

POLLING PLACE ELECTION PROCEDURES

HANDCOUNT PRECINCTS

STATE OF ALASKA
DIVISION OF ELECTIONS

B03 (REV 09/2013)

DIVISION OF ELECTIONS

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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 three workers, including the chairperson. A fourth worker is needed to help count ballots when the polls close and can be used for lunch and dinner breaks. 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 1/2 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 and supplies may be mailed in separate packages about two weeks before the election. **Call the election supervisor when you receive your materials.** 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 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 Tables and Booths

For the election, you will need voting booth(s), ballot box, work table and chairs. 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 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 of touch screen unit
- Open polls
- Polling place security
- Call the election office
- General voting information

ELECTION WORKERS

“YOUR JOB – Opening the Polls”

Set Up the Polling Place

Have workers arrive at the polling place at least 1/2 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 ballot box. In each booth hang a “How to Vote” poster, place a black pen in the booth. Open the ballot box and show the workers that the box is empty. Lock the box with the cable tie included in your supply bag.
- Display the American flag. When displayed, the stars need to appear on the left. If the flag is displayed in a window, the stars 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 three to four people on the election board. The chairperson will assign the jobs as follows:

- Precinct Register Worker.
- Ballot Issuing Worker and Touch Screen Voting Unit Worker.
- Worker to assist with questioned voting and special needs voting.
- 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.

OATH OF OFFICE FOR ELECTION BOARD WORKERS
Election workers – You must read and sign the oath of office below when you arrive for work.

OATH: I will honestly, faithfully, and promptly perform the duties of an election board worker, according to law, and will make every effort to prevent the violation of any provision of law in conducting the election.

Subscribed and sworn according to law on the 2 day of November, 2010

Election Worker Mary Smith Election Worker _____
 Election Worker Susie Votco Election Worker _____
 Election Worker _____ Election Worker _____
 Election Worker _____ Election Worker _____
 Election Worker _____ Election Worker _____

NOTE: Any appointed election worker whether or not having himself/herself subscribed to the oath, may administer the oath to another election worker. Any election worker having taken the oath may administer the oath to the clerks and counters.

Comments – make a note of anything out of the ordinary or unusual that happens on election day.

All Workers Sign Here

QUESTIONED VOTER REGISTER

DISTRICT: _____
 PRECINCT: _____
 ELECTION: _____

Election Officials - When issuing questioned ballots follow the instructions below:

1. Provide voter with Notice to Questioned Ballot Voter (X-04). Ask voter to sign the Questioned Voter Register. If the voter does not vote, cross off the voter's name and indicate that the "voter did not vote".
2. Ask each questioned voter to complete a Questioned Ballot Oath and Affidavit Envelope (E-23). The voter **MUST** sign or make their mark on this envelope.
3. Check and verify the voter's identification. If the voter does not have proper identification, the voter can still vote a questioned ballot. Check the "no identification" box in the lower right corner of the Questioned Ballot Oath and Affidavit Envelope.
4. Complete the shaded areas of the Questioned Ballot Oath and Affidavit Envelope by signing as a witness. Write the district and precinct number, and the line number on this questioned voter register where the voter signed.
5. Provide the voter with a ballot, gray secrecy sleeve, and the completed ballot Questioned Ballot Oath and Affidavit Envelope. Ask the voter to mark the ballot in private, to place the ballot inside the gray secrecy sleeve, and then to place the secrecy sleeve containing the voted ballot inside the Questioned Ballot Oath and Affidavit Envelope. **DO NOT REMOVE THE FLOPPY FROM THE QUESTIONED BALLOT OATH AND AFFIDAVIT ENVELOPE.**
6. Place the sealed, completed and voted Questioned Ballot Oath and Affidavit Ballot Envelope in the ballot box.

For complete instructions on the questioned ballot process, refer to the questioned voting section in the "Official Election Procedures" handbook.

All election officials issuing questioned ballots, please read and sign below:
 By signing as a witness, I attest that to the best of my knowledge, the applicants who signed the Questioned Voter Register are the people they claim to be, and that they each voted and signed a Questioned Ballot Oath and Affidavit Envelope (E-23) in my presence on election day:

Election Official Signature: Mary Smith Election Official Signature: _____
 Election Official Signature: Susie Votco Election Official Signature: _____
 Election Official Signature: _____ Election Official Signature: _____

Sign Here

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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 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 (REAA) and state-conducted special local elections.

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:
 - o Do not allow loitering in the area around election equipment.
 - o 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 for 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.

Call the Election Office

The election office needs to know that each polling place is open. Contact the regional office at the telephone number provided by the election supervisor.

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 names 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	<p>The <i>Language Assistance Requests Log</i> 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.</p> <p>Check the box and list the language and type of assistance provided for each voter needing language assistance.</p> <p>When completing the Language Assistance log, do not include the vote's name.</p> <p>Sign and return the Language Assistance log – even if you did not have any voters who needed language assistance.</p>
Campaigning	<p>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.</p>
Removal or Exhibit of Ballot	<p>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.</p>
Poll Watchers	<p>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 times. 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.</p> <p>Poll watchers may challenge a voter's qualifications. 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.</p>
Exit Polling	<p>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.</p> <p>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.</p>

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

1VREMS - (GBTEST)		STATE OF ALASKA -- DIVISION OF ELECTIONS			DATE: 05/05/2012	
GEP680P-R1		EL-ID 12PRIM	DISTRICT 22	PRECINCT REGISTER	PRECINCT 450	TIME: 07:40
RUSSIAN JACK						PAGE: 1

* VOTER NO	IDENTIFIED BY	NAME & SIGNATURE		PARTY	A RESIDENCE ADDRESS	*
	(VC) (OI) (PK)	(LAST-FIRST-MIDDLE INITIAL)			B MAILING ADDRESS	*

1 11111111	() () () ()	X	AALMANN SIOBHAN J	U	5205 E 26TH AVE #9	ANCHORAGE
2 22222222	() () () ()	X	ABAINZA FEDERICO A	N	4901 E 26TH AVE	ANCHORAGE
3 33333333	() () () ()	X	ACHESON DARRELL R	R	2325 GLACIER ST	ANCHORAGE
4 44444444	() () () ()	X	ACHESON JENNIFER R	R	2325 GLACIER ST	ANCHORAGE
5 55555555	() () () ()	X	ACOSTA VICTOR M	N	2540 BONIFACE PKWY PO BOX 91820	ANCHORAGE ANCHORAGE AK
6 66666666	() () () ()	X	AEBISCHER KRISTEN R	R	5440 E 26TH AVE #17 PSC 4L BOX 5797	ANCHORAGE APO AE
7 77777777	() () () ()	X	AGLIERI KARI L	A	2224 GLACIER ST #306	ANCHORAGE
8 88888888	X () () () ()	X	<i>Mary Aho</i> AHO MARY E	U	2111 FARMER PL	ANCHORAGE
9 99999999					5231 E 22ND AVE #A	ANCHORAGE

1) Ask the voter for ID, mark the type of ID presented with an X:

VC = Voter Card

OI = Other Identification

PK = Personally Known

If MUST SHOW ID appears in the signature block, the voter must show ID or vote a questioned ballot.

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 a secrecy folder 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 Ballots - 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.

SPOILED or MISMARKED BALLOTS - Check a box below each time you replace a spoiled or mismarked ballot.																												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total number of spoiled or mismarked ballots: <u>3</u> (complete at close of poll).																												

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.

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.

Place Voted Paper Ballot Inside Ballot Box

After voting, the voter places the voted paper ballot inside the ballot box. If requested, an election worker may assist the voter. The election workers should maintain a reasonable distance from the ballot box to ensure the secrecy of the ballot.

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

Questioned and Special Needs Voted Ballots

These ballots **MUST** be sealed inside the completed ballot envelope before being placed in the 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 disabled; 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 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 reject the printed ballot or cast the printed ballot.

If the ballot is cast, the printed ballot will advance into the printer 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 ballots 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 the 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.

#	Printed Name	Signature	You MUST Provide an Identifier: Voter #, Social Security #, Last 4 Social Security #, Alaska Drivers License # or Birth Date
1.	Mary Smith	<i>Mary Smith</i>	1234567
2.	Susie Voter	<i>Susie Voter</i>	6543210
3.			
4.			

Voter MUST sign the questioned register.

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

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

<p>1. You MUST complete this section</p> <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.				<p>For Office Use</p> VN _____ D/P _____ Initials _____	
<p>2. Last Name <u>Voter</u> First Name <u>Rodney</u> Middle Initial <u>A.</u> Suffix (Sr., Jr., Etc.) <u>JD.</u></p>				<p>For Review Board Use Only</p> District Registered _____ Sequence No. _____ Count Code _____ Reject Code _____ Purge Date _____	
<p>3. Name Previously Registered _____</p>					
<p>4. Alaska Residence Address Where You Claim Residency</p> <p><u>123</u> <u>Main St</u> <u>#204</u> <u>Juneau</u> <u>Alaska</u> House No. Street Name Apt # City State</p> <p><small>If your mailing address is different than your residence address, and you want to keep your residence address confidential, check the following box. *<input checked="" type="checkbox"/> Yes, please keep my address confidential.</small></p>					
<p>5. Mailing Address <u>PO Box 12345</u> City <u>Juneau</u> State <u>AK</u> Zip Code <u>99811</u></p>					
<p>6. *You MUST provide at least ONE</p> Social Security No. _____ / _____ / _____ Last 4 Digits of SSN <u>1725</u> AK Driver's License No. _____ AK State ID Card No. _____ [] I have not been issued a SSN, AK Driver's License or AK State ID No.					
<p>7. *You MUST provide Date of Birth <u>10/14/60</u> 8. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female</p>					
<p>9. *Alaska Voter Number <u>0000123</u> (if known) 10. *Daytime Phone No. _____ *Evening Phone No. _____</p>				<p>Election Official Use</p> <p>Reason for Questioned Ballot</p> <input checked="" type="checkbox"/> Not on Precinct Register <input type="checkbox"/> Moved <input type="checkbox"/> No Identification & Unknown <input type="checkbox"/> Not a US Citizen <input type="checkbox"/> Not 18 years of Age <input type="checkbox"/> Felony Conviction	
<p>11. Write Political Affiliation Here _____</p>					
<p>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 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.</p> <p>*Voter Signature <u>Rodney A. Voter JD.</u></p>					
<p>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 he/she claims to be and this certification was made in my presence on the date indicated.</p> <p><u>Mary Smith</u> <u>8-19-14</u> <u>52-510</u> <u>ADL</u> <u>15</u> Signature of Election Official Date District & Precinct No. Primary Ballot Choice Questioned Register Line</p>					

*Items are kept confidential by the Division and are not available for public inspection except that confidential addresses may be released to government agencies or during election processes as set out in state law. E23 (Rev 05/23/2011) AS 15.05, 07, 20. 6 AAC 25.

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	<ul style="list-style-type: none">• 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 the 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	<ul style="list-style-type: none">• 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 Election Official	<p>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.</p> <p>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.</p>

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 representative sign the bottom of the envelope.
- The voter votes. The voted ballot is placed in the gray secrecy sleeve and then sealed in 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 ballot is returned in the gray shaded section of the ballot envelope.

Special Needs Ballot Oath & Affidavit Envelope									
Election Official	STEP 1	STEP 2							
When Issuing a Ballot 1. Complete lines below: Date: <u>8-19-14</u> Location: <u>Juneau #1</u> District: <u>33-510</u> (Dist. #, Judicial, REAA) 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, gray secrecy sleeve and this envelope to take to the voter. (Voter does not sign the register.) When Ballot is Returned 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>Juneau #1</u>	Representative – You MUST Complete: <ul style="list-style-type: none"> • Sections 1 through 4 with your information • Section 5 with the voter's name • Section 6 sign and date • Deliver ballot and voting materials to voter 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>944 Park Dr</u> House # Street Name Apt # <u>Juneau</u> Alaska City State 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 coerce the voter into voting for a specific candidate or issue. I will not divulge the way the voter votes the ballot. WARNING: Unlawful interference with voting is punishable under AS 15.56.030 <u>x Alyce Houston</u> <u>8-19-14</u> Representative's Signature Date	Voter and Representative – YOU MUST COMPLETE <ul style="list-style-type: none"> • Voter – Sections 1-9 with your information • Representative – Section 10, sign as witness • Voter – Place voted ballot in secrecy sleeve and seal in this envelope • Representative – Return ballot in envelope by 8pm election day 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., Etc.) <u>SMITH</u> <u>JANE</u> 3. Voter's Alaska Residence Address – Where You Claim Residency <u>123 Park Dr</u> <u>Juneau</u> <u>ALASKA</u> House # Street Name Apt # City State 4. Voter's Mailing Address <u>PO Box 123</u> <u>Juneau</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 Month <u>06</u> Day <u>02</u> Year <u>35</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 swear or affirm, under penalty of perjury, that I am unable to go to the polls due to a disability and that the information on this form is 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 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. *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 is the person he/she claims to be and this certification was made in my presence. *Representative's Signature X <u>Alyce Houston</u>							
For Office Use ONLY VN _____ D/P _____									
For Review Board Use <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">District Registered</td> <td style="width: 50%;">Sequence No.</td> </tr> <tr> <td>Count Code</td> <td>Reject Code</td> </tr> <tr> <td>Purge Date</td> <td></td> </tr> </table>				District Registered	Sequence No.	Count Code	Reject Code	Purge Date	
District Registered	Sequence No.								
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Purge Date									

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Closing Procedures

- Closing the polls
- End voting on the touch screen unit
- Unused ballots and ballot stubs
- Complete the ballot statement
- Count ballots and report 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 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 touch screen results** and have the workers(s) sign each copy.

- **FIRST TAPE:** After the first results tape is printed, tear the tape below the signature area of the results. (This tape stays attached to the ballots.)
- **SECOND TAPE:** Put with the touch screen memory card in the memory card envelope.
- **THIRD TAPE:** You will use the third copy of the results tape when completing the ballot statement, and to report your election results. Once you have reported your election results, place the copy inside the precinct register cover.

Secure Memory Card

Seal the memory card and second copy of the touch screen results tape inside the memory card envelope.

Unused Ballots and Ballot Stubs

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

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

Partially used ballot 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 off 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.

District-Precinct #: 40-002
 Precinct Name/Location: AMBLER
 Election ID: 14PRIM

BALLOT STUBS

STEP 1

Completely Used Ballot Pads

When all ballots have been used from a ballot pad, the top narrow stubs remain.

Place all stubs from the completely used ballot pads in this envelope

0050

E26 (REV 07/2013)

STEP 2

Partially Used Ballot Pad

← **Top Half of Ballot Pad**

Partially Used Ballot Pad – There will be unused ballots remaining on the last pad that were used when issuing ballots to voters.

Tear the lower half of these unused ballots off this pad and throw them away.

Put the top half of these unused ballots, still attached to the narrow stubs, in this envelope.

← **Lower Half of Ballot Pad**

Once all of your unused ballots have been destroyed, you may open the ballot box and tally 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 mark as unused ballots.**

Secure Touch Screen Ballots

Carefully unwind the voted touch screen ballots from the spool in the printer 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 your name across the seal.

Open Ballot Box and Sort the Paper Ballots

Once the polls are closed, one worker can 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. 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 returned to the election office.
- **Regular paper ballots** - The voted ballots will need to be sorted and tallied following the ballot counting instructions. Sort the ballots into groups of 25. During the **August Primary Election**, you will need to sort the ballots by ballot type first, and then sort into groups of 25.

Complete the Ballot Statement

One worker will need to complete the ballot statement. The ballot statement is a record of how your precinct issued and 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 the “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 certificates inside the precinct register cover.

Sample Primary Election Ballot Statement

District:
Precinct:
Election:

Number Ballots Received:	From Stub #	To Stub #
A - D - L	290	0050 - 0300
Republican	300	2575 - 2875
Measures Only	50	0650 - 0700

Ballot Statement

A. NUMBER OF VOTERS AND BALLOTS ISSUED:

Number of signatures in precinct register: 400

Number of voted questioned ballot envelopes: 25

Number of voted special needs ballot envelopes: 1

Number of issued special needs ballots not returned: 0

Number of spoiled or mismarked ballots: 2

Add Above Numbers for Section A Total: 428

B. NUMBER OF TOUCH SCREEN AND PAPER BALLOTS USED:

Number of voted touch screen ballots:
(Located on the election results tape under "total ballots") 20

Total number of paper ballots used:

	First Unused Stub #	-	Starting Stub #	=	
A-D-L Ballot	0248	-	0050	=	198
Republican Ballot	2775	-	2575	=	200
Measures Only Ballot	0880	-	0650	=	10

Add Above Numbers for Section B Total: 428

Certification: We, the undersigned election workers, certify that, to the best of our knowledge, the ballot statement information is correct and that we have disposed of the unused ballots as instructed.

Worker: Sue Worker

Worker: John Ballot

Worker: Mary Public

Worker: _____

Worker: _____

Worker: _____

During the August Primary election, you will need to account for the number of paper ballots used for each ballot type

The TOTALS in Section A and Section B Must Match

Hand count precincts:
Call the elections office to report the election results as soon as you are done counting ballots.

Sample General Election Ballot Statement

District:
Precinct:
Election:

Number Ballots Received:	From Stub #	To Stub #
500	0200	0700

Ballot Statement

A. NUMBER OF VOTERS AND BALLOTS ISSUED:

Number signatures in precinct register: 300

Number of voted questioned ballot envelopes: 28

Number of voted special needs ballot envelopes: 1

Number of issued special needs ballots not returned: 0

Number of spoiled or mismarked ballots: 1

Add Above Numbers for Section A Total: 330

B. NUMBER OF TOUCH SCREEN AND PAPER BALLOTS USED:

of voted touch screen ballots:
(Located on the election results tape under "total ballots") 15

Total number of paper ballots used:

	First Unused Stub #	-	Starting Stub #	=	
	0515	-	0200	=	315

Add Above Numbers for Section B Total: 330

Certification: We, the undersigned election workers, certify that, to the best of our knowledge, the ballot statement information is correct and that we have disposed of the unused ballots as instructed.

Worker: Sue Worker

Worker: John Ballot

Worker: Mary Public

Worker: _____

Worker: _____

Worker: _____

The TOTALS in Section A and Section B Must Match

Hand count precincts:
Call the elections office to report the election results as soon as you are done counting ballots.

ELECTION WORKERS

“YOUR JOB – Counting Ballots and Reporting Results”

Prepare Paper Ballots for Counting

Sort the regular voted paper ballots into groups of 25. Count the total number of voted ballots and record the number on the inside cover of the tally books.

August Primary Election - You will receive three types of ballots, R, ADL and MO. Sort the regular voted paper ballots by Primary Election ballot type (R, ADL or MO). Starting with one ballot type at a time, sort into groups of 25 if needed. Count the total number of voted paper ballots for each ballot type and record the number on the summary sheet in the appropriate tally book.

Counting Team has Four Workers

Four workers are needed to count paper ballots. One worker reads the ballot. One worker of a different political party observes the reading. One worker tallies in the original (white) tally book. One worker tallies in the duplicate (yellow) tally book.

Counting and Tallying Paper Ballots

Using two tally books, an original and a duplicate, record the results from voted paper ballots. Tally the ballots in groups of 25. Each time a vote is called, make a downward stroke. Mark every fifth vote with a diagonal stroke and say “tally”. Switch pen colors between each group of 25 and verify that both tally books match.

August Primary Election – There will be one set of tally books for each political party ballot type. Use the tally book that corresponds to the ballot type. Count one political party ballot type at a time.

Count Valid Marks Only

Count only those marks that are substantially inside the oval. Improper or erasure marks or more than one name marked for a race invalidates only the section of the ballot where they appear and are recorded as “No Vote Tallied” for that race. The remainder of the ballot is still counted.

EXAMPLES OF VALID BALLOT MARKS

Only those marks that are SUBSTANTIALLY inside the oval will be counted. The marks must indicate clearly that the voter intended that particular oval to be designated. Improper marks invalidate only that section of the ballot in which they appear.

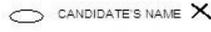
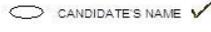
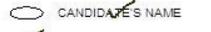
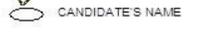
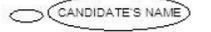
Only the following ballot marks are valid:

Solid marks, diagonal, horizontal or vertical marks, "X" marks, stars, circles, asterisks, checks or plus signs.

-  CANDIDATE'S NAME
-  CANDIDATE'S NAME
-  CANDIDATE'S NAME
-  CANDIDATE'S NAME
-  CANDIDATE'S NAME
-  CANDIDATE'S NAME
-  CANDIDATE'S NAME
-  CANDIDATE'S NAME
-  CANDIDATE'S NAME

EXAMPLES OF INVALID BALLOT MARKS

The example below shows types of marks that cannot be counted. Invalid marks only invalidate the section of the ballot in which they appear.

-  CANDIDATE'S NAME X
-  CANDIDATE'S NAME
-  CANDIDATE'S NAME ✓
-  CANDIDATE'S NAME
-  CANDIDATE'S NAME
-  CANDIDATE'S NAME
-  CANDIDATE'S NAME

Counting Write-In Votes

The candidate's name must be written in the blank line on the ballot AND the oval next to the name must be marked. Tally all write-in votes as a group in the write-in section of the tally book. **You do not have to separate write-in votes by individual names.**

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

Sample Tally Book Page

NAME OF CANDIDATE	LINE	10		20		30	
	No.						
CROWE, CAROL	1						
	2	100 and					
	3	200 and					
SMITH, LAURI	1						
	2	100 and					
	3	200 and					
WHITING, DOUG	1						
	2	100 and					
	3	200 and					
WRITE-IN	1						
	2	100 and					
	3	200 and					
NO VOTE TALLIED	1						
	2	100 and					
	3	200 and					

Complete the Tally Book

When all ballots for each tally book are tallied, add the tally marks for each race and enter the total in the last column. Verify totals in both tally books match. Transfer the total votes to the summary sheet in each tally book. All members of the counting team need to sign and date the last page of the summary sheet for each ballot type.

Using the ballot statement on the back of the precinct register cover, transfer the number of voters signing the precinct register, number of questioned voters and number of special needs voters to the summary sheet in the tally books.

Reporting Election Results

Immediately call the election office to report the results using the summary sheet from each original tally book of each ballot type. When you call, you will be asked for:

- **Total number of people who signed the precinct register**
- **Total number of questioned voters**
- **Total number of special needs voters**

After you report the above numbers, you will be asked for the results from the paper ballots and the touch screen ballots. Use the summary sheets in the tally books to report this information.

- **Paper ballot results**
Total number of paper ballots counted
Total number of votes in each race
- **Touch screen ballot results**
Total number of touch screen ballots cast
Total number of votes in each race

ELECTION WORKERS

“YOUR JOB – Finalize and Return Election Materials”

Voted Ballots

Paper Ballots – Place the counted paper ballots in the voted paper ballot envelope(s), seal envelope closed and sign your name across the seal.

Touch Screen Ballots – Place the voted touch screen ballot tape in the voted touch screen ballot envelope, seal envelope and sign your name across the seal.

Both the voted paper ballot envelope(s) and the voted touch screen ballot envelope are to be mailed in the Green Transport Bag. Be sure to turn the address card over before mailing.

Clean Up Polling Place

Voting Equipment and Materials – Take down your 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.

Touch Screen Voting Unit – Place your touch screen voting unit and printer parts in the appropriate carrying cases. Secure as directed by the election supervisor.

Return Ballots and Election Materials

You will be returning materials to the Election Supervisor and to the Director of Elections in Juneau.

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 tape
- 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 Stub envelope(s)
- Memory card envelope
- Original tally book(s)

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 log
- Language assistance requests log
- All remaining voting materials and supplies

Appendix

- Frequently asked questions
- Emergency procedures
- Voting booth assembly

Frequently Asked Questions

Election Worker Unable to Serve

What should the chairperson do if an election worker is unable to serve?

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.

Polling Booths Unusable or Missing

What should the election board do if the polling booths are missing?

Provide a private place for voters to vote. If possible, arrange table and chairs to accommodate them.

Unsealed Questioned Ballots

What should the election board do if a questioned ballot is dropped into the ballot box?

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.

Voter Chooses Not to Vote

What should the election board do if a voter signs the precinct register but decides not to vote?

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 but did not vote.

Issuing a Ballot Early

May the election board or chairperson issue a ballot early to a voter who is leaving town before election day?

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 may assist them in obtaining an absentee ballot.

Closing the Polls Early

If everybody has voted, may I close the polling place early?

No. The polling place must stay open until 8:00pm as required by law.

Voting Again After Spoiling a Ballot

How many times may a voter spoil or mismark a ballot and get a replacement?

A voter may only be issued up to two replacement ballots of any combination (paper or touch screen). See pages 15 and 18 for further instructions.

Voters From Other Communities

May a person from another community vote at my polling place?

Yes. The voter MUST vote a questioned ballot if the voter's name is not on the precinct register.

Voter Has No Identification

What should I do if somebody wants to vote but does not have identification?

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.

Assistance in the Polling Booth

May voters ask another person to go into the polling booth with them?

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.

Voters No Longer Qualified to Vote

What if a voter is listed on the register but a registered voter in that precinct, a pollwatcher, or an election worker says the person is not qualified to vote?

The voter who is being challenged must vote a questioned ballot.

**Absentee Ballots in
the Polling Place**

**What should I do if a voter brings an absentee by mail ballot
into the polling place?**

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.

Emergency Procedures

Paper Ballot Supply: Not Enough or Missing

What if the precinct does not have enough paper ballots or if ballots are missing?

Contact the regional election supervisor immediately. If there are not enough ballots 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. *(Keep in mind that you may also have the voter vote on the touch screen voting unit until paper ballots are supplied.)*

Precinct Register Missing

What should the election board do if the precinct register is missing?

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.

- 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.
- Ask each voter to complete a questioned ballot envelope.

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.

- Ask the voter for identification. If the voter does not have identification, write “no ID” on the envelope.
- 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 sleeve or wrapped in paper after voting.

- 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.

Polling Place Not Available

What should the election board do if the polling place is unavailable?

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.

Ballot Box Missing or Unusable

What should the election board do if the ballot box is missing or unusable?

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.

Fire Alarm

What should the election board do if a fire alarm goes off?

Assess the situation; remember the safety of the 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.

Tsunami Warning

Follow evacuation instructions for your community provided by the public safety advisory for tsunami warnings. Assess the situation. 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.

Standard Voting Booth Assembly

Assembly Instructions

Use the following procedures to assemble the **standard voting booth**:

- 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.
- 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.
- Extend the curtain arms on each support to the front and straighten the diagonal braces.
- Place the lid of the case upside down on the front support. Hook the holes along the back edge of the lid onto rivets in the upright supports.
- Hang 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.
- 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.

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 fit 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.

