

# **PROCEDURAL MANUAL**

**for**

## **Punch Card Voting**

**Including Requirements of Qualified Electors**

# **ELECTION BOARDS**

**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 punch card 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

- (1) **Ballot Assembly:** As delivered to the polling place, the ballot assembly consists of the following: a gray plastic frame, a yellow mask and the ballot labels which are affixed to the ballot assembly much like the pages in a book. These ballot labels are the official ballot for any given election.
- (2) **Ballot Card:**
  - a. The ballot card is a prescored data processing card with a single stub attached to the top. In both the primary and general elections, the ballot cards will be buff in color.
  - b. The ballot card, when punched, records the elector's choice of candidates and his vote for or against measures.
  - c. You will note that the ballot cards and the ballot labels are of different colors.
- (3) **Ballot Envelope:**
  - a. The ballot envelope serves two purposes: (1) secrecy of the ballot card; and (2) it is the “**write-in**” ballot. In order to correctly use this write-in ballot, an elector must write both the title of the office, political party (in the primary); and the name of the candidate for which he wishes to vote.
  - b. Ballot envelopes are gray in color.
- (4) **Ballot Labels:** In a primary election, the ballot labels will be of three colors and will designate the following: green, Republican Party; blue, Democratic Party, and white, nonpartisan. At a general election, the ballot labels will be white.
- (5) **Demonstration Ballot Card:** These cards are yellow in color and are clearly marked as demonstration ballots. They are to be used for demonstration purposes only and are not to be voted by the electors. Should any of these yellow ballot cards find their way into the ballot box, they will not be tallied at the counting center.
- (6) **Demonstration Ballot Label:** The demonstration ballot label as placed in an assembly will have the different color pages, by party, so as to closely resemble the official ballot labels. It has no relationship to any Idaho election and is used for demonstration purposes.
- (7) **Transport Carrier:** Any carton, box or other container furnished by the County Clerk which has the capacity for containing the voted ballot cards and ballot envelopes, and which can be sealed.
- (8) **Voting Device:** The entire unit is officially identified as the “voting device.” The device is made up of several parts such as a light, an extension cord, the stylus and the ballot assembly.

### 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 Disqualification’s (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. **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. **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.

6. **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 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.

7. **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.

8. **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-105P). 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.” 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.)

9. **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.)

10. **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.

11. **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.

**12. What if the election stamp is lost?**

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

**13. 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.)

**14. 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.)

**15. 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.

**16. What if an elector gets angry when he sees a number on his ballot?**

Take the time to show the elector (with a demonstration ballot) that once the stub has been detached there is not a number on the voted ballot. Explain that the number is merely to help the Election board maintain a record of the number of ballots issued.

**17. What if a voting device becomes defective in recording votes or the ballot pages are defaced?**

The voting booth in which the defective voting device is contained should be closed immediately and the County Clerk should be notified. (34-2421, I.C.)

**18. 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.)

## 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	<b>Rita Hayward</b> 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	<b>Bob Smith</b> 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	<b>Allison Avery</b> moved
8	Award, Hannah 211 21st Street	<b>Hannah Award</b>	18597	X	000929200	
9	Award, Samantha 211 21st Street	<b>Samantha Award</b>	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	<b>Lois Ayre</b>		X	000121200	absentee
12	Anderson, William 412 Elm Street	<b>William Anderson</b>	18594	X		Election day registration
13	Apollo, Jane 132 Front Street	<b>Jane Apollo</b>	18595	X		clerical error - left off
14						

## VI — 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 voting device, 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.)

## VII – DEMONSTRATION SCRIPT

Prior to the voter approaching the poll book clerk, each elector should be given a demonstration on voting procedures.

Great attention should be given to the demonstration. Many electors will say that they already know how to use the voting device. Nonetheless, the demonstrator should make every effort to gain their attention and to show each elector how to punch the ballot card. The following instructions, with a demonstration of each point, should be followed:

“Let me show you how to vote on the voting device. We want to be sure that you understand how this voting device is used.”

“Insert the ballot card and place the slots over the red pins (demonstrate). You cannot punch the ballot card until the ballot card is in the correct position.”

**Primary: “First you must select and punch the political party of your choice. Vote for candidates appearing on this ticket and candidates for nonpartisan judicial offices only. You must restrict your voting to only one party. You may vote for not more than the number of candidates specified on the ballot label for each office.”**

**General “You may vote for not more than the number of candidates specified on the ballot label for each office. You are not required to restrict your vote to any one party in the General Election.”**

“Take the stylus, hold it vertical and punch THROUGH (demonstrate) the ballot card after the candidate of your choice.” (Here, actually have the voter take the stylus in hand and punch one or two positions.)

“BE SURE YOU PUNCH ALL THE WAY THROUGH THE CARD.”

“Notice the black spot, which shows that you have recorded a vote. After you have finished voting, withdraw the ballot card. It should look like this.”

(Hold up a ballot card for the voter to actually see the holes.)

“It is suggested that you check the back of your ballot for hanging chads. A chad is the small piece of ballot that should be removed if the ballot is punched completely through. If there are any of these attached to the back of your ballot either carefully remove them or place the ballot back into the voting device and re-punch those votes.”

“You may also wish to check your ballot card after voting by comparing the number punched out with the numbers following each candidate or measure. If you are satisfied that you have correctly punched your ballot card, place it in the envelope like this (demonstrate) and take the ballot card and the envelope to the clerk in charge of the ballot box who will remove the stub, deposit your ballot (card within envelope) in the box, and record that you have voted.”

“Please DO NOT USE PENCILS, PEN, or other instruments in punching the ballot card. ONLY THE STYLUS is to be used in punching.”

After completing the demonstration, mention that when the elector wishes to vote, for someone whose name is not on the ballot labels or where there is no candidate shown on the ballot label for an office, he may do so by writing in the **office title, political party** (only in the primary is the political party required) and the **name of the individual** the elector wishes to vote for **on the gray ballot envelope**.

## VIII– ISSUING AND RECEIVING BALLOTS

### *CAUTION:*

1. Do not issue a ballot card to any voter until there is a voting device available for his immediate use.
2. In issuing these ballot cards, please caution each and every voter not to tear, crumple, or fold the ballot card. We cannot stress this most important point enough.

### **A. 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(s). (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 with official election stamp and issue official ballot card and envelope when a voting booth is available. Never allow a voter to wait with an official ballot card in hand. He may bend or tear it.

## **B. Receiving the Ballot Cards:**

1. When the voter returns his voted ballot card in the write-in envelope, the receiving clerk will, without removing the ballot card from the envelope, **fold the stub back and forth across the perforation before tearing.** This allows for easy separation of the stub from the ballot card. After removing the stub from the ballot card, deposit the ballot in the ballot box. The stub should then be retained in the appropriate container.
2. Before the envelope and ballot card are placed in the ballot box, check to be certain that the ballot card is in the pocket of the envelope. This is easily determined by merely looking at the bottom of the envelope where the flap is slashed. If the card is not in the pocket, you will see the ballot card. Hand the ballot back to the elector and request that they insert it properly in the envelope.

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

3. Record the fact that the elector has voted in the combination election record and poll book/list of registered voters 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.)
4. Voting compartments must be inspected as frequently as feasible to make sure that no sample ballot or literature is left in them after the elector casts his ballot. Upon making this inspection, the face of the voting device and the ballot labels should be examined to insure that the device and ballot labels have not been damaged or tampered with. (34-2420, I.C.) If tampering or defacing is evident, close the voting booth and call the chief election official.

## IX — ELECTION BOARD PROCEDURAL CHECK LIST

### 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.)

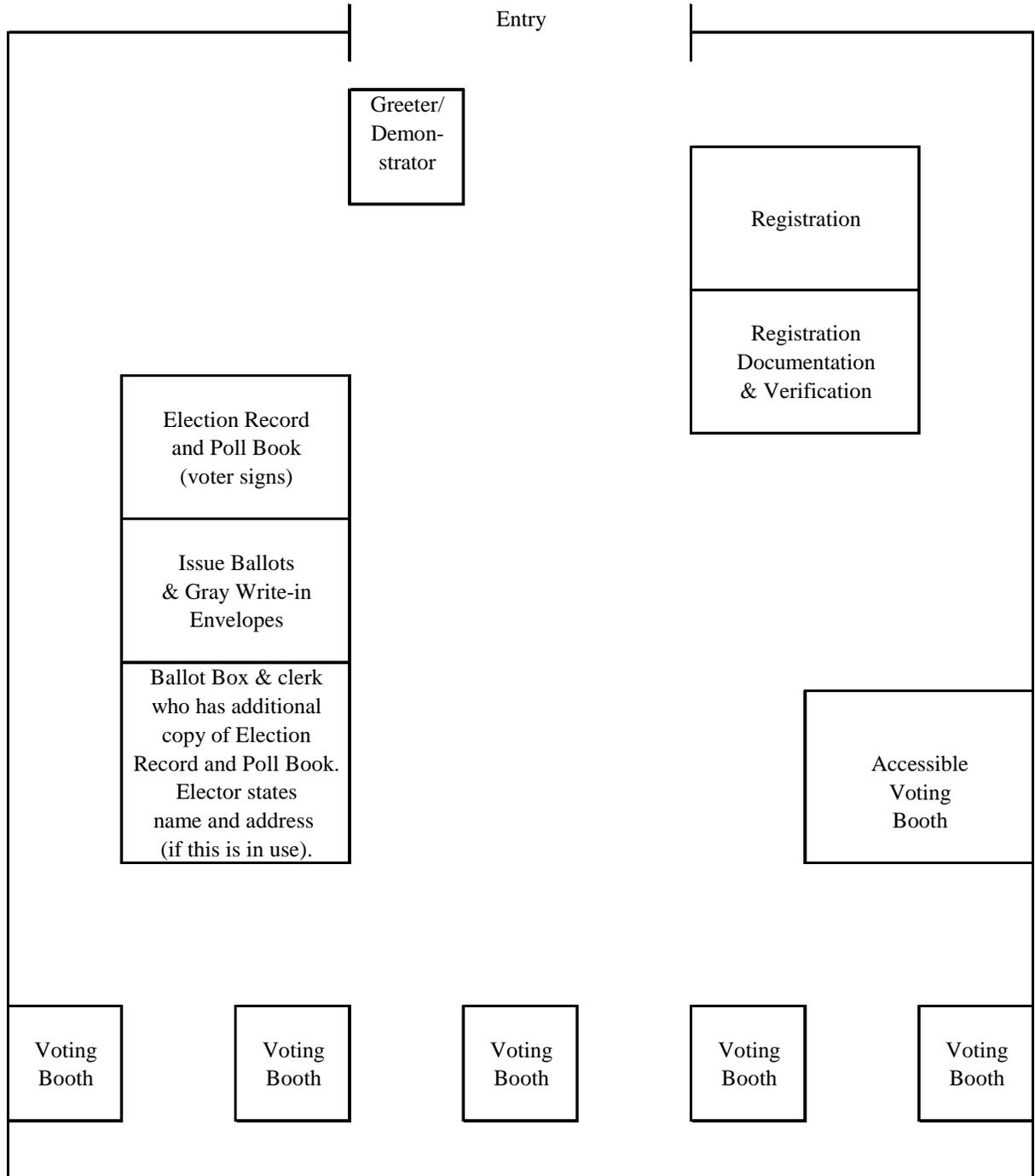
### On Election Day Before Polls Open

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 24 of this manual which lists precinct supplies. Contact county clerk immediately if shortage exists.
  - c. Check official ballots to ensure that number prefix reflects your precinct number. (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 boxes and booths in view of those present. (See suggested arrangement of Polling Place on page 15)
  - f. Place voting devices on the legs provided in the cases and be sure that each booth has light. Make sure that electrical cords are not a hazard to the voters.
  - g. Check all ballot pages against sample ballot. They must list the same candidates and issues in the same ballot position number.
  - h. Insert a yellow demonstration ballot card in each device and punch all possible voting positions.
  - i. Post Sample Ballots, Mail-in Registrants (E-10), Voter's Rights (EP-11) placards in the polling place and Card of Instruction (EP-9P) placards in the voting booths.
  - j. 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 Poll Book/list of registered voters, to receive and deposit ballots.
    - (5) One (1) clerk in charge of Election Day registration.
  - k. The foregoing duties may be combined to correspond with personnel available.
  - k. Before entering upon their duties, the election board shall 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. Before receiving any ballots the ballot box shall be opened, exhibited, closed and locked. Ballot box keys (if applicable) will be delivered to the chief judge. Such keys should be kept in the chief judge's possession at all times. (34-1103, I.C.)
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 11 for a demonstration example.
5. Throughout the day check voting booths for literature, tampering and defacing.

### **Identifying the Elector and Issuing the Ballot Card**

1. Voter must state his name and address to the clerk in charge of the combination election record and poll book, and shall sign his name following his name therein before receiving a 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 be-

ing 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. The clerk in charge of stamping and issuing ballots shall issue official ballot card and gray write-in envelope when a voting booth is available. (Never allow a voter to wait with an official ballot card 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 on the ballot pages. Before leaving the voting compartment the elector shall place the ballot card into the secrecy envelope.
4. Ballot stubs shall be banded into stacks of 25 for use in arriving at poll book tabulations. After the polls are closed, ballot stubs deposited in voted ballot stub envelope (EP-106P) shall be placed into ballot box to be returned to the county clerk.

**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 to the election clerk.
3. The clerk shall then remove the ballot stub, being careful not to remove the ballot card from envelope, deposit envelope with ballot card in 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. 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**

## **Processing Absentee Ballots**

(Only those counties where absentee ballots are sent to precinct.)

1. Between the opening and closing of the polls open carrier envelope (EA-13), announce the elector's name appearing on envelope (EA-12 or EA-12F).
2. 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 or EA-12F) and remove the voted ballot envelope (EA-9).
3. The EA-9 envelope should be handed to the receiving clerk to be deposited into the ballot box.
4. Enter the absent elector's name on the election record poll book the same as though he had been present and voted in person. The clerk should write absentee in remarks column. (34-1008, I.C.) See Poll Book Sheet on page 9, Line 11, columns B & C.
5. Enter the number of absentee ballots received on the front of the Combination Election Record and Poll Book.
6. When the polls are closed the EA-9 envelopes will be opened and the ballot within the gray write-in will be removed. Remove stub from styrofoam backing and deposit in voted ballot card stub envelope (EP-106P) for eventual return to the county clerk.

### **Challenging Absentee Elector's Ballot.**

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 or EA-12F) 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. (34-1009, I.C.)

## **Early Pick Up of Ballots If Applicable to Your Precinct**

Sometime during the late afternoon on election day, the voted ballot cards will be picked up for transfer to the counting center. When the persons authorized to pick up the ballots appear at the polling place or when you prepare the ballots by a specific time for pick up, the following steps are to be followed:

1. In the presence of a least two clerks, the ballot box will be unlocked and all ballot envelopes will be removed (unopened). **DO NO REMOVE CARDS FROM ENVELOPES.**
2. You will quickly but accurately count all ballot envelopes containing ballot cards and enter this total on the early pick-up form provided (form EP-20P). When the form is completed, tape it securely to the outside of the ballot transport carrier. (**Retain duplicate of form EP-20P** for use in arriving at poll book tabulations.)
3. There will be a small transfer case to be used for this purpose. The ballot envelopes containing the ballot cards are then placed in the transport carrier.
4. The ballot box is then locked and put back into service.
5. Do not surrender the transport carrier containing the ballots until the individual authorized to pick up the ballots has signed EP-100P. Enclose the Receipt for Early Pick Up of Ballots in the transport carrier and seal with a ballot box seal. (**Retain duplicate of form EP-100P** to be returned with supplies to the County Clerk.)

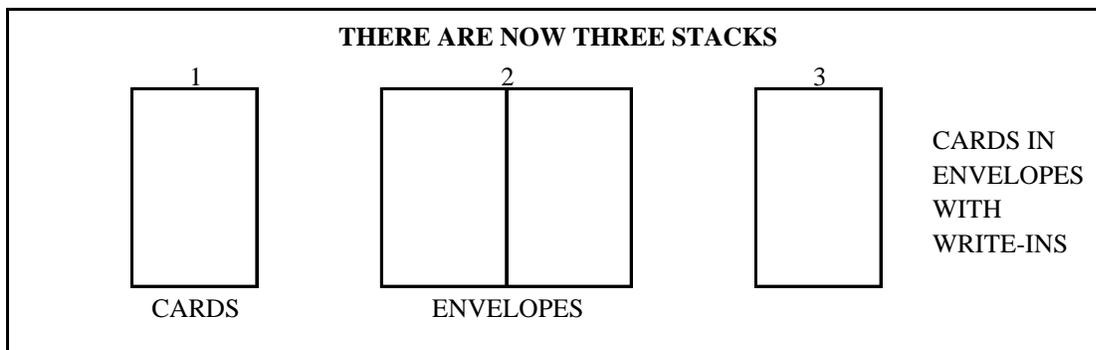
## **Closing the Polls**

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. Count the number of electors' signatures in the poll book.
2. 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.
3. Record the number of electors' signatures on the front cover of the Election Record and Poll Book.
4. Unlock the ballot box and remove envelopes containing ballot cards.
5. Do not remove cards from gray write-in envelopes, count the number of envelopes containing ballot cards and record the total on the cover of the combination election record and poll book. Be sure to include the total number of envelopes containing ballot cards which were transferred to the counting center at time of early pick-up - Refer to your duplicate copy of (EP-20P).
6. Open the ballot envelopes without removing the ballot cards, check for a write-in vote on the envelope. If a write-in exists, close the envelope and place the ballot envelope with the ballot card still inside onto stack No. 3. SEE DIAGRAM BELOW. These will be tallied later at the computer center.
7. If there is no write-in, separate ballot card from envelope, place cards in stack No. 1, and blank envelopes in stack No. 2 SEE DIAGRAM BELOW.



8. Stack No. 1 — VOTED BALLOTS — place cards in metal ballot transfer box.  
Stack No. 2 — UNUSED ENVELOPES — place envelopes in ballot box.  
Stack No. 3 — VOTED BALLOTS WITH WRITE-IN — place remaining envelopes, with ballot cards still inside, into **ballot transfer box**.

9. Complete tabulations on Combination Election Record and Poll Book cover as follows:
  - a. Total number of voted ballot cards from stack Nos. 1 and 3.
  - b. Enter ballot transfer box seal number and signatures of election board.
  - c. Complete appropriate sections of transport carrier control log (EP-20P) and tape securely to transfer case.
10. Record number of spoiled ballots on Combination Election Record and Poll Book cover.
11. Record number of unused ballot cards on Combination Election Record and Poll Book cover.
12. Tabulation on Combination Election Record and Poll Book is now complete. Election Board members should sign certification on cover and return to the county clerk with other election supplies.
13. Seal the ballot transfer box. The transfer carrier will be transported to the counting center in a manner specified by the county clerk.
14. Dismantle the voting devices. **Do not remove ballot pages from voting device.**

## 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
<b>OATHS OF OFFICE FOR MEMBERS OF THE ELECTION BOARD</b> 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.			2. VOTING SUMMARY (complete 2 and 3 after polls have closed)			
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.			a. Number of Electors signing record ..... 993 b. Number of Absentee Ballots received ..... 40 c. Total number of Ballots cast ..... 1033			
_____ <i>Rick Lee</i> _____ _____ <i>Sue Marvin</i> _____ _____ <i>Virginia Martin</i> _____ _____ <i>Greg Brown</i> _____ _____			Ballot Box Seal No. <u>2851</u> Ballot Transfer Box Seal No. <u>2852</u>			
_____ Constable			3. OFFICIAL BALLOT ACCOUNTING			
_____ Signature of witness to oath			a. Number of Ballot Cards recieved at poll ( <u>7</u> a.m.) <u>900</u> <span style="float: right;">( <u>6</u> p.m.) <u>300</u></span>			
Subscribed and sworn to before me this day.			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)			
_____ _____ <i>Don Wilkinson</i> _____ <i>Chief Judge</i> Title			4. CERTIFICATION OF DISTRIBUTING BOARD			
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.			We certify that the foregoing is an accurate summary of the actions of this Election Board:			
_____ Subscribed and sworn to before me this day.			_____ <i>Rick Lee</i> _____ <i>Sue Marvin</i> _____ <i>Virginia Martin</i> _____ <i>Greg Brown</i> _____ _____			
_____ Signature of witness to oath			_____ _____ Title			

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 judges 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 poll books (EP-1/EG-1).
  - b. EP-2/EG-2 — Envelope for returning absentee ballot envelopes (EA-12/EA-12F), oaths of challenged persons (EP-7/EG-7), receipt for ballots and supplies (EP-8/EG-8), election laws and election stamp, transport carrier control log (EP-20P), voter sequence cards and receipt for pick-up of ballots (EP-100P if applicable).
  - c. Ballot Box — **Lock inside**, unused ballot cards and write-in envelopes, spoiled ballot card envelope (EP-105P), ballot card stub envelope (EP-106P), rejected absentee ballot envelope (EA-14), envelope for returning combination election record and poll book (EP-1A/EG-1A), envelope for returning supplies (EP-2/EG-2) and envelope for the return of election day registration cards (EDR-3).
  - d. Remaining supplies should be transported in the container they were delivered in.
3. Polling place must be left in the same condition as it appeared when you arrived or as instructed by the building supervisor.
4. Voting devices (including demonstration unit) 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/EG-1)
2. Envelope for returning Election Record and Poll Book to clerk (EP-1A)(EG-1A)
3. Envelope for returning oaths, receipt for ballots and supplies, Election Laws Book and election stamp (EP-2)(EG-2)
4. Oaths of Challenged Persons (EP-7)(EG-7)
5. Receipt of supplies form (EP-8)(EG-8)
6. Instruction card (EP-9P)
7. Voter's Rights (EP-11)
8. Mail-in Registrants (E-10)
9. Judge's and clerk's manual (also contains elector qualifications) (EP-13P)
10. Official ballots
11. Sample ballots
12. Idaho Election Laws Book
13. Ballot box
14. Write-in envelopes
15. Envelope containing stationery supplies (E-37)
16. Envelope for rejected absentee ballots (EA-14)
17. Envelope for delivering absentee ballots to clerks of election board (EA-13)
18. Vote Here Sign (E-5)
19. Official ballot stamp
20. Demonstration unit
21. Demonstration cards and supply of envelopes
22. Votomatics
23. Transfer carrier - large
24. Transfer carrier - small (for early pick-up, if applicable)
25. Transport carrier control log (EP-20P)
26. Voter Sequence Cards
27. Receipt for early pick up of ballots (if applicable) (EP-100P)
28. Voted ballot card stub envelope (EP-106P)
29. Spoiled ballot envelope (EP-105P)
30. ELECTION DAY REGISTRATION SUPPLY PACKET
31. Flip Charts
  - a. Chief Judge Flip Chart (FCPC-1)
  - b. Poll Book Clerk Flip Chart (FCPC-2)
  - c. Issuing Clerk Flip Chart (FCPC-3)
  - d. Receiving Clerk (FCPC-4)