

STATE OF ARKANSAS POLL WORKERS TRAINING



**Provided by the:
State Board of Election Commissioners
501 Woodlane, Suite 401N
Little Rock, AR 72201
501-682-1834
1-800-411-6996**

POLL WORKER TRAINING

The State Board of Election Commissioners (SBEC) is **required by law** to train poll workers on election processes and procedures before each May preferential primary election.

TRAINING ATTENDANCE

- County election commission (CEC) **must** designate **2** individuals to attend training conducted by SBEC
- **ALL** poll workers at each poll on election day **must** be trained by certified trainers (regularly scheduled elections only)

TRAINING ATTENDANCE

➤ Training Materials

- ❑ Poll worker training shall be conducted **only** by State Board-certified trainers using **materials** provided by the State Board. **Any exception** must be by prior **written request** to the State Board with prior written approval by the State Board. Approval by the State Board is **not required** for materials related to **voting system training** or **supplemental procedures** not addressed by materials provided by the State Board.

TRAINING GUIDE/CHECKLIST

- Training tool developed by SBEC for trainers
- Identifies tasks legally required of poll workers on election day
- Allows poll workers to check off duties as completed
- Provides sample **Forms** to gather data
- Contains **Quick Guides** for handling complicated election day procedures
- SBEC recommends that at least 1 **Guide/Checklist** be completed at each poll on election day and returned to the CEC

ELECTION DAY CONTACT INFORMATION

- For questions regarding a voter's registration status contact your **County Clerk's Office**
- For questions about election day procedures contact your **CEC** or **County Election Coordinator**
- For emergencies or to report disorderly conduct contact your **Local Law Enforcement**
- Record **ELECTION DAY CONTACT INFORMATION** on guide page 1

**BEFORE BEGINNING
ANY
OFFICIAL DUTIES**

ADMINISTER & SIGN OATH

- Take the Oath of a Poll Worker
- Sign the Oath
- Are any poll workers absent?
 - Immediately contact your **CEC, County Election Coordinator**, or **County Clerk**
- **OATH** on guide page 2

BEFORE OPENING THE POLL

ACCOUNT FOR PAPER BALLOTS

- **Account for all paper ballots at the poll:**
 - ☐ Identify quantities of paper ballots by precinct
 - ❖ Record serial numbers
 - ☐ Confirm that the ballot accounting information is correct, if already completed for you
- Sample **Account for Paper Ballots** form on guide page 3

ACCOUNT FOR VOTING EQUIPMENT

- **Account for all needed voting equipment:**
 - ✓ **Voting machine(s)** commonly referred to as Touch Screen, DRE, iVotronic, iVo
 - ✓ **Communication Pack(s)** used to run a zero printout tape and return record
 - ✓ **Master or Supervisor PEB** used by poll workers to open and close a voting machine
 - ✓ **Voter PEB(s)** used to activate a voter's personal electronic ballot
 - ✓ **Electronic vote tabulating device** commonly referred to as scanner or optical scanner
- Equipment may vary by county & type of election
- Contact **CEC** or **County Election Coordinator** if missing needed equipment

IT'S THE LAW

- At least **1** voting machine per poll equipped for voters with disabilities to vote unassisted is **required**

ACTIVATE VOTING EQUIPMENT

- Generate a printout tape for each voting machine
- Generate a printout tape for each electronic vote tabulating device, if any
- Confirm that all candidate and question counters register zero (0)
- Have all poll workers sign each zero printout tape
- Post each printout tape on polling room wall
- Contact **CEC** or **County Election Coordinator** for instructions, if:
 - Unable to activate any equipment
 - Any votes register on the printout tapes

ARRANGE THE POLL

- Arrange voting machine(s), electronic vote tabulating device (if any), voting booth(s) to:
 - ✓ Provide **privacy** to mark ballot
 - ✓ Allow **easy access** for wheelchairs/walkers
 - ✓ Ensure **orderly flow** of voters
- Avoid voting in hallways and high traffic areas
- **Do not** allow anyone (**except poll workers and those voting**) within 6 feet of voting machines, voting booths, or electronic vote tabulating devices

INSPECT SUPPLIES

- **Account for all needed supplies:**
 - ✓ **Supplies** list on guide page 5
- Supplies may vary depending upon:
 - Type of voting system in use
 - Type of election being held
- Are you missing supplies?
 - Immediately contact your **CEC** or **County Election Coordinator**

POST REQUIRED INFORMATION

- **Required Postings listed on guide page 6:**
 - ✓ The Public Notice of Election
 - ✓ Sample Ballots
 - ✓ Instructions for voting on a voting machine
 - ✓ Text of Measures
 - ✓ Zero Tapes
 - ✓ Instructions on how to vote
 - ✓ Voting Rights Poster
 - ✓ State and Federal Elections Law Poster
 - ✓ Poll Watcher Rights and Responsibilities
 - ✓ Americans with Disabilities Act (ADA) Signs
 - ✓ VOTE HERE signs
- Sample **Poll Watcher Rights and Responsibilities** on guide page 37

POST REQUIRED INFORMATION

➤ **Missing required postings?**

- Immediately contact your **CEC** or **County Election Coordinator**

ADDITIONAL SBEC SUGGESTIONS

- Post a **Notice on Electioneering**
 - ✓ Sample **Form** on guide page 35
- Post the **Voting Machine Warning** on voting machines
 - ✓ Sample **Form** on guide page 38
- For Primary and Runoff elections, post the **Cross-Over Voting Warning** near the area where voters check-in to vote
 - Sample **Form** on guide page 39
- Mark the 100 foot prohibited electioneering area using string, chalk, or stakes
- Place a trash can near the primary entrance into the poll for disposal of campaign literature or articles

FORMS

➤ **Locate needed Forms:**

- ✓ Precinct Voter Registration (PVR) List
- ✓ List of Voters form
- ✓ List of Provisional Voters form
- ✓ **Notice to Provisional Voters form**
- ✓ List of Persons Assisting Voters form
- ✓ Change in Polling Site Authorization Form
- ✓ Voter Registration Application form
- ✓ Spoiled Ballot Affidavit
- ✓ Voter Complaint Form
- ✓ Abandoned Ballot Log
- ✓ Poll Workers' Certificate

➤ **Review how each form is used:**

- Discussion of **forms usage** on guide pages 7 and 8
- Forms** on guide pages 26-34

FORMS

➤ **Missing any required forms?**

Immediately contact your **CEC** or **County Election Coordinator**

REVIEW QUICK GUIDES

COMMONLY MISUNDERSTOOD PROCEDURES

- **Review Quick Guides on:**
 - ✓ Voter Identification Procedures
 - ✓ ID Procedures for Flagged Voters
 - ✓ Fail-Safe Voting Procedures
 - ✓ Provisional Voting Procedures
 - ✓ Assistance to Voters
 - ✓ Spoiled Ballot Procedures
 - ✓ Abandoned Ballot Procedures
- Keep handy for reference during voting hours
 - **Quick Guides** on guide pages 41-50
- Other Quick Guides are available for absentee ballot clerks
 - **Absentee Ballot Quick Guides** on guide pages 51-56

OPEN THE POLL

OPEN THE POLL

- Open promptly at **7:30 a.m.**
- Keep open continuously until **7:30 p.m.**

PROCESS VOTERS

PROCESSING VOTERS

- ✓ **Step 1: Ask** the voter to state his or her:
 - ❖ Name
 - ❖ Address
 - ❖ Date of birth

- ✓ **Step 2: Confirm** information from voter to:
 - ❖ Precinct Voter Registration (PVR) List

PROCESSING VOTERS

- **Information from voter doesn't compare:**
 - ❑ **Name** provided differs with PVR List
 - ❑ **Birth date** provided differs with PVR List
 - ❑ **Address** provided differs with PVR List
 - ❑ Voter **not** on PVR List
- **Quick Guide** on **Fail-Safe Voting Procedures** on guide pages 44-45

PROCESSING VOTERS

➤ **Name Provided Differs with PVR List:**

- Ask voter to complete a **Voter Registration Application form** to update county records
- Give voter a **regular** ballot

PROCESSING VOTERS

➤ Birth Date Provided Differs with PVR List:

- Request additional ID
- Ask voter to complete a **Voter Registration Application form** to update county records
- Give voter a **regular** ballot

PROCESSING VOTERS

- **Address Provided Differs with PVR List:**
 - ❑ Contact County Clerk's office to verify voter's
 - ❖ Precinct
 - ❖ Correct poll

- **Follow separate procedures for when:**
 - ❑ Address **Confirmed** Within Precinct **OR**
 - ❑ Address **is not** Within Precinct

PROCESSING VOTERS

➤ Address Confirmed Within Precinct:

- Ask voter to complete a **Voter Registration Application form** to update county records
- Give voter a **regular** ballot

PROCESSING VOTERS

➤ Address is not Within Precinct:

- Complete **Change in Polling Site Authorization Form** on guide page 30
- Ask voter to complete a **Voter Registration Application form** to update county records
- Direct voter to correct poll
- Instruct voter to present **Change in Polling Site Authorization Form** at new poll to expedite process
- Voter votes a **regular** ballot at new and correct poll

PROCESSING VOTERS

➤ **Voter Refuses to go to Correct Poll:**

- ❑ Voter must complete **Eligibility Affirmation** located on the Provisional Voter Envelope
- ❑ Voter votes a **provisional** ballot

➤ **Quick Guide on Provisional Voting Procedures** on guide pages 46-47

PROCESSING VOTERS

- **Voter's Name is not on PVR List:**
 - ❑ Contact County Clerk's office to verify voter's
 - ❖ Registration status
 - ❖ Precinct
 - ❖ Correct poll

- **Follow separate procedures for when:**
 - ❑ Address **Confirmed** Within Precinct **OR**
 - ❑ Address **is not** Within Precinct

PROCESSING VOTERS

➤ **Voter Registration Cannot be Verified:**

- ❑ Voter contends to be both:
 - ❖ Registered in the precinct
 - ❖ Eligible to vote
- ❑ Have voter complete **Eligibility Affirmation** located on the Provisional Voter Envelope
- ❑ Voter votes a **provisional** ballot

➤ **Quick Guide on Provisional Voting Procedures** on guide pages 46-47

PROCESSING VOTERS

- **“ABS” Notation on the PVR List:**
 - ❑ Means that an absentee ballot was delivered to the voter
 - ❑ Voter votes a **provisional** ballot
- **Quick Guide on Provisional Voting Procedures** on guide pages 46-47

PROCESSING VOTERS

➤ **“EA” Notation on the PVR List:**

- Means that the voter **may** have already voted early
- Voter votes a **provisional** ballot

➤ **Quick Guide on Provisional Voting Procedures** on guide pages 46-47

PROCESSING VOTERS

- ✓ **Step 3: Ask** voter to provide **proof of identity**. **ALL** voters **must** show ID ***even if you know them.***
- ✓ **“Proof of Identity”** is a document or **photo ID** card that is issued by the **State**, the **federal government** or an **accredited postsecondary educational institution in ARKANSAS**. The ID must show the **name** and **photograph** of the person to whom it was issued, and, **if** it has an expiration date, must not be expired more than **4 years** before election day.

PROCESSING VOTERS

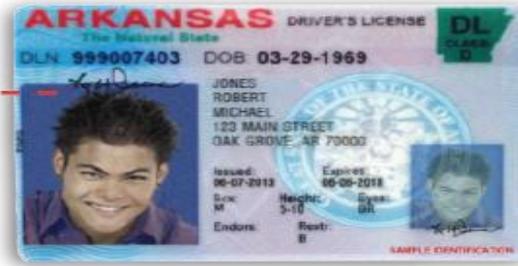
- Do **not** ask for a **specific form** of ID (i.e. Driver's License).
- Once a voter presents an acceptable form of ID do not ask for any other ID from the voter.
- All voters must provide ID or be offered a provisional ballot.
- **However:** If the voter is a resident of a long term care or residential care facility, he or she may instead provide documentation from the administrator of the facility attesting that he or she is a resident of the facility.

PROCESSING VOTERS

- **Examples of acceptable proof of identity include:**
 - An Arkansas driver's license;
 - A concealed carry handgun license;
 - A U.S. passport;
 - An employee badge or ID document issued by the **State** of Arkansas, the **federal government** or a **postsecondary educational institution located in Arkansas**;
 - A U.S. military ID document;
 - A **student or employee** ID card issued by a postsecondary educational institution;
 - A public assistance ID card; or
 - A voter ID card issued by the county clerk.
- **Quick Guide** on **Voter Identification Procedures** on guide pages 41-42

PROCESSING VOTERS

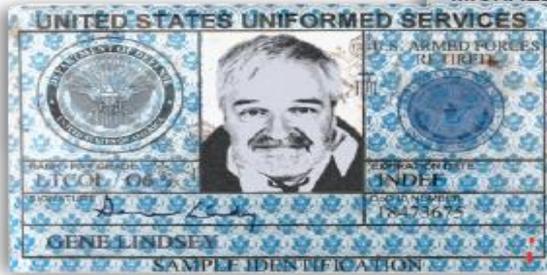
Driver's License



College ID



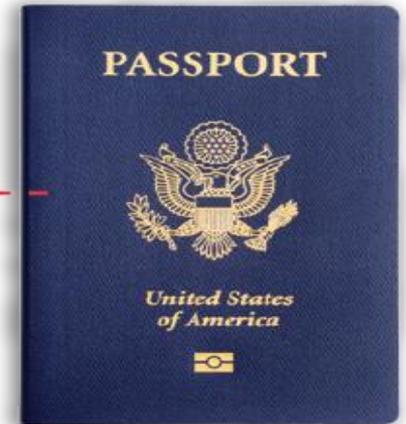
Military ID



Concealed Carry Permit



U.S. Passport



State or Federal Employee Badge

PROCESSING VOTERS

✓ **Assessing the Photo ID**

- Before the voter signs the PVR List **verify** that the name on the **photo ID** provided by the voter is **consistent** with the name in the PVR List, allowing for abbreviations and nicknames;
- If the name is consistent, **compare** the photograph to the voter to determine whether the voter is the person depicted in the photograph, considering hair color, glasses, facial hair, cosmetics, weight, age, injury and other physical characteristics;
- If the voter presents a **voter identification card issued by the county clerk**, verify that the registrant identification number on the card is the same as the registrant identification number on the PVR List.

PROCESSING VOTERS

- If the voter's name is **different** from the name in the PVR List or the name as stated by the voter but you are **satisfied** that the voter is the person depicted in the photograph, issue the voter a regular ballot **after** the voter completes a voter registration application form for the purpose of updating the voter's information;
- If you are satisfied that the voter is the person depicted in the photograph, have the voter sign the **PVR List**, check the **"ID Provided"** box on the **PVR List** and give the voter a **REGULAR** ballot.
- If the voter does not present photo ID or you determine that the photograph does not depict the voter, write **"No ID"** next to the voter's name on the **PVR List**, give the voter a **PROVISIONAL** ballot and follow **Provisional Voting Procedures**.

PROCESSING VOTERS

✓ AND REMEMBER:

➤ IT IS OF **HIGHEST** IMPORTANCE THAT THE ASSESSMENT OF PHOTO ID BE **APPLIED** **CONSISTENTLY AND FAIRLY TO EACH VOTER** AND THAT **EVERY** VOTER IS OFFERED A BALLOT

PROCESSING VOTERS

- **Documentation from the administrator** is a letter on facility letterhead, dated and signed by the administrator which specifically identifies the full name of the resident in the body of the letter and is valid for one year after the date it is signed and issued.
- If the voter is a **resident of a long term care or residential care facility**, he or she **may instead** provide documentation from the administrator of the facility attesting that he or she is a resident of the facility.

PROCESSING VOTERS

- ✓ **Step 4:** Check PVR List for an ID notation ("**flag**")
- **Flagged Voters May Be Required to Show Additional ID**
- If a voter has a **NOTATION** ("**flag**") on the PVR List indicating that he/she is a first-time voter who did not provide ID when registering to vote, the voter must present the same kind of ID as all other voters and *may* be required to show additional ID to vote a regular ballot.
- If the flagged voter presents a proper *un-expired* ID or ID without an expiration date, have the voter sign the **PVR List**, check the "**ID Provided**" box on the **PVR List** and give the voter a **REGULAR** ballot.

PROCESSING VOTERS

- If the flagged voter presents a proper but ***expired*** ID and cannot produce a proper unexpired ID, ask the voter to ***also*** present a current and valid photo ID (which does not have to meet the ID requirement for all voters set out in Step 3) ***or*** a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter, check the **“ID Provided”** box on the **PVR List** and give the voter a **REGULAR** ballot.
- If the flagged voter presents a proper but ***expired*** ID and cannot produce the required ***additional*** ID, check the **“ID Provided”** box on the PVR List, give the voter a **PROVISIONAL** ballot and follow the **Provisional Voting Procedures**.

PROCESSING VOTERS

- ✓ **Step 5:** For voters who provide proof of identity:
 - ❖ Check the “ID Provided” box on the PVR List

- ✓ **Step 6:** For voters who **do not** provide proof of identity:
 - ❖ Write “No ID” next to the voter’s name on the PVR List

- **Quick Guide** on **Voter Identification Procedures** on guide pages 41-42

PROCESSING VOTERS (FOR MAY PRIMARY ELECTION)

- ✓ **Step 7: Ask** the voter to state in which party primary or other election he or she wishes to vote
- **Do not ask** a voter if he or she is a Democrat or Republican
- **Do not ask** a voter what political party he or she belongs to
- **Do not allow** a voter to vote in more than **1** political party's primary election

PROCESSING VOTERS (FOR MAY PRIMARY ELECTION)

➤ **Ballot choices *may* include:**

- ❑ A **Democratic ballot** containing Democratic party candidates, nonpartisan judicial candidates, prosecutorial candidates, and any special election issues
- ❑ A **Republican ballot** containing Republican party candidates, nonpartisan judicial candidates, prosecutorial candidates, and any special election issues
- ❑ A **Nonpartisan ballot** containing nonpartisan judicial candidates, prosecutorial candidates, and any special election issues

PROCESSING VOTERS (FOR MAY PRIMARY ELECTION)

- ✓ **Step 8:** Mark the voter's ballot choice on PVR List
 - ❖ **"D"** for Democratic ballot style
 - ❖ **"R"** for Republican ballot style
 - ❖ **"NP"** for Nonpartisan Judicial ballot style
- **IMPORTANT:** Notations will determine which voters are eligible to vote in a party's runoff election
- Be neutral when answering a voter's question about who is on what ballot
 - ☐ Refer voters to **sample ballots**

PROCESSING VOTERS (FOR JUNE RUNOFF ELECTION)

- ✓ **Step 9:** Refer to the notations on the PVR List
 - ❖ “**D**” allows voter to vote in **Democratic runoff**
 - ❖ “**R**” allows voter to vote in **Republican runoff**
 - ❖ “**NP**” allows voter to vote in the **Democratic or Republican runoff**

- **No Notation:**
 - Ask the voter in which party primary he or she voted
 - Issue a ballot accordingly as outlined above

- **Voter did not Vote in the Primary:**
 - Voter may vote in **the Democratic or Republican runoff**

CROSS-OVER VOTING IN JUNE RUNOFF ELECTION

➤ **CROSS-OVER VOTING IS A CRIME**

- ❑ **VOTERS:** It is a misdemeanor, punishable by up to one year incarceration and a fine of up to \$2,500, for a person to vote in the **preferential primary** of **one** political party and the general primary (**runoff**) of **another**. [A.C.A. §§7-1-103(a)(19)(B), (b)]
- ❑ **Example:** A voter who voted in the Democratic primary election in May **cannot** then vote in the Republican party's runoff election in June.

CROSS-OVER VOTING IN JUNE RUNOFF ELECTION

- **POLL WORKERS:** It is a felony, punishable by up to six years incarceration and a fine of up to \$10,000 for a poll worker to **knowingly permit** a person to vote other than his or her **legal ballot** or fraudulently permit a person to vote illegally.

[A.C.A. §§7-1-104(a)(13), (14), (b)]

PROCESSING VOTERS

- ✓ **Step 10: Ask** the voter to sign PVR List

- **Voter cannot sign or make a mark:**
 - ❑ Record the voter's date of birth on the signature line
 - ❑ Record poll worker's initials on the signature line

SAMPLE PVR LIST

Election Roster
Any County

Date:

Election:

Precinct(s):

WARNING: IF YOU SIGN THIS FORM AND YOU ARE NOT A LAWFULLY REGISTERED VOTER, YOU ARE MAKING A FALSE STATEMENT AND MAY BE COMMITTING PERJURY, PERJURY IS PUNISHABLE BY UP TO \$10,000 FINE AND UP TO 10 YEARS IMPRISONMENT

ID Number	PrSp	Style	Voter Name	Birthdate	Voter Signature	Voter Signature	Ballot
2288465	02.01		MARTIN, VAN 323 Martin Drive Piney, AR 72196	11/05/1952	<input type="checkbox"/> ID Provided	<u>Confirm Address</u>	D
2287706	02.01		KIRBY, JEAN #4 Big Mac Drive Piney, AR 72196	12/22/1962	<input type="checkbox"/> ID Provided	<u>Confirm Address</u> MUST SHOW ID	R
2285209	02.02		MAXWELL, KENNETH 1264 Burns Loop Brush, AR 72197	05/12/1953	<input type="checkbox"/> ID Provided	EA	
2286123	02.02		LARRY, SARA 816 Vinning Circle Brush, AR 72197	07/20/1962	<input type="checkbox"/> ID Provided	ABS	R
3381510	02.01		GUCCI, LOUIS A. 123 Clothing Road Little Fir, AR 72198	02/14/1953	<input type="checkbox"/> ID Provided		NP



PROCESSING VOTERS

- ✓ **Step 11:** **Record** or **ask** voter to record his or her name on list of voters form
- ✓ **Step 12:** Initial back of paper ballot
- ✓ **Step 13:** Remove the stub
- ✓ **Step 14:** Place the stub in the stub box
- ✓ **Step 15:** Give paper ballot to voter to vote
- **List of Voters** form (when voting **regular** ballot) on guide page 26
- **List of Provisional Voters** form (when voting **provisional** ballot) on guide page 27

PROCESSING VOTERS WHO CAST AN ELECTRONIC BALLOT

- **SBEC recommends issuing:**
 - ❑ A slip indicating voter's ballot style
 - ❑ Voter gives the slip to the poll worker
 - ❑ Poll worker uses information to activate the voter's correct electronic ballot on the voting machine

TIME ALLOTTED TO CAST BALLOT

- Voter has **5 minutes** to vote the ballot
 - ❑ Be reasonable for a long ballot
- When voting a paper ballot:
 - ❑ Voter personally deposits ballot in ballot box or scanner
 - ❑ Voter leaves poll **immediately**
- When voting by machine:
 - ❑ Voter **cannot** return to voting machine, **except** to complete the voting process
 - ❑ Voter leaves poll **immediately**

PROCESSING EARLY VOTERS

PROCESSING EARLY VOTERS

- **Except for the following substitute steps**, early voting is conducted following the same steps outlined for voting on election day
- ✓ **Step 1:** Voter signs **daily dated early voting roster** or **early voting request form** that identifies voter's name, address, and date of birth
- ✓ **Step 2:** Record the early voter's precinct number on the roster or form
- ✓ **Step 3:** Keep daily records of the number of early ballots cast
- Conduct prohibited or restricted on election day is also prohibited and restricted during early voting

PROCEDURES FOR ASSISTING VOTERS

PROVIDING ASSISTANCE

- **Voter is unable to stand in line:**
 - ❑ Assist the voter to the head of the line
 - ❑ Provide chairs for voters having trouble standing, if possible
- **Voter needs help but wants to vote unassisted:**
 - ❑ Direct to voting machine equipped for unassisted voting
 - ❑ A guide dog for the visually impaired is allowed in the poll
- **Voter needs help but does not want to vote by machine:**
 - ❑ **2** poll workers may assist the voter
 - ❑ **1** assists and the **other** observes without comment
- **Voter wants to select the assistant:**
 - ❑ Assistant must be selected and named by the voter
 - ❑ Assists without comment or interpretation

PROVIDING ASSISTANCE

➤ **Limits on Assisting Voters:**

- ❑ No one may assist more than **6** voters in marking and casting a ballot at an election, **except:**
 - ❖ Poll workers
 - ❖ County Clerks during early voting
 - ❖ Deputy County Clerks during early voting
- ❑ Violations are Class A misdemeanors punishable by fine or confinement

➤ **Quick Guide** on **Assistance to Voters** on guide page 48

PROCEDURES FOR ASSISTING VOTERS

- ✓ **Step 1:** Keep a list of all voters assisted
- ✓ **Step 2:** Record the name of each voter that is assisted
- ✓ **Step 3:** Record the names of the **2** poll workers who assisted the voter
- ✓ **Step 4:** Record the name and address of person chosen by voter to assist
- **List of Persons Assisting Voters** form on guide page 29

IMPORTANT REMINDERS ON VOTER ASSISTANCE

- A voter **must personally** request help
- A poll watcher **cannot** suggest to a voter that he or she needs assistance
- A poll worker **cannot** suggest to a voter that he or she needs assistance
- Ballots **cannot** be taken out of the polling room during voting hours
- A person assisting a voter **may not** misrepresent the content of the ballot or change or mark the ballot, **except** as intended by voter

PROCEDURES FOR CASTING A PROVISIONAL BALLOT

CASTING A PROVISIONAL BALLOT

➤ **When there is a question about a voter's eligibility or if the voter fails to provide proof of identity:**

✓ **Step 1:** Inform the voter that he or she may cast a **provisional** ballot

✓ **Step 2:** **Voter** completes **Eligibility Affirmation** located on Provisional Voter Envelope

✓ **Step 3:** **Poll worker:**

❖ Initials the back of the ballot

❖ Removes the ballot stub

❖ Places the stub into the stub box

**Quick Guide on Provisional Voting Procedures
(pages 46-47)**

CASTING A PROVISIONAL BALLOT

- ✓ **Step 4:** The **voter** marks the ballot, then
 - ❖ Places the voted **provisional** ballot in ballot secrecy envelope marked **Provisional Ballot**
 - ❖ Seals the envelope
 - ❖ Places the sealed Provisional Ballot envelope in his or her **Provisional Voter Envelope**
 - ❖ Seals the envelope
 - ❖ Gives sealed envelope to poll worker

CASTING A PROVISIONAL BALLOT

- ✓ **Step 5: Poll worker gives provisional voter written notice that:**
 - ❖ Explains the provisional voting **process**,
 - ❖ Informs the voter that she/he will be **notified** by **first class mail whether** the ballot was counted, along with the **reason** if not counted
 - ❖ Instructs the voter who **failed** to present **photo ID** of the deadline and other information for **returning** to the county clerk or county board of election commissioners with their ID **after the election**, and
 - ❖ Provides the **date** for a **hearing** for the voter if the county board of election commission rejects the provisional ballot

CASTING A PROVISIONAL BALLOT

NOTICE TO PROVISIONAL VOTERS

The County Board of Election Commissioners will count the provisional ballot only upon verification of the voter's voter registration status or, if applicable, presentation of proof of identity or an affidavit of indigence or religious objection. The County Board of Election Commissioners will notify the voter as to whether or not the vote was counted by first class mail. The voter may be heard by the county board at the date, time, and location indicated on this notice regarding the voter's eligibility to vote in the election if the voter's ballot was rejected for reasons other than failure to present proof of identity.

If a provisional voter who cast a provisional ballot for failure to present proof of identity presents proof of identity or an affidavit of indigence or religious objection to the county clerk or the county board of election commissioners by noon of the first Monday following the election, the provisional ballot will be counted.

Reason for Voting a Provisional Ballot (To be completed by a poll worker)

- Poll Watcher Challenge
 - No Proof of Identity Provided
 - Not on Precinct Voter Registration List
 - First-time Voter Flagged to Show Additional ID (No Additional ID Provided)
- Previously Sent Absentee Ballot
- Court-ordered Voting Extension
- Other _____

County Clerk Contact Information:

Address:

Telephone Number:

Regular Office Hours:

The next meeting of the county board of election commissioners will be held:

Date:

Time:

Location:

A hearing for voters whose provisional ballots were rejected will be held:

Date:

Time:

Location:

Sample Notice to Provisional Voters on page 28

CASTING A PROVISIONAL BALLOT

➤ **The Provisional voter must:**

☐ Sign the **Eligibility Affirmation** located on **Provisional Voter Envelope** acknowledging that the:

❖ CEC will **only count** the ballot upon verifying his or her **registration status** **or**, if applicable, **presentation of proof of identity** or an **affidavit** of indigence or religious objection.

▪ Example of Provisional Voter Envelope on next slide

CASTING A PROVISIONAL BALLOT

Attachment "A" **PROVISIONAL VOTER ENVELOPE**
Provisional Voter Number: _____ Date: _____ Time: _____
Poll Name: _____ Precinct #: _____ Ballot Style: _____

CHALLENGED BALLOT FORM

(To be completed when a poll watcher challenges a voter)

Name of Voter Challenged: _____
Name of Poll Watcher: _____
Entity Represented: _____
(Name of candidate, group or party the poll watcher represents from the Poll Watcher Affidavit)
Reason for Challenge: _____
Signature of Poll Watcher: _____
Signature of Challenged Voter: _____

PROVISIONAL VOTER ELIGIBILITY AFFIRMATION

(To be completed on voter qualification issues)

Voter's Name: _____ Prior Name: _____
Current Street Address: _____ Prior Street Address: _____
City, State, Zip: _____ Prior City, State, Zip: _____
Phone Number(s): _____
Date of Birth: _____ Provided Identification: Yes No

I, _____, hereby affirm that the information provided is true
(printed name of provisional voter)
and accurate and that to the best of my knowledge I am a registered voter in this precinct and
am eligible to vote in this election.

I understand that the County Board of Election Commissioners will count my ballot only upon
verification of my voter registration status or, if applicable, presentation of proof of identity or
an affidavit of indigence or religious objection.

Witnessed by:

Reason for Voting Provisional

(To be completed by a poll worker)

- Poll Watcher Challenge
- No Proof of Identity Provided
- Not on Precinct Voter Registration List
- First-time Voter Flagged to Show Additional ID
(No Additional ID Provided)
- Previously Sent Absentee Ballot
- Court-ordered Voting Extension
- Other _____

Signature of Poll Worker

Ballot Style

(To be completed by a poll worker)

Ballot Style _____ given to the
provisional voter based upon the
voter's affirmation of eligibility
for this jurisdiction.

Signature of Poll Worker

CASTING A PROVISIONAL BALLOT

- ✓ **Step 6:** **Poll worker** records provisional voter's name and address on **List of Provisional Voters** form
- ✓ **Step 7:** **Poll workers** place Provisional Voter Envelopes in a secure container kept separate from other ballots
- ✓ **Step 8:** **Poll workers** forward all secured containers to CEC after poll closes
- **List of Provisional Voters** form on guide page 27

CASTING A PROVISIONAL BALLOT

➤ Court Order Extends Time for Closing Poll

- ❑ Any voter who votes as a result of the extension must cast a **provisional** ballot
- ❑ These provisional ballots **must** be kept separate from any other provisional ballots cast by voters during regular voting hours

COUNTING PROVISIONAL BALLOTS

➤ **Why's it important to follow provisional voting procedures?**

Before certifying the election, the CEC will determine the:

- ❖ Validity of each provisional ballot **and**
- ❖ Whether or not each ballot should be counted

➤ **Quick Guide on Provisional Voting Procedures** on guide pages 46-47

POLL WATCHERS AND VOTE CHALLENGES

POLL WATCHERS

➤ **Who may serve as a poll watcher at a poll during voting hours on election day?**

- An authorized representative of a **candidate**
- An authorized representative of a **group** for or against a ballot measure
- An authorized representative of a **political party** with a candidate on the ballot

POLL WATCHERS

- **What documentation is required of the poll watcher?**
 - ☐ File-marked **Poll Watcher Authorization Form**
 - ❖ Must be presented to a poll worker immediately upon entering the poll
- Sample **Poll Watcher Authorization Form** on guide pages 36-37

POLL WATCHERS

- **How many poll watchers are allowed in the poll at any given time?**
 - ☐ Only **1** authorized poll watcher representative, at any given time, per:
 - ❖ Candidate
 - ❖ Group
 - ❖ Party
- Applies to **each location** within the poll where voters check in to vote

POLL WATCHER RIGHTS

- **Poll watchers at a poll may:**
 - Observe poll workers
 - Stand close enough to the place where voters check in to vote so as to hear a voter's name
 - Compile lists of voters
 - Challenge ballots **before the voter signs**
PVR List
 - Call any perceived irregularity or election law violation to the attention of an election sheriff

POLL WATCHER RIGHTS

- **Poll watchers at a poll **may not**:**
 - ❑ Be within 6 feet of any voting machines or voting booths
 - ❑ Speak to voters
 - ❑ Try to influence voters:
 - ❖ Inside the poll
 - ❖ Inside prohibited electioneering zone
 - ❑ Disrupt elections

POLL WATCHER CHALLENGES

- **On what grounds may a poll watcher challenge a voter?**
 - Only on the grounds that:
 - ❖ The voter is not eligible to vote in the precinct, **OR**
 - ❖ The voter has previously voted at that election

POLL WATCHER CHALLENGES

- **What is the procedure when a poll watcher challenges a ballot?**
 - The poll watcher **must**:
 - ❖ Notify a poll worker of the challenge **before the voter signs PVR List**
 - ❖ Complete the **Challenged Ballot Form** on a Provisional Voter Envelope
- **Quick Guide on Provisional Voting Procedures** on guide pages 46-47

CANDIDATES IN THE POLL

➤ Are candidates allowed in the poll?

No candidates in person as poll watchers during voting on **election day**

Candidates **may** be present in person at an **early** voting poll:

❖ **Only** for the purpose of observing

❖ **May not** challenge voters

❖ **Must** show ID

CANDIDATES IN THE POLL

- **What if the candidate observing early voting is also a public official?**
 - ❑ The candidate **may not** wear anything that identifies him or her as a public official
 - ❖ Uniform
 - ❖ Badge
 - ❖ Other apparel
 - ❖ Equipment

**PROCEDURES
FOR
HANDLING
SPOILED BALLOTS**

HANDLING SPOILED BALLOTS

- **When a voter spoils a paper ballot:**
 - ✓ **Step 1:** Write **CANCELLED** on the face of the ballot
 - ✓ **Step 2:** Initial the ballot and place the spoiled ballot in an envelope marked **Spoiled Ballot**
 - ✓ **Step 3:** Record the spoiled ballot's ballot style number on the **Spoiled Ballot Affidavit** on guide page 31
 - ✓ **Step 4:** Have the voter sign the **Spoiled Ballot Affidavit before issuing a replacement** ballot to voter
 - ❖ A voter may be issued no more than **3** ballots in all
 - ✓ **Step 5:** Preserve spoiled ballots separately from other ballots for return to the CEC
- **Quick Guide** on **Spoiled Ballot Procedure** on guide page 49

**PROCEDURES
FOR HANDLING
ABANDONED BALLOTS**

PAPER BALLOTS ABANDONED IN POLL

➤ **Left in voting booth or elsewhere in poll:**

- ❑ Voter **didn't** put ballot in ballot box before leaving

- ✓ **Step 1:** Write **ABANDONED** on the face of the ballot

- ✓ **Step 2:** Place the abandoned ballot in a separate envelope

- ✓ **Step 3:** Write **Abandoned Ballot** on the envelope

- ✓ **Step 4:** Document all circumstances on outside of envelope

- ✓ **Step 5:** Preserve abandoned ballots separately from other ballots

➤ **Why is this process necessary?**

- ❑ Paper ballots abandoned in this manner **are not counted**

- **Quick Guide** on **Abandoned Ballot Procedures** on guide page 50

PAPER BALLOTS ABANDONED IN SCANNER

- **Left in receiving part of scanner:**
 - ❑ Voter **didn't** have poll worker cancel or replace ballot before leaving
 - ❑ **2** poll workers **must** complete the following steps
- ✓ **Step 1:** Override warnings on the scanner
- ✓ **Step 2:** Complete the process of casting the ballot
- ✓ **Step 3:** Document on an **Abandoned Ballot Log**
 - ❖ Name of the voter
 - ❖ Names of the **2** poll workers completing the process of casting the ballot
 - ❖ Time and all circumstances involved
- Sample **Abandoned Ballot Log** on guide page 33
- **Quick Guide** on **Abandoned Ballot Procedures** on guide page 50

ELECTRONIC BALLOTS ABANDONED ON MACHINE

➤ **Left on the voting machine:**

- ❑ Voter **didn't** have poll worker cancel the ballot before leaving
- ❑ **2** poll workers **must** complete the following steps
- ✓ **Step 1:** Complete the process of casting the ballot
- ✓ **Step 2:** Document on an **Abandoned Ballot Log:**
 - ❖ Name of the voter
 - ❖ Names of the **2** poll workers completing the process of casting the ballot
 - ❖ Time
 - ❖ All circumstances involved
- Sample **Abandoned Ballot Log** on guide page 33
- **Quick Guide** on **Abandoned Ballot Procedures** on guide page 50

ELECTIONEERING

ELECTIONEERING

- **Examples of electioneering include:**
 - ❑ Handing out literature on any candidate or issue on the ballot
 - ❑ Soliciting signatures on any petition
 - ❑ Soliciting contributions
 - ❑ Attempting to win votes by wearing or displaying campaign buttons, caps, shirts, signs, or other articles of influence
- **Notice on Electioneering** on guide page 35

ELECTIONEERING

➤ Where is electioneering prohibited?

- In any **early** voting site during voting hours
- In any **election** day poll during voting hours
- Within **100 feet** of the main exterior entrance used by voters to enter the early voting poll during early voting
- Within 100 feet of the **main exterior entrance** used by voters to enter the election day poll

PREVENTING ELECTIONEERING

➤ **SBEC suggests that poll workers:**

- ✓ **Step 1:** Instruct any person entering the poll who is wearing or displaying campaign articles to remove them immediately
- ✓ **Step 2:** Check the poll frequently for campaign articles and remove them promptly
- ✓ **Step 3:** Monitor the electioneering prohibition zone periodically to ensure compliance

POLLING PLACES

Act 1461 – Clarifies who may be in the polls on election day. Only the following people are allowed in the polls:

- Election Officials
- Poll Watchers
- Voters
- Persons in the care of voters who are not eligible to vote
- Persons who are lawfully assisting a voter
- Law enforcement and other emergency personnel
- Monitors authorized by SBEC or federal agency
- Persons with business in the building (go directly to and from business)
- Persons assisting the CBEC
- Persons authorized by SBEC or CBEC

EXIT POLLS

- News organizations **may** conduct exit polls
- Exit polling **is not** considered electioneering
 - ❑ Allowed in 100' prohibited electioneering zone
- CEC should let poll workers know that pollsters are coming
- Exit pollsters:
 - ❑ **May** ask voters how they voted
 - ❑ **Cannot** disrupt the election
 - ❖ **Do not** have free reign to the poll
 - ❖ May be only where CBEC allows them to be

NEWS PHOTOGRAPHERS / CAMERAS

➤ **CEC should:**

- Work out in advance
- Notify poll workers

➤ **CEC decides:**

- Whether allowed
- What they're allowed to film

ELECTRONIC DEVICES

- **Best practice** is for poll workers to avoid:
 - ❑ Posting to **social media** while voters are present at poll
 - ❑ Talking on **cell phone** inside of poll while voters are present

CONFLICT RESOLUTION

- **When dealing with difficult voters or situations:**
 - ✓ **Step 1:** Remain calm
 - ✓ **Step 2:** Turn the problem over to another poll worker, if necessary
 - ✓ **Step 3:** Call your CEC or local law enforcement agency, if necessary
 - ✓ **Step 4:** Move any disturbance outside the immediate voting area, if possible
 - ✓ **Step 5:** Document problems

CLOSE THE POLL

CLOSING THE POLL

- ✓ **Step 1:** Announce that the poll is closed precisely at 7:30 p.m.
- ✓ **Step 2:** Close the poll
- ✓ **Step 3:** Allow persons already in line at 7:30 p.m. to vote
- ✓ **Step 4:** Total the number of voters on the **List of Voters** form
- ✓ **Step 5:** Certify, attest, and sign the **List**
- **List of Voters** form on guide page 26

CLOSING THE POLL

- **REMINDER** on any Court order extension:
 - ❑ Voters cast a **provisional** ballot
 - ❑ These provisional ballots are separated from the other provisional ballots cast during regular voting hours

CLOSING THE POLL

- **Secure voting machine(s) against further voting:**
- ✓ **Step 1:** Properly close each voting machine
- ✓ **Step 2:** Remove activation packs (PEBs) or devices
- ✓ **Step 3:** Attest to exact time machine(s) secured
- ✓ **Step 4:** Attest to number of votes shown on each public counter
- ✓ **Step 5:** All poll workers sign Poll Workers' Certificate
 - ❖ Sample **Poll Workers' Certificate** on guide page 34
- ✓ **Step 6:** Secure RTAL tapes from the voting machines
- ✓ **Step 7:** Expose vote count for each machine
- ✓ **Step 8:** Produce/sign **3** copies of return record from each machine
- ✓ **Step 9:** Post **1** return record from each machine on wall of poll
- ✓ **Step 10:** Place activation packs (PEBs)/devices and remaining certified returns in sealed package signed by poll workers

CLOSING THE POLL

- **Close electronic vote tabulating device:**
 - ✓ **Step 1:** **Produce and sign** a return record from the scanner
 - ✓ **Step 2:** Count write-in votes
 - ✓ **Step 3:** Prepare a return of votes
 - ✓ **Step 4:** **Post results** outside the poll

CLOSING THE POLL

- **Counting paper ballots by hand at poll:**
 - ✓ **Step 1:** Witness counting of ballots
 - ✓ **Step 2:** Open ballot box
 - ✓ **Step 3:** Count each ballot
 - ✓ **Step 4:** Keep separate tally lists of votes cast for each candidate or issue
 - ✓ **Step 5:** Complete **Certificates of Election Results** in triplicate
 - ✓ **Step 6:** Post 1 copy of Certificates outside poll

COUNTING PAPER BALLOTS BY HAND AT POLL

➤ What is an overvote?

- ❑ An overvote occurs when a ballot contains:
 - ❖ Marks for more than the maximum allowable number of candidates in a given contest **OR**
 - ❖ Marks both **FOR** & **AGAINST** a single measure

➤ What do poll workers do with overvoted ballots?

- ❑ Determine the voter's intent
- ❑ Use SBEC's **Rules for Voter Intent** for assistance

COUNTING PAPER BALLOTS BY HAND AT POLL

- **What if 2 or more ballots are folded together?**
 - Consider the ballots fraudulent
 - Do not** count the ballots

COUNTING PAPER BALLOTS BY HAND AT POLL

- **Who can be present during counting at the poll?**
 - Public
 - Candidates in person
 - Any authorized representative of a candidate
 - Any authorized representative of a Political Party

**SECURE
PAPER BALLOTS
FOR
TRANSPORT**

SECURE PAPER BALLOTS

- **When paper ballots are to be counted at a central counting location:**
 - ✓ **Step 1:** Place all voted ballots in secured container
 - ✓ **Step 2:** **Seal** the container with a numbered seal
 - ✓ **Step 3:** Transport the sealed container to the CEC

BEFORE DEPARTING POLL

ACCOUNT FOR UNUSED PAPER BALLOTS

- **SBEC recommends that you account for the number of unused paper ballots:**
 - ☐ Identify quantities of **unused** paper ballots
 - ❖ Record serial numbers by precinct **OR**
 - ❖ Perform a manual recount by precinct or in total
- Sample form to **Account for Unused Paper Ballots** on guide page 22

ACCOUNT FOR BALLOTS CAST AND VOTERS

➤ **SBEC recommends that you account for:**

- ❑ The total number of ballots cast, including
 - ❖ Spoiled ballots
 - ❖ Abandoned ballots
 - ❖ Provisional ballots
 - ❖ Non-provisional paper ballots
 - ❖ Electronic ballots
- ❑ The total number of voters

➤ Sample form to **Account for Ballots Cast and Voters** on guide page 23

DEPART THE POLL

DEPARTING THE POLL

- ✓ **Step 1:** Follow any specific instructions from CEC
- ✓ **Step 2:** Remove all postings, **except** those required to remain
- ✓ **Step 3:** Collect VOTE HERE signs
- ✓ **Step 4:** Collect all supplies and election materials
- ✓ **Step 5:** Put the poll back in order
- ✓ **Step 6:** Seal stub boxes for transport to County Treasurer

DEPARTING THE POLL

✓ **Step 7:** Deliver to County Clerk

- ❖ **2nd** copy of Certificate of Election Results
- ❖ **1** copy of tally sheets, if any
- ❖ **List of Voters** form
- ❖ **Precinct Voter Registration Lists**
- ❖ **Voter Registration Application** forms
- ❖ Other record-keeping supplies

DEPARTING THE POLL

✓ **Step 8:** Deliver to CEC

- ❖ **1** completed poll worker guide/checklist
- ❖ Sealed package holding activation packs (PEBs) or devices and certified returns
 - **Obtain a receipt**
- ❖ Paper ballots preserved separately & secured
 - Voted paper ballots in secured container with numbered seal
 - Unused, provisional, cancelled, defective ballots
- ❖ Election supplies and materials
- ❖ **3rd** copy of Certificates of Election Results
- ❖ **1** copy of any tally sheets
- ❖ Other election returns

**CLOSING
AN
EARLY VOTING POLL
DAILY**

CLOSING AN EARLY VOTING POLL AT EACH DAY'S END

- ✓ **Step 1:** **Secure** all voting machines against further voting
- ✓ **Step 2:** Secure all voted ballots
- ✓ **Step 3:** Secure all unvoted ballots
- ✓ **Step 4:** Secure all election materials

FORMS AND POSTINGS

FORMS AND POSTINGS

- List of Voters
- List of Provisional Voters
- **Notice to Provisional Voters**
- List of Persons Assisting Voters
- Change in Polling Site Authorization Form
- Spoiled Ballot Affidavit
- Voter Complaint Form
- Abandoned Ballot Log
- Poll Workers' Certificate
- Notice on Electioneering
- Poll Watcher Authorization Form
- Poll Watcher Rights and Responsibilities
- Voting Machine Warning
- **Cross-Over Voting Warning**

LIST OF VOTERS

Arkansas Code Annotated § 7-5-211(a)(2)(B) requires county election commissions to provide poll workers with list of voters forms. Arkansas Code Annotated § 7-5-305(a)(9) requires that before a person is allowed to vote, the voter's name must be recorded on the list of voters form.

DO NOT INCLUDE PROVISIONAL VOTERS ON THIS LIST. A separate form is required for provisional voters.

Date: _____

Poll Name: _____

County: _____

Precinct #(s): _____

NAME OF VOTER

1	
2	
3	
4	
5	

NAME OF VOTER

6	
7	
8	
9	
10	

Pursuant to Arkansas Code Annotated § 7-5-314, poll workers shall total the number of voters on the list of voters forms, and the lists shall be certified and attested by the poll workers. **I certify and attest that this list contains the names of registered voters who voted non-provisional ballots at this polling site.**

Signature of Poll Worker

LIST OF PROVISIONAL VOTERS

Arkansas Code Annotated § 7-5-308 requires poll workers to make a list of the names and addresses of all persons voting a provisional ballot and requires county election commissions to determine the validity of each provisional ballot prior to certification of the election.

Date of Election: _____ Poll Name: _____

Precinct #(s): _____

TO BE COMPLETED BY POLL WORKERS			TO BE COMPLETED BY ELECTION COMMISSION		
No.	Voter's Name	Voter's Address	Vote counted		If not counted, reason
			Yes	No	
1					
2					
3					
4					
5					

Commissioner Signature

Commissioner Signature

Commissioner Signature

NOTICE TO PROVISIONAL VOTERS

NOTICE TO PROVISIONAL VOTERS

The County Board of Election Commissioners will count the provisional ballot only upon verification of the voter's voter registration status or, if applicable, presentation of proof of identity or an affidavit of indigence or religious objection. The County Board of Election Commissioners will notify the voter as to whether or not the vote was counted by first class mail. The voter may be heard by the county board at the date, time, and location indicated on this notice regarding the voter's eligibility to vote in the election if the voter's ballot was rejected for reasons other than failure to present proof of identity.

If a provisional voter who cast a provisional ballot for failure to present proof of identity presents proof of identity or an affidavit of indigence or religious objection to the county clerk or the county board of election commissioners by noon of the first Monday following the election, the provisional ballot will be counted.

Reason for Voting a Provisional Ballot (To be completed by a poll worker)

- Poll Watcher Challenge
- No Proof of Identity Provided
- Not on Precinct Voter Registration List
- First-time Voter Flagged to Show Additional ID (No Additional ID Provided)
- Previously Sent Absentee Ballot
- Court-ordered Voting Extension
- Other _____

County Clerk Contact Information:

Address:

Telephone Number:

Regular Office Hours:

The next meeting of the county board of election commissioners will be held:

Date:

Time:

Location:

A hearing for voters whose provisional ballots were rejected will be held:

Date:

Time:

Location:

LIST OF PERSONS ASSISTING VOTERS

Arkansas Code Annotated § 7-5-310(b)(5) requires poll workers at the polling sites to make and maintain a list of the names and addresses of all persons assisting voters.

Date of Election: _____

Poll Name: _____

County: _____

Precinct #(s): _____

Name of Person Assisting Voter	Address of Person Assisting Voter	Name of Voter Assisted

CHANGE IN POLLING SITE AUTHORIZATION FORM

If the address given by a voter to the poll worker is not the same as the address on the precinct voter registration list, Arkansas Code Annotated §§ 7-5-305 and 7-7-308 require that the poll worker contact the county clerk's office to determine the voter's proper precinct.

If the county clerk's office confirms that the voter's address is not within the precinct, the poll worker should complete the information below and give the completed form to the voter, instruct the voter to complete a voter registration application form to update county voter registration record files, and instruct the voter to go to the polling site serving that precinct in order for his or her vote to be counted.

THE VOTER SHOULD PRESENT THIS COMPLETED FORM TO THE POLL WORKERS AT THE VOTER'S NEW POLLING SITE.

Date of Election: _____

Name of Voter: _____

Voter's Registrant ID Number: _____
(This number will be provided by the County Clerk's office.)

New Polling Site Location: _____
(New polling site location will be provided by the County Clerk's office.)

New Polling Precinct Number: _____
(This number will be provided by the County Clerk's office.)

Ballot Style to be Voted: _____
(This number will be provided by the County Clerk's office.)

Authorized By: _____
(Name of the employee with county clerk's office confirming the voter's registration.)

Referred From: _____
(Name of the poll and the precinct number from which referred.)

Referred by Poll Worker: _____
(Signature of the poll worker referring the voter to a new polling site.)

SPOILED BALLOT AFFIDAVIT

Date: _____

Poll Name: _____

County: _____

Precinct #(s): _____

Arkansas Code Annotated §§ 7-5-602 and 7-5-609 require that if a voter spoils a ballot, he/she should return the ballot to a poll worker who shall void the spoiled ballot by writing “CANCELLED” on its face and initialing the ballot. The poll worker shall issue the voter a new ballot, not to exceed three (3) in all. The voter must sign this affidavit before voting the new ballot.

I, the undersigned, do solemnly swear or affirm that I spoiled my ballot(s), that I returned the spoiled ballot(s) to a poll worker who canceled the ballot(s) in my presence, and that I received a new ballot.

Signature of Voter

**Spoiled Ballot
Ballot Style Number**

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

- _____
- _____
- _____
- _____
- _____

VOTER COMPLAINT FORM

Arkansas Code Annotated § 7-5-510 requires county election commissions to provide, to every polling place using a voting machine(s), forms for voters to use in filing a complaint about the function of a voting machine.

Poll workers must forward complaint forms to their county election commission for investigation.

Name of Complainant: _____

Address of Complainant: _____

Telephone Number of Complainant: _____

Complaint: _____

Signature of Complainant: _____

Voting Machine Identification #: _____

County: _____

Poll Name: _____ Precinct #: _____

Date: _____ Time: _____

ABANDONED BALLOT LOG

County: _____

Date of Election: _____

Name of Election: _____

Precinct Number(s): _____

Polling Location Name: _____

PAPER BALLOT REJECTED BY SCANNER AND ABANDONED BY VOTER

According to Arkansas Code Annotated § 7-5-309, if a paper ballot is abandoned in the receiving part of an electronic vote tabulating device by a voter who has left the poll without telling a poll worker to cancel or replace the ballot, two (2) poll workers should override warnings on the scanner, complete the process of casting the ballot, and document the name of the voter, the names of the two (2) poll workers completing the process of casting the ballot, the time, and all circumstances involved. **POLL WORKERS SHOULD NOT CAST PAPER BALLOTS ABANDONED ELSEWHERE IN THE POLL SUCH AS ON THE FLOOR OR IN A VOTING BOOTH. SEPARATE PROCEDURES HAVE BEEN PROVIDED FOR THOSE BALLOTS.**

Name of Voter (if known)	Time	Names of Poll Workers	Circumstances
		1. 2.	
		1. 2.	

ELECTRONIC BALLOT ABANDONED ON A VOTING MACHINE

According to Arkansas Code Annotated § 7-5-522, if an electronic ballot is abandoned on a voting machine by a voter who has left the poll without telling a poll worker to cancel the ballot, two (2) poll workers should complete the process of casting the ballot, and document the name of the voter, if known, the names of the two (2) poll workers completing the process of casting the ballot, the time, and all circumstances involved.

Name of Voter (if known)	Time	Names of Poll Workers	Circumstances
		1. 2.	
		1. 2.	

POLL WORKERS' CERTIFICATE

[Complete upon closing the poll and removing activation packs/devices from voting machines]

Name of Election: _____

Date of Election: _____ County: _____

Polling Location Name: _____

Precinct Number(s): _____

In accordance with Arkansas Code Annotated § 7-5-526, we hereby certify that, at the official time for closing the polls and upon termination of the voting, and in the presence of all persons authorized to be present, we removed the activation packs or devices from the voting machines at this polling site to make them inaccessible to further voting as indicated below.

Voting Machine Number	Beginning Protective Counter #*	# of Votes on Public Counter	Ending Protective Counter #**	Time Voting Machine Made Inaccessible
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**From the ZERO printout tape posted for each voting machine before the poll opened*
***From the return record produced from each voting machine upon closing the poll*
NOTE: *The sum of the beginning protective counter number plus the number of votes on the public counter should equal the ending protective counter number.*

Poll Worker Signature

Return signed certificate to County Election Commission with election materials

NOTICE ON ELECTIONEERING

ELECTIONEERING includes:

- **Distributing literature regarding any candidate or issue on the ballot,**
- **Soliciting signatures on any petition,**
- **Soliciting contributions, and**
- **Attempting to win votes by wearing or displaying campaign buttons, caps, shirts, signs or other articles of influence.**

PROHIBITION

Arkansas Code Annotated 7-1-103 and 7-1-104 prohibit electioneering in the building or within 100 feet of the primary exterior entrance used by voters to the building containing the early voting site or polling site on any election day or any day on which early voting is allowed.

PUNISHMENT

Violation of electioneering laws is, at the minimum, a Class A misdemeanor offense punishable by fine or confinement.

POLL WATCHER AUTHORIZATION FORM

[A.C.A. § 7-5-312]

Representative of a Candidate

I, _____, state that I am a candidate for the office of _____ in the _____ election. I further state that I have designated _____ as my authorized representative at the election at polling sites _____ and absentee ballot processing sites _____ in _____ County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§ 7-5-312, 7-5-416, and 7-5-417. I further state that I have designated and authorized my representative named above to be present at the ballot counting locations at _____ in _____ County, Arkansas for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted in accordance with Arkansas Code §§ 7-5-312, 7-5-316, 7-5-413, 7-5-416, 7-5-527, and 7-5-615.

Representative of a Group

I, _____, state that I represent the _____ group which is seeking passage/defeat (*circle one*) of the ballot measure entitled _____ on the ballot in the _____ election at polling sites _____ and absentee ballot processing sites _____ in _____ County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§ 7-5-312, 7-5-416, and 7-5-417.

Representative of a Party

I, _____, state that I am the chair or secretary of the state/county (*circle one*) committee for the _____ party with candidates on the ballot in the _____ election. I further state that I have designated _____ as an authorized party representative at the election at polling sites _____ and absentee ballot processing sites _____ in _____ County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§ 7-5-312, 7-5-416, and 7-5-417. I further state that I have designated and authorized my representative named above to be present at the ballot counting locations at _____ in _____ County, Arkansas, for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted in accordance with Arkansas Code §§ 7-5-312, 7-5-316, 7-5-413, 7-5-416, 7-5-527, and 7-5-615.

Signature of Candidate, Group Representative, or Chair/Secretary of the State/County Committee

Acknowledged before me this ____ day of _____, 20 ____.
Notary Public: _____ My Commission Expires: _____

I do hereby state that I am familiar with the rights and responsibilities of a poll watcher as outlined on the back of the poll watcher authorization form and will in good faith comply with the provisions of same.

Signature of Poll Watcher

Acknowledged before me this ____ day of _____, 20 ____.
Notary Public: _____ My Commission Expires: _____

I do hereby acknowledge the filing of this poll watcher authorization form with the county clerk's office.

Signature of County Clerk

POLL WATCHER RIGHTS AND RESPONSIBILITIES

A poll watcher may be:

- (1) A candidate in person, but only during the counting and tabulation of ballots and the processing of absentee ballots;
- (2) An authorized representative of a candidate;
- (3) An authorized representative of a group seeking the passage or defeat of a measure on the ballot; or
- (4) An authorized representative of a party with a candidate on the ballot.

Official recognition of poll watchers:

- (1) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location within a polling site where voters identify themselves to election officials;
- (2) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location within the absentee ballot processing site where absentee ballots are processed; and
- (3) Only one (1) authorized poll watcher per candidate or party at any one (1) given time may be officially recognized as a poll watcher at the counting of the ballots.

Poll watcher credentials:

- (1) Except for candidates in person, poll watchers must present a valid affidavit in the form of a "Poll Watcher Authorization Form" to an election official immediately upon entering the polling or counting location.
- (2) Candidates in person attending a counting site or absentee ballot processing site are not required to present a "Poll Watcher Authorization Form" but must present some form of identification to an election official immediately upon entering the site for the purpose of confirming the poll watcher as a candidate on the ballot.

POLL WATCHER RIGHTS AND RESPONSIBILITIES

Poll watchers may:

- (1) Observe the election officials;
- (2) Stand close enough to the place where voters check in to vote so as to hear the voter's name;
- (3) Compile lists of persons voting;
- (4) Challenge ballots upon notification to an election official before the voter signs the precinct voter registration list and upon completing a "Challenged Ballot Form";
- (5) Call to the attention of the election sheriff any occurrence believed to be an irregularity or violation of election law. The poll watcher may not discuss the occurrence unless the election sheriff invites the discussion; and
- (6) Be present at the opening, processing and canvassing of absentee ballots for the purpose of challenging absentee votes in the manner provided by law for personal voting challenges.

Poll watchers representing a candidate or political party may:

- (1) Remain at the polling site after the poll closes if ballots are counted at the poll;
- (2) Be present at the counting of votes by hand or by an electronic vote tabulating device at a central location;
- (3) Be present at the counting of absentee ballots for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted; and
- (4) Upon request made to an election official, inspect any or all ballots at the time the ballots are being counted.

Poll watchers may not:

- (1) Be within six feet (6') of any voting machine or booth used by voters to cast their ballot;
- (2) Speak to any voter or in any way attempt to influence a voter inside the polling site or within one hundred feet (100') of the primary exterior entrance used by voters to the building containing the polling site; or
- (3) Disrupt the orderly conduct of the election.

Warning



**Do you think you have the wrong ballot?
If so,**

DO NOT PRESS CAST!

**Immediately notify a Poll Worker.
If you press cast, it's too late-you have voted.**

CROSSOVER VOTING IS A CRIME

CROSSOVER VOTING IS A CRIME

VOTERS: It is a misdemeanor, punishable by up to one year incarceration and a fine of up to \$2,500, for a person to vote in the preferential primary of one political party and the general primary (runoff) of another.

[A.C.A. §§7-1-103(a)(19)(B), (b)]

POLL WORKERS: It is a felony, punishable by up to six years incarceration and a fine of up to \$10,000 for a poll worker to knowingly permit a person to vote other than his or her legal ballot or fraudulently permit a person to vote illegally.

[A.C.A. §§7-1-104(a)(13), (14), (b)]

QUICK GUIDES

POLL WORKER "CHEAT SHEETS"

VOTER IDENTIFICATION PROCEDURES (Page 1 of 2)

Ask every voter to provide ID, even if you know them.

DO NOT ASK FOR A PARTICULAR FORM OF ID (i.e. DRIVER'S LICENSE).

ONCE A VOTER PRESENTS AN ACCEPTABLE FORM OF ID DO NOT ASK FOR ANY OTHER ID FROM THE VOTER.

ALL VOTERS MUST PROVIDE ID OR BE OFFERED A PROVISIONAL BALLOT.

Valid Forms of ID

1. A **photo** ID issued by the State of Arkansas, the federal government or an accredited post-secondary educational institution (colleges and vocational schools, for instance) in Arkansas.

Examples of Valid ID include:

- An **Arkansas driver's license**;
- A **concealed carry handgun** license;
- A U.S. **passport**;
- An **employee badge** or ID document issued by the State of Arkansas, the federal government or a postsecondary educational institution located in Arkansas;
- A U.S. **military ID** document;
- A **student ID** card issued by a postsecondary educational institution located in Arkansas;
- A **public assistance ID** card; or
- A voter **ID card issued by the county clerk**.

*If an expiration date is shown, an ID is **valid if it is expired** no more than 4 years before election day.*

2. A **letter** from the administrator of a long-term care facility (such as a nursing home) attesting to the voter's residence in the facility. The letter must be dated no more than **one year** before the date of presentation. **140**

VOTER IDENTIFICATION PROCEDURES (Page 2 of 2)

Assessing the Photo ID

Before the voter signs the PVR List **ask** the voter for photo ID and **verify** that the name on the photo ID is consistent with the name in the PVR List, allowing for abbreviations and nicknames;

If the name is consistent, **compare** the photograph to the voter to determine whether the voter is the person depicted in the photograph, considering hair color, glasses, facial hair, cosmetics, weight, age, injury and other physical characteristics;

If the voter presents a **voter identification card issued by the county clerk**, verify that the registrant identification number on the card is the same as the registrant identification number on the PVR List.

If the voter's name is **different** from the name in the PVR List or the name as stated by the voter but you are **satisfied** that the voter is the person depicted in the photograph, issue the voter a regular ballot **after** the voter completes a voter registration application form for the purpose of updating the voter's information;

- If you are satisfied that the voter is the person depicted in the photograph, have the voter sign the **PVR List**, check the **"ID Provided"** box on the **PVR List** and give the voter a **REGULAR** ballot.
- If the voter does not present photo ID or you determine that the photograph does not depict the voter, write **"No ID"** next to the voter's name on the **PVR List**, give the voter a **PROVISIONAL** ballot and follow **Provisional Voting Procedures**.

IT IS OF HIGHEST IMPORTANCE THAT THE ASSESSMENT OF PHOTO ID BE APPLIED CONSISTENTLY AND FAIRLY TO EACH VOTER AND THAT EVERY VOTER IS OFFERED A BALLOT

VOTER ID PROCEDURE FOR FLAGGED VOTERS

Flagged Voters May Be Required to Show Additional ID

If a voter has a **NOTATION** (“flag”) on the PVR List indicating that he/she is a first-time voter who did not provide ID when registering to vote, the voter must present the same kind of ID as all other voters and *may* be required to show additional ID to vote a regular ballot.

- If the flagged voter presents a proper *un-expired* photo ID or photo ID without an expiration date, have the voter sign the **PVR List**, check the “**ID Provided**” box on the **PVR List** and give the voter a **REGULAR** ballot.
- If the flagged voter presents a proper but *expired* photo ID and cannot produce a proper unexpired photo ID, ask the voter to *also* present a current and valid photo ID (which does not have to meet the ID requirement for all voters set out in the “Valid Forms of ID” section) *or* a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter, check the “**ID Provided**” box on the **PVR List** and give the voter a **REGULAR** ballot.
- If the flagged voter presents a proper but *expired* photo ID and cannot produce the required *additional* ID, check the “**ID Provided**” box on the PVR List, give the voter a **PROVISIONAL** ballot and follow the **Provisional Voting Procedures**.

Name Provided by Voter Differs with the Precinct Voter Registration (PVR) List (i.e., recently married)

- Ask the voter to complete a **Voter Registration Application** form to update county records; and
- Give the voter a **REGULAR** ballot.

Birth Date Provided by Voter Differs from the PVR List

- Request additional identification;
- Ask the voter to complete a **Voter Registration Application** form to update county records; and
- Give the voter a **REGULAR** ballot.
- If no additional ID is provided, give the voter a **PROVISIONAL** ballot.

Address Provided by Voter Differs from the PVR List

- Contact the county clerk's office to verify the voter's precinct and correct polling site.

County Clerk's Office Confirms that Address is Within the Precinct

- Ask the voter to complete a **Voter Registration Application** form to update county records; and
- Give the voter a **REGULAR** ballot.

County Clerk's Office Confirms that Address is NOT Within the Precinct

- Complete a **Change in Polling Site Authorization Form**;
- Ask the voter to complete a **Voter Registration Application** form to update county records;
- Direct the voter to his or her correct polling site; and
- Instruct the voter to present his or her **Change in Polling Site Authorization Form** at the voter's new polling site to expedite the process.

NOTE: The voter shall vote a **REGULAR** ballot at his or her new and correct polling site.

Voter Refuses to go to the Correct Polling Site

If the county clerk confirms that the address is **NOT** within the precinct, but the voter insists that he or she is at the correct poll and refuses to go to his or her correct polling site:

- Ask the voter to sign the **Eligibility Affirmation** located on the **Provisional Voter Envelope**;
- Give the voter a **PROVISIONAL** ballot; and
- Follow **Provisional Voting Procedures**.

Voter's Name is NOT on the PVR List

- Contact the county clerk's office to verify the voter's registration status, precinct, and polling site.

County Clerk's Office Confirms that the Voter is Registered and that the Address is Within the Precinct

- Ask the voter to complete a **Voter Registration Application** form to update county records; and
- Give the voter a **REGULAR** ballot after following all check-in procedures.

County Clerk's Office Confirms that the Voter is Registered and that the Address is NOT Within the Precinct

- Complete a **Change in Polling Site Authorization Form**;
- Ask the voter to complete a **Voter Registration Application** form to update county records;
- Direct the voter to his or her correct polling site; and
- Instruct the voter to present his or her **Change in Polling Site Authorization Form** at the voter's new polling site to expedite the process.

NOTE: The voter will vote a **REGULAR** ballot at his or her new and correct polling site after following all check-in procedures.

Voter's Registration CANNOT be Verified

If the county clerk **CANNOT** verify the voter's registration, but the voter contends to be both registered in the precinct and eligible to vote,

- Ask the voter to sign the **Eligibility Affirmation** located on the **Provisional Voter Envelope**;
- Give the voter a **PROVISIONAL** ballot; and
- Follow **Provisional Voting Procedures**.

Voter has an "ABS" (Delivered an Absentee Ballot) Notation on the PVR List

- Give the voter a **PROVISIONAL** ballot; and
- Follow **Provisional Voting Procedures**.

Voter has an "EA" (Voted Early) Notation on the PVR List

- Give the voter a **PROVISIONAL** ballot; and
- Follow **Provisional Voting Procedures**.

PROVISIONAL VOTING PROCEDURES

(Page 1 of 2)

When a voter casts a provisional ballot as the result of a poll watcher challenge, the voter's failure to present ID, a PVR list notation that the voter had cast an absentee ballot or early voted, the absence of the voter's name from registration records, or for any other reason, the following procedures apply:

Poll Watcher Challenge Procedures

- A poll watcher may challenge a voter on the **GROUND**S that the voter is not eligible to vote in the precinct or has previously voted in the election;
- A poll watcher **MUST** notify a poll worker of the challenge **BEFORE** the voter signs the **PVR List**;
- The poll watcher **MUST** complete the **Challenged Ballot Form** located on the **Provisional Voter Envelope**;

Procedure for Casting a Provisional Ballot

- A poll worker **MUST** inform the voter that his or her ballot is being challenged and mark the reason for voting provisionally on the provisional ballot envelope;
- The voter **MUST** complete the **Eligibility Affirmation** located on the **Provisional Voter Envelope**;
- The poll worker **MUST** initial the back of a paper ballot, remove the ballot stub, and place the stub into the stub box;
- The voter may then mark the ballot and **SHALL**:
 - o Place the provisional ballot in a ballot secrecy envelope marked **Provisional Ballot**, and seal the envelope;
 - o Place the sealed **Provisional Ballot** envelope in his or her **Provisional Voter Envelope**, seal it, and give it to the poll worker.

PROVISIONAL VOTING PROCEDURES

(Page 2 of 2)

The poll worker **MUST:**

- o Provide the provisional voter with a copy of a notice that 1) explains the provisional voting process, 2) informs the voter that she/he will be notified by first class mail whether the ballot was counted, 3) instructs the voter who failed to present photo ID of the deadline and other information for returning to the county clerk or county board of election commissioners with their ID after the election, and 4) provides the date for a hearing for the voter if the county board of election commission rejects the provisional ballot;
- o Record the provisional voter's name and address on the **List of Provisional Voters**;
- o Keep provisional ballots separate from other ballots by placing the **Provisional Voter Envelopes** in a secure container; and
- o Forward the secure container to the county election commission after the poll closes.

IT IS CRUCIAL THAT YOU FOLLOW THESE PROCEDURES SO THAT THE COUNTY ELECTION COMMISSION CAN LATER DETERMINE THE VALIDITY OF EACH PROVISIONAL BALLOT AND WHETHER OR NOT THE BALLOT SHOULD BE COUNTED.

ASSISTANCE TO VOTERS

NO PERSON SHALL ASSIST MORE THAN SIX (6) VOTERS IN MARKING AND CASTING A BALLOT AT AN ELECTION, EXCEPT POLL WORKERS OR COUNTY CLERKS AND DEPUTY COUNTY CLERKS DURING EARLY VOTING.

If a voter notifies a poll worker that he or she is unable to stand in line for extended periods of time because of physical, sensory, or other disability,

- Assist the voter to the head of the line.

If a voter notifies a poll worker that he or she is unable to cast his or her ballot without help, the voter has the option of:

- Voting unassisted on a voting machine equipped for voters with disabilities; **OR**
- Having two (2) poll workers assist the voter in casting his or her ballot (one to assist and one to observe without comment or interpretation); **OR**
- Allowing any person selected and named by the voter to assist the voter without comment or interpretation;

The poll worker must:

- Record the names of the voters assisted; and
- Record the names and addresses of the two (2) poll workers or the person chosen by the voter to assist on the **List of Persons Assisting Voters** form.

IMPORTANT REMINDERS

- The voter **must PERSONALLY** request help;
- A poll watcher **CANNOT** suggest to a voter that he or she needs assistance;
- A poll worker **CANNOT** suggest to a voter that he or she needs assistance;
- Ballots **CANNOT** be taken outside of the polling room during voting hours;
- A person assisting a voter **MAY NOT** misrepresent the content of the ballot or change or mark the ballot, **except** as intended by the voter;
- Chairs for voters having trouble standing should be provided, if possible; and
- A guide dog assisting a visually impaired voter is allowed in the poll.

SPOILED BALLOT PROCEDURE

If a voter spoils his or her paper ballot, the voter may return the paper ballot to a poll worker, and the poll worker **MUST:**

- Write **CANCELLED** on the face of the ballot (use black ink only);
- Initial the ballot;
- Place the spoiled ballot in an envelope marked **Spoiled Ballot**;
- Record the spoiled ballot's ballot style number on the **Spoiled Ballot Affidavit**;
- Ask the voter to sign the **Spoiled Ballot Affidavit** before issuing a replacement ballot;
- Issue the voter a new ballot (not to exceed 3 ballots in all); and
- Preserve spoiled ballots separately from other ballots for return to the county election commission.

ABANDONED BALLOT PROCEDURES

Paper Ballots Abandoned in the Poll

If a paper ballot is left at a voting booth or anywhere else in the poll without being inserted into the ballot box by a voter before leaving the poll, a poll worker **MUST**:

- Write **ABANDONED** on the face of the abandoned ballot (use black ink only);
- Place the abandoned ballot in a separate envelope;
- Mark **Abandoned Ballot** on the envelope;
- Document all circumstances on the outside of the envelope; and
- Preserve the abandoned ballots separately from other ballots.

PAPER BALLOTS ABANDONED BY A VOTER IN THIS MANNER ARE NOT COUNTED.

Paper Ballots Abandoned in the Electronic Scanner

If a paper ballot is abandoned in the receiving part of an electronic scanner by a voter who has left the poll without telling a poll worker to cancel or replace the ballot, two (2) poll workers **MUST**:

- Override warnings on the scanner;
- Complete the process of casting the ballot; and
- Document on the **Abandoned Ballot Log** the name of the voter, the names of the two poll workers completing the process of casting the ballot, the time, and all circumstances involved.

Electronic Ballot Abandoned on a Voting Machine

If an electronic ballot is abandoned on a voting machine by a voter who has left the poll without telling a poll worker to cancel the ballot, two (2) poll workers **MUST**:

- Complete the process of casting the ballot; and
- Document on the **Abandoned Ballot Log** the name of the voter, the names of the two poll workers completing the process of casting the ballot, the time, and all circumstances involved.

REVIEW

REVIEW

➤ **What time do the polls open?**

a) 7:00 a.m.

b) Whenever the poll workers are ready and a voter is in line

c) 7:30 a.m.

REVIEW

- **Who should administer the oath to poll workers at the polling site?**
 - a) The county judge
 - b) Other poll workers at the poll
 - c) A notary

REVIEW

- **Which of the following voters should be asked by a poll worker to provide ID?**
 - a) All voters
 - b) Only voters that the poll workers do not know
 - c) Only voters with a “MUST SHOW ID” notation on the Precinct Voter Registration (PVR) List

REVIEW

- **A voter who does not provide proof of identity should:**
 - a) Not be allowed to vote
 - b) Be allowed to vote only a PROVISIONAL ballot
 - c) Be allowed to vote a REGULAR ballot, after the poll worker writes “No ID” on the PVR List

REVIEW

- **In a primary election, the voter must state:**
 - a) Whether he or she is a Democrat or Republican or Libertarian
 - b) Whether he or she is an Independent
 - c) In which party's primary or other election he or she wants to vote

REVIEW

- **Before giving a paper ballot to the voter, the poll worker must initial:**
 - a) The back of the ballot
 - b) The front of the ballot
 - c) No part of the ballot

REVIEW

- **What should poll workers do with the ballot stub before giving the ballot to the voter?**
 - a) Leave the stub attached to the ballot
 - b) Remove the stub and throw it away
 - c) Remove the stub and place it in the stub box
 - d) Tell the voter to remove the stub

REVIEW

- **If a voter with a disability requests to vote unassisted, he or she should be:**
 - a) Directed to a voting machine equipped for voters with disabilities
 - b) Assisted by 2 poll workers
 - c) Assisted by any person selected and named by the voter
 - d) Any of the above

REVIEW

- **If a voter provides an address that differs from the address on the PVR List, the poll worker must contact:**
 - a) The post office
 - b) The county election commission
 - c) The county clerk

REVIEW

➤ **If a voter's current address is not within the voting precinct, the poll worker should:**

- a) Call the county clerk to determine the voter's correct polling site and send the voter there to vote
- b) Give the voter a PROVISIONAL ballot
- c) Let the voter cast a REGULAR ballot

REVIEW

- **If a voter's name is not listed on the PVR List and the county clerk cannot verify the voter's registration, the poll worker must:**
 - a) Allow the voter to cast a REGULAR ballot
 - b) Inform the voter that he or she cannot vote
 - c) Allow the voter to cast a PROVISIONAL ballot

REVIEW

- **A candidate in person at a counting site or absentee ballot processing site as a poll watcher:**
 - a) Is required to show identification to an election official
 - b) Must present a Poll Watcher Authorization Form
 - c) Is not required to show ID or present a Poll Watcher Authorization Form

REVIEW

- **Campaign workers carrying political signs may:**
 - a) Stand just outside the door to the polling room
 - b) Come inside the polling site as long as they do not speak to anyone
 - c) Stand at least 100' from the primary entrance to the building containing the polling site

REVIEW

- **If a voter leaves the poll and abandons his or her ballot on a voting machine screen without finishing the voting process, two poll workers should:**
 - a) Cancel the ballot
 - b) Complete the process of casting the abandoned ballot and document the circumstances
 - c) Stop using the voting machine for the remainder of the day

REVIEW

- **May people standing in line to vote when the polls close at 7:30 p.m. still vote?**
 - a) Yes
 - b) No

REVIEW

- **The processing and counting of absentee ballots is:**
 - a) Open to candidates in person
 - b) Open to authorized poll watchers
 - c) Open to the media and public
 - d) All of the above

REVIEW

- **If the PVR List indicates that a voter appearing to vote at the poll has already been delivered an absentee ballot, poll workers:**
 - a) Should allow the voter to cast a REGULAR ballot
 - b) Should allow the voter to cast a PROVISIONAL ballot
 - c) Should NOT allow the voter to vote

REVIEW

➤ **For Primary Runoff Elections, poll workers must refer to the “D”, “R”, or “NP” notation on the PVR List to:**

- a) Ensure that voter is not attempting to cross-over vote
- b) Determine that voter is eligible to vote the ballot that he or she is requesting
- c) Determine the voter’s party affiliation
- d) Both a and b

REVIEW

➤ **If a voter votes as a result of a court order extending the time for closing the poll, which procedure must be followed:**

- a) Allow a voter to cast a regular ballot; keeping it separate from any other regular ballots cast by voters during regular voting hours
- b) Court orders extending the time for closing the poll are prohibited in Arkansas
- c) Allow a voter to cast a provisional ballot; keeping it separate from any other provisional ballots cast by voters during regular voting hours

REVIEW

➤ **Federal law requires that every poll have at least one voting machine for use by voters with disabilities. These electronic voting machines are commonly called:**

- a) Scanners
- b) Touch screen or DRE machines
- c) Lever machines

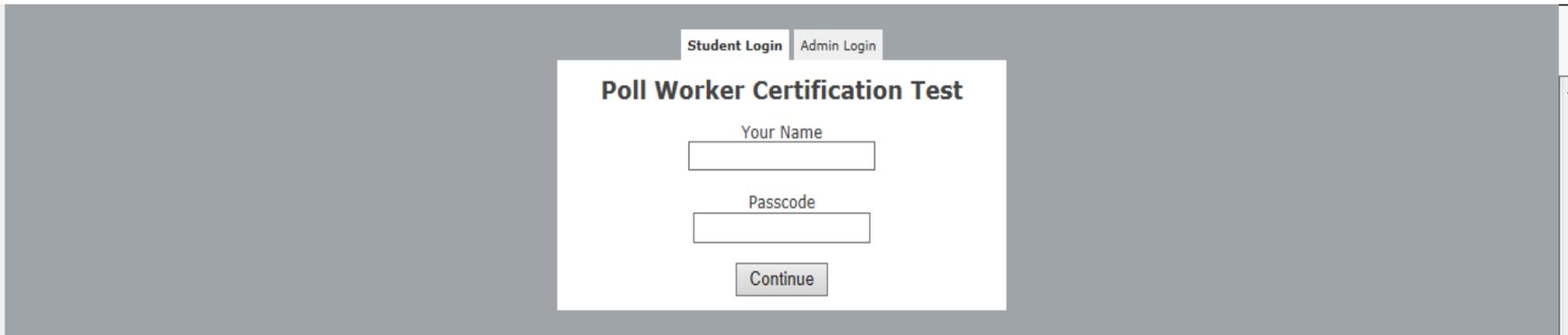
REVIEW

➤ **Test Your Knowledge and Answer Key**

- ☐ Guide pages 57 - 59

Test Your Knowledge

- When you are ready to take the test go to this link
<https://testmoz.com/238336>
- You should see the Login screen like below
- **Enter your name AND COUNTY** (i.e. Jon Davidson – Saline County)
- Then enter the Passcode: **test2014**

A screenshot of a web application interface for a "Poll Worker Certification Test". At the top, there are two tabs: "Student Login" (selected) and "Admin Login". Below the tabs, the title "Poll Worker Certification Test" is centered. Underneath the title, there are two input fields: "Your Name" and "Passcode". Below the "Passcode" field is a "Continue" button. The entire form is centered on a light gray background.

- Once you have finished taking the test click the **Submit** button
- You should then get a screen displaying your score and show any questions that you missed and the correct answer
- When you are finished reviewing your score – click the **Logout** button



**Thank You for Your Service
as a Poll Worker for
the State of Arkansas.
Good Luck on Election Day!**