

Election Procedures Quick Guide

VOTER IDENTIFICATION PROCEDURES

**ASK EVERY VOTER TO PROVIDE ID, EVEN IF YOU KNOW THEM.
DO NOT ASK FOR A PARTICULAR FORM OF ID (I.E. A DRIVER'S LICENSE).
ALL VOTERS MUST PROVIDE ID OR BE OFFERED A PROVISIONAL BALLOT**

Valid Forms of Identification:

- 1) A **PHOTO** ID issued by the State of Arkansas, the federal government or an accredited post-secondary educational institution in Arkansas.

Examples of Valid Photo ID include:

- An **Arkansas driver's license**;
- A **concealed carry handgun** license
- A **U.S. passport**
- An **employee badge or ID** document issued by the State of Arkansas, the federal government or a postsecondary educational institution located in Arkansas
- A **U.S. military ID** document
- A **student ID card** issued by a postsecondary educational institution located in Arkansas
- A **public assistance ID card**; or
- A voter **ID card issued by the county clerk**

If an expiration date is shown on the ID, the ID is valid if it is expired no more than 4 years before election day.

- 2) Documentation from the administrator of a long-term care or residential care facility attesting to the voter's residence in the facility. This documentation may be on a Documentation of Residency form.

Assessing the Photo ID

Before the voter signs the PVR List **ask** the voter for ID and **verify** that the name on the ID is consistent with the name in the PVR List, allowing for abbreviations and nicknames;

If the name is consistent, **compare** the photograph to the voter to determine whether the voter is the person depicted in the photograph, considering hair color, glasses, facial hair, cosmetics, weight, age, injury and other physical characteristics;

If the voter's name is **different** from the name in the PVR List or the name as stated by the voter but you are **satisfied** that the voter is the person depicted in the photograph, issue the voter a regular ballot **after** the voter completes a voter registration application form for the purpose of updating the voter's information;

- If you are satisfied that the voter is the person depicted in the photograph, have the voter sign the **PVR List**, check the "**ID Provided**" box on the **PVR List** and give the voter a **REGULAR** ballot.
- If the voter does not present ID or you determine that the photograph does not depict the voter, write "**No ID**" next to the voter's name on the **PVR List**, refer the voter to the **Election Judge** at the poll.
(see **Provisional Voting Procedures**)

*** For voters with a "**Must Show ID**" notation in the Poll Book, see **Flagged Voters** on page 22 of the Poll Workers Guide

IT IS OF HIGHEST IMPORTANCE THAT THE ASSESSMENT OF ID BE APPLIED CONSISTENTLY AND FAIRLY TO EACH VOTER AND THAT EVERY VOTER IS OFFERED A BALLOT

FAIL-SAFE VOTING PROCEDURES

Name Provided by Voter Differs with the PVR List (i.e. recently married):

- Ask the voter to complete a *Voter Registration Application* form to update county records; and
- Give the voter a **REGULAR** ballot.

Birth Date Provided by Voter Differs from the PVR List:

- Request additional identification;
- Ask the voter to complete a *Voter Registration Application* form to update county records; and
- Give the voter a **REGULAR** ballot.
- If no additional ID is provided, give the voter a **PROVISIONAL** ballot.

Address Provided by Voter Differs from the PVR List:

- Contact the county clerk's office to verify the voter's precinct and correct polling site.
 - *If the County Clerk's Office Confirms that the Address is Within the Precinct:*
 - Ask the voter to complete a *Voter Registration Application* form to update county records; and
 - Give the voter a **REGULAR** ballot.
 - *If the County Clerk's Office Confirms that the Address is NOT Within the Precinct:*
 - Complete a *Change in Polling Site Authorization Form*;
 - Ask the voter to complete a *Voter Registration Application* form to update county records;
 - Direct the voter to his or her correct polling site; and
 - Instruct the voter to present his or her *Change in Polling Site Authorization Form* at the voter's new polling site to expedite the process.
- NOTE:** The voter shall vote a **REGULAR** ballot at his or her new and correct polling site.

Voter Refuses to Go to the Correct Polling Site:

- If the county clerk confirms that the address is **NOT** within the precinct, but the voter insists that he or she is at the correct poll and refuses to go to his or her correct polling site:
 - Ask the voter to sign the *Eligibility Affirmation* located on the *Provisional Voter Envelope*; and
 - Give the voter a **PROVISIONAL** ballot and follow Provisional Voting Procedures.

Voter's Name is NOT on the PVR List:

- Contact the county clerk's office to verify the voter's registration status, precinct, and polling site.
 - *If the County Clerk's Office Confirms that the Voter is Registered and that the Address is Within the Precinct:*
 - Ask the voter to complete a *Voter Registration Application* form to update county records; and
 - Give the voter a **REGULAR** ballot after following all check-in procedures.
 - *If the County Clerk's Office Confirms that the Voter is Registered but the Address is NOT Within the Precinct:*
 - Complete a *Change in Polling Site Authorization Form*;
 - Ask the voter to complete a *Voter Registration Application* form to update county records;
 - Direct the voter to his or her correct polling site; and
 - Instruct the voter to present his or her *Change in Polling Site Authorization Form* at the voter's new polling site to expedite the process.
- NOTE:** The voter will vote a **REGULAR** ballot at their new and correct polling site after following all check-in procedures.

Voter's Registration CANNOT be Verified:

- If the county clerk cannot verify the voter's registration, but the voter contends to be both registered in the precinct and eligible to vote:
 - Ask the voter to sign the *Eligibility Affirmation* located on the *Provisional Voter Envelope*; and
 - Give the voter a **PROVISIONAL** ballot; and
 - Follow Provisional Voting Procedures.

Voter has an "ABS" (Delivered an Absentee Ballot) or an "EA" (Voted Early) Notation on the PVR List:

- Give the voter a **PROVISIONAL** ballot; and
- Follow Provisional Voting Procedures.

PROVISIONAL VOTING PROCEDURES

When a voter casts a provisional ballot as the result of a poll watcher challenge, the voter's failure to present ID, a PVR list notation that the voter had already cast an absentee ballot or early voted, the absence of the voter's name from registration records, or for any other reason, the following procedures apply:

Procedure for Casting a Provisional Ballot for failure to provide ID:

- A poll worker **MUST** mark the reason for voting provisionally on the provisional ballot envelope;
- The voter **MUST** complete the **Eligibility Affirmation** located on the **Provisional Voter Envelope**;
- The poll worker **MUST** inform the voter that they may complete a **Verification of Identity Affirmation** which will allow the voter to affirm they are registered to vote in the State of Arkansas and that they are the person who is registered to vote.
- If the voter chose to complete **the Verification of Identity Affirmation**, the voter shall sign the affirmation located on the front of the envelope marked "Provisional Ballot."
- The poll worker **MUST** initial the back of a paper ballot, remove the ballot stub, and place the stub into the stub box;
- The voter may then mark the ballot and **SHALL**:
 - Place the provisional ballot in a ballot secrecy envelope marked **Provisional Ballot**, and seal the envelope;
 - Place the sealed **Provisional Ballot** envelope in his or her **Provisional Voter Envelope**, seal it, and give it to the poll worker.

For Poll Watcher Challenges, the following procedures also apply:

- A poll watcher may challenge a voter on the **GROUND**s that the voter is not eligible to vote in the precinct or has previously voted in the election;
- A poll watcher **MUST** notify a poll worker of the challenge **BEFORE** the voter signs the **PVR List**;
- The poll watcher **MUST** complete the **Challenged Ballot Form** located on the **Provisional Voter Envelope**;
- A poll worker **MUST** inform the voter that his or her ballot is being challenged and mark the reason for voting provisionally on the provisional ballot envelope.
- The poll worker **MUST ALSO**:
 - Provide the provisional voter with a copy of a notice that 1) explains the provisional voting process, 2) informs the voter that she/he will be notified by first class mail whether the ballot was counted, and 3) provides the date for a hearing for the voter if the county board of election commission rejects the provisional ballot;
 - Record the provisional voter's name and address on the **List of Provisional Voters**;
 - Keep provisional ballots separate from other ballots by placing the **Provisional Voter Envelopes** in a secure container;
 - Forward the secure container to the county election commission after the poll closes.

IT IS CRUCIAL THAT POLL WORKERS FOLLOW THESE PROCEDURES SO THAT THE COUNTY ELECTION COMMISSION CAN LATER DETERMINE THE VALIDITY OF EACH PROVISIONAL BALLOT AND WHETHER OR NOT THE BALLOT SHOULD BE COUNTED.

PROCEDURES FOR ASSISTING VOTERS

NO PERSON SHALL ASSIST MORE THAN SIX (6) VOTERS IN MARKING AND CASTING A BALLOT AT AN ELECTION, EXCEPT POLL WORKERS OR COUNTY CLERKS AND DEPUTY COUNTY CLERKS DURING EARLY VOTING.

If a voter notifies a poll worker that he or she is unable to stand in line for extended periods of time because of physical, sensory, or other disability,

- Assist the voter to the head of the line.

If a voter notifies a poll worker that he or she is unable to cast his or her ballot without help, the voter has the option of:

- Voting unassisted on a voting machine equipped for voters with disabilities; **OR**
- Having two (2) poll workers assist the voter in casting his or her ballot (one to assist and one to observe without comment or interpretation); **OR**
- Allowing any person selected and named by the voter to assist the voter without comment or interpretation.

The Poll Worker must:

- Record the names of the voters assisted; and
- Record the names and addresses of the two (2) poll workers or the person chosen by the voter to assist on the **List of Persons Assisting Voters** form.

IMPORTANT REMINDERS

- The voter **must PERSONALLY** request help;
- A poll watcher **CANNOT** suggest to a voter that he or she needs assistance;
- A poll worker **CANNOT** suggest to a voter that he or she needs assistance;
- Ballots **CANNOT** be taken outside 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 the voter;
- Chairs for voters having trouble standing should be provided, if possible; and
- A service animal assisting a voter with a physical disability is allowed in the poll.

SPOILED & ABANDONED BALLOT PROCEDURES

If a voter **SPOILS** his or her paper ballot, the voter may return the paper ballot to a poll worker, and the poll worker **MUST**:

- Write **CANCELLED** on the face of the ballot;
- Initial the ballot next to the word **CANCELLED** ;
- Place the spoiled ballot in an envelope marked **Spoiled Ballot**;
- Record the spoiled ballot's ballot style number on the **Spoiled Ballot Affidavit**;
- Ask the voter to sign the **Spoiled Ballot Affidavit** before issuing a replacement ballot;
- Issue the voter a new ballot (not to exceed 3 ballots in all); and
- Preserve spoiled ballots separately from other ballots for return to the county election commission.

Paper Ballots Abandoned in the Poll

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

- Write **ABANDONED** on the face of the abandoned ballot;
- Place the abandoned ballot in a separate envelope;
- Mark **Abandoned Ballot** on the envelope;
- Document all circumstances on the outside of the envelope; and
- Preserve the abandoned ballots separately from other ballots.

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

Paper Ballots Abandoned in the Electronic Scanner

If a paper ballot is abandoned in the receiving part of an electronic scanner by a voter who has left the poll without telling a poll worker to cancel or replace the ballot, two (2) poll workers **MUST**:

- Override warnings on the scanner;
- Complete the process of casting the ballot; and
- Document on the **Abandoned Ballot Log** the name of the voter, the names of the two poll workers completing the process of casting the ballot, the time, and all circumstances involved.

Electronic Ballots Abandoned on a Voting Machine

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 **MUST**:

- Complete the process of casting the ballot; and
- Document on the **Abandoned Ballot Log** the name of the voter, the names of the two poll workers completing the process of casting the ballot, the time, and all circumstances involved.

*** For other **IMPORTANT REMINDERS** see the third page of the *Poll Workers Guide*