



New Mexico Secretary of State Frequently Asked Questions for the Regular Local Election

1. **As the parent county of a district, I can set candidate ballot order, however I see that the candidate qualification is still pending, do I wait until the child county has qualified the candidate?** Yes, please wait until the child county has qualified them, then set the order.
2. **My questions are out of order and I am not able to edit multi-county question added by the parent county, what can I do?** Please contact SOS.election@state.nm.us and we can work with all counties of a multi-county district to get the ballot question ordered correctly.
3. **After candidate filling day, what documents do I need to send to the SOS?** The only document we need is the Candidate Campaign Committee Registration form for those applicable school/college board members.
4. **What are the basis for disqualification?** Please review sections 1-22-3 and 1-22-10 (A) NMSA 1978. Both statues are listed in the template notices provided on 8/28/2019. The two most important items to review are a candidates' residency within the district and registration as of the date of the proclamation on 8/7/2019.
5. **Do I need to add the text "for" and "against" in the text box for the ballot question in SERVIS?** No, only add the text for the question, the choices are handled through the system.
6. **Do I need to send ballot questions to the SOS?** Yes, please enter them into SERVIS and also email us the supporting documentation as one PDF.
7. **When do I lock my election?** Please begin locking your election after all candidates, including write-in candidates, have been qualified and all ballot questions have been entered and the order has been verified to be correct. Per Section 1-10-4 (C) (H) the final day to certify the ballot content is 9/6/2019. Please review Chapter 16: RLE Election Set-up for specific locking instruction.
8. **When is the Mock Election Review-Webinar?** We will be conducting a webinar training on 9/25/2019 from 2:00 – 3:00 pm. A calendar invite will be sent via email.

Mock Election Review- Webinar

Wed, Sep 25, 2019 2:00 PM - 3:30 PM MDT

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/191181293>

You can also dial in using your phone.

United States: [+1 \(786\) 535-3211](tel:+17865353211)

Access Code: 191-181-293



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9. **What is the link to the candidate Portal?**
<https://candidateportal.servis.sos.state.nm.us/CandidateListLocal.aspx?eid=2747>
10. **When is SERVIS RLE Election Readiness Checklist due?** The deadline to email your checklist to sos.elections@state.nm.us is after you lock which can be as early as September 3, 2019 or as late as September 6, 2019.
11. **I see that my candidates are all showing pending, what do I have to do to qualify them in SERVIS?** Under Ballot Management, expand all races. Each candidate will have an edit pencil. Click the edit pencil and update the status from pending to the new status, click save.
12. **When a candidate withdraws, what steps should I take in SERVIS?** Under Elections> Ballot Management> expand and select the candidate that withdrew. Click on the edit pencil and change the status to withdrawn. In addition, update the order to Blank. If the candidate was already order (by you or the parent county), ensure to update the order of all other candidates in that race; this might require you reaching out to the parent county.
13. **Do Write-In's affect ballot Order?** No, since their name will not be printed on the ballot, write-in candidates will be placed at the end of the list of candidates and can be left with a blank ballot order.
14. **What is the best practice with regards to tabulators? I have received new machines and want to start adding them to SERVIS.** Best practice is update the tabulators you are no longer using by making them inactive and adding the new ones as a new entry.
15. **I have mail-only precincts, when can I send out their notice?** Per Section 1-6-22.1 (B) you will need to send the notice at least 42 days before an election.
16. **Where can I find the Ballot Proof Tool in SERVIS?** Under Election> Ballot Proof Lookup you can proof each Precinct and the styles within the Precinct.
17. **Where do I find Roster Covers?** Roster Covers for any time of Elections can be found in SERVIS under the HELP MENU> Information References.
18. **Are Challengers allowed for the Regular Local Election?** No, per Section 1-2-21, Election challenger are not allowed. Per Section 1-2-27, watcher are allowed; please review the section for specific deadlines.
19. **What if a county has an absentee application accepted in another county and they are transferring to my county?** Best practice is to reject any absentee ballot requests originating in another county. The voter will have to request an absentee ballot in their new county. **NOTE:** If a ballot has already been sent, you will have to wait until after the books "re-open" to transfer the voter.



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20. **How do I find my FQE Voters?** You can find your FQE voters in advance search. Please verify, that they are still in an active FQE status- a few application accepted after 11/6/2018.