

House Bill 1298 Guidance – City and Schools

- **ALL city and school elections** scheduled between April 14 and May 26 **MUST** be **POSTPONED** to any Tuesday in June.
- The governing body must determine the new election date. The legislation that was passed did not allow for the option to postpone a second time. Please keep that in mind when you are choosing your date in June.
- If the jurisdiction is able, they should pull their election notice from the paper before it publishes to save on the cost.
- **The jurisdiction must use any and all reasonable means to notify any eligible voter that the election has been postponed.** *There is no formal notice in administrative rule for this.* Notifying your voters can be done via the newspaper, social media, website and/or posting the information in the city or the school district.
- Contact your election workers to let them know the election has changed.
- Secure your polling locations for the new election date.
- The jurisdiction may hold their election on the June 2 Primary date **without combining** with the county.
 - There can be multiple election boards in one location. Ex: County, City and School could each have their own election board handing out their own ballot.
 - A huge issue with this would be the ELECTION BOARDS making sure the voters put the correct ballot in the correct ballot box. Hand-counted paper ballots have to be counted at the polling location. County ballots (optical scan) are taken from the polling location back to the courthouse to be tabulated. If a hand-counted paper ballot is put in the county ballot box then that ballot would not be counted.
 - You could hiring an election assistant to direct traffic, make sure voters put their ballot in the correct box and disinfect areas. An assistant does not perform any of the duties of the election board and does not have to work from open of polls to close of polls. You could have shifts if you wanted to.
 - If you would like to use the same polling location as the County Auditor, make sure to discuss this with the County Auditor. There could be an issue regarding space.
- If the jurisdiction **wants to combine with the county** for the June 2 Primary, the county commission has to agree to this (this is the same law that is currently on the books; see language in 1298 for specifics).
 - **CONTACT THE AUDITOR TODAY** if you would like to combine. Do not expect the county to be reaching out to you.
 - The Counties would need to know by **Friday, April 3rd** if a jurisdiction is going to combine their election with the June 2nd Primary. They will conduct the drawing for ballot order on April 6th or 7th. Any jurisdiction will need to conduct a drawing for ballot order and certify their candidates with the order to the county auditor on or before April 7th.
 - If the jurisdiction wants to combine with the county on the June 2nd primary election, the county and jurisdiction(s) **have to all agree** to combine. They will have an agreement to set out duties of each jurisdiction and cost for each one involved.
 - Even if you hadn't planned to combine with the County when you set your election date in January, you are able to combine for this new election date.

- If a city or school already started [ABSENTEE VOTING](#), they will need to continue offering absentee voting up till the day prior to the new election date.
- The [VOTER REGISTRATION DEADLINE](#) for your current election will extend to 15 days prior to the new election date.
- Publication deadlines for the voter registration notice, the notice of election and the facsimile ballot will all be based off of the new election date.
- Cities and schools do not have to reprint ballots with a new date on them.
 - All absentee ballots that have been voted will still be valid.
- Our office cannot advise on the legal question of whether you have to be open for in-person absentee voting even if your offices are closed to the public. The legislature would not pass any changes in this area that would've assisted with this issue. Since statute says that absentee in-person voting is to be done during "normal" business hours, your jurisdiction needs to consult with your attorney or association to determine how to handle this.
- When do officials take office? Consult your attorney or association to answer this.
- Those jurisdictions that have [campaign finance](#) would want to discuss with their attorney how to handle this. For the April 14 election, the deadline to file the pre-election report was March 30. With the new election date, it would stand to reason that the deadline to file a pre-election report for that election would apply, which is 15 days prior to the election date. But campaign finance was not addressed with the legislation.
- There is no proof that wearing gloves to process ballots will cut down on germs. Germs can be on a glove just as easy as on your hands. All involved in handling of ballots and working on election day need to practice hand hygiene – washing hands frequently and not touching your face.

Calendar with new deadlines

The Secretary of State's office will put together timelines based off of the Tuesdays in June that your elections can be held. Please be patient as it may be a week or so before we can take the time to do this. The election calendar we have currently for cities and schools does have the elections dates of June 2 and 16 on there if you wanted to see what the deadlines are.

Below is information if you want to create your own. If your jurisdiction is *combining with the County* please talk to the county regarding these publications.

[Voter registration notice](#) – published once each week for two consecutive weeks, the last publication to be not less than ten nor more than fifteen days before the deadline for registration (deadline is always 15 days prior to the election date).

[Notice of Election](#) – published for two consecutive weeks right before the election date.

[Facsimile Ballot publication](#) – published in **one of the two calendar weeks prior to the election** date. The timeframe to publish