

# Poll Worker Role Play Script – 2016 Presidential Primary

Trainer instruction:

Repeat these scenarios with poll workers trading positions. Introduce your own questions at any point with questions voters may ask at the polls. “What if the person is not registered?” “What happens when a voter does not have photo ID?” “What if the person is blind?”

## “I want to vote the Republican ballot”

Voter, Greeter, Poll Book Clerk, Issuing Clerk

### ACT I – The Greeter

**Voter** - I don't know if I'm in the right polling place

**Greeter** – Let's check the map and see. What's your address?

**Voter**- 2727 N. Klondike

**Greeter**- Here's your address on Klondike. This is your poll.

**Voter**- I used to vote at the elementary school. Why has my poll changed?

**Greeter**- Redistricting, required by Federal law every 10 years, changed some precinct lines to fairly balance the number of voters in legislative districts. Counties sometimes need to adjust their precinct boundaries so they have about the same number of voters in each one. Are you registered?

**Voter**- I am registered

**Greeter** – Do you have your photo ID?

**Voter** – Yes

**Greeter** – I'm sure you know how to mark a ballot, but let's be sure. Fill in your choices completely and don't make any other marks on the ballot.

**Voter**- Ok, I understand.

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**Greeter** - Then you can proceed to the Poll Book Clerk.

## ACT II – The Poll Book Clerk

**Poll Book Clerk (PBC)** – Hello, please state your name and address.

**Voter**- Jerry Smiley, 2727 Klondike

**PBC** – Here is your name in the Poll Book. I see you have not affiliated with a party for the Presidential Primary Election.

**Voter** - What does that mean?

**PBC**- Party rules require voters to register with a party in order to vote in that party’s presidential primary election. You can affiliate with a party today if you would like to.

**Voter** – What are my choices?

**PBC** - This year if you would like to vote the Republican ballot you must affiliate with the Republican Party. If you would like to vote the Constitution Party ballot, you must affiliate with the Constitution party. All voters are entitled to vote the Nonpartisan ballot if the voter resides within the jurisdiction or district.

**Voter** – Isn’t there a Democratic ballot?

**PBC** – No. The Democrats are holding a party caucus on March 22<sup>nd</sup>.

**Voter** – What if I don’t want to affiliate with a party?

**PBC** – That is your choice. You may remain an unaffiliated voter.

**Voter** – What ballot can I vote if I’m unaffiliated.

**PBC** – Any voter may vote the non-partisan judicial ballot if they live in the jurisdiction or district.

**Voter** – I want to vote the Republican ballot

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**PBC** – Then you have to be registered as a Republican. Shall I mark your name in the poll book as requesting a Republican ballot?

**Voter** – Yes. Does that mean I am always a Republican?

**PBC** – Your choice today becomes public record. However, you can change your affiliation by sending a form to the County clerk before the filing period ends for the next Primary, that’s 3 days from now, March 11th.

**Voter** – I have seen that form on idahovotes.gov.

**PBC** – You can also get the form from the county clerk’s office. If you remain affiliated with the Republican Party after March 11<sup>th</sup>, you will be entitled to vote the Republican and Nonpartisan ballots at the state primary on May 17<sup>th</sup>.

**Voter** – I understand.

**PBC** - May I see your photo ID please? Thank you, pretty good picture.

**Voter** - My license is expired.

**PBC** – The address is the same, 2727 Klondike, and matches the address in the poll book and the picture works for ID. We can issue you a Republican ballot. You also may vote the non-partisan school bond ballot as you live within the school district boundaries. I will record your party affiliation and ballot choice in the poll book. You may proceed to the Issuing Clerk.

## **ACT III – The Issuing Clerk**

**Issuing Clerk** – Hello. First I want to confirm with the Poll Book Clerk that you want to vote the Republican ballot and the non-partisan ballot. Is that correct?

**Voter**- Yes

**PBC**- That is correct.

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**Issuing Clerk** – I'll stamp your ballot(s) with the official ballot stamp. Please follow the instructions for marking your ballot. If you make a mistake please do not erase or mark out, just ask us for a new ballot...

**Voter**- Oh excuse me, my cell phone is going off... it's my kid, you know...

**Issuing Clerk** – Cell phones should not be used in the polls, can the call wait or would you like to take the call outside?

**Voter** – Oh, he just hung up.

**Issuing Clerk** – I know how that is... Here are your ballots. You can vote in the empty booth there, and please don't tear or fold your ballot. When you have finished voting, put your ballots in the secrecy sleeve and take your ballots to the Receiving Clerk. You may deposit the ballots in the ballot box yourself or the clerk will assist you if you choose.

## **“I am not registered”**

Voter, Greeter, Election Day Registration Clerk,  
Poll Book Clerk, Issuing Clerk

### **ACT I – The Greeter**

**Greeter** – Good morning. Is this your polling place?

**Voter** – Yes I checked it online at idahovotes.gov on my phone.

**Greeter** – I imagine you are registered and have your photo ID?

**Voter** – I have my driver's license, but I have moved and need to re-register. I've also gotten married and changed my name....

**Greeter** – I see. As this will be your first time voting in our county, let me show you how to correctly mark a ballot so we can make sure your vote will count.

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*(Explain how to mark the ballot in your county.)*

**Greeter** – Now you can go to the Election Day Registration Clerk and we'll get you registered.

## **ACT II – Election Day Registration Clerk (EDRC)**

**EDRC** – Morning, so you need to register to vote. First, is this your precinct?

**Voter** – Yes for my new address, I checked online.

**EDRC**- Let's make sure. What is your name and address?

**Voter** – My maiden name is Veronica Smith, 65 Honeymoon Lane, Apartment 3B. My new name is on my license but the address is wrong.

**EDRC** – I see you're hyphenating your name and your husband's name... Veronica Smith-Smith. Your picture on the license works for photo ID. Do you have any document that would verify your new address in the precinct?

**Voter** - I have our phone bill, does that work?

**EDRC**- Let's see, yes, here's your address on Honeymoon Lane and your signature Veronica Smith-Smith. This is our registration card, please read all the instructions especially the perjury warning. Use this black pen and write clearly. Be sure to fill out all 10 boxes, sign, and date, and check the card when you have finished. OK? I can answer any question you may have about the 10 boxes.

**Voter** – Thank you. I do have a question, my Dad is 102 and has trouble filling out forms, and can I help him if he wants to register?

**EDRC** – Your Dad can have anyone he wishes to assist him.

**Voter** – OK I'll fill out this card. Let's see... my name goes in **Box 1**, the driver's license number goes in **Box 2** .... Dad doesn't drive but I see he could use his

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social security number, **Box 3**, I am a Citizen, I am 18... **Box 4** is my date of birth, I am female and I have lived here.... just 31 days.

**EDRC** – That’s fine. The law requires you to be a resident of the state and county for 30 days.

**Voter** - Do you need my phone number...? I don’t like to give it out.

**EDRC**- It’s optional, but it can be helpful to the county clerk if they might need to ask you about your registration or if a question comes up.

**Voter**- OK. **Box 5** my residence address 65 Honeymoon Lane, Apartment 3B. **Box 6**, my mailing address is the same and I have not registered before... **Box 7**... party affiliation... what does that mean?

**EDRC** - Party rules can require voters to affiliate with a party in order to vote in that party’s primary election. If you would like to vote the Republican ballot you must be affiliated with the Republican Party. If you would like to vote the Constitution party ballot, you must be affiliated with the Constitution party.

**Voter** – What if I don’t want to affiliate with a party?

**EDRC** – That is your choice. You may remain an unaffiliated voter.

**Voter** – What ballot can I vote if I’m unaffiliated?

**EDRC**- Any voter, including unaffiliated voters, may vote the non-partisan bond or levy ballot if you live within the jurisdiction or district boundaries.

**Voter** – I want to vote the Democratic ballot.

**EDRC** – The Democratic Party is not having an election. They are holding a caucus to select their presidential candidate on March 22 so there is no Democratic ballot.

**Voter** – Then I want to be unaffiliated so I can vote on the school bond.

**EDRC**– Then you mark “unaffiliated” in **Box 7**.

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**Voter** – OK. **Box 8**... I check the name change box and write my previous name Veronica Smith. **Box 9**.... legal disqualifications, I check no... but I do have a question. Mr. Smith, my husband... well he has had some legal problems but he has completed his parole. Can he vote?

**EDRC** – If Mr. Smith has been convicted of a felony, his voting rights are restored automatically in Idaho when he has completed his sentence including probation and parole.

**Voter**- OK, that’s good news. Ok, I see the perjury warning and I sign my new names in **Box 10** and date the card. Done, here you go...

**EDRC** – Please check the card again and make sure all **10 boxes** are complete.

**Voter** – All **10 boxes** are complete.

**EDRC**- Let me check too. Looks good. And I have seen your photo and your phone bill proving residence in the state and county. Now I will stamp your card with the “Residence Verified” stamp here in the blank space at the bottom of the card being careful not to cover any of your information. I will fill in the “Official Information” box as directed by my clerk and you are ready to go. Take your card to the poll book clerk and thank you for registering today.

## ACT III – The Poll Book Clerk (PBC)

**Poll Book Clerk** – Hello, state your name and address please.

**Voter**- Veronica Smith-Smith, 65 Honeymoon Lane, Apartment 3B

**Poll Book Clerk** - May I see your ID? Good picture.

**Voter** - Thanks

**PBC** – You registered today, I’ll check your form. It is stamped “residence verified” and your driver’s license number is in **Box 2**, date of birth in **Box 4**.... **Box 9**... no

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legal disqualification and your signature in **Box 10**. I will add your name to the Poll Book and you can sign your name on the line.

**Voter** – OK. I'm not used to signing my new name veronica Smith.... Smith

**PBC** –I will write “Election Day Registration” in the remarks column. I see you have chosen to remain an unaffiliated voter.

**Voter**- Yes I want to vote the school bond ballot but I don't want to affiliate with a party right now.

**PBC**- OK. All voters are entitled to vote the non-partisan ballot and you do live within the school district boundaries. I will record in the poll book that you decided to remain unaffiliated and selected the nonpartisan ballot. You may proceed to the issuing clerk for your ballot.

## ACT IV – The Issuing Clerk

**Issuing Clerk** – Hello. First I want to confirm with the Poll Book Clerk that you want to vote the nonpartisan ballot. Is that correct?

**Voter**- Yes

**PBC**- That is correct.

**Issuing Clerk** – I will stamp your nonpartisan ballot with the official ballot stamp. Follow the instructions for marking your ballot. If you make a mistake do not erase, just ask us for a new ballot... you can vote in the empty booth there, and please don't tear or fold you ballot. When you have finished, put your ballot in the secrecy sleeve and take your ballots to the receiving clerk. You may deposit the ballots yourself or the clerk will assist you if you choose. Thank you for voting today.

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## “I’m a registered Libertarian and I want to vote the Republican ballot”

Voter, Greeter, Poll Book Clerk, Issuing Clerk

Trainer Instructions:

Only unaffiliated voters may change affiliation on Election Day for the Presidential Primary in the Poll Book. Affiliated voters must fill out a party affiliation form which is noted in the Poll Book with their ballot choice.

### ACT I – The Greeter

**Greeter** – Good morning. Is this your polling place?

**Voter** – Yes I checked it online at idahovotes.gov.

**Greeter** – I imagine you are registered and have your photo ID?

**Voter** – I forgot my driver’s license, but I have a concealed weapons permit in my truck.

**Greeter** – I’m sorry a concealed weapons permit is not valid form of ID to vote as it is issued by the sheriff and not the State.

**Voter** – Well, I don’t want to go home and get my license.

**Greeter** – Then you can fill out the Personal Identification Affidavit today.

**Voter** – What’s that?

**Greeter** – It is a simple form that you sign affirming that you are who you say you are under penalty of perjury. Here is a form would you like to fill it out?

**Voter** – Yes, that would save me a trip.

**Greeter** – Sign here. Now let me show you how to correctly mark a ballot so we can make sure your vote will count. *(Explain how to mark the ballot in your*

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*county*). Now you can go to the poll book clerk with your signed form, you're all set.

## **ACT II – The Poll Book Clerk**

**Poll Book Clerk (PBC)** – Good morning. I see you have a Personal Identification Affidavit. I have to make sure the name and address on the affidavit matches the name and address in the poll book. You are Buck Shotz and you live at 45 colt road?

**Voter** – That's my name, that's my address.

**PBC** – Ok, everything matches. I see you are a registered Libertarian, would you like the Libertarian ballot?

**Voter** – No, I want to vote the Republican ballot for the Presidential Primary.

**PBC** – You can change your party affiliation to Republican, then you are entitled to vote the Republican and nonpartisan ballot. Do you want to change your affiliation?

**Voter** – Sure do. How do I do that?

**PBC** – As you are currently affiliated with the Libertarian party you can fill out a Party Affiliation form now and change your affiliation to Republican.

**Voter** – Lot of dang forms today.

**PBC** – It's a short form. Pick your party, fill in your last name, first name, date of birth, address, sign and date it.

**Voter** – Ok. Here you go signed "Buck Shotz."

**PBC** – You are now affiliated with the Republican Party and entitled to vote the Republican and Nonpartisan ballot. I will record your ballot choice and note "form" in the poll book. Please go to the issuing clerk for your ballot.

**Voter** – Thanks for getting me fixed up today.

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## ACT III – The Issuing Clerk

**Issuing Clerk** – Hello. First I want to confirm with the Poll Book Clerk that you have changed your party using the Party Affiliation form and that you want to vote the Republican ballot. Is that correct?

**Voter**- Yes, sure do.

**PBC**- That is correct, and he used the Personal Identification Affidavit today as well.

**Voter** – Lot of dang forms today

**Issuing Clerk** – I will stamp your Republican ballot with the official ballot stamp. Follow the instructions for marking your ballot. If you make a mistake do not erase, just ask us for a new ballot... if you could wait just a minute that voting booth should be available in just a moment. Please don't tear or bend or fold you ballot, that can damage the ballot. OK, the booth is available.

**Voter** - I can see that.

**Issuing Clerk** - When you have finished, put your ballot in the secrecy sleeve and take your ballots to the receiving clerk.

**Voter** – Any more forms? Just kidding.

**Issuing Clerk** - You may deposit the ballots yourself or the clerk will assist you if you choose. Thank you for voting today.

**Voter** – Thank you. I wouldn't miss it for all the forms in the world.

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## “I’m an Independent”

Voter, Greeter, Poll Book Clerk, Issuing Clerk

Trainer Instructions:

Make several 3x5 cards with a voter profile as demonstrated below. Use actual voters from previous elections as examples.

Give the card to one trainee without telling the others what is on the card.

Set up a poll with a Greeter, Poll Book Clerk, Election Day Registration Clerk, Issuing Clerk and Receiving Clerk.

Have the trainee with the card move through the voting process. Let poll workers think for themselves and demonstrate what they have and have not learned. Interject questions or variations at any time.

<b>VOTER PROFILE</b>	
Make up a name	_____
Correct Poll:	Yes/No
Registered:	Yes/No
Unaffiliated:	Yes/No
Has ID but	_____
Wants to vote the	_____ ballot
Wants to affiliate	Yes/No
Choose Party:	_____
Choose an Attitude:	_____

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## “You’re the Voter Reality Show”

Trainer Instructions:

On a 3x5 card ask more experienced poll workers to profile actual voters they have assisted. Focus on issues that will come up with this election including ballot selection and poll book entry. Give one trainee the card and keep the profile secret. Set up a poll and ask poll workers to solve problems as the other trainee moves through the process by listening carefully, knowing the correct procedure, explaining calmly and thanking the voter for their participation.

### **VOTER REALITY SHOW**

Make up a name: Bettie Wont

Correct Poll: Yes

Registered: Yes

Affiliated: Republican

ID: Yes

Wants to return her marked absentee ballot

### **VOTER REALITY SHOW**

Make up a name: Ivan La Fog

Correct Poll: No

Registered: No

Affiliated: No

ID: Concealed weapons permit

Wants to vote the Constitution ballot

A little too loud

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## **Bonus Questions**

What party can I vote in November?

What if a voter wants to change their affiliation on Election Day?

Can I change party after Election Day?

If I don't vote in the Primary Election, can I vote in the General election?

Does my affiliation become public record? Who can get it?

Why is there no President on my ballot?

Why are there no Candidates on my ballot?

How come my neighbor gets to vote in the school election and I don't?

I can't see the ballot. How do I vote?

Can you bring a ballot to my car?

A female voter has a hyphenated last name. She is now divorced and has dropped the hyphenated part of her name. Does she need to re-register?

A voter has handed me a voter registration card but it is not stamped "Residence Verified". Can I accept the card?

I forgot to have a voter sign the poll book and the voter has left the polling place. What do I do?

I gave a voter a ballot for a taxing district and then realized the voter is not eligible to vote in that taxing district election. What do I do if the voter is still in the polling place? What do I do if they have already left the Polling Place?

If a voter lives in a school district, but owns property in another district, where do they vote?

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## **Poll Book Clerk**

What do I do if the voter registration card is not completely filled out?

What do I do if the voter's name in the poll book has changed?

What do I do if the voter's address in the poll book has changed?

What do I do if a voter has voted absentee, but the ballots stays at the courthouse?

What do I do if a voter has voted absentee and the county clerk brings their ballot to polls?

What do I do if a voter brings me their absentee ballot?

What do I do if a voter does not have approved photo identification?

What do I do if a voter feels their concealed weapons photo identification is one of the approved photo identifications?

What do I do with the signed personal identification affidavits?

What do I do if a voter needs to curbside vote?

## **Issuing Clerk**

What do I say if a voter asks me about the ballot question or a candidate on the ballot?

Can I stamp several ballots in advance before issuing them?

What do I do if I don't have an official ballot stamp?

What do I need to tell the voter when I hand them their ballot?

What do I do if I accidentally tear a ballot when trying to separate it from the ballot stub?

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What do I do if a voter makes a mistake on their ballot and brings it back to me?

What do I do with the ballot if there isn't enough voting booths available for the next voter?