# Table of Contents

**ELECTION CHAIRPERSON “YOUR JOB - Before Election Day”** .................................. 6  
Recruit Election Board Workers ................................................................................. 6  
Post Notices .................................................................................................................. 6  
Receive Ballots and Supplies ....................................................................................... 6  
Polling Place Access ..................................................................................................... 6  
Set Up Tables and Booths ............................................................................................ 6  

**ELECTION WORKERS “YOUR JOB – OPENING THE POLLS”** ............................... 8  
Set Up the Polling Place .............................................................................................. 8  
Assign Jobs to Workers .............................................................................................. 8  
Organize Ballots .......................................................................................................... 8  
Sign Oaths .................................................................................................................... 9  
Equipment Security ..................................................................................................... 9  
Set Up the Touch Screen Voting Unit ......................................................................... 9  
Open Polls .................................................................................................................... 9  
Call the Election Office ............................................................................................... 9  

**GENERAL VOTING INFORMATION** ..................................................................... 10  
Voter Assistance ......................................................................................................... 10  
Disability Awareness .................................................................................................. 10  
Language Assistance .................................................................................................. 10  
Tracking Language Assistance ................................................................................... 11  
Campaigning .............................................................................................................. 11  
Removal or Exhibit of Ballot ....................................................................................... 11  
Poll Watchers ............................................................................................................. 11  
Exit Polling ................................................................................................................ 11  

**PRECINCT REGISTER WORKER “YOUR JOB - Processing Voters”** ............... 13  
Look for Voter’s Name on Register ............................................................................. 13  
Ask for ID and Mark the Type of ID Presented on Register ....................................... 13  
Have Voter Sign Register ............................................................................................ 13  
During August Primary Election, Check Voter’s Party Affiliation ............................ 13  
SAMPLE PRECINCT REGISTER PAGE .................................................................... 14  

**BALLOT ISSUING Worker “YOUR JOB - Issuing Paper Ballots”** ....................... 15  
Issue Paper Ballots ..................................................................................................... 15  
Voter Mismarks Paper Ballot ..................................................................................... 15  
Write-In Votes ............................................................................................................ 16  
Place Voted Paper Ballot Inside Ballot Box ............................................................... 16  
Assist Voters When Needed ....................................................................................... 16  

**BALLOT ISSUING Worker “YOUR JOB - Issuing Touch Screen Ballots”** .......... 17  
Touch Screen Voting ................................................................................................ 17  
Touch Screen Ballot Options ..................................................................................... 17  
Create Voter Access Card ......................................................................................... 17
GENERAL VOTING INFORMATION

Voter Assistance  Federal law allows a voter to have a person of his or her choice provide assistance to the voter during the voting process.

If voters have difficulty signing their names they may make a mark or an “X” where they need to sign.

The person providing assistance may go into the voting booth to assist the voter.

The person providing assistance may be an election official, a family member, a bystander or a campaign worker.

The person providing assistance cannot be a candidate for office in the election, the voter’s employer or agent of that employer, or an officer or agent of the voter’s union.

Disability Awareness  Voters with hearing, vision and/or mobility impairments may require additional assistance while voting. These voters can bring a person of their choice to assist them in the voting process.

Please refer to the Disability Awareness and Voter Assistance Information Tips for Alaska’s Election Workers for more detailed information on providing assistance to these voters.

Language Assistance  If a voter needs language assistance they may bring a person of his or her choice to assist in the voting process. You may contact your election supervisor for the name of a translator within your area. In many rural precincts at least one member of the election board is bilingual.

When providing an oral translation of ballot information, the translator may not voice their own opinion on candidates and/or issues appearing on the ballot.

Please refer to the Election Procedures for Bilingual Election Workers and Translators for more detailed information on providing assistance to these voters.