



# Elections Department

325 2nd Avenue North  
Great Falls, MT 59401  
PO Box 2305  
59403

Phone (406) 454-6804  
Fax (406) 454-6725

## CASCADE COUNTY

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December 15, 2022

Brian,

The Cascade County Elections office has received the Great Falls Public School's request to run the 2022-2023 school election by mail. This office has accepted the request and will fulfill all requirements and responsibilities for this election, that is set to be held on May 2<sup>nd</sup>, 2023. If you have any questions, please contact our office at 406-454-6803.

Sincerely,

A handwritten signature in black ink, appearing to read "Rina Fontana Moore".

Rina Fontana Moore  
Cascade County Elections Administrator



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## CASCADE COUNTY

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December 15, 2022

Brian,

The Cascade County Elections office has received the Great Falls Public School's request to run the 2023-2024 school election by mail. This office has accepted the request and will fulfill all requirements and responsibilities for this election, that is set to be held on May 7<sup>th</sup>, 2024. If you have any questions, please contact our office at 406-454-6803.

Sincerely,

A handwritten signature in black ink, appearing to read "Rina Fontana Moore".

Rina Fontana Moore  
Cascade County Elections Administrator

**PLEASE PUBLISH IN LEGAL ADS: January 4<sup>th</sup>, 11<sup>th</sup> & 18<sup>th</sup> 2023,**

**NOTICE OF FILING DATES**

NOTICE IS HEREBY GIVEN that the 8<sup>th</sup> day of December, 2022, through the 23<sup>rd</sup> day of March, 2023, at 5:00 p.m., are the dates for filing Petitions of Nomination for all offices open for elections to be held on Tuesday, the 2<sup>nd</sup>, day of May, 2023. The following Districts will be holding an election: School District #1 & 1A, 3 & B, 85, 5 & C and 55 & F.

Dated this 28<sup>th</sup> day of December 2022.

Rina Ft. Moore, Cascade County  
Clerk and Recorder

Please mail bill to: Election Department  
PO Box 2305  
Great Falls, MT 59403-2305

Phone: 454-6803  
Attn: Lynn DeRoche (for any questions)



**CHRISTI JACOBSEN**  
MONTANA SECRETARY OF STATE

December 29<sup>th</sup>, 2022

Lynn Deroche  
Cascade County  
325 2<sup>nd</sup> Ave North  
Great Falls, MT 59401

Dear Lynn:

On December 29<sup>th</sup>, 2022, this office received your plan, timetable, and instructions for the following mail ballot election(s) to be held on May 2<sup>nd</sup>, 2023:

- ◆ School District #1 & A Trustee
- ◆ School District #5 & C Trustee
- ◆ School District #55 & F Trustee
- ◆ School District #74 Trustee
- ◆ School District #85 Trustee

After review, this office hereby approves the above plan, timetable, and instructions for the election. The election must be conducted in compliance with Title 13, Chapter 19 of the Montana Code Annotated and Rule 44, Chapter 3, Subchapter 27 of the Administrative Rules.

Please be advised, per the Montana Code Annotated Title 20, Chapter 20, Section 201, Subsection 2, the resolution calling for a school election must be transmitted to the county election administrator no later than three days after the resolution is passed and, if the school clerk is conducting the election, the school clerk must also transmit to the county election administrator a copy of the written plan as soon as the plan has been approved by the Secretary of State.

Also, Title 13, Chapter 2, Section 301 of the Montana Code Annotated now requires county election administrators to publish notice of the close of voter registration for all elections being conducted within a county – including school elections conducted by the school clerk. This will require coordination between the county elections office and school clerks to ensure that notices of the close of registration are published per the approved timetable.

**Please verify that all your original plans appear in the list of approved plans. If any plan(s) are missing, please contact the Secretary of State's Office.**

Sincerely,

*Conner Gagnon*

Conner Gagnon

Elections Specialist

Sent by electronic mail

cc: Rina Moore, Cascade County Clerk and Recorder

**PLEASE PUBLISH IN LEGAL ADS: January 4<sup>th</sup>, 11<sup>th</sup> & 18<sup>th</sup> 2023,**

**NOTICE OF FILING DATES**

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Dated this 28<sup>th</sup> day of December 2022.

Rina Ft. Moore, Cascade County  
Clerk and Recorder

Please mail bill to: Election Department  
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# Mail Ballot Written Plan, Timetable and Instructions

MUST BE RECEIVED BY SECRETARY OF STATE NO LATER THAN 60 DAYS BEFORE ELECTION DAY. COMPLETE, SAVE AND EMAIL THIS FORM TO [SOSSELECTIONS@MT.GOV](mailto:SOSSELECTIONS@MT.GOV). THIS DOCUMENT MAY BE AMENDED UNTIL THE 35<sup>TH</sup> DAY BEFORE THE ELECTION. ELECTION CAN BE CANCELLED AT ANY TIME PERMITTED BY LAW. A SEPARATE PLAN MUST BE SUBMITTED FOR EACH TYPE OF ELECTION.

Written Plan		Response
1	Legal Name of Jurisdiction	SD #1 & A
2	Name of County or Counties Involved	CASCADE
3	Estimated # of Electors (including Active, Inactive, and Provisional in jurisdiction; Inactive voters are only provided ballots by request but should be included in estimate)	43,701
4	Type of Election (e.g., trustee/director/governing body, levy, bond, creation, etc.)	Trustee/Director/Governing Body
5	Postage to return ballot paid by: elector or election office (& if insufficient, who pays)	Elector; jurisdiction covers insufficient postage.
6	Describe procedures you will use to ensure security and transport of ballots	Ballots will be deposited in locked ballot box and secured in locked area. Any transportation of ballots will be conducted by at least two officials.
7	Ballots will be printed based on: precinct, ward, or district	Precinct
8	For <b>school</b> elections, specify signature verification procedures:	Signatures are verified by county election office
Timetable		Date
1	Date applicable documents sent to the governing body <i>No date set by law, but should be no later than 60 days before election. Documents include: 1) 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 <a href="#">13-19-204</a>.</i>	December 29, 2022
2	<b>Actual</b> date of submission of plan, timetable, and instructions to Secretary of State (Must be <b>received</b> by Secretary of State at least 60 days before election.)	December 29, 2022
3	Last day for governing body to opt out of mail ballot (no later than 55 days before election – if the election is on a Tuesday, the last day to opt out is a Wednesday)	March 8, 2023
4	Secretary of State approves, disapproves or recommends changes to plan	Within 5 days of SOS receipt of plan
5	County election administrator publishes notices at least 3 times in the 4 weeks before the close of regular registration specifying close of voter registration and availability of late registration  (For all non-school <b>and</b> school elections, to be published by the <b>county election administrator</b> at least 3 times in the 4 weeks preceding the close of registration, once per week. School clerks running school elections will need to coordinate with the county election administrator to have the county election administrator publish the notices of close of registration. <a href="#">13-2-301</a> )	March 15, 2023 March 22, 2023 March 29, 2023
6	Publish notice of election  (All <b>non-school</b> elections: <a href="#">13-1-108</a> , MCA; <b>school</b> elections: <a href="#">20-20-204</a> , MCA. For <b>school</b> elections, notice must be published at least <b>once</b> between 40 and 10 days before the election in a newspaper (if there is one in the district) and in 3 public places in the district, and for 10 days prior to the election, on the district's website, if the district has an active website)	April 5, 2023 April 12, 2023 April 19, 2023
7	Close of regular voter registration  (30 days before election; move to 29 days before election when 30th day falls on a Sunday)	April 3, 2023
8	Beginning of late voter registration (applicable to all elections)  (Late registration opens for all elections <b>the day after</b> the close of regular registration)	April 4, 2023
9	Specific date on which ballots will be mailed  (No sooner than 20 days or later than 15 days before election)	April 17, 2023
10	Election Day	May 2, 2023

**Additional Information (to access the sections of law below, visit <http://leg.mt.gov/bills/mca/index.html>):**

List here any special requirements from applicable laws: Water/Sewer (7-13-2212; 7-13-2325), Fire (7-33-2106), Museum (7-11-1011(5)), Cemetery (7-11-1011(5)), Drainage (85-8-305), Irrigation (85-7-1710); certain Special Districts (7-11-1011(5); defined in 7-11-1002(3)(b)).

### Affirmation:

By entering my name on the line below, I affirm that I will conduct the election according to the written plan and timetable for conducting the election. I understand that any undeliverable ballots must be filed securely, retained and available for electors to vote and that I must attempt to contact electors whose ballots are undeliverable. If such electors cannot be contacted otherwise, electors in **odd-year elections** will be mailed a notice and the guidelines in [13-19-313](#), MCA and ARM [44.3.2710](#) will be followed. (For school trustee elections: if a school trustee election is cancelled for any reason, I understand I must follow the deadlines and process in [20-3-313](#) MCA.)

**LYNN DEROCHE & RINA FONTANA MOORE**

Name(s) of Election Administrator(s) Conducting Election