

# **2022**

# **Poll Worker Training**



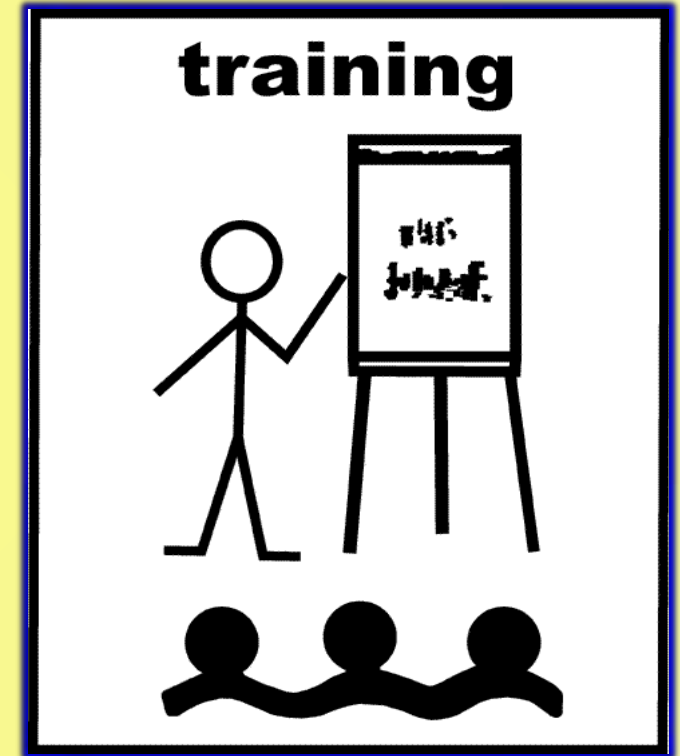
**Provided by the:**  
**State Board of Election Commissioners**  
**501 Woodlane – Suite 122 South**  
**Little Rock, AR 72201**  
**501-682-1834**  
**1-800-411-6996**

# 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.

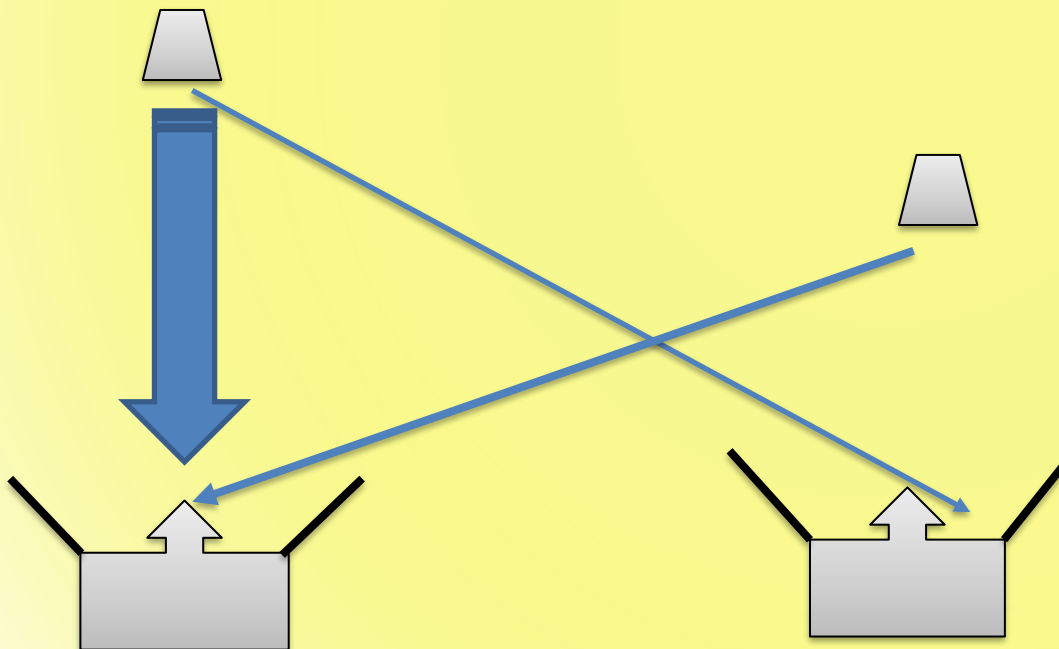
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**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 CBEC
- ▶ **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

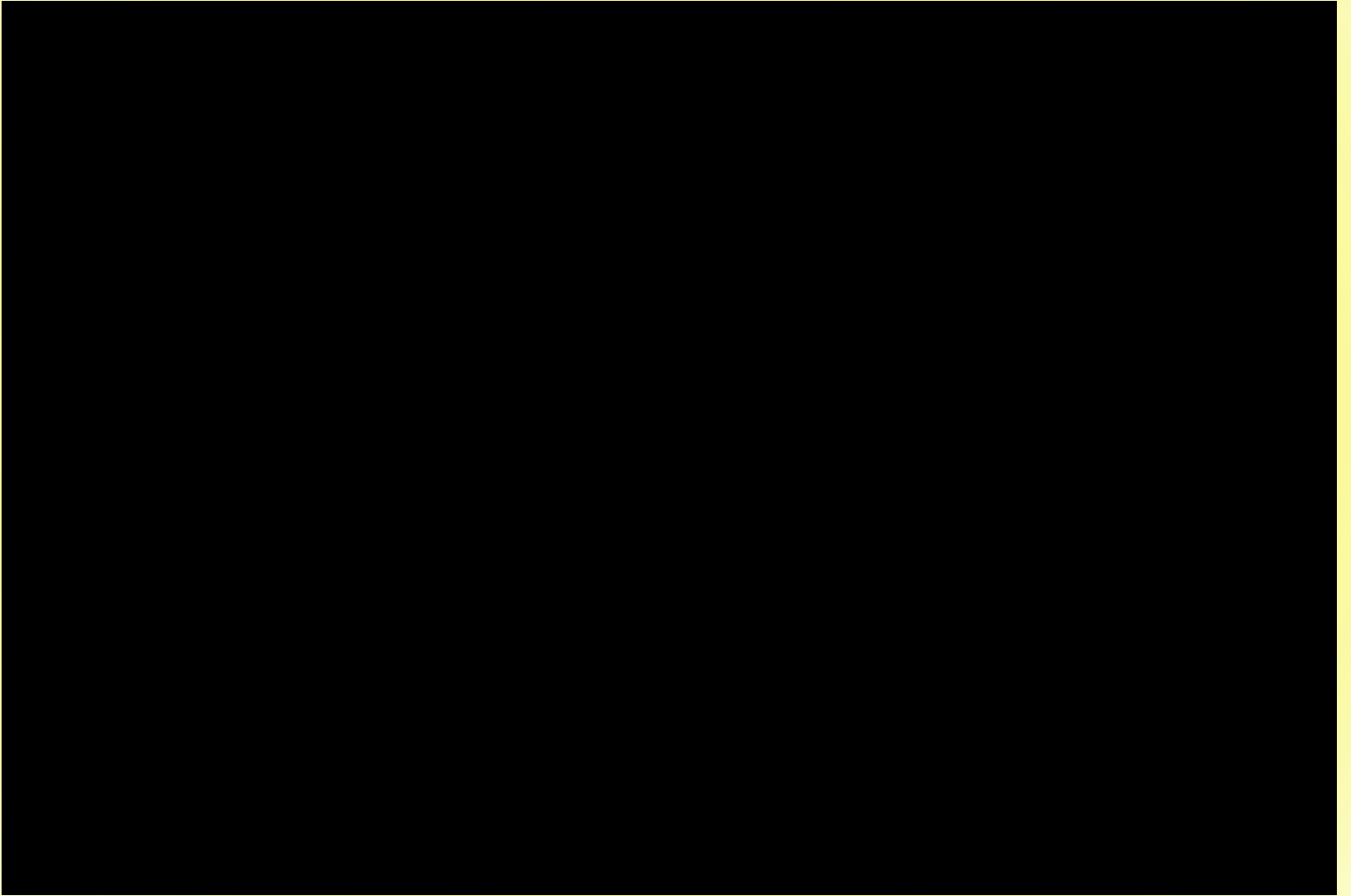


## **During Voting Hours**

- ▶ **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

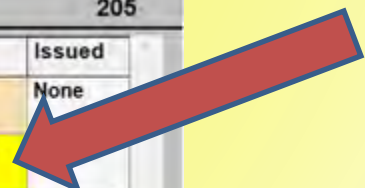
- If the address stated by the voter differs from the address in the PVR List (tablet), **the matter should be referred to the Poll Judge.**
- This process will be addressed in more detail in the afternoon session.

# 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	480-006 Litteral 006	DOB	3497528	Status	Inactive
				Issued	No Vote

Comments

**ID Provided  
Issue Regular Ballot**

**Go Back**

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

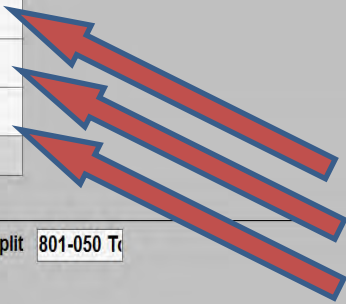
**Select Ballot**

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 RelIssue: 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

The image displays three sequential screenshots of a tablet application used for processing voters. The first screenshot (labeled 293) shows the 'Capture Signature' screen with a red circle around the 'Capture Signature' button. The second screenshot (labeled 294) shows the 'Accept' screen with a red circle around the 'Accept' button. The third screenshot (labeled 295) shows the 'Get Voter's Signature' screen with a red circle around the 'Accept' button. Each screen includes a status bar at the bottom with the text 'BT:95% AC:Unplugged' and 'Issue: 0 Reissue: 0 Cancel: 0 Net: 0'.

293

Tap the Get Signature button to have the Voter electronically sign their signature. Turn the tablet to the Voter.

No Signature On File

Capture Signature Cancel Back to Voter

BT:95% AC:Unplugged Issue: 0 Reissue: 0 Cancel: 0 Net: 0 7/24/2016 3:09:03 PM

294

Have the voter sign in the signature box using the stylus connected to the device. Once the voter starts signing the Accept and Clear buttons will become active. Have the voter tap "Accept". If the voter needs to change their signature have the voter tap the "Clear" button to start again.

Voter Profile King, Nicholas Robert 900 North Leverett Avenue APT 366 Fayetteville 72701

NOTICE TO VOTER: IF YOU SIGN THIS FORM AND YOU ARE NOT A LAWFULLY REGISTERED VOTER, YOU ARE MAKING A FALSE STATEMENT AND MAY BE COMMITTING PERJURY. PERJURY IS PUNISHABLE BY UP TO A \$16,000 FINE AND UP TO 10 YEARS IMPRISONMENT.

Clear Accept Cancel

BT:95% AC:Unplugged Issue: 0 Reissue: 0 Cancel: 0 Net: 0 7/24/2016 3:09:09 PM

295

Get Voter's Signature

Tap the "Accept" button. If the voter needs to change their signature have the voter tap the "Clear Signature Sign Again" button

Voter's Signature

Clear Signature Sign Again Accept Cancel Back to Voter Screen

BT:94% AC:Unplugged Issue: 0 Reissue: 0 Cancel: 0 Net: 0 7/24/2016 3:09:36 PM

# 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

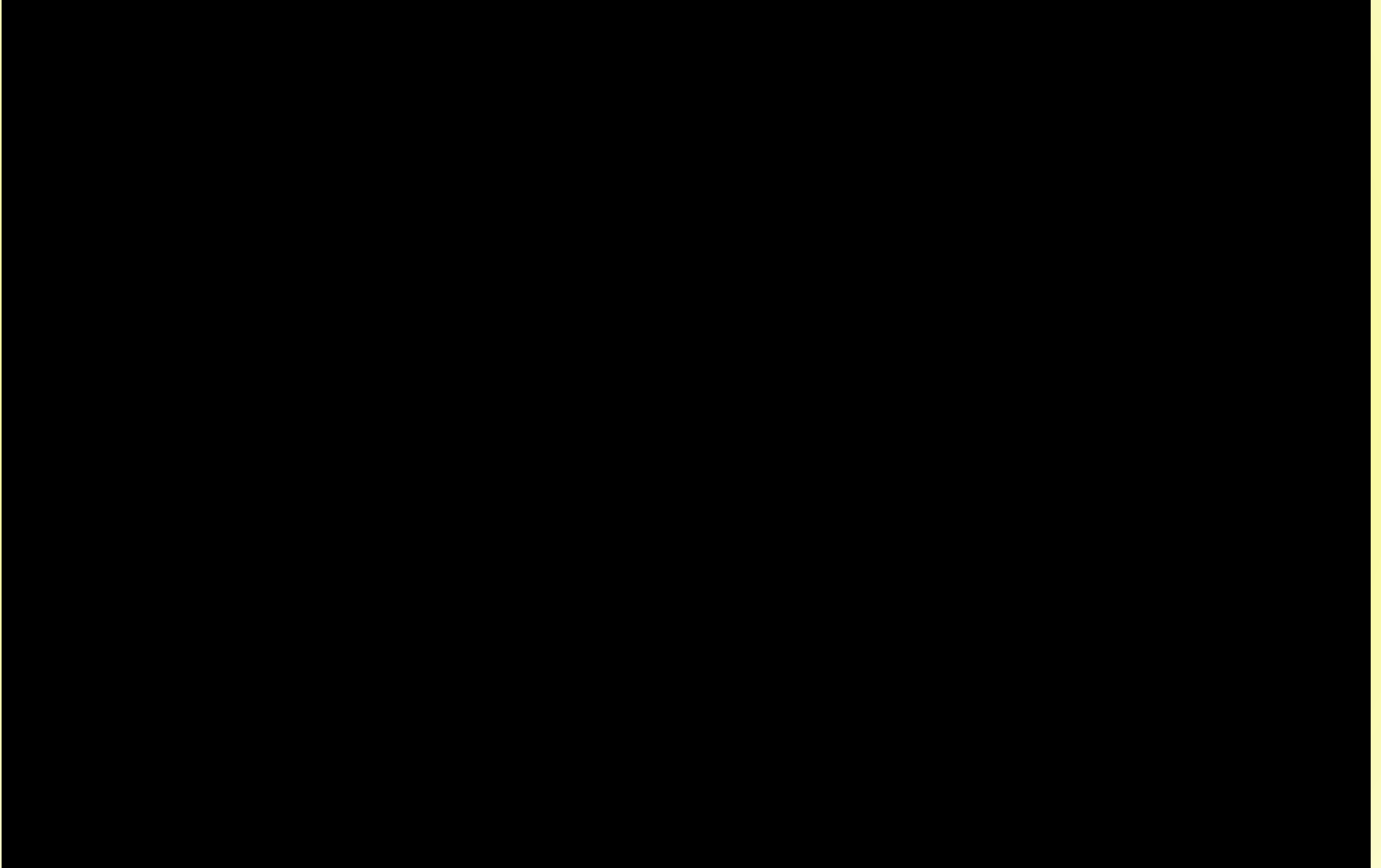
# Fail-safe Voting

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.

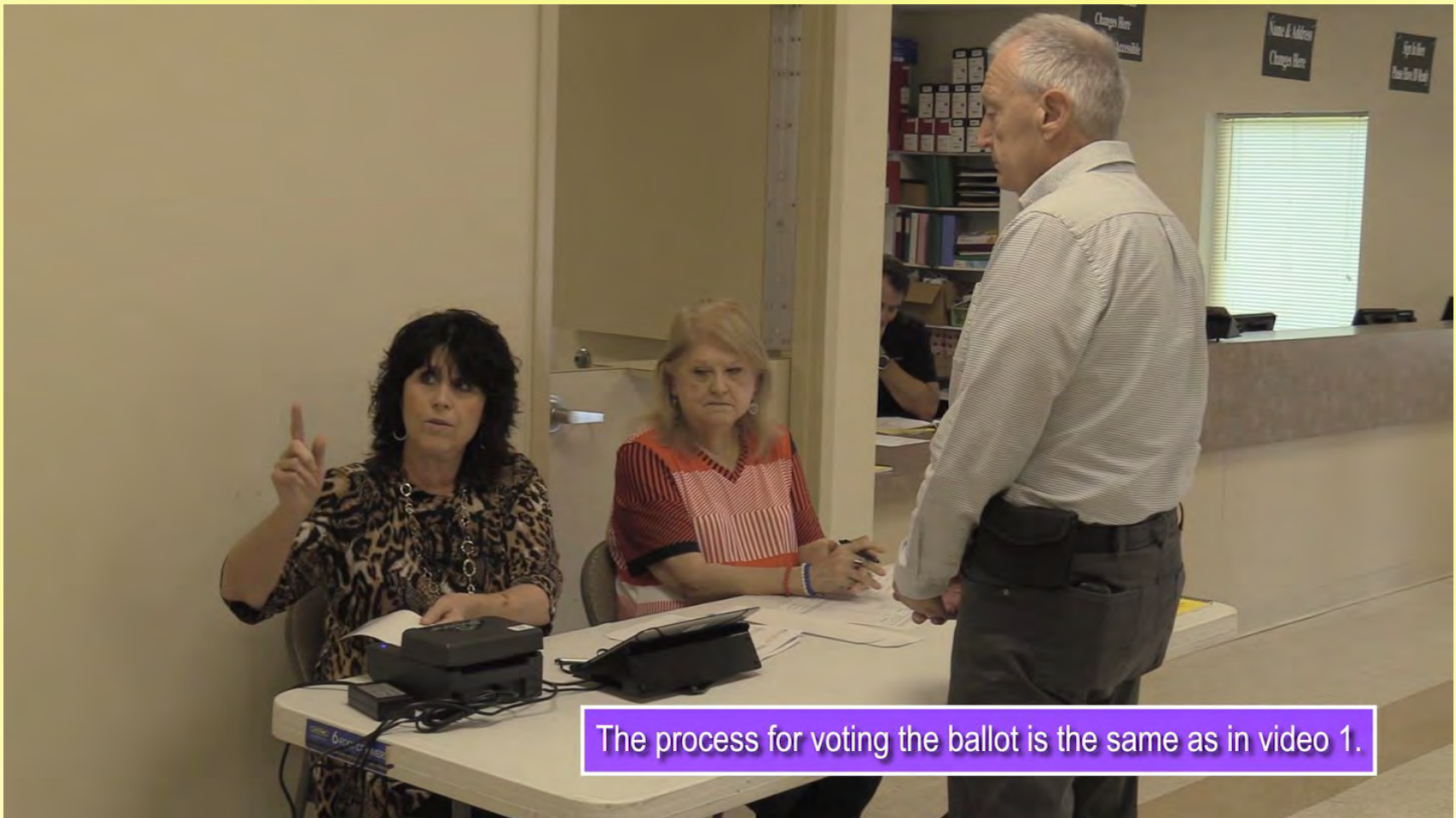
If the county clerk's office confirms that the voter's address is not within the precinct, the poll worker should complete the information below and give the completed form to the voter, instruct the voter to complete a voter registration application form to update county voter registration record files, 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.

**1** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
 Mr. Mrs. Miss. Jr. Sr. III. IV.

**2** Address Where You Live (Use Section 10 if below)  
 (Rural addresses must only map.) Apt. or Unit: \_\_\_\_\_ City/Town: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**3** Address Where You Receive Mail If Different from Above: Apt. or Unit: \_\_\_\_\_ City/Town: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**4** Date of Birth: \_\_\_\_\_ **5** Home & Work Phone Numbers (Optional): (H) \_\_\_\_\_ (W) \_\_\_\_\_ **6** Party (Optional): \_\_\_\_\_

**7** E-mail Address (Optional): \_\_\_\_\_ **8** Have you ever voted in a federal election in this state? ☐ Yes ☐ No  
 Signature or elector: \_\_\_\_\_ Please sign full name or put mark.

**9** ID Number: \_\_\_\_\_ (Check the appropriate 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 registered (18) years of age or older on 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 within your lifetime having been discharged or pardoned?  
☐ Yes ☐ No  
 If you checked No in response to either question A or B, do not complete this form.  
 If you checked Yes in response to either question C or D, do not complete this form.

The information I have provided is true to the best of my knowledge. I do not own 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 or imprisonment of up to 10 years under state and federal laws.

**11** Date: \_\_\_\_\_  
 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:**  
 • You were previously registered in another county or state, or  
 • You wish to change the name or address on your current registration.

**MAIL REGISTRANTS: PLEASE SEE SECTION D.**  
 Agency Code (For Official Use Only): \_\_\_\_\_

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

**A** Previous Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
 Mr. Mrs. Miss. Jr. Sr. III. IV.

**B** Previous Home Number and Street Name: \_\_\_\_\_ Apt. or Unit: \_\_\_\_\_ 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  
 • Windchuck Road  
 • 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.

OR: Use Only

Assigned ID

1 Mr. Mrs. Miss Ms. List Name: \_\_\_\_\_ Jr. Sr. First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
 II, III, IV

2 Address Where You Live (Use Section C below)  
 (Rural addresses must show map.) Apt. or Unit: \_\_\_\_\_ City/Town: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

3 Address Where You Receive Mail If Different From Above Apt. or Unit: \_\_\_\_\_ City/Town: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

4 Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 5 Home & Work Phone Numbers (Optional) (H) \_\_\_\_\_ (W) \_\_\_\_\_ 6 Party (Optional) \_\_\_\_\_

7 Is mail Address (Optional) \_\_\_\_\_ 8 Have you ever voted in a federal election in the 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 or American under American descent?  
☐ Yes ☐ No  
 (B) Were you in military (18) years of age or older when you became a citizen?  
☐ 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 criminal history being discharged or expunged?  
☐ Yes ☐ No  
 If you checked No in response to the questions A or B, do not complete the form.  
 If you checked Yes in response to either question C or D, do not complete the 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:  
 • You were previously registered in another county or state, or  
 • You wish to change the name or address on your current registration.

MAIL REGISTRANTS: PLEASE SEE SECTION D.

Agency Code (For Official Use Only): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

B Previous Street Number and Street Name: \_\_\_\_\_ Apt. or Unit: \_\_\_\_\_ 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

• Public School

Winchuck Road

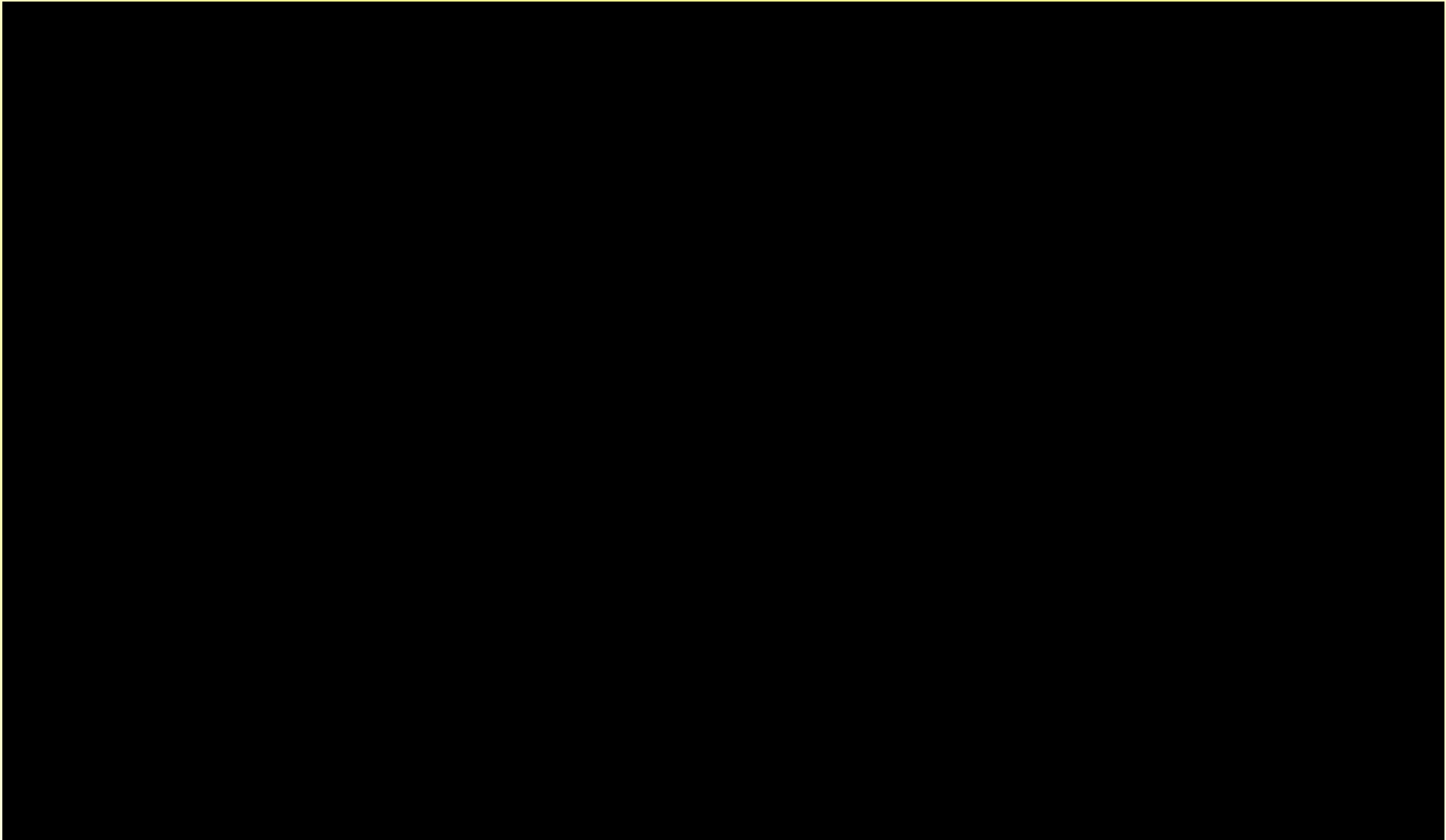
NORTH ↑

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		Active	Ballot Issued		Done
Zies George Leslie	1030 West Rochier Street APT 5		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		Inactive	None	
King Nicholas Robert	900 North Leverett Avenue APT 366		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)(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.	
		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.

# **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)**