

Wyoming Secretary of State
Special District Elections

CHAPTER 26

Section 1. Authority

The secretary of state has authority to promulgate these rules after consultation with the county clerks under W.S. 22-29-114 and W.S. 22-29-115(b).

Section 2. Purpose.

These rules shall set forth procedures for special district elections.

Section 3. Applicability.

These rules shall apply to the special districts outlined in W.S. 22-29-103.

Section 4. Definitions.

(a) As used in these rules:

(i) “Absentee voting” means voting by electors who are not casting their ballot at their designated polling place on election day.

(ii) “Conventional election” means the type of special district election held in accordance with W.S. 22-29-101 through 22-29-114;

(iii) “District secretary” means the director of the district who is responsible for the compilation of minutes, notice of meetings, and other logistical matters of the district;

(iv) “Election judge” means one who presides over the polling place, handing out ballots, giving instructions, challenging, and collecting and securing ballots.

Section 5. Proclamation.

Unless W.S. 22-29-101 through 22-29-114 or the Special District’s principal act requires otherwise, the following procedures shall be followed:

(a) Not more than 120 and not less than 100 days before a subsequent director election, the district secretary shall publish at least once in a newspaper of general circulation in each county in which all or part of the district is situated a proclamation setting forth:

- (i) The date of the election;
- (ii) The offices to be filled at the election including the terms of the offices;
- (iii) The terms and unexpired terms of offices to be filled;
- (iv) The number of persons required by law to fill the offices;
- (v) The filing period;
- (vi) The address of the filing office and;
- (vii) Whether the election shall be a conventional election or a mail ballot election.

(b) If the election is a conventional election then the proclamation shall:

- (i) Give the address of the polling place(s) and;
- (ii) State the hours that the polling place(s) will be open.

(c) If the election is a mail ballot election, then the proclamation shall state:

- (i) That there will be no polling places;
- (ii) Anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official.

(d) If the election involves a ballot proposition, the proclamation shall include a description of the ballot proposition.

(e) Additional proclamations may be made by the election official.

(f) Minor errors in any proclamation shall not invalidate the forthcoming election.

Section 6. Conduct of special district elections.

W.S. 22-29-101 through 22-29-114 requires the special district or districts to allow absentee voting if not held in conjunction with any other type of election governed by the Election Code. Absentee voting shall be consistent with procedures for mail ballot

elections. In a conventional election, those already registered may request absentee ballots through the day before the election. In tandem with absentee voting, the election may be conducted in one of two ways:

(a) A conventional election day election requires:

(i) Polling places staffed by election judges who distribute ballots to the voters or operate an electronic voting system and;

(ii) Districts using an electronic voting system or alternate voting system shall follow the Election Code requirements for security, sealing the machine after the pre-election test, polling place regulations of the voting system and resealing of machines after the polling is completed.

(b) A mail ballot election where all the persons or entities determined to be eligible to vote are mailed ballots, which when voted, are returned to the election official and shall be safeguarded until the deadline for voting passes, which deadline shall be called election day.

(c) In applying the statutes and rules, these shall be applied in the following order: principle act, W.S. 22-29-101 through 22-29-114 and these rules for the purpose of clarification.