



2013 Candidate Information Packet Minneapolis Municipal Offices

Mayor, Council Members,
Board of Estimate & Taxation, Park & Recreation Board
July 2013

Note: This handout is distributed as background information for candidates. It also includes campaign sign regulations specific to Minneapolis. It is not a complete list of laws pertaining to election procedures and is not intended to be relied upon nor used to resolve any question or dispute with respect to any particular factual situation. Please refer to the materials provided by Hennepin County for additional information. Candidates and campaigns should seek their own legal counsel to ensure their efforts are in compliance with the law. In all matters, Minnesota Election Law is the final authority.

English: Attention: If you want help translating this information, call 311 or 612-673-3000.

Spanish: Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700.

Somali: Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500.

Hmong: Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800.



Elections & Voter Services
350 South 5th Street - Room 1B
Minneapolis MN 55415

vote.minneapolismn.gov
Call 311 or 612-673-3000
TTY (612) 673-2157

Table of Contents

Topic	Page
Table of contents & list of enclosures	2
2013 Election Calendar	3
How to file for office in 2013 & Responsibilities of Office	4 - 6
Campaign Sign Information	7 – 10
• City of Minneapolis	7 - 9
• State of Minnesota Department of Transportation – 2012	10
Campaigning in Multiple Unit Buildings	11 - 12
• Minneapolis Public Housing Authority Policy	11
• Minnesota Election Law 211B.20 - Multiple unit buildings	12
Information for Voters - When, Where and How to Vote	13 - 15
• Voting in Minneapolis – 2013	13
• Conducting a Voter Registration Drive	14 - 15
Challengers	16 – 19
• Challengers - from the 2012 Election Judge Guide	16
• Challengers - MS 204C.07 & MS 204C.12	17 - 18
• Sample Challenger Letter	19
Elections Phone numbers & Web sites & additional resources	20

Also included in the folder:

Minneapolis Elections - vote.minneapolismn.gov

- Statement of Economic Interest/blue envelope – file with Minneapolis Elections
- 2013 Polling Places and 2013 Polling Place Changes
- Ranked Choice Voting (RCV) Information

Hennepin County Elections - www.hennepin.us/elections

- Registration and Statement of Organization/instructions – file with Hennepin County Campaign Finance
- Campaign Contribution Limits
- Financial Disclosure Law & related campaign law

Minnesota Secretary of State - www.sos.state.mn.us

- Voter Information Request Form
- Precinct Finder & Polling Place List Request
- Map Order Form
- Office of Administrative Hearings (OAH) Complaint Form
- IRS Fact sheet

2013 Ranked Choice Voting Calendar

Conducting the 2013 election using Ranked Choice Voting means **there is no Primary and all candidates appear on the November ballot.**

Minneapolis Municipal offices on the Ballot: Mayor, Council Members, Board of Estimate and Taxation Board, and the Park and Recreation Board

This calendar lists important dates for the 2013 election season determined by the [Minnesota Constitution](#), [Minnesota Statutes and Rules](#), and the [Minneapolis City Charter](#).

In all matters, Minnesota Election Law or Minneapolis Charter is the final authority, not this calendar. Information is subject to change based on actions of the Minnesota Legislature, current rulemaking and the Minneapolis City Council.

July 30	Candidate filings open 8:00 A.M.
August 13	Candidate filings close 5:00 P.M.
August 15	Candidates may withdraw until 5:00 P.M.
September 3	Campaign finance report due (first of two) - City Charter
September 20 – November 4	Absentee voting period begins for General Election
October 14	Office closed: Columbus Day Holiday
October 15	Voter pre-registration for the General Election closes at 5:00 P.M. Voter registrations must be in the hands of election officials.
October 26	Open for Absentee voting 9:00 A.M. to 4:00 P.M
October 29	Campaign finance report due (second of two) - City Charter
October 29	Minneapolis Public Accuracy Test at 10:00 A.M. Minneapolis Voting Equipment Warehouse, 732A Harding St NE, Minneapolis MN 55413
November 2	Open for Absentee voting 9:00 A.M. to 4:00 P.M
November 4	Open for Absentee voting until 5:00 P.M.
November 5	GENERAL ELECTION – Polls are open 7:00 A.M. to 8:00 P.M. 3:00 P.M. deadline for agent return of absentee ballots to City Elections Office 6:00 - 8:00 P.M. No public meetings or school events except regularly scheduled classes <i>MS204C.03</i> After polls close: Candidates who receive the required threshold are declared unofficial winners.
November 6	Tabulation begins for offices with no election night winners.
November 11	Office closed: Veterans Day Holiday
November 15	City Council meets as the Canvassing Board to certify election results – pending final tabulation of results

How to File for Office - Minneapolis 2013

Municipal Offices on the Ballot

Mayor

Council Members - 13 Wards

Board of Estimate and Taxation - 2 At-Large Members

Park and Recreation Board - 3 At-Large and 6 District Commissioners

All offices are nonpartisan. Candidates for Mayor and City Council shall state the name of their political party or political principle in three words or less. Terms are for four years. Candidates who are elected will take office in January 2014.

Eligibility to Hold Office (Article VII, Section 6 of the Constitution of the State of MN)

- Eligible voter
- Twenty-one (21) years of age
- Resided in the district thirty days previous to the General Election

Filing Dates: July 30 through August 13, 2013 – 8:00 a.m. to 4:30 p.m.

Candidate filing closes at 5:00 p.m. on Tuesday, August 13, 2013.

Candidates may withdraw no later than 5:00 p.m. Thursday, August 15, 2013.

Candidates who will be absent from the state during the filing period may arrange with the Minneapolis Elections & Voter Services to file prior to departure.

Filing Location: Minneapolis Elections & Voter Services

Minneapolis City Hall, 350 South 5th Street - Room 1B – ground floor

Filing Fee: \$20.00

Candidates may present a petition with the signatures of eligible voters in lieu of the filing fee. Information on petition and signature requirements may be obtained from Minneapolis Elections & Voter Services.

Campaign Registration, Candidate Filing and Statement of Economic Interest

Candidates receive a packet on campaign reporting requirements and financial disclosure reporting requirements at the time of filing.

- Campaign registration & reporting: Candidates who raise or spend funds over \$100 must register their campaign committees with the Hennepin County Campaign Finance Office within 14 days of exceeding the \$100 limit. Candidates must also submit regular fundraising and expenditure reports. For information call 612-596-7152 or visit the website <http://www.hennepin.us/elections> and select "Campaign Finance."
- Candidate filing: Candidates file for office during July 30 to August 13, 2013 with City of Minneapolis Elections & Voter Services.
- Statement of Economic Interest: Candidates for municipal office must file a personal financial disclosure with the Minneapolis Elections Office within 14 calendar days of filing their candidacy. Candidates will receive Statement of Economic Interest forms and a submittal schedule when they file for office.

City of Minneapolis Office Responsibilities

Mayor

The Mayor ensures that laws and ordinances are enforced within the city, and that officers of the city discharge their respective duties. Official duties include: appoint representatives to a variety of agencies and commissions, nominate department head candidates, preside over Executive Committee meetings, propose policy direction in the annual State of the City address, and propose annual operating and capital budgets. The Mayor also reviews and approves or vetoes all Council and Park Board actions.

Customary Duties include: act as an ombudsman by attending to the individual needs of citizens for information, assistance or referral and improve the access of citizens to the decision-making process; ceremonial leadership through participation in a wide range of community and civic activities; develop and maintain communication with a network of public and private individuals, agencies and interest groups; and recommend local, state or national legislation.

The 2012 annual rate of pay for Mayor was \$105,568 plus benefits. For more information:

www.minneapolismn.gov/mayor

Council Members

The City Council governs Minneapolis through its legislative, administrative, and financial power over many City functions. The Council levies taxes, enacts ordinances and resolutions, licenses businesses, and exercises budgetary and policy control over City departments. Council Members represent the interests of their constituents, and meet regularly with constituents to discuss city programs, services and developments affecting the ward that they represent and the City as a whole. The Council functions with committees. Departments report to the Council through an assigned committee. Committee recommendations are forwarded to the full Council for its consideration. Council actions then go to the Mayor for approval or veto. The 2012 annual rate of pay for Council Members was \$80,354 plus benefits. For more information: www.minneapolismn.gov/council

Continued on next page

- Board of Estimate and Taxation Members
- Park and Recreation Board Commissioners

City of Minneapolis Office Responsibilities - continued

Board of Estimate and Taxation Members

The Board of Estimate & Taxation holds public hearings to obtain citizen input relating to setting the maximum tax levies for certain tax funds in the City. The Board reviews selected City department budgets, and after receiving recommendations from the Mayor and City Council, sets the maximum tax levies for a variety of City funds. The Board is responsible for the issuance of the City's General Obligations Bonds (excluding the Tax Increment Bonds). The Board consists of the Mayor or designee, the City Council President, the chair of the Ways and Means/Budget Committee, a commissioner of the Park and Recreation Board and two members elected at-large for four year terms. Two at-large positions will be on the ballot. Board meetings are scheduled for the second and fourth Wednesdays of the month. The rate of pay is \$35 per Board meeting. For more information:

www.minneapolismn.gov/boards/general/boards-and-commissions_estimate-taxation
and www.minneapolismn.gov/bet/bet_index.

Park and Recreation Board Commissioners

The mission of the Minneapolis Park and Recreation Board is to permanently preserve, protect, maintain, improve, and enhance its natural resources, parkland, and recreational opportunities for current and future generations. Park Board Commissioners are responsible for developing park policies and enacting ordinances governing the use of park land. Every four years, nine commissioners are elected to this Board – one from each of the six park districts within the city and three that serve at-large. Board meetings are typically held the first and third Wednesdays of the month.

Eight commissioners each receive \$11,040.00 plus benefits annually.

One commissioner, elected by the board as its President, receives \$12,240.00 plus benefits annually. For more information: www.minneapolisparcs.org

Campaign Sign Regulations & Enforcement

2013 Election Year

In 2013 for the Minneapolis municipal election, campaign signs are governed by Minneapolis Ordinance 543.380 which is linked below. Its key points are:

Size: a maximum of eight square feet of signage shall be permitted per street frontage of residential property

Number of signs: no limit within size allocation

Timing: In Minneapolis, there is no restriction in effect concerning how early a campaign sign can be posted. Signs must be removed within 10 days after the General Election.

In addition to state law and city ordinances, the city will take action regarding signs when necessary to:

Promote life safety

Assure traffic visibility

Prevent traffic obstruction

Minneapolis Code of Ordinances 543.380. Political signs.

(a) Location. Political signs are allowed as a permitted encroachment in the required front yard. No political sign shall be closer than eight (8) feet from any other zoning lot. No political sign shall be placed on the public right-of-way, including boulevard trees and utility poles.

(b) Maximum number of signs. No limit within size allocation.

(c) Size.

(1) Residence and OR1 Districts. Maximum of eight (8) square feet in area shall be permitted per street frontage. A larger political sign may be allowed, provided such sign shall be included in the calculation of the total permitted sign area of the site and shall be regulated as such.

(2) All other districts. Maximum of thirty-two (32) square feet in area shall be permitted per street frontage. A larger political sign may be allowed, provided such sign shall be included in the calculation of the total permitted sign area of the site and shall be regulated as such.

(d) Height.

(1) Residence and OR1 Districts. The height of a freestanding political sign shall not exceed six (6) feet. A political sign mounted on a wall shall not exceed the height requirements of the district in which the sign is located.

(2) All other districts. The height of a freestanding political sign shall not exceed fourteen (14) feet. A political sign mounted on a wall shall not exceed the height requirements of the district in which the sign is located.

(e) Sign removal. Signs sponsoring candidates for public office shall be removed within ten (10) days after an election has been held unless the candidate is one (1) who qualifies as a candidate to be named on the ballot at a general election after a primary election. In that case, signs erected prior to the primary election may be left in place until ten (10) days after the general election.

Additional References:

[Minnesota Statutes \(MS\)](http://www.revisor.leg.state.mn.us/pubs) www.revisor.leg.state.mn.us/pubs

[Minneapolis Ordinances](http://www.minneapolismn.gov/government/ord) www.minneapolismn.gov/government/ord

2013 Campaign Sign Information

Topic	Regulated by	Contact for Complaint
Content of a sign	MS 211B	Office of Administrative Hearings 651-361-7837 or www.oah.state.mn.us Choose: Information – Scroll down to Fair Campaign Process
Location of signs: No political sign shall be placed on the public right-of-way, including boulevard trees and utility poles, which includes in city street, bridges and overpasses	Minneapolis Ordinance 543.380	Minneapolis 311 or 612-673-3000, or email Minneapolis311@minneapolismn.gov In the subject line enter “Campaign Sign Complaint”
Location of signs: No political sign shall be placed In state or federal street and/or right of ways	MS 173.15 and MS 160.27	Minnesota Department of Transportation Metropolitan District Office 651-234-7500 – ask for “Permits”
Location of signs: On property owned by a corporation	MS 211B.15	Office of Administrative Hearings 651-361-7837 www.oah.state.mn.us Choose: Information – Scroll down to Fair Campaign Process page
Size, placement or height of placement of signs	Minneapolis Ordinance 543.380	Minneapolis 311 or 612-673-3000, or email Minneapolis311@minneapolismn.gov In the subject line enter “Campaign Sign Complaint”
On Election Day campaign signs are not allowed: <ul style="list-style-type: none"> · On public property within 100 feet of a building that is a polling place · On the public property of a building that is a polling place (park, school, library, public housing) 	MS 211B.11 A Panel of the Office of Administrative Hearing ruled MS 211B.11 applies only to public property, and not to private property.	Minneapolis 311 or 612-673-3000, or email Minneapolis311@minneapolismn.gov Add “Campaign Sign Complaint” in the subject line
Signs up past 10 days of an election including the candidate’s name	Minneapolis Ordinance 543.380 MS 211B.045	Minneapolis 311 or 612-673-3000, or email Minneapolis311@minneapolismn.gov In the subject line enter “Campaign Sign Complaint”



Minnesota Department of Transportation

395 John Ireland Boulevard
Saint Paul, Minnesota 55155-1899

April 10, 2012

TO CANDIDATES FOR PUBLIC OFFICE

This letter is to remind you that state law prohibits the placement, painting, printing or affixing of advertisements on any object within the limits of any highway in Minnesota. This prohibition in Minnesota Statutes, section 160.27, applies to political campaign signs as well as to all other forms of advertising. The law applies to all state, county, city and township roads and highways.

In addition, the Minnesota Outdoor Advertising Control Act (Minnesota Statutes, section 173.15) prohibits erecting advertising devices:

- On private land without the consent of the owner or occupant;
- On public utility poles;
- On trees or shrubs; and
- By painting or drawing on rocks or natural features.

The Federal Highway Administration office in Minnesota monitors Minnesota's compliance with federal highway beautification laws. State transportation employees are responsible for administering these laws on state highways and must remove signs that violate the laws. County, city and township employees administer these laws on their roads.

Since political campaign workers may not be familiar with the laws, please distribute this information to those who place signs on your behalf. Local Mn/DOT offices should be contacted for assistance when signs are being placed where the specific highway right-of-way cannot be clearly identified. When improperly placed signs are removed by Mn/DOT employees, every effort will be made to temporarily store the sign and notify the candidate so that the signs can be retrieved by the candidate or the candidate's workers.

I sincerely request your cooperation in ensuring your campaign workers are aware of these laws. Mn/DOT employees will make every effort to be fair and impartial in administering the law so that all advertisers can expect equal treatment under this law.

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Thomas K. Sorel".

Thomas K. Sorel
Commissioner

An equal opportunity employer



Procedures for Political Solicitation in Minneapolis Public Housing Authority Apartment Buildings for 2013 Elections*

General Election: Tuesday, November 5, 2013

This document explains Minneapolis Public Housing Authority's (MPHA) procedures for political solicitation in MPHA apartment buildings for the 2013 elections. This procedure complies with Minnesota State law and MPHA staff will enforce it. A candidate who has filed for election to a public office and representatives who are with the candidate are permitted on the premises for the purpose of campaigning door to door and distributing campaign literature door to door. The number of persons and the visits shall be reasonable.

To gain access to a MPHA building, the candidate and the candidate's representative must contact the MPHA Low Income Public Housing Department, at 612-342-1225. Also, all candidates and their representatives shall have reasonable and proper identification to enter the premises. Candidates and their representatives shall not request admittance to tenant units.

Signs of a political nature may not be posted on or within any community space or grounds. However, tenants may post signs in their unit windows, subject to the following guidelines:

- a. Signs may be posted
 - b. no earlier than August 14, 2013 - 83 days prior to the general election
 - c. must be removed by November 15, 2013 – 10 days after general election
 - d. Signs from window to window or between apartments are not permitted.
 - e. Signs may not cover more than 15% of the total glass area in the room.

Political gatherings are permitted if non-restrictive in nature and are open to all tenants and their guests. If resident organizations invite a candidate for a certain elected office to attend a meeting, they are encouraged to give all candidates for the same office the opportunity to attend. This is especially true, if controversial issues will be discussed. If you have any questions, please contact the Managing Director of Low Income Public Housing at 612-342-1225.

***The City of Minneapolis municipal elections use Ranked Choice Voting and as a result the Primary election is combined with the General Election. In Ranked Choice Voting, voters may also rank (choose) a different 2nd and 3rd choice candidate for each office on the ballot.**

Campaigning in Multiple Unit Dwellings

211B.20 DENIAL OF ACCESS BY POLITICAL CANDIDATES TO MULTIPLE UNIT DWELLINGS.

Subdivision 1. **Prohibition.**

(a) It is unlawful for a person, either directly or indirectly, to deny access to an apartment house, dormitory, nursing home, manufactured home park, other multiple unit facility used as a residence, or an area in which two or more single-family dwellings are located on private roadways to a candidate who has:

- (1) organized a campaign committee under applicable federal or state law;
- (2) filed a financial report as required by section 211A.02; or
- (3) filed an affidavit of candidacy for elected office.

A candidate granted access under this section must be allowed to be accompanied by campaign volunteers.

(b) Access to a facility or area is only required if it is located within the district or territory that will be represented by the office to which the candidate seeks election, and the candidate and any accompanying campaign volunteers seek access exclusively for the purpose of campaigning for a candidate or registering voters. The candidate must be seeking election to office at the next general or special election to be held for that office.

(c) A candidate and any accompanying campaign volunteers granted access under this section must be permitted to leave campaign materials for residents at their doors, except that the manager of a nursing home may direct that the campaign materials be left at a central location within the facility. The campaign materials must be left in an orderly manner.

(d) If a facility or area contains multiple buildings, a candidate and accompanying volunteers must be permitted to access more than one building on a single visit, but access is limited to only one building at a time. If multiple candidates are traveling together, each candidate and that candidate's accompanying volunteers is limited to one building at a time, but all of the candidates and accompanying volunteers traveling together must not be restricted to accessing the same building at the same time.

(e) A violation of this section is a petty misdemeanor.

Subd. 2. **Exceptions.** Subdivision 1 does not prohibit:

- (1) denial of admittance into a particular apartment, room, manufactured home, or personal residential unit;
- (2) requiring reasonable and proper identification as a necessary prerequisite to admission to a multiple unit dwelling;
- (3) in the case of a nursing home or a registered housing with services establishment providing assisted living services meeting the requirements of section 144G.03, subdivision 2, denial of permission to visit certain persons for valid health reasons;
- (4) limiting visits by candidates or volunteers accompanied by the candidate to a reasonable number of persons or reasonable hours;
- (5) requiring a prior appointment to gain access to the facility; or
- (6) denial of admittance to or expulsion from a multiple unit dwelling for good cause.

Voting in Minneapolis – 2013

vote.minneapolismn.gov

Minneapolis 311 or 612-673-3000

TTY/TTD 612-673-2157

General Election Date: Tuesday, November 5, 2013.

Polls are open 7:00 a.m. to 8:00 p.m.

Minneapolis 311 is open until 8:00 p.m. to serve the voters.

Offices on the ballot in 2013

- Mayor
- Council Members - 13 Wards
- Board of Estimate and Taxation - 2 At-Large Members
- Park and Recreation Board - 3 At-Large and 6 District Commissioners

Voting in the 2013 Election

To vote in the 2013 election, you must be a registered voter. You may pre-register to vote or you may register at the polls on Election Day. If you moved, changed your name, or have not voted in the past four years, you must re-register to vote in 2013.

Voter Registration

To be pre-registered, registration applications must be received by Election Officials 20 days before election day (M.S. 201.061 Subd. 1):

Deadline to pre-register for General election: Tuesday, October 15, 2013 5:00 p.m.

- Register at City, County and State government offices and libraries

To register on election day (M.S. 201.061 Subd. 3):

See the City web site or call our office for a list of state authorized identification required as proof of residence. Allow extra time at the polls if you are not registered.

Absentee Voting (M.S.203B; 204B.35)

General Election Absentee Voting: Friday, September 20 - Monday, Nov. 4, 2013

- Voters may vote in person or complete the entire process by mail. Allow at least seven days to complete voting by mail. You may pick up an application for an absentee ballot in person, call to request one by mail or print the application off of our Web site. We must receive your signed application before we can mail your ballot.
- Voters do not need to be pre-registered to vote by absentee ballot. The absentee ballot process may include voter registration if necessary.
- Special absentee voting procedures are available to voters with incapacitating health conditions, who are disabled or have personal safety concerns. See MS 203B.11 or call Minneapolis Elections & Voter Services for details.
- Absentee application data is confidential until after the election. Absentee votes are combined with results from the precincts before precinct totals are posted to the web.

Election judges help our democracy work

We also need a diverse group of election judges to serve on Election Day. **Minneapolis Elections is currently recruiting election judges who are bilingual to help serve voters with limited English proficiency.** If you know of anyone who would be interested, please encourage them to apply on-line at our Web site or to call 311.

Conducting a Voter Registration Drive

If you are conducting a voter registration drive, learn the [eligibility requirements](#) for voter registration listed in the oath at the bottom of the application.

Voter Registration Applications can be picked-up, free of charge, at the Minneapolis Elections & Voter Services, 350 South 5th Street, City Hall, Room 1B. Individuals may sign out a maximum of 25. For larger quantities, please contact the MN Secretary of State.

Do not fill out any portion of the application for the voter unless assistance is required.

Federal requirements of the Help America Vote Act (HAVA)

In Lines 1 & 2, applicants must answer the questions at the top of the application:

- "Are you a U.S. citizen?"
- "Will you be at least 18 years old on or before the next election?"

In Line 7, all registrants must provide their Minnesota Driver's License or Minnesota ID number if they have one.

- If they do not have a MN Driver's License Number or MN ID number, then they must provide the last four digits of their Social Security number
- If the voter does not have a current & valid MN Driver's License or MN ID or a Social Security number, then the voter should check the box declaring that they have neither item.

Information required for Voter Registration in Minnesota

- Name
- Address
- Date of birth
- Signature

Returning Completed Applications

Minnesota law (M.S. 201.061 subd.1) requires completed Voter Registration Applications be submitted to election officials within 10 days after the voter dated the application.

Applications must also be submitted prior to the pre-registration deadline: 5:00 PM, 20 days prior to each election. In 2013, this deadline is October 15.

In-person delivery of completed applications: Completed applications can be delivered in person to county or city government offices, or to the Minnesota Secretary of State.

Continued on next page

Conducting a Voter Registration Drive - continued

Mail in completed applications: If you mail in the applications collected at a voter drive, please include a copy of your business card or contact information with the applications. Voters who submit their applications by mail, through either the United States Post Office or a commercial delivery service, may be required to show identification at the polls the first time they vote.

Additional information:

Who needs to register or re-register? Voters may register when they turn 18, and must re-register any time they change their name or move, including moving to a different apartment.

Felony status: Applicants with a question on the status of a prior felony conviction should contact their probation officer to gain clarification. Applicants should resolve their status question before completing a voter registration application.

Postcard notification: Newly registered voters will receive a postcard telling them that they are registered and where they vote on Election Day. Any time a polling place changes, the registered voters of the precinct are notified with a new postcard.

Challengers

The sole role of a challenger is to challenge the eligibility of a voter to vote at the precinct based upon their personal knowledge that the voter is not eligible to vote there.

Challengers are appointed by the major political parties or by nonpartisan candidates. In the case of a question on the ballot, your local jurisdiction will give you additional instructions. Only one challenger per major party or nonpartisan candidate may be appointed per polling place. Challengers representing major political parties may only be appointed by the party and may not be appointed by the candidate. All challenger appointments must be made in writing.

A challenger must:

- Present the Head Judge their written appointment.
- Prove their residency in MN by presenting one of the proofs of residency listed in M.S. 201.061, subd. 3, accepted for election day registration.
- Challengers are not required to prove residence in the precinct where they are appointed on Election Day.
- **Only challenge the eligibility of a voter to vote at the precinct based upon their personal knowledge that the voter is not eligible to vote there.**
- Complete and sign the Oath of Challenge to Voters Eligibility form for each voter challenge.
- Not speak to voters.
- All challenges must be made in writing. A challenger should speak to the election judge when initiating a challenge and then must make the challenge in writing.

A challenger may not:

- Be disruptive, handle or inspect voter registration applications, files or lists.
- Make lists of who voted or did not vote.
- Take pictures within the polling place.
- Go within 6 feet of the ballot counter.
- Attempt to influence voting.
- Compile lists of voters to challenge on the basis of mail sent by a political party that was returned as undeliverable or if receipt by the intended recipient was not acknowledged in the case of registered mail. This also applies to political parties that appoint challengers.(M.S. 204C.07; 204C.12)

204C.07 CHALLENGERS.

Subdivision 1. Partisan elections.

At an election to fill partisan offices, the chair of an authorized committee of each major political party may appoint by written certificate voters from that political party to act as challengers of voters at the polling place for each precinct. Only one challenger from each major political party for each precinct shall be allowed to remain in the polling place at one time.

Subd. 2. Nonpartisan elections.

At an election to fill nonpartisan offices, each nonpartisan candidate may appoint by written certificate voters to act as challengers of voters at the polling place for each precinct. Only one challenger for each candidate shall be allowed to remain in the polling place for each precinct at one time.

Subd. 3. Elections on a question.

At an election where a question is to be voted upon, the mayor of a city, or the school board of a school district, or the board of supervisors of a town, upon receiving a written petition signed by at least 25 eligible voters, shall appoint by written certificate one voter for each precinct in the municipality, or school district if applicable, to act as a challenger of voters in the polling place for that precinct.

Subd. 3a. Residence requirement.

A challenger must be a resident of this state. Appointed challengers seeking admission to a polling place to serve in that capacity must prove their status as a resident of this state by presenting one of the documents listed in section [201.061, subdivision 3](#). Challengers need not prove residence in the precinct in which they seek to act as a challenger.

Subd. 4. Restrictions on conduct.

An election judge may not be appointed as a challenger. The election judges shall permit challengers appointed pursuant to this section to be present in the polling place during the hours of voting and to remain there until the votes are counted and the results declared. No challenger shall handle or inspect registration cards, files, or lists. Challengers shall not prepare in any manner any list of individuals who have or have not voted. They shall not attempt to influence voting in any manner. They shall not converse with a voter except to determine, in the presence of an election judge, whether the voter is eligible to vote in the precinct.

Subd. 5. Prohibited challenges.

Challengers and the political parties that appointed them must not compile lists of voters to challenge on the basis of mail sent by a political party that was returned as undeliverable or if receipt by the intended recipient was not acknowledged in the case of registered mail. This subdivision applies to any local, state, or national affiliate of a political party that has appointed challengers, as well as any subcontractors, vendors, or other individuals acting as agents on behalf of a political party.

A violation of this subdivision is a gross misdemeanor.

204C.12 CHALLENGES TO VOTERS; PENALTY.

Subdivision 1. Manner of challenging.

An election judge shall, and an authorized challenger or other voter may, challenge an individual whom the person knows or reasonably believes is not an eligible voter.

Subd. 2. Statement of grounds; oath.

A challenger must be a resident of this state. The secretary of state shall prepare a form that challengers must complete and sign when making a challenge. The form must include space to state the ground for the challenge, a statement that the challenge is based on the challenger's personal knowledge, and a statement that the challenge is made under oath. The form must include a space for the challenger's printed name, signature, telephone number, and address.

An election judge shall administer to the challenged individual the following oath:

"Do you solemnly swear that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"

The election judge shall then ask the challenged individual sufficient questions to test that individual's residence and right to vote.

Subd. 3. Determination of residence.

In determining the legal residence of a challenged individual, the election judges shall be governed by the principles contained in section [200.031](#). If the challenged individual's answers to the questions show ineligibility to vote in that precinct, the individual shall not be allowed to vote. If the individual has marked ballots but not yet deposited them in the ballot boxes before the election judges determine ineligibility to vote in that precinct, the marked ballots shall be placed unopened with the spoiled ballots. If the answers to the questions fail to show that the individual is not eligible to vote in that precinct and the challenge is not withdrawn, the election judges shall verbally administer the oath on the voter certificate to the individual. After taking the oath and completing and signing the voter certificate, the challenged individual shall be allowed to vote.

Subd. 4. Refusal to answer questions or sign a polling place roster.

A challenged individual who refuses to answer questions or sign a polling place roster as required by this section must not be allowed to vote. A challenged individual who leaves the polling place and returns later willing to answer questions or sign a polling place roster must not be allowed to vote.

Subd. 5. Election judges; penalty.

An election judge who fails to carry out the duties prescribed by this section is guilty of a gross misdemeanor.

Sample letter - Show letter to the Head Election Judge in each precinct you visit.

CHALLENGER LETTER

Election Date: _____

To Election Judges, City of Minneapolis:

_____ is authorized to represent

_____, **(candidate for office)**

_____, at this polling place.

When I seek admission to the polling place to serve as a Challenger, I will

- show this letter to the Chair Election Judge and
- prove that I am a resident of the State of Minnesota using one of the documents allowed for Election Day registration.

I understand I am not to handle or inspect registration applications, files or lists, or prepare in any manner any list of individuals who have or have not voted, or attempt to influence voting in any manner, or converse with a voter except to determine, in the presence of an election judge whether the voter is eligible to vote in the precinct. *(MS204C.07 Subd. 4)*

I shall complete a form for each challenge that I make to a voter's eligibility.
(MS204C.12 Subd. 2)

I also understand that I shall not touch or interfere with ballots during the counting process at 8:00 PM. *(MS204C.19 Subd. 1)*

Signature of Challenger

Challenger's Minnesota Address

Challenge's Phone Number

Signature of Chair representing a major political party
or Signature of Candidate for Nonpartisan office

Phone number of Chair **or** Candidate

Date

Important Phone Numbers & Web Sites

City of Minneapolis Elections & Voter Services

Minneapolis 3-1-1

612-673-3000

Fax

612-673-2756

TTY

612-673-2157

E-mail: Elections@minneapolismn.gov

Web: www.vote.minneapolismn.gov



www.twitter.com/votempls



www.facebook.com/votempls

www.youtube.com/cityofminneapolis

Use the VOTE MINNEAPOLIS button on the 311 mobile app.

Hennepin County Elections

612-348-5151

Fax

612-348-2151

E-mail: HC.Vote@co.hennepin.mn.us

Web: www.hennepin.us/elections

Hennepin County Campaign Finance

612-596-7152

Fax

612-348-2151

E-mail: Campaign.Finance@co.hennepin.mn.us

Web: www.hennepin.us/elections

Secretary of State Elections Office

651-215-1440

TTY: Contact MN Relay Service at 711 and ask them to call the Secretary of State Elections office at (651) 215-1440.

Email: elections.dept@state.mn.us

Web: www.sos.state.mn.us

www.mnvotes.org – Polling Place Finder, Voter Registration Lookup, Absentee Ballot Lookup

Office of Administrative Hearings (OAH)

651-361-7900

Fax

651-361-7936

TTY

651-361-7878

Web: www.oah.state.mn.us – Choose: Information – Fair Campaign Process page

Additional resources

Minneapolis Code of Ordinances

www.minneapolismn.gov/government/ord

MN Statutes & Rules on Campaigns & Election

www.revisor.mn.gov/pubs