Election Procedures for Bilingual Election Workers and Translators
REAA/CRSA Elections

State of Alaska
Division of Elections
Language Assistance Requirements

- **Background**

  - The Voting Rights Act of 1965 included requirements concerning the conduct of elections in languages other than English if over five percent of the voting age population are members of a single language minority group whose language is either Spanish, Native American, Alaska Native, or one of the Asian languages. In addition, the Voting Rights Act stipulated that a voter requiring assistance may receive it from a person of the voter’s choice other than the voter’s employer or agent of that employer or officer or agent of the voter’s union.

  - Section 203 of the Voting Rights Act requires jurisdictions to provide language assistance if more than five percent of the voting age population of a language minority group is limited English proficient.
How does the Voting Rights Act impact Alaska?

- The State of Alaska is covered under Sections 4(f)4 and 203 of the Voting Rights Act for Alaska Native languages. In addition, some communities along the Aleutian chain are covered for Filipino (Tagalog) and Spanish. **This means we MUST provide language assistance to Alaska Native Voters with limited English proficiency at all stages of the electoral process.**

- Alaska has submitted to the United States Department of Justice our minority language assistance program. Alaska’s language assistance plan provides for written translations of election materials in languages that are historically written, and oral translations for languages, such as Alaska Native languages, that are historically unwritten.

  **This means, we need bilingual election workers and/or interpreters to serve on Election Day in areas of the state identified as needing 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. A voter may not feel comfortable asking for assistance. Approach voters to ask them if they need language or other assistance while voting. **You may go into the voting booth to assist the voter.**
- If the voter indicates he or she needs assistance from the bilingual election worker and/or translator, provide oral translation in the local Alaska Native language to assist the voter in the voting process with ballot information and election materials.
- When providing an oral translation of ballot information, you may not voice your own opinion on candidates appearing on the ballot.
- Using the Language Assistance Requests Log, keep track of the type of assistance provided (not names of voters) to voters that received language assistance from a member of the election board.
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
- English Language Sample Ballot
- Yup’ik Precincts - Yup’ik Language Sample Ballot
  - The Yup’ik sample ballot is to be used only by the bilingual election worker and/or translator when providing oral ballot translation assistance to the voter. *It is not to be given out to the voters.*
- Yup’ik Precincts - Yup’ik Glossary of Election Terms
- Alaska Native Language “I Voted” stickers
- CD Player (with batteries, headphones & headphone covers) with Alaska Native Language CD
  - The Alaska Native Language CD is to be used only by the bilingual election worker and/or translator as a tool when providing oral ballot translation assistance to the voter. *It is not to be shared with the voters.*
- Election Board Handbook and Individual Job Assignment Sheets
Complete the Language Assistance Requests Log

- 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 workers are needed.

- Please check the box and list the language and type of assistance provided for each voter needing language assistance.

- When completing the log, do not include the voter’s name.

- Please sign and return the log – even if you did not have any voters who needed language assistance.
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 and/or translator provide assistance.
Providing Assistance During the Voting Process

- Precinct Register

  - The precinct register worker will look for the voter’s name on the register and 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
    - 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, pay check 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.
Voting the Ballot

- The voter will be given an official ballot by the election board.
- The bilingual election worker, translator, or a person of the voter’s choice may assist the voter with translating and marking the ballot.
- 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 return the spoiled ballot to the election worker and request a new ballot. (The voter may request only up to two replacement ballots.)
- The voter only has to mark the races the voter wants to vote for.
- If the voter marks more than one choice in a race, that section of the ballot will NOT be counted. The sections of the ballot that are properly marked will be counted.
- When the voter is finished voting, the ballot goes into the ballot box.

HOW TO VOTE

- Completely fill in the oval next to your choice.
- Mark only ONE oval in each section.
- Vote both sides if there is printing on both sides.
- If you make a mistake, ask for a new ballot.

Voting For A Write-In Candidate:

If you wish to vote for someone whose name is not on the ballot, print the person’s name on the blank line and fill in the oval next to the name.

IMPORTANT: Write-in votes are not allowed in the primary election.
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 Questions Ballot Oath & Affidavit 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.
- The sleeve is sealed inside the completed Questioned Ballot Oath & Affidavit Envelope.
- All questioned ballots are returned to the Election Supervisor for review and counting.

### Questioned Ballot Oath & Affidavit Envelope

**I certify that:**

- I have not and will not vote in any other manner in this election.
- I am a United States Citizen.
- I am at least 18 years old.
- I am a resident of Alaska.
- I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and parole.
- I have been a United States citizen at some time in the last 4 years or am newly registering.
- I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration.

**WARNING:** If you provide false information on this application you can be convicted of a misdemeanor.

I certify that: I have not and will not vote in any other manner in this election. I am a United States Citizen. I am at least 18 years old. I am a resident of Alaska. I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and parole. I have been a United States citizen at some time in the last 4 years or am newly registering. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. **WARNING:** If you provide false information on this application you can be convicted of a misdemeanor.

<table>
<thead>
<tr>
<th>#</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rodney Voter</td>
<td>Rodney Voter</td>
<td>123 Main St</td>
<td>456 Other St</td>
<td>789-1234</td>
</tr>
<tr>
<td>2</td>
<td>Helen Ballot</td>
<td>Helen Ballot</td>
<td>789 Other St</td>
<td>123 Main St</td>
<td>567-4321</td>
</tr>
</tbody>
</table>

Place the voted ballot in the Questioned Ballot Oath & Affidavit envelope.
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.
  - The voter’s voted ballot is placed inside the secrecy sleeve.
  - 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.
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
Toll Free 1-866-948-8683

**Region III Elections Office**
675 7th Avenue, H3
Fairbanks, AK  99701-4594
Toll Free 1-866-959-8683

**Region IV Elections Office**
PO Box 577
Nome, AK  99762-0577
Toll Free 1-866-953-8683

**Yup’ik Language Assistance**
2525 Gambell St, Suite 100
Anchorage, AK 99503-2838
Toll Free 1-866-954-8683