

KCCEOA Wrap-up



Secretary Kobach swears in the 2012 KCCEOA officers (from left): Jamie Shew, Sharon Seibe, Donna Zimmerman, and Joanne Long. *Photo by Josh King.*

The theme of the 2012 spring conference of the Kansas County Clerks and Election Officials Association, held in Dodge City May 2-4, was Blazing Trails West. The site of the conference was the Dodge House Hotel and Convention Center. The KCCEOA officers, led by President Janet Rumpel, Sherman County Clerk, generously allotted nearly a day and a half to the Secretary of State's office to conduct training on the various aspects of the 2012 elections.

Wednesday's session included a business meeting, committee reports, and a presentation by Randall Allen from the Kansas Association of Counties, followed by presentations on employee issues and federal employment laws. After a 5:00 adjournment, conference attendees were on their own for dinner and entertainment. The hotel provided a shuttle to the new casino located a short distance from the hotel, and several county clerks and staff members were seen trying their luck at the tables.

Thursday's session, conducted by Secretary of State Kris Kobach and his staff, began at 8:30 and continued until 5:00 pm. Thursday's topics included the following:

Session 1: General Issues – Opening remarks by Secretary Kobach, an update on legislation, and discussion of mail service in light of recent discussions about closing post offices.

IN THIS ISSUE

- 2 FROM THE DESK OF THE SECRETARY
- 3 UOCAVA
- 4 2012 LEGISLATION
- 5 REDISTRICTING NEWS
SAFE PHONE NUMBER
NEW CEOS
- 8 SAFE ACT

State Objections Board

On May 9, 2012, the State Objections Board met to hear an objection filed by Eileen Murtha, a registered voter in Sedgwick County.

Ms. Murtha objected to the candidacy of Rodney Wren, a Republican candidate in the Kansas House of Representatives District 83. Ms. Murtha alleged that Mr. Wren did not have a residence in the 83rd district as is required by the Kansas Constitution.

The State Objections Board is comprised of the Secretary of State, the

canvassing Kansas

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Kansas Secretary of State



From the desk of the Secretary

Last month a Kansas citizen filed a federal lawsuit to prohibit the Secretary of State from holding elections under the decade-old district maps. The plaintiff in *Essex v Kobach* requested a three-judge panel to redraw 2012 district lines since the state legislature had failed to do so.

On May 30, the three-judge panel concluded the two-day hearing and began the redistricting deliberation process for these affected offices: U.S. House of Representatives, Kansas State Senate, Kansas State House of Representatives and Kansas State Board of Education. I have consulted with several of you in this process to make sure the court is aware of all aspects of administering elections that require a speedy redistricting resolution. I sincerely appreciate your input.

In my trial brief and oral testimony, I explained to the court the incredible burden faced by county clerks and county election officers in meeting the deadlines of the state's election calendar. I urged the court to render a decision including new district lines as soon as possible. I told the judges that if the decision is issued on or before **June 8th**, the candidate filing deadline and the primary election date are adequate as they stand currently. They should not be altered.

Recognizing that they may not be able to meet that deadline, I advised the court of ways the elections will be affected based on the timing of its decision. If the decision is issued between **June 9th** and **June 13th**, inclusive, the filing deadline should be moved to **June 15th**. The primary election date should not be altered. And if the decision is issued between **June 14th** to **June 20th**, inclusive, the filing deadline should be moved to **June 22nd**, and the primary election date should be moved to **August 14th**. The Court should also order all county election officers in Kansas to move any locally mandated elections that were to be held on August 7th to the new date of August 14th.

While it is unclear which option the court will choose, I am confident that it will decide as quickly as possible. We will keep you informed.

For secure and fair elections,

Improvements for UOCAVA Voters

Several important improvements in voting opportunities for military and overseas voters have occurred in the past few years. Some are the result of the passage of federal and state laws and one is an enhancement in security options for UOCAVA voters that results from research conducted by the Secretary of State's office.

All of these improvements are directed toward voters who qualify to vote under the federal Uniformed and Overseas Citizens Absentee Voting Act and do not apply to other voters who vote at polling places or who vote advance ballots under Kansas state law.

The federal MOVE Act (Military and Overseas Voter Empowerment), passed in 2009, constituted a series of amendments to the UOCAVA law and were designed to make voting easier for military and overseas (sometimes called "federal services") voters by allowing them to complete the voting process electronically.

The main points of the MOVE Act as it is administered in Kansas are:

- UOCAVA voters may apply for ballots, receive and return them by mail, fax or email.
- UOCAVA voters may vote a Federal Write-In Absentee Ballot if they (a) are located outside the U.S., (b) applied for a regular ballot, and (c) the ballot was not received and there is not enough time before the election to obtain a replacement ballot. The FWAB is available online at www.fvap.gov or via a link on the SOS web site.
- Ballots must be distributed by the CEO to UOCAVA voters by the 45th day before any election. For UOCAVA voters who apply later than the 45th day, ballots must be sent within two days.

The ballot deadlines are Saturday, June 23 for the primary election to be held on August 7, and Saturday, September 22 for the general election to be held on November 6.

Passage of Senate Bill 103 by the Kansas Legislature in 2011 expanded voting opportunities for UOCAVA voters:

- UOCAVA voters have a full ballot, the same as all other voters' ballots. Previously, ballots did not include local questions or precinct committee

positions (in the August primary).

- Voters can choose email or "other electronic method authorized by the Secretary of State." Thus far the Secretary of State has not authorized any other electronic methods.
- UOCAVA voters must submit their Federal Post Card Applications once every calendar year. Previously, under rules established in the Help America Vote Act, submission of an FPCA allowed the voter to receive a ballot in every election from the date of the submission of the FPCA through the second succeeding federal general election.
- UOCAVA voters can choose to vote FWABs, as detailed above.

The plan for administration of UOCAVA ballots in 2012 is:

- Work with CEOs to ensure that they meet the ballot distribution deadlines. CEOs will be required to report to the SOS office, and the SOS office is required to report to the U.S. Department of Justice that the deadlines were met.
- Redesign the SOS web site to facilitate UOCAVA voters' ability to find the information they need.
- Coordinate with CEOs and UOCAVA voters to ensure that ballots are transmitted to the voters by whatever means they choose: mail, fax or email.
- Coordinate with CEOs to provide options for UOCAVA voters to add a layer of security to their emailed ballots. See below for more information.

As outlined in May at the KCCEOA conference, the Secretary of State's office has been researching options for UOCAVA voters to increase the security of electronic ballot returns by email. The resulting plan offers three options to the voter who plans to return his or her ballot by email.

1. Plain email – The voter attaches the voted ballot to an email and sends it to the county election officer for processing. This is the option that everyone is familiar with today as it has been the standard option for returning ballots by email.

Cont'd on pg. 9

Wrapping up the 2012 Legislative Session

The Secretary of State's office proposed several bills related to elections, and the KCCEOA had an agenda of bills it had adopted at its conference in the fall of 2011. The KCCEOA Elections Committee, chaired by Crawford County Clerk Don Pyle, proposed and testified on the Association's bills, making numerous trips to Topeka and phone calls to legislators.

Conference Committee Report

Much of the elections legislation that passed in 2012 was in a conference committee report on Senate Bill 129. That report contained the following four bills:

(a) **HB 2715** – The KCCEOA bill to move the drainage district candidate filing deadline from March to January and to assess a \$5 candidate filing fee for drainage district and extension council candidates.

(b) **HB 2720** – Add “identification card issued by an Indian tribe” to the list of acceptable photo IDs used for voting under the SAFE Act.

(c) **HB 2437** as amended – Add a requirement that the Kansas Department of Health and Environment's Office of Vital Statistics issue free certified copies of birth certificates to registered voters who need birth certificates to obtain free ID cards from the Division of Motor Vehicles for purposes of providing photo ID when voting. This is considered an amendment to the SAFE Act. The Office of Vital Statistics adopted a policy in early 2012 to provide birth certificates in these situations; this legislation puts the policy in law beginning July 1, 2012. The original SAFE Act in 2011 required the Office of Vital Statistics to issue free birth certificates to persons who need them for evidence of U.S. citizenship when registering to vote. The citizenship requirement goes into effect January 1, 2013.

(d) **SB 17** – Raise from \$500 to \$1,000 the campaign contribution limit for candidates for State Board of Education.

Constitutional Amendment

HCR 5017 – This House Concurrent Resolution passed both houses of the Legislature. There will be a question on the statewide ballot in the general election on November 6, 2012 on a constitutional amendment to allow the Legislature to classify and tax watercraft differently than other property.

Bills That Did Not Pass

There were a number of bills that election officers were monitoring that failed to pass in 2012:

SB 102 – Require certain candidates, lobbyists and political committees to pay higher fees to the Governmental Ethics Commission.

SB 145 and SB 309 – Called “stand by your ads” bills, these would require published or broadcast paid campaign material to include statements identifying the candidate or other entity sponsoring the ad.

SB 333 – Proposed by the SOS, this bill would bring state petition circulator laws into compliance with recent court cases by removing the requirement that circulators be residents of Kansas.

SB 385 – Authorize county commissions to adopt resolutions defining duties of county clerks, treasurers, and registers of deeds.

SB 388 and SB 461 and HB 2722 – Require the Secretary of State to implement a statewide training program for election officials, poll workers, and anyone involved in voter registration. Includes proficiency tests.

SB 389 and SB 460 and HB 2721 – Require the Secretary of State to implement a statewide voter education program to inform the public about voter ID, including direct mail, mass media, PSAs, press events and social media.

HB 2126 and HB 2739 – Move the nonpartisan local elections held in the spring of odd-numbered years to the fall of even-numbered years.

HB 2224 and HB 2752 – Require candidates for national and state office to provide proof of US citizenship to the Secretary of State when they file for office.

HB 2425 – Move local board of education and question submitted elections from Article 9 to Article 41 of Chapter 25, putting them under the Governmental Ethics Commission and requiring the filing

of campaign finance reports by individuals or groups supporting or opposing question submitted elections in cities, USDs, community colleges, townships and counties.

HB 2437 – Proposed by the Secretary of State, this bill would move the effective date of the requirement for first-time voter registration applicants to provide evidence of US citizenship from January 1, 2013 to June 15, 2012.

HB 2438 – Move the beginning of the elected term of county treasurers from the second Tuesday in October to the second Monday in January immediately following their election.

HB 2641 – Require the election of county appraisers beginning in 2016.

HB 2715 – Proposed by the KCCEOA, this bill would require candidates for extension councils and drainage districts to pay \$5 filing fees and would set the candidate filing deadline for drainage districts 10 weeks before the April general election.

HB 2780 – Require explanatory statements on ballots for question submitted elections.

HB 2782 – Require all candidates for all elected offices to be 18 years or older, US citizens and residents of their election districts. Candidates would provide proof of US citizenship. ■

SAFE phone number

The Secretary of State's office began running radio and television ads earlier this year to remind people of the new SAFE Act requirements. At the end of these ads, our office phone number is included: 1-800-262-VOTE (8683).

This phone number has been used for years by our office. However, it has come to our attention that you must dial this number very carefully. If a person dials 1-800-262-8083 you will reach an adult entertainment phone line.

As this will prove to be quite a shock to people, you may want to remind people to pay extra attention to the phone number they dial. And if you receive complaints about this, you can direct them to the correct phone number. ■

New County Election Officers

Long time McPherson County Clerk, Susan Meng, retired on June 1 of this year. Susan was in office for over 23 years. Cathy Schmidt was appointed to fill the remainder of Susan's term. Cathy has been in the clerk's office since March, 2000 and has served as Deputy Clerk since March 2008. Cathy grew up in Idaho and moved to Arkansas the summer before her senior year in high school. Brave woman! Cathy attended Central College in McPherson and stayed in the area, working at a real estate office after college. Cathy will be married 24 years this July.

Cammie Farner, Chautauqua County Clerk, is retiring on June 15 of this year. Cammie has worked in the clerk's office since 1997 and was first elected clerk in 2008. Cindy Alberts was recently appointed as her successor. Cindy has been in the county clerk's office since 2006, becoming Deputy Clerk in 2009. Cindy and her husband have been married since 2006 but have known each other over 20 years. They collectively have 7 adult children and 11 grandchildren (with another on the way). In her spare time, Cindy enjoys gardening, camping, and photography.

Welcome aboard to Cathy and Cindy and good luck Susan and Cammie! ■

Redistricting Update

Every ten years, the Kansas Legislature is required to redistrict boundary lines for United States House, Kansas Senate, Kansas House and State Board of Education. As you may have heard by now, the Kansas Legislature was unable to pass legislation redrawing new political boundaries before the end of the legislative session.

On May 3 of this year, Robyn Essex, a registered voter in Johnson County, filed a lawsuit against Secretary of State Kris Kobach. The lawsuit requested a three judge panel be appointed to hear the case. The lawsuit also requested the Secretary of State's office be prohibited from administering any elections based on the 2002 boundary lines, and if necessary, draw suitable

Cont'd on Page 7

Session 2: Redistricting – A discussion of how the CEO can prepare for the conduct of elections with new district lines.

Session 3: UOCAVA and MOVE – Military and overseas voting rights, options for the voters, duties of the CEO, deadlines for ballot distribution, and new email security procedures developed by the SOS office.

Session 4: Disabilities Training – A presentation by Rocky Nichols of the Disability Rights Center of Kansas, including a discussion of voting rights of individuals with disabilities, sensitivity training, and materials to be provided by DRC under a contract with the SOS office.

Session 5: SAFE Act – A review of the requirements of the SAFE Act, statistics from early elections with SAFE; the roles of the CEO, poll worker, and other agencies; advance voting under SAFE; new regulations and forms; and SOS and county public education campaigns.

During lunch on Thursday, Secretary Kobach swore in the new KCCEOA officers: Joanne Long, Bourbon County, as President; Donna Zimmerman, Barton County, as Vice President; Sharon Seibel, Ford County, as Secretary; and Jamie Shew, Douglas County, as Treasurer.

Shortly after adjournment of the Thursday session, Secretary of State Kobach conducted a brief, informal meet and greet session with county clerks who have been appointed to their positions during the past 6 months or so. This was a chance for clerks who are new to their positions to meet the Secretary and each other and to make connections with experienced colleagues from other counties who may be able to assist them as they learn about their new jobs. The following individuals were included: Brande Studer, Chase County; Vicky Wedman, Elk County; Kim Hall, Greenwood County; Sarah Rains, Hodgeman County; Crystal Rucker, Logan County; Gina Castillo, Morton County; and Cathy Schmidt, McPherson County.

After breakfast on Friday, the elections session

continued with the following presentations:

Session 6: HAVA and ELVIS – Updates on the HAVA audit, funding, workstation fees, ELVIS training, HAVA endowment program and the recent release of ELVIS update version 12.2.

Session 7: Poll worker training – A review of training materials provided by the SOS office, points of emphasis in poll worker training, a humorous video of polling place scenarios, and a CEO panel.

The video that was shown during Session 7 on Friday was provided by the Johnson County Election Commissioner's office. They had contracted with a locally known comedian to act out a series of scenarios portraying various types of voters. The video is humorous but with a point—poll workers need to be prepared for situations related to the new photo ID requirement that they have not encountered before.

A number of CEOs donated their time and talents to participate in four panels dealing with important topics related to the SAFE Act. Secretary Kobach and his staff wish to acknowledge and thank the following individuals:

Voter ID skit – This was a humorous skit performed by CEOs acting out situations that poll workers may encounter as they administer photo ID at the polling places on election day. Participants included Joanne Long of Bourbon County (the poll worker); Linda Schreppel of Labette County (“Doesn't look like her ID” voter); Terry Miller of Cheyenne County (“You've known me for years” and “Man dressed as woman” voter); Donna Zimmerman of Barton County (“Fellow poll worker” and “Married woman changed name” voter); Rich Vargo of Riley County (“Religious objector” and “I left my ID in the car” voter); and David Lamb of Linn County (“Family member” and “Halloween mask” voter).

Also, Secretary Kobach portrayed the “Photo ID protest” voter. Like the video provided by Johnson County, the CEO skit included a message along with humor.

Early election experiences – This panel was composed of several CEOs who had conducted elections early in 2012 under the photo ID requirement. It was useful for CEOs in the audience who had not yet had

an election in 2012 to hear about their experiences. The focus was on what worked, what changes need to be made before August and November, and what unexpected situations arose from the photo ID requirement. The panel was moderated by Bonnie Swartz, Gray County Clerk, who conducted the first-ever Kansas election with photo ID on January 10, 2012, and included Deb Norris of Sumner County, Linda Bogart of Cloud County, and Janet White of Miami County.

Poll worker training – This panel made its presentation on Friday morning, May 4, during Session 7. Panelists shared their recommendations on how to design effective training programs for poll workers under SAFE requirements. The panel was moderated by Matt Woehrle, Wyandotte County Election Commissioner’s Office Program Coordinator, and included Sharon Seibel of Ford County and Brian Newby of Johnson County.

Local voter education programs – This panel was made up of county clerks who have devised some innovative ways to educate their voters about SAFE voting requirements. Don Merriman, Saline County Clerk, collected ideas from across the state and moderated the panel discussion, which also involved Don Merriman of Saline County, Stacia Long of Seward County, Jamie Shew of Douglas County, Sonya Stohs of Marshall County, and Don Pyle of Crawford County.

Much of the discussion at the conference was about the factors that make 2012 an especially busy and hectic election season: a presidential election year, when records are often set for voter registration, advance voting and overall

turnout; redistricting, which adds extra work and complexity to the process; implementation of the SAFE Act, which brings about significant changes to the registration and voting processes; and the fact that county clerks are on the ballot for reelection. Although SAFE implementation tends to get a lot of attention this year, it is important to keep these other factors in mind and to ensure that communication lines are kept open so that everyone has the information they need to be successful.

For several years after the first year of implementation of the Help America Vote Act, the SOS office conducted a makeup session a week or two after the KCCEOA conference. The makeup session was intended to provide training opportunities similar to KCCEOA for CEOs who were unable to attend KCCEOA and for their staff members who work on elections and need to be up to date. The last makeup session was held in 2007.

This year, with the changes brought about by SAFE, it was decided that a makeup session would be warranted. The session was held on May 16 at the KSU-Salina campus in Salina. This one-day session is an abbreviated version of KCCEOA in that some of the outside speakers and the CEO panels were not brought in to repeat their presentations. Rocky Nichols of the Disability Rights Center did make the trip, however, and the rest of the program was conducted by SOS staff members.

The SOS office wishes to thank KCCEOA officers for the opportunity to provide training at the conference and to thank members for their attendance. This year is a big one in elections, and it is important to take each opportunity to discuss the issues at hand. ■

Redistricting

Cont'd

boundary lines to be used in the 2012 election cycle.

On Tuesday, May 29 and Wednesday, May 30, the judges heard two days of testimony. More than 25 attorneys were listed as possibly participating in the court proceedings. As of June 5, the judges have not issued a ruling.

There has been much discussion on moving filing deadlines and the date of the Primary Election. The Secretary of State does not have the authority to move either filing deadlines or the Primary Election. Kansas law requires the Primary Election to be held the first Tuesday in August (August 7). Kansas law also allowed the filing deadline for offices affected by redistricting to be delayed until Monday, June 11, at 12:00 p.m. The federal court could delay those dates.

The Secretary has issued recommendations to the court on alternative dates. The judges are not required to follow those recommendations. If those dates are changed, and when the judges issue a ruling on the new boundary lines, our office will notify you. ■

SAFE Act Implementation Update

Many aspects of the implementation of the new SAFE voting rules have progressed since the last report (see *Canvassing Kansas*, March 2012, page 1). We have had more elections, more training, and more voter education. All the efforts by state and county election officers thus far have been geared toward the primary election on August 7, which will be the first statewide test of the procedures that have been developed.

Through it all, we want to keep in mind the three major goals of SAFE implementation that were identified through discussions by the SAFE CEO Task Force in 2011: easy for voters, simple for poll workers, and minimal provisional ballots.

In March there had been ten elections held under SAFE, and those elections had produced statistics that were encouraging with regard to the number of provisional ballots caused by failure to provide photo ID, the number of provisionals that were counted, and the ability of poll workers to administer the new requirements with minimal problems.

Training of election officers has moved forward, most notably with the participation of CEOs and their staff in sessions conducted at the KCCEOA conference in Dodge City on May 3 and 4 and the subsequent makeup session held in Salina on May 16. In all, 203 individuals attended the training sessions. Included in the training materials distributed at the conference was a notebook titled “County Election Manual” similar to the notebook provided in 2004 when HAVA was the dominant theme of election administration. Although many

parts of the two notebooks are the same, the new notebook contains information related to the SAFE Act, so it replaces the HAVA notebook. The notebook also contains a section designed for poll workers. This section is the basic curriculum that is applicable in all Kansas counties. The curriculum may be used as is, or it may be incorporated by the CEO into county-specific training programs.

The SOS voter education program began with radio and newspaper ads and, in some cases, television ads targeted to localities that were conducting early elections under SAFE. Statewide coverage of radio, TV and newspapers will begin four weeks before the August 7 primary and again four weeks before the November general election. Also, many counties have already begun their local voter education efforts.

In addition, gotVoterID.com is available to voters seeking information and resources related to SAFE. We encourage you to send them to this site, where they can download materials, such as posters and flyers, to help with awareness (see the back cover for an example).

Part of the Secretary of State’s voter education program is a series of public meetings in eleven cities on five days in May and June. Some CEOs have assisted in locating suitable meeting sites and have personally attended the sessions, which began on May 24 in Pittsburg and Chanute. See the sidebar on the next page for a list of dates and sites.

Election officials are learning as they go, and we should expect to learn some lessons from the statewide primary on August 7. That will be the time to reassess and adjust training programs and other aspects of SAFE implementation to ensure success in November. ■



SAFE Act Statistics

Here are updated statistics, cumulative of 52 local elections from January 1 to May 15, 2012:

Total registered voters in jurisdictions
480,770

Votes cast
68,047

Votes cast in advance (included above)
14,144

Provisional votes cast
1,296

Provisional votes cast because of lack of sufficient ID
84

Provisional votes counted due to sufficient ID presented before canvass
39



SAFE Act Tour Stops

Thursday, May 24, 2012

- Pittsburg, 9:30-11 a.m.
*Beard-Shanks Law Enforcement Center,
Court Room*
- Chanute, 3:30-5 p.m.
*Sanders Hall Auditorium,
Neosho County Community College*

Thursday, May 31, 2012

- Hutchinson, 9:30-11 a.m.
*Shears Technology Center,
Hutchinson Community College*
- Wichita, 3:30-5 p.m.
*Sedgwick Co. Extension
Education Center, 4-H Hall*

Tuesday, June 5, 2012

- Manhattan, 9:30-11 a.m.
Manhattan Public Library
- Salina, 3:30-5 p.m.
*Salina Area Chamber of Commerce,
Visit Salina Annex*

Tuesday, June 12, 2012

- Garden City, 8:30-10 a.m.
*Carol Brown Conference Room,
Finney County Administrative Center*
- Colby, noon-1:30 p.m.
*Frahm Theatre,
Colby Community College*
- Hays, 3:30-5 p.m.
Sternberg Museum of Natural History

Thursday, June 14, 2012

- Overland Park, 9:30-11 a.m.
*M.R. and Evelyn Hudson Auditorium,
Nerman Museum of Contemporary Art,
Johnson County Community College*
- Leavenworth, 3:30-5 p.m.
Leavenworth Community Center

UOCAVA

Cont'd

2. Signed email – The voter uses a digital certificate to sign the email before clicking send. This allows the county election officer to verify that nothing was changed during the email's trip through the Internet.
3. Encrypted email – As an added step above a signed email, an encrypted email provides a voter with the assurance that nobody is able to see the contents of the email during transmission. This process requires the voter and CEO to exchange signed emails before the ballot can be sent.

A handout was provided at KCCEOA and detailed instructions will be posted to www.sos.ks.gov for UOCAVA voters and county election officers to follow. In addition, the SOS office will be contacting each county to make sure that at least one employee is set up to send and receive encrypted emails. This will allow counties to see the process before dealing with actual ballots and give everyone an opportunity to work out any kinks that might try to get in the way.

For any questions on the emailed return of ballots by UOCAVA voters, contact Josh King at 785-296-0080 or by email at josh.king@sos.ks.gov. ■

State Objections Board

Cont'd

Attorney General, and the Lieutenant Governor.

The Board convened the hearing and allowed both sides ten minutes to present oral and written testimony in favor of their claims. After hearing from both parties, individual members of the Board asked multiple questions.

At the conclusion of the hearing, the Board unanimously denied the objection and ruled that Mr. Wren met the constitutional requirements required of candidates for Kansas House of Representatives. Mr. Wren's name will appear on the 2012 Primary Election ballot as a candidate. ■

got photo ID?

If you're a registered voter,
all you need to vote is your
Driver's License,
Military ID,
Kansas College ID
or other qualifying ID card.

The new
Kansas Voting Law -
it's that easy.

Every Election,



TAKE IT TO THE POLLS.

For a list of accepted identification and additional information
go to **gotVoterID.com** or call **800-262-VOTE**

YOUR INFORMATION HERE

1. Just go to www.gotVoterID.com/educational-resources.html
2. Select the Word version of Flyers & Counter Cards
3. Download
4. Customize
5. Save