

CHECKLIST FOR MAIL-IN ELECTION
August 17, 2010

Due Date	Description	Deadline	Statute	Completion
6/8/2010	Deadline of Certification	Not earlier than the 10 th Tuesday and not later than the 15 th Tuesday	67.1551	Political Subdivision
6/29/2010	Check ballot language for accuracy	7 weeks prior to the election	Per Clerk	Kay
6/29/2010	Order Mail-In Ballot Envelopes	7 weeks prior to the election	Per Clerk	Kay
6/29/30	Print ballots in-house	7 weeks prior to the election	Per Clerk	Kay
6/29/2010	Are mailing supplies available and ready?	7 weeks prior to the election	Per Clerk	Kay
6/29/2010	Prepare tracking sheets	7 weeks prior to the election	Per Clerk	Kay
3/21/08	First Publication	More than 60 days prior to the election	67.1551.3(2)	Political Subdivision
7/2/2010	Second Publication	Not more than 30 days and not less than 10 days prior to the election		
7/6/10	Prepare estimated costs of election	6 weeks prior to the election	Per Clerk	Kay
7/13/2010	Estimated costs mailed to the political subdivision(s)	5 th Tuesday prior to the election	115.077(2)	Kay
7/16/2010	Establish property ownership	30 days prior to the election	67.1401(14) (a)b.	Kay
7/16/2010	Establish a signature for each property owner through the Recorder's Office	30 days prior to the election	67.1401(14) (a)b.	Kay
7/13/2010	Mail election checklist to political subdivision	No later than 4 th Wednesday prior to the election	15 CSR 30-5.020 (1)(D)	Kay
7/13/2010	Post election checklist at Clerk's Office & Courthouse	No later than 4 th Wednesday prior to the election	15 CSR 30-5.020 (1)(D)	Kay
7/13/2010	Mail sample ballot to political subdivision	No later than 4 th Tuesday prior to the election	115.391	Kay
4/22/2010	Prepare blue book	4 weeks prior to the election	Per Clerk	Kay
7/20/2010	Staff Verification Board (Judges)	4 weeks prior to the election	Per Clerk	Kay
In office deadline: 8/1/2010 Official deadline 8/6/2010	Ballots mailed to voters <i>The following must be included:</i> 1-return identification envelope 2-secrecy envelope 3-instructions for voting Voters must make appointment to vote on Saturday, August 13, 2010	Not later than ten days prior to the election	115.655	Kay
8/13/2010	Voters must make appointment to vote on Saturday, August 13, 2010	One Friday prior to the election	Per Clerk	
8/15/2010	Absentee Saturday	The Saturday before the election	115.057	-----
8/17/2010	ELECTION DAY Ballots must be received by 7 p.m. today		115.123 115.407	-----
8/18/2010	Certify the election to the Political Subdivision	2 nd Tuesday after the election	115.507	Kay, & Election Judges