

T A B L E O F C O N T E N T S

Judges of Election	1
Procedures Before Polls Open	3
Procedures During Voting Hours	5
Procedures After Polls Close	8
Supplementary Information	
Persons in the Polling Place	12
Who May Vote	15
Who May Not Vote	17
Challenges	18
Instructions	18
Assistance	18
Absentee Ballots	20
Counting Absentee Ballots	23
Valid Marks	28
Write-In Votes	29

JUDGES OF ELECTION

RESPONSIBILITY. In the polling place the judges of election are responsible for the proper and lawful conduct of the election. They serve as officers of the Circuit Court and swear to uphold the Constitutions of the United States and the State of Illinois in performing their duties.

EQUAL AUTHORITY. All judges of election have equal responsibility and authority in upholding the law. They act as a board in making decisions, the majority rules. However, each judge has authority to act alone to enforce pertinent election law.

OBLIGATION TO SERVE. A judge, once selected to serve on election day, is obligated to serve. If an emergency arises which prevents a judge from serving, the judge is obligated to notify the election authority as soon as possible.

WORKING HOURS. Illinois law requires the polls be open from 6:00 a.m. until 7:00 p.m. Once the polls are opened, there is to be no adjournment or recess until the vote counting has been completed, all forms have been completed and the final tally has been publicly announced.

In order to check the supplies and set up the polling place, all judges should arrive at the polls no later than 5:30 a.m. A time sheet must be signed indicating the length of time any judge is absent. After the polls close, all five judges must remain until all ballots are counted, all the forms, certificates and affidavits are completed and signed and all election materials are packaged for return to the Board of Election Commission office.

REPLACEMENT JUDGE. Five judges of election are appointed to serve in each precinct: three representing one of the major political parties and two judges representing the other. On election day, if a judge assigned to the precinct fails to appear, one of the remaining judges should contact the election authority for a replacement. If the election authority cannot be reached, or provide a replacement judge, the judges present may appoint a replacement judge.

The replacement judge must be a registered voter who has the same political affiliation as the judge being replaced. A precinct, township, or ward committeeman or a candidate may not serve as a judge of election.

The substitute judge may not be appointed until 6:15 a.m. One of the regular judges shall administer the same oath as was required of the originally appointed judge to the replacement judge.

If the regularly appointed judge arrives at any time, he will assume his duties as judge. The replacement will then cease to serve. Both the replacement and the regularly appointed judge

should sign the payroll sheet indicating the hours they served.

CONTROL OF THE POLLING PLACE. Throughout election day the judges of election must maintain order in the polling place. All persons present in the polling place, or within 100 feet of the entrance, must obey a lawful order of the judges. All serious problems should be reported to the election authority. The judges have the authority to evict any person creating a disturbance. Persons violating the law may be arrested. The order of response to problems should be: 1) to resolve problems or differences honestly, fairly and as quickly as possible; 2) to contact the election authority for advice; and if necessary, as a last resort, 3) to seek assistance from law enforcement officers.

PERSONS IN THE POLLING PLACE. Illinois election law requires that only authorized persons be allowed in the polling place. These persons are judges of election, qualified pollwatchers, voters while voting and representatives of the election authority, the State Board of Elections and the office of the State's Attorney, as well as local, state and federal law enforcement officials who are acting in their official capacities. (See "Persons in the Polling Place" on page 12.)

HANDLING ELECTION MATERIALS. No one other than a judge of election may handle the election materials, supplies and ballots.

ELECTIONEERING. "Electioneering" is defined as working for, against, or in the interest of a party, candidate or proposition.

The judges of election must not allow any electioneering in the polling place or within 100 feet of the entrance to the polling place. In addition, no one should be permitted to wear a campaign badge, display political literature or to engage in any political discussion within the polling place.

ROTATE DUTY POSITIONS. Each judge should learn the various duties associated with each duty position and should rotate among these positions during the day. Rotating duties helps prevent errors and the possibility of some types of vote fraud. When rotating duties, two judges, one from each major political party, should be at the precinct binders at all times.

VOTING FOR FEDERAL OFFICES ONLY. Some voters will be allowed to vote for federal offices only. Any individual who is registered to vote for **Federal Offices Only** under the new Federal Law will be coded as such and be allowed to vote for Federal Offices Only.

SIGNATURE VERIFICATION RECORD. There are now additional records which allow election judges to check the signatures and addresses of voters applying to vote. Some polling places will replace the binder cards with scanned signatures on separate signature rosters or lists or with pre-printed applications which include the scanned signatures. Whichever records are used, it is important to remember that two election judges, one from each political party, are to verify each voter's signature and address on each application to vote. In the past, these two judges were identified as "binder

book judges." They will now be more appropriately identified as "verification judges."

PROCEDURES BEFORE THE POLLS OPEN

1. Collect Pollwatcher's credentials. (See pollwatcher information on pages 12-14.)
2. Arrange polling place. Set up tables, chairs and voting machines which allow for an orderly flow of voters.

-Figure #1-

3. Check election supplies. Judges should check to make sure that they have all the necessary supplies.
4. Administer judges oath of office to each other and sign the appropriate form.
5. Put on badges. Badges must be worn and include the judge's name, ward and precinct in which the judge is serving.
6. Organize "Application to Vote" forms, affidavits, precinct roster/binder, list of voters voting absentee by mail, precinct poll list, etc.
7. Display polling place sign. Put polling place sign outside of

the polling place. Put two sample ballots outside and two inside the polling place and four cards of instructions in and around the polling place.

8. Compare number on voting machine keys with the machine number.
9. Open and set up front of the machine.
10. Tie a pencil to the voting machine for write-ins.
11. Remove the voting machine demonstrator.
12. Compare ballot labels with specimen ballot (wall card). If names or order of names or parties do not agree do not use the machine until the error has been corrected by the E. St. Louis Board of Election Commissioners.
13. Post the appropriate card of instruction sign on each voting machine.
14. Compare the seal number and number on the protective counter with numbers on the key envelope and record numbers on certificate No. 1. If the numbers do not agree, the East St. Louis Board of Election Commissioners must be notified before the machine is used.
15. Check that the public counter (on the side of the machine) is set at "000." If the public counter reads anything other than "000," the election authority should be notified.
16. Check that Lock #2 is turned downward.
17. Unlock and open upper rear door and large rear door to check counters.
18. Inspect that candidate and propositions counters read "000." If they don't read "000", contact the Board office.
19. Examine the paper roll, see that the lower roll bears the machine number, date of election, and initials of the custodian.
20. Close, latch and lock the rear doors.
21. Unlock the voting machine by turning Lock #2.
22. Break the seal to unlock the entrance knob.
23. Check that the ballot box is empty.
24. Break binder seal, if you are using binder books for signature verification.
25. Declare the polls open promptly at 6:00 a.m.

PROCEDURES DURING VOTING HOURS

Application Station A

Supplies: Applications for Ballot Ball Point Pens
 Specimen Ballots Absentee Voters List
 Polling Place List

Procedures

1. Give voter the appropriate application.
 - a. His/her name and address is preprinted.

NOTE: The application is perforated and should be torn and carefully removed.

 - A blank application for ballot form is to be used if there is no **preprinted** application for ballot for the voter.
 - Also, a blank application for ballot form is to be used to capture a voter's signature which is illegible. **Use black ball point pen only.**
 - If a primary, the voter must declare party.
2. Have voter complete the application.
3. Announce voter's name and address. If this is a primary election, also announce the voter's party.
4. Check the absentee list to make sure the person has not already voted. If the voter has voted absentee, he shall not be permitted to vote in person unless he surrenders his absentee ballot to the judge, or signs an affidavit stating he never received the ballot.
5. Pass the application to the judges at the Roster/Binder Station B.

Roster/Binder Station B

(Two judges of opposite political parties)

Supplies: Official Precinct Roster/Binder (Signature
 Verification Record)
 List of Registered Voters

Affidavits

Procedures

1. Receive completed application from judge at the Application Station A.
2. Two judges, one from each political party, must handle the Roster/Binder books and poll lists.
3. Locate voter's registration unique information in the Roster/Binder. After finding name and address, repeat voter's name in a loud and clear voice.

If no information is in the Roster/Binder, see "Qualified Voters" on page 15, and "Who May Not Vote" on page 17.

4. Compare the signature and address on the application to that in the Roster/Binder.

If signature (handwriting) does not reasonably match, the voter should not be allowed to vote. If voter's address has changed, see "Voters Requiring Affidavits" on pages 15, 16 and 17.

5. Check the unique registration information on the preprinted application or roster to see that the voter has not voted earlier.
6. After determining that the voter is qualified to vote, mark the voter's registration card/roster in the appropriate box to the left of signature. In a primary election mark it with the appropriate party initial "D" or "R". In other elections mark it with an "X".
7. The applications are to be numbered consecutively in both sections marked (the application and the stub). Also, initial the signed application and the stub. Detach stub and return it to voter.

8. Voter takes application stub to Station C. Figure #1, page 3.

If the voter is challenged for any reason or needs assistance in voting, see page 18 for "Challenged Voter" and "Voter Assistance."

Application Station C

Supplies: Spindles for Application
Demonstration Voting Machine

1. The voter takes the initialed ballot application stub to the ballot judge at Station C.
2. The judge should check that the application stub has been initialed by a Roster/Binder judge and place it on the spindle.

3. Direct voter to correct voting machine/booth.
4. Make sure no one interferes with the voter.

Machine Judge Station D

Supplies: Voting Machines
 Ballot Box

1. Activate the voting machine by pushing the *entrance button for each voter.

*For primary elections only: Set primary lever to party affiliation for each voter. This must be done before the entrance button is pushed in.

2. Check the voting machine after each voter to make sure the machine has not been defaced or that sample ballots have not been left in the machine. Frequently check the pencils used for write-ins.
3. The judges should check each absentee ballot carrier envelope delivered to the precinct to be sure it has been delivered to the correct precinct. Contact the Election Authority immediately if the precinct number indicates that it has been delivered to the wrong precinct. **Absentee ballots are not processed until after 7:00 p.m.**
4. At 6:30 p.m., announce polls will close in one-half hour.
5. At 7:00 p.m., a judge shall announce that the polling place is closed. Each person in line at that time must be allowed to vote.

PROCEDURES AFTER THE POLLS CLOSE

1. Remove the flag and sign.
2. Allow only authorized persons to remain in polls. See page 12 for "Authorized Persons."
3. Lock door, if possible.
4. Lock the machine against further voting by inserting #2 key into lock #2 and turn so that keyhole slot points downward or, on some machines, so that the red movable portion of the lock is in the downward position.
5. Seal the machine against further voting. A new seal will be found in the key envelope. Pass the seal through the slot in the entrance button and insert the "tongue" of the seal into the opening at the opposite end.
6. Record the public counter number and the protective counter number on Certificate No. 2.
7. With key #3 unlock and open upper rear door. The rear door should be swung up onto the top of the voting machine and the lower middle door opened by swinging downward.
8. One judge from each political party should be selected as calling judges and the remaining three judges will serve as tally judges.
9. Record the votes. The tally judges should record the votes on 3 copies of the return sheets as they are given by the calling judges.
10. Call and record the votes on the paper roll for write-in votes. The judges should examine the paper roll in the upper rear compartment. If the line, custodian's name and date still appear on the lower roll, this indicates that no write-in votes have been cast, and nothing further need be done.

PROCEDURES FOR RECORDING WRITE-IN VOTES

- a. Pull Latch A at the left of the paper roll; turn the upper roll to slightly loosen the paper.
- b. Crease the upper paper and cut from end to end.
- c. Turn the lower roll upward until the end of the paper appears.
- d. Pull the paper out slowly to reveal names of write-in

candidates. Write-in names will appear in numbered columns on the paper roll. Column numbers will indicate the office(s) for which the names are written-in. Canvass the names and record them on the return sheet.

- e. Cut off the paper at the line so that the date and the machine number appear with the names of write-in candidates.
 - f. Push latch A back into place.
 - g. The paper should then be inserted in the proper envelope to be returned to the East St. Louis Board of Election Commissioners.
-
- 11. Process the absentee ballots. The judges should process the absentee ballots following the procedures detailed on pages 23-25 in the Supplementary Information section of this manual.
 - 12. Announce the vote totals. After all the votes have been tallied and verified, one of the tally judges, in a loud, clear voice, should announce the total number of persons who voted. The judge should announce each candidate's office with his total number of votes and each proposition question with the total number of votes.
 - 13. Exchange positions for re-check. The calling judges should exchange places with the tally judges of the opposite political party. The remaining tally judges should exchange tally sheets and proceed to re-check all totals. If any errors are discovered, they should be corrected and a certificate prepared stating such facts should be signed by all judges.
 - 14. Verify the totals. When the re-check is complete, the judges, as a board, should take one return sheet, and simultaneously verify the totals thereon with the totals of each machine. Each judge should sign a certificate stating that all steps have been carried out in every detail. If any errors are discovered and corrections made in the second re-check, a certificate detailing these facts should be signed by all judges.
 - 15. Complete forms. The judges should complete the information on the election return sheet. **(The totals on the Public Counters plus the number of absentee ballots cast in the ballot box must equal the number of Applications for Ballots.)**

16. Close the front of the machine. Key #3 locks the front doors of the voting machine. The judges should close and lock the front doors by taking the following steps:
 - a. the model voting machine should be placed on the inside of the machine;
 - b. the light extension cord should be placed on the hook inside of the left front door;
 - c. the curtains should be unbuttoned and folded over the curtain frame;
 - d. the frame should then be lowered; and
 - e. key #3 should be used to lock the front doors of the machine.
17. The judges should then close the center rear door and turn the knob to a horizontal position to lock. Key #3 should close and lock the upper rear door.

BE SURE THAT ALL DOORS OF THE MACHINE ARE CLOSED AND LOCKED.

18. Keys #2 and #3 for all machines should be placed in the envelope provided. The envelope is to be sealed and placed with the other supplies to be returned to the Board office.
19. All judges should sign the completed final "Return Sheets - Statement of Votes." This form should be placed in the envelope provided. The envelope is to be sealed and signed by the judges.
20. Complete and sign the payroll sheet and all other forms by all judges.
21. Seal the Binder Book if they were used for Signature Verification.
22. Package all other election supplies. Nothing is to be thrown away. All election supplies and materials should be returned to the Board office. The judges should be sure that the following are kept separate, unless advised differently by the election authority:
 - a. voting machine keys;
 - b. ballot box keys, if seals are not used;
 - c. payroll sheets;

- d. all properly sealed voted paper ballots; and most importantly,
 - e. return sheets and statement of votes envelope.
23. Two judges, one from each political party, are to return the election supplies and materials to the Board office. They should obtain a receipt for these materials from the election authority when they are delivered.

SUPPLEMENTARY INFORMATION

PERSONS IN THE POLLING PLACE

AUTHORIZED PERSONS. It is the responsibility of the judges of election to permit only the following authorized persons to remain in the polling place:

- a. judges of election assigned to the polling place;
- b. voters while voting;
- c. authorized pollwatchers upon submission of valid credentials;
- d. representatives of the election authority;
- e. representatives of the State Board of Elections;
- f. representatives of the office of the State's Attorney and the Attorney General's office; and
- g. law enforcement officers acting in their official capacity.

Precinct committeemen, precinct captains, "checkers," and candidates have no official function in the polling place. To remain in the polling place, they must have valid pollwatcher credentials.

Local election officials (municipal clerks, township clerks, school board secretaries, etc.) also must have valid pollwatcher credentials in order to remain in the polling place.

POLLWATCHERS. Candidates, political parties, civic organizations, and organized groups of proponents or opponents of a proposition on the ballot may appoint pollwatchers. The pollwatchers' role is established by law. They may be present to observe the conduct of the election before the polls open, during the day and after the polls close.

POLLWATCHER QUALIFICATIONS. All pollwatchers must be registered to vote from a residence within the county in which they are acting as pollwatchers and must possess valid credentials. If two pollwatchers are appointed by a candidate or political party to serve in the same polling place at the same time, the second one must be a registered voter of that precinct and possess separate credentials.

A candidate who is seeking office in a district or municipality encompassing two or more counties may act as his own pollwatcher in

any polling place in the district or municipality regardless of the county in which the candidate is registered.

POLLWATCHER CREDENTIALS. Each Pollwatcher must surrender his credentials to the judges when he enters the polling place. If a pollwatcher refuses, or if the credentials are not valid, he must leave. All credentials are to remain in the possession of the judges and be returned to the election authority after the polls close. To be valid, credentials must bear:

1. the real or facsimile signature of the appropriate election authority;
2. the real or facsimile signature of the state or local party chairman or the presiding officer of the civic organization, or of the chairman of an opponent or proponent proposition group, or of a candidate, whichever is appropriate; and
3. the signature of the pollwatcher and his address; and
4. a statement that the pollwatcher is registered from that address.

In addition, the credentials must indicate the name of the county and the precinct and/or ward in which the pollwatcher is registered.

NUMBER OF POLLWATCHERS. The number of pollwatchers appointed to be in the polling place at any one time is limited by law. Pollwatchers may be substituted during the course of the day. However, the maximum number of pollwatchers indicated below must not be exceeded at any given time.

NUMBER OF POLLWATCHERS ALLOWED IN POLLING PLACE AT A GIVEN TIME		
APPOINTING AUTHORITY	PRIMARY ELECTION	GENERAL ELECTION
CANDIDATE	Two*	Two*
POLITICAL PARTY	One	Two*
QUALIFIED CIVIC ORGANIZATION	One	One
PROPONENTS AND OPPONENTS OF A BALLOT PROPOSITION	One	One

*If two are present in the polling place at the same time, one must be registered to vote in that specific precinct.

If the polling place becomes overcrowded with pollwatchers and the situation interferes with the conduct of the election, a majority of the judges may determine to limit the number of pollwatchers by drawing lots. However, at least one watcher for each political party and each candidate must be allowed to remain.

RIGHTS OF POLLWATCHERS. All pollwatchers are allowed to be present in the polling place before the polls open, throughout the day, and after the polls close. They may leave and re-enter the polling place during voting hours, unless such continuing action disrupts the conduct of the election. After the close of the polls, pollwatchers may leave and re-enter only in case of necessity and provided that it is not so continuous that it disrupts the procedures.

Before the polls open, pollwatchers may observe the set-up procedures and check that the ballot box is empty. They may closely observe as the judges compare the official ballot(s) with the specimen ballot(s) for that precinct.

During the day pollwatchers have a right to be near enough to the judges to visually examine the voter's "Application to Vote" to compare the signature on the application with that on the Signature Verification Record.

Pollwatchers present at the close of the polls may observe the counting and tallying procedures. They may remain until all procedures are completed.

At no time may any pollwatcher be so close to the judges that he interferes with the orderly conduct of the election. While he may observe, he is not allowed to touch any supplies or materials.

The pollwatcher may, however, courteously call the judges' attention to any incorrect procedures or apparent violations of the Election Code he may observe.

A pollwatcher may challenge with cause a person applying to vote. (See "Challenging a Person's Right to Vote" on page 17.) He is also permitted to challenge an absentee ballot application, as he would if the voter were present and voting in person.

LAW ENFORCEMENT OFFICERS. A police officer or a deputy sheriff may be officially stationed in the polling place. He is present to preserve order and to carry out lawful directions of the judges of election.

OTHER OFFICIALS. Representatives of the State Board of Elections, the election authority, the Attorney General's office, and the office of the State's Attorney, as well as local, state, or federal

law enforcement officials who are acting in their official capacities are also entitled to be in the polling place. After displaying official credentials or other proper identification, such officials may view the polling place and observe the election procedures; they may look at what is occurring, what actions are being taken and by whom. They may station themselves where they can see the information on the Signature Verification Record and ballot applications as well as observe the voting booths and ballot box. They may remain after the polls close to observe the closing procedures.

WHO MAY VOTE

QUALIFIED VOTERS. There should be a Verification Record (signature roster) or Binder Card for every registered voter in the precinct.

If a person's registration is in the Signature Verification Record and the person currently resides at the address on the Verification Record, he is qualified to vote.

Registrations are sometimes misfiled. Therefore, before denying a person the right to vote, the judges should search the Signature Verification Records and poll sheets thoroughly. If the judges believe that the person is registered and that the record may have been removed in error, they should call the election authority to verify the registration.

AFFIDAVITS. An "affidavit" under election law is a sworn statement made in writing before a judge of election. Under certain circumstances, a person may be required to sign one or more affidavits in addition to his application before being permitted to vote. These affidavits may also necessitate supporting affidavits being completed by other qualified voters of the precinct.

The judges should mark the "Voted by Affidavit" or "Challenged" square, as the case may be, on the voter's "Application to Vote." All affidavits and supporting affidavits are to be spindled with the voter's "Application to Vote," unless directed otherwise by the election authority.

After the election, the affidavits are to be returned to the election authority with the other materials.

VOTERS REQUIRING AFFIDAVITS. The following persons may vote only after completing the appropriate affidavit.

a. **VOTER WHO HAS MOVED WITHIN THE PRECINCT.** If a registered voter has moved within the precinct within 28 days of election day, he must complete the appropriate affidavit. This affidavit must be accompanied by a supporting affidavit signed by a voter of the precinct before being allowed to vote.

b. **PERSON WHO HAS MOVED OUTSIDE THE PRECINCT.** If a

registered voter has moved within the 30 days preceding the election to a residence that is outside of his former precinct, but is within the State, he must complete the appropriate affidavit before being permitted to vote. This affidavit is to be accompanied by a supporting affidavit signed by a voter of the precinct.

This person may vote only in person at the polling place where he previously was registered.

- c. **PERSON WITH A CHANGE OF NAME.** If a person has a change of name within 28 days of election day, he may vote only after completing the appropriate affidavit. He must, however, be registered to vote under his former name and continue to reside in the same precinct. The affidavit must be accompanied by a supporting affidavit signed by a voter of the precinct. A woman who continues to use her maiden name after marriage may vote without an affidavit if she is registered under her maiden name.
- d. **PERSON WITH NAME ON POLL SHEET ONLY.** A person listed on the poll sheet, but not in the Signature Verification Record, may vote only after completing the appropriate affidavit. This affidavit must be accompanied by a supporting affidavit signed by a voter residing in the precinct. (In jurisdictions under a board of election commissioners, two such supporting affidavits are required.)
- e. **NONREGISTERED MILITARY PERSONNEL.** Nonregistered military personnel who have maintained a legal residence in the precinct for at least 30 days may vote after completing the appropriate affidavit. This affidavit must be accompanied by a supporting affidavit signed by a qualified voter of the precinct. This category does not include spouses and dependents. Spouses and dependents of military personnel must be registered in order to vote in person.
- f. **NONREGISTERED VETERANS, SEPARATED WITHIN 60 DAYS.**
Nonregistered veterans who have left active service within 60 days of the day of election may vote after completing the appropriate affidavit. This affidavit must be accompanied by a supporting affidavit signed by a qualified voter of the precinct. This category does not include their spouses and dependents. Spouses and dependents must be registered in order to vote in person.
- g. **CHALLENGED VOTER.** If a voter whose name appears in the Signature Verification Record and on the poll sheets is challenged on some specific qualification and the judges uphold the challenge, the voter may vote only by affidavit. This affidavit must be accompanied by a supporting affidavit signed by a voter of the precinct.

If a person whose name does not appear either in the Signature Verification Record or on the poll sheet has his registration verified by the Election Authority he may vote by affidavit. Verification that the voter is registered must be obtained from the Board office, either by phone or on a written statement, before allowing the person to vote. In addition, the affidavit must be accompanied by a supporting affidavit, signed by two voters of the precinct.

- h. **VOTER MOVED MORE THAN 30 DAYS BEFORE THE ELECTION.** If a voter has changed his residence to an address within the election jurisdiction more than 30 days before the election, the voter may vote a ballot for Federal Offices Only in the polling place of his former residence. The voter completes an Address Correction for Fail-Safe Voter. Place this form on the spindle behind the voter's application unless directed otherwise by the election authority.

SUPPORTING AFFIDAVITS. The necessary supporting affidavits are usually found on the bottom or the reverse side of the form that is being used. On this affidavit, the supporting witness swears that he is a registered, qualified voter of the precinct in which the challenged person is attempting to vote, that the witness knows the challenged person, and that the challenged person meets the legal requirements for voting and is entitled to vote.

In lieu of a supporting affidavit a voter may provide two forms of identification showing the current residence address.

WHO MAY NOT VOTE WITH CERTAIN EXCEPTIONS. The following persons may not vote in person even with an affidavit:

- a. persons who are not registered;
- b. persons who have moved to another precinct more than 30 days prior to election day and have not transferred their registration; however, voters in this category are still eligible to vote for Federal Offices Only.
- c. persons who have moved within the precinct more than 28 days prior to election day and have not transferred their registration; however, voters in this category are still eligible to vote for Federal Offices Only.
- d. persons who have had a name change more than 28 days prior to election day and have not re-registered; (Women who continue to use their maiden name after marriage may vote if registered under that name); and

- e. nonregistered U.S. military veterans discharged from
active duty more than 60 days before election
day.

CHALLENGING A PERSON'S RIGHT TO VOTE

WHO MAY CHALLENGE. It is a judge's obligation to challenge a person's right to vote if the judge believes that a person is not a qualified voter. A pollwatcher or any legal voter may also issue a challenge.

REASONS FOR CHALLENGE. The challenger must state a specific reason for challenging the right of a person to vote. Some possible reasons are:

- a. the voter no longer resides at the address given;
- b. the person attempting to vote is not the same person as registered;
- c. the voter has already voted; and
- d. there is no record that the person is registered.

DECIDING A CHALLENGE. The judges act as a board in deciding a challenge. A majority of the judges -- no one else -- determines whether to sustain or overrule a challenge. If a majority of the judges decides to overrule the challenge, the voter is permitted to vote following the same procedures as any unchallenged voter.

VOTER'S RIGHT TO APPEAL. If the judges sustain a challenge and decide not to allow a person to vote, the voter has a right to appeal. If the voter insists that he is qualified to vote, he may vote only after completing a "Challenged Voter Affidavit" accompanied by the proper number of supporting affidavits. If there is no record of registration in the Signature Verification Record or the polls sheets, the election judges must receive verification from the board office before allowing that person to vote by affidavit.

INSTRUCTION AND ASSISTANCE

GIVING INSTRUCTION. "Instruction" is explaining to the voter, in full view of everyone in the polling place, how to properly use the voting machine to cast a ballot or write-in. Instruction is given on the voting machine model.

GIVING ASSISTANCE. "Assistance" is the actual marking of the ballot for the voter by specified person(s) in the privacy of the voting booth. Assistance is given **only upon the voter's request** and after the voter completes the appropriate affidavit. In every instance of assistance, both the voter receiving the assistance and the person(s) giving the assistance must sign the appropriate affidavit.

The following two groups of voters may be given assistance:
the disabled or blind voter and the illiterate voter. If assistance is given, the voter's "Application to Vote" must be

marked at the bottom in the appropriate square.

Assistance is always given in the secrecy of the voting booth. Anyone giving assistance must cast the vote as directed by the voter and shall not give information afterward as to how the vote was cast.

WHO MAY ASSIST. Federal law has significantly altered Illinois law which relates to who may assist voters requiring assistance in voting. The federal law reads: "Any voter who requires assistance to vote by a reason of blindness, disability, or inability to read or write may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer or officer or agent of the voter's union."

The above information is to be provided to all voters requesting assistance. Should the voter not specify an individual to assist him in voting, he shall be assisted by two judges, one from each political party.

ASSISTING THE ILLITERATE VOTER. An illiterate voter is a registered, qualified voter who cannot read or write English sufficiently to cast his ballot. Before receiving assistance, the voter shall sign, or make his mark on an affidavit. Assistance is provided by the person(s) specified in "Who May Assist" above. The person(s) giving assistance must also sign the appropriate affidavit.

ASSISTING THE PHYSICALLY DISABLED VOTER. A physically disabled voter is one who is physically unable to mark his ballot or is blind. However, a person who is intoxicated does not qualify as physically disabled and may not receive assistance.

Before being given assistance, the voter must complete an affidavit stating his specific physical disability and whether the disability is temporary or permanent. Assistance is provided by the person(s) specified in "Who May Assist" above. The person(s) giving assistance must also sign the appropriate affidavit.

INACCESSIBLE POLLING PLACES. Any handicapped or elderly voter who cannot enter a polling place due to the structural features of the building may request to vote outside of his/her polling place. Such request must be made with the election authority **by the close of business** on the day **before** the election. The election authority will then notify the appropriate election judges of the names of those persons making such a request.

No individuals are allowed to vote outside a polling place unless the election judges are notified by the Board office. If notification is given the voter completes the entire voting process including the application for ballot from which the judges compare the signatures on the application with that in the Verification Record. Two judges of opposite party affiliation deliver to the

voter an application. After the signatures and addresses are checked and it is determined that the individual is qualified to vote, a ballot and a portable voting booth or enclosure is provided to allow the voter to mark his ballot in complete secrecy. In no case shall a ballot be delivered to a voter beyond 50 feet of the entrance to the building in which the polling place is located.

ABSENTEE BALLOTS

OPEN OUTER BALLOT PACKAGE BEFORE 7:00 P.M. If more than one absentee ballot is to be delivered to a precinct, the election authority may bind them together for convenience in handling into one package. This outer "packaging" envelope should be differentiated from a "carrier" envelope. If there is a "packaging" envelope, it should be opened soon after the absentee ballots are delivered so that the precinct numbers on the "carrier" envelopes may be checked. **The absentee ballot carrier envelopes are not to be opened until after 7:00 p.m.** If the precinct number on a carrier envelope shows that it has been delivered to the wrong precinct, the judges should contact the election authority.

(After the polls close, if the judges find a carrier envelope has been delivered to the wrong precinct, they should keep the sealed carrier envelope separate and deliver it separately to the election authority.)

WHO MAY VOTE BY ABSENTEE BALLOT. The following registered voters currently residing in the precinct are permitted to vote by absentee ballot:

- a. registered voters expecting to be absent from the county of residence on election day;
- b. registered voters appointed as judges in a precinct different from where they reside;
- c. registered voters unable to be present at the polls because of a physical incapacity (includes hospitalized voters);
- d. registered voters observing a religious holiday and unable to be present at the polls because of the tenets of their religion;
- e. registered voters who because of election duties in the office of a state's attorney, a county clerk, a board of election commissioners, the State Board of Elections or a law enforcement agency will be unable to be present at the polls;
- f. registered voters serving as jurors who have been sequestered on election day.

Others may also vote by absentee ballot although they are not current residents of the precinct. The following specifies these voters;

- g. members of the United States Armed Forces while on active duty and their spouses and dependents may vote by absentee ballot, even if not registered;
- h. members of the Merchant Marine and their spouses and dependents may vote by absentee ballot, even if not registered;
- i. civilians employed by the United States Government, serving outside the territorial limits of the United States, and their spouses and dependents may vote by absentee ballot, even if not registered;
- j. members of religious groups or welfare agencies and their spouses and dependents who are officially attached to or assisting members of the Armed Forces may vote by absentee ballot, even if not registered;
- k. state and federal employees who had a voting residence in the precinct at the time they entered employment, but who now reside elsewhere due to state or federal employment may vote by absentee ballot, if registered;
- l. registered voters temporarily residing overseas who maintain a residence in the precinct may vote by absentee ballot, (such voters must be registered in order to vote the entire ballot, but registration is waived for Federal elections only);
- m. citizens who are not registered in any other State and who formerly have maintained a residence in the precinct but who now reside outside the territorial limits of the United States may vote **only** in the Federal elections as registration is waived for Federal elections;
- n. citizens who are not registered and are temporarily absent from their county of residence may vote by absentee ballot for President and Vice President only; and
- o. registered voters who have moved outside their election precinct within 30 days may vote by absentee ballot for President and Vice President only.

CHALLENGING AN ABSENTEE BALLOT

WHO MAY CHALLENGE. Judges have the right to challenge an absentee

ballot application just as they may challenge a voter who appears in person at the polling place. Pollwatchers also have a right to observe absentee ballot procedures and to challenge an absentee ballot application. In either case, a majority of the judges decides whether the ballot will be counted.

REASONS FOR CHALLENGE. As with any other challenge, a specific reason must be given for challenging an absentee ballot. Some possible reasons are:

- a. the affidavit on the affidavit envelope is incomplete;
- b. the signature and/or address on the "Application for Ballot," the Verification Record and the affidavit envelope do not correspond;
- c. the person is not a qualified voter;
- d. the person has already voted in person;
- e. the affidavit envelope has been opened and resealed; or
- f. the person died during the period between his completing the absentee ballot and election day.

NOTIFICATION OF REJECTED BALLOT. If a challenge to any absentee voter's right to vote is sustained, the judges are to notify the voter by mail that his ballot was rejected. The notice must be sent on the appropriate form provided in the election supplies and mailed to the voter's place of residence. The rejected absentee affidavit envelope shall not be opened but shall be marked "Rejected" giving the reasons for the rejection and placed in the "After 7:00 p.m. -- Defective and Objected to Ballots" envelope along with the application for ballot and carrier envelope.

COUNTING ABSENTEE BALLOTS

In precincts where voting machines are used, voters who vote absentee cast their vote on paper ballots. The judges should follow the steps listed below to enable them to count the absentee ballots they have received.

1. **PROCEED TO PROCESS ONE ABSENTEE BALLOT AT A TIME.** Each absentee ballot must be in a carrier envelope. The judges should open and process one ballot at a time. Each absentee ballot must be processed completely (steps 2 through 11) before the next absentee ballot carrier envelope is opened. If questions arise, the judges may refer to "Who May Vote by Absentee Ballot" on page 20 and "Challenging an Absentee Ballot" on page 21.
2. **READ ALOUD THE NAME AND ADDRESS OF THE ABSENTEE VOTER.** Within the carrier envelope will be an affidavit envelope along with a ballot application. A judge should read aloud the name and address of the voter on the affidavit envelope.
3. **COMPARE SIGNATURES.** Two judges, one from each party, are to compare the signature and address on the application for ballot with that on the affidavit envelope and also on the Signature Verification Record. If the signatures and addresses do not correspond, the absentee ballot application may be challenged in the same way as it would be if the voter were voting in person.

There may not be registrations in the Signature Verification Record for all absentee voters. Certain classes of absentee voters need not be registered, but may vote absentee if they meet the age and residency requirements of the State of Illinois. See page 20.

4. **CHECK AFFIDAVIT ENVELOPE IS SEALED.** The judges must check that the affidavit envelope is sealed. If it is open or has been resealed, the vote shall be rejected.
5. **CHECK THAT AFFIDAVITS ARE COMPLETE.** The affidavit on the envelope must be complete. If it is incomplete, the absentee ballot shall be rejected.

For a physically incapacitated voter, the physician's signature is no longer required.

6. **CHECK PERSON HAS NOT VOTED EARLIER: MARK REGISTRATION RECORD.** If the judges agree that the signatures and addresses correspond and the affidavit is complete, the judges should

check that the Verification Record does not indicate the person voted earlier in the day. If the person has not voted, a judge shall mark the voter's Signature Verification Record as described on page 6.

7. **MARK AFFIDAVIT ENVELOPE OF ANY REJECTED BALLOT; DO NOT OPEN ENVELOPE.** The affidavit envelope of any rejected ballot must not be opened. The judges are to write "Rejected" on the outside of the affidavit envelope along with the reason for the rejection and sign it. The sealed affidavit envelope, the application for ballot and the carrier envelope should be placed in the "After 7:00 p.m. Defective and Objected to Ballots" envelope. The judges are to notify the voter by mail that the ballot was rejected. (See page 22.)
8. **NUMBER AND SPINDLE VALID APPLICATION.** If the absentee vote is not rejected, the ballot application is to be numbered with the next consecutive number. Match the voter's signed application with the pre-printed application. Detach pre-printed application and file it on top of the signed application and spindle them in the order in which they voted.
9. **OPEN AFFIDAVIT ENVELOPE.** A judge should open the affidavit envelope, being careful not to tear the affidavit on the front of the envelope or the ballot within.
10. **REMOVE BALLOT WITHOUT UNFOLDING IT.** A judge should take the ballot out of the affidavit envelope without unfolding it or violating its secrecy in any way. Place all affidavit envelopes in a separate envelope to be returned to the election authority with the other supplies after the polls close.

(Only one ballot of a kind for an election may be in a ballot envelope. If more than one ballot of a kind is found in any envelope, the judges should mark the ballots "Objected To -- Two Together -- Not Counted." They should then sign each ballot and place them in the "After 7:00 p.m. -- Defective and Objected to Ballots" envelope after refolding them as they were found.)
11. **INITIAL BALLOT AND INSERT IT INTO BALLOT BOX.** One of the judges should initial the valid ballot. This initialed ballot shall be inserted into the ballot box with the other absentee ballots.
12. **REPEAT STEPS 2 THROUGH 11 FOR EACH ABSENTEE BALLOT.** Each absentee ballot is to be processed separately, repeating steps 2 through 11 for each one.
13. **STORE EMPTY CARRIER AND AFFIDAVIT ENVELOPES.** The carrier and affidavit envelopes are to be placed in the container provided and returned to the election authority. Nothing should be thrown away.

14. **SELECT TWO CALLING JUDGES, ONE JUDGE FROM EACH POLITICAL PARTY.** When counting and tallying the ballots, one judge from each political party will serve as a calling judge; the remaining three judges will serve as tally judges.
15. **OPEN BALLOT BOX.** A judge shall open the ballot box and let everyone present observe its contents.
16. **COMPARE NUMBER OF BALLOTS TO NUMBER OF APPLICATIONS.** The judges must count the number of ballots in the ballot box. The number of ballots in the box and the number of absentee applications must be the same. If they are not the same, the judges should recount the ballots and make sure the applications are not out of numerical order.

(If there are more ballots than applications, the judges are to place all of the ballots into the ballot box and shake the box. A blindfolded judge should then draw out of the box the number of excess ballots. Each excess ballot is to be marked "Excess -- Not Counted" and signed by a majority of the judges. These excess ballots are to be placed into the "After 7:00 p.m. -- Defective and Objected to Ballots" envelope. The number of excess ballots shall be indicated on the outside of the envelope and not be counted in the total number of defective and objected to ballots.)
17. **CHECK BALLOTS FOR INITIALS.** The judges should check that each ballot has been initialed by a judge and is an official ballot.

(If a ballot is not initialed, or official, the vote shall not be counted. The judges are to mark on the back of each such ballot "Defective" and state the reason for it being defective. They should then sign the ballot and place it in the "After 7:00 p.m. -- Defective and Objected to Ballots" envelope.)
18. **UNFOLD BALLOTS.** The judges should carefully unfold the ballots. If more than one type of ballot is being used, separate stacks should be used for each type.

(If two ballots of the same kind are folded one inside of the other, neither vote may be counted. The judges should mark on the back of each of these ballots "Objected To -- Folded Together -- Not Counted," and sign the statement. The ballots should be refolded as they were found and placed in the "After 7:00 p.m. -- Defective and Objected to Ballots" envelope.)
19. **COUNT BALLOTS FOR EACH OFFICE AND THE CANDIDATE VOTED FOR.**

Beginning with the office at the top of the ballot and continuing down in order, a calling judge should read aloud the name of the office and the candidate receiving the vote for that office. Each ballot should be read completely before

the next ballot is started. The second calling judge should look on, checking that the marks are called correctly. Both judges should be sure that the marks are valid and that the ballot does not contain any identifying marks.

20. **TALLY VOTES AS CALLED.** Each tally judge should keep his own record. Beginning in the "Tally Marks" box located beneath or along side of the candidate's name and working to the right, the tally judge should make one tally mark for each vote called. Every fifth vote should be tallied horizontally through the previous tally marks. After the horizontal tally is made, the judge should call out "tally."
21. **CONTINUE UNTIL ALL BALLOTS ARE COUNTED.** The calling and tallying process should be continued until every ballot has been counted.
22. **COMPARE RETURN SHEETS.** All of the return sheets should correspond. If any return sheet shows a different total for a candidate, the tally marks should be added again, and if necessary, the votes called and tallied again for that candidate.
23. **TOTAL AND RECORD THE NUMBER OF VOTES CAST FOR EACH CANDIDATE.** For each candidate, the judges should add the number of votes cast on the absentee ballots to the number of votes cast on the machine(s). All of the totals should agree on all of the return sheets.
24. **COUNT JUDICIAL RETENTION BALLOTS.** If a judicial retention ballot was voted upon, the judges should count these ballots unless the election authority directed otherwise. The judges should tally the "yes" and "no" votes for each candidate seeking retention on the forms provided.
25. **DETERMINE NUMBER OF ABSENTEE BALLOTS RECEIVED. WRITE NUMBERS ON "RETURN SHEETS - STATEMENT OF VOTES."** The total number of absentee ballots received from the election authority is the number inserted into the ballot box added to the number of rejected ballots. To determine the number of absentee ballots deposited into the ballot box, the judges should count the number of absentee ballot applications on the spindles. The total is to be written on the "Certificate of Results."
26. **COUNT THE BALLOTS IN THE "DEFECTIVE AND OBJECTED TO BALLOTS" ENVELOPE: COMPLETE, SIGN AND SEAL THE ENVELOPE.** The judges should count the ballots in the "After 7:00 p.m. -- Defective and Objected to Ballots" envelope.

On the outside of the envelope the judges should write the number of ballots within the envelope and seal it. The sealed flap must be signed by all five judges. (Any ballot marked "excess" in the envelope should not be included in the count, but should be

indicated separately.)

27. **SEAL ABSENTEE BALLOTS ENVELOPE.** The absentee ballots envelope must be sealed with transparent adhesive tape over the signatures and around the package, across and lengthwise. The judges should make sure that it would be impossible to remove a ballot from the package without breaking the seal and disturbing the signatures.
28. **PLACE SEALED ABSENTEE BALLOTS ENVELOPE AND SEALED "DEFECTIVE AND OBJECTED TO BALLOTS" ENVELOPE INTO CANVASS BAG.** The judges must place the absentee ballot envelope and the sealed "After 7:00 p.m. -Defective and Objected to Ballots" envelope into the canvass bag. They must then sign the flap on the canvass bag.

VALID MARKS

(On Absentee Ballots)

According to Illinois law, a voter is to mark his/her ballot by placing a cross (X) in the square opposite the name of the candidate of his/her choice for each office. The voter may also place a cross (X) in the party circle at the head of the list of candidates of any political party.

A cross (X) is the intersection of two lines and unless the lines of the cross intersect within the square, the vote may not be counted. Marks which are valid and should be counted and marks which are invalid and should not be counted are illustrated below.

WRITE-IN VOTES

(On Absentee Ballots)

WHEN WRITE-IN VOTES ARE TO BE RECORDED. Write-in votes are to be counted only for those candidates who have filed a Declaration of Intent to be a Write-in Candidate. The election authority is required to supply the judges with a list of those write-in candidates that have filed a Declaration of Intent to be a write-in candidate. If the write-in vote is determined to be valid and no overvote has occurred, the judges are to record write-in votes only for those individuals whose name appears on the list.

However, military voters may use a regular absentee ballot or a special "Write-In Absentee Voter's Blank Ballot." Judges must tabulate properly cast special "Write-In Absentee Voter's Blank Ballot" regardless of whether the candidate filed a Declaration of Intent to be a write-in candidate. Follow the instructions of your election authority for processing these ballots.

VALID WRITE-IN. If a voter wishes to vote for a person whose name is not on the ballot, the voter may write in the name of the candidate. For a write-in to be valid, the voter must:

1. write the name of the candidate;
2. make a square to the left of and opposite the name;
3. mark a cross "X" in the square; and
4. if the write-in is not directly below the title of the office, write the office title in a manner that will differentiate that office from other offices being voted upon.

SPELLING. In determining the validity of a write-in vote, the spelling of the candidate's name need not be exact so long as the intention of the voter can be determined. There should be some relation between the appearance or sound of the name written in and that of the candidate's name. In the event of a misspelled name, a majority of the judges must agree as to the intent of the voter.

NOT WRITTEN. Printing the name is just as valid as writing it in script. However, the use of posters, stickers or rubber stamps by a voter does not constitute a valid write-in vote.