

ELECTION BASICS

Goal: *To administer the election procedure so that each qualified voter has the opportunity to vote, in the correct manner, so that their ballot will count.*

1. **Election Board Workers:**

- A. Poll must be set up and organized. Poll site is managed by the election board under the supervision of the Supervising Judge.
- B. Board workers cannot leave during the day unless they are working a split shift.
- C. Board workers should therefore bring their own lunch.
- D. Don't clutter check-in or ballot tables with personal items such as sewing projects, card games, etc.
- E. No cell phone use unless it is an emergency or you are communicating with the election office.
- F. All board workers need to help with the set-up and tear-down of the poll site.

2. **Supervising Judge responsibilities:**

- A. Has overall responsibility of poll site.
- B. Reports directly to the County Election Officer.
- C. Oversees activities of the other poll workers.
- D. Responsible for seeing that everything arrives safely and securely at polling place so the poll can open at **7:00 a.m.** Please remember that you will most likely have a flurry of voters first thing in the morning. **BE PREPARED.**
- E. No personal cell phone use unless an emergency arises or unless you are communicating with the County Election Office.

POLL SITE SETUP AND VOTING PROCESS

Arrive at poll site by at least 6:30 a.m., earlier if you did not set up the night before. Each board worker should set up their specific area according to what their job is. Unlock doors and have everything setup and ready to begin processing voters at **7:00 a.m.**

1. Signage Setup

- A. Set up “Vote Here” A-frame sign near the entrance door to poll site
- B. Set up “Vote Here” flutter flag (flag holder will already be in the ground)
- C. Remove any campaign signs within 250 feet of poll site
(Place in trunk of car)
- D. Place any other signage in hallways where needed
- E. Place standing “Photo ID” sign inside door to check-in area
- F. Post “No cell phone” posters
- G. Set up voter instruction banner near door to check-in area

2. Room Setup

- A. Set up the room so the flow of voting works well
- B. Set up check-in stations so they are first when voter enters poll site
- C. Ballot table would probably be next
- D. Booths could be placed after ballot table
- E. IVO’s could be placed next
- F. Provisional table should be somewhere out of the way, but accessible
- G. Make sure the ballot box is placed where it can be monitored

SUPERVISING JUDGE TABLE

1. **Supervising Judge Area Set Up**
 - A. Open suitcase and place provisional ballot packets on table
 - B. Some poll sites have an extra pollbook box for the SJ to use to lookup addresses for provisionals. Setup this pollbook on SJ table.
 - C. Place provisional pages from SJ notebook on table
 - D. Obtain 5 ballots of each style from ballot table and place on SJ table
 - E. Place the following on table
 - US and Kansas Flags
 - Pens
 - Gray Ballot Sleeves
 - Star Stamper
 - “I voted” Stickers
 - F. All board workers need to sign the oath in SJ Notebook

2. **Provisional Voting Process**
 - A. Supervising Judge fills out the following information on provisional envelope
 - Reason for challenge
 - Provisional voter number (from provisional page)
 - Ballot style voted
 - Date
 - Initial that ID was checked
 - Sign envelope
 - Get an additional Board Worker signature
 - Make sure voter checked the top 2 boxes, filled out the form completely, and signed voter registration form.
 - B. Voter is responsible for the following
 - Voter registration form on back side of provisional envelope
 - Signs the front side of envelope
 - Fills out all information on the provisional pollbook & signs
 - Votes ballot
 - Places ballot in completed envelope, seals, and drops in ballot can

POLLBOOK/CHECK-IN TABLES

Set Up:

- A. Set up blue poll book boxes on check-in tables
 - Use the EA Pollbook Poll Worker Training Manual, Pages 2-11
 - Test the printer prior to 7:00 a.m., page 12 of the manual.

- B. Supplies in plastic box
 - US Flag and Stand (Set up according to picture in manual)
 - Kansas Flag and Stand (Set up according to manual)
 - Markers (To highlight ballot style). Place on table ready for use
 - Spare Battery (Replacement for mouse battery, leave in box unless needed.)
 - Ink Pens
 - “I Voted” Stickers (These will be handed out to voters)

- C. Forms in manila envelope
 - Pollbook Cheatsheet - Place cheat sheet in front of board worker, near Netbook. This will tell you step by step how to process a voter.
 - Got Photo ID Poster – Place this on table where voters can see it. This will help identify the different forms of ID that may be used.
 - The following forms may be left in envelope until you need them
 1. Form DRO – Declaration of Religious Objection to photo ID (NOT PROVISIONAL)
 2. Affidavit of Former Precinct Residence – Use this if voter has moved in the last 30 days (NOT PROVISIONAL)
 3. Voter Assistance Form – If assistance is provided by anyone, please fill this out (NOT PROVISIONAL)
 4. Voter signature sheet (If they object to signing an oath)

POLLBOOK/CHECK-IN TABLES (CONT)

Check-in Process:

- A. Please use the check-in process on the Pollbook Cheatsheet.
- B. If you cannot find the voter's name in the poll book please try one or all of the following:
 - Enter the voter's last name only
 - Enter the voter's birthdate
 - Make sure the spelling of the name is correct
 - **If you cannot find them, have the SJ look them up. If the SJ cannot find the them, PLEASE CALL THE ELECTION OFFICE.**
- C. Voters who object to signing the oath on the signature pad may sign the paper sheet to affirm (pollworker should write "Affirmed" on electronic signature pad). (**NOT PROVISIONAL**)
- D. Voters who have a religious objection to photo ID need to fill out a form DRO. (**NOT PROVISIONAL**)
- E. If a voter needs assistance, they can choose whomever they want to help them, or 2 board workers. Record the voter's name on the form and then initial in the appropriate space.
- F. If a voter is physically unable to sign, a poll worker or a person of the voter's choice may sign the poll book for the voter. (**NOT PROVISIONAL**)
- G. If a voter has moved within the last 30 days, they vote at their old precinct and fill out an Affidavit of Former Precinct Form. (**NOT PROVISIONAL**)
- H. Send the voter to the provisional table for the following reasons:
 - The voter's name has changed
 - The voter's address has changed
 - The voter's information on poll book is incorrect
 - The voter's name does not appear in the poll book
 - If they are marked as an advance voter in the poll book
 - If a voter has moved prior to 30 days before the election

!!! NEVER DENY A VOTER A BALLOT !!!

BALLOT TABLE

1. Ballot Table Setup

- A. Set up identifier tents for all ballot styles.
- B. All ballot styles are listed on the Report & Claim Form - Check to make sure you have all styles out.
- C. Open the first envelope (the one with a green “Open First” sticker and sample ballots) for each ballot style.
- D. Using a rubber finger, count the ballots to make sure that count agrees with what is listed on the envelope.
- E. Do not open other envelopes until you need to and then repeat counting procedure.
- F. Place gray privacy sleeves on table for ballot distribution.
- G. Place Star stamper to mark ballots that are distributed.
- H. Lay out sample ballots.

2. Ballot Distribution Process

- A. Ask voter for label received from pollbook worker.
- B. Confirm with the voter the ballot style they are receiving.
- C. Make sure there is a star stamp on every paper ballot handed out
- D. Instruct voter if it is a 2-page ballot.
- E. Never provide information to voters about specific candidates, issues, or write-in campaigns.
- F. If the voter tears, defaces, mismarks, or spoils the ballot, they may request a replacement ballot only 2 more times.
- G. Spoiled Ballot envelope may be placed on ballot table for safe keeping of spoiled ballots.

IVOTRONICS

1. **Ivotronics Set Up**
 - A. Unfold Ivotronic voting machines and set them up.
 - B. Make sure the legs are spread open to the front.
 - C. Attach bungee cord from leg to leg around the back side of the machine.
 - D. It works well to set them up in twos, side by side, angling out from each other.
 - E. Plug power strip into wall and IVO's into power strip:
 - You can daisy chain up to 7 machines together. If you are working with pairs, you can daisy chain each pair.
 - Plug Ivo's into power strip
 - **Turn power strip on**
 - F. Make sure cords are taped down to minimize risk of falling. Use Duct tape.
 - G. Please set up all machines that are sent to your poll site. IF YOU HAVE THEM, USE THEM!
 - H. Remove blue security seal from doors
 - **THROW THE SEAL IN THE TRASH, DO NOT PUT IT SOMEWHERE ELSE ON THE MACHINE**
 - I. Attach black privacy shield with binder clips in SJ plastic box.
 - J. IVO Board Workers put on aprons with supervisor PEB in pocket.
 - K. Place **Master** PEB in a secure location (do not use until the end of the evening).
 - L. Please clean the screen with disinfecting screen wipes periodically through the day.
 - M. Plug in Printer Pack in an "out of the way" place and let it charge throughout the day (Just in case you lose electricity).

IVOTRONICS (CONT)

2. Ivotronics Voting Procedure

- A. Voter presents printed label to board worker.
- B. Board Worker inserts the supervisor PEB into the voting terminal.
- C. Verify with the voter that you have selected the proper ballot.
- D. Remove PEB when prompted.
- E. Step away and allow the voter to vote in private.
- F. Board worker places label in apron.
- G. Never stand behind the voter. If they need help, try to talk them through it from the front of the machine. Ask their permission if it is necessary to help them from their side.
- H. If the voter leaves the poll site without casting the ballot, 2 board workers should insert the PEB and cast the ballot.
- I. If a voter wants to cancel the ballot, Board Worker should insert the PEB, follow the prompts and cancel the ballot.

WHAT IS AND IS NOT ALLOWED AT THE POLL SITE

ALLOWED:

1. Observation by authorized poll agents who have credentials and badge (Authorization has to come from County Election Office)
2. Media Inquiries
3. Exit polling
4. Disabled voters can receive assistance from whomever they choose
5. Pictures by media if they are more than 3 feet from a voter
6. Unless specifically posted that it is prohibited at your poll site, concealed carry of a firearm with a CC license.

PROHIBITED:

1. Electioneering (by voters or poll workers)
2. Disorderly Conduct
3. Unauthorized persons within 3 feet of a voting booth, machine or table used by election board
4. Ballots cannot be handled by anyone other than board workers
5. No pictures of a ballot when being voted
6. Campaign buttons
7. Campaign T-shirts
8. Open carry is not allowed in public buildings, (North Newton City Hall, Volunteer Hall, and Burrton City Council Chambers)
9. No guns of any kind are allowed at schools (Halstead High School Gym)

CLOSING THE POLL SITE

1. Supervising Judge locks doors to the poll site at 7:00 pm:
 - Voters who are in line at the time of closing **MUST** be allowed to vote.
 - Wait until all voters have exited the poll site before you begin closing.

2. Poll Book Board Workers should click the “About” Tab and report the total number of voters recorded in the pollbook (local voters and total voters for each pollbook)

3. The Supervising Judge or their designee is responsible for filling out the green Report & Claim Form (In white SJ Notebook). The following information will be gathered by Board workers and reported to the SJ:
 - a. **Paper Ballots**
 - Ballot table Board Worker should count all un-voted ballots and report that number to the SJ
 - All spoiled ballots should be counted
 - Ballot boxes should be opened and all ballots sorted with the cut corner in the same position
 - Ballots should then be separated by ballot style and counted
 - Provisional ballots should be counted and the numbers recorded on the Report and Claim Form

b. Electronic Ballots (Page 103 of training manual)

- Insert the **Master** PEB into a voting terminal to close the polls. Choose the option to “Close the Polls”
- The screen will say **WARNING DO NOT REMOVE PEB**
- When the screen says **TERMINAL CLOSING IS COMPLETE**, remove the PEB
- Insert the same **Master** PEB into the next terminal and repeat the same process for each of the remaining voting terminals
- When all votes have been collected and the screen of the last terminal says **TERMINAL CLOSING IS COMPLETE**, connect the printer pack to the top of the last voter terminal
- Plug the printer into the power strip or into the back of the Ivo. Turn the selector switch on the printer to “printer”
- Insert the **Master** PEB into the voting terminal and a message will prompt **PRINT TOTALS NOW**. Answer yes
- Press the green **PRINT** button and printing will begin
- Two reports will automatically be printed and when completed, power the terminal down
- Give the results tapes to the SJ who will record it on the Report and Claim Form
- After the machine is powered down, remove the seal from the top of the machine, slide the door back and remove flashcards from all machines. Give to SJ.

FINAL CLOSING INSTRUCTIONS

1. Supervising Judge will complete the Report and Claim Form using the information provided by the various board workers
 - USE THE PENCIL PROVIDED!
 - Enter the appropriate hours and mileage for each board worker
 - Enter all information requested (fill-in yellow areas)
 - Number of ballots voted for each style (B)
 - Number of provisional ballots for each style (C)
 - Number of unvoted ballots for each style (D)
 - Number of spoiled ballots for each style (E)
 - Figure totals for paper ballots (there is a calculator on all the netbooks)
 - Total Electronic voters from tapes
 - Figure total of all voters, adding paper and electronic together
 - Record voter total from Poll Book, this should match the total of voters (not including provisionals)
 - Sign the form and place it back in your Supervising Judge notebook

2. Place the following in the muslin ballot bag that is located in the zippered pocket on the top of the suitcases:
 - All unvoted and spoiled ballots
 - Empty canvass ballot bags
 - Printer pack for Ivotronics (if this fits in your suitcase, place it there)

3. Replace supplies in the plastic boxes as indicated in the pictures on the underneath side of the lid.

4. Replace all supplies in the suitcase including bungee cords, extension cords, aprons, posters, plastic box, training manual, and printer pack if it fits.
5. Repack blue poll book boxes using the picture in the EA Poll Book instruction manual.
6. Fold up IvoTronics, place a zip tie through the doors, and place them on their side next to a wall.
7. Bring flutter flag and a-frame sign inside the poll site.
8. Place the following items in the cardboard ballot return box:
 - Voted ballots
 - Provisional Ballots
 - PEB's
 - Flashcards from voting terminals
 - Signed total tapes from IVO's

Seal box with official ballot seal

9. Place all Electronic poll books in turquoise neoprene zip bags for return to the courthouse.

RETURNING TO THE ELECTION OFFICE

1. The following items are to be brought back to the election office by the Supervising Judge:
 - Ballot return boxes with all items listed in #8 (previous page)
 - Electronic pollbooks in turquoise bags
 - Muslin bag with unvoted ballots
 - White SJ Notebook with green Report and Claim Form completed
 - Poll site key

2. All remaining items should be placed in the same area of the poll site for the Road & Bridge Department to pick up the day after the election:
 - Suitcase
 - Blue Pollbook boxes
 - Canvass Bags w/Photo ID Signs
 - A-Frame signs
 - Flutter flags
 - Ivotronics
 - Booths
 - Ballot Boxes

Supervising Judges come to the south door of the courthouse off of 7th Street. Leave muslin bag in hallway. Proceed to the door of the Treasurer's Office and then check in at the Clerk's Office Counter

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