

Presidential Primary Manual

Version 3.3.20

Introduction

The Presidential Nomination Primary is an additional statewide election held in the year in which a president of the U.S. is to be nominated and elected. The purpose of the presidential primary is for voters in the state of Minnesota to vote for a presidential candidate who they wish to be nominated as the candidate on the November state general election ballot. The certified results of each party's nomination primary in the State of Minnesota must bind the election of party delegates who will attend each party's nominating convention and vote.

The presidential primary is a partisan political activity. It is critical that all election judges maintain neutrality when in the polling location and when carrying out their duties as an election judge. Judges should be careful that their conversations, instructions, and body language do not convey approval, disapproval, or suspicion of a voter's party choice.

All statutes and rules governing the administration of the polling place in other elections apply to the presidential primary unless the exception is noted in this manual. This manual addresses the unique procedures specific to the presidential primary.

Changes for presidential primary

Ballots

Major political parties

Polling places will receive separate ballots for each major political party that submitted one or more candidate names to appear on the presidential primary ballot. Keep the ballots separated by party to help with issuing the correct party ballot to a voter.

Uncommitted

Political parties have the option of requesting that their ballot have an "uncommitted" option on the ballot for voters who prefer the delegates attend the convention without being bound to vote for a particular candidate. If the party requested the "uncommitted" item, it will be listed on the party ballot and be included in the candidate rotation. Voters with further questions about uncommitted should contact their party's representatives.

Write-in

Political parties also have the option of requesting that their ballot have a spot for a "write-in" option. If the party requested the "write-in" item, it will be listed on the party ballot and be at the bottom of the candidate list.

Candidates

Voters may ask why a ballot contains the name of a candidate who dropped out of the race before the date of the primary. Political parties submitted the list of candidates to be on their party ballot by December 31, 2019. At that time, lists became official and ballots were created. Therefore, ballots may contain the names of candidates who have dropped out of the race after the deadline.

Ballot certification form

When opening the polls, the *Official Certification Form: Polling Place Ballots* will list the total number of ballot packs delivered to the polling place. This number includes all the ballots; it is NOT the number of each party's ballots. Each time you open a pack, count the number of ballots and record the number on the form. You do not have to record which party pack was opened.

When closing the polls, complete the Election Night Ballot Audit section of the *Official Certification Form: Polling Place Ballots*. The totals listed on each line include the ballots for every party.

Voting procedures

Voter eligibility

All eligibility requirements for voters are the same as in other elections. **Voters must be 18 years old on presidential primary day.** Voters may be confused by this as previous caucus presidential preferential polls required only that the voter be 18 years old by the November Election Day.

Request of major party choice

Voters must provide a party choice in order to vote. Voters who refuse to provide their choice of a major party ballot are not eligible to vote in the presidential primary. Registered voters will make the request on the poll pad screen. Non-registered voters will check the appropriate box on the non-registered roster page.

For registered voters, the voter will select their party choice on the poll pad and it will print on the poll pad receipt, which the voter brings to the ballot judge. For non-registered voters, the voter will mark their party choice on the non-registered roster page. The registration judge will then select the same party on the yellow voter receipt and the voter will bring this receipt to the ballot judge.

Issuing ballots

The ballot judge will use either the ballot style receipt or the yellow receipt to provide the party ballot to the voter. The ballot given to the voter must match what is listed on the ballot receipt. If the voter wants to change parties from what is stated on their receipt, the ballot judge must involve the head judge so they can assist with the process of changing the party.

Spoiling ballots

As in other years, voters may spoil their ballot and exchange it for a ballot from the same party. If a voter wants to change parties, involve the head judge so they can assist with the process of changing the party.

Ballot scan

One ballot scanner will be provided for each precinct. The ballot scanner will accept the ballots for each party.

Privacy

A voter's choice of party ballot has been deemed private by state law. Voters will be declaring their party choice either on the poll pad or by checking a box on the non-registered roster page. The party choice will also be recorded on the ballot style receipts and yellow receipts. It is important that election judges take considerable effort in maintaining privacy with these documents as they perform all polling place procedures.

After all presidential primary data entry is complete (approximately 6 weeks after the election), a list of who voted in the presidential primary and the political party each voter selected will be provided to the chairs of the major political parties. However, primary ballot choice will not be a part of public information lists. How a voter votes on their ballot is always secret and will never be recorded on any list.

Summary statements

Because the presidential primary is a state election, election judges must print at least three copies of the summary statements during the close of polls procedures. The first copy must remain attached to the zero report printed when polls were opened. All copies should be signed and placed into the envelopes supplied to the polling place. Each summary statement includes the results for all the major political parties.

Challengers

The presidential primary is a partisan election so one challenger from each major political party may be present in the polling place. As in all elections, a challenger may challenge a voter's eligibility to vote based on personal knowledge. A challenger may NOT challenge the voter's choice of party ballot. Efforts should be made to ensure challengers do not know which party ballot a voter chose.

Any election judges who vote in the polling place also have complete privacy regarding their ballot choice. No one may challenge an election judge based on knowledge of their party declaration for election judge duties and the party ballot chosen by the election judge for voting.

Complaints

The requirement to make a party choice in order to receive and vote a ballot is Minnesota state election law. Therefore, implementing this procedure in the polling place is not a violation of law. However, if a voter wants to make a written complaint because they had to declare a major political party in order to vote, were prevented from voting due to refusal to declare a major political party, or because their party ballot choice will be reported to party chairs, the voter should complete the *Presidential Primary Complaint Form* included with the polling place supplies.

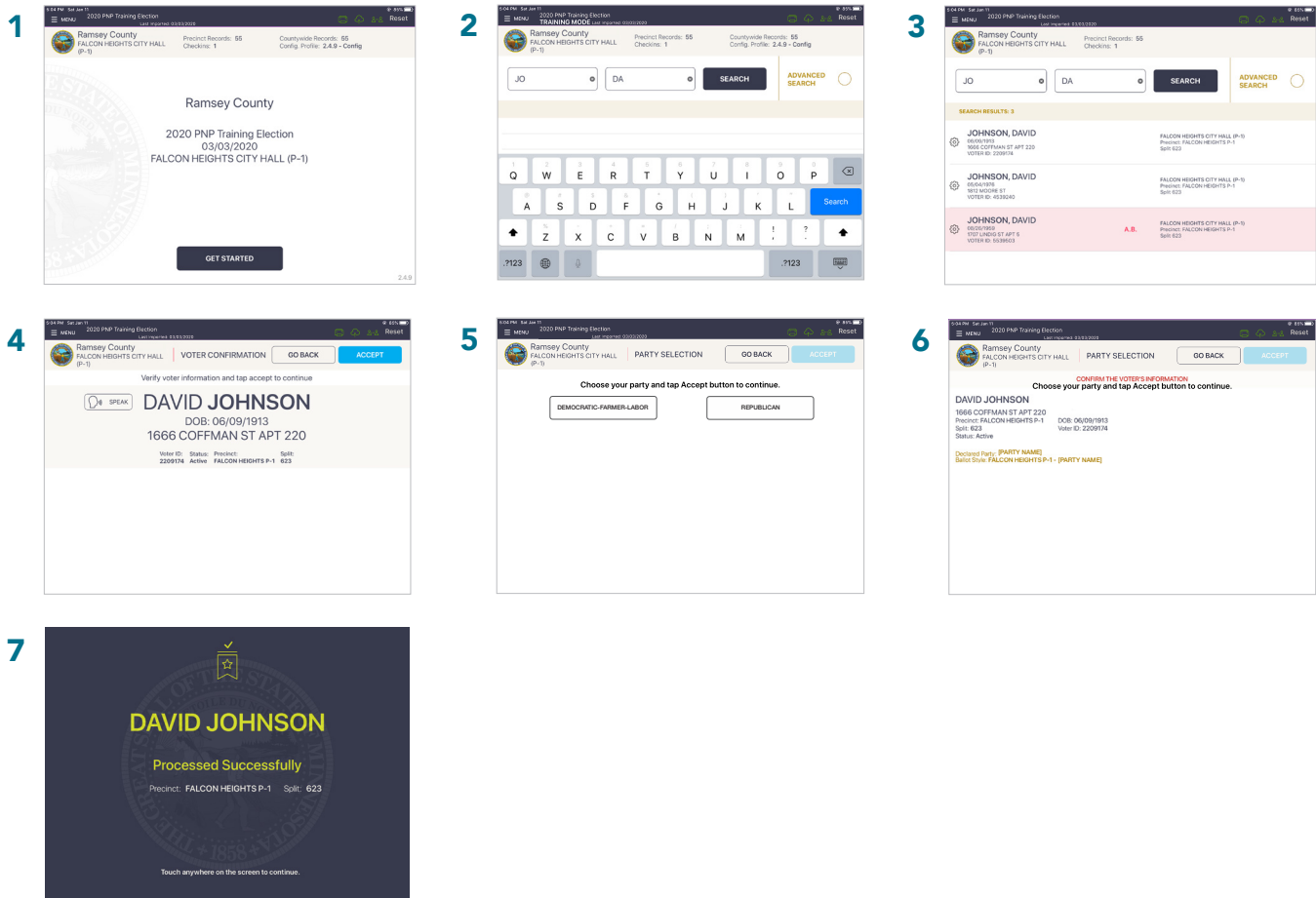
The presidential primary is not a federal election, so there are no HAVA eligible complaints. Any complaints regarding voter registration, voter information, voting equipment, or other Election Day issues should be submitted on the *Presidential Primary Complaint Form*.

Election judges should return any completed complaint forms to the Elections office in the blue tub.

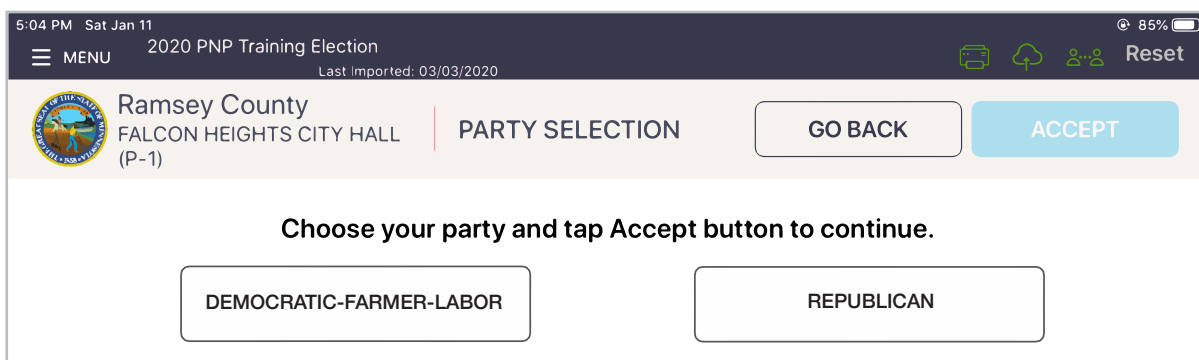
Update to documents and poll pads for the presidential nomination primary

POLL PADS UPDATE

Poll pads have been updated since Nov. 2019 to include options for selecting a political party for the Mar. 3 presidential primary. Since this update, election judges will allow a voter to touch the poll pad to select their political party. The order of the screens are as follows.



The party selection screen will appear like below. Voters may not want other voters to see their choice, so turn the screen in a way that ensures voter privacy as they make a selection. See the following page for what the voter signature and ballot style receipts will look like.



The voter signature receipt has been updated to include a certification of party choice below the voter oath (see ex. below with the new certification highlighted). The ballot style receipt now includes party so the voter does not verbalize their party to the ballot judge.

Voter signature receipt

03/03/2020, 12:30:45

JERRY CLARK
 08/09/1965
 313 DALE ST N, SAINT PAUL, MN 55103
 VOTER ID: 12345678

Read the oath and sign below:

I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote; and that if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000 or both.

I further certify that I am in general agreement with the principles of the party for whose candidate I intend to vote.

x *Jerry Clark*

Voter Signature

BALLOT STYLE
 Party: [PARTY NAME]
 Precinct: SAINT PAUL W-1 P-06
 School District: 625

Ballot style receipt

03/03/2020, 12:30:45

BALLOT STYLE

Party: [PARTY NAME]

Precinct: SAINT PAUL W-1 P-6
 School District: 625

DOCUMENT UPDATES

To accommodate party choice, the election day roster (right) has been modified. One voter will appear on each page and they must select party choice on the page in order to receive a ballot. The yellow non-registered voter's receipt (below) has also been updated to include party.

Non-Registered Voter's Receipt

Give one receipt to the voter after they have signed the non registered roster

The voter must give this receipt to the ballot judge in exchange for a ballot

Party ballot

Republican Democratic Farmer Labor

PRESIDENTIAL PRIMARY - MARCH 3, 2020
 ARDEN HILLS P-1

I swear or affirm that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

I am in general agreement with the principles of the party for whose candidate I intend to vote.

Voter name	Voter signature	Voter ID#
Voter address	Date of birth	

Party selection

Republican Democratic-Farmer-Labor

Book 1 of 1 Page 1 of 200

Duty Card – Poll Pad Judge

Before processing voters, verify on the poll pad screen that the polling place, precinct, and election date are accurate.

1. Ask the voter for their name. Type the first three letters of their last and first name into the appropriate boxes. Tap SEARCH.



If a match is found, ask the voter for their address. If their response matches what is listed in a record, tap on the correct record to advance to the voter confirmation screen. Proceed to Step 2.



If no match is found, click Advanced Search to search using the date of birth. If a match is still not found, clear the date of birth fields by clicking Reset and use the address search.

If the voter is not found in the poll pad, they must complete the Election Day registration process. Direct the voter to the registration table.

2. Turn the device around and have them confirm their name, address, and DOB. If all information is correct, proceed to Step 3.
 - a. If they have moved or changed names, direct the voter to the registration table. They must complete the Election Day registration process.
 - b. If there are typos in the name or DOB, record them on the *Roster Corrections* sheet.
 - c. If the poll pad indicates the voter's record is challenged, follow the prompts to clear the challenge. Consult your head judge with questions.
3. If information is correct, have the voter tap **ACCEPT**.
4. On the next screen, direct the voter to select a party and tap **ACCEPT**.
5. Turn the device around again and tap **SUBMIT**.
6. The voter signature receipt and registered voter receipt will print. Ask the voter to read the oath on the signature receipt, sign it, and return it to you. Store the signature receipts in the *Poll Pad Signature Receipts* manila envelope.
7. Give the voter the registered voter receipt. Direct the voter to the ballot judge, where they will exchange the voter receipt for a ballot.

A voter who is unable to sign their name may:

- mark an 'X' (the election judge certifies this mark by signing the voter's name and writing "witnessed by <judge's first initial and last name>")
- use a stamp for their signature
- request that another person print the voter's name in their presence (that person should sign their own name as well)

Duty Card - Registering a Voter

1. Use the precinct finder to **verify** the voter's address is located in this precinct.
2. View the voter's acceptable registration documentation.
 - Use the yellow tear off sheet or poster as a reference for what is an acceptable document. Voters **cannot** register without an acceptable document.
3. The voter completes the voter registration application.
4. You **must complete the office use only** section: check the box corresponding to the proof shown, write the precinct and your initials. If a voucher was used, be sure to have the voucher complete the Voucher Form on the back of the application.
5. Confirm the voter completed all required information on the application.
 - Required information: name, date of birth, address, identification number, signature.
6. Confirm the information on the documentation matches the information provided on the application.
7. Voter completes a blank **page** of the non-registered roster book.
 - Voter prints name, address, date of birth and signs.
8. Initial and issue a yellow Non-Registered Voter Receipt and direct them to the ballot judge.
9. **Place the voter registration application in the *Election Day Registration Applications and Related Forms Envelope*.**

Duty Card - Registering a Voter

Quick Checklist-

- Does the voter live in the precinct?
- Did they vote by absentee ballot?
- Did the voter have acceptable registration documents?
- Did the voter complete the registration application correctly?
- Did you fill-in the office use only section on the bottom of the registration application?
- Did the voter sign and properly complete a page of the non-registered roster book?
- Did you initial and issue the voter a yellow receipt?
- Did you place the completed voter registration applications in the *Election Day Registration Applications and Related Forms Envelope*?

Duty Card - Ballot Judge

Prepare the ballots

1. Each time a pack of shrink-wrapped ballots is opened, including the blank Touch Writer ballots, two judges **must count the number of ballots in the pack**. Record this number on the back of the official certification form.
2. **Ballots must be initialed by two judges** in the upper-right corner before issuing to voters.

Issuing a ballot

1. A voter **must have a voter receipt** to exchange for a ballot. Registered voters will receive a white voter receipt from the pollpad judge. Non-registered voters will receive a yellow voter receipt from the registration judge.
2. Demonstrate how to properly mark a ballot by showing the instructions on the top of the ballot and/or the demonstration sign.
3. Issue the voter a ballot. Determine the correct party by reviewing the voter receipt. Check that the ballot has been initialed by two judges in the upper-right corner. **Show the voter both sides of the ballot**. Tell the voter to place the ballot into the ballot counter when they have finished voting.
4. Keep the white and yellow receipts in two separate piles. Number the receipts sequentially according to their pile. Bundle the piles of receipts in groups of 25 for easy counting. **Do not separate receipts by party**.

Spoiled Ballots

Voter Spoils Ballot

1. Have the voter place the ballot into the *Spoiled Ballot Envelope*.
2. Issue the voter a new initialed ballot.

Abandoned Ballot

1. If a ballot is found abandoned write “spoiled” on the top and place it in the *Spoiled Ballot Envelope*.
2. Record the event in the *Election Day Journal*.

