

## ELECTION DUTIES AND RESPONSIBILITIES QUICK REFERENCE

### County Commission

- Orders precinct/polling place changes
- Adopts policy extending emergency absentee voting
- Determines the number of election officials needed
- Receives nominations of election officials from executive committees
- Appoints election officials, alternates, and emergency absentee voting commissioners based on nominations from executive committees
- Selects additional persons to serve as election commissioners and fills positions for which no nominations were filed
- May suspend election officials upon receiving petition or for specific causes
- Certifies voting systems after testing
- Serves as Board of Canvassers
  - Conducts canvass of election returns
  - Declares results
  - Conducts recount if requested
  - Certifies results
  - Transmits certificates of election results to Secretary of State
- Inspects electronic ballots and devices

### County Clerk

- Registers voters and conducts list maintenance
- Conducts absentee and early voting
- Serves as chairman of the board of ballot commissioners
- Processes filings for individuals running for county offices:
  - Pre-candidacy Registration
  - Certificate of Announcement
  - Statement of Withdrawal
  - Nominating Petitions
  - Campaign finance reports
- Provides Official Credentials for candidates wishing to collect nominating petition signatures in county
- Gives notice of appointment of ballot commissioners to each of the two executive committees
- Appoints ballot commissioners if the executive committees fail to do so
- Conducts drawing for order on the ballot
- Estimates number of absentee ballots needed
- Notifies county commission the number of emergency absentee voting commissioners needed
- Notifies election officials and alternates of appointment
- Conducts instructional program for election officials
- As chair of the board of ballot commissioners, shall have election supplies delivered to each precinct by designated election commissioner, or in the case of an emergency, special messenger
- Enters voter history
- Prepares for the inspection of electronic ballots and devices

### Board of Ballot Commissioners

- Shall proof and have printed:
  - Cards of general information for voters
  - Instructions for casting a regular and provisional ballot
  - Sample ballots
  - Official Elections Day, Early Voting, and Absentee ballots
  - List of write-in candidates
- Publishes sample ballots for Early Voting and sample ballots or list of candidates for Election Day
- Detects and corrects any errors on sample ballots and/or official ballots
- Provides all other materials and equipment necessary for conducting elections with electronic voting systems
- Inspects electronic ballots and devices
- Ensures left over ballots and supplies are stored in a secure location until twenty-two months after the election