



HB 130: Vote-By-Mail **Annual Plan** **Requirements**



County election officials are required each year to draft an Annual Plan that will cover all elections they are holding in that year. Following a public hearing and public review, the finalized plan must be submitted to the Office of the Montana Secretary of State no later than March 31. Each plan should include the following:

- **Public Outreach Efforts**
 - Notify electors that their ballots will be mailed to active and provisionally registered electors only, and include a notice on how an elector may check the status of their voter registration and how they can reactivate.
 - The plan must include specific outreach efforts to colleges, universities, colleges of technology, tribal colleges, and outreach to voters on Reservations, as applicable.
- **Security Procedures**
 - Transporting ballots
 - Official Drop Boxes
 - Storing and processing ballots
 - Tabulating equipment and tabulating process
- **Sample Instructions**
- **Official Drop Boxes**
 - Locations
 - Days and times
 - Demographic and geographic considerations
 - Population
 - Reservations
 - Educational institutions
 - Towns
- **Staffed Places of Deposit**
 - Locations
 - Days and times
 - Services offered at each place of deposit, including services for people with disabilities and issuance of replacement ballots.
- **Accessible Voting Efforts**
 - Equipment, including when and where it is located
 - Other accessible voting efforts, including alternative accessibility technology
 - A county phone number for people with disabilities to call if they need assistance.