

Dear Candidate:

Congratulations on your decision to file as a candidate for public office! The information in this packet is provided to assist you during your campaign. The enclosed information includes:

- ***Election Office Website Information***
- ***Election Calendar***
- ***State and County Election Policies***  
Policies include Rotation of Candidate Names on Ballot, Write-In Candidates, Provisional Ballots, Unofficial Election Results and Official Final Election Results.
- ***Application for Advance Voting Ballot By Mail***
- ***Authorized Poll Agents Form***
- ***List of Procedures for Poll Agents***

Candidates are invited to schedule a tour of the Election Office to learn how the election process is managed. Just call or send an email and we will schedule a time at your convenience.

Lorri Flom is your contact at the election office. If you have questions in the upcoming months, please do not hesitate to contact her at (913) 715-6818 or [Lorri.Flom@jocogov.org](mailto:Lorri.Flom@jocogov.org).

Sincerely,



April 28, 2020

Dear Candidate:

The Johnson County Election Office wants to be sure that you are aware of our plan to send advance voting by mail applications to every voter in Johnson County in May. In person Advance voting and election day poll place voting will still be available for both the August and November elections.

The enclosed press release provides more information about our plans.

We appreciate your help to get our messages about voter options out to the public. In order to avoid confusion for voters and increased workload on our staff, we hope you will consider not sending out additional applications for advance voting ballots.

If you have any questions, please call me at 913-715-6818 or email me at [Lorri.Flom@jocogov.org](mailto:Lorri.Flom@jocogov.org).

Thank you,

Lorri Flom  
Election Manager

**Media Contact**

Nathan Carter, Office Administrator  
(913) 715-6811  
nathan.carter@jocogov.org

FOR IMMEDIATE RELEASE:

**Election Office to send advance voting by mail applications  
to every Johnson County voter**

JOHNSON COUNTY, KAN. (April 23, 2020) – Due to increased interest in voting by mail caused by concerns about COVID-19, the Johnson County Election Office will send advance voting by mail applications to every voter in the county in May.

The mailing will include two applications, one each for the August and November elections. Instructions will be included for completing and returning the applications to the Election Office.

“As we continue planning for this year’s elections, the health and safety of our voters and election workers are our top priorities,” said Johnson County Election Commissioner Connie Schmidt. “We want to make voting by mail as easy as possible, which is why we’re taking this proactive step.”

Johnson County voters who return the advance voting by mail applications will be mailed ballots for the August 4 primary and November 3 general elections. Ballots will begin mailing three weeks before Election Day.

Commonly called “no-excuse” voting by mail, registered voters in Kansas can vote by mail for any reason in any election.

More information and updates on Election Office services affected by COVID-19 are available at [jocoelection.org/COVID-19](http://jocoelection.org/COVID-19).

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## Election Office Website

Our website, [www.jocoelection.org](http://www.jocoelection.org) is available 24 hours a day, 7 days a week. The following information is available on the website at various times during the election cycle:

### Voter Information

Registered voters view their registration information and polling place using **Voter Lookup**. Sample ballots are available for viewing twenty days prior to an election.

- On the Voter Information menu, select **Voter Look-Up**.
- Enter your name and date of birth and click on **Look Me Up**.

### Kansas Voter Registration Applications

Print the Kansas Voter Registration Application from our website or request it from the Election Office by phone or in person. **Voter registration closes 21 days before each election.**

### Application for an Advance Voting Ballot

Advance voting by mail begins 20 days prior to each election. To vote by mail, you must be a registered voter and complete an Application for an Advance Voting Ballot. Print the application from our web site or request it from the Election Office by phone or in person. Submit a separate application for each election. **The deadline for submitting a completed application is 5:00 p.m. on the Tuesday prior to the election.**

To return completed registrations or applications use one of these methods:

- Scan and email to [election@jocoelection.org](mailto:election@jocoelection.org)
- Take a picture with a smartphone and text to 913-953-9539
- Mail to the Johnson County Election Office, 2101 E. Kansas City Road, Olathe, KS 66061
- Fax to (913) 791-8931, (913) 791-8932 or (913) 791-8933
- Hand-deliver to Election Office. A drive-thru drop box is available at the front of the election office parking lot for after-hours convenience

### Mail Ballots

Ballots are mailed beginning 20 days before the election. Return your voted ballot by mail; or hand-deliver to the Election Office, a polling location, or any advance voting location during voting hours. For a mailed ballot to count, the ballot must be postmarked by 7 p.m. on the date of the election and received by the third day following the date of the election. Hand-delivered ballots must be received before 7 p.m. election night at either the Election Office or a polling place. Ballots can be placed in the Election Office drive-thru drop box until 7 p.m. on Election Day. Ballots may not be emailed or faxed.

### Advance Voting and Polling Locations

Information about Advance Voting locations and hours; and a list of polling places by city, ward and precinct for the current election can be found on the website once those details are finalized.

### Candidate List

Candidates are added to the official Candidate list for each election as they file for office.

**Primary Election - August 4, 2020**  
**General Election - November 3, 2020**

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**Election of National Officials**

- President and Vice President - 4 Year Term
- United States Senate - 6 Year Term
- United States Representative (District 3) - 2 Year Term

**Election of State Officials**

- KS Senate - Districts 6 - 11, 21, 23, 37 - 4 Year Term
- KS Representatives Districts 8, 14 - 30, 38, 39, 43, 48, 49, 78, 121 - 2 Year Term
- District Attorney 10<sup>th</sup> District - 4 Year Term
- State Board of Education - Position 2 - 4 Year Term
- Supreme Court Justices (November General Election only) - 6 Year Term
- Kansas Court of Appeals Judges (November General Election only) - 4 Year Term
- 10th Judicial District Judges - Divisions 2, 3, 6, 8, 12, 13, 19 - (November General Election only) - 4 Year Term
- District Magistrate Judges, 10th Judicial District, Position 3 - (November General Election only) - 4 Year Term

**The above offices file at the Secretary of State Office**

**Election of County Officials**

- County Commissioner - Districts 2, 3, 6 - 4 Year Term (non-partisan)
- Sheriff - 4 Year Term
- Precinct Committeeman (August Primary only) - 2 Year Term
- Precinct Committeewoman (August Primary only) - 2 Year Term
- Township Trustee - 4 Year Term
- Township Treasurer - 4 Year Term

**The above offices file at the Johnson County Election Office**

**June 1**

Filing and Withdrawal Deadline (12 noon) (K.S.A. 25-205, K.S.A. 25-305(a), K.S.A. 25-306a)

Deadline for questions to be placed on the Primary Election ballot

**July 14**

Registration books close - last day to register (K.S.A. 25-2311(a)(3))

**July 15**

Advance voting by mail begins - 20 days prior to Election Day  
(K.S.A. 25-1123(a))

**July 20**

Advance voting in person begins - 15 days prior to Election Day  
(K.S.A. 25-1122(g))

**July 28**

Advance Ballot Application Deadline – 5 p.m. (25-1122(f)(1))

**August 3**

Advance voting in person closes (12 noon) (K.S.A. 25-1122(g))  
Filing deadline for Independent nominations (12 noon) (K.S.A. 25-305(b))  
Filing deadline for District Court Retention of Judges (12 noon) (K.S.A. 20-2908)

**August 4**

**FALL PRIMARY ELECTION** Polls open 7 a.m. – 7 p.m. (K.S.A. 25-203, K.S.A. 25-2502(b))

**TBD**

Primary Canvass (K.S.A. 25-3104)

**September 1**

Deadline for questions to be placed on the General Election ballot – 12 noon  
Deadline for State Board of Canvassers to meet (Primary) (K.S.A. 25-3205)

**September 4**

Filing deadline for Supreme Court and Court of Appeals Judges to file for retention  
Kansas Constitution Article 3 Section 5(c) (K.S.A. 20-3006(a))

**October 13**

Registration books close - last day to register for General Election (K.S.A. 25-2311(a)(3))

**October 14**

Advance voting by mail begins - 20 days prior to Election Day  
(K.S.A. 25-1123(a))

**October 19**

Advance voting in person begins - 15 days prior to Election Day (K.S.A. 25-1122(g))

**October 27**

Advance ballot application deadline – 5 p.m. (25-1122(f)(2))

**November 2**

Advance voting in person closes (12 noon) (K.S.A. 25-1122(g))

**November 3**

**FALL GENERAL ELECTION** Polls open 6 a.m. – 7 p.m. (K.S.A. 25-101, K.S.A. 25-2502(a))

**November TBD**

General Canvass (K.S.A. 25-3104)

**Authorized and Appointed Poll Agents**

Any person acting as an authorized or appointed poll agent is required to carry this form as identification and shall display it upon demand by any polling place election worker or election office staff person. (K.S.A. 25-3005a).

This form is not valid until it has been date stamped and approved by a staff person at the Johnson County Election Office. Forms must be filed with the county election office by mail, hand delivery, fax or email before the person may act as a poll agent.

There are two types of poll agents, and the qualifications are different for each.

- **Authorized** poll agents are persons authorized by law to act as poll agents because of the position they hold.

Persons holding the following positions are automatically authorized by law to serve as poll agents and are required to carry this form as identification:

- Chairpersons of state and county party committees,
- Chairpersons of committees concerned with question submitted elections,
- Candidates,
- Precinct committee persons and
- Write-in candidates who have filed affidavits of write-in candidacy.

Any person named above may use this form to designate one appointed poll agent per polling place.

- **Appointed** poll agents are persons appointed by authorized poll agents to act as poll agents.

**Statement of Appointment**

By the authority vested in me, I, \_\_\_\_\_, have appointed the bearer  
Person making appointment

of this certificate, \_\_\_\_\_, residing at \_\_\_\_\_  
Appointee's name (Poll Agent) Address

who is (circle one): (a) a registered Kansas voter (b) a family member (c) 14-17 years old who meets all other requirements for qualification of an elector except that of age.

to be a poll agent for the \_\_\_\_\_ to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Type of election Day Month Yr.

\_\_\_\_\_  
Printed Name Signature  
\_\_\_\_\_  
Title or Position Date Contact Phone #



**Important Information**  
**Please Read Rules for Poll Agents**

**Poll agents *must***

- Carry the appointment form and produce it upon request by an election officer
- Act in accordance with policies adopted by the county election officer and the supervising judge at the polling place
- Comply with state laws and regulations and local rules applicable to poll agents
- Wear a badge identifying them as an observer
- If acting as an appointed poll agent, be a registered Kansas voter or a member of a candidate's family

**Poll agents *may***

- Observe the voting process at the polling place where appointed
- Observe the canvass
- Request to be shown a ballot at the original canvass on election day
- If acting as an appointed poll agent, be as young as 14 years of age

**Poll agents *may not***

- Approach within three feet of a voting booth or a table used by an election board
- Touch or handle a ballot
- Participate in the administration of ballots or ballot counting
- Hinder or obstruct any voter when entering or exiting a polling place or while voting
- Hinder or obstruct an election board in the performance of its duties

Revised 11/28/17

## List of Procedures for Poll Agents

### Authorized Poll Agents

Elections are conducted as openly and with as much public access as possible, still recognizing the need for control to preserve the secrecy of individuals' ballots. At most points in the electoral process, interested individuals and groups may observe the proceedings at the precinct polling sites, at the county election office, or at the county or state canvass.

The principal means recognized in state law for public observation of electoral proceedings is the authorized poll agent. Poll agents are commonly referred to as poll watchers.

### Who are poll agents?

There are two ways to be designated as an authorized poll agent.

1. Each of the following persons is automatically a poll agent because of the position they hold:
  - a. state or county party chair
  - b. chair of a committee formed to support or oppose a question submitted election
  - c. candidate
  - d. precinct committeeman or woman
  - e. a write-in candidate for statewide office who has filed an affidavit of write-in candidacy with the Secretary of State
2. A person may be appointed to be a poll agent by one of the persons listed above.  
[KSA 25-3005a(a)]

### How many?

Each person authorized to appoint poll agents may appoint one per polling place.  
[KSA 25-3005a(b)]

### Qualifications

*Appointed* poll agents must be registered Kansas voters. If they are members of a candidate's immediate family, they are exempt from this qualification (some candidates in the past have appointed relatives from out of state). Also, individuals 14 to 17 years old may be appointed poll agents if they meet all other requirements of an elector (U.S. citizenship, residency).

## **Appointment process**

Appointments must be made in writing on a form approved by the Secretary of State. Form PA is produced by the Secretary of State's office for this purpose. The appointment form must be filed at the county election office up to or on election day.

Poll agents must carry their authorization forms with them at any time they are acting as poll agents, and they must present the forms when asked by a precinct or county election worker. Further, they must wear a badge, issued by the county election officer, containing the word "observer" in 32-point type or larger.

When a candidate or precinct committee person is acting as an authorized poll agent, he/she must carry identification supplied by the county election officer.

## **What poll agents may do**

Poll agents may observe the voting process at polling places and may observe the original, intermediate and final canvasses. [KSA 25-3005]

They may request to have an election judge at the original canvass display a ballot to them, but the poll agent may not touch the ballot. [KSA 25-3004]

## **Limits on poll agents' activities**

Poll agents must carry their appointment forms with them. Candidates and precinct committee persons acting as poll agents must carry identification supplied by the county election officer.

Poll agents must act in accordance with statutes, regulations adopted by the Secretary of State, and directives of the county election officer and supervising judge of any polling place. For instance, they are subject to the same statutes prohibiting electioneering, voter intimidation and disorderly conduct as anyone else.

Poll agents may not participate in the administration of ballots or the ballot counting and tabulating process. They may not handle ballots.

## **Legal references**

K.S.A. 25-3004, 25-3005, 25-3005a