

PROCEDURAL OUTLINE FOR ABSENTEE VOTING – PUNCH CARD

PUNCH CARD BALLOT ABSENT ELECTOR'S SUPPLIES Primary Election - May 23, 2006

ERM-1	Mail Registration Form
EA-2	Envelope for transmitting registration card
EA-4	Application for Absent Elector's ballot
EA-5	Envelope for transmitting official Absent Elector's materials
EA-5A	Envelope for return of Absent Elector application
EA-6	Special notice to registered elector
EA-7	Special notice to non-registered elector
EA-8	Envelope for transmitting Absent Elector's ballot and related materials to elector
EA-8F	Envelope for transmitting Absent Elector's ballot and related materials to service voters Ballot card (write-in) envelope
EA-11A	Elector instruction card for punch card ballot
EA-12	Envelope for returning Absent Elector's ballots to county clerk
EA-12F	Envelope for returning Absent Elector's ballots to county clerk for service voters
EA-13	Carrier envelope for delivering Absent Elector's ballots to appropriate judges of election
EA-14	Envelope for rejected Absent Elector's ballots

PROCEDURAL OUTLINE FOR ABSENTEE VOTING PUNCH CARD BALLOT

I. AUTHORIZATION

Registered electors are authorized to vote by absentee ballot under provisions contained in Chapter 10 of the Idaho Election Laws.

II. APPLICATION FOR ABSENTEE BALLOT

1. Dates for accepting.
 - a. Application for a mail-in absentee ballot shall be received by the county clerk not later than 5:00 p.m. on the sixth day before the election (May 17, 2006 for the Primary Election).
 - b. An application for in person absentee voting at the absent elector's polling place described in section 34-1006, Idaho Code, shall be received by the county clerk not later than 5:00 p.m. on the day before the election (May 22, 2006 for the Primary Election).
 - c. Application by recently physically disabled (within 48 hours prior to the closing of the polls) electors to be accepted on day of election.
 - d. Application for an absentee ballot may be made by using a facsimile machine.
 - e. Application by email with the applicant's scanned signature may be accepted.
2. Contents. Application must contain the name of the elector, his home address, county and if necessary the address to which the ballot should be forwarded.
3. Signature requirement. Each application must be signed personally by the applicant.
4. Form provided. Application form EA-4 is provided for use in receiving application for absent elector's ballot.
5. County clerk's record of applications. The county clerk shall keep a record in his office containing a list of names and precinct numbers of electors making application for absent elector's ballots, together with the date on which such application was made, and the date on which such absent elector's ballot was returned.
6. Procedure when written request tendered. (Other than EA-4)
 - a. In the event a registered elector transmits a written request for an absentee ballot and the information contained in such request is sufficient to properly identify the elector and is timely, the clerk should accept such request as a bona fide application and arrange for the applicant to vote by absent elector's ballot. (See issuance of absentee ballot).

- b. In the event a registered elector transmits a written request for an absentee ballot and the information contained in such request is insufficient to properly identify the elector, the clerk should deliver the following forms to the elector by return mail. (Use envelope EA-5 for transmittal)

- (1) Application form (EA-4)
- (2) Elector's return envelope (EA-5A)
- (3) Special notice (EA-6)

7. Procedure when applicant is not registered

- a. In the event written request for absentee ballot is received by the clerk, and records indicate the elector making such request is not registered, the clerk should deliver the following forms to the elector provided that such request is received prior to the close of registration. (Use envelope EA-2 for transmittal.)

- (1) Registration card form (ERM-1)
- (2) Special notice (EA-7)

III. FEDERAL POSTCARD APPLICANTS.

- 1. Authorization. A person may make application for an absent elector's ballot by use of a properly executed federal post card application as provided for in the laws of the United States known as the Uniformed and Overseas Citizens Absentee Voting Act.
- 2. Primary and General. A properly executed federal postcard application (F.P.C.A.), if received prior to the primary election, shall be considered a request for an absent elector's ballot for both the primary and general election.
- 3. Record of. The clerk is required to keep, as a part of the records of his/her office, a list of all federal postcard applications received and of the manner and time of delivery or mailing to and receipt of returned ballot.
- 4. Unregistered postcard applicants. If a person submits a properly executed federal post card application and the clerk receiving it determines that such applicant is not registered, the clerk shall accept the FPCA as a registration to be maintained in the register of electors. The FPCA is not required to be notarized.

IV. ISSUANCE OF ABSENTEE BALLOT.

- 1. Official election stamp. The county clerk shall stamp each ballot on the back with the official election stamp prior to delivery of the absentee elector's ballot.
- 2. Delivery of ballot by mail. The county clerk shall deliver to the applicant by mail (use envelope EA-8/EA-8F for transmittal), to the mailing address given in the application, the following materials:

- a. Official absent elector's ballot, attached to styrofoam backing
- b. Elector Instruction Card (EA-11A)
- c. Ballot card (write-in) Envelope
- d. Paper ballot showing office titles, candidate names and numbers
- e. Elector's return envelope (EA-12 or EA-12F used for FPCA applicants)

(Affidavit which appears on the reverse side of the return envelope must be properly filled in as to residence address by the county clerk prior to mailing.)

3. Delivery of ballot by county clerk. If the applicant is in the county, but who will be physically unable to vote at his designated polling place on day of election may be delivered a ballot personally by an election official. The county clerk shall forthwith notify the applicant by setting forth the time and place. The clerk shall also notify *predesignated witnesses of the date and the approximate hour the ballot is intended for delivery. The following forms should be delivered to the elector:
 - a. Official absent elector's ballot
 - b. Ballot card (write-in) Envelope
 - c. Paper ballot showing office titles, candidate names and numbers
 - d. Elector's instruction card. (EA-11A)
 - e. Elector's return envelope (EA-12)

The clerk has the option to deliver ballots by mail following the procedures set forth in IV(2).

In the event an elector is physically unable to mark his own ballot, he may receive assistance in marking such ballot from the officer delivering same or an available person of his own choosing. In the event the election officer is requested to render assistance in marking an absent elector's ballot, the officer shall ascertain the desires of the elector and shall vote the applicant's ballot accordingly. When such ballot is marked by an election officer, the witnesses on hand shall be allowed to observe such marking. (Should the witness so designated fail to appear or if the political party does not desire to have a witness present, the clerk may proceed as prescribed by law.) The voter requesting assistance should be advised of the foregoing alternatives.

***Pursuant to section 34-1003, Idaho Code, April 10, 2006 is the last day prior to the primary election for political parties to supply lists of witnesses to the county clerk.**

4. Delivery of Ballot to Elector in Office. If the ballot is delivered to the elector in the office of the county clerk, the elector may mark it upon retiring to the absent elector's voting booth. The county clerk must provide an absent elector's voting place with voting booths and other necessary supplies as provided by law.

5. Ability to Mail Within County. Upon appropriate request, the county clerk has the ability to mail within the county.

V. VOTING OF ABSENT ELECTOR'S BALLOT

1. Voting of absent elector's ballot. Upon receipt of an absent elector's ballot package, the elector receiving it should read the paper ballot portion contained therein, select, and vote for the candidates of his or her choice on the ballot card.
2. Disposition of voted ballot card. Elector's voted ballot card must be placed inside the ballot card (write-in) envelope. This envelope must then be deposited in the return envelope EA-12/EA-12F, as the case may be, and sealed securely.
3. Affidavit. The elector must execute an affidavit on the back of the return envelope. Such affidavit need not be notarized.

If the ballot is delivered to the elector in the office of the clerk, the elector may mark it upon retiring to the absent elector's voting booth. The clerk must provide an absent elector's voting place with voting booths and other necessary supplies as provided by law.

VI. RETURN OF ABSENTEE BALLOT

1. Deadline for return. Absent elector's return envelope EA-12/EA-12F, as the case, may be must be received by the issuing officer by 8:00 p.m. on the day of election before such ballot may be counted.
2. Clerk's duties upon receipt. Upon receipt of an absent elector's ballot, the county clerk shall verify authenticity of the affidavit and shall write or stamp upon the envelope containing the same, the date and hour such envelope was received in his/her office and, if the ballot was delivered in person, the name and address of the person delivering the same. The county clerk must keep and preserve all absent elector's ballots unopened until the time prescribed for delivery to the appropriate election judges.
3. Late ballots (disposition of). Late absent elector's ballots, together with rejected absent elector's ballots returned by the judges of election, must remain in the sealed identification envelopes and handled in the manner provided for other spoiled ballots. (Place in envelope for rejected ballots EA-14.)

VII. TRANSMISSION OF ABSENTEE BALLOTS TO POLLS

Carrier Envelope. Upon receipt of absent elector's ballots, the county clerk receiving them must enclose the ballots unopened in a carrier envelope EA-13. Such ballots must be kept until delivery of the official ballots to the judges of election of the precinct in which the elector resides.

In those counties which count ballots at a central location, absentee ballots that are received on Election Day may, in the discretion of the county clerk, be retained in a secure place in the clerk's office and such ballots shall be added to the precinct returns at the time of ballot tabulation.

VIII. ABSENTEE VOTING BY VOTING MACHINE OR PAPER BALLOTS

In elections where voting machines are used, absentee voting may be conducted by voting machine or by paper ballot.

1. Counting paper ballots. Paper ballots used for absentee voting may be retained in the clerk's office and counted by special counting boards. If this procedure is followed counting board officials shall open carrier envelope EA-13 and remove the EA-12/EA-12F envelopes. The judges of election of the precinct in which the elector resides must be so notified in order that the absent elector's name may be entered on the combination election record-poll book and the proper notation made to indicate that such elector had been present and voted (this notification is necessary to prevent double voting). Ballots counted in the office of the clerk shall be tallied and returned by precinct. There shall be no tallying of absentee ballots in the clerk's office prior to Election Day. The returns for any ballots tallied on Election Day prior to the close of the polls shall not be released until after all polls have closed statewide.

2. Counting ballots retained at the clerk's office by machine. The judges of election of the precinct in which the elector resides must be so notified in order that the absent elector's name may be entered on the combination election record-poll book and the proper notation made to indicate that such elector had been present and voted (this notification is necessary to prevent double voting). Ballots counted in the office of the clerk shall be tallied and returned by precinct. There shall be no tallying of absentee ballots in the clerk's office prior to Election Day. The returns for any ballots tallied on Election Day prior to the close of the polls shall not be released until after all polls have closed statewide.

