
PUNCH CARD MANUAL OF INSTRUCTIONS

**For Illinois Election Judges
1996**

GENERAL PRIMARY ELECTION: March 19, 1996

GENERAL ELECTION: November 5, 1996

This manual has been written for PUNCH CARD voting only. The manual may be duplicated or sections may be rewritten to conform to local conditions. Any modified manual must be consistent with the Election Code and submitted to the State Board of Elections for approval prior to distribution.

P R E F A C E

Election judges serve a vital role in protecting the rights of voters. They are responsible for ensuring that the electoral process is administered fairly and in accordance with election law.

This Manual of Instructions has been prepared by the State Board of Elections to assist the election judges in the administration of their duties.

The manual is divided into three sections: General Information, Step-by-step Procedures and Supplemental Information. The text in the section entitled General Information talks about the 1996 Primary and General Elections and the basic responsibilities of election judges. The Step-by-step Procedures describe in detail the exact procedures to be followed before the polls open, during election day and after the polls close. The material contained in Supplemental Information explains the various processes encountered on election day such as absentee balloting, challenging a person's right to vote, remaking ballot cards and voter coding.

Significant changes have been made to certain parts of this manual due to the implementation of the National Voter Registration Act of 1993 (NVRA). Individuals registered to vote under this new Federal law will be allowed to vote for Federal Offices only. Furthermore, people who move more than 30 days before the election will also be allowed to vote for Federal Offices only. At the same time, there are now additional types of records which can be used to verify voters' signatures and addresses. Some jurisdictions will continue to use binder cards for registrations while other jurisdictions will replace the binder cards with scanned signatures. In the past, the two judges who verified the voter's signature and address were designated "binder book judges." They will now be called "verification judges." All changes relevant to NVRA are identified in a separate category included in the Table of Contents.

Your comments and suggestions for improving this manual are appreciated.

RONALD D. MICHAELSON
Executive Director

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GENERAL PRIMARY ELECTION: March 19, 1996

At the Primary Election, voters will select the Democratic and Republican Party nominees for the offices to be filled at the November General Election. Certain party officers will be elected at that time.

In order to participate in either the Democratic or Republican Primary the voter must declare his party affiliation to the election judges. The qualified voter receives only the primary ballot associated with the party of his choice. The voter may declare affiliation with either party regardless of how he voted in the past.

Nonpartisan elections may also appear on the ballot. Units of local government may submit referenda and a few municipalities will be electing officers. A voter need not declare any party affiliation to vote in nonpartisan elections. Candidates and/or referenda will appear on the appropriate primary ballots as well as on separate ballots for voters not wanting to vote in the partisan primary elections.

Since precinct boundaries do not necessarily correspond to local governmental unit boundaries, all voters voting a primary ballot may not be voting on referenda. The election authority codes each voter in the precinct to indicate which elections the voter is entitled to vote. The voter's declared party affiliation and/or the voter's code will determine the type of ballot the voter will receive. The voter may vote only in those elections for which he is qualified. (For additional information, see Who May Vote on page 38.)

GENERAL ELECTION: November 5, 1996

The following officials will be elected at the General Election:

President and Vice-President of the United States
United States Senator
Representatives in Congress
Illinois State Senators
Representatives in the Illinois General Assembly
Supreme, Appellate and Circuit Judges
County Officers
Sanitary District Commissioners and Trustees

The General Election ballot may also contain amendments to the Illinois Constitution, statewide referenda, local referenda and judicial retention.

In the General Election, a voter does not declare party affiliation. The voter is given a ballot containing the names of all candidates and all referenda to be voted on in the geographic area from which the voter is registered. The voter may vote a straight party ballot, for individual candidates, or on propositions only.

ELECTION AUTHORITY

All elections are conducted by the appropriate election authority, i.e., the county clerk or the board of election commissioners. Contact the election authority when you have questions or problems during election day.

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 given the proper ballot 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 jurisdictions will continue to use binder cards. Other jurisdictions 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."

BALLOT TYPE

The term "ballot type" is used throughout this manual and the term is interchangeable with "ballot style," "ballot code," or "ballot configuration."

For the General Primary, each party ballot is considered a separate ballot type. Additional ballot types are added in precincts in which all voters do not vote the same offices or propositions.

ELECTION PROCEDURES

Occasionally, procedures for the General Primary will be different from the procedures for the General Election. In those instances, the differences will be explained in detail.

ELECTION JUDGES

In the polling place, the election judges are responsible for the proper and legal 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.

Equal Authority

All election judges have equal authority and responsibility in upholding the law. There is no “head” judge. The judges act as a board in making decisions and the majority rules. However, each judge may act alone to enforce pertinent election law.

Obligation to Serve

Once an individual is selected to serve as an election judge, that person is obligated to serve at each election during the two-year period. If an emergency arises that prevents a judge from serving, the judge must notify the election authority as soon as possible.

Replacement Judge

If a judge fails to appear at the polls, one of the remaining judges should contact the election authority for a replacement. If the election authority cannot provide a replacement, the judges present may appoint a replacement judge. The replacement judge cannot be appointed until **after 6:15 a.m.** The replacement 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 **cannot** serve as an election judge. One of the regular judges administers the oath to the replacement judge.

If the regularly appointed judge arrives at any time, the regular judge will assume the duties and the replacement judge will cease to serve. Both the replacement judge and the regular judge signs the payroll sheet indicating the hours each served.

Working Hours

Illinois law requires that the polls be open from 6:00 a.m. until 7:00 p.m. Once the polls are open, there is to be no adjournment or recess until all forms have been completed and the ballots have been delivered to the counting center or receiving station.

All judges should arrive at the polls no later than 5:30 a.m. (or at the time designated by the election authority) to check the supplies and set up the polling place. When the polls are open, one judge at a time may leave the polling place for a very brief period, and only when absolutely necessary. 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 forms, certificates, and affidavits are completed and signed, and all election materials are packaged for return to the election authority.

Control of the Polling Place

The election judges are required to maintain order in the polling place throughout election day. All persons present in the polling place, or within 100 feet of the entrance, must obey any lawful order of the judges. All serious problems should be reported to the election authority and the judges do have the authority to evict any person creating a disturbance. Individuals violating the law may be arrested by appropriate law enforcement personnel.

People in the Polling Place

Illinois election law requires that only authorized individuals be allowed in the polling place: election judges, qualified pollwatchers, voters while voting, representatives of the election authority, the State Board of Elections, and the State's Attorney, and local, state and federal law enforcement officials acting in their official capacity. Pollwatchers must have proper credentials issued by the election authority.

Handling Election Materials

Only the election judges can handle the election materials, supplies and ballot cards.

Electioneering

Electioneering is defined as working for, against, or in the interest of a candidate, party, or proposition. Electioneering is not allowed in the polling place or within 100 feet of the entrance. No one is permitted to wear a campaign button, display political literature, or engage in any political discussion within the restricted area.

Rotate Positions

Each judge needs to learn the various duties associated with each position by rotating among the positions during the day. Rotating duties helps prevent errors and also helps prohibit certain types of vote fraud. When rotating duties, two judges, one from each party, must be at the signature verification records at all times to verify each voter's signature and address.

PROCEDURES BEFORE THE POLLS OPEN

1. COLLECT POLLWATCHERS' CREDENTIALS

Accept and check the credentials as each pollwatcher enters the polling place (before the polls open and throughout election day). Pollwatcher credentials are placed with the other election supplies and returned to the election authority at the end of the day. (See pages 33-37 for more information on pollwatchers and their credentials.)

2. ARRANGE THE POLLING PLACE

Arrange the polling place to allow for an orderly flow of voters (see Figure 1). The voting booths and the ballot box must be within view of the judges at all times. If curtainless booths are used, place them so that the entrance to each booth faces a wall to allow the voter more secrecy.

A separate voting booth may be provided for those voters who do not wish to participate in the primary election. The separate booth is used for the election of nonpartisan candidates or for voting on referenda.

FIGURE 1

3. CHECK SUPPLIES

Use the checklist to make sure all supplies have been received. If any supplies are missing, call the election authority.

4. ADMINISTER JUDGES' OATH

The judges administer the oath of office to each other and each judge signs the appropriate form. The signed oath is returned to the election authority.

5. PUT ON BADGES

The badge is worn during the entire day. Print the following information on each badge: the judge

6. ORGANIZE SUPPLIES

Place the Application to Vote forms, the affidavits, the signature verification record (or binder books), the list of voters voting absentee by mail, the precinct poll list (coded for ballot entitlement), spindle(s), ballot cards and ballot envelopes at the appropriate stations.

7. TIE A PENCIL IN EACH BOOTH

Illinois election law requires that a pencil be tied in each booth for possible write-in votes. The string used to attach the pencil must be long enough to allow the voter to write with ease.

8. DISPLAY SIGNS

Display the following signs, instruction cards and specimen ballots in the following manner:

- a. Place a Polling Place sign outside so that it can be seen from the street.
- b. For the **Primary Election**, display one specimen ballot for each party and one specimen ballot for any special election inside the polling place.
- c. For the **General Election**, display four specimen ballots of each type - two inside the polling place and two outside.
- d. Post four cards of instruction in and around the polling place.

- e. Display one instruction card in each voting booth that includes specific information for casting write-in votes.

9. PLACE VOTING DEVICES IN VOTING BOOTHS

Place one voting device in each booth. If a light is attached to the device, raise the light and plug it in.

10. INSPECT SEAL

Check the locking seal on each voting device to see that it is intact, unless instructed to do otherwise by the election authority.

11. DETERMINE WHETHER ALL VOTING DEVICES CONTAIN THE SAME BALLOT TYPE

Check the ballot pages on each voting device to determine which elections appear on each ballot. The voting devices may contain the same ballots or they may be organized to correspond to each voter's code.

12. IF THE BALLOTS ON THE VOTING DEVICES ARE NOT THE SAME, IDENTIFY THE VOTER CODE

Each ballot type corresponds to a voter code established by the election authority. Determine which voter code each ballot type represents. The same ballot type may appear on more than one voting device. The ballot type may also be identified by a ballot style number. (See Voter Coding on page 38.)

13. COMPARE BALLOT PAGES WITH THE APPROPRIATE SPECIMEN BALLOT

Compare the ballot label pages on each voting device with the specimen ballot for that particular ballot type. Check that the ballot pages are correct for that precinct. The candidates names and punch numbers on the ballot pages must agree with those on the specimen ballot.

14. CHECK ALIGNMENT ON EACH VOTING DEVICE AND CHECK PUNCHING DEVICES

Use a demonstrator ballot card (not an official ballot card) to check that each arrow on the ballot page is aligned with the punch hole. Check each stylus (punching tool) and replace any which are broken.

15. IF APPROPRIATE, HANG A BALLOT TYPE SIGN OUTSIDE EACH VOTING BOOTH

If the same ballots do not appear on each of the voting devices, hang the appropriate sign on the outside of each voting booth.

16. CHECK BALLOT CARDS; DETERMINE DIFFERENT BALLOT TYPES

Check the back of the ballot cards to make sure the precinct designation and the date are correct. The various ballot types being used in the precinct will be coded either by color, color-striping or numerical code. Make note of the coding system and in which voting booths each ballot type may be voted. At the General Primary Election, different colors are used for each party's ballot.

17. SIGN CERTIFICATION

Each judge signs the Certificate of Inspection certifying that the ballot cards and pages are correct.

18. COUNT THE BALLOT CARDS OF EACH BALLOT TYPE

The judges must account for every ballot card of each ballot type. Count the ballot cards for all open packages even though the stubs may be numbered. Sealed packages of ballot cards should not be opened until they are needed. Note on the ballot receipt any differences between the actual number of ballot cards received and the number recorded on the receipt.

19. ENTER THE NUMBER OF BALLOT CARDS OF EACH BALLOT TYPE ON THE BALLOT RECORD

Write the number of ballot cards for each ballot type on the Ballot Record (see Line 1 in Figure 2 on page 31). Complete the information on the Ballot Record for this election concerning your precinct (i.e., fill in the blanks at the top of the form).

20. CHECK THAT BALLOT BOX IS EMPTY

Publicly open and display the empty ballot box to all present. The ballot boxes are closed and locked and remain locked until the polls close.

21. BREAK BINDER SEAL

Break the seal on each binder book if the election jurisdiction is still using registration card binder books.

22. LOCATE VOTERS' CODES

The voter's code will appear either on the voter's registration card or on a separate list. Determine where the coding appears and what the code represents in terms of which ballot type each voter is to receive. (See Voter Coding on page 38.)

23. DECLARE THE POLLS ARE OPEN

Promptly at 6:00 a.m., one judge states in a loud, clear voice that the polls are open.

PROCEDURES DURING VOTING HOURS

1. OFFER INSTRUCTION TO THE VOTER

The judge at the first position offers to instruct each voter on the model voting device. Instruction is given in such a manner that it may be observed by others in the polling place. (For specific information on how to give instructions, see Instruction and Assistance on page 45.)

2. GIVE APPLICATION TO VOTER

The judge at the first position gives a ballot application to each voter.

In the Primary Election, ask the voter to state his party affiliation before giving the voter an application. At this election, the ballot applications are color-coded for each established political party. In some areas, nonpartisan and/ or special elections for referenda may be conducted along with the primary election. A voter wishing to participate only in these other elections does not have to declare party affiliation.

A single application with checkoff boxes or other means of indicating party affiliation may be used in jurisdictions where applications are computer generated. The preprinted application contains the voter's name and address, precinct number and ballot style. The judge at the first position marks the application to indicate the voter's party affiliation. A voter can vote for candidates for one political party only.

3. HAVE THE VOTER COMPLETE THE APPLICATION

The voter signs his name and, if the application is not preprinted, the voter writes his address on th

If an illiterate or physically disabled voter requests assistance in voting, the judge marks the Assisted in Voting square on the application and indicates whether the disability is permanent or temporary. **The voter and the person(s) giving assistance must complete the Assisted Voter Affidavit before the voter is allowed to vote.**

4. IN THE PRIMARY ELECTION ANNOUNCE THE VOTER'S NAME, ADDRESS AND PARTY AFFILIATION

The judge at the first position accepts the voter's application and announces the voter's name, address and party affiliation in a loud clear voice.

IN THE GENERAL ELECTION ANNOUNCE THE VOTER'S NAME AND ADDRESS

The judge at the first position accepts the voter's application and announces the voter's name and address.

5. PRINT VOTER'S NAME

The judge at the first position prints the voter's name in the space provided on the application unless pre-printed applications are used.

6. PASS THE APPLICATION TO THE JUDGES CHECKING THE SIG

The judge at the first position passes the voter's application to the two judges, one of each political party, working with the signature verification records.

7. CHECK THAT THE VOTER WAS NOT ISSUED AN ABSENTEE BALLOT

The election authority is required to supply the judges with a list of all voters who were issued an affidavit stating that he never received the ballot. Any absentee ballots returned to the polling place are marked "Returned Absentee Ballot" and are not opened. Place all returned absentee ballots in the "Before 7:00 p.m." envelope for spoiled ballots.

Section 19-4 of the Election Code does not require the election authority to include on the list the n absentee ballot by mail. Section 19-4 is not to be interpreted as authority to allow a voter who has voted an absentee ballot in person to surrender his absentee ballot and vote on election day.

8. LOCATE VOTER'S SIGNATURE VERIFICATION RECORD; ANNOUNCE VOTER'S NAME

The two verification judges, one from each political party, locate the voter's signature verification record. The verification record is either the binder card, a scanned signature poll list or roster, or the pre-printed application with the scanned signature. After the verification record is found, one of the verification judges announces the voter's name

aloud.

9. COMPARE SIGNATURES AND ADDRESSES

The two verification judges carefully compare the voter's signature and address on the ballot application to the signature and address on the verification record. Both signatures (handwriting) and addresses must be the same.

If there are any questions regarding the qualifications of the person applying to vote, refer to Who May Vote on page 38, and Challenging a Person's Right to Vote on page 43.)

10. MARK RECORD TO SHOW THAT THE PERSON HAS VOTED

After establishing that the signatures and addresses correspond and that the person was not issued an absentee ballot by mail, the verification judges check that the person has not voted earlier in the day. If the person has not already voted, one of the verification judges marks the voter's record to show the voter has voted in this election. Obviously, if the voter has already voted, he cannot be allowed to vote again. If binder cards are used, the voter's card is marked in the following manner:

Primary Election

Mark the voter's registration card with either a "D" or an "R" (or a "V" for a nonpartisan ballot) in

General Election

Mark the voter's registration card with a "V" in the space opposite General Election under the year 1996.

If binder cards are no longer used and some other form of voter verification record is used in your

11. DETERMINE THE BALLOT TYPE THE VOTER IS ENTITLED TO VOTE

Using the voter's code provided on the voter's verification record (or other coding list), determine which election(s) the voter is entitled to vote and the type of ballot he is to receive.

12. INDICATE BALLOT TYPE ON APPLICATION.....

Indicate the ballot type being issued to the voter. Write this information in the appropriate space o

13. INITIAL APPLICATION AND RETURN IT TO THE VOTER

One of the verification judges initials the voter's application and returns it to the voter. Initial the

14. CHECK APPLICATION FOR INITIALS AND BALLOT TYPE; NUMBER APPLICATION AND PLACE IT ON THE SPINDLE

The voter takes the initialed ballot application to the ballot judge. The ballot judge checks that the application has been initialed by a verification judge and that the ballot type has been entered. Beginning with the number "1," the ballot applications are numbered consecutively and spindled in numerical order. Number and spindle each ballot type separately unless directed otherwise by the election authority.

15. DETERMINE CORRECT BALLOT CARD TO GIVE TO VOTER

Using the information contained on the voter's application, the ballot judge determines the correct ballot card to give to the voter.

16. INITIAL BALLOT CARD AND BALLOT ENVELOPE

Spindle the voter's application and use a felt-tip pen to initial the appropriate ballot card and ballot envelope. Place the initials in the upper right hand corner on the side which shows the official signature of the election authority. **Do not pre-initial ballot cards.**

17. HAND THE BALLOT CARD AND BALLOT ENVELOPE TO THE VOTER AND DIRECT THE VOTER TO THE CORRECT BOOTH

Before giving the ballot card and envelope to the voter, show the voter how to place the ballot card in the envelope after it is voted. The card is placed under the inside flap of the ballot envelope with the initials on the ballot card and the ballot envelope appearing on the same side. Hand the initialed ballot card and envelope to the voter and direct him to an empty booth for that particular ballot type.

If a voter uses the wrong voting device or otherwise spoils his ballot card, he may return it and get another. Mark the Spoiled Ballot square on the voter's ballot application and give the voter a second ballot of the same ballot type and another envelope. The returned

ballot card and ballot envelope are marked "Spoiled" in ink diagonally across the entire face of the ballot card and envelope. Note the reason and initial the spoiled ballot. Place the spoiled ballot and ballot envelope in the Before 7:00 P.M. envelope for spoiled ballots.

18. MAKE SURE NO ONE INTERFERES WITH THE VOTER

Make sure the voting booth is clear of campaign literature and that no one interferes with the voter

19. ACCEPT THE BALLOT CARD IN THE BALLOT ENVELOPE

The voter gives the ballot card within the ballot envelope to the judge at the ballot box. While still in the voting booth, the voter inserts the ballot card into the ballot envelope so that the judge's initials show. All ballot cards, whether voted or not, are returned to the judge at the ballot box.

20. CHECK THE BALLOT CARD AND THE BALLOT ENVELOPE FOR JUDGE'S INITIALS

The ballot box judge checks the returned ballot card and envelope that they have been initialed by the ballot judge. The judge at the ballot box does not remove the card from the envelope. If the ballot judge's initials are not visible on the ballot card, the card and ballot are returned to the voter. The voter reinserts the ballot card in the envelope so that the initials on the ballot card and the envelope are on the same side. Only initialed ballot cards and envelopes are placed in the ballot box.

Any ballot card or envelope which is not initialed by the ballot judge cannot be deposited in the ballot box. Mark the "Spoiled Ballot" square on the application and give the voter a new initialed ballot card and ballot envelope.

21. REMOVE BALLOT CARD STUB

The ballot box judge removes the ballot card stub and gives it to the voter unless instructed to do otherwise by the election authority. The stub is removed by tearing at the perforated line. Make sure the stub is removed correctly since uneven tearing may interfere with computer tabulation.

22. DEPOSIT BALLOT CARD ENCLOSED IN THE BALLOT ENVELOPE INTO THE BALLOT BOX

The ballot box judge (not the voter) deposits the initialed ballot card enclosed within the initialed ballot envelope into the ballot box. **Do not remove the voted ballot from the envelope.**

23. CHECK PRECINCT NUMBER ON ABSENTEE BALLOT CARRIER ENVELOPE

Check each absentee ballot carrier envelope to be sure it has been delivered to the correct precinct. If the precinct number indicates the ballot has been delivered to the wrong precinct, contact the election authority immediately. (For more information, see Absentee Ballots on page 49.)

24. AT 6:30 P.M. ANNOUNCE POLLS WILL CLOSE IN ONE-HALF HOUR

Announce in a clear, loud voice that the polls will close in one-half hour.

25. AT 7:00 P.M. CLOSE THE POLLS

At 7:00 P.M., announce that the polling place is closed. All persons in line at that time must be allowed to vote. To determine the end of the line a police officer or an election judge may stand at the end. All voters must leave as soon as they have voted.

PROCEDURES AFTER THE POLLS CLOSE

1. REMOVE POLLING PLACE SIGN

Immediately after announcing the polls are closed, remove the Polling Place sign.

2. ALLOW ONLY AUTHORIZED PERSONS TO REMAIN IN POLLS

After the last vote has been cast, only the following people are allowed to remain in the polling place:

- a. Judges assigned to the polling place.
- b. Law enforcement officers acting in their official capacity.
- 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.

(See pages 33-37 for information regarding proper pollwatcher credentials.)

3. LOCK DOORS

If possible, lock all doors to the polling place.

4. COUNT SPOILED BALLOT CARDS OF EACH BALLOT TYPE

Count the number of spoiled ballot cards of each ballot type in the Before 7:00 P.M. envelope.

5. RECORD NUMBER OF SPOILED BALLOT CARDS OF EACH BALLOT TYPE ON ENVELOPE; SIGN AND SEAL ENVELOPE

Write the number of spoiled ballot cards of each type on the Before 7:00 P.M. envelope. Seal the envelope. Each judge then signs his name across the sealed flap in such a way that if the flap is opened the signatures will be disturbed.

6. WRITE NUMBER OF SPOILED BALLOT CARDS OF EACH BALLOT TYPE ON THE BALLOT RECORD FORM

Record the number of spoiled ballot cards for each ballot type on the ballot record sheet. (See Line 4 in Figure 2 on page 31.)

7. MILITARY VOTERS

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 Ballots regardless of whether the candidate filed a Declaration of Intent to be a Write-in Candidate. Follow the instructions from the election authority for processing these ballots.

8. PROCEED TO PROCESS ABSENTEE BALLOTS; OPEN ONE AT A TIME

Absentee ballots arrive at the polling place in carrier envelopes. Place all unopened carrier envelopes on the table and process them one at a time. Process each absentee ballot completely (steps 9 through 19) before opening the next carrier envelope. If questions arise concerning absentee ballots, refer to Who May Vote by Absentee Ballot on pages 49-50 and Challenging an Absentee Ballot on page 51.

9. READ ALOUD THE NAME OF THE ABSENTEE VOTER

The carrier envelope contains a certification envelope and a ballot application. Read aloud the voter's name and address written on the certification envelope.

10. COMPARE SIGNATURES AND ADDRESSES

The two verification judges, one from each political party, compare the signature and address on the application for ballot with the signature and address on both the certification envelope and the verification record. If the signatures and addresses do not correspond, the absentee ballot application is challenged in the same way it would be if the voter were

voting in person.

There may not be a verification record for all absentee voters. Certain absentee voters need not be registered if they meet the age and residence requirements of the State of Illinois. (See Who May Vote by Absentee Ballot on pages 49-50.)

11. CHECK THAT CERTIFICATON ENVELOPE IS SEALED

The certification envelope must be sealed. If the envelope is open, or if it has been resealed, the absentee ballot is rejected.

12. CHECK THAT CERTIFICATE IS COMPLETE

The voter must complete the certificate on the envelope. If the certificate is incomplete or if the information is incorrect the absentee ballot is rejected.

A physically incapacitated voter may receive assistance from another individual to mark his ballot. The individual giving the assistance provides his name and address on the certification envelope. A physician's signature is no longer required for physically incapacitated voters. However, if the absentee voter was hospitalized during the five-day period prior to the election a completed affidavit signed by the attending physician must be included.

13. MARK RECORD; MAKE CERTAIN PERSON HAS NOT VOTED EARLIER

If the verification judges agree that the signatures and addresses correspond and the certificate is complete, the judges then check that the person has not already voted earlier in the day. If the person has not voted, a judge shall mark the voter's record to show that he voted in this election. Mark the record as you did throughout the day for voters voting in person. For the **primary election**, mark the voter's record with the appropriate party's initial.

14. MARK REJECTED ABSENTEE; DO NOT OPEN ENVELOPE

Do not open the certification envelope if the absentee ballot is rejected. Write "Rejected" on the outside of the envelope along with the reason for rejection and sign it. The sealed certification envelope, the application for ballot and the carrier envelope is placed in the After 7:00 P.M. envelope. Complete the Notice of Challenge (postcard) indicating the reason(s) the absentee ballot was rejected and return it to the election authority to be mailed to the voter.

15. NUMBER AND SPINDLE APPLICATION

If the absentee ballot is valid, number the ballot application with the next consecutive number for that ballot type and place the application on the appropriate spindle.

16. OPEN CERTIFICATION ENVELOPE

Open the certification envelope being careful not to tear the certificate on the front of the envelope or the ballot card within.

17. REMOVE BALLOT CARD AND ENVELOPE INTACT

Without violating the secrecy of the ballot, take the ballot card within the ballot envelope out of the certification envelope. **Do not remove the ballot card from the envelope.**

18. DETACH STUB FROM BALLOT CARD

Without removing the card from the ballot envelope, remove the stub from the top of the card.

19. INITIAL BALLOT CARD AND BALLOT ENVELOPE; DEPOSIT BALLOT CARD AND ENVELOPE INTO BALLOT BOX

Initial the ballot card and ballot envelope in the same manner as if the ballot were voted in person. Deposit ballot card and envelope in the ballot box.

Only one ballot card of each type can be in a certification envelope. If the certification envelope contains more than one card of the same type, mark each ballot card "Rejected - Two Together - Not Counted." Each ballot card is signed by the judges and placed in the After 7:00 P.M. envelope along with the application and ballot envelope.

20. REPEAT STEPS 9 THROUGH 19 FOR EACH ABSENTEE BALLOT

Process each absentee ballot separately, repeating steps 9 through 19.

21. COMPLETE ALL INFORMATION RELATIVE TO ABSENTEE BALLOTS ON THE BALLOT RECORD

Determine the number of absentee ballots for each ballot type and the number of rejected absentee ballots. Record these numbers on the ballot record. (See Line 2 and Line 5 in Figure 2 on page 31.)

To determine the number of absentee ballots of each type delivered, count the absentee ballot applications for each ballot type. To these numbers add the number of rejected absentee ballots of each ballot type to determine the total number of absentee ballots.

22. STORE EMPTY CARRIER AND CERTIFICATION ENVELOPES

Place the carrier and certification envelopes in the container provided and return them to the election authority. **Do not throw anything away.**

23. SEAL BINDER

Seal the registration card binder book (if used in the jurisdiction).

24. OPEN THE BALLOT BOX

Open the ballot box and remove the ballots.

25. SEPARATE BALLOTS ACCORDING TO BALLOT TYPE

Remove the ballots from the envelopes and separate them according to ballot type. **Do not remove the ballot cards from the envelopes.**

26. COMPARE NUMBER OF BALLOTS TO NUMBER OF APPLICATIONS FOR EACH BALLOT TYPE AND RECORD ON BALLOT RECORD FORM

Count the ballots for each ballot type. The number of ballots cast and the number of ballot applications must be the same. Record these numbers on the ballot record form (see Line 6 in Figure 2 on page 31). If the numbers are not the same, count the ballots again and make sure the applications are not out of numerical order.

If there are more ballots than applications, place all the ballots of that ballot type in the ballot box and shake the box. A blindfolded judge draws the excess ballots out of the box.

Each excess ballot is marked "Excess - Not Counted" and signed by the judges. Place the excess ballots in the After 7:00 P.M. envelope for defective ballots. Write the number of excess ballots on the outside of the envelope and enter this number on the ballot record form. See Line 8 in Figure 2 on page 31.

27. CHECK BALLOT ENVELOPES FOR WRITE-IN VOTES

Check each ballot envelope for write-in votes before removing the ballot cards from the ballot envelopes. If the ballot envelope contains a write-in vote do not remove the ballot card.

Only one ballot card can be in a ballot envelope. If the ballot envelope contains more than one card, mark each card "Rejected - Two Together - Not Counted." Sign each card and place it in the After 7:00 P.M. envelope for defective ballots.

28. REMOVE BALLOT CARDS FROM BALLOT ENVELOPES NOT HAVING WRITE-IN VOTES; CHECK CARDS FOR JUDGE'S INITIALS, IDENTIFYING MARKS AND CHAD

Remove the cards from the envelopes not having write-in votes and check the following items:

- a. A judge's initials appears on each ballot card.
- b. The ballot card and ballot envelope have no identifying marks (see Identifying Marks on page 52).
- c. The back of the card is free of chad or chips.

If a judge's initials are missing from the ballot card or if the card has identifying marks, mark the ballot card "Defective - No Initials - Not Counted," or "Defective - Identifying Marks - Not Counted." Sign the ballot card and place it in the After 7:00 P.M. envelope for defective ballots.

29. REMAKE ANY DAMAGED OR BENT BALLOT CARDS

Damaged or bent ballot cards cannot be counted by the tabulating equipment. Remake all damaged or bent ballot cards. Two judges, one from each political party, makes a true and accurate duplicate of each damaged or bent card using an unused ballot of the same

ballot type. Follow the Procedures for Remaking Ballot Cards on pages 56-57.

30. PLACE VALID BALLOT CARDS IN BALLOT RETURN BOX

Place all valid ballot cards in the ballot return box.

31. PLACE BALLOT ENVELOPES NOT HAVING WRITE-IN VOTES IN BALLOT RETURN BOX

Place used ballot envelopes not containing write-in votes in the ballot return box.

32. PROCESS BALLOTS CONTAINING WRITE-IN VOTES

Process each ballot envelope having one or more write-in votes following steps 33 through 37. Write-in votes are counted only for those candidates who filed a Declaration of Intent to be a Write-in Candidate. (For more information, see Write-in Votes on pages 53-55.)

33. WRITE THE PRECINCT NUMBER, DATE AND BALLOT TYPE ON THE BALLOT ENVELOPE

If the precinct number and date are not printed on the outside of the ballot envelope, write this information in the space provided under the write-in vote and enter the ballot type.

34. CHECK THAT EACH WRITE-IN VOTE IS VALID

In order for a write-in vote to be valid, each write-in vote must contain the following information:

- a. The title of the office written in a manner that will differentiate that office from other offices being voted on.
- b. The name of the write-in candidate.
- c. A square in front of and opposite the candidate's name with an "X" inside the square.
- d. Judges initials on the ballot card and ballot envelope.

- e. No identifying marks on the envelope, stub or card.

(For more information regarding write-in votes, see Figures 5 and 6 on pages 54-55.)

35. IF THE WRITE-IN VOTE IS INVALID, MARK THE BALLOT AND PLACE IT IN THE AFTER 7:00 P.M. ENVELOPE FOR DEFECTIVE BALLOTS

If the write-in vote is determined to be invalid, mark the ballot envelope “Invalid Write-in Vote.” Sign the envelope and place it in the After 7:00 P.M. envelope for defective ballots.

36. IF THE WRITE-IN VOTE IS VALID, CHECK THAT THE BALLOT HAS NOT BEEN OVERVOTED

If the write-in vote is valid, check the corresponding ballot card to determine if the write-in office has been overvoted. To check for an overvote, complete the following steps:

- a. Use the specimen ballot to determine how many votes are allowed for the office written on the ballot card.
- b. Count the number of punched votes for that office on the voted card. If the total number of punched votes and the number of write-ins is more than the number of votes allowed for that office, the office has been overvoted. As an example, if the instructions on the specimen ballot read “Vote for One,” and a ballot position number for that office has been punched on the ballot card, any write-in vote for that office would be an overvote. On the other hand, if the instructions on the specimen ballot read, “Vote for Two” and only one ballot position for that office has been punched, a write-in vote for that office would not cause an overvote.
- c. The combination of a write-in vote and a straight party punch on the same card does not create an overvote, however, it may require the remaking of the ballot card. The new card is punched for all individual position numbers for all the candidates of that party **except** the number for the party’s slated candidate for the office written in and the straight party punch itself. All punches not affected by the straight party punch (such as referenda) must also be punched on the new card.

If the write-in has caused an overvote, a duplicate card is made excluding all votes for the overvoted office. Two judges, one from each political party, make the duplicate card following the steps in Remaking Ballot Cards on pages 56-57.

37. RECORD WRITE-IN VOTES ON TALLY SHEETS

If the write-in vote is determined to be valid and no overvote has occurred, record the write-in vote on the tally sheets.

38. COMPLETE TALLY SHEETS

All judges sign all three tally sheets. If there are no write-in votes, write “None” across the sheets before signing.

39. ENCLOSE TALLY SHEETS IN ENVELOPE

Place tally sheets in the envelope provided and seal the envelope. All judges sign across the flap of the envelope.

40. PLACE BALLOT CARDS AND BALLOT ENVELOPES CONTAINING VALID WRITE-IN VOTES IN BALLOT RETURN BOX

Place all valid ballot cards and ballot envelopes containing write-in votes in the ballot return box. Place the envelopes in front of the valid ballot cards unless directed to do otherwise by the election authority.

41. COUNT THE DEFECTIVE BALLOT CARDS OF EACH BALLOT TYPE; COMPLETE, SIGN AND SEAL THE ENVELOPE

Count the defective ballot cards of each ballot type in the “After 7:00 P.M.” envelope for defective ballots. On the outside of the envelope, write the number of defective ballot cards for each ballot type and seal the envelope. All judges sign the sealed flap in such a way that if the flap is opened the signatures will be disturbed. Do not include ballots marked “Excess” or envelopes bearing invalid write-in votes in these totals.

42. WRITE THE NUMBER OF DEFECTIVE BALLOT CARDS OF EACH BALLOT TYPE ON THE BALLOT RECORD

Record the number of defective ballot cards for each ballot type in the appropriate spaces on the ballot record (see Line 9 in Figure 2 on page 31). If there are any “excess” ballots, the number and ballot type is indicated in a separate space on the ballot record (see Line 8 in Figure 2 on page 31).

43. COUNT THE DAMAGED AND OVERVOTED CARDS OF EACH BALLOT TYPE IN THE “DUPLICATED BALLOT” ENVELOPE; COMPLETE, SIGN AND SEAL THE ENVELOPE

Count the damaged and overvoted ballot cards for each ballot type in the envelope for “Duplicated Ballots.” Write these numbers on the outside and seal the envelope. All judges sign across the sealed flap.

44. WRITE THE NUMBER OF DAMAGED AND OVERVOTED BALLOTS OF EACH TYPE ON THE BALLOT RECORD

Write the number of damaged and overvoted ballots of each ballot type in the appropriate spaces on the ballot record. (See Line 10 in Figure 2 on page 31.)

45. DETERMINE THE NUMBER OF UNUSED BALLOT CARDS OF EACH BALLOT TYPE

Count the number of unused ballot cards in the opened packages and add these numbers to the number of ballot cards in the unopened packages for each ballot type.

46. PLACE UNUSED BALLOT CARDS IN ENVELOPE; SEAL AND SIGN ENVELOPE

Place all unused ballot cards in the envelope or container provided and seal it. All judges sign across the sealed flap.

47. WRITE NUMBER OF UNUSED BALLOT CARDS OF EACH TYPE ON THE BALLOT RECORD

Record the number of unused ballot cards of each type on the ballot record form. (See Line 11 in Figure 2 on page 31.)

48. COUNT THE VALID BALLOT CARDS FOR EACH BALLOT TYPE; RECORD THESE NUMBERS ON THE BALLOT RECORD

Carefully count the valid ballot cards for each ballot type. Enter these numbers in the appropriate spaces on the ballot record. (See Line 12 in Figure 2 on page 31.)

49. COMPLETE THE CERTIFICATION AND SIGN THE BALLOT RECORD

Complete the certification and sign the ballot record. (See Figure 2 on page 31.)

50. PLACE ITEMS IN BALLOT RETURN BOX

Place the following items in the ballot return box:

- a. The ballot cards to be counted.
- b. Ballot envelopes containing write-in votes.
- c. All ballot envelopes not having write-in votes.
- d. The After 7:00 P.M. envelope for defective ballots.
- e. The envelope containing Duplicated Ballots.
- f. The envelope containing the Write-in Tally Sheets.
- g. The official ballot record.

51. LOCK THE BALLOT RETURN BOX AND SIGN THE SEAL

Close and lock the box and sign the seal.

If the ballot return box is not of a type that can be securely locked, seal the box with a filament tape by wrapping the tape around the box lengthwise and crosswise at least twice each way. Wrap the box in such a manner that the signed seal cannot be removed without breaking the tape and disturbing the judge's signatures.

52. COMPLETE AND SIGN THE PAYROLL SHEET AND ALL OTHER FORMS

Complete the payroll sheet and sign it along with all other forms and envelopes included in the precinct kit.

53. PACK OTHER SUPPLIES AND MATERIALS

Pack the unused ballots and other election materials as directed by the election authority.
Do not throw anything away.

54. DELIVER BALLOT RETURN BOX TO THE COUNTING CENTER

Two judges, one for each political party, immediately transports the ballot return box to the counting center or receiving station. Ballot return boxes that are not properly signed and sealed will not be accepted until the transporting judges make the necessary corrections. The election authority may also ask these same judges to return all remaining election supplies to a designated area.

55. OBTAIN RECEIPT FROM COUNTING CENTER

Make sure the counting center or receiving station issues a receipt for the ballot return box. Retain

FIGURE 2

AUTHORIZED INDIVIDUALS IN THE POLLING PLACE

It is the responsibility of the election judges to permit only the following authorized individuals to remain in the polling place:

1. Election judges assigned to the polling place.
2. Voters while voting.
3. Authorized pollwatchers upon submission of valid credentials.
4. Law enforcement officers acting in their official capacity.
5. Representatives of the election authority.
6. Representatives of the State Board of Elections.
7. Representatives of the Office of the State's Attorney and the Attorney General's Office.

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

Local election officials (municipal clerks, township clerks, 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 for and opponents to a proposition on the ballot may appoint pollwatchers. The role of the pollwatcher is established by law. Pollwatchers 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 voters in the county in which they are acting as pollwatchers. All pollwatchers must have valid pollwatcher credentials. If two pollwatchers are appointed by a candidate or political party to serve in the same polling place at the same time, one must be a registered voter in that precinct. Each pollwatcher must have separate pollwatcher

credentials.

CANDIDATE CREDENTIALS

The actions of candidates in the polling place are governed by the same privileges and limitations that apply to pollwatchers. Candidates seeking office in a district or municipality encompassing two or more counties shall be admitted to any and all polling places throughout the district or municipality without regard to the county in which the candidates are registered to vote.

All candidates must have proper pollwatcher credentials.

POLLWATCHER CREDENTIALS

Each pollwatcher must surrender his credentials to the judges when he enters the polling place. If an individual refuses to surrender his credentials, or if the credentials are not valid, he must leave. All credentials remain in the possession of the judges and are returned to the election authority after the polls close.

In order to be valid, pollwatcher credentials must contain the following information:

1. The real or facsimile signature of the election authority.
2. The real or facsimile signature of the state or local party chairman, the presiding officer of a civic organization, the chairman of a group of proponents for or opponents to a proposition, or of a candidate.
- 3 The signature and address of the pollwatcher.
4. A statement that the pollwatcher is registered from the address shown.

NUMBER OF POLLWATCHERS

The number of pollwatchers allowed in the polling place at any given time is limited by law. Individuals acting as pollwatchers may be substituted during the day.

If the polling place becomes overcrowded with pollwatchers and the situation interferes with the conduct of the election, a majority of the judges may decide to limit the number of

pollwatchers by drawing lots. However, at least one pollwatcher for each new and established political party must be allowed to remain in the polling place.

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

FIGURE 3

RIGHTS OF POLLWATCHERS

All pollwatchers are allowed to be present in the polling place before the polls open, during 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 polls close, pollwatchers may leave and re-enter only in case of necessity.

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 ballot pages with the specimen ballots to verify that the names and punch numbers match. They may also observe that the locking seal on each voting device is intact.

During the day, pollwatchers have a right to be near the judges so that they may visually examine the voter's Application to Vote, to compare the signature and address on the application with that on the signature verification record, to watch the judge deposit the ballot card and envelope in the ballot box, and to observe the general conduct of the election. Pollwatchers may also observe as the judges periodically inspect the voting devices to see that the ballot pages are in the proper position and that they have not been marked or mutilated.

After the polls close, pollwatchers may observe the procedures for counting absentee ballots and the procedures for counting write-in votes and may remain in the polling place until all other procedures and processes are completed.

At no time may any pollwatcher be so close to the judges that he interferes with the orderly conduct of the election. Pollwatchers are not allowed to touch any election supplies or materials. The pollwatcher may courteously call the judges' attention to any incorrect procedures or apparent violations of the Election Code.

A pollwatcher may challenge a person's right to vote during voting hours and may challenge an absentee ballot during the processing of absentee ballots. (See Challenging a Person's Right to Vote on page 43 and Challenging an Absentee Ballot on page 51.)

LAW ENFORCEMENT OFFICERS

A police officer or deputy sheriff may be officially stationed in the polling place. The officer is present to preserve order and to carry out lawful directions as instructed by the election judges.

OTHER OFFICIALS IN THE POLLING PLACE

Representatives of the State Board of Elections, the Election Authority, and the office of the State's Attorney and the Attorney General's Office, as well as federal, state, or local law enforcement officials who are acting in their official capacity are also entitled to be in the polling place. After displaying official credentials and proper identification, these individuals may observe the conduct of the election. They may station themselves where they can see the information contained on the signature verification records and ballot applications and where they

may also observe the voting booths and ballot box. These individuals may remain in the polling place after the polls close, however, they **cannot handle the election materials**.

WHO MAY VOTE

QUALIFIED VOTERS

There should be a signature verification record for every voter in the precinct. This record could be in the form of a binder card, a scanned signature roster or list, or a pre-printed application with a scanned signature. If the verification record exists and the person currently resides at the address on the record, the person is a qualified voter.

Registration records are sometimes misfiled. Therefore, before denying a person the right to vote, search the materials thoroughly. If you have reason to believe the person is registered but cannot locate a signature record, call the election authority to verify the registration.

VOTER CODING

The name and address of each registered voter in the precinct has been coded to indicate in which governmental units he is entitled to vote. This coding will appear either on the verification record or on a separate list of voters in the precinct. The election authority will provide the judges with information regarding the system of coding being used and exactly what the code means in terms of which election or ballot type the voter is entitled to vote. The voter codes will correspond to the ballot types to be voted in each precinct

Occasionally the election judges will find errors in coding. Usually, these errors will be brought to the attention of the judges by the affected voter. The judges should contact the election authority or follow previously issued instructions from the election authority to correct any errors in coding. If an error in coding exists, the voter may vote using a Challenged Voter Affidavit or a specific affidavit provided for this purpose.

AFFIDAVITS

According to election law, an affidavit is a sworn statement made in writing before an election judge. Under certain circumstances, a person may be required to sign one or more affidavits in addition to his application for ballot before being permitted to vote. These affidavits may also necessitate the completion of certain supporting affidavits.

When a voter is required to sign an affidavit, a judge marks the Voted by Affidavit or Challenged square on the application. All affidavits and supporting affidavits are spindled with the voters application unless directed otherwise by the election authority.

VOTERS REQUIRING AFFIDAVITS OR OTHER DOCUMENTATION

The following individuals may vote only after completing the appropriate affidavit:

Voter Moved Within the Precinct

If a registered voter moved within the precinct within 28 days prior to the election, he may vote after completing the appropriate affidavit which must be accompanied by a supporting affidavit.

Voter Moved Outside the Precinct

If a registered voter moved within 30 days preceding the election to a residence outside the precinct (but within the State of Illinois), he may vote after completing the appropriate affidavit which must be accompanied by a supporting affidavit. This person may vote only in person and only at the polling place where he was previously registered.

Name Change

If a person has a name change within 28 days of the election, the individual may vote only after completing the appropriate affidavit which must be accompanied by a supporting affidavit. A woman who continues to use her maiden name after marriage may vote without an affidavit if she is registered to vote under her maiden name.

Name on Poll Sheet Only

A person whose name is on the poll sheet but whose name is not on the signature verification record may vote after completing the appropriate affidavit which must be accompanied by a supporting affidavit. (Two supporting affidavits are required in jurisdictions with populations of more than 500,000.)

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 which must be accompanied by a supporting affidavit. This category does not include spouses and dependents of military personnel. Spouses and dependents must be registered in order to

vote in person.

Nonregistered Veterans Separated Within 60 Days of Election

Nonregistered veterans who have left active military service within 60 days of the election may vote after completing the appropriate affidavit and providing satisfactory evidence of discharge. This affidavit must be accompanied by a supporting affidavit. This category does not include spouses or dependants. Spouses and dependents must be registered in order to vote in person.

Challenged Voter

If a voter whose name appears on a verification record is challenged on some specific qualification and the judges uphold the challenge, the voter may vote by affidavit only. The affidavit must be accompanied by a supporting affidavit.

No Record of Registration in the Polling Place

A person for whom the election judges have no record of registration in the polling place (i.e., there is no signature verification record and the person's name is not listed on any precinct poll list) **cannot** vote unless his registration is verified by the election authority. **Verification that the voter is registered must be obtained from the election authority, either by telephone or written statement, before allowing the person to vote.** If the verification is received by the judges, the voter may then vote after completing a Challenged Voter Affidavit which must be accompanied by a supporting affidavit. Jurisdictions with more than 500,000 population require two supporting affidavits.

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 at the bottom or on the reverse side of the affidavit being used. On a supporting affidavit, the supporting witness swears that he is a registered and qualified voter of the precinct in which the challenged voter is attempting to vote, that he personally knows the challenged voter and that the challenged voter meets the legal requirements of voting and is entitled to vote. The voter may provide two forms of identification showing the address of his current residence in lieu of a supporting affidavit.

NOTE: FOLLOWING THE PUBLICATION OF THIS MANUAL, VARIOUS COURT RULINGS MAY HAVE BEEN ISSUED DEALING WITH PROCEDURES INVOLVING THE IMPLEMENTATION OF THE NATIONAL VOTER REGISTRATION ACT. SOME OF THESE DECISIONS COULD HAVE AN EFFECT ON THE CHALLENGING AND AFFIDAVIT REQUIREMENTS IN THIS SECTION. EVERY EFFORT WILL BE MADE TO INFORM ELECTION JUDGES IF THERE ARE ANY CHANGES TO THE PROCEDURES.

**WHO MAY NOT VOTE
(With Certain Exceptions)**

The following individuals may not vote at the polling place, except as noted below:

1. Individuals who are not registered.
2. Individuals who have moved to another precinct more than 30 days prior to the election and have not transferred their registration, however, voters in this category are **still eligible to vote for Federal Offices Only.**
3. Individuals who have moved within the precinct more than 28 days prior to the election and have not transferred their registration, however, voters in this category are **still eligible to vote for Federal Offices Only.**
4. Individuals who have had a name change more than 28 days prior to election days and have not re-registered. Women who continue to use their maiden name after marriage may vote if registered under that name.
5. Non-registered veterans discharged from active duty more than 60 days before the election.

CHALLENGING A PERSON'S RIGHT TO VOTE

WHO MAY CHALLENGE

An election judge is obligated to challenge a person's right to vote if the judge believes that 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 a person's right to vote. A challenge may be issued for the following reasons:

1. The voter no longer resides at the given address.
2. The person attempting to vote is not the same person as registered.
3. The voter has already voted.
4. There is no record that the person is registered.

A voter cannot be refused a ballot or be challenged solely for refusing to provide a social security number on the ballot application.

DECIDING A CHALLENGE

The judges act as a board in deciding a challenge. A majority of the judges determines whether to sustain or overrule a challenge. If the majority of the judges sustain the challenge (agree with the challenger), the voter cannot vote. If a majority of the judges overrule the challenge (do not agree with the challenger), the voter is permitted to vote as though a challenge had not been issued.

VOTER'S RIGHT TO APPEAL

If the judges sustain a challenge the voter cannot vote, however, the voter has the right to appeal. If the voter insists that he is a qualified voter he may vote after completing a Challenged Voter Affidavit accompanied by a supporting affidavit. If there is no record in the polling place that a person is registered, the judges must receive verification from the election authority either by telephone or in writing before allowing the voter to vote. (See Voters Requiring Affidavits on pages 39-41.)

INSTRUCTION AND ASSISTANCE

GIVING INSTRUCTION

Instruction means demonstrating to the voter, in full view of everyone in the polling place, how to use the voting device. Use a demonstrator ballot card (not an official ballot card) to instruct the voter in the following manner:

1. Have the voter hold the ballot card in both hands so the numbers are facing the voter and insert the ballot in the slot at the top of the voting device. The card is moved down until the holes at the top of the card fit on the two pins on the voting device. Explain to the voter that the votes will not record accurately unless the card fits onto the two pins.
2. Have the voter use the stylus to punch the hole opposite the name of the candidate of his choice. Instruct the voter to use the stylus provided since any other tool may not punch completely through the card or may damage the ballot. Make sure the number punched on the ballot card corresponds to the candidate's number on the ballot label page. Under no circumstances may a judge indicate how to vote for a particular candidate or influence the voter in any way.
3. Tell the voter to not vote for more candidates than the number indicated on the ballot label pages. To do so would create an overvote for that office and none of the votes cast would be counted for that office.
4. Tell the voter that if he makes a mistake he can return the ballot card to the judges and receive a new ballot card.
5. When the voter has completed voting have the voter lift the ballot card fror
6. Tell the voter to insert the ballot card into the ballot envelope so that the judge's initials on the ballot card and the envelope appear on the same side before leaving the voting booth.

A voter may request instruction on how to complete a write-in vote. In this case, show the voter the space provided for write-in votes on the side of the ballot envelope and explain what is required for a write-in vote to be valid. (For additional information, refer to Write-in Votes on pages 53-55 .)

GIVING ASSISTANCE

Assistance is the actual marking of the ballot by selected individuals in the privacy of the

voting booth. Assistance is given only upon the voter's request and after both the voter and those giving assistance have completed the appropriate affidavit.

Only two groups of voters may receive assistance: 1) the disabled or blind voter, and 2) the illiterate voter. Before giving assistance, mark the appropriate square on the ballot application.

Assistance is always given in the privacy 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

Any voter who requires assistance to vote by 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 an officer or agent of the voter's union.

The above information must be provided to all voters requesting assistance. Should the voter not specify an individual to assist in voting, he shall be assisted by two judges, one from each political party. The two judges who will be giving assistance to voters are selected when the polls open.

ASSISTING THE ILLITERATE VOTER

An illiterate voter is a qualified voter who cannot read or write English sufficiently to cast his ballot. Before receiving assistance, the voter either signs his name or makes his mark on an affidavit. Before giving assistance, the individual(s) giving assistance sign the affidavit.

ASSISTING THE PHYSICALLY DISABLED VOTER

A physically disabled voter is a voter who is physically unable to mark his ballot or is blind. However, a person who is intoxicated does not qualify as physically disabled and cannot receive assistance.

Before receiving assistance, the physically disabled voter must complete an affidavit stating his specific physical disability and whether the disability is permanent or temporary. Before giving assistance, the individual(s) providing the assistance must sign the 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 the polling place. The request must be made to the election authority no later than the close of business on the day before the election. The election authority notifies the appropriate election judges of the names of those individuals making such a request.

Voters cannot vote outside the polling place unless the election judges have been notified by the election authority. If notification is given, the voter completes the entire voting process outside the polling place. Two judges, one from each political party, deliver an application to the voter. The completed application is brought back into the polling place to the verification judges.

After the signature and address are verified 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 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. When the voter has voted, the two judges take the ballot (keeping it inside the envelope) back to the polling place and deposit it in the ballot box.

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 into one package for convenience in handling. This outer packing envelope is different from a carrier envelope. Open the packaging envelope as soon as conveniently possible after the absentee ballots are delivered so that the precinct numbers on the carrier envelopes can be checked. **Do not open the carrier envelopes until after 7:00 p.m.** If the precinct number on a carrier envelope shows that the absentee ballot has been delivered to the wrong precinct, contact the election authority immediately.

If the judges find a carrier envelope has been delivered to the wrong precinct after the polls close, keep the sealed carrier envelope separate and deliver it 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:

1. Voters expecting to be absent from the county of residence on election day.
2. Voters appointed as election judges in precincts different from where they reside.
3. Voters unable to be present at the polls because of physical incapacity (includes hospitalized voters).
4. Voters observing a religious holiday and unable to be present at the polls because of the tenets of their religion.
5. Voters who will be unable to be present at the polls because of election duties in the office of a state's attorney, an election authority, the State Board of Elections or a law enforcement agency.
6. Voters serving as jurors who have been sequestered on election day.

The following individuals may also vote by absentee ballot although they are not current residents of the precinct:

1. Members of the United States Armed Forces while on active duty and their spouses and dependents even if they are not registered.
2. Members of the Merchant Marine and their spouses and dependents even if they are not registered.
3. Civilians employed by the United States Government serving outside the territorial limits of the United States and their spouses and dependents even if they are not registered.
4. Members of religious groups or welfare agencies and their spouses and dependents who are officially attached to or assisting members of the Armed Forces even if they are not registered.
5. Federal and State employees who had a voting residence in the precinct at the time they entered government employment but who now reside elsewhere due to that employment if they are still registered in that precinct.
6. Registered voters temporarily residing overseas who maintain a residence in the precinct, however, registration is waived for Federal only elections.
7. Citizens who are not registered in any other state and who formerly maintained a residence in the precinct but now reside outside the territorial limits of the United States and are otherwise qualified to vote may vote for Federal only elections.
8. Citizens who are not registered and are temporarily absent from their county of residence may vote for President and Vice President only.
9. Registered voters who have moved outside their precinct within 30 days of the election may vote for President and Vice President only.

CHALLENGING AN ABSENTEE BALLOT

WHO MAY CHALLENGE

Judges have the same obligation to challenge an absentee ballot as they do for a voter who appears in person at the polling place. Pollwatchers have the right to challenge an absentee ballot application. In either case, a majority of the judges decides whether or not the ballot will be counted.

REASONS FOR CHALLENGE

A specific reason must be given for challenging an absentee ballot. Reasons for issuing a challenge include the following:

1. The certificate on the certification envelope is incomplete.
2. The information contained in the certificate is incorrect.
3. The signature and/or address on the verification record, on the certification envelope and/or on the application do not correspond.
4. The individual is not a qualified voter.
5. The individual has voted in person.
6. The certification envelope is open or has been opened and resealed.
7. The individual died prior to the opening of the polls on election day.

NOTIFICATION OF REJECTED BALLOT

If a challenge to any absentee voter's ballot is sustained, complete the Notice of Challenge (postcard) and return it to the election authority to be mailed to the voter. Do not open the certification envelope. Mark the certification envelope "Rejected" and write the reason for rejection on the envelope. Place the certification envelope, the application and the carrier envelope in the After 7:00 P.M. envelope for defective ballots.

IDENTIFYING MARKS

Any mark placed upon a ballot which serves to identify and thereby distinguish it from other ballots or furnishes a means for evasion of the law relative to secrecy is an identifying mark. Ballots containing an identifying mark shall not be counted.

FIGURE 4

WRITE-IN VOTES

VALID WRITE-IN VOTES

If a voter wishes to vote for a person whose name is not on the ballot (even though it may not be counted), the voter may write the name of the candidate in the space provided on the inside of the ballot envelope (see Figure 6 on page 55). In order for the write-in vote to be valid, the voter must include the following information:

1. The title of the elective office written in a manner that differentiates that office from other offices being voted upon.
2. The name of the candidate written below the office.
3. A square to the left of and opposite the candidate's name.
4. An "X" inside the square.

WRITE-IN VOTES ARE RECORDED ONLY FOR THOSE CANDIDATES WHO FILED A DECLARATION OF INTENT TO BE A WRITE-IN CANDIDATE

The election judges are required to record write-in votes **only for those candidates who have filed a Declaration of Intent to be a Write-in Candidate**. The election authority will supply the judges with a list of all candidates who have filed a Declaration of Intent to be a Write-in Candidate. However, military voters may use a special Write-in Absentee Voter's Blank Ballot instead of a regular absentee ballot card. In this instance, votes for a write-in are tabulated even if the candidate did not file a declaration of intent to become a write-in candidate. Follow specific instructions from the election authority for tabulating these special write-in votes.

RECORDING WRITE-IN VOTES ON THE TALLY SHEETS

Record all valid write-in votes on the tally sheets. If there are no write-in votes, write "NONE" across all three tally sheets. Sign the tally sheets and place them in the envelope provided for write-in tally sheets.

SPELLING

In determining the validity of a write-in vote, the spelling of the candidate's name need not be exact as long as the intent of the voter can be determined. There should be some relationship between the appearance or the sound of the name written in and that of the candidate's actual

name. In the event of a misspelled name, a majority of the judges must agree as to the intent of the voter and whether or not the write-in vote is to be counted.

MARKING THE SQUARE

An "X" (or cross) is the intersection of two lines. A write-in vote cannot be counted unless the lines intersect within the square.

FIGURE 5

PRINTING OR WRITING THE NAME OF THE WRITE-IN CANDIDATE

Printing the name of the write-in candidate is just as valid as writing the name in script, however, the use of stickers or a rubber stamp by a voter does not constitute a valid write-in vote.

FIGURE 6
REMAKING BALLOT CARDS

DAMAGED AND OVERVOTED BALLOT CARDS

Depending on the instructions from the election authority, election judges may be responsible for remaking certain ballot cards.

Remake all damaged or bent ballot cards since they cannot be counted by the tabulating equipment. The duplicate ballot is punched exactly the same as the original ballot.

Remake all ballot cards that contain an overvote due to a write-in vote. The duplicate ballot is punched exactly the same as the original **except for the overvoted office**. Exclude all votes for the overvoted office.

Remake all ballot cards containing a straight party punch and a write-in vote. The duplicate card is punched for all individual position numbers for all candidates of that party except for the number for the party's slated candidate for the office written in. **Do not punch the straight party number**. All punches not affected by the straight party punch (such as referenda) must also be punched on the duplicate card.

REMAKING PROCEDURES

Two judges, one from each political party remake the duplicate ballot card in the following manner:

1. Use an official ballot card of the same ballot type.
2. One judge reads the position numbers to be punched on the duplicate card while the other judge punches the numbers. Do not punch numbers for candidates for any overvoted office.
3. Check the duplicate card by exchanging duties, i.e., the judge who punched the card reads the numbers punched on the duplicate ballot.
4. Consecutively number each pair of duplicate ballot cards. The first damaged ballot card is marked "Damaged Ballot No. 1" and the corresponding duplicate card is marked "Duplicated Damaged Ballot No. 1." The next pair is marked "Damaged Ballot No. 2," and the corresponding duplicate card is marked "Duplicated Damaged Ballot Card No. 2 ." Continue the process until all duplicated ballot cards have been marked. Likewise, the first pair of overvoted cards are marked "Overvoted Ballot No. 1," and "Duplicated Overvoted Ballot No. 1." Continue the process until all duplicated overvoted ballots are marked and numbered consecutively. The first pair of ballot cards being remade as a result of a write-in affecting a straight party punch is marked "Write-in/Straight Party Punch Ballot

No. 1," and the duplicate card is marked "Duplicated Write-in/Straight Party Punch Ballot No. 2." Continue the process until all duplicated write-in/straight party ballot cards are marked and numbered consecutively.

5. Initial both the original ballot card and the duplicated ballot card.
6. Place the original ballot card(s) in the Duplicated Ballot Envelope and deposit the duplicated ballot(s) in the ballot return box with the other valid ballot cards to be delivered to the counting center or receiving station.

