

Best Practices Sample Documents

The following documents are samples of Idaho Best Practices. Please contact the County Clerks for more information on their innovative procedures.

Bingham County

Letter to county residents informing them of their accessible voting options including:

Home Voting
Vote by Mail
Voting at the Court House.

(This year the Accessible Voting Device will be available to voters who may need assistance at the courthouse, early voting locations and at the polls.)

Bonneville County

Pre-recorded voter demonstration CD for use in the polls and on the website.

Clearwater County

Review notes for the Chief Judge delivered to the polls in election supplies.

List other “Best Practices” for the next edition addition here:

BINGHAM COUNTY CLERK

JoAnne Pharis, Chief Deputy Clerk
(208)782-3159
Judy Burningham, Deputy Auditor/Payroll
(208)782-3155



Tami VanOrden, Court Supervising
Clerk (208)782-3121
Marlene Jensen, Elections & Jury
(208)782-3164

05 AUG 23 AM 11:22
SECRETARY OF STATE
STATE OF IDAHO

General Fax: (208)785-4131

Sara J. Staub
Clerk of the District Court
Ex-Officio Auditor and Recorder
(208)782-3160

Court Fax Numbers:
District: (208) 785-8057
Magistrate: (208) 782-3167

January 29, 2004

Dear County Resident:

With the 2004 Primary and General Elections approaching, we want to be sure that you are aware of the services the Bingham County Clerk's office provides to assist persons with disabilities in voting.

This past year we made a physical assessment of all of the polling places in the County, accompanied by a member of the community who is a wheelchair user, with the goal of identifying and resolving accessibility problems. We have been awarded a small grant from the State to assist with the needed changes which we plan to have in place in time for the Primary Election.

Voters also have the option of voting absentee in any of the following ways:

1. Home voting. At your request, we will send Election staff to your home to assist you in casting your vote. Call our office at 782-3164 to make arrangements.
2. Voting by mail. You can request that an absentee ballot be sent to you, which you will then need to complete and return to our office by the day of the election. You must request the absentee ballot by May 19, 2004, in order to allow enough time for the ballot to be sent to you and received back by us. Absentee ballots received after election day will not be valid.
3. Voting at Courthouse. From approximately mid-April to May 24, 2004, for the Primary Election, and mid-October to November 1, 2004, for the General Election, there will be voting booths set up in the Clerk's Office. You can come in at any time Monday through Friday, from 8:00 a.m. to 5:00 p.m. up to the day before the election to cast your ballot. The courthouse has a ramp on the south side of the building, designated parking places, and automatic doors to accommodate the needs of wheelchair users.

501 N. Maple Street, #205, Blackfoot, Idaho 83221

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If you are not yet registered to vote, you can request that we mail you a registration card, which you will then need to complete and return to us, with a copy of a photo identification card that contains your current address, or an envelope that has been mailed and received by you that shows your current address.

It is important to us that each citizen in the County have the opportunity to vote and participate in the democratic process. Please feel free to call our office if you have any questions, or would like to discuss this further. Our Elections Clerk is Marlene Jensen, who can be reached at 782-3164. Or you can call me directly at 782-3160.

Sincerely,

Sara J. Staub
Bingham County Clerk

501 N. Maple Street, #205, Blackfoot, Idaho 83221

From: Bobbie Jockumsen [bjockumsen@co.bonneville.id.us]
Sent: Wednesday, September 14, 2005 4:57 PM
To: Jim Mairs
Subject: Voting demonstrations

We burned/recorded our demonstrations on cd and cassette tapes. One recording is for the Primary Election and another is for the General Election. The Primary demo indicates to vote a straight party ballot. Each Chief Judge arranges for a cd player or recorder to be at their polling place. If we have two precincts in one polling place we may use one demonstrator for both. We also have the demonstrator clerk sitting at the table as the tape/cd runs to do a presentation and answer questions. This also frees up the demonstrator to help in other areas, to work as a greeter, or to direct people to the Chief Judge or the Election Day Registration table when needed.

I was told we are covered legally even if the voters choose not to listen because we have offered the demonstration.

Our General Election demonstration may be viewed or listened to on our web site under voting instructions:
<http://www.co.bonneville.id.us/elections/bonelec4.htm>

If this does not make sense, email me or call and I will try to explain better.

Bobbie

supplies to see which precinct they now reside in and send them to the polling spot for that precinct. There is a list of polling locations on the enclosed Sample Ballot. The new polling spot will have them fill out a registration card so that they will be able to vote there. If someone comes to vote that doesn't live in your precinct follow the same procedure and send them to the correct polling location. Election Day registrations have to have their Idaho driver's license number filled in on their registration card if the elector has an Idaho driver's license. If they do not, then have them fill in the last four digits of their social security number on the card. Refer to the copy of the article that is in your supplies to explain Election Day registration.

9. In the original poll book (the one the elector signs before he/she is given a ballot) you need to write in the sequence number (taken off the numerical sheet in your supplies). After the elector has voted, the worker with the copy poll book then orally states that the person has voted (saying the voters name) and the worker marks a check next to the person's name in the copy poll book.
10. When the ballot is returned to the worker, the stub is torn off of the ballot and put in a separate pile for tallying (we recommend you bundle them in groups of 25 for easier tallying). The ballot, which is in the secrecy envelope, is put in the locked voting can in the presence of the voter. If the voter wishes to put the ballot in the can themselves, that is fine, but make sure the stub is removed and that the worker actually watches the voter place the voted ballot in the locked can. The chief judge is responsible for the key for the voting cans and she should keep it in a secure location away from the ballot cans.
11. The poll book must balance with the number of ballots at the end of the night. If for any reason you don't balance and cannot find the error after having other workers look and going over it several times, do not stay at the polling place all night. Telephone the office and discuss the matter with Robin.
12. There is a list regarding the Candidates that have filed a Declaration of Intent to be a write-in for this election in with your supplies (also there is one attached to this list). Please check the gray write-in envelopes carefully for any of these names. If there is a declared write-in filled in, be sure and keep the voted ballot with the gray envelope.
13. You will also find in your ballot boxes the exact typed legal description for your precinct. This might be helpful to you if you are having trouble determining if someone lives within your precinct.
14. Be sure all ballot boxes are sealed once the ballots have been balanced back to the poll book and are ready to be transported. **Be sure the Ballot Carrier Label is taped to the top of the can holding the voted ballots and that it is filled out and signed. The yellow copy of the Ballot Carrier Label is put in the voted ballot can before it is locked (after it has been completed). This has to be done right!!!** The individuals bringing the ballots in on Election Night are going to try to bring all of the supplies in with them, except for the Orofino precincts. You will need to take the booths down and have the stuff ready for them to pick up. When you take the booths down, be sure the hollow end of the leg is pointed towards the outside.
15. Be sure to fill in your hours worked and round trip mileage on the Judge's Time Sheet so that we can pay you. You also need to sign the applicable line on that sheet. The pay rate is now \$6.50 per hour & the Chief Judge gets an additional \$10. The mileage reimbursement rate is \$.365 per mile. We should be paying these expenses around November 15th.
16. I have made a laminated poster that discusses Electioneering at the Polls, please post this on the door to the polling location. (The laminated one from Precinct #2 & #6 is missing – so just post the copy). The Chief Judge needs to make sure that no electioneering is being done too close to the polls. There is a copy of an article I have put in the Clearwater Tribune regarding electioneering. Any voter who feels someone has done any electioneering to them is to

immediately contact an election judge – get the name of the person telling you and also the name or description of the person who was doing the electioneering. Then call my office at 476-5615 and we will advise the Sheriff's office.

17. We have "I voted" stickers for you to hand out after people have voted – probably the receiving clerk should be the one to do this. You will find some little post-it notes in your supplies. These can be used by the poll book clerk to keep their place in the book so it will be easier to go back & check when someone has voted.

18. I talked to the Secretary of State's office about a couple of the questions that came up at the training. You CAN use State Issued Identification Card Numbers on the Voter Registration Cards – but you still need to check to make sure they have picture ID and proof of residence. If someone has no Social Security Card, no Identification Card and no Driver's License but does have some type of picture identification and proof of residence, they can register; the computer system assigns them a number. Also, the question about the use of cell phones: the person doing the Demonstration should mention to anyone with a cell phone to please turn it off during their time at the polls. They should not be used in the polling location.

19. Anyone who has voted Absentee will have "ABS" listed in the line where they are to sign in the poll book. If a person come into vote and that is listed after their name you need to advise them that your records show they have voted absentee and cannot vote again. If they say they did not vote absentee have them call my office and we will research it and advise you. Remember no absentee ballots are to be turned into the polling location. The voter has to turn them into the clerk's office at the courthouse by 8:00 pm on Election Day to be counted.

20. There were no requests for Challengers or Poll Watchers submitted to my office. There are no authorized Challengers or Poll Watchers for this General Election!

IF YOU HAVE ANY QUESTIONS DURING THE DAY OR EVENING PLEASE TELEPHONE THIS OFFICE AT 476-5615. THE OFFICE WILL BE OPEN FROM 7:00 AM TO WHENEVER WE ARE ALL DONE TALLYING THE VOTES. IF THERE IS ANYTHING UNUSUAL OR THAT YOU ARE NOT SURE OF, IT IS IMPERATIVE THAT YOU CHECK WITH THIS OFFICE – IT IS OUR RESPONSIBILITY TO BE SURE THINGS ARE DONE CORRECTLY SO THOSE DECISIONS SHOULD COME FROM THIS OFFICE.

THANK YOU FOR ALL YOUR HARD WORK!!!!!!!!!!!!!!!!!!!!!!