

**MAIL IN BALLOT ELECTIONS IN ACCORDANCE WITH SECTIONS 115.650  
to 115.660 OF THE MISSOURI REVISED STATUES**

**CHRISTIAN COUNTY, MISSOURI**

**PREPARED BY KAY BROWN, CHRISTIAN, COUNTY CLERK AND CHIEF  
ELECTION OFFICIAL IN ACCORDANCE WITH SECTION 15-CSR-30-5.020  
OF THE CODE OF STATE REGULATIONS**

**CHECKLIST OF STEPS TO FOLLOW FOR ELECTION:**

**(A) Steps to be followed during the preparation and conduct of the Mail Ballot Election:**

1. An election shall not be conducted under sections 115.650 to 115.660 unless:
  - (1) The officer or agency calling the election submits a written request that the election be conducted by mail. Such request shall be submitted not later than the date specified in section 115.125 for submission of the notice of election and sample ballot;
  - (2) The election authority responsible for conducting the election authorizes the use of mailed ballots for the election;
  - (3) The election is nonpartisan;
  - (4) The election is not one at which any candidate is elected, retained or recalled; and
  - (5) The election is an issue election at which all of the qualified voters of any one political subdivision are the only voters eligible to vote.
- ⑥ Printed materials, when possible, shall be printed in type not less than fourteen (14) points in size and conform to the following guidelines and formats:
  - (7) The instruction sheet shall describe the voting process and include information on marking the ballot, use of the secrecy envelope and the return identification envelope, and completion of the self-administered affidavit required in section 115.655, RSMo (Cum. Supp. 1990);

**(B) Timetable listing projected dates for completion of various steps and procedures necessary to the conduct of the election:**

1. Not later than the fourth Wednesday prior to the election, the plan or checklist shall be made available to the public and shall be forwarded to the political subdivision or special district official(s) responsible for calling the Mail Ballot Election.

2. Thirty days prior to the election the election authority shall confirm the recorded owners and address of real property within the proposed election area as recorded on the tax records of the County.
3. Thirty days prior to the election the election authority shall canvas the voter registration records of the County to determine if any registered voters reside within the area.
4. Notice of the election shall be published twice, the first publication occurring in the second week prior to the election, and the second publication occurring within one week prior to the election. The notice shall be published in two newspapers of different political faith and qualified pursuant to chapter 493, RSMo, which are published within the bounds of the area holding the election. If there is only one so qualified newspaper, then notice shall be published in only one newspaper. Each such legal notice shall include the date and time of the election, the name of the officer or agency calling the election and a sample ballot; and, unless notice has been given as provided by section 115.129, the second publication of notice of the election shall include the location of polling places. The election authority may provide any additional notice of the election it deems desirable.
5. Not later than the fifth day prior to any election, the election authority may mail to each registered voter in the area of its jurisdiction in which the election is to be held, a notice of election which shall include the date and time of the election, the location of the voter's polling place, if any, and the name of the agency calling the election. The notice may also include a sample ballot. The election authority may provide any additional notice of the election it deems desirable.

**(C) Procedures to ensure ballot secrecy:** The secrecy envelope shall be opaque and contain on the front face the name of the political subdivision or special district calling the election and the date of the election. Also on the front face shall be the words MAIL BALLOT-SECURITY ENVELOPE, prominently displayed in type not less than twenty-four (24) points in size. Instructions for marking and returning the voted ballot may be included on the back side of the secrecy envelope;

1. Not later than the fifth day prior to any election, the election authority may mail to each registered voter in the area of its jurisdiction in which the election is to be held, a notice of election which shall include the date and time of the election, the location of the voter's polling place, if any, and the name of the agency calling the election. The notice may also include a sample ballot. The election authority may provide any additional notice of the election it deems desirable.
2. The election authority shall provide for the delivery of official ballots to each qualified voter:

(1) By first class mail to the mailing address of each voter as it appears on the registration records of the election authority on the deadline specified in subsection 1 of section 115.135 for registration. Each ballot so mailed shall be placed by the election authority in an envelope which is prominently marked "Do Not Forward" and mailed not later than the tenth day prior to the election; or

(2) By delivering the ballot to the residential address of the voter as it appears on the registration records of the election authority on the deadline specified in subsection 1 of section 115.135 for registration. Such delivery shall be made by a bi-partisan team appointed by the election authority from lists submitted under the provisions of section 115.087.

Voters shall also be provided with a return identification envelope, a secrecy envelope, and instructions sufficient to describe the voting process.

**(E) Procedures for handling returned, voted ballots:** The Election Authority shall date and time stamp the ballots at the time received. Ballots shall not be opened or recorded until the judges appointed by the Election Authority are present and the end of the election as posted in the public notice has ended. Upon the end of the election time period the Election Authority shall open all voted ballots received in the presence of the appointed judges and tabulate and certify the results.

Upon receipt of the ballot, the voter shall mark it, place and seal the marked ballot in the secrecy envelope supplied with the ballot, place and seal the sealed secrecy envelope containing the marked ballot in the return identification envelope supplied with the ballot which has been signed by the voter and then return the marked ballot to the election authority by either:

(1) United States mail; or

(2) Personally delivering the ballot to the office of the election authority.

3. The election authority may provide additional sites for return delivery of ballots. The election authority may provide for the payment of postage on the return of ballots.

4. The return identification envelope shall be in substantially the following form:

PLEASE PRINT:

NAME .....

I declare under penalty of perjury, a felony, that I am a resident and a qualified voter for this election as shown on voter registration records and that I have voted the enclosed ballot and am returning it in compliance with sections 115.650 to 115.660, RSMo, and have not and will not vote more than one ballot in this election.

I also understand that failure to complete the information below will invalidate my ballot.

.....

Signature

.....

Residence Address

.....

Mailing Address (if different)

**(F) Procedures for handling undeliverable ballots and for canvassing registration records:**  
If the Election Authority receives an undeliverable ballot which was sent in accordance with the records of the County Tax Records, the Election Authority shall inspect the records to determine that the address matches the tax records of the County. If an error has occurred, the Election Authority shall make every effort possible to contact the person to provide them a ballot and make every effort possible to contact the recorded owner of the property to provide them a ballot. The Election Authority shall canvass the voter registration records to determine if any registered voters reside within the proposed election area.

**(G) Procedures for allowing absentee votes:**

1. Any registered voter of this state may vote by absentee ballot in an election conducted pursuant to sections 115.650 to 115.660 in accordance with the provisions of this chapter concerning absentee voting.
2. Any registered voter of the subdivision wherein a mail-in election pursuant to sections 115.650 to 115.660 is conducted may contest the results of such an election in the same manner as provided in this chapter.
3. The Election Authority shall notify voters by public notice and by mail in instructions that they may vote by absentee vote.

**(H) Procedures for replacement of ballots destroyed, spoiled, lost or not received by voters:**

If the ballot is destroyed, spoiled, lost or not received by the voter, the voter may obtain a replacement ballot from the election authority as provided in this subsection. A voter seeking a replacement ballot shall sign a statement verified on oath or affirmation, on a form prescribed by the election authority that the ballot was destroyed, spoiled, lost or not received. The applicant shall deliver the statement to the election authority before noon on the date of the election. The applicant may mail the statement to the election authority; but, no election authority shall transmit a ballot by mail under this subsection unless the application is received prior to the close of business on the fifth day prior to the election. When an application is timely received under this subsection, the election authority shall deliver the ballot to the voter if the voter is present in the office of the election authority, or promptly transmit the ballot by mail to the voter at the address contained in the application, except when prohibited in this subsection. The election authority shall keep a record of each replacement ballot provided under this subsection.

A ballot must be returned by mail or received in the office of the election authority or at a site provided for receipt of ballots by the election authority no later than 7:00 p.m. on Election Day. The election authority shall transmit all return identification envelopes to a team or teams of judges of not less than four, with an equal number from each major political party. The judges shall be selected by the election authority from lists submitted under the provisions of section 115.087, and subscribe to the oath provided in section 115.091. Upon receipt of such envelopes the judges shall verify the signature of each voter on the return identification envelope with the signature of the voter on the voter registration records. Such verification may commence at time prior to the day of the election. The election authority shall adopt procedures for securing and accounting for all verified return identification envelopes. The secrecy envelope shall not be separated from the return identification envelope before ballots are counted. Ballots may be counted at any time on Election Day provided the results are not released before 7:00 p.m. on that day. Counting of ballots may be done by hand or through the utilization of automatic tabulating equipment and shall be governed by the applicable sections of this chapter.

**(I) Procedures for resolving signature conflicts:** The election judges appointed to oversee and judge the election results shall cast their judgment as to the signatures conflicts and report such to the election authority. If the election authority deems that the signature is not valid the ballot shall be considered invalid.

**(J) Proposed ballot, instruction sheet, secrecy envelope, ballot-return envelope, mail-out envelope and ballot replacement application:**

The instruction sheet for any mail-in-ballot election shall provide instructions for delivery of the ballot, either in person, or by mail and the deadline dates, and the procedures for absentee election. The instructions shall describe the secrecy envelope and the replacement process for lost ballots.

1. The application for a replacement ballot as provided for in section 115.655, RSMo shall be in substantially the following form:

State of Missouri  
County of Christian

\_\_\_\_\_ ss

I, \_\_\_\_\_,

declare that I am

*Print Name*

a resident and a properly registered voter residing at

\_\_\_\_\_

*Residence Address City*

I further declare that my ballot was: (circle one) destroyed spoiled lost not received and that I have not and will not vote more than one (1) ballot in this election.

\_\_\_\_\_

*Telephone Number Date of Birth*

I wish my replacement ballot to be sent to the address listed below:

\_\_\_\_\_

*Address City State Zip*

\_\_\_\_\_

*Signature of Voter*

Subscribed and sworn to (affirmed)  
before me, this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_

*Notary Public or other officer  
authorized to administer oaths*

(SEAL) My commission expires \_\_\_\_\_

RETURN THIS COMPLETED FORM TO:

*Kay Brown*

*Christian County Clerk*

*100 West Church Street, Room 206*

*County Court House*

*Ozark, MO 65721*

For Office Use Only

Date application received \_\_\_\_\_ Date replacement

ballot was mailed

or delivered \_\_\_\_\_

**(K) Procedures to establish the list of qualified voters who are to receive a ballot;**

1. The election authority shall review the tax records of the County to determine the ownership of all real property within the area proposed to have a mail-in-election to confirm ownership as required thirty days prior to the election date.
2. The election authority shall also canvas the voter registration roles to confirm that no registered voter resides, to the best of their ability within the proposed area which the election shall be held.

Prepared by

Kay Brown

Christian County Clerk

Chief Election Authority

County Court House

Ozark, MO 65622

\_\_\_\_\_  
Kay Brown  
Christian County Clerk

\_\_\_\_\_  
Date