

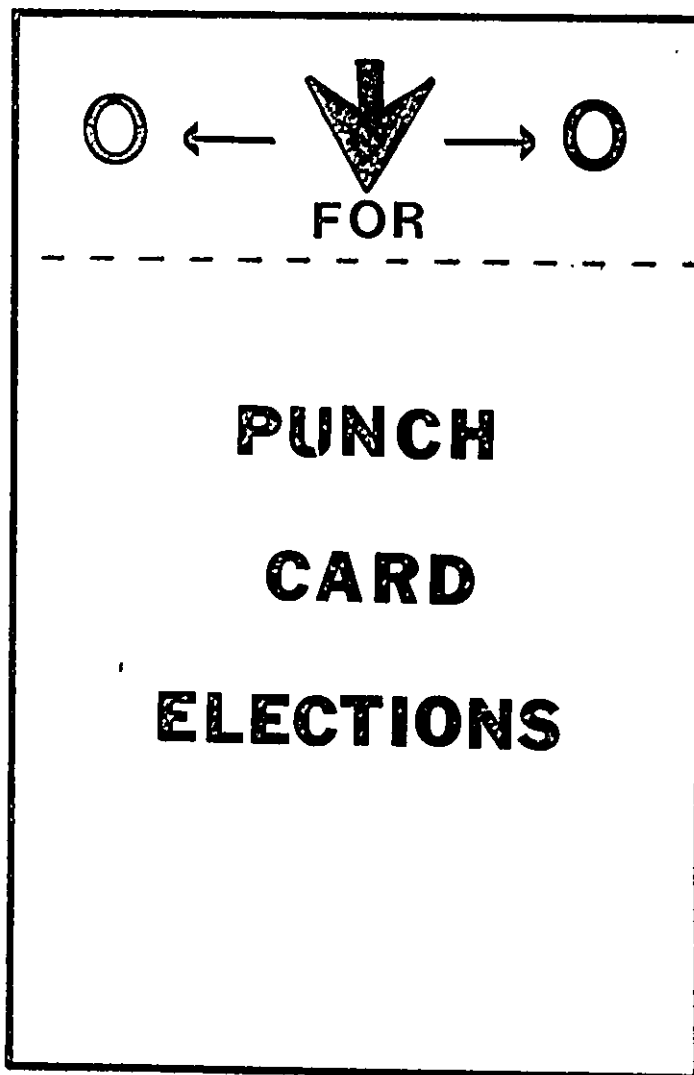
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JTS Box Number: IFES\_77  
Tab Number: 86  
Document Title: Wyoming Guidelines for Punchcard  
Elections  
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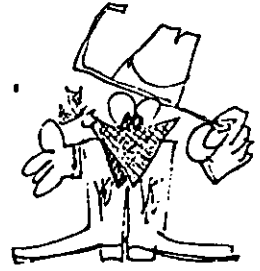


# WYOMING GUIDELINES



*Prepared by*  
*Lynne Robinson*  
Secretary of State  
May 1981

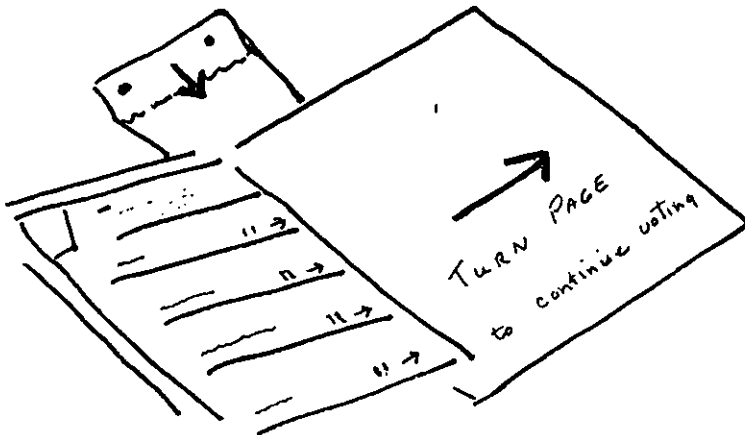
WYOMING VOTERS . . . . .



. . . VOTE ON

PAPER BALLOTS,  
VOTING MACHINES,  
AND  
PUNCH CARDS.

The following guidelines  
are for those Counties  
that use  
PUNCH CARD VOTING.



IN THE INTEREST OF PROVIDING UNIFORMITY AND  
TO PROTECT THE INTEGRITY OF THE ELECTION  
PROCESS, WE HAVE PREPARED THE FOLLOWING  
GUIDELINES. . . . .

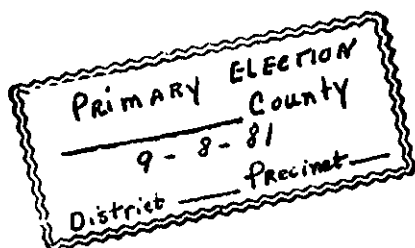
## BALLOT FORMAT

The foremost point to remember is that as nearly as possible, the ballot format for punch card voting must fulfill the requirements for ballots as described in Chapter 6 of the Election Code.

BALLOT LABEL (*the booklet or guide*) . . . Print instructions, names of offices, candidates and questions to be voted on and election title on *ballot labels*.

BALLOT CARD (*the computer card*) . . . Election instructions and the name of the election need not be printed on the *Ballot Card*. This will enable you to use the unused *ballot cards* for more than one election. Of course, a *ballot card* that has been pre-punched for a specific election cannot be used for any other election.

A RUBBER STAMP . . . should be used by the election boards to identify each *ballot card* as it is given to the voter.



Even though the statutes make allowances for modifying the ballot to facilitate the use of an electronic voting system, it is imperative that the format remain uniform in each of the counties that use the punch card voting system.



HAVE YOUR PRINTER USE A COPY OF THE OFFICIAL  
PROCLAMATION WHEN PREPARING BALLOTS.

→ 25

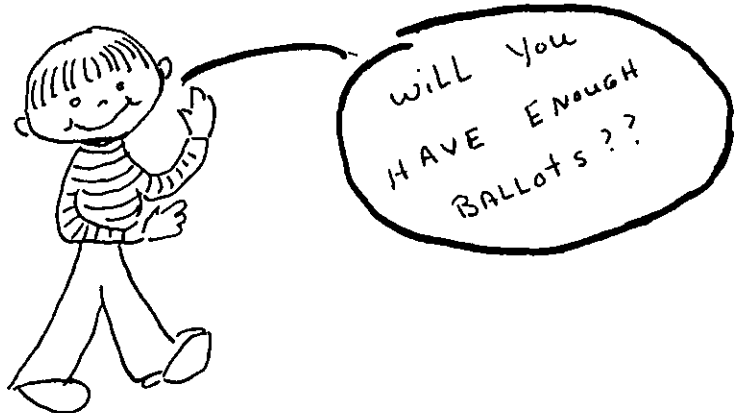
Inform your printer that the law requires you to have the ballots in your possession no later than 25 days before an election.

→ 25

The law requires you to post a copy of each ballot in your office no later than 25 days prior to an election, to allow for public inspection. (W.S.22-6-107 & 108)

→ 25

Each polling place shall have as many ballots as there are registered voters, plus 25%.



## PUBLISH BALLOT

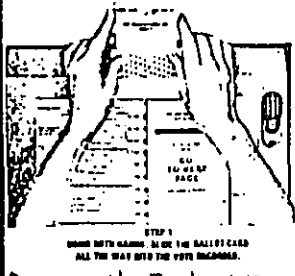
W. S. 22-6-105 requires publication of the official ballot at least once within 2 weeks prior to each Election. The notice must also notify the public that rotation of names is required and that candidates names will not always appear in the same order on the ballot, precinct by precinct.

<b>OFFICIAL PARTISAN ELECTION BALLOT</b> <b>PRIMARY ELECTION</b> <b>PARTY</b> _____ County _____ Date	<b>OFFICIAL NONPARTISAN ELECTION BALLOT</b> <b>PRIMARY ELECTION</b> _____ County _____ Date
<b>UNITED STATES SENATOR</b> <small>(4-year term)</small>	Vote for one
NAME	23 →
ADDITIONAL NAME	25 →
<b>REPRESENTATIVE IN CONGRESS</b> <small>(2-year term)</small>	Vote for one
NAME	28 →
ADDITIONAL NAME	32 →
<b>STATE SENATOR</b> <small>(4-year term)</small>	Vote for not more than (insert number)
NAME	33 →
ADDITIONAL NAME	34 →
<b>FOR JUSTICE OF THE PEACE</b> <small>(with appropriate term, regular or special term or unexpired term of _____)</small>	
NAME	180 →
ADDITIONAL NAME	182 →
<b>BALLOT PROPOSITION (in Water Bonds, etc.)</b>	
<b>"BALLOT ISSUE STATEMENT"</b>	
	For 184 →
	Against 186 →
<b>SCHOOL DISTRICT # _____</b> <small>8-year term</small>	
Vote for not more than (insert #)	
NAME	188 →
ADDITIONAL NAME	190 →

Facsimile diagrams of the voting equipment and instructions on how to use the equipment must also be published.

## How to Vote

### THE PUNCH-CARD WAY




**STEP 1**  
 SHOW WITH NAME TO THE BALLOT CARD ALL THE WAY INTO THE VOTE MACHINE.

**PUNCH OUT BALLOT CARD ONLY WITH PUNCHING DEVICE ATTACHED TO MACHINES. NEVER WITH PEN OR PENCIL.**

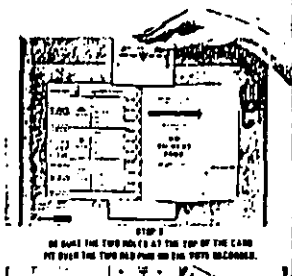
BEFORE CARD IS PUNCHED. To vote for a candidate at your location, punch the ballot card in the hole next to the name of that candidate. Punch hole in each candidate for the same office only. Do not punch the ballot card in the hole next to the names of all the candidates for each office to ensure you vote to vote. Do not vote for more than the number of candidates and not to be marked. To vote for a person not on the ballot, punch the hole of office and the name in the hole next to the name of that person on the ballot to be marked.

To vote for any proposition to be voted, punch the ballot card in the hole next to the number of proposition. All the following marks or marks are forbidden.

If the machine punch, use it to punch the ballot, mark it to the punch number and other marks.




**STEP 2**  
 TO VOTE: HOLD THE PUNCH STRAP UP AND PUSH DOWN THROUGH THE CARD FOR EACH CANDIDATE OF YOUR CHOICE. VOTE ALL PAGES. DO NOT USE A PEN OR PENCIL.




**STEP 3**  
 BE SURE THE TOP HOLES AT THE TOP OF THE CARD FIT OVER THE TWO RED PINS ON THE VOTE MACHINE.

**VOTE ALL PAGES**



**STEP 4**  
 AFTER VOTING, SLAM THE CARD OUT OF THE VOTE MACHINE AND PLACE IT UNDER THE FLAP IN THE WHITE ENVELOPE. NOTE: IF YOU MAKE A MISTAKE, ASK FOR ANOTHER CARD OF PAPER.



# Publish

## PRECINCT POLLING PLACES

Polls open 8 a.m. to 7 p.m.

Polling places		PLACE
DISTRICT	PRECINCT	
SOUTH PARK	DISTRICT 1 - PRECINCT 1	ALPINE - KLOCK MOTORS
All persons living South of the Northend of South Park Road and South of Flat Creek out of the City Limits		
JACKSON	DISTRICT 1 - PRECINCT 2	COURTHOUSE BASEMENT
All persons living South of Broadway and East of Willow Street in the City Limits.		
JACKSON	DISTRICT 1 - PRECINCT 3	VISITOR CENTER
All persons living Outside of the City Limits and North of the South Park Road bounded on the west by the Snake River and on the South by the Gros Ventre River and Elk Refuge Boundary		
JACKSON	DISTRICT 1 - PRECINCT 4	4-N BUILDING
All persons living North of Broadway in the city limits		
JACKSON	DISTRICT 1 - PRECINCT 5	COURTHOUSE COUNCIL ROOM
All persons living Central Broadway and West of Willow Street in the City Limits.		
KELLY	DISTRICT 2 - PRECINCT 1	PEARL McGLADY RESIDENCE
All persons living East of the Snake River, North of the Gros Ventre River, and South of Antelope Point.		
MORAN	DISTRICT 3 - PRECINCT 1	MORAN SCHOOLHOUSE
All persons living East of the Snake River bounded on the North by the South Boundary of Teton State Fairgrounds, and bounded on the West by the Teton County Line.		
WILSON	DISTRICT 4 - PRECINCT 1	WILSON SCHOOLHOUSE
All persons living South of the South Boundary of Grand Teton National Park, bounded on the West by the Teton County Line on the East by the Snake River, and on the South by the end of Fall Creek Road.		
MOOSE	DISTRICT 4 - PRECINCT 2	VISITOR CENTER
All persons living West of the Snake River, North of the South Boundary of Grand Teton National Park, and South of the Leigh Lake Park Road Junction		
ALTA	DISTRICT 5 - PRECINCT 1	ALTA SCHOOLHOUSE
All persons living West of the Teton Range in Teton County, bounded on the West by the Wyoming State Line.		

# Publish

## WRITE-IN INSTRUCTIONS

WRITE-IN CANDIDATES	WRITE-IN BALLOT
<p><b>WRITE-IN BALLOT AND INSTRUCTIONS</b></p> <p>Insert 1 of 10 in to 1000 PLS. 1000 PLS. 1000 PLS.</p> <p><b>WRITE-IN BALLOT</b></p> <p>To vote for a person NOT on the ballot, write in their name at the office and the candidate's name on the line below.</p> <p>Line 1 _____</p> <p>Line 2 _____</p> <p>Line 3 _____</p> <p>Line 4 _____</p> <p>Line 5 _____</p> <p>Line 6 _____</p> <p>Line 7 _____</p> <p>Line 8 _____</p> <p>Line 9 _____</p> <p>Line 10 _____</p> <p>To be placed in the counting ballot only. Any additional marks on this ballot will be discarded.</p>	<p>Line 1 _____</p> <p>Line 2 _____</p> <p>Line 3 _____</p> <p>Line 4 _____</p> <p>Line 5 _____</p> <p>Line 6 _____</p> <p>Line 7 _____</p> <p>Line 8 _____</p> <p>Line 9 _____</p> <p>Line 10 _____</p> <p style="text-align: center;"><b>YOU MUST BE REGISTERED TO VOTE</b></p>



FRONT PAGE OF BALLOT

(Instruction Page)

PUNCH OUT BALLOT CARD ONLY WITH PUNCHING DEVICE  
ATTACHED TO VOTOMATIC; NEVER WITH PEN OR PENCIL.

INSTRUCTIONS TO VOTERS

To vote for a candidate whose name appears on the ballots, PUNCH, ballot card in the hole to the right of that candidate. To vote for a qualified write-in candidate, write the title of the office and his name in the blank space provided on the WRITE-IN ballot envelope.

All distinguishing marks or erasures are forbidden and make the ballot void.

If you wrongly punch, tear or deface the ballot card, or tear or deface the write-in envelope, return it to the Judge of Election and obtain another.

\_\_\_\_\_ COUNTY

District No. \_\_\_\_\_ Precinct No. \_\_\_\_\_

TO START YOUR VOTING GO TO NEXT PAGE



*(You will not need to print the Election District and Precinct on each separate page of the ballot if you print it on the FRONT PAGE, as indicated above)*

PRIMARY ELECTION BALLOTS

PARTISAN PRIMARY W.S.22-6-117

U. S. Senator  
Representative in Congress  
Governor  
Secretary of State  
State Auditor  
State Treasurer  
Superintendent of Public Instruction  
Candidates for State Senate elected from  
districts larger than a county  
Other Candidates for State Senate  
Candidates for State House of Representatives  
District Attorney  
County Commissioner  
County Coroner  
County Attorney  
County Sheriff  
County Clerk  
County Treasurer  
County Assessor  
Clerk of the District Court  
Candidates for Precinct Offices

NONPARTISAN PRIMARY W.S.22-6-125

Justice of the Peace  
Any County-Wide Ballot Propositions  
School and/or Community College Trustees  
Hospital District Trustees  
Municipal Offices  
Municipal Ballot Propositions  
Any other Ballot Proposition

BALLOT LABEL COLORS

Print PARTISAN offices on white paper for Republican offices, and blue paper for Democratic offices.

Print NONPARTISAN offices and ballot propositions on yellow paper.

Page #

OFFICIAL PARTISAN ELECTION BALLOT  
**PRIMARY ELECTION**  
**PARTY**

\_\_\_\_\_ County \_\_\_\_\_ Date

**UNITED STATES SENATOR**  
(6-year term)

Vote for one

NAME

23 →

ADDITIONAL NAME

25 →

**REPRESENTATIVE IN CONGRESS**  
(2-year term)

Vote for one

NAME

28 →

ADDITIONAL NAME

32 →

**STATE SENATOR**  
(4-year term)

Vote for not more  
than (correct number)

NAME

33 →

ADDITIONAL NAME

34 →

\*\*Each ballot format must comply with Chapter 6  
of the Election Code.\*\*

Chapter 6 states that the political parties  
shall be titled as follows:

REPUBLICAN  
DEMOCRATIC

On all official ballots, the title of an election  
and the names of each political party shall be printed  
not less than ¼ inch in height.

Page #

# OFFICIAL NONPARTISAN ELECTION BALLOT PRIMARY ELECTION

\_\_\_\_\_ County \_\_\_\_\_ Date

## FOR JUSTICE OF THE PEACE

[Here designate term. Regular 4-year term or unexpired term of \_ years.]

Vote For One

NAME

180 →

ADDITIONAL NAME

182 →

[Name rotation applies]

## BALLOT PROPOSITION [ie. Water Bonds, etc.]

### "BALLOT ISSUE STATEMENT"

For 184 →

Against 186 →

SCHOOL DISTRICT # \_\_\_\_\_  
3-year Term

Vote for not more than [correct #]

NAME

188 →

ADDITIONAL NAME

190 →

-\*- a candidate's professional title and/or degree shall not appear on the ballot.

-\*- The names of each candidate shall be printed in the same size capital letters not less than 1/8th inch, nor more than 1/4th inch in height.

W.S.22-6-122 requires that names of candidates for each office shall be rotated by precinct for all elections.

page #

OFFICIAL NONPARTISAN ELECTION BALLOT

**PRIMARY ELECTION**

\_\_\_\_\_ County \_\_\_\_\_ Date

OFFICIAL MUNICIPAL PRIMARY BALLOT

**FOR MAYOR OF THE CITY OF \_\_\_\_\_**

Vote For One

*(TERM - 2-yr. for incorporated town - 4-yr. for 1st class city)*

NAME

46 →

ADDITIONAL NAME

52 →

**FOR COUNCILMAN # \_\_\_\_\_ WARD# \_\_\_\_\_**  
*( 4-year TERM)*

Vote for not more  
than [correct number]

NAME

66 →

ADDITIONAL NAME

68 →

W.S.22-23-303 requires that in a municipal primary election, a person may vote for not more than the number to be elected.

GENERAL ELECTION BALLOTS

PARTISAN GENERAL W.S.22-6-117

President and Vice-President  
(The names of the presidential electors shall appear in the election proclamation, but not on the ballot)  
U. S. Senator  
Representative in Congress  
Governor  
Secretary of State  
State Auditor  
State Treasurer  
Superintendent of Public Instruction  
Candidates for State Senate elected from districts larger than a county  
Other Candidates for State Senate  
Candidates for State House of Representatives  
District Attorney  
County Commissioner  
County Coroner  
County Attorney  
County Sheriff  
County Clerk  
County Treasurer  
County Assessor  
Clerk of the District Court

NONPARTISAN GENERAL W.S.22-6-125

Retention of Justices of the Supreme Court  
Retention of District Court Judges  
Retention of County Court Judges  
Justice of the Peace  
Constitutional Amendments  
Initiative Propositions  
Referendum Propositions  
Any County-Wide Ballot Proposition  
(Sales Tax, etc.)  
Soil Conservation District and other District Elections  
Municipal Offices  
Municipal Ballot Propositions  
Other Ballot Propositions

**BALLOT LABEL COLORS**

Ballot labels for General Elections shall be printed on white paper,

with the exception of Non-Partisan offices and ballot propositions, which shall be printed on yellow paper.

**GENERAL**

OFFICIAL PARTISAN ELECTION BALLOT

**GENERAL ELECTION**

Page #

\_\_\_\_\_ County \_\_\_\_\_ Date

FOR PRESIDENT AND VICE PRESIDENT  
OF THE UNITED STATES  
(4 year term)

VOTE FOR ONE PAIR

**REPUBLICAN**

.....6 →

**DEMOCRATIC**

.....10 →

**INDEPENDENT**

.....15 →

POLITICAL PARTY ORDER on ballot labels is determined by the number of votes received by each party within the County for the office of Representative in Congress at the last preceding election, according to W.S. 22-6-121.

In Presidential election years, W.S. 22-6-120 (xi) requires that no voter number (square) appear at the top of a column.

TURN PAGE FOR CONTINUED INSTRUCTIONS





PRESIDENT and VICE-PRESIDENT...

The surnames of the presidential and vice-presidential candidates shall be printed on the General Election ballot in BCLDFACE capital letters, not less than 1/8th inch nor more than 1/4th inch in height. The first names shall be printed in the same size capital letter, in LIGHTFACE type. (W.S.22-19-103)

Chapter 6 of the Election Code states that the Political Parties shall be titled as follows:

◆ REPUBLICAN

◆ DEMOCRATIC

If a candidate who is not a Republican or a Democrat qualifies for ballot status by petition, that candidate shall be placed under the heading:

◆ INDEPENDENT

If more than one candidate qualifies for the same office, name rotation applies.

A candidates professional title and degree shall not appear on the ballot.

W.S. 22-6-122 requires that names of candidates for each office shall be rotated by precinct for all elections.

W.S. 22-6-127 requires that the names of candidates for non-partisan office shall be rotated in the same manner as partisan candidates.



OFFICIAL PARTISAN ELECTION BALLOT

GENERAL ELECTION

\_\_\_\_\_ County \_\_\_\_\_ Date

Here insert instructions as per the Official Proclamation received from the Secretary of State's Office.

FOR JUSTICE OF THE SUPREME COURT  
[TERM]

Shall Justice John Roe be retained in office?

YES .....103 →

NO .....104 →

(PROPER HEADINGS FOR OTHER JUDICIAL OFFICES....)

FOR JUDGE OF THE DISTRICT COURT  
OF THE \_\_\_\_\_ JUDICIAL DISTRICT *SHALL... etc..*

FOR COUNTY COURT JUDGE *SHALL... etc....*

FOR JUSTICE OF THE PEACE *SHALL... etc....*

Constitutional Amendments and Judicial Balloting  
Instructions shall be printed on the ballot as  
provided on the Official Proclamation.

Page #

# OFFICIAL NONPARTISAN ELECTION BALLOT GENERAL ELECTION

\_\_\_\_\_ County \_\_\_\_\_ Date

## OFFICIAL MUNICIPAL GENERAL BALLOT

**FOR MAYOR OF THE CITY OF \_\_\_\_\_** Vote For One  
(TERM - 2-yr. for incorporated town - 4-yr. for 1st class city)

NAME 46 →

ADDITIONAL NAME 52 →

**FOR COUNCILMAN # \_\_\_\_\_ WARD# \_\_\_\_\_** Vote for not more than (correct number)  
(4-year TERM)

NAME 66 →

ADDITIONAL NAME 68 →

W.S.22-6-127 requires that the names of candidates for non-partisan office shall be rotated in the same manner as partisan elections.

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TESTING ELECTRONIC COUNTING SYSTEMS

W. S. 22-11-104

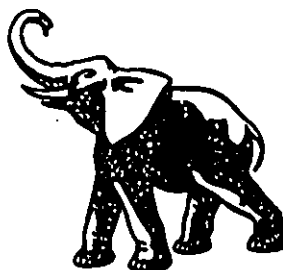
3. Mail a written notice to the County Chairman

of

each



Political



Party.

*(and invite representatives of Independent Candidates)*

State time and place of the test. The test shall be held at least one (1) week before the election.

The test shall be conducted by processing a pre-audited group of cards on which are recorded a pre-determined number of valid votes for each candidate and each measure.

During the test a different number of valid votes shall be assigned to each candidate for an office and for and against each measure.

*AS A SUGGESTION - - assign 100 ballot cards to each of the political parties present, ..... and have prepared 100 ballot cards by the County Clerk's Staff. Each party will keep track of their own punches. This will give a test deck that will assure each party that their candidates VOTES are being accurately recorded.*

After an errorless count is secured and certified to by the County Clerk, the test materials shall be sealed and used for testing before and after ballot counts on election day.

Test materials shall be retained with the used ballots for one year, or until any election contest affecting the ballots has been terminated, and then destroyed along with the ballots without being removed from the sealed container.

THIS MEANS THAT NO TEST DECK CAN BE "SAVED" AND USED AS A TEST DECK FOR ANY OTHER ELECTION.

For those Counties that do not use printed poll books and use printed poll lists as poll books, it is important to remember:

BEFORE THE POLLS OPEN:

The following form must be signed by all judges prior to the opening of the polls:

"I do solmenly swear (or affirm) that I will impartially and to the best of my knowledge and ability perform the duties of my office. I will studiously endeavor to prevent all frauds, deceit and abuse in the application of the election laws of this state."  
(W.S. 22-8-115)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(All members of COUNTING BOARDS and those assisting at a COUNTING CENTER must also sign the above oath.)

---

# OATHS

---

AFTER THE POLLS CLOSE:

Attach the following form to the precinct lists:

"At an election held in Election District \_\_\_\_\_, Polling Precinct \_\_\_\_\_, in \_\_\_\_\_ County, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, A.D., the total number of persons voting was \_\_\_\_\_.

\_\_\_\_\_  
Election Judge

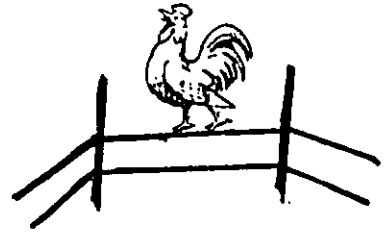
\_\_\_\_\_  
Election Judge

\_\_\_\_\_  
Election Judge

For Primary Elections add this line:

"At a Primary Election (insert county and date) the total number of people voting on the Republican Ticket was \_\_\_\_\_, the number of persons voting on the Democratic Ticket was \_\_\_\_\_, the number of persons voting only non-partisan was \_\_\_\_\_.

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...the election,  
call the Secretary of State's Office with the unofficial totals.  
Write-in totals for state offices are needed for the Primary  
Election.

### ABSTRACTS

*Because the counting of ballots is no longer done at a precinct level, the format of the abstract previously used by paper ballot and voting machine precincts that now use punch cards, is now...*

**OBSOLETE!!!**

*HOWEVER, all of the information that was contained in the old abstract is still required by the Secretary of State in order to prepare a Statewide Abstract for the...*

STATE CANVASSING BOARD.

THEREFORE, we have prepared a format for an Abstract that will fulfill the requirements of the Statewide Canvass.

The Secretary of State's Office will prepare the following formats and mail them to your office prior to the PRIMARY and GENERAL elections.....



PRIMARY ELECTION ABSTRACT

19\_\_ Primary Election

\_\_\_\_\_ County

September \_\_, 19\_\_

Total Votes Countywide: \_\_\_\_\_

Total Republican Votes: \_\_\_\_\_

Total Democratic Votes: \_\_\_\_\_

Republican

Democratic

U.S. Senator \_\_\_\_\_

U.S. Senator \_\_\_\_\_

U.S. Representative \_\_\_\_\_

U.S. Representative \_\_\_\_\_

State Candidates \_\_\_\_\_

State Candidates \_\_\_\_\_

State Senators \_\_\_\_\_

State Senators \_\_\_\_\_

State Representatives \_\_\_\_\_

State Representatives \_\_\_\_\_

Include Write-in Votes

State of Wyoming )  
County of \_\_\_\_\_ ) ss:

We, the undersigned, Electors of the County above named, do hereby certify that the election canvass was made in our presence and that the foregoing abstract of the votes is a full, true, and correct copy of the canvass of the returns of all votes cast in the county for the persons herein set forth.

\_\_\_\_\_  
County Clerk

( S E A L )

\_\_\_\_\_  
Canvassing Board Member

\_\_\_\_\_  
Canvassing Board Member

PLEASE ATTACH THIS ABSTRACT TO  
YOUR PRECINCT RESULTS AND MAIL TO THE  
SECRETARY OF STATE'S OFFICE.

GENERAL ELECTION ABSTRACT

19\_\_ General Election

\_\_\_\_\_ County

November \_\_, 19\_\_

Total Votes Cast Countywide: \_\_\_\_\_

	<u>Republican</u>	<u>Democratic</u>	<u>Independent</u> <small>(if any)</small>
President & Vice President	_____	_____	_____
U.S. Senator	_____	_____	_____
U.S. Representative	_____	_____	_____
State Candidates	_____	_____	_____
State Senator	_____	_____	_____
State Representative	_____	_____	_____

Nonpartisan

Supreme Court Justices:            Yes \_\_\_\_\_ No \_\_\_\_\_

District Court Judge:            Yes \_\_\_\_\_ No \_\_\_\_\_

Constitutional Amendments:        Yes \_\_\_\_\_ No \_\_\_\_\_

State of Wyoming            )  
   ) ss: ,  
 County of \_\_\_\_\_ )

We, the undersigned, Electors of the County above named, do hereby certify that the election canvass was made in our presence and that the foregoing abstract of the votes is a full, true, and correct copy of the canvass of the returns of all votes cast in the county for the persons and ballot propositions set forth.

\_\_\_\_\_  
 County Clerk

( S E A L )

\_\_\_\_\_  
 Canvassing Board Member

\_\_\_\_\_  
 Canvassing Board Member

PLEASE ATTACH THIS ABSTRACT TO  
 YOUR PRECINCT RESULTS AND MAIL TO THE  
 SECRETARY OF STATE'S OFFICE.



A FINAL NOTE . . .

*The Secretary of State is the Chief Elections Officer of the state and is statutorily mandated to maintain uniformity in the applications and operations of the election laws.*

*Any law applicable under the statutes for elections applies to punch card voting systems, too. No exceptions can be made.*

FOR ASSISTANCE CALL...

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MANY THANKS FOR YOUR COOPERATION.