

2016

Poll Worker Training:

Processing Voters



Provided by the:
State Board of Election Commissioners
501 Woodlane, Suite 401N
Little Rock, AR 72201
501-682-1834
1-800-411-6996

During Voting Hours

- ▶ This presentation 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, but first let's talk about...



Voter ID

- ▶ **Valid forms of ID include:** a current and valid photo ID or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.
- ▶ **Note:** Poll workers are required by law to **ASK every voter** to provide ID. However, most voters **DO NOT** have to provide ID in order to vote a regular ballot. **Only voters with a “must show ID” notation on the PVR list are required to provide ID;** if these voters do not provide ID then they must be given a provisional ballot. These procedures are specifically addressed in the next steps.

Voter ID

- ▶ Poll workers should **not ask for a specific form** of ID such as a Drivers License. **Just ask generically for ID!**
- ▶ If a voter does not show identification then the poll worker indicates this on the poll book & the voter votes a **REGULAR** ballot
- ▶ Requirement for certain **FLAGGED VOTERS**
 - Voters with a “MUST SHOW ID” notation on the PVR list must present current/valid identification or else vote a **PROVISIONAL** ballot
 - Usually first-time voters who register by mail & don't provide ID w/ VR

Sample PVR List

Election Roster County

Date: *Tuesday*
Precinct(s): *39A, 39, 42, 38, 40, 41*

Election:

WARNING: 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 \$10,000 FINE AND UP TO 10 YEARS IMPRISONMENT.

ID Number	PrSp	Style	Voter Name	Birthdate	Voter Signature	Voter Signature	Ballot
2933987	42.01		ADAMS, ARETHA A 20 Jefferson, Apt 49 Wilson, AR 72395	11/12/1974 42 (42)	<input checked="" type="checkbox"/> ID Provided		R
2929266	42.01		ADAMS, JESSIE LEE 30 Jefferson, Apt 63 Wilson, AR 72395	10/27/1953 42 (42)	<input checked="" type="checkbox"/> ID Provided		D
3696997	42.01		ADAMS, JESSIE LEE 20 Jefferson, Apt 30 Wilson, AR 72395	10/22/1953 42 (42)	<input checked="" type="checkbox"/> ID Provided	MUST SHOW ID	R
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3297287	41.01		ADAMS, PATRICK ALEXANDER 19 Adams Wilson, AR 72395	10/26/1969 41 (41)	<input type="checkbox"/> ID Provided	ABS	—
2938610	42.01		ADAMS, PEARLIE MAE 10 Jefferson, Apt 27 Wilson, AR 72395	05/20/1945 42 (42)	<input type="checkbox"/> ID Provided	EA	—
2938271	39.02		AINSWORTH, CRYSTAL GAIL 3854 S CR 343 Wilson, AR 72395	11/25/1981 39 (39)	<input type="checkbox"/> ID Provided		—
2561379	42.01		ALLBRITTON, JAMES A 1 Rockefeller Wilson, AR 72395	02/04/1941 42 (42)	<input type="checkbox"/> ID Provided		—



Election:

Reminders on ID

Remember:

- ▶ Poll workers must **ASK** every voter to provide ID;
- ▶ Providing ID is **optional** for the voter
 - unless the voter has a “must show id” notation on the PVR list

Do Not's:

- **DO NOT** turn away **ANY** voter who fails to provide ID; a voter should at least be provided a provisional ballot.
- **DO NOT** demand a driver's license. If you are using an electronic poll book with scanning or swiping capability, you may explain that an AR driver's license will speed up the process for the voter. If a voter provides a valid form of ID, do not ask for a different form.



Processing Voters

- ▶ Ask the voter to state his/her **name, address and date of birth**
- ▶ **Confirm** information to the Precinct Voter Registration (PVR) List
- ▶ Ask voter to provide **identification**
 - Check PVR List for a must show id notation (**Flagged voter**)
 - Indicate on PVR list whether or not the voter provided ID
- ▶ Ask the voter to **sign** PVR List
- ▶ Record voters name on the List of Voters form
- ▶ Give the voter a ballot
 - Paper Ballot
 - Electronic Ballot
 - Provisional



Processing Voters for March Primary Election

For 2016, ballot choices include:

- ▶ A **Democratic ballot** containing Democratic party candidates, nonpartisan judicial candidates, prosecutorial candidates, and any special election issues
- ▶ A **Republican ballot** containing Republican party candidates, nonpartisan judicial candidates, prosecutorial candidates, and any special election issues
- ▶ A **Nonpartisan ballot** containing nonpartisan judicial candidates, prosecutorial candidates, and any special election issues

Primary & Runoff Elections

March Primary Election

- ▶ Ask the voter which party primary he/she wishes to vote in. **Don't ask which party he/she belongs to, etc.**
- ▶ Mark the voter's ballot choice (D, R, NP) on the PVR List

March Runoff Election

- ▶ Refer to the notations (D, R, NP) on the PVR List
- ▶ No Notation - Ask voter in which primary they voted
- ▶ Voter did not Vote in the Primary
 - Voter may vote in either the Democratic or Republican runoff
- ▶ **No Cross-Over Voting**

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 in March **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.



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Election:

Fail-Safe Voting, etc.

pages (21-22 of training guide)

- ▶ **Name provided differs with PVR List**
- ▶ **DOB provided differs with PVR List**
- ▶ **Address provided differs with PVR List**
- ▶ **Address is not within precinct**
- ▶ **Voter registration cannot be verified**
- ▶ **PVR notations – ABS or EA**



Name or DOB Discrepancy

▶ Name Provided Differs with PVR List:

- Ask voter to complete a *Voter Registration Application* form to update county records
- Give voter a regular ballot
- If the voter refuses to complete the VR app, give them a provisional ballot

▶ Birth Date Provided Differs with PVR List:

- Request additional ID
- Ask voter to complete a *Voter Registration Application* form to update county records
- Give voter a **regular** ballot
- If additional ID is not provided, give voter a provisional ballot

Address Discrepancy Outside of Precinct

▶ If the Address is not Within the Precinct:

- Complete *Change in Polling Site Authorization* form
- Ask voter to complete a *Voter Registration Application* form to update county records
- Direct voter to correct poll
- Instruct voter to present *Change in Polling Site Authorization* form at new poll
- Voter votes a **regular** ballot at his or her new and correct poll

Fail Safe Voting, etc.

- ▶ **Voter Refuses to go to Correct Poll:**
 - Voter must complete **Eligibility Affirmation** located on the Provisional Voter Envelope
 - Voter votes a **provisional** ballot

- ▶ **Voter's Name is not on PVR List:**
 - Contact County Clerk's office to verify voter's registration status, precinct, and correct poll
 - Follow separate procedures discussed previously for when:
 - Address **is confirmed** within **precinct OR**
 - Address **is not** within precinct

Fail Safe Voting, etc.

- ▶ **Voter Registration Cannot be Verified but the voter contends to be registered in the precinct and eligible to vote:**
 - Have the voter complete **Eligibility Affirmation** located on the Provisional Voter Envelope; and
 - Allow the voter to vote a **provisional** ballot

- ▶ **“ABS” Notation on the PVR List:**
 - Means that an absentee ballot was delivered to the voter
 - Voter votes a **provisional** ballot

- ▶ **“EA” Notation on the PVR List:**
 - Means that the voter **may** have already voted early
 - Voter votes a **provisional** ballot

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Election:

Let's Review

Which of the following voters should be asked by a poll worker to provide ID?

- a) All voters
- b) Only voters that the poll workers do not know
- c) Only voters with a “MUST SHOW ID” notation on the Precinct Voter Registration (PVR) List

A voter who does not provide ID should:

- a) Not be allowed to vote**
- b) Be allowed to vote only a PROVISIONAL ballot**
- c) Be allowed to vote a REGULAR ballot, after the poll worker writes “No ID” on the PVR List**

Remember: Only flagged voters are required to provide ID or else vote a provisional ballot.

In a primary election, the voter must state:

- a) Whether he or she is a Democrat or Republican**
- b) Whether he or she is an Independent**
- c) In which party's primary or other election he or she wants to vote**

Before giving a paper ballot to the voter, the poll worker must initial:

- a) The back of the ballot**
- b) The front of the ballot**
- c) No part of the ballot**

If a voter's current address is different than the address listed on the precinct voter registration list, the poll worker should:

- a) Call the county clerk to determine the voter's correct polling site**
- b) Give the voter a PROVISIONAL ballot**
- c) Let the voter cast a REGULAR ballot if the county clerk determines that the address is within the precinct and the voter updates a voter registration application form.**
- d) Both a) and c)**

If a voter's current address is not within the voting precinct, the poll worker should:

- a) Call the county clerk to determine the voter's correct polling site and send the voter there to vote**
- b) Give the voter a PROVISIONAL ballot**
- c) Let the voter cast a REGULAR ballot**

If a voter's name is not listed on the PVR List and the county clerk cannot verify the voter's registration, the poll worker must:

- a) Allow the voter to cast a REGULAR ballot**
- b) Inform the voter that he or she cannot vote**
- c) Allow the voter to cast a PROVISIONAL ballot**

For Primary Runoff Elections, poll workers must refer to the “D”, “R”, or “NP” notation on the PVR List to:

- a) Ensure that voter is not attempting to crossover vote**
- b) Determine that the voter is eligible to vote the ballot that he or she is requesting**
- c) Determine the voter’s party affiliation**
- d) Both a and b**