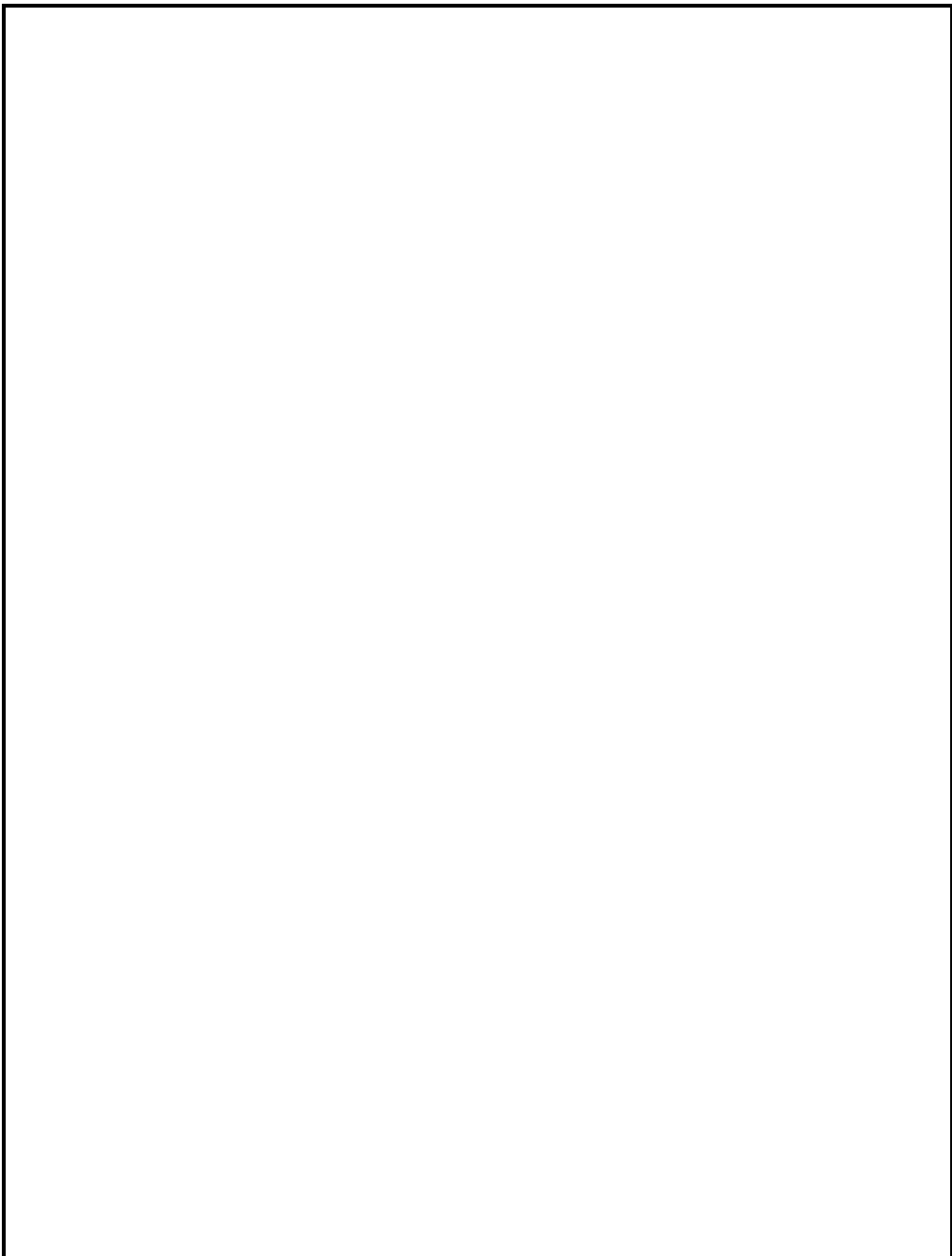


## **Chapter 9**

# **General Elections**

This section of the handbook applies only to General Elections.

When planning for a general election, also refer to the other sections of this handbook for information that applies to all elections, including general elections.



## Table of Contents

### Overview

What is the General Election? .....	1
Date of General Election .....	1
Laws Related to General Elections.....	1
What is Different About General Elections? .....	2
High Profile, High Turnout.....	2
Judicial Retention Election Held at the Same Time.....	2
Constitutional Amendments, Convention Questions & Statewide Public Measures...	2
Additional Publication Required .....	2
Three Publications of Precinct Boundaries Map Required .....	2
Reporting Results of Absentee Precinct.....	2
Special Elections Held with General Election.....	3
Changes in Polling Places Since Last General Election.....	3
Counting Absentee Ballots on Monday .....	3

### Pre-Election

Paying for the Election.....	4
Special Election “Blackout” Dates.....	4
Veteran’s Day.....	4
Satellite Voting Petitions.....	4
Voter Pre-Registration Deadline .....	4
Auditor’s Office Open on Two Saturdays.....	5
Affidavit Review.....	5

**Polling Places**

All Polling Places Used..... 6  
Check Accessibility..... 6  
Consolidating Precincts ..... 6  
Vote Centers ..... 6  
Polling Place Hours ..... 6

**Nomination Period**

Filing Officer ..... 7  
Filing Period ..... 7  
Signatures Needed for NPPO and “Nominated by Petition” Candidates ..... 8  
NPPO Convention Attendance Requirements ..... 9  
Withdrawals.....10  
    Political Party Candidates who were Nominated at Primary Election .....10  
    Candidates who Filed During the General Election Filing Period .....10  
Objections .....10  
Substitutions.....10  
Nomination Methods .....11

**Absentee Voting**

Proxy Requests Allowed.....13  
Special Write-In (Submarine) Ballot Allowed .....13  
Federal Write-In Ballot (FWAB) Allowed .....13  
Request Deadlines .....13

**Ballot Preparation**

Voting Equipment.....14

Partisan Election with Non-Partisan Offices on the Ballot .....	14
Candidate Certifications .....	14
When Ballots Must be Ready .....	14
Public Measures/Special Elections .....	14
Vacancies.....	15
Ordering Ballots.....	15
General Election Ballot Anatomy .....	16
Order of Offices .....	18
Presidential General Elections .....	18
Gubernatorial General Elections .....	19
Order of Names Within Each Office.....	20
Partisan Offices .....	20
Non-Partisan Offices.....	21
Judicial Retention Candidates .....	21
Rotation .....	22
Ballot Layout .....	24
<b>Post Election Day</b>	
Provisional Ballots .....	28
ASVP Board.....	28
County Canvass.....	28
Write-In Votes in General Elections .....	28
Abstracts .....	29
Certified Election Canvass Summary .....	29
Write-In Winners.....	29
Certificates of Election.....	30

Recounts.....	30
Contests.....	30
Record Retention .....	31

## Overview

### **What is the General Election?**

The general election is the most prominent election conducted by the auditor's office. It has the largest turnout of all elections. It is held in even-numbered years to elect federal and state officers, members of Congress and the General Assembly, county and township officers, and other officers as provided by law. It is also held to decide public measures at the city and county level, as well as to vote on statewide public measures and constitutional amendments.

The term "general election" when it is used in the *Iowa Code* or in this handbook refers to this election.

[§39.1, 39.3(7)]

### **Date of General Election**

The general election is held on the first Tuesday after the first Monday in November of even-numbered years.

[§39.1]

### **Laws Related to General Elections**

Chapters 49, 50, 52, and 53 of the *Iowa Code* are the main sources of information for laws relating to the general election.

## **What is Different About General Elections?**

### **High Profile, High Turnout**

The general election is the highest profile election conducted by the auditor's office. It receives national attention. It usually has the highest turnout of all elections, especially in presidential election years.

### **Judicial Retention Election Held at the Same Time**

The judicial retention election is a separate election held at the same time as the general election. Judges appear on the ballot after the non-partisan offices, and special instructions for voters indicating where to find the judges on the ballot are required.

[§46.22, 49.48, IAC 721—21.203(1)(a)]

### **Constitutional Amendments, Convention Questions and Statewide Public Measures**

The only time constitutional amendments, constitutional convention questions and statewide public measures appear on the ballot is at general elections or statewide special elections.

### **Additional Publication Required**

The notice of election must be published in two newspapers of general circulation if there are two generally circulated newspapers in the county.

[§49.53(2)]

### **Three Publications of Precinct Boundaries Map Required**

If precinct boundaries have changed since the last general election, a notice of changes (which may include a map) must be published for three consecutive weeks in a newspaper of general circulation. The last publication must occur no fewer than 30 days before the general election. Remind cities of this requirement. If boundaries have not changed, this publication is not required.

[§49.11(2)]

### **Reporting Results of Absentee Precinct**

Absentee results must be reported by resident precinct for the general election. For all other elections, the auditor may choose to report by resident precinct or as a single precinct.

For more information, see the Absentee Voting chapter.

[§53.20(2)]

## **Special Elections Held with General Election**

Some public measures may be placed on the ballot at general elections. The county candidate filing deadline is the last day to add anything to the general election ballot.

See the Special Elections chapter for more information about public measure special elections.

Some vacancies must be filled at the general election. See the Vacancies chapter for more information.

## **Changes in Polling Places Since Last General Election**

If the polling place for any precinct is different than the one used at the last general election, you must include that information in the notice of election. You must also post a notice at the former polling place before the polls open on election day indicating where the polling place is for that precinct.

[§49.23]

## **Counting Absentee Ballots on Monday**

For the general election only, the ASVP board can begin counting absentee ballots the day before the election. The ASVP board must begin counting absentee ballot the day before the election if the counting of absentee ballot was not completed by 10 p.m. on election night at the last general election.

[§53.23(3)(c), IAC 721—22.343]

## **Pre-Election**

### **Paying for the Election**

The county pays the election costs associated with conducting the election.

[§47.3(1)]

### **Special Election “Blackout” Dates**

No special elections (including special elections held to fill vacancies) may be held for three weeks before and after the general election.

[§39.2(1)(a)]

### **Veteran’s Day**

Occasionally, the Veteran’s Day holiday may affect certain deadlines related to the general election. Election-related filing deadlines (if any) will typically extend to the next business day.

[§1C.1(5), 47.4]

### **Satellite Voting Petitions**

Residents of the county can petition for satellite voting for general elections. The minimum number of signatures required on a petition is 100, and the petition must be delivered to the auditor no later than 47 days before the election at 5 p.m.

[§53.11]

At least seven days before the first day of a satellite, the auditor must notify the political parties of the date, time, and location of a satellite so the parties may appoint observers.

[§53.11(5)]

See the Absentee Voting chapter for more information.

### **Voter Pre-Registration Deadline**

The pre-registration deadline is 10 days before the general election at 5 p.m. This is a Saturday and the auditor’s office must be open from 8 a.m. to 5 p.m. that day. After this deadline, voters can register to vote and cast an absentee ballot at the same time using EDR procedures at the auditor’s office or a satellite voting station or they can use EDR procedures at their polling place on election day.

[§48A.7A(3), 48A.9]

### **Auditor's Office Open on Two Saturdays**

On the voter registration deadline, the auditor's office must be open from 8 a.m. to 5 p.m. On the Saturday before the election, the auditor's office must be open for absentee voting and other election business for at least eight hours. There are no set hours, but the office must be open until at least 5 p.m. because that is the deadline for receiving absentee ballots eligible for affidavit review.

[§47.2(5), 48A.9(2), 53.18(2)]

### **Affidavit Review**

All ballots that are received by 5 p.m. on the Saturday before the general election must have their return envelopes opened and their affidavit envelopes reviewed for defects and completeness. If any problems are discovered, the voter must be notified immediately.

[§53.18(2)]

For more information on affidavit review, see the Absentee Voting chapter.

## **Polling Places**

### **All Polling Places Used**

Except for rare exceptions listed in “Consolidating Precincts” below, every precinct’s polling place must be used in general elections.

### **Check Accessibility**

Check to make sure that all polling places or vote centers are accessible to voters with disabilities.

See the Pre-Election chapter for more details.

### **Consolidating Precincts**

Precincts cannot usually be consolidated for general elections. All general election precincts must have separate polling places.

There are only three rare circumstances when consolidated precincts are allowed to be used in the general election:

1. When one of the precincts involved consists entirely of dormitories that are closed at the time the election is held.
2. When the consolidated precincts, if established as a permanent precinct, would meet all the requirements of §49.3, and a combined total of no more than 350 voters voted in the consolidated precincts at the last preceding similar election.
3. When the city council of a special charter city with a population of 3,500 or less which is divided into council wards requests the auditor to consolidate two or more precincts for any election.

[§49.11(3)(d)]

### **Vote Centers**

Vote centers are not allowed in general elections.

[§49.11(3)(b)]

### **Polling Place Hours**

All polling places must be open from 7 a.m. to 9 p.m.

[§49.73]

## Nomination Period

### Filing Officer

The auditor is the filing officer for candidates for county offices, township offices and local (city or county) public measures. The SOS is the filing officer for candidates for federal offices, state offices, judges, constitutional amendments and statewide public measures.

[§44.4, 45.4, 46.20, Ch. 49A]

**Best Practice:** Review all the procedures for accepting/rejecting nomination papers during the filing period with anyone in the office who may receive nomination papers from candidates. Use the Filing Officer's Guide as a resource.

### Filing Period

**State and Federal Candidates:** Begins 99 days before the election and ends at 5 p.m. on the 81st day before the election

**County Candidates:** Begins 92 days before the election and ends at 5 p.m. on the 69th day before the election

The SOS office and auditors' offices must be open until 5 p.m. on the final day for filing.

[§44.4(1), 45.4]

**Exception:** There is no first day for political parties to file convention nominations. These can be accepted anytime after the primary election until 5 p.m. on the candidate filing deadline.

Any candidate whose papers were accepted for filing has a right to have his or her name placed on the ballot. After papers have been accepted, the auditor's duty is to place the name on the ballot and let the normal objection process run its course.

[§44.4(2), 45.4]

**Signatures Needed for NPPO and “Nominated by Petition” Candidates**

<b>Federal Office</b>	<b>Signatures Needed</b>
President & Vice President	1500; must run as a team; must collect from at least 10 counties [§45.1(1)]
U.S. Senator	1,500; must collect signatures from at least 10 counties [§45.1(1)]
U.S. Representative	375 from the congressional district [§45.1(2)]
<b>State Executive Office</b>	<b>Signatures Needed</b>
Governor & Lieutenant Governor	1,500; must run as a team; must collect signatures from at least 10 counties [§45.1(1)]
Secretary of State, Auditor of State, Treasurer of State, Secretary of Agriculture, Attorney General	1,500; must collect signatures from a least 10 counties [§45.1(1)]
<b>Iowa General Assembly</b>	<b>Signatures Needed</b>
State Senator	100 from state senate district [§45.1(3)]
State Representative	50 from state representative district [§45.1(4)]
<b>County Offices</b>	<b>Signatures Needed</b>
County Supervisor	Plan 1 and 2 Counties: At least 250 or 1% of number of registered voters in the county as of July 1 of previous year, whichever is less  Plan 3 Counties: At least 150 or 1% of number of registered voters in the supervisor district as of July 1 of previous year, whichever is less [§45.1(5&6), IAC 721—21.601(2)]
County Attorney, County Auditor, County Treasurer, County Recorder, County Sheriff	At least 250 or 1% of number of registered voters in the county as of July 1 of previous year, whichever is less [§45.1(5)]
<b>Non-Partisan Offices</b>	<b>Signatures Needed</b>
Township Trustee	No petition is required [§39.22(2)]
Township Clerk	No petition is required [§39.22(2)]
Soil & Water Conservation Board	25 from the conservation district [§161A.5 (3)]
County Hospital Trustee	50 from the county [§347.25]
County Agricultural Extension	25 from the extension district [§176A.8]

### NPPO Convention Attendance Requirements

<b>Office</b>	<b>Minimum Attendance</b>	<b>Number of counties or precincts that must be represented by at least one eligible elector</b>
Statewide Offices	250 eligible electors	25 counties in Iowa
U.S. Representative	50 eligible electors	½ of counties in district
State Senator	20 eligible electors	½ of precincts in district
State Representative	10 eligible electors	½ of precincts in district
County Offices	10 eligible electors	½ of precincts in county
City Offices	10 eligible electors	½ precincts in city

[§44.1]

## **Withdrawals**

### **Political Party Candidates who were Nominated at Primary Election**

A written notice of withdrawal must be filed with the SOS for state and federal offices 89 days or more before the general election.

A written notice of withdrawal must be filed with the auditor for county offices 74 days or more before the general election.

[§43.76]

### **Candidates who Filed During the General Election Filing Period**

#### **NPPO and Non-Partisan Candidates**

A written notice of withdrawal must be filed with the SOS for state and federal offices 74 days or more before the general election.

A written notice of withdrawal must be filed with the auditor for county offices 64 days or more before the general election.

[§44.9, 45.4]

#### **Political Party Candidates Nominated by Convention**

The *Iowa Code* does not include a procedure these candidates may use to withdraw.

## **Objections**

Written objections for state and federal candidates must be filed within 74 days or more before the general election with the SOS. Deadline is 5 p.m.

Written objections for county candidates must be filed within 64 days or more before the general election with the auditor. Deadline is 5 p.m.

[§44.4(2), 45.4]

There is a different process followed after objections are filed for political party candidates and NPPO candidates. See the Filing Officer's Guide for more information on the objection process.

## **Substitutions**

Only NPPOs may make substitutions on the general election ballot. See the Filing Officer's Guide for more information on the substitution process.

Substitutions for state and federal candidates must be filed 74 days or more before the general election with the SOS. Substitutions for county candidates must be filed 63 days or more before the general election with the auditor.

[§44.11]

## Nomination Methods

There are four ways a candidate can be nominated to appear on the general election ballot:

### 1. Nomination at Primary Election

- Any candidate whose name was printed on the primary election ballot and who was nominated at the primary election is automatically placed on the general election ballot as the candidate for the political party that nominated him or her. No additional paperwork needs to be filed unless the individual was nominated by write-in votes.
- Individuals who are nominated by write-in vote at the primary election must file an affidavit of candidacy with the auditor or SOS within seven days of the primary election canvass to have their names on the general election ballot.

[§43.54, 43.66, 43.67]

### 2. Nomination After Primary Election by Political Party Convention (vacancy or necessary replacement)

- If a political party fails to make a nomination at the primary election or if the person who was nominated withdraws or dies before the general election filing deadline, the party can hold a convention to nominate another candidate for that office.
- The ballot vacancy in the case of candidates who withdraw or die must occur 89 or more days before the general election for state and federal candidates and 74 or more days before the general election for county candidates. If the ballot vacancy occurs during this period, a replacement nominee is allowed.

[§43.77, 43.78]

These candidates must file an affidavit of candidacy and political party convention certificate. For convention attendance requirements, see §43.78(1).

### 3. Nomination by NPPO Convention

- NPPOs can hold conventions to nominate candidates for the general election. Chapter 44 of the Iowa Code contains information, including attendance requirements, for these conventions.

These candidates must file an affidavit of candidacy and NPPO convention certificate. For convention attendance requirements, see §44.1.

### 4. Nomination by Petition (NPPO or no affiliation)

- Candidates can also run as members of NPPOs by circulating nomination petitions that specify the name of the NPPO.

- Candidates who are not affiliated with any political party or NPPO (i.e. “Nominated by Petition”) must circulate nomination petitions to get their names on the ballot.

These candidates must file an affidavit of candidacy and nomination petitions.

[§44.4, 45.4]

**Note about “Independent” Candidates:**

The term “independent” is used by candidates and the general public to refer to candidates who are not running under any party or NPPO’s ticket. In Iowa, if a candidate writes the word “Independent” on nomination papers, that candidate is indicating membership in the “Independent” NPPO and will be listed on the ballot that way. If a candidate intends to run without any party or NPPO affiliation, the box next to “Not affiliated with any organization” on the nomination petition and affidavit of candidacy should be checked and “Nominated by Petition” will appear on the ballot after the candidate’s name.

## **Absentee Voting**

### **Proxy Requests Allowed**

Proxy requests may be made by certain relatives of UOCAVA voters no sooner than 70 days before the election.

[§53.40(1)(b)]

See the Absentee Voting chapter for more information.

### **Special Write-In (Submarine) Ballot Allowed**

Submarine ballots are available 90 days before the general election to UOCAVA voters who will not be able to wait for the regular ballots to be transmitted.

[§53.45]

See the Absentee Voting chapter for more information on submarine ballots

### **Federal Write-In Ballot (FWAB) Allowed**

See the Absentee Voting chapter for more information on FWABs and when they can be counted.

[§53.53]

### **Request Deadlines**

See the Absentee Voting chapter.

## **Ballot Preparation**

### **Voting Equipment**

Voting equipment is required to be used in general elections. The equipment must be programmed to report absentee results by resident precinct in the general election.

[§52.1, 53.20(2)]

### **Partisan Election with Non-Partisan Offices on the Ballot**

General election ballots contain both partisan and non-partisan offices. For partisan offices, the political affiliation of candidates is listed with each individual candidate's name on the ballot. No reference to political affiliation is included after the names of candidates for non-partisan offices or judges seeking retention.

[§49.31(1)(a)]

### **Candidate Certifications**

The official list of the names of all candidates for state and federal offices is called the certification or certificate and is prepared by the SOS. Only candidates named on the certificate may have their names on the ballot for state and federal offices. This certificate lists the correct spelling of candidate names. The certificate will be sent as soon as possible after the filing period is over.

[§43.73, 46.21]

### **When Ballots Must be Ready**

Ballots must be mailed, emailed, or faxed to UOCAVA voters at least 45 days before the election.

Ballots can be mailed to domestic absentee voters as soon as they are ready. Ballots can be voted in-person at satellites and auditors' offices no sooner than 40 days before the election.

[§53.10(1), 53.8(1), 53.40(2)]

### **Public Measures/Special Elections**

Public measures are allowed on the general election ballot for counties, cities, and some benefitted districts.

In 2018 and every eight years thereafter, any counties where gambling has been approved must include a gambling proposition on the general election ballot.

[§99F.7(11)(d)]

Constitutional amendments, constitutional convention questions, and statewide public measures may also appear on the ballot.

[Iowa Constitution Article X Sec. 3, §39.2, 49A.4]

## **Vacancies**

Any vacancies in county offices that occur 74 or more days before the election must be filled at the general election.

[§43.77(5)(b), 43.78(1), 69.14A(1)(b)(2)]

See the Vacancies chapter.

## **Ordering Ballots**

The minimum number of ballots that must be ordered for general elections is always based on the number of voters from the general election that was held four years earlier (i.e. gubernatorial general elections are based on the last gubernatorial general election, presidential general elections are based on the last presidential general election).

For every 50 people who voted in a precinct in the general election four years ago, 55 ballots must be ordered for that precinct. For example, if 595 people voted in Fun Township four years ago, 655 ballots must be ordered this year for that precinct.

This formula is the minimum requirement. You must have additional ballots for absentees, public testing, possible spoiled and replacement ballots, etc. Make sure to factor EDR into your ballot order numbers.

[§49.64]

## **General Election Ballot Anatomy**

In addition to the information listed here, see the Pre-Election Day chapter for other ballot requirements.

### **President and Vice President/Governor and Lt. Governor**

These two candidates are elected as a team.

Use one voting target for each pair of candidates. Label each of the write-in lines with an option to write in a candidate for both president and vice president, as shown on the sample ballot on page 23. The same principle should be followed in gubernatorial elections for governor and Lt. governor.

[§49.33]

### **Judicial Retention and Constitutional Amendment(s)**

The judicial ballot certification and constitutional amendment certification (if any) will be sent by the SOS with the certification of candidates. Only judges named on the certificate can have their names on the general election ballot. This certificate tells you the correct spelling of their names and the order in which they must appear on the ballot. Do not change the order or rotate names of judges.

[§46.21]

**Important Note:** You must include a description of the location of the judges and constitutional amendments (if any) on the front of ballots in the section for instructions for voters. The precise wording of this notice will vary depending on the actual location of the measures. However, the following basic format must be used (example includes a situation in which there is a constitutional amendment on the ballot):

#### Where to find the judges and proposed amendment to the Iowa Constitution

- **Judges:** on the back of this ballot, in the middle of the right-hand column.
- **Constitutional Amendment:** on the back of this ballot at the end of the right-hand column.

[§49.48, IAC 721—21.203(1)(d)]

## **Straight Party Voting**

Straight party voting options must be included on general election ballots. See the Pre-Election Day chapter for more information.

[§49.37(1)]

## **Other Political Organizations Instruction**

Other political organizations that have only nominated one candidate in a respective county must be listed after the straight party voting section of the ballot under this sentence:

“Other Political Organizations. The following organizations have nominated candidates only for one office.”

[§49.37(1)(b)]

## Order of Offices

P = Partisan Office

NP = Non-Partisan Office

For more on the difference between partisan and non-partisan offices and candidates, see the Pre-Election Day chapter.

### **Presidential General Elections (2012, 2016, 2020, etc.)**

#### 1. Federal Offices

- a. President/Vice President [P]
- b. U.S. Senator (if any) [P]
- c. U.S. Representative [P]

**Important Note:** A U.S. Senate race will not appear on the ballot in 2012.

#### 2. State Offices

- a. State Senator (if any) [P]
- b. State Representative [P]

#### 3. County Offices

- a. Board of Supervisors [P]
- b. Auditor [P]
- c. Sheriff [P]

#### 4. Non-partisan Offices

- a. Township Trustees (if any) [NP]
- b. County Public Hospital Trustees (if any) [NP]
- c. Soil and Water Conservation District Commissioners [NP]
- d. County Agricultural Extension Council Members [NP]
- e. Other non-partisan offices/benefitted district offices (if any) [NP]

#### 5. Judicial Retention

- a. Supreme Court (if any) [NP]
- b. Court of Appeals (if any) [NP]
- c. District Court Judges (if any) [NP]
- d. District Court Associate Judges (if any) [NP]
- e. Associate Juvenile Judges (if any) [NP]
- f. Associate Probate Judges (if any) [NP]

#### 6. Constitutional Amendments and Public Measures

- a. Constitutional Amendments (if any)
- b. Statewide Public Measures (if any)
- c. County Public Measures (if any)
- d. City Public Measures (if any)
- e. Benefitted District Public Measures (if any)

**Important Note:** If any vacant offices must appear on the ballot, list them as the last office under the appropriate numbered heading unless the office is a part of a multi-member body. If the office is part of a multi-member body, list the vacant office after the regularly scheduled offices. (Ex: If county recorder must appear on this ballot to fill vacancy, list it under county sheriff).

## Gubernatorial General Elections (2014, 2018, 2022, etc.)

1. Federal Offices
  - a. U.S. Senator (if any) [P]
  - b. U.S. Representative [P]
2. State Offices
  - a. Governor/Lt. Governor [P]
  - b. Secretary of State [P]
  - c. Auditor of State [P]
  - d. Treasurer of State [P]
  - e. Secretary of Agriculture [P]
  - f. Attorney General [P]
  - g. State Senator (if any) [P]
  - h. State Representative [P]
3. County Offices
  - a. Board of Supervisors [P]
  - b. Treasurer [P]
  - c. Recorder [P]
  - d. County Attorney [P]
4. Non-partisan Offices
  - a. Township Trustee (if any) [NP]
  - b. Township Clerk (if any) [NP]
  - c. County Public Hospital Trustees (if any) [NP]
  - d. Soil and Water Conservation District Commissioners [NP]
  - e. County Agricultural Extension Council Members [NP]
  - f. Other non-partisan offices/benefitted district offices (if any) [NP]
5. Judicial Retention
  - a. Supreme Court (if any) [NP]
  - b. Court of Appeals (if any) [NP]
  - c. District Court Judges (if any) [NP]
  - d. District Court Associate Judges (if any) [NP]
  - e. Associate Juvenile Judges (if any) [NP]
  - f. Associate Probate Judges (if any) [NP]
6. Constitutional Amendments and Public Measures
  - a. Constitutional Amendments (if any)
  - b. Statewide Public Measures (if any)
  - c. County Public Measures (if any)
  - d. City Public Measures (if any)
  - e. Benefitted District Public Measures (if any)

**Important Note:** If any vacant offices must appear on the ballot, list them as the last office under the appropriate numbered heading unless the office is a part of a multi-member body. If the office is part of a multi-member body, list the vacant office after the regularly scheduled offices. (Ex: If county auditor must appear on this ballot to fill vacancy, list it under county attorney).

## Order of Names Within Each Office

### Partisan Offices

- Political party candidates are listed first.

It is the auditor's choice which political party's candidates are listed first on the ballots. The order must be the same for all partisan offices. For example, the Democratic candidate cannot be listed first for county auditor if the Republican candidate is listed first for county sheriff. Either the Democratic candidates must be listed first in all cases or the Republican candidates must be listed first in all cases.

- Candidates running as members of non-party political organizations (NPPOs) are listed after political party candidates.

As with political party candidates, the order of NPPO candidates is determined by the auditor and must be the same for all offices.

**Important Note:** Only one candidate can appear on the ballot as a member of each NPPO. If multiple nominations are received for the same NPPO (e.g. you receive two nominations for county recorder for candidates of the Green Party NPPO), a drawing must be held on the day after the filing deadline to see which candidate will have the NPPO's name listed with the candidate's name on the ballot. The other candidate will appear on the ballot as "Nominated by Petition." However, if one of the candidates was nominated by convention and the other was nominated by petition, no drawing is necessary and the candidate who was nominated by convention has the right to appear on the ballot with the name of the NPPO. See IAC 721-21.201 for additional information.

- Candidates running for partisan office who are "Nominated by Petition" (i.e. candidates who are not running as members of any political party or NPPO) are listed after political party and NPPO candidates. The order in which the names appear is also determined by the auditor.

**Best Practice:** List candidates who are "Nominated by Petition" in alphabetical order by last name.

[§49.31(2)(b)]

## **Non-Partisan Offices**

The order of the names of candidates running for the following non-partisan offices is determined by drawing lots. The auditor holds the drawing the next business day after the last day of the filing period.

- County public hospital trustees
- Soil and water conservation district commissioners
- County agricultural extension council members
- Township officers

[§49.31(2)(c)]

## **Judicial Retention Candidates**

The SOS sends auditors a judicial ballot certification with the correct spelling and the correct order of the names of candidates standing for retention. Place candidates on the ballot in the exact order they appear on the certification.

[§46.21]

**Rotation**

Rotation only applies to partisan offices in which two or more people are to be elected. In practice, the only time when rotation will be necessary at a general election is in the case of candidates running for at-large board of supervisors. Rotation is not necessary if the candidates are running unopposed (ex. three people on the ballot running for three seats).

**Example:** Fable County is electing two at-large county supervisors. Two Democratic candidates won at the primary election. Only one Republican candidate was on the ballot at the primary election and the local party did not hold a convention to nominate anyone for the other seat. In this case, rotation is necessary because there are three candidates running for two open seats. The names of the two Democratic candidates will need to be rotated within their party.

**Important Note:** The names of at-large county supervisors in the general election that have to be rotated will only be rotated within their party (see example below):

	<b>For Board of Supervisors</b> Vote for no more than two.	<b>For Board of Supervisors</b> Vote for no more than two.	
On the 1st ballot precinct: →	Jackie Candidate Democratic Party	Joe Citizen Democratic Party	On the 2nd ballot precinct: ←
	Joe Citizen Democratic Party	Jackie Candidate Democratic Party	
	Betty Elector Republican Party	Betty Elector Republican Party	
	_____ Write-in vote, if any.	_____ Write-in vote, if any.	
	_____ Write in vote, if any.	_____ Write-in vote, if any.	

**Do not rotate** the names of candidates for president and vice president or governor and lieutenant governor.

[§49.31(2)(b)]

**Do not rotate the names of judges.** Print them on the ballot in the order listed on the SOS judicial certification. The SOS rotates the names *county by county*, when necessary.

[§46.21]

**Do not rotate** the order of political parties or NPPOs.

An example of how to lay out a **partisan office** on the General Election Ballot appears below:

FOR UNITED STATES SENATOR  
(Vote for no more than one.)

<input type="radio"/>	Dallas Davis Democratic Party	}
<input type="radio"/>	Grundy Greene Republican Party	
<input type="radio"/>	Fremont Franklin Fun Party USA	}
<input type="radio"/>	Montgomery Marshall George Washington Party	
<input type="radio"/>	Clarke Clayton Nominated by Petition	}
<input type="radio"/>	Page Plymouth Nominated by Petition	
<input type="radio"/>	Shelby Scott Nominated by Petition	
<input type="radio"/>	_____	}
	Write-in vote, if any.	

**Political Party Candidates First.**

The order of political parties is determined by the county auditor and must be the same for all offices.

**NPPO Candidates Second.**

The order of NPPOs is determined by the county auditor and must be the same for all offices.

**Non-partisan Candidates Third.**

The order of candidates' names is determined by the auditor.

**Best Practice:** List candidates who are "Nominated by Petition" in alphabetical order by last name.

**Write-In Votes Last.**

A number of spaces equal to the number of persons to be elected to each office must be included for write-in votes.

**Ballot Layout**

Example of ES&S General Election Ballot:

JOHNSON COUNTY	STATE OF IOWA	NOVEMBER 4, 2008
<p>General Election November 4, 2008</p> <p>IC01 County of Johnson, State of Iowa</p> <p style="text-align:center;"><i>Tom Slockett</i></p> <p style="text-align:center;">County Auditor and Commissioner of Elections</p> <p><b>INSTRUCTIONS TO VOTER</b></p> <p><b>1. Voting Mark.</b> To vote, fill in the oval next to your choice.</p> <p><input type="radio"/> Candidate Name <input type="radio"/> Candidate Name</p> <p><b>2. Write-in Votes.</b> To vote for a person whose name is not on the ballot, write the name on the write-in line below the list of candidates and fill in the oval next to it.</p> <p><b>3. Use only a No. 2 pencil to mark your ballot, unless a marking device is provided by an election official.</b></p> <p><b>4. Do not cross out.</b> If you change your mind, exchange your ballot for a new one.</p> <p><b>5. Notice to voters.</b> To vote to approve any question on this ballot, fill in the oval in front of the word "Yes". To vote against a question, fill in the oval in front of the word "No."</p> <p><b>Where to find the judges, proposed amendment to the Iowa Constitution, and County Conservation bond issue:</b> <b>Judges:</b> on the back of this ballot starting in the left-hand column. <b>Constitutional Amendment:</b> on the back of this ballot in the right-hand column. <b>County Conservation Bond Issue:</b> on the back of this ballot in the right-hand column.</p> <p><b>PARTISAN OFFICES STRAIGHT PARTY VOTING</b></p> <p>To vote for all candidates from a single party, fill in the oval in front of the party name. Not all parties have nominated candidates for all offices. Marking a straight party vote does not include votes for nonpartisan offices, judges or questions.</p> <p><input type="radio"/> Democratic Party <input type="radio"/> Republican Party <input type="radio"/> Green Party</p> <p><b>OTHER POLITICAL ORGANIZATIONS</b></p> <p>The following political organizations have nominated candidates for only one office: Constitution Party Libertarian Party for Socialism and Liberation Peace and Freedom Socialist Party USA Socialist Workers Party</p>	<p style="text-align:center;"><b>FEDERAL OFFICES</b></p> <p><b>FOR PRESIDENT AND VICE PRESIDENT</b> (Vote for no more than ONE team)</p> <p><input type="radio"/> Barack Obama Joe Biden Democratic Party</p> <p><input type="radio"/> John McCain Sarah Palin Republican Party</p> <p><input type="radio"/> Chuck Baldwin Darrell L. Castle Constitution Party</p> <p><input type="radio"/> Cynthia McKinney Rosa Clemente Green Party</p> <p><input type="radio"/> Bob Barr Wayne A. Root Libertarian</p> <p><input type="radio"/> Gloria La Riva Robert Moses Party for Socialism and Liberation</p> <p><input type="radio"/> Ralph Nader Matt Gonzalez Peace and Freedom</p> <p><input type="radio"/> Brian Moore Stewart A. Alexander Socialist Party USA</p> <p><input type="radio"/> James Harris Alyson Kennedy Socialist Workers Party</p> <p><input type="radio"/> _____ (Write-in vote for President, if any)</p> <p><input type="radio"/> _____ (Write-in vote for Vice President, if any)</p> <p><b>FOR UNITED STATES SENATOR</b> (Vote for no more than ONE)</p> <p><input type="radio"/> Tom Harkin Democratic Party</p> <p><input type="radio"/> Christopher Reed Republican Party</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><b>FOR UNITED STATES REPRESENTATIVE</b> 2ND DISTRICT (Vote for no more than ONE)</p> <p><input type="radio"/> Dave Loebsack Democratic Party</p> <p><input type="radio"/> Mariannette Miller-Meeks Republican Party</p> <p><input type="radio"/> Wendy Barth Green Party</p> <p><input type="radio"/> Brian White Nominated by Petition</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p style="text-align:center;"><b>TURN THE BALLOT OVER</b></p>	<p style="text-align:center;"><b>STATE OFFICES</b></p> <p><b>FOR STATE REPRESENTATIVE</b> HOUSE DISTRICT 77 (Vote for no more than ONE)</p> <p><input type="radio"/> Mary Mascher Democratic Party</p> <p><input type="radio"/> Chris L. Brewer Nominated by Petition</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p style="text-align:center;"><b>COUNTY OFFICES</b></p> <p><b>FOR BOARD OF SUPERVISORS</b> (Vote for no more than THREE)</p> <p><input type="radio"/> Pat Harney Democratic Party</p> <p><input type="radio"/> Terrence Neuzil Democratic Party</p> <p><input type="radio"/> Rod Sullivan Democratic Party</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><b>FOR COUNTY AUDITOR</b> (Vote for no more than ONE)</p> <p><input type="radio"/> Tom Slockett Democratic Party</p> <p><input type="radio"/> Hanna Gugliuzza Nominated by Petition</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><b>FOR COUNTY SHERIFF</b> (Vote for no more than ONE)</p> <p><input type="radio"/> Lonny L. Pulkrabek Democratic Party</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p style="text-align:center;"><b>NONPARTISAN OFFICES</b></p> <p><b>FOR SOIL AND WATER CONSERVATION DISTRICT COMMISSIONER</b> (Vote for no more than THREE)</p> <p><input type="radio"/> Nathan M. Moore</p> <p><input type="radio"/> Kelley Putman</p> <p><input type="radio"/> Alex Schmidt</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p>
Official's Initials _____	7.4.2.0 / 012903-14 © Election Systems & Software, Inc. 1991, 2002	Typ:01 Seq:0013 Spl:01

Rotation is not required if candidates are unopposed.

Example of ES&S General Election Ballot (cont.):

NONPARTISAN OFFICES	JUDICIAL BALLOT	PUBLIC MEASURES
<p><b>FOR COUNTY AGRICULTURAL EXTENSION COUNCIL</b> (Vote for no more than FOUR)</p> <p><input type="radio"/> Larry Culver</p> <p><input type="radio"/> Maynard Hebl</p> <p><input type="radio"/> Donna Ruth</p> <p><input type="radio"/> John Schneider</p> <p><input type="radio"/> (Write-in vote, if any)</p> <p><input type="radio"/> (Write-in vote, if any)</p> <p><input type="radio"/> (Write-in vote, if any)</p> <p><input type="radio"/> (Write-in vote, if any)</p>	<p>Larry J. Eisenhower</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p><b>District Court</b> Shall the following judges of the District Court be retained in office?</p> <p>Patrick R. Grady</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Fae Hoover-Grinde</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	<p><b>1</b></p> <p>Shall the following amendment to the Constitution be adopted?</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p><b>Summary:</b> Changes the language that describes a person who cannot legally vote from "idiot or insane person" to "a person adjudged mentally incompetent to vote."</p> <p>Section 5 of Article II of the Constitution of the State of Iowa is repealed and the following adopted in lieu thereof: <b>DISQUALIFIED PERSONS. SEC. 5.</b> A person adjudged mentally incompetent to vote or a person convicted of any infamous crime shall not be entitled to the privilege of an elector.</p>
<p><b>JUDICIAL BALLOT</b></p>	<p>Thomas Koehler</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	<p><b>D</b></p> <p>Shall the following public measure be adopted?</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>
<p><b>Notice to voters.</b> Vote on all names by filling in the appropriate oval below each name.</p>	<p>Nancy A. Baumgartner</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	<p>Shall the County of Johnson, State of Iowa, be authorized to acquire and develop lands with public access provided, to be managed by the Johnson County Conservation Board, in order to protect the water quality in rivers, lakes and streams; protect forests to improve air quality; protect natural areas and wildlife habitat from development, and provide for parks and trails, at a cost not exceeding \$20,000,000 and issue its general obligation bonds in an amount not exceeding \$20,000,000 for that purpose, to be repaid in not more than 20 years? All expenditures will be subject to an annual independent audit.</p>
<p><b>Supreme Court</b> Shall the following judges of the Supreme Court be retained in office?</p> <p>Mark S. Cady</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Daryl L. Hecht</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Brent Appel</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	<p>Marsha A. Bergan</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Shall the following Associate Judges of the District Court be retained in office?</p> <p>Barbara H. Liesveld</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	
<p><b>Court of Appeals</b> Shall the following judges of the Court of Appeals be retained in office?</p> <p>Terry L. Huitink</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Rosemary Shaw Sackett</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	<p>Angeline M. Wilson</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Casey D. Jones</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>Russell Glen Keast</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	
<p><b>TURN THE BALLOT OVER</b></p>		

Example of Premier General Election Ballot:

**Official Ballot** Barclay Twp

**General Election - November 4, 2008**

in the County of Black Hawk, State of Iowa

**Instructions:** To vote, fill in the oval completely next to your choice.  Candidate Name To cast a **write-in** vote, you must fill in the oval completely and write the name of your candidate on the line provided. **Judges** for the judicial ballot appear on the back of the ballot, columns two and three. The **Constitutional Amendment** appears on the back of the ballot, column four.

Partisan Offices	Federal Offices	County Offices
<p><b>Instructions:</b> For Straight Party Voting</p> <p>To vote for all candidates of a single party, fill in the oval <input type="radio"/> in front of the party name. Not all parties have nominated candidates for all offices. Marking a straight party vote does not include votes for nonpartisan offices, judges or questions.</p> <p><b>Straight Party Voting</b> Vote for no more than one party</p> <p><input type="radio"/> Democratic Party DEM</p> <p><input type="radio"/> Republican Party REP</p> <p><b>Other Political Organizations</b> The following political organizations have nominated candidates for only one office:</p> <p>Peace and Freedom.....PAF Green Party.....GRN Libertarian.....LIB Socialist Workers Party.....SWP Socialist Party USA.....SPU Party for Socialism &amp; Liberation.....PSL Constitution Party.....CON</p>	<p><b>President &amp; Vice President</b> Vote for no more than one team</p> <p><input type="radio"/> Barack Obama DEM Joe Biden</p> <p><input type="radio"/> John McCain REP Sarah Palin</p> <p><input type="radio"/> Ralph Nader PAF Matt Gonzalez</p> <p><input type="radio"/> Cynthia McKinney GRN Rosa Clemente.</p> <p><input type="radio"/> Bob Barr LIB Wayne A. Root</p> <p><input type="radio"/> James Harris SWP Alyson Kennedy</p> <p><input type="radio"/> Brian Moore SPU Stewart A. Alexander.</p> <p><input type="radio"/> Gloria La Riva PSL Robert Moses</p> <p><input type="radio"/> Chuck Baldwin CON Darrell L. Castle.</p> <p><input type="radio"/> _____ (Write-in vote for President, if any)</p> <p><input type="radio"/> _____ (Write-in vote Vice President, if any)</p> <p><b>U. S. Senator</b> Vote for no more than one</p> <p><input type="radio"/> Tom Harkin DEM</p> <p><input type="radio"/> Christopher Reed REP</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p>	<p><b>U. S. Representative First District</b> Vote for no more than one</p> <p><input type="radio"/> Bruce Braley DEM</p> <p><input type="radio"/> David Hartsuch REP</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><b>State Offices</b></p> <p><b>State Senator District 12</b> Vote for no more than one</p> <p><input type="radio"/> Brian Schoenjahn DEM</p> <p><input type="radio"/> Rebecca Wearmouth REP</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><b>State Representative District 23</b> Vote for no more than one</p> <p><input type="radio"/> Gene Ficken DEM</p> <p><input type="radio"/> Dan Rasmussen REP</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><b>County Offices</b></p> <p><b>Board of Supervisors</b> Vote for no more than three</p> <p><input type="radio"/> Michael D. Blackwell DEM</p> <p><input type="radio"/> Tom Little DEM</p> <p><input type="radio"/> John Miller DEM</p> <p><input type="radio"/> Randy Herod REP</p> <p><input type="radio"/> Scott Jordan REP</p> <p><input type="radio"/> Andy Mullinex REP</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><b>County Auditor</b> Vote for no more than one</p> <p><input type="radio"/> Grant Veeder DEM</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><b>County Sheriff</b> Vote for no more than one</p> <p><input type="radio"/> Tony Thompson DEM</p> <p><input type="radio"/> Mark Johnson REP</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><b>Non Partisan Offices</b></p> <p><b>Township Offices</b></p> <p><b>Barclay Trustee</b> Vote for no more than two</p> <p><input type="radio"/> Rick Zuck</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p> <p><input type="radio"/> _____ (Write-in vote, if any)</p>

**Board of Supervisors:**  
Rotation not required if candidates are unopposed.

← the ballot over

FRONT Card 1 RptPet 10-10 "Barclay Twp"

Example of Premier General Election Ballot (cont.):

Non Partisan Offices	Judicial Ballot		Constitutional Amendment
<b>Soil &amp; Water Conservation Commission</b> Vote for no more than three <input type="radio"/> _____ (Write-in vote, if any) <input type="radio"/> _____ (Write-in vote, if any) <input type="radio"/> _____ (Write-in vote, if any)	<b>Instructions:</b> Vote on all names by filling in the appropriate oval <input type="radio"/> after each name.		[Notice to Voters: To vote to approve the question on this ballot, fill in the oval <input type="radio"/> completely before the word "Yes". To vote against the question, fill in the oval <input type="radio"/> preceding the word "No".]
<b>Agricultural Extension Council</b> Vote for no more than four <input type="radio"/> Lillian Thomas <input type="radio"/> Mike Pipho <input type="radio"/> Candy Welch Streed <input type="radio"/> Gloria A. Paulsen <input type="radio"/> _____ (Write-in vote, if any) <input type="radio"/> _____ (Write-in vote, if any) <input type="radio"/> _____ (Write-in vote, if any) <input type="radio"/> _____ (Write-in vote, if any)	Shall the following Judges be retained in office?		
<b>Agricultural Extension Council To Fill Vacancy</b> Vote for no more than one <input type="radio"/> Lucy M. Evans <input type="radio"/> _____ (Write-in vote, if any)	<b>Supreme Court</b> Daryl L. Hecht <input type="radio"/> Yes <input type="radio"/> No Brent Appel <input type="radio"/> Yes <input type="radio"/> No Mark S. Cady <input type="radio"/> Yes <input type="radio"/> No	<b>District Court 1B</b> Thomas N. Bower <input type="radio"/> Yes <input type="radio"/> No Bradley J. Harris <input type="radio"/> Yes <input type="radio"/> No	<p style="text-align: center;"><b>1</b></p> Shall the following amendment to the Constitution be adopted?  <b>Summary:</b> Changes the language that describes a person who cannot legally vote from "idiot or insane person" to "a person adjudged mentally incompetent to vote."  Section 5 of Article II of the Constitution of the State of Iowa is repealed and the following adopted in lieu thereof: <b>DISQUALIFIED PERSONS.</b> SEC. 5. A person adjudged mentally incompetent to vote or a person convicted of any infamous crime shall not be entitled to the privilege of an elector. <input type="radio"/> Yes <input type="radio"/> No
	<b>Court of Appeals</b> Rosemary Shaw Sackett <input type="radio"/> Yes <input type="radio"/> No		
	Larry J. Eisenhauer <input type="radio"/> Yes <input type="radio"/> No		
	Terry L. Huitink <input type="radio"/> Yes <input type="radio"/> No		

Turn the ballot over

BLACK HAWK COUNTY GENERAL ELECTION BACK CARD

## **Post Election Day**

### **Provisional Ballots**

Post a list of the number of provisional ballots cast in each precinct as soon as possible but no later than 9 a.m. on the Thursday after the election.

[§50.20]

### **ASVP Board**

The board must meet to consider any provisional ballots cast in the election and any absentee ballots with timely postmarks that have been received. The earliest time the board can meet to do this is noon on Thursday after the election.

For additional information about ASVP procedures, see the Absentee Voting chapter.

[§50.21, 50.22]

### **County Canvass**

The county canvass for general elections is held on the Monday or Tuesday after the election. Absentee ballots with a timely postmark can be received until noon on Monday. If the canvass is scheduled before noon on Monday, the auditor must check the post office for any timely ballots.

[§50.24, 53.17(2)]

For more information on the canvass process, see the Post Election Day chapter.

In 2012, if the auditor's office is closed to due Veteran's day on Monday, November 11, the canvass must occur on Tuesday.

### **Write-In Votes in General Elections**

Write-in votes are allowed and the candidate with the most votes is declared elected. There is no "next highest vote-getter" provision in general elections, even if no one filed papers to run for the office. If a person who was elected by write-in votes declines the office, a vacancy is created.

[§50.24, 50.45]

## **Abstracts**

Two sets of all state and federal abstracts will need to be prepared and signed by a majority of the board of supervisors.

### **For state and federal offices:**

- Send one set of the abstracts to the SOS with the board's original signatures no later than 13 days after the election.
- Keep one set for your files

### **For county offices:**

- Keep one set for your files

[§50.24(2), 50.26, 50.30]

See the Post Election Day chapter for more information on preparing abstracts.

## **Certified Election Canvass Summary**

A canvass summary must be prepared and signed by a majority of the board of supervisors.

### **For state and federal offices:**

- Send a canvass summary to the SOS with the board's original signatures no later than 13 days after the election.
- Keep one canvass summary for your files

### **For county offices:**

- Keep one canvass summary for your files

[§50.24(3), 50.30A]

See Post Election Day chapter for more information.

## **Write-In Winners**

Write-in winners in the general election are not required to file any paperwork with the county auditor in order to accept the office to which they have been elected. They will need to take the oath of office at the same time as other elected officers.

[§50.24, 50.45]

## Certificates of Election

Each person who was elected must receive a certificate of election. Include open meetings law (Chapters 21 and 22 of the *Iowa Code*) information with the certificates.

[§21.10, 50.29]

## Recounts

The deadline to request a recount for the general election is 5 p.m., on the third day after the board of supervisors' canvass of votes.

[§50.48]

See the Recounts chapter for more information on conducting recounts.

## Contests

The deadline to file a statement of intent to contest the general election varies by office:

- **Governor:** 30 days after the proclamation of result by the General Assembly [§58.1]
- **General Assembly:** 20 days before the start of the next session [§59.1]
- **Federal Offices:** 2 days after the state canvass [§60.4]
- **Statewide Offices:** 30 days after the state canvass [§61.3]
- **County Offices:** 20 days after the county canvass [§62.5]
- **Public Measures:** 20 days after the county canvass [§62.5]

See the Contests chapter for more information.

## **Record Retention**

Keep records for 22 months because the general election ballot contains federal offices. If a general election contest is pending, keep until the final determination of the contest. Tally lists and abstracts which have not been electronically recorded must be kept forever.

See the election document retention record available in the Election Forms Library.

## **Exceptions**

- Nomination papers for primary election candidates for state and county offices must be destroyed 10 days before the general election, if an election contest is not pending. [§50.19(1)]
- Unvoted ballots and programmed memory cards. [§50.9, IAC 721—22.51(13-14)]