



David J. Shively
Commissioner
Maura Kelly Tolzin
Chief Deputy

RECEIVED
JAN 11 2018
LANCASTER COUNTY
CLERK

Election Commissioner
601 North 46th Street
Lincoln, Nebraska 68503-3720

Telephone: (402) 441-7311
FAX: (402) 441-6379

January 9, 2017

RECEIVED
JAN 11 2018
LANCASTER COUNTY
BOARD

Mr. Todd Wiltgen, Chair
Lancaster County Board of Commissioners
555 South 9th Street
Lincoln, NE 68508

Dear Todd:

Pursuant to Nebraska Revised Statute § 32-958, enclosed please find a report of the All Mail Special Election which my office conducted for the Norris School District on Tuesday, November 14, 2017.

Since this report is required by state law, I would appreciate it if the minutes of an upcoming County Board meeting reflect that the Board of Commissioners has received this report.

If any members of the Board or your staff have questions regarding this report, please feel free to contact me.

Sincerely,

David J. Shively
Election Commissioner

DS/s
Enclosure



Election Commissioner
601 North 46th Street
Lincoln, Nebraska 68503-3720

David J. Shively
Commissioner
Maura Kelly
Chief Deputy

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Norris Public School Special Bond Election
November 14, 2017 - Special Election by Mail Report

Type of vote tabulating equipment used: 850 (ESS)

Number of Registered Voters in Political Subdivision:

Table with 2 columns: County, Registered Voters. Rows include Lancaster (6,217), Gage (721), Otoe (12), and Total (6,950).

Number of Ballots mailed out on October 23, 2017: 6,608

Number of additional ballots mailed out between October 24, 2017 and November 3, 2017: 38

Total number of ballots mailed out: 6,646

Total number of ballots returned as undeliverable: 186
Total number of ballots returned for counting: 3,164

Total number of ballots rejected for Counting: 10 (no signature)

Total number of ballots counted: 3,154
Turnout percentage: 45.38%

Total number of ballots returned for counting after the 5:00 p.m. deadline on Tuesday, November 14, 2017: 99

Number of letters sent to voters with a status of "In NVRA":
(In accordance with Nebraska Revised Statute § 32-953)

Table with 2 columns: County, IN NVRA. Rows include Lancaster (322), Gage (20), Otoe (0), and Total (342).

Security and Check-in Process: Please see attachment "A"
Date of Canvassing Board: November 15, 2017 - Please see attachment "B"
Costs of Election: Please see attachment "C"

Signature of David J. Shively
David J. Shively, Election Commissioner

11-28-17
Date of Report

Election Calendar: Norris School District 160 Special School Bond Election

Tuesday, November 14, 2017

Attachment A

Date	Procedures and Processes	Statutory Reference
Wednesday, September 20, 2017	Received official notification from Lancaster County School District 0160 (Norris School District 160) for the election.	Neb. Rev. Stat. § 32-559 - at least 50 days prior to election
	Election Commissioner determines to conduct special election by mail and submits request to Secretary of State for approval.	Neb. Rev. Stat. § 32-952
Friday, September 22, 2017	Election Commissioner receives approval from Secretary of State to conduct the election by mail.	Neb. Rev. Stat. § 32-952
Thursday, September 28, 2017	Notice of Election published in <u>The Voice</u> by Lancaster County Election Commissioner.	Neb. Rev. Stat. § 32-802 -- at least 42 days prior to election
	Election Commissioner notifies Lancaster County School District 0160 (Norris School District 160) and the Gage and Otoe County Clerks of approval to conduct the election by mail. Election Commissioner submits ballot language to Election Systems and Software (ES&S) for ballot proofs.	
Friday, October 06, 2017	Receive ballot proofs from ES&S. Election Commissioner and staff will proof ballots. Before ballot proofs are finalized and approved, Election Commissioner will submit ballot proofs to Lancaster County School District 0160 (Norris School District 160) for review.	
Wednesday, October 11, 2017	Upon the final approval of ballot proofs, the Election Commissioner will authorize ES&S to print ballots and prepare the ballot coding for the vote tabulation machines.	
Friday, October 13, 2017	Mail letters to voters with a status of "In NVRA" explaining how to obtain a ballot and stating the applicable deadlines.	Neb. Rev. Stat. § 32-953
Monday, October 16, 2017	Ballots, coding and test materials received by the Election Commissioner from ES&S.	
Tuesday, October 17, 2017	Election Commissioner and Chief Deputy Election Commissioner will conduct three independent tests of ballot tabulating machine. Program chips will be stored in a secure environment in Administrative Service Officer's office and the office will be locked when office is closed.	
	Election Commissioner will appoint members of the Counting, Canvassing and Resolution Boards no later than this date.	
Monday, October 23, 2017	First Date that ballots can be mailed. Mail official ballots to all registered voters of Lancaster County School District 0160 (Norris School District 160).	Neb. Rev. Stat. § 32-953-- not sooner than the 22nd day before the date of the election
	* Ballots will be mailed in accordance to Neb. Rev. § 32-953	
	* All ballots will be mailed the same day. Included with the ballot will be detailed instructions and a return envelope.	
	* Ballots will be mailed First Class and non-forwardable.	
	* Any voters registering to vote after this date will be issued their ballot as soon as possible.	
	* The Otoe and Gage County Clerks will provide the Lancaster County Election Commissioner with a list of voters in their respective counties residing in Lancaster County School District 0160 (Norris School District 160) in an electronic format so ballots may be issued to those voters.	
	* Early vote ballots will be sent only to voters requesting that their ballot be mailed to an address different than their address of record and may be sent out prior to this date.	
	* Election Commissioner and Chief Deputy Election Commissioner will inspect ballot boxes and will confirm that they are empty. The ballot boxes will then be locked in preparation for the return of ballots to the Election Commissioner's Office.	
Monday, October 23, 2017 through 5:00 p.m. on Tuesday, November 14, 2017	Ballots returned to Lancaster County Election Commissioner by mail or in person no later than 5:00 p.m. on Tuesday, Nov. 14, 2017	
	* Returned ballots will be verified in accordance with Neb. Rev. Stat. § 32-957. Once verified and logged into the Voter Registration System, ballots will be deposited into inspected ballot boxes and will remain there until the counting board convenes to open ballot boxes and to begin the process of opening the envelopes and preparing the ballots for tabulation. Returned ballots will be stored in ballot boxes in the Counting Room which is secure.	
	* Replacement ballots will be issued in accordance with Neb. Rev. Stat. § 32-956.	Neb. Rev. Stat. § 32-956.
	* Provisional ballots will be issued in accordance with Neb. Rev. Stat. § 32-915.	Neb. Rev. Stat. § 32-915.
	* Ballots from voters returned as undeliverable will be so noted in the Voter Registration system.	

Date	Procedures and Processes	Statutory Reference
Monday, October 23, 2017 through 5:00 p.m. on Tuesday, November 14, 2017 (Continued)	<p>* Ballots from voters returned with an updated address will be crossed checked to see if the new address is located within the boundaries of the county and of the school district. If this is the case the voter will be issued a new ballot using provisional ballot measures. If the new address is not located within the boundaries of the county and of the school district, the new address will be so noted in the Voter Registration system.</p> <p>* If ballots are returned personally to the Lancaster County Election Commissioner's Office it must be done during regular business hours (8:00 a.m. – 4:30 p.m.). On Tuesday, Nov. 14, 2017, ballots may be personally returned from 8:00 a.m. – 5:00 p.m</p> <p>* Ballots may also be returned 24/7 in the dropbox located in front of the Election Commission Office, 601 N 46th St, Lincoln</p>	Neb. Rev. Stat. § 32-954
Friday, October 27, 2017	<p>Deadline for voters to complete voter registration applications from agencies including DMV</p> <p>Deadline for voters to complete on-line voter registration</p> <p>Deadline for postmark of mail-in voter registrations</p> <p>6:00 p.m. -- Deadline for voter registrations by Deputy Registrar</p>	<p>Neb. Rev. Stat. § 32-308 and 32-310</p> <p>Neb. Rev. Stat. § 32-304</p> <p>Neb. Rev. Stat. § 32-321- Postmarked on or before third Friday before election</p> <p>Neb. Rev. Stat. § 32-306- 3rd Friday preceding election.</p>
Thursday, November 02, 2017	Sample Ballot published in The Voice by Lancaster County Election Commissioner	Neb. Rev. Stat. § 32-803-- Not less than 2 days nor more than 15 days before an election
Friday, November 03, 2017	<p>Last day to mail out ballots.</p> <p>Last day for in-person voter registration – Election Commissioner Office - open until 6:00 p.m.</p> <p>Deadline to mail out Early Voting Ballots to voters requesting that their ballots are to be mailed to an address different than their address of record.</p>	<p>Neb. Rev. Stat. § 32-953-- 10th day before election</p> <p>Neb. Rev. Stat. § 32-302- 2nd Friday before election</p> <p>Neb. Rev. Stat. § 32-941 - close of business on the 2nd Friday preceding the election</p>
Wednesday, November 08, 2017	Last day a replacement ballot can be sent to voter.	Neb. Rev. Stat. § 32-956- 4th business day before election
Monday, November 13, 2017	9:00 a.m. -- Counting Board convenes to open ballot envelopes and prepare ballots for tabulation for all ballots received at this time.	
Tuesday, November 14, 2017	<p>Election Day -- Norris School District 160 School Bond</p> <p>5:00 p.m. -- Deadline to request replacement ballot.</p> <p>Counting Board reconvenes no later than 1:00 p.m. to continue the process of opening ballot envelopes, preparing ballots for tabulation and to tabulate all ballots on vote tabulation machines. Once ballots are opened and prepared for tabulation, an independent test of the tabulating machines will be completed and verified. When testing is complete, all ballots will be tabulated. If this is completed prior to 5:00 p.m., then the Counting Board will recess and reconvene at 5:00 p.m. to process and tabulate any ballots returned to the Election Commissioner's Office between the time of recess and 5:00 p.m. Once tabulation is complete, unofficial results will be released to the public.</p> <p>5:00 p.m. -- Deadline for return of all ballots including early vote ballots, to be returned to Lancaster County Election Commissioner's Office, 601 N. 46th St., Lincoln, NE 68503.</p>	<p>Neb. Rev. Stat. § 32-956</p> <p>Neb. Rev. Stat. § 32-958 & 32-1027</p> <p>Neb. Rev. Stat. §32-954</p>
Wednesday, November 15, 2017	1:00 p.m. -- Canvassing Board convenes	Neb. Rev. Stat. §32-1031
Friday, December 22, 2017	Report of Election to Secretary of State and the Lancaster County Board of Commissioners will be issued no later than this date.	Neb. Rev. Stat. §32-958
Friday, December 22, 2017	Certification of Election will be issued to the Lancaster County School District 0160 (Norris School District 160) no later than this date.	Neb. Rev. Stat. § 32-1033

**Lancaster County Election Commissioner
Canvassing Board Minutes
Norris School District Special Bond Election
November 14, 2017**

The Canvassing Board for the November 14, 2014, Norris School Bond Special Bond Election convened in the conference room of the Lancaster County Election Commissioner's Office on Wednesday, November 15, 2017 at 1:00 p.m. Members serving on the board are Nancy Noren and Judy Garlock.

Election Commissioner David Shively called the Board to order, welcomed the members, and thanked them for serving. Mr. Shively also recognized Chief Deputy Election Commissioner Maura Kelly.

The Commissioner commented that per state law, this election was conducted entirely by mail. He stated that it was a smooth process. The turnout for the election was 45.38%

Shively then reviewed with the board a report of the election. (Attachment "B").

A total of 6,646 ballots were mailed to voters of the Norris School District. A total of 3,164 were returned for counting. A total of 10 ballots were rejected. Therefore, a total of 3,154 ballots were eligible to be counted for this election.


Commissioner Shively also shared with the Board the report of the Lancaster County Counting Board for this election provided by Chief Deputy Kelly (Attachment "C").

The Election Commissioner presented the Final Results document (Attachment "A") to the board.

Judy Garlock moved to certify the results of the November 15, 2017 Norris School District 160 Special Bond Election based on the Final Results document (Attachment "A"). Nancy Noren seconded the motion. The motion passed unanimously.

Nancy Noren moved to adjourn the Canvassing Board at 1:10 p.m. on November 15, 2017. Judy Garlock seconded the motion. The motion passed unanimously.

Respectfully submitted,



David J. Shively, Election Commissioner

Attachment B

Publications	
Notice of Election	
Sample Ballot and 2nd Notice were billed directly to the School District	
Total Publication	\$ 33.35
Postage	
Total Postage	\$ 3,550.26
Office Supplies	
Sample Ballots	
Absentee Envelope (2)	
Window Envelopes	
Dyno Labels	
5160 Labels	
Paper	
NVRA letters	
Post Offices	
Village Clerks	
Total Office Supplies	\$ 1,336.49
ES&S	
Layout	
Printing	
Programming	
Total ES&S	\$ 3,086.64
Staffing	
Staff	
FICA	
Total Staffing	\$ 1,152.15
Total Billing	\$ 9,158.89

Attachment C