

2022 County Board of Election Commissioners' Training



STATE BOARD OF ELECTION COMMISSIONERS

501 Woodlane, Suite 122 South

Little Rock, Arkansas 72201

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

www.sos.arkansas.gov/sbec

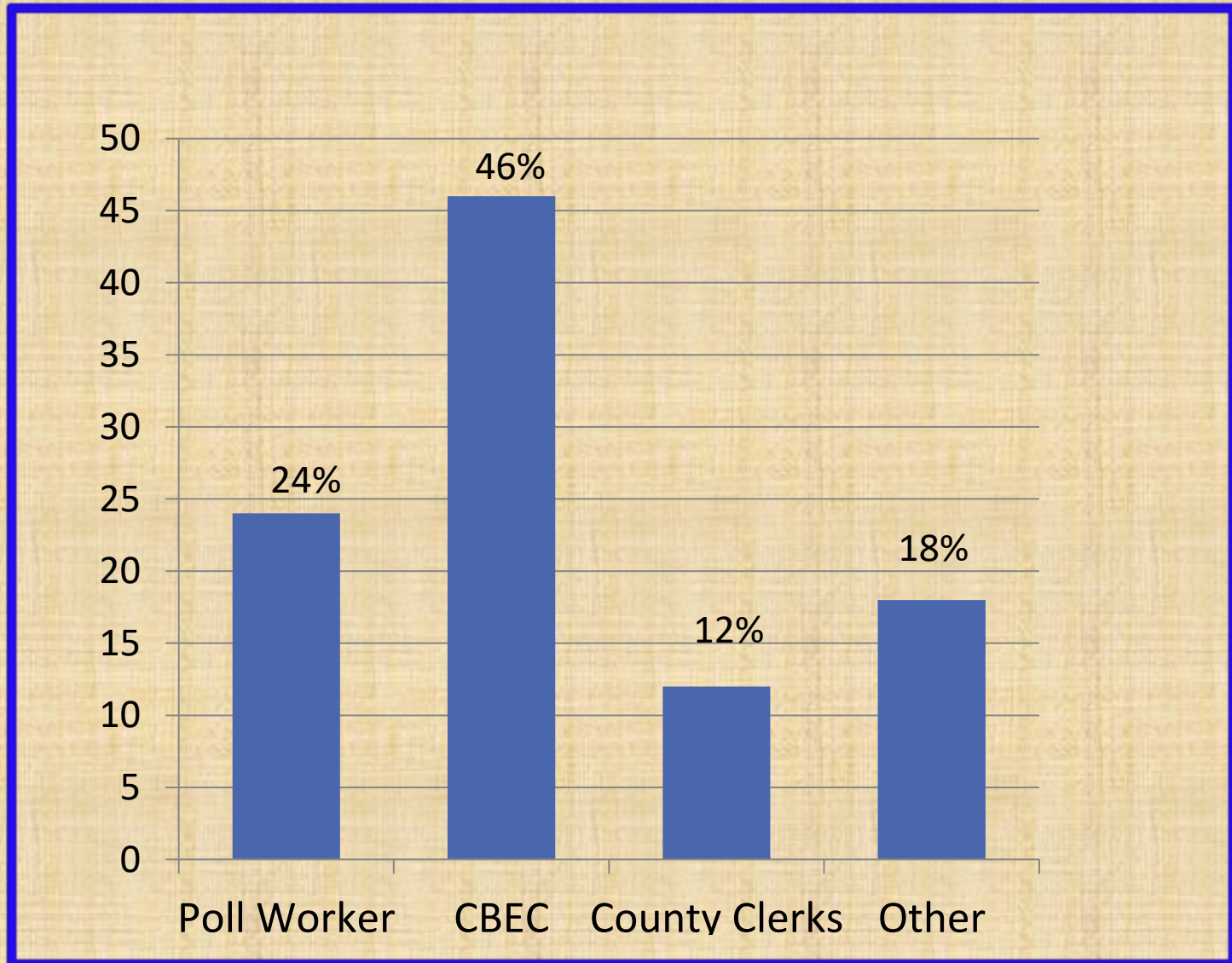
info.sbec@arkansas.gov

State Board of Election Commissioners (SBEC)

- ▶ **Conduct statewide commissioner, poll worker, county clerk and county election coordinator trainings**
- ▶ **Publish training materials to assist & educate election officials**
- ▶ **Publish handbook for candidates running for office**
- ▶ **Monitor election legislation and compliance**
- ▶ **Make rules to assure fair and orderly election procedures**
- ▶ **Fund primary and statewide special elections**
- ▶ **Examine and approve voting equipment**
- ▶ **Provide assistance to county election commissioners**
- ▶ **Appoint certified election monitors**
- ▶ **Investigate alleged violations of election and voter registration laws, render findings, and impose disciplinary actions**

Complaints in 2020

54 Complaints – 190 issues



Today's Agenda

This training covers the legal requirements of county election commissioners. Specifically, this training will address:

- ▶ **Elections Overview**
- ▶ **Pre-Election Duties**
 - ▶ **Ballot Setup**
 - ▶ **Cites and Personnel**
- ▶ **Voting Hours Duties**
- ▶ **Post Election Duties**
 - ▶ **Absentee Ballot Processing**
 - ▶ **Provisional Ballot Processing**
 - ▶ **Declaring Winners**
- ▶ **School & Special Elections**
- ▶ **CBEC & General Info**

ELECTIONS OVERVIEW

ELECTION AND BALLOT TYPES

CANDIDATE FILING

CANDIDATE WITHDRAWAL

VACANCIES

EARLY & ABSENTEE VOTING

Types of Elections p. 25-26

§ Preferential Primary and
Nonpartisan General
May 24th

§ General Primary (Primary
Runoff) June 21st

▶ General and Nonpartisan
Runoff – November 8th

▶ General Runoff –
Municipal and County ONLY
December 6th
4 weeks later

▶ Annual School Election
May 24th OR November 8th
2023: May or November

▶ Runoff School Election –
4 weeks later

▶ Special Elections – in **2022** (Act 610)

- ▶ February = 2nd Tuesday
- ▶ May = Pref. Primary Date
- ▶ August = 2nd Tuesday
- ▶ November = Gen. Election Date

§ *Special Statewide &
Primary Elections*

Candidate Filing Information *p. 30-36*

► Party candidates

■ Qualifications

- Political parties are responsible for determining qualifications of candidates seeking nomination

■ Filing Requirements during Party Filing Period (February 22nd – March 1st)

- File: Affidavit of Eligibility, Party Certificate, Political Practices Pledge
- Pay -- Party Filing Fee

■ Certified to CBEC 75 days before Primary (March 10th)

► Other candidates also file during party period

- Judges and Prosecutors who pay a filing fee
- Independent Candidates (non-municipal)
- Write-In Candidates (except judges and prosecutors)
- **New Party Candidates – candidates are selected by convention**

Candidates Certified to CBEC for General

75 days before the General Election (August 25, 2022)

- ▶ State and Federal Political Party Nominees (and Judges, if any) are certified to CBEC by the SOS
 - these are the winners of the Primary or
 - NP Runoff candidates
- ▶ County, Municipal, and Township Certified to CBEC by County Clerk
 - these are the winners of the Primary or
 - Filed for office as an Independent Candidate
- ▶ Write-In Candidates
 - must also submit notice to CBEC 90 days prior to election
- ▶ New Party Candidates (State and Local)
 - must be selected by convention
- ▶ Other Certifications to CBEC
 - Proposed Constitutional Amendments (certified list from SOS)
 - Measures (state and/or local)

Candidate Withdrawal *p. 36*

- ▶ Notice of Withdrawal
 - In writing, signed by candidate & acknowledged before an officer authorized to take acknowledgements
- ▶ Candidate withdraws / dies **BEFORE** ballot certification deadline
 - Not placed on ballot
- ▶ Candidate withdraws / dies **AFTER** ballot certification deadline
 - Votes Counted
 - Political Party May be allowed to Substitute a New Candidate

Vacancies p. 37-40



► Vacancy in **Office**

■ Occurs in an elective office due to:

- Death, resignation, or other good/legal cause after election to office

► Vacancy in **Candidacy** for Party Nomination

■ Occurs when an **unopposed** candidate at the primary cannot accept nomination due to serious illness or death

► Vacancy in Party **Nomination**

■ Occurs when a candidate withdraws or dies after certification but wins the primary or runoff

■ Vacancy in Nomination can be filled by the party if:

- Vacancy in candidacy for nomination is not filled by convention before primary election; or
- Primary election nominee dies or refuses nomination

Conducting Early Voting *p. 42-46*



Early Voting:

- ▶ **DEFAULT: County Clerk conducts early voting**
 - ▶ Must be held in County Seat(s)
 - ▶ Must be held for all Dates and Times Required by Law
 - ▶ Primary & General: (15 Days) 8 am to 6 pm M-F / 10 am to 4 pm Sat.
[ends 5 pm the Monday before the Election]
 - ▶ All Other Elections: (7 Days) During Clerk's Office's Regular Hours
 - ▶ Excludes all State or County Holidays
- ▶ **CBEC may conduct additional off-site early voting**
 - ▶ This may not exceed the dates and time limited above
- ▶ **TRANSFER TO CBEC: All early voting may be conducted by the CBEC if transferred by mutual agreement.**
 - ▶ Must satisfy the dates and locations for early voting required by the County Clerk
- ▶ **CBEC Must Publish ALL dates/times/locations for Early Voting in the Notice of Election**

Ballot Delivery & Absentee Voting

- ▶ **CBEC must:**
- ▶ **Deliver ballots:**
 - 47 days before most elections
 - 10 days before runoff elections
- ▶ **County Clerk must:**
- ▶ **Begin mailing military & overseas ballots 46 days before election**
- ▶ **Write/Stamp **Authorized Agent/Designated Bearer/Administrator** & write the name & address on the absentee's return envelope when delivered**

Ballots are transferred to the CBEC for Canvassing and Counting

- **If Ballots are stored in the County Clerk's office after canvassing begins, the CBEC Must Authorize Clerk's Custody by an Affirmative Vote (Act 736)**

Special Runoff Ballots p.45

- **Special Runoff absentee ballot**
 - For qualified electors temporarily residing outside U.S.
 - Mailed with May & November ballot – serves as runoff ballot
 - Votes Ranked in order of preference
 - If returned with primary or general ballot, hold for runoff
 - Follow SOS instructions on handling

BENTON COUNTY, ARKANSAS GENERAL ELECTION RUNOFF 12/01/2020

This Special Run-Off Ballot is provided to you in the event that there is a run-off election for the November 3, 2020 General Election. Indicate your choices for candidates in each race, by writing the number "1" for your first choice, the number "2" for your second choice, etc.

- You may rank only one candidate if you choose.
- Do not mark the same number beside more than one candidate.
- Do not skip numbers.

Your ballot will be counted in the run-off, if there is one, according to the order in which you rank the candidates. Your choice marked "1" will be counted if that candidate makes the run-off. If your first choice does not make the run-off, but your choice marked "2" does, your second choice will be counted, etc.

U.S. Congress District 03

(Rank in order of preference)

CANDIDATE	Party	Preference
Celeste Williams	Democratic	
Michael J. Kalagias	Libertarian	
Congressman Steve Womack	Republican	

CITY OF BELLA VISTA

(Rank in order of preference)

CANDIDATE	POSITION	Preference
Alderman James "Jim" Wozniak	Council Member Ward 2, Position 1	
Charles Flanary	Council Member Ward 2, Position 1	
Christian Henning	Council Member Ward 2, Position 1	
John Nuttall	Council Member Ward 2, Position 1	

PRECINCT NUMBERS: (for office use only - circle one)

Official Ballot General Election Run-
Off Washington County, Arkansas
December 1, 2020

INSTRUCTIONS TO VOTER:

Indicate your first choice by marking the number "1" in the space provided beside the candidate's name, your second choice by marking the number "2" in the space provided by the candidate's name, your third choice by marking the number "3" in the space provided beside the candidate's name and so on.

1. You may rank only one candidate if you choose.
2. Do not mark the same number beside more than one candidate.
3. Do not skip numbers.

U.S. CONGRESS DISTRICT 3

Michael J. Kalagias
Libertarian Party

Celeste Williams
Democratic Party

Congressman Steve Womack
Republican Party

CITY OF FAYETTEVILLE

Mayor

William L. Harris

Ron W. Baucom

Mayor Lioneld Jordan

FOR OFFICIAL USE

Check Precinct	Precinct
	Fay 01
	Fay 02
	Fay 03
	Fay 04
	Fay 05
	Fay 06
	Fay 07
	Fay 08
	Fay 09
	Fay 10
	Fay 11
	Fay 12
	Fay 13
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	Fay 37
	Fay 38
	Fay 39
	Fay 40

PRE-ELECTION DUTIES

PRECINCTS/POLLING SITES

ELECTION OFFICIALS

PUBLIC NOTICES

REQUIRED POSTINGS

VOTING EQUIPMENT

POLLING SITE ACCESSIBILITY

Precincts & Polling Sites *p. 47-49*

- ▶ **Must designate a polling site for each precinct**
 - ▶ **Non Vote Center County: 1 poll per City Ward (1st or 2nd Class cities)**
 - ▶ **Vote Center County: Can reduce polling sites if it is a 1st class city and has 5,000 pop or less**
- ▶ **Same as last general election**
 - **Requires unanimous vote of commissioners' present**
 - **Must not be changed within:**
 - **Primary and General 60 days** (Subject to Appeal to SBEC)(Act 1063)
 - **All other Elections 30 days**
- ▶ **Precincts must not exceed 3,000 voters**
- ▶ **Polling Place Consolidation**
 - **CBEC must vote to consolidate at least 30 days before election** (plan ahead for potential runoffs)
- ▶ **Vote Centers**
 - **Election day poll where any voter in the county may vote**

Selecting Poll Workers *p. 50*

- ▶ **Selected & appointed at least 20 days before the election**
 - **Volunteer poll workers**
 - **Student Election Page**
- ▶ **Minimum 4 poll workers per poll**
 - **2 election clerks, 1 election judge, 1 election sheriff**
- ▶ **The minority party member has the option to designate one fewer poll workers than the majority of poll workers at each polling site, with a minimum of two per poll.**



Poll Worker Compensation Waiver

www.arkansas.gov/sbec (under the forms tab)

AFFIDAVIT

ELECTION OFFICIAL WAIVER OF COMPENSATION AND/OR REIMBURSEMENT OF MILEAGE

STATE OF ARKANSAS }
 }
COUNTY OF _____ }

Before the undersigned, duly qualified, commissioned Notary Public, appeared _____, satisfactorily proved to be the affiant, who states under oath:

I, _____ (print name) am an appointed election official for the election held on _____ (date of election).

I swear and affirm that I knowingly and voluntarily waive my right to compensation and/or mileage reimbursement as an election official for the election, including early voting periods, held on the date listed above.

Therefore, by my initials on the corresponding selection below and by my affixing my signature to this affidavit, I confirm that I do not wish to receive:

- _____ 1. Compensation for my work as an election official; or
_____ 2. Reimbursement for mileage accrued in the course of my work as an election official; or
_____ 3. Compensation for my work as an election official nor reimbursement for mileage accrued in the course of my work as an election official.

IN WITNESS WHEREOF, I hereunto set my hand:

This the _____ day of _____, 20_____.

Affiant's Signature

Subscribed and Sworn to before me, this the _____ day of _____, 20_____.

{SEAL}

Notary Public

My Commission Expires:

Election Official Waiver of Compensation and/or Mileage Reimbursement pursuant to Act 539 of 2010, codified at Ark. Code Ann. § 7-4-110.

Poll Worker Qualifications *p. 51*



▶ POLL WORKERS **MUST**:

- Be a qualified elector
- Be able to read & write English
- Be a resident of the precinct

▶ For regularly scheduled elections, all poll workers **MUST ALSO**:

- Have attended training conducted by a certified trainer; and
- Be trained within 12 months of the election
- 2 workers must receive Advanced Poll Worker Training
(SBEC Poll Worker Rule)



▶ POLL WORKERS **MUST NOT**:

- Be guilty of violating any criminal election law
- Be a candidate while serving
- Be a paid employee of any political party or of any candidate running for any office on the county's ballot
- Be married or related to a candidate running for office while serving, if an objection is made within 10 days of posting of the list
- Be a Party Chairman (or their spouse), or be the spouse of a CBEC member, if an objection is made within 7 days of posting the list of election officials (Act 448)

Public Notices *p. 53-55*



▶ **Ballot Draw**

- 10 Days Prior - Written Notice to the County Party Chairs
- 3 Days Prior – Publish time and place of meeting in Newspaper

▶ **Voting Machine Preparation**

- One Time in Newspaper
 - Prior to Begging Prep
- Provide Time(s) and Place the voting machines will be prepared
- Identifies a time which candidates will be allowed to inspect the voting equipment*

▶ **Voting Machine Demonstration***

- One Time in Newspaper 48 hours prior to demo
- Purpose = instructing public on equipment's operation
- Must identify **time** and **location** of Demo

▶ **Public Test***

- One Time in Newspaper 48 hours prior to test
- Purpose = demonstrating the tabulators' function properly by counting a test deck of ballots
- Must identify **time** and **location** of Demo

**Can be combined*

Notices of Election p. 53-55



► Notice of Election (example on website)

- 1st Pub - 8 days prior to first day of early voting (Act 448)
- 2nd Pub - 5 days before election day

Must Contain

- Date of the Election
- Polling Sites for Early voting & election day
 - If a change is made to the last election this should be noted
- Dates & time of voting
- A list of Candidates & offices to be elected
- Time & Location for the canvassing and counting of:
 - Early ballots; Election day ballots; Absentee ballots; Provisional ballots

List of Election Officials

- Must state when the list of officials will be posted
 - Must state when the county clerk will post their list if not done at the same time
- That the list will be posted in the County Clerk's Office
- That a voter may file a written objection to an official on the list

Public Notice
2020 General Election
County of Craighead - State of Arkansas

Pursuant to Arkansas Election Law, Arkansas Code Annotated 7-5-202, all qualified electors are notified that the 2020 General Election will be held on Tuesday, November 3, 2020. The election will submit to a vote of the electorate all candidates by name and office and all other measures and questions required by law to be submitted to the electors. The following polling places have been set by the Craighead County Board of Election Commissioners and hereby posted in accordance with the election laws of the State of Arkansas. The polls will be open from 7:30 a.m. until 7:30 p.m.

ALLEN PARK COMMUNITY CENTER, 3609 RACE ST., JONESBORO, AR
BAY COMMUNITY CENTER, 305 CHERRY ST., BAY, AR
BONO COMMUNITY CENTER, 100 E. WOODLAND TRAIL, BONO AR
BROOKLAND BAPTIST CHURCH, 200 N. OAK, BROOKLAND, AR
CARAWAY CITY HALL, 102 E. STATE ST., CARAWAY, AR

Early voting will be available from 8:00 o'clock a.m. to 6:00 o'clock p.m. from October 19, 2020 through October 30, 2020 Monday through Friday; 10:00 o'clock a.m. to 4:00 o'clock p.m. on Saturday, October 24 and October 31, 2020; 8:00 o'clock a.m. to 5:00 o'clock p.m. on Monday, November 2, 2020 at the following locations:

CRAIGHEAD COUNTY ELECTION ANNEX, 315 W. JEFFERSON, JONESBORO, AR
LAKE CITY EASTERN ANNEX, 113 COBEAN BLVD., LAKE CITY, AR

Absentee voting will be conducted through the County Clerk's Office, 511 Main St., Suite 202, Jonesboro, Arkansas 72401, telephone 870-933-4520.

Absentee ballots will be processed and canvassed on weekdays daily October 19-November 2, 2020. Absentee ballots will be opened, processed and canvassed at 8:30 o'clock a.m., on November 3, 2020 at the following location:

CRAIGHEAD COUNTY ELECTION ANNEX, 315 W. JEFFERSON, JONESBORO, AR

Early voting and absentee votes will be counted at 7:30 o'clock p.m., on November 3, 2020 at the following location:

CRAIGHEAD COUNTY ELECTION ANNEX, 315 W. JEFFERSON, JONESBORO, AR

A list of appointed election officials can be found at the following location:
COUNTY CLERK'S OFFICE, 511 MAIN ST., SUITE 202, JONESBORO, AR
An objection to the service of an election official can be filed by emailing the Craighead County Election Comm at commissioners@craigheadcounty.org or submitting a written objection to the County Clerk's Office.

The following candidates and the offices to which they aspire are as listed:

U.S. President Howie Hawkins/Angela Walker – Green Kanye West/Michelle Tidball – Independent Jo Jorgensen/Jeremy "Spike" Cohen – Libertarian Phil Collins/Billy Joe Parker – Independent "Rocky" DeLa Fuente/D G. Richardson – Independent Joseph R. Biden/Kamala Harris – Democratic Brock Pierce/Karla Ballard – Independent Donald J. Trump/Michael R. Pence – Republican	U.S. Senate Ricky Dale Harrington, Jr. – Libertarian Senator Tom Cotton – Republican U.S. Congress District 1 Congressman Rick Crawford – Republican State Senate District 21 Representative Dan Sullivan – Republican State Senate District 22 Senator Dave Wallace – Republican
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Sample Notice of Election



Public Notice 2020 General Election County of Craighead - State of Arkansas

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BONO COMMUNITY CENTER, 100 E. WOODLAND TRAIL, BONO AR
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U.S. President

Howie Hawkins/Angela Walker – Green
Kanye West/Michelle Tidball – Independent
Jo Jorgensen/Jeremy "Spike" Cohen – Libertarian
Phil Collins/Billy Joe Parker – Independent
"Rocky" DeLa Fuente/D G. Richardson – Independent
Joseph R. Biden/Kamala Harris – Democratic
Brock Pierce/Karla Ballard – Independent
Donald J. Trump/Michael R. Pence – Republican

U.S. Senate

Ricky Dale Harrington, Jr. – Libertarian
Senator Tom Cotton - Republican

U.S. Congress District 1

Congressman Rick Crawford – Republican

State Senate District 21

Representative Dan Sullivan – Republican

State Senate District 22

Senator Dave Wallace - Republican

Postings p. 66-67

► List of CBEC's Election Officials

- Posted by law in the County Clerk's Office
- 8 days before the beginning of early voting (**Act 448**)
- Must include all election officials (CBEC included)

► Ballot Issues (*General Only Elections Only*)

- Posted on the Door of the County Courthouse
- Full text of all ballot Issues
 - Proposed Constitutional Amendments
 - State and local ballot Issues
 - List of Candidate Nominations

► Change in Polling Site

- Post notice on any poll that was open in the previous election
- Must Explain Where Voters can go to vote

► Required Postings at Poll

- List on page (p. 66)

► Sample Ballots

- Must Submit to SOS Voter View
 - 20 days before Primary Gen
 - 10 day before all other (**Act 128**)
- Sample Ballots can be in 2 organized bound volumes or 1 bound volume and 1 electronic volume
- **[16+ ballot styles]**



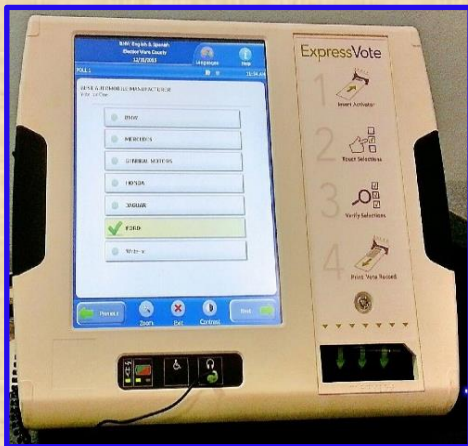
Ballot Names & Positions *p. 58-60*

-
- ames
- g
- missions

Voting Machines & Materials

► CBEC responsibilities

- Care and custody of voting machines
 - Preparation – Voting machines and tabulating devices
 - Programming
 - Preparation and certification of ballot styles
 - Testing
 - Delivery of Equipment
 - Delivery of Ballots, Supplies, Forms, & Postings



Voting Machine Testing *p. 61-62*

► Logic & Accuracy (L&A) Testing

■ Both Voting Machines and Tabulating Devices

- At least **7 days before** voting begins
- Errorless Count
- Accuracy of Ballot Styles
 - **Paper & Electronic**
- Certify accuracy of system & file results w/ County Clerk & SOS

► Public Test

■ Both Voting Machines and Tabulating Devices

- Must publish notice in newspaper at least **48 hours prior**
- Open to public, political parties, candidates, and media

www.arkansas.gov/sbec/forms-checklists/
(Form on page 180)



Testing *p. 160*

Certification of Logic and Accuracy Testing Results

TRANSMITTAL PAGE TO SECRETARY OF STATE

**** Completion Required at least Seven (7) days before Early Voting**

Name of County: _____

Name of the Election: _____

Date of the Election: _____

Logic & Accuracy Certification Date: _____

ERM Report created Date: _____

Upload to SoS ENR Date: _____

Date filed with County Clerk: _____

Date filed with SoS: _____

I certify that each one of the voting systems for the above named election has been properly tested in accordance with Ark. Code Ann § 7-5-515 in that:

- A group of test ballots were pre-audited to predetermine the number of valid votes for each candidate and each measure, and each candidate received at least one(1) vote for each ballot style;
- One (1) or more of the pre-audited test ballots were over-voted (they contained votes in excess of the number allowed by law), for each office, and for each ballot style, or an over-vote was attempted on each machine, for each office, and for each ballot style;
- The pre-audited test ballots were voted on each voting machine and each item of media used for the election was tabulated using the appropriate ERM (Election Reporting Manager);
- The voting system rejected the over-voted ballots or otherwise denied an attempted over-vote;
- The cause of any error was determined, corrected, and resubmitted;
- An errorless count was made before approving each voting machine, and each item of media;
- The County successfully uploaded test results from ERM to SoS ENR.

I further certify that upon completion of testing:

- This certification was filed with the county clerk attesting to the accuracy of the voting system;
- The ballots and programs were sealed;
- The ballots and programs used will be retained and disposed of as provided by law; and
- The County Board of Election Commissioners met in a public meeting and approved the results, as recorded in the minutes of the County Board of Election Commissioners.

Under penalty of perjury, I state that the information contained in this Certification is true and correct.

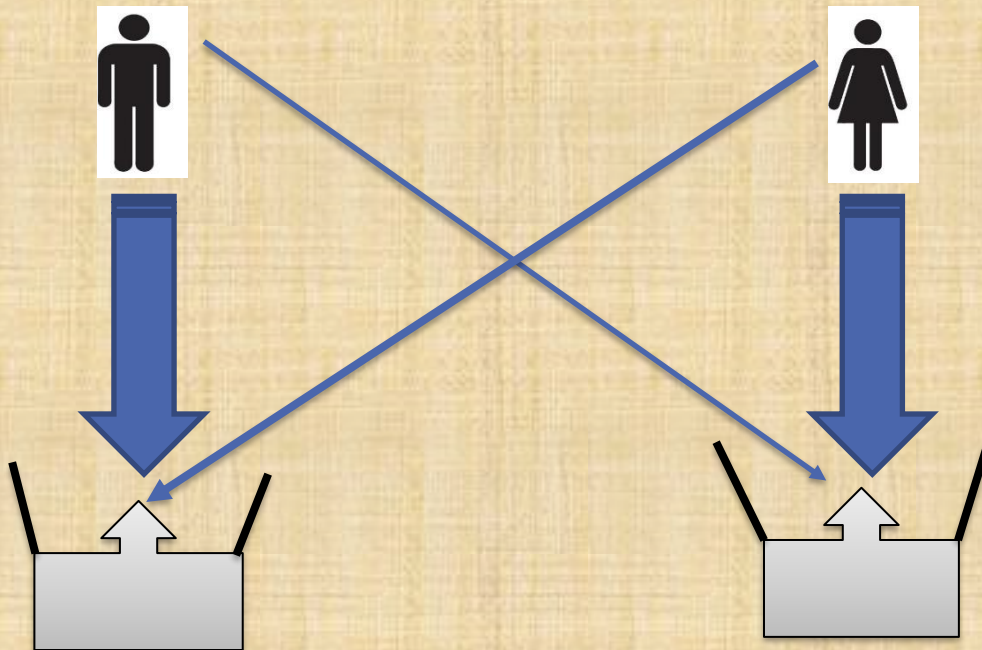
Signature of Election Commission Chair: _____ **Date:** _____

Signature of County Clerk: _____ **Date:** _____

Voting Privacy p. 71

- **Arrange the poll**
 - Ensure privacy
 - At least 1 accessible voting machine per poll
 - No one within 6 feet of machine
 - Except Voter and Poll Worker

“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

SBEC Guidance - COVID-19

- **Assignment of Polling Locations**
 - Polls should not be consolidated unless absolutely necessary
- **Masks and Access to the Poll**
 - **The County CANNOT:**
 - Require a voter to wear a mask to vote
 - Turn a voter away because they fail a health screening
 - If a voter refuses to remove their mask but the visible part of their face is consistent with their photo id so that the voter is identified, the voter should be allowed to vote a regular ballot
- **Operation of the Poll**
 - CBEC should require election official should wear masks
 - Tables, doors, & voting equipment should be regularly disinfected



Americans With Disabilities Act Title II – Program Participation

- Under Subtitle A, Voting and Voter Registration are “programs” under the Act.
 - Under this approach, “Public entities must ensure that people with disabilities are not excluded from programs, services, or activities because facilities are inaccessible.”
There is NO “Grandfather” clause that exempts old facilities.

Arkansas Law also Requires Polling Sites to be Assessable to Disabled Voters – SBEC Jurisdiction

“The county boards of election commissioners shall provide voting locations that are accessible to voters with disabilities...” A.C.A. §7-5-311

ADA Polling Sites

Polling site MUST be Accessible to voters with disabilities

- **ADA Signs: Accessible Parking – Accessible Entrances – Directional Signs to voting area – etc.**
- **Removal of obstructions: From sidewalks, hallways, voting areas, etc.**
- **Arrange voting area to allow for wheelchairs or walkers**



Temporary Solutions for ADA problems

- **Parking – use cones and ADA signs to designate parking**
 - If lot is not paved, consider another location
- **Entrances – prop open doors, use temporary lever handle doorknobs, use temporary ramps for access over steps**
- **Use a poll worker to open doors and assist voters in building**

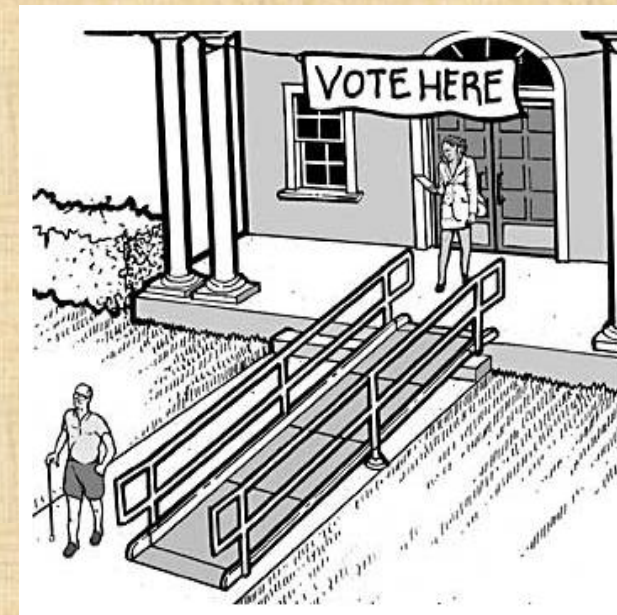
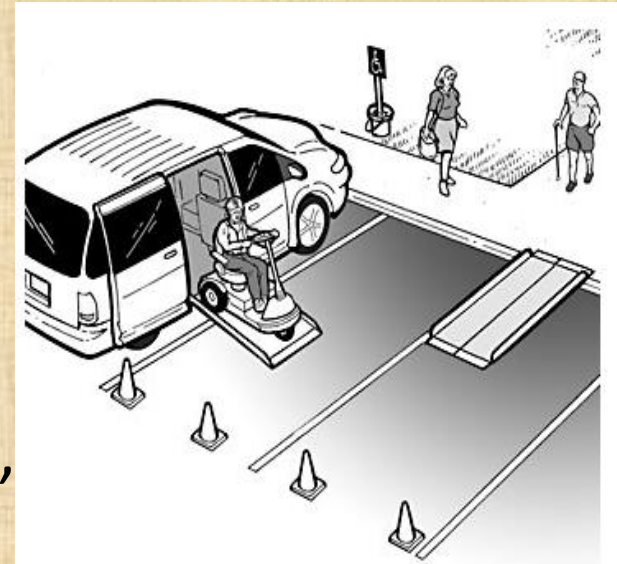
Solutions for Five Common ADA Access Problems at Polling Places

www.ada.gov/ada_voting/voting_solutions_ta/polling_place_solutions.htm

ADA Polling Sites

From Parking to Casting

- CBECs, pick polling places, and thus have the responsibility to ensure locations are “accessible” to disabled voters.
 - Actually go from parking to voting booths, back to vehicle. Critical eye towards, can a wheelchair or person with limited physical abilities, navigate the route
 - Polling Site Accessibility Checklist:
 - <https://www.arkansas.gov/sbec/election-information/>
- “Polling Site Accessibility Summary Checklist”**



ADA Polling Sites

Step 1: Parking Considerations

- Where do handicapped licensed vehicles park

Step 2: Route to Door

- How does a voter get from parking into the building

Step 3: Entering the building

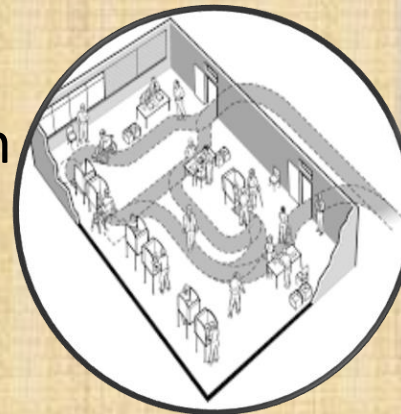
- Primary/secondary entrance, door handles,
- Maneuvering space

Step 4: Route inside Polling Place

- What is the route of voters once in the door
- Obstructions

Step 5: Voting equipment

- Enough space around equipment/booth
- Clear path to vote?



ADA Polling Sites

Protect yourself

- Take the time to check the location's compliance and accessibility.
- Disability Rights Arkansas letters?
- What has been done to address those issues?
- Complete the checklist for each location. Take photos of location, from parking to casting, to show what looks like on election day and during early voting

ELECTION DAY

POLL WORKER RESOURCES

POTENTIAL ELECTION DAY PROBLEMS

VOTING PROCESS

VERIFICATION OF VOTER REGISTRATION

PROVISIONAL VOTING PROCESS

Poll Worker Resources *p. 69*

- ▶ You
 - CBEC should be available to poll workers on election day
- ▶ Quick Guides
 - Voter ID
 - Fail-Safe voting
 - Provisional Ballots
 - Assistance
 - Spoiled/Abandoned
 - Absentee Canvassing
- ▶ Training Guide & Checklist for Poll Workers *(6 per poll from SBEC)*
 - Identifies:
 - Tasks performed before opening poll
 - Necessary supplies and forms to be completed
 - Legally required postings
 - Procedures during voting hours
 - Tasks for closing & departing the poll

Potential Election Day Problems *p. 70-80*

- ▶ **YOUR JOB** is to ensure that any problems with poll worker equipment are immediately corrected or replacement equipment is immediately provided.
- ▶ Problems related to the Timely opening of poll.
 - Poll Books Offline but Functional: **OPEN POLL at 7:30am**
 - Work to Resolve Connectivity Problem after voting begins
 - Poll Books Completely Fails: **OPEN POLL at 7:30am**
 - Use paper backups or Check voters in by calling the county clerk's office.
 - Ballot Markers Operational but DS 200 Fails: **OPEN POLL at 7:30am**
 - Place ballots in secure slot in the DS 200
 - Ballot Markers Completely Fails or Ballot Styles Incorrect: **Open POLL at 7:30am**
 - Allow voters to vote on Paper Ballots designated for provisional voting
 - CBEC must provide additional paper ballots & ballot box if machines issues can not be corrected.
- ▶ **Call** SBEC, SOS, or ES&S to assist if you are unsure how to proceed!

Potential Election Day Problems p. 70-80

- ▶ **Voting machine issues**
 - Poll worker must send complaints to CBEC & CBEC must investigate & forward complaint to SOS (Machine Complaint Form p. 174)
- ▶ **Electioneering** (Notice p. 190)
 - Loitering – No person may enter or remain in the area except for entering or leaving where voting is taking place (Act 728)
- ▶ **Voter Assistance** (List of Persons Assisting p. 168)
 - No more than 6 (Lawsuit)
 - Candidates can only assist relatives w/in 2nd degree
 - 2 poll workers must assist & sign Assistance List
- ▶ **Cross-over Voting** (Warning sign p. 188)
- ▶ **Poll Watchers** (Authorization Form p. 184)
- ▶ **Provisional Voting** (Provisional Voters List p. 160)



NO VOTER SHOULD BE TURNED AWAY

Potential Election Day Problems

- ▶ **Ballot security & secrecy**
- ▶ **Spoiled Ballots** (Spoiled Ballot Affidavit p.172)
- ▶ **Abandoned Ballots** (Abandoned Ballot Log p.176)
- ▶ **Persons Allowed in Polls** (p.79)
- ▶ **Exit Pollsters/News Photographers**
- ▶ **Electronic Devices Used
by Poll Workers**
- ▶ **Closing the Polls**
 - Follow procedures given by CBEC



Voting Process

- ▶ Voter **States** his or her **Name**
 - Poll Worker locates Voter Registration Info in the Poll Book
- ▶ Voter **States** (aloud) his or her **Address** and **Date of Birth**.
 - Poll Worker compares the name, address, & date of birth to the Poll Book
 - Secured Voters: victims of domestic violence - address will not appear in Poll Book. Poll workers will need to contact County Clerk (**Act 980**)
- ▶ If any information stated by the voter differs from the poll books the voter must complete a voter registration App in order to vote.
 - If the voter's address has changed, the poll worker must call the county clerk's office before the voter is allowed to vote.
 - A voter whose name has changed due to marriage, divorce, or adoption should be allowed to vote after filing an updated VR application.
- ▶ Voter must then **Provide Photo ID** to verify that he or she is the person who filed the Voter Registration Information being used to allow this person to vote.
- ▶ **Issue Ballot**

Verification of voter registration

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 **accredited postsecondary educational institution 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

- **Examples of acceptable photo ID's 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 Photo voter ID card issued by the county clerk; or
 - ✓ A public assistance ID card

Verification of voter registration

- **EXCEPTION:** Voters who reside in a long-term care or residential care facility licensed by the state may show **documentation from the administrator** attesting that the voter is a resident of the facility. (form provided by SOS)

Photo ID

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

Verification of voter registration

Assessing validity of ID

The poll worker to whom the ID is presented 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, considering hair color, glasses, facial hair, cosmetics, weight, age, etc.
- 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.
 - Registration applications returned to the county clerk

Verification of voter registration

POLL WORKER Thinks ID is Insufficient

- 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**

Verification of voter registration

At the polls

ADDITIONAL REQUIREMENT FOR CERTAIN FIRST-TIME VOTERS:



- Certain first-time voters who register by mail and do not provide the required ID documentation, will be flagged on the PVR List
- They must provide additional identification documentation when voting on election day or early voting/absentee voting
- A flagged voter who presents a valid ID, that is not expired, may vote without presenting an additional ID document.
- However, if a flagged voter presents valid identification that is not current (i.e., is expired) , 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 they must cast a **Provisional Ballot**

Verification of voter registration



Failure to provide ID at the polls

- **CURE PROCESS:** 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.
- **Failure to Cure will Results in the Ballot Being Rejected**
- **Ongoing Litigation:**

The League of Women Voters has challenged the Law removing the Optional Identity Affirmation should the lawsuit prevail -- voters will again be able to sign an optional statement on their provisional ballot to cause their ballots to be counted.

Verification of voter registration

Absentee Requirement

Absentee voters must include a copy of a photo id showing the name and photograph of the voter and is not expired for more than 4 years.

- Flagged voters must include a copy of a current (not expired) photo id or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.

Provisional Absentee Ballots

- Absentee Ballots without Voter ID will be considered provisional
- These ballots will need to be tracked and processed separately. The number of these ballots counted and not counted will need to be reported on the Ballot Disposition Report

ABSENTEE VOTER STATEMENT	
THIS VOTER STATEMENT SHALL BE COMPLETED AND RETURNED IN THE MAILING ENVELOPE OR THE ABSENTEE BALLOT WILL NOT BE COUNTED	
INCLUDE THE FOLLOWING ITEMS IN THE MAILING ENVELOPE:	
<ol style="list-style-type: none">1. My completed Voter Statement (This piece of paper)2. Copy of Approved Photo ID<ul style="list-style-type: none">○ See instructions for a list of approved photo IDs3. My Ballot Only Envelope Containing my marked ballot	
<i>If I am a newly registered voter of this county and this is the first time I am voting in this county, I am enclosing a copy of a current and valid photo identification card or a current utility bill, bank statement, government check, paycheck, or other government document that shows my name and address.</i>	
VOTER'S MAILING ADDRESS IF YOUR MAILING ADDRESS IS DIFFERENT FROM THE ADDRESS LISTED IN BOX 2 PLEASE LIST IT HERE	
Street Address _____	
City _____ State _____ Zip Code _____	
Box 1: VOTER'S PRINTED NAME _____ MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!	Box 3: VOTER'S DATE OF BIRTH Month _____ Day _____ Year _____ MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!
Box 2: VOTER'S RESIDENTIAL VOTING ADDRESS I CERTIFY THIS IS THE PHYSICAL ADDRESS (IN ARKANSAS) AT WHICH I RESIDE AND THIS IS THE SAME ADDRESS LISTED ON MY APPLICATION FOR ABSENTEE BALLOT _____ Street Address _____ City _____ State _____ Zip Code _____ MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!	Box 4: Complete this Box if Your Ballot is Delivered by Any Third Party Other Than a Mail Service: Printed Name of Designated Bearer, Agent, or Administrator _____ Signature of Designated Bearer, Agent, or Administrator _____ Address of Designated Bearer, Agent, or Administrator _____ City _____ State _____ Zip Code _____
Box 5: REQUIRED ABSENTEE VOTER STATEMENT THE INFORMATION I HAVE PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE UNDER PENALTY OF PERJURY. IF I HAVE PROVIDED FALSE INFORMATION, I MAY BE SUBJECT TO A FINE OF UP TO TEN THOUSAND DOLLARS (\$10,000) OR IMPRISONMENT FOR UP TO TEN (10) YEARS, OR BOTH, UNDER FEDERAL OR STATE LAWS.	
Signature of Absentee Voter _____	
You Must Sign Here and Place This Form in the Return Envelope for Your Vote to Be Counted!	

Verification of voter registration

Absentee requirement

Exceptions:

- 1) Voters who reside in a long-term care or residential care facility licensed by the state may instead provide a standardized form (created by the SOS) that the voter is a resident of the facility; and
- 2) Military and merchant marine voters and their families who are away from the county because of the active duty status of a military member are not required to include any form of voter verification with their absentee ballots.



Provisional Voting pg. 76-77

➤ Traditional Provisional Ballots

- Poll Watcher Challenge
- Claims Right to Vote on ballot style other than the one assigned in the PVR List
- Not on PVR List
- Sent Absentee Ballot

➤ ID Related Provisional Ballots

- Didn't Provide ID

PROVISIONAL VOTER ENVELOPE	
Provisional Voter Number: _____	Date: _____ Time: _____
Poll Name: _____	Precinct #: _____ Ballot Style: _____
CHALLENGED BALLOT FORM (To be completed when a poll watcher challenges a voter)	
Name of Voter Challenged: _____	_____
Name of Poll Watcher: _____	_____
Entity Represented: _____	(Name of candidate, group or party the poll watcher represents from the Poll Watcher Affidavit)
Reason for Challenge: _____	_____
Signature of Poll Watcher: _____	_____
PROVISIONAL VOTER ELIGIBILITY AFFIRMATION (To be completed on voter qualification issues)	
Name of Registered Voter: _____	Prior Name: _____
Address of Registered Voter: _____	Prior Street Address: _____
City, State, Zip: _____	Prior City, State, Zip: _____
Phone Number: _____	Date of Birth: _____ Provided ID: Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>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.</i>	
Signature of Provisional Voter _____	Witnessed by: Signature of Poll Worker _____
<small>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. §§ 5-4-201, 5-4-401.</small>	
Reason for Voting Provisional (To be completed by a poll worker)	Ballot Style (To be completed by a poll worker)
<input type="checkbox"/> Failure to Show a Qualifying Photo ID	Ballot Style _____ was given to the provisional voter based upon the voter's affirmation of eligibility for this jurisdiction. _____ Signature of Poll Worker
<input type="checkbox"/> Poll Watcher Challenge	
<input type="checkbox"/> Not on Precinct Voter Registration List	
<input type="checkbox"/> First-time Voter Flagged to Show Additional ID (No Additional ID Provided)	
<input type="checkbox"/> Previously Sent an Absentee Ballot	
<input type="checkbox"/> Marked as Having Already Voted	
<input type="checkbox"/> Court-ordered Voting Extension	
<input type="checkbox"/> Voter Requests an Alternative Ballot	
<input type="checkbox"/> Other _____	

Provisional Voting

PROVISIONAL VOTER ENVELOPE

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

CHALLENGED BALLOT FORM

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

Name of Voter Challenged: _____
Name of Poll Watcher: _____
Entity Represented: _____
(Name of candidate, group or party the poll watcher represents from the Poll Watcher Affidavit)
Reason for Challenge: _____
Signature of Poll Watcher: _____

PROVISIONAL VOTER ELIGIBILITY AFFIRMATION

(To be completed on voter qualification issues)

Name of Registered Voter: _____ Prior Name: _____
Address of Registered Voter: _____ Prior Street Address: _____
City, State, Zip: _____ Prior City, State, Zip: _____
Phone Number: _____ Date of Birth: _____ Provided ID: Yes ☐ No ☐

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 _____

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. §§ 5-4-201, 5-4-401.

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

- ☐ Failure to Show a Qualifying Photo ID
- ☐ Poll Watcher Challenge
- ☐ Not on Precinct Voter Registration List
- ☐ First-time Voter Flagged to Show Additional ID
(No Additional ID Provided)
- ☐ Previously Sent an Absentee Ballot
- ☐ Marked as Having Already Voted
- ☐ Court-ordered Voting Extension
- ☐ Voter Requests an Alternative Ballot
- ☐ Other _____

Ballot Style (To be completed by a poll worker)

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

Signature of Poll Worker _____

Provisional Voting

- To be completed by the Poll Worker →
- To be completed only if the ballot is Challenged by a Poll Watcher →
- Must be completed by the Poll Worker →
- Must be signed by the Voter for any Provisional Ballot to be considered valid by CBEC →
 - **Act 249** removed the Optional Verification Statement
- Both squares are to be completed by the Poll Worker →

PROVISIONAL VOTER ENVELOPE	
Provisional Voter Number: _____	Date: _____ Time: _____
Poll Name: _____	Precinct #: _____ Ballot Style: _____
CHALLENGED BALLOT FORM (To be completed when a poll watcher challenges a voter)	
Name of Voter Challenged: _____	_____
Name of Poll Watcher: _____	_____
Entity Represented: _____	(Name of candidate, group or party the poll watcher represents from the Poll Watcher Affidavit)
Reason for Challenge: _____	_____
Signature of Poll Watcher: _____	_____
PROVISIONAL VOTER ELIGIBILITY AFFIRMATION (To be completed on voter qualification issues)	
Name of Registered Voter: _____	Prior Name: _____
Address of Registered Voter: _____	Prior Street Address: _____
City, State, Zip: _____	Prior City, State, Zip: _____
Phone Number: _____	Date of Birth: _____ Provided ID: Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>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.</i>	
Signature of Provisional Voter _____	Witnessed by: Signature of Poll Worker _____
<small>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. §§ 5-4-201, 5-4-401.</small>	
Reason for Voting Provisional (To be completed by a poll worker)	Ballot Style (To be completed by a poll worker)
<input type="checkbox"/> Failure to Show a Qualifying Photo ID <input type="checkbox"/> Poll Watcher Challenge <input type="checkbox"/> Not on Precinct Voter Registration List <input type="checkbox"/> First-time Voter Flagged to Show Additional ID (No Additional ID Provided) <input type="checkbox"/> Previously Sent an Absentee Ballot <input type="checkbox"/> Marked as Having Already Voted <input type="checkbox"/> Court-ordered Voting Extension <input type="checkbox"/> Voter Requests an Alternative Ballot <input type="checkbox"/> Other _____	Ballot Style _____ was given to the provisional voter based upon the voter's affirmation of eligibility for this jurisdiction. _____ Signature of Poll Worker

LIST OF PROVISIONAL VOTERS

Date of Election: _____ Poll Name: _____

[illegible]

B) Unverified Registration Provisional (No Voter ID)

Commissioner Signature

Verification of voter registration

NOTICE TO PROVISIONAL VOTERS

☐ REASON 1: No Verification of Voter Registration Provided

If you cast a Provisional Ballot for failure to present Verification of Voter Registration and you possess ID, 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 Address

_____ 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 "For Voting Purposes Only" ID card that has a photo provide by the County Clerk.

**YOUR JOB
TO FILL IN
BEFORE
THE
ELECTION**

☐ REASON 2: 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 evaluate your provisional ballot. If the Commission cannot count your ballot based on the information available, an administrative hearing is set at the time and location listed below to determine if your ballot will be counted for this election. You are invited to attend this hearing to bring evidence showing why your ballot should be counted. If you do not attend, you will be notified whether your ballot was counted in this process.

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.

Provisional Voting Process

- PW Mark NO ID on the Poll Book or Tablet
- PW Informs the Voter he or she must cast a Provisional Ballot
- PW Prints the Voter's Name, Address, and Marks the reason for voting provisional in the "List of Provisional Voters"
- Voter to signs the List of Provisional Voters"
- PW Complete the "Provisional Voter Eligibility Affirmation" Portion of the Envelope
- Voter to Sign the "Provisional Voter Eligibility Affirmation"
 - PW signs to Witness Signature
- Poll Watcher Challenge Section
- PW marks the Reason or Reason for voting Provisional
- PW notes the ballot style issued and signs this section of the envelope.
- PW Issue the Ballot
 - Remove Stub & Initial back
 - **OR** Use Express Vote System
- PW Provides the voter a secrecy envelope and a place to mark their ballot in secret
- PW Ensures the Secrecy Envelope is Sealed in the Provisional Voter Envelope
- PW Provide Paper Notice
 - Ensure information is filled in
 - Mark applicable Section
- Place Ballot in a Secure Container

CANVASSING AND COUNTING

CANVASSING, COUNTING & UNOFFICIAL RESULTS

EARLY AND ABSENTEE BALLOTS

PROCESSING PROVISIONAL BALLOTS

PROCESSING ABSENTEE BALLOTS

RECOUNTS

FINAL CERTIFICATION

ELECTION CONTESTS

PRESERVATION OF EQUIPMENT & MATERIALS

Results - Election Day p. 85

➤ **CBEC Must Oversee Processing of Absentee Ballots**

- Can appoint clerks to process absentee ballot
- Conducted on the date and time listed in Notice of Election
- CBEC must review any ballot which absentee ballot Clerks believe must be Rejected
- Ballot are NOT to be counted or results tapes printed until after Polls Close
 - Can feed ballots into a tabulator but cannot close the tabulator or produce results tapes

➤ **CBEC Should Work with County Clerk to Determine who tabulates Early Voting Ballots**

- Prepare Early Voting Machines or Tabulators to be closed
- No Machines or Tabulators can be closed out or results tapes run until after the polls close

Processing & Counting Early & Absentee Ballots p. 85-98

- Ballots must be placed in a secured container and this container may only be accessed in view of the public
 - The Use of a “Chain of Custody” document is Recommended
- All Canvassing, counting, and processing must be in view of the public
- Absentee Ballot Canvassing must be conducted so that poll watchers:
 - Are prohibited from being within 3 feet of the canvassing process
 - Are not required to remain more than 6 feet from the canvassing process
- VOTER STATEMENT INSPECTION: Must be allowed to view a voter statement upon request.
 - Can be removed by a unanimous vote of the CBEC for “obstructing the canvassing process in Bad Faith” and has requested to review more than 30 ballots in an hour
- BALLOT INSPECTION: may inspect upon request **BUT NEVER GIVEN PHYSICAL CONTROL OF A BALLOT**

Best Practices for Ballot Accounting and Security

- Chain of Custody – Who put what and how many ballots in a particular container.
- When transferring a container from County Clerk to CBEC or Absentee Clerks, both County Clerk and CBEC should count and verify number of ballots transferred.
- When processing absentee ballots, work in defined numerical stacks, i.e. 50 and account for each stack of 50's disposition. i.e. 40 accepted, 5 rejected, 5 lacking identification. Total = 50

Best Practices for Ballot Accounting and Security

- Consider the physical movement of ballots, categories of ballots, and ensure a clear linear progression.
- Consider limiting the number of personnel touching ballot packets.
- Keep like categories of ballot together, and maintain a running verified total
- Identify points along the process where inventory counts can be made and where such counts are appropriate to avoid co-mingling ballot categories

Deadlines to Return Absentee Ballots

- **Designated Bearers, Administrators, and Returned in person by the Voter**
 - Closed of Business on the Friday before the Election **(Act 973)**
- **Authorized Agents and Returned by mail**
 - 7:30pm on election night
- **UOCAVA Ballots**
 - 5pm 10 days after the election

Processing & Counting Absentee Ballots p. 85-98

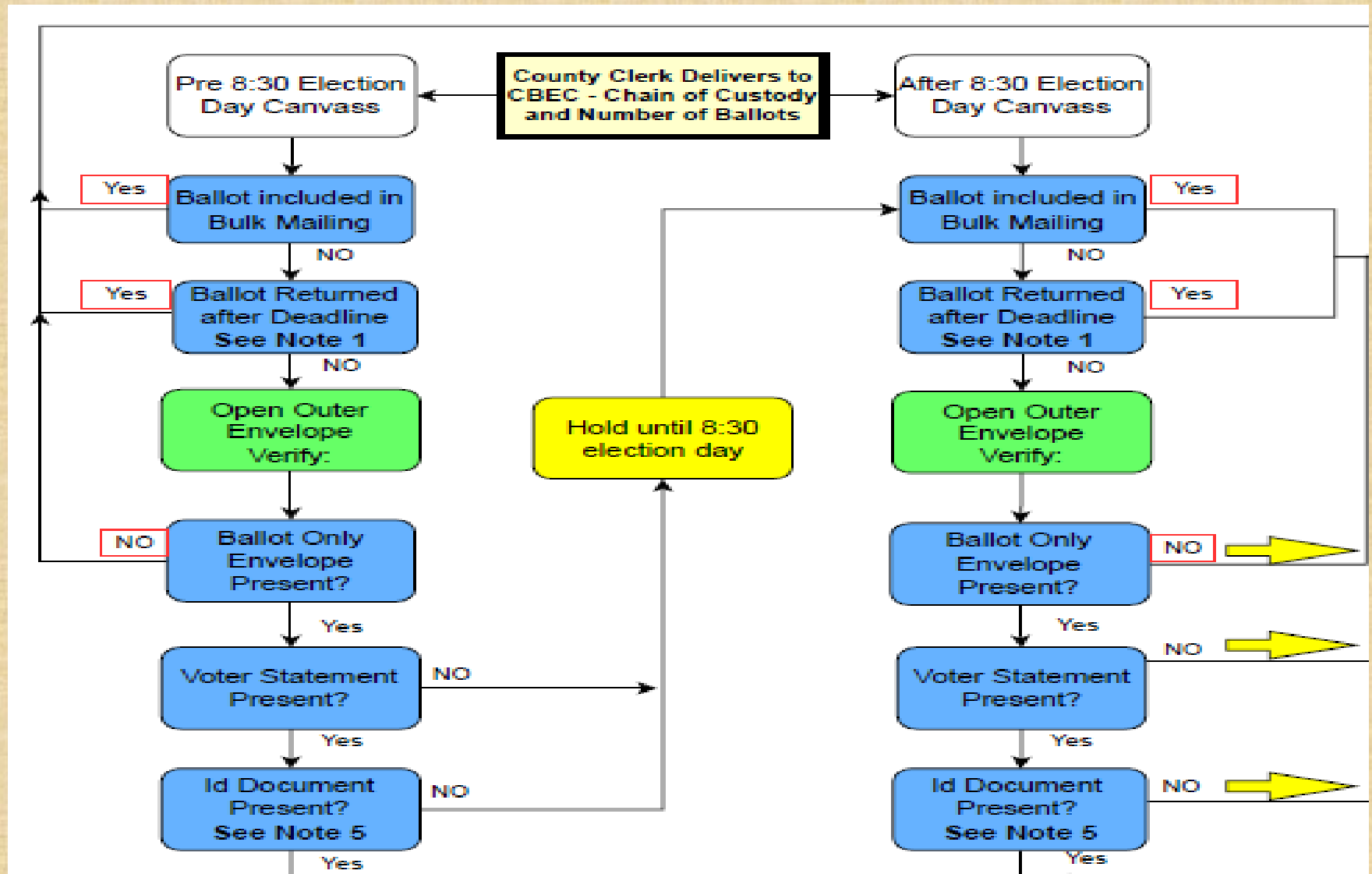
- CBEC may begin processing the ballot paperwork up to 7 days before election day
 - **NO opening of ballot envelopes until 8:30am on election day**
- **Minimum Requirements**
 - Ballot clerks may determine to count a ballot without further review
 - The Ballot clerks are required to make some ballots provisional
 - Ballot clerks may Reject ballots for non deliberative reason
 - Example: missing voter statement / Statement unsigned / No ID Provided*
 - Ballot clerks may NOT Reject a ballot for a deliberative reason
 - name/address/DOB/signature
 - IF one of the two ballot clerks find the ballot doesn't compare = must be reviewed by CBEC for final determination.
- **CBEC MAY:**
 - Review all ballots or all rejected ballots if it choses

Processing & Counting Absentee Ballots p. 85-98

- **Multi-Step Process**
- **The questions are designed to identify ballots that can be accepted or rejected.**
- **During the process, a ballot may be**
 - accepted,
 - held for additional information (Post-presentment ID cure),
 - held for review (made provisional because of bearer envelope versus voter statement versus application, or
 - rejected.

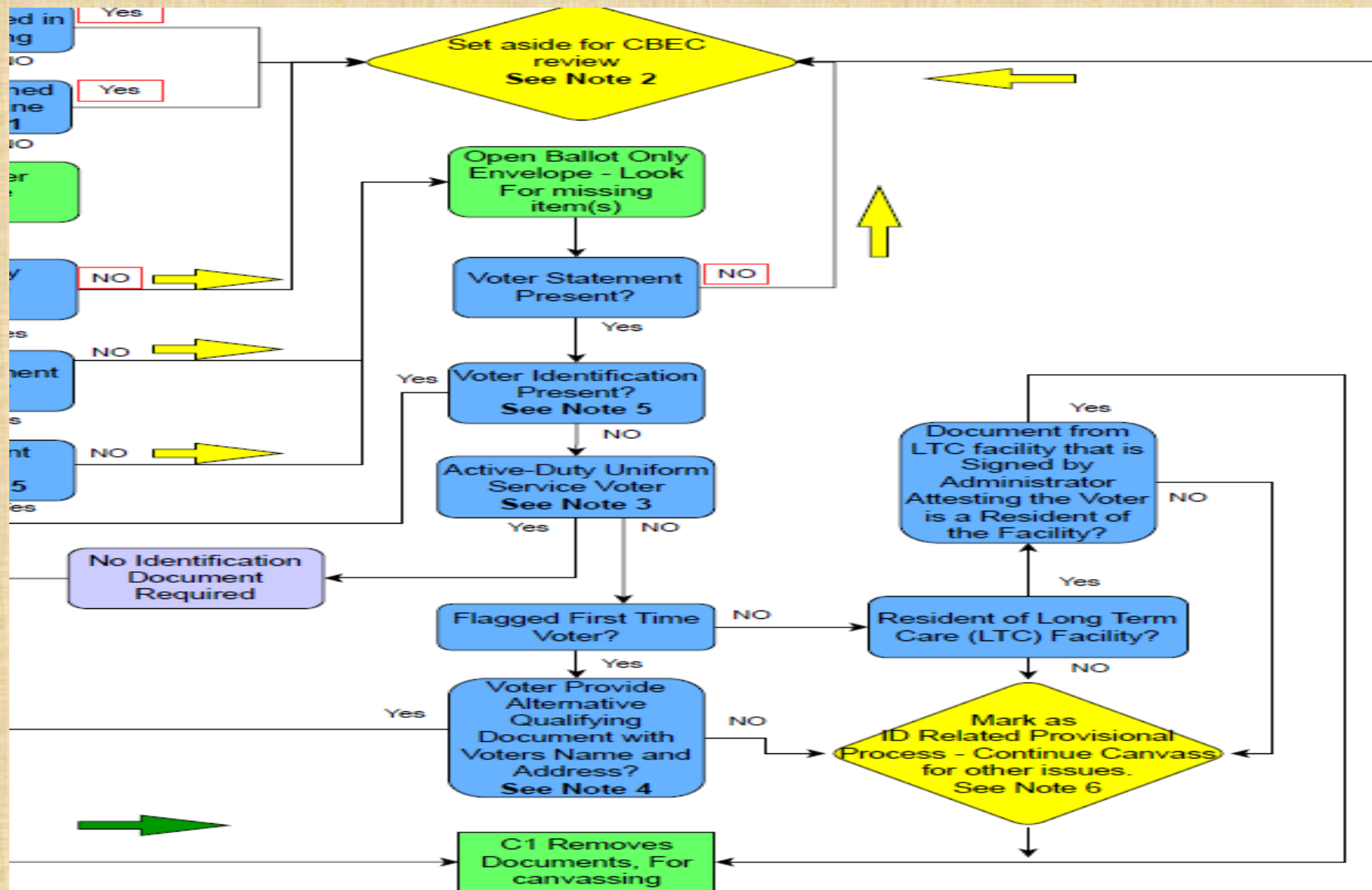
Processing Absentee Ballots

Flow Chart for guidance- Initial documents present?



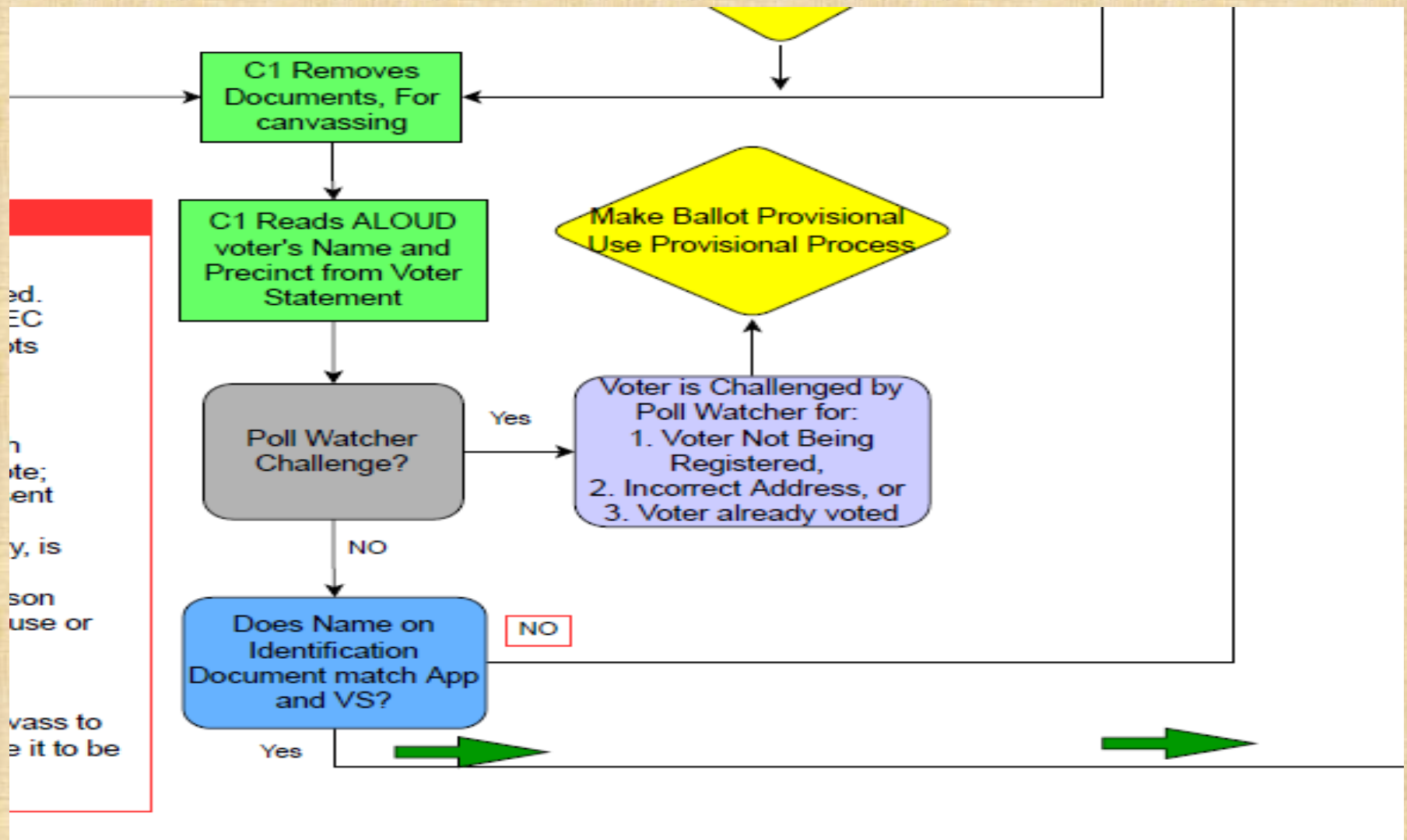
Processing Absentee Ballots

Flow Chart for guidance – Exception to ID requirement



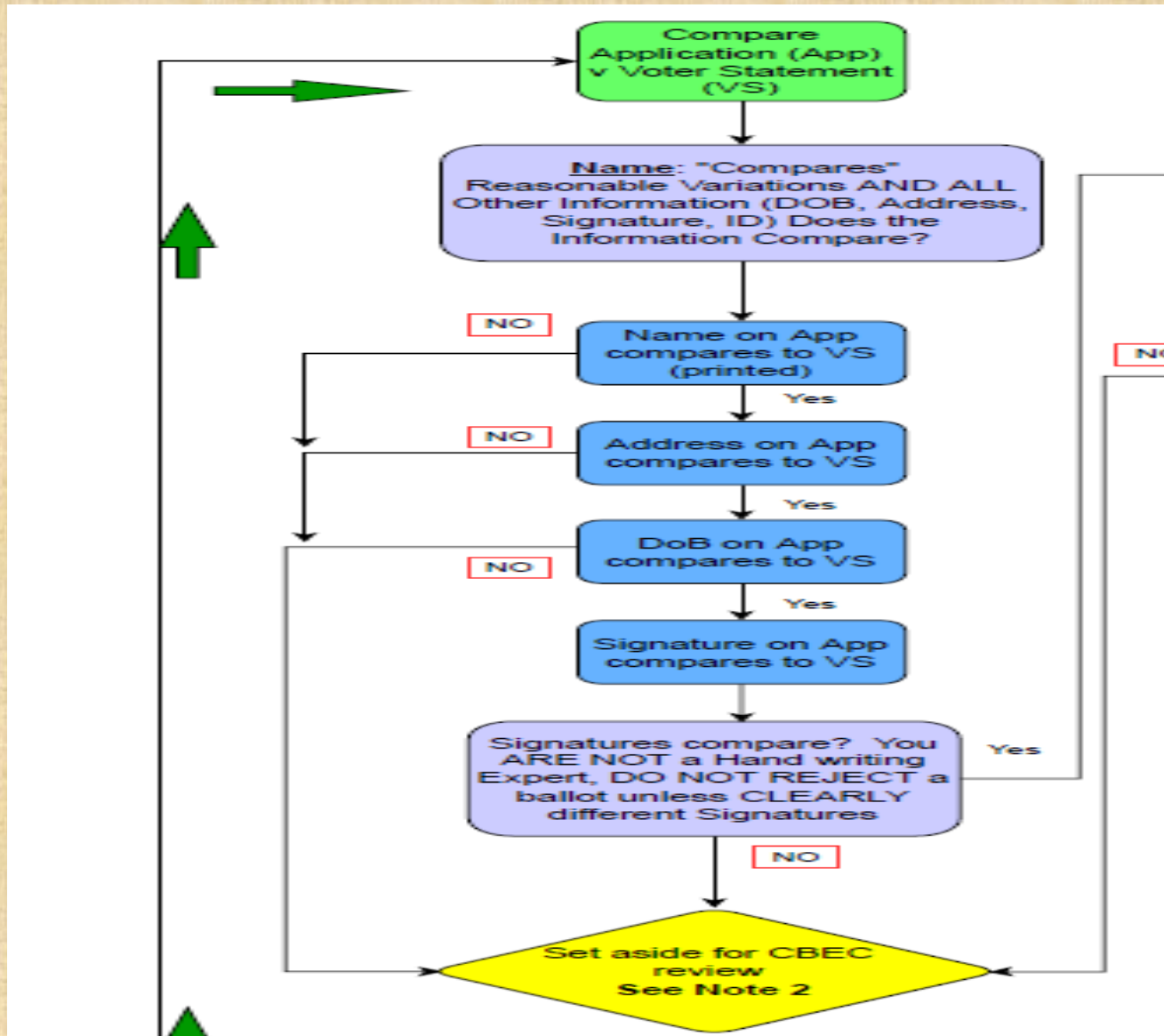
Processing Absentee Ballots

Flow Chart for guidance – Poll Watcher Challenge



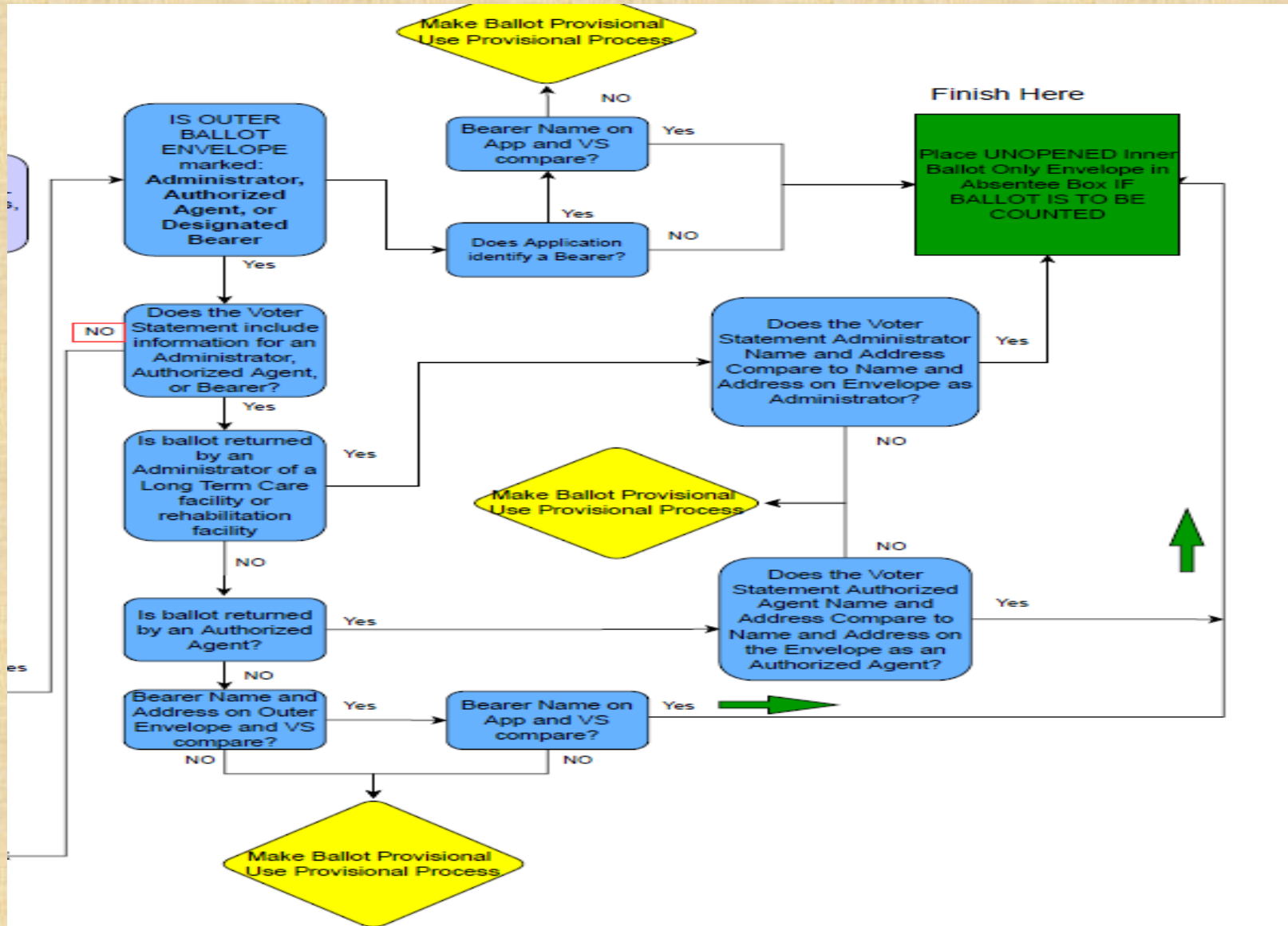
Processing Absentee Ballots

Flow Chart for guidance – Data Point Comparison



Processing Absentee Ballots

Flow Chart for guidance – 3rd Party involvement analysis



OPENING & PROCESSING ABSENTEE BALLOTS

- **STEP ONE:** Clerk 1 opens the outer envelope while Clerk 2 Observes:
 - **Voter Statement** [*Missing = Rejected*]
 - **Photo ID** [*Missing = Provisional (except Military Ballot)*]
 - The ballot (inner) envelope [*Missing = Rejected*]
 - **IF SOMETHING IS MISSING**
 - Before 8:30am on election day – **SET ASIDE UNTIL ELECTION DAY**
 - After 8:30am on election day – **INSPECT INNER ENVELOPE**
- **STEP TWO:** Clerk 1 reads aloud from the voter statement:
 - Voter's name
 - Voter's precinct (precinct part)
- **STEP THREE:** Clerk 2 lists the name and precinct of the voter
- **STEP FOUR:** Clerk 1 and Clerk 2 compare the following
 - Name
 - Address
 - Date of Birth
 - Signature
 - [If a Clerk believes any do not Compare = Set aside for CBEC to review]

OPENING & PROCESSING ABSENTEE BALLOTS

- **STEP FIVE:** (if a name and address is written on the outer envelope) The election officials compares:
 - the name and address on the absentee ballot return envelope; and
 - the information on the voter statement.
 - [If the name and address matchers proceed]
 - [IF the Voter Statement has a Name and Address but they do not compare = Provisional]
 - [If the Voter Statement has no Name or Address = Reject]
- **STEP Six:** (if applicable) Compare any bearer name on the Absentee Ballot Application to a bearer name on the voter statement. **(Act 736)**
 - [If the names don't compare or document has a name and the other doesn't = provisional]
- **STEP SEVEN:** Confirm ID name compares with Voter Statement Name
 - [If NO = make provisional]
- **STEP EIGHT** If the ballot is to be counted, place the unopened inner "Ballot Only" envelope into the absentee ballot box.
- **FINAL STEP:** Once canvases is complete, mix the unopened inner ballots and then count the ballots.

Checking Inner Envelope for Missing Documents

- [AFTER 8:30am on Election Day] 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 are followed.

COUNTING ABSENTEE BALLOTS

- Reject any ballot if:
 - Bulk Mailing
 - Except from an administrator of a long-term care facility;
 - No voter statement is found
 - Deceased Voter's Ballot Accepted if:
 - Postmarked or Received before the Date of Death;
 - Delivered by Authorized Third Party before the Date of Death
 - In the case of an active duty "armed services" voter, executed before 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.
 - If the voter statement is unsigned

OPENING & PROCESSING ABSENTEE BALLOTS

ID REQUIREMENTS (COMPARE NAME ON ID TO NAME ON VOTER STATEMENT)

- **General:** Name & Photo / Exp < 4y or not Exp Date / Issued by:
 - The United States,
 - The State of Arkansas,
 - An accredited postsecondary educational institution in the State, or
 - The county clerk
 - **IF NONE MAKE PROVISION** [Resolution = Post-Presentment or Reject the Ballot]
- **Flagged Voters:** Must include one of the following
 - 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 NONE MAKE PROVISIONAL** [Resolution = Counted unless an independent reason arises to reject the ballot]

OPENING & PROCESSING ABSENTEE BALLOTS

ID REQUIREMENTS: EXCEPTIONS

- **Active-Duty Military Voters: DO NOT NEED TO RETURN ID IF:**
 - Uniformed Services Member away from the county on active duty
 - A dependent of a Uniformed Services Member away from the county on active duty
- **Long Term or Residential Care Facility:**
 - May submit a form signed by the facility administrator attesting the voter is a resident of the facility
 - This satisfies the ID requirement

OPENING & PROCESSING ABSENTEE BALLOTS

UNIFORM ABSENTEE VOTER STATEMENT

▶ Basic Instruction to the Voter

▶ Used for Data Collection

- ▶ Not considered in the canvassing process

▶ Contains Information used in canvassing

▶ Full instruction are on the back of the Form

ABSENTEE VOTER STATEMENT

THIS VOTER STATEMENT SHALL BE COMPLETED AND RETURNED IN THE MAILING ENVELOPE OR THE ABSENTEE BALLOT WILL NOT BE COUNTED

INCLUDE THE FOLLOWING ITEMS IN THE MAILING ENVELOPE:

1. My completed Voter Statement (This piece of paper)
2. Copy of Approved Photo ID
 - See instructions for a list of approved photo IDs
3. My Ballot Only Envelope Containing my marked ballot

VOTER'S MAILING ADDRESS

IF YOUR MAILING ADDRESS IS DIFFERENT FROM THE ADDRESS LISTED IN BOX 2 PLEASE LIST IT HERE

Street Address _____

City _____ State _____ Zip Code _____

<p>Box 1: VOTER'S PRINTED NAME</p> <p>_____ _____ _____</p> <p style="text-align: center;">MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!</p>	<p>Box 3: VOTER'S DATE OF BIRTH</p> <p>Month _____ Day _____ Year _____</p> <p style="text-align: center;">MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!</p>
<p>Box 2: VOTER'S RESIDENTIAL VOTING ADDRESS</p> <p>I CERTIFY THIS IS THE PHYSICAL ADDRESS (IN ARKANSAS) AT WHICH I RESIDE AND THIS IS THE SAME ADDRESS LISTED ON MY APPLICATION FOR ABSENTEE BALLOT</p> <p>Street Address _____</p> <p>City _____ State _____ Zip Code _____</p> <p style="text-align: center;">MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!</p>	<p>Box 4: Complete this Box if Your Ballot is <u>Delivered</u> by Any Third Party Other Than a Mail Service:</p> <p>Printed Name of Designated Bearer, Agent, or Administrator _____</p> <p>Signature of Designated Bearer, Agent, or Administrator _____</p> <p>Address of Designated Bearer, Agent, or Administrator _____</p> <p>City _____ State _____ Zip Code _____</p>

Box 5: REQUIRED ABSENTEE VOTER STATEMENT

THE INFORMATION I HAVE PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE UNDER PENALTY OF PERJURY. IF I HAVE PROVIDED FALSE INFORMATION, I MAY BE SUBJECT TO A FINE OF UP TO TEN THOUSAND DOLLARS (\$10,000) OR IMPRISONMENT FOR UP TO TEN (10) YEARS, OR BOTH, UNDER FEDERAL OR STATE LAWS.

Signature of Absentee Voter

YOU MUST SIGN HERE AND PLACE THIS FORM IN THE RETURN ENVELOPE FOR YOUR VOTE TO BE COUNTED!

ABSENTEE BALLOT COMPARISONS

Comparison Determination Which Must be Made by the CBEC

If the absentee ballot canvassers determine that the following datapoints do not compare between the Absentee Ballot Statement and the Absentee Voter Statement, the CBEC must make the final decision.

- Name
- Date-of-Birth
- Address
- Signature

“If the county board of election commissioners determines that the absentee application and the voter’s statement do not compare as to name, residential voting address, date of birth, and signature, the absentee ballots shall not be counted.” A.C.A. 7-5-416(b)(1)(F)(ii).

PROCESSING ABSENTEE BALLOTS

► CBEC compares application & voter statement

ARKANSAS APPLICATION FOR ABSENTEE BALLOT

Revised 09/2021

TO COUNTY CLERK: _____

FOR OFFICE USE ONLY

DATE: _____

REGISTRANT ID: _____

PRECINCT: _____

INSTRUCTIONS TO VOTER: PLEASE MAKE ONLY ONE SELECTION FOR SECTIONS ONE (1) THROUGH FOUR (4).

1. PLEASE SELECT A REASON FOR REQUESTING AN ABSENTEE BALLOT:

- ☐ I will be unavoidably absent from my polling site on Election Day, OR
- ☐ I will be unable to attend the polls on Election Day because of an illness or physical disability, OR
- ☐ I am a resident of a long-term care or residential facility licensed by the state.

2. PLEASE SELECT FROM THE FOLLOWING OPTIONS CONCERNING YOUR RESIDENCE:

- ☐ I currently reside within the county in which I am registered to vote.
- ☐ I currently reside outside of the county in which I am registered to vote.
- ☐ I am a United States citizen residing outside of the territorial limits of the United States (UOCAVA).
- ☐ I am an active service member of the United States armed services (UOCAVA).
- ☐ I am a spouse or dependent of an active service member of the United States armed services (UOCAVA).

3. PLEASE SELECT THE ELECTION IN WHICH YOU WISH TO CAST AN ABSENTEE BALLOT:

- ☐ Preferential Primary/Nonpartisan Judicial General (held in the spring of even-numbered years)
- ☐ Party Preference (Circle One): Democratic Republican Nonpartisan
- ☐ November General Election/Nonpartisan Judicial Runoff
- ☐ Annual School Election
- ☐ Special Election to be held on _____ (Date).

You may qualify for:

- ☐ All elections for one calendar year (i.e., today's date through December 31st of the current year).
 - o In order to qualify for this option, you must be a voter with a disability, in a long-term or residential care facility, or living outside of the county in which you are registered to vote.
- ☐ All elections through the next Federal General Election (UOCAVA voters only).
 - o In order to qualify for this option, you must be a UOCAVA voter.

4. PLEASE SELECT HOW YOU WISH TO RECEIVE YOUR BALLOT:

- ☐ I will pick up my ballot from the office of the county clerk.
- ☐ Email (available for UOCAVA voters only). My email address is: _____
- ☐ Mail. Please send my ballot to the following address: _____

- ☐ Picked up via Designated Bearer, Administrator, or Authorized Agent

Printed Name of Bearer/Administrator/Agent _____

Signature of Bearer/Administrator/Agent _____

Note: A designated bearer may obtain or deliver absentee ballots for no more than two (2) voters per election and may only do so within the 15 days before a school election, special election, or general election OR the 7 days before a runoff election. A bearer, administrator, or authorized agent must provide a current and valid photo ID to the county clerk and must sign the register, under oath, when picking up or delivering an absentee ballot.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine of up to ten thousand dollars (\$10,000) or imprisonment for up to ten (10) years, or both, under federal law or state laws.

Residential Address of Absentee Voter _____

Date of Birth of Absentee Voter _____

City, State, and Zip Code _____

Phone Number of Absentee Voter _____

Printed Name of Absentee Voter _____

Signature of Absentee Voter _____

YOU MAY RETURN THIS APPLICATION TO YOUR LOCAL COUNTY CLERK VIA MAIL, FAX, OR EMAIL.

ABSENTEE VOTER STATEMENT

THIS VOTER STATEMENT SHALL BE COMPLETED AND RETURNED IN THE MAILING ENVELOPE OR THE ABSENTEE BALLOT WILL NOT BE COUNTED

INCLUDE THE FOLLOWING ITEMS IN THE MAILING ENVELOPE:

1. My completed Voter Statement (This piece of paper)
2. Copy of Approved Photo ID
 - o See instructions for a list of approved photo IDs

If I am a newly registered voter of this county and this is the first time I am voting in this county, I am enclosing a copy of a current and valid photo identification card or a current utility bill, bank statement, government check, paycheck, or other government document that shows my name and address.

3. My Ballot Only Envelope Containing my marked ballot

VOTER'S MAILING ADDRESS

IF YOUR MAILING ADDRESS IS DIFFERENT FROM THE ADDRESS LISTED IN BOX 2 PLEASE LIST IT HERE

Street Address _____

City _____

State _____

Zip Code _____

Box 1: VOTER'S PRINTED NAME

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 2: VOTER'S RESIDENTIAL VOTING ADDRESS

I CERTIFY THIS IS THE PHYSICAL ADDRESS (IN ARKANSAS) IN WHICH I RESIDE AND THIS IS THE SAME ADDRESS LISTED ON MY APPLICATION FOR ABSENTEE BALLOT

Street Address _____

City _____

State _____

Zip Code _____

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 5: REQUIRED ABSENTEE VOTER SIGNATURE

THE INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE UNDER PENALTY OF PERJURY. IF I HAVE PROVIDED FALSE INFORMATION, I MAY BE SUBJECT TO A FINE OF UP TO TEN THOUSAND DOLLARS (\$10,000) OR IMPRISONMENT FOR UP TO TEN (10) YEARS, OR BOTH, UNDER FEDERAL OR STATE LAWS.

Signature of Absentee Voter _____

Printed Name of Designated Bearer, Agent, or Administrator _____

Signature of Designated Bearer, Agent, or Administrator _____

Address of Designated Bearer, Agent, or Administrator _____

City _____

State _____

Zip Code _____

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 4: Complete this box if Your Ballot is Delivered by Any Third Party Other Than a Mail Service:

Printed Name of Designated Bearer, Agent, or Administrator _____

Signature of Designated Bearer, Agent, or Administrator _____

Address of Designated Bearer, Agent, or Administrator _____

City _____ State _____ Zip Code _____

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

YOU MUST SIGN HERE AND PLACE THIS FORM IN THE RETURN ENVELOPE FOR YOUR VOTE TO BE COUNTED!

ABSENTEE BALLOT COMPARISONS

Comparison of Voter's Name

- ▶ Compared for Content, not Style
- ▶ Comparable if it is sufficiently similar so that any discrepancies are not so dissimilar that election officials are unable to determine that the two documents reflect different forms of a name belonging to the same individual – SBEC Guidance
- ▶ Discrepancies which may occur include:
 - Abbreviations
 - Nicknames
 - Name Change (Marriage, Adoption, Divorce)
 - Inclusion or Omission of a Component of the Name
- ▶ Must have at least one component of the name in common
- ▶ If the “name” blank of the voter statement is blank, but a readable name has been written in the signature blank or other location on the voter statement, the name in the signature blank can be used to satisfy this requirement.

ABSENTEE BALLOT COMPARISONS

Examples Voter Name Comparison

Comparable

- ▶ Name Change:
 - Mary Smith vs. Mary Jones
 - Briana Tyler vs. Lauren Tyler
- ▶ Abbreviation / Spelling
 - Abigail Shults vs. Abby Shults
 - William Coats vs. Bill Coats
- ▶ Nicknames:
 - Doc Holladay vs. Charles Holladay

NOT Comparable

- ▶ Name Change:
 - Samuel Langhorne Clemens vs. Mark Twain
- ▶ Abbreviation / Spelling
 - John Fitzgerald Kennedy vs. JFK
- ▶ Nicknames:
 - Dwain Johnson vs. The Rock

ABSENTEE BALLOT COMPARISONS

Comparison of the Voter's Address

- ▶ **Comparable if it is sufficiently similar so that any discrepancies or minor incongruities are not so dissimilar that election officials are unable to determine that the two documents reflect the same physical address - SBEC Guidance**
- ▶ Incongruities which may occur include
 - Abbreviations
 - Inclusion or Omissions of a Components such as “street” or “avenue”
 - Inclusion or Omission of a “zip plus 4”
 - Other Variations in Form

ABSENTEE BALLOT COMPARISONS

Comparison of the Date of Birth

- ▶ Comparable if the same month, date, and year are described in both documents
- ▶ A date expressed in numerals should be found comparable if the month and date are transposed due to differences in international conventions in dates.
 - Example: 11/8/2022 compares to 8/11/2022

ABSENTEE BALLOT COMPARISONS

Comparison of the Voter's Signature

- ▶ **Comparable unless the signature on the voter's statement is sufficiently dissimilar to the signature on the absentee ballot application so that the reviewing officials are left with an abiding conviction that the signatures being compared are written by two different people**

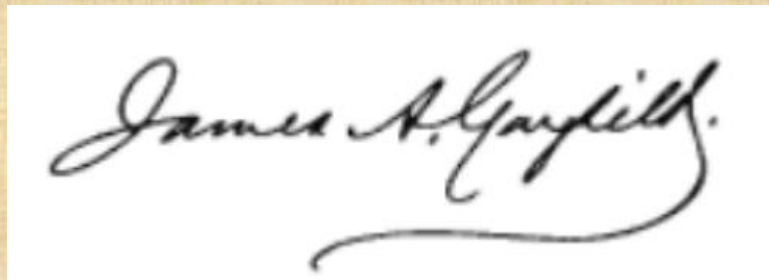
- ▶ **Non-Exhaustive list of criteria to consider in analyzing two signatures:**
 - Spacing (Overall Spacing and Internal Spacing of Words and Letters);
 - Type or Style of Writing;
 - Speed of Writing;
 - Size and Proportions of Words and Letters;
 - Spelling;
 - Slant of Writing;
 - Curves, Loops, and Cross-Points;
 - Presence or Absence of Pen Lifts; and
 - Beginning and Ending Strokes.

- ▶ **SBEC Recommends that the County document in writing the reasons two signatures were found not to compare.**

ABSENTEE BALLOT COMPARISONS

Comparison of the Voter's Signature – Spacing

Absentee Ballot Application

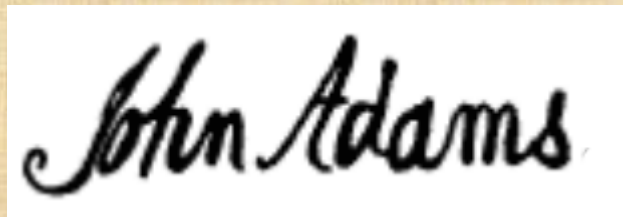


James A. Gayfield.

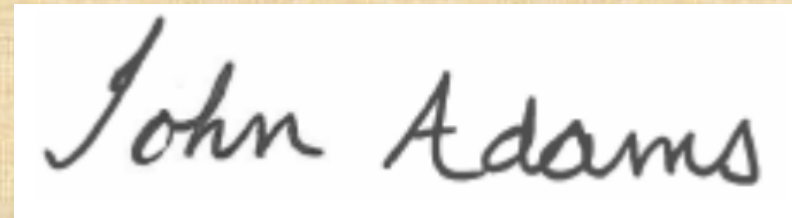
Absentee Voter Statement



James A. Gayfield



John Adams

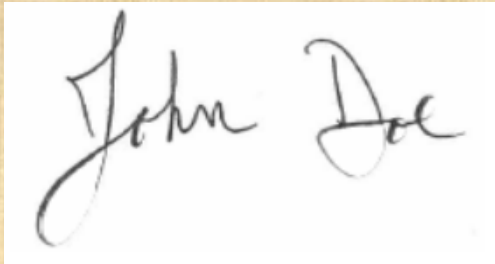


John Adams

ABSENTEE BALLOT COMPARISONS

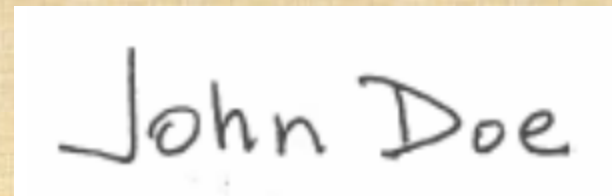
Comparison of the Voter's Signature – Type or Style of Writing

► Absentee Ballot Application



John Doe

► Absentee Voter Statement

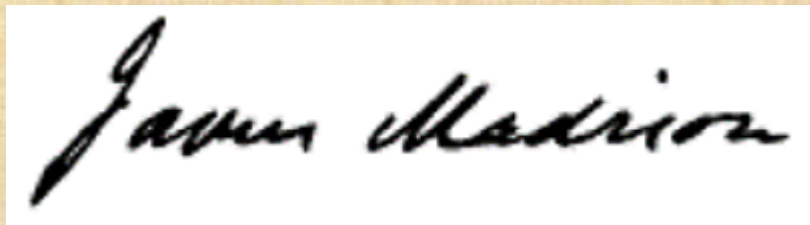


John Doe

ABSENTEE BALLOT COMPARISONS

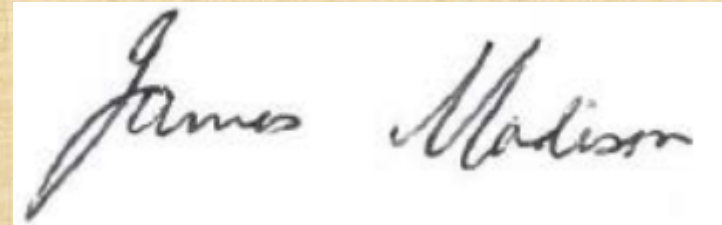
Comparison of the Voter's Signature – Size and Proportions of Words and Letters

▶ Absentee Ballot Application

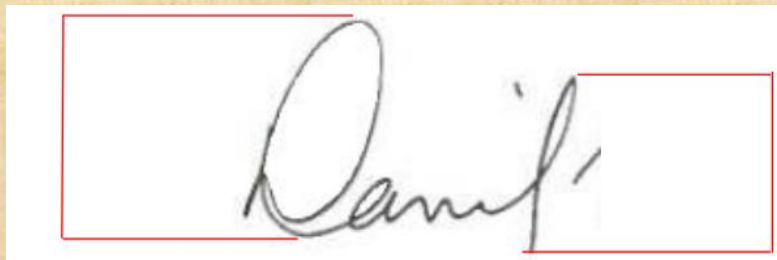


James Madison

▶ Absentee Voter Statement



James Madison



David



David

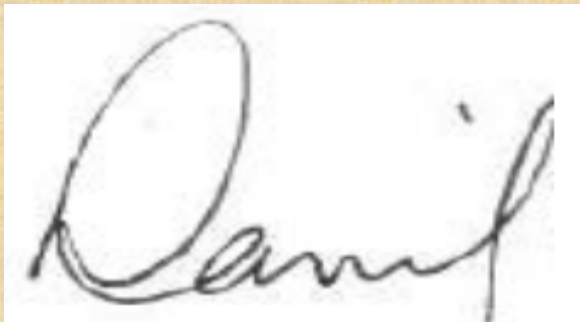
ABSENTEE BALLOT COMPARISONS

Comparison of the Voter's Signature – Speed of Writing

▶ Absentee Ballot Application

A handwritten signature in black ink on a white background. The signature is "Millard Fillmore" written in a cursive, somewhat stylized script. The letters are connected, and the ink is dark.

▶ Absentee Voter Statement

A handwritten signature in black ink on a white background. The signature is "Millard Fillmore" written in a cursive script, similar to the one in the application but with slightly different letter shapes and spacing.A handwritten signature in black ink on a white background. The signature is "Daniel" written in a cursive script. The letters are connected, and the ink is dark.A handwritten signature in blue ink on a white background. The signature is "Daniel" written in a cursive script, similar to the one in the application but with slightly different letter shapes and spacing.

ABSENTEE BALLOT COMPARISONS

Comparison of the Voter's Signature – Spelling

▶ Absentee Ballot Application



John Adams

▶ Absentee Voter Statement



Jon Adams

ABSENTEE BALLOT COMPARISONS

Comparison of the Voter's Signature – Slant of Writing

▶ Absentee Voter Application

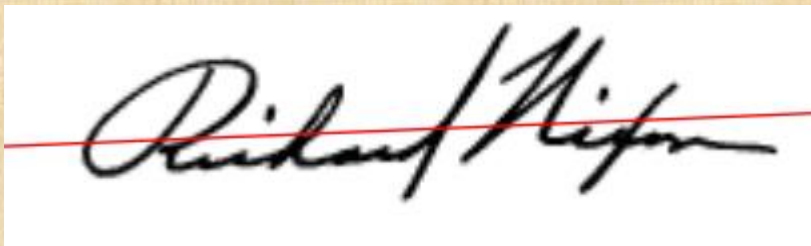


A handwritten signature in black ink that reads "Cynthia". The signature is written on a white background with a red line that is slanted upwards from left to right. The signature follows the slant of the line.

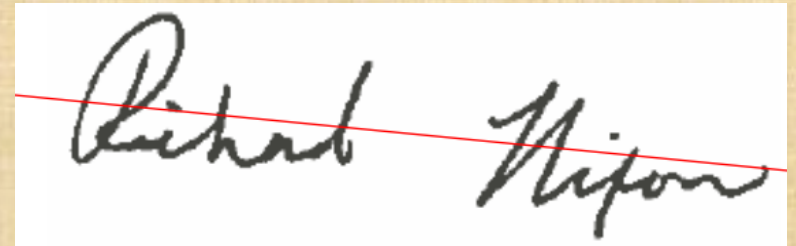
▶ Absentee Voter Statement



A handwritten signature in blue ink that reads "Cynthia". The signature is written on a white background with a red line that is vertical. The signature is written straight, not following the slant of the line.



A handwritten signature in black ink that reads "Richard Nipon". The signature is written on a white background with a red line that is slanted upwards from left to right. The signature follows the slant of the line.



A handwritten signature in black ink that reads "Richard Nipon". The signature is written on a white background with a red line that is vertical. The signature is written straight, not following the slant of the line.

ABSENTEE BALLOT COMPARISONS

Comparison of the Voter's Signature – Curves, Loops, and Cross-Points

▶ Absentee Ballot Application

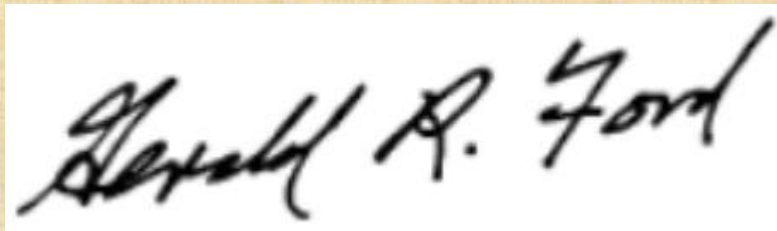


A handwritten signature consisting of two stylized 'Fu' characters written on a horizontal line. The first 'Fu' has a large loop at the top, and the second 'Fu' is slightly smaller and also has a loop.

▶ Absentee Ballot Statement



A handwritten signature consisting of two stylized 'Fu' characters. A red circle is drawn around the first 'Fu' character, highlighting its loop.



A handwritten signature that reads 'Gerald R. Ford'. The signature is written in a cursive style with clear lettering.




A handwritten signature that reads 'Gerald R. Ford'. Three red circles are drawn around the first letter 'G', the initials 'R.', and the last name 'Ford', highlighting specific features of the signature.

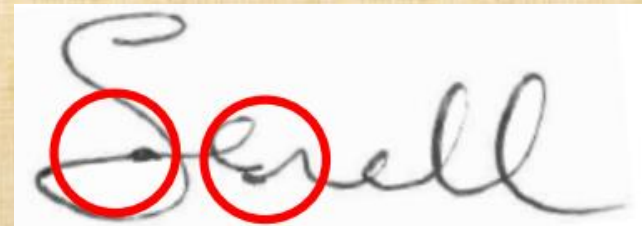
ABSENTEE BALLOT COMPARISONS

Comparison of the Voter's Signature – Presence or Absence of Pen Lifts

▶ Absentee Ballot Application

A handwritten signature in black ink that reads "No". The signature is fluid and cursive, with a single continuous stroke for the "N" and a smaller, connected "o".A handwritten signature in blue ink that reads "Serrell". The signature is highly stylized and cursive, with a large, looping "S" and a long, sweeping "errell" that ends in a sharp point.

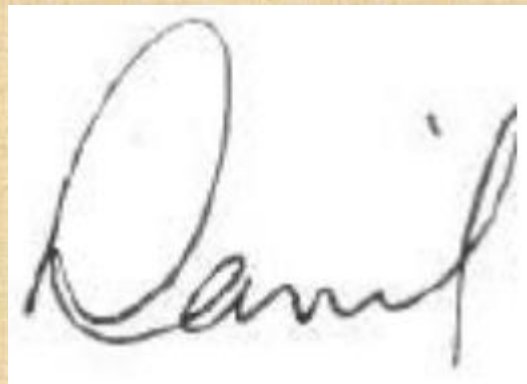
▶ Absentee Ballot Statement

A handwritten signature in black ink that reads "No". The signature is fluid and cursive, with a single continuous stroke for the "N" and a smaller, connected "o". A red circle is drawn around the "o" to highlight a pen lift.A handwritten signature in black ink that reads "Serrell". The signature is highly stylized and cursive, with a large, looping "S" and a long, sweeping "errell" that ends in a sharp point. Red circles are drawn around the "S" and the "e" to highlight pen lifts.

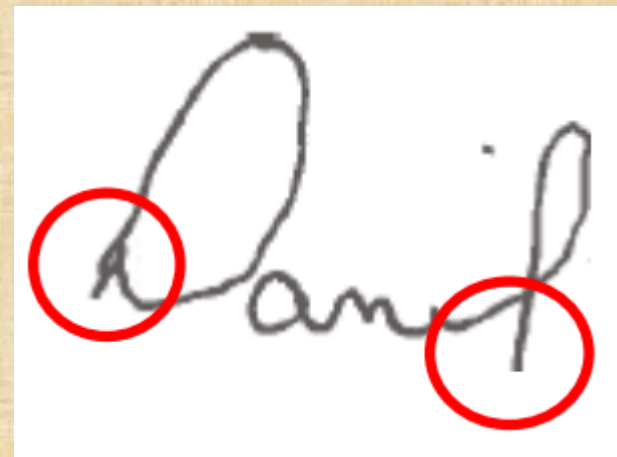
ABSENTEE BALLOT COMPARISONS

Comparison of the Voter's Signature – Beginning and Ending Strokes

▶ Absentee Ballot Application

A close-up of a handwritten signature in black ink on a white background. The signature is stylized, starting with a large, sweeping 'D' and ending with a long, horizontal stroke.A close-up of a handwritten signature in black ink on a white background. The signature is the name 'Daniel' written in a cursive style.

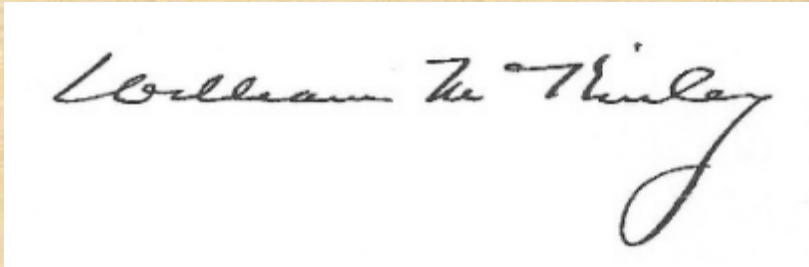
▶ Absentee Ballot Statement

A close-up of a handwritten signature in blue ink on a white background. The signature is stylized, starting with a large, sweeping 'D' and ending with a long, horizontal stroke. A red circle is drawn around the ending stroke.A close-up of a handwritten signature in black ink on a white background. The signature is the name 'Daniel' written in a cursive style. Two red circles are drawn around the signature: one around the beginning of the 'D' and one around the ending stroke.

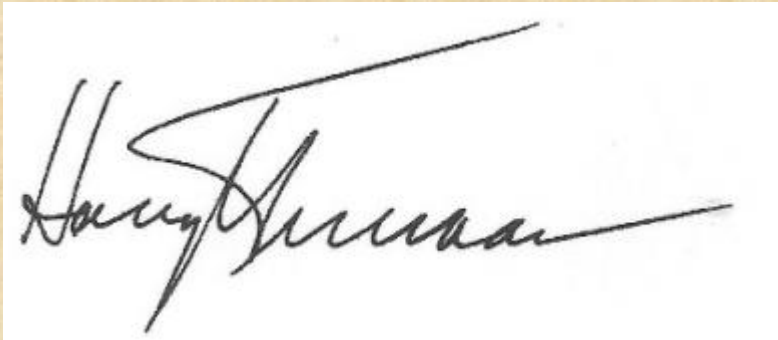
ABSENTEE BALLOT COMPARISONS

Electronic Signatures

► Pen and Paper

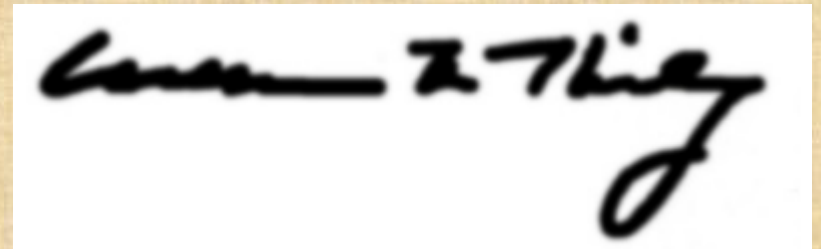


William W. Thirley



Harry Truman

► Electronic



William W. Thirley



Harry Truman

ABSENTEE BALLOT COMPARISONS

What do you Think?

A handwritten signature "Martha R. Jacobson" written on a horizontal line. The signature is written in cursive, with the "M" and "J" being large and prominent. The "R" has a distinct cross point. The signature is written in black ink on a white background.A handwritten signature "Martha R. Jacobson" written on a white background. The signature is written in cursive, with the "M" and "J" being large and prominent. The "R" has a distinct cross point. The signature is written in black ink on a white background.

- ISSUES to be Considered:
- Style of the "M"
- Cross point and Style of the "R"
- Cross point of the "T"
- Letter Proportion of the "J"
- Internal and External Slant
- Speed of the Signature
- What Else?

IS THERE ENOUGH TO
JUSTIFY REJECTING THIS
ABSENTEE BALLOT?

ABSENTEE BALLOT COMPARISONS

What do you Think?

A handwritten signature "Martha R. Jacobson" written on a solid horizontal line. The signature is in cursive, with the "M" starting below the line and the "t" ending with a curl below the line.A handwritten signature "Martha R. Jacobson" written on a solid horizontal line. The signature is in cursive, with the "M" starting below the line and the "t" ending with a curl below the line.

ISSUES to be Considered:

- Style of Martha (less compressed)
- Cross point on the "R"
- Presence or Absence of the Curl on the "t"
- Proportion of the "M" finish below the line

**IS THERE ENOUGH TO
JUSTIFY REJECTING THIS
ABSENTEE BALLOT?**

ABSENTEE BALLOT COMPARISONS

What do you Think?

A handwritten signature in black ink on a white background. The signature is cursive and reads "Robert Beach". The letters are connected, and the "t" has a cross point.A handwritten signature in black ink on a yellow background. The signature is cursive and reads "Robert B. Beach". The letters are connected, and the "t" has a cross point.

ISSUES to be Considered:

- Beginning and Ending Strokes
- Cross point on the "t"
- Internal Spacing
- Proportion of the "M" finish below the line

IS THERE ENOUGH TO
JUSTIFY REJECTING THIS
ABSENTEE BALLOT?

ABSENTEE BALLOT COMPARISONS

Comparison of the Voter's Signature – Takeaways

- ▶ This process is one which requires the judgment of fair-minded people.
- ▶ How to Think About This Process
 - All signatures have distinctions, the question you have to ask is do the quantity and severity of the distinctions, taken together, form a convincing case that the signature was not created by the same person.
 - If the signature appears to be on the line, deference should be given towards counting the vote
- ▶ Why this and Not Something Else?
 - No analysis
 - Witness
 - Notary

OPENING & PROCESSING ABSENTEE BALLOTS

Making an Absentee Ballot Provisional

- ▶ **The absentee ballot clerk Shall:**
 - ▶ 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 mix up the ballots in 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.
- Election results must not be printed or released prior to the closing of polls on election day

Exercise A - Processing Absentee Ballots – Scenario 1

Scenario 1

ARKANSAS APPLICATION FOR ABSENTEE BALLOT

Revised 09/2021

TO COUNTY CLERK: Saline County Clerk
215 N. Main St.
Benton, AR

FOR OFFICE USE ONLY
DATE: _____
REGISTRANT ID: _____
PRECINCT: _____

INSTRUCTIONS TO VOTER: PLEASE MAKE ONLY ONE SELECTION FOR SECTIONS ONE (1) THROUGH FOUR (4).

1. PLEASE SELECT A REASON FOR REQUESTING AN ABSENTEE BALLOT:

- ☒ I will be unavoidably absent from my polling site on Election Day, OR
☐ I will be unable to attend the polls on Election Day because of an illness or physical disability, OR
☐ I am a resident of a long-term care or residential facility licensed by the state.

2. PLEASE SELECT FROM THE FOLLOWING OPTIONS CONCERNING YOUR RESIDENCE:

- ☒ I currently reside within the county in which I am registered to vote.
☐ I currently reside outside of the county in which I am registered to vote.
☐ I am a United States citizen residing outside of the territorial limits of the United States (UOCAVA).
☐ I am an active service member of the United States armed services (UOCAVA).
☐ I am a spouse or dependent of an active service member of the United States armed services (UOCAVA).

3. PLEASE SELECT THE ELECTION IN WHICH YOU WISH TO CAST AN ABSENTEE BALLOT:

- ☒ Preferential Primary/Nonpartisan Judicial General (held in the spring of even-numbered years).
Party Preference (Circle One): Democratic Republican Nonpartisan (You will be sent a Judicial ballot only)
☐ November General Election/Nonpartisan Judicial Runoff.
☐ Annual School Election.
☐ Special Election to be held on _____ (Date).

You may qualify for:

- ☐ All elections for one calendar year (i.e., today's date through December 31st of the current year).
o In order to qualify for this option, you must be a voter with a disability, in a long-term or residential care facility, or living outside of the county in which you are registered to vote.
☐ All elections through the next Federal General Election Cycle.
o In order to qualify for this option, you must be a UOCAVA voter (See Section 2 above).

4. PLEASE SELECT HOW YOU WISH TO RECEIVE YOUR BALLOT:

- ☐ I will pick up my ballot from the office of the county clerk.
☐ Email (available for UOCAVA voters only). My email address is: _____
☐ Mail. Please send my ballot to the following address:

☒ Picked up via Designated Bearer, Administrator, or Authorized Agent:

Daniel Shults
Printed Name of Bearer/Administrator/Agent

Daniel Shults
Signature of Bearer/Administrator/Agent

Note: A designated bearer may obtain or deliver absentee ballots for no more than two (2) voters per election and may only do so within the 15 days before a school election, special election, preferential primary election, or general election OR the 7 days before a runoff election. A bearer, administrator, or authorized agent must provide a current and valid photo ID to the county clerk and must sign the register, under oath, when picking up or delivering an absentee ballot.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be guilty of perjury and subject to a fine of up to ten thousand dollars (\$10,000) or imprisonment for up to ten (10) years, or both, under federal law. I certify under penalty of perjury that I am registered to vote, and that I am the person who is registered to vote.

123 Main St
Residential Address of Absentee Voter

Bryant AR 72022
City, State, and Zip Code

Jonathan Davidson
Printed Name of Absentee Voter

11/19/68
Date of Birth of Absentee Voter

501-123-4530
Phone Number of Absentee Voter

Jonathan Davidson
Signature of Absentee Voter

Scenario 1

ABSENTEE VOTER STATEMENT

THIS VOTER STATEMENT SHALL BE COMPLETED AND RETURNED IN THE MAILING ENVELOPE OR THE ABSENTEE BALLOT WILL NOT BE COUNTED

INCLUDE THE FOLLOWING ITEMS IN THE OUTER MAILING ENVELOPE:

1. My completed Voter Statement (This piece of paper)
2. Copy of my Required Photo ID
 - o See instructions for a list of approved photo IDs

SPECIAL REQUIREMENT FOR SOME FIRST TIME VOTERS:

If I am a newly registered voter of this county and this is the first time I am voting in this county (and I did not include my Ark. driver's license number, the last 4 digits of my social security on my application, nor did I provide qualifying document described here), I am enclosing a copy of a current and valid photo identification card or a current utility bill, bank statement, government check, paycheck, or other government document that shows my name and address. [Does not apply to UOCAVA voters.]

VOTER'S MAILING (Secondary) ADDRESS

USE ONLY IF YOU REQUESTED YOUR BALLOT BE
MAILED TO AN ADDRESS OTHER THAN YOUR
RESIDENTIAL ADDRESS LISTED IN BOX 2

Street Address / P.O. Box

City State Zip Code

3. My Ballot Only Envelope Containing my Marked Ballot

Box 1: VOTER'S PRINTED NAME

Jon Davidson

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 3: VOTER'S DATE OF BIRTH

11 19 1968

Month Day Year

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 2: VOTER'S RESIDENTIAL
VOTING ADDRESS

I CERTIFY THIS IS THE PHYSICAL ADDRESS (IN ARKANSAS)
AT WHICH I RESIDE* AND IS THE SAME ADDRESS I LISTED
ON MY APPLICATION FOR AN ABSENTEE BALLOT

123 Main Street

Street Address

Bryant

City

Arkansas

State

72022

Zip Code

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 4: Complete this Box if Your Ballot is Delivered
by Any Third Party Other Than a Mail Service:

Daniel Shults

Printed Name of Designated Bearer, Agent, or Administrator

Daniel Shults

Signature of Designated Bearer, Agent, or Administrator

111 First Street

Address of Designated Bearer, Agent, or Administrator

Bryant

City

AR

State

72022

Zip Code

Box 5: REQUIRED ABSENTEE VOTER STATEMENT

THE INFORMATION I HAVE PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE UNDER PENALTY OF PERJURY. IF I HAVE PROVIDED FALSE INFORMATION, I MAY BE SUBJECT TO A FINE OF UP TO TEN THOUSAND DOLLARS (\$10,000) OR IMPRISONMENT FOR UP TO TEN (10) YEARS, OR BOTH, UNDER FEDERAL OR STATE LAWS.

Jon Davidson
Signature of Absentee Voter

YOU MUST SIGN HERE AND PLACE THIS FORM IN THE OUTER
MAILING ENVELOPE FOR YOUR VOTE TO BE COUNTED!

*If you are a US Citizen living outside the United States or an Absent Uniformed Services Voter living outside your county (as described in the enclosed instructions),

Scenario 1 Answer

- Names are not exactly the same – but are similar
- Signatures are not exactly the same – but are similar
- Ballot should be counted (unless some other reason would disqualify the ballot)

ARKANSAS APPLICATION FOR ABSENTEE BALLOT

Revised 09/2021

TO COUNTY CLERK: Saline County Clerk
215 N. Main St.
Benton, AR

FOR OFFICE USE ONLY

DATE: _____
REGISTRANT ID: _____
PRECINCT: _____

INSTRUCTIONS TO VOTER: PLEASE MAKE ONLY ONE SELECTION FOR SECTIONS ONE (1) THROUGH FOUR (4).

1. PLEASE SELECT A REASON FOR REQUESTING AN ABSENTEE BALLOT:

- ☒ I will be unavoidably absent from my polling site on Election Day, OR
- ☐ I will be unable to attend the polls on Election Day because of an illness or physical disability, OR
- ☐ I am a resident of a long-term care or residential facility licensed by the state.

2. PLEASE SELECT FROM THE FOLLOWING OPTIONS CONCERNING YOUR RESIDENCE:

- ☒ I currently reside within the county in which I am registered to vote.
- ☐ I currently reside outside of the county in which I am registered to vote.
- ☐ I am a United States citizen residing outside of the territorial limits of the United States (UOCAVA).
- ☐ I am an active service member of the United States armed services (UOCAVA).
- ☐ I am a spouse or dependent of an active service member of the United States armed services (UOCAVA).

3. PLEASE SELECT THE ELECTION IN WHICH YOU WISH TO CAST AN ABSENTEE BALLOT:

- ☒ Preferential Primary/Nonpartisan Judicial General (held in the spring of even-numbered years).
- ☐ Party Preference (Circle One): Democratic Republican Nonpartisan (You will be sent a Judicial ballot only)
- ☐ November General Election/Nonpartisan Judicial Runoff.
- ☐ Annual School Election.
- ☐ Special Election to be held on _____ (Date).

You may qualify for:

- ☐ All elections for one calendar year (i.e., today's date through December 31st of the current year).
- ☐ In order to qualify for this option, you must be a voter with a disability, in a long-term or residential care facility, or living outside of the county in which you are registered to vote.
- ☐ All elections through the next Federal General Election Cycle.
- ☐ In order to qualify for this option, you must be a UOCAVA voter (See Section 2 above).

4. PLEASE SELECT HOW YOU WISH TO RECEIVE YOUR BALLOT:

- ☐ I will pick up my ballot from the office of the county clerk.
- ☐ Email (available for UOCAVA voters only). My email address is: _____
- ☐ Mail. Please send my ballot to the following address: _____

☒ Picked up via Designated Bearer, Administrator, or Authorized Agent:

Daniel Shults
Printed Name of Bearer/Administrator/Agent

Daniel Shults
Signature of Bearer/Administrator/Agent

Note: A designated bearer may obtain or deliver absentee ballots for no more than two (2) voters per election and may only do so within 10 days before a school election, special election, preferential primary election, general election OR the 7 days before a runoff election. The bearer, administrator, or authorized agent must provide a current and valid photo ID to the county clerk and must sign the register, under oath, picking up or delivering an absentee ballot.

The information I have provided is true to the best of my knowledge and belief. I understand that I am subject to the penalty of perjury. If I have provided false information, I may be guilty of perjury and subject to a fine of up to ten thousand dollars (\$10,000), or imprisonment for up to ten (10) years, or both, under federal or state laws. I certify under penalty of perjury that I am registered to vote, and that I am the person registered to vote.

123 Main St
Residential Address of Absentee Voter

Bryant, AR 72022
City, State, and Zip Code

Jonathan Davidson
Printed Name of Absentee Voter

11/19/68
Date of Birth of Absentee Voter

501-123-4530
Phone Number of Absentee Voter

Jonathan Davidson
Signature of Absentee Voter

ABSENTEE VOTER STATEMENT

THIS VOTER STATEMENT SHALL BE COMPLETED AND RETURNED IN THE MAILING ENVELOPE OR THE ABSENTEE BALLOT WILL NOT BE COUNTED

INCLUDE THE FOLLOWING ITEMS IN THE OUTER MAILING ENVELOPE:

- My completed Voter Statement (This piece of paper)
- Copy of my Required Photo ID
 - See instructions for a list of approved photo IDs

SPECIAL REQUIREMENT FOR SOME UOCAVA TIME VOTERS:

If I am a newly registered voter of this county and this is the first time I am voting in this county (and I did not have my Ark. driver's license number, the last 4 digits of my social security number on my application, nor did I provide qualifying document described here), I am enclosing a copy of a current and valid photo identification card or a current utility bill, bank statement, government check, paycheck, or other government document that shows my name and address. This requirement does not apply to UOCAVA voters.]

- My Ballot Only (in the Mailing Envelope Containing my Marked Ballot)

VOTER'S MAILING (Secondary) ADDRESS

USE ONLY IF YOU REQUESTED YOUR BALLOT BE MAILED TO AN ADDRESS OTHER THAN YOUR RESIDENTIAL ADDRESS LISTED IN Box 2

Street Address / P.O. Box _____

City _____ State _____ Zip Code _____

Box 1: VOTER'S PRINTED NAME

Jon Davidson

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 3: VOTER'S DATE OF BIRTH

11 19 1968

Month _____ Day _____ Year _____
MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 2: VOTER'S RESIDENTIAL VOTING ADDRESS

I CERTIFY THIS IS THE PHYSICAL ADDRESS (IN ARKANSAS) AT WHICH I RESIDE* AND IS THE SAME ADDRESS I USED ON MY APPLICATION FOR AN ABSENTEE BALLOT.

123 Main Street
Street Address

Bryant Arkansas 72022
City State Zip Code

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 4: Complete this Box if Your Ballot is Delivered by Any Third Party Other Than a Mail Service:

Daniel Shults
Printed Name of Designated Bearer, Agent, or Administrator

Daniel Shults
Signature of Designated Bearer, Agent, or Administrator

111 First Street
Address of Designated Bearer, Agent, or Administrator

Bryant AR 72022
City State Zip Code

Box 5: REQUIRED ABSENTEE VOTER STATEMENT

THE INFORMATION I HAVE PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE UNDER PENALTY OF PERJURY. IF I HAVE PROVIDED FALSE INFORMATION, I MAY BE SUBJECT TO A FINE OF UP TO TEN THOUSAND DOLLARS (\$10,000) OR IMPRISONMENT FOR UP TO TEN (10) YEARS, OR BOTH, UNDER FEDERAL OR STATE LAWS.

Jon Davidson
Signature of Absentee Voter

YOU MUST SIGN HERE AND PLACE THIS FORM IN THE OUTER MAILING ENVELOPE FOR YOUR VOTE TO BE COUNTED!

*If you are a U.S. Citizen living outside the United States or an Absent Uniformed Services Voter living outside your county (as described in the enclosed instructions),

Exercise A - Processing Absentee Ballots – Scenario 2

ARKANSAS APPLICATION FOR ABSENTEE BALLOT

Revised 09/2021

TO COUNTY CLERK: Saline County Clerk
215 N. Main St.
Benton, AR

FOR OFFICE USE ONLY

DATE: _____

REGISTRANT ID: _____

PRECINCT: _____

INSTRUCTIONS TO VOTER: PLEASE MAKE ONLY ONE SELECTION FOR SECTIONS ONE (1) THROUGH FOUR (4).

1. PLEASE SELECT A REASON FOR REQUESTING AN ABSENTEE BALLOT:

- ☒ I will be unavoidably absent from my polling site on Election Day, OR
- ☐ I will be unable to attend the polls on Election Day because of an illness or physical disability, OR
- ☐ I am a resident of a long-term care or residential facility licensed by the state.

2. PLEASE SELECT FROM THE FOLLOWING OPTIONS CONCERNING YOUR RESIDENCE:

- ☒ I currently reside within the county in which I am registered to vote.
- ☐ I currently reside outside of the county in which I am registered to vote.
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- ☐ I am an active service member of the United States armed services (UOCAVA).
- ☐ I am a spouse or dependent of an active service member of the United States armed services (UOCAVA).

3. PLEASE SELECT THE ELECTION IN WHICH YOU WISH TO CAST AN ABSENTEE BALLOT:

- ☒ Preferential Primary/Nonpartisan Judicial General (held in the spring of even-numbered years).
- ☐ Party Preference (Circle One): Democratic Republican Nonpartisan (You will be sent a Judicial ballot only)
- ☐ November General Election/Nonpartisan Judicial Runoff.
- ☐ Annual School Election.
- ☐ Special Election to be held on _____ (Date).

You may qualify for:

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- ☐ In order to qualify for this option, you must be a voter with a disability, in a long-term or residential care facility, or living outside of the county in which you are registered to vote.
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- ☐ In order to qualify for this option, you must be a UOCAVA voter (See Section 2 above).

4. PLEASE SELECT HOW YOU WISH TO RECEIVE YOUR BALLOT:

- ☐ I will pick up my ballot from the office of the county clerk.
- ☐ Email (available for UOCAVA voters only). My email address is: _____
- ☐ Mail. Please send my ballot to the following address:

☒ Picked up via Designated Bearer, Administrator, or Authorized Agent:

Daniel Shultz
Printed Name of Bearer/Administrator/Agent

Daniel Shultz
Signature of Bearer/Administrator/Agent

Note: A designated bearer may obtain or deliver absentee ballots for no more than two (2) voters per election and may only do so within the 15 days before a school election, special election, preferential primary election, or general election OR the 7 days before a runoff election. A bearer, administrator, or authorized agent must provide a current and valid photo ID to the county clerk and must sign the register, under oath, when picking up or delivering an absentee ballot.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be guilty of perjury and subject to a fine of up to ten thousand dollars (\$10,000) or imprisonment for up to ten (10) years, or both, under federal law. I certify under penalty of perjury that I am registered to vote, and that I am the person who is registered to vote.

123 Main St
Residential Address of Absentee Voter

Bryant, AR 72022
City, State, and Zip Code

Jonathan Davidson
Printed Name of Absentee Voter

11/19/68
Date of Birth of Absentee Voter

501-123-4530
Phone Number of Absentee Voter

Jonathan Davidson
Signature of Absentee Voter

ABSENTEE VOTER STATEMENT

THIS VOTER STATEMENT SHALL BE COMPLETED AND RETURNED IN THE MAILING ENVELOPE OR THE ABSENTEE BALLOT WILL NOT BE COUNTED

INCLUDE THE FOLLOWING ITEMS IN THE OUTER MAILING ENVELOPE:

- My completed Voter Statement (This piece of paper)
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 - See instructions for a list of approved photo IDs

SPECIAL REQUIREMENT FOR SOME FIRST TIME VOTERS:

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- My Ballot Only Envelope Containing my Marked Ballot

VOTER'S MAILING (Secondary) ADDRESS

USE ONLY IF YOU REQUESTED YOUR BALLOT BE MAILED TO AN ADDRESS OTHER THAN YOUR RESIDENTIAL ADDRESS LISTED IN BOX 2

Street Address / P.O. Box

City State Zip Code

Box 1: VOTER'S PRINTED NAME

Jon Davidson

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 3: VOTER'S DATE OF BIRTH

11 19 1968
Month Day Year

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 2: VOTER'S RESIDENTIAL VOTING ADDRESS

I CERTIFY THIS IS THE PHYSICAL ADDRESS (IN ARKANSAS) AT WHICH I RESIDE* AND IS THE SAME ADDRESS I LISTED ON MY APPLICATION FOR AN ABSENTEE BALLOT

123 Main Street
Street Address

Bryant Arkansas 72022
City State Zip Code

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 4: Complete this Box if Your Ballot is Delivered by Any Third Party Other Than a Mail Service:

Daniel Shultz
Printed Name of Designated Bearer, Agent, or Administrator

Daniel Shultz
Signature of Designated Bearer, Agent, or Administrator

111 First Street
Address of Designated Bearer, Agent, or Administrator

Bryant AR 72022
City State Zip Code

Box 5: REQUIRED ABSENTEE VOTER STATEMENT

THE INFORMATION I HAVE PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE UNDER PENALTY OF PERJURY. IF I HAVE PROVIDED FALSE INFORMATION, I MAY BE SUBJECT TO A FINE OF UP TO TEN THOUSAND DOLLARS (\$10,000) OR IMPRISONMENT FOR UP TO TEN (10) YEARS, OR BOTH, UNDER FEDERAL OR STATE LAWS.

Signature of Absentee Voter

YOU MUST SIGN HERE AND PLACE THIS FORM IN THE OUTER MAILING ENVELOPE FOR YOUR VOTE TO BE COUNTED!

*If you are a US Citizen living outside the United States or an Absent Uniformed Services Voter living outside your county (as described in the enclosed instructions),

Scenario 2 Answer

- Voter Statement is NOT signed
- Ballot Cannot be Counted

ARKANSAS APPLICATION FOR ABSENTEE BALLOT

Revised 09/2021

TO COUNTY CLERK: Saline County Clerk
215 N. Main St.
Benton, AR

FOR OFFICE USE ONLY

DATE: _____
REGISTRANT ID: _____
PRECINCT: _____

INSTRUCTIONS TO VOTER: PLEASE MAKE ONLY ONE SELECTION FOR SECTIONS ONE (1) THROUGH FOUR (4).

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☐ I am an active service member of the United States armed services (UOCAVA).
☐ I am a spouse or dependent of an active service member of the United States armed services (UOCAVA).

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Party Preference (Circle One): Democratic Republican Nonpartisan (You will be sent a Judicial ballot only)
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- ☐ I will pick up my ballot from the office of the county clerk.
☐ Email (available for UOCAVA voters only). My email address is: _____
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Printed Name of Bearer/Administrator/Agent

Daniel Shults
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123 Main St
Residential Address of Absentee Voter
Bryant, AR 72022
City, State, and Zip Code
Jonathan Davidson
Printed Name of Absentee Voter

11/19/68
Date of Birth of Absentee Voter
501-123-4530
Phone Number of Absentee Voter
Jonathan Davidson
Signature of Absentee Voter

ABSENTEE VOTER STATEMENT

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INCLUDE THE FOLLOWING ITEMS IN THE OUTER MAILING ENVELOPE:

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2. Copy of my Required Photo ID
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VOTER'S MAILING (Secondary) ADDRESS

USE ONLY IF YOU REQUESTED YOUR BALLOT BE MAILED TO AN ADDRESS OTHER THAN YOUR RESIDENTIAL ADDRESS LISTED IN BOX 2

Street Address / P.O. Box

City State Zip Code

3. My Ballot Only Envelope Containing my Marked Ballot

Box 1: VOTER'S PRINTED NAME

Jon Davidson

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 3: VOTER'S DATE OF BIRTH

11 19 1968
Month Day Year

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 2: VOTER'S RESIDENTIAL VOTING ADDRESS

I CERTIFY THIS IS THE PHYSICAL ADDRESS (IN ARKANSAS) AT WHICH I RESIDE* AND IS THE SAME ADDRESS I LISTED ON MY APPLICATION FOR AN ABSENTEE BALLOT

123 Main Street
Street Address
Bryant Arkansas 72022
City State Zip Code

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 4: Complete this Box if Your Ballot is Delivered by Any Third Party Other Than a Mail Service:

Daniel Shults
Printed Name of Designated Bearer, Agent, or Administrator
Daniel Shults
Signature of Designated Bearer, Agent, or Administrator
111 First Street
Address of Designated Bearer, Agent, or Administrator
Bryant AR 72022
City State Zip Code

Box 5: REQUIRED ABSENTEE VOTER STATEMENT

THE INFORMATION I HAVE PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE UNDER PENALTY OF PERJURY. IF I HAVE PROVIDED FALSE INFORMATION, I MAY BE SUBJECT TO A FINE OF UP TO TEN THOUSAND DOLLARS (\$10,000) OR IMPRISONMENT FOR UP TO TEN (10) YEARS, OR BOTH, UNDER FEDERAL OR STATE LAWS.

Signature of Absentee Voter

YOU MUST SIGN HERE AND PLACE THIS FORM IN THE OUTER MAILING ENVELOPE FOR YOUR VOTE TO BE COUNTED!

*If you are a US Citizen living outside the United States or an Absent Uniformed Services Voter living outside your county (as described in the enclosed instructions),

Exercise A - Processing Absentee Ballots – Scenario 3

ARKANSAS APPLICATION FOR ABSENTEE BALLOT

Revised 09/2021

TO COUNTY CLERK: Saline County Clerk
215 N. Main St.
Benton, AR

FOR OFFICE USE ONLY

DATE: _____

REGISTRANT ID: _____

PRECINCT: _____

INSTRUCTIONS TO VOTER: PLEASE MAKE ONLY ONE SELECTION FOR SECTIONS ONE (1) THROUGH FOUR (4).

1. PLEASE SELECT A REASON FOR REQUESTING AN ABSENTEE BALLOT:

- ☒ I will be unavoidably absent from my polling site on Election Day, OR
- ☐ I will be unable to attend the polls on Election Day because of an illness or physical disability, OR
- ☐ I am a resident of a long-term care or residential facility licensed by the state.

2. PLEASE SELECT FROM THE FOLLOWING OPTIONS CONCERNING YOUR RESIDENCE:

- ☒ I currently reside within the county in which I am registered to vote.
- ☐ I currently reside outside of the county in which I am registered to vote.
- ☐ I am a United States citizen residing outside of the territorial limits of the United States (UOCAVA).
- ☐ I am an active service member of the United States armed services (UOCAVA).
- ☐ I am a spouse or dependent of an active service member of the United States armed services (UOCAVA).

3. PLEASE SELECT THE ELECTION IN WHICH YOU WISH TO CAST AN ABSENTEE BALLOT:

- ☒ Preferential Primary/Nonpartisan Judicial General (held in the spring of even-numbered years).
- Party Preference (Circle One): Democratic Republican Nonpartisan (You will be sent a Judicial ballot only)
- ☐ November General Election/Nonpartisan Judicial Runoff.
- ☐ Annual School Election.
- ☐ Special Election to be held on _____ (Date).

You may qualify for:

- ☐ All elections for one calendar year (i.e., today's date through December 31st of the current year).
- ☐ In order to qualify for this option, you must be a voter with a disability, in a long-term or residential care facility, or living outside of the county in which you are registered to vote.
- ☐ All elections through the next Federal General Election Cycle.
- ☐ In order to qualify for this option, you must be a UOCAVA voter (See Section 2 above).

4. PLEASE SELECT HOW YOU WISH TO RECEIVE YOUR BALLOT:

- ☐ I will pick up my ballot from the office of the county clerk.
- ☐ Email (available for UOCAVA voters only). My email address is: _____
- ☐ Mail. Please send my ballot to the following address:
- _____

☒ Picked up via Designated Bearer, Administrator, or Authorized Agent:

Daniel Shultz
Printed Name of Bearer/Administrator/Agent

Daniel Shultz
Signature of Bearer/Administrator/Agent

Note: A designated bearer may obtain or deliver absentee ballots for no more than two (2) voters per election and may only do so within the 15 days before a school election, special election, preferential primary election, or general election OR the 7 days before a runoff election. A bearer, administrator, or authorized agent must provide a current and valid photo ID to the county clerk and must sign the register, under oath, when picking up or delivering an absentee ballot.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be guilty of perjury and subject to a fine of up to ten thousand dollars (\$10,000) or imprisonment for up to ten (10) years, or both, under federal law. I certify under penalty of perjury that I am registered to vote, and that I am the person who is registered to vote.

123 Main St
Residential Address of Absentee Voter

Bryant, AR 72022
City, State, and Zip Code

Jonathan Davidson
Printed Name of Absentee Voter

11/19/68
Date of Birth of Absentee Voter

501-123-4530
Phone Number of Absentee Voter

Jonathan Davidson
Signature of Absentee Voter

ABSENTEE VOTER STATEMENT

THIS VOTER STATEMENT SHALL BE COMPLETED AND RETURNED IN THE MAILING ENVELOPE OR THE ABSENTEE BALLOT WILL NOT BE COUNTED

INCLUDE THE FOLLOWING ITEMS IN THE OUTER MAILING ENVELOPE:

1. My completed Voter Statement (This piece of paper)
2. Copy of my Required Photo ID
 - o See instructions for a list of approved photo IDs

SPECIAL REQUIREMENT FOR SOME FIRST TIME VOTERS:

If I am a newly registered voter of this county and this is the first time I am voting in this county (and I did not include my Ark. driver's license number, the last 4 digits of my social security on my application, nor did I provide qualifying document described here), I am enclosing a copy of a current and valid photo identification card or a current utility bill, bank statement, government check, paycheck, or other government document that shows my name and address. [Does not apply to UOCAVA voters.]

3. My Ballot Only Envelope Containing my Marked Ballot

VOTER'S MAILING (Secondary) ADDRESS

USE ONLY IF YOU REQUESTED YOUR BALLOT BE
MAILED TO AN ADDRESS OTHER THAN YOUR
RESIDENTIAL ADDRESS LISTED IN BOX 2

Street Address / P.O. Box

City State Zip Code

Box 1: VOTER'S PRINTED NAME

Jon Davidson

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 3: VOTER'S DATE OF BIRTH

Month Day Year

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 2: VOTER'S RESIDENTIAL VOTING ADDRESS

I CERTIFY THIS IS THE PHYSICAL ADDRESS (IN ARKANSAS)
AT WHICH I RESIDE* AND IS THE SAME ADDRESS I LISTED
ON MY APPLICATION FOR AN ABSENTEE BALLOT

123 Main Street
Street Address
Bryant Arkansas 72022
City State Zip Code

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 4: Complete this Box if Your Ballot is Delivered by Any Third Party Other Than a Mail Service:

Chris Madison

Printed Name of Designated Bearer, Agent, or Administrator

Chris Madison

Signature of Designated Bearer, Agent, or Administrator

234 River Ave

Address of Designated Bearer, Agent, or Administrator

Benton AR 72220
City State Zip Code

Box 5: REQUIRED ABSENTEE VOTER STATEMENT

THE INFORMATION I HAVE PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE UNDER PENALTY OF PERJURY. IF I HAVE PROVIDED FALSE INFORMATION, I MAY BE SUBJECT TO A FINE OF UP TO TEN THOUSAND DOLLARS (\$10,000) OR IMPRISONMENT FOR UP TO TEN (10) YEARS, OR BOTH, UNDER FEDERAL OR STATE LAWS.

Jon Davidson
Signature of Absentee Voter

YOU MUST SIGN HERE AND PLACE THIS FORM IN THE OUTER
MAILING ENVELOPE FOR YOUR VOTE TO BE COUNTED!

Scenario 3 Answer

- No DOB – Ballot cannot count
If DOB was listed
- Voter Statement bearer names does NOT match Application
- Ballot is made Provisional

ARKANSAS APPLICATION FOR ABSENTEE BALLOT

Revised 09/2021

TO COUNTY CLERK: Saline County Clerk
215 N. Main St.
Benton, AR

FOR OFFICE USE ONLY

DATE: _____

REGISTRANT ID: _____

PRECINCT: _____

INSTRUCTIONS TO VOTER: PLEASE MAKE ONLY ONE SELECTION FOR SECTIONS ONE (1) THROUGH FOUR (4).

1. PLEASE SELECT A REASON FOR REQUESTING AN ABSENTEE BALLOT:

- ☒ I will be unavoidably absent from my polling site on Election Day, OR
☐ I will be unable to attend the polls on Election Day because of an illness or physical disability, OR
☐ I am a resident of a long-term care or residential facility licensed by the state.

2. PLEASE SELECT FROM THE FOLLOWING OPTIONS CONCERNING YOUR RESIDENCE:

- ☒ I currently reside within the county in which I am registered to vote.
☐ I currently reside outside of the county in which I am registered to vote.
☐ I am a United States citizen residing outside of the territorial limits of the United States (UOCAVA).
☐ I am an active service member of the United States armed services (UOCAVA).
☐ I am a spouse or dependent of an active service member of the United States armed services (UOCAVA).

3. PLEASE SELECT THE ELECTION IN WHICH YOU WISH TO CAST AN ABSENTEE BALLOT:

- ☒ Preferential Primary/Nonpartisan Judicial General (held in the spring of even-numbered years).
☐ Party Preference (Circle One): Democratic Republican Nonpartisan (You will be sent a Judicial ballot only)
☐ November General Election/Nonpartisan Judicial Runoff.
☐ Annual School Election.
☐ Special Election to be held on _____ (Date).

You may qualify

- ☐ All elections for one calendar year (i.e., today's date through December 31st of the current year).
In order to qualify for this option, you must be a voter with a disability, in a long-term or residential care facility, or living outside of the county in which you are registered to vote.
☐ All elections through the next Federal General Election Cycle.
In order to qualify for this option, you must be a UOCAVA voter (See Section 2 above).

4. PLEASE SELECT HOW YOU WISH TO RECEIVE YOUR BALLOT:

- ☐ I will pick up my ballot from the office of the county clerk.
☐ Email (available to UOCAVA voters only). My email address is: _____
☐ Mail. Please send my ballot to the following address: _____

- ☒ Picked up via Designated Bearer, Administrator, or Authorized Agent:

Daniel Shultz
Printed Name of Bearer/Administrator/Agent

Daniel Shultz
Signature of Bearer/Administrator/Agent

Note: A designated bearer may obtain or deliver absentee ballots for no more than two (2) voters per election and may only do so within the 15 days before a school election, special election, preferential primary election, or general election OR the 7 days before a runoff election. A bearer, administrator, or authorized agent must provide a current and valid photo ID to the county clerk and must sign the register, under oath, when picking up or delivering an absentee ballot.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be guilty of perjury and subject to a fine of up to ten thousand dollars (\$10,000) or imprisonment for up to ten (10) years, or both, under federal law. I certify under penalty of perjury that I am registered to vote, and that I am the person who is registered to vote.

123 Main St
Residential Address of Absentee Voter

Bryant, AR 72022
City, State, and Zip Code

Jonathan Davidson
Printed Name of Absentee Voter

11/19/68
Date of Birth of Absentee Voter

501-123-4530
Phone Number of Absentee Voter

Jonathan Davidson
Signature of Absentee Voter

ABSENTEE VOTER STATEMENT

THIS VOTER STATEMENT SHALL BE COMPLETED AND RETURNED IN THE MAILING ENVELOPE OR THE ABSENTEE BALLOT WILL NOT BE COUNTED

INCLUDE THE FOLLOWING ITEMS IN THE OUTER MAILING ENVELOPE:

1. My completed Voter Statement (This piece of paper)
2. Copy of my Required Photo ID
o See instructions for a list of approved photo IDs

SPECIAL REQUIREMENT FOR SOME FIRST TIME VOTERS:

If I am a newly registered voter of this county and this is the first time I am voting in this county (and I did not include my Ark. driver's license number, the last 4 digits of my social security on my application, nor do I provide qualifying document described here), I am enclosing a copy of a current and valid photo identification card or a current utility bill, bank statement, government check, paycheck, or other government document that shows my name and address. (Does not apply to UOCAVA voters)

3. My Ballot Only Envelope Containing my Marked Ballot

VOTER'S MAILING (Secondary) ADDRESS
USE ONLY IF YOU REQUESTED YOUR BALLOT BE
MAILED TO AN ADDRESS OTHER THAN YOUR
RESIDENTIAL ADDRESS LISTED IN BOX 2

Street Address / P.O. Box _____
City _____ State _____ Zip Code _____

Box 1: VOTER'S PRINTED NAME

Jon Davidson

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

VOTER'S DATE OF BIRTH

11 19 1968

Month Day Year
MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 2: VOTER'S RESIDENTIAL VOTING ADDRESS

I CERTIFY THIS IS THE PHYSICAL ADDRESS (IN ARKANSAS) AT WHICH I RESIDE* AND IS THE SAME ADDRESS I LISTED ON MY APPLICATION FOR AN ABSENTEE BALLOT

123 Main Street
Street Address
Bryant Arkansas 72022
City State Zip Code

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 3: Complete this Box if Your Ballot is Delivered by Any Third Party Other Than a Mail Service:

Chris Madison
Printed Name of Designated Bearer, Agent, or Administrator
Chris Madison
Signature of Designated Bearer, Agent, or Administrator
234 River Ave
Address of Designated Bearer, Agent, or Administrator
Benton AR 72220
City State Zip Code



Box 5: REQUIRED ABSENTEE VOTER STATEMENT

THE INFORMATION I HAVE PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE UNDER PENALTY OF PERJURY. IF I HAVE PROVIDED FALSE INFORMATION, I MAY BE SUBJECT TO A FINE OF UP TO TEN THOUSAND DOLLARS (\$10,000) OR IMPRISONMENT FOR UP TO TEN (10) YEARS, OR BOTH, UNDER FEDERAL OR STATE LAWS.

Jon Davidson
Signature of Absentee Voter

YOU MUST SIGN HERE AND PLACE THIS FORM IN THE OUTER MAILING ENVELOPE FOR YOUR VOTE TO BE COUNTED!

Exercise A - Processing Absentee Ballots – Scenario 4

Jon Davidson		
123 Main Street		
Bryant, AR 72022		
<p>SALINE COUNTY CLERK 215 N. Main Street Benton, AR 72015</p> <p>DESIGNATED BEARER Chris Madison 234 River Ave. Benton</p>		

ABSENTEE VOTER STATEMENT		
THIS VOTER STATEMENT SHALL BE COMPLETED AND RETURNED IN THE MAILING ENVELOPE OR THE ABSENTEE BALLOT WILL NOT BE COUNTED		
INCLUDE THE FOLLOWING ITEMS IN THE OUTER MAILING ENVELOPE:		
<ol style="list-style-type: none">My completed Voter Statement (This piece of paper)Copy of my Required Photo ID<ul style="list-style-type: none">See instructions for a list of approved photo IDs		VOTER'S MAILING (Secondary) ADDRESS USE ONLY IF YOU REQUESTED YOUR BALLOT BE MAILED TO AN ADDRESS OTHER THAN YOUR RESIDENTIAL ADDRESS LISTED IN <u>BOX 2</u> Street Address / P.O. Box City State Zip Code
<p>SPECIAL REQUIREMENT FOR SOME FIRST TIME VOTERS: <i>If I am a newly registered voter of this county and this is the first time I am voting in this county (and I did not include my Ark. driver's license number, the last 4 digits of my social security on my application, nor did I provide qualifying document described here), I am enclosing a copy of a current and valid photo identification card or a current utility bill, bank statement, government check, paycheck, or other government document that shows my name and address. [Does not apply to UOCAVA voters.]</i></p>		
<ol style="list-style-type: none">My Ballot Only Envelope Containing my Marked Ballot		
Box 1: VOTER'S PRINTED NAME <u>Jon Davidson</u> MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!	Box 3: VOTER'S DATE OF BIRTH <u>11</u> <u>19</u> <u>1968</u> Month Day Year MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!	
Box 2: VOTER'S RESIDENTIAL VOTING ADDRESS I CERTIFY THIS IS THE PHYSICAL ADDRESS (IN ARKANSAS) AT WHICH I RESIDE* AND IS THE SAME ADDRESS I LISTED ON MY APPLICATION FOR AN ABSENTEE BALLOT <u>123 Main Street</u> Street Address <u>Bryant</u> <u>Arkansas</u> <u>72022</u> City State Zip Code MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!	Box 4: Complete this Box if Your Ballot is <u>Delivered</u> by Any Third Party Other Than a Mail Service: <u>Daniel Shults</u> Printed Name of Designated Bearer, Agent, or Administrator <u>Daniel Shults</u> Signature of Designated Bearer, Agent, or Administrator <u>111 First Street</u> Address of Designated Bearer, Agent, or Administrator <u>Bryant</u> <u>AR</u> <u>72022</u> City State Zip Code	
Box 5: REQUIRED ABSENTEE VOTER STATEMENT THE INFORMATION I HAVE PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE UNDER PENALTY OF PERJURY. IF I HAVE PROVIDED FALSE INFORMATION, I MAY BE SUBJECT TO A FINE OF UP TO TEN THOUSAND DOLLARS (\$10,000) OR IMPRISONMENT FOR UP TO TEN (10) YEARS, OR BOTH, UNDER FEDERAL OR STATE LAWS. <u>Jon Davidson</u> Signature of Absentee Voter YOU MUST SIGN HERE AND PLACE THIS FORM IN THE OUTER MAILING ENVELOPE FOR YOUR VOTE TO BE COUNTED!		

Scenario 4 Answer

- Designated Bearer on Envelope Does NOT Match the Voter Statement
- Ballot Must Be Made Provisional

Jon Davidson
123 Main Street
Bryant, AR 72022

OFFICIAL ELECTION MAIL
Authorized by the U.S. Postal Service

SALINE COUNTY CLERK
215 N. Main Street
Benton, AR 72015

DESIGNATED BEARER
Chris Madison
234 River Ave.
Benton

ABSENTEE VOTER STATEMENT

THIS VOTER STATEMENT SHALL BE COMPLETED AND RETURNED IN THE MAILING ENVELOPE OR THE ABSENTEE BALLOT WILL NOT BE COUNTED

INCLUDE THE FOLLOWING ITEMS IN THE OUTER MAILING ENVELOPE:

- My completed Voter Statement (This piece of paper)
- Copy of my Required Photo ID
 - See instructions for a list of approved photo IDs

SPECIAL REQUIREMENT FOR SOME FIRST TIME VOTERS:
If I am a newly registered voter of this county and this is the first time I am voting in this county (and I did not include my Ark. driver's license number, the last 4 digits of my social security on my application, nor did I provide qualifying document described here), I am enclosing a copy of a current and valid photo identification card or a current utility bill, bank statement, government check, paycheck, or other government document that shows my name and address. [Does not apply to UOCAVA voters.]

3. My Ballot Only Envelope Containing my Marked Ballot

VOTER'S MAILING (Secondary) ADDRESS
USE ONLY IF YOU REQUESTED YOUR BALLOT BE MAILED TO AN ADDRESS OTHER THAN YOUR RESIDENTIAL ADDRESS LISTED IN BOX 2

Street Address / P.O. Box

State Zip Code

Box 1: VOTER'S PRINTED NAME
Jon Davidson
MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 3: VOTER'S DATE OF BIRTH
1 19 1968
Month Day Year
MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 2: VOTER'S RESIDENTIAL VOTING ADDRESS
I CERTIFY THIS IS THE PHYSICAL ADDRESS (IN ARKANSAS) AT WHICH I RESIDE* AND IS THE SAME ADDRESS I LISTED ON MY APPLICATION FOR AN ABSENTEE BALLOT
123 Main Street
Street Address
Bryant Arkansas 72022
City State Zip Code
MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 4: Complete this Box if Your Ballot is Delivered by Any Third Party Other Than a Mail Service:
Daniel Shults
Printed Name of Designated Bearer, Agent, or Administrator
Daniel Shults
Signature of Designated Bearer, Agent, or Administrator
111 First Street
Address of Designated Bearer, Agent, or Administrator
Bryant AR 72022
City State Zip Code

Box 5: REQUIRED ABSENTEE VOTER STATEMENT
THE INFORMATION I HAVE PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE UNDER PENALTY OF PERJURY. IF I HAVE PROVIDED FALSE INFORMATION, I MAY BE SUBJECT TO A FINE OF UP TO TEN THOUSAND DOLLARS (\$10,000) OR IMPRISONMENT FOR UP TO TEN (10) YEARS, OR BOTH, UNDER FEDERAL OR STATE LAWS.
Jon Davidson
Signature of Absentee Voter

YOU MUST SIGN HERE AND PLACE THIS FORM IN THE OUTER MAILING ENVELOPE FOR YOUR VOTE TO BE COUNTED!

Exercise A - Processing Absentee Ballots – Scenario 5

ARKANSAS APPLICATION FOR ABSENTEE BALLOT

Revised 09/2021

TO COUNTY CLERK: Saline Co. Clerk
215 N. Main Street
Benton, AR

FOR OFFICE USE ONLY

DATE: _____

REGISTRANT ID: _____

PRECINCT: _____

INSTRUCTIONS TO VOTER: PLEASE MAKE ONLY ONE SELECTION FOR SECTIONS ONE (1) THROUGH FOUR (4).

1. PLEASE SELECT A REASON FOR REQUESTING AN ABSENTEE BALLOT:

- ☒ I will be unavoidably absent from my polling site on Election Day, OR
☐ I will be unable to attend the polls on Election Day because of an illness or physical disability, OR
☐ I am a resident of a long-term care or residential facility licensed by the state.

2. PLEASE SELECT FROM THE FOLLOWING OPTIONS CONCERNING YOUR RESIDENCE:

- ☒ I currently reside within the county in which I am registered to vote.
☐ I currently reside outside of the county in which I am registered to vote.
☐ I am a United States citizen residing outside of the territorial limits of the United States (UOCAVA).
☐ I am an active service member of the United States armed services (UOCAVA).
☐ I am a spouse or dependent of an active service member of the United States armed services (UOCAVA).

3. PLEASE SELECT THE ELECTION IN WHICH YOU WISH TO CAST AN ABSENTEE BALLOT:

- ☐ Preferential Primary/Nonpartisan Judicial General (held in the spring of even-numbered years).
☐ Party Preference (Circle One): Democratic Republican Nonpartisan (You will be sent a Judicial ballot only)
☐ November General Election/Nonpartisan Judicial Runoff.
☒ Annual School Election.
☐ Special Election to be held on _____ (Date).

You may qualify for:

- ☐ All elections for one calendar year (i.e., today's date through December 31st of the current year).
o In order to qualify for this option, you must be a voter with a disability, in a long-term or residential care facility, or living outside of the county in which you are registered to vote.
☐ All elections through the next Federal General Election Cycle.
o In order to qualify for this option, you must be a UOCAVA voter (See Section 2 above).

4. PLEASE SELECT HOW YOU WISH TO RECEIVE YOUR BALLOT:

- ☐ I will pick up my ballot from the office of the county clerk.
☐ Email (available for UOCAVA voters only). My email address is: _____

☒ Mail. Please send my ballot to the following address:

123 Main St.
Bryant, AR 72022

- ☐ Picked up via Designated Bearer, Administrator, or Authorized Agent:

Printed Name of Bearer/Administrator/Agent

Signature of Bearer/Administrator/Agent

Note: A designated bearer may obtain or deliver absentee ballots for no more than two (2) voters per election and may only do so within the 15 days before a school election, special election, preferential primary election, or general election OR the 7 days before a runoff election. A bearer, administrator, or authorized agent must provide a current and valid photo ID to the county clerk and must sign the register, under oath, when picking up or delivering an absentee ballot.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be guilty of perjury and subject to a fine of up to ten thousand dollars (\$10,000) or imprisonment for up to ten (10) years, or both, under federal law. I certify under penalty of perjury that I am registered to vote, and that I am the person who is registered to vote.

123 Main St.

Residential Address of Absentee Voter

Bryant, AR 72022

City, State, and Zip Code

Jonathan Davidson

Printed Name of Absentee Voter

11/19/68

Date of Birth of Absentee Voter

501-123-4530

Phone Number of Absentee Voter

Jonathan Davidson

Signature of Absentee Voter

ABSENTEE VOTER STATEMENT

THIS VOTER STATEMENT SHALL BE COMPLETED AND RETURNED IN THE MAILING ENVELOPE OR THE ABSENTEE BALLOT WILL NOT BE COUNTED

INCLUDE THE FOLLOWING ITEMS IN THE OUTER MAILING ENVELOPE:

1. My completed Voter Statement (This piece of paper)
2. Copy of my Required Photo ID
o See instructions for a list of approved photo IDs

SPECIAL REQUIREMENT FOR SOME FIRST TIME VOTERS:

If I am a newly registered voter of this county and this is the first time I am voting in this county (and I did not include my Ark. driver's license number, the last 4 digits of my social security on my application, nor did I provide qualifying document described here), I am enclosing a copy of a current and valid photo identification card or a current utility bill, bank statement, government check, paycheck, or other government document that shows my name and address. [Does not apply to UOCAVA voters.]

3. My Ballot Only Envelope Containing my Marked Ballot

VOTER'S MAILING (Secondary) ADDRESS

USE ONLY IF YOU REQUESTED YOUR BALLOT BE
MAILED TO AN ADDRESS OTHER THAN YOUR
RESIDENTIAL ADDRESS LISTED IN BOX 2

Street Address / P.O. Box

City

State

Zip Code

Box 1: VOTER'S PRINTED NAME

Jon Davidson

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 3: VOTER'S DATE OF BIRTH

11 19 1968
Month Day Year

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 2: VOTER'S RESIDENTIAL VOTING ADDRESS

I CERTIFY THIS IS THE PHYSICAL ADDRESS (IN ARKANSAS)
AT WHICH I RESIDE* AND IS THE SAME ADDRESS I LISTED
ON MY APPLICATION FOR AN ABSENTEE BALLOT

P.O. Box 310
Street Address
Bryant Arkansas 72021
City State Zip Code

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 4: Complete this Box if Your Ballot is Delivered by Any Third Party Other Than a Mail Service:

Printed Name of Designated Bearer, Agent, or Administrator

Signature of Designated Bearer, Agent, or Administrator

Address of Designated Bearer, Agent, or Administrator

City

State

Zip Code

Box 5: REQUIRED ABSENTEE VOTER STATEMENT

THE INFORMATION I HAVE PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE UNDER PENALTY OF PERJURY. IF I HAVE PROVIDED FALSE INFORMATION, I MAY BE SUBJECT TO A FINE OF UP TO TEN THOUSAND DOLLARS (\$10,000) OR IMPRISONMENT FOR UP TO TEN (10) YEARS, OR BOTH, UNDER FEDERAL OR STATE LAWS.

Jonathan Davidson
Signature of Absentee Voter

YOU MUST SIGN HERE AND PLACE THIS FORM IN THE OUTER
MAILING ENVELOPE FOR YOUR VOTE TO BE COUNTED!

Scenario 5 Answer

- Voter Statement Residential Address does NOT match Application
- Ballot Cannot be Counted

ARKANSAS APPLICATION FOR ABSENTEE BALLOT

Revised 09/2021

TO COUNTY CLERK: Saline Co. Clerk
215 N. Main Street
Benton, AR

FOR OFFICE USE ONLY

DATE: _____

REGISTRANT ID: _____

PRECINCT: _____

INSTRUCTIONS TO VOTER: PLEASE MAKE ONLY ONE SELECTION FOR SECTIONS ONE (1) THROUGH FOUR (4).

1. PLEASE SELECT A REASON FOR REQUESTING AN ABSENTEE BALLOT:

- ☒ I will be unavoidably absent from my polling site on Election Day, OR
- ☐ I will be unable to attend the polls on Election Day because of an illness or physical disability, OR
- ☐ I am a resident of a long-term care or residential facility licensed by the state.

2. PLEASE SELECT FROM THE FOLLOWING OPTIONS CONCERNING YOUR RESIDENCE:

- ☒ I currently reside within the county in which I am registered to vote.
- ☐ I currently reside outside of the county in which I am registered to vote.
- ☐ I am a United States citizen residing outside of the territorial limits of the United States (UOCAVA).
- ☐ I am an active service member of the United States armed services (UOCAVA).
- ☐ I am a spouse or dependent of an active service member of the United States armed services (UOCAVA).

3. PLEASE SELECT THE ELECTION IN WHICH YOU WISH TO CAST AN ABSENTEE BALLOT:

- ☐ Preferential Primary/Nonpartisan Judicial General (held in the spring of even-numbered years).
- ☐ November General Election/Nonpartisan Judicial Runoff.
- ☒ Annual School Election.
- ☐ Special Election to be held on _____ (Date).

You may qualify for:

- ☐ All elections for one calendar year (i.e., today's date through December 31st of the current year).
- ☐ All elections through the next Federal General Election Cycle.

4. PLEASE SELECT HOW YOU WISH TO RECEIVE YOUR BALLOT:

- ☐ I will pick up my ballot from the office of the county clerk.
- ☐ Email (available for UOCAVA voters only). My email address is: _____
- ☒ Mail. Please send my ballot to the following address:

123 Main St.
Benton, AR 72022

- ☐ Picked up by Designated Bearer, Administrator, or Authorized Agent:

Printed Name of Designated Bearer, Agent, or Administrator _____

Signature of Bearer/Administrator/Agent _____

Note: A designated bearer may obtain or deliver absentee ballots for no more than two (2) voters per election and may only do so within the 15 days before a school election, special election, preferential primary election, or general election OR the 7 days before a runoff election. A bearer, administrator, or authorized agent must provide a current and valid photo ID to the county clerk and must sign the register, under oath, when picking up or delivering absentee ballots.

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123 Main St.
Residential Address of Absentee Voter
Benton, AR 72022
City, State, and Zip Code
Jonathan Davidson
Printed Name of Absentee Voter

11/19/68
Date of Birth of Absentee Voter
501-123-4530
Phone Number of Absentee Voter
Jonathan Davidson
Signature of Absentee Voter

ABSENTEE VOTER STATEMENT

THIS VOTER STATEMENT SHALL BE COMPLETED AND RETURNED IN THE MAILING ENVELOPE OR THE ABSENTEE BALLOT WILL NOT BE COUNTED

INCLUDE THE FOLLOWING ITEMS IN THE OUTER MAILING ENVELOPE:

1. My completed Voter Statement (This piece of paper)
2. Copy of my Required Photo ID
 - o See instructions for a list of approved photo IDs

SPECIAL REQUIREMENT FOR SOME FIRST TIME VOTERS:

If I am a newly registered voter of this county and this is the first time I am voting in this county (and I did not include my Ark. driver's license number, the last 4 digits of my social security on my application, nor did I provide qualifying document described here), I am enclosing a copy of a current and valid photo identification card or a current utility bill, bank statement, government check, paycheck, or other government document that shows my name and address. [Does not apply to UOCAVA voters.]

3. My Ballot Only Mailing Envelope Containing my Marked Ballot

VOTER'S MAILING (Secondary) ADDRESS

USE ONLY IF YOU REQUESTED YOUR BALLOT BE MAILED TO AN ADDRESS OTHER THAN YOUR RESIDENTIAL ADDRESS LISTED IN BOX 2

Street Address / P.O. Box _____

City _____ State _____ Zip Code _____

Box 1: VOTER'S PRINTED NAME

Jon Davidson

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 3: VOTER'S DATE OF BIRTH

11 19 1968
Month Day Year

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 2: VOTER'S RESIDENTIAL ADDRESS

I CERTIFY THIS IS THE RESIDENTIAL ADDRESS (IN ARKANSAS) AT WHICH I RESIDE* AND THE SAME ADDRESS I LISTED ON MY APPLICATION FOR AN ABSENTEE BALLOT

P.O. Box 310
Street Address
Benton Arkansas 72021
City State Zip Code

MUST COMPLETE FOR YOUR BALLOT TO BE COUNTED!

Box 4: Complete this Box if Your Ballot is Delivered by Any Third Party Other Than a Mail Service:

Printed Name of Designated Bearer, Agent, or Administrator _____

Signature of Designated Bearer, Agent, or Administrator _____

Address of Designated Bearer, Agent, or Administrator _____

City _____ State _____ Zip Code _____

Box 5: REQUIRED ABSENTEE VOTER STATEMENT

THE INFORMATION I HAVE PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE UNDER PENALTY OF PERJURY. IF I HAVE PROVIDED FALSE INFORMATION, I MAY BE SUBJECT TO A FINE OF UP TO TEN THOUSAND DOLLARS (\$10,000) OR IMPRISONMENT FOR UP TO TEN (10) YEARS, OR BOTH, UNDER FEDERAL OR STATE LAWS.

Jonathan Davidson
Signature of Absentee Voter

YOU MUST SIGN HERE AND PLACE THIS FORM IN THE OUTER MAILING ENVELOPE FOR YOUR VOTE TO BE COUNTED!

Results - Election Night p. 81

At the Polls

- PWs Announce Closure of the Poll @ 7:30pm
 - Voters in line Must be allowed to Vote
- PWs Close Voting Equipment **in View of Public**
 - Produce 3 Results Tapes
- PWs Sign all Three Results Tapes
 - Post One on Wall of Poll
 - Allow Public to Read
- Return other results tapes and election media to the CBEC Central Counting Location

At the Central Counting Location

- Compile electronic countywide totals from election media
- Declare preliminary and unofficial results for state & federal elections, including a count of outstanding UOCAVA ballots & provisional ballots
- Report precinct results to the SOS via the election night reporting interface
 - Report Early and Absentee “**as soon as Practical**”
 - Report Each Precinct (or vote center) as they become available
- **ALL OPEN TO PUBLIC**

GO HOME AND SLEEP!

Official Results – Post Election p. 81-82

► CBEC MUST:

- **Manually compile countywide totals from polling sites' certified return records (Signed Results Tapes)**
- **Verify that the Manually Compiled totals match the Electronically Compiled Totals Reported on Election Night**
- **Add Valid Write-in Votes (General Election Only)**
 - **Only Write-ins votes of Candidates who have filed for office during the filing period shall be counted**
 - **No write-in for Municipal races**
- **Produce a results tape from each voting machine used**
- **Process All Provisional Ballots**
- **Certify the Election and Submit Results to SOS by:**
 - **Primary (10 Days)**
 - **General (15 Days)**

Processing Provisional Ballots – Generally *p. 82*

- **PRIOR TO CBEC REVIEW:** County Clerk Must Certify whether the Name, Address, and date of birth provided by the voter match the voter registration records.
- **PRELIMINARY REVIEW:** CBEC performs a Preliminary Review within days of the election
 - Based on all information available, the CBEC must make an initial determination regarding whether the provision ballot can be counted.
- **FINAL REVIEW:**
 - ID RELATED PROVISIONAL BALLOT: Post Presentiment?
 - GENERAL PROVISIONAL BALLOT: New Information at hearing?
- **NOTICE TO VOTER: All Provisional Voters by First Class Mail**
 - Whether His or her vote was counted
 - Reason not counted
- Additional info for ABSENTEE voters if able to send prior to Deadline
 - Vote will not be counted unless further action is taken
 - Date, time, & place for hearing
 - OR
 - How to verify voter registration after the election

Processing Provisional Ballots

ID Related Provisional

- Shall Be Counted if:
 - Voter Presents a qualifying Photo ID to Verify their Voter Registration to the County Clerk or SBEC before Noon on the Monday Following the Election

And

- The Ballot is not disqualified for a Traditional Provisional Ballot Issue

Traditional Provisional*

- Shall Be Counted if:
 - It was cast by a registered voter;
 - The voter was qualified to vote in all the issues and races on his or her ballot based on the physical location of the voter's registration; and
 - The Voter had not already cast a ballot in the election
- And the Ballot is not rejected for an ID Related Provisional Ballot Issue

** Includes 1st Time Voter's alternate ID Requirement*

Processing Provisional Ballots

- **Timing of Hearing:**
 - **IF PRIOR to noon on Monday** (following the election) - ID Related provisional voters can present ID in the hearing
 - **IF AFTER noon on Monday** - Post Presentiment not possible but this may be preferable in order to ensure notices to absentee provisional voters have time to reach local absentee voters.
- **Fewest Necessary Meetings:**
 - Hearing for General Provisional Ballots to be held at 11:30 on the Monday following the election.
 - ID Related Provisional Ballots processed after 12 noon
 - Must Ensure County Clerk has provided a list of all voters who have presented sufficient Photo ID after the Election
 - Cannot Certify Election if UOCAVA Ballots are pending

Counting Provisional Ballots *p. 82*

- **Once the CBEC determines which ballot are to be counted it must:**
 - Complete Commission portion of the List of Provisional Voters;
 - OR attest to a comprehensive list that shows the disposition of each provisional ballot
- **Election Official Opens “provisional ballot envelope”**
- **Place Sealed inner envelope in a ballot box**
- **After all ballot to be counted are processed mix the ballot secrecy envelopes**
- **Open ballot secrecy envelopes and count ballots**

Processing Provisional Voting

EXERCISE B – SCENARIO 1

Exercise B - Processing Provisional Ballots

- **1: Preliminary Review of Provisional Ballot**
 - ID Related Provisional
 - Signed “Provisional Voter Eligibility Affirmation”
 - What is the proper Course of Action?
- **Answer:**
 - Categorize ballot as NOT counted and set aside until final review of provisional ballots
 - Send voter notice via first class mail that explains that his or her ballot was not counted and that the voter is required to present Photo ID to the County Clerk no later than Noon on the Monday following the election or their vote will not be counted.

Processing Provisional Voting

EXERCISE B – SCENARIO 2

Exercise B - Processing Provisional Ballots

- **2: Preliminary Review of Provisional Ballot**
 - ID Related Provisional
 - Not on Precinct Voter Registration List
 - Signed “Provisional Voter Eligibility Affirmation”
- What is the proper Course of Action?
- **Answer:**
 - Count the ballot.
 - Send voter notice via first class mail that informs the voter that his or her vote was counted.

Processing Provisional Voting

EXERCISE B – SCENARIO 3

Exercise B - Processing Provisional Ballots

- **3: Preliminary Review of Provisional Ballot**
 - Non-ID Related Provisional
 - Signed “Provisional Voter Eligibility Affirmation”
 - Made Provisional due to poll watcher challenge
 - County Clerk Certified that the name, address, and date of birth match the Voter Registration Database
- What is the proper Course of Action?
- **Answer:**
 - Count the ballot.
 - Send voter notice via first class mail that informs the voter that his or her vote was counted.

Processing Provisional Voting

EXERCISE B – SCENARIO 4

Exercise B - Processing Provisional Ballots

- **4: Preliminary Review of Provisional Ballot**
 - Non-ID Related Provisional
 - Failed to Signed “Provisional Voter Eligibility Affirmation”
 - Made Provisional due to the voter being marked as having been sent an Absentee Ballot
 - Clerk Certifies that no Absentee Ballot was received for this voter
- What is the proper Course of Action?
- **Answer:**
 - Reject the Ballot.
 - Send voter notice that his or her ballot was rejected because the voter did not sign the Provisional Voter Eligibility Affirmation.

Processing Provisional Voting

EXERCISE B – SCENARIO 5

Exercise B - Processing Provisional Ballots

- **5: Final Review of Provisional Ballot**
 - Non-ID Related Provisional
 - Signed “Provisional Voter Eligibility Affirmation”
 - Provisional Because Name was not in Poll Book
 - County Clerk Certified that the name, address, and date of birth were not found in the Voter Registration Database
 - Voter did not appear in the CBEC Hearing
- What is the proper Course of Action?
- **Answer:**
 - Reject the ballot.

Recounts & Declaring Nominees/Winners

RECOUNTS *p. 87-89*

- ▶ Conduct if requested timely by candidate or on [motion of CBEC](#)
 - Within 2 days of reporting unofficial results in most cases
 - Before certification if the number of outstanding overseas absentee ballots could dictate the outcome
- ▶ **Candidate** requesting recount
 - Pays estimated actual cost before a recount is conducted - 1 recount per candidate per election
 - Cost - no more than **25¢ per vote cast** OR **\$2,500** for the whole county
- ▶ Certify results of last recount



WINNERS

- May Primary candidates – majority votes to be nominee
- Judicial and Prosecutor offices – majority votes
- General elections - win by plurality (except some municipal & county races)
- **Municipal races only** - general election runoff trigger (40%/20% Rule)

Certifying Results for State and Federal Elections *p. 92-93*

Reminder: Conduct a provisional voter hearing **before** certifying

► Certified Official Results

- Transmit electronically to SOS
- Sign & mail hard copy of abstract of returns to SOS
- Between 48 hours and 10 days after:
 - May primary and runoff
- Between 48 hours & 15 days after November General

► Election Contests *(p. 94-95)*

- May be filed in court by a candidate or 10 citizens within 20 days **after certification**

Preserve Election Materials & Equipment *p. 95-97*

- ▶ Secure voting machines, audit logs, and VVPATs
- ▶ Preserve ballots, certificates, and all other election materials in a secure location in the courthouse or other secure storage facility
- ▶ Seal ballots – DO NOT OPEN except by court order
 - ▶ OR if Directed to DO so by the SBEC for AUDIT Purposes
- ▶ Destruction of Election Related Material
 - Felony to destroy -- Keep everything
 - Ballots, stubs, voter statements, absentee ballot lists & applications, ENVELOPES and other ballot related material



Ballot Disposition Report

- Must be Filed with SBEC within 30 days of an Election
- Required by Act 1022
- Documents the number of votes cast, counted, and rejected along with the reasons for any rejection
- Excel Sheet Calculates all shaded fields

Ballot Disposition Report		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Election Type	Date of Election	Cnty. Conducting Election
<input type="text"/>		
If applicable, list the Cnty, Cty(s), or School(s) for which a School Election or Special Election was held		
Provisional Ballots		
1)	0	Total Number of Provisional Ballots
2)		Number of Provisional Ballots Cast - Early Voting
3)		Number of Provisional Ballots Cast - Election Day Voting
4)	0	* Total Number of In-Person Provisional Ballots Cast
Reasons for Casting In-Person Provisional Ballots		
A)		Failure to Satisfy General ID Requirement
B)		Failure to Satisfy First Time / Flagged ID Requirement
C)		Voter did not Appear on the PVR List (Poll Book)
D)		Voters Marked as Having Been Sent an Absentee Ballot
E)		Voter Marked as Having Already Voted
F)		Voter Requests to Vote an Alternative Ballot
G)		Ballot Cast during Court Ordered Extended Voting
H)		Poll Watcher Challenge
5)		* Total Number of Absentee Ballots Made Provisional
Reasons Absentee Ballot was made Provisional		
A)		Failure to Satisfy General ID Requirement
B)		Failure to Satisfy First Time / Flagged ID Requirement
C)		Bearer, Agent, or Admin. Name Differed (envelope to voter statement)
D)		Bearer's Name Differed (application to voter statement)

2022 General Post Election Audit

Each County Must

- Keep the ballot scanned through each DS 200 Tabulator separated from all other ballots
 - Container Must be Labeled
 - Must have Certified Results Tape for each batch of DS 200 processed ballots
- Make These items available if randomly selected by the SBEC
 - Will be notified within 2 months of the election if you are selected

Process of Conducting Audit

- Audit will be conducted by SBEC Staff
- Audit of the Equipment, NOT County Election Officials
- Audit will compare paper ballots to Electronic Tabulation of those ballots
- Designed to Build Public Confidence in the Integrity of our Elections
- SBEC will Issue a Report with the Findings of the Audit

SCHOOL & SPECIAL ELECTIONS and **MISCELLANEOUS**

SCHOOL ELECTIONS

SPECIAL ELECTIONS

ENFORCING ELECTION LAWS

REIMBURSEMENT

School Elections *p.101-105*

Annual School Election

Held with the Primary or General Election in 2022

- ▶ **2023 - Held on the 3rd Tuesday in May or the 1st Tuesday after the 1st Monday in November.**
- ▶ **School Boards must notify the County Clerk of the School Election date at least 100 days before Candidate Filing for the Primary Election if they are wishing to change the date of the previous election.**
- ▶ **School District to provide County Clerk with Ballot Language “as soon as that language becomes available”**
 - **Special School Elections – Clerk must forward the calling document to each non-domicile county clerks**

School Elections



Candidate Filing

- May Election: During the Primary Candidate Filing period
- November Election: During one week Filing period ending 90 day before election (August 3rd) (Act 349)
- The Domicile County's Clerks will submit the certified candidates & ballot questions to CBECs for each county the District has Territory

Election By Candidate

- For 2023: if only 1 candidate files and no millage on ballot you can have an Election by Candidate – Candidate only cast ballot for themselves (Act 448)

CBEC Certification of Results

- CBEC's of Each County in the District Shall certify the election results for all offices & issues to the Domicile County's Clerks
- The CBEC must wait until the final certification to Submit Results
- The County Clerk of the Domicile County will combine the vote totals from each county and declare the outcome of the election.

School Elections

▶ Runoff Election

- No candidate receives majority of votes or tie vote

▶ Election Expenses

Even Years

- School Districts shall reimburse each county for “Additional Costs” of holding the election with the primary/general (*see SBEC rule*)

Odd Years

- District pays for its poll workers & remaining costs based on formula in Title 6
- County Election Commissioner & Poll Workers **CAN NOW** be paid employees of school district holding election

Special Elections *p. 105-110*

Special elections are usually called to fill vacancies or approve measures

- ▶ **Calling Document**
 - Vacancies in state/federal/district office OR State measures
 - Filed with SOS
 - Vacancies in local offices OR Local measures
 - Filed with County Clerk
 - Immediately transmitted to CBEC where election is to be held
 - Published in newspaper of general circulation
- ▶ **Held Quarterly on 2nd Tuesday of the second month unless: (Act 610)**
 - Conflicts w/ Holiday = 3rd Tuesday
 - Primary or General = Held on Same Date
 - An Emergency is Declared = 2nd Tuesday of any Month
 - Governor Calls to fill Vacancy = 2nd Tuesday of any Month
- ▶ **If **ONLY** 1 candidate and no other office or issue on ballot:**
 - Can open **ONLY** 1 poll or, open NO poll & conduct by absentee & early voting

Enforcing Election Laws *p. 97-98*

► CBEC

- Investigate written complaints about voting machine malfunction and forward to SOS
- Forward all written complaints alleging election law violations to the SBEC
- Review PVR lists or Provisional Voter Envelopes for voters not providing ID
 - Forward information to Prosecuting Attorney, if deemed necessary
 - Refer questionable provisional ballot information to Prosecuting Attorney, if deemed necessary

► SBEC

- Election Monitors – SBEC is required to have one per congressional district to monitor election process and report observations to Board
- Written complaints of election law violations

STRUCTURE AND FUNCTION OF THE CBEC

ORGANIZATION

WHO MAY SERVE

POLITICAL RESTRICTIONS ON CBEC MEMBERS

CONDUCT OF CBEC MEETINGS

County Board of Election Commissioners *p. 13- 14*

► Composition

- Elected in January of every odd year by county committee
- Must meet by 2/28 of odd year to hold organizational meeting and elect a chair

► Financial Disclosure -

► CBECs **MUST:**

- Be a qualified elector
- Be able to read & write English
- Be a resident of the county
- Take oath within 30 days of selection and file with County Clerk
- Attend mandatory training conducted by SBEC
- Must file a Financial Disclosure form w/ SOS by January 31



CBEC Restrictions *p. 14-15*



▶ A CBEC must **NOT**:

- Participate in the campaign of any candidate seeking election in the county that falls under the CBEC's jurisdiction/authority
- Manage a campaign
- Perform labor for a campaign
- Solicit on behalf of a candidate or campaign
- Pass out or place handbills, signs, or other literature concerning a candidate's campaign
- Assist a candidate's campaign at a rally or parade
- Display candidate placards or signs on an automobile

▶ A CBEC **MAY**:

- Make a financial contribution to a candidate
- Attend a political party's state, district, or county meeting where a candidate or issue advocate speaks as a member of the audience
- Participate in a political party convention



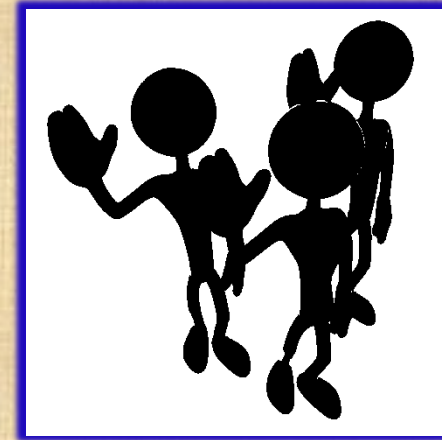
CBEC Restrictions



CBECs still must **NOT**:

- ▶ Be the Chair or Secretary of a county political party (Act 966)
- ▶ Be guilty of violating any election law
- ▶ Be a candidate (except county committee) while serving
- ▶ Be a paid employee of any political party or of any candidate running for any office on the county's ballot
- ▶ Be employed by a company doing business with the CBEC
- ▶ Be married or related to a candidate running for office while serving, if an objection is made
- ▶ Be the Spouse of a Chair of a county political party, or of another CBEC member, if an objection is made (Act 258)

Commission Meetings *p. 19-20*



- ▶ **Only the chair can call a meeting**
 - ▶ Must provide reasonable notice to other members
- ▶ **Notice to Media is required** (minimum 2 hrs.)
- ▶ **2 concurring votes decide most questions**
 - **unanimous vote is required for polling place selection and off-site EV locations**
- ▶ **Must keep minutes & file with County Clerk**
 - All meetings must be recorded (audio or video) – must be retained and available for 1 year
 - Filed w/in 120 days of the meeting or 10 days of the following meeting

Commission Assistance

- ☐ Commissioners are deemed to be county officials and are immune from tort liability
- ☐ If Commissioners require legal representation, you may use your County Prosecuting Attorney
- ☐ County Commissions are prohibited from accepting private funds or any funding outside of governmental sources (Act 961)

REIMBURSEMENT

- **ELECTION EXPENSES**

State Board of Election Commissioners will have trainings for Reimbursement of Election Expenses

SBEC RULES ON STATE-FUNDED EXPENSES

www.arkansas.gov/sbec/rules

AND FINALLY ...

***GOOD
LUCK!!!***

Contact Info

State Board of Election Commissioners

501 Woodlane Dr., Suite 122 South

Little Rock, Arkansas 72201

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

FAX (501) 682-1782

e-mail: Info.SBEC@sos.arkansas.gov

Website: <http://www.arkansas.gov/sbec>

The SBEC is committed to supporting you throughout each election and look forward to assisting you in any way possible. Please feel free to call upon us at any time.