PROCEDURAL MANUAL
FOR JUDGES AND CLERKS OF ELECTIONS

# OVAL OPTICAL SCAN
# M-100

## 2016 Primary Election

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

E-12-OS-M100-PRI - Approved by the Secretary of State, 2016

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# I - INTRODUCTION

This manual, prepared by our Election Division, has an outline of duties and procedures for Judges and Clerks of Election to follow in conducting the **2016 Primary Election** in counties using Oval Ballots.

It is important that each Election Board official carefully read and study this manual. The Election Board official's individual Quick References reflect the guidelines in this manual.

Your County Clerk's Elections Office should be contacted if you have questions. Please don't hesitate to contact the Secretary of State's Office if you need further clarification.

My thanks to each of you who help make the election process a positive experience for Idaho's voters.

Sincerely,

LAWERENCE DENNEY

Secretary of State

Chief Election Officer

# II - OVERVIEW

This manual has been written for your day as a poll worker. You will find instructions for conducting the election.

You should have received training on being a poll worker and should be familiar with the information contained in this manual. However, if you have any questions regarding activities at the polls on Election Day, please contact your County Clerk's Elections Office.

Be sure to read this manual carefully as there have been many changes in the Election Laws pertaining to the conduct of the election as well as voter registration.

This manual has been written to cover precinct ballot tabulation with the M-100 Tabulator. By the time you read this manual, you should have received a demonstration of the Precinct Ballot Tabulator, which is usually referred to as the M-100. Also, you should have already had an opportunity to review the manufacturer’s manual. There will be references to the manufacturer’s manual in this manual.

# III - TERMINOLOGY

1. **Ballot Marking Device:**
   a. This device is designed to assist voters who have difficulty seeing or marking a ballot to vote privately and independently.
   b. An audio ballot is also available for use with this unit.
   c. This device will prevent overvotes and can alert voters about undervotes.
   d. This device will either be the AutoMARK, the ExpressVote or the TouchWriter.
      1) AutoMARK:
         a) The device marks an oval ballot after the voter has made his or her selections on a touch screen or Braille keypad, or with a personal sip and puff device.
      2) ExpressVote
         a) The device marks a ballot card after the voter has made his or her selections on a touch screen or Braille keypad, or with a rocker/paddle control switch or a sip and puff tube device.
      3) TouchWriter
         a) The device prints a separate ballot after the voter has made his or her selections on a touch screen or Braille keypad, or with a personal sip and puff device.
   e. You will be provided with operating instructions for the specific machine at your polling place. If you cannot locate the instructions in your supply box, please contact the County Clerk's Office immediately.

   **IMPORTANT:** These devices only mark a ballot or ballot card and no votes are stored in the machines.

2. **Central Counting:** When ballots are transported from the polls to a central location for tabulation.
3. **Precinct Counting:** When ballots are tabulated at the polls.
4. **Election Record and Poll Book (i.e. Poll Book):** The Election Record and Poll Book means the book containing a listing of registered voters who are qualified to appear and vote at the designated polling places. The Election Record and Poll Book is used for voter signatures, ballot accounting and keeping track of voting activities throughout Election Day. An additional copy of the Election Record and Poll Book may be maintained by the Receiving Clerk to record that the voter has voted. If a second Poll Book is not provided for use by the Receiving Clerk, a List of Registered Voters will be provided instead. The List of Registered

Voters is also a listing of registered voters who are qualified to appear and vote at the polling place. (Sec. 34-111, Idaho Code)

5. **Oval Ballot:**
   a. The oval ballot is an optical reader ballot with a single perforated stub attached to the bottom of the ballot. Oval ballots are stapled in pads of 25 or 50 ballots.
   b. The oval ballot is removed from the stub prior to issuing and handing it to an elector.
   c. The oval ballot is voted by completely filling in the oval opposite the voter's choice of candidates and/or YES/NO response positions. The mark must be made using the marking device provided by the Election Board.
6. **Overvote:**
   a. If a voter places a mark or writes-in the names of more than one candidate for an office than are to be elected or nominated, no vote shall be counted for any candidate for that office. The ballot is defective with respect only to that office, and the rest of the ballot should be counted.
7. **Precinct Counting:** When ballots are tabulated at the polls.
8. **Primary:** A Primary Election is where political parties select the party's nominees to move on to the General Election.
9. **Secrecy Sleeve:** The device used to shield the voter's marked ballot(s) while going from the voting booth or ballot marking device to the Receiving Clerk. This is either a plastic sleeve in which the ballot is inserted in the bottom or a manila file folder.
   a. Each voter, after marking the ballot(s), should place the ballot(s) in the secrecy sleeve and return to the Receiving Clerk stationed at the M-100 Tabulator.
10. **Transport Carrier (i.e. Transfer Case):** Any carton, box or other container furnished by the County Clerk, which has the capacity for containing the voted ballots. This container must be able to be sealed with a numbered seal prior to transport to the County Clerk's Office.
11. **Undervote:**
    a. If a voter does not mark a candidate or issue, the votes for the other candidates or issues on the same ballot that are validly marked shall be counted. Failure to vote for a particular candidate or issue will be deemed a conscious decision to not vote for either that office or issue.

# IV - ELECTOR QUALIFICATIONS

**A. Qualified Elector Defined:** "Qualified elector" means any person who is eighteen (18) years of age, is a United States citizen and who has resided in this state and in the county at least thirty (30) days next preceding the election at which he desires to vote, and who is registered as required by law. (Sec. 34-104, Idaho Code)

**B. Residence Defined:** (1) "Residence" for voting purposes, shall be the principal or primary home or place of abode of a person. Principal or primary home or place of abode is that home or place in which his habitation is fixed and to which a person, whenever he is absent, has the present intention of returning after a departure or absence therefrom, regardless of the duration of absence.

(2) In determining what is a principal or primary place of abode of a person the following circumstances relating to such person may be taken into account: business pursuits, employment, income sources, residence for income or other tax pursuits, residence of parents, spouse, and children, if any, leaseholds, situs of personal and real property, situs of residence for which the exemption in section 63-602G, Idaho Code, is filed, and motor vehicle registration.

(3) A qualified elector who has left his home and gone into another state or territory or county of this state for a temporary purpose only shall not be considered to have lost his residence.

(4) A qualified elector shall not be considered to have gained a residence in any county or city of this state into which he comes for temporary purposes only, without the intention of making it his home but with the intention of leaving it when he has accomplished the purpose that brought him there.

(5) If a qualified elector moves to another state, or to any of the other territories, with the intention of making it his permanent home, he shall be considered to have lost his residence in this state. (Sec. 34-107, Idaho Code)

**C. Idaho Constitutional Disqualifications (Article VI, Section 3):** No person is permitted to vote, serve as a juror, or hold any civil office who has, at any place, been convicted of a felony, and who has not been restored to the rights of citizenship, or who, at the time of such election, is confined in prison on conviction of a criminal offense.

# V - PARTY AFFILIATION

As of July 1, 2011, Idaho Code requires an elector to declare a party affiliation during registration. Electors may designate an affiliation with one of the recognized political parties or may designate themselves as an "unaffiliated" voter (i.e. no party preference). Idaho has four recognized political parties. They are the Constitution, Democratic, Libertarian and Republican parties.

Electors designated their party affiliation with their party or selected no party affiliation (i.e. unaffiliated) in any of these ways:

1. Filled out a new Voter Registration Card.
2. Filled out a Party Affiliation Declaration Form.
3. Declared a party at the polls at one of the last Primary Elections.

There are elections on non-partisan offices and/or issues scheduled to be held in conjunction with the Presidential Primary and Primary Election, such as judicial elections and bond, levy, taxing districts or state and local questions. All registered voters are entitled to vote on non-partisan candidates and issues during the Presidential Primary and Primary Elections.

Party affiliation applies only to the Presidential Primary Election and the Primary Election. It has no effect on voting options at the General Election or any other election.

**34-404. Registration of electors.** (1) All electors must register before being able to vote at any primary, general, special, school or any other election governed by the provisions of title 34, Idaho Code. Registration of a qualified person occurs when a legible, accurate and complete registration card is received in the office of the county clerk or is received at the polls pursuant to section 34-408A, Idaho Code.

(2) Each elector may select on the registration card an affiliation with a political party qualified to participate in elections pursuant to section 34-501, Idaho Code, or may select to be designated as "unaffiliated." The county clerk shall record the party affiliation or "unaffiliated" designation so selected as part of the elector's registration record. If an elector shall fail or refuse to make such a selection, the county clerk shall enter on the registration records that such elector is "unaffiliated."

(3) In order to provide an elector with the appropriate primary election ballot, pursuant to section 34-904A, Idaho Code, the poll book for primary elections shall include the party affiliation or designation as "unaffiliated" for each elector so registered. An "unaffiliated" elector shall declare to the poll worker which primary election ballot the elector chooses to vote in, pursuant to section 34-904A, Idaho Code, and the poll worker or other authorized election personnel shall record such declaration in the poll book. The poll book shall contain checkoff boxes to allow the poll worker or other authorized election personnel to record such "unaffiliated" elector's selection.

(4) In order to provide electors who are already registered to vote, and who remain registered electors, with an opportunity to select a party affiliation or to select their status as "unaffiliated," the poll book for the 2012 primary election shall include checkoff boxes by which the poll worker or other appropriate election personnel shall record such elector's choice of party affiliation or choice to be designated as "unaffiliated." After the 2012 primary election, the county clerk shall record the party affiliation or "unaffiliated" designation so selected in the poll book as part of such an elector's record within the voter registration system as provided for in section 34-437A, Idaho Code.

(5) After the 2012 primary election, electors who remain registered voters and who did not vote in the 2012 primary election or who have not selected party affiliation or who have not selected to be designated as "unaffiliated," shall be designated as "unaffiliated" and the county clerk shall record that designation for each such elector within the voter registration system as provided for in section 34-437A, Idaho Code.

# VI - 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 41) 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*** (on page 23), 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*** (on page 23), 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.

## What if an elector's address does not appear in the Poll Book but shows "Protected" instead?

An individual whose address is missing in the Poll Book and has "Protected" under his or her name has been designated as an individual whose residence address is confidential. See ***Poll Book Page*** (on page 23), Line 7, column A. **DO NOT** enter any address in the Poll Book for this elector. This elector like all other electors must show an ***acceptable photo ID*** (see "Identification Required" on page 37) or sign the Personal Identification Affidavit then sign the Poll Book prior to receiving the appropriate ballot(s). If there is any question regarding this individual's registration, contact the County Clerk's Election Office immediately.

**IMPORTANT:** Individuals with this notation have been accepted into either the Address Confidentiality Program for Victims of Violence in accordance with Title 19, Chapter 57, Idaho Code, the Address Confidentiality Program for Law Enforcement Officers in accordance with Title 19, Chapter 58, Idaho Code or who have shown good reason to the County Clerk and County Prosecuting Attorney to require his or her residence address to be deemed Confidential in accordance with 9-340C, Idaho Code.

## What if an elector's ADDRESS is different than what appears in the Poll Book?

No person shall knowingly sign his name in the Poll Book if his residence address is not within that precinct at the time of signing.

To determine if a clerical error has been made, first contact the County Clerk's Elections Office. If a clerical error is found and resulted in the incorrect listing of the elector's residence address in the Poll Book, the qualified elector thus affected shall be allowed to vote. Manually correct the elector's address in the Poll Book with the notation "corrected address." Then continue with the normal issuing procedures. (34-1106, I.C.) See ***Poll Book Page*** (on page 23), Line 6, columns A & C.

If the residence address is incorrect because the individual has moved, determine if the elector is in the proper precinct and polling place. If it is determined that the elector is in the incorrect polling place, direct them to the correct polling place. If it is determined that their polling place is yours and they are qualified to vote, the elector may register at the polls on Election Day by providing proof of residence accompanied with a photo ID card. They should be directed to the registration table.

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*** (on page 23), Line 13, columns A & C.

## What if an elector's NAME is different than what appears in the Poll Book?

An individual whose name is different than what appears in the Poll Book, because it has been changed by either marriage or by court order and in all other respects are qualified to vote, may register at the polls on Election Day by providing proof of residence accompanied with a photo ID card. They should be directed to the registration table. (34-408A, I.C.)

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*** (on page 23), Line 13, columns A & C. The Poll Book Clerk should also make the notation "Name change see page # - Election Day Registration" next to the elector's original registration entry. See ***Poll Book Page*** (on page 23), Line 5, columns A & C.

**IMPORTANT:** 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 selection on a previous Registration Card or Party Affiliation Form. Any elector who did not select a party affiliation by the 2012 Primary Election was automatically designated as "unaffiliated."

## What if an elector has moved within the county and has failed to re-register?

With proof of residence accompanied with a photo ID, the elector may register at the polls on Election Day. They should be directed to the registration table. 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*** (on page 23), Line 13, columns A & C.

**IMPORTANT:** 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 selection on a previous Registration Card or Party Affiliation Form. Any elector who did not select a party affiliation by the 2012 Primary Election was automatically designated as "unaffiliated."

## What if an elector has moved into the county and did not register prior to the registration cutoff?

With proof of residence accompanied with a picture I.D., the elector may register at the polls on Election Day. They should be directed to the registration table. 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*** (on page 23), Line 13, columns A & C.

**IMPORTANT:** 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 selection on a previous Registration Card or Party Affiliation Form. Any elector who did not select a party affiliation by the 2012 Primary Election was automatically designated as "unaffiliated."

## 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*** (see "Identification Required" on page 37) 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*** (on page 23), Line 11, column C.

## 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 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*** (on page 23), 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*** (on page 9).

## 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*** (on page 23), Line 2, column C.

## What if an elector makes a mistake when he is voting and requests a new ballot?

The elector returns the spoiled ballot(s) to the Issuing Clerk. No person shall take or remove any ballot from the polling place.

The returned ballot(s) shall be marked on the back “spoiled ballot – another issued” and deposited in the Spoiled Ballot Envelope or Container. Issue a new ballot and record the new sequence number in the proper column after the elector's name. Make the notation in the remarks column “spoiled ballot – another issued.” Only the ballot that was spoiled needs to be reissued. If there is more than one ballot, do not spoil and issue all new ballots. Instruct the elector to finish the voting process in the usual manner. (34-1109, I.C.) See ***Poll Book Page*** (on page 23), Line 10, column C & the sequence # column.

## 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*** (see "Identification Required" on page 37) 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*** (on page 23), 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*** (on page 23), 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.

## What if the Official Election Stamp is lost?

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

**NOTE:** If the ballot has a ballot security feature which does not allow it to be copied and tabulated, the Official Election Stamp is not required. The County Clerk's Election Staff will direct you on the use of or the lack of use of the Official Election Stamp.

## 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.

**POLL BOOK PRIMARY ELECTION For COUNTY PRECINCT : 9 GEM**

Reported On : Requested For: ELECTION DATE : Generated By : GEM

| LINE NO. | VOTER LAST NAME, FIRST NAME and ADDRESS | PARTY | SIGNATURE OF VOTER | SEQ NO | BALLOT | VOTED | VOTER ID | REMARKS |
|---|---|---|---|---|---|---|---|---|
| 1 | SMITH, BARBARA<br>967 S TERRITORIAL HWY, ANYTOWN | C D L<br>~~R~~ U | Mail Out Absentee (Ballot Mailed) | | D ~~R~~<br>N | | 010426968 | |
| 2 | SMITH, CLARENCE<br>234 E COSMIC ST, ANYTOWN | C D L<br>R ~~U~~ | C. Smith | 110 | D R<br>~~N~~ | ✓ | 010426969 | Sworn<br>signed the form (Smith) Bu |
| 3 | SMITH, DOROTHY<br>967 S TERRITORIAL HWY, ANYTOWN | C ~~D~~ L<br>R U | Dorothy Smith<br>Early Voting (Ballot Received) BW | | ~~D~~ R<br>N | | 010426970 | |
| 4 | SMITH, ELIZABETH<br>1964 E COSMIC ST, ANYTOWN | C D L<br>R ~~U~~ | | | D R<br>N | | 010426971 | |
| 5 | SMITH, HELOISE<br>234 E COSMIC ST, ANYTOWN | C D L<br>R ~~U~~ | | | D R<br>N | | 010426972 | Name Change - See B's - Election Day Reg |
| 6 | SMITH, JAMES<br>197 MARKET PLACE WAY, ANYTOWN | ~~C~~ D L<br>R U | Jim Smith | 15 | D R<br>~~N~~ | ✓ | 010426973 | Corrected Address |
| 7 | SMITH, MARY<br>PROTECTED | C D ~~L~~<br>R U | Mary Smith<br>Absentee Received BW | | ~~D~~ R<br>N | | 010426974 | |
| 8 | SMITH, MICHAEL<br>1964 E COSMIC ST, ANYTOWN | C D L<br>~~R~~ U | Michael Smith<br>In-Person Absentee (Ballot Received) BW | | D ~~R~~<br>N | | 010426975 | |
| 9 | SMITH, ROBERT<br>967 S TERRITORIAL HWY, ANYTOWN | C D L<br>R ~~U~~ | Robert Smith | 36 | ~~D~~ R<br>N | ✓ | 010426976 | Assistance |
| 10 | SMITH, STAN<br>354 N MONTANA DR, ANYTOWN | C D L<br>~~R~~ ~~U~~ | Stan Smith | 68<br>63 | D ~~R~~<br>N | ✓ | 010426977 | Assitance<br>Spoiled Ballot<br>Another Issued |
| 11 | SMITH, ZENA<br>234 E COSMIC ST, ANYTOWN | C ~~D~~ L<br>R U | Zena Smith | 84 | ~~D~~ R<br>N | ✓ | 010426978 | Affidavit |
| | Smith, Anne<br>1286 Territorial Hwy<br>Anytown | C ~~D~~ L<br>R U | Anne Smith | 42 | ~~D~~ R<br>N | ✓ | | Clerical Error<br>Left off |
| | Smith, Paul<br>287 Market Place Way<br>Anytown | C D L<br>~~R~~ U | Paul Smith | 9 | D ~~R~~<br>N | ✓ | | Election Day Reg |

Page 1 of 2 SMI-SMI # Dem Ballots _____ # Rep Ballots _____ # Non Ballots _____ Number of Electors Votings This Page _____

# VII - CONDUCT OF ELECTION AND PROCEDURAL CHECKLIST

## 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.)

> **IMPORTANT:** Do **NOT** plug the M-100 into a receptacle until election morning before the polls are opened or as instructed by the County Clerk.

## ON ELECTION DAY BEFORE THE POLLS OPEN

### ARRIVING AT THE POLLS & CHECKING SUPPLIES

1. For an 8:00 a.m. opening, report to the polling place no later than 7:00 a.m., unless specified otherwise by the County Clerk.

> **IMPORTANT:** The polls must be ready and open no later than 8:00 a.m. However, the County Clerk may order the polls to open at 7:00 a.m. throughout the County, verify the opening time with your County Clerk.

2. Carefully check the election supplies. See the ***list of precinct supplies*** (see "IX - Election Records and Supplies" on page 85). Contact the County Clerk's Election 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.

## POSTING PLACARDS AND SETTING UP THE POLLS

1. 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.
2. 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.
3. Post the Election Day Registration placard (EDR-4) and the Register to Vote Here placard (EDR-5) on or close to the registration table.
4. 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.
5. Arrange the polling place with the M-100 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.
6. Set up and plug in the M-100.
   a. If the M-100 scanner has *already been installed* on the ballot box,
      1) Plug the male end of the cord into a wall outlet. If the cord is plugged in incorrectly, the message, **"NO-AC"** will appear when you turn on the scanner.
   b. If the M-100 scanner has *not been installed* on the ballot box,
      1) Inspect the power cord for damage. If the cord is damaged, discard it and contact your election official or ES&S for a new cord.
      2) Insert the female end of the cord through the opening on the left side of the ballot box.
      3) Thread the cord through the opening on the back of the ballot box until it appears through the slot at the back of the top recessed area.
      4) Pull the cord until it extends a few inches into the opening.
      5) Unlock and open the Counter Access Panel. Place the scanner about 1/3 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.
      6) Plug the female end of the power cord into the Power Entry Module on the back of the scanner.

**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 use an extension cord.

7) Lift the metal door which covers the ballot box's ballot entrance slot (located in the back of the box's recessed area and marked with "LIFT TO OPERATE") so that that the slot is exposed.

8) Slide the scanner until it is against the back of the ballot box ensuring that the diverter connector at the back of the scanner slides into its mate on the ballot box. Leave the Counter Access Panel in the down position.

9) Plug the male end of the cord into a wall outlet. If the cord is plugged in incorrectly, the message, **"NO-AC"** will appear when you turn on the scanner.

7. PCMCIA installation.
   a. If the PCMCIA card *is already installed*, go to Assignment of Duties.
   b. If the PCMCIA card *is not installed,*

      1) Open the door on the front of the scanner to access the two PCMCIA card slots.

      2) Insert the card containing the election definition in either slot. An arrow on the card indicates the proper orientation for inserting the card. The eject button next to the slot will stick out when the card is properly installed. If one slot does not accept the card, try the other.

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

8. To start the M-100 tabulator,
   a. Insert the scanner key and turn it to the **OPEN/CLOSE POLL** position. It will take approximately two minutes for the scanner to load the election definition from the card into its operating system. The scanner will display **"S-MODE"** in the upper left corner of the LCD screen and the message **"ELECTION CARD INSERTED OPEN POLLS NOW?"**
   b. Press **YES**. The message, **"PLEASE TURN KEY/SWITCH TO VOTE"** appears.
   c. Turn the scanner key to the **VOTE** position. After initializing, the scanner automatically prints an Initial State Report plus any other reports it was programmed to print.
      1) This may include a report showing no votes on the scanner for each of the races and/or questions as well as a certification message and signature lines.
   d. Review the Initial State Report for accuracy. Ensure the following fields are correct:
      1) Current Date and Time
      2) Election Name
      3) Election Date
      4) Polling Place/Precinct Name and/or Number

      **IMPORTANT:** If any information is incorrect, call your County Clerk's Election's Office immediately.

   e. With the scanner in **VOTE** mode, remove the scanner key. It is to be kept secure by the Chief Judge. Close the Key Access Panel.

f. Do **NOT** close or lock the ballot compartments at this time. You must show the first voter who appears to vote that the ballot box is empty.

## SETUP THE BALLOT MARKING DEVICE

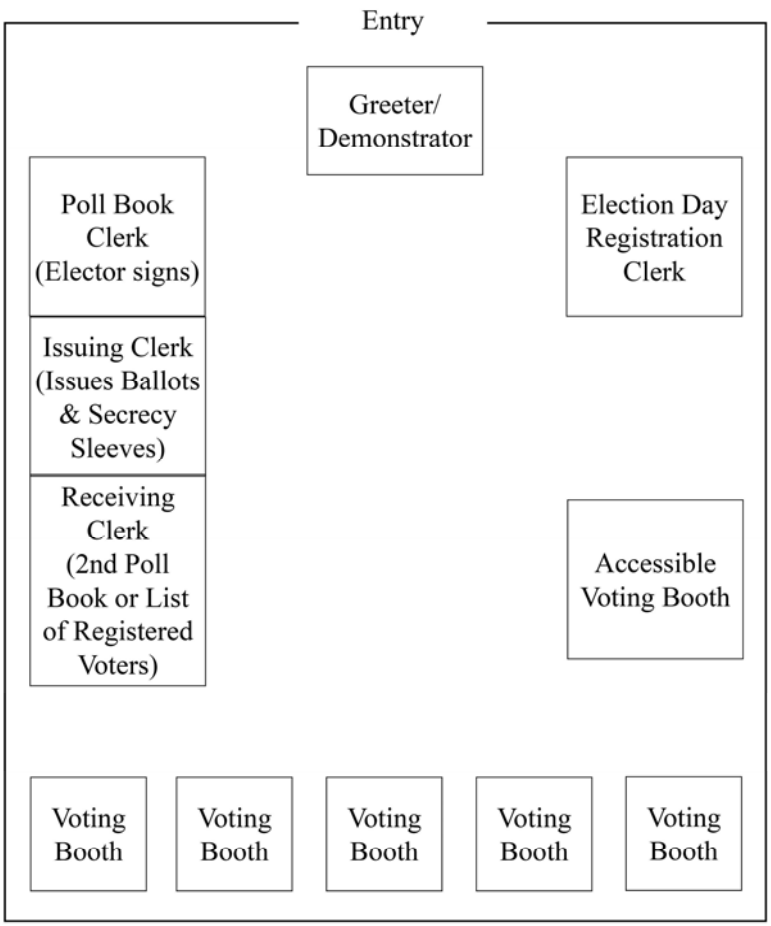
1. Setup the Ballot Marking Device.
   a. Set up the Ballot Marking Device in a location within the polling place where a wheelchair has clear access to the booth but the screen is shielded from view by other voters. Also, be sure to have a chair on hand for use by electors needing one while using the device.
   b. Refer to the manufacturer's manual and materials provided by the County Clerk's Office for instructions on setting up and testing the ballot marking device provided to your polling place.

**NOTE:** Any power cords that are in a walkway or open to voters must be secured to the floor to prohibit voters from tripping on the power cord and damaging one of the units.

**IMPORTANT:** Refer to the manufacturer's manual for additional information. If there are any issues with the ballot marking device or if you have any questions regarding the setup or operation of the machine, immediately contact the County Clerk's Office.

## SETUP THE BALLOT BOX

1. Setup the Ballot Box(es).
   a. Ballot Box:
      1) Place the ballot box in a location for voters to make an easy exit out of the polling place.
      2) Do **NOT** close and lock or seal the ballot box until after the first voter of the day arrives and verifies the ballot box is empty.




## 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 M-100 Tabulator for receipt of ballots and to perform other duties related to the M-100 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 M-100 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.

## COMPLETING THE POLL BOOK COVER

1. Completing the ***Poll Book cover*** (on page 73) (E-2A) before the polls open:
   a. If not already completed, enter the Election Name, Election Date, County Name, Legislative District Number and Precinct Name or Number at the top of the Poll Book (E-2A). If the Poll Book is divided into sections, enter the alpha sections in the Index Box on each book. (Example: A-J)
   b. Each Election Clerk must read the Oath under the Oaths of Office for Members of Election Board and sign beneath #1 on the Poll Book Cover (E-2A).
   c. The Chief Judge will complete the date and sign beneath the Election Clerks on the Poll Book Cover (E-2A).
   d. If the Chief Judge is not present, another individual may be designated to give the rest of the Election Board the Oath of Office by first completing the oath beneath the "If No Person Authorized to Administer Oaths is Present" on the Poll Book Cover (E-2A) prior to administering the oaths of office for the other election personnel.

**IMPORTANT:** Before entering upon the discharge of their duties, all of the Clerks of Election must take and subscribe to an oath on the Poll Book Cover (E-2A). (34-111(4), I.C.)

## COMPLETING THE BALLOT ACCOUNTING PAGE

1. Completing the Ballot Accounting Page before the polls open:
   a. If not already completed, enter the Election Date and Precinct Name or Number at the top of the Ballot Accounting page (E-2B).
   b. Complete the Ballot Description.
      1) Write *Con* in the first column to the right of Ballot Description (Name or District Description) for the Constitution Party Ballot.
      2) Write *Dem* in the second column to the right of Ballot Description (Name or District Description) for the Democratic Party Ballot.
      3) Write *Rep* in the third column to the right of Ballot Description (Name or District Description) for the Republican Party Ballot.

4) Write *Non* in the fourth column to the right of Ballot Description (Name or District Description) for the Non-Partisan Ballot.

**NOTE:** If you have additional ballot types or styles, use additional columns as necessary based on the number of individual ballot types or styles you have. You should have one column for each ballot type or style. Be sure to enter a description for each ballot type or style. You must account for all ballots that have been supplied to your polling place.

**Ballot Accounting Page Example**

**BALLOT ACCOUNTING for the Election held on** May XX, 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

## OPENING THE OFFICIAL BALLOTS, STAMP AND INK PAD

1. 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.

2. Verify the Types of Ballots
   a. You should have the following pads of ballots:
      1) Partisan Offices for the Constitution Party
      2) Partisan Offices for the Democratic Party
      3) Partisan Offices for the Republican Party
      4) Non-Partisan Offices, may include ballot questions
      5) May have additional ballot types for other ballot questions or elections.
3. Check the Official Ballots.
   a. Ensure that the precinct name or number appears on each ballot and ballot stub in each pad of ballots.
   b. Verify that the ballot numbers are sequential from one ballot pad to another for each ballot type. Be sure to use ballots in numerical order.

**IMPORTANT:** If there is an error in the ballot numbering or precinct name or number, immediately contact the County Clerk's Election Office. Do **NOT** issue any ballot that does not have your precinct name or number printed on it without being directed by the County Clerk or Election Staff.

4. Recording the number of Ballots on the Ballot Accounting page:
   a. Record the number of Constitution Party Ballots received on Line 2a in the first column under the heading *Con*.
   b. Record the number of Democratic Party Ballots received on Line 2a in the second column under the heading *Dem*.
   c. Record the number of Republican Party Ballots received on Line 2a in the third column under the heading *Rep*.
   d. Record the number of Non-Partisan Ballots received on Line 2a in the fourth column under the heading *Non*.
   e. If additional ballot types or styles were delivered to the polling place, record the number for each ballot type or style received on Line 2a in the appropriate column under the correct heading.

**Ballot Accounting Page Example**

| Ballot Description (Name or District Description) | Con | Dem | Rep | Non | | |
|---|---|---|---|---|---|---|
| **2. OFFICIAL BALLOT ACCOUNTING** | | | | | | |
| a. Number of Ballots received with supplies ( 7 a.m.) | 25 | 25 | 75 | 150 | | |

## OPENING THE POLLS

1. At 8:00 a.m. the polls open unless the County Clerk opens all of the polling places in the County at 7:00 a.m.
2. The Chief Judge shall make a public proclamation of the same. (34-1101, I.C.)

**Voting is from 8:00 A.M. to 8:00 P.M.**

**Unless Otherwise Specified by the County Clerk**

## SEALING THE BALLOT BOX(ES)

1. When the first elector of the day arrives to vote,
   a. Open both Ballot Compartment side doors and the Emergency/Auxiliary Ballot bin of the M-100 ballot box and show that the bins are empty to the elector and any bystanders. Close and lock all doors on the M-100 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 3 bins of the M-100 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 M-100 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 M-100, see ***Receiving the Voted Ballot*** (on page 45).

**NOTE:** The M-100 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 M-100 has been properly prepared for your precinct and that all the electronic counters are set at "zero." **YOU MUST VERIFY THE M-100'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 M-100 bins were empty at the beginning of the day and that the printed report was showing zero.

## 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 18) under Frequently Asked Questions.

# IDENTIFYING THE ELECTOR AND ISSUING THE BALLOT(S)

**CAUTION:**

A. Do not issue an Official Oval Ballot to any elector until there is either a voting booth or ballot marking device available for immediate use.

B. When issuing the Official Oval Ballot, please caution each and every elector not to tear, crumple, or fold the ballot as it will prohibit it from being read by either the tabulator or the ballot marking device. This cannot be stressed enough.

## ELECTOR APPEARS BEFORE THE POLL BOOK CLERK

1. The elector appears before the Poll Book Clerk.
   a. Each elector must state his or her name and residence address to the Poll Book Clerk along with either showing an ***acceptable photo ID*** (see "Identification Required" on page 37) or signing a Personal Identification Affidavit. (34-1106, 34-1113 and 34-1114, I.C.)
   b. See ***Suggested Language for Poll Book Clerk*** (on page 81).

**NOTE:** An elector may be registered with a Protected Address. If this is the case, "Protected" will appear beneath the elector's name in the Poll Book. **DO NOT** enter an address in the Poll Book for this elector. See ***"Protected" Address*** (see ""Protected"" on page 40) under Notations. If there is a question regarding this reference, refer to the Frequently Asked Question, ***"What if an elector's address does not appear in the Poll Book but shows "Protected" instead?"*** (on page 15) for an explanation.

## DETERMINING THE ELECTOR'S REGISTRATION STATUS

1. The Poll Book Clerk either locates the elector's name in the Poll Book and requests the elector to state his or her residence address **or** adds the elector's name to the Poll Book, depending upon the elector's registration status.
   a. The elector is properly registered and appears in the Poll Book. See ***Elector is properly Registered*** (on page 37).
   b. The elector has a new Registration Card. An elector must complete a new Registration Card if either their residence address or name has changed. See ***New Registration Card*** (on page 37).

### ELECTOR IS PROPERLY REGISTERED

1. The elector's name appears in the Poll Book.
   a. The Poll Book Clerk requests the elector to state his or her residence address and verifies that the address printed in the Poll Book for the elector is the same as the one given by the elector.
      1) If the address matches what the elector gives verbally, the elector must show one of the acceptable forms of ID or sign the Personal Identification Affidavit. See ***Identification Required*** (on page 37).
   b. If the address does not match, determine the cause of the difference. Refer to the questions in the ***Frequently Asked Questions section*** (see "VI - Frequently Asked Questions" on page 13) for assistance with determining the problem and finding the solution.

### NEW REGISTRATION CARD

1. The elector has completed a registration card at the polls.
   a. The Poll Book Clerk checks the registration card for complete information and the "Residence Verified" stamp.

      **NOTE:** Be sure the elector has signed the card and completed all of the required fields.

   b. The Poll Book Clerk enters the individual's name and address along with the notation "election day registration" in the Remarks column 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. See ***Poll Book Page*** (on page 23).
   c. Give the completed registration card to the Receiving Clerk for entry into either the second Poll Book or List of Registered Voters then place the completed registration card in the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).

      **NOTE:** Election Day Registrations **must be** added to either the second Poll Book or the List of Registered Voters that the Receiving Clerk is in charge of.

## 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.

3. The elector:
   a. Has an acceptable ID and the photo matches the individual and the name on the ID matches the name in the Poll Book, proceed to Notations.
   b. Does not have an acceptable ID, the elector may fill out and sign the Personal Identification Affidavit. The elector must sign the Personal Identification Affidavit in order to vote. Once the affidavit is filled out, both the elector and the Poll Book Clerk must sign the affidavit. Then proceed to Notations.

**NOTE:** The individual's address on their photo ID is not required to match the address in the Poll Book. The address in the Poll Book should match the address given verbally by the elector. If the address is different due to the elector moving, the elector must re-register. Direct the elector to the registration table.

## NOTATIONS

You **must** check for any notations in the Remarks Column and beneath the elector's name.

1. Here is a list of notations that may be found in the Remarks Column or beneath the elector's name.
   a. Challenge
   b. Registered by Mail - ID Required

c. "Protected" Address

1) This will not appear in the Remarks Column but will appear directly beneath the elector's name.

2. If there is no notation, proceed to ***Party Affiliation*** (on page 40).

## CHALLENGE NOTATION

1. A **Challenge** made in the Remarks Column:
   a. Requires:
      1) One of the Election Clerks to declare the qualifications of an elector to the individual.
      2) If the individual declares himself duly qualified and the challenge is not withdrawn, the Election Clerk shall tender him and have him sign the Oath of a Challenged Person (E-7).
   b. Upon receipt of the signed Oath,
      1) Write "Sworn" in the Remarks Column to the right of the elector's name. See the ***Poll Book Page*** (on page 23), Line 2, column C.
      2) Proceed to ***Party Affiliation*** (on page 40).

## REGISTERED BY MAIL ID REQUIRED

1. An entry of **"Registered by Mail - ID Required"**:
   a. Indicates that the elector submitted a registration card by mail prior to the registration cutoff period and the ID provided was not able to be verified.
   b. Requires that the elector present identification prior to issuing the ballot(s). Approved ID's:
      1) A current and valid Idaho Driver's License or state issued Identification Card; **or**
         a) This identification must list the individual's current residence address and be valid (i.e. not expired).
      2) A copy of a current utility bill, bank statement, government check, paycheck or other government document that shows the name and residence address of the elector along with a picture ID.

**NOTE:** Federal Law does not allow the individual to sign the Personal Identification Affidavit. These electors are required to show identification prior to voting.

c. Upon one of the above identifications being provided,
   1) Write “Verified” in the Remarks Column to the right of the elector's name.
   2) Proceed to ***Party Affiliation*** (on page 40).

### "PROTECTED"

1. An entry of **“Protected”** beneath the elector’s Name:
   a. Indicates that the elector’s residence address is Confidential and is **not** public record.
   b. The elector must either show an ***acceptable photo ID*** (see "Identification Required" on page 37) or sign the Personal Identification Affidavit before signing next to his or her name and is issued a ballot. See the ***Poll Book Page*** (on page 23), Line 7, Column A.
   c. Proceed to ***Party Affiliation*** (on page 40).

**NOTE:** Do **NOT** enter any address in the Poll Book for this elector. If you have any questions regarding a "Protected" status either refer to the question ***"What if an elector’s address does not appear in the Poll Book but shows “Protected” instead?"*** (on page 15) under Frequently Asked Questions or contact the County Clerk's Elections Office.

## PARTY AFFILIATION

**IMPORTANT:** Every elector must either affiliate with one of the four recognized political parties or designate themselves as "unaffiliated" (i.e. no party preference) to participate in the Primary Election.

1. Party column options:
   a. C - Constitution Party
   b. D - Democratic Party
   c. L - Libertarian Party
   d. R - Republican Party
   e. U - Unaffiliated voter
2. Already Registered
   a. The elector's party affiliation selection will appear in the Party Column of the Poll Book.

1) If unaffiliated is selected, the elector has the option of affiliating with a party by notifying the Poll Book Clerk that they wish to change their affiliation to one of the political parties. See ***Suggested Language for the Poll Book Clerk*** (see "Suggested Language for Poll Book Clerk" on page 81).
    a) Mark the party affiliation selection in the Party Column of the Poll Book and continue to ***Ballot Identification*** (see "Ballot Identification and Entry" on page 42).
2) If a party affiliation is selected, have the elector verify that the affiliation printed in the Poll Book is correct.
    a) If the elector indicates that it is correct, continue to ***Ballot Identification*** (see "Ballot Identification and Entry" on page 42).
    b) If the elector disagrees with the affiliation, contact the County Clerk's Elections Office to verify if the entry was a clerical error.
        i) If the affiliation printed in the Poll Book was a clerical error, mark the correct affiliation and make the notation of "Clerical Error - Affiliation" in the Remarks Column then continue to ***Ballot Identification*** (see "Ballot Identification and Entry" on page 42).
        ii) If the affiliation printed in the Poll Book is correct, continue to ***Ballot Identification*** (see "Ballot Identification and Entry" on page 42).

**IMPORTANT:** An elector who has affiliated with one of the 4 recognized political parties (i.e. Constitution, Democratic, Libertarian or Republican) may not change their party affiliation on Election Day unless they are re-registering due to moving or a name change. An elector who has selected "unaffiliated" may affiliate at any time including on Election Day.

3. **New Registration Card**
    a. Based on the selection on the completed registration card, mark the elector's party affiliation selection in the Party Column of the Poll Book to the right of the newly entered elector's name and residence address.
    b. Proceed to ***Ballot Identification*** (see "Ballot Identification and Entry" on page 42).

## BALLOT IDENTIFICATION

### 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

## BALLOT IDENTIFICATION AND ENTRY

1. Based on the Primary Election Ballot Options above, request that the elector identify the ballot option they wish to vote. See ***Suggested Language for Poll Book Clerk*** (on page 81).
2. Mark the elector's ballot selection in the Ballot Type Column in the Poll Book to the right of the elector's name and residence address.
   a. The Ballot Options are:
      1) C - Constitution Party Ballot
      2) D - Democratic Party Ballot
      3) R - Republican Party Ballot
      4) N - Non-Partisan Ballot

**IMPORTANT:** If the Non-Partisan Judicial candidates or questions do not appear on the partisan ballots (i.e. Democratic or Republican Party ballots), you need to also issue the elector the Non-Partisan Ballot. If this is the case, be sure to mark both the partisan checkbox and non-partisan checkbox on the poll book for the

voter. This will assist at the end of the night when you are completing the ***Ballot Accounting Page*** (see " " on page 75).

3. Notify the Issuing Clerk of the Elector's selection.
   a. If the Issuing Clerk is sitting next to the Poll Book Clerk, the Poll Book clerk will:
      1) Tell the Issuing Clerk which party ballot the elector has selected.
      2) Request the ballot stub number(s) or sequence number(s) for the appropriate ballot(s) the elector may vote from the Issuing Clerk.
      3) Enter the number(s) in the Seq No Column to the right of the elector's name.
      4) Proceed to Completing the Sign-In.
   b. If the Issuing Clerk is not sitting next to the Poll Book Clerk, the Poll Book Clerk will:
      1) Enter the sequence number(s) for the appropriate ballot(s) the elector may vote from their sequence card(s) in the Seq No Column to the right of the elector's name.
      2) Give the elector a card identifying the ballot(s) the elector selected, especially specifying the party ballot.
      3) Proceed to Completing the Sign-In.

## COMPLETING SIGN-IN

1. The elector must then sign his or her name in the Signature of Voter Column following his or her name before receiving the ballot(s). (34-1106, I.C.)

   **NOTE: Every elector must sign the Poll Book** before a ballot is issued and handed to the elector.

2. If the elector signed the Personal Identification Affidavit, the Poll Book Clerk makes the notation “affidavit” in the Remarks Column to the right of the elector's name in the Poll Book. See ***Poll Book Page*** (on page 23), Line 11, column C.

## ISSUING A BALLOT

When a voting booth or Ballot Marking Device is available, the Issuing Clerk will issue the appropriate ballot(s) based on the information received from the Poll Book Clerk or the card identifying the elector's party selection. The Issuing Clerk will give the elector the appropriate party ballot, if selected, and all other ballots.

**IMPORTANT:** If the Non-Partisan Judicial candidates or questions do not appear on the partisan ballots (i.e. Democratic or Republican Party ballots), you need to also issue the elector the Non-Partisan Ballot. If this is the case, be sure to mark both the partisan checkbox and non-partisan checkbox on the poll book for the

voter. This will assist at the end of the night when you are completing the ***Ballot Accounting Page*** (see " " on page 75).

## ISSUE A PAPER BALLOT

1. The Issuing Clerk will:
   a. Stamp the Oval Ballot(s) with the Official Election Stamp in the Official Stamp Box at the bottom on the front of the ballot(s).

   **NOTE:** If the elector is eligible to vote any of the additional ballot styles or types that were delivered to the polls, stamp all of the ballots that the elector is eligible to vote with the Official Election Stamp prior to issuing the ballots.

   b. Hand the official Oval Ballot(s) to the elector along with a secrecy sleeve.
      1) Give instructions to the elector on placing the voted ballot(s) into the secrecy sleeve prior to leaving the voting booth.
      2) Direct the elector to either an open voting booth or ballot marking device.

   **IMPORTANT:** Never allow a voter to wait with an Official Oval Ballot(s) in hand. It may be bent or torn and become unusable by the ballot marking device or un-readable by the tabulator.

## BALLOT MARKING DEVICE BALLOT

If you have a special ballot or ballot card for the Ballot Marking Device, issue the ballot as directed above and by the County Clerk's Election Staff. Make a notation of the Ballot Marking Device Ballot being issued in the poll book for use at balancing at the end of the night.

**NOTE:** Refer to the manufacturer's manual for any questions regarding the use of the Ballot Marking Device or if the voter needs any additional accessibility devices for use with the machine. If you are unable to locate an answer to your question, immediately contact the County Clerk's Elections Office for assistance.

## ISSUE A PAPER BALLOT TO DIGITAL SCAN VOTERS

1. The Issuing Clerk will:
   a. Paper Ballot:
      1) Stamp the Paper Ballot(s) with the Official Election Stamp on the bottom of the back of the ballot(s).

2) Hand the Official Paper Ballot(s) to the elector.
   a) Give instructions to the elector on folding the voted Paper Ballot(s) prior to leaving the voting booth.
   b) Direct the elector to an open voting booth.

**NOTE:** If the elector is eligible to vote any of the additional ballot styles or types that were delivered to the polls, stamp all of the ballots that the elector is eligible to vote with the Official Election Stamp prior to issuing the ballots.

### VOTING THE BALLOT

1. The operation of voting shall be secret. The elector must retire to either a vacant voting booth or Ballot Marking Device.
   a. If using a voting booth, the elector will mark the ballot according to the instructions which appear on the Oval Ballot Voting Instructions placard in each voting booth.
   b. If using the Ballot Marking Device, the elector will follow the directions given by the machine and the Election Clerk assisting voters with the machine.

   **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.

   **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.)

2. Before leaving the voting booth or the ballot marking device, the elector should place the voted ballot(s) into the secrecy sleeve.

## 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 M-100.
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.

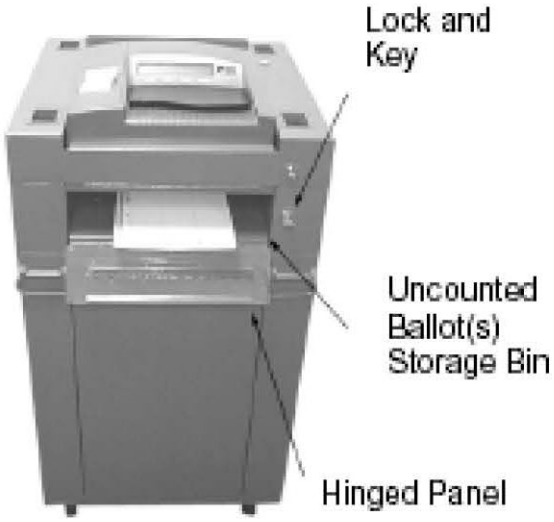
4. The elector has the option of depositing the voted ballot(s) into the M-100 or allowing the Receiving Clerk to deposit the ballot(s).
   a. The ***Elector Deposits*** (on page 48) the voted ballot(s).
   b. The ***Receiving Clerk Deposits*** (on page 49) the voted ballot(s).

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

1. If the M-100 scanner stops working and ballots cannot be scanned, ballots must be deposited and stored in the uncounted ballot storage 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 Uncounted Ballot Storage Bin for use.

1) Unlock and open the Uncounted Ballot Storage Bin door located just below the front of the scanner.




2) Open the internal hinged panel.

3) Close the door and lock it in place.

4) Instruct the voters to place their ballots through the secured slot.

## PRINTING AND AUDIT LOG REPORT, IF NECESSARY

1. If you are instructed by the County Clerk or County Elections Staff, you may print the Audit Log Report. However, this is only to be printed if instructed to do so.

   a. Open the Key Access Panel, insert the key and turn it to the **OPEN/CLOSE POLL** position.

   b. Press **AUDIT-LOG REPORT** to print the report.

   c. After the report is finished printing, turn the key back to the **VOTE** position, remove the key and close the Key Access Panel.

**IMPORTANT:** Do **NOT** print this report unless instructed to do so by the County Clerk or County Elections Office.

## ELECTOR DEPOSITS

1. The Receiving Clerk will instruct the elector on the correct way to insert the ballot(s) into the M-100.
   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 M-100, 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."

   **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 M-100 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 an over-voted race or issue was detected and offer the voter two choices, **Count as Marked** or **Return Ballot**.
      1) Count as Marked: If the voter's intent is to cast the ballot as is, they may choose to select **Count as Marked**. The ballot will be counted and 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) Return Ballot: If the voter wishes to correct the over-voted race, they may choose to select **Return Ballot**. The ballot will be returned *uncounted*, and the voter may request that the ballot spoiled replaced with a new ballot.
   c. If the ballot is blank, or has been marked with an unauthorized marker, the M-100 will sound an audio alert and the display will indicate that a blank ballot was detected and offer the voter two choices, **Count as Marked** or **Return Ballot**.
      1) Count as Marked: If it is the voter's intent to cast a blank ballot, they may choose to select **Count as Marked**. The ballot will be counted, however an *under-vote* will be registered for each race and issue on the ballot. The ballot will be deposited into a ballot box bin.
      2) Return Ballot: If it was *not* the voter's intent to cast a blank ballot, they may choose to select **Return Ballot**. 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 M100 problem, an error message will appear and an audio alert will sound. The ballot will automatically be returned to the voter. The ballot 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 ballot 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) within the secrecy sleeve to the Receiving Clerk.
2. The Receiving Clerk will deposit the Oval Ballot(s) into the M-100 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 M-100 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 an over-voted race or issue was detected and offer the voter two choices, **Count as Marked** or **Return Ballot**.

      1) Count as Marked: If the voter's intent is to cast the ballot as is, they may choose to select **Count as Marked**. The ballot will be counted and 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) Return Ballot: If the voter wishes to correct the over-voted race, they may choose to select **Return Ballot**. The ballot will be returned *uncounted*, and the voter may request that the ballot spoiled replaced with a new ballot.

c. If the ballot is blank, or has been marked with an unauthorized marker, the M-100 will sound an audio alert and the display will indicate that a blank ballot was detected and offer the voter two choices, **Count as Marked** or **Return Ballot**.

1) Count as Marked: If it is the voter's intent to cast a blank ballot, they may choose to select **Count as Marked**. The ballot will be counted, however an *under-vote* will be registered for each race and issue on the ballot. The ballot will be deposited into a ballot box bin.

2) Return Ballot: If it was *not* the voter's intent to cast a blank ballot, they may choose to select **Return Ballot**. 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 M100 problem, an error message will appear and an audio alert will sound. The ballot will automatically be returned to the voter. The ballot 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 ballot 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 M-100 UNATTENDED!**

# 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.

## BALLOT MARKING DEVICE

1. This device marks a ballot with the selections made by an elector who has difficulty seeing or marking a ballot.
2. No votes are stored in the machine. These ballots are tabulated with the other Oval Ballots.
3. For instructions on operating the ballot marking device, refer to the appropriate ballot marking device procedural manual supplied by the manufacturer.

## ASSISTANCE BY ANOTHER PERSON

1. Any elector who, because of blindness, physical disability or other disability, is unable to mark the ballot(s) may request assistance from an individual of their choice in marking the ballot(s).
   a. An elector may request assistance from one of the Election Clerks or from any person of their choice.
   b. The individual assisting the elector will ascertain the wishes of the elector for each office, ballot measure or ballot question and will mark the ballot(s) accordingly.
   c. The individual assisting the elector is not allowed to give any information regarding the marking of the ballot(s).
   d. Upon receiving assistance in this manner, the Poll Book Clerk will make the notation of "assistance" in the Remarks Column of the Poll Book following the name of the elector receiving such assistance. See the ***Poll Book Page*** (on page 23), Line 10, Column C.

## CURBSIDE VOTING

1. Any elector who, because of physical disability or other disability, is unable to enter the polling place may request assistance at their vehicle.
   a. An elector may have someone notify the Election Clerks in the polling place that they are in the parking lot and need the ballot(s) brought to them because they are unable to enter the polling place.

b. An Election Clerk will take the Poll Book or appropriate Poll Book page, the appropriate Oval Ballot(s), and secrecy sleeve to the elector in their vehicle in the polling place parking lot.

**IMPORTANT:** If the elector is eligible to vote more than one ballot style or type, each ballot should be stamped with the Official Election Stamp and delivered to the elector.

1) If the elector is not registered, the Election Clerk will also take a Registration Card to the individual.

c. An Election Clerk must follow the same steps as if the elector appeared in the polling place.

1) The elector must state his or her name and residence address then either show an ***acceptable photo ID*** (see "Identification Required" on page 37) or sign the Personal Identification Affidavit.

2) The Election Clerk must verify the elector's address and photo ID, check for any notations in the Remarks Column to the right of the elector's name or beneath the elector's name, have the elector sign the Poll Book and issue the appropriate ballot(s).

d. The elector then votes the ballot(s) in a private manner, places the voted ballot(s) in the secrecy sleeve and returns them to the Election Clerk.

e. The Election Clerk returns the Poll Book or Poll Book page to the Poll Book Clerk.

1) The Poll Book Clerk makes the notation of “assistance” in the Remarks Column to the right of the elector's name. See the ***Poll Book Page*** (on page 23), Line 9, Column C.

f. The Election Clerk then deposits the voted ballot(s) in the M-100.

g. The Receiving Clerk records that the elector voted in either the second Poll Book or List of Registered Voters and **announces the elector's name in a loud audible voice** for all present to hear, especially any watchers and/or challengers.

## THROUGHOUT THE DAY

1. 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*** (see "VIII – Greeting Electors and Voting Demonstration" on page 77).
2. After a pad of ballots has been issued, place the pad of ballot stubs in the Voted Ballot Stub Envelope (EE-6) for returning to the County Clerk at the end of the night.
3. 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.

## UPDATING THE POLL BOOK

**(For those counties that centrally count absentee ballots instead of delivering them to the polls to be counted.)**

1. At some point during the day, the County Clerk or designee will deliver or electronically send to the polling place a list of electors who have either voted by In-Person Absentee Ballot or returned a Mail-In Absentee Ballot to the County Clerk's Elections Office after the Poll Book was printed.
2. Upon receipt of this list, the Poll Book Clerk will update the Poll Book.
   a. For each elector, the Poll Book Clerk will locate the elector's name in the Poll Book.
   b. Verify that the elector has not signed the Poll Book and voted at the polls.
      1) If the elector has signed the Poll Book, immediately notify the County Clerk's Election Office for instructions on how to handle the absentee ballot.
   c. Write "Absentee Received" and initial in the Signature of Voter Column to the right of the elector's name. See the ***Poll Book Page*** (on page 23), Line 7, column B.
   d. Based on the information contained on the list,
      1) Verify that the correct Party Affiliation box is marked in the Poll Book in the Party Column to the right of the elector's name.
         a) If it is not marked, place an "X" in the correct Party box in the Party column.
      2) Verify that the box for the correct Party Ballot selection the elector made is marked in the Ballot Type Column to the right of the elector's name.
         a) If it is not marked, place an "X" in the appropriate Ballot Type box in the Ballot Type column.

**IMPORTANT:** If the Non-Partisan Judicial candidates or questions do not appear on the partisan ballots (i.e. Democratic or Republican Party ballots), be sure to mark both the partisan checkbox and non-partisan checkbox on the poll book for the voter. This will assist at the end of the night when you are completing the ***Ballot Accounting Page*** (see " " on page 75).

**NOTE:** This process must be done to be sure that an elector will not be able to vote twice in the election. If there is any question regarding an elector's name appearing on the list received from the County Clerk, immediately contact the County Clerk's Election Office.

# RECEIVING AND PROCESSING ABSENTEE BALLOTS

**(Only those counties where absentee ballots are sent to the polls.)**

## RECEIVING THE ABSENTEE BALLOT CARRIER ENVELOPE

1. Between the opening and closing of the polls, the County Clerk or designee will deliver the Absentee Ballot Carrier Envelope (EA-13) (i.e. Carrier Envelope) containing Absentee Ballot Return Affidavit Envelopes (i.e. Affidavit Envelopes) signed by the elector along with a list of elector's names as they appear on the Affidavit Envelopes.
2. Upon receipt of the Carrier Envelope, the Chief Judge will immediately open the Carrier Envelope and proceed to count the number of Affidavit Envelopes enclosed. The number of Affidavit Envelopes enclosed should match the number listed on the Judges Receipt for Absentee Ballots (EA-1).
   a. If the number of Affidavit Envelopes **matches** the number listed on the Judges Receipt for Absentee Ballots (EA-1), the Chief Judge and County Clerk or Designee will sign the Judges Receipt for Absentee Ballots (EA-1). The Chief Judge and County Clerk or designee will each keep a copy of the signed receipt.
   b. If the number of Affidavit Envelopes **does not match** the number listed on the Judges Receipt for Absentee Ballots (EA-1), the Chief Judge and County Clerk or designee must determine the cause of the discrepancy.
      1) One Election Clerk reads the names listed on the Affidavit Envelopes while the other marks off the names on the list of elector's names that was included in the delivery of the Carrier Envelope.
      2) Upon locating the missing name or the additional envelope, contact the County Clerk's Election Office and report the discrepancy. Then, correct the number of Affidavit Envelopes on the Judges Receipt for Absentee Ballots.
      3) The Chief Judge and County Clerk or designee will then sign the Judges Receipt for Absentee Ballots (EA-1). The Chief Judge and County Clerk or designee will each keep a copy of the signed receipt. Upon returning to the County Clerk's Office, the County Clerk or designee will correct the discrepancy and will either locate the missing Affidavit Envelope or add the additional envelope to the list of returned absentee ballots.

## ACCOUNTING FOR AND OPENING THE AFFIDAVIT ENVELOPES

1. Upon signing the Judges Receipt for Absentee Ballots, the Affidavit Envelopes should be given to the Issuing Clerk.

2. For each Affidavit Envelope enclosed,
   a. The Issuing Clerk will announce the elector's name as it appears on the bar code label on the back of the Affidavit Envelope.
   b. The Poll Book Clerk will locate the elector's name in the Poll Book and the Receiving Clerk will locate the elector's name in either the second Poll Book or List of Registered Voters.
      1) **If the elector has not voted at the polling place,**
         a) The Poll Book Clerk will:
            i) Place an "X" in the appropriate Party box in the Party Column based on the Party Affiliation on the Bar Code Label on the back of the Affidavit Envelope, if the party designation is not already selected.
            ii) Place an "X" in the appropriate Ballot Type box in the Ballot Type Column based on the Ballot designation on the Bar Code Label on the back of the Affidavit Envelope, if the ballot selection is not already marked.

**IMPORTANT:** If the Non-Partisan Judicial candidates or questions do not appear on the partisan ballots (i.e. Democratic or Republican Party ballots), be sure to mark both the partisan checkbox and non-partisan checkbox on the poll book for the voter. This will assist at the end of the night when you are completing the ***Ballot Accounting Page*** (see " " on page 75).

         b) The Poll Book Clerk will write the elector's name in the Signature of Voter Column to the right of the elector's name as though the elector had been present and voted in person.
      2) The Poll Book Clerk should also initial next to the type of Absentee Ballot in the Signature of Voter Column to the right of the elector's name. (34-1008, I.C.) See the ***Poll Book Page*** (on page 23), Line 3 and Line 8, Columns B & C. Proceed to Opening the Affidavit Envelopes.
         a) The Receiving Clerk will mark that the elector has voted in either the second Poll Book or the List of Registered Voters.
      3) **If the elector has already voted in the election,**
         a) The Issuing Clerk will write "Spoiled" and the reason across the back of the Affidavit Envelope and place the Affidavit Envelope in the Rejected Absentee Ballots Envelope (EA-14).

## OPENING THE AFFIDAVIT ENVELOPES

1. If the elector is a duly registered elector of the precinct and has not heretofore voted at the election, the Issuing Clerk will open the Affidavit Envelope and remove the Voted Ballot Envelope (EA-9-OS or EA-9-OS-S).
2. The Voted Ballot Envelope (EA-9-OS or EA-9-OS-S) should then be given to the Receiving Clerk.

**NOTE:** Do **NOT** open the Voted Ballot envelope until preparation for counting.

## DEPOSITING THE VOTED ABSENTEE BALLOT

1. Upon receipt of the Voted Ballot Envelope,
   a. The Receiving Clerk will then **announce the elector's name in a loud audible voice** for all present to hear, especially any poll watchers and/or challengers. (34-1107, I.C.)
   b. The Receiving Clerk will locate the elector's name in either the second Poll Book or List of Registered Voters and record that the elector has voted as though he had been present and voted in person.
   c. The Receiving Clerk will deposit the Voted Ballot Envelope into the M-100's Uncounted Ballot Storage Bin for processing at the close of the polls.

**NOTE:** The Uncounted Ballot Storage Bin must be opened by the Chief Judge prior to depositing the Absentee Ballots. Refer to Using the Uncounted Ballot Storage Bin above.

2. The Issuing Clerk will stack the empty Affidavit Envelopes for ballot accounting at the end of the night and for return to the County Clerk.

## ENTERING THE NUMBER OF ABSENTEES RECEIVED ON THE BALLOT ACCOUNTING PAGE

1. Divide the empty Affidavit Envelopes based on the Ballot selection on the bar code label on the back of each Affidavit Envelope.
   a. Stack all of the envelopes with the Ballot type of C for Constitution Party Ballot together.
   b. Stack all of the envelopes with the Ballot type of D for Democratic Party Ballot together.
   c. Stack all of the envelopes with the Ballot type of R for Republican Party Ballot together.
   d. Stack all of the envelopes with the Ballot type of N for Non-Partisan Ballot **only** together.

**NOTE:** If you have additional ballot types or styles for this election, you will not be able to record the number of these ballots received at this point. You will need

to wait until you open the voted ballot envelopes at the end of the night to account for these ballots.

2. Complete the Ballot Accounting page:
   a. Count the number of empty Affidavit Envelopes in each stack.
   b. The Poll Book Clerk will enter the number of absentee ballots received (i.e. empty affidavit envelopes) as follows:
      1) Record the number of Constitution Party Absentee Ballots received on Line 2c in the first column under the heading Con.
      2) Record the number of Democratic Party Absentee Ballots received on Line 2c in the second column under the heading Dem.
      3) Record the number of Republican Party Absentee Ballots received on Line 2c in the third column under the heading Rep.
      4) Record the number of Non-Partisan Absentee Ballots received on Line 2c in the fourth column under the heading Non.

**NOTE:** Any spoiled absentee ballots will be accounted for at the end of the night with the other spoiled ballots. Do not include the spoiled ballots in these figures.

**Ballot Accounting Page Example**

| Ballot Description (Name or District Description) | Con | Dem | Rep | Non | | |
|---|---|---|---|---|---|---|
| c. Number of Absentee Ballots received (if any) | 0 | 3 | 10 | 24 | | |

## CHALLENGING ABSENTEE ELECTOR'S VOTE

1. An absentee ballot may be challenged in the same manner as other votes are challenged.
   a. The Receiving Clerk and the Chief Judge have the power and authority to determine the legality of such ballot.
      1) If there is a question regarding an absentee ballot challenge, contact the County Clerk's Elections Office for assistance.
   b. If the challenge is sustained, the envelope containing the ballot of the elector will:
      1) Not be opened.
      2) The Receiving Clerk will write "Challenged" and the reason for the challenge across the back of the Affidavit Envelope.
      3) The Poll Book Clerk will make the notation "Challenged" in the Poll Book after the elector's name.

c. All absent elector's return Affidavit Envelopes, which were rejected as aforementioned will be placed in the Rejected Absentee Ballot Envelope (EA-14) and be returned to the County Clerk in the Supplies Returning Envelope (EE-2). (34-1010, I.C.)

2. If an absent elector's envelope contains more than one (1) marked ballot of any one (1) kind, none of such ballots shall be counted. The Receiving Clerk shall make the notation "Spoiled" on the back of the ballot(s) and the reason therefore then deposit them in the Spoiled Ballot Envelope (EE-5). (34-1009, I.C.)

## EARLY PICK UP OF BALLOTS, IF APPLICABLE TO YOUR PRECINCT

## 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

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.

### TASK 1 – 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.

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.

**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 | | |

## TASK 2 – ELECTION DAY REGISTRATION AND PERSONAL IDENTIFICATION AFFIDAVITS

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 XX, 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. Personal Identification Affidavits:
   a. Count the number of signed Personal Identification Affidavits.
   b. Enter the number of signed Personal Identification Affidavits on:
      1) The front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
      2) The "Total Number of Signed Personal Identification Affidavits" 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 XX, 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 | | |
|---|---|---|---|---|---|---|

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

## TASK 3 – PREPARING BALLOTS AND POLL BOOK TABULATION

1. Unlock or break the seal and remove the ballots.
   a. M-100:

**NOTE:** The front Uncounted Ballot Storage Bin (i.e. Auxiliary or Emergency 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.

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).
      i) Carefully open each Voted Ballot Envelope and remove the voted absentee ballots.
   b) Unfold the voted absentee ballots and divide by ballot type.
      i) Stack all of the Constitution Party Ballots together.
      ii) Stack all of the Democratic Party Ballots together.
      iii) Stack all of the Republican Party Ballots together.
      iv) Stack all of the Non-Partisan Ballots together.
      v) If additional ballot types or styles are included in the envelopes, separate these ballots and stack each type or style together, if applicable.

**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.

   c) After all of the Voted Ballot Envelopes have been opened, count the number of 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 (Count the ballots) | 0 | 3 | 10 | 24 | | |

2) Absentee ballots and any other unprocessed ballots should be inserted one-by-one into the tabulator.

3) After all ballots have been processed, close the Polls on the M-100.

   a) Open the Key Access Panel, insert the scanner key, and turn it to the **OPEN/CLOSE POLL** position.

   b) Press **CLOSE POLLS** to close the polls on the M-100.

   c) The scanner will automatically print reports that may include a Status report, Poll or Precinct report, Certification report, and/or an Audit Log report.

      i) If the scanner does not automatically print the reports, from the **POLLS CLOSED** menu, press **RESULTS REPORT** to print the additional reports, which were programmed to automatically print when the polls close.

      ii) To print other types of reports, press MORE and then MORE REPORTS to display the **REPORT SELECTION** menu.

      iii) Press **CHANGE TYPE** to toggle the report type between summary (long) and media (short) types.

      iv) To print the desired report, press the button under the report type.

   d) Turn the scanner key to the **OFF** position.

   e) The Chief Judge is to keep the key safe for return to the County Clerk.

4) Remove the PCMCIA Card from the M-100, If Instructed to do so

   a) Unlock and open the Counter Access Panel to access the PCMCIA card.

      i) If the door is sealed, break the seal and open the door.

b) Remove the PCMCIA card by pushing the eject button located to the right of the card.

c) Place the PCMCIA card in the designated bag and return to the County Clerk as instructed.

5) Record the number of ballots cast at the polls on Election Day.

a) Locate the number of ballots counted on the election results tape that was printed by the M-100 tabulator.

i) If additional ballot styles were issued, you should have a total for each ballot style.

b) 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.

c) 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.

d) 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.

e) 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 | | |

6) 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) M-100:
         a) Locate the Election Results report in duplicate that was automatically printed when the M-100 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 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) For each ballot type, record the number of ballots placed in the ballot box.
         a) For the Primary Election,
            i) Enter the total number of Constitution Party ballots placed in the ballot box or ballot transfer case on Line 2l in the first column beneath the heading *Con*.
            ii) Enter the total number of Democratic Party ballots placed in the ballot box or ballot transfer case on Line 2l in the second column beneath the heading *Dem*.
            iii) Enter the total number of Republican Party ballots placed in the ballot box or ballot transfer case on Line 2l in the third column beneath the heading *Rep*.
            iv) Enter the total number of Non-Partisan ballots placed in the ballot box or ballot transfer case on Line 2l in the fourth column beneath the heading *Non*.
            v) 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 2l 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 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*** (see " " on page 75).

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.

**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. Spoiled Ballots:

   a. The Issuing Clerk will count the number of spoiled ballots in the Spoiled Ballot Envelope (EE-5).

      1) Place any spoiled Absentee Ballot Affidavit Envelopes, if delivered to the polls, in a separate stack.

**NOTE:** If you have additional ballot types or styles, you must account for each ballot type or style. Be sure to count and record the number of ballots by ballot type or style.

b. Record the number of spoiled ballots on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.

1) Enter the number of Spoiled Ballots on Line 2i under the appropriate heading on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.

a) If there is more than one ballot type or style (i.e. different colored paper ballots), enter the number of ballots in each stack based on ballot type on Line 2i under the appropriate heading on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.

**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 | | |

4. Unused Ballots:

a. The Issuing Clerk will physically count the number of unused ballots remaining in the pads of Official Ballots.

**NOTE:** If you have additional ballot types or styles, you must account for each ballot type or style. Be sure to count and record the number of ballots by ballot type or style.

b. Record the number of unused ballots.

1) Record the number of unused Constitution Party Oval Ballots on Line 2j in the first column on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.

2) Record the number of unused Democratic Party Oval Ballots on Line 2j in the second column on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.

3) Record the number of unused Republican Party Oval Ballots on Line 2j in the third column on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.

4) Record the number of unused Non-Partisan Oval Ballots on Line 2j in the fourth column on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.

**Ballot Accounting Page Example**

| Ballot Description (Name or District Description) | Con | Dem | Rep | Non | | |
|---|---|---|---|---|---|---|
| j. Number of Unused Ballots | 18 | 9 | 27 | 50 | | |

c. Complete the front of the Voted Ballot Stub Envelope (EE-6).

1) Enter the Precinct Name or Number.

2) Enter the Date.

d. Compare the number of stubs and the number of ballots issued. If the number of ballots issued does not agree with the number of stubs, the Election Clerks have the authority to make any decision to correct the situation.

**IMPORTANT:** This does not mean that the Election Clerks are allowed to void all ballots cast at the polling place. (34-1202, I.C.)

5. Completing the ***Ballot Accounting page*** (see " " on page 75) for each column:

a. Voting Summary Section

1) Line 1a should be completed.

b. Official Ballot Accounting Section

1) Line 2a, 2b and 2c should also be completed.

2) Add Line 2a, 2b and 2c together and enter the total on Line 2d.

3) Line 2e, 2f, 2g, 2h, 2i and 2j should be completed.

a) If there is no Early Pick-Up of ballots, enter 0 on Line 2e and Line 2f.

4) Add Line 2e, 2f, 2g, 2h, 2i and 2j together and enter the total on Line 2k.

5) Line 2k (Total Ballots Accounted For) should match Line 2d (Total Ballots to Account For).

a) If these numbers do not agree you will need to determine where the discrepancy is. This may include recounting the number of voted ballots, absentee ballots received, if there were any, spoiled ballots or unused ballots. If you can't determine where the discrepancy lies, contact the County Clerk's Office then complete the day's activities and return the ballots to the County Clerk's Office.

**NOTE:** If the number of ballots in the ballot box, less the number of absentee ballots received at the polls, plus the number of spoiled ballots does not agree with the number of stubs, the Election Clerks have the authority to make any decision to correct the situation. Contact the County Clerk's Office to discuss how to remedy the situation.

**IMPORTANT:** This does not mean that the Election Clerks are allowed to void all ballots cast at the polling place. (34-1202, I.C.)

6. Upon completion of the Ballot Accounting page, the Election Board members should sign the Certification of the Distributing Board on the Poll Book cover(s) (E-2A).

## TASK 4 – 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. M-100 Scanner disassembly - Only complete if instructed to do so by the County Clerk or Elections Staff.
   a. The key should have already been turned to the OFF position and removed by the Chief Judge.
   b. Ensure the Key Access Panel and Printer Access Panel are closed.
   c. Unplug the scanner from the outlet.
   d. Pull the scanner forward about 4-5 inches and disconnect the power cord from the scanner.
   e. Pull the cord out of the ballot box and set it inside the scanner's carrying case.
   f. Slide the scanner forward until it is free of the ballot box's mounting rails. Place the scanner inside its carrying case.
   g. Make sure there are no ballots in the ballot box.
   h. Lock and secure all ballot box doors.
4. Plastic Ballot Box disassembly - Only complete if instructed to do so by the County Clerk or Elections Staff.
   a. Make sure there are no ballots in the ballot box.
   b. Remove the plastic divider from inside the box.
   c. Turn the top section of the box upside down and set it on the floor.
   d. Align the indentations on the front of the top and bottom of the ballot box and lower the top half of the box into the bottom half.
   e. Slide the divider into the left side of the top section until the top of the divider is below the top rim of the box.
   f. Place the cover on the ballot box pushing it down firmly and engaging the locks on the top of the cover at the front and back of the unit.

## TASK 5 - 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*** (see "Absentee Ballot Supplies, if applicable" on page 87), 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.

RETURN TO COUNTY CLERK IN ENVELOPE No. EE-1

# ELECTION RECORD and POLL BOOK

| A list of the registered electors for the May 20XX Election to be held: | Date 5/XX/20XX | IDAHO | County Teton | Legislative District No. 32 | Precinct 1 | Index A - Z |
|---|---|---|---|---|---|---|

**OATHS OF OFFICE FOR MEMBERS OF ELECTION BOARD**

Before entering upon the discharge of their duties, the Election Board members shall take and subscribe an oath in the Election Record and Poll Book. Such oath shall be administered by any officer authorized to administer oaths or by the Chief Judge.

1. We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of Election Board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.

Rick Lee
Jane Wilson
Betty Smith
Sue Martin

Subscribed and sworn to before me this XX day of May, 20XX.

Signature of witness to oath: Mary Brown
Chief Judge — Title

**IF NO PERSON AUTHORIZED TO ADMINISTER OATHS IS PRESENT**

I, the undersigned, who swore in the other members of the Election Board, being first sworn, say upon oath: I will perform my duties on this Election Board according to law and that I will diligently endeavor to prevent the violation of any provision of the law in conducting the election.

Subscribed and sworn to before me this _____ day of _____, _____.

Signature — Title

**2. CERTIFICATION OF DISTRIBUTING BOARD**

We certify that the foregoing is an accurate summary of the actions of this Election Board.

Mary Brown
Sue Martin
Rick Lee
Betty Smith
Jane Wilson

**I hereby certify that the preparations of this polling place for the proper conduct of this election, as prescribed by Idaho Code, have been complied with.**

Mary Brown
Chief Judge of Election

E-2A, Approved Secretary of State, January 2011

# BALLOT ACCOUNTING for the Election held on May XX, 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 | | |
|---|---|---|---|---|---|---|
| **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 | | |
| **2. OFFICIAL BALLOT ACCOUNTING** | | | | | | |
| a. Number of Ballots received with supplies ( 7 a.m.) | 25 | 25 | 75 | 150 | | |
| b. Number of Ballots received in late delivery ( 3 p.m.) | 0 | 10 | 25 | 75 | | |
| c. Number of Absentee Ballots received (if any) | 0 | 3 | 10 | 24 | | |
| **d. Total Ballots to account for (2a + 2b + 2c)** | 25 | 38 | 110 | 249 | | |
| e. Number of Ballots Transferred at Early Pick-Up, if any | N/A | N/A | N/A | N/A | | |
| f. Number of Absentee Ballots Transferred at Early Pick Up, if any | N/A | N/A | N/A | N/A | | |
| g. Number of Ballots in the Ballot Box (Count the ballots) | 6 | 25 | 73 | 173 | | |
| h. Number of Absentee Ballots in the Ballot Box, if any (Count the ballots) | 0 | 3 | 10 | 24 | | |
| i. Number of Spoiled Ballots | 1 | 1 | 0 | 2 | | |
| j. Number of Unused Ballots | 18 | 9 | 27 | 50 | | |
| **k. Total Ballots Accounted For (2e + 2f + 2g + 2h + 2i + 2j)** | 25 | 38 | 110 | 249 | | |
| (Should match 2d above. If this does not match, refer to the Procedural Manual for instructions.) | | | | | | |
| l. Total Number of Ballots locked in Ballot Transfer Box | 6 | 28 | 83 | 197 | | |

E-2B, Approved Secretary of State, January 2012

# VIII – GREETING ELECTORS AND VOTING DEMONSTRATION

"Make Your Vote Count."

Each elector should be greeted when arriving at the polling place and verified that they are in the correct location. If they are in the incorrect location, assist the elector by locating the correct polling place and directing them to it. If the elector is in the correct polling place, verify that they have one of the acceptable forms of ID prior to approaching the Poll Book Clerk. The acceptable forms of ID are listed below. If the elector has one of the acceptable forms of ID, they should be directed to the Poll Book Clerk. If the elector does not have one of the acceptable forms of ID, they should be given a Personal Identification Affidavit to complete attesting to their identity.

## ACCEPTABLE FORMS OF ID

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

## SUGGESTED LANGUAGE FOR GREETER

Here is suggested language for interacting with voters when they arrive at the polling place. Your assistance will prepare them to either show ID then sign the Poll Book or to register to vote.

| Suggested Language for Greeters | If Yes | If No |
|---|---|---|
| Hello, welcome to polling place name. Is this your polling place? | Next Question | Let's find out where your polling place is. Assist the elector in locating their polling place by using the precinct map or street list. |
| Good. Are you registered? | Next Question | Direct the elector to the Election Day registration table. |
| Good. Do you have your photo ID with you today? | Next Question | You need to present acceptable photo ID or sign the Personal Identity Affidavit to vote in Idaho. On the affidavit you swear to your identity. Here is the affidavit for you to fill out while you are waiting. Please give it to the Poll Book Clerk when you sign the Poll Book and you will be issued a ballot. |
| Good, you are all set. Please show your photo ID to the Poll Book Clerk when you sign the Poll Book and then you will be issued a ballot. | | |

Also, prior to the elector approaching the Poll Book Clerk, each elector should be given a demonstration on voting procedures. The following instructions, with a demonstration of each point, should be followed.

## SUGGESTED LANGUAGE FOR DEMONSTRATION

Great attention should be given to the demonstration. Many electors will say that they already know how to vote the Oval Ballot. Nonetheless, the demonstrator should make every effort to gain their attention and to show each elector how to fill in the ovals on the Oval Ballot. The following instructions, with a demonstration of each point, should be followed:

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

"Using the marking device (the ballot marking pen) in the voting booth, simply fill in all of the oval completely, to the left of your choice like this."

(demonstrate on a demonstration ballot)

"To vote for a candidate whose name is not printed on the ballot, simply fill in the oval next to the write-in space for the appropriate office and write the name of the person for whom you wish to vote in the blank write-in space for that office."

(demonstrate)

"You may not vote for more than the number of candidates specified on the ballot nor more than one Yes/No response to each ballot question. Vote for such candidates, as you desire by completely filling in the oval to the left of the name of the candidate of your choice or write in the name of the person for whom you wish to vote in the blank write-in space for that office and completely fill in the oval to the left of the name written in.

In a Primary Election, you must restrict your voting to one political party or just the non-partisan offices and ballot questions, if you do not wish affiliate with a political party. Your ballot options are based on your party affiliation." (Refer to the Ballot Options Placard.)"

"A mismarked ballot cannot be corrected by erasure or cross outs. If you make a mistake when voting, you should return the ballot to the Issuing Clerk, who will give you another ballot."

"When you are through voting, place your ballot inside the secrecy sleeve."

(demonstrate)

## SUGGESTED LANGUAGE FOR POLL BOOK CLERK

Here is suggested language for interacting with voters when they appear before the Poll Book Clerk.

1. Poll Book Clerk:
   a. Registered Elector Appears:
      1) Poll Book Clerk: "Hello, may I have your name?"
         a) Locate the elector's name in the Poll Book.
            i) Name appears in the Poll Book, proceed to line 2.
            ii) Name does not appear in the Poll Book or the elector's name is different, direct the elector to the Registration Table to complete Election Day Registration and to return with a verified Registration Card.
   b. New Registrant Appears:
      1) Poll Book Clerk: "Hello, may I have your Registration Card?"
         a) Add the elector's name to the Poll Book on one of the lines on the blank page at either the back of the Poll Book or the Alpha Letter.
         b) Proceed to line 4.
2. Poll Book Clerk: "Great, please state your residence address."
   a. Verify the address given verbally by the elector matches the address printed in the Poll Book beneath their name.
      1) If the address matches, proceed to line 3.
      2) If the address does not match what is printed in the Poll Book, determine if the elector has moved.
         a) If the address is different due to the elector moving, direct the elector to the Registration Table to complete Election Day Registration and to return with a verified Registration Card.
         b) If the address is different due to a clerical error in the Poll Book which has been verified by contacting the County Clerk's Elections Office, make the correction on the Poll Book and make the notation "Clerical Error" in the Remarks Column. Proceed to line 3.

3. Poll Book Clerk: "Idaho Law requires each elector to show a photo identification card. Do you have a picture ID with you today?"
   a. Refer to the list of ***Acceptable Forms of ID*** (see "Identification Required" on page 37).
      1) Verify the name printed on the picture ID matches the name printed in the Poll Book and the photo matches the individual. Proceed to line 4.
      2) Remember, common abbreviations and nicknames are acceptable. However, a name change requires the elector to re-register.
         a) If the elector does not have one of the acceptable forms of ID or refuses to show one, they may complete a Personal Identification Affidavit. Give the elector a Personal Identification Affidavit to complete. Once completed, proceed to line 4.
4. Poll Book Clerk: "As a result of a federal court decision, the 2011 Legislature closed Idaho's Primary Elections so that only electors affiliated with a party may vote in that party's Primary Election and requires each elector to either affiliate with one of the 4 recognized political parties or designate themselves as an elector with no political party preference (i.e. "unaffiliated")."
   a. The elector has a Party Affiliation selected in the Party Column of the Poll Book.
      1) Poll Book Clerk: "I see that you have already selected the (insert party selected). Is this correct?
         a) Correct: Proceed to Line 5.
         b) Incorrect: Contact the County Clerk's Office to verify if the party marked in the Party column of the Poll Book was correctly entered by their office based on either the Voter's Registration Card or Party Affiliation form or if the entry was incorrectly entered.
            i) County Clerk verifies that the entry was correct: Poll Book Clerk: "This is the selection that you made on your (insert how the selection was made, either by a registration card or a affiliation form) that you submitted to the County Clerk's Office." If the selection was one of the 4 Political Parties, the elector is not allowed to change their affiliation selection unless the elector is re-registering because they have moved or their name has changed. If the selection was "unaffiliated," the elector may choose to affiliate with one of the 4 Political Parties on Election Day. If this is the case, mark the new selection in the poll book and make the notation "New Affiliation Selected" in the Remarks Column to the right of the elector's name. Then proceed to Line 5.
            ii) County Clerk verifies that the entry was incorrect: Poll Book Clerk: "I am sorry that is a mistake during the processing of your (insert how the selection was made, either by a registration card or a affiliation form) that you submitted to the County Clerk's Office. I will make the correction." Make the correction

in the Poll Book and make the notation "Correction - Affiliation Error" in the Remarks Column to the right of the elector's name. Then proceed to Line 5.

5. Poll Book Clerk: "Now, based on your party affiliation, you may select which ballot or ballots you would like to vote."
   a. "If you are affiliated with the Constitution Party, you may select to vote one of the following ballot 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. "If you are affiliated with the Democratic Party, Libertarian Party or "unaffiliated," you may select to vote one of the following ballot options:
      1) Democratic Party Ballot with a Non-Partisan Ballot
      2) Only the Non-Partisan Ballot
   c. "If you are affiliated with the Republican Party, you may select to vote one of the following ballot 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
6. Poll Book Clerk: "Thank you, please sign here next to your name. You may now proceed to the Issuing Clerk where you will be issued your ballot(s)."
   a. Direct the elector to the Issuing Clerk.

# IX - ELECTION RECORDS AND SUPPLIES

## OFFICIAL ELECTION SUPPLIES

1. Election Record and Poll Book (one or more) (E-2A and E-2B)
2. List of Registered Voters (one or more)
3. Official Election Stamp and ink pad (Sealed in an envelope.)
4. Sequence Card
5. Ballot Secrecy Sleeves
6. Personal Identification Affidavits
7. Write-In Candidate List, if any (See ***Frequently Asked Questions*** (see "VI - Frequently Asked Questions" on page 13) for use of this list.)

## OFFICIAL ELECTION BALLOTS

1. Official Oval Optical Scan Ballots (Sealed in an Envelope.)
2. Sample Ballots
3. Demonstration Ballots
4. Ballot Marking Pens

## ENVELOPES

1. Poll Book and Tally Book Return Envelope (EE-1)
   a. Sealed inside is one Election Record and Poll Book.
2. Supplies Returning Envelope (EE-2)
   a. Sealed inside are the Absentee Ballot Affidavit Envelopes, Challenge Oaths, Receipt for Ballots and Supplies, Receipt for Absentee Ballots (if applicable), Election Laws Book and Official Election Stamp.
3. Spoiled Ballot Envelope (EE-5)
4. Voted Ballot Stub Envelope (EE-6)
5. Election Day Registration and Personal Identification Affidavit Envelope (EDR-3)

## PLACARDS

1. Oval Ballot Voting Instructions Placard (E-3O-OS)
   a. Containing the following information: (1) How to obtain a ballot, (2) How to vote, and (3) Procedure if ballot is spoiled.
2. Party Affiliation information placard
3. Primary Election Ballot Options placard
4. Vote Here Sign (E-5)
5. Voter's Rights Placard (EP-11)
6. Mail-in Registrants Placard (E-10)
7. Party Affiliation Information Placard (E-42)

## RECEIPTS, OATHS AND LOGS

1. Receipt for Election Supplies (E-8)
2. Oath of Challenged Person (E-7)
3. Ballot Box Seal Accounting page, if applicable (E-21)
4. Transport Carrier Control Log (EP-20P)
5. Receipt for Early Pick-Up, if applicable (EP-100P)

## MANUALS AND BROCHURES

1. Oval Optical Scan Judges and Clerks Procedural Manual (E-12-OS-OP-PRI)
2. Quick References
   a. Chief Judge Quick Reference (QR-OOS-OP-1-PRI)
   b. Poll Book Clerk Quick Reference (QR-OOS-OP-2-PRI)
   c. Issuing Clerk Quick Reference (QR-OOS-OP-3-PRI)
   d. Receiving Clerk Quick Reference (QR-OOS-OP-4-PRI)
   e. Greeter Quick Reference (QR-OOS-OP-5-PRI)
3. Idaho Election Laws Book
4. Disability Etiquette Brochure

## WATCHERS AND CHALLENGERS SUPPLIES

1. Name tags for Watchers and/or Challengers, if applicable

## ELECTION DAY REGISTRATION SUPPLIES PACKET

1. Election Day Registration Manual (EDR-2)
2. Register to Vote Here placard (EDR-5)
3. Election Day Registration placard (EDR-4)
4. Voter Registration Cards (ER-1)
5. Residence Verified Stamp with Stamp Pad

## BALLOT BOX(ES) & LOCKS OR SEALS

1. M-100 Tabulator
2. Ballot Box, if applicable
3. Ballot Box Locks with Keys or Ballot Box Seals
4. Ballot Transfer Case, if applicable

## VOTING BOOTHS

1. Voting Booths
2. Ballot Marking Device

## ABSENTEE BALLOT SUPPLIES, IF APPLICABLE

1. Affidavit Envelopes - EA-12-OS, EA-12F-OS or EA-16
2. Envelope for delivering absentee ballots to Clerks of Election Board (EA-13)
    a. Only if absentee ballots are delivered to the polling place during the day.

## STATIONARY SUPPLIES

1. Ball Point Pens
2. Marker
3. Thumb Tacks
4. Paper Clips
5. Rubber Bands
6. Scotch Tape
7. Masking Tape
8. Calculator
9. Ruler