

April 2013 Handbook Changed Pages

Voter Registration – Chapter 1

Page	Change	Bill Sec. # Code Cite
TOC	Addition of headings	N/A
11-12	Addition of section regarding ID number verification not required for EDR voters	N/A
13-13a	Revision of EDR registrant follow up notice title	N/A
Blank page + 14	Correction of code citations regarding updates to voter registrations	N/A
21-22	Addition of Administrative Rule citations	IAC 821—2.14
43-44	Correction of URL for Iowa Access to gain access to the SSN verification website	N/A
49-52	Addition of information regarding ID number verification not required for EDR voters	N/A
83-84	Correction of URL for Iowa Access to gain access to the SSN verification website	N/A
85-86	Corrected language regarding county registration date	N/A
89-94	Addition of information regarding ID number verification not required for EDR voters	N/A

Pre-Election Day – Chapter 2

Page	Change	Bill Sec. # Code Cite
19-20	Addition of HAVA citation and explanation on polling place signs if multiple precincts are located in one building	HAVA Section 302
31-32	Clarification on sending sample ballots to candidates	N/A
53-53a	Revised language for ballot marking device	N/A
55-56	Revision of Administrative Rule citation	N/A
57-62b	Revision of Administrative Rule citations and revision of headings to reflect newly certified voting equipment Addition of pre-election testing requirements for OVI unit	IAC 721— 22.265(4)

Absentee Voting – Chapter 3

Page	Change	Bill Sec. # Code Cite
TOC	Addition of headings	N/A
1-2	Moved information about requestors in jail or prison and who are not yet 18 at time application was received to appropriate section in chapter	N/A
7, 8, 8a, blank page	Addition of information on handling pending voters with voted absentee ballots.	N/A
43-46	Clarification of description of when voters may surrender an absentee ballot	N/A
65, 66, 66a, blank page	Addition of instructions on how to void an FPCA in I-VOTERS	N/A
67-68	Revision of I-VOTERS instructions of entering UOCAVA absentee requests to clarify I-VOTERS terminology	N/A
69-70	Revision of code citation	§53.39(2)
71, 71a, blank page, 72	Addition of processing instructions for when a UOCAVA ballot is submitted electronically	N/A
79, 79a, blank page, 80	Revision of FWAB instructions when the FWAB was submitted electronically and was not signed	IAC 721— 21.320(5)(b)
105-106	Moved information about requestors in jail or prison and who are not yet 18 at time application was received to appropriate section in chapter	N/A
111-112	Revision of I-VOTERS instructions of entering UOCAVA absentee requests to clarify I-VOTERS terminology	N/A
129-132	Clarification of description of when voters may surrender an absentee ballot	N/A

Election Day – Chapter 4

Page	Change	Bill Sec. # Code Cite
TOC	Addition of headings	N/A
3-3a	Addition of information regarding surrendered absentee ballots at the polls	§53.19
5-6	Addition of guidance on campaign or candidate-related clothing or buttons	N/A

Post Election Day – Chapter 5

Page	Change	Bill Sec. # Code Cite
TOC	Addition of headings	N/A
20a + blank page	Addition of I-VOTERS instructions for processing surrendered absentee ballots	N/A
25-26	Clarification of I-VOTERS instructions assigning county registration dates for when processing the registrations of provisional voters	N/A
29-30	Addition of instructions on updating phone numbers from eligibility slips and rosters.	§48A.37(1)

Primary Election Candidate's Guide

General Election Candidate's Guide

School Secretary's Guide

Page	Change	Bill Sec. # Code Cite
Cover page, blank page + TOC	Addition of headings and edited the revision date on the cover page	N/A
11-12	Addition of section regarding notifying auditor when a vacancy occurs	N/A

City Clerk's Guide

Page	Change	Bill Sec. # Code Cite
Cover page, blank page + TOC	Addition of headings and edited the revision date on the cover page	N/A
17-18	Addition of section regarding notifying auditor when a vacancy occurs	N/A

Special Elections – Chapter 12

Page	Change	Bill Sec. # Code Cite
10-11	Clarification of language in polling place hours section	N/A
28-29	Correction of repeat after failure requirement for gambling elections	§99F.7(11)
32-33	Correction of code citation for library tax levy elections	§384.12(20)
34-35	Correction of requirements for school board change in method of election and increase/decrease of membership.	§278.2(1)
36-39	Correction of code citation for change in textbook elections	§278.1(1)(a)

Vacancies – Chapter 13

Page	Change	Bill Sec. # Code Cite
1-2	Clarification of language of when a governing board may take action on filling a vacancy	N/A
7-8	Correction of what date to use for voter registration totals when calculating the number of signatures needed on nomination petitions for school vacancy special elections.	IAC 721— 21.500
9-10	Correction of occurrence date of a vacancy for special community college public measure elections	§69.12(1)(a)(4)

Poll Watcher's Guide

Page	Change	Bill Sec. # Code Cite
1-2	Addition of language stating incumbent officeholders cannot serve as poll watchers	§39A.4(1)(c)(10)

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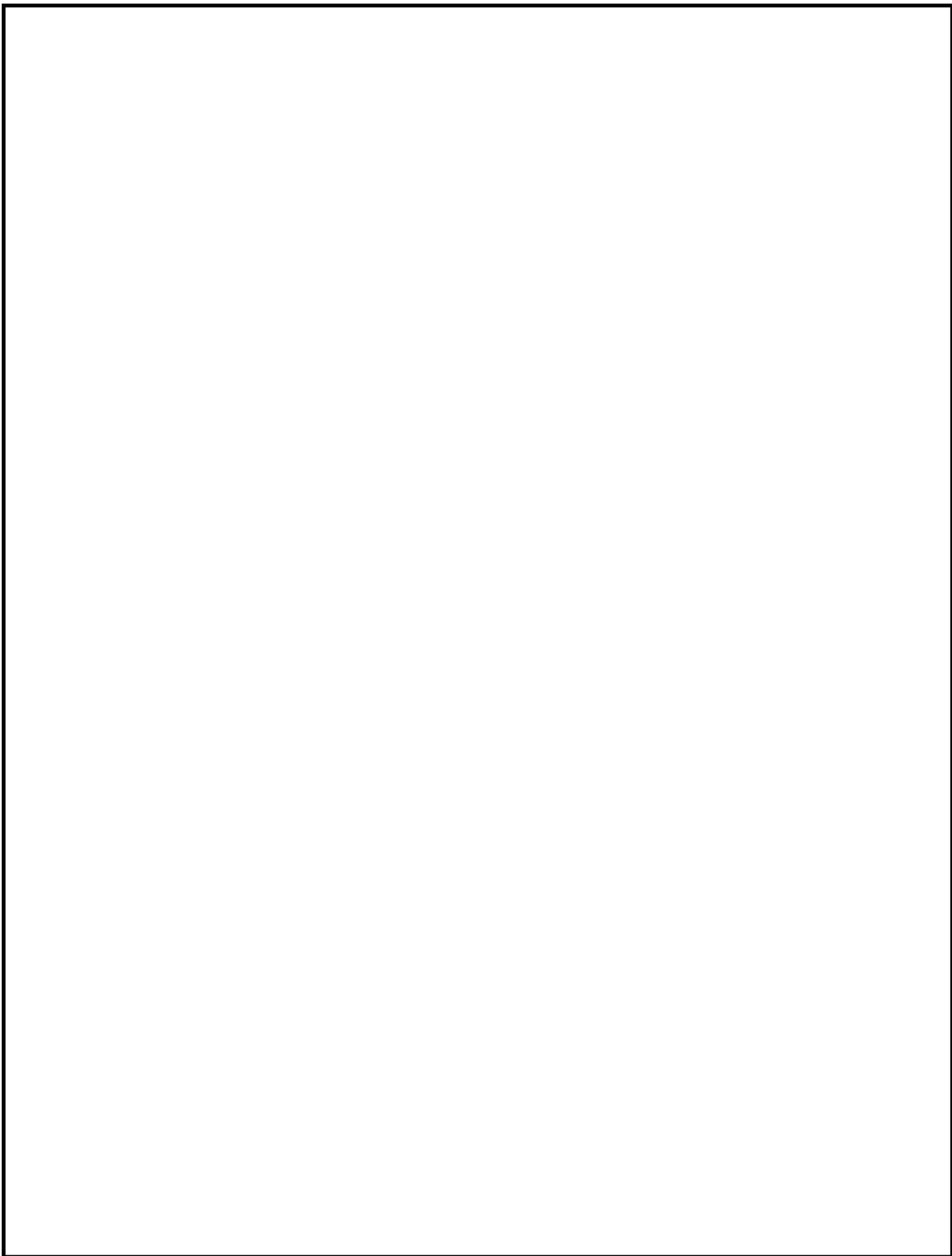
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Election Day Registration

Overview

After the pre-registration deadline, any person who is not already registered in the county may register by proving identity and residency.

If a voter wants to register after the pre-registration deadline in the auditor's office or at a satellite voting station and vote in the upcoming election, the voter must also vote an absentee ballot at the same time.

If the voter wants to vote on election day, the voter must go to the correct precinct and complete the election day registration process.

[§48A.7A(1)(a), 48A.7A(3)]

ID Number Verification Not Required

The ID number provided by voters using election day registration procedures does not need to be verified. An EDR voter should never be placed on "Pending" status because the voter showed proof of identity at the time of registration.

Proof of Identity

The best form of identification is a valid Iowa driver's license with the voter's current address printed on it. The voter may also provide one of the following as proof of identity:

- Iowa non-driver identification card,
- Out-of-state driver's license or non-driver's identification card,
- U.S. passport,
- U.S. military ID,
- Employer-issued ID, or
- Student ID from an Iowa high school or college.

All forms of photo ID must be current, valid, and contain an expiration date. The expiration date must be the day the voter is registering or later or list "None" as the expiration date.

Temporary licenses or IDs issued by the Iowa Department of Transportation must be accepted as proof of identity and/or residency while the temporary ID is valid. The temporary ID is valid for 30 days, and each one will have an expiration date printed on it.

[§48A.7A(1)(b)(1), IAC 721—21.3(2)]

Proof of Residency

If the ID presented as proof of identity does not contain the person's current address, any of the following may be presented as proof of residency as long as it contains the voter's name and current address:

- Residential lease,
- Property tax statement,
- Utility bill (including a cell phone bill)
- Bank statement,
- Paycheck,
- Government check, or
- Other government document (vehicle registration, tax assessment, etc.)
[§48A.7A(1)(b)(2), IAC 721—21.3(2)]

Documents presented must be actual documents, not documents displayed on smart phones or other technological devices.

Attestation

If a voter does not have proof of identity and residence, a registered voter in the precinct can attest to the identity and residence of the voter as long as the attester has not attested for anyone else and was not attested for him or herself.

The voter being attested for must fill out a voter registration form and an oath swearing that the information is true.

The attester must also fill out an oath swearing the information the voter is providing is true.

Both oaths and a voter registration form are available in the Election Forms Library.

[§48A.7A(1)(c)]

EDR Registrant Follow Up

All EDR registrants must be sent a nonforwardable voter registration card. If the card is returned as undeliverable, do not make the voter “Inactive” (unlike regular registrants who would be made “Inactive” at this point).

Send the forwardable “EDR Voter Follow Up Notice” available in the Election Forms Library.

If the voter does not respond to that notice within 14 days or the notice is also returned as undeliverable, then make the voter’s record “Inactive.” In addition, notify the SoS and the county attorney. See §48A.26A for more information.

[§48A.26A]

Provisional Voting and Voter Registration

Processing Voter Registrations for Provisional Voters

On election day, if voter required to show ID pursuant to §48A.8 or an EDR voter cannot prove identity and residence and does not have anyone who can attest for him or her, the voter may vote a provisional ballot and bring in proof of identity and residency at a later time. This must be done before the ASVP board meets to consider provisional ballots.

[§49.81, 50.20, IAC 721—21.3(4)]

If a provisional voter brings in required identification by the deadline to do so and is not registered to vote in your county, you must create a voter registration record in I-VOTERS using the information provided on the voter registration form. The “County Registration” date and “Vote Eligible” date should be the day of the election. Process the voter registration using the I-VOTERS instructions “EDRs Received on Election Day at the Polls.”

If a provisional voter does not bring in required identification but otherwise meets the requirements for voter registration and the voter completed a voter registration form when voting a provisional ballot, you must create a voter registration record or update the voter’s registration record in I-VOTERS using the information provided on the voter registration form. The “County Registration” date and “Vote Eligible” date should be the day after the election.

[IAC 821—2.12(1)]

Exception: A voter registration record cannot be created if the voter did not complete a voter registration form.

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Updating Voter Registration Records

Voter-Initiated Updates

Voters already registered to vote in the county may update their registration records by submitting the following items at any time, including the period when pre-registration is closed before any election:

- Official Iowa voter registration form or federal main-in voter registration form,

Important Note: If the voter has moved within the precinct, the voter may submit updates at the polls on election day by submitting a registration form to the precinct officials at the precinct of the voter's current residence. The voter is not required to show identification.

If the voter moved to a new precinct within the same county, the voter must show identification listed in §48A.8 before updating their address at the polls on election day.

- Signed, written notice,

The notice may be received in person, by mail, fax or email. If received electronically, the notice still must be signed (i.e. contain an image of the voter's written signature).

- Absentee ballot request,

The "I have moved" box does not need to be checked to process a within county move using the absentee ballot request form.

Important Note: Do not update the voter's mailing address on the voter's registration record using the voter's absentee ballot mailing address.

- A change of address given to the DOT or a county treasurer who issues driver's licenses,
- A change of address notice for voter registration given to any voter registration agency, or
- A federal postcard application (FPCA), a declaration of eligibility on a federal write-in absentee ballot (FWAB), or the affidavit envelope for a UOCAVA voter's absentee ballot

[§39.3(17), 48A.2(5), 48A.18(2), 48A.27(2)(a), 53.2(7)]

Review the registration form for changes of information. Update the voter's record in I-VOTERS to indicate any other changes. See the "Processing Voter Registrations" section for I-VOTERS instructions on updating records.

Important Note: If the registration form changes nothing and is a true duplicate of the information in the voter's record, mark "**Duplicate Registration Received**" under the "**Misc**" tab in the voter's record in I-VOTERS.

If the voter did not mark a party affiliation on the registration form, do not update the party affiliation in the voter's record.

[§48A.27(2)(b)]

Registration	Misc Info	Custom
Secondary Lang		Last Verified 04/22/2011
Special Assistance		
Ballot Style	NO APPLICABLE ELECTION	
State Reg Date	09/09/2002	Last Upd. Date 11/18/2011
Source of Update	Administrative	
Audit Comment		
Comments	DOT AL	

Statuses and Status Reasons

Each voter's record is assigned a registration "Status" and a "Status Reason." No reason code is required for registrations on "Active" status.

Active

All new, complete registrations must be entered with this status. This status indicates there are no problems with the voter's registration, the voter's identification number has been verified, and no notices sent to this voter have been returned as undeliverable.

The names of "Active" voters will appear in the election register.

[IAC 821—2.14(1)]

Inactive

If one of the following mailings is sent and it is returned as undeliverable by the post office, the voter's status must be changed to "Inactive":

[IAC 821—2.14(2)]

- Voter registration card

[§48A.26(6)]

Exception: If a voter registration card for an EDR registrant is returned by the post office, send the voter the "Notice to Election Day Registrant" before making the voter's records "Inactive." The notice is available in the Election Forms Library.

If the EDR follow up notice is returned undeliverable or the voter does not respond to the notice within 14 days, make the voter's status "Inactive." Also notify the SoS and county attorney. See the "Election Day Registration" section of this chapter for information.

[§48A.26A]

- NCOA card
- No Activity in 4 Years card
- Countywide mailing postcard for counties that do not use NCOA
- Absentee ballot

[§48A.29]

[§48A.29]

[§48A.29]

Exception: Do not change a UOCAVA voter's status to "Inactive" if the voter's ballot is returned undeliverable. Other follow up procedures are required. See the Absentee Voting chapter for more information.

Important Note: Do not inactivate a record if something you mailed to a voter is returned due to lack of postage.

[§48A.5A(3)]

“Inactive” status also includes the following:

- Voters who have been identified in the NCOA process as having moved outside the county.
[§48A.27(4)(c)]
- Voters who are mailed an NCOA, a countywide mailing, or a No Activity notice and a third party responds to the notice indicating the voter does not live at that address anymore. This is the only time you can take action on a voter’s record based on a third party notice.
[§48A.29(3)]
- Voters identified by county registrars during the cross state match as having more recent voter registration activity in another state.
[IAC 721—28.3]

See the “Voter Correspondence” section of this chapter for more information on setting up automatically generated correspondence for “Inactive” voters.

The names of “Inactive” voters will appear on the election register. They will be required to show an approved form of ID listed in §48A.8 before they can cast a regular ballot. If they are unable to provide identification when voting, they must be offered a provisional ballot.

“Inactive” voters are made “Active” when they:

- Request an absentee ballot,
- Vote at an election after showing an ID from §48A.8 or use EDR procedures,
- Register to vote again, or
- Report a change of name, address, telephone number, or party affiliation.
[§48A.37(2), IAC 821—2.14(2)]

Exception:

Change the voter’s status to “Pending” if an “Inactive” voter with the reason “Pending – Returned Mail/ Third Party” does one of the following:

- Submits a registration form and the voter’s ID still cannot be verified, or
- Submits absentee ballot request.

Use the previous pending “Status Reason” found in the voter’s audit log. The voter will be required to show a form of identification listed in §48A.8 to an election official before voting or at the time of casting an absentee ballot.

Absentee voters by mail must provide a copy of their identification if they have not already done so. If they do not provide identification, the ASVP board must challenge the ballot. The ASVP board can only count the ballot if ID is received.

[IAC 721—21.301(3)]

Processing Voter Registrations

New County Registrant Before Pre-Registration Deadline

1. Open “**Voter Registration**” from the main I-VOTERS screen.
2. Click “**New.**”

The screenshot shows the I-VOTERS voter registration form. At the top, there are buttons for 'New', 'Save', 'Clear', 'Search', and 'Process Batch'. Below these are input fields for 'Voter ID', 'Driver License' (123AB4567), 'SSN', 'Birth Date' (09/09/1999), 'Age' (109), 'Gender' (Male), 'Last Name' (CITIZEN), 'First Name' (JOHN), 'MI' (A), and 'Suffix' (IV). The 'Residence' section includes tabs for 'Absentee', 'History', 'Contacts', and 'Prev Registration'. It features a dropdown for 'Standard' and a 'Clear' button. Below are fields for 'House #', 'Suffix', 'Pre Dir', 'Street Name', and 'Type'. There are also fields for 'Post Dir', 'Unit Type', 'City/St/Zip', and 'County' (JOHNSON). A 'Mailing' section includes 'Country' (UNITED STATES OF AMERICA), 'Address', and 'City/St/Zip'. On the right, the 'Voter Polling Locations' section has fields for 'Precinct' and 'Split', with a 'View Image' button. Below that are two tables: 'Election Type' and 'Election'. The 'Election' table has columns for 'Election', 'Date', 'Polling Places', and 'Ballot Styles'. At the bottom right, there is a 'FPCA' label.

3. Enter the registrant’s personal information on the top line.

The cursor is automatically set in the “**Driver License**” field and is ready for the voter’s information to be entered. Enter all information on the first row, tabbing between fields.

Important Note: By tabbing, the automatic processes that verify driver’s license numbers and check for potential duplicates, felons, and death records will activate and perform.

- **SSN**

Enter only the last four digits of the Social Security number, even if the voter has provided the full number.

- **Birth Date**

Registrants must be at least 17 ½ years old. I-VOTERS will not save “Active” records for voters whose dates of birth are less than 17 ½ years from the current date.

See “What to Do If” section if the registrant is younger than 17 ½ years old.

- **Suffix**

Enter a suffix only if the person has “Sr., Jr., III, etc.” after his or her last name (e.g. John J. Smith, III). Ms., Mr., Mrs., Dr., Rev., etc. are titles and not suffixes. They should not be entered in this field.

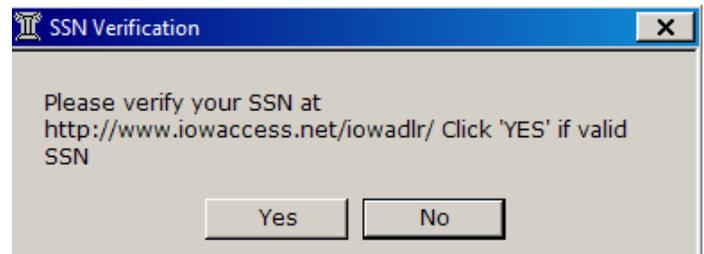
4. Once you tab past the “**Suffix**” field, I-VOTERS will automatically search for any potential matches with other voter registration, felon, or death records. If any matches are brought up, you will need to consider the information presented and decide if it is a match or not.

If one of the voters listed on the screen appears to match the registrant you are entering, click on the match listing so it is highlighted and click “**Select**.” See the “What to do If” section for more information on determining whether there is a match.

If you confirm in the system that the record matches a felony conviction record, I-VOTERS will automatically change the person’s status to “**Cancelled**” and the Reason will be “**CF – Convicted Felon**.” A cancellation notice will be automatically generated and sent to “**Batch Management**” if the correspondence rule is set up correctly. See the “Voter Correspondence” section.

If the voters listed do not match the registrant, click “**No Match**.”

5. If the voter is a new registrant to the state and the voter provided the last four digits of the SSN, verify the voter’s information on the Iowa Interactive website:
www.iowaccess.net/iowadlr.



If you do not have a username or password to access to this website, please contact Iowa Interactive at 515-323-3468.

Important Note: If the voter provided their Iowa driver’s license or non-operator ID number and it was verified, you do not also need to verify the voter’s SSN to make the voter record “Active.”

6. Click “**Yes**” after verifying the SSN. If the SSN cannot be verified, click “**No**.”

If the SSN cannot be verified and the voter did not provide a driver’s license number, the voter must be assigned “**Pending**” status.

7. Enter the voter’s address in the “**Residence**” tab. Tab through these fields as well.
8. If I-VOTERS cannot match the address you are entering with the “**Address Library**,” the “**Address Library**” screen will appear.

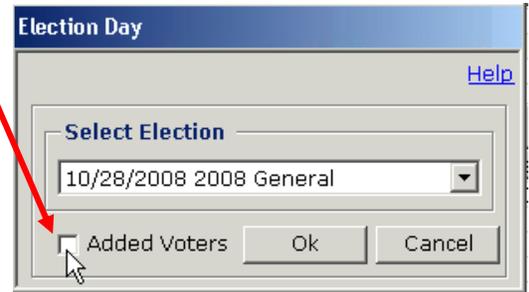
- **Standard vs. Non-Standard Address**

The drop-down menu beneath the word “**Residence**” automatically defaults to “**Standard**.” Most addresses will be standard addresses.

An address may be entered as “**Non-Standard**” if a voter is homeless or did not provide a residential address. See the “What to do if...” section of this chapter for more information.

- An **"Election Day"** window will appear. Choose the election.

Important Note: Make sure to uncheck the **"Added Voters"** box when processing EDR registrants before election day. This box is only used for voters who vote EDR at the polls. If you do not uncheck the box, it will add them to the election registers as an added voter and you will have difficulty printing your election registers.



- Make sure the voter's status is **"Active."**

Important Note: An EDR voter's ID number does not need to be verified. EDR voters should not be placed on "Pending" status because they showed proof of identity at the time of registration.

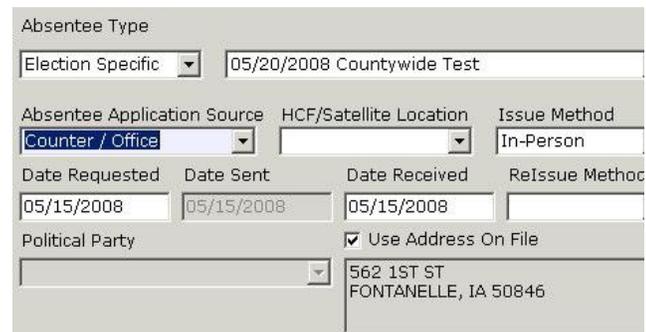


- The **"County Registration"** date and the **"Vote Eligible Date"** will automatically populate to election day for the selected election.

Change the **"County Registration"** date and the **"Vote Eligible"** date to the date the voter appeared in your office or at the satellite location.

- Save the voter's record.

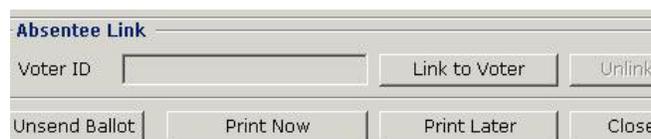
- Enter an absentee request for the voter.



If the voter is in your office, choose **"Counter/Office"** as the **"Absentee Application Source."**

If the voter is at a satellite location, choose **"Satellite"** as the **"Absentee Application Source."**

- Select **"Print Now"** or **"Print Later,"** depending on your county procedures.



13. Attach the voter's EDR form (including a voter registration form and oath form and attester's oath) to the voted ballot affidavit envelope.

14. If the ballot is received before 5 p.m. on the Friday before the election (Saturday if for a primary or general election), review the affidavit envelope for completeness and defects according to the procedures in IAC 721—21.354.
 - If there are no defects and the affidavit is complete, store the ballot together with the EDR form in a secure place before delivering to the ASVP board.
 - If there are defects with the voter's affidavit envelope or if the affidavit is incomplete, follow the procedures in IAC 721—21.354 for notifying the voter about fixing the defect or completing the affidavit. Store incomplete and defective affidavit envelopes separate from other affidavits. See the "Absentee Voting" chapter for more information.
 - If the voter's registration card is returned undeliverable by the post office, deliver the absentee ballot and voter registration card to the ASVP board to be challenged pursuant to §53.31(1).

EDRs Received At the Polls on Election Day

After election day, you may have three different types of voters who used EDR procedures at the polling place.

1. Voters who have never been registered to vote in your county, including voters who are currently assigned “Incomplete” status

Process these voters in I-VOTERS using the instructions below.

2. “Cancelled” voters who were previously registered to vote in your county or another county

Process these voters in I-VOTERS using the instructions below.

3. Voters who are already registered to vote in your county who reported a change of address at the polling place on election day

Important Note: There is nothing that prevents precinct election officials from using the EDR procedure for voters who are already registered to vote in the county and who are reporting a change of address at the polls on election day, provided the voter has the required identification to use the EDR procedure; however, these registrations should be processed in I-VOTERS as election day updates, not election day registrations. Process these voters in I-VOTERS using the “Within County Moves & Other Updates Received Between the Pre-Registration Deadline and Election Day” instructions. Update the voter’s registration information before giving vote credit in “Election Management > Process Election Register.”

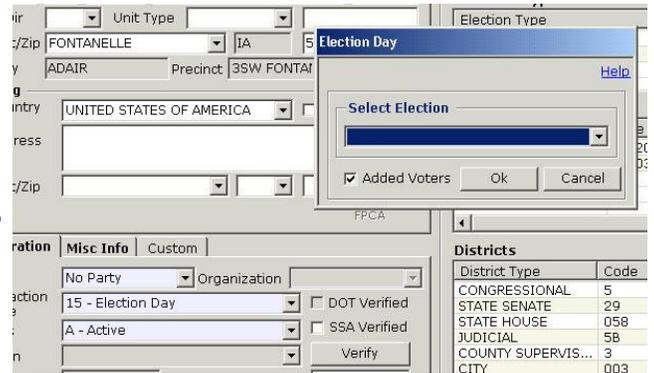
New Voters to County, Including Incomplete and Cancelled Voters Previously Registered

1. Open “**Voter Registration**” from the main I-VOTERS screen. Select “**New.**”
2. Enter the voter’s information in the appropriate fields. Tab through the fields so I-VOTERS will automatically identify any statewide duplicate matches.
 - a. If you get a duplicate match from a different county, select that record and continue with these steps.
 - b. If you get a duplicate match within your county, follow the “Election Day Within County Moves” instructions.
 - c. If I-VOTERS does not identify any duplicates in the system, continue with these steps.
3. Enter the voter’s address.
4. Choose the appropriate party from the drop-down menu

5. Select “15—Election Day” as the “Transaction Source.”

6. The “Election Day” window will appear. Choose the election.

7. If you leave the “Added Voters” checkbox marked, the voter will automatically appear in “Election Management > Process Election Register > Process Added Voters” for the precinct where they are now registered to vote. They will also be added to the end of the election register proof for that precinct.



8. Make sure the voter’s status is “Active.” Verify the “County Registration” date and the “Vote Eligible” date are the date of the election.

Important Note: An EDR voter’s ID number does not need to be verified. EDR voters should not be placed on “Pending” status because they showed proof of identity at the time of registration.

9. Save the voter’s record.

I-VOTERS Instructions

New County Registrant Before Pre-Registration Deadline

1. Open “**Voter Registration**” from the main I-VOTERS screen.
2. Click “**New.**”

The screenshot shows the I-VOTERS registration interface. At the top, there are buttons for 'New', 'Save', 'Clear', 'Search', and 'Process Batch'. Below these are input fields for personal information: Voter ID, Driver License (123AB4567), SSN, Birth Date (09/09/1899), Age (109), Gender (Male), Last Name (CITIZEN), First Name (JOHN), MI (A), and Suffix (IV). The 'Residence' section includes tabs for 'Absentee', 'History', 'Contacts', and 'Prev Registration'. It features a dropdown for 'Standard' and a 'Clear' button. Below are fields for House #, Suffix, Pre Dir, Street Name, Type, Post Dir, Unit Type, City/St/Zip, County (JOHNSON), Precinct (Tiffin), and a 'Split' button. The 'Mailing' section includes Country (UNITED STATES OF AMERICA), USA checkbox, and Address fields. On the right, there are sections for 'Voter Polling Locations' (Precinct, Split, View Image), 'Election Type' (table with Election Type and Polling Place), and 'Election' (table with Election, Date, Polling Places, Ballot Styles). A 'FPCA' checkbox is visible at the bottom right of the form.

3. Enter the registrant’s personal information on the top line.

The cursor is automatically set in the “**Driver License**” field and is ready for the voter’s information to be entered. Enter all information on the first row, tabbing between fields.

Important Note: By tabbing, the automatic processes that verify driver’s license numbers and check for potential duplicates, felons, and death records will activate and perform.

- **SSN**

Enter only the last four digits of the Social Security number, even if the voter has provided the full number.

- **Birth Date**

Registrants must be at least 17 ½ years old. I-VOTERS will not save “Active” records for voters whose dates of birth are less than 17 ½ years from the current date.

See “What to Do If” section if the registrant is younger than 17 ½ years old.

- **Suffix**

Enter a suffix only if the person has “Sr., Jr., III, etc.” after his or her last name (e.g. John J. Smith, III). Ms., Mr., Mrs., Dr., Rev., etc. are titles and not suffixes. They should not be entered in this field.

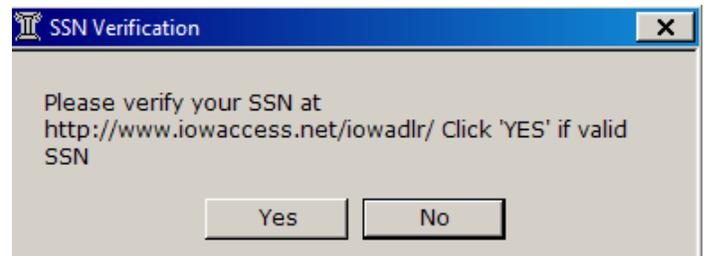
4. Once you tab past the “**Suffix**” field, I-VOTERS will automatically search for any potential matches with other voter registration, felon, or death records. If any matches are brought up, you will need to consider the information presented and decide if it is a match or not.

If one of the voters listed on the screen appears to match the registrant you are entering, click on the match listing so it is highlighted and click “**Select**.” See the “What to do If” section for more information on determining whether there is a match.

If you confirm in the system that the record matches a felony conviction record, I-VOTERS will automatically change the person’s status to “**Cancelled**” and the Reason will be “**CF – Convicted Felon**.” A cancellation notice will be automatically generated and sent to “**Batch Management**” if the correspondence rule is set up correctly. See the “Voter Correspondence” section.

If the voters listed do not match the registrant, click “**No Match**.”

5. If the voter is a new registrant to the state and the voter provided the last four digits of the SSN, verify the voter’s information on the Iowa Interactive website:
www.iowaccess.net/iowadlr.



If you do not have a username or password to access to this website, please contact Iowa Interactive at 515-323-3468.

6. Click “**Yes**” after verifying the SSN. If the SSN cannot be verified, click “**No**.”

If the SSN cannot be verified and the voter did not provide a driver’s license number, the voter must be assigned “**Pending**” status.

7. Enter the voter’s address in the “**Residence**” tab. Tab through these fields as well.
8. If I-VOTERS cannot match the address you are entering with the “**Address Library**,” the “**Address Library**” screen will appear.

- **Standard vs. Non-Standard Address**

The drop-down menu beneath the word “**Residence**” automatically defaults to “**Standard**.” Most addresses will be standard addresses.

An address may be entered as “**Non-Standard**” if a voter is homeless or did not provide a residential address. See the “What to do if...” section of this chapter for more information.

- **Suffix**

This suffix field is used if the address has a letter or fraction after the numerical portion of the address (e.g. 123A Main St or 221½ Washington Ave).

- **Unit Type**

If the address contains an apartment number, lot number, room number, etc., enter the type of unit here (e.g. 123 S Main St, Apt 7, enter "APT" in this field).

- **Unnamed Field to the Right of Unit Type**

Enter the number of the unit here (e.g. 123 S Main St, Apt 7, enter "7" here).

- **Mailing**

Enter a voter's mailing address if it is different from the residence address. If the mailing address is outside the United States, see the "Miscellaneous I-VOTERS Instructions" section.

9. Choose the registrant's party affiliation.

Select the party affiliation the voter marked on the registration form. If the voter chose "Green" or "Libertarian," select "**Other**" and then choose "**Iowa Green**" or "**Libertarian**" in the "**Organization**" field.

If the voter did not mark a party affiliation on the registration form, select "**No Party**."

10. Select the "**Transaction Source**."

See the "Transaction Sources, Statuses, and Status Reasons" section for more information.

Registration	Misc Info	Custom
Party	No Party	Organization
Transaction Source		<input type="checkbox"/> DOT Verified
Status	A - Active	<input checked="" type="checkbox"/> SSA Verified
Reason		Verify

11. Select the "**Status**."

See the "Transaction Sources, Statuses, and Status Reasons" section for more information.

Important Note: If the voter is at least 17 ½ years old but not 18, I-VOTERS will automatically assign the voter an "**Active**" status. The "**County Registration**" date and the "**Vote Eligible**" date will automatically default to the voter's 18th birth date.

12. If that registrant’s status is “**Inactive**,” “**Pending**,” or “**Incomplete**,” choose the “**Reason**” for the status designation.

Important Note: If a new registrant does not sign the registration form, assign the registrant a status of “**Incomplete**” with the reason “**Registration Incomplete**” and check the box next to “**No Signature**.”

The screenshot shows a registration form with the following fields: Transaction Source (02 - Mail-in Registration), Status (N - Incomplete), Reason (RI - Registration Incomplete), Old Voter ID, County Registration (04/01/2009), Vote Eligible, Last Voted, and Home Tel.No. A red box highlights the checkbox for "No Signature".

See the “Transaction Sources, Statuses, and Status Reasons” section for more information.

13. Confirm the “**County Registration**” date.

If the pre-registration deadline has not passed, this should be the date the registration was received in the auditor’s office as long as the voter is 18 years old. For agency or DOT registrations, the date of the registration is the day they were completed at the agency or the DOT if that day was before the pre-registration deadline.

If the voter is 17½, I-VOTERS will automatically assign the “**County Registration**” date and the “**Vote Eligible**” date to the voter’s 18th birth date.

If the pre-registration deadline has passed, see the “New County Registrant after Pre-Registration Deadline” instructions in this chapter.

- Check the postmark on all by-mail registrations after the deadline to see if they were postmarked 15 days (the worry-free postmark date) or more before election day. If they were, the date of registration is the worry-free postmark date.

[IAC 821—2.12]

14. Confirm the “**Vote Eligible**” date.

This should default to the same day as the “**County Registration**” date. If it does not, then make it the same as the “**County Registration**” date.

15. Enter the registrant’s home telephone number and email address (if provided) under the “**Contacts**” tab.

The screenshot shows the 'Contacts' tab of a registration system. It contains a table with columns for Contact Type, Value, and Unlisted. The rows are: Home Phone, Office Phone-, Office Phone-, Cell Phone, Email, Pager, FAX, and URL.

Contact Type	Value	Unlisted
Home Phone		<input type="checkbox"/>
Office Phone-		<input type="checkbox"/>
Office Phone-		<input type="checkbox"/>
Cell Phone		<input type="checkbox"/>
Email		<input type="checkbox"/>
Pager		<input type="checkbox"/>
FAX		<input type="checkbox"/>
URL		<input type="checkbox"/>

In-Office/Satellite EDRs After the Pre-Registration Deadline

These instructions apply when:

- A voter who has never been registered in your county comes to your office or a satellite location and wants to register and vote.
- A voter who was previously registered in your county and is now cancelled comes to your office or a satellite location and wants to register and vote.
- A voter wants to vote absentee and his or her record is currently assigned “Incomplete” status.

Follow these steps when registering a voter and issuing the voter an absentee ballot:

1. Ask the voter to fill out the voter registration form contained on the EDR form. Make sure the form is filled out completely.
2. Ask for the voter’s proof of identity and residence.
[§48A.7A, IAC 721—21.3]
3. If the voter does not have proof of identity and residence, the attestation procedure may be used.
4. Ask the voter to complete the voter’s oath portion on the EDR form.
 - If using an attester, ask the attester to fill out the attester’s oath portion the EDR form.
5. Open “**Voter Registration**” from the main I-VOTERS screen. Click “**New.**”
6. Enter the voter’s information in the appropriate fields. Tab through the key line so I-VOTERS will automatically identify any statewide duplicate matches.

If you get a duplicate match from a different county, select that record. If I-VOTERS does not identify any duplicates in the system, proceed as usual.

- i. Enter the voter’s address.
- j. Choose the appropriate party from the drop-down menu.
- k. Select “**15 – Election Day**” as the “**Transaction Source.**”

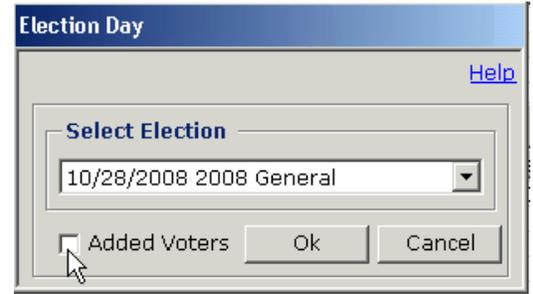


The screenshot shows a portion of the I-VOTERS registration form. It features four dropdown menus with the following values selected: Party (No Party), Transaction Source (15 - Election Day), Status (A - Active), and Reason (empty). To the right of the Party dropdown is a checkbox labeled "Organization".

Party	No Party	Organization
Transaction Source	15 - Election Day	
Status	A - Active	
Reason		

- An **"Election Day"** window will appear. Choose the election.

Important Note: Make sure to uncheck the **"Added Voters"** box when processing EDR registrants before election day. This box is only used for voters who vote EDR at the polls. If you do not uncheck the box, it will add them to the election registers as an added voter and you will have difficulty printing your election registers.



- Make sure the voter's status is **"Active."**

Important Note: An EDR voter's ID number does not need to be verified. EDR voters should not be placed on "Pending" status because they showed proof of identity at the time of registration.

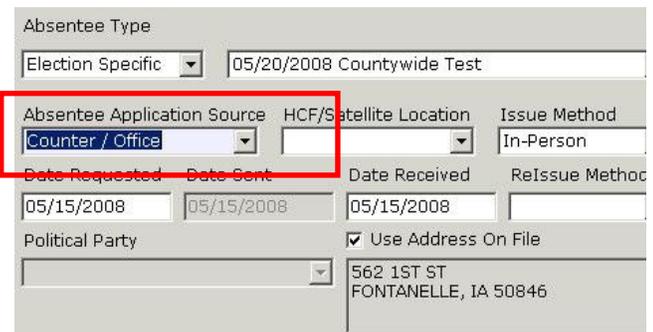


- The **"County Registration"** date and the **"Vote Eligible Date"** will automatically populate to election day for the selected election.

Change the **"County Registration"** date and the **"Vote Eligible"** date to the date the voter appeared in your office or at the satellite location.

- Save the voter's record.

- Enter an absentee request for the voter.



If the voter is in your office, choose **"Counter/Office"** as the **"Absentee Application Source."**

If the voter is at a satellite location, choose **"Satellite"** as the **"Absentee Application Source."**

- Select **"Print Now"** or **"Print Later,"** depending on your county procedures.



13. Attach the voter's EDR form (including a voter registration form and oath form and attester's oath) to the voted ballot affidavit envelope.

14. If the ballot is received before 5 p.m. on the Friday before the election (Saturday if for a primary or general election), review the affidavit envelope for completeness and defects according to the procedures in IAC 721—21.354.
 - If there are no defects and the affidavit is complete, store the ballot together with the EDR form in a secure place before delivering to the ASVP board.
 - If there are defects with the voter's affidavit envelope or if the affidavit is incomplete, follow the procedures in IAC 721—21.354 for notifying the voter about fixing the defect or completing the affidavit. Store incomplete and defective affidavit envelopes separate from other affidavits. See the "Absentee Voting" chapter for more information.
 - If the voter's registration card is returned undeliverable by the post office, deliver the absentee ballot and voter registration card to the ASVP board to be challenged pursuant to §53.31(1).

EDRs Received At the Polls on Election Day

After election day, you may have three different types of voters who used EDR procedures at the polling place.

1. Voters who have never been registered to vote in your county, including voters who are currently assigned “Incomplete” status

Process these voters in I-VOTERS using the instructions below.

2. “Cancelled” voters who were previously registered to vote in your county or another county

Process these voters in I-VOTERS using the instructions below.

3. Voters who are already registered to vote in your county who reported a change of address at the polling place on election day

Important Note: There is nothing that prevents precinct election officials from using the EDR procedure for voters who are already registered to vote in the county and who are reporting a change of address at the polls on election day, provided the voter has the required identification to use the EDR procedure; however, these registrations should be processed in I-VOTERS as election day updates, not election day registrations. Process these voters in I-VOTERS using the “Within County Moves & Other Updates Received Between the Pre-Registration Deadline and Election Day” instructions. Update the voter’s registration information before giving vote credit in “Election Management > Process Election Register.”

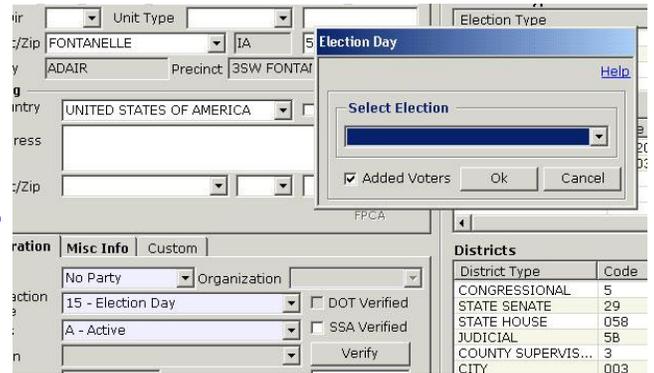
New Voters to County, Including Incomplete and Cancelled Voters Previously Registered

1. Open **“Voter Registration”** from the main I-VOTERS screen. Select **“New.”**
2. Enter the voter’s information in the appropriate fields. Tab through the fields so I-VOTERS will automatically identify any statewide duplicate matches.
 - a. If you get a duplicate match from a different county, select that record and continue with these steps.
 - b. If you get a duplicate match within your county, follow the “Election Day Within County Moves” instructions.
 - c. If I-VOTERS does not identify any duplicates in the system, continue with these steps.
3. Enter the voter’s address.
4. Choose the appropriate party from the drop-down menu

5. Select “15—Election Day” as the “Transaction Source.”

6. The “Election Day” window will appear. Choose the election.

7. If you leave the “Added Voters” checkbox marked, the voter will automatically appear in “Election Management > Process Election Register > Process Added Voters” for the precinct where they are now registered to vote. They will also be added to the end of the election register proof for that precinct.



8. Make sure the voter’s status is “Active.” Verify the “County Registration” date and the “Vote Eligible” date are the date of the election.

Important Note: An EDR voter’s ID number does not need to be verified. EDR voters should not be placed on “Pending” status because they showed proof of identity at the time of registration.

9. Save the voter’s record.

Election Day Within County Moves

1. Open **“Voter Search”** from the main I-VOTERS screen.
2. Search for the voter’s record.
3. Follow the same procedures for as when entering new voter registration records, except that it is not necessary to verify the voter’s driver’s license number or Social Security number after that information has been verified once in your county.
4. Choose **“7– In Person/Registration Drive”** as the **“Transaction Source.”**
5. If the registration form is a true duplicate with no changes, mark **“Duplicate Registration Received”** under the **“Misc”** tab.

The screenshot shows a software interface for voter registration. At the top, there are three tabs: 'Registration', 'Misc Info', and 'Custom'. The 'Misc Info' tab is selected. Below the tabs, there are several fields: 'Secondary Lang' (a dropdown menu), 'Last Verified' (a date field showing 04/22/2011), 'Special Assistance' (a dropdown menu), 'Ballot Style' (a dropdown menu showing 'NO APPLICABLE ELECTION'), 'State Reg Date' (a date field showing 09/09/2002), and 'Last Upd. Date' (a date field showing 11/18/2011). Below these fields is the 'Source of Update' dropdown menu, which is open and shows a list of options: 'Administrative', 'Attached Image', 'Cancelled Registration', 'Clerical Error Correction', 'Duplicate Registration Received' (highlighted in blue), 'New Registration', and 'Registration Updated'. At the bottom of the form, there are 'Comments' and 'DOT A' fields.

6. When you are finished updating the record, click **“Save.”** Make note of the voter’s ID number to use to give the voter vote credit.
7. Send an acknowledgement to the voter. See the **“Voter Correspondence”** section for more information.

See the Post Election Day chapter for instructions on giving the voter vote credit.

Precinct Supplies Checklist

Polling Place Signs

- Sign showing the precinct number or name, election name and date, and polling place hours to be posted at the entrance to the polling place

[HAVA Section 302]

If multiple precincts are located in one building with one entrance, one notice can be posted as long as all precincts are listed in the notice.

- A map showing precinct boundaries to be posted at the entrance to the polling place
- "Vote Here" sign(s) to be posted at the entrance to each driveway leading to the polling place [§49.21(3)]
- Voting instructions

One copy is to be posted in each voting booth; one copy is to be posted in the polling place [§49.70; 49.71]

- "Voting is Your Right" poster [§49.70; 49.71]
- One sample ballot, front and back (if applicable) [§49.71]
- Public measure text, if needed [§52.25]

This must be posted by the sample ballot and in each voting booth.

- EDR Instructions and Iowa Voter Identification Requirements Poster [§49.68]

PEO Written Instructions

Every precinct should receive a complete set of written instructions. This can be the PEO Manual from the SoS website, along with any county-specific instructions.

Ballots and Voting Equipment

- Ballots:

All ballots must be wrapped and sealed. The outside of the package must be clearly marked with:

- Number of ballots
- Name of precinct
- Location of polling place

[§49.64, 49.65]

- Ballot record and receipt

- Ballot boxes [§49.25(3)]
- Voting booths, including one accessible voting booth [§49.25]
- Request for additional ballots

Voter Check-In Materials

- Election register [§49.28]
- Precinct finders
- List of the names of persons who requested absentee ballots [§49.72]
- Declaration of eligibility slips, if used [§49.77]
- Voter rosters, if used [IAC 721—21.5]
- Voter registration forms for recording changes of address [§48A.27(2)(a)(3), 48A.7A(1)(a)]
- Provisional ballot envelopes [§49.81(4)]
- Affidavit of voter requesting assistance
- EDR forms [§48A.7A(4)]
- Challenger's Statement [§49.79(3)(a)]
- Notice to EDR Registrants [IAC 721—21.7(4)]

Precinct Canvass Materials

- Tally list [§50.16]
- Election Official/Clerk Oath [§49.75]
- Envelopes for returning:
 - Voted provisional ballots
 - Voted and counted ballots [§50.12]
 - Unused ballots [§50.9]
 - Spoiled ballots [§50.9]
 - Disputed ballots [§50.5]
 - Surrendered absentee ballots

Ballots

Sample ballots for each election available in the election-specific chapters.

Ordering Ballots

Begin estimating how many ballots you will need as early as possible.

Determine how many ballots will be needed at each precinct, including the number of absentee ballots and ballots for satellite stations and sample ballots. It is always better to have too many ballots than too few.

- For general elections:
 - **Presidential general elections:** Calculate the number of ballots you need using turnout numbers from the last presidential general election. For every 50 votes in a given precinct in the last election, you must send 55 ballots to that precinct for the current election.
 - **For gubernatorial general elections:** Calculate the number of ballots you need using turnout numbers from the last gubernatorial general election. For every 50 votes in a given precinct in the last election, you must send 55 ballots to that precinct for the current election.

[§49.64–67]

- For all other elections:
 - There is no required formula for calculating how many ballots you must send to each precinct. Use turnout numbers from previous similar elections and always order extra ballots. Even elections where low voter turnout is expected can turn into contentious elections unexpectedly. Plan for all possible scenarios.

Important Note: EDR may increase the number of people who vote in any given election. You should plan for this additional turnout when determining the number of ballots to order.

Contact Ballot Printer

Tell the printer when you expect to deliver the ballot information and the date you want the printer to have the ballots ready.

This should be soon after the candidate withdrawal deadline (if applicable) or as soon as you have all the necessary information for the election.

The rate charged by a printer for ballots cannot exceed the usual and customary rates the printer charges its regular customers.

[§49.56]

Ballots for UOCAVA voters must be ready to transmit at least 45 days before all primary and general elections. Absentee ballots for in-person and domestic by-mail absentee voters can be made available 40 days before all primary and general elections. Ballots must be ready as soon as possible for all other elections (but in-person absentee voting can never begin earlier than 40 days before the election).

[§53.10(1), 53.39(2)]

Inspection of Ballots

Iowa law permits candidates and their agents to inspect the ballots after they are printed. If anyone finds mistakes, the errors must be corrected.

[§49.63]

Best Practice: Once you have your final proofs, send copies of the ballots marked “Sample” to candidates.

Ballot Records

Keep records of:

1. Types of ballots ordered
2. Quantity of each type
3. Quantity received for each type
4. Number of each type used for in-person and mailed absentee ballots each day

Voting Equipment

All precinct voting equipment in Iowa consists of a ballot scanner and a ballot marking device.

When Equipment is Required

The requirements for using voting equipment are listed by election type:

Primary

Voting equipment is always required. [§52.1]

General

Voting equipment is always required. [§52.1]

School

The auditor must determine whether using the equipment would be less expensive than using hand-counted paper ballots based on voter turnout for recent similar elections and other factors likely to affect turnout for the coming election. If, based on those factors, using hand-counted paper ballots would be less expensive than using voting equipment, the auditor may use hand-counted paper ballots.

However, eligible electors may petition the auditor to use voting equipment. The petition must be signed by at least 100 eligible electors of the school district and received by the auditor by 5 p.m. on the 42nd day before the election.

[§49.26]

City

Voting equipment is always required for cities with more than 3,500 people.

For cities with 3,500 people or less, the auditor must determine whether using the equipment would be less expensive than using hand-counted paper ballots based on voter turnout for recent similar elections and other factors likely to affect turnout for the coming election. If, based on those factors, using hand-counted paper ballots would be less expensive than using voting equipment, the auditor may use hand-counted paper ballots.

However, eligible electors may petition the auditor to use voting equipment. The petition must be signed by at least 100 eligible electors of the city and received by the auditor by 5 p.m. on the 42nd day before the election.

[§49.26]

Specials

<u>Special Partisan Elections:</u>	always required
<u>Special County Elections:</u>	always required
<u>Special City Elections</u> (population more than 3,500):	always required
(population less than 3,500):	same rules as city elections
<u>Special School Elections:</u>	same rules as school elections
<u>Benefitted District Special Elections</u> (if auditor conducts):	always required

[§49.26]

Public Testing of Voting Equipment

Notice of Public Test

You must publish notice of the time and place of the public test of the voting equipment. This is no longer required to be published with the notice of election. You may begin testing as soon as you have everything you need and after the notice appears in the newspaper.

For partisan elections, you must notify the county party chairpersons of the date, time, and location of the public test in writing.

[§52.35(1)]

Best Practice: Hold the public test as early as possible. If any errors are detected, you will have time to take any necessary steps to fix the problem.

Public Test

All voting equipment must be tested publicly. Use the certificate of public test for voting equipment available in the Election Forms Library.

[§52.35, IAC 721—22.41-22.43]

Public test procedures, including how to mark test decks of ballots, can be found in IAC 721—22.41-22.43, and 22.201 and are summarized on the following pages.

The last day to test voting equipment for all elections is the day before the election.

[§52.35]

Basics of Public Testing

Every automatic tabulating device (including the ones used to process absentee ballots) must be tested before they can be used in each election.

A test plan must be prepared before the test. The results of the machine tabulation must be compared with the test plan to make sure the machine results match the test plan.

If there are differences between the test plan and the results produced by the optical scan device, you must determine the cause of the discrepancy. If the cause cannot be determined, that piece of equipment cannot be used in the election.

The test is conducted to determine the following:

- Can the device accurately tabulate votes for each candidate and question on the ballot?
- Will voting for too many candidates in a given race cause the vote to be registered as an “overvote?”
- If one race is “overvoted,” will all other races be counted correctly?
- Will the equipment record all votes cast and no others?
- Will the voter be able to cast as many write-in votes for each office as there are positions to be filled?
- Will the write-in votes be tallied correctly?
- Will the equipment accurately record votes cast for both political parties? (primary elections only)
- For general elections only:
 - Will a ballot that is marked with a single straight party vote be recorded as one vote for each candidate of the designated political party and no other votes will be recorded for any partisan offices?
 - Will the voter be able to override a straight party vote for a particular office by marking a vote for a candidate of a different political party?
 - For offices where more than one person will be elected, will only the candidates’ names marked in that office receive a vote if a voter has chosen to override a straight party vote?

Preparing Test Decks

Each of the following test decks must be prepared for every precinct and ballot style (including absentee, if applicable) in the election.

Marking the Test Ballots

If you make a mistake while marking a ballot, you must spoil the ballot and start over with a new ballot rather than trying to correct the mistake.

Ovals must be filled in completely using the proper marking device.

Each ballot must be marked “Test Ballot.”

Systematic Test

A unique number of votes for each candidate in each office must be determined. For example, one vote for each write-in oval, two votes for the first candidate listed, three votes for the second candidate listed, etc. For public measures or judicial ballots, one vote for “Yes” and two votes for “No.”

On a ballot that contains at least one valid vote, overvote one other office or question (you can only do this if there is more than one thing being voted on at the election).

Multi-member bodies where the voter may select more than one candidate (if any):

- It’s not necessary to have a different number of votes for each write-in oval for offices where the voter can choose more than one candidate, but the write-in ovals in this case must have a different number of votes than any candidate (i.e. all the write-in ovals must have two votes).
- Vote for the maximum allowed on at least one ballot

For offices without candidates (where no one has filed), mark all of the write-in ovals for that office.

For general elections, leave the straight party choice blank on all ballots in the systematic test deck.

[IAC 721—22.42(3)]

Straight Party Test (General Election)

For each precinct's ballot style, do the following:

- Mark straight party votes in a pattern (such as one vote for the first straight party choice, two votes for the second straight party choice, etc.) and tally the expected results.
 - Do not mark anything else on this group of ballots.
- On a second set of ballots for the precinct containing as many ballots as there are straight party choices (ex. if there are seven possible parties and NPPOs for straight party voting, use seven different ballots):
 - Mark the straight party option
 - For each office affected by the straight party vote, mark the write-in oval
 - Tally the expected results
- For elections with an at-large county supervisor race with more than one person to be elected:
 - Mark a ballot with only a straight party vote
 - Vote for one supervisor candidate from the same political party as the straight party vote
 - Only this separately marked candidate should receive a vote
- Compile the results from the straight party deck for each precinct.

[IAC 721—22.42(5)]

ES&S, Unisyn, Dominion Systems Only

Overvote Test

Overvote all offices and questions (including judges, if applicable) on one ballot by marking one more vote than permitted.

Do not mark the write-in ovals for offices for which there are no candidates on the ballot (since this would not be an overvote).

When the overvoted ballots are rejected by the equipment, override the rejection and include the ballot in the tally.

Add the number of overvotes in this test to the manual tally. The tally for this part of the test deck will show no votes for any candidate.

For general elections, mark two straight party votes on one ballot. Do not mark any other ovals. In the test plan, this ballot should be tallied to show that the straight party selection was overvoted and to show undervotes for all other offices and questions on the ballot.

Blank Ballot Test

Insert a blank ballot. Make sure no readable marks have been mistakenly printed in the voting target area.

Orientation Test

Mark the maximum number of choices for each office and question on one ballot (i.e. if an office says “vote for no more than three,” mark three choices but do not overvote the ballot).

Scan this ballot in each of the four possible orientations:

1. Face up, head first
2. Face down, head first
3. Face up, feet first
4. Face down, feet first

Tally expected results and verify correct tabulations.

[IAC 721—22.42(4)]

Premier Systems Only

Blank and Fully Voted Test

Leave one ballot completely blank.

Select "Test Blank Ballots" and insert the ballot in all four possible orientations:

1. Face up, head first
2. Face down, head first
3. Face up, feet first
4. Face down, feet first

Reinsert the blank ballot and override the rejection feature.

Mark every oval on both sides (if applicable) of one ballot, causing overvotes in every race.

Select "Test Fully Voted Ballots" and insert the ballot in all four possible orientations:

1. Face up, head first
2. Face down, head first
3. Face up, feet first
4. Face down, feet first

Reinsert the fully voted ballot and override the rejection feature.

Overvote Test

Mark one more vote than the maximum permitted for all offices and questions, including judges (i.e. if you can vote for no more than three, vote for four).

Do not mark the write-in ovals for offices for which there are no candidates on the ballot (since this would not be an overvote).

Conducting the Public Test

Equipment Inspection

Before the test begins, verify the following:

- The correct program cartridge/memory card is in place for the election and the precinct(s) in which it will be used.
- All counters are set at zero before the test begins

After the test, verify the following:

- All counters have been returned to zero
- All required locks or seals are in place
- The equipment is ready for operation at the election

Test Method

Prepare a test plan showing the planned number of votes, including overvotes and undervotes for each oval on the ballot. Mark the test ballots according to the test plan. The AutoMARK may be used to prepare ballots for test decks (if desired).

[IAC 721—22.42(52), 22.263(3)]

Print a zero tape from each piece of voting equipment before inserting any ballots.

Insert the ballots into the scanner and then print a report showing the total number of votes recorded for all offices, questions, and judges, including undervotes and overvotes.

Compare the printed report with the test plan to ensure the correct number of votes was counted for each oval.

You must repeat the testing process until the printed results from the voting equipment match the test plan. If an errorless test cannot be produced, the equipment cannot be used in the election.

Results Tapes

The results tapes must be signed by the person conducting the test (auditor or designee) and by any observers present at the test before being detached from the machine. Tear or cut the tape across the signatures so that a portion of the signature is on the remnant of the tape that is left on the machine.

A “Certificate of Public Test” form is available in the Election Forms Library.

The test results tape and test deck must be kept with the other election-related documents for the period of time required in §50.19 (i.e. 22 months for elections with federal offices on the ballot, six months for all other elections). See the election document retention record available in the Election Forms Library.

Test Decks Submitted by Observers

Anyone present at the test is allowed to mark ballots to be used to test the equipment. No more than 10 ballots can be submitted by any observer.

Only official ballots provided by the auditor are allowed to be used.

The observer must submit a written tally of the test deck (i.e. what results the test deck should report).

The results tape must be printed and compared with the observer's tally. If there are any discrepancies, the cause must be found. If the cause of the discrepancies can't be found, the piece of equipment being tested cannot be used in the election.

The test decks, results tapes, and the written tally must be kept with the election-related documents for the period of time required in §50.19 (i.e. 22 months for elections with federal offices on the ballot, six months for all other elections). See the election document retention record available in the Election Forms Library.

Testing the AutoMARK

The AutoMARK must be available for demonstration at public tests, but is not required to be publicly tested. However, each AutoMARK must undergo pre-election testing before each election in which it will be used.

1. Perform the test ballot print to be sure all ovals are darkened and the appropriate candidate names are printed on each line.
2. Calibrate the touch screen.

A log must be kept of the test and include the following information:

- the serial number of the device
- the precinct name/number
- the date and time of the test
- the name of the person who conducted the test
- lifetime printer counter number at the completion of the test

The ballot used in the calibration test must be provided to the tester and labeled with the date of the election and precinct name. The completed calibration test ballot must be returned to the auditor and kept with the election records.

If it is done at the precinct, the calibration testing must be completed before the polls open on election day.

3. Select and deselect each voting position in each race.

4. Enter a write-in candidate for each office, and test all of the letters of the alphabet.
5. Mark a ballot using the audio ballot function.
6. Test the marked ballots from the test in the appropriate optical scanner for each precinct.

[IAC 721—22.263]

Testing the OVI Unit

The OVI unit must be available for demonstration at public tests, but is not required to be publicly tested. However, each OVI unit must undergo pre-election testing before each election in which it will be used.

The following must be verified for each OVI unit:

1. The vote response fields on the screen align with the candidate names or choices.
2. All contests and candidates appear on the screen for each precinct.
3. All contests and candidates are included in the audio ballot for each precinct.
4. All voting positions in each race can be selected and deselected using the touch screen and the keypad.
5. Selections on the printed ballot accurately reflect the voter's choices.
6. Overvote and undervote functions are programmed correctly.
7. The write-in function for each office is working correctly. All letters in the alphabet must be tested.
8. There is enough paper on the paper roll to print a minimum of ten ballots for each election in which the OVI unit is being used.

[IAC 721—22.265(4)]

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Absentee Ballot Requests

Who May Request Absentee Ballots

Any Iowa voter may request an absentee ballot if they expect they cannot go to the polls on election day.

[§53.1]

Request Methods

Voters can use the official Iowa absentee ballot request form. Voters can also write a request on paper no smaller than 3x5 inches and include the following information:

- Voter's name
- Voter's registration address
- Address to which the ballot should be sent (if different from the voter's registration address)
- Voter's date of birth
- Date and/or name of the election for which the voter is requesting a ballot, and
- The voter's signature
- Party affiliation – primary elections only (see page 24 for more information)

Requests solicited and returned to the auditor by a person acting as an actual or implied agent for a political party, candidate, or committee as defined by Chapter 68A **must** be on the official Iowa absentee ballot request form with receipt and must be returned to the auditor within 72 hours. See the "Absentee Ballot Request Solicitor Restrictions" section for more information.

[§53.2, 53.3]

Requests by Email or Fax

Voters may submit a request for an absentee ballot by email or fax. Domestic voters must also mail the original signed copy of their request to the auditor. If mailed, the original request must be postmarked by the Friday before the election and received by the time the polls close on election day. UOCAVA voters do not have to send their original request.

[IAC 721—21.2]

An electronic request must include an image of the voter's written signature.

[§39.3(3), IAC 721—21.320(2)]

Who May Sign Absentee Ballot Requests

A person who has power of attorney does NOT have the right to request or cast an absentee ballot for another person. A voter may ask for help to request or mark the absentee ballot, but the voter must sign the request form and affidavit of voter requesting assistance if casting a ballot with assistance at the auditor's office. The voter must decide how to mark the ballot.

Voters with disabilities may be unable to sign their names. They may substitute:

- A rubber stamp reproduction of the voter's signature if it is affixed by the voter or at the request of the voter and in the voter's presence.
- The name of the voter written by another person if it is done at the request of the voter and in the voter's presence.

[§39.3(17)]

Request Deadlines

In-Person Domestic Absentee Voters

In-person absentee voters at the auditor's office may request and vote absentee ballots no earlier than 40 days before an election. This is true for all elections.

Generally, absentee voting at the auditor's office must end on the day before the election. The exception to this rule is when the auditor decides to open the polls at noon for an election as permitted by §49.73. When the polls do not open until noon, the auditor must provide absentee voting for that jurisdiction in the auditor's office on election day from 8:00 a.m. until 11:00 a.m.

[§53.2]

By-Mail Domestic Absentee Voters

By-mail absentee voters may request absentee ballots at any time before an election. Absentee requests can be entered in I-VOTERS as soon as the initial election setup is completed in "Election Management."

The last day to request an absentee ballot by mail for any election is the Friday before the election at 5:00 p.m.

[§53.2]

By-Mail UOCAVA Voters

By-mail UOCAVA voters may request absentee ballots at any time before an election.

The last day for a UOCAVA voter to request an absentee ballot by mail for any election is the Friday before the election at 5:00 p.m.

See pages 24 – 34 for more information.

[§53.40(1)(a)]

Requestor has “Inactive” Registration Status

When an “Inactive” voter requests an absentee ballot, update the voter’s registration record to “Active” in I-VOTERS unless the voter’s status reason is “Pending – Returned Mail/ Third Party.”

Inactive Voter with Reason “Pending – Returned Mail/ Third Party”

If an “Inactive” voter with a status reason of “Pending – Returned Mail/ Third Party” submits absentee ballot request, change the voter’s status to “Pending.” Use the previous pending status reason found in the voter’s audit log. Follow the instructions for absentee voters with “Pending” status.

Made Inactive After Request Received and Before Ballots Mailed

If the voter is made “Inactive” between the time the voter requested an absentee ballot and the time absentee ballots are ready to mail, mail the voter a ballot. Also send the voter a separate notice informing the voter of the requirement to provide ID before the ballot can be counted.

A sample notice “Inactive Voter with Absentee Ballot” is available in the Election Forms Library.
[IAC 721—21.301(1), 21.301(3)]

Requestor has “Pending” Registration Status

The voter must provide identification pursuant to §48A.8 before the voter’s absentee ballot can be counted.

Pending Voter Casting Absentee In-Person

In-person applicants for absentee ballots must provide ID before casting a ballot.

- If the voter is able to show ID, change the voter’s registration record in I-VOTERS to “Active” status and provide an absentee ballot to the voter.
- If the voter cannot provide ID, offer the voter a provisional ballot.

Pending Voter Requesting Absentee by Mail

By-mail applicants for absentee ballots must either provide ID at your office or mail a copy of the identification before the voter’s absentee ballot can be counted by the ASVP board.

- Send a notice to the voter with the absentee ballot informing the voter of the requirement to provide identification before the absentee ballot can be considered for counting by the ASVP board. A sample notice “Pending Voter Absentee Request” is available in the Election Forms Library.
- If the voter provides ID before the ASVP board meets to count absentee ballots, change the voter’s registration record in I-VOTERS to “Active” status.
- If the voter fails to provide ID before the ASVP board meets to count absentee ballots, a member of the ASVP board must challenge the voter’s absentee ballot.
 - The board must immediately mail a notice of the challenge to the voter. The notice must include the deadline for the voter to provide ID (i.e. the date and time the ASVP board will reconvene to consider challenged absentee ballots). A sample notice “Notice to Challenged Absentee Voter” is available in the Election Forms Library.
 - If the voter provides ID by the time the board reconvenes to consider challenged absentee ballots, the voter’s status should be changed to “Active” and the voter’s ballot can be considered for counting by the board.
 - If the voter fails to provide ID, the voter’s ballot must be rejected by the board. The voter must be notified of the reason for rejection. A sample notice “Rejected Absentee” is available in the Election Forms Library. The voter’s status will remain “Pending.”

[IAC 721—21.304]

Pending Voter With Voted Absentee

Send a notice to the voter informing the voter of the requirement to provide ID before the absentee ballot can be considered for counting by the ASVP board. A sample “Pending Voter with Voted Absentee Ballot” notice is available in the Election Forms Library.

[IAC 721—21.304(3)]

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Spoiled Ballots

Spoiled ballots returned by mail can only be replaced if they are returned in a return envelope clearly marked “Spoiled Ballot.” If a return envelope arrives in the mail without any indication that it contains a spoiled ballot, you cannot replace it.

Replace a spoiled ballot by following the instructions below. This procedure will enable you to use the same serial number assigned to the records of the original absentee ballot request.

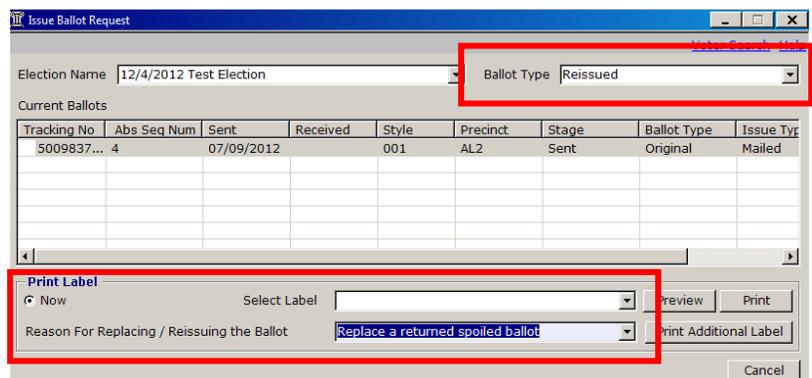
[§53.21]

For ballots spoiled by in-person voters, there are no I-VOTERS steps required unless you need a new label for the voter’s affidavit envelope. Instructions for issuing a new label are below.

1. Do **NOT** receive the ballot in the “**Receive Absentee Ballots**” module.
2. Open the voter’s record.
3. Select the “**Elections**” menu at the top of the screen and click “**Issue Ballot.**”



1. Choose the appropriate election and choose “**Reissued**” from the “**Ballot Type**” drop-down menu.
2. From the “**Reason for Replacing/Reissuing the Ballot**” menu choose “**Replace a returned spoiled ballot.**”



Choose the mailing labels used in your county from the “**Select Label**” drop-down menu. Be sure you have mailing labels in your printer and click on the “**Print**” button. There is no option to print re-issued ballot labels later.

3. Store the “**Spoiled**” ballot in a separate secure area.

Not Voted and Surrendered Ballots

If a person returns an absentee ballot to the auditor's office, satellite station, or at the polls on election day with an indication that the voter has not marked the ballot or does not want to vote by absentee ballot, make sure the ballot is included with the envelopes. Then, follow the I-VOTERS procedures below.

If the ballot is not enclosed in the envelopes returned, do not follow the I-VOTERS procedures below to take them off the absentee list.

1. Open **"Receive Absentee Ballots"** from the main I-VOTERS menu.
2. Choose the appropriate election from the drop down menu and click on **"Search."**
3. Click on the **"Not Voted"** tab. Any **"Not Voted"** batches you already created for this election will appear.
4. Click on the **"New"** button at the bottom of the page.

5. If you want text to appear in the **"Batch Description"** field of the main **"Not Voted"** screen, add your text in the **"Batch Description"** field that appears at the top of the new **"Not Voted"** batch you are creating.

6. The **"Received Date"** should be the date the ballot was returned not voted.
7. Add the ballot(s) to the new **"Not Voted"** batch by typing the ballot ID number in the **"Ballot Label"** field or the voter's name in the **"Ballot Search"** field.
8. After you choose the correct ballot (if more than one option appear) the voter's information will appear on the screen.
9. Click the **"Save."** The information for this voter will disappear. Either add a new **"Not Voted"** ballot to the batch by searching for the voter as instructed above or close the batch by clicking **"Close."**
10. Store your **"Not Voted"** ballots together in a secure place.

Notes about this I- VOTERS procedure:

Following this procedure will update the election registers to reflect this absentee voter returned a “Not Voted” ballot. There will NOT be an “**A**” printed in the election register by the voter’s name so the voter will be able to vote normally at the polling place and will not need to vote a provisional ballot.

You cannot add additional ballots to a previously created “Not Voted” batch. Once the batch is closed, you can only delete ballots from the batch, you cannot add new ones. To add additional “Not Voted” ballots, you need to create a new batch.

Deceased Voters with Absentee Ballot Request or Returned Absentee Ballots

Deceased Voter with Absentee Ballot Request

If you receive notification of a voter death and the voter has an active absentee ballot request, void the absentee ballot request before cancelling the voter's registration record.

1. Open the voter's record and click on the **"Absentee"** tab.
2. Highlight the absentee request by clicking on it. Click **"Void."**

The screenshot shows a web interface with tabs for Residence, Absentee, History, Contacts, and Voting History. The Absentee tab is active, displaying a table with columns: Dates/Elections, Seq Num, Source, Address, and County. The first row contains the text '12/4/2012 ...', '2', 'Mail', 'Address on File', and 'Kossuth'. Below the table are buttons for 'Special Absentee', 'Active Ballots', 'Add', 'Details', and 'Void'. The 'Void' button is highlighted with a red rectangular box.

3. Click **"Yes"** when asked if you are sure. Add the comment **"Deceased Voter"** in the **"Audit Comment"** field. Click **"Save."**
4. Change the voter's registration **"Status"** to **"C – Cancelled"** with **"Reason"** **"DEC – Deceased."** Be sure to update the **"Transaction Source"** with the appropriate source.

Deceased Voter with Returned Absentee Ballot

If the auditor receives proof that a voter who has marked and returned a ballot died before the affidavit envelope was opened, set the absentee ballot aside with evidence of the voter's death and instruct the ASVP board to mark the ballot "Rejected because voter is dead." The accidental counting of a ballot of a deceased voter does not invalidate the election.

[§53.32]

After the ASVP board has rejected the ballot, process the ballot as rejected in I-VOTERS.

1. Open **"Election Management."** Click on **"Process Absentee Ballots."**
2. Search for the voter's absentee ballot and choose rejection reason **"Rejected – Voter deceased"** from the **"Ballot Status"** drop-down menu.

3. Click **"Save."**

The screenshot shows the 'Process Absentee Ballots' screen. It includes a 'Ballot Search' section with fields for Barcode, Abs Seq #, Name, Address, and City, along with Search and Clear buttons. Below is the 'Ballot Details' section with fields for Voter ID, Voter Name, and Address. A 'Ballot Status' dropdown menu is open, showing a list of rejection reasons. The option 'Rejected - Voter is deceased' is highlighted with a red rectangular box. At the bottom, there is a 'Ballots Sent' table with columns for Abs Seq #, Barcode, VoterName, Source, Date Sent, and Date.

Ways to Submit Requests for UOCAVA Voters

Requests may be submitted to the auditor's office by mail, fax, email, or personal delivery by the voter or a person designated by the voter.

If a request was sent by fax or email, UOCAVA voters do not have to send the original request to the auditor. The signed affidavit envelope is used as the voter's original signature for voter registration purposes.

[§53.40, IAC 721—21.320(2)(c)]

An electronic request must include an image of the voter's written signature.

[§39.3(17), IAC 721—21.320(2)]

Request Deadlines for UOCAVA Voters

By-Mail UOCAVA Voters

By mail UOCAVA voters may request absentee ballots at any time before an election.

The last day for a UOCAVA voter to request an absentee ballot by mail for any election is the Friday before the election at 5:00 p.m.

[§53.40(1)(a)]

E-transmission UOCAVA Voters

UOCAVA voters requesting to receive unvoted balloting materials by either fax or email may request absentee ballots at any time before an election.

The last day for a UOCAVA voter to request an absentee ballot by either fax or email is the day before the election at the close of business.

[§53.40, IAC 721—21.320]

Proxy Request for UOCAVA Voters

Proxy requests may be submitted by certain family members of UOCAVA voters, only for the **general election**. These requests may not be submitted more than 70 days before a general election.

The last day for a family member to submit a proxy request on behalf of a UOCAVA voter is the Friday before the election at 5:00 p.m. if the request is for a mailed ballot or the Monday before the election at the close of business if the request is for an e-transmission ballot.

[§53.40(1)(b)]

Special State Write-In (aka Submarine) Ballot Requests by UOCAVA Voters

Requests for special write-in ballots may be submitted by UOCAVA voters only for the **general election**. These requests may not be submitted more than 90 days before the general election.

The last day to request a special state write-in (submarine) ballot is the day regular absentee ballots become available.

[§53.45]

Possible UOCAVA Voter Request Issues

UOCAVA Voter Submitted Multiple Requests Before Ballots are Sent

The last request received must be honored. If you receive both a proxy request and a request directly from the voter, honor the request from the voter.

[§53.41(2), IAC 721—21.320(2)(e)]

UOCAVA Voter Submits Another Request After Ballot was Sent

You may only send another ballot if the voter submitted a change of mailing address, email address, or fax number to which the ballot should be sent. If the voter did not submit a change, do not send another ballot.

If the voter submitted a change, void the original absentee ballot request and include a comment noting the serial number of the original and that a replacement ballot was sent to an updated address.

To void:

1. Open the voter's record and click on the "**Absentee**" tab.
2. Highlight the absentee request by clicking on it. Click "**Void**."
3. Click "**Yes**" when asked if you are sure. In the "**Audit Comment**" field, add:

"Voter reported change in mailing address/email address/fax number.

Original ballot serial number: _____.

New request entered and replacement ballot sent on _____."

4. Enter a new request for the replacement ballot and print the labels following the instructions on page 67.

Dates/Elections	Seq Num	Source	Address	County
12/4/2012 ...	2	Mail	Address on File	Kossuth

If the original ballot is returned voted, it can only be counted if the replacement ballot does not arrive before the deadline for receiving absentee ballots.

[IAC 721—21.320(2)(f)]

UOCAVA Voter Did Not Provide Party Affiliation or Marked Different Party on Primary Election Request

If the voter did not mark a party affiliation on the request, check the voter's registration record. If the registration record indicates a party affiliation, send the voter the ballot of the party indicated on the registration record.

If the voter marked a party different than the party indicated on the voter's registration record or if the voter was not previously registered with a party, accept the request as a change or declaration of party affiliation on the voter's registration record. Send the voter a notice informing the voter of the change of party affiliation. A sample notice "Change of Party Affiliation" is available in the Election Forms Library.

If the voter did not mark a party affiliation on the request and the voter's registration record does not indicate a party affiliation, send the voter a notice along with a new absentee ballot request.
[§53.40(1)(c)]

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Entering UOCAVA Voter Absentee Requests in I-VOTERS

FPCA or Multiple Elections (by Letter)

1. Choose the “**Absentee Type**” as marked by the voter on the form: “**Military**,” “**Overseas Military**,” or “**Overseas Civilian**.”
2. Enter a date range for the request that ends on December 31 of the year in which the voter submitted the FPCA unless the voter designated a shorter date range or indicated an election type.
3. Choose **FPCA** as the “**Absentee Application Source**.”
4. Choose an “**Election Type**.” Select “**Federal**” only unless the voter specifies the voter wants ballots for other elections.
5. Choose the appropriate “**Issue Method**.”

If the “**Issue Method**” is email or fax and you are entering the request after the first absentee mailing for an election, choose “**Print Now**” and immediately print the labels for the voter, either to paper or an electronic file. If you are entering an FPCA request with an issue method of email or fax before your first absentee mailing, choose “**Print Later**.”

6. Add the voter’s absentee mailing address.

Important Note: If the voter has an FPO/APO address, leave United States as the “**Country**” and use “**FPO**” or “**APO**” as the city and “**AE**,” “**AP**,” or “**AA**” as the state.

The screenshot shows a 'Mailing' form with the following fields:
Country: UNITED STATES OF AMERICA (dropdown), USA (checkbox), Clear button
Address: UNIT 555 1ST BRIGADE (text field)
City/St/Zip: APO (dropdown), AE (dropdown), 12345 (text field)
FPCA label at the bottom right.

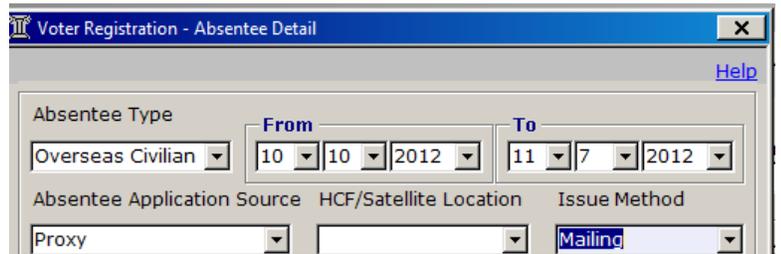
Important Note: If this is a new voter to your county, be sure to use the ballot mailing address as the voter’s registration mailing address as well.

7. Click on “**Print Later**” to save the request. See #5 for a recommended practice regarding ballots to be emailed or faxed.

The screenshot shows the 'Voter Registration - Absentee Detail' form with the following fields:
Absentee Type: Military (dropdown)
From: 7/6/2012 (date range)
To: 12/31/2012 (date range)
Absentee Application Source: FPCA (dropdown)
Issue Method: Mailing (dropdown)
Election Type: Federal (checkbox checked), School (checkbox), City (checkbox), Special (checkbox)
Date Requested: 07/06/2012 (text field)
Date Sent: (text field)
Date Received: (text field)
Political Party: (dropdown)
Use Address On File: (checkbox)
Address: 101 N MAIN ST ALGONA, IA 50511 (text field)
Comments: (text area)
Absentee Address: Country: UNITED STATES OF AMERICA (dropdown), USA (checkbox), Address: (text field), City/St/Zip: (dropdowns)
Absentee Link: Voter ID: (text field), Link to Voter (button), Unlink (button)
Buttons: Unsend Ballot, Print Now, Print Later, Close

Proxy Request

1. The “**Absentee Type**” should be “**Military**,” “**Overseas Military**,” or “**Overseas Civilian**.”
2. Enter a date range for the request with a “**To**” date as the day after the election.
3. Choose “**Proxy**” as the “**Application Source**”.
4. Choose the “**Issue Method**” as indicated on the proxy request form.



The screenshot shows a web form titled "Voter Registration - Absentee Detail". The form has several fields:

- Absentee Type:** A dropdown menu with "Overseas Civilian" selected.
- From:** A date field with "10", "10", and "2012" selected in its sub-fields.
- To:** A date field with "11", "7", and "2012" selected in its sub-fields.
- Absentee Application Source:** A dropdown menu with "Proxy" selected.
- HCF/Satellite Location:** A dropdown menu that is currently blank.
- Issue Method:** A dropdown menu with "Mailing" selected.

- If the “**Issue Method**” is email or fax and you are entering the request after the first absentee mailing for an election, choose “**Print Now**” and immediately print the labels for the voter, either to paper or an electronic file. If you are entering an FPCA request with an issue method of email or fax before your first absentee mailing, choose “**Print Later**.”
5. Add the voter’s absentee address. If the voter listed a FPO/APO address, “**FPO**” or “**APO**” is entered from the “**City**” drop-down.
 6. Click on “**Print Later**” to save the request. See #3 for a recommended practice regarding ballots to be emailed or faxed.

Sending Ballots to UOCAVA Voters

For primary and general elections, ballots must be ready to send to UOCAVA voters at least 45 days before the election.

[§53.39(2)]

By Mail

Ballots must be mailed unless a voter specifically asks for the ballot to be sent electronically.

Include the following with each mailed ballot:

1. Public measure text (if any)

Include the full text of any public measures that are summarized on the ballot but not printed in full.

2. Secrecy envelope

Include a secrecy envelope if the ballot cannot be folded to cover all of the voting targets or if you plan to open the affidavit envelopes on Monday before election day.

[§53.8(1), 53.23(3)]

3. Affidavit envelope

The affidavit envelope is the equivalent of the voter's declaration of eligibility. It must be marked with the serial number (i.e. absentee sequence number) used to identify the absentee request in the auditor's records.

4. Return envelope

This envelope must be addressed to the auditor's office and have the appropriate return postage or postal permit guaranteeing that the auditor will pay the return postage. The envelope must be marked with the serial number (i.e. absentee sequence number) used to identify the absentee request in the auditor's records.

The return envelope must also have the return deadline statement below printed or stamped on the flap or back of the envelope:

"This ballot will only be eligible for counting if it is received by the auditor's office before the polls close on election day or postmarked before election day and received by the deadline listed in the voting instructions included with this ballot.

Postmarks are not guaranteed!

Mail the ballot early to make sure it is received on time. Track the status of your absentee ballot at www.sos.iowa.gov."

[IAC 721—21.303(5)]

5. Absentee voting instructions

Include the instructions prepared by the SoS for UOCAVA absentee voters. The general elections instructions include information about straight party voting.

6. Absentee ballot receipt

A blank receipt must be included in case the voter wants to designate someone to return the ballot on behalf of the voter. The absentee voting instructions prepared by the SoS include a receipt and receipt instructions.

7. Delivery envelope

The delivery envelope must be addressed to the voter and be marked with the serial number (i.e. absentee sequence number) used to identify the absentee request in the auditor's records. All other materials must be enclosed in this envelope.

Copies of the envelopes and absentee voting instructions are available in the Election Forms Library.

By Electronic Transmission

Auditors may choose to send ballots either through FVAP's ETS server or directly to the voter's email or fax.

If voters request for their ballots to be sent electronically, you must honor that request. Voters must indicate this choice on their request and provide their fax number or email address. If a voter does not provide an email address or fax number, send the ballots by postal mail.

[IAC 721—21.320(3)]

Include the following with each e-transmission ballot:

- A ballot
- E-transmission ballot instructions
- Required forms
 - Return envelope form
 - Affidavit envelope form

The e-transmission ballot instructions and required forms are available in the Election Forms Library.

Methods for UOCAVA Voters to Return Ballots

By Mail

Most UOCAVA voters must return their voted absentee ballots by mail even if they received their ballot by email or fax.

Provide instructions to voters on how to return their ballots. Instructions for returning ballots are available in the Election Forms Library. There is one set of instructions for voters whose ballots are mailed and another set of instructions for voters whose ballots are transmitted electronically.

Postage is free for voters when they use the return envelope provided and when they use the U.S. Postal Service or FPO (Fleet Post Office)/APO (Army Post Office) mail system. All other UOCAVA voters will need to pay postage.

By Electronic Transmission

The following UOCAVA voters may return their ballot by fax or email:

- Those who are located in areas designated as “imminent danger pay areas” by the U.S. Department of Defense

A list of imminent danger pay areas can be found on the U.S. Department of Defense’s website: http://www.defenselink.mil/comptroller/fmr/07a/07a_10.pdf.

- Those who are active members of the army, navy, marine corps, merchant marine, coast guard, air force, or Iowa National Guard and are outside the U.S. or any of its territories.

Auditors may choose to have voters return their ballots through FVAP’s ETS server or directly to the auditor’s office by email or fax. Provide voters the appropriate instructions for returning their ballot by the chosen method. Instructions for voters are available in the Election Forms Library.

[IAC 721—21.1(13), 21.320(4)(a)]

UOCAVA Ballot Submitted Electronically

Is the voter eligible to submit an electronic ballot?

No Send the voter a letter or email explaining that the original ballot must be submitted by mail. If the original ballot is not submitted, the ASVP board should reject the ballot and send the voter a ballot rejection notice.

Yes Is the voter already registered to vote?

Print the ballot, affidavit envelope form, and acknowledgment/secretcy waiver, place the ballot in an envelope, seal the envelope, and attach the voter's affidavit envelope form and acknowledgment/secretcy waiver to the outside.

Receive the ballot in I-VOTERS.

No If all of the required voter registration information is provided on the affidavit envelope form and it is signed, enter the voter's registration as "Active" in I-VOTERS. Receive the ballot in I-VOTERS.

If the declaration/affirmation was not signed, enter the voter's registration as "Incomplete" and check the "No Signature" box in I-VOTERS for lack of a signature. Send an "Incomplete Registration" notice to the voter and explain a signature on the declaration/affirmation or the Iowa voter registration form is required by the ballot receipt deadline. The signature may be on a scanned document. If a signature is not received, the ASVP board must reject the ballot, send a ballot rejection notice, and leave the voter on "Incomplete" status.

[IAC 721—21.320(5)(b)]

Important Note: FWABS submitted electronically must be received before the polls close on election day.

[IAC 721—21.320(4)]

If a voter sends the ballot by postal mail and either by fax or email and both voted ballots arrive on time, the ballot that was delivered by postal mail should be counted by the ASVP board. Seal the electronically received ballot in an envelope and label it with the voter's name and absentee sequence number and attach it to the ballot returned by postal mail. This electronically received ballot will not be counted if the ballot returned by postal mail was counted. If the ballot returned by postal mail was not counted, the electronically received ballot must be considered for counting.

Important Note: When counting faxed and emailed ballots, instruct the ASVP board to mark a duplicate ballot. Doing so will allow the ballot to be run through the ballot scanner and counted in the same manner as all other ballots tabulated for the election. See the ASVP Board Guide for instructions on marking duplicate ballots.

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UOCAVA Voter Ballot Returned Undeliverable or Cannot be Transmitted via Fax or Email

Verify the ballot was sent to the correct address, email address, or fax number requested by the voter. If the ballot was sent incorrectly, correct the error and immediately transmit a new absentee ballot.

If the ballot was sent correctly:

- Email the voter (if you have an email address on file) to inform the voter that the voter's ballot was returned undeliverable and you need a new FPCA with a new mailing address, email address, or fax number if the voter wishes to continue to receive absentee ballots.

AND

- Contact the voter by sending a forwardable notice to both the voter's registration address and absentee ballot mailing address. The notice must inform the voter that the voter's ballot was returned undeliverable and a new FPCA with a new mailing address, email address, or fax number is required if the voter wishes to continue to receive absentee ballots.

AND

- Terminate the voter's current FPCA request and do not send the voter any further ballots until a new absentee ballot request is received from the voter.

[IAC 721—21.320(2)(g)(1)]

Important Note: Do not change the voter's status to "Inactive" if a UOCAVA voter's ballot was returned undeliverable.

If the voter provides a new FPCA with a new mailing address, email address, or fax number before the deadline to mail or transmit absentee ballots, enter a new absentee request on the voter's registration record and transmit the ballot via the method requested by the voter.

[IAC 721—21.320(2)(g)(2)]

Processing Undeliverable UOCAVA Ballot in I-VOTERS

1. Open "**Receive Absentee Ballots**" from the I-VOTERS main menu. Choose the appropriate election and then click on "**Search.**"
2. Click on the "**Undeliverable**" tab.
3. Click on "**New**" at the bottom of the screen to create a new batch of undeliverable ballots.

The screenshot shows the 'Receive Absentee Ballots' interface in the I-VOTERS system. A red box highlights the search area, which includes a dropdown menu for 'Election' (set to '12/04/2012 Test Election'), input fields for 'Batch Date From', 'Batch Date To', 'Abs Seq Num', 'Voter ID', and 'Ballot ID', and 'Search' and 'Clear' buttons. Below the search area, there are tabs for 'Ballots: Undeliverable | Not Voted'. A table with columns 'Batch #', 'Batch Description', 'Batch Date', and 'Receive Date' is visible. At the bottom, a red box highlights the 'New' button, along with 'Process' and 'Delete' buttons.

FWAB Submitted Electronically

Is the voter eligible to submit an electronic ballot?

No Send the voter a letter or email explaining that the original FWAB must be submitted by mail. If the original FWAB is not submitted, the ASVP board should reject the ballot and send the voter a ballot rejection notice. If the original FWAB is submitted, follow the by mail submission processing instructions.

Yes **Is the voter already registered to vote?**

No If all of the required voter registration information is provided on the declaration/affirmation and it was signed, enter the voter's registration as "Active" in I-VOTERS.

If the FWAB was not signed, enter the voter's registration as "Incomplete" and check the "No Signature" box in I-VOTERS for lack of a signature. Send an "Incomplete Registration" notice to the voter and explain a signature on the FWAB or the Iowa voter registration form is required by the ballot receipt deadline. The signature may be on a scanned document. If a signature is not received, the ASVP board must reject the ballot, send a ballot rejection notice, and leave the voter on "Incomplete" status.

[IAC 721—21.320(5)(b)]

Yes **Did the voter already request a regular or special write-in ballot?**

No Enter an absentee ballot request in I-VOTERS, print the labels, and receive the ballot. Print the FWAB, place the ballot in an envelope, seal the envelope, and attach the voter's declaration/affirmation form to the outside. The FWAB can be considered for counting unless:

The voter submits an FPCA or Iowa absentee voting ballot request form after 14 days prior to election day. If this happens, the ASVP board must reject the voter's FWAB and send the voter a ballot rejection notice. The reason is the voter falsely attested to the statement on the FWAB. A sample notice "Rejected Absentee" is available in the Election Forms Library.

[§53.53]

Yes Print the FWAB, place the ballot in an envelope, seal the envelope, and attach the voter's declaration/affirmation form to the outside. The FWAB can be considered for counting unless:

The voter's regular ballot or special write-in ballot is returned by the ballot receipt deadline for the election. Count the regular ballot but do not send a ballot rejection notice for the FWAB. If the voter's regular ballot is not properly postmarked or not returned by

the ballot return deadline, the FWAB can be counted and the voter's absentee ballot should be accepted in I-VOTERS so the voter receives vote credit.

Important Note: FWABS submitted electronically must be received before the polls close on election day.

[IAC 721—21.320(4)]

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FWAB Submitted by Mail

Is the voter already registered to vote?

- No** Enter the voter's registration in I-VOTERS. If all of the required information is provided on the voter's declaration/affirmation, make the voter "Active" and follow the instructions listed under "Yes" below.

Important Note: UOCAVA voters are not subject to identification number or verification requirements.

[§48A.25A(3), 53.38]

If all of the required voter registration information is not provided on the declaration/affirmation, assign the voter a status of "Incomplete" and send the voter an "Incomplete Registration" notice explaining the missing information on the FWAB or an Iowa voter registration form is required by the ballot receipt deadline. If the missing information is not received by the auditor by the ballot receipt deadline, the ASVP board must reject the ballot and leave the voter on "Incomplete" status.

Yes Did the voter already request a regular or special write-in ballot?

- No** Enter an absentee ballot request in I-VOTERS, print the labels, and receive the ballot. The FWAB can be considered for counting unless:

The voter submits an FPCA or Iowa absentee voting ballot request form after 14 days prior to election day. If this happens, send ASVP board must reject the voter's FWAB and send the voter a ballot rejection notice. The reason is the voter falsely attested to the statement on the FWAB. A sample notice "Rejected Absentee" is available in the Election Forms Library.

[§53.53]

- Yes** The FWAB can be considered for counting unless:

The voter's regular ballot or special write-in ballot is returned by the ballot receipt deadline for the election. Count the regular ballot but do not send a ballot rejection notice for the FWAB. If the voter's regular ballot is not properly postmarked or not returned by the ballot return deadline, the FWAB can be counted and the voter's absentee ballot should be accepted in I-VOTERS so the voter receives vote credit.

6. Highlight the absentee request by clicking on it. Click **“Void.”**

Dates/Elections	Seq Num	Source	Address	County
12/4/2012 ...	2	Mail	Address on File	Kossuth

Special Absentee [Active Ballots](#)

7. Click **“Yes”** when asked if you are sure. Add the comment **“Replacement request – new address”** in the **“Audit Comment”** field. Click **“Save.”**

EDR Voter with Active Ballot, Voter Registration Card Returned Undeliverable

If a voter registered using election day registration procedures after the close of registration and before election day and the voter's registration card was returned undeliverable by the post office before the ballot is counted, deliver the voter's absentee ballot (and a copy of the returned voter registration card) to the ASVP board to be challenged.

[§53.31(1)]

Requestors in Jail or Prison

If you receive an absentee ballot request from a person who is in jail or prison, follow the usual procedures for mailing the ballot. You have no obligation to research the reason the person is incarcerated.

Requestor Who Is Not 18 at Time of Application for an Absentee Ballot

If the requestor will be 18 on or before election day, send the requestor an absentee ballot.

[§48A.5(2)(c)]

Entering UOCAVA Voter Absentee Requests

FPCA or Multiple Elections (by Letter)

1. Choose the “**Absentee Type**” as marked by the voter on the form: “**Military**,” “**Overseas Military**,” or “**Overseas Civilian**.”
2. Enter a date range for the request that ends on December 31 of the year in which the voter submitted the FPCA unless the voter designated a shorter date range or indicated an election type.
3. Choose **FPCA** as the “**Absentee Application Source**.”
4. Choose an “**Election Type**.” Select “**Federal**” only unless the voter specifies the voter wants ballots for other elections.
5. Choose the appropriate “**Issue Method**.”

If the “**Issue Method**” is email or fax and you are entering the request after the first absentee mailing for an election, choose “**Print Now**” and immediately print the labels for the voter, either to paper or an electronic file. If you are entering an FPCA request with an issue method of email or fax before your first absentee mailing, choose “**Print Later**.”

6. Add the voter’s absentee mailing address.

Important Note: If the voter has an FPO/APO address, leave United States as the “**Country**” and use “**FPO**” or “**APO**” as the city and “**AE**,” “**AP**,” or “**AA**” as the state.

The screenshot shows a 'Mailing' section of a form. It includes a 'Country' dropdown menu set to 'UNITED STATES OF AMERICA' with a checked 'USA' checkbox and a 'Clear' button. The 'Address' field contains the text 'UNIT 555 1ST BRIGADE'. The 'City/St/Zip' field is split into three parts: 'APO' in the first dropdown, 'AE' in the second dropdown, and '12345' in the text input field. A 'FPCA' label is visible at the bottom right of the form.

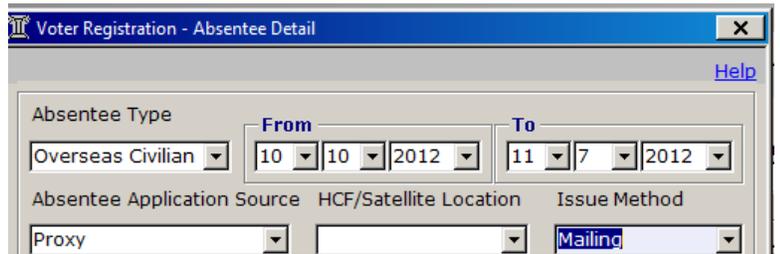
Important Note: If this is a new voter to your county, be sure to use the ballot mailing address as the voter’s registration mailing address as well.

7. Click on “**Print Later**” to save the request. See #5 for a recommended practice regarding ballots to be emailed or faxed.

The screenshot shows the 'Voter Registration - Absentee Detail' form. It includes fields for 'Absentee Type' (Military), 'From' (7/6/2012), and 'To' (12/31/2012). The 'Absentee Application Source' is set to 'FPCA'. The 'Issue Method' dropdown is open, showing options: 'In-Person', 'Mailing', 'Absentee Team', 'Satellite', 'Email', and 'Fax'. The 'Election Type' section has 'Federal' checked. The 'Date Requested' is 07/06/2012. The 'Address' field contains '101 N MAIN ST ALGONA, IA 50511'. There are buttons for 'Unsend Ballot', 'Print Now', 'Print Later', and 'Close'.

Proxy Request

- The “**Absentee Type**” should be “**Military**,” “**Overseas Military**,” or “**Overseas Civilian**.”
- Enter a date range for the request with a “**To**” date as the day after the election.
- Choose “**Proxy**” as the “**Application Source**”.



The screenshot shows a web form titled "Voter Registration - Absentee Detail". The form has several fields:

- Absentee Type:** A dropdown menu with "Overseas Civilian" selected.
- From:** A date field with "10", "10", and "2012" selected in its components.
- To:** A date field with "11", "7", and "2012" selected in its components.
- Absentee Application Source:** A dropdown menu with "Proxy" selected.
- HCF/Satellite Location:** A dropdown menu that is currently blank.
- Issue Method:** A dropdown menu with "Mailing" selected.

- Choose the “**Issue Method**” as indicated on the proxy request form.
If the “**Issue Method**” is email or fax and you are entering the request after the first absentee mailing for an election, choose “**Print Now**” and immediately print the labels for the voter, either to paper or an electronic file. If you are entering an FPCA request with an issue method of email or fax before your first absentee mailing, choose “**Print Later**.”
- Add the voter’s absentee address. If the voter listed a FPO/APO address, “**FPO**” or “**APO**” is entered from the “**City**” drop-down.
- Click on “**Print Later**” to save the request. See #3 for a recommended practice regarding ballots to be emailed or faxed.

Spoiled Ballots

Spoiled ballots returned by mail can only be replaced if they are returned in a return envelope clearly marked “Spoiled Ballot.” If a return envelope arrives in the mail without any indication that it contains a spoiled ballot, you cannot replace it.

Replace a spoiled ballot by following the instructions below. This procedure will enable you to use the same serial number assigned to the records of the original absentee ballot request.

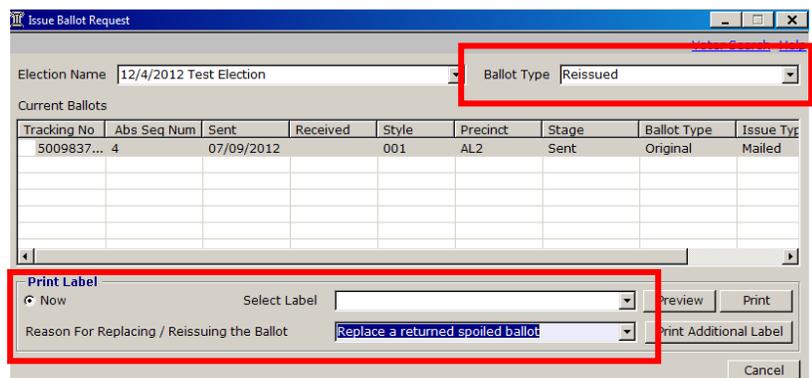
[§53.21]

For ballots spoiled by in-person voters, there are no I-VOTERS steps required unless you need a new label for the voter’s affidavit envelope. Instructions for issuing a new label are below.

1. Do **NOT** receive the ballot in the “**Receive Absentee Ballots**” module.
2. Open the voter’s record.
3. Select the “**Elections**” menu at the top of the screen and click “**Issue Ballot.**”



4. Choose the appropriate election and choose “**Reissued**” from the “**Ballot Type**” drop-down menu.
5. From the “**Reason for Replacing/Reissuing the Ballot**” menu choose “**Replace a returned spoiled ballot.**”



Choose the mailing labels used in your county from the “**Select Label**” drop-down menu. Be sure you have mailing labels in your printer and click on the “**Print**” button. There is no option to print re-issued ballot labels later.

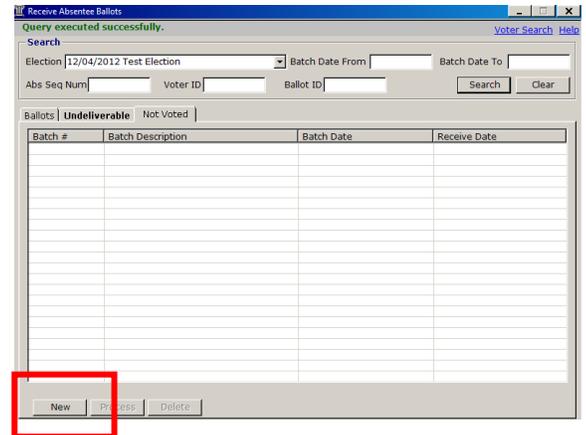
6. Store the “**Spoiled**” ballot in a separate secure area.

Not Voted and Surrendered Ballots

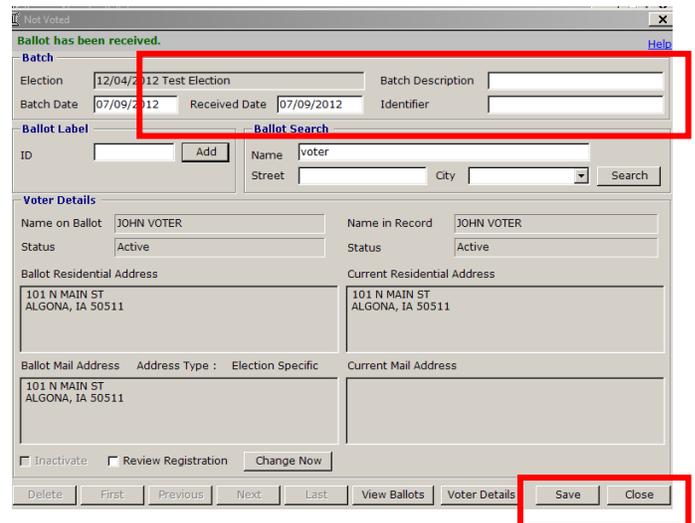
If a person returns an absentee ballot to the auditor's office, satellite station, or at the polls on election day with an indication that the voter has not marked the ballot or does not want to vote by absentee ballot, make sure the ballot is included with the envelopes. Then, follow the I-VOTERS procedures below.

If the ballot is not enclosed in the envelopes returned, do not follow the I-VOTERS procedures below to take them off the absentee list.

1. Open **"Receive Absentee Ballots"** from the main I-VOTERS menu.
2. Choose the appropriate election from the drop down menu and click on **"Search."**
3. Click on the **"Not Voted"** tab. Any **"Not Voted"** batches you already created for this election will appear.
4. Click on the **"New"** button at the bottom of the page.



5. If you want text to appear in the **"Batch Description"** field of the main **"Not Voted"** screen, add your text in the **"Batch Description"** field that appears at the top of the new **"Not Voted"** batch you are creating.



6. The **"Received Date"** should be the date the ballot was returned not voted.
7. Add the ballot(s) to the new **"Not Voted"** batch by typing the ballot ID number in the **"Ballot Label"** field or the voter's name in the **"Ballot Search"** field.
8. After you choose the correct ballot (if more than one option appear) the voter's information will appear on the screen.
9. Click the **"Save."** The information for this voter will disappear. Either add a new **"Not Voted"** ballot to the batch by searching for the voter as instructed above or close the batch by clicking **"Close."**
10. Store your **"Not Voted"** ballots together in a secure place.

Notes about this I-VOTERS procedure: Following this procedure will update the election registers to reflect this absentee voter returned a "Not Voted" ballot. There will NOT be an "A"

printed in the election register by the voter's name so the voter will be able to vote normally at the polling place and will not need to vote a provisional ballot.

You cannot add additional ballots to a previously created "Not Voted" batch. Once the batch is closed, you can only delete ballots from the batch, you cannot add new ones. To add additional "Not Voted" ballots, you need to create a new batch.

Processing Defective Affidavits and Issuing Replacement Ballots

Process Defective Affidavits

1. Receive the absentee ballot in **“Receive Absentee Ballots.”** See the **“Receiving Absentee Ballots”** instructions on how to do so.
2. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**
3. Search for the voter’s absentee ballot and choose **“Defective Affidavit/Envelope”** from the Ballot Status drop-down menu.
4. Click **“Save.”**

The screenshot shows the 'Election Management' application window. The 'Ballot Status' dropdown menu is highlighted in red, showing 'Defective Affidavit/Envelope' selected. The 'Process Absentee Ballots' link in the left sidebar is also highlighted in red.

Abs Seq #	Barcode	VoterName	Source	Date Sent	Date Received	Ballot Style	Ballot Type
2	50098...	SALLY VOTER	Mail	07/09/2012	07/09/2012	001	Original

Issuing Replacement Ballots if no Address Change

Do not issue a replacement ballot until the voter submits a request.

1. Open the voter’s record.
2. Select the **“Elections”** menu at the top of the screen and click **“Issue Ballot.”**
3. When the **“Issue Ballot Request”** screen opens, choose **“Replacement”** from the **“Ballot Type”** drop-down menu.
4. From the **“Reason for Replacing/Reissuing the Ballot”** menu choose the appropriate reason.
5. Choose the mailing labels used in your county from the **“Select Label”** drop-down menu. In this screen, there is no option to **“Print Later”** so you will need to print these labels (or save a PDF image and print later) as the replacement absentee requests are received.

The screenshot shows the 'Voter Registration' application window. The 'Elections' menu is highlighted, and the 'Issue Ballot' option is selected.

The screenshot shows the 'Issue Ballot Request' application window. The 'Ballot Type' dropdown is set to 'Replacement' and the 'Reason For Replacing / Reissuing the Ballot' dropdown is set to 'Defective-Not Sealed'. Both dropdowns are highlighted in red.

Tracking No	Abs Seq Num	Sent	Received	Style	Precinct	Stage	Ballot Type	Issue Typ
5009837...	2	07/09/2012	07/09/2012	001	AL2	Received	Original	Mailed

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When Voters Must Show ID

Non-EDR voters are required to show ID before they are allowed to vote if:

- Their voter registration status is “Pending”
- Their voter registration status is “Inactive”
- Their names do not appear in the election register because they moved from a different precinct within the county
- The PEOs do not know them and ask to see ID

In these cases, voters may use any of the following forms of ID if it has their name:

- Non-expired photo ID (this may list a previous address)
- Utility bill, including cell phone bill with current address
- Bank statement with current address
- Paycheck or government check with current address
- Other government document with current address

Documents presented must be actual documents, not documents displayed on smart phones or other technological devices.

[§48A.8, 49.77, IAC 721—21.3]

If a voter is asked to show ID for one of the reasons listed above and cannot provide it, the voter must use EDR attestation procedures or cast a provisional ballot.

Temporary licenses or IDs issued by the Iowa Department of Transportation must be accepted as proof of identity and/or residency while the temporary ID is valid. The temporary ID is valid for 30 days, and each one will have an expiration date printed on it.

EDR voters are required to prove both who they are and where they live. See the Voter Registration chapter for a list of acceptable EDR identification documents and the attestation procedure.

When Voters Must Cast Provisional Ballots

Voters must cast a provisional ballot for the following reasons:

- When they cannot prove they are qualified to vote by showing ID when required to do so.
- When they requested an absentee ballot but cannot surrender it at the polls and PEOs cannot confirm whether the auditor has received the voter's absentee ballot. See the next page for more information.
- When their qualifications to vote were challenged at the polls and the challenge was not withdrawn. [§49.81, 53.19]

Surrendered Absentee Ballots

Voters may surrender their absentee ballots at the polls to the PEOs and vote a regular ballot. If surrendered, the PEOs should write "Void" on the ballot and store it separately with other surrendered absentee ballots.

[§53.19]

The number of surrendered absentee ballots returned from the polling place should be indicated on the ballot record and receipt returned from the polling place.

For instructions on processing these ballots in I-VOTERS once they are returned to the auditor's office on election day, see the Absentee chapter.

Persons Permitted at the Polling Place

Other than voters, the following persons may be at the polling place, provided they do not solicit votes:

- Any person who is by law authorized to perform or is charged with the performance of official duties at the election
- Any peace officer assigned or called upon by request of the auditor or PEO chairperson
- Poll watchers (see Poll Watchers chapter)
- Educational programs: participants authorized by the auditor, in consultation with the SOS, may be present at the polling place for the purpose of conducting or attending a youth educational program.
- Members of the news media (see below)

[§49.104]

Electronic Devices

The use of cameras, cell phones, pagers, or other electronic devices is prohibited in the voting booth.

[§49.88(1)]

Campaign and Candidate-Related Clothing or Buttons

Poll watchers are not allowed to wear campaign or campaign-related items in the polling place. Voters can wear such items as long as they do not linger the polling place or solicit votes.

Exit Polling

Exit polls may be conducted at any time but tend to be conducted in close races or in highly publicized contests. Exit polls may be conducted by the media or by political or interest groups.

People conducting surveys or exit polls are not permitted inside the polling place. In addition, they may not be inside the building in which the polling place is located or in the building's entryway regardless of weather or any other adverse condition. They must be outside the building but may be within 300 feet of the building or the entrance to the building used by voters entering the polling place.

Reporters and Photographers

Members of the media are common visitors to polling places but may notify the auditor ahead of time of their intention to visit a polling place. General guidelines for conduct of members of the media in the polling place include:

- Allow members of the media to be inside the polling place to take photographs or film activity, but do not allow them to interfere with the voting process. Members of the media cannot take images of how a voter marks or has marked a ballot.
- PEOs should ask members of the media to identify themselves and to show identification.
- Restrict interviews with voters until voters have cast ballots and are outside of the polling place. Members of the media should obtain permission from a voter to use the voter's name and/or image.
- PEOs may answer questions from or provide comments to members of the media only when authorized to do so by the auditor. Auditors should talk to their PEOs to let them know the auditor's expectations concerning media relations.

[§49.104(8)]

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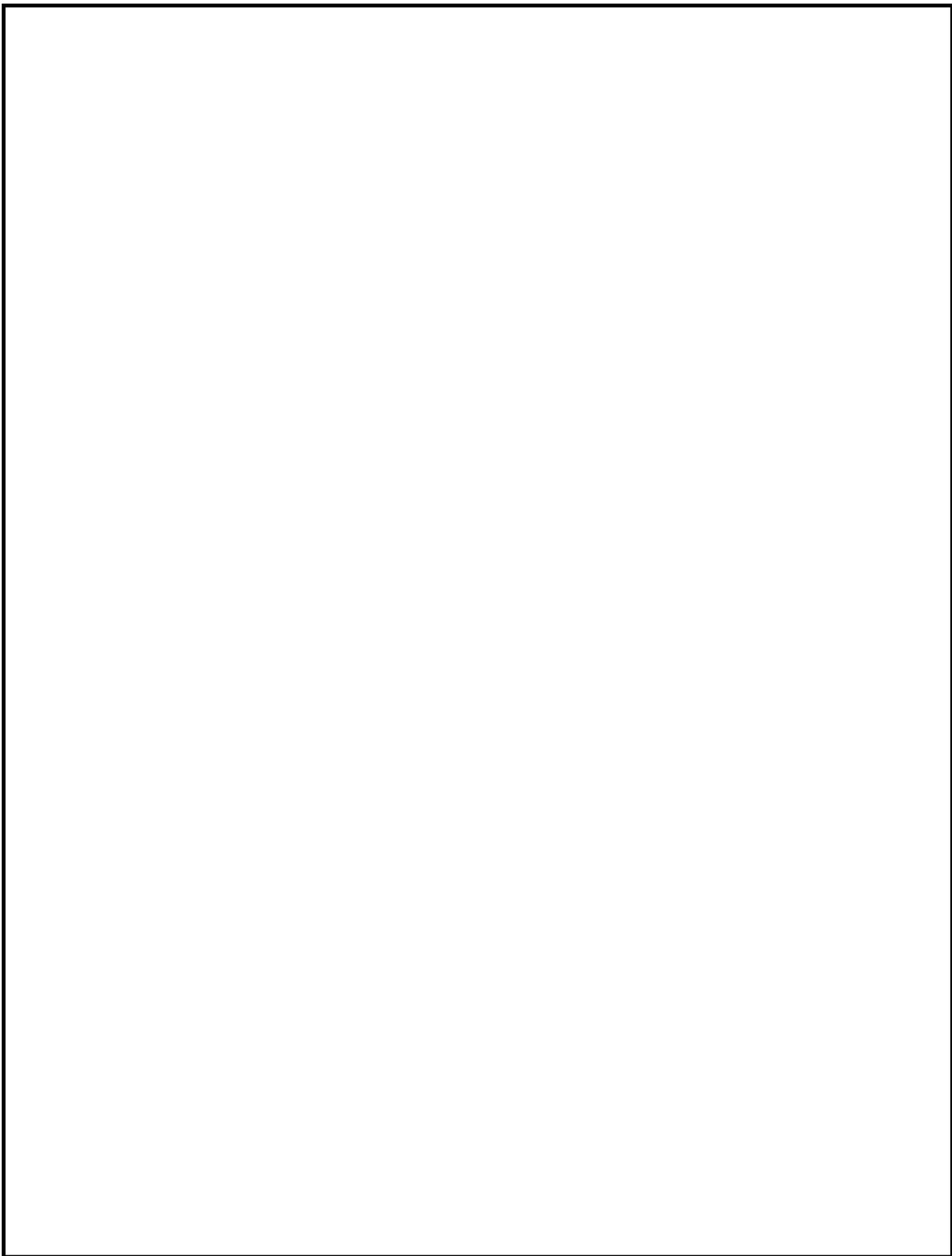
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Not Voted and Surrendered Ballots

Surrendered absentee ballots must be processed in I-VOTERS before the voter can be given vote credit. Make sure the ballot is included with the envelopes. Then, follow the I-VOTERS procedures below.

If the ballot is not enclosed in the envelopes returned, do not follow the I-VOTERS procedures below to take them off the absentee list.

1. Open **“Receive Absentee Ballots”** from the main I-VOTERS menu.
2. Choose the appropriate election from the drop down menu and click on **“Search.”**
3. Click on the **“Not Voted”** tab. Any **“Not Voted”** batches you already created for this election will appear.
4. Click on the **“New”** button at the bottom of the page.

Receive Absentee Ballots

Query executed successfully.

Search

Election: 12/04/2012 Test Election Batch Date From: Batch Date To:

Abs Seq Num: Voter ID: Ballot ID: Search Clear

Ballots: Undeliverable Not Voted

Batch #	Batch Description	Batch Date	Receive Date
---------	-------------------	------------	--------------

New Process Delete

5. If you want text to appear in the **“Batch Description”** field of the main **“Not Voted”** screen, add your text in the **“Batch Description”** field that appears at the top of the new **“Not Voted”** batch you are creating.

Not Voted

Ballot has been received.

Batch

Election: 12/04/2012 Test Election Batch Description:

Batch Date: 07/09/2012 Received Date: 07/09/2012 Identifier:

Ballot Label

ID: Add Name: voter City: Search

Voter Details

Name on Ballot: JOHN VOTER Name in Record: JOHN VOTER

Status: Active Status: Active

Ballot Residential Address: 101 N MAIN ST ALGONA, IA 50511

Current Residential Address: 101 N MAIN ST ALGONA, IA 50511

Ballot Mail Address: 101 N MAIN ST ALGONA, IA 50511 Address Type: Election Specific

Current Mail Address:

Inactivate: Review Registration: Change Now

Delete First Previous Next Last View Ballots Voter Details Save Close

6. The **“Received Date”** should be the date the ballot was returned not voted.
7. Add the ballot(s) to the new **“Not Voted”** batch by typing the ballot ID number in the **“Ballot Label”** field or the voter’s name in the **“Ballot Search”** field.
8. After you choose the correct ballot (if more than one option appear) the voter’s information will appear on the screen.
9. Click the **“Save.”** The information for this voter will disappear. Either add a new **“Not Voted”** ballot to the batch by searching for the voter as instructed above or close the batch by clicking **“Close.”**
10. Store your **“Not Voted”** ballots together in a secure place.

Notes about this I- VOTERS procedure:

You cannot add additional ballots to a previously created “Not Voted” batch. Once the batch is closed, you can only delete ballots from the batch, you cannot add new ones. To add additional “Not Voted” ballots, you need to create a new batch.

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Process Provisionals

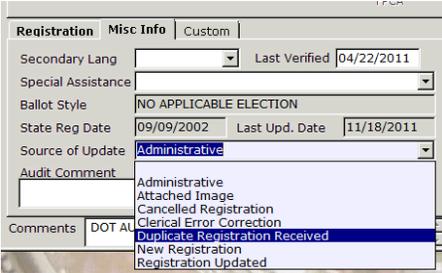
If a provisional voter completed a voter registration form when voting a provisional ballot, you must create a voter registration record or update the voter's registration record in I-VOTERS using the information provided on the voter registration form.

Exception: A voter registration record cannot be created if the voter did not complete a voter registration form.

Process Voter Registration

1. Open **"Voter Registration"** from the main I-VOTERS screen. Select **"New."**
2. Enter the voter's information in the appropriate fields. Tab through the fields so I-VOTERS will automatically identify any statewide duplicate matches.
 - a. If you get a duplicate match from a different county, select that record and continue with step 3.
 - b. If I-VOTERS does not identify any duplicates in the system, continue with step 3.
 - c. If you get a duplicate match within your county, select that record. Determine if any updates to information need to be made to the voter's record based on the information listed on the voter registration form and save the record.

Important Note: If the registration form changes nothing and is a true duplicate of the information in the voter's record, mark **"Duplicate Registration Received"** under the **"Misc"** tab in the voter's record in I-VOTERS.



The screenshot shows a web-based form with several fields and a dropdown menu. The fields include: Secondary Lang (dropdown), Last Verified (04/22/2011), Special Assistance (dropdown), Ballot Style (NO APPLICABLE ELECTION), State Reg Date (09/09/2002), Last Upd. Date (11/18/2011), and Source of Update (Administrative). Below these fields is an Audit Comment section with a list of options: Administrative, Attached Image, Cancelled Registration, Clerical Error Correction, Duplicate Registration Received (highlighted), New Registration, and Registration Updated. There is also a Comments section with a DOT A label.

3. Enter the voter's address.
4. Choose the appropriate party from the drop-down menu.
5. Select **"7- In Person/Registration Drive"** as the **"Transaction Source."**
6. Assign the voter's status to **"Active."**
7. If the ballot was counted:

Change the **"County Registration"** date and **"Vote Eligible"** date to the day of the election.

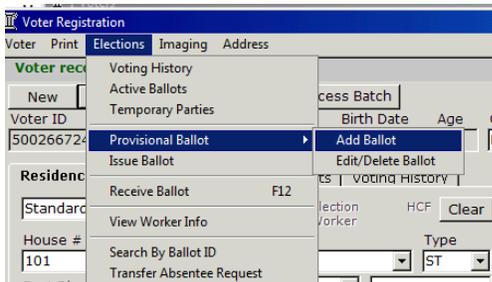
If the ballot was not counted:

Change the “**County Registration**” Date and the “**Vote Eligible**” date to the day after the election.

8. Save the voter’s record.
9. Send an acknowledgement to the voter. See the Voter Registration chapter for more information.

Adding Provisional Ballot

1. From the “**Elections**” drop-down menu in the voter’s record, select “**Provisional Ballot**” and “**Add Ballot**.”



2. Use the drop-downs to select the appropriate information for the voter’s provisional ballot. Select either “**Accepted**” or “**Rejected**.”

If the provisional ballot was rejected, choose the “**Rejection Reason**” from the drop-down. All rejected provisional ballots should be added to a voter’s record unless the voter did not complete a voter registration form when voting the provisional ballot.

A screenshot of a web form titled "Add Provisional Ballot". The form contains several fields: "Election" (12/04/2012 Test Election), "Precinct" (AL2 - Algona 2), "Split" (AL2.1), "Ballot Style" (001), "Date Produced" (12/04/2012), and "Date Received" (12/04/2012). There are radio buttons for "Accepted" (selected) and "Rejected". A "Rejection Reason" dropdown menu is present. At the bottom, there is a "Print Label" checkbox and a "Print Label" dropdown menu. "Save" and "Close" buttons are at the bottom right.

Labels do not need to be printed.

3. Click “**Save**.”

Primary Election Reports

Certificates of election are not issued to candidates who were nominated at the primary election. The board of supervisors must certify the following information to the county political party chairs as soon as possible after the county canvass:

- A list of that party's candidates for county offices who were nominated at the primary election and for which office each person was nominated.
- A list of the county offices for which no one from that party was nominated, including a list of all candidates who received votes for that office on that political party's ballot but who failed to meet the requirements to win nomination.

The names of people who received write-in votes reported collectively as scattering do not need to be included on this report.

[§43.55]

These reports may be generated from I-VOTERS or the election results reporting program designated by the SoS for the primary election. Counties are not required to use the reports generated by I-VOTERS.

Generating Primary Election Party Reports in I-VOTERS

1. Open **"Reports & Labels"** from the main I-VOTERS screen.
2. Select **"Election Management"** from the menu on the left side. Choose the **"Election"** from the drop-down.
3. Choose reports **"E-020 Open Seat Report"** and **"E-021 Winner List."**

Note about this I-VOTERS procedure: Results do not need to be entered into I-VOTERS to generate these reports. However, you must check the winners in "Election Results" in "Election Management."

The screenshot shows the I-VOTERS Reports application window. On the left is a navigation menu with options like 'Voter Registration', 'Election Management', 'Districts & Precincts', 'Petitions', 'Election Workers', 'Address Library', 'Labels', 'Ballot Processing', and 'Master Lookup's'. The 'Election Management' option is selected. The main area contains several filter sections: 'County' (Kossuth), 'Election' (11/08/2011 - Kossuth County City Election 2011), 'Precincts' (All Precincts), 'Batch Number' (All), 'Request Date', 'Sent Date', 'Receive Date', 'District' (West Bend), 'Races' (West Bend Council Membe), 'Candidate' (LAUCK, PAUL), 'AbsenTee Type' (Election Specific), 'Pol Party' (Democrat), 'Party Org' (Iowa Gree), 'Election Date', 'Eligible Voter' (checked), 'Control County' (checked), 'AbsenTee Application Source', 'HCF/Satellite Location', 'Issue Method', and a list of reports including 'E-020 Open Seat Report', 'E-021 Winner List', and 'E-022 County Abstract of Votes - Candidate Abstract'. At the bottom are 'Folder', 'Browse', 'Export', 'Cancel', 'Run Report', and 'Schedule' buttons.

EDR Follow Up

A voter registration card must be sent to voters who used EDR no later than 45 days after election day. The card must be sent by non-forwardable mail. If the voter registration card is returned undeliverable, contact the voter by forwardable mail using the “Post Election Notice to EDR Voter” available in the Election Forms Library.

If the voter does not respond within 14 days after the “Notice to Election Registrant” is mailed, change the voter’s registration status to “inactive” and notify the SoS and county attorney immediately. In addition, try to call or email the voter if a phone number or email address was provided to convey the importance of responding to the follow up notice that was mailed.

[§48A.26A]

Updating Phone Numbers on Registration Records

As soon as possible after the election, update the phone numbers for voters who listed different phone numbers on the declarations of eligibility slips or on the voter roster.

[§48A.37(1)]

Candidate's Guide to the Primary Election

June 3, 2014

Prepared by the Office of the Iowa Secretary of State

(515) 281-0145
sos@sos.iowa.gov

sos.iowa.gov/elections/candidates/index.html

For more information, please contact your county auditor or the Iowa Secretary of State's office.

Important Note: The information provided in this guide has been compiled in the Iowa Secretary of State's Office to assist candidates and the public in meeting the requirements of Iowa's election laws. If any errors in compilation or computation have occurred, or if there have been amendments to the *Iowa Code* or *Iowa Administrative Code*, the provisions of the *Iowa Code*, *Iowa Administrative Code*, and the session laws shall prevail.

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Overview

What is the Primary Election?

The primary election is held for members of the political parties to nominate candidates for the general election. Currently, there are only two political parties in Iowa: the Democratic Party and the Republican Party. Winners of the primary election will have their names automatically placed on the general election ballot.

[§39.3, 43.1, 43.3]

Candidates who have no party affiliation or who are affiliated with a non-party political organization (NPPO) cannot appear on a primary election ballot. These candidates must file during the general election filing period to have their names placed on the general election ballot.

Nomination Papers

Each candidate must file an affidavit of candidacy and nomination petitions with the county auditor for county offices or the Secretary of State's Office for federal and state offices. The affidavit of candidacy and nomination petitions must be filed together or they will be rejected.

Copies of nomination papers are available at the county auditor's office or on the Secretary of State's website: sos.iowa.gov/elections/electioninfo/Primary/index.html.

[§43.11, 43.14, 43.18, 43.19]

Filing Period

Nomination papers must be filed during the filing period. They cannot be filed before or after the following dates:

Federal and State Offices:

First day: Monday, February 24, 2014

Last day: Friday, March 14, 2014 – 5 p.m.

County Offices:

First day: Monday, March 3, 2014

Last day: Wednesday, March 26, 2014 – 5 p.m.

There are no filing fees in Iowa.

[§43.11]

Primary Candidate Qualifications

Federal and State Offices

Federal Office	U.S. Citizenship	Residence	Age	Term	Signatures Needed	Papers Filed In:
U.S. Senator [U.S. Constitution, Art. 1, Sec. 3]	At least 9 years when sworn in.	Iowa resident at the time of the general election.	30 when sworn in.	6 years	Based on votes cast in 2012 general election; refer to signature charts. [§43.20(1)(a)]	Iowa Secretary of State's Office*
U.S. Representative [U.S. Constitution, Art. 1, Sec. 2]	At least 7 years when sworn in.	Iowa resident at the time of the election.	25 when sworn in.	2 years	Based on votes cast in 2012 General Election. Refer to signature charts. [§43.20(1)(c)]	Iowa Secretary of State's Office*
State Executive Office	U.S. Citizenship	Residence	Age	Term	Signatures Needed	Papers Filed In:
Governor & Lieutenant Governor [Iowa Constitution, Art. IV, Sec. 6]	2 years at the general election.	Iowa resident for 2 years at the time of the general election.	30 at the time of the general election.	4 years	Based on votes cast in 2012 general election; refer to signature charts. [§43.20(1)(a)]	Iowa Secretary of State's Office*
Secretary of State, Auditor of State, Treasurer of State, Secretary of Agriculture, Attorney General	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. [§39.26]	18 at the time of the election. [§39.26]	4 years	1,000, including 50 signatures from at least 10 counties. [§43.20(1)(b)]	Iowa Secretary of State's Office*
Iowa General Assembly	U.S. Citizenship	Residence	Age	Term	Signatures Needed	Papers Filed In:
State Senator [Iowa Constitution, Art. III, Sec. 5]	Citizen at the time of the election. [§39.26]	1 year in Iowa. 60 days in the district at the time of the general election.	25 when sworn in.	4 years	100 from state senate district. [§43.20(1)(c)]	Iowa Secretary of State's Office*
State Representative [Iowa Constitution, Art. III, Sec. 3-4]	Citizen at the time of the election. [§39.26]	1 year in Iowa. 60 days in the district at the time of the general election.	21 when sworn in.	2 years	50 from state representative district. [§43.20(1)(c)]	Iowa Secretary of State's Office*

*The Iowa Secretary of State's Office is open Monday through Friday from 8 a.m. to 4:30 p.m. The office will be open until 5 p.m. on the last day of the filing period.

County Offices

County Offices	U.S. Citizenship	Residence	Age	Term	Signatures Needed	Papers Filed In:
County Supervisor	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Registered voter of the county/supervisor district when sworn in. [§39.26, 331.201]	18 at the time of the election. [§39.26]	4 years	Plan 1 and 2 Counties: At least 100 or 2% of the party vote in the county at last general election, whichever is less. Plan 3 Counties: At least 100 or 2% of the party vote in the district (including election day and absentee) at last general election, whichever is less. <i>*Contact county auditor for specific numbers.</i> [§43.20(1)(d)]	County Auditor's Office
County Attorney Must be admitted to the practice of law in the courts of Iowa when sworn in. [§331.751(2)]	Citizen at the time of the election. [§39.26]	Iowa resident at time of election. Registered voter in the county when sworn in. [§39.26, 331.751(2)]	18 at the time of the election. [§39.26]	4 years	At least 100 or 2% of the party vote in the county at last general, whichever is less. [§43.20(1)(d)]	County Auditor's Office
County Treasurer, County Recorder	Citizen at the time of the election. [§39.26]	Iowa resident at time of election. Resident of the county when sworn in. [§39.26-27]	18 at the time of the election. [§39.26]	4 years	At least 100 or 2% of the party vote in the county at last general, whichever is less. [§43.20(1)(d)]	County Auditor's Office

Preparing Nomination Papers

Affidavit of Candidacy

Each candidate must complete and file an affidavit of candidacy.

The affidavit of candidacy form is available on the Secretary of State's website:
<http://sos.iowa.gov/elections/pdf/candidates/affidavit.pdf>.

The affidavit should include the following information:

- Candidate's Name

The candidate's name must be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included. Please provide the phonetic spelling of the candidate's name. This is helpful for producing audio ballots for voters who are visually impaired. Be as clear as possible. For example, Eisenhower = "EYES-in-how-er."

- Office Sought and District (if any)

The name of the office and the congressional, state senate, house, supervisor district or other district (if any) that the candidate is running for must be included.

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term.

Contact the county auditor or Secretary of State with questions about whether you are running to fill a vacancy.

- Type and Date of Election

The 2014 Primary Election will be held on Tuesday, June 3.

- Candidate Affiliation

Either Democratic or Republican must be marked.

- Candidate's Home Address

Candidates must provide their house number and street name, city, and county of residence. Mailing address, phone, and email are optional but do assist the filing office and the public in contacting the candidate.

- Candidate's Affirmation, Signature, and Notarization

The affidavit must be notarized. A notarial officer must be present when the candidate signs the affidavit and will complete the verification on the bottom of the affidavit. Once an affidavit is notarized, the affidavit cannot be altered.

Affidavits missing the information listed below must be rejected:

- Candidate's name,
- Office sought and district (if any),
- Candidate's party affiliation,
- Candidate's signature, or
- Signature of notary public.

[§43.14(4), 43.14(5), 43.18]

Nomination Petitions

Candidates must collect signatures on nomination petitions and file the petitions at the same time the affidavit of candidacy is filed. A nomination petition form is available on the Secretary of State's website: <http://sos.iowa.gov/elections/pdf/candidates/nompetprim.pdf>.

Preparing Nomination Petitions

Before anyone signs the petition, complete the required information in the header of every petition page.

Best Practice: Complete the header on one petition page and make copies of that page so all petition page headings are identical.

The information listed below must appear on each petition header for all offices. Signatures cannot be counted on petition pages missing the following information:

- **Candidate's Name**

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included.

- **Office Sought**

- **Candidate's County of Residence**

The candidate's county of residence must be indicated for all offices except for state senator and state representative.

If a state senator candidate or state representative candidate, petition header must also include a statement that the candidate will be a resident of the legislative district at least 60 days before the general election.

- **Office District (if any)**

The candidate must provide the district number (if any). Signatures on petition pages that do not provide the applicable district number (when required) cannot be counted.

- **Election Date**

The 2014 Primary Election will be held on Tuesday, June 3.

- Candidate Affiliation

Either Democratic or Republican must be marked.

- Signers' Affirmation of Residence

The following statement must appear on each petition page:

"We, the undersigned eligible electors of the appropriate county, supervisor or legislative district in the state of Iowa, hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the appropriate county, supervisor or legislative district within the time frame required by law (60 days prior to the general election for state senate and state house candidates.)"

[§43.14]

The following information must appear on each petition header for U.S. senate, U.S. representative, and statewide candidates:

- Signers' County of Residence

This is only required on petitions for U.S. senate, U.S. representative, and statewide candidates. Petition pages should only include signatures from one county for these offices.

[§43.15(3)]

The following information should also appear on each petition header for all offices:

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term. Contact the county auditor or Secretary of State with questions about whether you are running to fill a vacancy.

Signature Requirements

See the candidate qualifications chart on pages 2-3. Signatures gathered for the 2014 primary election must come from within the boundaries of the district (if applicable).

Collecting Signatures

Eligible electors of the appropriate county or district (if applicable) may sign nomination petitions. An eligible elector meets all of the requirements to register to vote but does not have to be registered to vote. An eligible elector must:

- Be a citizen of the United States,
- Be a resident of Iowa, and
- Be at least 18 years old.

An eligible elector may not:

- Be a convicted felon (unless voting rights have been restored by the president or governor),
- Be currently judged incompetent to vote by a court, and
- Claim the right to vote in any other place.

[§39.3(6)]

Candidates may sign their own petitions assuming they are eligible electors of the county or district.

Candidates may begin collecting signatures at any time. However, the signers must still be eligible electors when the papers are filed in order for the signatures to count.

All signers must include the following information:

- A signature (the signature may be printed)
- The address of their residence

This must include a house number, street name, and city. Providing a post office box only is not sufficient. A signer who is homeless should describe where the signer lives or write "homeless."

[§43.14(2), 43.15(1)]

There is no limit on the number of nomination petitions one elector may sign for different candidates.

Important Note: Petition signers often use "ditto" marks when appropriate (e.g. when the name of a city or the date of signing the petition is the same as the previous signer). The use of ditto marks does not invalidate a signature.

Filing Checklist

Review affidavit and nomination petition headers.

Nothing can be added to a notarized affidavit or a petition header if there are signatures on the page. Nomination papers can only be returned by the filing officer if they have been rejected.

[§43.14(3), 43.16]

Count the signatures.

Best Practice: File more than the required number of signatures since it is possible for signatures to be challenged. If there are signatures on a petition that should not be included, simply draw a line through the names. Those signatures will not be counted.

Organize nomination petitions by county (federal and statewide candidates only).

This will help speed the review process by the Secretary of State's Office.

Make a copy of nominations papers for own records.

Bind nomination papers together.

Nomination papers may be rejected without examination if not bound together.

Best Practice: Use staples or a three-ring binder.

File both the affidavit and nomination petitions at the same time.

[§43.14, 43.19]

File as early as possible.

Nomination papers will be inspected for completeness before they are accepted for filing. If papers are filed early, candidates may have time to correct any errors in rejected papers and resubmit them.

Nomination papers may be filed in person or by mail. When filing by mail, postmark dates are irrelevant. The filing officer must receive the papers by 5 p.m. on the filing deadline. If candidates would like to be contacted when their nomination papers have been received, they should indicate that when they mail their papers and include a daytime phone number at which they can be reached.

Important Note: It is the responsibility of the candidate to ensure the nomination papers are received by the filing officer before the deadline.

Frequently Asked Questions

Can I run for more than one office?

No. If a candidate files nomination papers for more than one office appearing on the same ballot, the candidate must file an affidavit on or before the last day to file candidate nomination papers declaring the one office for which the candidate wishes to run. If the affidavit is not filed, the candidate's name cannot appear on the ballot for any of the offices for which the person filed nomination papers.

Exception: This prohibition against seeking more than office does not apply to:

- County agricultural extension council members, or
- Soil and water conservation district commissioners

[§39.11, 49.41]

Can I hold more than one office?

Statewide elected officials, state senators, and state representatives cannot hold more than one elective office at the same time.

All other elected officials cannot hold more than one elective office at the same level of government at a time. For example, a person could serve on the school board and county board of supervisors, but a person could not serve on the county board of supervisors and serve as county auditor.

Exception: This prohibition against holding more than office does not apply to:

- County agricultural extension council members, or
- Soil and water conservation district commissioners

[§39.11]

What is the Hatch Act?

The Hatch Act restricts the political activities of people principally employed by state or local government executive agencies in connection with a program financed in whole or in part by federal loans or grants. For more information, contact:

U.S. Office of Special Counsel – Hatch Act Unit
1730 M. Street, N.W. Suite 218
Washington, D.C. 20036-4505
1-800-854-2824 or 202-254-3650
hatchact@osc.gov
www.osc.gov/hatchact.htm

Who do I contact for questions about nomination papers, filing procedures, and lists of registered voters?

The Elections Division of the Secretary of State's Office is available to assist with questions about the filing process and to provide lists of registered voters.

- Phone: 1-888-SOS-VOTE or 515-281-0145
- Email: sos@sos.iowa.gov
- Mail: Lucas Building, 1st Floor
321 E. 12th Street
Des Moines, IA 50319

The Secretary of State's website also provides useful information for candidates on these topics: sos.iowa.gov/elections/candidates/index.html.

Where can I find information about campaign disclosure and ethics requirements?

For information about candidates' ethics and campaign filing responsibilities and deadlines, please contact the Iowa Ethics and Campaign Disclosure Board at 515-281-4028 or www.iowa.gov/ethics.

Federal Candidates: For information about financial disclosure requirements, please contact the Federal Election Commission at www.fec.gov or 1-800-424-9530.

How do I contact the state's political parties?

Iowa Democratic Party
5661 Fleur Drive
Des Moines, IA 50321
515-244-7292
<http://iowademocrats.org>

Iowa Republican Party
621 E. 9th Street
Des Moines, IA 50309
515-282-8105
<http://iowagop.org>

2014 Primary Election Calendar

Date	Event	Code Cite
Monday, February 24	State and Federal Candidate Filing Begins. First day for Democratic and Republican candidates for state and federal offices to file nomination papers with the Secretary of State.	§43.11(2)
Monday, March 3	County Candidate Filing Begins. First day for Democratic and Republican candidates for county offices to file nomination papers with the county auditor.	§43.11(1)
Thursday, March 6	Last Day for Vacancies for State and Federal Offices. State and federal offices must appear on the primary election ballot if a vacancy in the office occurs on or before this date.	§43.6(1)
Friday, March 14 – 5 p.m.	State and Federal Candidate Filing Deadline. Last day for Democratic and Republican candidates to file nomination papers with the Secretary of State. Deadline is 5 p.m.	§43.11(2)
Wednesday, March 19	State and Federal Candidate Withdrawal Deadline. Last day for candidates who filed with the Secretary of State to withdraw. Notice of withdrawal must be submitted in writing to the Secretary of State.	§43.16
Friday, March 21	State and Federal Candidate Objection Deadline. Last day to file written objections to nomination papers with the Secretary of State.	§43.24(1)(b)(1)
	Last Day for Vacancies for County Offices. County offices must appear on the primary election ballot if a vacancy in the office occurs on or before this date.	§43.6(2)
Monday, March 24 – 5 p.m.	State and Federal Candidate Substitution Deadline. Last day political parties may designate to the Secretary of State a substitute candidate for another who withdrew or died by March 19. Deadline is 5 p.m.	§43.23(1)
Wednesday, March 26 – 5 p.m.	County Candidate Filing Deadline. Last day for Democratic and Republican candidates for county offices to file with the county auditor. Deadline is 5 p.m.	§43.11(1)
Friday, March 28	County Candidate Withdrawal Deadline. Last day for candidates who filed with the county auditor to withdraw. Notice of withdrawal must be submitted in writing to the county auditor.	§43.16
Monday, March 31	County Candidate Objection Deadline. Last day to file written objections to nomination papers with the county auditor.	§43.24(1)(b)(2)
Tuesday, April 1 – 5 p.m.	County Candidate Substitution Deadline. Last day political parties may designate to the county auditor a substitute candidate for another who withdrew or died by March 28. Deadline is 5 p.m.	§43.23(2)
Thursday, April 17 – 5 p.m.	Satellite Absentee Voting Station Petitions Deadline. A petition requesting a satellite absentee voting station must be filed with the county auditor no later than 5 p.m.	§53.11(2)(a)
Thursday, April 24	Absentee Ballots Ready. First day absentee ballots may be voted in the county auditor's office.	§53.10

Date	Event	Code Cite
Monday, May 19	Worry-Free Postmark Date. Mailed voter registrations forms which are postmarked on or before today are considered on time to be pre-registered for the primary election even if they are received after 5 p.m. on May 24.	§48A.9(3)
Saturday, May 24 – 5 p.m.	Voter Pre-Registration Deadline. The deadline to pre-register to vote for the primary election is 5 p.m. Exceptions: Mailed registration forms postmarked on or before Monday, May 19, are considered on time even if they are received after 5 p.m. today.	§48A.9(1)
Monday, May 26	Memorial Day Holiday – State Offices Closed.	§1C.1
Friday, May 30 – 5 p.m.	Absentee Ballot by Mail Request Deadline. Last day to request an absentee ballot by mail. Deadline is 5 p.m.	§53.2(1)(b)
Saturday, May 31 – 5 p.m.	County Auditors’ Offices Open. The county auditor’s office must be open for at least 8 hours until at least 5 p.m. for absentee voting and other election business.	§47.2(5), 53.18(2)
Monday, June 2	Absentee Ballot In-Person Deadline. Last day to request and vote an absentee ballot in person at the county auditor’s office. Last Day for Voters to Fix Incomplete Affidavits. Voters have until 5 p.m. to fix incomplete affidavit envelopes at the county auditor’s office.	§53.2(1)(a) §53.18(2)
Tuesday, June 3	Primary Election Day. Polls are open from 7 a.m. until 9 p.m. Absentee ballots may be delivered to the county auditor until 9 p.m.	§43.7, 49.73, 53.17(1)(a)
Thursday, June 5	Number of Provisional Ballots Posted. Number of provisional ballots cast in each precinct must be posted by the county auditor no later than 9 a.m. Special Precinct Board Convened. The county auditor may reconvene the special precinct board no earlier than noon to consider provisional ballots and absentee ballots that were postmarked Monday, June 2, or earlier.	§50.20 §50.21, 50.22
Monday, June 9 – Noon	Absentee Ballot Deadline. Absentee ballots that were postmarked Monday, June 2, or earlier and received by noon today are considered to be on time to be counted.	§53.17(2)
Monday, June 9/ Tuesday, June 10	County Canvass of Votes. May occur either Monday or Tuesday.	§43.49
Thursday, June 12/ Friday, June 13 – 5 p.m.	Recount Request Deadline. Written requests for a recount must be filed in the county auditor’s office by 5 p.m. on the third day after the county canvass of votes.	§43.56(1), 50.48(1)(a)
Monday, June 30	State Canvass of Votes Must Be Complete.	§43.63, 50.38
	Election Contests Deadline. Deadlines for contesting the results of the primary election vary by office. See the county auditor or Secretary of State for specific contest deadlines.	

2014 General Election Calendar

Date	Event	Code Cite
Monday, July 28	<p>State and Federal Candidate Filing Begins. First day for non-party political organizations (NPPO) candidates and candidates nominated by petition to file nomination papers for state and federal offices with the Secretary of State.</p>	§44.4(1), 45.4
Monday, August 4	<p>County Candidate Filing Begins. First day for NPPO candidates and candidates nominated by petition to file nomination papers for county and township with the county auditor.</p>	§44.4(1), 45.4
Thursday, August 7	<p>Primary Nominee Withdrawal Deadline for State and Federal Offices. Last day for state and federal candidates who were nominated at the primary election to withdraw. Notice of withdrawal must be submitted in writing to the Secretary of State.</p> <p>Last Day for Vacancies – State and Federal. If a midterm vacancy in a state or federal office occurs on or before August 7, the office must be on the ballot to fill vacancy at the general election. Political party nominations must be made by convention.</p>	<p>§43.76(1)</p> <p>§43.6(1), 43.77(4), 43.78(1)</p>
Friday, August 15 – 5 p.m.	<p>State and Federal Candidate Filing Deadline. Last day to file nomination papers with the Secretary of State. This includes NPPO candidates, candidates nominated by petition, and Democratic and Republican parties' nominations to fill ballot vacancies. Deadline is 5 p.m.</p>	§43.78(2), 44.4(1), 45.4
Friday, August 22	<p>State and Federal Candidate Withdrawal Deadline. Last day for NPPO candidates and candidates nominated by petition who filed with the Secretary of State to withdraw. Notice of withdrawal must be submitted in writing to the Secretary of State.</p> <p>State and Federal Candidate Objection Deadline. Last day to file written objections to nomination papers with the Secretary of State. Deadline is 5 p.m.</p> <p>State and Federal Candidate Substitution Deadline. Last day for NPPOs to replace candidates who withdrew, died, or were found ineligible for state and federal offices.</p> <p>Primary Nominee Withdrawal Deadline for County Offices. Last day for county candidates who were nominated at the primary election to withdraw. Notice of withdrawal must be submitted in writing to the county auditor.</p> <p>Last Day for Vacancies – County. If a midterm vacancy in a county office occurs on or before August 22, the office must be on the ballot to fill vacancy at the general election. Political party nominations must be made by convention.</p>	<p>§44.9(1), 45.4</p> <p>§44.4(2)(a)(1)</p> <p>§44.11</p> <p>§43.76(2)</p> <p>§43.77(5)(b), 43.78(1), 69.14A(1)(b)(2)</p>
Wednesday, August 27 – 5 p.m.	<p>County Candidate Filing Deadline. Last day to file nomination papers with county auditor. This includes NPPO candidates, candidates nominated by petition, and Democratic and Republican parties' nominations to fill ballot vacancies. Deadline is 5 p.m.</p>	§43.78(3), 44.4(1), 45.4

Date	Event	Code Cite
Thursday, August 28	Draw Names for Non-Partisan Office Ballot Order. County auditor draws the names of candidates for non-partisan offices to determine the order in which the names of those candidates will appear on the ballot.	§49.31(2)(c)
Monday, September 1	Labor Day Holiday – State Offices Closed.	§1C.1
Tuesday, September 2 – 5 p.m.	County Candidate Withdrawal Deadline. Last day for NPPO candidates and candidates nominated by petition who filed with the county auditor to withdraw. Notice of withdrawal must be submitted in writing to the county auditor.	§44.9(2), 45.4
Tuesday, September 2 – 5 p.m.	County Candidate Objection Deadline. Last day to file written objections to nomination papers with the county auditor. Deadline is 5 p.m.	§44.4(2)(a)(2)
	County Candidate Substitution Deadline. Last day for NPPOs to replace candidates who withdrew, died, or were found ineligible for county offices.	§44.11
	<i>Deadlines moved to Tuesday due to Labor Day holiday.</i>	§4.1(34), 47.4
Thursday, September 18 – 5 p.m.	Satellite Absentee Voting Station Petitions Deadline. A petition requesting a satellite absentee voting station must be filed with the county auditor no later than 5 p.m.	§53.11(2)(a)
Thursday, September 25	Absentee Ballots Ready. First day absentee ballots may be voted in the county auditor's office.	§53.10
Monday, October 20	Worry-Free Postmark Date. Mailed voter registrations forms which are postmarked on or before today are considered on time to be pre-registered for the general election even if they are received after October 25.	§48A.9(3)
Saturday, October 25 – 5 p.m.	Voter Pre-Registration Deadline. The deadline to pre-register to vote for the general election is 5 p.m. Exceptions: Mailed registration forms postmarked on or before Monday, October 20, are considered on time even if they are received after 5 p.m. today.	§48A.9(1)
Friday, October 31 – 5 p.m.	Absentee Ballot by Mail Request Deadline. Last day to request an absentee ballot by mail. Deadline is 5 p.m.	§53.2(1)(b)
Saturday, November 1 – 5 p.m.	County Auditors' Offices Open. The county auditor's office must be open for at least 8 hours until at least 5 p.m. for absentee voting and other election business.	§47.2(5), 53.18(2)

Date	Event	Code Cite
Monday, November 3	Absentee Ballot In-Person Deadline. Last day to request and vote an absentee ballot in person at the county auditor's office.	§53.2(1)(a)
	Last Day for Voters to Fix Incomplete Affidavits. Voters have until 5 p.m. to fix incomplete affidavit envelopes at the county auditor's office.	§53.18(2)
Tuesday, November 4	General Election Day. Polls are open from 7 a.m. until 9 p.m. Absentee ballots may be delivered to the county auditor until 9 p.m.	§39.1, 49.73, 53.17(1)(a)
Thursday, November 6	Number of Provisional Ballots Posted. Number of provisional ballots cast in each precinct must be posted by the county auditor no later than 9 a.m.	§50.20
	Special Precinct Board Convened. The county auditor may reconvene the special precinct board no earlier than noon to consider provisional ballots and absentee ballots that were postmarked Monday, November 3, or earlier.	§50.21, 50.22
Monday, November 10 - Noon	Absentee Ballot Deadline. Absentee ballots that were postmarked Monday, November 3, or earlier and received by noon Monday, November 10, are considered to be on time to be counted.	§53.17(2)
Tuesday, November 11	Veteran's Day Holiday – State Offices Closed. If the auditor's office is closed on Veteran's Day, applicable deadlines move to the next business day.	§1C.1, 47.4
Monday, November 10/ Tuesday, November 11/ Wednesday, November 12	County Canvass of Votes. <i>May occur Monday, Tuesday or Wednesday if the county auditor's office is closed on Tuesday due to the Veteran's Day holiday.</i>	§4.1(34), 50.24(1)
Thursday, November 13/ Friday, November 14/ Monday, November 17 – 5 p.m.	Recount Request Deadline. Written requests for a recount must be filed in the county auditor's office by 5 p.m. on the third day after the county canvass of votes.	§50.48(1)(a)
Monday, December 1	State Canvass of Votes Must Be Complete.	§50.38
	Election Contests Deadline. Deadlines for contesting the results of the general election vary by office. See the county auditor or Secretary of State for specific contest deadlines.	

Candidate's Guide to the General Election

November 4, 2014

Prepared by the Office of the Iowa Secretary of State

(515) 281-0145

sos@sos.iowa.gov

sos.iowa.gov/elections/candidates/index.html

For more information, please contact your county auditor or the Iowa Secretary of State's office.

Important Note: The information provided in this guide has been compiled in the Iowa Secretary of State's Office to assist candidates and the public in meeting the requirements of Iowa's election laws. If any errors in compilation or computation have occurred, or if there have been amendments to the *Iowa Code* or *Iowa Administrative Code*, the provisions of the *Iowa Code*, *Iowa Administrative Code*, and the session laws shall prevail.

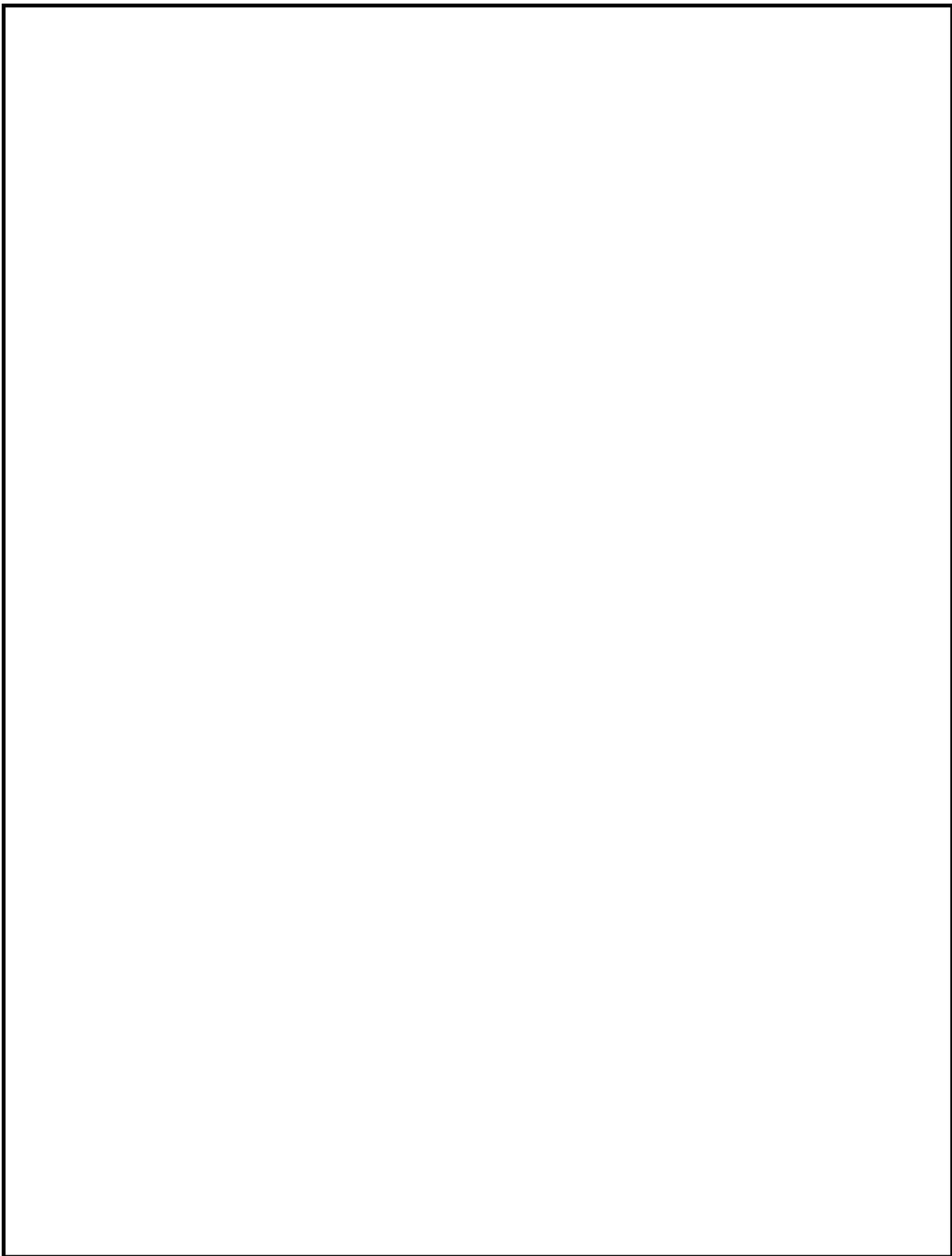


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Overview

What is the General Election?

The general election is held in even-numbered years to elect federal and state officers, 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 and vote on constitutional amendments.

[§39.1, 39.3(7)]

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 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. These individuals do not need to file any paperwork after the primary election unless nominated by write-in votes.

[§43.66, 43.67]

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

If a political party fails to make a nomination at the primary election or if the person who was nominated withdraws or dies, the party can hold a convention to nominate another candidate for that office. Candidates must file an affidavit of candidacy and political party convention certificate.

[§43.78]

3. Nomination by Non-Party Political Organization (NPPO) Convention

Non-party political organizations (NPPOs) are political organizations that do not meet the requirements to become a political party. NPPOs do not need to file any special paperwork to be officially recognized by the State. NPPOs can hold conventions to nominate candidates for the general election. Candidates must file an affidavit of candidacy and NPPO convention certificate.

[§44.1]

4. Nomination by Petition

Candidates who are not affiliated with any political party or NPPO may circulate nomination petitions to get their names on the general election ballot. Candidates who are affiliated with an NPPO can also circulate nomination petitions that specify the name of the NPPO.

[§44.4, 44.17, 45.1, 45.5]

Important 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.

Nomination Papers

Each candidate must file an affidavit of candidacy and nomination petitions or convention certificate with the county auditor for county offices or the Secretary of State’s Office for federal and state offices. The affidavit of candidacy and nomination petitions or convention certificate must be filed together or they will be rejected.

Important Note for Governor and Lt. Governor Candidates: Candidates for governor and lieutenant governor must file as a team.

Copies of nomination papers are available at the county auditor’s office or on the Secretary of State’s website: sos.iowa.gov/elections/electioninfo/General/index.html.

[§43.88, 44.2, 44.4, 44.17, 45.1(7)(b), 45.4]

Filing Period

Nomination papers must be filed during the filing period. They cannot be filed before or after the following dates:

Federal and State Offices:

First day: Monday, July 28, 2014

Last day: Friday, August 15, 2014 – 5 p.m.

County Offices:

First day: Monday, August 4, 2014

Last day: Wednesday, August 27, 2014 – 5 p.m.

There are no filing fees in Iowa.

[§44.4(1), 45.4]

General Candidate Qualifications – Partisan Offices

Federal Office	U.S. Citizenship	Residence	Age	Term	Signatures Needed	Papers Filed In:
U.S. Senator [U.S. Constitution, Art. 1, Sec. 3]	At least 9 years when sworn in.	Iowa resident at the time of the election.	30 when sworn in.	6 years	1,500; must collect signatures from at least 10 counties. [§45.1(1)]	Iowa Secretary of State's Office*
U.S. Representative [U.S. Constitution, Art. 1, Sec. 2]	At least 7 years when sworn in.	Iowa resident at the time of the election.	25 when sworn in.	2 years	375 from the congressional district. [§45.1(2)]	Iowa Secretary of State's Office*
State Executive Office	U.S. Citizenship	Residence	Age	Term	Signatures Needed	Papers Filed In:
Governor & Lieutenant Governor [Iowa Constitution, Art. IV, Sec. 6]	2 years at the time of the election.	Iowa resident for 2 years at the time of the election.	30 at the time of the election.	4 years	1,500; must run as a team; must collect signatures from at least 10 counties. [§45.1(1)]	Iowa Secretary of State's Office*
Secretary of State, Auditor of State, Treasurer of State, Secretary of Agriculture, Attorney General	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the general election. [§39.26]	18 at the time of the election. [§39.26]	4 years	1,500; must collect signatures from at least 10 counties [§45.1(1)]	Iowa Secretary of State's Office*
Iowa General Assembly	U.S. Citizenship	Residence	Age	Term	Signatures Needed	Papers Filed In:
State Senator [Iowa Constitution, Art. III, Sec. 5]	Citizen at the time of the election. [§39.26]	1 year in Iowa. 60 days in the district at the time of the general election.	25 when sworn in.	4 years	100 from state senate district. [§45.1(3)]	Iowa Secretary of State's Office*
State Representative [Iowa Constitution, Art. III, Sec. 3-4]	Citizen at the time of the election. [§39.26]	1 year in Iowa. 60 days in the district at the time of the general election.	21 when sworn in.	2 years	50 from state representative district. [§45.1(4)]	Iowa Secretary of State's Office*
County Offices	U.S. Citizenship	Residence	Age	Term	Signatures Needed	Papers Filed In:
County Supervisor	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Registered voter of the county/supervisor district when sworn in. [§39.26, 331.201]	18 at the time of the election. [§39.26]	4 years	Plan 1 and 2 Counties: At least 250 or 1% 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 registered voters in the supervisor district as of July 1 of previous year, whichever is less. *Contact county auditor for specific numbers. [§45.1(5-6), IAC 721—21.601(2)]	County Auditor's Office
County Attorney Must be admitted to the practice of law in the courts of Iowa when sworn in. [§331.751(2)]	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Registered voter in the county when sworn in. [§39.26, 331.751(2)]	18 at the time of the election. [§39.26]	4 years	At least 250 or 1% of registered voters in the county as of July 1 of previous year, whichever is less. [§45.1(5)]	County Auditor's Office
County Treasurer, County Recorder	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Resident of the county when sworn in. [§39.26-27]	18 at the time of the election. [§39.26]	4 years	At least 250 or 1% of registered voters in the county as of July 1 of previous year, whichever is less. [§45.1(5)]	County Auditor's Office

*The Iowa Secretary of State's Office is open Monday through Friday from 8 a.m. to 4:30 p.m. The office will be open until 5 p.m. on the last day of the filing period.

General Candidate Qualifications – Non-Partisan Offices

Non-Partisan Office	U.S. Citizenship	Residence	Age	Term	Signatures Needed	Papers Filed In:
Township Trustee	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Trustees must be registered voters of the township when sworn in. [§39.26, 359.17]	18 at the time of the election. [§39.26]	4 years	No petition is required. [§39.22(2)]	County Auditor's Office
County Hospital Trustee	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Resident of the county when sworn in. [§39.26-27, 347.9]	18 at the time of the election. [§39.26]	6 years	50 from the county. [§347.25]	County Auditor's Office
Soil and Water Conservation Board	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Resident of the conservation district; cannot reside in the same township as any other board member. [§39.26, 161A.5]	18 at the time of the election. [§39.26]	4 years	25 from the conservation district. [§161A.5(3)]	County Auditor's Office
County Agricultural Extension	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Registered voter of the district when sworn in. [§39.26, 176A.5]	18 at the time of the election. [§39.26]	4 years	25 from the extension district. [§176A.8(3)]	County Auditor's Office

Preparing Nomination Papers

Affidavit of Candidacy

Each candidate must complete and file an affidavit of candidacy.

The affidavit of candidacy form is available on the Secretary of State's website:
<http://sos.iowa.gov/elections/pdf/candidates/affidavit.pdf>.

The affidavit should include the following information:

- Candidate's Name

The candidate's name must be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included. Please provide the phonetic spelling of the candidate's name. This is helpful for producing audio ballots for voters who are visually impaired. Be as clear as possible. For example, Eisenhower = "EYES-in-how-er."

- Office Sought and District (if any)

The name of the office and the congressional, state senate, house, supervisor district or other district (if any) that the candidate is running for must be included.

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term. Contact the county auditor or Secretary of State with questions about whether you are running to fill a vacancy.

- Type and Date of Election

The 2014 General Election will be held on Tuesday, November 4.

- Candidate Affiliation

This is a required field for partisan offices. Only candidates who were nominated by Democratic or Republican party conventions may use those parties' distinctions. The name of a NPPO cannot be more than five words and no part of version of the words Democratic or Republican may be used as part of the NPPO's name.

Important 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.

- Candidate’s Home Address

Candidates must provide their house number and street name, city, and county of residence. Mailing address, phone, and email are optional but do assist the filing office and the public in contacting the candidate.

- Candidate’s Affirmation, Signature, and Notarization

The affidavit must be notarized. A notarial officer must be present when the candidate signs the affidavit and will complete the verification on the bottom of the affidavit. Once an affidavit is notarized, the affidavit cannot be altered.

Affidavits missing the information listed below must be rejected:

- Candidate’s name,
- Office sought and district (if any),
- Candidate’s signature, or
- Signature of notary public.

[§44.3(2), 45.3, 45.5(5)]

Important Note for Governor and Lt. Governor Candidates: Candidates for governor and lieutenant governor file as a team; however, each candidate should file an affidavit of candidacy.

Nomination Petitions

Candidates who are not affiliated with any political party or NPPO may circulate nomination petitions to get their names on the general election ballot. Candidates who are affiliated with an NPPO can also circulate nomination petitions that specify the name of the NPPO. Candidates must collect signatures on nomination petitions and file the petitions at the same time the affidavit of candidacy is filed.

Nomination forms are available on the Secretary of State's website:

- Partisan office: <http://sos.iowa.gov/elections/pdf/candidates/nompetpartisan.pdf>
- Non-partisan office: <http://sos.iowa.gov/elections/pdf/candidates/nompetnonpartisan.pdf>
- Governor & Lt. Governor:
<https://sos.iowa.gov/elections/pdf/candidates/nompetgovernor.pdf>

Preparing Nomination Petitions

Before anyone signs the petition, complete the required information in the header of every petition page.

Best Practice: Complete the header on one petition page and make copies of that page so all petition page headings are identical.

The information listed below must appear on each petition header for all offices. Signatures cannot be counted on petition pages missing the following information:

- **Candidate's Name**

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included.

Important Note for Governor and Lt. Governor Candidates: Candidates for governor and lieutenant governor file as a team. Both candidates must be named on the same petition.

[§45.1(7)(b)]

- **Office Sought**

- **Office District (if any)**

The candidate must provide the district number (if any). Signatures on petition pages that do not provide the applicable district number (when required) cannot be counted.

- Election Date

The 2014 General Election will be held on Tuesday, November 4.

- Signers' and Candidate's Affirmation of Residence

The following statement must appear on each petition page:

"We, the undersigned eligible electors of the appropriate county, supervisor, legislative district, city, school district, or school or community college director district in the state of Iowa, hereby make the nomination outlined above. If the candidate named above accepts the nomination, we believe the candidate is or will be a resident of the appropriate county, supervisor, legislative district, city, school district, or school or community college director district within the time frame required by law (60 days prior to the general election for state senate and state house candidates.)"

[§45.5, 45.6]

The following information should also appear on each petition header for all offices:

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term.

Contact the county auditor or Secretary of State with questions about whether you are running to fill a vacancy.

- Candidate Affiliation

Either "Not affiliated with any organization" or "Name of Non-Party Political Organization" must be marked. If affiliated with an NPPO, the NPPO's name must be listed on each petition page header. The name of the NPPO cannot be more than five words and no part of version of the words Democratic or Republican may be used as part of the NPPO's name.

- Signers' County of Residence

This is only required on petitions for U.S. senate, U.S. representative, and statewide candidates. Petition pages should only include signatures from one county for these offices.

- Candidate's County of Residence

Signature Requirements

See the candidate qualifications chart on pages 3-4. Signatures gathered for the 2014 general election must come from within the boundaries of the district (applicable).

Collecting Signatures

Eligible electors of the appropriate county or district (if applicable) may sign nomination petitions. An eligible elector meets all of the requirements to register to vote but does not have to be registered to vote. An eligible elector must:

- Be a citizen of the United States,
- Be a resident of Iowa, and
- Be at least 18 years old.

An eligible elector may not:

- Be a convicted felon (unless voting rights have been restored by the president or governor),
- Be currently judged incompetent to vote by a court, and
- Claim the right to vote in any other place.

[§39.3(6)]

Candidates may sign their own petitions assuming they are eligible electors of the county or district.

Candidates may begin collecting signatures at any time. However, the signers must still be eligible electors when the papers are filed in order for the signatures to count. All signers must include the following information:

- A signature (the signature may be printed)
- The address of their residence

This must include a house number, street name, and city. Providing a post office box only is not sufficient. A signer who is homeless should describe where the signer lives or write “homeless.”

There is no limit on the number of nomination petitions one elector may sign for different candidates.

[§45.5, 45.6]

Important Note: Petition signers often use “ditto” marks when appropriate (e.g. when the name of a city or the date of signing the petition is the same as the previous signer). The use of ditto marks alone does not invalidate a signature.

NPPO Information and Method to Fill Ballot Vacancies

NPPOs may file the names and addresses of the organization's central committee and chairperson and secretary. It may also specify the organization's provisions (if any) for filling vacancies in nomination. If it wishes to make a substitution for a ballot vacancy, the NPPO must file this information.

[§44.17]

Political Party Convention Certificate

If a political party fails to make a nomination at the primary election or if the person who was nominated withdraws or dies, the party can hold a convention to nominate another candidate for that office. Candidates must file an affidavit of candidacy and political party convention certificate.

Important Note: The *Iowa Code* does not provide a “start date” for filing nomination papers from political party conventions held after the primary election to fill general election ballot vacancies. The nomination papers must be filed by the filing deadline but may be filed before the general election candidate filing period begins.

Convention Attendance Requirements

Office	Convention Convened By:	Convention Attendees
U.S. Senator	State Party Chairperson	Party’s state convention
U.S. Representative	State Party Chairperson	Party’s congressional district convention
Governor, Lt. Governor	State Party Chairperson	Party’s state convention
Secretary of State, Auditor of State, Treasurer of State, Secretary of Agriculture, Attorney General	State Party Chairperson	Party’s state convention Exception: Instead of holding a state convention, the party’s state central committee may fill vacancies.
State Senate, State House	State Party Chairperson	Party precinct committee members whose precincts lie within the district
County Treasurer, Recorder, Attorney, Board of Supervisors (at-large)	County Party Chairperson	Party’s county convention
County Board of Supervisors (by district)	County Party Chairperson	Delegates to the party’s county convention who represent the precincts lying within the district

[§43.78(1)]

Convention Certificate Elements

The convention certificate must include the following information:

- Candidate's Name

The candidate's name should be printed exactly as the candidate wishes the name to appear on the ballot. No parentheses, quotation marks, or titles (e.g. Dr., Mrs., etc.) may be included.

- Candidate's Home Address and Mailing Address (if different)

Candidates must provide their house number and street name.

- Office Sought and District or Ward (if any)

The name of the office and the congressional, state senate, house, supervisor district or other district (if any) that the candidate is running for must be included.

- Name of Political Party

Either Democratic or Republican must be included.

- Signatures of Convention Chairperson and Secretary

The chairperson and secretary of the convention must certify the certification of nomination from the convention.

[§43.88]

The convention certificate should also include the following information:

- Date of Convention

- Type and Date of Election

The 2014 General Election will be held on Tuesday, November 4.

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The "yes" box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term.

NPPO Convention Certificate

NPPOs can hold conventions to nominate one candidate for each partisan office for the general election. Candidates must file an affidavit of candidacy and NPPO convention certificate. If the minimum attendance requirements are not met, the nominations made at the convention cannot be included on the ballot.

Convention Attendance Requirements

Office	Minimum Attendance	Number of counties or precincts that must be represented by at least one eligible elector
U.S. Senator, Governor & Lt. Governor, Secretary of State, Auditor of State, Treasurer of State, Secretary of Agriculture, Attorney General	250 eligible electors	25 counties
U.S. Representative	50 eligible electors	½ counties in district
State Senator	20 eligible electors	½ precincts in district
State Representative	10 eligible electors	½ precincts in district
County Offices	10 eligible electors	½ precincts in county

[§44.1]

An eligible elector meets all of the requirements to register to vote but does not have to be registered to vote. An eligible elector must:

- Be a citizen of the United States,
- Be a resident of Iowa, and
- Be at least 18 years old.

An eligible elector may not:

- Be a convicted felon (unless voting rights have been restored by the president or governor),
- Be currently judged incompetent to vote by a court, and
- Claim the right to vote in any other place.

[§39.3(6)]

There is no limit on the number of conventions one elector may attend.

Convention Certificate Elements

The convention certificate must include the following information:

- Name of NPPO

The name of the NPPO cannot be more than five words and no part or version of the words Democratic or Republican may be used as part of the NPPO's name.

- Name of Each Candidate Nominated

- Office(s) Sought and District or Ward (if any)

The name of the office and the congressional, state senate, house, supervisor district or other district (if any) that the candidate is running for must be included.

- Home Address of Each Candidate

Candidates must provide their house number and street name.

- Names and Addresses of NPPO's Executive or Central Committee Members

- Method to Fill Ballot Vacancies

NPPOs may specify the organization's provisions (if any) for filling vacancies in nomination. If it wishes to make a substitution for a ballot vacancy, the NPPO must file these provisions.

- Affidavit of Convention Chairperson and Secretary

The chairperson and secretary of the convention must certify the certification of nomination from the convention. They must also include their places of residence.

- Names and Addresses of Each Delegate or Voter in Attendance

[§44.1, 44.2, 44.3]

The convention certificate should also include the following information:

- Date of Convention

- Type and Date of Election

The 2014 General Election will be held on Tuesday, November 4.

- Vacancy Information

Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

The “yes” box must be checked if the candidate is running to fill the remainder of an unexpired term. This happens when an incumbent office holder resigned, died, or was removed from office before the end of the term and another officer was appointed (not elected) to fill the remainder of the unexpired term.

When more than one candidate has been nominated at the same convention, those nominations may be added to the certificate by including the required information and using a separate sheet of paper.

Filing Checklist

- Review affidavit and nomination petition headers or convention certificate.**

Nothing can be added to a notarized affidavit of candidacy, convention certificate or a petition header if there are signatures on the page. Nomination papers can only be returned if they have been rejected.

[§44.16, 45.5(4)]

- Count the signatures.**

Best Practice: File more than the required number of signatures since it is possible for signatures to be challenged. If there are signatures on a petition that should not be included, simply draw a line through the names. Those signatures will not be counted.

- Organize nomination petitions by county (federal and statewide candidates only).**

This will help speed the review process by the Secretary of State's Office.

- Make a copy of nominations papers for own records.**

- Bind nomination papers together.**

Nomination papers may be rejected without examination if not bound together.

Best Practice: Use staples or a three-ring binder.

- File both the affidavit and nomination petitions or convention certificate at the same time.**

[§44.3, 45.3]

- File as early as possible.**

Nomination papers will be inspected for completeness before they are accepted for filing. If papers are filed early, candidates may have time to correct any errors in rejected papers and resubmit them.

Nomination papers may be filed in person or by mail. When filing by mail, postmark dates are irrelevant. The filing officer must receive the papers by 5 p.m. on the filing deadline. If candidates would like to be contacted when their nomination papers have been received, they should indicate that when they mail their papers and include a daytime phone number at which they can be reached.

Important Note: It is the responsibility of the candidate to ensure the nomination papers are received by the filing officer before the deadline.

Frequently Asked Questions

Can I run for more than one office?

No. If a candidate files nomination papers for more than one office appearing on the same ballot, the candidate must file an affidavit on or before the last day to file candidate nomination papers declaring the one office for which the candidate wishes to run. If the affidavit is not filed, the candidate's name cannot appear on the ballot for any of the offices for which the person filed nomination papers.

Exception: This prohibition against seeking more than office does not apply to:

- County agricultural extension council members, or
- Soil and water conservation district commissioners

[§39.11, 49.41]

Can I hold more than one office?

Statewide elected officials, state senators, and state representatives cannot hold more than one elective office at time.

All other elected officials cannot hold more than one elective office at the same level of government at a time. For example, a person could serve on the school board and county board of supervisors, but a person could not serve on the county board of supervisors and serve as county auditor.

Exception: This prohibition against holding more than office does not apply to:

- County agricultural extension council members, or
- Soil and water conservation district commissioners

[§39.11]

What is the Hatch Act?

The Hatch Act restricts the political activities of people principally employed by state or local government executive agencies in connection with a program financed in whole or in part by federal loans or grants. For more information, contact:

U.S. Office of Special Counsel – Hatch Act Unit
1730 M. Street, N.W. Suite 218
Washington, D.C. 20036-4505
1-800-854-2824 or 202-254-3650
hatchact@osc.gov
www.osc.gov/hatchact.htm

Who do I contact for questions about nomination papers, filing procedures, and lists of registered voters?

The Elections Division of the Secretary of State's Office is available to assist with questions about the filing process and to provide lists of registered voters.

- Phone: 1-888-SOS-VOTE or 515-281-0145
- Email: sos@sos.iowa.gov
- Mail: Lucas Building, 1st Floor
321 E. 12th Street
Des Moines, IA 50319

The Secretary of State's website also provides useful information for candidates on these topics: sos.iowa.gov/elections/candidates/index.html.

Where can I find information about campaign disclosure and ethics requirements?

For information about candidates' ethics and campaign filing responsibilities and deadlines, please contact the Iowa Ethics and Campaign Disclosure Board at 515-281-4028 or www.iowa.gov/ethics.

Federal Candidates: For information about financial disclosure requirements, please contact the Federal Election Commission at www.fec.gov or 1-800-424-9530.

How do I contact the state's political parties?

Iowa Democratic Party
5661 Fleur Drive
Des Moines, IA 50321
515-244-7292
<http://iowademocrats.org>

Iowa Republican Party
621 E. 9th Street
Des Moines, IA 50309
515-282-8105
<http://iowagop.org/>

2014 General Election Calendar

Date	Event	Code Cite
Monday, July 28	<p>State and Federal Candidate Filing Begins. First day for non-party political organizations (NPPO) candidates and candidates nominated by petition to file nomination papers for state and federal offices with the Secretary of State.</p>	§44.4(1), 45.4
Monday, August 4	<p>County Candidate Filing Begins. First day for NPPO candidates and candidates nominated by petition to file nomination papers for county and township with the county auditor.</p>	§44.4(1), 45.4
Thursday, August 7	<p>Primary Nominee Withdrawal Deadline for State and Federal Offices. Last day for state and federal candidates who were nominated at the primary election to withdraw. Notice of withdrawal must be submitted in writing to the Secretary of State.</p> <p>Last Day for Vacancies – State and Federal. If a midterm vacancy in a state or federal office occurs on or before August 7, the office must be on the ballot to fill vacancy at the general election. Political party nominations must be made by convention.</p>	<p>§43.76(1)</p> <p>§43.6(1), 43.77(4), 43.78(1)</p>
Friday, August 15 – 5 p.m.	<p>State and Federal Candidate Filing Deadline. Last day to file nomination papers with the Secretary of State. This includes NPPO candidates, candidates nominated by petition, and Democratic and Republican parties' nominations to fill ballot vacancies. Deadline is 5 p.m.</p>	§43.78(2), 44.4(1), 45.4
Friday, August 22	<p>State and Federal Candidate Withdrawal Deadline. Last day for NPPO candidates and candidates nominated by petition who filed with the Secretary of State to withdraw. Notice of withdrawal must be submitted in writing to the Secretary of State.</p> <p>State and Federal Candidate Objection Deadline. Last day to file written objections to nomination papers with the Secretary of State. Deadline is 5 p.m.</p> <p>State and Federal Candidate Substitution Deadline. Last day for NPPOs to replace candidates who withdrew, died, or were found ineligible for state and federal offices.</p> <p>Primary Nominee Withdrawal Deadline for County Offices. Last day for county candidates who were nominated at the primary election to withdraw. Notice of withdrawal must be submitted in writing to the county auditor.</p> <p>Last Day for Vacancies – County. If a midterm vacancy in a county office occurs on or before August 22, the office must be on the ballot to fill vacancy at the general election. Political party nominations must be made by convention.</p>	<p>§44.9(1), 45.4</p> <p>§44.4(2)(a)(1)</p> <p>§44.11</p> <p>§43.76(2)</p> <p>§43.77(5)(b), 43.78(1), 69.14A(1)(b)(2)</p>
Wednesday, August 27 – 5 p.m.	<p>County Candidate Filing Deadline. Last day to file nomination papers with county auditor. This includes NPPO candidates, candidates nominated by petition, and Democratic and Republican parties' nominations to fill ballot vacancies. Deadline is 5 p.m.</p>	§43.78(3), 44.4(1), 45.4

Date	Event	Code Cite
Thursday, August 28	Draw Names for Non-Partisan Office Ballot Order. County auditor draws the names of candidates for non-partisan offices to determine the order in which the names of those candidates will appear on the ballot.	§49.31(2)(c)
Monday, September 1	Labor Day Holiday – State Offices Closed.	§1C.1
Tuesday, September 2 – 5 p.m.	County Candidate Withdrawal Deadline. Last day for NPPO candidates and candidates nominated by petition who filed with the county auditor to withdraw. Notice of withdrawal must be submitted in writing to the county auditor.	§44.9(2), 45.4
Tuesday, September 2 – 5 p.m.	County Candidate Objection Deadline. Last day to file written objections to nomination papers with the county auditor. Deadline is 5 p.m.	§44.4(2)(a)(2)
	County Candidate Substitution Deadline. Last day for NPPOs to replace candidates who withdrew, died, or were found ineligible for county offices.	§44.11
	<i>Deadlines moved to Tuesday due to Labor Day holiday.</i>	§4.1(34), 47.4
Thursday, September 18 – 5 p.m.	Satellite Absentee Voting Station Petitions Deadline. A petition requesting a satellite absentee voting station must be filed with the county auditor no later than 5 p.m.	§53.11(2)(a)
Thursday, September 25	Absentee Ballots Ready. First day absentee ballots may be voted in the county auditor’s office.	§53.10
Monday, October 20	Worry-Free Postmark Date. Mailed voter registrations forms which are postmarked on or before today are considered on time to be pre-registered for the general election even if they are received after October 25.	§48A.9(3)
Saturday, October 25 – 5 p.m.	Voter Pre-Registration Deadline. The deadline to pre-register to vote for the general election is 5 p.m. Exceptions: Mailed registration forms postmarked on or before Monday, October 20, are considered on time even if they are received after 5 p.m. today.	§48A.9(1)
Friday, October 31 – 5 p.m.	Absentee Ballot by Mail Request Deadline. Last day to request an absentee ballot by mail. Deadline is 5 p.m.	§53.2(1)(b)
Saturday, November 1 – 5 p.m.	County Auditors’ Offices Open. The county auditor’s office must be open for at least 8 hours until at least 5 p.m. for absentee voting and other election business.	§47.2(5), 53.18(2)

Date	Event	Code Cite
Monday, November 3	Absentee Ballot In-Person Deadline. Last day to request and vote an absentee ballot in person at the county auditor's office.	§53.2(1)(a)
	Last Day for Voters to Fix Incomplete Affidavits. Voters have until 5 p.m. to fix incomplete affidavit envelopes at the county auditor's office.	§53.18(2)
Tuesday, November 4	General Election Day. Polls are open from 7 a.m. until 9 p.m. Absentee ballots may be delivered to the county auditor until 9 p.m.	§39.1, 49.73, 53.17(1)(a)
Thursday, November 6	Number of Provisional Ballots Posted. Number of provisional ballots cast in each precinct must be posted by the county auditor no later than 9 a.m.	§50.20
	Special Precinct Board Convened. The county auditor may reconvene the special precinct board no earlier than noon to consider provisional ballots and absentee ballots that were postmarked Monday, November 3, or earlier.	§50.21, 50.22
Monday, November 10 - Noon	Absentee Ballot Deadline. Absentee ballots that were postmarked Monday, November 3, or earlier and received by noon Monday, November 10, are considered to be on time to be counted.	§53.17(2)
Tuesday, November 11	Veteran's Day Holiday – State Offices Closed. If the auditor's office is closed on Veteran's Day, applicable deadlines move to the next business day.	§1C.1, 47.4
Monday, November 10/ Tuesday, November 11/ Wednesday, November 12	County Canvass of Votes. <i>May occur Monday, Tuesday or Wednesday if the county auditor's office is closed on Tuesday due to the Veteran's Day holiday.</i>	§4.1(34), 50.24(1)
Thursday, November 13/ Friday, November 14/ Monday, November 17 – 5 p.m.	Recount Request Deadline. Written requests for a recount must be filed in the county auditor's office by 5 p.m. on the third day after the county canvass of votes.	§50.48(1)(a)
Monday, December 1	State Canvass of Votes Must Be Complete.	§50.38
	Election Contests Deadline. Deadlines for contesting the results of the general election vary by office. See the county auditor or Secretary of State for specific contest deadlines.	

School Secretary's Guide

Revised April 2013

Prepared by the Office of the Iowa Secretary of State

(515) 281-0145

sos@sos.iowa.gov

<http://sos.iowa.gov/elections/schools.html>

For more information, please contact the Secretary of State's Office or the county auditor.

Important Note: The information provided in this guide has been compiled in the Iowa Secretary of State's Office to assist candidates and the public in meeting the requirements of Iowa's election laws. If any errors in compilation or computation have occurred, or if there have been amendments to the *Iowa Code* or *Iowa Administrative Code*, the provisions of the *Iowa Code*, *Iowa Administrative Code*, and the session laws shall prevail.

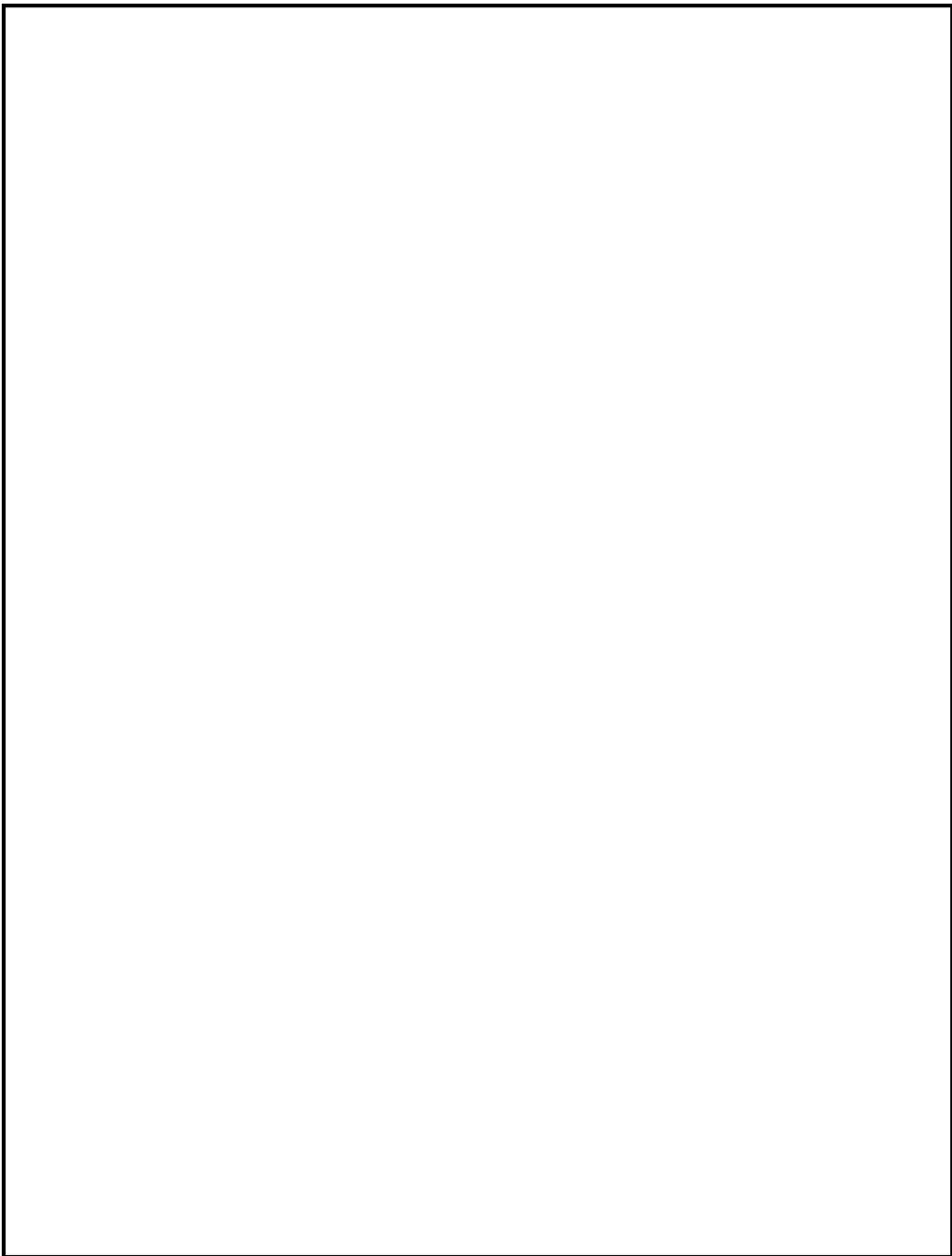


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Vacancies

Overview

Vacancies on school boards are filled by appointment by the remaining members of the board unless:

- The vacancy reduces the number of board members below a quorum

OR

- The board has not made an appointment to fill the vacancy within 30 days after the vacancy becomes known by the school secretary. (The board must try to appoint.) [§279.6-7]

If either of these two things occurs, the vacancy must be filled by special election. Eligible electors may not petition to request a special election to fill a vacancy on a school board.

For more information on vacancies on school boards, see the Vacancies guide on the Secretary of State's website at <http://sos.iowa.gov/elections/schools.html>.

Appointments – Term of Office

The term of a person who was appointed to fill a vacancy is until the next pending election held for the school district, whether that is the regular election held in September of odd-numbered years or a special election for the school district.

Notify Auditor

Notify the county auditor when a vacancy occurs. Also, inform the auditor of the name of the person appointed to the vacancy once the appointment has been made.

Special Elections – Term of Office

If the school district must hold a special election, the person elected to fill the vacancy serves the remainder of the unexpired term.

Office Titles

When an office is on the ballot at an election because of a vacancy, the office title on the ballot must include the words "To Fill Vacancy." This will distinguish this office from others on the ballot for the usual four-year term.

Candidates must indicate on their nomination papers if they are seeking an office to fill a vacancy. If there is more than one vacancy and the vacant seats have terms ending at different times, the length or expiration date of the remaining term must be included on the nomination papers and on the ballots.

Timing of Vacancies

Resignation Announced – Director Will Step Down After Coming Election

If any board member announces 45 days or more before the September school election that he or she will step down and declares his or her resignation will be effective the next time officers will be sworn in (i.e. after the coming election), those seats must be filled as vacancies at the approaching election.

[§279.6]

Board Member Dies or Leaves Office

If, 45-70 days before the coming school election, any board members die or leave office, the board may decide to fill the vacancy at the coming school election instead of appointing a successor. Even if the board decides to appoint a successor, the office will need to be filled as “To Fill Vacancy” at the coming election. If the term was set to expire anyway, “To Fill Vacancy” does not need to appear on the ballot.

[§69.12(1)(a)(3)]

City Clerk's Guide

Revised April 2013

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(515) 281-0145

sos@sos.iowa.gov

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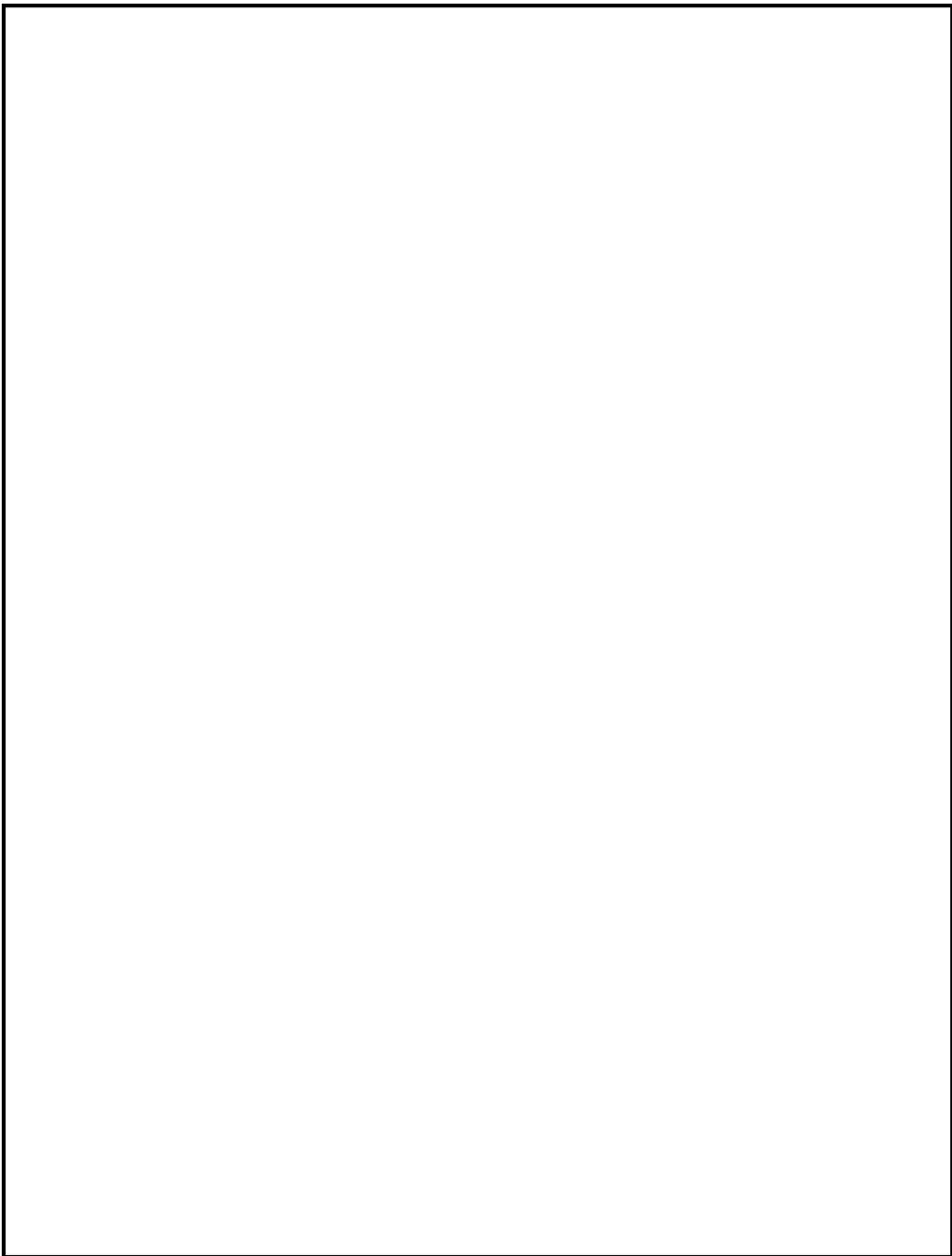


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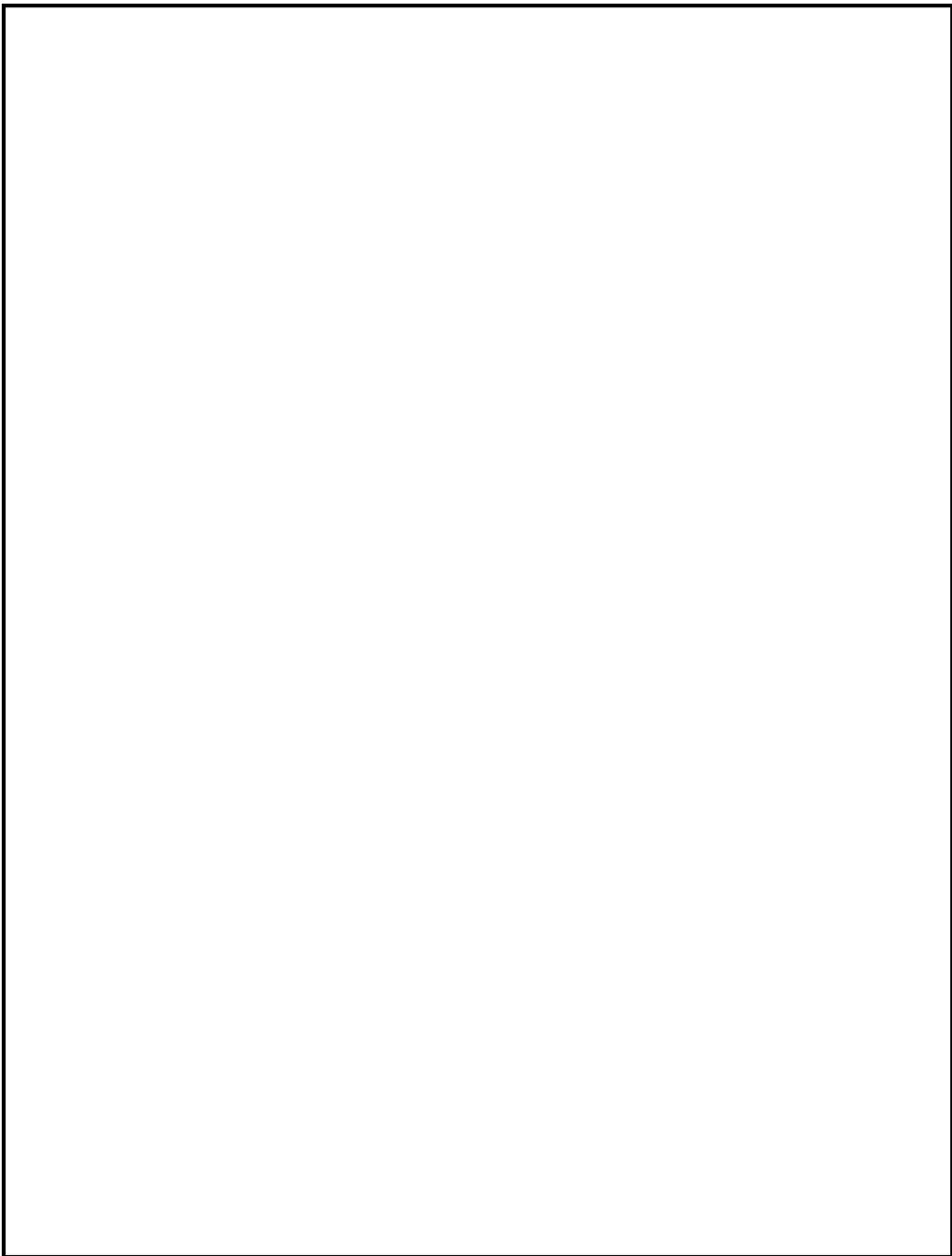
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be filled using the new ward 2 boundaries, and any eligible elector residing in the new ward 2 is eligible for appointment or to run in a special election.

If the vacancy is filled by appointment, the seat must appear on the 2013 ballot for a two-year term if the vacancy occurs before Saturday, September 14, 2013 (or Saturday, August 24, 2013 for cities with primary election provisions).

If the vacancy occurs after September 14, 2013 (or Saturday, August 24, 2013 for cities with primary election provisions), and an appointment is made to fill the vacancy, the appointment will stand until the next election held for the city district. If a special election is held to fill a vacancy under this timeline, the new ward 2 seat will not appear on the ballot again until it is regularly scheduled to appear on the ballot in 2015.

[§49.8(5)(a), 69.12, 372.13(2)]

Vacancies

Overview

The city council must decide whether to fill a vacancy in an elective city office either by appointment or by calling for a special election.

If appointment is chosen, the appointment must be made within 40 days after the vacancy occurs. The council must publish notice of its intention to appoint and eligible electors may petition for a special election.

[§372.13(2)]

For more information on vacancies in city offices, see the Vacancies guide on the Secretary of State's website at <http://sos.iowa.gov/elections/cities.html>.

Appointments – Term of Office

The term of a person who was appointed to fill a vacancy lasts until the next pending election held for the city.

General Election as Pending Election

For cities without primary election provisions, the general election is considered a pending election for cities. Any vacant city offices which were filled by appointment must appear on the ballot at the general election.

[798 N.W.2d 344]

Special Elections – Term of Office

If the city must hold a special election, the person elected to fill the vacancy serves the remainder of the unexpired term.

Notify Auditor

Notify the county auditor when a vacancy occurs. Inform the auditor of the name of the person appointed to fill the vacancy, if an appointment is made.

Office Titles

When an office is on the ballot at an election because of a vacancy, the office title on the ballot must include the words "To Fill Vacancy." This will distinguish this office from others on the ballot for the usual two or four-year term.

Candidates must indicate on their nomination papers if they are seeking an office to fill a vacancy. If there is more than one vacancy and the vacant seats have terms ending at different times, the length or expiration date of the remaining term must be included on the nomination papers and on the ballots.

Polling Places

Consolidated/Merged Precincts

Special Elections Held Pursuant to §69.14

Consolidated precincts are usually not allowed for special elections held pursuant to §69.14 to fill vacancies in the general assembly or U.S. Congress. See the General Elections chapter of this handbook for the rare exceptions when consolidated precincts are allowed for these elections.

All Other Special Elections

Consolidated precincts are allowed for all other types of special elections. See the Pre-Election Day chapter for more information.

Vote Centers

Voter centers are allowed for all special elections except those held pursuant to §69.14.

See the Pre-Election Day chapter for more information.

Check Accessibility

Check to make sure that all polling places or vote centers are accessible to voters with disabilities. See the Pre-Election Day chapter for more information.

Polling Place Hours

For the following special elections, the polls close at 8 p.m. but the time of opening the polls (7 a.m. or noon) is determined by the auditor:

- City elections, regardless of the size of the city
- School elections, regardless of the size of the school district
- Special elections for benefited districts, regardless of the size of the district

Exception: Drainage district elections. See §468.516 and 468.522.

- Special elections for the unincorporated area of the county (this would apply if the unincorporated area is the only area in the county voting at a particular election)

For special elections held to fill vacancies in partisan offices, the polls must be open from 7 a.m. to 9 p.m.

[§49.73]

Nomination Period

Filing Officer

State and Federal Offices: The SOS is the filing officer.

County Offices: The auditor is the filing officer.

City Offices: The city clerk is the filing officer.

School Offices: The school secretary is the filing officer.

Best Practices:

If a city clerk or school secretary is the filing officer for the election you are conducting, send them a copy of the Filing Officer's Guide and follow up with them to make sure they understand their responsibilities.

If the auditor is the filing officer, make sure to review the Filing Officer's Guide with any staff members who may receive nomination papers from candidates.

Filing Period

Special Elections Held Pursuant to §69.14 with 40 Days Notice

The filing period begins as soon as the SOS receives the governor's call for an election and ends at 5 p.m. on the 25th day before the special election.

[§43.88, 44.4, 45.4]

Special Elections Held Pursuant to §69.14 with 18 Days Notice

The filing period begins as soon as the SOS receives the governor's call for an election and ends at 5 p.m. on the 14th day before the special election.

[§43.88, 44.4, 45.4]

Special Partisan Elections in County Office

The filing period begins as soon as the auditor receives notice of the election from the board of supervisors/committee of county officers and ends at 5 p.m. on the 25th day before the special election.

[§43.88, 44.4, 45.4]

Public Measure Election	Called By	Jurisdiction or Governing Body	Code & IAC Sections	Special Requirements	% to pass	Repeat after failure
Educational improvement program, establishment	G	School Board	257.29	See statute	M	NR
Emergency 911 surcharge	G	E911 Board for service area	34A.6-7; IAC 721-21.810	No separate special election allowed-pending or general only	M	NR
Emergency medical services district, city: tax levy, bonds	G	City	357G.4; 357G.8; 357G.11	YES. Extra publication. Auditor not required to conduct this election. PEOs unpaid.	60%	NR
Emergency medical services district, county: tax levy, bonds	G	County	357F.4; 357F.8; 357F.11	YES extra publication. Auditor not required to conduct election.	60%	NR
Emergency medical services tax: income surtax, ad valorem property tax	G	County	422D.1; 422D.5	Regular city, General, or Special Election. Maximum time: 5 years. Extra publication 60 days before election	M	NR
Enterprise commission, county - establish or dispose of, acquire or lease	G or P	County	331.471		M	4 yrs
Equipment replacement & program sharing levy	G	Community College Board	260C.28	Regular or special election	M	355 days
Excursion boat gambling, see Gambling, excursion boat (page 29)						
Facilities levy, merged area community college	G	Community College Board	260C.22	At regular school election only	M	NR

Public Measure Election	Called By	Jurisdiction or Governing Body	Code & IAC Sections	Special Requirements	% to pass	Repeat after failure
Franchise for utilities	G or P	City	364.2	Ordinance on ballot, utility company pays for election. Some franchise elections are held only if requested by petition - see 364.2(4)(b)	M	NR
Franchise: City sewer & water, see Sewer and water franchise (page 36)						
Gambling, excursion boat	P	County	99F.7(11); IAC 721-21.820	After initial approval, must be placed on ballot once more after 8 years. After approved twice, do not need to re-submit approval to voters.	M	8 yrs
Gambling, games at race tracks	G	County	99F.7(11)(c); IAC 721-21.820	Election called when race track licensee applies for gambling game license. Special election must be held ASAP. See above for renewals.	M	8 yrs
Historical preservation district	P	Dep't of Cultural Affairs	303.20-26	Includes write-in ballot for commissioners. Dep't hires election workers, sets polling places	M	NR
Historical preservation district - termination	P	Historical Preservation District Commission	303.33	Must exist for 2 years	M	2 yrs

Public Measure Election	Called By	Jurisdiction or Governing Body	Code & IAC Sections	Special Requirements	% to pass	Repeat after failure
Levy election (special city) for tax exceeding limits in ch 384	G	City Council	384.12(20)	Only on first Tuesday in March; canvass no earlier than 1p.m. Thursday	M	1 yr
Levy election (special county)	G	County	331.425	Yes. Only on first Tuesday in March; canvass no earlier than 1p.m. Thursday	M	1 yr
Levy for additional taxes	P	City	384.12	Available for many purposes. Canvass no earlier than 1p.m. Thursday	M	NR
Library board, city: change composition, selection, charge or replace	G or P	City	392.5		M	4 yrs
Library contract and levy: discontinue	P	School District	298.7(2)	Regular school election	M	2 yrs
Library district, county: withdrawal by county	G	County	336.16	Hearing required. General Election only	M	4 yrs
Library district, establishment	P	City(ies), County(ies)	336.2	General Election only	M	2 yrs
Library district, termination	G	County	336.16	General or other county election	M	4 yrs
Library district, withdrawal by city	G	City	336.16	Hearing required. With general or city election	M	4 yrs
Library tax levy	P	City	384.12(20)	Regular city election	M	2 yrs
Library use contract, county use of city library, termination	P	School corp. Township Library District	336.18	Unincorporated area only General election only	M	2 yrs

Public Measure Election	Called By	Jurisdiction or Governing Body	Code & IAC Sections	Special Requirements	% to pass	Repeat after failure
Library use contract, termination	P	School, City, Township, County	336.18(2)		M	NR
Loan agreements, city	P	City	384.24A; 384.26(2-4)	\$, population limits many provisions reverse referendum	60%	Varies
Loan agreements, county	P	County	331.402; 331.442(2-4) 331.443	\$, population limits many provisions	60%	Varies
Local option income surtax - SEE emergency medical services tax (page 28)						
Local option tax: sales and services - imposition, repeal, rate or use change	G or P	County, Cities	423B.1; IAC 721-21.800; 721-21.801	Many! Extra publication 60 days before election; contiguous cities vote as a group. See IAC for ballot forms Multi-county LOSST new in 2006	M	NR
Local option tax: school infrastructure SILO – REPEALED				REPEALED. See Revenue Purpose Statement SAVE elections.	M	NR
Local option tax: vehicle tax	P	County	423B.1(3& 4a); 423B.2; 423B.3; IAC 721-21.801(2); 721-21.802	See IAC for ballot format	M	NR
Local transient guest tax fund: bonds	P	City or County	423A.7(4)(f)	May issue bonds without election unless petition filed	M	NR

Public Measure Election	Called By	Jurisdiction or Governing Body	Code & IAC Sections	Special Requirements	% to pass	Repeat after failure
Memorial halls & monuments-bonds	P 362.4	County, City	37.1-6, 75.1, County: 331.441-9, City: 384.26(2-4)	Special election may be requested in petition	60%	6 mos
Merged areas, combining	G	2 or more community college boards	260C.39	Special election must be > 30 days before or after general election	M in each merged area	NR
Multi-county consolidation	G	County	331.253-257	YES! Read carefully.	M	NR
Optional taxes for emergency medical services, see Emergency medical service tax (page 28) PEARL, see Public educational and recreational tax levy (page 34)						
Physical plant & equipment levy (PPEL) \$1.34 / \$1,000	G or P	School District	277.2; 298.2; 298.9	Biennial school or special election.	M	NR
Public educational & recreational tax levy, school (PEARL)	G or P	School District	300.2 impose 300.3 discontinue	If filed more than 3 months before regular school election a special election must be held	M	NR
Real estate improvement district: establishment	P	County or City	358C.3; 358C.7-.9	YES Extra publication > 30 days before election	M	NR
Recreational & educational tax levy, school - discontinuance	G or P	School District	300.3	If filed more than 3 months before regular school election a special election must be held	M	
Recreational lake district tax levy, bonds	G	County	357E.8; 357E.11; IAC 721-21.830	YES	M	NR

Public Measure Election	Called By	Jurisdiction or Governing Body	Code & IAC Sections	Special Requirements	% to pass	Repeat after failure
Revenue Bonds, see Bonds (pages 23-25)						
Revenue Purpose Statement for SAVE fund	G	School District	423F.3	After failure, no revenue purpose statements can be submitted for 6 months.	M	6 mos
Regional metropolitan service area	G or P	Counties or Cities	28E.40, 331.332, 331.260, 331.261 and 331.262(9)	Yes. Must keep 6 years	M	2 yrs
Roads for access to schools	G or P; 277.7	School District	278.1(f); 278.2	Only at regular school election	M	2 yrs
Sanitary district, annexation of territory	P	County	358.26-.29	Hearing, special petition required. Extra publication	M	NR
Sanitary district: establishment	P	County	358.2; 358.5-.8	Petitioners must post bond Hearing required	M	NR
School board, change method of election; increase or decrease membership	G or P; 277.7	School District	275.35-38, 277.2; 277.23, 278.1(g-h), 278.2(1)	Cannot submit more than one question pursuant to 278.1(g-h) at the same election. Must keep 6 years if approved. If school district includes all of a city with population of 15,000 or more, district must have 7 directors.	M	3 yrs
School Bond tax, exceed \$2.70 / \$1,000 valuation Leasing buildings	G	School District	298.18	Not more than \$4.05 / \$1,000	60%	NR

Public Measure Election	Called By	Jurisdiction or Governing Body	Code & IAC Sections	Special Requirements	% to pass	Repeat after failure
School buildings: rental extended time payments	G or P; 277.7	School District	278.1(b); 278.2	Bids required	60%	NR
School buildings: rescind restricted use	G	School Board	297.11	Regular or special election	M	NR
School buildings: restrict use	G or P; 277.7	School District	278.1(d); 278.2; 297.11	Only at regular school election	M	2 yrs
School curriculum, determine additional branches to be taught	G or P; 277.7	School District	278.1(c); 278.2	Only at regular school election	M	2 yrs
School district, change name	G or P	School District	278.1(i); 278.2	Only at regular school election	M	2 yrs
School district, dissolution	G	School Board	275.55, 275.57	Special election	M	NR
School districts: reorganization (merging two or more into one school district)	P + Affidavit filed with AEA; 277.7	School Districts	275.11-13, 275.18, 275.20, 275.22-.24, 275.25-27	Many special provisions. Separate vote in existing districts. If approved must keep 5 years	M in 75% of all districts 275.20	6 mos wait for new petition 275.22
School funds, transfer surplus debt service funds to general fund	G or P; 277.7	School District	278.1(e); 278.2	Only at regular school election	M	2 yrs
School Levy Adjustment	G	School Board	298.18A	Not more than \$4.05 / \$1,000	60%	NR
School property, sale	G or P; 277.7	School District	277.2; 278.1(b); 278.2; 297.22	Special election OK	M	NR
Sewer & water franchise, city grant to rural water district	G or P	City	357A.23; 364.2	Ordinance on ballot. Utility co. pays for election. 40 year maximum	M	NR
Soil & water conservation district discontinuance	P	Soil & Water Conservation District	161A.10	Only land owners vote	65%	5 yrs
Special Charter Amendment	P	City	420.286-288	Yes	M	NR

Public Measure Election	Called By	Jurisdiction or Governing Body	Code & IAC Sections	Special Requirements	% to pass	Repeat after failure
State debts	G	General Assembly	Iowa Constitution Art. VII	General Election only	M	2 yrs
Storm water drainage construction project: revenue bonds	P	City	384.84A	\$, population restrictions. Reverse referendum	M	NR
Street lighting district: tax levy, bonds	G	County	357C.7; 357C.10	Yes	60%	NR
Surplus funds, transfer to general fund	G or P; 277.7	School District	278.1(e); 278.2	Only at regular school election	M	2 yrs
Taxes: additional city, impose or discontinue	P	City	384.12(1-7, 9, 17, 21)	Only at regular city election	M	2 yrs
Taxes: to pay bonds, increase levy limit	G	County	331.447	Yes	M	NR
Teachers' pensions ratified	G	School Board	294.8	Population restrictions. School Election only.	M	2 yrs
Textbooks: change	G or P 277.7	School District	278.1(1)(a); 278.2	Regular school election only	M	2 yrs
Textbooks: free	P 30 days before School Election	School District	301.24-.25	Regular school election only	M	2 yrs
Textbooks: free - discontinue	P	School District	301.24, 301.27	Regular school election only	M	2 yrs
Township Hall acquisition	P	Township	360.1	Petition from: "majority of resident free holders"	M	NR
Township Offices: change from appointment to election	G or P	County	39.22(1)	Keep for 4 years	M	NR

Public Measure Election	Called By	Jurisdiction or Governing Body	Code & IAC Sections	Special Requirements	% to pass	Repeat after failure
Township Offices: change from election to appointment	G	County	39.22(1)	Keep for 4 years	M	NR
Unified law enforcement district dissolution	P	Joint City and County	28E.28A	General Election	M	NR
Unified law enforcement district expansion	G	Joint City and County	28E.25		M	NR
Unified law enforcement tax levy	P	Joint, city(ies) and county(ies)	28E.22		M	NR
Utilities, city: establish, acquire, lease or dispose of; utility board established or discontinued	G or P	City	388.2	Petition: regular city election only; Gov't: any city election	M	4 yrs
Voting Machines or electronic voting systems 331.441 (b) (1), see Bonds-County General obligation (page 24)						
Water & sanitary district, combined – establishment	P	County	357.1B; 357.12; 358.2	No \$ for poll workers. Must be held with election for trustees	M	NR
Water & sanitary district: inadequate dummy assessment	G	County	357.15-.16		M	NR
Water & sewer district franchise to rural water district	G or P	City	364.2; 357A.23		M	NR
Zoo, city: contracts with other cities	G	City	394.4	If approved by voters not subject to termination	M	NR
Zoo, city: general obligation bonds	G	City	75.1; 394.2	General or regular city election	60%	1 yr
Zoo, city: tax	G	City	394.3	If tax exceeds 27¢ / \$1,000	M	NR

Local Option Tax Elections

Types of Local Option Taxes

There are two types of local option taxes requiring voter approval:

- Sales and services taxes (LOSST)
- Vehicle taxes

Each of these local option taxes may be imposed by ordinance by the county board of supervisors following an election approving imposition of the tax or taxes.

[§423B.1(1)]

More Than One Question

More than one local option tax may be voted on at the same election. If both the sales and services tax and the vehicle tax are presented to the voters at the same election, both questions must appear on the same ballot. If more than one local option tax is adopted, each tax is implemented separately.

[§423B.1(7)]

Extra Notice Required

Two separate notices are required to be published to inform the public that a local option tax election will be held. The first notice must be published at least 60 days before the election. This initial notice must include all the information that will be included on the ballot, but it does not need to include the ballot.

A notice of the election including a sample ballot and notice to voters of the locations of the polling places and voting hours must also be published not more than 20 days nor less than 4 days before the election.

[§49.53, 423B.1(5), IAC 721—21.800(3), 21.802(2)]

Ordinance Required

After the voters have approved a local option tax, the board of supervisors must adopt an ordinance imposing the tax. For help in drafting the ordinance the board should consult with the director of the department of revenue and finance, or for the vehicle tax, the director of the department of transportation.

[§423B.3, 423B.6(2)(b)]

Overview

Does a Vacancy Exist?

Generally, a vacancy in an elective office occurs when an elected or appointed officeholder dies, resigns, or is removed from office before the end of the term to which the officeholder was elected to serve.

Sometimes, whether a vacancy exists is less clear. In those situations, the governing body can independently initiate or the eligible electors of the jurisdiction can request a hearing by filing a petition to determine whether a vacancy does exist in a public office. For additional details about this procedure, please see §69.2, subsections 2 and 3.

When Vacancies Occur

A vacancy occurs:

- On the date of the officeholder's death
- On the date the officeholder submits a resignation if the resignation is effective immediately
- On the date specified by the officeholder in the resignation if the resignation will become effective at a future date
- On the date the officeholder is removed from office

Mid-Term Vacancy

A mid-term vacancy is a vacancy that occurs in the middle of a term when there is another pending election scheduled before the term will normally expire.

Example:

Ben, the county recorder, was elected in 2010. Ben resigned on January 1, 2011, to spend more time with his family. Ben's resignation created a mid-term vacancy because his term would normally expire at the end of 2014 and there is another pending election scheduled before the end of 2014 which is the 2012 general election. The office of recorder must appear on the ballot at the November 2012 general election even though it is not scheduled to appear on the ballot again until November 2014.

When Vacancies can be Filled

A vacancy can only be filled after it actually occurs. A governing body may publish notice of its intention to appoint or its intention to call a special election before the vacancy actually occurs, but appointments cannot be made and special election dates cannot be set until after the vacancy occurs.

Exception: If a school board member announces a resignation to take effect at the beginning of the next term for school officials in that district and the announcement is made at least 45 days before the upcoming school election, that school board member's seat may appear on the ballot at the regular school election as "To Fill Vacancy." There are no other elective offices with similar statutory provisions.

[§279.6, unnumbered paragraph 2]

How Vacancies are Filled

The statutes are different for each type of office. In some situations, the governing body must appoint a replacement and constituents have no ability to request a special election. In other situations, a special election must be called and there is no ability for a governing body to appoint a replacement. Finally, there are also situations where the governing body must choose whether to fill a vacancy by appointment or hold a special election. The rules applicable to all elective offices will be covered in this chapter.

"Next Pending Election"

The "next pending election" is the next election at which either a public measure will be voted on by the constituents in the political subdivision or at which officials will be elected to represent the political subdivision.

[§69.12, first unnumbered paragraph]

Ballot Language

The office title must include the words "To Fill Vacancy."

Example: For County Recorder, To Fill Vacancy

[§49.57(7)]

How to Know if Candidates are Running to Fill Vacancies

Candidates running to fill vacancies must check the "Yes" box next to the question: "Is the candidate running to fill a vacancy due to the death, resignation removal or temporary appointment of the previous officeholder?" on the affidavit of candidacy and the nomination petitions or convention certificate.

Appointing Replacements

Deadline

A replacement must be appointed within 30 days of the date the vacancy becomes known by the secretary of the board.

[§279.7]

Exception: The school board can decide that vacancies occurring between 70 and 45 days before the next regular school election will be filled at the upcoming school election. They do not need to be filled by appointment.

[§69.12(1)(a)(3), 279.7]

Appointment not Made Before Deadline

If the school board fails to appoint a replacement within 30 days after the vacancy becomes known by the secretary of the board, the school board secretary is required to call a special election within three days of the board's failure to fill the vacancy.

[§279.7]

School Secretary does not Call Special Election

If the school secretary does not call a special election within three days after the board's failure to appoint, the area education agency administrator is required to call the special election.

[§279.7]

Special Elections to Fill Vacancies

Dates of Special Elections

If a special election must be held to fill a vacancy on a school board, the election may be held on any Tuesday that is not during a blackout period before or after a primary or general election. In addition, the election cannot be held on a day where there is another election being held for a different political subdivision that involves the same voters.

See the Special Elections chapter for additional information.

Deadline for Holding Special Election

If a special election must be held, it must occur between 30 and 40 days after the vacancy becomes known by the school secretary.

[§279.7(1)]

Signature Requirements

The number of signatures required to get on the ballot is equal to one percent of the registered voters in the school district (or director district if directors are elected by district); however, the number of signatures can never be fewer than 10 or more than 50. The number of registered voters is based on the number of voters registered as of the date the auditor receives notice of the special election.

[§277.4(2), IAC 721—21.500]]

Filing Officer

The school secretary is the filing officer for special elections to fill vacancies on school boards.

[§277.4, 279.7]

Candidate Filing Deadlines

If the special election is held at the same time as a regularly scheduled election, the filing deadlines are the same as the deadlines for the regularly scheduled election. See the election-specific chapters for more information.

If the special election is not held at the same time as a regularly scheduled election, the filing deadlines are:

First Day: As soon as the auditor receives notice of the special election

Last Day: No later than 5 p.m. on the 25th day before the special election

Nomination papers are filed with the school board secretary. The school secretary's office is required to remain open until 5 p.m. on the final date for filing.

[§279.7(4)]

Withdrawal and Objection Deadlines

Withdrawal: No later than the 25th day before the election

The written notice is filed with the school secretary.

[§44.9(5)]

Objection: No later than 35 days before the election.

Written objections must be filed with the school secretary.

The school secretary should consult with the school district attorney for information on how to proceed in these cases before acting on an objection for this type of election after the 35 day deadline. If the school secretary has proceeded on an objection filed after the 35 day deadline, the auditor should consult with the county attorney before proceeding.

[§277.5]

Public Measures

Public measures may also be placed on the ballot, if the auditor's office is provided with at least 32 days notice of the intent to place a public measure on the ballot with the vacant office and assuming any other legal requirements to place the public measure on the special election ballot are met.

[§47.6(1)(a)(1)(b)]

Filling Vacancy at Special Community College Public Measure Election

The vacancy must be filled at an upcoming special community college election for a public measure if the election was scheduled before the vacancy occurred unless:

- There has already been a special election to fill the vacancy

OR

- The vacancy occurs fewer than 60 days before the next pending election

[§69.12(1)(a)(4)]

Filling Vacancy at Next Regular School Election

The vacancy must be filled at the next regular school election unless:

- The term of the office in which the vacancy occurred is set to expire after the regular school election

OR

- There has already been a special election to fill the vacancy

OR

- The vacancy occurs fewer than 45 days before the regular school election

If the seat would have been up for election at the next regular school election, then the office must appear on the ballot at the regular school election for the full term, not as “To Fill Vacancy.”

If the vacancy occurs fewer than 45 days before the regular school election the vacancy must be filled by appointment until the next pending election.

Advance Resignations

If a school board member announces a resignation to take effect at the beginning of the next term for school officials in that district and the announcement is made at least 45 days before the upcoming school election, that school board member’s seat may appear on the ballot at the regular school election as “To Fill Vacancy.”

[§279.6, unnumbered paragraph 2]

Overview

Who Are Poll Watchers

A poll watcher is a person who has official permission to be at the polling place on election day or in the room where absentee ballots are counted on election day.

[§49.104, 53.23]

Any person with credentials may be a poll watcher unless the person is a:

- Candidate for an office on the ballot,
- Incumbent officeholder, or
- Precinct election official working at the election.

[§39A.4(1)(b)(1), 39A.4(1)(c)(10)]

Poll watchers may also be called challenging committees or observers. Poll watchers acting as challengers must be registered voters in the county where the challenge occurs.

[§49.79]

Appointing Poll Watchers

Poll watchers may be appointed by the following:

- Political party executive or central committees,
- Non-party political organizations (NPPOs),
- Candidates who are “Nominated by Petition,” and
- Groups opposing or supporting public measures on the ballot

Exception: Poll watchers for public measures are not allowed for primary and general elections.

[§49.104]

Poll watchers must provide written permission at the polling place or absentee precinct to show they are appointed as poll watchers. Candidates “Nominated by Petition” and NPPOs appointing poll watchers may use the “Poll Watcher Designation Form” for this purpose. Political parties must provide credentials to observers and challengers but use of the official form is not required.

[§49.104]

Poll watchers representing groups opposing or supporting public measures must file the “Poll Watcher Designation Form” with the county auditor before election day. The auditor will appoint the poll watchers and notify them of the times they may serve as a poll watcher.

[§49.104(6)]

Number Allowed

Polling Place on Election Day

While the polls are open on election day, there is a limit to the number of poll watchers that can be in a polling place:

- 3 appointed by each political party that has a candidate on the ballot,
- 1 appointed by each NPPO that has a candidate on the ballot,
- 1 appointed by each candidate “Nominated by Petition,” and
- 3 for public measures on the ballot (except for primary and general elections).

[§49.104]

After the polls close, the process of counting the ballots is open to the public. However, no one other than the precinct election officials (PEOs) may handle ballots or participate in the count.

[§50.11]

Absentee Precinct While Ballots are Counted

The only people who are allowed by law to be in the room when the absentee and special precinct (ASVP) board is counting ballots on Monday or Tuesday before the polls close are:

- 1 appointed by each political party,
- 1 appointed by any NPPO that has a candidate on the ballot,
- 1 appointed by a candidate “Nominated by Petition,”
- 1 representing support for a public measure on the ballot (except for primary and general elections), and
- 1 representing opposition for a public measure on the ballot (except for primary and general elections).

After the polls close, the process of counting the ballots is open to the public.

[§53.24(4)]

No observer may interfere with the duties of the ASVP board. Interference includes but is not limited to handling ballots, and, while the board is counting ballots, communicating or attempting to communicate information regarding the progress of the count. Observers may leave the room to report the names of voters’ whose ballots were rejected without being opened.

[§53.23(3)(b)(1), IAC 721—21.359(5)(a)]