

2016

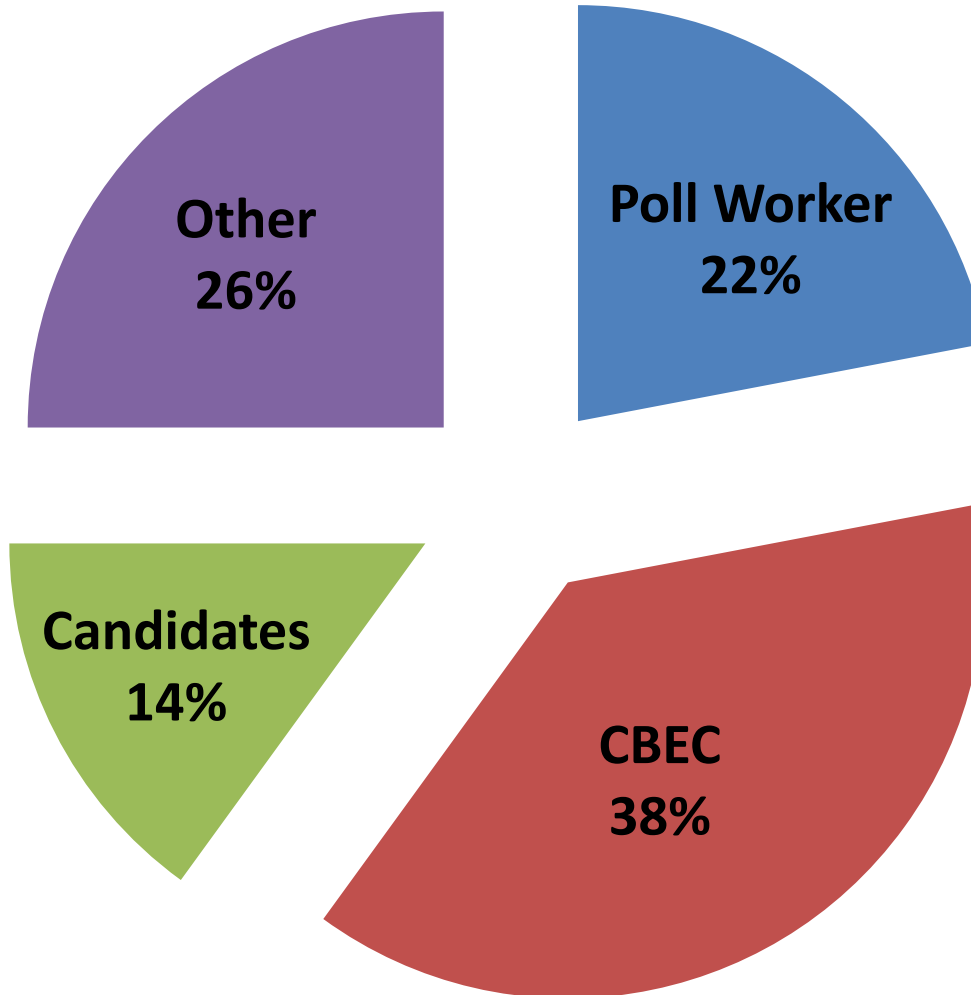
Poll Worker Training



Provided by the:
State Board of Election Commissioners (SBEC)
501 Woodlane, Suite 401N, Little Rock, AR 72201
1-800-411-6996

www.arkansas.gov/sbec
info.sbec@sos.arkansas.gov

SBEC Complaints in 2014



Agenda

- ▶ **Before opening the polls**
- ▶ **During voting hours**
 - Processing voters
 - Primary & Runoff points of emphasis
 - Fail-Safe voting, etc.
 - Assisting voters
 - Provisional voting
 - Poll watchers
 - Electioneering
 - Spoiled and abandoned ballots
- ▶ **Closing the polls**
- ▶ **Early voting**
- ▶ **Absentee voting**





Emphasis for Today's Training

▶ NO VOTER TURNED AWAY

- Do not refuse anyone the right to vote. If you cannot determine a voter's eligibility, offer the voter a **provisional** ballot.

▶ PRIMARY ELECTIONS

- When processing a voter for the Primary Election, ask the voter “which primary ballot do you want?” Do not ask a voter “which party do you belong to” or “are you a Democrat or Republican?”
- Do not suggest to a voter which Primary Election he or she should vote in.
- You **MUST** indicate which ballot the voter received by marking **D**, **R**, or **NP** next to the voter's name on the Precinct Voter Registration (PVR) List (aka the poll book).
- Do not allow someone to crossover vote in a Runoff Election.



Emphasis for Today's Training

▶ VOTER ID

- Poll workers are required by law to **ASK every voter** to provide ID. However, most voters **DO NOT** have to provide ID in order to vote a regular ballot.
- **Only voters with a “must show ID” notation on the PVR list are required to provide ID**; if these voters do not provide ID then they must be given a provisional ballot.

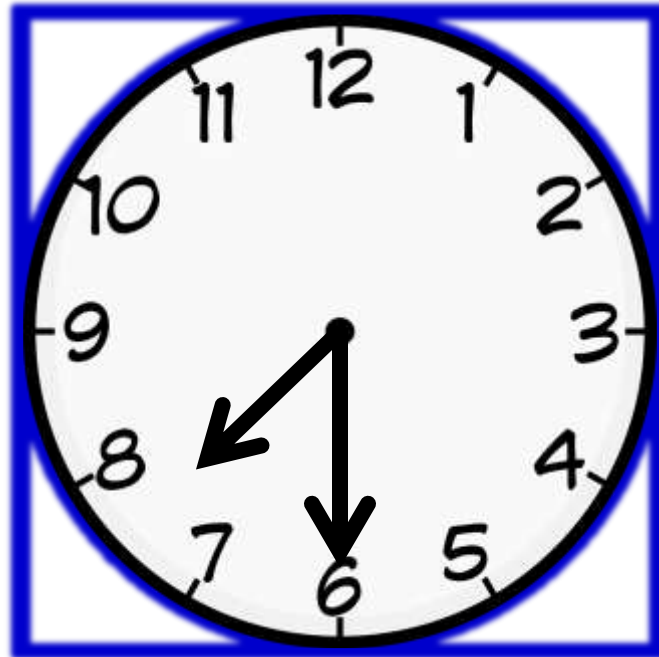
Before Opening the Polls

This section is intended for poll workers responsible for managing the poll.

- ▶ Administer the oath (**all** poll workers take the oath)
- ▶ Account for paper ballots
- ▶ Arrange the poll
 - Ensure privacy and accessibility
- ▶ Activate voting equipment
 - **At least 1 accessible voting machine per poll is required**
 - Generate zero tape(s)
 - **ALL** poll workers must **sign** the zero tape(s)
 - **Post** the zero tape(s) on polling room wall
- ▶ Inspect supplies
- ▶ Post required information
- ▶ Locate forms

Open the Poll

- ▶ Open promptly at **7:30 a.m.**
- ▶ Keep open continuously until **7:30 p.m.**
 - voters in line at 7:30 p.m. are allowed to vote



During Voting Hours

- ▶ This section is intended for poll workers who process voters and contains general information that all poll workers should familiarize themselves with.
- ▶ We'll talk about the steps for processing voters with emphasis on:
 - Voter ID
 - Recording voters' ballot choices for Primary Elections
 - Preventing Crossover voting



Processing Voters (pages 21-25 of training guide)

Step 1: Ask the voter to state his/her **name, address and date of birth**

Step 2: **Confirm** information to the PVR List

Step 3: Ask voter to provide **ID.** 

Step 4: Check PVR List for a must show id notation (**flagged voter**) and indicate on PVR list whether or not the voter provided ID 

Step 5: **Primary Elections Only:**
Ask the voter to state his ballot choice. 

Step 6: Record the voter's ballot choice (**D, R, or NP**) on the PVR list. 

Step 7: **Runoff Elections Only:**
Refer to the D, R, or NP notations on the PVR List to determine which Runoff election the voter is eligible to vote

Step 8: Ask the voter to **sign** PVR List 

Step 9: Record voters name on the List of Voters form

Step 10: Give the voter a ballot (paper, electronic, or provisional)



Voter ID Emphasis *(steps 3-4)*

- ▶ **Valid forms of ID include:** a current and valid photo ID or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.
- ▶ **Note:** Poll workers are required by law to **ASK every voter** to provide ID. However, most voters **DO NOT** have to provide ID in order to vote a regular ballot. **Only voters with a “must show ID” notation on the PVR list are required to provide ID;** if these voters do not provide ID then they must be given a provisional ballot. These procedures are specifically addressed in the next steps.



Voter ID Emphasis *(steps 3-4)*

- ▶ Poll workers should **not ask for a specific form** of ID such as a Drivers License. **Just ask generically for ID!**

- ▶ If a voter does not show identification then the poll worker indicates this on the poll book & the voter votes a **REGULAR** ballot

- ▶ Requirement for certain **FLAGGED VOTERS**
 - Voters with a “MUST SHOW ID” notation on the PVR list must present current/valid identification or else vote a **PROVISIONAL** ballot
 - Usually first-time voters who register by mail & don’t provide ID w/ VR



Reminders on ID *(steps 3-4)*

- ▶ Poll workers must **ASK** every voter to provide ID;
- ▶ Providing ID is **optional** for the voter
 - unless the voter has a “must show id” notation on the PVR list
- ▶ **DO NOT** turn away **ANY** voter who fails to provide ID; a voter should at least be provided a provisional ballot.
- ▶ **DO NOT** demand a driver’s license. If you are using an electronic poll book with scanning or swiping capability, you may explain that an AR driver’s license will speed up the process for the voter. If a voter provides a valid form of ID, do not ask for a different form.



Sample PVR List

Election Roster		Date: <i>Tuesday</i>		Election:			
County		Precinct(s): <i>39A, 39, 42, 38, 40, 41</i>					
WARNING: IF YOU SIGN THIS FORM AND YOU ARE NOT A LAWFULLY REGISTERED VOTER, YOU ARE MAKING A FALSE STATEMENT AND MAY BE COMMITTING PERJURY. PERJURY IS PUNISHABLE BY UP TO A \$10,000 FINE AND UP TO 10 YEARS IMPRISONMENT.							
ID Number	PrSp	Style	Voter Name	Birthdate	Voter Signature	Voter Signature	Ballot
2933987	42.01		ADAMS, ARETHA A 20 Jefferson, Apt 49 Wilson, AR 72395	11/12/1974 42 (42)	<input checked="" type="checkbox"/> ID Provided	_____	—
2929266	42.01		ADAMS, JESSIE LEE 30 Jefferson, Apt 63 Wilson, AR 72395	10/27/1953 42 (42)	<input checked="" type="checkbox"/> ID Provided	_____	—
3696997	42.01		ADAMS, JESSIE LEE 20 Jefferson, Apt 30 Wilson, AR 72395	10/22/1953 42 (42)	<input checked="" type="checkbox"/> ID Provided	MUST SHOW ID	—
2929142	41.01		ADAMS, PATRICIA A 19 Adams Wilson, AR 72395	11/15/1937 41 (41)	NO ID <input type="checkbox"/> ID Provided	_____	—
2940888	41.01		ADAMS, PATRICIA ANN 11 Union Wilson, AR 72395	08/31/1958 41 (41)	<input type="checkbox"/> ID Provided	_____	—
3297287	41.01		ADAMS, PATRICK ALEXANDER 19 Adams Wilson, AR 72395	10/26/1969 41 (41)	<input type="checkbox"/> ID Provided	_____	—
2938610	42.01		ADAMS, PEARLIE MAE 10 Jefferson, Apt 27 Wilson, AR 72395	05/20/1945 42 (42)	<input type="checkbox"/> ID Provided	_____	—
2938271	39.02		AINSWORTH, CRYSTAL GAIL 3854 S CR 343 Wilson, AR 72395	11/25/1981 39 (39)	<input type="checkbox"/> ID Provided	_____	—
2561379	42.01		ALLBRITTON, JAMES A 1 Rocketeller Wilson, AR 72395	02/04/1941 42 (42)	<input type="checkbox"/> ID Provided	_____	—



MUST SHOW ID

Election:

Processing Voters for March Primary Election *(steps 5-6)*

For the 2016 Primary, ballot choices include:

- ▶ A **Democratic ballot** containing Democratic party candidates, nonpartisan judicial candidates, prosecutorial candidates, and any special election issues
- ▶ A **Republican ballot** containing Republican party candidates, nonpartisan judicial candidates, prosecutorial candidates, and any special election issues
- ▶ A **Nonpartisan ballot** containing nonpartisan judicial candidates, prosecutorial candidates, and any special election issues



Processing Voters for March Primary Election *(steps 5-6)*

- ▶ Ask the voter which party primary he/she wishes to vote in. Don't ask which party he/she belongs to, etc.
- ▶ Mark the voter's ballot choice (D, R, NP) on the PVR List.
- ▶ This is **ESSENTIAL** information that must be recorded for **EVERY** voter to prevent **crossover voting** in a runoff election!



Crossover Voting is a Crime

Voters:

It is a misdemeanor, punishable by up to one year incarceration and a fine of up to \$2,500, for a person to vote in the **preferential primary** of **one** political party and the general primary (**runoff**) of **another**.

Example: A voter who voted in the Republican primary election in March cannot then vote in the Democratic party's Runoff election.

Poll Workers:

It is a felony, punishable by up to six years incarceration and a fine of up to \$10,000 for a poll worker to **knowingly permit** a person to vote other than his or her **legal ballot** or fraudulently permit a person to vote illegally.



Sample PVR List

Election Roster County

Date: *Tuesday*
Precinct(s): *39A, 39, 42, 38, 40, 41*

Election:

WARNING: IF YOU SIGN THIS FORM AND YOU ARE NOT A LAWFULLY REGISTERED VOTER, YOU ARE MAKING A FALSE STATEMENT AND MAY BE COMMITTING PERJURY. PERJURY IS PUNISHABLE BY UP TO A \$10,000 FINE AND UP TO 10 YEARS IMPRISONMENT.

ID Number	PrSp	Style	Voter Name	Birthdate	Voter Signature	Voter Signature	Ballot
2933987	42.01		ADAMS, ARETHA A 20 Jefferson, Apt 49 Wilson, AR 72395	11/12/1974 42 (42)	<input checked="" type="checkbox"/> ID Provided		R
2929266	42.01		ADAMS, JESSIE LEE 30 Jefferson, Apt 63 Wilson, AR 72395	10/27/1953 42 (42)	<input checked="" type="checkbox"/> ID Provided		D
3696997	42.01		ADAMS, JESSIE LEE 20 Jefferson, Apt 30 Wilson, AR 72395	10/22/1953 42 (42)	<input checked="" type="checkbox"/> ID Provided	MUST SHOW ID	R
2929142	41.01		ADAMS, PATRICIA A 19 Adams Wilson, AR 72395	11/15/1937 41 (41)	NO ID <input type="checkbox"/> ID Provided		D
2940888	41.01		ADAMS, PATRICIA ANN 11 Union Wilson, AR 72395	08/31/1958 41 (41)	<input type="checkbox"/> ID Provided		NP
3297287	41.01		ADAMS, PATRICK ALEXANDER 19 Adams Wilson, AR 72395	10/26/1969 41 (41)	<input type="checkbox"/> ID Provided		—
2938610	42.01		ADAMS, PEARLIE MAE 10 Jefferson, Apt 27 Wilson, AR 72395	05/20/1945 42 (42)	<input type="checkbox"/> ID Provided		—
2938271	39.02		AINSWORTH, CRYSTAL GAIL 3854 S CR 343 Wilson, AR 72395	11/25/1981 39 (39)	<input type="checkbox"/> ID Provided		—
2561379	42.01		ALLBRITTON, JAMES A 1 Rockefeller Wilson, AR 72395	02/04/1941 42 (42)	<input type="checkbox"/> ID Provided		—



Election:



Processing Voters for March Runoff Elections

(step 7)

- ▶ Refer to the notations (**D**, **R**, or **NP**) on the PVR List
- ▶ No Notation - Ask voter in which primary they voted
- ▶ Voter did not Vote in the Primary or voted NP:
 - Voter may vote in either the Democratic or Republican runoff
- ▶ **No Cross-Over Voting...**

Fail-Safe Voting

pages (21-22 of training guide)

- ▶ **Name provided differs with PVR List**
- ▶ **DOB provided differs with PVR List**
- ▶ **Address provided differs with PVR List**
- ▶ **Address is not within precinct**
- ▶ **Voter registration cannot be verified**
- ▶ **PVR notations – ABS or EA**



Name or DOB Discrepancy

▶ Name Provided Differs with PVR List:

- Ask voter to complete a *Voter Registration Application* form to update county records
- Give voter a regular ballot
- If the voter refuses to complete the VR app, give them a provisional ballot

▶ Birth Date Provided Differs with PVR List:

- Request additional ID
- Ask voter to complete a *Voter Registration Application* form to update county records
- Give voter a **regular** ballot
- If additional ID is not provided, give voter a provisional ballot

Address Discrepancy Inside of Precinct

▶ Address Provided Differs with PVR List:

- Contact County Clerk's office to verify the voter's precinct and correct poll

▶ If the Address is Confirmed Within the Precinct:

- Ask voter to complete a Voter Registration Application form to update county records; and
- Give voter a **regular** ballot
- If the voter refuses to complete the VR app, give them a provisional ballot

A scan of the Arkansas Voter Registration Application form, showing various fields for personal information and registration details.

Address Discrepancy Outside of Precinct

▶ If the Address is not Within the Precinct:

- Complete Change in Polling Site Authorization form
- Ask voter to complete a Voter Registration Application form to update county records
- Direct voter to correct poll
- Instruct voter to present Change in Polling Site Authorization form at new poll
- Voter votes a **regular** ballot at his or her new and correct poll

Other Issues

- ▶ **Voter Refuses to go to Correct Poll:**
 - Voter must complete **Eligibility Affirmation** located on the Provisional Voter Envelope
 - Voter votes a **provisional** ballot

- ▶ **Voter's Name is not on PVR List:**
 - Contact County Clerk's office to verify voter's registration status, precinct, and correct poll
 - Follow separate procedures discussed previously for when:
 - Address **is confirmed** within **precinct OR**
 - Address **is not** within precinct

Other Issues

- ▶ **Voter Registration Cannot be Verified but the voter contends to be registered in the precinct and eligible to vote:**
 - Have the voter complete **Eligibility Affirmation** located on the Provisional Voter Envelope; and
 - Allow the voter to vote a **provisional** ballot

- ▶ **“ABS” Notation on the PVR List:**
 - Means that an absentee ballot was delivered to the voter
 - Voter votes a **provisional** ballot

- ▶ **“EA” Notation on the PVR List:**
 - Means that the voter **may** have already voted early
 - Voter votes a **provisional** ballot

Sample PVR List

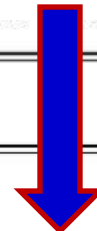
Election Roster County

Date: *Tuesday*
Precinct(s): *39A, 39, 42, 38, 40, 41*

Election:

WARNING: IF YOU SIGN THIS FORM AND YOU ARE NOT A LAWFULLY REGISTERED VOTER, YOU ARE MAKING A FALSE STATEMENT AND MAY BE COMMITTING PERJURY. PERJURY IS PUNISHABLE BY UP TO A \$10,000 FINE AND UP TO 10 YEARS IMPRISONMENT.

ID Number	PrSp	Style	Voter Name	Birthdate	Voter Signature	Voter Signature	Ballot
2933987	42.01		ADAMS, ARETHA A 20 Jefferson, Apt 49 Wilson, AR 72395	11/12/1974 42 (42)	<input checked="" type="checkbox"/> ID Provided	_____	—
2929266	42.01		ADAMS, JESSIE LEE 30 Jefferson, Apt 63 Wilson, AR 72395	10/27/1953 42 (42)	<input checked="" type="checkbox"/> ID Provided	_____	—
3696997	42.01		ADAMS, JESSIE LEE 20 Jefferson, Apt 30 Wilson, AR 72395	10/22/1953 42 (42)	<input checked="" type="checkbox"/> ID Provided	_____	—
2929142	41.01		ADAMS, PATRICIA A 19 Adams Wilson, AR 72395	11/15/1937 41 (41)	NO ID <input type="checkbox"/> ID Provided	_____	—
2940888	41.01		ADAMS, PATRICIA ANN 11 Union Wilson, AR 72395	08/31/1958 41 (41)	<input type="checkbox"/> ID Provided	_____	—
3297287	41.01		ADAMS, PATRICK ALEXANDER 19 Adams Wilson, AR 72395	10/26/1969 41 (41)	<input type="checkbox"/> ID Provided	_____	—
2938610	42.01		ADAMS, PEARLIE MAE 10 Jefferson, Apt 27 Wilson, AR 72395	05/20/1945 42 (42)	<input type="checkbox"/> ID Provided	_____	—
2938271	39.02		AINSWORTH, CRYSTAL GAIL 3854 S CR 343 Wilson, AR 72395	11/25/1981 39 (39)	<input type="checkbox"/> ID Provided	_____	—
2561379	42.01		ALLBRITTON, JAMES A 1 Rockefeller Wilson, AR 72395	02/04/1941 42 (42)	<input type="checkbox"/> ID Provided	_____	—



ABS

EA

Election:

Processing Voters – Special Procedures

(page 35)

- ▶ **The following slides contain information on special voting procedures.**

- ▶ **These procedures include:**
 - **Assisting voters;**
 - **Provisional voters;**
 - **Poll watchers and vote challenges;**
 - **Spoiled and abandoned ballots; and**
 - **Electioneering and people allowed in the polls**

Assisting Voters

- ▶ **Keep a list of all voters assisted**
 - **Record the name of each voter that is assisted; and**
 - **Record the names of the 2 poll workers who assisted the voter (one poll worker assists, the other observes w/out comment or interpretation); or**
 - **Record the name and address of the person chosen by the voter to assist**

- ▶ **No one may assist more than 6 voters per election**
 - **Except:**
 - **Poll workers; or**
 - **County/Deputy Clerks during early voting**

Important Reminders on Assistance to Voters

- ▶ A voter **must personally** request help
- ▶ Poll workers and poll watchers **cannot** suggest to a voter that he or she needs assistance
- ▶ Ballots **cannot** be taken out of the polling room during voting hours
- ▶ A person assisting a voter **cannot** misrepresent the content of the ballot or change or mark the ballot, **except** as intended by voter

Casting a Provisional Ballot

- ▶ The **voter** completes the eligibility affirmation located on the provisional voter envelope. The voter **does not** sign PVR list.
- ▶ After marking the ballot, the **voter** places it in the inner ballot secrecy envelope marked Provisional Ballot
- ▶ The **voter** places the sealed provisional ballot envelope in the outer provisional voter envelope
- ▶ The **poll worker** gives the voter a Notice to Provisional Voters
- ▶ The **poll worker** records provisional voter's name and address on a separate List of Provisional Voters form
- ▶ The **poll worker** marks the reason for voting provisional and records the ballot style on the provisional ballot envelope
- ▶ Provisional ballots are secured and kept separate from other ballots. Forward to CBEC after polls close.

Provisional Voter Envelope

Attachment "A"

PROVISIONAL VOTER ENVELOPE

Provisional Voter Number: _____ Date: _____ Time: _____

Poll Name: _____ Precinct #: _____ Ballot Style: _____

CHALLENGED BALLOT FORM

(To be completed when a poll watcher challenges a voter)

Name of Voter Challenged: _____

Name of Poll Watcher: _____

Entity Represented: _____
(Name of candidate, group or party the poll watcher represents from the Poll Watcher Affidavit)

Reason for Challenge: _____

Signature of Poll Watcher: _____

Signature of Challenged Voter: _____

PROVISIONAL VOTER ELIGIBILITY AFFIRMATION

(To be completed on voter qualification issues)

Voter's Name: _____ Prior Name: _____

Current Street Address: _____ Prior Street Address: _____

City, State, Zip: _____ Prior City, State, Zip: _____

Phone Number(s): _____

Date of Birth: _____ Provided Identification: Yes No

I, _____, hereby affirm that the information provided is true
(printed name of provisional voter)
and accurate and that to the best of my knowledge I am a registered voter in this precinct and
am eligible to vote in this election.

I understand that the County Board of Election Commissioners will count my ballot only upon
verification of my voter registration status.

Witnessed by:

Signature of Provisional Voter

Signature of Poll Worker

Reason for Voting Provisional (To be completed by a poll worker)

- Poll Watcher Challenge
- Not on Precinct Voter Registration List
- First-time Voter Flagged to Show Additional ID
(No Additional ID Provided)
- Previously Sent Absentee Ballot
- Court-ordered Voting Extension
- Other _____

Ballot Style (To be completed by a poll worker)

Ballot Style _____ given to the
provisional voter based upon the
voter's affirmation of eligibility
for this jurisdiction.

Signature of Poll Worker



Notice to Provisional Voters Form

NOTICE TO PROVISIONAL VOTERS

The County Board of Election Commissioners will count the provisional ballot only upon verification of the voter's voter registration status. County Board of Election Commissioners will notify the voter as to whether or not the vote was counted by first class mail. The voter may be heard by the county board at the date, time, and location indicated on this notice regarding the voter's eligibility to vote in the election.

Reason for Voting a Provisional Ballot (To be completed by a poll worker)

- Poll Watcher Challenge
- Not on Precinct Voter Registration List
- Voter Flagged "Must Show ID" (No ID Provided)
- Previously Sent Absentee Ballot
- Court-ordered Voting Extension
- Other _____

County Clerk Contact Information: _____

Address: _____

Telephone Number: _____

Regular Office Hours: _____

A hearing for voters whose provisional ballots were rejected will be held:

Date: _____ Time: _____

Location: _____

Poll Watchers & Vote Challenges

- ▶ Poll Watchers are representatives of a candidate, party, or ballot issue group
- ▶ Must provide a Poll Watcher Authorization Form
- ▶ Poll Watcher Challenges
 - A poll watcher must notify a poll worker of the challenge **before the voter signs the PVR List;** and
 - Complete the *Challenged Ballot Form* on the
 - Provisional Voter Envelope

Poll Watchers Can...

- ▶ Observe poll workers
- ▶ Stand close enough to the place where voters check in to vote so they can hear a voter's name
- ▶ Compile lists of voters
- ▶ Challenge ballots **before the voter signs the PVR List** and only on the grounds that:
 - The voter is not eligible to vote in the precinct; or
 - The voter has previously voted at that election
- ▶ Call any perceived irregularity or election law violation to the attention of an election sheriff

Poll Watchers Cannot...

- ▶ Be within 6 feet of any voting machines or voting booths

NO

- ▶ Speak to voters



- ▶ Try to influence voters:

- Inside the poll; or
- Inside the prohibited electioneering zones

- ▶ Disrupt Elections



Candidates in the Poll

- ▶ **No candidates** are allowed in person as poll watchers during voting on **election day**
- ▶ Candidates **may** be present in person at an **early** voting poll:
 - Only for the purpose of observing
 - May **not** speak to voters
 - May **not** challenge voters
 - Must show ID
- ▶ **If the candidate observing early voting is also a public official:**
 - The candidate **may not** wear anything that identifies him or her as a public official.
 - For example, a candidate **cannot** wear a:
 - Uniform;
 - Badge; or
 - Other apparel or equipment.

Electioneering

▶ Examples

- Handing out literature on any candidate or issue on the ballot
- Soliciting signatures on any petition
- Soliciting contributions
- Attempting to win votes by wearing or displaying campaign buttons, caps, shirts, signs, or other articles of influence

▶ Prohibited within 100 feet

▶ Prevention

- Instruct any person entering the poll who is wearing or displaying campaign articles to remove them immediately
- Check the poll frequently for campaign articles and remove them promptly
- Monitor the electioneering prohibition zone periodically to ensure compliance
- Post the Notice on Electioneering

Who Is Allowed in the Polls?

- ▶ **Election Officials**
- ▶ **Poll Watchers**
- ▶ **Voters**
- ▶ **Persons in the care of voters who are not eligible to vote**
- ▶ **Persons who are lawfully assisting a voter**
- ▶ **Law enforcement and other emergency personnel**
- ▶ **Monitors authorized by SBEC or federal agency**
- ▶ **Persons with business in the building (go directly to & from business)**
- ▶ **Persons assisting the CBEC**
- ▶ **Persons authorized by SBEC or CBEC**

Exit Polls

- ▶ News organizations **may** conduct exit polls
 - CBEC has discretion on whether to allow
- ▶ Exit polling **is not** considered electioneering
 - Allowed in 100' prohibited electioneering zone
- ▶ If CBEC allows exit pollsters, CBEC should let poll workers know that the pollsters are coming
- ▶ Exit pollsters:
 - **May** ask voters how they voted
 - **Cannot** disrupt the election
 - **Do not** have free reign to the poll
 - May be only where CBEC allows them to be in the poll

News

Photographers/Cameras

- ▶ **CBEC should:**
 - Work out in advance
 - Notify poll workers

- ▶ **CBEC decides:**
 - Whether they're allowed;
 - What they're allowed to film

Other Electronic Devices

- ▶ **Best practice is for poll workers to avoid:**
 - Posting to **social media** while voters are present at poll; and

 - Talking on **cell phone** inside of poll while voters are present



Conflict Resolution

► When dealing with difficult voters or situations:

- Remain calm; do not escalate the situation
- Turn the problem over to another poll worker, if necessary
- Call your CBEC or local law enforcement agency, if necessary
- Move any disturbance outside the immediate voting area, if possible
- Document problems



Spoiled & Abandoned Ballots

Spoiled Ballots

- ▶ Write *Cancelled* on the ballot, initial the spoiled ballot, and place it in the *Spoiled Ballot Envelope*
- ▶ Fill out the *Spoiled Ballot Affidavit*
- ▶ No more than 3 ballots may be issued to one voter

Abandoned Ballots

- ▶ For ballots abandoned in a scanner or machine, two poll workers complete the voting process & fill out the *Abandoned Ballot Log*
- ▶ For ballots abandoned elsewhere, write *Abandoned* on the ballot, place it in the *Abandoned Ballot Envelope*, and document the circumstances on the envelope (these ballots are not counted)

Closing the Poll

▶ Closing Procedures

- Announce that the poll is closed precisely at 7:30 p.m.
- Allow persons already in line at 7:30 p.m. to vote
- Total the number of voters on the **List of Voters** form
- Certify, attest, and sign the **List of Voters** form

▶ Close Voting Machines and Tabulating Devices (if any)

▶ Count Paper Ballots by Hand (if applicable)

▶ Secure Ballots for Transport

▶ Depart Poll

- Deliver Materials as instructed

Closing Voting Machines

- ▶ Properly close each voting machine
- ▶ Remove activation packs (PEBs) or devices
- ▶ Attest to exact time machine(s) secured
- ▶ Attest to number of votes shown on each public counter
- ▶ All poll workers sign Poll Workers' Certificate
- ▶ Secure RTAL tapes from the voting machines
- ▶ **Expose vote count for each machine**
- ▶ Produce/sign **3** copies of return records
- ▶ Post **1** return record from machine(s) on wall of poll
- ▶ Place activation packs (PEBs)/devices and remaining certified returns in sealed package signed by poll workers

Closing Electronic Vote Tabulating Devices

- ▶ Produce and sign a return record from the scanner
- ▶ Count write-in votes
- ▶ Prepare a return of votes
- ▶ Post results outside the poll
- ▶ **When paper ballots are to be counted at a central counting location:**
 - Place all voted ballots in secured container
 - Seal the container with a numbered seal
 - Transport the sealed container to the election commission

Departing the Poll

- ▶ **Follow any specific instructions from CBEC**
- ▶ **Remove postings**
- ▶ **Collect VOTE HERE signs**
- ▶ **Collect all supplies and election materials**
- ▶ **Put the poll back in order**
- ▶ **Seal stub boxes for transport to County Treasurer**



Delivery of Materials



- ▶ **Two copies of the Certificate of Election Results**
- ▶ **Copies of tally sheets, if any**
- ▶ **List of Voters form**
- ▶ **Precinct Voter Registration lists**
- ▶ **Voter Registration Application forms**
- ▶ **Other record-keeping supplies**

Delivery of Materials

- ▶ **Sealed package holding activation packs (PEBs) or devices and certified returns**
 - Obtain a receipt from CBEC
- ▶ **Paper ballots preserved separately & secured**
 - Voted ballots in a secured container with a numbered seal
 - Unused, provisional, cancelled, defective ballots
- ▶ **Election supplies and materials**
- ▶ **Other election returns**
- ▶ **A completed poll worker guide/checklist**



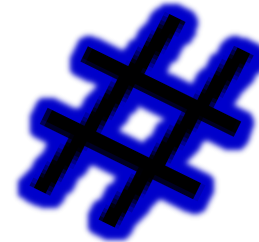
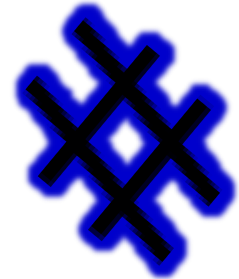
Ballot Accounting

SBEC recommends that you account for:

- ▶ The total **number** of ballots cast, including
 - Spoiled ballots
 - Abandoned ballots
 - Provisional ballots
 - Non-provisional paper ballots
 - Electronic ballots

- ▶ The total **number** of voters

- ▶ The total **number** of **UNUSED** paper ballots
 - Record serial numbers by precinct **OR**
 - Perform a manual recount by precinct or in total



Early & Absentee Voting

- ▶ This section is for those election officials responsible for conducting early voting and for opening, processing, and canvassing absentee ballots. This section includes topics that may not apply to every poll worker.

- ▶ Specifically we will cover:
 - Additional duties specific to Early voting
 - Opening & processing absentee ballots
 - Evaluating the validity of absentee ballots
 - Provisional absentee ballots
 - Counting absentee ballots generally

- ▶ **Remember:** Absentee Ballot Canvassing Officials (or absentee clerks) are election officials and must take the oath of an election official.

Early Voting

- ▶ **Same as Election Day, except:**
 - **Voter Signs Daily Dated EV Request Roster/Form**
 - **Poll Workers Record Precinct Number on Roster/Form**
 - **Keep Daily Records of Numbers of Ballots Cast**
 - **At the end of each day – secure the machines, materials, and voted and un-voted ballots**
 - **County Clerk updates VR database w/in 24 hours**

Opening & Processing Absentee Ballots

- ▶ Conducted by election officials **BEFORE** the polls close on election day
- ▶ Clerk 1, while observed by another election official, opens the return (outer) envelope and verifies that the voter statement, ID (if the ballot is from a flagged voter) and the ballot (inner) envelope have been properly placed in the return envelope.
- ▶ If everything is in order:
 - Clerk 1 reads aloud the voter's name and precinct from the voter statement.
 - Clerk 2 lists in duplicate the name and precinct of the voter. The duplicated list can be a carbon copy, photo copy, or hand-written copy of the original list.
 - The election officials compare the name, address, DOB and signature on the absentee ballot application against the voter statement.
 - The election officials compare the name and address of the bearer, agent or administrator written on the absentee ballot return envelope with the information on the voter statement.
- ▶ Place the unopened inner "Ballot Only" envelope into the absentee ballot box.

Opening & Processing Absentee Ballots

- ▶ If the voter statement and/or ID (if the ballot is from a flagged voter) are **NOT** in the return envelope separate from the inner “Ballot Only” envelope:
 - Clerk 1 removes the inner “Ballot Only” envelope from the outer return envelope and hands it to Clerk 2.
 - Clerk 2 inspects the inner “Ballot Only” envelope while being observed by clerk 1 and,
 - Removes the voter statement and/or ID documents, if found there, from the inner “Ballot Only” envelope and hands them to Clerk 1.
 - Clerk 2 returns the inner “Ballot Only” envelope and any found voter statement/ID documents to Clerk 1 and Clerk 1 places the inner “Ballot Only” envelope back into the outer return envelope.
 - Clerk 1 reads aloud from the voter statement, and regular processing procedures (see previous slide) are followed.

Validity of Absentee Ballots

- ▶ A name on a voter statement that is slightly different from the way the name is stated on the absentee ballot application (John A. Doe on one; John Doe on the other, for instance) “compares” if **all** the other information (DOB, address, signature) demonstrates that it is the same person.
- ▶ Dates of birth must match.
 - 4-11-1953 does not match 11-4-1953, for instance.
- ▶ Addresses must match.
 - 102 Main Street and 201 Main Street do not match, for instance.
- ▶ Election officials are not handwriting experts. Reject a ballot on the basis that the signatures do not compare **only** if there is a distinct and easily recognizable difference between the signature on the absentee ballot application and the voter statement.
- ▶ Certain voters may be "flagged" with a "must show ID" notation on the PVR list. If voting by absentee ballot, these "flagged" voters must include in the return envelope a copy of a **current and valid** photo identification or a copy of a **current** utility bill, bank statement, government check, paycheck, or other government document that shows the **name and address of** the voter. If identification is not present, the ballot is considered a **provisional** ballot.
- ▶ If there is any doubt about the validity of a ballot, set it aside for the election commission to review.

Provisional Absentee Ballots

- ▶ Poll watcher challenges;
- ▶ Flagged voters; and
- ▶ Absentee ballots delivered by a bearer/agent/administrator for which the name and address of the bearer/agent/administrator written by the county clerk on the return envelope **does not match** the information contained in the voter statement.
- ▶ When an absentee ballot becomes provisional, the absentee ballot clerk should:
 - Place the absentee voter package (the return envelope and everything that is inside it) into a provisional voter envelope;
 - Record on the provisional voter envelope the reason the absentee ballot was made provisional, including the reason the ballot was challenged, if any; and
 - Set the provisional ballots aside for consideration by the election commission.

Counting Absentee Ballots

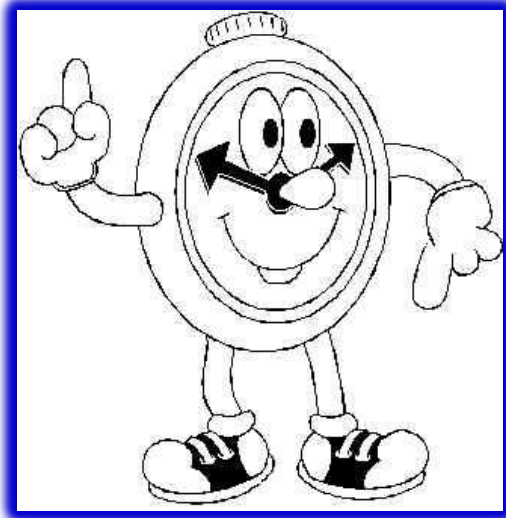
- ▶ After processing all the absentee ballots, the absentee ballot election officials shake the ballot box containing the inner “Ballot Only” envelopes thoroughly to mix the ballots.

- ▶ **When it is time to count the ballots, election officials must:**
 - Open the inner “Ballot Only” envelopes;
 - Count any write-in votes first; and
 - Count the remaining ballots by hand or electronic tabulating device at the discretion of the election commission.

- ▶ **Reject any ballot if:**
 - It comes in a bulk mailing from someone other than an administrator of a long-term care facility;
 - No voter statement is found in the return envelope or the ballot envelope;
 - If the election commission finds that the name, date of birth, address or signature on the voter statement do not compare to the corresponding information on the absentee ballot application;
 - The absentee ballot was cast by a voter who dies before the polls open on election day if it is postmarked, delivered by a bearer, agent or administrator, or, in the case of an active duty “armed services” voter, executed *after* the date the voter died;
 - If the return envelope indicates the ballot was returned by a bearer, agent or administrator but the voter has not authorized a bearer/agent/administrator on the voter statement.

And Remember:

- ▶ Absentee ballots on hand (and early votes) must be counted before the polls close on election day and the initial count reported to the Secretary of State no later than **30 minutes** after the polls close.
- ▶ Processing of absentee ballots may not begin prior to **8:30 a.m.** on election day.



Don't Forget these Emphasis Items

▶ NO VOTER TURNED AWAY

- Do not refuse anyone the right to vote. If you cannot determine a voter's eligibility, offer the voter a **provisional** ballot.

▶ PRIMARY ELECTIONS

- When processing a voter for the Primary Election, ask the voter “which primary ballot do you want?” Do not ask a voter “which party do you belong to” or “are you a Democrat or Republican?”
- Do not suggest to a voter which Primary Election he or she should vote in.
- You **MUST** indicate which ballot **EVERY** voter received by marking **D**, **R**, or **NP** next to the voter's name on the Precinct Voter Registration (PVR) List (aka the poll book).
- Do not allow someone to crossover vote in a Runoff Election.



Don't Forget these Emphasis Items

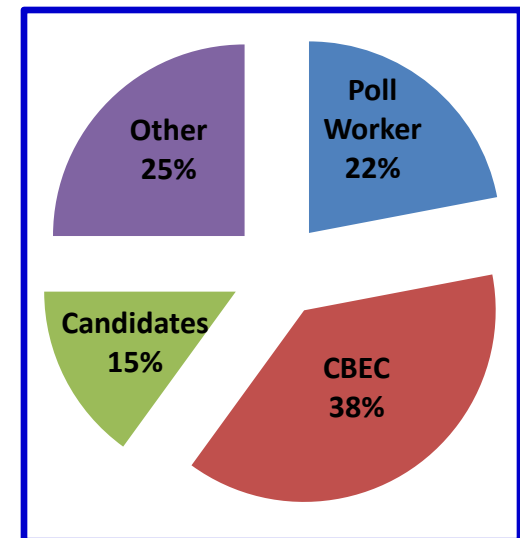
▶ VOTER ID

- Poll workers are required by law to **ASK every voter** to provide ID. However, most voters **DO NOT** have to provide ID in order to vote a regular ballot.
- **Only voters with a “must show ID” notation on the PVR list are required to provide ID;** if these voters do not provide ID then they must be given a provisional ballot.

Why is this important?

Common SBEC complaints from 2014:

- ▶ Failure to post notice of poll changes
- ▶ All required materials not posted at polls
- ▶ Improper person allowed to transport voting materials
- ▶ Poll workers failed to post results after polls closed
- ▶ Improper assistance
- ▶ Electioneering
- ▶ Voter ID



Let's Review

Who should administer the oath to poll workers at the polling site?

- a) The county judge**
- b) Other poll workers at the poll**
- c) A notary**

Which of the following voters should be asked by a poll worker to provide ID?

- a) All voters**
- b) Only voters that the poll workers do not know**
- c) Only voters with a “MUST SHOW ID” notation on the Precinct Voter Registration (PVR) List**

A voter who does not provide ID and who is not flagged with a “MUST SHOW ID” notation should:

- a) Not be allowed to vote**
- b) Be allowed to vote only a PROVISIONAL ballot**
- c) Be allowed to vote a REGULAR ballot, after the poll worker writes “No ID” on the PVR List**

Remember: Only flagged voters are required to provide ID or else vote a provisional ballot.

In a primary election, the voter must state:

- a) Whether he or she is a Democrat or Republican**
- b) Whether he or she is an Independent**
- c) In which party's primary or other election he or she wants to vote**

Before giving a paper ballot to the voter, the poll worker must initial:

- a) The back of the ballot**
- b) The front of the ballot**
- c) No part of the ballot**

If a voter requests help but wishes to vote without assistance from another person, he or she should be:

- a) Directed to a voting machine equipped for voters with disabilities**
- b) Assisted by 2 poll workers**
- c) Assisted by any person selected and named by the voter**
- d) Any of the above**

A voter who requests assistance may only be assisted by:

- a) Anyone who thinks the person needs assistance**
- b) Two (2) poll workers**
- c) Any person selected and named by the voter**
- d) Either b) or c)**

If a voter's current address is different than the address listed on the precinct voter registration list, the poll worker should:

- a) Call the county clerk to determine the voter's correct polling site**
- b) Give the voter a PROVISIONAL ballot**
- c) Let the voter cast a REGULAR ballot if the county clerk determines that the address is within the precinct and the voter updates a voter registration application form.**
- d) Both a) and c)**

If a voter's current address is not within the voting precinct, the poll worker should:

- a) Call the county clerk to determine the voter's correct polling site and send the voter there to vote**
- b) Give the voter a PROVISIONAL ballot**
- c) Let the voter cast a REGULAR ballot**

If a voter's name is not listed on the PVR List and the county clerk cannot verify the voter's registration, the poll worker must:

- a) Allow the voter to cast a REGULAR ballot**
- b) Inform the voter that he or she cannot vote**
- c) Allow the voter to cast a PROVISIONAL ballot**

Campaign workers carrying political signs may:

- a) Stand just outside the door to the polling room**
- b) Come inside the polling site as long as they do not speak to anyone**
- c) Stand at least 100' from the primary entrance to the building containing the polling site**

If a voter leaves the poll and abandons his or her ballot on a voting machine screen without finishing the voting process, two poll workers should:

- a) Cancel the ballot**
- b) Complete the process of casting the abandoned ballot and document the circumstances**
- c) Stop using the voting machine for the remainder of the day**

May people standing in line to vote when the polls close at 7:30 p.m. still vote?

a) Yes

b) No

If the PVR List indicates that a voter appearing to vote at the poll has already been delivered an absentee ballot, poll workers:

- a) Should allow the voter to cast a REGULAR ballot**
- b) Should allow the voter to cast a PROVISIONAL ballot**
- c) Should NOT allow the voter to vote**

For Primary Runoff Elections, poll workers must refer to the “D”, “R”, or “NP” notation on the PVR List to:

- a) Ensure that voter is not attempting to crossover vote**
- b) Determine that the voter is eligible to vote the ballot that he or she is requesting**
- c) Determine the voter’s party affiliation**
- d) Both a and b**



STATE BOARD OF ELECTION COMMISSIONERS

501 Woodlane, Suite 401N

Little Rock, Arkansas 72201

(501) 682-1834 or (800) 411-6996

Fax: 501-682-1782

info.sbec@sos.arkansas.gov

www.arkansas.gov/sbec