



## UNITED PUBLIC SCHOOL DISTRICT NO. 7

CHRISTOPHER BACHMEIER, SUPERINTENDENT

Burlington-Des Lacs Elementary  
301 Wallace, Burlington, ND 58722-2235  
Des Lacs-Burlington High School  
PO Box 117, Des Lacs, ND 58733-0117  
725-4334 (HS) – 725-4375 (FAX)  
839-7135 (E) – 838-1573 (FAX)

DIRECTORS

Brett Casavant, President  
Brenda Buri, Vice President  
Josh Sundsbak, Director  
Matthew Schaefer, Director  
Chad Brown, Director  
Jody Askvig, Business Manager

Scott Medalen, High School Dean of Students/AD

Sue Kranz, Elementary Principal

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We have received questions about absentee ballots and procedures at the school regarding our June 9<sup>th</sup>, 2020 school board election. The school ballot guidelines do have different deadlines and guidelines compared to county elections. The United #7 School District is operating within the guidelines we received from the North Dakota School Boards Association and the Secretary of State's Office. Our hope is that this information will clear up any questions people have regarding this process. If you have any questions regarding this information you can call the school district office at 701-725-4334, or the Secretary of State office at 1-800-352-0867.

### Prior to Receiving School Ballot

1. An application is mailed to all qualified voters by the county.
2. Once, the voter receives the application, should be review the application, the voter should:
  - a).ensure all information is correct, b).select the election(s) you wish to vote via mail,
  - c).provide a daytime phone number, d).check which type of id (driver's license. Etc.), e). sign and date, f). return to the county auditor's office.
3. Once the county auditor's office receives the application & verifies that all information is filled in correctly, the school is notified, and a ballot will be mailed.

### Absentee Ballot Chain of Custody Procedure

1. There are two secure drop boxes that are available and accessible from May 1, 2020, when absentee ballots may be mailed out or provided to voters, until 5:00 p.m. on June 8, 2020. One box will be located at Des Lacs Burlington High School and the other box will be located at Des Lacs Burlington Elementary School.
2. Ballots are removed by school officials every morning. Once contents are picked up, the ballots go immediately to the Business Manager's office.
3. Upon receipt of the ballots, the return envelopes containing the ballots are date-stamped and then counted separately by Business Manager and one other employee to confirm the number of ballots received. This information is recorded and documented as the ballots are received and counted. Once counted, the sealed ballots are stored in the safe until they are tallied by election clerks and judges. All mailed in ballots are stored in the safe as well.
4. NDCC 16.1-07-09 permits an absent voter to personally deliver the absent voter's ballot to the Business Manager any time before 5:00 p.m. on the day before the election. No absentee ballots

should be accepted via personal delivery or drop box after 5:00 p.m. on the day before the election.

5. If an envelope postmarked or otherwise officially marked by the US Postal Service or other mail delivery system before the date of election and containing an absent voter's ballot is received by the Business Manager too late to be tabulated on election day, the ballot must be tallied by the school board of the district at the time the returns are canvassed. Any envelope without a postmark or other official marking by the US post office or other mail delivery system with an illegible postmark or other official marking and containing an absent voter's ballot must be received by mail by the Business Manager prior to the meeting of the board to canvass the votes.
6. Any envelope containing an absent voter's ballot with a postmark or official date stamp on the day of the election or thereafter may NOT be tallied or canvassed with the ballots timely submitted for the election. However, these are to be presented to the school board and kept with all the other election materials for the 45 days required by NDCC 16.1-15-13.

#### Day of the Election Procedures

1. On Election Day, the election board counts the returned ballots.
2. Signatures on the application must match the signature on the ballot return envelope to be counted.
3. No person(s) sees your ballot as they are in secrecy envelopes inside the return envelopes. The secrecy envelopes are separated from the signed return envelopes and placed into a ballot box. Once all secrecy envelopes are separated and placed into the ballot box, they are then tabulated by the election officials.
4. Initial election results will be announced after 7:00 PM on the day of the election.

#### Canvassing the Results

1. Pursuant to NDCC 16.1-15-17, on the sixth day following the election, the school board shall meet and, after taking the oath of office, shall proceed to open and publicly canvass the returns.
2. School boards must canvass votes in accordance with the requirements and procedures outlined in NDCC chapter 16.1-15.