

Election Procedures for Bilingual Election Workers

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 voters in a certain area are limited English proficient and are members of a single language minority group whose language is either Spanish, Tagalog, Native American, Alaska Native, or one of the Asian languages.
- Section 203 of the Voting Rights Act covers those localities where there are more than 10,000 or over 5 percent of the total voting age citizens in a single political subdivision (municipality, borough, city, region such as census area) who are members of a single minority language group, have depressed literacy rates, and do not speak English very well. Determinations are based on data from the most recent Census, and the determinations are made by the Director of the Census every five years.
- In addition, the Voting Rights Act stipulates that a voter requiring assistance may receive it from a person of the voter's choice except for: the voter's employer or agent of that employer, or officer or agent of the voter's union.



■ How does the Voting Rights Act impact Alaska?

- The State of Alaska is covered under Sections 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 voters with limited English proficiency at all stages of the electoral process.***
- ***This means, we need bilingual election workers 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 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. You may not provide your own interpretation of the meaning of the ballot measure. Use the translated sample ballot when providing assistance.

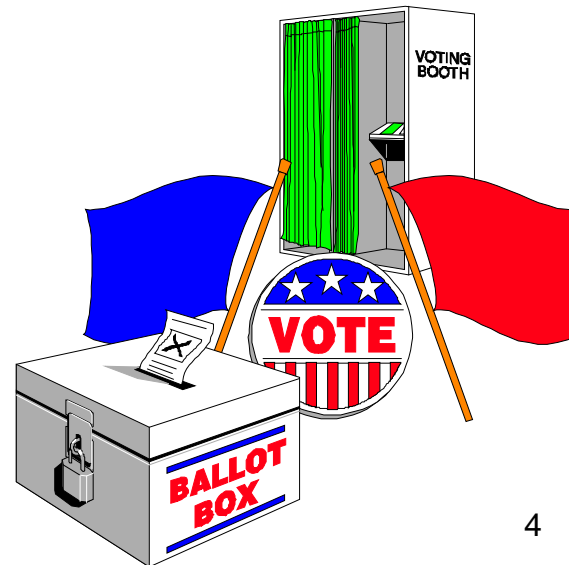
- Using the Language Assistance Requests Log, keep track of the type of assistance provided. Record the type of assistance, not the voter’s name. For example “assisted with reading ballot”.



- **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.
 - If available, 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 person who is providing language assistance to voters.
- Translated Glossary of Election Terms (only in Yup’ik and Gwich’in areas)
- Alaska Native Language “I Voted” stickers
- Election Procedures Handbook for Bilingual Workers

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.**

Dist/Precinct:	Election:
Language Assistance Requests Log	
<small>Election Officials: For each voter needing language assistance to be provided by a member of the election board and/or interpreter, please record the request on the below log. This information is needed for the Division of Elections to monitor the effectiveness of our minority language assistance program required under federal law and to help the Division determine where bilingual election workers are needed.</small>	
<small>Please sign and return this form in your election supplies even if you did not have any voter who needed language assistance. If there were no requests, there is a box at the bottom of the form you can check before signing.</small>	
Language/Dialect Needed <small>(do not include voter's name)</small>	Type of Assistance Provided <small>(Example: ballot translation, reading ballot, marking ballot, etc.)</small>
<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"/> There were no requests for language assistance during this election.	
Signature: _____ <small>(Election Official, bilingual election worker and/or interpreter)</small>	
<small>841 (Rev 8/18/09)</small>	

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.

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, pay check or other government document

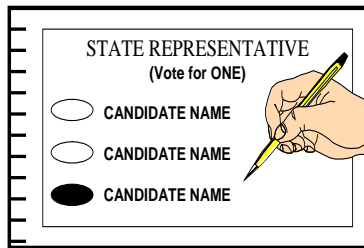
- **The voter must sign the register.** If the voter is unable to sign, the voter may make a mark such as an X.
- If the voter's name is not on the precinct register or if the voter does not have valid identification explain to the voter that he or she has a right to vote a questioned ballot and escort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



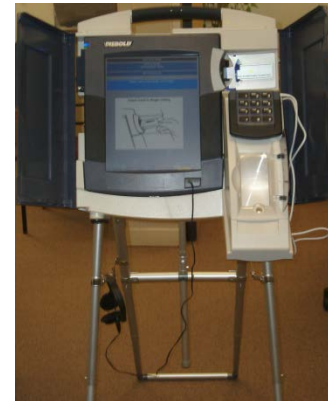
Voter No		NAME & SIGNATURE LAST-FIRST-MIDDLE INIT		ADDRESS	
1	01234567	Robert Adams	U	() (x) ()	2222 GOLF ROAD PO BOX 123456 WASILLA WASILLA
2	08912345	MUST SHOW ID	A	() () ()	1111 VALLEY ROAD PO BOX 789234 WASILLA WASILLA
3	06789123	ADAMS TONYA M	U	() () ()	9999 JONES ROAD PO BOX 223344 WASILLA WASILLA
4	04567890	ADLER FREDERICK	G	() () ()	1122 SILVER STREET PO BOX 123456 WASILLA WASILLA
5	01234000	ADLER JEFF	D	() () ()	2233 COPPER HWY WASILLA
6	0067890	ALBERT JAMES	U	() () ()	2233 COPPER HWY WASILLA
7	00045678	ALBERT JANET J	D	() () ()	4455 ALASKA ROAD PO BOX 8899443 WASILLA WASILLA
		ALBRIGHT ESTHER M I			

Ballot Issuing

- During the August Primary Election, the voter will have to choose the ballot type they wish to vote based on their political affiliation.
- The voter will be given a paper ballot by the election board unless the voter indicates he/she would like to vote using the touch screen voting machine.
- **The voter cannot vote both a paper ballot and a touch screen ballot – they MUST choose one or the other.**



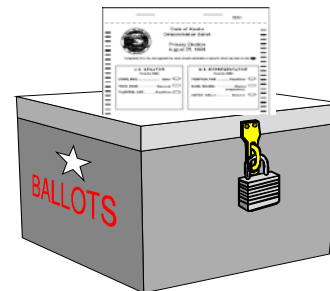
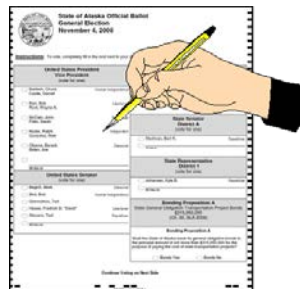
← or →



Note: The touch screen voting machine is not used during REAA School Board Elections

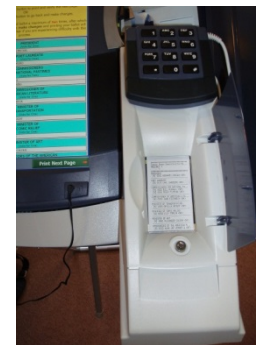
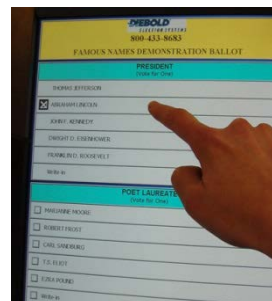
■ Voting Paper Ballot

- 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 voter may request 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 has finished voting, the ballot goes into the ballot box.



■ Voting a Touch Screen Ballot

- Most touch screen voting machines have an audio translation of the ballot in the local Native 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 touch screen worker will need to prepare the voter access card 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.
- To vote, the voter simply touches the screen next to his or her choice.
- 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	Plan Vote Date
1.	Rodney Voter	Rodney Voter	12
2.	Helen Ballot	Helen Ballot	65
3.			
4.			

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

1. You **MUST** complete this section

Yes No I am a citizen of the United States.
 Yes No I am at least 18 years old.

2. Last Name: Walter First Name: Rodney Middle Initial: _____ Suffix (jr, sr, etc.): _____

3. Have I previously registered? Rodney

4. Alaska Residence Address Where You Claim Residency
 House No.: 423 Street Name: Alaska St City: Unalaska Alaska State: _____
 If your mailing address is different than your residence address, and you want to keep your residence address confidential, check the following box. Yes, please keep my address confidential.

5. Mailing Address: _____ City: _____ State: _____ Zip Code: _____

6. You **MUST** provide at least ONE
 Social Security No.: _____ Last 4 Digits of SSN: 1235
 AK Driver's License No.: _____ AK State ID Card No.: _____
 (If have not been issued a SSN, AK Driver's License or AK State ID No.)

7. You **MUST** provide Date of Birth: 02/01/60 Sex: Male Female

8. *Alaska Voter Number: _____ *Home Phone No.: _____
 *Alaska Voter Number: _____ (If known) *Evening Phone No.: _____

11. Write Political Affiliation Choice 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 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 not here to fill a registered voter in Alaska at some time in the last 4 weeks for any valid registration. There is not and will not vote in any other manner in this election.


-Voter Signature Rodney Voter

13. This form must be witnessed. By signing as a witness, I affirm that to the best of my knowledge, the applicant is the person herein. Signs to be used for certification are made to my presence on the date printed on the date line.

Michelle Applegate 11-11-08
 Signature of Election Official Date

[Signature] District No. _____ Primary Ballot Choice _____
 Signature of Election Official Date

*There are fees associated with this document and are not available for public inspection except that confidential addresses may be released to qualified agencies or during election processes as set out in state law. 1511 (Rev. 10/2007) 40 11.05.07, 26, 4 and 26.



STATE OF ALASKA
 DEMONSTRATION BALLOT
 November 4, 2008

TO VOTE, COMPLETELY FILL IN THE OVAL NEXT TO YOUR CHOICE. TO VOTE FOR A CANDIDATE NOT FOR BALLOT, FILL IN THE OVAL NEXT TO THE CANDIDATE'S NAME ON THE LINE PROVIDED. FILL IN THE OVAL LIKE THIS:

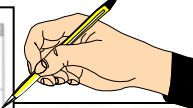
STATE BIRD BALLOT MEASURE 1
 (None to any) Measure Protection
 BALLOT MEASURE 1 GUSTAF
 BALLOT MEASURE 1

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 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	
When Issuing a Ballot 1. Complete this envelope. Date: <u>11-4-08</u> Location: <u>Unalaska</u> District: _____ Precinct: _____ Primary Ballot: _____ Type Issued: _____ 2. Remove top cover of the envelope and keep with the register to account for the issued ballot. 3. Give the representative the ballot, grey secrecy sleeve and the 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: _____ Location: _____ For Office Use ONLY V# _____ C# _____ For Review Board Use District Registrar: _____ Section No.: _____ Count Code: _____ Reject Code: _____ Page: _____		STEP 1 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>MICHAEL THOMPSON</u> 2. Representative's Identifier - You MUST provide ONE: * Voter Number: <u>316335</u> * Social Security No.: _____ * Date of Birth: _____ 3. Representative's Residence Address - You Must Provide: House # <u>103</u> <u>MAIN ST</u> Apt # _____ Street Name <u>UNALASKA</u> Alaska State _____ City _____ 4. Representative's Mailing Address - You MUST Provide: <u>Same</u>	
		STEP 2 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 sign election day. 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. 1. Voter's Last Name <u>Ballou</u> First Name <u>HELEN</u> NI Suffix (Dr., Jr., etc.) _____ 2. Voter's Alaska Residential Address Where You Claim Residency House # <u>103</u> <u>5th Avenue</u> <u>UNALASKA</u> MADRA State _____ Street Name _____ City _____ 3. Voter's Mailing Address <u>Same</u> Mailing Address _____ City _____ State _____ Zip _____ 4. Voter's Identifier - You MUST Provide One Social Security No. or Last 4 of SSN: _____ / <u>1732</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. 5. Voter's Date of Birth - You MUST Provide Month <u>07</u> Day <u>14</u> Year <u>1936</u> 6. Voter's Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female 7. Voter Writes Political Affiliation Choice Here: _____ 8. Voter's Certificate I certify that the information on this form is accurate and complete to the best of my knowledge. I further certify that I have read the instructions and understand the consequences of my actions. I have been carefully checked for accuracy and I have been informed of my rights and responsibilities. I have been informed of the consequences of my actions and I have been informed of the consequences of my actions. I have been informed of the consequences of my actions and I have been informed of the consequences of my actions. 9. Voter's Signature: <u>Helen Ballou</u> 10. Representative Witnessing: By signing as a witness, I attest to the best of my knowledge, the voter is the person whose identity is on this certificate and made in my presence. * Representative's Signature: <u>MICHAEL THOMPSON</u>	



STATE OF ALASKA DEMONSTRATION BALLOT November 4, 2008
fill in the oval next to your choice. To vote for a candidate not AND write in the candidate's name on the line provided. IN THE OVAL LIKE THIS: <input type="radio"/>
BALLOT MEASURE 1 Mosquito Protection 06STING
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

Anchorage

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

Matanuska-Susitna Office

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

Region III Elections Office

675 7th Avenue, H3
Fairbanks, AK 99701-4594
PH: (907) 451-2835
Toll Free 1-866-959-8683

Region IV Elections Office

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

Alaska Native Language Assistance

Toll Free 1-866-954-8683