

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



**Prepared and Provided by the:  
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**(2022 Edition)**



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Dear Election Official,

The State Board of Election Commissioners is pleased to provide you with this copy of the 2022 edition of the Poll Worker Training Guide and Checklist. This guide is designed as a tool to facilitate your training as poll workers as well as a reference material for you to use while you're serving in your polling site. The guide is organized into separate segments covering procedures for the opening of the poll, procedures for operation of the poll, and procedures for closing the poll. In addition, the guide describes the requirements for a poll worker, your responsibilities as an election official for your county, and provides various forms and checklists you will need to fulfill these duties.

Prior to your service as a poll worker, you must attend a training session in your county that is coordinated by the State Board of Election Commissioners and conducted by a certified trainer in your county. Once trained, you will be able to serve as a poll worker in your county for a twelve-month period following the date of your training. All poll workers will be required to receive the basic poll worker training which provides information on the general operation of the poll and the process of checking voters into the poll. You may also be selected to receive the advanced poll worker curriculum which covers the provisional voting process, more detailed technical instruction regarding the election equipment, and instructions regarding the closure of the poll.

The members and staff of the State Election Commission would like to thank you for your willingness to serve as an election official. We recognize and appreciate the tremendous amount of time and effort it takes on the part of county election officials to ensure the success of Arkansas's elections. Our Republic could not endure without citizens such as you giving your time to ensure this essential constitutional process is conducted lawfully and with the highest degree of integrity. The State Board of Election Commissioners is committed to supporting you throughout the upcoming election cycle and we look forward to assisting you in any way possible.

Warmest Regards,

Daniel J. Shults  
Director

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# **IMPORTANT REMINDERS**

## ***PRECINCT VOTER REGISTRATION (PVR) LIST***

THE PVR LIST IS A LIST, OFTEN REFERRED TO AS A POLL BOOK OR POLL TABLET, USED BY POLL WORKERS TO PROCESS VOTERS. THIS LIST MAY BE IN PAPER OR ELECTRONIC FORM. VOTERS MUST SIGN THE LIST BEFORE BEING ALLOWED TO VOTE. THE LIST PROVIDES 1) THE NAME, ADDRESS, AND DATE OF BIRTH FOR THE REGISTERED VOTERS IN THE PRECINCT, 2) EACH VOTER'S PRECINCT NUMBER AND BALLOT STYLE, 3) A SPACE FOR EACH VOTER'S SIGNATURE, 4) A NOTATION FOR EACH VOTER WHO WAS DELIVERED AN ABSENTEE BALLOT, 5) A NOTATION FOR EACH VOTER WHO IS MARKED AS ALREADY VOTED, AND 6) A NOTATION FOR ANY VOTER FLAGGED TO SHOW ADDITIONAL IDENTIFICATION.

## ***NO VOTER TURNED AWAY***

UNDER NO CIRCUMSTANCES SHOULD YOU REFUSE ANYONE THE RIGHT TO VOTE. IF YOU CANNOT DETERMINE A VOTER'S ELIGIBILITY AT YOUR POLLING PLACE AND CANNOT CONTACT THE COUNTY CLERK, OFFER THEM A PROVISIONAL BALLOT.

## ***VOTER ID***

UNDER NO CIRCUMSTANCE SHOULD YOU DEMAND A DRIVER'S LICENSE.

## ***PRIMARY ELECTIONS***

WHEN PROCESSING VOTERS FOR THE PREFERENTIAL PRIMARY ELECTIONS, THE CORRECT QUESTION IS "WHICH PRIMARY WOULD YOU LIKE TO VOTE?" DO NOT ASK "WHICH PARTY DO YOU BELONG TO" OR "ARE YOU A REPUBLICAN OR A DEMOCRAT?"

IT IS A VIOLATION OF LAW TO TELL ANY VOTER WHICH PRIMARY THEY MUST VOTE IN.

BE SURE TO INDICATE WHICH BALLOT THE VOTER RECEIVED BY SELECTING DEMOCRATIC, REPUBLICAN, OR NON-PARTISAN ON THE PVR LIST.

IF THERE IS A RUNOFF, DO NOT PERMIT SOMEONE TO CROSSOVER VOTE. THAT MEANS IF THERE IS A DEMOCRATIC PARTY RUNOFF, SOMEONE WITH AN INDICATION THAT THEY VOTED IN THE REPUBLICAN PRIMARY ON THE PVR LIST IS NOT ELIGIBLE TO VOTE IN THE DEMOCRATIC PARTY RUNOFF. THE SAME APPLIES IF THERE IS A REPUBLICAN PARTY RUNOFF. SOMEONE WITH A DEMOCRATIC INDICATION OF VOTING IN THE PRIMARY ON THE PVR LIST IS NOT ELIGIBLE TO VOTE IN THE REPUBLICAN PARTY RUNOFF.

VOTERS WHO VOTED IN THE NON-PARTISAN ELECTION OR WHO DID NOT VOTE IN THE PRIMARY CAN VOTE IN EITHER PARTY'S RUNOFF ELECTION.

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# BEFORE OPENING THE POLLS

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

Specifically, this section contains information about:

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

Forms and postings associated with relevant procedures are contained within this section.

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# ELECTION DAY CONTACT INFORMATION

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

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

**County Clerk's Office** \_\_\_\_\_  
(Phone number)

*For questions about election day procedures contact your:*

**County Election Commission** \_\_\_\_\_  
(Name) (Phone number)

\_\_\_\_\_

(Name) (Phone number)

\_\_\_\_\_

(Name) (Phone number)

**County Election Coordinator** \_\_\_\_\_  
(Name) (Phone number)

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

**Local Law Enforcement** \_\_\_\_\_  
(Agency name) (Phone number)

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# BEFORE BEGINNING ANY OFFICIAL DUTIES

## **Administer and Sign the Oath of a Poll Worker**

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

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## Account for Pre-Printed Paper Ballots

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

**FOR EXAMPLE:**

**Ballots for Precinct 001      quantity 300      serial number 0012300 through 0012599**

1) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

2) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

3) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

4) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

5) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

6) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

7) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

8) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

9) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

10) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

11) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

12) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

13) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

14) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

15) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

16) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

17) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

18) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

19) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

20) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

**Total number of paper ballots provided to the poll workers for the polling site: \_\_\_\_\_**

## **Arrange the Poll**

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

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

**See the State Board's Advisory Standards on page 13 for information on complying with ballot secrecy requirements.**

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

\_\_\_\_\_ Place each voting machine in plain view of poll workers.

\_\_\_\_\_ Place any electronic vote tabulating device in plain view of poll workers.

\_\_\_\_\_ Place each voting booth in plain view of poll workers.

\_\_\_\_\_ Place equipment so that voters have privacy to mark and cast their ballot. (6-foot privacy zone)

\_\_\_\_\_ Place equipment where no one can see or determine how a voter voted.

\_\_\_\_\_ Place equipment to allow room for easy access by voters with disabilities using a wheelchair or walker.

\_\_\_\_\_ Ensure any modification necessary to make the poll accessible for disabled voters are in place.

## **Account for Voting Equipment Before Opening the Polls**

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

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

- \_\_\_\_\_ Ballot Marking Devices
- \_\_\_\_\_ Election media for Ballot Marking Devices
- \_\_\_\_\_ Electronic vote tabulating device(s) – also referred to as a DS 200
- \_\_\_\_\_ Election media for tabulating device(s)

## **Activate the Voting Equipment Before Opening the Polls**

If you are unable to activate any voting machine or electronic vote tabulating device or if any voting machine or tabulator does not register zero (0), contact your county election commission or county election coordinator immediately for instructions on how to proceed. The zero (0) tapes are required postings (see page 15).

## **ExpressVote Ballot Markers**

The following is a simple list of steps for the **Opening** of the ExpressVote Ballot Markers. For more detailed instructions on opening refer to your local Election Commissioners.

- \_\_\_\_\_ **Step 1:** Turn the power switch to **On**.
- \_\_\_\_\_ **Step 2:** Lock the Security Access Door. **Place seal on door.**
- \_\_\_\_\_ **Step 3:** The screen loads automatically. This takes a few minutes.
- \_\_\_\_\_ **Step 4:** Enter Election Code: \_\_\_\_\_ (**Election Commission will provide**)
- \_\_\_\_\_ **Step 5:** Tap **Accept**.
- \_\_\_\_\_ **Step 6:** The screen will say Please Wait, Loading Election.
- \_\_\_\_\_ **Step 7:** Confirm the correct election in the upper left area of the voter screen.
- \_\_\_\_\_ **Step 8:** The “**To begin Voting, insert your card**” screen appears.

## **DS200 Ballot Tabulators**

The following is a simple setup of the opening of the DS200 tabulators. For more detailed instructions on opening refer to your local Election Commissioners.

\_\_\_\_\_ **Step 1:** Unlock and raise the DS 200 screen

\_\_\_\_\_ **Step 2:** Enter the Election Code: \_\_\_\_\_ (**Your Election Commission will provide**)

\_\_\_\_\_ **Step 3:** Select Open Polls after the Configuration Report runs

\_\_\_\_\_ **Step 4:** Three Zero tapes will automatically run

\_\_\_\_\_ **Step 5:** Sign Zero tapes and post one copy to the wall of the Poll

## **ExpressPoll Tablets**

The following is a simple setup of the opening of the PVR List Tablets. For more detailed instructions on opening refer to your local Election Commission.

**\*\* The instructions below are for counties that have not received the new ExpressPoll Tablets.**

\_\_\_\_\_ **Step 1:** Ensure WI-FI is available or Turn on Hotspot.

\_\_\_\_\_ **Step 2:** Plug in and Activate the Printer (press and hold three seconds).

\_\_\_\_\_ **Step 3:** Set up the Tablet stand and connect plugs from the stand to the tablet and from the stand to the power source.

\_\_\_\_\_ **Step 4:** Plug Printer into the Tablet's Stand

\_\_\_\_\_ **Step 5:** Activate the Tablet

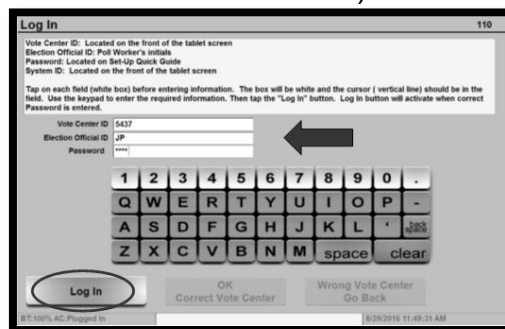
\_\_\_\_\_ **Step 6:** Tap "Launch ExpressPoll"

\_\_\_\_\_ **Step 7:** Type in the Vote Center or Poll ID: \_\_\_\_\_

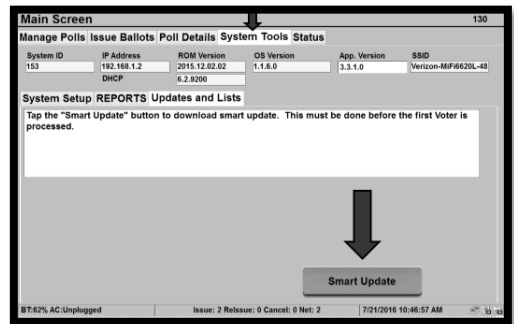
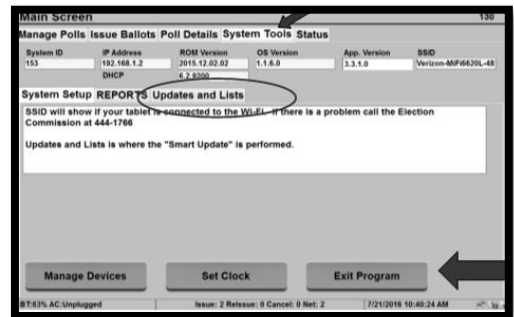
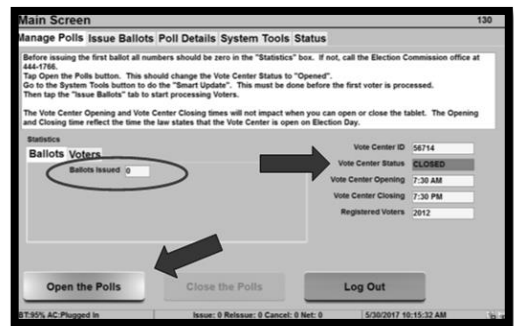
\_\_\_\_\_ **Step 8:** Type in your Election Official ID: \_\_\_\_\_

\_\_\_\_\_ **Step 9:** Type in Password: \_\_\_\_\_

\_\_\_\_\_ **Step 10:** Tap "LOG IN"



- \_\_\_\_\_ **Step 11:** Confirm Correct Polling Location:  
Tap "OK"
- \_\_\_\_\_ **Step 12:** Make sure Ballots Issued is Zero
- \_\_\_\_\_ **Step 13:** Tap "Open Polls"
- \_\_\_\_\_ **Step 14:** Tap "System Tools" (located at top of screen)
- \_\_\_\_\_ **Step 15:** Verify SSID box says indicates you are connected to the WI-FI.
- \_\_\_\_\_ **Step 16:** Tap "updates and List" (middle of screen)
- \_\_\_\_\_ **Step 17:** Make sure the Get Updates from Host is checked.
- \_\_\_\_\_ **Step 18:** Tap "Install Update"
- \_\_\_\_\_ **Step 19:** Tap OK on the Smart Update Success Message.
- \_\_\_\_\_ **Step 20:** The Tablet will re-start and re-open
- \_\_\_\_\_ **Step 21:** Tap "Launch Express Poll" (again)
- \_\_\_\_\_ **Step 22:** Tap "Issue Ballots"
- \_\_\_\_\_ **Step 23:** Tap "Find Voters"



**\*\* The instructions below are for counties that have received the new ExpressPoll Tablets.**

- \_\_\_\_\_ **Step 1:** Make sure the Election is correct
- \_\_\_\_\_ **Step 2:** Select "Launch"
- \_\_\_\_\_ **Step 3:** Enter the Pollbook Qualification Code (PQC)
- \_\_\_\_\_ **Step 4:** Select "Submit"
- \_\_\_\_\_ **Step 5:** Make sure the Polling Place is Correct
- \_\_\_\_\_ **Step 6:** Enter the User Name

\_\_\_\_\_ **Step 7:** Enter the Password (given by Election Commission)

\_\_\_\_\_ **Step 8:** Select "Sign In"

\_\_\_\_\_ **Step 9:** Select "Open Poll"

\_\_\_\_\_ **Step 10:** Enter the User Name

## **Advisory Standards 2015-001 and 2015-002**

The following advisory standards have been approved by the Arkansas State Board of Election Commissioners in an effort to ensure compliance with state laws regarding the secrecy of a voter's ballot.

**Findings:** Amendment 50 §2 of the Arkansas State Constitution provides that all elections by the people shall be by ballot or voting machines which ensure the secrecy of individual votes. The election code implements this constitutional protection by requiring that:

- A. Voting booths be provided where paper ballots are used [A.C.A. §7-5-310(a)(2)];
- B. Voting machines be placed so that no person can see or determine how the voter votes [A.C.A. §7-5-521(b)]; and
- C. A 6 foot privacy zone around voting booths be observed [A.C.A. § 7-5-310(a)(2)(C)].

These rules apply equally during early voting and on election day, according to A.C.A. § 7-5-418(e) and (f) and the people of Arkansas have a reasonable expectation that these election laws are followed and strictly construed.

**Advisory Standard 2015-001:** All voting locations in this state must allow any voter to personally and secretly cast his ballot. If voting by paper ballot, voting booths must be provided. Although a voter may waive his/her right to privately cast a ballot, a sufficient number of voting booths should be made available to accommodate every voter. When selecting voting locations, county clerks and county election commissioners must select locations that adequately comply with these requirements.

**Advisory Standard 2015-002:** If voting by machine, the machines must be arranged to ensure that a voter's ballot remains secret at all times. Therefore, the following standards shall be met:

- A. Voting machines must be spaced at least 6 feet apart from the next machine.
- B. Voting machine screens must not face or be visible by other voters within the voting location.
- C. The arrangement of the voting location must not allow voters to see the ballot portion of a voting machine at any time. This includes lines, other wait areas for voters, and entrances and exits to the voting location itself.
- D. If a violation of one of these requirements is brought to the attention of an election official, the State Board of Election Commissioners expects the election officials to take all reasonable steps to ensure compliance with secret ballot and privacy requirements.

## **Inspect Supplies**

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

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

- \_\_\_\_\_ Voting booths
- \_\_\_\_\_ Ballots
- \_\_\_\_\_ Ballot boxes
- \_\_\_\_\_ Stub boxes (for all pre-printed paper ballot stubs, including provisional ballot stubs)
- \_\_\_\_\_ Numbered ballot box seals
- \_\_\_\_\_ Election kits
- \_\_\_\_\_ Magnifiers
- \_\_\_\_\_ Pens
- \_\_\_\_\_ Note Pads
- \_\_\_\_\_ Thermal printer paper
- \_\_\_\_\_ Scissors
- \_\_\_\_\_ 100-foot spool of string (for marking electioneering area)
- \_\_\_\_\_ Tape (for required postings)
- \_\_\_\_\_ Abandoned Ballot envelopes
- \_\_\_\_\_ Provisional Ballot Secrecy envelopes
- \_\_\_\_\_ Provisional Voter envelopes
- \_\_\_\_\_ Spoiled Ballot envelopes
- \_\_\_\_\_ Spoiled Ballot Cancelled Stamp
- \_\_\_\_\_ Equipment Keys
- \_\_\_\_\_ Envelopes to seal voted paper ballots
- \_\_\_\_\_ Envelopes to seal unused paper ballots
- \_\_\_\_\_ Certificate envelopes
- \_\_\_\_\_ Packages for Encrypted USB device
- \_\_\_\_\_ Container with numbered seal for enveloped voted/unvoted paper ballots
- \_\_\_\_\_ Election material transport supplies (boxes, envelopes, containers)
- \_\_\_\_\_ Telephone or cell phone

## **Post Required Information**

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

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

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

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

- \_\_\_\_\_ Post a Notice on Electioneering (see sample on page 57) on exterior entrances used by voters to enforce electioneering laws and maintain order. The notice describes actions considered as electioneering, prohibitions on electioneering, and the punishment for violations of electioneering laws.
- \_\_\_\_\_ Post the Voting Machine Warning on voting machines (see sample on page 19).
- \_\_\_\_\_ For Primary and Runoff elections, post the Crossover Voting Warning near the area where voters check-in to vote (see sample on page 33).
- \_\_\_\_\_ Mark the 100 foot Prohibited Electioneering Area using a 100 foot spool of string, stakes, or chalk.
- \_\_\_\_\_ Place a trash can near the primary exterior entrance of the poll for voters to discard campaign literature or other campaign articles before entering the poll.

## **Locate Forms**

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

- \_\_\_\_\_ **Precinct Voter Registration (PVR) List** - a list, often referred to as a poll book or poll tablet, used by poll workers to process voters. This list may be in paper or electronic form. Voters must sign the list before being allowed to vote. The list provides 1) the name, address, and date of birth for the registered voters in the precinct, 2) each voter's precinct number and ballot style, 3) a space for each voter's signature, 4) a notation for each voter who was delivered an absentee ballot, 5) a notation for each voter who voted early, and 6) a notation for any flagged voter that must show additional identification.
  
- \_\_\_\_\_ **List of Voters form** – for recording the name of every person who votes a regular ballot before he or she votes (see sample on page 35)
  
- \_\_\_\_\_ **List of Provisional Voters form** – for recording the names, addresses, and signatures of all persons voting a provisional ballot and the type of provisional ballot cast. (see sample on page 49)
  
- \_\_\_\_\_ **Notice to Provisional Voters** – a notice given to provisional voters that 1) explains the provisional voting process, 2) informs the voter that she/he will be notified by first class mail whether the ballot was counted, and 3) provides the date for a hearing for the voter if the county board of election commissioners rejects the provisional ballot, 4) provides the address, telephone number, and regular office hours of the county clerk; 5) gives an explanation of how a voter who cast a provisional ballot because the voter failed to verify their voter registration can return to the clerk or the county board to verify their voter registration before Monday at noon following the election (see sample on page 47)
  
- \_\_\_\_\_ **List of Persons Assisting Voters form** – for recording the name and address of any person assisting a voter along with the name of the voter assisted. (see sample on page 37)
  
- \_\_\_\_\_ **Change in Polling Site Authorization form** – for directing a voter to the proper poll and to expedite the process for the voter and poll workers when a voter is at the wrong poll according to the county clerk's office. (see sample on page 31)
  
- \_\_\_\_\_ **Voter Registration Application form** – for the voter to update county voter registration records when the voter's name, address, or birth date differs from the Precinct Voter Registration List
  
- \_\_\_\_\_ **Spoiled Ballot Affidavit** - to record the ballot style number of every spoiled ballot with the signature of the voter spoiling the ballot. (see sample on page 61)

- \_\_\_\_\_ **Voting Machine Complaint form** – to be provided to a voter upon request for the purpose of filing a complaint about the function of a voting machine. (see sample on page 21)
- \_\_\_\_\_ **Abandoned Ballot Log** - to document the handling of ballots of voters who have left the poll without completing the process of casting their ballot. The log documents the time, name of the voter (if known), the names of the poll workers completing the process of casting the ballot, and all other circumstances surrounding a ballot that was abandoned at a scanner or voting machine. (see sample on page 63)
- \_\_\_\_\_ **Poll Workers' Certificate** – to certify after the polls close and voting has terminated that all voting machines were made inaccessible to further voting. (see sample on page 73)

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

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# Attention



**Please Notify a Poll Worker**  
**if you believe that:**

- **You have been given the wrong ballot.**
  - **Your ballot does not contain all the candidate names it should.**
- or**
- **If your “Printed Ballot” does not reflect your choices.**

***Once you have placed your ballot in the slot of the scanner / ballot box it's too late - you have voted!***

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# VOTING MACHINE COMPLAINT FORM

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

Poll workers must forward complaint forms to their county election commission for investigation. A copy of the complaint must also be forwarded to the Elections Division of the Arkansas Secretary of State.

Name of Complainant: \_\_\_\_\_

Address of Complainant: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Complainant: \_\_\_\_\_

Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

Voting Machine Identification #: \_\_\_\_\_

County: \_\_\_\_\_

Poll Name: \_\_\_\_\_ Precinct #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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# DURING VOTING HOURS

This section is intended for poll workers who process voters and contains various procedures related to that process.

The general steps for processing voters can be found on pages 23 – 30. All poll workers, including election judges and sheriffs, should familiarize themselves with these procedures.

Additionally, information regarding special voting procedures (indicated with a black page bleed) are included in this section. Duties associated with these special procedures may be assigned to specific poll workers at a given poll.

These procedures include:

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

Forms associated with relevant procedures are contained within this section.

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## Process Voters

\_\_\_\_\_ **Step 1:** Ask the voter to state his or her name. Use the name to look up the voter registration information.

\_\_\_\_\_ **Step 2:** Ask the voter to state his or her address and date of birth. If using an Electronic Poll Book, it may be necessary to enter the voter's address or date of birth to locate the voter's records. When the voter is found select the voter's name. If a poll watcher challenges the voter, the voter must vote a provisional ballot.

Name	Address	DOB	Status	Issued	IDR	Host St
King Nathaniel Robert	1540 Richmond Drive APT 105	03/25/1985	Active	None		Done
King Nicholas Robert	900 North Leverett Avenue APT 366	09/13/1984	Active	None		Done
King Nicole Micheal	4215 Chrysler Drive APT 4 Fayetteville 72703	05/08/1985	Active	None		Done

Find Voters 205

Name Address ID

Last Name: KING First Name: N Middle Init: Tap here Birth Date: Tap here to enter c Zip Code: Tap here to e

3 voters found

Search County

Clear

Return to Main

1 2 3 4 5 6 7 8 9 0 . Q W E R T Y U I O P - A S D F G H J K L ' back space Z X C V B N M space clear

\_\_\_\_\_ **Step 3:** Verify the information given by the voter is the same as the information on the Precinct Voter Registration (PVR) List.

### IF THE VOTER'S INFORMATION DOES NOT MATCH OR CANNOT BE FOUND:

- **Consult Fail Safe Voting Procedures on page 27** for your specific situation.
- **DO NOT REJECT** any voter asserting they are qualified to vote. All persons asserting that they are qualified to vote must be given a provisional ballot.
- **SECURED VOTER:** If the voter's name and date of birth appear but the address field is blank, refer to the secured voter instructions on page 29.

\_\_\_\_\_ **Step 4:** Check the PVR List for any ID notation ("Flagged Voters").

- If the voter is "Flagged" refer to the steps on **Page 28**.

\_\_\_\_\_ **Step 5:** Ask the voter to verify his or her voter registration with a photo ID.

- All voters must complete this process even if you know them.
- **NOTE:** If the voter is a resident of a long-term or residential care facility, he or she may instead provide documentation signed by the administrator of the facility attesting that he or she is a resident of the facility. These voters must be given a regular ballot.
- **See Page page 29 for a list of acceptable Photo IDs**

\_\_\_\_\_ **Step 6:** Verify the Voter's Registration by checking that the name on the ID is consistent with the name on the PVR list and that the photo on the ID is depicts the voter standing in front of you.

- **Do Not Compare** the address and/or date of birth.
- For more detailed instructions on *How to Verify Voter Registration* see page 37.

*If the ID does not depict the person presenting it or the name does not compare to what is on the poll book, OR if the voter provides NO ID:*

- 1) Mark **"NO ID"** next to the voter's name on the PVR List
- 2) Refer the voter to the Election Judge of the polling site

**\*\* For counties issuing provisional ballots using the Poll Tablets**

\_\_\_\_\_ **Step 7:** If the voter provides a sufficient ID, select the “ID Provided/Issue Regular ballot” box on the PVR List.

\_\_\_\_\_ **Step 8:** Pass the ID to the Poll worker keeping the list of voters to record the voters’ name on the list. (FORM on Page 35).

- The poll worker keeping the list will record the voter’s name and return the ID to the Voter

\_\_\_\_\_ **Step 9: (for Primary Elections only):** Ask the voter to state in which party primary or other election he or she wishes to vote.

- **Additional Guidance on Primary Voters page 30**

\_\_\_\_\_ **Step 9a: (for Primary Elections using Paper Poll Books Only):** Mark the PVR List to indicate what ballot was selected by the voter, such as:

- 1) a Democratic ballot style,
- 2) a Republican ballot style, or
- 3) a Nonpartisan ballot style.

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

\_\_\_\_\_ **Step 9b: (for Primary Runoff Elections only):** Refer to the” notations on the PVR List to determine if the voter is eligible to vote the ballot that he or she is requesting to vote in the runoff election.

- **Additional Guidance on Runoff Ballots page 30**

\_\_\_\_\_ **Step 10:** Select “Capture Signature” on the PVR List and allow the voter to sign.

- **During Early Voting** – if you are not using the electronic poll books or paper poll books, have the voter sign the early voting request form.

\_\_\_\_\_ **Step 11:** Once the signature is captured select the “Print Precinct Bar Code”.

\_\_\_\_\_ **Step 12:** Mark the ID provided Box.

\_\_\_\_\_ **Step 13:** Insert the blank Ballot into the printer.

\_\_\_\_\_ **Step 14:** Provide the ballot to the voter and instruct the voter on where to go next to cast his or her ballot.

The top screenshot shows a software interface with two buttons: "Print Precinct Bar Code" and "Cancel No Ballot Issued". Below the buttons, there is a status bar with text: "BT:91% AC:Plugged In", "Issue: 1 Release: 0 Cancel: 0 Net: 1", and a timestamp "5/16/2017 9:56:04 AM".

The bottom screenshot shows a "Print ExpressVote Activation Card" screen. It includes fields for "Voter Name" (Corley, Debbie Medart) and "Prec Split" (060-023 Cane Hill C). Below these fields, there is a "Prec Name" field with the value "20". At the bottom, there are two checkboxes: "No ID" and "ID Provided". The "ID Provided" checkbox is selected and circled in red. Below the checkboxes, there is a text prompt: "Insert a blank ExpressVote ballot into the printer".

## **Processing Early Voters**

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

- Keep daily records of the number of early ballots cast.

## **USING PRE-PRINTED PAPER BALLOTS**

- Remove the stub.
- Place the stub in the stub box.
- Give the paper ballot to the voter to cast his or her vote.

## **Fail Safe Voting Procedures**

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

**Birth Date Provided by Voter Differs with the PVR List:** If the date of birth provided by the voter differs from the PVR List, the poll worker must request additional identification, ask the voter to complete a Voter Registration Application form to update county records, and then give the voter a **regular** ballot. If no additional ID is provided, give the voter a **provisional** ballot.

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

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

**Address is Not Within the Precinct (does not apply to a vote center county):** If the county clerk's office confirms that the voter is registered and the address is **not** within a precinct assigned to the poll, the poll worker should 1) complete a Change in Polling Site Authorization Form (see sample on page 31), 2) ask the voter to complete a Voter Registration Application form to update county records, 3) direct the voter to his or her correct poll, and 4) instruct the voter to present his or her Change in Polling Site Authorization Form at the voter's new poll to expedite the process. The voter will vote a **regular** ballot at the new and correct poll.

(continued on next page)

## Fail Safe Voting Procedures

**Voter Refuses to Go to the Correct Poll:** If the county clerk's office confirms that the voter is not at the correct poll and refuses to go to the correct poll and asserts that he/she is eligible to vote at that poll, the voter must sign the Eligibility Affirmation and vote a **provisional** ballot. (Follow Provisional Voting Procedures.)

**Voter's Name is Not on the PVR List:** If the voter's name is not on the PVR List, the poll worker must contact the county clerk's office to determine whether the voter is registered and if so on what ballot style the voter is eligible to vote. If the county clerk verifies that the voter is eligible to vote, the voter should be allowed to vote a regular ballot on the style identified by the clerk's office. If the county clerk cannot verify that the voter is eligible to vote and the voter asserts that he or she is eligible, the voter should be allowed to vote provisionally on the ballot style assigned to the address stated by the voter.

**Poll Watcher Challenge:** If a poll watcher gives notice of a challenge before the voter signs the PVR list, the voter must be processed with a provisional ballot.

**"Absentee" Notation on the PVR List:** If the voter has an Absentee notation on the PVR List, an absentee ballot has been delivered to the voter. The voter must vote a **provisional** ballot. (Follow Provisional Voting Procedures.)

**"Ballot Issued" Notation on the PVR List:** If the voter has a Ballot Issued notation on the PVR List, the poll worker should alert the voter that the PVR indicates that he/she may have already voted or voted early. If the voter states he/she has not already voted, they should be offered a **provisional** ballot. (Follow Provisional Voting Procedures.)

## Flagged Voters

**Flagged Voters on the PVR List:** Some voters will be "flagged" on the PVR List to show ID. In most cases, these are first-time voters who did not provide a copy of their ID when they mailed in their voter registration application.

If the voter has a **"MUST SHOW ID"** notation by his or her name on the PVR List, the voter must provide one of the following forms of ID.

Valid forms of ID include: a current and valid photo identification **or** a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.

**If the voter does NOT provide ID**, the poll worker must offer the voter a **provisional** ballot. (Follow Provisional Voting Procedures.)

## Secured Voters

**Secured Voters:** A secured voter is a person who has been the victim of a particular category of crimes or found by a court to require protection such that the voter's address is redacted from the precinct voter registration least that appears on your poll tablet.

### How To Process a Secured Voter:

- Request the voter to state his or her name, address, and date-of-birth aloud. (Secured voters are still required to state their address aloud so that it can be heard by any poll watchers present.)
  - Identify the name and date-of-birth for the voter in the PVR List.
  - **Call the county clerk's office** informing the clerk that you have a secured voter.
  - Provide the name, **address stated by the voter**, and the date-of-birth to the clerk's office who will confirm whether this address stated by the voter is the same as the address recorded in the voter registration records
    - If the clerk's office informs you the address is the same, issue the voter a regular ballot.
    - If the clerk's office informs you the address is the address differs from the voter registration records the Clerk's Office will:
      - Provide you with an updated ballot style for this voter if the ballot is available in your poll;
- OR**
- If the correct ballot is not available at your location, tell you which poll does have the voter's correct ballot style.

## Examples of Voter ID

**"Verification of Voter Registration":** A voter may verify his or her registration by providing a document or photo ID card that is issued by the State of Arkansas, 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 photo ID include, **but are not limited to:**

- An Arkansas driver's license or photo identification card;
- A concealed carry handgun license;
- A U.S. passport;
- A U.S. military ID document;
- A student or employee ID card issued by a postsecondary educational institution;
- A public assistance ID card with photo; or
- A voter ID card, with photo, issued by the county clerk.

**Documentation from the administrator of a long-term care or residential care facility** will be provided on a form provided by the Arkansas Secretary of State's office.

## Additional Guidance on Runoff Ballots (when using a paper poll book)

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

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

**Voter Did Not Vote in the Primary:** The voter may vote in the Democratic or Republican runoff election.

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

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

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

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

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

## Additional Guidance on Primary Voters

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

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

## CHANGE IN POLLING SITE AUTHORIZATION FORM

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

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

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

Date of Election: \_\_\_\_\_

Name of Voter: \_\_\_\_\_

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

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

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

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

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

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

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

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# **CROSSOVER VOTING IS A CRIME**

## **VOTERS:**

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

*[A.C.A. §7-1-103(a)(19)(B), (b)]*

## **POLL WORKERS:**

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

*[A.C.A. §7-1-104(a)(13), (14), (b)]*

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# LIST OF VOTERS

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

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

Date: \_\_\_\_\_

Poll Name: \_\_\_\_\_

County: \_\_\_\_\_

Precinct #(s): \_\_\_\_\_

## NAME OF VOTER


## NAME OF VOTER


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

\_\_\_\_\_  
Signature of Poll Worker

\_\_\_\_\_  
Signature of Poll Worker

\_\_\_\_\_  
Signature of Poll Worker

\_\_\_\_\_  
Signature of Poll Worker

\_\_\_\_\_  
Signature of Poll Worker

\_\_\_\_\_  
Signature of Poll Worker

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## **How to Verify Voter Registration**

The photo identification shall be used to verify the name and appearance of the voter. The Precinct Voter Registration List shall be used to verify the address of the voter by comparing the voter's address on the list to the address stated by the voter.

The election official verifying the voter registration of a voter shall:

- (1) Verify that the name on the photo identification is consistent with the name on the Precinct Voter Registration List, allowing for abbreviations and nicknames;
- (2) If the name is consistent, compare the photograph to the voter to determine whether the voter is the person depicted in the photograph, given reasonable allowances for changes in hair color, glasses, facial hair, cosmetics, weight, age, injury and other physical characteristics;
- (3) If the election official is satisfied that the voter is the person depicted in the photograph and the name is consistent with the name on the Precinct Voter Registration List, then issue the voter a regular ballot;
- (4) If the name appearing on the voter's photo identification varies in part from the name on the Precinct Voter Registration List or the name as stated by the voter, an election official should issue a regular ballot only if the variation can be explained as an abbreviation of a given name, the inclusion of a nickname on the photo identification where the name still bears substantial similarity to the voter's name on the Precinct Voter Registration List, a lawful change in the voter's name due to marriage or divorce, or other similar circumstances which satisfy that the voter is the person depicted in the photograph so long as the name still bears substantial similarity to the voter's name on the Precinct Voter Registration List and all variations are explained;
- (5) If the variation is due to a change in the voter's name and the name reflected on the Precinct Voter Registration List is the voter's old name, the voter should only be issued a ballot after the voter completes a voter registration application form for the purpose of updating the voter's information;
- (6) If the election official determines that the photo identification presented does not depict the voter or the name of the voter on the Precinct Voter Registration List is insufficiently similar to the name appearing on the photo identification, the question of whether the voter is permitted to cast a regular ballot shall be referred to the election judge\* of that polling site who shall resolve any marginal cases of identity in favor of the voter; and
- (7) If the election judge\* agrees that the photo identification does not depict the voter or that the name that appears on the photo identification is insufficiently similar to the name on the Precinct Voter Registration List, the voter will have failed to verify his or her voter registration and the poll worker shall offer the voter a provisional ballot.

The election judge\* at any polling site is the election official who is in charge of that polling site regardless of the title used locally to reference this election official.

## **Procedures for Assisting Voters**

\_\_\_\_\_ **Step 1:** Keep a list of all voters assisted. (see the List of Persons Assisting Voters form on page 39)

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

\_\_\_\_\_ **Step 3a:** Record the name and address of the person chosen by the voter to assist.

**OR** (*If assisted by Poll Workers*)

\_\_\_\_\_ **Step 3b:** Record the names of the two poll workers who assisted the voter.

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

*\*\* At the time of publication, the limits on non-election officials assisting voters is the subject of pending litigation.*

### **Important Reminders on Voter Assistance:**

- 1) A voter must **personally** request assistance in casting his or her ballot.
- 2) A poll watcher **cannot** suggest to a voter that he or she does or does not need assistance.
- 3) A poll worker **cannot** suggest to a voter that he or she does or does not need assistance.
- 4) Ballots **cannot** be taken outside of the polling room during voting hours.

Examples and other information regarding voter assistance may include the following:

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

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

**Voter Needs Assistance to Cast a Ballot:** Two poll workers or a person of the voter's choice may assist the voter in casting his or her ballot. When poll workers assist the voter, one poll worker will assist and the other will observe without comment or interpretation. Any person selected and named by the voter may assist the voter in casting either a paper or machine ballot. The assistant should do so without comment or interpretation.

**Service Animals Allowed:** A service animal assisting a voter with a physical disability is allowed in the poll.

## LIST OF PERSONS ASSISTING VOTERS

Arkansas Code Annotated § 7-5-310(b)(5) requires poll workers at the polling sites to make and maintain a list of the names and addresses of all persons assisting voters. Two poll workers must assist a voter. Both poll worker names shall be listed in the first column.

**Date of Election:** \_\_\_\_\_ **Poll Name:** \_\_\_\_\_

**County:** \_\_\_\_\_ **Precinct #(s):** \_\_\_\_\_

No.	Name of Person (or poll workers) Assisting Voter	Address of Person Assisting Voter	Name of Voter Assisted
1.			
2			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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## **Procedures for Casting a Provisional Ballot**

When there is a question concerning a voter's eligibility or the voter fails to verify his or her voter registration, a provisional ballot is cast by special procedures as follows.

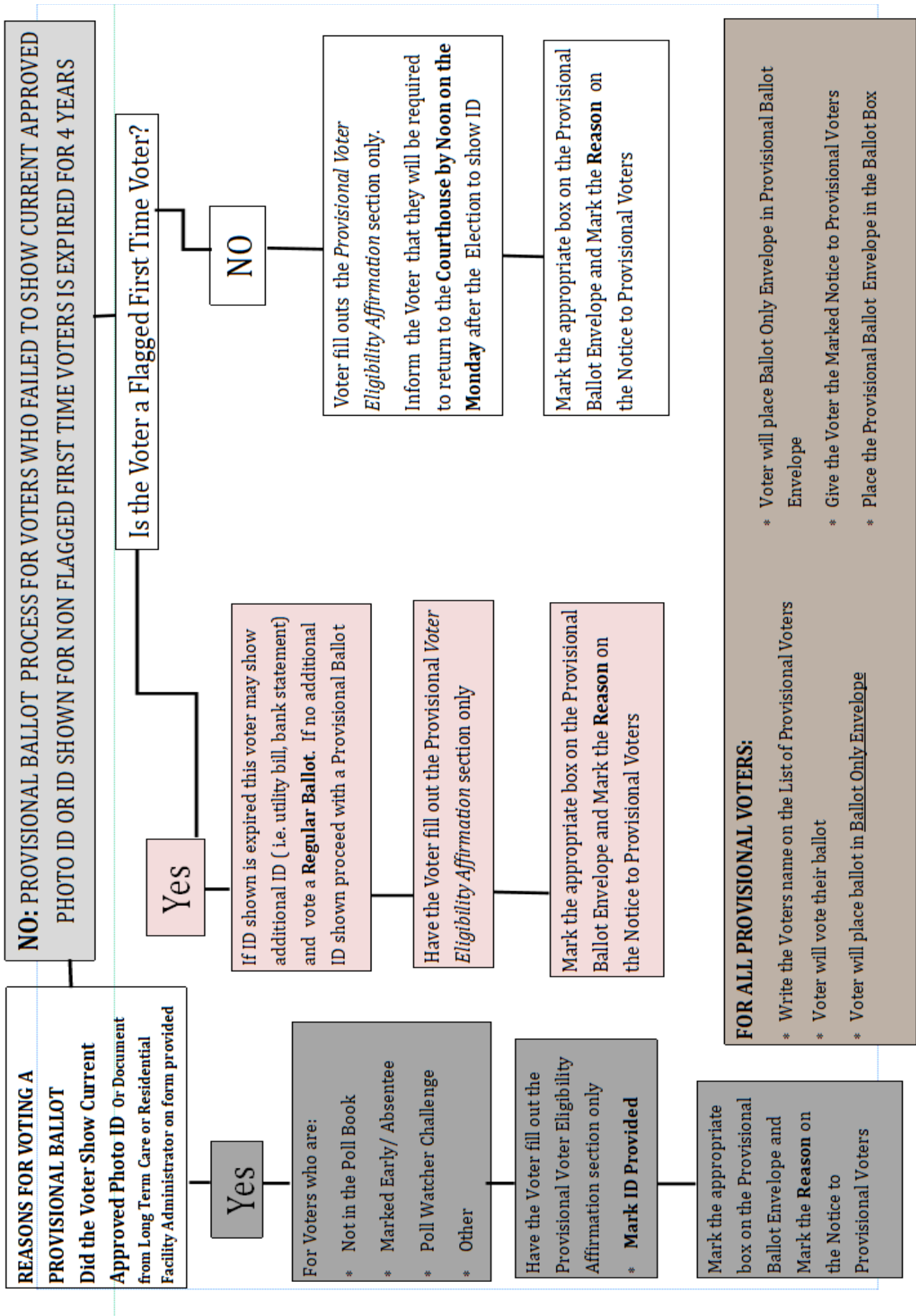
If the Poll Worker determines the photo ID provided by the voter does not compare to the voter presenting it, the voter shall be referred to the election judge of the polling site. The election judge shall compare the name of the voter to what is listed in the PVR and determine whether the photo depicts the person. The election judge shall resolve any marginal cases of identity in favor of the voter.

- \_\_\_\_\_ **Step 1:** A poll worker must inform the voter that he or she may cast a provisional ballot.
- \_\_\_\_\_ **Step 2:** The provisional voter must sign, and the poll worker must record the voter's name, address, and type of provisional ballot cast on the List of Provisional Voters form (see the form on page 47)
- \_\_\_\_\_ **Step 3:** The poll worker must enter the relevant information above the Eligibility Affirmation located on the Provisional Voter Envelope including the voter's name, address, and date of birth. (If the Name and Address stated by the voter differs with the information in the PVR list, enter the information from the PVR list under "Prior Name" or Prior Address.")
- \_\_\_\_\_ **Step 3a:** If the voter is voting a Provisional Ballot due to a Poll Watcher challenge, then the poll worker must provide the provisional ballot envelope to the poll watcher, so that the poll watcher may complete the Challenged ballot section of the provisional ballot envelope.
- \_\_\_\_\_ **Step 4:** The voter must review and sign the Eligibility Affirmation located on the Provisional Voter Envelope.
- \_\_\_\_\_ **Step 5:** If the voter is voting provisionally for a reason other than the failure to show an photo ID, and this process has not already been completed, the poll worker must require the voter to provide a photo ID and indicate whether an ID was provided on the provisional ballot envelope.
- \_\_\_\_\_ **Step 6:** The poll worker must then Verify the Voter's Registration by checking that the name on the ID is consistent with the name on the PVR list and that the photo on the ID depicts the voter.
- **Do Not Compare** the address and/or date of birth.
  - For more detailed instructions on *How to Verify Voter Registration*, see page 37.
  - If a voter fails to satisfy the photo ID requirement, this will create a second reason that the voter is required to cast a provisional ballot.
- \_\_\_\_\_ **Step 7:** The poll worker must sign on the "witnessed by" signature field next to the voter's signature to indicate that the poll worker witnessed the voter sign this affirmation.

- \_\_\_\_\_ **Step 8:** The poll worker must mark the reason (or reasons) the voter was required to vote a provisional ballot in the “Reasons for Provisional Voting” box.
- \_\_\_\_\_ **Step 9:** The poll worker must document the ballot style issued to the voter in the “Ballot Style” box and sign the ballot style statement.
- \_\_\_\_\_ **Step 10:** The poll worker must 1) initial the back of a paper ballot, 2) remove the ballot stub, and 3) place the stub into the stub box, or issue the ballot used on the ballot marking device.
- \_\_\_\_\_ **Step 11:** The voter may then mark the ballot and must 1) place the provisional ballot in a ballot secrecy envelope that is marked Provisional Ballot and seal the envelope, 2) place the sealed Provisional Ballot envelope into his or her Provisional Voter Envelope, and 3) seal the Provisional Voter Envelope and give it to the poll worker.
- \_\_\_\_\_ **Step 12:** The poll worker must provide the provisional voter with a copy of a notice that 1) explains the provisional voting process, 2) informs the voter that they will be notified by first class mail whether their ballot was counted, 3) provides the date for a hearing for the voter if the county election commission rejects the provisional ballot, 3) contains the address, telephone number and regular office hours of the county clerk, and 4) includes an explanation of how a voter who cast a provisional ballot because the voter failed to verify their voter registration can return to the clerk or the county board to verify their voter registration before Monday at noon following the election (see the Notice to Provisional Voters on page 47).
- \_\_\_\_\_ **Step 13:** The poll workers must keep all provisional ballots secured and separate from other ballots by placing the Provisional Voter Envelopes in a secure container.
- \_\_\_\_\_ **Step 14:** The poll workers must forward the secured container to the county election commission after the poll closes

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

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



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# 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

Rev: 8/24/21

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# 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.



## 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.**

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

Date of Election: \_\_\_\_\_

Poll Name: \_\_\_\_\_

[illegible]

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

Commissioner Signature

Commissioner Signature

Commissioner Signature

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## **Poll Watchers and Vote Challenges**

Every poll watcher at the poll during voting hours must present a file-marked Poll Watcher Authorization Form to a poll worker immediately upon entering the poll. (see sample on page 53)

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

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

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

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

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

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

**Poll Watcher Challenges:** A poll watcher may challenge a voter only on the grounds that the voter is not eligible to vote in the precinct or that the voter has previously voted at that election. The poll watcher must 1) notify a poll worker of the challenge **before** the voter signs the PVR List, and 2) complete the Challenged Ballot Form section located on the Provisional Voter Envelope, and 3) the voter's ballot must be processed as a provisional ballot. (see Provisional Voting Procedures)

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# POLL WATCHER AUTHORIZATION FORM

[A.C.A. § 7-5-312]

## Representative of a Candidate

I, \_\_\_\_\_, state that I am a candidate for the office of \_\_\_\_\_ in the \_\_\_\_\_ election. I further state that I have designated \_\_\_\_\_ as my authorized representative at the election at polling sites \_\_\_\_\_ and absentee ballot processing sites \_\_\_\_\_ in \_\_\_\_\_

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

## Representative of a Group

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

## Representative of a Party

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

### Signature of Candidate, Group Representative, or Chair/Sec. of the State/Cnty Committee

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

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

### Signature of Poll Watcher

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

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

### Signature of County Clerk

## **POLL WATCHER RIGHTS AND RESPONSIBILITIES**

A poll watcher may be:

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

Official recognition of poll watchers:

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

Poll watcher credentials:

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

Poll watchers may:

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

Poll watchers representing a candidate or political party may:

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

Poll watchers may not:

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

## **Electioneering**

Electioneering includes 1) handing out literature on any candidate or issue on the ballot, 2) soliciting signatures on any petition, 3) soliciting contributions, and 4) attempting to win votes by wearing or displaying campaign buttons, caps, shirts, signs, or other articles of influence. (see notice on page 57)

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

No person shall enter or remain in an area within 100 feet of the primary exterior entrance where voting is taking place except to enter or leave the building for lawful purposes.

### **Suggestions for Monitoring and Preventing Electioneering:**

The State Board suggests that poll workers:

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

## **Exit Polls**

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

## **Conflict Resolution**

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

- \_\_\_\_\_ **Step 1:** Remain calm.
- \_\_\_\_\_ **Step 2:** Turn the problem over to another poll worker, if necessary.
- \_\_\_\_\_ **Step 3:** Call your county election commission or local law enforcement agency, if necessary.

\_\_\_\_\_ **Step 4:** Move any disturbance outside the immediate voting area, if possible.

\_\_\_\_\_ **Step 5:** Document problems.

### **People Allowed in Polls During Voting Hours:**

Only the following people are allowed in the polls during voting hours:

- Election Officials
- Poll Watchers
- Voters
- Persons who are not eligible to vote in the care of voters
- Persons who are lawfully assisting a voter
- Law enforcement and other emergency personnel
- Monitors authorized by the State Board of Election Commissioners or a federal agency
- Persons with business in the building (they must go directly to and from business)
- Persons assisting the County Board of Election Commissioners
- Persons authorized by the State or County Board of Election Commissioners

Immediately contact local election authorities regarding emergencies or to report persons disrupting the election process.

# **NOTICE ON ELECTIONEERING**

**ELECTIONEERING** means the display of, or audible dissemination of, information that advocates for or against any candidate, issue, or measure on a ballot.

**ELECTIONEERING** includes:

- **Handing out, distributing, or offering to hand out or distribute campaign literature or literature regarding a candidate, issue, or measure on the ballot;**
- **Soliciting signatures on any petition;**
- **Soliciting contributions;**
- **Displaying a candidate's name, likeness, or logo;**
- **Displaying a ballot measure's number, title, subject, or logo;**
- **Displaying or dissemination of buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information; and**
- **Disseminating audible electioneering information.**

## **PROHIBITION**

**Arkansas Code 7-1-103 and 7-1-104 prohibit electioneering in the building or within 100 feet of the primary exterior entrance used by voters in which voting is taking place, or with persons standing in line to vote. Also, a person shall not enter or remain in the area except for the purpose of entering or leaving the building for lawful purposes where voting is taking place.**

## **PUNISHMENT**

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

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## **Procedures for Handling Spoiled Ballots**

If a voter spoils a paper ballot, the voter may return the paper ballot to a poll worker.

- \_\_\_\_\_ **Step 1:** Stamp **CANCELLED** on the face of the ballot, then print and sign your name
- \_\_\_\_\_ **Step 2:** Record the date and time next to the word **CANCELLED** and place the spoiled ballot in an envelope marked Spoiled Ballot.
- \_\_\_\_\_ **Step 3:** Record the spoiled ballot's ballot style number on the Spoiled Ballot Affidavit.
- \_\_\_\_\_ **Step 4:** Have the voter sign the Spoiled Ballot Affidavit **before** issuing a replacement ballot to the voter. A voter may be issued no more than three ballots in all.
- \_\_\_\_\_ **Step 5:** Preserve spoiled ballots separately from other ballots for return to the county election commission.

## **Procedures for Handling Abandoned Ballots**

### **Ballots Abandoned on a Ballot Marker or Tabulator:**

If a ballot is abandoned on a piece of voting equipment by a voter who has left the poll without telling a poll worker to cancel the ballot, **two** poll workers must:

- \_\_\_\_\_ **Step 1:** Complete the process of casting the ballot.
- \_\_\_\_\_ **Step 2:** Document -
  - 1) the name of the voter,
  - 2) the names of the two poll workers completing the process of casting the ballot,
  - 3) the time, and
  - 4) all circumstances involved (see the Abandoned Ballot Log on page 63).

### **Paper Ballots Abandoned in the Poll:**

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

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

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

**Paper Ballots Abandoned in the Electronic Scanner:**

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

\_\_\_\_\_ **Step 1:** Override warnings on the scanner.

\_\_\_\_\_ **Step 2:** Complete the process of casting the ballot.

\_\_\_\_\_ **Step 3:** If the ballot will not be accepted by the scanner, place the ballot in the Emergency Ballot slot and document this on the Abandoned Ballot Log

\_\_\_\_\_ **Step 4:** Document 1) the name of the voter, 2) the names of the two poll workers completing the process of casting the ballot, 3) the time, and 4) all circumstances involved (see the Abandoned Ballot Log on page 63).

## SPOILED BALLOT AFFIDAVIT

Date: \_\_\_\_\_ Poll Name: \_\_\_\_\_

County: \_\_\_\_\_ Precinct #(s): \_\_\_\_\_

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

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

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

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# ABANDONED BALLOT LOG

County: _____			
Date of Election: _____		Name of Election: _____	
Precinct Number(s): _____		Polling Location Name: _____	
<p align="center"><b>PAPER BALLOT REJECTED BY SCANNER AND ABANDONED BY VOTER</b></p> <p>According to Arkansas Code Annotated § 7-5-309, if a paper ballot is abandoned in the receiving part of an electronic vote tabulating device by a voter who has left the poll without telling a poll worker to cancel or replace the ballot, two (2) poll workers should override warnings on the scanner, complete the process of casting the ballot, and document the name of the voter, the names of the two (2) poll workers completing the process of casting the ballot, the time, and all circumstances involved. <b>POLL WORKERS SHOULD NOT CAST PAPER BALLOTS ABANDONED ELSEWHERE IN THE POLL SUCH AS ON THE FLOOR OR IN A VOTING BOOTH. SEPARATE PROCEDURES HAVE BEEN PROVIDED FOR THOSE BALLOTS.</b></p>			
Name of Voter (if known)	Time	Names of Poll Workers	Circumstances
		1.	
		2.	
		1.	
		2.	
		1.	
		2.	
		1.	
		2.	
		1.	
		2.	
<p align="center"><b>ELECTRONIC BALLOT ABANDONED ON A VOTING MACHINE</b></p> <p>According to Arkansas Code Annotated § 7-5-522, if an electronic ballot is abandoned on a voting machine by a voter who has left the poll without telling a poll worker to cancel the ballot, two (2) poll workers should complete the process of casting the ballot, and document the name of the voter, if known, the names of the two (2) poll workers completing the process of casting the ballot, the time, and all circumstances involved.</p>			
Name of Voter (if known)	Time	Names of Poll Workers	Circumstances
		1.	
		2.	
		1.	
		2.	
		1.	
		2.	
		1.	
		2.	
		1.	
		2.	

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# CLOSING THE POLLS

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

Specifically, this section contains information about:

- **Closing voting machines;**
- **Closing electronic vote tabulating devices;**
- **Counting paper ballots by hand at the poll;**
- **Securing paper ballots for transport to the election commission; and**
- **Delivering election materials to the county election commission and county clerk**

Forms and postings associated with relevant procedures are contained within this section.

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## **Close the Poll**

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

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

## **Closing Electronic Poll Books**

- \_\_\_\_\_ **Step 1:** From the "Find Voters" screen select "Return to Main."
- \_\_\_\_\_ **Step 2:** Select "Close the Polls"
- \_\_\_\_\_ **Step 3:** Once Close the Polls has been tapped, the tablet will start the closing process select "Yes" when prompted.
- \_\_\_\_\_ **Step 4:** If your county requires that you record the number of votes recorded on the tablet do so now.
- \_\_\_\_\_ **Step 5:** Select "Log Out"
- \_\_\_\_\_ **Step 6:** Enter the Supervisor password when Prompted: \_\_\_\_\_.
- \_\_\_\_\_ **Step 7:** Select "OK – Perform Supervisor Function"
- \_\_\_\_\_ **Step 8:** Select "yes" when asked do you want to log out.
- \_\_\_\_\_ **Step 9:** Select "yes" when asked "Would you like to shut down the tablet?"

\*\*\* *The instructions below are for counties that have received the new ExpressPoll Tablets..*

- \_\_\_\_\_ **Step 1:** Go to "Search for Voter" screen
- \_\_\_\_\_ **Step 2:** Go to "Monitor Polls"
- \_\_\_\_\_ **Step 3:** Follow instructions on the Totals Page
- \_\_\_\_\_ **Step 4:** Select "Close Polls"
- \_\_\_\_\_ **Step 5:** Follow the Prompts
- \_\_\_\_\_ **Step 6:** Select "Yes" when asked if you want to sign out.
- \_\_\_\_\_ **Step 7:** Select "Shut Down"
- \_\_\_\_\_ **Step 8:** Follow the Prompts
- \_\_\_\_\_ **Step 9:** Select "Yes" when asked if you are sure you want to shut down.

## **ExpressVote Ballot Markers**

The following is simple steps of the Closing of the ExpressVote Ballot Markers. For more detailed instructions on closing refer to your local Election Commissioners.

### **Closing the Polls**

- \_\_\_\_\_ **Step 1:** Remove Seal and then unlock the Security Access Door on the left side
- \_\_\_\_\_ **Step 2:** Turn the power switch to Off
- \_\_\_\_\_ **Step 3:** Wait until the ExpressVote completely shuts down.(do not remove USB until complete
- \_\_\_\_\_ **Step 4:** Remove the USB media device/thumb-drive from the ExpressVote
- \_\_\_\_\_ **Step 5:** Place all the sticks from the ExpressVotes in a secure container
- \_\_\_\_\_ **Step 6:** Lock the security access door on the left side of the machine using the barrel key.
- \_\_\_\_\_ **Step 7:** Fold in the privacy screens and lock the front panel.
- \_\_\_\_\_ **Step 8:** Unplug and roll up the power cords

## **DS200 Ballot Tabulators**

The following is a simple guide of the closing of the DS200 tabulators. For more detailed instructions on closing refer to your local Election Commissioners.

- \_\_\_\_\_ **Step 1:** Record the Public Count number from the Totals Page
- \_\_\_\_\_ **Step 2:** Open the small door in front of the screen and push the Close Polls button
- \_\_\_\_\_ **Step 3:** Touch the Close Polls button on the screen
- \_\_\_\_\_ **Step 4:** Three results tapes will automatically print
- \_\_\_\_\_ **Step 5:** Sign the 3 tapes and post one copy to the polling room wall
- \_\_\_\_\_ **Step 6:** Tap Finished Turn Off button on the screen

## **Counting Paper Ballots by Hand (if applicable)**

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

- \_\_\_\_\_ **Step 1:** Witness the counting of the ballots.
- \_\_\_\_\_ **Step 2:** Open the ballot box.
- \_\_\_\_\_ **Step 3:** Count each ballot in turn or count by offices and issues.
- \_\_\_\_\_ **Step 4:** Keep separate tally lists of votes cast for each candidate or issue.
- \_\_\_\_\_ **Step 5:** Complete Certificates of Election Results in triplicate.
- \_\_\_\_\_ **Step 6:** Post one copy of the Certificates of Election Results outside the poll.

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

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

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

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

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

## **Secure Paper Ballots for Transporting**

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

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

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

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

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## Account for Unused Pre-Printed Paper Ballots

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

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

**FOR EXAMPLE:**

Ballots for Precinct 001 quantity 110 serial number 0012490 through 0012599

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

**Total number of paper ballots not used at the polling site:** \_\_\_\_\_

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# POLL WORKERS' CERTIFICATE

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

Name of Election: \_\_\_\_\_

Date of Election: \_\_\_\_\_ County: \_\_\_\_\_

Polling Location Name: \_\_\_\_\_

Precinct Number(s): \_\_\_\_\_

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

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

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

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Poll Worker Signature

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Poll Worker Signature

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Poll Worker Signature

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Poll Worker Signature

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Poll Worker Signature

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Poll Worker Signature

**Return signed certificate to County Election Commission with election materials.**

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## **Depart the Poll**

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

\_\_\_\_\_ **Step 1:** Consult and follow any specific instructions from the county election commission.

\_\_\_\_\_ **Step 2:** Remove all postings from the walls, except those required to remain posted.

\_\_\_\_\_ **Step 3:** Collect the VOTE HERE signs from the street.

\_\_\_\_\_ **Step 4:** Collect all supplies and election materials.

\_\_\_\_\_ **Step 5:** Put the polling site back in order.

\_\_\_\_\_ **Step 6:** Seal stub boxes for transport (if applicable).

\_\_\_\_\_ **Step 7:** Deliver to the County Clerk: (or CBEC for delivery to the Clerk)

\_\_\_\_\_ 1) The 2<sup>nd</sup> copy of the Certificates of Election Results

\_\_\_\_\_ 2) One copy of tally sheets, if any

\_\_\_\_\_ 3) The List of Voters Form

\_\_\_\_\_ 4) The PVR Lists

\_\_\_\_\_ 5) Voter Registration Application forms

\_\_\_\_\_ 6) Any other record-keeping supplies

\_\_\_\_\_ **Step 8:** Deliver to the County Election Commission:

\_\_\_\_\_ 1) **One completed copy of this Poll Worker Guide and Checklist**

\_\_\_\_\_ 2) Sealed packages containing activation devices used to collect votes and the certified return records (obtain a receipt for the sealed packages)

\_\_\_\_\_ 3) Voted paper ballots in a secured container with a numbered seal

\_\_\_\_\_ 4) Secured unused ballots

\_\_\_\_\_ 5) Secured provisional ballots

\_\_\_\_\_ 6) Secured cancelled ballots

\_\_\_\_\_ 7) Secured defective ballots

\_\_\_\_\_ 8) Election supplies and materials

\_\_\_\_\_ 9) The 3<sup>rd</sup> copy of the Certificates of Election Results

\_\_\_\_\_ 10) One copy of any tally sheets

\_\_\_\_\_ 11) Other election returns

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## **Ballot Accounting Form**

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

### **Check Your Calculations:**

\_\_\_\_\_ The total number of paper ballots used and recorded under “c” should equal ( $d + e + f + g$ )

\_\_\_\_\_ The total number of non-provisional paper ballots cast under “g” should equal “k”

\_\_\_\_\_ The total number of voters recorded under “j” should equal the sum of “l” plus “m”

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