

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

**PRIMARY AND GENERAL**  
**ELECTIONS**

**2006**

**Prepared by the Office of**  
**BEN YSURSA**  
**Secretary of State**

## TABLE OF CONTENTS

I	Introduction	2
II	Terminology	3
III	Elector Qualifications	4
IV	Frequent Questions and Problems on Election Day	5
V	Election Poll Book Sheet	9
VI	Demonstration Prior to Issuing Ballots	10
VII	Assistance to the Voter	11
VIII	Processing Absentee Ballots	12
	Challenging Absentee Elector's Vote	12
IX	Election Board Procedural Check List	
	The Day Before the Election	13
	On Election Day Before Polls Open	13
	Suggested Arrangement of Polling Place	14
X	Conduct of Election	
	Polls Open	15
	Identifying the Elector & Issuing the Ballot Card	15
	Receiving the Ballot Card	16
	Closing the Polls	17
	After the Polls Close	17
	Example of Completed Poll Book Cover	18
	Return of Records and Supplies - Forms Provided	19
XI	Precinct Supplies	20

## 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 oval optical scan ballots.

As Secretary of State, I urge each election board chief judge 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 TERMINOLOGY

**The Ballot** — The voter votes by marking the oval opposite a candidate's name or YES/NO response position. The mark must be made using the pencil issued by the election board. The mark is made by penciling in the oval.

**Secrecy Sleeve** — The device used to shield the elector's marked ballot from the voting booth to the ballot box. Each voter, after marking his/her ballot shall place the ballot in the secrecy sleeve and return it to the receiving judge who will take the ballot within the secrecy sleeve and insert the ballot into the ballot box.

**Central Counting** — When ballots are transported from the polls to a central area for tabulating by mechanical means.

**Accessible Voting Machine.** — A voting machine equipped for individuals with disabilities to allow privacy and independence in voting.

### 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 and 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. (34-1106(4), I.C.) The elector shall then be given the appropriate ballot(s), which have been stamped with the official stamp. 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 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. **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.)

### 5. **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.*

**6. Does the challenged elector need to sign the poll book after having subscribed to the oath of 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 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 challenger, voter or poll worker) 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 at the polls. (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.” See Poll Book Sheet on page 9, Line 3, Column C & sequence # column.

Allow elector to finish the voting process in the usual manner. (34-1109, I.C.)

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

No person shall do any electioneering 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.)

**11. 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. card and register on Election Day at the polls. (34-408A, I.C.) See Poll Book Sheet on page 9, Line 5, Columns A & C.

**12. 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 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.)

**13. 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.

**14. 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, 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 Sheet on page 18.

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

The judges 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.)

ELECTION RECORD AND POLL BOOK for COUNTY PRECINCT: 0001

Column A

Column B

Column C

Reported On: 6/23/2005 Requested For:

ELECTION DATE: 11/07/2006

Generated By: SA

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	<b>Aaron A. Adams</b>	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 spoiled 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	<b>Allison Avery</b>	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						

## VI — DEMONSTRATION

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

“Using the marking device (the pencil provided) in the voting booth, simply darken all of the oval completely with the pencil, to the left of the candidate of your choice.”

(demonstrate on a demonstration ballot)

“To vote for a candidate whose name is not printed on the ballot, simply darken the oval next 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 give 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 voting machine or vote tally system, 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 machine or vote tally system, 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 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. 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 operation of the voting machine or marking device, the election board clerks shall give him the necessary information. (34-2427, I.C.)

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

- (1) Open the carrier envelope (EA-13), remove and count the absentee ballots.
- (2) Record the number of absentee ballots on line 2b and line 3b on the front cover of the Election Record and Poll Book.
- (3) Announce the elector's name appearing on envelope (EA-12/EA-12F).
- (4) 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/EA-12F) and remove the voted ballot envelope (EA-9-OS).
- (5) Hand voted ballot envelope (EA-9-OS) to the receiving clerk to be deposited into the ballot box and cause the absent elector's name to be entered on the Election Record and Poll Book as though he had been present and voted in person. The clerk should write "absentee" in remarks column on the line where the elector's name appears. See Poll Book Sheet on page 9, Line 11, Columns B & C.

**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(s) of such elector, shall not be opened and the clerks shall endorse on the back of the envelope the reason therefore. See Poll Book Sheet on page 9, Line 10, Column C.

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**

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.)
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.)

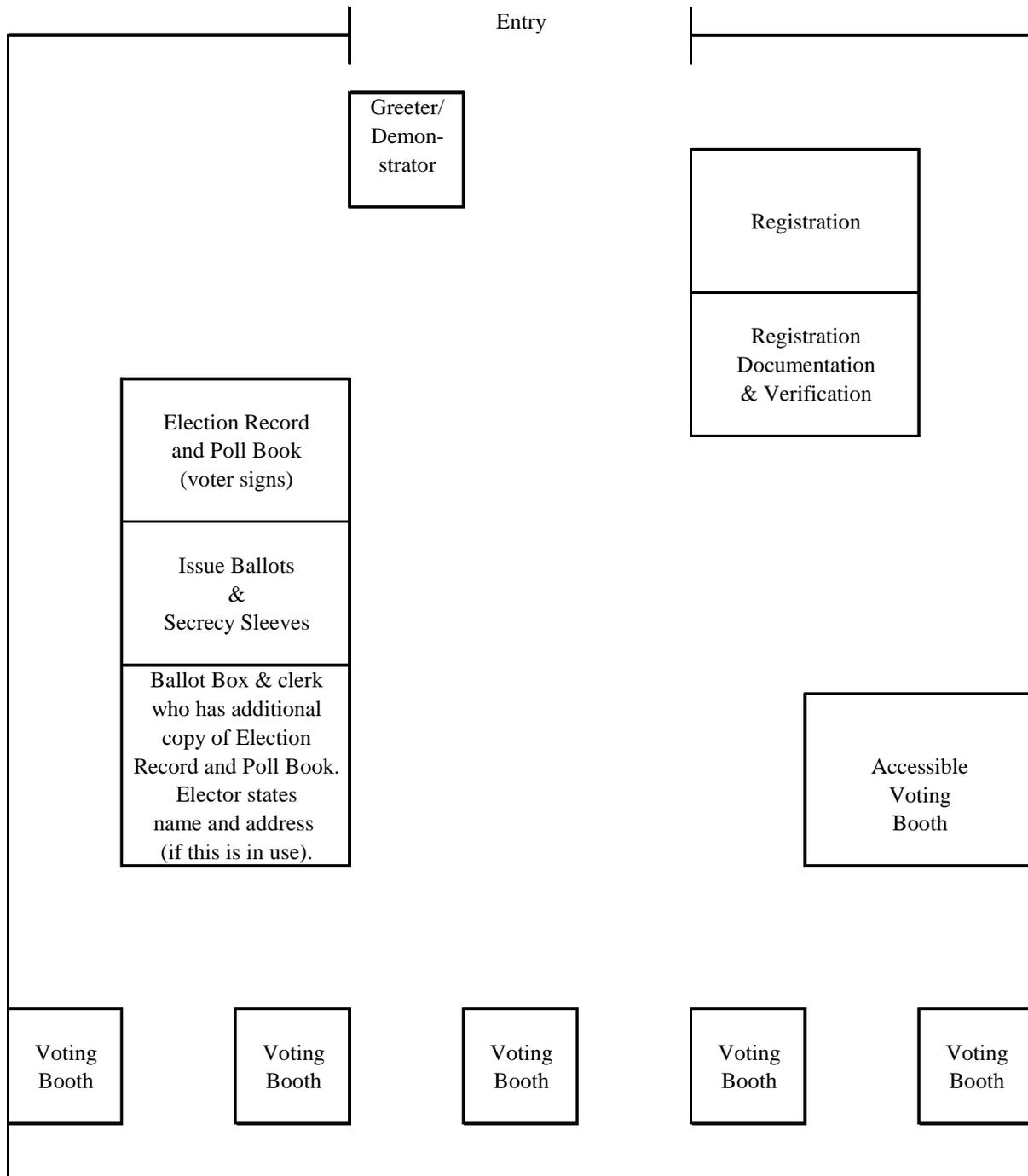
### **On Election Day Before Polls Open**

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 20 of this manual, which lists precinct supplies. Contact county clerk immediately if shortage exists.
  - c. Check official ballots to ensure 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 ballot box and booths in view of those present. See example of polling place set-up 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-13-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 poll book is divided into alphabetical divisions, an officer should be assigned to each division.
    - (3) One (1) clerk in charge of stamping and issuing ballots.
    - (4) One (1) clerk in charge of the additional copy of the combination election record and (if in use), to receive and deposit ballots.
    - (5) One (1) clerk in charge of Election Day registration.The foregoing 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; the chief judge shall make a public proclamation of the same. (34-1101, I.C.)
2. When the first elector of the day arrives to vote, open the ballot box and show that it is empty to the voter and any bystanders. Close and seal. Thereafter, the ballot box shall not be opened until the polls are closed.

Ballot box keys/seals will be delivered to the chief judge. Such keys/seals should be kept in his possession at all times.

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 Election 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 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 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 receiving clerk.
3. 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.

*The ballot card is deposited into the ballot box by the clerk in the PRESENCE of the elector.*

4. After the ballot has been accepted, the clerk shall then record in the election record and poll book that the elector has voted. Call out the elector's name loudly enough to be heard by the poll watchers. (34-1107, I.C.)

**Never leave the ballot box unattended!**

### **Closing the Polls**

1. Thirty (30) minutes prior to the closing of the polls, one of the clerks 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**

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 seal on the ballot box and remove the voted ballots. Remove the Absentee Ballots from the Voted Ballot Envelopes, unfold and place on the bottom of the stack before transporting to the County Clerk.
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 the number of electors signing and absentee ballots 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 judges 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.

**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"><b>OATHS OF OFFICE FOR MEMBERS OF THE ELECTION BOARD</b></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> <p>a. Number of Electors signing record ..... 993</p> <p>b. Number of Absentee Ballots received ..... 40</p> <p>c. Total number of Ballots cast ..... 1033</p>
--	--

<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 border="1" style="width: 100%;"> <tr> <td style="width: 70%;"><u>Rick Lee</u></td> <td>_____</td> </tr> <tr> <td><u>Sue Marvin</u></td> <td>_____</td> </tr> <tr> <td><u>Virginia Martin</u></td> <td>_____</td> </tr> <tr> <td><u>Greg Brown</u></td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td align="center">Constable</td> <td align="center">Signature of witness to oath</td> </tr> </table> <p>Subscribed and sworn to before me this day.</p>	<u>Rick Lee</u>	_____	<u>Sue Marvin</u>	_____	<u>Virginia Martin</u>	_____	<u>Greg Brown</u>	_____	_____	_____	_____	_____	Constable	Signature of witness to oath	<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> <p>a. Number of Ballot Cards received at poll (<u>7</u> a.m.) <u>900</u> <u>6</u> p.m.) <u>300</u></p> <p>b. Number of Absentee Ballot Cards received ..... 40</p> <p>Total Ballot Cards to account for (a+b) ..... 1240</p> <p>c. Total number of Ballots cast (2c above) ..... 1033</p> <p>d. Number of spoiled Ballot Cards ..... 8</p> <p>e. Unused Ballot Cards ..... 199</p> <p>f. Ballot Cards accounted for (c+d+e) ..... 1240</p> <p>Uncast Ballots (d+e) subtract from f ..... 207</p> <p>g. Total number of Ballots in Ballot Transfer Box ... <u>1033</u> (This number should agree with 2c)</p>
<u>Rick Lee</u>	_____														
<u>Sue Marvin</u>	_____														
<u>Virginia Martin</u>	_____														
<u>Greg Brown</u>	_____														
_____	_____														
_____	_____														
Constable	Signature of witness to oath														

<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> <p>_____</p> <p>Subscribed and sworn to before me this day.</p> <p>Signature of witness to oath</p> <p>_____</p> <p align="center">Title</p>	<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>
--	--

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. Supplies to be returned as follows:
  - a. EP-1A/EG-1A — Envelope for returning election record and poll book (EP-1/EG-1).
  - b. EP-2/EG-2 — Envelope for returning absentee ballot envelopes (EA-12-OS/EA-12F-OS), oaths of challenged persons (EP-7/EG-7), receipt for ballots and supplies (EP-8/EG-8), Election Laws Book, election stamp, yellow copy of transport carrier log (EP-20P), spoiled ballot (EP-105-OS) envelope, rejected absentee ballot envelope (EA-14) and the envelope (EDR-3) containing voter registration cards completed at the polls.
3. In the following order load the designated container with:
  - a. poll book in (EP-1A/EG-1A) envelope
  - b. voted ballot stub (EP-106-OS) envelope
  - c. unused ballotsseal container
4. Polling place must be left in the same condition as it appeared when you arrived or as instructed by the building supervisor.
5. Remaining supplies should be transported in the container they were delivered in.
6. Transport the voted ballots within the sealed ballot box and the EP-2/EG-2 envelope in a sealed container to the central facility in a manner specified by the county clerk.
7. The accessible voting device should be returned in a manner prescribed by the county clerk.

## XI — PRECINCT SUPPLIES

1. 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 oaths, receipt for ballots and supplies, Election Laws Book, election stamp and absentee ballot envelopes, yellow copy of the transport carrier control log, spoiled ballot envelope, and the envelope containing voter registration cards completed at the polls. (EP-2)(EG-2)
4. Oaths of Challenged Person (EP-7 or EG-7)
5. Receipt of supplies form (EP-8 or EG-8)
6. Instruction card (EP-13-OS)
7. Voter's Rights (EP-11)
8. Mail-in Registrants (E-10)
9. Judges and Clerks Manual (E-14-OS)
10. Official Ballots
11. Sample Ballots
12. Demonstration Ballots
13. Ballot secrecy sleeves
14. Ballot marking pencils
15. Idaho Election Laws Book
16. Ballot Box
17. Envelope containing stationery supplies (E-37)
18. Envelope for rejected absentee ballots (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. Voted ballot card stub envelope (EP-106-OS)
23. Spoiled Ballot Envelope (EP-105-OS)
24. Transport Carrier Control Log (EP-20P)
25. Voter Sequence Cards
26. ELECTION DAY REGISTRATION SUPPLY PACKET (EDR-3)
27. Flip Charts
  - a. Chief Judge Flip Chart (FCOOS-1)
  - b. Poll Book Clerk Flip Chart (FCOOS-2)
  - c. Issuing Clerk Flip Chart (FCOOS-3)
  - d. Receiving Clerk (FCOOS-4)