Precinct Election Official Training

OFFICE OF IOWA SECRETARY OF STATE PURSUANT TO IOWA CODE



A MESSAGE FROM SECRETARY OF STATE PAUL D. PATE

Each year lowa needs over 10,000 precinct election officials just like you to ensure the election process runs smoothly. Well-run elections are the key to our democracy, which binds the fabric of our society.

By actively participating in trainings like this, we collectively increase our knowledge and build our skills to better support voters through the entire voting process.

Thank you for your dedication and service to your community. You are the real heroes behind lowa's safe and secure elections.

In appreciation,

Paul







ABOUT THIS TRAINING

• This is the primary training for State of Iowa precinct election officials. It has been developed by the Secretary of State's Office for use by County Auditors.

The training 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 process voters...to closing down and returning supplies after the polls
close.

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



STANDARDS OF CONDUCT

- On Election Day, precinct 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's a long workday, please minimize conversation as it distracts voters and other Precinct Election Officials (PEOs).



PRECINCT ELECTION OFFICIALS' OATH

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." § 49.75, 49.76

PREPARING FOR ELECTION DAY

- Review this training before Election Day and bring the Guidebook 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 mealtimes.
- 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. In addition:

- 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 PEOs 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.



ROLES AND RESPONSIBILITIES

Voter's 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.
- The 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.

ASSISTING VOTERS WITH DISABILITIES

- 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. Please do not pet them.

Reminder: ask every voter if they need assistance marking their ballot, do not assume someone needs assistance.



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.





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 previously identified 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.



KNOWLEDGE CHECK: TRUE OR FALSE

1. I am not allowed to vote while working as a Precinct Election Official in my own precinct.

Answer: False

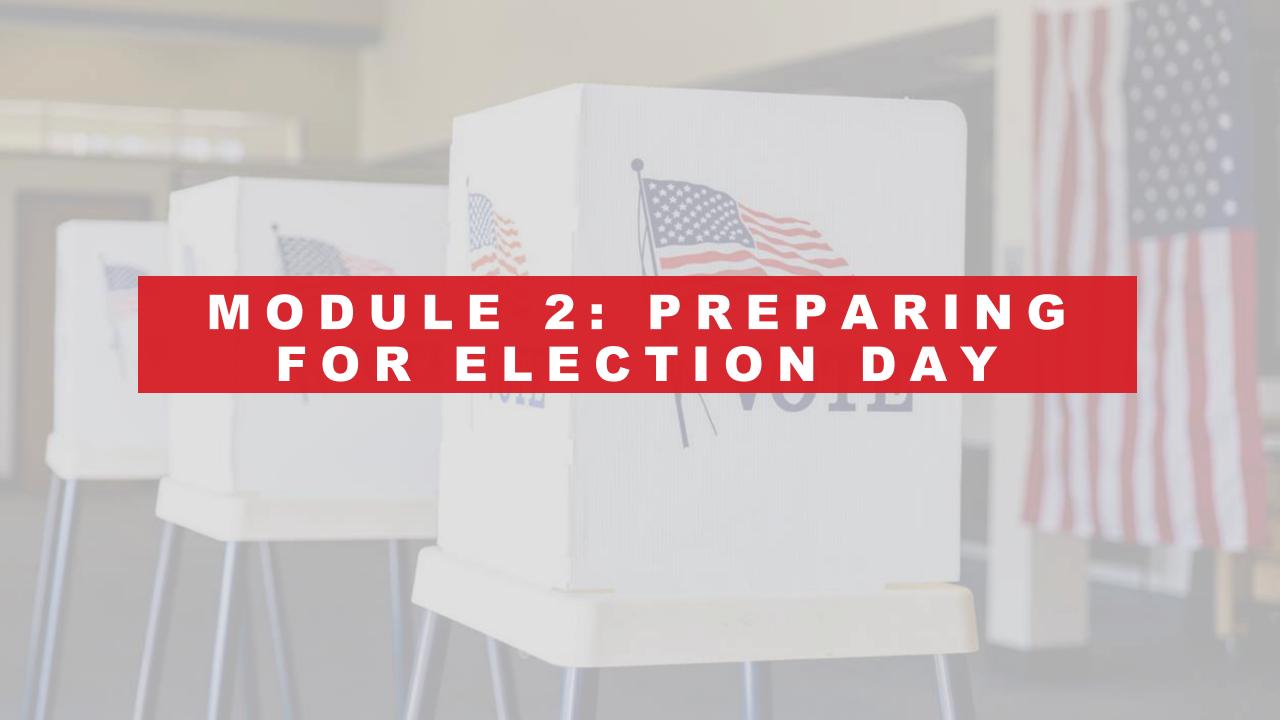
2. I need the County Auditor's permission to answer any questions from the media.

Answer: True

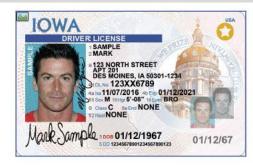
3. Lawyers and attorneys have no special exemption to visit a precinct, they must be official poll watchers with official accreditation to be present at the polls on Election Day.

Answer: True

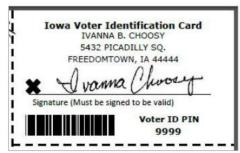




IOWA VOTER IDENTIFICATION REQUIREMENTS-ID EXAMPLES



















VOTER ID

All voters must show a form of ID:

- · Iowa Driver's License
- · Iowa Non-Operators ID
- US Passport
- Military ID
- Veteran's ID
- Voter ID Card
- · Tribal ID Card / Document
- In 2018, voters that do not have the necessary ID will be asked to sign an Oath of Identification and will be allowed to cast a regular ballot.
- 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 lowa 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.



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. § 49.55
- 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. § 49.65



CHAIRPERSON DUTIES

- **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. § 49.75, 49.76

VOTER'S 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.



VOTER'S 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.



VOTER'S DECLARATION OF ELIGIBILITY 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.



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.

lowa 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).





BALLOT DISTRIBUTION & VOTER INSTRUCTION MANAGER

After the voter has been processed fully by the voter's 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.



BALLOT DISTRIBUTION & VOTER INSTRUCTION MANAGER

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.

<u>REMINDER</u>: 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 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.



ADA BALLOT DEVICE OPERATOR

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 the Guidebook for more information. § 49.90, 49.91

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

Avoid commenting on the use of the device. Example - "Oh, I have never seen anyone use this before"



BALLOT SCANNER MANAGER

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.

KNOWLEDGE CHECK: MULTIPLE CHOICE 1 OF 3

Ballots:

- a) Must be picked up before election day
- b) Must be picked up from the Auditor's office, reviewed and counted
- c) Count must be reflected on the Record and receipt
- d) Must be opened at the polling place only when one Democrat and one Republican Precinct Election Officials are present
- e) All of the Above

Answer: e) All of the Above



KNOWLEDGE CHECK: MULTIPLE CHOICE 2 OF 3

A Chairperson's duties include being responsible for all of the following EXCEPT:

- a) Supplies
- b) Ballots
- c) Precinct Election Officials
- d) Transportation of all Precinct Election Officials to polling place
- e) Polling Place Setup

Answer: d) Transportation of all Precinct Election Officials to polling place

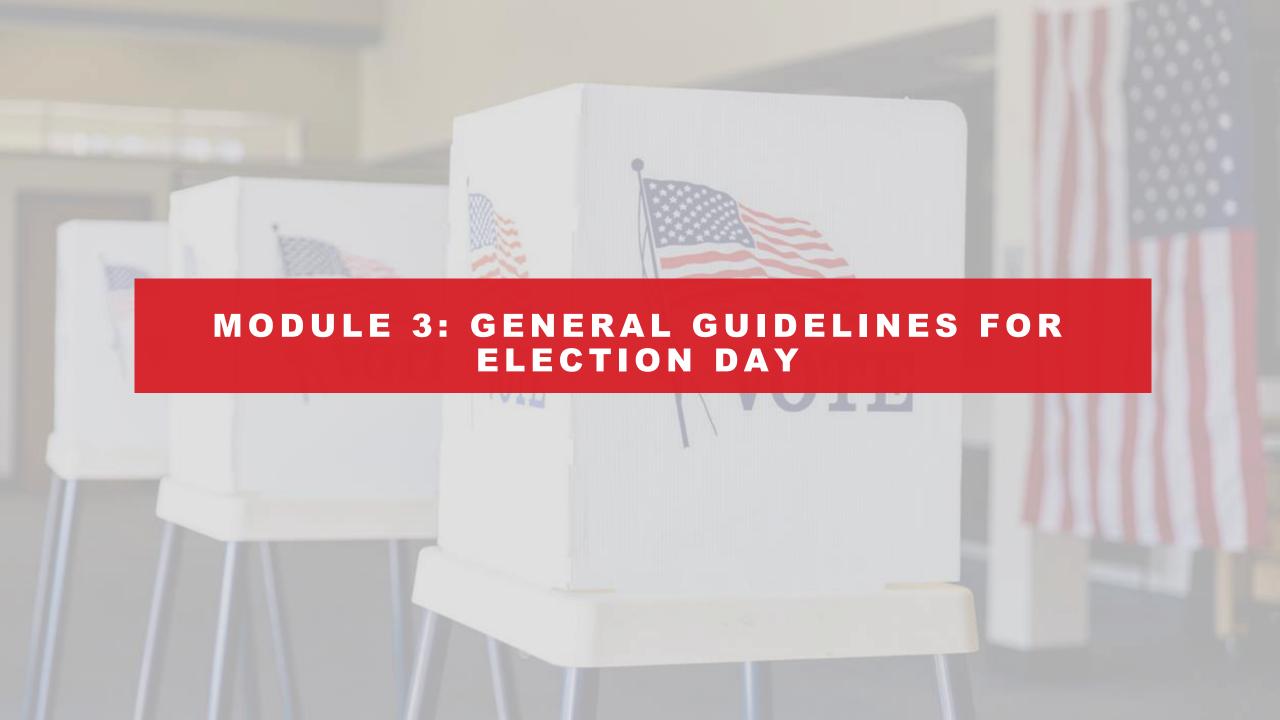


KNOWLEDGE CHECK: MULTIPLE CHOICE 3 OF 3

After the voter has been processed fully by the voter's declaration of Eligibility Manager, you should do all the following EXCEPT:

- a) Instruct voter to come back in one hour to vote
- b) Inform the voter that written instructions on how to mark the ballot can be found on the ballot and within the voting booth
- c) Instruct the voter that stray marks on the ballot may prevent it from being counted
- d) Instruct the voter to use only the pencil or marking pen provided Answer: a) Instruct voter to come back in one hour to vote





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 Precinct Election Official.



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

- lowa 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.

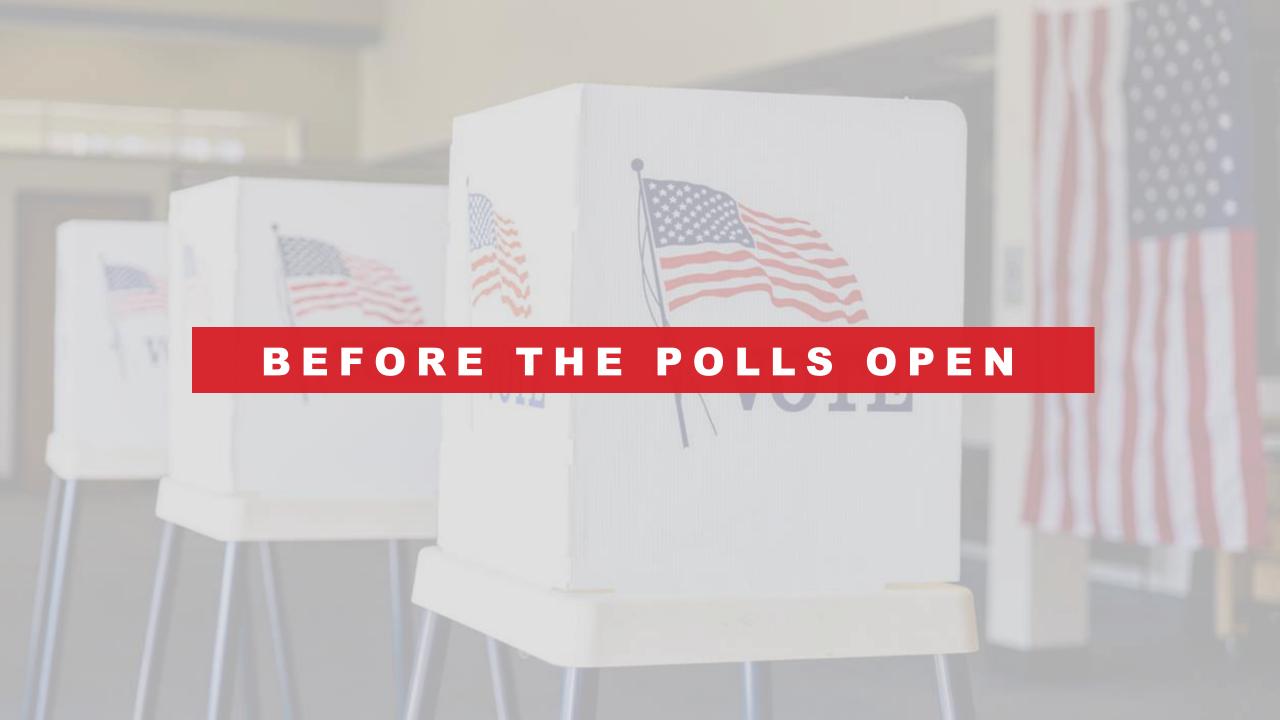




CALL THE AUDITOR'S OFFICE

Important:

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



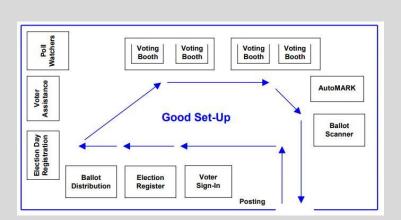
OVERVIEW

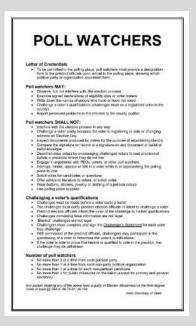
- Call the County Auditor's Office immediately if:
 - You are unable to access your polling place building or room.
 - Equipment or supplies are missing or incorrect for your polling place.
 - o Some of your team members are absent.



DUTIES AND RESPONSIBILITIES

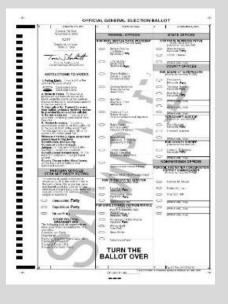
Iowa Voter Identification Requirements Pre-Registered Voters, Pending Voters - -Election Day Registrants and Voters Changing Precincts Proof of Identity (must include a photo and current and valid expiration date) Proof of Identity → Iowa Driver's License or Non-operator's ID Iowa Driver's License (not expired more than 90 days) . Out-of-state Driver's License or Non-operator's ID Iowa Non-operator's ID (not expired more than 90 days) + U.S. Passport + U.S. Passport (not expired) . U.S. Military ID or Veterary's ID + U.S. Military or Veteran's ID (not expired) + ID card issued by employer → Iowa Voter Identification Card (must be signed) . Student ID issued by lows high school or college During 2018, pre-registered voters without identification must sign an Oath of An Election Day Registrant must also provide proof of residence, if proof of identity does not contain the voter's current address. Pending voters and voters changing precincts must also provide proof of residence, if proof of identity does not contain voter's current address. Proof of Residence Proof of Residence (must include name and current address and be current within 45 days) (must include name and current address and be current within 45 days) • Residental lease Residential lease . Utility bill, including a cell phone bill . Utility bill, including a cell phone bill + Bank statement + Bank statement + Paycheck + Paychack · Government check + Government check . Other government document . Other government document Property tax statement(current within 45 days of final payment date) Property tax statement (current within 45 days of final payment date) * Have You Been Convicted of a Felony? *-Voters who are unable to show ID (or prove residence if required) may have their identifies attested to by another registered voter in the precinct of have the right to east a provisional batot. Aftesters must also show ID. Call the Secretary of State's Office at 1–888-SOS-VOTE or the County Auditor s You cannot use election day registration procedures unless your right to vote has been restored by the Governor of Jowa. If you are not 100% sure your right to vote has been restored, request a provisional ballot.















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

Reminder: With different types of voters, follow the on-screen instructions in the e-poll book or refer to flowchart.



TYPES OF VOTERS - 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

TYPES OF VOTERS -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



TYPES OF VOTERS - 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



TYPES OF VOTERS - 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



KNOWLEDGE CHECK: TRUE OR FALSE

1. All electronic devices including cameras and cell phones are prohibited in the voting booth.

Answer: False

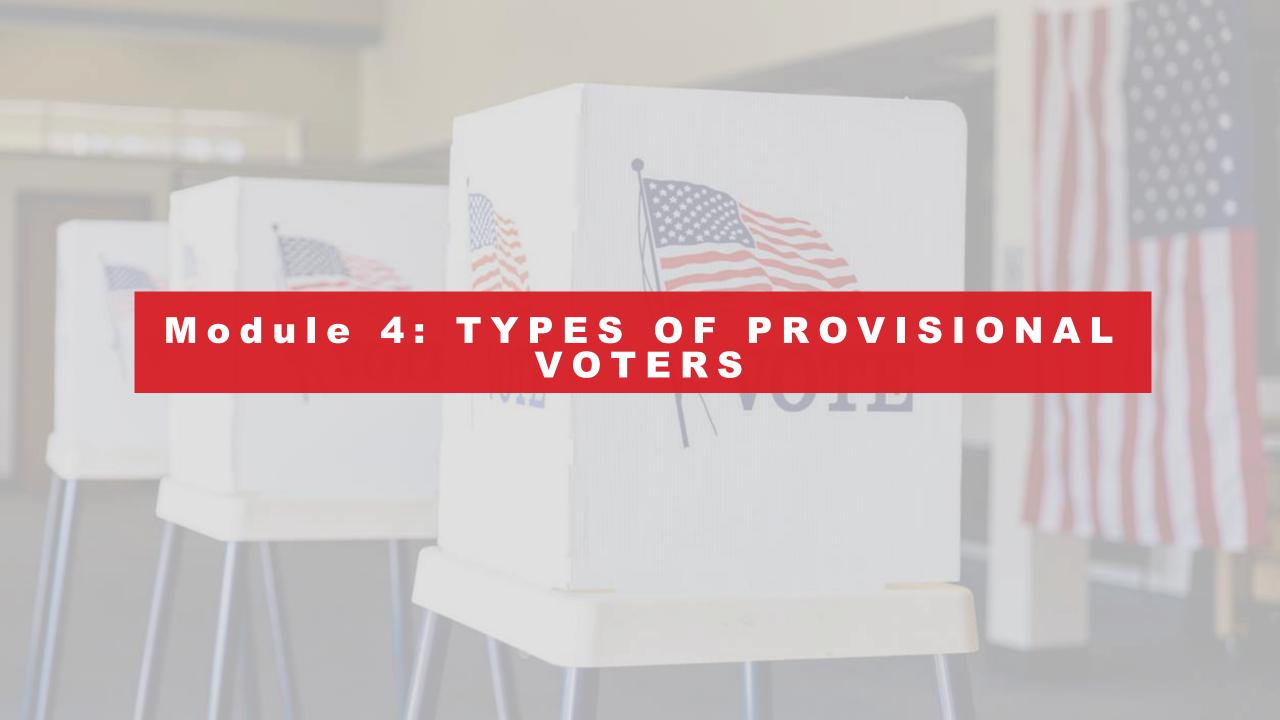
2. Precinct election Officers shall report any person removing a ballot from the polling place to the county auditor immediately.

Answer: True

3. Iowa law prohibits signs within 300 feet of the polling place door during voting hours.

Answer: True





VOTER IN WRONG POLLING PLACE

• Voters must first be directed to correct polling place.

 Offer a 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-ELECTRONIC 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.

- <u>IMPORTANT REMINDER</u>: 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/marking pen, a ballot, and all other necessary supplies to the voter's vehicle.



CURBSIDE VOTER

Precinct Election Officials 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.



CURBSIDE VOTER

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. § 49.90, 49.91
- Reminder to have voter wait until ballot successfully run through tabulator. If voter leaves and curbside ballot can not be read, there is no way to remedy.





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.



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.



VOTER REQUESTING ASSISTANCE

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.

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



REVIEWING IDENTIFICATION

- 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.
 - o 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.



REVIEWING IDENTIFICATION

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.

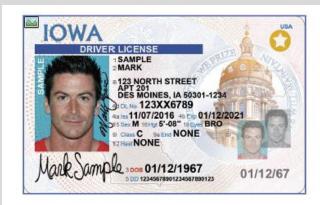


CHANGE IN NAME OR ADDRESS

- 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).



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.



CHALLENGING THE RIGHT TO VOTE

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



CHALLENGING THE RIGHT TO VOTE

- 1. Talk to the voter being challenged.
 - a. PEOs may ask certain questions of the voter to determine the qualifications of the voter.

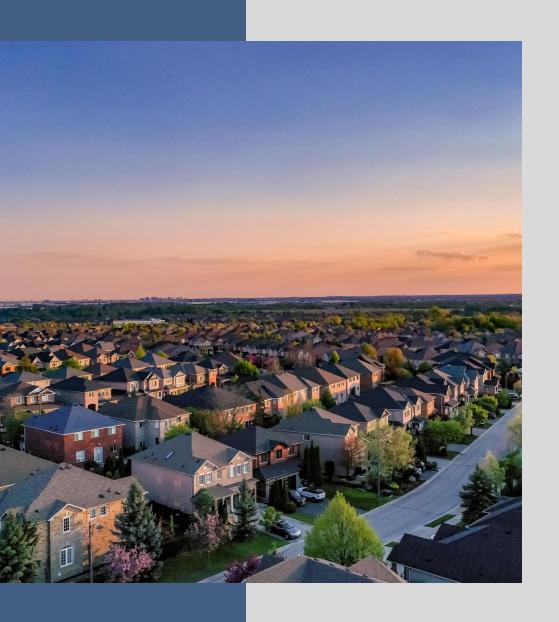
 IMPORTANT: Other challengers may participate in questioning a voter only if you, the PEO, have permitted the challenger to do so.
 - b. Questions to determine a voter's qualifications may include the following:
- Where do you maintain your home?
- How long have you maintained a home at that address?
- Do you maintain a home at any other location?
- What is your age?
- 2. 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?

- An attester is someone who affirms or vouches for truth and can only attest for two pre-registered voters and one Election Day Registration voter for each election.
- <u>IMPORTANT</u>: 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:
 - lowa 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)
 - lowa 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.

KNOWLEDGE CHECK: TRUE OR FALSE

1. With voters requesting assistance, you should always ask why a voter needs help.

Answer: False

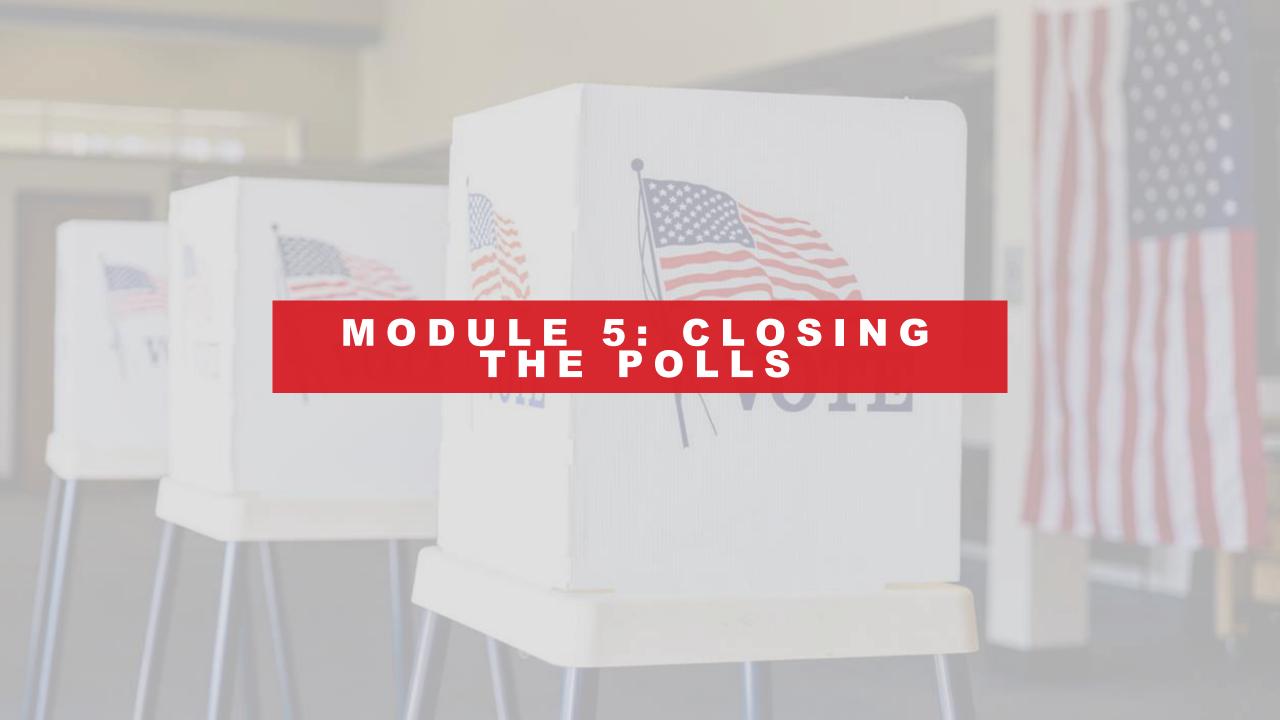
2. When challenging the right to vote, the qualifications of a voter may be challenged by a PEO, a Poll Watcher, or by any registered voter in the county.

Answer: True

3. 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.

Answer: True





FIRST STEPS

- 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.
- If there is a line when polls close, a PEO should either stand at the end of the line or provide forms (or some other identifier) to last people in line to let PEOs know who that last person should be.



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.
- <u>IMPORTANT</u>: 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 NUMBER OF VOTERS

This should equal the number of voter's declaration of
 eligibility slips from people who voted and should
 include the number of Election Day registrants who
 voted but should <u>not</u> 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.



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.



IF THE COUNTY AUDITOR TELLS YOU THE ELECTION HAS BEEN POSTPONED:

- 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 THE POLLING PLACE TO BERELOCATED

- 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.

KNOWLEDGE CHECK: TRUE OR FALSE

1. When preparing to close the polls, its ok to close early if you believe no one else will vote.

Answer: False

2. Print the election results from the equipment *before* transmitting results to the auditor.

Answer: True

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

Answer: True

















THANK YOU!