PROCEDURAL MANUAL

for

Judges and Clerks of Election

ARROW OPTICAL SCAN

Including Requirements of Qualified Electors

2011
ELECTIONS

Prepared by the Office of
Ben Ysursa
Secretary of State

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I – INTRODUCTION

This manual contains an outline of duties and procedures for judges and Clerks of Election to follow in conducting the 2011 Elections. It has been prepared by our election division and is applicable in counties using arrow optical scan ballots.

As Secretary of State, I urge each Election Board official to study this manual thoroughly. The Election Board Officials' individual flip charts reflect the guidelines in this manual.

If you have any unanswered questions, please contact your County Clerk.

Sincerely,

BEN YSURSA

Secretary of State

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II – OVERVIEW AND TERMINOLOGY

This manual has been written to cover both central count procedures and precinct ballot tabulation with the Eagle Tabulator. Throughout this manual notations of **"E"** and **"C"** will be made by certain entries. The **"E"** reference is applicable to those precincts where a precinct ballot tabulator is to be utilized and the **"C"** reference is applicable to precincts where the ballots will be returned for tabulation at a central counting center.

"E" By the time you read this manual, you should have received a demonstration of the Precinct Ballot Tabulator, which is usually referred to as the Eagle. Also, you should have already had an opportunity to review the manufacturer's manual. There will be references to the manufacturer's manual in this manual.

1. **Arrow Ballot:**
   a. The arrow ballot is an optical reader ballot with a single perforated stub attached to the top. Arrow ballots are stapled in pads of 25 or 50 ballots.
   b. The arrow ballot is removed from the stub prior to issuing and handing it to an elector.
   c. The arrow ballot is voted by completing the arrow opposite the elector's choice of candidates and/or YES/NO response positions. The mark must be made using the marking device provided by the Election Board.

2. **Secrecy Sleeve:** The device used to shield the elector's marked ballot(s) while going from the voting booth to the ballot box(es). This is either a plastic sleeve in which the ballot(s) is inserted in the bottom or a manila file folder. Each voter, after marking the ballot(s), should place the ballot(s) in the secrecy sleeve and return to the Receiving Clerk stationed at the **"C"** Ballot Box(es) or **"E"** Eagle Tabulator.

3. **The Eagle Tabulator:** This electronic device tabulates votes on ballots throughout the day, although no results are available until the polls close. Each voter, after marking his ballot will place the ballot in the secrecy sleeve and return to the Receiving Clerk. The elector has the option of depositing his ballot into the **"E"** Eagle or **"C"** Ballot Box or allowing the Receiving Clerk to deposit it for him. See page 22 for instructions on depositing the ballot.
   a. **Before the Polls Open – "E"** Refer to the manufacturer's manual for set up instructions. When the Eagle is plugged in, a report prints. You must refer to the several sections of this printed report to make certain that the Eagle has been properly prepared for your precinct and that all the electronic counters are set at "zero." Refer to the manufacturer's manual for full details. **YOU MUST VERIFY THE EAGLE'S READINESS BY CHECKING THIS TAPE.**
   b. **During the Day** – Refer to Conduct of Election and Procedural Check List on page 14.

c. **Closing the Polls – "E"** Again, these procedures are covered fully in the manufacturer's manual and page 27 of this manual.

4. **Ballot Marking Device (AutoMark):**
   a. This device is designed to assist voters who have difficulty seeing or marking a ballot to vote privately and independently.
   b. The device marks an arrow ballot after the voter has made his or her selections on a touch screen or Braille keypad, or with a personal sip and puff device.
   c. An audio ballot is also available for use with this unit.
   d. **IMPORTANT:** This device only marks a ballot and no votes are stored in the machine.

5. **Central Counting:** When ballots are transported from the polls to a central area for tabulation by mechanical means.

6. **Precinct Counting:** When ballots are tabulated at the polls by the use of the Eagle tabulator.

III – ELECTOR QUALIFICATIONS

A. Qualified Elector Defined: "Qualified elector" means any person who is eighteen (18) years of age, is a United States citizen and who has resided in this state and in the county at least thirty (30) days next preceding the election at which he desires to vote, and who is registered as required by law. (Sec. 34-104, IC)

B. Residence Defined: (1) "Residence" for voting purposes, shall be the principal or primary home or place of abode of a person. Principal or primary home or place of abode is that home or place in which his habitation is fixed and to which a person, whenever he is absent, has the present intention of returning after a departure or absence therefrom, regardless of the duration of absence.

(2) In determining what is a principal or primary place of abode of a person the following circumstances relating to such person may be taken into account: business pursuits, employment, income sources, residence for income or other tax pursuits, residence of parents, spouse, and children, if any, leaseholds, situs of personal and real property, situs of residence for which the exemption in section 63-602G, Idaho Code, is filed, and motor vehicle registration.

(3) A qualified elector who has left his home and gone into another state or territory or county of this state for a temporary purpose only shall not be considered to have lost his residence.

(4) A qualified elector shall not be considered to have gained a residence in any county or city of this state into which he comes for temporary purposes only, without the intention of making it his home but with the intention of leaving it when he has accomplished the purpose that brought him there.

(5) If a qualified elector moves to another state, or to any of the other territories, with the intention of making it his permanent home, he shall be considered to have lost his residence in this state. (Sec. 34-107, I.C.)

C. Idaho Constitutional Disqualifications (Article VI, Section 3): No person is permitted to vote, serve as a juror, or hold any civil office who has, at any place, been convicted of a felony, and who has not been restored to the rights of citizenship, or who, at the time of such election, is confined in prison on conviction of a criminal offense.

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IV – FREQUENTLY ASKED QUESTIONS

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

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

If a clerical error is found and 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 Sheet on page 13, Line 293, 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. When the elector returns with a registration card stamped "residence verified," the Poll Book Clerk shall enter 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 continue with the normal issuing procedures. (34-408A, I.C.) See Poll Book Sheet on page 13, Line 294, columns A & C.

2. 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. **Do not enter any address in the Poll Book for this voter.** This voter must show ID or sign the Personal Identification Affidavit and sign the Poll Book prior to receiving a ballot. If there is any question regarding this individual's registration, contact the County Clerk's Election Office immediately.

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.

3. What if an elector's <u>ADDRESS</u> 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.

If a clerical error is found and resulted in the incorrect listing of the voter'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 Sheet on page 13, Line 290, columns A & C.

If the residence address is incorrect because the individual has moved, determine if the elector is in the proper precinct-polling place. If it is determined that the voter 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 provide proof of residence accompanied with a picture I.D. card and register at the polls on Election Day. They should be directed to the registration table. When the elector returns 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 continue with the normal issuing procedures. (34-408A, I.C.) See Poll Book Sheet on page 13, Line 294, columns A & C.

4. What if an elector's <u>NAME</u> 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 provide proof of residence accompanied with a picture I.D. card and register at the polls on Election Day. They should be directed to the registration table. (34-408A, I.C.) When the elector returns 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 continue with the normal issuing procedures. (34-408A, I.C.) See Poll Book Sheet on page 13, Line 294, columns A & C. The Poll Book Clerk should also make the notation "Name change see page # – Election Day Registration" next to the voter's original registration entry. See Poll Book Sheet on page 13, Line 284, columns A & C.

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

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 returns 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 continue with the normal issuing procedures. (34-408A, I.C.) See Poll Book Sheet on page 13, Line 294, columns A & C.

6. **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 returns 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 continue with the normal issuing procedures. (34-408A, I.C.) See Poll Book Sheet on page 13, Line 294, columns A & C.

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

   An elector must either show ID or sign the Personal Identification Affidavit prior to voting. If an individual does not have one of the acceptable forms of identification as listed on page 19, the individual must complete and sign the Personal Identification Affidavit prior to being issued a ballot. 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 voter signs the Personal Identification Affidavit in lieu of showing an acceptable photo identification, the Poll Book Clerk will make the notation "Affidavit" in the remarks column to the right of the voter's signature. (34-1113, I.C.) See Poll Book Sheet on page 13, Line 287, column C.

8. **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 (designated challenger, voter or Election Clerk) making the challenge shall sign his name following the entry. (34-431, I.C.) See Poll Book Sheet on page 13, Line 283, column C.

9. **When is the Oath of Challenged Person (EP-7/EG-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 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 Clerk shall tender him the Oath of Challenged Person. **No challenged elector shall have the right to vote until he has subscribed to the Oath of Challenge Person.** (34-1111, I.C.) *See page 5 for "qualified elector" definition.*

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

Yes, the individual must sign the Poll Book after 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 Sheet on page 13, Line 283, column C.

11. What are the roles of the designated poll watchers and challengers?

Watchers and challengers are people authorized by the County Clerk to be present at the polls on Election Day. These authorized individuals shall wear a visible name tag which includes their respective title.

Individuals authorized to serve as watchers may watch the receiving of the votes and the counting of votes. While watching the counting of the votes, they are not allowed to absent themselves except for brief breaks until the polls are closed so that results are not released prior to the close of the polls throughout the state. Individuals authorized to serve as challengers may challenge voters' registration as they offer to vote. (34-304, I.C.)

Watchers and challengers are not to interfere with the voters or the voting process. If you feel that a watcher or challenger is interfering with the duties of the Election Board or the voting process, contact your County Clerk's Election Office or courteously point out what their role as a watcher or challenger is.

12. What if an elector makes a mistake when he is voting and requests a new ballot?

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

The returned ballot shall be marked on the back "spoiled ballot – another issued" and deposited in the Spoiled Ballot Envelope or Container. Issue the elector another ballot and record the new sequence number in the proper column after his name. Make the notation in the remarks column "spoiled ballot – another issued." Where there is more than one ballot page, all pages are treated in the same manner and all ballot pages are spoiled and re-issued. Instruct the elector to finish the voting process in the usual manner. (34-1109, I.C.) See Poll Book Sheet on page 13, Line 291, column C & sequence # column.

13. What if an elector, because of physical disability, cannot enter the polling place?

Such elector may be issued a ballot outside the polling place by one of the Election Clerks. The individual will have someone inform the Election Clerks that they are there to vote curbside. The Election Clerk will take the voter the Poll Book or Poll Book page with the individuals name on it along with the appropriate ballot(s). The individual will sign the Poll Book and show proper ID. Then in the presence of the

Election Clerk but in a secret manner, mark and return the ballot to the Election Clerk. The Election Clerk will then return the voted ballot to the Receiving Clerk where it will be recorded as being voted and deposited into the **"C"** Ballot Box or **"E"** Eagle tabulator. Whenever an elector receives assistance in this manner, a Clerk shall make a notation of "assistance" in the Poll Book following the name of the elector. See Poll Book Sheet on page 13, Line 282, column C.

14. What if an elector is unable to record his vote personally?

Any elector who, because of blindness, physical disability or other disability is unable to mark his ballot may vote independently by using the AutoMark or may receive assistance from one of the Election Board Clerks or by an individual of their choosing.

If the elector chooses to vote independently by using the AutoMark, the AutoMark should be demonstrated. This unit marks an oval ballot after the voter has made his selections on the touchscreen, Braille keypad, or with a puff and sip device. The AutoMark also has an audio ballot available for use by those who are visually impaired.

If the elector chooses to receive assistance from an Election Clerk or an individual of their choosing, such person shall ascertain the wishes of the elector and mark the ballot accordingly. Then the person giving assistance shall thereafter give no information regarding such marking. Whenever an elector receives assistance in this manner, the Poll Book Clerk shall make the notation of "assistance" in the Poll Book following the name of the elector. (34-1108(2), I.C.) See Poll Book Sheet on page 13, Line 291, column C.

The choice of voting with or without assistance shall be left to the voter.

15. What if there is a vacancy on the Election Board?

(1) In the absence of a Chief Judge, the County Clerk will designate a new Chief Judge.

(2) In the absence of a judge or Clerk, the Chief Judge should designate a qualified replacement. If Election Clerks were assigned based on their political party, the replacement should be of the same political party.

Any person thus designated to fill a vacancy must take and subscribe to the Oaths of Office for Members of the Election Board on the front cover of the Poll Book.

16. What if the Official Election Stamp is lost?

The ballot Issuing Clerk shall initial each ballot and write "stamped" upon the ballot in the appropriate place. (34-901, I.C.)

17. Can political signs be posted on or around the polling place?

No person shall do any electioneering or circulate petitions on Election Day within any polling place, or any building in which an election is being held, or within one hundred (100) feet thereof. For specific prohibited activities, refer to the Election Laws book under Title 18, Chapter 23. (18-2318, I.C.)

18. What do we do if there is a disturbance within the voting area?

The Election Clerks may appoint some capable person to act as an Election Constable. He shall allow no one within the voting area, except those who go to vote and shall allow but one (1) elector in a compartment at one (1) time unless the voter has requested assistance. The constable is to see that the election is conducted in an orderly manner. Notify the County Clerk's Election Office of any disturbances within the polling place. (34-1105, I.C.)

19. 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.)

20. 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. The ballot box shall only be opened at the end of the Election Day.

21. What if a AutoMark becomes defective?

If a unit does not operate properly at the polls, Election Clerks are to follow the troubleshooting checklist provided by the vendor and document the troubleshooting procedure. Documentation is essential to correctly identify and explain problems. Call the County Clerk's Election Office if the unit does not operate properly after following the checklist and documentation of issues. The unit should be turned off but left in place until a county worker or vendor representative, wearing identification as an Election Clerk, can repair or replace the unit.

LINE NO.	VOTER LAST NAME, FIRST NAME and ADDRESS	SIGNATURE OF VOTER	SEQ NO	VOTED	VOTER ID	REMARKS
282	MILLER, GERALDINE L 212 BEECH ST, NEZPERCE	Geraldine L. Miller	4	✓	001000345	Assistance
283	MILLER, JAMES WESLEY 1955 POWERLINE RD, NEZPERCE	James W. Miller	98	✓	001000270	Affidavit - Sworn Moved - Margaret Miller
284	MILLER, JEANNINE DORIS 411 5TH AVE, NEZPERCE				001000021	Name Change See T's Election Day Reg.
285	MILLER, JOHN NORTON 705 7TH AVE, NEZPERCE				001000487	
286	MILLER, KERRY J 1955 POWERLINE RD, NEZPERCE	Kerry Miller Mail Out Absentee (Ballot Mailed) BV		✓	010026272	
287	MILLER, PHILLIP JAMES 1869 OFFSET RD, NEZPERCE	D Miller	73	✓	010095077	Affidavit
288	MILLER, VICTORIA LOUANNE 1955 POWERLINE RD, NEZPERCE	Victoria L Miller Mail Out Absentee (Ballot Mailed) BV		✓	010231844	
289	MILLER, WENDY LYNN 1955 POWERLINE RD, NEZPERCE				001000586	
290	MOROZ, PAUL 2090 THOMPSON RD, NEZPERCE 2080 Thompson Rd Nez Perce	Paul Moroz	26	✓	005080963	Corrected Address
291	MURT, MICHAEL JOHN 1008 4TH AVE, NEZPERCE	Michael J. Murt	68 63	✓	001000810	Assistance Spoiled - Another Issued
292	MURT, TAMMY JEAN 1008 4TH AVE, NEZPERCE				001000812	
	Morgan, Anne Marie 632 E 2nd Ave, Nezperce	Anne Marie Morgan	51	✓		Clerical Error - Left off
	Matthews, Jordan 1893 Offset Rd, Nezperce	Jordan Matthews	110	✓		Election Day Reg.

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V – CONDUCT OF ELECTION AND PROCEDURAL CHECK LIST

_____Precinct

The Day Before Election Day

1. The election supplies will either be delivered to the polling place by the County Clerk or a designee or will have been picked up by the Chief Judge of the precinct on or before the opening of the polls for the election. The Official Ballots, the Official Election Stamp and ink pad will be delivered in sealed packages. (34-910, I.C.)

   IMPORTANT: "E" do **NOT** plug the Eagle into a receptacle until election morning before the polls are opened or as instructed by the County Clerk.

2. Immediately upon receipt of the ballots and supplies, the Chief Judge and County Clerk or designee will sign the Receipt for Supplies (E-8) for such supplies. The Chief Judge and County Clerk or designee will each keep a copy of the signed receipt. (34-910, I.C.)

On Election Day Before the Polls Open

1. For an 8:00 a.m. opening, report to the polling place no later than 7:30 a.m., unless specified otherwise by the County Clerk.

2. Post the VOTE HERE SIGN (E-5) in a visible location such as a window or on the exterior of the polling place building. Use a marker to enter the county, precinct and time on the sign for your polling place.

3. a. In the presence of bystanders, the Chief Judge and Clerks of Election will break the sealed packages containing the Official Ballots, the Official Election Stamp and ink pad. The other election supplies may be opened and prepared prior to voters arriving at the polls. (34-1103, I.C.)

   b. Carefully check the election supplies. Please see pages 41-42 of this manual for a list of precinct supplies. Contact the County Clerk's Election Office immediately if a shortage exists or if there is a question regarding the contents.

   c. Check the official ballots to ensure that the precinct name or number appears on the ballot stub and ballot of each pad of ballots. Also be sure that the ballot numbers are sequential from one ballot pad to another. If there is an error in the ballot numbering or precinct name or number, immediately contact the County Clerk's Election Office. **IMPORTANT:** Be sure to use ballots in numerical order.

   d. Record the number of Arrow Ballots received on Line 2a in the first column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book (E-2A). See Ballot Accounting page on page 38.

   e. Arrange the polling place with the **"E"** Eagle or **"C"** Ballot Box(es), booths and

AutoMark in view of the Election Clerks present.

1) Set up the AutoMark in a location within the polling place where a wheelchair has clear access to the booth but the screen is sheilded from the view of other voters. Also, be sure to have a chair on hand for use by electors needing one while using the device.

2) See the suggested arrangement of the polling place on page 17.

f. Post Sample Ballots, Mail-in Registrants (E-10), Voter's Rights (EP-11) placards in the polling place and Voting Instructions placard (E-3A-OS) placards in the voting booths.

g. Post the Election Day Registration (EDR-4) placard, Register to Vote Here placard (EDR-5) on or close to the registration table.

h. Assignment of Duties – It is suggested that specific duties be assigned within the following framework:

1) One (1) Clerk to greet and demonstrate both the voting of an arrow ballot and the use of the AutoMark.

2) One (1) Clerk to be in charge of the Poll Book (E-2A & E-2B). Where the Poll Book is divided into alphabetical divisions, a Clerk should be assigned to each division. This means that you may have more than one worker assigned to this duty.

3) One (1) Clerk in charge of stamping and issuing ballots.

4) **"C"** One (1) Clerk in charge of either the additional copy of the Poll Book or a List of Registered Voters to be stationed at the ballot box(es).

"E" One (1) Clerk to be stationed near the Eagle Tabulator for receipt of ballots and to perform other duties related to the Eagle processing. (See Section II of this manual and the manufacturer's manual.)

5) One (1) Clerk in charge of Election Day Registration.

NOTE: The above duties may be combined to correspond with available personnel.

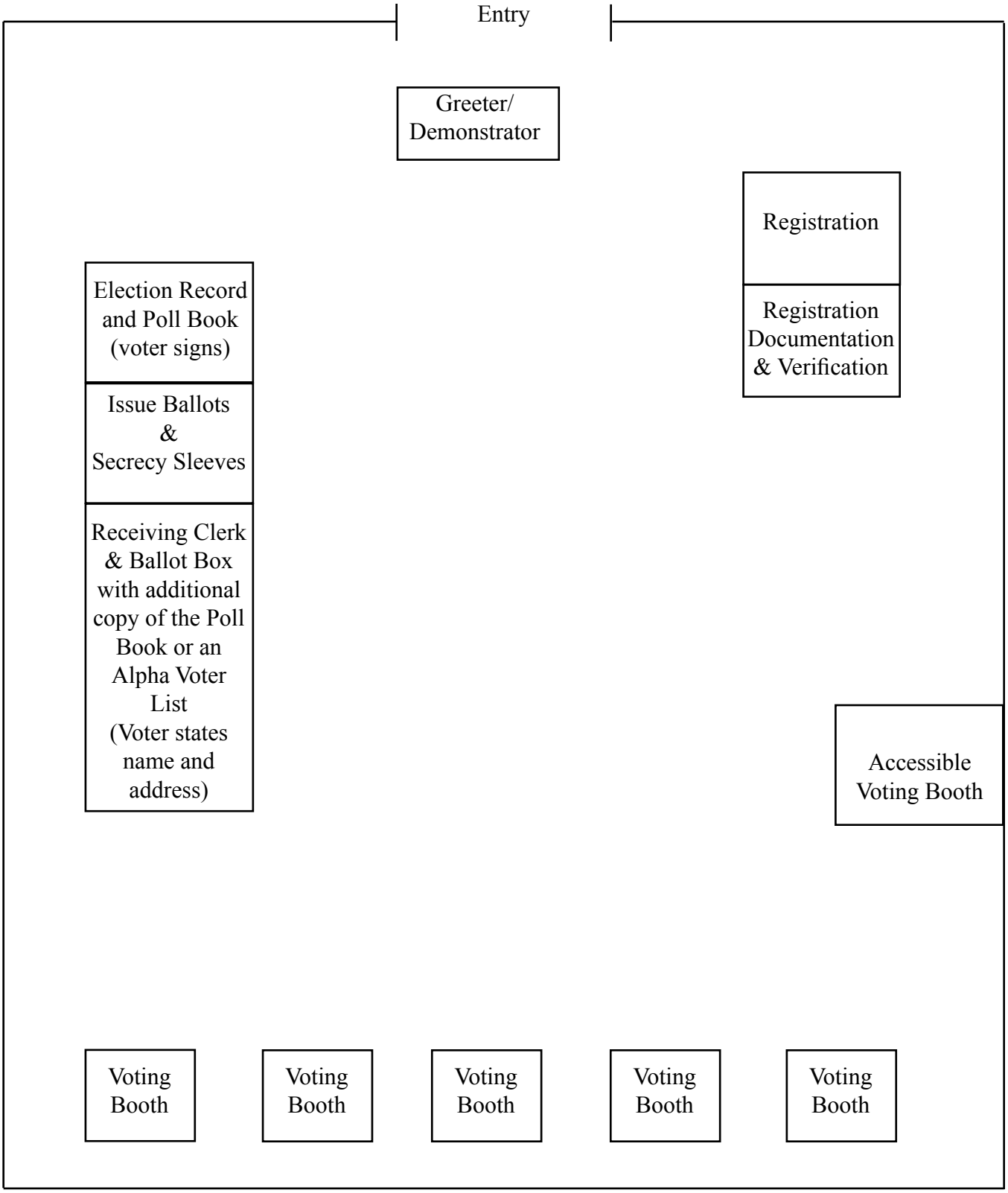
i. Before entering upon the discharge of their duties, all of the Clerks of Election must take and subscribe to an oath on the cover of the Poll Book (E-2A). (34-111(4), I.C.)

1) Completing the Poll Book (E-2A) cover 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

Suggested Arrangement of Polling Place



of Election Board and sign beneath #1 on the cover of the Poll Book (E-2A).

c) The Chief Judge will complete the date and sign beneath the Election Clerks on the cover of the Poll Book (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 cover of the Poll Book (E-2A) prior to administering the oaths of office for the other election personnel.

Opening the Polls

1. At 8:00 a.m. the polls open. The Chief Judge shall make a public proclamation of the same. (34-1101, I.C.)

Voting is from 8:00 A.M. to 8:00 P.M.
Unless Otherwise Specified by the County Clerk

2. When the first elector of the day arrives to vote,

a. **"C" Ballot Box** (Procedure for Central Count):

1) Open the ballot box(es) and show that they are empty to the elector along with any bystanders. Close and lock or seal the ballot box(es).

a) If using a seal, enter the seal number 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 their possession at all times.

c) The ballot box(es) are not to be opened until after the polls have closed and are not to be removed from the polling place until transported to the County Clerk's Election Office for tabulation. **NOTE:** The ballot box(es) may be opened to prepare for an early pick up of ballots if you are instructed to do so by the County Clerk.

b. **"E" Eagle** (Procedure for Eagle tabulation at the polls):

1) Open the 3 bins of the Eagle ballot box and show that the bins are empty to the elector and any bystanders. Close and lock. **NOTE:** You will need to refer to the manufacturer's manual for set up instructions. When the **"E"** Eagle is plugged in, a report prints. You must refer to the several sections of this printed report to make certain that the Eagle has been properly prepared for your precinct and that all the electronic counters are set at "zero." **YOU MUST VERIFY THE "E" EAGLE'S READINESS BY CHECKING THIS TAPE.**

a) The keys are to be delivered to the Chief Judge who will keep them in their possession at all times.

b) The 3 bins of the Eagle ballot box are not to be opened until after the polls have closed and are not to be removed from the polling place until transported

to the County Clerk's Election Office.

3. Individuals authorized by the County Clerk as watchers and/or challengers are to be permitted to be present at the polls.
   a. The elections office will furnish each precinct a list of authorized watchers and/or challengers, if applicable.
   b. No person will be allowed at the polls serving as a watcher or challenger unless their name appears on the list supplied by the County Clerk. (34-304, I.C.)
   c. Such individuals should be positioned so that the normal voting process will not be disrupted.
   d. Such individuals are to wear a visible nametag with their respective title printed on it. These will be supplied by the County Clerk's Election Office.
   e. If the individual interferes with the duties of the Election Board, contact your County Clerk's Election Office or courteously point out what their role as a watcher or challenger is. (For a description of their role, see question #10 on page 10.)

Identifying the Elector and Issuing the Ballot(s)

CAUTION:

A. Do not issue an Arrow Ballot to any elector until there is either a voting booth or AutoMark available for immediate use.

B. When issuing the Arrow Ballot, please caution each and every voter not to tear, crumple, or fold the ballot as it will prohibit it from being read by either the tabulator or the AutoMark. This cannot be stressed enough.

1. The voter appears before the Clerk in charge of the Poll Book. Each voter must state his or her name and address to the Poll Book Clerk along with either showing their photo ID or signing a Personal Identification Affidavit. (34-1106, 34-1113 and 34-1114, I.C.)
   a. The Poll Book Clerk locates the voter's name in the Poll Book and requests the voter to state his or her residence address.
      1) Voter's name appears in the Poll Book and the Poll Book Clerk verifies that the address printed in the Poll Book for the voter is correct and has not changed.
         a) If the address matches what the voter gives verbally, the voter must show one of the acceptable forms of ID listed in "b" on page 20 or sign the Personal Identification Affidavit.
         b) If the address does not match, determine the cause of the difference. Refer to the questions in the Frequently Asked Questions section on page 7 for assistance with determining the problem and finding the solution.
      2) Voter has completed a registration card.

a) The Poll Book Clerk checks the completed registration card for complete information and the 'Residence Verified" stamp.

b) The Poll Book Clerk enters the individual'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.

c) Place the completed registration card in the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3) or give the completed registration card to the Receiving Clerk for entry into 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 has.

b. The voter must show one of the acceptable Photo ID's or sign the Personal Identification Affidavit.

1) Acceptable forms of ID are:

a) An Idaho driver's license or identification card.

b) A U.S. passport or Federal photo identification card.

c) A tribal photo identification card.

d) A current student photo ID, issued by an Idaho high school or post secondary educational institution.

2) An ID listed above is acceptable if the photo matches the person and the name on the ID matches the name listed in the Poll Book. Common abbreviations and nicknames are acceptable. However, a name change requires the voter to re-register.

c. The voter:

1) **Has an acceptable ID** and the photo matches the person and the name on the ID matches the name in the Poll Book, proceed to "d" below.

2) **Does not have an acceptable ID,** the voter may fill out and sign the Personal Identification Affidavit. The voter shall sign the Personal Identification Affidavit in order to vote. Once the affidavit is filled out, both the voter and the Poll Book Clerk must sign the affidavit. Then proceed to "d" below.

NOTE: The individuals' 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 voter. If the address is different, the voter must re-register. Direct the voter to the registration table.

d. Check the Remarks Column for any notations.

1) A **Challenge** made in the Remarks Column:
   a) Requires that the elector sign an Oath of Challenged Person (E-7) before issuing any ballot(s).
   b) Upon receipt of the signed Oath,
      i) Write "Sworn" in the Remarks Column.
      ii) Proceed to "e" below.
2) An entry of **"Registered by Mail ID Required"**:
   a) Indicates that the voter submitted a registration card by mail and their ID has not been verified.
   b) Requires that the elector present identification prior to issuing any ballot(s). Approved ID's:
      i) A current and valid Idaho Driver's License or state issued Identification Card; or
      ii) A copy of a current utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the voter along with a picture ID.
   c) Upon identification being provided,
      i) Write "Verified" in the Remarks Column.
      ii) Proceed to "e" below.
3) An entry of **"Protected"** beneath the Voter's Name:
   a) Indicates that the voter's residence address is Confidential and is not public record.
   b) Voter shows ID or signs the Personal Identification Affidavit then signs next to his or her name and is issued a ballot. **NOTE: Do not enter any address in the Poll Book for this voter.**
   c) Proceed to "e" below.

e. The voter must then sign his name in the Signature of Voter column following his name before receiving the ballot(s). (34-1106, I.C.)
   1) If the voter signed the Personal Identification Affidavit, the Poll Book Clerk makes the notation "affidavit" in the remarks column.

f. Record the ballot stub number or sequence number in the Seq No column next to the voter's signature in the Poll Book.

2. When a voting booth or AutoMark is available, the Issuing Clerk will:
   a. Stamp the Arrow Ballot(s) with the Official Election Stamp in the Official Stamp Box at the bottom on the front of the ballot(s).

b. Hand the Official Arrow Ballot(s) to the elector along with a secrecy sleeve.
   1) Give instructions to the elector on placing the voted ballot(s) into the secrecy sleeve prior to leaving the voting booth.
   2) Direct the elector to either an open voting booth or AutoMark.
      IMPORTANT: Never allow a voter to wait with an Official Arrow Ballot(s) in hand. It may be bent or torn and become unusable by the AutoMark or unreadable by the tabulator.

3. The operation of voting shall be secret. The elector must retire to either a vacant voting booth or AutoMark.
   a. If using a voting booth, the elector will mark his ballot according to the instructions which appear on the Card of Instruction (E-3A-OS).
   b. If using the AutoMark, the elector will follow the directions given by the machine and the Election Clerk assisting voters with the machine. **IMPORTANT:** A voter may ask for assistance with the AutoMark after beginning to vote. An Election Clerk may give any needed instruction or assistance.

4. Before leaving the voting booth or the AutoMark, the elector should place the voted ballot(s) into the secrecy sleeve.

Throughout the Day

1. Instructions and a demonstration on how to record their votes should be given for the Arrow Ballot to all electors prior to voting and the AutoMark to those who wish to use it prior to voting. See the Arrow Demonstration on page 39.

2. Voting booths must be inspected as frequently as feasible to make certain that no sample ballot, literature, flyers, stickers, etc. are left in them after an elector casts his or her ballot. Any material must be removed from the voting booth.

3. After a pad of ballots has been issued, place the pad of ballot stubs in the Voted Ballot Stub Envelope (EE-6) for returning to the County Clerk at the end of the night.

Assistance to the Voter

IMPORTANT: Whether an elector chooses to vote the Arrow Ballot or use one of the following options for assistance when voting, the decision is left to the elector. Although the AutoMark is available in every polling place, an elector may still request assistance or utilize curb-side voting.

1. All electors have the following options for assistance when voting.

a. AutoMark:

   1) This device marks an Arrow Ballot with the selections made by electors who have difficulty seeing or marking a ballot.

   2) No votes are stored in the machine. The AutoMark only marks a ballot. Ballots are counted by the tabulators just as other Arrow Ballots.

   3) For instructions, see the AutoMark Procedural Manual.

b. Assistance with voting by a person of their choice:

   1) Any elector who, because of blindness, physical disability or other disability, is unable to mark his or her ballot may request assistance from an individual of their choice in marking their ballot(s).

      a) An elector may request assistance from one of the Election Clerks or any other person of their choice.

      b) The selected individual will ascertain the wishes of the elector for each office or ballot measure/question and will mark the ballot(s) accordingly.

      c) The selected individual is not allowed to give any information regarding the marking of the ballot(s).

      d) Upon receiving assistance in this manner, the Poll Book Clerk will make the notation of "assistance" in the Remarks Column of the Poll Book following the name of the elector. See the sample Poll Book Page on page 13, Line 291, Column C.

c. Curbside Voting:

   1) Any elector who, because of physical disability or other disability, is unable to enter the polling place, may request assistance at their vehicle.

      a) An elector may have someone notify the Election Clerks in the polling place that they are in the parking lot and need a ballot brought to them.

      b) The Election Clerk will take the Poll Book or appropriate Poll Book page, Arrow Ballot(s), and secrecy sleeve to the elector in their vehicle in the polling place parking lot.

      c) The elector signs the Poll Book next to his or her name, votes the ballot(s) in a private manner, places the voted ballot(s) in the secrecy sleeve and returns them to the Election Clerk.

      d) The Election Clerk returns the Poll Book or Poll Book page to the Poll Book. The Poll Book Clerk makes the notation of "assistance" in the Remarks Column of the Poll Book following the name of the elector. (See the sample Poll Book page on page 13, Line 282, Column C). Then the Election Clerk deposits the voted ballot(s) in the appropriate ballot box(es), which causes the voters name to be announced and recorded as voted.

IMPORTANT: If any elector, after beginning to vote, asks for information regarding the marking of a ballot, the Election Clerks will give him or her any necessary information, instruction or assistance. (34-2427, I.C.)

Receiving the Voted Ballot

1. After voting the ballot(s), the elector must then present himself to the Clerk in charge of the **"C"** Ballot Box(es) or **"E"** Eagle (i.e. Receiving Clerk) and state his name and residence address. (34-1107, I.C.)

2. The Receiving Clerk will locate the voter's name and record that the voter has voted in either the second Poll Book or the List of Registered Voters.
   a. If the voter 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) If the Election Day Registration Card was given to the Receiving Clerk, place the completed registration card in the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).

3. The elector has the option of depositing his or her ballot(s) into the **"C"** Ballot Box(es) or **"E"** Eagle or allowing the Receiving Clerk to deposit the ballot(s).
   a. **The Elector Deposits:**
      1) **"C" Ballot Box:**
         a) The Receiving Clerk will instruct the elector on how to deposit the ballot(s) into the ballot box while retaining the secrecy sleeve.
            i) The elector 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.
         b) The elector will then deposit the ballot into the ballot box and will return the secrecy sleeve to the Receiving Clerk.
      2) **"E" Eagle:**
         a) The Receiving Clerk will instruct the elector on the correct way to insert the ballot(s) into the Eagle.
            i) Any orientation is possible (front or back up, top or bottom first).
            ii) The elector should be cautioned against getting the secrecy sleeve too close to the throat of the Eagle, since this could result in a jam.
         b) After the **"E"** Eagle carries the ballot through the reading station, it deposits the ballot into the ballot box.

i) If the ballot is blank, or has been marked with an unauthorized marker, it will be returned to the voter for remake.

ii) **NOTE:** A voter may deliberately cast a blank ballot and insist that it be accepted. This is permissible. You can override the attempt to return the ballot by pressing the "3" key on the keypad. This key is available through a finger hole at the back of the Eagle.

b. **The Receiving Clerk Deposits:**

1) The elector will hand the voted Arrow Ballot(s) within the secrecy sleeve to the Receiving Clerk.

2) The Receiving Clerk will deposit the Arrow Ballot(s) into either the **"E"** Eagle or **"C"** Ballot Box without removing the ballot(s) from the secrecy sleeve.

3) After the **"E"** Eagle carries the ballot(s) through the reading station, it deposits the ballot into the ballot box.

a) If the ballot is blank, or has been marked with an unauthorized marker, it will be returned to the voter for remake.

b) **NOTE:** A voter may deliberately cast a blank ballot and insist that it be accepted. This is permissible. You can override the attempt to return the ballot by pressing the "3" key on the keypad. This key is available through a finger hole at the back of the Eagle.

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

IMPORTANT: NEVER LEAVE THE "E" EAGLE OR "C" BALLOT BOX UNATTENDED!

Receiving and Processing Absentee Ballots

(Only those counties where absentee ballots are sent to the polls.)

1. Between the opening and closing of the polls, the County Clerk or designee will deliver the Absentee Ballot Carrier Envelope (EA-13) (i.e. Carrier Envelope) containing Absentee Ballot Return Affidavit Envelopes (EA-12-OS, EA-12F-OS or EA-16) (i.e. Affidavit Envelopes) along with a list of voter's names as they appear on the Affidavit Envelopes.

2. Upon receipt of the Carrier Envelope, the Chief Judge will immediately open the Carrier Envelope and proceed to count the number of Affidavit Envelopes enclosed. The number of Affidavit Envelopes enclosed should match the number listed on the Judges Receipt for Absentee Ballots (EA-1).

a. If the number of Affidavit Envelopes matches the number listed on the Judges Receipt for Absentee Ballots, the Chief Judge and County Clerk or Designee will sign the Receipt. The Chief Judge and County Clerk or designee will each keep a copy of the

signed receipt.

b. If the number of Affidavit Envelopes does not match the number listed on the Judges Receipt for Absentee Ballots, the Chief Judge and County Clerk or Designee must determine the discrepancy.

   1) It is suggested that one individual reads the names listed on the Affidavit Envelope while the other marks off the names on the list of voter's names that was included in the delivery of the Carrier Envelope.

   2) Upon locating the missing name or the additional evelope, contact the County Clerk's Election Office and report the discrepancy. Then, correct the number of Affidavit Envelopes on the Judges Receipt for Absentee Ballots. The Chief Judge and County Clerk or Designee will sign the Receipt. The Chief Judge and County Clerk or designee will each keep a copy of the signed receipt. The County Clerk or designee will correct the discrepancy and will either locate the missing Affidavit Envelope or add the additional envelope to the list of returned absentee ballots.

3. Upon signing the Judges Receipt for Absentee Ballots,

   a. Give the Affidavit Envelopes to the Issuing Clerk.

   b. The Poll Book Clerk will enter the number of absentee ballots received on Line 2c in the first column on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book (E-2A). See Ballot Accounting page on page 38.

4. For each Affidavit Envelope enclosed,

   a. The Issuing Clerk will announce the elector's name appearing on the Affidavit Envelope.

   b. The Poll Book Clerk will locate the elector's name in the Poll Book.

      1) If the voter has not voted at the election,

         a) The Poll Book Clerk will write the voter's name in the "Signature of Voter" column as though the voter had been present and voted in person.

         b) The Poll Book Clerk should initial next to the type of Absentee Ballot in the "Signature of Voter" column. (34-1008, I.C.) See the Poll Book sheet on page 13, Line 286 and Line 288, Columns B & C.

      2) If the voter has already voted in the election,

         a) The Issuing Clerk will write "Spoiled" and the reason across the back of the Affidavit Envelope and place the Affidavit Envelope in the Rejected Absentee Ballots Envelope (EA-14).

   c. If the elector is a duly registered elector of the precinct and has not heretofore voted at the election, the Issuing Clerk will open the Affidavit Envelope and remove the Voted Ballot Envelope (EA-9).

d. The Voted Ballot Envelope should be handed to the Receiving Clerk.

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

2) Depositing:

a) **"C"** Ballot Box: The Receiving Clerk will then deposit the envelope into the proper ballot box and will locate the elector's name in the second Poll Book or List of Registered Voters and record that the voter has voted as though he had been present and voted in person.

b) **"E"** Eagle: The Receiving Clerk will deposit the Voted Ballot Envelope into the **"E"** front auxiliary bin for processing at the close of the polls.

3) Stack the empty Affidavit Envelopes for return to the County Clerk.

Challenging Absentee Elector's Vote

1. An absentee ballot may be challenged in the same manner as other votes are challenged.

a. The Receiving Clerk and the Chief Judge have power and authority to determine the legality of such ballot.

b. If the challenge is sustained, the envelope containing the ballot of the elector will:

1) Not be opened.

2) The Receiving Clerk will write "challenged" and the reason for the challenge across the back of the Affidavit Envelope.

3) The Poll Book Clerk will make the notation "challenged" in the Poll Book after the elector's name.

c. All absent elector's return Affidavit Envelopes (EA-12-0S, EA-12F-OS or EA-16) which were rejected as aforementioned will be placed in the Rejected Absentee Ballot Envelope (EA-14) and returned to the County Clerk in Return Supply Envelope (E-2). (34-1010, I.C.)

d. If an absent elector's envelope contains more than one (1) marked ballot of any one (1) kind, none of such ballots shall be counted. The Receiving Clerk shall make the notation "Spoiled" across the back of the ballots and reason therefore then deposit them in the Spoiled Ballot Envelope (EE-5). (34-1009, I.C.)

Early Pick Up of Ballots, If Applicable to Your Precinct

Sometime during the late afternoon on Election Day, the voted ballots may be picked up for transfer to the counting center. When the County Clerk or designee authorized to pick up the ballots arrives at the polling place or when you prepare the ballots by a specific time for pick up, the following steps are to be followed:

1. Locate the small transfer case, which has been supplied for this purpose.

2. In the presence of at least two Election Clerks, unlock or break the seal on the ballot box and remove all of the voted ballots.

3. Quickly but accurately count the number of voted ballots and enter this total on:
   a. The Receipt for Early Pick-Up (EP-100P) provided.
   b. On Line 2e in the first column on the Ballot Accounting page (E-2B) just after the outside Poll Book Cover (E-2A) of the Poll Book. See Ballot Accounting page on page 38.

4. Place all of the voted ballots into the ballot transfer case.

5. Seal the Transfer Case.

6. Complete the Receipt for Early Pick-Up (EP-100P).
   a. Enter the Precinct Number.
   b. Enter the Seal Number from the seal used on the Transfer Case.
   c. Sign the log.

7. Tape one copy of the Receipt for Early Pick-Up (EP-100P) to the outside of the ballot transfer case.

8. The Chief Judge retains the second copy of the Receipt for Early Pick-Up (EP-100P) as part of the Election Night records.

9. Do not surrender the ballot transfer case containing the voted ballots until the County Clerk or designee and the Chief Judge have signed the Receipt for Early Pick Up of Ballots (EP-100P).

10. The County Clerk or designee will take one copy of the signed Receipt for Early Pick Up of Ballots (EP-100P). The Chief Judge will retain the second copy of the Receipt for Early Pick-Up of Ballots (EP-100P) to be returned with the supplies to the County Clerk at the end of the night.

11. Lock or seal the ballot box and put it back into service. Be sure to show that the ballot box is empty and explain what occurred to the next voter and any bystanders.
    a. If using a seal, record the new seal number on the Ballot Box Seal Accounting Page (E-21).

Closing the Polls

1. Thirty (30) minutes prior to the closing of the polls, one of the 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** not withstanding the pronouncement that the polls are closed. (34-1101(2), I.C.)
   b. If there is a Line of voters 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 voters 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 five (5) tasks be assigned to Clerks in groups of two. More than one team of board members may be working on different tasks at the same time.

Task 1 – Poll Book Tally and Comparison

1. The Poll Book 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 Clerks should have the same voters marked as voting.
   a. Missing voters:
      1) Correct any mistakes that may be found, until they are found to agree.

2. Count the number of elector's signatures on each page of the Poll Book signed by the electors. Then, record that number on the bottom of each page on the Line "Number of Electors Voting This Page."
   a. If absentee ballots were sent to the polls, the signature count will include those voters who were marked during the Receiving of the Absentee Ballots.

3. Combine the number listed on the Line "Number of Electors Voting This Page" 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) just after the outside cover of the Poll Book that the voters signed. See Ballot Accounting page on page 38.

Task 2 – Election Day Registration and Personal Identification Affidavits

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. Count the number of completed Registration Cards.

3. Enter the number of completed Registration Cards on:
   a. The "Total Number of Election Day Registration Cards" Line on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book the voters signed. See Ballot Accounting page on page 38.
   b. The front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).

4. Count the number of signed Personal Identification Affidavits.

5. Enter the number of signed Personal Identification Affidavits on:
   a. The "Total Number of Personal Identification Affidavits" Line on the Ballot Accounting page (E-2B) just after the outside cover of the Poll Book the voters signed. See Ballot Accounting page on page 38.
   b. The front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).

6. Place the completed registration cards and signed Personal Identification Affidavits into the Election Day Registration Envelope (EDR-3) and seal.

7. Place the sealed Election Day Registration and Personal Identification Affidavit Envelope (EDR-3) into the Voted Ballot Box or other designated container with the voted ballots.

Task 3 – Preparing Ballots and Poll Book Tabulation

1. Unlock or break the seal and remove the ballots.
   a. **"C" Ballot Boxes:**
      1) Remove both the voted ballots and the EA-9-OS Voted Ballot envelopes, if absentee ballots were delivered to the polls.
      2) Remove the voted absentee ballots from the Voted Ballot Envelopes.
      3) Unfold the voted absentee ballots.
      4) Count the number of voted absentee ballots.
      5) Enter the total number of absentee ballots on Line 2g 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 38.

6) Place the voted absentee ballots on the bottom of the stack of voted ballots prior to transporting to the County Clerk. (This is important to the tabulation process at the counting center.)

b. **"E" Eagle:**

1) Follow the "Closing the Polls" procedures presented in the manufacturer's manual.

2) **NOTE:** The front auxiliary bin may have been used during the day for temporary storage of voted, but uncounted ballots and absentee ballots delivered to the polls. If any such ballots are retrieved, they must be processed.

a) Remove the absentee voted ballots from the EA-9-OS Voted Ballot envelopes and unfold.

b) Count the number of voted absentee ballots.

c) Enter the total number of absentee ballots on Line 2g 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 38.

d) Absentee ballots and any other unprocessed ballots should be inserted one-by-one into the tabulator.

e) When removing ballots from bins, place absentee ballots on the bottom of the voted ballots, without write-ins. Ballots with write-ins should be kept separate. Do not count write-ins. These will be counted centrally.

2. Preparing Ballots for Transfer

a. Counting Ballots

1) **"C" Ballot Boxes:**

a) Count the number of voted ballots.

b) Place the Voted Ballots into the ballot box or ballot transfer case with the Voted Absentee Ballots on the bottom of the stack.

c) Enter the total number of voted ballots placed in the ballot box or ballot transfer case 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 38.

d) Complete the following on the Transport Carrier Control Log (EP-20P).

i) Enter the Precinct Number.

ii) Enter the Number of Ballots placed in the ballot box or ballot transfer box.

iii) Enter the Seal Number.

iv) Sign the log.

2) **"E" Eagle:**

a) Obtain the election results tape in duplicate from the precinct ballot tabulator as instructed in the manufacturer's manual. Post one copy outside the entry to the polling place.

b) Place the Voted Ballots into the ballot box or ballot transfer case with the Voted Absentee Ballots on the bottom of the stack.

c) Enter the total number of voted ballots placed in the ballot box or ballot transfer case 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 38.

d) You will have received specific instructions from your County Clerk concerning the transmittal of results (i.e. telephone, deliver results tape, etc.).

e) Complete the following on the Transport Carrier Control Log (EP-20P).

i) Enter the Precinct Number.

ii) Enter the Number of Ballots placed in the ballot box or ballot transfer box.

iii) Enter the Seal Number.

iv) Sign the log.

b. Tape the completed white copy of the Transport Carrier Control Log securely to the ballot box or ballot transfer case.

c. Enter the seal number on the "Ballot Transfer Box Seal No." Line on the Ballot Accounting Page (E-2B) just after the outside cover of the Poll Book (E-2A). See Ballot Accounting page on page 38.

d. Do not seal the ballot box or ballot transfer case at this point. The ballot box or transfer case will be sealed after completion of Task 7. Then, it will be transported to the County Clerk's Office in a manner specified by the County Clerk.

e. Record the number of ballots in the Ballot Box on Line 2f 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 38. **NOTE:** Do not include the number of absentee ballots.

3. Spoiled Ballots:

a. Count the number of spoiled ballots in the Spoiled Ballot Envelope (EE-5).

1) Be sure to include any absentee ballots that were spoiled if they were delivered to the polls during the day.

b. Record the number of spoiled ballots on Line 2h 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 38.

4. Unused Ballots:
   a. Physically count the number of unused ballots remaining in the pads of Official Ballots.
   b. Record the number of unused ballots on Line 2i 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 38.
   c. Complete the front of the Voted Ballot Stub Envelope (EE-6).
      1) Enter the Precinct Name or Number.
      2) Enter the Date.
   d. Place the voted ballot stubs in the Voted Ballot Stub Envelope (EE-6).
   e. Compare the number of stubs and the number of ballots issued. If the number of ballots issued does not agree with the number of stubs, the Election Clerks have the authority to make any decision to correct 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.)

5. Ballot Accounting page:
   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.
      3) Line 2e, 2f, 2g, 2h and 2i should be completed.
         a) If there was no Early Pick-Up of ballots, enter 0 on Line 2i.
      4) Add Line 2e, 2f, 2g, 2h and 2i together and enter the total on Line 2j.
      5) Line 2j (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.
            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. **IMPORTANT:** This does not mean that the Election Clerks are allowed to void all ballots cast at the polling place. (34-1202, I.C.)

6. Upon completion of the Ballot Accounting page, the Election Board members should sign the Certification of the Distributing Board on the Poll Book cover (E-2A).

Task 4 – Dismantle the Voting Booths/Devices

1. Voting Booths: Take down all voting booths for return to the County Clerk.

2. AutoMark: Follow the instructions given by the County Clerk.

Task 5 – Return of Election Supplies to the County Clerk

1. Election Clerks must enclose, seal and return election records and supplies to the County Clerk's Election Office. If the Clerk's office is closed, the election records and supplies shall be delivered to the County Sheriff or one of his deputies. (34-1204, I.C.)

2. Completing and filling the Return Envelope for the Poll Book (EE-1).
   a. EE-1 – Envelope for returning the Poll Books (EE-1) or List of Registered Voters. **NOTE:** There should be two of these envelopes.
      1) Complete the front of the Return Envelope (EE-1).
         a) Enter the date on the Line following "Tuesday."
         b) Enter the Precinct Name or Number.
         c) Each Election Clerk signs the envelope.
      2) Fill the Return Envelope (EE-1).
         a) Place the Poll Book signed by the voters in one of the envelopes.
         b) Place the Poll Book or List of Registered Voters maintained by the Receiving Clerk in the second envelope.

3. Completing and filling the Return Envelope for Election Materials (EE-2).
   a. EE-2 – Envelope for returning election materials.
      1) Complete the front of the Return Envelope (EE-2).
         a) Enter the date on the Line following "Tuesday."
         b) Enter the Precinct Name or Number.
         c) Each Election Clerk signs the envelope.
      2) Fill the Return Envelope (EE-2) by placing the following items in the envelope.
         a) Absentee Ballot Affidavit Envelopes (EA-12-OS, EA-12F-OS and EA-16), if delivered to the Polls
         b) Receipt for Absentee Ballots (EA-1), if applicable
         c) Oaths of Challenged Persons (E-7)

d) Receipt for Election Supplies (E-8)
e) Sequence Card
f) Idaho Election Laws Book
g) Official Election Stamp
h) Receipt for Early Pick-Up (EP-100P), if applicable

4. Load the Voted Ballot Box – Lock or seal inside:
   a. Voted Ballots
   b. Poll Book signed by the voters sealed in the EE-1 Poll Book Return Envelope
   c. Election Day Registration and Personal Identification Affidavit Envelope (EDR-3)

5. Load the designated container – Lock or seal inside:
   a. Un-voted ballots (if applicable)
   b. Voted Ballot Stub Envelope (EE-6)
   c. Spoiled Ballot Envelope (EE-5)
   d. Rejected Absentee Ballot Envelope (EA-14)
   e. Poll Book or List of Registered Voters maintained by the Receiving Clerk sealed in the EE-1 Return Envelope.
   f. Yellow copy of the Transport Carrier log(s) (EP-20P)

6. The polling place must be left in the same condition as it appeared when you arrived or as instructed by the building supervisor.

7. Remaining supplies should be transported in the container they were delivered in. The AutoMark should be returned in a manner prescribed by the County Clerk.

8. Transport the locked or sealed Ballot Box or Ballot Transfer Box, the locked or sealed designated container and other supplies to the central location in a manner specified by the County Clerk.

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RETURN TO COUNTY CLERK IN ENVELOPE No. EE-1

ELECTION RECORD and POLL BOOK

A list of the registered electors for the May 2011 Election to be held:	Date	IDAHO	County	Legislative District	Precinct	Index
	May 17, 2011		Jerome	No. 26	Northeast	A-Z

OATHS OF OFFICE FOR MEMBERS OF ELECTION BOARD

Before entering upon the discharge of their duties, the Election Board members shall take and subscribe an oath in the Election Record and Poll Book. Such oath shall be administered by any officer authorized to administer oaths or by the Chief Judge.

1. We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of Election Board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.

Jane Wilkinson
Betty Smythe
Rick Lee
Sue Martin

Subscribed and sworn to before me this 17 day of May, 2011.

Signature of witness to oath: Mary Brown

Chief Judge — Title

IF NO PERSON AUTHORIZED TO ADMINISTER OATHS IS PRESENT

I, the undersigned, who swore in the other members of the Election Board, being first sworn, say upon oath: I will perform my duties on this Election Board according to law and that I will diligently endeavor to prevent the violation of any provision of the law in conducting the election.

Subscribed and sworn to before me this _____ day of _____, _____.

Signature — Title

2. CERTIFICATION OF DISTRIBUTING BOARD

We certify that the foregoing is an accurate summary of the actions of this Election Board.

Mary Brown
Jane Wilkinson
Betty Smythe
Rick Lee
Sue Martin

I hereby certify that the preparations of this polling place for the proper conduct of this election, as prescribed by Idaho Code, have been complied with.

Mary Brown

Chief Judge of Election

E-2A, Approved Secretary of State, January 2011

BALLOT ACCOUNTING for the Election held on May 17, 2011

County Precinct Northeast

Total Number of Election Day Registration Cards 66

Ballot Transfer Box Seal No. 639789

Total Number of Signed Personal Identification Affidavits 24

Ballot Description (Name or District Description)	May					
1. VOTING SUMMARY - Complete after polls are closed.						
a. Number of Electors Signing Record (Include Absentee Ballots Received at the Polls, if applicable)	550					
2. OFFICIAL BALLOT ACCOUNTING						
a. Number of Ballots received with supplies (7 a.m.)	400					
b. Number of Ballots received in late delivery (6 p.m.)	100					
c. Number of Absentee Ballots received (if any)	88					
d. Total Ballots to account for (2a + 2b + 2c)	588					
e. Number of Ballots Transferred at Early Pick-Up, if any	398					
f. Number of Ballots in the Ballot Box (Count the ballots)	64					
g. Number of Absentee Ballots in the Ballot Box, if any (Count the ballots)	88					
h. Number of Spoiled Ballots	1					
i. Number of Unused Ballots	37					
j. Total Ballots Accounted For (2e + 2f + 2g + 2h + 2i) (Should match 2d above. If this does not match, refer to the Procedural Manual for instructions.)	588					
k. Total Number of Ballots locked in Ballot Transfer Box	152					

E-2B, Approved Secretary of State, January 2011

VII – ARROW DEMONSTRATION

"Make Your Vote Count."

Each voter should be greeted when arriving at the polling place and verified that they are in the correct location. If they are in the incorrect location, assist the voter by locating the correct polling place and directing them to it. If the voter is in the correct polling place, verify that they have one of the acceptable forms of ID prior to approaching the Poll Book Clerk. The acceptable forms of ID are listed below. If the voter has one of the acceptable forms of ID, they should be directed to the Poll Book Clerk. If the voter does not have one of the acceptable forms of ID, they should be given a Personal Identification Affidavit to complete attesting to their identity.

Acceptable forms of ID:

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.

Here is suggested language for interacting with voters when they arrive at the polling place. Your assistance will prepare them to either show ID and sign the Poll Book or to register to vote.

Suggested Language for Greeters	If Yes	If No
Hello, welcome to polling place name. Is this your polling place?	Next Question	Let's find out where your polling place is. Assist the voter in locating their polling place by using the precinct map or street list.
Good. Are you registered?	Next Question	Direct the voter to the Election Day registration table.
Good. Do you have your photo ID with you today?	Next Question	You need to present acceptable photo ID or sign the Personal Identity Affidavit to vote in Idaho. On the affidavit you swear to your identity. Here is the affidavit for you to fill out while you are waiting. Please give it to the Clerk when you sign the Poll Book and you will be issued a ballot.
Good, you are all set. Please show your photo ID to the Clerk when you sign the Poll Book and then you will be issued a ballot.		

Also, prior to the voter approaching the Poll Book Clerk, each elector should be given a demonstration on voting procedures. The following instructions, with a demonstration of each point, should be followed:

"Let me show you how to mark your optical scan ballot."

"Using the marking device (the ballot marking pen) in the voting booth, complete the arrow pointing to your choice like this."

(demonstrate on a demonstration ballot)

"To vote for a candidate whose name is not printed on the ballot, complete the arrow pointing to the write-in space for the appropriate office and write the name of the person for whom you wish to vote in the blank write-in space for that office."

(demonstrate)

Primary Election Only:

"You may only vote within one political party's slate of candidates; and you may continue to vote the non partisan offices. You must restrict your voting to only one party. Complete the arrow to the right of the name of the candidate of your choice or write in the name of the person for whom you wish to vote in the blank write-in space for that office and complete the arrow to the right of the name written in. You may not vote for more than the number of candidates specified on the ballot nor more than one Yes/No response to each ballot question."

(demonstrate)

All Other Elections, Including General Election:

"You may not vote for more than the number of candidates specified on the ballot nor more than one Yes/No response to each ballot question. Vote for such candidates, as you desire by completing the arrow to the right of the name of the candidate of your choice or write in the name of the person for whom you wish to vote in the blank write-in space for that office and complete the arrow to the right of the name written in. You do not have to restrict your voting to one party in the General Election."

"A mismarked ballot cannot be corrected by erasure or cross outs. If you make a mistake when voting, you should return the ballot to the Issuing Clerk, who will issue you another ballot."

"When you are through voting, place your ballot inside the secrecy sleeve."

(demonstrate)

VIII – PRECINCT SUPPLIES

1. Election Record and Poll Book (one or more) (E-2A and E-2B)
2. Poll Book Return Envelope (EE-1)
   a. Sealed inside is one Election Record and Poll Book.
3. Supplies Return Envelope (EE-2)
   a. Sealed inside is the Absentee Ballot Affidavit Envelopes, Challenge Oaths, Receipt for Ballots and Supplies, Receipt for Absentee Ballots (if applicable), Election Laws Book and Official Election Stamp.
4. Official Election Ballots (Sealed in an envelope.)
5. Official Election Stamp and ink pad (Sealed in an envelope.)
6. Ballot secrecy sleeves
7. Ballot marking pens
8. Oath of Challenged Person (E-7)
9. Receipt for Election Supplies (E-8)
10. Arrow Ballot Voting Instructions placard (E-3A-0S)
    a. Containing the following information: (1) How to obtain a ballot, (2) How to vote, and (3) Procedure if ballot is spoiled.
11. Vote Here Sign (E-5)
12. Voter's Rights Placard (EP-11)
13. Mail-in Registrants (E-10)
14. Arrow Optical Scan Judges and Clerks Procedural Manual (E-12-OS-A)
15. Sample Ballots
16. Demonstration Ballots
17. Sequence Card
18. Idaho Election Laws Book
19. Disability Etiquette Brochure
20. **"C"** Ballot Box or **"E"** Eagle Tabulator
21. Ballot Box Seal Accounting Page, if applicable (E-21)
22. Ballot Transfer Case, if applicable
23. Receipt for Early Pick, if applicable (EP-100P)
24. Spoiled Ballot Envelope (EE-5)
25. Rejected Absentee Ballot Envelope (EA-14)
26. Transport Carrier Control Log (EP-20P)
27. Voted Ballot Stub Envelope (EE-6)
28. Election Day Registration and Personal Identification Affidavit Envelope (EDR-3)
29. ELECTION DAY REGISTRATION SUPPLIES PACKET
    a. Election Day Registration Manual (EDR-2)
    b. Register to Vote Here placard (EDR-5)
    c. Election Day Registration placard (EDR-4)
    d. Voter Registration Cards (ER-1)
    e. Residence Verified Stamp with Stamp Pad

30. Flip Charts
    a. Chief Judge Flip Chart (FCAOS-1)
    b. Poll Book Clerk Flip Chart (FCAOS-2)
    c. Issuing Clerk Flip Chart (FCAOS-3)
    d. Receiving Clerk (FCAOS-4)
31. Envelope for delivering absentee ballots to Clerks of Election Board (EA-13)
    a. Only if absentee ballots are delivered to the polling place during the day.
32. Ballot Box Locks with Keys or Ballot Box Seals
33. Voting Booths
34. Name Tags for Watchers and/or Challengers, if applicable
35. Other Supplies
    a. Ball Point Pens
    b. Marker
    c. Thumb Tacks
    d. Paper Clips
    e. Rubber Bands
    f. Scotch Tape
    g. Masking Tape
    h. Calculator
    i. Ruler