

2024 PRIMARY ELECTION UPDATE
Mailing #1 - Official Election Materials
Prepared by the Office of the Secretary of State, March 11, 2024

This mailing contains official documentation for the June 11, 2024 Primary Election which requires your **immediate attention**. Listed below are the items enclosed in this mailing. Please review the checklist and be sure you have received all the items listed. If you find that something is missing or you have any questions regarding what you have received, please contact the Elections Division immediately at 624-7650.

_____ **1. Absentee Ballot Applications**

Pursuant to Title 21-A, Maine Law on Elections, §752, the Secretary of State must provide absentee ballot applications to each municipality 3 months before the election to which the applications apply. A small supply of applications is enclosed. You may photocopy the application as necessary. This application also will be posted on the Clerk's Temp Site.

Title 21-A, §753-B, sub-§6 requires the Municipal Clerk to create and maintain, in the Central Voter Registration (CVR) system, an alphabetical list of persons **who requested or were furnished** absentee ballots. All requests must be entered in CVR as soon as the request is received. Clerks may not wait until absentee ballots are received from the printer to begin entering requests.

The Absentee Ballot Request Service (ABR) will be turned on for the Primary Election early next week. We will send out a notification and updated instructions when the ABR goes live.

_____ **2. Changing, Consolidating or Dividing Voting Places/Districts**

Towns intending to change, consolidate or divide voting places or districts must read this memo that outlines the Secretary of State's policy for changing voting places and includes applicable deadlines. The complete policy and application for changing voting places are available on the clerk's temp web site at <http://www.maine.gov/sos/cec/elec/temp/>.

_____ **3. Retrieval of Memory Sticks**

All memory sticks for the DS200 and ExpressVote must be returned to the Division of Elections by March 22, 2024. Please review this memo for the proper procedure to return these sticks.

_____ **4. Election Submission Checklist**

The checklist provides a chronological list of required documents that must be submitted to the Division of Elections. Keep this list in a convenient spot to ensure that all forms are submitted in a timely manner.

_____ **5. Ballot Retention Schedule**

The Ballot Retention Schedule covers the elections between June 14, 2022 and November 5, 2024. Please ensure that all ballots are transferred or destroyed on the applicable date (or as soon as you can after the date) so that you have sufficient tamper proof containers to use for upcoming elections.

_____ **6. Accessible Voting Options**

This memo describes two options – the ExpressVote AVS and the accessible absentee ballot service – that Municipal Clerks should provide for their voters for local elections. The memo describes each service and provides information on how Clerks can include local ballot copy for elections being held on June 11, 2024.

_____ **7. Schedule of Primary Election Mailings**

The list of the future mailings will give you approximate dates that you will be receiving specific mailings and advance notice of when election items will be delivered.

_____ **8. DS200 & Accessible Voting Coding Form Instructions**

This memo provides instruction on how to complete the DS200 & Accessible Voting Coding Form and other important information on state and local accessible electronic absentee ballots.

continued on reverse

_____ **9. DS200 & Accessible Voting Coding Form**

DS200 municipalities – please submit your coding form by March 22nd. Due to ranked-choice voting, there will be no option to combine (piggyback) local elections with the state for the June Primary. If you will be requesting local coding for 6/11/24, we will forward your media to ES&S.

_____ **10. OPTIONAL Supplies Inventory Form**

The last Supplies Inventory Form that we sent you for the two primaries, March and June. Most municipalities should have plenty of supplies on hand. **This form is optional and should only be submitted if you are unexpectedly low on one or more supplies for June.** Please do not order supplies at this time for November. We will send a form later on this summer for November supplies.

UOCAVA Absentee Ballots: The Secretary of State will be issuing, accepting and processing absentee ballots for UOCAVA voters, in order to insure that Maine is compliant with the Military and Overseas Voters Empowerment Act (MOVE). If you receive a voter registration application and/or absentee ballot application from a UOCAVA voter, you should immediately forward a copy of the application to the Division of Elections.

Special Clerks Website – Mailings and Forms Posted On-line: As in the past, mailings and forms will be posted to our temporary website page. **Elections Temp Website** <http://www.maine.gov/sos/cec/elec/temp/>

Please Note: Issues or questions related to CVR should be directed to the CVR Helpdesk (1-877-HAVAHLP or 1-877-428-2457), not through the cec.elections or cec.officials email drop boxes. The cec.elections drop box is available to the public; the cec.officials drop box is primarily for election officials to submit filings. Submitting questions related to CVR through either drop box results in delayed response time. Often, these messages go through more than one person before getting forwarded to CVR staff.

If you have questions about any election matter, please contact the Division of Elections at 624-7650 or toll-free at 1-888-VOTESME (1-888-868-3763).



Application for Absentee Ballot June 11, 2024 Primary Election

Absentee ballots will become available and will be provided to voters beginning in early May.

Application Received
(Date/Time)

Ballot Sent/Delivered
(Date/Time)

Enrollment

An absentee ballot request must be received by the Municipal Clerk by the close of business on **Thursday, June 6, 2024**, unless special circumstances exist.

Voted absentee ballots must be received by the Municipal Clerk by 8 p.m. on June 11, 2024.

1. Full Name of Registered Voter Requesting the Ballot _____

2. Residence Address of Voter _____
(Street Address) (Municipality)

3. Voter's Date of Birth ____ - ____ - ____
m m d d y y y y

4. Contact Information – **Please complete. Clerk will use only to notify the voter if there is a problem with the application or ballot.**

Daytime Phone Number _____ Email Address _____

5. **Ballot requested:** A voter not enrolled in a political party may participate in a party's primary without enrolling in the party. An unenrolled voter may vote in only one primary election. Indicate the party for which you want to receive a ballot. NOTE: A voter enrolled in a party will receive the ballot for that party regardless of the party indicated below.

Democratic **Green Independent** **Libertarian** **No Labels** **Republican**

6. Method of Delivery of Ballot to the Voter

a. Issued to Voter (Application Required if voter will vote **Outside the Municipal Clerk's Presence**)

b. By Mail to this Address _____

c. By Immediate Family Member of Voter Designated Below:

(Name) (Relationship to Voter)

d. By this 3rd Person (Designated by the Voter) _____
(Name) (Telephone #)

7. Signature of Voter OR Immediate Family Member of Voter _____ Date _____

Note: If an immediate family member of the voter is completing this application, the relationship to the voter must be provided in 6(c) above. The absentee ballot can be delivered to the immediate family member in person or mailed to the address provided in 6(b).

8. Signature of Immediate Family Member Returning the Ballot _____

Relationship to Voter _____
(Complete Section #8 Only if Ballot was Delivered to the Voter or a Different Immediate Family Member of the Voter)

AIDE CERTIFICATE: (Must be Completed if Applicant was Assisted as Designated Below)

If the voter received assistance in reading and/or signing this application, the person who assisted the voter must complete and sign this certificate.

I helped this voter: read the application sign the application read and sign the application

Signature of Aide _____ Printed Name of Aide _____



Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Shenna Bellows
Secretary of State

Julie L. Flynn
Deputy Secretary of State

Memorandum

To: Municipal Clerk
From: Melissa K. Packard, Director of Elections Admin., Audits and Admin. Services
Date: March 11, 2024
Re: Voting District/Place Changes, and Accessibility

Voting District/Place Changes

The deadlines for making voting district and voting place changes are provided below. Details regarding these deadlines are explained on the following pages.

Table with 3 columns: Activity, Requirements, and Deadline. Rows include: Dividing or consolidating voting districts, Consolidating voting places, and Changing physical location of a voting place.

Dividing or Consolidating Voting Districts

Municipalities that want to divide or consolidate voting districts (wards or precincts) must provide notice and hold a hearing also at least 90 days before an election and receive approval of the Secretary of State. The 90-day deadline for the June 11, 2024 Primary Election is Wednesday, March 13, 2024. Your municipality must hold such a hearing on or before March 13th, if it wants to divide or consolidate voting districts for the June 11, 2024 Primary. Please refer to Title 21-A, §631, and pages 2 and 3 of Chapter 6 in your Voter Registration & Elections guide.

Consolidating Voting Places

Municipalities that want to consolidate voting places (so that more than one voting district votes in the same voting place) also must provide notice and hold a public hearing at least 90 days before an election and receive approval of the Secretary of State, and that deadline is, again, Wednesday, March 13, 2024. No municipalities are permitted to consolidate voting places for the June 11, 2024 Primary Election unless such a hearing is held and the consolidation is approved by this office.

Changing the Physical Location of a Voting Place

The Secretary of State's Policy for Changing the Location of a Voting Place (2012), is available on our Election Temp Page (www.maine.gov/sos/cec/elec/temp). The policy was developed to ensure that all voting places in the State meet the requirements for accessibility, are of adequate size to accommodate the required number of voting booths – including the State's Accessible Voting System (AVS) – and are arranged in such a manner as to ensure proper traffic flow.

As outlined in the policy, when a municipality wants to change the physical location of a voting place, the municipal officers or the Municipal Clerk must submit to the Secretary of State's office an **Application to Change the Physical Location of the Voting Place** (the application may be obtained from the Election Temp Page). Except in the case of an **emergency which makes the current voting place unusable or unavailable**, the Secretary of State's office will not approve the change of location for a voting place unless the municipality follows the process outlined in the policy and submits the application by the deadline.

The law requires municipal officers or the Municipal Clerk to submit the **Application** at least **60 days before the next statewide election**. This change was made to allow sufficient time for the correction of any deficiencies at the new location. **The 60-day deadline for submitting an Application to Change the Physical Location of the Voting Place is Friday, April 12, 2024**. No applications to change the physical location of a voting place for the June election will be accepted after that date except in an emergency situation.

If your municipality is considering changing the physical location of a voting place for the June 11, 2024 election, please call Grace Perron **immediately** (1-888-868-3763 or 624-7650). She will provide you with the information and documentation you need to get the process started.

Accessibility Compliance

Voting place compliance is a very important component of the federal Help America Vote Act of 2002 (HAVA) and State law. The laws address various aspects of accessibility including:

- Level parking areas
- Barrier-free ingress and egress
- Thresholds and doors
- Proper signage
- Adequate lighting
- Adequate space for separation of a public area and the voting area
- Adequate space for voting equipment (booths, AVS, tabulators, ballot box, guardrails), and
- Ease of traffic flow (separate entrances to and exits from the voting area, when possible).

Accessibility compliance does not necessarily mean high cost. Sometimes the voting area just needs to be rearranged. Relatively inexpensive solutions are available (such as temporary ramps or removable thresholds). **Please call Grace for a review of your voting place/voting area, and suggestions for making it more accessible.** The process for certifying accessibility compliance is similar to the process for changing a voting place and does not require a lot of time.

The Secretary of State's Office is unable to assist municipalities with HAVA Complaint Procedures or ADA lawsuits when no efforts have been made to certify accessibility compliance. Bringing voting places into accessibility compliance is not merely a statutory requirement – it is the right thing to do, and it benefits all voters.



Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Shenna Bellows
Secretary of State

Julie L. Flynn
Deputy Secretary of State

To: Municipal Clerk
From: Heidi Peckham, Director of Elections
Re: Retrieval of Memory Sticks
Date: March 11, 2024

Please Return All Election Memory Sticks to This Office

In preparation for the June 11, 2024 State Primary, please mail all memory sticks for the DS200 and ExpressVote AVS (Accessible Voting System) to this office. If your municipality requires local coding from ES&S (Election Systems & Software) for June, we will forward the necessary media to ES&S once coding requests are finalized.

Note: If your municipality had a local election programmed for March and received rental sticks directly from ES&S, please return them directly to ES&S. If you are unsure of where to send your sticks, please call this office (624-7650) for assistance.

Instructions for Return of Memory Sticks:

- Place memory sticks in your town-labeled 4" x 8" yellow padded envelope. Place padded envelope inside a separate mailing envelope at least 8 ½" x 11" in size.
- Indicate "Sensitive Computer Parts" on the envelope.
- Please send media package via **Priority Mail and request a tracking number** for your records.
- Memory sticks must be received by our office by Friday, March 22nd, 2024.

Secretary of State
Division of Elections
184 State House Station * Note: New mailing address
Augusta, ME 04333-0184

Hand Count Towns – please follow the instructions for returning media that were included with your March memory stick shipment.

DS200 Municipalities: Please retain the large brown padded mailing envelope labeled with your town name that was provided with your Jiffy Bag materials for March. A ranked-choice central count was not necessary, so please keep this envelope in case we need to collect media and auxiliary ballots following the June election for a ranked-choice central count.

DEADLINE FOR RETURN OF MEMORY STICKS: Friday, March 22, 2024

Election Submission Checklist

June 11, 2024 State Primary Election



Deadline Date

Required Submission

- | | | |
|---|---------|---|
| <input type="checkbox"/> | 3/22/24 | Blank Absentee Ballot Receipt |
| <input type="checkbox"/> | 3/22/24 | Return all Memory Sticks (except ES&S rentals) |
| <input type="checkbox"/> | 3/22/24 | DS200 & Accessible Voting Coding Form |
| <input type="checkbox"/> | 4/12/24 | Voting Place Report (60 days before election) |
| <input type="checkbox"/> | 5/13/24 | Notice of Early Absentee Processing (30 days before election)
(Send notice to SOS and Party Chairs to process <u>prior</u> to Election Day) |
| <input type="checkbox"/> | 5/17/24 | Absentee Ballot Receipt |
| <input type="checkbox"/> | 5/28/24 | Confirmation of Receipt of Memory Sticks |
| <input type="checkbox"/> | 5/31/24 | Official Ballot Receipt |
| <input type="checkbox"/> | 5/31/24 | DS200 Testing Confirmation |
| <input type="checkbox"/> | 5/31/24 | Expressvote Testing Confirmation |
| Note: Filings below due <u>2 days</u> after election | | |
| <input type="checkbox"/> | 6/13/24 | Certified ROVC |
| <input type="checkbox"/> | 6/13/24 | Warden's ROVC |
| <input type="checkbox"/> | 6/13/24 | Certificate of Sealed Ballot Container |
| <input type="checkbox"/> | 6/13/24 | Log of Spoiled Ballots |
| <input type="checkbox"/> | 6/13/24 | Warden's Log of Opening the Ballot Box (if applicable) |
| <input type="checkbox"/> | 6/13/25 | Log of Early Processing (if applicable) |

Ballot Retention Schedule for 2024

Revised by the Secretary of State, Division of Elections, March 2024

ELECTION DATE	RETENTION	BALLOT TRANSFER DATE (2 months after election)	DESTRUCTION DATE
June 14, 2022 Primary	22 months	August 14, 2022	April 14, 2024
November 8, 2022 General	22 months	January 8, 2023	September 8, 2024
November 7, 2023 Referendum	2 months	N/A	January 7, 2024
March 5, 2024 Presidential Primary	22 months	May 5, 2024	January 5, 2026
June 11, 2024 State Primary	22 months	August 11, 2024	April 11, 2026
November 5, 2024 General	22 months	January 5, 2025	September 5, 2026

- As of this date, the June 14, 2022, the November 8, 2022 and the March 5, 2024 ballots should be the only State ballots that remain in retention.
- **Incoming Voting Lists:** The retention period for the Incoming Voting List (IVL) is **5 years**. The IVL must be retained in the Clerk's office for **5 years** from the date of the election at which it was used. After the election, the IVL becomes a public document. If someone wants a copy of the IVL, the municipality charges its normal per page photocopying fee.
- **Absentee ballot materials:** Absentee ballot materials (applications and used envelopes, including unopened rejected ballots) are sealed separately from voted ballots. Absentee materials from all state elections shall be retained for **2 years** from the date of the election.

Ballot Transfer [§698(2-A)]

All ballots and election materials can be removed from the blue tamper-proof containers **2 months** after the election. The Municipal Clerk shall make the transfer, **in the presence of one or more witnesses**, to other containers for storage. Storage containers must be securely sealed and retained pursuant to §23.

Ballot Storage [§23(7)]

The Municipal Clerk shall keep the ballots and other election materials listed in Section 698 for a total of **22 months**. **EXCEPTIONS:** Ballots for **referendum** elections, **special legislative** elections or **municipal** elections conducted under Title 21-A shall be kept for a total of **2 months**. These ballots do not need to be transferred to other containers as they **can be destroyed** after being sealed for **2 months**.

Ballot Destruction [§23(14)]

After records and other materials have been kept for the required period, they must be destroyed. Ballots are not considered public records and may be inspected only pursuant to a recount or court order.

Ballots must be destroyed in such a way as to ensure that whole ballots, either voted or unvoted, are not accessible to the public. Ballots should be incinerated, shredded or torn, or delivered to a recycling facility that guarantees immediate destruction.

Absentee envelopes and applications are sealed separately from the ballots as they become public records after they are unsealed. These materials **can** be unsealed and opened **5 business days after the election, if no recount is requested**, enabling Municipal Clerks and the Secretary of State's Office to resolve Voter Participation History and alleged dual voting issues in a timely way. Absentee materials shall be retained for 2 years.



Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Shenna Bellows
Secretary of State

Julie L. Flynn
Deputy Secretary of State

MEMORANDUM

To: Municipal Clerks
From: Melissa K. Packard, Director of Election Admin., Audits and Admin. Services
Date: March 11, 2024
Re: **Voting Opportunities for People with Disabilities (Accessible Electronic Ballots)**

The Americans with Disabilities Act (ADA) and Title III of the Help America Vote Act (HAVA) provide legal protections to people with disabilities, requiring state and local governments to ensure that any voter with a disability has a full and equal opportunity to vote, including an accessible option at each voting place. The State of Maine is dedicated to offering as many opportunities as possible to allow all people to vote in a private and independent manner. The two options currently being offered to Maine voters for all Federal and State elections are the ExpressVote ballot marking device at each voting place and an accessible absentee ballot for voters who choose to vote at home.

We also provide these options to municipalities who choose to offer these services for municipal elections and we strongly encourage you to do so. This memo provides the process and costs for each system.

ExpressVote

The State of Maine provides the ExpressVote universal voting system as its Accessible Voting System. The ExpressVote is a ballot-marking device that allows individuals with disabilities to vote with privacy and independence. Using the tabletop unit, voters can navigate through their ballot using a touchscreen, or a keypad and audio interface. The ExpressVote generates a printed ballot with the voter's choices. Ballot scanners, which are in use in most of Maine's voting places, can then count the ExpressVote ballot along with the other ballots, which helps to improve voter privacy.

Accessible Absentee Ballots

The Secretary of State has developed an accessible electronic absentee ballot and ballot request system for use by voters with print disabilities (i.e., voters who are blind or have other disabilities that prevent them from being able to privately and independently complete a paper absentee ballot). This system has been in use since the General Election of 2020 and has been well received by voters and municipal officials who have utilized it. If your municipality has a local election being conducted on June 11, 2024, we strongly encourage you to provide the ballot copy to our office so that we can include your ballot content on a ballot that will include both the federal/state ballot and your local copy.

Voters with disabilities are able to request an accessible electronic absentee ballot from the Secretary of State using the state’s online Absentee Ballot Request (ABR) service, in a manner similar to the process used by uniformed service or overseas voters. The Elections Division will process the absentee ballot request and will issue an email notification to the voter, with login credentials and instructions for accessing the state’s secure ballot website to download an HTML ballot. The ballot will allow the voter’s screen reader software to read the ballot to the voter and provide a means for the voter to independently mark the ballot and electronically “sign” the voter’s affirmation (using their provided password). They will then save the marked, locked and signed ballot to their computer and return it to the Elections Division drop box via email.

If the ballot is for the state election only, the Elections Division will process and count it and report the results along with UOCAVA ballot totals. If the municipality has provided and approved the local ballot to be issued with the state ballot, then the Elections Division will separate the local ballot and affirmation from the state ballot and transmit the local ballot to the municipality for counting at the local level. Depending on when the ballot is received by the Elections Division, the manner of transmission to the municipality may be by express mail or other delivery service, or it may be by email or fax. The ballot should be accepted and processed by the municipality as you would any other ballot; however, the ballot will have to be hand-counted on election night, as it cannot be scanned through the DS200 tabulator.

Inclusion of Municipal Ballots

If you have a local election on 6/11/24, we strongly encourage you to provide your ballot content to the Elections Division to include with the electronic accessible state ballot, and to also program your local ballot on the ExpressVote AVS. All voters, with or without a disability, should have the same opportunity to vote privately and independently, either in person at the voting place or by absentee. Failure to provide these opportunities to voters with disabilities could create a legal risk for your municipality.

The chart below provides the cost for including your local ballot on each system as well as outlining the procedure to provide ballot copy.

Ballot Type	Who Provides Coding	Cost	Procedure
ExpressVote	ES&S	The local programming fee for the ExpressVote (EX) AVS is \$370 per unit, up to a maximum cap of \$1480. (This is a separate and additional fee to coding your local ballot to be read and tallied by the DS200 tabulator. See coding forms for those costs.)	Specify on ES&S Coding Form
Accessible Absentee Ballot	IVS, LLC	\$100 for each ballot style, assuming the ballot is no more than 2 pages (1 sheet) on letter size paper. A longer ballot style will cost \$100 for each additional sheet.	Provide copy as described below to the Division of Elections who will forward to IVS

Providing Local Ballot Text for Inclusion with State Accessible Absentee Ballot

To begin the process of setting up an accessible ballot, the Clerk must provide a PDF file of the printed ballot (preferred) or a Word file listing all races, candidates and instructions that must be included on the ballot. The email providing this information should be sent to the following two people using the subject line: “**Local accessible ballot text**”.

1. Nancy Mudd of IVS, LLC – Nancy.mudd@ivsllc.com
2. Elections Coordinator Stephen Reynolds – stephen.reynolds@maine.gov

In the body of your email, please list the name and phone number of the contact person who can answer questions about the ballot layout.

We need to receive your ballot information by as soon as it available but no later than May 3rd in order to guarantee inclusion of your local ballot in the accessible system. Please call Julie Flynn or Melissa Packard at 624-7650 if you have any questions about the process or timeline. If you have any questions regarding how to provide ballot copy, please contact the Elections Division at 624-7650.

Schedule of Mailings

June 11, 2024 State Primary Election

The dates listed below reflect a tentative schedule for the June 11, 2024 State Primary Election mailings. Because of statutory requirements we cannot send all the documents in one bulk mailing. However, we may be able to further combine some of these mailings as schedules are confirmed.

Mailing 1A – Absentee Ballot Application, Coding Forms, Retrieval of Memory Sticks

Emailed: March 11, 2024

- Cover Sheet
- Memo – Changing, Consolidating or Dividing Voting Places/Districts
- Application for Absentee Ballot
- Memo – Retrieval of Memory Sticks
- Election Submission Checklist
- Ballot Retention Schedule
- Accessible Voting Options
- Schedule of Mailings
- DS200 & Accessible Coding Form Instructions
- State DS200 & Accessible Coding Form
- OPTIONAL Supplies Inventory Form

Mailing 1B – Calendar, Blank Absentee Ballots

U.S. Postal Mail week of March 11

- Blank Absentee Ballots
- Blank Absentee Receipt
- Voting Place Report/Memo
- Calendar (April to June)
- Memo - June 11, 2024 Semi-Open State Primary

Mailing 2 – Absentee Voting, Early Processing

Email date: April 15, 2024

- Cover Sheet
- Absentee Ballot Voting Guide
- State Party Chair Information
- Licensed Facilities - DHHS Web Site Instructions
- Memos/Notices Regarding Requirements for In-Person Absentee Voting at Licensed Facilities
- Notice of Early Absentee Ballot Processing **-DEADLINE to submit to SOS (if applicable): May 13, 2024**
- Early Processing Fact Sheet

Mailing 2A -- Voter Registration Mailing

Tentative Delivery date: April 2024

- Closed Period Information
- Steps to Reviewing & Processing Voter Registration Applications
- Guide to using the Incoming Voter List
- Voter Registration Oath/Affirmation
- Instructions/Policy for use of COR (Certificate of Registration)
- Memo regarding Enrollment Changes/Options

Mailing 3 – Absentee and Official Ballot Receipts, Sample Ballots and Registrar Info

Tentative date: May 3, 2024

- Cover Sheet
- Absentee Ballot Receipt – **DEADLINE to submit to SOS: 5/17/24** (may vary based on ballot production)
- Official Ballot Receipt – **DEADLINE to submit Receipt to SOS: 5/31/24**
- Wardens Receipt
- Sample Ballots
- Ballot Specifications
- Notice of Election / Instructions
- Write-in Candidate's Memo
- List of Declared Write-ins

continued on reverse

Mailing 4 – Jiffy Bags – Paper

Tentative date: May 20, 2024

- Cover Sheet
- Instructions for Opening the Polls
- Instructions for Closing the Polls - Paper
- Ballot Instructions (French)
- Challenged Voter Instructions
- Challenged Voter Information
- Challenged Voter Affidavit
- Challenged Voter List
- Labels for Spoiled, Defective and Void Ballots
- Overvote Instructions for Election Officials
- Elections & CVR Phone Numbers

“AVS Jiffy Bag”

- Election Day Accessibility Checklist
- AVS Assistance Notice

Mailing 4 – Jiffy Bags - DS200

Tentative date: May 20, 2024

- Cover Sheet
- Instructions for Opening the Polls
- Instructions for Closing the Polls - Machine
- Ballot Instructions (French)
- Challenged Voter Instructions
- Challenged Voter Information
- Challenged Voter Affidavit
- Challenged Voter List
- Labels for Spoiled, Defective and Void Ballots
- Overvote Instructions for Election Officials
- Elections & CVR Phone Numbers

“AVS Jiffy Bag”

- Election Day Accessibility Checklist
- AVS Assistance Notice

Mailing 5 – Returns of Votes Cast, Tally Sheets, Special Circumstances, Post Election Activities

Tentative date: May 27, 2024 (if not included with Jiffy Bag mailing)

- Cover Sheet
- Warden’s Return of Votes Cast
- ROVC Instructions
- Tally Sheets & Warden’s Total Tally Sheet
- Election Night Reporting Instructions (CVR)
- Checklist of Submitting Election Returns/documents to SOS
- Instructions for Special Circumstances Absentee Application
- Special Circumstances Absentee Application (for use **Friday, June 7 to Tuesday, June 11**)
- Post-Election Activities Reminders

For Early Processing Municipalities Only:

Tentative date: May 27, 2024

- Log for Early Processing (Paper/Machine)
- Guidelines for Securing Ballots (Paper/Machine versions)



Maine DS200 & Accessible Voting Coding Form Instructions

June 11, 2024 State Primary Election

March 11, 2024

Section Explanation: Initial Questions

1. Include the number of DS200 tabulators that you intend to use on 6/11/24 for the **State** Primary Election.
2. Include **all** memory sticks you have been issued or have purchased, including sticks for DS, EX, and EQC (qualifying) sticks. Include **all** media in your possession or returned to the Secretary of State. Do **NOT** include any rental media obtained directly from ES&S.
3. Indicate whether you will be conducting a local election on 6/11/24 utilizing the DS200 for tabulation. Due to the complexity of ranked choice voting, combined programming (state and local coding together) **is not available** for this election. If you would like to request local coding, please contact ES&S directly at 1-877-377-8683 Option 6 or via email at customersupport@essvote.com.
4. If you will be requesting coding for a **local election** on 6/11/24, please check the option to indicate how you plan to process your local ballots. If you have rented an extra unit(s), please provide the number of additional units.
5. If you will be requesting IVS, LLC program an accessible electronic absentee ballot for a **local election** on 6/11/24, please check the box. The instructions for how to submit a local absentee request to IVS LLC are included on the next page, in the section titled *How to Request a Local Accessible Absentee Ballot*.

Section Explanation: State Primary Election Programming Only (SOS)

- **Early Absentee:** Complete if you are planning on processing absentees early on the Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, and/or Monday before Election Day. This is not your official notification to the SOS office. Ward/Precinct column is N/A. Sticks will be programmed to accept **all** ballots, automatically overriding overvotes, undervotes, and blank ballots for ease of processing.
- **Central Election Day Absentee:** Complete if you are planning on processing absentees centrally, not by voting place officials. Central processing is typically conducted by large municipalities that have multiple wards and designate a unit(s) at a central location, such as City Hall, to process absentees. This option is not for towns that only have one tabulator. Ward/Precinct column is N/A. Sticks will be coded to accept all ballots, as with the Early Absentee Processing. **Note: the same stick can be used to conduct early processing and central election day processing.**
- **Election Day:** If you have more than one Ward/Precinct, please list them individually if you would like them programmed individually. If you would like multiple W/P's combined on one stick, please indicate which ones should be combined on each stick. Please provide comments to fully describe your programming needs.
- **# of Memory Sticks for DS:** Include number of each type of DS stick needed, **not including EQC** (qualifying) sticks. This office will determine how many EQC sticks will be required, based on your specific programming needs. Typically, most towns will receive one EQC. Larger cities with multiple wards and precincts or those with more than one voting place may require additional EQC's.

Note: If your municipality is planning on using one DS unit to tabulate more than one memory device, requiring requalification by the EQC stick, please contact 207-624-7789 and ask for Jehan Larson to discuss.

continued on reverse

Important Reminder: Accessibility Generally

The Americans with Disabilities Act (ADA) and Title III of the Help America Vote Act (HAVA) provide legal protections to people with disabilities, requiring state and local governments to ensure that any voter with a disability has a full and equal opportunity to vote, including an accessible option at each voting place.

STATE Accessible Electronic Absentee Ballot

The Secretary of State offers an accessible electronic absentee ballot and ballot request system for use by voters with print disabilities (i.e., voters who have a sight disability or have other disabilities that prevent them from being able to privately and independently complete a paper ballot).

LOCAL Accessible Electronic Absentee Ballot

All voters, with or without a disability, should have the same opportunity to vote privately and independently, either in person at the voting place or by absentee. Failure to provide these opportunities to voters with disabilities could create a legal risk for your municipality.

Therefore, if you have a local election on 6/11/24, **we strongly encourage** you to provide your voters with the accessible voting options for their local election. The Division of Elections recommends all municipalities:

- **Provide an accessible electronic absentee ballot for the local election, and**
- **Program your local ballot on the ExpressVote AVS.**

IVS, LLC is the State's vendor for the accessible absentee ballot system. Municipalities opting to include local ballots on the accessible absentee ballot system will be charged a service fee and invoiced by IVS, LLC. The service fee is \$100 for each ballot style, assuming the ballot is no more than 2 pages (1 double-sided sheet) on letter size paper. A longer ballot style will cost \$100 for each additional sheet.

How to Request a Local Accessible Absentee Ballot

1. Prepare a PDF or Word file (PDF preferred) of the printed local ballot. Ballot must list all races, candidates, and instructions that must be included on the ballot.
2. Attach this document to an email with the subject line "*(Municipality)* – Local Accessible Ballot Content"
 - a. Example: "Augusta – Local Accessible Ballot Content"
3. In the body of your email, please list the name and phone number of the contact person who can answer questions about the ballot layout.
4. Send that email to two people:
 - a. Nancy Mudd of IVS, LLC - nancy.mudd@ivsllc.com
 - b. Election Coordinator Stephen Reynolds – Stephen.reynolds@maine.gov

We need to receive your ballot information by May 3rd to guarantee inclusion of your local ballot in the accessible system.

Please submit this Coding Form by March 22, 2024

By email (cec.officials@maine.gov) – please only fax if you do not have the ability to email (287-6545 or 287-5428)
(Please enter "Coding Form" on the subject line)



Maine DS200 & Accessible Voting Coding Form

June 11, 2024 State Primary Election

Municipality _____

1. How many total DS units do you plan to use for the 6/11/24 State election? _____
2. How many total memory sticks do you have? _____
(Please include all DS, EX, and EQC sticks, even if you have already mailed them back to SOS)
3. Do you have any local ballots on 6/11/24 that you plan to count using a DS? ___ (Y-N-Maybe)
4. If ES&S is coding a local election for you on 6/11/24, how will you be processing your local ballots?
(Please check applicable option below)

- _____ I have sufficient DS units to process state and local ballots separately
 _____ I am renting additional DS unit(s) from ES&S
 _____ I am requesting local coding, but will process local ballots after state is tabulated

5. If ES&S is coding a local election for you on 6/11/24, do you want IVS LLC to program an accessible electronic absentee ballot for your local election?

IVS LLC charges \$100 per ballot style, assuming ballot is no more than 2 letter size pages (1 sheet). A longer ballot style will cost \$100 for each additional sheet.

Yes, I will request IVS provide a local electronic accessible absentee option

State Cost: The Secretary of State will be providing programming at no cost for the State-only DS and the ExpressVote AVS memory sticks. Local coding requests must be submitted directly to Elections Systems and Software (ES&S).

Local Cost: Any local coding required for June 11, 2024 will be furnished by ES&S at a cost of \$370 for each DS200 tabulator up to a maximum cap of \$1350 per election and a cost of \$370 for each ExpressVote AVS up to a cap of \$1480 per election.

State Primary Election Programming Only (SOS)

Type of Programming	Ward-Precinct	# of DS Tabulators	# of Memory Sticks for DS	Comments
Early Absentee (Tues, Wed, Thu, Fri, Sat, Sun, Mon.)	N/A			
Central Election Day Absentee	N/A			
Election Day				
Election Day				
Election Day				
Election Day				
Election Day				
Election Day				
Election Day				

Signature of Municipal Clerk

Telephone #

Date

Please submit this Coding Form by March 22, 2024

By email (cec.officials@maine.gov) – please only fax if you do not have the ability to email (287-6545 or 287-5428)
 (Please enter “Coding Form” on the subject line)



OPTIONAL ELECTION SUPPLIES INVENTORY FORM

June 11, 2024 State Primary

Prepared by the Office of the Secretary of State – March 2024

Municipality: _____

Note: Only complete this form if you need supplies for June. Most towns should have ample supplies.

Absentee Envelopes

Type of Envelope/ Approved Revision Dates	Inventory On Hand	Additional Quantity Requested (if applicable)
Civ-O (Civilian Outside) Rev. 8/20		
Civ-I (Civilian Inside) Rev. 2/22		
Mil-O (Military Outside) Rev. 4/16		
Mil-I (Military Inside) Rev. 2/22		

DS200/Tabulator Supplies

	Inventory On Hand	Additional Quantity Requested (if applicable)
Thermal paper Rolls		

Other Supplies

	Inventory On Hand	Additional Quantity Requested (if applicable)
White Voter Registration Cards rev. 1/24		
Green Voter Registration Cards rev. 1/24		
Ballot Marking Pens		
Plastic Tamper Proof Seals		
Certificates of Registration (COR)		
ExpressVote Ballot Cards – 14 inch		

Signature of Municipal Clerk

Telephone

Date

Please submit Election Supplies Inventory Form only if you need additional supplies for the June Primary by Friday, March 22, 2024

By email (cec.officials@maine.gov) or fax (287-6545 or 287-5428)



OPTIONAL ELECTION SUPPLIES INVENTORY INSTRUCTIONS

The following list contains election supplies that are required to conduct the June 11, 2024 State Primary Election.

Please only submit this OPTIONAL Supply form if you need supplies for June. The last supply form was for two elections (March and June), so most towns should have ample quantities of supplies.

On the reverse of this memo, please indicate the number of each item that you have on hand and the additional quantity (if any) that you need to administer the June State Primary Election. This office will ship the supplies to you prior to the election.

Description of Items included on this Order Form:

Absentee Envelopes: Your envelope supply should include only the four envelopes identified as Civ-O (Civilian Outside), Civ-I (Civilian Inside), Mil-O (Military Outside), and Mil-I (Military Inside) with the correct revision dates.

NOTE: The Division of Elections issues State absentee ballots to all UOCAVA (Uniformed Service and Overseas Civilian) voters. **Municipal Clerks need to issue municipal absentee ballots to UOCAVA voters if a municipal election is also being held on 6/11/24.** If your municipality is **not** conducting a municipal election on 6/11/23, you do **not** need to order any Mil-O or Mil-I envelopes.

Thermal Tape (Tabulator Towns Only): The DS200 tape is thermal paper that can be affected by the environment, so it is not a good idea to keep it stored for extended periods of time.

White Voter Registration Cards: The white voter registration cards are for in-person registrations completed in the registrar's office. Include your inventory for the current revision (1/24) only. Please destroy any older versions of this card.

Green Voter Registration Cards: The green voter registration cards are for registrations completed outside the registrar's office. You should not need a large quantity of these cards, as voter registration drives should request the green cards from this office. Include your inventory for the current revision (1/24) only. Please destroy any older versions of this card.

Ballot Marking Pens: This office provides ballot marking pens to both DS200 and hand count towns to decrease bleed through and to increase scanning efficiency. Please do not use pencils to mark ballots.

Tamper Proof Seals: Your supply of tamper proof seals for securing state blue boxes should be either blue or red numbered seals. You should maintain a sufficient number to secure each blue box, plus a couple extras.

Certificate of Registration Forms (COR): This two-part form is used once you have printed your Incoming Voting List and on Election Day for changes and new registrations.

ExpressVote Ballot Cards: These are the blank thermal cards used to print ballots produced by the Express Vote Accessible Voting System (AVS). Please inventory the 14" size only.

Please submit Election Supplies Inventory Form only if you need additional supplies for the June Primary by Friday, March 22, 2024