

## Mail Ballot Written Plan and Timetable

This written plan and timetable and instructions must be posted to the county election website or publicly noticed in another way at least 60 days before the election. **School Elections:** If the school district clerk is running the election, the plan must be sent to the county administrator.

**Note:** The information in this plan is the responsibility of the election administrator and is not reviewed by the Secretary of State.

Type of Election	Trustee/Director/Governing Body <span style="float: right;"><input type="checkbox"/></span>		
Name of Jurisdiction (District, Precinct, or Ward)	CITY OF DILLON		
Name(s) of County(s)	Beaverhead		
Estimated # of Electors	Active	Inactive	Provisional
	2188	480	6
Postage to Return Ballot paid for by (& if insufficient, who pays)	Elector; jurisdiction covers insufficient postage		
Procedures to Ensure Security and Transport of Ballots <b>School Elections:</b> attach outlined security procedures	Ballots are deposited in a locked ballot box and secured in a locked area, and transported by at least two officials		
Ballots printed based on	Ward <span style="float: right;"><input type="checkbox"/></span>		
Plan for providing voter interface devices	One ExpressVote will be available at the Beaverhead Co.nty Courthouse from October 7th through November 4, 2025		
For school elections, specify signature verification procedures	Not applicable not a school election		
<b>ELECTION DATES</b>			
		<b>REQUIRED BY LAW</b>	<b>DATE</b>
1	Date applicable documents sent to governing body	No later than 60 days before election	9/5/25
2	Date of posting written plan and timetable	No later than 60 days before election	8/19/25
3	Last day for governing body to opt out of mail ballot election	55 days before election	9/10/25
4	Dates Notice of Close of Regular Registration Published	3 times in the 4 weeks preceding the close of regular registration	9/17/25
			9/24/25
			10/1/25
5	Dates Election Notice Published	3 times, no earlier than 40 days before and no later than 10 days before election	10/15/25
			10/22/25
			10/29/25
6	Close of Regular Registration	30 days before election	10/6/25
7	Beginning of Late Voter Registration	Day after close of regular registration	10/7/25
8	Date Ballots Mailed	No earlier than 20 days and no later than 15 days before election	10/17/25
9	<b>ELECTION DAY</b>		<b>11/04/25</b> <span style="float: right;"><input type="checkbox"/></span>

**I affirm that I will conduct the election according to the written plan and timetable.**

Stacey Reynolds

\_\_\_\_\_  
Chief Election Administrator Conducting Election

\_\_\_\_\_  
Other County Administrators if Applicable

☒ County Election Admin    ☐ School District Clerk

Updated 8/14/2025

The place(s) of deposit and the days and times when ballots may be returned to the places of deposit are:

BEAVERHEAD COUNTY COURTHOUSE

ELECTION OFFICE

2 S. PACIFIC ST, #3

DILLON, MT 59725

Business hours: 8:00 AM to 5:00 PM

ELECTION DAY: 7:00 AM to 8:00 PM

Attach any special requirements here:

Ballot drop box will be located inside the Election Office

## VOTE YOUR BALLOT

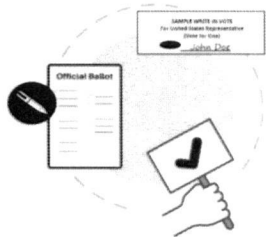
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## PREPARE YOUR BALLOT FOR RETURN

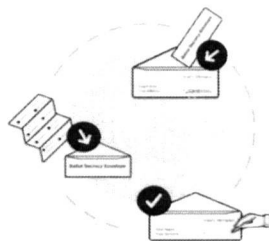
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## RETURN YOUR BALLOT

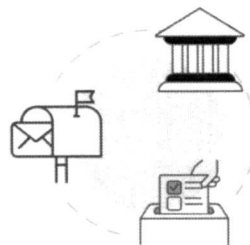
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- With a blue or black ink pen, fill in the oval for each race.
  - Skipping a race will not invalidate your ballot
- To write in a candidate's name, completely fill in the oval next to the line and print the name in the blank space. (Note: only the names of candidates who have filed to be write-in candidates will be counted.)
- The following are not allowed:
  - An X, v, or another mark.
  - Crossing out, erasing, or using correction fluid.
  - Any identifying marks on your ballot.
  - Marking more choices than allowed for each race.
- If you make a mistake, request a replacement ballot from your county election office.



- Place and seal the voted ballot in the secrecy envelope.
- Place and seal the secrecy envelope into the return signature envelope.
- Sign your name on the voter affirmation line and write your birth year on the return signature envelope. (Do not sign for another person.)



- Mail your ballot. The Postal Service recommends you mail your ballot at least one week before the election.  
(Note: .78 cents postage required)

OR

- Drop off your ballot at your polling place or county election office:

**BEAVERHEAD COUNTY  
ELECTION OFFICE**

**2 S. PACIFIC ST, STE #3**

**DILLON, MT 59725**



## ELECTION VOTING INSTRUCTIONS

VOTED BALLOT MUST BE  
**RECEIVED** (A POSTMARK IS  
NOT ACCEPTED) BY  
**8 P.M. ON ELECTION DAY**

### OTHER INFORMATION:

- Contact your County Elections Office for questions, including assistance for voters with disabilities and information for military voters.

### PHONE NUMBER

406-683-3720

### EMAIL ADDRESS

[elections@beaverheadcountymt.gov](mailto:elections@beaverheadcountymt.gov)

Failure to follow these instructions may  
invalidate part or all of your ballot.

# Mail Ballot Written Plan and Timetable Guide

The purpose of the mail ballot written plan and timetable is to provide key information to voters about the election and its timeline. This guide serves as a resource outlining legal requirements for conducting a mail ballot election completing the written plan.

## **1 Date applicable documents sent to governing body**

The election administrator shall forward the applicable documents to the governing body no later than 60 days before the election. The applicable documents include: (1) The 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 13-19-204, MCA.

## **3 Last day for governing body to opt out of mail ballot election**

No later than 55 days before the election, the governing body may file a resolution with the election administrator objecting to the election being conducted by mail ballot, 13-19-204, MCA.

## **5 Publish Notice of Election**

**Non-school elections:** Election administrator shall publish notice of election at least 3 times no earlier than 40 days before and no later than 10 days before election, 13-1-108, MCA.

**School elections:** Notice must be published at least once, no earlier than 40 days before and no later than 10 days before, in a newspaper, or in 3 public places in the district, or on the district's active website for the 10 days prior to the election, 20-20-204, MCA.

## **8 Date Ballots Mailed**

No sooner than 20 days or later than 15 days before election, 13-19-207, MCA.

**Special Requirements:** Attach a description of any special requirements, including proportional voting or special eligibility requirements if applicable, ARM 44.3.2702.

## **2 Date of posting written plan and timetable**

The written plan and timetable must be posted to the county election website, or publicly noticed in another way, as outlined in 13-19-205, MCA, at least 60 days prior to the election. A separate plan must be submitted for each type of election. This plan may be amended by the election administrator at any time prior to the 35<sup>th</sup> day before the election, and any amendments must be noticed in accordance with statute, 13-19-105, MCA.

**School Elections:** if the election is conducted by the school district clerk, the Written Plan must be sent to the County election Administrator.

## **4 Publish Notice of Close of Regular Registration**

**Non-school and school elections:** Election administrator shall publish notice specifying the day regular registrations will close and the availability of the late registration option at least 3 times in the 4 weeks preceding the close of regular registration, 13-2-301, MCA.

**School elections:** school clerks running school elections need to coordinate with the county election administrator to have the county election administrator publish the notice of close of registration.

**Undeliverable Ballots:** If a mail ballot is returned as undeliverable, the election administrator shall attempt to contact the elector to determine the reason for return and mail a confirmation notice if the elector cannot be contacted otherwise, 13-19-313, MCA.