

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:

**Candidate Information:**

- ***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.
- ***Data and maps for purchase flyer***
- ***Authorized Poll Agent Form***
- ***Poll Agent Information***

**Campaign Finance Information:** (Not Applicable for Committee People)

- ***Campaign Finance Due Date Checklist***
- ***Campaign Finance Guide***
- ***Copies of Forms (copies for state/county offices & first class cities will be sent by the Kansas Governmental Ethics Commission)***  
Appointment of Treasurer of Candidate or Committee  
Affidavit of Exemption  
Itemized Statement of Personal Election Contributions and Expenditures  
Committee Report

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.

If you have questions in the upcoming months, please do not hesitate to contact us using the contact information below.

## **Election Office Website Information**

The Johnson County Election website, [www.jocoelection.org](http://www.jocoelection.org) is available 24 hours a day, 7 days a week.

### **Sample Ballot – Voter Registration Record – Polling Place**

Johnson County registered voters may view their registration information and polling place using **VoterView**. Beginning twenty days prior to an election, voters can also view their sample ballot. Go to [www.jocoelection.org](http://www.jocoelection.org). On the How do I menu, select “VoterView & Sample Ballot.” Enter your name and date of birth to gain access to your voter information as it is currently recorded on our files at the Election Office. For your convenience, a directional map to your voting location is also available.

### **Application for an Advance Voting Ballot**

Advance voting by mail begins 20 days prior to every election. To vote by mail, you must be a registered voter and complete an [Application for an Advance Voting Ballot](#). Applications are available at the Election Office or on our website. A separate application must be submitted for each election.

To return completed applications:

- Mail to the Johnson County Election Office, 2101 E. Kansas City Road, Olathe, KS 66061
- Scan and email to [votebymail@jocogov.org](mailto:votebymail@jocogov.org)
- Take a picture with a smartphone and text to (913) 953-9539
- Fax to (913) 791-8931
- Hand-deliver to Election Office.

**Completed applications must be received at the Election Office by the Tuesday prior to the election.**

Ballots are mailed beginning 20 days before the election. Your voted ballot may be returned by mail; or hand-delivered to the Election Office, an official ballot drop box, a polling location, or any advance voting location during voting hours. In order 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. If hand-delivered, the ballot must be received before 7 p.m. election night at either the Election Office, an official ballot drop box 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.

### **Kansas Voter Registration Application**

The Kansas Voter Registration Application may be printed from the website and mailed to the Johnson County Election Office, 2101 E. Kansas City Road, Olathe, KS 66061; scanned and e-mailed to [registration@jocoelection.org](mailto:registration@jocoelection.org), texted to (913) 953-9539; faxed to (913) 791-8931; or hand-delivered to the Election Office.

### **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**

The official candidate list is posted prior to each election. This information is published from the Candidate Declaration of Intention Filing Form.

**June 3**

Filing and Withdrawal Deadline (12 noon) (K.S.A. 25-205, K.S.S. 25-305(a), K.S.A. 25-306a)  
Deadline for questions to be placed on the Primary Election ballot

**July 16**

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

**July 17**

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

**July 20**

Advance voting in person begins (K.S.A. 25-1122(g))

**August 5**

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

**August 6**

**FALL PRIMARY ELECTION** (K.S.A. 25-2107(b), K.S.A. 25-2102(b), K.S.A. 25-203(a), K.S.A. 25-2502(b))

**August 16**

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

**September 1**

Deadline for questions to be placed on the General Election ballot

**October 15**

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

**October 16**

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

**October 19**

Advance voting in person begins at Election Office (K.S.A. 25-1122(g))

**November 4**

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

**November 5**

**FALL GENERAL ELECTION** (K.S.A. 25-2107(a), K.S.A. 25-2502(a), K.S.A. 25-2102(a), K.S.A. 25-101)

**November 15**

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

## State & County Election Policies

### **Rotation of Candidate Names on Ballot**

Kansas law requires that candidate names be rotated by precinct. Note: Precinct committee persons, 3<sup>rd</sup> Class Cities and Drainage District candidates are not rotated. The rotation formula begins with the county in alphabetical order by city, ward, and precinct (CWP) and candidates for a given contest in alphabetical order. CWP's for the contest are identified, including the number of eligible voters per precinct. Total eligible voters are divided by the number of candidates to determine the number of voters in each rotation. The initial rotation sequence is in candidate alphabetical order. The Election Office can show you what the candidate rotation will be in your specific area.

### **Write-In Candidates**

When a voter chooses to vote for a write-in candidate not printed on the ballot, each write-in candidate must be individually reviewed to determine eligibility status. The list of write-in candidates will be available after the election canvass following Election Day.

### **Provisional Ballots**

Provisional ballots are voted when a voter's registration is in question, or when our records indicate the voter was already sent an advance ballot. Provisional ballots are sealed in special envelopes at the polls and must be individually researched and verified at the Election Office prior to presenting them to the Board of Canvassers.

### **Unofficial Election Results**

The timeliness of reporting election results in Johnson County is dependent on: (1) number of voters in line when the polls close at 7:00 p.m.; (2) number of ballot scanners reporting results; and (3) number of candidates and contests on the ballot.

The first unofficial partial results summary is usually available by 7:30 p.m. and posted to our website. This summary will include advance votes. This information will be updated periodically throughout the evening until all ballot scanners have reported results into the central election computer. Final official election results will be available following certification by the Board of Canvassers.

### **Official Final Election Results**

The Board of Canvassers canvass the votes following the election at the Election Office, 2101 E. Kansas City Road. This date is published prior to the election. This Board of Canvassers determines the validity of any provisional or challenged ballots. Following the processing of the valid ballots, the official vote summary is certified by the Board of Canvassers as the official final election results.

## DATA AND MAPS FOR PURCHASE

### VOTER DATA – Available Electronically

Countywide or District Voter Data - \$50

#### Voter Information Included:

Name  
Gender  
Date of Birth  
Residential / Mailing Address  
Party Affiliation  
Precinct  
Phone Number  
Registration Date  
Voter History  
Voter ID Number

#### Voting Districts:

State Senate  
State Representative  
State Board of Education  
County Commissioner  
City and Ward  
Township  
School District / Member District  
Drainage & Water District

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### ADVANCE VOTING DATA – Available Electronically

Advance Voting Package - \$175

Information Included: Advance Voting Ballots Mailed, Returned and Voted in Person

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### MAPS – Available Maps and Pricing (Digital copies of some maps are available online at [www.jocoelection.org](http://www.jocoelection.org))

#### Countywide Maps - \$20

Johnson County Precincts  
State Senate Districts  
State Representative Districts  
State Board of Education Districts  
County Commissioner Districts  
Water District #1 of Johnson County

#### Specific District Maps - \$10

State Senate District  
State Representative District  
County Commission District  
City or Ward  
School District  
Drainage District

Individual Precinct Maps – One map free, additional maps \$10 (provided on a USB drive)

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**REFERENCE LIBRARY** – Election statistics and candidate reports are available in the Election Office reference library and online at [www.jocoelection.org](http://www.jocoelection.org).

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### **LEGAL CONSIDERATIONS**

By law, public records are available for public inspection and copying upon written request, K.S.A. 45-220

Voter information may not be used for commercial purposes, K.S.A. 25-2320(a)

Before inspecting an advance voting list, an individual must provide identification and sign an application form, K.S.A. 25-1122(i)

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For more information or to place an order call the Election Office at (913) 715-6800.

**Authorized and Appointed Poll Agents**

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.

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).

There are two types of poll agents, Authorized and Appointed: 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 #

## Poll Agent Information

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.

### **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).

## **Poll Agent Rules**

### **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

### **Legal references**

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