

# POLL WORKERS' CHECKLIST

(To be completed by poll workers at the polling site on election day)

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

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

## BEFORE BEGINNING ANY OFFICIAL DUTIES

**Oath of Poll Workers** (all poll workers must take and sign the oath before beginning any official duties)  
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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BEFORE OPENING THE POLLING SITE

**Paper Ballot Accounting** (Account for all paper ballots at the poll using the top bolded line as an example)

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

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

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

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

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

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

**Total number of paper ballots received:** \_\_\_\_\_

**Confirm completion of each task below** by entering a checkmark in the space provided or marking N/A in the space, if not applicable. **Explain all exceptions** in the Exceptions and Comments section provided at the end of the Checklist.

- \_\_\_\_\_ Inspected election supplies for any missing items
- \_\_\_\_\_ Arranged voting booths and machines within plain view of the poll workers while ensuring orderly flow of voters and voter privacy
- \_\_\_\_\_ Identified the 100' boundary for electioneering
- \_\_\_\_\_ Posted VOTE HERE signs near each main driveway entrance to the poll
- \_\_\_\_\_ Posted a "Notice on Electioneering" on the exterior entrances used by voters
- \_\_\_\_\_ Posted a ZERO printout tape for each voting machine (signed by all poll workers)
- \_\_\_\_\_ Posted a ZERO printout tape for each electronic vote tabulating device (scanner) signed by all poll workers
- \_\_\_\_\_ Posted the Public Notice of Election
- \_\_\_\_\_ Posted 2 sample ballots marked "SAMPLE" of each ballot style to be used at the poll
- \_\_\_\_\_ Posted 2 copies of the full text of all measures on the ballot
- \_\_\_\_\_ Posted 2 copies of instructions on how to vote, including provisional and fail-safe voting
- \_\_\_\_\_ Posted Voting Rights Posters provided by the Secretary of State's Office
- \_\_\_\_\_ Posted poll watcher rights and responsibilities (provided by SBEC)
- \_\_\_\_\_ Followed instructions for activating the voting machine(s) for voting
- \_\_\_\_\_ Followed instructions for opening electronic vote tabulating devices (scanners)
- \_\_\_\_\_ Reviewed voter identification procedures (separate instructions provided by SBEC)
- \_\_\_\_\_ Reviewed fail-safe & provisional voting procedures (separate instructions provided by SBEC)
- \_\_\_\_\_ Reviewed abandoned ballot procedures (separate instructions provided by SBEC)

**DURING VOTING HOURS (7:30 a.m. through 7:30 p.m.)**

\_\_\_\_\_ Opened the poll at 7:30 a.m.

**Processed voters**

- \_\_\_\_\_ Requested that each voter state his or her name and address
- \_\_\_\_\_ Requested that each voter state his or her date of birth
- \_\_\_\_\_ Confirmed each voter's stated date of birth and address to the precinct voter registration list
- \_\_\_\_\_ Requested that each voter provide a current and valid form of ID
- \_\_\_\_\_ Marked the precinct voter registration list for all voters unable to provide ID
- \_\_\_\_\_ Had the voter sign the precinct voter registration list
- \_\_\_\_\_ Recorded or had the voter record his or her name on the list of voters (provided by SBEC)
- \_\_\_\_\_ Initialed the back of each ballot before giving the voter the ballot
- \_\_\_\_\_ Removed the stub **before** giving the voter the ballot
- \_\_\_\_\_ Placed all removed stubs in the stub box provided
- \_\_\_\_\_ Prohibited ballots from being carried outside of the poll

**PRIMARY ELECTIONS ONLY**

- \_\_\_\_\_ Requested the voter to state in which party primary or other election he or she wished to vote
- \_\_\_\_\_ Marked the precinct voter registration list with a D (Democratic Ballot), R (Republican Ballot), or NP (Nonpartisan Judicial Only Ballot)

**PRIMARY RUNOFF ELECTIONS ONLY**

- \_\_\_\_\_ Allowed voters who voted a Democratic ballot in the primary to vote a Democratic ballot in the runoff election (voter **cannot** vote a Republican ballot)
- \_\_\_\_\_ Allowed voters who voted a Republican ballot in the primary to vote a Republican ballot in the runoff election (voter **cannot** vote a Democratic ballot)
- \_\_\_\_\_ Allowed voters who voted a Nonpartisan Judicial or Special Election ballot in the primary to vote either party's runoff ballot, if they choose to do so
- \_\_\_\_\_ Allowed voters who did not vote in the primary at all to vote either party's runoff ballot, if they choose to do so

**Assisted, Fail-safe and Provisional Voting**

- \_\_\_\_\_ Followed all procedures regarding assisting voters (instructions provided by SBEC)
- \_\_\_\_\_ Kept a list of all voters assisted, including the name and address of the person assisting the voter (List of Persons Assisting Voters form provided by SBEC)
- \_\_\_\_\_ Followed all fail-safe voting procedures
- \_\_\_\_\_ Required every poll watcher to present a poll watcher affidavit immediately upon entering the poll (Poll Watcher Authorization Form provided by SBEC)
- \_\_\_\_\_ Followed all provisional voting procedures
- \_\_\_\_\_ Kept a separate list of the names and addresses of all persons voting provisional ballots (List of Provisional Voters form provided by SBEC)
- \_\_\_\_\_ Provided written information to voters casting provisional ballots instructing them on how to determine if their vote was counted and the reason, if not counted
- \_\_\_\_\_ Kept all provisional ballots secured and separate from other ballots
- \_\_\_\_\_ Kept all provisional ballots resulting from a court ordered voting extension secured and separate from the other provisional ballots

### Spoiled and Abandoned Ballots

- \_\_\_\_\_ Followed all spoiled ballot procedures (separate instructions provided by SBEC)
- \_\_\_\_\_ Wrote "Cancelled" on the face of all spoiled ballots
- \_\_\_\_\_ Had voters sign a spoiled ballot affidavit before issuing a replacement ballot, up to 3 ballots in all (Spoiled Ballot Affidavit provided by SBEC)
- \_\_\_\_\_ Preserved all spoiled ballots separately from other ballots
- \_\_\_\_\_ Wrote "Abandoned" on the face of any paper ballot left at a voting booth or anywhere else in the poll without being inserted into the ballot box by the voter before leaving the poll
- \_\_\_\_\_ Placed the abandoned ballot in an envelope, marked the envelope "Abandoned Ballot," and documented circumstances on the outside of the envelope
- \_\_\_\_\_ Preserved abandoned ballots separately from other ballots
- \_\_\_\_\_ Followed procedures for ballots abandoned at a scanner or voting machine
- \_\_\_\_\_ Kept an abandoned ballot log for ballots abandoned at a scanner or voting machine (Abandoned Ballot Log provided by SBEC)

### CLOSING THE POLL

- \_\_\_\_\_ Announced the closing and closed the poll at 7:30 p.m.
- \_\_\_\_\_ Allowed persons already in line when the poll closed to cast their vote
- \_\_\_\_\_ Totaled the # of voters on the list of voters forms and certified, attested, and signed the lists

**Paper Ballot Accounting** (Account for the number of ballots **not used** by using the example below OR by performing a manual recount of **unused** paper ballots by precinct or in total)

#### Example:

**Ballots for Precinct** 001 **quantity** 110 **serial number** 0012490 **through** 0012599  
Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_  
Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_  
Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_  
Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_  
Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_  
**Total number of paper ballots not used:** \_\_\_\_\_

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

### Crosschecks

- \_\_\_\_\_ The total number of paper ballots used and recorded under "c" should equal (d + e + f + g)
- \_\_\_\_\_ The total number of non-provisional paper ballots cast under "g" should equal "k"
- \_\_\_\_\_ The total number of voters recorded under "j" should equal the sum of "l" plus "m"

**Voting Machines**

- Secured voting machines against further voting by removing the activation packs or devices
- Attested to the exact time machines were secured against voting and to the number of votes on the public counters and certified by signature of all poll workers (form provided by SBEC)
- Secured RTAL tapes
- Exposed the vote count for each voting machine in the presence of all persons authorized to be present
- Produced and signed three (3) copies of the return record from each voting machine
- Posted one copy of each return record on the wall of the polling room
- Placed the activation pack or device used to collect votes from each machine and all certified return records in a sealed package signed by all poll workers

**Electronic Vote Tabulating Devices (Scanners)**

- Produced and signed the return record from the scanner
- Counted write-in votes and prepared a return of votes on forms provided for that purpose
- Posted results outside the polling location

**Paper Ballots (to be counted at a central location)**

- Sealed all voted ballots in a numbered, sealed container for transport

**Election Materials**

- Sealed stub boxes for transport (covered slots where stubs are inserted)
- Delivered the sealed package containing the activation packs/devices from each voting machine along with the certified return records to the county election commission
- Obtained a receipt for the sealed package
- Delivered secured voted paper ballots, unused ballots, provisional ballots, cancelled ballots, and defective ballots to the county election commission
- Delivered returns to the county election commission
- Delivered election materials to the county election commission
- Delivered the list of voters forms, precinct voter registration lists, voter registration application forms, and other record keeping supplies to the county clerk

**EXCEPTIONS AND COMMENTS**

Please list any events of the day that were out of the ordinary, any comments, or any suggestions.

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(use extra pages if necessary)