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 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	Levy		
Name of Jurisdiction (District, Precinct, or Ward	East Helena K-12 School District #9		
Name(s) of County(s)	Lewis and Clark		
Estimated # of Electors	Active	Inactive	Provisional
	7,707	1,062	7
Postage to Return Ballot paid for by (& if insufficient, who pays)	Elector; jurisdiction covers insufficient postage		
Procedures to Ensure Security and Transport of Ballots **School Elections**: 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	District		
Plan for providing voter interface devices	ExpressVote will be available at the County Election Office		
For school elections, specify signature verification procedures	Signatures are verified by county election office		

	ELECTION DATES	REQUIRED BY LAW	DATE
1	Date applicable documents sent to governing body	No later than 60 days before election	12/26/25
2	Date of posting written plan and timetable	No later than 60 days before election	3/3/26
3	Last day for governing body to opt out of mail ballot election	55 days before election	3/11/26
4	Dates Notice of Close of Regular Registration Published	3 times in the 4 weeks preceding the close of regular registration	3/19/26 3/26/26 4/2/26
5	Dates Election Notice Published	3 times, no earlier than 40 days before and no later than 10 days before election	4/9/26 4/16/26 4/23/26
6	Close of Regular Registration	30 days before election	4/6/26
7	Beginning of Late Voter Registration	Day after close of regular registration	4/7/26
8	Date Ballots Mailed	No earlier than 20 days and no later than 15 days before election	4/17/26
9	**ELECTION DAY**		**5/5/26**

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

Amy Reeves

Chief Election Administrator Conducting Election

Other County Administrators if Applicable

☑ County Election Admin ☐ School District Clerk

Updated 8/14/2025

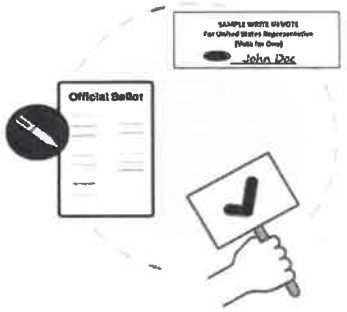
The place(s) of deposit and the days and times when ballots may be returned to the places of deposit are:

Lewis and Clark County Elections - 8am to 5pm, Monday through Friday. Election Day 7am to 8pm.
316 N. Park Ave. Room 168
Helena MT, 59602

East Helena School District Office - 8am to 5pm, Monday through Friday. Election Day 7am to 8pm.
250 Academic St.
East Helena MT 59635

Attach any special requirements here:

VOTE YOUR BALLOT



- With a blue or black ink pen, fill in the oval for each race.
  - Skipping a race will not invalidate your ballot
- To write in a candidate's name, completely fill in the oval next to the line and print the name in the blank space. (Note: only the names of candidates who have filed to be write-in candidates will be counted.)
- The following are not allowed:
  - An X, V, or another mark.
  - Crossing out, erasing, or using correction fluid.
  - Any identifying marks on your ballot.
  - Marking more choices than allowed for each race.
- If you make a mistake, request a replacement ballot from your election office.

PREPARE YOUR BALLOT FOR RETURN



- Place and seal the voted ballot in the secrecy envelope.
- Place and seal the secrecy envelope into the return signature envelope.
- Sign your name on the voter affirmation line and write your birth year on the return signature envelope. (Do not sign for another person.)

This election is by mail ballot only - regular polling places will not be open. Ballots must be received by the Lewis and Clark County Election Office by 8 PM on Election Day, May 5, 2025.

An additional place of deposit can be found at the East Helena School District Office at 250 Academic St., East Helena MT, 59635.

RETURN YOUR BALLOT



- Mail your ballot. The Postal Service recommends you mail your ballot at least one week before the election.

(Note: ___cents postage required)

OR

- Drop off your ballot at your place of deposit or election office:

ELECTION OFFICE
Lewis and Clark County Elections

ADDRESS
316 N. Park Ave. Room 168

CITY/ZIP
59623

ELECTION

VOTING INSTRUCTIONS

VOTED BALLOT MUST BE **RECEIVED** (A POSTMARK IS NOT ACCEPTED) BY
8 P.M. ON ELECTION DAY

OTHER INFORMATION:

- Contact your election office for questions, including assistance for voters with disabilities and information for military voters.

PHONE NUMBER

406-447-8339

EMAIL ADDRESS

elections@lccountymt.gov

Failure to follow these instructions may invalidate part or all of your ballot.

Mail Ballot Written Plan and Timetable Guide

The purpose of the mail ballot written plan and timetable is to provide key information to voters about the election and its timeline. This guide serves as a resource outlining legal requirements for conducting a mail ballot election completing the written plan.

1 Date applicable documents sent to governing body

The election administrator shall forward the applicable documents to the governing body no later than 60 days before the election. The applicable documents include: (1) The 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 13-19-204, MCA.

2 Date of posting written plan and timetable

The written plan and timetable must be posted to the county election website, or publicly noticed in another way, as outlined in 13-19-205, MCA, at least 60 days prior to the election. A separate plan must be submitted for each type of election. This plan may be amended by the election administrator at any time prior to the 35th day before the election, and any amendments must be noticed in accordance with statute, 13-19-105, MCA.

3 Last day for governing body to opt out of mail ballot election

No later than 55 days before the election, the governing body may file a resolution with the election administrator objecting to the election being conducted by mail ballot, 13-19-204, MCA.

4 Publish Notice of Close of Regular Registration

Non-school and school elections: Election administrator shall publish notice specifying the day regular registrations will close and the availability of the late registration option at least 3 times in the 4 weeks preceding the close of regular registration, 13-2-301, MCA.

School elections: school clerks running school elections need to coordinate with the county election administrator to have the county election administrator publish the notice of close of registration.

5 Publish Notice of Election

Non-school elections: Election administrator shall publish notice of election at least 3 times no earlier than 40 days before and no later than 10 days before election, 13-1-108, MCA.

School elections: Notice must be published at least once, no earlier than 40 days before and no later than 10 days before, in a newspaper, or in 3 public places in the district, or on the district's active website for the 10 days prior to the election, 20-20-204, MCA.

8 Date Ballots Mailed

No sooner than 20 days or later than 15 days before election, 13-19-207, MCA.

Undeliverable Ballots: If a mail ballot is returned as undeliverable, the election administrator shall attempt to contact the elector to determine the reason for return and mail a confirmation notice if the elector cannot be contacted otherwise, 13-19-313, MCA.

Special Requirements: Attach a description of any special requirements, including proportional voting or special eligibility requirements if applicable, ARM 44.3.2702.