

Poll Worker Manual

General Election
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Position Summary

When working the polls on Election Day, you can be asked to work in one of three positions: supply clerk, poll clerk or poll commissioner. Here is a brief description of each position.

Supply Clerk

The supply clerk is responsible for picking the election supplies up from the training/storage facility the day before the election and delivering them to their assigned precinct on Election Day. Supplies will include the electronic poll books, ballots, polling place signs, M100 and AutoMark keys and all paperwork needed for the day. They will also receive a list of poll workers assigned to their precinct that must be called prior to Election Day to remind them of the reporting time and location.

While in the precinct, the main responsibility of the supply clerk is to oversee the actions of fellow poll workers and voters. They will answer any questions that arise, make phone calls to the Voter & Elections office when necessary, complete the paperwork needed throughout the day and keep order in the precinct. The supply clerk will also process the provisional ballots after the poll clerks determine that is the voter's only option.

At the end of the night, the supply clerk along with an escort of the opposite political party will return the election supplies and voted ballots to the courthouse for tabulation.

Poll Clerk

The poll clerks work in teams of two, each representing a different political party, to check voters in using the electronic poll books and to issue ballots. Attention to detail is imperative for this position. The goal is to process each voter as quickly and accurately as possible. Poll clerks will determine if the voter is in the correct precinct, their address is listed correctly, make any changes necessary to the voter's information, match the signature in the poll book to the signature obtained from the voter and issue a standard ballot with a secrecy sleeve. The clerks are responsible for explaining the ballot directions to the voter. The poll clerks will also determine if the voter must vote a provisional ballot based on the guidelines listed in this manual.

Poll Commissioner

The poll commissioners also work in teams of two, each representing a different political party. They are responsible for receiving the voted ballot from the voter, verifying both poll clerks have signed the ballot, the number on the poll slip matches the ballot stub number and removing the ballot stub from the ballot. If everything matches, the voted ballot will be deposited into the M100 ballot box. The poll slip and ballot stub are then strung together with the needle and thread provided.

Opening the Polls

All poll workers must arrive at their designated precinct by 5:30 a.m. If a poll worker fails to appear at the polling place by 5:45 a.m., call the Voter & Elections office.

Before work can begin, all poll workers must take the Receiving Members Oath that is located in the blue binder. Once the oath is taken, the M100, AutoMark and ExpressPoll book should be started. This will give us time to diagnose and fix any problems prior to the polls opening.

A Precinct Cart Certification is located in the front pocket of the cart cover. Remove the certification and verify that the seal numbers match making note of any discrepancies. Cut the seals and remove the cart cover. Follow instructions in the ***M100/AutoMark Manual*** and the ***ExpressPoll Book Manual*** for setup.

Depending on the amount of supplies needed for each election the two extension cords and one power strip will be located in either the blue supply bag OR in the gray ballot box on the precinct cart. Secrecy sleeves will also be in the gray ballot box.

Duties Before Polls Open: Poll Clerks

After the ExpressPoll Book is setup, open the blue supply bag and remove the ballots and any other miscellaneous supplies needed for the clerks table. All of the paperwork needed throughout the day is located in the blue binder. You will need the following on your table or close by for easy access:

- Ballots (the lowest ballot number should be on top)
- ExpressPoll Book
- Assisted Voters Form
- Spoiled Ballot Envelope
- Secrecy Sleeves
- Voter Change Form
- Provisional Ballot Voters Form
- Statement of Ballots Used

Record the ballot numbers on the Statement of Ballots Used Form.

Duties Before Polls Open: Commissioners

The M100 ballot box and AutoMark should be setup to allow the voter as much privacy as possible when voting on the AutoMark or when depositing their ballot into the M100.

Remove poll booths from the precinct cart and setup approximately 5 feet apart. If that distance is not possible, they should be placed for maximum privacy for the voter.

An instruction card should be placed in each poll booth which gives the voter instructions on over voting, write-ins and obtaining a new ballot in place of one that is accidentally spoiled.

Duties Before Polls Open: Outside the Precinct

Two poll workers must measure 300 foot from the entrance to the polling place and hang the *No Electioneering* sign as close to the end of the measurement as possible. A 100 foot tape measure is provided in the supply kit.

No political signs are allowed within that area. If there are signs, remove them if possible or call the Voter & Elections office for removal.

Designate the parking space closest to the entrance of the polling place as handicap parking only with the sign provided. This will not need to be done if your precinct already has handicap parking spaces available.

Place the following signs on the entrance to the polling place:

- Polling Place Sign
- Voter Instructions
- Know Your Voting Rights
- Sample Ballots
- Flags

At 6:30 a.m., a poll worker must step outside the precinct and announce “The time is 6:30 and the polls are now open”. **No matter what, the precinct MUST open at 6:30 a.m. No excuses!**

Processing a Voter: Poll Clerks

See the *ExpressPoll Manual* for step-by-step instructions on processing the voter in the electronic poll book.

Address/Name Verification

The voter will approach the clerk’s table and state their name and address. The clerk will verify that the voter’s address and/or name is still correct.

If the voter has a change of address that is outside of your precinct, they must be directed to vote at their new precinct. They will be required to vote a provisional ballot if they refuse to go to the correct precinct.

If the updated address is still within the precinct, the change will need to be recorded on the *Voter Change Form* and the voter will be issued a normal ballot. Be sure to include the physical address and mailing address if it is different.

The Voter Change Form will also be used if the voter has a name change, signature is missing from the poll book or the signature has significantly changed over time.

Providing Identification

If the voter did not present an ID at the time of registration, the poll book will have “NO” listed under the identification slot.

The voter must show one of the following forms of ID to vote without being challenged:

- WV Driver’s License, State Issued ID, Passport, Military ID
- Current Utility Bill
- Bank Statement
- Paycheck Stub
- Government Document

The voter will be required to vote a provisional ballot if they do not have an ID and they do not want to come back at a later time with identification.

Issuing Ballots

This is a General Election so everyone will be issued the same ballot style.

Ballots are issued starting with the lowest number and both clerks must sign the bottom of the ballot.

Once the voter has been checked into the ExpressPoll Book and a poll slip is printed, the clerk will write the ballot stub number on the poll slip.

The voter will receive the ballot, poll slip and secrecy sleeve. The clerk should give the voter instructions on marking the ballot and then direct them to an open voting booth.

Spoiled Ballots

If a voter indicates the ballot is spoiled, defaced, not signed by two poll clerks, the ballot stub is not attached or that they have voted incorrectly, the poll clerk will write SPOILED across the front of the ballot and place it into the spoiled ballot envelope.

The poll clerks will issue the voter a new ballot. Using the SAME poll slip just mark a line through the spoiled ballot stub number and write in the new ballot stub number.

Spoiled ballots also need to be recorded on the *Record of Spoiled Ballots* form.

Assisted Voters

A voter can ask for assistance if they are of advanced age, blind, disabled, or unable to read/write.

If the voter does not have anyone of his/her choice, two commissioners of opposite political parties may assist.

The poll clerk will write the name of the voter on the *Assisted Voters* form. The person offering assistance must sign the form stating they will not influence or advise the voter.

Provisional Ballots

A provisional ballot is a ballot that has been challenged by the poll worker.

Reasons

There are several circumstances that would require voters to vote a provisional ballot.

- The voter has already voted an absentee/early ballot
- Voter is not found in the poll book
- Signature in the poll book does not match voters signature
- Voter asked for unnecessary assistance
- The poll worker is working outside of their registered precinct
- The poll book indicates ID needs to be shown and the voter has no proof of identification

Procedures

The voter is to sign the *Provisional Ballot Voters* form. The clerks do not register the provisional voters in the ExpressPoll book.

NEVER sign a provisional ballot. Signing the ballot means the ballot may be counted election night. Provisional ballots are not counted election night but are considered at canvass.

Complete the front and back of the provisional envelope indicating the precinct where the voter is voting and the reason for the challenge by checking the proper square. If the reason is not listed on the envelope or additional explanation is needed, write it on the lines provided. Complete the rest of the requested information and sign where indicated.

On the second envelope marked provisional ballot envelope the clerk writes in the precinct number.

Give the ballot and envelope with the precinct number to the voter. Instruct the voter to return to the supply clerks table after voting.

When the voter returns to the clerks table, have the voter do the following:

- Place the ballot in the envelope with the precinct number on it and seal the envelope;
- Place the sealed envelope inside the provisional envelope with the voter's name and other information on it; and
- After the voter seals the outer envelope, have the voter sign in ink his/her name across the back of the envelope where indicated.

Place the provisional envelope inside the large manila provisional ballot envelope.

Give voter the *Provisional Ballot Notice* so they are able to track their provisional ballot.

At the end of the day, count the number of provisional ballots, record that number on the *Statement of Ballots Used* form, seal the envelope and all workers sign across the back.

Processing a Voter: Poll Commissioners

Poll commissioners should be keeping track of the length of time it takes a voter to vote. Voters are allowed 5 minutes to vote and voters with disabilities are allowed 15 minutes.

The poll booths and AutoMark should be checked regularly for campaign literature and other items that voters may leave behind.

Accepting Ballots

Ballots can only be put into the ballot box by the poll commissioners.

The voter will approach the commissioners table and hand the ballot, which should be inside the secrecy sleeve with the ballot stub end sticking out, and the poll slip to the commissioner standing at the ballot box.

The commissioner will verify that both clerks have signed the ballot and that the ballot stub number matches the number written on the poll slip. One commissioner will remove the ballot stub and hand it, along with the poll slip, to the second commissioner.

The commissioner with the ballot will deposit it into the M100.

Step-by-step instructions for inserting the ballots into the ballot box and any ballot box issues can be found in the *M100/AutoMark Manual*.

After the ballot is accepted into the ballot box, the second commissioner can string the ballot stub and poll slip together using the needle and thread provided in the blue binder.

Poll slips must be counted at the end of the night so it is recommended to clip the stubs and slips together in bunches of 25 or any other number that will allow for easy counting.

Supply Clerk

The supply clerk will be given a list of poll workers assigned to the precinct that must be called prior to Election Day to remind them of the reporting time and location.

Supplies can be picked up from the Voter Storage/Training facility on November 7th from 1:00 – 5:00 p.m. The supplies include electronic poll books, ballots, polling place signs, M100/AutoMark keys, rolling supply bag and the blue supply binder.

Be sure to look through the ENTIRE binder for the paperwork and signs that will need to be used throughout the day. The clerks should be given any forms that they will use while processing voters.

Almost all of the paperwork requires the poll workers signatures. This should be done throughout the day to speed up the process at the end of the night.

Closing the Polls

Promptly at 7:30 p.m., a poll worker steps outside and announces that the polls are now closed.

Waiting Voter Permits

If there are voters in line at the time of closing, a commissioner from each party begins at the end of the line and distributes the *Waiting Voter Permit* slips to each of the waiting voters.

The permits are to be signed and dated by the voter and both commissioners.

After the last voter with a permit votes, no more ballots can be cast or received.

M100/AutoMark and ExpressPoll Book

Once all ballots have been processed, immediately begin shutting down the M100. This will need to be done before the county field worker can perform her duties.

Step-by-step instructions for shutting down both machines and the poll book can be found in the *M100/AutoMark Manual* and the *ExpressPoll Manual*.

Paperwork, Envelopes, Ballots, Supplies

The paperwork is now clearly marked as to where it goes at the end of the night. Please follow the instructions in the blue binder for each form.

After all voters have been processed, the four copies of the *Statement of Ballots Used* form should be completed. This form is used to account for every ballot that was issued to the precinct. Once completed, two copies will be placed in the envelope that will be put into the ballot box and two copies will be placed in the postage paid envelope that must be mailed election night.

The strung poll slips are placed in the envelope marked *Ballot Stubs*.

Be sure to complete the *Expense Statement* with each poll workers legal name and mailing address.

Any signs that were put up during the day should be taken down prior to leaving the precinct. Remove all of the tape before placing them back into the supply bag/binder.

The following MUST be put into the plastic ballot box at the end of the night:

- Voted Ballots
- Ballot Stub Envelope
- Statement of Ballots Used (2)
- PCMCIA Card
- Voter Change Form
- When Polls Close Certification
- Spoiled Ballots
- Expense Statement
- Provisional Ballots
- Oath of Election Commissioners
- Provisional Ballot Voters Form

Once it is ready, close the ballot box using two of the red plastic seals provided. The signed *Ballot Box Certification* should be taped to the top of the ballot box.

Cover and attach the remaining four plastic seals to the precinct cart. Record the seal numbers on the *Precinct Cart Certification* located in the front pocket of the cart.

Escorts

The escort and supply clerk must be of opposite political parties.

The escort will accompany the supply clerk in the same vehicle to return the plastic ballot box and precinct supplies to the courthouse on Election Night.

An additional \$10 will be paid to the escort for this extra duty.

County Field Worker

All poll workers are required to wait on the county field worker to complete their duties before they can leave the precinct. The M100 must be shut down before they can start their work.

The county field worker will remove the PCMCIA card and ballots from the M100 and place them into the gray plastic ballot box.

All poll workers, including the field worker, will sign the *Ballot Box Certification* which will be taped to the top of the plastic ballot box.

The county field worker is trying to get to each precinct as quickly as possible so they should not be asked end of the night procedure questions.

Special Reminders

All voting should stop if a poll worker leaves the room. The bathroom break sign should ONLY be used while someone is in the restroom. Once everyone is done, voting is to resume immediately.

Cell phones are only to be used in between voters and not for long periods of time. No voter should be on their phone while in the precinct.

Visitors are not allowed in the polling place. This includes voters that want to stay inside to socialize.

No newspapers, political magazines, radios or laptops are allowed in the polling place.

If a voter comes in with a campaign hat, shirt, button, etc. ask them to cover or remove it.

NEVER discuss the ballot or political views while in the precinct.

No media, campaign workers or unauthorized people may enter the precinct. The only person allowed is a voter, person assisting the voter, child of the voter, an employee of the County Clerk or Secretary of State's office and the prosecuting attorney.

You are not paid for attending training if you do not work on Election Day.