

# Precinct Election Official Guidebook



**Provided by:**

**Office of Iowa Secretary of State**

**Pursuant to Iowa Code §49.126**



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# INTRODUCTION

## **About this manual**

This manual is the primary reference guide for State of Iowa precinct election officials. It has been developed by the Secretary of State's Office for use by county auditors.

The manual begins with overview information, followed by sections that are designed to walk you through your duties in setting up and managing a polling place...to processing voters...to closing down and returning supplies after the polls close. Checklists, diagrams, and flow charts along with other visual aides are included throughout the manual.

We welcome your comments, ideas, or suggestions on ways to continue to improve this manual. Please send your recommendations to your County Auditor.

## **Standards of Conduct**

On Election Day, precinct election officials are representatives of the County Auditor's Office and should be professional, fair, impartial, and equitable to all voters.

- Be courteous and respectful to all people regardless of age, race, sex, disabling condition, or lifestyle.
- Do not engage in partisan or political discussions or offer advice or literature to voters.
- Avoid any action that may influence how a person votes.
- Do not solicit votes for candidates or questions or wear buttons, stickers, jewelry or other clothing of a political nature.
- Although it is a long workday, please minimize conversation as it distracts voters and other PEO's.

## **Precinct Election Official's oath and Confidentiality Agreement**

As a precinct election official, you take a legally binding oath that you will uphold election laws. At the start of Election Day, all judges recite and sign the following oath:

“I, (name), do solemnly swear or affirm that I will impartially, and to the best of my knowledge and ability, perform the duties of precinct election official of this election, and will studiously endeavor to prevent fraud, deceit, and abuse in conducting the election.”

“I, (name), understand that as a precinct election official, I have access to sensitive information voter information that is considered confidential and is protected under the law in the Iowa Code. Specific definitions for Confidentiality of Voting Records can be found in Iowa Code Chapter 48A.34 and Personal Information Definitions in 715C.1(11)(a). Such information includes, Voter Verification Numbers found in Iowa Code Chapter 22.7(72-73) and Voter PIN in Iowa Code Chapter 48A.7A(1)(b) & 48A.10A(1-2). Due to this protected status, I agree not to release the information to anyone other than another precinct official or the voter without first verifying the identity of the person in accordance with Iowa elections laws. I also understand that the Voter Verification Numbers cannot be shared with poll watchers, candidates, or committees.

Additionally, I understand that the prohibition on sharing the confidential information extends before and after the hours that my assigned polling place is open.

Finally, I understand that sharing any protected or confidential information violates Iowa Law.”

### **Preparing For Election Day**

- Review this manual before Election Day and bring it with you to the polls.
- Dress comfortably and casually. You may not wear political or campaign-related attire.
- Bring a lunch, snacks, and dinner to your polling place. The Chairperson or Co-Chairpersons will arrange breaks and meal times.
- Remember to vote! If you are working in your own precinct, you may vote on a break during regular voting hours. If you are serving elsewhere, you may vote absentee before Election Day.
- Before leaving home, do a quick inventory of your personal needs and obligations for the entire day:
  - Do you have your reading glasses, medications, or medical supplies?
  - Do you have emergency information that coworkers should be aware of?
  - Have you arranged for the care of your loved ones or pets?
  - Do you have enough gas, or a ride, to return home?

## **Roles and Responsibilities**

There are several job positions in each polling place on Election Day. The Chairperson will assign these duties to each PEO. A brief description of each position is listed below.

- **Chairperson:** Is appointed by the County Auditor, is in charge of the polling place, and is responsible for the conduct of the election. Some precincts may have more than one chairperson.
  - The Chairperson is responsible for all polling place supplies including pickup before Election Day; review of supplies prior to and throughout Election Day; and return of supplies to the county auditor's office after the election.
  - The Chairperson shall call all PEO's prior to Election Day to remind them when to report for work, and of the name of location and the polling place.
  - The Chairperson shall review the setup of the polling place prior to Election Day. REMINDER: Be sure that you know the contact person and phone number for your polling place.
  - Provide your cell phone number to the County Auditor. REMINDER: Be sure you know the phone number of the County Auditor's Office.
- **Voters' Declaration of Eligibility Manager:** Is responsible for looking up and verifying the accuracy of each voter's information including the review of identification. After the information has been validated, the voter signs an eligibility slip, and presents it to the ballot manager. NOTE: In counties using electronic poll books, the eligibility slip is produced by the poll book.
- **Ballot Distribution and Instruction Manager:** Is responsible for selecting the correct ballot style; informing the voter about the ballot marking instructions and what to do when they have finished marking their ballot. Important: Make sure that each voter only gets one ballot.
- **ADA Ballot Marking Device Operator:** Is responsible for instructing the voter on how to operate the marking device and keeping track of the headsets and all other accessories for use with the ballot marking device.

- **Ballot Scanner Manager:** Is responsible for instructing voters on how to insert the voted ballot into the scanner while using the secrecy folder

## **Assisting Voters with Disabilities**

The key to providing quality services to voters with disabilities is to remember that all voters are individuals. Communicate effectively and with respect.

Following are some tips for interacting with voters who have disabilities. In most cases, the best way to learn how to accommodate voters with disabilities is to ask them directly. Here are some suggestions:

- Be considerate of the extra time it might take for a voter with a disability to vote.
- Federal law allows voters with disabilities to be accompanied and to receive assistance by another person while voting. If asked, poll workers can provide assistance as well. However, one poll worker from each major political party must provide assistance when requested.
- Speak directly to the person who has a disability rather than to a companion who may be along to provide assistance.
- Speak calmly, slowly and directly to a person with a hearing impairment. Your facial expressions, gestures, and body movements help in understanding. Writing a note may be helpful.
- Before pushing someone in a wheelchair, ask permission and how you should proceed.
- Greet a person who is visually impaired by introducing yourself and where you are in the room. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your arm and tell the person if you are approaching steps or inclines.
- Be aware that assistance animals must be admitted into all buildings. Such animals are highly trained and do not require special care from anyone other than their owner.



## **Managing the Media**

Members of the media are common visitors to polling places. Members of the media should notify the county auditor ahead of time of their intention to visit a polling place. General guidelines include:

- Allowing members of the media to be inside the polling place to take photographs or film activity, but not allowing members of the media to interfere with the voting process. Members of the media cannot take any images of how a voter marks or has marked a ballot.
- Asking members of the media to identify themselves and to show identification.
- Restricting interviews with voters until the voter has cast a ballot and is outside of the polling place. Members of the media should obtain permission from a voter to use the voter's name and/or photograph.
- Answering questions from or providing comments to members of the media only when authorized to do so by the auditor. If you are not authorized to provide comments to members of the media, refer the individual requesting comments to the auditor.

## Poll Watchers/Observers

The following persons are the only persons allowed at the polling place on Election Day:

- Voters and PEOs
- Peace Officers – upon request of Auditor
- Media
- Educational Programs
  - Persons authorized by the auditor, in consultation with the Secretary of State’s Office, may be present at the polling place for the purpose of conducting or attending an educational program.
- Poll Watchers
  - A poll watcher is a person who has official authorization to be at the polling place on Election Day. Poll watchers may also be called observers or members of challenging committees. Poll watchers must be accredited and are required to produce ID and proof of accreditation if asked. Poll watchers may represent any of the following:
    - **Political parties:** If a political party has a candidate on the ballot, poll watchers may be present at the polling place on Election Day. For each political party, no more than three poll watchers may be present at a time. A poll watcher representing a political party must have a ***poll watcher designation form*** or a letter of accreditation from the party.
    - **Nonparty political organizations:** A non-party political organization is any political organization that is neither the Democratic Party, the Libertarian Party nor the Republican Party. Each non-party political organization with a candidate on the ballot is permitted to have one poll watcher at a time present at the polling place on Election Day. A poll watcher representing a non-party political organization must have a ***poll watcher designation form*** or a letter of accreditation from the organization.
    - **Non-partisan candidates:** All non-partisan candidates on the ballot may appoint one poll watcher to be present on Election Day. A poll watcher appointed by a candidate must carry a ***poll watcher designation form*** or a letter of appointment signed by the candidate who appointed them.
    - **Groups supporting or opposing public measures:** Poll watchers representing groups supporting or opposing public measures on the ballot are permitted, except at Primary or General elections. No more than three of these poll watchers may be present at any given time. Unlike the other categories of

poll watchers, these poll watchers must notify the auditor of the intention to be present before Election Day and have a ***poll watcher designation form***.

**Persons not included in the list above are not permitted at the polling place on Election Day. Lawyers and attorneys have no special exemption from these rules and must be official poll watchers with official accreditation to be present at the polls on Election Day.**

Poll watchers must have a specific relationship to an office or public measure on the ballot to be present on Election Day. They cannot be:

- A candidate for an office listed on the ballot;
- An elected official whose office is listed on the ballot;
- Or a PEO working at the election.

As a courtesy and if the space allows, PEOs may provide poll watchers a table and chairs near, but separate from, the tables for official Election Day business.

**Poll Watchers/Observers May:**

- Observe, but not interfere, with the election process.
- Look at the ***declaration of eligibility slips*** or the voter roster/sign-in sheets.
- Write down the names of people who have or have not voted.
- Challenge a voter's qualifications (if the poll watcher is a registered voter in the county where the challenge occurs).
- Report perceived problems in the precinct to the county auditor.

**Poll Watchers/Observers May NOT:**

- Interfere with the election process in any way.
- Handle ballots, voting equipment, or the election register.
- Inspect documents produced by voters for the purpose of establishing identity (these documents contain confidential information).
- Compare the signature on record to a signature on any document or ballot or ballot envelope.
- Disenfranchise voters by encouraging challenged voters to cast provisional ballots in a precinct where they do not live.

- Engage in arguments with PEOs, voters, or other poll watchers.
- Interrupt, hinder, oppose, or talk to a voter while in or approaching the polling place.
- Solicit votes for candidates or questions.
- Offer advice or literature to voters.
- Wear buttons, stickers, jewelry, or other clothing of a political nature.
- Use polling place supplies.
- Challenge a voter solely because the voter is registering to vote on Election Day.
- Challenge a voter solely because the voter is changing an address on Election Day.
- View voter identification without voter permission.

## **Exit Polling**

Exit polls may be conducted at any time but tend to occur in close races or in highly publicized contests. Exit polls may be conducted by the media or by political or interest groups.

### **Individuals conducting surveys or exit polls may NOT:**

- Conduct surveys or exit polls inside the polling place.
- Stand inside the building in which the polling place is located or in the building's entryway.

**REMINDER:** Regardless of weather or any other adverse condition, do not allow exit pollsters to conduct polls inside the building where the polling place is located.

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## **Voter ID**

- All voters must show a form of ID:
  - Iowa Driver's License
  - Iowa Non-Operator's ID
  - U.S. Passport
  - Military ID
  - Veteran's ID
  - Voter ID Card
- Voters that do not have the necessary ID may have another voter of the precinct attest to their identity and residence, and will be allowed to cast a regular ballot. Additionally, any voter may prove identification using Election Day Registration documents.
- Any voter that does not have a driver's license or non-operator's ID issued by the Iowa Department of Transportation will be issued a Voter ID Card for free, automatically, in the mail.

## **Review of Identification**

- For purposes of verifying identity at the polling place, forms of identification shall be reviewed as an entire document. For example, if reporting a name change, it is ok if the ID has not yet been updated if everything else about the identification appears to be correct such as photo and signature style.
- Signature comparison may be used at the polls for assisting in voter identification. For example, if a voter presents an Iowa Voter Identification without a picture, a visual comparison of the signature on the card to the signature of the individual presenting the card can be used to verify that the card belongs to the voter.
- Generally, you as an election official should be confident that the person presenting themselves to vote is who they say they are based on the identification document

provided. If you are not, the voter shall be challenged and the voter may cast a provisional ballot for a determination to be made by the special precinct board.



# PREPARING FOR ELECTION DAY

## Chairperson Duties

The chairperson is in charge of the polling place and is responsible for the conduct of the election, the supervision of PEOs, and ensuring that all required tasks are completed. In some precincts there may be more than one chairperson who will share the following duties:

- **Supplies:** Ensure supplies are picked up before Election Day. Review and be familiar with the supplies. Make sure you have everything your precinct will need on Election Day. Return the supplies to the auditor's office after the election and let the auditor's office know of any supply that needs replenishment.
- **Ballots:** Ensure that ballots are picked up before Election Day. When accepting custody of the ballots from the auditor's office, the ballots must be reviewed and counted. The ballot count must be reflected on the ***ballot record and receipt***. Do not open ballots at the polling place until at least one Democrat and one Republican PEO are present. The PEO who accepts custody of the ballots from the auditor must sign the ballot record and receipt. When the election is over, the ballots must again be reviewed and counted with the various ballot counts reflected on the ***ballot record and receipt***. Ballots must be returned to the auditor's office after the close of the election.
- **Precinct Election Officials:** Call the PEOs scheduled to work before Election Day and remind them the hours the polls are open, when they are to report for work, and of the name and location of the polling place. Assign the various duties on Election Day to the PEOs.
- **Polling Place:** Review the setup of the polling place prior to Election Day. Follow the principles of good layout and set-up. Discuss any layout issues or problems with the auditor. Know the contact individual for, and phone number of, the polling place.

- **Communication:** Provide the auditor with your cell phone number (if available) and know the phone number of the auditor's office.
- **Possible situations:** Assign other situational duties to another PEO or handle them yourself.

## **Precinct Election Officials**

As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person's vote. Always be professional, courteous, prompt, and unbiased.

## **Voters' Declaration of Eligibility Manager**

- **For counties using electronic poll books**
  - Follow poll book procedures provided by your county auditor and on-screen prompts for each voter. Poll book instructions will walk through verifying voter identification as well as producing any forms required.
  - After completing all poll book instructions, and initialing the eligibility slip produced by the poll book, have the voter sign the slip and take it to the ballot manager.

**IMPORTANT REMINDER: If the poll book is not functioning on Election Day, do not make the voter wait. See the "Processing Voters" section of this Guidebook.**

## **Voters' Declaration of Eligibility Manager**

- **For counties signing eligibility slips without poll books**
  - Have each voter read and complete the eligibility slip. Read the information on the slip to the voter if requested to do so. The voter must provide a current address on the eligibility slip. Providing a phone number is optional. **REMINDER: A voter who cannot physically sign the eligibility declaration may vote. A signature made with assistance, a rubber stamp, or a mark regularly used by the voter as a signature is acceptable.**
  - Compare the voter's name, address and date of birth on the voter's declaration of eligibility slip to that which is in the election register.
  - Verify identification of each voter. When the information matches, follow the below procedure. *(See the "Processing Voters Section" when information **does not** match.)*
    - a) Initial the voter's declaration of eligibility slip on the line marked "Precinct Official."
    - b) Mark the election register to show the person voted. *For primary elections only, use "D", "L" or "R", to reflect the political party affiliation of the voter as shown on the eligibility slip.*
    - c) Mark the voter's declaration of eligibility slip with the ballot style from the election register.
    - d) Return the slip to the voter with instructions to move to the ballot manager.

**REMINDER:** You may fill in the name of the precinct and may pre-number the slips if directed to do so by the auditor.

- Check periodically to see that the number of completed slips matches the number of ballots used, minus the number of provisional and spoiled ballots.

**For other situations see the "Processing Voters" section of the Guidebook.**

## Voters' Declaration of Eligibility Manager

- For counties signing the Election Register without poll books
  - The voter roster or sign-in sheet must include the name and address of the voter. Providing a phone number is optional. Proving a party affiliation is required only for the Primary Election. If the voter is able, have the voter complete and sign the voter roster or sign-in sheet.
    - The sign-in sheet is a required part of the election process for counties using the election register as the declaration of eligibility. The sign-in sheet should include the names of all voters who sign in the election register. This step is necessary because Iowa law requires that poll watchers be provided with the names of people who have voted.
  - Verify the voter's information from the election register with the voter. Do not volunteer the information. Ask the voter to provide his or her name, address and date of birth.
  - Verify identification of each voter. If the information provided by the voter confirms the information from the election register, and ID is verified follow this procedure:  
*(See the "Processing Voters Section" when information **does not** match.)*
    - Instruct the voter to read the declaration of eligibility printed in the election register and instruct the voter to sign in the space provided if the person agrees to the declaration. Read the declaration to the voter if requested to do so. *A voter who cannot physically sign in the election register may vote. A signature made with assistance, a rubber stamp, or a mark regularly used by the voter as a signature is acceptable.*
    - Initial the election register on the line marked "Approved—PEO Initials".
    - For Primary elections only, use "D", "L" or "R," to reflect party affiliation changes made by a voter.

- Inform the PEO charged with distributing ballots which style of ballot to provide the voter.

**For other situations see the “Processing Voters” section of the Guidebook.**

## **Ballot Distribution & Voter Instruction Manager**

The PEO charged with ballot distribution must maintain control of the ballots at all times. Ballots should never be left unattended. Ballot security is the top priority for the ballot distributor.

Iowa law requires ballots be marked in a voting booth. **Give a voter a ballot only when a booth is available. Only permit one person in a voting booth at a time** (*exceptions include voters who have requested assistance and voters who are accompanied by minor children*).

After the voter has been processed fully by the voters' declaration of eligibility manager:

- 1) Select the correct ballot style as printed on the voter's ***declaration of eligibility slip*** or as instructed by the election register manager and initial the ballot in the space provided. **(Important:** Make sure you only give voter one ballot).  
*For Primary Elections only, select the correct political party ballot style.*
- 2) Inform the voter that written instructions on how to mark the ballot can be found on the ballot and within the voting booth.
- 3) Instruct the voter that stray marks on the ballot may prevent it from being counted.
- 4) Instruct the voter to use only the pencil or marking pen provided.
- 5) Instruct the voter what to do with the ballot when they are done marking it.
- 6) When a booth becomes available, hand the ballot to the voter in the secrecy folder.  
Guide the voter to the available voting booth.

### **Spoiled Ballots:**

- Keep the designated "Spoiled Ballots" container at this station.
- If a voter spoils a ballot, have the voter mark the ballot "spoiled," mark or tear the ballot (include a ballot timing mark) to ensure it will not be counted, and put the ballot in the "Spoiled Ballots" container.
- Protect the voter's privacy—do not look at the ballot or allow others to see how the ballot was marked.
- If the voter still wishes to vote, give the voter a new ballot.

**REMINDER: A voter may have no more than three ballots.** A voter may use a ballot they have spoiled as a guide while voting another ballot. If a voter requests that you mark the ballot “spoiled”, you may. Ask the voter to fold the ballot to minimize what you see.

**Spoiled ballots must be returned to PEOs.** PEOs must return spoiled ballots to the auditor.  
**Never throw away a ballot.**

**In the instance of provisional ballots, check with the chairperson for specific instructions.**



## **ADA Ballot Marking Device Operator**

The ballot marking device is a mandated part of the election process in Iowa. The ballot marking device provides many voters who, under other circumstances, would not have the opportunity to vote privately and unassisted. Although designed with handicap accessibility in mind, any voter may use the ballot marking device. Always set up the ballot marking device before polls open.

As the PEO in charge of the ballot marking device you must:

- Protect the privacy of each voter's ballot at all times.
- Maintain control of the device at all times during the election.
- Not look at the screen when voters are casting ballots.
- Instruct the voter how to operate the marking device
- Keep track of the headsets and all other accessories that may be used with your ballot marking device.

If a voter leaves before the ballot has been cast, treat it as an abandoned ballot. Cast the ballot as is.

If the ballot marking device is not operational, do not make voters wait. Voters may request assistance in marking their ballot from any person except their employer, employer's agent, or an officer/agent of their union. If a voter requests assistance from another individual, a "Voter Requesting Assistance" form must be completed. They may also request assistance from two PEOs (for partisan elections, one Democrat and one Republican). See Voter Assistance page in this Guidebook for more information.

**Please become familiar with this equipment as it has the potential to help many voters.**

## Ballot Scanner Manager

As the PEO in charge of the ballot scanner you must:

- Protect the privacy of each voter’s ballot at all times.
- Maintain control of the scanner during the election.
- Instruct voters to insert the voted ballot into the ballot scanner while using the secrecy folder to conceal the ballot.
- Not look at voters’ ballots.

Shown below is a list of messages on the ballot scanner and the recommended action to be taken:

Ballot Scanner Message	Recommended Action
Blank ballot	Have the voter choose either to remark the ballot or to have the ballot scanner accept and count the ballot as is.
Overvote	The voter may choose to have the ballot scanner accept and count the ballot as is or may choose to spoil the ballot. If the voter chooses to spoil the ballot, follow the procedure for spoiled ballots. A voter may use a spoiled ballot as a guide and if so, remember to mark or tear the ballot (include a timing mark) to ensure it will not accidentally be counted.
Error message	Refer to your election equipment instructions or call the auditor.

- If a voter leaves before the ballot scanner has accepted the ballot, and if the ballot scanner indicates an overvote or a blank ballot, have the ballot scanner accept and count the ballot as is.
- If a voter has decided not to vote, follow the instructions for spoiled ballots.
- If a ballot scanner is not operational, do not make voters wait. Refer to your election equipment instructions for use of the emergency ballot box.

**IMPORTANT:** It is illegal for anyone to remove a ballot from a polling place. Do not allow anyone to remove a ballot from the polling place.

# GENERAL GUIDELINES FOR ELECTION DAY

## **Ballot security**

- You must safeguard ballots at all times. It is illegal to take a ballot from the polling place, curbside voting being the only exception. PEOs shall report any person removing a ballot from the polling place to the county auditor **immediately**.

## **Equipment security**

- You must safeguard voting equipment and all accessories at all times. Do not allow unauthorized persons access to this equipment. Only persons with written authorization from the county auditor may attempt to repair or replace malfunctioning machines.
- Call the County Auditor's Office immediately if any of the security seals are broken.

## **Ballot secrecy**

- Never reveal how a voter has voted. Do not permit voters to show or discuss ballots with others in the polling place. All voters shall vote in booths.

## **Voter questions**

- Do not respond to questions about candidates or issues on the ballot. You **may not** express personal opinions in any way in your role as a PEO.

## **Protect each person's right to vote**

- Never turn a voter away without offering them a provisional ballot. If a voter is in the wrong precinct, direct the voter to the correct precinct. If a voter insists on voting in your precinct or if the voter insists the election register is wrong, offer the voter a provisional ballot.

## **Political signs, materials, or campaigning**

- Iowa law prohibits signs within 300 feet of the polling place door during voting hours.  
**Exception:** Signs are allowed within 300 feet of a polling place door as long as the sign is on private property that **is not** a polling place.
- Iowa law prohibits signs or bumper stickers larger than 90 square inches (about the size of an average bumper sticker) on cars or trucks parked within 300 feet of the polling place.
- If anyone in or near the polling place (within 300 feet of the door) is interfering with voters or soliciting votes tell the person to stop. If you need further help, call the auditor.

## **Electronic Devices**

- Cameras, cell phones, pagers, and other electronic communication devices are only prohibited in the voting booth if being used for an illegal purpose or hindering the operation of the polling place.
- Voters are NOT allowed to take pictures of other voters' ballots.

## **Call the Auditor's Office**

- If you have questions or problems on Election Day, please call the auditor's office.

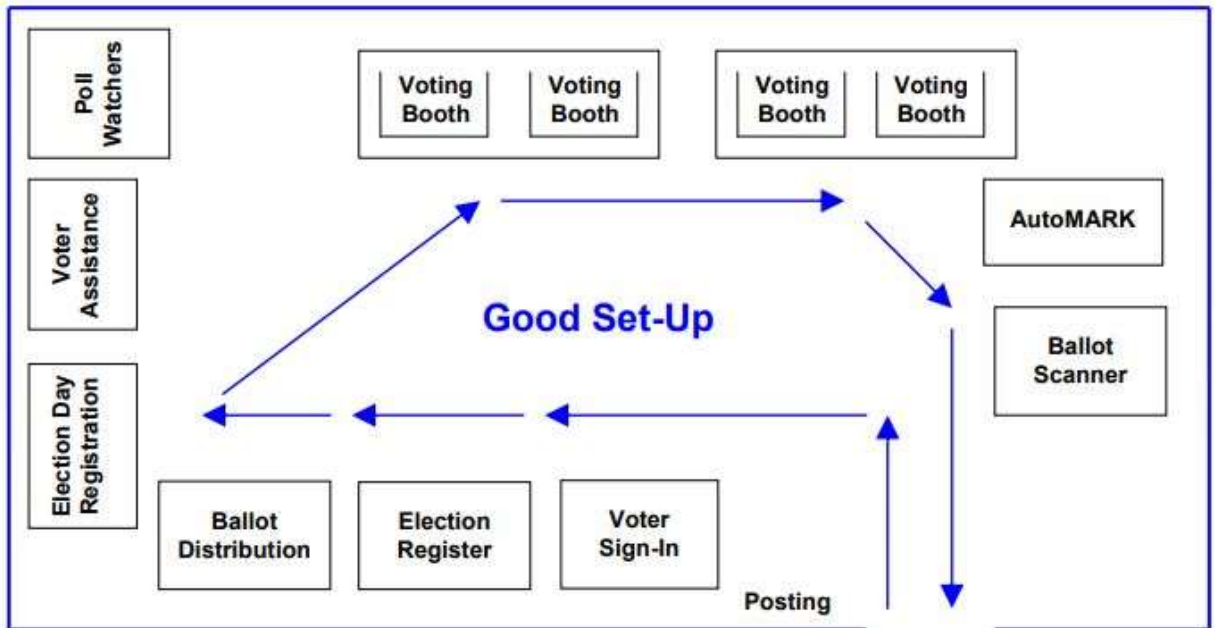
# BEFORE THE POLLS OPEN

## Overview

- Call the County Auditor's Office immediately if:
  - You are unable to access your polling place building or room.
  - Equipment or supplies are missing or incorrect for your polling place.
  - Some of your team members are absent.

## Duties and Responsibilities

1. REMEMBER: If you are not able to enter the building, please refer to the contact information for your polling place for a contact name and phone number. Please contact that individual and also contact the County Auditor's Office.
2. PEOs must arrive at the polling place at least one hour before the polls open. If an official fails to arrive at the polling place on time, report this immediately to the county auditor. Iowa law requires the presence of at least one PEO from the Democratic and Republican political party before a polling place may open. Exception for non-partisan elections: at least two persons from any party.
3. It is important to work as a team to get the polling place set up and operational. Divide up opening job duties and assign one of the tasks below to each of the PEO's.
  - a. Set up the election equipment using the instructions in this manual. Place the ***voting instructions*** in each voting booth. REMINDER: Do not put sample ballots in voting booths.
  - b. Arrange the polling place, using the following diagram as a guide. Arrange the voting booths in a way that ensures privacy to the voter. Others nearby should not be able to see how someone is marking their ballot. Position chairs for voters who may want to sit.



- c. Set up the check-in table, including electronic poll book, if applicable.
- d. Set up the ballot table. Check the number of ballots received against the number(s) listed on the **ballot record and receipt**. Verify the quantities for each type of ballot. Call the county auditor if the numbers received and listed on the ballot record and receipt is inconsistent. Position the ballots in a secure location so the only persons who have access to the ballots are PEOs. Open one packet at a time of each type of ballot for distribution and count the ballots as you open each packet. Remember to call the auditor if the packet does not contain the number of ballots expected.
- e. Post all signage, sample ballots and maps. Iowa law requires posting at least one set of the following documents inside the polling place:
  - Sample ballots of each ballot style (both front and back if a two-sided ballot)
  - Voting instructions
  - Election Day Identification Requirements sign
  - “Voting is Your Right” poster

- The auditor may also ask the PEOS to post a poll watcher information poster.

### Sample Postings

**You have the right to:**

- Vote in the precinct where you live.
- Register to vote on election day.
- Vote a secret ballot.
- Vote, if you are in line before the polls close.
- Mark a ballot, even if there are questions.

**If you need help:**

To have the right to vote, you need your voter ID on hand, the ability to read and write, and:

- You are at least 18 years old.
- You are a U.S. citizen.
- You are a resident of Iowa.
- You are not currently in the military or a member of the U.S. Armed Forces.

**Who to call if:**

- Your rights have been denied.
- Something is wrong at the polls.

**Contact Your County Auditor**

**Curbside voting:**

If you cannot vote at the polls, you may be eligible for curbside voting. Contact your County Auditor for more information.

**It is a crime to:**

- Intimidate or threaten voters.
- Offer money or other things to voters.
- Offer to buy or sell votes.
- Offer to give or receive money for votes.
- Offer to give or receive anything of value for votes.

**It is a crime for anyone to:**

- Intimidate or threaten voters.
- Offer money or other things to voters.
- Offer to buy or sell votes.
- Offer to give or receive money for votes.
- Offer to give or receive anything of value for votes.

**You may also contact:**

Secretary of State  
Iowa Secretary of State  
Iowa Secretary of State

**Voting is your right**

### Polling Place

General Election  
Tuesday, November 6, 2018

Polling Place Hours: 7:00 A.M. - 9:00 P.M.

Precinct: \_\_\_\_\_

**OFFICIAL GENERAL ELECTION BALLOT**

State of Iowa

Ballot instructions and candidate names are visible.

### POLL WATCHERS

**Letter of Credentials**

- The poll watcher must be a U.S. citizen and a resident of the precinct.
- The poll watcher must be at least 18 years old.
- The poll watcher must be a resident of the precinct for at least 30 days before the election.
- The poll watcher must not be a candidate for any office in the election.
- The poll watcher must not be a member of the same political party as any candidate for any office in the election.
- The poll watcher must not be a member of the same religious denomination as any candidate for any office in the election.
- The poll watcher must not be a member of the same race or ethnicity as any candidate for any office in the election.
- The poll watcher must not be a member of the same sex as any candidate for any office in the election.
- The poll watcher must not be a member of the same marital status as any candidate for any office in the election.
- The poll watcher must not be a member of the same education level as any candidate for any office in the election.
- The poll watcher must not be a member of the same occupation as any candidate for any office in the election.
- The poll watcher must not be a member of the same income level as any candidate for any office in the election.
- The poll watcher must not be a member of the same net worth as any candidate for any office in the election.
- The poll watcher must not be a member of the same credit rating as any candidate for any office in the election.
- The poll watcher must not be a member of the same debt-to-income ratio as any candidate for any office in the election.
- The poll watcher must not be a member of the same bankruptcy filing status as any candidate for any office in the election.
- The poll watcher must not be a member of the same criminal record as any candidate for any office in the election.
- The poll watcher must not be a member of the same civil record as any candidate for any office in the election.
- The poll watcher must not be a member of the same professional record as any candidate for any office in the election.
- The poll watcher must not be a member of the same academic record as any candidate for any office in the election.
- The poll watcher must not be a member of the same athletic record as any candidate for any office in the election.
- The poll watcher must not be a member of the same artistic record as any candidate for any office in the election.
- The poll watcher must not be a member of the same entertainment record as any candidate for any office in the election.
- The poll watcher must not be a member of the same media record as any candidate for any office in the election.
- The poll watcher must not be a member of the same public record as any candidate for any office in the election.
- The poll watcher must not be a member of the same private record as any candidate for any office in the election.
- The poll watcher must not be a member of the same confidential record as any candidate for any office in the election.
- The poll watcher must not be a member of the same restricted record as any candidate for any office in the election.
- The poll watcher must not be a member of the same exempt record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unclassified record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unknown record as any candidate for any office in the election.
- The poll watcher must not be a member of the same undetermined record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unspecified record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unascertained record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unidentified record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unrecognized record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unrecorded record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unregistered record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unenrolled record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unaffiliated record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unassociated record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unrelated record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unconnected record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unlinked record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unassociated record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unrelated record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unconnected record as any candidate for any office in the election.
- The poll watcher must not be a member of the same unlinked record as any candidate for any office in the election.

**Number of poll watchers:**

- One poll watcher per precinct.
- One poll watcher per county.
- One poll watcher per state.

### Iowa Voter Identification Requirements

**Pre-Registered Voters, Pending Voters and Voters Changing Precincts**

**Proof of Identity**

- Iowa Driver's License (not expired more than 90 days)
- Iowa Non-operator's ID (not expired more than 90 days)
- U.S. Passport (not expired)
- U.S. Military or Veterans's ID (not expired)
- Iowa Voter Identification Card (must be signed)

**During 2018, one registered voters without identification must sign an Oath of Identification in place.**

**Pending voters and voters changing precincts must also provide proof of residence, if proof of identity does not contain the voter's current address.**

**Proof of Residence**

- Resided at lease
- Utility bill, including a cell phone bill
- Bank statement
- Paycheck
- Government check
- Other government document
- Property tax statement (current within 45 days of final payment date)

**\* Have You Been Convicted of a Felony? \***

You cannot use election day registration procedures unless your right to vote has been restored by the Governor of Iowa. If you are not 100% sure your right to vote has been restored, request a provisional ballot.

### Voting Instructions

Check in with the precinct election officials to obtain a ballot. Ask them for assistance if you need help making your ballot.

1. Go into a voting booth.
2. Read and mark your ballot carefully.
3. Return the ballot to the election official.
4. Wait your ballot.

Each office lists the number of candidates for which you may vote. Do not mark more votes than that number. You may choose to vote for fewer candidates, or you may skip any race.

If you mark too many votes on any race, the votes for that race cannot be counted. The other correctly marked votes will be counted. Do not erase, smudge or make any marks that could identify your ballot. If you make a mistake, ask a precinct election official for a new ballot.

To cast a write-in vote for a person whose name is not on the ballot, write the name on the write-in line below the candidate names and fill in the voting target in front of the name you write.

**4. Wait your ballot.**

Place your ballot in the secrecy folder and take it to the ballot scanner. Insert your ballot into the ballot scanner. The ballot scanner reads your ballot, so do a precinct election official.

**SAMPLE**

Ballot instructions and candidate names are visible.

- Set up "Vote Here" signs and directional arrows inside and outside the building. Iowa law requires posting signs at the entrance of polling places indicating the precinct name/number and polling place hours. Post a map of your precinct on the outside door of the building.

- Review accessibility needs by ensuring that at least one route voters will be using is accessible, both inside and outside the building. Provide chairs at accessible voting booths. If possible, set up a separate table for voters who may need extra help.

REMINDER: Follow any specific instructions you received from the county auditor for the placement of orange cones, etc.

Ask yourself:

- Is there a clear path of travel through all parts of the polling place? Are there cords or rugs that could make mobility difficult?

- What signs will voters need to direct them from the parking lot to the voting room? Are there several entrances that could lead to confusion? Be sure to use the provided signage to direct voters to the correct room for voting.
  - Ensure that exterior route to polling place is clear of snow.
5. Review the internal traffic flow. Voters move sequentially from one station to the next; set up your space with this in mind. Both election judges and voters will be grateful for an efficient layout if there are large crowds.
  6. Administer the following oath to your team of PEOS and sign the tally list affirming you have done so.

*“I, (name), do solemnly swear or affirm that I will impartially, and to the best of my knowledge and ability, perform the duties of precinct election official of this election, and will studiously endeavor to prevent fraud, deceit, and abuse in conducting the election.”*

7. The chairperson will determine and announce the clock that will be used for the official times to open and close the polls.
8. Open the polls on time. **IMPORTANT:** If election equipment is not functional or ready, do NOT ask a voter to return at a later time. Use emergency voting procedures, if necessary.



# PROCESSING VOTERS

## Types of Voters

### **Registered Voter in Precinct**

Voter's address has not changed or has changed to address in same precinct

Voter is in the correct polling place

Voter has ID or attester registered in the precinct

Voters with a name change must complete a VR form

### **Registered Voter with In-County Address Change**

Voter is not listed in precinct, but does appear in poll book or countywide list

Voter is in the correct polling place based on new address

Voter completes Voter Registration form

Voter has ID and proof of residence

### **Absentee Voter**

Voter has absentee ballot and surrenders ballot to PEO

Voter does not have absentee ballot but County Auditor has NOT received ballot

Voter is in correct polling place based on current address

Voter has ID or attester registered in the precinct

### **Pending Voter**

Voter has ID with current address in the precinct or ID and separate proof of residence

Voter is in correct polling place based on current address

### **Election Day Registration (EDR) Voter**

Voter name is not in the register and does NOT appear in countywide voter list

Voter is in correct polling place based on voter's current address

Voter has non-expired ID with current address in the precinct or ID and separate proof of residence or voter has attester who is a registered voter of the precinct with ID

Voter completes an EDR form and the Voter Oath

In non-poll book precincts, all EDR voters must vote a **provisional ballot**. See flow chart for non-poll book precincts

## **Types of Provisional Voters**

### **Voter is in Wrong Polling Place**

*Voters must first be directed to correct polling place.* Offer provisional ballot only if voter insists on voting in wrong precinct.

### **Voter has Moved:**

Voter does not have ID, proof of residence or attester

Voter's attester does not have ID

### **Voter is marked Absentee:**

Voter does not have absentee ballot to surrender or voter's absentee ballot was returned to Auditor for counting

Voter does not have ID or attester

Voter's attester does not have ID or is not eligible to attest

### **Voter is marked Pending:**

ID has wrong address and voter does not have proof of residence or attester

Voter does not have ID or attester

Voter's attester does not have ID

### **Voter is EDR in a non-poll book jurisdiction**

### **Voter has been challenged**

## Curbside Voter

When a voter comes to the polling place but is unable to leave a vehicle, two PEOs (for partisan elections, one Democratic and one Republican official) must take a ballot and election supplies outside to the voter.

**IMPORTANT REMINDER:** If this causes fewer than three PEOs to be left inside the polling place, operations inside the polling place **must temporarily come to a halt.**

Follow the same voter processing procedures during curbside voting.

- A voter's information must be compared to the election register. The voter must sign the ***declaration of eligibility***, and in the case of curbside voting, a voter must complete the ***affidavit of voter requesting assistance***.
- It is not recommended that you take the election register out of the polling place to assist a curbside voter.
- Most counties who have voters sign an election register that includes the declaration of eligibility use eligibility slips in this situation, which are then attached to the election register. The information on the slip needs to be checked against that of the election register. **Ask the auditor about the procedure you are to follow in this situation.**

Take the ***affidavit of voter requesting assistance***, a voter's ***declaration of eligibility*** slip, a secrecy folder, a pencil/marketing pen, a ballot, and all other necessary supplies to the voter's vehicle.

PEOs assisting a curbside voter must:

- Ask the voter to read, complete, and sign the ***affidavit of voter requesting assistance and the declaration of eligibility***. If necessary, read the contents of the affidavit and declaration to the voter.

- Confirm that the information on the declaration matches the information in the election register.
- Mark “Assisted” next to the voter’s name in the election register.
- Give the voter a ballot concealed within the secrecy folder.
- Have the voter mark the ballot and return it concealed within the secrecy folder.
- Take the voted ballot directly to the tabulator to insert.

**IMPORTANT REMINDER:** Do not assume that the voter needs help marking the ballot. If a voter requests help marking the ballot, remember:

- Provide no more help than the voter requests.
- Do not reveal or comment on how the person voted.
- Treat each voter with the same respect and courtesy with which you would want to be treated.

## Voter Requesting Assistance

- A voter may request help when marking or casting a ballot.
- Any voter may declare upon oath that a voter is blind, cannot read the English language, or is, by reason of any physical disability **other than intoxication**, unable to cast a vote without assistance.
- **REMINDER:** Do not ask why a voter needs help.
- If the voter asks for assistance from a PEO, two designated officials (for partisan elections, one Democratic and one Republican official) must help the voter together.
- A voter may also request help from any person in the polling place except the voter's employer, employer's agent, or an officer or agent of the voter's union. In all cases the voter must sign the ***affidavit of voter requesting assistance***.

### If a voter requests help from either PEOs or from some other person, the PEOs must:

- Ask the voter to read and sign the ***affidavit of voter requesting assistance***. If necessary, please read the contents of the affidavit to the voter. *A voter who cannot physically sign a signature is eligible to vote. A signature made with assistance, a rubber stamp, or a mark regularly used by the voter as a signature is acceptable.*
- If someone other than a PEO assists the voter, ask the person to read and sign the ***affidavit of voter requesting assistance***.
- Mark "Assisted" next to the voter's name in the election register or e-poll book to record the voter requested help when voting.
- ❖ ***Remember to provide a secrecy sleeve. The voter may put the ballot into the ballot scanner.***

### When you assist a voter, you must remember:

- Provide no more help than the voter requests.
- Assist the voter in a private location so that you are not overheard. At the voter assist terminal is usually a good location.

- Do not reveal or comment on how the person voted.
- Treat each voter with the same respect and courtesy with which you would want to be treated.

## Reviewing Identification

As a precinct official, you are required to ask for identification from any person who offers to vote, or who offers to attest to the identity of another.

- 1) Review the identification in a uniform and nondiscriminatory manner.**
- 2) In general, presume the identification depicts the voter.**
- 3) Consider the information on the identification as a whole.**

Each form of identification will have a photograph, except the Iowa Voter Identification Card (PIN card).

- In general, presume the photograph depicts the voter.
- Consider the photograph along with the other information on the ID.
- Keep in mind a person's appearance changes over time.
  - An ID may be current and valid, but show the voter's photo from several years prior.
- Do not ask the voter to explain a change in appearance. You may consider a voter's explanation, if the voter volunteers it.

If you are unsure the identification depicts the voter, or if the voter presents an Iowa Voter Identification Card (PIN card), you may review the voter's signature.

- In general, presume the signature is valid.
- Consider the signature along with the other information on the ID.
- Keep in mind a person's signature may change over time.
  - An ID may be current and valid, but show the voter's signature from several years prior.
- Do not ask the voter to explain a change in signature. You may consider a voter's explanation, if the voter volunteers it.
- In comparing signatures, consider the style and general appearance, proportions and sizes of letters, spacing, slant, and any distinctive traits.
- Do not rely on a single difference to conclude signatures were made by different persons. Instead, look for multiple differences.

## Change in name or address

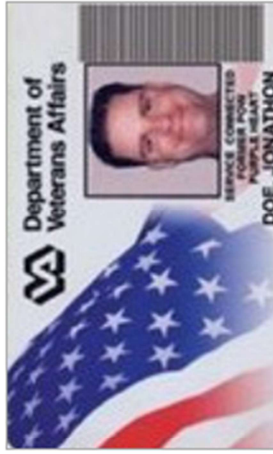
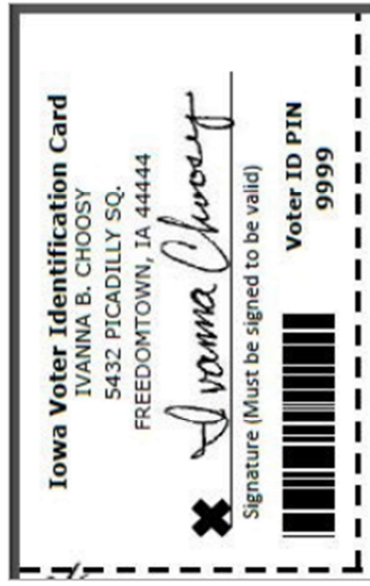
If the ID shows the voter's former name, it may still be used to prove the voter's identity.

If the ID shows the voter's former address, it may still be used to prove the voter's identity; however, the voter may also need to prove residence (see Iowa Voter Identification Requirements).

## Provisional ballot

If you believe the identification depicts someone other than the voter, you must challenge the voter's qualifications and offer the voter a provisional ballot.

# Iowa Voter Identification Requirements— ID Examples





## Challenging the Right to Vote

The qualifications of a voter may be challenged by

- a PEO
- a poll watcher
- or by any registered voter in the county

It is the duty of each PEO to challenge a voter whom the PEO knows or suspects is not qualified to vote. However, no matter what the circumstance of the challenge, it is important to note that you as a PEO are always in control of the situation.

Any person wishing to challenge the qualifications of a voter must do so in writing and must provide a separate written challenge for every voter to be challenged. **IMPORTANT:** There are no blanket challenges.

**REMINDER:** The *Challenger's Statement* is the form to be used in this situation.

### Steps in the challenge process:

1. The challenger must complete the *Challenger's Statement* before anything else can happen.
  - a. The form must be complete. Challenge forms that do not include all of the required information will result in the challenge being rejected.
  - b. A challenger may claim only the following about a voter being challenged. The voter:
    - Is not a citizen of the United States
    - Is less than eighteen years of age
    - Is not a resident at the address where the voter is registered (not applicable for those reporting a change of address at the polls on Election Day or those registering to vote using Election Day Registration procedures)
    - Is not a resident of the precinct where the voter is offering to vote
    - Has falsified information on a registration form or declaration of eligibility
    - Has been convicted of a felony, and the voting rights have not been restored
    - Has been judged by a court of law to be incompetent to vote and no subsequent proceeding has reversed that finding

2. Talk to the voter being challenged.
  - a. PEOs may ask certain questions of the voter to determine the qualifications of the voter. **IMPORTANT**: Other challengers may participate in questioning a voter only if you, the PEO, have permitted the challenger to do so.
  - b. Questions to determine a voter’s qualifications may include the following:
    - Where do you maintain your home?
    - How long have you maintained a home at that address?
    - Do you maintain a home at any other location?
    - What is your age?
3. Is there still a challenge? (A challenge can be withdrawn by the challenger at any time)
  - a. If the challenge is withdrawn, the voter may cast a regular ballot. In this case, keep the completed challenge form. Write “challenge withdrawn” on the form, initial the form, and keep it with the materials that will be taken back to the auditor’s office.
  - b. If the challenge is not withdrawn, offer the voter a provisional ballot. If the voter chooses to vote a provisional ballot, **ATTACH THE COMPLETED CHALLENGE FORM TO THE PROVISIONAL BALLOT ENVELOPE** – Iowa law requires this.

**IMPORTANT REMINDER**: A voter who has been challenged always has the right to vote provisionally.

## What is an Attester?

- A person can only attest for two pre-registered voters and one Election Day Registration voter for each election.
- **IMPORTANT**: An EDR voter that had an attester is NOT eligible to attest for someone else during that election.
- A person that is attesting for another voter must provide one of the following acceptable identification, as follows:
  - Iowa Driver's License/Non-Operator ID that is not expired more than 90 days.
  - U.S. Passport that is not expired
  - U.S. Military ID or Veteran's ID (If ID contains an expiration date, it shall not be expired. If no expiration date is listed, it is presumed to be valid)
  - Iowa Voter Identification Card
- Verify that the attester appears in the election register or has provided proof of identification and residence as an EDR.
- If the attester is reporting a name and/or address change, it is OK if the ID has not yet been updated if everything else about the ID appears to be correct, i.e. photo, signature, etc.
- The attester must complete the Election Day Attester Oath.

## Proof of Residence

- Proof of residence is required for:
  - Election Day Registrant
  - Pending voters
  - Address changes to a new precinct
  - Vote Centers – any voter changing address at a vote center
- The proof of residency must contain both the person's name and current address in the precinct, and must be current within 45 days of Election Day.
- Acceptable proofs of residence include:
  - A residential lease
  - A property tax statement (current within 45 days of final payment date)
  - A bank statement
  - A paycheck
  - A government check
  - Other government document
- **REMINDER**: If a voter does not have proof of residence, they may use an attester.

# CLOSING THE POLLS

**IMPORTANT REMINDER** Anyone who is at the polls to vote when the polls close **must** be allowed to vote.

## First Step

- Bring all of the people who arrived before closing time inside the polling place. Shut the doors to the polling place but do not lock them.
- Separate people waiting in line from those who arrive after closing time.

## Close the polls

- Announce that the polls are closed at the designated time.
- Never close the polls early even if you believe no one else will vote.

## Close the election equipment

- After all voters have cast their ballot, follow the election equipment procedures for closing your election equipment.
- Print the election results from the equipment ***before*** transmitting results to the auditor.

## Transmit results to County Auditor

- Follow the instructions from your auditor for transmitting results and returning supplies.

## Public canvass

- Each precinct canvass is open to the public. Anyone may watch.
- PEOs are the only persons permitted to handle ballots or equipment.
- **IMPORTANT: Observers and spouses of PEOs may not assist with the canvass and handling ballots.**

## Count the write-in votes

- Count only those offices for which the voter has cast a write-in vote.
  - If using voting machines; only count a write-in vote if the corresponding voting target is marked.
  - If using hand counted paper ballots; count names on a write-in blank, regardless of whether or not the voting target is marked.
- Use the Counting Votes Guide as a guide for counting.

## Unused ballots

- Carefully count all ballots that have not been given to voters and enter on the **ballot record and receipt** under “Not Voted.”
- Seal in the correct envelope and place in the supply box.

## Spoiled ballots

- Carefully count the spoiled ballots and report that number on the **ballot record and receipt** under “Spoiled.”
- **Do not** include surrendered absentee ballots in the count.

## Surrendered ballots

- Carefully count the number of “surrendered” ballots and report that number on the **ballot record and receipt** under “Absentee Ballots Surrendered (and not counted).”

## Provisional ballots

- Carefully count the number of provisional ballots and enter the number on the **ballot record and receipt** under “Provisional.”
- Seal all of the individual provisional ballot envelopes inside the designated container.
- **Do not open** the sealed provisional ballot envelopes.

## **Record in the tally list the total number of voters**

- This should equal the number of voters' ***declaration of eligibility slips*** from people who voted and should include the number of Election Day registrants who voted, but should **not** include the provisional ballots or people marked in the election register as absentee voters unless they voted at the polls.

## **Announce the unofficial tally**

- Once the unofficial results are tallied, announce them to all present in the polling place.

## **Ballot record and receipt**

- Fill out the bottom portion of the ***ballot record and receipt***.
- The totals must equal the number of ballots that were received of each ballot style. If they do not match, follow procedures set by your auditor.

## **Complete the Tally List and claim form**

- All PEOs must sign in each of the designated places in the tally list.
- Complete the claim form located in the supply box. Be sure all PEOs fill out the claim form for payroll purposes.

## **Take down the signs, voting booths, and package all election supplies**

- Follow the instructions from the auditor when taking down and returning the election equipment.

## **Bring ballots and supplies to the county auditor's office**

- Return the ballots on election night unless the auditor has instructed you to do otherwise.
- If you will not arrive at the courthouse within one hour of when the polls close, call the auditor's office and inform them.

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# EMERGENCY PROCEDURES

A Declaration of Emergency due to a disaster or extreme weather can only be declared by the office of the Iowa Secretary of State. In consultation with the County Auditor, that office has the authority to:

- Order modifications to the method of conducting the election, or
- Postpone the date of the election, unless candidates for federal office are on the ballot, in which case the election cannot be postponed or delayed.

## **If the County Auditor tells you the election has been postponed:**

- Close the doors to the polling place and halt all voting immediately.
- Close and seal the optical scan machines without printing any election results.
- Do not give ballots to voters who are waiting to vote.
- Have voters who have already marked their ballots deposit them in the ballot scanner.
- Have voters with unmarked ballots return them to the precinct election official.
- Seal all voted ballots in secure containers.
- Mark the containers containing voted ballots “Ballots from the Postponed Election.”
- If it is safe to do so, the chairperson(s) shall transport or designate one of the precinct election officials to transport the ballot containers, election register, Tally List and other election supplies to the County Auditor’s office.
- If it is unsafe to travel to the County Auditor’s office, the chairperson(s) or designee shall securely store the ballots, election register and Tally List until it is safe to return them to the County Auditor.

**If an emergency causes you to evacuate the polling place:**

- Keep people safe.
- Secure and protect the ballots, election register, election equipment, and other election documents and materials.
- Notify the County Auditor as soon as possible.

**If an emergency causes the polling place to be relocated**

- Post a sign on the outside door of the former polling place as soon as possible.
- If it is unsafe or impossible to post the sign on the exterior door of the former polling place, post the sign in some other visible place at or near the site of the former polling place.