

Dear Candidate:

Congratulations on your decision to file as a precinct committee candidate. The information in this packet is provided to assist you during your campaign. The enclosed information includes:

- ***Election Office Website Information***
- ***Election Calendar***
- ***State and County Election Policies***
Policies include Rotation of Candidate Names on Ballot, Write-In Candidates, Provisional Ballots, Unofficial Election Results and Official Final Election Results.
- ***Advance Voting and Election Day Voting Options – check our website for locations***
- ***Application for Advance Voting Ballot By Mail***
- ***Authorized Poll Agents Form***
- ***List of Procedures for Poll Agents***

Candidates are invited to schedule a tour of the Election Office to learn how the election process is managed. Just call or send an email and we will schedule a time at your convenience.

If you have questions as a candidate, feel free to contact our candidate specialist Sheryl Roederer at (913) 715-6843 or email her at Sheryl.Roederer@jocogov.org.

Sincerely,



Election Office Website Information

Sample Ballot – Voter Registration Record – Polling Place

The “Sample Ballot” is posted twenty days prior to an election. Johnson County registered voters may view their Voter Registration Record and Polling Place information at any time on our website. Enter the Johnson County Election Office Website at www.jocoelection.org. Click on “Voter Look-Up” and enter your name and date of birth to gain access to your voter record as you are currently registered at the Election Office. For your convenience, a directional map to your voting location is also available.

Application for an Advance Voting Ballot

Advance voting by mail begins 20 days prior to every election.

To vote by mail, you must be a registered voter. Complete an Application for an Advance Voting Ballot and fax it to (913) 791-8931, (913) 791-8932 or (913) 791-8933; mail or hand-deliver it to the Johnson County Election Office, 2101 E. Kansas City Road, Olathe, KS 66061; scan and email to election@jocoelection.org, or click on the mobile application at the end of the sample ballot on-line. There is a drop box available at the front entrance of the election office for after-hours convenience. A separate application must be submitted for each election. Applications are available at the Election Office and on the Election Office website at www.jocoelection.org.

Completed applications must be received at the Election Office before 5:00 p.m. on the **Tuesday** prior to the election.

Ballots will be mailed beginning 20 days before the election. Your voted ballot may be returned by mail, or hand-delivered to the Election Office, a polling location or any advance voting location during voting hours. In order for a ballot returned by mail to count, the ballot must be postmarked on or before the date of the election and received by the third day following the date of the election. If hand-delivered, the ballot must be received before 7 p.m. election night at either the Election Office or a polling place. There is a drop box available at the front entrance of the election office. Ballots may not be faxed.

Kansas Voter Registration Application

The Kansas Voter Registration Application may be printed from the website and mailed or hand-delivered to the Johnson County Election Office, 2101 E. Kansas City Road, Olathe, KS 66061; faxed to (913) 791-8934 or (913) 791-8935; or scanned and e-mailed to registration@jocoelection.org. There is a drop box available at the front entrance of the election office for after-hours convenience.

Polling Places

A list of polling places by city, ward and precinct for the current election.

Candidate List and Information Sheet

The official candidate list is posted prior to each election.

Calendar 2018

Scheduled elections, deadlines and positions to be elected in 2018 in Johnson County

Primary Election - August 7, 2018 General Election - November 6, 2018

Election of National Officials

- United States Representative (District 3) - 2 Year Term

Election of State Officials

- Governor/Lieutenant Governor - 4 Year Term
- Secretary of State - 4 Year Term
- Attorney General - 4 Year Term
- State Treasurer - 4 Year Term
- Commissioner of Insurance - 4 Year Term
- State Representatives - Districts 8, 14 - 30, 38, 39, 43, 48, 49, 78, 121 - 2 Year Term
- State Board of Education - Districts 1, 3 - 4 Year Term
- Kansas Court of Appeals Judges - 4 Year Term (November General Election only)
- 10th Judicial District Judges - Divisions 1, 5, 7, 9, 10, 11, 14, 15, 16, 17, 18 (November General Election only) - 4 Year Term
- District Magistrate Judges, 10th Judicial District - Position 4 - 4 Year Term (November General Election only)

- *The above offices file at the Secretary of State Office*

Election of County Officials, City Officials, and Precinct Committee Persons

- County Commissioner Chair - 4 Year Term (non-partisan)
- County Commissioner - Districts 1, 4, 5 - 4 Year Term (non-partisan)
- Prairie Village - Mayor - 4 Year term
- Precinct Committeeman (August Primary Election Only) - 2 Year Term
- Precinct Committeewoman (August Primary Election Only) - 2 Year Term
- Township Clerk - 4 Year Term

- *The above offices file at the Johnson County Election Office*

June 1

Filing and Withdrawal Deadline (12 noon) (K.S.A. 25-205, K.S.A. 25-305(a), K.S.A. 25-306a)

Deadline for questions to be placed on the Primary Election ballot

June 1

No Party Affiliation changes from June 1st through Sept. 1st - Unaffiliated voters can affiliate at any time K.S.A. 25-3304(b)

July 17

Registration books close - last day to register (K.S.A. 25-2311(a)(3))

July 18

Advance voting by mail begins - 20 days prior to Election Day
(K.S.A. 25-1123(a))

July 23

Advance voting in person begins (K.S.A. 25-1122(g))

August 6

Advance voting in person closes (12 noon) (K.S.A. 25-1122(g))

Filing deadline for Independent nominations (12 noon) (K.S.A. 25-305(b))

Filing deadline for District Court Judges Retention of Judges (12 noon) (K.S.A. 20-2908)

August 7**FALL PRIMARY ELECTION**

First Tuesday in August in even numbered years (K.S.A. 25-203, K.S.A. 25-2502(b))

August 13

Primary Canvass (K.S.A. 25-3104)

September 1

Deadline for questions to be placed on the General Election ballot

Deadline for State Board of Canvassers to meet (Primary) (K.S.A. 25-3205)

September 7

Filing deadline for Supreme Court and Court of Appeals judges to file for retention
Kansas Constitution Article 3 Section 5(c) (K.S.A. 20-3006(a))

October 16

Registration books close - last day to register (K.S.A. 25-2311(a)(3))

October 17

Advance voting by mail begins - 20 days prior to Election Day (K.S.A. 25-1123(a))

October 22

Advance voting in person begins (K.S.A. 25-1122(g))

November 5

Advance voting in person closes (12 noon) (K.S.A. 25-1122(g))

November 6

FALL GENERAL ELECTION

Tuesday after the first Monday in November in even numbered years
(K.S.A. 25-101, K.S.A. 25-2502(a))

November 12

General Canvass (K.S.A. 25-3104)

State & County Election Policies

Rotation of Candidate Names on Ballot

Kansas law requires that candidate names be rotated by precinct. Note: Precinct committee persons, 3rd Class Cities and Drainage District candidates are not rotated. The rotation formula begins with the county in alphabetical order by city, ward, and precinct (CWP) and candidates for a given contest in alphabetical order. CWP's for the contest are identified, including the number of eligible voters per precinct. Total eligible voters are divided by the number of candidates to determine the number of voters in each rotation. The initial rotation sequence is in candidate alphabetical order. The Election Office can show you what the candidate rotation will be in your specific area.

Write-In Candidates

When a voter chooses to vote for a write-in candidate not printed on the ballot, each write-in candidate must be individually reviewed to determine eligibility status. The list of write-in candidates will be available after the election canvass on Monday following Election Day.

Provisional Ballots

Provisional ballots are voted when a voter's registration is in question, or when our records indicate the voter was already sent an advance ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Election Office prior to presenting them to the Board of Canvassers.

Unofficial Election Results

The timeliness of reporting election results in Johnson County is dependent on: (1) number of voters in line when the polls close at 7:00 p.m.; (2) number of voting machines reporting results; and (3) number of candidates and contests on the ballot.

The first unofficial partial results summary is usually available by 7:30 p.m. and posted to our website. This summary will include all advance votes. This information will be updated periodically throughout the evening until all voting machines have reported results into the central election computer. Final official election results will be available following certification by the Board of Canvassers.

Official Final Election Results

For fall elections, the Board of Canvassers canvass the votes on the Monday following the election at 9:00 a.m. at the Election Office, 2101 E. Kansas City Road, unless another date has been published. This Board of Canvassers determines the validity of any provisional or challenged ballots. Following the processing of the valid ballots, the official vote summary is certified by the Board of Canvassers as the official final election results.

Application for Advance Voting Ballot

FAX (913) 791-8931 or (913) 791-8932 or (913) 791-8933

Mailing Address: Johnson County Election Office, 2101 E Kansas City Road, Olathe, KS 66061

Affirmation of an Elector of the County of Johnson and State of Kansas Desiring to Vote an Advance Voting Ballot State of Kansas, County of Johnson.

1. Election Date: _____
(A SEPARATE APPLICATION IS REQUIRED FOR EACH ELECTION)

2. _____
KANSAS DRIVER'S LICENSE NUMBER OR NONDRIVER'S IDENTIFICATION CARD NUMBER

A registered voter applying for a mail-in ballot must provide either his/her Kansas driver's license number or nondriver's identification card number.

If you do not have a current and valid Kansas driver's license number or nondriver's identification card number, you must provide a **copy** of one of the following forms of identification with this application:

- Driver's license issued by Kansas or by another state or district of the United States
- State identification card issued by Kansas or by another state or district of the United States
- Concealed carry of handgun license issued by Kansas or another state or district of the United States
- United States passport
- Employee badge or identification document issued by a municipal, county, state or federal government office or agency
- Military identification document issued by the United States
- Student identification card issued by an accredited postsecondary institution of education in Kansas
- Public assistance identification card issued by a municipal, county, state or federal government office or agency
- An identification card issued by an Indian tribe

3. Print Name _____
Last First Middle Initial

4. _____
Johnson County Street Address City State Zip Code

5. My Political Party is _____ 6. Date of Birth _____
(For **even year** Primary Elections Only)

I do solemnly affirm that I am a qualified elector residing at the address above in the County of Johnson and State of Kansas. I am entitled to vote an advance voting ballot and I have not voted and will not otherwise vote at the election.

Required

8. _____ 9. _____
Signature of Voter Date Daytime telephone

10. Ballot will be sent to the residential or mailing address on the voter's record, unless a different address is indicated below.

Street Address City, State, Zip Code

Note: Ballots cannot be mailed until 20 days before an election. Completed applications must be received at the Election Office by 5:00 p.m. Central time on the Tuesday prior to the election. The ballot may be mailed only to the voter's residential or mailing address as indicated on the county voter registration list, to the voter's temporary residential address, or to a medical care facility where the voter resides. These restrictions do not apply to a voter who has an illness, disability or who lacks proficiency in the English language.

11. If applying for Permanent Advance Voting Status, complete the following section. The nature of my permanent illness or disability is:

Note: Applicants for permanent advance voter status must have a permanent physical disability or have been diagnosed as having a permanent illness.

Note: False statement on this affirmation is a severity level 9, nonperson felony.

(913) 715-6800

Web: www.jocoelection.org

Email: election@jocoelection.org

7-27-17

Authorized and Appointed Poll Agents

Any person acting as an authorized or appointed poll agent is required to carry this form as identification and shall display it upon demand by any polling place election worker or election office staff person. (K.S.A. 25-3005a).

This form is not valid until it has been date stamped and approved by a staff person at the Johnson County Election Office. Forms must be filed with the county election office by mail, hand delivery, fax or email before the person may act as a poll agent.

There are two types of poll agents, and the qualifications are different for each.

- **Authorized** poll agents are persons authorized by law to act as poll agents because of the position they hold.

Persons holding the following positions are automatically authorized by law to serve as poll agents and are required to carry this form as identification:

- Chairpersons of state and county party committees,
- Chairpersons of committees concerned with question submitted elections,
- Candidates,
- Precinct committee persons and
- Write-in candidates who have filed affidavits of write-in candidacy.

Any person named above may use this form to designate one appointed poll agent per polling place.

- **Appointed** poll agents are persons appointed by authorized poll agents to act as poll agents.

Statement of Appointment

By the authority vested in me, I, _____, have appointed the bearer
Person making appointment

of this certificate, _____, residing at _____
Appointee's name (Poll Agent) Address

who is (circle one): (a) a registered Kansas voter (b) a family member (c) 14-17 years old who meets all other requirements for qualification of an elector except that of age.

to be a poll agent for the _____ to be held on the _____ day of _____, 20____.
Type of election Day Month Yr.

Printed Name Signature

Title or Position Date Contact Phone #

Important Information
Please Read Rules for Poll Agents

Poll agents *must*

- Carry the appointment form and produce it upon request by an election officer
- Act in accordance with policies adopted by the county election officer and the supervising judge at the polling place
- Comply with state laws and regulations and local rules applicable to poll agents
- Wear a badge identifying them as an observer
- If acting as an appointed poll agent, be a registered Kansas voter or a member of a candidate's family

Poll agents *may*

- Observe the voting process at the polling place where appointed
- Observe the canvass
- Request to be shown a ballot at the original canvass on election day
- If acting as an appointed poll agent, be as young as 14 years of age

Poll agents *may not*

- Approach within three feet of a voting booth or a table used by an election board
- Touch or handle a ballot
- Participate in the administration of ballots or ballot counting
- Hinder or obstruct any voter when entering or exiting a polling place or while voting
- Hinder or obstruct an election board in the performance of its duties

List of Procedures for Poll Agents

Authorized Poll Agents

Elections are conducted as openly and with as much public access as possible, still recognizing the need for control to preserve the secrecy of individuals' ballots. At most points in the electoral process, interested individuals and groups may observe the proceedings at the precinct polling sites, at the county election office, or at the county or state canvass.

The principal means recognized in state law for public observation of electoral proceedings is the authorized poll agent. Poll agents are commonly referred to as poll watchers.

Who are poll agents?

There are two ways to be designated as an authorized poll agent.

1. Each of the following persons is automatically a poll agent because of the position they hold:
 - a. state or county party chair
 - b. chair of a committee formed to support or oppose a question submitted election
 - c. candidate
 - d. precinct committeeman or woman
 - e. a write-in candidate for statewide office who has filed an affidavit of write-in candidacy with the Secretary of State
2. A person may be appointed to be a poll agent by one of the persons listed above.
[KSA 25-3005a(a)]

How many?

Each person authorized to appoint poll agents may appoint one per polling place.
[KSA 25-3005a(b)]

Qualifications

Appointed poll agents must be registered Kansas voters. If they are members of a candidate's immediate family they are exempt from this qualification (some candidates in the past have appointed relatives from out of state). Also, individuals 14 to 17 years old may be appointed poll agents if they meet all other requirements of an elector (U.S. citizenship, residency).

Appointment process

Appointments must be made in writing on a form approved by the Secretary of State. Form PA is produced by the Secretary of State's office for this purpose. The appointment form must be filed at the county election office up to or on election day.

Poll agents must carry their authorization forms with them at any time they are acting as poll agents, and they must present the forms when asked by a precinct or county election worker. Further, they must wear a badge, issued by the county election officer, containing the word "observer" in 32-point type or larger.

When a candidate or precinct committee person is acting as an authorized poll agent, he/she must carry identification supplied by the county election officer.

What poll agents may do

Poll agents may observe the voting process at polling places and may observe the original, intermediate and final canvasses. [KSA 25-3005]

They may request to have an election judge at the original canvass display a ballot to them, but the poll agent may not touch the ballot. [KSA 25-3004]

Limits on poll agents' activities

Poll agents must carry their appointment forms with them. Candidates and precinct committee persons acting as poll agents must carry identification supplied by the county election officer.

Poll agents must act in accordance with statutes, regulations adopted by the Secretary of State, and directives of the county election officer and supervising judge of any polling place. For instance, they are subject to the same statutes prohibiting electioneering, voter intimidation and disorderly conduct as anyone else.

Poll agents may not participate in the administration of ballots or the ballot counting and tabulating process. They may not handle ballots.

Legal references

K.S.A. 25-3004, 25-3005, 25-3005a