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Prepare for Election Day

- Recruit election board workers
- Post notices
- Receive ballots and supplies
- Polling place access
ELECTION CHAIRPERSON “YOUR JOB – Before Election Day”

Recruit Election Board Workers
The election board should have at least four workers, including the chairperson. Additional workers may be appointed as needed. Give the names of your workers to the election supervisor before election day. Call your workers to remind them to be at the polling place at least ½ hour before the polls open.

Post Notices
You may receive a poster(s) providing information about the upcoming election that you can post in your precinct. If you receive a poster, complete and return the posting certificate to the election supervisor. We will pay you for posting the poster.

Receive Ballots and Supplies
Your ballots, supplies, optical scan voting unit and touch screen voting unit are either to be picked up at a time and location specified by the election office or they may be mailed in separate packages about two weeks before the election. If you received your materials in the mail, call the election supervisor upon receipt. When you receive your ballots, verify the ballot stub numbers against those listed on the ballot receipt. Complete, sign, and return the ballot receipt to the election supervisor. Store your ballots, supplies, optical scan voting unit and touch screen voting unit in a safe location until election day.

August Primary Election – Sign the receipt for each political party ballot type.

Verify that you received all supplies listed on your supply inventory sheet. Take a few minutes to review this election procedures handbook. Call the election supervisor if you have any questions.

Polling Place Access
Contact the polling place provider before election day to arrange for access into the polling place election morning. GET A KEY if necessary.

Set up Table and Booths
For the election, you will need to verify that voting booth(s), ballot box, work table and chairs are available. If possible, set up your voting booth(s) the day before the election. You may also hang posters and prepare the room for voting. By setting up early, you will find that your election morning begins smoothly. You may ask your workers to help you set up. Do not leave the optical scan voting unit, touch screen voting unit, the ballots or the precinct register in the polling place prior to election day.
Opening the Polls and General Information

- Set up the polling place
- Assign jobs to workers
- Organize ballots
- Sign oaths
- Equipment security and set up
- Open polls
- Coordinator
- Polling place security
- General voting information
## ELECTION WORKERS “YOUR JOB – Opening the Polls”

### Set Up the Polling Place

Have workers arrive at the polling place at least ½ hour before the polls open to help set up.

- Your work table needs to have pens, the precinct register, ballots, secrecy sleeves, touch screen voting supplies, questioned voting materials, and special needs voting materials.

- Set up the voting booths, and in each booth hang a “How to Vote” poster and place a black pen in the booth.

- Display the American flag. When displayed, the stars need to appear on the left. If the flag is displayed in the window, the starts must be to the left when viewed from the street.

- Hang the “Vote Here” and “Have Identification Ready” posters. Also display the sample ballot and any flyer or poster you receive that provides information on ballot measures.

- **August Primary Election** – Display the ballot choice poster.

### Assign Jobs to Workers

There are usually four people on the election board. The chairperson will assign the jobs as follows:

- Precinct Register Worker.
- Ballot Issuing Worker.
- Worker to assist with questioned voting and special needs voting.
- Optical Scan Voting Unit and Touch Screen Voting Unit Worker.
- Language Assistance Worker – Bilingual election worker in areas where language assistance is required.

The duties of the workers may rotate during the day. Have each worker review the job duties of each position outlined in this handbook.

### Organize Ballots

Place your paper ballots in numerical order. Always issue ballots with the lowest stub number first.

**August Primary Election** – There will be different political party ballot types. Each type needs to be in numerical order.
Sign Oaths
Ask each worker to READ and SIGN the oath on the inside cover of the precinct register. In addition, all workers who will be assisting with questioned voting must read and sign the oath on the front cover of the questioned voter register.

Optical Scan Unit Security and Set Up
Verify the optical scan is secure and prepare it for voting.

- Inspect the tamper-evident seal on the optical scan unit to verify it hasn’t been tampered with. **Do not remove this seal.**
- Complete the Optical Scan Security Log.
- Set up the optical scan unit following the opening instructions found in the optical scan voting unit’s carrying case or in your election supplies. Set up the optical scan before setting up your touch screen voting unit.

Touch Screen Unit Security and Set Up
Verify the touch screen is secure and prepare it for voting.

- Verify the envelope containing the touch screen memory card is sealed prior to opening it and removing the memory card.
- Inspect the tamper-evident seals in the upper right and lower left portions of the tablet to verify it hasn’t been tampered with. **Do not remove the seals.**
- Complete the Touch Screen Security Log.
- Set up the touch screen unit following the instructions found in the carrying case or touch screen voting supplies. Please keep in mind, if it is taking too long or if you are having trouble setting up the touch screen unit, finish the other polling place set-up activities and then come back to the touch screen unit. If necessary, you can finish setting up the touch screen after the polls are open.
- Once the touch screen voting unit is assembled, place it in an area where the screen faces away from the public view. This will help maintain the privacy of any voter using the touch screen voting unit.
Open Polls

Make sure the polls open on time. The polls open at 7:00am for primary and general elections. The polls open at 8:00am for state-conducted school board elections (REAAs) and state-conducted special local elections.

Coordinator

A coordinator may be assigned to your precinct on election day. If you experience problems with your optical scan voting unit or touch screen voting unit, contact your coordinator or the election office for assistance.

Polling Place Security

Make sure your polling place is secure at all times.

- Keep ballots, the precinct register and voting equipment in a locked, secured room until Election Day. Do not leave these items at the polling place unattended.

- Be aware of the possibility of tampering with election equipment. To prevent possible tampering:
  - Do not allow loitering in the area around election equipment.
  - Keep an eye on the voter if it appears the voter is spending too much time near the equipment.

- Pay attention to the possibilities of disruptions in the polling place. For instance, if someone is worried about losing an election in a specific precinct, that person may try to prevent people from voting by causing a distraction.

- To maintain confidentiality of those voters using the touch screen unit, it is best to have at least five voters use the touch screen. If there are fewer than five votes cast on the touch screen, election workers are encouraged to cast their vote using the touch screen.
**GENERAL VOTING INFORMATION**

**Voter Assistance**

Federal law allows a voter to have a person of his or her choice provide assistance to the voter during the voting process.

If voters have difficulty signing their name they may make a mark or an “x” where they need to sign.

The person providing assistance may go into the voting booth to assist the voter.

The person providing assistance may be an election official, a family member, a bystander or a campaign worker.

The person providing assistance cannot be a candidate for office in the election, the voter's employer or agent of that employer, or an officer or agent of the voter's union.

**Disability Awareness**

Voters with hearing, vision and/or mobility impairments may require additional assistance while voting. These voters can bring a person of their choice to assist them in the voting process.

Refer to the *Disability Awareness and Voter Assistance Information Tips for Alaska's Election Workers* for more detailed information on providing assistance to these voters.

**Language Assistance**

If a voter needs language assistance they may bring a person of his or her choice to assist in the voting process. You may contact your election supervisor for the name of a translator within your area. In many rural precincts at least one member of the election board is bilingual.

When providing an oral translation of ballot information, the translator may not voice their own opinion on candidates and/or issues appearing on the ballot.

Refer to the *Election Procedures for Bilingual Election Workers and Translators* for more detailed information on providing assistance to these voters.
Tracking Language Assistance

The Language Assistance Requests Log allows the Division of Elections to monitor the effectiveness of our minority language assistance program and to help determine where bilingual election officials are needed.

Check the box and list the language and type of assistance provided for each voter needing language assistance.

When completing the Language Assistance Requests Log, do not include the voter’s name.

Sign and return the Language Assistance log – even if you did not have any voters who needed language assistance.

Campaigning

Campaigning is prohibited within 200 feet of any entrance into the voting area. The election board MUST prohibit any campaigning. This includes any discussions of candidates or issues that appear on the ballot or displaying campaign signs, bumper stickers or wearing campaign buttons.

Removal or Exhibit of Ballot

Voters must vote the ballot in the polling place unless they are voting a special needs ballot. Voters are not permitted to exhibit or discuss their ballot in the polling place. If voters exhibit ballots, the election board must spoil and replace them.

Poll Watchers

There can be only one poll watcher representing each political party, organized group, candidate (Primary Election) or candidate not representing a political party (General Election) in the polling place at a time. Poll watchers must have an identification badge visible and attached to their person at all time. Poll watchers may have a complete view of the election process and may stand close enough to hear and record the name of a person voting. Poll watchers must remain at a distance far enough away from the voting machines and booths to ensure privacy and they MAY NOT handle any voting materials or sit behind the election worker table.

Poll watchers may challenge a voter’s qualification. If a poll watcher challenges a voter, the voter must vote a questioned ballot. Review the poll watchers handbook in your supplies before election day.

Exit Polling

Exit polling is a survey conducted by the news media or official polling group about issues or candidates and is designed to predict the outcome of the election.

Exit polling is allowed just outside the entrance of the polling place area. The 200 feet campaigning rule does not apply to exit polling. Exit pollsters may only approach voters who have already voted and wish to participate in the exit polling process.
Processing Voters and Issuing Ballots

- Precinct register worker
- Ballot issuing worker paper ballots
- Ballot issuing worker touch screen ballots
- Questioned ballot worker
- Special needs voting
PRECINCT REGISTER WORKER “YOUR JOB – Processing Voters”

Look for Voter’s Name on Register

- If the voter’s name is NOT on the register, the voter MUST vote a questioned ballot.
- If a voter’s name is on the precinct register and the voter tells you that his or her name or residence address has changed or, if the voter’s qualifications are challenged, be sure to have the voter vote a questioned ballot.
- Do not make any address corrections or other notes on the precinct register. If someone indicates that a person on the register is deceased, ask the person to complete a death notification form found in your supplies.

Ask for ID and Mark the Type of ID Presented on Register

- Acceptable forms of ID are listed on the “Have Identification Ready” poster. Examples: voter ID card, driver’s license, state ID card, passport, birth certificate, military ID card, hunting/fishing license, valid photo ID, bank statement, utility bill, and other government documents.
- The ID requirement may be waived if someone working on the election board personally knows the voter. You may not waive the ID requirement if Must Show ID appears in the signature block above the voter’s name.
- If the voter does not have ID and is not personally known, the voter must vote a questioned ballot.
- Mark the column on the register for the type of ID the voter presented: VC is for voter card. OI is for any other identification. PK is for personally known.

Have Voter Sign Register

Highlight the voter’s printed name using the highlighters provided with your supplies. The voter MUST sign or make a mark above his or her printed name. If a voter signs the precinct register and then leaves the polling place without voting or votes a questioned ballot, cross the voter’s name off the precinct register and make a note that voter did not vote. (This is the only note you can make on the precinct register.)

During August Primary Election, Check Voter’s Party Affiliation

The party affiliation listed on the precinct register will determine which ballot type the voter is eligible to vote. Give the voter a party affiliation card that represents the political party in which the voter is registered. The ballot issuing worker will use the affiliation card to determine which ballot type the voter will be given. Party affiliation changes are not allowed on election day.
Sample Precinct Register

<table>
<thead>
<tr>
<th>VOTER NO</th>
<th>IDENTIFIED BY (VC) (OI) (PK)</th>
<th>LAST-FIRST-MIDDLE INITIAL</th>
<th>PARTY</th>
<th>A RESIDENCE ADDRESS</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>X</td>
<td>AALMANN SIDHAR</td>
<td>U</td>
<td>5205 E 26TH AVE #9</td>
<td>ANCHORAGE</td>
</tr>
<tr>
<td>2</td>
<td>X</td>
<td>BARA FEDERICO</td>
<td>N</td>
<td>4001 E 26TH AVE</td>
<td>ANCHORAGE</td>
</tr>
<tr>
<td>3</td>
<td>X</td>
<td>ACHESON DARRELL R</td>
<td>R</td>
<td>2315 GLACIER ST</td>
<td>ANCHORAGE</td>
</tr>
<tr>
<td>4</td>
<td>X</td>
<td>ACHESON JENNIFER R</td>
<td>R</td>
<td>2315 GLACIER ST</td>
<td>ANCHORAGE</td>
</tr>
<tr>
<td>5</td>
<td>X</td>
<td>AGOSTA VICTOR M</td>
<td>N</td>
<td>2540 BOXSPACE PKWY</td>
<td>ANCHORAGE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PO BOX 91800</td>
<td>ANCHORAGE AK</td>
</tr>
<tr>
<td>6</td>
<td>X</td>
<td>ABEISCHER KRISTEN R</td>
<td>R</td>
<td>5440 E 28TH AVE #17</td>
<td>ANCHORAGE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PSC 41 BOX 5797</td>
<td>APO AE</td>
</tr>
<tr>
<td>7</td>
<td>X</td>
<td>AGIZIPHI KUKI L</td>
<td>A</td>
<td>2224 GLACIER ST #306</td>
<td>ANCHORAGE</td>
</tr>
<tr>
<td>8</td>
<td>X</td>
<td>Mary SHI</td>
<td>U</td>
<td>2111 FARMER PL</td>
<td>ANCHORAGE</td>
</tr>
<tr>
<td>9</td>
<td>X</td>
<td>AND MARY E</td>
<td>U</td>
<td>5211 E 22ND AVE #4</td>
<td>ANCHORAGE</td>
</tr>
</tbody>
</table>

1) Ask the voter for ID, mark the type of ID presented with an X:
   VC = Voter Card
   OI = Other Identification
   PK = Personally Known

2) Highlight the voter’s printed name.

3) Instruct the voter to sign his/her name above the highlighted printed name.

**Please Note:**

Voters that vote a questioned ballot or special needs ballot **DO NOT** sign the precinct register.
BALLOT ISSUING WORKER “YOUR JOB – Issuing Paper Ballots”

Issue Paper Ballots

Ballots are not to be issued before election day. Each voter may only vote **ONE** ballot – paper or touch screen.

- Issue ballots in numerical order starting with the lowest stub number. Give the voter a ballot and secrecy sleeve. Regular voters (name appears on precinct register) are given an optical scan voting unit secrecy sleeve and questioned voters are given a gray secrecy sleeve.
- Tell voters to use the black pen in the booth to completely fill in the oval next to their choice.

**August Primary Election Ballot** – There are different ballot types. Each voter may receive only **ONE** ballot type.

- The precinct register worker will give the voter a card showing his or her party affiliation. If the voter does not have a card, verify the voter’s party affiliation before issuing a ballot. The party affiliation listed on the precinct register will determine which political party ballot type the voter may vote during the primary election.
- To determine which ballot a voter is eligible to vote, refer to the primary election ballot choice poster and flyers.

Voter Mismarks Paper Ballot

Sometimes voters will damage or mismark their ballot and ask for a replacement. A voter may only be issued up to **two replacement ballots** of any combination (paper or touch screen).

- Tell the voter to tear up the spoiled or mismarked ballot and give the voter a new ballot.
- The election board must keep track of the number of spoiled paper ballots by recording the spoiled ballot on the front cover of the precinct register.

**August Primary Election** – Give the voter the same political ballot type as the voter was originally issued. If the voter wants a different political ballot type, verify the voter is eligible for the new type by looking at the voter’s affiliation on the register. If the voter is not eligible for the new type, have the voter vote a questioned ballot.

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*Total number of spoiled or mismarked ballots: 3 (complete at close of poll)*
Write-In Votes

To vote for a write-in candidate, the voter must write the candidate’s name on the write-in line of the ballot AND completely fill in the oval next to the write-in candidate’s name.

The election board must not discuss write-in candidates with voters. If a voter asks how to vote for a write-in, refer the voter to the instructions on the poster in the voting booth or on the sample ballot. A write-in candidate list will be included in your election supplies for workers to use when assisting voters.

**August Primary Election** – Write-in votes are not allowed during the primary election.

Voter Inserts

Regular Paper Ballot in Optical Scan Unit

Tell regular voters to insert their ballot into the optical scan voting unit when they are done voting. For complete instructions on the optical scan voting unit, see the optical scan voting unit section on page 33 of this handbook.

Once a ballot is in the box, a new ballot may not be issued. If the voter demands a new ballot, the voter must vote a questioned ballot. Make a note on the ballot envelope that the voter already voted.

Assist Voters When Needed

If requested, an election worker may assist the voter. The election workers should maintain a reasonable distance from the ballot box to ensure comfort for the voter while maintaining the secrecy of the ballot. It is recommended that you stand to the side of the ballot box where the LCD of the optical scan voting unit is located.

If the optical scan voting unit rejects a ballot, ask the voter to re-insert the ballot in a different direction. If the ballot continues to be rejected after several attempts, you will need to read the ballot error message appearing on the LCD screen. As you approach the ballot box, cover the ballot by placing a secrecy sleeve or piece of paper over the ballot to ensure secrecy of the ballot.

Questioned and Special Needs Voted Ballots

These ballots **MUST** be sealed in the completed ballot envelope before being placed in the ballot box. They may be placed in the emergency compartment of the optical scan voting ballot box or other supplied ballot box.
# BALLOT ISSUING WORKER “YOUR JOB – Issuing Touch Screen Ballots”

## Touch Screen Voting
For complete instructions, refer to your touch screen voting handbook.

Touch screen voting is intended for those voters who are blind or disable; however, any regular voter (name appears on precinct register) may vote on the touch screen voting unit.

## Touch Screen Ballot Options
You will need to determine the type of touch screen ballot the voter needs.

- **Visual** – the ballot appears on the screen and the voter will make selection by touching screen.
- **Audio Only** – the ballot does not appear on screen. Voter listens to audio recording and uses the keypad to make selection. **Do Not Use.**
- **Audio/Visual** – this option should be used for voters with a visual impairment. The ballot appears on screen and the voter can listen to audio recording at the same time. The voter can make selection by touching screen or using keypad.

## Create Voter Access Card
Using the blue encoder, you will need to create a voter access card for the ballot option that applies to the voter.

### August Primary Election
- There are different ballot types. Each voter may only receive **ONE** political party ballot type.

- The precinct register worker will give voters a card showing their party affiliation. If the voter does not have a card, verify the voter’s party affiliation before issuing a ballot. The party affiliation listed on the precinct register will determine which political party ballot type the voter is eligible for.
- To determine which ballot type the voter is eligible to vote, refer to the primary election ballot choice poster and flyer.
- When preparing the voter access card, you will select the number on the encoder that corresponds to the political party ballot type you are issuing. Refer to the primary election key code provided with the encoder.

## Voting the Touch Screen Ballot
The voter inserts his or her access card into the top right slot on the touch screen voting unit. A screen will appear that provides instructions and the option for ballot magnification or color contrast. To make a selection, the voter will touch the box next to his or her choice. If the voter wants to change selections, the voter will simply touch the box again to deselect.
Ballot Summary and Printing

At the end of the ballot, a final screen appears that shows a summary of the voter’s selections. At this point the voter may change any selection by simply touching the race to go back to that race on the ballot and make a new choice. Once the voter has reviewed the selections, the voter will print the ballot. The voter can verify the printed ballot matches the voter’s selections and will be given an opportunity to either cast the printed ballot or reject the printed ballot.

If the ballot is cast, the printed ballot will advance into the primer canister and the voter access card automatically ejects from the slot on the touch screen unit.

Voter Rejects Ballot

The touch screen voting unit will allow a voter to reject his or her electronic ballot two times. On the third try, the ballot must either be cast or cancelled. If the voter wants the touch screen ballot cancelled and replaced with a paper ballot, the paper ballot is considered the final replacement ballot. *To cancel the ballot, an election official must hold the page # button on the touch screen for several seconds.*

The election board does not have to keep track of the number of touch screen ballot rejected or cancelled.

August Primary Election – If the voter wants a different political ballot type, verify the voter is eligible for the new type by looking at the voter’s affiliation on the register. If the voter is eligible to receive a different party type, you will need to cancel the first ballot (See touch screen voting instructions to cancel a ballot) and prepare a new voter access card for the new party type. If the voter is not eligible for the new type, have the voter vote a questioned ballot.

Write-In Votes

To vote for a write-in candidate, the voter must select the write-in space on the touch screen voting unit, then using the keypad type in the candidate’s name. The election board must not discuss write-in candidates with voters. If a voter asks how to vote for a write-in, refer the voter to the instructions on the poster in the voting booth or on the sample ballot. A write-in candidate list will be included in your election supplies for workers to use when assisting voters.

August Primary Election – Write-in votes are not allowed during the primary election.
QUESTIONED BALLOT WORKER “YOUR JOB – Issuing Questioned Ballots”

Election workers- sign the outside of the Questioned Voter Register

| Who Votes a Questioned Ballot? | Voters vote a questioned ballot because (1) their name is not on the precinct register, (2) they do not have identification, (3) their name or residence address has changed, (4) during the primary election the voter requests a ballot type they are not eligible to receive, (5) somebody challenges the voter’s qualifications, or (6) if the voter’s signature block indicates that the voter has already voted. |
| Voter Receives Information and Signs Questioned Register | Provide voter with Notice to Questioned Ballot Voter. Have questioned voter sign the questioned register. Questioned voters do not sign the precinct register. If the voter signs the questioned register but does not vote, cross off the voter’s name and write “did not vote.” |
| Voter Completes Questioned Ballot Envelope | The questioned ballot envelope MUST be completed and signed by the voter. The residence address and other information provided by the voter on the ballot envelope will be used to update the voter’s registration record. Keep the top copy attached to the envelope. |
| Election Official Completes Shaded Area of Envelope | • **Check the voter’s identification.** If the voter does not have identification, mark “no identification” in the lower right corner of the envelope. A voter who does not have identification may still vote.  
• Sign the envelope as a witness. Be sure to indicate your district and precinct number and line number on the questioned register where the voter signed.  
• **August Primary Election – Indicate the party ballot type given to the voter.** |
| Issue Ballot and Secrecy Sleeve | Give the voter a ballot, a gray secrecy sleeve and their completed ballot envelope. Tell the voter to place the voted ballot inside the gray secrecy sleeve, then place the secrecy sleeve inside the questioned ballot envelope and seal the envelope. |
| Place Ballot Envelope in Ballot Box | Questioned ballots MUST be sealed in the questioned ballot envelope before being placed in the ballot box. If the voted ballot goes into the ballot box before being sealed in the envelope, make a note on the ballot envelope. The ballot box cannot be opened to retrieve the ballot. Questioned ballots are returned to the regional election office for tallying. **DO NOT OPEN THE QUESTIONED BALLOT ENVELOPES.** |
Sample Questioned Register Page

I swear or affirm, under penalty of perjury, that the information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a US Citizen, a resident of Alaska; at least 18 years of age; and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election. WARNING: If you provide false information, you can be convicted of a misdemeanor.

Voter MUST sign the questioned register.

Voter MUST complete the ballot envelope and sign at the bottom.

Election worker signs as the witness and writes:

- Date
- District and precinct number
- Primary ballot choice – August Primary Election
- Line number on the questioned voter register where voter signed
- Reason for questioned ballot
SPECIAL NEEDS VOTING “YOUR JOB – Issuing Ballots”

Voter Eligibility

Special needs voting is for any voter who is unable to go to the polling place due to age, illness, or a disability. The voter assigns a representative to deliver a ballot to the voter. Special needs voting is available during the polling place hours.

Representative Completes Step 1 of the Ballot Envelope

The person taking the ballot to the voter is called the representative. The representative **MUST** complete each line in Step 1 of the ballot envelope and sign his or her name.

Election Official Completes Shaded Area and Issues Voting Materials

- The election official verifies the representative completed each line of Step 1 on the ballot envelope and then completes the gray shaded area of the envelope.
- Write the date the ballot is issued and your precinct name (location).
- **August Primary Election** – Write the party ballot type you are issuing. If representative does not know the voter’s ballot choice, issue the ballot with candidates of the same party affiliation in which the voter is registered. If the voter’s affiliation is N or U, ask the representative which ballot type the voter would like.
- Remove and keep the top copy of the ballot envelope as your receipt a ballot was issued. Give the ballot envelope, gray secrecy sleeve and ballot to representative.

Voter Completes Step 2 of the Ballot Envelope

- The representative delivers the ballot and voting materials to the voter. The voter completes Step 2 of the ballot envelope.
- The voter **MUST** provide ONE identifier for the ballot to count.
- The representative in Step 1 must be the same as the representative who witnesses the ballot in Step 2.
- The voter votes the ballot and the ballot is placed inside the gray secrecy sleeve and the sleeve is then sealed inside the completed special needs ballot envelope.

Voted Ballot is Returned to the Election Official

When the representative returns the voted ballot sealed inside the completed ballot envelope, verify that all required information is completed or the ballot may be disqualified. Write the time and date the ballot was returned and your precinct location. The top copies and the voted ballot envelopes are returned to the election supervisor. **DO NOT OPEN.**

If the ballot was not returned by 8:00pm, make a note on the top copy that was removed from the ballot envelope that the ballot was not returned on time.

Special needs voters **DO NOT** sign the precinct register. The voter signs the ballot envelope instead of the register.
SPECIAL NEEDS VOTING

STEP 1 – ISSUING BALLOT

- Voter’s representative completes Step 1 on the ballot envelope.
- Election official completes shaded area of the envelope and removes the top copy of the envelope.
- The ballot, gray secrecy sleeve, and envelope are delivered to the voter by the representative.

STEP 2 – VOTING THE BALLOT

- The voter completes Step 2 of the ballot envelope. The voter and the representative sign the bottom of the envelope.
- The voter votes. The voted ballot is then placed in the gray secrecy sleeve and sealed inside the ballot envelope.

VOTED BALLOT IS RETURNED TO ELECTION OFFICIAL

- The representative returns the voted ballot, sealed inside the completed ballot envelope, to the election official.
- The election official records when the ballot is returned in the gray shaded section of the ballot envelope.

Sample Special Needs Envelope
Closing Procedures

- Closing the polls
- End voting on the optical scan voting unit
- End voting on the touch screen voting unit
- Unused ballots and ballot stubs
- Complete the ballot statement
- Transmit results
- Finalize and return election materials
ELECTION WORKERS “YOUR JOB – Closing the Polls”

Close the Doors
At 7:45pm announce the polls will close in 15 minutes. At 8:00pm declare the polls closed. Allow people still in line at 8:00pm to vote. If a voter comes in after the polls close and demands to vote, have the voter vote a questioned ballot. Make a note on the questioned ballot envelope that the voter demanded to vote after the polls were closed.

Once all voters are processed, the chairperson may divide closing tasks between the workers so they can be completed at the same time.

End Voting on the Optical Scan Voting Unit
Using the closing instructions located inside the optical scan voting unit’s carrying case or in the election supplies, two workers will end voting on the optical scan. Print two copies of the election results. The workers closing the optical scan must sign both copies of the results. Place one copy inside the precinct register cover and place the second copy inside the memory card envelope with the memory card.

End Voting on the Touch Screen Voting Unit
Using the touch screen closing instructions, one or two workers will end voting on the touch screen. Print three copies of the election results and have the worker(s) sign each copy.

- **FIRST TAPE:** After the first results tape is printed, tear the tape below the signature area of the results. (This stays attached to the ballots).
- **SECOND TAPE:** Put with the touch screen memory card, in the memory card envelope.
- **THIRD TAPE:** Place inside the precinct register cover.

Transmit Results
Use the designated telephone line to transmit results. Following the optical scan closing instructions, first transmit the results from the optical scan unit. After you transmit the optical scan results, follow the touch screen closing instructions to send the touch screen results.

If your results do not transmit from the optical scan voting unit, do not attempt to transmit the results from the touch screen voting unit. Deliver your memory card to the on-site location in your area as instructed. Upon your arrival, let election officials at that location know your results did not transmit. If you are a precinct that does not deliver to an on-site location, call your election supervisor with your totals results. Have both the optical scan and touch screen totals reports ready.
Secure Memory Cards

Seal the optical scan and touch screen memory cards, along with the second copy of the election results from each, inside the memory card envelope before delivering or mailing the materials.

Unused Ballots and Ballot Stubs

After the polls close and before you open your ballot box to remove the voted ballot, make sure all unused ballots are **destroyed.

**Completely Used Ballot Pads:** You will need to return the top narrow stub from the ballot pads where all ballots were used. Put the top narrow stub in the Ballots Stubs envelope.

**Partially Used Ballots Pads:** You need to return the stubs from partially used ballot pads. Record the stub number of the first UNUSED paper ballot on the ballot statement. Tear the bottom half of the ballots of the pad and discard them. Put the top half of the ballot, still attached to narrow stub, in the Ballot Stubs envelope.

**Completely Unused Ballot Pads:** For the pads of ballots that have not had any ballots removed, tear the ballots in half and discard the entire pad, including the stubs.

Once all of your unused ballots have been destroyed, you may open the ballot box and secure your voted ballots.

**Some precincts are instructed to secure unused ballots and return the unused ballots to the election supervisor. If your precinct returns the unused ballots instead of destroying them, be sure they are secured with the TAMPER-PROOF SEAL before opening your ballot box and clearly marked as unused ballots.**
Secure Touch Screen Ballots

Carefully unwind the voted touch screen ballots from the spool in the printed canister. The voted ballots will be on continuous printer paper, with the first copy of the results at the end. As you are unwinding the voted ballots from the spool, fold them neatly so they will fit inside the touch screen voted ballot envelope.

Do not separate or tear the individual touch screen ballots. (Handle these ballots gently as they are “official” ballots and will be used in the event of a recount.)

Place the voted touch screen ballots, with the first copy of the results tape attached, in the voted touch screen ballot envelope, seal envelope closed and sign you name across the seal.

Open Ballot Box(es) and Sort the Paper Ballots

Once the polls are closed, open the ballot box and sort the paper ballots into three groups:

- **Questioned ballot envelopes** – count the number of questioned ballot envelopes and record on the ballot statement. Arrange the envelopes in the same order as the names appear on the questioned register. Place in the questioned ballot envelope (if provided). Do not open and tally questioned ballots. They are returned to the election office.

- **Special needs ballot envelopes** – count the number of special needs ballot envelopes and record on the ballot statement. If you issued special needs ballots that were not returned, record this number on the ballot statement as well. The top copies of the ballot envelope and the voted special needs ballots are returned to the election supervisor. Do not open and tally special needs ballots. They are to be returned to the election office.

- **Regular ballots** – Remove the voted ballots from the back of the ballot box and place them into the voted ballots envelope(s). After you place the voted paper ballots in the appropriate envelope(s), it is critical that you seal the envelope(s) and **sign your names across the seal**. If you have more than one voted paper ballot envelope, number the envelopes accordingly.
Complete the Ballot Statement

One worker will need to complete the ballot statement. The ballot statement is a record of how your precinct used the ballots. **The ballot statement MUST be completed.**

First you will account for the number of ballots **ISSUED.**

- Count and record the number of people who signed the precinct register.
- Count and record the number of voted questioned ballot envelopes.
- Count and record the number of voted special needs ballot envelopes.
- Count and record the number of special needs ballots issued but were not returned.
- Count the number of check marks made to record the spoiled or mismarked ballots that were replaced.
- Add the above numbers. This is the total amount of ballots issued.

Next, you will account for the number of ballots **USED.**

- Record the stub number of the first UNUSED paper ballot. The starting paper ballot stub number has been recorded for you.
- Subtract the starting stub number from the first unused stub number. This is the total number of paper ballots used.
- Record the number of touch screen ballots. This number will be found on the printed results tape as “Total Ballots.”
- Add together the number of paper ballots used and the number of touch screen ballots. This is the total number of ballots used.

**The number of ballots ISSUED should match the number of ballots USED.**

Sign the Ballot Statement

Once completed, ask all election workers to sign the certification on the ballot statement.

If an appointed worker was replaced on election day, or if unofficial ballots were used, complete the certificate inside the precinct register cover.
During the August Primary election, you will need to account for the number of paper ballots used for each ballot type.
### ELECTION WORKERS “YOUR JOB – Finalize and Return Election Materials”

<table>
<thead>
<tr>
<th>Clean Up Polling Place</th>
<th>Voting Equipment and Materials:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Take down all voting equipment, the flag and posters. Place all unused supplies, posters, and materials back into your supply holder. You can throw away sample ballots and information regarding ballot measures.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Touch Screen and Optical Scan Voting Units:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return your optical scan and touch screen voting units and printer parts in the appropriate carrying cases.</td>
</tr>
</tbody>
</table>

| Return Ballots and Election Materials | Precincts will be instructed to return ballots and materials by either hand delivery to a specific delivery site or through the mail. Your election supervisor will provide you with specific instructions as to which method and bag/envelope you are to use to return ballots and materials as reflected in the following site delivery and mailing instructions. |

| Site Delivery | On election night, deliver the ballots and materials to the designated location. |

<table>
<thead>
<tr>
<th><strong>BLACK Ballot Transport Bag:</strong> Only place the following items in this bag. After placing the items in the bag, loosely attach the security cable tie to the zipper.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Voted Ballot envelope(s) containing regular paper ballots</td>
</tr>
<tr>
<td>• Voted Ballot envelope(s) containing touch screen ballots and the first copy of the results tape</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>RED Transport Bag:</strong> Only place the following items in this bag, and then seal the bag with a security tab.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Precinct register with precinct register cover and results tape</td>
</tr>
<tr>
<td>• Voted Questioned ballots and register(s)</td>
</tr>
<tr>
<td>• Voted Special needs ballot envelope(s) and top copies of special needs envelope(s)</td>
</tr>
<tr>
<td>• Any absentee by mail ballots turned in at the precinct</td>
</tr>
<tr>
<td>• Voted Ballot Stubs envelope</td>
</tr>
<tr>
<td>• Memory card envelope for touch screen and optical scan</td>
</tr>
<tr>
<td>• Timesheet(s)</td>
</tr>
<tr>
<td>• Notification of death forms</td>
</tr>
<tr>
<td>• Equipment security logs</td>
</tr>
<tr>
<td>• Language assistance requests log</td>
</tr>
</tbody>
</table>
Election night, return the following materials to the designated location:

- Ballot transport bag containing regular voted paper ballots and touch screen ballots
- Red transport bag containing precinct register, questioned ballots, special needs ballots, memory card envelope and other voting materials
- Unused supplies in supply holder
- Optical scan voting unit
- Touch screen voting unit
- Unused ballots (if directed by election supervisor)

Mail Delivery

Mail materials the day after the election. Your election supervisor will provide additional instructions regarding the return or storage of the optical scan and touch screen units.

**GREEN Transport Bag to be MAILED to the DIRECTOR OF ELECTIONS:** Only place the following items in this bag. After the items are in the bag, be sure to turn the address card over before mailing and seal with a security tab.

- Precinct register with precinct register cover and results tapes
- Voted Ballot envelope(s) containing regular paper ballots
- Voted Ballot envelope(s) containing touch screen ballots and the first copy of the results tape
- Voted Ballot Stubs envelope
- Memory card envelope for touch screen and optical scan

**RED Transport BAG to be MAILED to the ELECTION SUPERVISOR:** Only place the following items in this bag. After the items are in the bag, be sure to turn the address card over before mailing and seal with a security tab.

- Voted Questioned ballots and register(s)
- Voted Special needs ballot envelope(s) and top copies of special needs envelope(s)
- Any absentee by mail ballots turned in at the precinct
- Timesheet(s)
- Notification of death forms
- Equipment security logs
- Language assistance requests log
- All remaining voter materials and supplies
Optical Scan Voting Unit

- Set up unit to accept ballots
- Troubleshooting
- Closing and transmitting results
OPTICAL SCAN VOTING UNIT

Keys for the Optical Scan Voting Machine

There is only ONE set of keys. When taking a break, be sure to give keys to the relief person.

Equipment Security

Prior to setting up the optical scan unit, follow the instructions on the Optical Scan Security Log document to verify that the unit has not been tampered with.

Opening the Optical Scan Voting Unit

Before the polls open at 7:00am, the optical scan voting unit must be prepared to accept voted ballots.

To open, you will need the instructions for preparing the optical scan for voting called “Opening the Polls” located in the unit’s carrying case or in your supplies.

Two election workers will open the optical scan voting unit together. One election worker will read each instruction aloud while the second election worker completes the step. It is important to do one step at a time.

OPENING THE POLLS
Accu-Vote Optical Scan Unit Setup – Read and complete each step one sentence at a time.

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ask each election worker to read and sign the oath on the precinct register cover.</td>
<td>1. Use the black key to unlock and remove the silver security bar that covers the ballot entry path.</td>
<td>1. Use the black key to unlock and open the front top door on the ballot box.</td>
<td>1. Use the plain key to open and unlock printer cover. Remove the cover from the printer compartment.</td>
<td>1. Without tearing tape, compare the precinct number printed at the top of the zero report tape to your precinct number; verifying that the numbers are the same.</td>
</tr>
<tr>
<td>2. Use the black key to unlock and open the third button lock on the ballot box.</td>
<td>2. Slide your hand through the ballot entry path to make sure that the path is clear.</td>
<td>2. Remove the Accu-Vote unit and power cord from carrying case.</td>
<td>2. Turn on the Accu-Vote unit, using the red power switch located on the back of the Accu-Vote unit.</td>
<td>2. Verify that race totals are zero and that candidates’ names match the ballot for each office.</td>
</tr>
<tr>
<td>3. Lift the ballot box lid to show that all three compartments are empty.</td>
<td>3. Place security bar in the recessed area on the top of the ballot box.</td>
<td>3. Guide the Accu-Vote unit into the top of the ballot box, leaving enough space to reach the power switch on the back of the Accu-Vote unit.</td>
<td>3. Slide the Accu-Vote unit firmly into place. The zero report tape will automatically begin to print seconds after the Accu-Vote unit is turned on.</td>
<td>Do Not Remove Tape</td>
</tr>
<tr>
<td>4. Close the lid and re-lock the ballot box.</td>
<td>4. Plug the other end of the power cord into an electrical outlet.</td>
<td>4. Thread the power cord through the circular chute on top of the ballot box. Plug one end of the power cord into the back of the Accu-Vote unit.</td>
<td>4. If the precinct number or the candidates’ names do not match, immediately call the election supervisor or Accu-Vote coordinator.</td>
<td></td>
</tr>
</tbody>
</table>

If for any reasons the optical scan voting unit cannot be prepared for voting, open the polls on time and instruct the voters to insert voted ballots into the emergency slot on the side of the ballot box. Call your election supervisor or coordinator immediately for further instructions and assistance.
**OPTICAL SCAN VOTING UNIT “Troubleshooting”**

**Flashing Power Fail**

If the optical scan voting unit stops receiving power, **Power Fail** will flash on the screen of the unit. Verify that the power cord is still connected to the unit and to the electrical outlet. If the cord is still connected to the unit, the outlet in the wall may be malfunctioning. Try plugging the cord into a different outlet. If the unit still flashes **Power Fail**, contact your coordinator or election office for assistance.

**Power Outage**

**Short-term Power Outage**

If the polling place experiences a power outage, allow voters to insert voted ballots into the optical scan voting unit for 15 minutes using battery back-up power in unit. The optical scan LCD screen will flash the message **Power Fail**. This is normal.

**Prolonged Power Outage**

If the power is not restored after 15 minutes, unlock and open the front top door on the ballot box and pull the optical scan voting unit toward you. Use the power switch on the back of the unit to turn the unit off. Tell voter to drop voted ballots into the emergency compartment of the ballot box. The door to this compartment is the top door on the side of the ballot box. Turn the ballot box so that the open door faces voters.

If, during the prolonged power outage, the emergency compartment of the ballot box becomes full, use a cardboard box, large envelope or similar container as a ballot box. Mark this container “uncounted ballots.” Voted ballots placed into the emergency compartments or container marker “uncounted ballots” will remain in those containers until the polls close.

When power is restored, use the power switch located on the back of the optical scan voting unit to turn the unit on. Close the front top door and use the black key to lock the door. Voters can now insert voted ballots directly into the unit.

If the power is not restored before the polls close, the final procedures for tabulating and transmitting the election results will be done using battery power.

When the polls close, if you had a power outage, any ballots from the emergency compartment must be fed into the optical scan voting unit before inserting the ender card and tabulating the results.
**Ballot Will Not Feed, No Error Message**

When the optical scan voting unit returns the ballot back to the voter, make sure the silver bar covering the ballot entry path is removed and that the lock is in the horizontal position. This will most likely occur in the morning when the first voter inserts a ballot. If the ballot entry path is clear, the calibration of the unit may be off. Turn off the optical scan voting unit for 30 seconds and then turn it back on. During this time, instruct voters to insert ballots into the emergency compartment. If this does not solve the problem, contact your coordinator or election office.

**Invalid Ballot or Ballot Not Read**

The optical scan voting unit will display either of these messages if it cannot orient the ballot to read the timing marks on the edge of the ballot. Ask the voter to re-feed the ballot into the unit a few times, using different orientations. If the ballot still will not feed, offer the voter another ballot using the spoiled or mismarked ballot process.

If the voter refuses to vote a new ballot, instruct the voter to insert the ballot into the emergency compartment. Before closing the optical scan voting unit at the end of the night, insert the ballot again into the optical scan voting unit. If the ballot still will not read, place the ballot in the uncounted ballot(s) envelope. Place this envelope in the precinct register at the end of the night. Write a note inside the precinct register cover in the comments section if you have any uncounted ballot(s). These ballot(s) will be hand counted and entered into the statewide accumulator at a later date.

**Blank Ballot**

A blank ballot is a ballot that the voter did not mark ANY race on the ballot. The optical scan voting unit will reject a completely blank ballot. The LCD screen on the unit will indicate if the ballot is blank. The voter may either vote the ballot or not vote the ballot. If the voter chooses to vote the ballot, instruct the voter to go to a voting booth or private area to vote. If the voter chooses to not vote the ballot, open the front top lock of the ballot box. Ask the voter to insert the ballot into the optical scan voting unit when you press and hold the “YES” button at the same time as the ballot is feeding into the unit. No races will count on a completely blank ballot.

**Overvoted Race**

When a voter marks more than one candidate for a race, the optical scan unit will not accept the ballot. Offer the voter a replacement ballot using the spoiled or mismarked ballot process. If the voter does not wish to correct the mistake, ask the voter to insert the ballot into the unit while you hold the “YES” button at the same time. This overrides the mismarked ballot. Inform the voter that all races, except the overvoted race(s), will count in the election.
**Counted Ballot Jammed in Reader**

This ballot has been counted by the optical scan voting unit and has become jammed inside the unit. Unlock the top lock on the ballot box and slide the unit slightly off of the ballot box lid. Cover the ballot box area with a privacy sleeve and pull the ballot from the back of the unit, allowing it to drop into the ballot box. **Do not re-feed the ballot through the unit.**

**Returned Ballot Jammed in Reader**

This ballot could not be counted and was jammed upon being returned back to the voter. Using the privacy sleeve, remove the ballot from the unit. **Ask the voter to reinsert the ballot into the unit.**

**Jammed on Accept**

The ballot has been counted by the optical scan voting unit and became jammed in the ballot box. The jam is usually in the chute area of the ballot box. If you cannot see the ballot by pulling the unit out, you can lift the lid of the ballot box to remove the jammed ballot. Remove the jammed ballot and allow it to drop into the ballot box. **Do not re-feed the ballot.**

**Non-Processed Ballot Rejected**

The optical scan voting unit was unable to appropriately read the ballot inserted. **Ask the voter to reinsert the ballot in a different direction.** If the ballot is still rejected, ask the voter to place the ballot into the secrecy sleeve. Once the voter secures the ballot, approach the unit, unlock the front door and slide the entire unit forward. Check to see if a previous ballot is jammed in the ballot entry path. If so, pull the jammed ballot so that it drops into the ballot box. Slide the unit back into place and ask the voter to reinsert the ballot. If there is not a jammed ballot when you check the unit, pass your hand through the entry path to verify that the lock is in a horizontal position. Slide the unit back into place and request the voter reinsert the ballot.

**Ballot Box Full**

Ballots may land crookedly at the bottom of the box, which takes up unnecessary space. This may cause ballots dropped into the ballot box to jam. Regularly shake your ballot box in order to assist the ballots in lying flat inside. The shaking movement will not damage the box.

Your ballot box has TWO main compartments that are accessible through the back of the ballot box. One compartment is for write-in ballots. The write-in compartment usually does not fill up. The other compartment is for regular ballots. If the regular ballot compartment becomes full, remove the voted ballots from this compartment and place them in the write-in compartment. If the write-in compartment becomes full, remove those ballots and place them in a voted ballot envelope(s). Seal the envelope(s) and ask each election worker to sign across the seal. Place the sealed envelope inside the black ballot transfer bag. Secure the black ballot transfer bag with a cable tie and store it in a location with you other election supplies.
**OPTICAL SCAN VOTING UNIT “Closing and Transmitting Results”**

**Close the Optical Scan Voting Unit**
To close, you will need the instructions for closing the optical scan unit for voting called “Closing the Polls,” keys and ender card located in the unit’s carrying case or in your supplies. Two election workers will close the optical scan voting unit together. One election worker will read each instruction aloud while the second election worker completes the step. It is important to do one step at a time.

**Locate Designated Phone Line and Transmit Results**
A telephone, fax line or jack has been designated to transmit the election results. The specific location is provided inside your optical scan carrying case or in your election supplies. For your transmission to be successful, you MUST use the designated phone line. During the day, make sure you have located and have clear access to the area where you will transmit the election results at 8pm.

If your results do not transmit from the optical scan voting unit, do not attempt to transmit the results from the touch screen voting unit. Deliver your memory card(s) to the on-site location in your area as instructed. Upon your arrival, let election officials at that location know your results did not transmit. If you are in a precinct that does not deliver to an on-site location, call your election supervisor with your totals results. Have both the optical scan and touch screen totals reports ready.

**CLOSING THE POLLS**

Accu-Vote Optical Scan Unit Transmitting Results -- Read and complete each step one sentence at a time.

<table>
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<tr>
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<th>STEP 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Use the black key to unlock and open the lock on the front door of the ballot box.</td>
<td>1. Remove the undercard from the Accu-Vote carrying case.</td>
<td>1. The results tape will print automatically below the print hopper.</td>
<td>1. Press the NO button on the front of the Accu-Vote unit and press the printer cover.</td>
<td>1. Immediately below the Accu-Vote unit is the designated telephone jack.</td>
</tr>
<tr>
<td>2. Remove the ballots. Use your hand to clean inside the compartment to make sure that the compartment is empty.</td>
<td>2. Use the blue key to unlock and open the front door of the ballot box.</td>
<td>2. When the printer is finished, tear off the tape. Remove each ballot from the tape.</td>
<td>2. Replace and lock the printer cover.</td>
<td>2. Connect one end of the telephone cord into the port of the Accu-Vote unit marked “Line.”</td>
</tr>
<tr>
<td>3. If the emergency compartment was used for unidentifiable and special needs ballots, espanie the regular ballots from the questioned and special needs ballot inventories.</td>
<td>3. Use the black key to unlock and open the front door of the ballot box.</td>
<td>3. Place the zero report tape with election results inside the precinct printer cover.</td>
<td>3. Press and hold the YES and STOP buttons at the same time. While holding down the two buttons, insert the ender card.</td>
<td>3. Connect the other end of the telephone cord into the designated telephone jack.</td>
</tr>
<tr>
<td>4. Insert the regular ballots into the Accu-Vote unit. If ballots do not scan, place ballots into the unsorted ballot envelope.</td>
<td>4. Press and hold the YES and NO buttons at the same time. While holding down the two buttons, insert the ender card.</td>
<td>4. Print a second tape by pressing the YES button. After the second tape has been printed, the print hopper member sign the bottom of this tape.</td>
<td>4. Place the zero report tape in the memory card envelope.</td>
<td>4. Plug the power cord into an electrical outlet.</td>
</tr>
<tr>
<td>5. Close and relock the emergency compartment door.</td>
<td>5. Store the zer reprot tape in the Accu-Vote unit to turn on the Accu-Vote unit and turn off the power switch on the Accu-Vote unit.</td>
<td>5. Place the second copy of the results tape in the memory card envelope.</td>
<td>5. Use the power switch on the back of the Accu-Vote unit to turn on the Accu-Vote unit.</td>
<td>5. Use the power switch on the back of the Accu-Vote unit to turn off the Accu-Vote unit.</td>
</tr>
</tbody>
</table>

**STEP 6**

1. Look at the LCD screen. Read the message and press the YES button after each question.

**STEP 7**

1. When the results begin transmitting you will see a series of messages flash on the LCD screen beginning with: **REQUESTING COMMUNICATIONS**

**STEP 8**

1. Remove the seal from the silver bar covering the memory card. **Card Ready**

**STEP 9**

1. Open the rear door of the ballot box. Remove undercard from ballot box and place it in the undercard envelope. Put the envelope inside the Accu-Vote carrying case. **Remove the ballots from the ballot box from both compartments and place into the unsorted ballot envelope.**

**STEP 10**

1. Seal the unsorted ballot envelope flap and add all memorandum ballots to sign across the flap. Seal the ender card on the outside of the black ballot transfer bag or mailing envelope. **Put the black ballot transfer bag with cards to the animal barrier.**

For additional information and emergency instructions, please refer to the Accu-Vote election board handbook.
In order to accommodate the varied working environments of the Accu-Vote ballot box, it has three flexed legs and one adjustable leg. The adjustable leg is in the rear, right hand leg of the ballot box. Having an adjustable leg allows the election official to stabilize the ballot box at each location.

1. To adjust the (fourth) leg, lay the ballot box on its side.
2. Twist the leg to the right to shorten it.
3. Twist it to the left to lengthen it.
4. Continue to adjust the leg until the ballot box is stable and as level as possible.
Appendix

- Frequently asked questions
- Emergency procedures
- Voting booth assembly
## FREQUENTLY ASKED QUESTIONS

<table>
<thead>
<tr>
<th>Election Worker Unable to Serve</th>
<th>What should the chairperson do if an election worker is unable to serve?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A substitute must be appointed. The substitute must be a registered voter. If possible, during primary and general elections, the substitute should be a member of the same political party as the person replaced. If a substitute is appointed on election day, complete the certificate inside the precinct register cover.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Polling Booths Unusable or Missing</th>
<th>What should the election board do if the polling booths are missing?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provide a private place for voters to vote. If possible, arrange table and chairs to accommodate them.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unsealed Questioned Ballots</th>
<th>What should the election board do if a questioned ballot is dropped into the ballot box?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Do not open the ballot box. Write a brief explanation in the comment section on the questioned voter register cover and on the empty questioned ballot oath and affidavit envelope.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voter Chooses Not to Vote</th>
<th>What should the election board do if a voter signs the precinct register but decides not to vote?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Write “did not vote” next to the person’s name on the precinct register. Also, write a note in the comment section inside the precinct register cover that the voter signed in but did not vote.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issuing a Ballot Early</th>
<th>May the election board or chairperson issue a ballot early to a voter who is leaving town before election day?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. A voter wishing to vote early must vote either absentee in person or by mail. Give these voters the telephone number of your election supervisor. The election supervisor will assist them in obtaining an absentee ballot.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Closing the Polls Early</th>
<th>If everybody has voted, may I close the polling place early?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. The polling place must stay open until 8:00pm as required by law.</td>
</tr>
<tr>
<td><strong>Voting Again After Spoiling a Ballot</strong></td>
<td><strong>How many times may a voter spoil or mismark a ballot and get a replacement?</strong></td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>A voter may only be issued up to two replacement ballots of any combination (paper or touch screen). See page 16 and 19 for further instructions.</td>
</tr>
<tr>
<td><strong>Voters From Other Communities</strong></td>
<td><strong>May a person from another community vote at my polling place?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes. The vote MUST vote a questioned ballot if the voter’s name is not on the precinct register.</td>
</tr>
<tr>
<td><strong>Voter Has No Identification</strong></td>
<td><strong>What should I do if somebody wants to vote but does not have identification?</strong></td>
</tr>
<tr>
<td></td>
<td>Allow the person to vote a questioned ballot. Check the box on the questioned ballot envelope to indicate that the voter did not provide ID.</td>
</tr>
<tr>
<td><strong>Assistance in the Polling Booth</strong></td>
<td><strong>May voters ask another person to go into the polling booth with them?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes. An election worker, friend, family member, bystander, campaign worker or anyone else who is not the voter's employer may go into the polling booth with a voter who needs assistance.</td>
</tr>
<tr>
<td><strong>Voters No Longer Qualified to Vote</strong></td>
<td><strong>What if a voter is listed on the register but a registered voter in that precinct, a poll watcher or an election worker says the person is not qualified to vote?</strong></td>
</tr>
<tr>
<td></td>
<td>The voter who is being challenged must vote a questioned ballot.</td>
</tr>
<tr>
<td><strong>Absentee Ballots in the Polling Place</strong></td>
<td><strong>What should I do if a voter brings an absentee by mail ballot into the polling place?</strong></td>
</tr>
<tr>
<td></td>
<td>Any election worker may sign as the official witness on the absentee ballot envelope. The voter may then mail the ballot or drop it into the ballot box. After the polls have closed be sure to put these ballots in the envelope addressed to the election supervisor. Do not record these ballots on the ballot statement or open and tally the ballots. They must be returned to the election supervisor.</td>
</tr>
</tbody>
</table>
## EMERGENCY PROCEDURES

<table>
<thead>
<tr>
<th>Paper Ballot Supply: Not Enough or Missing</th>
<th>What if the precinct does not have enough paper ballots or if ballots are missing?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contact the regional election supervisor immediately. If there are not enough ballot or ballots are missing on election day, use sample ballots, ballots removed from an official election pamphlet or sheets of paper on which the names of candidates and issues are written until new ballots are delivered. Complete the certificate on the precinct register cover. <em>(Keep in mind you may also have voters vote on the touch screen voting unit until paper ballots are supplied)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Precinct Register Missing</th>
<th>What should the election board do if the precinct register is missing?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contact the election supervisor immediately. Do not turn voters away from the polls. Have all voters vote a questioned ballot until a precinct register can be provided.</td>
</tr>
<tr>
<td></td>
<td>• Ask each voter to sign in on the questioned voter register. If all lines are filled, have voters sign in on a separate sheet of paper. Voters must print and sign their names and provide identification.</td>
</tr>
<tr>
<td></td>
<td>• Ask each voter to complete a questioned ballot envelope.</td>
</tr>
<tr>
<td></td>
<td>If the precinct runs out of questioned ballot envelopes, voters may still vote. A plain envelope may be used. Ask voters to print their names, residence and mailing addresses and an identifier, such as social security number, date of birth or voter number on the envelope. The voter must sign the envelope and an election worker must sign the envelope as a witness.</td>
</tr>
<tr>
<td></td>
<td>• Ask the voter for identification. If the voter does not have identification, write “no ID” on the envelope.</td>
</tr>
<tr>
<td></td>
<td>• Issue the voter a ballot and a secrecy sleeve or a piece of paper to wrap around the ballot. The voter should be instructed to return the ballot to the election worker in the secrecy sleeve or wrapped in paper after voting.</td>
</tr>
</tbody>
</table>
• When the voter returns the voted ballot it should be placed in the questioned ballot envelope or a plain envelope that has been written on and signed by the voter and an election worker. Seal the envelope and have the voter drop the envelope into the ballot box.

• When the election board opens the ballot box after the polls close, **DO NOT** open these envelopes. Rubber band the ballot envelopes together. Put them in the envelope for questioned ballots and mail to the election supervisor.

<table>
<thead>
<tr>
<th>Polling Place Not Available</th>
<th>What should the election board do if the polling place is unavailable?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Find another polling place. If a school, public building, church or even a private home is nearby, ask permission to set up the polling place. Post signs at both the original and new polling places so that voters can find the new location. As soon as possible, contact the election supervisor. The election supervisor will notify the voters and the news media of the change.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ballot Box Missing or Unusable</th>
<th>What should the election board do if the ballot box is missing or unusable?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A cardboard box or similar empty box can be used as a temporary ballot box. Tape the box closed. Cut a slot in the top to make an opening large enough for ballots to be inserted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Alarm</th>
<th>What should the election board do if a fire alarm goes off?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assess the situation; remember, the safety of your election board comes first. If possible, secure the ballots and lock the door as you leave. However, do not take any risk that may jeopardize the safety of your election board.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tsunami Warning</th>
<th>What should the election board do if there is a Tsunami warning?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Follow evacuation instructions for your community provided by the public safety advisory for tsunami warnings. Assess the situation. The safety of your election board comes first. If possible, secure the ballots and lock the door as you leave. However, do not take any risk that may jeopardize the safety of your election board.</td>
</tr>
<tr>
<td>Assembly Instructions</td>
<td>Use the following procedures to assemble the standard voting booth:</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>• Turn the voting booth upside down so the legs of the booth are showing. Rotate the metal bracket holding the legs in the case so the legs are free. Lift the ends of the legs up; straighten the diagonal brace for each leg. Turn the voting booth over so that it is standing on its legs with the black plastic handle of the case facing toward the back.</td>
<td></td>
</tr>
<tr>
<td>• Open the voting booth by inserting the tip of a writing pen or other pointed object into the small, oblong slots located on the top. Slide the metal locks toward the center of the case. The top of the case will lift off easily. DO NOT try to force the case open without first sliding the locks open.</td>
<td></td>
</tr>
<tr>
<td>• Set aside the door and curtain.</td>
<td></td>
</tr>
<tr>
<td>• One at a time, raise and straighten the metal curtain supports. Lift the supports where shown by the words, “lift here at the top of each support.” At the center of each support is a friction catch that will hold the support straight.</td>
<td></td>
</tr>
<tr>
<td>• Extend the curtain arm on each support to the front and straighten the diagonal braces.</td>
<td></td>
</tr>
<tr>
<td>• Place the lid of the case upside down on the front support. Hook the holds along the back edge of the lid onto rivets in the upright supports.</td>
<td></td>
</tr>
<tr>
<td>• Hand the white booth curtain around the sides and back of the booth. Fasten the curtain to the extended curtain arms using the spring clips attached to the top of the curtain.</td>
<td></td>
</tr>
<tr>
<td>• The striped door curtain has a metal rod with ends that are bent at right angles. Insert the ends of the curtain rod into the small openings at the end of each curtain arm at the front of the booth.</td>
<td></td>
</tr>
</tbody>
</table>
HANDICAP VOTING BOOTH ASSEMBLY

Assembly Instructions

Use the following procedures to assemble the voting booths for those people who may experience a disability:

- Turn the voting booth upside down so the legs of the booth are showing. Rotate the metal bracket holding the legs in the case so the legs are free. Lift the ends of the legs up; straighten the diagonal brace for each leg. Turn the voting booth over so that it is standing on its legs with the black plastic handle of the case facing toward the back.

- Open the voting booth by inserting the tip of a writing pen or other pointed object into the small, oblong slots located on the top. Slide the metal locks toward the center of the case. The top of the case will lift off easily. DO NOT try to force the case open without first sliding the locks open.

- Set aside the door and booth curtain.

- There should be two metal feet for each handicap-voting booth. One at a time, place the short metal stubs on a foot inside the tubing that forms a leg of the booth. Rotate the flat metal end pieces and hook them to the metal stops attached to the booth's leg.

- Extend the curtain arms on each support to the front and straighten the diagonal braces.

- Position the lid of the case so that the end of the booth's upright curtain supports first through the holes in the short side of the lid. The long side of the lid will hang down the back of the booth. There are 1 ½ inch screws protruding from the long side of the lid. Push these screws through small holes in the upright curtain supports.

- Hang the white curtain around the sides and back of the booth. Fasten the curtain to the extended curtain arms using the spring clips attached to the top of the curtain.

- The door curtain has a metal rod with ends that are bent at right angles. Insert the ends of the curtain rod into the small openings at the end of each curtain arm at the front of the booth.