

2020 – 2021 MASTER BALLOT POSITION LIST

In accordance with Utah Code Section 20A-6-305, Utah Lieutenant Governor Spencer J. Cox hereby establishes the Master Ballot Position List, establishes written procedures for election officials to use the Master Ballot Position List, establishes written procedures for the Lieutenant Governor in conducting the randomization in a fair manner, and provides a record of the random selection process used.

a. Master Ballot Position List

1	P
2	U
3	Z
4	E
5	K
6	W
7	B
8	D
9	N
10	O
11	A
12	S
13	R
14	J
15	F
16	V
17	C
18	M
19	Q
20	H
21	I
22	Y
23	G
24	X
25	L
26	T

b. Written procedures for election officials to use the master ballot position list.

In accordance with Utah Code Section 20A-6-305, election officers shall use the master ballot position list for 2020-2021 to determine the order in which to list candidates on the ballot for any election held during those years.

To determine the order in which to list candidates on the ballot, the election officer shall apply the randomized alphabet as so:

- The candidate's surnames.
- If two or more candidates have surnames that begin with the same letter, the list shall be applied to each subsequent letter in the candidates' surnames.
- If two or more candidates have an identical surname, the list shall be applied to the candidates' given (first) names.
- The list shall be applied to the surnames of President and Governor candidates for President/Vice President and Governor/Lieutenant Governor tickets, respectively.

The Master Ballot Position List does not apply for an office for which only one candidate is listed on the ballot or a judicial retention election under Section 20A-12-201.

c. Written procedures for the Lieutenant Governor in conducting the randomization in a fair manner and record of the random selection process used.

The Lieutenant Governor's Office conducted the randomization process by using Microsoft Excel and following these procedures:

1. Each letter was associated with a random number between 0 and 1 by using the RAND() function in Microsoft Excel.
2. The Office selected how many times the RAND() functions would be randomized by simulating the rolling of two dice. This was done by using a RANDBETWEEN(2,12) function in Microsoft Excel, which selects a random number between 2 and 12 (2 and 12 are inclusive).
3. The RANDBETWEEN function provided the number 2, and the Office randomized the RAND() functions 2 times.

4. After the RAND() functions were randomized 2 times, the values associated with each letter were permanently copied by pasting the formulas' values.
5. After the values were permanently retained, the Office sorted the values by SMALLEST TO LARGEST. This also rearranged the order of the associated letters.
6. After sorting, the order of the letters is the 2020-2021 Master Ballot Position List.

The randomization was done on Friday, March 27, 2020 on the video conference platform, GoToMeeting. Notice of the meeting was posted on the Office's Twitter account and on the Utah Public Notice Website. The recording of the meeting will be posted on the Utah Elections YouTube channel:

<https://www.youtube.com/user/utahelections/videos>