

MANUAL
for
Judges and Clerks of Election
ARROW OPTICAL SCAN
Including Requirements of Qualified Electors

**PRIMARY AND GENERAL
ELECTIONS**

2006

**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 2006 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 the Procedural Manual. If you have any unanswered questions, please contact your county clerk.

Sincerely,
BEN YSURSA
Secretary of State

II — OVERVIEW — OPTICAL SCAN VOTING

This manual has been written to cover both central count procedures and precinct ballot tabulation with the Eagle. Throughout the 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. You should have had an opportunity to previously review the manufacturer’s manual. There will be references to the manufacturer’s manual in this manual.

The Ballot — The voter votes by marking the arrow opposite a candidate’s name or YES/NO response position. The mark must be made using the special marking pen the election board will issue. The mark is a connecting line between the head and tail of the arrow.

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 shall place the ballot in the secrecy sleeve and return to the receiving judge. The judge will take the ballot within the secrecy sleeve and insert the ballot into “E” the Eagle (“C” the ballot box) as the elector watches. “E” After the Eagle carries the ballot through the reading station, it deposits it in the ballot box. If the ballot is blank, or has been marked with an unauthorized marker, it will be returned to the voter for re-make. (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.)

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.**

During the Day — Refer to Section IX.

Closing the Polls — ‘E’ Again, these procedures are covered fully in the manufacturer’s manual and Section IX of this Manual.

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, I.C.)

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.

IV – FREQUENT QUESTIONS AND PROBLEMS ON ELECTION DAY

1. **What if an elector’s name does not appear on the Election Record 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 such error resulted in an omission in the Combination Election Record and Poll Book the qualified elector thus effected should be allowed to vote. Manually record the elector’s name and address in the Election Record and Poll Book and have the elector sign their name therein. See Poll Book Sheet on page 9, Line 13, columns A & C.

2. **What if an elector’s address is different than what appears in the Poll Book?**

No person shall knowingly sign his name in the Combination Election Record and Poll Book if his residence address is not within that precinct at the time of signing. If the residence address of a person contained in the Combination Election Record and Poll Book is incorrectly given due to an error in preparation of the Combination Election Record and Poll Book, the clerk shall ascertain the correct address and make the necessary correction. The elector shall then be given the appropriate ballot(s), which have been stamped with the official stamp. (34-1106, I.C.) See Poll Book Sheet on page 9, Line 1, columns A & C.

3. **What if an elector has moved within the county and has failed to reregister?**

With proof of residence accompanied with a picture I.D., the elector may register at the polls on election day and should be directed to the registration table. When the elector returns with a registration card stamped “residence verified,” the clerk in charge of the Election Record and Poll Book should enter the elector’s name and address in the Election Record and Poll Book and make the notation “election day registration” following such elector’s signature in the remarks column. (34-408A, I.C.) See Poll Book Sheet on page 9, Line 12, columns A & C.

4. **When is the Oath of Challenged Person (Form EP-7/EG-7) tendered?**

If an elector’s name as it appears in the Election Record and Poll Book has been challenged 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 Challenged Person.** (34-1111, I.C.) *See page 4 for “qualified elector” definition.*

5. 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 on private property within one hundred (100) feet thereof, or on public property within three hundred (300) feet thereof. (18-2318, I.C.)

6. Does the challenged elector need to sign the poll book after having subscribed to the oath of a challenged person?

Yes, and the clerk in charge of the election record and poll book should enter the word “sworn” following such elector’s name and signature in the remarks column of the election record and poll book. (34-1106(2), I.C.) See Poll Book Sheet on page 9, Line 4, column C.

7. 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 election register. 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 challengers, voters or poll workers) making the challenge shall sign his name following the entry. (34-431, I.C.) See Poll Book Sheet on page 9, Line 7, column C.

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

Persons authorized by the county clerk to be present at the polls shall wear a visible name tag which includes their respective title. The persons authorized to serve as challengers may challenge voters as they offer to vote.

A watcher may watch the receiving of the votes. (34-304, I.C.).

They are not to interfere with the voters or the voting process. If you feel that a challenger or poll watcher is interfering with the duties of the election board, courteously point out what their role as a challenger or poll watcher is.

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

Elector returns the spoiled ballot. No person shall take or remove any ballot from the polling place.

The returned ballot card shall be marked on the back “spoiled ballot — another issued” and deposited in the spoiled ballot envelope (EP-105-OS). 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.” Instruct the elector to finish the voting process in the usual manner. (34-1109, I.C.) See Poll Book Sheet on page 9, Line 3, column C & sequence # column.

10. What if an elector’s name is different than what appears in the Poll Book?

An individual who is registered and in all other respects qualified to vote, whose name has been changed, by either marriage or by court order, may provide proof of residence accompanied with a picture I.D. and register on election day at the polls. (34-408A, I.C.) See Poll Book Sheet on page 9, Line 5, columns A & C.

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

Such elector may be handed a ballot outside the polling place by one of the election clerks, and in his presence but in a secret manner, mark and return the same to such election officer who shall proceed as provided by law to record the ballot. State law dictates that the distance outside the polling place must be within forty (40) feet. However, the Secretary of State’s office suggests you use your own discretion in this matter. This does not mean the election worker absents himself to go to the elector’s home to present a ballot on election day. Absentee voting is applicable to this type of situation. (34-1108, I.C.)

12. What if an elector because of physical disability is unable to record his vote personally?

Any elector who, because of blindness, physical disability or other handicap is unable to mark his ballot shall, upon request, receive the assistance of the election board clerks or some other person chosen by the elector in the marking thereof. Such clerks or persons shall ascertain the wishes of the elector and mark his ballot in accordance therewith, and shall thereafter give no information regarding such marking. Whenever an elector receives assistance in this manner, a clerk shall make a notation thereof in the Combination Election Record and Poll Book following the name of the elector. (34-2427(2), I.C.) See Poll Book Sheet on page 9, Line 3, column C.

Use of the handicap accessible voting unit should be demonstrated. This unit will allow individuals previously requiring assistance to vote independently.

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

13. What if there is a vacancy on the election board?

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.

(34-2413,(3) I.C.)

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 Combination Election Record and Poll Book. See Poll Book cover on page 20.

14. What if the election stamp is lost?

The ballot distributing clerk shall initial each ballot and write, with a red pen, “stamped”, upon the ballot in the appropriate place. (34-901, I.C.)

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

The clerks of any election may appoint some capable person to act as 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. The constable is required to keep order at the polling place at all times.

(34-1105, I.C.)

16. What if an individual asks if another elector has voted?

No judge or clerk shall communicate to anyone any information as to the name or number on the registry list of any elector who has not applied for a ballot, or who has not voted at the polling place. (34-1110, I.C.)

ELECTION RECORD AND POLL BOOK for COUNTY PRECINCT: 0001

Column A

Column B

Column C

LINE NO.	VOTER LAST NAME, FIRST NAME and ADDRESS	SIGNATURE OF VOTER	SEQ NO	VOTED	VOTER ID	REMARKS
1	Adams, Aaron A. 785 123 Main Street Mill Street	Aaron A. Adams	18590	X	001000002	Corrected address
2	Abel, Dick 4852 Norman Street				001000010	Rita Hayward Moved
3	Anderson, Willard 460 Oak Street	Willard Anderson	18591 18592	X	001000001	assistance spoilied ballot
4	Alder, Tom 723 Front Street	Tom Alder	18593	X	001000003	Bob Smith moved - sworn
5	Alexander, Velma K. (Brown) 510 Locust Street				000727200	Name change see "Bs" election day registration
6	Avery, Allison 545 Raintree Drive	Allison Avery	18596	X	000828200	
7	Avery, Bill 545 Raintree Drive				000626200	Allison Avery moved
8	Award, Hannah 211 21st Street	Hannah Award	18597	X	000929200	
9	Award, Samantha 211 21st Street	Samantha Award	18598	X	000424200	mail registration - ID required verified
10	Ayre, Don 88 Birch Street	Don Ayre		X	000525200	absentee
11	Ayre, Lois 88 Birch Street	Lois Ayre		X	000121200	absentee
12	Anderson, William 412 Elm Street	William Anderson	18594	X		Election day registration
13	Apollo, Jane 132 Front Street	Jane Apollo	18595	X		clerical error - left off
14						

Generated By: SA

ELECTION DATE: 11/07/2006

Reported On: 6/23/2005 Requested For:

VI DEMONSTRATION

“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:

“You may vote within either 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. If a ballot has votes in both parties, none of the partisan votes will be counted. You may not vote for more than the number of candidates specified on the ballot.”

(demonstrate)

GENERAL:

“You may not vote for more than the number of candidates specified on the ballot. 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)

VII — ASSISTANCE TO THE VOTER

- (1) The handicap accessible voting unit should be demonstrated. This unit will allow individuals previously requiring assistance to vote independently.

Whether the voter chooses to use the handicap accessible voting unit or vote on the regular ballot, the choice of voting with or without assistance shall be left to the voter. A voter may find that assistance is required on the accessible voting unit once they begin to vote.

- (2) The election board clerks shall instruct electors on how to record their votes on the optical scan ballot, and shall give assistance to any elector who declares that he is unable by reason of physical disability or other handicap to record his vote on the optical scan ballot, and on request by the elector after he has entered the voting booth, shall give him the necessary information to enable him to record his vote.
- (3) Any elector who, because of blindness, physical disability or other handicap, is unable to mark his/her ballot shall, upon request, receive the assistance of the election board clerks or some other person chosen by the elector in the marking thereof. Such clerks or person shall ascertain the wishes of the elector and mark his ballot in accordance therewith, and shall thereafter give no information regarding such marking. Whenever an elector receives assistance in this manner, a clerk shall make a notation thereof in the Combination Election Record and Poll Book following the name of the elector. See Poll Book Sheet on page 9, line 3, column C.
- (4) If any elector, after entering the voting booth, asks for information regarding the marking of a ballot, the election board clerks shall give him the necessary information.
(34-2427, I.C.)

VIII — PROCESSING ABSENTEE BALLOTS
(Only those precincts where absentee ballots are sent to precinct.)

1. Open the carrier envelope (EA-13), and remove the absentee ballots.
2. Count the number of absentee ballots.
3. Record the number of absentee ballots on line 2b and line 3b on the front cover of the election record and poll book.
4. Announce the elector's name appearing on the envelope (EA-12-OS/EA-12F-OS).
5. If the elector is a duly registered elector of the precinct and has not heretofore voted at the election, the clerk shall open the return envelope (EA-12-OS/EA-12F-OS) and remove the ballot envelope (EA-9-OS).
6. Hand the ballot envelope (EA-9-OS) to the receiving clerk to be deposited into the "E" front auxiliary bin (Procedure for Eagle tabulation at the polls) or "C" ballot box (Procedure for Central Count) and cause the absent elector's name to be entered in the election record and poll book as though he had been present and voted in person. The clerk shall write "absentee" in the remarks column on the line where the elector's name appears.

Challenging Absentee Elector's Vote

An absentee ballot may be challenged in the same manner as other votes are challenged and the receiving clerks shall have power and authority to determine the legality of such ballot.

If the challenge be sustained, the envelope containing the ballot of such elector, shall not be opened and the clerks shall endorse on the back of the envelope the reason therefore.

All absent elector's identification envelopes (EA-12-OS or EA-12F-OS) which are rejected as aforementioned shall be placed in envelope (EA-14) and returned to the county clerk in envelope (EP-2/EG-2). (34-1010, I.C.)

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 and the clerks shall make notation on the back of the ballots and reason therefore and deposit in spoiled ballot envelope (EP-105-OS). (34-1009, I.C.)

IX — ELECTION BOARD PROCEDURAL CHECK LIST

_____Precinct

The Day Before Election Day

1. The county clerk will deliver election ballots and supplies to the chief judge of election on or before the opening of the polls for the election. Ballots, the official stamp and ink pad will be delivered in sealed packages. (34-910, I.C.)

“E” In any event, do not plug the Eagle into a receptacle until election morning before the polls are open.

2. Upon receipt of ballots and supplies, the chief judge will return a written receipt (EP-8/EG-8) for such supplies to the county clerk. (34-910, I.C.)

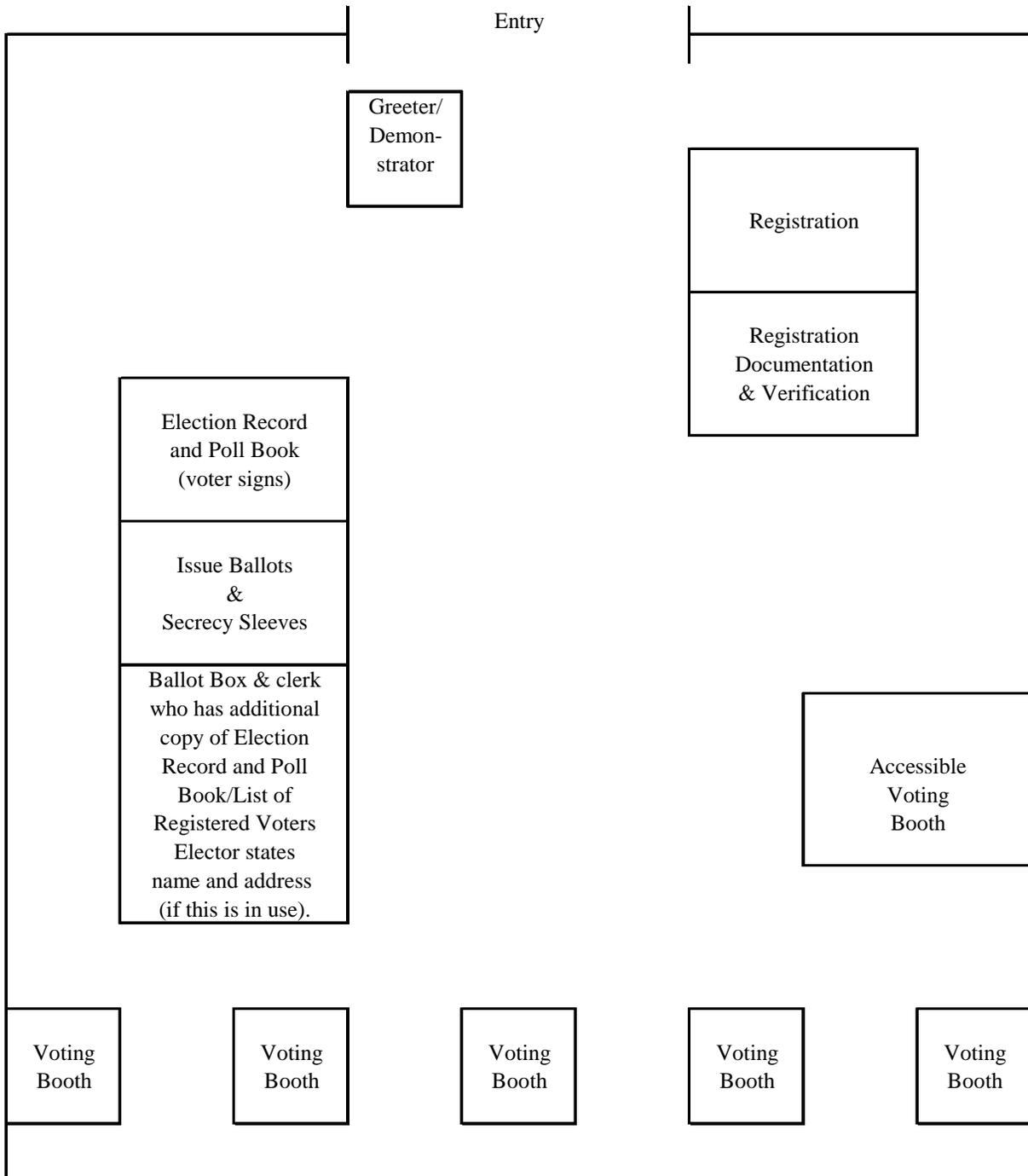
On Election Day Before Polls Open

1. Report to the polling place no later than 7:30 a.m. unless specified otherwise by clerk.
2. Post the VOTE HERE SIGN (E-5), in visible view, on polling place building.

Use marker to enter the County, Precinct and Time.

3. a. In the presence of bystanders, the judge and clerks of election shall break the sealed packages of election supplies. (34-1103, I.C.)
 - b. Carefully check election supplies. Please note page 22 of this manual which lists precinct supplies. Contact county clerk immediately if shortage exists.
 - c. Check official ballots to insure that they are the ballots for your precinct. (Use ballots in numerical order.)
 - d. Record number of ballots received on outside cover of combination election record and poll book.
 - e. Arrange the polling place with “E” the Eagle, (“C” ballot box) and booths in view of those present. (See suggested arrangement of polling place on page 14.)
 - f. Post sample ballots, Mail-in Registrants (E-10), Voter’s Rights (EP-11) placards in the polling place and Card of Instruction (EP-9-OS) placards in the voting booths.
 - g. Assignment of Duties — It is suggested that specific duties be assigned within the following framework:
 - (1) One (1) clerk to greet and demonstrate use of accessible voting system.
 - (2) One (1) clerk to be in charge of the combination election record and poll book (EP-1/EG-1). Where the poll book is divided into alphabetical divisions, a clerk should be assigned to each division.
 - (3) One (1) clerk in charge of stamping and issuing ballots.
 - (4) “C” One (1) clerk in charge of the additional copy of the combination election record and poll book/list of registered voters, to receive and deposit ballots.
“E” One (1) clerk to be stationed near the Precinct Ballot Tabulator for receipt of ballots and to perform other duties related to Eagle processing. (See Section II, and the manufacturer’s manual.)
The above duties may be combined to correspond with personnel available.
 - h. Before entering upon their duties, election board officials must take and subscribe an oath on the cover of the Combination Election Record and Poll Book. (34-111(4), I.C.)

Suggested Arrangement of Polling Place



X - CONDUCT OF ELECTION

Polls Open — Voting from 8:00 A.M. to 8:00 P.M. Unless Otherwise Specified by County Clerk.

1. At 8:00 a.m. polls open and the chief judge shall make a public proclamation of the same. (34-1101, I.C.)
2. **“C”** (Procedure for Central Count) When the first elector arrives to vote, open the ballot box and show that it is empty to the elector and any bystanders. Close and seal. Thereafter the ballot box shall not be opened until the polls close. Give the seal number to the poll book clerk to be entered on the cover of the election record and poll book.

“E” (Procedure for Eagle tabulation at the polls) When the first elector arrives to vote, 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. The ballot box shall not be opened until the polls close.

3. Representatives of political parties and candidates so authorized by the county clerk shall be permitted to be present at the polls. (34-304, I.C.)

Such representatives should be positioned so that the normal voting process will not be disrupted. The elections office shall furnish each precinct (if applicable) a list of designated poll watchers and challengers. No person shall be at the polls serving as a poll watcher or challenger unless their name appears on the list. (34-304, I.C.)

4. Demonstrate correct voting procedures to all electors. Refer to page 10 for a demonstration example.

Identifying the Elector and Issuing Ballot Card

1. Voter must state his name and address to the clerk in charge of the combination election record and poll book, and must sign his name following his name therein before receiving the ballot. (34-1106, I.C.)
 - a. Check the Remarks Column for any notations.
 - (1) A challenge made in the remarks column requires that the voter sign an Oath of Challenged Person before you issue the ballot. Upon receipt of the signed Oath you may issue the voter the ballot(s) and write sworn in the remarks column.
 - (2) An entry in the remarks column, “Registered by Mail ID Required” is a flag that the voter sent in a mail registration application and ID has not been verified. Before the voter can be issued a ballot they must present a form of identification. Identification that may be accepted is listed on the “Attention Mail-in Registrants” placard posted in your polling place. Upon identification being provided, issue the voter the ballot(s) and write verified in the remarks column.

Note: Record ballot stub/sequence number in Combination Election Record and Poll Book.

2. Stamp ballot with official election stamp and issue official ballot and secrecy sleeve when a voting booth is available. Never allow a voter to wait with an official ballot in hand. He may bend or tear it.
3. The operation of voting shall be secret. — The elector must retire to a vacant voting booth and mark his ballot according to the instructions, which appear thereon.

Receiving the Ballot Card

1. The elector must then present himself to the clerk in charge of receipt and deposit of ballots and state his name and residence.
2. The elector will hand his ballot, within the secrecy sleeve, to the election clerk.
3. **“E”** If the voter is hesitant in giving the ballot to the election clerk, let the elector insert his/her ballot into the throat of the Eagle. Any orientation is possible (front or back up, top or bottom first). Use of the secrecy sleeve is encouraged, but the voter should be cautioned against getting the sleeve too close to the throat, since this could result in a jam.

“C” The clerk shall deposit the voted ballot into the ballot box by inserting the lower edge of secrecy sleeve into the ballot box slot, allowing the ballot to slip into the ballot box.
4. After the ballot has been accepted the clerk shall then record in the combination election record and poll book that the elector has voted and proclaim the same in an audible voice. Call out the elector’s name loudly enough to be heard by the poll watchers. (34-1107, I.C.)

Closing the Polls

1. Thirty (30) minutes prior to the closing of the polls, one of the judges shall make a proclamation of the same. (34-1101(2), I.C.)
2. Close the polls at 8:00 p.m., however, all electors who are waiting in line at 8:00 p.m. shall be allowed to vote notwithstanding the pronouncement that the polls are closed. (34-1101(2), I.C.)

After the Polls Close “C”

After all electors who are waiting in line at 8:00 p.m. have voted and the polls have closed, the board will take the following steps. It is suggested that any two members of the board may perform any one of the below listed tasks. In other words, more than one team of board members may be working on different projects at the same time.

1. Unlock the ballot box and remove the ballots.
2. Complete the tabulations in combination election record and poll book as follows:
 - a. Count the number of electors’ signatures in the poll book.
 - b. Compare the election record and poll book(s)/list of voters and correct any mistake that may be found therein, until they are found to agree.
 - c. Enter total number of ballots cast (the number of ballots cast is determined by adding electors signing and any absentees received.)
 - d. If the number of ballots issued does not agree with the number of stubs, the election clerks have authority to make any decision to correct the situation, but this shall not be construed to allow clerks to void all ballots cast at the polling place. (34-1202, I.C.)
 - e. Record number of spoiled ballots.
 - f. Record number of unused ballots.
 - g. Enter ballot box seal number.
 - h. Election board members must sign the election record and poll book.
 - i. Tabulation in combination election record and poll book is now complete.
3. Enter the precinct, number of ballots cast and the seal number on the transport carrier log (EP-20P). Sign the transport carrier log and tape the white copy on the ballot box.
4. Place election record and poll book into the (EP-1A/EG-1A) envelope. The envelope should be placed into the designated container.
5. Place completed registration cards into the election day registration envelope (EDR-3). The envelope should be placed into the designated container.

Closing the Polls

1. Thirty (30) minutes prior to the closing of the polls, one of the judges shall make a proclamation of the same. (34-1101(2), I.C.)
2. Close the polls at 8:00 p.m., however, all electors who are waiting in line at 8:00 p.m. shall be allowed to vote notwithstanding the pronouncement that the polls are closed. (34-1101(2), I.C.)

After the Polls Close “E”

After all electors who are waiting in line at 8:00 p.m. have voted and the polls have closed, the board will take the following steps. It is suggested that any two members of the board may perform any one of the below listed tasks. In other words, more than one team of board members may be working on different projects at the same time.

1. Follow the “Closing the Polls” procedures presented in the manufacturer’s manual.

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.

2. Remove the absentee voted ballots from the EA-9-OS envelopes and unfold.
3. Absentee ballots and any other unprocessed ballots should be inserted one-by-one into the tabulator.
4. 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.
5. Do not count write-ins. These will be counted centrally.
6. Complete the tabulations in combination election record and poll book as follows:
 - a. Enter total number of voted ballots as shown on the Eagle tape report.
 - b. Record the number of spoiled ballots.
 - c. The number of voted ballots and the number of spoiled ballots must agree with the number of stubs.
 - d. Record the number of unused ballots.
 - e. Enter transfer box seal number.
 - f. Election board members sign election record and poll book.
 - g. Tabulation in combination election record and poll book is now complete.
7. Enter the precinct name and the number of voted ballots counted on the transport carrier log (EP-20P).
8. Place election record and poll book into the (EP-1A/EG-1A) envelope. The envelope should be placed into the designated container.

9. 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.
10. You will have received specific instructions from your county clerk concerning the transmittal of results. (telephone, deliver results tape, etc.)

RETURN TO COUNTY CLERK IN ENVELOPE NO. EG-1A

ELECTION RECORD AND POLL BOOK

A list of the registered electors for the GENERAL ELECTION to be held:	Date November 7, 2006	IDAHO	County-City-District ADA	Legislative District No.	Precinct	Index																																										
<p align="center">OATHS OF OFFICE FOR MEMBERS OF THE ELECTION BOARD</p> <p>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.</p>			<p>2. VOTING SUMMARY (complete 2 and 3 after polls have closed)</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">a. Number of Electors signing record</td> <td align="right" style="padding: 2px;">993</td> </tr> <tr> <td style="padding: 2px;">b. Number of Absentee Ballots received</td> <td align="right" style="padding: 2px;">40</td> </tr> <tr> <td style="padding: 2px;">c. Total number of Ballots cast</td> <td align="right" style="padding: 2px;">1033</td> </tr> </table>				a. Number of Electors signing record	993	b. Number of Absentee Ballots received	40	c. Total number of Ballots cast	1033																																				
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<p>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.</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 5px;"><u>Rick Lee</u></td> <td style="width:50%;"></td> </tr> <tr> <td style="padding: 5px;"><u>Sue Marvin</u></td> <td></td> </tr> <tr> <td style="padding: 5px;"><u>Virginia Martin</u></td> <td></td> </tr> <tr> <td style="padding: 5px;"><u>Greg Brown</u></td> <td></td> </tr> <tr> <td style="padding: 5px;">_____</td> <td></td> </tr> <tr> <td style="padding: 5px;">_____</td> <td></td> </tr> <tr> <td style="padding: 5px;">Constable</td> <td style="padding: 5px;">Signature of witness to oath</td> </tr> <tr> <td style="padding: 5px;">Subscribed and sworn to before me this day.</td> <td style="padding: 5px;"><u>Don Wilkinson</u></td> </tr> <tr> <td></td> <td style="padding: 5px;"><u>Chief Judge</u></td> </tr> <tr> <td></td> <td style="padding: 5px;">Title</td> </tr> </table>			<u>Rick Lee</u>		<u>Sue Marvin</u>		<u>Virginia Martin</u>		<u>Greg Brown</u>		_____		_____		Constable	Signature of witness to oath	Subscribed and sworn to before me this day.	<u>Don Wilkinson</u>		<u>Chief Judge</u>		Title	<p align="center">Ballot Box Seal No. <u>2851</u> Ballot Transfer Box Seal No. <u>2852</u></p> <p>3. OFFICIAL BALLOT ACCOUNTING</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">a. Number of Ballot Cards received at poll (<u>7</u> a.m.)</td> <td align="right" style="padding: 2px;">900</td> </tr> <tr> <td style="padding: 2px;">(<u>6</u> p.m.)</td> <td align="right" style="padding: 2px;">300</td> </tr> <tr> <td style="padding: 2px;">b. Number of Absentee Ballot Cards received</td> <td align="right" style="padding: 2px;">40</td> </tr> <tr> <td style="padding: 2px;">Total Ballot Cards to account for (a+b)</td> <td align="right" style="padding: 2px;">1240</td> </tr> <tr> <td style="padding: 2px;">c. Total number of Ballots cast (2c above)</td> <td align="right" style="padding: 2px;">1033</td> </tr> <tr> <td style="padding: 2px;">d. Number of spoiled Ballot Cards</td> <td align="right" style="padding: 2px;">8</td> </tr> <tr> <td style="padding: 2px;">e. Unused Ballot Cards</td> <td align="right" style="padding: 2px;">199</td> </tr> <tr> <td style="padding: 2px;">f. Ballot Cards accounted for (c+d+e)</td> <td align="right" style="padding: 2px;">1240</td> </tr> <tr> <td style="padding: 2px;">Uncast Ballots (d+e) subtract from f</td> <td align="right" style="padding: 2px;">207</td> </tr> <tr> <td style="padding: 2px;">g. Total number of Ballots in Ballot Transfer Box ...</td> <td align="right" style="padding: 2px;">1033</td> </tr> <tr> <td colspan="2" style="padding: 2px;">(This number should agree with 2c)</td> </tr> </table>				a. Number of Ballot Cards received at poll (<u>7</u> a.m.)	900	(<u>6</u> p.m.)	300	b. Number of Absentee Ballot Cards received	40	Total Ballot Cards to account for (a+b)	1240	c. Total number of Ballots cast (2c above)	1033	d. Number of spoiled Ballot Cards	8	e. Unused Ballot Cards	199	f. Ballot Cards accounted for (c+d+e)	1240	Uncast Ballots (d+e) subtract from f	207	g. Total number of Ballots in Ballot Transfer Box ...	1033	(This number should agree with 2c)	
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<p>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.</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 5px;">Subscribed and sworn to before me this day.</td> <td style="width:50%;"></td> </tr> <tr> <td style="padding: 5px;">Signature of witness to oath</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td></td> <td style="padding: 5px;">_____</td> </tr> <tr> <td></td> <td style="padding: 5px;">Title</td> </tr> </table>			Subscribed and sworn to before me this day.		Signature of witness to oath	_____		_____		Title	<p>4. CERTIFICATION OF DISTRIBUTING BOARD</p> <p>We certify that the foregoing is an accurate summary of the actions of this Election Board:</p> <p><u>Rick Lee</u></p> <p><u>Sue Marvin</u></p> <p><u>Virginia Martin</u></p> <p><u>Greg Brown</u></p> <p>_____</p>																																					
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I hereby certify that the preparations of this polling place for the proper conduct of this election as prescribed in Section 34-2415 Idaho Code have been complied with.

Don Wilkinson
Chief Judge of Election

Return of Election Supplies

1. Election clerks must enclose, seal and return election records and supplies to the county clerk's office. If clerk's office is closed the articles shall be delivered to the sheriff or one of his deputies. (34-1204, I.C.)
2. Complete the transport carrier log (EP-20P).
 - a. Enter seal number
 - b. Enter precinct number
 - c. Enter number of voted ballots placed in the carrier
 - d. Sign the transport carrier log
 - e. Tape the white copy of the transport carrier log onto the outside of the ballot box
3. Place the following into the envelope (EP-2/EG-2).
 - a. Envelope for returning absentee ballot envelopes (EA-12-OS/EA-12F-OS)
 - b. Oaths of challenged persons (EP-7/EG-7)
 - c. Receipt for ballots and supplies (EP-8/EG-8)
 - d. Election Laws Book
 - e. Election stamp
 - f. Envelope (EDR-3) containing voter registration cards completed at the polls
 - g. Voter sequence cards
 - h. Spoiled ballot envelope (EP-105-OS)
 - i. Yellow copy of the transport carrier log (EP-20P)
 - j. Envelope for rejected absentee ballots (EA-14)
4. Polling place must be left in the same condition as it appeared when you arrived or as instructed by the building supervisor.
5. Transport the voted ballots within the sealed ballot box and the EP-1A/EG-1A and EP-2/EG-2 envelopes in a sealed container to the central location in a manner specified by the county clerk.
6. Accessible voting system should be returned in a manner prescribed by the county clerk.

X — PRECINCT SUPPLIES

1. Combination Election Record and Poll Book (one or more) (EP-1 or EG-1)
2. Envelope for returning Election Record and Poll Book to clerk (EP-1A or EG-1A)
3. Envelope for returning supplies to clerk. (EP-2 or EG-2)
4. Oath of Challenged Person (EP-7 or EG-7)
5. Receipt of supplies form (EP-8 or EG-8)
6. Instruction card (EP-9-0S)
7. Mail-in Registrants (E-10)
8. Voter's Rights (EP-11)
9. Judges and Clerks Manual – also contains elector qualifications (EP-10-OS)
10. Official Ballots
11. Sample Ballots
12. Demonstration Ballots
13. Ballot secrecy sleeves
14. Ballot marking pens
15. Idaho Election Laws Book
16. Ballot box or Eagle vote tabulator
17. Envelope containing stationery supplies (E-37)
18. Envelope for rejected absentee ballot (EA-14)
19. Envelope for delivering absentee ballots to clerks of election board (EA-13)
20. Vote Here Sign (E-5)
21. Official ballot stamp
22. Transport Carrier Control Log (EP-20P)
23. Voter Sequence Cards
24. Voted ballot card stub envelope (EP-106-OS)
25. Spoiled Ballot Envelope (EP-105-OS)
26. ELECTION DAY REGISTRATION SUPPLIES PACKET (EDR-3)
27. Flip Charts
 - (1) Chief Judge Flip Chart (FCAOS-1)
 - (2) Poll Book Clerk Flip Chart (FCAOS-2)
 - (3) Issuing Clerk Flip Chart (FCAOS-3)
 - (4) Receiving Clerk (FCAOS-4)