

**STATE OF ARKANSAS
TRAINING GUIDE AND CHECKLIST
FOR
POLL WORKERS**



**Prepared and Provided by the:
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ELECTION DAY CONTACT INFORMATION

For questions regarding a voter's registration status contact your:

County Clerk's Office _____
(phone number)

For questions about election day procedures contact your:

County Election Commission _____
(name) (phone number)

(name) (phone number)

(name) (phone number)

County Election Coordinator _____
(name) (phone number)

For emergencies or to report persons disrupting the election process contact your:

Local Law Enforcement _____
(Agency name) (phone number)

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BEFORE BEGINNING ANY OFFICIAL DUTIES

Administer and Sign the Oath of a Poll Worker

We, the undersigned, do swear that we will perform the duties of poll workers of this election according to law and to the best of our abilities, and that we will studiously endeavor to prevent fraud, deceit, and abuse in conducting the same, and we will not disclose how any voter shall have voted, unless required to do so as a witness in a judicial proceeding or a proceeding to contest an election.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Absent Poll Worker(s): Immediately contact your county election commission, county election coordinator, or county clerk if a fellow poll worker does not report to work.

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BEFORE OPENING THE POLL

Account for Paper Ballots

Fill in the blanks below to account for the number of paper ballots provided to the poll workers for each precinct voting at the poll.

FOR EXAMPLE:

Ballots for Precinct 001 quantity 300 serial number 0012300 through 0012599

- 1) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 2) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 3) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 4) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 5) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 6) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 7) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 8) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 9) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 10) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 11) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 12) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 13) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 14) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 15) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 16) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 17) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 18) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 19) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 20) Ballots for Precinct _____ quantity _____ serial number _____ through _____

Total number of paper ballots provided to the poll workers for the polling site: _____

Account for Voting Equipment

The type of voting equipment needed at the poll will vary depending upon the type of voting system used by the county for the election.

Place an "X" in the blank space adjacent to each item to indicate availability of all needed equipment. Contact your county election commission or county election coordinator if any needed equipment is missing. Equipment not applicable to the voting system being used for the election should be marked "N/A".

- _____ Voting machine(s) – also referred to as Touch Screen, DRE, iVotronic, iVo
- _____ Communication pack(s) – to run a zero printout tape and return record
- _____ Master or Supervisor PEB(s) – poll workers use to open and close the machine
- _____ Voter PEB(s) – activates the voter's personal electronic ballot
- _____ Electronic vote tabulating device – also referred to as scanner or optical scanner

Activate the Voting Equipment

If you are unable to activate any voting machine or electronic vote tabulating device or if any candidate or question counter on any voting machine or tabulator does not register zero (0), contact your county election commission or county election coordinator immediately for instructions on how to proceed. The zero (0) tapes are required postings (see page 6).

Arrange the Poll

Every voter must be provided privacy to mark his or her ballot. Arrange the poll to ensure orderly flow of voters and voter privacy. Avoid voting in hallways and high traffic areas to which people other than voters and poll workers require access.

Do not allow anyone except poll workers and those voting within 6 feet of voting machines, voting booths, and electronic vote tabulating devices.

Place an "X" in each blank to indicate completion of each task.

- _____ Place each voting machine in plain view of poll workers.
- _____ Place any electronic vote tabulating device in plain view of poll workers.
- _____ Place each voting booth in plain view of poll workers.
- _____ Place equipment so that voters have privacy to mark and cast a ballot.
- _____ Place equipment where no one can see or determine how a voter voted.
- _____ Place equipment to allow room for easy access by voters with disabilities using a wheelchair or walker.

Inspect Supplies

The type of supplies needed at the poll will vary depending upon the type of voting system used for the election.

Place an "X" in the blank space adjacent to each supply item to indicate availability of all needed items. Contact your county election commission or county election coordinator if any needed supply items are missing. Any unnecessary supply items should be marked "N/A".

- _____ Voting booths
- _____ Ballots
- _____ Ballot boxes
- _____ Stub boxes (for all paper ballot stubs, including provisional ballot stubs)
- _____ Numbered ballot box seals
- _____ Election kits
- _____ Magnifiers
- _____ Pencils
- _____ Pens
- _____ Permanent ink pens (for marking paper ballots to be counted by hand)
- _____ Manufacturer marking devices (for marking paper ballots to be scanned)
- _____ Pads
- _____ RTAL paper (for voting machine)
- _____ Thermal printer paper
- _____ Scissors
- _____ 100 foot spool of string (for marking electioneering area)
- _____ Tape (for required postings)
- _____ Abandoned Ballot envelopes
- _____ Provisional Ballot envelopes
- _____ Provisional Voter Envelopes
- _____ Spoiled Ballot envelopes
- _____ Envelopes for equipment keys
- _____ Envelopes to seal voted paper ballots
- _____ Envelopes to seal unused paper ballots
- _____ Certificates envelopes
- _____ Packages for voting machine activation devices
- _____ Container with numbered seal for enveloped voted/unvoted paper ballots
- _____ Election material transport supplies (boxes, envelopes, containers)
- _____ Telephone or cell phone

Post Required Information

The following information must be posted in a conspicuous place at the poll before opening the poll and must remain posted continuously until the poll closes.

Place an "X" in the blank space adjacent to each item to indicate that the required information has been posted. Contact your county election commission or county election coordinator if you are missing any required posting.

- _____ The Public Notice of Election
- _____ Sample Ballots - at least two ballots marked SAMPLE for each ballot style to be used at the poll
- _____ Instructions for voting on a voting machine
- _____ Text of Measures - two copies of the full text of all measures on the ballot
- _____ Zero Tapes - Zero (0) printout tape from each voting machine and scanner at the poll that is signed by every poll worker at the poll
- _____ Instructions on how to vote - at least two copies, including instructions for fail-safe and provisional voting
- _____ Voting Rights Poster (provided by the Secretary of State's Office)
- _____ State and Federal Elections Law Poster (provided by the Secretary of State's Office)
- _____ Poll Watcher Rights and Responsibilities (see page 37 in the Forms section)
- _____ VOTE HERE Signs – to be placed outside near each main driveway entrance to the polling site on each public street bordering the polling site and must be visible to approaching traffic
- _____ Americans with Disabilities Act (ADA) Signs – to be placed in designated parking spaces, accessible entrances, and hallways as needed or required by law

In addition to the required postings, the State Board of Election Commissioners suggests that the poll workers:

- _____ Post a Notice on Electioneering on exterior entrances used by voters to enforce electioneering laws and maintain order. The notice describes actions considered as electioneering, prohibitions on electioneering, and the punishment for violation of electioneering laws (see page 35 in the Forms section).
- _____ Post the Voting Machine Warning on voting machines (see page 38 in the Forms section).
- _____ For Primary and Runoff elections, post the Cross-Over Voting warning near the area where voters check-in to vote (see page 39 in the Forms section).
- _____ Mark the 100 foot Prohibited Electioneering Area using a 100 foot spool of string, stakes, or chalk.
- _____ Place a trash can near the primary exterior entrance into the poll for voters to discard campaign literature or other campaign articles before entering the poll.

Locate Forms

Locate the following forms and familiarize yourself with each form's use. Place an "X" in the blank space adjacent to each form as you locate it. Contact your county election commission or county election coordinator immediately if any forms are missing.

- _____ **Precinct Voter Registration (PVR) List** - a list, often referred to as a poll book, used by poll workers to process voters. This list may be in paper or electronic form. Voters must sign the list before being allowed to vote. The list provides 1) the name, address, and date of birth for the registered voters in the precinct, 2) each voter's precinct number and ballot style, 3) a space for each voter's signature, 4) a notation for each voter who was delivered an absentee ballot, 5) a notation for each voter who voted early, and 6) a notation for any voter that must show additional identification.
- _____ **List of Voters form** – for recording the name of every person who votes a regular ballot before he or she votes (see page 26 in the Forms section)
- _____ **List of Provisional Voters form** – for recording the names and addresses of all persons voting a provisional ballot (see page 27 in the Forms section)
- _____ **Notice to Provisional Voters** – a notice given to provisional voters that 1) explains the provisional voting process, 2) informs the voter that she/he will be notified by first class mail whether the ballot was counted, 3) instructs the voter who failed to present ID of the deadline and other information for returning to the county clerk or county board of election commissioners with their ID after the election, and 4) provides the date for a hearing for the voter if the county board of election commission rejects the provisional ballot (See page 28 in the Forms section)
- _____ **List of Persons Assisting Voters form** – for recording the name and address of any person assisting a voter, along with the name of the voter assisted (see page 29 in the Forms section)
- _____ **Change in Polling Site Authorization form** – for directing a voter to the proper poll and to expedite the process for the voter and poll workers when a voter is at the wrong poll according to the county clerk's office (see page 30 in the Forms section)
- _____ **Voter Registration Application form** – for the voter to update county voter registration records when the voter's name, address, or birth date differs with the Precinct Voter Registration List
- _____ **Spoiled Ballot Affidavit** - to record the ballot style number of every spoiled ballot with the signature of the voter spoiling the ballot (see page 31 in the Forms section)
- _____ **Voter Complaint form** – to be provided to a voter upon request for the purpose of filing a complaint about the function of a voting machine (see page 32 in the Forms section)

- _____ **Abandoned Ballot Log** - to document the handling of ballots of voters who have left the poll without completing the process of casting their ballot. The log documents the time, name of the voter (if known), the names of the poll workers completing the process of casting the ballot, and all other circumstances surrounding a ballot that was abandoned at a scanner or voting machine (see page 33 in the Forms section)
- _____ **Poll Workers' Certificate** – to certify after the polls close and voting has terminated that all voting machines were made inaccessible to further voting (see page 34 in the Forms section)
- _____ **Tally Sheets** – for use after the poll closes to tally the votes cast for each candidate or issue on the ballot when paper ballots are counted by hand at the poll
- _____ **Certificates of Election Results** – for use after the polls close to certify the paper ballot count when counted by hand at the poll or when counting write-in votes and preparing a return of the votes when an electronic vote tabulating device is used at the poll

Poll Watcher Authorization Form: To view a sample see page 36 in the Forms section. This form designates and authorizes a representative of a candidate, a representative of a group seeking the passage or defeat of a measure on the ballot, and a representative of a political party to be present at the poll. The form also outlines a poll watcher's rights and responsibilities. The law requires that each poll watcher present a file-marked Poll Watcher Authorization Form to a poll worker immediately upon entering the poll.

Review Commonly Misunderstood Procedures

Several **Quick Guides** that address commonly misunderstood election day procedures are available in the Quick Guides section beginning on page 40. The State Board recommends that the poll workers thoroughly review each quick guide before opening the poll for voting and keep them handy for reference throughout voting hours. Place an "X" in the blank space adjacent to each procedure.

- _____ Quick Guide on Voter Identification Procedures (pages 41-42 in the Quick Guides section)
- _____ Quick Guide on ID Procedures for Flagged Voters (page 43 in the Quick Guides section)
- _____ Quick Guide on Fail-Safe Voting Procedures (pages 44-45 in the Quick Guides section)
- _____ Quick Guide on Provisional Voting Procedures (pages 46-47 in the Quick Guides section)

- _____ Quick Guide on Assistance to Voters (page 48 in the Quick Guides section)
- _____ Quick Guide on Spoiled Ballot Procedures (page 49 in the Quick Guides section)
- _____ Quick Guide on Abandoned Ballot Procedures (page 50 in the Quick Guides section)
- _____ Quick Guide on Opening & Processing Absentee Ballots (pages 51-52 in the Quick Guides section)
- _____ Quick Guide on Evaluating Validity of Absentee Ballots (page 53 in the Quick Guides section)
- _____ Quick Guide on Provisional Absentee Ballots (page 54 in the Quick Guides section)
- _____ Quick Guide on Counting Absentee Ballots (pages 55-56 in the Quick Guides section)

DURING VOTING HOURS

Open the Poll

On election day, open the poll promptly at 7:30 a.m. and keep the poll open continuously until 7:30 p.m.

Process Voters

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

_____ **Step 2:** Confirm the information given by the voter to the information on the Precinct Voter Registration (PVR) List.

The following voting scenarios are covered by Fail-Safe Voting Procedures on pages 44-45 in the Quick Guides section.

Name Provided by Voter Differs with the PVR List: If the name provided by the voter differs from the PVR List (such as a recently married voter), the poll worker must ask the voter to complete a Voter Registration Application form to update county records, and then give the voter a *regular* ballot.

Birth Date Provided by Voter Differs with the PVR List: If the date of birth provided by the voter differs from the PVR List, the poll worker must ask the voter to complete a Voter Registration Application form to update county records, and then give the voter a *regular* ballot.

Address Provided by Voter Differs with the PVR List: If the address provided by the voter differs with the PVR List, the poll worker must contact the county clerk's office to verify the voter's precinct and correct poll.

Address is Confirmed Within the Precinct: If the county clerk's office confirms that the voter is registered and that the address is within the precinct, the poll worker must ask the voter to complete a Voter Registration Application form to update county records and then give the voter a *regular* ballot.

Address is not Within the Precinct: If the county clerk's office confirms that the voter is registered and that the address is *not* within the precinct, the poll worker should 1) complete a Change in Polling Site Authorization Form (see page 30 in the Forms section), 2) ask the voter to complete a Voter Registration Application form to update county records, 3) direct the voter to his or her correct poll, and 4) instruct the voter to present his or her Change in Polling Site Authorization Form at the voter's new poll to expedite the process. The voter will vote a *regular* ballot at the new and correct poll.

Voter Refuses to go to the Correct Poll: If the county clerk's office confirms that the address is *not* within the precinct, but the voter insists that he or she is at the correct poll and refuses to go to the correct poll, the voter must sign the Eligibility Affirmation and vote a *provisional* ballot (follow Provisional Voting Procedures on pages 46-47 in the Quick Guides section).

These voting scenarios are covered by Fail-Safe Voting Procedures on pages 44-45 in the Quick Guides section.

Voter's Name is not on the PVR List: If the voter's name is not on the PVR List, the poll worker must contact the county clerk's office to verify the voter's registration status, precinct, and poll. The poll worker then follows the same procedures as outlined above depending upon whether the address is or is not confirmed as within the precinct.

Voter's Registration cannot be Verified: If the county clerk's office **cannot** verify the voter's registration, but the voter contends to be both registered in the precinct and eligible to vote, the voter must sign the Eligibility Affirmation on the provisional voter envelope and vote a **provisional** ballot (follow Provisional Voting Procedures on pages 46-47 in the Quick Guides section).

"ABS" Notation on the PVR List: If the voter has an "ABS" notation on the PVR List, an absentee ballot has been delivered to the voter. The voter must vote a **provisional** ballot (follow Provisional Voting Procedures on pages 46-47 in the Quick Guides section).

"EA" Notation on the PVR List: If the voter has an "EA" notation on the PVR List, the voter may have already voted early. The voter must vote a **provisional** ballot (follow Provisional Voting Procedures on pages 46-47 in the Quick Guides section).

Step 3: Ask the voter to provide proof of identity. All voters must show ID *even if you know them*. If the voter is a resident of a long term care or residential care facility, he or she may instead provide documentation from the administrator of the facility attesting that he or she is a resident of the facility.

"Proof of Identity" is a document or photo ID card that is issued by the State, the federal government or an accredited postsecondary educational institution in Arkansas. The ID must show the name and photograph of the person to whom it was issued, and, if it has an expiration date, must not be expired more than 4 years before election day. Examples of acceptable proof of identity include:

- An Arkansas driver's license;
- A concealed carry handgun license;
- A U.S. passport;
- An employee badge or ID document issued by the State of Arkansas, the federal government or a postsecondary educational institution located in Arkansas;
- A U.S. military ID document;
- A student or employee ID card issued by a postsecondary educational institution;
- A public assistance ID card; or
- A voter ID card issued by the county clerk.

Documentation from the administrator is a letter on facility letterhead, dated and signed by the administrator which specifically identifies the full name of the resident in the body of the letter and is valid for one year after the date it is signed and issued.

_____ **Step 4:** If the voter provides ID, check the “ID Provided” box on the PVR List and provide the voter a regular ballot.

_____ **Step 5:** If the voter does not provide ID, write “No ID” next to the voter’s name on the PVR List and provide the voter a provisional ballot.

_____ **Step 6:** Check the PVR List for any ID notation (“Flagged Voters”).

Flagged Voters on the PVR List:

Some first-time voters will be “flagged” on the PVR list to show additional ID.

A “flagged” voter who presents a valid proof of identity that is also current (not expired) may vote without presenting an additional identification document. The poll worker checks the “ID Provided” box on the PVR list and gives the voter a **regular** ballot.

If the proof of identity provided by a flagged voter is expired, the voter must additionally provide 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 the “flagged” voter provides both an expired proof of identity and the additional ID, the poll worker checks the “ID Provided” box on the PVR List and gives the voter a **regular** ballot.

If the “flagged” voter provides an expired proof of identity, but not the required additional ID, the poll worker checks the “ID Provided” box on the PVR List and gives the voter a **provisional** ballot (follow Provisional Voting Procedures on pages 46-47 in the Quick Guides section). The poll worker must also mark the “First-time Voter Flagged to Show Additional ID (No Additional ID Provided)” box on the provisional ballot envelope.

If the “flagged” voter does not provide proof of identity or the required additional ID, the poll worker writes “No ID” next to the voter’s name on the PVR List and gives the voter a **provisional** ballot (follow Provisional Voting Procedures on pages 46-47 in the Quick Guides section). The poll worker must also mark the “No Proof of Identity” box *and* the “First-time Voter Flagged to Show Additional ID (No Additional ID Provided)” box on the provisional ballot envelope.

If the “flagged” voter does not provide proof of identity but does provide the required form of additional ID, the poll worker gives the voter a **provisional** ballot. The poll worker must also mark the “No Proof of Identity” box on the provisional ballot envelope and note the fact that the voter provided the additional ID on the line provided for “Other” reasons.

_____ **Step 7 (for Primary Elections only):** Ask the voter to state in which party primary or other election he or she wishes to vote.

Poll Worker DO NOTs: A poll worker should not 1) ask a voter if he or she is a Democrat or Republican or other party affiliation, 2) ask a voter what political party he or she “belongs to”, or 3) allow a voter to vote in more than one political party’s primary.

Primary Ballot Choices: A voter may choose 1) a Democratic ballot containing Democratic party candidates, nonpartisan candidates, and any special election issues, 2) a Republican ballot containing Republican party candidates, nonpartisan candidates, and any special election issues, or 3) a Nonpartisan ballot containing nonpartisan candidates and any special election issues. A voter requesting a nonpartisan ballot **cannot** also vote a separate political party’s ballot.

_____ **Step 8 (for Primary Elections only):** Mark the PVR List to indicate what ballot was selected by the voter, such as 1) a “D” for Democratic ballot style, 2) an “R” for Republican ballot style, or 3) an “NP” for Nonpartisan ballot style.

Crucial Poll Worker Markings on the Primary PVR List: These notations made by the poll workers on the precinct voter registration list at the primary election will be reflected on the precinct voter registration list for the primary runoff election and will determine which voters are eligible or ineligible to vote in a party’s runoff election.

_____ **Step 9 (for Primary Runoff Elections only):** Refer to the “D”, “R”, and “NP” notations on the PVR List to determine if the voter is eligible to vote the ballot that he or she is requesting to vote in the runoff election.

Runoff Ballot Choices Determined by Notations: 1) a “D” notation allows a voter to vote in the Democratic runoff election, 2) an “R” notation allows a voter to vote in the Republican runoff election, and 3) an “NP” notation allows a voter to vote in the Democratic or Republican runoff election.

No Notation: Ask the voter if he or she voted in a party’s primary and issue a ballot as outlined above.

Voter did not Vote in the Primary: The voter may vote in the Democratic or Republican runoff election.

Cross-Over Voting: It is illegal to vote in one political party’s primary election in May and then vote in a different political party’s runoff election in June. For Example: A voter who voted in the Democratic primary election in May **may not** then vote in the Republican party’s runoff election in June.

It is also illegal for a poll worker to knowingly provide a ballot to a voter to vote in a different party’s runoff election.

_____ **Step 10:** Ask the voter to sign the PVR List.

Voter Cannot Sign or Make a Mark: If the voter cannot sign or make a mark, the poll worker must record his or her (the poll worker's) initials and the voter's date of birth on the voter's signature line on the PVR List and give the voter a *regular* ballot.

_____ **Step 11:** Record or ask the voter to record his or her name on a list of voters form.

If the voter casts a *regular* ballot, use the List of Voters form (see page 26 in the Forms section).

If the voter casts a *provisional* ballot, use the List of Provisional Voters form (see page 27 in the Forms section).

_____ **Step 12:** Initial the back of the paper ballot.

_____ **Step 13:** Remove the stub.

_____ **Step 14:** Place the stub in the stub box.

_____ **Step 15:** Give the paper ballot to the voter to cast his or her vote.

Voter Casts a Ballot Electronically: When a voter votes on a voting machine, the State Board recommends issuing the voter a slip for his or her ballot style that can be given by the voter to the poll worker who activates the voting machine for the voter.

Time Allotted to Cast the Ballot: The law allows each voter five minutes to cast his or her ballot. The State Board urges poll workers to be reasonable in dealing with voters when long ballots are involved.

Departing after Voting: A voter should personally deposit his or her ballot into the ballot box or scanner and *immediately* leave the poll.

When voting by machine, the voter *cannot* return to the voting machine except to complete the voting process and *must immediately* depart the poll.

Processing Early Voters

Except as otherwise provided by law, early voting is conducted in the same manner as voting on election day and any conduct that is prohibited or restricted on election day is also prohibited and restricted on the days that early voting is conducted. Except for the following steps, follow the same steps outlined above to process early voters.

_____ **Step 1:** Have the voter sign the daily dated early voting roster or early voting request form that identifies his or her name, address, and date of birth.

_____ **Step 2:** Record the early voter's precinct number on the roster or form.

_____ **Step 3:** Keep daily records of the number of early ballots cast.

Procedures for Assisting Voters

Procedures for assisting voters can be found on page 48 in the Quick Guides section.

Voter is Unable to Stand in Line: If a voter notifies a poll worker that he or she is unable to stand in line for extended periods of time because of physical, sensory, or other disability, the poll worker should assist the voter to the head of the line. If possible, provide chairs for voters having trouble standing.

Guide Dogs Allowed: A guide dog assisting a voter with a visual impairment is allowed in the poll.

Voter is Unable to Cast a Paper Ballot without Help but Wants to Vote Unassisted: A poll worker should direct the voter to a voting machine that is equipped to allow voters with disabilities to vote unassisted.

Voter Needs Assistance to Cast a Paper Ballot but does not want to Vote by Machine: Two poll workers or a person of the voter's choice may assist the voter in casting his or her ballot. When poll workers assist the voter, one poll worker will assist and the other will observe without comment or interpretation.

Voter Wants to Select the Assistant: Any person selected and named by the voter may assist the voter to cast either a paper or machine ballot. The assistant should do so without comment or interpretation.

Limits on Assisting: No one other than poll workers, county clerks, and deputy clerks may assist more than six voters in marking and casting a ballot at an election.

_____ **Step 1:** Keep a list of all voters assisted (see the List of Persons Assisting Voters form on page 29 in the Forms section).

_____ **Step 2:** Record the name of each voter that is assisted.

_____ **Step 3:** Record the names of the two poll workers who assisted the voter.

_____ **Step 4:** Record the name and address of the person chosen by the voter to assist.

Important Reminders on Voter Assistance:

- 1) A voter must **personally** request assistance in casting his or her ballot.
- 2) A poll watcher **cannot** suggest to a voter that he or she does or does not need assistance.
- 3) A poll worker **cannot** suggest to a voter that he or she does or does not need assistance.
- 4) Ballots **cannot** be taken outside of the polling room during voting hours.
- 5) A person assisting a voter **may not** misrepresent the content of the ballot or change or mark the ballot, except as intended by the voter, and must provide assistance without comment or interpretation.

Procedures for Casting a Provisional Ballot

When there is a question concerning a voter's eligibility or if a voter fails to provide ID, a provisional ballot is cast by special procedures as follows. Additional information on Fail-Safe Voting Procedures can be found on pages 44-45 in the Quick Guides section and Provisional Voting Procedures can be found on pages 46-47 in the Quick Guides section.

- _____ **Step 1:** A poll worker must inform the voter that he or she may cast a provisional ballot.
- _____ **Step 2:** The voter must complete the Eligibility Affirmation located on the Provisional Voter Envelope.
- _____ **Step 3:** The poll worker must 1) initial the back of a paper ballot, 2) remove the ballot stub, and 3) place the stub into the stub box.
- _____ **Step 4:** The voter may then mark the ballot, and must 1) place the provisional ballot in a ballot secrecy envelope that is marked Provisional Ballot and seal the envelope, 2) place the sealed Provisional Ballot envelope into his or her Provisional Voter Envelope, and 3) seal the Provisional Voter Envelope and give it to the poll worker.
- _____ **Step 5:** The poll worker must provide the provisional voter with a copy of a notice that 1) explains the provisional voting process, 2) informs the voter that she/he will be notified by first class mail whether the ballot was counted, 3) instructs the voter who failed to present ID of the deadline and other information for returning to the county clerk or county board of election commissioners with their ID after the election, and 4) provides the date for a hearing for the voter if the county board of election commission rejects the provisional ballot.
- _____ **Step 6:** The poll worker must record the provisional voter's name and address on the List of Provisional Voters form (see page 27 in the Forms section).
- _____ **Step 7:** The poll worker must check the reason for voting provisional in the area provided on the provisional ballot envelope.
- _____ **Step 8:** The poll workers must keep all provisional ballots secured and separate from other ballots by placing the Provisional Voter Envelopes in a secure container.

Court Orders Extending the Time for Closing the Poll: If a federal, state, or any other court order extends the time for closing the poll, any voter who votes as a result of the extension must cast a **provisional** ballot. These provisional ballots **must** be kept separate from any other provisional ballots cast by voters during regular voting hours.

- _____ **Step 9:** The poll workers must forward the secure container to the county election commission after the poll closes.

Counting Provisional Ballots: It is crucial that the poll workers follow **all** provisional voting procedures so that the county election commission can later determine the validity of each provisional ballot and whether or not the ballot should be counted before certifying the election.

Poll Watchers and Vote Challenges

Every poll watcher at the poll during voting hours must present a file-marked Poll Watcher Authorization Form to a poll worker immediately upon entering the poll (see page 36 in the Forms section).

Poll Watchers: A poll watcher during voting hours at an election day poll may be 1) an authorized representative of a candidate, 2) an authorized representative of a group for or against a ballot measure, or 3) an authorized representative of a political party with a candidate on the ballot.

Candidates in Person at Early Voting Polls: A candidate may be present in person at an early voting poll only for the purpose of observing whether or not votes are fairly and accurately cast. A candidate present as an observer must show ID and **may not** challenge voters as a poll watcher during early voting and may speak only to a designated poll worker.

If a candidate present at an early voting poll for the purpose of observing is a public official, he or she may not wear any uniform, badge, or other apparel or equipment that identifies the candidate as a public official.

Number of Poll Watchers Allowed in the Poll: Only one authorized poll watcher representative per candidate, group, or party is allowed at any given time at each location within a poll where voters check in to vote.

Poll Watcher Rights: A poll watcher at a polling site may 1) observe poll workers, 2) stand close enough to the place where voters check in to vote so as to hear a voter's name, 3) compile lists of voters, 4) challenge ballots upon notice to a poll worker **before** the voter signs the PVR List, and 5) call any perceived irregularity or election law violation to the attention of an election sheriff.

A poll watcher may **not** 1) be within six feet of any voting machines or booths, 2) speak to voters, 3) try to influence voters inside a poll or within the prohibited electioneering zone, or 4) disrupt elections.

Poll Watcher Challenges: A poll watcher may challenge a voter only on the grounds that the voter is not eligible to vote in the precinct or that the voter has previously voted at that election. The poll watcher must 1) notify a poll worker of the challenge **before** the voter signs the PVR List, and 2) complete the Challenged Ballot Form located on the Provisional Voter Envelope (see Provisional Voting Procedures on pages 46-47 in the Quick Guides section).

Procedures for Handling Spoiled Ballots

If a voter spoils a paper ballot, the voter may return the paper ballot to a poll worker (see Spoiled Ballot Procedures on page 49 in the Quick Guides section).

_____ **Step 1:** Write **CANCELLED** on the face of the ballot.

_____ **Step 2:** Initial the ballot and place the spoiled ballot in an envelope marked Spoiled Ballot.

_____ **Step 3:** Record the spoiled ballot's ballot style number on the Spoiled Ballot Affidavit (see page 31 in the Forms section).

_____ **Step 4:** Have the voter sign the Spoiled Ballot Affidavit **before** issuing a replacement ballot to the voter. A voter may be issued no more than three ballots in all.

_____ **Step 5:** Preserve spoiled ballots separately from other ballots for return to the county election commission.

Procedures for Handling Abandoned Ballots

For additional information on handling the different types of abandoned ballots, see the Abandoned Ballot Procedures on page 50 in the Quick Guides section.

Paper Ballots Abandoned in the Poll:

If a paper ballot is left at a voting booth or anywhere else in the poll without being inserted into the ballot box by a voter before leaving the poll, a poll worker must:

- _____ **Step 1:** Write **ABANDONED** on the face of the abandoned ballot.
- _____ **Step 2:** Place the abandoned ballot in a separate envelope.
- _____ **Step 3:** Write **Abandoned Ballot** on the envelope.
- _____ **Step 4:** Document all circumstances on the outside of the envelope.
- _____ **Step 5:** Preserve abandoned ballots separately from other ballots.

Paper ballots abandoned by a voter in this manner are not counted.

Paper Ballots Abandoned in the Electronic Scanner:

If a paper ballot is abandoned in the receiving part of an electronic scanner by a voter who has left the poll without telling a poll worker to cancel or replace the ballot, two poll workers must:

- _____ **Step 1:** Override warnings on the scanner.
- _____ **Step 2:** Complete the process of casting the ballot.
- _____ **Step 3:** Document 1) the name of the voter, 2) the names of the two poll workers completing the process of casting the ballot, 3) the time, and 4) all circumstances involved (see the Abandoned Ballot Log on page 33 in the Forms section).

Electronic Ballots Abandoned on a Voting Machine:

If an electronic ballot is abandoned on a voting machine by a voter who has left the poll without telling a poll worker to cancel the ballot, two poll workers must:

- _____ **Step 1:** Complete the process of casting the ballot.
- _____ **Step 2:** Document 1) the name of the voter, 2) the names of the two poll workers completing the process of casting the ballot, 3) the time, and 4) all circumstances involved (see the Abandoned Ballot Log on page 33 in the Forms section).

Electioneering

Electioneering includes 1) handing out literature on any candidate or issue on the ballot, 2) soliciting signatures on any petition, 3) soliciting contributions, and 4) attempting to win votes by wearing or displaying campaign buttons, caps, shirts, signs, or other articles of influence (see the Notice on Electioneering on page 35 in the Forms section).

Prohibitions: Electioneering is prohibited 1) in any early voting site during voting hours, 2) in any election day poll during voting hours, 3) within 100 feet of the main exterior entrance used by voters to the building containing the early voting polling site on any day that early voting is allowed, and 4) within 100 feet of the main exterior entrance used by voters to the building containing the election day poll.

Suggestions for Monitoring and Preventing Electioneering:

The State Board suggests that poll workers:

- _____ **Step 1:** Instruct any person entering the poll who is wearing or displaying campaign articles to remove them or completely cover them immediately (a campaign shirt could be turned inside-out).
- _____ **Step 2:** Check the poll frequently for campaign articles and remove them promptly.
- _____ **Step 3:** Monitor the 100' electioneering prohibition zone periodically to ensure compliance.

Exit Polls

Exit polling is *not* considered electioneering. If a news organization conducts exit polls, the exit pollsters should give advance notice to the election commission. An exit pollster may ask voters how they voted, but he or she cannot disrupt the election. Check with the election commission if a pollster shows up in your polling place.

Conflict Resolution

In dealing with difficult voters or situations, the State Board urges poll workers to:

- _____ **Step 1:** Remain calm.
- _____ **Step 2:** Turn the problem over to another poll worker, if necessary.
- _____ **Step 3:** Call your county election commission or local law enforcement agency, if necessary.
- _____ **Step 4:** Move any disturbance outside the immediate voting area, if possible.
- _____ **Step 5:** Document problems.

CLOSING THE POLLS

Close the Poll

- _____ **Step 1:** Announce that the poll is closed at precisely 7:30 p.m.
- _____ **Step 2:** Close the poll.
- _____ **Step 3:** Allow persons already in line at 7:30 p.m. to vote.
- _____ **Step 4:** Total the number of voters on the List of Voters form (see page 26 in the Forms section).
- _____ **Step 5:** Certify, attest, and sign the List of Voters form.

Court Orders Extending Time for Closing Polls: If a federal or state court order or any other order extends the time for closing the polls follow the special voting procedures outlined under Procedures for Casting a Provisional Ballot on page 16.

Close the Voting Machine(s)

- _____ **Step 1:** Secure voting machine(s) against further voting by properly closing the machine(s).
- _____ **Step 2:** Remove activation packs (PEBs) or devices from voting machine(s).
- _____ **Step 3:** Attest to the exact time the voting machine(s) were secured against voting.
- _____ **Step 4:** Attest to the number of votes shown on each public counter.
- _____ **Step 5:** Certify all of the above by signature of all poll workers on the Poll Workers' Certificate (see the Poll Workers' Certificate on page 34 in the Forms section).
- _____ **Step 6:** Secure the RTAL tapes from the voting machine(s).
- _____ **Step 7:** Expose the vote count for each voting machine in the presence of all persons authorized to be present.
- _____ **Step 8:** Produce and sign three copies of the return record from each voting machine.
- _____ **Step 9:** Post one copy of each return record on the wall of the polling room.
- _____ **Step 10:** Place activation packs (PEBs) or devices used to collect votes from each voting machine and remaining certified return records in a sealed package signed by all the poll workers.

Close any Electronic Vote Tabulating Device (Scanner)

If an electronic vote tabulating device is used at the poll, the poll workers must:

_____ **Step 1:** Produce and sign the return record from the scanner.

_____ **Step 2:** Count write-in votes.

_____ **Step 3:** Prepare a return of votes.

_____ **Step 4:** Post results outside the polling site.

Count Paper Ballots

If paper ballots are to be counted by hand at the poll, the poll workers must:

_____ **Step 1:** Witness the counting of the ballots.

_____ **Step 2:** Open the ballot box.

_____ **Step 3:** Count each ballot in turn or count by offices and issues.

_____ **Step 4:** Keep separate tally lists of votes cast for each candidate or issue.

_____ **Step 5:** Complete Certificates of Election Results in triplicate.

_____ **Step 6:** Post one copy of the Certificates of Election Results outside the poll.

Handling of Overvoted Paper Ballots Counted at the Poll: An overvote occurs when a ballot contains marks for more than the maximum allowable number of candidates in any one contest or contains marks both FOR and AGAINST a single measure. When a ballot is overvoted, the poll workers must determine the voter's intent and should not automatically reject an entire ballot because of an overvote.

If there is an overvote the State Board's Rules for Voter Intent should be used by the poll workers to assist in reviewing overvoted ballots and determining whether to count any questionable vote.

Handling of Fraudulent Paper Ballots Counted at the Poll: If two or more ballots are found folded together, the ballots shall be considered fraudulent and should not be counted.

Open to the Public: After the polls have closed, the counting of votes at the poll must be open to the public and to any authorized poll watchers.

Candidates in person or an authorized representative of a candidate or political party may be present to witness the counting of ballots to determine whether ballots are fairly and accurately counted.

Secure Paper Ballots for Transporting

If paper ballots are to be counted at a central counting location, the poll workers must:

_____ **Step 1:** Place all voted ballots in a secured container.

_____ **Step 2:** Seal the container with a numbered seal.

_____ **Step 3:** Transport the sealed container to the county election commission.

Account for Unused Paper Ballots

The State Board recommends that you account for the number of persons voting, unused paper ballots, and ballots cast before departing the poll.

Fill in the blanks below to account for the number of paper ballots that were **not** used using the example below or by performing a manual recount of unused paper ballots by precinct or in total.

FOR EXAMPLE:

Ballots for Precinct 001 quantity 110 serial number 0012490 through 0012599

- 1) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 2) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 3) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 4) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 5) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 6) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 7) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 8) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 9) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 10) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 11) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 12) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 13) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 14) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 15) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 16) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 17) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 18) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 19) Ballots for Precinct _____ quantity _____ serial number _____ through _____
- 20) Ballots for Precinct _____ quantity _____ serial number _____ through _____

Total number of paper ballots not used at the polling site: _____

Account for Ballots Cast and Voters

- a) _____ Total number of paper ballots received (from paper ballot accounting on page 3 that was performed before opening the poll)
- b) _____ Total number of paper ballots **not** used (from paper ballot accounting on page 22)
- c) _____ Total number of paper ballots used (a – b)
- d) _____ Total number of spoiled paper ballots (from the Spoiled Ballot Affidavit)
- e) _____ Total number of abandoned paper ballots (manually count the “Abandoned Ballot” envelopes)
- f) _____ Total number of provisional ballots cast (from the List of Provisional Voters form)
- g) _____ Total number of non-provisional paper ballots cast (c – d – e – f)
- h) _____ Total number of paper ballots cast (f + g)
- i) _____ Total number of votes cast on voting machines (from the voting machine tape printouts)
- j) _____ TOTAL NUMBER OF VOTERS (e + h + i)
- k) _____ Total number of ballots scanned (from the electronic vote tabulator tape printout)
- l) _____ Total number of voters on the list of voters forms
- m) _____ Total number of voters on the list of provisional voters form

Check Your Calculations:

- _____ The total number of paper ballots used and recorded under “c” should equal (d + e + f + g)
- _____ The total number of non-provisional paper ballots cast under “g” should equal “k”
- _____ The total number of voters recorded under “j” should equal the sum of “l” plus “m”

Depart the Poll

After the poll closes and before departing the poll, the poll workers should:

- _____ **Step 1:** Consult and follow any specific instructions from the county election commission.
- _____ **Step 2:** Remove all postings from the walls, except those required to remain posted.
- _____ **Step 3:** Collect the VOTE HERE signs from the street.
- _____ **Step 4:** Collect all supplies and election materials.
- _____ **Step 5:** Put the polling site back in order.
- _____ **Step 6:** Seal stub boxes for transport to the County Treasurer.
- _____ **Step 7:** Deliver to the County Clerk:
 - _____ 1) The 2nd copy of the Certificates of Election Results
 - _____ 2) One copy of tally sheets, if any
 - _____ 3) The List of Voters Form
 - _____ 4) The PVR Lists
 - _____ 5) Voter Registration Application forms
 - _____ 6) Any other record-keeping supplies
- _____ **Step 8:** Deliver to the County Election Commission:
 - _____ 1) One completed copy of this Poll Worker Guide and Checklist
 - _____ 2) Sealed packages containing activation packs (PEBs) or devices and the certified return records (obtain a receipt for the sealed packages)
 - _____ 3) Voted paper ballots in a secured container with a numbered seal
 - _____ 4) Secured unused ballots
 - _____ 5) Secured provisional ballots
 - _____ 6) Secured cancelled ballots
 - _____ 7) Secured defective ballots
 - _____ 8) Election supplies and materials
 - _____ 9) The 3rd copy of the Certificates of Election Results
 - _____ 10) One copy of any tally sheets
 - _____ 11) Other election returns

Closing an Early Voting Poll Daily

Except as otherwise provided by law, early voting is conducted in the same manner as voting on election day and any conduct that is prohibited or restricted on election day is also prohibited and restricted on the days that early voting is conducted. At the end of each day's voting:

- _____ **Step 1:** Secure all voting machines against further voting.
- _____ **Step 2:** Secure all voted ballots.
- _____ **Step 3:** Secure all unvoted ballots.
- _____ **Step 4:** Secure all election materials in a secure location in the courthouse or other secure location determined by the county election commission.

FORMS AND POSTINGS

List of Voters

List of Provisional Voters

Notice to Provisional Voters

List of Persons Assisting Voters

Change in Polling Site Authorization Form

Spoiled Ballot Affidavit

Voter Complaint Form

Abandoned Ballot Log

Poll Workers' Certificate

Notice on Electioneering

Poll Watcher Authorization Form

Poll Watcher Rights and Responsibilities

Voting Machine Warning

Cross-Over Voting Warning

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LIST OF VOTERS

Arkansas Code Annotated § 7-5-211(a)(2)(B) requires county election commissions to provide poll workers with list of voters forms. Arkansas Code Annotated § 7-5-305(a)(9) requires that before a person is allowed to vote, the voter's name must be recorded on the list of voters form.

DO NOT INCLUDE PROVISIONAL VOTERS ON THIS LIST. A separate form is required for provisional voters.

Date: _____

Poll Name: _____

County: _____

Precinct #(s): _____

NAME OF VOTER

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

NAME OF VOTER

16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

Pursuant to Arkansas Code Annotated § 7-5-314, poll workers shall total the number of voters on the list of voters forms, and the lists shall be certified and attested by the poll workers. **I certify and attest that this list contains the names of registered voters who voted non-provisional ballots at this polling site.**

Signature of Poll Worker

Signature of Poll Worker

Signature of Poll Worker

Signature of Poll Worker

Signature of Poll Worker

Signature of Poll Worker

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LIST OF PROVISIONAL VOTERS

Arkansas Code Annotated § 7-5-308 requires poll workers to make a list of the names and addresses of all persons voting a provisional ballot and requires county election commissions to determine the validity of each provisional ballot prior to certification of the election.

Date of Election: _____

Poll Name: _____

TO BE COMPLETED BY POLL WORKERS			Precinct	TO BE COMPLETED BY ELECTION COMMISSION		
No.	Voter's Name	Voter's Address		Vote counted		If not counted, reason
				Y	N	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Commissioner Signature

Commissioner Signature

Commissioner Signature

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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 or, if applicable, presentation of proof of identity or an affidavit of indigence or religious objection. The 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 if the voter's ballot was rejected for reasons other than failure to present proof of identity.

If a provisional voter who cast a provisional ballot for failure to present proof of identity presents proof of identity or an affidavit of indigence or religious objection to the county clerk or the county board of election commissioners by noon of the first Monday following the election, the provisional ballot will be counted.

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

- Poll Watcher Challenge
- No Proof of Identity Provided
- 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 _____

County Clerk Contact Information:

Address:

Telephone Number:

Regular Office Hours:

**The next meeting of the county board of election commissioners
will be held:**

Date:

Time:

Location:

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

Date:

Time:

Location:

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 or, if applicable, presentation of proof of identity or an affidavit of indigence or religious objection. The 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 if the voter's ballot was rejected for reasons other than failure to present proof of identity.

If a provisional voter who cast a provisional ballot for failure to present proof of identity presents proof of identity or an affidavit of indigence or religious objection to the county clerk or the county board of election commissioners by noon of the first Monday following the election, the provisional ballot will be counted.

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

- Poll Watcher Challenge
- No Proof of Identity Provided
- 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 _____

County Clerk Contact Information:

Address:

Telephone Number:

Regular Office Hours:

**The next meeting of the county board of election commissioners
will be held:**

Date:

Time:

Location:

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

Date:

Time:

Location

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CHANGE IN POLLING SITE AUTHORIZATION FORM

If the address given by a voter to the poll worker is not the same as the address on the precinct voter registration list, Arkansas Code Annotated §§ 7-5-305 and 7-7-308 requires that the poll worker contact the county clerk's office to determine the voter's proper precinct.

If the county clerk's office confirms that the voter's address is not within the precinct, the poll worker should complete the information below and give the completed form to the voter, instruct the voter to complete a voter registration application form to update county voter registration record files, and instruct the voter to go to the polling site serving that precinct in order for his or her vote to be counted.

THE VOTER SHOULD PRESENT THIS COMPLETED FORM TO THE POLL WORKERS AT THE VOTER'S NEW POLLING SITE.

Date of Election: _____

Name of Voter: _____

Voter's Registrant ID Number: _____
(This number will be provided by the County Clerk's office.)

New Polling Site Location: _____
(New polling site location will be provided by the County Clerk's office.)

New Polling Precinct Number: _____
(This number will be provided by the County Clerk's office.)

Ballot Style to be Voted: _____
(This number will be provided by the County Clerk's office.)

Authorized By: _____
(Name of the employee with county clerk's office confirming the voter's registration.)

Referred From: _____
(Name of the poll and the precinct number from which referred.)

Referred by Poll Worker: _____
(Signature of the poll worker referring the voter to a new polling site.)

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SPOILED BALLOT AFFIDAVIT

Date: _____ Poll Name: _____

County: _____ Precinct #(s): _____

Arkansas Code Annotated §§ 7-5-602 and 7-5-609 require that if a voter spoils a ballot, he/she should return the ballot to a poll worker who shall void the spoiled ballot by writing "CANCELLED" on its face and initialing the ballot. The poll worker shall issue the voter a new ballot, not to exceed three (3) in all. The voter must sign this affidavit before voting the new ballot.

I, the undersigned, do solemnly swear or affirm that I spoiled my ballot(s), that I returned the spoiled ballot(s) to a poll worker who canceled the ballot(s) in my presence, and that I received a new ballot.

Signature of Voter	Spoiled Ballot Ballot Style Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

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VOTER COMPLAINT FORM

Arkansas Code Annotated § 7-5-510 requires county election commissions to provide, to every polling place using a voting machine(s), forms for voters to use in filing a complaint about the function of a voting machine.

Poll workers must forward complaint forms to their county election commission for investigation.

Name of Complainant: _____

Address of Complainant: _____

Telephone Number of Complainant: _____

Complaint: _____

Signature of Complainant: _____

Voting Machine Identification #: _____

County: _____

Poll Name: _____ Precinct #: _____

Date: _____ Time: _____

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ABANDONED BALLOT LOG

County: _____
Date of Election: _____ **Name of Election:** _____
Precinct Number(s): _____ **Polling Location Name:** _____

PAPER BALLOT REJECTED BY SCANNER AND ABANDONED BY VOTER

According to Arkansas Code Annotated § 7-5-309, if a paper ballot is abandoned in the receiving part of an electronic vote tabulating device by a voter who has left the poll without telling a poll worker to cancel or replace the ballot, two (2) poll workers should override warnings on the scanner, complete the process of casting the ballot, and document the name of the voter, the names of the two (2) poll workers completing the process of casting the ballot, the time, and all circumstances involved. **POLL WORKERS SHOULD NOT CAST PAPER BALLOTS ABANDONED ELSEWHERE IN THE POLL SUCH AS ON THE FLOOR OR IN A VOTING BOOTH. SEPARATE PROCEDURES HAVE BEEN PROVIDED FOR THOSE BALLOTS.**

Name of Voter (if known)	Time	Names of Poll Workers	Circumstances
	1.		
	2.		
	1.		
	2.		
	1.		
	2.		
	1.		
	2.		
	1.		
	2.		

ELECTRONIC BALLOT ABANDONED ON A VOTING MACHINE

According to Arkansas Code Annotated § 7-5-522, if an electronic ballot is abandoned on a voting machine by a voter who has left the poll without telling a poll worker to cancel the ballot, two (2) poll workers should complete the process of casting the ballot, and document the name of the voter, if known, the names of the two (2) poll workers completing the process of casting the ballot, the time, and all circumstances involved.

Name of Voter (if known)	Time	Names of Poll Workers	Circumstances
	1.		
	2.		
	1.		
	2.		
	1.		
	2.		
	1.		
	2.		
	1.		
	2.		

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POLL WORKERS' CERTIFICATE

[Complete upon closing the poll and removing activation packs/devices from voting machines]

Name of Election: _____

Date of Election: _____ County: _____

Polling Location Name: _____

Precinct Number(s): _____

In accordance with Arkansas Code Annotated § 7-5-526, we hereby certify that, at the official time for closing the polls and upon termination of the voting, and in the presence of all persons authorized to be present, we removed the activation packs or devices from the voting machines at this polling site to make them inaccessible to further voting as indicated below.

Voting Machine Number	Beginning Protective Counter #*	# of Votes on Public Counter	Ending Protective Counter #**	Time Voting Machine Made Inaccessible
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**From the ZERO printout tape posted for each voting machine before the poll opened*
***From the return record produced from each voting machine upon closing the poll*
NOTE: *The sum of the beginning protective counter number plus the number of votes on the public counter should equal the ending protective counter number.*

Poll Worker Signature

Poll Worker Signature

Poll Worker Signature

Poll Worker Signature

Poll Worker Signature

Poll Worker Signature

Return signed certificate to County Election Commission with election materials

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NOTICE ON ELECTIONEERING

ELECTIONEERING includes:

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

PROHIBITION

Arkansas Code Annotated 7-1-103 and 7-1-104 prohibit electioneering in the building or within 100 feet of the primary exterior entrance used by voters to the building containing the early voting site or polling site on any election day or any day on which early voting is allowed.

PUNISHMENT

Violation of electioneering laws is, at the minimum, a Class A misdemeanor offense punishable by fine or confinement.

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POLL WATCHER AUTHORIZATION FORM

[A.C.A. § 7-5-312]

Representative of a Candidate

I, _____, state that I am a candidate for the office of _____ in the _____ election. I further state that I have designated _____ as my authorized representative at the election at polling sites _____ and absentee ballot processing sites _____ in _____ County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§ 7-5-312, 7-5-416, and 7-5-417. I further state that I have designated and authorized my representative named above to be present at the ballot counting locations at _____ in _____ County, Arkansas for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted in accordance with Arkansas Code §§ 7-5-312, 7-5-316, 7-5-413, 7-5-416, 7-5-527, and 7-5-615.

Representative of a Group

I, _____, state that I represent the _____ group which is seeking passage/defeat (*circle one*) of the ballot measure entitled _____ on the ballot in the _____ election at polling sites _____ and absentee ballot processing sites _____ in _____ County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§ 7-5-312, 7-5-416, and 7-5-417.

Representative of a Party

I, _____, state that I am the chair or secretary of the _____ state/county (*circle one*) committee for the _____ party with candidates on the ballot in the _____ election. I further state that I have designated _____ as an authorized party representative at the election at polling sites _____ and absentee ballot processing sites _____ in _____ County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§ 7-5-312, 7-5-416, and 7-5-417. I further state that I have designated and authorized my representative named above to be present at the ballot counting locations at _____ in _____ County, Arkansas, for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted in accordance with Arkansas Code §§ 7-5-312, 7-5-316, 7-5-413, 7-5-416, 7-5-527, and 7-5-615.

Signature of Candidate, Group Representative, or Chair/Secretary of the State/County Committee

Acknowledged before me this _____ day of _____, 20 ____.
Notary Public: _____ My Commission Expires: _____

I do hereby state that I am familiar with the rights and responsibilities of a poll watcher as outlined on the back of the poll watcher authorization form and will in good faith comply with the provisions of same.

Signature of the Poll Watcher

Acknowledged before me this _____ day of _____, 20 ____.
Notary Public: _____ My Commission Expires: _____

I do hereby acknowledge the filing of this poll watcher authorization form with the county clerk's office.

Signature of County Clerk

POLL WATCHER RIGHTS AND RESPONSIBILITIES

A poll watcher may be:

- (1) A candidate in person, but only during the counting and tabulation of ballots and the processing of absentee ballots;
- (2) An authorized representative of a candidate;
- (3) An authorized representative of a group seeking the passage or defeat of a measure on the ballot; or
- (4) An authorized representative of a party with a candidate on the ballot.

Official recognition of poll watchers:

- (1) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location within a polling site where voters identify themselves to election officials;
- (2) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location within the absentee ballot processing site where absentee ballots are processed; and
- (3) Only one (1) authorized poll watcher per candidate or party at any one (1) given time may be officially recognized as a poll watcher at the counting of the ballots.

Poll watcher credentials:

- (1) Except for candidates in person, poll watchers must present a valid affidavit in the form of a "Poll Watcher Authorization Form" to an election official immediately upon entering the polling or counting location.
- (2) Candidates in person attending a counting site or absentee ballot processing site are not required to present a "Poll Watcher Authorization Form" but must present some form of identification to an election official immediately upon entering the site for the purpose of confirming the poll watcher as a candidate on the ballot.

Poll watchers may:

- (1) Observe the election officials;
- (2) Stand close enough to the place where voters check in to vote so as to hear the voter's name;
- (3) Compile lists of persons voting;
- (4) Challenge ballots upon notification to an election official before the voter signs the precinct voter registration list and upon completing a "Challenged Ballot Form";
- (5) Call to the attention of the election sheriff any occurrence believed to be an irregularity or violation of election law. The poll watcher may not discuss the occurrence unless the election sheriff invites the discussion; and
- (6) Be present at the opening, processing, and canvassing of absentee ballots for the purpose of challenging absentee votes in the manner provided by law for personal voting challenges.

Poll watchers representing a candidate or political party may:

- (1) Remain at the polling site after the poll closes if ballots are counted at the poll;
- (2) Be present at the counting of votes by hand or by an electronic vote tabulating device at a central location;
- (3) Be present at the counting of absentee ballots for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted; and
- (4) Upon request made to an election official, inspect any or all ballots at the time the ballots are being counted.

Poll watchers may not:

- (1) Be within six feet (6') of any voting machine or booth used by voters to cast their ballot;
- (2) Speak to any voter or in any way attempt to influence a voter inside the polling site or within one hundred feet (100') of the primary exterior entrance used by voters to the building containing the polling site; or
- (3) Disrupt the orderly conduct of the election.

Warning



Do you think you have the wrong ballot?

If so,

DO NOT PRESS CAST!

Immediately notify a Poll Worker.

If you press cast, it's too late – you have voted.

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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.

[A.C.A. §§7-1-103(a)(19)(B), (b)]

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.

[A.C.A. §§7-1-104(a)(13), (14), (b)]

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QUICK GUIDES

(Poll Worker “Cheat Sheets” for Quick and Easy Reference)

Voter Identification Procedures

ID Procedures for Flagged Voters

Fail-Safe Voting Procedures

Provisional Voting Procedures

Assistance to Voters

Spoiled Ballot Procedure

Abandoned Ballot Procedures

Opening & Processing Absentee Ballots

Guidelines for Evaluating Validity of Absentee Ballots

Provisional Absentee Ballots

Counting Absentee Ballots

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Quick Guide

VOTER IDENTIFICATION PROCEDURES

ASK EVERY VOTER TO PROVIDE PHOTO ID, EVEN IF YOU KNOW THEM.

DO NOT ASK FOR A PARTICULAR FORM OF ID (i.e. DRIVER'S LICENSE).

ONCE A VOTER PRESENTS AN ACCEPTABLE FORM OF ID DO NOT ASK FOR ANY OTHER ID FROM THE VOTER.

ALL VOTERS MUST PROVIDE ID OR BE OFFERED A PROVISIONAL BALLOT.

Valid Forms of ID

1. A **photo** ID issued by the State of Arkansas, the federal government or an accredited post-secondary educational institution (colleges and vocational schools, for instance) in Arkansas.

Examples of Valid ID include:

- An **Arkansas driver's license**;
- A **concealed carry handgun** license;
- A U.S. **passport**;
- An **employee badge** or ID document issued by the State of Arkansas, the federal government or a postsecondary educational institution located in Arkansas;
- A U.S. **military ID** document;
- A **student ID** card issued by a postsecondary educational institution located in Arkansas;
- A **public assistance ID** card; or
- A voter **ID card issued by the county clerk**.

*If an expiration date is shown, an ID is **valid if it is expired** no more than 4 years before election day.*

2. A **letter** from the administrator of a long-term care facility (such as a nursing home) attesting to the voter's residence in the facility. The letter must be dated no more than **one year** before the date of presentation.

VOTER IDENTIFICATION PROCEDURES (Page 2 of 2)

Assessing the Photo ID

Before the voter signs the PVR List **ask** the voter for photo ID and **verify** that the name on the photo ID is consistent with the name in the PVR List, allowing for abbreviations and nicknames;

If the name is consistent, **compare** the photograph to the voter to determine whether the voter is the person depicted in the photograph, considering hair color, glasses, facial hair, cosmetics, weight, age, injury and other physical characteristics;

If the voter presents a **voter identification card issued by the county clerk**, verify that the registrant identification number on the card is the same as the registrant identification number on the PVR List.

If the voter's name is **different** from the name in the PVR List or the name as stated by the voter but you are **satisfied** that the voter is the person depicted in the photograph, issue the voter a regular ballot **after** the voter completes a voter registration application form for the purpose of updating the voter's information;

- If you are satisfied that the voter is the person depicted in the photograph, have the voter sign the **PVR List**, check the "**ID Provided**" box on the **PVR List** and give the voter a **REGULAR** ballot.
- If the voter does not present photo ID or you determine that the photograph does not depict the voter, write "**No ID**" next to the voter's name on the **PVR List**, give the voter a **PROVISIONAL** ballot and follow **Provisional Voting Procedures**.

IT IS OF HIGHEST IMPORTANCE THAT THE ASSESSMENT OF PHOTO ID BE APPLIED CONSISTENTLY AND FAIRLY TO EACH VOTER AND THAT EVERY VOTER IS OFFERED A BALLOT

ID PROCEDURE FOR FLAGGED VOTERS

Flagged Voters May Be Required to Show Additional ID

If a voter has a **NOTATION** (“flag”) on the PVR List indicating that he/she is a first-time voter who did not provide ID when registering to vote, the voter must present the same kind of ID as all other voters and **may** be required to show additional ID to vote a regular ballot.

- If the flagged voter presents a proper **un-expired** ID or ID without an expiration date, have the voter sign the **PVR List**, check the “**ID Provided**” box on the **PVR List** and give the voter a **REGULAR** ballot.
- If the flagged voter presents a proper but **expired** ID and cannot produce a proper unexpired ID, ask the voter to **also** present a current and valid photo ID (which does not have to meet the ID requirement for all voters set out in the “Valid Forms of ID” section) **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, check the “**ID Provided**” box on the **PVR List** and give the voter a **REGULAR** ballot.
- If the flagged voter presents a proper but **expired** ID and cannot produce the required **additional** ID, check the “**ID Provided**” box on the PVR List, give the voter a **PROVISIONAL** ballot and follow the **Provisional Voting Procedures**.

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FAIL-SAFE VOTING PROCEDURES (Page 1 of 2)**Name Provided by Voter Differs with the Precinct Voter Registration (PVR) List (i.e., recently married)**

- Ask the voter to complete a **Voter Registration Application form** to update county records; and
- Give the voter a **REGULAR** ballot.

Birth Date Provided by Voter Differs from the PVR List

- Request additional identification;
- Ask the voter to complete a **Voter Registration Application form** to update county records; and
- Give the voter a **REGULAR** ballot.
- If no additional ID is provided, * ã^Á@Ávote! a **PROVISIONAL** àæ|| c

Address Provided by Voter Differs from the PVR List

- Contact the county clerk's office to verify the voter's precinct and correct polling site.

County Clerk's Office Confirms that Address is Within the Precinct

- Ask the voter to complete a **Voter Registration Application form** to update county records; and
- Give the voter a **REGULAR** ballot.

County Clerk's Office Confirms that Address is NOT Within the Precinct

- Complete a **Change in Polling Site Authorization Form**;
- Ask the voter to complete a **Voter Registration Application form** to update county records;
- Direct the voter to his or her correct polling site; and
- Instruct the voter to present his or her **Change in Polling Site Authorization Form** at the voter's new polling site to expedite the process.

NOTE: The voter shall vote a **REGULAR** ballot at his or her new and correct polling site.

Voter Refuses to go to the Correct Polling Site

If the county clerk confirms that the address is **NOT** within the precinct, but the voter insists that he or she is at the correct poll and refuses to go to his or her correct polling site:

- Ask the voter to sign the **Eligibility Affirmation** located on the **Provisional Voter Envelope**;
- Give the voter a **PROVISIONAL** ballot; and
- Follow **Provisional Voting Procedures**.

FAIL-SAFE VOTING PROCEDURES (Page 2 of 2)

Voter's Name is NOT on the PVR List

- Contact the county clerk's office to verify the voter's registration status, precinct, and polling site.

County Clerk's Office Confirms that the Voter is Registered and that the Address is Within the Precinct

- Ask the voter to complete a **Voter Registration Application form** to update county records; and
- Give the voter a **REGULAR** ballot after following all check-in procedures.

County Clerk's Office Confirms that the Voter is Registered and that the Address is NOT Within the Precinct

- Complete a **Change in Polling Site Authorization Form**;
- Ask the voter to complete a **Voter Registration Application form** to update county records;
- Direct the voter to his or her correct polling site; and
- Instruct the voter to present his or her **Change in Polling Site Authorization Form** at the voter's new polling site to expedite the process.

NOTE: The voter will vote a **REGULAR** ballot at his or her new and correct polling site after following all check-in procedure•

Voter's Registration CANNOT be Verified

If the county clerk **CANNOT** verify the voter's registration, but the voter contends to be both registered in the precinct and eligible to vote,

- Ask the voter to sign the **Eligibility Affirmation** located on the **Provisional Voter Envelope**;
- Give the voter a **PROVISIONAL** ballot; and
- Follow **Provisional Voting Procedures**.

Voter has an "ABS" (Delivered an Absentee Ballot) Notation on the PVR List

- Give the voter a **PROVISIONAL** ballot; and
- Follow **Provisional Voting Procedures**.

Voter has an "EA" (Voted Early) Notation on the PVR List

- Give the voter a **PROVISIONAL** ballot; and
- Follow **Provisional Voting Procedures**.

PROVISIONAL VOTING PROCEDURES (Page 1 of 2)

When a voter casts a provisional ballot as the result of a poll watcher challenge, the voter's failure to present ID, a PVR list notation that the voter had cast an absentee ballot or early voted, the absence of the voter's name from registration records, or for any other reason, the following procedures apply:

Poll Watcher Challenge Procedures

- A poll watcher may challenge a voter on the **GROUND**S that the voter is not eligible to vote in the precinct or has previously voted in the election;
- A poll watcher **MUST** notify a poll worker of the challenge **BEFORE** the voter signs the **PVR List**;
- The poll watcher **MUST** complete the **Challenged Ballot Form** located on the **Provisional Voter Envelope**;

Procedure for Casting a Provisional Ballot

- A poll worker **MUST** inform the voter that his or her ballot is being challenged and mark the reason for voting provisionally on the provisional ballot envelope;
- The voter **MUST** complete the **Eligibility Affirmation** located on the **Provisional Voter Envelope**;
- The poll worker **MUST** initial the back of a paper ballot, remove the ballot stub, and place the stub into the stub box;
- The voter may then mark the ballot and **SHALL**:
 - Place the provisional ballot in a ballot secrecy envelope marked **Provisional Ballot**, and seal the envelope;
 - Place the sealed **Provisional Ballot** envelope in his or her **Provisional Voter Envelope**, seal it, and give it to the poll worker.

PROVISIONAL VOTING PROCEDURES (Page 2 of 2)

- The poll worker **MUST**:
 - Provide the provisional voter with a copy of a notice that 1) explains the provisional voting process, 2) informs the voter that she/he will be notified by first class mail whether the ballot was counted, 3) instructs the voter who failed to present a valid ID of the deadline and other information for returning to the county clerk or county board of election commissioners with their ID after the election, and 4) provides the date for a hearing for the voter if the county board of election commission rejects the provisional ballot;
 - Record the provisional voter's name and address on the **List of Provisional Voters**;
 - Keep provisional ballots separate from other ballots by placing the **Provisional Voter Envelopes** in a secure container; and
 - Forward the secure container to the county election commission after the poll closes.

IT IS CRUCIAL THAT YOU FOLLOW THESE PROCEDURES SO THAT THE COUNTY ELECTION COMMISSION CAN LATER DETERMINE THE VALIDITY OF EACH PROVISIONAL BALLOT AND WHETHER OR NOT THE BALLOT SHOULD BE COUNTED.

ASSISTANCE TO VOTERS

NO PERSON SHALL ASSIST MORE THAN SIX (6) VOTERS IN MARKING AND CASTING A BALLOT AT AN ELECTION, EXCEPT POLL WORKERS OR COUNTY CLERKS AND DEPUTY COUNTY CLERKS DURING EARLY VOTING.

If a voter notifies a poll worker that he or she is unable to stand in line for extended periods of time because of physical, sensory, or other disability,

- Assist the voter to the head of the line.

If a voter notifies a poll worker that he or she is unable to cast his or her ballot without help, the voter has the option of:

- Voting unassisted on a voting machine equipped for voters with disabilities; **OR**
- Having two (2) poll workers assist the voter in casting his or her ballot (one to assist and one to observe without comment or interpretation); **OR**
- Allowing any person selected and named by the voter to assist the voter without comment or interpretation;

The poll worker must:

- Record the names of the voters assisted; and
- Record the names and addresses of the two (2) poll workers or the person chosen by the voter to assist on the **List of Persons Assisting Voters form**.

IMPORTANT REMINDERS

- The voter **must PERSONALLY** request help;
- A poll watcher **CANNOT** suggest to a voter that he or she needs assistance;
- A poll worker **CANNOT** suggest to a voter that he or she needs assistance;
- Ballots **CANNOT** be taken outside of the polling room during voting hours;
- A person assisting a voter **MAY NOT** misrepresent the content of the ballot or change or mark the ballot, except as intended by the voter;
- Chairs for voters having trouble standing should be provided, if possible; and
- A guide dog assisting a visually impaired voter is allowed in the poll.

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SPOILED BALLOT PROCEDURE

If a voter spoils his or her paper ballot, the voter may return the paper ballot to a poll worker, and the poll worker **MUST**:

- Write **CANCELLED** on the face of the ballot;
- Initial the ballot;
- Place the spoiled ballot in an envelope marked **Spoiled Ballot**;
- Record the spoiled ballot's ballot style number on the **Spoiled Ballot Affidavit**;
- Ask the voter to sign the **Spoiled Ballot Affidavit** before issuing a replacement ballot;
- Issue the voter a new ballot (not to exceed 3 ballots in all); and
- Preserve spoiled ballots separately from other ballots for return to the county election commission.

ABANDONED BALLOT PROCEDURES

Paper Ballots Abandoned in the Poll

If a paper ballot is left at a voting booth or anywhere else in the poll without being inserted into the ballot box by a voter before leaving the poll, a poll worker **MUST**:

- Write **ABANDONED** on the face of the abandoned ballot;
- Place the abandoned ballot in a separate envelope;
- Mark **Abandoned Ballot** on the envelope;
- Document all circumstances on the outside of the envelope; and
- Preserve the abandoned ballots separately from other ballots.

PAPER BALLOTS ABANDONED BY A VOTER IN THIS MANNER ARE NOT COUNTED.

Paper Ballots Abandoned in the Electronic Scanner

If a paper ballot is abandoned in the receiving part of an electronic scanner by a voter who has left the poll without telling a poll worker to cancel or replace the ballot, two (2) poll workers **MUST**:

- Override warnings on the scanner;
- Complete the process of casting the ballot; and
- Document on the **Abandoned Ballot Log** the name of the voter, the names of the two poll workers completing the process of casting the ballot, the time, and all circumstances involved.

Electronic Ballots Abandoned on a Voting Machine

If an electronic ballot is abandoned on a voting machine by a voter who has left the poll without telling a poll worker to cancel the ballot, two (2) poll workers **MUST**:

- Complete the process of casting the ballot; and
- Document on the **Abandoned Ballot Log** the name of the voter, the names of the two poll workers completing the process of casting the ballot, the time, and all circumstances involved.

OPENING AND PROCESSING ABSENTEE BALLOTS (Page 1 of 2)

Absentee ballots must be opened, processed and counted by election clerks **before** the polls close on election day.

Steps

1. One by one an election official (Clerk 1), while observed by another election official, opens the return (outer) envelope and verifies that the voter statement, identification (if required*) and the ballot (inner) envelope have been properly placed in the return envelope.
2. If the voter statement and ID (if ID is required), are in the return envelope separate from the inner "Ballot Only" envelope:
 - Clerk 1 reads aloud the voter's name and precinct from the voter statement.
 - Clerk 2 make a duplicate list of the name and precinct of the voter.
 - V@Á|^&ç } Á ~Bã• Á compare the name, address, dates of birth and signature on the absentee ballot application against the same information on the voter statement.
 - V@Á|^&ç } Á ~Bã• Á compare the information on the voter's identification (if required) against the information on the voter statement.
 - V@ 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.
 - If everything is in order, place the unopened inner "Ballot Only" envelope into the absentee ballot box.
 - Repeat the process for each absentee voter whose materials are in order.

*Active duty members of the military and in service members of the merchant marine and their spouses and dependents who are absent from the county on election day because of the member's active duty or service are exempt from the absentee ID requirement.

OPENING AND PROCESSING ABSENTEE BALLOTS

(Page 2 of 2)

If the voter statement and/or ID (if ID is required) are **NOT** in the return envelope separate from the inner “Ballot Only” envelope:

1. Clerk 1 removes the inner “Ballot Only” envelope from the outer “Return” envelope and hands it to Clerk 2.
2. Clerk 2 inspects the inner “Ballot Only” envelope while being observed by Clerk 1 and removes the voter statement and/or identification documents, if found there, from the inner “Ballot Only” envelope and hands them to Clerk 1.
3. 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.
4. Clerk 1 reads aloud from the voter statement, and regular processing procedures (see above) are followed.

Quick Guide

GUIDELINES FOR EVALUATING 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.
 - ~~AAA~~ Absentee voters must include in the return envelope a copy of a **current and valid** photo identification; 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; **or** a copy of a document from the administrator of a long term care facility that attests that the voter is a resident of the facility. Active duty military voters, merchant marine voters in service, and the spouses and dependents of members of the military and merchant marine who are absent from the county because of a military member’s active duty or a merchant marine’s service are exempt from the absentee voter ID requirement and are not required to provide ID.
- Á
- If there is any doubt about the validity of a ballot, set it aside for the election commission to review.

PROVISIONAL ABSENTEE BALLOTS

Provisional absentee ballots include:

- Absentee ballots challenged by a poll watcher;
- Absentee ballots cast by first-time voters who registered by mail and who did not provide identification when registering or voting absentee; 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.

See page 56 for information on REJECTED ballots.

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 for the challenge or that the voter did not provide identification; and
- Set the provisional ballots aside for consideration by the election commission.

Poll Watcher challenges must be made at the time the voter's name and voting precinct are read aloud by the election official.

COUNTING ABSENTEE BALLOTS (Page 1 of 2)

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:

1. Open the inner “Ballot Only” envelopes;
2. Count any write-in votes first; and
3. Count the remaining ballots by hand or electronic tabulating device at the discretion of the election commission.

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.

COUNTING ABSENTEE BALLOTS (Page 2 of 2)

Reject any ballot if:

- It comes in a bulk mailing (see additional information below);
- No voter statement or ID (if required) 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.

BEST PRACTICE: If ballots are rejected by absentee ballot clerks in opening and processing, re-package all ballot-related materials (inner envelope, voter statement, ID, etc.) in the outer “Return” envelope, mark the envelope as rejected, state the reason for the rejection, and keep all rejected ballots in their envelopes in a separate, secure place until storage. The return envelope should not be sealed because it must remain available for public inspection.

TEST YOUR KNOWLEDGE

Answer the following review questions. Check the Answer Key at the bottom. Then go back to the appropriate sections of the manual to study any areas that you missed.

- 1) What time do the polls open?
 - a) 7:00 a.m.
 - b) Whenever the poll workers are ready and a voter is in line
 - c) 7:30 a.m.

- 2) 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

- 3) Which of the following voters are required 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**

- 4) A voter who does not have a notation on the **PVR List** and who does not show ID 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**

- 5) 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

- 6) 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

- 7) What should poll workers do with the ballot stub before giving the ballot to the voter?
 - a) Leave the stub attached to the ballot
 - b) Remove the stub and throw it away
 - c) Remove the stub and place it in the stub box
 - d) Tell the voter to remove the stub

- 8) If a voter with a disability requests to vote unassisted, 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

- 9) If a voter provides an address that differs from the address on the **PVR List**, the poll worker must contact:
 - a) The post office
 - b) The county election commission
 - c) The county clerk

- 10) 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

- 11) 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

- 12) A candidate in person at a counting site or absentee ballot processing site as a poll watcher:
 - a) Is required to show identification to an election official
 - b) Must present a **Poll Watcher Authorization Form**
 - c) Is not required to show ID or present a **Poll Watcher Authorization Form**

- 13) 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

- 14) 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

- 15) May people standing in line to vote when the polls close at 7:30 p.m. still vote?
 - a) Yes
 - b) No

- 16) The processing and counting of absentee ballots is:
- a) Open to candidates in person
 - b) Open to authorized poll watchers
 - c) Open to the media and public
 - d) All of the above
- 17) 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
- 18) For Primary Runoff Elections, poll workers must refer to the “D”, “R”, or “NP” notation on the **PVR List** to:
- a) Ensure that a voter is not attempting to cross-over vote
 - b) Determine that a 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
- 19) If a voter votes as a result of a court order extending the time for closing the poll, which procedure must be followed:
- a) Allow a voter to cast a regular ballot; keeping it separate from any other regular ballots cast by voters during regular voting hours
 - b) Court orders extending the time for closing the poll are prohibited in Arkansas
 - c) Allow a voter to cast a provisional ballot; keeping it separate from any other provisional ballots cast by voters during regular voting hours
- 20) Federal law requires that every poll have at least one voting machine for use by voters with disabilities. These electronic voting machines are commonly called:
- a) Scanners
 - b) Touch screen or **DRE** machines
 - c) Lever machines

Answer Key

1–c, 2-b, 3-a, 4-b, 5-c, 6-a, 7-c, 8-a, 9-c, 10-a, 11-c, 12-a, 13-c, 14-b, 15-a, 16-d, 17-b, 18-d, 19-c, 20-b.

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