

PAPER

**RECEIVING CLERK
QUICK REFERENCE**

2016 Primary Election

CONTENTS

- FREQUENTLY ASKED QUESTIONS 3
- RECEIVING CLERK CHECKLIST 7
 - Before the Polls Open 7
 - Throughout the Day 7
 - Sealing the Ballot Box(es) 7
 - Primary Election Ballot Options 8
 - Receiving the Voted Ballot 8
 - Receiving and Processing Absentee Ballots 11
 - Early Pick-up of Ballots, if applicable 11
 - Closing the Polls 11
 - After the Polls Close 11
 - Poll Book Tally and Comparison 11
 - Election Day Registrations 14
 - Preparing Ballots 15

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 8) 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 Anuska	<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	✓	Clerical Error Left off
Smith, Paul 287 Market Place Way Anuska	<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"/> <input type="checkbox"/> N	✓	Election Day Reg

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 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	<i>Zena Smith</i>	84	<input checked="" type="checkbox"/> X <input type="checkbox"/> R <input type="checkbox"/> N	<input checked="" type="checkbox"/>	 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.)

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.

RECEIVING CLERK CHECKLIST

BEFORE THE POLLS OPEN

1. Open the Receiving Clerk supplies and organize them on the table.
2. List of Supplies
 - a. Receiving Clerk Quick Reference
 - b. Election Record and Poll Book (E-2A and E-2B) or List of Registered Voters
 - c. Election Day Registration and Personal Identification Affidavit Envelope (EDR-3)
 - d. Ballot Box Seal Accounting Page (E-21), if applicable
 - e. Ballot Box(es)
 - f. Ballot Box Locks with Keys or Ballot Box Seals
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!"

THROUGHOUT THE DAY

SEALING THE BALLOT BOX(ES)

1. Verify the empty Ballot Box(es):
 - a. When the first elector of the day arrives to vote,
 - 1) Open the ballot box(es) and show that they are empty to the elector along with any bystanders.
 - 2) Close and lock or seal the ballot box(es).
 - a) If using a seal(s), enter the seal(s) number(s) on the Seal Tracking Sheet (E-21).
 - b) If using a lock, the keys are to be delivered to the Chief Judge who will keep them in his or her possession at all times.
 - 3) The ballot box(es) are not to be removed from the polling place until all ballots are counted and ready to be transported to the County Clerk's Election Office.

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- 4) The Ballot Boxes are not to be opened until after the polls have closed, unless duplicate ballot boxes are being used to allow for counting of ballots throughout the day.

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

RECEIVING THE VOTED BALLOT

1. After voting the ballot(s), the elector must then present himself to the Receiving Clerk in charge of either the second Poll Book or List of Registered Voters and the ballot box(es).
2. The elector must state his or her name and residence address to the Receiving Clerk. (34-1107, I.C.)
3. The Receiving Clerk will locate the elector's name and record that the elector has voted in either the second Poll Book or the List of Registered Voters.

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- a. If the elector has completed an Election Day Registration Card, enter the individual's name and address along with the notation "election day registration" in either the second 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 or at the end of the List of Registered Voters.
 - 1) After entry into either the second Poll Book or List of Registered Voters, place the completed registration card in the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).

NOTE: The Receiving Clerk does not enter the party ballot selection in the second Poll Book or List of Registered Voters. They simply mark that the elector has voted.

4. The elector has the option of depositing the voted ballot(s) into the ballot box(es) or allowing the Receiving Clerk to deposit the ballot(s).
 - a. The *Elector Deposits* (on page 9) the voted ballot(s).
 - b. The *Receiving Clerk Deposits* (on page 9) the voted ballot(s).

ELECTOR DEPOSITS

1. Paper Ballots:

- a. The Receiving Clerk will instruct the elector on how to deposit the folded ballot(s) into the appropriate ballot box.
- b. The elector will then deposit the folded ballot(s) into the appropriate ballot box as instructed.

2. Oval Ballots:

- a. The Receiving Clerk will instruct the elector on how to deposit the Oval Ballot(s) into the ballot box while retaining the secrecy sleeve.
 - 1) The elector is to insert the lower edge of the secrecy sleeve into the ballot box slot and allow the ballot(s) to slip into the ballot box.
- b. The elector will then deposit the ballot(s) into the ballot box as instructed and will return the secrecy sleeve to the Receiving Clerk.
 - 1) The voted Oval Ballot(s) is/are deposited into the appropriate ballot box.

RECEIVING CLERK DEPOSITS

1. Paper Ballots:

- a. The elector will hand the folded Paper Ballot(s) to the Receiving Clerk.
 - b. The Receiving Clerk will deposit the folded Paper Ballot(s) into the appropriate ballot box.
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2. **Oval Ballots:**

- a. The elector will hand the voted Oval Ballot(s) within the secrecy sleeve to the Receiving Clerk.
- b. The Receiving Clerk will deposit the Oval Ballot(s) into the appropriate ballot box without removing the ballot(s) from the secrecy sleeve.
 - 1) The Receiving Clerk will insert the lower edge of the secrecy sleeve into the ballot box slot and allow the ballot(s) to slip into the ballot box while retaining the secrecy sleeve.
 - 2) The voted Oval Ballot(s) is/are deposited into the appropriate ballot box.

ANNOUNCING THE ELECTOR'S NAME

1. The Receiving Clerk will then **announce the elector's name in a loud audible voice** for all present to hear, especially any watchers and/or challengers. (34-1107, I.C.)

NOTE: The Receiving Clerk **does not** enter the party ballot selection in either the second Poll Book or Alpha List. The Receiving Clerk only marks that the voter has voted.

2. In precincts using duplicate ballot boxes, the tallying may begin after five (5) ballots have been cast.
 - a. At that time, the Chief Judge and/or tallying Clerks will give the empty duplicate ballot box to the Receiving Clerk. Then, they will take the first ballot box and retire to the counting area to count the ballots.
 - b. The Receiving Clerk will show that the duplicate ballot box is empty to the next voter and any bystanders. Then, close and lock the ballot box.
 - c. Upon completion of the counting, the Chief Judge and/or Tallying Clerks will return the first ballot box, which is empty, to the Receiving Clerk. They will then take the second ballot box and return to the counting area to count all of the ballots cast in the second ballot box during this period.
 - d. The Receiving Clerk will show that the duplicate ballot box is empty to the next voter and any bystanders. Then, close and lock the ballot box.
 - e. This counting process will continue until the polls are closed at which time Tally Clerks will open the final ballot box and complete the counting of the ballots. (34-1201, I.C.)

NOTE: If watchers are present during the counting of votes, they are not allowed to leave the counting room once counting has begun. Cell phones, iPads, laptops, notepads, etc. are not allowed in the counting room.

IMPORTANT: NEVER LEAVE THE BALLOT BOX(ES) UNATTENDED!

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.

EARLY PICK-UP OF BALLOTS, IF APPLICABLE

Sometime during the late afternoon on Election Day, you may be directed by the County Clerk to prepare the voted ballots for an early pick-up. If this is the case, refer to the Procedural Manual for Judges and Clerks of Election for detailed instructions on how to prepare and account for the ballots being transferred to the County Clerk's Elections Office.

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 first 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 fourth column on the Ballot Accounting page (E-2B) under the heading *Non.*
-

- 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	_____	_____

ELECTION DAY REGISTRATIONS

1. Complete the front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
 - a. Enter the Precinct Name or Number.
 - b. Enter the Date.
2. Registration Cards:
 - a. Count the number of completed Registration Cards.
 - b. Enter the number of completed Registration Cards on:
 - 1) The front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
 - 2) The “Total Number of Election Day Registration Cards” 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 21 20XX</u>								
County Precinct <u>5</u>	Total Number of Election Day Registration Cards <u>27</u>							
Ballot Transfer Box Seal No. <u>473769</u>	Total Number of Signed Personal Identification Affidavits <u>9</u>							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Ballot Description (Name or District Description)</th> <th style="text-align: center; border-bottom: 1px solid black;">Con</th> <th style="text-align: center; border-bottom: 1px solid black;">Dem</th> <th style="text-align: center; border-bottom: 1px solid black;">Rep</th> <th style="text-align: center; border-bottom: 1px solid black;">Non</th> <th style="text-align: center; border-bottom: 1px solid black;">_____</th> <th style="text-align: center; border-bottom: 1px solid black;">_____</th> </tr> </thead> </table>		Ballot Description (Name or District Description)	Con	Dem	Rep	Non	_____	_____
Ballot Description (Name or District Description)	Con	Dem	Rep	Non	_____	_____		

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

PREPARING BALLOTS

1. Opening Ballot Boxes

a. Duplicate Ballot Boxes:

- 1) After all of the electors who were in line to vote at 8 p.m. have voted, the ballot box is delivered to the Tally Clerks in the counting room for final tallying.
- 2) Upon completion of tallying, request from the counting board the number of absentee ballots counted by ballot type and record on the Ballot Accounting page in the Poll book signed by the voters.
 - a) Enter the total number of Constitution Party absentee ballots, if applicable, on Line 2h in the first column beneath the heading *Con*.
 - b) Enter the total number of Democratic Party absentee ballots on Line 2h in the second column beneath the heading *Dem*.
 - c) Enter the total number of Republican Party absentee ballots on Line 2h in the third column beneath the heading *Rep*.
 - d) Enter the total number of Non-Partisan absentee ballots on Line 2h in the fourth column beneath the heading *Non*.
 - e) Enter the total number of Oval Constitution Party absentee ballots, if applicable, on Line 2h in the first column on the second page beneath the heading *Oval - Con*.
 - f) Enter the total number of Oval Democratic Party absentee ballots, if applicable, on Line 2h in the second column on the second page beneath the heading *Oval - Dem*.
 - g) Enter the total number of Oval Republican Party absentee ballots, if applicable, on Line 2h in the third column on the second page beneath the heading *Oval - Rep*.
 - h) Enter the total number of Oval Non-Partisan absentee ballots, if applicable, on Line 2h in the fourth column on the second page beneath the heading *Oval - Non*.

Ballot Accounting Page Example

Ballot Description (Name or District Description)	<u>Con</u>	<u>Dem</u>	<u>Rep</u>	<u>Non</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>	_____	_____

- 3) Record the number of ballots voted at the polls that were counted on the Ballot Accounting page in the Poll Book signed by the voters.
 - a) Request the number of Constitution Party Ballots counted from the counting board and record Line 2g in the first column on the Ballot Accounting page under the heading *Con*.

- b) Request the number of Democratic Party Ballots counted from the counting board and record Line 2g in the second column on the Ballot Accounting page under the heading *Dem.*
- c) Request the number of Republican Party Ballots counted from the counting board and record Line 2g in the third column on the Ballot Accounting page under the heading *Rep.*
- d) Request the number of Non-Partisan Ballots counted from the counting board and record Line 2g in the first column on the Ballot Accounting page under the heading *Non.*
- e) Request the number of Oval Constitution Party Ballots counted from the counting board and record Line 2g in the first column on the second Ballot Accounting page under the heading *Oval - Con.*
- f) Request the number of Oval Democratic Party Ballots counted from the counting board and record Line 2g in the second column on the second Ballot Accounting page under the heading *Oval - Dem.*
- g) Request the number of Oval Republican Party Ballots counted from the counting board and record Line 2g in the third column on the second Ballot Accounting page under the heading *Oval - Rep.*
- h) Request the number of Oval Non-Partisan Ballots counted from the counting board and record Line 2g in the first column on the second Ballot Accounting page under the heading *Oval - Non.*

Ballot Accounting Page Example

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

g. Number of Ballots in the Ballot Box (Count the ballots) 6 25 73 173 _____

b. No Duplicate Ballot Boxes:

- 1) Clear a table for counting.
- 2) Unlock the Voted Ballot Box.
- 3) Remove the voted ballots and Absentees in the Voted Ballot envelopes, if absentees were delivered to the polls during the day. Set the Absentee Voted Ballot envelopes aside for later processing.
 - a) One Clerk should unfold the voted ballots and place them in stacks based on the ballot type on the table. You will have the following stacks of ballots.
 - i) Constitution Party Ballots
 - ii) Democratic Party Ballots

-
- iii) Republican Party Ballots
 - iv) Non-Partisan Ballots
 - v) Oval Constitution Party Ballots
 - vi) Oval Democratic Party Ballots
 - vii) Oval Republican Party Ballots
 - viii) Oval Non-Partisan Ballots
 - ix) Any additional ballot types or styles, if applicable
- 4) Physically count the number of voted ballots in each stack.

NOTE: Do **NOT** include the number of absentee ballots.

- 5) Record the number of ballots voted at the polls that were counted on the Ballot Accounting page in the Poll Book signed by the voters.
- a) Request the number of Constitution Party Ballots counted from the counting board and record Line 2g in the first column on the Ballot Accounting page under the heading *Con.*
 - b) Request the number of Democratic Party Ballots counted from the counting board and record Line 2g in the second column on the Ballot Accounting page under the heading *Dem.*
 - c) Request the number of Republican Party Ballots counted from the counting board and record Line 2g in the third column on the Ballot Accounting page under the heading *Rep.*
 - d) Request the number of Non-Partisan Ballots counted from the counting board and record Line 2g in the first column on the Ballot Accounting page under the heading *Non.*
 - e) Request the number of Oval Constitution Party Ballots counted from the counting board and record Line 2g in the first column on the second Ballot Accounting page under the heading *Oval - Con.*
 - f) Request the number of Oval Democratic Party Ballots counted from the counting board and record Line 2g in the second column on the second Ballot Accounting page under the heading *Oval - Dem.*
 - g) Request the number of Oval Republican Party Ballots counted from the counting board and record Line 2g in the third column on the second Ballot Accounting page under the heading *Oval - Rep.*

- h) Request the number of Oval Non-Partisan Ballots counted from the counting board and record Line 2g in the first column on the second Ballot Accounting page under the heading *Oval - Non*.

Ballot Accounting Page Example

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

g. Number of Ballots in the Ballot Box (Count the ballots) 6 25 73 173 _____

- 6) If absentees were delivered to the polls, a second Clerk should:
- a) Open the Voted Ballot Envelopes and remove the absentee ballots.
 - b) Divide the voted absentee ballots into separate stacks by party and place the green judicial ballots into a separate stack.
 - c) Count the number of voted absentee ballots and record on the Ballot Accounting page in the Poll Book signed by the voters.
 - i) Record the number of Constitution Party Absentee Ballots on Line 2h in the first column on the Ballot Accounting page under the heading *Con*.
 - ii) Record the number of Democratic Party Absentee Ballots on Line 2h in the second column on the Ballot Accounting page under the heading *Dem*.
 - iii) Record the number of Republican Party Absentee Ballots on Line 2h in the third column on the Ballot Accounting page under the heading *Rep*.
 - iv) Record the number of Non-Partisan Absentee Ballots on Line 2h in the fourth column on the Ballot Accounting page under the heading *Non*.
 - v) Record the number of Oval Constitution Party Absentee Ballots, if applicable, on Line 2h in the first column on the second Ballot Accounting page under the heading *Oval - Con*.
 - vi) Record the number of Oval Democratic Party Absentee Ballots, if applicable, on Line 2h in the second column on the second Ballot Accounting page under the heading *Oval - Dem*.
 - vii) Record the number of Oval Republican Party Absentee Ballots, if applicable, on Line 2h in the third column on the second Ballot Accounting page under the heading *Oval - Rep*.
 - viii) Record the number of Oval Non-Partisan Absentee Ballots, if applicable, on Line 2h in the first column on the second Ballot Accounting page under the heading *Oval - Non*.

Ballot Accounting Page Example

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

h. Number of Absentee Ballots in the Ballot Box, if any 0 3 10 24 _____
(Count the ballots)

d) Once the absentee ballots have been accounted for on the Ballot Accounting page (E-2B), they can be tallied with the election day ballots.

2. After completion of counting and completion of the Tally Books:
 - 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 2l on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.
3. Gather your supplies and place them in the proper container.
 - a. See the List of Supplies above.
4. Sign the front cover of the Election Record and Poll Book, in the bottom right hand corner, certifying the Election Day activities.
5. Assist in returning the polling place to its condition as it appeared before you arrived.