OVAL OPTICAL SCAN
DS200

CHIEF JUDGE QUICK REFERENCE

2016 Primary Election

QR-OOS-DS200-1-PRI, Approved by the Secretary of State, 2016

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FREQUENTLY ASKED QUESTIONS

Why does an elector have to designate a party affiliation?

As of July 1, 2011, Idaho Code requires an elector to declare a party affiliation. This affiliation will determine the elector's eligibility to vote in a particular party's Primary Election. It does not affect the elector's ability to vote in any other election. Party Affiliation is part of the individual's registration data and is public record.

What are the recognized political parties in Idaho?

The four (4) recognized political parties in Idaho are the Constitution, Democratic, Libertarian and Republican Parties. An elector may affiliate with any one of these parties or may choose to affiliate with no political party (i.e. an unaffiliated voter).

What does "Unaffiliated" mean?

"Unaffiliated" simply means the individual is not associating with any political party.

Why is an elector required to select a party ballot?

As a result of a federal court decision in Idaho Republican Party v. Ysursa, the 2011 Legislature closed Idaho's Primary Elections so that only electors affiliated with a party may vote in that party's Primary Election. However, the Legislature gave each party the opportunity to open its Primary Election to electors from other political parties or those who are designated as "unaffiliated."

Each November prior to the Presidential Primary Election and Primary Election, each recognized political party in Idaho may notify the Secretary of State of their intent to open their Primary Election. If one of the recognized political parties opens their Primary Election, the elector may then have the option of selecting the ballot of a party other than the one with which the elector is affiliated. See ***Primary Election Ballot Options*** (on page 20) for an elector's 2016 Presidential Primary or Primary Ballot Options.

What if an elector refuses to affiliate with a party?

If an elector refuses to make a party affiliation selection, the elector will automatically be registered as an unaffiliated voter (i.e. a voter with no political party preference). This may limit the elector's participation in the Primary Election to the non-partisan ballot only. However, this will not affect the elector's ability to vote in any other election.

Can an elector change his or her party affiliation?

An elector who has affiliated with one of the four (4) recognized parties may change his or her political party affiliation to another party or become an Unaffiliated voter at any time **except** between the day after the close of candidate filing (March 11, 2016) and the Primary Election (May 17, 2016). However, if the elector is re-registering due to moving or a name change, the elector may select any party affiliation without regard to the elector's previous selection.

Electors with no affiliation or those who have registered as an unaffiliated voter may affiliate with one of the four (4) recognized political parties at any time including on Election Day.

What if an elector is given the party ballot requested by the elector, then the elector changes his or her mind and asks for a different ballot?

Once an elector has chosen a Presidential Primary election ballot or Primary Election ballot and the ballot choice is marked in the poll book, that ballot is the one the elector is entitled to vote. The elector is not allowed to return it and ask for a different party's ballot.

It is imperative that electors be informed about what is on the ballot – or more importantly, what is not on the ballot – before the elector makes his or her choice. Sample ballots for the parties and the non-partisan ballot are to be posted and made available for electors to look at prior to the time the elector appears before the poll book clerk to make a ballot choice.

If the elector makes a mistake in marking the ballot, the elector may receive another ballot by returning it to the issuing clerk. The elector will be given another of the same ballot type, he or she cannot be given a ballot for a different party.

Is a photo ID required at every election?

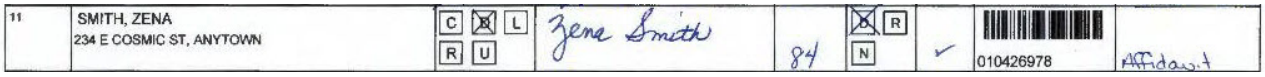
Yes, Idaho Code requires each elector to either show an acceptable photo ID or sign a Personal Identification Affidavit prior to voting at any election. (34-1106, Idaho Code)

Acceptable forms of ID are:

1) An Idaho driver's license or identification card
2) A U.S. passport or Federal photo identification card
3) A tribal photo identification card
4) A current student photo ID, issued by an Idaho high school or post-secondary educational institution

What if an individual does not have one of the acceptable forms of identification?

An elector must either show an acceptable photo ID or sign the Personal Identification Affidavit prior to voting. If an individual does not have one of the acceptable photo ID's, the individual must complete and sign the Personal Identification Affidavit prior to being issued the appropriate ballot(s). No elector is to be turned away or not allowed to vote for not having one of the acceptable forms of identification as long as the elector signs the Personal Identification Affidavit. Every elector that appears to vote should be allowed to vote unless they do not meet the legal qualifications. If the elector signs the Personal Identification Affidavit in lieu of showing acceptable photo identification, the Poll Book Clerk will make the notation “Affidavit” in the remarks column to the right of the elector's signature. (34-1113, I.C.) See Poll Book Page, Line 11, column C.



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

Watchers and challengers are people authorized by the County Clerk to be present at the polls on Election Day. Watchers are appointed by a candidate or candidates while challengers are appointed by the political parties. During an election with a ballot question, the County Clerk may allow an individual in favor of the measure and one individual against the measure to challenge voters and to observe the conduct of the election. These authorized individuals shall wear a visible name tag which includes their respective title.

Individuals authorized to serve as watchers may watch the conduct of the election at the polls and the counting of votes. While watching the counting of the votes, they are not allowed to absent themselves except for brief breaks until the polls are closed so that results are not released prior to the close of the polls throughout the state. Individuals authorized to serve as challengers may challenge electors' registration as they offer to vote. (34-304, I.C.) Challengers are not appointed to challenge the voting process or the activity at the polling place. They are only there to challenge electors' registrations.

Watchers and challengers are not to interfere with the electors or the voting process. If you feel that a watcher or challenger is interfering with the duties of the Election Board or the voting process, contact your County Clerk’s Election Office or courteously point out what their role as a watcher or challenger is.

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 Poll Book. 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 (i.e. designated challenger, elector or Election Clerk) making the challenge shall sign his name following the entry. (34-431, I.C.) See Poll Book Page, Line 2, column C.

When is the Oath of Challenged Person (E-7) tendered?

If an elector's name as it appears in the Poll Book has been challenged with a challenged notation and the elector appears to vote, one of the Election 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 Election Clerk shall tender him the Oath of a Challenged Person (E-7). **No challenged elector shall have the right to vote until he has subscribed to the Oath of a Challenged Person.** (34-1111, I.C.) See "qualified elector" definition.

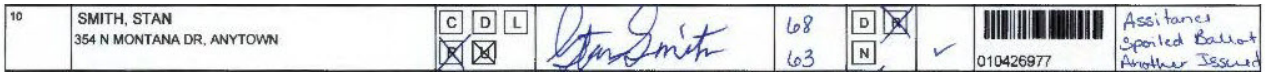
Does the challenged elector need to sign the Poll Book after having subscribed to the Oath of a Challenged Person?

Yes, the elector must sign the Poll Book in the Signature of Voter Column to the right of their name. The Poll Book Clerk enters the word "sworn" following such elector's name and signature in the Remarks Column of the Poll Book. (34-1106(2), I.C.) See Poll Book Page, Line 2, column C.

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

Such elector may be issued the appropriate ballot(s) outside the polling place by one of the Election Clerks. The elector will have someone inform the Election Clerks that they are there to vote curbside. An Election Clerk will take the elector the Poll Book or Poll Book page with the individuals' name on it along with the appropriate ballot(s) and secrecy sleeve, if required. The elector will sign the Poll Book and show acceptable photo ID or sign the Personal Identification Affidavit.

Then in the presence of the Election Clerk but in a secret manner, the elector will mark and return the ballot(s) to the Election Clerk. The Election Clerk will then return the voted ballot(s) to the Receiving Clerk where the ballot(s) will be recorded as being voted and deposited into the voted ballot box. Whenever an elector receives assistance in this manner, a Clerk shall make a notation of "assistance" in the Poll Book following the name of the elector. See Poll Book Page, Line 10, column C.



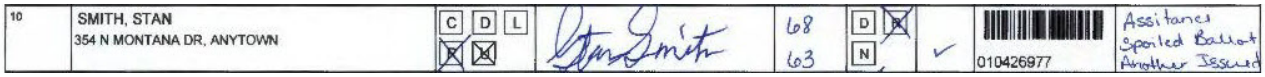
What if an elector is unable to record his vote personally?

Any elector who, because of blindness, physical disability or other disability is unable to mark the ballot(s) may vote independently by using the Ballot Marking Device or may receive assistance from one of the Election Clerks or by any individual of their choosing.

If the elector chooses to vote independently by using the Ballot Marking Device, the Ballot Marking Device should be demonstrated. This unit will either mark an oval ballot or ballot card or print a ballot after the elector has made his selections on the touch screen, Braille keypad, or with a puff and sip device. The Ballot Marking Device also has an audio ballot available for use by those who are visually impaired.

If the elector chooses to receive assistance from an Election Clerk or an individual of their choosing, such individual shall ascertain the wishes of the elector and mark the ballot accordingly. The individual giving assistance shall thereafter give no information regarding such marking. Whenever an elector receives assistance in this manner, the Poll Book Clerk shall make the notation of "assistance" in the Poll Book following the name of the elector. (34-1108(2) and 34-2427(2), I.C.) See Poll Book Page, Line 10, column C.

IMPORTANT: The choice of voting with or without assistance shall be left to the elector.



Can we post or display the list of write-in candidates, if there are any?

No, the list of Write-In candidates is not to be posted or displayed within the polling place. Doing so may be construed as Electioneering, which is prohibited by Idaho Law.

What if an elector asks if there is a write-in candidate for a specific office?

If an elector asks if there is a write-in candidate for a specific office or race, you may give the elector the name of the write-in candidate that the elector is requesting.

What if there is a vacancy on the Election Board?

In the absence of a Chief Judge, the County Clerk will designate a new Chief Judge.

In the absence of an Election Clerk, the Chief Judge should designate a qualified replacement. If Election Clerks were assigned based on their political party, the replacement should be of the same political party.

Any person thus designated to fill a vacancy must take and subscribe to the Oath of Office for Members of the Election Board on the front cover of the Poll Book.

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 within one hundred (100) feet thereof. For specific prohibited activities, refer to the Election Laws book under Title 18, Chapter 23. (18-2318, I.C.)

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

The Election Clerks may appoint some capable person to act as an 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 unless the elector has requested assistance. The Constable is to see that the election is conducted in an orderly manner. Notify the County Clerk’s Election Office of any disturbances within the polling place. You may also contact the local police department or sheriff's office, if necessary. (34-1105, I.C.)

Once the ballot is in the ballot box, can it be removed?

No, once a ballot is placed in the ballot box, it is considered voted and cannot be retrieved for any reason. The ballot box shall only be opened at the end of the Election Day when prepping for transport to the County Clerk's Office, unless duplicate boxes are being used for counting purposes.

What if the Ballot Marking Device becomes defective?

If a unit does not operate properly at the polls, Election Clerks are to follow the troubleshooting checklist provided by the vendor and document the troubleshooting procedure. Documentation is essential to correctly identify and explain problems. Call the County Clerk’s Election Office immediately to notify them of any issue with the unit regardless of whether following the troubleshooting checklist corrected the issue or not. If after following the troubleshooting checklist, the unit still does not function as it should, turn the unit off but left in place until a county worker or vendor representative, wearing identification as an Election Clerk, can repair or replace the unit.

CHIEF JUDGE CHECKLIST

On Election Day, YOU are in charge of the polling place.

- If you have a polling place problem or have any questions, call the County Clerk's Elections Office at _____.

> **IMPORTANT:** Do **NOT** plug the DS200 into a receptacle until election morning before the polls are opened or as instructed by the County Clerk.

THE DAY BEFORE ELECTION DAY

1. The election supplies will either be delivered to the polling place by the County Clerk or a designee or will have been picked up by the Chief Judge of the precinct on or before the opening of the polls for the election. The official ballots, the official stamp and ink pad will be delivered in sealed packages. (34-910, I.C.)
2. Immediately upon receipt of the ballots and supplies, the Chief Judge and County Clerk or designee will sign the Receipt for Supplies (E-8) for such supplies. The Chief Judge and County Clerk or designee will each keep a copy of the signed receipt. (34-910, I.C.)

BEFORE THE POLLS OPEN

1. Open the election supplies and carefully check the supplies. For a complete list of supplies, see the Procedural Manual for Judges and Clerks of Election.
   a. Contact the County Clerk's Elections Office immediately if a shortage exists or if there is a question regarding the contents.

> **IMPORTANT:** Do **NOT** open the sealed packages containing the Official Ballots, Official Election Stamp and ink pad until the first elector arrives to vote. These are to be opened in front of bystanders.

2. List of Supplies
   a. Chief Judge Quick Reference
   b. Receipt for Election Supplies (E-8)
   c. Procedural Manual for Judges and Clerks of Election - 2016 Primary
   d. Oval Optical - Precinct Count - (E-12-OS-DS200 - PRI)
   e. Idaho Election Laws Book
   f. Disability Etiquette Brochure

g. Poll Book and Tally Return Envelope (EE-1)
   1) You should have two of these envelopes.
h. Supplies Returning Envelope (EE-2)
i. Vote Here Sign (E-5)
j. Sample Ballots
k. Oval Ballot Voting Instructions placard
l. Party Affiliation Information Placard (E-40)
m. Primary Election Ballot Options Placard (E-41)
n. Voter's Rights Placard (EP-11)
o. Mail-In Registrants Placard (E-10)
p. Write-In Candidate List, if any (See the Frequently Asked Questions regarding the Write-In Candidate List and responding to questions regarding Write-In Candidates above.)
q. Oath of a Challenged Person (E-7)
r. Transport Carrier Control Log (EP-20P), if applicable
s. Receipt for Early Pick-Up (EP-100P), if applicable
t. Name tags for Watchers and/or Challengers, if applicable
u. Ballot Transfer Case, if applicable

IMPORTANT: All election clerks should assist in the setup of the polling place.

3. Swear in the election workers and sign as a witness to the worker's signatures on the front cover of the Election Record and Poll Book in the upper left-hand corner.

IMPORTANT: "Poll workers must be non-partisan while working the polls. Do not discuss politics or issues among yourselves or with voters!"

4. Post the VOTE HERE SIGN (E-5) in a visible location such as a window or on the exterior of the polling place building. Use a marker to enter the county, precinct and time on the sign for your polling place.
5. Post Sample Ballot(s), Mail-in Registrants (E-10) and Voter’s Rights (EP-11) placards in the polling place and Precinct map, if applicable. Also, post the Oval Ballot Voting Instructions Placard (E-3O-OS) in each voting booth.
6. Post the Election Day Registration placard (EDR-4) and the Register to Vote Here placard (EDR-5) on or close to the registration table.
7. Post the Party Affiliation Information placard (E-40) and the Primary Election Ballot Options placard (E-41) in the polling place where voters may see them before they reach the Poll Book Clerk.

8. Arrange the polling place with the DS200 tabulator, booths and ballot marking device in view of the Election Clerks present.
   a. Set up the Ballot Marking Device in a location within the polling place where a wheelchair has clear access to the booth but the screen is shielded from view by other voters. Also, be sure to have a chair on hand for use by electors needing one while using the device.
9. Setup and plug in the DS200.
   a. If the DS200 scanner **has already been** installed on the ballot box,
      1) Plug the power cord into the power port on the back of the scanner (flat side of the plug facing up) and then plug the AC power cord from the external power supply into a 120-volt wall outlet.

WARNING: Only plug the scanner into a grounded, three-pronged electrical outlet. Plug only one scanner into an outlet. ES&S recommends that you do not used an extension cord.

   b. If the DS200 scanner **has not been** installed on the ballot box,
      1) Unlock and open the Counter Access Panel. Place the scanner about 1/4 of the way into the recessed area and slide it on the mounting rails until it is four to five inches from the back of the recessed area.
      2) Inspect the power cord for damage. If the cord is damaged, discard it and contact your election official for a new cord.
      3) Thread the cord through the opening on the back of the ballot box until it appears inside the opening at the top recessed area.
      4) Plug the power cord into the power port on the back of the scanner (flat side of the plug facing up) and then plug the AC power cord from the external power supply into a 120-volt wall outlet.

WARNING: Only plug the scanner into a grounded, three-pronged electrical outlet. Plug only one scanner into an outlet. ES&S recommends that you do not used an extension cord.

5) Slide the scanner until it is against the back of the ballot box.

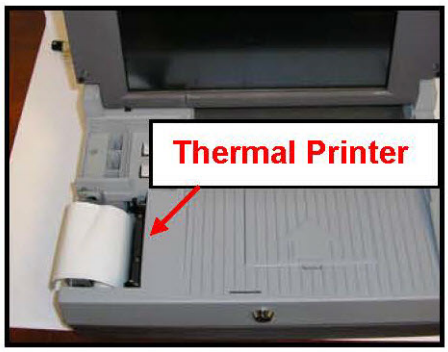
6) Close and lock the Counter Access Panel in the UP position.

NOTE: On the back of the ballot box, there is a bar that controls the flap entrance to the ballot box. Assure this bar is in the down position so ballots can pass into the ballot box.

10. Change the Paper in the Scanner's Internal Printer, If Necessary
    a. Unlock and open the DS200 screen.
    b. Unlock the access door, located above the printer. This will allow you to access the printer release lever.
    c. Press the lever to unlock and open the printer door.
    d. Drop the paper into the printer paper compartment.

IMPORTANT: Make sure the glossy side of the thermal paper is facing the thermal printer.

    e. Pull the end of the paper roll out toward the ballot input tray of the DS200.

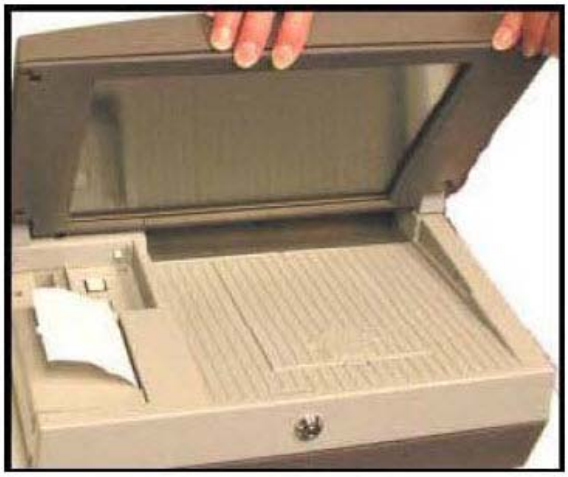


    f. Close the printer door by pressing firmly to assure it locks into place.

IMPORTANT: It is recommended that you begin each election with a new, full roll of paper on every scanner.

11. Preparing the DS200 - Open the polls
    a. Unlock the front of the DS200 machine.

b. Open the LCD screen on the DS200.



c. Some DS200 units may be programmed to automatically power up when you raise the LCD screen.

1) If your DS200 does not power up, unlock the switch door covering the power button.
2) Press the bottom button labeled POWER to turn on the DS200.

NOTE: The Initial State Report is automatically generated when the DS200 is turned on and an election definition flash drive is accessible.

12. Install the Election Definition Flash Drive, if necessary.

a. If the Election Definition Flash Drive **has already been** installed,

1) Once powered on, the system will initialize and the following screen appears:

2) Press **OPEN POLLS**. Depending on options set for your election definition, the DS200 can automatically print a status report, a zero totals report and/or a zero certification report.

3) On the Reports Selection screen, chose either Totals Only or All Precincts to generate the Zero Report. Once the start-up reports are complete, close and lock the switch door and secure the key in a safe place.

4) The DS200 is ready to receive Election Day ballots.

b. If the Election Definition Flash Drive **has not been** installed,

1) The Election Definition USB Flash Drive is in the same area where the power button is located. Locate and unlock the switch door.

2) If necessary, remove the protective plastic covering of the flash drive containing your election definition.

3) Insert the flash drive into one of the three USB slots. Do not force the flash drive into the slot, it only inserts easily in one direction - the ES&S label should be facing the left.

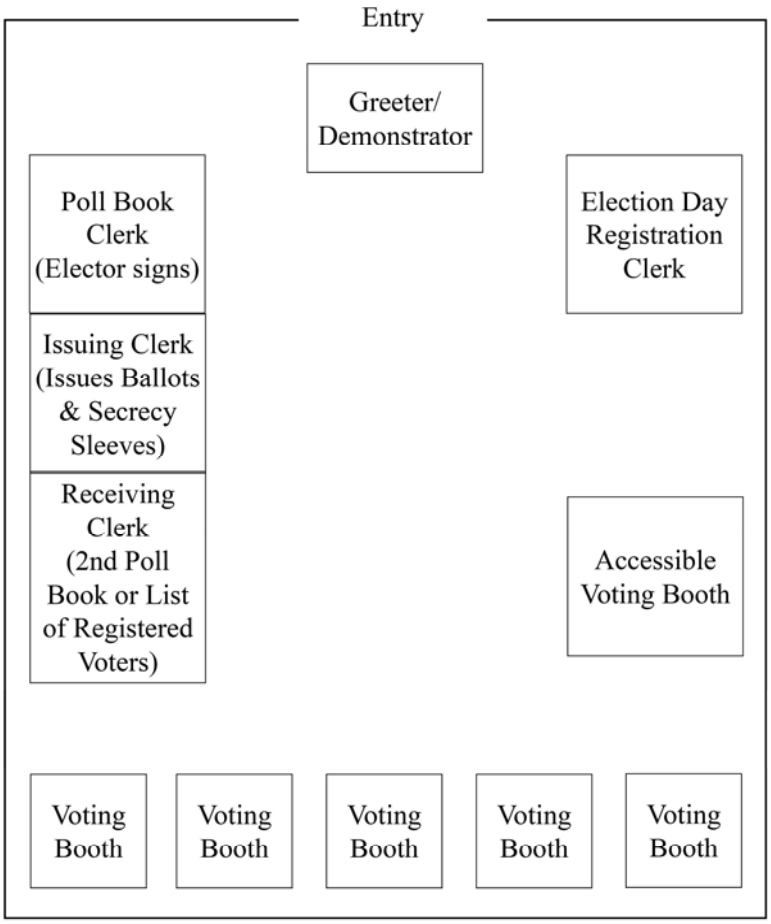
4) The system will initialize and the following screen appears:

5) Press **OPEN POLLS**. Depending on options set for your election definition, the DS200 can automatically print a status report, a zero totals report and/or a zero certification report.

6) On the Reports Selection screen, chose either Totals Only or All Precincts to generate the Zero Report. Once the start-up reports are complete, close and lock the switch door and secure the key in a safe place.

c. The DS200 is ready to receive Election Day ballots.

IMPORTANT: Add one voting booth on a table for accessibility.



ASSIGNMENT OF DUTIES

1. It is suggested that specific duties be assigned within the following framework:
   a. One (1) Clerk to be the Greeter.
      1) This individual should greet electors as they appear at the polling place, give electors a demonstration on how to vote the ballot(s) or use the Ballot Marking Device, direct electors to either the registration table or the Poll Book Clerk depending upon whether they are registered or not, remind electors that they need to have their photo identification ready to show to the Poll Book Clerk, hand out the Personal Identification Affidavit to voters who do not have their photo ID and answer questions.

b. One (1) Clerk to be the Registration Clerk.

1) This individual registers electors prior to appearing before the Poll Book Clerk. The clerk determines the elector's correct precinct and polling place, determines the elector's registration eligibility, instructs the elector on correctly completing the Election Day Registration Card, verifies that the card is complete, reviews the elector's photo identification and proof of residency then stamps the completed card with the "Residence Verified" and directs the elector to the Poll Book Clerk.

c. One (1) Clerk to be the Poll Book Clerk. Where the Poll Book (E-2A & E-2B) is divided into alphabetical divisions, a Clerk should be assigned to each division. This means that you may have more than one Election Clerk assigned to this duty.

1) This individual locates the elector's name in the Poll Book or if the elector is registering, adds the elector to the Poll Book, verifies the elector's photo identification or has the elector sign the Personal Identification Affidavit, determines the ballot(s) the elector is to receive, records that the elector is voting, has the elector sign the Poll Book and directs the voter to the Issuing Clerk.

d. One (1) Clerk to be the Issuing Clerk.

1) This individual issues the elector the correct ballot(s) by stamping the ballot(s) with the Official Ballot Stamp, gives the elector instructions on properly voting the ballot and how to prepare the ballot(s) for return to the Receiving Clerk then directs the elector to an open voting booth or Ballot Marking Device.

e. One (1) Clerk to be the Receiving Clerk.

1) This individual is responsible for either the additional copy of the Poll Book or the List of Registered Voters, instructing voters on how to deposit the voted ballot(s) or depositing the voted ballot(s) in the ballot box(es), marking that the elector has voted in either the additional copy of the Poll Book or a List of Registered Voters and announcing the electors name and that the individual has voted for all to hear.

a) One (1) Clerk to be stationed near the DS200 Tabulator for receipt of ballots and to perform other duties related to the DS200 processing. (See Opening the Polls, Receiving the Voted Ballot, Receiving and Processing Absentee Ballots, Closing the Polls and the manufacturer's manual for instructions on the operation of the DS200 tabulator, if necessary.)

f. One (1) Clerk to explain and answer questions on how the Closed Primary works with Party Affiliation.

1) It is suggested that individuals rotate to this position throughout the day. However, the individual in this position must fully understand the Closed Primary and Party Registration.

NOTE: The above duties may be combined or altered to correspond with the personnel available and the needs of the polling place. These descriptions are only a brief description and may not encompass all of the responsibilities. The County Clerk's Elections Staff may give you more specific job assignments, which should be followed.

WATCHERS & CHALLENGERS

1. Individuals authorized by the County Clerk as watchers and/or challengers are to be permitted to be present at the polls.
   a. The elections office will furnish each precinct with a list of authorized watchers and/or challengers, if applicable.
      1) Challengers are appointed by the Political Parties.
   b. No person will be allowed at the polls serving as a watcher or challenger unless their name appears on the list supplied by the County Clerk. (34-304, I.C.)
   c. Such individuals should be positioned so that the normal voting process will not be disrupted but can still watch the activity and hear the Receiving Clerk's announcements.
   d. Such individuals are to wear a visible name tag with their respective title printed on it. These name tags are supplied by the County Clerk's Election Office.
   e. If the individual interferes with the duties of the Election Board, contact your County Clerk's Election Office or courteously point out what their role as a watcher or challenger is. For a description of their role, see the questions regarding ***Watchers and Challengers*** (on page 5) under Frequently Asked Questions.

THROUGHOUT THE DAY

1. At 8:00 a.m., announce the polls are open. The County Clerk may open all of the polling places in the County at 7:00 a.m.
2. The Chief Judge shall make a proclamation of the same. (34-1101, I.C.)
3. In the presence of bystanders, the Chief Judge and Issuing Clerk will break the sealed packages containing the Official Ballots, the Official Election Stamp and ink pad. (34-1103, I.C.)

   NOTE: The other election supplies should be opened and prepared prior to electors arriving at the polls.

4. Receive the Ballot Box keys or seals from the Receiving Clerk. Keep these in your possession at all times.

IMPORTANT: You must also keep the Ballot Marking Device Keys in your possession at all times.

5. Prior to voting, instructions and a demonstration on how to vote the Oval Ballot should be given to all electors and the Ballot Marking Device to those who wish to use it. For a sample demonstration script, see Greeting Voters & Demonstration.
6. Voting booths must be inspected as frequently as feasible to make certain that no sample ballot, literature, flyers, stickers, etc. are left in them after an elector votes the ballot. Any material must be removed from the voting booth.

NOTE: If any elector, after beginning to vote, asks for information regarding the marking of a ballot, the Election Clerks will give the elector any necessary information, instruction or assistance. (34-2427, I.C.)

IMPORTANT: An elector may ask for assistance with the Ballot Marking Device after beginning to vote. An Election Clerk may give any needed instruction or assistance.

7. Electors are allowed to deposit their ballot(s) into the ballot box(es). Step by step instructions appear in the Procedural Manual and the Receiving Clerk Quick Reference.

IDENTIFICATION REQUIRED

1. Every elector must either show one of the acceptable Photo ID's or sign the Personal Identification Affidavit. (34-1113 and 34-1114, Idaho Code)
   a. Acceptable forms of ID are:
      1) An Idaho driver's license or identification card
      2) A U.S. passport or Federal photo identification card
      3) A tribal photo identification card
      4) A current student photo ID, issued by an Idaho high school or post-secondary educational institution
   b. If an elector does not have one of the above forms of acceptable ID, they should be given the Personal Identification Affidavit to sign in lieu of showing photo ID.

NOTE: An elector should not be denied their right to vote because they do not have one of the acceptable forms of identification. They should be given the Personal Identification Affidavit to complete unless there is the notation "Registered by Mail - ID Required" in the poll book next to their name. If the elector has the notation "Registered by Mail - ID Required," the elector is not allowed to sign the Personal Identification Affidavit and must show identification,

as required by Federal Law. The voter may show any photo ID and proof of residence that is acceptable for Election Day Registration.

2. An ID listed above is acceptable if the photo matches the individual and the name on the ID matches the name listed in the Poll Book.

NOTE: Common abbreviations and nicknames are acceptable. However, a name change requires the voter to re-register.

PRIMARY ELECTION BALLOT OPTIONS

IMPORTANT: The Democratic Party is allowing electors who selected "unaffiliated" and electors affiliated with all other political parties to participate in their Primary Election in 2016. However, the Republican Party's Primary Election will be open to only those affiliated with the Republican Party and the Constitution Party's Primary Election will be open only to those affiliated with the Constitution Party.

1. **Ballot Selection Options:** The elector's ballot options are based on the party affiliation they selected and are outlined below. If there is any question as to the elector's options, contact the County Clerk's Elections Office for assistance.
   a. **Constitution Party** electors may select to vote **one** of the following three options:
      1) Constitution Party Ballot with a Non-Partisan Ballot
      2) Democratic Party Ballot with a Non-Partisan Ballot
      3) Only the Non-Partisan Ballot
   b. **Democratic Party, Libertarian Party** or **"unaffiliated"** electors may select to vote one of the following two options:
      1) Democratic Party Ballot with a Non-Partisan Ballot
      2) Only the Non-Partisan Ballot
   c. **Republican Party** electors may select to vote **one** of the following three options:
      1) Republican Party Ballot with a Non-Partisan Ballot
      2) Democratic Party Ballot with a Non-Partisan Ballot
      3) Only the Non-Partisan Ballot

ASSISTANCE TO THE VOTER

Whether an elector chooses to vote the Oval Ballot without assistance or use one of the following options for assistance when voting, the decision is left to the elector. Although the Ballot Marking Device is available in every polling place, an elector may still request assistance from another person or utilize curbside voting. All electors have the following options for assistance when voting: Using the Ballot Marking Device, Receiving Assistance from Another Person, or Curbside Voting.

1. Refer to "Assistance to the Voter" in the Procedural Manual if a voter needs assistance marking their ballot.

RECEIVING AND PROCESSING ABSENTEE BALLOTS

If you receive absentee ballots during the day, please refer to the Procedural Manual for Judges and Clerks of Election for detailed instructions on how to receive, record and deposit the absentee ballots.

An absentee ballot may be challenged in the same manner as other votes are challenged. Refer to the Procedural Manual for Judges and Clerks of Election for detailed instructions regarding how to challenge absentee ballots at the polls.

CLOSING THE POLLS

1. Thirty (30) minutes prior to the closing of the polls, one of the Election Clerks will make a proclamation of the same. (34-1101(2), I.C.)
2. Close the polls at 8:00 p.m.
   a. All electors who are waiting in line at 8:00 p.m. **must be allowed to vote** not withstanding the pronouncement that the polls are closed. (34-1101(2), I.C.)
   b. If there is a line of electors waiting for the Poll Book Clerk, it is recommended that one of the Election Clerks stand at the end of the line or at the door to the polling place to notify new electors that the polls are closed.

AFTER THE POLLS CLOSE

1. Assist in the tabulation of the Election Record and Poll Book. Refer to the Procedural Manual and the Poll Book Clerk Quick Reference for step by step instructions.
2. Assist in Preparing the Ballots for transport to the County Clerk's Elections Office. Refer to the Procedural Manual and the Poll Book Clerk Quick Reference for step by step instructions.
3. The Chief Judge and all clerks must sign the Election Record and Poll Book, in the bottom right hand corner of the front cover, certifying the Election Day activities.

DISMANTLE THE VOTING BOOTHS/DEVICES

1. Voting Booths: Take down all voting booths for return to the County Clerk.
2. Ballot Marking Device: Follow the instructions given by the County Clerk and in the manufacturer's manual that was provided in your polling place supplies.
3. DS200 Scanner disassembly - Only complete if instructed to do so by the County Clerk or Elections Staff.
   a. Unlock the hinged access door on the front of the ballot box and swing it down to expose the front of the scanner.
   b. Pull the scanner forward about 4 – 5 inches and disconnect the power cord from the back of the terminal. Thread the cord through the back of the ballot box and unplug it from the wall.
   c. Slide the scanner forward until it clears the mounting rails and remove the scanner from the ballot box.
   d. Place the scanner, cord and keys inside the carrying case.

RETURN OF ELECTION SUPPLIES TO THE COUNTY CLERK

1. Election Clerks must enclose, seal and return election records and supplies to the County Clerk's Election Office. If the Clerk's office is closed, the election records and supplies shall be delivered to the County Sheriff or one of his deputies. (34-1204, I.C.)

   NOTE: All Voted Ballots must be delivered to the County Clerk Elections Office on Election Night or to the County Sheriff for delivery to the County Clerk, in accordance with 34-1204, Idaho Code.

2. Completing and filling the Return Envelope for the Poll Book and Tally Book (EE-1).
   a. EE-1 – Envelope for returning the Poll Books (EE-1) or List of Registered Voters and Tally Books. **NOTE:** There should be two of these envelopes.
      1) Complete the front of the Return Envelope (EE-1).
         a) Enter the date on the Line following "Tuesday."
         b) Enter the Precinct Name or Number.
         c) Each Election Clerk signs the envelope.
      2) Fill the Return Envelope (EE-1).
         a) Place the Poll Book signed by the voters and one set of Tally Books, if applicable, in one of the envelopes.
            i) This envelope is placed in the Voted Ballot Box or Ballot Transfer Case with the Voted Ballots for return to the County Clerk's Elections Office.

b) Place the Poll Book or List of Registered Voters maintained by the Receiving Clerk and one set of Tally Books in the second envelope.

3. Completing and filling the Return Envelope for election materials (EE-2).
   a. EE-2 – Envelope for returning election materials.
      1) Complete the front of the Return Envelope (EE-2).
         a) Enter the date on the Line following "Tuesday."
         b) Enter the Precinct Name or Number.
         c) Each Election Clerk signs the envelope.
      2) Fill the Return Envelope (EE-2) by placing the following items in the envelope.
         a) Absentee Ballot Affidavit Envelopes, if delivered to the Polls
         b) Receipt for Absentee Ballots (EA-1), if applicable
         c) Oaths of Challenged Persons (E-7)
         d) Receipt for Election Supplies (E-8)
         e) Sequence Card
         f) Idaho Election Laws Book
         g) Official Election Stamp
         h) Receipt for Early Pick-Up (EP-100P), if applicable
4. Load the Voted Ballot Box – Lock or seal inside:
   a. Voted Ballots
   b. Poll Book signed by the voters sealed in the EE-1 Poll Book Return Envelope
   c. Election Day Registration and Personal Identification Affidavit Envelope (EDR-3)
5. Load the designated container – Lock or seal inside:
   a. Unused ballots
   b. Voted Ballot Stub Envelope (EE-6)
   c. Spoiled Ballot Envelope (EE-5)
   d. Rejected Absentee Ballot Envelope (EA-14)
   e. Poll Book or List of Registered Voters maintained by the Receiving Clerk sealed in the EE-1 Return Envelope.
   f. Yellow copy of the Transport Carrier log(s) (EP-20P)
6. The polling place must be left in the same condition as it appeared when you arrived or as instructed by the building supervisor.
7. Remaining supplies should be transported in the container they were delivered in.
8. The Ballot Marking Device should be returned in a manner prescribed by the County Clerk.

9. Transport the locked or sealed Ballot Box or Ballot Transfer Box, the locked or sealed designated container and other supplies to the central location in a manner specified by the County Clerk.

> **NOTE:** All Voted Ballots must be delivered to the County Clerk Elections Office on Election Night or to the County Sheriff for delivery to the County Clerk, in accordance with 34-1204, Idaho Code.