

Punch Card Ballot Layout

County Clerks receive a list of candidates, by office, from the Secretary of State. The arrangement is exactly the way it should appear on the ballot.

Start by selecting the appropriate trim marks on the ballot layout form based on ballot position, which you can get from your vendor. Add a header on each ballot page with:

- Election title
- County name
- Date of election

The Secretary of State will send out a sample ballot and ballot printing instructions for each election. The ballot for each punch card county should follow this layout with the addition of county candidates and initiatives.

- Arrange the offices in the order provided by the Secretary of State.
- Place the candidates for each office in alphabetical order.
- When there are two or more candidates for an office they have to be rotated.
- Each candidate needs to appear first before approximately the same number of registered voters. However, the rotation of candidates is to be the same within the precinct.

To set up rotation you need the number of registered voters that will vote for that office.

Fill out the “Pages Applicable” form to determine the candidate rotation for the various precincts.

- Federal, State, and County candidates are voted on county wide, so you need the total number of registered voters, county wide.
- For a legislative office, you need only the registered voters for that district.

Rotation is set up according to the number of registered voters and the number of candidates.

For instance, you have two (2) candidates for Secretary of State. This race is voted on county wide. There are 10,000 registered voters in the county. Divide 10,000 by two (2). As close as possible select precincts in two (2) groups that will total 5000 voters each. Each rotation will then appear before 5000 registered voters.

After rotation is set up, determine how many pages of each rotation or combination of rotations are needed for the Votamatic and absentee booklets.

Every precinct will receive specific ballot pages. The pages are determined by the races for Federal, State and County offices, and the Legislative Districts that apply to each precinct.

Printing

Before sending the ballot to the printer, you must check the spelling against the list of offices and candidates received from the Secretary of State.

**Have someone check the spelling
other than the people that typed the ballot.**

Fill in the order information at the top of each page. Follow the same procedure for ordering absentee ballot pages. Votamatic pages are on card stock, absentee are on regular paper stock. Absentee ballot pages should be assembled in booklet form for mailing.

Ordering

To order ballots, call your vendor for ballot order forms.

- Determine the number of registered voters in your county.
- Keep same day registration in mind.
- Order ballots for 110% of registered voters, for each precinct.
- The ballot stubs are to be numbered in sequential order.

Supplies

- Order Early.
- Inventory your election supplies. Check previous election as to what you will need.
- Supplies, that have to be shipped, such as seals, crimp hinges, and masks should be ordered about 8 weeks out.
- Supplies you can get locally can be ordered 6 weeks out.