

Election Procedures Quick Guide



Provided by the:

Arkansas State Board of Election Commissioners

ELECTION DAY CONTACT INFORMATION

(The name of a candidate or elected official shall not appear on this page.)

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)

STATE BOARD OF ELECTION COMMISSIONERS

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Justin Clay
Director

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Dear Election Official,

The State Board of Election Commissioners is pleased to provide you with this copy of the *Election Procedures Quick Guide*. This Quick Guide covers some of the more common (and sometimes complicated) procedures that poll workers may face on Election Day. The guide addresses voter identification procedures, fail-safe voting procedures, provisional voting procedures, assistance to voters, spoiled ballot procedures, and abandoned ballot procedures. The State Board recommends that poll workers keep these Quick Guides handy for reference throughout voting hours.

We would also like to thank you again for your service as an election official. The State Board of Election Commissioners recognizes and appreciates all that you do to ensure successful elections and hopes that this quick guide will assist you on Election Day.

Please feel free to call upon us or your county election commission at any time.

With best regards,

A handwritten signature in black ink, appearing to read "Justin Clay".

Justin Clay
Director

IMPORTANT REMINDERS

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 who must show identification.

NO VOTER TURNED AWAY

Under no circumstances refuse anyone the right to vote. If you cannot determine a voter's eligibility at your polling place, offer them a provisional ballot.

VOTER ID

Under no circumstance demand a driver's license. If you are using an electronic poll book with scanning or swiping capability, you may explain that an Arkansas driver's license will speed up the process for the voter.

When you ask a voter for identification, remember it is optional for them to provide it (except in the case of a first-time voter who registered by mail who will be flagged with a "Must Show ID" notation on the PVR List). A photo ID is not mandatory; and there are several acceptable types of ID.

PRIMARY ELECTIONS

When processing voters for the preferential primary elections, the correct question is "Which Primary ballot do you want?" Do not ask "Which party do you belong to?" or "Are you a Republican or Democrat?"

It is a violation of law to tell any voter which primary they must vote in. Even making a suggestion is wrong.

Be sure to indicate which ballot the voter received by marking "D", or "R", or "NP" next to the voter's name on the PVR List.

If there is a runoff, do not permit someone to crossover vote. That means if there is a Democratic Party runoff, someone with an "R" next to his/her name on the PVR List is not eligible to vote in the Democratic Party runoff. The same applies if there is a Republican Party runoff. Someone with a "D" next to his/her name on the PVR list is not eligible to vote in the Republican Party runoff.

Voters with an "NP" next to their name or who did not vote in the primary can vote in either party's runoff election.

VOTER IDENTIFICATION PROCEDURES

Ask every voter to provide ID, even if you know them.
Do not ask for a particular form of ID (i.e. a Driver's License).

AND REMEMBER: ONLY VOTERS DISTINGUISHED BY A "MUST SHOW ID" NOTATION ON THE PRECINCT VOTER REGISTRATION (PVR) LIST MUST PROVIDE ID OR ELSE VOTE A PROVISIONAL BALLOT.

Check the PVR List for a notation of "MUST SHOW ID."

If the voter DOES NOT HAVE A "MUST SHOW ID" NOTATION, the voter DOES NOT have to provide ID

- If ID is provided, check the "ID Provided" box on the PVR List; and
 - Give the voter a **REGULAR** ballot.
- If ID is **NOT** provided, write "**No ID**" next to the voter's name on the PVR List; and
 - Give the voter a **REGULAR** ballot.

If the voter has a "MUST SHOW ID" NOTATION, the voter MUST provide ID to vote a REGULAR Ballot

- If ID is provided, check the "ID Provided" box on the PVR List; and
 - Give the voter a **REGULAR** ballot.
- If ID is **NOT** provided, write "**No ID**" next to the voter's name on the PVR List;
 - Give the voter a **PROVISIONAL** ballot; and
 - Follow Provisional Voting Procedures.

Valid Forms of Identification:

- A current and valid photo ID such as a driver's license;
- A copy of a current utility bill showing the voter's name and address;
- A copy of a bank statement showing the voter's name and address;
- A copy of a government check or paycheck showing the voter's name and address; or
- A copy of another government document showing the voter's name and address.

FAIL-SAFE VOTING PROCEDURES

Name Provided by Voter Differs with the 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, give the voter a **PROVISIONAL** ballot.

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.
- *If the County Clerk's Office Confirms 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.
- *If the County Clerk's Office Confirms 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 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*; and
 - Give the voter a **PROVISIONAL** ballot and follow Provisional Voting Procedures.

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.
- **If the 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.
- **If the County Clerk's Office Confirms that the Voter is Registered but 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 procedures.

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*; and
 - 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

When a voter casts a provisional ballot as the result of a poll watcher challenge, a flagged voter's failure to present ID, a PVR list notation that the voter had already 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:

Procedure for Casting a Provisional Ballot:

- A poll worker **MUST** 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.

For Poll Watcher Challenges, the following procedures also apply:

- 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**;
- 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 poll worker **MUST ALSO**:
 - 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, and 3) 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 POLL WORKERS 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.

PROCEDURES FOR ASSISTING 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 **CANNOT** 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 service animal assisting a voter with a physical disability is allowed in the poll.

SPOILED & ABANDONED BALLOT PROCEDURES

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 next to the word **CANCELLED**;
- 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.

Paper Ballots Abandoned in the Poll

If a paper ballot is abandoned 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.

Note: 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.

NOTES

