

OVAL OPTICAL SCAN
CENTRAL AND PRECINCT COUNT

**POLL BOOK CLERK
QUICK REFERENCE**

2016 Primary Election

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FREQUENTLY ASKED QUESTIONS

Why does an elector have to designate a party affiliation?

As of July 1, 2011, Idaho Code requires an elector to declare a party affiliation. This affiliation will determine the elector's eligibility to vote in a particular party's Primary Election. It does not affect the elector's ability to vote in any other election. Party Affiliation is part of the individual's registration data and is public record.

What are the recognized political parties in Idaho?

The four (4) recognized political parties in Idaho are the Constitution, Democratic, Libertarian and Republican Parties. An elector may affiliate with any one of these parties or may choose to affiliate with no political party (i.e. an unaffiliated voter).

What does "Unaffiliated" mean?

"Unaffiliated" simply means the individual is not associating with any political party.

Why is an elector required to select a party ballot?

As a result of a federal court decision in Idaho Republican Party v. Ysursa, the 2011 Legislature closed Idaho's Primary Elections so that only electors affiliated with a party may vote in that party's Primary Election. However, the Legislature gave each party the opportunity to open its Primary Election to electors from other political parties or those who are designated as "unaffiliated."

Each November prior to the Presidential Primary Election and Primary Election, each recognized political party in Idaho may notify the Secretary of State of their intent to open their Primary Election. If one of the recognized political parties opens their Primary Election, the elector may then have the option of selecting the ballot of a party other than the one with which the elector is affiliated. See *Primary Election Ballot Options* (on page 19) for an elector's 2016 Presidential Primary or Primary Ballot Options.

What if an elector refuses to affiliate with a party?

If an elector refuses to make a party affiliation selection, the elector will automatically be registered as an unaffiliated voter (i.e. a voter with no political party preference). This may limit the elector's participation in the Primary Election to the non-partisan ballot only. However, this will not affect the elector's ability to vote in any other election.

Can an elector change his or her party affiliation?

An elector who has affiliated with one of the four (4) recognized parties may change his or her political party affiliation to another party or become an Unaffiliated voter at any time **except** between the day after the close of candidate filing (March 11, 2016) and the Primary Election (May 17, 2016). However, if the elector is re-registering due to moving or a name change, the elector may select any party affiliation without regard to the elector's previous selection.

Electors with no affiliation or those who have registered as an unaffiliated voter may affiliate with one of the four (4) recognized political parties at any time including on Election Day.

What if an elector is given the party ballot requested by the elector, then the elector changes his or her mind and asks for a different ballot?

Once an elector has chosen a Presidential Primary election ballot or Primary Election ballot and the ballot choice is marked in the poll book, that ballot is the one the elector is entitled to vote. The elector is not allowed to return it and ask for a different party's ballot.

It is imperative that electors be informed about what is on the ballot – or more importantly, what is not on the ballot – before the elector makes his or her choice. Sample ballots for the parties and the non-partisan ballot are to be posted and made available for electors to look at prior to the time the elector appears before the poll book clerk to make a ballot choice.

If the elector makes a mistake in marking the ballot, the elector may receive another ballot by returning it to the issuing clerk. The elector will be given another of the same ballot type, he or she cannot be given a ballot for a different party.

What if an elector's name does not appear on the Poll Book?

First, determine if the elector is in the proper precinct and polling place. When their polling place has been established to be yours, every effort must be made through the County Clerk's Elections Office to substantiate registration credentials.

After contacting the County Clerk's Office and a clerical error has been found which resulted in an omission in the Poll Book, the qualified elector thus affected shall be allowed to vote. Manually record the elector's name and address in the Poll Book with the notation "clerical error – left off." Then continue with the normal issuing procedures. See Poll Book Page, Line 12, columns A & C.

If the elector is found not to be registered, the elector may register at the polls on Election Day. They should be directed to the registration table and Election Day Registration procedures should be followed as outlined in the Election Day Registration Manual. The elector should select a party affiliation or designate themselves as an unaffiliated voter. If

the elector does not select a party affiliation, they will automatically be designated as an unaffiliated voter.

When the elector appears before the Poll Book Clerk with a registration card stamped “residence verified,” the Poll Book Clerk enters the elector’s name and address along with the notation “election day registration” in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. Then continues with the normal issuing procedures. (34-408A, I.C.) See Poll Book Page, Line 13, columns A & C.

IMPORTANT: An elector registered with one of the four (4) recognized political parties may not change their party affiliation between March 11th and May 17th, 2016. An elector designated as "unaffiliated" may change their party affiliation at any time including on Election Day. However, an elector who is re-registering due to moving or a name change is treated as a new registrant and may select any party affiliation regardless of the party affiliation selection on a previous Registration Card or Party Affiliation Form.

Smith, Anne 1286 Territorial Hwy Anushtuben	<input type="checkbox"/> C <input checked="" type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> U	Anne Smith	42	<input checked="" type="checkbox"/> R <input type="checkbox"/> N	<input checked="" type="checkbox"/>		Clerical Error Left off
Smith, Paul 287 Market Place Way Anushtuben	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> U	Paul Smith	9	<input type="checkbox"/> D <input checked="" type="checkbox"/> R <input type="checkbox"/> N	<input checked="" type="checkbox"/>		Election Day Reg

What if an elector’s address does not appear in the Poll Book but shows “Protected” instead?

An individual whose address is missing in the Poll Book and has “Protected” under his or her name has been designated as an individual whose residence address is confidential. See Poll Book Page, Line 7, column A. **DO NOT** enter any address in the Poll Book for this elector. This elector like all other electors must show an *acceptable photo ID* (see "Identification Required" on page 15) or sign the Personal Identification Affidavit then sign the Poll Book prior to receiving the appropriate ballot(s). If there is any question regarding this individual’s registration, contact the County Clerk’s Election Office immediately.

IMPORTANT: Individuals with this notation have been accepted into either the Address Confidentiality Program for Victims of Violence in accordance with Title 19, Chapter 57, Idaho Code, the Address Confidentiality Program for Law Enforcement Officers in accordance with Title 19, Chapter 58, Idaho Code or who have shown good reason to the County Clerk and County Prosecuting Attorney to require his or her residence address to be deemed Confidential in accordance with 9-340C, Idaho Code.

7	SMITH, MARY PROTECTED	<input type="checkbox"/> C <input type="checkbox"/> D <input checked="" type="checkbox"/> X <input type="checkbox"/> R <input type="checkbox"/> U	Mary Smith Absentee Received (B2)	<input checked="" type="checkbox"/> R <input type="checkbox"/> N		010426974
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What if an elector's ADDRESS is different than what appears in the Poll Book?

No person shall knowingly sign his name in the Poll Book if his residence address is not within that precinct at the time of signing.

To determine if a clerical error has been made, first contact the County Clerk's Elections Office. If a clerical error is found and resulted in the incorrect listing of the elector's residence address in the Poll Book, the qualified elector thus affected shall be allowed to vote. Manually correct the elector's address in the Poll Book with the notation "corrected address." Then continue with the normal issuing procedures. (34-1106, I.C.) See Poll Book Page, Line 6, columns A & C.

If the residence address is incorrect because the individual has moved, determine if the elector is in the proper precinct and polling place. If it is determined that the elector is in the incorrect polling place, direct them to the correct polling place. If it is determined that their polling place is yours and they are qualified to vote, the elector may register at the polls on Election Day by providing proof of residence accompanied with a photo ID card. They should be directed to the registration table.

When the elector appears before the Poll Book Clerk with a registration card stamped "residence verified," the Poll Book Clerk enters the elector's name and address along with the notation "election day registration" in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. Then continues with the normal issuing procedures. (34-408A, I.C.) See Poll Book Page, Line 13, columns A & C.

6	SMITH, JAMES 197 MARKET PLACE WAY, ANYTOWN	<input checked="" type="checkbox"/> D <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> U	Jim Smith	15	<input checked="" type="checkbox"/> R <input type="checkbox"/> N		010426973	Corrected Address
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	Smith, Paul 287 Market Place Way Anytown	<input checked="" type="checkbox"/> D <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> U	Paul Smith	9	<input type="checkbox"/> R <input checked="" type="checkbox"/> N			Election Day Reg
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What if an elector's NAME is different than what appears in the Poll Book?

An individual whose name is different than what appears in the Poll Book, because it has been changed by either marriage or by court order and in all other respects are qualified to vote, may register at the polls on Election Day by providing proof of residence accompanied with a photo ID card. They should be directed to the registration table. (34-408A, I.C.)

When the elector appears before the Poll Book Clerk with a registration card stamped "residence verified," the Poll Book Clerk enters the elector's name and address along with

the notation "election day registration" in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. Then continues with the normal issuing procedures. (34-408A, I.C.) See Poll Book Page, Line 13, columns A & C. The Poll Book Clerk should also make the notation "Name change see page # - Election Day Registration" next to the elector's original registration entry. See Poll Book Page, Line 5, columns A & C.

IMPORTANT: An elector who is re-registering due to moving or a name change is treated as a new registrant and may select any party affiliation regardless of the selection on a previous Registration Card or Party Affiliation Form. Any elector who did not select a party affiliation by the 2012 Primary Election was automatically designated as "unaffiliated."

5	SMITH, HELOISE 234 E COSMIC ST, ANYTOWN	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input type="checkbox"/> U		<input type="checkbox"/> D <input type="checkbox"/> R <input checked="" type="checkbox"/> N	 010426972	Name Change - See 6's - Election Day Reg.
	Smith, Paul 287 Market Place Way Anytown	<input checked="" type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input type="checkbox"/> U	Paul Smith 9	<input type="checkbox"/> D <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> N	✓	Election Day Reg.

What if an elector has moved within the county and has failed to re-register?

With proof of residence accompanied with a photo ID, the elector may register at the polls on Election Day. They should be directed to the registration table. When the elector appears before the Poll Book Clerk with a registration card stamped "residence verified," the Poll Book Clerk enters the elector's name and address along with the notation "election day registration" in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. Then continues with the normal issuing procedures. (34-408A, I.C.) See Poll Book Page, Line 13, columns A & C.

IMPORTANT: An elector who is re-registering due to moving or a name change is treated as a new registrant and may select any party affiliation regardless of the selection on a previous Registration Card or Party Affiliation Form. Any elector who did not select a party affiliation by the 2012 Primary Election was automatically designated as "unaffiliated."

	Smith, Paul 287 Market Place Way Anytown	<input checked="" type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input type="checkbox"/> U	Paul Smith 9	<input type="checkbox"/> D <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> N	✓	Election Day Reg.
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What if an elector has moved into the county and did not register prior to the registration cutoff?

With proof of residence accompanied with a picture I.D., the elector may register at the polls on Election Day. They should be directed to the registration table. When the elector appears before the Poll Book Clerk with a registration card stamped "residence verified,"

the Poll Book Clerk enters the elector's name and address along with the notation "election day registration" in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. Then continues with the normal issuing procedures. (34-408A, I.C.) See Poll Book Page, Line 13, columns A & C.

IMPORTANT: An elector who is re-registering due to moving or a name change is treated as a new registrant and may select any party affiliation regardless of the selection on a previous Registration Card or Party Affiliation Form. Any elector who did not select a party affiliation by the 2012 Primary Election was automatically designated as "unaffiliated."

Smith, Paul 287 Market Place Way Amateur	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> U	Paul Smith	9	<input type="checkbox"/> D <input checked="" type="checkbox"/> N <input type="checkbox"/> N	✓	Election Day Reg
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Is a photo ID required at every election?

Yes, Idaho Code requires each elector to either show an acceptable photo ID or sign a Personal Identification Affidavit prior to voting at any election. (34-1106, Idaho Code)

Acceptable forms of ID are:

- 1) An Idaho driver's license or identification card
- 2) A U.S. passport or Federal photo identification card
- 3) A tribal photo identification card
- 4) A current student photo ID, issued by an Idaho high school or post-secondary educational institution

What if an individual does not have one of the acceptable forms of identification?

An elector must either show an *acceptable photo ID* (see "Identification Required" on page 15) or sign the Personal Identification Affidavit prior to voting. If an individual does not have one of the acceptable photo ID's, the individual must complete and sign the Personal Identification Affidavit prior to being issued the appropriate ballot(s). No elector is to be turned away or not allowed to vote for not having one of the acceptable forms of identification as long as the elector signs the Personal Identification Affidavit. Every elector that appears to vote should be allowed to vote unless they do not meet the legal qualifications. If the elector signs the Personal Identification Affidavit in lieu of showing acceptable photo identification, the Poll Book Clerk will make the notation "Affidavit" in the remarks column to the right of the elector's signature. (34-1113, I.C.) See Poll Book Page, Line 11, column C.

11	SMITH, ZENA 234 E COSMIC ST, ANYTOWN	<input type="checkbox"/> C <input checked="" type="checkbox"/> X <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> U	Zena Smith	84	<input checked="" type="checkbox"/> D <input type="checkbox"/> R <input type="checkbox"/> N	✓		010426978	Affidavit
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What if an individual asks if another elector has voted?

No judge or clerk shall communicate to anyone, including spouses, watchers and challengers, any information as to the name or number on the Poll Book of any elector who has not applied for a ballot, or who has not voted at the polling place. (34-1110, I.C.)

Who can challenge an entry in the Election Record and Poll Book?

Besides the Election Board and the persons authorized by the County Clerk to serve as challengers, any registered elector may challenge the entry of an elector's name as it appears in the Poll Book. Such a challenge will be noted in the remarks column following the elector's name stating the reason, such as "died," "moved," or "incorrect address." The individual (i.e. designated challenger, elector or Election Clerk) making the challenge shall sign his name following the entry. (34-431, I.C.) See Poll Book Page, Line 2, column C.

2	SMITH, CLARENCE 234 E COSMIC ST, ANYTOWN	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input type="checkbox"/> R <input checked="" type="checkbox"/> X	C. Smith	110	<input type="checkbox"/> D <input type="checkbox"/> R <input checked="" type="checkbox"/> X	✓		010426969	Sworn myself before (Smith) Kupper
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When is the Oath of Challenged Person (E-7) tendered?

If an elector's name as it appears in the Poll Book has been challenged with a challenged notation and the elector appears to vote, one of the Election Clerks must declare the qualifications of an elector to such person. If the person declares himself duly qualified and the challenge is not withdrawn, the Election Clerk shall tender him the Oath of a Challenged Person (E-7). **No challenged elector shall have the right to vote until he has subscribed to the Oath of a Challenged Person.** (34-1111, I.C.) See "qualified elector" definition.

Does the challenged elector need to sign the Poll Book after having subscribed to the Oath of a Challenged Person?

Yes, the elector must sign the Poll Book in the Signature of Voter Column to the right of their name. The Poll Book Clerk enters the word "sworn" following such elector's name and signature in the Remarks Column of the Poll Book. (34-1106(2), I.C.) See Poll Book Page, Line 2, column C.

2	SMITH, CLARENCE 234 E COSMIC ST, ANYTOWN	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input type="checkbox"/> R <input checked="" type="checkbox"/> X	C. Smith	110	<input type="checkbox"/> D <input type="checkbox"/> R <input checked="" type="checkbox"/> X	✓		010426969	Sworn myself before (Smith) Kupper
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What if an elector makes a mistake when he is voting and requests a new ballot?

The elector returns the spoiled ballot(s) to the Issuing Clerk. No person shall take or remove any ballot from the polling place.

The returned ballot(s) shall be marked on the back “spoiled ballot – another issued” and deposited in the Spoiled Ballot Envelope or Container. Issue a new ballot and record the new sequence number in the proper column after the elector's name. Make the notation in the remarks column “spoiled ballot – another issued.” Only the ballot that was spoiled needs to be reissued. If there is more than one ballot, do not spoil and issue all new ballots.

Instruct the elector to finish the voting process in the usual manner. (34-1109, I.C.) See Poll Book Page, Line 10, column C & the sequence # column.

What if an elector asks if there is a write-in candidate for a specific office?

If an elector asks if there is a write-in candidate for a specific office or race, you may give the elector the name of the write-in candidate that the elector is requesting.

Once the ballot is in the ballot box, can it be removed?

No, once a ballot is placed in the ballot box, it is considered voted and cannot be retrieved for any reason. The ballot box shall only be opened at the end of the Election Day when prepping for transport to the County Clerk's Office, unless duplicate boxes are being used for counting purposes.

POLL BOOK CLERK CHECKLIST

BEFORE THE POLLS OPEN

1. Open the Poll Book Clerk supplies and organize them on the table.
2. List of Supplies
 - a. Poll Book Clerk Quick Reference
 - b. Election Record and Poll Book (E-2A and E-2B)
 - c. Pens
 - d. Oath of Challenged Person (E-7)
 - e. Sequence Card(s), if applicable
3. Assist in preparing the polling place.
4. Subscribe to the Oaths of Office for Members of the Election Board found on the front cover of the Election Record and Poll Book in the upper left-hand corner.

IMPORTANT: "Poll workers must be non-partisan while working the polls. Do not discuss politics or issues among yourselves or with voters!"

COMPLETING THE POLL BOOK COVER

1. Completing the *Poll Book cover* (on page 27) (E-2A) before the polls open:
 - a. If not already completed, enter the Election Name, Election Date, County Name, Legislative District Number and Precinct Name or Number at the top of the Poll Book (E-2A). If the Poll Book is divided into sections, enter the alpha sections in the Index Box on each book. (Example: A-J)
 - b. Each Election Clerk must read the Oath under the Oaths of Office for Members of Election Board and sign beneath #1 on the Poll Book Cover (E-2A).
 - c. The Chief Judge will complete the date and sign beneath the Election Clerks on the Poll Book Cover (E-2A).
 - d. If the Chief Judge is not present, another individual may be designated to give the rest of the Election Board the Oath of Office by first completing the oath beneath the "If No Person Authorized to Administer Oaths is Present" on the Poll Book Cover (E-2A) prior to administering the oaths of office for the other election personnel.

IMPORTANT: Before entering upon the discharge of their duties, all of the Clerks of Election must take and subscribe to an oath on the Poll Book Cover (E-2A). (34-111(4), I.C.)

COMPLETING THE BALLOT ACCOUNTING PAGE

1. Completing the Ballot Accounting Page before the polls open:
 - a. If not already completed, enter the Election Date and Precinct Name or Number at the top of the Ballot Accounting page (E-2B).
 - b. Complete the Ballot Description.
 - 1) Write *Con* in the first column to the right of Ballot Description (Name or District Description) for the Constitution Party Ballot.
 - 2) Write *Dem* in the second column to the right of Ballot Description (Name or District Description) for the Democratic Party Ballot.
 - 3) Write *Rep* in the third column to the right of Ballot Description (Name or District Description) for the Republican Party Ballot.
 - 4) Write *Non* in the fourth column to the right of Ballot Description (Name or District Description) for the Non-Partisan Ballot.

NOTE: If you have additional ballot types or styles, use additional columns as necessary based on the number of individual ballot types or styles you have. You should have one column for each ballot type or style. Be sure to enter a description for each ballot type or style. You must account for all ballots that have been supplied to your polling place.

Ballot Accounting Page Example

BALLOT ACCOUNTING for the Election held on May XX, 20XX
County Precinct 5 Total Number of Election Day Registration Cards 27
Ballot Transfer Box Seal No. 473769 Total Number of Signed Personal Identification Affidavits 9

Ballot Description (Name or District Description) Con Dem Rep Non _____

THROUGHOUT THE DAY

WHEN THE FIRST ELECTOR ARRIVES

1. The Issuing Clerk will open the sealed packages of Official Ballots along with the Official Ballot Stamp and ink pad and will count the number of each type of Official Ballots.
 2. Request the number of ballots for each type of ballots.
 3. Recording the number of Ballots on the Ballot Accounting page:
 - a. Record the number of Constitution Party Ballots received on Line 2a in the first column under the heading *Con*.
 - b. Record the number of Democratic Party Ballots received on Line 2a in the second column under the heading *Dem*.
 - c. Record the number of Republican Party Ballots received on Line 2a in the third column under the heading *Rep*.
 - d. Record the number of Non-Partisan Ballots received on Line 2a in the fourth column under the heading *Non*.
 - e. If additional ballot types or styles were delivered to the polling place, record the number for each ballot type or style received on Line 2a in the appropriate column under the correct heading.
-

Ballot Accounting Page Example

Ballot Description (Name or District Description) Con Dem Rep Non _____

2. OFFICIAL BALLOT ACCOUNTING

a. Number of Ballots received with supplies (7 a.m.) 25 25 75 150 _____

ELECTOR APPEARS BEFORE THE POLL BOOK CLERK

1. The elector appears before the Poll Book Clerk.
 - a. Each elector must state his or her name and residence address to the Poll Book Clerk along with either showing an **acceptable photo ID** (see "Identification Required" on page 15) or signing a Personal Identification Affidavit. (34-1106, 34-1113 and 34-1114, I.C.)
 - b. See **Suggested Language for Poll Book Clerk** (on page 31).
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NOTE: An elector may be registered with a Protected Address. If this is the case, "Protected" will appear beneath the elector's name in the Poll Book. **DO NOT** enter an address in the Poll Book for this elector. See **"Protected" Address** (see

""Protected"" on page 17) under Notations. If there is a question regarding this reference, refer to the Frequently Asked Question, "*What if an elector's address does not appear in the Poll Book but shows "Protected" instead?*" (on page 5) for an explanation.

DETERMINING THE ELECTOR'S REGISTRATION STATUS

1. The Poll Book Clerk either locates the elector's name in the Poll Book and requests the elector to state his or her residence address **or** adds the elector's name to the Poll Book, depending upon the elector's registration status.
 - a. The elector is properly registered and appears in the Poll Book. See *Elector is properly Registered* (on page 14).
 - b. The elector has a new Registration Card. An elector must complete a new Registration Card if either their residence address or name has changed. See *New Registration Card* (on page 14).

ELECTOR IS PROPERLY REGISTERED

1. The elector's name appears in the Poll Book.
 - a. The Poll Book Clerk requests the elector to state his or her residence address and verifies that the address printed in the Poll Book for the elector is the same as the one given by the elector.
 - 1) If the address matches what the elector gives verbally, the elector must show one of the acceptable forms of ID or sign the Personal Identification Affidavit. See *Identification Required* (on page 15).
 - b. If the address does not match, determine the cause of the difference. Refer to the questions in the Frequently Asked Questions section for assistance with determining the problem and finding the solution.

NEW REGISTRATION CARD

1. The elector has completed a registration card at the polls.
 - a. The Poll Book Clerk checks the registration card for complete information and the "Residence Verified" stamp.

NOTE: Be sure the elector has signed the card and completed all of the required fields.

- b. The Poll Book Clerk enters the individual's name and address along with the notation "election day registration" in the Remarks column in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. See Poll Book Page.

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- c. Give the completed registration card to the Receiving Clerk for entry into either the second Poll Book or List of Registered Voters then place the completed registration card in the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).

NOTE: Election Day Registrations **must be** added to either the second Poll Book or the List of Registered Voters that the Receiving Clerk is in charge of.

IDENTIFICATION REQUIRED

1. Every elector must either show one of the acceptable Photo ID's or sign the Personal Identification Affidavit. (34-1113 and 34-1114, Idaho Code)
 - a. Acceptable forms of ID are:
 - 1) An Idaho driver's license or identification card
 - 2) A U.S. passport or Federal photo identification card
 - 3) A tribal photo identification card
 - 4) A current student photo ID, issued by an Idaho high school or post-secondary educational institution
 - b. If an elector does not have one of the above forms of acceptable ID, they should be given the Personal Identification Affidavit to sign in lieu of showing photo ID.

NOTE: An elector should not be denied their right to vote because they do not have one of the acceptable forms of identification. They should be given the Personal Identification Affidavit to complete unless there is the notation "Registered by Mail - ID Required" in the poll book next to their name. If the elector has the notation "Registered by Mail - ID Required," the elector is not allowed to sign the Personal Identification Affidavit and must show identification, as required by Federal Law. The voter may show any photo ID and proof of residence that is acceptable for Election Day Registration.

2. An ID listed above is acceptable if the photo matches the individual and the name on the ID matches the name listed in the Poll Book.

NOTE: Common abbreviations and nicknames are acceptable. However, a name change requires the voter to re-register.

3. The elector:
 - a. Has an acceptable ID and the photo matches the individual and the name on the ID matches the name in the Poll Book, proceed to Notations.
 - b. Does not have an acceptable ID, the elector may fill out and sign the Personal Identification Affidavit. The elector must sign the Personal Identification Affidavit in

order to vote. Once the affidavit is filled out, both the elector and the Poll Book Clerk must sign the affidavit. Then proceed to Notations.

NOTE: The individual's address on their photo ID is not required to match the address in the Poll Book. The address in the Poll Book should match the address given verbally by the elector. If the address is different due to the elector moving, the elector must re-register. Direct the elector to the registration table.

NOTATIONS

You **must** check for any notations in the Remarks Column and beneath the elector's name.

1. Here is a list of notations that may be found in the Remarks Column or beneath the elector's name.
 - a. Challenge
 - b. Registered by Mail - ID Required
 - c. "Protected" Address
 - 1) This will not appear in the Remarks Column but will appear directly beneath the elector's name.
2. If there is no notation, proceed to ***Party Affiliation*** (on page 18).

CHALLENGE NOTATION

1. A **Challenge** made in the Remarks Column:
 - a. Requires:
 - 1) One of the Election Clerks to declare the qualifications of an elector to the individual.
 - 2) If the individual declares himself duly qualified and the challenge is not withdrawn, the Election Clerk shall tender him and have him sign the Oath of a Challenged Person (E-7).
 - b. Upon receipt of the signed Oath,
 - 1) Write "Sworn" in the Remarks Column to the right of the elector's name. See the Poll Book Page, Line 2, column C.
 - 2) Proceed to ***Party Affiliation*** (on page 18).

REGISTERED BY MAIL ID REQUIRED

1. An entry of "**Registered by Mail - ID Required**":
 - a. Indicates that the elector submitted a registration card by mail prior to the registration cutoff period and the ID provided was not able to be verified.

-
- b. Requires that the elector present identification prior to issuing the ballot(s). Approved ID's:
 - 1) A current and valid Idaho Driver's License or state issued Identification Card; **or**
 - a) This identification must list the individual's current residence address and be valid (i.e. not expired).
 - 2) A copy of a current utility bill, bank statement, government check, paycheck or other government document that shows the name and residence address of the elector along with a picture ID.

NOTE: Federal Law does not allow the individual to sign the Personal Identification Affidavit. These electors are required to show identification prior to voting.

- c. Upon one of the above identifications being provided,
 - 1) Write "Verified" in the Remarks Column to the right of the elector's name.
 - 2) Proceed to *Party Affiliation* (on page 18).

"PROTECTED"

1. An entry of "**Protected**" beneath the elector's Name:
 - a. Indicates that the elector's residence address is Confidential and is **not** public record.
 - b. The elector must either show an *acceptable photo ID* (see "Identification Required" on page 15) or sign the Personal Identification Affidavit before signing next to his or her name and is issued a ballot. See the Poll Book Page, Line 7, Column A.
 - c. Proceed to *Party Affiliation* (on page 18).

NOTE: Do **NOT** enter any address in the Poll Book for this elector. If you have any questions regarding a "Protected" status either refer to the question "*What if an elector's address does not appear in the Poll Book but shows "Protected" instead?*" (on page 5) under Frequently Asked Questions or contact the County Clerk's Elections Office.

PARTY AFFILIATION

IMPORTANT: Every elector must either affiliate with one of the four recognized political parties or designate themselves as "unaffiliated" (i.e. no party preference) to participate in the Primary Election.

1. Party column options:
 - a. C - Constitution Party
 - b. D - Democratic Party
 - c. L - Libertarian Party
 - d. R - Republican Party
 - e. U - Unaffiliated voter
2. Already Registered
 - a. The elector's party affiliation selection will appear in the Party Column of the Poll Book.
 - 1) If unaffiliated is selected, the elector has the option of affiliating with a party by notifying the Poll Book Clerk that they wish to change their affiliation to one of the political parties. See *Suggested Language for the Poll Book Clerk* (see "Suggested Language for Poll Book Clerk" on page 31).
 - a) Mark the party affiliation selection in the Party Column of the Poll Book and continue to *Ballot Identification* (see "Ballot Identification and Entry" on page 20).
 - 2) If a party affiliation is selected, have the elector verify that the affiliation printed in the Poll Book is correct.
 - a) If the elector indicates that it is correct, continue to *Ballot Identification* (see "Ballot Identification and Entry" on page 20).
 - b) If the elector disagrees with the affiliation, contact the County Clerk's Elections Office to verify if the entry was a clerical error.
 - i) If the affiliation printed in the Poll Book was a clerical error, mark the correct affiliation and make the notation of "Clerical Error - Affiliation" in the Remarks Column then continue to *Ballot Identification* (see "Ballot Identification and Entry" on page 20).
 - ii) If the affiliation printed in the Poll Book is correct, continue to *Ballot Identification* (see "Ballot Identification and Entry" on page 20).

IMPORTANT: An elector who has affiliated with one of the 4 recognized political parties (i.e. Constitution, Democratic, Libertarian or Republican) may not change their party affiliation on Election Day unless they are re-registering due to

moving or a name change. An elector who has selected "unaffiliated" may affiliate at any time including on Election Day.

3. **New Registration Card**

- a. Based on the selection on the completed registration card, mark the elector's party affiliation selection in the Party Column of the Poll Book to the right of the newly entered elector's name and residence address.
- b. Proceed to **Ballot Identification** (see "Ballot Identification and Entry" on page 20).

BALLOT IDENTIFICATION

PRIMARY ELECTION BALLOT OPTIONS

IMPORTANT: The Democratic Party is allowing electors who selected "unaffiliated" and electors affiliated with all other political parties to participate in their Primary Election in 2016. However, the Republican Party's Primary Election will be open to only those affiliated with the Republican Party and the Constitution Party's Primary Election will be open only to those affiliated with the Constitution Party.

1. **Ballot Selection Options:** The elector's ballot options are based on the party affiliation they selected and are outlined below. If there is any question as to the elector's options, contact the County Clerk's Elections Office for assistance.
 - a. **Constitution Party** electors may select to vote **one** of the following three options:
 - 1) Constitution Party Ballot with a Non-Partisan Ballot
 - 2) Democratic Party Ballot with a Non-Partisan Ballot
 - 3) Only the Non-Partisan Ballot
 - b. **Democratic Party, Libertarian Party** or "**unaffiliated**" electors may select to vote one of the following two options:
 - 1) Democratic Party Ballot with a Non-Partisan Ballot
 - 2) Only the Non-Partisan Ballot
 - c. **Republican Party** electors may select to vote **one** of the following three options:
 - 1) Republican Party Ballot with a Non-Partisan Ballot
 - 2) Democratic Party Ballot with a Non-Partisan Ballot
 - 3) Only the Non-Partisan Ballot

BALLOT IDENTIFICATION AND ENTRY

1. Based on the Primary Election Ballot Options above, request that the elector identify the ballot option they wish to vote. See *Suggested Language for Poll Book Clerk* (on page 31).
2. Mark the elector's ballot selection in the Ballot Type Column in the Poll Book to the right of the elector's name and residence address.
 - a. The Ballot Options are:
 - 1) C - Constitution Party Ballot
 - 2) D - Democratic Party Ballot
 - 3) R - Republican Party Ballot
 - 4) N - Non-Partisan Ballot

IMPORTANT: If the Non-Partisan Judicial candidates or questions do not appear on the partisan ballots (i.e. Democratic or Republican Party ballots), you need to also issue the elector the Non-Partisan Ballot. If this is the case, be sure to mark both the partisan checkbox and non-partisan checkbox on the poll book for the voter. This will assist at the end of the night when you are completing the *Ballot Accounting Page* (on page 29).

3. Notify the Issuing Clerk of the Elector's selection.
 - a. If the Issuing Clerk is sitting next to the Poll Book Clerk, the Poll Book clerk will:
 - 1) Tell the Issuing Clerk which party ballot the elector has selected.
 - 2) Request the ballot stub number(s) or sequence number(s) for the appropriate ballot(s) the elector may vote from the Issuing Clerk.
 - 3) Enter the number(s) in the Seq No Column to the right of the elector's name.
 - 4) Proceed to Completing the Sign-In.
 - b. If the Issuing Clerk is not sitting next to the Poll Book Clerk, the Poll Book Clerk will:
 - 1) Enter the sequence number(s) for the appropriate ballot(s) the elector may vote from their sequence card(s) in the Seq No Column to the right of the elector's name.
 - 2) Give the elector a card identifying the ballot(s) the elector selected, especially specifying the party ballot.
 - 3) Proceed to Completing the Sign-In.

COMPLETING SIGN-IN

1. The elector must then sign his or her name in the Signature of Voter Column following his or her name before receiving the ballot(s). (34-1106, I.C.)

NOTE: Every elector must sign the Poll Book before a ballot is issued and handed to the elector.

2. If the elector signed the Personal Identification Affidavit, the Poll Book Clerk makes the notation “affidavit” in the Remarks Column to the right of the elector's name in the Poll Book. See Poll Book Page, Line 11, column C.

UPDATING THE POLL BOOK

(For those counties that centrally count absentee ballots instead of delivering them to the polls to be counted.)

1. At some point during the day, the County Clerk or designee will deliver or electronically send to the polling place a list of electors who have either voted by In-Person Absentee Ballot or returned a Mail-In Absentee Ballot to the County Clerk's Elections Office after the Poll Book was printed.
2. Upon receipt of this list, the Poll Book Clerk will update the Poll Book.
 - a. For each elector, the Poll Book Clerk will locate the elector's name in the Poll Book.
 - b. Verify that the elector has not signed the Poll Book and voted at the polls.
 - 1) If the elector has signed the Poll Book, immediately notify the County Clerk's Election Office for instructions on how to handle the absentee ballot.
 - c. Write "Absentee Received" and initial in the Signature of Voter Column to the right of the elector's name. See the Poll Book Page, Line 7, column B.
 - d. Based on the information contained on the list,
 - 1) Verify that the correct Party Affiliation box is marked in the Poll Book in the Party Column to the right of the elector's name.
 - a) If it is not marked, place an "X" in the correct Party box in the Party column.
 - 2) Verify that the box for the correct Party Ballot selection the elector made is marked in the Ballot Type Column to the right of the elector's name.
 - a) If it is not marked, place an "X" in the appropriate Ballot Type box in the Ballot Type column.

IMPORTANT: If the Non-Partisan Judicial candidates or questions do not appear on the partisan ballots (i.e. Democratic or Republican Party ballots), be sure to mark both the partisan checkbox and non-partisan checkbox on the poll book for the voter. This will assist at the end of the night when you are completing the ***Ballot Accounting Page*** (on page 29).

NOTE: This process must be done to be sure that an elector will not be able to vote twice in the election. If there is any question regarding an elector's name appearing on the list received from the County Clerk, immediately contact the County Clerk's Election Office.

RECEIVING AND PROCESSING ABSENTEE BALLOTS

If you receive absentee ballots during the day, please refer to the Procedural Manual for Judges and Clerks of Election for detailed instructions on how to receive, record and deposit the absentee ballots.

An absentee ballot may be challenged in the same manner as other votes are challenged. Refer to the Procedural Manual for Judges and Clerks of Election for detailed instructions regarding how to challenge absentee ballots at the polls.

CLOSING THE POLLS

1. Thirty (30) minutes prior to the closing of the polls, one of the Election Clerks will make a proclamation of the same. (34-1101(2), I.C.)
2. Close the polls at 8:00 p.m.
 - a. All electors who are waiting in line at 8:00 p.m. **must be allowed to vote** notwithstanding the pronouncement that the polls are closed. (34-1101(2), I.C.)
 - b. If there is a line of electors waiting for the Poll Book Clerk, it is recommended that one of the Election Clerks stand at the end of the line or at the door to the polling place to notify new electors that the polls are closed.

AFTER THE POLLS CLOSE

After all electors who were waiting in line at 8:00 p.m. have voted and the polls have closed, the Election Clerks will complete the following tasks. It is suggested that the following tasks be assigned to Election Clerks in groups of two. More than one team of Election Clerks may be working on different tasks at the same time.

POLL BOOK TALLY AND COMPARISON

1. The Poll Book Clerk and Receiving Clerk will compare the Poll Book signed by the electors with either the second Poll Book or the List of Registered Voters kept by the Receiving Clerk. Both Election Clerks should have the same electors marked as voting.
 - a. Missing electors:
 - 1) Correct any mistakes that may be found, until they are found to agree.

NOTE: If the Poll Book is divided into alpha sections, each Poll Book section must be compared to either the second Poll Book or the List of Registered Voters.

- b. An elector did not sign the Poll Book:
 - 1) If an elector did not sign the Poll Book before being issued a ballot, make a note in the Poll Book in the Remarks Column after the elector's name that the elector voted without signing the Poll Book.
- c. The Ballot selection was not identified in the Poll Book in the Ballot Column:
 - 1) If the Ballot selection was not identified in the Poll Book before issuing the ballot(s), make a notation in the Poll Book in the Remarks Column after the elector's name that the ballot selection was not marked.

NOTE: If an elector votes without signing the Poll Book and the ballot selection was not identified in the Ballot Column, you may not be able to account for the Ballot(s) the elector voted while reconciling the Ballot Accounting Page.

- 2. For each page on the Poll Book signed by the electors:
 - a. Constitution Party Ballot Only:
 - 1) Count the number of elector's signatures of elector's who received only the Constitution Party Ballot.
 - 2) Record that number on the bottom of each page on the Line "Number of Constitution Ballots."
 - b. Democratic Party Ballot Only:
 - 1) Count the number of elector's signatures of elector's who received only the Democratic Party Ballot.
 - 2) Record that number on the bottom of each page on the Line "Number of Democratic Ballots."
 - c. Republican Party Ballot Only:
 - 1) Count the number of elector's signatures of elector's who received only the Republican Party Ballot.
 - 2) Record that number on the bottom of each page on the Line "Number of Republican Ballots."

d. Non-Partisan Ballot:

- 1) Count the number of elector's signatures of elector's who received the Non-Partisan Ballot.
 - a) If the non-partisan judicial offices or questions appear on the partisan ballots, this number will only include those elector's who requested only the non-partisan ballot. This number will not include elector's who received a partisan ballot.
- 2) Record that number on the bottom of each page on the Line "Number of Non-Partisan Ballots."

e. If additional ballot types or styles were delivered to the polls:

- 1) Count the number of elector's signatures of elector's who received the additional ballot type or style.
- 2) Record that number on the bottom of each page. There is not a specific line for this number.

NOTE: If absentee ballots were sent to the polls, the signature count will include those electors who were marked during the Receiving of the Absentee Ballots. If absentee ballots were not sent to the polls, do NOT include the absentee electors in this number.

3. Totaling the number of Signatures and completing the Ballot Accounting page (E-2B) in the Poll Book that the electors signed.

a. Constitution Party Ballots

- 1) Combine the number listed on the Line "Number of Constitution Ballots" on each Poll Book page together and record the grand total on Line 1a in the second column on the Ballot Accounting page (E-2B) under the heading Con.

b. Democratic Party Ballots

- 1) Combine the number listed on the Line "Number of Democratic Ballots" on each Poll Book page together and record the grand total on Line 1a in the second column on the Ballot Accounting page (E-2B) under the heading Dem.

c. Republican Party Ballots

- 1) Combine the number listed on the Line "Number of Republican Ballots" on each Poll Book page together and record the grand total on Line 1a in the third column on the Ballot Accounting page (E-2B) under the heading Rep.

d. Non-Partisan Ballots

- 1) Combine the number listed on the Line "Number of Non-Partisan Ballots" on each Poll Book page together and record the grand total on Line 1a in the first column on the Ballot Accounting page (E-2B) under the heading Non.
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- e. If additional ballot types or styles were delivered to the polls:
 - 1) Combine the number recorded on the bottom of each page for the additional ballot type or style on each Poll Book page together and record the grand total on Line 1a in the appropriate column on the Ballot Accounting page (E-2B) under the correct heading.

Ballot Accounting Page Example

Ballot Description (Name or District Description)	Con	Dem	Rep	Non	_____	_____
1. VOTING SUMMARY - Complete after polls are closed.						
a. Number of Electors Signing Record (Include Absentee Ballots Received at the Polls, if applicable)	6	28	83	197	_____	_____

PERSONAL IDENTIFICATION AFFIDAVITS

1. Personal Identification Affidavits:
 - a. Count the number of signed Personal Identification Affidavits.
 - b. Enter the number of signed Personal Identification Affidavits on:
 - 1) The front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
 - 2) The “Total Number of Signed Personal Identification Affidavits” Line on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.

Ballot Accounting Page Example

BALLOT ACCOUNTING for the Election held on <u>May XX, 20XX</u>	
County Precinct <u>5</u>	Total Number of Election Day Registration Cards <u>27</u>
Ballot Transfer Box Seal No. <u>473 769</u>	Total Number of Signed Personal Identification Affidavits <u>9</u>
Ballot Description (Name or District Description) <u>Con</u> <u>Dem</u> <u>Rep</u> <u>Non</u> _____	

2. Place the completed registration cards and signed Personal Identification Affidavits into the Election Day Registration Envelope (EDR-3) and seal.
3. Place the sealed Election Day Registration and Personal Identification Affidavit Envelope (EDR-3) into the Voted Ballot Box or designated container.

POLL BOOK TABULATION

1. Completing the **Ballot Accounting page** (on page 29) for each column:
 - a. Voting Summary Section
 - 1) Line 1a should be completed.
 - b. Official Ballot Accounting Section
 - 1) Line 2a, 2b and 2c should also be completed.
 - 2) Add Line 2a, 2b and 2c together and enter the total on Line 2d.

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- 3) Line 2e, 2f, 2g, 2h, 2i and 2j should be completed.
 - a) If there is no Early Pick-Up of ballots, enter 0 on Line 2e and Line 2f.
 - 4) Add Line 2e, 2f, 2g, 2h, 2i and 2j together and enter the total on Line 2k.
 - 5) Line 2k (Total Ballots Accounted For) should match Line 2d (Total Ballots to Account For).
 - a) If these numbers do not agree you will need to determine where the discrepancy is. This may include recounting the number of voted ballots, absentee ballots received, if there were any, spoiled ballots or unused ballots. If you can't determine where the discrepancy lies, contact the County Clerk's Office then complete the day's activities and return the ballots to the County Clerk's Office.

NOTE: If the number of ballots in the ballot box, less the number of absentee ballots received at the polls, plus the number of spoiled ballots does not agree with the number of stubs, the Election Clerks have the authority to make any decision to correct the situation. Contact the County Clerk's Office to discuss how to remedy the situation.

IMPORTANT: This does not mean that the Election Clerks are allowed to void all ballots cast at the polling place. (34-1202, I.C.)

2. After the ballots are prepped:
 - a. Count the number of ballots being locked in the Voted Ballot Box or Ballot Transfer Box for return to the County Clerk.
 - b. Enter the total number of ballots being locked in the Ballot Transfer Box on Line 2k in the first column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book signed by the voters. See **Ballot Accounting page** (on page 29).
 - 1) If there are Oval Ballots, enter the number of ballots being locked in the Ballot Transfer Box on Line 2k in the second column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book signed by the voters. See **Ballot Accounting Page** (on page 29).
3. Upon completion of the Ballot Accounting page, the Election Board members should sign the Certification of the Distributing Board on the Poll Book cover(s) (E-2A).
4. Gather your supplies and place them in the proper container.
 - a. See the List of Supplies above.
5. Sign the front cover of the Election Record and Poll Book, in the bottom right hand corner, certifying the Election Day activities.
6. Assist in returning the polling place to its condition as it appeared before you arrived.



BALLOT ACCOUNTING for the Election held on May 21, 2020

County Precinct 5 Total Number of Election Day Registration Cards 27

Ballot Transfer Box Seal No. 473769 Total Number of Signed Personal Identification Affidavits 9

Ballot Description (Name or District Description)	Con	Dem	Rep	Non
1. VOTING SUMMARY - Complete after polls are closed.				
a. Number of Electors Signing Record (Include Absentee Ballots Received at the Polls, if applicable)	<u>6</u>	<u>28</u>	<u>83</u>	<u>197</u>
2. OFFICIAL BALLOT ACCOUNTING				
a. Number of Ballots received with supplies (<u>7</u> a.m.)	<u>25</u>	<u>25</u>	<u>75</u>	<u>150</u>
b. Number of Ballots received in late delivery (<u>3</u> p.m.)	<u>0</u>	<u>10</u>	<u>25</u>	<u>75</u>
c. Number of Absentee Ballots received (if any)	<u>0</u>	<u>3</u>	<u>10</u>	<u>24</u>
d. Total Ballots to account for (2a + 2b + 2c)	<u>25</u>	<u>38</u>	<u>110</u>	<u>249</u>
e. Number of Ballots Transferred at Early Pick-Up, if any	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
f. Number of Absentee Ballots Transferred at Early Pick Up, if any	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
g. Number of Ballots in the Ballot Box (Count the ballots)	<u>6</u>	<u>25</u>	<u>73</u>	<u>173</u>
h. Number of Absentee Ballots in the Ballot Box, if any (Count the ballots)	<u>0</u>	<u>3</u>	<u>10</u>	<u>24</u>
i. Number of Spoiled Ballots	<u>1</u>	<u>1</u>	<u>0</u>	<u>2</u>
j. Number of Unused Ballots	<u>18</u>	<u>9</u>	<u>27</u>	<u>50</u>
k. Total Ballots Accounted For (2e + 2f + 2g + 2h + 2i + 2j)	<u>25</u>	<u>38</u>	<u>110</u>	<u>249</u>
(Should match 2d above. If this does not match, refer to the Procedural Manual for instructions.)				
l. Total Number of Ballots locked in Ballot Transfer Box	<u>6</u>	<u>28</u>	<u>83</u>	<u>197</u>

E-2B, Approved Secretary of State, January 2012

SUGGESTED LANGUAGE FOR POLL BOOK CLERK

Here is suggested language for interacting with voters when they appear before the Poll Book Clerk.

1. Poll Book Clerk:
 - a. Registered Elector Appears:
 - 1) Poll Book Clerk: "Hello, may I have your name?"
 - a) Locate the elector's name in the Poll Book.
 - i) Name appears in the Poll Book, proceed to line 2.
 - ii) Name does not appear in the Poll Book or the elector's name is different, direct the elector to the Registration Table to complete Election Day Registration and to return with a verified Registration Card.
 - b. New Registrant Appears:
 - 1) Poll Book Clerk: "Hello, may I have your Registration Card?"
 - a) Add the elector's name to the Poll Book on one of the lines on the blank page at either the back of the Poll Book or the Alpha Letter.
 - b) Proceed to line 4.
 2. Poll Book Clerk: "Great, please state your residence address."
 - a. Verify the address given verbally by the elector matches the address printed in the Poll Book beneath their name.
 - 1) If the address matches, proceed to line 3.
 - 2) If the address does not match what is printed in the Poll Book, determine if the elector has moved.
 - a) If the address is different due to the elector moving, direct the elector to the Registration Table to complete Election Day Registration and to return with a verified Registration Card.
 - b) If the address is different due to a clerical error in the Poll Book which has been verified by contacting the County Clerk's Elections Office, make the correction on the Poll Book and make the notation "Clerical Error" in the Remarks Column. Proceed to line 3.
 3. Poll Book Clerk: "Idaho Law requires each elector to show a photo identification card. Do you have a picture ID with you today?"
 - a. Refer to the list of *Acceptable Forms of ID* (see "Identification Required" on page 15).
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- 1) Verify the name printed on the picture ID matches the name printed in the Poll Book and the photo matches the individual. Proceed to line 4.
 - 2) Remember, common abbreviations and nicknames are acceptable. However, a name change requires the elector to re-register.
 - a) If the elector does not have one of the acceptable forms of ID or refuses to show one, they may complete a Personal Identification Affidavit. Give the elector a Personal Identification Affidavit to complete. Once completed, proceed to line 4.
 4. Poll Book Clerk: "As a result of a federal court decision, the 2011 Legislature closed Idaho's Primary Elections so that only electors affiliated with a party may vote in that party's Primary Election and requires each elector to either affiliate with one of the 4 recognized political parties or designate themselves as an elector with no political party preference (i.e. "unaffiliated")."
 - a. The elector has a Party Affiliation selected in the Party Column of the Poll Book.
 - 1) Poll Book Clerk: "I see that you have already selected the (insert party selected). Is this correct?"
 - a) Correct: Proceed to Line 5.
 - b) Incorrect: Contact the County Clerk's Office to verify if the party marked in the Party column of the Poll Book was correctly entered by their office based on either the Voter's Registration Card or Party Affiliation form or if the entry was incorrectly entered.
 - i) County Clerk verifies that the entry was correct: Poll Book Clerk: "This is the selection that you made on your (insert how the selection was made, either by a registration card or a affiliation form) that you submitted to the County Clerk's Office." If the selection was one of the 4 Political Parties, the elector is not allowed to change their affiliation selection unless the elector is re-registering because they have moved or their name has changed. If the selection was "unaffiliated," the elector may choose to affiliate with one of the 4 Political Parties on Election Day. If this is the case, mark the new selection in the poll book and make the notation "New Affiliation Selected" in the Remarks Column to the right of the elector's name. Then proceed to Line 5.
 - ii) County Clerk verifies that the entry was incorrect: Poll Book Clerk: "I am sorry that is a mistake during the processing of your (insert how the selection was made, either by a registration card or a affiliation form) that you submitted to the County Clerk's Office. I will make the correction." Make the correction in the Poll Book and make the notation "Correction - Affiliation Error" in the Remarks Column to the right of the elector's name. Then proceed to Line 5.
 5. Poll Book Clerk: "Now, based on your party affiliation, you may select which ballot or ballots you would like to vote."
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- a. "If you are affiliated with the Constitution Party, you may select to vote one of the following ballot options:
 - 1) Constitution Party Ballot with a Non-Partisan Ballot
 - 2) Democratic Party Ballot with a Non-Partisan Ballot
 - 3) Only the Non-Partisan Ballot
 - b. "If you are affiliated with the Democratic Party, Libertarian Party or "unaffiliated," you may select to vote one of the following ballot options:
 - 1) Democratic Party Ballot with a Non-Partisan Ballot
 - 2) Only the Non-Partisan Ballot
 - c. "If you are affiliated with the Republican Party, you may select to vote one of the following ballot options:
 - 1) Republican Party Ballot with a Non-Partisan Ballot
 - 2) Democratic Party Ballot with a Non-Partisan Ballot
 - 3) Only the Non-Partisan Ballot
6. Poll Book Clerk: "Thank you, please sign here next to your name. You may now proceed to the Issuing Clerk where you will be issued your ballot(s)."
- a. Direct the elector to the Issuing Clerk.