Ballot Specifications and Proofing Best Practice Guide

West Virginia Secretary of State's Office
Elections Division
304-558-6000
elections@wvsos.gov

Revised 1/20/2021

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A. Paper/Ink Specifics

☐ Sample Ballot: The official and sample ballots are to be printed in black ink on paper sufficiently thick so that the printing or marking cannot be distinguished from the back. The weight being equal to an equivalent of at least 24 lb. paper. The sample ballots of each party can be found in this guide under "O. Primary Election Ballot Colors." There shall be printed across the face of such sample ballot in large letters the words "sample ballot."

  o For Optical/Digital scan ballots, the paper must conform to the size and weight required for the particular tabulator adopted by the county.

☐ For each general and special election, the official ballots and poll slips are white. For each primary election, the official ballot colors are assigned by the Secretary of State and can be found in this guide under "O. Primary Election Ballot Color." All paper ballots are to be printed in black ink on paper sufficiently thick so that the printing or marking cannot be discernible from the back

  o For Optical/Digital scan ballots, if paper meeting the required specifications for the tabulator is not available in the prescribed colors, some means of distinguishing the ballots by the prescribed colors, such as screening or marking the ballots with prescribed colors, will satisfy the statutory requirements.

☐ Each ballot is to be bordered by a solid line at least one sixteenth of an inch wide, and trimmed to within one-half inch of that border. This should be done regardless of the size of the ballot.

B. Ballot Headings
The ballot headings are separated from the rest of the ballot by heavy lines and contain the appropriate wording as listed below:

- **Primary Elections**
  The heading of each official **primary** ballot is printed in display type and contains the following words:
  <div align="center">

  OFFICIAL BALLOT OF THE (NAME) PARTY
  (Name of County, City or Town), West Virginia
  Primary Election, (month) (day), (year)
  </div>

  The official symbol of the political party may be included in the heading.

- **General Elections**
  The heading of each official **general** ballot is printed in display type and contains the words:

OFFICIAL BALLOT, GENERAL ELECTION
(Name of County, City or Town), West Virginia
(month) (day), (year)

- **Board of Education Elections**
  The heading of the ballot for election of members of the board of education contains the words:
  Nonpartisan Ballot of Election of Members of the (Name) County
  Board of Education, (month) (day), (year).

- **Issues on the Ballot**
  Any other ballot or portion of a ballot on a question is to have a heading which **clearly states the purpose of the election according to the statutory requirements for that question**, as well as the words:
  (Primary, Special or General) Election, (month) (day) (year)

C. Ballot Basics

- **Party Order/Party Emblems**
  After the heading, each ballot is to contain, laid out in parallel columns, rows or pages as required by the particular voting system, the party emblem and the name of each party.

  Below is the order that parties are to appear on the ballot based on the total votes cast for president:

  1. Republican Party (emblem: eagle with spread wings)
  2. Democrat Party (emblem: rooster)
  3. Libertarian Party (emblem: lady holding a torch)
  4. Mountain Party (emblem: mountain range with three peaks)
  5. No party/Independent candidates

- **Paper Ballot: Write-in Instruction Lines**
  For each vacancy in nomination, a blank square and line equal to the space used for candidate names is to appear after candidate names.

  If there are no write-in lines printed on the ballot, additional instructions must be printed for the voter at the top of the ballot across the top of all columns, the following general instructions shall be printed in no smaller than 8-point type:
  In order to cast a WRITE-IN vote, you may write the name and office of the candidate in any location on the front side of the ballot.

These instructions are followed by a heavy line separating them from the rest of the ballot.

- **Write-in for Optical/Digital Scan devices:**
  For each office, one or more lines for entering write-in votes are provided below the names of the candidates. The number of lines is equal to the number of persons to be elected to the office, or three, whichever is fewer. The words **WRITE-IN, IF ANY** are printed directly under each line for write-ins. A position to mark the vote is opposite the line.

- **Write-in for DRE/Touchscreen devices:**
  For each office, the words **WRITE-IN** appear beside a box indicating the location for the voter to touch the screen. When activated, another screen is to appear allowing the voter to enter a write-in candidate.

D. Ballot Columns, Tickets and Headings

The tickets are arranged in columns from left to right across the ballot as follows:

- **Presidential Election Year**
  The columns are to be as shown below. If applicable, the Convention Delegates may be listed in two or more columns to accommodate the numbers of candidates. The term 'Federal' is an acceptable substitute for 'National'.

NATIONAL TICKET	STATE TICKET	NONPARTISAN BALLOT OF ELECTION OF JUDICIAL OFFICERS

COUNTY TICKET	NATIONAL CONVENTION	DISTRICT TICKET

MUNICIPAL TICKET		

- **Non-Presidential Election Year**
  The columns are to be as shown below:

NATIONAL TICKET	STATE TICKET	NONPARTISAN BALLOT OF ELECTION OF JUDICIAL OFFICERS

COUNTY TICKET	DISTRICT TICKET	MUNICIPAL TICKET

1. The columns are approximately 2 inches wide, or more, (at least a sufficient width so that the voting positions, names and residence information are not excessively crowded and difficult to read). The columns are separated by a dark line. The office title and office instructions are centered across each row above the candidate names and not separated by the dark line. This is to distinguish each race as a separate race and to ensure the voter understands that each column is part of that particular race.

2. The sequence of offices and the titles of those offices listed are as follows:

   NATIONAL TICKET (President & Vice President, US Senator, US House of Representatives)

   STATE TICKET (Governor, WVSOS, Auditor, Treasurer, Commissioner of Agriculture, Attorney General, State Senator, House of Delegates, any other multicounty office)

   NONPARTISAN JUDICIAL BALLOT (Justice of the Supreme Court of Appeals, circuit court, family judge, magistrate)

   COUNTY TICKET (Clerk of the circuit court, county commissioner, clerk of the county commission, prosecuting attorney, sheriff, assessor, surveyor, congressional district executive committee, senatorial district executive committee in multicounty districts, delegate district executive committee in multicounty districts)

   NONPARTISAN BALLOT (Nonpartisan elections for board of education, conservation district supervisor, any question to be voted upon)

   DISTRICT TICKET (County executive committee)

   MUNICIPAL TICKET: Mayor, Recorder (or City Clerk), Council Member (if all members are elected at large) or Council Member at Large (if some members are elected at large and some within wards), Council Member, Ward ___ or Council Member, District ___, Executive Committee (if any)

3. When the office does not appear on the ballot, it is omitted from the sequence. When an unexpired term appears on the ballot along with a full term, the unexpired term appears immediately below the full term, and is designated **(Name of Office) -- Unexpired Term,** except for the Board of Education.

4. When space restrictions prevent the use of the full title, the title may be abbreviated using standard abbreviations. The name of the office must remain clear when abbreviated. Be consistent with the use of abbreviations throughout the ballot.

5. The office title is separated from preceding offices or candidates by a dark line, and is printed in bold type, no smaller than 8-point type. The office title spans the width of the ballot so that it is centered in the respective columns. The name and residence of each candidate within an office division is separated from any other candidate by a light line.

6. For offices elected within districts, the district number is listed in bold type immediately below or after the name of the office, as in the following examples:
1st Congressional District   First Senatorial District
1st Delegate Dist.   Northern District

   Variations in typography such as abbreviations and numbers are allowed.

7. For all judicial circuits, the number of the circuit and the number of the division are listed immediately below or after the office title, as in the examples below. Circuits that have only one judge to be elected do not have divisions.

   4th Judicial Circuit   Fourth Judicial Circuit   4th Judicial Circ.,
   1st Division   First Division   1st Div.

8. When expired terms of the board of education are to be filled by election, a separate section or page of the ballot is set off by clearly separating the nonpartisan ballot from the ballot for the political party candidates, and is headed as:
   "Nonpartisan Ballot of Election of Members of the
   _____ County Board of Education".

E. Number to be Nominated or Elected, Statement of Limitations, Other Instructions

1. When only one candidate is to be elected, the words **Vote for One** are placed in bold type and centered across the columns immediately below the name of the office and district.

2. When more than one candidate is to be elected, the words **Vote for Not More Than (insert number)*** are placed in bold type and centered across the columns immediately below the name of the office, district and division. * Code does not specify whether the number is to be spelled out or numerical.

   DRE/Touchscreen devices shall not allow the voter to select more than the allowed number of candidates for each office. If the voter tries to select more than the

allowed number of candidates the device shall provide a visual or audible notification to the voter.

3. For general elections in which more than one candidate is to be elected, the following specific instructions are centered across the columns below the office name and number of votes allowed and across the top of all columns for that office:

4. For offices which have limitations on the number of candidates to be elected or appointed to hold office at one time from a political subdivision, there is to be a clear explanation of the limitation.

> For House of Delegates, District 19, the limitation is stated as follows: Not more than three may be elected who reside in any one county.
>
> For House of Delegates, District 27, the limitation is stated as follows: Not more than four may be elected who reside in any one county.
>
> For county commission, the limitation is stated as follows: Not more than one resident of any magisterial district may be elected.
>
> For Greater Huntington Parks and Recreation District, the limitation is stated as follows: No more than two (2) can be from each district.
>
> For Board of Education (if unexpired terms are to be filled by election in the general election), the districts for which less than two candidates may be elected and the number of available seats are specified and stated as follows:
> Maximum eligible to be elected from districts:
> (District Name) - (#), (District Name) - (#), etc.
>
> **The name of each district and the number of vacancies, whether 0, 1 or 2, are to be listed**.
>
> For any other office subject to limitations, the Secretary of State approves the wording of the statement of limitations.

5. If the number of candidates for an office exceeds the space available on a column and requires that candidates for a single office be separated, to the extent possible, the number of candidates for the office on separate columns or pages are to be nearly equal, and the following instructions printed below the names at the point of separation: "Continued on the following column."

> For DRE/Touchscreen devices:
> If the number of candidates for an office exceeds the space available on a column and requires that candidates for a single office be separated, the number of candidates for the office in separate columns is to be nearly

equal. Below the names at the point of separation is printed:
"Continued in the next column"

When columns are separated within one office the office heading must be included at the top of the next column.

6. When applicable in presidential elections, below the columns for Delegate to National Convention for both parties, the following instructions are printed:
   For election in accordance with the plan adopted by the party and filed with the Secretary of State.

F. Voting Positions, Candidates' Names, Residence and Other Requirements

1. The location for indicating the voter's choices is a square a minimum of 1/4" formed in dark lines at the left of each name on the ballot, arranged in a perpendicular column of squares before each column of names. In presidential elections, only one square shall be placed to the left of the names of candidates for President and Vice President, indicating a space for voting for both nominees.

For Optical/Digital Scan devices:
The location for indicating the voter's choices is an oval or other space of the appropriate size and position for tabulator specifications which when marked will properly record the vote for that position.

2. The names and voting positions of the candidates are to be staggered so that no two candidates for that office appear directly opposite any other candidate, as in the following example:

☐ SUSAN B. ANTHONY

☐ JOHN ADAMS

☐ ABRAHAM LINCOLN

☐ CLARA BARTON

For Optical/Digital Scan devices:
If the voting system cannot accurately tabulate any ballot due to this requirement, the ballot may be adjusted so that it is accurately tabulated. When a change is necessary to accurately tabulate a ballot, at a minimum, a thin line must be used to distinguish between each candidate. If positions for voting appear on both sides of the ballot, the words **"VOTE BOTH SIDES"** in upper case letters and 14-point type or greater appear at the end of the right column on the front of the ballot. If space is available, it also appears at the end of the right column on the reverse side of the ballot.

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3. The name of every certified candidate is printed on the ballots for the appropriate precincts in upper case letters in no smaller than 8-point type. All candidate names are printed in the same format.

   a. The name shall not misrepresent the identity of the candidate and shall not include any title, position, rank, degree or nickname implying or inferring any status as a member of a class or group or affiliation with any system of belief.

   b. If the longest name containing nicknames in parentheses or quotations is too long to be printed in all upper case in the space available, nicknames may consistently be printed in upper case and lower case.

   c. When an insufficient number of candidates have filed for a party to make the number of nominations allowed for the office, the vacant positions on the ballot are filled with the words **'No Candidate Filed'**.

   d. Only when an insufficient number of candidates have filed for the voters to elect sufficient members to the board of education or to executive committees, a blank line is placed in any vacant position.

4. The residence of each candidate is printed in upper case and lower case, and is at least 8-point type as described below:

   - Federal Candidates: City, State
     Example:
     JOHN DOE   or JOHN DOE
     Charleston, West Virginia   Charleston, WV

   - State Candidates: City, County
     JANE DOE   or JANE DOE
     Morgantown (Monongalia Co.)   Morgantown, Monongalia Co

   - County Candidates: City, District (for offices subject to magisterial district limitations)

     LINDA DOE
     Berkeley Springs

MATTHEW DOE
Lewisburg (Central Dist.)

- Municipal Candidates: District (if subject to district limitations)

When space restrictions prevent the use of the full city, county or district name, parentheses may be omitted for all candidates and standard abbreviations used, providing the residence remains clear. All residence information is printed the same to avoid differentiating between candidates.

5. The leading or spacing between lines is of normal width and sufficiently wide so that the names and residences of candidates remain readable and do not appear compressed.

6. When no candidate has been nominated by the political party, a single blank line shall appear to the right of the square for voting, in the same position the candidate's name would have appeared had a nomination been made. Additional blank lines are provided if more than one vacancy in nomination has occurred.

7. For Delegate to National Convention, the commitment to a presidential candidate or the word 'Uncommitted' as specified on the certification is printed on the same line as the residence, or on the following line if necessary. The last name of the presidential candidate is sufficient, and may be placed in parentheses or separated by spaces.

8. The use of abbreviations for excessively long combinations of city, county and/or presidential preferences are allowed. Use consistent abbreviations.

G. Order of Candidates' Names When More Than One Candidate is to be Elected.

1. For all offices with more than one candidate, except Delegate to National Convention, the names of candidates are listed within the office in the sequence determined at the drawing by lot conducted by the Secretary of State or the Clerk of the County Commission.

2. When the office includes vacant positions for nominations, the positions for "No Candidate Nominated" or blank lines for write-in votes for election are placed at the end of the sequence.

H. Issues on the Ballot

1. Constitutional amendments ordered by the Legislature to be placed on the ballot are placed below the columns of candidates.

     a. A heavy line is printed across the ballot below the columns of candidates, and the following heading is printed across the full width of the ballot: "**Ballot on Constitutional Amendments**".

     b. Each amendment is headed **"Amendment No. (#): (Title)"**, with the number of the amendment and the title as designated by the Legislature, except that when the Legislature designates more than one amendment by the same number, the numbers are assigned in order of the passage of the resolution. The heading is centered in the space across the entire width of the ballot.

     c. The words "**SUMMARY OF PURPOSE**" and the summary of the amendment are printed across the width of the ballot.

     d. Voting positions are placed below the summary and to the left of the following words:

For $\bigcirc$

Against $\bigcirc$

2. Any local issue which is authorized by law to be placed on the ballot in the general election is given the heading, text and voting positions as prescribed by law for the specific issue and as specified in the resolution authorizing or order calling for such election.

     a. Any local issue which is not required to be placed on a separate ballot is placed below any constitutional amendments, and is separated from the previous sections of the ballot by a dark line, and arranged across the full width of the ballot.

     b. Any local issue which is required to be placed on a separate ballot is printed according to the same specifications as general election ballots on a separate page.

     c. Voting positions are placed below the summary and to the left of the following words:

Yes $\bigcirc$

No $\bigcirc$

For Optical/Digital Scan/DRE/Touchscreen
Any other ballot on a question appears in a section following the candidates and the Board of Education. The heading, text and voting positions are as prescribed by law for the specific issue and clearly state the purpose of the election according to the statutory requirements for that question.

I. Face and Reverse of Official Ballots and Absentee Ballots

1. On the face of every official and absentee ballot, unique numbers in sequence from 1 to the total number of official ballots to be printed are printed on **a perforated stub at the top or bottom** of the official and absentee ballots.

2. On the back of every official and absentee ballot are printed the words "**Official Ballot"**, the name of the county and the date of the election. Beneath these lines are two blank lines followed by the words "**Poll Clerks"**. In presidential elections, there may be four blank lines followed by the words "**Poll Clerks".**

J. Sample Ballots

Printing

1. The face of sample ballots is like other official ballots, except that the word **"SAMPLE"** is prominently printed across the front of the ballot in such a way that the names of candidates are not obscured. The word "**SAMPLE"** may be printed in red ink according to WV Code §3-5-13(9).
Also according to WV Code §3-5-12 the words "SAMPLE BALLOT" shall be used and must be printed in large letters.

2. No printing is placed on the back of the sample.

3. For DRE/Touchscreen devices the sample ballot is an exact duplicate of the screen shots for Election Day ballots and the actual ballot for the absentee and/or early voting method.

Publishing

The ballot commissioners of each county prepare sample ballots for each election (in primary elections they prepare samples for each party and issue) which are published as follows:

a. For counties in which two or more qualified newspapers publish a daily newspaper, not more than 26 nor less than 20 days preceding the election, the ballot commissioners publish each sample official election ballot as a Class I-0 legal advertisement in the two qualified daily newspapers of different political parties within the county having the largest circulation.

b. For counties having no more than one daily newspaper, or having only one or more qualified newspapers which publish weekly, not more than 26 nor less than 20 days preceding the election, the ballot commissioners publish the sample official election ballot as a Class I legal advertisement in the qualified newspaper within the county having the largest circulation.

c. Each facsimile sample ballot is a photographic reproduction of the official sample ballot or ballot pages and is be printed in a size no less than 65% of the actual size of the ballot, at the discretion of the ballot commissioners: *Provided*, That when the ballots for the precincts within the county contain different senatorial, delegate, magisterial or executive committee districts or when the ballots for precincts within a city contain different municipal wards, the sample ballot is altered to include each of the various districts in the appropriate order. If, in order to accommodate the size of each ballot, the ballot or ballot pages must be divided onto more than one page, the arrangement and order is made to conform as nearly as possible to the arrangement of the ballot. The publisher of the newspaper submits a proof of the ballot to the ballot commissioners for approval prior to publication.

K. Facsimile Sample Ballots for Campaign Purposes

1. No company, other business or person may print or otherwise reproduce true or approximate facsimiles of sample ballots for sale to candidates, political committees, other individuals or groups for any purpose unless the words **"Paid for by _____"** with the name of organization or political committee and the name of the person authorizing such publication is printed clearly and prominently at the bottom of the face of the sample ballot.

2. No facsimile sample ballot printed with marks designating preferred choices shall be printed or otherwise reproduced for any group which has not registered as a political committee under the provisions of Article 8, Chapter 3 of the West Virginia Code, or who is not a declared candidate for election.

3. No person or company may print facsimiles of sample ballots on any color paper used for the official or sample ballots. This includes the color of any primary ballot or non-partisan ballot used in a primary election.

L. Number of Ballots and Packaging of Ballots

1. Regular Official Ballots

   a. The total number of regular official ballots is equal to 1 ½ times the number of persons eligible to vote the specific ballot. When paper ballots are used in conjunction with or as part of an electronic voting system, the total number of ballots printed is equal to 80% of the number of persons eligible to vote that specific ballot. This includes the respective parties and the total number of non-partisan ballots printed for the primary elections. The term "specific ballot" means any ballot containing a unique combination of offices and districts within the county.

b. The number of each specific type of regular official ballots packaged for each precinct is equal to 75% of the number of registered voters in the precinct.

   d. The remaining regular official ballots are packaged and delivered to the county clerk.

   e. The packages of ballots for each precinct and the separate packages of additional ballots are wrapped and sealed in a manner which will immediately make it apparent any attempt to open, alter or tamper with the sealed ballots. This may include packaging methods such as shrink wrapping, wrapping with paper string and wax seal or other suitable means.

   f. Each package must be clearly labeled, in a manner which cannot be altered, with the county name, the precinct number, and the number of ballots in the package. If the packaging material conceals the face of the ballot, a sample ballot identical to the official ballots is securely attached to the outside of the package.

2. Absentee Ballots

   a. The county clerk determines the number of absentee and early voting ballots needed for the absentee voting period.

   b. The absentee and early voting ballots are wrapped, sealed and labeled as required for official ballots.

3. Sample Ballots

   a. At least 2 sample ballots of each type required to be sent to the precincts are to be packaged with the official ballots or otherwise packaged for the appropriate precinct.

   b. The county clerk determines the number of additional sample ballots needed for the election.

c. The sample ballots are to be copies of the screens appearing on the DRE, except the word "SAMPLE" is prominently printed across the front of the ballot in such a way that the names of candidates are not obscured. The word 'sample' may be printed in red ink.

M. Ballot Proofs and Corrections

1. Before the ballots are printed, the board of ballot commissioners are provided with a proof of each specific ballot to be voted in the county, with the opportunity to make corrections before the ballots are printed.

2. When the board of ballot commissioners find that a printed official ballot contains an error which, in the opinion of the board, is of sufficient magnitude to confuse or mislead the voters; the board will have the printer correct the error, either by reprinting the ballots or by using stickers printed with the correction.

N. Ballot Delivery Requirements

1. All packages of official absentee ballots and the number of sample ballots requested, excluding sample ballots to be packaged for precincts, are to be delivered to the county clerk or city clerk/recorder no later than the 46th day before the election.

2. All packages of regular official ballots and the remaining sample ballots are to be delivered to the county clerk or city clerk/recorder no later than the 28th day before the election.

O. Primary Election Ballot Colors

Ballot	Paper Stock
Democrat – Official	Green
Democrat – Sample	Gold
Republican – Official	Blue
Republican – Sample	Buff
Mountain – Official	Brown
Mountain – Sample	Canary
Non-partisan – Official	White
Non-partisan – Sample	Pink

Historically, the Libertarian Party nominates by convention.

P. Ballot Proofing Tips

- Review the <u>entire</u> ballot before sending any corrections back to the printer.

- Review the <u>entire</u> ballot before calling the ballot commissioners in to sign off on the ballot. This will save time by not requiring the ballot commissioners to come in the office a number of times.

- Review the ballot and audio files immediately when available. A delay in this review is one of the main causes in a delay of ballots.

- Document all corrections sent to the printer for your records. This will prevent any discrepancies later. All contact and approvals with the printer should be in writing.

- Use the enclosed proofing sheets in addition to any information the printer may provide. Do not limit the proofing process. Use all resources available to eliminate mistakes.

- Have more than one individual review the ballot for mistakes and give a deadline. This will ensure the approval process is not delayed.

- Provide all issues, levies or bond information to the printer in an electronic format to avoid data entry on the part of the printer. The proofing process for this portion of the ballot must still be done.

- Proof all candidate names to ensure that they match the Certificate of Announcement on file. Do not attempt to alter candidates certified by the state.

- Do not allow candidates to attempt to circumvent the nickname rule.

- All punctuations and abbreviations in candidate names should be consistent. Punctuate all or none. Abbreviate all or none.

- Follow the timeline provided by the printer. This will keep you on track and prevent unnecessary delays in ballot programming and printing.

Paper/Optical Scan/Digital Scan Ballot Proofing Checklist

Ballot Style: _____

Municipality or County: _____

List Precincts:_____

_____

Information to Verify	Completed (Initial)	Notes/Comments
1. Ballot Heading and Layout		
1a. Verify that the ballot heading includes the correct information.		
1. Type of Election		
2. County and State		
3. Date		
1b. Verify that the ballot is properly laid out in columns.		
Make sure that any split races are divided as evenly as possible over each column. (As the ballot software permits.)		
1c. Verify that instructions are at the bottom of each column if required (i.e. if the race continues).		
1d. Verify that each office is separated by a line. Verify that the print size is at a minimum of 8-point. Make sure this is consistent throughout the entire ballot.		
1e. Verify that the ballot has a perforated stub with a designated location for the unique sequential numbering.		
1f. Verify that there is a location for poll worker signatures.		

1g. Verify that the ballot is overall of acceptable quality with no oval or wording skews.		
2. Party Order Ticket (Partisan, General Elections Only)		
2a. Party order		
1. Republican Party (Eagle)		
2. Democratic Party (Rooster)		
3. Mountain Party (Mountain)		
4. Libertarian Party (Woman with torch)		
3. Offices on the Ballot		
3a. Verify that all required offices are on the ballot.		
1. Federal Offices		
2. State Offices		
3. County Offices		
4. Municipal Offices		
3b. Verify that each set of offices are found under the appropriate heading, including any unexpired terms.		
3c. Verify that the offices are in the appropriate order under each heading.		
4. Federal Candidates		
4a. Verify that the instructions are correct, clear, and concise for each office (i.e. Vote for ONE).		
4b. Verify the correct candidates appear under each office heading and that any vacancies are noted with "No Candidate(s) Nominated."		
4c. Verify that each name is spelled correctly. Refer to the list of certified candidates.		
4d. Verify that each candidate has the correct party listed.		
4e. Verify that each candidate has the correct city and county (if required) listed.		

4f. Verify that candidates are listed in the order that they should appear on the ballot.		
4g. Verify number of Write-In(s) match the "Vote For" number. (Up to a maximum of three write-in lines.)		
5. State Candidates		
5a. Verify that the instructions are correct, clear, and concise for each office (i.e. Vote for ONE).		
5b. Verify the correct candidates appear under each office heading and that any vacancies are noted with "No Candidate(s) Nominated."		
5c. Verify that each name is spelled correctly. Refer to the list of certified candidates.		
5d. Verify that each candidate has the correct party listed.		
5e. Verify that each candidate has the correct city and county (if required) listed.		
5f. Verify that each candidate has the appropriate district, if applicable.		
5g. Verify that candidates are listed in the order that they should appear on the ballot.		
5h. Verify number of Write-In(s) match the "Vote For" number. (Up to a maximum of three write-in lines.)		
6. Municipal or County Candidates		
6a. Verify that the instructions are correct, clear, and concise for each office (i.e. Vote for ONE).		
6b. Verify the correct candidates appear under each office heading and that any vacancies are noted with "No Candidate Nominated."		
6c. Verify that each name is spelled correctly. Refer to the		

list of certified candidates.		
6d. Verify that each candidate has the correct party listed.		
6e. Verify that each candidate has the correct city and/or district listed		
6f. Verify that each candidate has the appropriate district, if		
applicable.		
6g. Verify that candidates are listed in the order that they		
should appear on the ballot.		
6h. Optical Scan: Verify number of Write-In(s) match the "Vote For" number. (Up to a maximum of three write-in lines.)		
Paper ballot: Verify number of Write-In(s) match the number of vacnacies in office. If no write-in lines, make sure proper instructions for voting a write-in are on ballot.		
7. Levies, Bonds and Other Issues		
7a. Verify that the instructions are correct, clear, and		
concise for the levy, bond or issue.		
7b. Verify the correct language is printed. This includes		
comparing the original order to the ballot.		
7c. Verify that the appropriate "For" or "Against" language		
is on the ballot.		
7d. Verify that any calculations are correct. (This should be		
reviewed by the issuing body.)		

To be completed once all errors are corrected

We, the Board of Ballot Commissioners, certify that the ballot is accurate as certified to us by the Secretary of State's Office for statewide and multi-county offices, and the County Clerk for countywide office.

_____   _____
Ballot Commissioner   Date

_____   _____
Ballot Commissioner   Date

_____   _____
Ballot Commissioner   Date

DRE/Touchscreen Ballot Proofing Checklist

Ballot Style: _____

List Precincts:_____

_____

Information to Verify	Completed (Initial)	Notes/Comments
1. Ballot Style Confirmation		
1a. Verify that the ballot style number is associated with the proper precinct		
2. Ballot Heading and Screen Layout		
2a. Verify that the ballot heading includes the correct		
information.		
1. Type of Election		
2. County and State		
3. Date		
2b. Verify that the screen is laid out in two columns.		
2c. Verify that the bottom of the screen notes the page numbers.		
2d. Verify the voter has instructions for how to seek assistance and how to go to the next screen		
3. Party		
3a. Verify that the each party is listed		
1. Republican Party (Eagle)		
2. Democratic Party (Rooster)		
3. Mountain Party (Mountain)		
4. Libertarian Party (Woman with torch)		

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4. Offices on the Ballot

4a. Verify that all required offices are on the ballot.		
1. Federal Offices		
2. State Offices		
3. County Offices		
4. Municipal Offices		
4b. Verify that each set of offices are found under the appropriate heading, including any unexpired terms.		
4c. Verify that the offices are in the appropriate order under each heading.		

5. Federal Candidates

5a. Verify that the instructions are correct, clear, and concise for each office (i.e. Vote for ONE).		
5b. Verify the correct candidates appear under each office heading and that any vacancies are noted with "No Candidate(s) Nominated."		
5c. Verify that each name is spelled correctly. Refer to the list of certified candidates.		
5d. Verify that each candidate has the correct party listed.		
5e. Verify that each candidate has the correct city and county (if applicable) listed.		
5f. Verify that candidates are listed in the order that they should appear on the ballot.		
5g. Verify number of Write-In(s) match the "Vote For" number.		

6. State Candidates

6a. Verify that the instructions are correct, clear, and concise for each office (i.e. Vote for ONE).		

6b. Verify the correct candidates appear under each office heading and that any vacancies are noted with "No Candidate(s) Nominated."		
6c. Verify that each name is spelled correctly. Refer to the list of certified candidates.		
6d. Verify that each candidate has the correct party listed.		
6e. Verify that each candidate has the correct city and county (if required) listed.		
6f. Verify that each candidate has the appropriate district, if applicable.		
6g. Verify that candidates are listed in the order that they should appear on the ballot.		
6h. Verify number of Write-In(s) match the "Vote For" number. (Up to a maximum of three write-in lines.)		
7. County Candidates		
7a. Verify that the instructions are correct, clear, and concise for each office (i.e. Vote for ONE).		
7b. Verify the correct candidates appear under each office heading and that any vacancies are noted with "No Candidate Nominated."		
7c. Verify that each name is spelled correctly. Refer to the list of certified candidates.		
7d. Verify that each candidate has the correct party listed.		
7e. Verify that each candidate has the correct city and county listed, if applicable.		
7f. Verify that each candidate has the correct district, if applicable.		
7g. Verify that candidates are listed in the order that they		

should appear on the ballot.		
7h. Verify number of Write-In(s) match the "Vote For" number. (Up to a maximum of three write-in lines.)		
8. Levies, Bonds and Other Issues		
8a. Verify that the instructions are correct, clear, and concise for the levy, bond or issue.		
8b. Verify the correct language is printed. This includes comparing the original order to the ballot.		
8c. Verify that the appropriate "For" or "Against" language is on the ballot.		
8d. Verify that any calculations are correct. (This should be		

To be completed once all errors are corrected.

We, the Board of Ballot Commissioners, certify that the ballot is accurate as certified to us by the Secretary of State's Office for statewide and multi-county offices, and the County Clerk for countywide office.

_____   _____
Ballot Commissioner   Date

_____   _____
Ballot Commissioner   Date

_____   _____
Ballot Commissioner   Date

AUDIO BALLOT PROOFING

Information to Verify	Completed (Initial)	Notes/Comments
County: _____		
1. Instruction Confirmation		
1a. Verify that the complete instructions are read correctly.		
2. Ballot Heading and Screen Layout		
2a. Verify that the ballot heading is read and includes the		
1. Type of Election		
2. County and State		
3. Date		
3. Political Parties		
3a. Verify that the each party is read for each candidate.		
1. Republican Party		
2. Democratic Party		
3. Mountain Party		
4. Audio Ballot Proof (on each screen of the ballot)		
4a. Verify the correct contest titles are stated in the correct sequence on the audio ballot, in the same order in which they appear on the touchscreen ballot.		
4b. Verify that each contest is stated only once.		
4c. Verify the correct number for the "Vote For" is stated for each contest.		
4d. Verify, while in the contest header, that the total number of candidates stated is correct.		
4e. Verify that a warning message is read if a contest is "undervoted."		

4f. Verify that correct candidates are stated for each contest, in the same order in which they appear on the touchscreen ballot.		
4g. Verify that each candidate is stated only once.		
4h. Verify that the full party name is stated for each candidate.		
4i. Verify that all candidates' names are pronounced correctly. (Notify the SOS office if any pronunciation differences are identified.)		
4j. Verify that the selection is audibly confirmed after it has been voted. Verify that the deselection is audibly confirmed after it has been unvoted.		

To be completed once all errors are corrected

We, the Board of Ballot Commissioners, certify that the ballot is accurate as certified to us by the Secretary of State's Office for statewide and multi-county offices, and the County Clerk for countywide office.

_____   _____
Ballot Commissioner   Date

_____   _____
Ballot Commissioner   Date

_____   _____
Ballot Commissioner   Date