

**2024 GENERAL AND REFERENDUM ELECTION UPDATE**  
**Mailing #2A - Official Election Materials**  
*Prepared by the Office of the Secretary of State – August 2, 2024*

This mailing contains official documentation for the **November 5, 2024 General and Referendum Election** which requires your **immediate attention**. Listed below are the items enclosed in this mailing. Please review the checklist and be sure you have received all the items listed. If you find that something is missing or you have any questions regarding what you have received, please contact the Elections Division immediately at 207-624-7650.

\_\_\_\_\_ **1. Calendar (August - December)**

The elections calendar will provide you with deadline dates, important election reminders, and information on what is coming up over the next few months.

\_\_\_\_\_ **2. Application for Absentee Ballot**

Pursuant to Title 21-A, Maine's State Election Law, §752, the Secretary of State must provide absentee ballot applications to each municipality three (3) months before the election to which the applications apply. The application will be posted to the Upcoming Elections page of the SOS/Elections website on August 5<sup>th</sup> to meet the statutory requirement. This application will also be posted on the Clerk's Temp Site.

Title 21-A MRSA §753-B(6) requires the Municipal Clerk to create and maintain, in the Central Voter Registration (CVR) system, an alphabetical list of persons **who requested or were furnished absentee ballots**. All requests must be entered in CVR as soon as the request is received. Clerks **may not** wait until absentee ballots are received from the printer to begin entering requests.

\_\_\_\_\_ **3. Ongoing Absentee Ballot Memo**

Voters who will be at least 65 years of age by the next election or who self-identify with a disability (or who meet both conditions) can submit a written application to request ongoing absentee voter status. This memo outlines the procedures to process applications received prior to the 3 month absentee request period for the November election (prior to 8/5/24), as well as how to process applications received 8/5/24 (first day of the absentee request period for November) or later.

\_\_\_\_\_ **4. Application for Ongoing Absentee Ballot Status**

Available for use for voters at least 65 years of age by the next election or who self-identify with a disability (or who meet both conditions).

\_\_\_\_\_ **5. Absentee Voting Guide**

This guide provides a summary of the request, issuance, and receipt process for absentee ballots. We recommend that you make extra copies for your deputies and save a copy in convenient locations as quick reference. A majority of absentee questions can be answered by referring to this guide. This document may be copied and provided to voter drives/3<sup>rd</sup> party absentee carriers for reference.

\_\_\_\_\_ **6. Election Submission Checklist**

The checklist provides a chronological list of required documents that must be submitted to the Division of Elections. Keep this list in a convenient spot to ensure that all forms are submitted in a timely manner.

## **7. Ballot Retention Schedule**

The Ballot Retention Schedule covers the elections between November 8, 2022 and November 5, 2024. Please ensure that all ballots are transferred or destroyed on the applicable date (or as soon as you can after the date) so that you have sufficient tamper proof containers to use for upcoming elections.

## **8. Memo - Accessible Voting Options**

This memo describes two options – the ExpressVote AVS and the accessible absentee ballot service – that Municipal Clerks should provide for their voters for local elections. The memo describes each service and provides information on how Clerks can include local ballot copy for elections being held on Nov 5, 2024.

## **9. Schedule of General and Referendum Election Mailings**

The list of the future mailings will give you approximate dates that you will be receiving specific mailings and advance notice of when election items will be delivered.

## **10. State Party Chair Information**

If your municipality does not have a municipal party committee or you do not know the municipal chairs of each of the parties, please send notice to the state party chairs (list enclosed).

## **11. Notice of Intent to Process Absentee Ballots Prior to Election Day**

Municipal Clerks who opt to process absentee ballots prior to Election Day on any combination of the seven days permitted by law (Tuesday 10/29 through Monday 11/4) must use the enclosed Notice of Intent to Process Absentee Ballots Prior to Election Day to notify all party chairs and the Secretary of State.

**This must be sent to the SOS and all political party chairs by October 7, 2024.**

**NOTE: If you are not processing absentee ballots prior to Election Day, do not complete the Notice of Early Processing enclosed in this mailing.**

## **12. Early Processing Fact Sheet and Instructions**

Please review before completing the Notice of Intent to Process Absentee Ballots Prior to Election Day.

**UOCAVA Absentee Ballots:** The Secretary of State will be issuing, accepting and processing absentee ballots for UOCAVA voters, in order to insure that Maine is compliant with the Military and Overseas Voters Empowerment Act (MOVE). If you receive a voter registration application and/or absentee ballot application from a UOCAVA voter, you should immediately forward a copy of the application to the Division of Elections.

**Special Clerks Website – Mailings and Forms Posted Online:** As in the past, mailings and forms will be posted to our temporary website page: <http://www.maine.gov/sos/cec/elec/temp/>

**Please Note:** Issues or questions related to CVR should be directed to the CVR Helpdesk (1-877-HAVAHLP or 1-877-428-2457), not through the cec.elections or cec.officials email drop boxes. The cec.elections drop box is available to the public; the cec.officials drop box is primarily for election officials to submit filings. Submitting questions related to CVR through either drop box results in delayed response time. Often, these messages go through more than one person before getting forwarded to CVR staff.

**If you have questions about any election matter, please contact the Division of Elections at 624-7650 or toll-free at 1-888-VOTESME (1-888-868-3763).**

# August 2024

| Sunday  | Monday   | Tuesday  | Wednesday  | Thursday  | Friday   | Saturday |
|---|--|--|--|---|--|----------|
| 28  | 29   | 30   | 31   | 1<br><b><u>DS200 &amp; Accessible Voting Coding Form</u> Email</b>  | 2<br><b><u>Mailing 2A</u> - USPS<br/><u>Mailing 2B</u> - Email</b> | 3        |
| 4   | 5<br><b>ABS Ballot Applications available to voters</b><br><br>(Posted on Temp site and Upcoming Elections webpages. §752) | 6  | 7<br><b><u>90 Days Before Election</u></b><br><b>Deadline: Voting Dist/Place Change</b><br><br>Must hold a hearing if you want to divide or consolidate your Voting District or Voting Place. Need SOS approval §631, §631-A | 8<br><b>Deadline: People's Veto</b><br>Filing deadline with SOS for current People's Veto of Interstate Popular Vote Compact.                     | 9<br><b><u>Mailing 2C</u> – Email (Voter Registration)</b>         | 10       |
| 11<br><b>June 11 Ballot Transfer Date</b><br>All ballots and election materials from the June 11, 2024 State Primary can be transferred. §698(2-A)  | 12   | 13<br><b>Deadline: Coding Form</b><br>DS200 & Accessible Voting Coding Form due to SOS | 14   | 15<br><b>Deadline: VPH from State Primary</b><br>VPH updates in CVR <u>must</u> be done within 45 business days of the June 11 State Primary §721 | 16<br><b>Deadline: Blank ABS Receipt</b><br>due to SOS             | 17       |
| 18<br><b>State Primary Ballot Transfer:</b><br>All June 11 ballots and election materials can be removed from the blue tamper-proof containers 2 months after the election. The Municipal Clerk shall make the transfer, <b><u>in the presence of one or more witnesses</u></b> , to other containers for storage. Storage containers must be securely sealed and retained pursuant to 21-A |  |  | 21   | 22  | 23   | 24       |
| 25  | 26   | 27<br><b><u>70 Days Before Election</u></b>  | 28   | 29  | 30   | 31       |

# September 2024

| Sunday   | Monday  | Tuesday | Wednesday   | Thursday | Friday  | Saturday                                    |
|--|---|---------|---|----------|---|---|
| 1  | 2<br><b>Labor Day</b><br>State Offices<br>Closed  | 3       | 4   | 5        | 6<br><b><u>60 Days Before Election</u></b><br><b>Deadline:</b> Voting<br>Place Report &<br>ABS Drop Box Survey    | 7   |
| 8<br><b>2022 General: Ballot Destruction</b><br>All ballots and election materials from the Nov 8, 2022 General Election can be destroyed. §23(14) | 9<br><b>Nov. 8, 2022 Ballot Destruction:</b><br>All Nov. 8, 2022 General Election ballots and election materials can be destroyed 22 months after the election.<br><br>Destruction must be total. Ballots should be either incinerated, shredded or torn, or delivered to a recycling facility that guarantees immediate destruction. §23(14) | 10      | <div style="border: 1px solid black; padding: 5px;"> <b>Reminder RE Voting Place Change:</b><br/>Municipalities wishing to change the location of a voting place must apply to the Secretary of State's Office at <u>least 60 days</u> before the next statewide election. §631-A(3)<br/><br/> <b>Deadline to Change Voting Place:</b><br/><b>September 6<sup>th</sup>, 2024</b> </div>   |          | 13<br><b>Mailings #3 &amp; #4A</b><br><b>Jiffy Bag - Email</b>  | 14  |
| 15   |   |         | 18  | 19       | 20<br><b>Deadline: UOCAVA Ballots</b><br>State issues ballots to UOCAVA voters 45 days before election (MOVE Act) | 21<br><b><u>45 Days Before Election</u></b> |
| 22   | 23<br><b>Deadline:</b><br><b>Local Accessible Ballot Content</b><br>We <u>STRONGLY</u> recommend you provide an accessible absentee ballot option for your local ballot.  | 24      | 25  | 26       | 27<br><b>Mailing #4B</b><br><b>Citizen's Guide</b><br><b>USPS</b>   | 28  |
| 29   | 30<br>Look for delivery of Absentee Ballots this week   | 1       | <div style="border: 1px solid black; padding: 5px;"> <b>Reminder RE Absentee Ballot Processing Prior to Election Day:</b> Clerks may process absentee ballots beginning <b>7 days prior to Election Day</b>. Clerks that wish to do this must submit the <i>Notice of Early Processing</i> to the SOS and the state Party Chairs at least 30 days before the election. §760-B<br/><br/> <b>Deadline for Notice of Early Processing: October 7<sup>th</sup></b> </div> |          |   | 5   |

# October 2024

**Reminder:** When clerks receive the official ballots packages (absentee or regular) they must immediately open one sealed package to verify the package is the correct amount and error free then complete and return the form provided by the SOS. Inspecting regular ballots (Election Day) requires one or more witnesses. §606(3)

|   | Wednesday   | Thursday  | Friday  | Saturday  |   |
|---|---|---|---|---|---|
|   | <b>2</b><br>Look for delivery of Absentee Ballots this week   | <b>3</b>  | <b>4</b><br><b>ABS &amp; Sample Ballots delivered by this date from Printer</b>   | <b>5</b>  |   |
| <b>6</b> <b><u>30 Days Before Election</u></b><br>Conduct absentee voting at <b>licensed facilities</b> within next 30 days | <b>7</b> <b>Deadline:</b><br>Submit Notice of Early Processing to SOS and State Party Chairs, if you are planning to early process §760-B(2)  | <b>8</b><br>Call SOS if Absentee Ballots have not been received   | <b>9</b>  | <b>10</b> <b>Deadline:</b> <b>ABS Ballot Receipt</b><br>Submit the Absentee Ballot Receipt to SOS confirming arrival and checking of ABS ballots. | <b>11</b> <b>Mailing #5A -USPS</b>  |
| <b>13</b>   | <b>14</b> <b>Indigenous People's Day</b><br>State Offices Closed  | <b>15</b> <b>Deadline:</b><br>Last day that mailed-in, online, and 3 <sup>rd</sup> party voter reg applications accepted (end of business) §121-A | <b>16</b> <b>Closed Period Begins</b><br>Only <b>in-person</b> registrations now until Election Day, <b>except AVR</b> (accepted through midnight on Oct. 29 <sup>th</sup> ) §121-A | <b>17</b> <b>Deadline:</b><br>Confirmation of Memory Stick Receipt  | <b>Reminder – Closed Period:</b> Mailed-in, OVR, and 3 <sup>rd</sup> party voter registration applications received during the Closed Period should be stored separately and entered into CVR as <u>received the day after Election Day</u> , AKA Nov. 6 <sup>th</sup> . §121-A<br><br>It is recommended to bring them on Election Day, so those who sent them in |
| <b>20</b>   | <b>21</b> <b>Deadline:</b><br><b>Official Ballot Receipt</b>  | <b>22</b> <b>Deadline:</b><br><b>Testing Confirmations Mailing #5B &amp; Early Processing Email</b>   | <b>23</b> <b>Early ABS Processing Email</b><br>(only sent to clerks who have signed up to early process absentees)  | <b>24</b>   |   |
| <b>27</b>   | <b>Reminder:</b> <u>Seven (7) days before Election Day</u> is also the deadline to publicly post the following: §760-B <ul style="list-style-type: none"> <li>• The Notice of Election</li> <li>• Sample ballots</li> </ul> <b>Deadline: Oct. 29<sup>th</sup></b> | <b>29</b> <b>Early Processing Begins</b><br>(through Nov. 4 <sup>th</sup> )   | <b>30</b>   | <b>31</b><br>Regular ABS voting ends close of business  | <b>1</b>  |
|   |   |   |   |   | <b>2</b>  |



# November 2024

| Sunday   | Monday  | Tuesday                                  | Wednesday  | Thursday   | Friday  | Saturday |
|--|---|--|--|--|---|----------|
| 27   | 28  | 29                                       | 30   | 31   | 1   | 2        |
| RCV Note: You will be notified if a ranked-choice central count in Augusta will be necessary following the election. |   |  |  |  | Special Circumstances applications required for ABS   |          |
| 3  | 4   | 5  | 6  | 7  | 8   | 9        |
|  | <b><u>End of Early Processing</u></b>                 | <b>General &amp; Referendum Election</b> |  | <b>7 Deadline:</b><br>ROVC, Certified CVR Results, and post-election documents must be submitted to the SOS by 5:00 PM §711(3) |   |          |
| 10   | 11  | 12                                       | 13   | 14   | 15  | 16       |
|  | <b>Veterans Day</b><br>State Offices Closed           |  | <b>13 Deadline:</b><br>Resolve (accept or reject) all <u>absentees</u> AND complete the <u>absentee Municipal Election Certification</u> in CVR §753-B(6)(E)                     | <b>14</b><br>If no recount is requested, unseal the IVL and make it available as a public doc on request §698(3)               |   |          |
| 17   | 18  | 19                                       | 20   | 21   | 22  | 23       |
|  |   |  |  |  | <b>Reminder:</b> Be sure to use the <u>correct dates</u> when adding Election Day registrations into CVR! |          |
| 24   | 25  | 26                                       | 27   | 28   | 29  | 30       |
|  | SOS must submit election results to the Governor §722 |  | <b>27 Deadline:</b><br>All <u>Election Day</u> registrations and requested changes must be entered in CCVR <u>AND</u> the <u>Municipal Election Certification Completed</u> §721 | <b>Thanksgiving Day</b><br>State Offices Closed  | <b>Thanksgiving Friday</b><br>State Offices Closed  |          |

**Deadline (5 PM): State Recount Request**  
 The SOS will notify you if your ballots are involved in a recount. §737-A

**Reminder:** Be sure to use the correct dates when adding Election Day registrations into CVR!

# December 2024

| Sunday | Monday   | Tuesday   | Wednesday   | Thursday  | Friday    | Saturday  |
|--------|--|-----------|---|-----------|-----------|-----------|
| 1      | <b>2</b><br>Begin to assign<br>VPH after<br>completing<br>updates to voter<br>registrations §721 | <b>3</b>  | <b>4</b>  | <b>5</b>  | <b>6</b>  | <b>7</b>  |
| 8      | <b>9</b>   | <b>10</b> | <b>11</b>   | <b>12</b> | <b>13</b> | <b>14</b> |
| 15     | <b>16</b>  | <b>17</b> | <b>18</b>   | <b>19</b> | <b>20</b> | <b>21</b> |
| 22     | <b>23</b>  | <b>24</b> | 25<br><b>Christmas</b><br>State Offices<br>Closed | <b>26</b> | <b>27</b> | <b>28</b> |
| 29     | <b>30</b>  | <b>31</b> | 1   | 2         | 3         | 4         |







# Application for Absentee Ballot

## November 5, 2024 General Election

**Absentee ballots will become available and will be provided to voters beginning in early October.**

**Application Received**  
(Date/Time)

**Ballot Sent/Delivered**  
(Date/Time)

An absentee ballot request must be received by the Municipal Clerk by the close of business on **Thursday, October 31, 2024**, unless special circumstances exist. **Voted absentee ballots must be received by the Municipal Clerk by 8 p.m. on November 5, 2024.**

1. Full Name of Registered Voter Requesting the Ballot \_\_\_\_\_

2. Residence Address of Voter \_\_\_\_\_  
(Street Address) (Municipality)

3. Voter’s Date of Birth       /       /              
m m d d y y y y

4. Contact Information – **Please complete. Clerk will use only to notify the voter if there is a problem with the application or ballot.**  
 Daytime Phone Number \_\_\_\_\_  
 Email Address \_\_\_\_\_

5. Method of Delivery of Ballot to the Voter

a.  Issued to Voter (Application Required if Voter will vote **Outside the Municipal Clerk’s Presence**)

b.  By Mail to this Address \_\_\_\_\_

c.  By Immediate Family Member of Voter

Designated Here \_\_\_\_\_  
(Name) (Relationship to Voter)

d.  By this 3<sup>rd</sup> Person (Designated by the Voter) \_\_\_\_\_  
(Name) (Telephone #)

6. Signature of Voter **OR**  
 Immediate Family Member of Voter \_\_\_\_\_ Date \_\_\_\_\_

**Note:** If an immediate family member of the voter is completing this application, the relationship to the voter must be provided in 5(c) above. The absentee ballot can be delivered to the immediate family member in person or mailed to the address provided in 5(b).

7. Signature of Immediate Family Member Returning the Ballot \_\_\_\_\_  
 Relationship to Voter \_\_\_\_\_

(Complete Section #7 Only if Ballot was Delivered to the Voter or a Different Immediate Family Member of the Voter)

**AIDE CERTIFICATE (Must be Completed if Applicant was Assisted as Designated Below)**

If the voter received assistance in reading and/or signing this application, the person who assisted the voter must complete and sign this certificate.

**I helped this voter:**  read the application  sign the application  read and sign the application

Signature of Aide \_\_\_\_\_ Printed Name of Aide \_\_\_\_\_





*Department of the Secretary of State*

*Bureau of Corporations, Elections and Commissions*

Shenna Bellows  
Secretary of State

Julie L. Flynn  
Deputy Secretary of State

**To: Municipal Clerks**  
**From: Heidi Peckham, Director of Elections**  
**Re: Ongoing Absentee Voting**  
**Date: August 2, 2024**

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Voters who will be at least 65 years of age by the next election or who self-identify as a voter with a disability (or who meet both conditions) can submit a written application to request ongoing absentee voter status. This means that after submitting the application, the voter does **not** need to submit an application for each election; instead the voter will automatically receive an absentee ballot for each ensuing statewide election, municipal election and any other election for which the voter is entitled to vote.

The law further provides that the voter's ongoing absentee voter status may only be terminated by the Clerk or the Secretary of State upon:

- (1) The written request of the voter;
- (2) The death or disqualification of the voter;
- (3) The cancellation of the voter's registration record in the central voter registration system;
- (4) The return of an absentee ballot as undeliverable;
- (5) The failure of the voter to vote by absentee ballot for a general election; or
- (6) The designation of the voter's status as inactive in the central voter registration system.

A voter applying for this status must do so in writing using the form designed by the Secretary of State and must originally sign the application and submit it to the Municipal Clerk. A copy of the application is provided with this memo and will be posted on the Secretary of State's Upcoming Elections web page. The voter must provide a telephone number and/or email address so that the voter can be notified if the voter's status is terminated.

When the State of Maine implements its new CVR, ongoing absentee voter status will be fully automated with the new CVR. Training on this functionality will be provided when municipal officials receive training on the new system.

Until the new CVR goes live, Municipal Clerks will need to continue tracking applications using a "tickler" system.

**See reverse side for instructions on how to process ongoing absentee requests:**

1. For existing ongoing absentee voters who submitted an application prior to 8/5/24
2. For new ongoing absentee ballot requests submitted on 8/5/24 or after.

continued on reverse

## Processing Ongoing Absentee Requests Received Prior to 8/5/24

1. You should have a master “tickler” file set up containing all ongoing absentee ballot applications received to date. If you do not have a “tickler” file set up, create one now. File the original applications in alpha order by voter last name.
2. Photocopy each application and place the original application back in the master “tickler” file. The master file will store all your original ongoing applications.

Note: The only time that you will remove an application from the “tickler” file is when the voter status is terminated for one of the 6 authorized reasons listed on the reverse.

3. Enter each photocopied absentee request in CVR using **8/5/24** as the request date, not the date on the existing ongoing absentee application.
4. When you issue the ballot, enter “OA” for ongoing absentee in the Memo field.
5. File the photocopied ongoing application as the voter’s application (with all your regular non-ongoing requests) for the 11/5/24 General and Referendum Election.

| Ballot Request Information  |  |                           |                      |
|---|--|---------------------------|----------------------|
| Date Requested  | Ballot Request Type                      |                           |                      |
| 08 05 2024  | REGULAR                                  |                           |                      |
| How Ballot Requested  |  |                           |                      |
| <input type="checkbox"/> Select if Voted in Person                                | WRITTEN VOTER OR IMMEDIATE FAMILY MEMBER |                           |                      |
| <input type="checkbox"/> Select if Application Denied(Ballot Request Information) |  | Application Denial Reason | Other (max 30 chars) |
|   |  |                           |                      |
| Ballot Issued Information   |  |                           |                      |
| Issued Date   | How Ballot Issued                        | Other (max 50 chars)      |                      |
| 08 05 2024  | MAILED TO VOTER                          |                           |                      |
| Memo  |  |                           |                      |
| OA  |  |                           |                      |

## Processing Ongoing Absentee Requests Received 8/5/24 or After:

1. Follow the same process as above, except use the date that you receive the ongoing application (8/5/24 or after) as the request date in CVR.



# Application for Ongoing Absentee Ballot Status

State election law provides that a voter who will be at least 65 years of age by the next election or who self-identifies as having a disability may apply for ongoing absentee voter status. A voter who qualifies will automatically receive an absentee ballot for each statewide election, municipal election and any other election for which the voter is eligible to vote and need not submit a request for each election.

**Application Received**  
(Date/Time)  
  
**Application Accepted/**  
**Entered in CVR**  
(Date/Time)

1. Full Name of Registered Voter Requesting the Ballot \_\_\_\_\_

2. Residence Address of Voter \_\_\_\_\_  
(Street Address) (Municipality)

3. Voter's Date of Birth \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

4. Contact Information – Please complete. Clerk will use only to notify the voter if there is a problem with the application or ballot.

Daytime Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

5. **Primary Ballot requested (Required for primary election only):** A voter not enrolled in a political party may participate in a party's primary without enrolling in the party. An unenrolled voter may vote only one party's primary ballot at each primary election. Indicate the party for which you want to receive a ballot. NOTE: A voter enrolled in a party will receive the ballot for that party regardless of the party indicated below.

Democratic  Green Independent  Libertarian  No Labels  Republican  Referendum Only

6. Mailing address at which voter will receive absentee ballot: \_\_\_\_\_  
\_\_\_\_\_

7. Voter must check the applicable box(es) below indicating the reason(s) the voter qualifies as an ongoing absentee voter (*Check all that apply*):

I will be at least sixty-five (65) years of age by the next election

I have a disability

**I certify, under penalty of law, that the information provided on this application is true.**

8. Signature of Voter \_\_\_\_\_ Date \_\_\_\_\_

**AIDE CERTIFICATE** (Must be Completed if Applicant was Assisted as Designated Below)

If the voter received assistance in reading or signing this application, the person who assisted the voter must complete and sign this certificate.

**I helped this voter:**  read the application  sign the application  read and sign the application

Signature of Aide \_\_\_\_\_ Printed Name of Aide \_\_\_\_\_

The Municipal Clerk or Secretary of State shall remove a voter's ongoing absentee voter status only for specific reasons stated in law. These include (1) Voter requests in writing that ongoing status be terminated; (2) Voter dies or becomes disqualified; (3) Voter is cancelled in the central voter registration system; (4) Voter's absentee ballot is returned as undeliverable; (5) Voter does not vote by absentee ballot in a general election (election of federal, state and county official occurring in November of even-numbered year) ; or (6) Voter's status is changed to inactive in the central voter registration system because the voter failed to respond to a change of address mailing. **If a voter with ongoing absentee ballot status moves out of a municipality, the voter's ongoing status is also terminated. The voter must submit a new application to the voter's new residence municipality.**



# Absentee Voting Guide for Requesting & Receiving Absentee Ballots

Provided by the Office of the Secretary of State - August 2024

## Voting in the Presence of the Clerk {§753-B(8)}

- No application is needed
- Clerk provides ballot directly **to the voter only**; voter votes in clerk's presence
- Clerk signs as a witness and checks the box indicating the voter voted in the clerk's presence
- Same process applies to absentee voting conducted by the Clerk at nursing homes, Level IV residential care facilities and assisted living facilities with more than 6 beds. (**Clerk must conduct absentee voting at these facilities at least 1 time in the 30 days before an election**) {§753-B(5)} *NOTE: Facilities must be licensed as specified in §753-B(5), if not, clerk must obtain signed application before removing ballot from office to deliver to voter*

## Telephone Request {§753-A(4)}

- Application completed by clerk; "Telephone Request" written in space for voter's signature
- Request by **voter only**
- Clerk obtains and writes voter's date of birth on application. Clerk must verify it is the voter requesting the ballot by confirming voter's residence address and birth date with the information in the voter's record
- Clerk mails or delivers ballot directly **to the voter** at the address stated in the application {§753-B(1)}
- **No witnesses needed** if ballot not assisted {§754-A(1)(C)}; **if assisted**, aide signs as aide & 1 other person signs as witness {§754-A(3)(E)}
- **Ballot Return Options: Voter or an immediate family member returns the ballot by mail, in person, or to a secured Absentee Ballot Drop Box** {§754-A(1)(D)}; if returned in person by an immediate family member, the immediate family member must sign the application and indicate relationship to the voter {§754-A(1)(E)}

## Request by Electronic Means {§753-A(6)}

- All municipalities shall accept applications received from the Secretary of State's online Absentee Ballot Request (ABR) Service; the **only** acceptable electronic applications are those submitted through this approved service
- Request by **voter only**
- Clerk shall verify it is the voter requesting the ballot by confirming the voter's residence address and birth date with information in the voter's record
- Clerk prints the electronically submitted application
- Clerk mails or delivers ballot directly **to the voter** at the address stated in the application {§753-B(1)}
- Same witness requirements and ballot return options as "Telephone Request"

## Written Request (Received by Mail, by Fax, or in Person) – NO 3<sup>rd</sup> person designated {§753-A(3)}

### **BY THE VOTER:**

- Application (or written request) signed by the voter {§753-A(3)}
- Clerk mails or delivers the ballot **to the voter** at the address listed; or gives the ballot to the voter in person to take with the voter {§753-B(1)}
- Same witness requirements and ballot return options as "Telephone Request"

### **BY THE VOTER'S IMMEDIATE FAMILY MEMBER:**

- Application (or written request) signed by the voter's immediate family member {§753-A(3)}
- **Immediate family member** means a person's spouse, parent, grandparent, child, grandchild, sister, half-sister, brother, half-brother, stepparent, step grandparent, stepchild, step grandchild, stepsister, stepbrother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, guardian, former guardian, domestic partner, the half-brother or half-sister of a person's spouse, or the spouse of a person's half-brother or half-sister {§1(20)}; relationship must be indicated on application
- Clerk delivers the ballot to an **immediate family member or to the voter**, or mails the ballot to the address stated in the request {§753-B(1)}
- **Immediate family member request is not considered a 3<sup>rd</sup> person ballot** {§753-B(1); §1(43-A)}
- Same witness requirements and ballot return options as "Telephone Request"

## Written request by the Voter (Received by Mail, by Fax, or In Person) – 3<sup>rd</sup> Person Designated {§753-A(3)}

- Application (or written request) signed by the voter; **only the voter can designate a 3<sup>rd</sup> person to deliver a ballot and this must be done through a written request** {§753-A(3)(C)}
- **3<sup>rd</sup> person cannot be a candidate or a member of a candidate's immediate family** {§753-B(2)(A)}
- Clerk gives the ballot, in person, **only to the 3<sup>rd</sup> person** named in the request {§753-B(1)}
- **Ballot must be witnessed by** 1 notary, 1 municipal clerk, 1 clerk of courts or 2 other individuals {§754-A(2)(A)}
- If ballot **is assisted**, the aide signs as aide & the ballot must have 1 other witness {§754-A(3)(B)&(E)}
- **The 3<sup>rd</sup> person named in the request returns the ballot, in person, directly to the clerk** {§754-A(2)(D) or (3)(F)}
- **Voter may return ballot by mail or in person**, but witness requirements still apply if a 3<sup>rd</sup> person handles ballot going out or coming back {§754-A(2)}
- 3<sup>rd</sup> person may have up to **5 absentee ballots** for a municipality at one time {§753-B(2)(C)}

**Absentee Voting Guide – Another Summary**  
*Provided by the Office of the Secretary of State – August 2024*

|   | <i>Presence of Clerk</i><br>{§753-B(8)}   | <i>Telephone Request</i><br>{§753-A(4)}   | <i>Electronic Request</i><br>{§753-A(6)}   | <i>Written Request – NO 3rd Person</i><br>{§753-A(3)}  | <i>Written Request – 3rd Person</i><br>{§753-A(3)}   |
|---|---|---|--|--|--|
| <b>Who Can Request?</b>                                 | Voter only  | Voter only  | Voter only   | Voter or voter’s immediate family member   | Voter only   |
| <b>Is A Paper Application Needed?</b>                   | No – unless the voter wants to take the ballot out of the office (then the voter makes a written request) | Yes – Clerk completes an app, verifies voter’s info, & writes “telephone request” in signature space  | Yes – clerk prints application that is generated by the online system  | Yes – it is signed by the voter or the voter’s immediate family member   | Yes – it is signed by the <b>voter only</b>  |
| <b>How Is the Ballot Delivered?</b><br><br>{§753-B(1)}  | Clerk hands it directly to the voter  | Clerk mails or delivers it directly to the voter  | Clerk mails or delivers it directly to the voter   | <b>Voter request</b> – Clerk mails or delivers it to the voter<br><br><b>Immediate family member request</b> – Clerk mails or delivers it to the voter <b>or</b> the immediate family member   | Clerk hands it <b>only to the 3rd person</b> named in the request<br><br><b>No other 3<sup>rd</sup> person may handle the ballot</b>   |
| <b>Are Witnesses Needed?</b><br><br>{§754-A(2) and (3)} | Yes – Clerk serves as the witness   | No – <b>Unless assisted</b> – then the aide signs as aide and 1 other witness is needed   | No – <b>Unless assisted</b> – then the aide signs as aide and 1 other witness is needed  | No – <b>Unless assisted</b> – then the aide signs as aide and 1 other witness is needed  | Yes – 1 “special” * or 2 other witnesses <b>Unless assisted</b> – then the aide signs as aide and only 1 other witness is needed   |
| <b>How Is the Ballot Returned?</b>                      | The <b>voter only</b> hands it back to the Clerk  | The <b>voter</b> returns it by mail, in person or to a secured Absentee Ballot Drop Box<br>{§754-A(1)(D)}<br><br>(If returned in person by an immediate family member, that person must sign below the “Telephone Request” making it an immediate family request) | The <b>voter</b> returns it by mail, in person or to a secured Absentee Ballot Drop Box<br>{§754-A(1)(D)}<br><br>(If returned in person by an immediate family member, that person must sign below the “Electronic Request” making it an immediate family request) | The <b>voter</b> returns it by mail, in person or to a secured Absentee Ballot Drop Box<br>{§754-A(1)(D)}<br><br>(If returned in person by a <b>different</b> immediate family member than the one who requested the ballot, that person must also sign the application) | The 3 <sup>rd</sup> person must return it directly to the clerk.<br>{§754-A(2)(D) & (3)(F)}<br><br>(The voter can return it, but witnesses are still needed if the ballot has been handled by a 3rd person |

**Remember:**

- ☑ Any registered voter may request and vote by absentee ballot for any election (with no reason required) through the Thursday before Election Day. After that day, a Special Circumstances application must be completed.
  - ☑ The aide is limited to reading and/or marking an absentee ballot application, absentee ballot envelope or the absentee ballot itself, as directed by the voter.
  - ☑ The Clerk must enter in the Central Voter Registration system (CVR), all information regarding voters who requested and were furnished absentee ballots, including those who voted in the presence of the Clerk. The list of absentee voters required by 753-B(6) can then be generated from CVR.
  - ☑ The Clerk must enter **in the CVR** information for 3<sup>rd</sup> persons designated in applications or written requests to whom absentee ballots are sent or delivered.
- \* A Notary Public, a municipal clerk or a clerk of courts may be the single witness to a 3rd person ballot that is not assisted. If assistance is provided, the 3<sup>rd</sup> person may sign as the aide, and 1 other person must also sign as a witness.



# Election Submission Checklist

Nov. 5, 2024 General & Referendum Election  
Scan & Email Forms to: [cec.officials@maine.gov](mailto:cec.officials@maine.gov)



|                          | <b>Deadline Date</b> | <b>Required Submission</b>   |
|--------------------------|----------------------|--|
| <input type="checkbox"/> | 7/12/24              | Supplies Inventory Form  |
| <input type="checkbox"/> | 7/12/24              | Return all Memory Sticks to SOS  |
| <input type="checkbox"/> | 8/15/24              | DS200 & Accessible Voting Coding Form  |
| <input type="checkbox"/> | 8/15/24              | <u>Blank</u> Absentee Ballot Receipt   |
| <input type="checkbox"/> | 8/16/24              | ADA Voting Place Survey ( <b>Return to Audit Division</b> )<br>(Email <u>this form only</u> to: <a href="mailto:Emma.J.Burke@maine.gov">Emma.J.Burke@maine.gov</a> ) |
| <input type="checkbox"/> | 9/6/24               | Voting Place Report ( <b>60 days before election</b> )   |
| <input type="checkbox"/> | 9/6/24               | Secure ABS Drop Box Certification Form   |
| <input type="checkbox"/> | 9/23/24              | Local Election Accessible Ballot Content (strongly encouraged!)<br>Applies only to towns conducting local elections on 11/5/24)                                      |
| <input type="checkbox"/> | 10/7/24              | Notice of Early Absentee Processing ( <b>30 days before election</b> )<br>(Send notice to SOS and Party Chairs to process <u>prior</u> to Election Day)              |
| <input type="checkbox"/> | 10/10/24             | Absentee Ballot Receipt  |
| <input type="checkbox"/> | 10/17/24             | Confirmation of Receipt of Memory Sticks   |
| <input type="checkbox"/> | 10/21/24             | Official Ballot Receipt  |
| <input type="checkbox"/> | 10/22/24             | DS200 Testing Confirmation   |
| <input type="checkbox"/> | 10/22/24             | ExpressVote Testing Confirmation   |
|                          |                      | <b>Note:</b> Filings below due <u>2 days</u> after election  |
| <input type="checkbox"/> | 11/7/24              | Certified ROVC   |
| <input type="checkbox"/> | 11/7/24              | Warden's ROVC  |
| <input type="checkbox"/> | 11/7/24              | Certificate of Sealed Ballot Container   |
| <input type="checkbox"/> | 11/7/24              | Log of Spoiled Ballots   |
| <input type="checkbox"/> | 11/7/24              | Warden's Log of Opening the Ballot Box (if applicable)   |
| <input type="checkbox"/> | 11/7/24              | Log of Early Processing (if applicable)  |



# Ballot Retention Schedule for 2024

Revised by the Secretary of State, Division of Elections, August 2024

| ELECTION DATE                         | RETENTION | BALLOT TRANSFER DATE<br>(2 months after election) | DESTRUCTION DATE  |
|---------------------------------------|-----------|---|-------------------|
| November 8, 2022<br>General           | 22 months | January 8, 2023                                   | September 8, 2024 |
| March 5, 2024<br>Presidential Primary | 22 months | May 5, 2024                                       | January 5, 2026   |
| June 11, 2024<br>State Primary        | 22 months | August 11, 2024                                   | April 11, 2026    |
| November 5, 2024<br>General           | 22 months | January 5, 2025                                   | September 5, 2026 |

- As of this date the November 8, 2022 ballots, the March 5, 2024 ballots, and the June 11, 2024 ballots should be the only State ballots that remain in retention.
- **Incoming Voting Lists:** The retention period for the Incoming Voting List (IVL) is **5 years**. The IVL must be retained in the Clerk's office for **5 years** from the date of the election at which it was used. After the election, the IVL becomes a public document. If someone wants a copy of the IVL, the municipality charges its normal per page photocopying fee.
- **Absentee ballot materials:** Absentee ballot materials (applications and used envelopes, including unopened rejected ballots) are sealed separately from voted ballots. Absentee materials from all state elections shall be retained for **2 years** from the date of the election.

## Ballot Transfer [§698(2-A)]

All ballots and election materials can be removed from the blue tamper-proof containers **2 months** after the election. The Municipal Clerk shall make the transfer, **in the presence of one or more witnesses**, to other containers for storage. Storage containers must be securely sealed and retained pursuant to §23.

## Ballot Storage [§23(7)]

The Municipal Clerk shall keep the ballots and other election materials listed in Section 698 for a total of **22 months**. **EXCEPTIONS:** Ballots for **referendum** elections, **special legislative** elections or **municipal** elections conducted under Title 21-A shall be kept for a total of **2 months**. These ballots do not need to be transferred to other containers as they **can be destroyed** after being sealed for **2 months**.

## Ballot Destruction [§23(14)]

After records and other materials have been kept for the required period, they must be destroyed. Ballots are not considered public records and may only be inspected pursuant to a recount or court order.

Ballots must be destroyed in such a way as to ensure that whole ballots, either voted or unvoted, are not accessible to the public. Ballots should be incinerated, shredded or torn, or delivered to a recycling facility that guarantees immediate destruction.

Absentee envelopes and applications are sealed separately from the ballots as they become public records after they are unsealed. These materials **can** be unsealed and opened **5 business days after the election, if no recount is requested**, enabling Municipal Clerks and the Secretary of State's Office to resolve Voter Participation History and alleged dual voting issues in a timely way. Absentee materials shall be retained for 2 years.





## Department of the Secretary of State

### Bureau of Corporations, Elections and Commissions

Shenna Bellows  
Secretary of State

Julie L. Flynn  
Deputy Secretary of State

## MEMORANDUM

To: Municipal Clerks  
From: Melissa K. Packard, Director of Election Admin., Audits and Admin. Services  
Date: August 2, 2024  
Re: **Voting Opportunities for People with Disabilities (Accessible Electronic Ballots)**

---

The Americans with Disabilities Act (ADA) and Title III of the Help America Vote Act (HAVA) provide legal protections to people with disabilities, requiring state and local governments to ensure that any voter with a disability has a full and equal opportunity to vote, including an accessible option at each voting place. The State of Maine is dedicated to offering as many opportunities as possible to allow all people to vote in a private and independent manner. The two options currently being offered to Maine voters for all Federal and State elections are the ExpressVote ballot marking device at each voting place and an accessible absentee ballot for voters who choose to vote at home.

We also provide these options to municipalities who choose to offer these services for municipal elections and we strongly encourage you to do so. This memo provides the process and costs for each system.

### **ExpressVote**

The State of Maine provides the ExpressVote universal voting system as its Accessible Voting System. The ExpressVote is a ballot-marking device that allows individuals with disabilities to vote with privacy and independence. Using the tabletop unit, voters can navigate through their ballot using a touchscreen, or a keypad and audio interface. The ExpressVote generates a printed ballot with the voter's choices. Ballot scanners, which are in use in most of Maine's voting places, can then count the ExpressVote ballot along with the other ballots, which helps to improve voter privacy.

### **Accessible Absentee Ballots**

The Secretary of State has developed an accessible electronic absentee ballot and ballot request system for use by voters with print disabilities (i.e., voters who are blind or have other disabilities that prevent them from being able to privately and independently complete a paper absentee ballot). This system has been in use since the General Election of 2020 and has been well received by voters and municipal officials who have utilized it. **If your municipality has a local election being conducted on November 5, 2024, we STRONGLY encourage you to provide the ballot copy to our office so that we can include your ballot content on an accessible absentee ballot that will include both the federal/state ballot and your local copy.**

Voters with disabilities are able to request an accessible electronic absentee ballot from the Secretary of State using the state’s online Absentee Ballot Request (ABR) service, in a manner similar to the process used by uniformed service or overseas voters. The Elections Division will process the absentee ballot request and will issue an email notification to the voter, with login credentials and instructions for accessing the state’s secure ballot website to download an HTML ballot. The ballot will allow the voter’s screen reader software to read the ballot to the voter and provide a means for the voter to independently mark the ballot and electronically “sign” the voter’s affirmation (using their provided password), and will then return it to the Elections Division electronically.

If the ballot is for the state election only, the Elections Division will process and count it and report the results along with UOCAVA ballot totals. If the municipality has provided and approved the local ballot to be issued with the state ballot, then the Elections Division will separate the local ballot and affirmation from the state ballot and transmit the local ballot to the municipality for counting at the local level. Depending on when the ballot is received by the Elections Division, the manner of transmission to the municipality may be by express mail or other delivery service, or it may be by email or fax. The ballot should be accepted and processed by the municipality as you would any other ballot; however, the ballot will have to be hand-counted on election night, as it cannot be scanned through the DS200 tabulator.

### **Inclusion of Municipal Ballots**

**If you have a local election on 11/5/24, we STRONGLY encourage you to provide your ballot content to the Elections Division to include with the electronic accessible state ballot, and to also program your local ballot on the ExpressVote AVS.** All voters, with or without a disability, should have the same opportunity to vote privately and independently, either in person at the voting place or by absentee. Failure to provide these opportunities to voters with disabilities could create a legal risk for your municipality.

The chart below provides the cost for including your local ballot on each system as well as outlining the procedure to provide ballot copy.

| <b>Ballot Type</b>         | <b>Who Provides Coding</b> | <b>Cost</b>   | <b>Procedure</b>   |
|----------------------------|----------------------------|---|--|
| ExpressVote                | ES&S                       | The local programming fee for the ExpressVote (EX) AVS is \$370 per unit, up to a maximum cap of \$1480. (This is a separate and additional fee to coding your local ballot to be read and tallied by the DS200 tabulator. See coding forms for those costs.) | Specify on ES&S Coding Form  |
| Accessible Absentee Ballot | IVS, LLC                   | \$100 for each ballot style, assuming the ballot is no more than 2 pages (1 sheet) on letter size paper. A longer ballot style will cost \$100 for each additional sheet.   | Provide copy as described below to the Division of Elections who will forward to IVS |

## **Providing Local Ballot Text for Inclusion with State Accessible Absentee Ballot**

To begin the process of setting up an accessible ballot, the Clerk must provide a PDF file of the printed ballot (preferred) or a Word file listing all races, candidates and instructions that must be included on the ballot. The email providing this information should be sent to the following two people using the subject line: “**Local Accessible Ballot Text**”.

1. Nancy Mudd of IVS, LLC – [Nancy.mudd@ivsllc.com](mailto:Nancy.mudd@ivsllc.com)
2. Elections Coordinator Stephen Reynolds – [stephen.reynolds@maine.gov](mailto:stephen.reynolds@maine.gov)

In the body of your email, please list the name and phone number of the contact person who can answer questions about the ballot layout.

**We need to receive your ballot information as soon as it available, but no later than September 23<sup>rd</sup>, 2024 in order to guarantee inclusion of your local ballot in the accessible system.** If you have any questions regarding the process, timeline, or how to provide ballot copy, please contact the Elections Division at 207-624-7650.





# Schedule of Mailings

## November 5, 2024 General and Referendum Election

The dates listed below reflect a tentative schedule for the November 5, 2024 General and Referendum Election mailings. Because of statutory requirements we cannot send all the documents in one bulk mailing. However, we may be able to further combine some of these mailings as schedules are confirmed.

### Mailing 1A – Supplies Inventory Form, Retrieval of Memory Sticks, Changing Voting Place Memo

**Emailed: June 17, 2024**

- Cover Sheet
- Supplies Inventory Form
- Memo – Retrieval of Memory Sticks
- Memo – Changing, Consolidating or Dividing Voting Places/Districts

### DS200 & Accessible Coding Forms (Machine towns only)

**Emailed: August 1, 2024**

- DS200 & Accessible Coding Form Instructions
- State DS200 & Accessible Coding Form
- Municipal Election Timeline (ES&S Deadlines) – only for towns requesting coding for local elections

### Mailing 2A – Calendar, Schedule of Mailings, ABS Voting, Early ABS Processing

**Email Date: August 2, 2024**

- Cover Sheet
- Calendar (August – December)
- Application for Absentee Ballot
- Ongoing Absentee Memo
- Absentee Ballot Voting Guide
- Election Submission Checklist
- Ballot Retention Schedule
- Memo – Accessible Voting Options
- Schedule of Mailings
- State Party Chair Information
- Notice of Early Absentee Processing – **DEADLINE (if applicable): Monday, October 7**
- Early Processing Fact Sheet and Instructions

### Mailing 2B – Blank Absentee Ballots, Voting Place Report, ABS Drop Box Survey

**Mailing Date: August 2, 2024**

- Cover Sheet
- Blank Absentee Ballot Memo
- Blank Absentee Ballots
- Blank Absentee Receipt – **DEADLINE: Thursday, August 15**
- Voting Place Report/Memo - **DEADLINE: Friday, September 6**
- Absentee Drop Box Certification and Survey - **DEADLINE: Friday, September 6**

### Mailing 2C – Voter Registration Mailing

**Tentative Email Date: August 9, 2024**

- Cover Sheet
- Administering Voter Registration handout
- Quick Reference Guide for Voter Statuses
- Online Voter Registration (OVR) Memo
- Processing OVR Applications Checklist
- Voter Registration Oath/Affirmation (card size)
- Closed Period Information
- Instructions for Absentee Pending Voters
- Guide to using the Incoming Voting List
- Election Day Voter Check-in Procedures
- Steps to Reviewing & Processing Voter Registration Applications
- Instructions/Policy for use of COR (Certificate of Registration)
- Important Notice about Hand Annotating Names
- IVL Addendum Pages
- Proof of ID and Residency

*continued on reverse*

Mailing 3 – Notice of Election, Warden’s Receipt, Declared Write-in Candidates

**Tentative Email Date: September 13, 2024**

(Note – Sample ballots and ballot receipts will now be included with your absentee ballot shipment).

- Cover Sheet
- Warden’s Receipt
- Ballot Specifications
- Notice of Election/Instructions
- Treasurer’s Statement
- Write-in Candidate’s Memo
- List of Declared Write-ins

Mailing 4A – Jiffy Bags – Paper

**Tentative Email date: September 13, 2024**

- Cover Sheet
- Instructions for Opening the Polls
- Instructions for Closing the Polls - Paper
- Ballot Instructions (French)
- Challenged Voter Instructions
- Challenged Voter Information
- Challenged Voter Affidavit
- Challenged Voter List
- Labels for Spoiled, Defective and Void Ballots
- Overvote Instructions for Election Officials
- Elections & CVR Phone Numbers
- Powers and Duties of Election Wardens
- Political Activity at the Voting Place
- Municipal Procedures for Ranked-choice Voting

**“AVS Jiffy Bag”**

- Election Day Accessibility Checklist
- AVS Assistance Notice

Mailing 4B – Jiffy Bags – Paper

**Tentative USPS Mail date: September 27, 2024**

- Citizen’s Guide

Mailing 4A – Jiffy Bags - DS200

**Tentative Email date: September 13, 2024**

- Cover Sheet
- Instructions for Opening the Polls
- Instructions for Closing the Polls - Machine
- Ballot Instructions (French)
- Challenged Voter Instructions
- Challenged Voter Information
- Challenged Voter Affidavit
- Challenged Voter List
- Labels for Spoiled, Defective and Void Ballots
- Overvote Instructions for Election Officials
- Elections & CVR Phone Numbers
- Powers and Duties of Election Wardens
- Political Activity at the Voting Place
- Municipal Procedures for Ranked-choice Voting

**“AVS Jiffy Bag”**

- Election Day Accessibility Checklist
- AVS Assistance Notice

Mailing 4B – Jiffy Bags - DS200

**Tentative USPS Mail date: September 27, 2024**

- Citizen’s Guide

Mailing 5A – Returns of Votes Cast, Tally Sheets, & Warden’s Total Tally Sheet

**U.S. Postal Mail**

**Tentative date: October 11, 2024** (if not included with Jiffy Bag mailing)

- Cover Sheet
- Warden’s Return of Votes Cast
- ROVC Instructions
- Tally Sheets & Warden’s Total Tally Sheet
- Ranked-choice Voting

Mailing 5B – Election Night Reporting, Special Circumstances, Post-Election Activities, RCV Central Count

**Tentative Email Date: October 22, 2024** (if not included with Jiffy Bag mailing)

- Election Night Reporting Instructions (CVR)
- Checklist for Submitting Election Returns/documents to SOS
- Instructions for Special Circumstances Absentee Application
- Special Circumstances Absentee Application (for use **Friday, October 31 to November 5**)
- Post-Election Activities Reminders
- RCV Central Count Information

For Early Processing Municipalities Only:

**Tentative Email Date: October 22, 2024**

- Log for Early Processing (Paper/Machine)
- Guidelines for Securing Ballots (Paper/Machine versions)

## 2024 State Party Chair Information

Prepared by the Office of the Secretary of State, August 2, 2024

|  |   |
|--|---|
| <p><b><u>Democratic Party</u></b><br/>Tim Grose, Executive Director<br/>Maine Democratic Party<br/>PO Box 5258<br/>Augusta, ME 04332</p> <p>* <a href="mailto:tgrose@mainedems.org">tgrose@mainedems.org</a></p> <p>Tel: 207-622-6233</p> <p>Bev Uhlenhake, DSC Party Chair</p>                            | <p><b><u>Green Independent Party</u></b><br/>Maine Green Independent Party<br/>PO Box 10345<br/>Portland, ME 04104</p> <p>* <a href="mailto:mainegreenindependent@gmail.com">mainegreenindependent@gmail.com</a><br/>* <a href="mailto:lynmainegreens@outlook.com">lynmainegreens@outlook.com</a></p> <p>(please send to both listed emails)</p> <p>Tel: 207-650-8863 (Kelly Merrill)<br/>207-604-0335 (Linnea Maravell)</p> <p>Linnea Maravell, Party Co-Chair<br/>Kelly Merrill, Party Co-Chair</p> |
| <p><b><u>Libertarian Party</u></b><br/>Jim Baines, Chair<br/>Maine Libertarian Party<br/>PO Box 13<br/>Bangor, ME 04402</p> <p>* <a href="mailto:chair@lpme.org">chair@lpme.org</a><br/><a href="mailto:jbaines@lpme.org">jbaines@lpme.org</a></p> <p>Tel: 207-852-0410</p> <p>Kate Brooks, Vice Chair</p> | <p><b><u>No Labels Party</u></b><br/>Justin Schair<br/>No Labels Party<br/>PO Box 794<br/>South Freeport, ME 04078</p> <p>* <a href="mailto:ballotaccess@nolabels.org">ballotaccess@nolabels.org</a></p>  |
| <p><b><u>Republican Party</u></b><br/>Jason Savage, Exec. Dir.<br/>Republican Headquarters<br/>9 Higgins Street<br/>Augusta, ME 04330</p> <p>* <a href="mailto:jason@mainegop.com">jason@mainegop.com</a></p> <p>Tel: 207-622-6247</p> <p>Joel Stetkis, Party Chair</p>                                    |   |

\*Email addresses are for municipal use only



**State of Maine**  
**November 5, 2024 General and Referendum Election**  
**Notice of Intent to Process Absentee Ballots Prior to Election Day**

**Municipality** \_\_\_\_\_

**Date/Time of Early Processing (check all that apply):**

- Tuesday, Oct. 29, 2024\*\***  
1-Hour Inspection Time Period: \_\_\_\_\_  
Time Processing Begins: \_\_\_\_\_
  
- Wednesday, Oct. 30, 2024\*\***  
1-Hour Inspection Time Period: \_\_\_\_\_  
Time Processing Begins: \_\_\_\_\_
  
- Thursday, Oct. 31, 2024\*\***  
1-Hour Inspection Time Period: \_\_\_\_\_  
Time Processing Begins: \_\_\_\_\_
  
- Friday, Nov. 1, 2024\*\***  
1-Hour Inspection Time Period: \_\_\_\_\_  
Time Processing Begins: \_\_\_\_\_
  
- Saturday, Nov. 2, 2024\*\***  
1-Hour Inspection Time Period: \_\_\_\_\_  
Time Processing Begins: \_\_\_\_\_
  
- Sunday, Nov. 3, 2024\*\***  
1-Hour Inspection Time Period: \_\_\_\_\_  
Time Processing Begins: \_\_\_\_\_
  
- Monday, Nov. 4, 2024\*\***  
1-Hour Inspection Time Period: \_\_\_\_\_  
Time Processing Begins: \_\_\_\_\_

**Location and address that early processing will occur:** \_\_\_\_\_

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**This Notice is for notifying the Secretary of State and the chairs of each political party of the municipality's intent to process absentee ballots prior to Election Day.**

A True Copy Attested \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Municipal Clerk)

**\*\* Clerk has read and will comply with the Uniform Guidelines for Securing Ballots and Other Materials.** \_\_\_\_\_  
*Clerk initials*

**If early processing, you MUST file a copy with the Division of Elections AND all parties by October 7, 2024**



## Fact Sheet on Early Processing of Ballots for 11/5/24 General and Referendum Election Pursuant to Title 21-A M.R.S. §760-B

1. **Early Processing is Optional:** Pursuant to Title 21-A M.R.S. §760-B, clerks may opt to process absentee ballots beginning on the 7<sup>th</sup> day immediately prior to election day.
  - The Municipal Clerk may opt to process absentee ballots **Tuesday** (10/29), **Wednesday** (10/30), **Thursday** (10/31), **Friday** (11/1), **Saturday** (11/2), **Sunday** (11/3), and/or **Monday** (11/4) prior to Election Day (11/5).
  - If the Municipal Clerk opts to process absentee ballots early, they must provide notice (see section 3).
2. **Time for Processing – 21-A M.R.S. §760-B(1)**
  - The Municipal Clerk designates the time for processing to begin.
  - Processing can occur between 7 a.m. and 9 p.m. on any of the 7 days (**10/29-11/4**) prior to Election Day, unless an inspection is requested (see section 4). If an inspection is requested by **4 p.m. on the day prior to processing**, the inspection period would be the 1-hour period before the start of processing (i.e., 7 a.m. – 8 a.m. inspection, processing starting at 8 a.m.)
3. **Notice Requirements – 21-A M.R.S. §760-B(2)**
  - The Municipal Clerk must complete the *Notice of Intent to Process Absentee Ballots Prior to Election Day* to designate one hour for inspection and designate the time for early processing to start after the inspection period. If no inspection is requested, the Clerk may begin processing at 7 a.m. (or at a chosen time after 7 a.m.), by designating Time Processing Begins as “7 a.m., or immediately following a requested inspection”.
  - The Municipal Clerk must give notice at least 30 days before Election Day (**by 5 p.m. on Monday, October 7, 2024**) by sending a **signed** copy of the *Notice of Intent to Process Absentee Ballots Prior to Election Day* to the following:
    - The Municipal Party Chairs (D, G, L, NL, and R) by mail to their last known addresses (if no Municipal Party Chairs, then to the State Party Chairs); **and**
    - the Division of Elections by one of these methods;
      1. Email (*preferable*) a scanned attachment ([cec.officials@maine.gov](mailto:cec.officials@maine.gov))
      2. Fax (287-6545 or 287-5428) – *please only fax if you are unable to scan & email*

**Note:** If a copy of the *Notice of Early Processing* has not been received by the Division of Elections and the party chairs by **5 p.m. on October 7, 2024**, the municipality **may not** process absentees prior to the election.
4. **Inspection before Processing - 21-A M.R.S. §760-B(3)**
  - A member of the public who wishes to inspect absentee materials must make a written request to the Clerk **by 4 p.m. on the day prior to the day that the clerk intends to process absentee ballots prior to Election Day**, to inspect the absentee applications/envelopes before they are processed.
  - The Municipal Clerk must allow **1 hour** for inspection during the first hour scheduled for processing.
  - The Municipal Clerk may start processing immediately after the inspection period has elapsed, or at the time designated on the Notice of Election, if later.
5. **Ballot Processing and Other Procedures – 21-A M.R.S. §760-B(4)**
  - The Municipal Clerk follows absentee ballot processing procedures in Title 21-A M.R.S. §759, §760-A.
  - The procedures for handling full ballot boxes (optical scan only), pollwatching, and challenging ballots are conducted in the same manner as on Election Day.
  - **Please remember to request an absentee stick on your coding form if you plan to early process.**
6. **Counting and Results Prohibited before the Close of the Polls on Election Day – §760-B(5)**
  - Ballots **may not** be counted, voter intent **may not** be determined, and election results **may not** be obtained or released until after the polls close on Election Day (and after all in-person voters have voted and all absentee ballots have been processed).
7. **Security of Processed Ballots and Tabulating Equipment – 21-A M.R.S. §760-B(6)**

At the conclusion of early absentee ballot processing, the Municipal Clerk shall ensure:

  - the processed absentee ballots are locked and sealed in tamper-proof containers as required by the *Uniform Guidelines for Securing Ballots and Other Materials*; and
  - these locked and sealed containers must be further secured in a vault or other locked, secure location until ballots are counted after the polls close on Election Day.

# Instructions for Completing Intent to Process Absentee Ballots Prior to Election Day Notice

Prepared by the Office of the Secretary of State, August 2024

The *Notice of Intent to Process Absentee Ballots Prior to Election Day* provided in this mailing is **only for the purpose of notifying the Secretary of State and political parties of the municipality's intent to process absentee ballots prior to Election Day**. If a Municipal Clerk is not opting to process absentee ballots early on any of the days allowed, this Notice does not need to be completed or filed with the political parties or Secretary of State.

| Early Processing Day Option(s) | Date Option(s)   |
|--------------------------------|------------------|
| Tuesday                        | October 29, 2024 |
| Wednesday                      | October 30, 2024 |
| Thursday                       | October 31, 2024 |
| Friday                         | November 1, 2024 |
| Saturday                       | November 2, 2024 |
| Sunday                         | November 3, 2024 |
| Monday                         | November 4, 2024 |

The steps for completing the Notice are as follows:

1. **Complete the municipality name**
2. **Complete the date(s) and time(s) of Early Processing**
3. **Provide an attested copy** of the completed *Notice of Intent to Process Absentee Ballots Prior to Election Day* to the Secretary of State (Division of Elections) and the municipal chair of each political party **at least 30 days before Election Day (by October 7, 2024)**. Notice to the political parties must be mailed to the last address of each municipal chair known to the Clerk. If there is no municipal chair or their mailing address is unknown, the notice must be mailed to the state party chair of each party. Contact information for the state party chairs is provided in this mailing and posted on the Elections Temp page.

**Note:** A Clerk intending to process absentee ballots before Election Day must read and comply with the *Uniform Guidelines for Securing Ballots and Other Materials*. **The Clerk must confirm this fact and initial the indicated section on the bottom right of the Notice of Intent to Process Absentee Ballots Prior to Election Day**. A copy of the *Uniform Guidelines* is posted on the temp site.

**Clerks intending to process absentee ballots only on Election Day before the polls have closed or only on Election Day after the polls have closed should not** complete the Notice provided in this mailing. These Clerks will need to complete only the actual Notice of Election (to be provided in a future mailing).