



Ballot Form and Uniformity Pursuant to [13-12-202](#), MCA Ballot Layout Instructions and Sample Ballots (Revised December 16, 2021)

PRIMARY ELECTION BALLOT LAYOUT

FEDERAL, STATE AND COUNTY PRIMARY PARTISAN ELECTIONS

Prescribed as required by Section [13-12-201](#), MCA, in accordance with provisions of Chapters 10 and 12 of Title 13, MCA.

1. The primary election ballot shall consist of the correspondingly numbered ballots of each political party entitled to nominate candidates at the primary election.
 2. A stub shall extend the entire width of the sheet and be separated from the sheet by perforations allowing the stub to be detached.
 3. The names of all candidates printed upon the ballots shall be in type of the same size and character. When the stubs are detached, it must be impossible to distinguish any one of the ballots from another ballot for the same office or issue. The type of paper for all party ballots printed that are used in each precinct must be the same. If a ballot issue is to be voted on at a primary election, it may be placed on the nonpartisan ballot, after the nonpartisan candidate section if the nonpartisan section is printed at the end of each party's ballot, or on a separate ballot. A separate ballot may be a different size and color than the other ballots in the election, but the stubs shall be numbered in the same order.
 4. On the face of the stub of each ballot and at the top of the first column on the left of the ballot shall be printed the following instructions:
 1. **TO VOTE, COMPLETELY FILL IN (●)THE OVAL USING A BLUE OR BLACK PEN.**
 2. To write in a name, completely fill in the oval to the left of the line provided, and on the line provided print the name of the write-in candidate for whom you wish to vote.
 3. **DO NOT MAKE AN IDENTIFYING MARK, CROSS OUT, ERASE, OR USE CORRECTION FLUID.** If you make a mistake or change your mind, exchange your ballot for a new one.
- VOTE IN ALL COLUMNS**
[VOTE BOTH SIDES]
5. The stub does not need to contain instructions.
 6. On the face of the stub of the ballot of each party, for each precinct, district, or ward, as applicable, shall be printed or stamped the consecutive number of the ballot, beginning with number one and increasing in regular numerical order to the total number of ballots required for the precinct, district or ward.
 7. At the top center of each ballot shall be printed in large boldface capital letters the words "**OFFICIAL PRIMARY ELECTION BALLOT – [NAME OF PARTY] PARTY**" unless the party name is placed on the next line or follows the date of the election. Immediately beneath shall appear the name of the county and a comma followed by "Montana", followed by a hyphen and the date of the election on the same line or on the next line. Below the words a line shall extend the width of the sheet less margins.
 8. Beneath the heading, the ballot shall be divided into columns by lines extending the length of the ballot from the line to the bottom margin. The columns shall be as nearly equal in length as possible without dividing any section for an office or ballot issue and without changing the spacing of the printing.
 9. After the instructions, at the head of the first column to the left shall be printed, in boldface capital letters, the words, "**FEDERAL AND STATE**" with a line extending the entire width of the column above and below the words.
 10. **In Presidential election years**, beneath the line shall be printed, in boldface capital letters, "**FOR PRESIDENT**". (Vice presidential candidates, if any, do not appear on the primary ballot.) Names of presidential candidates, as certified by the Secretary of State, shall be listed in alphabetical order under the boldface, capitalized instruction "**(VOTE FOR ONE)**". A designated voting area shall appear to the left of the name of each candidate for president. A designated voting area followed by the capitalized words "NO PREFERENCE" shall be printed beneath the name of the last candidate. A blank write-in space, including a designated voting area shall then follow, with a line below it extending the width of the column.

11. Beneath the line, the list of federal and state offices for which nominations are to be made at the election, and the names of the respective candidates for such offices, shall be progressively printed down the column and continued to the top of the next column, if necessary, in the relative sequence prescribed by Section [13-12-207](#), MCA, excluding nonpartisan offices.
12. In Governor/Lt. Governor election years, beneath the line above the prior office shall be printed, in boldface capital letters, the words "**FOR GOVERNOR & LT. GOVERNOR**". Beneath these words shall be printed, in boldface capital letters, the words "**(VOTE IN ONE OVAL)**". A designated voting area shall appear to the left of the name of each candidate for governor. Below the name of each candidate for governor shall be indented and printed in capital letters the words "FOR GOVERNOR" and below the name of each candidate for Lt. governor shall be indented and printed in capital letters the words "FOR LT. GOVERNOR". Below the name of the last candidate, two blank write-in lines shall be provided, with the words "FOR GOVERNOR" indented and printed underneath the first line and the words "FOR LT. GOVERNOR" indented and printed underneath the second line. The section for the offices of governor and Lt. governor shall be separated from the other offices in the federal and state category by a line.
13. For other offices, beneath the title of each office shall be printed, in capital letters, the words "**(VOTE FOR [UP TO] [insert the number to be elected to such office])**" followed below by the names of each candidate of the political party for nomination to such office. A designated voting area shall be printed immediately to the left of each name. Below the name of the last candidate, blank spaces shall be provided for write-in candidates, in the same number as the number of votes the elector may cast for that particular office. Each blank write-in space is to be indicated by a line with a designated voting area immediately to the left of the line. Beneath the write-in space or spaces a line shall extend the entire width of the column.
14. Following the line below the names and spaces for the last office in the federal and state category, the word "**COUNTY**" shall be printed in boldface capital letters with a line extending the entire width of the column below the word. The titles of partisan county offices for which nominations are to be made at the election and the names of the respective candidates for nomination to such offices shall follow, in the relative sequence prescribed by Section [13-12-207](#) (2), MCA, excluding nonpartisan offices, continuing into the next column, if necessary.
15. The word "**PRECINCT**" shall be printed, in boldface capital letters, below the line beneath the names and spaces for the last office in the county category with a line extending the entire width of the column below the word. Except as provided in 13-38-201, MCA, the names of candidates for precinct committeeman and for precinct committeewoman shall be listed under the headings for the respective offices and blank spaces provided in the same manner as for the offices in the federal and state and the county categories.
16. The proper heading (**FEDERAL AND STATE** or **COUNTY** or **PRECINCT** or **BALLOT ISSUES**) shall be printed in boldface capital letters at the top of each column to the right of the first column with the word "(Continued)" printed immediately beneath, if applicable, in parentheses. Following the line at the bottom of the section for the last office at the bottom of each column, except the last one on the right of the sheet, shall be printed the words "**VOTE IN NEXT COLUMN**", [and at the bottom of the last column, "**VOTE BOTH SIDES**", if applicable] in boldface capital letters, with a line extending the width of the column above and beneath the words.
17. If, for example, in the instance of a County Commissioner position, an additional line is required to indicate the commissioner position district number, the number shall appear immediately below the position name.
18. When there is a short-term election for an office, such as an office subject to being placed on the ballot because of a vacancy occurring in the middle of the term, beneath the title of each such office (or the line containing a district number if one is required), in boldface capital letters, an appropriate statement, such as, "**UNEXPIRED TERM**" without the quotation marks shall be printed. If there are two offices with the same office name, the long-term office shall precede the short-term office on the ballot, and the first shall be printed with "**FULL TERM**" below the name of the office and the second shall be printed with "**UNEXPIRED TERM**" below the name of the office.
19. The names of the candidates for each office on the ballot shall be listed alphabetically as to surname beneath the office titles and rotated in the manner prescribed by Section [13-12-205](#), MCA. The names of all candidates shall be printed with the surname last.
20. As nearly as possible, the ballot for each political party shall be substantially in the form described above. An example is printed on a sample page at the end of these instructions. Specific written approval by the Secretary of State must be given for any substantial deviation and received by the election administrator responsible for printing of the ballot.

See Example of Primary Election Partisan Ballot in Ballot Layout Samples Section

STATE AND COUNTY PRIMARY NONPARTISAN ELECTIONS

Prescribed Ballot Format required by Section [13-14-115](#),
in accordance with provisions of Chapters 10, 12 and 14 of Title 13

If printed separately from the partisan ballots, the Nonpartisan Primary Election Ballot may be printed as a separate ballot of a different size or color but in the same form as prescribed for the ballot for the partisan primary election ballot.

Nonpartisan offices and ballot issues may appear on the same ballot as partisan offices if each section is clearly identified as separate and such nonpartisan offices and ballot issues appear on each party’s ballot, after the last partisan office on the ballot and before ballot issues, if any. If the nonpartisan ballot is printed as a section on each party ballots, the headings "NONPARTISAN - STATE" or "NONPARTISAN - COUNTY", as applicable, should be used to differentiate the nonpartisan state offices from nonpartisan county offices.

If printed as separate ballots, the ballots shall be numbered in the same order as the party ballot and must contain the following differences:

At the top of the ballot the words "**OFFICIAL NONPARTISAN PRIMARY BALLOT**" shall be printed in large boldface capital letters.

The nonpartisan offices to be voted on at the election, with the names of the candidates and write-in spaces, shall be printed below the line in the same form as prescribed for the partisan primary election ballots.

The heading for each office shall list the position number for that office, if applicable, and judicial district number for district court judges and justices of the peace (if applicable for justices of the peace). The word "Nonpartisan" need not be used after each candidate’s name on the primary ballot since all candidates on the nonpartisan ballot or nonpartisan section of the ballot are identified as nonpartisan by the "Nonpartisan" heading.

If a ballot issue is to be voted on at the primary it appears immediately after all nonpartisan offices on the same ballot. As nearly as possible, the ballot, if printed separately from the partisan ballot, shall be substantially in the following form:

OFFICIAL NONPARTISAN PRIMARY BALLOT
_____ COUNTY
June _____, 20 ____

**FOR SUPREME COURT JUSTICE #1
(VOTE FOR ONE)**

- () ALBERTA BROWN
- () RICHARD JOHNSON
- () _____

**DISTRICT COURT JUDGE
DISTRICT 5, DEPT. 1
(VOTE FOR ONE)**

- () JOHN POTTS
- () JANE RICHARDS
- () _____

**FOR JUSTICE OF THE PEACE DEPT. 1
(VOTE FOR ONE)**

- () MARY JONES
- () SANDY HOUSTON
- () _____

STUB (as prescribed for primary ballot)

MUNICIPAL PRIMARY PARTISAN ELECTIONS

Prescribed as required by Section [13-12-201](#) and [202](#), MCA, in accordance with provisions of Chapters 10 and 12 of Title 13, MCA.

Municipal primary partisan ballots shall be printed the same as state and county primary partisan election ballots, except for the following:

At the top center of each ballot shall be printed in large boldface capital letters the words "**OFFICIAL MUNICIPAL PRIMARY BALLOT**" and immediately beneath, the words "City [or Town] of _____".

Party precinct offices are **not** printed on the municipal election ballots, only on the federal partisan primary ballots.

At the head of the first column to the left shall be printed the list of offices and the names of the respective partisan candidates for such offices as determined by the election administrator pursuant to Section [13-12-207\(3\)](#), MCA.

MUNICIPAL PRIMARY NONPARTISAN ELECTIONS

Prescribed as required by Section [13-12-201](#) and [202](#), MCA,
in accordance with provisions of Chapters 10, 12 and 14 of Title 13, MCA.

Municipal primary nonpartisan ballots shall be printed the same as state and county primary nonpartisan election ballots, except for the following:

Unless the municipal primary nonpartisan ballot is printed as part of the municipal primary partisan ballot, at the top center of each ballot shall be printed in large boldface capital letters the words "**OFFICIAL MUNICIPAL PRIMARY NONPARTISAN BALLOT**" and immediately beneath, the words "City [or Town] of _____".

At the head of the first column to the left shall be printed the list of offices and the names of the respective nonpartisan candidates for such offices as determined by the election administrator pursuant to Section [13-12-207\(3\)](#), MCA.

The balance of the nonpartisan ballot shall be printed as prescribed for municipal primary partisan elections except that no party designations are to be used. The word "Nonpartisan" need not be used after each candidate's name on the primary ballot since all candidates on the nonpartisan ballot or nonpartisan section of the ballot are identified as nonpartisan by the "Nonpartisan" heading.

FEDERAL, STATE AND COUNTY GENERAL ELECTIONS

Prescribed as required by [13-12-201](#) and [202](#), MCA, in accordance with provisions of Chapters 10 and 12 of Title 13, MCA.

1. General election ballots shall be printed the same as primary election ballots, except for the following:
2. At the top center of each ballot, shall be printed in large boldface capital letters the words "**OFFICIAL GENERAL ELECTION BALLOT**". Immediately beneath shall appear the name of the county followed by the date of the election. Below the words a line shall extend the width of the sheet less margins.
3. In **Presidential election years**, beneath the line that appears below "FEDERAL AND STATE" shall be printed, in boldface capital letters, "**FOR PRESIDENT & VICE PRESIDENT**". Beneath these words shall be printed, in boldface capital letters, the words "**VOTE IN ONE OVAL**".
4. Names of state-certified presidential and vice-presidential candidates, as certified by the Secretary of State, shall be progressively printed down the column, arranged by the surname of the candidate for president. The words "[INSERT NAME OF POLITICAL PARTY] FOR PRESIDENT" and "[INSERT NAME OF POLITICAL PARTY] FOR VICE PRESIDENT" shall be indented and printed after the name of the respective candidates and a designated voting area shall be printed immediately to the left of the name of each party's candidates for president.
5. Two blank spaces, indicated by write-in lines, with one designated voting area to the left of the first line, shall be printed below the names of the last candidates for president and vice president. Below the first blank line, in capital letters shall be indented and printed "FOR PRESIDENT". The words "FOR VICE PRESIDENT" shall be similarly indented and printed below the second blank line. The section for the offices of president and vice president shall be separated from the other offices in the federal and state category by a line.
6. The names of candidates for political offices shall be followed by their respective political affiliation. For nonpartisan offices, the words printed after the names of each of the candidates shall be "Nonpartisan". If an incumbent judicial candidate has no opposition, the retention language prescribed in Section [13-14-212](#), MCA, shall be used, if applicable.
7. Following the line below the names and spaces for the last office in the federal and state category, the word "**COUNTY**" shall be printed in boldface capital letters with a line extending the entire width of the column below the word. The titles of county offices to be filled at the election, including nonpartisan offices, and the names of the respective candidates for such offices shall follow, in the relative sequence prescribed by Section [13-12-207\(2\)](#), MCA, continuing into the next column, if necessary.
8. Party precinct offices are not printed on any general election ballots, only on the federal partisan primary ballots.
9. Following the line below the names and spaces for the last candidate office shall be printed, in boldface capital letters, the words "**BALLOT ISSUES**" with a line extending the entire width of the column below the words. The statewide ballot issues shall follow, in the relative order prescribed in Section [13-12-207\(4\)](#), MCA, and in the sequence certified by the Secretary of State.
10. Beneath the line, first shall come the name/number of the issue, second the method of placement on the ballot followed by the title, all as certified by the Secretary of State. **Due to a law change, abbreviated statewide ballot issue language is not permitted to be used.** Any titles provided by the legislature for constitutional amendments and referendums, placed on the ballot by legislative action, shall precede the Attorney General's title.
11. Beneath the titles of each issue shall be printed, in capital letters, "YES ON [insert statement from certified ballot language]" and below these words shall be printed, also in capital letters, "NO ON [insert statement from certified ballot language]". Each of the above phrases shall have a designated voting area to the left of them.

See Example of General Election Ballot at End of Ballot Layout Samples Section

MUNICIPAL GENERAL PARTISAN ELECTIONS

Prescribed as required by Section [13-12-201](#) and [202](#), MCA, in accordance with provisions of Chapters 10 and 12 of Title 13, MCA.

Municipal general ballots shall be printed the same as state and county general election ballots, except for the following:

At the top center of each ballot shall be printed in large boldface capital letters the words "**OFFICIAL MUNICIPAL GENERAL BALLOT**" and immediately beneath, the words "City [or Town] of _____"

A municipal general partisan election that also includes nonpartisan offices must include each partisan and nonpartisan office sequentially as provided in [13-12-207\(3\)](#), MCA. For nonpartisan offices, the words printed after the names of the candidates shall be "Nonpartisan". If an incumbent judicial candidate has no opposition, the retainer language prescribed in Section [13-14-212](#), MCA, shall be used, if applicable.

Party precinct offices are **not** printed on the municipal election ballots, only on the federal partisan primary ballots.

At the head of the first column to the left shall be printed the list of offices and the names of the respective candidates for such offices as determined by the election administrator pursuant to Section [13-12-207\(3\)](#), MCA.

MUNICIPAL GENERAL NONPARTISAN ELECTIONS

Prescribed as required by Section [13-12-201](#) and [202](#), MCA,
in accordance with provisions of Chapters 10, 12, 14 and 27 of Title 13, MCA.

In cases in which all offices on a municipal general election ballot are nonpartisan, ballots shall be printed the same as municipal general partisan election ballots, except for the following:

At the top center of each ballot, shall be printed in large boldface capital letters the words "**OFFICIAL MUNICIPAL GENERAL NONPARTISAN BALLOT**" and immediately beneath, the words "City [or Town] of _____".

At the head of the first column to the left shall be printed the list of offices and the names of the respective candidates for such offices as determined by the election administrator pursuant to Section [13-12-207\(3\)](#), MCA. If an incumbent judicial candidate has no opposition, the retention language prescribed in Section [13-14-212](#), MCA, shall be used, if applicable.

Party precinct offices are not printed on the municipal election ballots, only on the federal partisan primary ballots.

The balance of the nonpartisan ballot shall be printed as prescribed for municipal general partisan elections except that no party designations are to be used.

GENERAL OR SPECIAL DISTRICT ELECTIONS

Prescribed as required by Section [13-12-202](#), MCA

The following is an outline format to be followed in conjunction with the specific ballot requirements specified in the statute requiring the special district election or election in any other political subdivision in which a ballot format has not been prescribed.

Special district election ballots shall be printed the same as state and county primary election ballots, except for the following:

At the top center of each ballot shall be printed in large boldface capital letters the words "**(GENERAL DISTRICT BALLOT or SPECIAL DISTRICT BALLOT)**" and immediately beneath, the words "_____ District".

Beneath the line shall be printed the list of offices, the names of the respective candidates for such offices and/or ballot issues as determined by the election administrator pursuant to Section [13-12-207 \(3\)](#), MCA.

As required by [13-12-207](#), MCA

**Note: In a primary election, all partisan offices are placed on the ballot before all nonpartisan offices.
In a general election, partisan and nonpartisan offices are placed on the ballot as listed below.**

(1) The order on the ballot for state and federal offices must be as follows:

(a) If the election is in a year in which a president of the United States is to be elected, in spaces separated from the balance of the party tickets by a line must be the names and spaces for voting for candidates for president and vice president. The names of candidates for president and vice president for each political party must be grouped together.

(b) United States senator;

(c) United States representative;

(d) governor and lieutenant governor;

(e) secretary of state;

(f) attorney general;

(g) state auditor;

(h) state superintendent of public instruction;

(i) public service commissioners;

(j) clerk of the supreme court;

(k) chief justice of the supreme court;

(l) justices of the supreme court;

(m) district court judges;

(n) state senators;

(o) members of the Montana house of representatives.

(2) The following order of placement must be observed for county offices:

(a) clerk of the district court;

(b) county commissioner;

(c) county clerk and recorder;

(d) sheriff;

(e) coroner;

(f) county attorney;

(g) county superintendent of schools;

(h) county auditor;

(i) public administrator;

(j) county assessor;

(k) county treasurer;

(l) surveyor;

(m) justice of the peace.

(3) The Secretary of State shall designate the order for placement on the ballot of any offices not on the above lists, except that the election administrator shall designate the order of placement for municipal, charter, or consolidated local government offices and district offices when the district is part of only one county.

(4) Constitutional amendments must be placed before statewide referendum and initiative measures. Ballot issues for a county, municipality, school district, or other political subdivision must follow statewide measures in the order designated by the election administrator.

(5) If any offices are not to be elected they may not be listed, but the order of the offices to be filled must be maintained.

(6) If there is a short-term and a long-term election for the same office, the long-term office must precede the short-term.

- ◆ If an appointment has been made to replace a candidate as provided by law, or if a candidate for lieutenant governor has been advanced to the candidacy for governor, after the ballots have been prepared but before the election, the election administrator may:
 - 1) Correct the ballot so that it meets the requirements of the instructions above and the sample ballots below;
 - 2) Have the entire ballot redone; or
 - 3) Have a separate ballot prepared only for the office for which the new candidate is a candidate.
- ◆ Provisions must be made as specified in the instructions above and sample ballots below for write-in candidates.
- ◆ The instructions above and sample ballots below specify the content of stubs on paper ballots. The stubs should be of the same width as the ballot and of a size that is optimal to facilitate their removal from the ballot.
- ◆ Unvoted ballots must be handled as indicated in statute and in the election judge handbook.
- ◆ The number of individuals voting and the number of ballots cast must be recorded on a form(s) or through a system provided by the election administrator for that purpose.
- ◆ The order and arrangement of voting system ballots are as specified in the instructions above and the sample ballots below.
- ◆ The names of all candidates to appear on the ballots must be in the same font size and style.
- ◆ When the stubs are detached, it must be impossible to distinguish any one of the ballots from another ballot for the same office or issue.
- ◆ The ballots must contain the name of each candidate whose nomination is certified under law for an office and no other names, except that the names of candidates for president and vice president of the United States must appear on the ballot as provided in [13-25-101](#), MCA.

OFFICIAL PRIMARY ELECTION BALLOT – XXXXX PARTY
[NAME OF COUNTY] COUNTY, MONTANA - JUNE 2, 2020

Remember to use the word "Continued" at the top of each column where applicable.

The instructions at right are standardized to apply to as many ballots as possible. They should NOT appear on the stub.

"FEDERAL AND STATE" is the proper heading for all federal, state and state-district offices, down to and including legislative.

In some cases, you may have a "VOTE FOR TWO" or similar option, based on the number of spots open.

Counties can choose whether to use the language "VOTE FOR TWO" or "VOTE FOR UP TO TWO".

Also, make sure you have write-in spots matching the number to be voted for.

[NAME OF COUNTY] COUNTY	STATE OF MONTANA	[DATE OF ELECTION]
	COUNTY (Continued)	NONPARTISAN - STATE (Continued)
INSTRUCTIONS TO VOTERS 1. TO VOTE, COMPLETELY FILL IN (●) THE OVAL USING A BLUE OR BLACK PEN. 2. To write in a name, completely fill in the oval to the left of the line provided, and on the line provided print the name of the write-in candidate for whom you wish to vote. 3. DO NOT MAKE AN IDENTIFYING MARK, CROSS OUT, ERASE, OR USE CORRECTION FLUID. If you make a mistake or change your mind, exchange your ballot for a new one. VOTE IN ALL COLUMNS [VOTE BOTH SIDES]	FOR COUNTY COMMISSIONER DISTRICT X (VOTE FOR TWO/ VOTE FOR UP TO TWO) <input type="radio"/> ANDREW JACKSON <input type="radio"/> MARTIN VAN BUREN <input type="radio"/> WILLIAM H. HARRISON <input type="radio"/> JOHN TYLER <input type="radio"/> _____ <input type="radio"/> _____	FOR DISTRICT COURT JUDGE DISTRICT X, DEPT X (VOTE FOR ONE) <input type="radio"/> JAMES BUCHANAN <input type="radio"/> ABRAHAM LINCOLN <input type="radio"/> _____ NONPARTISAN - COUNTY FOR JUSTICE OF THE PEACE (VOTE FOR ONE) <input type="radio"/> _____
FEDERAL AND STATE	PRECINCT	BALLOT ISSUES
FOR UNITED STATES SENATOR (VOTE FOR ONE) <input type="radio"/> JOHN ADAMS <input type="radio"/> GEORGE WASHINGTON <input type="radio"/> NO PREFERENCE <input type="radio"/> _____ FOR UNITED STATES REPRESENTATIVE (VOTE IN ONE OVAL) <input type="radio"/> THOMAS JEFFERSON FOR GOVERNOR JAMES MADISON FOR LT. GOVERNOR <input type="radio"/> _____ FOR GOVERNOR _____ FOR LT. GOVERNOR	FOR PRECINCT COMMITTEEMAN (VOTE FOR ONE) <input type="radio"/> JAMES K. POLK <input type="radio"/> ZACHARY TAYLOR <input type="radio"/> _____ FOR PRECINCT COMMITTEEWOMAN (VOTE FOR ONE) <input type="radio"/> SARAH POLK <input type="radio"/> MARGARET TAYLOR <input type="radio"/> _____	CI-01 (VOTE IN ONE OVAL) A CONSTITUTIONAL AMENDMENT PROPOSED BY INITIATIVE PETITION This ballot issue would change local ordinance H-101 to allow for printing of lengthy ballots on scrolls. The estimated savings would be \$5,000. <input type="radio"/> YES on Constitutional Initiative No. CI-01 <input type="radio"/> NO on Constitutional Initiative No. CI-01
COUNTY	NONPARTISAN - STATE	
FOR CLERK OF THE DISTRICT COURT (VOTE FOR ONE) <input type="radio"/> JOHN QUINCY ADAMS <input type="radio"/> JAMES MONROE <input type="radio"/> _____	FOR SUPREME COURT JUSTICE #1 (VOTE FOR ONE) <input type="radio"/> MILLARD FILLMORE <input type="radio"/> FRANKLIN PIERCE <input type="radio"/> _____	
VOTE IN NEXT COLUMN	VOTE IN NEXT COLUMN	[VOTE BOTH SIDES]

Ballot issues go after all candidates. You are not required to do a separate heading for each jurisdiction's (state, county, etc.) issues, although this is permissible.

For information on precinct offices, see Title 13, Chapter 38. Precinct offices only appear on the federal Primary election ballot, not on the General election ballot.

Nonpartisan offices, if placed on each party's ballot, are placed at the end of the candidates and before any ballot issues.

NOTE: If you happen to have at-large positions such as county commissioners that are for different term lengths, put the full-term office(s) first, and then the shorter-term office(s). Indicate which is the longer term by using phrases such as "4-YEAR TERM" and "2-YEAR TERM" or "FULL TERM" and "UNEXPIRED TERM".

Remember to put "VOTE IN NEXT COLUMN" at the end of each column other than the final column.

NOTE: The stub, WITHOUT instructions, should be placed at the bottom of the ballot.

OFFICIAL GENERAL ELECTION BALLOT
[NAME OF COUNTY] COUNTY, MONTANA - NOVEMBER 3, 2020

Use "Continued" at the top of each column, if applicable.

NOTE: Do not put precinct committeemen and women on the General election ballot. They are elected on the Federal Primary election ballot.

The instructions at right are standardized to apply to as many ballots as possible. They should NOT appear on the stub.

"FEDERAL AND STATE" is the proper heading for all federal, state and state-district offices, down to and including the legislative offices.

Note that in the General election, you will need to put the nonpartisan offices such as Supreme Court Justice with the partisan offices, not at the end of the ballot. Also, on the General election ballot, use the WORD "NONPARTISAN" to identify each nonpartisan candidate.

[NAME OF COUNTY] COUNTY	STATE OF MONTANA	[DATE OF ELECTION]
	COUNTY	BALLOT ISSUES (Continued)
<p align="center">INSTRUCTIONS TO VOTERS</p> <p>1. TO VOTE, COMPLETELY FILL IN (●) THE OVAL USING A BLUE OR BLACK PEN.</p> <p>2. To write in a name, completely fill in the oval to the left of the line provided, and on the line provided print the name of the write-in candidate for whom you wish to vote.</p> <p>3. DO NOT MAKE AN IDENTIFYING MARK, CROSS OUT, ERASE, OR USE CORRECTION FLUID. If you make a mistake or change your mind, exchange your ballot for a new one.</p> <p align="center">VOTE IN ALL COLUMNS [VOTE BOTH SIDES]</p>	<p align="center">FOR CLERK OF THE DISTRICT COURT (VOTE FOR ONE)</p> <p><input type="radio"/> ANDREW JACKSON DEMOCRAT</p> <p><input type="radio"/> MARTIN VAN BUREN REPUBLICAN</p> <hr/> <p align="center">FOR COUNTY COMMISSIONER (VOTE FOR ONE)</p> <p><input type="radio"/> WILLIAM HENRY HARRISON DEMOCRAT</p> <p><input type="radio"/> JOHN TYLER REPUBLICAN</p> <hr/> <p align="center">FOR JUSTICE OF THE PEACE (VOTE IN ONE OVAL)</p> <p>Shall Justice of the Peace JAMES K. POLK of the Justice Court of the County of XXXXX of the state of Montana be retained in office for another term?</p> <p>Fill in the oval before the word "YES" if you wish the official to remain in office.</p> <p>Fill in the oval before the word "NO" if you do not wish the official to remain in office.</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	<p align="center">LEGISLATIVE REFERENDUM NO. 2014 (VOTE IN ONE OVAL)</p> <p align="center">AN ACT REFERRED BY THE LEGISLATURE</p> <p>AN ACT SUBMITTING A MILL LEVY TO THE ELECTORATE AND PROVIDING EFFECTIVE DATES AND A TERMINATION DATE.</p> <p>The Legislature submitted this proposal for a vote. The proposal asks Montana voters to continue the statewide levy. Without voter approval, the current levy will expire.</p> <p><input type="radio"/> YES ON LEGISLATIVE REFERENDUM LR-2014</p> <p><input type="radio"/> NO ON LEGISLATIVE REFERENDUM LR-2014</p>
FEDERAL AND STATE	FOR UNITED STATES SENATOR (VOTE IN ONE OVAL)	
	<p><input type="radio"/> THOMAS JEFFERSON REPUBLICAN FOR PRESIDENT</p> <p>AARON BURR REPUBLICAN FOR VICE PRESIDENT</p> <p><input type="radio"/> _____ FOR PRESIDENT</p> <p>_____</p> <p>FOR VICE PRESIDENT</p>	
	FOR PUBLIC SERVICE COMMISSIONER DISTRICT 1 (VOTE FOR ONE)	
	<p><input type="radio"/> ALEXANDER HAMILTON DEMOCRAT</p> <p><input type="radio"/> JAMES MADISON REPUBLICAN</p> <p><input type="radio"/> _____</p>	
	FOR SUPREME COURT JUSTICE #5 (VOTE FOR ONE)	
	<p><input type="radio"/> JOHN QUINCY ADAMS NONPARTISAN</p> <p><input type="radio"/> JAMES MONROE NONPARTISAN</p> <p><input type="radio"/> _____</p>	
VOTE IN NEXT COLUMN	VOTE IN NEXT COLUMN	VOTE BOTH SIDES
	BALLOT ISSUES	
	CONSTITUTIONAL AMENDMENT NO. 1000 (VOTE IN ONE OVAL)	
	<p align="center">AN AMENDMENT TO THE CONSTITUTION PROPOSED BY THE LEGISLATURE</p> <p>AN ACT SUBMITTING TO THE QUALIFIED ELECTORS OF MONTANA AN AMENDMENT TO THE STATE CONSTITUTION FOR A SALES TAX.</p> <p><input type="radio"/> YES on Constitutional Amendment No. C-1000</p> <p><input type="radio"/> NO on Constitutional Amendment No. C-1000</p>	
	Remember to put "VOTE IN NEXT COLUMN" at the end of each column, except the final column.	

Retainer language is used only on the General election ballot for incumbent judicial candidates with no opposition.

Ballot issues go after all candidates. You are not required to do a separate heading for each jurisdiction's (state, local, etc.) ballot issues, although this is permissible.

For the General election, the Secretary of State's office will provide to ES&S all the statewide candidates and statewide ballot issue language.

NOTE: When there is a short-term election for an office, such as an office subject to being placed on the ballot because of a vacancy occurring in the middle of the term, beneath the title of each such office (or the line containing a district number if one is required), in boldface capital letters, an appropriate statement, such as, "FULL TERM" or "UNEXPIRED TERM" without the quotation marks shall be printed. If there are two offices with the same office name, the long-term office shall precede the short-term office on the ballot, and the first shall be printed with "FULL TERM" below the name of the office and the second shall be printed with "UNEXPIRED TERM" below the name of the office.

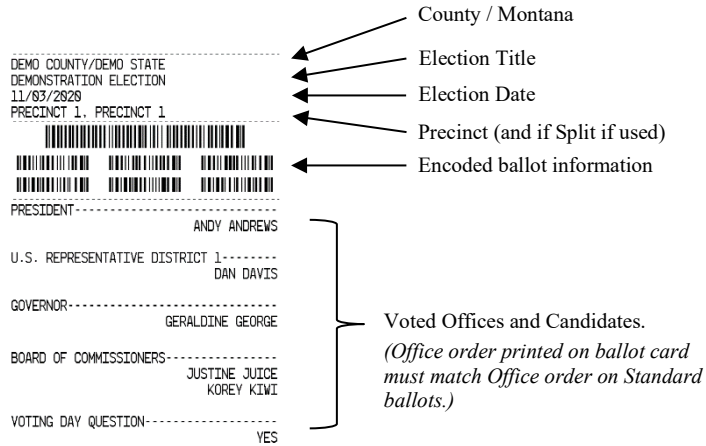
NOTE: The stub, WITHOUT instructions, should be placed at the bottom of the ballot.

BALLOT LAYOUT – VOTER INTERFACE DEVICE BALLOT

Prescribed as required by Section [13-12-201](#) and [13-3-208](#), MCA, in accordance with provisions of Chapters 10, 12, 13, & 14 of Title 13, MCA.

1. Certified Voter Interface Devices (VID) may produce a ballot that is not a Standard Ballot in size and appearance. This ballot is called a “Voter Interface Device Ballot”, “VID Ballot Card”, or can be simply known as a “ballot card”.
2. All rules and requirements of a Standard Ballot described above or elsewhere in Statute and Administrative rule apply to VID Ballots Cards except for ballot stubs. The ballot on the VID menus (visual and audio) must follow the same requirements and conventions as Standard Ballots as modified to be used on the device.
3. The order of offices and candidate names on the VID ballot must match the order and appearance for the corresponding Standard ballot used for corresponding precinct / split.
4. The VID Ballot Card may or may not have attached stubs. If stubs are used, the VID Ballot Card is issued and processed just like a Standard ballot. If the VID Ballot Card does not have attached stubs, the ballot card is handled and processed as outlined in the 2022 Election Judge handbook.
5. The printed voted VID Ballot Card must show the following information:
 - a. The county
 - b. “Montana”
 - c. The election Title
 - d. The date of the election
 - e. The precinct name and split (if used)
 - f. For a primary election ballot, an indication of which party primary was voted.
 - g. The choice of candidates selected by the voter for each voted office.

Example Layout – VID Ballot



6. The choices of the elector must be printed on the VID Ballot Card so that the elector can confirm the ballot’s accuracy and so the ballot may be manually counted.
7. Instructions of how to vote on the VID must be provided to the Voter from the VID as part of the introductory menus available initially to the voter.
8. Blank VID Ballot Cards must be individually stamped with the words “official ballot” before delivering the ballot card to an elector ([13-13-116\(1\)](#), MCA). The stamp shall be placed where it will not interfere with the printing on the ballot card.

ADDITIONAL APPLICABLE MCA STATUTES

Sample Ballots:

[13-12-214](#), MCA: The election administrator may have sample ballots printed in a number sufficient to answer requests from the political parties, schools, and electors. Sample ballots must be duplicates of the official ballots but must be clearly distinguishable from official ballots and may not have perforated stubs or be numbered.

Judicial Retention:

[13-14-212](#), MCA: **Form of ballot on retention of certain incumbent judicial officers.** (1) If the incumbent is the only candidate for the office of chief justice, supreme court justice, district court judge, or justice of the peace, the election administrator may not include a nonpartisan designation or write-in space for the office on the general election ballot. The name of the incumbent must be placed on the official ballot for the general election as follows:

Shall (insert title of officer) (insert name of the incumbent officer) of the (insert title of the court) of the state of Montana be retained in office for another term?

(2) Following the question, provision must be made, subject to rules adopted pursuant to [13-12-202](#), for a voter to indicate a “yes” or “no” vote.

[13-14-213](#), MCA: **Form of ballot on retention for other judicial offices.** The election administrator or secretary of state shall use the form prescribed in [13-14-212](#) to place the name of an unopposed incumbent for a judicial office on the general election ballot if such office is subject to the provisions of [Article VII, Section 8](#), of The Constitution of the State of Montana.

Correction of Ballots:

[13-12-204](#), MCA: **Method of correction of ballot.** If an appointment has been made to replace a candidate, as provided in [13-10-326](#), [13-10-327](#), or [13-10-328](#), or if a candidate for lieutenant governor has been advanced to the candidacy for governor, as provided in [13-10-328](#), after the ballots have been prepared but before the election, the election administrator may:

- (1) correct the ballot in a manner consistent with rules adopted under [13-12-202](#);
- (2) have the entire ballot redone; or
- (3) have a separate ballot prepared only for the office for which the new candidate is a candidate.

ADDITIONAL RESOURCES

Below is a set of Montana Best Practices for Montana Election Administrators working with ES&S:

This Best Practice document is intended to be used as a guide while completing the myES&S Customer Portal and not all items are included below. All services used in Montana are reflected but may not be required by all Counties for completion.

Election Forms- - Each myES&S Portal form has a FORMS GUIDE button located in the upper right-hand corner for your reference.

Note: When completing your myES&S Customer Portal forms, ALL Layout and Programming forms must be submitted before proofing will begin. Layout and Programming forms include: Pre-election Questionnaire, Precinct List, Contests & Candidates, Questions & Referenda, Ballot Assignment Chart, Pronunciation Guide/Waiver, Programming Form, On-Site Election Event Support.

- **Pre-Election Questionnaire:**

- General Information

- Published Election Calendar dates will prepopulate here.
 - In lieu of the Election Calendar and a date is not applicable, but field is required, enter the election date.
 - If time is not applicable, but field is required, Open Time: 12am; Close Time: 12pm
- Paper Ballot Preferences
 - Statewide Standard ballot 14" w/ 1-3" stub
 - Election By* – Precinct ID

- Equipment

- Media - The total quantity of media will include ERM/Election Reporting, EQC and all Equipment that will be sent to ES&S for programming
- For ONLY those counties using Unity for Tabulation and Electionware for ExpressVotes, select the following:
 - Software: Unity
 - Equipment: Select ALL types of equipment to be used for this election no matter the software. If it does not prepopulate, select the ADD EQUIPMENT button.
 - This will enable all equipment to be available for you in the Programming Form.
 - If use of ExpressVotes is indicated, ES&S knows to code these for Electionware.

- ES&S Services Requested

- The system is preset with the services ES&S has completed for you in your most recent election, please review and apply changes as necessary.
- Paper Ballot Layout – If using ExpressVote Only, select YES. The Contest and Candidates, Questions and Referenda and Ballot Assignment Chart forms will populate for you to Submit.
- Will you provide pronunciations?
 - Statewide Elections ONLY – The State will provide a Pronunciation Guide for State office candidates ONLY.
 - For all other races (i.e., Legislative, county & precinct), a Pronunciation Guide or Waiver will need to be completed.
- ExpressVotes Activation Card Stock: If you will need to purchase additional Card Stock for use this election, select YES.


- Shipping and Contacts

- If a new contact is needed, select Add Contact, do not edit an existing contact with a new contacts information.

- **Precinct List:**
 - Ensure Precinct Names are entered in the Portal in ALL CAPS.
 - For ALL Elections, the precincts/splits will be entered, even if the Montana Votes database will be provided.
 - Statewide Elections Only – If the Precinct Name entered in this form does not match the Montana Votes Precinct name, please enter in the Montana Votes Name in the Additional Text field.

- **Contest & Candidates:**
 - Statewide Elections ONLY - Montana Votes database is provided to ES&S.
 - Add 1 Contest – Enter “Montana Votes” for the Contest Title (displayed on ballot) *, assign all precincts and Save. Submit the form with only this information listed.
 - Statewide Elections – You may submit your own rotations. This will be emailed to ES&S at the time you SUBMIT this form. Otherwise, Standard Rotations will be used.
 - Standard Rotations – NO rotations within splits.
 - Local/Special Elections – All races are to be entered in separately as a unique code is assigned to the race. I.e., Mayor for each Town.

- **Questions & Referenda:**
 - Statewide Elections – ONLY - Since this information is provided in the Montana Votes database, submit this form blank.
 - Local/Special Elections - ALL Referenda must be entered in the Portal separately as a unique code is assigned.

- **Ballot Assignment Chart:**
 - Statewide Election Only – You must still SUBMIT this form with the single race “Montana Votes” so a  appears next to it in the list of Service Forms.

- **Layout Signoff:**
 - Proofs will be provided via email. If the file is too large to email, it will be uploaded to the SFT (Secure File Transfer) site to access and download.
 - To ensure you receive notification emails, your SFT account must be in active status/password has not expired. Note: If your email address has changed, contact ES&S to update your credentials.
 - **Ballot Change Requests** will be provided via email to your Election Services Associate.

- **Pronunciation Guide/Waiver:**
 - Statewide Elections ONLY – The State will provide a Pronunciation Guide for State office candidates ONLY via Montana Votes database.
 - For all other races (I.e., Legislative, county & precinct), a Pronunciation Guide or Waiver will need to be completed.

- **Programming Form:**
 - Ballot Handling Options - Since state statute does not allow unmarked write-ins, the Count Unmarked Write-ins* should always be set to “No”.
 - Polling Place Information
 - A Polling Place Name cannot be used more than once, use abbreviation for the type of Poll it is and provide a description if needed:
 - Clerks Office EV (Early Vote location)
 - Clerks Office ED (Election Day location)
 - The below are stick quantities not included in the Polling Place Stick totals, enter the name of the stick as the Polling Place Name, assign ALL precincts/splits, and enter the number of sticks needed. Minimum is 1. This will assist with the quantity of sticks to ship to ES&S for the election. See Example Image below.

- EQC - The Number of Qualification sticks entered in the Memory Device Options section of this form.
- ERM/Election Reporting - If using end of night reporting for the election:
 - Unity Users - Enter ERM.
 - Electionware Users – Enter Election Reporting
 - If requesting files via a thumb drive, enter quantity needed.
 - If requesting files uploaded to the SFT site, leave quantity at 0.

Note: These Polling Places will NOT reflect as polling locations in your final Database.

ID	Polling Place Name	Polling Place Type	Precinct Count	M100 Cards	M100 Spare Cards	DS200 Sticks	DS200 Spare Sticks	ExpressVote Sticks	ExpressVote Spare Sticks	Central Count Sticks	Central Count Spare Sticks	Summary Total of Media		
0001	EQC		ALL	0	0	0	0	0	0	0	1	1		
0002	ERM/Election Reporting		ALL	0	0	0	0	0	0	0	1	1		

- Reporting Groups:
 - Central Count (Electionware Users -DS450 &DS850) - If you are using end of night reporting, assign each of the Reporting Groups needed for the Election (I.e., Election Day, Absentee, Early Vote, Provisional) for each polling location. A minimum of 1 Central Count stick is needed per reporting group. See example below:

Polling Place Name	Polling Place Type	Reporting Group	Precinct Count	M100 Cards	M100 Spare Cards	DS200 Sticks	DS200 Spare Sticks	ExpressVote Sticks	ExpressVote Spare Sticks	Central Count Sticks	Central Count Spare Sticks	Summary Total of Media	
EQC			ALL	0	0	0	0	0	0	0	1	1	
ERM/Election Reporting			ALL	0	0	0	0	0	0	0	1	1	
Absentee	Absentee	Absentee	ALL	0	0	0	0	0	0	2	0	2	
Clerk's Office EV	Early Voting	Early Voting	ALL	0	0	0	0	1	0	1	0	2	
Provisional Report Group	Election Day	Provisional	ALL	0	0	0	0	0	0	1	0	1	
Clerk's Office ED	Election Day	Election Day	ALL	0	0	0	0	0	0	2	0	2	

[Manage Groups]



Polling Place Name	Polling Place Type	Reporting Group	Precinct Count	M100 Cards	M100 Spare Cards	DS200 Sticks	DS200 Spare Sticks	ExpressVote Sticks	ExpressVote Spare Sticks	Central Count Sticks	Central Count Spare Sticks	Summary Total of Media
Precinct 1	Election Day	None	1	2	0	0	0	1	0	0	0	3

- **Printing Information:**
 - Reference the approved ballot PDFs to enter and verify the Type, Sequence, Split information.
 - Primary Elections – Complete a BQRL for each party (e.g. Democratic, Nonpartisan, Republican, etc..)
 - Each Party will have a separate ballot Type, use the approved ballot PDFs to enter and verify the Type, Sequence, Split information matches each Party BQRL on the myES&S Portal.
 - Add-on Ballot Orders will be entered via the Portal by accessing your previously submitted BQRL and selecting Add-on to enter Type and Quantities of ballots needed.

- **Ballot on Demand:**
 - Ballot Stock and Printer Consumables may be ordered via the Portal at this time. Once the form has been submitted, any orders including add-on orders will need to be submitted via email to ES&S.

- **Ballot on Demand Signoff:**
 - Form will be submitted via the Portal and no longer emailed to Balotar Production Representative.

- **Ballot on Demand Change Request:**
 - Upon review of your Balotar setup, provide all changes required via this form collectively rather than one at a time. This process will continue until the Ballot on Demand Signoff form is submitted.

Additional Ballot Proofing Tips:

- 1) “Vote For” language on all local issues.
- 2) Verify that “Continued” is placed in all applicable column headers. Ensure that it is in parenthesis.
- 3) All candidate names are spelled according to their candidate filing paperwork filed with office.
- 4) Ensure that columns are labeled correctly:
 - a. “VOTE IN NEXT COLUMN” is labeled clearly if there is more than one column.
 - b. “VOTE BOTH SIDES” is labeled clearly if there is more than one side.
 - c. “END OF BALLOT” is labeled clearly after the last race.

If you have any questions, please contact the Secretary of State’s office at 406-444-9608 or soselections@mt.gov