**Notice of Referendum and**

**Sample Ballots**

 **(Insert date of referendum election)**

Office of the (insert name of county) Clerk

To the voters of (insert name of municipality, county, or school district):

Notice is hereby given of a referendum election to be held in (insert name of county, town, village, city, or school district), on (insert full date of election) at which the question(s), to be submitted to a vote for a referendum, is shown in the sample ballot below.

 **Information to Voters**

Upon entering the polling place and before being permitted to vote, a voter shall:

* state their name and address
* show an acceptable form of photo identification\*
* sign the poll book\*\*

**\*If a voter does not have acceptable photo identification, the voter may obtain a free photo ID for voting from the Division of Motor Vehicles**.

**\*\*If the voter is unable to sign the poll book due to disability, a poll worker may write the word “exempt.”**

If a voter is not registered to vote, they may register to vote at the polling place serving their residence if the voter provides proof of residence.

Where ballots are distributed to voters, the initials of two inspectors must appear on the ballot.

Upon being permitted to vote, the voter shall enter a voting booth or go to a machine and cast their ballot. The vote should not be cast in any manner other than specified here. Sample ballots or other materials to assist the voter in marking their ballot may be taken into the booth and copied. The sample ballot shall not be shown to anyone so as to reveal how the ballot is marked.

A voter who is a parent or guardian may be accompanied by the voter's minor child or minor ward.

An election official may inform the voter of the proper manner for casting a vote but the official may not advise or indicate a particular voting choice.

**Assistance for Voting**

A voter may select an individual to assist in casting their vote if the voter declares to the presiding official that they are unable to read, have difficulty reading, writing, or understanding English, or that due to disability are unable to cast their ballot. The selected individual rendering assistance may not be the voter's employer or an agent of that employer or an officer or agent of a labor organization which represents the voter.

**Where Paper Ballots are Used**

The voter shall make a mark **(X)** in the square next to "yes" if in favor of the question, or the voter shall make a mark **(X)** in the square next to "no" if opposed to the question.

**Where Optical Scan Voting is Used**

The voter shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the voter shall fill in the oval or connect the arrow next to "no" if opposed to the question.

When using an *electronic ballot marking device (“Automark,” “ExpressVote,” Clear Access or “ImageCast Evolution-ICE”)* to mark an **optical scan** ballot, the voter shall touch the screen or use the tactile pad to select "yes" if in favor of the question, or the voter shall touch the screen or use the tactile pad to select "no" if opposed to the question.

**Where Touch Screen Voting is Used**

The voter shall touch the screen or use the tactile pad to select "yes" if in favor of the question, or the voter shall touch the screen or use the tactile pad to select "no" if opposed to the question.

**Spoiling Ballots**

If a voter spoils a **paper or optical scan** ballot, they shall return it to an election official who shall issue another ballot in its place, but not more than three ballots shall be issued to any one voter. If the ballot has not been initialed by two inspectors or is defective in any other way, the voter shall return it to the election official, who shall issue a proper ballot in its place.

A voter may spoil a **touch screen** ballot at the voting station before the ballot is cast.

**After Marking the Ballot**

After an official **paper** ballot is marked, it shall be folded so the inside marks do not show, but so the printed endorsements and inspectors' initials on the outside do show. The voter shall then deposit the ballot in the ballot box or deliver the ballot to an inspector for deposit and shall leave the polling place promptly.

After an official **optical scan ballot** is marked, it may be inserted in the security sleeve so the marks do not show. The voter shall then insert the ballot in the voting device and discard the sleeve or deliver the ballot to an inspector for deposit. If a central count system is used, the voter shall insert the ballot in the ballot box and discard the sleeve or deliver the ballot to an inspector for deposit. The voter shall leave the polling place promptly.

After an official **touch screen** ballot is marked, the voter shall leave the polling place promptly.

The following is a sample of the official ballot:

 (Insert official Referendum Ballot).

 (Insert name and title of Clerk making this notice)

(**Notes:** Use with paper ballots, optical scan and touch screen voting systems. Includes Vote-PAD, Automark, Clear Access, Express Vote or ImageCast Evolution-ICE instructions. Delete any language or paragraphs that do not apply to your election or type of voting system.

The Type B Notice is published by the clerk responsible for the referendum on the day before the referendum election. If a weekly paper is used for publication, the notice is published in the closest preceding issue to the day before the referendum election. If a jurisdiction chooses to post this notice in lieu of publication, the notice must be posted no later than one week before the election.)