

## **How to Use this Manual and Materials**

**The Elections Training Reference Manual is divided into 2 sections.**

- **Chapter 1 – 9 are intended for County Clerks and Election Staff reference.**
- **Chapters 10 – 14 contain materials to assist in training poll workers.**

**Navigate using the color coding or the Table of Contents.**  
**Topics are also listed in the footer of each page for quick reference.**

**Clerks and staff are encouraged to:**

- Copy and use the materials that fit your training program.
- Customize these materials to fit your training program.
- Track the success of your training program and incorporate best practices into your future training programs. Store your ideas for improvements in this notebook.
- All documents are available for printing from the enclosed CD-ROM which is organized by the same chapter headings and file names as this Manual.
- To provide updated versions as necessary, materials are available on the Secretary of State's website.
- Email your suggestions, additions and improvements to the Elections Office for inclusion in the next edition of the Election Training Reference Manual.

## Training Poll Workers

To the voter, poll workers are the face of the election process. Each poll worker deserves our best efforts to provide expertise and support as they greet, inform and secure the ballots of Idaho Voters.

The accuracy and attitude with which poll workers execute Election Day procedures, explain the accessible voting device, and answer questions from voters will significantly affect public confidence in the election process.

Training poll workers to provide voters with a uniform, efficient and positive experience at the polls is essential to Idaho's continued success in the management of elections in response to the federal mandates of HAVA.

### Idaho Statute

#### TITLE 34, ELECTIONS, CHAPTER 24 VOTING BY MACHINE OR VOTE TALLY SYSTEM

##### 34-2413. PREPARATION OF MACHINES FOR USE -- INSTRUCTIONS.

(1) Before each election at which voting machines or vote tally systems are to be used, the county clerk of a county, or the clerk of a city, district or other political subdivision, in which voting machines or vote tally systems are to be used, shall cause them to be properly prepared and shall cause the election board to be properly instructed in their use.

(2) For the purpose of giving such instruction, the county clerk shall call the meeting or meetings of the election board that are necessary. Each election board shall attend the meetings and receive the instruction necessary for the proper conduct of the election with the machine or vote tally system.

(3) No election board judge or clerk shall serve in any election at which a voting machine or vote tally system is used unless he has received the required instruction and is fully qualified to perform the duties in connection with the machine or vote tally system; but this requirement shall not prevent the appointment of an election board clerk to fill a vacancy in an emergency.