

ELECTION 101



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WHAT IS THE ROLE OF THE COUNTY CLERK?

- Chief Election Officer of the County (§22-2-103)
- Administer Primary & General Election
- Administer Bond & Tax Question Elections
- Administer Special District Elections that are not conducted by the district
- Oversee Special District Elections conducted by the district
- Administer School and College District Elections at General Election
- Administer Municipal Elections held concurrently with Primary & General Elections
- Oversee (or administer) May Municipal Elections

ELECTION TIMELINE

ELECTION DATES - §22-2-104

- **March**

- First Tuesday after third Monday
- For subsequent special district director elections only.

- **May**

- First Tuesday after the first Monday
- Municipal elections not held concurrently with primary & general elections.
- Bond Elections.
- Special District Formation Election.
- Subsequent Special District Director Election.

- **August**

- First Tuesday after the third Monday
- Primary Election in even-numbered year.
- Bond Election in odd-numbered years.
- Special District Formation Election.

- **November**

- Tuesday next following first Monday
- General Election in even-numbered years.
 - School & Community College Districts must be held at G.E.
- Bond Elections.
- Special District Formation Election.
- Subsequent Special District Director Election.

2026 ELECTION DATES

- Subsequent Special District Director Election: Tuesday, March 17, 2026
- May Town Election: Tuesday, May 5, 2026
- Primary Election: Tuesday, August 18, 2026
- General Election: Tuesday, November 3, 2026

APRIL & MAY 2024

- April 21: Deadline to notify parties of how many election judges required (§22-8-101)
- April 21: Deadline to publish notice of precinct boundary changes in newspaper (§22-7-102)
- April 21: Deadline to notify party chairmen of precinct boundary changes (§22-7-102)
- April 24 – May 3: SOS provides notice of offices to be elected (§22-2-108)
- May 5: Deadline for Commissioners to divide county into districts & precincts (§22-7-101)
 - Counties may divide earlier than May 5, but notices must be published at least 15 days prior to that date.
 - May 5 is the last day the county shall be divided into districts & precincts
- May 9 – May 19: Clerk publishes proclamation of Primary Election (§22-2-109)
 - General Election Proclamation published at the same time.
- May 13: Last day for voters to change their party affiliation (§22-5-209)
- May 14 – May 29: Primary Election Candidates file for office (§22-5-209)

JUNE & JULY 2026

- June 2: Deadline to set election judge salary (§22-8-116)
- June 11: Deadline for SOS & Town Clerks certify who has filed for offices (§22-5-209 & §22-23-303)
- June 30: Deadline for County Clerk to appoint election judges & counting boards (§22-8-101)
- July 3: Ballots must be in County Clerk's possession (§22-6-107)
- July 3: Deadline to post sample ballots in Courthouse (§22-6-108 & §22-6-104)
- July 3: Uniformed and Overseas Citizens Absentee (UOCAVA) ballots distributed (§22-9-107)
- July 7: Deadline for elector to file affidavit alleging ballot error (§22-6-109)
- July 21: Absentee Voting begins (§22-9-107)
 - Includes "Early In-Person Voting," although there is no constitutional or statutory "early voting" delineation.
- Take note: there are only 22 days between candidate certifications and the day ballots must be in our possession.
 - Between those dates we must program ballots, proof, print and have them in our possession.
 - Ballots are printed by vendors and shipped to our offices adding pressure to program and proof as soon as possible.

AUGUST 2024

- August 3: Last day to register to vote for Primary Election (§22-3-102)
- August 4 - 17: Sample ballot published in newspaper (§22-6-105)
- August 4: Deadline to complete Public Test of Voting Equipment (§22-10-108 & §22-11-104)
- August 4 – 11: Campaign finance reports due (§22-25-106)
- August 8: If requested, Clerk forwards list of registered voters to party chairs (§22-3-109)
- August 8: Clerk posts list of registered voters in Courthouse (§22-3-109)
- August 14: Deadline for judges to attend training (§22-8-113)
- August 18: Election Day!
- August 19 – 20: Recounts if a race is within 1% (§22-16-109)
- August 20: Deadline to complete post-election audit of election day ballots (§22-6-130)
- August 21: Deadline for County Canvass (§22-16-103)
 - Candidates have two days after County Canvass to request a recount (§22-16-110)

AUGUST 2026 CONTINUED

- August 5 – August 25: Candidate filing for General Election (§22-22-202 & §22-29-112)
 - Special, School & College District Directors file during this time period
- August 24: Clerks may begin notifying nominees (§22-16-114)
- August 26: Deadline for State Canvass (§22-16-118)
- August 27: Deadline for independent candidate petitions to be filed (§22-5-307)
- August 27: Deadline for proclamation of General Election (§22-2-109)
- August 28: Deadline to file campaign finance amendments (§22-25-106)
- August 29: Deadline for write-in candidates to accept nomination (§22-16-106)
 - Depends when Clerk sends notice – write-in candidates have 5 days to accept after notification is made.

SEPTEMBER 2026

- September 4: Deadline for SOS & Town Clerks certify candidates (§22-6-101 & §22-20-103)
- September 18: Deadline to complete post election audit of tabulating equipment (§22-11-109)
- September 18: Deadline to enter Primary Election day registrations (SOS Rules Chapter 16)
- September 21: Ballots must be in County Clerk's possession (§22-6-107)
- September 21: Deadline to post sample ballots in Courthouse (§22-6-108 & §22-6-104)
- September 21: Uniformed and Overseas Citizens Absentee (UOCAVA) ballots distributed (§22-9-107)
- September 24: Deadline for elector to file affidavit alleging ballot error (§22-6-109)

OCTOBER 2026

- October 2: Deadline to forward precinct committee person primary election votes to parties (§22-4-101)
- October 6: Absentee Voting begins (§22-9-107)
 - Includes “Early In-Person Voting,” although there is no constitutional or statutory “early voting” delineation.
- October 20: Last day to register to vote for General Election (§22-3-102)
- October 20: Deadline to complete Public Test of Voting Equipment (§22-10-108 & §22-11-104)
- October 20 – 27: Campaign finance reports due (§22-25-106)
- October 23: If requested, Clerk forwards list of registered voters to party chairs (§22-3-109)
- October 22: Clerk posts list of registered voters in Courthouse (§22-3-109)

NOVEMBER & DECEMBER 2026

- November 2: Deadline for judges to attend training (§22-8-113)
- November 3: Election Day!
- November 4 – 5: Recounts if a race is within 1% (§22-16-109)
- November 5: Deadline to complete post-election audit of election day ballots (§22-6-130)
- November 6: Deadline for County Canvass (§22-16-103)
 - Candidates have two days after County Canvass to request a recount (§22-16-110)
- November 9: Clerks may begin notifying nominees (§22-16-114)
- November 11: Deadline for State Canvass (§22-16-118)
- November 13: Deadline to file campaign finance amendments (§22-25-106)
- December 3: Deadline to complete post election tabulating equipment audit (§22-11-109)
- December 3: Deadline to enter General Election day registrations (SOS Rules Chapter 16)
- February 15, 2027: Deadline to purge voters who did not participate in general election (§22-2-113)

ELECTION EQUIPMENT

USE OF ELECTION EQUIPMENT

- §22-11-102: The board of county commissioners of each county may adopt for use, either experimentally or permanently, in any election in any or all polling places with the county, any electronic voting systems as authorized by law.
- §22-11-103: establishes requirements that equipment vendors must adhere to. For example:
 - (d)(i) Proof that the electronic voting system has been certified by the United States election assistance commission;
 - Most importantly, the statute allows for the decertification of equipment if:
 - (e)(iii) The election voting system does not produce accurate results and reports as required by law.
- Accuracy is paramount & verified utilizing public tests of voting equipment and post-election audits.

EQUIPMENT USED IN WYOMING

- Prior to 2020, different counties used different election vendors and various versions of voting systems.
- In 2019, Secretary of State's Office and County Clerks' Association of Wyoming (CCAW) began RFP process to purchase uniform voting equipment.
 - 3 Vendor Applications were submitted
 - Election Systems & Software (ES&S) was awarded contract
 - Tabulating Equipment:
 - DS200
 - DS450
 - DS850
 - Ballot Marking Devices:
 - ExpressVote

TABULATING EQUIPMENT: DS200

- Main Ballot Collection Bin
- Auxiliary Bin
- “Clam Shell”
- All counties utilize DS200s
- Seals, Seals and more seals!
 - Each uniquely numbered seal is tamper-evident



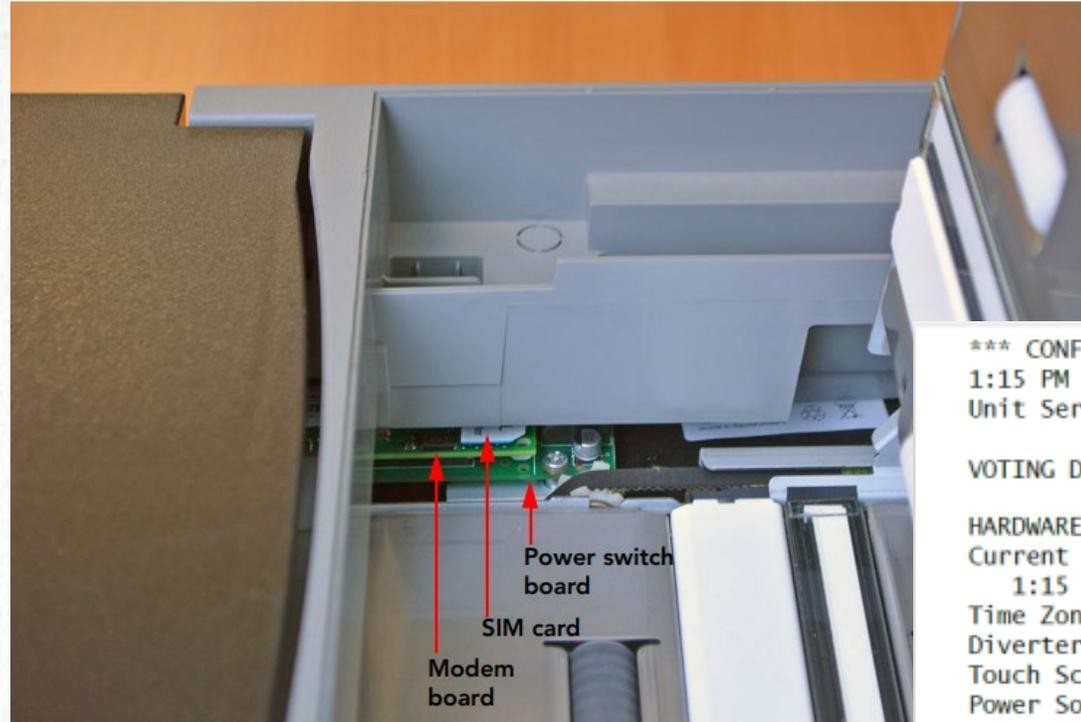
INSIDE THE DS200

- Modems:
 - IF modems were installed, they would appear under top door.
 - NO modems on Wyoming election equipment.



EQUIPMENT WITH MODEM

- NOT used in Wyoming.
- Inside top door SIM card and modem board are visible.
- Configuration Report shows “Modem Detected”



```
*** CONFIGURATION REPORT ***  
1:15 PM April 18, 2022  
Unit Serial Number: 0107370046
```

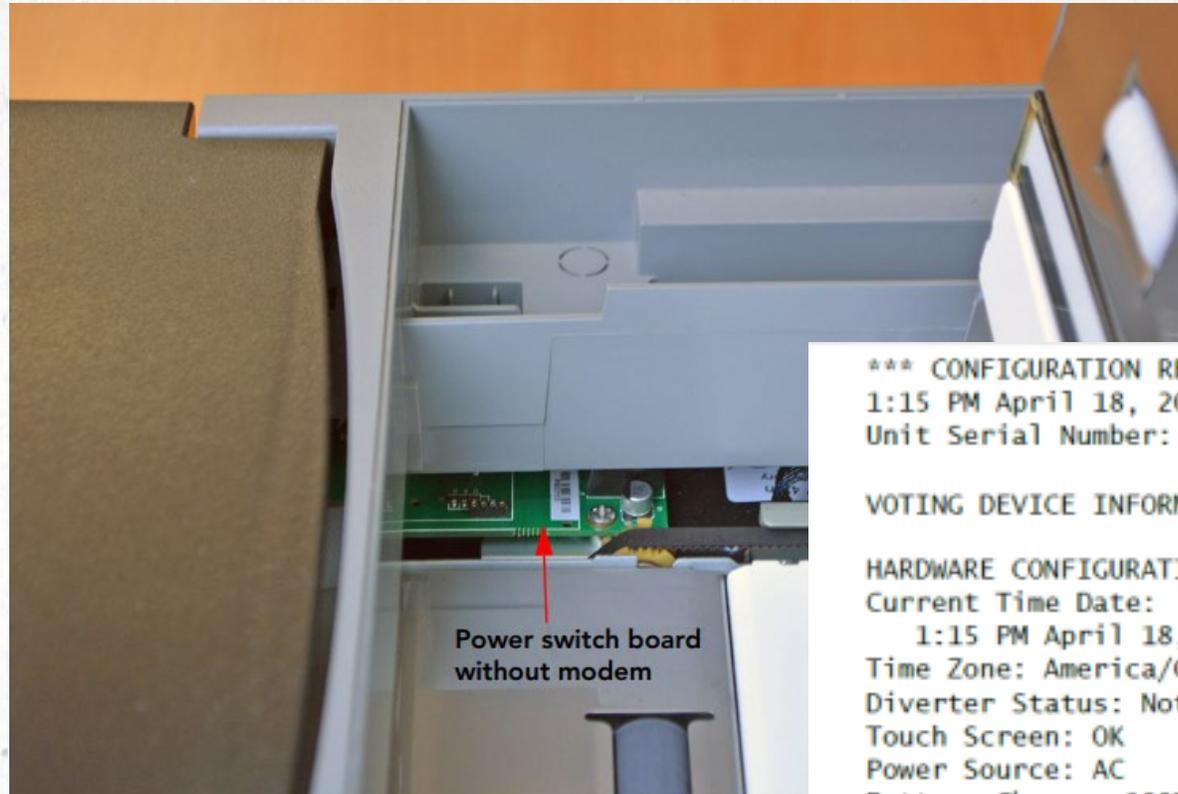
VOTING DEVICE INFORMATION

HARDWARE CONFIGURATION

```
Current Time Date:  
    1:15 PM April 18, 2022  
Time Zone: America/Chicago  
Diverter Status: Not Detected  
Touch Screen: OK  
Power Source: AC  
Battery Charge: 100%  
Modem Status: Detected  
Modem Type: VERIZON-4G-R2  
Modem ID: 356610070239351  
Modem APN: vzwinternet  
Scanner Board: WM8215  
Motherboard: VT6070-R2  
Touch Screen Model: ELO AccuTouch 2218  
Installed RAM: 1GB  
Report Text Size: Larger
```

EQUIPMENT WITHOUT MODEM

- Used in Wyoming.
- Inside top door no SIM card and no modem board are present.
- Configuration Report shows “Modem Not Detected”



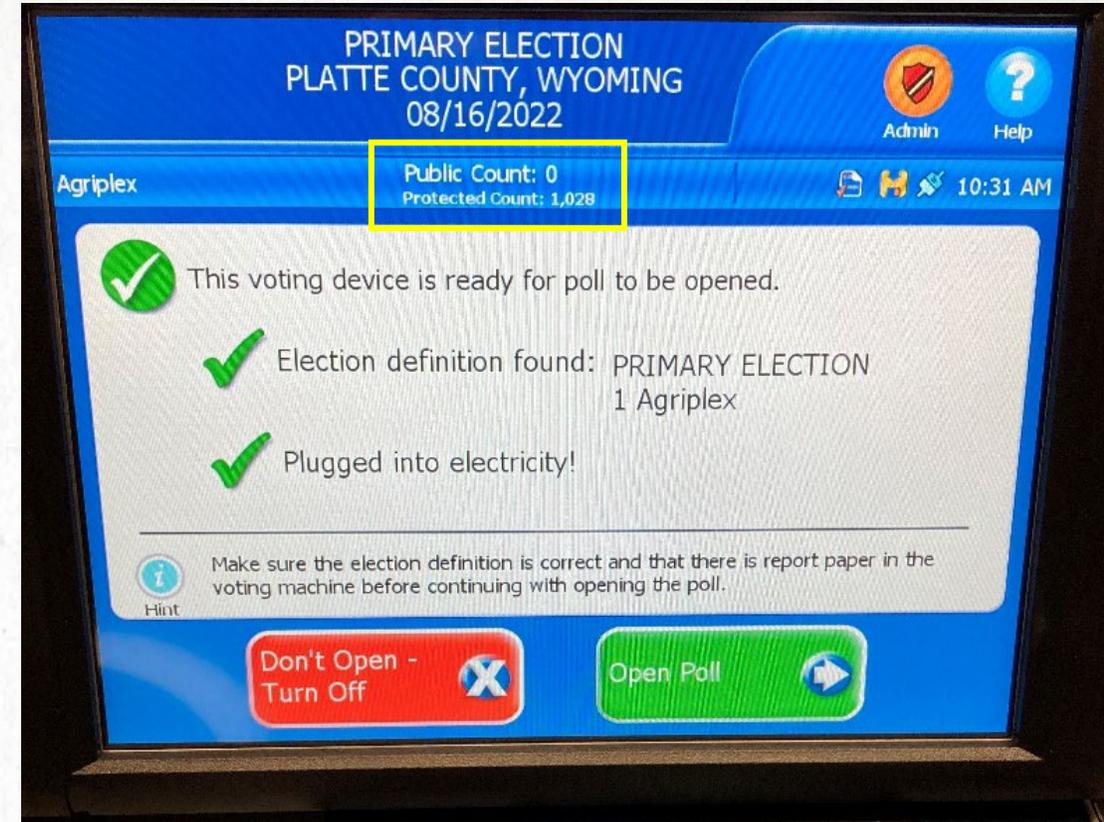
```
*** CONFIGURATION REPORT ***
1:15 PM April 18, 2022
Unit Serial Number: 0107370046

VOTING DEVICE INFORMATION

HARDWARE CONFIGURATION
Current Time Date:
    1:15 PM April 18, 2022
Time Zone: America/Chicago
Diverter Status: Not Detected
Touch Screen: OK
Power Source: AC
Battery Charge: 100%
Modem Status: Not Detected
Scanner Board: WM8215
Motherboard: VT6070-R2
Touch Screen Model: ELO AccuTouch 2218
Installed RAM: 1GB
Report Text Size: Larger
```

INSIDE THE DS200

- Public Count:
 - “Trip Meter” for that election. Starts at zero and counts each ballot that has been cast.
- Protected Count:
 - “Odometer” to determine the number of ballots that have gone through that machine in its life.



TABULATING EQUIPMENT: DS450

- Central Count Tabulator
 - Not utilized at polling locations
- Counties with DS450:
 - Albany
 - Carbon
 - Campbell
 - Fremont
 - Laramie
 - Park
 - Sheridan
 - Sweetwater
 - Teton
 - Uinta



TABULATING EQUIPMENT: DS850

- Central Count Tabulator
 - Not utilized at polling locations
- Counties with DS850:
 - Natrona



ZERO TOTALS & VOTING RESULTS REPORTS

- Beginning of Day:

- Zero Totals Report
- Shows no ballots have been cast.
- Displays all races to be tabulated on that machine.
- Purpose: To ensure we begin with zero ballots being cast.

```
*** ZERO TOTALS REPORT ***
06:19 PM July 27, 2022
Unit Serial Number: 0319390652

PLATTE COUNTY, WYOMING
PRIMARY ELECTION
2 Guernsey VFW
Election Date: August 16, 2022
Poll Opened Date: July 27, 2022
Poll Opened Time: 06:19 PM
Poll Closed Date: No
Poll Closed Time: No
Public Count: 0

Protected Count: 1387
Poll Voting Report

Total Standard Ballot Sheets: 0
Total ExpressVote Cards: 0
-----
Total Sheets Processed: 0
```

- End of Day:

- Voting Results Report
- Shows the number ballots cast.
- Displays all races to be tabulated on that machine.
- Purpose: To balance the number of voters who checked in at pollbooks and the number of ballots issued. It also allows a physical report showing the number of votes counted per race.

```
*** VOTING RESULTS REPORT ***
06:20 PM July 27, 2022
Unit Serial Number: 0319390652

PLATTE COUNTY, WYOMING
PRIMARY ELECTION
2 Guernsey VFW
Election Date: August 16, 2022
Poll Opened Date: July 27, 2022
Poll Opened Time: 06:19 PM
Poll Closed Date: July 27, 2022
Poll Closed Time: 06:20 PM
Public Count: 0

Protected Count: 1387
Poll Voting Report

Total Standard Ballot Sheets: 0
Total ExpressVote Cards: 0
-----
Total Sheets Processed: 0
```

BALLOT MARKING DEVICE: EXPRESSVOTE

- Accessible Voting Machine
 - HAVA Requirement
 - Section 301: “accessibility for individuals with disabilities. The voting system shall be accessible for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired, in a manner that provides the same opportunity for access and participation (including privacy and independence) as for other voters.”
- May be used by voters of all abilities
- Necessity in vote centers
- Prints paper ballot reviewed by voter prior to casting
- **NOT** a tabulating device. Only marks ballots (essentially an expensive pencil)



PUBLIC TEST OF VOTING EQUIPMENT

- §22-11-104(b) the county clerk of each county using an electronic voting system shall:
 - (i) Determine whether paper ballots, ballot cards or a combination of both will be used in each polling place;
 - (ii) Before testing an electronic voting system for an election, notify the county chairman of each political party having a candidate on the ballot, stating the time and place of the test. The political party representatives and representatives of independent candidates may be present for the test, which shall be held at least two weeks before the election...
 - (iii) ...The test shall be conducted by processing a preaudited group of paper ballots or ballot cards on which are recorded a predetermined number of valid votes...
 - We call this a “test deck”
 - Upon completion (including balancing) of the test, the equipment is sealed.
 - Seal numbers documented and will be verified by those present for the test.
 - Seal numbers noted on certificate of test.
 - Chain of custody logs completed for deployment to polling locations.
 - Seal numbers verified by judges at polling place before polls open.

POST ELECTION AUDITS

- §22-6-130: each county clerk shall complete an audit of the county's unofficial election results...
 - Electionware Equipment: We use the "Cast Vote Record" (CVR) and an image of the ballot to determine the tabulating equipment counted the ballot as it was marked.
 - Must be completed by Thursday of election week.
 - UW developed formula to determine a "statistically significant sample size of ballots to be audited..." (*W.S. §22-6-130*)
- §22-11-109: The county clerk shall conduct a random audit of ballots by processing the preaudited group of test ballots as described in W.S. 22-11-104 on five percent (5%) of the automated tabulating equipment for that county...within thirty days of any election in which the tabulating equipment was used.
 - Utilize the "Test Deck" and ensure equipment tabulates accurately.

**ANY
QUESTIONS/COMMENTS?**
