

2024 Poll Worker Training



**Provided by the:
State Board of Election Commissioners
501 Woodlane – Suite 122 South
Little Rock, AR 72201
501-682-1834
1-800-411-6996**

You're the Teacher!

- Think about how you will present this material to your county's poll workers
- Use the Training Guide:
 - Have the poll workers follow along in guide
- Any changes to this presentation need to be approved by the SBEC
 - Other than the inclusion of local procedures

Agenda

- ▶ **General Session**
 - ▶ Designed for Clerks checking in voters or assisting in the operation of voting equipment
- ▶ **Advanced Session**
 - ▶ Designed for poll workers in supervisor positions or poll workers responsible for opening and closing the poll and provisional voting
- ▶ **Part Three**
 - ▶ Absentee Ballot Clerks



Poll Worker Qualifications

MUST

- Be a qualified elector*
- Be able to read & write English
- Be a resident of the county
- Take oath prior to serving in your official capacity
- Attend mandatory training conducted by SBEC (or designated trainer)

IF YOU BELIEVE YOU MAY NOT MEET ANY OF THESE REQUIREMENTS, PLEASE LET THE PRESENTER KNOW NOW OR AT A BREAK.

MUST NOT

- ▶ Be guilty of violating any criminal election law
- ▶ Be a candidate (except county committee) while serving
- ▶ Be a paid employee of any political party or of any candidate running for any office on the county's ballot
- ▶ Be employed by a company doing business with the CBEC
- ▶ Be married or related to a candidate running for office while serving, if an objection is made
- ▶ Be a county political party chairman or the spouse of a chairman, if an objection is made
- ▶ Be a CBEC member or the spouse of a CBEC member, if an objection is made

Before Opening the Polls

- ▶ This section provides general information for all poll workers while more detailed instructions for opening the poll will be provided in the afternoon session.
- ▶ Specifically, we'll cover:
 - Addressing problems
 - Administering the oath;
 - Arranging the poll;
 - Locating supplies, postings, and forms.



What to Do If... - P.3

- If you arrive and have issues you cannot address, please contact your County Election Officials:
 - CBEC Members
 - Election Coordinator
 - County Clerk

ELECTION DAY CONTACT INFORMATION

(The name of a candidate or elected official shall not appear on this page.)

For questions regarding a voter's registration status contact your:

County Clerk's Office _____
(Phone number)

For questions about election day procedures contact your:

County Election Commission _____
(Name) (Phone number)

(Name) (Phone number)

(Name) (Phone number)

County Election Coordinator _____
(Name) (Phone number)

For emergencies or to report persons disrupting the election process contact your:

Local Law Enforcement _____
(Agency name) (Phone number)

Before Any Official Duties - P.5

- All poll workers are required to take an Oath **before** they begin serving in your office
- The Oath should be **stated aloud** to another poll worker
- You **MUST** sign under the Oath
- If you do not have four poll workers, one of which is a Poll Judge, then contact the CBEC **immediately** P.3

BEFORE BEGINNING ANY OFFICIAL DUTIES

Administer and Sign the Oath of a Poll Worker

We, the undersigned, do swear that we will perform the duties of poll workers of this election according to law and to the best of our abilities, and that we will studiously endeavor to prevent fraud, deceit, and abuse in conducting the same, and we will not disclose how any voter shall have voted, unless required to do so as a witness in a judicial proceeding or a proceeding to contest an election.

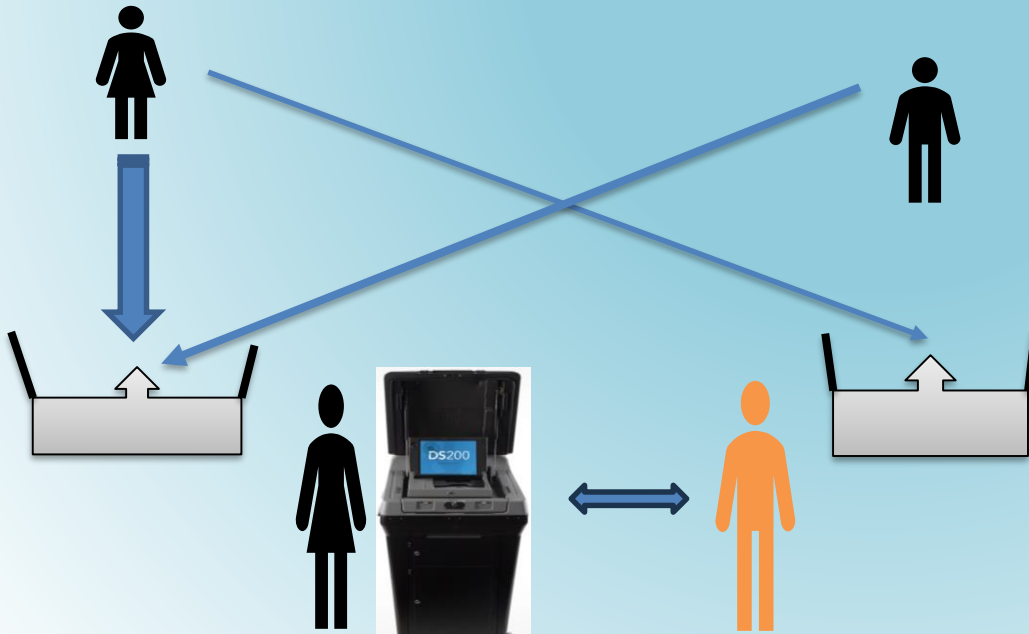
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Absent Poll Worker(s): Immediately contact your county election commission, county election coordinator, or county clerk if a fellow poll worker does not report to work.

Before Opening the Polls



- ▶ **Ensure Your Poll Is Accessible to Disabled Voters**
 - ▶ Consult local instruction from your CBEC
- ▶ **Arrange the poll**
 - **Ensure privacy and accessibility**
 - No one within 6 feet of machine
 - **Poll Workers should provide privacy to voters when voting and casting ballots**



“The machine shall be placed so that no person can see or determine how the voter casts his or her vote.” A.C.A. §7-5-521

“Each voter shall be provided the privacy to mark his or her ballot. Privacy **shall be provided by the poll workers** at each polling site or by the county clerk, if the county clerk conducts early voting, to ensure that a voter desiring privacy is not singled out.” A.C.A §7-5-310

Before Opening the Polls

- ▶ **Activate voting equipment**
 - At least **ONE** accessible voting machine per poll is **required**
 - Generate zero tape(s)
 - **ALL** poll workers must **sign** the zero tape(s)
 - Post the zero tape(s) on a publicly viewable space
- ▶ **Inspect and locate supplies**
- ▶ **Post required information**
 - Notice of Election – Sample Ballots – Voting Instructions – List of Registered Voters by Precinct – Poll Watcher Rights and Responsibilities, etc.
- ▶ **Locate forms**
 - PVR List – Lists of Voters – Notice to Provisional Voters – Assisting Voters – Change in Polling Site Authorization – Voter Machine Complaint, etc.

Open the Poll

- ▶ **Open promptly at 7:30am**
 - ▶ Poll Workers should not vote before 7:30
- ▶ **Keep open continuously until 7:30pm**



WHAT IF – Problems Opening the Poll

- **What if the Poll Tablets cannot be connected to the internet?**
 - Open the poll to voting at 7:30am
 - **Use the tablets in offline mode**
 - Report the problem immediately to the CBEC or designated contact
- **What if the Poll Tablets fail entirely?**
 - Open the poll to voting at 7:30am
 - Open the poll using the paper backups, if available
 - **IF no PVR List is available, check in voters by calling the county clerk's office**
 - Report the problem immediately to the CBEC or designated contact

WHAT IF – Problems Opening the Poll

- **What if the DS200 Tabulator fails or isn't available at 7:30am but the ballot markers are working?**
 - Open the poll to voting at 7:30am
 - **Place voted ballots in the emergency slot until the tabulator is operational**
 - Report the problem immediately to the CBEC or designated contact



WHAT IF – Problems Opening the Poll

- **What if the ballot markers are not functioning?**
 - Open the poll to voting at 7:30am
 - **Allow voters to vote on any provisional paper ballots that are available and cast them in the emergency slot of the DS 200**
 - Report the problem immediately to the CBEC or designated contact
 - If you cannot reach the county election officials, **call the SBEC or Secretary of State!**
 - Our phone number is located on the PW Guide and Checklist



During Voting Hours

- ▶ This section is intended for poll workers who process voters and contains general information that all poll workers should familiarize themselves with.
- ▶ We'll talk about the steps for processing voters and what to expect on Election Day.



Video 1 – Voting Process

- **Stand By..... Technical Difficulties**

How to Process Voters into the Poll

Step 1 P.23

- **Step 1: Ask the voter to verify his or her voter registration with a photo ID.**
 - Do Not ask for a specific form of ID (i.e., Driver's license)
- **If the Voter shows an Arkansas Driver's License, ask the Voter if you can scan their DL to go straight to the Voter information on the Poll Book**
 - If the Voter does not show a Driver's License or refuses to allow it to be scanned – Search by entering the Last & First Name
- All voters must complete this process even if you know them.

Arlington County Clerk's Office 0 Issued | 0 Reissued | 0 Checked In Tue Jan 18 4:15 PM 100

Last Name First Name Date of Birth

Q SMITH Q JOH Q MM-DD-YYYY Clear all

Matching results 6 Results

Smith	John	1275 Walnut Place Elkins, AR 72727	09-18-1975	ACTIVE Eligible	>
Smith	John	3987 Deerhurst Street Springdale, AR 72764	12-13-1942	ACTIVE Eligible	>
Smith	John	248 Mansion Way D Springdale, AR 72764	05-14-1946	ACTIVE Eligible	>
Smith	John	1706 Powell Street 203 Springdale, AR 72764	06-14-1978	INACTIVE Eligible	>
Smith	John	1404 Daline Street Springdale, AR 72762	12-10-1965	ACTIVE Eligible	>

Requirements for the Photo ID

Step 1

Voters must verify their registration by showing a document or identification card that shows the **name** and **photograph** of the person to whom it was issued and is **issued by**:

- The **United States**,
- The **State of Arkansas**,
- Any **Postsecondary Educational Institution accredited in the State, or Trade School**, or
- The **County Clerk**
 - If the Photo ID displays an expiration date, it must either be **current or not expired more than four years before the date of the election** in which the person seeks to vote

Requirements for the Photo ID

Step 1 (Supplemental) P.23

Examples of acceptable Voter IDs include (but are not limited to):

- ✓ An Arkansas driver's license;
 - ✓ A concealed carry handgun license;
 - ✓ A US passport;
 - ✓ An employee badge or ID document issued by the State of **Arkansas**, the **federal government**, or a **postsecondary educational institution located in Arkansas**; or **Trade School**
 - ✓ A US military ID document;
 - ✓ A **student** ID card issued by a postsecondary educational institution or trade school;
 - ✓ A public assistance ID card; or
 - ✓ A voter ID card issued by the county clerk.
- **EXCEPTION:** Voters who live in a long-term or residential care facility licensed by the state may show **documentation from the administrator (Documentation of Residency)** attesting that the voter is a resident of the facility

DOCUMENTATION OF RESIDENCY

(Rev. 08-2017)

To be used by residents of long-term care or residential care facilities.

Pursuant to Act 633 of 2017, a person who is a resident of a long-term care or residential care facility licensed by the state of Arkansas is not required to verify his or her registration by providing a document or identification card (as described in Act 633), but shall provide documentation from the administrator of the facility attesting that the person is a resident of the facility.

Resident's Name: _____

Name of Facility: _____

Address of Facility: _____

I attest the following:

I am the administrator of the above named facility;
This facility is licensed by the state of Arkansas; and
The person named above is a resident of this facility.

Administrator Name (Printed): _____

Administrator Signature: _____

Date: _____

How to Process Voters into the Poll

STEP 2-3 P.23

- **Step 2:** Ask the voter to state his or her name aloud
 - If multiple voters have the same name, it may be necessary to enter their date of birth also
- **Step 3:** Ask the voter to state his or her address and date of birth aloud
 - Poll Watchers must be able to hear the information and have the opportunity to object
 - **DO NOT** use a Photo ID to obtain this information

The screenshot shows a web application interface for managing a voter. At the top, the voter's name "Smith, John Alan" and address "1275 Walnut Place, Elkins, AR 72727" are displayed. Below this, there are three tabs: "Basic Info", "Identification", and "Voter History". The "Basic Info" tab is active, showing fields for Precinct (180-010 Elkins), Party (O), Date of Birth (09-18-1975 (46)), and Ballot Style (180 Elkins). A green box on the right indicates the voter is "ACTIVE Eligible". A text box contains instructions: "Ask Voter to State Address and DOB. Information stated must match the Screen. If Address or DOB does not match, send the Voter to the Supervisor. Issue Regular Ballot if all information matches." At the bottom, there are three buttons: "Back", "Issue Provisional", and "Issue Standard".

Smith, John Alan		Manage Voter >
1275 Walnut Place, Elkins, AR 72727		
Basic Info	Identification	Voter History
Precinct	Party	ACTIVE Eligible
180-010 Elkins	O	
Date of Birth	Ballot Style	
09-18-1975 (46)	180 Elkins	
Comment		
Ask Voter to State Address and DOB. Information stated must match the Screen. If Address or DOB does not match, send the Voter to the Supervisor. Issue Regular Ballot if all information matches.		
Back	Issue Provisional	Issue Standard

How to Verify the Name

Step 4 P.23

- **Step 4: Verify that the information given by the voter is the same as the information in the PVR List (tablet)**
- **If the voter's name varies slightly, but the name is comparable, then move forward**
 - Abby vs. Abbigail
 - Bill vs. William
- **If the voter's name has changed due to marriage, divorce, adoption, etc., then the voter must complete a Voter Registration Application (Votes a Regular Ballot)**

How to Verify the DOB

Step 4 (Supplemental) P.23

- If the date of birth is incorrect in the Poll Book, but the voter asserts this is a clerical error, then continue with the Photo ID process
- Refer to Poll Judge (p. 25)
 - Provides Photo ID (Showing the DOB stated by the voter) – Have voter complete a Voter Registration Application and issue a Regular Ballot
 - Does NOT Provide Photo ID – Have the voter vote a Provisional Ballot

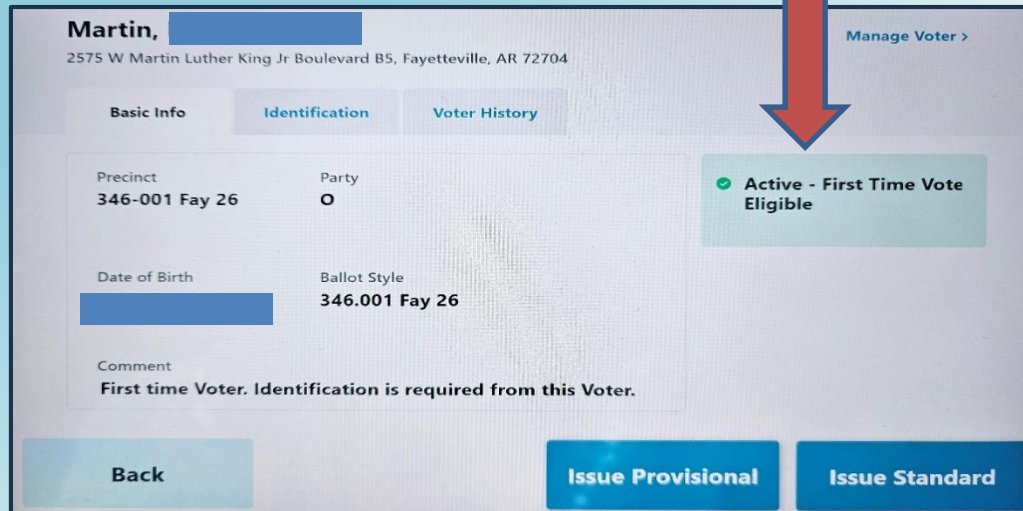
How to Verify the Address Step 4 (Supplemental) P.23

- If the address stated by the voter differs from the address in the PVR List (tablet), **the matter should be referred to the Poll Judge.**
- This process will be addressed in more detail in the afternoon session.

How to Process Voters into the Poll

Step 5 - P.23

- Check to see if the voter is a “flagged” first time voter (p.26)
- These first-time voters have Special ID Requirements:
 - Must show a **CURRENT** Driver License - **NOT EXPIRED**
 - OR**
 - Must show one of the following: Current utility bill, bank statement, government check, paycheck, or other government document that shows:
 - Voter's **Name** and **Voting Address**



The screenshot displays a voter management interface for a voter named Martin. The voter's address is 2575 W Martin Luther King Jr Boulevard B5, Fayetteville, AR 72704. The interface includes tabs for Basic Info, Identification, and Voter History. The voter's status is shown as "Active - First Time Vote Eligible" with a green checkmark. The voter's precinct is 346-001 Fay 26, and their party is O. The voter's date of birth is redacted, and their ballot style is 346.001 Fay 26. A comment indicates that the voter is a first-time voter and that identification is required. At the bottom, there are buttons for "Back", "Issue Provisional", and "Issue Standard". A red arrow points from the text in the slide to the "Active - First Time Vote Eligible" status box.

Martin, [REDACTED]		Manage Voter >
2575 W Martin Luther King Jr Boulevard B5, Fayetteville, AR 72704		
Basic Info	Identification	Voter History
Precinct	Party	Active - First Time Vote Eligible
346-001 Fay 26	O	
Date of Birth	Ballot Style	
[REDACTED]	346.001 Fay 26	
Comment First time Voter. Identification is required from this Voter.		
Back	Issue Provisional	Issue Standard

How to Process Voters Into the Poll

STEP 6 - P.23

- **Step 6: Use the Photo ID to:**
 - Compare the photo on the ID to the person standing in front of you
- **AND**
- Compare the name on the ID to the name in the PVR List (tablet)
- **DO NOT** compare the address on the ID to the address in the PVR List

Assessing Validity of ID

Step 6 (Supplemental) P.23

The poll worker must:

- Verify that the **name on the ID is consistent** with the name in the Poll Book while **allowing for** abbreviations, nicknames, and name changes;
- If the name is consistent, **compare the photograph** to the voter to determine whether the voter is the person depicted in the photograph **while considering changes** in hair color, glasses, facial hair, cosmetics, weight, age, injury, and other physical characteristics;
- If the poll worker is **satisfied** that the voter is the person depicted in the photograph and the name is consistent with the name in the Poll Book, then issue the voter a **regular** ballot;
- If the voter's **name has changed or is different** from the name in the Poll Book or the name as stated by the voter, but the poll worker is **satisfied** that the voter is the person depicted in the photograph, issue the person a **regular** ballot **after** the voter completes a voter registration application for the purpose of updating the voter's information.

Assessing Validity of ID

Step 6 (Supplemental) P.23

- If the poll worker determines that the ID does not depict the voter, or the name is not similar, the voter is referred to the **Election Judge** of the poll
- The **Election Judge** shall:
 - Compare the name of the voter to the PVR
 - Compare the photo to the voter
- The **Election Judge** shall resolve any marginal cases in favor of the voter
- If the **Election Judge** determines that the ID does not depict the voter then the voter is offered a **Provisional Ballot**

How to Process Voters into the Poll

Step 8 - P.24

- For Primary Elections, ask the voter “which party primary he or she wishes to vote in”
 - Select the appropriate party primary or nonpartisan election

Elkins Community Center-Early Vote 0 Issued | 0 Reissued | 0 Checked In Tue Mar 08 11:20 AM 0%

English | Español

Issue Ballot
Select Voter's Party

Party

Optional

Optional

Republican

Democratic

Back Next

How to Process Voters into the Poll

Step 9a-b - P.24

- For Primary Runoff Elections ONLY:
 - Check the PVR List to ensure voters do not crossover
 - Crossover voting occurs when a voter in one primary votes in another party's primary runoff
- **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)]

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**.

Example: A voter who voted in the Republican primary election **cannot** then vote in the Democratic party's runoff election.

Poll Workers:

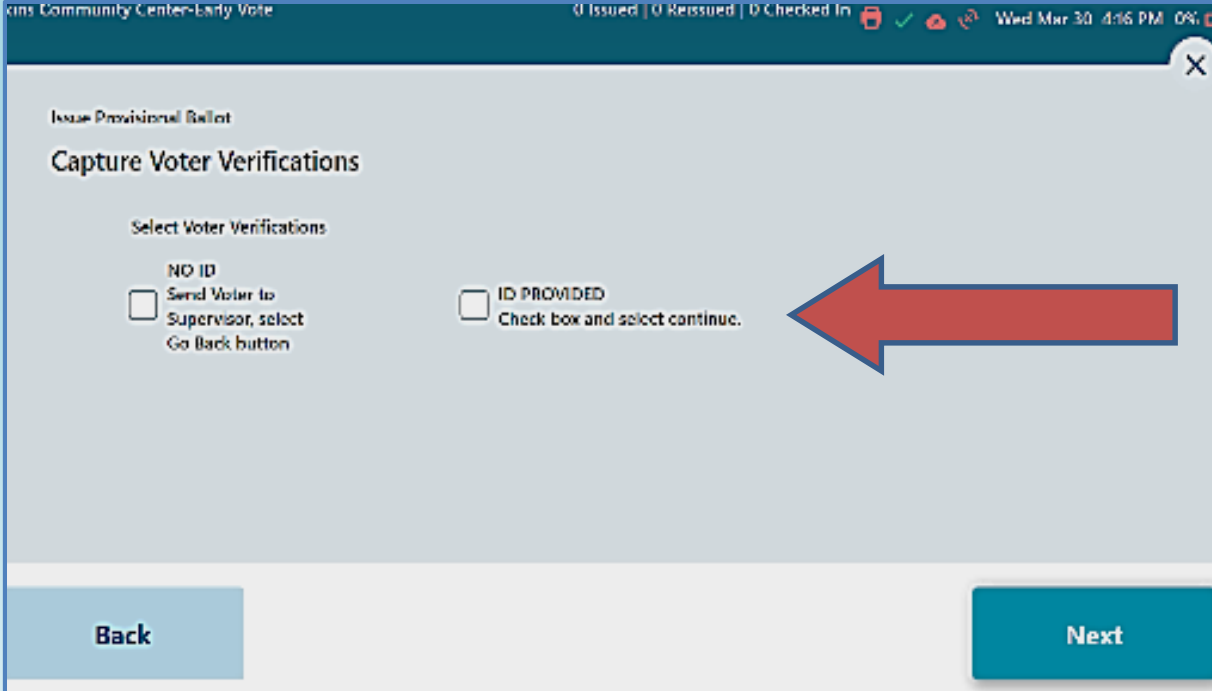
It is a felony, punishable by up to six years incarceration and a fine of up to \$10,000, for a poll worker to **knowingly permit** a person to vote other than his or her **legal ballot** or fraudulently permit a person to vote illegally.



How to Process Voters into the Poll

Step 10-11 - P.24

- **Step 10:** Insert the blank Ballot into the printer
- **Step 11:** Select the “ID Provided/Issue Regular Ballot” box on the PVR List



The screenshot shows a software window titled "Issue Provisional Ballot" with a status bar at the top indicating "0 Issued | 0 Reissued | 0 Checked In" and the date "Wed Mar 30 4:16 PM". The main content area is titled "Capture Voter Verifications" and contains a section "Select Voter Verifications" with two options:

- NO ID
Send Voter to Supervisor, select Go Back button
- ID PROVIDED
Check box and select continue.

A large red arrow points to the "ID PROVIDED" option. At the bottom of the window are two buttons: "Back" and "Next".

How to Process Voters into the Poll

Step 12-13 - P.24

- **Step 12:** Allow the voter to sign
 - The voter may choose to re-sign if the voter is unsatisfied with the current signature
- Select “**Done Signing**”
- **Step 13:** Click “**Accept**”
- **DO NOT** reject a voter based on a comparison of signature if your poll book displays the voter’s signature at this point

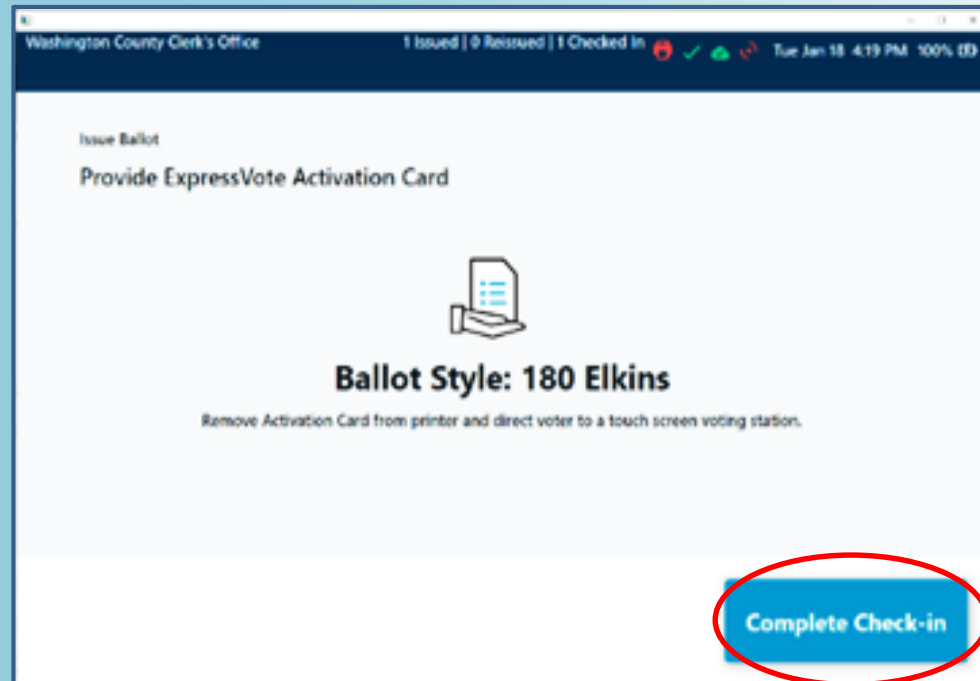
This screenshot shows the 'Please sign below' screen. At the top, there are language options for 'English' and 'Español'. Below that is a warning: 'IF YOU SIGN THIS FORM AND YOU ARE NOT A LAWFULLY REGISTERED VOTER OR IF YOU HAVE SUBMITTED AN ASSENTED BALLOT FOR THIS ELECTION, YOU ARE MAKING A FALSE STATEMENT AND MAY BE COMMITTING PERJURY. PERJURY IS PUNISHABLE (UP TO A \$10,000 FINE AND UP TO 10 YEARS IMPRISONMENT)'. A large signature field contains a handwritten signature. Below the signature, the voter's name and address are displayed: 'John Alan Smith, 1275 Walnut Place, Elkins, AR 72727'. There is a 'Clear Signature' link to the right. At the bottom, there are two buttons: 'Back' on the left and 'Done Signing' on the right, which is circled in red.

This screenshot shows the 'Accept Voter Signature' screen. At the top, it says 'Washington County Clerk's Office' and '0 Issued | 0 Reissued | 0 Checked In'. The date and time are 'Tue Jan 18 4:18 PM 100% ID'. Below that is the title 'Issue Ballot' and 'Accept Voter Signature'. A large signature field contains the same handwritten signature as in the previous screen. Below the signature, the voter's name and address are displayed: 'John Alan Smith, 1275 Walnut Place, Elkins, AR 72727'. At the bottom, there are two buttons: 'Back' on the left and 'Accept' on the right, which is circled in red.

How to Process Voters into the Poll

Step 14-15 - P.24

- **Step 14:** After the ballot prints select “Complete Check In”
- **Step 15:** Provide the ballot to the voter and instruct them where to go cast the ballot



Fail-safe Voting

(Pages 25-26 of training guide)

Steps to take when the Voter's Statements do not match the PVR List

- ▶ **Name provided differs with PVR List**
- ▶ **DOB provided differs with PVR List**
- ▶ **Address provided differs with PVR List**
- ▶ **Address is not within precinct**
- ▶ **Voter registration cannot be verified**
- ▶ **PVR notations:**
 - ▶ **Voted Absentee**
 - ▶ **Voted Early**

Fail-safe Voting

- If a person attempts to vote and asserts, they are eligible to vote in the election then **one of three things must happen**:
 - The voter votes a **Regular Ballot**;
 - The voter votes a **Provisional Ballot**; or
 - If you do not have vote centers, the **voter is sent to another poll** that has the correct ballot style available.

Voter States an Address that does not Compare (Fail-safe Voting) P.25-26

Situation

- Voter states their address
- The poll workers compare the stated address to the PVR List
- Address in the PVR List **differs** from the stated address

How To Proceed

- Turn the voter over to the Poll Judge
- **DO NOT** proceed unless you or your Poll Judge have called the **County Clerk**
 - ALWAYS!
- Follow instructions of your Poll Judge and/or the County Clerk

Voter States an Address that Does Not Compare (Fail-safe Voting) P.25-26

New address in county and NOT assigned to this polling site

- **NON - VOTE CENTER COUNTY**
- If the address stated by the voter is in the same county (and Congressional District) and the voters at the new address also vote at this poll:
 - Votes a regular ballot
 - Must be sent to the new address polling site with “Change in Polling Site Authorization Form”
 - Voter **MUST** complete and return an updated voter registration application
 - Must be instructed on how to find the new poll

**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 requires 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:	_____
	<small>(This number will be provided by the County Clerk's office.)</small>
New Polling Site Location:	_____
	<small>(New polling site location will be provided by the County Clerk's office.)</small>
New Polling Precinct Number:	_____
	<small>(This number will be provided by the County Clerk's office.)</small>
Ballot Style to be Voted:	_____
	<small>(This number will be provided by the County Clerk's office.)</small>
Authorized By:	_____
	<small>(Name of the employee with county clerk's office confirming the voter's registration.)</small>
Referred From:	_____
	<small>(Name of the poll and the precinct number from which referred.)</small>
Referred by Poll Worker:	_____
	<small>(Signature of the poll worker referring the voter to a new polling site.)</small>

**WHAT IF THE ADDRESS COULD
NOT BE LOCATED IN THE COUNTY**
– Vote Provisional

Voter not In the PVR List (Fail-safe Voting) P.26

Situation

- Voter states their name, address, and DOB
- The poll workers cannot find the voter in the PVR List
- Voter believes he or she is registered

How To Proceed

- Turn the voter over to the Poll Judge
- **DO NOT** proceed unless you or your Poll Judge have called the County Clerk
 - ALWAYS!
- Follow instructions of your Poll Judge and/or the County Clerk

Voter States an Address that does not Compare (Fail-safe Voting) P.25-26

Voter Not Found in PVR List

- If the County Clerk is able to find the voter in the PVR List:

– Votes a regular ballot

– **IF** address is assigned to another poll, voter is given the “Change in Polling Site Authorization Form”

– Voter **MUST** complete and return an updated voter registration application

PLEASE PRINT AND USE BLACK INK TO COMPLETE Rev. 1-24-19

ARKANSAS VOTER REGISTRATION APPLICATION

Check all that apply:
 This is a new registration.
 This is a name change.
 This is an address change.
 This is a party change.

Official Use Only

1 Mr. Last Name Mrs. Middle Name Ms.		Jr. Sr. II. III. IV.	First Name		Middle Name	Assigned ID	
2 Address Where You Live (See Section 'C' below) (Rural addresses must draw map.)				Apt. or Lot#	City/Town	County	State ZIP Code
3 Address Where You Receive Mail If Different from Above				Apt. or Lot#	City/Town	County	State ZIP Code
4 Date of Birth Month / Day / Year		5 Home & Work Phone Numbers (Optional) (H) (W)	6 Party Affiliation (Optional)		8 I have ever voted in a federal election in the State? <input type="checkbox"/> Yes <input type="checkbox"/> No		
7 Is mail Address (Optional)				Signature of elector Please sign full name or put mark.			
9 ID Number Check the applicable box and provide the appropriate number. <input type="checkbox"/> Arkansas Driver's license number _____ <input type="checkbox"/> If you do not have a driver's license provide the last 4 digits of social security number _____ <input type="checkbox"/> I have neither a driver's license nor social security number.				The information I have provided is true to the best of my knowledge. I do not claim the right to vote in another county or state. If I have provided false information, I may be subject to a fine of up to \$10,000 and/or imprisonment of up to 10 years under state and federal laws.			
10 (A) Are you a citizen of the United States of America and an Arkansas resident? <input type="checkbox"/> Yes <input type="checkbox"/> No (B) Will you be eighteen (18) years of age or older on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No (C) Are you presently adjudged mentally incompetent by a court of competent jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No (D) Have you ever been convicted of a felony without your sentence having been discharged or pardoned? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If you checked No in response to either questions A or B, do not complete this form. If you checked Yes in response to either questions C or D, do not complete this form.</small>				11 Date: _____ If applicant is unable to sign his/her name, provide name, address and phone number of the person providing assistance: Name _____ Address: _____ City _____ State _____ Phone# _____			

Please complete the sections below if: **MAIL REGISTRANTS: PLEASE SEE SECTION D.**

- You were previously registered in another county or state, or
- You wish to change the name or address on your current registration.

Agency Code (For Official Use Only)

Date of Birth: _____

A Mr. Previous Last Name Mrs. Middle Name Ms.		Jr. Sr. II. III. IV.	First Name		Middle Name		
B Previous House Number and Street Name				Apt. or Lot#	City/Town	County	State ZIP Code

If you live in a rural area but do not have a house or street number, or if you have no address, please show on the map where you live.

C

- Write in the names of the crossroads (or streets) nearest where you live.
- Draw an "X" to show where you live.
- Use a dot to show any schools, churches, stores or other landmarks near where you live and write the name of the landmark.

Example

• Grocery Store	• Woodchuck Road	NORTH ↑
• Public School	X	

IDENTIFICATION REQUIREMENTS

IMPORTANT: Applicants will be required to verify their registration when voting in person or by absentee ballot by providing a required document or identification card as provided in Arkansas Constitution, Amendment 51, Section 13. If your voter registration application form is submitted by mail and you are registering for the first time, and you do not have a valid Arkansas driver's license number or social security number, in order to avoid the additional identification requirements upon voting for the first time you must submit with the mailed registration form: (a) a current and valid photo identification; or (b) a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address.

Voter States an Address that does not Compare (Fail-safe Voting) P.25-26

Voter Not Found in PVR List

- If the **County Clerk is NOT able** to find the voter in the PVR List:
 - The voter is required to vote a **provisional ballot**
 - The County Clerk will identify which ballot style is assigned to the precinct part where the address stated by the voter is located
 - Voter **MUST** complete and return an updated voter registration application

PLEASE PRINT AND USE BLACK INK TO COMPLETE Rev. 1-24-19

ARKANSAS VOTER REGISTRATION APPLICATION

Check all that apply:
 This is a new registration.
 This is a name change.
 This is an address change.
 This is a party change.

1 Mr. Mrs. Miss Ms. Last Name Jr. Sr. First Name Middle Name
IL. III. IV.

2 Address Where You Live (See Section C Below) (Rural addresses must draw map.) Apt. or Lot# City/Town County State ZIP Code

3 Address Where You Receive Mail If Different From Above Apt. or Lot# City/Town County State ZIP Code

4 Date of Birth Month / Day / Year **5** Home & Work Phone Numbers (Optional) (H) (W) **6** Party Affiliation (Optional)

7 Is mail Address (Optional) **8** I have ever voted in a federal election in this State? Yes No
 Signature of elector Please sign full name or put mark.

9 ID Number Check the applicable box and provide the appropriate number.
 Arkansas Driver's license number
 If you do not have a driver's license provide the last 4 digits of social security number
 I have neither a driver's license nor social security number.

10 (A) Are you a citizen of the United States of America and an Arkansas resident?
 Yes No
 (B) Will you be eighteen (18) years of age or older on or before election day?
 Yes No
 (C) Are you presently adjudged mentally incompetent by a court of competent jurisdiction?
 Yes No
 (D) Have you ever been convicted of a felony without your sentence having been discharged or pardoned?
 Yes No
If you checked No in response to either questions A or B, do not complete this form. If you checked Yes in response to either questions C or D, do not complete this form.

11 Date: _____ Month / Day / Year
 If applicant is unable to sign his/her name, provide name, address and phone number of the person providing assistance:
 Name: _____ Address: _____
 City: _____ State: _____ Phone#: _____

The information I have provided is true to the best of my knowledge. I do not claim the right to vote in another county or state. If I have provided false information, I may be subject to a fine of up to \$10,000 and/or imprisonment of up to 10 years under state and federal laws.

Please complete the sections below if:
 • You were previously registered in another county or state, or
 • You wish to change the name or address on your current registration.

MAIL REGISTRANTS: PLEASE SEE SECTION D. Agency Code (For Official Use Only)

Date of Birth Month / Day / Year

A Mr. Mrs. Miss Ms. Previous Last Name Jr. Sr. First Name Middle Name
IL. III. IV.

B Previous House Number and Street Name Apt. or Lot# City/Town County State ZIP Code

C If you live in a rural area but do not have a house or street number, or if you have no address, please show on the map where you live.
 • Write in the names of the crossroads (or streets) nearest where you live.
 • Draw an "X" to show where you live.
 • Use a dot to show any schools, churches, stores or other landmarks near where you live and write the name of the landmark.

Example
 Grocery Store
 Woodchuck Road
 Public School
 NORTH ↑
 X

D IDENTIFICATION REQUIREMENTS
IMPORTANT: Applicants will be required to verify their registration when voting in person or by absentee ballot by providing a required document or identification card as provided in Arkansas Constitution, Amendment 51, Section 13. If your voter registration application form is submitted by mail and you are registering for the first time, and you do not have a valid Arkansas driver's license number or social security number, in order to avoid the additional identification requirements upon voting for the first time you must submit with the mailed registration form: (a) a current and valid photo identification; or (b) a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address.

Voter Believes they have the Wrong Ballot (Fail-safe Voting) P.25-26

Situation

- Voter believes the ballot assigned in the PVR List does not contain the correct races or issues
- Name, address, and DOB stated by the voter does compare to the information in the PVR List

How To Proceed

- Notify the voter that they may cast any other ballot available in the poll they believe is correct, but that they will have to vote **provisionally**
- Also inform the voter that they will have to prove there is an error in the county records or the ballots in order for the vote to count
- If necessary, send to the Poll Judge to vote a provisional ballot

Voter Received an Absentee Ballot (Fail-safe Voting) P.26

- If the PVR List indicates that a voter received an absentee ballot, then the voter is required to cast a provisional ballot
- You should explain the situation to the voter and send them to the Poll Judge
- If a voter received an absentee ballot, but did not return it, the provisional vote will count

The screenshot displays a voter management interface for a voter named Blevins, I. The address is 101 E 11th Street, Fayetteville, AR 72701. The interface has three tabs: Basic Info, Identification, and Voter History. The Basic Info tab is active, showing the following details:

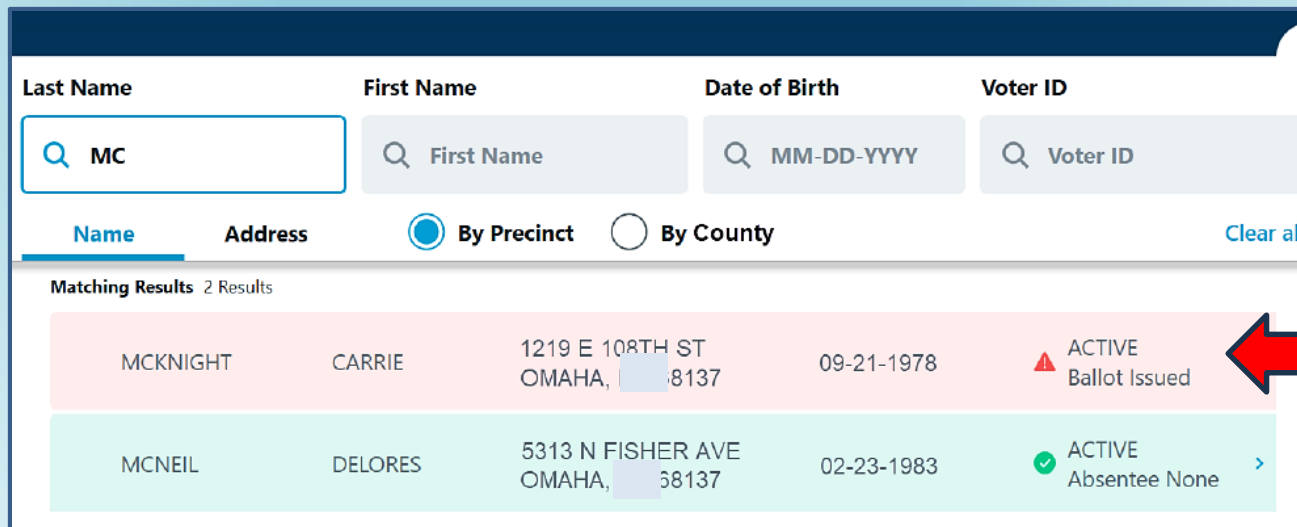
Precinct	Party
321-001 Fay 09b	D
Date of Birth	Ballot Style
	321.001 Fay 09b

At the bottom, there is a comment field with the text: "This Voter has been issued an Absentee Ballot. Send Voter to Supervisor."

On the right side of the interface, there is a red notification box with a warning icon and the text: "ACTIVE Absentee Issued Absentee Ballot has already been issued." A red arrow points from the right towards this notification box.

Voter is Marked as Having Already Voted (Fail-safe Voting) P.26

- If the PVR List indicates that voter has already voted (ballot issued) the voter still has the option to cast a **provisional ballot** if they assert, they have not actually voted
- The County Election Commission will have to determine whether the voter is attempting to vote twice



The screenshot displays a voter search interface with the following components:

- Search Filters:** Last Name (MC), First Name (First Name), Date of Birth (MM-DD-YYYY), and Voter ID (Voter ID).
- Sorting Options:** Name (selected), Address, By Precinct (selected), and By County.
- Clear all** button.
- Matching Results:** 2 Results.

Name	Address	Date of Birth	Status
MCKNIGHT, CARRIE	1219 E 108TH ST OMAHA, NE 68137	09-21-1978	ACTIVE Ballot Issued
MCNEIL, DELORES	5313 N FISHER AVE OMAHA, NE 68137	02-23-1983	ACTIVE Absentee None

A red arrow points to the 'ACTIVE Ballot Issued' status of the first result.

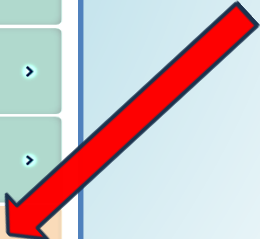
Ineligible Voters (Fail-safe Voting) P.25-26

- In some special elections or school elections not held with the primary or general elections, not all voters in the county are eligible to vote because the election does not affect the entire county
- If the PVR List indicates that voter lives outside the area eligible to vote in the election, the voter still has the option to cast a **provisional ballot** if they believe they are qualified
- The County Election Commission will have to determine whether the voter presenting is eligible to vote in this election

PVR List is Marked as “Inactive” (Fail-safe Voting) P.25-26

- If you see this notation in the PVR List, you should ignore it
- “Inactive” voters are **ELIGIBLE** and receive a **regular ballot**
- YELLOW SHOWS INACTIVE VOTERS, BUT THESE VOTERS ARE STILL ELIGIBLE TO VOTE

Last Name	First Name	Date of Birth	
<input type="text" value="SMITH"/>	<input type="text" value="JOH"/>	<input type="text" value="MM-DD-YYYY"/>	<input type="button" value="Clear all"/>
Matching results 6 Results			
Smith	John	1275 Walnut Place Elkins, AR 72727	09-18-1975 ✓ ACTIVE Eligible >
Smith	John	3987 Deerhurst Street Springdale, AR 72764	12-13-1942 ✓ ACTIVE Eligible >
Smith	John	248 Mansion Way D Springdale, AR 72764	05-14-1946 ✓ ACTIVE Eligible >
Smith	John	1706 Powell Street 203 Springdale, AR 72764	06-14-1978 i INACTIVE Eligible >
Smith	John	1404 Daline Street Springdale, AR 72762	12-10-1965 ✓ ACTIVE Eligible >



Election Day Issues

Other situations you will need to be prepared to address on Election Day

Procedure for Assisting Voters

P.36-37

► **Poll Worker Must List:**

- The name of each **voter** that is assisted; and
- The names of the **two poll workers** who assist the voter
 - One to assist and one to observe (w/out comment or interpretation);
- **OR** list the name and address of the person chosen by the voter to assist them

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. Two poll workers must assist a voter. Both poll worker names shall be listed in the first column.

Date of Election: _____ Poll Name: _____

County: _____ Precinct #(s): _____

No.	Name of Person (or poll workers) Assisting Voter	Address of Person Assisting Voter	Name of Voter Assisted
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Limits on Assisting Voters

P.36-37

- **TWO Poll Workers:** May assist an unlimited number of voters
 - **Must** be accompanied by a second poll worker!
- **Third Parties:** May assist up to six voters if:
 - Voter requests the assistance (not the 3rd party)
- **Candidates:** May assist up to six blood relatives
 - Within two degrees of relationship
- **All Assistants:** Required to ONLY mark the ballot as directed by the voters
 - Assistants who engage in electioneering should be documented (including their name) and removed

Important Reminders on Assistance to Voters

- ▶ A voter **must personally** request help
- ▶ Poll workers and poll watchers **cannot** suggest to a voter that he or she needs assistance
 - ▶ Poll workers can allow voters who are unable to stand in line, due to a disability, to move to the front of the line
- ▶ Ballots **cannot** be taken out of the polling room during voting hours
- ▶ A person assisting a voter **cannot** misrepresent the content of the ballot or change or mark the ballot, **except** as intended by voter

Poll Watchers and Vote Challenges

P. 49-52

- ▶ Poll Watchers are representatives of a candidate, party, or ballot issue group
- ▶ Must take an on-line training course and provide the certification to the County Clerk
- ▶ Must wear a name badge
- ▶ Must provide a Poll Watcher Authorization Form
- ▶ Poll Watcher Challenges
 - A poll watcher must notify a poll worker of the challenge **before the voter signs the PVR List;**
and
 - Complete the **Challenged Ballot Form** on the Provisional Voter Envelope

POLL WATCHER AUTHORIZATION FORM
[A.C.A. § 7-5-312(Ass 224 of 2007)]

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 chairman 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 Chairman/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 filing this poll watcher authorization form with the county clerk's office.

Signature of County Clerk

Poll Watchers Can...

- ▶ Observe poll workers
- ▶ Stand close enough to the place where voters check in to vote so they can hear a voter's name
- ▶ Compile lists of voters
- ▶ Challenge ballots **before the voter signs the PVR List** and only on the grounds that:
 - The voter is not eligible to vote in the precinct; or
 - The voter has previously voted in that election
- ▶ Call any perceived irregularity or election law violation to the attention of the Poll Judge

Poll Watchers Cannot...

- ▶ Be within 6 feet of any voting machines or voting booths

NO

- ▶ Speak to voters



- ▶ Try to influence voters:

- Inside the poll; or
- Inside the prohibited electioneering zones

- ▶ Disrupt elections



Electioneering

P.53, 55

▶ What is Electioneering?

- The **display of, or audible dissemination of, information that advocates for or against any candidate, issue, or measure on a ballot**

▶ Prohibited within 100 feet

▶ Prevention

- Instruct any person entering the poll who is wearing or displaying campaign articles to remove them immediately
- Check the poll frequently for campaign articles and remove them promptly
- Monitor the electioneering prohibition zone periodically to ensure compliance
- Post the Notice on Electioneering

Electioneering

P.55

- Displays of a candidate's name, likeness, or logo;
- Displays of a ballot measure's number, title, subject, or logo;
- Audible dissemination of electioneering information;
- Handing out literature on any candidate or issue on the ballot;
- Soliciting signatures on any petition;
- Soliciting contributions; or
- Attempting to win votes by wearing or displaying buttons, hats, pencils, pens, shirts, signs, sticklers, or other articles designed to influence voters

NOTICE ON ELECTIONEERING

ELECTIONEERING means the display of, or audible dissemination of, information that advocates for or against any candidate, issue, or measure on a ballot

ELECTIONEERING includes:

- Handing out, distributing, or offering to hand out or distribute campaign literature or literature regarding a candidate, issue, or measure on the ballot;
- Soliciting signatures on any petition;
- Soliciting contributions;
- Displaying a candidate's name, likeness, or logo;
- Displaying a ballot measure's number, title, subject, or logo;
- Displaying or dissemination of buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information; and
- Disseminating audible electioneering information.

PROHIBITION

Arkansas Code 7-1-103 and 7-1-104 prohibit electioneering in the building or within 100 feet of the primary exterior entrance used by voters in which voting is taking place, or with persons standing in line to vote. Also, a person shall not enter or remain in the area except for a person entering or leaving a building for lawful purposes where voting is taking place.

PUNISHMENT

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

Spoiled Ballots

P.57

- ▶ Stamp *Cancelled* on the ballot
 - ▶ Record the time and date
 - ▶ Print and sign name next to Cancelled Stamp
 - ▶ Place Ballot in the *Spoiled Ballot Envelope*
- ▶ Fill out the *Spoiled Ballot Affidavit (p. 59)*
- ▶ No more than 3 ballots may be issued to one voter
- ▶ *Election Judge will need to total and sign (Act 308)*



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 STAMPING "CANCELLED" on its face. The poll worker shall record the time, date, print and sign their name next to the Cancelled stamp on 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 cancelled 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. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

This form must be totaled and signed by the Election Judge. [Act 308 of 2023]
Election Judge: _____
TOTAL NUMBER OF SPOILED BALLOTS: _____

Abandoned Ballots

P.58

Abandoned in the Electronic Ballot Scanner

- ▶ **With Two Poll Workers Present:**
 - ▶ Step 1: Override warning on the scanner
 - ▶ Step 2: Complete the process of casting the ballot
 - ▶ Step 3: Document the following on the [Abandoned Ballot Log](#):
 - ▶ **Name** of the voter;
 - ▶ The **time** the ballot was found;
 - ▶ Names of the **poll workers** addressing the issue; and
 - ▶ All other **circumstances** surrounding the abandoned ballot.
- ▶ *The Abandoned Ballot Log is on Page 61 of your Manual*

Abandoned Elsewhere in the Poll *(not on scanner or marking device)*

- ▶ **With Two Poll Workers Present:**
 - ▶ Step 1: Write **ABANDONED** across the face of the ballot
 - ▶ Step 2: Place the ballot in a separate envelope
 - ▶ Step 3: Write Abandoned Ballot on the envelope
 - ▶ Step 4: Document all circumstances on the outside of the envelope
 - ▶ Step 5: Preserve abandoned ballot separately from other ballots
- ▶ **Ballots not found in the marking device or tabulator are NOT counted!**

Abandoned Ballot Log - P.61

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.	
		1. 2.	
		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.	
		1. 2.	
		1. 2.	
		1. 2.	

Conflict Resolution

► When dealing with difficult voters or situations:

- Remain calm and do not escalate the situation;
- Turn the problem over to another poll worker, if necessary;
- Call your CBEC or local law enforcement agency, if necessary;
- Move any disturbance outside the immediate voting area, if possible; and
- Document problems.



Candidates in the Poll

- ▶ **No candidates** are allowed 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
- ▶ **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.
 - For example, a candidate **cannot** wear a:
 - Uniform;
 - Badge; or
 - Other apparel or equipment.

ADVANCED PROCEDURES

Before Opening the Polls

- ▶ This section is intended for poll workers responsible for managing the poll and includes topics that may not apply to every poll worker.
- ▶ Specifically, we'll cover:
 - Accounting for paper ballots;
 - Arranging the poll;
 - Activating voting equipment; and
 - Locating supplies, postings, and forms.



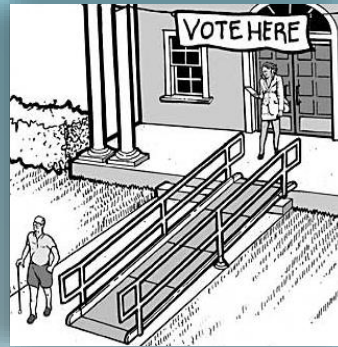
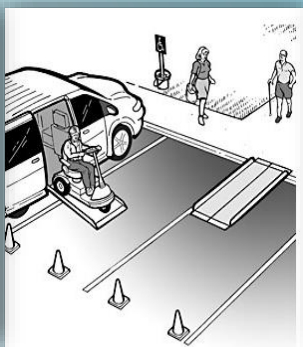
Accessible Polling Sites



- Ensure poll is accessible for disabled voters
- **If your poll requires modifications, your county election officials will provide you with polling site specific instructions**

These Modification May Address

- **Path Into the Poll**
 - Temporary Ramps
 - Blocking Off Handicap Spaces
 - Signage
- **Door Handles (non-leaver)**
 - Clip On Handles
 - Prop Open/Install Doorbell
 - Assign Poll Worker to Door
- **Mark obstructions for visually impaired voters**
- **Ensure accessible voting equipment is available**



Do You Have What You Need?

P. 9-15

Equipment – Page 9

- Tablets
- Tablet Printers
- WIFI/Hotspot
- Tabulators
- Marking Devices
- Extension Cords
- Ballots for Express Vote

Other Supplies – Page 13 & 15

- If Paper Provisional Voting
 - Ballots
 - Booths
 - Stub Box
 - Secure Container for Envelopes
- List of Voters
- Provisional Ballot Envelopes
 - Secrecy Envelopes
 - List of Provisional Voters Forms
- See [Page 12](#) for Additional Items
- See [Page 14](#) for List of Forms

Posting Required Information

Required - P. 13

- Notice of Election
- Instructions on How to Vote (Two Copies)
- Instructions on Voting Machine Operation
- Voting Rights Laws (Provided by SOS)
- State & Federal Election Laws (Provided by SOS)
- List of Registered Voters by Precinct (Usually a bound volume)
- Sample Ballots
 - Post on wall unless provided in bound or electronic form
 - Must be posted to SOS VoterView
- Text of Ballot Measures
- Poll Watchers Rights and Responsibilities
- VOTE HERE Signs
 - Placed Near Each Main Driveway Entrance
- Any Required Temporary ADA Signage
- **ZERO TAPES**

Posting Required Information

Recommended - P. 13

- **Notice of Electioneering**
 - See Page 55
- **Warning for Incorrect Ballot Styles**
 - See Page 17
- **Primary Runoff Only: Crossover Voting Warning**
 - See Page 31
- **Mark 100 feet from primary entrance to the polling sight**
 - To clearly mark the boundary for electioneering
- **Place trash can near the primary exterior entrance to allow voter to discard any campaign literature they were handed on the way into the poll**

Activate the DS 200 Tabulator P. 10

- **Step 1:** Unlock, raise the screen, and plug in the DS 200
- **Step 2:** Enter the election code
 - Provided by your CBEC
- **Step 3:** Select “Open Polls” after the Configuration Report runs
- **Step 4:** Two zero tapes will run
- **Step 5:** Sign all zero tapes and post one in a publicly viewable area
 - In view of voters’ present (i.e.: Early Voting)
- Check to see that all doors are locked and sealed, including the door containing the thumb drive.



Activate the Marking Devices

P. 9

- **Step 1:** Turn the power on
- **Step 2:** Lock security access door and place a seal on the door
- **Step 3:** The screen loads automatically. This takes a few minutes.
- **Step 4:** Enter the election code
 - Provided by your CBEC

Activate the Marking Devices

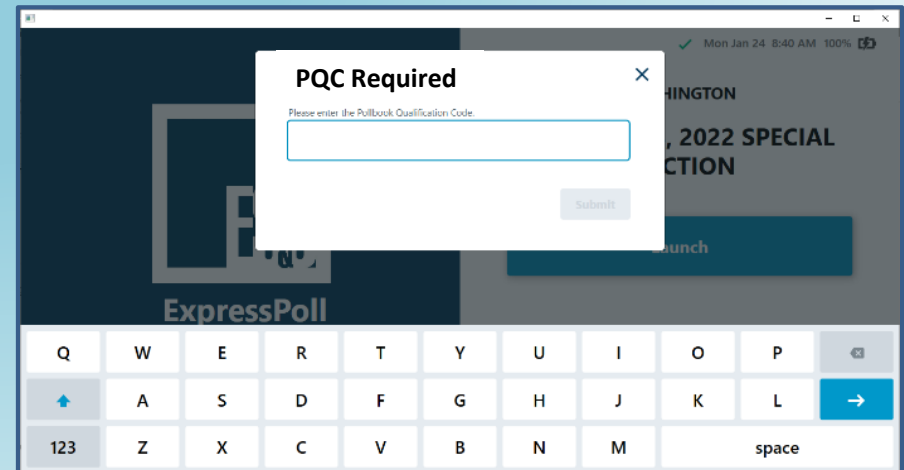
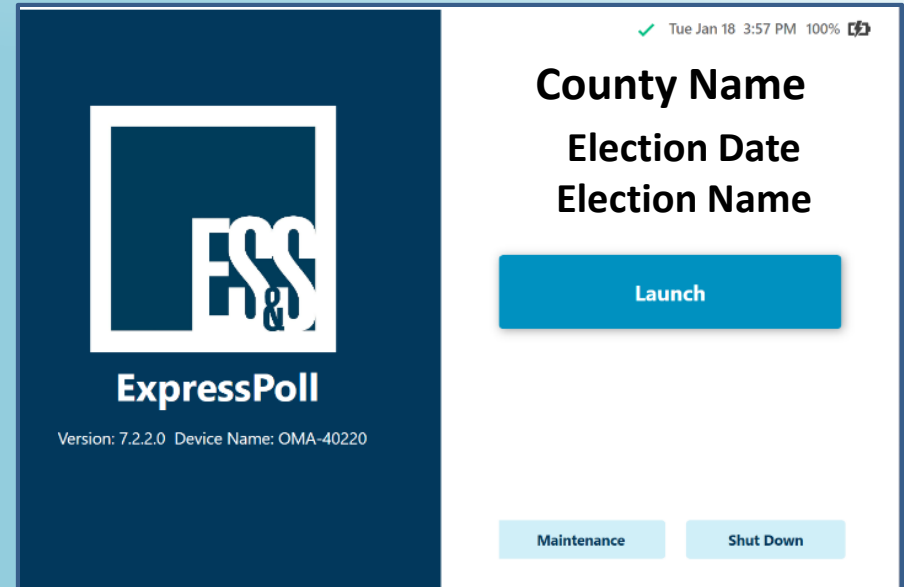
P. 9

- **Step 5:** Tap “**Accept**”
- **Step 6:** Screen will say “**Please Wait. Loading Election**”
- **Step 7:** Confirm the correct election on the upper left area of the voter screen
- **Step 8:** The “**To begin Voting, insert your card**” screen appears.

Activate the ExpressPoll Tablets

P. 10

- **Step 1:** Make sure the correct election is loaded
- **Step 2:** Select “Launch”
- **Step 3:** Enter the Pollbook Qualification Code (PQC)
- **Step 4:** Select “Submit”



Activate the ExpressPoll Tablets

P. 10

- **Step 5:** Make sure the Polling Place is correct
- **Step 6:** Enter Username
- **Step 7:** Enter Password
- **Step 8:** Select “Sign In”
- **Step 9:** Select “Open Poll”

Select a Poll Place

Poll Place [Change Poll Place >](#)

Polling Place Name and address

OFFICIAL POLLING PLACE

Sign In

User Name: User1

Password: [masked] [Clear](#)

[Back](#) [Sign In](#)

Washington County Clerk's Office 0 Issued | 0 Reissued | 0 Checked In Tue Jan 18 3:58 PM 100%

Monitor Poll

Poll Place
Wa Off 28 Fay
Polling Place Name and address

Device Name
OMA-40220
Serial Number

Poll Time
7:30 AM 7:30 PM
Open Time Close Time

Ballots
0 ExpressVote 0 Provisional ExpressVote

Voters
0 Checked In 57,311 Registered Voters in the County
0 Not in Roster 0 Absentee
0 Early Voting

[View Reports](#) [Open Poll](#)

ExpressPoll Tablets

- Make sure the number of ballots issued is ZERO
- Verify you are connected to the WiFi
- Green Check Mark and Green Cloud

Washington County Clerk's Office 0 Issued | 0 Reissued | 0 Checked In Tue Jan 18 3:58 PM 100%

Monitor Poll

Polling Place Name and address	0 ExpressVote	0 Provisional ExpressVote	0 Checked In	57,311 Registered Voters in the County
Device Name OMA-40220			0 Not in Roster	0 Absentee
Serial Number			0 Early Voting	
Poll Time 7:30 AM	7:30 PM			
Open Time	Close Time			

[View Reports](#) [Open Poll](#)

Washington County Clerk's Office 0 Issued | 0 Reissued | 0 Checked In Tue Jan 18 4:13 PM 100%

FEBRUARY 8, 2022 SPECIAL FAYETTEVILLE ELECTION

Washington County Clerk's Office

[Search for Voter](#)

[Monitor Poll](#)

Polls Open Washington County Clerk's Office: 0 Voters Checked In

Do not check in Voters until 7:30

Smart Update is no longer Required

Who Is 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 the SBEC or CBEC**

Exit Polls

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

News

Photographers/Cameras

- ▶ **CBEC should:**
 - Work out in advance
 - Notify poll workers
- ▶ **CBEC decides:**
 - Whether they're allowed
 - What they're allowed to film



Other 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



How special situations referred to the poll's supervisor are addressed

ISSUES FOR POLL JUDGES

How to Review Photo ID – P. 35

- If the Voter Check-In Clerk finds that a voter has presented an insufficient ID, the verification of the ID is referred to the Poll Judge
- The Poll Judge then:
 - **Compares the photo on the ID to the Voter**
 - AND**
 - **Compares the name on the ID to the name recorded in the PVR List**
- **All marginal cases are to be resolved in favor of the voter!**

How to Review Photo ID – P. 35

- **When comparing the photo:**
 - Allow for changes in hair color, glasses, facial hair, cosmetics, weight, age, injury, and other changes in physical characteristics
- **When comparing the name, accept variations that are explained by:**
 - Abbreviations of a name
 - Nicknames
 - Changes due to marriage, divorce, adoption, etc.
 - **Accept if name on ID is “substantially similar” and any variations are adequately explained**
- **If you agree the ID fails to verify the voter’s registration:**
 - Ask for another form of ID and **if none:**
 - **Require the voter to cast a Provisional Ballot**

DON'T FORGET

- **EXCEPTION:** Voters who reside in a long-term care or residential care facility licensed by the state may show documentation from the administrator attesting that the voter is a resident of the facility (form provided by SOS)

Photo ID

- The verification of voter registration is used to verify the **name** and **appearance** of the voter, not the address and date-of-birth

Fail-Safe Voting, etc.

(Pages 25-26 of training guide)

- ▶ **Name provided differs with PVR List**
- ▶ **DOB provided differs with PVR List**
- ▶ **Address provided differs with PVR List**
- ▶ **Address is not within precinct**
- ▶ **Voter registration cannot be verified**
- ▶ **PVR notations:**
 - ▶ **Voted Absentee**
 - ▶ **Voted Early**



Voter Believes their Assigned Ballot is Incorrect

- **Check** to ensure the ballot style issued is the style the Poll Book lists for this voter
- **Inform** the voter they can:
 - Cast the **assigned ballot as a regular ballot**
 - OR**
 - Cast any **other ballot available at the poll as a Provisional Ballot**
 - Have the voter review the sample ballot to identify the ballot they believe is correct
- **Inform the voter that they will need to present evidence to the CBEC that the county records are incorrect in order to have their vote counted**

Address Differs From PVR List - Problem/Procedure...

Poll Judge Will...

- When a poll worker informs you that a voter's address doesn't match the PVR List:
 - Have the voter restate their name, address, and DOB to you (take a note)
 - **Call the County Clerk**
 - Inform the Clerk's Office of why you're calling and relay the voter's information

County Clerk Will...

- **Determine** if the new address is located in the county (and Congressional District)
- If so, **find the correct ballot** style for the new address
- Inform the Poll Judge:
 - If the voter can cast a regular ballot using new address
 - The correct ballot style
- (**Recommended**) Clerk will update the Electronic Poll Tablets with the new address

Address Differs From PVR List – Solution

➤ VOTE CENTER COUNTY

Voter's Address is in the County

- Inform the voter they will be able to cast a regular ballot
- BEFORE SENDING THE VOTER BACK TO THE CHECK IN PROCESS:
 - Have the voter complete a **new Voter Registration Application**
- Inform the Voter Check-in Clerk

Voter's Address **cannot** be found in the County

- Inform the voter that he or she will need to cast a provisional ballot
- Begin Provisional Ballot Procedure P. 39

Voter Not Found in PVR List – Problem/Procedure...

Poll Judge Will...

- When a poll worker informs you that a voter's cannot be located in the PVR List:
 - Have the voter restate their name, address, and DOB to you (take a note)
 - **Call the County Clerk**
 - Inform the Clerk's Office of why you are calling and relay voter's information

County Clerk Will...

- **Determine** if the voter is registered in the county's voting record
- If so, **find the correct ballot style** for the voter
- Inform the Poll Judge:
 - If the voter can cast a regular ballot using new address
 - The correct ballot style
- (**Recommended**) Clerk will update the Electronic Poll Tablets with the new address

ONLY APPLIES IN A NON VOTE CENTER COUNTY

**ELIGIBLE VOTER AT THE WRONG
POLL**

Eligible Voter at the Wrong Poll – P.29

NON VOTE CENTER COUNTY

- If you are informed by the County Clerk that an eligible voter is at the wrong poll:
 - Complete the “*Change in Polling Site Authorization Form*”
 - County Clerk will provide the relevant information
 - Instruct the voter on how to reach the correct poll

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 requires 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.)

Polling Site Change – P.25-26

- **Be able to explain the following to the voter:**
 - How each address in the county corresponds with a particular ballot style
 - How, if that style is not available at your poll, the voter must be sent to where their ballot is
 - How this is the only way for them to vote a regular ballot
- **IF the voter refuses to go to the correct poll:**
 - Allow the voter to cast a provisional ballot on the style they believe is correct (be sure to note the style on the envelope)

If a Voter Presents this Form at a Poll – P.29

- Check to see if the tablets are updated with any address changes
 - If so, process the voter into the poll as you would normally
 - If not add the voter manually into the Poll Book (see SOS for instructions)

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 requires 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.)


PROVISIONAL VOTING PROCEDURES

How to Process A Provisional Voter (Step 3-5) p.39

- **Step 3:** Poll Worker must list the Ballot Style Issued
- **Step 4:** Poll Worker must mark the Reason for Voting Provisional
- **Step 5:** Poll Worker must Sign, Print their name, and date

PROVISIONAL VOTER ENVELOPE			Revised: August 2023
<i>For Election Official's Use Only:</i> Election Official's Verification			
BALLOT STYLE ISSUED: _____		County: _____	
POLL NAME / LOCATION: _____			
REASON(S) FOR VOTING PROVISIONAL			
<input type="checkbox"/> Failure to Show a Qualifying Photo ID	<input type="checkbox"/> Previously Sent an Absentee Ballot		
<input type="checkbox"/> Poll Watcher Challenge	<input type="checkbox"/> Marked as Having Already Voted		
<input type="checkbox"/> Not on Precinct Voter Registration List (poll tablet)	<input type="checkbox"/> Court-ordered Voting Extension		
<input type="checkbox"/> First-time Flagged Voter – Failed to Show Required Document	<input type="checkbox"/> Voter Requested an Alternative Ballot		
<input type="checkbox"/> Other _____			
I, THE UNDERSIGNED ELECTION OFFICIAL , verify that all required information has been provided on this provisional ballot envelope, that I have accurately completed the poll worker's verification, and that the voter has signed the voter eligibility affirmation below.			
Signature of Election Official _____		Printed Name of Election Official _____	Date _____
PROVISIONAL VOTER ELIGIBILITY AFFIRMATION			
WARNING: THIS FORM MUST BE COMPLETED AND SIGNED OR YOUR BALLOT WILL BE REJECTED.			
Name of Voter _____		Prior Name (If Applicable) _____	
Street Address Stated by the Voter _____		Prior Address from Poll Tablet (If Applicable) _____	
City _____	State _____	Zip Code _____	Prior City, State, Zip (If Applicable) _____
Date of Birth _____	Phone Number (Optional) _____	E-mail (Optional) _____	
I, THE VOTER NAMED ABOVE , hereby affirm, under penalty of perjury, that the information provided above is true 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 election commission will count my ballot only upon verification of my voter registration status.			
<p>_____</p> <p>SIGNATURE OF PROVISIONAL VOTER</p>			
NOTE: Perjury is a Felony and is punishable by up to 10 years in prison and up to a \$10,000 fine.			
CHALLENGED BALLOT FORM (Use when a poll watcher challenges a voter)			
Name of Poll Watcher _____			
Candidate, Party, or Group Represented by Poll Watcher _____			
I am challenging this voter in good faith on the grounds that the voter:			
<input type="checkbox"/> Is not eligible to vote in this precinct.			
<input type="checkbox"/> Has previously voted in this election.			
Signature of Poll Watcher _____			

How to Process a Provisional Voter (Step 6-7) P.39

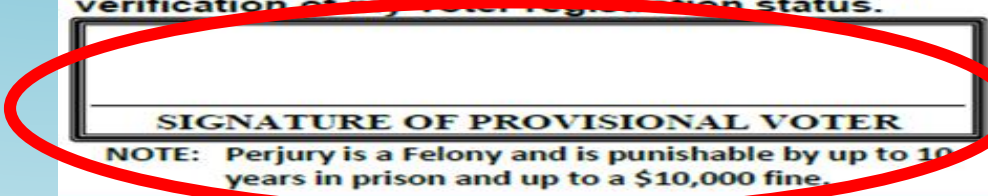
- **Step 6:** The poll worker must enter the relevant information including the voter's name, address, and date of birth 

PROVISIONAL VOTER ELIGIBILITY AFFIRMATION			
WARNING: THIS FORM MUST BE COMPLETED AND <u>SIGNED</u> OR YOUR BALLOT WILL BE REJECTED.			
Name of Voter		Prior Name (If Applicable)	
Street Address Stated by the Voter		Prior Address from Poll Tablet (If Applicable)	
City	State	Zip Code	Prior City, State, Zip (If Applicable)
Date of Birth	Phone Number (Optional)	E-mail (Optional)	

- **Step 7:** The voter must sign the Eligibility Affirmation statement located at the bottom of the form

- Instruct the poll worker to see this happens

I, THE VOTER NAMED ABOVE, hereby affirm, under penalty of perjury, that the information provided above is true 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 election commission will count my ballot only upon verification of my voter registration status.



SIGNATURE OF PROVISIONAL VOTER

NOTE: Perjury is a Felony and is punishable by up to 10 years in prison and up to a \$10,000 fine.

How to Process a Provisional Voter (Step 8-9) P.39

Step 8: Ask the voter to provide a Photo ID

Step 9: Use the Photo ID to:

- Compare the photo on the ID to the person standing in front of you; **AND**
- Compare the name on the ID to the name recorded in the PVR List (or stated by the voter and recorded on the Provisional Envelope)
- **DO NOT** compare the address on the ID to the one on the PVR List

How to Process a Provisional Voter

P.40

- **Step 10: Voter is issued their ballot (and a ballot secrecy envelope)**
 - IF the voter is not disputing the ballot style identified as theirs by the county clerk or PVR List, then issue that ballot style to the voter.
 - IF the voter disputes their assigned ballot, issue the ballot requested by the voter
- **Step 11: Voter marks the ballot, seals the ballot in the secrecy envelope, and seals the secrecy envelope in the provisional ballot envelope**

How to Process a Provisional Voter

P.40

- **Step 12: Issue a “Notice to Provisional Voters”**
 - Mark the reason (or reasons) for the provisional vote (P. 47)
- **Step 13: Deposit completed provisional ballot envelope in a secure container**

NOTICE TO PROVISIONAL VOTERS

REASON 1: No Verification of Voter Registration Provided
If you cast a Provisional Ballot for failure to present Verification of Voter Registration and you possess ID, you may present proof of identity to the County Clerk or the County Election Commission by noon of the first Monday following the election for the provisional ballot to be counted.

County Clerk's Address
_____ County Courthouse
Street Address: _____

Hours:
Phone:
City:

“Verification of Voter Registration” 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. Examples of acceptable proof of identity include but are not limited to:

- An Arkansas driver's license;
- An Arkansas State ID (for example issued by the Revenue Office)
- A U.S. passport;
- A concealed carry handgun license issued by the State of Arkansas;
- An employee badge or ID document issued by the State of Arkansas or the federal government;
- A U.S. military ID document (Active or Retired);
- A student or employee ID card issued by a postsecondary educational institution located in Arkansas;
- A public assistance ID card issued by the State of Arkansas or federal government;
- A “For Voting Purposes Only” ID card that has a photo provide by the County Clerk.

REASON 2: Provisional Ballots Unrelated to Verification of Registration

If you were required to vote provisionally for any reason unrelated to the verification of your voter registration, the County Election Commission will evaluate your provisional ballot. If the Commission cannot count your ballot based on the information available, an administrative hearing is set at the time and location listed below to determine if your ballot will be counted for this election. You are invited to attend this hearing to bring evidence showing why your ballot should be counted. If you do not attend, you will be notified whether your ballot was counted in this process.

Hearing Date for Provisional Ballots that are rejected will be held:

DATE & TIME: _____

LOCATION: _____

For more information, contact: _____ County Election Commission

PHONE: _____ EMAIL: _____

You will be notified by first class mail whether your vote was counted, and if not, the reason why.

Provisional Ballot Transport P.40

- **Step 14: TWO election officials must transport the secure container and the Provisional Ballot and Transfer Form to the CBEC (Act 329)**
 - Form on P. 75

PROVISIONAL BALLOT COUNT AND TRANSFER FORM
Act 329 of 2023

Election: _____

Site: _____

Delivered to: _____

SEAL NUMBER: _____ Replacement Seal # if Needed: _____

PROVISIONAL BALLOT ENVELOPE COUNT _____

DELIVERED BY:

Signature/ Date & Time

Signature/ Date & Time

RECEIVED BY:

Signature/ Date & Time

RECEIVED BY/ SEAL VERIFICATION/COUNTY VERIFICATION:

Signature/ Date & Time

PROVISIONAL BALLOT ENVELOPE COUNT _____

Poll Watcher Challenges P.49

- All candidates, ballot issue committees, and political parties have the ability to appoint poll watchers who can:
 - Be present in the poll
 - Object to a voter's eligibility
 - Observe the voting process and election officials
 - Keep records
 - Call issues to the attention of the Poll Judge

Poll Watcher Challenges P.51

- Must present a “Poll Watcher Authorization Form” with a county clerk file mark to remain in the poll
- Must be allowed to stand close enough to the voter check-in process to hear what is said

POLL WATCHER AUTHORIZATION FORM
[A.C.A. § 7-5-312/Act 214 of 2007]

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 chairman 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 Chairman/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 filing this poll watcher authorization form with the county clerk's office.

Signature of County Clerk

Poll Watcher Challenges P.52

- A Poll Watcher **MUST NOT**:
 - Be **within 6 feet** of any voting machines or booths
 - **Speak to voters**
 - Try to **influence voters** inside the electioneering exclusion zone
 - **Disrupt the election**

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 or seeking defeat or a measure 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 or area within a polling site, early voting site, vote center, or alternative 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 or area 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 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 polling or counting location for the purpose of confirming the poll watcher as a candidate on the ballot.

Poll watchers may:

- 1) Observe the election officials or designees.
- 2) Stand close enough to the precinct voter registration lists so as to hear the voter's name and observe the voter's signature;
- 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, duplication, 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

Poll Watcher Challenges P.49

How to Challenge:

- Challenge must be made prior to the voter signing the PVR List/Tablet
- Challenge causes the voter to vote provisionally
- Poll watcher must complete the challenge form on the Provisional Ballot Envelope

What to Challenge:

- A poll watcher may challenge a voter for the following reasons:
 - Voter is not eligible to vote at the polling site
 - Not registered
 - Voting using an incorrect address (on the wrong ballot)
 - Voter has already voted

CHALLENGED BALLOT FORM
(Use when a poll watcher challenges a voter)

Name of Poll Watcher

Candidate, Party, or Group Represented by Poll Watcher

I am challenging this voter in good faith on the grounds that the voter:

- Is not eligible to vote in this precinct.
- Has previously voted in this election.

Signature of Poll Watcher

Provisional Voting

EXERCISE ONE

Provisional Voting

EXERCISE TWO

Provisional Voting

EXERCISE THREE

Provisional Voting

EXERCISE FOUR

Closing the Poll – P. 65

▶ Closing Procedures

- Announce that the poll is closed precisely at 7:30pm
- Allow persons already in line at 7:30pm to vote
- Total the number of voters on the **List of Voters** form
- Certify, attest, and sign the **List of Voters** form

▶ Secure Ballots for Transport

▶ Depart Poll

- **Deliver materials to County Clerk**
- Deliver materials to County Election Commission

Closing the DS 200 Tabulator – P. 66

- **Step 1:** Record the public count on the Poll Workers' Certificate P. 71
- **Step 2:** Open the security door and push the “Close Poll” button
- **Step 3:** Tap the “Close Poll” button on the screen



Closing the DS 200 Tabulator – P. 66

- **Step 4:** Three results tapes will print
- **Step 5:** **SIGN ALL THREE** and **post one copy in the poll**
 - Other two signed result tapes returned to CBEC
- **Step 6:** Tap “Finished” and turn off the tabulator

Closing Other Voting Equipment

P. 65-66

- **Closing Electronic Poll Tablets:**
 - Procedures on Page 65
- **Closing Ballot Marking Devices**
 - Procedures on Page 65-66

Departing the Poll



- ▶ Follow any specific instructions from CBEC
- ▶ Remove postings and collect “VOTE HERE” signs
- ▶ Collect all supplies and election materials
- ▶ Put the poll back in order
- ▶ Seal stub boxes for transport to County Board of Election Commission
- ▶ **Remember to take ALL BALLOTS from the tabulators** and return to CBEC
- ▶ **Comprehensive Checklist beginning on Page 73**

Deliver to County Clerk



- ▶ **A copy of the Certificate of Election Results**
- ▶ **One copy of tally sheets, if any**
- ▶ **List of Voters Form**
- ▶ **Precinct Voter Registration Lists**
- ▶ **Voter Registration Application Forms**
- ▶ **Other record-keeping supplies**

Deliver to CBEC

- ▶ **Sealed package holding the election media sticks and certified returns (results tapes)**
 - Obtain a receipt
 - Provisional Ballots returned by two election officials
- ▶ **Paper ballots preserved separately & secured**
 - Voted paper ballots in a secured container with a numbered seal
 - Unused, provisional, cancelled, defective ballots
- ▶ **Election supplies and materials**
- ▶ **A copy of the Certificates of Election Results**
- ▶ **One copy of any tally sheets, if any**
- ▶ **Other election returns**
- ▶ **A completed poll worker guide/checklist**



Additional Conditions when Conducting Early Voting

EARLY VOTING

Early Voting

- ▶ **Same as Election Day, except:**
 - **Keep daily dated records of numbers of ballots cast signed by the poll workers**
 - The Voter List form should be kept starting with the first day of early voting and signed by all poll workers who kept the list on that day
 - **At the end of each day – secure the machines, materials, and ALL ballots**
 - Lock up to prevent unauthorized tampering
 - **County Clerk updates VR database within 24 hours**

Absentee Ballot Processing

- ▶ This section provides instruction for election official's designated to process Absentee Ballots
- ▶ Specifically, we'll cover:
 - Process of Absentee Voting
 - Canvassing Absentee Ballots
 - Counting Absentee Ballots



Opening & Processing Absentee Ballots

- ▶ Conducted by election officials ***BEFORE*** the polls close on election day
- ▶ Clerk 1, while observed by another election official, opens the return (outer) envelope and verifies that the voter statement, Photo ID and the ballot (inner) envelope have been properly placed in the return envelope.
- ▶ If everything is in order:
 - Clerk 1 reads aloud the voter's name and precinct from the voter statement.
 - Clerk 2 lists the name and precinct of the voter.
 - The election officials compare the name, address, DOB and signature on the absentee ballot application against the voter statement.
 - The election officials compare the name of the bearer, agent or administrator written on the absentee ballot application to the voter statement.
 - The election officials compare the name and address of the bearer, agent or administrator written on the absentee ballot return envelope with the information on the voter statement.
- ▶ Place the unopened inner "Ballot Only" envelope into the absentee ballot box.

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- ▶ If the voter statement and/or ID are **NOT** in the return envelope separate from the inner “Ballot Only” envelope:
 - Clerk 1 removes the inner “Ballot Only” envelope from the outer return envelope and hands it to Clerk 2.
 - Clerk 2 inspects the inner “Ballot Only” envelope while being observed by clerk 1 and,
 - Removes the voter statement and/or ID documents, if found there, from the inner “Ballot Only” envelope and hands them to Clerk 1.
 - Clerk 2 returns the inner “Ballot Only” envelope and any found voter statement/ID documents to Clerk 1 and Clerk 1 places the inner “Ballot Only” envelope back into the outer return envelope.
 - Clerk 1 reads aloud from the voter statement, and regular processing procedures (see previous slide) are followed.
 - Ballots processed before Election Day should be set aside until after 8:30 a.m. on Election Day

Validity of Absentee Ballots

- ▶ A name on a voter statement that is slightly different from the way the name is stated on the absentee ballot application “compares” if *all* the other information (DOB, address, signature) demonstrates that it is the same person.
- ▶ Addresses and Dates of birth must match.
- ▶ Election officials are not handwriting experts. Reject a ballot on the basis that the signatures do not compare *only* if there is a distinct and easily recognizable difference between the signature on the absentee ballot application and the voter statement.
- **All absentee ballots must contain a form of ID** (photo or document from long term care facility) **unless it is from an active Duty Military voter**
 - ▶ Certain voters may be "flagged" with a "must show ID" notation on the PVR list. If voting by absentee ballot, these "flagged" voters must include in the return envelope a copy of a *current and valid* photo identification 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. If identification is not present, the ballot is considered a *provisional* ballot.
- ▶ **If there is any doubt about the validity of a ballot, set it aside for the election commission to review.**

Provisional Absentee Ballots

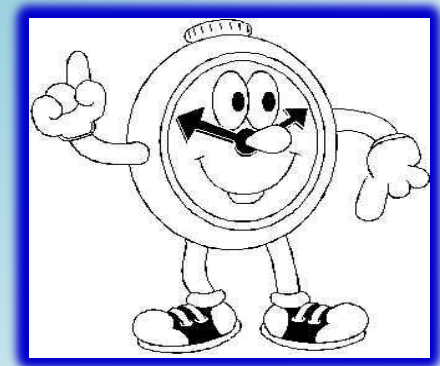
- ▶ Poll watcher challenges;
- ▶ Flagged voters (*registered without required ID documents*); and
- ▶ Absentee ballots that are returned without containing a copy of one of the designated forms of ID will become **Provisional**
- ▶ Absentee ballots delivered by a bearer/agent/administrator for which the name and address of the bearer/agent/administrator written by the county clerk on the return envelope, or the bearer/agent/administrator's name on the absentee ballot application **does not match** the information contained in the voter statement become **Provisional**.
- ▶ If an absentee ballot becomes provisional, the absentee ballot clerk will:
 - Place the return envelope and everything that is inside it into a provisional voter envelope;
 - Record on the provisional voter envelope the reason the absentee ballot was made provisional, including the reason the ballot was challenged, if any; and
 - Set the provisional ballots aside for consideration by the election commission.

Counting Absentee Ballots

- ▶ After processing all the absentee ballots, the absentee ballot election officials shake the ballot box containing the inner “Ballot Only” envelopes thoroughly to mix the ballots.
- ▶ **When it is time to count the ballots, election officials must:**
 - Open the inner “Ballot Only” envelopes;
 - Count any write-in votes first; and
 - Count the remaining ballots by hand or electronic tabulating device at the discretion of the election commission.
- ▶ **Reject any ballot if:**
 - It comes in a bulk mailing from someone other than an administrator of a long-term care facility;
 - No voter statement is found in the return envelope or the ballot envelope;
 - If the election commission finds that the name, date of birth, address or signature on the voter statement do not compare to the corresponding information on the absentee ballot application;
 - The absentee ballot was cast by a voter who dies before the polls open on election day if it is postmarked, delivered by a bearer, agent or administrator, or, in the case of an active duty “armed services” voter, executed *after* the date the voter died;
 - If the return envelope indicates the ballot was returned by a bearer, agent or administrator but the voter has not authorized a bearer/agent/administrator on the voter statement.

And Remember:

- ▶ The outer envelopes of absentee ballots may be opened one week before Election Day so that the election officials may begin processing the absentee ballot paperwork
- ▶ Processing of absentee ballots secrecy (inner) envelopes may not begin prior to **8:30 a.m.** on election day.
- ▶ Absentee ballots on hand (and early votes) must be counted before the polls close on election day and the initial count reported to the Secretary of State as soon as practical after 7:30 p.m.



STATE BOARD OF ELECTION COMMISSIONERS

501 Woodlane Street – Suite 122 South

Little Rock, Arkansas 72201

(501)682-1834 or (800)411-6996

Fax: (501)682-1782

info.sbec@arkansas.gov

www.arkansas.gov/sbec