



# Ballot Layout Guide

## BALLOT FORM AND UNIFORMITY ([13-12-202](#), MCA)

January 16, 2024


### PRIMARY ELECTION BALLOT LAYOUT

#### FEDERAL, STATE, AND COUNTY PRIMARY PARTISAN ELECTIONS

Prescribed as required by [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 perforated stub, which will be separated from the ballot for reconciliation purposes, must be located at the bottom 1 – 3 inches of the ballot and extend the entire width.
3. 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. A range of ballots may be designated within these stub numbers, for each precinct, district, or ward, as applicable, for use as provisional ballots.
4. On each ballot at the top of the first column on the left side of the ballot shall be printed the following instructions:

#### 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]

5. 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 election ballot. A separate election 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.
6. 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's 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.

**PRIMARY ELECTION BALLOT LAYOUT – FEDERAL, STATE, AND  
COUNTY PRIMARY PARTISAN ELECTIONS (CONTINUED)**

7. 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 nearly equal in length as possible without dividing any for an office or ballot issue and without changing the spacing of the printing.
8. 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.
9. **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)**". The names shall be listed as to surname and rotated in the manner prescribed by [13-12-205](#), MCA. The names of all candidates shall be printed with the surname last. 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.
10. 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 [13-12-207](#), MCA, excluding nonpartisan offices.
11. **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.
12. For other offices, beneath the title of each office shall be printed, in capital letters, in parenthesis, the words "**(VOTE FOR [the number to be elected to the office])**" or "**(VOTE FOR UP TO [the number to be elected])**" 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 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.
13. 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 [13-12-207\(2\)](#), MCA, excluding nonpartisan offices, continuing into the next column, if necessary.
14. 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.

**PRIMARY ELECTION BALLOT LAYOUT – FEDERAL, STATE, AND  
COUNTY PRIMARY PARTISAN ELECTIONS (CONTINUED)**

15. 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.
16. 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.
17. 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**" 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.
18. 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 [13-12-205](#), MCA. The names of all candidates shall be printed with the surname last.
19. 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 (page 10)**

## STATE AND COUNTY PRIMARY NONPARTISAN ELECTIONS

Prescribed as required by [13-14-115](#), MCA, in accordance with provisions of Chapters 10, 12 and 14 of Title 13, MCA.

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 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 [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.

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 [13-12-207\(3\)](#), MCA.

## MUNICIPAL PRIMARY NONPARTISAN ELECTIONS

Prescribed as required by [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 [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.

# GENERAL ELECTION BALLOT LAYOUT

## 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, see pages 1 through 3 of these instructions, 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 presidential and vice-presidential candidates, as certified by the Secretary of State, shall be progressively printed down the column, arranged alphabetically. The names shall be listed as to surname and rotated in the manner prescribed by [13-12-205](#), MCA. The names of all candidates shall be printed with the surname last. 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 on the line below their name. 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 [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 [13-12-207\(2\)](#), MCA, continuing into the next column, if necessary.
8. Party precinct offices are not printed on any general election 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 [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. **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. The yes and no statements must be written so that a positive vote indicates support for the issue and a negative vote indicates opposition to the issue.

**See Example of General Election Ballot at End of Ballot Layout Samples Section (page 11)**

## MUNICIPAL GENERAL PARTISAN ELECTIONS

Prescribed as required by [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 [13-14-212](#), MCA, shall be used, if applicable.

Party precinct offices are **not** printed on the municipal election 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 [13-12-207\(3\)](#), MCA.

## MUNICIPAL GENERAL NONPARTISAN ELECTIONS

Prescribed as required by [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 [13-12-207\(3\)](#), MCA. If an incumbent judicial candidate has no opposition, the retention language prescribed in [13-14-212](#), MCA, shall be used, if applicable.

Party precinct offices are not printed on the municipal election 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 [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 [13-12-207\(3\)](#), MCA.



# ORDER OF PLACEMENT OF OFFICES ON THE BALLOT

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.



## BALLOT FORM AND UNIFORMITY ([13-12-202](#), MCA)

- 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:
  - Correct the ballot so that it meets the requirements of the instructions above and the sample ballots below,
  - Have the entire ballot redone, or
  - 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 must be of the same width as the ballot, of a size, and perforation that is optimal to facilitate their removal from the ballot.
- Unvoted ballots must be handled as indicated in statute and in the current 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 - [PARTY NAME] PARTY  
[NAME OF COUNTY] COUNTY, MONTANA - JUNE 4, 2024

The voter instructions are standardized to apply to as many ballots as possible and they do 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.

NOTE: If you 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".

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

INSTRUCTIONS TO VOTERS		PRECINCT
1. TO VOTE, COMPLETELY FILL IN ( ● ) THE OVAL USING A BLUE OR BLACK PEN.		FOR PRECINCT COMMITTEEMAN (VOTE FOR ONE)
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.		<input type="radio"/> JAMES K. POLK
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.		<input type="radio"/> ZACHARY TAYLOR
VOTE IN ALL COLUMNS [VOTE BOTH SIDES]		<input type="radio"/> _____
FEDERAL AND STATE		FOR PRECINCT COMMITTEEWOMAN (VOTE FOR ONE)
FOR UNITED STATES SENATOR (VOTE FOR ONE)		<input type="radio"/> SARAH POLK
<input type="radio"/> JOHN ADAMS		<input type="radio"/> MARGARET TAYLOR
<input type="radio"/> GEORGE WASHINGTON		<input type="radio"/> _____
<input type="radio"/> NO PREFERENCE		NONPARTISAN - STATE
<input type="radio"/> _____		FOR SUPREME COURT JUSTICE #1 (VOTE FOR ONE)
FOR GOVERNOR & LT. GOVERNOR (VOTE IN ONE OVAL)		<input type="radio"/> MILLARD FILLMORE
<input type="radio"/> THOMAS JEFFERSON FOR GOVERNOR		<input type="radio"/> FRANKLIN PIERCE
<input type="radio"/> JAMES MADISON FOR LT. GOVERNOR		<input type="radio"/> _____
<input type="radio"/> _____		FOR DISTRICT COURT JUDGE DISTRICT X, DEPT X (VOTE FOR ONE)
FOR GOVERNOR		<input type="radio"/> JAMES BUCHANAN
FOR LT. GOVERNOR		<input type="radio"/> ABRAHAM LINCOLN
COUNTY		<input type="radio"/> _____
FOR CLERK OF THE DISTRICT COURT (VOTE FOR ONE)		NONPARTISAN - COUNTY
<input type="radio"/> JOHN QUINCY ADAMS		FOR JUSTICE OF THE PEACE (VOTE FOR ONE)
<input type="radio"/> JAMES MONROE		<input type="radio"/> _____
<input type="radio"/> _____		BALLOT ISSUES
FOR COUNTY COMMISSIONER DISTRICT X (VOTE FOR TWO/VOTE FOR UP TO TWO)		CI-01 A CONSTITUTIONAL AMENDMENT PROPOSED BY INITIATIVE PETITION (VOTE IN ONE OVAL)
<input type="radio"/> WILLIAM H. HARRISON		This ballot issue would change local ordinance H-101 to allow for printing of lengthy ballots on scrolls.
<input type="radio"/> ANDREW JACKSON		The estimated savings would be \$5,000.
<input type="radio"/> JOHN TYLER		<input type="radio"/> YES on Constitutional Initiative No. CI-01
<input type="radio"/> MARTIN VAN BUREN		<input type="radio"/> NO on Constitutional Initiative No. CI-01
<input type="radio"/> _____		
<input type="radio"/> _____		
VOTE IN NEXT COLUMN		END OF BALLOT
PRECINCT 01		Typ:01 Seq:0001 Spl:01
		0001

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

For information on precinct offices, see Title 13, Chapter 38. Precinct offices only appear on the Federal Primary election ballot, and 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.

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

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

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

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

**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. It is not required to do a separate heading for each jurisdiction's (state, county, etc.) issues, although it 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**" 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.

## BALLOT LAYOUT – VOTER INTERFACE DEVICE BALLOT

Prescribed as required by [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 current 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

The image shows a sample VID Ballot card with the following fields and labels:

- County / Montana**: Points to the top line of the ballot.
- Election Title**: Points to the line below the county.
- Election Date**: Points to the line below the election title.
- Precinct (and if Split if used)**: Points to the line below the election date.
- Encoded ballot information**: Points to the barcode area.
- Voted Offices and Candidates.** (Office order printed on ballot card must match office order on Standard ballots.): Points to the list of offices and candidates.

The ballot card content is as follows:

DEMO COUNTY/DEMO STATE  
DEMONSTRATION ELECTION  
11/03/2020  
PRECINCT 1, PRECINCT 1

[Barcode]

PRESIDENT-----ANDY ANDREWS

U.S. REPRESENTATIVE DISTRICT 1-----DAN DAVIS

GOVERNOR-----GERALDINE GEORGE

BOARD OF COMMISSIONERS-----JUSTINE JUICE  
KOREY KIW

VOTING DAY QUESTION-----YES

6. The choices of the elector must be printed on the VID Ballot Card so the elector can confirm the ballot’s accuracy and so the ballot may be manually counted.
7. Voter instructions must be provided on the introductory menus on the VID.
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.

### Ballots with Bond or Mill Levy Elections:

[SB-123](#) (2023 Legislature) amended [20-9-426](#), MCA: **Preparation And Form Of Ballots For Bond Election.** It requires specific language to include the estimated additional property taxes imposed on a residence.

[HB-543](#) (2023 Legislature) amended [20-9-426](#) and [15-10-425](#), MCA: **Mill Levy Election.** In addition to the language and information requirements affecting 20-9-426, MCA, this bill revised the information that must be included on the ballot for a mill levy election.