

MANUAL OF INSTRUCTIONS FOR ELECTION OFFICIALS

2008 STATEWIDE PRIMARY ELECTION

MAY 13, 2008

TRAINING EDITION

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Voter Registration..... 526-8633
526-9826
526-9827

Prosecutor..... 526-8653

Sheriff.....526-8657

Secretary of State..... 1-866-767-8683

2008 STATEWIDE PRIMARY ELECTION – MAY 13, 2008

INSTRUCTIONS TO ELECTION OFFICIALS

DUTIES OF #1 COMMISSIONER - Supply Pick-Up – Monday, May 12th - 2 -6 p.m, 830 8th Avenue ✱

Please make certain that the vehicle you will be using to pick up and return supplies has adequate room.

#1 Commissioner is responsible to coordinate the polling place and see that all duties are properly performed. They are also responsible for seeing that the polls are ready to open at 6:30 a.m. and that everything is completed and in order, for returning to the Courthouse, once the polls have closed. If there are any differences of opinion among the election officials, the #1 Commissioner is to contact the Voter's Registration office.

~~To demonstrate the voting procedures - use ONLY a Sample Ballot and a copy of Instructions to Voters.~~

- A. Ask each voter if they require a demonstration of the voting system.
- B. Instruct the voter as follows:
 1. once they have read the instruction screen, they must press the "View Ballot" box to proceed to the ballot,
 2. to select a candidate, they must touch the square next to the candidate's name and make sure the entire box for their selection is backlit.
 3. they must page through the entire ballot, **including the review pages**, and then press the flashing red "Vote" button once they have completed voting, in order for their vote to be recorded.
 4. they may go back to the previous page, at any time, prior to pressing the red "Vote" button, if they wish to make a change on their ballot.
 5. if they make an incorrect selection, they simply touch that selection and it will be deselected.
 6. to check receipt on printer to verify their choices and that the printer is functioning properly.
 7. to wait until the screen informs them their ballot has been cast and thanks them for voting before leaving the voting booth

✱ **NEVER INSTRUCT A VOTER ON HOW TO DO A WRITE-IN UNLESS THE VOTER REQUESTS A WRITE-IN DEMONSTRATION!** *No official write-ins on this election*

DUTIES OF POLL CLERKS

- A. Voter approaches poll clerks after having received demonstration of voting system.
- B. Voter states name and address to poll clerks.
- C. Clerks are to locate the voter's registration record in the poll books. Be sure to check for forms in the front of the poll book (§3-1-34A)
 - (1) If unable to locate registration record in poll book, ask voter is they could be registered under old name or old address. If so, check under old name, or call the voter's registration office to determine which precinct they are registered ✱

ities of Clerks- Cont'd

REMEMBER: If voter's registration record is not in the poll book, you must allow the voter to vote, but inform them they must cast a provisional ballot. Follow "Provisional Ballot" instructions on Pages 7-8 of manual.



(2) If voter's registration record is found in poll book:

(a) Check record for indication the voter needs to show proper identification before voting. If necessary, ask voter to provide identification. ** If unable to do so, give voter the following options:

- * Come back later with proper identification before voting.
- * Vote a provisional ballot, which will be considered by the Board of Canvassers. (Follow instructions for Provisional Ballots on Pages 7-8.)



** Acceptable forms of identification must show voter's name and current address and are limited to: 1) driver's license 2) state issued photo ID 3) current utility bill 4) bank statement 5) Government check 6) payroll check 7) any other government document which shows the name and address of voter. Voter's registration ID card CANNOT be used for identification. (§3-2-10)

(b) If voter provides acceptable identification, record the type of identification on line provided on poll slip.



(c) Check voter's registration record for party affiliation and follow guideline below:

Voter Is Registered	Must Vote	Mark Poll Slip
Democrat	Democrat Ballot	"D"
Republican	Republican Ballot	"R"
Mountain Party	Non-Partisan Ballot	"N"
Voter is Registered:	May vote upon request	Mark Poll Slip
Any other party than those listed above	Democrat, Republican, or Non-Partisan	"D", "R" Or "N"

(e) Record Precinct # on Ballot Stub Number line on poll slip end.

(f) Have the voter sign on Voter Signature line of poll slip.

(g) Tear off poll slip end and give to voter to present to #2 or #3 Commissioner.

*****NAME AND ADDRESS CHANGES AT POLLS - (Party Affiliation CANNOT be changed at polls.) *****



(3) If voter is making an address change to their registration record, contact the voter's registration office to determine precinct for new address:

- If new address is in the same precinct, voter can:
 - * Make a change of address on their poll slip
 - * Vote a regular ballot in their precinct.
- If new address is in different precinct, voter can:
 - * Go to new precinct, file a change of address, and vote a Provisional Ballot. (Voter's ballot will be counted at the canvass)