

**STATE OF ARKANSAS  
TRAINING GUIDE AND CHECKLIST  
FOR  
POLL WORKERS**



**Prepared and Provided by the:  
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**(2020 Edition)**



# STATE BOARD OF ELECTION COMMISSIONERS

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Dear Election Official,

The State Board of Election Commissioners is pleased to provide you with this copy of the 2020 edition of the Poll Worker Training Guide and Checklist. This training guide describes poll worker duties and responsibilities during Election Day and contains sample forms and postings along with checklists to guide poll workers through the election process. The guide contains separate segments covering procedures for opening the polls, procedures during voting hours, and procedures for closing the polls. These segments are intended to allow counties to provide specific training for poll workers who may perform different functions on Election Day. For example, a county may choose to train certain poll workers only on the steps associated with processing voters in the "During Voting Hours" section while covering the guide in its entirety with other poll workers (i.e. election judges or poll supervisors, etc.). Although the job duties and training methods for poll workers vary from county to county, this segmented guide can serve as an effective tool to ensure that poll workers know their specific responsibilities on Election Day.

We recognize and appreciate the tremendous amount of time and effort taken by county election officials to ensure successful elections and hope that this training guide will assist you in your preparation for the election and throughout Election Day. The qualifications for poll workers are listed below for your reference. We also encourage you to read over and make available for reference the *Important Reminders* found on the following page prior to covering more specific duties and responsibilities. We also encourage you to review other training materials on the State Board's website at [www.arkansas.gov/sbec](http://www.arkansas.gov/sbec).

## Qualifications of Poll Workers

A poll worker must:

- Be a qualified elector of the state who is able to read and write the English language;
- Be a resident of the precinct served by the polling place at the time of appointment, unless otherwise determined by the county election commission;
- Attend local poll worker training conducted by a State Board certified trainer.

A poll worker must not:

- Have been found or pled guilty or nolo contendere to the violation of an election law of this state;
- Be a paid employee of a political party;
- Be a paid employee of a candidate for office on the county's ballot;
- Be a candidate for an office to be filled at an election while serving as a poll worker; and
- Be married to or related within the second degree of consanguinity to a candidate running for office in the election, if an objection is made to the county board of election commissioners.
- Be married to or related within the second degree of consanguinity to a candidate running for office in the election, if an objection is made to the county board of election commissioners.
- Be the County Political Party Chairman or Party Secretary, or be married to a CBEC member or the County Political Party Chairman, if an objection is made to the county board of election commissioners.

Again, thank you for your willingness to serve as an election official. The State Board of Election Commissioners is committed to supporting you throughout the upcoming election cycle and we look forward to assisting you in any way possible. Please feel free to call upon us or your county election commission at any time.

With best regards,

Daniel Shults  
Director

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# **IMPORTANT REMINDERS**

## ***PRECINCT VOTER REGISTRATION (PVR) LIST***

THE PVR LIST IS A LIST, OFTEN REFERRED TO AS A POLL BOOK, USED BY POLL WORKERS TO PROCESS VOTERS. THIS LIST MAY BE IN PAPER OR ELECTRONIC FORM. VOTERS MUST SIGN THE LIST BEFORE BEING ALLOWED TO VOTE. THE LIST PROVIDES 1) THE NAME, ADDRESS, AND DATE OF BIRTH FOR THE REGISTERED VOTERS IN THE PRECINCT, 2) EACH VOTER'S PRECINCT NUMBER AND BALLOT STYLE, 3) A SPACE FOR EACH VOTER'S SIGNATURE, 4) A NOTATION FOR EACH VOTER WHO WAS DELIVERED AN ABSENTEE BALLOT, 5) A NOTATION FOR EACH VOTER WHO VOTED EARLY, AND 6) A NOTATION FOR ANY VOTER FLAGGED TO SHOW ADDITIONAL IDENTIFICATION.

## ***NO VOTER TURNED AWAY***

UNDER NO CIRCUMSTANCES SHOULD YOU REFUSE ANYONE THE RIGHT TO VOTE. IF YOU CANNOT DETERMINE A VOTER'S ELIGIBILITY AT YOUR POLLING PLACE, OFFER THEM A PROVISIONAL BALLOT.

## ***VOTER ID***

UNDER NO CIRCUMSTANCE SHOULD YOU DEMAND A DRIVER'S LICENSE.

## ***PRIMARY ELECTIONS***

WHEN PROCESSING VOTERS FOR THE PREFERENTIAL PRIMARY ELECTIONS, THE CORRECT QUESTION IS "WHICH PRIMARY WOULD YOU LIKE TO VOTE?" DO NOT ASK "WHICH PARTY DO YOU BELONG TO" OR "ARE YOU A REPUBLICAN OR A DEMOCRAT?"

IT IS A VIOLATION OF LAW TO TELL ANY VOTER WHICH PRIMARY THEY MUST VOTE IN. EVEN MAKING A SUGGESTION IS WRONG.

BE SURE TO INDICATE WHICH BALLOT THE VOTER RECEIVED BY MARKING "D", "R" or "NP" NEXT TO THE VOTER'S NAME ON THE PVR LIST.

IF THERE IS A RUNOFF, DO NOT PERMIT SOMEONE TO CROSSOVER VOTE. THAT MEANS IF THERE IS A DEMOCRATIC PARTY RUNOFF, SOMEONE WITH AN "R" NEXT TO HIS/HER NAME ON THE PVR LIST IS NOT ELIGIBLE TO VOTE IN THE DEMOCRATIC PARTY RUNOFF. THE SAME APPLIES IF THERE IS A REPUBLICAN PARTY RUNOFF. SOMEONE WITH A "D" NEXT TO HIS/HER NAME ON THE PVR LIST IS NOT ELIGIBLE TO VOTE IN THE REPUBLICAN PARTY RUNOFF.

VOTERS WITH AN "NP" NEXT TO THEIR NAME OR WHO DID NOT VOTE IN THE PRIMARY CAN VOTE IN EITHER PARTY'S RUNOFF ELECTION.

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# BEFORE OPENING THE POLLS

This section is intended for those poll workers responsible for managing the poll and includes topics that may not apply to every poll worker.

Specifically, this section contains information about:

- **Administering the oath;**
- **Accounting for paper ballots;**
- **Activating voting equipment;**
- **Arranging the poll; and**
- **Locating supplies, postings, and forms.**

Forms and postings associated with relevant procedures are contained within this section.

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# ELECTION DAY CONTACT INFORMATION

(The name of a candidate or elected official shall not appear on this page.)

*For questions regarding a voter's registration status contact your:*

**County Clerk's Office** \_\_\_\_\_  
(Phone number)

*For questions about election day procedures contact your:*

**County Election Commission** \_\_\_\_\_  
(Name) (Phone number)

\_\_\_\_\_

(Name) (Phone number)

\_\_\_\_\_

(Name) (Phone number)

**County Election Coordinator** \_\_\_\_\_  
(Name) (Phone number)

*For emergencies or to report persons disrupting the election process contact your:*

**Local Law Enforcement** \_\_\_\_\_  
(Agency name) (Phone number)

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# BEFORE BEGINNING ANY OFFICIAL DUTIES

## Administer and Sign the Oath of a Poll Worker

We, the undersigned, do swear that we will perform the duties of poll workers of this election according to law and to the best of our abilities, and that we will studiously endeavor to prevent fraud, deceit, and abuse in conducting the same, and we will not disclose how any voter shall have voted, unless required to do so as a witness in a judicial proceeding or a proceeding to contest an election.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Absent Poll Worker(s):** Immediately contact your county election commission, county election coordinator, or county clerk if a fellow poll worker does not report to work.

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## Account for Paper Ballots

Fill in the blanks below to account for the number of paper ballots provided to the poll workers for each precinct voting at the poll.

**FOR EXAMPLE:**

**Ballots for Precinct 001      quantity 300      serial number 0012300 through 0012599**

1) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

2) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

3) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

4) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

5) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

6) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

7) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

8) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

9) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

10) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

11) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

12) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

13) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

14) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

15) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

16) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

17) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

18) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

19) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

20) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

**Total number of paper ballots provided to the poll workers for the polling site: \_\_\_\_\_**

## **Arrange the Poll**

Every voter must be provided privacy to mark his or her ballot. Arrange the poll to ensure orderly flow of voters and voter privacy. Avoid voting in hallways and high traffic areas to which people other than voters and poll workers require access.

Do not allow anyone except poll workers and those voting within 6 feet of voting machines, voting booths, and electronic vote tabulating devices.

**See the State Board's Advisory Standards on page 12 for information on complying with ballot secrecy requirements.**

Place an "X" in each blank to indicate completion of each task.

\_\_\_\_\_ Place each voting machine in plain view of poll workers.

\_\_\_\_\_ Place any electronic vote tabulating device in plain view of poll workers.

\_\_\_\_\_ Place each voting booth in plain view of poll workers.

\_\_\_\_\_ Place equipment so that voters have privacy to mark and cast a ballot. (6-foot privacy zone)

\_\_\_\_\_ Place equipment where no one can see or determine how a voter voted.

\_\_\_\_\_ Place equipment to allow room for easy access by voters with disabilities using a wheelchair or walker.

\_\_\_\_\_ Ensure any modification necessary to make the poll assessable for disabled voters are in place.

## Account for Voting Equipment Before Opening the Polls

The type of voting equipment needed at the poll will vary depending upon the type of voting system used by the county for the election.

Place an "X" in the blank space adjacent to each item to indicate availability of all needed equipment. Contact your county election commission or county election coordinator if any needed equipment is missing. Equipment not applicable to the voting system being used for the election should be marked "N/A".

- \_\_\_\_\_ Voting machine(s)
- \_\_\_\_\_ Election media for voting machines
- \_\_\_\_\_ Electronic vote tabulating device(s) – also referred to as scanner or optical scanner
- \_\_\_\_\_ Election media for tabulating device(s)

## Activate the Voting Equipment Before Opening the Polls

If you are unable to activate any voting machine or electronic vote tabulating device or if any candidate or question counter on any voting machine or tabulator does not register zero (0), contact your county election commission or county election coordinator immediately for instructions on how to proceed. The zero (0) tapes are required postings (see page 14).

For counties using the **iVotronic** voting systems see instructions given by the local Election Commissioners.

## ExpressVote Ballot Markers

The following is a simple list of steps for the **Opening** of the ExpressVote Ballot Markers. For more detailed instructions on opening refer to your local Election Commissioners.

- \_\_\_\_\_ **Step 1:** Turn the power switch to **On**
- \_\_\_\_\_ **Step 2:** Verify that the mode switch is set to **Voter**.
- \_\_\_\_\_ **Step 3:** Lock the Security Access Door. **Place seal on door.**
- \_\_\_\_\_ **Step 4:** The screen loads automatically. This takes a few minutes.  
NOTE: A calibration screen will appear. Refer to your Election Commissions specific instructions as to the need to preform this step.
- \_\_\_\_\_ **Step 5:** Enter Election Code: \_\_\_\_\_ (**Election Commission will provide**)
- \_\_\_\_\_ **Step 6:** Tap **Accept**

\_\_\_\_\_ **Step 7:** The screen will say Verifying Election and then Loading Election

\_\_\_\_\_ **Step 8:** Confirm the correct election on the Ready for Voting screen.

\_\_\_\_\_ **Step 9:** Touch **Ok**.

\_\_\_\_\_ **Step 10:** The “**To begin Voting, insert your card**” screen appears.

## **DS200 Ballot Tabulators**

The following is a simple setup of the opening of the DS200 tabulators. For more detailed instructions on opening refer to your local Election Commissioners.

\_\_\_\_\_ **Step 1:** Unlock and raise the DS 200 screen

\_\_\_\_\_ **Step 2:** Enter the Election Code: \_\_\_\_\_ (**Your Election Commission will provide**)

\_\_\_\_\_ **Step 3:** Select Open Polls after the Configuration Report runs

\_\_\_\_\_ **Step 4:** Three Zero tapes will automatically run

\_\_\_\_\_ **Step 5:** Sign Zero tapes and post one copy to the wall of the Poll

## **For Counties using ExpressPoll Tablets**

The following is a simple setup of the opening of the PVR List Tablets. For more detailed instructions on opening refer to your local Election Commissioners.

\_\_\_\_\_ **Step 1:** Ensure WIFI is available or Turn on Hotspot.

\_\_\_\_\_ **Step 2:** Plug in and Activate the Printer (press and hold three seconds).

\_\_\_\_\_ **Step 3:** Set up the Tablet stand and connect plugs from the stand to the tablet and from the stand to the power source.

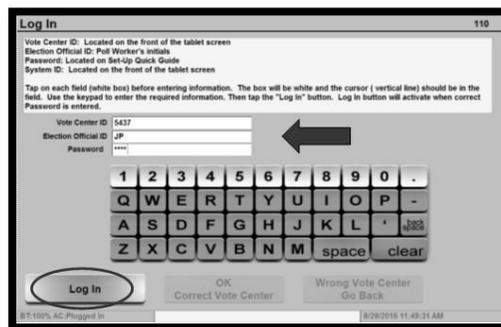
\_\_\_\_\_ **Step 4:** Plug Printer into the Tablet’s Stand

\_\_\_\_\_ **Step 5:** Activate the Tablet

\_\_\_\_\_ **Step 6:** Tap “Launch ExpressPoll”

\_\_\_\_\_ **Step 7:** Type in the Vote Center or Poll ID: \_\_\_\_\_

\_\_\_\_\_ **Step 8:** Type in your Election Official ID: \_\_\_\_\_



\_\_\_\_\_ **Step 9:** Type in Password: \_\_\_\_\_

\_\_\_\_\_ **Step 10:** Tap “LOG IN”

\_\_\_\_\_ **Step 11:** Confirm Correct Polling Location:  
Tap “OK”

\_\_\_\_\_ **Step 12:** Make sure Ballots Issued is Zero

\_\_\_\_\_ **Step 13:** Tap “Open Polls”

\_\_\_\_\_ **Step 14:** Tap “System Tools” (located at top of screen)

\_\_\_\_\_ **Step 15:** Verify SSID box says indicates you are connected to the WIFI.

\_\_\_\_\_ **Step 16:** Tap “updates and List” (middle of screen)

\_\_\_\_\_ **Step 17:** Make sure the Get Updates from Host is checked.

\_\_\_\_\_ **Step 18:** Tap “Install Update”

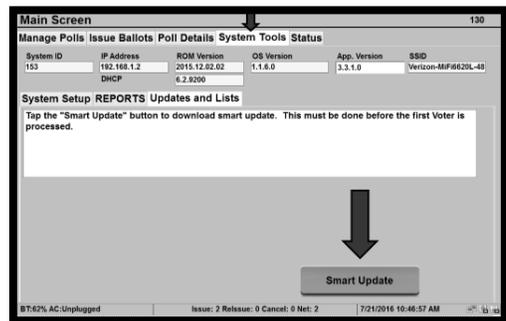
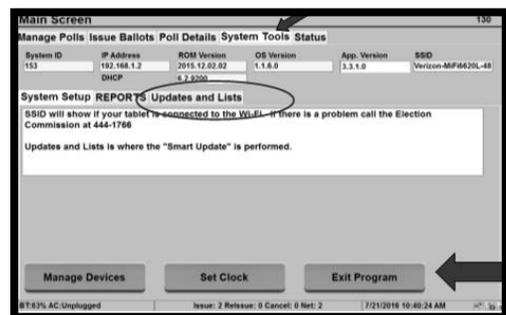
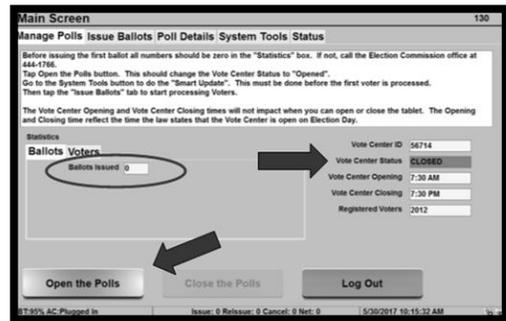
\_\_\_\_\_ **Step 19:** Tap OK on the Smart Update Success Message.

\_\_\_\_\_ **Step 20:** The Tablet will re-start and re-open

\_\_\_\_\_ **Step 21:** Tap “Launch Express Poll” (again)

\_\_\_\_\_ **Step 22:** Tap “Issue Ballots”

\_\_\_\_\_ **Step 23:** Tap “Find Voters”



**IF THE POLL BOOK FAILS YOU MUST BEGIN VOTING AT 7:30 AS SCHEDULED!**

If the poll book fails to connect to the internet, but has voter registration data available, use the poll book in the offline mode. Remember that any voter who does not appear in the poll book should be allowed to vote a provisional ballot using the procedures on page 39.

If the poll book fails entirely, voters should be checked in to the poll over the phone by contacting the county clerk’s office.

## Advisory Standards 2015-001 and 2015-002

The following advisory standards have been approved by the Arkansas State Board of Election Commissioners in an effort to ensure compliance with state laws regarding the secrecy of a voter's ballot.

**Findings:** Amendment 50 §2 of the Arkansas State Constitution provides that all elections by the people shall be by ballot or voting machines which ensure the secrecy of individual votes. The election code implements this constitutional protection by requiring that:

- A. Voting booths be provided where paper ballots are used [A.C.A. §7-5-310(a)(2)];
- B. Voting machines be placed so that no person can see or determine how the voter votes [A.C.A. §7-5-521(b)]; and
- C. A 6 foot privacy zone around voting booths be observed [A.C.A. § 7-5-310(a)(2)(C)].

These rules apply equally during early voting and on election day, according to A.C.A. § 7-5-418(e) and (f) and the people of Arkansas have a reasonable expectation that these election laws are followed and strictly construed.

**Advisory Standard 2015-001:** All voting locations in this state must allow any voter to personally and secretly cast his ballot. If voting by paper ballot, voting booths must be provided. Although a voter may waive his/her right to privately cast a ballot, a sufficient number of voting booths should be made available to accommodate every voter who presents himself to vote. When selecting voting locations, county clerks and county election commissioners must select locations that adequately comply with these requirements.

**Advisory Standard 2015-002:** If voting by machine, the machines must be arranged to ensure that a voter's ballot remains secret at all times. Therefore, the following standards shall be met:

- A. Voting machines must be spaced at least 6 feet apart from the next machine.
- B. Voting machine screens must not face or be visible by other voters within the voting location.
- C. The arrangement of the voting location must not allow voters to see the ballot portion of a voting machine at any time. This includes lines, other wait areas for voters, and entrances and exits to the voting location itself.
- D. If a violation of one of these requirements is brought to the attention of an election official, the State Board of Election Commissioners expects the election officials to take all reasonable steps to ensure compliance with secret ballot and privacy requirements.

## **Inspect Supplies**

The type of supplies needed at the poll will vary depending upon the type of voting system used for the election.

Place an "X" in the blank space adjacent to each supply item to indicate availability of all needed items. Contact your county election commission or county election coordinator if any needed supply items are missing. Any unnecessary supply items should be marked "N/A".

- \_\_\_\_\_ Voting booths
- \_\_\_\_\_ Ballots
- \_\_\_\_\_ Ballot boxes
- \_\_\_\_\_ Stub boxes (for all paper ballot stubs, including provisional ballot stubs)
- \_\_\_\_\_ Numbered ballot box seals
- \_\_\_\_\_ Election kits
- \_\_\_\_\_ Magnifiers
- \_\_\_\_\_ Pencils
- \_\_\_\_\_ Pens
- \_\_\_\_\_ Permanent ink pens (for marking paper ballots to be counted by hand)
- \_\_\_\_\_ Manufacturer marking devices (for marking paper ballots to be scanned)
- \_\_\_\_\_ Pads
- \_\_\_\_\_ RTAL paper (for voting machine)
- \_\_\_\_\_ Thermal printer paper
- \_\_\_\_\_ Scissors
- \_\_\_\_\_ 100-foot spool of string (for marking electioneering area)
- \_\_\_\_\_ Tape (for required postings)
- \_\_\_\_\_ Abandoned Ballot envelopes
- \_\_\_\_\_ Provisional Ballot envelopes
- \_\_\_\_\_ Provisional Voter envelopes
- \_\_\_\_\_ Spoiled Ballot envelopes
- \_\_\_\_\_ Envelopes for equipment keys
- \_\_\_\_\_ Envelopes to seal voted paper ballots
- \_\_\_\_\_ Envelopes to seal unused paper ballots
- \_\_\_\_\_ Certificate envelopes
- \_\_\_\_\_ Packages for voting machine activation devices
- \_\_\_\_\_ Container with numbered seal for enveloped voted/unvoted paper ballots
- \_\_\_\_\_ Election material transport supplies (boxes, envelopes, containers)
- \_\_\_\_\_ Telephone or cell phone

## **Post Required Information**

The following information must be posted in a conspicuous place at the poll before opening the poll and must remain posted continuously until the poll closes.

Place an "X" in the blank space adjacent to each item to indicate that the required information has been posted. Contact your county election commission or county election coordinator if you are missing any required postings.

- \_\_\_\_\_ The Public Notice of Election
- \_\_\_\_\_ Sample Ballots - at least two ballots marked SAMPLE for each ballot style to be used at the poll (*You may be provided Binders or Tablets to satisfy this requirement.*)
- \_\_\_\_\_ Instructions for voting on a voting machine
- \_\_\_\_\_ Text of Measures - two copies of the full text of all measures on the ballot
- \_\_\_\_\_ Zero Tapes - Zero (0) printout tape from each voting machine and precinct tabulator at the poll that is signed by every poll worker at the poll
- \_\_\_\_\_ Instructions on how to vote - at least two copies, including instructions for fail-safe and provisional voting
- \_\_\_\_\_ Voting Rights Poster (provided by the Secretary of State's Office)
- \_\_\_\_\_ State and Federal Elections Law Poster (provided by the Secretary of State's Office)
- \_\_\_\_\_ Poll Watcher Rights and Responsibilities
- \_\_\_\_\_ List of Registered Voters by Precinct
- \_\_\_\_\_ VOTE HERE Signs - to be placed outside near each main driveway entrance to the polling site on each public street bordering the polling site and must be visible to approaching traffic
- \_\_\_\_\_ Americans with Disabilities Act (ADA) Signs - to be placed in designated parking spaces, accessible entrances, and hallways as needed or required by law

In addition to the required postings, the State Board of Election Commissioners suggests that the poll workers:

- \_\_\_\_\_ Post a Notice on Electioneering (see sample on page 53) on exterior entrances used by voters to enforce electioneering laws and maintain order. The notice describes actions considered as electioneering, prohibitions on electioneering, and the punishment for violations of electioneering laws.
- \_\_\_\_\_ Post the Voting Machine Warning on voting machines (see sample on page 17).
- \_\_\_\_\_ For Primary and Runoff elections, post the Crossover Voting Warning near the area where voters check-in to vote (see sample on page 31).
- \_\_\_\_\_ Mark the 100 foot Prohibited Electioneering Area using a 100 foot spool of string, stakes, or chalk.
- \_\_\_\_\_ Place a trash can near the primary exterior entrance of the poll for voters to discard campaign literature or other campaign articles before entering the poll.

## Locate Forms

Locate the following forms and familiarize yourself with each form's use. Place an "X" in the blank space adjacent to each form as you locate it. Contact your county election commission or county election coordinator immediately if any forms are missing.

- \_\_\_\_\_ **Precinct Voter Registration (PVR) List** - a list, often referred to as a poll book, used by poll workers to process voters. This list may be in paper or electronic form. Voters must sign the list before being allowed to vote. The list provides 1) the name, address, and date of birth for the registered voters in the precinct, 2) each voter's precinct number and ballot style, 3) a space for each voter's signature, 4) a notation for each voter who was delivered an absentee ballot, 5) a notation for each voter who voted early, and 6) a notation for any flagged voter that must show additional identification.
- \_\_\_\_\_ **List of Voters form** – for recording the name of every person who votes a regular ballot before he or she votes (see sample on page 33)
- \_\_\_\_\_ **List of Provisional Voters form** – for recording the names, addresses, and signatures of all persons voting a provisional ballot and the type of provisional ballot cast. (see sample on page 45)
- \_\_\_\_\_ **Notice to Provisional Voters** – a notice given to provisional voters that 1) explains the provisional voting process, 2) informs the voter that she/he will be notified by first class mail whether the ballot was counted, and 3) provides the date for a hearing for the voter if the county board of election commissioners rejects the provisional ballot, 4) provides the address, telephone number, and regular office hours of the county clerk; 5) gives an explanation of how a voter who cast a provisional ballot because the voter failed to verify their voter registration and who did not sign the Verification of Identity Affirmation can return to the clerk or the county board to verify their voter registration before Monday at noon following the election (see sample on page 43)
- \_\_\_\_\_ **List of Persons Assisting Voters form** – for recording the name and address of any person assisting a voter, along with the name of the voter assisted. (see sample on page 37)
- \_\_\_\_\_ **Change in Polling Site Authorization form** – for directing a voter to the proper poll and to expedite the process for the voter and poll workers when a voter is at the wrong poll according to the county clerk's office. (see sample on page 29)
- \_\_\_\_\_ **Voter Registration Application form** – for the voter to update county voter registration records when the voter's name, address, or birth date differs from the Precinct Voter Registration List
- \_\_\_\_\_ **Spoiled Ballot Affidavit** - to record the ballot style number of every spoiled ballot with the signature of the voter spoiling the ballot. (see sample on page 57)
- \_\_\_\_\_ **Voter Complaint form** – to be provided to a voter upon request for the purpose of filing a complaint about the function of a voting machine. (see sample on page 19)

\_\_\_\_\_ **Abandoned Ballot Log** - to document the handling of ballots of voters who have left the poll without completing the process of casting their ballot. The log documents the time, name of the voter (if known), the names of the poll workers completing the process of casting the ballot, and all other circumstances surrounding a ballot that was abandoned at a scanner or voting machine. (see sample on page 59)

\_\_\_\_\_ **Poll Workers' Certificate** – to certify after the polls close and voting has terminated that all voting machines were made inaccessible to further voting. (see sample on page 69)

\_\_\_\_\_ **Tally Sheets** – for use after the poll closes to tally the votes cast for each candidate/issue on the ballot when paper ballots are counted by hand at the poll.

\_\_\_\_\_ **Certificates of Election Results** – for use after the polls close to certify the paper ballot count when counted by hand at the poll or when counting write-in votes and preparing a return of the votes when an electronic vote tabulating device is used at the poll

**Poll Watcher Authorization Form:** This form designates and authorizes a representative of a candidate, a representative of a group seeking the passage or defeat of a measure on the ballot, and a representative of a political party to be present at the poll. The form also outlines a poll watcher's rights and responsibilities. The law requires that each poll watcher present a file-marked Poll Watcher Authorization Form to a poll worker immediately upon entering the poll.

# Warning



**Do you think you have the wrong ballot?**

**If so,**

**DO NOT PRESS CAST**

**or**

**PLACE YOUR BALLOT IN THE  
TABULATOR!**

**Immediately notify a Poll Worker.**

**If you press cast or place your ballot in  
the tabulator, it's too late – you have  
voted.**

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# VOTER COMPLAINT FORM

Arkansas Code Annotated § 7-5-510 requires county election commissions to provide, to every polling place using a voting machine(s), forms for voters to use in filing a complaint about the function of a voting machine.

Poll workers must forward complaint forms to their county election commission for investigation. A copy of the complaint must also be forwarded to the Elections Division of the Arkansas Secretary of State.

Name of Complainant: \_\_\_\_\_

Address of Complainant: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Complainant: \_\_\_\_\_

Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

Voting Machine Identification #: \_\_\_\_\_

County: \_\_\_\_\_

Poll Name: \_\_\_\_\_ Precinct #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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# DURING VOTING HOURS

This section is intended for poll workers who process voters and contains various procedures related to that process.

The general steps for processing voters can be found on pages 21 – 28. All poll workers, including election judges and sheriffs, should familiarize themselves with these procedures.

Additionally, information regarding special voting procedures (indicated with a black page bleed) are included in this section. Duties associated with these special procedures may be assigned to specific poll workers at a given poll.

These procedures include:

- **Assisting voters;**
- **Provisional voters;**
- **Poll watchers and vote challenges;**
- **Electioneering and people allowed in the polls; and**
- **Spoiled and abandoned ballots.**

Forms associated with relevant procedures are contained within this section.

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## Process Voters

\_\_\_\_\_ **Step 1:** Ask the voter to state his or her name. Use the name to look up the voter registration information.

\_\_\_\_\_ **Step 2:** Ask the voter to state his or her address and date of birth. If using an Electronic Poll Book, it may be necessary to enter the voter's address or date of birth to locate the voter's records. When the voter is found select the voter's name.

Name	Address	DOB	Status	Issued	IDR	Host St
King Mathaniel Robert	1540 Richmond Drive APT 105	03/25/1985	Active	None		Done
King Nicholas Robert	900 North Leverett Avenue APT 366	09/13/1984	Active	None		Done
King Nicole Micheal	4215 Chrysler Drive APT 4 Fayetteville 72703	05/08/1985	Active	None		Done

3 voters found

Name Address ID

Last Name: KING

First Name: N Middle Init: Tap here

Zip Code: Tap here to e Birth Date: Tap here to enter c

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Search County

Clear

Return to Main

\_\_\_\_\_ **Step 3:** Verify the information given by the voter is the same as the information on the Precinct Voter Registration (PVR) List.

### **IF THE VOTER'S INFORMATION DOES NOT MATCH OR CANNOT BE FOUND:**

- **Consult Fail Safe Voting Procedures on p. 25** for your specific situation.
- **DO NOT REJECT** any voter asserting they are qualified to vote. All persons asserting that they are qualified to vote must be given a provisional ballot.

\_\_\_\_\_ **Step 4:** Check the PVR List for any ID notation ("Flagged Voters").

- If the voter is "Flagged" refer to the steps on **Page 26**.

\_\_\_\_\_ **Step 5:** Ask the voter to verify his or her voter registration with a photo ID.

- All voters must complete this process even if you know them.
- **NOTE:** *If the voter is a resident of a long-term or residential care facility, he or she may instead provide documentation signed by the administrator of the facility attesting that he or she is a resident of the facility. These voters must be given a regular ballot.*
- **See Page p. 27 for a list of acceptable Photo IDs**

\_\_\_\_\_ **Step 6:** Verify the Voter's Registration by checking that the name on the ID is consistent with the name on the PVR list and that the photo on the ID is depicts the voter standing in front of you.

- **Do Not Compare** the address and/or date of birth.
- For more detailed instructions on *How to Verify Voter Registration* see *page 35*.

*If the ID does not depict the person presenting it or the name does not compare to what is on the poll book, OR if the voter provides NO ID:*

- 1) Mark "NO ID" next to the voter's name on the PVR List**
- 2) Refer the voter to the Election Judge of the polling site**

\_\_\_\_\_ **Step 7:** If the voter provides a sufficient ID, select the “ID Provided/Issue Regular ballot” box on the PVR List.

\_\_\_\_\_ **Step 8:** Pass the ID to the Poll worker keeping the list of voters to record the voters’ name on the list. (FORM on Page 33).

- The poll worker keeping the list will record the voter’s name and return the ID to the Voter

\_\_\_\_\_ **Step 9:** (for Primary Elections only): Ask the voter to state in which party primary or other election he or she wishes to vote.

- **Additional Guidance on Primary Voters p. 27**

\_\_\_\_\_ **Step 9a:** (for Primary Elections using Paper Poll Books Only): Mark the PVR List to indicate what ballot was selected by the voter, such as:

- 1) a “D” for Democratic ballot style,
- 2) an “R” for Republican ballot style, or
- 3) an “NP” for Nonpartisan ballot style.

**Crucial Poll Worker Markings on the Primary PVR List:** These notations made by the poll workers on the precinct voter registration list at the primary election will be reflected on the precinct voter registration list for the primary runoff election and will determine which voters are eligible or ineligible to vote in a party’s runoff election.

\_\_\_\_\_ **Step 9b:** (for Primary Runoff Elections only): Refer to the “D”, “R”, and “NP” notations on the PVR List to determine if the voter is eligible to vote the ballot that he or she is requesting to vote in the runoff election.

- **Additional Guidance on Runoff Ballots p. 27**

\_\_\_\_\_ **Step 10:** Select “Capture Signature” on the PVR List and allow the voter to sign.

- **During Early Voting** – if you are not using the electric poll books or paper poll books, have the voter sign the early voting request form.

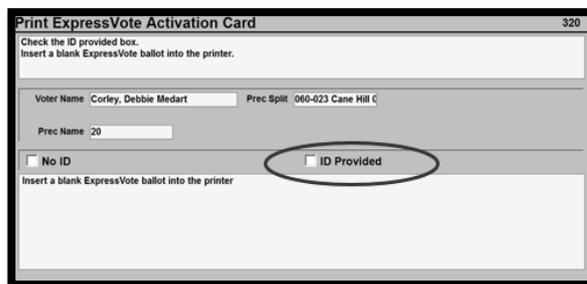
\_\_\_\_\_ **Step 11:** Once the signature is captured select the “Print Precinct Bar Code”.



\_\_\_\_\_ **Step 12:** Mark the ID provided Box.

\_\_\_\_\_ **Step 13:** Insert the blank Ballot into the printer.

\_\_\_\_\_ **Step 14:** Provide the ballot to the voter and instruct the voter on where to go next to cast his or her ballot.



## Processing Early Voters

Except as otherwise provided by law, early voting is conducted in the same manner as voting on election day and any conduct that is prohibited or restricted on election day is also prohibited and restricted on the days that early voting is conducted. Except for what is listed below, follow the same steps outlined above to process early voters.

- Keep daily records of the number of early ballots cast.

## USING PAPER BALLOTS

- Remove the stub.
- Place the stub in the stub box.
- Give the paper ballot to the voter to cast his or her vote.

## Fail Safe Voting Procedures

**Name Provided by Voter Differs with the PVR List:** If the name provided by the voter differs from the PVR List (such as a recently married voter), the poll worker must ask the voter to complete a Voter Registration Application form to update the county records, and then give the voter a **regular** ballot.

**Birth Date Provided by Voter Differs with the PVR List:** If the date of birth provided by the voter differs from the PVR List, the poll worker must request additional identification, ask the voter to complete a Voter Registration Application form to update county records, and then give the voter a **regular** ballot. If no additional ID is provided, give the voter a **provisional** ballot.

**Address Provided by Voter Differs with the PVR List:** If the address provided by the voter differs with the PVR List, the poll worker must contact the county clerk's office to verify the voter's precinct and correct poll.

**Address is Confirmed Within the Precinct:** If the county clerk's office confirms that the voter is registered and that the address is within a precinct assigned to the poll, the poll worker must ask the voter to complete a Voter Registration Application form to update county records and then give the voter a **regular** ballot.

**Address is Not Within the Precinct:** If the county clerk's office confirms that the voter is registered and the address is **not** within a precinct assigned to the poll, the poll worker should 1) complete a Change in Polling Site Authorization Form (see sample on page 29), 2) ask the voter to complete a Voter Registration Application form to update county records, 3) direct the voter to his or her correct poll, and 4) instruct the voter to present his or her Change in Polling Site Authorization Form at the voter's new poll to expedite the process. The voter will vote a **regular** ballot at the new and correct poll.

(continued on next page)

## Fail Safe Voting Procedures

**Voter Refuses to Go to the Correct Poll:** If the county clerk's office confirms that he or she is not at the correct poll and refuses to go to the correct poll, the voter must sign the Eligibility Affirmation and vote a **provisional** ballot. (Follow Provisional Voting Procedures.)

**Voter's Name is Not on the PVR List:** If the voter's name is not on the PVR List, the poll worker must contact the county clerk's office to verify the voter's registration status, precinct, and poll. The poll worker then follows the same procedures as outlined previously depending upon whether the address is or is not confirmed as within the precinct.

**Voter's Registration Cannot be Verified:** If the county clerk's office **cannot** verify the voter's registration, but the voter contends to be both registered in the precinct and eligible to vote, the voter must sign the Eligibility Affirmation on the provisional voter envelope and vote a **provisional** ballot. (Follow Provisional Voting Procedures.)

**"ABS" Notation on the PVR List:** If the voter has an "ABS" notation on the PVR List, an absentee ballot has been delivered to the voter. The voter must vote a **provisional** ballot. (Follow Provisional Voting Procedures.)

**"EA" Notation on the PVR List:** If the voter has an "EA" notation on the PVR List, the poll worker should alert the voter that the PVR indicates that he/she may have already voted early. If the voter states he/she has not already voted, they should be offered a **provisional** ballot. (Follow Provisional Voting Procedures.)

## Flagged Voters

**Flagged Voters on the PVR List:** Some voters will be "flagged" on the PVR List to show ID. In most cases, these are first-time voters who did not provide a copy of their ID when they mailed in their voter registration application.

If the voter has a **"MUST SHOW ID"** notation by his or her name on the PVR List, the voter must provide one of the following forms of ID.

Valid forms of ID include: a current and valid photo identification **or** a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.

**If the voter does NOT provide ID,** the poll worker writes "No ID" next to the voter's name on the PVR List and gives the voter a **provisional** ballot. (Follow Provisional Voting Procedures).

## Examples of Voter ID

**“Verification of Voter Registration”:** A voter may verify his or her registration by providing a document or photo ID card that is issued by the State of Arkansas, the federal government or an accredited postsecondary educational institution in Arkansas. The ID must show the name and photograph of the person to whom it was issued, and, if it has an expiration date, must not be expired more than 4 years before election day. Examples of acceptable photo ID include, but are not limited to:

- An Arkansas driver’s license or photo identification card;
- A concealed carry handgun license;
- A U.S. passport;
- A U.S. military ID document;
- A student or employee ID card issued by a postsecondary educational institution;
- A public assistance ID card with photo; or
- A voter ID card, with photo, issued by the county clerk.

**Documentation from the administrator of a long-term care or residential care facility** will be provided on a form provided by the Arkansas Secretary of State’s office.

## Additional Guidance on Primary Voters

**Poll Worker DO NOTs:** A poll worker should not 1) ask a voter if he or she is a Democrat or Republican or other party affiliation, 2) ask a voter what political party he or she “belongs to”, or 3) allow a voter to vote in more than one political party’s primary.

**Primary Ballot Choices:** A voter may choose 1) a Democratic ballot containing Democratic Party candidates, nonpartisan candidates, and any special election issues, 2) a Republican ballot containing Republican Party candidates, nonpartisan candidates, and any special election issues, or 3) a Nonpartisan ballot containing nonpartisan candidates and any special election issues. A voter requesting a nonpartisan ballot **cannot** also vote a separate political party’s ballot.

## Additional Guidance on Runoff Ballots

**Runoff Ballot Choices Determined by Notations:** 1) a “D” notation allows a voter to vote in the Democratic runoff election, 2) an “R” notation allows a voter to vote in the Republican runoff election, and 3) an “NP” notation allows a voter to vote in the Democratic or Republican runoff election.

**No Notation:** Ask the voter if he or she voted in a party’s primary and issue a ballot as outlined above.

**Voter Did Not Vote in the Primary:** The voter may vote in the Democratic or Republican runoff election.

**Crossover Voting:** It is illegal to vote in one political party’s primary election and then vote in a different political party’s runoff election. For Example: A voter who voted in the Democratic primary election on March 3<sup>rd</sup> **may not** then vote in the Republican Party’s runoff election on March 31<sup>st</sup>.

It is also illegal for a poll worker to knowingly provide a ballot to a voter to vote in a different party’s runoff election.

**Time Allotted to Cast the Ballot:** The law allows each voter ten minutes to cast his or her ballot. The State Board urges poll workers to be reasonable in dealing with voters when long ballots are involved.

**Departing after Voting:** A voter should personally deposit his or her ballot into the ballot box or scanner and **immediately** leave the poll.

When voting by machine, the voter **cannot** return to the voting machine except to complete the voting process and **must immediately** depart the poll.

## **CHANGE IN POLLING SITE AUTHORIZATION FORM**

If the address given by a voter to the poll worker is not the same as the address on the precinct voter registration list, Arkansas Code Annotated §§ 7-5-305 and 7-7-308 requires that the poll worker contact the county clerk's office to determine the voter's proper precinct.

If the county clerk's office confirms that the voter's address is not within the precinct, the poll worker should complete the information below and give the completed form to the voter, instruct the voter to complete a voter registration application form to update county voter registration record files, and instruct the voter to go to the polling site serving that precinct in order for his or her vote to be counted.

**THE VOTER SHOULD PRESENT THIS COMPLETED FORM TO THE POLL  
WORKERS AT THE VOTER'S NEW POLLING SITE.**

Date of Election: \_\_\_\_\_

Name of Voter: \_\_\_\_\_

Voter's Registrant ID Number: \_\_\_\_\_  
(This number will be provided by the County Clerk's office.)

New Polling Site Location: \_\_\_\_\_  
(New polling site location will be provided by the County Clerk's office.)

New Polling Precinct Number: \_\_\_\_\_  
(This number will be provided by the County Clerk's office.)

Ballot Style to be Voted: \_\_\_\_\_  
(This number will be provided by the County Clerk's office.)

Authorized By: \_\_\_\_\_  
(Name of the employee with county clerk's office confirming the voter's registration.)

Referred From: \_\_\_\_\_  
(Name of the poll and the precinct number from which referred.)

Referred by Poll Worker: \_\_\_\_\_  
(Signature of the poll worker referring the voter to a new polling site.)

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# **CROSSOVER VOTING IS A CRIME**

## **VOTERS:**

It is a misdemeanor, punishable by up to one year incarceration and a fine of up to \$2,500, for a person to vote in the preferential primary of one political party and the general primary (runoff) of another.

*[A.C.A. §7-1-103(a)(19)(B), (b)]*

## **POLL WORKERS:**

It is a felony, punishable by up to six years incarceration and a fine of up to \$10,000 for a poll worker to knowingly permit a person to vote other than his or her legal ballot or fraudulently permit a person to vote illegally.

*[A.C.A. §7-1-104(a)(13), (14), (b)]*

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## **How to Verify Voter Registration**

The photo identification shall be used to verify the name and appearance of the voter. The Precinct Voter Registration List shall be used to verify the address of the voter by comparing the voter's address on the list to the address stated by the voter.

The election official verifying the voter registration of a voter shall:

- (1) Verify that the name on the photo identification is consistent with the name on the Precinct Voter Registration List, allowing for abbreviations and nicknames;
- (2) If the name is consistent, compare the photograph to the voter to determine whether the voter is the person depicted in the photograph, given reasonable allowances for changes in hair color, glasses, facial hair, cosmetics, weight, age, injury and other physical characteristics;
- (3) If the election official is satisfied that the voter is the person depicted in the photograph and the name is consistent with the name on the Precinct Voter Registration List, then issue the voter a regular ballot;
- (4) If the name appearing on the voter's photo identification varies in part from the name on the Precinct Voter Registration List or the name as stated by the voter, an election official should issue a regular ballot only if the variation can be explained as an abbreviation of a given name, the inclusion of a nickname on the photo identification where the name still bears substantial similarity to the voter's name on the Precinct Voter Registration List, a lawful change in the voter's name due to marriage or divorce, or other similar circumstances which satisfy that the voter is the person depicted in the photograph so long as the name still bears substantial similarity to the voter's name on the Precinct Voter Registration List and all variations are explained;
- (5) If the variation is due to a change in the voter's name and the name reflected on the Precinct Voter Registration List is the voter's old name, the voter should only be issued a ballot after the voter completes a voter registration application form for the purpose of updating the voter's information;
- (6) If the election official determines that the photo identification presented does not depict the voter or the name of the voter on the Precinct Voter Registration List is insufficiently similar to the name appearing on the photo identification, the question of whether the voter is permitted to cast a regular ballot shall be referred to the election judge of that polling site who shall resolve any marginal cases of identity in favor of the voter; and
- (7) If the election judge agrees that the photo identification does not depict the voter or that the name that appears on the photo identification is insufficiently similar to the name on the Precinct Voter Registration List, the voter will have failed to verify his or her voter registration and the poll worker shall offer the voter a provisional ballot.

The election judge at any polling site is the election official who is in charge of that polling site regardless of the title used locally to reference this election official.

## **Procedures for Assisting Voters**

\_\_\_\_\_ **Step 1:** Keep a list of all voters assisted. (see the List of Persons Assisting Voters form on page 37)

\_\_\_\_\_ **Step 2:** Record the name of each voter that is assisted.

\_\_\_\_\_ **Step 3a:** Record the name and address of the person chosen by the voter to assist.  
**OR** (*If assisted by Poll Workers*)

\_\_\_\_\_ **Step 3b:** Record the names of the two poll workers who assisted the voter.

**Limits on Assisting:** No one other than poll workers, county clerks, and deputy clerks may assist more than six voters in marking and casting a ballot during each election.

### **Important Reminders on Voter Assistance:**

- 1) A voter must **personally** request assistance in casting his or her ballot.
- 2) A poll watcher **cannot** suggest to a voter that he or she does or does not need assistance.
- 3) A poll worker **cannot** suggest to a voter that he or she does or does not need assistance.
- 4) Ballots **cannot** be taken outside of the polling room during voting hours.

Examples and other information regarding voter assistance may include the following:

**Voter is Unable to Stand in Line:** If a voter notifies a poll worker that he or she is unable to stand in line for extended periods of time because of physical, sensory, or other disabilities, the poll worker should assist the voter to the head of the line. If possible, provide chairs for voters having trouble standing.

**Voter is Unable to Cast a Ballot without Help but Wants to Vote Unassisted:** A poll worker should direct the voter to a voting machine that is equipped to allow voters with disabilities to vote unassisted.

**Voter Needs Assistance to Cast a Ballot:** Two poll workers or a person of the voter's choice may assist the voter in casting his or her ballot. When poll workers assist the voter, one poll worker will assist and the other will observe without comment or interpretation. Any person selected and named by the voter may assist the voter in casting either a paper or machine ballot. The assistant should do so without comment or interpretation.

**Service Animals Allowed:** A service animal assisting a voter with a physical disability is allowed in the poll.

## LIST OF PERSONS ASSISTING VOTERS

Arkansas Code Annotated § 7-5-310(b)(5) requires poll workers at the polling sites to make and maintain a list of the names and addresses of all persons assisting voters. Two poll workers must assist a voter. Both poll worker names shall be listed in the first column.

**Date of Election:** \_\_\_\_\_ **Poll Name:** \_\_\_\_\_

**County:** \_\_\_\_\_ **Precinct #(s):** \_\_\_\_\_

No.	Name of Person (or poll workers) Assisting Voter	Address of Person Assisting Voter	Name of Voter Assisted
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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## Procedures for Casting a Provisional Ballot

When there is a question concerning a voter's eligibility or the voter fails to verify his or her voter registration, a provisional ballot is cast by special procedures as follows.

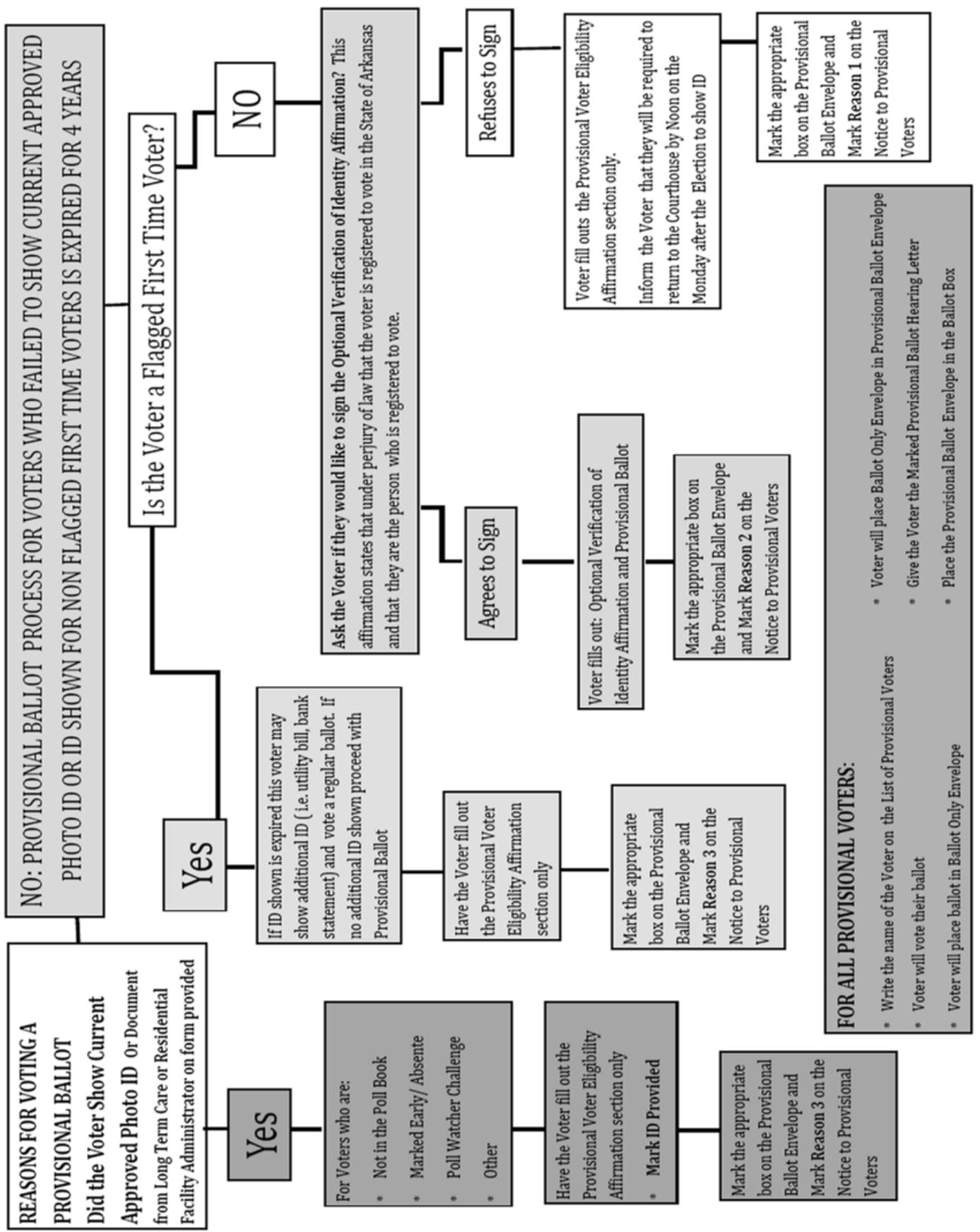
If the Poll Worker determines the photo ID provided by the voter does not compare to the voter presenting it, the voter shall be referred to the election judge of the polling site. The election judge shall compare the name of the voter to what is listed in the PVR and verify that the photo depicts the person. The election judge shall resolve any marginal cases of identity in favor of the voter.

- \_\_\_\_\_ **Step 1:** A poll worker must inform the voter that he or she may cast a provisional ballot.
- \_\_\_\_\_ **Step 2:** The provisional voter must sign and the poll worker must record the voter's name, address, and type of provisional ballot cast on the List of Provisional Voters form (see the form on page 45)
- \_\_\_\_\_ **Step 3:** The poll worker must enter the relevant information above the Eligibility Affirmation located on the Provisional Voter Envelope including the voter's name, address, and date of birth. (If the Name and Address stated by the voter differs with the information in the PVR list, enter the information from the PVR list under "Prior Name" or Prior Address.")
- \_\_\_\_\_ **Step 4:** The voter must review and sign the Eligibility Affirmation located on the Provisional Voter Envelope.
- \_\_\_\_\_ **Step 5:** If the voter is voting provisionally for a reason other than the failure to show an photo ID, and this process has not already been completed, the poll worker must require the voter to provide a photo ID and indicate whether an ID was provided on the provisional ballot envelope.
- \_\_\_\_\_ **Step 6:** The poll worker must then Verify the Voter's Registration by checking that the name on the ID is consistent with the name on the PVR list and that the photo on the ID depicts the voter.
- **Do Not Compare** the address and/or date of birth.
  - For more detailed instructions on *How to Verify Voter Registration*, see page 35.
  - If a voter fails to satisfy the photo ID requirement, this will create a second reason that the voter is required to cast a provisional ballot.
- \_\_\_\_\_ **Step 7:** The poll worker must sign on the "witnessed by" signature field next to the voter's signature in order to indicate that the poll worker witnessed the voter sign this affirmation.
- \_\_\_\_\_ **Step 8:** The poll worker must inform the voter that he or she may sign the optional Verification of Identity Affirmation located on the Provisional Voter Envelope (for a voter who fails to verify his or her voter registration with a photo ID).

- \_\_\_\_\_ **Step 9:** The poll worker must mark the reason (or reasons) the voter was required to vote a provisional ballot in the "Reasons for Provisional Voting" box.
- \_\_\_\_\_ **Step 10:** The poll worker must document the ballot style issued to the voter in the "Ballot Style" box and sign the ballot style statement.
- \_\_\_\_\_ **Step 11:** The poll worker must 1) initial the back of a paper ballot, 2) remove the ballot stub, and 3) place the stub into the stub box, or issue the ballot used on the ballot marking device.
- \_\_\_\_\_ **Step 12:** The voter may then mark the ballot, and must 1) place the provisional ballot in a ballot secrecy envelope that is marked Provisional Ballot and seal the envelope, 2) place the sealed Provisional Ballot envelope into his or her Provisional Voter Envelope, and 3) seal the Provisional Voter Envelope and give it to the poll worker.
- \_\_\_\_\_ **Step 13:** The poll worker must provide the provisional voter with a copy of a notice that 1) explains the provisional voting process, 2) informs the voter that they will be notified by first class mail whether their ballot was counted, 3) provides the date for a hearing for the voter if the county election commission rejects the provisional ballot, 3) contains the address, telephone number and regular office hours of the county clerk, and 4) includes an explanation of how a voter who cast a provisional ballot because the voter failed to verify their voter registration and who did not sign the Verification of Identity Affirmation can return to the clerk or the county board to verify their voter registration before Monday at noon following the election (see the Notice to Provisional Voters on page 43).
- \_\_\_\_\_ **Step 14:** The poll workers must keep all provisional ballots secured and separate from other ballots by placing the Provisional Voter Envelopes in a secure container.
- \_\_\_\_\_ **Step 15:** The poll workers must forward the secure container to the county election commission after the poll closes

**Counting Provisional Ballots:** It is crucial that the poll workers follow *all* provisional voting procedures so that the county election commission can later determine the validity of each provisional ballot and whether or not the ballot should be counted before certifying the election.

**Provisional Ballot Due To Court Orders Extending the Time for Closing the Poll:** If a federal, state, or any other court order extends the time for closing the poll, any voter who votes as a result of the extension must cast a *provisional* ballot. These provisional ballots *must* be kept separate from any other provisional ballots cast by voters during regular voting hours.



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# NOTICE TO PROVISIONAL VOTERS

## REASON 1: No Verification of Voter Registration Provided and Failed to Sign the Optional Verification of Identity Affirmation

If you cast a Provisional Ballot for **failure to present Verification of Voter Registration and you possess ID, but chose not to sign the OPTIONAL VERIFICATION OF IDENTITY AFFIRMATION**, you may present proof of identity to the **County Clerk** or the County Election Commission by noon of the first Monday following the election for the provisional ballot to be counted.

County Clerk's Address  
\_\_\_\_\_ County Courthouse  
Street Address:

Hours:  
Phone:  
City:

"Verification of Voter Registration" is a document or photo ID card that is issued by the State, the federal government or an accredited postsecondary educational institution in Arkansas. The ID must show the name and photograph of the person to whom it was issued, and, if it has an expiration date, must not be expired more than 4 years before Election Day. Examples of acceptable proof of identity include but are not limited to:

- An Arkansas driver's license;
- An Arkansas State ID (for example issued by the Revenue Office)
- A U.S. passport;
- A concealed carry handgun license issued by the State of Arkansas;
- An employee badge or ID document issued by the State of Arkansas or the federal government;
- A U.S. military ID document (Active or Retired);
- A student or employee ID card issued by a postsecondary educational institution located in Arkansas;
- A public assistance ID card issued by the State of Arkansas or federal government;
- A voter ID card issued by the county clerk.

## REASON 2: Signed Optional Verification of Identity Affirmation for No Verification of Voter Registration

If the only reason you are required to vote provisionally is that you did not verify your voter registration with a photo ID and you executed the optional **Verification of Identity Affirmation** your ballot will be counted when it is reviewed by the County Board of Election Commissioners. However, if the Board determines that your provisional ballot is invalid and should not be counted on other grounds, you will be notified and may attend an administrative hearing referenced below to bring evidence of the validity of your ballot. **The meeting date is listed below.**

## REASON 3: Provisional Ballots Unrelated to Verification of Registration

If you were required to vote provisionally for any reason unrelated to the verification of your voter registration, the County Election Commission will set an administrative hearing to determine if your ballot will be counted for this election. You will be notified by mail concerning your provisional ballot. If your ballot did not count you are invited to attend this hearing to bring evidence and defend the validity of your ballot. If your ballot is counted, then you will be notified as such.

Hearing Date for Provisional Ballots that are rejected will be held:

DATE & TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

For more information, contact: \_\_\_\_\_ County Election Commission

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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## **Poll Watchers and Vote Challenges**

Every poll watcher at the poll during voting hours must present a file-marked Poll Watcher Authorization Form to a poll worker immediately upon entering the poll. (see sample on page 49)

**Poll Watchers:** A poll watcher during voting hours at an election day poll may be 1) an authorized representative of a candidate, 2) an authorized representative of a group for or against a ballot measure, or 3) an authorized representative of a political party with a candidate on the ballot.

**Candidates in Person at Early Voting Polls:** A candidate may be present in person at an early voting poll only for the purpose of observing whether or not votes are fairly and accurately cast. A candidate present as an observer must show ID and **may not** challenge voters as a poll watcher during early voting and may speak only to a designated poll worker.

If a candidate is present at an early voting poll for the purpose of observing is a public official, he or she may not wear any uniform, badge, or other apparel or equipment that identifies the candidate as a public official.

**Number of Poll Watchers Allowed in the Poll:** Only one authorized poll watcher representative per candidate, group, or party is allowed at any given time at each location within a poll where voters check in to vote.

**Poll Watcher Rights:** A poll watcher at a polling site may 1) observe poll workers, 2) stand close enough to the place where voters check in to vote so as to hear a voter's name, 3) compile lists of voters, 4) challenge ballots upon notice to a poll worker **before** the voter signs the PVR List, and 5) call any perceived irregularity or election law violation to the attention of an election sheriff.

A poll watcher may **not** 1) be within six feet of any voting machines or booths, 2) speak to voters, 3) try to influence voters inside a poll or within the prohibited electioneering zone, or 4) disrupt elections.

**Poll Watcher Challenges:** A poll watcher may challenge a voter only on the grounds that the voter is not eligible to vote in the precinct or that the voter has previously voted at that election. The poll watcher must 1) notify a poll worker of the challenge **before** the voter signs the PVR List, and 2) complete the Challenged Ballot Form located on the Provisional Voter Envelope. (see Provisional Voting Procedures)

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**POLL WATCHER AUTHORIZATION FORM**

[A.C.A. § 7-5-312/Act 224 of 2007]

**Representative of a Candidate**

I, \_\_\_\_\_, state that I am a candidate for the office of \_\_\_\_\_ in the \_\_\_\_\_ election. I further state that I have designated \_\_\_\_\_ as my authorized representative at the election at polling sites \_\_\_\_\_ and absentee ballot processing sites \_\_\_\_\_ in \_\_\_\_\_

County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§ 7-5-312, 7-5-416, and 7-5-417. I further state that I have designated and authorized my representative named above to be present at the ballot counting locations at \_\_\_\_\_ in \_\_\_\_\_ County, Arkansas, for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted in accordance with Arkansas Code §§ 7-5-312, 7-5-316, 7-5-413, 7-5-416, 7-5-527, and 7-5-615.

**Representative of a Group**

I, \_\_\_\_\_, state that I represent the \_\_\_\_\_ group which is seeking passage/defeat (*circle one*) of the ballot measure entitled \_\_\_\_\_ on the ballot in the \_\_\_\_\_ election at polling sites \_\_\_\_\_ and absentee ballot processing sites \_\_\_\_\_ in \_\_\_\_\_ County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§ 7-5-312, 7-5-416 and 7-5-417.

**Representative of a Party**

I, \_\_\_\_\_, state that I am the chairman or secretary of the state/county (*circle one*) committee for the \_\_\_\_\_ party with candidates on the ballot in the \_\_\_\_\_ election. I further state that I have designated \_\_\_\_\_ as an authorized party representative at the election at polling sites \_\_\_\_\_ and absentee ballot processing sites \_\_\_\_\_ in \_\_\_\_\_ County, Arkansas, to observe and ascertain the identity of persons presenting themselves to vote in person or by absentee for the purpose of challenging any voter in accordance with Arkansas Code §§ 7-5-312, 7-5-416, and 7-5-417. I further state that I have designated and authorized my representative named above to be present at the ballot counting locations at \_\_\_\_\_ in \_\_\_\_\_ County, Arkansas, for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted in accordance with Arkansas Code §§ 7-5-312, 7-5-316, 7-5-413, 7-5-416, 7-5-527, and 7-5-615.

\_\_\_\_\_  
**Signature of Candidate, Group Representative, or Chairman/Secretary of the State/County Committee**

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

I do hereby state that I am familiar with the rights and responsibilities of a poll watcher as outlined on the back of the poll watcher authorization form and will in good faith comply with the provisions of same.

\_\_\_\_\_  
**Signature of Poll Watcher**

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

I do hereby acknowledge filing this poll watcher authorization form with the county clerk's office.

\_\_\_\_\_  
**Signature of County Clerk**

## **POLL WATCHER RIGHTS AND RESPONSIBILITIES**

A poll watcher may be:

- 1) A candidate in person, but only during the counting and tabulation of ballots and the processing of absentee ballots;
- 2) An authorized representative of a candidate;
- 3) An authorized representative of a group seeking the passage or defeat of a measure on the ballot; or
- 4) An authorized representative of a party with a candidate on the ballot.

Official recognition of poll watchers:

- 1) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location within a polling site where voters identify themselves to election officials;
- 2) Only one (1) authorized poll watcher per candidate, group, or party at any one (1) given time may be officially recognized as a poll watcher at each location within the absentee ballot processing site where absentee ballots are processed; and
- 3) Only one (1) authorized poll watcher per candidate or party at any one (1) given time may be officially recognized as a poll watcher at the counting of the ballots.

Poll watcher credentials:

- 1) Except for candidates in person, poll watchers must present a valid affidavit in the form of a "Poll Watcher Authorization Form" to an election official immediately upon entering the polling or counting location.
- 2) Candidates in person attending a counting site or absentee ballot processing site are not required to present a "Poll Watcher Authorization Form" but must present some form of identification to an election official immediately upon entering the site for the purpose of confirming the poll watcher as a candidate on the ballot.

Poll watchers may:

- 1) Observe the election officials;
- 2) Stand close enough to the place where voters check in to vote so as to hear the voter's name;
- 3) Compile lists of persons voting;
- 4) Challenge ballots upon notification to an election official before the voter signs the precinct voter registration list and upon completing a "Challenged Ballot Form";
- 5) Call to the attention of the election sheriff any occurrence believed to be an irregularity or violation of election law. The poll watcher may not discuss the occurrence unless the election sheriff invites the discussion; and
- 6) Be present at the opening, processing, and canvassing of absentee ballots for the purpose of challenging absentee votes in the manner provided by law for personal voting challenges.

Poll watchers representing a candidate or political party may:

- 1) Remain at the polling site after the poll closes if ballots are counted at the poll;
- 2) Be present at the counting of votes by hand or by an electronic vote tabulating device at a central location;
- 3) Be present at the counting of absentee ballots for the purpose of witnessing the counting of ballots by election officials and determining whether ballots are fairly and accurately counted; and
- 4) Upon request made to an election official, inspect any or all ballots at the time the ballots are being counted.

Poll watchers may not:

- 1) Be within six feet (6') of any voting machine or booth used by voters to cast their ballot;
- 2) Speak to any voter or in any way attempt to influence a voter inside the polling site or within one hundred feet (100') of the primary exterior entrance used by voters to the building containing the polling site; or
- 3) Disrupt the orderly conduct of the election.
- 4)

## **Electioneering**

Electioneering includes 1) handing out literature on any candidate or issue on the ballot, 2) soliciting signatures on any petition, 3) soliciting contributions, and 4) attempting to win votes by wearing or displaying campaign buttons, caps, shirts, signs, or other articles of influence. (see notice on page 53)

**Prohibitions:** Electioneering is prohibited 1) in any early voting site during voting hours, 2) in any election day poll during voting hours, 3) within 100 feet of the main exterior entrance used by voters to the building containing the early voting polling site on any day that early voting is allowed, and 4) within 100 feet of the main exterior entrance used by voters to the building containing the election day poll.

### **Suggestions for Monitoring and Preventing Electioneering:**

The State Board suggests that poll workers:

- \_\_\_\_\_ **Step 1:** Instruct any person entering the poll who is wearing or displaying campaign articles to remove them or completely cover them immediately (a campaign shirt could be turned inside-out).
- \_\_\_\_\_ **Step 2:** Check the poll frequently for campaign articles and remove them promptly.
- \_\_\_\_\_ **Step 3:** Monitor the 100' electioneering prohibition zone periodically to ensure compliance.

## **Exit Polls**

Exit polling is **not** considered electioneering. If a news organization conducts exit polls, the exit pollsters should give advance notice to the election commission. An exit pollster may ask voters how they voted, but he or she cannot disrupt the election. Check with the election commission if a pollster shows up in your polling place.

## **Conflict Resolution**

In dealing with difficult voters or situations, the State Board urges poll workers to:

- \_\_\_\_\_ **Step 1:** Remain calm.
- \_\_\_\_\_ **Step 2:** Turn the problem over to another poll worker, if necessary.
- \_\_\_\_\_ **Step 3:** Call your county election commission or local law enforcement agency, if necessary.

\_\_\_\_\_ **Step 4:** Move any disturbance outside the immediate voting area, if possible.

\_\_\_\_\_ **Step 5:** Document problems.

### **People Allowed in Polls During Voting Hours:**

Only the following people are allowed in the polls during voting hours:

- Election Officials
- Poll Watchers
- Voters
- Persons who are not eligible to vote in the care of voters
- Persons who are lawfully assisting a voter
- Law enforcement and other emergency personnel
- Monitors authorized by the State Board of Election Commissioners or a federal agency
- Persons with business in the building (they must go directly to and from business)
- Persons assisting the County Board of Election Commissioners
- Persons authorized by the State or County Board of Election Commissioners

Immediately contact local election authorities regarding emergencies or to report persons disrupting the election process.

# **NOTICE ON ELECTIONEERING**

**ELECTIONEERING** means the display of, or audible dissemination of, information that advocates for or against any candidate, issue, or measure on a ballot. [Act 533 of 2019]

**ELECTIONEERING** includes:

- **Handing out, distributing, or offering to hand out or distribute campaign literature or literature regarding a candidate, issue, or measure on the ballot;**
- **Soliciting signatures on any petition;**
- **Soliciting contributions;**
- **Displaying a candidate's name, likeness, or logo;**
- **Displaying a ballot measure's number, title, subject, or logo;**
- **Displaying or dissemination of buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information; and**
- **Disseminating audible electioneering information.**

## **PROHIBITION**

**Arkansas Code Annotated 7-1-103 and 7-1-104 prohibit electioneering in the building or within 100 feet of the primary exterior entrance used by voters to a building in which voting is taking place, or with persons standing in line to vote.**

## **PUNISHMENT**

**Violation of electioneering laws is, at the minimum, a Class A misdemeanor offense punishable by fine or confinement.**

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## **Procedures for Handling Spoiled Ballots**

If a voter spoils a paper ballot, the voter may return the paper ballot to a poll worker.

- \_\_\_\_\_ **Step 1:** Write **CANCELLED** on the face of the ballot.
- \_\_\_\_\_ **Step 2:** Initial the ballot next to the word **CANCELLED** and place the spoiled ballot in an envelope marked Spoiled Ballot.
- \_\_\_\_\_ **Step 3:** Record the spoiled ballot's ballot style number on the Spoiled Ballot Affidavit.
- \_\_\_\_\_ **Step 4:** Have the voter sign the Spoiled Ballot Affidavit **before** issuing a replacement ballot to the voter. A voter may be issued no more than three ballots in all.
- \_\_\_\_\_ **Step 5:** Preserve spoiled ballots separately from other ballots for return to the county election commission.

## **Procedures for Handling Abandoned Ballots**

### **Electronic Ballots Abandoned on a Voting Machine:**

If an electronic ballot is abandoned on a voting machine by a voter who has left the poll without telling a poll worker to cancel the ballot, **two** poll workers must:

- \_\_\_\_\_ **Step 1:** Complete the process of casting the ballot.
- \_\_\_\_\_ **Step 2:** Document -
  - 1) the name of the voter,
  - 2) the names of the two poll workers completing the process of casting the ballot,
  - 3) the time, and
  - 4) all circumstances involved (see the Abandoned Ballot Log on page 59).

### **Paper Ballots Abandoned in the Poll:**

If a paper ballot is left at a voting booth or anywhere else in the poll without being inserted into the ballot box by a voter before leaving the poll, a poll worker must:

- \_\_\_\_\_ **Step 1:** Write **ABANDONED** on the face of the abandoned ballot.
- \_\_\_\_\_ **Step 2:** Place the abandoned ballot in a separate envelope.
- \_\_\_\_\_ **Step 3:** Write **Abandoned Ballot** on the envelope.
- \_\_\_\_\_ **Step 4:** Document all circumstances on the outside of the envelope.
- \_\_\_\_\_ **Step 5:** Preserve abandoned ballots separately from other ballots.

**Paper ballots abandoned by a voter in this manner are not counted.**

**Paper Ballots Abandoned in the Electronic Scanner:**

If a paper ballot is abandoned in the receiving part of an electronic scanner by a voter who has left the poll without telling a poll worker to cancel or replace the ballot, two poll workers must:

\_\_\_\_\_ **Step 1:** Override warnings on the scanner.

\_\_\_\_\_ **Step 2:** Complete the process of casting the ballot.

\_\_\_\_\_ **Step 3:** Document 1) the name of the voter, 2) the names of the two poll workers completing the process of casting the ballot, 3) the time, and 4) all circumstances involved (see the Abandoned Ballot Log on page 59).

# SPOILED BALLOT AFFIDAVIT

Date: \_\_\_\_\_ Poll Name: \_\_\_\_\_

County: \_\_\_\_\_ Precinct #(s): \_\_\_\_\_

Arkansas Code Annotated §§ 7-5-602 and 7-5-609 require that if a voter spoils a ballot, he/she should return the ballot to a poll worker who shall void the spoiled ballot by writing "CANCELLED" on its face and initialing the ballot. The poll worker shall issue the voter a new ballot, not to exceed three (3) in all. The voter must sign this affidavit before voting the new ballot.

*I, the undersigned, do solemnly swear or affirm that I spoiled my ballot(s), that I returned the spoiled ballot(s) to a poll worker who canceled the ballot(s) in my presence, and that I received a new ballot.*

Signature of Voter	Spoiled Ballot Ballot Style Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

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## ABANDONED BALLOT LOG

County: \_\_\_\_\_

Date of Election: \_\_\_\_\_ Name of Election: \_\_\_\_\_

Precinct Number(s): \_\_\_\_\_ Polling Location Name: \_\_\_\_\_

### PAPER BALLOT REJECTED BY SCANNER AND ABANDONED BY VOTER

According to Arkansas Code Annotated § 7-5-309, if a paper ballot is abandoned in the receiving part of an electronic vote tabulating device by a voter who has left the poll without telling a poll worker to cancel or replace the ballot, two (2) poll workers should override warnings on the scanner, complete the process of casting the ballot, and document the name of the voter, the names of the two (2) poll workers completing the process of casting the ballot, the time, and all circumstances involved. **POLL WORKERS SHOULD NOT CAST PAPER BALLOTS ABANDONED ELSEWHERE IN THE POLL SUCH AS ON THE FLOOR OR IN A VOTING BOOTH. SEPARATE PROCEDURES HAVE BEEN PROVIDED FOR THOSE BALLOTS.**

Name of Voter (if known)	Time	Names of Poll Workers	Circumstances
	1.		
	2.		
	1.		
	2.		
	1.		
	2.		
	1.		
	2.		
	1.		
	2.		

### ELECTRONIC BALLOT ABANDONED ON A VOTING MACHINE

According to Arkansas Code Annotated § 7-5-522, if an electronic ballot is abandoned on a voting machine by a voter who has left the poll without telling a poll worker to cancel the ballot, two (2) poll workers should complete the process of casting the ballot, and document the name of the voter, if known, the names of the two (2) poll workers completing the process of casting the ballot, the time, and all circumstances involved.

Name of Voter (if known)	Time	Names of Poll Workers	Circumstances
	1.		
	2.		
	1.		
	2.		
	1.		
	2.		
	1.		
	2.		
	1.		
	2.		

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# CLOSING THE POLLS

This section is intended for those poll workers responsible for closing the poll and includes topics that may not apply to every poll worker.

Specifically, this section contains information about:

- **Closing voting machines;**
- **Closing electronic vote tabulating devices;**
- **Counting paper ballots by hand at the poll;**
- **Securing paper ballots for transport to the election commission;  
and**
- **Delivering election materials to the county election commission  
and county clerk**

Forms and postings associated with relevant procedures are contained within this section.

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## **Close the Poll**

- \_\_\_\_\_ **Step 1:** Announce that the poll is closed at precisely 7:30 p.m.
- \_\_\_\_\_ **Step 2:** Close the poll.
- \_\_\_\_\_ **Step 3:** Allow persons already in line at 7:30 p.m. to vote.
- \_\_\_\_\_ **Step 4:** Total the number of voters on the List of Voters form
- \_\_\_\_\_ **Step 5:** Certify, attest, and sign the List of Voters form.

**Court Orders Extending Time for Closing Polls:** If a federal or state court order or any other order extends the time for closing the polls follow the special voting procedures outlined under Procedures for Casting a Provisional Ballot.

## **Closing Electronic Poll Books**

- \_\_\_\_\_ **Step 1:** From the “Find Voters” screen select “Return to Main.”
- \_\_\_\_\_ **Step 2:** Select “Close the Polls”
- \_\_\_\_\_ **Step 3:** Once Close the Polls has been tapped, the tablet will start the closing process select “Yes” when prompted.
- \_\_\_\_\_ **Step 4:** If your county requires that you record the number of votes recorded on the tablet do so now.
- \_\_\_\_\_ **Step 5:** Select “Log Out”
- \_\_\_\_\_ **Step 6:** Enter the Supervisor password when Prompted: \_\_\_\_\_.
- \_\_\_\_\_ **Step 7:** Select “OK – Perform Supervisor Function”
- \_\_\_\_\_ **Step 8:** Select “yes” when asked do you want to log out.
- \_\_\_\_\_ **Step 9:** Select “yes” when asked “Would you like to shut down the tablet?”

## **For Counties using ExpressVote Ballot Markers**

The following is simple steps of the **Closing** of the ExpressVote Ballot Markers. For more detailed instructions on closing refer to your local Election Commissioners.

### **Closing the Polls**

\_\_\_\_\_ **Step 1:** Remove Seal and then unlock the Security Access Door on the left side

\_\_\_\_\_ **Step 2:** Turn the power switch to Off

\_\_\_\_\_ **Step 3:** Wait until the ExpressVote completely shuts down.

\_\_\_\_\_ **Step 4:** Remove the USB media device/thumb-drive) from the ExpressVote

\_\_\_\_\_ **Step 5:** Place all the sticks from the ExpressVotes in a secure container

\_\_\_\_\_ **Step 6:** Lock the security access door on the left side of the machine using the barrel key.

\_\_\_\_\_ **Step 7:** Fold in the privacy screens and lock the front panel.

\_\_\_\_\_ **Step 8:** Unplug and roll up the power cords

## **For Counties using DS200 Ballot Tabulators**

The following is a simple guide of the closing of the DS200 tabulators. For more detailed instructions on closing refer to your local Election Commissioners.

\_\_\_\_\_ **Step 1:** Record the Public Count number from the Totals Page

\_\_\_\_\_ **Step 2:** Open the small door in front of the screen and push the Close Polls button

\_\_\_\_\_ **Step 3:** Touch the Close Polls button on the screen

\_\_\_\_\_ **Step 4:** Three results tapes will automatically print

\_\_\_\_\_ **Step 5:** Sign the 3 tapes and post one copy to the polling room wall

\_\_\_\_\_ **Step 6:** Tap Finished Turn Off button on the screen

## **Close Other Electronic Vote Tabulating Device(s) (if applicable)**

If an electronic vote tabulating device (scanner) is used at the poll, the poll workers must:

\_\_\_\_\_ **Step 1:** Produce and sign the result record from the scanner.

\_\_\_\_\_ **Step 2:** Count write-in votes.

\_\_\_\_\_ **Step 3:** Prepare a return of votes.

\_\_\_\_\_ **Step 4:** Post results outside the polling site.

## **Closing the iVotronic Voting Machine(s)**

- \_\_\_\_\_ **Step 1:** Secure voting machine(s) against further voting by properly closing the machine(s).
- \_\_\_\_\_ **Step 2:** Remove activation devices used to collect votes from voting machine(s).
- \_\_\_\_\_ **Step 3:** Attest to the exact time the voting machine(s) were secured against voting.
- \_\_\_\_\_ **Step 4:** Attest to the number of votes shown on each public counter.
- \_\_\_\_\_ **Step 5:** Certify all of the above by signature of all poll workers on the Poll Workers' Certificate (see the Poll Workers' Certificate on page 69).
- \_\_\_\_\_ **Step 6:** If applicable, secure the RTAL tapes from the voting machine(s).
- \_\_\_\_\_ **Step 7:** Expose the vote count for each voting machine in the presence of all persons authorized to be present.
- \_\_\_\_\_ **Step 8:** Produce and sign three copies of the result record from each voting machine.
- \_\_\_\_\_ **Step 9:** Post one copy of each result record on the wall of the polling room.
- \_\_\_\_\_ **Step 10:** Place activation devices used to collect votes from each voting machine and remaining certified result records in a sealed package signed by all the poll workers.

## **Counting Paper Ballots by Hand (if applicable)**

If paper ballots are to be counted by hand at the poll, the poll workers must:

- \_\_\_\_\_ **Step 1:** Witness the counting of the ballots.
- \_\_\_\_\_ **Step 2:** Open the ballot box.
- \_\_\_\_\_ **Step 3:** Count each ballot in turn or count by offices and issues.
- \_\_\_\_\_ **Step 4:** Keep separate tally lists of votes cast for each candidate or issue.
- \_\_\_\_\_ **Step 5:** Complete Certificates of Election Results in triplicate.
- \_\_\_\_\_ **Step 6:** Post one copy of the Certificates of Election Results outside the poll.

**Handling of Overvoted Paper Ballots Counted at the Poll:** An overvote occurs when a ballot contains marks for more than the maximum allowable number of candidates in any one contest or contains marks both FOR and AGAINST a single measure. When a ballot is overvoted, the poll workers must determine the voter's intent and should not automatically reject an entire ballot because of an overvote.

If there is an overvote the State Board's Rules for Voter Intent should be used by the poll workers to assist in reviewing overvoted ballots and determining whether to count any questionable vote.

**Handling of Fraudulent Paper Ballots Counted at the Poll:** If two or more ballots are found folded together, the ballots shall be considered fraudulent and should not be counted.

**Open to the Public:** After the polls have closed, the counting of votes at the poll must be open to the public and to any authorized poll watchers.

Candidates in person or an authorized representative of a candidate or political party may be present to witness the counting of ballots to determine whether ballots are fairly and accurately counted.

### **Secure Paper Ballots for Transporting**

If paper ballots are to be counted at a central counting location, the poll workers must:

\_\_\_\_\_ **Step 1:** Place all voted ballots in a secured container.

\_\_\_\_\_ **Step 2:** Seal the container with a numbered seal.

\_\_\_\_\_ **Step 3:** Transport the sealed container to the county election commission.

## Account for Unused Paper Ballots

The State Board recommends that you account for the number of persons voting, unused paper ballots, and ballots cast before departing the poll.

Fill in the blanks below to account for the number of paper ballots that were **not** used using the example below or by performing a manual recount of unused paper ballots by precinct or in total.

**FOR EXAMPLE:**

**Ballots for Precinct**   001   **quantity**   110   **serial number**  0012490  **through**  0012599 

- 1) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 2) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 3) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 4) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 5) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 6) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 7) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 8) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 9) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 10) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 11) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 12) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 13) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 14) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 15) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 16) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 17) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 18) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 19) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_
- 20) Ballots for Precinct \_\_\_\_\_ quantity \_\_\_\_\_ serial number \_\_\_\_\_ through \_\_\_\_\_

**Total number of paper ballots not used at the polling site:** \_\_\_\_\_

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## **Depart the Poll**

After the poll closes and before departing the poll, the poll workers should:

\_\_\_\_\_ **Step 1:** Consult and follow any specific instructions from the county election commission.

\_\_\_\_\_ **Step 2:** Remove all postings from the walls, except those required to remain posted.

\_\_\_\_\_ **Step 3:** Collect the VOTE HERE signs from the street.

\_\_\_\_\_ **Step 4:** Collect all supplies and election materials.

\_\_\_\_\_ **Step 5:** Put the polling site back in order.

\_\_\_\_\_ **Step 6:** Seal stub boxes for transport.

\_\_\_\_\_ **Step 7:** Deliver to the County Clerk: (or CBEC for delivery to the Clerk)

\_\_\_\_\_ 1) The 2<sup>nd</sup> copy of the Certificates of Election Results

\_\_\_\_\_ 2) One copy of tally sheets, if any

\_\_\_\_\_ 3) The List of Voters Form

\_\_\_\_\_ 4) The PVR Lists

\_\_\_\_\_ 5) Voter Registration Application forms

\_\_\_\_\_ 6) Any other record-keeping supplies

\_\_\_\_\_ **Step 8:** Deliver to the County Election Commission:

\_\_\_\_\_ 1) **One completed copy of this Poll Worker Guide and Checklist**

\_\_\_\_\_ 2) Sealed packages containing activation devices used to collect votes and the certified return records (obtain a receipt for the sealed packages)

\_\_\_\_\_ 3) Voted paper ballots in a secured container with a numbered seal

\_\_\_\_\_ 4) Secured unused ballots

\_\_\_\_\_ 5) Secured provisional ballots

\_\_\_\_\_ 6) Secured cancelled ballots

\_\_\_\_\_ 7) Secured defective ballots

\_\_\_\_\_ 8) Election supplies and materials

\_\_\_\_\_ 9) The 3<sup>rd</sup> copy of the Certificates of Election Results

\_\_\_\_\_ 10) One copy of any tally sheets

\_\_\_\_\_ 11) Other election returns

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## **Ballot Accounting Form**

- a) \_\_\_\_\_ Total number of paper ballots received (from paper ballot accounting that was performed before opening the poll)
- b) \_\_\_\_\_ Total number of paper ballots **not** used (from paper ballot accounting form)
- c) \_\_\_\_\_ Total number of paper ballots used (a – b)
- d) \_\_\_\_\_ Total number of spoiled paper ballots (from the Spoiled Ballot Affidavit)
- e) \_\_\_\_\_ Total number of abandoned paper ballots (manually count the “Abandoned Ballot” envelopes)
- f) \_\_\_\_\_ Total number of provisional ballots cast (from the List of Provisional Voters form)
- g) \_\_\_\_\_ Total number of non-provisional paper ballots cast (c – d – e – f)
- h) \_\_\_\_\_ Total number of paper ballots cast (f + g)
- i) \_\_\_\_\_ Total number of votes cast on voting machines (from the voting machine tape printouts)
- j) \_\_\_\_\_ TOTAL NUMBER OF VOTERS (e + h + i)
- k) \_\_\_\_\_ Total number of ballots scanned (from the electronic vote tabulator tape printout)
- l) \_\_\_\_\_ Total number of voters on the list of voters forms
- m) \_\_\_\_\_ Total number of voters on the list of provisional voters form

### **Check Your Calculations:**

\_\_\_\_\_ The total number of paper ballots used and recorded under “c” should equal (d + e + f + g)

\_\_\_\_\_ The total number of non-provisional paper ballots cast under “g” should equal “k”

\_\_\_\_\_ The total number of voters recorded under “j” should equal the sum of “l” plus “m”

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## TEST YOUR KNOWLEDGE

**Answer the following review questions (select all that apply). Check the Answer Key at the end. Then go back to the appropriate sections of the manual to study any areas that you missed.**

- 1) What time do the polls open?
  - a) 7:00 a.m.
  - b) Whenever the poll workers are ready and a voter is in line
  - c) 7:30 a.m.
  
- 2) Who should administer the oath to poll workers at the polling site?
  - a) The county judge
  - b) Other poll workers at the poll
  - c) A notary
  
- 3) Which of the following voters are required to provide photo ID when voting in person?
  - a) All voters
  - b) Only voters that the poll workers do not know
  - c) Only voters with a "MUST SHOW ID" notation on the Precinct Voter Registration (PVR) List
  - d) All voters except residents of a long term or residential care facility presenting proper documentation from the facility's director
  
- 4) A voter who is required to show photo ID and fails to do so should:
  - a) Not be allowed to vote
  - b) Be allowed to vote only a **PROVISIONAL** ballot
  - c) Be allowed to vote a **REGULAR** ballot,
  
- 5) In a primary election, the voter must state:
  - a) Whether he or she is a Democrat or Republican
  - b) Whether he or she is an Independent
  - c) In which party's primary or other election he or she wants to vote
  
- 6) Before giving a pre-printed paper ballot to the voter, the poll worker must initial:
  - a) The back of the ballot
  - b) The front of the ballot
  - c) No part of the ballot
  
- 7) What should poll workers do with the ballot stub before giving the ballot to the voter?
  - a) Leave the stub attached to the ballot
  - b) Remove the stub and throw it away
  - c) Remove the stub and place it in the stub box
  - d) Tell the voter to remove the stub
  
- 8) If a voter with a disability requests to vote unassisted, he or she should be:
  - a) Directed to a voting machine equipped for voters with disabilities
  - b) Assisted by 2 poll workers
  - c) Assisted by any person selected and named by the voter
  - d) Any of the above

- 9) If a voter states an address that differs from the address on the **PVR List**, or the voter is not listed in the **PVR List**, the poll worker must:
- Allow the voter to cast a **REGULAR** ballot
  - Allow the voter to cast a **PROVISIONAL** ballot
  - Contact the county clerk to determine the correct polling location and ballot which correspond with the new address stated by the voter.
- 10) If the County Clerk informs a poll worker that the address stated by the voter requires the voter to cast his or her ballot at another polling location in the same county and congressional district, the poll worker must: (select all that apply)
- Explain to the voter that he or she must go to the other polling location designated by the County Clerk in order for his or her ballot to be counted and explain the location of the new poll.
  - Complete a "Change in Polling Site Authorization Form" listing the new polling location and ballot style given by the Clerk's office and instruct the voter to present the "Change in Polling Site Authorization Form" at the voter's new poll to expedite the process.
  - offer the voter a provisional ballot using the ballot style listed in the PVR
  - require the voter to complete a voter registration application to update the voter registration records.
- 11) If in the case described in question 10, the voter insists that he or she is in the correct polling location, and does not wish to travel to the voter's new voting site identified by the County Clerk, the poll worker must:
- Allow the voter to cast a **PROVISIONAL** ballot
  - Allow the voter to cast a **REGULAR** ballot
  - Not allow the voter to cast any ballot
- 12) If a voter's name is not listed on the **PVR List** and the county clerk cannot verify the voter is registered to vote and eligible to vote at that poll, the poll worker must:
- Allow the voter to cast a **REGULAR** ballot
  - Inform the voter that he or she cannot vote
  - Allow the voter to cast a **PROVISIONAL** ballot
- 13) If a voter presents a properly completed "Change in Polling Site Authorization Form" and the voter's name is not listed in the PVR list for that poll, the poll worker must:
- Allow the voter to cast a **PROVISIONAL** ballot and include the voter's name on the list of Provisional voters
  - Allow the voter to cast a **REGULAR** ballot and manually enter the voter's name in the PVR List
  - Not allow the voter to vote
- 14) Individuals carrying political signs may:
- Stand just outside the door to the polling room
  - Come inside the polling site as long as they do not speak to anyone
  - Stand at least 100' from the primary entrance to the building containing the polling site

- 15) If a voter leaves the poll and abandons his or her ballot on a voting machine screen without finishing the voting process, two poll workers should:
- Cancel the ballot
  - Complete the process of casting the abandoned ballot and document the circumstances
  - Stop using the voting machine for the remainder of the day
- 16) May people standing in line to vote when the polls close at 7:30 p.m. still vote?
- Yes
  - No
- 17) The processing and counting of absentee ballots is:
- Open to candidates in person
  - Open to authorized poll watchers
  - Open to the media and public
  - All of the above
- 18) If the **PVR List** indicates that a voter appearing to vote at the poll has already been delivered an absentee ballot, poll workers:
- Should allow the voter to cast a **REGULAR** ballot
  - Should allow the voter to cast a **PROVISIONAL** ballot
  - Should NOT allow the voter to vote
- 19) For Primary Runoff Elections, poll workers must refer to the “D”, “R”, or “NP” notation on the **PVR List** to:
- Ensure that voter is not attempting to crossover vote
  - Determine that voter is eligible to vote the ballot that he or she is requesting
  - Determine the voter’s party affiliation
  - Both a and b
- 20) An individual (other than poll workers) may not assist more than how many voters in casting a ballot during an election?
- 1
  - 6
  - 10
  - 12
- 21) To verify a voter’s registration a photo ID must satisfy which four criteria?
- The ID must be issued by the federal or state government; the ID must be unexpired; the ID must show a photo; and the ID must state the voter’s name.
  - The ID must be issued by the federal government or the State of Arkansas; if the ID shows an expiration date, it must not be expired for more than 4 years; the ID must show a photo of the voter; and the ID must state the voter’s name.
  - The ID must be issued by the federal government, the State of Arkansas, a County Clerk, or an accredited post-secondary educational institution in the state; if the ID shows an expiration date, it must not be expired for more than four years; the ID must show a photo of the voter; and the ID must state the voter’s name.

- 22) If the PVR list includes a "MUST SHOW ID" notation for a voter, this voter falls under a separate set of ID requirements than ordinary voters. Which off the following describes the acceptable forms of Id this voter must show?
- A current and valid photo identification document
  - A copy of a current utility bill, bank statement, government check, paycheck, which shows the voter's name and address
  - A copy of a government document that shows the voters name and address
  - All of the above
- 23) When verifying a voter's registration using a photo ID, a poll worker must:
- Compare the photo on the ID to the voter to determine whether the photo looks exactly like the voter standing in front of them
  - Compare the photo on the ID to the voter to determine whether the photo depicts the voter given reasonable allowances for changes in hair color, glasses, facial hair, cosmetic, weight, age, injury, and other variable physical characteristics.
  - Check the ID for a birth date and make sure it matches what was stated aloud
- 24) When verifying a voter's registration using a photo ID, a poll worker must: (select all that apply)
- Compare the name on the ID to the name listed in the PVR list to determine whether the name is an exact match
  - Compare the name on the ID to the name listed in the PVR list to determine whether it is similar given allowances for abbreviations, nick names, a change in the name due to marriage/divorce or other circumstances so that the election official is satisfied that the two names refer to the same person.
  - Have the voter complete a voter registration application to update the voter records if the voter's name has changed before the voter cast a regular ballot
- 25) If a poll worker checking voters into the poll determines that the name or photo does not verify the voter is the individual listed in the PVR list, the poll worker shall:
- Allow the voter to cast a **REGULAR** ballot
  - Allow the voter to cast a **PROVISIONAL** ballot
  - Refer the matter to the Election Judge (the election official in charge of the poll) to make the final determination
  - Refer the matter to an election commissioner
- 26) If a voter fails to verify their voter registration by providing photo ID the poll worker shall:
- Allow the voter to cast a **REGULAR** ballot
  - Not allow the voter to vote
  - Allow the voter to cast a **PROVISIONAL** ballot and inform the voter that the voter may sign the optional verification of identity affirmation on the provisional ballot envelope

- 27) When a voter casts a provisional ballot for any reason, the poll workers shall: (select all that apply)
- a) Issue the Notice to Provisional Voters having indicated which portion of the notice applies to the voter
  - b) Look at the ballot to ensure the voter cast a vote in all races
  - c) Require the voter to sign the provisional voter eligibility affirmation statement on the provisional voter envelope
  - d) Enter the voter's name, address, and the type of provisional ballot cast and require the voter to sign the List of Provisional Voters
  - e) Initial the back of the ballot, remove the stub, and place it in the stub box
  - f) Place the provisional ballot envelope in a secure container separate from all regular ballots
- 28) What is required to be listed on the Provisional Voter List?
- a) The voter's name and address
  - b) The voter's name, address and an indication of the type of provisional ballot cast by the voter
  - c) The voter's name, address, an indication of the type of provisional ballot cast by the voter and the voters signature.
- 29) It is possible that a provisional ballot can be both a general provisional ballot and an unverified registration (ID related) provisional ballot.
- a) True
  - b) False
- 30) As a poll worker it is my responsibility to ensure the poll is arranged so that voters are able to cast their ballot in secret.
- a) True
  - b) False
- 31) If a voter is able to see the ballot of another voter while being directed to/from a voting machine, or, while standing at a voting machine, the arrangement of the poll violates state election law.
- a) True
  - b) False
- 32) If a poll worker believes a voter's signature does not match the signature reproduced on the PVR list they should:
- a) Ignore this fact
  - b) Call the police
  - c) Require the voter to cast a Provisional Ballot
  - d) Allow the voter to cast a regular ballot while documenting the issue and reporting it to the election judge to be reported to the County Board of Election Commissioners.
- 33) As a poll worker I am able to vote at the poll without undergoing the same check in process as all other voters.
- a) True
  - b) False

## **Answer Key**

1-c, 2-b, 3-d, 4-b, 5-c, 6-a, 7-c, 8-a, 9-c, 10-abd, 11-a, 12-c, 13-b, 14-c, 15-b, 16-a, 17-d, 18-b, 19-d, 20-b, 21-c, 22-d, 23-b, 24-b&c, 25-c, 26-c, 27-acdef, 28-c, 29-a, 30-a, 31-a, 32-d, 33-b

- All questions are worth +3 points (+1 bonus point for taking the test)