



# Mail Ballot Written Plan, Timetable and Instructions

MUST BE RECEIVED BY SECRETARY OF STATE NO LATER THAN 60 DAYS BEFORE ELECTION DAY. COMPLETE, SAVE AND EMAIL THIS FORM TO [SSELECTIONS@MT.GOV](mailto:SSELECTIONS@MT.GOV). THIS DOCUMENT MAY BE AMENDED UNTIL THE 35<sup>TH</sup> DAY BEFORE THE ELECTION. ELECTION CAN BE CANCELLED AT ANY TIME PERMITTED BY LAW. A SEPARATE PLAN MUST BE SUBMITTED FOR EACH TYPE OF ELECTION.

Written Plan		Response
1	Legal Name of Jurisdiction	City of Billings
2	Name of County or Counties Involved	Yellowstone
3	Estimated # of Electors (including Active, Inactive, and Provisional in jurisdiction; Inactive voters are only provided ballots by request but should be included in estimate)	74,882
4	Type of Election (e.g., trustee/director/governing body, levy, bond, creation, etc.)	Trustee/Director/Governing Body
5	Postage to return ballot paid by: elector or election office (& if insufficient, who pays)	Elector; elector pays cost of returned ballot
6	Describe procedures you will use to ensure security and transport of ballots	Ballots will be deposited in locked area. Transportation of ballots will be conducted using seals and seal logs.
7	Ballots will be printed based on: precinct, ward, or district	Ward
8	For <b>school</b> elections, specify signature verification procedures:	Not Applicable; not a school election
Timetable		Date
1	Date applicable documents sent to the governing body <i>No date set by law, but should be no later than 60 days before election. Documents include: 1) written plan; 2) statement of decision to conduct election by mail; 3) list of reasons for decision; and 4) statement regarding right of governing body to object under <a href="#">13-19-204</a>.</i>	April 21, 2025
2	<b>Actual</b> date of submission of plan, timetable, and instructions to Secretary of State (Must be <b>received</b> by Secretary of State at least 60 days before election.)	April 21, 2025
3	Last day for governing body to opt out of mail ballot (no later than 55 days before election – if the election is on a Tuesday, the last day to opt out is a Wednesday)	July 16, 2025
4	Secretary of State approves, disapproves or recommends changes to plan	Within 5 days of SOS receipt of plan
5	County election administrator publishes notices at least 3 times in the 4 weeks before the close of regular registration specifying close of voter registration and availability of late registration  (For <b>all</b> non-school <b>and</b> school elections, to be published by the <b>county election administrator</b> at least 3 times in the 4 weeks preceding the close of registration, once per week. School clerks running school elections will need to coordinate with the county election administrator to have the county election administrator publish the notices of close of registration. <a href="#">13-2-301</a> )	July 18, 2025 July 25, 2025 August 1, 2025
6	Publish notice of election (All <b>non-school</b> elections: <a href="#">13-1-108</a> , MCA; <b>school</b> elections: <a href="#">20-20-204</a> , MCA. For <b>school</b> elections, notice must be published at least <b>once</b> between 40 and 10 days before the election in a newspaper (if there is one in the district) and in 3 public places in the district, and for 10 days prior to the election, on the district's website, if the district has an active website)	August 1, 2025 August 8, 2025 August 15, 2025
7	Close of regular voter registration (30 days before election; move to 29 days before election when 30th day falls on a Sunday)	August 11, 2025
8	Beginning of late voter registration (applicable to all elections) (Late registration opens for all elections <b>the day after</b> the close of regular registration)	August 12, 2025
9	Specific date on which ballots will be mailed (No sooner than 20 days or later than 15 days before election)	August 20, 2025
10	Election Day	September 9, 2025

## Additional Information (to access the sections of law below, visit <http://leg.mt.gov/bills/mca/index.html>):

List here any special requirements from applicable laws: Water/Sewer (7-13-2212; 7-13-2325), Fire (7-33-2106), Museum (7-11-1011(5)), Cemetery (7-11-1011(5)), Drainage (85-8-305), Irrigation (85-7-1710); certain Special Districts (7-11-1011(5); defined in 7-11-1002(3)(b)).

## Affirmation:

By entering my name on the line below, I affirm that I will conduct the election according to the written plan and timetable for conducting the election. I understand that any undeliverable ballots must be filed securely, retained and available for electors to vote and that I must attempt to contact electors whose ballots are undeliverable. If such electors cannot be contacted otherwise, electors in **odd-year elections** will be mailed a notice and the guidelines in [13-19-313](#), MCA and ARM [44.3.2710](#) will be followed. (For school trustee elections: If a school trustee election is cancelled for any reason, I understand I must follow the deadlines and process in 20-3-313 MCA.)

/s/ K.V. Aldrich

Name(s) of Election Administrator(s) Conducting Election

Complete the above plan and timetable **and the instructions below**, and save and email this form to [sselections@mt.gov](mailto:sselections@mt.gov).

Updated April 21, 2025

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

**Read carefully and follow all directions**

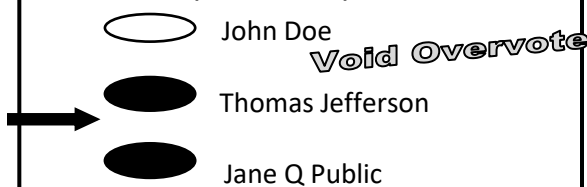
**Ballots must be received by election office by 8 p.m. on Election Day**

***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 101

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, September 9, 2025.** (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



**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)**

