

DURING VOTING HOURS

Open the Poll

On election day, open the poll promptly at 7:30 a.m. and keep the poll open continuously until 7:30 p.m.

Process Voters

_____ **Step 1:** Ask the voter to state his or her name, address, and date of birth.

_____ **Step 2:** Confirm the information given by the voter to the information on the Precinct Voter Registration (PVR) List.

The following voting scenarios are covered by Fail-Safe Voting Procedures on pages 42-43 in the Quick Guides section.

Name Provided by Voter Differs with the PVR List: If the name provided by the voter differs from the PVR List (such as a recently married voter), the poll worker must ask the voter to complete a Voter Registration Application form to update county records, and then give the voter a *regular* ballot.

Birth Date Provided by Voter Differs with the PVR List: If the date of birth provided by the voter differs from the PVR List, the poll worker must ask the voter to complete a Voter Registration Application form to update county records, and then give the voter a *regular* ballot.

Address Provided by Voter Differs with the PVR List: If the address provided by the voter differs with the PVR List, the poll worker must contact the county clerk's office to verify the voter's precinct and correct poll.

Address is Confirmed Within the Precinct: If the county clerk's office confirms that the voter is registered and that the address is within the precinct, the poll worker must ask the voter to complete a Voter Registration Application form to update county records and then give the voter a *regular* ballot.

Address is not Within the Precinct: If the county clerk's office confirms that the voter is registered and that the address is *not* within the precinct, the poll worker should 1) complete a Change in Polling Site Authorization Form (see page 30 in the Forms section), 2) ask the voter to complete a Voter Registration Application form to update county records, 3) direct the voter to his or her correct poll, and 4) instruct the voter to present his or her Change in Polling Site Authorization Form at the voter's new poll to expedite the process. The voter will vote a *regular* ballot at the new and correct poll.

Voter Refuses to go to the Correct Poll: If the county clerk's office 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 the correct poll, the voter must sign the Eligibility Affirmation and vote a *provisional* ballot (follow Provisional Voting Procedures on page 44 in the Quick Guides section).

These voting scenarios are covered by Fail-Safe Voting Procedures on pages 42-43 in the Quick Guides section.

Voter's Name is not on the PVR List: If the voter's name is not on the PVR List, the poll worker must contact the county clerk's office to verify the voter's registration status, precinct, and poll. The poll worker then follows the same procedures as outlined above depending upon whether the address is or is not confirmed as within the precinct.

Voter's Registration cannot be Verified: If the county clerk's office *cannot* verify the voter's registration, but the voter contends to be both registered in the precinct and eligible to vote, the voter must sign the Eligibility Affirmation and vote a *provisional* ballot (follow Provisional Voting Procedures on page 44 in the Quick Guides section).

"ABS" Notation on the PVR List: If the voter has an "ABS" notation on the PVR List, an absentee ballot has been delivered to the voter. The voter must vote a *provisional* ballot (follow Provisional Voting Procedures on page 44 in the Quick Guides section).

"EA" Notation on the PVR List: If the voter has an "EA" notation on the PVR List, the voter may have already voted early. The voter must vote a *provisional* ballot (follow Provisional Voting Procedures on page 44 in the Quick Guides section).

_____ **Step 3:** Ask the voter to show Identification (even if you know them).

Valid Forms of ID include 1) a current and valid photo ID such as a driver's license, 2) a copy of a current utility bill showing the voter's name and address, 3) a copy of a bank statement showing the voter's name and address, 4) a copy of a government check or paycheck showing the voter's name and address, or 5) a copy of another government document showing the voter's name and address.

_____ **Step 4:** Check the PVR List for any ID notation.

No "MUST SHOW ID" Notation on the PVR List: If the voter *does not* have a "MUST SHOW ID" notation by his or her name on the PVR List, the voter *does not* have to provide ID and votes a *regular* ballot.

_____ **Step 5:** If the voter provides ID, check the "ID Provided" box on the PVR List.

_____ **Step 6:** If the voter does not provide ID, write "No ID" next to the voter's name on the PVR List.

"MUST SHOW ID" Notation on the PVR List: If the voter has a "MUST SHOW ID" notation by his or her name on the PVR List, the voter must provide ID.

If the voter provides ID, the poll worker checks the "ID Provided" box on the PVR List and gives the voter a *regular* ballot.

If the voter does not provide ID, the poll worker writes "No ID" next to the voter's name on the PVR List and gives the voter a *provisional* ballot (follow Provisional Voting Procedures on page 44 in the Quick Guides section).

_____ **Step 7 (for Primary Elections only):** Ask the voter to state in which party primary or other election he or she wishes to vote.

Poll Worker DO NOTs: A poll worker should not 1) ask a voter if he or she is a Democrat or Republican or other party affiliation, 2) ask a voter what political party he or she “belongs to”, or 3) allow a voter to vote in more than one political party’s primary.

Primary Ballot Choices: A voter may choose 1) a Democratic ballot containing Democratic party candidates, nonpartisan candidates, and any special election issues, 2) a Republican ballot containing Republican party candidates, nonpartisan candidates, and any special election issues, or 3) a Nonpartisan ballot containing nonpartisan candidates and any special election issues. A voter requesting a nonpartisan ballot **cannot** also vote a separate political party’s ballot.

_____ **Step 8 (for Primary Elections only):** Mark the PVR List to indicate what ballot was selected by the voter, such as 1) a “D” for Democratic ballot style, 2) an “R” for Republican ballot style, or 3) an “NP” for Nonpartisan ballot style.

Crucial Poll Worker Markings on the Primary PVR List: These notations made by the poll workers on the precinct voter registration list at the primary election will be reflected on the precinct voter registration list for the primary runoff election and will determine which voters are eligible or ineligible to vote in a party’s runoff election.

_____ **Step 9 (for Primary Runoff Elections only):** Refer to the “D”, “R”, and “NP” notations on the PVR List to determine if the voter is eligible to vote the ballot that he or she is requesting to vote in the runoff election.

Runoff Ballot Choices Determined by Notations: 1) a “D” notation allows a voter to vote in the Democratic runoff election, 2) an “R” notation allows a voter to vote in the Republican runoff election, and 3) an “NP” notation allows a voter to vote in the Democratic or Republican runoff election.

No Notation: Ask the voter if he or she voted in a party’s primary and issue a ballot as outlined above.

Voter did not Vote in the Primary: The voter may vote in the Democratic or Republican runoff election.

Cross-Over Voting: It is illegal to vote in one political party’s primary election in May and then vote in a different political party’s runoff election in June. For Example: A voter who voted in the Democratic primary election in May **may not** then vote in the Republican party’s runoff election in June.

It is also illegal for a poll worker to knowingly provide a ballot to a voter to vote in a different party’s runoff election.

_____ **Step 10:** Ask the voter to sign the PVR List.

Voter Cannot Sign or Make a Mark: If the voter cannot sign or make a mark, the poll worker must record his or her (the poll worker's) initials and the voter's date of birth on the voter's signature line on the PVR List and give the voter a *regular* ballot.

_____ **Step 11:** Record or ask the voter to record his or her name on a list of voters form.

If the voter casts a *regular* ballot, use the List of Voters form (see page 26 in the Forms section).
If the voter casts a *provisional* ballot, use the List of Provisional Voters form (see page 27 in the Forms section).

_____ **Step 12:** Initial the back of the paper ballot.

_____ **Step 13:** Remove the stub.

_____ **Step 14:** Place the stub in the stub box.

_____ **Step 15:** Give the paper ballot to the voter to cast his or her vote.

Voter Casts a Ballot Electronically: When a voter votes on a voting machine, the State Board recommends issuing the voter a slip for his or her ballot style that can be given by the voter to the poll worker who activates the voting machine for the voter.

Time Allotted to Cast the Ballot: The law allows each voter five minutes to cast his or her ballot. The State Board urges poll workers to be reasonable in dealing with voters when long ballots are involved.

Departing after Voting: A voter should personally deposit his or her ballot into the ballot box or scanner and *immediately* leave the poll.

When voting by machine, the voter *cannot* return to the voting machine except to complete the voting process and *must immediately* depart the poll.

Processing Early Voters

Except as otherwise provided by law, early voting is conducted in the same manner as voting on election day and any conduct that is prohibited or restricted on election day is also prohibited and restricted on the days that early voting is conducted. Except for the following steps, follow the same steps outlined above to process early voters.

_____ **Step 1:** Have the voter sign the daily dated early voting roster or early voting request form that identifies his or her name, address, and date of birth.

_____ **Step 2:** Record the early voter's precinct number on the roster or form.

_____ **Step 3:** Keep daily records of the number of early ballots cast.

Procedures for Assisting Voters

Procedures for assisting voters can be found on page 48 in the Quick Guides section.

Voter is Unable to Stand in Line: 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, the poll worker should assist the voter to the head of the line. If possible, provide chairs for voters having trouble standing.

Guide Dogs Allowed: A guide dog assisting a voter with a visual impairment is allowed in the poll.

Voter is Unable to Cast a Paper Ballot without Help but Wants to Vote Unassisted: A poll worker should direct the voter to a voting machine that is equipped to allow voters with disabilities to vote unassisted.

Voter Needs Assistance to Cast a Paper Ballot but does not want to Vote by Machine: Two poll workers or a person of the voter's choice may assist the voter in casting his or her ballot. When poll workers assist the voter, one poll worker will assist and the other will observe without comment or interpretation.

Voter Wants to Select the Assistant: Any person selected and named by the voter may assist the voter to cast either a paper or machine ballot. The assistant should do so without comment or interpretation.

Limits on Assisting: No one other than poll workers, county clerks, and deputy clerks may assist more than six voters in marking and casting a ballot at an election.

_____ **Step 1:** Keep a list of all voters assisted (see the List of Persons Assisting Voters form on page 29 in the Forms section).

_____ **Step 2:** Record the name of each voter that is assisted.

_____ **Step 3:** Record the names of the two poll workers who assisted the voter.

_____ **Step 4:** Record the name and address of the person chosen by the voter to assist.

Important Reminders on Voter Assistance:

- 1) A voter must **personally** request assistance in casting his or her ballot.
- 2) A poll watcher **cannot** suggest to a voter that he or she does or does not need assistance.
- 3) A poll worker **cannot** suggest to a voter that he or she does or does not need assistance.
- 4) Ballots **cannot** be taken outside of the polling room during voting hours.
- 5) A person assisting a voter **may not** misrepresent the content of the ballot or change or mark the ballot, except as intended by the voter, and must provide assistance without comment or interpretation.

Procedures for Casting a Provisional Ballot

When there is a question concerning a voter's eligibility, a provisional ballot is cast by special procedures as follows. Additional information on Fail-Safe Voting Procedures can be found on pages 42-43 in the Quick Guides section and Provisional Voting Procedures can be found on page 44 in the Quick Guides section.

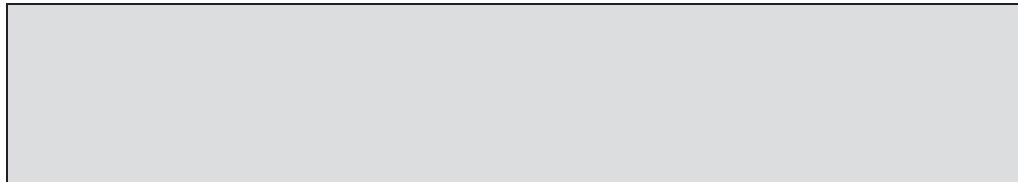
_____ **Step 1:** A poll worker must inform the voter that he or she may cast a provisional ballot.

_____ **Step 2:** The voter must complete the Eligibility Affirmation located on the Provisional Voter Envelope.

_____ **Step 3:** The poll worker must 1) initial the back of a paper ballot, 2) remove the ballot stub, and 3) place the stub into the stub box.

_____ **Step 4:** The voter must 1) mark the ballot, 2) place the provisional ballot in a ballot secrecy envelope that is marked Provisional Ballot and seal the envelope, 3) place the sealed Provisional Ballot envelope into his or her Provisional Voter Envelope, and 4) seal the Provisional Voter Envelope and give it to the poll worker.

_____ **Step 5:** The poll worker must provide the provisional voter with written instructions on how to determine if his or her vote was counted, and the reason, if not counted.



_____ **Step 6:** The poll worker must record the provisional voter's name and address on the List of Provisional Voters form (see page 25 in the Forms section).

_____ **Step 7:** The poll workers must keep all provisional ballots secured and separate from other ballots by placing the Provisional Voter Envelopes in a secure container.

Court Orders Extending the Time for Closing the Poll: If a federal, state, or any other court order extends the time for closing the poll, any voter who votes as a result of the extension must cast a **provisional** ballot. These provisional ballots **must** be kept separate from any other provisional ballots cast by voters during regular voting hours.

_____ **Step 8:** The poll workers must forward the secure container to the county election commission after the poll closes.

Counting Provisional Ballots: It is crucial that the poll workers follow all provisional voting 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 before certifying the election.

Poll Watchers and Vote Challenges

Every poll watcher at the poll during voting hours must present a file-marked Poll Watcher Authorization Form to a poll worker immediately upon entering the poll (see page 36 in the Forms section).

Poll Watchers: A poll watcher during voting hours at an election day poll may be 1) an authorized representative of a candidate, 2) an authorized representative of a group for or against a ballot measure, or 3) an authorized representative of a political party with a candidate on the ballot.

Candidates in Person at Early Voting Polls: A candidate may be present in person at an early voting poll only for the purpose of observing whether or not votes are fairly and accurately cast. A candidate present as an observer must show ID and **may not** challenge voters as a poll watcher during early voting and may speak only to a designated poll worker.

If a candidate present at an early voting poll for the purpose of observing is a public official, he or she may not wear any uniform, badge, or other apparel or equipment that identifies the candidate as a public official.

Number of Poll Watchers Allowed in the Poll: Only one authorized poll watcher representative per candidate, group, or party is allowed at any given time at each location within a poll where voters check in to vote.

Poll Watcher Rights: A poll watcher at a polling site may 1) observe poll workers, 2) stand close enough to the place where voters check in to vote so as to hear a voter's name, 3) compile lists of voters, 4) challenge ballots upon notice to a poll worker **before** the voter signs the PVR List, and 5) call any perceived irregularity or election law violation to the attention of an election sheriff.

A poll watcher may **not** 1) be within six feet of any voting machines or booths, 2) speak to voters, 3) try to influence voters inside a poll or within the prohibited electioneering zone, or 4) disrupt elections.

Poll Watcher Challenges: A poll watcher may challenge a voter only on the grounds that the voter is not eligible to vote in the precinct or that the voter has previously voted at that election. The poll watcher must 1) notify a poll worker of the challenge **before** the voter signs the PVR List, and 2) complete the Challenged Ballot Form located on the Provisional Voter Envelope (see Provisional Voting Procedures on page 44 in the Quick Guides section).

Procedures for Handling Spoiled Ballots

If a voter spoils a paper ballot, the voter may return the paper ballot to a poll worker (see Spoiled Ballot Procedures on page 49 in the Quick Guides section).

_____ **Step 1:** Write **CANCELLED** on the face of the ballot.

_____ **Step 2:** Initial the ballot (use black ink only) and place the spoiled ballot in an envelope marked Spoiled Ballot.

_____ **Step 3:** Record the spoiled ballot's ballot style number on the Spoiled Ballot Affidavit (see page 31 in the Forms section).

_____ **Step 4:** Have the voter sign the Spoiled Ballot Affidavit **before** issuing a replacement ballot to the voter. A voter may be issued no more than three ballots in all.

_____ **Step 5:** Preserve spoiled ballots separately from other ballots for return to the county election commission.

Procedures for Handling Abandoned Ballots

For additional information on handling the different types of abandoned ballots, see the Abandoned Ballot Procedures on page 50 in the Quick Guides section.

Paper Ballots Abandoned in the Poll:

If a paper ballot is left 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:

_____ **Step 1:** Write ***ABANDONED*** on the face of the abandoned ballot (use black ink only).

_____ **Step 2:** Place the abandoned 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 ballots separately from other ballots.

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 poll workers must:

_____ **Step 1:** Override warnings on the scanner.

_____ **Step 2:** Complete the process of casting the ballot.

_____ **Step 3:** Document 1) the name of the voter, 2) the names of the two poll workers completing the process of casting the ballot, 3) the time, and 4) all circumstances involved (see the Abandoned Ballot Log on page 33 in the Forms section).

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 poll workers must:

_____ **Step 1:** Complete the process of casting the ballot.

_____ **Step 2:** Document 1) the name of the voter, 2) the names of the two poll workers completing the process of casting the ballot, 3) the time, and 4) all circumstances involved (see the Abandoned Ballot Log on page 33 in the Forms section).

Electioneering

Electioneering includes 1) handing out literature on any candidate or issue on the ballot, 2) soliciting signatures on any petition, 3) soliciting contributions, and 4) attempting to win votes by wearing or displaying campaign buttons, caps, shirts, signs, or other articles of influence (see the Notice on Electioneering on page 35 in the Forms section).

Prohibitions: Electioneering is prohibited 1) in any early voting site during voting hours, 2) in any election day poll during voting hours, 3) within 100 feet of the main exterior entrance used by voters to the building containing the early voting polling site on any day that early voting is allowed, and 4) within 100 feet of the main exterior entrance used by voters to the building containing the election day poll.

Suggestions for Monitoring and Preventing Electioneering:

The State Board suggests that poll workers:

- _____ **Step 1:** Instruct any person entering the poll who is wearing or displaying campaign articles to remove them or completely cover them immediately (a campaign shirt could be turned inside-out).
- _____ **Step 2:** Check the poll frequently for campaign articles and remove them promptly.
- _____ **Step 3:** Monitor the 100' electioneering prohibition zone periodically to ensure compliance.

Exit Polls

Exit polling is *not* considered electioneering. If a news organization conducts exit polls, the exit pollsters should give advance notice to the election commission. An exit pollster may ask voters how they voted, but he or she cannot disrupt the election. Check with the election commission if a pollster shows up in your polling place.

Conflict Resolution

In dealing with difficult voters or situations, the State Board urges poll workers to:

- _____ **Step 1:** Remain calm.
- _____ **Step 2:** Turn the problem over to another poll worker, if necessary.
- _____ **Step 3:** Call your county election commission or local law enforcement agency, if necessary.
- _____ **Step 4:** Move any disturbance outside the immediate voting area, if possible.
- _____ **Step 5:** Document problems.