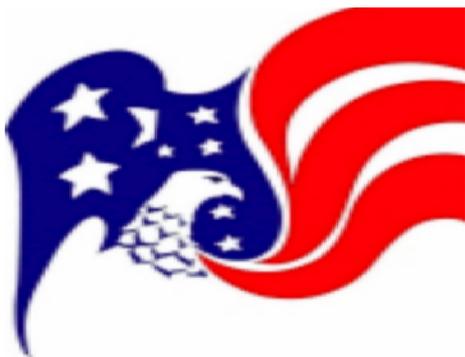




MARICOPA COUNTY ELECTIONS DEPARTMENT

Election Boardworker
Training Manual
February 2008



**Helen Purcell, COUNTY RECORDER
Karen Osborne, ELECTIONS DIRECTOR**

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CORRESPONDENCE ADDRESSES

Recruitment:
Maricopa County Elections Department
222 E Javelina Drive
Mesa, AZ 85210

Registration/Downtown Office:
Maricopa County Elections Department
111 S 3rd Ave Ste 102
Phoenix, AZ 85003-2294

INTRODUCTION

Thank you for providing the essential public service of becoming an Election Day precinct board worker! This manual is produced to assist you in understanding the required procedures at the polling place. The accuracy and efficiency of elections are only as good as you and your fellow board workers, so please read this manual carefully. Election laws, procedures and requirements change, so it is important that you do not rely on past memory or experience and that you follow this manual. If you have any questions, ask or your inspector or trouble shooter, call your recruiter, or call the HOTLINE. There should also be an opportunity to ask an instructor at training classes. If you have not been scheduled for a training class, please call your recruiter.

Thank you again for your commitment to your community and for being on the front line of our democracy, ensuring that all voters will have equal access to readily participate in our electoral process.

*Best regards,
Tonia A. Tunnell
Assistant Director for Board worker Recruiting and Training*

IMPORTANT TELEPHONE NUMBERS

BOARD WORKER HOTLINE **602-506-2010**

THIS PHONE NUMBER IS FOR BOARD WORKERS ONLY.

Hours of Operation:

Monday preceding Election Day

12:00 NOON – 8:00 PM

Election Day

5:30 AM – All ballots received at Receiving sites

PUBLIC ELECTION INFORMATION **602-506-1511**

THIS NUMBER IS FOR VOTERS AND OTHER MEMBERS OF THE PUBLIC.

Hours of Operation:

Monday – Friday

8:00AM – 5:00 PM

On Election Day

5:30 AM – 8:00 PM.

24 Hour pre-recorded information available when phones not staffed.

RECRUITMENT:

THESE NUMBERS ARE FOR BOARD WORKERS TO ADDRESS EMPLOYMENT/PAYROLL ISSUES.

CINDY

602-506-3407

MONICA

602-506-7554

BI-LINGUAL BOARD WORKER PROGRAM:

IF YOU ARE FLUENT IN ENGLISH AND SPANISH AND WOULD LIKE TO SERVE AS A BI-LINGUAL BOARD WORKER, PLEASE CONTACT:

LETICIA

602-506-2306

ELECTIONS BACKGROUND

General Information that is Good to Know

Laws that Affect Elections

There are many state and federal laws that impact elections in Arizona. Generally, federal laws dictate to the states how things should be done, and Arizona statutes and the Secretary of State's Procedure Manual, which has the force of law, implements those federal requirements as well as adding additional requirements. Arizona laws regarding elections are generally found in Titles 16 or 19 of the Arizona Revised Statutes. Three of the federal laws that impact elections are the Voting Rights Act of 1965, the Americans with Disabilities Act of 1990, and the Help America Vote Act of 2002.

The **Voting Rights Act** prohibits discrimination in voter eligibility, registration and polling place procedures based on race or color. It is under this Act that the federal Department of Justice requires elections departments in Arizona to pre-clear all new election laws and procedures before they are allowed to go into effect. It is also this Act that requires Arizona to produce all election materials, including the ballot, be printed in Spanish and that language assistance be available in certain polling places.

The **Americans with Disabilities Act (ADA)** prohibits discrimination against individuals that have a physical or mental disability and sets forth requirements regarding access to the polling place and voting. These include requirements regarding parking availability, the use of ramps, and accessible voting booths. The ADA also requires that individuals that can not come into the polling place be allowed to vote using curbside voting, which will be discussed at greater length later in this manual.

The **Help America Vote Act (HAVA)** mandates that all individuals that come into a polling place be allowed to vote. If a voter's eligibility is in question, this law requires that the voter be allowed to vote a provisional ballot. HAVA also mandates that voting systems provide a voter the opportunity to spoil their ballot and receive another one if the voter has over-voted – voted for more candidates that are to be elected to an office, for example. This is why it is so important to ensure that voters always place their ballots in the Insight unless the voter is voting a provisional ballot or there is an emergency situation, such as a power outage.

Proposition 200

In the November 2004 election, voters in Arizona approved Proposition 200. This proposition requires, among other things, that before an individual is allowed to register to vote for the first time in a county in Arizona that they prove that they are a United States Citizen. Additionally, it requires that before a voter is allowed to vote at the polling place, the person must show proof of their identity. Both of these requirements will be discussed later in this manual.

NOTICE: It is the responsibility of every member of the board to protect the voter's right to a ballot in the language of their choice; in Maricopa County that means English, Spanish, and Tohono O'odham audio assistance in San Lucy and Hickiwan Precincts. Failure or refusal to make all ballot styles available to the voters on Election Day will be grounds for dismissal and removal of your name from the list of prospective citizens to serve on the Board in any future elections. Additionally, just as it is unacceptable to discuss candidates or issues on the ballot, Board workers must refrain from voicing any personal opinion on language assistance as this could result in voter intimidation and disenfranchisement. This behavior can also result in dismissal.

IMPORTANT INFORMATION

BOARD WORKER COURTESY

The primary mission of Board workers is to assist voters so that they can vote properly. This requires you to provide good customer service, even under sometimes difficult situations. Board workers should always maintain a peaceful and quiet atmosphere in the polling place. Loud talking and other noises such as radios, computers, etc. make it difficult for voters to concentrate. Additionally, there is absolutely no discussion of politics allowed. Even if it is an issue that is not on the ballot, please do not discuss politics!

NO SMOKING PLEASE

No smoking by any person is allowed in the polling place. Be sure to post the no smoking signs.



LIMITED USE OF CELLULAR TELEPHONES

Cellular telephones are permitted in the polling place for limited use only by voters and board workers. Please do not spend the day conducting personal business on your cell phone.

NO CAMERAS

Pursuant to ARS 16-515, cameras (video or otherwise) are prohibited within the 75 foot limit **while the polls are open**. However, we are not concerned if a voter has a cellular phone that is equipped with a digital camera; unless that voter attempts to use the camera function.

NO POWER OF ATTORNEY FOR VOTING

Even if a person has been granted power of attorney, they cannot vote on behalf of another person.

ELECTIONEERING

Pursuant to 16-515, electioneering is prohibited within 75 feet of the main outside entrance of a polling place. Campaign material including, but not limited to, t-shirts, buttons, hats, signs, stickers, etc is expressly prohibited and may not be worn or displayed within the 75 foot limit. Voters may carry information, including political literature, to assist them in voting, but they must be discreet and not display it. Be sure to check the booths periodically to ensure that no literature was left behind.

Pursuant to 16-411(h) individuals are allowed to electioneer and engage in political activity outside the 75 foot area in public areas and parking lots used by voters. If you have any questions about this on Election Day, please call the Hotline.

I VOTED STICKERS

Sometimes it seems that one of the most important parts of voting for voters is receiving the “I voted” stickers. Please make sure these are available for voters to take and stick on themselves, but also ensure that these stickers do not end up stuck on inappropriate things such as polling place walls, tables, or voting equipment.



SAFETY IN THE POLLING PLACE

Reasonable safety precautions need to be taken in a polling place during Election Day. Please ensure the following:

- Voter traffic ways are clear of debris
- Extension cords are out of the way or covered with cord cover
- Chairs are behind tables or off to the side
- Electrical appliances, such as a coffee pot, have prior approval of the facility owner/manager and are out of the way of voter traffic flow and the reach of small children.

ACCIDENTS OR INJURIES

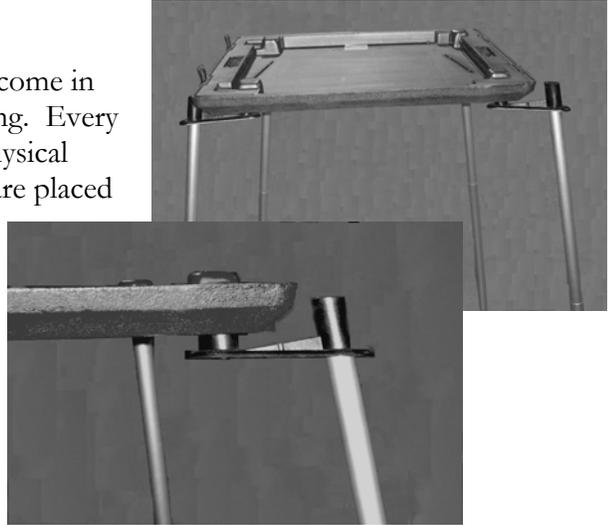


Call 9-1-1 for any accident or injury requiring emergency treatment. Please also report any accident or injury by calling the hotline at 602-506-2010. Board workers must fill out an Industrial Injury Report for any injury that happens to them while working for the Elections Department.

ELECTION EQUIPMENT

Voting Booths

Every polling place will receive voting booths (typically 6-10). Booths come in packages of two and need to be assembled at the Monday set up meeting. Every polling place should receive at least one **RED** booth for voters with physical disabilities. The red booth comes with two black leg extenders which are placed in the leg holes at the front of the booth. This gives additional room at the front of the booths so that individuals with wheelchairs can more comfortably fit at the booth.



Extra Ballot Boxes

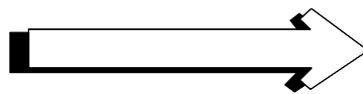
Each polling place will also receive two extra ballots boxes. The one with a **RED** lid is for Provisional Ballots and will be sealed with the red wire seal on election morning. The one with a **BLUE** lid is for Early Ballots that may be dropped off at your polling place and will be sealed with the blue beaded seal on election morning. Both of these boxes will be transported to the receiving site at the close of the polls. Provisional ballots and Early ballots will be discussed later in this manual.



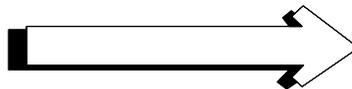
Insight & Ballot Box

Maricopa County primarily uses optical scan equipment for voting. Every polling place will have a unit.

The top portion of the unit is called the **Insight**. The ballots are inserted at the front of the unit for scanning and tabulation.



The bottom portion of the unit is the **ballot box**. Note that there are three doors on the ballot box. Door 1 is where write-in ballots are deposited by the Insight after scanning. Door 2 is where all ballots without write-ins are deposited by the Insight after scanning. Door 3 is where misread ballots are placed by the voter or where ballots are placed if there is an emergency.



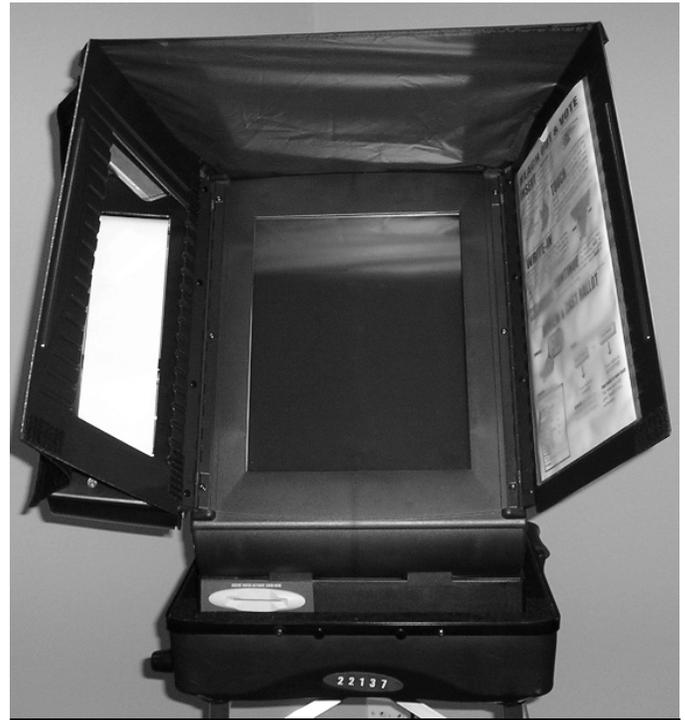
Edge Touch screen and Card Activator

This Primary Election, in compliance with the Help America Vote Act, Maricopa County is introducing the Edge touch screen voting equipment to allow voters with physical disabilities to vote independently. This equipment will be marked with handicap stickers and should be reserved for voters indicating that they require its use.

To vote on the Edge, a voter inserts a voter card which will first be activated using the Card Activator by a Board Worker. This card will tell the Edge, which precinct and particular ballot the voter needs. The voter makes their choices by touching the screen. When the voter is finished, they will have an opportunity to review their ballot, first on the screen, then on the printed paper audit tape attached on the left side of the screen. When the voter is satisfied with their choices, the voter casts his or her ballot, the paper audit tape advances up into the printer to ensure secrecy of the ballot, and the card is deactivated and ejected to be returned to the Board Worker.

Alternatively, the voter may use the audio attachment which will read the ballot to the voter and the voter will make their choices using the different shaped buttons on the audio key pad. The voter still has an opportunity to review their choices and make changes before casting their ballot.

More information on the set-up, use and closing of the Edge touch screen is found in the separate Edge Training and Operations Manual. If you do not have a copy of this manual, please check with your Trouble shooter or call the Hotline.



Front view of Edge Touch Screen



Audio attachment for Voters with Visual Disabilities

NEW

LOCATION OF THE EDGE CARDS HAS CHANGED

The Activator cards will now be found in the Inspector's packet. At the end of the night, please return the cards to front of the Signature roster in the same pencil pouch where the signature guide is located.

COMMON COURTESIES & GUIDELINES FOR VOTERS WITH ASSISTANCE NEEDS

ALL voters deserve courteous & respectful attention in exercising their rights as citizens to vote *regardless of race, color, ethnicity, gender, physical or language ability*. Inappropriate comments will not be tolerated in the polling place and will result in your immediate dismissal.

Voters have different barriers that they must overcome—both Physical and Language. Board Workers assist voters in different ways. The backs of Duty Cards contain Voter Instructions for each step in the processing line in English and in Spanish. These are also helpful for use with individuals with hearing problems.

Voters may bring in anyone of their choice to assist them, as long as that person is not a candidate listed on the ballot. Additionally, a voter may, at their option, be assisted by **two board workers of opposite political party affiliation**.

If Board Workers assist a voter:

- Distinctly state to the voter the names of all candidates for each office or the written description of the ballot measures and ask the voter how they wish to vote in each instance.
- Mark the ballot indicating the voter's choices.
- Do not attempt, in any way, to influence the voter's choices—**do not give personal opinions or advice**.

Physical Assistance:

General Guidelines

- If you offer assistance, wait until the offer is accepted. Then listen to or ask for instructions as to how to assist.
- Relax. Don't be afraid to ask questions when you are unsure of what to do.
- Be patient. Take as much time as is necessary.
- Treat all voters with dignity, respect and courtesy.

Visual

- Identify yourself to the voter by telling them who and where you are.
- Offer your arm rather than taking the blind or visually impaired voter's arm.
- Offer the Signature Guide at the Signature Roster to aid the voter in signing their name.
- Notify the voter if you are leaving them alone.
- If you are offering the voter a seat, gently place the voter's hand on the back of the chair so they can locate the seat.
- Be descriptive when giving directions. Often voters with a visual disability are oriented to the clock. Example: "the early ballot box is 3 feet ahead of you sitting on a low table waist-high at 11:00".



Hearing

- Rephrase don't repeat your statements. Sometimes different words are heard and understood better than others.
- Have a pad of paper and pen handy for communicating.
- Speak directly to the voter (not their companion), speak clearly and use short, simple sentences. Don't shout.
- Keep your hands and other objects away from your mouth and do not chew gum.

Speech

- If you do not understand something that the voter has said, do not pretend that you did. Ask them to repeat what he or she said and then repeat it back to the voter to be sure you understood correctly.
- Try to ask questions that require a short answer or nod of the head.
- Do not speak for the voter or attempt to finish the voter's sentences.
- Do not confuse an inability to easily communicate with a lack of intellect.

Cognitive

- Be patient, flexible, and supportive. Take time to understand the voter and make sure the voter understands you.
- Try to limit distractions and keep things simple—take one task at a time.
- Offer assistance completing forms or understanding written instructions and provide extra time for decision-making. Wait for the individual to accept the offer of assistance; do not “over-assist” or be patronizing.
- Be sure signage is posted designating where to start and how to mark the ballot.

Service Animals

Be aware that service animals should always be admitted into the polling place. **Service animals are highly trained and need no special care nor attention.**

- Many people with disabilities (physical & psychiatric) use service animals
- Dogs, cats, monkeys, pigs and horses are all used depending on circumstances
- Do not interact with the service animal. Do not call it, feed it, or pet it without permission.
- Many service animals wear a special vest or scarf but it is NOT required.



Mobility

- Pay attention to clutter or barriers that impede access.
- Do not lean on a wheelchair or other assistive device.
- Ask the voter if they need your assistance. Do not assume that a voter in a wheelchair wants you to push them.
- If a ramp has been provided at the polling place, please check it throughout the day to make sure that it hasn't worked itself away from the door threshold.
- If a voter is not able to come into a polling place, curbside voting is available. See page 28 for this procedure.
- Use plenty of signs to indicate the way to the disabled voters entrance into the polling place.

Language Assistance:

Section 203 of the Voter's Rights Act of 1965 requires that voters who need language assistance receive it at the polls and at every stage of the electoral process. Maricopa County is legally obligated to provide language assistance and materials in the Spanish and Tohono O'Odham languages.

We provide language assistance in a number of ways:

- Ballots and signage texts are done in both English and Spanish.
- We staff Spanish-speaking Board Workers in areas identified as having voters who may need assistance.
- A Spanish Election Terminology Glossary is provided and can be found in the Polling Place Supplies. This Glossary ensures that common translations are used in a uniform manner in Maricopa County.
- Voter instructions are listed in both English and Spanish on the back of the Boardworker Duty Card to communicate to the voter what is needed of them at each stage of the voter processing line. Audio instructions in O'Odham are available in designated precincts.
- If you do not have a Boardworker that speaks Spanish, call the Hotline and we will speak to the voter directly, or have a Spanish-speaking Trouble Shooter go out to assist you.

NOTICE: It is the responsibility of every member of the board to protect the voter's right to a ballot in the language of their choice; in Maricopa County that means English, Spanish, and Tohono O'odham audio assistance in San Lucy and Hickiwan Precincts. Failure or refusal to make all ballot styles available to the voters on Election Day will be grounds for dismissal and removal of your name from the list of prospective citizens to serve on the Board in any future elections. Additionally, just as it is unacceptable to discuss candidates or issues on the ballot, Board workers must refrain from voicing any personal opinion on language assistance as this could result in voter intimidation and disenfranchisement. This behavior can also result in dismissal.

In the end, it's all about good customer service: Be patient, make eye contact, allow the voter to tell you what they need, and make reasonable accommodations.

VOTER REGISTRATION INFORMATION

Voter registration cutoff date is 29 days before an Election.

DECEASED INDIVIDUALS-WHOSE NAME STILL APPEARS ON THE VOTER ROLLS

PLEASE FILL OUT A POLLING PLACE INCIDENT/INFORMATION REPORT - WE NEED SOMETHING IN WRITING IN ORDER TO REMOVE A PERSON FROM THE VOTER ROLLS.

This information can be provided by anyone, they do not need to be a family member. However, they should include vital information that will enable us to identify the correct person to be removed. (i.e. date or place of birth of the deceased, mother's maiden name, something that gives us the ability to reasonably assume that they possess personal knowledge of the deceased individual). We also need their name and contact information. If someone gives you this verification in writing, simply place it in the front pocket of the Signature Roster, with the Payroll Voucher. ****DO NOT WRITE IN THE SIGNATURE LINE NEXT TO THE VOTER'S NAME.****

INDIVIDUALS WHO HAVE MOVED WITHIN MARICOPA COUNTY – GO TO YOUR NEW POLLING PLACE

Voters who have moved within Maricopa County need to vote in the precinct where they now live and will be required to vote a provisional ballot. By filling out the provisional ballot form, their address will be updated, so there is no need to fill out a separate voter registration form.

OTHER VOTER INFORMATION CHANGES

Voter registration forms must be filled out by voters who wish to do the following:

- Change their political party affiliation
- Change their name only
- Update their mailing address, if not voting a provisional ballot
- New registration*

VOTERS MAY NOW REGISTER OR UPDATE THEIR REGISTRATION ON LINE!

Go to www.servicearizona.com and click on voter registration. You will need your driver's license number for this process.

****PLEASE BE AWARE!!*** Proposition 200, passed by the voters November 2004, requires that individuals registering to vote for the first time in Maricopa County prove that they are a U.S. citizen and therefore eligible to register. Documents required for this proof are listed on the back of voter registration forms. The most convenient method to prove citizenship is for the registrant to list their full Arizona Driver's License Number or Non-Operating ID Number, as long as it was issued after October 1, 1996. For more information, please refer the registrant to the back page of the voter registration form or to the Maricopa County Public Information number at (602) 506-1511.

BOARD WORKER DUTIES

The primary duty of every Board worker is to assist voters, so that they may vote properly. This is your mission, your call, your priority. With the exception of the duties of the Inspector, the duties that each Board Worker might be assigned are subject to change and this duty list is just a guide line. Ultimately, it is the responsibility of **ALL** Board Workers to work as a team to assist all voters in a manner using good customer service and to complete all Election Day procedures.

INSPECTOR

- The team leader in charge of the polling place, has the ultimate responsibility of ensuring that all voters receive good customer service and that procedures at the polling place are done completely and correctly.
- Assigns board workers to various tasks to ensure that the resources of the Board Worker team are best utilized and that everyone has time to take necessary meal and rest breaks.
- Arranges the Monday set-up meeting time and calls and informs other board workers of that time.
- Verifies all items on the Inspector check list, which must be signed and returned with the payroll voucher.
- Ensures that both the Insight and Edge voting units are set-up, monitored, and are closed properly.
- Will deliver the ballots to the receiving site, accompanied by another board worker.

JUDGE

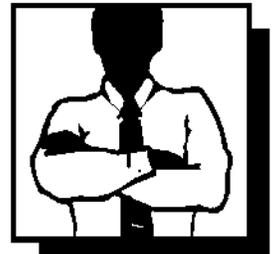
- Ensures that all voters are assisted with good customer service to enable them to vote properly.
- May be assigned to the Signature Roster.
- May be assigned to issue ballots and demonstrate marking the ballot.
- May be assigned to oversee the Provisional Ballot Procedure.
- May be assigned to monitor Insight and/or Edge.
- May be assigned to deliver the memory pack to the receiving site or accompany the Inspector when delivering the ballots to the receiving site.
- **Any other duty assigned by the Inspector.**

CLERK

- Ensures that all voters are assisted with good customer service to enable them to vote properly.
- May be assigned to the Signature Roster.
- May be assigned to the Poll List.
- May be assigned to issue ballots and demonstrate marking the ballot.
- May be assigned to monitor Insight and/or Edge.
- May be assigned to deliver the memory pack to the designated receiving site.
- **Any other duty assigned by the Inspector.**

MARSHAL

- Ensures that all voters are assisted with good customer service to enable them to vote properly.
- Preserves order in the polling place and inside the 75 foot zone.
- Directs voters in line with “voted” Early Ballots to step out of the line and deposit their ballots into the BLUE Early Ballot box.
- Performs as a relief person for other board members.
- Announces the opening, and closing of the polls.
- Ensures all voters in line at 7:00 P.M. are allowed to vote.
- May be assigned to deliver the memory pack to the receiving site or accompany the Inspector when delivering the ballots to the receiving site.
- **Any other duty assigned by the Inspector.**



BEFORE THE ELECTION

Arranging the Monday Set-up Meeting

The Inspector should receive a Board Worker Roster in the mail, which lists a variety of information that will be needed in the next few days. **As soon as you receive this information, please contact the facility to arrange the Monday set-up meeting.**

- The polling place contact person's name and number to arrange for your set-up meeting is on the top of the sheet. The meeting should be scheduled to take place the Monday before the election, sometime after 12:00 NOON. Please do not arrange to set-up the polling place prior to noon on Monday. We cannot guarantee delivery of supplies before that time. When you are talking to the contact person, please find out who is responsible for opening the facility on Election Day and get a true EMERGENCY NUMBER; wherever they will be at 5:30 AM!
- Once you have arranged the set-up meeting, please call all of the Board Workers assigned to your polling place to let them know when and where to meet for the set-up meeting.
- Call your Recruiter to let them know what time the set-up meeting will be taking place and the name and emergency phone number of the person responsible for opening the facility of Election Day. This information will be shared with last minute hires and the Trouble-Shooter that will be assigned to your area.

Trouble Shooters

- All polling places will have a **Trouble Shooter** assigned for Election Day. The Trouble Shooter will be carrying extra supplies, and they are in constant radio contact with Election Central should any problems arise.
- Your Trouble Shooter will verify that all procedures in the polling place are being done correctly including that the items listed on the **Inspector Checklist** are being completed on the appropriate day and time.
- Trouble Shooters will have I-9 forms for any late hire board workers who have not worked for Maricopa County Elections before to fill out and these Board workers will need to show identification as required by the Legal Arizona Workers Act. If the form was filled out incompletely in the past, you will need to fill it out again.
- Trouble Shooters are assigned the Saturday before the election; **they will contact the Inspector after class ends at noon.** Recruiters do not have the Trouble Shooter assignments, so please be patient and wait for the Trouble Shooter to call.

Inspector Packet

The Trouble Shooter will deliver the Inspector Packet to the home of the Inspector over the weekend prior to the Election. Please take the time to review the contents of the packet with the Trouble Shooter to ensure that everything is included. The Packet should contain:

- **Payroll voucher.**
- **An Inspector Checklist** will be attached to the Payroll Voucher.
- **Precinct Ballot Report** will be attached to the Payroll Voucher. This report lists all of the statistics of your election and ensures security of voting equipment by confirming and listing seal numbers.
- **Precinct Identification Labels** – these labels are precinct specific and must be placed on the specific items that are sent to Election Central after the polls close so that they can be identified
- **A list of official write-in candidates** (If applicable).
- **Precinct Maps.**
- **Monday Set-up and Closing Procedure Task Lists** 
- **Add-on and/or Deletions List** - list names of voters who need to be added to or deleted from the Signature Roster and Precinct Registers after they were printed.
- **Early voting list and addendum, if applicable** – list of voters who have requested an early ballot.
- **The Election Hotline** telephone number 602-506-2010
- **Sample ballots - Please Post two (2) of each style.**
- **Keys to the Insight Ballot Tabulation Machine.**
- **Three (3) Activator Cards for the Edge Voting Machine.** 
- **2 Maps to Receiving Site** for the delivery of the Memory Pack & the Bags and Boxes at the end of the night.
- **Boardworker Surveys** – All Boardworkers please fill out and put it in the front pocket of the Signature Roster.
- **Any late notice or other item that could not be distributed with the supplies.**

MONDAY SET UP MEETING

IT IS IMPORTANT THAT ALL SET UP MEETING PROCEDURES ARE DONE COMPLETELY.

Errors in supplies or problems with set-up need to be discovered on Monday.

Please contact the Hotline at 602-506-2010 as soon as a problem or error is discovered, so that it can be fixed before Election Day!

Many election boards will have new members who have never served before. For their benefit, the Inspector should:

- Discuss, *in detail*, the duties of each board position by reviewing the duty cards
- Assign each board member their duties using the Set-up Task Lists beginning on page 14.
- Discuss the voting procedures to be followed on Election Day, **including Party requirements for this election** and ID requirements.

Other things to note during the set-up meeting and/or Monday evening:



Payroll Voucher

Please have everyone at the set up meeting initial the payroll voucher. This is also the time for each Board Worker to ensure that their name, address and other information is correct. Unless the payroll voucher says “On File”, check to ensure that your social security number is correct.



Who is Opening the Polling Place for you on Election Day Morning?

Do you know how you are getting back into the facility or who are you going to call at 5:30 a.m. if the facility is not open?



Handicapped Parking Spaces

On Election Day, even if you have a handicap sticker on your vehicle, please consider leaving those designated parking spaces for the voters to use. At 5:30 a.m. there should be plenty of parking that is adjacent to the handicap spaces. If needed, ask one of your fellow board workers to move your car after you have gotten to the facility.



Election Day Provisions

Please remember to bring food, beverages and any required medications that you will need on Election Day. Also, bring something to keep you occupied during non-busy times when no voters are present. Leaving the polling place once the polls open is prohibited, so come prepared!



Insight Keys and Edge Activator Cards

Don't forget to bring the Insight keys and Edge Activator cards back on Election Day!



Shoes, Shirt, Service!

Please remember to dress appropriately for the polling place and come with a cheerful mood ready to assist voters. Clothing may be casual, but should be clean and not have any holes or be too revealing. Remember you are there to assist voters, so you don't want to wear anything or behave in a manner that would distract from that mission!



SET UP TASK LISTS

INSIGHT & TASKS:

BOARDWORKERS #1 (INSPECTOR): Name #1

- Break the seal and open the **RED** extra ballot box. Remove all supplies. Give Boardworker #4 the Precinct Registers and Signature Roster. Give Boardworker #6 the shrink-wrapped supply packages.
- Make sure that there is a **SILVER DOOR** sticking out between the Insight and the large blue ballot box - this allows the ballots to drop into the ballot box after they are scanned.
- Using the **LITTLE KEY**, unlock and open **Doors #1 & #2** of the Insight ballot box and remove the Official Ballots, and the Black and Green Canvas Bags. Give ballots to Boardworker #3.
- Check to ensure there are dividers between Doors #1, #2 & #3. ***If there is not, call the Hot line.***
- Using the little key unlock and open Door #3 and make sure the ballot box is empty. Relock Door #3 and keep it closed unless there is an emergency on Election Day.
- Compare your Precinct/CPC number with the number on the back of the Insight. If you are not sure what your number is, it is on the Inspector packet. ***If these numbers don't match, call the Hotline.***
- Move the entire unit to the electrical outlet nearest the polling place exit. Use the BIG key to open the back door of the Insight. Make sure that the **SEAL** on the memory pack door has not been broken. If it is broken, call the Hotline to have a Trouble Shooter replace the seal as soon as possible.
- Pull the electrical cord from the back of the Insight and fit it into the cord slot. Plug the cord into the electrical outlet. The **RED POWER LIGHT** on the front of the unit should now be lit. A **ZERO TAPE** will print; this tape contains all of the candidates and/or issues that will appear on the ballot within your Precinct. Make sure the zero tape reads the same precinct as where you have been assigned.
- Two board workers should** compare the zero tape to the ballots making sure that everything matches. **Do not remove the totals tape from the Insight; this tape will remain until you are doing your close out procedures.**
- Inspector notes the number of ballots received as indicated by Board worker #3 (see page 15) and signs at the end of Line 1.
- Make sure that the digital read out on the front of the Insight reads **ZERO**. After the **ZERO TAPE** finishes a green ready light will be displayed next to the red power light; make sure **BOTH** lights on the Insight are lit. Once you have verified that both lights are lit up, your Insight has passed inspection.
- Unplug the Insight and carefully place the head of the plug back into the cord slot of the Insight and lock the door with the Big Key.
- Once Board worker #3 has finished counting the ballots, place them and the green and black bags back into the ballot box and lock Doors # 1 and #2 with the Little Key.



EDGE TASKS:

BOARDWORKER #2 (JUDGE OR CLERK): Name #2

- Refer to and follow the steps for setting up the Edge and Card Activator that are listed in the separate Edge Training and Operations Manual. If you have any questions, ask your Inspector, Trouble shooter or call the Hotline at 602-506-2010.

BALLOT TASKS:

BOARDWORKER #3 (JUDGE OR CLERK): Name #3

- Count the packages of official ballots received from the Inspector. They are shrink-wrapped in packages of 100. **DO NOT OPEN THE PACKAGES TO COUNT THE BALLOTS.** You may notice that the printer put labels on the ballots saying something like “1 of 12”. We do not send all ballots to the polling place. Other packages are in a secured location in the warehouse or were used for early voting. Please ignore these labels and just count the number of packages that you have.
- Check the top ballot in each package and verify the precinct name and number is correct. If you have any questions about your precinct name or number, it is printed on the Inspector packet. If the name or number on any ballot does not match, **please call the hotline immediately!**
- Advise the Inspector of the number of ballots. These numbers are written on the Precinct Ballot Report, which will be attached to the Payroll Voucher.**
- Place the ballots along with the green and black canvas bags back into the ballot box of the Insight.
- Help the other Boardworkers with any unfinished tasks.

SIGNATURE ROSTER AND PRECINCT REGISTER TASKS:

BOARDWORKER #4 (JUDGE OR CLERK): Name #4

Signature Rosters and Precinct Registers are printed 45 days out from Election Day, but voter registration cut-off is 29 days out from Election Day. Therefore, lists of add-ons, deletions and those who requested an early ballot are how we remedy those last minute changes. These modifications are found in the Inspector Packet. Everything written in the Signature Roster should be done in black ink. **Please do not put alpha tabs on the Signature Roster pages.** We cannot scan the pages through the computer if you do this.

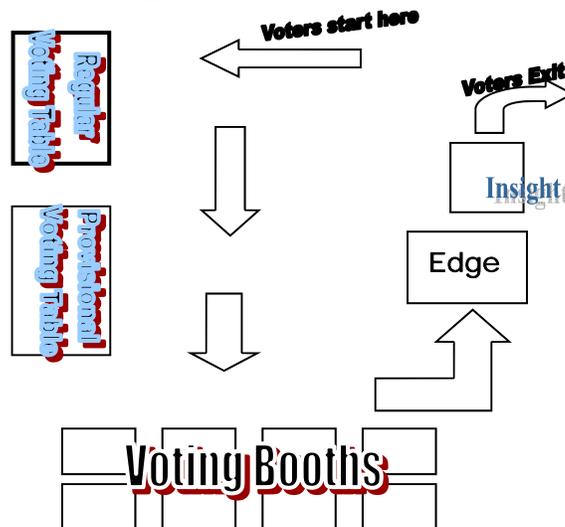
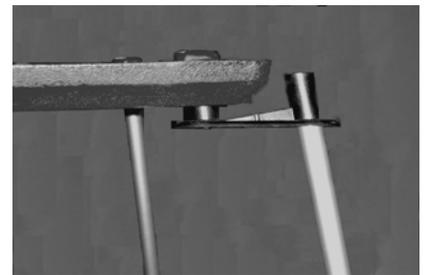
- Add-on List** – This YELLOW paper list is pre-punched with three holes, so that it can be placed in the back of the Signature Roster. You are also provided three copies to be placed in the back of the Green and Pink Precinct Registers. The Register Numbers will begin with an **“A” (A0001) for Add-on voters.**
- Deletion List** – Cross through the names & addresses of the voters who appear on the Deletion List in the Signature Roster AND Pink and Green Precinct Registers. When finished with the Deletion List place the list back into the Inspector Packet.
- Early Voters List-** Using the list of early voters find the voter’s name in BOTH the Signature Roster and Pink Precinct Register and place an **X** in the EV box next to the voter’s name. If the voter’s name does not appear in the front portion of the Signature Roster or Register, check the TAN colored pages (INACTIVE VOTERS) and then check the YELLOW Add-on sheets. **NOTE: It is not necessary to mark EVs in the Green Precinct Registers.**

- DO NOT WRITE OR MAKE ANY MARKS IN THE SIGNATURE BLOCK OF THE ROSTER. THE SIGNATURE BLOCK MUST REMAIN BLANK.** Any marks will be interpreted by the computer as a signature when the Signature Rosters are scanned on election night, causing an audit problem.
- Put the Precinct Registers & the Signature Roster into the Red Provisional Extra Ballot Box for the night. DO NOT SEAL THE RED OR BLUE EXTRA BALLOT BOXES UNTIL ELECTION MORNING.

BOOTH TASKS:

BOARDWORKER #5 (MARSHAL): Name #5

- Set up all voting booths that have been delivered. Helpful hint: once you have inserted the metal pole leg in the bottom of the voting booth be sure to twist the leg into place, this will help hold the leg in place.
- Make sure that the handicapped voting booth is set-up using the black leg extenders in the front of the booth. The extender is inserted where the metal pole leg would otherwise be inserted in the bottom of the ballot booth and the metal pole leg is inserted at the other end of the extender.
- Make sure you have the appropriate sign within each voting booth instructing voters as to how to mark the ballot.
- Arrange the voting booths so that there will be a logical flow of voters within the polling place. Pictured below is the optimal set up for a polling place. If your polling place room cannot accommodate this set up, do the best you can to create a good flow for voters.



- When you are finished setting up the booths, help the other Boardworkers with any unfinished tasks.

SUPPLIES & SIGNS TASKS:
BOARDWORKER #6 (CLERK):

Name #6

- Open all supply packages and check the contents against the **ELECTIONS SUPPLIES INVENTORY LIST**. If any items are missing, please call the **Hotline** or ask your Trouble Shooter for the missing supplies.
- Find the Precinct Identification Labels in the Inspector Packet –place them on the following items for easy identification:
 - BLUE POLL LIST
 - CLEAR OFFICIAL ENVELOPE
 - LARGE YELLOW ENVELOPE MARKED “WRITE-IN BALLOTS”
 - LARGE WHITE ENVELOPE MARKED “MIS-READ BALLOTS”
 - PINK PROVISIONAL BALLOT SIGNATURE ROSTER
- If this election includes candidates, post in a place where voters can easily read, the red & white **WRITE-IN CANDIDATES SIGN** found in the election supplies. Tape the **LIST OF AUTHORIZED WRITE-IN CANDIDATES** found in the Inspector Packet on the write-in candidates sign. If there are no write-in candidates, write “NO WRITE-INS” on the red & white poster.
- Post in the polling place room (not outside, not in the hall...) in a place where voters can easily read:
 - 2 **SAMPLE BALLOTS OF EACH BALLOT STYLE** (found in the Inspector Packet)
 - 2 **INSTRUCTIONS TO VOTERS AND ELECTIONS OFFICERS & RIGHT TO VOTE A PROVISIONAL BALLOT SIGN** (found in the supplies).
 - 2 **NO SMOKING SIGNS/TURN OFF YOUR CELL PHONE** (found in the supplies)
 - 2 **REQUIRED IDENTIFICATION AT THE POLLS SIGNS** (found in the supplies).
- Place all extra supplies back into the Red Provisional Extra Ballot Box for the night. **DO NOT SEAL THE EXTRA BALLOT BOXES UNTIL ELECTION MORNING.**
- Check the pathway that will be used on Election Day for disabled voters. Ensure there is a clear pathway that is accessible. **Please call the Hotline** if a ramp or other item to assist with accessibility is needed.
- Help the other Boardworkers with any unfinished tasks.

NOTES

ELECTION DAY

Good Morning!

State Law requires the board workers to be at the polling place by 5:30 a.m. on Election Day.

A.R.S. 16-566.

(in part)

A. At least thirty minutes before the opening of the polls the precinct election officers shall arrive at the polling place ...

BEFORE THE POLLS OPEN

- Find the Signature Roster. On the 3rd page is the oath of office. All Board Workers must take the OATH OF OFFICE. This oath now includes faithfully and correctly checking Identification at the Polls. Please keep the Oath of Office in the Signature Roster binder. Do not tear it out or otherwise remove it.
- All Board Workers must sign underneath the OATH OF OFFICE.
- Please write your name in the manner that you wish to be addressed on a Board Worker Name Badge and wear it all day.
- Once the board has been sworn in, make sure that everyone signs and notes the time they arrived on the payroll voucher. Please have each person verify their name, address and other information on the payroll voucher. Unless it says "On File" next to the SSN space, please confirm or write your correct social security number. **The address on the payroll voucher is where we will be mailing your check, so please make sure it is correct!**

Hiring out of Line & No Shows

Should you have vacancies arise on Election Day, please call the Hotline at 602-506-2010. Depending on how busy your polling place is expected to be, the Inspector may be asked to hire additional board workers out of line. Please be sure that the following process is followed:

- For the Boardworker that failed to work please write "NO SHOW" on the Payroll Voucher
- Be sure that the new board member is a registered voter by calling the Hotline or your recruiter to confirm.
- Be sure that the new board member takes and signs the Oath of Office in the front of the Poll List
- Have the new boardworker add their name, address, social security and phone number to the payroll voucher. Be sure that they sign the voucher along with the rest of the board.

Election Day Opening Procedures

1. Open the Insight

- Plug in the Insight.** A zero tape will print. All results on the tape must be zero. **Do not tear off the tape!** It must remain attached to the Insight along with the tape that ran during the Monday set up meeting. The digital readout must also register zeroes.
- Make sure the **back door of the Insight** is locked using the **Big key**.
- While the tape is printing, check the arrangement of the polling place to be sure the voting booths and Insight are in plain view.
- Open **Doors #1 and #2** of the Insight ballot box with the **Little Key** and remove the Official Ballots and the Black and Green Canvas Bags.
- The Insight's Ballot Box (**Doors #1, 2 and 3**) should be carefully examined by the Board. Make certain each compartment is empty.
- Close and lock **Doors #1 and #2** with the **Little key**. **These Doors will not be opened again for any reason until after the close of the polling place.**
- Ensure that Door #3 and the slot in the door is closed and locked. Door #3 must remain closed unless there is an emergency, such as:
 - ***A Misread Ballot (NOT spoiled)***
 - ***There is a power failure***
 - ***Insight not working***As soon as the emergency is resolved, Door #3 should be again closed and the door locked. Any ballots that are put in Door #3 during the emergency should remain there until the closing of the polls.

MON., NOVEMBER 18, 2002 2:29:13 PM	
=====	
VOTE TOTALS REPORT	
=====	
PRECINCT 0100	
SEQUOIA VOTING SYSTEMS DEMONSTRATION ELECTION OPTECH INSIGHT	
BALLOTS COUNTED	
- TOTAL	-----000
STRAIGHT PARTY	
VIR - VIRGINIA PARTY	-----000
OHI - OHIO PARTY	-----000
CAL - CALIFORNIA PARTY	-----000
YRK - NEW YORK PARTY	-----000
U. S. PRESIDENT AND VICE PRESIDENT	
ZACHARY TAYLOR and MILLARD FILLMORE	-----000
BENJAMIN HARRISON and ADLAI E. STEVENSON	-----000
CHESTER A. ARTHUR and THOMAS A. HENDRICKS	-----000
THEODORE ROOSEVELT and CHARLES W. FAIRBANKS	-----000
WRITE-IN	-----000
U. S. SENATOR	
VIR - EVERETT DIRKSEN	-----000
OHI - CHARLES CURTIS	-----000
CAL - JOHN HANCOCK	-----000
YRK - NELSON W. ALDRICH	-----000

2. Open the Edge Touch Screen Equipment, including the Card Activator

- Using the EDGE Training and Operations Manual, follow the procedures for opening the polls for the Edge touch screen equipment, both the Edge and the Card Activator.

3. Extra Ballot Boxes & Supplies Set-up

- Open the RED provisional ballot box and remove all of the items inside.
- Make sure the extra ballot boxes are empty. Close and seal the BLUE Early ballot box and the RED Provisional ballot box with a seal on each side of the box (use 2 seals). **(THESE WILL REMAIN SEALED UNTIL THEY REACH ELECTION CENTRAL TONIGHT.)**
- Place the following items on **Table 1**:
Signature Roster/ Black ballpoint pens
Poll List / two Green Precinct Registers / Black pens
Ballots / Goldenrod Voting Procedure Demonstration Sheet / Secrecy Folders

SAMPLE OF HOW TABLE #1 SHOULD BE SET UP

*Signature Roster A-Z	*Blue Poll List with Precinct Label Attached	*Ballots Register
* List of Required Proof of Identification	*Green Precinct Register	*Secrecy Folders
Position Duty cards		*Gold Voting Procedure Demonstration Guides

- Table 2** should be set-up for **PROVISIONAL BALLOTS**. Use the following items:
Provisional Ballot Forms
Precinct Map
Polling Place List
Provisional Ballot Envelopes
Pink Precinct Register
Pink Provisional Ballot Signature Roster List
Goldenrod Voter Procedure Demonstration Sheet
One package of each type of Ballots
Proof of Identification Form (Pink ½ Sheet)
List of Locations to Present Proof Of ID after Election Day

SAMPLE OF HOW TABLE #2 SHOULD BE SET UP

*Precinct Map	*Ballots	*Polling Place List
*Magnifying Sheet	*Pink Precinct Register	*Proof of ID Form
*Provisional Ballot Forms	*Pink Provisional Ballot Signature Roster List	*List of Locations to Present Proof of ID after Election Day
*Provisional Ballot Envelopes	*Black Ballpoint Pens	

- Place one **UNCAPPED** special black ballot marking pen in each voting booth.

4. Post all Required Signage

- The Marshal places the three **75 FOOT LIMIT** signs in **3** different directions **75 feet** from the **MAIN ENTRANCE** to the polling place.
Petition circulators, campaign workers, candidates, the news media, and any other person who is not voting must remain outside the 75 foot limit while the polls are open.
- Place all other signs (arrows, etc.) to ensure easy identification of and access to the polling place. The first sign that voters would see from the street is the most important. Use the **BIG YELLOW SANDWICH BOARD SIGN** at this location and work in towards the polling place to ensure the directions are clear. Pay special attention if there is more than one entrance into the facility where the polling place is located.
- Place the big **ORANGE SANDWICH BOARD SIGN** that notifies voters about the availability of voter assistance and identification requirements at the entrance of the facility. As the day goes on, if a line develops at your polling place, this sign should be moved further out towards the end of the line.
- Ensure that there is enough handicapped parking. If Board workers parked in these spaces, arrange for them to be re-parked in a space near by to free up the space. If need be, place signage in regular parking spaces, designating them handicapped parking for the day. Place all handicapped parking signs near curb cuts so that voters with disabilities have easy access to the curb cuts.
- Clearly mark the path from the handicapped parking to the accessible entrance to the polling place (if a separate entrance) and on into the room in which the Poll is located.

The Marshal announces the opening of the polls at 6:00 A.M. SHARP!

VOTING PROCEDURES

This section will lay out step by step instructions for the Board Workers, detailing exactly what needs to be done from the time the voter walks in the door to the time he/she inserts their ballot into the Insight.

So, WHO can vote?

The Help America Vote Act is very clear in its mandate that **every individual has the right to vote and that no one should be turned away.** However, there are limitations on whether that vote will be counted. In Arizona, only registered voters in the correct precinct that have not voted early and have proven their identity and current address will have their vote counted. **Additionally, during this Presidential Preference Election, only registered Republicans and Democrats will be eligible to vote.** Therefore, it is very important that while everyone is offered the opportunity to vote, you as Board workers ensure that voters are in the correct precinct and that if all criteria are not met, the voter votes a Provisional Ballot.

Voters whose names and address appear in the SIGNATURE ROSTER, either as Active, Inactive, or Add-on voters, who still live at the address listed and who have produced the required proof of identification vote by the standard voting procedures. For the purposes of showing identification, if the voters residential OR mailing address listed in the signature roster matches the required proof of identification, the voter uses **the standard voting procedure.**

Voters who surrender a County Recorder's Certificate authorizing the addition of their name to the Signature Roster and who have produced the required proof of identification votes by the **standard voting procedure.** The voter's name is added to the Signature Roster as if they were part of the Add-On List and the register number will be the next consecutive "A" number.

If the name and/or address on the Identification does not match the name and address, residential or mailing, in the Signature Roster, the voter **MUST** vote a Provisional Ballot, **BUT DOES NOT HAVE TO RETURN TO SHOW FURTHER IDENTIFICATION.**

Voters who are in the Signature Roster but have moved within the precinct to another address **must vote a Provisional Ballot.**

Voters who have recently moved into the precinct, and were previously registered in Maricopa County **must vote a Provisional Ballot.**

Voters who are in the Signature Roster but are marked as having requested an Early Ballot **must vote a Provisional Ballot.**

Voters who are in the Signature Roster but have moved within the precinct to another address and also need to change their name **must vote a Provisional Ballot.**

Voters whose names appear in the SIGNATURE ROSTER, but DO NOT have the required proof of identification **must vote a Provisional Ballot and return to show identification within 3 days.**



If the voter does not have one photo ID from List #1 or two other non-photo IDs from List #2, they **MUST** vote a Provisional Ballot and return within 3 days to show identification.



If the voter has only one item from List #2, they **MUST** vote a Provisional Ballot and return.

NOTE: Provisional Ballots and Identification

If an individual is voting a Provisional Ballot, the voter must still produce the required proof of identification. If the voter does not have the required proof of identification, they may still vote a Provisional Ballot, but will be required to return with that proof of identification within 3 days in order for their vote to be counted.

REQUIRED PROOF OF IDENTIFICATION

****Every voter is required to show proof of identity at the polling place before receiving a ballot. [A.R.S. § 16-579 (A)]****

LIST #1 Photo identification with name and address – ONE (1) REQUIRED

The following are acceptable forms of identification if it has the voter's photograph, name, and address that matches the voter's address (residential or mailing) shown on the Signature Roster:

- Valid Arizona driver license
- Valid Arizona non-operating identification license
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state, or local government issued identification

An identification is "valid" unless it can be determined on its face that it has expired.

OR

LIST #2 Non-photo identification (name & address only) – TWO (2) REQUIRED

The following are acceptable forms of identification without a photograph that bear the voter's name and address, as long as the name and address on EACH ITEM matches the voter's address (residential or mailing) on the Signature Roster:

- Utility bill dated within ninety days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television.
- Bank or credit union statement dated within ninety days of the date of the election
- Valid Arizona Vehicle Registration
- Vehicle insurance card
- Indian census card
- Property tax statement of the voter's residence
- Tribal enrollment card or other form of tribal identification
- Recorder's Certificate or Voter Registration Card
- Valid United States federal, state, or local government issued identification
- Any "Official Election Material" mailing bearing the voter's name and address

CHALLENGED VOTER PROCEDURES

IF SOMEONE WANTS TO CHALLENGE ANOTHER VOTER'S ELIGIBILITY TO VOTE, CALL THE HOT LINE FOR ASSISTANCE

The grounds for challenging voters as well as the oath are found inside the front cover of the Signature Roster. No other affidavit is necessary. Don't make any entries unless a challenge is made.

A challenged voter may still vote a Provisional Ballot.

NOTE: *A voter who has moved from one precinct to another but has not notified the County Recorder may vote a PROVISIONAL BALLOT in the precinct where his/her new address is located. Therefore, this is not a basis for a challenge.*

THE HELP AMERICA VOTE ACT IS CLEAR: EVERY VOTER GETS A CHANCE TO VOTE
DO NOT PROHIBIT ANYONE FROM VOTING!



**MATCHES MAILING
OR RESIDENTIAL
ADDRESS**

NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
ID 1 - TOLLESON				5631
SMOOTH, SEACRINE EVELYN		F		
84 W 1ST AVE ST 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, STEPHAN MARIE		F		5631
101 W 1ST AVE ST 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, JOE ALBERT		M		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, LINDA E		F		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, LEONARD MONTANO		M		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, JOHN ROBERT		M		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, JOHN MARIAL		M		5631
8700 W COMPTON CIRCLE DR 85303				

= STANDARD BALLOT

**ONE (1)
FROM LIST # 1**

OR



**MATCHES MAILING
OR RESIDENTIAL
ADDRESS**

NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
ID 1 - TOLLESON				5631
SMOOTH, SEACRINE EVELYN		F		
84 W 1ST AVE ST 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, STEPHAN MARIE		F		5631
101 W 1ST AVE ST 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, JOE ALBERT		M		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, LINDA E		F		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, LEONARD MONTANO		M		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, JOHN ROBERT		M		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, JOHN MARIAL		M		5631
8700 W COMPTON CIRCLE DR 85303				

= STANDARD BALLOT

**TWO (2)
FROM LIST #2**



**ADDRESS DOES
NOT MATCH**

NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
ID 1 - TOLLESON				5631
SMOOTH, SEACRINE EVELYN		F		
84 W 1ST AVE ST 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, STEPHAN MARIE		F		5631
101 W 1ST AVE ST 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, JOE ALBERT		M		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, LINDA E		F		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, LEONARD MONTANO		M		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, JOHN ROBERT		M		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, JOHN MARIAL		M		5631
8700 W COMPTON CIRCLE DR 85303				

**= PROVISIONAL BALLOT
& VOTER DOES NOT COME BACK
CIRCLE "YES" ON FORM**

**ONE (1)
FROM LIST #1**

OR



**ADDRESS DOES
NOT MATCH**

NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
ID 1 - TOLLESON				5631
SMOOTH, SEACRINE EVELYN		F		
84 W 1ST AVE ST 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, STEPHAN MARIE		F		5631
101 W 1ST AVE ST 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, JOE ALBERT		M		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, LINDA E		F		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, LEONARD MONTANO		M		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, JOHN ROBERT		M		5631
8700 W COMPTON CIRCLE DR 85303				
NAME	AGE	SEX	BEFORE VOTING ELECTOR MUST SIGN HERE	PRECINCT CODE
SMITH, JOHN MARIAL		M		5631
8700 W COMPTON CIRCLE DR 85303				

**= PROVISIONAL BALLOT
& VOTER DOES NOT COME BACK
CIRCLE "YES" ON FORM**

**TWO (2)
FROM LIST #2**

OR



The Voter has **NOTHING** from List #1 or only (1) one item or **NOTHING** from List #2

**= "CONDITIONAL" PROVISIONAL BALLOT
& VOTER MUST RETURN WITHIN 3 DAYS
TO SHOW IDENTIFICATION.
CIRCLE "NO" ON FORM.**

STANDARD VOTING PROCEDURE

Voters who show the required proof of identification that: matches the name and address (mailing or residential) which is on the Signature Roster; or who also submit a County Recorder's Certificate to the board will vote by the standard voting procedure. This procedure is as follows:

- 1) The voter begins at the Board Worker assigned to the Signature Roster and announces his/her full name and address. The voter presents the required proof of identification to verify their identity. See Page 17, for the lists of acceptable forms of identification. The address on the identification can match either the residential address or mailing address listed in the Signature Roster.
- 2) The BOARD WORKER locates the voter's name in the Signature Roster, either in the list of **Active** voters (white sheets), **Inactive** Voters (tan sheets) or **Add-ons** (yellow sheets) and verifies that the address is correct. If the voter does not appear in any of the three places in the Signature Roster, does not have the required proof of identification, lives at a different address, needs to update their name, or if the EV box is marked, the voter will need to report to the Provisional Ballot table.
- 3) If the voter has the required proof of identification, his/her name and address is correct in the Signature Roster, and the EV box is not marked, the Board Worker asks the voter to sign the signature block next to their name.
- 4) The Board Worker working the Signature Roster locates the voter's register number located in the roster in the column to the right of the EV column and tells the Poll List Clerk and Board Worker issuing ballots the voter's register number. **If the voter indicates that they want to use the Edge Touch screen voting equipment to vote, at this point the voter needs to be referred to the Board worker who will follow the procedures indicated in the "EDGE Training and Operations Manual."**
- 5) The Poll List Clerk locates the voter's name in the green Precinct Register and enters the voter's name and Register Number on the next available line of the Poll List. The Register Number for an "Inactive" voter is preceded with the letter "P". Add-ons are preceded with the letter "A".
- 6) The Board Worker issuing the ballots:
 - a. looks up the voter by Register Number in the Precinct Register and determines the correct ballot to be issued by looking at the far right hand column for the correct party code.
 - b. selects the proper ballot and gives it to the voter. Also offer the voter a secrecy folder.
 - c. Using a goldenrod Demonstration Ballot, show the voter how to properly mark the ballot using a single line to connect the head and the tail of the arrow. Explain that a special black ballot marking pen must be used and that a single line is sufficient to connect the arrow.
 - d. Explain how to do a write-in, if applicable. Remember that the voter must write in the candidate's name **AND** connect the head and tail of the arrow next to the name written in.
 - e. Be sure to remind the voter to vote **BOTH** sides of the ballot, if applicable.
 - f. Explain that damaged or mis-marked ballots must be spoiled and a replacement ballot will be issued.
 - g. Explain how the ballot is inserted into the Insight by the **Voter**.



- 7) The voter enters a voting booth and marks the ballot with the black ballot marking pen. The pen is left in the booth. Periodically, check the booths and make sure that each booth has a black ballot-marking pen.
- 8) After voting, the voter puts the official ballot in the secrecy folder, if used, and goes to the Insight. The voter removes the official ballot from the secrecy folder, if used, and inserts the ballot into the Insight. The ballot can be inserted in the Insight in any direction except sideways - upside down, backwards, frontwards, it doesn't matter.
- 9) The voter gives the secrecy folder, if used, to the Board Worker.

Do not insert the ballot in the Insight for the voter unless the voter asks for your assistance. The Board Worker should stand to the side or back of the Insight and make no attempt to look at ballots as they are inserted. *REMEMBER: THE BALLOT IS SECRET.*



UNDER-VOTED BALLOT

A voter does not have to vote for each and every candidate or issue on the ballot. This is called **under-voting**. The Insight does **not** reject a ballot because of an under-vote.

OVERVOTED BALLOT

If a voter has voted for more candidates than are to be elected to an office, the Insight will reject the ballot, return it to the voter, and print out an error message on the tape. **Do not just remove the ballot and look at it. Please read the message on the tape.** The message **“OVERVOTED BALLOT”** and the office or issue that was overvoted will print on the tape in red ink. The Board Worker managing the Insight should read the message to the voter (while leaving the ballot in the Insight), allowing the voter to do one of the following:

1. **The ballot can be spoiled.** If the voter wants to spoil the ballot, the voter should firmly grasp both sides of the ballot and pull the ballot from the Insight. The ballot will be spoiled and a replacement ballot issued to the voter, using the procedure on page 26. During this time, let other voters continue to vote. **KEEP THE LINE AT THE INSIGHT MOVING!**
2. **The Overvote can be overridden.** If the voter does not wish to spoil their ballot and vote a replacement, and at the request of the voter, the BOARD WORKER can press the “3” key exposed on the back panel of the Insight (be sure to leave the ballot in the Insight when pressing the #3 key). The Insight will accept the ballot and everything on the ballot will be counted *except* the office or issue that was overvoted. **Never press the 3 key to override and accept a voter's ballot without the voter's permission.**

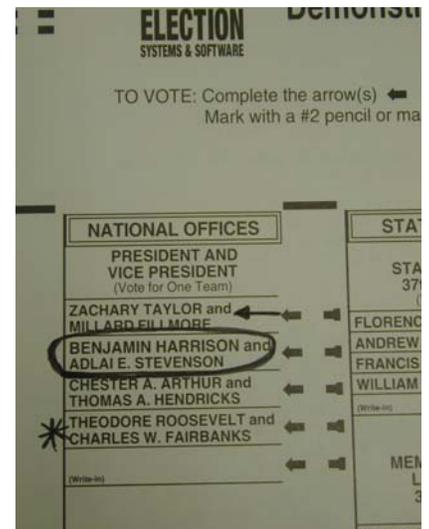
UNVOTED BLANK BALLOT

If a voter has inserted an “unvoted” blank ballot in the Insight, the Insight will reject the ballot, return it to the voter, and print out an error message on the tape. **Do not just remove the ballot and look at it. Please read the message on the tape.** The boardworker reads the message to the voter (while leaving the ballot in the Insight) allowing the voter to do one of the following:

1. **If the ballot was simply mis-marked the voter can vote that ballot.**

The ballot can be removed from the Insight by the voter by grasping the ballot on both sides and pulling. The Board worker should again demonstrate the correct way to mark the ballot and the voter should return to a booth and mark the ballot correctly with the special ballot marking pen. During this time, let other voters continue to insert their ballots into the Insight.

2. **The blank ballot can be overridden.** At the request of the voter, if the voter intentionally voted a blank ballot, the BOARD WORKER can press the 3 key while the ballot is still in the Insight and the Insight will accept the ballot, but nothing will be counted. **Never press the 3 key to override and accept a voter’s ballot without the voter’s permission.**



MISREAD BALLOTS

If a ballot is misread, meaning that for some reason the Insight is not able to process the ballot, the Insight will return the ballot to the voter. A message will print on the tape. A misread ballot can be one of the following:

- A damaged ballot.
- Misprinted ballot.
- Voter marked ballot in the heading.
- Incorrect ballot such as a ballot from another precinct.
- Voter inserts ballot into wrong Insight in a co-located polling place.

In the case of a misread ballot, the ballot should be spoiled and a replacement ballot issued. If the voter will *not* vote a replacement ballot, using the Little Key, unlock Door #3 have the voter place the misread ballot in **Door #3**. The Insight will not accept a misread ballot, so attempting to use the 3 key will not work. **Ballots that are placed in Door #3 must remain there until the polls are closed. Be sure to instruct the voter that the misread ballot that is placed in Door #3 will be tabulated at election central later that night.**

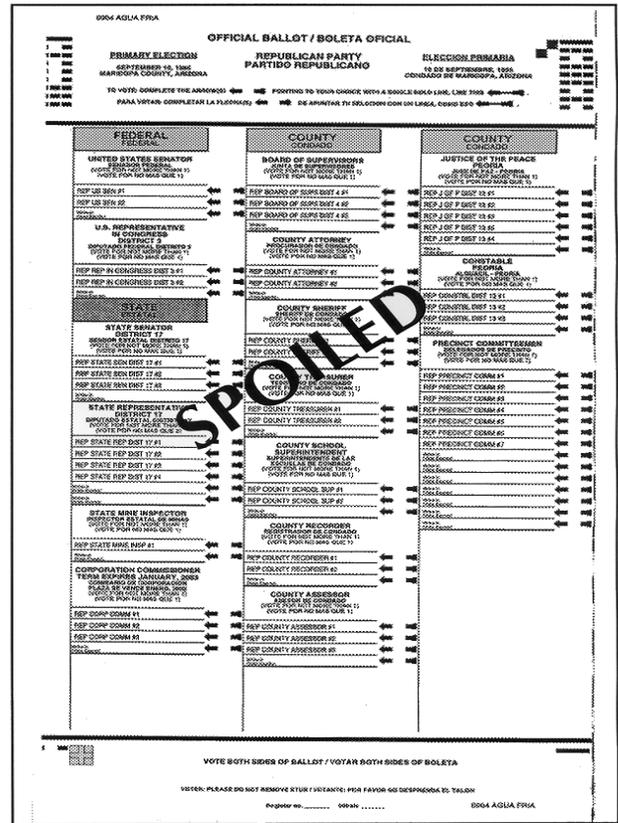
REGARDING VOTING BOOTHS

- ⊗ Periodically check the voting booths to make sure that there is no electioneering material or trash left behind by the voters.
- ⊗ Remove all pens and pencils that were not included in your supplies.



SPOILED BALLOTS

- 1) If a voter makes a mistake on the ballot, it may be exchanged for another. However, no more than 3 ballots may be issued to one voter.
- 2) The word “**SPOILED**” is written across both sides of the spoiled ballot by **the voter**. If the voter wishes, the Board Worker may write the word “SPOILED” across both sides of the ballot.
- 3) Place the spoiled ballot in the Clear Plastic Official Envelope immediately. **The voter may have only one ballot in their possession at a time.** You may want to put a secrecy folder in the Official Envelope to protect the secrecy of any ballots. **Do not put spoiled ballots into door #3.** Door #3 is reserved for live ballots to be counted and if a spoiled ballot is placed there, a voter could end up voting twice!
- 4) Ensure that one of your precinct/district labels has been affixed to the Clear Official Envelope.
- 5) The Board Worker shall look up the voter’s name in the Precinct Register, select the proper ballot and issue it to the voter.



EARLY BALLOT PROCEDURE

HINT: Everything concerning Early Ballots is Blue:

- Blue Ballot box lid; Blue beaded box seals; Blue Early Ballot Envelope

Voted Early Ballots can be dropped off at any polling place on Election Day. Voters with Early Ballots may step to the front of the line to deposit the ballot sealed in its early ballot envelope into the Blue Early Ballot Box.

If the voter has their early ballot, but does not have their Early Ballot envelope, give the voter a blue Early Ballot envelope. Please be sure that the voter not only signs the envelope, but also fills out all of the required information listed on the back of the envelope. If the identity of the voter can not be confirmed by Elections Department staff, the vote cannot be counted.

If a voter has their Early Ballot, but they have changed their mind on a vote or otherwise have spoiled their ballot, they need to write “SPOILED” across the ballot that they brought with them (which is then placed in the Clear Official Envelope) and must vote a Provisional Ballot and provide the required proof of identification. **As always, Provisional Ballots will only be counted if the voter is in their correct precinct!**

CURBSIDE VOTING PROCEDURE

The Americans with Disabilities Act of 1990 establishes guidelines for the accessibility of facilities to the disabled community. Where accessibility is not achievable, the Secretary of State has established an alternate voting procedure. **For precincts determined to be inaccessible**, a sign notifying any disabled voters of the alternative method for voting is included in the precinct supplies. Post the sign near the disabled parking signs in the parking lot.

1. The disabled voter should relay a message through a companion, or other nearby person, to the election board that he/she wishes to vote.
2. The Marshal goes out to the disabled voter with a **Disabled Voter Signature Affidavit** found in the precinct supplies and assists the voter as needed in filling out the form. (Ask the voter how they would like you to assist them!) The Marshal also needs to ask for the required Proof of Identification as listed on Page 22 and ensure that the name and address on the Affidavit matches the identification presented.
3. If the voter has the required identification, the Marshal returns to the polling place and gives the Disabled Voter Affidavit to the Board Worker at the Signature Roster, who verifies the voter's registration on the Signature Roster. If the address matches, enter "DISABLED VOTER" in the signature block next to the voter's name. The clerk enters the voter's name into the Poll List. However, if the address on the Disabled Voter Affidavit is different from the address in the Signature Roster, the voter must vote a Provisional Ballot. See #4 below.
4. If the voter does not have the necessary identification, the voter is required to vote a Provisional Ballot. The Marshal returns to the polling place and proceeds to the Provisional Ballot table and gives the Disabled Voter Affidavit to the Board Worker at the Provisional Ballot table, who will fill out a Provisional Ballot form using the proper procedure and enter "DISABLED VOTER" in the signature block next to the voter's name in the PINK Provisional Signature Roster. The Board Worker then gives the Affidavit to the Board Worker with the Signature Roster who puts the Affidavit in the front pocket with the payroll voucher.
5. Using the voter's register number, the Board Worker determines the correct ballot. If the voter is required to vote a Provisional Ballot and their name is not found in a Precinct Register, it may be necessary for the Marshal to return to the voter with the precinct map to determine exactly where the voter lives and which is the appropriate ballot.
6. The Inspector directs 2 Board Workers, of opposite political party affiliation, to proceed to the voter's vehicle with an official ballot, special black ballot marking pen and secrecy folder. The voter signs the affidavit, votes the ballot and places it in the secrecy folder. If the voter is voting a Provisional Ballot, the ballot is placed into the Provisional Ballot envelope.
7. The 2 Board Workers return to the voting area and, if voting using the standard method, present the ballot to the Board Worker at the Insight. The Board Worker removes the ballot from the secrecy folder and puts the ballot in the Insight. If the voter voted a Provisional Ballot, the envelope containing the Provisional Ballot is placed in the RED extra ballot box.

PROCEDURE FOR VOTERS WITH DISABILITIES WISHING TO VOTE USING THE EDGE TOUCH SCREEN EQUIPMENT



If a voter indicates that they have a disability and would like to use the Edge touch screen voting unit to vote independently, please refer to the separate Edge Training and Operations Manual to assist the voter. Please do not challenge the voter or ask the specifics of their disability, if they state that they require the use of the Edge. Also, even though the equipment is designed to enable voters to vote independently, this does not prohibit the voter seeking assistance if needed. If you have any questions about how to use the Edge, call the Hotline at 602-506-2010.

PROVISIONAL BALLOT PROCEDURE

There are the **seven** reasons why someone may be required to vote a Provisional Ballot:

- ✓ The voter does not have the required proof of identification.
- ✓ The voter's name does not appear in the Signature Roster.
- ✓ The Voter has moved **WITHIN THE PRECINCT**.
- ✓ The Voter has moved **INTO THE PRECINCT** from within the county.
- ✓ The Voter has been issued an Early Ballot.
- ✓ The Voter has changed their name.
- ✓ The Voter is challenged at the polling place.

HINT: Everything concerning Provisional Ballots is Red or Pink:

- ☆ Red Ballot box lid
- ☆ Pink Provisional Ballot Form
- ☆ Pink Provisional Signature Roster

Once it has been determined that the voter needs to vote a Provisional Ballot, they must go to the Provisional Ballot Table and the following procedure must be followed:

- 1) Verify the voter's address on the precinct map. Determine whether or not the voter lives in the precinct. **In order for the ballot to be counted, the voter must live the your precinct at which they vote.** If the voter does not live within the precinct, carefully determine in what precinct they live and look up the address for that polling place using the list provided. If there is a problem identifying the proper precinct where the voter should vote, direct them to the voter assistance line 602-506-1511.
- 2) Ask the voter to show you the required proof of identification, as listed on page 17. You must circle YES or NO at the top of the pink Provisional Ballot form. **If the voter has picture identification but the address does not match the residential nor mailing address in the Signature Roster, the voter votes a provisional ballot, BUT THE BOARDWORKER CIRCLES "YES" BECAUSE THE VOTER IS NOT REQUIRED TO RETURN.** Circle "NO" **ONLY IF:** the voter has no identification at all OR if the voter has only one piece of identification from List # 2. Only in these two cases does the board worker circle "NO" at the top of the provisional ballot form. **If the answer is NO, the voter may still vote a Provisional Ballot, but instruct the voter that they must provide identification within 3 days after the election to in order for their vote to count and give them the list of locations where they may go to have their identification verified.**
- 3) Detach the pink Provisional Ballot Receipt, provide it to the voter, and then complete the Provisional Ballot Form--**BE SURE TO INCLUDE THE PRECINCT NUMBER ON LINE #1.** One **BOARD WORKER** must sign the form **ALONG** with **THE VOTER** in order for the ballot to be counted.

Write
Precinct
Number

PROVISIONAL BALLOT / BOLETA PROVISIONAL		AFF# 8-10000001	
1 Tribal ID Provided ID Tribal Proporcionado	2 ID PROVIDED: Either one form of identification from List #1 or two forms from List #2 ID PROPORCIONADA: Una forma de identificación de la Lista #1 o dos formas de la Lista # 2?	3 YES / SI	4 NO (circle one)
5 CURRENT INFORMATION INFORMACIÓN ACTUAL:	6 BOX A / CAJA A	7 DRIVER LICENSE#, NONOPERATING IDENTIFICATION#, OR LAST 4 DIGITS OF SOCIAL SECURITY# # DE LICENCIA DE MANEJAR, # DE IDENTIFICACION NO DE MANEJAR, O LAS ÚLTIMAS 4 CIFRAS DEL NÚMERO DE SEGURO SOCIAL	8 BALLOT STRIPE COLOR / COLOR DE LA LINEA EN LA BOLETA
FIRST NAME / PRIMER NOMBRE	MIDDLE NAME / SEGUNDO NOMBRE	LAST NAME / APELLIDO	JR / SIR / III
CURRENT RESIDENCE ADDRESS - 29 DAYS PRIOR TO CITY, TOWN OR SCHOOL ELECTION / RESIDENCIA ACTUAL - 29 DÍAS ANTES DE LA ELECCIÓN DE CIUDAD, PUEBLO O ESCOLAR			
CITY / CIUDAD		ZIP / ZONA	DATE OF BIRTH / FECHA DE NACIMIENTO
MAILING ADDRESS - IF DIFFERENT FROM YOUR RESIDENCE ADDRESS / DIRECCIÓN DE CORREO - SI ES DIFERENTE A LA DE SU RESIDENCIA		CITY / CIUDAD	ZIP / ZONA
9 FORMER INFORMATION INFORMACIÓN ANTERIOR:			
10 BOX B / CAJA B			
FORMER FIRST NAME / PRIMER NOMBRE ANTERIOR		FORMER MIDDLE NAME / SEGUNDO NOMBRE ANTERIOR	
FORMER LAST NAME / APELLIDO ANTERIOR		FORMER RESIDENCE ADDRESS / RESIDENCIA ANTERIOR	
FORMER CITY / CIUDAD ANTERIOR		STATE / ESTADO	ZIP / ZONA
11 BOX C / CAJA C			
ALL SIGNATURES MUST BE EXECUTED IN ORDER FOR THIS PROVISIONAL BALLOT TO BE COUNTED. TODAS LAS FIRMAS TENDRÁN QUE SER EJECUTADAS PARA QUE ESTA BALOTA PROVISIONAL SEA CONTADA.			
I SWEAR OR AFIRM UNDER PENALTY OF PERJURY, THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I HAVE PRESENTED A FORM OF IDENTIFICATION THAT INCLUDED MY GIVEN NAME, SURNAME AND MY COMPLETE NEW RESIDENCE ADDRESS WHICH IS LOCATED WITHIN THE ABOVE PRECINCT. JURO O AFIRMO BAJO PENA DE PERJURIO, QUE LA INFORMACION DE ARRIBA ES VERDADERA Y CORRECTA. HE PRESENTADO UNA FORMA DE IDENTIFICACION QUE INCLUYE MI NOMBRE DE NACIMIENTO, NOMBRE ACTUAL, Y MI NUEVA DIRECCION DE RESIDENCIA COMPLETA LA CUAL ESTA DENTRO DEL PRECINCTO ARRIBA MENCIONADO.			
ELECTION OFFICIAL'S SIGNATURE / FIRMA DEL OFICIAL DE LA ELECCION		VOTER'S SIGNATURE / FIRMA DEL VOTANTE	
DATE / FECHA		DATE / FECHA	
FOR OFFICE USE ONLY			
REASON CODE	ENTER ID#	ADDITIONAL INFO	VERIFIED BY

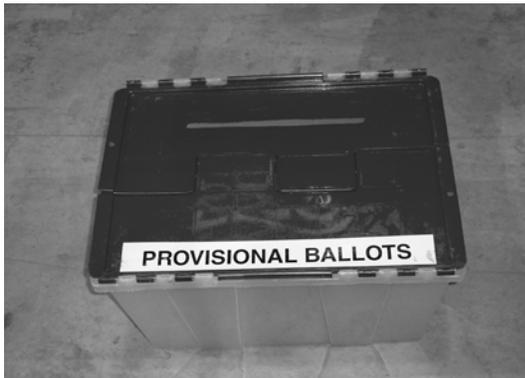
Circle Yes or No
Write AZ Driver's License
or Last 4 digits of SSN

Board Worker signs

Voter signs

- 4) Look up the name and address of the voter in the PINK Precinct Register, looking in the "active," "inactive," as well as the "add-on" pages.

- 5) Write the voter's name in the PINK Provisional Signature Roster. If you circled "NO" on the pink cover page of the Provisional Ballot form, check the box next to the printed name.
- 6) Have the voter sign their name in the signature block next to their name in the Pink Provisional Signature Roster.
- 7) Attach the form to the outside of the Provisional Ballot manila envelope. **Give the envelope to the voter.**
- 8) To determine the correct ballot, refer to the Pink Precinct Register, looking at the right hand column for the correct party code. Give the correct ballot to the voter. If the voter's name is not in the Register, refer to the precinct map, determine where the voter lives and the correct ballot that should be given to the voter.

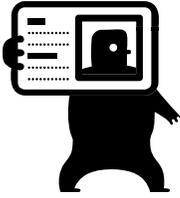


- 9) ***Fold the ballot in half*** and give it to the voter. Secrecy folders should be made available to those voters that prefer to use them.
- 10) The voter proceeds to a **Voting Booth** and marks their ballot with the Ballot Marking Pen.
- 11) The voter places the voted ballot in the **PROVISIONAL BALLOT ENVELOPE**, closes and seals the envelope, and then drops it into the **Extra Ballot Box with a Red Lid.**

DO NOT ALLOW PROVISIONAL BALLOTS TO GO INTO THE INSIGHT!

Individuals with Protected Addresses

Certain individuals, including Peace Officers, Judges, Prosecutors, Public Defenders and individuals with an order of protection or injunction against Harassment, may petition the court stating they are afraid for their safety. If the court agrees, they will order certain public documents that include the person's name and address including their voter registration. Therefore, these voters will not show up in any Signature Roster and if they go to the polls, will be required to vote a Provisional Ballot. **THESE VOTERS ARE STILL REQUIRED TO SHOW IDENTIFICATION. However, when filling out the Provisional form, instead of writing the individual's address, write the words "ADDRESS PROTECTED".** Elections staff have a particular procedure for confirming the identity and address for these individuals.



IF THE VOTER RETURNS TO THE POLLING PLACE WITH REQUIRED I.D.

If the voter returns to the polling place with required ID after voting a Provisional Ballot:

- 1) Does the voter have required ID from **List #1 or List #2** as shown on **Page 17** of this manual?
- 2) If the answer is yes, please fill out a pink “Proof of Identification” form, sign it and have the voter sign it and deposit it in the Red Provisional Ballot Box. **DO NOT OPEN THE RED PROVISIONAL BALLOT BOX FOR ANY REASON.**
- 3) **THE VOTER MUST SHOW UP IN PERSON WITH THEIR IDENTIFICATION.**



PROOF OF IDENTIFICATION

USE THIS FORM IF A VOTER RETURNS TO THE POLLING PLACE WITH ONE PHOTO ID FROM LIST #1 OR TWO NON-PHOTO IDS FROM LIST #2

PRECINCT/CPC NUMBER: _____

FIRST NAME/PRIME NOMBRE

MIDDLE NAME/SEGUNDA NOMBRE

LAST NAME/APELLIDO NOMBRE

CURRENT RESIDENCE ADDRESS/RESIDENCIA ACTUAL

CITY/CIUDAD

ZIP/ZONA

TELEPHONE/TELEFONO

VOTER'S SIGNATURE/FIRMA DEL VOTANTE

BOARD WORKER SIGNATURE/FIRMA OFICIAL DE ELECCIONES

PLEASE DEPOSIT THIS IN THE RED PROVISIONAL BALLOT BOX.

POR FAVOR DEPOSITE ESTO EN LA URNA ROJA PARA BOLETAS PROVISIONALES.

CLOSING OF THE POLLS

The Marshal announces the closing of the polls at 1 hour, 30 minutes, 15 minutes, and 1 minute before, and at the moment of closing, which is 7:00 P.M. **All eligible voters in the line at 7:00 P.M. are allowed to vote.** Please check to ensure you are using is the correct time, so we do not close the poll early.

After the last person has voted, use these task lists and check off ✓ each item as you complete it. Every teammember has a task. Please work together to get the job done quickly and accurately.

Inspector and One Judge:

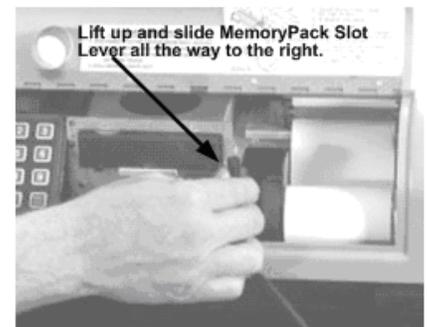
The Inspector and a Judge should close the Insight and Edge and place all of the voted ballots in the proper place:

- ___ 1) **Open Door #3 with the little key** and remove any and all ballots. **At this point, remove ballots from this bin only.**
 - a. Insert each ballot from Door #3 into the Insight. **Scan only the ballots from Door #3.**
 - b. If any ballot cannot be read, the Insight will return it. Do **not** remove the ballot. **READ THE MESSAGE ON THE TAPE.** If the ballot has an ***Overvote or if it is blank***, press the **3 Key** and the ballot will be accepted.
 - c. **If a ballot misreads**, remove it from the Insight and put it in the Large White Envelope marked **“MISREAD BALLOTS”**. **(Please ensure the envelope has a precinct label attached.)**
 - d. Count the number of Misread ballots and write that number on the front of the envelope in the space provided. Seal the White Envelope with a red and white official seal and the Inspector and 2 Judges sign across the seal onto the envelope. Place the labeled and sealed White Misread Ballot Envelope in the **Green Canvas Bag**.
- ___ 2) **Using the Big key**, unlock the back panel of the Insight which displays the entire keypad.
- ___ 3) Press the **“PRINT TOTALS”** key on the keypad. A message will print out on the tape, **“Press 0 if it is okay, Press 9 if it is not.”** **Press 0 only if you have completed Step 1.** Totals Tape #1 will print.
- ___ 4) After Totals Tape #1 has printed, tear off the entire tape. (Monday zero tape, election morning zero tape and the entire history of Election Day should be attached.) Fold & place it in the Pink Bubble Pack bag found in your supplies.
- ___ 5) Press the Print Totals Key and Tape #2 will print. When it is finished, tear off the tape and place it in the Black Canvas bag.
- ___ 6)  **Unplug the Insight.** ***Warning: If you remove the Memory pack without unplugging the Insight, the memory pack may be damaged, making the information unreadable.***
- ___ 7) Break the seal on the Memory Pack door and place it in the seal bag. Open the Memory Pack door.

Public Observation of Closing of the Polls

After the last person has voted, anyone can observe the closing of the polls. Pictures can be taken as long there aren't any close-ups of the Edge totals screens or tape or the Insight tapes. However, the public cannot interfere with the closing process and it is prohibited by law to release any election result at the polling place.

ELECTION RESULTS CANNOT BE RELEASED AT THE POLLING PLACE!



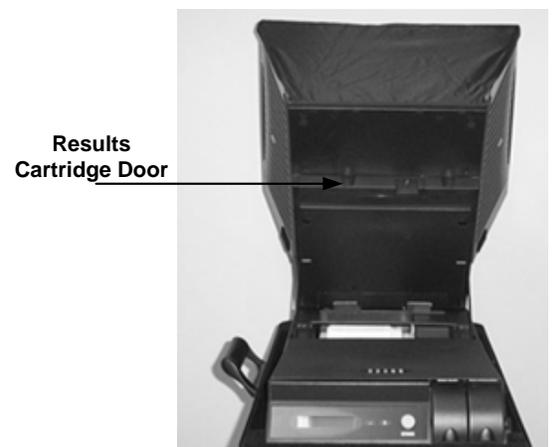
CLOSING THE POLLS CONTINUED.....

- ___ 8) **Lift** and move the lever to the right to remove the Memory Pack.
- ___ 9) **Lift** and push the lever back to the left. Close the Memory Pack door.
- ___ 10) Place the Memory Pack in the pink bubble bag along with **Totals Tape #1**.
- ___ 11) **Close the Edge Machine:** (For detailed pictures, see Edge Manual)
 - ___ a. Break the seal on the **Polls Open/Closed** switch cover by twisting it.
 - ___ b. Place the broken seal in the Seal bag.
 - ___ c. Lift up the cover and turn the **Polls** switch to the **Closed** position.
 - ___ d. The **Official Results Report** will show on the LCD viewing screen. Press **Print Report**.



STOP: Be sure the printer has completely finished printing before proceeding.

- ___ e. When it is done printing, press **DONE** and record the **Qualified Votes, Provisional Votes, and Total Votes, as well as the Protective and Public counts** on the **Precinct Ballot Report**.
- ___ f. On the back of the Edge, lift up the **Power** switch cover and turn it to the **Off** position.
- ___ g. Twist and break the seal on the Results Cartridge door and place it in the SEALS bag.
- ___ h. Open the Results Cartridge door and remove the results cartridge by pulling it straight out.
- ___ i. Place the Results Cartridge in the pink bubble bag with the Totals Tape #1 and the Insight Memory Pack.



- ___ 12) Zip lock the pink bubble bag. **Do not write on or place any labels on the pink bubble bag. This is not a disposable bag.**

- ___ 13) The Judge or other person designated shall **IMMEDIATELY DELIVER** the pink bubble bag containing the **Insight Memory Pack, Edge Memory Cartridge and Totals Tape #1** to the designated Memory Pack Site (map is provided in the Inspector Packet). This Board Worker delivering the Memory Pack does not have to return to the polling place after completing the delivery.



- ___ 15) Using the **Little key**, unlock and remove all the **ballots** from **Door #2** and place them into the **Black Canvas Bag along with Totals Tape #2** without an envelope. Check the ballot box carefully to ensure that you do not leave any ballots inside. **DO NOT SORT THROUGH THE BALLOTS IN ANY WAY. NOTHING ELSE GOES IN THIS BAG.**
- ___ 16) **Zip and seal the zipper** on the **Black Canvas Bag**.
- ___ 17) Using the **little key**, unlock and remove the **ballots** from **DOOR #1:**
 - a) Check the ballot box carefully to ensure that you do not leave any ballots inside.
 - b) Count the number of ballots from **Door #1** and write the number in the space on the outside of the Large Yellow Envelope marked "ALL BALLOTS FROM DOOR #1 OF THE INSIGHT (WRITE IN BALLOTS)".
 - c) Place the ballots inside the Yellow Envelope. Seal with a red and white official seal and the Inspector and 2 Judges sign across the seal onto the envelope. If one of the Judges left to deliver the Memory Pack, have the Marshal sign. Please be sure one of the **precinct labels** is attached to the envelope and place the labeled Envelope in the **Green Canvas Bag**.

CLOSING THE POLLS CONTINUED.....

- ___ 18) **Referring to the EDGE Training and Operations manual**, remove the Printer from the Edge unit and place it into the Edge printer bag. Zip and seal the zipper on the printer bag.
- ___ 19) Also as instructed by the Edge Manual, unplug the Card Activator and place it into the Card Activator bag along with its electrical cord. Zip and seal the zippers on the Card Activator bag and place near the Insight. Election Department staff will pick up.
- ___ 20) Still referring to the EDGE training and Operations manual, finish closing up the Edge Voting unit and place it near the Insight. Place the audio equipment in its carrying case and place inside the blue Insight ballot box. Election Department staff will pick up.

Judge and one Clerk:

A Judge and Clerk, or the Board workers assigned to these tasks, should work to close the paper work:

- ___ 1) Make sure that everyone has **signed and written time ended on the Payroll Voucher**. Make sure that before the Board worker delivering the Memory Packs leaves for the receiving site that he/she has signed the payroll voucher.
- ___ 2) Work with the Inspector to get the necessary information to fill in the **Precinct Ballot Report**, which is attached to the Payroll Voucher. **The Inspector and two Judges need to sign the Precinct Ballot Report**. If a Judge left to deliver the pink bubble pack, have the Clerk sign.
- ___ 3) The **Provisional Ballot Signature Roster** is done as follows:
 - a) Make sure you have written the precinct number at the top of the each set of Provisional Ballot Roster pages.
 - b) Tear out the WHITE COPIES and put them in the front pocket of the Signature Roster.
 - c) Tear out the YELLOW COPIES and put them inside the cover of the Blue Poll List.
 - d) Tear out the PINK COPIES and put them in the CLEAR OFFICIAL ENVELOPE.
 - e) Put the Provisional Ballot Roster (minus all of the above pages) in the **Green Canvas Bag**.
- ___ 4) **ONLY THESE ITEMS GO INTO THE CLEAR OFFICIAL ENVELOPE:**
 - a) Spoiled Ballots
 - b) Pink copies of the Poll List
 - c) Challenge List (if used)
 - d) Pink copies of the Provisional Ballot Signature Roster
- ___ 5) **Fold the flap over and seal the Clear Official Envelope** with the red and white paper seal, “Place across Flap of Envelope.” The Inspector and 2 Judges sign across the seal onto the envelope. If one of the Judges left to deliver the Memory Pack, have the Marshal sign. **(Please ensure a precinct label is attached to the envelope.)**
- ___ 6) Ask the Inspector to **sign the certification** in the back of the Signature Roster.
- ___ 7) Put the following in the front pocket of the **Signature Roster** (white 3-ring binder):
 - a) Signed Payroll Voucher.
 - b) Completed and Signed Inspector Checklist
 - c) Completed and Signed Precinct Ballot Report
 - d) white pages of the Provisional Ballot Signature Roster
 - e) any curb-side voter affidavits, if used
 - f) Board worker surveys, and
 - g) any other important information you wish the Elections Department to know about.
- ___ 8) Place the three (3) Edge Activator Cards in the pencil pouch located at the front of the Signature Roster, where the Signature guide is located.



INSIGHT INFORMATION

Green Ready light

Red Power light



PLEASE CONTACT THE HOTLINE ROOM IMMEDIATELY, IF YOU HAVE ANY PROBLEMS WITH THE INSIGHT.

POWER FAILURE or PROBLEM WITH THE INSIGHT:

If the power goes out in the polling place or there is a problem with the Insight in any way that prevents the standard method in voting, voting should continue without disruption by following these simple steps:

1. Voters will continue to sign in and receive their ballots
2. The inspector will open door #3 on the ballot box, it is the metallic door right under front of the Insight. Open the slot in the door, then close and lock the door (with the slot open).
3. Voters will mark their ballots as usual; however the voter will deposit their ballot in the slot of door #3
4. Voters will continue to deposit their ballots into the slot of door # 3 until the Insight has become operable.
5. Once the Insight is operating properly, the Inspector will close the slot of door #3 and lock door #3.

BALLOTS THAT HAVE BEEN DEPOSITED IN DOOR #3 WILL STAY THERE UNTIL THE CLOSING OF THE POLLING PLACE

CHANGING THE INSIGHT TAPE:

Once the color notification strip appears on the Insight tape you have approximately 15 feet of tape left. Call the Hotline and we will send your Trouble Shooter to assist in changing out the tape.

MESSAGES PRINTED ON THE INSIGHT TAPE

BALLOT STUCK IN THE BALLOT PATH

Have the voter pull the ballot out from the front entry slot of the Insight, gently, with two (2) hands and re-insert it. **If the ballot is not visible**, lift the side of the Insight and have the voter pull the ballot from one of the exit slots underneath the *Insight*. **Follow the instructions on the tape** to either re-feed the ballot or place the ballot in the appropriate slot under the Insight for the bin before the Insight is lowered onto the pegs.

BALLOT JAMMED WHEN RETURNING TO VOTER

If the Insight message reads, “BALLOT HAS NOT BEEN PROCESSED,” lift the *Insight* on its side if necessary, have the voter remove the ballot and re-insert it into the *Insight* after the *Insight* has been lowered onto the pegs.

BALLOT JAMMED WHEN RETURNING TO VOTER

If the *Insight* message reads, “BALLOT HAS BEEN PROCESSED,” lift the *Insight* on its side, have the voter remove the ballot from the Insight and **place it in the slot under the Insight for the bin as directed by the tape.** Lower the Insight onto the pegs.

BALLOT APPEARS TO BE STUCK IN THE CENTER/REAR OUTPUT SLOT

If the *Insight* message reads, ‘BALLOT HAS BEEN PROCESSED,’ lift the *Insight* on its side, have the voter remove the ballot and ***place it in the slot under the Insight for the bin as directed by the tape.*** Lower the *Insight* onto the pegs.

BALLOT APPEARS TO HAVE BEEN REMOVED! PLEASE RE-INSERT IT!

The voter inserted the ballot in the *Insight* but held onto it and pulled it back out. Instruct the voter to re-insert the ballot and let go of it.

ERROR READING BALLOT

If the Insight message reads, “ERROR READING BALLOT,” have the voter take the ballot out and re-insert it in a different way (for example, upside down). If it still cannot be read, follow the procedures for a Misread ballot on page 26.