

## CITY/TOWN ELECTION DUTIES AND RESPONSIBILITIES QUICK REFERENCE

### City/Town Council

- Orders city/town precinct/polling place changes
- Determines the number of election officials needed
- If the city/town has executive committees, receives nominations of election officials from executive committees
- If city/town does not have executive committees, provides by ordinance a method of nominating election officials or shall nominate as many eligible persons as are required
- Appoints election officials, alternates, and emergency absentee voting commissioners based on nominations
- May suspend election officials upon receiving petition or for specific causes
- Selects additional persons to serve as election commissioners and fills positions for which no nominations were filed
- Serves as Board of Canvassers
  - Conducts canvass of election returns
  - Declares results
  - Conducts recount if requested
  - Certifies results

### City/Town Recorder

- Conducts absentee and early voting
- Requests poll books from county clerk
- Processes filings for individuals running for city/town offices:
  - Pre-candidacy Registration
  - Certificate of Announcement
  - Statement of Withdrawal
  - Nominating Petitions (to be verified by county clerk)
  - Campaign Finance Reports
- Contacts county clerk to see if there is an emergency absentee voting policy
- Provides Official Credentials for individuals wishing to collect nominating petition signatures
- If city/town has executive committees, gives notice of appointment of ballot commissioners to each of the two executive committees
- If city/town does not have executive committees, appoints two ballot commissioners of opposite political parties
- Conducts drawing for order on the ballot
- Estimates number of absentee ballots needed
- Notifies city council the number of emergency absentee voting commissioners needed
- Notifies election officials and alternates of appointment
- Conducts instructional program for election officials
- Shall have election supplies delivered to each precinct by designated election commissioner, or in the case of an emergency, special messenger
- Returns poll books to county clerk for the purpose of entering voter history

### 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
- Shall ensure left over ballots and supplies are stored in a secure location until twenty-two months after the election