

2024 GENERAL ELECTION UPDATE
Mailing #1 - Official Election Materials
Prepared by the Office of the Secretary of State - June, 2024

This mailing contains official documentation for the **November 5, 2024 General 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. Supplies Inventory Form

This supply form for the November 5th, 2024 General Election is being provided at this time to allow ample time for us to order statewide supplies to ensure timely delivery to the municipalities. Some supplies, such as absentee envelopes, can take several months to be delivered.

We will be going out to bid for supplies in July and need all supply inventory forms submitted to the Elections Division by Friday, **July 12th, 2024**.

2. Memo - Retrieval of Memory Sticks

All memory sticks for the DS200 and ExpressVote must be returned to the Division of Elections by **Friday, July 12th, 2024**. Please review this memo for the proper procedure to return these sticks.

3. Memo - Changing, Consolidating, or Dividing Voting Places/Districts

Municipalities intending to change, consolidate, or divide voting places or districts must read this memo that outlines the Secretary of State's policy for changing voting places. Includes applicable deadlines. The complete policy and application for changing voting places are available on the clerk's temp web site at <http://www.maine.gov/sos/cec/elec/temp/>.

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-HAVAHELP 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).



ELECTION SUPPLIES INVENTORY FORM

November 5, 2024 General Election

Prepared by the Office of the Secretary of State – June 2024

Municipality: _____

Absentee Envelopes

Type of Envelope/ Approved Revision Dates	Inventory On Hand	Additional Quantity Requested (if applicable)
Civ-O (Civilian Outside) Rev. 8/20		
Civ-I (Civilian Inside) Rev. 2/22		
Mil-O (Military Outside) Rev. 4/16		
Mil-I (Military Inside) Rev. 2/22		

DS200/Tabulator Supplies

	Inventory On Hand	Additional Quantity Requested (if applicable)
Thermal paper Rolls		

Other Supplies

	Inventory On Hand	Additional Quantity Requested (if applicable)
White Voter Registration Cards rev. 1/24		
Green Voter Registration Cards rev. 1/24		
Ballot Marking Pens		
Plastic Tamper Proof Seals		
Certificates of Registration (COR)		
ExpressVote Ballot Cards – Size TBD	TBD – no response needed	TBD by SOS – no response needed

Signature of Municipal Clerk

Telephone

Date

Please submit Election Supplies Inventory Form by Friday July 12, 2024.

By email (cec.officials@maine.gov) or fax (287-6545 or 287-5428)



ELECTION SUPPLIES INVENTORY INSTRUCTIONS

The following list contains election supplies that are required to conduct the November 5, 2024 General Election.

On the reverse of this memo, please indicate the number of each item that you have on hand and the additional quantity (if any) that you need to administer the November General Election. This office will ship the supplies to you prior to the election.

Description of Items included on this Order Form:

Absentee Envelopes: Your envelope supply should include only the four envelopes identified as Civ-O (Civilian Outside), Civ-I (Civilian Inside), Mil-O (Military Outside), and Mil-I (Military Inside) with the correct revision dates. **Older versions can be used for municipal elections only.**

NOTE: The Division of Elections issues State absentee ballots to all UOCAVA (Uniformed Service and Overseas Civilian) voters. **Municipal Clerks need to issue municipal absentee ballots to UOCAVA voters if a municipal election is also being held on 11/5/2024.** If your municipality is **not** conducting a municipal election on 11/5/2024, you do **not** need to order any Mil-O or Mil-I envelopes.

Thermal Tape (Tabulator Towns Only): The DS200 tape is thermal paper that can be affected by the environment, so it is not a good idea to keep it stored for extended periods of time.

White Voter Registration Cards: The white voter registration cards are for in-person registrations completed in the registrar's office. Include your inventory for the current revision (1/24) only. **Please destroy any older versions of this card.**

Green Voter Registration Cards: The green voter registration cards are for registrations completed outside the registrar's office. You should not need a large quantity of these cards, as voter registration drives should request the green cards from this office. Include your inventory for the current revision (1/24) only. **Please destroy any older versions of this card.**

Ballot Marking Pens: This office provides ballot marking pens to both DS200 and hand count towns to decrease bleed through and to increase scanning efficiency. Please do not use pencils to mark ballots.

Tamper Proof Seals: Your supply of tamper proof seals for securing state blue boxes should be either blue or red numbered seals. You should maintain a sufficient number to secure each blue box, plus a couple extras.

Certificate of Registration Forms (COR): This two-part form is used once you have printed your Incoming Voting List and on Election Day for changes and new registrations.

ExpressVote Ballot Cards: These are the blank thermal cards used to print ballots produced by the Express Vote Accessible Voting System (AVS). Please inventory the 14" size only.

Please submit Election Supplies Inventory Form by Friday July 12, 2024.

By email (cec.officials@maine.gov) or fax (287-6545 or 287-5428)



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 Clerk
From: Heidi Peckham, Director of Elections
Re: Retrieval of Memory Sticks
Date: June 17, 2024

Please Return All Election Memory Sticks to This Office

In preparation for the November 5, 2024 General Election, please mail all memory sticks for the DS200 and ExpressVote AVS (Accessible Voting System) to this office. If your municipality requires local coding from ES&S (Election Systems & Software) for November, we will forward the necessary media to ES&S once coding requests are finalized.

Note: If your municipality had a local election programmed for June and received rental sticks directly from ES&S, please return them directly to ES&S. If you are unsure of where to send your sticks, please call this office (207-624-7650) for assistance.

Instructions for Return of Memory Sticks:

- Place memory sticks in your town-labeled 4" x 8" yellow padded envelope. Place padded envelope inside a separate mailing envelope at least 8 ½" x 11" in size.
- Indicate "Sensitive Computer Parts" on the envelope.
- Please send media package via **Priority Mail and request a tracking number** for your records.
- Memory sticks must be received by our office by Friday, July 12th, 2024.

Secretary of State
Division of Elections
184 State House Station * Note: New mailing address
Augusta, ME 04333-0184

Hand Count Towns – please follow the instructions for returning media that were included with your June memory stick shipment.

DEADLINE FOR RETURN OF MEMORY STICKS: Friday, July 12th, 2024



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 Clerk
From: Melissa K. Packard, Director of Elections Admin., Audits and Admin. Services
Date: June 17, 2024
Re: Voting District/Place Changes, and Accessibility

Voting District/Place Changes

The deadlines for making voting district and voting place changes are provided below. Details regarding these deadlines are explained on the following pages.

Table with 3 columns: Activity, Requirements, and Deadline. Rows include: Dividing or consolidating voting districts, Consolidating voting places, and Changing physical location of a voting place.

Dividing or Consolidating Voting Districts

Municipalities that want to divide or consolidate voting districts (wards or precincts) must provide notice and hold a hearing also at least 90 days before an election and receive approval of the Secretary of State.

The 90-day deadline means your municipality must hold such a hearing on or before August 7th if it wants to divide or consolidate voting districts for the November 5, 2024 General Election. Please refer to Title 21-A MRSA §631, and pages 2 and 3 of Chapter 6 in your Voter Registration & Elections guide.

Consolidating Voting Places

Municipalities that want to consolidate voting places (so that more than one voting district votes in the same voting place) also must provide notice and hold a public hearing at least 90 days before an election and receive approval of the Secretary of State. The deadline is Wednesday, August 7th, 2024.

No municipalities are permitted to consolidate voting places for the November 5, 2024 General Election unless such a hearing is held and the consolidation is approved by this office.

■ Changing the Physical Location of a Voting Place

The Secretary of State's *Policy for Changing the Location of a Voting Place (2019)* is available on our Election Temp Page (<https://www.maine.gov/sos/cec/elec/temp/>). The policy ensures that all voting places meet accessibility requirements, are of adequate size to accommodate the required number of voting booths (including the State's Accessible Voting System (AVS)) and are arranged to ensure proper traffic flow.

As outlined in the policy, when a municipality wants to change the physical location of a voting place, the municipal officers or the Municipal Clerk must submit to the Secretary of State's office an **Application to Change the Physical Location of the Voting Place** (the application may be obtained from the Election Temp Page). Except in the case of **an emergency which makes the current voting place unusable or unavailable**, the Secretary of State's office will not approve the change of location for a voting place unless the municipality follows the process outlined in the policy and submits the application by the deadline.

The law requires municipal officers or the Municipal Clerk to submit the **Application** at least **60 days before the next statewide election**. This change was made to allow sufficient time for the correction of any deficiencies at the new location. **The 60-day deadline for submitting an Application to Change the Physical Location of the Voting Place is Friday, September 6, 2024**. No applications to change the physical location of a voting place for the November election will be accepted after that date except in an emergency situation.

If your municipality is considering changing the physical location of a voting place for the November 5, 2024 General Election, please call Grace Perron **immediately** (1-888-868-3763 or 207-624-7650). She will provide you with the information and documentation you need to get the process started.

Accessibility Compliance

Voting place compliance is a very important component of the federal Help America Vote Act of 2002 (HAVA) and State law. The laws address various aspects of accessibility including:

- Level parking areas
- Barrier-free ingress and egress
- Thresholds and doors
- Proper signage
- Adequate lighting
- Adequate space for separation of a public area and the voting area
- Adequate space for voting equipment (booths, AVS, tabulators, ballot box, guardrails), and
- Ease of traffic flow (separate entrances to and exits from the voting area, when possible).

Accessibility compliance does not necessarily mean high cost. Sometimes the voting area just needs to be rearranged. Relatively inexpensive solutions are available (such as temporary ramps or removable thresholds). Please call Grace for a review of your voting place/voting area, and suggestions for making it more accessible. The process for certifying accessibility compliance is similar to the process for changing a voting place and does not require a lot of time.

The Secretary of State's Office is unable to assist municipalities with HAVA Complaint Procedures or ADA lawsuits when no efforts have been made to certify accessibility compliance. Bringing voting places into accessibility compliance is not merely a statutory requirement – it is the right thing to do, and it benefits all voters.