#### C:\Documents and Settings\jrhammons\Desktop\Great Seal.jpg

**MON 2020-**Click or tap here to enter text.

#### STATE BOARD OF ELECTION COMMISSIONERS

#### Report of the Certified Election Monitor

Choose an item. Click or tap here to enter text.

#### Date: Click or tap to enter a date.

**Election:** Choose an item.

**County:** Choose an item.

**Polling Site:** Click or tap here to enter text.

The following report is a record of the observations of a certified election monitor appointed by the State Board of Election Commissioners pursuant to SBEC Rule §1001 et. seq. Certified election monitors are sent by the SBEC to observe the conduct of elections in a county and report those observation to the SBEC.

**Section 1 – Personnel**

*Instructions: In order to ensure your observations are clearly and concisely recorded, please introduce yourself to each of the election officials when you arrive or when the opportunity presents itself. Inform them that you are not there to interfere but are simply observing the process of voting. Record each of the election officials’ names and describe their job duties in the field below.*

*When recording your observations in this report you should identify any election official using the numerical values assigned in this form. For example: “A voter requested assistance from election officials and was assisted by Election Official 2 and Election Official 5.”*

|  |  |  |
| --- | --- | --- |
|  | **Name of Election Official** | **Job(s) of Election Official** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |
| 4 | Click or tap here to enter text. | Click or tap here to enter text. |
| 5 | Click or tap here to enter text. | Click or tap here to enter text. |
| 6 | Click or tap here to enter text. | Click or tap here to enter text. |
| 7 | Click or tap here to enter text. | Click or tap here to enter text. |
| 8 | Click or tap here to enter text. | Click or tap here to enter text. |
| 9 | Click or tap here to enter text. | Click or tap here to enter text. |
| 10 | Click or tap here to enter text. | Click or tap here to enter text. |

**Section 2: Required Postings**

*Instructions: Observe the poll to determine whether each of the following items has been posted. Check the box next to an item indicating whether it was observed. Please add any comments or additional observations in the box below.*

|  |  |  |
| --- | --- | --- |
| **Observed** | **Absent** | **Required Item to be Posted** |
|  |  | Notice of Election |
|  |  | Sample Ballots (posted on the wall) |
|  |  | Sample Ballots (in bound volumes or one bound volume and one or more electronic devices) |
|  |  | Two Copies of the Full Text of all Measures on the Ballot |
|  |  | Two Copies of Instructions on How to Vote including instructions on How to Cast a Provisional Ballot and Fail-Safe Voting |
|  |  | Voting Rights Poster (Provided by SOS) |
|  |  | State and Federal Elections Law Poster (Provided by SOS) |
|  |  | Poll Watcher Rights and Responsibilities |
|  |  | List of Registered Voters by Precinct |
|  |  | Vote Here Signs (Placed near each main driveway entrance to the polling site on each public street bordering the polling site and visible to approaching traffic) |
|  |  | ADA Signage (If temporary ADA parking places are established or if required to mark accessible entrances and hallways) |
|  |  | Zero Tapes (Printout showing zero votes for each voting machine or tabulator that is signed by the election officials) |

Select the number of ballot styles available in the poll: Choose an item.

Add Any Additional Comments Regarding Required Postings Below:

Click or tap here to enter text.

**Section 3a: Opening of the Poll – Election Day**

*Instructions: Please answer the following questions.*

1. Did you arrive at this polling location prior to the opening of the poll?

YES  NO

1. If so, was the poll open to voting at 7:30am?

YES  NO

1. If the poll was not open for voting at 7:30am, when was voting made available to voters? Click or tap here to enter text.
2. Did all election officials take their oath prior to opening the poll?

YES  NO

1. Did the election officials verify that they had the correct ballots/ election media, along with other necessary supplies, and that the that the voting equipment was functioning properly?

YES  NO

Add any additional comments regarding the circumstances surrounding the opening of the poll below. If the poll was not open at the required time, please describe the circumstance(s) that prevented the poll from opening and all efforts that were taken to remedy the problem:

Click or tap here to enter text.

**Section 3b: Opening of the Poll – Legally Mandated Early Voting (Preferential Primary or General Election)**

*Instructions: Please answer the following questions.*

1. Did you arrive at this polling location prior to the opening of the poll?

YES  NO

1. If observed on a week day, was the poll open for voting at 8:00am?

YES  NO  Not Applicable

1. If observed on a Saturday, was the poll open for voting at 10:00am?

YES  NO  Not Applicable

1. If the poll was not open for voting at the required time, when was voting made available to voters? Click or tap here to enter text.
2. Did all election officials take their oath prior to opening the poll?

YES  NO

1. Did the election officials verify that they had the correct ballots/ election media, along with other necessary supplies, and that the that the voting equipment was functioning properly?

YES  NO

Add any additional comments regarding the circumstances surrounding the opening of the poll below. If the poll was not open at the required time, please describe the circumstance(s) that prevented the poll from opening and all efforts that were taken to remedy the problem:

Click or tap here to enter text.

**Section 3c: Opening of the Poll – Legally Mandated Early Voting (Special Election, Runoff, or Annual School Election)**

*Instructions: Please answer the following questions.*

1. Did you arrive at this polling location prior to the opening of the poll?

YES  NO

1. Please determine what the ordinary office hours of the County Clerk’s office are and state that time here: Click or tap here to enter text.

1. Was the poll open for voting at the time the County Clerk’s office ordinarily opens for business?

YES  NO

1. If the poll was not open for voting at the required time, when was voting made available to voters? Click or tap here to enter text.
2. Did all election officials take their oath prior to opening the poll?

YES  NO

1. Did the election officials verify that they had the correct ballots/ election media, along with other necessary supplies, and that the that the voting equipment was functioning properly?

YES  NO

**{Section continues to the next page}**

Add any additional comments regarding the circumstances surrounding the opening of the poll below. If the poll was not open at the required time, please describe the circumstance(s) that prevented the poll from opening and all efforts that were taken to remedy the problem:

Click or tap here to enter text.

**Section 4a: Processing of Voters – Regular Ballot**

*Instructions: This section is designed to document the process used to check in voters at the poll. Please answer the following specific questions and please take care to document any actions which you believe may not conform to the requirements of Arkansas Law and what election official took those actions.*

1. Please identify the voting system in use at this poll for voting regular ballots: Choose an item.
2. Describe the general process used in this poll to check in a voter including the election official or election officials who perform each portion of the process:

Click or tap here to enter text.

1. As a general matter, were voters at this polling location consistently asked to state their name, address, and date of birth aloud to the election official?

YES  NO

1. As a general matter, were voters at this polling location consistently asked to provide a Photo ID prior to voting?

YES  NO

1. As a general matter, were the names of each voter logged on a sequentially numbered list of voters?

YES  NO

1. Describe any instance where you believe the voter check-in process was conducted in violation of Arkansas Law. This description should include the time you made the observation, the identity of any election official referenced, the name of the voter if known, and the reason you believe that this process did not comply with Arkansas Law.

Click or tap here to enter text.

**Section 4b: Processing of Voters – Provisional Ballot**

1. Please identify the voting system in use at this poll for voting *provisional* ballots: Pre-Printed Paper Ballots
2. Describe ***ALL*** instances of provisional voting you observed including when the event began, the step-by-step process you observed, the identity of any election official referenced, and the name of the voter if known:

Click or tap here to enter text.

1. As a general matter, were provisional voters at this polling location consistently asked to state their name, address, and date of birth aloud to the election official?

YES  NO

1. As a general matter, were provisional voters at this polling location consistently asked to provide a Photo ID prior to voting?

YES  NO

1. As a general matter, were the names of each provisional voter logged on a sequentially numbered list of provisional voters?

YES  NO

1. As a general matter, did election officials ensure that voters signed the provisional ballot envelope before their ballot was accepted?

YES  NO

1. As a general matter, was each provisional voter given a notice explaining any additional steps the voter may need to take and what the voter can do to ensure their vote is counted?

YES  NO

1. If you observed a situation where you believe a provisional ballot should have been made available to a voter but was not, please describe this event in as much detail as possible including a step-by-step account of what you observed. Please identify when the event occurred, the identity of any election official referenced, and the name of the voter if known:

Click or tap here to enter text.

**Section 5: Arrangement of the Polling Site**

*Instructions: Please answer the following questions.*

1. Was the poll generally set up so that a voter could walk to and from their voting booth or voting machines without seeing the screen of any other voting machine (or ballot) that was being used by a voter in the process of voting?

YES  NO

1. Were the voting machines arranged so that no person could see the screen of a voter in the process of voting?

YES  NO

1. Did the voting machines appear to be at least six feet apart?

YES  NO

1. Were voters able to deposit their ballots into the ballot box or precinct tabulator without their ballot being viewed by another person?

YES  NO  N/A

1. Were the outsides of the voting machines and/or voting booths in plain view of the election officials?

YES  NO

If you answered no to any of the questions above, please describe each circumstance or occasion which led you to indicate an election law was violated. Please provide the greatest detail possible.

Click or tap here to enter text.

Please attach photographs which show the arrangement of the poll in the space below. If you are unable to attached photographs, you may provide a sketch in place of the photographs. *If you have photographs but are unable to attach them, please contact SBEC staff for assistance.*

 

**Section 6: Assistance of Voters**

*Instructions: Please answer the following questions. Note, assistance in the context of these questions means that a voter is helped by another person to complete the actual process of marking and casting the ballot. Assistance* ***does not*** *include election officials who are asked incidental questions but do not observe the voter’s ballot while the voter is in the process of voting.*

Assistance by a Third Party

1. Did you observe a voter who was assisted in the process of voting by a third party? *If yes, please answer questions 2 through 5*.

YES  NO

1. Did all assisted voters you observed personally request the assistance they received?

YES  NO

1. Did all third-party assistants you were able to observe limit their interaction with the voter to reading the ballot to the voter and making the selection on behalf of the voter?

YES  NO

1. Were the names of all voters who were assisted, the name of the assistant, and the assistants’ addresses recorded in the *List of Persons Assisting Voters* log?

YES  NO

1. To the best of your knowledge, did all third-party assistants help six voters or fewer?

YES  NO

If you answered no to at least one of questions 2 through 5, please describe each occasion which led you to indicate an election law was violated regarding third-party voter assistance. These events should be described in the greatest detail possible including when the event occurred, the names of all assistants, voters, and election officials involved.

Click or tap here to enter text.

Please take photographs or acquire photo copies of the *List of Persons Assisting Voters* log up to the point when you leave the poll. Please attach these logs to this report. If you are unable to attach these logs, please explain why in the field below.

Click or tap here to enter text.

Assistance by an Election Official

1. Did you observe a voter who was assisted by an election official in the process of voting? *If yes, please answer questions 6 through 10*.

YES  NO

1. Did all assisted voters you observed personally request the assistance they received?

YES  NO

1. Did all voters who required assistance by election officials have at least two election officials present when the assistance was provided?

YES  NO

1. Did all election officials who assisted voters limit their interaction with the voter to reading the ballot to the voter and making the selection on behalf of the voter?

YES  NO

1. Were the names of all voters who were assisted and the names of the election officials who assisted recorded in the *List of Persons Assisting Voters* log?

YES  NO

If you answered no to at least one of questions 7 through 10, please describe each occasion which led you to indicate an election law was violated regarding voters assisted by election officials. These events should be described in the greatest detail possible including when the event occurred, the names of all voters, and election officials involved.

Click or tap here to enter text.

**Section 7: Additional Election Day Procedures**

*Instructions: Please answer the following questions.*

Abandoned Ballots

1. Did you observe an abandoned ballot? *If yes, please answer questions 2 and 3*.

YES  NO

1. If the election officials found the abandoned ballot in the voting equipment, did they:
   1. Have two election officials address all abandoned ballot(s)?

YES  NO

* 1. Complete the process of casting the ballot(s)?

YES  NO

* 1. Enter the circumstances into the Abandoned Ballot Log?

YES  NO

1. If the election officials found the abandoned ballot *anywhere other than* in the voting equipment, did they:
   1. Write Abandoned on the face of the ballot?

YES  NO

* 1. Place the abandoned ballot in a separate envelope?

YES  NO

* 1. Write Abandoned Ballot on the envelope (if it is not already labeled)?

YES  NO

* 1. Document all circumstances on the outside of the envelope?

YES  NO

* 1. Preserve abandoned ballots separately from other ballots?

YES  NO

If you answered no to any of the questions above, please describe each occasion which led you to indicate an election law was violated. These events should be described in the greatest detail possible including when the event occurred and the names of all voters and election officials involved.

Click or tap here to enter text.

Spoiled Ballots

1. Did a voter request to have a new ballot after completing some or all of their first ballot but having not yet cast it? *If yes, please answer questions 4 through 7*.

YES  NO

1. Was any such voter given a new ballot and their original ballot spoiled?

YES  NO

1. In the process of spoiling a ballot, did the election officials:
   1. Write Cancelled on the face of the ballot?

YES  NO

* 1. Initial the ballot next to the word Cancelled and place the spoiled ballot in an envelope marked spoiled ballot?

YES  NO

* 1. Record the spoiled ballot’s style number on the Spoiled Ballot Affidavit?

YES  NO

* 1. Have the voter sign the Spoiled Ballot Affidavit *before* issuing a replacement ballot?

YES  NO

* 1. Preserve spoiled ballots separately from other ballots?

YES  NO

1. Were all voters allowed to spoil no more than two ballots while being provided a replacement ballot?

YES  NO

If you answered no to any of the questions above, please describe each occasion which led you to indicate an election law was violated. These events should be described in the greatest detail possible including when the event occurred and the names of all voters and election officials involved.

Click or tap here to enter text.

Poll Watchers

1. Were poll watchers present in your poll while you observed voting? *If yes, please answer questions 8 through 10*.

YES  NO

1. Were poll watchers allowed to sit or stand close enough to the voter checking area so that they could hear the information stated by the voters?

YES  NO

1. Did poll watchers refrain from interacting with voters or election officials except when challenging a voter or bringing something to the attention of the poll supervisor?

YES  NO

If you answered no to any of the questions above, please describe each occasion which led you to indicate an election law was violated. These events should be described in the greatest detail possible including when the event occurred and the names of all voters, poll watchers, and election officials involved.

Click or tap here to enter text.

Electioneering

1. Did you observe any instances of unlawful electioneering in the poll or inside the 100-foot electioneering exclusion zone? *If yes, please answer question 12*.

YES  NO

1. Was the distance of 100 feet from the primary entrance of the poll marked so campaign representatives and others knew where the electioneering zone began?

YES  NO

If you observe an instance of electioneering, please describe those events in the greatest detail possible. Please include the time that the events occurred, where the events occurred in or around the poll, and identify all persons involved with the incident. If any person is representing a candidate or ballot issue, please note who or what they are representing.

Click or tap here to enter text.

If relevant, please take photographs of any incidents of electioneering and attach them below or to the end of this report.

 

 

**Section 8: Accessibility of the Polling Site**

*Instructions: Please answer the following questions.*

Parking and Pathway

1. Is there Accessible Parking marked with signage indicating the parking is reserved for handicap persons?

YES  NO

1. Is the path from the accessible parking to the entry of the polling place free from all obstructions to a disabled voter? (Obstructions include but are not limited to stairs, curbs without cuts or ramps, or points which narrow to less than 36 inches)

YES  NO

1. If the accessible path into the building differs from the primary path, are there signs which identify the accessible path?

YES  NO  N/A

1. Are the accessible parking places and the paths into the poll paved or made into a smooth solid surface by some temporary measure?

YES  NO

1. If a ramp is necessary to enter the poll, is the ramp at least 36 inches wide, does it have a slope less than 1:12, and is there a flat landing area at the top of the ramp?

YES  NO  N/A

Interior Pathway and Doorways

1. Is a disabled voter required to traverse any point (including doorways) narrower than 36 inches in order to access the poll?

YES  NO

1. Are all doors designed so that they can be opened without the voter being required to grasp or twist a door knob?

YES  NO

1. For any door which requires a voter to grasp or twist a door knob, is there a modification which accommodates disabled voters? (*These may include propping the door open, installing a doorbell or intercom, or assigning an election official to open the door for voters)*

YES  NO  N/A

1. Are there any stairs for which there is not ramp or elevator to allow a disabled voter to access the voting area?

YES  NO

If you observe any condition(s) which you believe may constitute a barrier for a disabled voter to access this poll, please describe that issue below. Please also attach any photographs you may have showing the issue or condition.

Click or tap here to enter text.

 

**Section 9: Closing the Poll**

*Instructions: Please answer the following questions.*

1. Did you observe the closing of the poll? *If yes, please answer questions 2 through 11*.

YES  NO

1. If you are observing election day voting, was the closure of the poll announced promptly at 7:30pm and were additional voters prevented from entering the line to vote?

YES  NO  N/A

1. If you are observing early voting, please state the time when the poll was required to close. *Please contact the SBEC staff if you are unsure of the time your poll was required to close*. Click or tap here to enter text.
2. If you are observing early voting, was the closure of the poll announced promptly at the appropriate time and were additional voters prevented from entering the line to vote?

YES  NO  N/A

1. Were all persons in line to vote at the time the poll closed allowed to vote?

YES  NO  N/A

1. Once all voters had cast their ballot, did the election officials produce and sign three results tapes for all voting machines or precinct tabulators present in the poll?

YES  NO

1. Did the election officials post one of the three results tapes on the wall for public inspection?

YES  NO

1. Were results tapes produced in view of any candidate or member of the public who wished to be present?

YES  NO

1. Did the election officials complete and sign the “Poll Workers’ Certificate” or another document which logs the time voting machines were made inaccessible to voting?

YES  NO

1. Did the election officials total the list of voters and certify the accuracy of the list by signing it?

YES  NO

1. Did the election officials secure the following items and return these items to the CBEC/County Clerk:
   1. Two certified (signed) results tapes for each voting machine or tabulator?

YES  NO

* 1. Electronic media containing electronically recorded vote totals from the voting machines or tabulators?

YES  NO

* 1. All voted ballots or RTAL tapes in a secured container with a numbered seal?

YES  NO

* 1. All provisional ballot envelopes?

YES  NO

* 1. The list of voters form?

YES  NO

* 1. The list of provisional voters form?

YES  NO

* 1. The paper precinct voter registration list if used?

YES  NO  N/A

* 1. All Lists and Logs including the “List of Persons Assisting Voters,” “Spoiled Ballot Affidavit,” and the “Abandoned Ballot Log?”

YES  NO  N/A

* 1. The sealed stub box if pre-printed paper ballots are used in voting or provisional voting?

YES  NO  N/A

* 1. The voter registration application forms?

YES  NO  N/A

If you answered no to any of the questions above, please describe each occasion which led you to indicate an election law was violated regarding the closing of the poll. These events should be described in the greatest detail possible including when the event occurred and the names of all voters, election officials, and other persons who were involved.

Click or tap here to enter text.

**Section 10: Additional Comments**

*Instructions: If there are any additional issues, observations, concerns, or comments you feel should be brought to the attention of the SBEC regarding this polling site, please enter those in the space provided below.*

Click or tap here to enter text.

**Section 11: Affirmation**

*Instructions: Please review and sign the affirmation verifying the truthfulness of your report.*

I, Click or tap here to enter text., acting as a Certified Election Monitor appointed by the SBEC, affirm and/or swear under penalty of perjury that the factual assertions set forth in this report whether documented through the answering of the provided questions, additional written statements, or through the depiction of photographs or diagrams are true and correct to the best of my knowledge, information, and belief.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Click or tap to enter a date.

*Signature of the Election Monitor Date*