

# Election Procedures for Bilingual Election Workers

State of Alaska  
Division of Elections

# Language Assistance Requirements

- **The Voting Rights Act (VRA) of 1965 expanded the 14<sup>th</sup> and 15<sup>th</sup> Amendments to eliminate race-based restrictions on voting and to ensure that minority voters across the United States are given equitable access to the electoral process. It has since been reauthorized and amended on 5 occasions: 1970, 1975, 1982, 1992, and 2006.**
  - Section 2 of the VRA applies nationwide and identifies the following language minority groups as those covered by Section 203:
    - Asian
    - American Indian
    - Alaska Native
    - Spanish
  - Coverage under Section 203 of the VRA is triggered if more than 5% of voting age citizens are limited-English proficient OR if more than 10,000 voting age citizens are limited-English proficient, AND the rate of total voting age citizens that are limited-English proficient and have less than a 5<sup>th</sup> grade education is higher than the national rate, THEN the state, county, or county subdivision under consideration is covered for that specific language minority group.
    - For Alaska Native areas and other tribal lands, the determinations are made a bit differently: if more than 5% of Alaska Native voting age citizens belonging to an Alaska Native tribe are limited-English proficient AND the rate of those voting age citizens who are limited-English proficient and have less than a 5<sup>th</sup> grade education is higher than the national rate THEN any political subdivision(s) in which that Alaska Native area is located is(are) covered under section 203 of the VRA.
    - Within Alaska, Alaska Native Regional Corporations (ANRCs) can also trigger coverage under Section 203. However, ANRCs cannot themselves be determined for language coverage. Rather, if an ANRC meets the criteria for coverage, then the intersecting minor civil division or county is what becomes determined for language coverage.
  - Section 208 of the VRA requires that voters may receive assistance at any stage of the electoral process from a person of their choosing, as long as that person is not a candidate, their employer, an agent of their employer, or an officer or agent of their union.
    - This means that voters may bring a person of their choosing (other than those mentioned above) into the voting booth with them for assistance, should they require it.

## ■ How do language assistance requirements impact Alaska?

- The State of Alaska is partially covered under Section 203 of the Voting Rights Act (VRA).
- In compliance with Section 203 of the VRA and the 2021 *Toiyukak* Second Stipulated Order, the Division provides language assistance to voters in the following areas: Aleutians East Borough (Yup'ik), Aleutians West Census Area (Tagalog), Bethel Census Area (Yup'ik), Bristol Bay Borough (Yup'ik), Dillingham Census Area (Yup'ik), Kodiak Island Borough (Tagalog), Kusilvak Census Area (Yup'ik), Lake and Peninsula Borough (Yup'ik, Aleut), Nome Census Area (Yup'ik), North Slope Borough (Inupiaq), Northwest Arctic Borough (Inupiaq), and the Yukon-Koyukuk Census Area (Gwich'in). Though not required by law, the Division also provides limited Spanish assistance in the Aleutians East Borough.
- The VRA requires language assistance in voting and elections
  - ***This means we need bilingual election workers to serve on Election Day in areas of the state required to provide language assistance.***
  - ***This means we must keep track of the number of voters requesting language assistance using the Language Assistance Requests Log.***



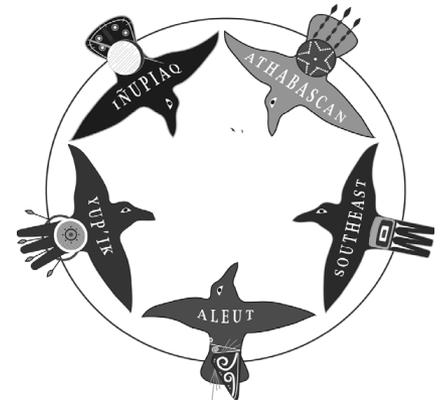
## General Guidelines for Providing Language Assistance

Follow these guidelines when providing language assistance:

- Be courteous, sensitive, and respectful.
- Wear the “Can I Help You?” badge.
- Don’t wait for the voter to ask for assistance. Provide “active” language assistance by greeting voters in your local Native language and asking them if they would like assistance.
- Help the voter during each step of the voting process. **You may go into the voting booth to assist the voter.**
- When providing assistance with ballot information, you may not voice your own opinion about candidates or issues appearing on the ballot. Each voter must make their own decisions about who or what to vote for.

**For ballot measures, you will need to provide a translation of the ballot measure text as it appears on the ballot. Use the translated sample ballot when providing assistance. You may not provide your own interpretation of the meaning of the ballot measure.**

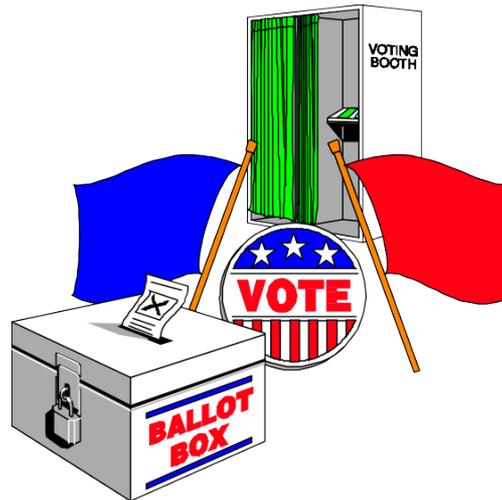
- Using the Language Assistance Requests Log, keep track of the type of assistance provided. Record the type of assistance, not the voter’s name. For example “assisted with reading ballot”.

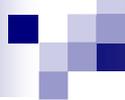


- **AND, REMEMBER:**

- **Federal law allows a voter to have a person of his or her choice provide language or other assistance to the voter.**

- *This person may go into the voting booth with the voter to assist them.*
- *This person may be an election official, a family member, friend, bystander, campaign worker, etc.*
- This person may not 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.

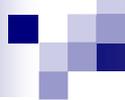




## **The following materials will be available for the Bilingual Election Worker in the Language Assistance Worker Packet for use on Election Day:**

- Disability Awareness & Voter Assistance Information with “Can I Help You?” Badge(s)
- Language Assistance Requests Log
- Language Assistance Poster
  - You will be provided 2 copies of this poster. Post them in visible places in the polling place.
- Sample Ballots or translation of ballot measure text
  - You will be provided with an English sample ballot.
  - You will be provided with a translated sample ballot or translated text of any ballot measures appearing on the ballot.
  - The translated sample ballot/ballot measure text can be used by any voter or person who is providing language assistance to voters.
- Translated Glossary of Election Terms
- Translated “I Voted” stickers
- Election Procedures Handbook for Bilingual Workers (this handbook)





## Voter's Options for Language Assistance

- The voter has the following options if he or she needs assistance in reading or marking the ballot:
  - Bring a person of his or her choice to the polling place to assist the voter with reading, translating and/or marking the ballot in the voting booth.
  - Have the Bilingual Election Worker provide assistance.
  - Call the toll free number for Language Assistance 1-866-954-9693

# Providing Assistance During the Voting Process

## ■ Precinct Register

- The precinct register worker will look for the voter's name on the register. If the worker does not personally know the voter, the worker will ask the voter for one of the following types of identification:

- Driver's license, state ID card, voter ID card, military ID card, current and valid photo ID, birth certificate, hunting or fishing license, or passport

or, the voter may use one of the following documents if it contains the voter's name and current address:

- Current utility bill, bank statement, government check, paycheck or other government document
- **The voter must sign the register.** If the voter is unable to sign, the voter may make a mark such as an X.
- If the voter's name is not on the precinct register or if the voter does not have valid identification explain to the voter that he or she has a right to vote a questioned ballot and escort the voter to the questioned ballot worker.

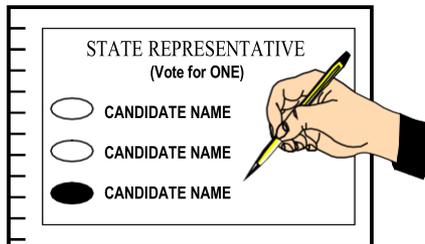


 An illustration of a hand holding a yellow pen, pointing to the name 'Robert Adams' in the precinct register table.
 

VREMS Time: 18:06 STATE OF ALASKA		EL - ID 98MSBS District 26		Date: 06/25/98
GEPR68P-R1 GREATER WASILLA				PAGE: 1
Voter No	NAME & SIGNATURE LAST-FIRST-MIDDLE INITIAL	PARTY (D) (N) (F) (I) (C) (O) (PK)	A RES. (H) (S)	B MAILING
1	Bar Code: Robert Adams ADAMS ROBERT	U ( ) ( X ) ( )		2222 GOLD HWY PO BOX 123456 WASILLA WASILLA
2	08912345 Bar Code: MUST SHOW ID ADAMS TONYA M	A ( ) ( ) ( ) ( )		1111 VALLEY ROAD PO BOX 789234 WASILLA WASILLA
3	06789123 Bar Code: ADER FREDERICK	U ( ) ( ) ( ) ( )		9999 JONES ROAD PO BOX 223344 WASILLA WASILLA
4	05678901 Bar Code: ADLER JEFF	G ( ) ( ) ( ) ( )		1122 SILVER STREET PO BOX 123456 WASILLA WASILLA
5	01234567 Bar Code: ALBERT JAMES	D ( ) ( ) ( ) ( )		2233 COPPER HWY WASILLA
6	0067890 Bar Code: ALBERT JANET J	U ( ) ( ) ( ) ( )		2233 COPPER HWY WASILLA
7	00045678 ALBANI EDWIN M I	D ( ) ( ) ( ) ( )		4455 ALASKA ROAD PO BOX 8899443 WASILLA WASILLA

## Ballot Issuing

- The voter will be given a paper ballot by the election board unless the voter indicates he/she would like to vote using the voting tablet.
- **The voter cannot vote both a paper ballot and a voting tablet ballot – they MUST choose one or the other.**



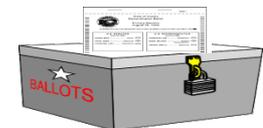
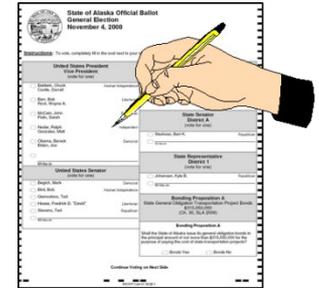
← or →



*Note: The Voting Tablet is not used during the REAA School Board Election.*

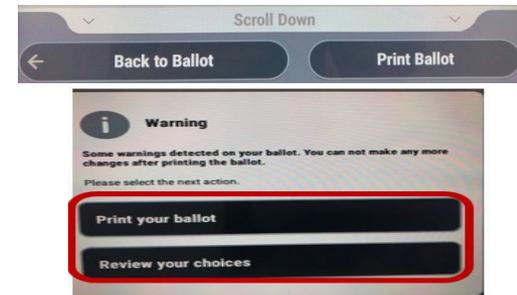
## ■ Voting Paper Ballot

- For the August Primary Election, for each race the voter must completely fill in the oval to the left of their choice. If the voter selects more than one candidate in a race, that section of the ballot will NOT be counted. The sections of the ballot that are properly marked will be counted. During the November General Election only, rank as many or as few candidates as you like. Completely fill in no more than one oval for each candidate or column. Selecting the same rank for multiple candidates within a race will invalidate that race. Posters showing the correct way to mark a ballot are provided and must be displayed.
- The voter will be given an official ballot by the election board.
- The bilingual election worker, or a person of the voter's choice, may assist the voter with translating and marking the ballot. Remember, the voter must make the voting decision, you may not express your opinion on how the voter should vote..
- Instruct the voter to completely fill in the oval next to the voter's choice.
- If the voter makes a mistake in voting, DO NOT erase or correct the ballot. The voter may request a new ballot from the election worker. The election worker first records and spoils the incorrect ballot and then issues the voter a replacement ballot. (The voter may request up to two replacement ballots.)
- When the voter has finished voting, the ballot goes into the ballot box



## ■ Voting a Voting Tablet Ballot

- Most voting tablets have an audio translation of the ballot in the required language.
- Ask the voter if he or she would like to listen to an audio translation of the ballot while viewing the ballot on the screen in English.
- If the voter chooses to listen to the audio translation, the voting tablet worker will need to prepare the machine for an audio/visual ballot.
  - Depending on the length of ballot measures appearing on the ballot, the audio can be quite long. It is better for elders to vote using a paper ballot with a person providing language assistance.
- Standard and large print are available as well as color contrast in black and white print.
- To vote, the voter simply touches the screen next to his or her choice or uses the hand held ATI device to vote and move through the ballot.
- At the end of the ballot, a summary screen will appear showing the selections the voter made.
- After the voter views the summary, the voter will print the ballot and verify the paper copy of the ballot before casting the ballot.



# Questioned Voting

- If the voter's name is not on the register or if the voter does not have identification, the voter has the right to vote a questioned ballot.
  - The voter must sign the questioned register.
  - The voter must complete the questioned ballot envelope.
    - Ask the voter if he or she would like assistance with completing the envelope. DO NOT tear off the yellow flap on the envelope, this is not a receipt for the voter. **The information on the outside of the envelope will be used to update the voter's registration record and to determine voting eligibility.**
  - The voter will be issued a paper ballot and secrecy sleeve.
  - The voter's voted ballot is placed inside the secrecy sleeve and the secrecy sleeve is then sealed inside the completed questioned ballot envelope.
  - The questioned ballot envelope containing the voted ballot is then placed in the ballot box.
  - All questioned ballots are returned to the Election Supervisor for review and counting.

#	Printed Name	Signature	Please provide an identifier: Voter No., Social Security No., Date of Birth, or Place of Birth
1.	Rodney Voter	Rodney Voter	1234567
2.	Helen Ballot	Helen Ballot	6543210
3.			

**Questioned Ballot Oath & Affidavit Envelope** – Please print and press hard – You are making a copy

1. You MUST complete this section  
I am a citizen of the United States. Yes  No

2. I am at least 18 years old. Yes  No

3. Last Name: Voter First Name: Sally Middle Initial: S Suffix (or, Jr., etc.):

4. Name Previously Registered:

5. Alaska Residence Address Where You Claim Residency  
House No.: 123 Street Name: Main St Apt #  City: Juneau State: Alaska

6. Mailing Address  
House No.: PO Box 51321 Street Name: Juneau City: AK State: AK Zip Code: 99811

7. You MUST provide at least ONE of the following:  
Social Security No.:  Last 4 Digits of SSN: 9876

8. AK Driver's License No.:  AK State ID Card No.:

9. You MUST provide Date of Birth: 01/01/80 Gender:  Male  Female

10. \*Alaska Voter Number:  (If known) \*Daytime Phone No.:  \*Evening Phone No.:

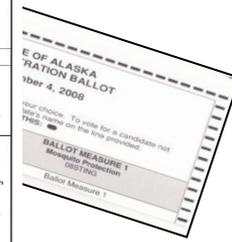
11. Write Political Affiliation Here:

12. 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 resident of Alaska and I have not been convicted of a felony, or have been so convicted, have been so indicted, discharged from incarceration, probation and/or parole. I am eligible to vote in this election. I have taken the necessary steps to cancel that registration. I am to 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.

13. This form must be witnessed. By signing as a witness, I attest that to the best of my knowledge, the applicant is the person herein named to be, and that certification was made in my presence on the date indicated.

John Jones Signature of Election Official Date: 11-3-20 District: 014146 Precinct No.: R

Primary Ballot Choice: 7 Questioned Register Line:



Place the voted ballot in the Questioned Ballot Oath & Affidavit envelope and seal the envelope.

\*Items are not confidential by the Division and are not available for public inspection except that confidential addresses may be released to government agencies during election processes as set out in state law. 823 (Rev. 07/19/2019) AS 15.05.07, 20, & AAC 25.

# Special Needs Voting

- If a voter is unable to come to the polls due to age, disability or serious illness, the voter may ask a person to serve as their representative to bring him or her a ballot.

- **STEP 1** on the Special Needs Ballot Envelope is completed by the voter's representative.
- The election worker gives the representative the special needs ballot envelope, ballot, and secrecy sleeve to deliver to the voter.
- **STEP 2** of the special needs ballot envelope is completed by the voter, with assistance from the representative, and both the voter and representative sign the envelope under STEP 2.
- The voter's voted ballot is placed inside the secrecy sleeve and the secrecy sleeve is then sealed inside the special needs ballot envelope.
- The representative returns the ballot envelope containing the voted ballot to the election worker.

Election Official		Special Needs Ballot Oath & Affidavit Envelope	
<b>When Issuing a Ballot</b> 1. Complete lines below: Date: <u>8-19-14</u> Location: <u>Wagon #1</u> District: <u>10-510</u> Primary Ballot Type Issued: <u>R</u> 2. Remove top copy of the envelope and keep with the register to account for the issued ballot. 3. Give the representative the ballot, and secrecy sleeve and the envelope to take to the voter. (Voter does not sign the register.) <b>When Ballot is Returned</b> 1. Verify that the voter and Representative signed in STEP 1 and STEP 2. 2. Complete lines below: Date: <u>8-19-14</u> Location: <u>Wagon #1</u> <b>For Office Use ONLY</b> VN _____ DIP _____ <b>For Review Board Use</b> District Registrar: _____ Signature No: _____ Count Code _____ Request Code _____ Purge Code _____		<b>STEP 1</b> <b>Representative - You MUST Complete:</b> <ul style="list-style-type: none"> <li>Sections 1 through 4 with your information</li> <li>Section 5 with the voter's name</li> <li>Section 6 sign and date</li> <li>Deliver ballot and voting materials to voter.</li> </ul> 1. Representative's Name: <u>Alyce Houston</u> 2. Representative's Identifier - You MUST provide ONE: * Voter Number: <u>123456</u> * Social Security No.: _____ * Date of Birth: _____ 3. Representative's Residence Address - You Must Provide: <u>9144 Park Dr</u> Street Name Apt # <u>Wenatchee</u> Alaska State City 4. Representative's Mailing Address - You MUST provide: <u>Jane</u> 5. Print the name of the voter you are serving as a representative for: Voter's Name: <u>Jane Smith</u> 6. Representative's Certificate: I certify I have been requested to obtain and deliver a ballot to the above named voter. I will not vote the ballot for the voter or change the voter into voting for a specific candidate or issue. I will not divulge the way the voter votes the ballot. I understand: Unlawful interference with voting is punishable under AS 13.56.030 x <u>Alyce Houston</u> <u>8-19-14</u> Representative's Signature Date	
		<b>STEP 2</b> <b>Voter and Representative - YOU MUST COMPLETE</b> <ul style="list-style-type: none"> <li>Voter - Sections 1-9 with your information</li> <li>Representative - Section 10, sign as witness</li> <li>Voter - Place voted ballot in secrecy sleeve and seal in this env.</li> <li>Representative - Return ballot in envelope by sign election of</li> </ul> 1. Voter - You MUST complete this section <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I am a citizen of the United States. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I am at least 18 years old. 2. Voter's Last Name First Name MI Suffix (Sr., Jr., III) <u>123456</u> <u>Wagon</u> 3. Voter's Alaska Residence Address - Where You Claim Residency House # Street Name Apt # <u>Wenatchee</u> ALASKA State City 4. Voter's Mailing Address <u>P.O. Box 123</u> <u>Wenatchee</u> <u>AK</u> <u>99801</u> Mailing Address City State Zip 5. *Voter's Identifier - You MUST Provide One Social Security No. or Last 4 of SSN: _____ / <u>0123</u> Alaska Voter Number, Alaska Driver's License No. or State ID No.: _____ <input type="checkbox"/> Check here if you have not been issued a SSN, ADL, or AK State ID. 6. *Voter's Date of Birth - You MUST Provide: <u>02</u> / <u>02</u> / <u>95</u> 7. Voter's Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female 8. Voter Write Political Affiliation Here: 9. Voter's Certificate I am a citizen, under disability of sections, that I am unable to go to the polls due to a disability and certify that I am a resident of Alaska and I have not been convicted of a felony, or having been so convicted, have had my convictions expunged from my record, probation, and/or parole. I am not registered to vote as a voter here. I have taken the necessary steps to correct the registration. I have not had any other change of my registration since the date of my last registration. *Voter's Signature: x <u>Jane Smith</u> 10. Representative Witnessing: By signing as a witness, I attest to the best of my knowledge, the voter in the person herein claims to be and this certification was made in my presence. *Representative's Signature x <u>Alyce Houston</u>	

**STATE OF ALASKA  
DEMONSTRATION BALLOT**

November 4, 2008

The oval next to your choice. To vote for a candidate not write in the candidate's name on the line provided.  
THE OVAL LIKE THIS:

**BALLOT MEASURE 1**  
Mosquito Protection  
OBSTING

Ballot Measure 1

# Final Comments

- If you have any questions on Election Day, contact your Election Supervisor:

## **Region I Elections Office**

PO Box 110018  
Juneau, AK 99811-0018  
PH: (907) 465-3021  
Toll Free 1-866-948-8683

## **Region II Elections Office**

2525 Gambell St., Suite 100  
Anchorage, AK 99503-2838  
PH: (907) 522-8683  
Toll Free 1-866-958-8683

## **Region III Elections Office**

675 7<sup>th</sup> Avenue, Suite H3 Fairbanks, AK  
99701-4542  
PH: (907) 451-2835  
Toll Free 1-866-959-8683

## **Language Assistance**

Toll Free 1-866-954-8683

## **Region IV Elections Office**

PO Box 577  
Nome, AK 99762-0577  
PH: (907) 443-5285  
Toll Free 1-866-953-8683

## **Region V Elections Office**

1700 E. Bogard Rd, Suite B102  
Wasilla, AK 99654-6565  
PH: (907) 373-8952  
Toll Free 1-844-428-8952

## **Administrative Complaint/Fraud**

Toll Free: 1-888-465-5857