Team Two – Setting Up the Precinct

☐ 1. Post outside voting location directional arrow signs

☐ 2. Place the flags and “No Campaigning Beyond this Point” sign 100 feet from the entrance of the voting location. These tools are required by law to identify the 100-foot electioneering-free zone outside of the polling place. If there is not a location to post these signs (lack of grass, etc.), place them as far away from the voting entrance as possible without going over 100 feet.

A 100-foot ball of string is enclosed in your supplies in the event that you have to identify the 100-foot safe zone for those desiring to campaign or congregate.

☐ 3. Use the “Voting Today” signs and flags to guide voters from the building entrance to the voting location.
4. Post inside voting location signs

Using the blue painters' tape provided, post the following signs in a prominent location:

Alpha Cue Signs (A-K and L-Z)
Voting Machine Instructions for ES&S iVotronic Voting Machine System
Voting Rights Information
Election Day Guidelines
No Smoking Signs
Notice of Double Voting Signs
Sample Ballot
Ward Map
Judge Carr Notice (posted on the front door of the voting location)

SAMPLES OF SOME OF THE POSTED SIGNS

ELECTION DAY GUIDELINES

STATE AND CITY FIRE LAWS PROHIBIT SMOKING IN PUBLIC PLACES. WE MUST INSIST THAT BOOTHS OFFICIALS AND VOTERS REFRAIN FROM SMOKING IN THIS ROOM.

NO SMOKING

VOTING RIGHTS INFORMATION

Election Day Guidelines
No Smoking
Voting Rights
Sample Ballot

Voting Machine Instructions

Ward Map

Judge Carr Notice
(posted on front door of voting location)

**NOTICE**

Your vote, including a vote cast by provisional ballot, will count ONLY if you are voting in the precinct in which you reside.

If you do not know whether your correct precinct is located at this polling place, please ask a poll worker now for assistance.
Preparing to Check in Voters

1. Check supplies needed for processing voters
   - Signature poll books (A-K and L-Z)
   - "A-K" and "L-Z" (packet of signs)
   - Supplemental voter list (if necessary, in back of the Signature Poll Book)
   - Supplemental Absentee voter list
   - Authority-to-Vote Slip pads
   - Authority-to-Vote envelopes (on the voting machines)
   - Precinct workbook (contains many forms you will use)
   - Precinct street and road guide
   - Voting location guide (County street and road guide) – IN THE CART
   - Provisional ballot applications booklet
   - 6 ink pens (pen kit)
   - Election Official nametags
   - Board of Elections business cards
   - Magnifying sheet (inside purple folder)
   - Precinct Identification table sign
   - 2 rubber fingers
   - Voter opinion cards

2. Record absentee voters listed from the Supplemental Absentee Voter List in the Signature Poll Books and on each of the three lists of registered voters that get posted.

Record which voters have been sent absentee ballots by writing “AB/PROV” in the Authority-to-Vote box of the signature poll book. NOTE: Some voters in poll books may already be marked as “AB/PROV” voters.

The Presiding Judge may do this task before Election Day, but an election official of the opposite party must verify that the Absentee Voters have been accurately recorded on Election Day.
On the day of the election, if necessary, a Supplemental Voter List will be attached to the back of the Signature Poll Books and a notice will be posted in the front of the Signature Poll Books.

If you cannot find a voter’s name in the appropriate place in the Signature Poll Book, you should check the Supplemental Voter List before making the final determination that the voter is a Provisional voter or a lost voter.

**Administrative Duties: Before Processing Voters**

- **1. The presiding judge administers the Oath of Office to all judges.**
  (Combined Oath of Office and payroll record form is located in the Precinct Workbook.)

- **2. Sign the payroll record.** All PEOs sign the Oath and Payroll record. If you forget to sign the payroll record, you will not be paid in a timely manner.

- **3. Call the PEO Hotline (462-4100) to report any Precinct Election Official vacancies.**

**Note:** The Board of Elections may authorize you to hire a new Precinct Election Official. Replacement Precinct Election Officials must be of the same party as the missing official. **Please call the BOE first before replacing a PEO as the BOE may be aware of circumstances unknown to you.**

The presiding judge administers the Oath of Office, and the newly hired Precinct Election Official signs the “In Case of Vacancy” form and the payroll sheet and provides a Social Security Number.
Are You Ready?

☐ Has the Presiding Judge administered the “Oath of Office”?

☐ Have all the PEOs signed the payroll form?

☐ Has Certificate No. 1 been completed?

☐ Have the absentee voters been recorded in the Signature Poll Books and the Voter Registration Lists?

☐ Have the zero tapes been printed, signed, and distributed?
Section 3: The Polls Are Open

Processing Voters
- "Regular Voters"
- "Provisional Voters"
- "Lost Voters"
- Types of Identification
- Voting on the Voting Machines

Managing the Voting Location on Election Day
- Electioneering
- Certified Poll Observers
- Challenging of Voters
- Voter Registration Listings
- Election Day Balance Sheet
- Precinct Election Official Tools

Voters with Specific Needs
- Voters with Disabilities
- Assisting a Voter with the Audio Ballot
Processing Voters

Three Types of Voters:

- **"Regular" Voter**
  - Name and address are correctly listed in poll book
  - Provides valid ID
  - Moved within the precinct (must also complete change of address form)

- **Provisional Voter**
  - Can’t find name in poll book
  - Moved into your precinct
  - Marked Absentee (AB/PROV) in poll book
  - Marked Provisional (PROV) in the poll book
  - Does not provide proper ID
  - Refuses to provide ID
  - Changed name

- **Lost Voters**

Forms of Valid ID

- **Photo ID**
  - Drivers License
  - State ID

- **Other ID (must contain name and current address to be valid)**
  - Utility Bill
  - Bank Statement
  - Military ID (only if it has current name and address)
  - Government Check
  - Payroll Check
  - Other Government document other than a document from the Board of Elections
General Process

1) Ask the voter to provide the voter's name, current residential address, and request a form of valid ID
   - If the voter shows valid ID, the voter votes a "Regular" ballot
   - If the voter does not show or does not have a valid form of ID, the voter MUST cast a Provisional ballot

2) Locate the voter in the Signature Poll Book
   - If there are no special notations, the voter may cast a "Regular" ballot
   - If there are special notations, the voter may cast a Provisional ballot (check on the back of the Signature Poll Book, see page 51)

3) If the voter's name is NOT in the Signature Poll Book, review the Supplemental Voter List in the back of Poll Books, if applicable, to find the voter's name

4) If the voter's name is neither in the Signature Poll Book, nor the Supplemental Voter List, check the Precinct Street & Road Guide to verify if the voter's name and current address is in or out of your precinct.
   - If the voter lives in your precinct, the voter must cast a Provisional ballot
   - If the voter lives outside your precinct, follow the procedures for a "Lost Voter" on page 63 and send the voter to the correct precinct to vote.