

2016

Poll Worker Training: Special Procedures



Provided by the:
State Board of Election Commissioners
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Processing Voters – Special Procedures

(page 35)

- ▶ **This presentation contains information on special voting procedures. Duties associated with these procedures may be assigned to specific poll workers at a given poll.**

- ▶ **These procedures include:**
 - **Assisting voters;**
 - **Provisional voters;**
 - **Poll watchers and vote challenges;**
 - **Spoiled and abandoned ballots; and**
 - **Electioneering and people allowed in the polls**

Assisting Voters

- ▶ **Keep a list of all voters assisted**
 - **Record the name of each voter that is assisted; and**
 - **Record the names of the 2 poll workers who assisted the voter (one poll worker assists, the other observes w/out comment or interpretation); or**
 - **Record the name and address of the person chosen by the voter to assist**

- ▶ **No one may assist more than 6 voters**
 - **Except:**
 - **Poll workers; or**
 - **County/Deputy Clerks during early voting**

Important Reminders on Assistance to Voters

- ▶ A voter **must personally** request help
- ▶ Poll workers and poll watchers **cannot** suggest to a voter that he or she needs assistance
- ▶ Ballots **cannot** be taken out 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 voter

Casting a Provisional Ballot

- ▶ The **voter** completes the *eligibility affirmation* located on the provisional voter envelope
- ▶ After marking the ballot, the **voter** places it in the inner ballot secrecy envelope marked *Provisional Ballot*
- ▶ The **voter** places the sealed provisional ballot envelope in the outer provisional voter envelope
- ▶ The **poll worker** gives the voter a *Notice to Provisional Voters*
- ▶ The **poll worker** records provisional voter's name and address on a separate *List of Provisional Voters* form
- ▶ The **poll worker** marks the reason for voting provisional on the provisional ballot envelope
- ▶ Provisional ballots are secured and kept separate from other ballots. Forward to CBEC after polls close.

Provisional Voter Envelope

Attachment "A"

PROVISIONAL VOTER ENVELOPE

Provisional Voter Number: _____ Date: _____ Time: _____

Poll Name: _____ Precinct #: _____ Ballot Style: _____

CHALLENGED BALLOT FORM

(To be completed when a poll watcher challenges a voter)

Name of Voter Challenged: _____

Name of Poll Watcher: _____

Entity Represented: _____
(Name of candidate, group or party the poll watcher represents from the Poll Watcher Affidavit)

Reason for Challenge: _____

Signature of Poll Watcher: _____

Signature of Challenged Voter: _____

PROVISIONAL VOTER ELIGIBILITY AFFIRMATION

(To be completed on voter qualification issues)

Voter's Name: _____ Prior Name: _____

Current Street Address: _____ Prior Street Address: _____

City, State, Zip: _____ Prior City, State, Zip: _____

Phone Number(s): _____

Date of Birth: _____ Provided Identification: Yes No

I, _____, hereby affirm that the information provided is true
(printed name of provisional voter)
and accurate and that to the best of my knowledge I am a registered voter in this precinct and
am eligible to vote in this election.

I understand that the County Board of Election Commissioners will count my ballot only upon
verification of my voter registration status.

Witnessed by:

Signature of Provisional Voter

Signature of Poll Worker

Reason for Voting Provisional (To be completed by a poll worker)

- Poll Watcher Challenge
- Not on Precinct Voter Registration List
- First-time Voter Flagged to Show Additional ID
(No Additional ID Provided)
- Previously Sent Absentee Ballot
- Court-ordered Voting Extension
- Other _____

Ballot Style

(To be completed by a poll worker)

Ballot Style _____ given to the
provisional voter based upon the
voter's affirmation of eligibility
for this jurisdiction.

Signature of Poll Worker



Notice to Provisional Voters form

NOTICE TO PROVISIONAL VOTERS

The County Board of Election Commissioners will count the provisional ballot only upon verification of the voter's voter registration status. County Board of Election Commissioners will notify the voter as to whether or not the vote was counted by first class mail. The voter may be heard by the county board at the date, time, and location indicated on this notice regarding the voter's eligibility to vote in the election.

Reason for Voting a Provisional Ballot (To be completed by a poll worker)

- Poll Watcher Challenge
- Not on Precinct Voter Registration List
- Voter Flagged "Must Show ID" (No ID Provided)
- Previously Sent Absentee Ballot
- Court-ordered Voting Extension
- Other _____

County Clerk Contact Information: _____

Address: _____

Telephone Number: _____

Regular Office Hours: _____

A hearing for voters whose provisional ballots were rejected will be held:

Date: _____ Time: _____

Location: _____

Poll Watchers & Vote Challenges

- ▶ Poll Watchers are representatives of a candidate, party, or ballot issue group
- ▶ Must provide a Poll Watcher Authorization Form
- ▶ Poll Watcher Challenges
 - A poll watcher must notify a poll worker of the challenge **before the voter signs the PVR List;** and
 - Complete the *Challenged Ballot Form* on the Provisional Voter Envelope

Poll Watchers Can...

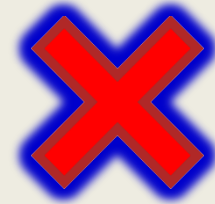
- ▶ **Observe poll workers**
- ▶ **Stand close enough to the place where voters check in to vote so they can hear a voter's name**
- ▶ **Compile lists of voters**
- ▶ **Challenge ballots **before the voter signs the PVR List** and only on the grounds that:**
 - **The voter is not eligible to vote in the precinct; or**
 - **The voter has previously voted at that election**
- ▶ **Call any perceived irregularity or election law violation to the attention of an election sheriff**

Poll Watchers Cannot...

- ▶ Be within 6 feet of any voting machines or voting booths

NO

- ▶ Speak to voters



- ▶ Try to influence voters:

- Inside the poll; or
- Inside the prohibited electioneering zones

- ▶ Disrupt Elections



Candidates in the Poll

- ▶ **No candidates** are allowed in person as poll watchers during voting on **election day**
- ▶ Candidates **may** be present in person at an **early** voting poll:
 - Only for the purpose of observing
 - May not challenge voters
 - Must show ID
- ▶ **If the candidate observing early voting is also a public official:**
 - The candidate **may not** wear anything that identifies him or her as a public official.
 - For example, a candidate **cannot** wear a:
 - Uniform;
 - Badge; or
 - Other apparel or equipment.

Electioneering

▶ Examples

- Handing out literature on any candidate or issue on the ballot
- Soliciting signatures on any petition
- Soliciting contributions
- Attempting to win votes by wearing or displaying campaign buttons, caps, shirts, signs, or other articles of influence

▶ Prohibited within 100 feet

▶ Prevention

- Instruct any person entering the poll who is wearing or displaying campaign articles to remove them immediately
- Check the poll frequently for campaign articles and remove them promptly
- Monitor the electioneering prohibition zone periodically to ensure compliance
- Post the Notice on Electioneering

Who Is Allowed in the Polls?

- ▶ **Election Officials**
- ▶ **Poll Watchers**
- ▶ **Voters**
- ▶ **Persons in the care of voters who are not eligible to vote**
- ▶ **Persons who are lawfully assisting a voter**
- ▶ **Law enforcement and other emergency personnel**
- ▶ **Monitors authorized by SBEC or federal agency**
- ▶ **Persons with business in the building (go directly to & from business)**
- ▶ **Persons assisting the CBEC**
- ▶ **Persons authorized by SBEC or CBEC**

Exit Polls

- ▶ News organizations **may** conduct exit polls
 - CBEC has discretion on whether to allow
- ▶ Exit polling **is not** considered electioneering
 - Allowed in 100' prohibited electioneering zone
- ▶ If CBEC allows exit pollsters, CBEC should let poll workers know that the pollsters are coming
- ▶ Exit pollsters:
 - **May** ask voters how they voted
 - **Cannot** disrupt the election
 - **Do not** have free reign to the poll
 - May be only where CBEC allows them to be

News

Photographers/Cameras

- ▶ **CBEC should:**
 - Work out in advance
 - Notify poll workers
- ▶ **CBEC decides:**
 - Whether they're allowed;
 - What they're allowed to film



Alamy CTEC15

Other Electronic Devices

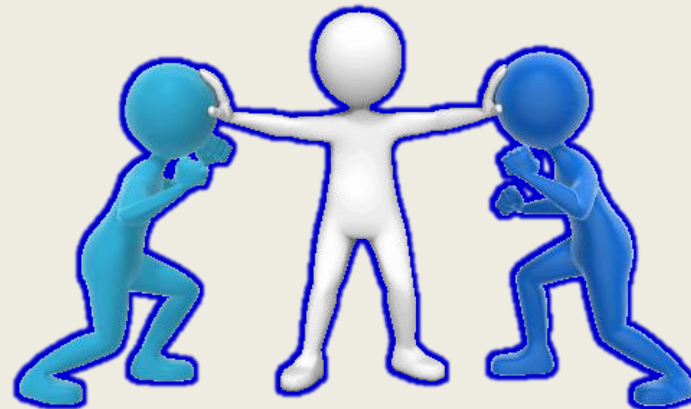
- ▶ **Best practice is for poll workers to avoid:**
 - Posting to **social media** while voters are present at poll; and
 - Talking on **cell phone** inside of poll while voters are present



Conflict Resolution

► When dealing with difficult voters or situations:

- Remain calm; do not escalate the situation
- Turn the problem over to another poll worker, if necessary
- Call your CBEC or local law enforcement agency, if necessary
- Move any disturbance outside the immediate voting area, if possible
- Document problems



Spoiled & Abandoned Ballots

Spoiled Ballots

- ▶ Write *Cancelled* on the ballot, initial the spoiled ballot, and place it in the *Spoiled Ballot Envelope*
- ▶ Fill out the *Spoiled Ballot Affidavit*
- ▶ No more than 3 ballots may be issued to one voter

Abandoned Ballots in Scanner or Machine

- ▶ Two poll workers complete the voting process & fill out the *Abandoned Ballot Log*

Abandoned Ballots Elsewhere (not on scanner or machine)

- ▶ Write *Abandoned* on the ballot, place it in the *Abandoned Ballot Envelope*, and document the circumstances on the envelope (these ballots are not counted)

Let's Review

If a voter requests help but wishes to vote without assistance from another person, he or she should be:

- a) Directed to a voting machine equipped for voters with disabilities
- b) Assisted by 2 poll workers
- c) Assisted by any person selected and named by the voter
- d) Any of the above

A voter who requests assistance may only be assisted by:

- a) Anyone who thinks the person needs assistance**
- b) Two (2) poll workers**
- c) Any person selected and named by the voter**
- d) Either b) or c)**

Campaign workers carrying political signs may:

- a) Stand just outside the door to the polling room**
- b) Come inside the polling site as long as they do not speak to anyone**
- c) Stand at least 100' from the primary entrance to the building containing the polling site**

If a voter leaves the poll and abandons his or her ballot on a voting machine screen without finishing the voting process, two poll workers should:

- a) Cancel the ballot**
- b) Complete the process of casting the abandoned ballot and document the circumstances**
- c) Stop using the voting machine for the remainder of the day**

If the PVR List indicates that a voter appearing to vote at the poll has already been delivered an absentee ballot, poll workers:

- a) Should allow the voter to cast a REGULAR ballot**
- b) Should allow the voter to cast a PROVISIONAL ballot**
- c) Should NOT allow the voter to vote**