

# Checklist for Opening the Polls

**INSPECTOR: Please check off each task after it has been completed.**

1.  **Inspector** – Verify that you have received the proper *Precinct Box* (larger metal box) by checking the Ward and Precinct number on the side of the *Precinct Box* with the ward and precinct number in your *Assignment Letter*.
2.  **Inspector** – Verify that you have received a *Ballot Box* (smaller metal box). The *Ballot Box* will not have a ward and precinct number on it.
3.  **Inspector** - Break the seal, unlock, and open your *Precinct Box*. Place the broken seal in the envelope labeled “Precinct Box Seal” located in the front pocket of the *Inspector’s Notebook*. Seal the envelope and return the envelope back to the front pocket.
4.  **Inspector** - Open the *Ballot Box* (the smaller metal box), and remove the plastic ballot sleeves. Remove the cardboard *Transfer Box* inside of the *Ballot Box* and place it into the *Precinct Box*. The *Transfer Box* will be used later for Midday Delivery. Transfer the lock from the *Precinct Box*, and lock it on to the large door of the *Ballot Box*.
5.  **Inspector** – Locate your *Assigned Workers List* that was mailed to you. If a poll worker has not reported by 7:15 a.m., call the worker and try to determine if they plan on reporting for duty. If they inform you that they will not be reporting, or if you can’t reach them and they haven’t reported by 7:30 a.m., call the Election Commission office at 444-VOTE (8683) for a replacement poll worker. If a worker reports who is not assigned to your precinct, do not send them home; put them to work until you call and speak with the Election Commission.
6.  **Inspector** - Assign your poll workers to their duties as a judge or clerk making sure that Clerk 1 and Clerk 2 are of different parties and that Judge 1 and Judge 2 are of different parties as well.
7.  **All Poll Workers** - Fill out the blue *Payroll Sheet for Election Officials* (See Form #1).
8.  **All Poll Workers** - Locate and set up tables and chairs for voter check-in.
9.  **All Poll Workers** - Locate and set up voting booths according to the *Voting Booth Assembly Instructions* (See Appendix A). Ensure that every voting booth at your facility is set up.
10.  **All Poll Workers** - Locate and set up the *AutoMARK Voter Assist Terminal*. Try to position the AutoMARK so that the screen faces away from voters. (See AutoMARK Reference tab in the *Inspector’s Notebook*).
11.  **All Poll Workers** – Remove the envelope labeled “Signs” from the *Precinct Box* and follow the directions on the envelope. See Appendix A for instructions on posting signs in the voting booths.
12.  **All Poll Workers** – Remove the pink *Precinct-Specific Sample Ballot* from the Inspector’s Notebook and post it so that it is available for viewing by the voters. A *Citywide Sample Ballot* is also located in the *Inspector’s Notebook* for your reference.

13.  **All Poll Workers** – Remove the large rolled-up City of Omaha Precinct map from the *Precinct Box* and hang it on a wall.
14.  **All Poll Workers** - Remove the large polling place banner from the *Precinct Box* and display it outside, near the entrance of your polling place.
15.  **All Poll Workers** - Remove the Electioneering Limit Markers (small yellow signs) from the *Precinct Box* and place them 200 feet from the entrance of your polling place.
16.  **Inspector** – Ensure that there are no campaign signs within 200 feet of the perimeter of the polling place by walking around the building. If signs are within the 200 foot limit and on the polling place property, move the signs to the outside of the 200 foot limit. If signs are within the 200 foot limit and on private property, please contact the Election Commission and they will send a district supervisor to assess the situation.
17.  **Inspector** - Open the envelope containing Books 1 & 2 from the *Precinct Box* and verify that you have received the correct *Computerized List of Voters (Book 1)* and *Canvass List of Voters (Book 2)* for your ward and precinct.
18.  **All Poll Workers** - Sign the oaths at the front of *Book 1* and *Book 2*.
19.  **Inspector & Judges** - Remove the ballot packages from the *Precinct Box*. Verify that the ward and precinct at the bottom of each ballot package corresponds with your ward and precinct. Verify that the ballot number(s) listed on the top of the ballots match those listed on the *Polling Place Information Sheet*.
20.  **Judges** – Sort ballot packages.
  - Put all packages with the same ballot number into a single pile. Note: Most precincts will have only one ballot number. Some split precincts will have multiple ballot numbers.
  - If there are multiple packages of any particular ballot type, open only the first package of each type. Open successive packages as needed throughout the day.
21.  **Judges** – Two judges of differing political parties initial the bottom of all the opened ballots with an ink pen.
22.  **Clerks** – Remove the plastic Ziploc *Supply Bag* from the *Precinct Box* and lay out the supplies for use at the polls (See Appendix I).
23.  **Inspector** - Remove the *Provisional Ballot Envelopes* from the *Precinct Box* and set on the table near the ballots.
24.  **Inspector** - Review the *Election Day Duties and Procedures* on the following pages with your poll workers to make sure they understand how to do their jobs properly.
25.  **Inspector** - Assign lunch and dinner breaks remembering that a judge and a clerk of different parties must be present at all times. Remember to schedule breaks with Midday Delivery in mind.
26.  **Inspector** - Open the polls at exactly 8:00 a.m.

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# Election Day Duties & Procedures

## District Supervisors' Duties

District supervisors are deputies of the Election Commissioner appointed to supervise a group of polling sites. A district supervisor will visit each polling place periodically during the day to assist poll workers and to take voter counts. If assistance or supplies are needed on Election Day, the inspector can call the Election Commission at 444-VOTE (8683) and a district supervisor will be sent to assist.

## Precinct Inspector's Duties

1. At 7:00 a.m. on Election Day, direct the activities to complete the *Checklist for Opening the Polls* found in the *Inspector's Notebook*.
2. Inspect the polling place grounds to ensure that no electioneering is taking place within 200 feet of the polling place. If electioneering is taking place within 200 of the building, please contact the Election Commission (444-VOTE) and a district supervisor will be sent to assess the situation.
3. Review the *Election Day Safety Procedures*. Check in with facility staff and ask about emergency exits and shelter areas. If there are no staff members present, check the building for exits and shelters. Communicate this information to your poll workers (See Appendix G).
4. Ensure that no media organization, seeking to determine voter preference, conducts an exit poll, a public opinion poll, or any other interview with voters on Election Day within twenty (20) feet of the entrance of any polling place or, if inside the polling place or building, within one hundred (100) feet of any voting booth.
5. Ensure that Election Day observers are not obstructing the doors or passageways of any precinct, or hampering the free ingress to and egress from the polling place or building. Observers are not allowed to be within eight (8) feet of the *Ballot Box* or within eight (8) feet of any voting booth. Observers shall not interact with election workers and shall not question any voters unless they are past the 200 foot electioneering markers.
6. Answer the question, "How many voters have you had so far?" You may give the total number of voters to anyone that asks; however, no one may look at the books to see who has voted.
7. Review the *Inspector's Notebook* to ensure that all poll workers are completing their assignments correctly. Make the *Inspector's Notebook* available for review by all poll workers.
8. Review the *AutoMARK Information Guide* in order to be prepared to assist disabled voters (See AutoMARK Reference tab in the *Inspector's Notebook*). There will be no Technology Assistants for this election. If you experience any problems with the *AutoMARK Voter Assist Terminal*, please contact the Election Commission at (402) 444-VOTE (8683) and a replacement unit will be promptly dispatched to your location.
9. Complete the *Incident Log* with any problems you may have experienced with voters, election workers, or other miscellaneous problems (See Form #2). If unsure on how to resolve a problem, contact the Election Commission at (402) 444-VOTE (8683).
10. During a slow voting period, complete the *Inspector Survey* (See Form #3). This survey gathers information in regard to the polling place, as well as the supplies and equipment.

11. Complete the *Evaluation of Clerks* and *Evaluation of Judges* found in the front pocket of the *Inspector's Notebook* and seal in the envelope provided. When completed, return the envelope to the front pocket of the *Inspector's Notebook*.
12. Distribute an *Evaluation of Inspector* to each poll worker along with an envelope. When completed, return all survey envelopes to the front pocket of the *Inspector's Notebook*.
13. At lunchtime, make sure that there is proper coverage during poll worker lunch breaks. Allow a one-hour lunch break for each poll worker.
14. At 2:00 p.m., direct the activities to complete the *Checklist for the Midday Delivery* (See page 27 under the Midday Delivery tab in this notebook).
15. At dinnertime, make sure that there is proper coverage during poll worker dinner breaks. Allow a half-hour dinner break for each poll worker. Ensure that all breaks have been taken and all poll workers have returned by 5:00 p.m.
16. At 8:00 p.m., direct the activities to complete the *Checklist for Closing the Polls*.

## Clerk 1's Duties

Clerk 1 is assigned to the *Computerized List of Eligible Voters (Book 1)* (See example in Appendix B).

1. Greet the voter and work from left to right, Step 1 to Step 7 in *Book 1*.
  - a. Step 1 – Ask the voter for his or her name and locate the voter in *Book 1*.
  - b. Step 2 – Ask the voter for his or her address and confirm that it is correct. Do not provide the address listed and ask if it is correct.
    - i. Follow the instructions listed in the *Special Exceptions in Voting Procedure* section located on page 11 of the *Inspector's Notebook* if a voter's:
      1. Name is not found.
      2. Information is incorrect.
        - a. Address has changed.
        - b. Name has changed.
        - c. There are minor mistakes to the name or address.
  - c. Step 3 - Check the Voter Status column (column #3) for special exception notes.
    - i. Follow the instructions listed in the *Special Exceptions in Voting Procedure* section located on page 11 of the *Inspector's Notebook* if one of the following messages appears in the Voter Status column.
      1. Address Confirmation Required
      2. Early Voting Ballot Sent
      3. Need ID to Vote
  - d. Step 4 - Give the voter's name and serial number to Clerk 2.
  - e. Step 5 - In *Book 1* column #5, print the line number from *Book 2* where Clerk 2 has printed the voter's name and serial number.
  - f. Step 6 - Have the voter sign *Book 1* in column #6.
  - g. Step 7 - Provide Clerk 2 with the voter's Ballot Number.
2. During a slow period, complete the *Evaluation of Inspector* contained in the *Inspector's Notebook*.
3. Assist the inspector in closing the polls.

## Clerk 2's Duties

Clerk 2 is assigned to the *Canvass List of Persons Voting (Book 2)* (See example in Appendix B).

1. Assess whether the voter needs assistance. If the voter does need assistance:
  - a. Check the "AutoMARK Used" column in *Book 2* if the voter chooses to use the *AutoMARK Voter Assist Terminal*, or
  - b. Follow the directions on the yellow *List of Persons Providing Voter Assistance* at the back of *Book 2*.
2. Work from left to right, Step 1 to Step 6 in *Book 2*.
  - a. Record whether the voter used the AutoMARK by marking the "AutoMARK Used" column.
  - b. Step 1 - Write in the time the voter has signed in.
  - c. Step 2 - Print the voter's name as read from Clerk 1.
  - d. Step 3 - Print the voter's serial number as read from Clerk 1.
  - e. Step 4 - Provide Clerk 1 with the line number from column #4.
  - f. Step 5 - Write an "X" in Column 5 to indicate that the voter received a ballot.
  - g. Step 6 - Print the ballot number as read from Clerk 1.
3. Provide Judge 1 with the ballot number of the ballot that the voter is to receive.
4. During a slow period, complete the *Evaluation of Inspector* contained in the *Inspector's Notebook*.
5. Assist the inspector in closing the polls.

## Judge 1's Duties

**Judge 1 is assigned to hand out ballots to voters.**

1. Select the proper Ballot Number as relayed by Clerk 2 and put the ballot into a plastic ballot sleeve. Make sure the ballot page is initialed with two sets of initials.
2. Give the voter a pen or pencil and the proper ballot within the plastic ballot sleeve.
3. Demonstrate to the voter how the initials should show after the ballot has been cast and direct the voter to the voting booths so that they can cast their vote.
4. During a slow period, complete the *Evaluation of Inspector* contained in the *Inspector's Notebook*.
5. Assist the inspector in closing the polls.

## Judge 2's Duties

**Judge 2 is assigned to receive ballots from voters.**

1. Receive voted ballots from voters and verify that the ballot has been initialed.
2. In the voter's presence, deposit the ballot in the *Ballot Box*. Do not permit a voter to deposit his or her own ballot into the *Ballot Box*.
  - a. Exceptions:
    - i. **If a voter ruins a ballot**, the voter must write "VOID" across his or her ballot. The voter then folds the ballot in half and returns it to Judge 1. He or she may then receive a new ballot. A voter may receive no more than one original and up to three replacement ballots. The judge will maintain the secrecy of the rejected ballot and will immediately place the ballot in the *Rejected Ballot Envelope* which can be found in the *Precinct Box*. When the polls close, this envelope is signed, sealed, and placed into the sack marked "Unused and Spoiled Ballots" along with any unused ballots.
    - ii. **Do not accept any Early Voting Ballots.** Anyone attempting to return an Early Voting Ballot should be instructed to return the ballot to the Election Commission by 8:00 p.m. on Election Day.
3. Receive Provisional Ballots:
  - a. Verify that the ballot has been initialed.
  - b. Check to see if a completed *Voter Registration Application* is in the vinyl pocket on the back of the envelope.
  - c. Ask the voter if they have their green *Provisional PIN Receipt*.
  - d. Verify that the envelope has been filled out completely.
  - e. Seal the envelope.
  - f. Insert the *Provisional Ballot Envelope* into the *Ballot Box*.
4. During a slow period, complete the *Evaluation of Inspector* contained in the *Inspector's Notebook*.
5. Assist the inspector in closing the polls.

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# Special Exceptions in Voting Procedure

In certain instances, there are special exceptions to the normal voting procedures. The most common exceptions are:

1. Voter's name does not appear in *Book I*.
2. Voter's information in *Book I* is incorrect.
3. Voter Status column in *Book I* has one of the following messages:
  - a. Address Confirmation Required
  - b. Early Voting Ballot Sent
  - c. Need ID to Vote
4. Voter has been challenged by another voter.

These four exceptions are explained in detail below.

1. Voter's name does not appear in *Book I*.
  - a. If a voter's name cannot be located in *Book I*:
    - i. Provide the voter with a green contact slip to contact the Election Commission to find out where they should vote, what ballot number they should receive, and their serial number.
      1. If the voter has already contacted the Election Commission and has been instructed to vote in your precinct, they should have information on what ballot number they should receive, and **the voter may vote provisionally.**
2. Voter's information in *Book I* is incorrect.
  - a. Change of Address

If a voter's address has changed (including apartment # changes):

    - i. Provide the voter with a green contact slip to contact the Election Commission to find out where they should vote, what ballot number they should receive, and their serial number.
      1. If the voter is supposed to vote in your precinct:
        - a. Have the voter complete a *Voter Registration Application* found in the back pocket of the *Inspector's Notebook* (See Appendix D).
        - b. Place the completed application in the *Voter Registration Envelope* located in the back pocket of the *Inspector's Notebook*.
        - c. Allow the voter to vote normally.
      2. If the voter is supposed to vote in a different precinct:
        - a. Ensure that the voter has contacted the Election Commission.
        - b. Instruct the voter to go to the correct polling place (See Appendix J).
        - c. Voter will vote provisionally at their new precinct.

b. Change of Name

If a voter's name has changed:

- i. Have the voter complete a new *Voter Registration Application* found in the back pocket of the *Inspector's Notebook* (See Appendix D).
- ii. Place the completed application in the *Voter Registration Envelope* located in the back pocket of the *Inspector's Notebook*.
- iii. Proceed with normal voting procedures; however, instruct the voter to sign Book 1 with both names.

c. Minor Corrections of Name/Address (Typographical Errors)

If there are any minor mistakes (typographical errors) in a voter's name or address (Apartment # changes are considered address changes and require a new *Voter Registration Application* to be completed.):

i. Name Correction:

1. List the correction on the blue *Corrections Page* in the back of *Book 1*.
  - a. Print the voter's name in the Voter's Name column as it is found in *Book 1*.
  - b. Print the voter's corrected name in the Voter's Corrected Name column.
2. Check the box "Correction of Name."
3. Note any comments in the Comments box, if necessary.
4. Proceed with normal voting procedures.

ii. Address Correction:

1. List the correction on the blue *Corrections Page* in the back of *Book 1*.
  - a. Print the voter's name in the Voter's Name column as it is found in *Book 1*.
  - b. Print the voter's address as it is listed in *Book 1* in the Voter's Address column.
  - c. Print the voter's correct address in the Voter's Corrected Address column.
2. Check the box "Correction of Address."
3. Note any comments in the Comments box, if necessary.
4. Proceed with normal voting procedures.

d. Cancellations

If a person reports that a voter no longer lives in Douglas County or is deceased, or if a voter requests that their name be removed from the voter registration register:

i. Moved Out of County

1. Use the yellow *Cancellations Page* in the back of Book 1.
2. Print the voter's name as it appears in Book 1 in the Voter's Name column.

3. Print the voter's address as it appears in Book 1 in the Voter's Address Column.
  4. Print the voter's date of birth in the Voter's Date of Birth column.
  5. In the Relationship to Voter column, print the relationship of the voter to the person who is reporting the voter's move.
  6. Check the box "Moved Out of County."
  7. The person who is reporting the move signs their own name within the Signature column. Ask that person to print their own name below their signature within the box.
- ii. Deceased
1. Print the voter's name as it appears in Book 1 in the Voter's Name column.
  2. Print the voter's address as it appears in Book 1 in the Voter's Address column.
  3. Print the voter's date of birth in the Voter's Date of Birth column.
  4. In the Relationship to Voter column, print the relationship of the voter to the person who is reporting the voter's death.
  5. Check the box "Deceased."
  6. The person who is reporting the voter's death signs their own name within the box in the Signature column. Ask that person to print their own name below their signature within the box.
- iii. Removal by Request of Voter
- If a voter requests that their own name be removed from the voter registration register (to cancel their right to vote):
1. Print the voter's name as it appears in Book 1 in the Voter's Name column.
  2. Print the voter's address as it appears in Book 1 in the Voter's Address column.
  3. Print the voter's date of birth in the Voter's Date of Birth column.
  4. In the Relationship to Voter column, the voter will print "Self."
  5. Check the box "Removal Request by Voter."
  6. The voter will sign their full name within the box in the Signature column.

3. Voter Status column in *Book I* has one of the following messages:

a. Address Confirmation Required

If “Address Confirmation Required” is listed in the Voter Status column in *Book I*, the Election Commission has been informed that this voter may no longer live at the address listed and the voter must confirm his or her address.

- i. Verify if the voter lives at the address listed in *Book I* by asking the voter if he or she still lives at the address listed.
  1. If the voter confirms that the address listed is correct:
    - a. Allow the voter to vote normally.
  2. If the voter states he or she no longer lives at the address listed,
    - a. Provide the voter with a green contact slip to contact the Election Commission to find out where they should vote, what ballot number they should receive, and their serial number.
      - i. If the voter is supposed to vote in your precinct:
        1. Have the voter complete a *Voter Registration Application* found in the back pocket of the *Inspector’s Notebook* (See Appendix D).
        2. Place the completed application in the *Voter Registration Envelope* located in the back pocket of the *Inspector’s Notebook*.
        3. Allow the voter to vote normally.
      - b. If the voter is supposed to vote in a different precinct:
        - i. Ensure that the voter has contacted the Election Commission.
        - ii. Instruct the voter to go to the correct polling place (See Appendix J).
        - iii. Voter will vote provisionally at their new precinct.

b. Early Voting Ballot Sent

If “Early Voting Ballot Sent” is listed in the Voter Status column in *Book I*, an early voting ballot has been requested for this voter.

- i. If the voter’s Early Voting Ballot has been destroyed, spoiled, lost, not received, or not requested, the voter may cast a Provisional Ballot.
- ii. If the voter is attempting to deliver a voted Early Voting Ballot, they should be instructed to return the ballot to the Election Commission by 8:00 p.m. on Election Day.
- iii. If the voter wants to return an unvoted Early Voting Ballot and vote at the polls, inform them they must vote the Early Voting Ballot they received and return it to the Election Commission by 8:00 p.m.

c. Need ID to Vote

If “Need ID to Vote” is listed in the Voter Status column in *Book 1*, the voter has not met federal identification requirements for citizens who have registered to vote for the first time by mail or any other method where the registrant did not complete the registration with the assistance of a trained registrar or government official. The voter needs to show a piece of identification in order to vote. This is the only circumstance where you would request that a voter provide identification.

- i. Ask the voter to show one of the following pieces of identification in order to vote normally.
    1. Current and valid photo identification (The address does not need to match to be current).
      - a. Nebraska Driver’s License
      - b. Nebraska Photo ID
    2. Other acceptable forms of ID (Must show name and the residence address at which the voter is registered to vote and must be dated within 60 days prior to Election Day).
      - a. Copy of a current utility bill
      - b. Bank statement
      - c. Government check
      - d. Paycheck
      - e. Other government document
  - ii. If the voter is unable to provide an acceptable form of ID, this voter must vote provisionally.
4. Voter has been formally challenged by another voter.
- a. If a voter is challenged as unqualified to vote by another voter at the polls on the grounds of citizenship, residence, or age, complete the following:
    - i. A *Challenge Oath* must be completed by the inspector and the challenged voter (See Form #4).
      1. Inspector - Write in the ward and the precinct.
      2. Inspector - Indicate on what grounds the voter is being challenged.
        - a. Citizenship, residence, or age
          - i. Voter only has to be challenged on one of the items.
      3. Voter - Answer the questions under the corresponding section.
      4. Voter – Complete and sign the oath at the bottom of the form.
    - ii. Allow the person being challenged to vote normally if;
      1. The voter has checked “Yes” to all three questions in the section “Challenged as to Residence,” or
      2. The voter has checked “Yes” to the question in the section “Challenged as to Age,” or

3. The voter has checked “Yes” to either of the questions “Born in the U.S.A.” or “Are you a naturalized citizen” in the section “Challenged as to Citizenship.”
- iii. Do not allow the person being challenged to vote if;
    1. The voter refuses to complete the applicable section of the *Challenge Oath*, or
    2. The voter refuses to take the oath.
  - iv. Place the completed *Challenge Oath* in the Book 1 & Book 2 envelope.
- b. If a board worker feels a voter should be challenged, they should not challenge the voter.
    - i. Write the Election Commission a note stating all pertinent information and place it in the Book 1 & Book 2 envelope. The Election Commission will investigate the matter after the election.
    - ii. Allow the voter to vote normally.

# Provisional Ballot Voting Procedures

A Provisional Ballot is placed in a *Provisional Ballot Envelope* and held at the Election Commission until certain voter information can be verified. If verified, the ballot is counted.

1. Election Official - Ask the voter for the green *Election Commission Contact Sheet* if they have one.
2. Election Official and Voter - Fill out the *Provisional Ballot Envelope* (See Appendix C).
  - Section I. Voter - Complete the top portion of the *Provisional Ballot Envelope*. Ensure that each question is answered completely.
  - Section II. Voter - Complete a new *Voter Registration Application*, which is located in the pocket on the back of the envelope. Place the completed application back into the pocket of the *Provisional Ballot Envelope* when completed. (Please note: An incomplete or unsigned *Voter Registration Application* is cause to invalidate the provisional ballot and the ballot will not be counted.)
  - Section III. Election Official - While the voter is completing the *Voter Registration Application*, complete Section III of the *Provisional Ballot Envelope*. Confirm that the voter contacted the Election Commission to get the ballot number that they are supposed to receive.
  - Section IV. Election Official and Voter - Give the voter the green *Provisional PIN Receipt* that is located in the pocket on the back of the envelope.
    - Ask the voter to complete the green *Provisional PIN Receipt*.
    - Ask the voter their PIN and write it on the envelope. The PIN must be five digits and numeric. The voter will keep the green *Provisional PIN Receipt* for their records.
    - Both the voter and the election official must sign the *Provisional Ballot Envelope*. (Please note: An unsigned *Provisional Ballot Envelope* is cause to invalidate the provisional ballot and the ballot will not be counted.)
3. Clerk 1 - Using the information from the completed *Provisional Ballot Envelope* and the green *Election Commission Contact Sheet*, fill in the voter's information on the green *Provisional Page* in the back of *Book 1*. If you do not have the voter's serial number and cannot reach the Election Commission, you may still allow the person to vote provisionally; simply leave the serial number column blank and have the voter sign the book.
4. Clerk 2 - Fill in all of the voter's information on the green *Provisional Page* in the back of *Book 2*.
5. Judge 1 - Hand the voter the completed *Provisional Ballot Envelope*, the proper ballot, a pen or pencil, and instruct the voter to vote the ballot and return it to Judge 2 with the ballot inside the envelope with the initials showing.
6. Judge 2 - Receive the voted ballot verifying that the envelope has been completed in its entirety, the *Voter Registration Application* is complete, signed, and is in the vinyl pocket on the back of the envelope, and that the voter has their green *Provisional PIN Receipt*. Check that the initials are on the bottom of the ballot, seal the *Provisional Ballot Envelope*, and deposit it into the *Ballot Box*.

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# Assisting Disabled Voters

1. **Sight Impaired / Disabled Voters** - If a registered voter declares to an election official that they need assistance voting because they cannot read, suffer from blindness, or have a disability that requires assistance marking the ballot; the election official should ask the voter if they would like to use the *AutoMARK Voter Assist Terminal*. Alternatively, the voter may vote with the personal assistance of a friend, relative, or poll worker.
  - a. Voting with *AutoMARK Voter Assist Terminal* (See AutoMARK Reference tab in the *Inspector's Notebook*).
    - i. The AutoMARK is a piece of election equipment that will read the ballot to the voter and mark the ballot for the voter. The AutoMARK does not store the ballot nor tabulate votes. The AutoMARK simply marks the ballot per the voter's selections.
    - ii. Election official's instructions for assisting the voter with the AutoMARK.
      1. Bring the voter to the machine.
      2. Instruct the voter on how to insert the ballot and let them know you are available to assist them. The AutoMARK will give the voter instructions once a ballot is inserted.
        - a. Explain that each page of the ballot will need to be inserted and voted separately, if there is more than one page. (Note: The AutoMARK will read the ballot whether it is inserted face-up, face-down, and/or backwards.)
      3. Ask the voter if they would prefer to use the keypad or the touch screen.
        - a. Explain to the voter the directions for the keypad.
        - b. Explain to the voter the directions for the touch screen.
      4. Explain the use of the Privacy Screen button to ensure the voter's privacy in the presence of other voters.
      5. Hand the voter the headphones.
      6. After the voter has completed voting and marked their ballot, assist the voter in returning his or her ballot in a ballot sleeve to Judge 2.
    - ii. Election official's instructions for assisting the voter with the AutoMARK.
  - b. Voting with Personal Assistance
    - i. Near the voter's name in *Book 1*, print "Assistance Rendered" and print the name of the person providing assistance to the registered voter.
    - ii. The person providing assistance must sign the yellow *Voter Assistance Oath* in the back of *Book 2*.
    - iii. No person other than the registered voter, who is receiving assistance, will divulge to anyone within the polling place the name of any candidate for whom he or she intends to vote. Nor will anyone ask or receive assistance within the polling place in the preparation of his or her ballot unless such assistance is needed for the reasons indicated above (§ 32-918).

2. **Curbside Voting for Disabled Voters** - Voters unable to enter the polling site may request that a ballot be brought to them at the curb.
  - a. Look up the name of the curbside voter in *Book 1* to see that they are properly registered.
  - b. A judge and a clerk, each of a different political party, should take the ballots, *Book 1*, a pen or pencil, and a ballot sleeve from the voting area to a convenient place within the building or to the voter's car.
  - c. Continue the normal procedures for voting, and then write "Assistance Rendered" in *Book 1* next to the voter's name. The voter may mark their own ballot and return it to the judge in the ballot sleeve; or the voter may request assistance in marking the ballot.
  - d. Return to the voting area with voting materials.
  - e. Record voter information in *Book 2*.
    - i. Step 1 - Write in the time the voter has signed in.
    - ii. Step 2 - Print the voter's name.
    - iii. Step 3 - Print the voter's serial number.
    - iv. Step 4 - Provide the line number from column #4 to record in *Book 1*.
    - v. Step 5 - Mark an "X" in Column 5 to indicate that the voter received a ballot.
    - vi. Step 6 - Print the ballot number as indicated in *Book 1*.
  - f. Any person who assists a voter in marking their ballot must sign the yellow *Voter Assistance Oath* located in the back of *Book 2*.
    - i. Note the name of the person who assisted the voter near the voter's name in *Book 1*.
  - g. Deposit the ballot into the *Ballot Box*.

# AutoMARK Do's and Don'ts

## DO:

- Share the AutoMARK Voter Assist Terminal with another precinct if you are in a polling place with more than one precinct.
- Try to position the AutoMARK in a manner that affords privacy for the voter (e.g. with the screen facing away from other voters.)
- Turn the unit on and then remove the key. Place the key back into the AutoMARK Key Envelope and then place the envelope back in the case so that the key doesn't get misplaced.
- Check the voter in using *Book 1 and 2*.
- Indicate that the voter used the AutoMARK Voter Assist Terminal by marking an "X" in *Book 2* in the column labeled "AutoMARK Used."
- Escort the voter to the AutoMARK Voter Assist Terminal.
- Show the voter how to use the AutoMARK Voter Assist Terminal.
- Show the voter how to use the Privacy Screen button.
- Put one ballot page at a time into the ballot feed tray.
- Allow anyone expressing interest in using the AutoMARK Voter Assist Terminal to use it.
- Set up the AutoMARK Voter Assist Terminal, even if you believe you don't have any disabled voters in your precinct.
- Turn the unit off at the end of the evening and return the key to the AutoMARK Key Envelope.
- Remove the black power cord from the back of the AutoMARK Voter Assist Terminal and put it back into the storage slot in the front of the case.
- Return all the accessories that came with the AutoMARK Voter Assist Terminal to the case at the end of the evening. This includes: Headphones, black power cord, orange extension cord, key (in its envelope), flip guide, and alcohol wipes.
- Place the AutoMARK Voter Assist Terminal facing forward in the case. [Note: The front of the unit is the side into which the key goes and where the blue directional buttons are visible.
- Call the Election Commission at (402) 444-VOTE (8683) if you have any questions about or problems with the AutoMARK Voter Assist Terminal.

## DON'T:

- Put anything in the ballot feeder. The only item that goes into the ballot feeder is the voter's ballot.
- Put both pages of the ballot into the feeder at the same time.
- Attempt to use a pink sample ballot to test if the AutoMARK Voter Assist Terminal is working.
- Tamper with the red wire seal on the flashcard door.

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# Special Situations at the Polling Place

## Electioneering

- According to Nebraska Revised Statutes § 32-1524, “No person shall do any electioneering on election day within any polling place, any building in which an election is being held, or within two hundred feet thereof.
  - This means:
    - No political conversations;
    - No display of candidate or issue-specific items such as campaign buttons, t-shirts, hats, etc;
    - No circulation of petitions; and
    - No political signswithin 200 feet of the parameter of the polling place.
- If a voter enters the polling place wearing a candidate or issue-specific item as described above,
  - Inform the voter that wearing campaign or issue-specific items is considered electioneering, and no electioneering can take place within 200 feet of a polling place in accordance with the law. Ask the voter to remove or cover up the item.
  - Three white t-shirts are located in the *Precinct Box*. A t-shirt should be offered and loaned to voters to wear over their political shirt while in the polling place.
  - If a voter refuses to remove or cover up the item, they should be asked to leave the polling place and return when they are no longer wearing the item.
- If you have any questions, call the Election Commission at (402) 444-VOTE (8683).

## Observers

- Observers may be present at the polling place on Election Day.
- Observers are campaign or political party representatives who watch the voting process; however, anyone may be an observer and does not need to present credentials.
- Observers are not allowed to:
  - Obstruct the doors or passageways of any precinct, or hamper the free ingress to and egress from the polling place;
  - Be within eight (8) feet of the ballot boxes;
  - Be within eight (8) feet of any voting booths;
  - Question poll workers regarding procedures; or
  - Question any voters unless they go past the two hundred (200) foot electioneering markers.

## **Exit Polls**

- Exit polls are typically performed by media organizations conducting any type of an interview on Election Day with a voter, who is leaving the polls after having voted, seeking to determine voter preference.
- Exit poll interviewers that have contacted the Election Commission prior to Election Day have been instructed to check in with the inspector and will provide a letter of intent from the Election Commission. However, they are not required to present a letter of intent.
- No person shall conduct an exit poll, a public opinion poll, or any other interview with voters on Election Day seeking to determine voter preference within twenty (20) feet of the entrance of any polling place or, if inside the polling place or building, within one hundred (100) feet of any voting booth.
- Any person violating this section shall be guilty of a Class V misdemeanor (§ 32-1525).

## **Crowd Control**

- Voters are not required to vote within a voting booth. Please ensure that voters know this if there is a line to use the voting booths.
  - Voters may sit at an available table, stand and use a privacy sleeve, etc.
- Stay calm. If the poll workers are calm and organized, voters will be more likely to remain patient.
- If the line is abnormally long and slow moving, call the Election Commission at (402) 444-VOTE (8683) and a district supervisor will be sent to access the situation.

## **Steps to Handle Irate Voters (LEAP)**

### **L**ISTEN

- Listen to the voter; allow them to say everything they want to say without interrupting them. You'll learn all you need to know.
- Once you have heard them out, then they will be more open to a resolution.

### **E**MPATHIZE

- Empathizing with the voter allows the voter to know that you have heard them.
- Let them know you understand why they feel the way they do about the situation. Use phrases such as, "I understand you are [insert appropriate emotion such as 'frustrated', 'concerned', 'upset'] by the situation."
- Become an advocate of theirs. They will now look to you to set things right.
- Make sure you are sincere about your empathy. People can tell if you are sincere or not. If the voter feels you are faking it, they will only become more upset. In these tense situations, you really don't want to add fuel to the fire.

### **A**POLOGIZE

- It is important to apologize to the voter. Keep in mind, you are not accepting responsibility and you are not saying that you are at fault for what the voter experienced. You are simply apologizing for the incident.
- Do not place blame. The voter really does not care who is at fault; they just want the problem to be fixed.
- As a poll worker you should be sorry that any voter does not receive the best voting experience. When the experience is not perfect, regardless of who is at fault, you should apologize to the voter.

### **P**ROBLEM-SOLVE

- Solve the problem; find a way to fix the situation. Call the Election Commission at (402) 444-VOTE (8683) if you are not certain how to solve the problem.
- You have listened to the voter, you know what the problem is, you have expressed empathy to show you understand the voter's point of view, you apologized that the voter experienced the problem. Now, fix it.
- Present options to the voter whenever possible. Come up with a suggestion that could solve the problem and explain the option to the voter. Let them choose a solution that would work best for them.

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# Checklist for the Midday Delivery

The Election Commission collects ballots at midday in order to begin the counting process and to release election results in a timely manner. A cardboard *Transfer Box* is delivered, inside the *Ballot Box*, to each polling place. The *Transfer Box* is used to transport cast ballots from the precincts to a Collection Center no later than 3:00 p.m. If a delivery cannot be made by 3:00 p.m., contact the Election Commission prior to 3:00 p.m. so that a solution can be found.

## **At 2:00 p.m. the inspector and one judge of a different political party will:**

1.  Remove the *Midday Delivery Ballot Log*, *Official Seals*, and *Collection Center Delivery Instructions* from the *Inspector's Notebook*.
2.  Stop processing voters and ask the voters to wait for a minute or two.
3.  Allow processed voters to vote and deposit their ballots in the *Ballot Box*.
4.  Using the ruler in the *Supply Bag* as a guide, draw a line under the last voter's name in the list of regular voters in *Book 2* (See Appendix E).
5.  Total the number of voters from the white pages in *Book 2* and record the number on the *Midday Delivery Ballot Log*.
6.  Unlock and remove the lock from the large door of the *Ballot Box*. Place the lock in the *Precinct Box*.
7.  Remove the ballots from the *Ballot Box* after all processed voters have deposited their ballots, but return *Provisional Ballot Envelopes* (these will not be tallied on the *Midday Delivery Ballot Log*) back into the *Ballot Box*.
8.  Seal the large door of the *Ballot Box* with an orange (or red) plastic seal.
9.  Resume processing voters.
10.  Count the number of ballots and record the number on the *Midday Delivery Ballot Log*.
11.  Check for discrepancies between the numbers listed on the *Midday Delivery Ballot Log*. If you see differences in the numbers, ensure that the judges are handing out the correct ballots and the clerks are recording the correct information in *Book 2*.
12.  Place the ballots in the cardboard *Transfer Box* (taken from the *Precinct Box*).
13.  Sign the *Midday Delivery Ballot Log* and fill in the Ward and Precinct information.
14.  Place the *Midday Delivery Ballot Log* on top of the ballots inside the *Transfer Box*.
15.  Seal the *Transfer Box* with an official paper seal and deliver it to the Collection Center listed on your *Polling Place Information Sheet* no later than 3:00 p.m. (Please refer to the map provided in this section for directions to your Collection Center.) **The Inspector and another poll worker of a different political party (or another Inspector if located in a double precinct polling place) must both deliver the ballots to the Collection Center.**

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# Checklist for Closing the Polls

1.  **Inspector** – At 8:00 p.m., do not let anyone else get in line to vote, but do allow those already in line to complete the voting process.
2.  **All Poll Workers** – Sign the certification at the front of *Book 1*.
3.  **Clerks** – Record the number of regular voters in the front of *Book 2*.
4.  **All Poll Workers** – Sign the certification at the front of *Book 2*.
5.  **Inspector** – Return *Book 1* and *Book 2* to their original envelope.
6.  **Inspector** – Place the *Voter Registration Envelope* into the *Book 1* and *Book 2* envelope and seal the envelope.
7.  **Judges** – Sign and seal the *Rejected Ballot Envelope* and put it into the sack marked “Spoiled and Unused Ballots.”
8.  **Judges** – Put all unused ballots into the *Spoiled and Unused Ballots* sack, sign the attached tag, and seal the bag with the long blue plastic seal provided in the plastic Ziploc *Supply Bag*.
9.  **Judges** – Place the sealed *Spoiled and Unused Ballots* sack into the *Precinct Box*.
10.  **All Poll Workers** – Take down all signs and put them back into the envelope marked “Signs.” Place the envelope back into the *Precinct Box*.
11.  **All Poll Workers** – Return all supplies back into the *Precinct Box* EXCEPT:
  - The envelope containing *Book 1* and *Book 2*, the *Inspector’s Notebook*, and the cell phone (if one was provided).
12.  **Inspector** – Lock the *Precinct Box* using the lock that was previously taken off of the *Ballot Box*.
13.  **Inspector** – Seal the flap of the *Ballot Box* with the orange or red seal at the end of the night (the *Ballot Box* should now have two seals on it).
14.  **All Poll Workers** – Take down the voting booths and place them back in their cases.
15.  **All Poll Workers** – Return the tables and chairs used back to their original places and clean up the voting area.

**Checklist continued on reverse side.**

16.  **All Poll Workers** – Put the AutoMARK away according to the following:
- Turn the AutoMARK off and remove the key.
  - Return the key to the AutoMARK Key Envelope.
  - Remove the black power cord from the back of the AutoMARK and put it in into the storage slot in the inside front of the case.
  - Return to the case all the accessories that came with the AutoMARK. This includes: Headphones, black power cord, orange extension cord, key (in its envelope), flip guide, and alcohol wipes.
  - Place the AutoMARK Voter Assist Terminal facing forward in the case. [Note: The front of the unit is the side into which the key goes and where the blue directional buttons are visible.]
  - The AutoMARK will be picked up by the Election Commission the day after the election. Place the AutoMARK back in the area where you found it before you opened the poll in the morning.
17.  **Inspector** – Choose a person of a different political party to accompany you to the Election Commission.
18.  **Inspector** – Fill in the “Time Out” section for your poll workers on the *Payroll Sheet for Election Officials* except for the person who will accompany you to the Election Commission and yourself. Thank your poll workers for their service and instruct them that their service for the night has been completed.
19.  **Inspector** – Remove the blue *Election Official Parking Permit* from the back pocket of the *Inspector’s Notebook* and place it on the dashboard of your vehicle.
20.  **Inspector and a poll worker from a different political party** – Deliver the following to the Election Commission at 225 North 115th Street (See Appendix F).
- *Ballot Box* (in trunk or back seat of vehicle)
  - *Precinct Box* (in trunk or back seat of vehicle)
  - Envelope containing *Book 1* and *Book 2* (with you in your vehicle)
  - *Inspector’s Notebook* (with you in your vehicle)
  - *Payroll Sheet for Election Officials - Form #1* (with you in your vehicle)
  - Cell phone, if provided (with you in your vehicle)
21.  **Inspector** – Once at the Election Commission, stay in your vehicle. Wait for election officials to remove the election materials from your vehicle.