

Poll Worker Guidebook

**March 3, 2020
Presidential Primary Election
Siskiyou County, California**

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County of Siskiyou

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Dear Poll Worker,

Welcome to the 2020 Election Cycle and your guide to get you through Election Day. This guide provides detailed information you will need on Election Day, March 3, 2020.

It is important that you read this guidebook before election day.

The training class will give you an overview of forms, procedures and what to expect on Election Day. For the election to be accurately and securely conducted, you will need to be familiar with all content of this manual to be able to look up answers to questions to different scenarios you will experience on Election Day.

Some key notes regarding the March 3, 2020 Presidential Primary Election:

- Because this is a Presidential Primary Election, ballots will be issued based on the political party a voter is registered with. In California there are six qualified parties (American Independent, Democratic, Green, Libertarian, Peace and Freedom and Republican) as well as the “nonpartisan” ballot.
- Voters that are registered with a non-qualified party or as “No Party Preference” will have the option to cross-over to the American Independent, Democratic or Libertarian Party as these three parties have opened their primary to these voters.
- Voters who are not registered with a non-qualified party and want to vote the Green, Peace and Freedom or the Republican ballot must be registered with that party.
- Same Day Registration, or also known as Conditional Voter Registration, will be used for the first time at the March 3, 2020 Election. Voters who were not registered or want to register with a different party, will be offered the Same Day Voting Registration option.

As Election Day nears and election season gets heated, please continue to provide the excellent service Siskiyou County voters have come to know – act impartial and provide the best service as possible. Voters may try to discuss politics while voting, but no electioneering is allowed from anyone, voters and poll workers alike.

Thank you for your time and effort to serve the March 3, 2020 Election. Free and transparent elections are the foundation of our country and I appreciate your service.

Sincerely,

Laura Bynum
Siskiyou County Clerk – Registrar of Voters

Setting Up the Polling Place

The County Clerk's Office rents polling place sites and in the rental contract the Clerk's Office agrees to leave the polling place in the same condition that it is in when you arrive on Election Day, including the kitchen area. Please leave the polling place in the same condition as you find it on Election Day and please do not drag tables, chairs or equipment across the floors.

Personal items should be placed out of view of the voters but in a safe location. Food items should be placed in the kitchen. Food and drink are permitted in the kitchen area only.

Some of the supplies you need will be delivered to the polling place by the Clerk's Office before Election Day. The delivered supplies are the voting machine, voting booths, the "Post Outside" bag, the "Welcome Center" bag, the "Vote-By-Mail" station and Provisional and Same Day Voter Registration. Your Inspector will provide all other supplies needed.

Your polling place has to be open for voting from 7:00 a.m. to 8:00 p.m. on Election Day. All of the setup must be done before 7:00 a.m. Your Inspector will tell you what needs to be done to set up your polling place. The tasks that need to be done are listed here:

Setting Up the "ICE" Voting Unit

Setting up the ICE unit should be started immediately upon your arrival at the polling place. You will find the voting unit at your polling place, as it is delivered before Election Day.

Place the ICE unit in your voting location as directed by your Inspector. The Opening Instructions for the ICE unit are in the "Seals/Lanyard" baggie, packed in the side pocket of the red delivery bag.

Setting Up Tables and Chairs

Your Inspector has a diagram of how to set up your polling place. Be sure to follow your Inspector's instructions about where the tables and chairs are to be placed.

Ballot Station

This is the place for voters to get their ballots.

- Set up one or two tables and four chairs to use as the Ballot Station.

Provisional/Same Day Voter Registration Station

This is the place for voters to get their provisional ballots and for voters who need to register or re-register to vote. Depending on the manpower available at your polling place, there may be workers designated as to man this table. If manpower is limited, the Inspector will either personally process provisional/same day voter registration voters or assign a worker to do so.

- Set up one table and four chairs (two chairs for workers, two chairs for voters) to use at the Provisional Station.

Tables and Chairs for Voting Booths

- Set up tables and chairs for voting booths.

Greeter Station

Not all polling places have a Greeter Station. Your Inspector will let you know if your polling place has one.

- Set up a table and two chairs for the Greeter Station.

Vote-By-Mail Station

This is the place for voters to drop off their voted Vote-By-Mail ballots.

- Set up a table and two chairs for the Vote-By-Mail Station.

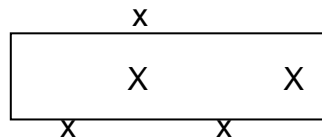
Welcome Center

- Set up a table near the entrance of your polling place to use to display voting materials.

Setting up the Voting Booths

You will find the voting booths at your polling place as the County Clerk's Office delivers them before Election Day. They will be in white boxes. Open each box and remove the voting booths. Open the two side flaps to stand the voting booths up on the tables.

- Set up the voting booths on the tables, with no more than 3 per six-foot table or 4 per eight-foot table. Place a chair in front of all-but-one voting booth (this configuration will allow for access to the voting booth for someone using a wheelchair), in this pattern:



- Place two pens in each voting booth - remove the caps before placing in the voting booth.
The pens for the voting booth are packed in the side pocket of the red supply bag.

Hanging Signs Inside and Outside of the Polling Place

It is a requirement of law that certain signs and information be displayed inside and outside of the polling place. The items that need to be displayed are in the "Post Outside" Bag and the "Welcome Center" Bag. These bags will be delivered to your polling place by the County Clerk's Office and will be on top of the ICE unit.

"Post Outside" Bag

Items in this bag must be displayed outside the main entrance of your polling place.

"Welcome Center" Bag

The items in the Welcome Center bag are to be displayed on the Welcome Center Table. The "Welcome Center" bag also includes a manila envelope, with instructions to hang the contents of this envelope inside the entrance of the polling place.

Setting Up the Ballot Station

Most of the supplies for the Ballot Station are in the bag labeled “Ballot Station”. The “Ballot Station” bag is packed in the white box labeled “Supply Kit”. You will find the “Supply Kit” inside the red supply bag. If something is packed somewhere else besides the “Ballot Station” bag, it will be noted next to that item in the following list: Once the polls are open the Ballot Station must be manned by two workers at all times.

Tape to the front of the Ballot Station Table

- Election with Poll Hours” sign
- “Voter Please Announce Your Name” sign
- “Need Help” sign
- “Language Services” information sheet

Lay out on the Ballot Station table the following:

- Combined Roster and Index (*packed loose in the red supply bag*)
- Ballot Choice forms
- Political Party Codes form
- Pens (*including at least two that you put “easy grip” adaptors on. The easy grip adaptors are in the “Stationery Supply Kit”*)
- Signature Guide
- Straight Edge
- Index of Voters (printed on WHITE paper) – *Packed loose in the red supply bag.*
- Index of Voters (printed on YELLOW paper) – (*packed loose in the red supply*) **THE YELLOW COPY OF THE INDEX IS TO BE PLACED AT THE WELCOME CENTER**
- Inactive Voter List (*packed loose in the red supply bag*)
- Pads of ballots
The ballots will be in a sealed cardboard box labeled “Ballot Container”. Remove the seal and place the pads of ballots on the table in numerical order, beginning with Ballot #1 by political party.
- Photocopies of ballots printed in Spanish – *these are provided as guides to assist voters who may have limited English skills in marking their official ballot*
- Secrecy Sleeves for ballots - *These are packed in an outside pocket of the red supply bag.*
- Street Range List
- Polling Place List
- Voter Registration Cards
- Telephone Cards
- Ballot magnifiers
- Stationery Supply Kit
- Poll Worker Guidebook w/Inspector Duties
- Envelope #3

The following items are to stay in the white “Supply Kit” box until needed:

- Clipboard containing Curbside Voting forms
- Election Officer Digest
- Bag labeled “Closing”

The following items will stay in the red supply bag until needed:

- The cardboard box(es) that the ballots were packed in labeled “Ballot Container”.

Setting Up the Vote-By-Mail Station

All supplies for this station are packed inside the cardboard ballot box that you will find at your polling place.

- Remove supplies from inside the ballot box and set empty cardboard ballot box on table. Inspect the box to insure it is empty.
- Close the ballot box and seal the top seam of the box with two security seals.
- Set aside Envelope #4 containing the Statement of Voted Ballots Received form, in a safe area away from the table, for use when the polls close.
- Set aside the supply of empty Vote-By-Mail envelopes.
- Tape the three signs “Return Voted Mail Ballots Here” signs across the front of the table.
- Set out several pens.
- Set out the supply of “I Voted” stickers.
- Set out the supply of the “Unsigned Ballot Envelope Statement” forms

Remote Accessible Vote-By-Mail

Remote Accessible Vote-by- Mail (effective January 2020) that allows voters with disabilities or those voters residing outside of the United States, to cast their ballot on paper, seal in an envelope of their own and return their ballot via mail, or deliver to the County Clerk’s Office or any polling place on election day. Any Remote Accessible Vote-By-Mail ballots should be treated the same as any other Vote-By-Mail Ballot and deposited in the Vote-By-Mail box at the Vote-By-Mail Station.

Poll Workers

- Name tags are packed in the Stationery Kit - print your name on a name tag, insert it into the holder and clip it to your clothing. If you are a bilingual poll worker, you will need to wear two tags. On the second name tag, please print “I am fluent in _____ (list languages you speak). Clip the second holder to the bottom of your name tag.

Final Steps

- Inspector removes the Ballot Statement from the Closing Envelope and confirms that the number of ballots listed for each political party matches the number of ballots received. Next, call the County Clerk’s Office to confirm your ballot quantities. Return the Ballot Statement to the Closing Envelope.
- Each Poll Worker signs the Oath inside the front cover of the Combined Roster and Index
- Inspector puts on and wears ICE Lanyard
- Inspector or his/her designee performs a quick final check of the polling place to make sure that all signs are displayed inside and outside the polling place.
- Some polling places may receive parking signs and/or voting signs. Inspector or his/her designee performs a quick check to insure the signs are in place per the diagram and pictures provided to the Inspector by the County Clerk’s Office.

Opening the Polling Place

At 7:00 a.m. and before allowing anyone to vote, one worker must announce out loud, "The polls are now open."

Hourly Responsibilities

Updating Indexes

California Election law requires that the copy of the Index be updated every hour until 6:00 pm by identifying those voters who have voted.

To update the indexes, bring the yellow copy of the index to the Ballot Station.

- Using the Ballot Station table's copy of the index (WHITE) as your guide, in the YELLOW copy of the index, draw a line through the name of each voter who has voted in the past hour.
- As you line through the voter's name in the YELLOW copy, place a check mark next to that voter's name in the WHITE copy, so that you can keep track of voter names that you have already marked off in the yellow copy of the index.
- Return the YELLOW copy of the index to its location near the entrance of the polling place.

Inspect Voting Booths

Inspect the voting booths to make sure that only official signs, voting materials and pens are in the booths. Remove anything a voter leaves behind. Remove the voting booth from use if there is anything written on it that cannot be removed.

Reference Guide

Use of Personal Cell Phones for Business on Election Day

The Clerk's Office anticipates that Inspectors will use their personal cell phones for use on Election Day for business purposes. You can be reimbursed for your Election Day phone expenses by submitting your original billing statement to the Clerk's Office.

Electioneering

No electioneering shall take place on Election Day within 100 feet of the polls (the distance from any edge of the room or rooms in which voters are signing the roster and casting their ballots).

Electioneering includes, but is not limited to:

- Circulation of an initiative, referendum, recall, nomination petition or any other petition.
- Solicitation of a vote, or speaking to a voter on the subject of marking his/her ballot.
- Placing a sign relating to a candidate's qualifications, or speaking to a voter on the subject of his or her qualifications.
- Photographing, videoing or otherwise recording a voter entering or exiting a polling place.
- Displaying a political button or wearing clothing with political statements specific to the election.

Be polite but firm when dealing with a violation of this rule. If the offender continues to be a problem, call the County Clerk's office at 842-8084 for assistance.

Voting System Problems

Any problems with the voting systems must be documented on the Voting System Incident Log. If a problem is encountered in which you are unsure of the solution, call the County Clerk's Office at 842-8084 for assistance.

Exit Polls

Media and persons conducting exit polls may interview voters regarding the election outside of the polling place, and must be at least 25 feet from the room in which the voting takes place

News Media Pictures or Filming

Members of the media may not take pictures or film at the polls unless they are at least 100 feet away from the entrance to the polling place.

Poll Watcher Guidelines

A poll watcher is someone who wants to observe the operation of the polling place and should check in with the Inspector.

Poll watchers can be positioned in a location where they can plainly see and hear what is done within the polling place but may not interfere in any way. They may not sit at any station in the polling place or at the ballot box.

Poll watchers may converse with the precinct board and look at the Roster/Index ***only if it doesn't interfere*** with the voting process.

Poll watchers may not ask procedural/policy questions of the precinct board or Inspector. All such questions are to be directed to County Clerk Laura Bynum, who can be reached on Election Day at 842-8084.

In the polling place or within 100 feet of the entry of the site as applicable, poll watchers MAY NOT:

- Campaign or wear buttons or clothing containing campaign information
- Solicit votes for or against any person, political party or ballot question position
- Maintain an "office or communication center"
- Interfere with a voter's free access to the polling place
- Interfere with the official actions of the precinct board
- Disrupt the administration of the polling place
- Touch any election supplies
- Attempt to control the legal actions of voters or the precinct board
- Use a cell phone which distracts precinct workers or voters
- Look into an occupied voting booth
- Disobey a lawful command of a poll worker
- Cause a disturbance or breach of peace
- Engage in disorderly conduct such as threatening behavior or making unreasonable noise
- Advocate for or against a voter as the voter interacts with precinct board

The telephone at the polling place is for the use of the precinct board. Poll watchers MAY NOT use the polling place telephone designated for the precinct board.

Election Observer Panel Member Guidelines

Members of the Election Observer Panel differ from poll watchers, as panel members are recruited and trained by the Clerk's Office.

Purpose of the Election Observer Panel:

- To provide an avenue for public observation of and input into the election process.
- Assist in ensuring the integrity of the election process by assuring the public that Siskiyou County elections are an open process and thereby building voter confidence in the election process.

Panel Member Guidelines

Observers are responsible for:

- Checking in at each site, whether polling place or the County Clerk's Office.
- Wearing an identification badge and/or presenting a letter of introduction.
- Maintaining a professional manner while observing the election processes.
- Insuring they do not interfere with election processes.

Observers may:

- Observe the proceedings at the polls, including the opening and closing procedures.
- Obtain information from the precinct index that is posted near the entrance.
- Make notes and watch all procedures.
- View all activities at the central counting site on Election Day, if adequate room is available.
- View the canvass of the vote activities following the election.
- Ask questions of the staff at the polls.
- Ask questions of the County Clerk or Assistant County Clerk at the central counting site.

Observers may not:

- Interfere in any way with the conduct of the election.
- Touch any voting materials or equipment or sit at the official work tables.
- Converse with voters (within 100 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- Display any election material or wear campaign badges, buttons or apparel; wear the uniform of a peace officer, a private guard, or security personnel.
- Use phones, pagers, or two-way radios inside the polling place and/or within 100 feet of the entrance to the polling place.
- Talk to central count workers while they are processing ballots.
- Use the telephones, computers or other polling place facilities at polling places or the central counting site.
- Touch election personnel.
- Eat or drink in the polls or the central counting site.
- Assist in operations at any polling place.

Emergency Evacuation Plan

Bomb Threat, Fire, Flood

In preparation of an emergency – have an emergency plan!

- Inspector - assign each worker an item to remove from the polling place in case of an emergency (but only if there is time to safely do so!).
- Your first priority is the safety of you, the poll workers, and the voters.
- Immediately call 9-1-1 and leave the building, as instructed by emergency authorities.

If the emergency is not immediate or if you are able to remove items when you leave without jeopardizing your safety, take the following:

- ICE Unit
- Roster of Voters
- Index (white copy)
- Unused Ballots
- Cardboard Ballot Box with Vote-By-Mail ballots

If you are unable to take anything out of the building and voters show up to vote, take their names, addresses, and phone number so that the County Clerk's Office can contact them about voting.

Once emergency call is made and everyone is safe, call the County Clerk's Office. The County Clerk's Office will work with the police department and/or fire department to remove the remaining precinct supplies and prepare to set up the precinct at another location.

Bordering Counties

The following is a list of phone numbers for the counties that border Siskiyou County, for use on Election Day, as needed:

Shasta County- (530) 225-5730

Trinity County- (530) 623-1220

Modoc County- (530) 233-6205

Del Norte County- (707) 464-7216

Public Relations – Important Reminders

The voters are your number one priority. Keep personal visiting and conversation to a minimum. It is critical to maintain a quiet and professional atmosphere while there are voters in your polling place.

Poll Workers are representatives of Siskiyou County and must follow instructions given in the training class and this guide.

Polling Place Etiquette – voters are entitled to privacy and quiet surroundings when voting. Poll Workers should keep their voices down when voters are present.

If any Poll Worker takes any action that threatens the voting process or infringes on the rights of the voters, they will be asked to leave and will not be allowed to return and work in future elections.

If a child under the age of 18 is under a parent's care, that voting parent has a right to take their child with them into the voting booth (EC Section 14222).

A voter may contest an election based on misconduct by a poll worker. It is very important that your duties on Election Day are properly performed. Misconduct includes discriminating against voters based on race, ethnicity, party affiliation, literacy, or disability; denying eligible voters the right to cast a ballot; intentionally misinforming voters of their status; and coercing or intimidating voters.

Voters have the right to report any illegal or fraudulent activity at or near the polls to a local elections official or to the Secretary of State's Office. A Poll Worker should further inform a voter that he or she may also file a written complaint based on a violation of either federal or state laws.

No food or drinks are allowed at any of the stations in the polling place. Keep all food and beverages in the kitchen, if your polling place has one. If not, designate an out-of-the-way area of your polling place for food/drinks.

Disability Sensitivity at the Polls

California Secretary of State

The rules of etiquette and good manners apply when working with every voter who enters a polling place. In addition, the following guidance may be helpful when working with people with disabilities.

Meeting a Person with a Disability

- **Do not assume a person does or does not have a disability.** Disabilities can be physical, psychiatric, intellectual, developmental, etc.
- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept it.
- **Speak directly to a person with a disability,** not just to others accompanying a person.
- **Offer assistance, but do not insist on providing it.** It is best to ask all voters if they need assistance or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who has a disability.
- **Don't ask about or mention a person's disability** unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.
- **Keep your communications simple.** Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short, and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

Interacting with a Person Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

- **Provide personal space.** Do not push, lean on, or hold onto a person's mobility device unless they ask. Remember the mobility device is part of his/her personal space.
- **When giving direction to someone using a mobility device,** consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, rest rooms, and water fountains are both in and outside of the building.
- **Clear the path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.

Meeting Someone with a Disability That Affects Speech

- **Pay attention, be patient, and wait** for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.
- **Understand a person may use assistive technology** such as an alphabet board or computer to communicate.

Meeting Someone Who Has a Visual Impairment

- **Guiding.** If asked to be a sighted guide, let the person know when you are placing your hand against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.
- **Greetings.** Identify yourself and introduce anyone else who may be with you. Also, don't leave the person without saying you are leaving.
- **Guide and service animals.** Do not pet or distract a guide or service animal. The animal is responsible for the owner's safety and is working. People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use guide or service animals as well.

Communicating with Someone Who Is Deaf or Uses an Assistive Hearing Device

- **Let the person take the lead** in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).
- **Talk directly to the person** even if a sign language interpreter is present. If the person lip reads, face him or her directly and speak at a moderate pace. For some people, it also may help to simplify sentences and use more body expressions.

Use Appropriate Language

- Instead of disabled person, handicapped, or crippled, say **person with a disability**
- Instead of an able-bodied person, say **person without a disability**
- Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability**
- Instead of the blind, say **person who is blind or visually impaired**
- Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf**
- Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**
- Instead of epileptic, say **person with epilepsy**
- Instead of a Down's person or Mongoloid, say **person with Down Syndrome**

Rights of Voters

The mission of the Poll Worker is to assist every voter to cast a ballot and to insure that each ballot is safely secured until it is counted. A large part of this role is to provide a positive voting experience for all and to ensure that the rights of everyone seeking to vote are protected and insured. Poll workers should process and assist all voters with a customer service mentality in order to make their experience as positive as possible. To fulfill that role, Poll Workers must become familiar with the rights of voters, cultural sensitivity and know how and when to assist voters with disabilities or other specific needs and know your responsibilities and the limits relating to them. Please ensure that the rights of voters are protected, respected and valued.

General Rights

- Every registered voter has a right to cast a ballot.
- Voters have the right to cast a secret ballot free from intimidation. Poll Workers must watch for and address any intimidation – even subtle intimidation or electioneering. You must also be sure to provide voters with disabilities, or any voter requiring assistance, the same opportunity for privacy when marking their ballots as all other voters are provided.
- Voters have the right to cast a ballot if they are present and in line at the polling place prior to the close of the polls. Voters who are in line at the polling place at the time polls are set to close are entitled to vote and must be entitled to exercise that right.

Right to a Provisional Ballot/Same Day Voter Registration

- If a voter requests to vote, or believes he or she should be listed on the voter roll but whose name does not appear thereon, the voter has a right to cast a provisional/same day ballot and to be told how to determine whether the vote was ultimately counted, or if not, why not.
- Poll Workers must give the voters the benefit of the doubt when voters claim they are properly registered and are at their correct polling place.
- Because a legally registered voter who is denied the right to vote may later contest the election outcome, poll workers must be reminded of their duty to offer a provisional/same day registration ballot whose names do not appear on the voter rolls. It is ultimately the duty of the Elections Official to determine the eligibility of voters and appropriateness to count Same Day Voter Registration and Provisional ballots.

Right to Replace a Spoiled Ballot

- Voters may not be aware that they have the right to receive a new ballot if prior to casting their ballot they make a mistake marking their votes. Vote-By-Mail voters may also request and receive a new ballot if they return their spoiled Vote-By-Mail ballot to an election official prior to the closing of the polls on Election Day. The law restricts voters to receiving a maximum of two replacement ballots so poll workers should alert voters who spoil their first ballot that they are only entitled to a total of three ballots, so to exercise caution when casting a replacement ballot. Poll Workers should tactfully offer training with how to properly cast a vote when a voter has spoiled their first ballot.

Voter's Right to Report Fraud or Illegal Activity

- Voters have the right to report any illegal or fraudulent activity at or near the polls to a local election official or to the Secretary of State's Office (EC Sec. 2300). If a Poll

Worker is asked how to report such activity, he or she should provide the voter with a telephone card, listing the contact information for the County Clerk's Office.

Rights of All Voters to Receive Assistance at Polls

- Voters who are unable for any reason to vote without assistance have the right to receive assistance in casting their ballots. This means that voters can have up to two people assist them, or they may request assistance from a Poll Worker. Poll Workers must know what to do and what not to do if they are asked to assist. It is a violation of state and federal law to disclose how another person votes.

Rights of Voters with Disabilities

- Voters with disabilities have a right to an accessible polling place and every effort must be made to provide disabled voters with a way to independently and privately cast a ballot. Poll Workers must be prepared to facilitate curbside voting if needed by the voter.
- Voters with disabilities have the right to vote privately and independently and to reasonable modifications or removal of barriers to the voting process and provision of auxiliary aids and services.
- All eligible citizens have the right to register to vote unless judicially determined to be incompetent or otherwise ineligible because of felony conviction. It is not up to the Poll Workers to determine a person's registration qualification or competence to vote. Sometimes Poll Workers, upon seeing a voter who is disabled, may question the person's competence to vote. If the individual is properly registered, the voter must be treated in the same way as all other voters. No voter, including a voter with psychiatric disabilities, is required to show any ID or to prove their competence to receive or cast a ballot.

Voters with disabilities should not be asked to fill out their ballots at the table where poll workers are checking in voters, even if the voter has requested assistance in filling out their ballot.

Issuing A Ballot to Voters

The voters are your number one priority. Keep personal visiting and conversation to a minimum. It is critical to maintain a quiet and professional atmosphere while voters are present.

California law requires voters to tell you their name and address. After the voter has told you their name and address, find the voter's name in the Roster and confirm that the address listed is the one that the voter told you.

Is the voter's address a match? YES - continue with issuing a ballot. NO - direct the voter to the Provisional/Same Day Voter Registration Table for additional assistance. *Some voters will have the address listed as "Manual Precinct". If you assist a voter with this address listing, call the Clerk's Office with the address information provided by the voter to confirm with Registration records.*

After confirming the voter's name and address, ask the voter to sign their name in the roster, in the box provided for that purpose. Compare the voter's signature with the signature preprinted on the Roster. *If the signature DOES NOT MATCH, STOP and direct the voter to the Provisional/Same Day Voter Registration Table for additional assistance. Mark a line through the voter's signature in the roster and note under the voter's name "Signature does not match – Provisional."* If the signature matches, continue with issuing a ballot.

On the white index of voters, draw a line through the voter's name.

Issue the appropriate ballot to the voter based on the voter's political party as shown on the roster. *(The abbreviation for each party is listed on the Political Party Codes form.)* If the voter is registered as a No Party Preference (NPP) or is registered with a non-recognized political party, give the Voter the form, "Ballot Choice" and ask the voter to read the form and then let you know which ballot they want. If the voter wants to vote a party ballot that is not included on the Ballot Choice form, direct the voter to the Provisional/Same Day Voter Registration table for assistance.

Once the NPP voter makes a ballot choice for a party that is listed on the Ballot Choice form, record the voter's ballot choice by writing the party's abbreviation under the voter's printed name on the roster.

Remove a ballot from the pad of ballots, leaving the "Precinct Stub" attached to each pad. *(TIP: fold the ballot along the vertical perforation located just between the two ballot stubs. After folding, slowly begin tearing the ballot from the pad along the perforation.)*

Remove the "Voter Stub" from each ballot card and hand it to the voter and place the ballot in a secrecy sleeve.

As you hand the voter the Official Ballot, provide the following instructions:

- Use only the marking pen in the voting booth to mark the ballot by filling in the oval of voting choice completely.
- When voting for a certified write-in candidate, use the pen to print the name of the candidate in the space provided on the ballot for each office and fill in the corresponding oval.
- After voting the ballot, place the ballot in the secrecy sleeve and take it to the ballot box clerk. Either the voter or the ballot box clerk (voter chooses) will insert the ballot into the ICE unit.

After the voter inserts his/her ballot into the ICE unit, the ballot box clerk will give the voter an “I Voted” sticker and collect the secrecy sleeve from the voter.

TIP: When issuing a provisional or same day voter registration ballot, fold the ballot in a way that it will fit in the envelope. This will remind the voter and the ballot box clerk that the ballot and envelope need to be returned to the ballot station.

New Voters – Identification Requirements

To meet the requirements of the Help America Vote Act of 2002, first time voters who have not provided driver’s license or identification card information on their voter registration cards may be required to provide identification prior to being issued a ballot.

How Will I Know If the Voter Should Be Asked to Provide Identification?

Check the voter’s printed name on the roster. If the phrase “ID required” appears in the signature box next to the voter’s name, ask the voter for appropriate identification.

Once the voter has presented identification, write “ID verified” on the roster under the voter’s printed name. Continue to process the voter as a regular voter.

Identification includes but is not limited to: a driver’s license or identification from any state; a passport; an employee ID card; an ID card provided by a commercial establishment; a credit or debit card; a military ID card, a student ID card; a health club ID card; any insurance plan ID card; a utility bill; a bank statement; a government check or paycheck; a document issued by a governmental agency; a sample ballot; a voter notification card; a public housing ID card; a lease or rental statement or agreement; a tuition statement or bill; tax return; property tax statement.

If the voter does not have any identification, refer the voter to the Provisional/Same Day Voter Registration Table for additional assistance.

Name Change

A voter, who has legally changed his /her name, will vote in the usual manner, except that you will ask the voter to sign both his/her former and current names in the signature box on the roster. Additionally, you will also give the voter a registration card to register under the new name for future elections. Place completed registration cards in Envelope #3.

Voter’s Name Not Found in The Roster

Refer the voter to the Provisional/Same Day Voter Registration Table for additional assistance.

Voter Requests Assistance

Assist voters when requested to do so.

Voters declaring that they are unable to mark their ballot may bring up to two people to the polls to assist them in marking their ballot. The person assisting may be a friend, relative or poll worker, but cannot be the voter’s employer, an agent of the voter’s employer, or an officer or agent of the union of which the voter is a member. Let the person assisting the voter know that information regarding the marking of the ballot is confidential and is not to be revealed to anyone.

Vote-By-Mail (VBM) Voter Procedures

A voter who is listed as a Vote-By-Mail voter in the Roster may vote at the polls on Election Day:

Voter Takes the Un-Voted VBM Ballot to the Polls - The voter turn-ins (*surrenders*) the un-voted VBM ballot at the Ballot Station. A poll worker must verbally verify the voter's identity and confirm that the voter is turning in his/her own ballot, by double-checking the name preprinted on the ballot envelope. Once the voter's identity is confirmed write "SURRENDERED" across the ballot envelope and place it in Envelope #1. (*Envelope #1 is packed in the Closing Envelope.*) *The poll worker must have the surrendered ballot in possession before issuing a ballot at the Ballot Station.* Next, cross out the words "Vote-By-Mail Voter" printed next to the voter's name in the roster, and follow the instructions provided for *Issuing a Ballot to a Voter*.

A Voter Listed as a VBM Voter Comes into the Polls Without His/her VBM Ballot and wants to vote- There is a notation on the roster next to the voter's name if the voter is a person who votes by mail. If the voter does not have his/her un-voted VBM ballot to surrender you **MUST** call the County Clerk's Office at 842-8084 to confirm that the voter's VBM ballot has not been received in the County Clerk's Office. When you call the County Clerk's Office, please be prepared to provide the voter's name and address. Once it is confirmed that a VBM ballot has not been received, you will cross out the word "Vote-By-Mail Voter" printed next to the voter's name in the roster and follow the instructions provided in the guidebook under *Issuing a Ballot to a Voter*. In the event you are unable to reach the County Clerk's Office on Election Day, have the voter vote a Provisional Ballot as it cannot be determined if the original ballot was voted and returned.

Curbside Voting

If a voter is unable to enter the polls, the law allows that the voter may vote outside the polling place.

One poll worker is to take the "Curbside Voting" form (located on the clipboard) and pen with easy grip adaptor out to the voter. **Never take the Roster outside the voting center.** Ask the voter to complete the form.

After the Voter completes the form, return it the precinct table and locate the voter's name on the Roster. Compare the voter's signature on the form to the one in the roster. *If the signature does not match refer to the Provisional Ballot Instructions, as you will issue a provisional ballot.* If the signature matches, continue by printing "CSV" (curbside voting) in the space provided for the voter's signature. Place the Curbside Voting form in the back of the roster and update the index as you would for a voter appearing at the Ballot Station.

One poll worker will take the Ballot in a secrecy sleeve, clipboard, ballot pen, sample ballot booklet, list of write-in candidates (if applicable) and "I Voted" sticker to the voter.

As you hand the voter the Official Ballot, instruct the voter:

- To use only the marking pen to mark the ballot by filling in the oval of choice completely.
- When voting for a write-in candidate, use the pen to enter the name of the candidate in the space provided on the ballot for each office and fill in the corresponding oval.
- After voting the ballot, the voter is to remove the ballot stub, insert the voted ballot into the secrecy sleeve and hand it to you.

Remain outside near the voter while he/she votes the ballot but not close enough that you can see how the voter is marking the ballot.

After receiving the voted ballot from the voter, give the voter an "I Voted" sticker and inform the voter that you will deposit the voted ballot into the ICE unit. Ask the voter to wait for you to return to them to confirm that their ballot was accepted by the voting unit.

Immediately upon re-entry to the polling place, deposit the voted ballot into the ICE unit. Return to the voter to confirm that the ICE unit accepted the ballot. If rejected by the ICE unit, let the voter know the reason and provide the options for a second ballot and proceed as necessary.

Mistakes in Voting – Spoiled Ballot

Sometimes, a voter makes a mistake marking the ballot. This is called “Spoiled Ballot”. Voters may make various mistakes or damage their ballot. If this happens, you will issue another ballot to the voter. *The voter can receive a total of three ballots.*

At the Ballot Station, accept the spoiled ballot from the voter. In view of the voter, fold the ballot up and write “SPOILED” on the face of the ballot. Place the ballot in Envelope #1.

Issue another ballot to the voter as outlined in the *Issuing a Ballot to a Voter* section of this guidebook. Be sure to explain to the voter how to mark the ballot.

To track the number of ballots you have issued to the voter, write the letter “S” next to the voter’s name in the Roster for each additional ballot you issue to the voter. *If a voter spoils a total of two ballots they should have two S’s by their name in the Roster.*

If a voter spoils three ballots, they will then vote a provisional ballot.

If a ballot is accidentally damaged by a poll worker follow this procedure: write “SPOILED” on the damaged ballot and place the ballot in Envelope #1. Make a note of the damaged ballot on the last page of the Roster, so that Inspector can account for it when completing the Ballot Statement.

You will have to count the spoiled ballots at the close of the polls. Hi-lighting the “S” in the roster will help account for the spoiled ballots and make it easier to balance the Ballot Statement at the close of polls.

Challenging A Voter

On Election Day a voter may be orally challenged within the polling place only by a poll worker in collaboration with the County Clerk upon any or all of the following grounds:

- The voter is not the person whose name appears on the Roster.
- The voter is not a resident of the precinct.
- The voter is not a U S citizen.
- The voter has already voted that day.

If you have personal knowledge or receive information in writing on Election Day that a voter is not eligible to vote for the above reasons, contact the Clerk’s Office for instructions on how to handle the situation.

Vote-By-Mail (VBM) Ballot Station Procedures

Accepting Vote-By-Mail Ballots

*A voted VBM ballot issued within the state can be delivered to any polling place in Siskiyou County on Election Day. Ballots can be delivered either in person by the voter or by a third party. The ballot must be sealed in the Ballot Return Envelope for you to accept it. **Under no circumstances is a sealed Ballot Return Envelope to be opened by poll workers.***

Accepting Signed VBM Envelope

Accept the envelope and remove the tab covering the signature to check that the envelope is signed.

If the envelope is signed, deposit it in the ballot box and give the person an “I Voted” sticker.

If the envelope is not signed, ask if the envelope belongs to the person returning it. If it does, have the person sign the envelope. Once the envelope is signed by the voter, deposit it in the ballot box and give the person an “I Voted” sticker.

If the envelope belongs to someone other than the person delivering the ballot, provide that person the “Unsigned Ballot Envelope Statement” form, and ask them to give the form to the voter. Explain that the voter must complete and return the form to the County Clerk’s Office no later than two days prior to the certification of the election. Accept the envelope and deposit it into the ballot box.

No Envelope?

Sometimes a voter will bring in a VBM ballot without an envelope. If the person delivering the ballot is the voter, give the voter an empty envelope. Instruct the voter to sign it and complete the address information on the envelope and to seal the voted ballot in the return envelope. Have the voter also print their name and address in the blank space provided on the envelope. You can then accept the ballot.

If the person delivering the ballot is a third party (not the voter), and does not have a return envelope, provide an empty envelope to the person and explain that the voter must personally sign and complete the envelope before the ballot can be accepted.

Spoiled VBM Ballot?

If a voter comes in with a spoiled VBM ballot, refer the voter to the ballot station.

Remote Accessible Vote-By-Mail

If a voter has utilized Accessible Vote-By-Mail, they have the option of returning their ballot to a polling place using their own return envelope. Treat Accessible Vote-By-Mail ballots the same as regular Vote-By-Mail ballots.

Unsigned Ballot Envelope Statement

You may have a voter who has been instructed by the County Clerk’s Office to complete and sign the “Unsigned Ballot Envelope Statement” form. If so, provide the form to the voter. When the voter has completed the form, accept it, fold it in half and place it in the ballot box.

Voter’s Name Is Not on the Roster

Are you registered to vote in Siskiyou County? If voter answers yes, then, using the street list and polling place locations form, determine if the voter is in his/her correct polling place.

Is the voter at his/her correct polling place? Using the Street List and Polling Place Locations list, establish if the voter is in his/her correct polling place. If the voter is not in his/her correct precinct, provide this information to the voter and ask if they want to go to the correct precinct or if he/she wants to vote at your polling place. *The benefit of going to the correct precinct is that the voter will receive their specific ballot with the contests they are eligible to vote and will not vote a provisional ballot.* If the answer is yes, provide the voter with the name and address of their polling location. If the answer is no, then you will proceed with issuing a provisional.

Voter Has Moved

Within Siskiyou County? A voter who has moved from one address to another within Siskiyou County and who has not reregistered to vote at the new address may, at his or her option, vote on the day of the election at the polling place at which he or she is entitled to vote based on his or her **current residence address**, or at the County Clerk's Office. The voter shall be reregistered at the place of voting for future election. Voters casting ballots under this section shall be required to vote by Same Day Voter Registration. Using the street list and polling place locations form, determine the correct precinct for the voter based on his/her current residence address. If the precinct is located within your precinct, be sure to issue the same day voter registration ballot from the voter's precinct. If the voter is not at the correct polling place, issue a provisional ballot from any precinct at your polling place.

Outside of Siskiyou County? A voter who has moved to Siskiyou County from another location outside of the county and has not registered to vote will vote a same day voter registration ballot.

Provisional Ballot Procedures

Background

A provisional ballot can be issued to a voter whose eligibility to vote cannot be determined by poll workers on Election Day. Some of the reasons include:

Reason to use a Provision Ballot

- Voter's signature does not match the signature in the roster.
- Voter is listed in the roster as a new voter, but does not have identification.
- Voter is registered to vote in Siskiyou County, but is in the wrong precinct and does not want to go to his/her correct precinct.

Issuing a Provisional Ballot

Provide the voter with the **Provisional Ballot Information** form to read.

On Side 2 of the Provisional Ballot Envelope select the appropriate reason for issuing the provisional ballot by filling in the bubble. If you choose "Other", *write out the very specific reason that the provisional ballot is being issued.*

Print your name in this area of the envelope.

On Side 1 of the Provisional Ballot Envelope, fill in the precinct number on the line provided for this purpose, using the **Polling Place List** if necessary.

Ask the voter to read "Voter Instructions" on Side 1 of the envelope and to then complete the Voter's Affirmation section. (Ask the voter to print legibly.)

Review the completed Provisional Ballot Envelope to confirm that the voter has completed all of the information in the Voter's Affirmation and signed the envelope. Instruct the voter of the following:

- Obtain a ballot from the Ballot Station table
- Vote his/her ballot.
- Upon completion of voting it, place the voted ballot inside the **PINK** envelope.
- Remove and keep the numbered portion of the **PINK** envelope flap.
- Seal the gummed flap.
- Return the **PINK** envelope to the Ballot Station.

Upon the voter's return, double check the envelope to ensure all information is complete and that the voter has removed and retained the numbered portion of the flap. If no additional information is needed, place the provisional ballot in Envelope #3.

Under no circumstances is the provisional ballot envelope to be opened by the poll workers.

Same Day Voter Registration Procedures

Background

If a voter is not registered to vote in Siskiyou County, or they need to re-register to update their address or they want to change their political party to vote in the Presidential Primary of their choice, they can complete a same day voter registration and vote on Election Day at any Polling Place.

Reasons to use Same Day Voter Registration

- The voter never registered to vote in Siskiyou County
- The voter is registered to vote in Siskiyou County but needs to update their address.
- The voter is registered to vote in Siskiyou County, but wants to change their political party – Presidential Primary ONLY.

Issuing a Same Day Voter Registration Ballot

Confirm the voter's precinct based on their address and using the Street Range List or call the County Clerk's Office for direction.

If the voter is in the correct polling place, you can issue them a ballot.

If the voter is not at the correct polling place, please let the voter know the correct precinct. If the voter insists on voting at your precinct, give them a **PINK** Provisional Ballot envelope.

Provide the voter with the **BLUE** same day voter registration envelope and have the voter complete the voter registration information section – **make sure the voter signs the declaration!**

Review the envelope to ensure the voter has completed all information and has signed the declaration.

On the reverse side of the envelope, complete the section labeled "Poll Workers Use Only".

Review the completed Same Day Registration envelope to double check all sections and information are completed. Instruct the voter of the following:

- Obtain a ballot from the Ballot Station Table
- Vote his/her ballot
- Upon completion of voting, place the voted ballot inside the BLUE envelope
- Seal the envelop
- Return the BLUE envelope to the Ballot Station.

Upon the voter's return, double check the envelope to ensure all information is complete. If no additional information is needed, place the Same Day Registration Envelope in #3.

Under no circumstances is the Same Day Registration envelope to be opened by the poll workers

Closing Procedures

The following procedures have been prepared as a step-by-step guide to assist poll workers in closing the polls and must be followed in the order listed to properly close the polling place. It's useful to review the contents of the "Closing Envelope" and lay out the contents on a table (away from the voting area) prior to closing the polls.

All indoor and outdoor postings, voting booths and any other precinct supplies must remain in place until ALL voters have left the polling place.

Anyone who wants to observe closing procedures is welcome; however, he/she cannot assist or interfere with any of the closing procedures.

All Poll Workers must help with the closing procedures as directed by the Inspector and remain on site until the ballots and supplies are ready to be returned to the Clerk's Office, unless otherwise instructed.

The Polls close at 8:00 p.m., at which time the Inspector shall announce out loud, "The polls are now closed." Only those voters who are inside the polling place or in line shall be allowed to vote. If there are voters waiting in line, the Inspector is to assign a clerk to stand at the end of the line, with instructions not to allow any more voters to join the line.

Do not close out the ICE unit until all voters have fed their ballots into the unit.

After ensuring that all voters inside the polling place have voted, you are ready to begin closing the polling place.

Closing the Polls at 8 p.m.

IF YOU HAVE NOT ALREADY DONE SO, REMOVE THE "CLOSING" ENVELOPE FROM THE PRECINCT KIT - All forms and envelopes you need to close the polls are packed in this envelope.

1. Polling Place Results

Before performing this step of the closing procedures, make sure that all voters inside the polling place by 8:00 p.m. have voted and inserted their ballots into the ICE unit and that all precincts in the polling place are ready to close.

Remove the *ICE Closing* instructions from the Closing Envelope. With two workers – one to read the instructions out loud and one to perform each step – follow the step-by-step instructions for closing down the voting unit. **Stop when you get to the step of removing ballots from the ballot bin, as the unused ballots and ballot stubs must be sealed in the Ballot Container(s) and surrendered ballots and spoiled ballots must be sealed in Envelope #1 before removing the voted ballots from the ballot box.**

Complete and sign the *Certificate of Performance* form, by adding your vote center name at the top of the form and then signing it. Separate the form and post the original (white copy) with the Election Results tape from the ICE unit and the *"Write-In Vote Information"* form. Place the yellow copy of this form in Envelope #2.

2. Inspectors - Completing the Ballot Statement

At least one worker should be prepared to help the Inspector with the activities associated with completing the Ballot Statement. There are several things that the other poll workers can do while the Inspector is completing the Ballot Statement – (See steps 10 -15). Additionally, the Vote-By-Mail Clerk should close out the Vote-By-Mail Station (See instructions included with

the Vote-By-Mail Station supplies).

Use the calculator included in the supply kit to determine totals.

Remove the *Ballot Statement* from the “Closing Envelope”. This form is used to account for the ballots received by the Inspector and ballots used on Election Day. *It is recommended that the Inspector complete this form and direct workers to perform the necessary tasks as outlined below.*

Remove Envelopes #1 and #2, from the “Closing Envelope”. (You may have already removed Envelope #1 if you had spoiled ballots during the day.) (You may have also removed Envelope #2 as you may have previously placed the yellow copy of the “Certificate of Performance” form in it.)

Important Information about Envelope #2: *Envelope #2 is customized for each precinct. The contents of the envelope are listed on the label and may differ from other precincts in your vote center.*

You will need access to Envelope #3, which is located at the Ballot Station.

Ballot Statement Line 1: This line will be completed by the Clerk’s Office.

Statement Line 2: Determine the number of UNUSED ballots remaining at the Ballot Station.

- Remove all unused ballots from the Ballot Container(s) and place them in numerical order.
- For each party, subtract the first ballot number remaining on the pad from the last ballot number on the pad(s). Add one (+ 1) to your total to get the total number of unused ballots.
- Enter your totals next to each corresponding political party name on Line 2 of the Ballot Statement.

UNUSED BALLOTS - Place all the unused ballots into the Ballot Container(s). Leave the Ballot Container(s) open for later use.

BALLOT STUBS FROM USED BALLOTS – Place the ballot stubs from the Used Ballots into the Ballot Container.

You are now ready to seal the Ballot Container(s) by closing the box(es). Have all poll workers sign the red and white seal for Unused Ballots and Used Ballot Stubs. Remove the backing from the seal and place the seal over the end of the box that opens and press the seal securely in place.

If you have spoiled and surrendered ballots in Envelope #1, remove them from the Envelope and separate the spoiled ballots from the surrendered ballots.

Return the **surrendered ballots** back into Envelope #1.

Ballot Statement Line 3: SPOILED BALLOTS - Count the number of Spoiled Ballots that you removed from Envelope #1. Enter the total on Line 3 of the Ballot Statement. Return the Spoiled Ballots to Envelope #1.

Seal Envelope #1 – *Before sealing the envelope, confirm that you have the spoiled ballots and surrendered ballots in the envelope.* You are now ready to seal the envelope, by removing the facing strip from the adhesive flap on the bag and sealing the bag securely.

3. Counting Provisional Ballot Envelopes

To complete this step, you will need Envelope #3, and the provisional ballot envelopes from Envelope #3

Ballot Statement Line 4: PROVISIONAL BALLOTS –

- Count the provisional ballot envelopes in Envelope #3 and enter the total on Line 4 of the Ballot Statement and on the label on Envelope #3.
- After counting the envelopes, place the provisional ballot envelopes into Envelope #3 along with any completed voter registration forms. Use additional envelope #3 if needed. Seal envelope #3.

You are now ready to remove the voted ballots from the ICE unit ballot box. You will need the brass key on the lanyard and Envelope # 2.

4. Counting Same Day Voter Registration Envelopes

To complete this step, you will need envelope #3 and the Same Day Voter Registration envelopes from Envelope #3.

Ballot Statement Line 5: SAME DAY VOTER REGISTRATION

- Count the Same Day Voter Registration envelopes in Envelope #3 and enter the total on Line 5 of the Ballot Statement and on the label on Envelope #3.
- After counting the envelopes, place the Same Day Voter Registration envelopes into Envelope #3 along with any completed voter registration forms. Use additional envelope #3 if needed. Seal envelope #3.

Remove Voted Ballots from The Ice Ballot Box

Remember - If multiple precincts are sharing a ballot box, the ballots will need to be separated by precinct.

- Follow Steps 13 of the ICE Unit Closing Instructions by breaking the YELLOW seal on the Main Ballot bin. Place the broken seal in the “Broken Seals” baggie. Unlock the door using the brass key on the lanyard and remove ballots from the main ballot bin and inspect the bin to make sure you have retrieved all the ballots (*use flashlight if necessary*). Close and relock the main ballot bin door. Place the voted ballots on a table and separate by precinct if necessary. Once separated, place the voted ballots for your precinct in Envelope #2.
- Assign at least two workers to complete Steps 14, 15 and 16 of the ICE Unit Closing Instructions.

5. Completing the Ballot Statement Form

Ballot Statement Line 6: Record the total number of signatures from the Combined Roster and Index. *Include any signatures from the back page of the roster and signed “Curbside Voter Forms”.*

Ballot Statement Line 7: Record the total number of Returned Vote-By-Mail ballots from Envelope #4. *The Vote-By-Mail Clerk will provide the Inspector with the Cardboard ballot box containing the returned Vote-By-Mail ballots. Count the number of ballots stored in Envelope 4 and record that figure on Line 6 of the Ballot Statement.*

TIP: *If you are responsible for including the count of the Returned Vote-By-Mail Envelopes from Envelope #4, you will need Envelope #4 from the Vote-By-Mail Clerk. Enter the total on Line 7 of the ballot statement. If you are not responsible for reporting this total on your ballot statement, “N/A” will be handwritten in the “Grand Total”.*

Sign the Ballot Statement on the signature line and separate the form.

- **WHITE COPY-** Place in Envelope #2. Set aside Envelope #2 for later use.
- **YELLOW COPY –** Place in the postage-paid envelope addressed to the County Clerk’s Office (located in the closing envelope). This must be dropped in the mail on election night. The Inspector may designate someone to complete this task.

6. Combined Roster and Index of Voters –

- Confirm that all poll workers have signed the Oath inside the front cover of the roster.
- Complete CERTIFICATE A, located on the back cover of the Roster of Voters

Place the Roster of Voters in Envelope #2 for return to the County Clerk’s Office.

7. Store Ice Seals/Lanyard Baggie

If the ICE Seals/Lanyard Baggie is listed on the label of Envelope #2 for your precinct, place the ICE Seals/Lanyard Baggie and **CF-1 card** with contents (including the lanyard) in Envelope #2. Set aside Envelope #2 for use later.

8. Complete County Claim Form and Poll Worker Suggestion Form

County Claim Forms (payroll forms), printed on green paper, are completed at training. Workers who did not attend training will need to complete the claim form. All workers need to complete the suggestion form. Place completed forms into Envelope #2.

9. Seal Envelope #2 - You are now ready to seal Envelope #2. Confirm that the contents of this bag match the label on it. Remove the facing strip from the adhesive flap on the bag and press the flap onto the bag to seal it securely.

10. Ballot Marking Pens – collect the pens from the voting booths and replace the caps. Place the pens in the bag they came in and place in the outside pouch of the red supply bag.

11. Voting Booths--fold up voting booths and pack them in their delivery boxes. Set the boxes next to the ICE unit.

12. Items Posted Outside – Take down all signs posted outside the polling place and pack them in the “Post Outside” supply envelope. **Place the “Post Outside” bag in the White Supply Kit.**

13. Items Posted Inside and Displayed at The Welcome Center– Take down all

items posted inside the polling place and displayed at the Welcome Center and pack them in the “WELCOME CENTER” supply envelope. PLACE THE “WELCOME CENTER” BAG IN THE WHITE SUPPLY KIT.

- 14. Parking Lot Accessibility Equipment/Exterior Accessibility Equipment**-If the polling place was modified for accessibility by the use of any equipment or signs retrieve the item(s) from the parking area and set the item(s) next to the ICE unit.
- 15. Ballot Station** –Pack any remaining items on the Ballot Station in the “Ballot Station” envelope; place the envelope inside the white precinct supply box.
- 16. Provisional/Same Day Voter Registration Ballot Station** – Pack any remaining items on the Provisional Ballot Station in the Provisional Ballot Station envelope; place the envelope inside the white precinct supply box.
- 17. Cardboard Ballot Box with Returned Voted Vote-By-Mail Ballots** - Return to the County Clerk’s Office with red supply bag.

Before Leaving for The Night

Closing Check-Off List

This form is in the “Closing” Envelope. Double-check that you have all supplies/forms accounted for and have ALL supplies that need to be returned to the Clerk’s Office.

What condition is your polling place in?

Leave the polling place clean and tidy.

Return of Ballots/Supplies to The County Clerk’s Office

Information about returning supplies and ballots to the Clerk’s Office will be provided to each Inspector. When ballots and supplies are being transported, either by poll workers to the Clerk’s Office or to a location where ballots and supplies will be picked by the delivery team, two poll workers must remain with the ballots and supplies at all times.

THANK YOU