

# **ELECTION CONTRACT – SCHOOL DISTRICT ELECTIONS**

## **February 15, 2026 thru May 31, 2026**

BE IT HEREBY AGREED BETWEEN \_\_\_\_\_ SCHOOL DISTRICT AND  
YELLOWSTONE COUNTY, MONTANA

ELECTION CONDUCTED BY: **MAIL BALLOT**

1. The Yellowstone County Election Administrator, hereinafter called “County” on behalf of School District No. \_\_\_\_\_, hereinafter called “School” and upon their request (20-20-401, MCA) shall conduct and be responsible for aspects of the elections that come under the responsibility of School, **excluding**:
  - Accepting filings of candidate Petitions of Nomination/Oaths of Candidacy and any necessary Campaign Finance Forms.
  - Posting of Notice of Election in 3 public places in the district and on the district website as required by 20-20-204, MCA, and Publication of Results as required by 20-20-416, MCA. School shall provide the County with the appropriate affidavits of each.
  - Preparing ballot certification listing all candidates and propositions to be voted upon.
  - Providing appropriate space and setting up of a place of deposit, if a place of deposit is mutually agreed upon, including transporting election signage, voting supplies, and ballots to and from the election administrator’s office and securely storing election voting supplies and ballots.
2. School shall reimburse the County for actual costs of all elections conducted for School, including but not limited to the cost of:
  - Cost of election judge wages and mileage
  - Printing the ballots and absentee/mail ballot envelopes
  - Programming the voting machines
  - Any necessary publications regarding notification of the use of voting machines
  - Postage for absentee/mail ballots
  - Supplies purchased for use in school elections
  - Any additional costs incurred by designating additional places of deposit for a school election
  - Reasonable estimated costs for retention, storage, and disposal unless School accepts custody of the files for retention purposes

3. School shall be responsible for completing all necessary legal procedures in a timely manner to meet the time requirements as determined by the election office. **Ballot MUST be certified to the County no later than MARCH 24, 2026, including exact levy amounts. Failure to meet established time requirements will release the County from the obligation of conducting the School's election.**
4. A place of deposit located on school grounds for a school election may only be established for a mail ballot election for a school election upon mutual agreement in writing between the County and the School.
5. School shall be responsible for opening and closing a place of deposit located on school grounds for a school election. School will provide a location with adequate room, lighting, and voter parking.
6. School Clerk shall be responsible for the secure transport, storage, and setup of election supplies and signage prior to election for a place of deposit located on school grounds for a school election in accordance with directions given by the County. Likewise, School Clerk shall be responsible for the secure transport of election supplies, signage, ballot boxes, and ballots from the place of deposit located on school grounds for a school election to the County Election Administrator's office in accordance with directions given by the County. School Clerk shall maintain the necessary chain of custody logs for election supplies and ballots received pursuant to this provision.
7. School will notify the County in writing of proposed dates of any special election 100 days in advance. The County will notify School within 5 days of notice; whether or not the County can conduct the election on the date selected.

IN WITNESS THEREOF, the aforementioned parties have hereunto entered into this agreement on this \_\_\_\_ day of \_\_\_\_\_, 2026. This agreement will be in effect until May 31, 2026.

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Dayna Causby, Yellowstone County Election Administrator