

# **CHAPTER 5**

## **MAILING BALLOT TO VOTER**

### **SECTION A: MAIL VOTER THE FOLLOWING:**

1. ballot;
2. ballot envelope; [Sec. 86.012]
3. carrier envelope;

NOTE: Prior to mailing, enter voter's name, name of election, and date of election on carrier envelope. [Sec. 86.013]

4. list of declared write-in candidates (if applicable);
5. any special voting instructions;
6. affidavit of challenged voter (if applicable);

NOTE: If voter is challenged, send an affidavit of challenged voter with explanation of the grounds for challenge; stamp carrier envelope "AFFIDAVIT ENCLOSED"; and give a copy of the grounds for challenge to the presiding judge of the early voting ballot board.

7. statement of residence (if applicable); and

NOTE: If a voter's name appears on the suspense list, include a statement of residence. The voter must complete and return the form with the ballot by mail.

If the voter's residence address on the application for ballot by mail is not the same as the voter's residence address on the list of registered voters, include a statement of residence. Stamp carrier envelope "STATEMENT FORM ENCLOSED."

8. notice to the voter of how much postage is required, if the postage to return carrier envelope with ballot enclosed will be more than one ounce first class postage.

### **SECTION B: WHAT TO DO IF A BALLOT ERROR IS DISCOVERED AFTER THE BALLOT HAS BEEN MAILED.**

1. If the ballot error would affect the choice of candidates for the voter (candidate left off ballot or candidate left on ballot that should have been removed), the early voting clerk should mail the voter a corrected ballot, if the early voting clerk determines there is sufficient time for the voter to mark the corrected ballot and return it before the deadline. [Sec. 86.009]

2. Procedure

Mail corrected ballot with balloting materials.

Include Notice of Correction to Ballot (Form 5-6).

Mark carrier envelope "Corrected Ballot" prior to mailing.

Make a list of voters who were mailed a corrected ballot (Form 5-7).

Retain list for period for preserving election records.

Make a notation on application for ballot by mail that voter was provided a corrected ballot.

Send corrected ballot to early voting ballot board if received before the deadline for receiving ballots.

If original ballot is also received, treat it as a ballot received after the deadline for returning marked ballots.

If corrected ballot is not received in time but original ballot is received by deadline, send original ballot to early voting ballot board.