

# 2022 Poll Worker Training



Provided by the:  
State Board of Election Commissioners  
501 Woodlane – Suite 122 South  
Little Rock, AR 72201  
501-682-1834  
1-800-411-6996

# You're the Teacher!

- Think about how you will present this material to your county's poll workers
- Use the Training Guide:
  - Have the poll workers follow along in guide
- Ensure you have audio speakers connected to the computer operating the presentation
- Any changes to this presentation need to be approved by the SBEC
  - Other than the inclusion of local procedures

# Agenda

- ▶ **General Session**
  - ▶ Designed for Clerks checking in voters or assisting in the operation of voting equipment
- ▶ **Advanced Session**
  - ▶ Designed for poll workers in supervisor positions or poll workers responsible for opening and closing the poll and provisional voting
- ▶ **Part Three**
  - ▶ Absentee Ballot Clerks



# Poll Worker Qualifications

## MUST

- Be a qualified elector\*
- Be able to read & write English
- Be a resident of the county
- Take oath prior to serving in your official capacity
- Attend mandatory training conducted by SBEC

IF YOU BELIEVE YOU MAY NOT MEET ANY OF THESE REQUIREMENTS, PLEASE LET THE PRESENTER KNOW NOW OR AT A BREAK.

## MUST NOT

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

# Before Opening the Polls

- ▶ This section provides general information for all poll workers while more detailed instructions for opening the poll will be provided in the afternoon session.
- ▶ Specifically, we'll cover:
  - Addressing problems
  - Administering the oath;
  - Arranging the poll;
  - Locating supplies, postings, and forms.



# What to Do If... - P.3

- If you arrive and have issues you cannot address, please contact your County Election Officials:
  - CBEC Members
  - Election Coordinator
  - County Clerk

## 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)

# Before Any Official Duties - P.5

- All poll workers are required to take an Oath before they begin serving in your office
- The Oath should be stated aloud to another poll worker
- You MUST sign under the Oath
- If you do not have four poll workers, one of which is a Poll Judge, then contact the CBEC immediately P.3

## 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.

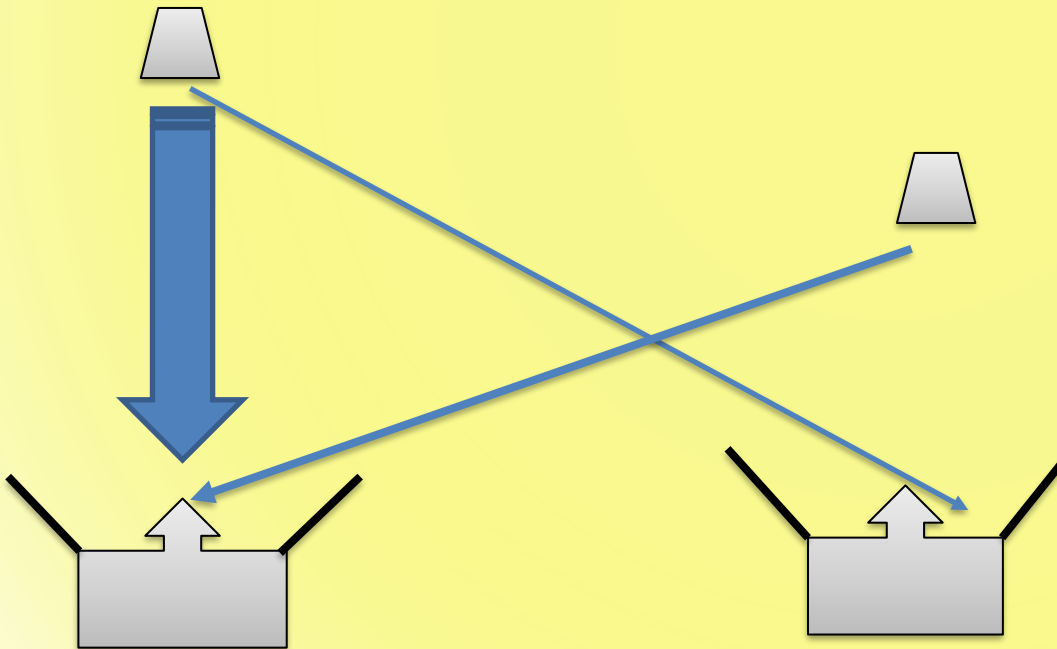
# Before Opening the Polls



- ▶ **Ensure Your Poll Is Accessible to Disabled Voters**
  - ▶ Consult local instruction from your CBECE
- ▶ **Arrange the poll**
  - Ensure privacy and accessibility
  - No one within 6 feet of machine

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

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





# Before Opening the Polls

## ▶ Activate voting equipment

- At least **ONE** accessible voting machine per poll is **required**
- Generate zero tape(s)
- **ALL** poll workers must **sign** the zero tape(s)
- Post the zero tape(s) on polling room wall

## ▶ Inspect supplies

## ▶ Post required information

- Notice of Election – Sample Ballots – Voting Instructions – Voting Rights Poster – State/Federal Election Law Poster – List of Registered Voters by Precinct – Poll Watcher Rights and Responsibilities, etc.

## ▶ Locate forms

- PVR List – Lists of Voters – Notice to Provisional Voters – Assisting Voters – Change in Polling Site Authorization – Voter Machine Complaint, etc.

# Open the Poll

- ▶ Poll workers recommended to arrive around **6:30am**
- ▶ Open promptly at **7:30am**
- ▶ Keep open continuously until **7:30pm**



# WHAT IF – Problems Opening the Poll

- **What if the Poll Tablets cannot be connected to the internet?**
  - Open the poll to voting at 7:30am
  - Use the tablets in offline mode
  - Report the problem immediately to the CBEC or designated contact
- **What if the Poll Tablets fail entirely?**
  - Open the poll to voting at 7:30am
  - **Open the poll using the paper backups, if available**
  - IF no PVR List is available, check in voters by calling the county clerk's office
  - Report the problem immediately to the CBEC or designated contact

# WHAT IF – Problems Opening the Poll

- **What if the DS200 Tabulator fails or isn't available at 7:30am but the ballot markers are working?**
  - Open the poll to voting at 7:30am
  - **Place voted ballots in the emergency slot until the tabulator is operational**
  - Report the problem immediately to the CBEC or designated contact



# WHAT IF – Problems Opening the Poll

- **What if the ballot markers are not functioning?**
  - Open the poll to voting at 7:30am
  - **Allow voters to vote on any provisional paper ballots that are available and cast them in the emergency slot**
  - Report the problem immediately to the CBEC or designated contact
  - If you cannot reach the county election officials, **call the SBEC or Secretary of State!**
    - Our phone number is located on the PW Guide and Checklist

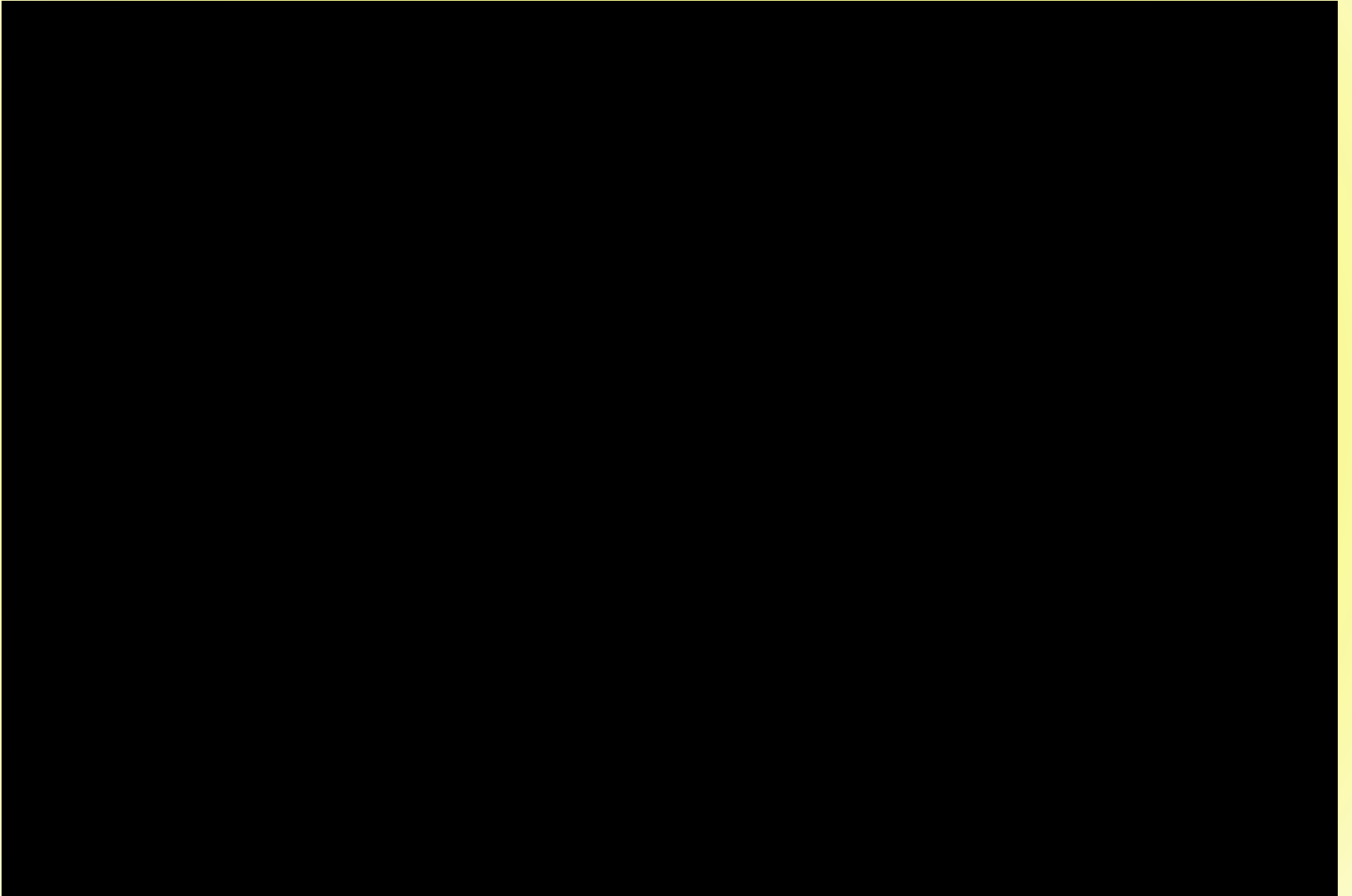


# During Voting Hours

- ▶ This section is intended for poll workers who process voters and contains general information that all poll workers should familiarize themselves with.
- ▶ We'll talk about the steps for processing voters and what to expect on Election Day.



# Video 1 – Voting Process



# How to Process Voters into the Poll

## (STEP 1-3) P.25

- **Step 1: Ask the voter to state his or her name aloud**
  - Enter the name into the tablet to find the PVR List Entry for the voter and select the voter's entry when it is found
  - If multiple voters have the same name, it may be necessary to enter their date of birth also
- **Step 2: Ask the voter to state his or her address and date of birth aloud**
  - Poll Watchers must be able to hear the information and have the opportunity to object
  - **DO NOT use a Photo ID to obtain this information**
- **Step 3: Verify that the information given by the voter is the same as the information in the PVR List (tablet)**



## How to Verify the Name Step 3 (Supplemental) P.25

- If the voter's name varies slightly, but the name is comparable, then move forward
  - Abby vs. Abigail
  - Bill vs. William
- If the voter's name has changed due to marriage, divorce, adoption, etc., then the voter must complete a Voter Registration Application (**Votes a Regular Ballot**)

## How to Verify the DOB

### Step 3 (Supplemental) P.25

- If the date of birth is incorrect in the Poll Book, but the voter asserts this is a clerical error, then continue with the Photo ID process
  - Provides Photo ID\* (**Showing the DOB stated by the voter**) – Have voter complete a Voter Registration Application and issue a **Regular Ballot**
  - Does NOT Provide Photo ID – Have the voter vote a **Provisional Ballot**

\* Part of Lawsuit

## How to Verify the Address Step 3 (Supplemental) P.25


- If the address stated by the voter differs from the address in the PVR List (tablet), **the matter should be referred to the Poll Judge.**
- This process will be addressed in more detail in the afternoon session.

# How to Process Voters into the Poll

## Step 4 - P.25

- Check to see whether the voter is “flagged”
  - Flagged voters have Special ID Requirements:
    - Must show a **CURRENT** Driver License - **NOT EXPIRED**
- OR**
- Must show one of the following: Current utility bill, bank statement, government check, paycheck, or other government document that shows:
    - Voter's **Name** and **Voting Address**

Find Voters						205
Name	Address	DOB	Status	IDR	Issued	
Wyatt Lee G	625 W Dickson St APT 6 Fayetteville 72701		Ineligible		None	
Wyatt Letitia Marie	12516 Lockhart Rd West Fork 72774		Inactive	Flagged First Time Voter		



# How to Process Voters Into the Poll

## STEP 5-6 - P.25

- **Step 5: Ask the voter to provide a Photo ID**
  - **Step 6: Use the Photo ID to:**
    - **Compare the photo on the ID to the person standing in front of you**
- AND**
- **Compare the name on the ID to the name in the PVR List (tablet)**
  - **DO NOT compare the address on the ID to the address in the PVR List**

# Requirements for the Photo ID

## Step 5-6 (Supplemental) P.25

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

- The **United States**,
- The **State of Arkansas**,
- Any **Postsecondary Educational Institution accredited in the State**, or
- The **County Clerk** (for voting purposes only ID)
  - If the Photo ID displays an expiration date, it must either be **current or not expired more than four years before the date of the election** in which the person seeks to vote

# Requirements for the Photo ID

## STEP 5-6 (Supplemental) P.25

**Examples of acceptable Voter IDs include** (but are not limited to):

- ✓ An Arkansas driver's license;
  - ✓ A concealed carry handgun license;
  - ✓ A US passport;
  - ✓ An employee badge or ID document issued by the State of **Arkansas**, the **federal government**, or a **postsecondary educational institution located in Arkansas**;
  - ✓ A US military ID document;
  - ✓ A **student** ID card issued by a postsecondary educational institution;
  - ✓ A public assistance ID card; or
  - ✓ A voter ID card issued by the county clerk.
- **EXCEPTION:** Voters who live in a long-term or residential care facility licensed by the state may show **documentation from the administrator (Documentation of Residency)** attesting that the voter is a resident of the facility

## DOCUMENTATION OF RESIDENCY

(Rev. 08-2017)

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

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

Resident's Name: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

\_\_\_\_\_

I attest the following:

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

Administrator Name (Printed): \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

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



# Assessing Validity of ID

## Step 5-6 (Supplemental) P.37

The poll worker must:

- Verify that the **name on the ID is consistent** with the name in the Poll Book while **allowing for** abbreviations, nicknames, and name changes;
- If the name is consistent, **compare the photograph** to the voter to determine whether the voter is the person depicted in the photograph **while considering changes** in hair color, glasses, facial hair, cosmetics, weight, age, injury, and other physical characteristics;
- If the poll worker is **satisfied** that the voter is the person depicted in the photograph and the name is consistent with the name in the Poll Book, then issue the voter a **regular** ballot;
- If the voter's **name has changed or is different** from the name in the Poll Book or the name as stated by the voter, but the poll worker is **satisfied** that the voter is the person depicted in the photograph, issue the person a **regular** ballot **after** the voter completes a voter registration application for the purpose of updating the voter's information.

# Assessing Validity of ID

## Step 5-6 (Supplemental) P.37

- If the poll worker determines that the ID does not depict the voter, or the name is not similar, the voter is referred to the **Election Judge** of the poll
- The **Election Judge** shall:
  - Compare the name of the voter to the PVR
  - Compare the photo to the voter
- The **Election Judge** shall resolve any marginal cases in favor of the voter
- If the **Election Judge** determines that the ID does not depict the voter then the voter is offered a **Provisional Ballot**

# How to Process Voters into the Poll

## Step 7 - P.26

- Select the “ID Provided/Issue Regular Ballot” box on the PVR List
- Confirm the correct voter is selected

**Voter Record** 260

Keck Anthony Loren	13515 Dogwood Dr Fayetteville 72704
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**Voter Details** **Precinct Details**

Hand the Voter back their ID. Ask the voter to state their address and date of birth. If everything matches tap " Issue Regular Ballot".  
If the voter's address has changed send the voter to the Supervisor with the Red Change of Address Card, then tap the " Go Back" button.  
If the DOB is different send the voter to the Supervisor to show additional ID and to complete a new Voter Registration Card, then tap the "Go Back" button.

Precinct       DOB       Status

Issued

Comments

BT:65% AC:Plugged In      Issue: 0 Reissue: 0 Cancel: 0 Net: 0      8/22/2017 12:32:30 PM



# How to Process Voters into the Poll

## Step 8 - P.26

- Pass the ID to the poll worker keeping the list of voters
  - Uses to ensure correct spelling of name
  - Add name to the numbered List of Voters form
  - Return ID to voter

**LIST OF VOTERS**

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

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

Date: \_\_\_\_\_ Poll Name: \_\_\_\_\_  
County: \_\_\_\_\_ Precinct #(s): \_\_\_\_\_

NAME OF VOTER	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 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

# How to Process Voters into the Poll

## Step 9a - P.26

- For Primary Elections, ask the voter “which party primary he or she wishes to vote in.”
  - Select the appropriate party primary or nonpartisan election

**Select Ballot**

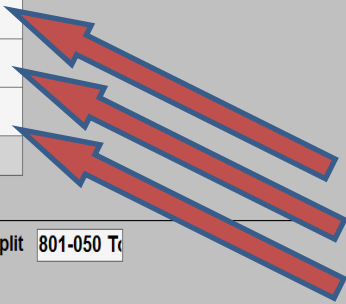
Verify that the correct ballot is chosen.  
Then tap "Print Precinct Bar Code".  
If no ballot is needed, tap "Cancel, No Ballot Issued" to return to the Roster.

Select Voter Precinct	Select Voter Party
801-050 Tontitown City-2 050	Republican
	Democratic
	Nonpartisan Judicial

Voter Name  Prec Split

Prec Name

BT:28% AC:Unplugged Issue: 3 ReIssue: 0 Cancel: 0 Net: 3 11/8/2017 10:08:48



# How to Process Voters into the Poll

## Step 9b - P.26

- For Primary Runoff Elections ONLY:
  - Check the PVR List to ensure voters do not crossover
  - Crossover voting occurs when a voter in one primary votes in another party's primary runoff
- **Crossover voting is a CRIME**
  - Form on Page 33

### **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)]*

# Crossover Voting is a Crime

## Voters:

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

**Example:** A voter who voted in the Republican primary election **cannot** then vote in the Democratic party's runoff election.

## Poll Workers:

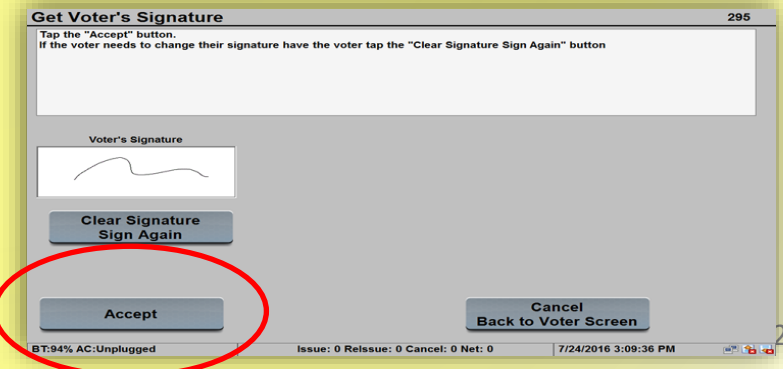
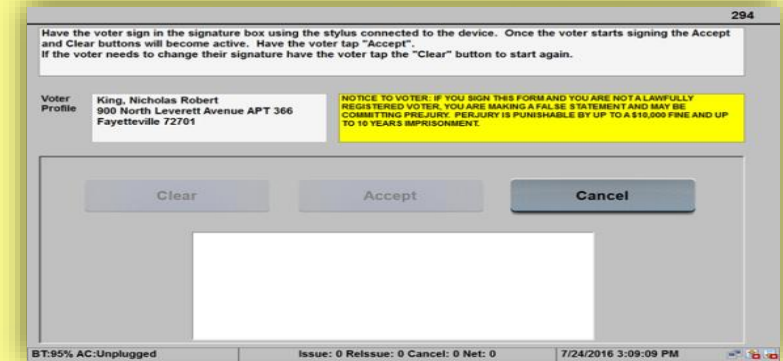
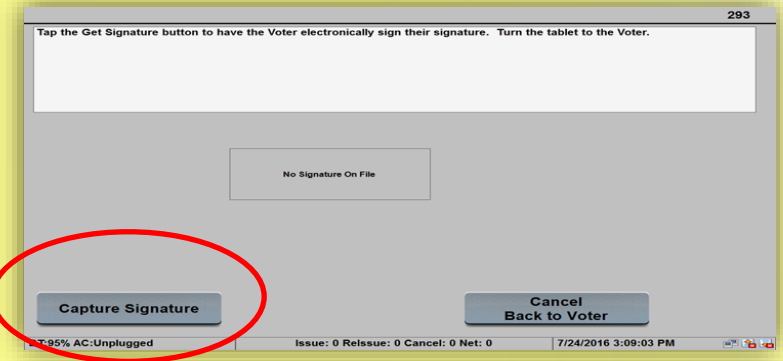
It is a felony, punishable by up to six years incarceration and a fine of up to \$10,000, for a poll worker to **knowingly permit** a person to vote other than his or her **legal ballot** or fraudulently permit a person to vote illegally.



# How to Process Voters into the Poll

## Step 10 - P.26

- Select “Capture Signature”
- Allow the voter to sign
  - The voter may choose to re-sign if the voter is unsatisfied with the current signature
- Click “Accept”
- **DO NOT** reject a voter based on a comparison of signature if your poll book displays the voter’s signature at this point





# How to Process Voters into the Poll

## Step 11-14 - P.26

- **Step 11:** After voter signs, then select “Print Precinct Bar Code”
- **Step 12:** Mark the “ID Provided” box
  - Unless the voter provided a document from a nursing home in lieu of a Photo ID
- **Step 13-14:** Insert a blank ballot into the printer and provide the ballot to the voter

Select Ballot 310

Record the Voter's Name on the List of Electors.  
Tap "Print Precinct Bar Code".  
Select "Cancel No Ballot Issued" to return to the Find Voter Screen if there is a problem with the voter's registration.

Voter Name Price, Jeffery Ray Prec Split 369-095-2 Greenlar

Prec Name 1

Print Precinct Bar Code

Cancel No Ballot Issued

BT:91% AC:Plugged In Issue: 1 Reissue: 0 Cancel: 0 Net: 1 5/16/2017 9:56:04 AM

Print ExpressVote Activation Card 320

Check the ID provided box.  
Insert a blank ExpressVote ballot into the printer.

Voter Name Corley, Debbie Medart Prec Split 060-023 Cane Hill C

Prec Name 20

No ID  ID Provided

Insert a blank ExpressVote ballot into the printer

Cancel Printing Precinct Bar Code

BT:100% AC:Plugged In Issue: 0 Reissue: 0 Cancel: 0 Net: 0 8/29/2017 3:08:21 PM

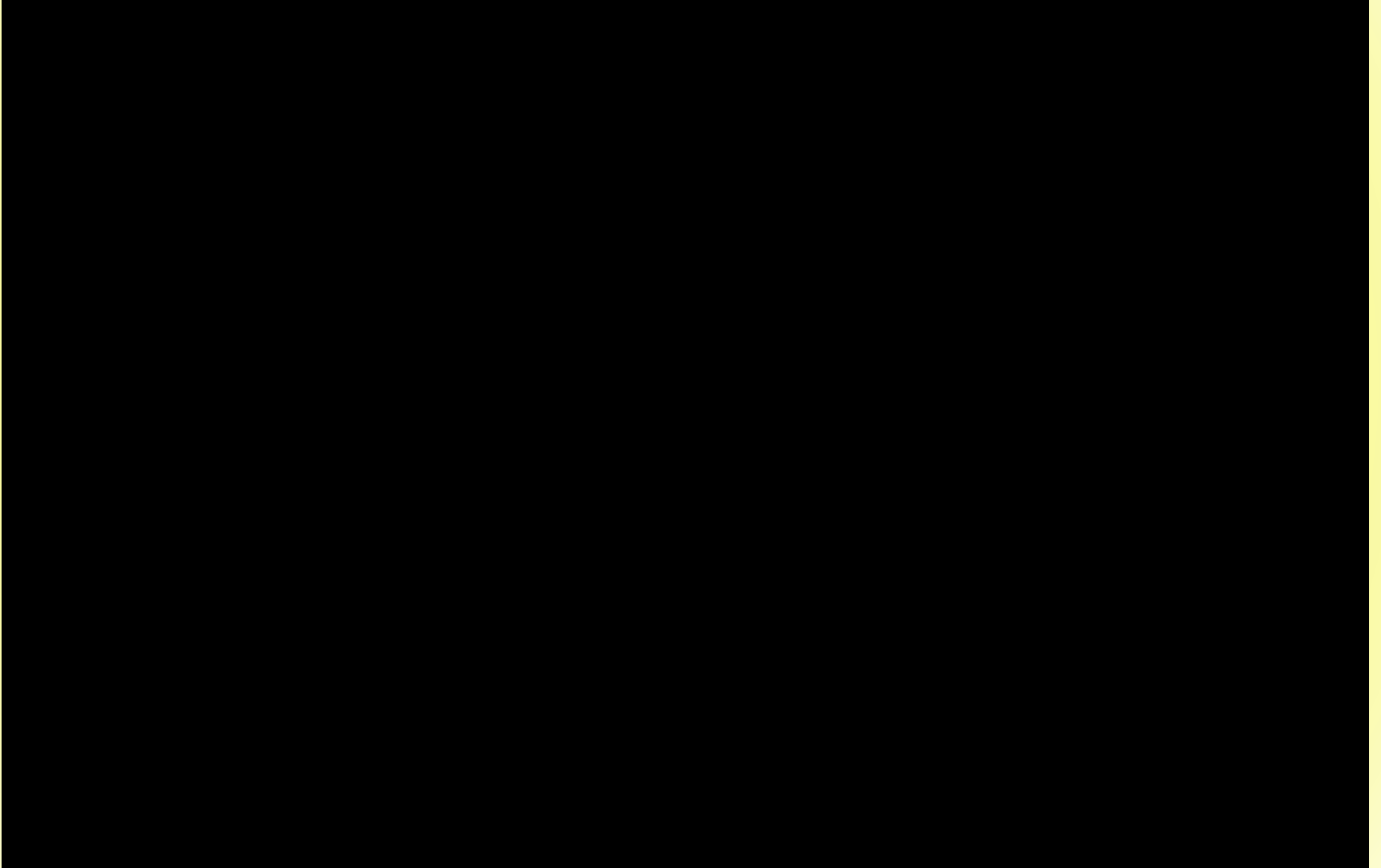
# Fail-safe Voting

Steps to take when the Voter's Statements  
do not match the PVR List

# Fail-safe Voting

- If a person attempts to vote and asserts, they are eligible to vote in the election then **one of three things must happen**:
  - The voter votes a **Regular Ballot**;
  - The voter votes a **Provisional Ballot**; or
  - If you do not have vote centers, the **voter is sent to another poll** that has the correct ballot style available.

# Video 2 – Change in Address



# Voter States an Address that does not Compare (Fail-safe Voting) P.27-28

## Situation

- Voter states their address
- The poll workers compare the stated address to the PVR List
- Address in the PVR List **differs** from the stated address

## How To Proceed

- Turn the voter over to the Poll Judge
- **DO NOT** proceed unless you or your Poll Judge have called the **County Clerk**
  - **ALWAYS!**
- Follow instructions of your Poll Judge and/or the County Clerk

# Voter States an Address that Does Not Compare (Fail-safe Voting) P.27-28

## New address in county and NOT assigned to this polling site

- NON - VOTE CENTER COUNTY
- If the address stated by the voter is in the same county (and Congressional District) and the voters at the new address also vote at this poll:
  - Votes a regular ballot
  - Must be sent to the new address polling site with “Change in Polling Site Authorization Form”
  - Voter **MUST** complete and return an updated voter registration application
  - Must be instructed on how to find the new poll

### CHANGE IN POLLING SITE AUTHORIZATION FORM

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

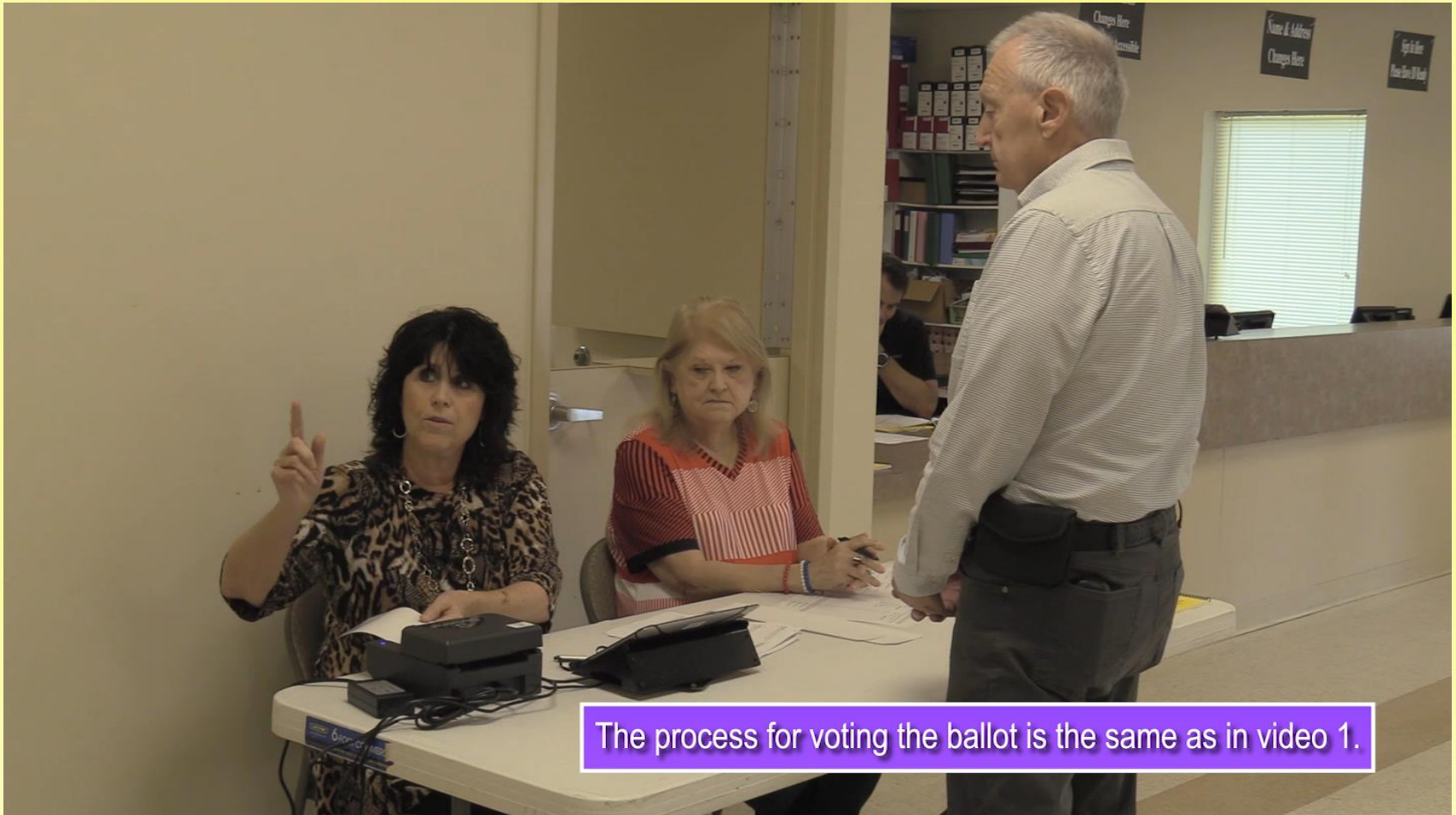
If the county clerk's office confirms that the voter's address is not within the precinct, the poll worker should complete the information below and give the completed form to the voter, instruct the voter to complete a voter registration application form to update county voter registration record files,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

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

Date of Election:	_____
Name of Voter:	_____
Voter's Registrant ID Number:	_____ <small>(This number will be provided by the County Clerk's office.)</small>
New Polling Site Location:	_____ <small>(New polling site location will be provided by the County Clerk's office.)</small>
New Polling Precinct Number:	_____ <small>(This number will be provided by the County Clerk's office.)</small>
Ballot Style to be Voted:	_____ <small>(This number will be provided by the County Clerk's office.)</small>
Authorized By:	_____ <small>(Name of the employee with county clerk's office confirming the voter's registration.)</small>
Referred From:	_____ <small>(Name of the poll and the precinct number from which referred.)</small>
Referred by Poll Worker:	_____ <small>(Signature of the poll worker referring the voter to a new polling site.)</small>

WHAT IF THE ADDRESS COULD NOT BE LOCATED IN THE COUNTY (and Congressional District)?

# Video 2 – Alternate Ending



# Voter not In the PVR List (Fail-safe Voting) P.28

## Situation

- Voter states their name, address, and DOB
- The poll workers cannot find the voter in the PVR List
- Voter believes he or she is registered

## How To Proceed

- Turn the voter over to the Poll Judge
- **DO NOT** proceed unless you or your Poll Judge have called the County Clerk
  - ALWAYS!
- Follow instructions of your Poll Judge and/or the County Clerk



# Voter States an Address that does not Compare (Fail-safe Voting) P.27-28

## Voter Not Found in PVR List

- If the County Clerk is able to find the voter in the PVR List:
  - Votes a regular ballot
  - **IF** address is assigned to another poll, voter is given the “Change in Polling Site Authorization Form”
  - Voter **MUST** complete and return an updated voter registration application

PLEASE PRINT AND USE BLACK INK TO COMPLETE Rev. 1-24-19

### ARKANSAS VOTER REGISTRATION APPLICATION

Check all that apply:  
 This is a new registration.  
 This is a name change.  
 This is an address change.  
 This is a party change.

Official Use Only

1 Mr. Last Name Mrs. Middle Name Ms.		Jr. Sr. II. III. IV.	First Name		Middle Name	Assigned ID	
2 Address Where You Live (See Section 'C' below) (Rural addresses must draw map.)				Apt. or Lot#	City/Town	County	State ZIP Code
3 Address Where You Receive Mail If Different from Above				Apt. or Lot#	City/Town	County	State ZIP Code
4 Date of Birth Month / Day / Year		5 Home & Work Phone Numbers (Optional) (H) (W)		6 Party Affiliation (Optional)			
7 Is mail Address (Optional)				8 I have you ever voted in a federal election in the State? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature of elector Please sign full name or put mark.			
9 ID Number Check the applicable box and provide the appropriate number. <input type="checkbox"/> Arkansas Driver's license number _____ <input type="checkbox"/> If you do not have a driver's license provide the last 4 digits of social security number _____ <input type="checkbox"/> I have neither a driver's license nor social security number.				The information I have provided is true to the best of my knowledge. I do not claim the right to vote in another county or state. If I have provided false information, I may be subject to a fine of up to \$10,000 and/or imprisonment of up to 10 years under state and federal laws.			
10 (A) Are you a citizen of the United States of America and an Arkansas resident? <input type="checkbox"/> Yes <input type="checkbox"/> No (B) Will you be eighteen (18) years of age or older on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No (C) Are you presently adjudged mentally incompetent by a court of competent jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No (D) Have you ever been convicted of a felony without your sentence having been discharged or pardoned? <input type="checkbox"/> Yes <input type="checkbox"/> No If you checked No in response to either questions A or B, do not complete this form. If you checked Yes in response to either questions C or D, do not complete this form.				11 Date: _____ Month / Day / Year If applicant is unable to sign his/her name, provide name, address and phone number of the person providing assistance: Name _____ Address: _____ City: _____ State: _____ Phone#: _____			

**Please complete the sections below if:** **MAIL REGISTRANTS: PLEASE SEE SECTION D.**

- You were previously registered in another county or state, or
- You wish to change the name or address on your current registration.

Agency Code (For Official Use Only)

Date of Birth: \_\_\_\_\_  
Month / Day / Year

A Mr. Previous Last Name Mrs. Middle Name Ms.		Jr. Sr. II. III. IV.	First Name		Middle Name				
B Previous House Number and Street Name						Apt. or Lot#	City/Town	County	State ZIP Code

**If you live in a rural area but do not have a house or street number, or if you have no address, please show on the map where you live.**

**C**

- Write in the names of the crossroads (or streets) nearest where you live.
- Draw an "X" to show where you live.
- Use a dot to show any schools, churches, stores or other landmarks near where you live and write the name of the landmark.

Example

• Grocery Store	• Woodchuck Road	NORTH ↑
• Public School	X	

**IDENTIFICATION REQUIREMENTS**

**IMPORTANT:** Applicants will be required to verify their registration when voting in person or by absentee ballot by providing a required document or identification card as provided in Arkansas Constitution, Amendment 51, Section 13. If your voter registration application form is submitted by mail and you are registering for the first time, and you do not have a valid Arkansas driver's license number or social security number, in order to avoid the additional identification requirements upon voting for the first time you must submit with the mailed registration form: (a) a current and valid photo identification; or (b) a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address.

# Voter States an Address that does not Compare (Fail-safe Voting) P.27-28

## Voter Not Found in PVR List

- If the **County Clerk is NOT able** to find the voter in the PVR List:
  - The voter is required to vote a **provisional ballot**
  - The County Clerk will identify which ballot style is assigned to the precinct part where the address stated by the voter is located
  - Voter **MUST** complete and return an updated voter registration application

PLEASE PRINT AND USE BLACK INK TO COMPLETE Rev. 1-24-19

### ARKANSAS VOTER REGISTRATION APPLICATION

Check all that apply:  
 This is a new registration.  
 This is a name change.  
 This is an address change.  
 This is a party change.

**1** Mr. Mrs. Miss Ms. Last Name Official Use Only Jr. Sr. First Name Middle Name  
 II, III, IV. Assigned ID

**2** Address Where You Live (See Section C below) (Rural addresses must draw map.) Apt. or Lot# City/Town County State ZIP Code

**3** Address Where You Receive Mail If Different From Above Apt. or Lot# City/Town County State ZIP Code

**4** Date of Birth Month / Day / Year **5** Home & Work Phone Numbers (Optional) (H) (W) **6** Party Affiliation (Optional)

**7** Is mail Address (Optional) **8** I have ever voted in a federal election in this State?  Yes  No  
 Signature of elector Please sign full name or put mark.

**9** ID Number Check the applicable box and provide the appropriate number.  
 Arkansas Driver's license number  
 If you do not have a driver's license provide the last 4 digits of social security number  
 I have neither a driver's license nor social security number.

**10** (A) Are you a citizen of the United States of America and an Arkansas resident?  
 Yes  No  
 (B) Will you be eighteen (18) years of age or older on or before election day?  
 Yes  No  
 (C) Are you presently adjudged mentally incompetent by a court of competent jurisdiction?  
 Yes  No  
 (D) Have you ever been convicted of a felony without your sentence having been discharged or pardoned?  
 Yes  No  
 If you checked No in response to either questions A or B, do not complete this form.  
 If you checked Yes in response to either questions C or D, do not complete this form.

**11** The information I have provided is true to the best of my knowledge. I do not claim the right to vote in another county or state. If I have provided false information, I may be subject to a fine of up to \$10,000 and/or imprisonment of up to 10 years under state and federal laws.  
 Date: \_\_\_\_\_ Month / Day / Year  
 If applicant is unable to sign his/her name, provide name, address and phone number of the person providing assistance:  
 Name \_\_\_\_\_ Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Phone# \_\_\_\_\_

**Please complete the sections below if:** **MAIL REGISTRANTS: PLEASE SEE SECTION D.**  
 • You were previously registered in another county or state, or  
 • You wish to change the name or address on your current registration. Agency Code (For Official Use Only)

Date of Birth Month / Day / Year

**A** Mr. Mrs. Miss Ms. Previous Last Name Jr. Sr. First Name Middle Name  
 II, III, IV.

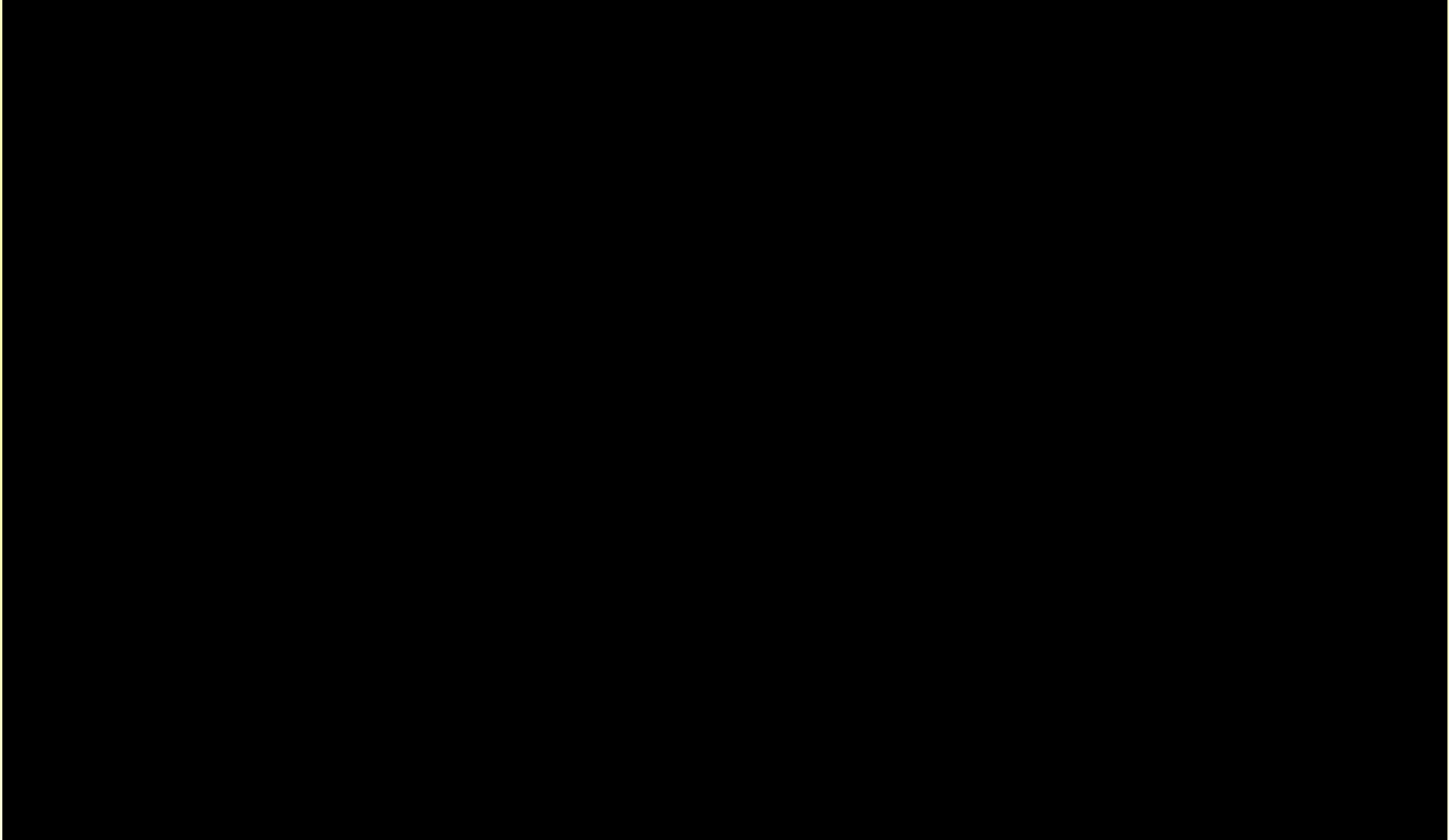
**B** Previous House Number and Street Name Apt. or Lot# City/Town County State ZIP Code

**C** If you live in a rural area but do not have a house or street number, or if you have no address, please show on the map where you live.  
 • Write in the names of the crossroads (or streets) nearest where you live.  
 • Draw an "X" to show where you live.  
 • Use a dot to show any schools, churches, stores or other landmarks near where you live and write the name of the landmark.

Example  
 Grocery Store  
 Woodchuck Road  
 Public School  
 NORTH ↑  
 X

**D** IDENTIFICATION REQUIREMENTS  
**IMPORTANT:** Applicants will be required to verify their registration when voting in person or by absentee ballot by providing a required document or identification card as provided in Arkansas Constitution, Amendment 51, Section 13. If your voter registration application form is submitted by mail and you are registering for the first time, and you do not have a valid Arkansas driver's license number or social security number, in order to avoid the additional identification requirements upon voting for the first time you must submit with the mailed registration form: (a) a current and valid photo identification; or (b) a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address.

# Video 3 – Not in Poll Book



# Voter Believes they have the Wrong Ballot (Fail-safe Voting) P.27-28

## Situation

- Voter believes the ballot assigned in the PVR List does not contain the correct races or issues
- Name, address, and DOB stated by the voter compare to the information in the PVR List

## How To Proceed

- Notify the voter that they may cast any other ballot available in the poll they believe is correct, but that they will have to vote **provisionally**
- Also inform the voter that they will have to prove there is an error in the county records or the ballots in order for the vote to count
- If necessary, send to the Poll Judge to vote a provisional ballot

## Voter Received an Absentee Ballot (Fail-safe Voting) P.28

- If the PVR List indicates that a voter received an absentee ballot then the voter is required to cast a [provisional ballot](#)
- You should explain the situation to the voter and send them to the Poll Judge
- If a voter received an absentee ballot, but did not return it, the provisional vote will count

Find Voters							205
Name	Address	DOB	Status	Issued	IDR	Host St	
Sposato Christopher Corbett	1136 West Rochier Street Fayetteville 72701		Active	Absentee		Done	

## Voter is Marked as Having Already Voted (Fail-safe Voting) P.28

- If the PVR List indicates that voter has already voted (ballot issued) the voter still has the option to cast a **provisional ballot** if they assert, they have not actually voted
- The County Election Commission will have to determine whether the voter is attempting to vote twice

Find Voters						205
Name	Address	DOB	Status	Issued	IDR	Host St ^
Zies Brenda June	489 East Appleby Road Fayetteville 72703	[REDACTED]	Active	Ballot Issued		Done
Zies George Leslie	1030 West Rochier Street APT 5	[REDACTED]	Active	Ballot Issued		Done

# Ineligible Voters (Fail-safe Voting) P.27-28

- In some special elections or school elections not held with the primary or general elections, not all voters in the county are eligible to vote because the election does not affect the entire county
- If the PVR List indicates that voter lives outside the area eligible to vote in the election, the voter still has the option to cast a **provisional ballot** if they believe they are qualified
- The County Election Commission will have to determine whether the voter presenting is eligible to vote in this election

Find Voters			
Name	Address	DOB	Status
Davenport Tracy Ann	15950 Hwy 59 South Siloam Springs 72761	[REDACTED]	Ineligible
Davenport Tracy Ann	6579 Firefly Catch Avenue Springdale 72762	[REDACTED]	Active

## PVR List is Marked as “Inactive” (Fail-safe Voting) P.27-28

- If you see this notation in the PVR List, you should ignore it
- “Inactive” voters are **ELIGIBLE** and receive a **regular ballot**

Find Voters					
Name	Address	DOB	Status	Issued	IDR
King Nathaniel Robert	1540 Richmond Drive APT 105	[REDACTED]	Inactive	None	
King Nicholas Robert	900 North Leverett Avenue APT 366	[REDACTED]	Active	None	



# Election Day Issues

Other situations you will need to be prepared to address on Election Day

# Procedure for Assisting Voters

## P.38-39

- ▶ **Poll Worker Must List:**
  - The name of each **voter** that is assisted; and
  - The names of the **two poll workers** who assist the voter
    - One to assist and one to observe (w/out comment or interpretation);
  - **OR** list the name and address of the person chosen by the voter to assist them

**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.			

# Limits on Assisting Voters

## P.38-39

- **TWO Poll Workers:** May assist an unlimited number of voters
  - **Must** be accompanied by a second poll worker!
- **Third Parties:** May assist up to six\* voters if:
  - Voter requests the assistance (not the 3<sup>rd</sup> party)
- **Candidates:** May assist up to six blood relatives
  - Within two degrees of relationship
- **All Assistants:** Required to ONLY mark the ballot as directed by the voters
  - Assistants who engage in electioneering should be documented (including their name) and removed

\*Part of Lawsuit

# Important Reminders on Assistance to Voters

- ▶ A voter **must personally** request help
- ▶ Poll workers and poll watchers **cannot** suggest to a voter that he or she needs assistance
  - ▶ Poll workers can allow voters who are unable to stand in line, due to a disability, to move to the front of the line
- ▶ Ballots **cannot** be taken out of the polling room during voting hours
- ▶ A person assisting a voter **cannot** misrepresent the content of the ballot or change or mark the ballot, **except** as intended by voter

# Poll Watchers and Vote Challenges

## P. 51-54

- ▶ Poll Watchers are representatives of a candidate, party, or ballot issue group
- ▶ Must provide a Poll Watcher Authorization Form
- ▶ Poll Watcher Challenges
  - A poll watcher must notify a poll worker of the challenge **before the voter signs the PVR List;**  
**and**
  - Complete the **Challenged Ballot Form** on the Provisional Voter Envelope

**POLL WATCHER AUTHORIZATION FORM**  
(A.C.A. § 7-5-312(A)(1) 224 of 2007)

**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 Chairman/Secretary of the State/County Committee

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

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

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

\_\_\_\_\_  
Signature of 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 Watchers Can...

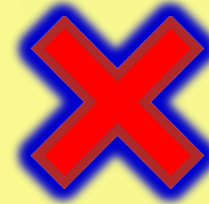
- ▶ Observe poll workers
- ▶ Stand close enough to the place where voters check in to vote so they can hear a voter's name
- ▶ Compile lists of voters
- ▶ Challenge ballots **before the voter signs the PVR List** and only on the grounds that:
  - The voter is not eligible to vote in the precinct; or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

# Poll Watchers Cannot...

- ▶ Be within 6 feet of any voting machines or voting booths

**NO**

- ▶ Speak to voters



- ▶ Try to influence voters:

- Inside the poll; or
- Inside the prohibited electioneering zones

- ▶ Disrupt elections



# Electioneering

## P.55-57

### ▶ What is Electioneering?

- **The display of, or audible dissemination of, information that advocates for or against any candidate, issue, or measure on a ballot**

### ▶ Prohibited within 100 feet

- ▶ **A person shall not enter or remain in an area within 100 feet of the entrance of a building except to enter or leave a building where voting is taking place** *(Act 728 of 2021)*

### ▶ Prevention

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



# Electioneering

## P.55-57

- Displays of a candidate's name, likeness, or logo;
- Displays of a ballot measure's number, title, subject, or logo;
- Audible dissemination of electioneering information;
- Handing out literature on any candidate or issue on the ballot;
- Soliciting signatures on any petition;
- Soliciting contributions; or
- Attempting to win votes by wearing or displaying buttons, hats, pencils, pens, shirts, signs, sticklers, or other articles designed to influence voters

### 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 a person entering or leaving a 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.

# Spoiled Ballots

## P.59-61

- ▶ Stamp *Cancelled* on the ballot  
*(Act 736 of 2021)*
  - ▶ Record the time and date
  - ▶ Print and sign name next to Cancelled Stamp
  - ▶ Place Ballot in the *Spoiled Ballot Envelope*
- ▶ Fill out the *Spoiled Ballot Affidavit*
- ▶ No more than 3 ballots may be issued to one voter

### 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 canceled the ballot(s) in my presence, and that I received a new ballot.*

Signature of Voter	Spoiled Ballot Ballot Style Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

# Abandoned Ballots

## P.59-60

### Abandoned in the ExpressVote or DS200

- ▶ **With Two Poll Workers Present:**
  - ▶ Step 1: Override warning on the scanner
  - ▶ Step 2: Complete the process of casting the ballot
  - ▶ Step 3: Document the following on the [Abandoned Ballot Log](#):
    - ▶ **Name** of the voter;
    - ▶ The **time** the ballot was found;
    - ▶ Names of the **poll workers** addressing the issue; and
    - ▶ All other **circumstances** surrounding the abandoned ballot.
- ▶ *The Abandoned Ballot Log is on Page 59 of your Manual*

### Abandoned Elsewhere in the Poll (not on scanner or machine)

- ▶ **With Two Poll Workers Present:**
  - ▶ Step 1: Write **ABANDONED** across the face of the ballot
  - ▶ Step 2: Place the 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 ballot separately from other ballots
- ▶ **Ballots not found in the tabulator are NOT counted!**

# Abandoned Ballot Log - P.63

## ABANDONED BALLOT LOG

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

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

Precinct Number(s): \_\_\_\_\_ Polling Location Name: \_\_\_\_\_

### PAPER BALLOT REJECTED BY SCANNER AND ABANDONED BY VOTER

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

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

### ELECTRONIC BALLOT ABANDONED ON A VOTING MACHINE

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

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

# Conflict Resolution

## ► When dealing with difficult voters or situations:

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



# Candidates in the Poll

- ▶ **No candidates** are allowed in person as poll watchers during voting on **election day**
- ▶ Candidates **may** be present in person at an **early** voting poll:
  - Only for the purpose of observing
  - May not challenge voters
  - Must show ID
- ▶ **If the candidate observing early voting is also a public official:**
  - The candidate **may not** wear anything that identifies him or her as a public official.
  - For example, a candidate **cannot** wear a:
    - Uniform;
    - Badge; or
    - Other apparel or equipment.

# **ADVANCED PROCEDURES**

# Before Opening the Polls

- ▶ This section is intended for poll workers responsible for managing the poll and includes topics that may not apply to every poll worker.
- ▶ Specifically, we'll cover:
  - Administering the oath;
  - Accounting for paper ballots;
  - Arranging the poll;
  - Activating voting equipment; and
  - Locating supplies, postings, and forms.





# First Things First – Page 5

- Ensure all poll workers take the oath and sign a form under the text of the oath
  - This is **required** by law because poll workers hold an office in county government
  - Creates a record of who worked the poll

## 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.

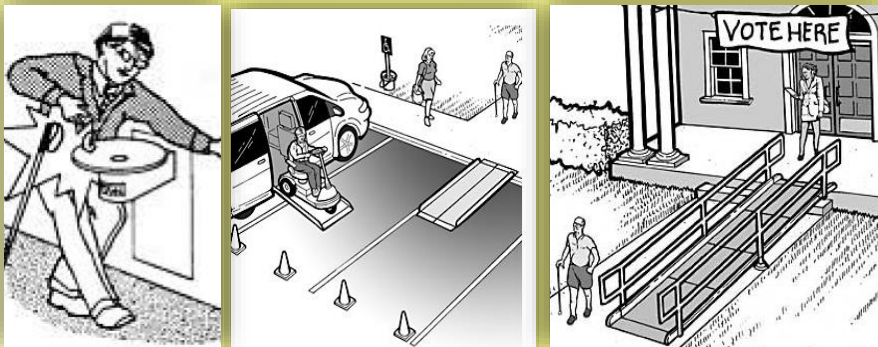
# Accessible Polling Sites



- Ensure poll is accessible for disabled voters
- **If your poll requires modifications, your county election officials will provide you with polling site specific instructions**

## These Modification May Address

- **Path Into the Poll**
  - Temporary Ramps
  - Blocking Off Handicap Spaces
  - Signage
- **Door Handles (non-leaver)**
  - Clip On Handles
  - Prop Open/Install Doorbell
  - Assign Poll Worker to Door
- **Mark obstructions for visually impaired voters**
- **Ensure accessible voting equipment is available**



# Do You Have What You Need?

## P. 9, 14, and 15

### Equipment – Page 9

- Tablets
- Tablet Printers
- WIFI/Hotspot
- Tabulators
- Marking Devices
- Extension Cords
- Ballots for Express Vote

### Other Supplies – Page 13 & 15

- If Paper Provisional Voting
  - Ballots
  - Booths
  - Stub Box
  - Secure Container for Envelopes
- List of Voters
- Provisional Ballot Envelopes
  - Secrecy Envelopes
  - List of Provisional Voters
- See [Page 14](#) for Additional Items
- See [Page 16](#) for List of Forms

# Posting Required Information

## Required - P. 15

- Notice of Election
- Instructions on How to Vote (Two Copies)
- Instructions on Voting Machine Operation
- Voting Rights Poster (Provided by SOS)
- State & Federal Election Law Poster (Provided by SOS)
- List of Registered Voters by Precinct (Usually a bound volume)
- Sample Ballots (2 sets)
  - Post on wall unless provided in bound or electronic form
  - Must be posted to SOS VoterView (*Act 128 of 2021*)
- Text of Ballot Measures
- Poll Watchers Rights and Responsibilities
- VOTE HERE Signs
  - Placed Near Each Main Driveway Entrance
- Any Required Temporary ADA Signage
- **ZERO TAPES**

# Posting Required Information

## Recommended - P. 15

- **Notice of Electioneering**
  - See Page 57
- **Warning for Incorrect Ballot Styles**
  - See Page 19
- **Primary Runoff Only: Crossover Voting Warning**
  - See Page 33
- **Mark 100 feet from primary entrance to the polling sight**
  - To clearly mark the boundary for electioneering
- **Place trash can near the primary exterior entrance to allow voter to discard any campaign literature they were handed on the way into the poll**

# Activate the DS 200 Tabulator P. 10

- 
- **Step 1:** Unlock, raise the screen, and plug in the DS 200
  - **Step 2:** Enter the election code
    - Provided by your CBEC
  - **Step 3:** Select “Open Polls” after the Configuration Report runs
  - **Step 4:** Three zero tapes will run
  - **Step 5:** Sign all three zero tapes and post one on the wall of the poll



# Activate the Marking Devices

## P. 9

- **Step 1:** Turn the power on
- **Step 2:** Lock security access door and place a seal on the door
- **Step 3:** The screen loads automatically. This takes a few minutes.
- **Step 4:** Enter the election code
  - Provided by your CBEC

# Activate the Marking Devices

## P. 9

- **Step 5:** Tap “**Accept**”
- **Step 6:** Screen will say “**Please Wait. Loading Election**”
- **Step 7:** Confirm the correct election on the upper left area of the voter screen
- **Step 8:** The “**To begin Voting, insert your card**” screen appears.



# Activate the ExpressPoll Tablets

## P. 10-11

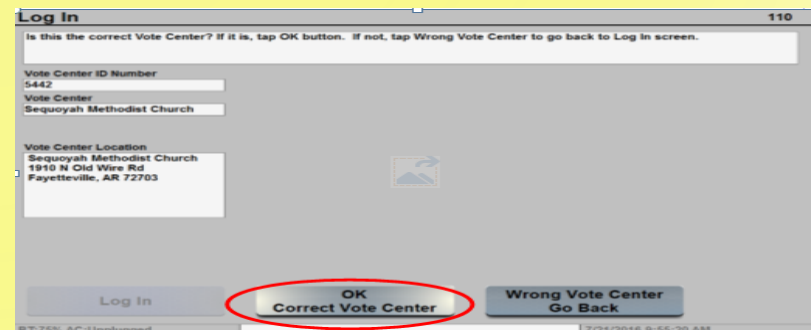
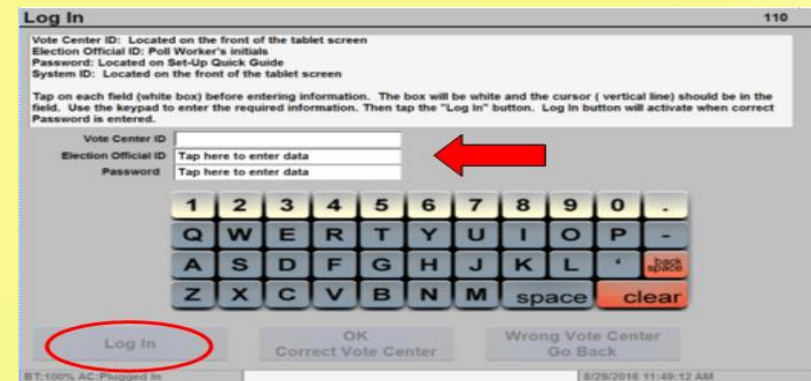
- **Step 1:** Ensure WIFI is available or activate hotspot
- **Step 2:** Plug in/activate printer (Hold for 3 seconds)
- **Step 3:** Set up the tablet on its stand and connect cables
- **Step 4:** Plug printer into the tablet's stand
- **Step 5:** Activate the tablet



# Activate the ExpressPoll Tablets

## P. 10-11

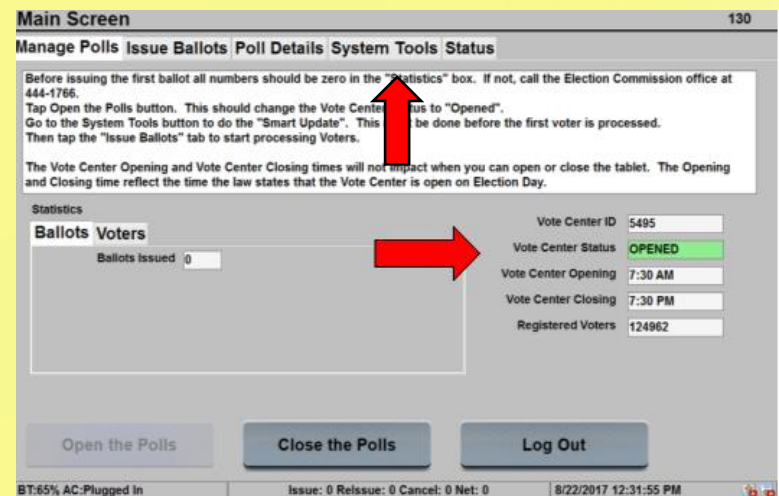
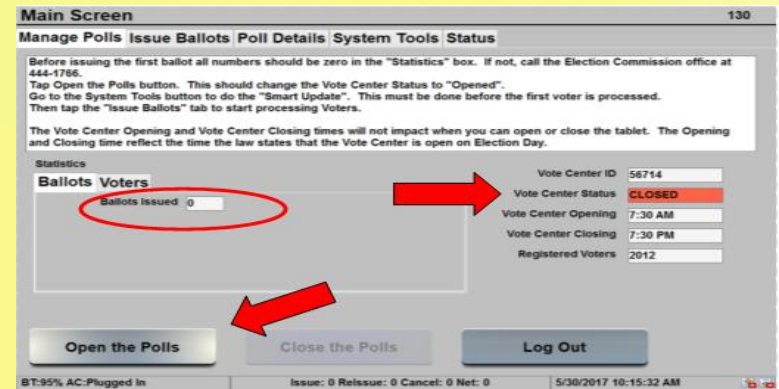
- **Step 6:** Tap “Launch ExpressPoll”
- **Step 7:** Enter Poll/Voter Center ID
- **Step 8:** Enter your Election Official ID
- **Step 9:** Enter Password
- **Step 10:** Tap “LOG IN”
- **Step 11:** Confirm Correct Poll – Tap “OK”



# Activate the ExpressPoll Tablets

## P. 10-11

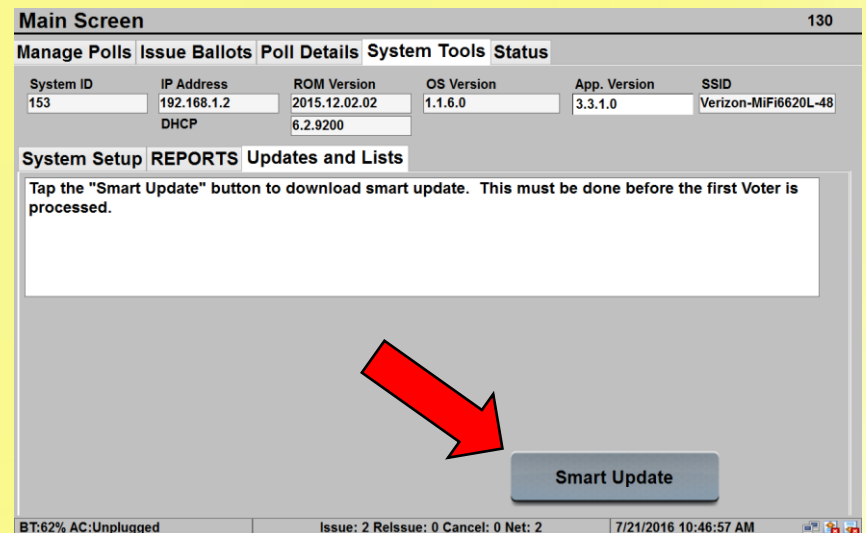
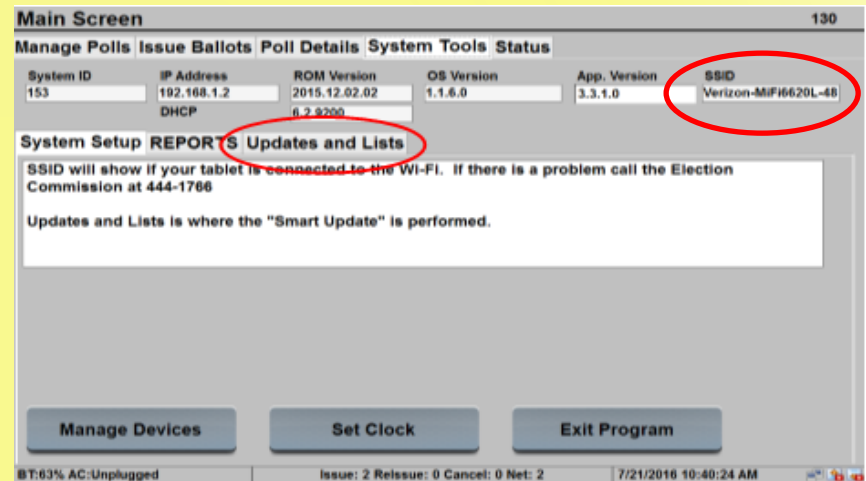
- **Step 12:** Make sure the number of ballots issued is ZERO
- **Step 13:** Tap “Open Polls”
- **Step 14:** Tap “System Tools”
- **Step 15:** Verify you are connected to the WiFi



# Activate the ExpressPoll Tablets

## P. 10-11

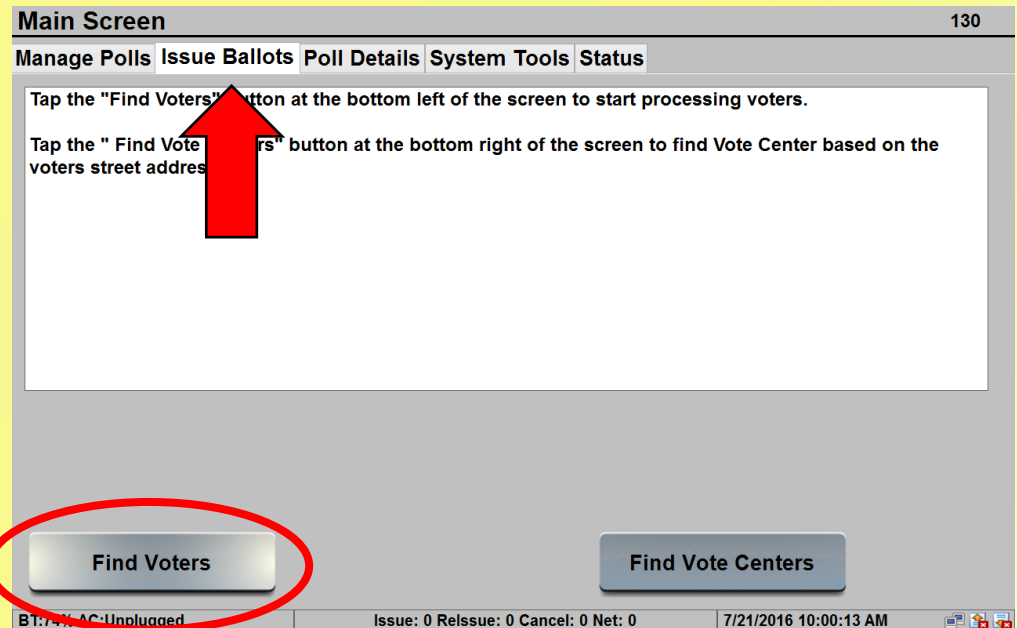
- **Step 16:** Tap “Updates and Lists”
- **Step 17:** Make sure “Get Updates from Host” is checked
- **Step 18:** Tap “Smart Updates”
- **Step 19:** Tap “OK”
- **Step 20:** Tablet will restart and reopen



# Activate the ExpressPoll Tablets

## P. 10-11

- **Step 21:** Tap “Launch Express Poll”
- **Step 22:** Tap “Issue Ballots”
- **Step 23:** Tap “Find Voters”



# Who Is Allowed in the Polls?

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

# Exit Polls

- ▶ News organizations **may** conduct exit polls
  - CBEC has discretion on whether to allow
- ▶ Exit polling **is not** considered electioneering
- ▶ If CBEC allows exit pollsters, CBEC should let poll workers know that the pollsters are coming
- ▶ Exit pollsters:
  - **May** ask voters how they voted
  - **Cannot** disrupt the election
    - **Do not** have free reign
    - May be only where CBEC allows them to be

# News

## Photographers/Cameras

- ▶ **CBEC should:**
  - Work out in advance
  - Notify poll workers
- ▶ **CBEC decides:**
  - Whether they're allowed
  - What they're allowed to film



Alamy CTEC15

## Other Electronic Devices

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





How special situations referred to the poll's supervisor are addressed

## **ISSUES FOR POLL JUDGES**

# How to Review Photo ID – P. 37

- If the Voter Check-In Clerk finds that a voter has presented an insufficient ID, the verification of the ID is referred to the Poll Judge
- The Poll Judge then:
  - **Compares the photo on the ID to the Voter**
  - AND**
  - **Compares the name on the ID to the name recorded in the PVR List**
- **All marginal cases are to be resolved in favor of the voter!**

# How to Review Photo ID – P. 37

- **When comparing the photo:**
  - Allow for changes in hair color, glasses, facial hair, cosmetics, weight, age, injury, and other changes in physical characteristics
- **When comparing the name, accept variations that are explained by:**
  - Abbreviations of a name
  - Nicknames
  - Changes due to marriage, divorce, adoption, etc.
  - **Accept if name on ID is “substantially similar” and any variations are adequately explained**
- **If you agree the ID fails to verify the voter’s registration:**
  - Ask for another form of ID and **if none:**
    - **Require the voter to cast a Provisional Ballot**

# DON'T FORGET

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

## Photo ID

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

# Fail-Safe Voting, etc.

(Pages 27-28 of training guide)

- ▶ **Name provided differs with PVR List**
- ▶ **DOB provided differs with PVR List**
- ▶ **Address provided differs with PVR List**
- ▶ **Address is not within precinct**
- ▶ **Voter registration cannot be verified**
- ▶ **PVR notations:**
  - ▶ **Voted Absentee**
  - ▶ **Voted Early**



# Voter Believes their Assigned Ballot is Incorrect

- **Check** to ensure the ballot style issued is the style the Poll Book lists for this voter
- **Inform** the voter they can:
  - Cast the **assigned ballot as a regular ballot**
  - OR**
  - Cast any **other ballot available at the poll as a Provisional Ballot**
  - Have the voter review the sample ballot to identify the ballot they believe is correct
- **Inform the voter that they will need to present evidence to the CBEC that the county records are incorrect in order to have their vote counted**

# Address Differs From PVR List - Problem/Procedure...

## Poll Judge Will...

- When a poll worker informs you that a voter's address doesn't match the PVR List:
  - Have the voter restate their name, address, and DOB to you (take a note)
  - **Call the County Clerk**
  - Inform the Clerk's Office of why your calling and relay the voter's information

## County Clerk Will...

- **Determine** if the new address is located in the county (and Congressional District)
- If so, **find the correct ballot** style for the new address
- Inform the Poll Judge:
  - If the voter can cast a regular ballot using new address
  - The correct ballot style
- (**Recommended**) Clerk will update the Electronic Poll Tablets with the new address

# Address Differs From PVR List – Solution

## ➤ VOTE CENTER COUNTY

### Voter's Address is in the County

- Inform the voter they will be able to cast a regular ballot
- BEFORE SENDING THE VOTER BACK TO THE CHECK IN PROCESS:
  - Have the voter complete a **new Voter Registration Application**
- Inform the Voter Check-in Clerk

### Voter's Address **cannot** be found in the County

- Inform the voter that he or she will need to cast a provisional ballot
- Begin Provisional Ballot Procedure P. 41



# Voter Not Found in PVR List – Problem/Procedure...

## Poll Judge Will...

- When a poll worker informs you that a voter's cannot be located in the PVR List:
  - Have the voter restate their name, address, and DOB to you (take a note)
  - **Call the County Clerk**
  - Inform the Clerk's Office of why you are calling and relay voter's information

## County Clerk Will...

- **Determine** if the voter is registered in the county's voting record
- If so, **find the correct ballot style** for the voter
- Inform the Poll Judge:
  - If the voter can cast a regular ballot using new address
  - The correct ballot style
- (**Recommended**) Clerk will update the Electronic Poll Tablets with the new address

# Voter Not Found in PVR List – Solution

## ➤ VOTE CENTER COUNTY

### Voter's Address is in the County

- Inform the voter that they will be able to cast a regular ballot
- BEFORE SENDING THE VOTER BACK TO THE CHECK IN PROCESS:
  - Have the voter complete a new **Voter Registration Application**
- Inform the Voter Check-in Clerk

### Voter's Registration **cannot** be Found

- Inform the voter that he or she will need to cast a provisional ballot
- Begin Provisional Ballot Procedure P. 41

ONLY APPLIES IN A NON VOTE CENTER COUNTY

**ELIGIBLE VOTER AT THE WRONG  
POLL**

# Eligible Voter at the Wrong Poll – P.31

- If you are informed by the County Clerk that an eligible voter is at the wrong poll:
  - Complete the “*Change in Polling Site Authorization Form*”
  - County Clerk will provide the relevant information
  - Instruct the voter on how to reach the correct poll

## CHANGE IN POLLING SITE AUTHORIZATION FORM

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

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

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

Date of Election:	_____
Name of Voter:	_____
Voter's Registrant ID Number:	_____ <small>(This number will be provided by the County Clerk's office.)</small>
New Polling Site Location:	_____ <small>(New polling site location will be provided by the County Clerk's office.)</small>
New Polling Precinct Number:	_____ <small>(This number will be provided by the County Clerk's office.)</small>
Ballot Style to be Voted:	_____ <small>(This number will be provided by the County Clerk's office.)</small>
Authorized By:	_____ <small>(Name of the employee with county clerk's office confirming the voter's registration.)</small>
Referred From:	_____ <small>(Name of the poll and the precinct number from which referred.)</small>
Referred by Poll Worker:	_____ <small>(Signature of the poll worker referring the voter to a new polling site.)</small>

# Polling Site Change – P.27-28

- **Be able to explain the following:**
  - How each address in the county corresponds with a particular ballot style
  - How, if that style is not available at your poll, the voter must be sent to where their ballot is
  - How this is the only way for their vote to be counted
- **IF the voter refuses to go to the correct poll:**
  - Allow the voter to cast a **provisional ballot** on the style they believe is correct (be sure to note the style on the envelope)

# If a Voter Presents this Form – P.31

- Check to see if the tablets are updated with any address changes
  - If so, process the voter into the poll as you would normally
  - If not add the voter manually into the Poll Book (see SOS for instructions)

**CHANGE IN POLLING SITE  
AUTHORIZATION FORM**

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

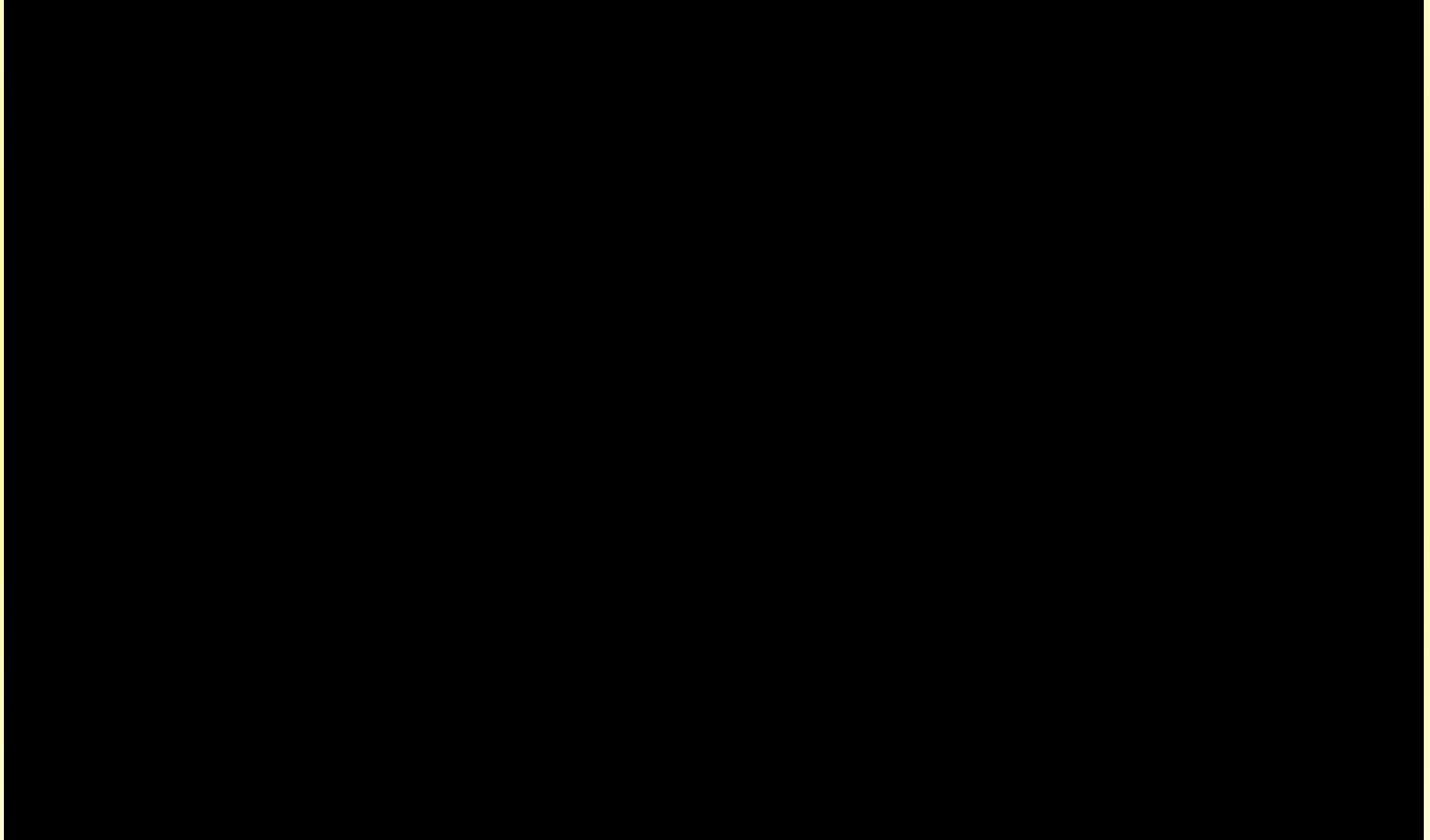
If the county clerk's office confirms that the voter's address is not within the precinct, the poll worker should complete the information below and give the completed form to the voter, instruct the voter to complete a voter registration application form to update county voter registration record files,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

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

Date of Election:	_____
Name of Voter:	_____
Voter's Registrant ID Number:	_____ <small>(This number will be provided by the County Clerk's office.)</small>
New Polling Site Location:	_____ <small>(New polling site location will be provided by the County Clerk's office.)</small>
New Polling Precinct Number:	_____ <small>(This number will be provided by the County Clerk's office.)</small>
Ballot Style to be Voted:	_____ <small>(This number will be provided by the County Clerk's office.)</small>
Authorized By:	_____ <small>(Name of the employee with county clerk's office confirming the voter's registration.)</small>
Referred From:	_____ <small>(Name of the poll and the precinct number from which referred.)</small>
Referred by Poll Worker:	_____ <small>(Signature of the poll worker referring the voter to a new polling site.)</small>

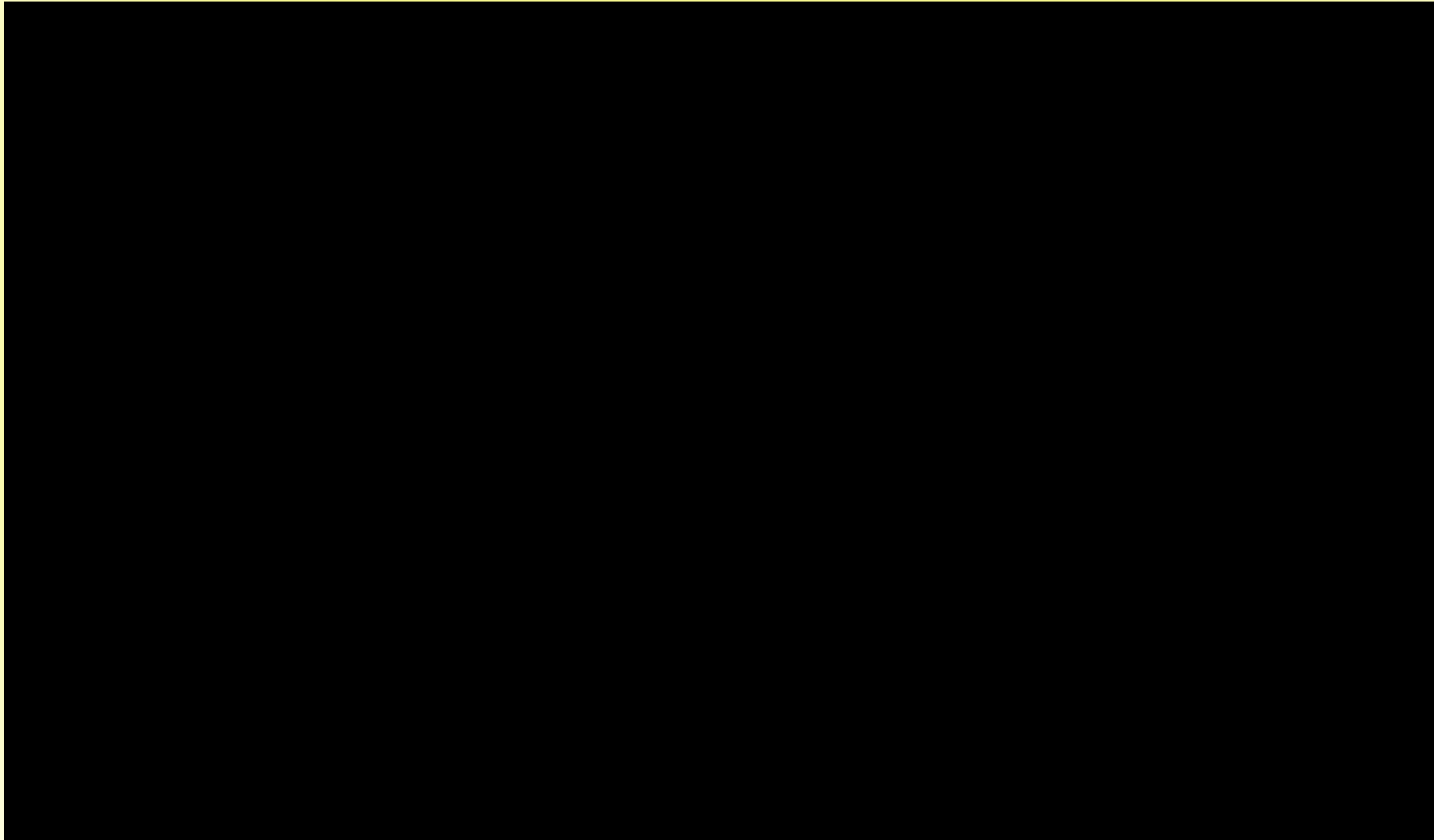
# **PROVISIONAL VOTING PROCEDURES**

# VIDEO 4 – PROVISIONAL (NON ID RELATED)





# VIDEO 5 – PROVISIONAL ID RELATED



# Provisional Voting

- To be completed by the poll worker →
- To be completed only if the ballot is challenged by a poll watcher →
- Must be completed by the poll worker →
- Must be signed by the voter for any provisional ballot to be considered valid by CBEC →
- Both squares are to be completed by the poll worker →

**PROVISIONAL VOTER ENVELOPE**

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

---

**CHALLENGED BALLOT FORM**  
(To be completed when a poll watcher challenges a voter)

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

---

**PROVISIONAL VOTER ELIGIBILITY AFFIRMATION**  
(To be completed on voter qualification issues)

Name of Registered Voter: \_\_\_\_\_ Prior Name: \_\_\_\_\_  
Address of Registered Voter: \_\_\_\_\_ Prior Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Prior City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Provided ID: Yes  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

# How to Process A Provisional Voter (Step 1-2) P.41

- **Step 1:** Inform the voter that he or she is required to vote a provisional ballot
- **Step 2:** Complete the List of Provisional Voters Form (P.45)

Attachment B

### LIST OF PROVISIONAL VOTERS

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

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

Voter's Signature	TO BE COMPLETED BY POLL WORKER			TO BE COMPLETED BY ELECTION COMMISSION				
	Voter's Name	Voter's Address	Reason Provis.		Precinct	Vote counted		If not counted, reason
			A	B		Y	N	

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

\_\_\_\_\_  
Commissioner Signature      Commissioner Signature      Commissioner Signature

# How to Process A Provisional Voter (Step 3-4) p.41

- Step 3: Complete the poll worker portion of the Provisional Ballot
- Step 4: Voter reviews and signs the Eligibility Affirmation

**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 \_\_\_\_\_

<p style="text-align: center;"><b>Reason for Voting Provisional</b>                      (To be completed by a poll worker)</p> <p><input type="checkbox"/> Failure to Show a Qualifying Photo ID  <input type="checkbox"/> Poll Watcher Challenge  <input type="checkbox"/> Not on Precinct Voter Registration List  <input type="checkbox"/> First-time Voter Flagged to Show Additional ID                      (No Additional ID Provided)  <input type="checkbox"/> Previously Sent an Absentee Ballot  <input type="checkbox"/> Marked as Having Already Voted  <input type="checkbox"/> Court-ordered Voting Extension  <input type="checkbox"/> Voter Requests an Alternative Ballot  <input type="checkbox"/> Other _____</p>	<p style="text-align: center;"><b>Ballot Style</b>                      (To be completed by a poll worker)</p> <p>Ballot Style _____ was given to the provisional voter based upon the voter's affirmation of eligibility for this jurisdiction.</p> <p style="text-align: center;">_____                      Signature of Poll Worker</p>
--	---

# How to Process a Provisional Voter (Step 5-7) P.41

- Ask the voter to provide a Photo ID
- Use the Photo ID to:
  - Compare the photo on the ID to the person standing in front of you; AND
  - Compare the name on the ID to the name recorded in the PVR List (or stated by the voter and recorded on the Provisional Envelope)
- **DO NOT** compare the address on the ID to the one on the PVR List
- **Step 7:** The poll worker must “witness” the voter signing the Eligibility Affirmation

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

# How to Process a Provisional Voter

## P.42

- **Step 8:** The Poll worker must mark the reason (or reasons) for voting a provisional ballot in the “Reasons for Provisional Voting” box.
- **Step 9:** The Poll worker must document the ballot style issued in the “Ballot Style” box and sign the ballot style statement.

2016-2017 Ballot Style Statement

<b>Reason for Voting Provisional</b> (To be completed by a poll worker)
<input type="checkbox"/> Failure to Show a Qualifying Photo ID
<input type="checkbox"/> Poll Watcher Challenge
<input type="checkbox"/> Not on Precinct Voter Registration List
<input type="checkbox"/> First-time Voter Flagged to Show Additional ID (No Additional ID Provided)
<input type="checkbox"/> Previously Sent an Absentee Ballot
<input type="checkbox"/> Marked as Having Already Voted
<input type="checkbox"/> Court-ordered Voting Extension
<input type="checkbox"/> Voter Requests an Alternative Ballot
<input type="checkbox"/> Other _____

<b>Ballot Style</b> (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

# How to Process a Provisional Voter

## P.42

- **Step 10: Voter is issued their ballot (and a ballot secrecy envelope)**
  - IF the voter is not disputing the ballot style identified as theirs by the county clerk or PVR List, then issue that ballot style to the voter.
  - IF the voter disputes their assigned ballot, issue the ballot requested by the voter
- **Step 11: Voter marks the ballot, seals the ballot in the secrecy envelope, and seals the secrecy envelope in the provisional ballot envelope**

# How to Process a Provisional Voter

## P.42

- **Step 12: Issue a “Notice to Provisional Voters”**
  - Mark the reason (or reasons) for the provisional vote (P. 47)
- **Step 13: Deposit completed provisional ballot envelope in a secure container**

### 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: \_\_\_\_\_

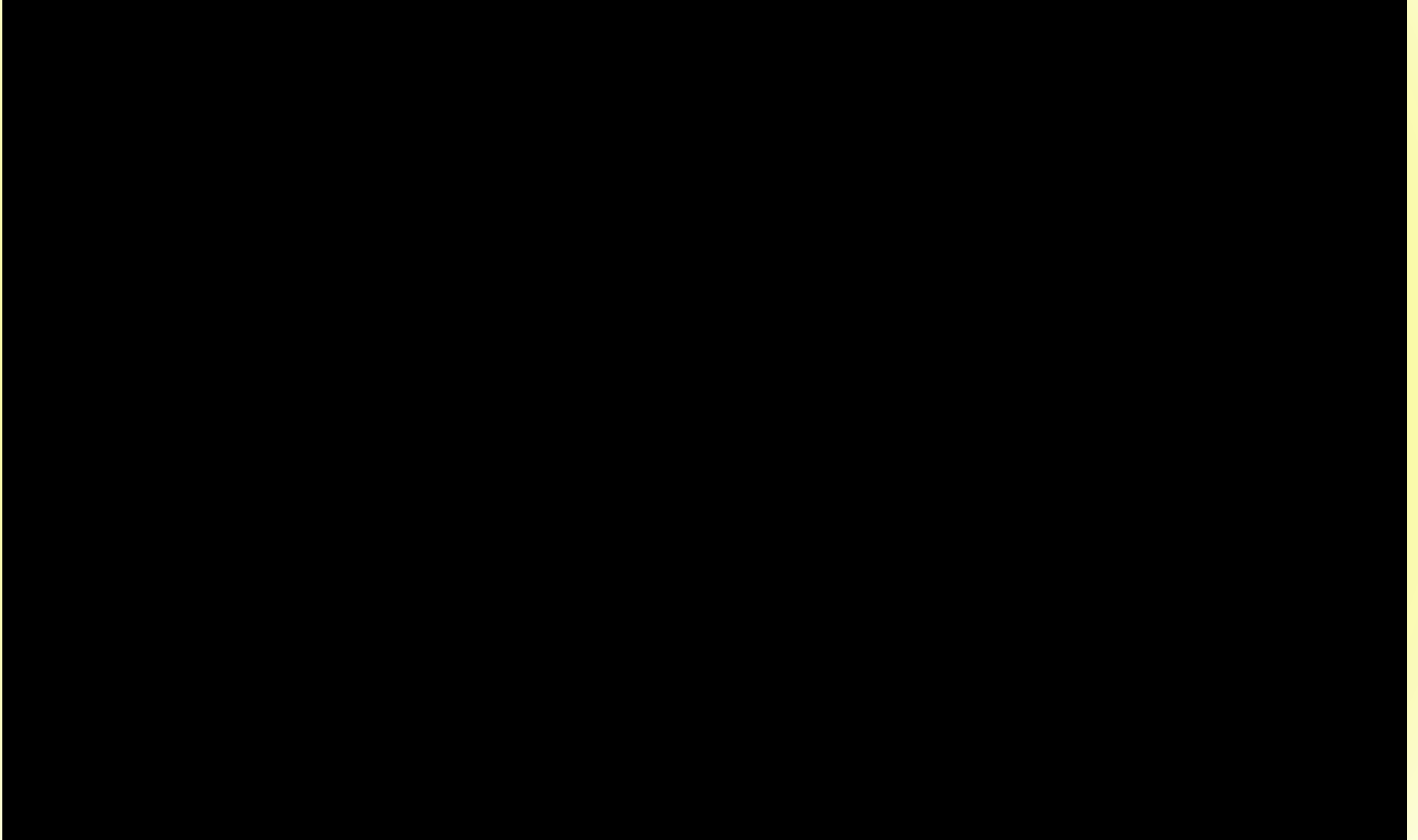
For more information, contact: \_\_\_\_\_ County Election Commission

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

You will be notified by first class mail whether your vote was counted, and if not, the reason why.



# Video 6 – Provisional (Challenge & ID)



# Poll Watcher Challenges P.51

- All candidates, ballot issue committees, and political parties have the ability to appoint poll watchers who can:
  - Be present in the poll
  - Object to a voter's eligibility
  - Observe the voting process and election officials
  - Keep records
  - Call issues to the attention of the Poll Judge

# Poll Watcher Challenges P.53

- Must present a “Poll Watcher Authorization Form” with a county clerk file mark to remain in the poll
- Must be allowed to stand close enough to the voter check-in process to hear what is said

**POLL WATCHER AUTHORIZATION FORM**  
(A.C.A. § 7-5-312(A)(1) 224 of 2007)

**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 Chairman/Secretary of the State/County Committee**

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

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

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

**Signature of 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 Challenges P.51

- A Poll Watcher **MUST NOT**:
  - Be **within 6 feet** of any voting machines or booths
  - **Speak to voters**
  - Try to **influence voters** inside the electioneering exclusion zone
  - **Disrupt the election**

## 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.
- 4)

# Poll Watcher Challenges P.45

## How to Challenge:

- Challenge must be made prior to the voter signing the PVR List/Tablet
- Challenge causes the voter to vote provisionally
- Poll watcher must complete the challenge form on the Provisional Ballot Envelope

## What to Challenge:

- A poll watcher may challenge a voter for the following reasons:
  - Voter is not eligible to vote at the polling site
    - Not registered
    - Voting using an incorrect address (on the wrong ballot)
  - Voter has already voted

<b>CHALLENGED BALLOT FORM</b>	
<i>(To be completed when a poll watcher challenges a voter)</i>	
Name of Voter Challenged:	_____
Name of Poll Watcher:	_____
Entity Represented:	_____
	<small><i>(Name of candidate, group or party the poll watcher represents from the Poll Watcher Affidavit)</i></small>
Reason for Challenge:	_____
Signature of Poll Watcher:	_____
Signature of Challenged Voter:	_____

Provisional Voting

# **EXERCISE ONE**

Provisional Voting

# EXERCISE TWO

Provisional Voting

# EXERCISE THREE



Provisional Voting

# EXERCISE FOUR

# Closing the Poll – P. 67

## ▶ Closing Procedures

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

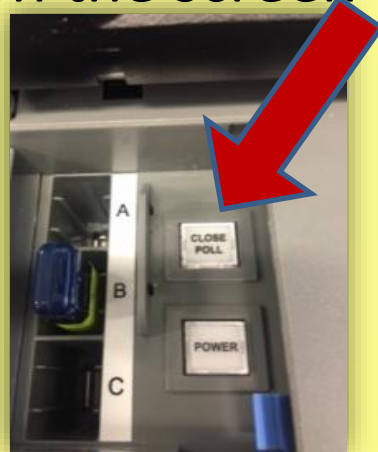
## ▶ Secure Ballots for Transport

## ▶ Depart Poll

- **Deliver materials to County Clerk**
- **Deliver materials to County Election Commission**

# Closing the DS 200 Tabulator – P. 68

- **Step 1:** Record the public count on the Poll Workers' Certificate P. 73
- **Step 2:** Open the security door and push the “Close Poll” button
- **Step 3:** Tap the “Close Poll” button on the screen



## 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.

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

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

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

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

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

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

Return signed certificate to County Election Commission with election materials.

# Closing the DS 200 Tabulator – P. 68

- **Step 4:** Three results tapes will print
- **Step 5:** **SIGN ALL THREE** and **post one copy in the poll**
  - Other two signed result tapes returned to CBEC
- **Step 6:** Tap “Finished” and turn off the tabulator

# Closing Other Voting Equipment

## P. 67-68

- **Closing Electronic Poll Tablets:**
  - Procedures on Page 67
- **Closing Ballot Marking Devices**
  - Procedures on Page 68
  - Remember to shut down the device prior to removing the USB Media

# Poll Worker Certificate – P. 73

- All poll workers **MUST** sign
- Applies only to tabulators
- Beginning count from ZERO tapes
- Number of votes on counter from DS 200
- Ending count from results tapes
- **TIME MADE INACCESSIBLE**

**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.

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

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

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

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

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

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

Return signed certificate to County Election Commission with election materials.

# Departing the Poll



- ▶ Follow any specific instructions from CBEC
- ▶ Remove postings and collect “VOTE HERE” signs
- ▶ Collect all supplies and election materials
- ▶ Put the poll back in order
- ▶ Seal stub boxes for transport to County Board of Election Commission
- ▶ **Remember to take ALL BALLOTS from the tabulators and return to CBEC**
- ▶ **Comprehensive Checklist beginning on Page 75**

# Deliver to County Clerk



- ▶ **A copy of the Certificate of Election Results**
- ▶ **One copy of tally sheets, if any**
- ▶ **List of Voters Form**
- ▶ **Precinct Voter Registration Lists**
- ▶ **Voter Registration Application Forms**
- ▶ **Other record-keeping supplies**



# Deliver to CBEC

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



**Additional Conditions when Conducting Early Voting**

**EARLY VOTING**

# Early Voting

## ▶ Same as Election Day, except:

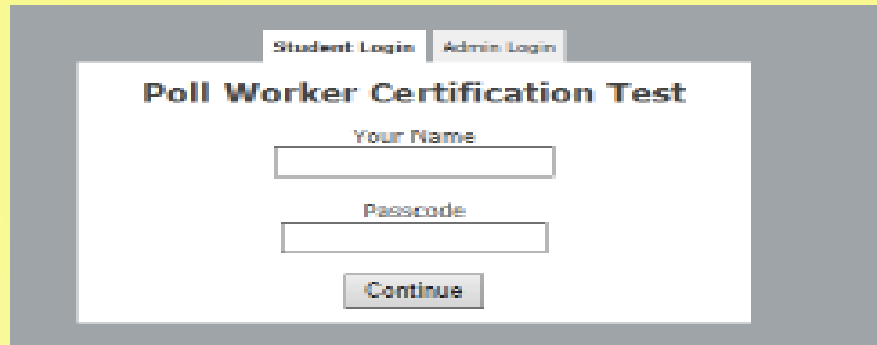
- Keep daily dated records of numbers of ballots cast signed by the poll workers
- At the end of each day – secure the machines, materials, and ALL ballots
  - Lock up to prevent unauthorized tampering
- County Clerk updates VR database within 24 hours

## ▶ Early Voting Request Form

- Early voting may be conducted using an Early Voting Request Form rather than the PVR List
- If using the Early Voting Request Form, must record the voter's Precinct Number

# Test Your Knowledge

- When you are ready to take the test go to this link:  
<https://testmoz.com/11593960>
- You should see the Login screen like below
- **Enter your name and COUNTY** (i.e. Jon Davidson – Saline County)
- Then enter the Passcode: **test2022**



The screenshot shows a login interface for a 'Poll Worker Certification Test'. At the top, there are two tabs: 'Student Login' and 'Admin Login'. Below the tabs, the title 'Poll Worker Certification Test' is displayed. There are two input fields: 'Your Name' and 'Passcode'. Below the 'Passcode' field is a 'Continue' button.

- Once you have finished taking the test click the **SUBMIT** button
- You will then see a screen displaying your score and any questions missed along with the correct answer
- When you are finished reviewing your score – click **LOGOUT**

# **STATE BOARD OF ELECTION COMMISSIONERS**

**501 Woodlane Street – Suite 122 South**

**Little Rock, Arkansas 72201**

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

**Fax: (501)682-1782**

**[info.sbec@arkansas.gov](mailto:info.sbec@arkansas.gov)**

**[www.arkansas.gov/sbec](http://www.arkansas.gov/sbec)**