ELECTION DAY

POLL WORKER TRAINING GUIDE

2014 Edition

Ensuring your Voice is Heard!

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ELECTION NOTES

CONTACT INFORMATION

- ☑ Poll Workers Election Day Number 340-8825
  To Verify Voter Registration Information for Poll Workers Only
- ☑ Election Commission Office.....340-8383
  For equipment problems, procedure questions, missing supplies, questions or concerns about the polling place
- ☑ Election Commission Office.....340-8903
  After Hours Number
- ☑ Circuit/County Clerk's Office.....340-8683
  Public Line for Voter Registration Questions
- ☑ Secretary of State *(Elections Dept.)*.....682-5070
- ☑ State Board of Election Commissioners 682-1834
- ☑ Democratic Party Headquarters 374-2361
- ☑ Republican Party Headquarters.....372-7301
- ☑ Sheriff.....340-6600

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 #9)*
  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. Secure the ballots
     b. Poll Books
     c. List of Voters *(Form #7)*
     d. Voting device keys
     e. Election Protocol Form *(Form #9)*

ELECTION INFORMATION

Voting Equipment Information

- On Election Day, Pulaski County is a paper ballot county, using the M100 Scanner to tabulate the ballots, with one iVotronic Touch Screen at each polling location for voters with disabilities. During Early Voting, Pulaski County conducts voting using iVotronic Touch Screens.

  - *Model 100 (M100) Scanner – Used on Election Day, it is a voter-activated paper ballot counter and vote tabulator. The M100 alerts voters to over-voted races and blank ballots.*

  - *iVotronic Touch Screen – Used for Early Voting and Election Day for voters with disabilities. 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.*

M100 Scanner

iVotronic Touch Screen

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 able to read and write the English language
- ❑ 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 training, 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

Job Responsibilities of Poll Workers

Each polling location is assigned a minimum of four workers. The Pulaski County Board of Election Commissioners (PCEC) appoints poll workers in an effort to have representation of both parties in accordance with state law. All workers are poll workers, but separate duties are assigned to facilitate the process. The "titles" assigned to workers allow for the designation of specific duties.

CHIEF JUDGE

- ❑ Attends Training and extra pre-election instructional meetings if offered
- ❑ Picks up Election Day materials on the date and time designated
- ❑ Inspects the Polling Location before Election Day for possible problems and contacts the Election Commission Office if any problems exist so they can be resolved before Election Day
- ❑ Sets up the polling site on the ***MONDAY*** before Election Day *(if possible)*
- ❑ Makes arrangements to either pick up the key or verifies the polling site will be opened by 6:30 a.m. election morning
- ❑ 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
- ❑ Completes Problem Resolution Form *(Form #10)* initiated by ID Clerk, by contacting the clerk's office to access the information needed
- ❑ Handles provisional ballots
- ❑ Locks the door at 7:30 p.m. and announces that the polls are closed
- ❑ Directs the securing of all materials so no further voting will occur after 7:30 p.m. *(for voters who are not in line at 7:30 p.m.)*
- ❑ Responsible for all necessary forms being completed
- ❑ Transports election materials to the designated headquarters on election night

VOTER ID CLERK

- ❑ Attends Training
- ❑ Reviews procedures in manual prior to Election Day
- ❑ Sets up ID Table *(Chief Judge may do this prior to Election Day)*
- ❑ Knows where all necessary forms are before polls open
- ❑ Authorizes Voters
- ❑ Writes the Ballot Style number on the Voter Authorization Slip
- ❑ Initiates Problem Resolution Forms *(Form #10)*

BALLOT CLERK

- ❑ Attends Training
- ❑ Reviews procedures in manual to be prepared on Election Day
- ❑ Sets up Ballot Table *(Chief Judge may do this prior to Election Day)*
- ❑ Knows where all necessary materials are before polls open
- ❑ Proofs the Ballot Accounting Form that is located with the Ballots and enters amount of ballots to the Election Protocol *(Form #9)* with the Chief Judge's supervision
- ❑ Hands out the Ballot Style number designated on the Voter Authorization Slip to the voter
- ❑ Maintains the stub box
- ❑ Maintains the List of Voters *(Form # 7)*

EQUIPMENT CLERK

- ❑ Attends Training
- ❑ Reviews procedures on the M100 Scanner Cheat Sheet *(Form #1)* and the iVotronic Cheat Sheet *(Form #2)* prior to Election Day
- ❑ Responsible for equipment operation and troubleshooting
- ❑ Opens and closes voting devices and follows all procedures
- ❑ Observes the flow of voters in the ballot marking area
- ❑ Operates the voting devices during voting
- ❑ Notifies the Chief Judge of voting machine malfunctions
- ❑ Determines the cause of ballot rejection by looking at the information displayed on the device
- ❑ Directs the voter back to the ballot clerk if the ballot is to be spoiled
- ❑ Activates the iVotronic Touch Screen with the PEB and ensures voters complete their vote by pressing the **VOTE** button before leaving the booth

ASSISTANT JUDGE (Formerly Election Guard)

- ❑ Assists Chief Judge with Polling Location Setup and Closing
- ❑ Attends Chief Judge Training
- ❑ Assists Chief Judge with the Processing of Provisional Ballots and other duties
- ❑ Greets and directs voters as they enter the polling facility
- ❑ Prevents Electioneering

- ❑ Observes the outside and inside of the polling place during election hours to make sure the area is free of electioneering, petition circulation, fund raising, and any other disruptive activities within 100' of the primary exterior voter entrance(s) to the building
- ❑ Does not allow anyone to remove a ballot from the polling site *(including spoiled ballots)*
- ❑ Expels anyone disrupting the voting process
- ❑ Assists the Chief Judge in delivery of election night materials to Area Headquarters, if needed
- ❑ Fills in for other workers as needed
- ❑ Additional duties may be performed as directed by the Chief Judge

AREA MANAGER

- ❑ Attends Training
- ❑ Arranges pick up of the Election Day materials and confirms staffing arrangements at the polling locations with the Chief Judges
- ❑ Delivers Election Day materials to designated place the weekend before the election
- ❑ Confirms the poll workers for election day through the area chief judges
- ❑ Provides basic assistance on the voting devices Election Day
- ❑ Visits polling locations at least once during Election Day *(more often if necessary)*
- ❑ Delivers supplies on Election Day to polling locations as needed
- ❑ Remains in their designated area ***"on call"*** for the entire day
- ❑ Transports payroll sheets to each polling location for signatures of the Poll Workers
- ❑ Reports to the Election Commission any situations of which Poll Workers need to be made aware
- ❑ Checks-in materials at Area Headquarters election night
- ❑ Transports election materials from headquarters to the Election Commission Office election night

TAB WORKER

- ❑ Assists the Area Manager at Area Headquarters
- ❑ Assists Chief Judges in collecting and checking-in election materials
- ❑ Assists in transporting materials from Area Headquarters to the Election Commission Office election night

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
- ❑ Workers with Address Changes ***MUST*** complete a new W-4 form
- ❑ Workers with 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 election, or if there are extenuating circumstances
  - ⇨ *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

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

❑ Area Manager

⇨ Area Wide	$250.00 per day
⇨ Partial Area	$200.00 per day

❑ Absentee

⇨ Chief Judge	$ 90.00 per day
⇨ Poll Worker	$ 75.00 per day

ELECTION NOTES

BEFORE ELECTION

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 on Election Day 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 appoints the Poll Workers from the Poll Worker List Form
   - ❒ *The Election Commission also appoints 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 Election Day
9. All Poll Workers need to make arrangements to attend any training sessions scheduled *(notification of training will be mailed with the election information)*
10. Make arrangements to vote early or absentee if you are not assigned to work at your own precinct

Chief Judge Duties

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

⇨ *Before Election Day*

1. Confirm your workers with your area managers when called to arrange pick up of your polling location supplies
2. Pick-up your polling supplies for Election Day from your Area Manager *(supply pick-up is arranged by your area manager and will be the weekend before the election, so try to keep your schedules flexible)*
3. Confirm with the facility that they will be open or make sure you have a key to open the polling site election morning

4. Notify the Election Commission Office immediately if there are any problems with the polling site so they can be corrected before Election Day
5. Review the **Polling Location Set-up** section in this manual **Before Election Day** and know which workers you will assign to each task
6. Review the **Closing the Polls** section in this manual **Before Election Day** and know which workers you will assign to each task
7. Charge your cell phone **Before Election Day**
8. Bring a flashlight to your polling location, in case the power goes out
9. Complete materials checklist sections one through four of your Election Checklist *(Form #8)*, as soon as possible

Poll Worker Duties

⇨ *Election Morning*

1. Arrive at the polling location no later than 30 minutes to an hour before the polls open
   - ❑ *The Chief Judge will tell you how early you should arrive depending upon the location, type of election, and if you have to set up on Election Day*
2. Chief Judge will administer the Election Official Oath on the Election Protocol *(Form #9)* on **Election Morning**
3. Chief Judge and poll workers ***MUST*** sign the Election Official Oath, before setting up the polling location
4. **Turn on the cell phone** you received with your supplies and leave it on all day. It is essential that you use the phone that we provide for you so that we can convey timely and important information to you on Election Day.
5. Print your name **clearly** on your **Name Tag** and wear it throughout the day
6. Verify the precinct information on the m100 scanner and iVotronic Touch Screen
7. Verify the precinct information on the ballots located in compartment A and/or B of your m100 scanner
8. Follow **Polling Location Set-up** instructions in the next section
   - ❑ *The chief judge assigns the jobs – suggestions of who to assign are listed below some of the jobs*

Polling Location Set-up

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

⇨ *Remember to open the m100 first and then open your iVotronic –this will ensure that voters will be able to start voting when the polls open, in case the equipment clerk has complications running his/her iVotronic zero tape.*

❖ Open Voting Devices

Assign this job to the Equipment Clerk immediately

❑ M100 Scanner

1. Follow the M100 Scanner Cheat Sheet opening instructions *(Form #1)*
2. Assign the Equipment Clerk and a Poll Worker to this task if possible
   ⇨ *One Poll Worker to read the instructions step-by-step to the Equipment Clerk as he/she performs them*
3. Keep the M100 Scanner Cheat Sheet in a safe place with the voting equipment throughout the day
4. Complete the applicable portions of the **Voting Device Report Section** and **Record Seal Number Section** on your Election Protocol Form *(Form #9)*

❑ iVotronic Touch Screen

1. Follow the iVotronic Touch Screen opening instructions, by reading the screen
   ⇨ *Refer to the iVotronic Touch Screen Cheat Sheet (Form #2) for detailed information, when needed*
2. Keep the iVotronic Touch Screen Cheat Sheet in a safe place with the voting equipment throughout the day
3. Complete the applicable portions of the **Voting Device Report Section** and **Record Seal Numbers Section** on your Election Protocol Form *(Form #9)*

❖ Voter Identification Table

Assign this job to the ID Clerk

- ❑ Steps for Authorizing a Voter *(Form #3)* – tape to table for all ID Clerks to view
- ❑ Sample Poll Book Page *(Form #4)* – tape to table for all ID Clerks to view
- ❑ Poll Books
- ❑ Post Alphabet Letters designating the lines for voters if you have more than one Poll Worker looking up names
- ❑ Voter Authorization Slips *(Form #5)*
- ❑ Writing Pad
- ❑ Pens for voters to sign the book
- ❑ Problem Resolution Forms *(Form #10)*
- ❑ Voter Assistance Form *(Form #17)*

❖ Ballot Table

Assign this job to your ballot clerk to begin immediately

1. Verify ***ALL*** information on the completed Ballot Accounting Form
   - ⇨ *See sample of prefilled Ballot Accounting Form (Form #19) in the **Forms** section of this manual*
   - ⇨ *This form is completed and located with your ballots in compartments A and B of the M100 Scanner*
   - ⇨ *The bright colored paper separates each ballot style, so when you locate the ballots or receive them from the equipment do not remove the paper*
2. Follow the Poll Worker Instructions on the Ballot Accounting Form *(Form #19)* located with your ballots
3. Place Ballots on table as follows:
   a. Separate ballot packages into different stacks according to the Ballot Style Number on the face of each ballot in the upper right hand corner *(for an example see Issuing a Ballot- Form #6)*
      - ⇨*Each ballot style will be separated by bright colored paper*
      - ⇨*Most precincts will have more than one Ballot Style*

☑PRIMARY ELECTIONS ONLY

- ⇨ **All precincts will have at least three ballot styles:** 1) Democrat, 2) Republican and 3) Nonpartisan Ballots
- ⇨ Bright colored paper will be placed between each ballot set containing Democrat, Republican, and Nonpartisan
- ⇨ The Ballot Clerk needs to familiarize themselves with the ballots before the polls open

***The Nonpartisan General Election is also on the Democrat and Republican Primary ballots*

b. Set out a stack of each Ballot Style on the Ballot Table

⇨ ***ALWAYS*** *use each ballot style in order according to* ***SERIAL NUMBER*** *from smallest to largest*

c. Secure the rest of the ballots to use later

4. Place the following items on the ballot table:
   - ❒ Issuing a Ballot Instructions *(Form #6)* - tape to your table for all ballot clerks to view
   - ❒ Stub box
   - ❒ List of Voters Pad *(Form #7 - keep one list for all ballot styles)*
   - ❒ Red pens *(for Poll Workers ONLY)*
   - ❒ Black pens
   - ❒ Magnifying sheet available for voters
   - ❒ Privacy Sleeve available for voters
   - ❒ Spoiled Ballot Affidavit and Envelope

❖ Area Designated for Voter Problems

This area is usually for the Chief Judge and needs to be away from the main flow of voters

- ❑ Provisional Ballot Materials
- ❑ Cell Phone to make calls to the Voter Registration Office
- ❑ Problem Resolution Forms *(Form #10)*
- ❑ Sample Poll Watcher Authorization Form *(Form #22)*
- ❑ Poll Watcher List Form *(Form #21)*
- ❑ Media and Disability Rights Center List *(Form #30)*
- ❑ Blank Poll Book Pages *(Form #31)*
- ❑ Abandoned Ballot Log *(Form #16)*
- ❑ Pens and pencils

❖ Voting Booths for Paper Ballots

You should have three to five voting booths for marking the optical scan ballots—one booth will have special leg extenders that will accommodate wheelchairs

1. Open the booth case
2. Remove the legs and set-up the booths
3. Place the booths to provide voter privacy
4. Check your pens if they are attached to the booth and make sure they work

*****ALWAYS SET UP ALL VOTING BOOTHS THAT ARE SENT TO YOUR LOCATION*****

❖ Post Signs

Be sure to post any additional signs that you receive with your materials

- ❑ Inside Polling Location
  - ⇨ Two copies of sample ballots per ballot style
  - ⇨ Two copies of State or Local issues
  - ⇨ Marking your Ballot to Vote Sign *(Form #24)*
  - ⇨ ID Requirements for Arkansas Voters *(Form #23)*
  - ⇨ Voting Device Instructions *(iVo & M100 Scanner)*
  - ⇨ Poll Watchers Rights and Responsibilities
  - ⇨ Vote Here Directional Signs *(to use inside facility if needed)*
  - ⇨ Hanging List of Voters eligible to vote at location *(located with your poll books in an envelope labeled "Hanging List of Voters")*
- ❑ 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 #25)*
  - ⇨ Two State and Federal Law Posters
  - ⇨ Sample Ballots
  - ⇨ Zero tapes from voting devices
- ❑ Outside Polling Location
  - ⇨ "Vote Here" sign must be posted near the street
  - ⇨ Accessible Entrance Sign

❖ 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 (all main entrances)*

- ❑ 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

❖ Election Checklist

- ❑ Complete section five of the Election Checklist *(Form #8)*
- ❑ The Chief Judge will review the checklist with the Poll Workers and check each item off as it is reviewed

You are ready to open the polls at 7:30 a.m.!

ELECTION DAY

Election Day Polls - Open from 7:30 a.m. to 7:30 p.m.

(Be sure to open at 7:30 a.m. – Not before or after)

*****USE YOUR CELL PHONE TIME TO OPEN*****

⇨ *If you followed the Before Election Procedures in this manual, you will be in great shape throughout the day.*

Thank you so much for all of your hard work! Have a great Election Day!

Things to Remember on Election Day

❖ Check Supplies

- ❑ Check your supplies *(ballots, forms, etc.)* regularly throughout the day
- ❑ Call your Area Manager or the office, 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 having a physical, sensory, or other disability who presents himself/herself for voting and informs a poll worker at the polling 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

Authorizing a Voter

1. Follow the **Steps for Authorizing a Voter** *(Form #3)* procedures
   - ❑ The Sample Poll Book Page *(Form #4)* will provide an illustrative example to look at
   - ❑ Steps for Authorizing a Voter*(Form #3)* and the Sample Poll Book Page *(Form #4)* should have been taped to the ID Table, during **Polling Location Set-up** in previous section

Issuing a Ballot

2. Follow the **Issuing a Ballot** *(Form #6)* procedures
   - ❑ Issuing a Ballot Form *(Form #6)* should have been taped to Ballot Table, during **Polling Location Set-up** in previous section

Voting a Ballot

DO NOT *allow anyone except Poll Workers and voters casting their ballots within six feet of voting machines*

3. Direct Voter to the Voting Area
   - ❑ **M100 Scanner**
     The Ballot Clerk directs the voter to the voting booth, and when the voter is finished marking their ballot, the Equipment Clerk will direct the voter to the M100
     - ⇨ The Equipment Clerk will follow the Blue Cheat Sheet Instructions throughout the day for the M100 Scanner *(Form #1)*
   - ❑ **iVotronic Touch Screen**
     The Ballot Clerk directs the voter to the iVotronic Touch Screen with their voter authorization slip
     - ⇨ The Equipment Clerk will follow the Yellow Cheat Sheet Instructions throughout the day for the iVotronic Touch Screen *(Form #2)*

M100 Scanner

iVotronic Touch Screen

4. Announce at 7:30 p.m. that the polls are closed
   - ❑ All voters standing in line at 7:30 p.m. can still vote
5. Designate the end of the line at 7:30 p.m.
   - ❑ If the voters can be brought in the facility and the doors locked, that would be your best alternative
   - ❑ If the doors cannot be locked, a worker can stand at the end of the line until all of the voters have voted
   - ❑ Do not let voters get in line after 7:30 p.m.

*****USE YOUR CELL PHONE TIME TO CLOSE*****

AFTER ELECTION

Closing the Polls

❖ Secure Voting Materials

- ❑ No additional voting may take place, once the last voter has voted

❖ Close Voting Devices

Equipment Clerk

- ❑ M100 Scanner
  1. Follow the M100 Scanner Cheat Sheet Closing Instructions *(Form #1)*
  2. Assign two Poll Workers to this task if possible
     - ⇨ *One Poll Worker to read the instructions step-by-step to the other Poll Worker as he/she performs them*
  3. Complete the applicable portions of the **Voting Device Report Section** and **Record Seal Numbers Section** on your Election Protocol Form *(Form #9)*

- ❑ iVotronic Touch Screen
  1. Follow the iVotronic Cheat Sheet Closing Instructions *(Form #2)*
     - ⇨ *If voters voted on the iVotronic you will need to run a totals tape; remember to follow the instructions on the iVotronic screen*
  2. Complete the applicable portions of the **Voting Device Report Section** and **Record Seal Numbers Section** on your Election Protocol Form *(Form #9)*

❖ Results

- ❑ Post one set of the totals tape from the M100 and one set of the totals tape from the iVotronic (***ONLY*** if votes were cast on the iVotronic) outside the polling site **as soon as possible** after the polls close
- ❑ Post a "Write-in Tally Sheet", if you had a write-in candidate

❖ Voting Booths

1. Disassemble the voting booths used for paper ballots
2. Place the legs back into the proper slots
3. Close the flaps
4. Stack the booths
5. Place voting booths by voting equipment

❖ Signs

1. Remove all signs posted inside the polling location
2. Roll the poster signs up and place in the cardboard tube the Chief Judge picked them up in originally
3. Place them in the black election materials bag
4. Remove the signs posted outside the location
5. Stack them near the voting device and booths

❖ Election Checklist

- ❑ Complete applicable portions of the Election Checklist *(Form #8)*

❖ Election Protocol Form

- ❑ Complete ***ALL*** Information on the Election Protocol Form *(Form #9)*
  - ✓ Record all Ballot Accounting Information
  - ✓ Record Ballot Box seal numbers
  - ✓ Record Voting Device Information
  - ✓ Everyone needs to sign the Certification of Returns and Duties

Transporting Materials Election Night

VIEW SECTION #2 OF THE ILLUSTRATIVE EXAMPLES SECTION OF THIS MANUAL, IF NEEDED.

*The Chief Judge will transport the following items to headquarters, where the Area Manager will check in the items **separately** and issue a receipt to the Chief Judge – The Election Commission **MUST** have these items election night:*

❖ Bag #1 – Official Election Returns Bag

1. Remove all items placed and ***ONLY*** place the following items in Bag #1:
   - ❑ Election Protocol *(Form #9)*
   - ❑ Pink static pack with Memory Card ***AND*** both PEBs
   - ❑ M100 Voting device keys
   - ❑ Two totals tapes from each device
   - ❑ Zero tapes from opening *(one from each device)*
   - ❑ Completed Write-in Candidate Total and Tally Sheets *(if applicable)*
2. Place white ID Card with your precinct information in the small clear pocket on Bag #1
3. Record blue seal number on the Election Protocol Form *(Form #9)*
4. 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 Election Protocol Form *(Form #9)*
3. Seal bag with blue seal
4. Place in Red Bag to transport to your assigned Area Headquarters

❖ Orange Provisional Ballot Transport Bag

1. Place the following items in the Orange Provisional Ballot Transport Bag - **NO BLANK ENVELOPES OR FORMS** (*place blank forms in your black supply bag)*:
   - ❑ Sealed Provisional Ballot Envelopes *(Form #11)* containing voted provisional ballots
   - ❑ Provisional Voter List *(Form #13)* in the large clear pocket on the Orange Provisional Ballot Transport Bag
2. Place white ID Card with your precinct information in the small clear pocket on the Orange Provisional Transport Bag
3. Record blue seal number on the Election Protocol Form *(Form #9)*, ***ONLY*** if provisional ballots were cast at your polling location
   - ⇨ You ***MUST*** check in the Orange Provisional Ballot Transport Bag at headquarters, even if no provisional ballots were cast
4. Seal the Orange Provisional Ballot Transport Bag, ***ONLY*** if you have provisional ballots
5. Place in Red Bag to transport to your assigned Area Headquarters

❖ Poll Books

- ➢ Place the Poll Books in Red Bag to transport to your assigned Area Headquarters

❖ Cell Phone

- ➢ Place the Cell Phone in Red Bag to transport to your assigned Area Headquarters

❖ Poster Signs in Cardboard Tube

- ➢ Place the Cardboard Tube in Red Bag to transport to your assigned Area Headquarters

❖ Ballot Stub Box

1. Count the ballot stubs and record the information on the Election Protocol *(Form #9)*
2. Place all stubs into the box
3. Record polling location information on the Stub Box Seal (*looks like a bumper sticker)* located in Bag #1 Official Election Returns Bag
4. Seal the opening with the Stub Box Seal
5. Transport the Ballot Stub Box to your assigned Area Headquarters

❖ Ballot Transport Box

1. Place the following items in the Ballot Transport Box
   - ❑ Voted ballots
   - ❑ RTAL tape from iVotronic *(if votes were cast on the iVotronic)*
2. Record Blue Seal Number on the Election Protocol Form *(Form #9)*
3. Seal Ballot Transport Box
4. Transport to your Assigned Area Headquarters

❖ Write-in Ballot Transport Box *(if applicable)*

1. Place the voted Write-in Ballots in the Write-in Ballot Transport Box
2. Record Blue Seal Number on the Election Protocol Form
3. Seal Write-in Ballot Transport Box
4. Transport to your Assigned Area Headquarters

❖ Communication Pack with iVotronic Keys

- ➢ Black Case that contains the iVotronic Printer
- ➢ Transport to your Assigned Area Headquarters

❖ Black Election Materials Bag

- ➢ Place the following items in the Black Election Materials Bag
  - ❑ All **UNUSED** Forms
  - ❑ Signs that were posted, except the poster signs that need to be returned in the cardboard tube
  - ❑ Remaining supplies
- ➢ Attach Precinct specific Bag Tag
- ➢ Transport to your Assigned Area Headquarters

ELECTION NOTES

VOTING ISSUES

Problem Resolution Form

- The ID Clerk initiates this form, and sends the voter to the Poll Worker handling voter issues *(usually Chief Judge)*. The most common reasons the ID Clerk initiates the Problem Resolution Form *(Form #10)* are:
  - ❑ Voter did not show Proof of Identity (Photo ID)
  - ❑ Voter's name is not in the Poll Book
  - ❑ Voter's address has changed
  - ❑ Poll Book indicates the voter has voted Absentee or Early
  - ❑ Poll Book indicates "Must Show ID" and the voter cannot provide current Proof of Identity (POI) or Additional ID

Blank Poll Book Page

The voter registration office provides the blank poll book pages in the back of the poll book and a separate set in the Voter Registration plastic envelope

- Some of the Reasons to use a Blank Poll Book Page*(Form #31)*
  - ❑ The voter's name is not in the book, but the voter registration office has confirmed that the voter will vote in the same precinct
  - ❑ A voter may come to your polling location with the yellow copy of the Problem Resolution Form and their name may not be in the poll book
  - ❑ Anytime a voter is confirmed through the voter registration office and their name is not in the poll book
- The only time you need to use the Blank Poll Book Page, is if the name is not listed in the poll books provided to you

Spoiled Ballots

- Reasons to spoil a ballot
  - ❑ When a voter makes a mistake on their paper ballot
  - ❑ When a voter marks a 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 Spoiled Ballot Affidavit *(Form #14)*
    - ✓ 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 finds a ballot either left in the M100 Scanner, or a vote not cast on the iVotronic,
  - A Poll Worker finds a ballot anywhere besides the voting machine
  - Follow the instructions on your Abandoned Ballot Log *(Form #16)*

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 Voter Assistance Form *(Form #17)*
- 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

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 are:
  - 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
  - Poll book indicates the voter voted absentee or early and the voter knows that they have not voted already
  - Poll book indicates voter **"Must show ID"** and the voter fails to provide current Proof of Identity(POI) or an additional ID
  - Poll Watcher challenge - must be challenged before the voter signs the poll book
  - Provisional voters ***DO NOT*** sign the List of Voters, the poll book or the Blank Poll Book Page *(Form #31)*
- 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 and the date time of the public hearing to contest the decision

Poll Watcher

- A Poll Watcher must have a file-marked copy of the Poll Watcher Authorization *(Form #22)*
- Poll Watcher List *(Form #21)* 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
- A candidate can only be a poll watcher during the counting and tabulation of ballots and the processing of absentee ballots
- 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
- Poll Watcher challenge - must be challenged before the voter signs the poll book

Voter Complaint Form

- If the voter would like to file a complaint concerning the voting equipment, give them the Voter Complaint Form *(Form #18)*and the Election Commission will review it after the election

Voting Device Problems

- At least one Poll Worker assigned to your location has received specialized training for troubleshooting problems with the voting equipment
- Your Area Manager has also received training on the equipment
- The Blue M100 Scanner Cheat Sheet *(Form #1)* that you used to open and close with gives instructions for most problems that you may encounter
- Follow the instructions on the M100 Scanner Cheat Sheet listed
- 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?
- If the M100 Scanner device is completely down, **OPEN THE EMERGENCY BIN** and allow voting to continue until a technician arrives
- When the emergency bin is used, be sure to warn voters regarding the results of over and under voting
- Document the occurrence in the **Comments or Exceptions Reporting Section** on the Election Protocol Form *(Form #9)*

Write-in Candidates/Ballots

- If there is an authorized write-in candidate in the election, you will receive the name(s) of the authorized candidate(s) with special instructions and special forms to record the votes cast for write-in candidates
- If an authorized write-in candidate has filed for an office, a blank line will be printed on the ballot with space for a name to be written in. If no candidate has filed to be a write-in, there will not be a blank line on the ballot to write-in a name
- All ballots that have a vote cast for a write-in candidate will fall into Compartment B of the M100 Scanner, separate from the other voted ballots
- All ballots besides the write-in ballots will fall into Compartment A area. There is a diverter separating these two areas - ***DO NOT MIX THESE BALLOTS TOGETHER!***
- Only votes cast for the authorized candidate will be counted
- The Marking Your Ballot to Vote Sign *(Form # 24)* includes the write-in instructions to review with voters that are not sure how to vote for a write-in

Electioneering

- The Notice of Electioneering Sign *(Form #25)* 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 who 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, then give the voter a **PROVISIONAL** ballot.

Voter Cannot Sign or Make a Mark

- If the voter cannot sign or make his or her mark, the poll worker ***MUST***:
  - Record his or her initials and the voter's date of birth on the voter's signature line in the Poll Book
  - Give the voter a **REGULAR** ballot

Address Provided by Voter Differs with Poll Book

⇨ Initiate a Problem Resolution Form

- **If Address is confirmed within the Precinct**
  - ❑ Ask the voter to complete an Address Change Form
  - ❑ Instruct the voter to call the clerk's office at 340-8683, if they have not received a new voter registration card in the mail within the next couple of weeks
  - ❑ Give the voter a **REGULAR** ballot
- **If address is *NOT* within the Precinct, the poll worker should**
  - ❑ Ask the voter to complete an Address Change
  - ❑ Instruct the voter to call the clerk's office a couple of weeks after the election 340-8683 to verify their address is correct
  - ❑ Direct the voter to his or her correct polling site
  - ❑ Instruct the voter to present his or her yellow copy of the Problem Resolution Form at the voter's new polling site to expedite the process
  - ❑ The voter will vote a **REGULAR** ballot at his or her new polling site

Absentee or Early Voted is indicated in the Poll Book

- ❑ Inform the voter that they will need to vote a **PROVISIONAL** Ballot
- ❑ Initiate a Problem Resolution Form
- ❑ Direct them to the Poll Worker that is handling voter issues *(usually the Chief Judge)*
- ❑ Instructions will be followed on the Provisional Ballot Envelope *(Form #11)*

Voter refuses to go to the Correct Polling Site

- If the county clerk confirms that the address is **NOT** within the precinct, but the voter insists that he or she is at the correct poll and refuses to go to his or her correct polling site, the poll worker should:
  - ❑ Inform the voter that they will need to vote a **PROVISIONAL** Ballot
  - ❑ Initiate a Problem Resolution Form
  - ❑ Direct them to the Poll Worker that is handling voter issues *(usually the Chief Judge)*
  - ❑ Instructions will be followed on the Provisional Ballot Envelope *(Form #11)*

Name Provided by Voter Differs with Poll Book

- ❑ Instruct the voter to fill out a Name Change Form
- ❑ Instruct the voter to call the clerk's office at 340-8683, if they have not received a new voter registration card within the next couple of weeks
- ❑ Give the voter a **REGULAR** ballot

"MUST SHOW ID" is indicated in the Poll Book

- Voter **MUST** show Proof of Identity(POI) to vote a **REGULAR** ballot
  - ❑ If POI is provided, it must be current and valid, and the Election Official checks the **"ID Provided" Box** in the Poll Book and gives the voter a **REGULAR** ballot
  - ❑ If POI is provided, and it is not current and valid, then the Voter must provide an additional form of ID in order to vote a **REGULAR** ballot. Acceptable forms of additional ID include:
    - Current and Valid Photo ID
    - Document Showing the Name and Current Address of the Voter
    - Utility Bill
    - Bank Statement
    - Government Check
    - Paycheck
    - Other Government Document
- If POI is **NOT** provided, or the POI provided is expired and the voter is not able to produce an additional ID, the election official writes "No ID" next to the voter's name on the Poll Book
  - ❑ Inform the voter that they will need to vote a **PROVISIONAL** Ballot
  - ❑ Initiate a Problem Resolution Form
  - ❑ Direct them to the Poll Worker that is handling voter issues *(usually the Chief Judge)*
  - ❑ Instructions will be followed on the Provisional Ballot Envelope *(Form #11)*

Birth Date Provided by Voter Differs with Poll Book

- **The voter lives at that address or has lived at the address**
  - ❑ Request additional identification
  - ❑ Circle the Date of Birth, enter the correct Date of Birth, and the voter's contact number
  - ❑ Instruct the voter to call the clerk's office at 340-8683, if they have not received a new voter registration card in the mail within the next couple of weeks
  - ❑ Give the voter a **REGULAR** ballot, unless they have changed their address
  - ❑ Follow new address procedures if the voter's address has changed *(initiate a problem resolution form, send to chief judge to call voter registration)*
- **The voter does not live and has never lived at the address**
  - ❑ Initiate a Problem Resolution Form-there could be another voter with the same name
  - ❑ Direct them to the Poll Worker that is handling voter issues *(usually the Chief Judge),* so they can call voter registration find out where the voter needs to vote if they are eligible

Voter's Name is NOT in Poll Book:

- Ask the voter if they have had a name change or address change, since the last time they voted
- 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
- Initiate a Problem Resolution Form, if you still cannot find their name in the Poll Book
- Direct them to the Poll Worker that is handling voter issues *(usually the Chief Judge)*
- The Chief Judge will call the Voter Registration Office, who will verify the validity of voter's registration and instruct the Chief Judge to provide the voter with either a REGULAR or PROVISIONAL ballot, based on the information provided by the voter.

Voter's Registration CANNOT be Verified

- The voter contends to be both registered in the precinct and eligible to vote, the Election Official **MUST**:
  - ❑ Inform the voter that they will need to vote a **PROVISIONAL** Ballot
  - ❑ Initiate a Problem Resolution Form
  - ❑ Direct them to the Poll Worker that is handling voter issues *(usually the Chief Judge)*
  - ❑ Instructions will be followed on the Provisional Ballot Envelope *(Form #11)*

Voter's Record indicates Felony Status

- At this point, the Problem Resolution Form *(Form #10)* has been initiated and the Chief Judge has made the phone call to voter registration. Inform the voter that they will need to vote a PROVISIONAL Ballot
  - ❑ Hand the phone to the voter and let the voter registration office inform the voter that their record indicates they have been convicted of a felony
  - ❑ Follow Instructions on the Provisional Ballot Envelope *(Form #11*), if the voter informs you that they have not been convicted of a felony

Campaign Materials inside the Polling Site or within 100' from the Primary Exterior Entrance- Main Entrance(s)

- 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

VOTERS WITH DISABILITIES

Common Courtesy Rules

- Addressing a voter with disabilities
  - Speak directly to the voter
  - 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 for Voting with headphones
Hearing Impairment	Writing Pad, iVotronic Touch Screen
Wheelchair/Walker/Cane	Voting Privacy Booth for Voters with Disabilities, Advance to the front of the Line Upon Request *(you can let the voter know they have this option, if it is hard for them to stand)*

DISABILITY RIGHTS CENTER INFORMATION

Guidelines for Disability Rights Center

The Disability Rights Center may visit your polling locations on Election Day 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 #30).*

MEDIA INFORMATION

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, 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 #30).*

Poll Worker's Procedures

- List Media Personnel on the Media and Disabilities Rights Center Form *(Form #30)*
- Guidelines and rules will be on the back of Media and Disabilities Rights Center Form *(Form #30)*
- ***DO NOT*** let the Media interview you, instruct them to contact the Election Commission Office at 340-8383

ELECTION NOTES

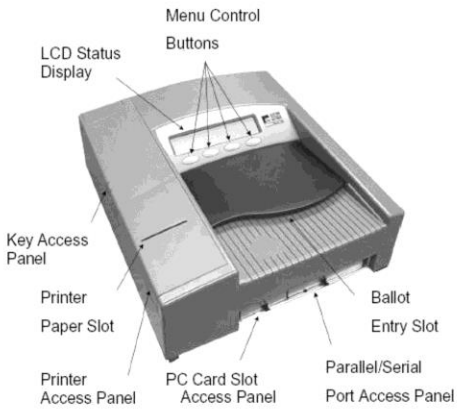
ELECTION DAY FORMS & SIGNS

#1 .....M100 Scanner Cheat Sheet
#2 .....iVotronic Touch Screen Cheat Sheet
#3 .....Steps for Authorizing a Voter
#4 .....Sample Poll Book Page
#5 .....Voter Authorization Slips
#6 .....Issuing a Ballot
#7 .....List of Voters
#8 .....Election Checklist
#9 .....Election Protocol Form
#10 .....Problem Resolution Form
#11 .....Provisional Ballot Envelope
#12 .....Provisional Voter Notice
#13 .....Provisional Voter List
#14 .....Spoiled Ballot Affidavit
#15 .....Spoiled Ballot Envelope
#16 .....Abandoned Ballot Log
#17 .....Voter Assistance Form
#18 .....Voter Complaint Form
#19 .....Ballot Accounting Form
#20 .....Poll Watcher Rights and Responsibilities Sign
#21 .....Poll Watcher List Form
#22 .....Sample Poll Watcher Authorization Form
#23 .....ID Requirement Sign
#24 .....Marking your Ballot to Vote Sign
#25 .....Notice of Electioneering Sign
#26 .....Vote Here Sign
#27 .....Accessible Entrance Sign
#28 .....More Ballots in Compartment B Sign
#29 .....Emergency Bin Sign
#30 .....Media and Disability Rights Center List
#31 .....Blank Poll Book Page
#32 .....Crossover Voting Notice
#33 .....Provisional Meeting Notice

M100 Scanner Cheat Sheet

OPENING INSTRUCTIONS

Plug in the surge protector

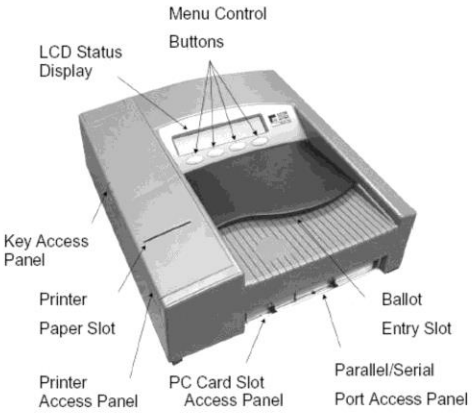


1. Open side **Compartment A** with the **Blue Key** *(M100 Scanner Keys are in Bag #1)*
2. Remove all ballots from side **Compartment A**
3. Give ballots to ballot Clerk ***(DO NOT** remove colored paper between each ballot style)*
4. Lock side **Compartment A**
5. Unlock and open the hinged door *(with the polling location label)* to the **PC Card Slot Access Panel** with the **Blue Key**
6. Record the PC Card Slot Seal Number on your **Election Protocol** (Form #9)
   - ⇨**Do Not Break the Seal** *(you will do this at closing)*
7. Lock the hinged door *(with the polling location label)* to the **PC Card Slot Access Panel** with the **Blue Key**
8. Open the **Key Access Panel** *(depress tab and lift)*
9. Insert the **Red Key** into the key hole
10. Turn the **Red Key** to the **VOTE** position
11. Print the zero tape *(this will print automatically)*
12. Check **LCD Status Display** to make sure message **"NO-AC"** ***does not*** appear
    - ⇨If this message does not go away after the power cord is checked, call 340-8383 (PCEC Staff)
13. Review the zero tape for accuracy
    - ⇨Check polling location, date, time, and totals *(must be zero)*
14. Sign the zero tape *(three poll workers **must** sign)*
15. Post the zero tape
16. Close the **Key Access Panel** with the **Red Key** remaining in the slot

VOTING INSTRUCTIONS

1. Instruct the voter to insert the voted ballot in the **Ballot Entry Slot**
2. Read the **LCD Status Display** to make sure it displays "**Number of Voters: #"**
   - ⇨If the ballot is rejected and audio alert (beep) will sound, refer to Page 3 of this cheat sheet ***(Voter Issues – M100 Rejects Ballot)***
   - ⇨If everything on the ballot seems fine, try inserting ballot different ways (*turn ballot over, from bottom, from top, etc.)*
3. Give voter an **"I Voted"** Sticker

CLOSING INSTRUCTIONS



1. Open the **Key Access Panel**
2. Turn the **Red Key** to the **Open/Close Poll** position
3. Press the button below the option **Close Polls** on the **LCD Status Display**
4. Print three totals tapes *(this is automatic)*
5. Remove **Totals Tapes**
6. Sign the Totals Tapes *(three poll workers **must** sign)*
   - ⇨ One tape to post
   - ⇨ Two tapes to return in Bag #1-Official Election Returns
7. Turn the **Red Key** to the **Off** position
8. Remove the **Red Key** and close the **Key Access Panel**
9. Unplug the M100 Scanner
10. Unlock the hinged door to the **PC Card Slot Access Panel** with the **Blue Key**
11. Break seal *(place seal in the Bag #1-Official Election Returns)*
12. Open the **PC Card Slot Access Panel** by lifting up on the small black knob
13. Remove the **PC Card**
    - ⇨ Gently push the eject button (on the right of the card—use two hands if necessary, one to hold the door open and one to press the eject button)
14. Close the hinged door to the **PC Card Slot Access Panel** and lock it with the **Blue Key**
15. Place the **PC card in the protective plastic case** and return with materials
    - ⇨ Bag #1-Official Elections Returns in the pink bubble bag with the PEB's from the iVotronic
16. Unlock **Compartment A** with the **Blue Key**
17. Remove **Voted Ballots**
18. Place all voted ballots in the **Ballot Transport Box**
19. Open **Compartment B** with the **Blue Key** *(always check this compartment)*
    - ⇨ This compartment contains Write-in ballots *(you will be given special instructions for write-in Candidates)*
    - ⇨ Keep these ballots separate
20. Place all unused ballots into the empty **Compartment A**
    - ⇨ ***AFTER*** all voted ballots are removed
    - ⇨ ***AFTER*** recording the number of unused ballots on your **Election Protocol** (Form #9)
21. Lock and secure the device *(make sure all locks are locked and it is closed up)*
22. Place the keys in Bag #1-Official Election Returns
23. Return the posted zero tape *(from opening instructions)* in Bag #1 – Official Election Returns

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VOTING ISSUES

As you will notice, you can proceed with voting even when a crisis may arise. This section is designed to help you take care of the voter, and feel more confident about handling and unexpected situation.

M100 REJECTS BALLOT

- **Message Displayed is *NOT* "OVERVOTE" or UNDERVOTE"**
  1. Try inserting the ballot different ways *(turn ballot over, from bottom, from top, etc.)*
  2. Notify the Election Commission, as soon as possible
  3. Continue with the ***M100 Scanner Stops Working*** Instructions below, if you cannot reach the Election Commission Office immediately
- **Message Displayed is "OVERVOTE" or UNDERVOTE"**
  - ❑ **Voter wants to correct their OVERVOTE or UNDERVOTE**
    a. Press the button below the option **RETURN**
    b. Instruct the voter to take their ballot from the M100 Scanner
    c. Direct the voter to the ballot clerk to spoil their ballot if they **OVERVOTED**
    d. Direct the voter to the voting booth/area if they **UNDERVOTED** to finish voting
  - ❑ **Voter does *NOT* want to correct their *OVERVOTE* or *UNDERVOTE***
    a. Press the button below the option **ACCEPT**

TWO TYPES OF ABANDONED BALLOTS

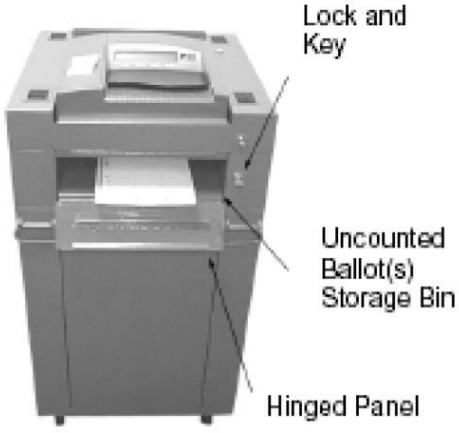
- **Refer to the Abandoned Ballot Log (Form 16)# for instructions**

POWER FAILURE

1. Use your M100 Scanner Keychain so you will have light to see
2. Notify the Election Commission, as soon as possible
3. Continue Voting once everyone gets situated and you can see (the voting devices have battery backup)
4. Follow the **M100 Scanner Stops Working Instructions** below if the battery goes dead

M100 SCANNER STOPS WORKING *(EMERGENCY BIN)*

1. Notify the Election Commission, as soon as possible
2. Remove the **Red Key** from **VOTE** position *(it will come straight out)*
3. Unlock and open the emergency bin door with the **BLUE** key
4. Open the Hinged Panel and remove the **EMERGENCY BIN SIGN** used for voters
5. Close the door and lock it in place
6. Return the keys to the secure location
7. Tape the **EMERGENCY BIN SIGN** provided over the "regular" ballot entry slot to prevent voters from attempting to insert ballots there
8. Warn voters regarding over voting and under voting



9. Remove ballots from the **Emergency Bin** when the issue is resolved *(use two poll workers)*
10. Insert voted ballots in the ballot Entry Slot *(using two poll workers)*
11. **DOCUMENT** the incident on your **Election Protocol** (Form #9)

iVotronic Cheat Sheet

#2

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

OPENING INSTRUCTIONS- YOU MUST OPEN & PRINT A ZEROS TAPE!

1. Set up Booth
   This will take two people; it is easy to pinch your fingers and break the stands
   a. *Roll the booth to the selected location in your polling area*
   b. *Turn the booth over so that the wheels face up*
   c. *Tilt machine back slightly before opening legs fully away from the center*
   d. *Lean booth forward to rest on legs*
   e. *Lift the box portion up, press the release button on the bottom right to lock into position*
   f. *Unwrap the power cord and plug it into an electrical outlet*

2. Break the **Orange Seal** on the doors
3. Record the seal number and serial number of the iVotronic on your **Election Protocol** *(Form #9)*
4. Place seal in Bag #1-Official Election Returns Bag
5. Open the doors on the iVotronic
6. Break Seal on Communication Pack *(contains printer, headphones, and PEBs)*
7. Record Seal Number on your **Election Protocol Form** *(place seal in Bag #1-Official Election Returns)*
8. Insert the **GRAY PEB** into the terminal in the PEB slot on the left side of the iVotronic
9. **Follow the Directions on the iVotronic Screen to Open the Terminal**
   - ⇨ *Do not remove the PEB during this process (this will take a few minutes)*
   - ⇨ *When asked to verify the polling location select yes if correct. Select no if incorrect and call the Election Commission Office*
10. **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*
11. **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*
12. Review the zero tape for accuracy
    - ⇨ *Verify the polling location is correct and the totals are zero*
13. Sign the zero tape *(three poll workers **must** sign) and post the zero tape*

VOTING A VISUAL BALLOT

1. Escort the voter to the terminal with the **RED VOTER PEB** in your hand
2. Obtain the Voter Authorization Slip from the voter
3. Insert the **RED VOTER PEB**
4. Select the voter's precinct from the Voter Authorization Slip
5. Confirm the precinct as prompted by the screen
6. Remove the **RED VOTER PEB** when directed by terminal screen
7. Place the **RED VOTER PEB** back in the communication pack (***Do Not*** *leave it at the terminal)*
8. **Touch** the screen for a **VISUAL BALLOT**
    a. *Select the "View Ballot" Button*
    b. *Explain how to use the iVotronic*
    c. *Leave the voter once the ballot displays*
9. Ask the voter if they saw the **"Thank you for voting"** message
10. Give the voter an **"I Voted"** sticker

VOTING AN AUDIO BALLOT

1. Escort the voter to the terminal with the **RED VOTER PEB** in your hand
2. Obtain the Voter Authorization Slip from the voter
3. Remove headphones
    ⇨ *The plug in for headphones is located on the lower right side of the iVotronic*
4. Review the following buttons:
    a. *Gently guide the voter's hand over the buttons and Braille*
    b. ***Small Yellow Arrow Buttons*** *scrolls up and down the ballot*
    c. ***Large Green Diamond Button*** *selects candidates or changes a selection*
    d. ***Vote Button*** *at the top of the terminal casts the ballot*
5. 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*
6. Insert the **RED PEB**
7. *Press the **green diamond shaped button** at the bottom of the terminal face to activate the **AUDIO BALLOT***
    ⇨ *Leave the voter once the ballot is activated*
8. Ask the voter "Did they hear a "**Thank you for Voting"** message?"
9. Give the Voter an **"I Voted"** Sticker

CLOSING INSTRUCTIONS-YOU <u>MUST</u> CLOSE THE MACHINE

1. Insert the **GRAY PEB** in the terminal into the slot on the left side of the iVotronic
2. Select **CLOSE THE POLLS**
3. **Follow the directions on the screen to close the polls**
    ⇨ *Do not remove the PEB during this process (this will take a few minutes)*
    ⇨ The screen will go blank after you touch it according to the directions
    ⇨ ***Choices you need to select on iVotronic Screen if Uncertain***
        ❒ *Select "Close the Polls"*

IF NO ONE VOTED ON THIS MACHINE- SKIP STEPS 4, 5, 6 AND 9

4. Insert the **GRAY PEB** once the screen goes blank TO PRINT A RESULTS TAPE
    ⇨ *Before the screen goes blank the message "**Terminal closing is complete…touch screen to exit"** will appear*

5. **Follow the directions on the iVotronic Screen to Print Totals**
   - ⇨ ***Choices you need to select on iVotronic Screen if Uncertain***
     - ❒ *Select **"Print Polling Location Results Tapes Now?"***
     - ❒ *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 results tape has printed*
     - ❒ *Select **NO** on the touch screen when asked to recollect*
   - ⇨ *The power adapter cord is located in the Communication Pack Case and can be plugged into the wall if necessary (Remember to disconnect after printing your tapes)*
   - ⇨ *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*
   - ⇨ ***THREE TOTALS TAPES** will print automatically*
6. ***Sign all three tapes (three poll workers must sign)***
   - ⇨ *One tape to post at location for public to view*
   - ⇨ *Two tapes to return in Bag #1-Official Election Returns*
7. Place the **GRAY PEB** and the **RED VOTER PEB** into the pink bubble pack
8. Return the pink bubble bag in Bag #1-Official Election Returns
9. **Remove the RTAL Reel- only if machine has votes** *(Keys are in Communication Pack)*
   a. Unlock the printer assembly on the back of the iVotronic with the iVotronic key
   b. Pull the "Pull To Release" handle
   c. Press the paper feed button to roll all the printed information onto the take-up reel
   d. Firmly grasp the reel
   e. Pull the reel down and toward you
   f. Tear the paper off
   g. Affix it to the loose end of the paper with the green round seal
   h. Write your precinct number over the seal
   i. Sign your initials and election date across the seal
   j. Place reel and paper (no need to separate) into the ballot box with voted ballots
   k. Close the printer assembly and lock the door
10. **Fold down the booth(s)**
    When following these procedures, please be extra careful and use two workers, it is easy to pinch your fingers and break the stands on the iVotronics, due to the weight of the machines
    a. Unplug the power cord
    b. Wind the power cord up in the designated spot on the back of the booth
    c. Close the privacy screens
    d. Release the box portion (terminal part)using the release button
    e. Swing it down slowly and carefully, using two hands
    f. Lean the booth backwards to fold the leg inward
    g. Lock the latch
    h. Place the closed machine near the M100 and the other folded up blue voting booths

VOTER ISSUES

☑CAST A 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. Ask another poll worker to observe this process *(there must always be two poll workers)*
b. Document on the **Abandoned Ballot Form**
c. Insert the **RED VOTER PEB**
d. Select **CAST BALLOT** option when the screen displays this message **"Last ballot was not cast"** and two options **CAST BALLOT or CANCEL BALLOT**
e. Remove the **RED VOTER PEB**

☑CANCEL A BALLOT

You will need to cancel a ballot if a voter decides they want to vote a paper ballot, incorrect ballot was selected (audio or visual), wrong precinct was selected etc.

a. Record as a **Spoiled Ballot**
   ⇨ *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)*
b. Insert the **RED VOTER PEB**
c. Select **CANCEL BALLOT** option when the screen displays this message **"Last ballot was not cast"** and two options **CAST BALLOT or CANCEL BALLOT**
d. Confirm the selection at the prompt on the screen
e. Select the reason for canceling the ballot from the menu
f. The screen will display the cancellation reason
g. Select **Proceed with Cancellation**
h. Remove the **RED VOTER PEB**

STEPS FOR AUTHORIZING A VOTER

#3

1. Ask the voter to state his/her name, address, and date of birth
2. Locate the voter's name in the Poll Book
3. Verify on the Poll Book that the voter's address and DOB are correct
   - Refer to the **Voting Issues Tab** of the Poll Worker Training Guide, if you need help on any voter issues out of the ordinary
4. 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.

5. Check the "ID Provided" box by the voter's signature line in the poll book if the voter shows ID
6. Write "No ID" on the poll book by the voter's signature line if the voter does not show ID, and fill out Section 1 of the Problem Resolution Sheet. Refer the voter to the Chief Judge to receive a provisional ballot.
7. Instruct the voter to sign their full name on the signature line

☑ PRIMARY ELECTIONS ONLY

1. Ask the voter which Party Primary they would like to vote in, Democratic or Republican, if the voter does not wish to participate in the Primary Election, ask them if they would like to vote in the Nonpartisan General Election
   - ➢**Party Primary Ballots include the Nonpartisan General Election on them**
2. Write "D", "R", or "N" legibly under the ballot column by the voter's signature
3. Circle the voter's selection (example "D-140", "N-120", "R-124") under the style column in the poll book
4. Complete the Ballot Authorization Slip, by writing the appropriate ballot # from the poll book under the style column (example "D-140", "N-120", **or** "R-124")

☑ GENERAL PRIMARY ELECTIONS (RUNOFF) ONLY

- ➢ If the voter participated in the Primary Election, they **must** vote in the same Party Primary Runoff (Democratic or Republican) for the Runoff *(the poll book will indicate the party primary they voted in the previous election)*
- ➢ If the voter did not participate in the Primary Election, or if they voted in the Nonpartisan General Election, they can select either Party Primary Runoff
- ➢ The Nonpartisan Runoff will be held in November in conjunction with the General Election

8. Write the voter's ballot style number indicated on the poll book on the Voter Authorization Slip

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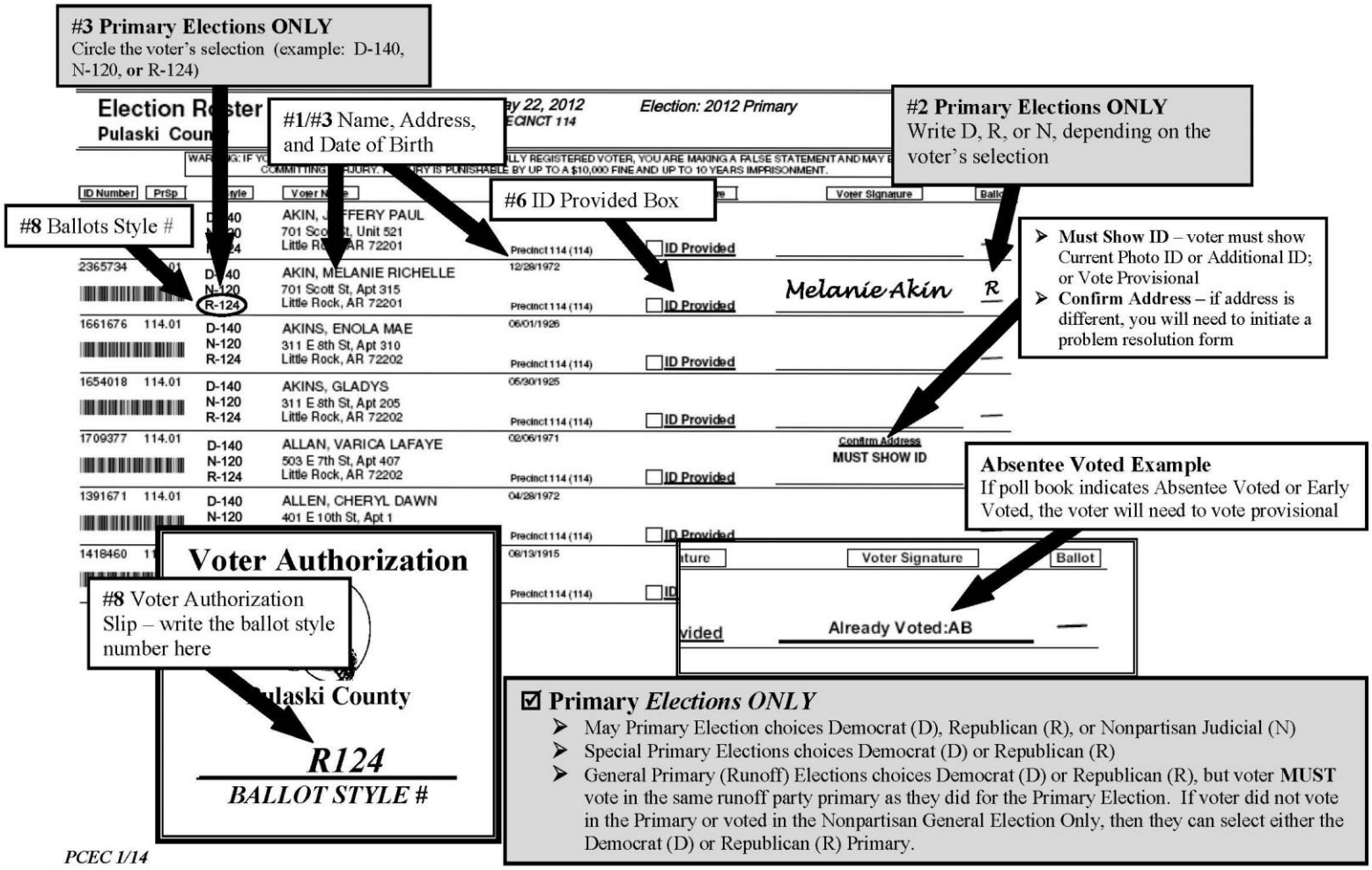
SAMPLE POLL BOOK PAGE

All elections besides Primary Elections and Primary Runoffs have one ballot style number by the voter's name and the voter does not select a party or a Nonpartisan Election. This example is from the May Preferential Primary/Nonpartisan Election.



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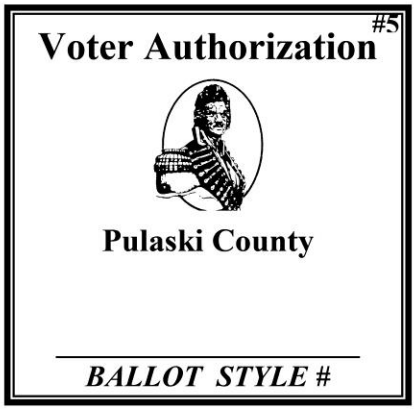

Voter Authorization
#5
Pulaski County
BALLOT STYLE #

Issuing a Ballot

#6

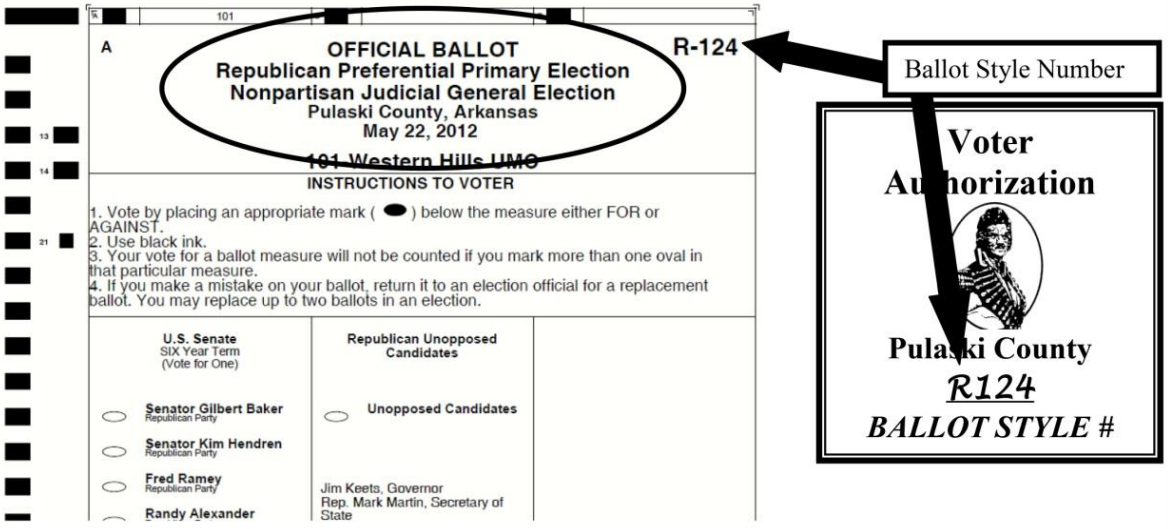
(Ballot Clerk Instructions to Tape to Ballot Table)

Instructions for Paper Ballots

1. Enter the voter's name, or ask the voter to sign their name on the List of Voters
2. Obtain the Voter Authorization Slip from the voter
3. Locate the ballot style number indicated on the on the Voter Authorization Form – Remember you may have several ballot styles *(See example below-if the election is **NOT** a Primary, there will not be a D, R, or N before the number)*
4. Detach the stub
5. Place the stub in the Ballot Stub Box to count at the end of the day
   - ⇨ All Stubs go in the Stub box *(including provisional ballots and spoiled ballots)*
6. Initial the back of the ballot in **RED** ink before giving the ballot to the voter
7. Instruct the voter to fill-in the oval completely by their preferences
   - ⇨ Review the **Marking your Ballot to Vote Instructions** *(Form #22)*
8. Give the voter a pen, and let him/her know they need to use the pen you give them
9. Ask if he/she would like a privacy sleeve
10. Direct the voter to a booth to mark the paper ballot
    - ⇨ *Voters in wheelchairs should be directed to the voting booths designed to accommodate wheelchairs or to an iVotronic Touch Screen*
    - ⇨ ***ALWAYS** direct the voter to a voting booth, if tables are set up at your location and the voter chooses go to a table that is fine*
    - ⇨ *The voter has five (5) minutes to mark their ballot – you do not need to time the voter, but if they are taking an unusually long time, you can remind them*

Instructions for the iVotronic Touch Screen

1. Enter the voter's name, or ask the voter to sign their name on the List of Voters
2. Direct the voter to the Equipment Clerk with their Voter Authorization Slip
   - ⇨ *The voter has five (5) minutes to mark their ballot – you do not need to time the voter, but if they are taking an unusually long time, you can remind them*



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LIST OF VOTERS

Date: _____ **Precinct No.:** _____

Polling Location Name: _____

DO NOT INCLUDE PROVISIONAL VOTERS ON THIS LIST

	Voter's Name		Voter's Name
1.		26.	
2.		27.	
3.		28.	
4.		29.	
5.		30.	
6.		31.	
7.		32.	
8.		33.	
9.		34.	
10.		35.	
11.		36.	
12.		37.	
13.		38.	
14.		39.	
15.		40.	
16.		41.	
17.		42.	
18.		43.	
19.		44.	
20.		45.	
21.		46.	
22.		47.	
23.		48.	
24.		49.	
25.		50.	

⇨**One List of Voters is Required** *(**DO NOT** keep a separate **List of Voters** for each ballot style)*

⇨ **Enter Total # of Voters on Election Protocol Form**

Page Total: _____

Total # of Voters: _____

(Enter # on Top Page)

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PAGE _____ **of** _____

ELECTION CHECKLIST

*Check this List off **before Monday** and contact the office, as soon as possible, at 340-8383 if anything is missing. This form will be returned Election Night in Blue **"Elections"** Bag labeled with your precinct information*

SECTION 1: MATERIALS CHECKLIST

***Chief Judge** verify that your precinct and polling location information is correct on the following items with an arrow (←) beside them **BEFORE** you leave the pick-up location. All other items **MUST** be checked before Monday.*

- ❑ **Red Paper Bag - Labeled Precinct Information←**
  - ❒ Poll Books *(Precinct Voter Registration List)* ←
  - ❒ Blue **"Elections"** Bag labeled with your precinct information←
  - ❒ Two ID Cards ← White cards with your precinct information *(you insert these in Bag #1 and the Orange Provisional bag before you transport your election materials at night)*
  - ❒ One Bag Tag ← Tag with a string with your precinct information *(tie to black bag before you transport your election materials at night)*
  - ❒ Cell Phone ←
  - ❒ Election Reminders & Special Instructions
  - ❒ Poll worker Training Guide
  - ⇨ Signs for Posting:
    - ❑ Two Copies of sample ballots ←
    - ❑ Two copies of State or Local Measures if applicable ←
    - ❑ Marking Your Ballot to Vote (Form #24)
    - ❑ Poll Watcher Rights and Responsibilities (Form #20)
    - ❑ Voters with Disabilities Entry Signs (Form #27)
    - ❑ Notice of Electioneering (Form #25)
    - ❑ ID Requirements for Arkansas Voters (Form #23)
    - ❑ Two State and Federal Election Law Posters in Tube
- ❑ **iVotronic Communication Pack ←**
- ❑ **Black Supply Bag Items** *(check this bag before Monday)*
  - ⇨ **BAG # 1 Official Election Returns Bag containing:**
    - ❑ Election Protocol (Form #9) with the following forms inserted
    - ❑ Cheat Sheets for M100 & iVotronic Touch Screen (Forms #1 and #2)
    - ❑ 3 Sets of ID Table Instructions (Forms # 3 and # 4)
    - ❑ 2 Ballot Table Instructions (Form #6)
    - ❑ Poll Watcher List (Form #21)
    - ❑ Sample Poll Watcher Authorization Form (Form #22)
    - ❑ Voter Assistance Form (Form #17)
    - ❑ Abandoned Ballot Log (Form #16)
    - ❑ Disability Rights Center and Media List (Form #30)
    - ❑ Spoiled Ballot Affidavits (Form #14)
    - ❑ Spoiled Ballot Envelope (Form #15)
    - ❑ Voter Complaint Forms (Form #18)
    - ❑ List of Voters Pad (Form #7)
    - ❑ M100 Scanner KEYS
    - ❑ Pink Static Pouch with empty PC card case (for PEB's and PC card)
    - ❑ Bumper Sticker Stub Box seal
    - ❑ Blue numbered seals
    - ❑ Small Envelopes for abandoned ballots labeled Abandoned Ballots

- ⇨ **BAG # 2 Clear plastic pouch/envelope containing:**
  - ❑ Election Official Name Tags
  - ❑ Magnifying Sheet
  - ❑ Change of Address Forms
  - ❑ Cancellation Voter Forms
- ⇨ **BAG # 3 Voter Problem Resolution Forms (Form #10)**
- ⇨ **BAG # 4 Public Forms Containing:**
  - ❑ Voter Registration Applications
  - ❑ M100 instructional cards
  - ❑ Pollworker Application
- ⇨ **BAG # 5 Provisional Voting Materials Containing:**
  - ❑ 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
  - ❑ Voter Authorization Slips (Form #5)
  - ❑ "I Voted" stickers, 100' String
- ⇨ **Surge Protector**
- ⇨ **Privacy Sleeve (for paper ballots)**

SECTION 2: SUPPLIES AND EQUIPMENT AT POLLING LOCATION

- ❑ Voting Devices *(verify labeled precinct information)*
- ❑ Ballots *(verify precinct information in heading)*
- ❑ Ballot Stub Box
- ❑ Ballot Transport Box *(verify labeled precinct information)*
- ❑ Write-in Ballot Transport Box if applicable
- ❑ Tables and Chairs *(Delivered by the Election Commission Staff or provided by the facility)*
- ❑ Voting Booths
- ❑ Large Vote Here Signs *(You will post this Election Morning)*
- ❑ Items Posted Outside the Facility by Election Commission Staff
  - ❑ Notice of Election
  - ❑ Candidate List *(if applicable)*

SECTION 3: BEFORE ELECTION DAY

- ❑ Set up polling location and verified the items were correct that were delivered by the Election Commission to the Polling Location *(you may have to do this election morning, depending on your polling location)*
- ❑ Confirmed with the facility that they will be open and picked up a *key (if applicable),* or made sure polling location is accessible Election Morning
- ❑ Prepared to designate jobs to workers for Polling Location Set-up
- ❑ Prepared to designate jobs to workers for Closing the Polls

SECTION 5: BEFORE POLLS OPEN ELECTION MORNING

- ❑ All poll workers recited and signed oath located on the Election Protocol Form *(Form #9)*
- ❑ Turned on the Cell Phone if applicable
- ❑ Prepared name tags and verifies all poll workers are wearing them
- ❑ Opened M100 Scanner according to Blue Cheat Sheet *(Form #1)*
- ❑ Opened iVotronic Touch Screen according to Yellow Cheat Sheet *(Form #2)*
- ❑ Completed applicable portions of the Election Protocol *(Form #9)*
- ❑ Set up Ballot Table and taped Form #6 to table for reference
- ❑ Set up Voter Identification Table and taped Form #3 and Form # 4 to table for reference
- ❑ Set up area designated for Voter Problems
- ❑ Set-up Voting Booths for Voting Ballots
- ❑ Posted Signs received with materials
- ❑ Identified the 100' Distance for Electioneering
- ❑ Reviewed Election Reminders with workers

SECTION 6: ELECTION DAY

- ❑ Opened polls at 7:30 a.m. *(use your cell phone time to open)*
- ❑ Followed ID Procedures
- ❑ Followed Ballot Procedures
- ❑ Followed Voting Procedures *(Keep M100 and iVotronic Cheat Sheet in safe place close to equipment)*
- ❑ Closed polls at 7:30 p.m. *(letting all voters in line at 7:30 p.m. vote – use your cell phone time to close)*

SECTION 7: AFTER ELECTION

- ❑ Closed M100 Scanner according to M100 Cheat Sheet *(Form #1)*
- ❑ Closed iVotronic Touch Screen according to iVotronic Cheat Sheet *(Form #2)*
- ❑ Secured Votes
- ❑ Posted Results
- ❑ Posted a "Write-in Tally Sheet" *(if applicable)*
- ❑ Put Voting Booths away
- ❑ Removed all signs posted inside the polling location and placed them in the black election materials bag
- ❑ Removed the signs posted outside the location and stacked them near voting device and booths
- ❑ Completed ***ALL*** sections of the Election Protocol *(Form #9)*
- ❑ Prepared all materials for transport according to the instructions for **Transporting Materials Election Night** in the manual

_____ _____

Chief Judge **Precinct**

ELECTION PROTOCOL

Return this form Election Night in Bag #1-Official Election Returns

Date of Election: _____ **Precinct Number:** _____

Polling Location Name: _____

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:

_____ _____ _____

_____ _____ _____

_____ _____ _____

BALLOT ACCOUNTING

A. _____ Total Ballots Delivered *(From Ballot Accounting Form w/Ballots)*

B. _____ Votes cast on the M100 Scanner *(from the totals tape)*

C. _____ Provisional Ballots Cast

D. _____ Spoiled Ballots

E. _____ Abandoned Ballots

F. _____ Used Ballots *(B+C+D+E=F)*

G. _____ Ballot Stubs *(line F and line G should be the same)*

H. _____ Unused Ballots *(Subtract line F from line A)*

I. _____ iVotronic Votes Cast *(Staff **MUST** see # for election night results - Enter "0" if no votes were cast on the iVotronic)*

J. _____ TOTAL VOTERS FOR ELECTION *(B+C+I= List of Voters [Form #7] Total, + Provisional Voter List [Form #13] Total)*

VOTING DEVICE REPORT

A. Zero tapes were signed and posted for each voting device: Yes ❑ No ❑

B. Zero display was verified on iVotronic Yes ❑ No ❑

C. Did polling location open at 7:30 a.m.? Yes ❑ No ❑

If not, what time was polling location open and explain why: _____

_____

_____

_____

D. Did polling location close at 7:30 p.m.? Yes ❑ No ❑

If not, what time was polling location closed and explain why: _____

_____

_____

E. What time did the last voter vote? _____

F. Did voting devices malfunction? Yes ❑ No ❑

Nature of problem and repairs made: _____

_____

_____

_____

RECORD SEAL NUMBERS

A. _____ iVotronic *(seal to open doors)*

B. _____ Communication Pack

C. _____ M100 PC Card *(seal remains intact until closing)*

D. _____ Ballot Transport Box(s)

_____

E. _____ Write-in Ballot Transport Box *(if applicable)*

F. _____ Bag #1- Official Election Returns

G. _____ Orange Provisional Ballots Bag

H. _____ Blue "Elections" Bag

COMMENTS OR EXCEPTIONS REPORTING

Please list any events of the day that were out of the ordinary, any comments, or suggestions (use the back side of this page if needed): _____

_____

CERTIFICATE OF RETURNS *(Must sign after form is completed at the end of the night)*

We, the undersigned duly appointed Election Officials, certify and attest the above information is true and accurate to the best of our knowledge. Pursuant to ***Arkansas Code Annotated §7-5-314,*** We further certify and attest that the Lists of Voters at this polling site contain an accurate and comprehensive record of the names of registered voters who voted non-provisional ballots, and their number is as follows:

_____ **Total Number of Voters on List of Voters (Form #7)**

In accordance with Arkansas Code Annotated §7-5-526, we have documented the time the voter last voted and the public counter on the M100 and iVotronic above.

Election Officials Signatures:

_____ _____ _____

_____ _____ _____

_____ _____ _____

CONTACT INFORMATION

☑ Poll Workers Election Day Number 340-8825
To Verify Voters for Poll Workers Only

☑ Election Commission Office.....340-8383
For equipment problems, procedure questions, missing supplies, questions or concerns about the polling place

Office Staff:
Bryan Poe, Director
Shawn Camp, Assistant Director
Tonya Washington, Administrative Assistant
Pam Walker, Voting Equipment Specialist
Amanda Dickens, Election System Analyst
Jody Dildy, System Administrator

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

PROBLEM RESOLUTION FORM

Date of Election: _____ **Precinct Number:** _____

SECTION 1

Name of Voter: _____ Date Of Birth: _____

Address of Voter: _____

Voter ID #: _____
(This number is located in the poll book – leave blank if voter is not listed in the poll book)

- ❒ Name missing from poll book
- ❒ Address Change *(Voter needs to fill out address change form)*
- ❒ No Proof of Identity(POI) provided *(provisional vote – not required to call clerk's office)*
- ❒ Must Show ID indicated on poll book, but voter is unable to provide current POI or additional ID *(provisional vote-not required to call clerk's office)*
- ❒ Early vote indicated on poll book *(provisional vote-not required to call clerk's office)*
- ❒ Absentee vote indicated on poll book *(provisional vote-not required to call clerk's office)*
- ❒ Other: _____

SECTION 2 (Information provided at Clerk's Office at 340-8825)

Name of Deputy Clerk: _____
(This is the name of the person who answers the phone)

Voter ID # *(if not listed above)*: _____
(Leave blank if the Voter ID# is listed above)

❒ Eligible to vote in this precinct (*Escort voter back to the front of the line and fill out voter information on the blank poll book page. These pages can be found attached in the back of the poll book and are also supplied separately*).

Ballot Number: _____

❒ Eligible to vote at a different polling location:

Correct Precinct Number: _____ Ballot Number: _____

Correct Polling Location: _____

Instruct voter to take yellow copy of this form to correct polling location to vote

❒ Ineligible to vote in this election
Reason given by deputy clerk: _____

❒ Provisional Ballot was given Reason: _____

_____
Chief Judge or Election Official's Signature

White Copy (Election Commission) *Yellow Copy (Voter)* **1/14**

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 vite 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

SPOILED BALLOT AFFIDAVIT

(A.C.A. §7-5-602 & §7-5-609)

Precinct Number: _____ Date: _____

Procedures

If a voter makes a mistake on their paper 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
   ⇨Place stub in the Ballot Stub Box
5. Initial the back of the ballot
6. Instruct voter to sign the Spoiled Ballot Affidavit
7. Write the voter's Ballot Style # on the form
8. Inform the voter that they can only be issued up to three (3) ballots *(the voter needs to sign the affidavit below each time they are issued a ballot)*

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

	Voter's Signature	Ballot Style #		Voter's Signature	Ballot Style #
1.			16.		
2.			17.		
3.			18.		
4.			19.		
5.			20.		
6.			21.		
7.			22.		
8.			23.		
9.			24.		
10.			25.		
11.			26.		
12.			27.		
13.			28.		
14.			29.		
15.			30.		

PCEC 2/10

#15

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.***

PCEC 3/10

ABANDONED BALLOT LOG

(Abandoned Ballot Procedures included - A.C.A. §7-5-309 & §7-5-522)

Precinct Number: _____ Date: _____

Procedures for the Two Types of Abandoned Ballots

- ***Voter Left Ballot in the M100 Scanner or did not Complete Vote on the iVotronic*** (***ALWAYS USE*** *two poll workers*)

M100 Scanner

1. Override the warnings
2. Cast the ballot
3. Fill out the Ballot Log below

iVotronic Touchscreen

1. Follow the procedures on your *Cheat Sheet*
2. Fill out the Ballot Log below

- ❖ ***DO NOT*** add this type to your ***ABANDONED BALLOTS*** total on the Election Protocol (Form #9)

- ***Voter Left Ballot Anywhere Else Besides the M100 Scanner (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 Election Protocol (Form #9)

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

PCEC 2/10

#17

VOTER ASSISTANCE FORM

(A.C.A. §7-5-310)

Precinct Number: _____ 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 marking the ballot according to the wishes of the voter
- **Procedures if the Person Assisting is Named by the Voter:**
  1. Complete Voter Assistance Form below
     - ⇨ The person named may assist the voter in marking the ballot according to the wishes of the voter
  2. Follow all regular voting procedures

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.

NAME OF VOTER	ADDRESS OF VOTER	ASSISTED BY:	POLL WORKERS
		1. . _____ 2. . _____	Yes ❑ No ❑
		1. . _____ 2. . _____	Yes ❑ No ❑
		1. . _____ 2. . _____	Yes ❑ No ❑
		1. . _____ 2. . _____	Yes ❑ No ❑
		1. . _____ 2. . _____	Yes ❑ No ❑

PCEC 2/10

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

Ballot Accounting Form

#19

5/20/2014 Preferential Primary/Nonpartisan General Election

Area: **J** Precinct: **20** **Lakewood UMC**

M100 PC Card Seal Number: **75832**

Ballot Style #	Beginning Serial #	Ending Serial #	Quantity	Ballot Style #	Beginning Serial #	Ending Serial #	Quantity
D15	0010501	0011000	500	**D16**	0011001	0011200	200
R12	0134001	0134500	500	**R13**	0134501	0134600	100
N14	0154501	0154600	100				
				Total Ballots Delivered			**1400**

POLL WORKER INSTRUCTIONS:

1. Verify ***ALL*** information above with each set of ballots *(Precinct, Polling Location, Ballot Style, Beginning and Ending Serial Numbers, and Quantity)*
2. Verify the M100 PC Card Seal Number *(Equipment Clerk needs to verify)*
3. Record the total ballots delivered on the **ELECTION PROTOCOL** *(FORM #9)* in the **Ballot Accounting Section Line A**
4. Return this form with your election materials in **Blue "Elections" Bag** with your filled out forms

White Copy ***(Warehouse)*** **Yellow Copy** ***(Main Office)*** **Pink Copy** ***(Ballots)***

PCEC 1/14

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

Precinct: _____ Date: _____

Poll Watcher Procedures

A candidate cannot be a poll watcher at a polling site on Election Day, except for tabulation. 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. *(Listed on back of this form & on the Provisional Envelope).*

*****Voter must be challenged by poll watcher before signing the Poll Book*****

1. Ask for the Poll Watcher's Authorization Form
2. Verify the Authorization Form – if any of the following items are missing the poll watcher may be denied entry to your location:
   - ⇨ 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

NAME OF POLL WATCHER	REPRESENTING	TIME IN	TIME OUT

Turn Over for Poll Watcher Rules ➡

Revised 1/12 ***PCEC***

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 voter signs the precinct voter registration list
  - ⇨ Poll watcher must complete a "Provisional Ballot Form" (*located on the provisional ballot envelope)*, and can only challenge on the grounds that the voter is not eligible to vote in the precinct or that the voter has previously voted at that election *(listed on the provisional 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 Chief Judge 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

Filed
Circuit/County Clerk
03/10/10 15:26:11

#22

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

PCEC 3/10

SAMPLE

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

SAMPLE

ID REQUIREMENTS FOR ARKANSAS VOTERS #23
(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 1/14

MARKING YOUR BALLOT TO VOTE #24

Use ***ONLY*** the Pen Provided to Mark your Ballot

➢ Voting for a Candidate/Issue that Appears on the Ballot

1. Fill in the Oval to the ***Left*** of Your Choice Completely

Chocolate Ice Cream
Vanilla Ice Cream
Strawberry Ice Cream

➢ Voting for a Write-In Candidate

1. Fill in the Oval to the ***Left*** of the Blank Write-In Line
2. Write in the Name of a ***Valid Candidate*** on the Blank Line

Bugs Bunny
Fred Flintstone

George Jetson _____(Write-In)

DO NOT *vote for a write-in candidate* ***AND*** *a candidate whose name appears in the same race on the ballot, this would be considered an* ***OVERVOTE*** *and* ***NEITHER*** *vote will count.*

Please Return your Ballot to the Poll Worker and Request another, if you should make a **MISTAKE** marking your Ballot.

(Pursuant to State Law A.C.A §7-5-602, A Poll Worker can Spoil up to Two Ballots; the Third Ballot Must Be Voted)

PCEC 2/10

NOTICE OF ELECTIONEERING #25

(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

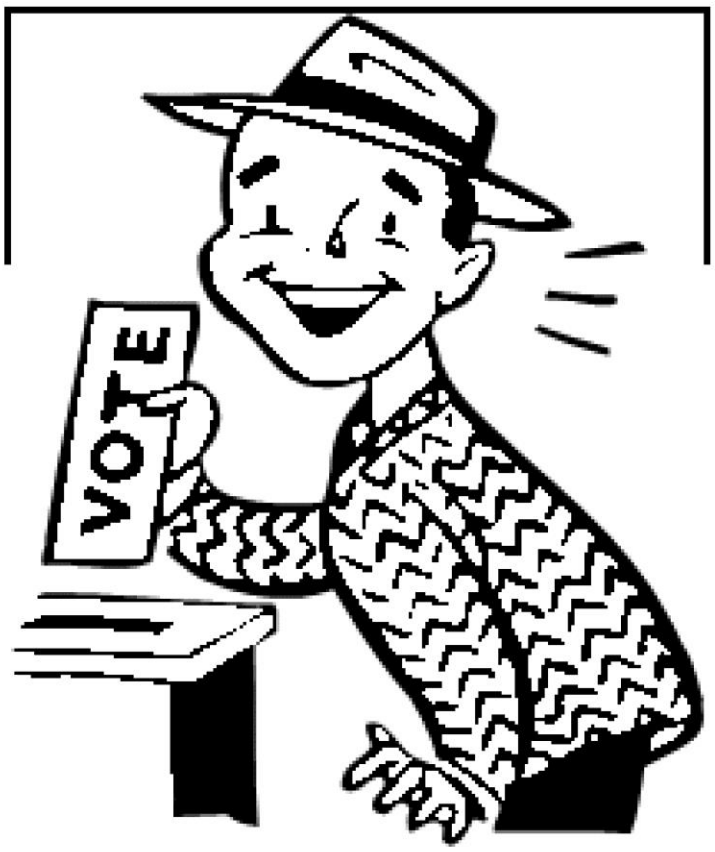
Thank You So Much for Your Cooperation

Pulaski County Election Commission

PCEC 2/10

#26

VOTE HERE



#27

Voter Entrance

PCEC 2/10

☑ IMPORTANT

More Ballots are in Compartment "B"

⇨ Unlock Compartment "B" of the M100 Scanner with the Blue Key to Remove the Remainder of the Ballots

#29

INSERT BALLOT IN
SLOT BELOW

PCEC 1/12

Disability Rights Center and Media List

Precinct: _____ Poll Name: _____ 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.		

Revised 1/12 *PCEC*

DISABILITY RIGHTS CENTER GUIDELINES

The Disability Rights Center visits polling locations on Election Day 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

BLANK POLL BOOK PAGE

#31

Blank Poll Book Page (Supplemental Sheet) - Substitute Page for the Real Poll Book Page

The Blank Poll Book Page is completed when a voter is authorized to vote at your location, and his/her name is not in the Poll Book

❖ Reason to *USE* the Blank Poll Book Page

- ❑ The Blank Poll Book Page is used after a Problem Resolution Form has been completed, and the Voter Registration Office has confirmed the voter's eligibility to vote in the election

⇨ *If the voter gives you a Problem Resolution Form they received from another Polling Location and the his/her name is missing in the Poll Book, you will fill in the information on the Blank Poll Book Page*

⇨ *All of the information you will need to complete the Blank Poll Book Page will be on the Problem Resolution Form*

❖ Reasons *NOT* to use the Blank Poll Book Page

- ❑ ***DO NOT*** use the Blank Poll Book Page if the Voter's Name is in the Poll Book
- ❑ ***DO NOT*** use the Blank Poll Book Page if the Voter Needs to Vote a Provisional Ballot
  - ➢ Provisional voters sign the affirmation on the Provisional Ballot Envelope and their name is entered on the Provisional Voter List

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CONTACT NUMBERS

- ☑ Poll Workers Election Day Number.....340-8825
  To Verify Voters for Poll Workers Only
- ☑ Election Commission Office 340-8383
  For equipment problems, procedure questions, missing supplies, questions or concerns about the polling place

BLANK POLL BOOK PAGE

IF YOU SIGN THIS FORM AND YOU ARE NOT A LAWFULLY REGISTERED VOTER, YOU ARE MAKING A FALSE STATEMENT AND MAY BE COMMITTING PERJURY. PERJURY IS PUNISHABLE BY UP TO A $10,000 FINE AND UP TO 10 YEARS IMPRISONMENT.

Date of Election: _____ *****DO NOT complete this Page for Provisional Voters***** **Precinct:** _____

Voter ID #	**Ballot Style	Voter's Printed Name *(please print clearly)*	Address	DOB	Voter's Signature	Name of Deputy Clerk that Authorized Vote
		❑ ✓ if ID Provided				
		❑ ✓ if ID Provided				
		❑ ✓ if ID Provided				
		❑ ✓ if ID Provided				
		❑ ✓ if ID Provided				
		❑ ✓ if ID Provided				
		❑ ✓ if ID Provided				
		❑ ✓ if ID Provided				
		❑ ✓ if ID Provided				
		❑ ✓ if ID Provided				

*****Include the "D", "R", or "N" in front of the Ballot Style Number for Primary Elections and Primary Runoff Elections*****

PCEC 1/12

#32

CROSSOVER VOTING IS A CRIME

VOTERS:

It is a misdemeanor, punishable by up to one year incarceration and a fine of up to $2,500, for a person to vote in the preferential primary of one political party and the general primary (runoff) of another.
[A.C.A. §§7-1-103(a)(19)(B), (b)]

POLL WORKERS:

It is a felony, punishable by up to six years incarceration and a fine of up to $10,000 for a poll worker to knowingly permit a person to vote other than his or her legal ballot or fraudulently permit a person to vote illegally.
[A.C.A. §§7-1-104(a)(13), (14), (b)]

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Pulaski County Election Commission

501 West Markham, Suite A
Little Rock, Arkansas 72201
Phone: (501) 340-8383
Fax: (501) 340-6024

Board Members
Leonard A. Boyle, Sr., Chair
Phil Wyrick
Chris Burks

MEETING NOTICE

DATE:	January 22, 2014
TO:	Election Officials and Pulaski County Voters
FROM:	Bryan Poe Director of Elections
SUBJECT:	Meeting Dates to Review Provisional Ballots for the 3/11/14 Pulaski Tech Millage Election

The PULASKI COUNTY ELECTION COMMISSION Will Conduct an Initial Review of Provisional Ballots on:

⇨ **Thursday, March 13, 2014 at 1:00 p.m.**

Election Commission Office
Pulaski County Regional Building Suite A
501 W. Markham, Little Rock

The PULASKI COUNTY ELECTION COMMISSION Will Conduct a <u>FINAL HEARING</u> on the Disposition of Provisional Ballots on:

⇨ **Friday, March 21, 2014 at 12:00 p.m.**

Election Commission Office
Pulaski County Regional Building Suite A
501 W. Markham, Little Rock

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.

County Clerk *(Voter Registration Office)*: Under the Arkansas Constitution the county clerk is the permanent registrar of voters for each county in the state. The County Clerk (permanent registrar) registers qualified applicants when a legible and complete voter registration application is received and acknowledged by the permanent registrar. The permanent registrar notifies applicants whether their applications are accepted, rejected, or incomplete. If any required information is missing from the voter registration application, the permanent registrar contacts (if possible) the applicant to obtain the missing information.

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.

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.

List of Voters: Poll workers record the name of every person who voted a non-provisional ballot at the poll on the List of Voters *(Form #7).*

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.

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.

Poll Book (Precinct Voter Registration List): This is the computerized list of eligible voters within a specific precinct. Voters will sign this book after identification is complete before being given a ballot. In Primary elections, the election official records the party choice of a voter (D or R) on this list.

Polling 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.

Problem Resolution Form: Poll workers should complete a Problem Resolution Form to direct a voter to the proper poll when a voter is at the wrong poll according to the county clerk's office. Completion of the form will expedite matters for both the voter and poll workers at the voter's correct poll.

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 and/or considered by special procedures to record a vote when there is some question concerning a voter's eligibility or compliance with certain statutory requirements. Provisional ballots are counted upon verification of a voter's eligibility or compliance with those statutory requirements.

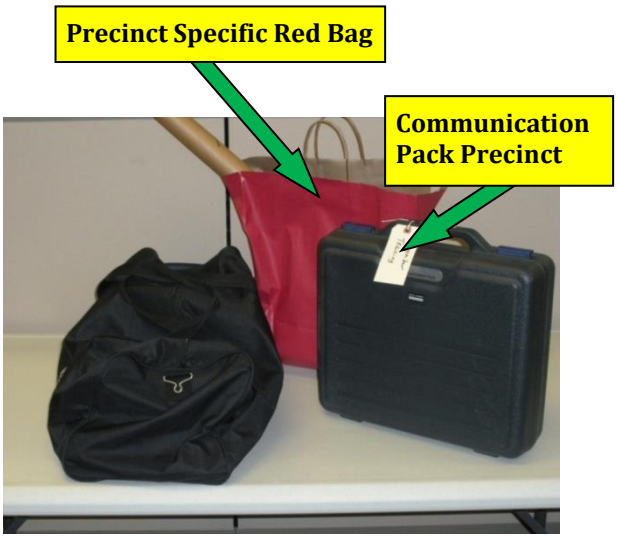
Provisional Voter List: Poll workers record the names and addresses of all persons voting a provisional ballot on the List of Provisional Voters

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

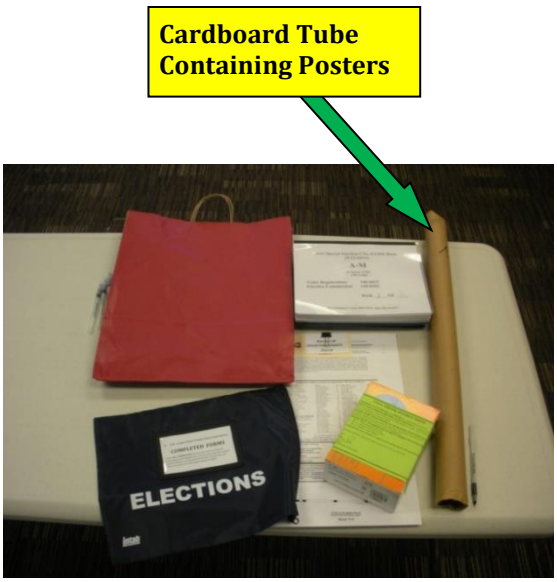
Special Election: An election held at a time other than a regularly scheduled election; or is needed to fill vacancies or to approve any measure.

ILLUSTRATIVE EXAMPLES

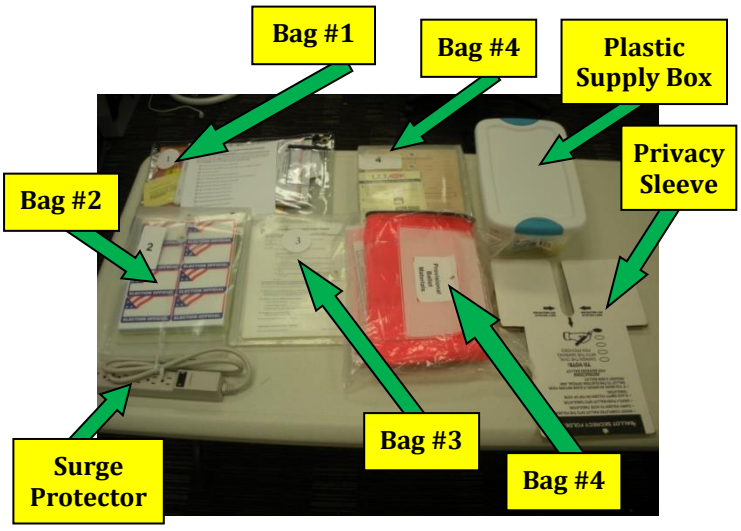
⇨SECTION #1: ELECTION DAY MATERIALS AND SETTING UP POLLING LOCATION



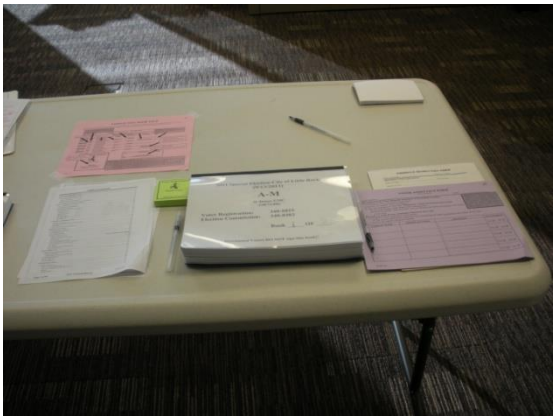
#1 Chief Judge Materials to pick up



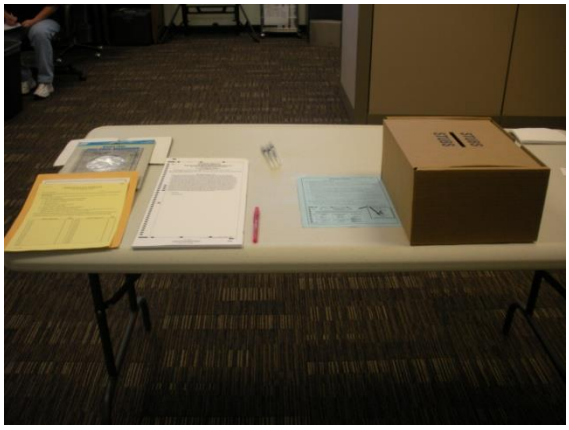
#2 Precinct Specific Red Bag Materials



#3 Black Supply Bag Materials

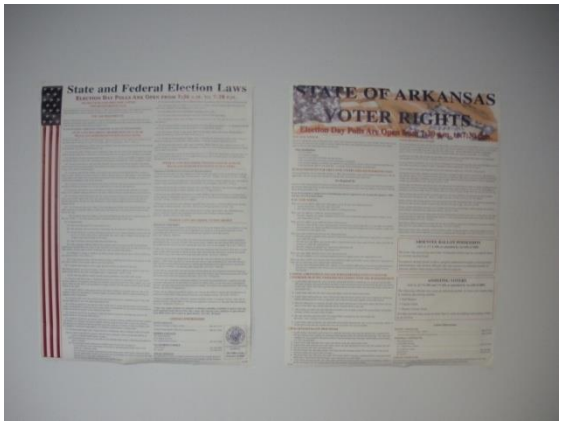


#4 ID Table Set up



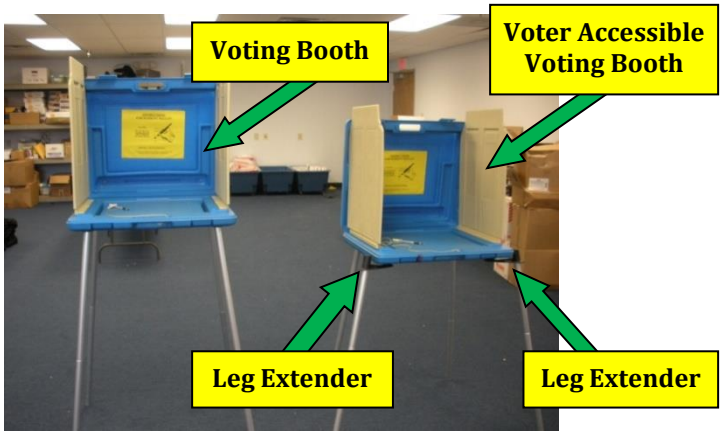
#5 Ballot Table Set up *(one ballot style)*

#6 Vote Here Sign *(post by road to direct the voters to the Entrance)*



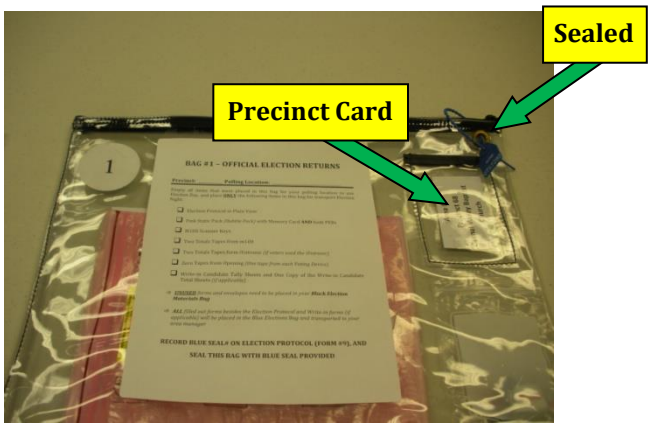
#7 State and Federal Election Law *(in cardboard tube)*

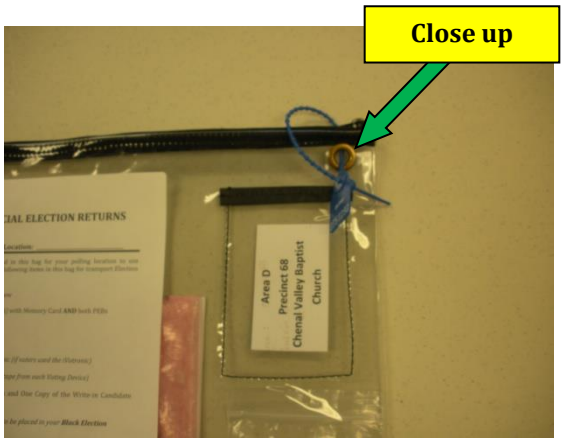
#8 Carrier Case for Voting Booth



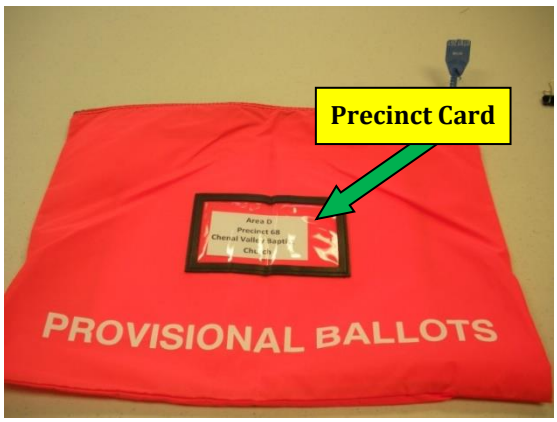
#9 Voting Booths Set up for Voters

⇨ SECTION #2: TRANSPORTING MATERIALS ELECTION NIGHT

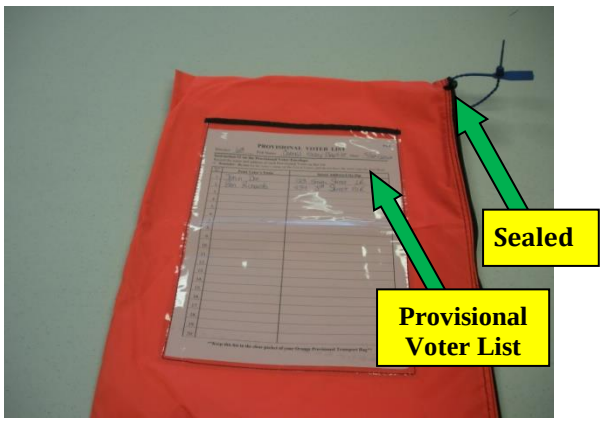




#10 Bag 1 – Election Returns Bag

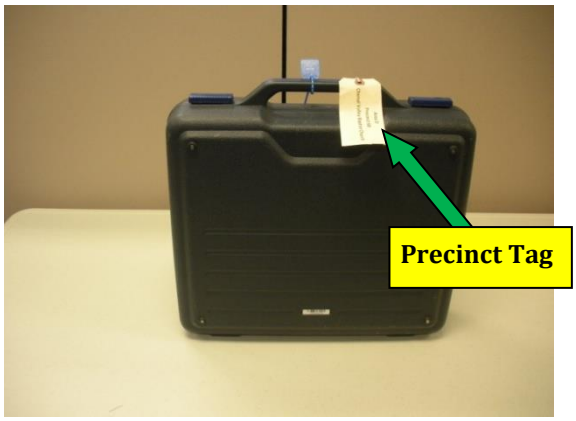


#11 Front of Provisional Ballot Bag



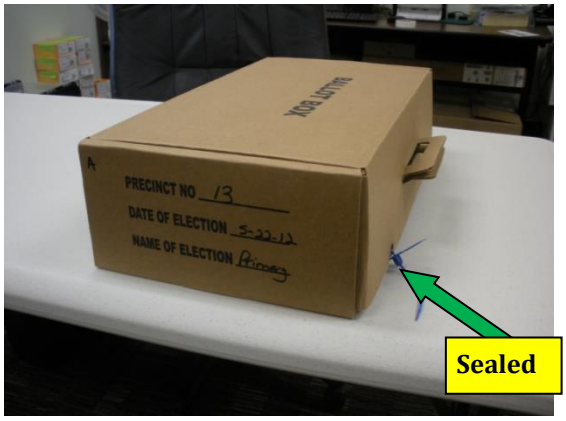
#12 Back of Provisional Bag

#13 Black Materials Supply Bag



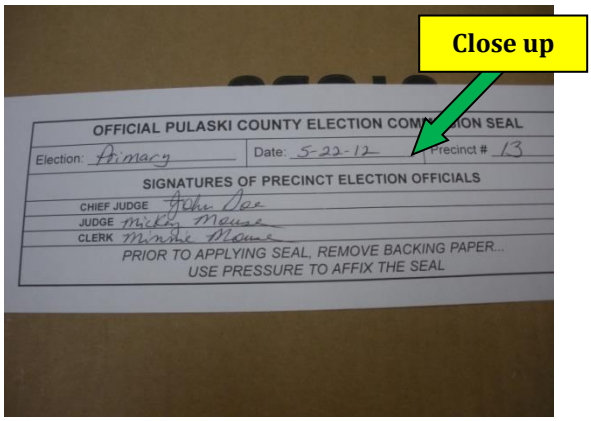
#14 Communication Pack, labeled and sealed

#15 Election Forms Bag



#16 Ballot Transport Box

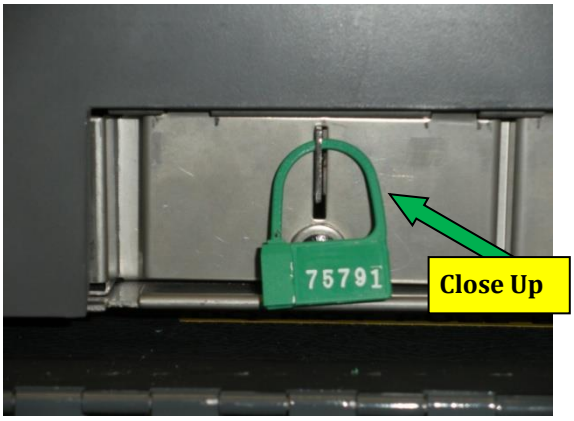
#17 Ballot Stub Box



#18 Items to Transport to Headquarters

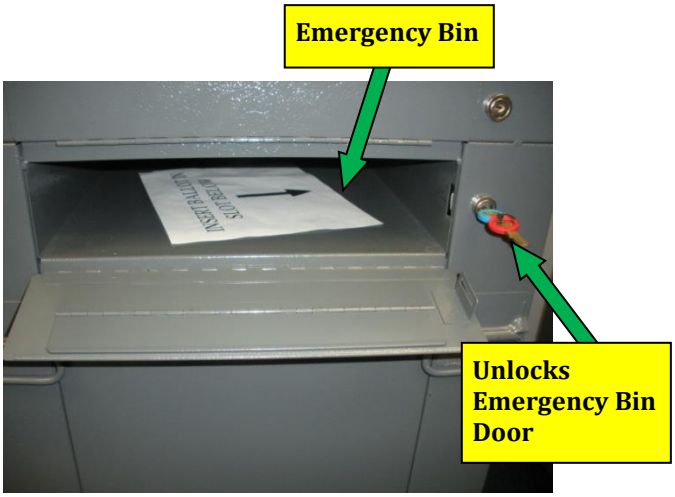
⇨SECTION #3: VOTING EQUIPMENT

Staff will refer to this section when troubleshooting voting equipment

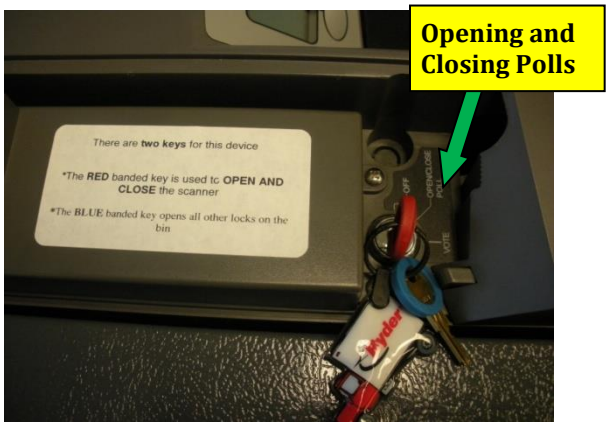


#19 M100 PC Card Seal

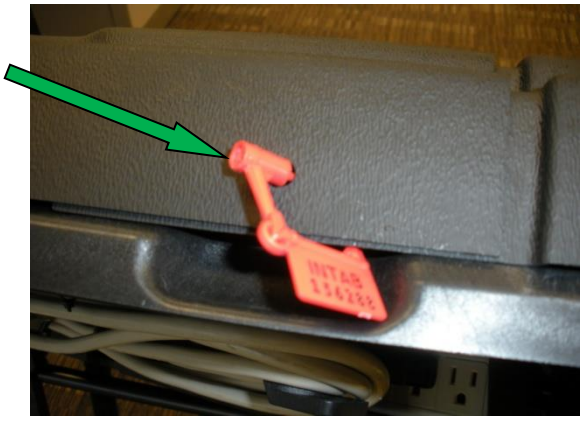
#20 M100 Scanner Head plug up



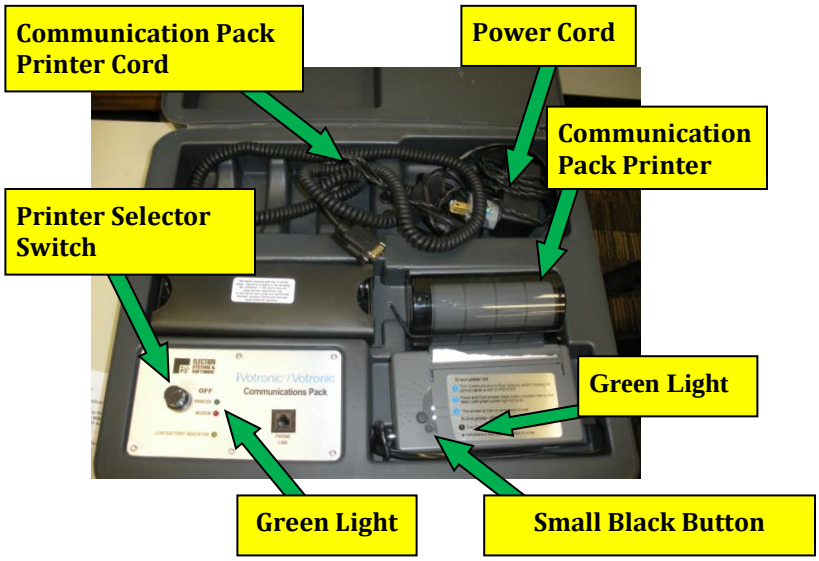
#21 M100 Emergency Bin



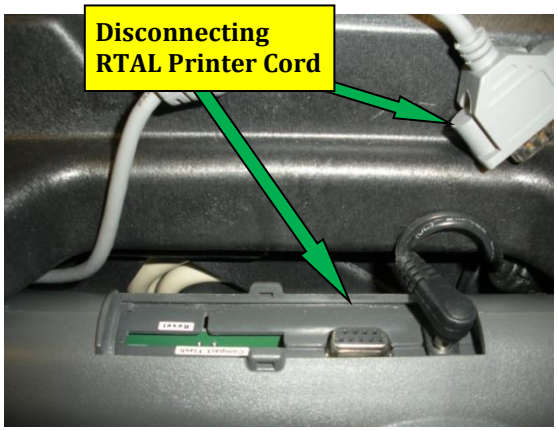
#22 M100 Opening and Closing Polls



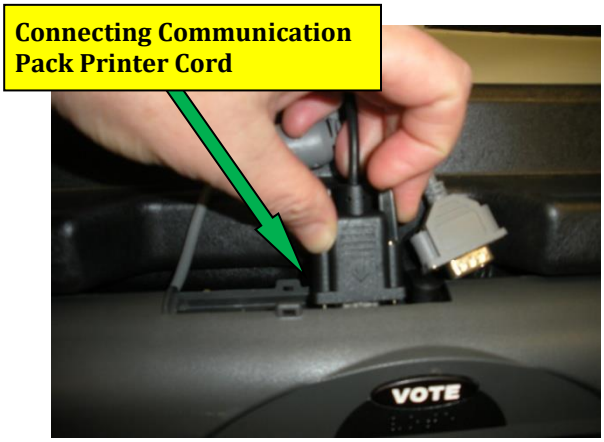
#24 iVotronic Seal *(top of iVotronic)*



#25 iVotronic Communication Pack



#26 RTAL Printer Cord
(Top of iVotronic)



#27 Communication Pack Printer Cord

#28 Troubleshooting iVotronic

#29 Troubleshooting iVotronic