

SARPY COUNTY 2012 GENERAL ELECTION BOARD MANUAL

(Revised 10-16-2012)

**BOARD MEMBER
HOURS
7:00 a.m. to 8:30 p.m.
VOTERS
8:00 a.m. to 8:00 p.m.**

**Wayne Bena
Election Commissioner
Deb Davis
Chief Deputy**

In Case of Emergency

SAFETY OF POLL WORKERS AND CITIZENS IS PRIORITY!

As you are setting up for the day, take notice of your surroundings. Determine the best routes for evacuation or places for cover in case of emergency situations. Discuss with fellow poll workers the routes to be taken, places determined to be safest, or actions to be taken. Review the following situations and proposed responses with fellow workers.

FIRE: Call 9-1-1. If possible, Clerk #1 take *Roster*, Clerk #2 take *List of Voters Book*, Judge #1 take all initialed ballots, and Judge #2 take ballot box as you evacuate the building. Inspector oversees Voters and Poll Workers leave the building.

TORNADO: If possible, Clerk #1 take *Roster*, Clerk #2 take *List of Voters Book*, Judge #1 take all initialed ballots, and Judge #2 take ballot box to the predetermined safest area of the building. Inspector oversees Poll Workers and Voters proceed to safest area of the building.

MEDICAL EMERGENCY: Remain calm. Call 9-1-1. If medical emergency involves a poll worker, Inspector or other Poll Worker locate *Emergency Contact Information* sheets that poll workers filled out and gave to Inspector that morning. Call the Election Office at 593-2166.

IRATE VOTER: Maintain professionalism. If necessary, call the Election Office at 593-2167. If safety is a concern, call 9-1-1. If a person insists on voting at your precinct, even though you have told them they need to go elsewhere, allow the person to vote a provisional ballot. If a person insists on voting a ballot style other than the ballot style we have on record, allow the voter to vote a provisional ballot of the ballot style they request.

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ELECTION BOARD GENERAL INFORMATION

PLEASE BE ADVISED THAT ANY INFORMATION GIVEN AT TRAINING CLASS, OR TO INSPECTORS AT SUPPLY PICKUP, SUPERCEDES ANY INFORMATION IN THIS MANUAL. PLEASE FOLLOW CHECKLISTS THAT WILL BE GIVEN TO INSPECTORS AT SUPPLY PICKUP.

ELECTION BOARD - An election board is usually composed of 1 Inspector, 2 Clerks and 2 Judges. A Clerk can perform all the duties of a Judge and a Judge all the duties of a Clerk. The duties assigned on Election Day may be determined by the board under the guidance of the Inspector. If a partial or double board is assigned, the duties assigned on Election Day may be determined by the board under the guidance of the Inspector.

APPOINTMENT PERIOD - Board workers are appointed for a two year period at the discretion of the Election Commissioner. If needed, you are expected to work every election during that period. Please let the Election Office know of any name, address or political party changes during your appointment period. Please contact the Election Office if an emergency situation interferes with a scheduled election.

INSPECTOR - The Inspector is a deputy of the Election Commissioner and as such has full charge of and is responsible for the proper conduct of elections and supervision of election board workers. **Inspector is to CALL THE OFFICE if/when a voter challenges the Inspector's authority or procedure. The Election Office will be the final say in disputes.**

EMPLOYER TIME OFF FOR WORKING ON THE ELECTION BOARD

No employer shall subject an employee serving as a Clerk, Judge or Inspector of election to coercion, discharge from employment, loss of pay, loss of overtime pay, loss of sick leave, loss of vacation time, the threat of any such action, or any other form of penalty as a result of his or her absence from employment due to such service on the election board if he or she gives reasonable notice to his or her employer of such election board appointment. The employer may reduce the pay of an employee for each hour of work missed by an amount equal to the hourly compensation paid by the county for election board service. Upon request, the Election Office will provide a letter for your employer as proof of hours worked. The Election Office can also provide, upon request, documentation for basis upon which employer may not penalize the employee for his or her absence from employment due to service on the election board.

WAGES - Clerks and Judges are paid minimum wage (\$7.25) per hour. Inspectors are paid 60 cents more per hour than minimum wage. The Inspector is paid \$10.00 for picking up and returning the supplies and ballots to the Election Office. All Poll Workers are paid \$10.00 for attending a mandatory training session prior to each election.

PAYROLL - The *Payroll Sheet*, signed by the Inspector is considered a legal affidavit that you have actually worked the hours listed. If a board worker arrives at 7:30 a.m. instead

of 7:00 a.m., 7:30 a.m. should be recorded under “START HOUR”. Please note the actual dismissal time on the *Payroll Sheet*.

VOTING EARLY – Poll Workers should vote early if they do not work at their voting precinct or are on a standby status. *Early Voting Ballot Applications* can be found on our website: www.sarpy.com/election/. The deadline for our office to mail early ballots to voters who have requested them, is Wednesday, October 31, 2012 at 4:00 p.m. So if you plan on our office mailing you an early ballot, you need to get your written request to our office in sufficient time for our office to process that request. The Early Voting Site will be available thirty five days prior to each Primary or General Election. Early voting for the 2012 General Election will be available Monday through Friday, 8:00 a.m. to 4:45 p.m., during the period Monday, October 1, 2012, through Monday, November 5, 2012.

INSPECTORS - BEFORE THE ELECTION

CONTACT THE POLLING PLACE – The week before the election, contact someone of authority at the polling place to make arrangements for the building to be open by 7:00 a.m. on election morning. You may need to pick up a key prior to Election Day or follow a certain procedure in order to get into the building early Tuesday morning. You may also need to ask about storm shelter provisions. **NOTE!** Many church offices are closed on Mondays or Fridays. Do not wait until the last minute to make contact with the polling site. If you share a polling site with another precinct, speak with the other Inspector or Inspectors of that polling site to determine who will pick up the key if needed. The election office has Inspector and contact names and phone numbers for you. You can contact Teresa at 593-2331.

CALL YOUR BOARD WORKERS – Touch base with your poll workers sometime the week before the Election. **MAKE SURE YOU REACH EVERY POLL WORKER THE WEEK BEFORE THE ELECTION!** Confirm that the poll worker will be able to work and remind them what time to report. Tell your poll workers how you expect to handle lunch and dinner breaks. If a poll worker will be unable to work, contact Teresa at the Election Office, 593-2331.

BALLOTS AND SUPPLY PICK-UP - Pick up ballots and supplies at the Election Office on Monday, November 5, 2012, between 8:00 a.m. and 4:45 p.m. Before you leave the Election Office, please check your supplies against the list taped inside the lid of the supply box. If you need additional supplies, request them at this time. If for some reason you cannot pick up ballots and supplies during this time period, call 593-2331 to make arrangements.

CHECK BALLOT BOX - Check your ballot box number when you pick it up at the office to be sure it is the correct ballot box for your precinct. Ballot counts were certified by election office officials when the ballot box was loaded and locked. Ballot box is to remain locked until Election Day. At polling site setup the seals will be broken and ballot counts will be certified by Judges.

EMERGENCY PHONE NUMBER - Emergency phone number to call the night prior to the election: 402-593-2331. Teresa will be checking her voice mail often the 24 hours prior to the election.

ELECTION DAY - BEFORE THE POLLS OPEN

ABSENT BOARD WORKER - All Poll Workers are expected to begin work at 7:00 a.m. If all poll workers are not present by 7:20 a.m. or if a poll worker becomes ill during the day, please call Teresa at 402-593-2331. Replacements will be sent at the discretion of Commissioner Bena.

SETTING UP THE POLLING SITE - The entire team of poll workers is responsible for setting up the polling area which includes helping unload the Inspector's car, setting up the polling booths, Automark, display of sample ballots, display of required signage, and preparation of the sign-in table for voters. There is a checklist for "Before the Polls Open" in the Red Binder in the supply box.

POST SIGNAGE:

1. Metal "Vote Here" sign (outside the building near the entrance)
2. Precinct sign – has precinct number and precinct name (entrance door sign)
3. "If you are unsure of your polling place, please call..." sign (entrance door)
4. Directional arrows (to give direction inside the building)
5. Sample ballots--mandatory posting of front and back of EACH ballot type available
6. "Instructions to Voters" sign (posted in each voting booth and placed on each table used by voters)
7. Large poster with statutorily required notices (needs to be highly visible)
8. "If you find the print on the ballot..." sign (at the sign in table)

CERTIFY BALLOT COUNTS – Judges break the red seal on the ballot box. Put the broken red seals in the red seal plastic bag. Compare the number printed on the red seal with the number certified on the ballot certification form, which is in the ballot box with the ballots. On the ballot certification form, note any discrepancy between actual and recorded red seal numbers. Judges count the ballots and complete the first three pages of the ballot certification form. Call the Election Office if there is a discrepancy of more than 10 ballots for any one (1) ballot style.

ORGANIZE BALLOTS - It is possible that there will be more than one piece of paper for each ballot. Every ballot has a number in the bottom right corner box on the front of the ballot. The number in the bottom right corner is the precinct number: split number (if your precinct has splits). If your precinct has splits, it is VERY important that you keep the ballot styles separate from each other. Each voter is to receive the ballot style that is on record in the *Roster*. DO NOT look at the number in the center bottom of the ballot to determine ballot style. That number is NOT the ballot style. It is a number our office uses for another purpose. Always look at the bottom RIGHT number to find the proper ballot for each voter. AND, if there is more than one piece of paper for each ballot, be sure to give both pieces to each voter. At the top right corner of each ballot, it says, "Page 1 of 2" or "Page 1 of 3". If it says "Page 1 of 3" or "Page 1 of 4", that ballot has TWO pieces of paper associated with it. For this election, the last issue on each ballot will be the Proposed Amendment No. 4.

SIGNATURES - All Poll Workers must SIGN the *Payroll Sheet* and the second page of the *List of Voters Book* prior to the polls opening.

NOTE: According to State Statute, the above documents must have signatures. If they are missing, the appropriate board member(s) will be required to make an additional trip to the Election Office for his or her signature.

PUBLICLY OPEN & INSPECT EMPTY BALLOT BOX – Before any voted ballot is deposited in the ballot box, the ballot box must be publicly opened and inspected. The Judges and Clerks must see that the ballot box is empty. Be sure the ballot box is correctly positioned so the ballots will lay flat. Place a red plastic seal on the latch of the large door of the ballot box. Record the time the seal was placed on the ballot box. There is a slip of paper in the red plastic seal bag for recording the time each red plastic seal is used.

TEST AUTOMARK – Follow instructions on “Automark Test Kit” envelope. After testing, the “test” ballot needs to be marked “Spoiled” and placed back in the “Automark Test Kit” envelope.

REVIEW DUTIES FOR EACH POLL WORKER.

Discuss duties each poll worker will be responsible for. Remember, you may switch duties during the day if you wish. The common goal for the day is to assist Voters in the Election Process. Every poll worker should remember that **EACH VOTER MUST VOTE IN THE PRECINCT IN WHICH THEY LIVE.**

REVIEW HOW TO HANDLE VOTERS NOT LISTED IN THE ROSTER.

Clerks should be prepared to know when to have Voter complete a *Voter Registration Application Form* for the simple name or address change within the precinct and when to call the Inspector for assistance with a Provisional Voter. Inspector should be prepared for these Voters. Clerks should know to ask the Inspector to step in and oversee the processing of Provisional Voters.

REVIEW PROVISIONAL VOTING PROCESS.

Inspector should be prepared to handle Provisional Voters. Clerks should know to ask the Inspector to step in and process Provisional Voters. Judges should know not to accept provisional ballots unless they are sealed inside their provisional ballot envelope and the envelope has the required information filled out. Specific instructions are listed on pages 16-18.

REVIEW EMERGENCY PROCEDURE

Poll workers need to discuss what each will be responsible for “in case of emergency”.

OPEN THE POLLS

Open the polls at 8:00 a.m.

ELECTION DAY – GENERAL INFORMATION

POLLS OPEN - Polls shall remain open from 8:00 a.m. to 8:00 p.m. Those persons who are in line at 8:00 p.m. shall be allowed to vote. Once a voted ballot has been deposited into the ballot box, it stays in the ballot box until the Election Office opens the ballot box to count ballots. No exceptions.

VOTER LINE - If there is a long line of Voters, and you have time, check to make sure the Voters are at the correct polling site. Voter's are allowed to use a ballot sleeve or table as a writing surface if the Voter does not wish to wait for a poll booth.

MATERIALS IN THE VOTING BOOTH - A Voter may take notes or sample ballots into the voting booth. Check the booths periodically for literature that may have been left behind by voters. Remove any items that have been left by voters.

ELECTIONEERING/PETITIONS - No electioneering (posting of signs, wearing of political garments, handing out campaign literature, gathering petition signatures, etc.) is allowed within 200 feet of any portion of a building where a polling site is located. If private property is involved, try to encourage the property owner to remove the sign(s). If that fails, report the incident to the Election Office at 593-2167.

EXIT POLLING - Exit polling is the process of asking voters how they voted. Exit polling is not allowed within 20 feet of the entrance to the polling place or if inside the polling place or building, within 100 feet of any voting booth.

MEDIA QUESTIONS – The Inspector should be the spokesperson for the group of poll workers. The Inspector may choose NOT to comment. The Inspector may answer questions from the media regarding the number of people who have voted at their polling site. No information should be given about WHO has voted or WHO has not voted. The media should not film unless the Inspector has given permission. Remember – the secrecy of the ballot must be maintained. Do not allow media, or anyone for that matter, to compromise the secrecy of a Voter's ballot. If the Inspector chooses not to comment to the media, he/she may direct the media to Commissioner Bena at the Election Office, 593-2166.

LUNCH & DINNER BREAKS - The busiest times at the polling site are during the noon hour and from 5 PM until the polls close. Arrange to have your meals finished before the busy hours. Please eat in an area away from tables where Voters are signing in or Judges are receiving ballots.

IN CASE OF EMERGENCY OR SEVERE WEATHER

- The safety of the election board workers and Voters comes first!
If a warning siren is sounded, move the workers and any Voters, the ballot box, initialed ballots, the *Roster* and *List of Voters Book* to shelter. Go to a basement or room with as many walls as possible between you and the severe weather. Stay away from windows, gyms or open areas. After the "all clear" notification is given, resume election duties. Call 9-1-1 if emergency help is needed. For other help, call our office, 593-2167.

SPECIFIC DUTIES - CLERK #1

You will be in charge of the *Roster*. Your duties are to capture the signature and record the line number of EACH and EVERY Voter who votes a ballot at your polling site on Election Day. You will tell Clerk #2 the correct ballot for each Voter. You will also assist with *Voter Registration Application Forms* (to be used for simple name changes or address changes within the precinct) and possible provisional voters. REMEMBER that every Voter who votes must sign in at the polling site they are voting at. **NO VOTER IS TO BE GIVEN A BALLOT UNTIL THEY HAVE SIGNED THEIR NAME IN THE ROSTER. THE VOTER WILL SIGN IN COLUMN #6 OF THE ROSTER ON THE LINE OF THEIR NAME, OR THE VOTER WILL SIGN IN THE BACK OF THE ROSTER AS A PROVISIONAL VOTER.**

1. Greet the Voter and ask him or her, "What is your name?"
2. Find the Voter's name in the *Roster*. If you cannot find the Voter's name, ask them if they may possibly be listed under a different last name. Occasionally, Voters neglect to re-register when they change their name and they may be listed in your *Roster* under a previous last name. If the Voter is listed under a different name, continue with step 3. If the Voter is not listed in your *Roster* under any name, ask them if they have contacted the phone bank to determine the proper polling site as determined by their residence address. If they have not talked to the phone bank, give them a phone bank number slip and instruct them to call it to make sure they are at the correct precinct. If a Voter is not listed in the *Roster* under any name and they tell you that the phone bank instructed them to vote at your precinct, have the Inspector begin the provisional voting process. DO NOT FORGET to have this Voter sign in the back of the *Roster* as a provisional voter. You will also need to get a line number from Clerk #2 for this Voter.
3. After finding the Voter's name, ask the Voter, "Where do you live?" DO NOT ASK THE VOTER IF THEY LIVE AT THE ADDRESS LISTED IN THE *ROSTER*. We want the Voter to TELL us their address. If the Voter has a different name, have the Voter complete a *Voter Registration Application Form*. Place the completed form in the yellow envelope designated.
4. If the Voter tells you the address listed in the *Roster*, the Voter lives in your precinct. Continue with step 5. If the Voter tells you a different address from what is listed in the *Roster*, give them a phone bank number slip. They need to call the phone bank to be told the correct polling site for their residence address. If a Voter is listed in your *Roster* at an old address, and he/she tells you that the phone bank instructed them to vote at your precinct, have the Inspector call the Election Office to verify the correct polling site for the Voter. If the Election Office tells you the Voter is at the correct polling site, the Election Office will tell you the correct ballot style for the Voter. The Voter needs to fill out a *Voter Registration Application Form*. Continue with step 5.
5. When determined that the Voter is at the correct precinct, look at column #3. If there is a note in the box, follow the NOTES as listed on pages 8 and 9 of this manual. If there is no note in the box, tell Clerk #2 the name of the Voter who will be

voting at your precinct.

6. Write the Voter's assigned "Line #" in Column 5. Clerk #2 will tell you the Line #.
7. **Have the Voter SIGN their name in the Roster in column #6 of their row in the Roster.** You will see the signature line for the Voter is at the "top" of the box. This is for convenience. Yes, the Voter will sign their name "upside down" in the box. You will not have to turn the book around every time a voter needs to sign. You may use the paper ruler found in your supply box to help assist showing the Voter where to sign his/her name.
8. Tell Clerk #2 what ballot the Voter is to receive. If the Voter is a regular Voter, the ballot style will be found in Column 7 of the *Roster*. If the Voter is a provisional Voter, the Election Office will tell the Inspector the ballot style for the Voter. If a Voter insists on voting a ballot style different from what is listed in the *Roster*, have the Inspector start the provisional voting process. This Voter will not sign in the regular part of the *Roster*. They are now a provisional Voter. **DO NOT FORGET** to have this Voter sign in the back of the *Roster* as a provisional voter. You will also need to get a line number from Clerk #2 for this Voter.
9. Completed *Voter Registration Application Forms*, *Spelling Corrections Sheet*, and *Notes From Voters Sheet* need to be placed in the manila envelope designated. At the end of the day, Clerk #1 will need to total the number of Voters they had during the day. Clerk #1 may subtotal each page of the *Roster* if they think that it will be of assistance in determining the total number of Voters. The total number of Voters who signed in the *Roster* (both regular voters AND provisional voters), should equal the total number of Voters listed on the front page of the *List of Voters Book*. Write the Total number of Voters who signed in the *Roster* on the front of the *Roster*. There is a sticker with a line on it for you to record this information.

NOTE: Column #3 may be empty or it may have 1 of 3 comments noting additional information about a particular voter.

1. If the words "Early Voting Ballot Sent Vote Provisionally" appear in Column 3, it indicates the Voter has either voted at the early voting site, or our office has mailed a ballot to them. The Voter **MUST** vote provisionally if they choose to vote at the polling site. Have the Inspector begin the provisional voting process. Do not let the Voter sign their name over the XXXXXXXX in column 6 of the *Roster*. The Voter will sign in the back of the *Roster* with the other provisional voters. Do not forget to get a line number from Clerk #2 for this Voter.
2. If the words "Address Confirmation Required" appear in column 3, the Voter must provide confirmation of their ADDRESS. If the Voter tells you they live at the address listed in the *Roster*, they have just verbally confirmed their address. Have the Voter sign the *Roster* and vote a regular ballot. If the Voter tells you a different address than what is listed in the *Roster*, hand the Voter a phone bank number slip and tell them to call it to find their correct polling site. "Address Confirmation Required" does NOT mean that

the Voter must show you ID. **DO NOT ask for ID** for “Address Confirmation Required”.

3. If the words “Need ID to Vote” appear in Column 3, this is the **ONLY** situation where you are allowed to ask the Voter for Identification. The Voter must provide identification. These Voters are people who registered by mail and did not provide the required documentation needed to register. These voters have been sent a letter shortly after their registration application was received. The letter said that more documentation was needed to complete their registration, and that if they did not supply our office with the needed documentation, they would have to provide this information before voting at the polls. “Need ID to Vote” Voters are the **ONLY** Voters you may ask for ID. The identification must show the voter name and address listed in the *Roster*. Examples of acceptable identification are a current valid photo ID, a current utility bill, a current bank statement, a government check, a paycheck, or other government document that verifies the name and residence as shown in the *List of Voters*. Write a note stating the type of identification shown in Column 3 by the words “Need ID to Vote”. After providing acceptable identification, let the Voter sign the *Roster* and vote a regular ballot. If the Voter cannot provide proper identification, let the Voter vote a provisional ballot. The Voter will sign in the **BACK** of the *Roster* with the other provisional voters. The Voter must follow provisional voting procedure if they cannot provide ID.

*****Clerk #1 needs to listen carefully to the Voter. Especially if a Voter says something like “I have always voted here.” Do not tell a Voter they cannot vote at your precinct simply because his/her name is not in your *Roster*. Tell them to call the phone bank to verify their polling site as determined by their residence address. They may very well need to vote a provisional ballot at your precinct.

*****To keep the line moving along, Clerk #1 needs to continue processing the voters in line who are properly registered. If a Voter is a possible provisional Voter, let the Inspector take the Voter out of line while the confirmation phone call is made. If the Voter indeed needs to vote a provisional ballot at your polling site, the Inspector and Voter can fill out the provisional paperwork before the Inspector puts the Voter back into the line of Voters.

There are two forms that you may need to use as Clerk #1.

1. **VOTER REGISTRATION APPLICATION FORM:** Use this form when a Voter needs to update their name or address **AND** the voter is listed in your *Roster*. (even if they are listed under a different name). If the voter is not listed in your *Roster*, they are a provisional voter.
2. **PROVISIONAL ENVELOPE WITH VOTER REGISTRATION APPLICATION FORM:** Use this form when a Voter needs to vote provisionally. If they are not listed in your *Roster* and they will be voting at your precinct, they need to vote provisionally.

SPECIFIC DUTIES - CLERK #2

You will be in charge of the *List of Voters Book*. Your duty is to assign a line number to EACH and EVERY voter who votes at your precinct on Election Day. You will record the ballot type for each and every voter in the *List of Voters*. You will tell the Judges which ballot style each Voter is to receive.

1. When Clerk #1 tells you the name of the Voter, legibly print the name of the Voter on the next available line in the *List of Voters Book*.
2. Tell Clerk #1 the “line number” for that particular voter. **EVERY** voter who votes at your precinct must be assigned a “line number”. This includes provisional voters.
3. There is a set of columns to the left of the voters printed name in the *List of Voters*. When Clerk #1 tells you what ballot style the Voter is to receive, mark it in the appropriate column of the *List of Voters*.

Note: The ballot style number will always include your precinct number. No other precinct has your number. We need you to mark the ballot style for each Voter, so if needed, the canvass board can tell which particular ballot style was assigned to each Voter.

For Example: Regular Voter, Column 7 says “01 02”
write “02” in the REG VOTER column of the *List of Voters Book*

For Example: Provisional Voter, Column 7 says “07 02”
write “02” in the PROV VOTER column of the *List of Voters Book*

4. At the bottom of each page of the *List of Voters Book* is a “TOTAL NUMBER OF VOTERS THIS PAGE” row. For each page, you need to add the total number of regular voters and the total number of provisional voters. Enter those numbers at the bottom of each column. Then, add the column totals together and fill in the box to the left of “TOTAL VOTERS FOR THIS PAGE”. The total number of regular plus the total number of provisional should be no more than “50” for each full page in the *List of Voters Book*.
5. At the end of the day, Clerk #2 needs to total the number of Regular Voters and the total number of Provisional Votes. These numbers need to be entered on the front page of the *List of Voters Book*.

SPECIFIC DUTIES - JUDGE #1

Your duties are to select the proper ballot for each voter, initial each page of each ballot before being voted, and to instruct the voter how to mark his/her ballot. You will also be responsible for preparing the Early Ballot Pickup. You will fill out the ballot certification form.

1. At start of day, fill out the first part of the ballot certification form verifying the ballots received.
2. When processing Voters, Clerk #2 will tell you the ballot for the Voter. Make sure you select the correct ballot style for the voter. Make sure the number in the bottom right corner on the front of the ballot corresponds with what Clerk #2 told you. **DO NOT PAY ATTENTION TO THE BOTTOM MIDDLE NUMBER.** There may be more than one (1) piece of ballot paper issued to each Voter. Make sure you give each voter the correct ballot style, and all pieces of paper needed for a complete ballot. When examining the ballot to be given the voter, the last issue on the last page for every voter will be the “Proposed Amendment No. 4”.
3. Both Judges need to initial the ballot(s) before handing them to the Voter. The “initials box” is at the bottom center on the front of the first page of each ballot. There is no “initials box” on the front of the second page of each ballot. So. On the ballot that says “Page 3 of 3”, place two sets of initials at the bottom center of each ballot. Make sure that when the ballot(s) is(are) inserted in the ballot sleeve, the initials can be easily read by the Judge at the ballot box.
4. Instruct the Voter how to properly mark the ballot.
The following verbal instructions should be given to each voter:
 - A) Darken the oval completely. Do not make an X or a check mark.
 - B) Use only the marking device provided.
 - C) Do not cross out. If you change your mind on a race, ask for a new ballot.
 - D) Vote both sides (if applicable). Vote both pieces of paper (if applicable).
 - E) Explain to the Voter that write-ins are allowed where a write-in line is provided. The oval must also be darkened in order for the race to be counted.
 - F) Demonstrate to the Voter how to properly place the ballot into the sleeve after voting. (top of ballot in first, initials “facing up” at open end of sleeve)
 - G) Hand the initialed ballot, a marking device and a ballot sleeve to the Voter.
5. A Voter is allowed to have up to **FOUR** replacement ballots. Have the Voter write “SPOILED” across the spoiled ballot and place the spoiled ballot in the spoiled ballot envelope designated.
6. **EARLY PICKUP** : BEFORE 2 PM, both Judges and Inspector need to prepare for the early ballot pickup. Locate the plastic ziplock bag with the red plastic seals in them. When the early ballot pickup team arrives at your polling site, you will have to create a break in the line of voters. Stop the line of voters. Mark a line in the *List of Voters Book* after the last person who has received a ballot. Wait for all Voters already given a ballot to cast their ballot. Take a red plastic seal and lock the ballot

box. Record the red seal used on the slip of paper in the ziplock plastic bag. Inspect the new, empty ballot box delivered by the Early Ballot Team. Place a red plastic seal on the large door of the newly delivered, empty ballot box that was delivered by the transfer team. Transfer team will take locked ballot box. Resume processing voters using the newly delivered ballot box.

- 7. At the end of the day, Judges need to account for all spoiled and unused ballots. Count spoiled ballots. (A spoiled ballot is defined as a ballot that is not intended for counting and the ballot has ANY mark on it.) Initialed, unvoted ballots are considered spoiled. Spoiled ballots need to be placed in the manila envelope designated. Fill out and sign the form on the manila envelope designated. All unused ballots need to be placed in the “ALL UNUSED BALLOTS” sack. ONLY UNMARKED BALLOTS go into this sack. Count the number of unused ballots that go into this sack. Fill out and sign the form on the front of the sack.**
- 8. At end of day, complete the last page of the ballot certification form stating ballot accounting. Sign the form.**

ADDITIONAL INFORMATION

SPLIT PRECINCTS – Some precincts will have more than one ballot style. The differences are called “splits”. For example, some of the Voters in your precinct may reside in the Papillion-LaVista School District while other Voters may be in the Bellevue School District. The “split” is indicated by a number. That number is located at the **BOTTOM right corner of the ballot and also in the *Roster* Column #7. The number in the *Roster* and the number on the ballot given to the voter must match to assure the Voter receives the correct ballot.**

BALLOT SUPPLY - If it appears that the quantity of any ballot style is running low, contact the Election Office at 593-2359 immediately.

SPECIFIC DUTIES - JUDGE #2

Your duties are to initial each ballot before being voted, to inspect the initials portion of the voted ballots while they are still in the ballot sleeve, and to deposit the voted ballots into the ballot box. You will inspect the provisional envelopes before they are deposited in the ballot box. You will be responsible for preparing the Early Ballot Pickup. You will fill out the ballot certification form.

1. When the Voter has marked their ballot(s) and returns to you, the Judge, standing at the ballot box, you will take the ballot sleeve and marking device from the Voter and examine the loaded ballot sleeve to determine that the ballot(s) are placed in the ballot sleeve properly. **REMEMBER** – the VOTER is the only person who can take the ballot(s) out and turn them around if they are not placed properly into the sleeve. This is to help protect the secrecy of the ballot. When the ballot(s) are faced properly, check each ballot to make sure there are two sets of initials on each ballot and that each ballot has the correct precinct number on it. (This is especially important if your precinct shares a polling site with another precinct. Only your precinct's ballots are to be placed in your ballot box.)

***IMPORTANT-** If the Voter is bringing a **PROVISIONAL BALLOT** to the ballot box, the Judge needs to make sure that the provisional envelope is completely filled out. This includes the Inspector's signature. The Judge needs to make sure that the completed voter registration form is in the front pocket of the provisional envelope and that the voter registration has a voter signature on it. The Judge needs to make sure a copy of the PIN form is in the front pocket of the provisional envelope. The Judge needs to make sure the Voter has placed the voted ballot in the envelope and sealed the envelope. **ONLY THEN** may the envelope be received by the Judge.

2. Deposit the ballot(s) into the ballot box.

3. Hand the Voter an "I VOTED" sticker if they want one.

4. Help Judge prepare for Early Ballot Pickup as described on pages 12 and 13.

5. At the end of the day, Judges need to account for all spoiled and unused ballots. Count spoiled ballots. (A spoiled ballot is defined as a ballot that is not intended for counting and the ballot has ANY mark on it.) Initialed, unvoted ballots are considered spoiled. Spoiled ballots need to be placed in the manila envelope designated. Fill out and sign the form on the manila envelope designated. All unused ballots need to be placed in the "ALL UNUSED BALLOTS" sack. ONLY UNMARKED BALLOTS go into this sack. Count the number of unused ballots that go into this sack. Fill out and sign the form on the front of the sack.

6. At end of day, complete the last page of the ballot certification form stating ballot accounting. Sign the form.

ADDITIONAL INFORMATION

VOTING TIME IN BOOTH - No Voter is allowed to occupy a voting booth more than 10 minutes or remain within the polling place more than 20 minutes.

SPOILED BALLOTS - If a Voter spoils a ballot they may be given another, not to exceed four ballots. Ask the Voter to write "SPOILED" on the spoiled ballot and return it to the Judge. The Judge places the spoiled ballot into the *SPOILED BALLOT ENVELOPE*. Handle the ballot so the secrecy of the ballot is maintained.

TAKING BALLOTS FROM THE VOTING ROOM - Each Voter receiving a ballot shall vote BEFORE leaving the voting room. If any person takes a ballot from the voting room, the Voter loses his or her right to vote at this election. This is a Class V MISDEMEANOR. If a Voter leaves the polling site with a ballot, please call the Election Office at 593-2167. The only exception to the procedure of not allowing ballots to leave the polling room is the Voter needing curbside assistance. Specific instruction for Voters needing assistance are outlined on page 19.

EARLY BALLOTS - DO NOT accept early ballots at the polling site. The Voter has until 8:00 p.m. to return an early ballot to the ELECTION OFFICE, as per early ballot instructions given.

PROVISIONAL VOTING

Provisional voting is required when there is a question as to whether the Voter is properly registered or at the correct polling site. The process, if done correctly, will protect both the Voter and the vote cast. It is very important that every step of the provisional voting process be followed correctly.

Poll Workers play a KEY role in the provisional voting process. If the poll workers give poor advice or instruction, the Voter may very well suffer as a result. Clerks play a role in identifying possible provisional voters. Judges play a role in ensuring the provisional envelope is in perfect order before accepting the provisional ballot. Inspectors make the confirmation call to the Election Office, fill out and sign the bottom portion of the provisional envelope, and make sure the Voter gets back in line to sign in the back of the *Roster* as a provisional voter and that the Voter is assigned a line number.

There are three (3) possible reasons a Voter may need to vote a provisional ballot.

1. The Voter is listed properly in your *Roster*, but in column 3 of the *Roster*, there is a note that says “Early ballot sent vote provisionally. This should be easy to explain to the Voter. The Election Office has already sent a ballot to this voter. The Voter **MUST** vote a provisional ballot and follow all provisional procedure (including completing the voter registration form). Do not let the Voter talk you into letting them vote unprovisionally. They may tell you that “they never got it”, “they lost it”, or “they threw it away”. Whatever the explanation is, the Voter needs to vote provisionally. If the Voter tells you that they never requested an early ballot, we still need that Voter to vote a provisional ballot. In this particular situation the Inspector needs to make a detailed note on the provisional envelope that there is a possibility of Voter Fraud. Voting a provisional ballot will allow the Election Office to determine if the early ballot has already been returned. **DO NOT** accept an early ballot at the polling site. Voter’s have until 8:00 p.m. on Election Day to return an early ballot to the Election Office.
2. The Voter is not listed in your *Roster* and they live within the boundaries of your precinct. Make sure you ask the Voter if they have called the phone bank to verify the polling site for their residence address. If the Voter says they have talked to the phone bank, make sure you have the Inspector call the Election Office to double check that the Voter is at the correct polling site. The Election Office will also tell the Inspector the proper ballot style for the Voter. The Voter **MUST** vote a provisional ballot and follow all provisional procedure. Voting a provisional ballot will allow the Election Office to update the Voter’s registration to reflect his/her current residence address.
3. The difficult Voter. The Voter refuses to go to the polling site determined by his/her residence address and insists on voting at your precinct. Or, the Voter insists on voting a ballot style other than how he/she is registered. Unfortunately, you may

have to deal with a difficult personality who refuses to follow instruction. The provisional ballot is always an option in this circumstance. The provisional envelope will protect the ballot from being counted when the Election Office determines that the Voter voted at the wrong precinct or voted the wrong ballot style. Likewise, the provisional ballot will protect the ballot from NOT being counted when office investigation proves that the Voter was in fact at the correct polling site or voting the correct ballot style. The inspector needs to make a note on the provisional envelope for instances such as these, explaining the reason for the Voter voting at their polling site.

Please remember, that failure to follow ALL provisional instructions may cause the Voter's ballot to not be counted. It is up to the poll workers to encourage the following of each and every step for each and every provisional voter.

SPECIFIC INSTRUCTIONS FOR PROVISIONAL VOTING

1. Clerk #1 is aware of a possible provisional voter, and asks the possible provisional voter if he/she has called the phone bank to find the correct polling site for his/her residence address. (*Voter says "no" – give him/her a phone bank number slip. Voter says "yes" – proceed with step 2.*)
2. Clerk #1 asks the Inspector to assist the possible provisional voter.
3. Inspector calls the Election Office to verify the correct polling site for the possible provisional voter.
4. The Inspector receives verification from the Election Office.
Voter is at the wrong precinct – tell him/her the correct polling site)
Voter is at the correct precinct – proceed with step 5.)
5. The Inspector may begin filling out the provisional envelope. Make sure to complete the bottom portion of the provisional envelope and SIGN it.
6. Have the Voter complete and sign the voter registration form.
7. Have the Voter complete the PIN form.
8. Instruct the Voter to place the completed voter registration form and one copy of the completed PIN form in the front pocket of the provisional envelope. The Voter will keep the other copy of the PIN form to check the status of his/her provisional ballot.
9. The Inspector puts the provisional voter back in line and instructs Clerk #1 that he/she is a provisional voter and the correct ballot style for the Voter is _____ (what the Election Office instructed)
10. The Voter needs to sign in the back of the *Roster*.
11. The Voter is assigned a line number. (Inspector needs to put this line number on the provisional envelope – top corner.)
12. Voter is given ballot sleeve, marking device, and correct ballot style.
13. Voter votes his/her ballot.
14. Voter returns to ballot box.
15. Judge (or Inspector) examines ballots in sleeve for proper initials and precinct code.
16. Judge (or Inspector) instructs Voter to remove ballot(s) from ballot sleeve and place

them in the provisional envelope.

17. Judge (or Inspector) instructs Voter to seal the provisional envelope.
18. Judge (or Inspector) examines voter registration and PIN form in front pocket of provisional envelope for completeness.
19. Judge (or Inspector) places provisional envelope in the ballot box.
20. Judge (or Inspector) hands the Voter an “I Voted Sticker” if they want one.

VOTERS NEEDING ASSISTANCE

VOTERS NEEDING CLARIFICATION – Occasionally a Voter will ask for assistance in interpreting the language on the ballot. Poll workers may **READ** the ballot language to the Voter, but poll workers are not allowed to explain what the ballot language means. Poll workers are **NOT** allowed to influence a Voter's decision.

VOTER NOTES are allowed to be used by Voters. Please inspect vacant poll booths and tables regularly for notes left behind.

AUTOMARK - A device, the Automark, has been placed in every polling place in the State of Nebraska. The purpose of the Automark is to assist the visually or hearing impaired Voter. Any Voter may use the Automark to mark his or her ballot. It is a simple and easy to use voting machine. A demonstration as well as hands on experience for the Poll Workers will be given at each training session. If your precinct shares a polling site with another precinct, you will also share an Automark. We need the poll workers to enter the number on the Automark case on the front of the *List of Voters Book*. Our office needs to know which machine was made available for use at each polling site. Please do not forget to do this. The number you are looking for will be between #1 and #80.

CURBSIDE VOTING - Voters unable to enter the polling site may request that a ballot be brought to them curbside. When that happens, use the following procedure:

1. Look up the name of the curbside Voter in the *Roster* to see that the Voter is indeed registered and at the correct polling site.
2. Two Poll Workers (each of a different political party) take the ballot, *Roster*, *List of Voters Book*, marking device, and a ballot sleeve from the voting area to a convenient place within the building or to the Voter's car.
3. Continue the normal procedure for voting. The Voter may mark his or her own ballot or the Voter may request assistance in marking the ballot. The ballot must be returned to the ballot box in a ballot sleeve. The Poll Workers may **NEVER** divulge voting information. The privacy of the Voter must be protected.
4. Enter the Assisted Voter's name and line number on the third page of the *List of Voters Book* on the "ASSISTANCE TO REGISTERED VOTERS" page. Have the person assisting the voter sign their name on the page. The Inspector will need to sign this page if assistance to a Voter was needed. A family member, a friend of the Voter or a poll worker may provide assistance.

*****Other Voters arriving during the time a curbside Voter is voting must wait until the *Roster* and *List of Voters Book* are returned to the table.**

MAGNIFIERS are included in your supply box for voters who need larger type.

CLOSING OF THE POLLING PLACE

CLOSING THE POLLS - Anyone who is in line at 8:00 p.m. must be allowed to vote.

There is a “Checklist for Closing the Polls” in the Red Binder.

SPOILED BALLOTS – Count the spoiled ballots. Spoiled ballots are ballots that have ANY mark on them. Spoiled ballots INCLUDE unvoted ballots that are INITIALED by the Judges. (initials are marks) If a ballot was spoiled by the voter, the voter should have written “spoiled” across the front of the ballot. Put the spoiled ballots in the yellow manila envelope designated for them. Fill out and sign the form on the front of the envelope.

UNUSED BALLOTS – Count the unused ballots. Place unused ballots in the cream colored fabric sack. Fill out and sign the form taped to the outside of the sack. Seal securely with the metal strip/seal. Only UNMARKED, UNINITIALED ballots go into this sack.

Put the voting sleeves back in the plastic box. Put all supplies back in the supply box.

SIGNING FORMS - Please be sure all forms are signed by everyone who is required to sign.

- 1. *OATH OF OFFICERS OF ELECTION* found inside the *List of Voters Book*.
Must be signed at beginning AND end of day by all poll workers.**
- 2. *PAYROLL SHEET*. by all poll workers.**
- 3. Sheet on *SACK OF UNUSED BALLOTS*. by Judges**
- 4. *SPOILED BALLOTS* yellow manila envelope. by Judges.**
- 5. *ASSISTANCE TO REGISTERED VOTERS FORM*. on third page of “List of Voters” Book, if assistance was needed by a voter. by Inspector.**
- 6. *BALLOT CERTIFICATION FORM*. by Judges.**

If these forms are not signed, the board members affected will be called and asked to make a special trip to the Election Office to complete these requirements.

*****Clerks fill out front of *List of Voters Book*. Automark # is found on Automark case.**

*****Judges fill out *Ballot Certification Form*.**

POLLING PLACE - Please make sure you leave the polling place as you found it.

On election night the Inspector will return voted ballots, election supplies and equipment to the Election Office.

LEAVE THE ORANGE CONES AND AUTOMARK MACHINES AT THE POLLING SITE! They will be picked up Wednesday by designated teams.

INSPECTORS – You will deliver ballots and election supplies to Election Office following the closing of the Polling Site. Please enter Jerzes’ east side parking lot from Olson Drive. You will pull into the parking lot and drive along the east side of the the building, stopping parallel to the building by the employee entrance near the back of the building. Do not pull into a parking space. Do not get out of your car. A team will unload the voted ballots. You will be directed to pull around to the south side of the building. Stay parallel to the building. Do not pull into a parking space. Stop by the back doors. A team will unload the rest of the supplies and equipment from your car. You will proceed around to the west side of Jerzes parking lot and exit on Olson Drive.

Thank You!

Thank you for your service to Sarpy County and the election process. You are important to the very fabric of our community, our state and our nation. You are on the front line to make sure that every voter has the opportunity to vote and have his or her vote counted. By your willingness to accept this responsibility, you help make democracy possible for our nation.

**Wayne Bena
Election Commissioner**