

Mail Ballot Written Plan and Timetable

This written plan and timetable and instructions must be posted to the county election website or publicly noticed in another way at least 60 days before the election. **School Elections:** If the school district clerk is running the election, the plan must be sent to the county administrator.

Note: The information in this plan is the responsibility of the election administrator and is not reviewed by the Secretary of State.

Type of Election			
Name of Jurisdiction (District, Precinct, or Ward)			
Name(s) of County(s)			
Estimated # of Electors	Active	Inactive	Provisional
Postage to Return Ballot paid for by (& if insufficient, who pays)			
Procedures to Ensure Security and Transport of Ballots School Elections: attach outlined security procedures		Ballots are deposited in a locked ballot box and secured in a locked area, and transported by at least two officials	
Ballots printed based on			
Plan for providing voter interface devices			
For school elections, specify signature verification procedures			
ELECTION DATES		REQUIRED BY LAW	DATE
1	Date applicable documents sent to governing body	No later than 60 days before election	
2	Date of posting written plan and timetable	No later than 60 days before election	
3	Last day for governing body to opt out of mail ballot election	55 days before election	
4	Dates Notice of Close of Regular Registration Published	3 times in the 4 weeks preceding the close of regular registration	
5	Dates Election Notice Published	3 times, no earlier than 40 days before and no later than 10 days before election	
6	Close of Regular Registration	30 days before election	
7	Beginning of Late Voter Registration	Day after close of regular registration	
8	Date Ballots Mailed	No earlier than 20 days and no later than 15 days before election	
9	ELECTION DAY		

I affirm that I will conduct the election according to the written plan and timetable.

Chief Election Administrator Conducting Election

☐ County Election Admin ☐ School District Clerk

Other County Administrators if Applicable

The place(s) of deposit and the days and times when ballots may be returned to the places of deposit are:

Attach any special requirements here: