

102 N. Missouri St.
Suite C
Potosi, Missouri 63664

JEANETTE ALLEN
CLERK OF THE COUNTY COMMISSION
WASHINGTON COUNTY

(573) 438-6111
Ext. *7704
Fax: (573) 438-4038

DATE: January 17, 2024
TO: All 2024 County Office Candidates
FROM: Jeanette Allen, County Clerk
RE: Ballot Order Procedure

MEMORANDUM

The following procedures will be followed by the County Clerk's Office in order to determine the ballot order for the 2024 Primary Election. The front door of the Washington County Courthouse will be opened at 6:00 a.m. on February 27, 2024, by County Clerk Jeanette Allen or her deputy clerk. Any candidate wishing to begin holding his/her place in line prior to that date and time may do so according to the following procedures:

1. Upon beginning to hold his/her place in line during normal business hours (8:00 a.m. – 4:30 p.m.) on Monday, February 26, 2024, the candidate must report to the County Clerk's Office and sign in. The County Clerk will not recognize candidates prior to 8:00 a.m. on Monday, February 26, 2024. Candidates who wish to begin holding their place in line prior to 8:00 a.m. on Monday, February 26, 2024, will be on the honor system regarding who was first in line, second in line, etc.
2. Once the candidate has signed in at the County Clerk's Office, the candidate may designate another person to remain in the Courthouse to hold his/her place in line; however, that person must sign in and state who they are sitting for. The candidate or his/her representative must remain in the Courthouse lobby at all times (excluding bathroom breaks) to retain his/her place in line.
3. At 4:30 p.m. on Monday, February 26, 2024, the County Clerk or her deputy clerk will ask all candidates or their representatives to exit the Courthouse and their places in line will be preserved until 6:00 a.m. the following morning, at which time the front door of the Courthouse will be opened by the County Clerk or her deputy clerk. The candidate or candidate's representative must be present when the Courthouse door is opened, or the candidate will forfeit his/her place in line.
4. Any candidate reporting to the front door of the Courthouse after 4:30 p.m. on Monday, February 26, 2024, will sign in with the County Clerk or her deputy clerk upon the front door of the courthouse being opened at 6:00 a.m. on Tuesday, February 27, 2024. Note: Candidates will be on the honor system regarding who was first, second, etc. Any candidate signing in for the first time at 6:00 a.m. on Tuesday, February 27, 2024, will be placed behind all candidates who were present at the close of business on Monday, February 26, 2024.
5. At 8:00 a.m. on February 27, 2024, all candidates who are present will be called into the County Clerk's office to file for office in the order they signed in.

• Washington County Commission meets every Monday •