



**STATE OF IDAHO
OFFICE OF THE SECRETARY OF STATE
PHIL McGRANE**

**SECRETARY OF STATE DIRECTIVE
BALLOT DESIGN & PRINTING FOR NOVEMBER 2025
(Directive 2025-2)**

In order to maintain uniformity in the application, operation, and interpretation of the election laws of the State of Idaho, and to facilitate the design of ballots, pursuant to Section 34-903, *Idaho Code*, the Secretary of State does hereby issue the following directive:

Pursuant to Section 34-903, Idaho Code, all ballots in the State of Idaho shall be designed and printed using the following instructions.

This Directive shall expire on November 5, 2025.

A handwritten signature in blue ink, appearing to read "H. McGrane", enclosed within a blue oval.

Signed: _____

Phil McGrane, Secretary of State

INSTRUCTIONS FOR DESIGNING & PRINTING BALLOTS

Consolidated Election November 4, 2025

In order to ensure uniformity in ballot design across the state, the following instructions shall be used when designing and printing ballots.

BALLOT PRINTING

For counties using electronic tabulation systems:

Official ballots shall be printed in black ink on white paper. The paper used for printing shall meet the vendor requirements approved at the time of state system certification. The ballots shall contain one of the following ballot identifications: a unique identifier, a watermark, a hologram design, the use of security paper, or a blank space for placing an “Official Election Ballot” stamp, pursuant to 34-901, Idaho Code.

All test and sample ballots should be clearly marked as “TEST” or “SAMPLE” to avoid being mistaken for official ballots.

For counties using hand-count paper ballots:

Official ballots shall be printed on good quality paper of 20 lbs or greater. Judicial ballots should be printed on green paper.

To avoid being mistaken for official ballots, all test and sample ballots should be printed on colored paper of the same quality and clearly marked as “TEST” or “SAMPLE” ballots.

Ballot Accounting

Each county shall have a method to account for the number of ballots printed. This may be accomplished by adding a ballot stub to all printed ballots. The ballot stubs should be retained after a ballot is issued and may be inventoried. Any stubs shall clearly indicate the name and date of the election and a designation for the ballot style. Example: Precinct 1401-F Consecutive ballot numbering shall also be printed on the stub.

If ballots do not contain a stub, audit logs of any ballots printed shall allow for the accounting of ballots printed and the comparison of the number of ballots voted and unvoted.

BALLOT CONTENTS

Please follow the guidelines below when building your ballot.

Ballot Header

County Name, State, Election Date, Precinct Name, and “OFFICIAL CONSOLIDATED ELECTION BALLOT” should be updated and correct at the top of the ballot.

___ COUNTY	STATE OF IDAHO	NOVEMBER 4, 2025
		Precinct 1
OFFICIAL CONSOLIDATED ELECTION BALLOT		

Voter Instructions

Instructions on how to mark their votes properly shall be given to the voters prior to the appearance of any candidate races or ballot issues.

INSTRUCTIONS TO VOTER

To vote, fill in the oval (●) next to the candidate of your choice.

To vote a "Write-in", fill in the oval next to the blank write-in line **and** write the name of your choice on the blank write-in line.

If you make a mistake, request a new ballot from an election worker.

Race Titles and Candidate Names

Races and candidates should follow these guidelines:

- Section headers should be upper-case, and office titles use the names and order specified in the hierarchy section below.
- Race names are title case.

Directive: 2025-2

Issued: 8/22 /2025

- The term length and “(Vote for One)” or (Vote for Two), depending on the district, should be listed underneath each title. **Please verify with the district if it needs to be a vote for one or vote for two.**
- Candidate names should be written in title case and match the ballot name submitted on the candidate declaration form.
 - Candidate name example: George Washington
- For races with districts, the order should be district, position, sub-district, zone, seat, or position.
 - Example: [District Name] Pocatello City/Council
 - Example: Pocatello City Council Seat _
 - Example: West Ada School District Trustee
- District/Seat number should be the number and not spelled.
 - Example: District 1/Seat 1 (not First District, First Seat)

CANDIDATES FOR ____ SCHOOL DISTRICT NO. ____	
____ School District Trustee 4 Year Term (Vote for One)	
○	Candidate Name
○	Candidate Name
○	_____ (WRITE-IN)

Ballot Hierarchy

Office names will be in the following sequence on the ballot, if applicable. Use these group names as section headings in upper case. Include office names in title case as shown below. **Please note that the term length may vary if a candidate is running to fill the remainder of an unexpired term.**

Cities

Mayor/City Council

School District

School District Trustee

Fire District

Fire District Commissioner

Cemetery District

Cemetery District Trustee

Recreation District

Recreation District Director

Ambulance Districts

Ambulance District Commissioner

Bond/Levy and other Ballot Questions

Measures should be listed according to these guidelines:

- Each measure title receives its own section header.
- Measure titles are upper case.
- In the title, jurisdiction should be listed first, followed by the type of measure (levy, bond, etc.).
 - Example: [DISTRICT NAME] SCHOOL DISTRICT LEVY

BALLOT MEASURES

RECALL ELECTIONS

COUNTY QUESTIONS

CITY QUESTIONS

SCHOOL DISTRICT QUESTIONS

OTHER TAXING DISTRICT QUESTIONS

BALLOT ROTATION

Idaho Code § 34-903(4)(c) requires rotation of the names on the ballots for office in all other elections to be determined by applying the first letter of each candidate's last name to a random alphabet selected prior to each election by the secretary of state.

The random alphabet for the November 4, 2025, Consolidated Election is below:

**O L P D X B S V Q T G Y A R K I N Z C M J F E
W U H**

Idaho Code § 34-903(4) requires rotation of the names on the ballots for federal, state, county, and city offices. **Additionally, any other local political districts that exceeded one hundred thousand (100,000) voters in the district's last election shall be rotated.**

Purpose: Ballot rotation is the process of varying the order of listed candidates within a contest. This allows each candidate to appear first on the list of candidates an approximately equal number of times across different ballot styles or election districts.

Ballots for Election System Tabulation

For ballots that will be read using an ES&S or HartIntercivic ballot tabulation system, rotation shall occur on a by precinct or by style basis as follows:

1. The ballot images shall be generated using the ES&S or HartIntercivic ballot design systems.
2. The initial entry of candidate names into the system for each race shall be organized alphabetically by the candidates' Last Name.
3. For all federal, state, county, city offices and other political districts that exceeded one hundred thousand (100,000) voters in the district's last election, the selection for rotation by precinct within the ballot design system shall be made. This will require entry of the number of precincts within the county. Counties shall follow the manufacturer's process for designating rotation by precinct.
 - a. Note: Using the precinct rotation selection shall ensure that each of the names appearing in a race on the ballot are rotated. This will ensure there is a different rotation for each precinct and that each rotation will appear approximately an equal number of times across a county, race, or district.
4. Ballots at each precinct shall be printed and issued based on the appropriate rotation designated during the ballot creation process.

Absentee Precincts for Election System Tabulation

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- An absentee precinct is used when it is more efficient to have one ballot style with the same rotation for all absentee voters voting on the same issues. (For example, if four precincts share the same ballot content, one absentee precinct may be assigned to voters from all four precincts. This allows the county to print one absentee ballot type rather than four different ballot types to mail absentee ballots.)
- If a county uses absentee precincts, these shall be included when creating the ballot design as separate precincts based on the available ballot types. (Typically, based upon the number of legislative districts within a county.)
- There may be multiple absentee precincts required based on the number of unique ballot types available within the county. Each absentee precinct should be added to the total precinct count and assigned a different ballot rotation using the same methodology used to assign ballot rotation among precincts.

Hand-Count Paper Ballots

For ballots that will be printed for hand counting at the polls, rotation shall occur by ballot as follows:

1. The ballot is laid out in the office's issued hierarchy (i.e., mayor, city council, school district trustee, fire district commissioner, cemetery district trustee, recreation district director, ambulance district commissioner, bond/levy ballot questions). The order of all offices, except political subdivisions, will accompany the State's certification of candidates and ballot printing instructions.
2. List the candidates alphabetically pursuant to the random alphabet by Last Name within each office for each office appearing on the ballot.