

**2024-2025  
MUNICIPAL AND  
SCHOOL  
ELECTION  
WORKSHOP  
WEBINAR 4**

*SPONSORED BY*

SECRETARY OF STATE'S OFFICE

SOUTH DAKOTA MUNICIPAL LEAGUE

ASSOCIATED SCHOOL BOARDS OF  
SOUTH DAKOTA



# CONTACT INFORMATION

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**TEAM**

**T**ogether

**E**veryone

**A**chieves

**M**ore

General email that goes to all staff [elections@state.sd.us](mailto:elections@state.sd.us)

**Elections Division - 605.773.3537**

# Contact Information



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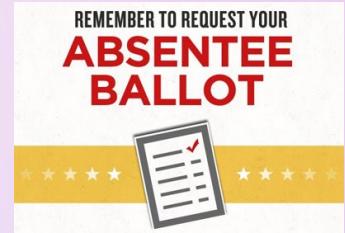
# ABSENTEE VOTING

- Any registered voter, without a reason, may vote by absentee ballot.
- Absentee ballots must be made available no later than **fifteen days** prior to the election.
- If you combine with a Primary or General Election, the ballots must be available 46 days prior to the election.  
([SDCL 9-13-21](#), [13-7-13](#) and [12-19-1.2](#))

On the cities and school resource page, there are PDFs available outlining how you conduct absentee voting.

<https://sdsos.gov/elections-voting/upcoming-elections/municipal-school-information/default.aspx>

# ABSENTEE BALLOT APPLICATION



THERE ARE MANY WAYS TO REQUEST AN ABSENTEE  
BALLOT:

- PRESCRIBED FORM ([ARSD 5:02:10:01](#)) CAN BE FOUND AT [WWW.SDSOS.GOV](http://WWW.SDSOS.GOV) .
- FEDERAL POST CARD APPLICATION (FPCA).
- WRITTEN REQUEST (MUST INCLUDE EVERYTHING THAT IS ON THE ABSENTEE BALLOT APPLICATION)
- ALL OF THE ABOVE MUST BE SIGNED, DATED AND COMPLETE.
  - NEEDS AN ORIGINAL SIGNATURE, NOT ELECTRONIC.

# ABSENTEE BALLOT LOG

- Keep an absentee ballot log – ([SDCL 12-19-2](#))
- This is a public record
- Contents prescribed in [05:02:10:06](#)
  - (1) Date of election and party designation if primary ballot;
  - (2) Name of voter;
  - (3) Current mailing address of voter;
  - (4) Voting precinct;
  - (5) Regular or UOCAVA voter;
  - (6) Date mailed to voter, given to authorized messenger, or voted in office;
  - (7) Name of authorized messenger;
  - (8) Date returned;
  - (9) Date application received;
  - (10) Email address if electronic transmission requested by UOCAVA voter (this is only for an election a county auditor runs, a local election does not have the option to transmit a ballot electronically through the state UOCAVA system); and
  - (11) Voter registration address.

# ABSENTEE BALLOT APPLICATION

- CHECK REGISTRATION LIST BEFORE SENDING AN APPLICATION OR BALLOT.
  - IF THEY AREN'T REGISTERED OR THEY ARE INACTIVE INCLUDE A VOTER REGISTRATION FORM WITH THE APPLICATION.
  - IF THEY AREN'T REGISTERED TO VOTE OR ARE INACTIVE BUT HAVE SUBMITTED THE ABSENTEE APPLICATION, THEY NEED TO COMPLETE AND SUBMIT A VOTER REGISTRATION FORM BEFORE THE ABSENTEE BALLOTS ARE PROCESSED ON ELECTION DAY.
    - INSTRUCT THE VOTER TO SEND THE VOTER REG. FORM BACK SEPARATELY, NOT WITH THE BALLOT
- GIVE THESE TOP PRIORITY SINCE THERE ARE ONLY 15 DAYS OF ABSENTEE VOTING.







# South Dakota Absentee Ballot Application Form

County

Please print and return to the county auditor in the county you are registered. A new application must be completed EACH calendar year.

You may apply for an absentee ballot before 5:00 p.m. the day before the election for any or all general, primary, municipal, school, or any other elections conducted in this calendar year with one request. Additional information on absentee voting is available at sdsos.gov.

1	Last Name	First Name	Middle Name(s)/Initial	Suffix
2	Voter Registration Address		Apt. or Lot #	City, State
				Zip Code
3	Absentee ballot mailing address (if different from Section #2)			City, State
				Zip Code

SELECT THE ELECTION(S) YOU ARE REQUESTING AN ABSENTEE BALLOT FOR: If your address changes after this is submitted, you must submit a new form.

4	<input type="checkbox"/> All <input type="checkbox"/> General <input type="checkbox"/> Primary <input type="checkbox"/> Municipal <input type="checkbox"/> School <input type="checkbox"/> Any Other	
You will receive the Primary Election ballot of your party registration, if one is available. If you are registered as an independent/no party affiliation and are requesting a Primary Election ballot, you may have a choice of the following:		
<input type="checkbox"/> Democratic <input type="checkbox"/> Libertarian <input type="checkbox"/> Non-Political (You can only mark one selection.)		
5	Daytime telephone number	If request is for a municipal or school election: I have lived in that jurisdiction at least 30 days in the last year. <input type="checkbox"/> YES <input type="checkbox"/> NO I am a full-time student who resided in that jurisdiction prior to leaving. <input type="checkbox"/> YES <input type="checkbox"/> NO

## MILITARY AND OVERSEAS CITIZENS ONLY:

6	<input type="checkbox"/> YES <input type="checkbox"/> NO - I am a member of the Uniformed Services or Merchant Marine on active duty <input type="checkbox"/> YES <input type="checkbox"/> NO - I am an eligible spouse or dependent of a member of the Uniformed Services or Merchant Marine on active duty <input type="checkbox"/> YES <input type="checkbox"/> NO - I am a U.S. citizen residing outside the United States If you checked no for all questions, proceed to section #7. If you would like your ballot sent electronically (for Primary and General Elections ONLY) instead of first class mail, provide your e-mail address: E-mail address (MILITARY AND OVERSEAS CITIZENS ONLY): *An overseas military, overseas citizen, or stateside military, a spouse or dependent of the same, voter is not required to submit a photocopy of the voter's ID. *Any military and overseas voter may submit a signed application for absentee ballot by fax or e-mail.	
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7	An acceptable ID is: A South Dakota driver's license or non-driver ID card, a passport or other picture ID issued by the United States government, a tribal photo ID, or a current student photo ID issued by a South Dakota high school or postsecondary education institution. <input type="checkbox"/> Copy of photo identification is attached OR <input type="checkbox"/> I hereby verify that I am the person named above and these statements made by me on this application are true and correct. Sworn to me before this _____ day of _____, 20____. (Seal) Notary Signature _____ My commission expires _____	
Voter's Signature (required)		
Voter's Date of Signing (required): _____/_____/_____ Month / Day / Year		

## AUTHORIZED MESSENGER REQUEST DUE TO SICKNESS OR DISABILITY ONLY: The deadline to request is 3:00 p.m. on Election Day

As a registered voter, I authorize...			
Last Name		First Name	Daytime telephone
Address		Apt. or Lot #	City, State
			Zip Code
8	...to serve as my authorized messenger to pick up my absentee ballot. I further certify under penalty of law that I am confined because of sickness or disability and for this reason alone am unable to vote at my polling place on Election Day.		As the authorized messenger, I acknowledge receipt of the ballot for the above named voter on...Date: _____Time: _____ Are you serving as an authorized messenger for any other voter? <input type="checkbox"/> YES <input type="checkbox"/> NO
Voter's Signature		Authorized Messenger's Signature	

Please note:  
this form could  
be changing due  
to legislation, but  
we will let you  
know.



# ABSENTEE VOTING – ID REQUIREMENTS

- **IN-PERSON ABSENTEE**
  - VOTER MUST SHOW PHOTO ID OR COMPLETE PERSONAL ID AFFIDAVIT.
- **ABSENTEE BY MAIL**
  - ABSENTEE BALLOT APPLICATION FORM MUST BE NOTARIZED OR ACCOMPANIED WITH A COPY OF THEIR PHOTO ID.
- **UOCAVA (MILITARY SERVICEMEN, SPOUSE OR DEPENDENT AND OVERSEAS CITIZENS, SPOUSE OR DEPENDENT)**
  - ID REQUIREMENTS ARE **WAIVED** FOR ALL VOTERS COVERED UNDER UOCAVA.
  - ONLY UOCAVA VOTERS MAY SUBMIT THEIR ABSENTEE REQUEST BY EMAIL OR FAX.
  - CITIES AND SCHOOLS ARE NOT ABLE TO SEND BALLOTS TO UOCAVA VOTERS ELECTRONICALLY (BY EMAIL).

# IN-PERSON ABSENTEE APPLICATION PROCESS

- CHECK VOTER REGISTRATION LIST.
- CONFIRM WITH THE VOTER IF THEY WANT TO VOTE IN-PERSON OR IF THEY WANT TO TAKE THE BALLOT WITH THEM. **THIS WILL SAVE YOU TIME.**
- HAVE VOTER FILL OUT COMBINED ABSENTEE BALLOT APPLICATION/ENVELOPE.
- VOTER MUST SHOW PHOTO ID OR COMPLETE PERSONAL IDENTIFICATION AFFIDAVIT.
- GIVE VOTER THE CORRECT BALLOT.
- UPDATE ABSENTEE VOTER LOG.



# SETTING UP YOUR IN-PERSON ABSENTEE VOTING

- HAVE PRIVACY SCREENS SET UP FOR VOTERS
- SET OUT THE APPROPRIATE PENS FOR THE VOTER TO USE
- PLACE THE BALLOT BOX IN A PLACE WHERE THE VOTER CAN PLACE THE BALLOT IN THE BOX OR HAVE IT VIEWABLE SO THEY CAN SEE YOU PLACE THE BALLOT IN THE BOX.
  - **DON'T WANT TO LEAVE ANY DOUBTS IN THE VOTER'S MIND THAT THEIR VOTE WON'T COUNT.**
- MAKE SURE THE BALLOT BOX IS SECURE AND LOCKED!



# Application For In-Office Absentee Ballot

5:02:10:01.03 - Combined absentee ballot application/return envelope (01/10)

MOBILE - (444) 333-3333

## APPLICATION FOR IN-OFFICE ABSENTEE BALLOT

\_\_\_\_\_  
COUNTY, SOUTH DAKOTA

My printed name as it appears on the voter registration list is: \_\_\_\_\_

My voter registration residence address is: \_\_\_\_\_  
(address) (city)

Check the election for which you are requesting an absentee ballot:

☐ Primary If you are registered as an independent and are requesting a primary ballot, you may have a choice of ballots.

Please check one of the following: ☐ Non-political ballot or ☐ Democratic Party ballot

☐ General

☐ Municipal

☐ School

☐ Special \_\_\_\_\_ (specify jurisdiction)

If request is for a municipal or school election:

I have lived in that jurisdiction at least 30 days in the last year. Yes ☐ No ☐

I am a full-time postsecondary student who resided in that jurisdiction immediately prior to leaving for postsecondary education. Yes ☐ No ☐

I am on active duty military and my home of record is in that jurisdiction. Yes ☐ No ☐

I, under penalty of impersonating a registered voter (5 years imprisonment and \$10,000 fine), state that I am the person named above, these statements made by me are true and correct, and that I will vote the ballot which will be enclosed in this envelope.

\_\_\_\_\_  
Voter Signature

\_\_\_\_\_  
Date

### INSTRUCTIONS TO THE VOTER:

- Mark your ballot privately.
- Do not fold your ballot.
- Place your ballot in this envelope and seal it securely.
- Return the envelope immediately to the person in charge of the election.

### Auditor Office Use Only:

Voter Precinct: \_\_\_\_\_ Type of ID: \_\_\_\_\_

# REVIEW THE ABSENTEE VOTING PROCESS DOCUMENT

- [HTTPS://SDSOS.GOV/ELECTIONS-  
VOTING/ASSETS/ABSENTEEVOTINGPROCESSSCHOOLCITY.PDF](https://sdsos.gov/elections-voting/assets/absenteevotingprocessschoolcity.pdf)



# MAIL-IN ABSENTEE VOTING

- THIS PROCESS IS USED FOR **ANY** VOTER WHO WANTS TO VOTE ABSENTEE THROUGH THE MAIL.
- WHEN YOU RECEIVE THE ABSENTEE BALLOT APPLICATION:
  - IS THE PERSON A REGISTERED VOTER?
  - IS THE APPLICATION SIGNED AND COMPLETED?
  - IS THE APPLICATION NOTARIZED, OR SIGNED BY AN OFFICIAL AUTHORIZED TO ADMINISTER OATHS, OR ACCOMPANIED BY A COPY OF A PHOTO ID? THIS STEP IS WAIVED FOR ALL VOTERS COVERED UNDER UOCAVA.
- SEND THE VOTER THE CORRECT BALLOT, INSTRUCTIONS ([ARSD 05:02:10:04](#)) AND RETURN ENVELOPE ([ARSD 05:02:10:05](#)).
- UPDATE ABSENTEE VOTER LOG ([ARSD 05:02:10:06](#)).





# ABSENTEE BALLOT PACKET

- CORRECT BALLOT (BALLOT USED ON ELECTION DAY)
- INSTRUCTIONS TO THE VOTER ([ARSD 5:02:10:04](#))
- RETURN ENVELOPE ([ARSD 5:02:10:05](#))
- THERE IS A DIFFERENT RETURN ENVELOPE FOR UOCAVA VOTERS THAT IS POSTAGE PAID ([ARSD 5:02:10:08](#))



# UNIFORMED AND OVERSEAS CITIZENS ABSENTEE VOTING ACT (UOCAVA)

- UOCAVA VOTERS INCLUDE:
  - STATESIDE MILITARY MEMBERS (AWAY FROM THEIR SD VOTING RESIDENCE)
  - MILITARY MEMBERS STATIONED OUTSIDE OF THE U.S.
  - OVERSEAS CITIZENS
  - A SPOUSE OR DEPENDENT OF ANY OF THE ABOVE



# FPCA FEDERAL POST CARD APPLICATION

## Voter Registration and Absentee Ballot Request

Federal Post Card Application (FPCA)

Print clearly in blue or black ink.

This form is for absent Uniformed Service members, their families, and citizens residing outside the United States. It is used to register to vote, request an absentee ballot, and update your contact information. See your State's instructions at [FVAP.gov](http://FVAP.gov).

### 1. Who are you? Pick one.

I request an absentee ballot for all elections in which I am eligible to vote AND:

- ☐ I am on active duty in the Uniformed Services or Merchant Marine -OR- ☐ I am an eligible spouse or dependent.
- ☐ I am an activated National Guard member on State orders.
- ☐ I am a U.S. citizen living outside the country, and I intend to return.
- ☐ I am a U.S. citizen living outside the country, and my return is uncertain.
- ☐ I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name	Suffix (Jr., II)	Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male
First name	Previous names (if applicable)		
Middle name	Birth date (MM/DD/YYYY)	/	/
Social Security Number	Driver's license or State ID #		

### 2. What is your address in the U.S. State or territory where you are registering to vote and requesting an absentee ballot?

Your voting materials will not be sent to this address. See instructions on other side of form.

Street address	Apt #
City, town, village	State
County	ZIP

### 3. Where are you now? You must give your CURRENT address to receive your voting materials.

Your mailing address. (Different from above)

Your mail forwarding address. (If applicable)

### 4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email:	Phone:
Alternate email:	Fax:

### 5. What is your voting preference? Select One.

How do you want to receive voting materials from your election office?	<input type="checkbox"/> Mail <input type="checkbox"/> Email or online <input type="checkbox"/> Fax	What is your political party for primary elections?
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### 6. What additional information must you provide?

The following need more information: Alaska, Arizona, Puerto Rico, Vermont, and Virginia. (Ex. Proof of residency, employer, etc.) You may also use this space to clarify your voter information. See the Voting Assistance Guide at [FVAP.gov](http://FVAP.gov).

### 7. You must read and sign this statement.

I swear or affirm, under penalty of perjury, that:



- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Sign here X

Today's date  
(MM/DD/YYYY)

# UOCAVA VOTERS

- RETURN ENVELOPE FOR THOSE **MILITARY** (STATESIDE OR OVERSEAS) AND **OVERSEAS CITIZEN** VOTERS (RESIDING OUTSIDE OF THE U.S.) MUST BE IN THIS FORMAT (05:02:10:08) WHICH PROVIDES FREE POSTAGE FOR THOSE VOTERS TO RETURN THEIR VOTED ABSENTEE BALLOT TO YOU.
  - THE POSTAGE IS FREE IF MAILED IN A U.S. POSTAL SYSTEM.
  - IF MAILED IN A NON-U.S. POSTAL SYSTEM THE VOTER WILL HAVE TO PAY THE POSTAGE.

NAME AND COMPLETE ADDRESS _____ _____ _____ _____	 OFFICIAL ELECTION MAIL <small>Authorized by the U.S. Postal Service</small>		US POSTAGE PAID 39 USC 3406  PAR AVION
<div>OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL</div> <p>NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0</p> <p>TO: _____ _____ _____</p>			

# OTHER ABSENTEE PROVISIONS

- ABSENTEE APPLICATION MUST BE RECEIVED BY 5:00 P.M. THE DAY BEFORE THE ELECTION.
- ONE APPLICATION MAY APPLY TO ALL ELECTIONS IN THE CALENDAR YEAR IF THE VOTER HAS INDICATED THAT.
  - IF THE VOTER'S ABSENTEE BALLOT MAILING ADDRESS CHANGES, THE VOTER MUST SUBMIT A NEW ABSENTEE BALLOT APPLICATION.
  - IF YOU RECEIVE AN APPLICATION FOR OTHER ELECTIONS MAKE SURE TO GIVE A COPY OF THE APPLICATION TO THE OTHER JURISDICTIONS.
    - MAKE SURE THE COUNTY AUDITOR HAS THE CORRECT EMAIL TO SEND ABSENTEE BALLOT APPLICATIONS TO YOU. THE VOTER SYSTEM THAT THE AUDITORS USE, WILL AUTOMATICALLY FORWARD THE APPLICATION TO YOU IF THE VOTER REQUESTED BALLOTS FOR CITY AND/OR SCHOOL ELECTIONS.

# OTHER ABSENTEE PROVISIONS *CONT'D*

- A VOTER **CANNOT** USE A POWER OF ATTORNEY TO SIGN THE APPLICATION FOR THEM. A VOTER HAS TO MAKE SOME SORT OF MARK PER SDCL 2-14-2 (25).
  - AN INDIVIDUAL IS ALLOWED TO ATTEST TO THE MARK BY WRITING THE VOTER'S NAME AND THEN THE INDIVIDUAL SIGNS AND PRINTS THEIR OWN NAME INDICATING THEY WERE A WITNESS TO THE VOTER MAKING A MARK.
- IF AN ABSENTEE VOTER DIES BEFORE ELECTION DAY, THE BALLOT IS NOT PROCESSED OR COUNTED, THE BALLOT ENVELOPE MUST BE PULLED, NOT OPENED AND NOT COUNTED. WRITE ON THE ENVELOPE "UNOPENED BY REASON OF DEATH OF VOTER."
- INACTIVE VOTERS MUST COMPLETE A NEW REGISTRATION FORM BEFORE VOTING ABSENTEE.
  - HAVE THE VOTER FILL OUT THE FORM AND **MAIL IT BACK SEPARATELY** FROM THEIR BALLOT OR ELSE THE BALLOT MAY NOT BE COUNTED.



# **ABSENTEE BALLOT PROCESSING**

- ELECTION BOARD WILL PROCESS ABSENTEE BALLOTS AT THE POLLING PLACE WHEN THEY HAVE TIME ON ELECTION DAY OR IMMEDIATELY AFTER THE POLLS CLOSE.
- NO ABSENTEE BALLOT MAY BE ACCEPTED AFTER THE POLLS CLOSE.



# **ABSENTEE BALLOT PROCESSING AT THE POLLING LOCATION**

- **PROCESSING:**
  - **COMPARE THE SIGNATURE ON THE BALLOT ENVELOPE WITH THE SIGNATURE ON THE APPLICATION, EXCEPT COMBINED APPLICATION/RETURN ENVELOPE WILL HAVE NO SIGNATURES TO COMPARE.**
  - **MARK THE REGISTRATION LIST AND ENTER THE NAME IN THE POLLBOOK.**
  - **OPEN THE ENVELOPE AND PLACE THE OFFICIAL BALLOT STAMP ON THE BALLOT AND PLACE THE BALLOT IN THE BALLOT BOX.**

# AUTHORIZED MESSENGER

- WHO CAN USE AN AUTHORIZED MESSENGER?
  - A VOTER WHO IS CONFINED BECAUSE OF SICKNESS OR DISABILITY.
  - WORK IS NOT CONSIDERED CONFINEMENT. EMPLOYERS ARE REQUIRED UNDER LAW TO ALLOW AN EMPLOYEE UP TO 2 HOURS TO BE ABSENT TO VOTE ([SDCL 12-3-5](#)).
- VOTER DESIGNATES ON THE APPLICATION FOR SOMEONE TO BRING THEM A BALLOT.
- IF A NURSING HOME REQUESTS THAT YOU BRING BALLOTS TO THE RESIDENTS TO VOTE ABSENTEE, YOU ARE **NOT ALLOWED UNDER LAW** TO DO SO. ([SDCL 12-19-9.1](#))



# AUTHORIZED MESSENGER *CONT'D*

- A **CANDIDATE** FOR ANY ELECTIVE OFFICE CANNOT BE AN AUTHORIZED MESSENGER ([SDCL 12-19-7.1](#)).
- NO AUTHORIZED MESSENGER MAY, IN THE PRESENCE OF THE VOTER AT OR BEFORE THE TIME OF VOTING, DISPLAY CAMPAIGN POSTERS, SIGNS OR OTHER CAMPAIGN MATERIALS OR BY ANY LIKE MEANS SOLICIT ANY VOTES FOR OR AGAINST ANY PERSON, POLITICAL PARTY OR POSITION ON A QUESTION SUBMITTED. A VIOLATION OF THIS SECTION IS A CLASS 2 MISDEMEANOR ([SDCL 12-19-7.2](#)).
- IF A PERSON IS AN AUTHORIZED MESSENGER FOR MORE THAN ONE VOTER, HE MUST NOTIFY THE PERSON IN CHARGE OF THE ELECTION OF ALL VOTERS FOR WHOM HE/SHE IS A MESSENGER ([SDCL 12-19-2.2](#)).

