2018
Poll Worker Training

Provided by the:
State Board of Election Commissioners
501 Woodlane, Suite 401N
Little Rock, AR  72201
501-682-1834
1-800-411-6996
Agenda

- Before opening the polls
- During voting hours
- Closing the polls
- Early voting
- Absentee voting
Before Opening the Polls

This section is intended for poll workers responsible for managing the poll and includes topics that may not apply to every poll worker.

Specifically, we’ll cover:

- Administering the oath;
- Accounting for paper ballots;
- Arranging the poll
- Activating voting equipment; and
- Locating supplies, postings, and forms
Before Opening the Polls

- Administer the oath
- Account for paper ballots
- Arrange the poll
  - Ensure privacy and accessibility
  - No one within 6 feet of machine

“The machine shall be placed so that no person can see or determine how the voter casts his or her vote.” A.C.A. §7-5-521

“Each voter shall be provided the privacy to mark his or her ballot. Privacy shall be provided by the poll workers at each polling site or by the county clerk, if the county clerk conducts early voting, to ensure that a voter desiring privacy is not singled out.” A.C.A §7-5-310
Before Opening the Polls

► Activate voting equipment
  ▪ At least 1 accessible voting machine per poll is **required**
  ▪ Generate zero tape(s)
  ▪ **ALL** poll workers must **sign** the zero tape(s)
  ▪ **Post** the zero tape(s) on polling room wall

► Inspect supplies

► Post required information

► Locate forms
  ▪ PVR List – Lists of Voters – Notice to provisional voters – Assisting Voters – Change in Polling Site Authorization – Voter Complaint, etc., etc.
Open the Poll

- Open promptly at 7:30 a.m.
- Keep open continuously until 7:30 p.m.
During Voting Hours

- This section is intended for poll workers who process voters and contains general information that all poll workers should familiarize themselves with.

- We’ll talk about the steps for processing voters, and what to expect on Election Day.
Verification of Voter Registration (VOTER ID)

Voters must verify their registration by showing a document or identification card that shows the name and photograph of the person to whom it was issued and is issued by:

- The United States,
- The State of Arkansas,
- An postsecondary educational institution accredited in the State, or
- The county clerk

If the voter ID displays an expiration date, it must either be current or not expired more than four years before the date of the election in which the person seeks to vote.
Verification of Voter Registration
(VOTER ID)

Examples of acceptable Voter ID include (but are not limited to):
✓ 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;
✓ A public assistance ID card; or
✓ A voter ID card issued by the county clerk.

▪ EXCEPTION: Voters who live in a long-term or residential care facility licensed by the state may show documentation from the administrator (Documentation of Residency) attesting that the voter is a resident of the facility.
DOCUMENTATION OF RESIDENCY
(Rev. 08-2017)

To be used by residents of long-term care or residential care facilities.

Pursuant to Act 633 of 2017, a person who is a resident of a long-term care or residential care facility licensed by the state of Arkansas is not required to verify his or her registration by providing a document or identification card (as described in Act 633), but shall provide documentation from the administrator of the facility attesting that the person is a resident of the facility.

Resident’s Name: ________________________________
Name of Facility: ________________________________
Address of Facility: ________________________________

I attest the following:
I am the administrator of the above named facility;
This facility is licensed by the state of Arkansas; and
The person named above is a resident of this facility.

Administrator Name (Printed): ________________________________
Administrator Signature: ________________________________
Date: ________________________________
Photo ID

The verification of voter registration is used to verify the **name** and **appearance** of the voter, **not** address and date-of-birth.

The check-in process otherwise remains the same.

- voter states name, address and DOB
VOTER ID

Assessing validity of ID

The poll worker must:

- Verify that the name on the ID is consistent with the name in the Poll Book, allowing for abbreviations, nicknames & name changes;
- 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 poll worker is satisfied that the voter is the person depicted in the photograph and the name is consistent with the name in the Poll Book, then issue the voter a regular ballot;
- If the voter’s name has changed, or is different from the name in the Poll Book or the name as stated by the voter, but the poll worker is satisfied that the voter is the person depicted in the photograph, issue the person a regular ballot after the voter completes a voter registration application for the purpose of updating the voter’s information.
VOTER ID

Assessing validity of ID

➢ If the poll worker determines that the ID does not depict the voter or the name is not similar – the voter is referred to the Election Judge of the poll

➢ The Election Judge shall:
  ➢ Compare the name of the voter to the PVR
  ➢ Compare the photo to the voter

➢ The Election Judge shall resolve any marginal cases in favor of the voter

➢ If the Election Judge determines that the ID does not depict the voter – the voter is offered a Provisional Ballot
At the polls

ADDITIONAL REQUIREMENT FOR CERTAIN FIRST-TIME VOTERS:

Certain first-time voters who register by mail and do not provide the required identification documentation, will be flagged on the Precinct Voter Registration List for additional identification documentation when voting by absentee ballot, at the polls during early voting or on election day.

A flagged voter who presents a valid ID that is also current (not expired) may vote without presenting an additional ID document.

However, if a flagged voter presents a valid identification that is not current (i.e., is expired) and valid for the purpose for which it was issued, the flagged voter must also show 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 to vote a Regular Ballot, otherwise the voter can cast a Provisional Ballot.
Verification of Voter Registration (VOTER ID)

Failure to provide ID at the polls -- Voter casts a **provisional** ballot

**Voter is handed written notice** that has the following information:

- That the voter will be **notified** whether their vote was counted & the reason if not counted by **first class mail**.
- That a voter who cast a provisional ballot for **failure to present ID** may present ID to the **county clerk** or the **county board of election commissioners (CBEC) office** by **noon** of the first **Monday** following the election in order for the provisional ballot to be counted;
- The address, phone #, & regular office hours of the **county clerk**;
- The **dates of any meetings** of the CBEC scheduled before noon of the next Monday following the election;
- An **explanation** of the provisional voting process; and
- The date, time, & address of a **hearing** for the voter if the provisional ballot is rejected.
NOTICE TO PROVISIONAL VOTERS

REASON 1: No Verification of Voter Registration Provided and Failed to Sign the Optional Verification of Identity Affirmation
If you cast a Provisional Ballot for failure to present Verification of Voter Registration and you possess ID, but chose not to sign the OPTIONAL VERIFICATION OF IDENTITY AFFIRMATION, you may present proof of identity to the County Clerk or the County Election Commission by noon of the first Monday following the election for the provisional ballot to be counted.

County Clerk’s Office: ____________________________
County Courthouse
Street Address: ____________________________

Hours: ____________________________
Phone: ____________________________
City: ____________________________

“Verification of Voter Registration” 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 but are not limited to:

- An Arkansas driver’s license
- An Arkansas State ID (for example issued by the Revenue Office)
- A U.S. passport
- A concealed carry handgun license issued by the State of Arkansas
- An employee badge or ID document issued by the State of Arkansas or the federal government
- A U.S. military ID document (Active or Retired)
- A student or employee ID card issued by a postsecondary educational institution located in Arkansas
- A public assistance ID card issued by the State of Arkansas or federal government
- A voter ID card issued by the county clerk

REASON 2: Signed Optional Verification of Identity Affirmation for No Verification of Voter Registration
If the only reason you are required to vote provisionally is that you did not verify your voter registration with a photo ID and you executed the optional Verification of Identity Affirmation your ballot will be counted when it is reviewed by the County Board of Election Commissioners. However, if the Board determines that your provisional ballot is invalid and should not be counted on other grounds, you will be notified and may attend an administrative hearing referenced below to bring evidence of the validity of your ballot. The meeting date is listed below.

REASON 3: Provisional Ballots Unrelated to Verification of Registration
If you were required to vote provisionally for any reason unrelated to the verification of your voter registration, the County Election Commission will set an administrative hearing to determine if your ballot will be counted for this election. You will be notified by mail concerning your provisional ballot. If your ballot did not count you are invited to attend this hearing to bring evidence and defend the validity of your ballot. If your ballot is counted, then you will be notified as such.

Hearing Date for Provisional Ballots that are rejected will be held:
Date & Time: ____________________________
LOCATION: ____________________________

For more information, contact: ____________________________ County Election Commission
PHONE: ____________________________ EMAIL: ____________________________

You will be notified by first class mail whether your vote was counted, and if not, the reason why.
Failure to provide ID at the polls -- Voter casts a **provisional** ballot

- The poll worker shall indicate on the precinct voter registration list that the voter did not present a required document or identification card.
- The poll worker shall notify the voter that the voter must cast a provisional ballot in that election.
- The poll worker and voter shall complete the Provisional Voter Eligibility Affirmation portion of the provisional ballot envelope.
- The poll worker shall inform the voter that they may complete a Verification of Identity Affirmation which will allow the voter to affirm they are registered to vote in the State and that they are the person who is registered to vote.
- If the voter chooses to complete the Verification of Identity Affirmation, the voter shall sign the affirmation located on the front of the envelope marked “Provisional Ballot.”
The poll worker shall initial the back of the provisional ballot, remove the ballot stub, and place the stub in the stub box provided.

The provisional voter shall mark his or her ballot.

The provisional voter shall place the voted ballot in a ballot secrecy envelope marked “PROVISIONAL BALLOT” and seal the envelope.

The provisional voter shall place the sealed ballot secrecy envelope marked “Provisional Ballot,” containing the voted ballot in a “provisional voter envelope” and seal the envelope.

The poll worker must make a separate list of the names, addresses, signatures and an indication of the provisional ballot reason for all voters casting a provisional ballot

The poll worker must preserve, secure, and separate all provisional ballots from the remaining ballots and forward all sealed “provisional voter envelopes” in a secured container provided for that purpose to the county board after the polls close.
Verification of Voter Registration

PROVISIONAL VOTER ENVELOPE

Provisional Voter Number: __________ Date: __________ Time: __________
Poll Name: __________ Precinct #: __________ Ballot Style: __________

CHALLENGED BALLOT FORM

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

Name of Voter Challenged: __________________________
Name of Poll Watcher: __________________________
Entity Represented: __________________________
Reason for Challenge: __________________________
Signature of Poll Watcher: __________________________
Signature of Challenged Voter: __________________________

PROVISIONAL VOTER ELIGIBILITY AFFIRMATION

(To be completed on voter qualification issues)

Name of Registered Voter: __________________________
Address of Registered Voter: __________________________
City, State, Zip: __________________________
Phone Number: __________________________ Date of Birth: __________________________

I, __________________________, (printed name of provisional voter) hereby affirm, under penalty of perjury, that the information provided is true and accurate and that to the best of my knowledge I am a registered voter in this precinct and am eligible to vote in this election. I understand that the County Board of Election Commissioners will count my ballot only upon verification of my voter registration status.

Signature of Provisional Voter

Witnessed by: __________________________
Signature of Poll Worker

OPTIONAL VERIFICATION OF IDENTITY AFFIRMATION

(Available to voters who are unable to verify his/her Voter Registration)

I, __________________________, hereby affirm, under penalty of perjury, that I am registered to vote in the State of Arkansas and that I am the person who is registered to vote using the information reproduced above.

Signature of Voter

Note: Perjury is defined by Arkansas law as a Class C Felony and is punishable by no less than three years and no more than 10 years in prison and up to a $10,000 fine. A.C.A. §§ 5-301, 5-401.

Reason for Voting Provisional

(To be completed by a poll worker)

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

Ballot Style

(To be completed by a poll worker)

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

________________________
Signature of Poll Worker

Revised:
July 31, 2017
Verification of Voter Registration

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: ___________

<table>
<thead>
<tr>
<th>Voter’s Signature</th>
<th>Voter’s Name</th>
<th>Voter’s Address</th>
<th>Reason Provis.</th>
<th>Precinct</th>
<th>Vote counted</th>
<th>If not counted, reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>A</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provisional Ballot Reason:  A) General Provisional  B) Unverified Registration Provisional (No Voter ID)

Commissioner Signature  ___________  Commissioner Signature  ___________  Commissioner Signature  ___________
Verification of Voter Registration
(VOTER ID)

Failure to verify registration at the polls

➢ Voter casts a **provisional** ballot and completes a sworn statement at the polls stating that the voter is registered to vote and that he or she is the person registered to vote
  ▪ The provisional ballot **will** count unless the CBEC determines that the voter is not registered or did not cast the correct ballot for their precinct

Does not sign the Verification of Identity statement

POST-ELECTION SUBMISSION

The provisional ballot will be counted if the voter brings in proper ID to the county clerk or to a CBEC meeting by **noon** on the **Monday** after the election.
Processing Voters

- Ask the voter to state his/her **name, address and date of birth**
- **Confirm** information to the Precinct Voter Registration (PVR) List
- Ask voter to provide **Photo ID** (Voter must show id to vote regular ballot)
  - Check PVR List for a must show id notation (Flagged voter)
  - Indicate on PVR list whether or not the voter provided ID
    - If not -- voter must cast a Provisional Ballot
- Ask the voter to **sign** PVR List
- Record voters name on the List of Voters form
- **Give the voter a ballot** (voter has 5 minutes to cast their ballot)
  - **Paper Ballot** (poll worker initials back of the ballot, removes the stub, places the stub in the stub box)
  - **Electronic Ballot**
  - **Provisional**
For 2018, ballot choices include:

- **A Democratic ballot** containing Democratic party candidates, nonpartisan judicial candidates, prosecutorial candidates, any special election issues, and School election candidates and issues (if holding the Annual School Election with the Primary)

- **A Republican ballot** containing Republican party candidates, nonpartisan judicial candidates, prosecutorial candidates, any special election issues, and School election candidates and issues (if holding the Annual School Election with the Primary)

- **A Nonpartisan ballot** containing nonpartisan judicial candidates, prosecutorial candidates, any special election issues, and School election candidates and issues (if holding the Annual School Election with the Primary)
Primary & Runoff Elections

May Primary Election

- Ask the voter which party primary he/she wishes to vote in. Don’t ask which party he/she belongs to, etc.
- Mark the voter’s ballot choice (D, R, NP) on the PVR List

May Runoff Election

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

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

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

Poll Workers:
It is a felony, punishable by up to six years incarceration and a fine of up to $10,000 for a poll worker to knowingly permit a person to vote other than his or her legal ballot or fraudulently permit a person to vote illegally.
## Sample PVR List

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Style</th>
<th>Voter Name</th>
<th>Birthdate</th>
<th>Voter Signature</th>
<th>Voter Signature</th>
<th>Ballot</th>
</tr>
</thead>
<tbody>
<tr>
<td>2933967</td>
<td>42.01</td>
<td>ADAMS, ARETHA A</td>
<td>11/12/1974</td>
<td>✓</td>
<td>✓</td>
<td>R</td>
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<td></td>
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<tr>
<td>3257287</td>
<td>41.01</td>
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<td>10/25/1969</td>
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<td></td>
<td>ABS</td>
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<tr>
<td>2938510</td>
<td>42.01</td>
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<td></td>
<td>EA</td>
</tr>
<tr>
<td>2938271</td>
<td>39.02</td>
<td>AINSWORTH, CRYSTAL GAIL</td>
<td>11/23/1981</td>
<td>✓</td>
<td></td>
<td></td>
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<tr>
<td>2561379</td>
<td>42.01</td>
<td>ALLBRITTON, JAMES A</td>
<td>02/04/1941</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Electoral Roster**

Date: **Tuesday**

Precinct(s): 39A, 39B, 40A, 40B

**Warning:** If you sign this form and you are not a lawfully registered voter, you are making a false statement and may be committing perjury. Perjury is punishable by up to a $10,000 fine and up to 10 years imprisonment.
Fail-Safe Voting, etc.

pages (21-22 of training guide)

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

Name Provided Differs with PVR List:
- Ask voter to complete a *Voter Registration Application* form to update county records
- Give voter a regular ballot
- If the voter refuses to complete the VR app, give them a provisional ballot

Birth Date Provided Differs with PVR List:
- Request additional ID
- Ask voter to complete a *Voter Registration Application* form to update county records
- Give voter a regular ballot
- If additional ID is not provided, give voter a provisional ballot
Address Discrepancy Inside of Precinct

- **Address Provided Differs with PVR List:**
  - Contact County Clerk’s office to verify the voter’s precinct and correct poll

- **If the Address is Confirmed Within the Precinct:**
  - Ask voter to complete a *Voter Registration Application* form to update county records; and
  - Give voter a regular ballot
  - If the voter refuses to complete the VR app, give them a provisional ballot
Address Discrepancy Outside of Precinct

If the Address is not Within the Precinct:

- Complete *Change in Polling Site Authorization* form
- Ask voter to complete a *Voter Registration Application* form to update county records
- Direct voter to correct poll
- Instruct voter to present *Change in Polling Site Authorization* form at new poll
- Voter votes a *regular* ballot at his or her new and correct poll after the poll worker adds the voter to the PVR
Fail Safe Voting, etc.

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

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

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

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

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

**Election Roster**

**County**

**Date:** Tuesday

**Precinct(s):** 39A, 39B, 39C, 40A, 40B

**Election:**

<table>
<thead>
<tr>
<th>ID Number</th>
<th>PrSp</th>
<th>Style</th>
<th>Voter Name</th>
<th>Birthdate</th>
<th>Voter Signature</th>
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<td>2333967</td>
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<td></td>
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<td>✓</td>
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<td>05/20/1945</td>
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**Warning:** If you sign this form and you are not a lawfully registered voter, you are making a false statement and may be committing perjury. Perjury is punishable by up to a $10,000 fine and up to 10 years imprisonment.
The following slides contain information on special voting procedures. Duties associated with these procedures may be assigned to specific poll workers at a given poll.

These procedures include:

- Assisting voters;
- Poll watchers and vote challenges;
- Spoiled and abandoned ballots; and
- Electioneering and people allowed in the polls
Assisting Voters

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

- No one may assist more than 6 voters
  - Except:
    - Poll workers; or
    - County/Deputy Clerks during early voting
Important Reminders on Assistance to Voters

- A voter **must personally** request help

- Poll workers and poll watchers **cannot** suggest to a voter that he or she needs assistance

- Ballots **cannot** be taken out of the polling room during voting hours

- A person assisting a voter **cannot** misrepresent the content of the ballot or change or mark the ballot, **except** as intended by voter
Poll Watchers & Vote Challenges

- Poll Watchers are representatives of a candidate, party, or ballot issue group

- Must provide a Poll Watcher Authorization Form

- Poll Watcher Challenges
  - A poll watcher must notify a poll worker of the challenge *before the voter signs the PVR List*; and
  - Complete the *Challenged Ballot Form* on the Provisional Voter Envelope
Poll Watchers Can...

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

- Be within 6 feet of any voting machines or voting booths
- Speak to voters
- Try to influence voters:
  - Inside the poll; or
  - Inside the prohibited electioneering zones
- Disrupt Elections
Candidates in the Poll

- **No candidates** are allowed in person as poll watchers during voting on **election day**

- Candidates **may** be present in person at an **early** voting poll:
  - Only for the purpose of observing
  - May not challenge voters
  - Must show ID

- **If the candidate observing early voting is also a public official:**
  - The candidate **may not** wear anything that identifies him or her as a public official.
  - For example, a candidate **cannot** wear a:
    - Uniform;
    - Badge; or
    - Other apparel or equipment.
Electioneering

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

- **Prohibited within 100 feet**

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

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

- News organizations *may* conduct exit polls
  - CBEC has discretion on whether to allow

- Exit polling *is not* considered electioneering
  - Allowed in 100’ prohibited electioneering zone

- If CBEC allows exit pollsters, CBEC should let poll workers know that the pollsters are coming

- Exit pollsters:
  - *May* ask voters how they voted
  - *Cannot* disrupt the election
    - *Do not* have free reign to the poll
    - May be only where CBEC allows them to be in the poll
CBEC should:
- Work out in advance
- Notify poll workers

CBEC decides:
- Whether they’re allowed;
- What they’re allowed to film

Best practice is for poll workers to avoid:
- Posting to social media while voters are present at poll; and
- Talking on cell phone inside of poll while voters are present
Conflict Resolution

When dealing with difficult voters or situations:

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

**Spoiled Ballots**

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

**Abandoned Ballots in Scanner or Machine**

- Two poll workers complete the voting process & fill out the *Abandoned Ballot Log*.

**Abandoned Ballots Elsewhere (not on scanner or machine)**

- Write *Abandoned* on the ballot, place it in the *Abandoned Ballot Envelope*, and document the circumstances on the envelope (these ballots are not counted).
Closing the Poll

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

- **Close Voting Machines and Tabulating Devices (if any)**

- **Count Paper Ballots by Hand (if applicable)**

- **Secure Ballots for Transport**

- **Depart Poll**
  - Deliver Materials to County Clerk
  - Deliver Materials to County Election Commission
closing voting machines

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

- Produce and sign a return record from the scanner
- Count write-in votes
- Prepare a return of votes
- Post results outside the poll

When paper ballots are to be counted at a central counting location:

- Place all voted ballots in secured container
- Seal the container with a numbered seal
- Transport the sealed container to the election commission
Departing the Poll

- Follow any specific instructions from CBEC
- Remove postings
- Collect VOTE HERE signs
- Collect all supplies and election materials
- Put the poll back in order
- Seal stub boxes for transport to County Board of Election Commission (Act 621)
Deliver to County Clerk

- A copy of the Certificate of Election Results
- One copy of tally sheets, if any
- List of Voters form
- Precinct Voter Registration lists
- Voter Registration Application forms
- Other record-keeping supplies
Deliver to CBEC

- Sealed package holding activation packs (PEBs) or devices and certified returns
  - Obtain a receipt
- Paper ballots preserved separately & secured
  - Voted paper ballots in a secured container with a numbered seal
  - Unused, provisional, cancelled, defective ballots
- Election supplies and materials
- A copy of the Certificates of Election Results
- One copy of any tally sheets, if any
- Other election returns
- A completed poll worker guide/checklist
Ballot Accounting

SBEC recommends that you account for:

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

- The total number of voters

- The total number of UNUSED paper ballots
  - Record serial numbers by precinct OR
  - Perform a manual recount by precinct or in total
This section is for those election officials responsible for conducting early voting and for opening, processing, and canvassing absentee ballots. This section includes topics that may not apply to every poll worker.

Specifically we will cover:

- Additional duties specific to Early voting
- Opening & processing absentee ballots
- Evaluating the validity of absentee ballots
- Provisional absentee ballots
- Counting absentee ballots generally

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

- Same as Election Day, except:
  - Voter Signs Daily Dated EV Request Roster/Form
  - Poll Workers Record Precinct Number on Roster/Form
  - Keep Daily Dated Records of Numbers of Ballots Cast signed by the Poll Workers
  - At the end of each day – secure the machines, materials, and voted and un-voted ballots
    - Lock up to prevent unauthorized tampering
  - County Clerk updates VR database w/in 24 hours
Opening & Processing Absentee Ballots

- Conducted by election officials *BEFORE* the polls close on election day

- Clerk 1, while observed by another election official, opens the return (outer) envelope and verifies that the voter statement, Photo ID and the ballot (inner) envelope have been properly placed in the return envelope.

- If everything is in order:
  - Clerk 1 reads aloud the voter’s name and precinct from the voter statement.
  - Clerk 2 lists the name and precinct of the voter.
  - The election officials compare the name, address, DOB and signature on the absentee ballot application against the voter statement.
  - The election officials compare the name and address of the bearer, agent or administrator written on the absentee ballot return envelope with the information on the voter statement.

- Place the unopened inner “Ballot Only” envelope into the absentee ballot box.
If the voter statement and/or ID are **NOT** in the return envelope separate from the inner “Ballot Only” envelope:

- Clerk 1 removes the inner “Ballot Only” envelope from the outer return envelope and hands it to Clerk 2.

- Clerk 2 inspects the inner “Ballot Only” envelope while being observed by Clerk 1 and,

- Removes the voter statement and/or ID documents, if found there, from the inner “Ballot Only” envelope and hands them to Clerk 1.

- Clerk 2 returns the inner “Ballot Only” envelope and any found voter statement/ID documents to Clerk 1 and Clerk 1 places the inner “Ballot Only” envelope back into the outer return envelope.

- Clerk 1 reads aloud from the voter statement, and regular processing procedures (see previous slide) are followed.
Validity of Absentee Ballots

- A name on a voter statement that is slightly different from the way the name is stated on the absentee ballot application “compares” if all the other information (DOB, address, signature) demonstrates that it is the same person.

- Addresses and Dates of birth must match.

- 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.

- All absentee ballots must contain a form of ID (photo or document from long term care facility) unless it is from an active Overseas Military voter
  - Certain voters may be "flagged" with a "must show ID" notation on the PVR list. If voting by absentee ballot, these "flagged" voters must include in the return envelope a copy of a current and valid photo identification or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter. If identification is not present, the ballot is considered a provisional ballot.

- If there is any doubt about the validity of a ballot, set it aside for the election commission to review.
Provisional Absentee Ballots

- Poll watcher challenges;
- Flagged voters; and
- Absentee ballots that are returned without containing a copy of one of the designated forms of ID will become provisional

- 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.

If an absentee ballot becomes provisional, the absentee ballot clerk will:

- Place the return envelope and everything that is inside it into a provisional voter envelope;
- Record on the provisional voter envelope the reason the absentee ballot was made provisional, including the reason the ballot was challenged, if any; and
- Set the provisional ballots aside for consideration by the election commission.
Counting Absentee Ballots

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

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

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

- The **outer** envelopes of absentee ballots **may** be opened **one week** before Election Day so that the election officials may begin processing the absentee ballot paperwork.
- Processing of absentee ballots secrecy (**inner**) envelopes may not begin prior to **8:30 a.m.** on election day.
- 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 “as soon as practical”
Let’s Review

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 photo ID when voting in person?
   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
   d) All voters except residents of a long term or residential care facility presenting proper documentation from the facility’s director

4) A voter who is required to show photo ID and fails to do so should:
   a) Not be allowed to vote
   b) Be allowed to vote only a PROVISIONAL ballot
   c) Be allowed to vote a REGULAR ballot,
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 states an address that differs from the address on the PVR List, or the voter is not listed in the PVR List, the poll worker must:

a) Allow the voter to cast a REGULAR ballot

b) Allow the voter to cast a PROVISIONAL ballot

c) Contact the county clerk to determine the correct polling location and ballot which correspond with the new address stated by the voter.
10) If the County Clerk informs a poll worker that the address stated by the voter requires the voter to cast his/her ballot at another polling location in the same county and congressional district, the poll worker must: (select all that apply)

a) Explain to the voter that he or she must go to the other polling location designated by the County Clerk in order for his or her ballot to be counted and explain the location of the new poll.

b) Complete a “Change in Polling Site Authorization Form” listing the new polling location and ballot style given by the Clerk’s office and instruct the voter to present the “Change in Polling Site Authorization Form” at the voter’s new poll to expedite the process.

c) offer the voter a provisional ballot using the ballot style listed in the PVR

d) require the voter to complete a voter registration application to update the voter registration records.
11) If in the case described in question 10, the voter insists that he or she is in the correct polling location, and does not wish to travel to the voter’s new voting site identified by the County Clerk, the poll worker must:
   a) Allow the voter to cast a PROVISIONAL ballot
   b) Allow the voter to cast a REGULAR ballot
   c) Not allow the voter to cast any ballot

12) If a voter’s name is not listed on the PVR List and the county clerk cannot verify the voter is registered to vote and eligible to vote at that poll, 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
13) If a voter presents a properly completed “Change in Polling Site Authorization Form” and the voter’s name is not listed in the PVR list for that poll, the poll worker must:
   a) Allow the voter to cast a PROVISIONAL ballot and include the voter’s name on the list of Provisional voters
   b) Allow the voter to cast a REGULAR ballot and manually enter the voter’s name in the PVR List
   c) Not allow the voter to vote

14) Individuals 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
15) 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

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

17) 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
18) 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

19) For Primary Runoff Elections, poll workers must refer to the “D”, “R”, or “NP” notation on the PVR List to:
   a) Ensure that voter is not attempting to crossover vote
   b) Determine that 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

20) An individual may not assist more than how many voters in casting a ballot during an election?
   a) 1
   b) 6
   c) 10
   d) 12
21) To verify a voter’s registration a photo ID must satisfy which 4 criteria?
   a) The ID must be issued by the federal or state government; the ID must be unexpired; the ID must show a photo; and the ID must state the voter’s name.
   b) The ID must be issued by the federal government or the State of Arkansas; if the ID shows and expiration date, it must not be expired for more than 4 years; the ID must show a photo of the voter; and the ID must state the voter’s name.
   c) The ID must be issued by the federal government, the State of Arkansas, a County Clerk, or an accredited post-secondary educational institution in the state; if the ID shows an expiration date, it must not be expired for more than 4 years; the ID must show a photo of the voter; and the ID must state the voter’s name.

22) If a ballot includes a “MUST SHOW ID” notation in the PVR list, this voter falls under a separate set of ID requirements than ordinary voters. Which off the following describes the acceptable forms of ID this voter must show?
   a) A current and valid photo identification document
   b) A copy of a current utility bill, bank statement, government check, paycheck, which shows the voter’s name and address
   c) A copy of a government document that shows the voters name and address
   d) All of the above
23) When verifying a voter’s registration using a photo ID, a poll worker must:
   a) Compare the photo on the ID to the voter to determine whether the photo looks exactly like the voter standing in front of them
   b) Compare the photo on the ID to the voter to determine whether the photo depicts the voter given reasonable allowances for changes in hair color, glasses, facial hair, cosmetic, weight, age, injury, and other variable physical characteristics
   c) Check the ID for a birth date and make sure it matches what was stated aloud

24) When verifying a voter’s registration using a photo ID, a poll worker must: (select all that apply)
   a) Compare the name on the ID to the name listed in the PVR list to determine whether the name is an exact match
   b) Compare the name on the ID to the name listed in the PVR list to determine whether it is similar given allowances for abbreviations, nick names, a change in the name due to marriage/divorce or other circumstances so that the election official is satisfied that the two names refer to the same person
   c) Have the voter complete a voter registration application to update the voter records if the voter’s name has changed before the voter cast a regular ballot
25) If a poll worker checking voters into the poll determines that the name or photo does not verify the voter is the individual listed in the PVR list, the poll worker shall:

a) Allow the voter to cast a REGULAR ballot
b) Allow the voter to cast a PROVISIONAL ballot
c) Refer the matter to the Election Judge (the election official in charge of the poll) to make the final determination
d) Refer the matter to an election commissioner

26) If a voter fails to verify their voter registration by providing photo ID the poll worker shall:

a) Allow the voter to cast a REGULAR ballot
b) Not allow the voter to vote
c) Allow the voter to cast a PROVISIONAL ballot and inform the voter that the voter may sign the optional verification of identity affirmation on the provisional ballot envelope
27) When a voter casts a provisional ballot for any reason, the poll workers shall: (select all that apply)

a) Issue the Notice to Provisional Voters having indicated which portion of the notice applies to the voter
b) Look at the ballot to ensure the voter cast a vote in all races
c) Require the voter to sign the provisional voter eligibility affirmation statement on the provisional voter envelope
d) Enter the voter’s name, address, and the type of provisional ballot cast and require the voter to sign the List of Provisional Voters
e) Initial the back of the ballot, remove the stub, and place it in the stub box
f) Place the provisional ballot envelope in a secure container separate from all regular ballots
28) What is required to be listed on the Provisional Voter List?
   a) The voter’s name and address
   b) The voter’s name, address and an indication of the type of provisional ballot cast by the voter
   c) The voter’s name, address, an indication of the type of provisional ballot cast by the voter and the voter’s signature.

29) It is possible that a provisional ballot can be both a general provisional ballot and an unverified registration (ID related) provisional ballot.
   a) True
   b) False

30) As a poll worker it is my responsibility to ensure the poll is arranged so that voters are able to cast their ballot in secret.
   a) True
   b) False
31) If a voter is able to see the ballot of another voter while being directed to/from a voting machine or ballot marking area, or, if while standing at a voting machine or ballot marking area, the arrangement of the poll violates state election law.

a) True
b) False

32) If a poll worker believes a voter’s signature does not match the signature reproduced on the PVR list they should:

a) Ignore this fact
b) Call the police
c) Require the voter to cast a Provisional Ballot
d) Allow the voter to cast a regular ballot while documenting the issue and reporting it to the election judge to be reported to the County Board of Election Commissioners.

33) As a poll worker I am able to vote at the poll without undergoing the same check in process as all other voters.

a) True
b) False
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<th>Question</th>
<th>Answer</th>
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Test Your Knowledge

- When you are ready to take the test go to this link [https://testmoz.com/1547458/](https://testmoz.com/1547458/)
- You should see the Login screen like below
- **Enter your name AND COUNTY** (i.e. Jon Davidson – Saline County)
- Then enter the Passcode: test2018

![Login screen](image)

- Once you have finished taking the test click the **Submit** button
- You should then get a screen displaying your score and shows any questions that you missed along with the correct answer
- When you are finished reviewing your score – click the **Logout** button