

OVAL OPTICAL SCAN
DS200

RECEIVING CLERK QUICK REFERENCE

2016 Primary Election

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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 8) 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.

What if an elector's name does not appear on the Poll Book?

First, determine if the elector is in the proper precinct and polling place. When their polling place has been established to be yours, every effort must be made through the County Clerk's Elections Office to substantiate registration credentials.

After contacting the County Clerk's Office and a clerical error has been found which resulted in an omission in the Poll Book, the qualified elector thus affected shall be allowed to vote. Manually record the elector's name and address in the Poll Book with the notation "clerical error – left off." Then continue with the normal issuing procedures. See Poll Book Page, Line 12, columns A & C.

If the elector is found not to be registered, the elector may register at the polls on Election Day. They should be directed to the registration table and Election Day Registration procedures should be followed as outlined in the Election Day Registration Manual. The elector should select a party affiliation or designate themselves as an unaffiliated voter. If

the elector does not select a party affiliation, they will automatically be designated as an unaffiliated voter.

When the elector appears before the Poll Book Clerk with a registration card stamped “residence verified,” the Poll Book Clerk enters the elector’s name and address along with the notation “election day registration” in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. Then continues with the normal issuing procedures. (34-408A, I.C.) See Poll Book Page, Line 13, columns A & C.

IMPORTANT: An elector registered with one of the four (4) recognized political parties may not change their party affiliation between March 11th and May 17th, 2016. An elector designated as "unaffiliated" may change their party affiliation at any time including on Election Day. However, an elector who is re-registering due to moving or a name change is treated as a new registrant and may select any party affiliation regardless of the party affiliation selection on a previous Registration Card or Party Affiliation Form.

Smith, Anne 1286 Territorial Hwy Anus-town	<input type="checkbox"/> C <input checked="" type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> U	Anne Smith	42	<input checked="" type="checkbox"/> R <input type="checkbox"/> N	✓	Clerical Error Left off
Smith, Paul 287 Market Place Way Anus-town	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> U	Paul Smith	9	<input type="checkbox"/> D <input checked="" type="checkbox"/> <input type="checkbox"/> N	✓	Election Day Reg

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.

11	SMITH, ZENA 234 E COSMIC ST, ANYTOWN	<input type="checkbox"/> C <input checked="" type="checkbox"/> X <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> U	<i>Zena Smith</i>	84	<input checked="" type="checkbox"/> X <input type="checkbox"/> R <input type="checkbox"/> N	<input checked="" type="checkbox"/>	 010426978	Affidavit
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What if an individual asks if another elector has voted?

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

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.

RECEIVING CLERK CHECKLIST

BEFORE THE POLLS OPEN

1. Open the Receiving Clerk supplies and organize them on the table.
2. List of Supplies
 - a. Receiving Clerk Quick Reference
 - b. Election Record and Poll Book (E-2A and E-2B) or List of Registered Voters
 - c. Election Day Registration and Personal Identification Affidavit Envelope (EDR-3)
 - d. Ballot Box Seal Accounting Page (E-21), if applicable
 - e. DS200 Tabulator
 - f. Ballot Box(es), if applicable
 - g. Ballot Box Locks with Keys or Ballot Box Seals
3. Assist in preparing the polling place.
4. Subscribe to the Oaths of Office for Members of the Election Board found 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!"

THROUGHOUT THE DAY

SEALING THE BALLOT BOX(ES)

1. When the first elector of the day arrives to vote,
 - a. Open both Ballot Compartment doors and the Emergency/Auxiliary Ballot bin of the DS200 ballot box and show that the bins are empty to the elector and any bystanders. Close and lock all doors on the DS200 Ballot Box.
 - 1) The keys are to be delivered to the Chief Judge who will keep them in their possession at all times.
 - 2) The bins of the DS200 ballot box are not to be opened until after the polls have closed and are not to be removed from the polling place until transported to the County Clerk's Election Office.
 - b. Show the DS200 scanner report to the elector to have them verify that the tape shows that all of the electronic counters are set to "zero."
 - c. To deposit the voted ballot in the DS200, see *Receiving the Voted Ballot* (on page 9).

NOTE: The DS200 scanner automatically printed reports that were programmed into the election definition when you turned the scanner on earlier. You should review the printed report to make certain that the DS200 has been properly prepared for your precinct and that all the electronic counters are set at “zero.” **YOU MUST VERIFY THE DS200’s READINESS BY CHECKING THIS TAPE.**

IMPORTANT: Your County Clerk may request that you sign the printed report and/or have the first elector of the day sign the report to acknowledge that the DS200 bins were empty at the beginning of the day and that the printed report was showing zero.

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

RECEIVING THE VOTED BALLOT

1. After voting the ballot(s), the elector must then present himself to the Receiving Clerk in charge of either the second Poll Book or List of Registered Voters and the DS200.
2. The elector must state his or her name and residence address to the Receiving Clerk. (34-1107, I.C.)
3. The Receiving Clerk will locate the elector's name and record that the elector has voted in either the second Poll Book or the List of Registered Voters.
 - a. If the elector has completed an Election Day Registration Card, enter the individual's name and address along with the notation "election day registration" in either the second Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book or at the end of the List of Registered Voters.
 - 1) After entry into either the second Poll Book or List of Registered Voters, place the completed registration card in the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).

NOTE: The Receiving Clerk does not enter the party ballot selection in the second Poll Book or List of Registered Voters. They simply mark that the elector has voted.

4. The elector has the option of depositing the voted ballot(s) into the DS200 or allowing the Receiving Clerk to deposit the ballot(s).
 - a. The *Elector Deposits* (on page 10) the voted ballot(s).
 - b. The *Receiving Clerk Deposits* (on page 11) the voted ballot(s).

USING THE UNCOUNTED BALLOT STORAGE BIN (AUXILIARY OR EMERGENCY BIN), IF NECESSARY

1. If the DS200 scanner stops working and ballots cannot be scanned, ballots must be deposited and stored in the Auxiliary/Emergency Ballot Bin to be removed at a later time for counting once the scanner is repaired or replaced.
 - a. Immediately contact the County Clerk's Elections Office to report that the scanner is not working.
 - b. Open the Auxiliary/Emergency Ballot Bin for use.
 - 1) Unlock and open the Auxiliary/Emergency Ballot bin door located on the ballot box, just below the front of the scanner.
 - 2) Close the door and lock it in place.
 - 3) Instruct voters to place their ballots through the slot into the secured ballot bin.

ELECTOR DEPOSITS

1. The Receiving Clerk will instruct the elector on the correct way to insert the ballot(s) into the DS200.
 - a. Any orientation is possible (front or back up, top or bottom first).
 - 1) The elector should be cautioned against getting the secrecy sleeve too close to the throat of the DS200, since this could result in a jam.
 - b. The voter will receive the following message after the ballot has been accepted: “Your ballot was accepted. Thank you for voting.”
 - c. If ballot cards are being used with the ExpressVote Ballot Marking Device, these ballot cards will be fed through the adapter attached to the top of the DS200.

NOTE: If additional ballot styles were delivered to the polling place, be sure to instruct the elector to insert only one Oval ballot into the tabulator at a time. Also, if the additional ballot is a paper ballot, instruct the elector to deposit the paper ballot into the Ballot Box.

2. After the DS200 carries the ballot through the reading station,
 - a. If the ballot is correctly marked, the ballot is deposited into the ballot box and the ballot count on the display increases by 1.
 - b. If the ballot has an over-voted race or issue on the ballot, an audio alert will sound and the display will indicate that one or more races or issue have too many votes cast and offer the voter two choices, Accept or Return.
 - 1) If the voter selects Accept, the ballot will be counted, all properly marked races and issues will receive the appropriate votes, and the over-voted races and issues will receive an over-vote. The individual candidates or issue choices in an over-voted race will not receive any votes.
 - 2) If the voter selects Return, the ballot will be returned uncounted, and the voter may correct the over-votes or have the ballot spoiled and receive a new one.
 - c. If the ballot is blank, or has been marked with an unauthorized marker, the DS200 will sound an audio alert and the display will indicate that no votes were detected on the ballot and offer the voter two choices, Accept or Return.
 - 1) If it is the voter’s intent to cast a blank ballot, they may choose to select Accept. The ballot will be counted, however an under-vote will be registered for each race and issue on the ballot.
 - 2) If it was not the voter’s intent to cast a blank ballot, they may choose to select Return. The ballot will be returned to the voter uncounted, and the voter can then mark their choices and re-feed the ballot.

NOTE: An elector may deliberately cast a blank ballot and insist that it be accepted. This is permissible.

- d. If a ballot is unable to be processed due to damage, inappropriate marks or "doodling" by the voter, or DS200 problem, an error message will appear and an audio alert will sound. The ballot will automatically be returned to the voter. The will not be counted and no votes will be cast.
 - 1) If the problem is a ballot issue, the ballot may be spoiled, and a new one issued to the voter.
 - a) Some error messages related to the ballot will instruct the voter to turn over the ballot and try again. In the case of damaged ballots, this tactic will not allow the ballot to be processed and the ballot will need to be spoiled and remarked by the voter.
 - 2) If the display indicates a system message, it may be necessary to contact your County Clerk's Elections Office to assist in the interpretation of the message and correction of the issue.

RECEIVING CLERK DEPOSITS

1. The elector will hand the voted Oval Ballot(s) or ballot card within the secrecy sleeve to the Receiving Clerk.
2. The Receiving Clerk will deposit the Oval Ballot(s) or ballot card into the DS200 without removing the ballot(s) from the secrecy sleeve.

NOTE: If additional ballot styles were delivered to the polling place, be sure to insert only one Oval ballot into the tabulator at a time. Also, if the additional ballot is a paper ballot, deposit the paper ballot into the Ballot Box.

3. After the DS200 carries the ballot through the reading station,
 - a. If the ballot is correctly marked, the ballot is deposited into the ballot box and the ballot count on the display increases by 1.
 - b. If the ballot has an over-voted race or issue on the ballot, an audio alert will sound and the display will indicate that one or more races or issue have too many votes cast and offer the voter two choices, Accept or Return.
 - 1) If the voter selects Accept, the ballot will be counted, all properly marked races and issues will receive the appropriate votes, and the over-voted races and issues will receive an over-vote. The individual candidates or issue choices in an over-voted race will not receive any votes.
 - 2) If the voter selects Return, the ballot will be returned uncounted, and the voter may correct the over-votes or have the ballot spoiled and receive a new one.

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- c. If the ballot is blank, or has been marked with an unauthorized marker, the DS200 will sound an audio alert and the display will indicate that no votes were detected on the ballot and offer the voter two choices, Accept or Return.
 - 1) If it is the voter's intent to cast a blank ballot, they may choose to select Accept. The ballot will be counted, however an under-vote will be registered for each race and issue on the ballot.
 - 2) If it was not the voter's intent to cast a blank ballot, they may choose to select Return. The ballot will be returned to the voter uncounted, and the voter can then mark their choices and re-feed the ballot.

NOTE: An elector may deliberately cast a blank ballot and insist that it be accepted. This is permissible.

- d. If a ballot is unable to be processed due to damage, inappropriate marks or "doodling" by the voter, or DS200 problem, an error message will appear and an audio alert will sound. The ballot will automatically be returned to the voter. The will not be counted and no votes will be cast.
 - 1) If the problem is a ballot issue, the ballot may be spoiled, and a new one issued to the voter.
 - a) Some error messages related to the ballot will instruct the voter to turn over the ballot and try again. In the case of damaged ballots, this tactic will not allow the ballot to be processed and the ballot will need to be spoiled and remarked by the voter.
 - 2) If the display indicates a system message, it may be necessary to contact your County Clerk's Elections Office to assist in the interpretation of the message and correction of the issue.

ANNOUNCING THE ELECTOR'S NAME

- 1. The Receiving Clerk will then **announce the elector's name in a loud audible voice** for all present to hear, especially any watchers and/or challengers. (34-1107, I.C.)

NOTE: The Receiving Clerk **does not** enter the party ballot selection in either the second Poll Book or Alpha List. The Receiving Clerk only marks that the voter has voted.

IMPORTANT: NEVER LEAVE THE DS200 UNATTENDED!

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** notwithstanding 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

After all electors who were waiting in line at 8:00 p.m. have voted and the polls have closed, the Election Clerks will complete the following tasks. It is suggested that the following tasks be assigned to Election Clerks in groups of two. More than one team of Election Clerks may be working on different tasks at the same time.

POLL BOOK TALLY AND COMPARISON

1. The Poll Book Clerk and Receiving Clerk will compare the Poll Book signed by the electors with either the second Poll Book or the List of Registered Voters kept by the Receiving Clerk. Both Election Clerks should have the same electors marked as voting.
 - a. Missing electors:
 - 1) Correct any mistakes that may be found, until they are found to agree.

NOTE: If the Poll Book is divided into alpha sections, each Poll Book section must be compared to either the second Poll Book or the List of Registered Voters.

b. An elector did not sign the Poll Book:

- 1) If an elector did not sign the Poll Book before being issued a ballot, make a note in the Poll Book in the Remarks Column after the elector's name that the elector voted without signing the Poll Book.

c. The Ballot selection was not identified in the Poll Book in the Ballot Column:

- 1) If the Ballot selection was not identified in the Poll Book before issuing the ballot(s), make a notation in the Poll Book in the Remarks Column after the elector's name that the ballot selection was not marked.

NOTE: If an elector votes without signing the Poll Book and the ballot selection was not identified in the Ballot Column, you may not be able to account for the Ballot(s) the elector voted while reconciling the Ballot Accounting Page.

2. For each page on the Poll Book signed by the electors:

a. Constitution Party Ballot Only:

- 1) Count the number of elector's signatures of elector's who received only the Constitution Party Ballot.
- 2) Record that number on the bottom of each page on the Line "Number of Constitution Ballots."

b. Democratic Party Ballot Only:

- 1) Count the number of elector's signatures of elector's who received only the Democratic Party Ballot.
- 2) Record that number on the bottom of each page on the Line "Number of Democratic Ballots."

c. Republican Party Ballot Only:

- 1) Count the number of elector's signatures of elector's who received only the Republican Party Ballot.
- 2) Record that number on the bottom of each page on the Line "Number of Republican Ballots."

d. Non-Partisan Ballot:

- 1) Count the number of elector's signatures of elector's who received the Non-Partisan Ballot.
 - a) If the non-partisan judicial offices or questions appear on the partisan ballots, this number will only include those elector's who requested only the non-partisan ballot. This number will not include elector's who received a partisan ballot.

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- 2) Record that number on the bottom of each page on the Line “Number of Non-Partisan Ballots.”
- e. If additional ballot types or styles were delivered to the polls:
 - 1) Count the number of elector’s signatures of elector's who received the additional ballot type or style.
 - 2) Record that number on the bottom of each page. There is not a specific line for this number.

NOTE: If absentee ballots were sent to the polls, the signature count will include those electors who were marked during the Receiving of the Absentee Ballots. If absentee ballots were not sent to the polls, do NOT include the absentee electors in this number.

3. Totaling the number of Signatures and completing the Ballot Accounting page (E-2B) in the Poll Book that the electors signed.
 - a. Constitution Party Ballots
 - 1) Combine the number listed on the Line “Number of Constitution Ballots” on each Poll Book page together and record the grand total on Line 1a in the second column on the Ballot Accounting page (E-2B) under the heading Con.
 - b. Democratic Party Ballots
 - 1) Combine the number listed on the Line “Number of Democratic Ballots” on each Poll Book page together and record the grand total on Line 1a in the second column on the Ballot Accounting page (E-2B) under the heading Dem.
 - c. Republican Party Ballots
 - 1) Combine the number listed on the Line “Number of Republican Ballots” on each Poll Book page together and record the grand total on Line 1a in the third column on the Ballot Accounting page (E-2B) under the heading Rep.
 - d. Non-Partisan Ballots
 - 1) Combine the number listed on the Line “Number of Non-Partisan Ballots” on each Poll Book page together and record the grand total on Line 1a in the first column on the Ballot Accounting page (E-2B) under the heading Non.
 - e. If additional ballot types or styles were delivered to the polls:
 - 1) Combine the number recorded on the bottom of each page for the additional ballot type or style on each Poll Book page together and record the grand total on Line 1a in the appropriate column on the Ballot Accounting page (E-2B) under the correct heading.
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Ballot Accounting Page Example

Ballot Description (Name or District Description) Con Dem Rep Non _____

1. VOTING SUMMARY - Complete after polls are closed.

a. Number of Electors Signing Record
(Include Absentee Ballots Received at the Polls, if applicable) 6 28 83 197 _____

ELECTION DAY REGISTRATIONS

1. Complete the front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
 - a. Enter the Precinct Name or Number.
 - b. Enter the Date.
2. Registration Cards:
 - a. Count the number of completed Registration Cards.
 - b. Enter the number of completed Registration Cards on:
 - 1) The front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
 - 2) The "Total Number of Election Day Registration Cards" Line on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.

Ballot Accounting Page Example

BALLOT ACCOUNTING for the Election held on May 21, 20XX

County Precinct 5 Total Number of Election Day Registration Cards 27

Ballot Transfer Box Seal No. 473769 Total Number of Signed Personal Identification Affidavits 9

Ballot Description (Name or District Description) Con Dem Rep Non _____

3. Place the completed registration cards and signed Personal Identification Affidavits into the Election Day Registration Envelope (EDR-3) and seal.
4. Place the sealed Election Day Registration and Personal Identification Affidavit Envelope (EDR-3) into the Voted Ballot Box or designated container.

PREPARING BALLOTS

1. Unlock or break the seal and remove the ballots.
 - a. DS200:

NOTE: The front Auxiliary/Emergency Ballot Bin may have been used during the day for temporary storage of voted, but uncounted ballots and absentee ballots delivered to the polls. If any such ballots are retrieved, they must be processed.

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- 1) If absentee ballots were delivered to the polls,
 - a) Open the auxiliary bin and remove the Voted Ballot Envelopes (EA-9-OS or EA-9-OS-S).
 - 2) Carefully open each Voted Ballot Envelope and remove the voted absentee ballots.

IMPORTANT: Do not mix the absentee ballots with the ballots voted at the polls at this point. The number of absentee ballots will be recorded separately on the Ballot Accounting Page.

- a) After all of the Vote Ballot Envelopes have been opened, count the number of voted absentee ballots in each stack and record the total on the Ballot Accounting Page (E-2B) in the Poll Book signed by the electors.
 - i) Enter the total number of Constitution Party absentee ballots on Line 2h in the first column beneath the heading *Con*.
 - ii) Enter the total number of Democratic Party absentee ballots on Line 2h in the second column beneath the heading *Dem*.
 - iii) Enter the total number of Republican Party absentee ballots on Line 2h in the third column beneath the heading *Rep*.
 - iv) Enter the total number of Non-Partisan absentee ballots on Line 2h in the fourth column beneath the heading *Non*.
 - v) If additional ballot types or styles are included in the absentee ballot envelopes, enter the total number of absentee ballots on Line 2h in the appropriate column beneath the correct heading.

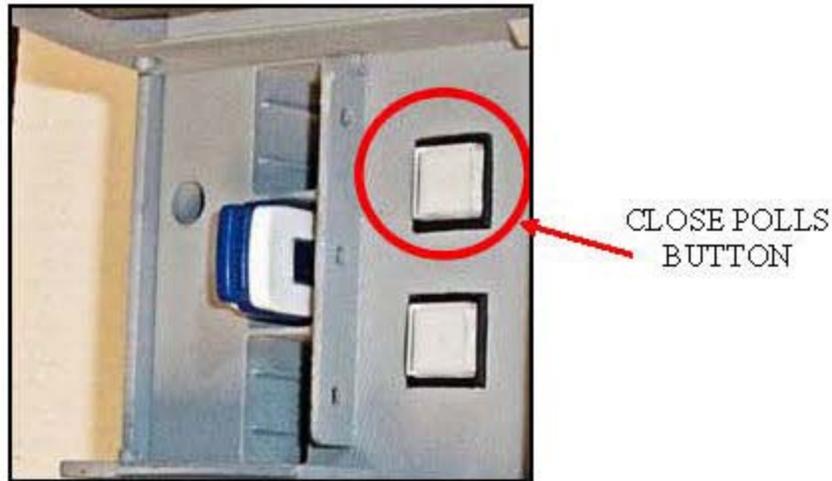
Ballot Accounting Page Example

Ballot Description (Name or District Description) Con Dem Rep Non _____

h. Number of Absentee Ballots in the Ballot Box, if any 0 3 10 24 _____
 (Count the ballots)

- 3) **Absentee ballots and any other unprocessed ballots should be inserted one-by-one into the tabulator.**
- 4) Close the Polls on the DS200
 - a) Unlock the access door.
 - b) Press and hold the **CLOSE POLLS** button for approximately 5 seconds.

NOTE: The Close Polls button will become red when you first press it. When the red light turns off, you can release the Close Polls button.



- c) Once you release the **CLOSE POLLS** button, the DS200 will close the polls and automatically print a Voting Results Report and any other reports set up to automatically print, such as an Audit Log Report.
 - i) If the scanner does not automatically print the reports, from the **POLLS CLOSED** screen, select the appropriate button to print any additional reports (i.e. Results Report, Precinct Report Media, Precinct Report Summary, Audit Log Report, Poll Report Media, and Poll Report Summary).
- d) Turn off the DS200 using the **POWER** button or by pressing **SHUTDOWN** on the touch screen.

IMPORTANT: Do **NOT** remove the DS200 flash drive before the equipment is completely powered off (the Power button will **NOT** be luminated). Prematurely removing the flash drive could result in damage to the equipment.

- e) Locate the number of ballots counted on the election results tape that was printed by the DS200 tabulator.
 - i) If additional ballot styles were issued, you should have a total for each ballot style.
- f) Non-Partisan Ballot
 - i) Take the number of Non-Partisan ballots counted and subtract the number of absentee ballots delivered to the polls during the day (Line 2h in the first column), if any.

- ii) Record this figure on Line 2g in the first column beneath the heading *Non* on the Ballot Accounting Page in the Poll Book signed by the electors.
- g) Democratic Ballot
 - i) Take the number of Democratic ballots counted and subtract the number of absentee ballots delivered to the polls during the day (Line 2h in the second column), if any.
 - ii) Record this figure on Line 2g in the second column beneath the heading *Dem* on the Ballot Accounting Page in the Poll Book signed by the electors.
- h) Republican Ballot
 - i) Take the number of Republican ballots counted and subtract the number of absentee ballots delivered to the polls during the day (Line 2h in the third column), if any.
 - ii) Record this figure on Line 2g in the third column beneath the heading *Rep* on the Ballot Accounting Page in the Poll Book signed by the electors.
- i) Additional Ballot Styles
 - i) If additional ballot types or styles were delivered to your polling place, do the same calculation and record the number of each type on Line 2g in the appropriate column under the correct heading.

Ballot Accounting Page Example

Ballot Description (Name or District Description) Con Dem Rep Non _____

g. Number of Ballots in the Ballot Box (Count the ballots) 6 25 73 173 _____

- 5) When removing ballots from bins, place absentee ballots on the bottom of the stack of voted ballots, without write-ins. Ballots with write-ins should be kept separate. Do not count write-ins. These will be counted centrally.

2. Preparing Ballots for Transfer

a. Counting Ballots

- 1) DS200:
 - a) Locate the Election Results report in duplicate that was automatically printed when the DS200 was closed. Post one copy outside the entry to the polling place.
 - b) Locate the number of ballots counted on the election results tape for later recording on Line 2l.
 - i) If additional ballot styles were delivered to the polls, you will have a total for each type.

b. Record the Number of Ballots

- 1) Enter the total number of Constitution Party ballots placed in the ballot box or ballot transfer case on Line 21 in the first column beneath the heading *Con*.
- 2) Enter the total number of Democratic Party ballots placed in the ballot box or ballot transfer case on Line 21 in the second column beneath the heading *Dem*.
- 3) Enter the total number of Republican Party ballots placed in the ballot box or ballot transfer case on Line 21 in the third column beneath the heading *Rep*.
- 4) Enter the total number of Non-Partisan ballots placed in the ballot box or ballot transfer case on Line 21 in the fourth column beneath the heading *Non*.
- 5) If additional ballot types or styles were delivered to the polling place, enter the total number of each type or style of ballots, placed in the ballot box or ballot transfer case on Line 21 in the appropriate column beneath the correct heading.

Ballot Accounting Page Example

Ballot Description (Name or District Description) Con Dem Rep Non _____

i. Total Number of Ballots locked in Ballot Transfer Box 6 28 83 197 _____

- c. You will have received specific instructions from your County Clerk concerning the transmittal of results (i.e. telephone, deliver results tape, etc.).
 - d. Complete the following on the Transport Carrier Control Log (EP-20P).
 - 1) Enter the Precinct Number.
 - 2) Enter the Number of Ballots placed in the ballot box or ballot transfer box.
 - 3) Enter the Seal Number.
 - 4) Sign the log.
 - e. Place the Voted Ballots into the ballot box or ballot transfer case with the Voted Absentee Ballots on the bottom of the stack.
 - 1) Stack the ballots so that the cut edge is on the top right.
 - f. Tape the completed white copy of the Transport Carrier Control Log securely to the ballot box or ballot transfer case.
 - g. Enter the seal number on the “Ballot Transfer Box Seal No.” Line on the Ballot Accounting Page (E-2B) in the Poll Book signed by the voters. See Ballot Accounting page.
 - h. Do not seal the ballot box or ballot transfer case at this point. The ballot box or transfer case will be sealed after completion of Task 5. Then, it will be transported to the County Clerk’s Office in a manner specified by the County Clerk.
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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.

3. Gather your supplies and place them in the proper container.
 - a. See the List of Supplies above.
4. Sign the front cover of the Election Record and Poll Book, in the bottom right hand corner, certifying the Election Day activities.
5. Assist in returning the polling place to its condition as it appeared before you arrived.