2022 MCFOA Conference
Election Administration
March 23, 2022
Today’s Agenda

- Introduction
- State/County/City Duties
- Elections post 2020
- 2021-2022 Legislation and Litigation
- Congressional District 1 Special Election
- Redistricting
- Elections Calendar
- Election judge recruitment and retention
- Law enforcement and physical security
- Misinformation/disinformation/malinformation
- Voting equipment
- SVRS/Online tools
- Post election activities
Introduction

• Appointed director of elections January 2019

• Served as the Minnetonka city clerk for 11 years

• Served as the Hennepin County elections supervisor

• Served as the Washington County elections supervisor

• Lead a team of 18 (9 Election staff and 9 I/T system development staff)
Office of the Secretary of State’s Duties

• Chief state election official
• Train and certify county election administrators
• Administer the Statewide Voter Registration System (SVRS)
• SVRS interfaces with:
  • Driver & Vehicle Services (DVS) database
  • Social Security Administration database
  • Department of Health database
  • ERIC files (shared information with other states)
OSS Duties

- Administer database of candidates and election results
- Certify that election equipment meets state standards
- Provide election administration guides
- Voter education and outreach
- Post election audits
- Rulemaking authority
- Not a legal advisor or enforcement agency (no guns and badges)
County Duties

• Elections is one of many responsibilities for auditors
• Responsible for all aspects of voter registration in their county
• Verify voter data with DVS or SSA database
• Send non-forwardable postcards to voters (PVCs)
• Review data in SVRS on deaths, felony convictions, guardianships, non-citizens, and apply/remove a “challenge”
• Forward information to county attorney about potential violations as appropriate
• Ballot layout and printing for state elections
County Duties

- Purchase and maintain supplies and election equipment, including accessible voting equipment
- Program and test voting equipment
- Issue absentee ballots
- Train and certify city, township, and school district local election officials
- Train and certify election judges
- Compile election results and transmit to OSS website
- Conduct post-election audits
Municipal Duties

• Elections one of many city clerk duties

• Determine precinct boundaries, polling locations

• Hire election judges & assign to precincts

• Train and certify election judges if duty delegated by county

• Health care facility absentee voting

• Administer absentee balloting, if delegated by county
Miscellaneous Minnesota Election Info

Four major parties:


Special election dates:

- Special elections in non-redistricting years can be held the second Tuesdays in February, April, May, and August and in conjunction with the November general election
Elections Post 2020

- What we saw in 2021
- Mistrust of established processes and systems
- Transparency and explaining the security measures we have in place
- Infographics/web page
Three Steps to Self-Care

Recognize the Signs of Burnout
- Anxiety
- Irritability
- Exhaustration
- Low Mood
- Isolation

Take a Break When You See the Signs
Distract yourself briefly (about 10 minutes) with activities that you know to increase your happiness and peace of mind.

Find Meaningful Connections for Support
We're all in this together and it's important that we lift each other up.

Provider Resilience Toolkit
Self-care is something different for everyone, and we want to help you in any way we can during the COVID-19 pandemic. Our Provider Resilience Toolkit has free, evidence-based digital health tools designed by psychologists specifically aimed to promote self-care, including Defense Health Agency tools:

Provider Resilience offers self-assessments and stress reduction tools along with a dashboard to track your daily resilience rating.

Virtual Hope Box contains personalized tools to help with coping, relaxation, distraction, and connecting to others when in crisis.

Breathe2Relax teaches diaphragmatic breathing to de-escalate stress.

The Military Meditation Coach Podcast teaches relaxation exercises and tips that help providers keep their mental health on track.
Legislation and Litigation

- HF607 (Bahner) - Automatic voter registration – Sec. Simon testified in support
- HF3024 (Boldon) - Eligible voters authorized to automatically receive absentee ballot prior to each election, early voting system established - Sec. Simon testified in support
- HF3021 (Wolgamott) – Pre-registration for 16+ year olds - Sec. Simon testified in support
- HF2857 (Nash) - Elections; absentee or sample ballot application mailing requirements provided for committee or private organization. – OSS was available for questions and supports pieces of the legislation
- HF1815 (Klevorn) – Expanding direct balloting and opening of absentee and mail ballots to 14 days. - Sec. Simon testified in support
- HF3666 (Greenman) - Elections; intimidation of officials prohibited, election duty administration by official interference prohibited, and penalties provided. – David Maeda testified in support
Legislation and Litigation

• HF3870 (Greenman) - Election security funding provided to the secretary of state, and money appropriated. – Government Relations Director Nicole Freeman and Blue Earth County’s Michael Stalberger testified in support

• HF2857 (Nash) Absentee or sample ballot application mailing requirements provided for committee or private organization. Government Relations Director Nicole Freeman testified in support

• S.F. 2956 (Kiffmeyer) Printing of ballots on paper that includes a unique watermark requirement; OSS submitted this letter in opposition: SF2956 Secretary Simon Letter

• S.F. 3077 (Kiffmeyer) Requirement provisions related to certain mailings containing an absentee ballot application or sample ballot send by or on behalf of a committee or other private organization; OSS submitted letter in opposition: SF3077 Secretary Simon Letter

• S.F. 0651 (Kiffmeyer) In-person absentee voting polling places requirements modifications – OSS submitted letter in opposition

• S.F. 3333 (Koran) Counties, municipalities and school district prohibition from accepting certain contributions for election expenses – OSS did not comment

• SF3665 (Koran) relating to elections; classifying data in the statewide voter registration system, OSS opposes
Legislation and Litigation

- Minnesota Voters Alliance vs. Ramsey and Olmsted Counties
  - Makeup of ballot boards, election judges and deputized staff
  - Two lower courts ruled in favor of the counties
  - Heard before MN Supreme Court on January 4, 2022
2022 Election Calendar

- May 17 – May 31: Candidate filing for cities with primaries
- June 24 – August 8: Absentee voting for State Primary
- July 19: Pre-registration deadline for Primaries 5 p.m.
- August 2 – August 16: Candidate filing for cities without primaries
- August 9: State Primary Day
- August 11 – August 12: City primary canvass dates
- September 23 – November 7: Absentee voting for November 8 State General Election
- October 18: Pre-registration deadline for General Election 5 p.m.
- November 8: State General Election Day
- November 10 – November 11: City canvass dates
Candidate Filing

Filing officer duties

• Accept affidavit of candidacy

• Filing fee ($20 first class cities; $5 second and third class cities; $2 fourth class cities; charter cities may have different filing fees)

• Petition in place of fees (the lesser of 500 signatures or 5 percent of total number of votes in last general election)

• Candidate packets

• Candidate filings are published on OSS website
Notices

• May 3: Last day to publish notice of filing for cities with primaries
• May 6: Last day to post notice of filing
• July 26: Last day to publish first of two notices of State Primary and city sample ballot (optional for cities of the fourth class)
• July 26 – August 8: Public accuracy tests (two days published notice)
• July 26: Last day for cities without a primary to publish notice of State Primary
• July 29: Last day to post notice of State Primary (optional for cities of the first, second and third class)
• October 25: Last day to publish first of two notices of State General Election and city sample ballot (optional for cities of the fourth class)
• October 29: Last day to post notice of election (optional for cities of the first, second and third class)
What’s on the 2022 Ballot

- U.S. Representatives
- Governor/Lt. Governor
- Secretary of State
- State Auditor
- Attorney General
- State Senators
- State Representatives
- Judicial Seats
- County offices
- City offices
- School board members
- Township offices
- Local ballot questions
Redistricting

- Precincts are the basic geographic area used for elections. All voters in the state reside in a precinct, which is used to create polling place rosters, determine what offices and questions are on a voter's ballot.
- Deadline to redistrict precinct lines is March 29, 2022.
- City Council approves resolution establishing/re-establishing precinct boundaries.
Polling Places

- Polling places are designated by resolution or ordinance by city council. The normal deadline is December 31.

- However, in 2022 jurisdictions will need to designate polling places for each precinct. This should be done within 30 days of the reestablishment of precincts, or by March 29, 2022, whichever comes first. It is common for polling places to be designated at the same times as the precincts are established.
## Congressional District 1
### Special Election Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 22</td>
<td>Governor issues writ of special election</td>
<td>Filed with OSS immediately</td>
</tr>
<tr>
<td>February 22</td>
<td>OSS immediately sends copy of writ to county auditors</td>
<td>None</td>
</tr>
<tr>
<td>March 1</td>
<td>Fillings Open</td>
<td>None</td>
</tr>
<tr>
<td>March 15</td>
<td>Fillings Close</td>
<td>147th day before the State Primary</td>
</tr>
<tr>
<td>March 16</td>
<td>Withdrawal close (5:00 p.m. day after last day for filing)</td>
<td>None</td>
</tr>
<tr>
<td>March 16</td>
<td>OSS sends Notice of Special</td>
<td></td>
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<tr>
<td>April 8</td>
<td>Absentee for Special Primary begins</td>
<td>46 days before special primary</td>
</tr>
<tr>
<td>May 17</td>
<td>Municipal clerks post notice of Special Primary</td>
<td>At least 7 days before the Special Primary</td>
</tr>
<tr>
<td>May 21</td>
<td>County open for AB voting from 10:00am to 3:00pm</td>
<td>Saturday before election</td>
</tr>
<tr>
<td>May 23</td>
<td>County open for AB voting until 5:00pm</td>
<td>Day before election</td>
</tr>
<tr>
<td>May 20</td>
<td>County posts Special Primary sample ballots (publication is not required)</td>
<td>As soon as prepared and not later than 4 days before special primary</td>
</tr>
<tr>
<td>May 24</td>
<td>Special Primary</td>
<td>Special Primary held 11 weeks before the state primary</td>
</tr>
<tr>
<td>May 25</td>
<td>County Canvass</td>
<td>Day after Special Primary</td>
</tr>
<tr>
<td>May 31</td>
<td>State Canvass</td>
<td>7 days after Special Primary</td>
</tr>
<tr>
<td>June 24</td>
<td>Absentee for Special Election</td>
<td>Absentee voting begins for August State Primary election</td>
</tr>
<tr>
<td>August 6</td>
<td>County open for AB voting from 10:00 am to 3:00 pm</td>
<td>Saturday before election</td>
</tr>
<tr>
<td>August 8</td>
<td>County open for AB voting until 5:00 pm</td>
<td>Day before election</td>
</tr>
<tr>
<td>August 9</td>
<td>Special Election (office on the August State Primary ballot)</td>
<td>Held with the State Primary</td>
</tr>
<tr>
<td>August 10</td>
<td>County Canvass</td>
<td>Next day</td>
</tr>
<tr>
<td>August 16</td>
<td>State Canvass</td>
<td>7 days after the Special Election</td>
</tr>
</tbody>
</table>
Ballots

• Worldwide paper shortage - be in touch with vendors

• Be sure to proof your ballots before they go to the printer
  • Office titles
  • Candidate names
  • Vote for…
  • Write in spaces

• Errors and omissions 204B.44
Election Judges

Anybody who is eligible to vote in Minnesota may serve as an election judge except:

- An individual who is unable to read, write, or speak English
- Is the spouse; parent, including a stepparent; child, including a stepchild; or sibling, including a stepsibling; of any election judge serving in the same precinct or of any candidate at that election
- Is domiciled, either permanently or temporarily, with any candidate on the ballot at that election
- Is a candidate at that election
Election Judges

• On May 1 each major political party prepares a list of eligible voters to act as election judges in each election precinct. The lists indicate which eligible voters are willing to travel to a precinct outside of their home jurisdiction to act as an election judge, and the jurisdictions to which each eligible voter is willing to travel.

• By May 15, the OSS furnishes the appropriate lists to the 87 counties. The county auditor must promptly forward the appropriate names to the appropriate municipal clerk. You are required to hire from these lists first before supplementing from other applications.

• Party balance requirement: No more than half of the election judges in a precinct may be members of the same major political party unless the election board consists of an odd number of election judges, in which case the number of election judges who are members of the same major political party may be one more than half the number of election judges in that precinct.
Cyber Navigator Program

- Started late 2019

- Bill Ekblad
  - retired naval cryptologist stationed in the Middle East and Germany to fight cyberattacks coming from around the world

- About to double the size of the team (from one to two)

- Focus on connecting county elections staff with their I/T staff

- Partnered with federal intelligence agencies
Cybersecurity and Infrastructure Security Agency (CISA)

Threats to Election Officials and Infrastructure

In response to increased threats of violence against election workers following the 2020 U.S. election cycle, the FBI and CISA prioritized efforts to address these threats. The FBI and CISA take all threats of violence seriously, including those targeting election workers for their critical role in safeguarding the electoral process for all voters. The Department of Justice (DOJ) established the Threat to Election Workers Task Force to vigorously investigate and prosecute these threats. If you are the victim of a threat as an election worker, please take the following steps:

- If there is imminent threat to life, call 911.
- To report threats, contact the Election Crimes Coordinator at your local FBI office (www.fbi.gov/contact-us/field-offices); submit a tip online at tips.fbi.gov; or call 1-800-CALL-FBI (225-5324), Prompt 1, then Prompt 3. Contacting the Election Crimes Coordinator at your local FBI office is the best way to report election threats.
- Finally, contact your CISA regional office for physical security risk guidance tailored to your jurisdiction and facilities. CISA Protective Security Advisors (PSA) can perform assessments, such as the Security Assessment and First Entry (SAFE) tool, that highlight vulnerabilities with your physical election infrastructure, including election offices, ballot processing locations, storage areas, voting centers, and other election facilities. Find your local PSA here: www.cisa.gov/cisa-regions.
<table>
<thead>
<tr>
<th>Being aware of surroundings and nearby activities</th>
<th>Creating a personal or family emergency action plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limiting personal information sharing in digital platforms.</td>
<td>Avoiding text messaging or lengthy cell phone use while walking alone</td>
</tr>
<tr>
<td>Hiding personally identifiable information and work credentials when in public</td>
<td>Keeping hands free as carrying items may result in further vulnerabilities</td>
</tr>
<tr>
<td>Letting a trusted person know where you are going, particularly if outside of daily functions, and when you plan to return</td>
<td>Avoiding suspicious packages, and recognizing potential indicators of a suspected explosive device to notify law enforcement</td>
</tr>
<tr>
<td>Changing predictable routines, such as the timing and routes to work, school, or places of worship</td>
<td>Asking for help – contacting security or a co-worker for an escort to vehicle</td>
</tr>
<tr>
<td>Staying in well-lit public areas and avoiding isolated streets</td>
<td>Parking in well-lit and attended areas; exercising caution when using underground and enclosed parking</td>
</tr>
<tr>
<td>Avoiding leaving personal belongings unattended, even for a few minutes</td>
<td>Heading to nearest public gathering location, police station, or fire department if being followed</td>
</tr>
<tr>
<td>Having a cell phone available to make emergency calls</td>
<td>Trusting instincts and being assertive in decision making; calling for help from others or the police if feeling threatened</td>
</tr>
<tr>
<td>Carrying simple to use protective tools, such as pepper spray, and a bright flashlight. If maintained on your person, ensure facilities allow entry of such devices.</td>
<td>For continued information on threats, visit the National Terrorism Advisory System web page at dhs.gov/national-terrorism-advisory-system.</td>
</tr>
</tbody>
</table>
Task Force on Threats to Election Workers

- Report threats, harassment, or intimidation
- FBI—Election Crime Coordinator
- https://tips.fbi.gov
- 1-800-CALL-FBI (225-5324) prompt 1, then prompt 3.
- DOJ—Public Integrity Section
  - John Keller, Principal Deputy Chief
  - Sean Mulryne, Deputy Director, Election Crimes Branch
Mis-Dis-and-Mal Information

Misinformation, disinformation, and malinformation (MDM) can present risks to the election infrastructure community, its owners and operators, and the public. MDM can spread quickly, causing rumors to undermine facts.

**MISINFORMATION**
is false, but not created or shared with the intention of causing harm.

**DISINFORMATION**
is deliberately created to mislead, harm, or manipulate a person, social group, organization, or country.

**MALINFORMATION**
is based on fact, but used out of context to mislead, harm, or manipulate.

The risks of MDM range from undermining confidence in institutions to activating and inspiring dangerous behaviors and violence.
Mis-Dis-and-Mal Information

• “MDM can originate from a variety of sources across digital, social, and traditional media, and new MDM topics emerge continuously. Foreign actors have used MDM to target American voters for decades. MDM also may originate from domestic sources aiming to sow divisions and reduce national cohesion. Foreign and domestic actors can use MDM campaigns to cause anxiety, fear, and confusion. These actors are ultimately seeking to interfere with and undermine our democratic institutions.

• Even MDM that is not directly related to elections can have an impact on the election process, reducing voter confidence and trust. Election infrastructure related MDM occurs year-round — it is not just a concern in the months prior to Election Day. False narratives erode trust and pose a threat to democratic transitions, especially, but not limited to, narratives around election processes and the validity of election outcomes.”
Minnesota Voting Equipment

- All voting equipment must be certified by the OSS before it can be used in an election
- Public accuracy tests
Statewide Voter Registration System

- Housed and maintained by the OSS
- The data/voter records are updated by the counties
- Data updated daily
- Postal verification cards
- Checked against other databases DVS, Corrections, Department of Health, SSN, ERIC
- Use of data/Public information lists
- Annual list maintenance
Online Tools

- Voters can register to vote and check their registration status
- Voters can apply for an absentee ballot and check its status
  - MNVotes.org
Post-Election Activities

• Election results are certified by a canvassing board
• For cities, the city council is the canvassing board
• Prepare an abstract, verify official results tapes and summary statements
Post-Election Activities

Post Election Review

• Each county randomly draws a number of precincts to be reviewed. The number depends on the number of registered voters in the county. Each congressional district in the state has to have at least four precincts drawn.

• The results for President/Governor, U.S. Representative and U.S Senator are recounted by hand

• If the results differ from the certified results by more than two votes in a precinct where fewer than 1,200 voters cast ballots, three votes in a precinct where between 1,200 and 1,599 voters cast ballots, four votes in a precinct where between 1,600 and 1,999 voters cast ballots, or five votes in a precinct where 2,000 or more voters cast ballots further precincts are reviewed

• OSS further audits four randomly selected precincts in each congressional district
Thank You

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