

# Instruction Manual for Precinct Poll Workers

## 2016 Election Cycle



Pinal County Elections Department

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# PROFESSIONALISM AT WORK

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## **VOTERS**

Voters should be treated with respect. Greet each one immediately and give them first priority as they walk into the polling location. If you receive an angry voter, stop and take a deep breath. Actively listen to the voter and focus on the facts. Speak calmly & respectfully to the voter, even if you are angry. If necessary, ask the Inspector or Marshall for further assistance.

## **POLL WORKER EXPECTATIONS**

While the Polls are open, it is important that all Poll Workers maintain a professional appearance and demeanor. Poll Workers MUST NOT discuss their political preferences regarding candidates or issues on the day of the election. Any board worker who violates this rule will be disqualified to work future elections.

## **DRESS ATTIRE**

Dress is business casual. Comfortable shoes are suggested. If shorts are to be worn they MUST be business casual style (no jeans). Flip flops, & tank tops are not allowed.

## **BREAKS**

Please remain at your work station all day, except for your comfort breaks. Poll workers are not allowed to leave the facility, so take everything you will need for the day (meals, sweater, medications, etc.). Make arrangements for your pets, if needed.

## **CELL PHONES**

Please refrain from using your cell phones, except to communicate with the Voter Registration or Election Departments. Phones should be turned off or put on silent.

## **READING MATERIAL**

If you take a book to read when the polls are slow, reading material should be appropriate.

## **FOOD & BEVERAGES**

Please do not eat at your work station & keep all beverages off of the tables.

## **NO SMOKING**

All schools and most churches are No Smoking zones. Please step outside and away from the building to smoke, and only during breaks or when there is no voting activity.

## **USE OF FACILITIES**

Facilities voluntarily host elections and we should behave as invited guests. Please keep kitchens and break rooms in the condition in which you found them.

# LANYARDS AND NAME TAGS



Slide name tag into Lanyard (do not remove adhesive)



## IMPORTANT NOTES

- ❖ Please return lanyard to the “cage” at the end of the night
- ❖ Please do not stick anything onto the lanyard or plastic sleeve (they will be reused for the next election)

# COMPENSATION



**INSPECTORS:** \$250.00 (*includes \$50 for class attendance*)

**JUDGES, CLERKS, & MARSHAL:** \$200.00 (*includes \$50 for class attendance*)

**NOTE:** Board workers will **not** get paid if they attend class but **do not** work the polls.

- All poll workers, with the exception of Pinal County employees, must complete a new W-9 each year.
- W-9 forms must be complete, legible, & include a mailing address, which is where your check will be mailed.
- Payroll will be issued at the same time as the county payroll is issued. Expect it to take between 3-4 weeks to receive a check.
- County employees receive their compensation in with their next regular paycheck, following an election. Taxes are automatically withheld.
- All board workers must clearly Print & Sign the bottom of the Ballot Report at the end of election night. Neglecting to do so will delay the delivery of your check.

Important Financial information:

If you earn more than \$599 for the year, a W-2 will be filed.

(IRC Treasury Regulation Section 1.6041-1(a)(2))

# SAMPLE W-9

**Form W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Apply to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>									
OR									
<b>Employer identification number</b>									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/w9](http://www.irs.gov/w9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

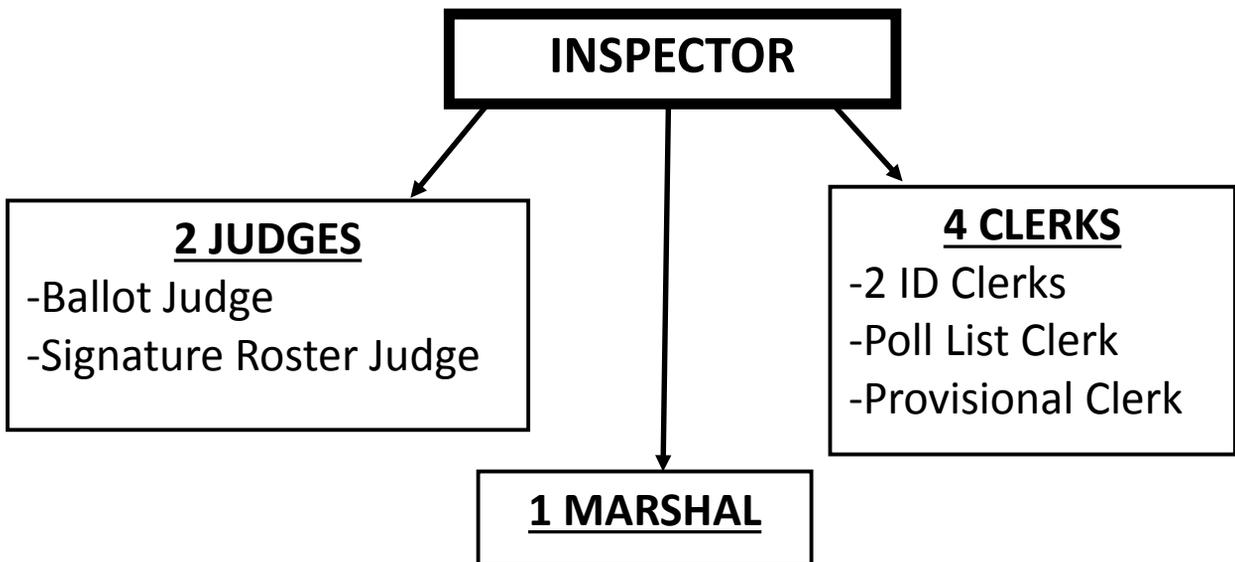
By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

# PRECINCT ELECTION BOARD RESPONSIBILITIES & EXPECTATIONS

The Precinct Election Board consists of local registered voters who ensure accessibility to the ballot box. The main objective of the Poll Workers is to ensure that all procedures are executed correctly and impartially. Working as a team, the Poll Workers must:

- ◆ Make sure that the Polling Place opens on time.
- ◆ Properly arrange the Polling Place
- ◆ Receive and process voters
- ◆ Correctly close the Polling Place
- ◆ Ensure that the correct election materials are delivered to authorized personnel



## JOB ASSIGNMENTS

*Board workers receive their job duties on their assignment cards. Inspectors may change job duties the day of the election, depending on the needs of the polling place & the skill sets of the workers.*

# PRIOR TO ELECTION DAY

## VOTING SUPPLIES & MATERIALS *(Friday - Monday before)*

Troubleshooters will start delivering supply boxes, ballot boxes, and signs to the various polling places.



Ballot Drop Box



Secrecy Booths



AutoMARK

## ELECTION EVE *(Monday before)*

Poll workers will meet at the polling place to set up inside equipment (*date & time to be determined by Inspector*). Everyone should work together to complete the tasks.

### **Marshal, Judges, & Clerks:**

- a. Help to set up all secrecy voting booths, AutoMARK machine, tables, chairs, indoor signs, supplies, and **Certified Write-in Candidates** (If any)
- b. Organize the multiple sets of precinct Registers (if applicable)
- c. Add alphabetical tabs to edges of Register books
- d. Write "Early Voter" (or mark with X) next to voters names who have been identified to you either by phone, e-mail, or hard copy (check with Inspector)
- e. Add voters certified by the Recorder (if any) to the Rosters/Registers
- f. Inventory the ballots to ensure they are correct for your precinct(s), that they are all accounted for, and that they are organized by party (if applicable)

### **Inspector:**

- a. Complete the Inspector's Inventory checklist & immediately call the Elections Department if any **critical** supplies are missing
- b. Assist with all tasks above & verify everything is in order
- c. Secure ballots, registers, & rosters back into the supply cage

# OPENING THE POLLS (Tuesday)



*If any Poll Workers are missing, call the Elections Department immediately at (520) 866-7558  
If you are unable to access the Polling Place, call the Elections Department immediately at (520) 866-6059*

## **A. Poll Workers arrive by 5:30am and proceed to:**

- Take the Oath of Office & sign the front cover of the Poll List book

## **B. Finish the Polling Place set up:**

- Ensure that all signs, ballots, forms, books, & voting supplies are correctly placed inside and outside of polling place
- Keep unused ballots locked in a secure location (like the supply cage), out of the reach of voters.

## **C. Opening the Polls:**

- At 6:00am, the Marshal announces the polls are open.

## **POLL WORKERS - WORKING AS A TEAM**

Between the hours of 6:00am - 7:00pm, the Board will have 3 main priorities:

- Complying with the Law
- Serving the Voting Public
- Ensuring Voters' Rights

# SEQUENCE FOR VOTERS



- I. Voter enters the Polling Place and their first stop is at the ID station:
  1. They present proof of identity to ID clerk.
  2. ID Clerk completes a green Voter ID ticket & gives it to the voter
  3. The voter is then directed to the Signature Roster Judge

**\*\* OR \*\***

Voters may be sent to the \*Provisional Ballot clerk, if necessary  
(see section IV below)
- II. The Signature Roster Judge receives the green Voter ID ticket to locate the voter's name:
  1. The voter signs next to their name in the roster
  2. The Poll List clerk writes the voter's name in the Poll List
  3. The voter is then directed to the Ballot Judge
- III. Ballot Judge:
  1. Issues the correct ballot with pen & secrecy sleeve
  2. The voter is then directed to a vacant voting booth
  3. The voter properly inserts their ballot into the official ballot drop box to & returns pen & secrecy sleeve
  4. Voter receives their "I Voted Today" sticker
- IV. \*Provisional Ballot Clerk:
  1. The clerk receives & reviews the green Voter ID ticket
  2. The voter completes the appropriate documentation for a provisional ballot & is then directed to a vacant voting booth
  3. The voter returns to the provisional ballot table
  4. Voter may complete other forms to update their voter registration choices
  5. The clerk collects the ballot in the envelope & other voting supplies
  6. The voter is directed to the Inspector to receive their "I Voted Today" sticker

# SAMPLE POLLING PLACE CONFIGURATION



*AutoMARK*

*Secrecy Booths*



*Provisional  
Ballot  
Secrecy Booth*

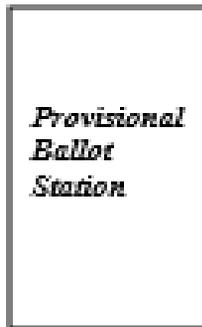


**Inspector**

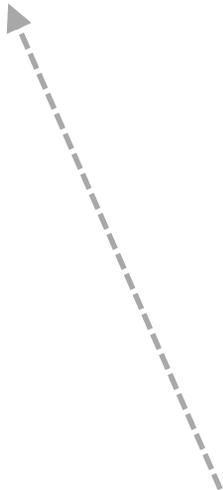


*Ballot Drop  
Box*

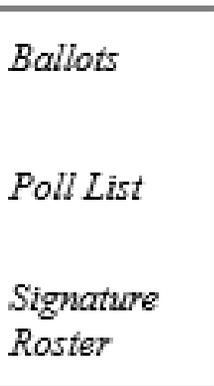
**Provisional  
Ballot Clerk**



*Provisional  
Ballot  
Station*



**Judge**



*Ballots*

**Clerk**

*Poll List*

**Judge**

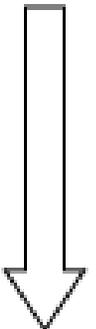
*Signature  
Roster*

**ID Clerk**

**ID Clerk**



*2 Register books*



**Entrance / Exit**



AutoMARK® is an ADA-Compliant ballot-marking system that provides autonomy to voters who are blind, visually impaired, or have a disability or condition that makes it difficult to traditionally mark a ballot.

Set up is as easy as opening the case and turning the machine on. The AUTOMARK does not store votes, the votes are printed on a ballot, so there is no uploading data at the end of the day.



## Audio Function

- Voter hears a list of candidates (or props) through the headphones
- Synthesized voice enables voter control of speech, speed, and volume
- Choices may be repeated easily
- Selections are read back to voter at end of session, ensuring proper selection was made

## Summary Verification Process

Ensures that no races are accidentally under-voted, over-voted, or left blank, providing an opportunity to adjust selections before voters cast their ballots.

# ASSISTING ELDERLY OR DISABLED VOTERS

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## Common Courtesies & Guidelines

- *Be considerate of the extra time it may take an elderly or disabled person to vote and offer unhurried attention to anyone who has difficulty speaking.*
- *Speak directly to a person with a disability rather than to the companion who may be along. Speak calmly, slowly and directly to a person with a hearing problem. Do not shout or speak in the person's ear. If understanding is doubtful, write a note.*
- Before pushing a person in a wheelchair, **ASK** if you may assist and how you should proceed.
- Greet a person who is visually impaired by letting the person know who and where you are. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your arm and inform the person of approaching steps or inclines.
- Remember that *Federal Law allows voters to be accompanied* and to receive assistance by another person inside the voting booth. They can bring anyone they would like to assist them in a booth.

***If a voter asks for assistance from a board worker,  
It must be two people of opposing parties.  
(i.e. one Democrat & one Republican)***

**All voters deserve courteous attention in exercising their right as citizens to vote!**

# EARLY VOTER BALLOT DROP OFF

Early voters are likely to come by the polls to drop off their ballot. ONE person should be assigned to accept these early ballots.

Before acceptance, you **must** confirm with the voter that the ballot is:

- from Pinal County
- sealed in the envelope
- signed by the voter

Virginia Ross  
Pinal County Recorder  
P.O. Box 848  
Florence, AZ 85132-3017

**OFFICIAL BALLOTING MATERIAL**

**OFFICIAL ELECTION MAIL**  
Authorized by the U.S. Postal Service

**VOTER: READ STATEMENT ON BACK, SIGN AND DATE BEFORE MAILING**      **VOTANTE: LEA LA DECLARACIÓN ATRAS, FIRMA Y PONGA LA FECHA ANTES DE ENVIARLO**

In order to be valid and counted, the ballot and Affidavit MUST be received in the office of the County Recorder or other officer in charge of elections or it may be deposited at any polling place in the county no later than 7:00 P.M. on election day.

Para ser válida y contada, su boleta electoral y Declaración Jurada se DEBE entregar a la oficina del Registrador del Condado o otro oficial a cargo de elecciones o puede ser depositada en cualquier lugar de votación en el condado a más tardar las 7:00 P.M. el día de la elección.

**BUSINESS REPLY MAIL**  
FIRST CLASS MAIL      PERMIT NO. 2      FLORENCE AZ  
POSTAGE WILL BE PAID BY ADDRESSEE

**VIRGINIA ROSS  
PINAL COUNTY RECORDER/VOTER REGISTRATION  
P.O. BOX 848  
FLORENCE, AZ 85132-9989**

**DO NOT ACCEPT BALLOTS FROM OTHER COUNTIES!**

# (Sample of Early Voter forms)

Forms are available if a voter wants to be added to or removed from the Permanent Early Voting List (PEVL).

## PERMANENT EARLY VOTING LIST REQUEST / SOLICITUD PARA LA LISTA PERMANENTE DE VOTACIÓN TEMPRANA VIRGINIA ROSS, PINAL COUNTY RECORDER

NAME/NOMBRE \_\_\_\_\_

RESIDENCE  
ADDRESS/DIRECCIÓN \_\_\_\_\_

**CHECK HERE IF YOU HAVE A NEW ADDRESS AND WANT THE ABOVE INFORMATION TO UPDATE YOUR VOTER REGISTRATION  
MARQUE AQUÍ SI USTED TIENE UN NUEVO DIRECCIÓN Y DESEA REVISAR SU REGISTRO DE VOTACIÓN.**

BALLOT TO BE MAILED TO: (IF DIFFERENT FROM ABOVE / ENVIAR LA BOLETA A: (SI ES DIFERENTE DE INDICADO ARRIBA)

\*Mailing address must be within the state of Arizona to apply for the permanent early voting list.

\*La dirección de correo del votante debe estar dentro del Estado de Arizona para solicitar la lista permanente de votación temprana.

DATE OF BIRTH  
FECHA DE NACIMIENTO

TELEPHONE  
TELEFONO

DATE  
FECHA

**X**

I swear or affirm under penalty of perjury that the above information is true and correct, and that I am a registered voter eligible to vote in Pinal County.

Yo juro o afirmo bajo pena de perjurio que la información de arriba es verdadera y correcta, y que soy un/a elector/a registrado/a elegible para votar en el Condado Pinal.

Mail this form to / Envíe esta forma a: Pinal County Voter Registration, P O Box 460 Coolidge, AZ 85128

## REQUEST FOR REMOVAL FROM PERMANENT EARLY VOTING LIST VIRGINIA ROSS, PINAL COUNTY RECORDER

NAME: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

(If mail is not delivered to your home)

DATE OF BIRTH: \_\_\_\_\_

**X**

By signing this form, I am requesting to be taken off the permanent early voting list

Mail this form to Pinal County Voter Registration, PO Box 460 Coolidge, AZ 85128

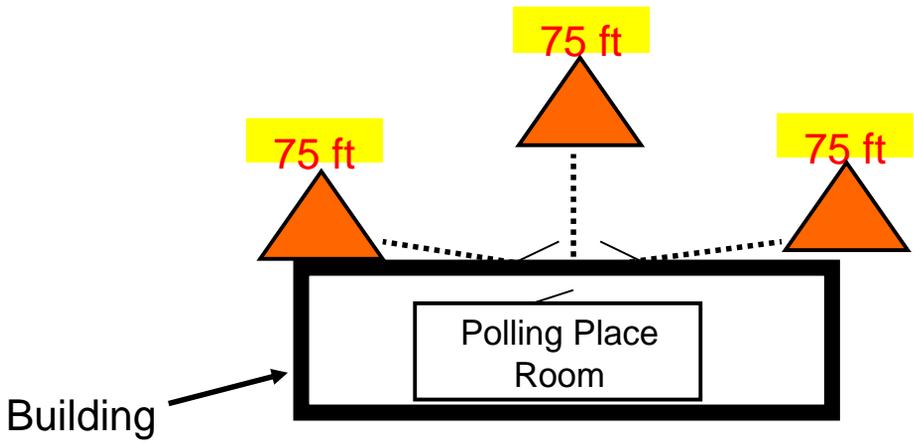
A.R.S 16-544 – (A) voter may make a written request at any time to be removed from the permanent early voting list. The request shall include the voter's name, residence address, date of birth and signature. On receipt of a completed request to remove a voter from the permanent early voting list, the county recorder or other officer in charge of elections shall remove the voter's name from the list as soon as practicable.

# MARSHAL



1. Sets up secrecy booths, posts signs inside & outside, as required (includes all 75' limit signs & barriers, Vote Here signs, red arrows, Notice to Voters signs, Emergency Polling Place sign, etc).
2. At 6:00am (outside the entrance) announces: "The polls are now open"
3. Enforces the 75 foot limit provision\* from the main outside entrance (see *Electioneering note & layout plan below*).
4. Maintains order in the Polling Place throughout the day.
5. Shall periodically analyze the line of voters. If the waiting time is 30 minutes or more, the Marshal shall advise the Elections Department.
6. Announces the closing of the polls at the following times:
  - 6:00pm – one hour before
  - 6:30pm – 30 minutes before
  - 6:45pm – 15 minutes before
  - 6:59pm – one minute before
  - 7:00pm – At the closing time\*

\*Anyone in line by **7:00pm** MUST be permitted to vote.



**NOTE:** \*Electioneering is not allowed at any Emergency Polling Places and not within the 75 foot limit at all other locations.

**A.R.S. §16-515(H):** "Electioneering occurs when an individual knowingly, intentionally, by verbal expression and in order to induce or compel another person to vote in a particular manner or to refrain from voting expresses support for or opposition to a candidate who appears on the ballot in that election, a ballot question that appears on the ballot in that election or a political party with one or more candidates who appear on the ballot in that election." ~SOS Election Procedures Manual

# VOTER ID CLERKS



- I. **Greet every voter & request proof of identification** (refer to the table tent for lists of acceptable identification, if necessary)
- II. **Compare the voter's identification** to that in the Precinct Register\* (green book) to assure it is reasonably the same
- III. **Verify that they are not listed as an Early Voter** (*there will be an X marked in the early voter box, next to their name*)
  - a. If they are an Early Voter, complete a green Voter ID Ticket (*follow the directions below, under section IV*)
  - b. Write "EV" at the top-right corner of the ticket
  - c. Direct the voter over to the Provisional Ballot Clerk
- IV. **Complete a green Voter ID Ticket:**
  - a. Mark box for election type (Prim, Gen, or Special)
  - b. Enter the date
  - c. Circle their Party Ballot (if applicable)
  - d. Write in the Register Line Number & Page Number
  - e. Write your initials at the bottom of the ticket
  - f. Check one of the following boxes:
    - 1) Voter presented acceptable ID
    - 2) Voter determined to be a provisional Ballot Voter
      - a. Write the reason why, at the top-right corner of ticket
      - b. Direct the voter over to the Provisional Ballot Clerk
    - 3) Voter did not present acceptable ID
      - a. Write the reason why, at the top-right corner of ticket
      - b. Direct the voter over to the Provisional Ballot Clerk
- V. **Federal Only Voter:**
  - V. "Federal Only" will be printed next to the voter's name in the book
  - VI. Write "Federal Only" at the top-right corner of the ticket
  - VII. Direct the voter over to the Provisional Ballot clerk

*\* If unable to locate a voter or their precinct, call Voter Registration for further assistance*

# IDENTIFICATION AT THE POLLS

## Identification at the Polls—List #1

**Acceptable forms of government-issued PHOTO identification**  
**One item from this list required:**

- Valid Arizona driver license
- Valid Arizona non-operating identification license
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state or local government issued id

## Identification at the Polls—List #2

**Acceptable forms of identification without a photograph that bear the name and address of the elector. The address must reasonably match the precinct register. Two items from this list required:**

- Utility bill of the elector dated within 90 days of the date of the election (may be for electric, gas, water, solid waste, sewer, telephone, cellular phone or cable TV)
- Bank or credit union statement dated within 90 days of the date of the election.
- Valid Arizona Vehicle Registration
- Indian census card
- Property tax statement of the elector's residence
- Tribal enrollment card or other form of tribal identification
- Vehicle insurance card
- Valid United States federal, state or local government issued identification including a voter registration card issued by the County Recorder
- Any mailing to the elector marked "Official Election Material"

**\*\*Identification at the Polls-The name and address on the identification must "reasonably" match the signature roster.**

# IDENTIFICATION AT THE POLLS, continued

## Identification at the Polls—List #3

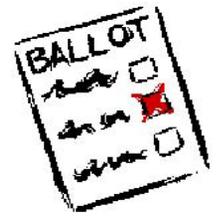
- List 1 ID with a non-matching address + 1 item from List #2.
- US Passport + 1 item from List #2.
- US Military ID + 1 item from List #2.

## Tribal Identification at the Polls

- List 1 ID with a non-matching address + 1 item from List #2.
- US Passport + 1 item from List #2.
- US Military ID + 1 item from List #2.



# Determining Provisional / Conditional Ballots



A Provisional Ballot is issued when the *eligibility* of the voter has not yet been determined. The ballot is said to be “provisionally” cast until the Recorder’s office can determine if the voter was eligible to vote.

A Conditional Provisional Ballot is issued when the voter has **no** acceptable ID with them. This requires the voter return to the Voter Registration office within 3 business days to show proper identification (*or 5 business days after the general election*).

## Common Reasons for a Provisional Ballot:

- Voter has already been issued an **EARLY BALLOT**.
- Voter has not provided sufficient identification.
- Voter’s name doesn’t appear in the signature roster or the inactive list, and the voter has not moved.
- Voter has moved within the same precinct.
- Voter has moved to a new precinct, within the county.
- Voter has changed their name.
- Voter is challenged at the polling place.
- Voter only has a Tribal ID and it lacks an address

# Completing a Green Voter ID Ticket

(Sample Precinct Register)

NAME		ADDRESS			EARLY VOTE	Precinct 35
Reg #	Ballot	Party	Reg Date			
ABBOTT MARILYN JULIENNE		1731 N AGAVE ST			<input type="checkbox"/>	 1200133496
I-0001	35.03	CHOOSE	OTH	03/29/2007	EV	
ABRIL COREY JOSEPH		1814 N MCDONALD ST			<input checked="" type="checkbox"/>	 1200015688
0002	35.03		DEM	03/03/1989	EV	
ABRIL ELIZABETH C		1814 N MCDONALD ST			<input type="checkbox"/>	 1200023540
0003	35.03	CHOOSE	OTH	01/13/1993	EV	
ACOSTA EDGARDO ANTONIO		1520 E ELAINE DR			<input type="checkbox"/>	 1200089018
0004	35.03	CHOOSE	OTH	10/31/2004	EV	

0004 35.03

**VOTER ID TICKET** EV, Address issue, Federal Voter

PRIM  
  GEN  
  SPECIAL  
 DATE 5/17/16

**PRIMARY ONLY:** Party Ballot: Dem / Rep / Lbt / Grn  
(circle one)

**REGISTER LINE NO.** 0004   **Signature Roster Page #** 1

Voter presented acceptable ID  
 Voter determined to be a Provisional Ballot voter  
(directed to Provisional Ballot Station)  
 Voter DID NOT present acceptable identification.  
Determined to be a Conditional Provisional Ballot Voter (directed to Provisional Ballot Station)

**Voter ID Clerk Initials:** MP   35.03

The number after the decimal point is called a "Precinct Part." It correlates to any special district a voter lives within the precinct. The precinct & part numbers dictate to the ballot judge which ballot to give the voter.

# SIGNATURE ROSTER JUDGE

- I. Greet each voter and request their green Voter ID Ticket.
- II. Use the information on the ticket to locate the voter in the Signature Roster (*using the Page # & Register Line #*)
- III. Verify the numbers on the ticket are correct for this voter (*if not, make necessary changes on ticket*)



**IMPORTANT:**

Verify the voter is **NOT** listed as an **Early Voter**  
*(there will be an X marked in the early voter box, next to their name)*

Early Voters do not sign the Roster, but instead go directly to  
the Provisional Ballot Clerk.

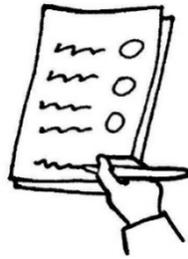
- IV. Have the voter sign in the space next to their printed name
- V. Hand the green Voter ID Ticket to the Poll List Clerk
- VI. Direct the voter over to the Ballot Judge to obtain their ballot

*(Sample Signature Roster page)*

NAME		ADDRESS		Early Vote	BEFORE VOTING ELECTOR MUST SIGN HERE	Precinct 88
REG#	Ballot	Party	Reg Date			
	LISA ANN SMITH	123 W MAIN ST #45		<input type="checkbox"/>	<b>* INACTIVE *</b>	 1200 #### S
I-3835	88.01	REP	06/24/2008	EV		
	MICHAEL A SMITH	123 W MAIN ST #45		<input type="checkbox"/>	<i>Michael A Smith</i>	 1200 #### S
3836	88 01	OTH	10/23/2015	EV		
	SAMSON J SMITH	123 W MAIN ST #45		<input checked="" type="checkbox"/>	<b>Early Voter</b>	 1200 #### S
3837	88.01	OTH	11/06/2011	EV		
	YVETTE SMITH	123 W MAIN ST #45		<input checked="" type="checkbox"/>	<b>Early Voter</b>	 1200 #### S
3838	88.01	OTH	11/06/2011	EV		

# POLL LIST CLERK

The Poll List Clerk maintains an accurate, duplicate record of ALL voters in the Poll List book. All voter's names (regular or provisional) are entered into the poll list. The book contains carbonless multipart stationery, which is designed to transfer the written information from the front sheet onto the colored sheets beneath.



**\*\* The Poll List Clerk MUST have good, legible handwriting \*\***

- I. Make sure the cardboard separator is properly placed just before the next group of blank poll list sheets.
- II. Upon receipt of the green Voter ID ticket, the Poll List Clerk hand writes the voter's information (see *below*) into the next available row
- III. If requested, provide copies of the Poll List to any Political Party Representative:
  - a. Verify the Inspector has reviewed the required written authorization
  - b. Only remove & provide their party's designated color copies:
    - a. Democratic – Blue
    - b. Republican – Pink

**\*\*\* All WHITE originals must remain in the book \*\*\***

**NOTE:** If a party representative requests a copy that is not completely full, they may receive the incomplete copy, but can **not** return later for any added names on that sheet.

## **After the polls are closed:**

The Inspector will complete the ballot report (in the Poll List book).

The Poll List Clerk tears out the **yellow** copy of the Ballot Report, along with and any color copies of the poll lists that were used (**pink, blue, & yellow**).

Place these all in the UNOFFICIAL RETURNS bag

Voting Order No. Consecutive No. From Register	Name of Elector (As Printed in Register)	Group No. of Ballot Card Issued to Voter	Party
---	--	---	-------

# BALLOT JUDGE

---



The Ballot Judge is responsible for:

- securing the ballots assigned to them at their station
- making sure the voter is issued ONE\* ballot only
- verifying the ballot is for the correct party, precinct, & split
- providing proper instructions to ensure their vote counts

*(\*If a ballot becomes spoiled, follow the directions below in step 6)*

- I. Obtain information from the Poll List Clerk as to which ballot should be issued to the voter
- II. Explain to the voter that they must completely & properly “**FILL**” in the oval of their choices
- III. If applicable, inform the voter to complete both sides of the ballot
- IV. Issue a secrecy sleeve and a voting pen to the voter
- V. Show the voter the location of the voting booths & the official ballot box, where they will drop their ballot when done voting
- VI. If a ballot becomes spoiled, the voter returns for a new one (*no more than 3 ballots can be issued to a voter*).
  - a. Using RED ink, write “Returned Spoiled” across the back of the ballot
  - b. Both the Inspector & Judge sign the below this marking
  - c. Place spoiled ballots in the Official Returns envelope

## **After the polls close:**

Count all unused and spoiled ballots and provide these numbers to the Inspector to calculate into the ballot report.

# PRECINCT BALLOT GUIDE

## PCT 11 ATTENTION I.D. CLERKS AND JUDGE(S) ISSUING BALLOTS

VOTERS IN THE PRECINCT REGISTERS (GREEN BOOKS)  
WITH THE FOLLOWING CODES MUST RECEIVE THE  
BALLOT  
INDICATED BELOW

Voters coded **11.24** must receive this ballot 11 PICACHO - PREC #(s):  
11.24  
City of Eloy

Voters coded **11.01 / 11.13 / 11.19 / 11.20** must  
receive this ballot

11 PICACHO - PREC #(s): 11.01 / 11.13 / 11.19 / 11.20

### KEY THINGS TO REMEMBER:

- I. The ballots have a color code on them (Blue=**Democrat**, Red=**Republican**, Green=**Green**, Yellow=**Libertarian**, and Purple=**Nonpartisan** (City Only)).
- II. Once party is selected the Precinct Part “.XX” indicates the specific ballot within that party (I.E. Republican ballot with or without the City of Eloy city initiatives).
- III. The Precinct number is split into the Precinct “.XX.” and Precinct Part “.XX”
- IV. **Libertarians are the only ones to receive a Libertarian ballot. Independents cannot select a ballot from this party**
- V. Double check everything against the Roster or “green ticket,” and if there are questions ask each other and/or ask the voter. **LET US MAKE SURE WE GET THIS RIGHT!**

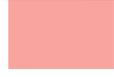
# PRECINCT BALLOT GUIDE, continued

## Types of Ballots Issued:

- Partisan ballots are issued for Democrat, Republican, Libertarian, Green, Federal. Non-Partisan.
  - *The party will be written at the top left area of the ballot*
  - *The corresponding colored square will be at the top right of the ballot*
- If applicable, Split ballots may be issued and separated by precinct number & part number, which will also be noted at the top of the ballot.

**PRIMARY ELECTION**  
*Blue– Democrat    Red– Republican    Yellow – Libertarian    Green – Green*

**BALLOT: REPUBLICAN**  
**01 NAME OF PRECINCT**



Official Ballot August 26, 2014, County of Pinal, State of Arizona  
 Balota Oficial 26 de agosto de 2014, Condado de Pinal, Estado de Arizona

**INSTRUCTIONS TO VOTERS: INSPECT BOTH SIDES OF BALLOT. USE BLACK OR BLUE PEN ONLY.**  
 To vote, fill in the oval to the left of your choices. To vote for an official write-in candidate, print the name in the space provided **AND** fill in the oval. Do not exceed the number to elect. **VOTE LIKE THIS**      Any other marks or erasures may void your vote. If you spoil your ballot, present it to an election official and obtain another.

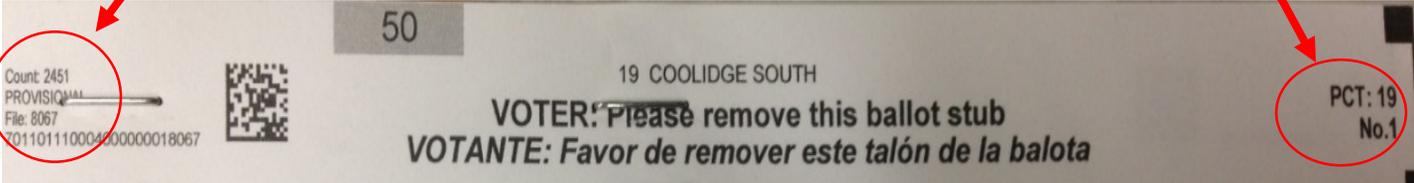
**INSTRUCCIONES PARA LOS VOTANTES: REVISE AMBOS LADOS DE LA BALOTA. SOLAMENTE USE UNA PLUMA CON TINTA OSCURA O AZUL.** Para votar, llene el óvalo a la mano izquierda de sus selecciones. Para votar por un candidato oficial de votación por escrito, escriba en letra de imprenta el nombre en el espacio proporcionado **Y** llene el óvalo. No exceda el número a ser elegidos. **VOTE DE ESTA MANERA**      Cualesquier otras marcas o borraduras pueden anular su voto. Si hecha a perder su balota,regresela al oficial de elecciones y obtenga otra.

**Vote for not more than 1-Vote por no más de 1**

- CANDIDATE 1
- CANDIDATE 2
- \_\_\_\_\_

*Keep the ballot numbers on the stubs in order to keep track of the final count for the end of the night.*

*Precinct Numbers are also on stubs.*



(Sample Spoiled Ballot)

BALLOT: REPUBLICAN  
01 NAME OF PRECINCT

Official Ballot August 26, 2014, County of Pinal, State of Arizona  
Balota Oficial 26 de agosto de 2014, Condado de Pinal, Estado de Arizona

Vote for not more than 1-Vote por no mas de 1

- CANDIDATE 1
- CANDIDATE 2
- \_\_\_\_\_

BACK Card 1 Rpt Pct 01 "PINAL COUNTY"

RETURNED SPOILED

Judge  
Inspector

Write "Returned Spoiled"  
in red ink across the ballot

Both the Inspector &  
Judge sign the ballot

**SPOILED BALLOT**

If an elector makes a mistake on the ballot, the ballot is spoiled and should be returned for a replacement. However, **no more than 3 ballots** may be issued to any one voter. Spoiled ballots must be marked "RETURNED SPOILED" on the back of the ballot, signed by the **Inspector and Judge**, and placed in the "Official Returns Envelope" (A.R.S. § 16-585). The words "Returned Spoiled" should be written in **RED** ink.

# PROVISIONAL BALLOT CLERK

- I. Greet the voter and request their identification with green Voter ID Ticket
- II. Except for Early Voters, attach the half sheet voter registration form to the Outside & Bottom of the provisional ballot envelope (*this is for the voter to update their information*)

USE BLACK PEN - COMPLETELY FILL OUT FORM - USE PLUMA DE TINTA NEGRA - LLENE EL FORMULARIO COMPLETAMENTE

11c

Are you registered to vote at another address? Yes  No  Not Sure

List the former address, including county and state.

Last Name First Name Middle Name Jr./Sr./III

Address where you live - If no street address, describe the residence location using mileage, cross streets, parcel #, subdivision name and lot, or landmarks. Do not use post office box or business address. Draw a map below if located in rural area.

City County Zip Address where you use your mail, if mail is not delivered to your home

Birth Date (Month/Day/Year) State or Country of Birth Telephone number Father's name or mother's maiden name

AZ Driver License number or AZ Nonoperating License Number Last four digits of social security number Optional Tribal Identification Number

Specify Party Preference Occupation If your name was different the last time you registered, list former name Other Registration Number

Will you be willing to work as a polling place on election day? Yes  No

Are you a citizen of the United States of America? Yes  No  If you checked "No" to either of these questions, do not submit this form.

Will you be 18 years of age on or before election day? Yes  No  If you checked "No" to either of these questions, do not submit this form.

Signature of Person Assisting DATE

- III. Complete and sign the provisional envelope and write the precinct number
- IV. Have the voter complete their information on the envelope and sign
- V. Tear off the white copy to give the voter as their receipt
- VI. For Conditional Provisional Ballots, use the “*Conditional Provisional*” STAMP and stamp it next to the “No ID Provided” at the top

oficial de elecciones

No ID Provided

ID Presented does not match - or - Tribal ID only presented

STAMP HERE

STAMP HERE

- VII. In the red Provisional Signature Roster, enter the voter’s information
- VIII. The voter signs the signature block next to the their name
  - a. Note: Voters completing a provisional ballot are assigned register numbers beginning with V-1, then V-2, etc. on the signature roster
- IX. Return the green Voter ID Ticket to the Poll List Clerk so they can enter the voter’s name into their book
- X. Place 1 (**singular**) red dot sticker in the top **LEFT** corner of the ballot. This is to ensure the provisional ballot is not counted before being verified

VOTER: REPUBLICAN

NAME OF PRECINCT

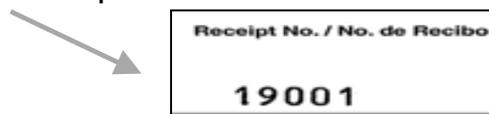
Official Ballot August 30, 2016, County of Pinal, State of Arizona

Boleta Oficial 30 de agosto de 2016, Condado de Pinal, Estado de Arizona

# PROVISIONAL BALLOT CLERK –

## *continued*

- XI. Explain to the voter that they must completely & properly “**FILL**” in the oval of their choices
- XII. Direct the voter to a vacant voting booth & instruct them to return to you after voting
- XIII. Ensure the voted ballot is sealed in the provisional ballot envelope
- XIV. Verify all information has been completed on the provisional ballot envelope BEFORE the voter leaves the polling place
- XV. Tear off the provisional envelope receipt and give to the voter
- XVI. Explain to the voter how they can contact the Pinal County Recorder’s Office to verify the status of their provisional ballot, using the red reference number at the bottom of the receipt.



- XVII. The Provisional Ballot Clerk places the sealed provisional envelope in the ballot transfer bag. **Make sure the transfer bag is in a secure location but is visible to the public.**

**\*\*\* Please DO NOT fold the envelopes!**

*\*If a Federal Voter wants to vote a full ballot, have them vote a provisional ballot and write “Federal Voter” at the top of the provisional envelope.*

### NOTE

Curbside Voting is available for voters who are physically unable to enter the polling location or voting center. If a ballot is to be brought out to them, the election board must work together to bring all items (signature roster, ballot, & ballot box) out to the voter, in order to complete the voting process for that voter.

(Sample Provisional Ballot Envelope)

19001



**PROVISIONAL BALLOT / BALOTA PROVISIONAL**

To be completed by Election Official / Completado por el Oficial de Elecciones

Date: \_\_\_\_\_

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

Party (Primary Only): \_\_\_\_\_

**X**

Election Official Signature

No ID Provided

ID Presented does not match - or - Tribal ID only presented

Name Not on Signature Roster (Registration Form Required)

Moved - or - Changed Name (Registration Form Required)

Early Voter or "EV" on Signature Roster



To be completed by Voter / Completado por el Votante

**Current Information / Información Actual:**

Print Name / Nombre en letra de Imprenta: \_\_\_\_\_

Residence Address / Dirección Residencial: \_\_\_\_\_

City / Ciudad: \_\_\_\_\_

Mailing Address / Dirección Postal: \_\_\_\_\_

City / Ciudad: \_\_\_\_\_

Phone Number  
Número de Teléfono

Date of Birth  
Fecha de Nacimiento

Driver's License or SSN  
Licencia para Manejar o SSN

**Former Information / Información Anterior:**

Former Name / Otro Nombre: \_\_\_\_\_

Former Address / Ex Dirección: \_\_\_\_\_

City / Ciudad: \_\_\_\_\_

I swear or affirm under penalty of perjury that the above information is correct, that I reside in the precinct, that I am eligible to vote in this election and that I have not previously voted in this election.  
*Bajo pena de perjurio juro o afirmo que la información de arriba es correcta, que vivo en el precinto y que estoy capacitado para votar en la elección y que no he votado anteriormente en la elección.*

**X**

Signature / Firma

Official Use Only / Para Uso Oficial Solamente

Receipt No. / No. de Recibo

19001

Code

#

By

COUNT?

**Y N**

# Voter Registration Forms

The full sheet voter registration form is for voters who **DID NOT** vote a Provisional ballot and need to change their political party, name, or mailing address. Changes on this form will not be applicable for the current day's election. Give the voter the back white copy as a receipt. The completed form should be placed in the Unofficial Returns bag.

## ARIZONA VOTER REGISTRATION FORM

### FORMULARIO DE INSCRIPCIÓN DE VOTANTE EN ARIZONA

LAS INSTRUCCIONES EN ESPAÑOL SE ENCUENTRAN AL REVERSO

**Questions?** For questions regarding voter registration, call your County Recorder listed on the back of the form.

**You Can Use This Form To:**

- Register to vote in the state of Arizona
- Let us know that your name, address or party affiliation has changed.

**To Register To Vote In Arizona You Must (Qualifications):**

- Be a **United States citizen** (see citizenship requirements on back)
- Be a **resident** of Arizona and the county listed on your registration
- Be **18 years** of age or more on or before the day of the next regular General Election

**WARNING: Executing a false registration is a class 6 felony**

**You Cannot Register To Vote In Arizona If:**

- You have been convicted of a felony and have not yet had your civil rights restored
- You have been adjudicated incompetent

**How To Register To Vote:**

- To be eligible for an election, you must register to vote at least 29 days before the election
- You can mail or hand deliver your completed form to your County Recorder's office
- If by mail, the form must be received by the County Recorder no later than 5 days after the last day to register to vote in that election or be postmarked 29 days or more before an election and received by the County Recorder by 7 p.m. on election day
- Your County Recorder's office will mail you a proof of registration within 4 – 6 weeks
- You can register online at [www.azsos.gov](http://www.azsos.gov)

**Citizens With Disabilities May:**

- Contact the County Recorder/Elections Department for information about early voting, accessible voting, or other accommodations.

**PROOF OF CITIZENSHIP REQUIREMENT**

A complete voter registration form must contain proof of citizenship or the form will be rejected. If you have an Arizona driver license or nonoperating identification license issued after October 1, 1996, this will serve as proof of citizenship. If not, you must enclose proof of citizenship with the form. Please refer to the back of the form for a list of acceptable documents to establish your citizenship.

**PERMANENT EARLY VOTING LIST  
EARLY BALLOT – VOTE BY MAIL**

Any voter may request to be included on the "Permanent Early Voting List" (PEVL) in order to automatically receive an early ballot for all elections he or she is eligible to participate. To be on the list, the address where you receive mail must be in Arizona. Military and overseas voters are also eligible to be on the PEVL using their overseas mailing address. To automatically receive an early ballot, mark "Yes" in box 1.

If "Yes" is marked in box 1, you will be added to the PEVL. If "no" is marked in box 1, your name will not be added to the PEVL and will be removed from PEVL if it was previously included on the list. If neither "Yes" or "No" are marked in box 1, your record will remain unchanged as it relates to being on the PEVL.

<Fold Line> **USE BLACK PEN – COMPLETELY FILL OUT FORM USE PLUMA DE TINTA NEGRA – LLENAR EL FORMULARIO COMPLETAMENTE** <Fold Line>

[1] Permanent Early Voting List – Early Ballot (see instructions above) <input type="checkbox"/> YES, I want to automatically receive an early ballot for each election for which I am eligible. <input type="checkbox"/> NO, I <b>DO NOT</b> want to automatically receive an early ballot. I understand CHECKING THIS BOX will remove my name from the list if it was previously included.		BOX FOR OFFICE USE ONLY <span style="font-size: 24pt; font-weight: bold;">11G 498803</span>	
[2] Last Name	First Name	Middle Name	Jr./Sr./III
[3] Address <u>where you live</u> – If no street address, describe residence location using mileage, cross streets, parcel #, subdivision name and lot, or landmarks. Do not use post office box or business address. Draw a map below if located in rural area.			[4] Apt./Unit/Space
[5] City	[6] Zip	[7] Address <u>where you get your mail</u> , if mail is not delivered to your home	
[8] Last four digits of Social Security Number	[9] AZ Driver License Number or AZ Nonoperating License Number	[10] Optional Tribal Identification Number	[11] Alien Registration Number
[12] Birth Date (MM/DD/YYYY)	[13] State or Country of Birth	[14] Party Preference <input type="checkbox"/> Republican <input type="checkbox"/> Democratic <input type="checkbox"/> Other	[15] Telephone Number
[17] If you were registered to vote in another state, list former address including county and state		[18] List former name (if applicable)	[16] Occupation
[20] Are you willing to work at a polling place on election day? <input type="checkbox"/> Yes <input type="checkbox"/> No		[21] E-mail address	
[22] <input checked="" type="checkbox"/> Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you checked "No" to either one of these questions, do not submit this form.</i> <input type="checkbox"/> Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No		[19] Father's name or mother's maiden name	
[23] If no street address draw a map here: <div style="text-align: center;">                     N                      W ————— E                      S                 </div>		[24] If you are unable to sign the form, the form can be completed at your direction. The person who assisted you must sign here.  SIGNATURE OF PERSON ASSISTING _____ DATE _____	

<Remove tape and fold to mail> Remove tape and fold to mail>

# INSPECTOR

The Inspector is the supervisor of the Election Board and oversees the general operation of the polling place. Each Inspector must be **thoroughly** familiar with all election procedures and the poll worker duties.



## Days before the Election:

- Contact the facility to schedule a date/time for set-up
- Arrange when/how to enter the building on the day of the election
- Contact the workers to notify them of their duties and date/time for set-up at least one week prior to the setup day (this is to allow for replacements to be found if needed)

## Election Set Up:

- Open the supply cage and locate the Inspector's folder
- Complete the Inspector's Inventory checklist
  - *call the Elections Department if any critical supplies are missing*
- Check for any names to be add to lists (Early Voters, Write-in Candidates, etc)
- Check for notifications regarding precinct splits (*if applicable*) and share this information with the Ballot Judge
- Assist with all set up tasks & verify everything is in order for the election
- Secure ballots, registers, & rosters back into the supply cage

## Election Day:

- Administer the Oath of Office on the front cover of the Poll List book
- Ensures each poll worker knows their job duties & what is expected
- **Monitors the ballot box at all times**
- Collects secrecy sleeve from voter after the ballot is deposited into ballot box
- Ensures that every voter receives the "I Voted Today" sticker
- Schedules regular comfort & meal breaks for poll workers
- Oversees authorized Party Representatives requesting the Poll List sheets
  - Verifies they have written authorization signed by the Party Chairperson



# CLOSING THE POLLS

---

The polls are officially closed after the Marshal makes the announcement **and** the last voter in line has completed the voting process.

## **Marshal, Judges, & Clerks:**

- I. Break down and put away all secrecy voting booths, AutoMARK machine, tables, chairs, indoor signs, supplies, etc
- II. Deliver all sets of precinct Registers & Rosters to the Inspector
- III. Verify the polling place is cleaned up & returned to the condition in which it was found
- IV. When the Inspector is ready, you will need to sign both the Poll List book and the Official Ballot Report (or you won't get paid)

## **Inspector:**

- I. Complete the Official Ballot Report (*inside the Poll List book*):
  - a. Request assistance from both the Ballot Judge & Provisional Ballot Clerk to ensure an accurate count
- II. Make sure **ALL** Poll Workers have **PRINTED AND SIGNED** the Official Ballot Report & signed the Poll List book
- III. Review the Inspector's Inventory checklist to verify that all items have been collected
- IV. Secure additional items in the supply cage and lock it up
- V. Double check the polling place to make sure it is being left in proper condition
- VI. Once all of the closing operations have been completed, the **Inspector** may dismiss the Board (*except the opposing party Judge*)
- VII. The **Inspector** and the **Judge of the Opposite Party** will hand over the sealed ballot transfer bag and the sealed ballot drop box to the designated troubleshooters
- VIII. Facilities voluntarily host elections and we should behave as invited guests. Please keep kitchens and break rooms in the condition in which you found them.

NOTE: Troubleshooters will start collecting the remaining equipment & supplies from all the polling places over the next few days.

# INSPECTOR – Closing the Polls

## I. Prepare & secure ballot box:

- Sign the White & Red seal
- Place seal over the ballot box slot
- Lock the box with the small padlock provided



## II. Place the following items in the clear “Official Returns” bag:

- Poll List with all original white sheets (blue book)
- Spoiled or Rejected ballots (if any)

## III. Place the following items in the clear “Unofficial Return” bag:

- Unofficial Poll List sheets (*colored copies: pink, yellow, & blue*)
- Signature Rosters (yellow book)
- Completed Voter Registration forms (if any)
- Yellow copy of the Official Ballot Report
- Completed W-9 forms (if any)

## IV. Place the following items in the Ballot Transfer bag:

- Any Early Voter ballots that were dropped off
- All sealed Provisional Ballot Envelopes containing voted ballots
- Unofficial Return Bag
- Official Returns Bag



## V. Lock the orange Intab seal through the zippers of the ballot transfer bag



## VI. Complete the Ballot Transfer Receipt

- Double check all entries
- Sign the bottom with the trouble shooters
- Provide the white copy to the troubleshooters
- Retain the yellow copy for 6 months

## VIII. The Inspector and the Judge of the Opposite Party will hand over the following items to the designated troubleshooters:

- ballot transfer bag
- ballot drop box
- supply cage key

\* **NOTE:** Please read additional Inspector notes that are continued at the bottom of the page entitled “Closing the Polls”.

# (Official Ballot Report Sample)

**\* You can use this sample as a test run before you complete the official form.**

<b>OFFICIAL BALLOT REPORT</b>	
PRECINCT _____	DATE _____
1. TOTAL BALLOTS RECEIVED:	1. _____
2. TOTAL SPOILED BALLOTS:	2. _____
3. TOTAL UNUSED BALLOTS:	3. _____
4. ADD LINES 2 AND 3:	4. _____
5. SUBTRACT LINE 4 FROM LINE 1:	5. _____
6. TOTAL PROVISIONAL & CONDITIONAL PROVISIONAL BALLOTS:	6. _____
7. SUBTRACT LINE 6 FROM LINE 5 (TOTAL BALLOTS CAST):	7. _____
8. TOTAL NUMBER OF NAMES IN POLL LIST:	8. _____
9. TOTAL DROPPED OFF EARLY BALLOTS RECEIVED:	9. _____
<b>LINES 5 AND 8 MUST MATCH. EXPLAIN THE REASON FOR ANY DISCREPANCY:</b>	
<b>CERTIFICATE OF PERFORMANCE</b>	
<small>We hereby certify that all voters whose signatures appear upon the Precinct Signature Roster voted in this election, excepting those who, after signing the Signature Roster, failed to vote or were challenged and denied the right to vote as indicated on the Challenge List, that the number of voters who voted in this election in this precinct is as indicated in the sections above, and that valid proof of identification was obtained from every elector or if identification was not presented or the identification presented was insufficient, the provisional ballot envelope was marked appropriately to indicate that the provisional ballot was voted due to no identification or insufficient identification presented. We further certify that the total number of Official Ballots received, voted or spoiled is as indicated above and this accounting is true and correct in every way. We further certify that the Challenge List shows a complete list of all persons challenged, together with the action taken on each challenge.</small>	
<b>PLEASE SIGN LEGIBLY <u>AND</u> PRINT YOUR NAME.</b> <small>Failure to sign and print legibly will delay paychecks for the entire precinct.</small>	
Inspector _____	
I.D. Clerk _____	
I.D. Clerk _____	
Judge _____	
Judge _____	
Marshal _____	
Poll List Clerk _____	
Provisional Clerk _____	
<b>NOTICE:</b> Leave the white original in the Poll List Book. Place <b>yellow copy</b> of this form in the Unofficial Returns Envelope.	

**ALL Poll Workers must legibly Print & Sign their names at the bottom of the Official Ballot Report in order to get paid (this sheet is used to process all payroll).**

*(Samples of Poll List Book & Ballot Transfer Receipt)*

## POLL LIST OF THE



\_\_\_\_\_ ELECTION  
HELD IN THE PRECINCT OF \_\_\_\_\_  
IN THE COUNTY OF PINAL  
ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

**A.R.S. §16-534. OATH OF MEMBERS.** "Before opening the polls, each member of the board and each clerk shall take an oath to faithfully perform the duties imposed upon him by law. Any elector to the precinct may administer and certify the oath"

**OATH OF OFFICERS OF ELECTION**

STATE OF ARIZONA  
COUNTY OF PINAL



We and each of us do solemnly swear that we, and each of us, will support the constitution of the United States and the Laws of the State of Arizona; that we will, with true faith and allegiance, bear to the same and defend them against all enemies whatsoever, and that we will faithfully and impartially discharge the duties imposed on and assigned us by law.

_____	_____	_____
Inspector	Judge	Judge
_____	_____	_____
Clerk	Clerk	Clerk
_____	_____	_____
Clerk	Clerk	Marshal

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

_____	_____
Signature	Signature

The officers of the election, were respectively sworn or affirmed, as the law directs, previous to their entering on the duties of their respective offices, and the following is the number and name of electors voting:

**POLL LIST AFFIRMATION**

We hereby certify that the number of electors voting at this election was: \_\_\_\_\_  
and the number of ballots destroyed was (see A.R.S. §16-602): \_\_\_\_\_

_____	_____	_____
Inspector	Judge	Judge
_____	_____	_____
Clerk	Clerk	Clerk
_____	_____	_____
Clerk	Clerk	Marshal

**At the close of the election, ALL Poll Workers must Sign their names at the bottom of the Poll List.**

**PRECINCT INSPECTORS COMPLETE THIS RECEIPT**

**Pinal County Elections Department  
Ballot Transfer Receipt**

Precinct Number \_\_\_\_\_  
Date of Election \_\_\_\_\_ Time of Transfer \_\_\_\_\_ P.M.

We, the undersigned members of the Pinal County Election Board, certify that the following items were transferred to designated Pinal County Elections Department troubleshooters:

Sealed **BALLOT BOX** Padlock # \_\_\_\_\_  
White Sticker with Red Print # \_\_\_\_\_  
Red Sticker with Black Print # \_\_\_\_\_

Sealed **BALLOT TRANSFER BAG** Main Padlock # \_\_\_\_\_  
Side Padlock # \_\_\_\_\_

Inspector \_\_\_\_\_  
Troubleshooter \_\_\_\_\_  
Troubleshooter \_\_\_\_\_

Original: Troubleshooter      Yellow Copy: Inspector

## IMPORTANT INFORMATION ABOUT VOTERS

### HELP AMERICA VOTE ACT (HAVA)

#### **Never deny a voter the right to vote!**

The Help America Vote Act (HAVA) mandates that all individuals who come into a polling place be allowed to vote. If a voter's eligibility is in question, the voter MUST be allowed to vote a provisional ballot.

If the voter is not in the Register and you cannot identify which precinct the voter is registered, then call Voter Registration. If the voter still insists on voting at that precinct, have the person vote a *provisional ballot*. Explain that their vote will not count if they vote at the wrong precinct.

# HISTORY ABOUT FEDERAL VOTERS

## A Bifurcated (Dual) Voter Registration System

**The National Voter Registration Act (NVRA)** requires Arizona to allow voters to register to vote in elections for federal office by using a federal registration form (“the Federal Form”). A person who uses the Federal Form must attest that the eligibility requirements, including citizenship, have been met and requires the person’s signature under penalty of perjury.

### **Proposition 200**

In 2004, Arizona voters passed Proposition 200, which required every person who is registering to vote or re-registering to vote in a different county to provide proof of citizenship. Acceptable forms of identification for proving citizenship are listed in this manual.

### **Court Action**

In 2006, two groups of plaintiffs - Gonzalez and Inter Tribal Council of Arizona (ITCA) –filed separate lawsuits against the State of Arizona to prevent officials from requiring proof of citizenship and after several years the consolidated case became Arizona v. Inter Tribal Council of Arizona, Inc. (ITCA). In 2010, the Ninth Circuit Court of Appeals held that Arizona’s proof of citizenship requirement conflicts with NVRA. In 2013, the U.S. Supreme Court affirmed the Ninth Circuit decision and held that Arizona could not require information that is not required by the form itself and therefore, a person registered using a Federal Form does not have to submit proof of citizenship. Following this opinion, the District Court entered its final judgment and further specified that a person who submits a Federal Form and does not provide proof of citizenship or any other information required by state law, is eligible to vote in elections for federal office.

### **Attorney General Opinion**

Arizona must establish a dual registration system, also known as a bifurcated system:

- One system for voters who use the State Form or the Federal Form and provide proof of citizenship. These voters are eligible to vote in federal, state and local elections.
- One system for voters who use the Federal Form without providing proof of citizenship.

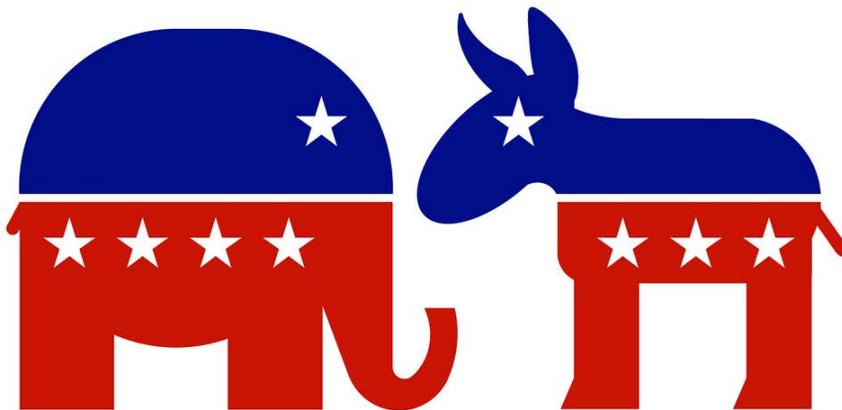
### **Remedy of Proof of Citizenship**

Arizona law requires a person to be registered and a resident of the boundaries for which the election is being conducted by midnight of the 29th day preceding the date of the election. This same deadline will apply to FED Only voters, which means that 29 days before the election is the last date that proof of citizenship can be provided in order for the voter to be eligible for a full state ballot.

If a FED Only voter does provide proof of citizenship to the County Recorder after the 29 day deadline, it will be accepted to determine if the voter is eligible for state and local elections in the *subsequent* election. This is the same process for any Full Ballot voter who registers after the deadline while the voter is not eligible for that election, the registration is processed to make the voter eligible for the following election.

# POLITICAL PARTY OBSERVERS

- ❖ Political party observers must immediately present the document appointing them as a political party observer to election officials (usually the Inspector) upon entering a polling place. Election officials must return the document to the political party observer after authenticating the document.
- ❖ Political party observers can enter and leave a polling place as long as their entering and leaving does not interfere with or impede the election procedures or staff.
- ❖ Under no circumstances should a political party ever place a mark or any type of material on a ballot or touch a voted ballot during observation of any of these election processes.
- ❖ Observers may not interfere with or impede the election procedures or staff. If a political party observer has a question about the proceedings, the political party observer should communicate the question to the officer in charge of the election (Inspector) and the officer in charge of the election should respond in a timely and reasonable manner.
- ❖ If a political party observer is asked by the officer in charge of the election or procedure to cease an activity that interferes with the election process, the political party must comply or the political party observer may be ejected.



# CHALLENGE PROCEDURES

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## **Pinal County Registered voters are able to challenge a voter provided that:**

- The voter is not the person whose name appears in the Precinct Register.
- The registrant has not resided in the State of Arizona or the jurisdiction for 29 days before the election.
- The voter has already voted at that election.
- The voter has been convicted of a felony and has not had the voter's civil rights restored.
- The voter is otherwise not a qualified voter (for example, 17 years old).
- A voter who has moved from one address to another within the county is not subject to challenge because of residence. [ARS §§ 16-591, 16-592 & 16-593]

## **If a voter is challenged, please call Voter Registration & follow these procedures:**

1. Check to see if the person challenging the voter is a registered voter of the county. If the challenger is a registered voter, then proceed to the next step. If not, the challenge is invalid, and the voter shall be permitted to continue with the voting process.
2. Have the challenged voter step aside. When a voter is challenged, the Inspector should have challenged voter step aside and permit the other voters in line to continue to vote while the challenge is being determined.
3. The election board, made up of the Inspector and two Judges, determines the validity of the challenge: In determining a challenged voter's residency, the election board must use the rules laid out in ARS § 16-593 (call Voter Registration if needed). The election board shall complete the Official Challenge List form found in the Inspector's Envelope (see sample on following page).
4. Verify the voter being challenged is registered to vote. If the challenged voter is registered to vote, the challenged voter must take and subscribe to the oath prescribed in the "Affidavit of Registration" If the challenged voter chooses, the voter may answer questions material to the challenge under oath to answer fully and truly all questions material to the challenge.

**\*\*\* Only the inspector may address questions to the challenged voter \*\*\***



# ELECTION & REGISTRATION DATES

## ELECTION DAY

Primary Election— Tuesday August 30, 2016

General Election— Tuesday November 8, 2016

## LAST DAY TO REGISTER TO VOTE \*

Primary Election— Monday August 1, 2016

General Election— Monday October 10, 2016

*\* In order to vote, eligible voters must have been registered in his/her resident precinct **NOT LESS THAN 29 DAYS** prior to election day.*

<u>ELECTION DAY</u>	<u>ELIGIBILITY TO VOTE *</u>
<b>August 30, 2016</b> – Primary Election	All registered voters, regardless of affiliation <b>Independents &amp; PND (party not designated) must choose which ballot they want.</b> <b>Independents may not select a libertarian ballot</b> <b>Nonpartisan ballots are also available.</b>
<b>November 8, 2016</b> – General Election	All registered voters, regardless of affiliation

IF THERE IS A QUESTION REGARDING A VOTER'S ELIGIBILITY,  
THE VOTER MUST BE GIVEN THE OPPORTUNITY TO VOTE  
*(Refer to pages on Provisional Ballots)*

# IMPORTANT CONTACT INFORMATION

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## VOTER REGISTRATION

**(520) 866-6859, (520) 866-6861, (520) 866-6862**

*Assistance or questions regarding voter information, inactive voters, provisional or conditional ballot voters*

## EARLY VOTING

**(520) 866-7563 or (520) 866-7564**

*Assistance or questions regarding early voters or permanent early voting information*

## ELECTIONS

Supplies: *Goran Petkovic* **(520) 866-7555**

Poll Workers: *Andrew Dearinure* **(520) 866-7558**

Polling Places: *Becky Christianson* **(520) 866-6059**

Elections Technician: *Tara Hampton* **(520) 866-7557**

Elections Director: *Michele Forney* **(520) 866-7556**



# DAY OR DAYS AFTER ELECTION DAY

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## QUESTION

WHAT IF I FINDS SOMETHING THAT BELONGS TO ELECTIONS?

## ANSWER

PLEASE DROP IT OFF AT ONE OF THE COUNTY OFFICES OR AT ELECTION CENTRAL (188 S MAIN ST COOLIDGE, AZ 85128). WE UNDERSTAND THE ELECTION NIGHT IS BUSY WE JUST NEED THE MATERIAL BACK.





ON BEHALF OF THE GREAT STATE OF  
ARIZONA, PINAL COUNTY, AND THE  
VOTING PUBLIC, WE WANT TO THANK  
YOU FOR DOING YOUR PART AS A  
POLL WORKER!

