

1 Secretary of State

2

3 Adopted Permanent Rules Relating to Housekeeping

4

5 Rules as Adopted

6 8200.1100 PRINTING SPECIFICATIONS.

7 Voter registration cards printed for the purpose of  
8 distribution and mailing must be printed pursuant to items A to  
9 D.

10 A. The size must be six inches by 8-3/4 inches,  
11 including a three-fourths inch stub.

12 B. The paper must be at least 100-pound white offset.

13 C. The secretary of state may approve alternate forms  
14 of voter registration cards to be attached to or included in tax  
15 booklets and forms used by state agencies, and other forms  
16 deemed appropriate by the secretary of state if the forms  
17 contain the information required in Minnesota Statutes, section  
18 201.071.

19 D. The top stub must have a substance applied to it  
20 so that the card can be sealed when it is folded together for  
21 mailing.

22 8200.1200 REGISTRATION CARD; FORMAT.

23 Subpart 1. Form. The voter registration card must:

24 A. contain the data elements and certification  
25 provided in Minnesota Statutes, section 201.071;

26 B. be consistent in layout with the data entry  
27 screens used by the statewide registration system;

28 C. take into consideration readability and ease of  
29 understanding;

30 D. provide room for including a mailing address for  
31 returning the completed registration;

32 E. have printed on or with the card a set of  
33 instructions for completing the registration; and

34 F. have printed on or with the card a statement that  
35 assistance for registration and voting is available for elderly

1 and disabled individuals and residents of health care facilities.

2 The secretary of state shall provide examples of the voter  
3 registration card to all county auditors.

4 Subp. 2. **Box for office use only.** The voter registration  
5 card must contain a box marked for "office use only" which  
6 contains "W \_\_," "P \_\_," and "S.D. No. \_\_." These initials  
7 stand for "ward," "precinct," and "school district." Other  
8 information may also be included. Judges of election shall  
9 record the type of election day voter registration proof and its  
10 number, if any, in the "office use only" box.

11 8200.1700 PRINTING AND DISTRIBUTING REGISTRATION CARDS.

12 Each county auditor shall have printed and shall maintain  
13 an adequate number of voter registration cards in compliance  
14 with chapter 8200 and Minnesota Statutes, chapter 201. An  
15 election official who causes voter registration cards to be  
16 printed shall print the cards in a form prescribed by chapter  
17 8200 and Minnesota Statutes, chapter 201. The auditor shall  
18 provide voter registration cards to any person or group who  
19 requests a reasonable number of cards for the purpose of  
20 distribution.

21 8200.2100 DUTIES OF AUDITOR.

22 Each county auditor shall designate a number of public  
23 buildings within the county where persons may obtain, complete,  
24 and deposit registration cards. The county auditor or a  
25 designee shall be on duty in the designated building and the  
26 person on duty shall transmit completed registration cards to  
27 the county auditor within two working days after receipt.

28 8200.2200 BUILDINGS FOR REGISTRATION.

29 Each political subdivision shall have at least one building  
30 where voter registration cards may be obtained and deposited,  
31 for every 30,000 residents of the political subdivision.

32 8200.3800 EMERGENCY VOTING CARD.

33 Subpart 1. **When required.** If a voter who has registered  
34 prior to an election day is challenged because the voter's name

1 does not appear on the polling place roster of the precinct in  
2 which the voter desires to vote, the voter may register on that  
3 election day by following the election day registration  
4 procedures in parts 8200.1100 to 8200.9300 and 8220.0300 to  
5 8220.4800. Or, if it appears upon examination that the voter's  
6 name was erroneously omitted from the roster, the voter must be  
7 permitted to vote in the precinct after completing the required  
8 name and address information and signing the oath on the polling  
9 place roster. The judges shall note on the list that the voter  
10 was permitted to vote pursuant to instructions from the county  
11 auditor and two judges shall initial the entry.

12 8200.5100 REGISTRATION AT PRECINCT ONLY.

13 Subpart 1. Procedure; proof. Any person otherwise  
14 qualified but not registered to vote in the precinct in which  
15 the person resides may register to vote on election day at the  
16 polling place of the precinct in which the person resides. To  
17 register on election day, a person must complete and sign the  
18 registration card and provide proof of residence. A person may  
19 prove residence on election day only:

20 A. by presenting

21 (1) a valid Minnesota driver's license, learner's  
22 permit, or a receipt for either that contains the voter's valid  
23 address in the precinct;

24 (2) a valid Minnesota identification card issued  
25 by the Minnesota Department of Public Safety or a receipt for  
26 the identification card that contains the voter's valid address  
27 in the precinct; or

28 (3) a current student identification card that  
29 contains the student's valid address in the precinct, a current  
30 student fee statement that contains the student's valid address  
31 in the precinct, or a copy of a current student registration  
32 card that contains the student's valid address in the precinct;

33 B. by having a valid registration in the same  
34 precinct under a different address;

35 C. by presenting an "ineffective registration notice"

1 mailed by the county auditor or municipal clerk; or  
2 D. by having a person who is registered to vote in  
3 the precinct and knows the applicant is a resident of the  
4 precinct sign the oath in part 8200.9939.

5 The oath in item D must be attached to the voter  
6 registration card until the address of the applicant is verified  
7 by the county auditor. The county auditor shall file the oaths  
8 and maintain them for one year.

9 [For text of subp 2, see M.R.]

10 8200.6100 COPIES OF PUBLIC INFORMATION LISTS.

11 Persons requesting copies of public information lists of  
12 shall provide the secretary of state or county auditor with a  
13 written request stating the information required by Minnesota  
14 Statutes, section 201.091, subdivision 4. The secretary of  
15 state may provide forms for these requests.

16 8200.6200 PUBLIC INFORMATION LIST AVAILABLE FOR INSPECTION.

17 A copy of the public information list must be available for  
18 public inspection for authorized purposes at all times in the  
19 county auditor's office. The secretary of state may make  
20 available for purchase public information lists on paper and  
21 other media.

22 8200.6300 COST DETERMINATION.

23 When the secretary of state determines the cost of  
24 producing a public information list, the secretary of state  
25 shall take into account only the costs actually incurred to fill  
26 the specific request. The secretary of state shall not take  
27 into account the general office expenses or other expenses which  
28 would have been incurred by the secretary of state even without  
29 the preparation of the request.

30 8200.9300 MAINTAINING DUPLICATE VOTER REGISTRATION RECORDS.

31 Subpart 1. [See repealer.]

32 Subp. 2. [See Repealer.]

33 Subp. 3. [See repealer.]

34 Subp. 4. [See repealer.]

1 Subp. 5. [See repealer.]

2 Subp. 6. [See repealer.]

3 Subp. 7. **Challenges and other notices.** A record of any  
4 challenge to a voter registration shall be made part of the  
5 registration file and shall remain until removed according to  
6 law. The word "challenged" shall appear on the same line as or  
7 directly above the name of a challenged voter on the polling  
8 place roster. A record of any notice affixed to a voter  
9 registration card pursuant to Minnesota Statutes, section  
10 201.15, shall remain part of the file until removed according to  
11 law. The word "guardianship" shall appear on the same line as  
12 or directly above the name of the voter on the polling place  
13 roster. If any other special notice or information is affixed  
14 to a voter registration card, an indication of the notice shall  
15 be printed on the polling place roster.

16 [For text of subp 8, see M.R.]

17 Subp. 9. **Security.** The auditor or clerk is responsible  
18 for maintaining the integrity of the polling place roster and  
19 for restricting access to the statewide registration system to  
20 properly authorized persons. The auditor or clerk shall provide  
21 for the transport and security of the polling place roster  
22 according to part 8200.0800.

23 Subp. 10. **Voter's receipt.** The election judges shall  
24 determine the number of ballots to be counted by adding the  
25 number of return envelopes from accepted absentee ballots to the  
26 number of voter's receipts issued pursuant to Minnesota  
27 Statutes, section 204C.10, subdivision 2, or to the number of  
28 names signed on the polling place roster. The election  
29 jurisdiction may require that the election judges number or  
30 initial each voter's receipt as it is issued.

31 Subp. 11. **Voter registration cards.** Voter registration  
32 cards must conform to the specifications of part 8200.1100.  
33 8200.9939 FORM OF OATH, SPECIFIED BY PART 8200.5100.

34 I, \_\_\_\_\_ swear or  
35 affirm that I am a registered voter in \_\_\_\_\_

1 (County) \_\_\_\_\_ (City or Township)  
 2 \_\_\_\_\_ (Ward) \_\_\_\_\_ (Precinct) and  
 3 that I personally know that \_\_\_\_\_ (Name  
 4 of person registering) is a resident of this precinct.

5 \_\_\_\_\_  
 6 Signature of Registered Voter  
 7 \_\_\_\_\_  
 8 Subscribed and sworn to before me  
 9 \_\_\_\_\_  
 10 Date    /   /     
 11 \_\_\_\_\_  
 Signature of Election Judge

12 The above oath shall be attached to the voter registration  
 13 card until the address of the applicant is verified by the  
 14 county auditor.

15 8210.0200 ABSENTEE BALLOT APPLICATION.

16 [For text of subps 1 and 2, see M.R.]

17 Subp. 3. Postcard application. The absentee ballot  
 18 application may be printed as a postcard application or in any  
 19 other manner deemed appropriate by the auditor or municipal  
 20 clerk. If the application is printed as a postcard application,  
 21 it must conform to United States Postal Service requirements.

22 [For text of subps 4 and 5, see M.R.]

23 8210.0700 ABSENTEE BALLOT RETURN ENVELOPE AS PROVIDED BY  
 24 MINNESOTA STATUTES, SECTIONS 203B.04 TO 203B.15.

25 [For text of subps 1 and 2, see M.R.]

26 Subp. 3. Mailing address. County auditors and municipal  
 27 clerks shall cause a mailing address to be printed on each  
 28 return envelope which they mail or deliver to an absent voter.  
 29 The address block shall be located in the lower right  
 30 one-quarter of the envelope. A return envelope may be addressed  
 31 to the county auditor, to the municipal clerk of the city or  
 32 town, or to the election judges of the precinct in which the  
 33 absent voter is eligible to vote.

34 When an auditor has the duty to address envelopes for a  
 35 municipality and the envelopes are to be addressed to the  
 36 election judges, the clerk shall notify the auditor of the  
 37 proper mailing address of each polling place in the  
 38 municipality. The clerk shall immediately notify the auditor of



1 every change in the initial notification.

2 Subp. 4. [See repealer.]

3 Subp. 5. [See repealer.]

4 Subp. 6. [See repealer.]

5 [For text of subp 7, see M.R.]

6 Subp. 8. **Return address.** A county auditor or municipal  
7 clerk may affix the return address to the upper left-hand corner  
8 of the return envelope.

9 8210.3000 MAIL BALLOTING.

10 [For text of subpart 1, see M.R.]

11 Subp. 2. **Authorization.** The municipal governing body,  
12 school board, or county board may authorize mail balloting by  
13 resolution adopted no later than 45 days prior to the first  
14 election at which mail balloting will be used. If mail  
15 balloting is adopted pursuant to Minnesota Statutes, section  
16 204B.45, the resolution remains in effect for all subsequent  
17 state and county elections until revoked. Revocation of the  
18 resolution may occur no later than 45 days before the next  
19 affected election. Authorization to conduct a special election  
20 pursuant to Minnesota Statutes, section 204B.46, expires after  
21 completion of the election.

22 Subp. 3. **Notice.** The municipal clerk or school district  
23 clerk shall notify the county auditor of the adoption or  
24 discontinuance of mail balloting no later than two weeks after  
25 adoption or revocation of the resolution. The county auditor  
26 shall send a similar notice to the secretary of state for  
27 elections authorized pursuant to Minnesota Statutes, section  
28 204B.45. The county auditor, municipal clerk, or school  
29 district clerk shall post notice of mail ballot procedures at  
30 least six weeks before each election. Notice of mail ballot  
31 procedures must include:

32 [For text of items A to G, see M.R.]

33 Subp. 4. **Mailing ballots.** The county auditor, municipal  
34 clerk, or school district clerk shall mail ballots to the voters  
35 registered in the municipality or unorganized territory. A

1 ballot mailing must be sent to each registered voter no earlier  
2 than 20 or later than 14 days prior to the election. No ballot  
3 may be mailed to a challenged voter.

4 Ballots must be sent by nonforwardable mail. Ballots for  
5 eligible voters who reside in health care facilities may be  
6 delivered as provided in Minnesota Statutes, section 203B.11.  
7 The ballot mailing must be addressed to the voter at the voter's  
8 residence address as shown on the registration file unless the  
9 voter completes an absentee ballot request as provided in  
10 Minnesota Statutes, section 203B.04.

11 A return envelope, a ballot secrecy envelope, and  
12 instructions for marking and returning mail ballots must be  
13 included with the ballots. At the request of the secretary of  
14 state, a survey card that the voter can return to the secretary  
15 of state must also be included. The ballot return envelope must  
16 be printed with the mail voter's certificate. The ballot return  
17 envelope must be addressed for return to the county auditor,  
18 municipal clerk, or school district clerk that is conducting the  
19 election. First class postage must be affixed to the return  
20 envelope.

21 [For text of subps 4a to 6, see M.R.]

22 Subp. 7. **Undeliverable ballots.** Ballots returned by the  
23 post office as undeliverable to the voter at the address of  
24 registration must be securely retained. If the auditor,  
25 municipal clerk, or school district clerk is able to verify the  
26 voter's residence at that address, the ballot may be reissued.  
27 A ballot undeliverable to the voter at the address of  
28 registration must be considered a returned notice of  
29 verification as provided in Minnesota Statutes, section 201.12,  
30 and the voter's registration must be challenged. The auditor  
31 shall maintain a record of all undeliverable ballots.

32 If the ballot is returned by the post office with  
33 notification of the voter's new address within the county,  
34 municipality, school district, or unorganized territory holding  
35 the mail election, the auditor or clerk shall resend the a  
36 ballot to the voter along with a voter registration card, an



1 absentee ballot return envelope as provided in part 8210.9930,  
2 and a notice explaining the need and the procedure to register  
3 at the voter's new address. The auditor or clerk shall keep a  
4 list of individuals who are sent the second mailing and will  
5 provide a copy of that list to the election judges for use in  
6 processing the returned ballots. The list of voters sent the  
7 second mailing will take the place of the absentee ballot  
8 request form specified in part 8210.0200.

9       Subp. 8. **Returning ballots.** Mail ballots may be returned  
10 to the county auditor, municipal clerk, or school district  
11 clerk, by mail, in person, or by designated agent. Ballots  
12 returned in person, or by designated agent, must be accepted  
13 until 8:00 p.m. on the day of the election.

14       Subp. 9. **Polling place and election judges.** The only  
15 polling place required for mail balloting is the office of the  
16 election official conducting the election. The governing body  
17 shall designate a suitable location where the election judges  
18 can meet on election day to receive and count ballots. The  
19 location must be open for public observation of the counting of  
20 ballots. The governing body shall appoint election judges as  
21 provided in Minnesota Statutes, sections 204B.19 to 204B.21.  
22 During the day of the election at least three election judges  
23 must be present at the office of the official conducting the  
24 election to accept mail ballots delivered in person and to  
25 process persons registering on election day. Additional judges  
26 may be appointed as needed. If paper ballots are used, at least  
27 one judge must be appointed for the counting of ballots for  
28 every ~~150~~ 500 persons from whom ballots are expected to be  
29 returned.

30       Subp. 10. **Receiving and counting ballots.** On or before  
31 election day, ~~at the time stated in the notice~~, the election  
32 judges shall receive from the county auditor, municipal clerk,  
33 or school district clerk, ~~all~~ returned ballots, applications for  
34 absentee ballots, affidavits for replacement ballots, and the  
35 list of voters sent a second mailing of the ballot. The judges  
36 shall arrange to receive from the election official any

1 additional ballots received in the mail or returned by a voter  
2 prior to 8:00 p.m. on election day. Ballots must be transported  
3 to the location where ballot processing and counting will occur  
4 in a sealed transfer case by two or more election judges.  
5 During the receiving and counting of ballots, the ballots must  
6 at all times remain in the custody of two or more election  
7 judges.

8 Prior to 8:00 p.m. on election day, the election judges may  
9 examine the return envelopes, mark them "accepted" or "rejected"  
10 and remove the ballot envelopes from the "accepted" return  
11 envelopes. The ballot envelopes must be placed unopened in a  
12 locked ballot box or other sealed container. At 8:00 p.m. on  
13 election day, the election judges shall open the ballot box,  
14 remove the ballots from the ballot envelopes, and count the  
15 ballots.

16 [For text of subps 11 and 12, see M.R.]

17 Subp. 13. **Experimental forms.** The secretary of state may  
18 authorize the experimental use of envelopes and other forms  
19 related to mail elections.

20 8220.0050 CONDUCT OF ELECTIONS.

21 Except as provided in Minnesota Statutes or in parts  
22 8220.0050 to 8230.4350, elections shall be conducted in the  
23 manner prescribed for precincts using paper ballots in the  
24 Minnesota election law.

25 8220.0150 MINIMUM STANDARDS.

26 Parts 8220.0050 to 8230.4350 set minimum standards for  
27 procedures in the use of electronic voting systems. An election  
28 jurisdiction may by resolution require additional procedures.

29 8220.0250 DEFINITIONS.

30 Subpart 1. **Scope.** As used in parts 8220.0150 to  
31 8230.4350, terms defined in Minnesota Statutes, section 206.56,  
32 have the meanings given them in that section, and the following  
33 terms defined in this part have the meanings given them.

34 [For text of subps 2 to 38, see M.R.]

## 1 8220.0850 SCHEDULE FOR COMPLETING PROGRAMS.

2 No later than five days after candidates' names are  
3 certified by the secretary of state, the election jurisdiction  
4 responsible for requesting the computer program must supply any  
5 information such as candidates' names and rotation to the  
6 individuals designated to prepare the computer program.

7 The computer program for any election and an exact  
8 duplicate of the program for use as backup must be completed and  
9 delivered to the election jurisdiction or the county auditor in  
10 charge of a common counting center at least 14 days prior to the  
11 election.

## 12 8220.1450 DUTIES UPON COMPLETION.

13 When an errorless count has been made on all precincts, the  
14 election jurisdiction providing the computer program must:

15 A. secure all computer programs, including the object  
16 code, all support software used except the operating system,  
17 test decks, and predetermined results of the test decks, in a  
18 secure container sealed with a numbered seal and stored in a  
19 secured area that is subject to normal computer temperature  
20 humidity restraints;

21 B. prepare a certificate that all precincts have been  
22 tested using the test deck prepared under the direction of the  
23 election jurisdiction and that the results agree with the  
24 predetermined results of the test deck, which certificate must  
25 contain the seal number that was used to seal the container and  
26 be attached to the computer results of the test; and

27 C. deliver the sealed container and the certificate  
28 to the county auditor.

## 29 8220.1550 PUBLIC ACCURACY TEST.

30 A public accuracy test must be held within 14 days prior to  
31 the election for the purpose of demonstrating the accuracy of  
32 the computer programs and computers to be used at the election.  
33 The public accuracy test must be conducted according to  
34 Minnesota Statutes, section 206.73.

1       The time and place of the public accuracy test must be  
2 designated by the election jurisdiction providing the computer  
3 program, which must give at least 48 hours' public notice of the  
4 time and place of the test by publication in official  
5 newspapers, by posting a notice, and by notification to the  
6 county or legislative district chair of each major political  
7 party.

8       The test must be open to the public. The chief election  
9 official of the election jurisdiction shall explain the methods  
10 and test procedures used to determine the accuracy of the  
11 computer programs. This will include submitting as public  
12 record the certificate prepared in accordance with part  
13 8220.1450 that all precincts have been tested using the test  
14 deck or ballot image prepared under the direction of the  
15 election jurisdiction.

16       The sealed container containing the computer programs, test  
17 deck, predetermined results, and header cards must be opened and  
18 the computer programs and computers tested to determine their  
19 accuracy on the computer on which they are to be used on  
20 election night. The initial testing of the computers and  
21 programs must be with the test deck or ballot image prepared  
22 under the direction of the election jurisdiction. The number of  
23 precincts to be tested is at the discretion of the election  
24 jurisdiction.

25       The backup computer program prepared and delivered  
26 according to part 8220.0850 must be tested on the computer on  
27 which it would be used on election night. The test decks used  
28 in these procedures must be the ones prepared in accordance with  
29 parts 8220.0750 to 8220.1850. Any test cards made under parts  
30 8220.0750 to 8220.1850 must be marked "TEST."

31       If an error is detected in any part of the testing, the  
32 cause must be ascertained, the error corrected, and an errorless  
33 count must be made on all precincts. At the discretion of the  
34 election jurisdiction, the meeting may be adjourned to a time  
35 and date certain.

## 1 8230.0250 ARRANGEMENT OF VOTING DEVICES.

2 Precincts using punch card or optical scan voting systems  
3 may provide voting booths or self-contained stations for use by  
4 voters in casting their ballots. The booths or stations must be  
5 equipped with lights or arranged so that adequate lighting is  
6 available for voters to be able to see and mark the ballots.  
7 The booths or stations must be arranged so the secrecy of the  
8 ballot is not violated. If a voter claims that the arrangement  
9 of the booths or stations does not afford the opportunity to  
10 vote in secrecy, the judges shall rearrange the device or booth  
11 to provide for increased secrecy.

## 12 8230.2250 DELIVERY OF TRANSFER CASE.

13 Subpart 1. Seal and certificate. The transfer case must  
14 be sealed with a seal so that it is impossible to open the case  
15 or insert or remove ballots without breaking the seal. Attached  
16 to the transfer case by the seal must be a certificate signed by  
17 the judges indicating its content, the precinct name, and the  
18 number of the seal used to seal the case. The seal number must  
19 also be recorded in the certificate of the election judges. The  
20 transfer case certificate must be in a clear plastic envelope  
21 and affixed to the case by the seal.

22 [For text of subp 2, see M.R.]

## 23 8230.3250 ABSENTEE VOTING, ELECTRONIC VOTING SYSTEM.

24 [For text of subps 1 to 3, see M.R.]

25 Subp. 4. Demonstrator. A demonstrator voting device must  
26 be available to absentee voters and instructions for casting a  
27 ballot on an electronic voting system must be offered to each  
28 absentee voter by the municipal clerk or an election judge.

29 [For text of subps 5 to 10, see M.R.]

## 30 8230.4350 OPTICAL SCAN VOTING SYSTEMS

31 [For text of subps 1 to 6, see M.R.]

32 Subp. 7. Ballots at counting center. The vote totals for  
33 central count optical scan systems may be certified by either  
34 the election judges who served in the precinct or a set of

1 election judges specifically appointed to serve at the counting  
2 center. When the polling place closes, the appropriate election  
3 judges shall complete the steps in items A to I.

4           A. At the polling place, count the number of ballots  
5 in the ballot box and either identify ballots that will need to  
6 be remade at the counting center, or process ballots requiring  
7 duplication prior to transporting them to the counting center.

8           B. Seal the ballots inside the transfer case.

9           C. Complete the parts of the summary statement  
10 indicating the number of ballots in the transfer case and the  
11 seal number.

12           D. Transport the transfer case to the counting  
13 center, or to a collection point for transportation to the  
14 counting center, by two election judges of different political  
15 parties.

16           E. At the counting center, compare the transfer case  
17 seal and the seal number on the summary statement. If the vote  
18 totals are to be certified by the election judges at the  
19 counting center, all further processing of the ballots and  
20 certification of the returns is done by the counting center  
21 judges.

22           F. Remove ballots from the transfer case and read  
23 into the ballot counter.

24           G. Process ballots requiring duplication or manual  
25 counting, as needed.

26           H. Reseal counted ballots in the transfer case and  
27 record the seal number on the summary statement.

28           I. Sign certification of vote totals on the summary  
29 statement as recorded by the ballot counter.

30 8240.0100 DEFINITIONS.

31           Subpart 1. **Scope.** Terms used in parts 8240.0100 to  
32 8240.2500 shall have the meanings given.

33                           [For text of subps 2 and 3, see M.R.]

34 8240.0200 SCOPE AND PURPOSE.

35           Parts 8240.0100 to 8240.2500 establish the program for



1 training of election judges required by Minnesota Statutes,  
2 section 204B.25.

3 The purpose of the training program is to provide for  
4 uniform application of Minnesota election laws and rules by  
5 election judges and to promote accuracy, honesty, and efficiency  
6 in election procedures.

7 Parts 8240.0100 to 8240.2500 shall be construed as the  
8 minimum standards required of training programs conducted  
9 pursuant to Minnesota Statutes, section 204B.25. Nothing in  
10 parts 8240.0100 to 8240.2500 shall restrict training authorities  
11 from implementing training programs more comprehensive than are  
12 required by parts 8240.0100 to 8240.2500.

13 8240.1300 COURSES REQUIRED.

14 An election judge who must receive training pursuant to  
15 Minnesota Statutes, section 204B.25, shall successfully complete  
16 a basic training course which meets the requirements of part  
17 8240.1600. After completing the basic training course, an  
18 election judge may serve at future elections by successfully  
19 completing a review course once every two years which meets the  
20 requirements of part 8240.1700. The basic training course need  
21 not be repeated if the judge serves at least one election every  
22 four years.

23 The basic training course and the review course shall be  
24 conducted not more than 60 days or fewer than three days before  
25 the election. When one or more election judges are unable to  
26 attend a scheduled training session, a makeup session shall be  
27 held which conforms to the scheduled training session so far as  
28 practicable.

29 A special training course must be conducted for all  
30 election judges not more than 60 nor fewer than three days  
31 before a presidential primary election. The county auditor  
32 shall establish either a one or two hour training course for the  
33 presidential primary. The length of training for the  
34 presidential primary should be determined by the voting method  
35 used at the presidential primary, and the experience level of

1 election judges with the voting method.

2 No election judge who successfully completes the training  
3 required by parts 8240.0100 to 8240.2500 for a state primary  
4 election shall be required to complete additional training for  
5 the succeeding general election.

6 The training authority shall determine the maximum number  
7 of trainees in each training session conducted pursuant to parts  
8 8240.1600 and 8240.1700. The maximum number of trainees shall  
9 be appropriate to the methods of instruction used.

10 8240.2400 TRAINING PLAN.

11 Each training authority shall prepare a training plan.

12 The training plan shall include the names of persons  
13 conducting training; number of sessions planned; projected  
14 attendance at each session; training materials to be used;  
15 training methods employed; and an outline of the content of the  
16 basic training course, review course, emergency training course,  
17 and any health care facility absentee voting course.

18 Copies of all materials which will be distributed at the  
19 training sessions shall be included with the training plan.

20 The training plan must be available for public inspection.

21 8250.0370 FORM OF CANARY BALLOT.

22 [For text of subp 1, see M.R.]

23 Subp. 2. **Ballot order.** County offices must be listed  
24 first on the canary ballot in the following order:  
25 commissioner, auditor, treasurer, recorder, sheriff, attorney,  
26 surveyor, and coroner. Special district offices must follow the  
27 last county office. Judicial offices must follow special  
28 district offices and appear in the following order: chief  
29 justice - supreme court, associate justice - supreme court,  
30 judge - court of appeals, and judge - district court. Where  
31 judicial seats are designated by number, the offices must be  
32 listed in numerical order. Optical scan ballots must be  
33 prepared in the order provided in Minnesota Statutes, chapter  
34 206. County and judicial offices for which there is only one  
35 candidate will appear in the manner provided in Minnesota

1 Statutes, section 204D.14.

2 [For text of subp 3, see M.R.]

3 8250.1200 TYPE STYLES AND SIZES.

4 The words "Put an (X) in the square opposite the name of  
5 each candidate you wish to vote for" must be printed in upper  
6 and lower case in 8-point bold type.

7 The words "STATE GENERAL ELECTION BALLOT" must be printed  
8 in upper case in 18-point type.

9 The office and its identification must be printed in upper  
10 case in 10-point bold type.

11 The words "VOTE FOR ONE" must be printed in upper case in  
12 8-point bold type.

13 The names of the candidates must be printed in upper case  
14 in 8-point bold type.

15 The party designation or political principle must be  
16 printed in upper and lower case 8-point bold type.

17 The words "OFFICIAL BALLOT" on the back of the ballot must  
18 be printed in upper case in 18-point bold type, the date in  
19 upper case in 8-point type, and the word "Judge" in upper and  
20 lower case in 10-point type.

21 8250.1600 APPLICABILITY.

22 Parts 8250.1600 to 8250.1800 apply to electronic voting  
23 systems, as defined in Minnesota Statutes, section 206.56,  
24 subdivision 8. To the extent possible, parts 8250.0100 to  
25 8250.1400 apply to the use of electronic voting systems, unless  
26 otherwise provided.

27 8250.1800 FORMAT OF BALLOT CARDS FOR OPTICAL SCAN SYSTEMS.

28 Subpart 1. **Type sizes.** The type sizes in items A to E  
29 must be used in the printing of ballot cards.

30 A. The titles "FEDERAL OFFICES," "STATE OFFICES," and  
31 "CONSTITUTIONAL AMENDMENTS" must be printed in upper case and  
32 bold face in as large as practicable but no smaller than  
33 14-point type.

34 B. The office titles must be printed in upper case

1 and bold face in as large as practicable but no smaller than  
 2 10-point type. Immediately under each office title, the  
 3 instruction "VOTE FOR ONE" or "VOTE FOR ONE TEAM" must be  
 4 printed in upper case and bold face in as large as practicable  
 5 but no smaller than 8-point type. The office titles must either  
 6 be shaded with a screen of ten percent or less, or printed white  
 7 on black.

8 C. The candidate names must be printed in upper case  
 9 in as large as practicable but no smaller than 10-point type.  
 10 The party name must be printed under the candidate name in as  
 11 large as practicable but no smaller than 8-point type. The name  
 12 of the candidate must be aligned as close to the vote target as  
 13 possible.

14 D. The title of a proposed question must be printed  
 15 in upper case and bold face in as large as practicable but no  
 16 smaller than 10-point type. The body of the question must be  
 17 printed in upper and lower case in as large as practicable but  
 18 no smaller than 8-point type. The words "YES" and "NO" must be  
 19 printed to the left of the vote targets in upper case and bold  
 20 face in as large as practicable but no smaller than 10-point  
 21 type.

22 E. On each write-in line the words "Write-In If Any"  
 23 must appear in upper and lower case in as large as practicable  
 24 but no smaller than 6-point type. The words "Write-In If Any"  
 25 must be aligned next to the vote target.

26 [For text of subps 2 and 3, see M.R.]

27 REPEALER. Minnesota Rules, parts 8200.0400; 8200.0700;  
 28 8200.1400; 8200.1500; 8200.3200; 8200.3300; 8200.3400;  
 29 8200.9100; 8200.9200; 8200.9300, subparts 1, 2, 3, 4, 5, and 6;  
 30 8200.9910; 8200.9919; 8200.9953; 8210.0700, subparts 4, 5, and  
 31 6; 8220.1950; 8220.2750; 8240.1000; 8240.2600; and 8250.1500,  
 32 are repealed.

33

34 TERM CHANGE. Change the title to chapter 8230 from "ELECTION  
 35 JUDGES AND COUNTING CENTERS" to "POLLING PLACES AND COUNTING

05/07/96

[REVISOR ] CEL/CA AR2678

1 CENTERS."