

EARLY VOTING

TRAINING GUIDE

2014 Edition



Ensuring your Voice is Heard!

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CONTACT INFORMATION

- Poll Workers Election Day Number340-8825
To Verify Voters for Poll Workers Only

 - Election Commission Office340-8383
For equipment problems, procedure questions, missing supplies, questions or concerns about the polling place

 - Election Commission Office340-8903
After Hours Number

 - Circuit/County Clerk's Office.....340-8683
Public Line for Voter Registration Questions

 - Secretary of State (*Elections*).....682-5070

 - State Board of Election Commissioners682-1834

 - Democratic Party Headquarters374-2361

 - Republican Party Headquarters.....372-7301

 - Sheriff.....340-6600
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EMERGENCY INFORMATION

Emergency Situations at the Poll 911

Sheriff 340-6600

Emergency/Accident

Immediately after taking care of the accident or emergency, do the following:

1. Document the incident on the Election Protocol Form
2. Report the incident to the Election Commission Office immediately

Physical Threat or Disturbance

If anyone is unruly, abusive, or in any way threatens the safety of Poll Workers, voters, or the orderly conduct of the election

1. Document the incident on the Election Protocol Form (*Form #109*)
2. Depending on the situation call 911 or the Sheriff's Office
3. Report the incident to the Election Commission Office immediately

Bomb Threat, Fire, Flood

1. Leave the building
 2. Contact the Election Commission immediately
 3. Remove the following supplies in order of necessity, **ONLY if you do not jeopardize your safety**
 - a. Provisional ballots
 - b. Completed Early Vote Request Forms
 - c. Communication Pack
 - d. Election Protocol Form (*Form #109*)
-
-

ELECTION INFORMATION

Early Voting Overview

During Early Voting, Pulaski County uses iVotronic Touch Screens exclusively, and uses paper ballots for Provisional Voters **ONLY**. If a voter wishes to vote a paper ballot, they must vote on Election Day, or vote Absentee, if they are unable to vote Election Day.

- ❑ **iVotronic Touch Screen** – Voters securely cast their vote for each race and/or ballot proposition simply through the touch of the screen. Its Audio Ballot feature assists those voters who are visually impaired. The iVotronic prevents the voter from over-voting and alerts the voter of under-voted races.



iVotronic Touch Screen

Election Day procedures are followed during early voting by the poll workers, the only difference is the way voters are authorized. The voters do not sign a poll book, instead they fill out a portion of the Early Vote Request Form (*Form 104*), and give the form to the Computer Clerk. The Computer Clerk accesses the voter's record using the iPowerProfile Software (*early vote software*), and fills out the required information to complete the Early Voter Request form.

Early voting is available beginning fifteen days before the Preferential Primary/Nonpartisan General Election held in May and the General Election held in November. For all other elections (*Special, School, and Runoff*), early voting is available seven days prior to the election.

Currently, there are nine early vote sites in Pulaski County, one main site and eight offsite locations. A voter may vote at any of the early vote sites, but must only vote once in an election. All of the offsite early vote locations are open the same hours and days, which vary from the main site location.

Early Voting Locations

Main Site Location

⇒ EV1 Pulaski Regional Building 501 West Markham Little Rock

Offsite Locations

⇒ EV2 Sue Cowan Williams Library 1800 S. Chester Little Rock

⇒ EV3 Dee Brown Library 6325 Baseline Road Little Rock

⇒ EV4 Roosevelt Thompson Library 38 Rahling Circle Little Rock

⇒ EV5 William F. Laman Library 2801 Orange Street N Little Rock

⇒ EV6 Jacksonville Community Center 5 Municipal Drive Jacksonville

⇒ EV7 Jess Odom Community Center 1100 Edgewood Drive Maumelle

⇒ EV8 Jack Evans Senior Citizen Center 2301 Thornhill Drive Sherwood

⇒ EV9 Sidney S. McMath Library 2100 John Barrow Rd. Little Rock

Early Voting Schedules

May Preferential Primary/Nonpartisan General Election and November General Election Schedule

⇒ *Early Voting begins fifteen days prior to the Elections*

Main Site

- ✓ Monday through Friday – 8:00 a.m. to 6:00 p.m.
- ✓ Both Saturdays – 10:00 a.m. to 4:00 p.m.
- ✓ Monday before the Election – 8:00 a.m. to 5:00 p.m.

Offsite

- ✓ Monday through Friday – 10:00 a.m. to 6:00 p.m.
- ✓ Both Saturdays – 10:00 a.m. to 4:00 p.m.
- ✓ Closed the Monday before the Election

Annual School Election, Special Elections, and Runoff Election Schedule

⇒ *Early Voting begins seven days prior*

Main Site

- ✓ Tuesday through Monday before the Election—8:00 a.m. to 5:00 p.m.
- ✓ No Saturday Voting

Offsite

- ✓ Tuesday through Friday – 10:00 a.m. to 5:00 p.m.
 - ✓ Closed the Monday before the Election
 - ✓ No Saturday Voting
-
-

Types of Elections

- ❑ **Preferential Primary/Nonpartisan General Election:** Held in even numbered years. The voter must choose the Party Primary (Democrat or Republican) they wish to vote in, or the Nonpartisan General Election (these races are included on the party primary ballots) if they do not wish to participate in the party primary elections.
- ❑ **General Primary Election (Runoff):** Held three weeks after the Preferential Primary, if none of the candidates in a particular race receives a majority of votes cast in the Preferential Primary, and when required to be held by law to resolve tie votes. A voter must vote in the same Party Primary (Democrat or Republican) that they selected in the original election. If the voter did not vote in the original election or only voted in the Nonpartisan General Election, they may select which primary runoff they would like to vote in.
- ❑ **General Election/Nonpartisan General Election Runoff:** Held in even-numbered years. The voter does not select a Party Primary. The Runoff Election for the Nonpartisan Election is conducted with the November General Election.
- ❑ **General Runoff Elections:** Held three weeks after the General Election if none of the candidates in a particular race receives a majority of the votes cast in the General Election, and when required to be held by law to resolve tie votes.
- ❑ **School Elections:** Held annually in each school district of the state on the third Tuesday in September to elect School Board Directors and to vote on an annual proposed rate of tax for the maintenance and operation of schools and the retirement of indebtedness.
- ❑ **School Runoff Elections:** Held three weeks after the Annual School Election, if none of the candidates in a particular race for School Board Director receives a majority of the votes cast in the Annual School Election, and when required to be held by law to resolve tie votes.
- ❑ **Special Elections:** Elections specially scheduled by proclamation, ordinance, statute, resolution, order, or other authorized document of the appropriate constituted authority to fill vacancies and to approve measures or questions that are held:
 - *Second Tuesday of any Month*
 - *Third Tuesday of the Month if the Second Tuesday is a Legal Holiday*
 - *Fourth Tuesday of the Month if called in June of an Even-Numbered Year*
 - *Same Day of the Month as a Preferential Primary Election or General Election*

Primary Election Information

❖ Preferential Primary/Nonpartisan Election

- ❑ Ballot choices include:
 - Democratic ballot containing the Democratic Party Candidates, Nonpartisan Candidates, and Special Election issues (*if applicable*)
 - Republican ballot containing the Republican Party Candidates, Nonpartisan Candidates, and Special Election issues (*if applicable*)
 - Nonpartisan ballot containing Nonpartisan Candidates and Special Election issues (*if applicable*)
- ❑ With so many ballot combinations for a Primary Election, remember:
 - Ask the voter which party primary they wish to participate in
 - Give the voter the Nonpartisan Ballot/Special Election Ballot (*if applicable*), if they choose not to participate in the party primary
 - **DO NOT** ask a voter if he/she is a Democrat or Republican
 - **DO NOT** ask a voter what political party he/she belongs to
 - **DO NOT** allow a voter to vote in more than one political party's primary election
 - If a voter requests a Nonpartisan Ballot and casts their vote, they **CANNOT** vote a political party's ballot (*Nonpartisan Races are included on the Democrat and Republican Primary Ballots*)
- ❑ The ID Clerk **MUST** circle the ballot style by the voters name in the poll book and write "D", "R", or "N" by the Voter's Signature

General Primary (*Runoff*) Election Information

❖ Primary Runoff Elections

- ❑ Poll Workers **MUST** refer to the "D", "R", and "N" notations by the voter's name in the Poll Book and issue a ballot as follows:
 - "D" notation allows a voter to vote in the Democratic Runoff Election
 - "R" notation allows a voter to vote in the Republican Runoff Election
 - "N" notation allows a voter to vote in either a Democratic or Republican Runoff Election
 - If there is **NO** notation, ask the voter which party they selected for the Primary Election and follow the rules above
 - If a voter **DID NOT** participate in the party primary election, the voter may vote in either the Democratic or Republican Runoff Election

DO NOT ALLOW A VOTER TO CROSS-OVER VOTE - It is illegal to vote in one political party's preferential primary election in May and then vote in a different political party's runoff election in June

POLL WORKER INFORMATION

Poll Worker Qualifications

- Must be qualified electors of this state
- Must be residents of the precincts in which they serve at the time of their appointment unless the county board determines unanimously that it is impossible to obtain qualified Poll Workers from the precincts, in which case they may be qualified county residents
- Must not have been found guilty or pled guilty or nolo contendere to the violation of any election law of this state
- Must not be paid employees of any political party
- Must not be paid employees of any person running for office
- Must not be a candidate for any office to be filled at an election at which they shall serve
- Must not be married to or related within the second degree of consanguinity to any candidate running for office in the current election

Selection of Poll Workers

Each member of the Commission is entitled to make Poll Worker appointments based on several factors:

- Experience
- Availability
- Willingness to Serve
- Training Attendance
- Party Affiliation

Poll Worker Training

- Poll Workers are Required to attend, unless otherwise instructed
 - Notification of training will be sent with your letter of appointment
 - Poll Workers will be compensated for mandatory training, **ONLY** if they attend the training **AND** work at the Election
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Job Responsibilities of Poll Workers

The Pulaski County Board of Election Commissioners (PCEC) appoints Poll Workers for each election. All workers are Poll Workers, but separate duties are assigned to facilitate the process.

Chief Judge

- Attends Training and extra pre-election instructional meetings if offered
- Inspects the Early Vote Site before Election Day for possible problems and contacts the Election Commission Office if any problems exist so they can be resolved before early voting begins
- Sets up the Early Vote Site before the first day of early voting (if possible)
- Assigns duties to the other Poll Workers
- Administers the oath of office to all other Poll Workers and witnesses the signatures of all Poll Workers on the oath form
- Makes sure workers are trained and know their jobs
- Resolves voter problems
- Handles provisional ballots
- Locks the door at closing time and announces that the polls are closed
- Directs the securing of all materials so no further voting will occur after closing (for voters who are not in line at closing time)
- Responsible for all necessary forms being completed
- Transports Election Materials to the Election Commission Office at the end of early voting

Traffic Controller Clerk

- Attends Training
 - Reviews procedures in manual before the first day of Early Voting
 - Direct and assist voters as they enter the Early Vote Site
 - Instructs voter to complete the Early Vote Request Form after they give the form to the voter
 - Direct the voter to the Address Change Clerk if they need to change their address
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Address Change Clerk

- Attends Training
- Reviews procedures in manual before the first day of Early Voting
- Calls the Voter Registration Office (County Clerk's Office) with the voter's new address, **before** the voter goes to the Computer Clerk, if possible

Computer Clerks

- Attends Training
- Reviews procedures in manual prior to the first day of Early Voting
- Authorizes Voters
- Records that the voter has voted by following the iPowerProfile Software Procedures for Early Voting
- Writes the voter's ballot information on the Early Vote Request Form

Activator Clerks

- Attends Training
- Reviews procedures on the EV iVotronic Cheat Sheet (Form 101) prior to the first day of Early Voting
- Responsible for equipment operation and troubleshooting
- Operates the voting devices during voting
- Notifies the Chief Judge of voting machine malfunctions
- Activates the iVotronic Touch Screen with the PEB and ensures voters complete their vote by pressing the **VOTE** button before leaving the booth
- Gives the Voter an **"I Voted Sticker"**

Early Vote Area Manager

- There are two Early Vote Area Managers; one is assigned to all of the Early Vote Sites North of the River and the other Area Manager is assigned to all of the Early Vote Sites South of the River
 - Attends training
 - Provides assistance for the iVotronic if needed (changing paper rolls, troubleshooting, etc.)
 - Visits early vote sites throughout the day
 - Delivers supplies to Early Vote Sites
 - Remains in their designated area and "on call" during Early Voting
 - Transports payroll sheets to each early vote site for signatures of the Poll Workers

PAYROLL INFORMATION

Submitting Payroll

The Election Commission CANNOT submit payroll to the payroll department without the following documents:

- Signed Payroll Sheet
- Signed Oath of Poll Workers on the Election Protocol Form (Form #9) from Election Day
- Copy of Social Security Card (*unless any changes have been made, you will only submit this to our office once*)
- W-4 Form (*unless any changes have been made, you will only submit this to our office once*)

Important Information Regarding Payroll

- First-time Workers **MUST** complete a W-4 form and submit a copy of their social security card
- Address Changes **MUST** complete a new W-4 form
- Name Changes **MUST** complete a new W-4 form and submit a copy of the **new** social security card
- ALL** required documents listed above are required to process payroll for the election
- Checks are mailed out three to four weeks after the last day of early voting
 - ⇒ *It is extremely important that your paperwork is submitted no later than election day, to avoid delays in receiving your pay*
 - ⇒ *If you turn in your paperwork at your polling location, which is not recommended unless it is the last resort, be sure it is placed in the payroll envelope that the area manager will have when they make their rounds*
- Payroll worksheets are submitted to our payroll department all at once
- If required documentation was not submitted during the initial payroll process, expect your paycheck to be delayed up to three weeks more
- Election Pages appointed under Acts 242 and 1153 of 2003 are not paid, but given school credit for participation (*under 18 and not registered voter*)

Tax Liability

- Poll Workers may earn up to \$1,200 per year without having FICA withheld (*federal taxes are not withheld from election workers*)
 - If you receive a W-2 in January, the IRS has been notified of your income
 - Check with your accountant for tax law changes
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Rate of Pay for Election Officials

Main Location Early Voting

- EV Chief Judge \$105.00 per day
- EV Poll Worker \$ 90.00 per day

Off-Site Locations

- EV Chief Judge \$ 90.00 per day
- EV Poll Worker \$ 75.00 Per day

Election Day

- Chief Judge \$120.00 per day
- Poll Worker \$105.00 per day

Early Vote Area Manager

- North of the River \$ 75.00 per day
- South of the River \$ 75.00 per day

Absentee

- Chief Judge \$ 90.00 per day
 - Poll Worker \$ 75.00 per day
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BEFORE EARLY VOTING BEGINS

Appointing Poll Workers

1. The Election Commission Office mails the Chief Judge election information to review with his/her workers, and a Poll Worker List Form
2. The Chief Judge calls his/her workers to verify their availability to work Early Voting and completes the Poll Worker List Form
3. The Chief Judge returns the Poll Worker List Form by the deadline
4. The Election Commission Office assigns the Poll Workers from the Poll Worker List Form
 - *The Election Commission also assigns workers when the Chief Judge needs additional workers, does not have a preference, or when they have to recruit a new Chief Judge*
5. An appointment letter is mailed to the Poll Workers from the Election Commission Office
6. The Poll Worker needs to call his/her **CHIEF JUDGE** that is listed on the appointment notice to confirm his/her appointment
7. The Chief Judge must call the Election Commission Office at 340-8383 to confirm his/her workers
8. The Election Commission Office needs to know *immediately* if more workers are needed, so they can be assigned before early voting starts
9. All Poll Workers need to make arrangements to attend the training sessions scheduled (*notification of training will be mailed with the election information*)

Chief Judge Duties

Before the First Day of Early Voting

1. Polling Supplies will be delivered to your early vote site by the Election Commission Office
2. Confirm with the facility that you will be able to get in your early vote site **BEFORE** the first day of Early Voting to check your materials that are listed on the Early Voting Checklist (*Form 108*).
3. Make sure you will have access to your early vote site, in plenty of time to open (*especially the first day*)
4. Complete section one and two of your Early Voting Checklist (*Form 108*) after you review your materials at the Early Vote Site

5. Notify the Election Commission Office immediately if there are any problems with the materials or the polling site so they can be corrected before early voting begins
 6. Arrange the early vote site to make your voters flow smoothly (*view Section one of your illustrations section in the back of the manual*)
 7. Review the **Early Vote Site Set-up** section in this manual **Before the First Day of Early Voting** and know which workers you will assign to each task
 8. Review the **Early Vote Site Closing** section in this manual **Before the Last Day of Early Voting** and know which workers you will assign to each task
 9. Charge your cell phones **Before Early Voting Begins**
 10. Bring a flashlight to your polling location, in case the power goes out
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First Day of Early Voting

⇒ *Election Morning*

1. Arrive at the polling location at the time your Chief Judge instructs you to
 - You will need to arrive earlier the first day, due to opening procedures*
 - The Chief Judge will tell you how early you should arrive depending upon your Early Vote Site, type of election, and if you have to set up on Election Day*
 2. Administer the Election Official Oath on the EV Election Protocol Form (*Form 109*)
 3. Chief Judge and poll workers **MUST** sign the Election Official Oath the first day
 4. Turn on the Cell Phone and leave it on all day
 5. Print your name **clearly** on your **Name Tag** each day and wear them throughout the day
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Early Vote Site Set-up

VIEW SECTION #1 OF THE ILLUSTRATIVE EXAMPLES SECTION OF THIS MANUAL, IF NEEDED.

Open iVotronic Touch Screens

Assign this duty to the Equipment Clerk right away-if you encounter a problem, the election commission staff will be able to help

1. Follow the iVotronic Cheat Sheet opening instructions (*Form 101*)
2. Assign two Poll Workers to this task if possible
 - ⇒ *Refer to the iVotronic Touch Screen Cheat Sheet (Form 101) for detailed information, when needed*
3. Complete the applicable portions of the First Day Early Voting Daily Report (*Form 105*)
4. Keep the iVotronic Touch Screen Cheat Sheet in a safe place with the voting equipment throughout the day

Computer Clerk Area

- Computer Clerk Instructions for Authorizing a Voter (*Form 102*)
- Sample Early Vote Request Form (*Form 104*)
- iPowerProfile Instructions (*Computer Clerks receive this at training*)
- Pens
- Writing Pad
- Voter Assistance Form (*Form 117*)

Area Designated for Voter Problems

This area needs to be away from the main flow of voters

- Provisional Ballot Materials
 - ✓ *Keep the Orange Provisional Ballot Bag secure and safe*
 - Cell Phone to make calls to the Voter Registration Office
 - Pens
 - Poll Watcher Authorization Form (*Form 122*)
 - Poll Watcher List Form (*Form 121*)
 - Media and Disability Rights Center List (*Form 130*)
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100' Distance for Electioneering

A 100-foot string is in your plastic supply box, **NO** campaigning of any kind allowed within 100' of the primary exterior entrance for voters

- Measure with the 100' string that is located in your plastic supply box from each main entrance that is used by voters to enter the polling site

Post Signs

Any additional signs received with your materials will need to be posted

- Inside Polling Location
 - ✓ Two copies of sample ballots per ballot style
 - ✓ Two copies of State or Local issues
 - ✓ ID Requirements for Arkansas Voters (*Form 123*)
 - ✓ iVotronic Voting Machine Instructions
 - ✓ Poll Watchers Rights and Responsibilities (*Form 120*)
 - ✓ Vote Here Sign
- Inside Near the Entrance
 - ✓ Notice of Election (*one is posted by the PCEC Staff, and one will be in your supplies, just in case you need it*)
 - ✓ Candidate List if applicable (*one is posted by the PCEC Staff, and one will be in your supplies*)
 - ✓ Notice of Electioneering (*Form 125*)
 - ✓ Two State and Federal Law Posters
 - ✓ Zero tapes from voting devices
- Outside Polling Location
 - ✓ Vote Here sign must be posted near the street
 - ✓ Accessible Entrance Sign (*Form 127*)

Early Vote Request Forms

- Write the date of the Election on several of the Early Vote Request Forms (*Form 104*)
- Place them individually in a clipboard for voters to fill out

Early Voting Checklist

- Complete sections three and four of the Early Voting Checklist(*Form 108*)
 - Review the appropriate sections on the designated days according to your Voting Checklist (*Form 108*)
-
-

DURING EARLY VOTING

You are ready to begin Early Voting at the designated time!
(No earlier or later than the designated time)

****USE YOUR CELL PHONE TIME****

If you followed the Before Early Voting Begins Procedures in this manual, you will be in great shape throughout early voting. There is a copy of ALL of the forms and most of the signs in the Forms Section of this manual.

Things to Remember During Early Voting

Check Supplies

- Check your supplies regularly
- Call the Election Commission Office or your Area Manager if you need replacement supplies
- DO NOT** wait until you are out, call as soon as you notice you are running low

Advancing to the Front of the Line

- Any voter with a physical, sensory, or other disability who presents himself/herself for voting and informs a poll worker at the early vote site that he/she is **unable to stand in line for extended periods** of time shall be assisted by a poll worker to advance to the head of the line
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Greeting the Voter

1. Hand the voter a clipboard containing the Early Vote Request Form and a pen
 2. Ask the voter to have their Proof of Identity (POI) out and ready to show to the computer clerk.
 3. Ask the voter if their address has changed
 - Voter's address has changed** - Direct the voter to the address change area if they have moved and have not changed their address with the Circuit/County Clerk's office
 - Voter's address is the same** - Direct the voter to the computer clerk if the voter's address has not changed
-
-

4. Follow the Computer Clerk Instructions for Authorizing a Voter (*Form102*)
 - ❑ Refer to the **Sample Early Vote Request Form** (*Form 104*), if needed. Be sure to have a copy of your iPowerProfile Instructions in your area
 5. Give the voter the white copy of the Early Vote Request Form (*Form 104*)
 6. Direct the voter to the Activator Clerk
-

Voting

***DO NOT** allow anyone except Poll Workers and voters in the act of voting within six feet of the iVotronic Touch Screens*

7. Obtain the white copy of the Early Vote Request Form from the voter
 8. Follow the iVotronic Cheat Sheet Voting Instructions (*Form 101*)
 9. Announce that the Polls are Closed at the designated time for the early vote site
 - *All voters standing in line at closing time can still vote*
 10. Designate the end of the line at closing time
-

AFTER EARLY VOTING

Closing the Early Vote Site

*After Closing on the **LAST DAY** of Early Voting, you will need to complete the following tasks:*

Secure Voting Materials

- Once the last voter has voted, no additional voting may take place

Close Voting Devices and Secure Votes

Equipment Clerk

- iVotronic Touch Screen
 1. Follow the iVotronic Cheat Sheet Closing instructions (Form 101)
 2. Assign two Poll Workers to this task if possible
 - ✓ *Follow the instructions on the iVotronic Touch Screen*
- Complete the applicable portions of the **Voting Device Report** and **Record Seal Numbers** on your Early Voting Election Protocol Form (Form 109)

Signs

1. Remove all signs posted inside the polling location
2. Place them in the black election materials bag
3. Remove the signs posted outside the location
4. Stack them near the voting device and booths

Materials and Election Checklist

- Complete section six of the Early Voting Election Checklist (Form 108)

Election Protocol Form

- Complete **ALL** of the Early Voting Election Protocol (Form 109)
 - ✓ Record Ballot Box seal numbers
 - ✓ Record Voting Device Information
 - ✓ Complete the Certification of Returns and Duties
-
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Transporting Materials

The Chief Judge will transport the following items to the Election Commission Office after Closing the **LAST DAY**

Bag #1 – Official Election Returns Bag

1. Place the following items in BAG #1-**NO BLANK FORMS** (blank forms need to be placed in the Black Election Materials Bag that is listed later):
 - Pink Static Pack (Bubble Pack) with PEBs
 - Zero Tape from Opening
 - Early Voting Election Protocol (Form 109)
 - Daily Reports
2. Record blue seal number on the Early Voting Election Protocol Form (Form 109)
3. Seal bag with Blue Seal

Blue “Elections” Bag

1. Read the label on the bag and place **ALL** completed forms and envelopes in the bag (all blank forms need to be placed in the black supply bag)
2. Record blue seal number on the Early Voting Election Protocol Form (Form #109)
3. Seal bag with blue seal

Orange Provisional Ballot Bag

1. Place the following items in the Orange Provisional Ballot Transport Bag - **NO BLANK ENVELOPES OR FORMS:**
 - Sealed Provisional Ballot Envelopes (Form 11) containing voted provisional ballots
 - Provisional Voter List (Form 13) in the large clear Orange Provisional Ballot Transport Bag
 2. Record blue seal number on the Early Voting Election Protocol (Form 109) , **ONLY** if provisional ballots were cast at your polling location
 - ⇒ You **MUST** check in the Orange Provisional Ballot Transport Bag, even if no provisional ballots were cast
 3. Seal the Orange Provisional Ballot Transport Bag, **ONLY** if you have provisional ballots
-
-

Cell Phone

- Turn the Cell Phone Off
- Place phone charger in box with phone

Ballot Stub Box

1. Place all ballot stubs from the Provisional Ballots into the box (*verify that they match the # of provisional voters on the Early Voting Protocol*)
2. Record your Early Vote Site information on the Stub Box Seal (*looks like a bumper sticker*)
3. Seal the opening with the Stub Box Seal
4. Transport the Ballot Stub Box to the Election Commission Office the last day of early voting

Communication Pack with iVotronic Keys

- Seal Box with Black Case that contains head phones, wipe cloth

Black Election Materials Bag

- Place the following items in the Black Election Materials Bag
 - All ***UNUSED*** Forms
 - Signs that were posted
 - Remaining supplies

Unused Provisional Ballots

- Issued Provisional Ballots
 - Complete your Early Vote Site Information on the Box
 - Record Blue Seal Number on your Early Voting Election Protocol (*Form 109*)
 - Seal the Ballot Transport box that they are stored in
- **Did NOT issue** any Provisional Ballots - write “N/A” for the seal number on your Early Voting Election Protocol (*Form 109*), since you did not have to break the seal
 - If you accidentally broke the seal and did not issue any provisionals, then you will need to record the seal # and seal the box*

Transport Ballot Box for RTAL Paper Rolls

- There will be an empty Transport Ballot Box at your Early Vote Site for RTAL Rolls
 - Complete your Early Vote Site Information on the Box
 - Record Blue Seal Number on your Early Voting Election Protocol (*Form 109*)
 - Seal the Ballot Transport box that they are stored in
-
-

Thank you so much for all of your hard work!

VOTING ISSUES

Spoiled Ballots

- Reasons to spoil a ballot
 - When a voter makes a mistake on their provisional ballot
 - When a voter marks his or her provisional ballot before they realize it is the incorrect ballot
 - ✓ *The voter can return the marked ballot, as long as they have not cast their vote*
 - ✓ *Follow the instructions located on your Early Voting Spoiled Ballot Affidavit (Form 114)*
 - ✓ *Issue the voter another ballot*
- ⇒ A voter can only be issued a maximum of three ballots

Abandoned Ballot Log

- Two types of abandoned ballots:
 - A Poll Worker discovers a vote not cast on the iVotronic
 - Follow the instructions on your Early Voting Abandoned Ballot Log (*Form 116*)

Voter Assistance

- A voter shall inform the poll workers at the time that the voter presents themselves to vote that they are unable to mark or cast the ballot without help and needs assistance in casting their ballot
- A voter needing assistance may have any one person of their choice assist with marking the ballot **OR TWO** Poll Workers must assist
- Follow the instructions on the Early Voting Voter Assistance Form (*Form 117*)
- No person shall assist more than six voters in marking and casting a ballot at an Election, except a poll worker, County Clerk or Deputy Clerk

Voter Complaint Form

- If the voter would like to file a complaint concerning the voting equipment, give them the Voter Complaint Form (Form 118) and the Election Commission will review it after the election

Provisional Voting

- Provisional voting allows the Voter Registration Office to verify the voter's eligibility and confirm the results to the Election Commission
- The most common reasons to have a voter vote provisional:
 - ❑ Voter did not show Proof of Identity (Photo ID)
 - ❑ Voter Registration cannot be confirmed when the voter's name is missing on the poll book, but the voter knows they should be registered
 - ❑ iPowerProfile indicates the voter voted absentee or early and the voter knows that they have not voted already
 - ❑ iPowerProfile indicates voter "**Must show ID**" and the voter fails to provide current Proof of Identity or additional ID
 - ❑ Poll Watcher challenge - must be challenged before the voter signs the poll book
 - ❑ Provisional voters **DO NOT** fill out an Early Vote Request Form
 - ❑ The Computer Clerk **DOES NOT** record that the voter has voted in iPowerProfile (*early vote software*)
- Follow the Instructions on the Provisional Ballot Envelope (*Form #11*)
- Immediately after the election, the Voter Registration office and Election Commission work diligently to process the provisional votes
- Once complete, the Election Commission conducts a preliminary review of all provisional votes, and notifies the provisional voters of the results

Poll Watcher

- A Poll Watcher must have a file-marked copy of the Poll Watcher Authorization (*Form 122*)
 - Poll Watcher List (*Form 121*) instructions are on the front of the form, and on the back of the form you will find the Poll Watcher's Rights and Responsibilities
 - Candidates can be poll watchers during tabulation of votes and during early voting to observe, but cannot challenge a ballot
 - A poll watcher can only challenge a ballot on grounds that the voter is not eligible to vote in the precinct or that the voter has previously voted at the election
-

Voting Device Problems

- The Chief Judge will appoint a few people to receive specialized training for troubleshooting problems with the iVotronics (*Equipment Clerk Training*)
- Your Area Manager has also received instruction on the equipment
- Prepare to answer the following questions when you call the Election Commission:
 - Is the power out to the unit?
 - Did you check the plug?
 - What error message is displayed?
 - What is the device doing?
- Document the occurrence on the EV Election Protocol Form (Form 109)

Electioneering

- The Notice of Electioneering Sign (*Form 125*) should have been posted at your polling location during the polling location set-up procedures
 - Electioneering is prohibited during Early Voting and on Election Day. Violation of Electioneering Laws is, at the minimum a class a misdemeanor offense punishable by fine or confinement.
 - Electioneering includes:
 - wearing or displaying Campaign Buttons, Caps Shirts, Signs, or other articles that would influence the Vote
 - Distributing Literature regarding any Candidate or Issue on the ballot
 - Soliciting signatures on any petition
 - Soliciting Contributions
 - Places that Electioneering is Prohibited:
 - Inside the polling site
 - Within 100' of the Primary Exterior Entrance used by voters to enter the polling site (all main entrances that are used by voters on Election Day)
-
-

VOTING SCENARIOS

Voter Does Not Have a Photo ID or Refuses to Provide One

- General Assembly Act 595 of 2013 mandates that a Voter provide Proof of Identity (POI) in order to cast a **REGULAR** Ballot
 - ❑ **“Proof of Identity”** is defined as a document or photo ID card that is issued by: the State of Arkansas, the U.S. Government, or an accredited post-secondary institution in Arkansas. The ID must show the **name and photograph** of the person to whom it was issued, and if it has an expiration date, must not be expired more than 4 years before Election Day. Examples of acceptable POI include:
 - a. An Arkansas Driver’s license
 - b. An Arkansas Identity Card
 - c. An Arkansas Concealed Carry Handgun License
 - d. A U.S. passport
 - e. A U.S. military ID
 - f. An employee badge issued by the federal government, or the State of Arkansas
 - g. A student ID or employee ID card issued by a post-secondary educational institution located in the State of Arkansas
 - h. A public assistance card
 - i. A Voter ID card issued by the county clerk
 - ❑ POI is **not required** for people living in a residential care facility (i.e. nursing home, assisted living facility, etc.)
 - a. Voters in this category are not required to provide a Photo ID
 - b. Voters must instead provide a letter from the administrator of the facility on facility letterhead, dated and signed by the administrator which specifically identifies the full name of the resident in the body of the letter and is valid for one year after the date it is signed and issued.
 - ❑ If a voter cannot provide either of the above listed forms of ID, inform the voter he/she will need to vote a **PROVISIONAL** ballot.

Voter Cannot Sign or Make a Mark

- If the voter cannot sign or make his/her mark, the poll worker **MUST**:
 1. Record his or her initials and the voter’s date of birth on the voter’s signature line on the Early Vote Request Form
 2. Give the voter the white copy of the Early Vote Request Form (Form 104)
 3. Direct the voter to the activator clerk to vote
-
-

Address Provided by Voter Differs with Information on the Computer Screen

- ⇒ Call Voter Registration Office for address change
- ⇒ Back out of the voter's record until the address is changed at the voter registration office
- ⇒ Access the voter's record again and their new address should appear, with their new precinct (*unless their new address is in the same precinct*) and ballot style
- ⇒ Instruct the voter to fill in his/her previous Address on the Early Vote Request Form, so the form can be used by Voter Registration as an address change form
- ⇒ Give the voter the white copy of the Early Vote Request Form (*Form 104*)
- ⇒ Direct the voter to the activator clerk to vote

"MUST SHOW ID" is indicated on the Computer Screen

- If current Proof of Identity (POI) is provided, or if an expired POI is provided with an additional form of ID (a document that shows the name and current address of the voter, such as current and valid photo ID, utility bill, bank statement, paycheck, government check, or other government document).
 1. Mark "yes" on the Early Vote Request Form for "ID Provided"
 2. Record that the voter voted in the computer
 3. Fill out your portion of the Early Vote Request Form
 4. Give the voter the white copy of the Early Vote Request Form
 5. Direct the voter to the activator clerk to vote
- If current POI, or an expired POI with additional ID, is **NOT** provided
 1. Inform the voter that they will need to vote a **PROVISIONAL** Ballot
 2. **DO NOT** record that the voter voted in the computer
 3. **DO NOT** have the voter fill out an early vote request form
 4. Follow instructions on Provisional Ballot Envelope (Form #11)

****Reminder: Tear of the ballot stub and place it in the Ballot Stub Box****

Absentee or Early Voted is indicated on the Computer Screen

1. Inform the voter that they will need to vote a **PROVISIONAL** Ballot
2. **DO NOT** record that the voter voted in the computer
3. **DO NOT** have the voter fill out an early vote request form
4. Follow Instructions on Provisional Ballot Envelope (*Form #11*)

****Reminder: Tear of the ballot stub and place it in the Ballot Stub Box****

Name Provided by Voter Differs with Information Displayed on the Computer Screen

1. Instruct the voter to fill out a Name Change Form
 2. Record that the voter voted in the computer
 3. Fill out your portion of the Early Vote Request Form
 4. Give the voter the white copy of the Early Vote Request Form (*Form 104*)
 5. Direct the voter to the activator clerk to vote
-
-

Birth Date Provided by Voter Differs with Information Displayed on the Computer Screen

1. Call the voter registration office to correct the Date of Birth
 2. Back out of the voter's record so the voter registration office can correct the DOB
 3. Access the voter's record to verify that voter's DOB has been corrected
 4. Fill out your portion of the Early Vote Request Form
 5. Give the voter the white copy of the Early Vote Request Form (*Form 104*)
 6. Direct the voter to the activator clerk to vote
-
-

Campaign Materials inside Early Vote Site

- If the voter is wearing a T-Shirt, ask the voter to cover the T-Shirt by wearing a jacket or sweater – zipped or buttoned up
 - If the voter is not able to cover it up, have them go somewhere to remove the shirt and turn it inside out
 - If the voter is wearing a cap or button, have them remove it immediately, and put them up somewhere, so they cannot be read
 - If the voter refuses to listen to you, show them the notice of Electioneering sign posted at your polling location, if for some reason that does not work, notify the Election Commission Office
-
-

Voter's Name CANNOT be accessed in iPowerProfile

1. Ask the voter if they have had a name change since the last time they voted
2. Ask the voter when they registered to vote
 - ✓ *30 days before the election is the deadline for new voters or out-of-state voters to register*
 - ✓ *4 days before the election is the deadline for voters transferring their registration within the state*
3. Refer to the iPower Guide and search different ways to try to access the voter's information
4. Call the voter registration office if you still cannot find anything
5. Inform the voter that they will need to vote a **PROVISIONAL** Ballot if they know that they should be registered
6. **DO NOT** record that the voter voted in the computer
7. **DO NOT** have the voter fill out an early vote request form
8. Follow instructions on Provisional Ballot Envelope (*Form #11*)

****Reminder: Tear of the ballot stub and place it in the ballot stub envelope****

VOTERS WITH DISABILITIES

Common Courtesy Guidelines

- Addressing a voter with disabilities
 - Speak directly to the person you are addressing**
 - Face to face communication is the best way to communicate
 - If an interpreter is present with the voter, address the voter you are speaking to, not the interpreter
 - When asking the preferences of the voter, ask the voter directly, even when you know assistance will be needed in responding
 - When meeting a voter with a visual impairment or difficulty with memory or recognition
 - Announce yourself by saying your name
 - Extending your hand to greet the voter is acceptable by lightly grasping or touching the voter's hand
 - Never pat an adult on the head or shoulder; this is demeaning
 - When exiting or ending conversation, be sure to give a verbal clue that you are departing
 - Never assume that a voter with disabilities wants or needs help
 - Attempting to help without permission can cause more of a disturbance than not helping at all
 - By asking, you give the voter the chance to decide whether he/she wants or needs help
 - Once a verbal offer of assistance is extended, wait for acceptance before helping
 - A person's adaptive equipment is considered a part of that person and should be given "personal space"
 - DO NOT** touch or lean against a person's walker, wheelchair or crutches
 - Many powered devices such as communication devices and prostheses are very complex and can be easily disturbed by a touch or sudden change
 - While working, service animals should not be petted, talked to or distracted
 - One important point of disability awareness is to **NEVER** refer to people with disabilities as 'handicapped' or 'disabled'
 - Just treat people, as you would like to be treated – with dignity and respect, no matter their age, sex, background or disability
-
-

Resources Available

Disability	Resources
Visual Impairment	Magnifying Glass, iVotronic Touch Screen with headphones for Voting
Hearing Impairment	Writing Pad
Wheelchair/Walker/Cane	Advance to the front of the Line Upon Request (<i>you can let the voter know they have this option, if it is hard for them to stand</i>)

Guidelines for Disability Rights Center

The Disability Rights Center may visit your Early Voting Location to ensure that our polling locations are accessible for voters with disabilities. The information they obtain is very useful to the Election Commission. The Election Commission will provide them with identification from our office. The procedures for you to follow and the guidelines for the media to follow are located on the Media and Disabilities Rights Center Form (*Form 130*).

MEDIA

Guidelines

The media should contact the Election Commission Office, before going to an Early Voting Location. They will be provided with a Media Pass from our office, if they do not have identification and you do not feel comfortable with the situation, feel free to contact the Election Commission Office. The procedures for you to follow and the guidelines for the media to follow are located on the Media and Disabilities Rights Center Form (*Form #130*).

EARLY VOTING FORMS AND SIGNS

#11.....	Provisional Ballot Envelope
#12.....	Provisional Voter Notice
#13.....	Provisional Voter List
#15.....	Spoiled Ballot Envelope
101.....	Early Voting iVotronic Cheat Sheet
102.....	Computer Clerk Instructions for Authorizing a Voter
104.....	Sample Early Vote Request Form
105.....	Sample First Day Early Voting Daily Report
106.....	Sample Early Voting Daily Report
108.....	Early Voting Election Checklist
109.....	Early Voting Election Protocol Form
114.....	Early Voting Spoiled Ballot Affidavit
116.....	Early Voting Abandoned Ballot Log
117.....	Early Voting Voter Assistance Form
118.....	Voter Complaint Form
120.....	Poll Watcher Rights and Responsibilities Sign
121.....	Poll Watcher List Form
122.....	Sample Poll Watcher Authorization Form
123.....	ID Requirement Sign
125.....	Notice of Electioneering Sign
126.....	Vote Here Sign
127.....	Accessible Entrance Sign
130.....	Media and Disability Rights Center List

Early Voting iVotronic Cheat Sheet

****All italicized portions of the cheat sheet are for your reference if needed****

OPENING INSTRUCTIONS FOR FIRST DAY

All Booths will be set-up and ready to be plugged when you arrive at your location



1. Unwrap the power cord and plug it into an electrical outlet
2. Break the small orange seal on each iVotronic that is set-up and keep each seal with the correct iVotronic
3. Record the iVotronic Serial Numbers on the **First Day Early Voting Daily Report** (Form 105)
4. Record each Seal Number beside the correct Serial Number for each iVotronic on the **First Day Early Voting Daily Report** (Form 105)
5. Break the seal on the Communication Pack
6. Record the Seal Number on your **Early Voting Election Protocol** (Form 109)
7. Insert the **GRAY PEB** into the terminal in the PEB slot on the left side of the iVotronic
8. **Follow the Directions on the iVotronic Screen to Open each Terminal**
 - ⇒ Do not remove the PEB during this process (this will take a few minutes)
 - ⇒ When asked to verify the polling location if it is not correct, select "no" and call the Election Commission Office to notify staff
9. **ON THE LAST iVotronic that is opened - Follow the Directions on the iVotronic Screen to Print Zeros Tape**
 - ⇒ The power adapter cord is located in the Communication Pack Case and can be plugged into the wall if necessary
 - ⇒ Remember to plug in the Results Printer Cable after you disconnect the RTAL Printer Connection at the top of the iVotronic, before you print your zeros tape (this cable is located in the communication pack and looks like a phone cord)
 - ⇒ The RTAL printer Connection is the Gray Cable plugged in at the top of iVotronic
 - ⇒ **Choices you need to select on iVotronic Screen if uncertain**
 - Select "Print Polling location Zero Tapes Now" after inserting the PEB
 - Select **NO** on the touch screen when asked if you want another report
 - ✓ Only select "yes" if there was an error printing the first tape, when asked if you would like to print another report
 - Select **DONE** on the iVotronic screen after the zeros tape has printed
10. **Follow the Directions on the iVotronic Screen to Prepare for Voting**
 - ⇒ Be sure to disconnect the Communication Pack Printer Cable (looks like phone cord) and Reconnect the RTAL Printer Connection (gray cable at the top of the iVotronic)
 - ⇒ Be sure to unplug the power cord from the back of iVotronic
11. Review the zero tape for accuracy
 - ⇒ Verify the polling location is correct and the totals are zero
12. Sign the zero tape (three poll workers **must** sign)
13. Post the zero tape in a prominent location

OPENING INSTRUCTIONS FOR EACH DAY AFTER FIRST DAY

1. Plug in the power surge
2. Record the Public Count for each of terminals at the beginning of the day on the **Early Voting Daily Report (Form 106)**
 - a. Insert **Red PEB**
 - b. Remove the **Red PEB** it as soon as the screen gets light
 - If you leave the PEB in too long and the ballot selection process begins, you will need to follow the instructions for Canceling a ballot – **DO NOT attempt to blank vote a ballot brought up by accident***
 - c. Verify the public count in the right hand corner of the screen when the message displays “**problem accessing PEB**”, and then the screen will go blank
 - d. Verify that the public count matches is the same as the ending count from the day before
 - e. Follow these procedures (a-d above) for each terminal

****If Public Count is incorrect Contact the Election Commission Office immediately****

VOTING

1. Take the Early Vote Request Form (*Form 104*) from the Voter
2. Escort the voter to the terminal with the **RED VOTER PEB** in your hand
3. Insert the **RED VOTER PEB**
4. Select the voter’s precinct from the Early Vote Request Form
5. Confirm the precinct as prompted by the screen
6. Select the voter’s correct Ballot Style Number from the Early Vote Request Form
7. Remove the **RED VOTER PEB** when directed by terminal screen
8. Place the **RED VOTER PEB** back in your apron (*Do Not leave the PEB at the terminal*)
9. Select either a **VISUAL BALLOT** or an **AUDIO BALLOT** on the blue screen
 - ⇒ **Touch the screen for a VISUAL BALLOT**
 - a. *Select the “View Ballot” Button at the bottom of the screen*
 - b. *Explain how to use the iVotronic*
 - c. *Leave the voter once the ballot displays*
 - ⇒ **Do Not touch the screen for an AUDIO BALLOT**
 - a. *Review the following buttons:*
 - Gently guide the voter’s hand over the buttons and Braille; be sure not to touch the screen or you will activate a visual ballot*
 - Small Yellow Arrow Buttons** scrolls up and down the ballot
 - Large Green Diamond Button** selects candidates or changes a selection
 - Vote Button** at the top of the terminal casts the ballot
 - b. *Ask the voter if they would like you to place the headset on their head*
 - Headset must be in place before you select the audio ballot*
 - c. *Press the **green diamond shaped button** at the bottom of the terminal face to activate the **AUDIO BALLOT***
 - d. *Leave the voter once the ballot is activated*
10. Ask the voter if a “**Thank you for Voting**” message appeared on the screen (visual ballot) or if the voter heard a “**Thank you for Voting**” message (audio ballot)
11. Give the Voter an “**I Voted**” Sticker

CLOSING INSTRUCTIONS FOR EACH DAY

1. Record the Public Count on the Early Voting Daily Report (Early Voting Daily Report – First Day for the first day of early voting)
 - ⇒ ***On the first day use the First Day Early Voting Daily Report (Form 105)***
 - ⇒ Public Count Procedures
 - a. Insert Red PEB into the first unit
 - b. Remove the Red PEB it as soon as the screen gets light
 - If you leave the PEB in too long and the ballot selection process begins, you will need to follow the instructions for Canceling a Ballot – ***DO NOT attempt to blank vote a ballot brought up by accident***
 - c. Verify the public count in the right hand corner of the screen when the message displays “**problem accessing PEB**”, and then the screen will go blank
 2. Unplug power surge from the outlet
 3. Close the doors on the iVotronic
 4. Place all the PEBs in the Communication Pack
 5. Place Communication Pack (iVotronic Case) in a locked room
-

SPECIAL CLOSING INSTRUCTIONS FOR THE LAST DAY

1. Place the PEBs in the pink static (bubble) bag in **Bag #1 – EV Official Election Returns** and transport to the Election Commission Office
2. Transport the Communication Pack to the Election Commission Office

VOTER ISSUES

CAST BALLOT

You will need to cast a ballot for a voter if they have left the polling location and did not cast their vote. Verifying that the voter received the “Thank you for voting screen” upon exiting will help you avoid this problem.

- a. Have another poll worker witness this process (*there must always be two poll workers*)
- b. Document on the **Abandoned Ballot Log** (Form 116)
- c. Insert the **RED VOTER PEB**
 - The screen will display a message “**Last ballot was not cast**” and two options **CAST BALLOT** or **CANCEL BALLOT**
- d. Select **CAST BALLOT** and Confirm
- e. Remove the **RED VOTER PEB** once completed

CANCEL BALLOT

You will need to cancel a ballot if the incorrect ballot was selected (audio or visual), wrong precinct was selected; a ballot was brought up by mistake when checking the public count, etc.

- a. Have another poll worker witness this process (*there must always be two poll workers*)
 - b. Record as a **Spoiled Ballot** (Form 114)
 - ⇒ *If the spoiled ballot is due to poll worker error - write explanation on the spoiled ballot affidavit (this spoiled ballot will not count against the voter)*
 - c. Insert the **RED VOTER PEB**
 - The screen will display a message “Last ballot was not cast” and two options **CAST BALLOT** or **CANCEL BALLOT***
 - d. Select **CANCEL BALLOT**
 - e. Confirm the selection at the prompt on the screen
 - f. Select the reason for canceling the ballot from the menu
 - The screen will display the cancelation reason*
 - g. Select **Proceed with Cancelation**
 - h. Remove the **RED VOTER PEB**
-

COMPUTER CLERK STEPS FOR AUTHORIZING A VOTER

(Computer Clerk Instructions for Table)

1. Instruct the voter to fill out Section #1 of the Early Vote Request Form (*Form 104*)
2. Review the form to make sure section one is completed
3. Access the voter's record in the computer using the iPowerProfile Instructions
4. Verify name, address, and date of birth on the Early Vote Request Form with the information displayed on the computer screen
5. Ask the voter for Proof of Identity (POI), a document or photo ID that is issued by the State or Federal Government, or an accredited post-secondary educational institution in Arkansas. POI must show the name and photograph of the person who it was issued to, and must not have been expired before more than four years before Election Day.

Examples of Acceptable Forms of POI:

-Arkansas Driver's License	-AR or Federal Employee ID	-US Passport
-Arkansas ID Card	-US Military ID	-Voter ID Card issued by County Clerk
-AR Concealed Carry License	-Public Assistance ID	-Student or Employee ID issued by post-secondary educational institution in Arkansas

Documentation from Administrator

Voters living in an assisted living facility may use *Documentation from the Administrator* of the facility in which they reside as POI. This shall consist of a letter on the facility letterhead, dated and signed by the administrator which specifically identifies the full name of the resident in the body of the letter and is valid for one year after the date that it is signed and issued

6. Record that the voter voted by following the iPowerProfile Instructions
 - *Refer to the **Voting Issues Tab** of the Early Voting Training Guide, if you need help on any voter issues out of the ordinary*
7. Complete Section two of the Early Vote Request Form (*Form 104*) using the information you have accessed in iPowerProfile (*See illustrative example attached*)
 - 1. Proof of Identity Provided - ✓ "yes" or "no" – If "no", complete the form and give it to the voter, then refer the voter to the Chief Judge to receive a Provisional Ballot
 - 2. Voter ID # – Write the number designated for **Reg. ID**
 - 3. Precinct #– Write the number listed next to **Precinct Part** (example 74.01 write "74")
 - 4. Ballot Style - Write the number listed next to **Ballot Style**

PRIMARY ELECTIONS

- ⇒ *Three ballot style numbers will appear for each voter beginning with D (Democratic), R (Republican), or N (Nonpartisan), and then followed by a number*
- ⇒ *Write the appropriate ballot style for the voter (the voter will designate the party primary on the Early Vote Request Form)*
- ⇒ ***The Nonpartisan General Election is included on the Party Primary Ballots***

GENERAL PRIMARY ELECTIONS (RUNOFF)

- ⇒ *If the voter participated in the Primary Election, they **must** vote in the same Party Primary Runoff (Democratic or Republican) for the Runoff (the computer will indicate the party primary they voted in the previous election)*
- ⇒ *If the voter did not participate in the May Preferential Primary/Nonpartisan General Election, or if they voted in the Nonpartisan General Election, they can select either Party Primary*

8. Direct voter to the activator clerk with the white copy of the EV Request Form

PCEC 2/14

EARLY VOTE REQUEST FORM

104

Date of Election: 5/20/2014 Early Vote Location: EV 1

SECTION 1 (to be completed by Voter)

John Smith Printed Name of Voter 6/07/1971 Date of Birth

123 Fun Street
Current Street Address

Little Rock, AR 72205
City State Zip

Fill out your previous address below *ONLY* if you have moved without changing your address with the Circuit/County Clerk's Office:

Previous Street Address

City State Zip

Designate Party Choice for Primary Elections *ONLY*: _____

NOTICE TO VOTER: 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 ten years imprisonment.

John Smith SIGNATURE OF VOTER 5/15/2014 DATE

SECTION 2 (to be completed by Election Official)

Proof of Identity Provided: YES NO

Voter ID#: 12377764

Precinct #: 45 Ballot Style: 26
(Example-Write "36" for Prec. 36.01)

Additional Information if needed: _____

1/12

White Copy (Clerk's Office)

Yellow Copy (Election Commission)

FIRST DAY EARLY VOTING DAILY REPORT

Today's Date: 05/07/2012

Election Date: 05/22/2012

EV5 William F. Laman Library

Early Voting Location

iVotronic Serial #	Orange Seal # on iVotronic Doors	* Beginning Public Count	Ending Public Count
V0100575-7	15324	0	44
V0100423-1	36123	0	35
V0100568-4	45789	0	54
V0100393-9	19267	0	20
V0100356-7	72134	0	62
**DAILY TOTAL			215

** Beginning Public Count MUST display "0" on each iVotronic*

****DAILY TOTAL MUST BALANCE WITH TOTAL # OF EV REQUEST FORMS**

COMMENTS, SUGGESTIONS, OR OUT OF THE ORDINARY EVENTS:

Sarah McDonald discovered that a voter did not confirm their vote on the voting machine.

Sarah McDonald and Jim Shipley followed the instructions on the Early Voting Abandoned Ballot Log.

Chief Judge Signature:

Jacqueline Reynolds

EARLY VOTING DAILY REPORT

Today's Date: 5/09/2012

Election Date: 5/22/2012

EV5 William F. Laman Library

Early Voting Location

iVotronic Serial #	*Beginning Public Count	Ending Public Count	# of Voters
V0100575-7	44	102	58
V0100423-1	35	87	52
V0100568-4	54	98	44
V0100393-9	20	89	69
V0100356-7	62	86	24
*DAILY TOTAL:			247

***DAILY TOTAL NEEDS TO BALANCE WITH TOTAL # OF EV REQUEST FORMS**

COMMENTS, SUGGESTIONS, OR OUT OF THE ORDINARY EVENTS:

We had a paper jam on the iVotronic that our Equipment Clerk could not fix. The Area Manager came fixed it for us. The iVotronic was not used for one hour.

Chief Judge Signature: _____

Jaqueline Reynolds

PCEC 3/12

EARLY VOTING CHECKLIST

****Return this form in the Blue “Elections” Bag on the Last Day****

Contact the office at 340-8383, as soon as possible, if anything is missing

SECTION 1: ITEMS DELIVERED TO THE EARLY VOTE SITE

The Election Commission Staff delivers the following items to the early vote site. Go to your facility before early voting, and verify you have the correct voting equipment and all of your election materials, before the first of early voting. Take your black bag with you, if needed and check all of your materials in the bag to make sure you have everything.

- Black Election Materials Bag
 - iVotronic Touch Screens (*usually three to seven*)
 - Computers for voter look-up (*some locations supply the computers*)
 - Early Vote Request Forms (*Form 104*)
 - Box of extra RTAL rolls
 - Box of Large Manila Envelopes (*used to transport Early Vote Request Forms daily by the Early Voting Area Manager*)
 - Tube with two Poster Signs
 - VOTE HERE Sign (*You will post this Election Morning*)
 - Early Vote Sign (*You will post this Election Morning*)
 - Ballots for Provisional Voting in a sealed ballot box (*leave sealed until you have to use a ballot*)
 - Stub Box for Provisional Ballots
 - Empty Ballot Transport Box used for storing used RTAL rolls
 - iVotronic Communication Pack containing
 - PEBS
 - iVotronic Keys
 - Headphones
 - Wipe-cloth for the iVotronic Screen
 - Items Posted Outside the Facility by Election Commission Staff
 - Notice of Election
 - Candidate List (*if applicable*)
-

SECTION 2: BLACK ELECTION MATERIALS BAG ITEMS

This bag is delivered to your site (listed above) and contains the following items (check as soon as possible):

- BAG # 1 Official Election Returns Bag containing:**
 - Early Voting Election Protocol (*Form 109*) with the following forms inserted
 - Early Voting iVotronic Cheat Sheet (*Forms 101*)
 - 2 Computer Clerk Instructions for Authorizing a Voter (*Form 102*)
 - Early Voting Voter Assistance Form (*Form 117*)
 - Early Voting Abandoned Ballot Log (*Form 116*)
 - Poll Watcher List (*Form 121*)
 - Sample Poll Watcher Authorization Form (*Form 122*)
 - Disability Rights Center and Media List (*Form 130*)
 - Early Voting Daily Report with first day sheet
 - Early Voting Spoiled Ballot Affidavits (*Form 114*)
 - Spoiled Ballot Envelope (*Form 115*)
 - Voter Complaint Forms (*Form 118*)
 - Envelopes for abandoned ballots labeled Abandoned Ballots
 - Pink Static Pouch (*bubble bag*) for PEBs
 - Bumper Sticker Stub Box seal
 - Blue numbered seals
- BAG # 2 Clear plastic pouch/envelope containing:**
 - Procedure Manual
 - Election Official Name Tags
 - Magnifying Sheet
 - Cancellation Forms
- BAG # 4 Public Forms Containing:**
 - Voter Registration Applications
 - Poll worker Applications
- BAG # 5 Provisional Voting Materials**
 - 20 Provisional Ballot Envelopes (*Form 11*)
 - 20 Ballot Only Envelopes
 - Provisional Voter Notices (*Form 12*)
 - Provisional Voter List (*Form 13*)
 - Orange Provisional Ballot Transport Bag

- Plastic Supply Box containing:**
 - Pens
 - Tape
 - “I Voted” stickers
 - 100’ String
- Blue “Elections” Bag**
- Set of signs to post**
- Notice of Election and Sample Ballots**
- Surge Protector**
- Clip Boards**
- Payroll**
- Aprons**
- Accordion File**
- Cell Phone(s)**

SECTION 3: BEFORE EARLY VOTING

- Completed section one and two
- Charged Cell Phone(s)
- Set up Polling Location and verified the items were correct that were delivered by the Election Commission to the Polling Location
- Prepared to designate jobs to workers for Early Vote Site Set-up
- Prepared to designate jobs to workers for Early Vote Site Closing (*Last Day*)

SECTION 4: EARLY VOTING FIRST DAY

- Chief Judge and Election Officials recited and signed the Election Official Oath on the Early Voting Election Protocol Form (*Form 109*)
- Turned on the Cell Phone(s)
- Wear Name Tags
- Review Election Reminders & Deadlines with workers before polls open Opened iVotronic Touch Screen according to Yellow Cheat Sheet (*Form 101*)
- Completed EV First Day Daily Report (*Form 105*)
- Completed applicable portions on the Early Voting Election Protocol (*Form 109*)
- Set up Computer Clerk Area and placed Steps for Authorizing a Voter (*Form 102*) at table along with iPower Instructions and illustrative example
- Set up area designated for Voter Problems
- Posted Signs received with materials
- Identified the 100’ Distance for Electioneering
- Balance Early Vote Request Forms to the Total on the EV First Day Daily Report
- Opened and closed early vote site at designated time (*use time on cell phone- in line at the time of closing were allowed to vote*)

SECTION 5: EARLY VOTING EACH DAY

- Turned on the Cell Phone(s)
 - Wear Name Tags
 - Completed EV Daily Report each day (*Form 106*)
 - Opened and closed Early vote site at designated time each day (*use time on cell phone- voters in line at the time of closing were allowed to vote*)
 - Balanced Early Vote Request Forms each day to the Daily Total on your Daily Report (*Form 106*)
-
-

SECTION 6: LAST DAY OF EARLY VOTING

- Turned on the Cell Phone(s)
- Wear Name Tags
- Completed EV Daily Report (*Form 106*)
- Opened and closed Early vote site at designated time (*use time on cell phone voters- voters in line at the time of closing were allowed to vote*)
- Balanced Early Vote Request Forms each day to the Daily Total on your Daily Report (*Form 106*)
- Followed ID Procedures
- Followed Voting Procedures
- Closed iVotronic Touch Screen according to iVotronic Cheat Sheet (*Form 101*)
- Secured Votes
- Removed all signs posted inside the polling location and placed them in the black election materials bag
- Remove the signs posted outside the location and stacked them near voting device and booths
- Completed **ALL** sections of the Early Voting Election Protocol (*Form 109*)
- Transported **EVERYTHING**, except the iVotronic Touch Screens and the signs posted outside the polling location, to the Election Commission Office

Chief Judge

Precinct

EARLY VOTING ELECTION PROTOCOL

****Return this form in Bag #1 on the Last Day****

Election Date: _____

Today's Date: _____

Early Voting Location: _____

ELECTION OFFICIAL OATH

⇒All Poll Workers must recite and sign the oath before beginning official duties

We the undersigned, do swear that we will perform the duties of Election Officials 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.

Election Officials Signatures:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VOTE ACCOUNTING

- A. _____ Spoiled Ballots listed on Spoiled Ballot Affidavit (*Form 114*)
- B. _____ Abandoned Provisional Ballots
- C. _____ Used Provisional Ballots
- D. _____ iVotronic Votes Cast
- E. _____ **TOTAL VOTERS** ($C+D = \#$ of Early Vote Request Forms + Provisional Voters)

VOTING DEVICE REPORT

- A. Zero tapes were signed and posted for each iVotronic (*1st Day*): Yes No
- B. Zero display was verified on each iVotronic (*1st Day*) Yes No
- C. Did early vote site open on time each day? Yes No
If not, list reason on the daily report
- D. Did early vote site close at the correct time each day? Yes No
If not, list reason on the daily report
- E. Did voting devices malfunction? Yes No
If so, list reason on the daily report

RECORD SEAL NUMBERS

- A. _____ Communication Pack to iVotronic (*First Day*)
- B. _____ Communication Pack to iVotronic (*Seal # used on Last Day*)
- C. _____ Unused Provisional Ballot Transport Boxes (*Record on Last Day*)

- D. _____ Ballot Transport Box for RTAL Paper Rolls (*Record on Last Day*)
- E. _____ Bag #1- EV Official Election Returns
- F. _____ Blue "Elections" Bag
- G. _____ Orange Provisional Ballot Bag (*Last day – ONLY if you have any*)

CERTIFICATE OF RETURNS

Date: _____

_____ **Total Number of NonProvisional Voters** (*amount of EV Request Forms should match the Public Count on the iVotronics*)

*We, the undersigned duly appointed Election Officials, certify and attest the information provided on this form is true and accurate to the best of our knowledge. In accordance with Arkansas Code Annotated §7-5-526, at the official time for closing the polls and upon termination of the voting, and in the presence of all persons authorized to be present, the voting devices were made inaccessible to further voting. The public counter totals displayed on the voting devices are listed on the **EARLY VOTING DAILY REPORTS.***

Election Officials Signatures:

PROVISIONAL BALLOT ENVELOPE

SECTION 1 - PRECINCT AND ELECTION INFORMATION *(Complete for ALL Provisional Voters)*

Precinct: _____ Date: _____ Time: _____ Ballot Style#: _____

Poll Name: _____ Provisional Voter Number *(from Provisional Voter List)*: _____

SECTION 2 - PROVISIONAL VOTER AFFIRMATION *(Complete for ALL Provisional Voters)*

PLEASE PRINT CLEARLY

Voter's Name: _____ Prior Name: _____

Current Address: _____
Street Address City State Zip

Prior Address: _____
Street Address City State Zip

Date of Birth: _____ Phone #: _____ Provided ID: Yes No

I hereby affirm that the information provided is true 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 (CBEC) will count my ballot only upon verification of my voter registration status, or, if applicable, presentation of proof of identity or an affidavit of indigence or religious objection. My signature on this form is my request to be notified as to whether or not my vote was counted. I understand that the CBEC will notify me by first class mail.

Witnessed by: _____

Provisional Voter Signature

Election Official Signature

Section 3 - Reason for Voting Provisional
(Complete for ALL Provisional Voters)

Poll Watcher Challenge *(Complete Section 4)*

No Proof of Identity Provided

Voter Registration Cannot be Confirmed

First-time Voter Flagged to Show Current Photo ID or Additional ID *(None Provided)*

Poll Book indicates Absentee Voter

Poll Book indicates Early Voter

Other: _____

Section 4 - Challenged Ballot Form
(Complete ONLY if poll watcher challenged ballot)

Name of Poll Watcher: _____

Entity Represented: _____

Reason for Challenge:

Voter is not Eligible to Vote in the Precinct

Voter has Previously Voted in the Election

Poll Watcher's Signature

Provisional Ballot Instructions *(Materials located in Bag #5 Provisional Voter Materials)*

1. Refer to the Provisional Meeting Dates (Form #33) and copy the meeting dates onto the Provisional Voter Notice.
2. Give the Provisional Voter Notice to the voter **(required by law)** and have them fill out a voter registration application **ONLY** if the reason they are voting provisional is due to a voter registration issue
3. List the voter's name on the Provisional Voter List **ONLY** *(they will not sign the Poll Book or the Voter List)*
4. Complete sections one through four above *(Complete section four ONLY if it is a Poll Watcher challenge)*
5. Give the voter the correct ballot style *(same ballot procedures will be followed – voter will not sign the Voter List)*
6. Hand the voter the ballot and the ballot only envelope *(be sure the voter knows not to insert the ballot in the M100)*
7. Instruct the voter to complete the ballot ➔ insert the ballot inside the ballot only envelope ➔ seal the envelope
8. Have the voter bring the sealed ballot only envelope back to you when they are finished
9. Insert the ballot only envelope and voter registration application *(if applicable)* inside this envelope and seal

****Place ALL your provisional votes inside the Orange Provisional Transport Bag and keep in a secure place****

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 or, if applicable, presentation of proof of identity or an affidavit of indigence or religious objection. The 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 if the voter's ballot was rejected for reasons other than failure to present proof of identity.

If a provisional voter who cast a provisional ballot for failure to present proof of identity presents proof of identity or an affidavit of indigence or religious objection to the county clerk or the county board of election commissioners by noon of the first Monday following the election, the provisional ballot will be counted.

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

- Poll Watcher Challenge
- No Proof of Identity Provided
- 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 _____

County Clerk Contact Information:

Pulaski Circuit/County Clerk Larry Crane

Address: 401 W. Markham St
Little Rock, AR 72207

Telephone Number: (501) 340-8336

Regular Office Hours: M-F 8:00 A.M. – 5:00 P.M.

The next meeting of the County Board of Election Commissioners will be held:

Date:

Time:

Location: Pulaski County Election Commission Office
501 W. Markham St. Suite A
Little Rock, AR 72201

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

Date:

Time:

Location: Pulaski County Election Commission Office
501 W. Markham St. Suite A
Little Rock, AR 72201

PROVISIONAL VOTER LIST

Precinct: _____ Poll Name: _____ Date: _____

Instruction #2 on the Provisional Voter Envelope

Record the name and address of each Provisional Voter on this list

✓ **Reminder:** *Do not list the voter's name on the List of Voters and do not have the voter sign the Poll Book*

Prov. No.	Print Voter's Name	Street Address/City/Zip
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

****Keep this list in the clear pocket of your Orange Provisional Transport Bag****

PCEC 2/10

EARLY VOTING SPOILED BALLOT AFFIDAVIT

(A.C.A. §7-5-602 & §7-5-609)

Early Vote Location: _____ Date: _____

Spoiled Provisional Ballot Procedures

If a voter makes a mistake on his/her provisional ballot, the voter can receive another ballot. A voter may be issued up to three (3) ballots.

1. Write **CANCELLED** across the face of the ballot
2. Place the ballot in the Spoiled Ballot Envelope
3. Issue the voter a new ballot
4. Remove the stub and place in Stub Box

Spoiled iVotronic Procedures to use after a ballot has been canceled (ALWAYS use two Poll Workers)

1. Follow iVotronic Cheat Sheet instructions (Form 101)
2. Check the box in Spoiled Ballot Column (voter or poll worker error)
3. Voter must sign, **ONLY** if the ballot was spoiled due to his/her error

I, the undersigned, do solemnly swear or affirm that I spoiled my ballot, that I returned the ballot (if applicable) I spoiled to a Poll Worker who cancelled the ballot in my presence, and that I received a new ballot.

	Spoiled Ballot	Voter's Signature (if applicable)	Poll Worker Signatures	Poll Worker Explanation	Ballot Style
1.	<input type="checkbox"/> Voter <input type="checkbox"/> Poll Worker		1. _____ 2. _____		
2.	<input type="checkbox"/> Voter <input type="checkbox"/> Poll Worker		1. _____ 2. _____		
3.	<input type="checkbox"/> Voter <input type="checkbox"/> Poll Worker		1. _____ 2. _____		
4.	<input type="checkbox"/> Voter <input type="checkbox"/> Poll Worker		1. _____ 2. _____		
5.	<input type="checkbox"/> Voter <input type="checkbox"/> Poll Worker		1. _____ 2. _____		

****Inform the voter that they can only be issued up to three (3) ballots (the voter must sign the affidavit each time)****

SPOILED BALLOT ENVELOPE

Election Date: _____

Precinct: _____

Poll Name: _____

Total Number of Spoiled Ballots: _____

Election Official Signatures:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Transport this envelope with spoiled ballots inside, and the filled out Spoiled Ballot Affidavit in Bag #1 – Official Election Returns.

EARLY VOTING ABANDONED BALLOT LOG
(Abandoned Ballot Procedures included - A.C.A. §7-5-309 & §7-5-522)

Early Vote Location: _____ Election Date: _____

Procedures for the Two Types of Abandoned Ballots

- *Voter did not Complete Vote on the iVotronic (ALWAYS USE two poll workers)*
 - iVotronic Touchscreen**
 - 1. Follow the procedures on your iVotronic Cheat Sheet (Form 101)
 - 2. Fill out the Ballot Log below
- ❖ **DO NOT** add this type to your **ABANDONED BALLOTS** total on the Early Voting Election Protocol (Form 109)
- *Voter Left Provisional Ballot at the Polling Location (DO NOT include on Ballot Log below)*
 - 1. Write **ABANDONED** on the face of the ballot
 - 2. Place the ballot into one of the envelopes provided
 - 3. Write the circumstances on the ballot envelope
- ❖ **ADD** this type to your **ABANDONED BALLOTS** total on the Early Voting Election Protocol (Form #109)

TIME	NAME OF VOTER (if possible)	POLL WORKER NAMES	CIRCUMSTANCES
		1. _____ 2. _____	
		1. _____ 2. _____	
		1. _____ 2. _____	
		1. _____ 2. _____	
		1. _____ 2. _____	

EARLY VOTING VOTER ASSISTANCE FORM

(A.C.A. §7-5-310)

117

Early Voting Location: _____

Date: _____

➤ **Procedures if the Voter Requests Assistance at the Polling Location:**

1. Complete Voter Assistance Form below
2. Follow all regular voting procedures
3. Provide assistance to the voter (*Mandatory - TWO Poll Workers must assist*)
 - ⇒ One Poll Worker shall observe the voting process
 - ⇒ One Poll Worker may assist the voter in casting his/her ballot according to the wishes of the voter

NEW LAW: No Person Shall Assist More than Six Voters in Marking and Casting a Ballot at an Election, Except a Poll Worker at a poll or the County Clerk or Deputy Clerk During Early Voting.

➤ **Procedures if the Person Assisting is Named by the Voter:**

1. Complete Voter Assistance Form below
 - ⇒ The person named may assist the voter in casting his/her ballot according to the wishes of the voter
2. Follow all regular voting procedures

NAME OF VOTER	ADDRESS OF VOTER	ASSISTED BY:	POLL WORKERS
		1. _____ 2. _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
		1. _____ 2. _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
		1. _____ 2. _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
		1. _____ 2. _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
		1. _____ 2. _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

Voter Complaint Form

(A. C. A. §7-5-510)

Precinct: _____ **Poll Name:** _____
Date: _____ **Time:** _____ **Machine ID:** _____

Name: _____

Address: _____

Phone #: _____

Complaint:

⇒ *The Voter needs to fill this form out if they would like to file a complaint with the Election Commission, concerning the voting devices. Return this form in Bag #1 – Official Election Returns.*

PCEC 3/10

POLL WATCHER RIGHTS AND RESPONSIBILITIES

A poll watcher may be:

- (1) A candidate in person, but only during the counting and tabulation of ballots and the processing of absentee ballots;
- (2) An authorized representative of a candidate;
- (3) An authorized representative of a group seeking the passage or defeat of a measure on the ballot; or
- (4) An authorized representative of a party with a candidate on the ballot.

Official recognition of poll watchers:

- (1) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location within a polling site where voters identify themselves to election officials;
- (2) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location within the absentee ballot processing site where absentee ballots are processed; and
- (3) Only one (1) authorized poll watcher per candidate or party at any one (1) given time may be officially recognized as a poll watcher at the counting of the ballots.

Poll watcher credentials:

- (1) Except for candidates in person, poll watchers must present a valid affidavit in the form of a "Poll Watcher Authorization Form" to an election official immediately upon entering the polling or counting location.
- (2) Candidates in person attending a counting site or absentee ballot processing site are not required to present a "Poll Watcher Authorization Form" but must present some form of identification to an election official immediately upon entering the site for the purpose of confirming the poll watcher as a candidate on the ballot.

Poll watchers may:

- (1) Observe the election officials;
- (2) Stand close enough to the place where voters check in to vote so as to hear the voter's name;
- (3) Compile lists of persons voting;
- (4) Challenge ballots upon notification to an election official before the voter signs the Poll Book (precinct voter registration list) and upon completing a "Challenged Ballot Form";
- (5) Call to the attention of the election sheriff any occurrence believed to be an irregularity or violation of election law. The poll watcher may not discuss the occurrence unless the election sheriff invites the discussion; and
- (6) Be present at the opening, processing, and canvassing of absentee ballots for the purpose of challenging absentee votes in the manner provided by law for personal voting challenges.

Poll watchers representing a candidate or political party may:

- (1) Remain at the polling site after the poll closes if ballots are counted at the poll;
- (2) Be present at the counting of votes by hand or by an electronic vote tabulating device at a central location;
- (3) Be present at the counting of absentee ballots for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted; and
- (4) Upon request made to an election official, inspect any or all ballots at the time the ballots are being counted.

Poll watchers may not:

- (1) Be within six feet (6') of any voting machine or booth used by voters to cast their ballot;
- (2) Speak to any voter or in any way attempt to influence a voter inside the polling site or within one hundred feet (100') of the primary exterior entrance used by voters to the building containing the polling site; or
- (3) Disrupt the orderly conduct of the election.

Post

2/10 SBEC Form

POLL WATCHER LIST

Early Vote Location: _____ Date of Election: _____

Poll Watcher Procedures

A poll watcher can only challenge a ballot on the grounds that the voter is not eligible to vote in the precinct or that the voter has previously voted at the election. Candidates can be poll watchers during early voting to observe, but cannot challenge a ballot (State Board of Election Commission Rules).

****Voter must be challenged during the Computer Clerk's procedures****

1. Ask for the Poll Watcher's Authorization Form
2. Verify the Authorization Form
 - ⇒ County Clerk's Signature and File-Mark
 - ⇒ Your Precinct Number
 - ⇒ Name of Candidate, Group or Party the Poll Watcher Represents
 - ⇒ Signature of Candidate, Group Representative, or Chairman/Secretary of the State or County Committee
 - ⇒ Signature of Poll Watcher
 - ⇒ Notary Stamp
3. Record the information on the Poll Watcher List Below

➤ ***If any items are missing on the Poll Watcher Authorization Form, the poll watcher may be denied entry to your location***

NAME OF POLL WATCHER	REPRESENTING	TIME IN	TIME OUT

Turn Over for Poll Watcher Rules



POLL WATCHER RIGHTS AND RESPONSIBILITIES

(FOR ELECTION DAY & EARLY VOTING ONLY – A.C.A. § 7-5-312)

Who can be a Poll Watcher?

- An authorized representative of a candidate
- An authorized representative of a group seeking the passage or defeat of a measure on the ballot
- An authorized representative of a party with a candidate on the ballot
- Candidates can only be poll watchers during tabulation (*closing*) on Election Day
- Candidates can be poll watchers during early voting to observe, but cannot challenge a ballot (*State Board of Election Commission Rules*)

How Many Poll Watchers are allowed at a Polling Location?

- One authorized poll watcher per candidate, group, or party at any one given time may be officially recognized as a poll watcher at each location within a polling site where voters identify themselves to election officials

What Credentials does a Poll Watcher need to provide to the Poll Worker?

- Poll watchers must present a valid affidavit in the form of a “Poll Watcher Authorization Form” to an election official immediately upon entering the polling or counting location

What Rights do Poll Watchers Have at a Polling Location?

- Observe the election officials
- Stand close enough to the place where voters check in to vote so as to hear the voter’s name
- Compile lists of persons voting
- Challenge ballots by notifying a poll worker **BEFORE** the computer clerk records their vote
 - Poll watcher must complete a “Provisional Ballot Form” (*located on the provisional ballot envelope*)
- Call to the attention of the Chief Judge any occurrence believed to be an irregularity or violation of election law
 - The poll watcher **MAY NOT** discuss the occurrence unless the election sheriff invites the discussion

What are Poll Watchers **NOT** allowed to do at a Polling Location?

- Be within six feet of any voting machine or booth used by voters to cast their ballot
- Speak to any voter or in any way attempt to influence a voter inside the polling site or within one hundred feet of the primary exterior entrance used by voters to the building containing the polling site
- Disrupt the orderly conduct of the election

PCEC 2/10

POLL WATCHER AUTHORIZATION FORM

[A.C.A. § 7-5-312]

Representative of a Candidate

I, Easton West state that I am a candidate for the office of President in the General election. I further state that I have designated Holly Wood as my authorized representative at the election at polling sites 71/74 Pulaski Academy and absentee ballot processing sites Pulaski Regional Building in Pulaski County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§ 7-5-312, 7-5-416, and 7-5-417. I further state that I have designated and authorized my representative named above to be present at the ballot counting locations at Pulaski Regional Building in Pulaski County, Arkansas for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted in accordance with Arkansas Code §§ 7-5-312, 7-5-316, 7-5-413, 7-5-416, 7-5-527, and 7-5-615.

Representative of a Group

I, _____, state that I represent the _____ group which is seeking passage/defeat (*circle one*) of the ballot measure entitled _____ on the ballot in the _____ election at polling sites _____ and absentee ballot processing sites _____ in _____ County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§ 7-5-312, 7-5-416, and 7-5-417.

Representative of a Party

I, _____, state that I am the chair or secretary of the _____ state/county (*circle one*) committee for the _____ party with candidates on the ballot in the _____ election. I further state that I have designated _____ as an authorized party representative at the election at polling sites _____ and absentee ballot processing sites _____ in _____ County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§ 7-5-312, 7-5-416, and 7-5-417. I further state that I have designated and authorized my representative named above to be present at the ballot counting locations at _____ in _____ County, Arkansas, for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted in accordance with Arkansas Code §§ 7-5-312, 7-5-316, 7-5-413, 7-5-416, 7-5-527, and 7-5-615.

Signature of Candidate, Group Representative, or Chair/Secretary of the State/County Committee

Acknowledged before me this _____ day of _____, 20____.
Notary Public: _____ My Commission Expires: _____

I do hereby state that I am familiar with the rights and responsibilities of a poll watcher as outlined on the back of the poll watcher authorization form and will in good faith comply with the provisions of same.
Holly Wood
Signature of the Poll Watcher
Acknowledged before me this 25th day of October, 2010.
Notary Public: Bill Board My Commission Expires: 7/7/2015

I do hereby acknowledge the filing of this poll watcher authorization form with the county clerk's office.
Donald Duck
Signature of County Clerk

POLL WATCHER RIGHTS AND RESPONSIBILITIES

A poll watcher may be:

- (1) A candidate in person, but only during the counting and tabulation of ballots and the processing of absentee ballots;
- (2) An authorized representative of a candidate;
- (3) An authorized representative of a group seeking the passage or defeat of a measure on the ballot; or
- (4) An authorized representative of a party with a candidate on the ballot.

Official recognition of poll watchers:

- (1) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location within a polling site where voters identify themselves to election officials;
- (2) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location within the absentee ballot processing site where absentee ballots are processed; and
- (3) Only one (1) authorized poll watcher per candidate or party at any one (1) given time may be officially recognized as a poll watcher at the counting of the ballots.

Poll watcher credentials:

- (1) Except for candidates in person, poll watchers must present a valid affidavit in the form of a "Poll Watcher Authorization Form" to an election official immediately upon entering the polling or counting location.
- (2) Candidates in person attending a counting site or absentee ballot processing site are not required to present a "Poll Watcher Authorization Form" but must present some form of identification to an election official immediately upon entering the site for the purpose of confirming the poll watcher as a candidate on the ballot.

Poll watchers may:

- (1) Observe the election officials;
- (2) Stand close enough to the place where voters check in to vote so as to hear the voter's name;
- (3) Compile lists of persons voting;
- (4) Challenge ballots upon notification to an election official before the voter signs the precinct voter registration list and upon completing a "Challenged Ballot Form";
- (5) Call to the attention of the election sheriff any occurrence believed to be an irregularity or violation of election law. The poll watcher may not discuss the occurrence unless the election sheriff invites the discussion; and
- (6) Be present at the opening, processing, and canvassing of absentee ballots for the purpose of challenging absentee votes in the manner provided by law for personal voting challenges.

Poll watchers representing a candidate or political party may:

- (1) Remain at the polling site after the poll closes if ballots are counted at the poll;
- (2) Be present at the counting of votes by hand or by an electronic vote tabulating device at a central location;
- (3) Be present at the counting of absentee ballots for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted; and
- (4) Upon request made to an election official, inspect any or all ballots at the time the ballots are being counted.

Poll watchers may not:

- (1) Be within six feet (6') of any voting machine or booth used by voters to cast their ballot;
- (2) Speak to any voter or in any way attempt to influence a voter inside the polling site or within one hundred feet (100') of the primary exterior entrance used by voters to the building containing the polling site; or
- (3) Disrupt the orderly conduct of the election.

PCEC 3/10

ID REQUIREMENTS FOR ARKANSAS VOTERS

123

(A.C.A. §7-5-201)

ALL VOTERS must to show Proof of Identity (POI) Prior to Voting

➤ Acceptable Forms of ID

- **Photo ID** – Must be issued by the State of Arkansas, the Federal Government, or an Accredited Post-Secondary Educational Institution Located in Arkansas. Examples of this include:

Arkansas Driver's License	Arkansas or Federal Employee ID	Arkansas Concealed Carry License
Arkansas ID Card	US Military ID	Voter ID Card issued by County Clerk
US Passport	Public Assistance ID	Student or Employee ID issued by post-secondary educational institution in Arkansas

▪ Documentation from Administrator

Voters living in an assisted living facility may use *Documentation from the Administrator* of the facility in which they reside as POI. This shall consist of a letter on the facility letterhead, dated and signed by the administrator which specifically identifies the full name of the resident in the body of the letter and is valid for one year after the date that it is signed and issued.

➤ If Voters Fail to Show ID

- You will be given a provisional ballot and required to present your ID to the County Clerk or Election Commission prior to **Next Monday at Noon** in order for your vote to be counted.

PCEC 1/4

NOTICE OF ELECTIONEERING¹²⁵

(Pursuant to State Law A.C.A. §7-1-103 & §7-1-104)

Electioneering is prohibited during Early Voting and on Election Day. Violation of Electioneering Laws is, at the minimum a Class A misdemeanor offense punishable by fine or confinement.

➤ **Electioneering Includes:**

- ✓ Wearing or Displaying Campaign Buttons, Caps, Shirts, Signs or Other Articles that would Influence the Vote
- ✓ Distributing Literature Regarding any Candidate or Issue on the Ballot
- ✓ Soliciting Signatures on any Petition
- ✓ Soliciting Contributions

➤ **Places that Electioneering is Prohibited:**

- ✓ Inside the Polling Site
- ✓ Within 100 feet of the Primary Exterior Entrance used by Voters to Enter the Polling Site

Thank You So Much for Your Cooperation
Pulaski County Election Commission

PCEC 2/10

VOTE HERE





Voter Entrance

Disability Rights Center and Media List

Early Vote Location: _____

Date: _____

DISABILITY RIGHTS CENTER

- ⇒ Guidelines are on the back of this form
- ⇒ Will Provide ID from the Election Commission Office
 - List the Disability Rights Center (DRC) Personnel below

MEDIA

- ⇒ Guidelines are on the back of this form
- ⇒ Should Provide ID – if they do not have ID and you do not feel comfortable with the situation, feel free to call the Election Commission Office (340-8383)
 - List Media Personnel and who they are with below
 - ⇒ Do not let the Media Interview You
 - ⇒ Media and DRC Guidelines on back of form

	Print Voter's Name	Name of Media Company/Channel or DRC
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

PCEC 3/12

DISABILITY RIGHTS CENTER GUIDELINES

The Disability Rights Center may visit Early Vote Sites to ensure that our polling locations are accessible for voters with disabilities. The information they obtain is very useful to the Election Commission. The Election Commission will provide them with identification from our office. Listed below are guidelines for the personnel of the Disability Rights Center:

- Identify themselves to an Election Official upon entering the facility and before checking the facility
- Cannot visit or hold discussions with Election Officials on duty
- Cannot visit or hold discussions with anyone inside the polling place during voting
- Cannot take pictures while a voter is voting
- Cannot check voting equipment while a voter is voting
- Remain at least 15 feet away from the voting devices
- Election Officials are directed to report problems with Disability Rights Center Personnel to the Election Commission

⇒ *Please remember that the Disability Rights Center personnel are ensuring that voters with disabilities are not denied their freedom to vote, they are a tremendous help to the Election Commission*

MEDIA GUIDELINES

The media should contact the Election Commission Office, before going to a polling location. We will provide the Media with identification from our office, if they do not have identification and you do not feel comfortable with the situation call the Election Commission @ 340-8383. Listed below are the Rules the media will need to follow:

- Identify themselves to an Election Official before they begin filming or taking pictures
- Cannot interview, question, or hold discussions with Election Officials during the period they are “on duty”
- Cannot interview, question, or hold discussions with voters inside the polling place during voting
- Remain at least 15 feet away from the voting devices
- Remain a reasonable distance away from the tables being used by the Election Officials
- Cannot use camera lights or flashbulbs if natural lighting is adequate, and at no time should any lights used by Media be a nuisance or impediment to the proper operation of the polling location
- Live transmission of any type is prohibited from inside the polling place, unless specific permission is obtained from the Election Commission
- Election Officials are directed to report problems with Media Personnel to the Election Commission

PCEC 3/12

TRAINERS APPENDIX

State Board of Election Commissioners (SBEC)

- Consists of a staff of seven reporting to a seven member Board
 - Chair of the State Board – Secretary of State
 - One person designated by the Chair of the State Democratic Party
 - One person designated by the Chair of the State Republican Party
 - One person chosen by the Senate President Pro Tempore
 - One person chosen by the Speaker of the House of Representatives
 - Two persons chosen by the Governor
 - ✓ One County Clerk
 - ✓ One who has served at least three years as a County Election Commissioner

- Responsibilities:
 - Funds May Preferential Primary/Nonpartisan General, June Primary Runoff, Statewide Special, and Special Primary Elections
 - Develops resources to assist and educate candidates and election officials
 - Publishes a candidate handbook outlining the legal obligations of candidates running for public office
 - Publishes training materials and coordinates and conducts statewide training of poll workers and county election commissioners
 - Promulgates rules to assure fair and orderly election procedures
 - ✓ Rules for reimbursement of state-funded election expenses
 - ✓ Rules on training and compensation for attendance
 - ✓ Rules establishing filing fees for nonpartisan offices
 - ✓ Rules establishing uniform and nondiscriminatory administrative complaint procedures
 - ✓ Rules on provisional voting
 - ✓ Rules on voter intent
 - Monitors compliance with election laws by assisting local election authorities, appointing certified election monitors, and monitoring all election law-related legislation
 - Examines, approves, and certifies voting equipment
 - Investigates alleged violations of election and voter registration laws under the State Board’s jurisdiction, renders findings, and imposes disciplinary actions

County Boards of Election Commissioners (CBEC)

- Each of the 75 counties in the State of Arkansas has a CBEC
 - Two members elected by county committee of the majority party
 - One member elected by county committee of the minority party

 - Responsibilities:
 - Conducting all elections within its respective county
 - Altering the boundaries of existing election precincts
 - Establishing new election precincts
 - Designating a polling site for each election precinct
 - Selecting and appointing election officials
 - Providing public notice of elections
 - Conducting off-site early voting with a unanimous vote of the commission
 - Providing paper ballots for absentee and early voting and voting on election day
 - Preparing and certifying voting machine ballot styles
 - Proper preparation, use, maintenance, care, and custody of voting machines and electronic vote tabulating devices
 - Programming, testing, demonstrating, and providing electronic vote tabulating devices and/or voting machines for early voting and election day
 - Investigating voter complaints on voting machine malfunction
 - Providing election materials and supplies to the election officials
 - Compliance with the Americans with Disabilities Act (ADA) and the 2002 Help America Vote Act (HAVA)
 - Completing a canvass of the returns of any election, including determining the validity of every provisional ballot
 - Certifying the results of elections
 - Providing a recount of the returns upon the petition of a candidate or upon its own motion
 - Quorum Court redistricting
-
-

Election Officials

- Election officials include
 - Members of the county election commission
 - Persons designated by the county election commission to serve as poll workers
 - Persons designated by the county election commission as election clerks to process, count, and canvass absentee ballots
 - Persons designated by the county election commission to tabulate votes at a central counting location
 - Poll Worker Qualifications
 - A qualified elector of the state
 - Able to read and write the English language
 - A resident of the precinct that he or she will serve at the time of his or her appointment, unless it is impossible to obtain qualified poll workers for any precinct, in which case, the county board can, by unanimous vote, designate other qualified county residents to serve in the precinct
 - Disqualifications of an election official designated as a poll worker:
 - Have been found or pled guilty or nolo contendere to the violation of any election law of this state
 - Be a paid employee of any political party
 - Be a paid employee of any person running for any office on the county's ballot
 - Be a candidate for any office to be filled at any election while serving as a poll worker
 - Be married to or related within the second degree of consanguinity to any candidate running for office in the current election, if objection is made to the county election commission within ten (10) days after the list of election officials is posted
 - Paid Employee of School District:
 - A poll worker at a school election shall not be a paid employee of the school district holding the election
 - College and High School Students:
 - High school and college students that are at least eighteen (18) years of age on the Election Day in which participating and who meet all other qualifications of a poll worker may serve as poll workers.
-
-

GLOSSARY OF ELECTION TERMS

Absentee Vote: A ballot cast other than at a voter's polling site on election day or during early voting; also commonly referring to a ballot cast by mail after first qualifying as a voter in the election and then applying for an absentee ballot with the local county clerk.

Constitutional Officers: The offices of the Governor, Lieutenant Governor, Secretary of State, Attorney General, Auditor of State, Treasurer of State, and Commissioner of State Lands as set forth in the Arkansas Constitution.

Voter Registration Office: Under the Arkansas Constitution, the county clerk is the permanent registrar of voters for each county in the state. A department within the Circuit/County Clerk's Office, that registers qualified applicants upon receiving a legible and completed voter registration application. The voter registration office is responsible for contacting the applicant if his/her application is incomplete, and notifying the applicant if his/her application is accepted or rejected.

Early Vote: To vote a ballot up to 15 days prior to an election in person at a predetermined site (usually the County Clerk's Office) or sites set up within the county.

Election Official or Election Officer: A person who is a member of the county board of election commissioners or a person who is a Election Official designated by a county board of election commissioners to be an election clerk, election judge, or election sheriff.

Fail-Safe Voting: The mechanism established under the National Voter Registration Act of 1993 that allows a voter who has moved within the same county to vote at his or her new precinct without having updated his or her voter registration records (the voter's registration status will need to be confirmed with the county clerk).

HAVA: The Help America Vote Act of 2002 is federal legislation mandating all polling places throughout the country to have at least one unit that is accessible to voters with visual disabilities. This legislation also mandates that each state have a centralized voter registration system. Federal dollars were distributed to states to help pay for the improvements.

iPowerProfile: Early Vote Software that the computer clerk uses to record that a voter voted.

Majority Party: The political party in the State of Arkansas whose candidates were elected to a majority of the constitutional offices of this state in the last preceding general election.

Minority Party: The political party whose candidates were elected to less than a majority of the constitutional offices of this state in the last preceding general election. or the political party which polled the second greatest number of votes for the office of Governor in the last preceding general election if all of the elected constitutional officers of this state are from a single political party.

Motor Voter: A nickname used for the National Voter Registration Act (NVRA) that introduced the “application” process into voter registration and allows citizens to apply to register to vote at Offices of Driver Services, libraries, state agencies, and many other locations across the state.

Early Vote Site: A location selected by the county board of election commissioners where votes are cast.

Precinct: The geographical boundary lines dividing a county, municipality, township, or school district for voting purposes.

Proof of Identity: A document or photo ID that is issued by the State or Federal Government, or an accredited post-secondary educational institution in Arkansas. POI must show the name and photograph of the person who it was issued to, and must not have been expired before more than four years before Election Day.

Provisional Ballot: A ballot cast by special procedures to record a vote when there is some question concerning a voter’s eligibility, and contingent upon the verification of the voter’s eligibility. Reasons to vote Provisional would be, the voter’s registration cannot be confirmed by the clerk’s office, voted absentee or early was indicated on the poll book, Must show ID was indicated on the poll book, etc.

Provisional Voter List: Poll workers record the names and addresses of all persons voting a provisional ballot on the List of Provisional Voters

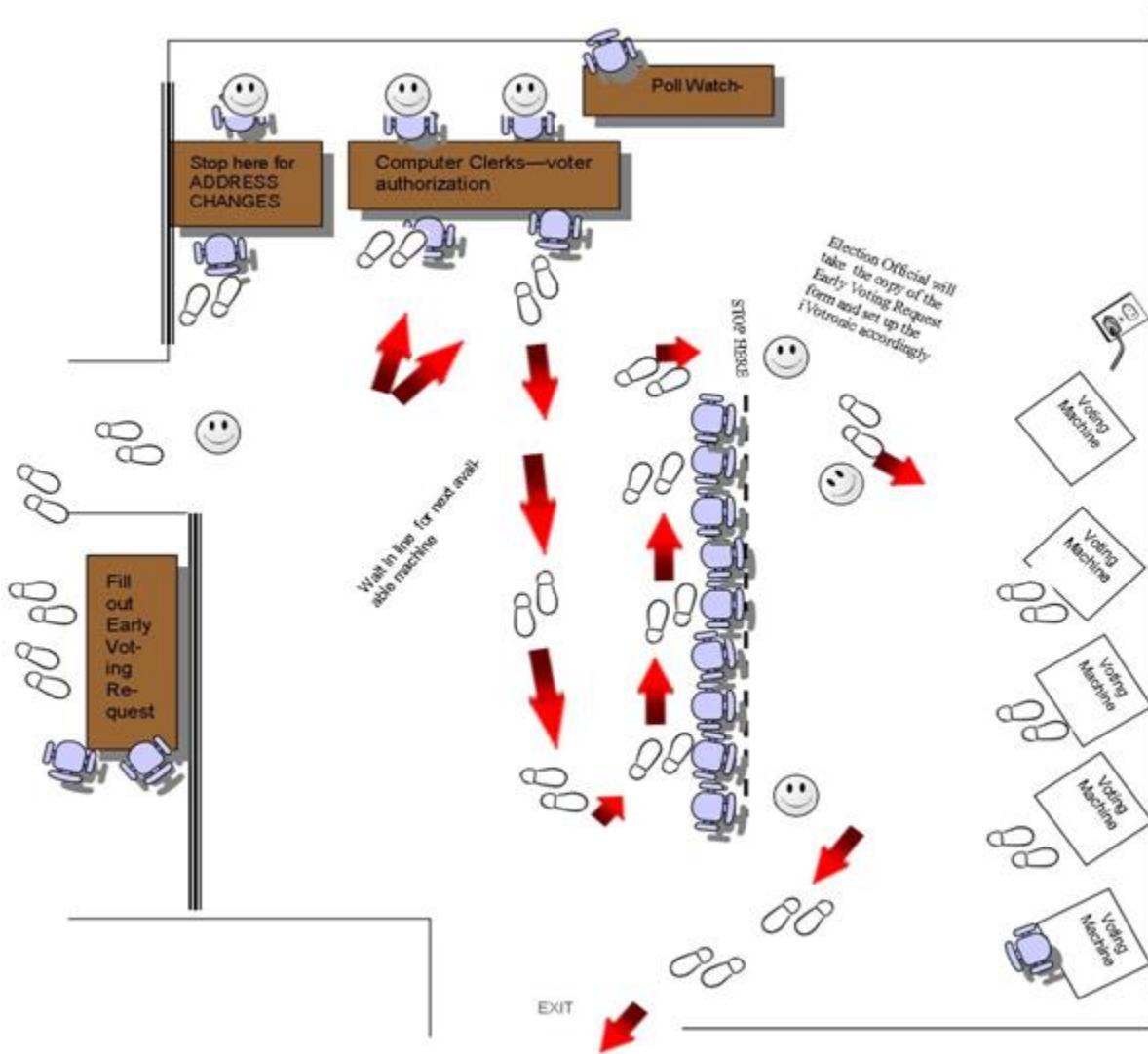
Qualified Elector: A person who holds the qualifications of an elector and who is registered pursuant to Arkansas Constitution, Amendment 51.

Special Election: An election held at a time other than a regularly scheduled election; or is needed to fill vacancies or to approve any measure.

ELECTION NOTES

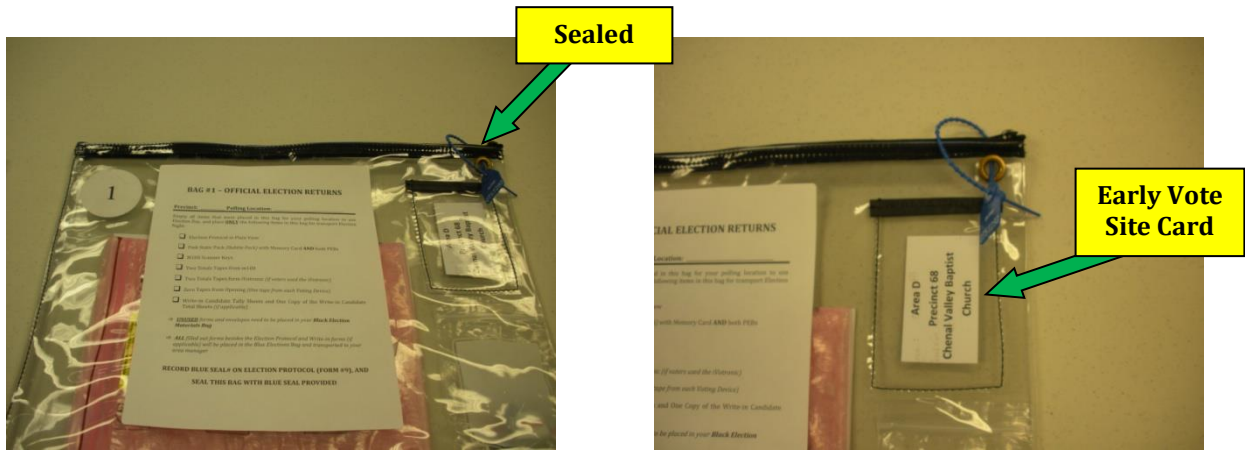
ILLUSTRATIVE EXAMPLES

⇒ SECTION #1: EARLY VOTE SITE SET-UP



#1 Early Voting Site Set-up

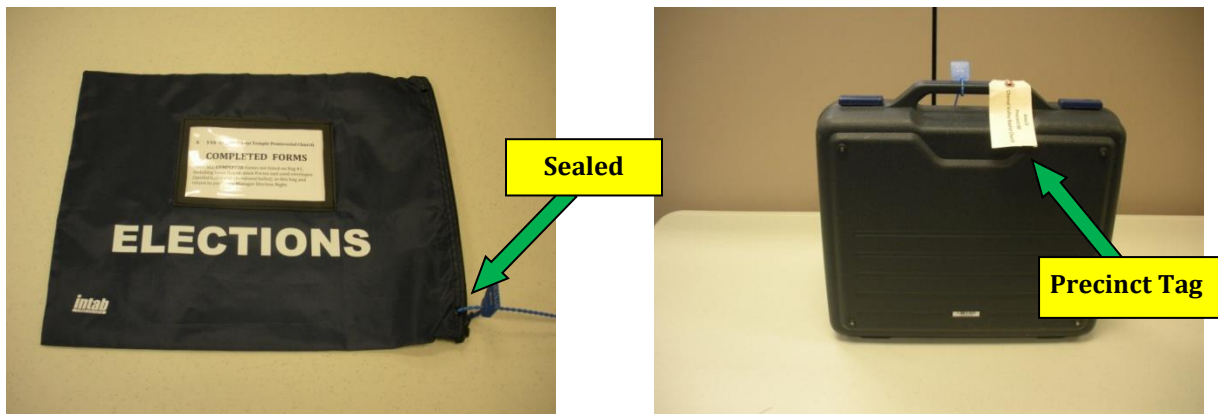
⇒ SECTION 2: TRANSPORTING MATERIALS TO ELECTION COMMISSION OFFICE



#2 Bag #1 Official Election Returns Bag

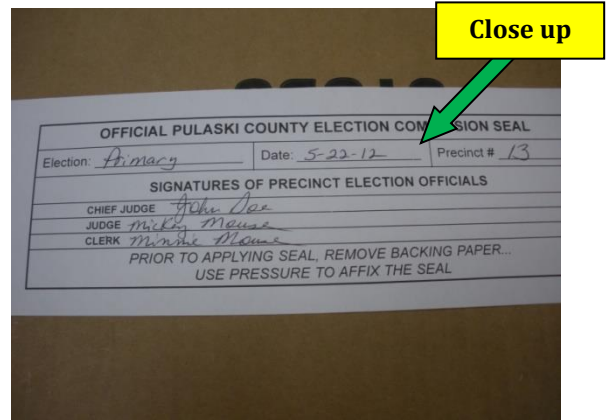
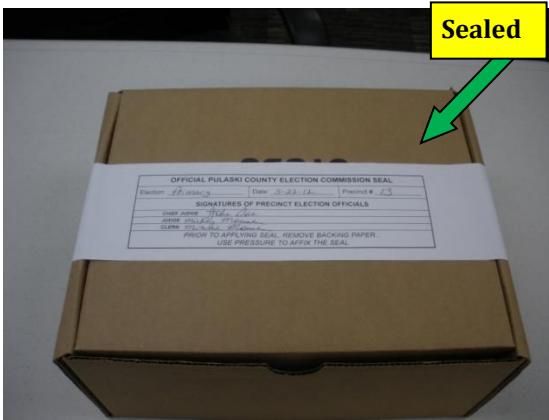


#3 Orange Provisional Ballot Bag

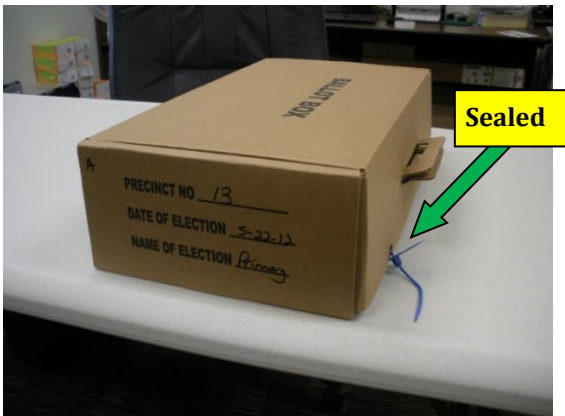


#4 Blue "Elections" Bag

#5 iVotronic Communication Pack



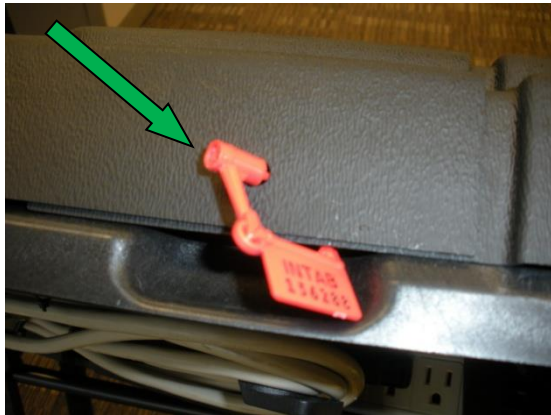
#6 Ballot Stub Box for Provisional Ballots



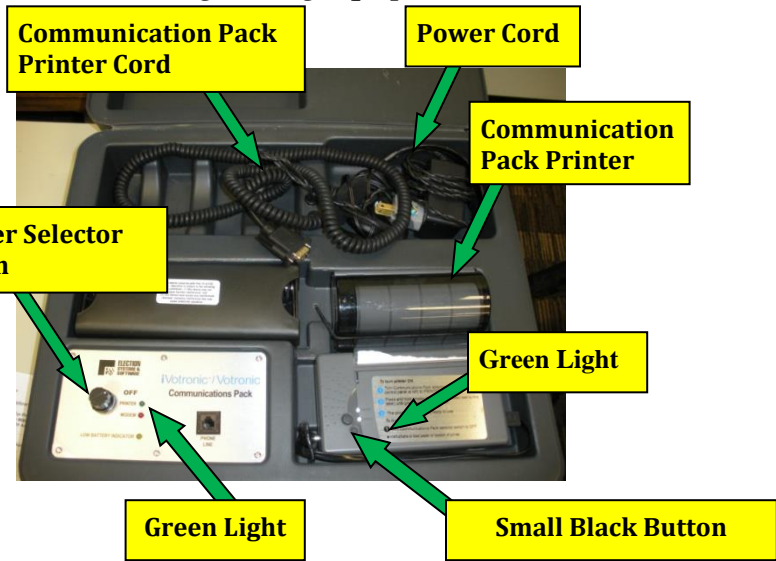
#7 Provisional Transport Box & RTAL Paper Roll Box

SECTION #3: VOTING EQUIPMENT

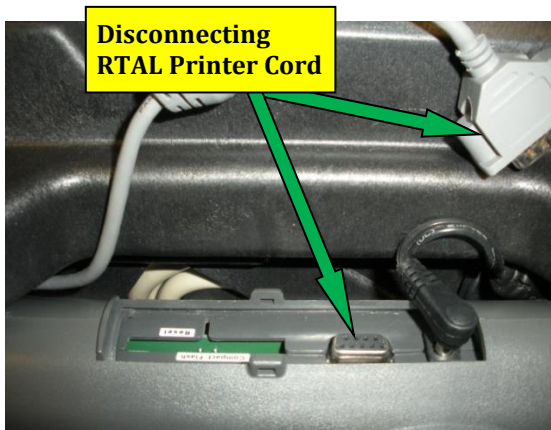
Staff will refer to this section when troubleshooting voting equipment



#8 iVotronic Seal



#9 Communication Pack



#10 RTAL Printer Cord



#11 Communication Pack Printer Cord



#12 Troubleshooting iVotronic



#13 Troubleshooting iVotronic