

## Mail Ballot Written Plan and Timetable

This written plan and timetable and instructions must be posted to the county election website or publicly noticed in another way at least 60 days before the election. **School Elections:** If the school district clerk is running the election, the plan must be posted in accordance with 13-19-205, MCA, and a copy must be sent to the county election administrator.

**Note:** The information in this plan is the responsibility of the election administrator and is not reviewed by the Secretary of State.

| Type of Election                                                                                                       |                                                                |                                                                                                                      |             |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------|
| Name of Jurisdiction (District, Precinct, or Ward)                                                                     |                                                                |                                                                                                                      |             |
| Name(s) of County(s)                                                                                                   |                                                                |                                                                                                                      |             |
| Estimated # of Electors                                                                                                | Active                                                         | Inactive                                                                                                             | Provisional |
|                                                                                                                        |                                                                |                                                                                                                      |             |
| Postage to Return Ballot paid for by (& if insufficient, who pays)                                                     |                                                                |                                                                                                                      |             |
| Procedures to Ensure Security and Transport of Ballots<br><b>School Elections:</b> attach outlined security procedures |                                                                | Ballots are deposited in a locked ballot box and secured in a locked area, and transported by at least two officials |             |
| Ballots printed based on                                                                                               |                                                                |                                                                                                                      |             |
| Plan for providing voter interface devices                                                                             |                                                                |                                                                                                                      |             |
| For school elections, specify signature verification procedures                                                        |                                                                |                                                                                                                      |             |
| ELECTION DATES                                                                                                         |                                                                | REQUIRED BY LAW                                                                                                      | DATE        |
| 1                                                                                                                      | Date applicable documents sent to governing body               | No later than 60 days before election                                                                                |             |
| 2                                                                                                                      | Date of posting written plan and timetable                     | No later than 60 days before election                                                                                |             |
| 3                                                                                                                      | Last day for governing body to opt out of mail ballot election | 55 days before election                                                                                              |             |
| 4                                                                                                                      | Dates Notice of Close of Regular Registration Published        | 3 times in the 4 weeks preceding the close of regular registration                                                   |             |
| 5                                                                                                                      | Dates Election Notice Published                                | 3 times, no earlier than 40 days before and no later than 10 days before election                                    |             |
| 6                                                                                                                      | Close of Regular Registration                                  | 30 days before election                                                                                              |             |
| 7                                                                                                                      | Beginning of Late Voter Registration                           | Day after close of regular registration                                                                              |             |
| 8                                                                                                                      | Date Ballots Mailed                                            | No earlier than 20 days and no later than 15 days before election                                                    |             |
| 9                                                                                                                      | <b>ELECTION DAY</b>                                            |                                                                                                                      |             |

I affirm that I will conduct the election according to the written plan and timetable.

*Dayna Causby*

---

Chief Election Administrator Conducting Election

☐ County Election Admin    ☐ School District Clerk

Other County Administrators if Applicable

The place(s) of deposit and the days and times when ballots may be returned to the places of deposit are:

Attach any special requirements here:

# INSTRUCTIONS FOR VOTING A **MAIL** BALLOT – PLEASE READ CAREFULLY

**Read carefully and follow all directions**

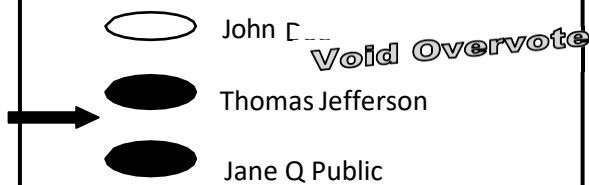
**Ballots must be received by election office by 8 p.m. on Election Day**

***Failure to follow directions may invalidate part or all of your ballot***

## 1. **VOTE YOUR BALLOT**

- As instructed on the ballot, mark the designated voting area for each race using only black or blue ink pen.
- Vote in all columns and both sides of ballot(s) as applicable. *Skipping a race will not invalidate your ballot.*
- Do not** cross out, erase, or use correction fluid.
- Do not** make any identifying marks on your ballot.
- Do not** mark more choices than allowed for each race (overvote) as that will cause that race only to not be counted.

### **SAMPLE OVERVOTED RACE FOR LOCAL COUNCIL (Vote for One)**



- If applicable*, to write in a candidate's name, mark the designated voting area to the left of the line provided and print the name in the blank space.

### **SAMPLE WRITE-IN VOTE (if applicable) FOR LOCAL COUNCIL (Vote for One)**

 John Doe

- If you make a mistake or spoil your ballot, request a replacement ballot from the election office.
- ## 2. **PREPARE BALLOT FOR SUBMITTAL**
- Place VOTED ballot in the **SECRECY ENVELOPE** and seal (if multiple sheets, return all sheets of the ballot).
  - SIGN YOUR signature** on the voter affirmation on the back of the Signature Envelope. Failure to sign may invalidate your ballot.
  - If the signature on the affirmation does not match the signature on file, the ballot may be rejected.
  - Place the Secrecy Envelope containing your voted ballot into the Signature Envelope and Seal.



## 3. **RETURN BALLOT**

- Mail your ballot; or
- Drop off ballot:



**The place(s) of deposit and the days and times when ballots may be returned to the places of deposit before election day and on election day are:**

### **Yellowstone County Election Department**

217 N 27<sup>th</sup> Street Room 109

Billings, MT 59101

8:00 AM- 5:00 PM Monday through Friday

7:00 AM- 8:00 PM on Election Day

- This election is by mail ballot only – regular polling places will not be open. Ballots must be received at the election office by 8 p.m. on Election Day, May 5, 2026.** (Note: a postmark cannot be accepted so if you mail your ballot make sure there is enough time for it to reach the election office.)

**DO NOT FORGET POSTAGE IF MAILING:**  
**.78** cents postage required  
(or one forever stamp)



**ASSISTANCE FOR VOTERS WITH DISABILITIES:** There are options for voters with disabilities. Contact your election office for information about all options.

**MILITARY/OVERSEAS VOTERS:** If you are an active-duty absent military voter or overseas citizen, electronic registration and voting options may be available. Contact your election office for information about all options.

**IF YOU HAVE QUESTIONS CONTACT THE ELECTION OFFICE  
AT:**

Phone: 406-256-2740

Fax: 406-254-7940

Email: [elections@yellowstonecountymt.gov](mailto:elections@yellowstonecountymt.gov)

