



**Sandusky County
(New) Election Officials Training
November 8, 2022 General Election**

SECTION 1 – WELCOME

A. Welcome and Thank You For Serving:

Thank you signing up to be a Precinct Election Official / Poll Worker.

**Everyone has been provided a copy of the training manual. The material we will be covering is available in the training manual if you would like to follow along with the material or take notes.

If you have received a letter that asks you to be a substitute worker you may still be assigned to a precinct on or before Election Day. If you aren't assigned for this election, please don't let it discourage you from signing up again for the next election. Quality Precinct Election Officials are needed for **every** election.

Now we will cover the overall responsibilities that are required when serving as an election official.

- Election Officials are the front line for conducting elections. It can't be done without YOU!
- Conduct a fair and impartial election.
- Assist voters.
- Work as a team.
- Ensure that every voter is given an opportunity to vote.
- Ensure that all forms, ballots, and voting machines remain available, safe and free from tampering.
- Deal with difficult or special situations as the need arises.
- We currently have a total of 232 election officials / voting location managers, plus subs. 58 precincts, 58 voting location managers and 21 polling locations countywide, along with 21 administrators who look over the ballot scanners.
- You may want to take a few minutes the day before the election to review the materials we cover during the training. It will be very beneficial to you for Election Day.
- *Don't get overwhelmed during the training.* It is a lot of material that we cover in a short period of time. Remember that there are no locations that don't have at least one veteran election official who knows what to do, plus, we are just a phone call away.

SECTION 2 – GENERAL PRECINCT ELECTION INFORMATION

A. Election Official Pay:

- Be sure to sign the attendance roster sheet before the end of the night. Voting location managers receive \$130 (\$120 regular PEO pay, plus \$10 to pick-up supplies), plus mileage. Precinct election officials receive \$120. Everyone who attends training is paid \$15.
- If you are a precinct election official asked to ride back to the office on election night with a Voting Location Manager, you will receive an additional \$5. **MAKE SURE TO COMPLETE THIS ON THE BOTTOM PORTION OF THE PAYROLL SHEET**
- You must complete a W-9 in order to receive your pay. If you have not completed a W-9, please do so as soon as possible so that your pay is not held up.
- Please allow up to three weeks after the election to receive your pay.

B. Voting Location Managers:

- Chosen by the most recent Gubernatorial Election.
- Must pick up supplies the day before and return on election night.
- Assign jobs for the day, breaks, etc.

C. Precinct Election Officials and Voting Location Managers:

- Work as a team to set-up / tear down the precinct and outside signs, flags, etc.
- Work closely with other members of your precinct and/or location to process voters.
- Assist voters in a courteous and respectful manner.
- Verify and sign all forms as necessary.
- Take the oath and sign.
- Sign the attendance roster sheet to receive your pay.
- Ensure the security of the ballots, supplies and other materials.
- Record important information as necessary.
- Post official voter registration list (four-part list) at 6:30 am, 11:00 am, and 4:00 pm. (The last one at the end of the night can either be posted and left in the polling location or discarded).
- Check voter ID's.
- Supervise the use of the signature poll book. If anyone witnesses another election official allowing folks to vote without showing ID, please let us know immediately!
- Conduct the election properly and lawfully.

D. Election Official Conduct:

- Arrive on time to your polling location by 6:00 am.
- Let us know *as soon as possible* if you are unable to work for any reason.
- Treat voters and fellow workers with dignity and respect.
- Do not distract voters from their business at the polls. If there is a lot of conversation going on at your table, it has to stop when a voter approaches. The voter comes first!
- Remain calm – even when you really don't want to. The way we respond to angry / disgruntled voters will dictate how the remainder of the interaction goes.
- Your behavior sets the tone for the polling place.
- Please treat people (voters and fellow election officials) the way you expect to be treated. Be welcoming to new election officials.

E. Unacceptable Conduct:

Under NO circumstances may an election official ...

- Talk politics in the polling location.
- Campaign or attempt to influence voters or other election officials.
- Wear or distribute campaign literature or paraphernalia.
- Refuse to enforce election laws, including refusing to check ID's for folks you know.
- Refuse to allow a voter access to a ballot (whether a regular ballot or provisional). It is **NEVER** acceptable to tell a voter that he/she *cannot* vote.
- Gossip. Gossiping about a voter, a fellow election official, etc. will not be tolerated.
- Have food/drinks on or near the table where the books, ballots, etc. are located.
- Use of electronic devices is PROHIBITED (the only person using a phone should be the person who is calling the Board of Elections office and/or for emergency purposes).
- Sending voters to another location / precinct without first calling the Board of Elections to verify. You **MUST** call to verify. You must call to verify precinct. It is not fair to voters whose ballot doesn't get counted because you sent them to wrong location.

SECTION 3 – SAFETY AND SECURITY

A. Safety:

- See something, say something...
- Don't wait for a situation to get out of hand before you call for help.
- Be alert at all times.
- Any signs of a weapon should dictate an immediate call for assistance – not a panic call, nor a 9-1-1 call. Remember, Ohio is an open carry state with restrictions for most places of worship, government buildings, schools, and establishments that have a liquor permit. A quiet phone call to law enforcement should suffice. *DO NOT* escalate the situation.
- Strange behavior should dictate further investigating or a call for assistance.
- Engage the individual in conversation.
- Ask questions such as, “Are you here to vote today” or “How can we help you”?

- Be aware or alert of abandoned packages, book bags, etc.
- Be observant and keep your eyes open for anything that seems unusual.
- Suspicious persons who don't vote and spend time observing the polling location.
- People who ask unusual questions or show unusual interest.
- Vehicles that appear out of place or suspicious and cannot be accounted for by building management, employees, or election officials.
- People taking pictures of the polling place other than members of the media.
- People who are reluctant to identify themselves or who are obviously avoiding election officials.
- Packages left unattended that appear to be out of place.
- Confrontational individuals
- Don't get into an argument with the individual
- If an individual refuses to leave because of their attire, demeanor, comments, etc. call one of the numbers below for assistance. Let law enforcement deal with the individual. Again, determine if the situation warrants a 9-1-1 call or a call to the non-emergency law enforcement numbers.
- Be prepared for an emergency with a backup or exit plan.
- If something goes wrong inside of your polling location, what is your plan of action?
- Discuss and brief your plan with your team (other election officials). Discuss who would be in charge of grabbing ballots, books, etc. in case of evacuation.
- Remember to stay calm. Your actions will dictate that of those around you. If you panic, others will as well.

B. Evacuation of / Sheltering in Your Polling Place:

If you have to temporarily move into a basement or other location within the polling location (for a tornado warning as an example), DO NOT lock the doors to the polling location. If voters are present, they are permitted to take shelter with the PEO's and will be permitted to vote as soon as voting can resume.

- If you must leave your polling location due to an emergency (fire, tornado, bomb threat, etc.).
- DO NOT PANIC. Your safety and the safety of your co-workers and the voters is our first concern.
- Gather and secure the signature poll books and unused ballots (Including EV Cards).
- Go to a safe place, as instructed.
- If 911 needs to be called, ONE VLM should make the contact. Too many phone calls can disrupt the 911 service.
- **Please keep your cell phone handy for messages through the county's emergency management number. This will be a recorded message through your phone.**
- Once everyone is safe, contact the Board office at 419-334-6180.
- Tornado shelter information for each polling location has been added to your supplies

C. Security Procedures:

The Ohio Secretary of State has implemented additional security in boards of elections across the state. Counties throughout Ohio have been upgrading computer systems, locking down sensitive equipment, training in cyber security as well as taking physical security measures in their offices and voting locations. The standards that are being set are not optional, they are **mandatory** in order to help secure our democratic process.

- Following election laws of the State of Ohio.
- Be sure to use all of your locks. Call us if you have questions.
- Maintain control of all materials and supplies.
- Keep records updated at all times throughout the day.
- Document any incidents that may occur, such as a voter signing the book but not returning/casting their ballot, delays at your location, or any other event you think could have an impact on the election.
- Double check *ALL* materials to ensure you have the correct supplies and ballots for your location.
- Last, but not least, **TAKE YOUR TIME!**

D. In Case of Emergency:

- Emergency call for help 9-1-1
- **Non-emergency call for help**
- Sandusky County Sheriff's Department 419-332-2613
- Fremont Police Department 419-332-6464
- Clyde Police Department 419-547-9555
- Bellevue Police Department 419-483-4444
- Gibsonburg Police Department 419-637-2142
- Woodville Police Department 419-849-3020
- Green Springs Police Department 419-639-2211
- Board of Elections 419-334-6180
- We have added a Precinct Election Official group into the Sandusky County Emergency Notification system where you will be notified via phone, text or email should a situation arise that requires everyone to be notified quickly.

SECTION 4 – ELECTION PREPARADNESS

A. Prior to Election Day:

- Familiarize yourself with the polling location (travel time, parking, entrances, etc.).
- Review your training materials.

- If you are a voting location manager, be sure to write your absentees in the signature poll book the night before, check off the names on the four-part lists and call the other workers on your attendance roster. This is not an optional step, it is mandatory!!

B. If Your Precinct Begins to Run Low on Ballots:

- Call the Board of Elections *immediately* so that we can get more ballots to you. Be sure that if you are in a precinct with a split to let us know what particular split that you are low on.
(i.e.: school district)

C. Setting up the Precinct:

- If your precinct is not open when you arrive election morning (6 am), please call our office *immediately!*
- Unpack supplies, set up 2 small flags (100') from the entrance, one large flag outside, place signs outside near the driveway entrances or other places where voters can see them from the road. **(PLEASE NOTE: Please leave the EV Cards in the canvas bag unless and until you need to access them)**
- Break the 2 locks off of the top of the blue ballot box. Remove ballots. Open the slotted side of the box. Close the large door and place a new lock on the large door of the blue ballot box. There should be 3 locks remaining. Please place used locks back into the envelope they came from. **Call us for a new lock if it breaks during the am hours. If it happens when packing up, not much can be done. Just be sure to let us know by writing it down on the problems/issues sheet or when dropping your supplies off.**
- Double check **ALL** supplies to ensure that the right supplies/ballots are in the correct precinct.
 - If your precinct contains a split, please use extra care in double checking your supplies, specifically your ballots, to be sure you have the correct precinct and are giving voters the correct school split. The school splits are listed under each voter's name in the signature poll book, marked at the top of every page of the clerk's book, as well as, coded on the bottom of the ballot. Please **take your time** and **issue the correct ballots!**
- Set up the privacy dividers (already at the location) on the tables. Remember to keep them at least 6' from each other.
- If your precinct does not have tables/chairs set up before your arrival, please let us know.
- Set up an area near the provisional table and instruct voters to complete their envelopes and cast their ballot from that same area. This should help PEO's / provisional judges to keep an eye on voters with yellow envelopes so that those ballots are not put through the machine.
- Just before opening the polls, *everyone* in your precinct *must* take the oath that will be administered by the voting location manager. Hang the four-part list at 6:30 am, 11:00 am and at 4:00 pm. Last list can be thrown away at end of the night.
- Per Ohio law, your precinct needs to be up and running by **6:30 am**. *You MUST open at 6:30 am – not before or after.* If people are waiting to vote, they must wait until 6:30 am when the polls officially open.

SECTION 5 – MISCELLANEOUS ITEMS FOR ELECTION DAY

A. Observers & Journalists:

Observers may be in the polling locations for this election. To be permitted, observers must file an observer appointment prior to the election. You will be provided with information for any observers. All observers must be given the oath prior to observing. The oath will be located with the observer information.

Journalists are permitted inside the polling location as long as they are not causing a disruption and are not taking photos of ballots.

Please do not grant interviews to members of the press. It is preferred that they contact the board office.

- Please review your Quick Reference Guide for a complete listing of those permitted inside the polling location.

B. Challenges:

While challenging voters is an option under Ohio law, we highly recommend against it unless there is a way for you to have firsthand knowledge and proof that a voter would fall into one of the categories below. In the past we have had voters who were challenged, simply because their English was broken. This IS NOT a reason to challenge a voter and has the potential to become a court issue, so please don't do it unless you have proof to corroborate the accusation.

On Election Day, voters may be challenged ONLY by a PEO or VLM and only for the following reasons:

- The voter is not a resident of the precinct;
- The voter is not a resident of Ohio;
- The voter is not a US citizen; or
- The voter is not of legal voting age.

- Please review your Quick Reference Guide for additional information on challenges.

C. Voter Refuses to Vote in Correct Precinct:

- Voter is in the wrong precinct but insists on voting there.
- Phone call to board office to verify voter's address and correct precinct.
- Voter will have to vote provisionally if they refuse to go to their proper precinct.
- Election official will complete FORM 12-D and explain to voter that our board will most likely not count their ballot because they voted in the wrong precinct. Provide voter with the Provisional Ballot Notice when they are done voting.

D. Write-Ins:

Write-in candidates are typically someone who didn't file a petition on time or maybe had an issue with their petition, but did not have enough time to re-file. Therefore, they have decided to run as a write-in candidate. You will be provided with a list of candidates whose names don't appear on the ballot but can be written in on a blank line. You cannot offer the list to voters – it must be requested and is prohibited from being displayed. Voters may view the list, write names on a blank sheet of paper, or take a pic of the list. Voters cannot take it away from the election official table. If someone requests to see the list, it is a good idea to remind the voter that they must fill-in the bubble beside the line AND write the candidates name on the line provided on the ballot in order for that vote to be counted.

E. Spoiled Ballots:

A spoiled ballot is any ballot that a voter makes an error on and wants to do it over. Voters are permitted to receive up to 3 ballots.

- Voter returns a spoiled ballot. Give the voter a 'spoiled ballot' envelope and instruct the voter to seal the spoiled ballot inside the envelope. Be sure voter understands that they will only receive up to 3 ballots. At this point, they are on number 2.
- Voters are not permitted to take the spoiled ballot back to the table with them to use as a reference. They only receive the new ballot once the spoiled ballot is sealed.
 - Once the spoiled ballot is sealed up, place it into the blue ballot box. At that point, you may issue a new ballot and number. **Signature poll book (blue book)** - The second ballot number will be documented in the *smaller top box* of the signature line in the poll book (to the left side of the very first ballot number) If voter spoils another ballot, that number will be documented in the *smaller bottom box*.
 - **Clerk's book (red book)** – The second ballot number (the spoiled ballot number) will be documented in column C and if a third ballot is issued, that number will go into column D.

SECTION 6 – ACCEPTABLE IDENTIFICATION

A. Acceptable Forms of ID:

- Please review your Quick Reference Guide for a complete listing of acceptable forms of identification.
- Remember that you can accept an ID that has the voter's old address listed, as long as; **1.**The expiration of the ID has not passed, and **2.**The voter's *current* name/address is listed in the signature poll book
- EVERYONE shows an acceptable form of an ID or they vote provisionally. Again, refer to your Quick Reference Guide to review a complete list of acceptable forms of identification.
- Conceal and carry permits are also considered to be an acceptable form of identification.
- Remember that Ohio has changed the way it issues driver's licenses. There is temporary (or interim) documentation that can be used as proper identification for voting purposes.

GREEN BOOKS – If you are manning the green books, please be careful where you send voters. Please DO NOT ask for voter ID at green book table. This is done when voter arrives at their correct precinct table.

B. Processing Regular Voters with Photo ID:

- Greet the voter and ask “**what is your name and address?**”
 - This is required in order to ensure voters are in the correct location.
- Look up the voter in the signature poll book (**blue book**) show blue book and verify that the address is the same as the address stated verbally. Use the alphabetical tabs. Remember that the ID *does not* have to match what is in the book, as long as the book contains the voter’s updated information.

The voter will sign his/her name on their line of the signature poll book. The election official will write the ballot number **or**, E.V. and ballot type for anyone using the ExpressVote (they don’t have ballot numbers previously assigned) in the box on the far-right side of the voter’s line.

- The election official who is doing the clerk’s book (**red book**) will write the voter’s name and ballot number **or**, E.V. for anyone using the ExpressVote. If the voter is number 25, the ballot number will be recorded in the book on line 25 and the number ‘25’ is recorded in the first box.
- The election official passing out the ballots will give the voter their ballot and instruct them to fill in the ovals of each contest. **Please use care when detaching the ballots from the stubs.** You may want to fold it at the perforation before pulling apart. When ballots get torn, they don’t go through the machine properly.
- Instruct voters if there are **two sides** to the ballot. Voters will need to turn the ballot over to see the races and/or issues located on the back of the ballot.
- When they are done voting, they are instructed to place the ballot through the ballot scanner.

****A couple of notes regarding the May & November elections:

- If a voter only has one of the alternate forms of ID (ie: utility bill with correct address), they vote a REGULAR ballot. They will only be provisional if they don’t have ANY form of ID or for one of the other reasons we will discuss in the provisional section
- We still have an issue with provisional ballots going through the machine. Please keep an eye on those voters with a yellow envelope!
- Blue books were missing signatures. They were issued a ballot number, but they did not sign the blue / signature poll book.

- Provisional voters are required to sign the blue / signature poll book. There is a **designated section of the blue book** that is tabbed '**PROVISIONAL VOTERS**'. Precinct Election Officials must also record the provisional voter in the red / clerk's book.
- There were ballot numbers missing from the blue / signature poll books.
- Some voters signed on the wrong lines in the blue book. You must be sure that they are signing on the correct lines. Imagine if you come in to vote and when they find your name in the book, that someone has already signed. Although it wasn't an intentional act, it would be a bit alarming to that voter.
- One voter was permitted to sign for her husband. Per Ohio law, this is not permitted. Voters who want to have another person sign their name for voting purposes must file an Attorney – in Fact with the board of elections. If we have the form on file, there will be a note on the voter's record in the blue / signature poll book. If there is no notation, the voter **MUST** sign the book to the best of their ability and a precinct election official should print the voter's name next to the signature.
- When looking for voters in the blue book, please take your time! We had too many voters once again who were forced to vote a provisional ballot, when they were in fact listed in the blue / signature poll book. Take your time and if you are having trouble finding a voter in the book, please call the office to verify. This is also a mandatory step that precinct election officials must take before a provisional voter is issued a provisional ballot. We will discuss provisional voting in more detail later.

SECTION 7 – USING THE EXPRESSVOTE AND ADA ACCESSIBILITY

A. Using the ExpressVote:

All voters are welcome to use the ExpressVote instead of a traditional paper ballot if they so choose. Anyone who requests to use the ExpressVote will need election official assistance. All voters are welcome to use the ExpressVote instead of a traditional paper ballot if they so choose. It is **NOT ACCEPTABLE** to ask a voter if he / she is disabled. **ANYONE** can vote using the ExpressVote.

First, this machine takes a different type of ballot stock (also referred to as the ExpressVote card) and it will require that the correct precinct is chosen before the voter begins to vote their ballot. That's where you come in.

- Voter requests to use the ExpressVote machine.
- Look the voter up and process as you normally do, *except* you will need to write 'EV' where their ballot number would go. (ExpressVote ballot stock / ExpressVote Card is blank paper and doesn't have a pre-determined number assigned).

- Be sure to clip the cards back together, as these are loose pieces of ballot stock that we don't want floating around. As previously mentioned, please return the ExpressVote cards back to the canvas bag when not in use.
- Once voter is processed, you will take an ExpressVote Card over to the machine.
- The voter will load the paper in (unless they are unable to do so, which will require an election official to put it in).
- Once the card is loaded, press the 'SEARCH' button. A list of precincts (with splits where applicable) will appear on the screen.
- Press the correct precinct / split for the voter.
- Another screen will appear that asks if this is the precinct / split you want.
- Press 'ACTIVATE' button.
- Instruct voter that when the ballot comes out of the ExpressVote and they are content with their choices, they will take the ballot to the ballot scanner and place it on the top tray for their votes to be tabulated.
- After giving voting instructions, please step away from the voter for privacy.
- ADA Accessibility using the ExpressVote:
- Voters who have a disability and wish to use the ExpressVote may use the headphones and/or the pad.
- If applicable, the headphones (sitting in front of the machine) need to be plugged in.
- The pad (which contains braille) is attached to the side on a cord that comes around to the front of the machine for the voter to utilize.
- The same process is in place for these voters once they have completed the ballot. They will print the ballot and place it into the top tray of the ballot scanner for their votes to be tabulated.

B. Disabled Voters:

In General:

- Please watch for any cords or other tripping hazards in the location and move if they will cause a problem for voters or anyone else walking about.
- Make sure that there are paths wide enough for wheelchairs and / or walkers to move freely about the location.
- If you see someone who appears to need assistance, please offer assistance before grasping wheelchairs, walkers, canes, etc.

Assistance in the polling location:

- Voters sometimes need assistance with their ballots. They may bring another person with them to the polls to assist or they may ask the election officials for help. If a voter requests assistance with their ballot:
 - Two people (one from each party) must assist voter.
 - One person can read the ballot to the voter and the other can mark the ballot.

- You may only read what is printed on the ballot. You may not give your opinion, provide a cliff notes version or educate voter on the candidate/issue.
- Once the ballot is marked, use a privacy sleeve to transport the ballot to the machine (if voter requests).
- Do not discuss how the voter voted or make comments about why they needed assistance.

*****Curbside Voting:** As previously mentioned, we cannot refuse anyone the right to cast their ballot on Election Day – with or without a mask. Part of the solution for this is to have curbside voting available so that voters won't need to enter the polling location.

- Two people must assist - one person from each party.
- Take the signature poll book (blue book) out to the vehicle to check the voter's name, address and ID.
- Once signature is obtained, they may be given a ballot.
- Use the privacy sleeves provided when transporting the ballot back and forth.
- Return to the vehicle with the ballot and a pen for marking.
- Tell the voter you will be back in a few minutes to collect their ballot and put it through the machine. If they have someone else with them who can return the ballot and place it in the machine, that is acceptable.
- Do not discuss how the voter voted or make comments about why they needed assistance.

Handicap accessible machines: - was covered earlier. This is just a reminder that the machine is ADA accessible.

SECTION 8 –PROVISIONAL VOTERS

A. Provisional Voters:

A provisional voter is one who has moved and/or changed their name but did not update their voter registration, has no ID, or has been flagged as receiving an absentee ballot. All **valid** provisional ballots *do* get counted, so please do your part by making sure that voters complete the envelope correctly and are voting in the correct precinct / location. *****Do not** assign new PEO's to the provisional table without assistance.

NEW for this election – please try to seat provisional voters near the provisional table so that election officials can keep an eye out for voters putting their provisional ballot in the machine.

If any of the following events occur, the voter is sent to the provisional table:

- The voter's **address** has changed from what is in the signature poll book,
- The voter's **name** has changed from what is in the signature poll book,

- The voter has **NO ID**,
- The voter is marked as receiving an **absentee** ballot,
- The voter is **not found** in the signature poll book

➤ **If voter's address is different from the signature poll book:**

- Precinct election official will obtain **voter's name, DOB and current address** prior to calling the Board office
- Board of Elections will provide the correct precinct in which the voter must vote and the PEO is required to complete the **'Authorization to Vote Slip'** (green slip located in the front of the provisional folder)

If the *precinct is within your polling location*, send the voter to the correct precinct where they will be given a provisional ballot. If time allows, please escort the voter.

1. Voter completes the yellow provisional envelope
2. Voter returns with completed envelope and election officials will review to be certain everything is completed by using the template
3. Voter signs on the **provisional page** of signature poll book and PEO records the ballot number and party ballot chosen by voter.
4. Give voter ballot and instruct the voter that when they are done voting they are to fold the ballot and place it into the yellow envelope, seal it and return to the table. Once returned, envelope is placed in the slot of the blue ballot box.
VOTERS ARE NOT PERMITTED TO PLACE BALLOT INTO MACHINE!!!
5. Provide voter with the Provisional Ballot Notice (Form 12 H) when they are done voting

If precinct is located *elsewhere*, voter will take the slip to new location and be given a provisional ballot

****Please note that if a voter brings you a green slip, someone has already called to verify voter's correct precinct and you may proceed with issuing a provisional ballot.**

➤ **If voter's name is different from the signature poll book BUT the address is the same:**

- **Voter has legal documentation that confirms voter's new name**

1. Voter will complete Form 10-L
2. Election official verifies that everything is completed on the form and will complete the bottom portion
3. Voter will vote a regular ballot and sign their new name on their signature line
4. The completed Form 10-L goes into the slot on the ballot box

- **Voter does not have legal documentation**

1. Voter completes the yellow provisional envelope

2. Voter returns with completed envelope and election officials will review to be certain everything is completed by using the template
3. Voter signs on the provisional page of signature poll book
4. Give voter ballot and instruct the voter that when they are done voting they are to fold the ballot and place it into the yellow envelope, seal it and return to the table. Once returned, envelope is placed in the slot of the blue ballot box. Keep an eye on voters with a yellow envelope.

DO NOT ALLOW VOTERS TO PLACE BALLOT INTO MACHINE!!!

5. Provide voter with Provisional Ballot Notice

➤ **If voter has NO ID:**

1. Voter completes the yellow provisional (NO ID) envelope
2. Voter returns with completed envelope and election officials will review to be certain everything is completed by using the template
3. Voter signs on the provisional page of signature poll book
4. Give voter ballot and instruct the voter that when they are done voting they are to fold the ballot and place it into the yellow envelope, seal it and return to the table. Once returned, envelope is placed in the slot of the blue ballot box. Keep an eye on voters with a yellow envelope.

DO NOT ALLOW VOTERS TO PLACE BALLOT INTO MACHINE!!!

5. Provide voter with Provisional Ballot Notice

➤ **If voter has already been issued an absentee ballot:**

The signature poll book notes that voter has been issued an absentee ballot. Voter is permitted to vote a provisional ballot. If both the absentee and the Election Day ballots are received by the board, ONLY ONE ballot will be counted.

1. Voter completes the yellow provisional envelope
2. Voter returns with completed envelope and election officials will review to be certain everything is completed by using the template
3. Voter signs on the provisional page of signature poll book
4. Give voter ballot and instruct the voter that when they are done voting they are to fold the ballot and place it into the yellow envelope, seal it and return to the provisional table. Please keep an eye on voters with a yellow envelope. DO NOT ALLOW VOTER TO PUT BALLOT THROUGH MACHINE!! Once returned, envelope is placed into the slot of the blue ballot box.
5. Provide voter with Provisional Ballot Notice

REMINDER – ALL ABSENTEE BALLOTS MUST BE RETURNED TO THE BOARD OFFICE AND CANNOT BE ACCEPTED IN THE PRECINCTS

➤ **If voter is not found in the signature poll book:**

- Precinct election official will obtain **voter's name, DOB and current address** prior to calling the Board office
- Board of Elections will provide the correct precinct in which voter must vote and complete the 'Authorization to Vote Slip' (**green** slip located in the front of the provisional folder)

If the *precinct is **within** your polling location*, send the voter to the correct precinct where they will be given a provisional ballot

1. Voter completes the yellow provisional envelope
2. Voter returns with completed envelope and election officials will review to be certain everything is completed by using the template
3. Voter signs on the provisional page of signature poll book
4. Give voter ballot and instruct the voter that when they are done voting they are to fold the ballot and place it into the yellow envelope, seal it and return to the table. **DO NOT ALLOW VOTERS TO PLACE BALLOT THROUGH MACHINE!!** Once returned, envelope is placed in the slot of the blue ballot box
5. Provide voter with the Provisional Ballot Notice when they are done voting

If the precinct is located elsewhere, voter will take the **green** slip to new location and be given a provisional ballot

Provisional Envelopes:

- Instruct voter to complete the applicable yellow envelope (regular or no ID) and return it to provisional table.
- Once envelope is returned, election official(s) must look it over to be sure it has been properly completed **BEFORE** issuing the ballot. (Use those templates!).
- Whenever possible, please escort voter to the ballot table to retrieve the ballot, as well as, keep a watchful eye on voter as they finish voting and return their voted ballot to the blue ballot box. **DO NOT** allow those folks with yellow envelopes to place their ballots in the machine.
- Whenever a voter has a **YELLOW** envelope, they will **ALWAYS** sign in the provisional section of the signature poll book and they will **ALWAYS** return the voted ballot (sealed inside the envelope) to the blue ballot box.
- Provisional ballots ***ARE NOT*** to go through the machine.
- After voter has voted, they are to receive a 'Provisional Ballot Notice' (FORM 12-H) sheet which informs the voter how to verify that their ballot was counted or what to do if they are required to provide additional information to the Board of Elections before their ballot is counted.

Things to remember:

- No voter is **EVER** told that they cannot vote! If there are questions concerning a voter's eligibility, the provisional ballot verification process (through the Board office) will answer the key questions in order to count the ballot. Or not count if necessary

- DO NOT *assume* that you know where a voter is *supposed* to vote. You are REQUIRED to call the office to obtain the correct precinct / polling place information for the voter. Let's make EVERY provisional ballot count by getting folks to their correct precincts!
- Any voter with a yellow envelope will ALWAYS sign on the provisional page of the signature poll book. Remember, voters who have NO ID are issued a yellow envelope. Just because their name, address, etc. is in the signature poll book does not mean they sign on their regular line of the book – they MUST sign on the provisional page.
- Voters who have been issued a yellow envelope are **PROHIBITED** from placing their voted ballot through the machine.
- Please **take your time** and **call us** with questions. That's what we are here for! 😊

SECTION 9 – END OF ELECTION NIGHT

A. Almost Done – End of Night:

- **DO NOT** begin tearing down prior to 7:30 pm!!! **NOTHING** is to be shut off or torn down prior to 7:30 pm.
- Break the lock off of the blue ballot box and remove/separate everything that has been placed in it throughout the day.
- You should have 3 locks remaining.

ACCOUNTING SHEET

1. On the first line of the accounting sheet, record number of signatures recorded from the clerk's book (red book). This will be done for each party ballot, as well as, each split (if applicable).
2. Count the number of spoiled envelopes from the ballot box. Record on the SPOILED line of the accounting sheet.
3. Add the number of SIGNATURES + SPOILED and record that total on the line that says TOTAL BALLOTS USED.
4. Count the number of provisional envelopes from the blue ballot box. Record on the PROVISIONAL line of the accounting sheet. This number will stand alone and not be calculated with any other numbers. This will be done for each party ballot, as well as, each split (if applicable).

5. Count the number of EV cards used. Record on the NUMBER OF EV CARDS USED line of the accounting sheet. This number will stand alone and not be calculated with any other numbers. This will be done for each party ballot, as well as, split (if applicable).
6. The voting location manager and precinct election officials must then sign the accounting sheet and the voting location manager will record the date and time.

B. Packing Up:

- All provisionals, voter registration cards, spoiled ballots and all completed voter forms are to come back in the canvas pouch.
- All ballots (used, unused and ExpressVote cards) are to be returned in the blue ballot box.
- Be sure you have collected all of the ExpressVote cards from your table.
- Once you are certain that everything is in its place, you will place **1 lock** on the zipper of the canvas bag and **2 locks** on the blue ballot box. **You should have ZERO locks remaining.**
- Voting location managers – Be sure that the attendance roster, accounting sheet and checklist are completed and signed prior to returning to the board office on election night. All three documents can be returned in the envelope they came out of.
- Be certain that all forms are completed (oath page in signature poll book (blue book) also has an area to record the date and total number of signatures. The clerk's book (red book) contains a page in the front that needs to be signed and the total number of voters completed).
- Before you leave, you can hang the final four-part list or it may be discarded.
- Administrators will sign and have each voting location manager sign the tape that is printed at the end of the night from the ballot scanner.
- The voting location manager must be accompanied back to the board office by a member of the opposite party. Two managers and one precinct election official are permitted to come back in one vehicle. Please follow the traffic flow that the Sheriff's Department supervises.

Have a great Election Day and thank you for serving!! 😊