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I - INTRODUCTION

This manual, prepared by our Election Division, has an outline of duties and procedures for Judges and Clerks of Election to follow in conducting the 2017 elections in counties using Digital and Optical Ballots.

It is important that each Election Board Official carefully read and study this manual. The Election Board official's individual References reflect the guidelines in this manual.

Your County Clerk's Elections Office should be contacted if you have questions. Please don't hesitate to contact the Secretary of State's Office if you need further clarification.

My thanks to each of you who help make the election process a positive experience for Idaho's voters.

Sincerely,

LAWERENCE DENNEY

Secretary of State
Chief Election Officer
II - OVERVIEW

This manual has been written for your day as a poll worker. You will find instructions for conducting the election in accordance with State and Federal Laws as well as Directives issued by the Idaho Secretary of State.

You are required to receive training conducted by your County Clerk's Office on the responsibilities of being a poll worker, the correct process and legal requirements for registering voters, checking voters in, issuing ballots, receiving voted ballots and the accounting of all ballots along with the activity that occurs at the polls on Election Day. Therefore, you should be familiar with the information contained in this manual. However, if you have any questions or concerns regarding your responsibilities or the activities at the polls on Election Day, please contact your County Clerk's Elections Office for additional clarification or guidance.

Be sure to read this manual carefully as there are many differences in the legal requirements for the conduct of the election based on the type of election being conducted. There have also been many changes in the Election Laws pertaining to the conduct of the election as well as voter registration, which you are required to be familiar with prior to your day at the polls.

Each polling place must have an accessible voting unit available for voters with a disability in accordance with State and Federal Law. The County Clerk will determine which accessible voting device will be used in your precinct. You can review the list of accessible voting units approved for use in Idaho under the definition of "Accessible Voting Unit" in the Terminology (see "III - Terminology" on page 9) section of this manual. Regardless of the accessible voting unit your precinct will be using, you are responsible for understanding how the unit operates and how to assist a voter in using the machine. You should have received training on the operation of the Accessible Voting Unit, which included a demonstration as well as an opportunity to practice with the machine.

It is important to remember that every voter has the legal right to vote independently and to cast a secret ballot, in accordance with State and Federal laws. Your understanding of the Accessible Voting Unit and your ability to assist voters with disabilities with the Accessible Voting Unit can not only provide a voter with a great voting experience but also upholds the legal responsibilities of your position and that of the county. If you have any questions regarding the Accessible Voting Unit being used in your polling place, please contact your County Clerk's Office for additional training, clarification or information.

Please note that this manual has been written for all poll workers who will be issuing ballots that will be counted by an automated tabulator either at the polling place or at a central location, which is generally located at the County Clerk's Elections Office. You will find the notation "PRECINCT" at the beginning of items or instructions that only applies to those poll workers who will be conducting the election with a tabulator at the precinct.
For those of you who are using a tabulator at the precinct or polling place on Election Day, you were also required to attend training on the tabulator you will be using, which included a demonstration as well as an opportunity to practice with the machine. You can review the list of precinct tabulators approved for the use in Idaho under the definition of "Precinct Tabulator" in the Terminology (see "III - Terminology" on page 9) section of this manual.

NOTE: You should have also had an opportunity to review the manufacturer’s manual on the Accessible Voting Unit being used in your precinct or polling place as well as the precinct tabulator, if applicable. There will be references to the Manufacturer’s manuals and materials within this manual. If you have not had the opportunity to review the Manufacturer's Manual and materials, please contact your County Clerk's Election Office to request a copy.
III - TERMINOLOGY

1. **Accessible Voting Unit:**
   a. This device is designed to assist voters who have difficulty seeing or marking a ballot to vote privately and independently.
   b. An audio ballot is also available for use with this unit.
   c. This device will prevent overvotes and can alert voters about undervotes.
   d. This device will be one of the following:
      1) **AutoMARK:**
         a) The device marks an oval ballot after the voter has made his or her selections on a touch screen or Braille keypad, or with a personal sip and puff device.
      2) **eSlate:**
         a) The device allows voters to cast an electronic ballot after the voter has made his or her selections using the dials and buttons, or with other adaptive devices for voters with mobility impairments. Before casting the electronic ballot, voters have the opportunity to verify their selections on a printed paper record.
      3) **ExpressVote:**
         a) The device marks a ballot card after the voter has made his or her selections on a touch screen or Braille keypad, or with a rocker/paddle control switch or a sip and puff tube device.
      4) **TouchWriter:**
         a) The device prints a separate ballot after the voter has made his or her selections on a touch screen or Braille keypad, or with a personal sip and puff device.
   e. You will be provided with operating instructions for the specific machine at your polling place. If you cannot locate the instructions in your supply box, please contact the County Clerk's Office immediately.

   **IMPORTANT:** Except for the eSlate, these devices only mark a ballot or ballot card and no votes are stored in the machines. The eSlate does not mark a ballot or card but records the votes electronically for tabulation at the end of the day.

2. **Ballot Card:**
   a. The Ballot Card is used in conjunction with the ExpressVote ballot marking device. This is issued in place of the Oval Ballot(s).
3. **Central Counting:** When ballots are transported from the polls to a central location for tabulation.

4. **Closed Primary:** A Closed Primary is a direct primary in which voters can only vote for candidates of the party in which they are registered. This means that voters will only receive the ballot for one party.

5. **Digital Scan Ballot**
   a. The digital scan ballot is a digital reader ballot. It can be provided with or without a single perforated stub attached to the ballot. Digital scan ballots are provided in sets or pads of 25 or 50. If the ballot has a perforated stub, it is removed prior to issuing the ballot.
   b. The digital scan ballot is voted by completely filling in either the box or oval opposite the voter's choice of candidates and/or YES/NO response positions. The mark must be made using the marking device provided by the Election Board.

6. **Election Record and Poll Book (i.e. Poll Book):** The Election Record and Poll Book means the book containing a listing of registered voters who are qualified to appear and vote at the designated polling places. The Election Record and Poll Book is used for voter signatures, ballot accounting and keeping track of voting activities throughout Election Day. An additional copy of the Election Record and Poll Book may be maintained by the Receiving Clerk to record that the voter has voted. If a second Poll Book is not provided for use by the Receiving Clerk, a List of Registered Voters will be provided instead. The List of Registered Voters is also a listing of registered voters who are qualified to appear and vote at the polling place. (Sec. 34-111, Idaho Code)

7. **Judge's Booth Controller (JBC):**
   a. Control unit for the eSlate system, through which a poll worker distributes electronic ballots to the eSlate.
   b. Used to issue electronic ballots to voters for use with the eSlate.
   c. Also serves as the electronic ballot box.

8. **Optical Scan Ballot:**
   a. The optical scan ballot is an optical reader ballot with a single perforated stub attached to the ballot. Optical scan ballots are stapled in pads of 25 or 50 ballots.
   b. The optical scan ballot is removed from the stub prior to issuing and handing it to a voter.
   c. The optical scan ballot is voted by completely filling in either the box or oval opposite the voter’s choice of candidates and/or YES/NO response positions. The mark must be made using the marking device provided by the Election Board.

9. **Overvote:**
   a. If a voter places a mark or writes-in the names of more than one candidate for an office than are to be elected or nominated, no vote shall be counted for any candidate for that office. The ballot is defective with respect only to that office, and the rest of the ballot will be counted.
10. **Paper Ballot:**
   a. The ballot is a paper ballot with a single stub attached to the top.
   b. The ballot is removed from the stub prior to issuing and handing it to a voter.
   c. The paper ballot is voted by the voter placing an X in the square to the right of the voter’s choice of candidate or YES/NO response positions.

11. **Precinct Counting:** When ballots are tabulated at the polls.

12. **Precinct Tabulator:**
   a. This electronic device tabulates votes on ballots throughout the day, although no results are available until the polls close and all voters have completed voting.
   b. This device will notify the voter of any overvotes or undervotes on their ballot in order to give them the opportunity to correct the ballot if they choose.
   c. This device gives the voter the option of depositing the ballot(s) into the unit or have the Receiving Clerk deposit the ballot(s) for the voter. See *Receiving the Voted Ballot* (on page 53).
   d. For detailed instructions on the setup, operation, troubleshooting and closing of the unit, refer to the Manufacturer’s Manual and materials provided by the County Clerk’s Office.
   e. If a precinct tabulator is being used at your polling place, this device will be one of the following:
      1) DS200 Tabulator
      2) eScan - Ballot Box Station
      3) M-100 Tabulator

13. **Primary:** A Primary Election is where political parties select the party's nominees to move on to the General Election.

14. **Secrecy Sleeve:** The device used to shield the voter's marked ballot(s) while going from either the voting booth or the ballot marking device to the Receiving Clerk. This can be a manila file folder, plastic sleeve in which the ballot is inserted in the bottom or any other device that will conceal the voted ballot from the view of others.
   a. If using the eSlate for the accessible voting device, there is no paper ballot to be returned to the Receiving Clerk. The paper audit remains with the eSlate voting unit.

15. **Transport Carrier (i.e. Transfer Case):** Any carton, box or other container furnished by the County Clerk, which has the capacity for containing the voted ballots. This container must be able to be sealed with a numbered seal prior to transport to the County Clerk’s Office.

16. **Undervote:**
   a. If a voter does not mark a candidate or issue, the votes for the other candidates or issues on the same ballot that are validly marked shall be counted. Failure to vote for a particular candidate or issue will be deemed a conscious decision to not vote for either that office or issue.
IV - VOTER QUALIFICATIONS

A. Qualified Elector Defined: “Qualified elector” means any person who is eighteen (18) years of age, is a United States citizen and who has resided in this state and in the county at least thirty (30) days next preceding the election at which he desires to vote, and who is registered as required by law. (Sec. 34-104, Idaho Code)

B. Residence Defined: (1) “Residence” for voting purposes, shall be the principal or primary home or place of abode of a person. Principal or primary home or place of abode is that home or place in which his habitation is fixed and to which a person, whenever he is absent, has the present intention of returning after a departure or absence therefrom, regardless of the duration of absence.

   (2) In determining what is a principal or primary place of abode of a person the following circumstances relating to such person may be taken into account: business pursuits, employment, income sources, residence for income or other tax pursuits, residence of parents, spouse, and children, if any, leaseholds, situs of personal and real property, situs of residence for which the exemption in section 63-602G, Idaho Code, is filed, and motor vehicle registration.

   (3) A qualified elector who has left his home and gone into another state or territory or county of this state for a temporary purpose only shall not be considered to have lost his residence.

   (4) A qualified elector shall not be considered to have gained a residence in any county or city of this state into which he comes for temporary purposes only, without the intention of making it his home but with the intention of leaving it when he has accomplished the purpose that brought him there.

   (5) If a qualified elector moves to another state, or to any of the other territories, with the intention of making it his permanent home, he shall be considered to have lost his residence in this state. (Sec. 34-107, Idaho Code)

C. Idaho Constitutional Disqualifications (Article VI, Section 3): No person is permitted to vote, serve as a juror, or hold any civil office who has, at any place, been convicted of a felony, and who has not been restored to the rights of citizenship, or who, at the time of such election, is confined in prison on conviction of a criminal offense.
Every voter is required to declare a party affiliation during registration, in accordance with 34-404, Idaho Code. Voters may designate an affiliation with one of the recognized political parties or may designate themselves as an "unaffiliated" voter (i.e. no party preference). Currently, Idaho has four recognized political parties. They are the Constitution, Democratic, Libertarian and Republican parties.

**IMPORTANT:** For questions regarding registration and party affiliation, refer to 34-404, Idaho Code, in the Election Laws manual provided by the County Clerk.

Voters may designate their party affiliation with their party choice or select no party affiliation (i.e. unaffiliated) by:

1. Completing a new Voter Registration Card.
2. Completing a Party Affiliation Declaration Form.
3. Declare a party at the polls at a Primary Election.

Party affiliation only applies to the 2018 Primary Election and the 2020 Presidential Primary Election. It has no effect on voting options at the 2018 General Election or any other election.

There are elections on non-partisan offices and/or issues scheduled to be held in conjunction with the Presidential Primary, Primary Election and other election dates, such as special district candidate and judicial candidate elections, and bond, levy, taxing districts or state and local questions. All registered voters are entitled to vote on non-partisan candidates and issues during the Presidential Primary and Primary Elections.
Why does a voter have to designate a party affiliation?

In accordance with 34-404, Idaho Code, every voter is required to declare a party affiliation with one of the 4 recognized political parties or declare no party affiliation (i.e. Unaffiliated) when they register to vote, which becomes part of the voter's registration data and is public record.

A voter's party affiliation selection will determine the voter's eligibility to vote in a particular party's Primary Election. However, it does not affect the voter's ability to vote in any other election.

What are the recognized political parties in Idaho?

There are four (4) recognized political parties in Idaho.

Constitution
Democratic
Libertarian
Republican

Also, a voter may choose to not affiliate with a political party by selecting the option of Unaffiliated.

What does "Unaffiliated" mean?

"Unaffiliated" simply means the individual is not associated with a political party.

What if a voter refuses to affiliate with a party?

If a voter refuses to select a party affiliation, the voter will automatically be registered as unaffiliated (i.e. a voter with no political party preference). This may limit the voter's ballot choice in the Primary Election to the non-partisan ballot only. However, this will not affect the voter's ability to vote in any other election.

Can a voter's party affiliation be changed?

A voter's ability to change his or her party affiliation is dependent on the current party affiliation and the time of year. However, re-registration due to moving or a name change allows the voter to select any party affiliation regardless of the voter's previous party affiliation.
**Constitution, Democratic, Libertarian, or Republican Party:** The voter may change his or her party affiliation at any time except between the day after the close of candidate filing (March 9, 2018) and the Primary Election (May 15, 2018).

**Unaffiliated:** The voter may affiliate with one of the four (4) recognized political parties at any time including Election Day.

**IMPORTANT:** Party affiliation only applies to the Primary Election.

What if a voter’s name does not appear on the Poll Book?

Determine if the voter is in the proper precinct and polling place. During some elections, not all voters in a precinct may be included in the poll book as they may not live within the district holding an election. Therefore, it is important to determine if the voter is not only in the correct precinct but also eligible to vote in the election that day.

1. Use the materials and follow the instructions provided by the County Clerk to determine if the individual is in the correct precinct and if they are eligible to vote in the election. This may include reviewing a countywide voter list, searching an online application, or contacting the County Clerk's Office. Your County Clerk will instruct you on the proper procedure.
   a. Incorrect Polling Place:
      1) Direct the voter to the correct polling place.
   b. Correct Polling Place:
      1) Eligible to vote in the Election:
         a) Direct the voter to the registration table to do Election Day Registration to update their registration information or follow the instructions provided by the County Clerk.
      2) Not Eligible to vote in the Election:
         a) Explain to the voter that they are not eligible to vote in the election since they do not currently live in the district holding the election.
      3) If there are any questions, contact your County Clerk's Office for assistance.

What if a voter’s address does not appear in the Poll Book but shows “Protected” instead?

These voter's have had their residence address designated as confidential. See Poll Book Page (see "Poll Book Page Example" on page 28), Line 7, column A.

   a. **DO NOT** enter any address in the Poll Book for this voter.
b. The voter must show an acceptable photo ID (see "Identification Required" on page 46) or sign the Personal Identification Affidavit then sign the Poll Book prior to receiving the appropriate ballot(s).

c. If there is any question regarding this individual’s registration, contact the County Clerk’s Election Office immediately.

If a voter with "Protected" listed as their address does not have one of the acceptable photo ID's and are required to sign the Personal Identification Affidavit, they are to list "Protected" on the Affidavit in place of their Residence Address.

IMPORTANT: Individuals with this notation have been accepted into either the Address Confidentiality Program for Victims of Violence in accordance with Title 19, Chapter 57, Idaho Code, the Address Confidentiality Program for Law Enforcement Officers in accordance with Title 19, Chapter 58, Idaho Code or who have shown good reason to the County Clerk and County Prosecuting Attorney to require his or her residence address to be deemed Confidential in accordance with 9-340C, Idaho Code.

What if a voter’s ADDRESS is different than what appears in the Poll Book?

No person shall knowingly sign his name in the Poll Book if his residence address is not within that precinct at the time of signing.

1. Ask the individual if they have recently moved.

2. Use the materials and follow the instructions provided by the County Clerk to determine if the individual is in the correct precinct and if they are eligible to vote in the election. This may include reviewing a countywide voter list, searching an online application, or contacting the County Clerk's Office. Your County Clerk will instruct you on the proper procedure.
   a. Incorrect Polling Place:
      1) Direct the voter to the correct polling place.

   b. Correct Polling Place:
      1) Eligible to vote in the Election:
         a) Direct the voter to the registration table to do Election Day Registration to update their registration information or follow the instructions provided by the County Clerk.

         2) Not Eligible to vote in the Election:
            a) Explain to the voter that they are not eligible to vote in the election since they do not currently live in the district holding the election.

            3) If there are any questions, contact your County Clerk's Office for assistance.
What if a voter’s NAME is different than what appears in the Poll Book?

1. Determine if the voter's name is different due to a name change (i.e. marriage or court order).
   a. Name Change:
      1) Direct the voter to the registration table to do Election Day Registration.
      2) Continue with the normal Election Day Registration procedures.
      3) When the voter appears before the Poll Book Clerk with a registration card stamped “residence verified”:
         a) The Poll Book Clerk enters the voter's name and address along with the notation “election day registration” in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. See Poll Book Page (see "Poll Book Page Example" on page 28), Line 13, columns A & C.
         b) Continue with the normal issuing procedures. (34-408A, I.C.)
         c) The Poll Book Clerk should also make the notation "Name change see page # - Election Day Registration" next to the voter's original registration entry. See Poll Book Page (see "Poll Book Page Example" on page 28), Line 5, columns A & C.

   IMPORTANT: A voter who is re-registering due to moving or a name change is treated as a new registrant and may select any party affiliation regardless of the selection on a previous Registration Card or Party Affiliation Form. Any voter who did not select a party affiliation on the voter registration card when registering is automatically designated as "unaffiliated."

What if a voter has moved WITHIN the county and has not re-registered to update their voter registration?

1. The voter will be required to register, which requires a photo ID and proof of residence.
   a. Direct the voter to the registration table to do Election Day Registration.
      1) Continue with the normal Election Day Registration procedures.
      2) When the voter appears before the Poll Book Clerk with a registration card stamped “residence verified”:
         a) The Poll Book Clerk enters the voter's name and address along with the notation “election day registration” in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the
back of the Poll Book. See Poll Book Page (see "Poll Book Page Example" on page 28), Line 13, columns A & C.

b) Continue with the normal issuing procedures. (34-408A, I.C.)

IMPORTANT: A voter who is re-registering due to moving or a name change is treated as a new registrant and may select any party affiliation regardless of the selection on a previous Registration Card or Party Affiliation Form. Any voter who did not select a party affiliation on the voter registration card when registering is automatically designated as "unaffiliated."

What if a voter has moved INTO the county and did not register prior to the registration cutoff?

1. The voter will be required to register, which requires a photo ID and proof of residence.
   a. Direct the voter to the registration table to do Election Day Registration.
      1) Then continue with the normal Election Day Registration procedures.
      2) When the voter appears before the Poll Book Clerk with a registration card stamped “residence verified”:
         a) The Poll Book Clerk enters the voter's name and address along with the notation “election day registration” in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. See Poll Book Page (see "Poll Book Page Example" on page 28), Line 13, columns A & C.
         b) Continue with the normal issuing procedures. (34-408A, I.C.)

IMPORTANT: A voter who is re-registering due to moving or a name change is treated as a new registrant and may select any party affiliation regardless of the selection on a previous Registration Card or Party Affiliation Form. Any voter who did not select a party affiliation on the voter registration card when registering is automatically designated as "unaffiliated."

Is a photo ID required at every election?

Yes, Idaho Code requires every voter to either show an acceptable photo ID or sign a Personal Identification Affidavit prior to voting at any election. (34-1106, Idaho Code)

a. Acceptable forms of ID are:
   1) An Idaho driver’s license or identification card
   2) A U.S. passport or Federal photo identification card
3) A tribal photo identification card
4) A current student photo ID, issued by an Idaho high school or post-secondary educational institution
5) A concealed weapons license issued by a County Sheriff in Idaho under sections 18-3302 and 18-3302K, Idaho Code.

What if an individual does not have one of the acceptable forms of identification?

If a voter does not have one of the acceptable photo ID's (see "Identification Required" on page 46):

a. The voter must complete and sign the Personal Identification Affidavit prior to being issued the appropriate ballot(s).

b. The Poll Book Clerk will:

1) Complete the "Subscribed and sworn to before me this ______ day of ________, ______" and sign on the "Election Official" line.
2) Make the notation “Affidavit” in the remarks column to the right of the voter's signature. (34-1113 and 34-1114, I.C.) See Poll Book Page (see "Poll Book Page Example" on page 28), Line 11, column C.

IMPORTANT: No voter is to be turned away or denied the right to vote for not having one of the acceptable forms of identification as long as the voter signs the Personal Identification Affidavit. Every voter that appears to vote should be allowed to vote unless they do not meet the legal qualifications.

What if an individual asks if another voter has voted?

Election clerks are not allowed to give any information regarding any voter who has not applied for a ballot or who has not voted at the polling place to anyone, including spouses, watchers and challengers. (34-1110, I.C.)

What are the roles of the designated poll watchers and challengers?

Watchers and challengers are people authorized by the County Clerk to be present at the polls on Election Day wearing a name tag with their respective title.

a. Watchers:

1) Are appointed by a candidate or candidates.
2) Watch the conduct of the election at the polls and the counting of votes.
   a) While watching the counting of the votes, they are not allowed to absent themselves except for brief breaks until the polls are closed so that results are not released prior to the close of the polls throughout the state.

b. Challengers:
   1) Are appointed by the political parties.
   2) Challenge voters' registration as they offer to vote. (34-304, I.C.)
      a) Challengers are not appointed to challenge the voting process or the activity at the polling place.
      b) They are only there to challenge voters' registrations.

c. Ballot Question:
   1) The County Clerk may allow an individual in favor of the measure and one individual against the measure to challenge voters and to observe the conduct of the election.

**IMPORTANT:** Watchers and challengers are **not** to interfere with the voters or the voting process. If you feel that a watcher or challenger is interfering with the duties of the Election Board or the voting process, contact your County Clerk’s Election Office or courteously point out what their role as a watcher or challenger is.

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**Who can challenge an entry in the Election Record and Poll Book?**

Any registered voter may challenge the entry of a voter’s name as it appears in the Poll Book. This challenge is to question the voter's registration record.

   a. The challenge will be noted in the remarks column following the voter’s name stating the reason, such as “died,” “moved,” or “incorrect address.”
   b. The individual making the challenge shall sign his or her name following the entry. (34-431, I.C.) See Poll Book Page (see "Poll Book Page Example" on page 28), Line 2, column C.

**When is the Oath of Challenged Person (E-7) used?**

If a voter with a challenged notation appears to vote at the polls:

   a. One of the Election Clerks must read the legal definition of a Qualified Elector the the voter being challenged. See “qualified elector” definition (on page 13).
   b. If the voter declares himself duly qualified by accepting the requirements of a Qualified Elector, the Election Clerk will provide the voter with the Oath of a Challenged Person (E-7) to sign under penalty of perjury.
IMPORTANT: No challenged voter shall have the right to vote until he has subscribed to the Oath of a Challenged Person. (34-1111, I.C.)

Does the challenged voter need to sign the Poll Book after having subscribed to the Oath of a Challenged Person?

After signing the Oath of a Challenged Person:

a. The voter must sign the Poll Book in the Signature of Voter Column to the right of their name.

b. The Poll Book Clerk enters the word “sworn” following such voter’s name and signature in the Remarks Column of the Poll Book. (34-1106(2), I.C.) See Poll Book Page (see "Poll Book Page Example" on page 28), Line 2, column C.

What if a voter makes a mistake when he is voting and requests a new ballot?

1. The voter returns the spoiled ballot(s) to the Issuing Clerk.
   a. No person shall take or remove any ballot from the polling place.

2. The Issuing Clerk will:
   a. Write “spoiled ballot – another issued” on the back of the ballot(s).
   b. Deposit the ballot(s) in the Spoiled Ballot Envelope or Container.
   c. Issue a new ballot(s).
   d. Direct the voter to an open voting booth or Accessible Voting Unit to finish the voting process in the usual manner.

3. The Poll Book Clerk will:
   a. Record the new sequence number in the proper column after the voter's name.
   b. Make the notation in the remarks column “spoiled ballot – another issued.” See Poll Book Page (see "Poll Book Page Example" on page 28), Line 10, column C & the sequence # column.

IMPORTANT: Once a ballot has been deposited into either the Ballot Box or Precinct Tabulator, a ballot may not be retrieved and no new ballot(s) may be issued.

NOTE: Only the ballot that was spoiled needs to be reissued. If there is more than one ballot, do not spoil and issue all new ballots unless instructed by the County Clerk's Office. (34-1109, I.C.)
What if a voter, because of physical disability, cannot enter the polling place?

The Election Clerks may do **curbside voting** (on page 59) where the poll book page, ballot and secrecy sleeve, if required, is taken to the voter in their vehicle in the polling place parking lot. Whenever a voter receives assistance in this manner, a Clerk shall make a notation of “assistance” in the Poll Book following the name of the voter. See **Poll Book Page** (see "Poll Book Page Example" on page 28), Line 10, column C.

What if a voter is unable to record his vote personally?

Any voter who, because of blindness, physical disability or other disability is unable to mark the ballot(s) has several options for **assistance with voting** (see "Assistance to the Voter" on page 58), which includes voting independently by using the Accessible Voting Unit or receiving assistance from one of the Election Clerks or by any individual of their choosing.

If the voter chooses to vote independently by using the Accessible Voting Unit, the unit should be demonstrated. This unit will either mark a ballot or ballot card or print a ballot after the voter has made his selections on the touch screen, Braille keypad, or with a puff and sip device. The Accessible Voting Unit also has an audio ballot available for use by those who are visually impaired.

If the voter chooses to receive assistance from another individual, the individual shall ascertain the wishes of the voter for each office, ballot measure or ballot question and mark the ballot(s) accordingly. The individual assisting the voter is not allowed to share any information regarding how the voter chose to vote the ballot(s). Whenever a voter receives assistance in this manner, the Poll Book Clerk shall make the notation of “assistance” in the Poll Book following the name of the voter. (34-1108(2) and 34-2427(2), I.C.) See **Poll Book Page** (see "Poll Book Page Example" on page 28), Line 10, column C.

**IMPORTANT:** The choice of voting with or without assistance shall be left to the voter.

Can we post or display the list of write-in candidates, if there are any?

No, the list of Write-In candidates is not to be posted or displayed within the polling place. Doing so is considered Electioneering, which is prohibited by Idaho Law.

What if a voter asks if there is a write-in candidate for a specific office?

An Election Clerk may give the voter the name of any write-in candidates that have declared for the office the voter is interested in.
What if there is a vacancy on the Election Board?

a. Missing Chief Judge:
   1) The County Clerk will designate a new Chief Judge.

b. Missing an Election Clerk:
   1) The Chief Judge should designate a qualified replacement.
      a) If Election Clerks were assigned based on their political party, the replacement should be of the same political party.

NOTE: Any person designated to fill a vacancy must take and subscribe to the Oath of Office for Members of the Election Board on the front cover of the Poll Book with the other Election Clerks.

What if the Official Election Stamp is lost?

The Issuing Clerk must initial each ballot and write “stamped” upon the ballot in the appropriate place. (34-901, I.C.)

IMPORTANT: Not all ballots require a ballot stamp prior to issuing. The County Clerk’s Election Staff will direct you on the use of or the lack of use of the Official Election Stamp.

Can political signs be posted on or around the polling place?

No, signs and electioneering including the circulation of petitions on Election Day are not allowed within any polling place, or within one hundred (100) feet thereof. For specific prohibited activities, refer to the Polling Place Laws Placard and the Election Laws book under Title 18, Chapter 23. (18-2318, I.C.)

What do we do if there is a disturbance within the voting area?

The Election Clerks may appoint some capable person to act as an Election Constable, who:

a. Does not allow anyone within the voting area, except those who go to vote.

b. Only allows one (1) voter in a compartment at one (1) time unless the voter has requested assistance.

c. See that the election is conducted in an orderly manner.

d. Notifies the County Clerk’s Election Office of any disturbances within the polling place.
IMPORTANT: You may also contact the local police department or sheriff's office, if necessary. (34-1105, I.C.)

Once the ballot is in the ballot box, can it be removed?

No, once a ballot is placed in the ballot box, it is considered voted and cannot be retrieved for any reason.

IMPORTANT: The ballot box shall only be opened at the end of the Election Day when prepping for transport to the County Clerk's Office, unless duplicate boxes are being used for counting purposes.

What if the Accessible Voting Unit becomes defective?

1. Call the County Clerk’s Election Office immediately to notify them of the issue with the unit.
2. Follow the troubleshooting checklist provided by the vendor.
3. Document the troubleshooting procedure as it is essential to correctly identify and explain the problems.
4. If the unit still does not function as it should after following the troubleshooting checklist:
   a. Turn the unit off but leave it in place.
   b. A county worker or vendor representative, wearing identification as an Election Clerk, will repair or replace the unit.

IMPORTANT: State and Federal law requires an Accessible Voting Unit to be available in every polling place. Therefore, you are required to notify the County Clerk immediately if the unit does not function.
POLL BOOK PAGE EXAMPLE
<table>
<thead>
<tr>
<th>LINE NO.</th>
<th>VOTER LAST NAME, FIRST NAME and ADDRESS</th>
<th>SIGNATURE OF VOTER</th>
<th>SEQ NO</th>
<th>VOTED</th>
<th>VOTER ID</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SMITH, BARBARA</td>
<td></td>
<td></td>
<td></td>
<td>01298366</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SMITH, CLARENCE</td>
<td></td>
<td></td>
<td></td>
<td>01298371</td>
<td>Sworn</td>
</tr>
<tr>
<td>3</td>
<td>SMITH, DOROTHY</td>
<td>Dorothy Smith</td>
<td>110</td>
<td></td>
<td>01298366</td>
<td>Name Change - See 6's Election Day Reg</td>
</tr>
<tr>
<td>4</td>
<td>SMITH, ELIZABETH</td>
<td></td>
<td></td>
<td></td>
<td>01298367</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>SMITH, HELOISE</td>
<td></td>
<td></td>
<td></td>
<td>01298370</td>
<td>Corrected Address</td>
</tr>
<tr>
<td>6</td>
<td>SMITH, JAMES</td>
<td>Jim Smith</td>
<td>115</td>
<td></td>
<td>01298362</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>SMITH, MARY</td>
<td>Absentee Received</td>
<td></td>
<td></td>
<td>01298365</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>SMITH, MICHAEL</td>
<td>Michael Smith</td>
<td></td>
<td></td>
<td>01298364</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>SMITH, ROBERT</td>
<td>Robert Smith</td>
<td>36</td>
<td></td>
<td>01298363</td>
<td>Assistance</td>
</tr>
<tr>
<td>10</td>
<td>SMITH, STAN</td>
<td>Stan Smith</td>
<td>68</td>
<td></td>
<td>01298372</td>
<td>Assistance - Spoiled Ballot - Another Issued</td>
</tr>
<tr>
<td>11</td>
<td>SMITH, ZENA</td>
<td>Zena Smith</td>
<td>84</td>
<td></td>
<td>01298369</td>
<td>Affidavit</td>
</tr>
<tr>
<td></td>
<td>Smith, Anne</td>
<td>Anne Smith</td>
<td>42</td>
<td></td>
<td>01298360</td>
<td>Medical Error - Left off</td>
</tr>
<tr>
<td></td>
<td>Smith, Paul</td>
<td>Paul Smith</td>
<td>9</td>
<td></td>
<td>01298361</td>
<td>Election Day Reg</td>
</tr>
</tbody>
</table>
THE DAY BEFORE ELECTION DAY

1. Receipt of Election Supplies:
   a. Election supplies will either:
      1) Be delivered to the polling place by the County Clerk or a designee; or
      2) Have been picked up by the Chief Judge of the precinct.

   NOTE: Some supplies may be delivered to the polls and some may be picked up
   by the Chief Judge. Your County Clerk's Office will notify you of the delivery or
   pick up of supplies.

   b. Immediately upon receipt of the ballots and supplies,
      1) The Chief Judge and County Clerk or designee will sign the Receipt for Supplies
         (E-8) for such supplies.
      2) The Chief Judge and County Clerk or designee will each keep a copy of the signed
         receipt. (34-910, I.C.)

2. Content of Election Supplies:
   a. Separate sealed package (NOT to be opened until the polls open on Election Day)
      1) The official ballots, the official stamp and ink pad will be delivered in sealed
         packages. (34-910, I.C.)
   b. All necessary election supplies
   c. Voting Booths, including a handicap accessible booth
   d. Accessible Voting Unit.
   e. Ballot box and/or Precinct Tabulator, if applicable.

IMPORTANT: Do NOT plug the accessible voting unit into a receptacle until
election morning before the polls are opened or as instructed by the County Clerk.

IMPORTANT: (PRECINCT) Do NOT plug the precinct tabulator into a
receptacle until election morning before the polls are opened or as instructed by
the County Clerk.
ON ELECTION DAY BEFORE THE POLLS OPEN

ARRIVING AT THE POLLS & CHECKING SUPPLIES

1. Meet at your assigned polling place at a time set by the County Clerk.
   a. Idaho Law requires that the polls must open no later than 8:00 a.m. but may open at 7:00 a.m. at the discretion of your County Clerk.

2. The Official Ballots, along with the Official Election Stamp and ink pad, if required, will be sealed in a separate envelope, package or container than the other election supplies. (34-910, I.C.)
   a. Do NOT Open the Official Ballots envelope, package or container at this time.
   b. It must be opened in the presence of the first voter after the polls open.

3. Carefully check the other election supplies provided using the list of precinct supplies (see "X - Election Records and Supplies" on page 101) provided in this manual or the precinct specific list provided by the County Clerk.

   IMPORTANT: Contact the County Clerk’s Election Office immediately if there is a question regarding the supplies provided or if a shortage exists.

SETTING UP THE POLLING PLACE

1. Setup the tables, voting booths and either the ballot box(es) or precinct tabulator.
   a. Place the registration table near the entrance to the polling place prior to signing in with the Poll Book Clerk.
   b. Place the main poll worker table with the Poll Book Clerk and Issuing Clerk where it is easily accessible from the entrance.
   c. Setup the voting booths, including the ADA compliant voting booth with a chair.

   1) Do NOT plug in or turn on the Accessible Voting Unit at this time.

   IMPORTANT: Be sure the placement of the various positions allow the voter to travel between them easily without being confused about where to go next during the voting process. Federal Law requires that there is a clear path of travel between the various positions that is large enough to accommodate a wheelchair or other assistance devices.
SUGGESTED POLLING PLACE ARRANGEMENT

SETUP THE ACCESSIBLE VOTING UNIT

1. Placement and setup of the Accessible Voting Unit.
   a. Set up the Accessible Voting Unit in a location where:
      1) There is access to a power outlet within the voting area of the polling place;
2) A wheelchair has clear access to the machine;  
3) The screen is shielded from view by other voters; and  
4) A chair is on hand for use by voters who may need one.

b. Do NOT place this unit in a location that makes the voter using the machine feel isolated or unwelcome.

**NOTE:** The unit's battery is for use in an emergency situation while the power may be out. Do NOT operate the unit while it is unplugged.

c. Carefully follow the directions provided in either the manufacturer's manual or the materials provided by the County Clerk's Office to set up and test the Accessible Voting Unit.

1) Be sure to verify that the Accessible Voting Unit is properly plugged into the power outlet so that it is not operating on the battery.

2) **PRECINCT:** TouchWriter and eSlate, including the Judge's Booth Controller

   a) When the Accessible Voting Unit powers on, it will either automatically print or prompt you to print the preprogrammed reports including a zero report.

   b) Verify that the zero report lists your precinct information and that all programmed positions display a "0" in the total.

      i) If not, contact the County Clerk's Elections Office immediately as no voting may occur if the zero report does not list your precinct information and does not display "0" in each position.

   c) Follow the instructions given by the County Clerk's Office in regards to the certification of the zero report.

      i) eSlate: The Chief Judge must sign the zero report to verify that the machine showed zeros at the beginning of the day. It is also recommended to have the first voter of the day sign the zero report as well. Place the signed zero report in the Printout Tape envelope or other designated envelope for return to the County Clerk at the end of the night.

   d) If required by the County Clerk, record the necessary beginning count(s) from the Accessible Voting Unit, including the JBC, on the Ballot Accounting Page in the appropriate spaces provided.

**NOTE:** Any power cords that are in a walkway or open to voters must be secured to the floor to prohibit voters from tripping on the power cord and injuring themselves or damaging one of the units.
IMPORTANT: If there are any issues with the Accessible Voting Unit or if you have any questions regarding the setup or operation of the machine, immediately contact the County Clerk's Office.
SETUP THE BALLOT BOX AND/OR PRECINCT TABULATOR

1. Setup the Ballot Box(es). (This may be necessary for those using a precinct tabulator as well, depending on the ballot(s) provided to your precinct.)
   a. Ballot Box:
      1) Place the ballot box in a location for voters to make an easy exit out of the polling place.
      2) Do NOT close and lock or seal the ballot box until after the first voter of the day arrives and verifies the ballot box is empty.

2. Setup the Precinct Tabulator, if applicable
   a. Place the precinct tabulator near a power outlet and in a location that allows voters easy access to the unit as well as the exit.
      1) The precinct tabulator MUST be located near a power outlet in order to be properly plugged in.
         a) Although each unit is equipped with a battery, the battery is for use in an emergency situation while the power may be out. Do NOT operate the unit while it is unplugged.
      2) When choosing a location for the precinct tabulator in the polling place,
         a) consider how voters will move from one station to another and be sure that the path of travel to the unit is clear and large enough to accommodate a wheelchair or other assistance device.
         b) consider a location that will allow the voters using the machine enough privacy to allow them to deposit their ballot without other voters being able to see their voted ballot.
   b. Follow the instructions provided by the manufacturer and the County Clerk in order to setup the unit, power on the unit, open the polls and verify the tabulator's programming.
   c. Each unit will print either an Initial State Report or a Zero Tape Report.
      1) Verify that each report has printed the information specific to your precinct and/or polling place and all of the candidate and ballot question(s) totals are set to zero.
         a) If all of the information printed on the report is correct, complete the setup process and logging of the information as instructed by your County Clerk.
         b) The Chief Judge must sign the zero report to verify that the machine showed zeros at the beginning of the day. It is also recommended to have the first voter of the day sign the zero report as well. Place the signed zero report in the Printout Tape envelope or other designated envelope for return to the County Clerk at the end of the night.
c) If there is any question as to the information printed on either the Initial State Report or the Zero Tape Report, contact your County Clerk's Office immediately. Do **NOT** insert any ballots into the unit until instructed by either the County Clerk or their staff.

d. Do **NOT** lock any of the precinct tabulator's ballot boxes or compartments yet. This is to be done after the first voter arrives to vote and verifies that they are empty. Refer to *Opening the Polls* (on page 42).

**IMPORTANT:** Refer to the precinct tabulator's manufacturer's manual for additional information. If there are any issues with the precinct tabulator or if you have any questions regarding the setup or operation of the unit, immediately contact the County Clerk's Office.

**NOTE:** Any power cords that are in a walkway or open to voters must be secured to the floor to prohibit voters from tripping on the power cord and damaging the unit.

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**POSTING PLACARDS**

1. Post the VOTE HERE SIGN in a visible location such as a window or on the exterior of the polling place building.
   a. Use a marker to enter the county, precinct and time on the sign for your polling place.
   b. If provided, place the VOTE HERE lawn signs in various locations around the polling place.

2. Post the following in the polling place in a location that is visible to voters as they are waiting in line for the Poll Book Clerk.
   a. Sample Ballot(s)
   b. Mail-in Registrants Placard
   c. Voter’s Rights Placard
   d. Polling Place Laws Placard
   e. Precinct map

3. Post the Ballot Voting Instructions Placard, specific to your ballot style, in each voting booth, once the voting booths have been setup.

4. Post the following on or close to the registration table.
   a. Election Day Registration Placard
   b. Register to Vote Here Placard
   c. Party Affiliation Information Placard
ASSIGNMENT OF DUTIES

1. It is suggested that specific duties be assigned within the following framework:
   a. One (1) Clerk to be the Greeter and answer questions.
      1) Greet voters as they arrive at the polling place.
      2) Give all voters a demonstration on how to vote the ballot(s) or use the Accessible Voting Unit.
      3) Determine if the voters should go to either the registration table or the Poll Book Clerk.
      4) Remind voters that they will need their photo ID ready for the Poll Book Clerk.
      5) Give out the Personal Identification Affidavit to voters who do not have their photo ID, if instructed by the County Clerk.
   b. One (1) Clerk to be the Registration Clerk.
      1) Register voters prior to appearing before the Poll Book Clerk.
      2) Determine if the voter is in the correct precinct and polling place.
      3) Determines the voter's registration eligibility (i.e. meets the registration requirements).
      4) Instructs the voter on correctly completing the Registration Card.
      5) Verifies that the card has been completely filled out.
      6) Reviews the voter's photo identification and proof of residency then stamps the completed card with the "Residence Verified".
      7) Directs the voter to the Poll Book Clerk.
   c. One (1) Clerk to be the Poll Book Clerk. Where the Poll Book is divided into alphabetical divisions, a Clerk should be assigned to each division. This means that you may have more than one Election Clerk assigned to this duty.
      1) Locates the voter's name in the Poll Book or if the voter is registering, adds the voter's name to the Poll Book.
      2) Verifies the voter's photo identification or has the voter complete and sign the Personal Identification Affidavit.
      3) Determines the ballot(s) the voter is to receive based on their residence address and provides the information to the Issuing Clerk.
      4) Records that the voter is voting and has the voter sign the Poll Book.
      5) Directs the voter to the Issuing Clerk.
d. One (1) Clerk to be the Issuing Clerk.
   1) Issues the voter the correct ballot(s) including stamping the ballot(s) with the Official Ballot Stamp, if required.
   2) Instructs the voter on properly marking the ballot and how to prepare the ballot(s) before going to the Receiving Clerk.
   3) Directs the voter to an open voting booth or the Accessible Voting Unit.
   4) eSlate Accessible Voting Unit: If you are using the eSlate as your Accessible Voting Unit, the Issuing Clerk will also be responsible for the JBC to issue electronic ballots for use with the eSlate.

e. One (1) Clerk to be the Receiving Clerk.
   1) Responsible for either the ballot box(es) or precinct tabulator.
   2) Records that the voter has voted in either the second Poll Book or the List of Registered Voters.
   3) Instructs the voter on how to deposit the voted ballot(s) into either the ballot box(es) and/or Precinct Tabulator.
   4) Announces the voter's name and that the individual has voted for all to hear.
   5) *(PRECINCT)*: If you are using a precinct tabulator, the Receiving Clerk will be stationed near the unit for receipt of ballots and to perform other duties related to the precinct tabulator processing. (See Opening the Polls, Receiving the Voted Ballot, Closing the Polls and the manufacturer's manual for instructions on the operation of the unit, if necessary.)

**NOTE:** The above duties may be combined or altered to correspond with the personnel available and the needs of the polling place. These descriptions are only a brief description and may not encompass all of the responsibilities. The County Clerk's Elections Staff may give you more specific job assignments, which should be followed.

**COMPLETING THE POLL BOOK COVER**

1. Completing the *Poll Book cover* (see "Poll Book Cover Example" on page 78) (E-2A) before the polls open:
   a. The top of the Poll Book cover identifying the election, date, precinct, etc. should already be completed by the County Clerk's Office.
   b. Each Election Clerk must read the #1 Oath under the Oaths of Office for Members of Election Board and sign on the lines provided.
   c. The Chief Judge will complete the date and sign beneath the Election Clerks.
d. If the Chief Judge is not present, another individual may be designated to give the Election Clerks the Oath of Office by first completing the oath beneath the “If No Person Authorized to Administer Oaths is Present” prior to administering the oaths of office for the other election clerks.

**IMPORTANT:** Before entering upon the discharge of their duties, all of the Election Clerks must take and subscribe to the oath on the Poll Book Cover (E-2A). (34-111(4), I.C.)

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**COMPLETING THE BALLOT ACCOUNTING PAGE**

1. Completing the Ballot Accounting Page (E-2B) before the polls open:
   a. The Election Date and Precinct Name or Number at the top of the Ballot Accounting page should already be completed by the County Clerk's Office.
   b. If not already completed, complete the Ballot Description by writing in a short description for each ballot type or style that was included in your supplies.
      1) Example:
         a) If you have more than one ballot to account for,
            i) Write Ballot 1 in the first column to the right of Ballot Description (Name or District Description).
            ii) Write Ballot 2 in the second column to the right of Ballot Description (Name or District Description) for the second ballot, if applicable.

   **NOTE:** You should have one column designated for each ballot type or style you have. Be sure to enter a description for each ballot type or style.

   **IMPORTANT:** You MUST account for all of the ballots that have been supplied to your polling place including any spoiled ballots.

---

**Ballot Accounting Page Example**

<table>
<thead>
<tr>
<th>Ballot Description (Name or District Description)</th>
<th>Ballot 1</th>
<th>Ballot 2</th>
</tr>
</thead>
</table>

**OPENING THE OFFICIAL BALLOTS, STAMP AND INK PAD**

1. In the presence of the first voter(s), the Chief Judge and Issuing Clerk will break the sealed envelopes, packages or container containing the Official Ballot(s) along with the Official Election Stamp and ink pad, if required. (34-1103, I.C.)

   **NOTE:** The other election supplies should have already been opened and prepared prior to voters arriving at the polls.
2. Check the Official Ballots.
   a. Digital or Optical Scan Ballots:
      1) Ballots will be provided in sets of 25 or 50.
      2) The ballots will either be stapled in pads by their ballot stub or will be shrink wrapped in packets.
      3) Ensure that your precinct name or number appears on each ballot and ballot stub, if applicable, in every pad or packet of ballots.
      4) Verify that the ballot numbers that appear on the ballot stub are sequential from one pad or packet of ballots to another for each ballot type. Be sure to use ballots in numerical order.
         a) Digital Scan Ballot with tracking ballot number:
            i) These ballots will NOT appear in numerical order.
            ii) Verify that these ballots have been shuffled prior to issuing to prevent the tracking of a ballot to a specific voter.
      5) Only use one pad or open one packet of ballots at a time.
      6) Count the number of ballots in each pad or packet of ballots prior to beginning to use the ballots to verify the number of ballots provided.
   b. Accessible Voting Unit - TouchWriter:
      1) Verify the correct paper stock has been provided for use with the TouchWriter Accessible Voting Unit.
      2) This paper stock is blank stock on which the voter's selections will be printed for tabulation.
   c. Paper Ballots, if applicable:
      1) Ballots will be provided in sets of 25 or 50, which are stapled together by their ballot stubs.
      2) Ensure that your precinct name or number appears on each ballot and ballot stub in each pad of ballots.
      3) Verify that the ballot numbers that appear on the ballot stub are sequential from one ballot pad to another for each ballot type.
      4) Use one pad at a time and be sure to use ballots in numerical order.

**IMPORTANT:** If there is an error in the ballot numbering or precinct name or number, immediately contact the County Clerk’s Election Office. Do NOT issue any ballot that does not have your precinct name or number printed on it without being directed by the County Clerk or Election Staff.
3. After counting the number of Ballots included in the supply box(es) at the beginning of the day, record the number on the appropriate line beneath the correct heading on the Ballot Accounting Page.
   a. Example:
      1) If you have more than one ballot to account for,
         a) Record the number of the 1st ballot received on Line 2a in the first column under the heading Ballot 1.
         b) Record the number of the 2nd ballot received on Line 2a in the second column under the heading Ballot 2.
      
      NOTE: Record the number of ballots received for each ballot type or style on Line 2a in the appropriate column under the correct heading.

   Ballot Accounting Page Example

   Ballot Description (Name or District Description)  Ballot 1  Ballot 2
   
   1. OFFICIAL BALLOTS TO ACCOUNT FOR
   a. Number of Ballots received with supplies ( 7 a.m.)  100  100  

   OPENING THE POLLS
   1. At 8:00 a.m., the polls open unless the County Clerk has opted to open all of the polling places in the County at 7:00 a.m.
   2. One of the election clerks must make a public announcement that the polls are now open.
      (34-1101, I.C.)

      Voting is from 8:00 A.M. to 8:00 P.M.
      Unless Otherwise Specified by the County Clerk

   SEALING THE BALLOT BOX(ES)
   1. Verify the empty Ballot Box(es):
      a. When the first voter appears before the Receiving Clerk to deposit their voted ballot,
         1) Open the ballot box(es) and show that they are empty to the voter along with any bystanders.
         2) Close and seal the ballot box(es) with a numbered seal.
            a) Record the seal(s) number(s) on the Ballot Accounting Page on the Seal #1 line or on the Seal Tracking Sheet (E-21) as instructed by the County Clerk.
3) The ballot box(es) are not to be removed from the polling place until all ballots are counted and ready to be transported to the County Clerk’s Election Office.

2. **PRECINCT**: When the first voter appears before the Receiving Clerk to deposit their voted ballot,
   a. Open all of the Ballot Compartment door(s) including the Emergency/Auxiliary Ballot bin or compartment.
   b. Show that all of the compartments are empty to the voter and any bystanders.
   c. Close, lock and seal all compartment doors.
      1) Refer to the Manufacturer's Manual and information provided by the County Clerk's Office for instructions on opening, locking and sealing the compartments.
   d. Record the seal number(s) on the Ballot Accounting Page on the Ballot Seal AM line or on the Seal Tracking Sheet (E-21) as instructed by the County Clerk.
      1) If a lock is also used, the keys are to be delivered to the Chief Judge who will keep them in their possession at all times.
   e. The Ballot Compartment door(s) are not to be opened until after the polls have closed. The precinct tabulator and the ballots are not to be removed from the polling place until transported to the County Clerk’s Election Office.
   f. Show the precinct tabulator's *Initial State Report* or *Zero Report* to the voter to have them verify that the report shows that all of the electronic counters are set to "zero."
   g. To deposit the voted ballot in the precinct tabulator, see *Receiving the Voted Ballot* (on page 53).

**NOTE:** The precinct tabulator automatically printed reports that were programmed into the election definition when you turned the tabulator on earlier. You should review the printed report to make certain that the precinct tabulator has been properly prepared for your precinct and that all the electronic counters are set at “zero.” **YOU MUST VERIFY THE PRECINCT TABULATOR'S READINESS BY CHECKING THIS TAPE.**

**IMPORTANT:** Your County Clerk may request that you sign the printed report and/or have the first voter of the day sign the report to acknowledge that the precinct tabulator compartments were empty at the beginning of the day and that the printed report was showing zero.
WATCHERS & CHALLENGERS

1. Individuals authorized by the County Clerk as watchers and/or challengers are to be permitted to be present at the polls.
   a. The County Clerk will provide you with a list of authorized watchers and/or challengers, if applicable.
   b. No person is allowed at the polls as a watcher or challenger unless their name appears on the list supplied. (34-304, I.C.)
   c. Position watchers and/or challengers so that they:
      1) do not disrupt the voting process.
      2) can watch the activity in the polling place.
      3) hear the Receiving Clerk's announcements.
   d. Each watcher and/or challenger is required to wear a visible name tag with their respective title printed on it.
      1) Name tags are supplied by the County Clerk’s Election Office.
   e. If a watcher and/or challenger interferes with the activities of the polling place, contact your County Clerk’s Election Office.
      1) For a description of their role, see the questions regarding Watchers and Challengers (on page 22) under Frequently Asked Questions.

IDENTIFYING THE VOTER AND ISSUING THE BALLOT(S)

CAUTION:

A. Do not issue an Official Digital or Optical Scan Ballot to a voter until there is either a voting booth or accessible voting unit available for their immediate use.

B. When issuing the Official Digital or Optical Scan Ballot, caution each and every voter not to tear, crumple, or fold the ballot as it will prohibit it from being read by either the tabulator or the accessible voting unit. This cannot be stressed enough.
VOTER APPEARS BEFORE THE POLL BOOK CLERK

1. The voter appears before the Poll Book Clerk.
   a. Each voter must state his or her name and residence address to the Poll Book Clerk.
   b. Each voter must show an acceptable photo ID (see "Identification Required" on page 46) or sign a Personal Identification Affidavit. (34-1106, 34-1113 and 34-1114, I.C.)
   c. See Suggested Language for Poll Book Clerk (on page 93).

   NOTE: A voter may be registered with a Protected Address. If this is the case, "Protected" will appear beneath the voter's name in the Poll Book. DO NOT enter an address in the Poll Book for this voter. See "Protected" Address (see ""Protected"" on page 49) under Notations. If there is a question regarding this reference, refer to the Frequently Asked Question, "What if an voter’s address does not appear in the Poll Book but shows “Protected” instead?" (on page 18) for an explanation.

DETERMINING THE VOTER'S REGISTRATION STATUS

1. The Poll Book Clerk either locates the voter’s name in the Poll Book or adds the voter's name to the Poll Book if it is an Election Day Registration.
   a. The voter is properly registered and appears in the Poll Book. See Voter is properly Registered (on page 45).
   b. The voter has a new Registration Card. See New Registration Card (on page 46).
      1) Reasons for new registration.
         a) Voter is a new registrant in the precinct.
         b) Voter has moved to a new residence address.
         c) Voter has had a name changed.

VOTER IS PROPERLY REGISTERED

1. The voter's name appears in the Poll Book.
   a. The Poll Book Clerk will
      1) Request the voter to state his or her residence address.
      2) Verify the address printed in the Poll Book for the voter is the same as the one stated by the voter.
         a) If the address matches, the voter must show one of the acceptable forms of ID or sign the Personal Identification Affidavit. See Identification Required (on page 46).
b) If the address does not match, determine the cause of the difference.

b. Refer to the questions in the *Frequently Asked Questions section* (see "VI - Frequently Asked Questions" on page 17) for assistance with determining the problem and finding the solution.

**NEW REGISTRATION CARD**

1. The voter has completed a registration card at the polls.
   a. The Poll Book Clerk will:
      1) Check the registration card for complete information and the "Residence Verified" stamp.

      **IMPORTANT:** Be sure the voter has signed the registration card and completed all of the required fields.

      2) Enter the individual’s name in the Poll Book on one of the blank pages provided at either the end of each alpha division or at the back of the poll book. See *Poll Book Page* (see "Poll Book Page Example" on page 28).

         a) Enter the name and residence address beneath the Voter Last Name, First Name and Address heading.

         b) Enter the notation “election day registration” in the Remarks column.

         c) Have the voter sign to the right of their name and residence address in the Signature of Voter column.

   3) Give the completed registration card to the Receiving Clerk. The Receiving Clerk will:

      a) Enter the voter's name into either the second Poll Book or List of Registered Voters.

      b) Place the completed registration card in the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).

      **NOTE:** Election Day Registrations must be added to either the second Poll Book or the List of Registered Voters that the Receiving Clerk is in charge of.

**IDENTIFICATION REQUIRED**

1. Every voter must either show one of the acceptable Photo ID’s or sign the Personal Identification Affidavit. (34-1113 and 34-1114, Idaho Code)
   a. Acceptable forms of ID are:

      1) An Idaho driver’s license or identification card
2) A U.S. passport or Federal photo identification card

3) A tribal photo identification card

4) A current student photo ID, issued by an Idaho high school or post-secondary educational institution

5) A concealed weapons license issued by a County Sheriff in Idaho under sections 18-3302 and 18-3302K, Idaho Code.

b. If a voter does not have one of the above forms of acceptable ID, have the voter sign the Personal Identification Affidavit in lieu of showing photo ID.

NOTE: A voter should not be denied their right to vote because they do not have one of the acceptable forms of identification. They should be given the Personal Identification Affidavit to complete unless there is the notation "Registered by Mail - ID Required" in the poll book next to their name. If the voter has the notation "Registered by Mail - ID Required," the voter is not allowed to sign the Personal Identification Affidavit and must show identification, as required by Federal Law. The voter may show any photo ID and proof of residence that is acceptable for Election Day Registration.

2. An ID listed above is acceptable if the photo matches the individual and the name on the ID matches the name listed in the Poll Book.

    NOTE: Common abbreviations and nicknames are acceptable. However, a name change requires the voter to re-register.

3. The voter:
   a. Has an acceptable ID and the photo matches the individual and the name on the ID matches the name in the Poll Book, proceed to Notations.
   b. Does not have an acceptable ID, the voter will fill out and sign the Personal Identification Affidavit.

      1) The voter must sign the Personal Identification Affidavit in order to vote.
      2) The voter and the Poll Book Clerk must sign the affidavit. Then proceed to Notations.

    NOTE: The individual's address on their photo ID is not required to match the address in the Poll Book. The address in the Poll Book should match the address given verbally by the voter. If the address is different due to the voter moving, the voter must re-register. Direct the voter to the registration table.
NOTATIONS

You **must** check for any notations in the Remarks Column and beneath the voter's name.

1. Here is a list of notations that may be found in the Remarks Column or beneath the voter's name.
   a. Challenge
   b. Registered by Mail - ID Required
   c. "Protected" Address
      1) This will not appear in the Remarks Column but will appear directly beneath the voter's name.

2. If there is no notation, proceed to **Party Affiliation** (on page 49).

CHALLENGE NOTATION

1. A **Challenge** made in the Remarks Column:
   a. Requires:
      1) One of the Election Clerks will read the qualifications of a voter to the individual.
      2) If the individual declares himself duly qualified and the challenge is not withdrawn, the Election Clerk will have the individual sign the Oath of a Challenged Person (E-7).
   b. Upon receipt of the signed Oath,
      1) Write “Sworn” in the Remarks Column to the right of the voter's name. See the *Poll Book Page* (see "Poll Book Page Example" on page 28), Line 2, column C.
      2) Proceed to **Party Affiliation** (on page 49).

REGISTERED BY MAIL ID REQUIRED

1. An entry of **“Registered by Mail - ID Required”**: 
   a. Indicates that the voter submitted a registration card by mail prior to the registration cutoff period and the ID provided was not verified.
   b. Requires that the voter present identification prior to issuing the ballot(s). Approved ID’s:
      1) A current and valid Idaho Driver’s License or state issued Identification Card; **or**
         a) This identification must list the individual's current residence address and be valid (i.e. not expired).
      2) A copy of a current utility bill, bank statement, government check, paycheck or other government document that shows the name and residence address of the voter along with a picture ID.
NOTE: Federal Law does not allow the individual to sign the Personal Identification Affidavit. These voters are required to show identification prior to voting.

c. Upon one of the above identifications being provided,
   1) Write “Verified” in the Remarks Column to the right of the voter's name.
   2) Proceed to Party Affiliation (on page 49).

"PROTECTED"
1. An entry of “Protected” beneath the voter’s Name:
   a. Indicates that the voter's residence address is Confidential and is not public record.
   b. The voter must:
      1) Either show an acceptable photo ID (see "Identification Required" on page 46) or sign the Personal Identification Affidavit.
         a) If the voter signs the Personal Identification Affidavit, they will list "Protected" as their Residence Address in place of their Residence Address.
      2) Sign in the Signature of Voter column next to their name. See the Poll Book Page (see "Poll Book Page Example" on page 28), Line 7, Column A.
   c. Proceed to Party Affiliation (on page 49).

NOTE: Do NOT enter any address in the Poll Book for this voter. If you have any questions regarding a "Protected" status either refer to the question "What if a voter's address does not appear in the Poll Book but shows “Protected” instead?" (on page 18) under Frequently Asked Questions or contact the County Clerk's Elections Office.

PARTY AFFILIATION
Although a voter must affiliate with one of the 4 recognized political parties or designate themselves as "unaffiliated" when registering, Party Affiliation only applies to the 2018 Primary Election and the 2020 Primary or Presidential Primary. Party affiliation limits the voter's ballot options in a Primary Election. This does not limit the voter's voting in any other election. The Primary Election is held in May of even numbered years.

1. Proceed to Ballot Identification and Entry.
BALLOT IDENTIFICATION AND ENTRY

1. If the Issuing Clerk is sitting next to the Poll Book Clerk, the Poll Book Clerk will:
   a. Request the ballot stub number or sequence number for the appropriate ballot the voter may vote from the Issuing Clerk.
      1) If the voter receives more than one ballot type or style, request the sequence number for each ballot type or style.
   b. Enter the number(s) in the Seq No Column to the right of the voter's name.
   c. Proceed to Completing the Sign-In.

2. If the Issuing Clerk is not sitting next to the Poll Book Clerk, the Poll Book Clerk will:
   a. Enter the sequence number for the appropriate ballot the voter may vote from their sequence card in the Seq No Column to the right of the voter's name.
      1) If the voter receives more than one ballot type or style, enter the sequence number for each ballot type or style. You should have one sequence card for each ballot type or style.
   b. Give the voter a card identifying the ballot(s) the voter is to receive.
   c. Proceed to Completing the Sign-In.

COMPLETING SIGN-IN

1. The voter must then sign his or her name in the Signature of Voter Column following his or her name before receiving the ballot(s). (34-1106, I.C.)

   **NOTE:** Every voter must sign the Poll Book before a ballot is issued and handed to the voter.

   2. If the voter signed the Personal Identification Affidavit, the Poll Book Clerk makes the notation “affidavit” in the Remarks Column to the right of the voter's name in the Poll Book. See Poll Book Page (see "Poll Book Page Example" on page 28), Line 11, column C.

ISSUING A BALLOT

When a voting booth or accessible voting unit is available, the Issuing Clerk will issue the appropriate ballot(s) based on the information received from the Poll Book Clerk or the card identifying the ballot(s) the voter should receive.

ISSUE A DIGITAL OR OPTICAL SCAN BALLOT

1. The Issuing Clerk will:
   a. Locate the appropriate ballot(s) for the voter based on the information received from the Poll Book Clerk.
b. Each ballot must have an "Official Ballot Stamp" prior to issuing the ballot.
   1) The County Clerk will instruct you on the use of an "Official Ballot Stamp".
      a) The "Official Ballot Stamp" may be:
         i) A pre-printed ballot identification number, image or field that is a unique marking to prevent duplication of the official ballot.
         ii) A rubber stamp with "Official Ballot and the Election Date" that is stamped at either the top or bottom on the front of the ballot(s), as directed by the County Clerk.

      NOTE: If the voter is eligible to vote any of the additional ballot styles or types that were delivered to the polls, each ballot must have the "Official Ballot Stamp" prior to issuing the ballot(s).

   c. Hand the official digital or optical scan ballot(s) to the voter along with a secrecy sleeve or folder.

   d. Give instructions to the voter to place the voted ballot(s) into the secrecy sleeve or folder prior to leaving the voting booth.
      1) It is suggested that you also ask the voter if they would like instructions on voting the ballot.

   e. Direct the voter to either an open voting booth or the accessible voting unit.

      IMPORTANT: Never allow a voter to wait with an Official Digital or Optical Scan Ballot(s) in hand. It may be bent, crumpled or torn and become unusable by the accessible voting unit or un-readable by the tabulator.

**ISSUE AN ACCESSIBLE VOTING UNIT BALLOT**

Any voter may use the Accessible Voting Unit, if they wish. If one voter votes on the Accessible Voting Unit, it is important to encourage other voters to vote on the machine as well to ensure every voter has a secret ballot and votes cannot be tied back to an individual voter.

1. AutoMARK and ExpressVote:
   a. Issue the digital or optical scan ballot or ballot card as directed above and as instructed by the County Clerk's Election Staff.
   b. Have the Poll Book Clerk make a notation of "Accessible Voting Unit Ballot" in the Poll Book for use at balancing at the end of the night.

2. eSlate:
   a. Only when there is an open eSlate unit, issue the electronic ballot as outlined in the Manufacturer's Manual and as instructed by the County Clerk's Election Staff.
b. Have the Poll Book Clerk make a notation of "eSlate" in the Poll Book for use at balancing at the end of the night.

3. TouchWriter:
   a. Only when there is an open TouchWriter unit, issue the ballot as outlined in the Manufacturer's Manual and as instructed by the County Clerk's Election Staff.
   b. Have the Poll Book Clerk make a notation of "TouchWriter" in the poll book for use at balancing at the end of the night.

**NOTE:** Refer to the manufacturer's manual for any questions regarding the use of the Accessible Voting Unit or if the voter needs any additional accessibility devices for use with the machine.

**IMPORTANT:** If you are unable to locate an answer to your question, immediately contact the County Clerk's Elections Office for assistance.

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**ISSUE A PAPER BALLOT TO DIGITAL SCAN VOTERS**

1. The Issuing Clerk will:
   a. Paper Ballot:
      1) Stamp the Paper Ballot(s) with the Official Election Stamp on the bottom of the back of the ballot(s).
      2) Hand the Official Paper Ballot(s) to the voter.
         a) Give instructions to the voter on folding the voted Paper Ballot(s) to conceal the votes but display the "Official Ballot Stamp" prior to leaving the voting booth.
         b) Direct the voter to an open voting booth.

**NOTE:** If the voter is eligible to vote any of the additional ballot styles or types that were delivered to the polls, each ballot must have the "Official Ballot Stamp" prior to issuing the ballot(s).

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**VOTING THE BALLOT**

1. The operation of voting shall be secret. The voter must retire to either a vacant voting booth or Accessible Voting Unit.
   a. Voting Booth:
      1) The voter will mark the ballot according to the instructions that appear on the Ballot Voting Instructions placard in each voting booth.
a) Paper Ballot:
   i) The voter will mark an X in the box to the right of the candidate name or ballot question response.

b. Accessible Voting Unit:
   1) The voter will mark the ballot according to the directions given by the machine and the Election Clerk assisting voters with the machine.

**IMPORTANT:** A voter may ask for assistance with the Accessible Voting Unit after beginning to vote. An Election Clerk may give any needed instruction or assistance.

**NOTE:** If any voter, after beginning to vote, asks for information regarding the marking of a ballot, the Election Clerks will give the voter any necessary information, instruction or assistance. (34-2427, I.C.)

2. Before leaving the voting booth:
   a. Digital or Optical Scan Ballot:
      1) After marking the ballot, the voter should place the voted ballot(s) into the secrecy sleeve or folder.
   b. Accessible Voting Unit:
      1) AutoMARK, ExpressVote and TouchWriter:
         a) The voter should place the voted ballot or printed ballot card into the secrecy sleeve or folder.
      2) eSlate
         a) The voter should return to the Issuing Clerk with their access code slip to verify their votes were cast/accepted.
   c. Paper Ballot:
      1) The voter must fold the ballot in half so that the "Official Ballot Stamp" is visible on the back of the ballot and the face of the ballot is completely enclosed.

**RECEIVING THE VOTED BALLOT**

1. After voting the ballot(s), the voter must then appear before the Receiving Clerk or Clerk in charge of the eSlate, if applicable.
   a. The Receiving Clerk is responsible for:
      1) Either the second Poll Book or List of Registered Voters; and
      2) Either the ballot box(es) or precinct tabulator.
b. The Clerk in charge of the eSlate is responsible for:
   1) Either the second Poll Book or List of Registered Voters; and
   2) The JBC.

2. The voter must state his or her name and residence address to the Receiving Clerk. (34-1107, I.C.)

3. The Receiving Clerk will:
   a. Registered Voter:
      1) Locate the voter’s name in either the second Poll Book or the List of Registered
         Voters; and
      2) Record that the voter has voted.
   b. Election Day Registrant:
      1) Enter the individual’s name and notation “EDR” in either the second Poll Book on
         one of the blank Poll Book pages provided or at the end of the List of Registered
         Voters.
         a) If required by your County Clerk's Office, enter the address of the individual as
            well.
      2) Place the completed registration card in the envelope designated for Election Day
         Registrations and Personal Identification Affidavits.

4. The voter has the option of depositing the ballot or allowing the Receiving Clerk to deposit
   the ballot (see "Depositing the Voted Ballot" on page 55).

**PRECINCT TABULATOR - USING THE UNCOUNTED BALLOT STORAGE BIN (AUXILIARY OR EMERGENCY BIN), IF NECESSARY**

1. If the precinct tabulator stops working and ballots cannot be scanned, ballots must be
   deposited and stored in the uncounted ballot storage bin to be removed at a later time for
   counting once the scanner is repaired or replaced.
   a. Immediately contact the County Clerk's Elections Office to report that the scanner is not
      working.
   b. Refer to the Manufacturer's Manual and instructions provided by the County Clerk on the
      procedure for the opening and use of the Uncounted Ballot Storage Bin (Auxiliary or
      Emergency Bin).
   c. Print any necessary reports as instructed by the County Clerk.
DEPOSITING THE VOTED BALLOT

The voter or Receiving Clerk will deposit the voted ballot(s) into either the Ballot Box or the Precinct Tabulator.

1. **Ballot Box:**
   a. **Voter Deposits:**
      1) The Receiving Clerk will instruct the voter on how to deposit the ballot(s).
         a) Insert the lower edge of the secrecy sleeve into the ballot box slot.
         b) Allow the ballot(s) to slip into the ballot box while retaining the secrecy sleeve.
      2) The voter will:
         a) Deposit the ballot into the ballot box.
         b) Return the secrecy sleeve to the Receiving Clerk.
   b. **Receiving Clerk Deposits:**
      1) The voter will hand the secrecy sleeve containing the voted ballot(s) to the Receiving Clerk.
      2) The Receiving Clerk will, without viewing the voted ballot:
         a) Insert the lower edge of the secrecy sleeve into the ballot box slot.
         b) Allow the ballot(s) to slip into the ballot box while retaining the secrecy sleeve.

   **NOTE:** If an additional hand count paper ballot is used, deposit the paper ballot into the separate paper ballot box.

2. **Precinct Tabulator:**
   a. **Voter Deposits:**
      1) The Receiving Clerk will instruct the voter on how to deposit the ballot(s), one page at a time, into the precinct tabulator.
         a) Refer to the Manufacturer's Manual and materials provided by the County Clerk for instructions on depositing the ballot(s) into the precinct tabulator.
      2) Caution each voter to keep the secrecy sleeve away from the feeder on the tabulator as this could cause a jam.
      3) The voter will insert the ballot(s), one at a time, into the feeder on the tabulator for processing.
      4) See *Precinct Tabulator Results when Depositing* (on page 57) for messages displayed by the Precinct Tabulator when a ballot is deposited.
NOTE: If ballot cards are being used with the ExpressVote Accessible Voting Unit, these ballot cards will be fed through the adapter attached to the precinct tabulator.

NOTE: If additional ballot styles were delivered to the polling place, be sure to instruct the voter to insert only one Digital or Optical Scan Ballot into the precinct tabulator at a time. Also, if the additional ballot is a paper ballot, instruct the voter to deposit the paper ballot into the Ballot Box.

b. Receiving Clerk Deposits:

1) The voter will hand the voted ballot(s) or ballot card within the secrecy sleeve to the Receiving Clerk.

2) The Receiving Clerk will, without viewing the voted ballot:

3) Insert the ballot(s), one at a time, into the feeder on the tabulator for processing.
   a) Refer to the Manufacturer's Manual or materials provided by the County Clerk for step by step instructions on how to insert the ballot into the precinct tabulator.

4) See *Precinct Tabulator Results when Depositing* (on page 57) for messages displayed by the Precinct Tabulator when a ballot is deposited.

NOTE: If ballot cards are being used with the ExpressVote Accessible Voting Unit, these ballot cards will be fed through the adapter attached to the precinct tabulator.

NOTE: If additional ballot styles were delivered to the polling place, be sure to instruct the voter to insert only one Digital or Optical Scan Ballot into the precinct tabulator at a time. Also, if the additional ballot is a paper ballot, instruct the voter to deposit the paper ballot into the Ballot Box.

3. eSlate - Accessible Voting Unit:

a. The voter returns to the Clerk stationed at the JBC and returns the ACCESS CODE slip.

b. The Clerk stationed at the JBC verifies the status of the voter's ballot by verifying that the JBC shows a green light for the eSlate the voter used.

c. The ACCESS CODE slip is placed on a spindle or in an envelope for accounting at the end of the night.

NOTE: Refer to the Manufacturer's Manual or materials provided by the County Clerk if there is an issue with either the eSlate Accessible Voting Unit or the JBC Unit.
4. **Paper Ballot, if applicable:**
   a. The Receiving Clerk will instruct the voter on how to deposit the folded Paper Ballot(s) into the ballot box.
   b. The voter will deposit the voted Paper Ballot(s) into the ballot box.

**PRECINCT TABULATOR RESULTS WHEN DEPOSITING**

1. Common results after depositing a voted ballot into the precinct tabulator.
   a. Ballot Marked Correctly:
      1) Voter receives a positive message notifying them that the ballot(s) was accepted.
      2) Ballot is counted and deposited into the ballot box.
   b. Ballot contains an over-voted race or issue on the ballot or the ballot is blank:
      1) The precinct tabulator will notify the voter of the issue and give the voter the option to correct the ballot or count it as is.
      2) Refer to the Manufacturer's Manual or other materials provided by the County Clerk for instructions on how to return the ballot to the voter or accept the ballot as is.

   **NOTE:** A voter may deliberately cast a blank ballot and insist that it be accepted. This is permissible.

   c. Other tabulator messages:
      1) A comprehensive list of tabulator messages can be found in the Manufacturer's Manual and other materials provided by the County Clerk's Office, if applicable.

   **IMPORTANT:** If the precinct tabulator displays an error message due to a ballot issue, the ballot causing the error message may be spoiled and a new ballot may be issued to the voter.

   d. Other Precinct Tabulator Error Messages:
      1) If an alert or error message is displayed on the precinct tabulator, refer to the Manufacturer's Manual or materials provided by the County Clerk's Office for instructions on correcting the error. Most common causes of an alert or error message:
         a) Voter mis-marked, made inappropriate marks or "doodled" on the ballot.
         b) Ballot was damaged.
         c) Voter incorrectly inserted the ballot into the tabulator.
         d) There is a technical problem with the precinct tabulator.
      2) **Immediately** contact the County Clerk's Elections Office, if you are unable to correct the issue.
IMPORTANT: If the precinct tabulator displays an error message due to a ballot issue, the ballot causing the error message may be spoiled and a new ballot may be issued to the voter.

ANNOUNCING THE VOTER'S NAME

1. The Receiving Clerk will announce the voter’s name in a loud audible voice for all present to hear, especially any watchers and/or challengers. (34-1107, I.C.)

IMPORTANT: NEVER LEAVE THE BALLOT BOX or PRECINCT TABULATOR UNATTENDED!

ASSISTANCE TO THE VOTER

Whether a voter chooses to vote the ballot independently or asks for assistance, the decision is left to the voter.

All voters have the following options for assistance when voting:

1. Using the Accessible Voting Unit
2. Receiving Assistance from Another Person
3. Curbside Voting

IMPORTANT: Although the Accessible Voting Unit is available in every polling place, a voter may still request assistance from another person or utilize curbside voting.

ACCESSIBLE VOTING UNIT

1. The Accessible Voting Unit allows a voter who has difficulty seeing or marking a ballot to vote independently.
2. This device may be the:
   a. AutoMARK
   b. eSlate
   c. ExpressVote
   d. TouchWriter
3. For instructions on operating the accessible voting unit available in your polling place, refer to the Manufacturer's Manual or materials provided by the County Clerk.
IMPORTANT: Each polling place must have a functional Accessible Voting Unit available for voters with a disability in accordance with State and Federal Law.

NOTE: It is your responsibility as a poll worker to understand how the unit operates and how to assist a voter with using the machine.

ASSISTANCE BY ANOTHER PERSON

1. Any voter who, because of blindness, physical disability or other disability, is unable to mark the ballot(s) may request assistance from an individual of their choice in marking the ballot(s).
   a. A voter may request assistance from one of the Election Clerks or from any person of their choice.
   b. The individual assisting the voter will ascertain the wishes of the voter for each office, ballot measure or ballot question and will mark the ballot(s) accordingly.
   c. The individual assisting the voter is not allowed to share any information regarding how the voter chose to vote the ballot(s).
   d. Upon receiving assistance in this manner, the Poll Book Clerk will make the notation of “assistance” in the Remarks Column of the Poll Book following the name of the voter receiving such assistance. See the Poll Book Page (see "Poll Book Page Example" on page 28), Line 10, Column C.

CURBSIDE VOTING

1. Any voter who, because of a disability, is unable to enter the polling place may request assistance at their vehicle.
   a. The voter will have someone notify the Election Clerks in the polling place:
      1) That they are in the parking lot and need the ballot(s) brought to them.
      2) Of their Name and Residence Address in order to provide the voter with the correct ballot(s) and registration card, if required.
   b. An Election Clerk will take the following to the voter in their vehicle in the polling place parking lot:
      1) The Poll Book or appropriate Poll Book page;
      2) Personal Identification Affidavit;
      3) A Registration Card, if required;
      4) The appropriate ballot(s) with the "Official Ballot Stamp"; and
      5) Secrecy sleeve.
**IMPORTANT:** If the voter is eligible to vote more than one ballot style or type, each ballot should be stamped with the Official Election Stamp and delivered to the voter.

c. An Election Clerk must follow the same steps as if the voter appeared in the polling place to vote.
   1) The voter must:
      a) State his or her name and residence address.
      b) Either show an acceptable photo ID (see "Identification Required" on page 46) or sign the Personal Identification Affidavit.
   2) The Election Clerk must:
      a) Verify the voter's address and photo ID;
      b) Check for any notations in the Remarks Column to the right of the voter's name or beneath the voter's name;
      c) Have the voter sign the Poll Book in the Signature box to the right of their name; and
      d) Issue the appropriate ballot(s).

d. The voter will then:
   1) Vote the ballot(s) in a private manner;
   2) Place the voted ballot(s) in the secrecy sleeve or fold appropriately; and
   3) Return the voted ballot(s) to the Election Clerk.

e. The Election Clerk:
   1) Returns the Poll Book or Poll Book page to the Poll Book Clerk.
      a) The Poll Book Clerk writes “assistance” in the Remarks Column to the right of the voter's name. See the Poll Book Page (see "Poll Book Page Example" on page 28), Line 9, Column C.
      b) Gives the voted ballot(s), in the secrecy sleeve or folded, to the Receiving Clerk.

f. The Receiving Clerk:
   1) Records that the voter has voted in either the second Poll Book or List of Registered Voters; and
   2) **Announces the voter's name in a loud audible voice** for all present to hear, especially any watchers and/or challengers.
   3) Deposits the voted ballot(s).
THROUGHOUT THE DAY

1. Prior to voting, instructions and a demonstration on:
   a. How to vote the Ballot should be given to all voters; and
      1) For a sample demonstration script, see *Greeting Voters & Demonstration* (see "[VIII – Greeting Voters and Voting Demonstration](#)" on page 89).
   
   b. How to operate the Accessible Voting Unit to those who wish to use it.

2. Ballots may be delivered stapled together in pads of 25 or 50 or they may be shrink wrapped or sealed in an envelope.
   a. After a pad of ballots has been issued, place the pad of ballot stubs in the Voted Ballot Stub Envelope (EE-6) for returning to the County Clerk at the end of the night.

3. Inspect the voting booths and Accessible Voting Unit frequently.
   a. Remove any sample ballots, literature, flyers, stickers, etc. that may have been left by a voter.
   b. Verify that nothing has been written on the voting booth.

   **NOTE:** If you are unable to remove the material or writing, the voting booth may no longer be used by voters. Notify the County Clerk's Office immediately of the issue.

UPDATING THE POLL BOOK WITH ABSENTEE BALLOT INFORMATION

(For those counties that do NOT deliver absentee ballots to the polls.)

1. At some point during the day, the County Clerk or designee will deliver or electronically send a list of voters who, after printing the poll book, have either:
   a. Voted by In-Person Absentee;
   b. Voted by Early Voting; or
   c. Returned a Mail-In Absentee Ballot to the County Clerk's Elections Office.

2. The Poll Book Clerk, for each voter, will:
   a. Locate the voter's name in the Poll Book; and
   b. Verify that the voter has not signed the Poll Book indicating that the voter has appeared at the polls to vote.
      1) If the voter has signed the Poll Book, **immediately** notify the County Clerk's Election Office for instructions on how to handle the absentee ballot.
   c. Write "Absentee Received" and initial in the Signature of Voter Column to the right of the voter's name. See the *Poll Book Page* (see "[Poll Book Page Example](#)" on page 28), Line 7, column B.
NOTE: This process must be done to be sure that a voter will not be able to vote twice in the election.

IMPORTANT: If there is any question regarding a voter's name appearing on the list received from the County Clerk, immediately contact the County Clerk's Election Office.

RECEIVING ABSENTEE BALLOTS

(Applies ONLY to those counties that deliver absentee ballots to the polls.)

The County Clerk may decide to send voted absentee ballots to the polls to be added to the precinct ballots and included in the precinct totals. Refer to Receiving and Processing Absentee Ballots (see "IX - Receiving and Processing Absentee Ballots" on page 95) for instructions.

EARLY PICK UP OF BALLOTS

(Applies only to those counties that pick up voted ballots during the day to return them to the counting center.)

The County Clerk may decide to have voted ballots picked up prior to the polls closing in order to begin counting at the counting center. Refer to Early Pick Up of Ballots (see "XI - Early Pick Up of Ballots, If Applicable to Your Precinct" on page 105) for instructions.

CLOSING THE POLLS

1. Thirty (30) minutes prior to the closing of the polls, one of the Election Clerks will make a proclamation of the same. (34-1101(2), I.C.)
2. Close the polls at 8:00 p.m.
   a. All voters who are waiting in line at 8:00 p.m. must be allowed to vote not withstanding the pronouncement that the polls are closed. (34-1101(2), I.C.)
   b. If there is a line of voters waiting for the Poll Book Clerk, it is recommended that one of the Election Clerks stand at the end of the line or at the door to the polling place to notify new voters that the polls are closed.

AFTER THE POLLS CLOSE

After all voters who were waiting in line at 8:00 p.m. have voted and the polls have closed, the Election Clerks will complete the following tasks. It is suggested that the following tasks be assigned to Election Clerks in groups of two. More than one team of Election Clerks may be working on different tasks at the same time.
**TASK 1 – POLL BOOK TALLY AND COMPARISON**

1. The Poll Book Clerk and Receiving Clerk will compare the Poll Book signed by the voter with either the second Poll Book or the List of Registered Voters kept by the Receiving Clerk. Both Election Clerks should have the same voters marked as voting.
   a. **Missing voter:**
      1) Correct any mistakes that may be found, until they are found to agree.
         a) If either the Poll Book Clerk or Receiving Clerk has a voter marked as voted that the other does not, the worker missing the voter's designation of voting may make a notation that the voter voted in order to make the two books match.

         **NOTE:** If the Poll Book is divided into alpha sections, each Poll Book section must be compared to either the second Poll Book or the List of Registered Voters.

   b. **A voter did not sign the Poll Book:**
      1) If a voter did not sign the Poll Book before being issued a ballot, make a note in the Poll Book in the Remarks Column after the voter's name that the voter voted without signing the Poll Book.

         **NOTE:** If a voter votes without signing the Poll Book, you may not be able to account for the Ballot(s) the voter voted while reconciling the Ballot Accounting Page.

2. **Count the number of voter signatures:**
   a. **Printed Poll Book:** Count the number of voter signatures on each page of the Poll Book signed by the voter. Then, record that number on the bottom of each page on the Line “Number of Electors Voting This Page.”
      1) **Do NOT** include the absentee voter who you marked as voting in this number as you did not receive their ballot at the polls.

   b. **e-Poll Book:** The e-Poll Book will provide you with the number of voters who signed the poll book by reviewing the e-poll book.
      1) Refer to the Manufacturer's manual and information provided by the County Clerk's Election Staff for instructions.

3. **Record the number of Voters signing the Poll Book.**
   a. **Printed Poll Book:** Combine the number listed on the Line “Number of Electors Voting This Page” on each Poll Book page together and record the grand total on the "Total Number of Voters Signing Poll Book" line under the correct heading on the Ballot Accounting page in the Poll Book signed by the voters.
1) If additional ballot types or styles were delivered to the polls, you must record the grand total of each type or style on the "Total Number of Voters Signing Poll Book" line under the correct heading on the Ballot Accounting Page in the Poll Book signed by the voters.

b. e-Poll Book: Record the number of voters who signed the Poll Book on the "Total Number of Voters Signing Record" line in the first column on the Ballot Accounting page (E-2B) provided.

1) If additional ballot types or styles were delivered to the polls, record the grand total on the "Total Number of Voters Signing Poll Book" line in the appropriate column on the Ballot Accounting Page (E-2B) under the correct heading.

**Ballot Accounting Page Example**

<table>
<thead>
<tr>
<th>Ballot Description (Name or District Description)</th>
<th>Ballot 1</th>
<th>Ballot 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **Voting Summary** - Complete after polls close.

   a. Number of Voters Signing Record

      | 1494 | 243 |

**Task 2 – Election Day Registration and Personal Identification Affidavits**

1. Complete the front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
   a. Enter the Precinct Name or Number.
   b. Enter the Date.

2. Registration Cards:
   a. Count the number of completed Registration Cards.
   b. Enter the number of completed Registration Cards on:
      1) The front of the Election Day Registration and Personal Identification Affidavit Envelope or other designated envelope or container.
      2) The “Total Number of Election Day Registration Cards” Line on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.

**Ballot Accounting Page Example**

**Ballot Accounting for the Election held on** November X, 20XX

County Precinct 5

| Total Number of Election Day Registration Cards | 254 |
| Total Number of Signed Personal Identification Affidavits | 144 |

Ballot Description (Name or District Description) | Ballot 1 | Ballot 2 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Personal Identification Affidavits:
   a. Count the number of signed Personal Identification Affidavits.
   b. Enter the number of signed Personal Identification Affidavits on:
      1) The front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
      2) The “Total Number of Signed Personal Identification Affidavits” Line on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.

   **Ballot Accounting Page Example**

   BALLOT ACCOUNTING for the Election held on ____________________________

   County Precinct ______

   Total Number of Election Day Registration Cards ___256___
   Total Number of Signed Personal Identification Affidavits ___144___

   Ballot Seal AM ____496344___
   Ballot Seal PM ____496345___
   Ballot Seal Alt. ____496346___

   Ballot Description (Name or District Description) Ballot 1 Ballot 2

4. Place the completed registration cards and signed Personal Identification Affidavits into the Election Day Registration Envelope (EDR-3) and seal.

5. Place the sealed Election Day Registration and Personal Identification Affidavit Envelope (EDR-3) into the Voted Ballot Box or designated container.

**TASK 3 – PREPARING BALLOTS AND POLL BOOK TABULATION - BALLOT BOX**

1. **Ballot Box:**
   a. After all the voters who were in line to vote at 8 p.m. have voted, open the ballot box:
      1) Unlock or break the seal on the ballot box.
      2) Remove the voted ballots and Voted Ballot Envelopes, if applicable.
      3) Separate the voted ballots (i.e. Election Day Ballots) from the Voted Ballot Envelopes, if applicable.

   **IMPORTANT:** Do not mix the absentee ballots with the ballots voted at the polls at this point. The number of absentee ballots will be recorded separately on the Ballot Accounting Page.

   b. Process the voted ballots:
      1) **Election Day Ballots:**
         a) Divide the voted ballots into stacks according to type (i.e. party, ballot style, etc.).
         b) Quickly but accurately count the number of voted ballots in each stack.
c) Enter the number of voted ballots by type or style on the "Number of Ballots in the Ballot Box" line on the Ballot Accounting Page in the Poll Book signed by the voters under the correct description.

**Ballot Accounting Page Example**

<table>
<thead>
<tr>
<th>Ballot Description (Name or District Description)</th>
<th>Ballot 1</th>
<th>Ballot 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Total Number of Voted Ballots locked in Ballot Transfer Box

| 1496 | 243 |

**NOTE:** If you have additional ballot types or styles, you must account for each ballot type or style. Be sure to count and record the number of ballots by ballot type or style.

2) **Absentee Ballots, if applicable:**
   a) Carefully open each Voted Ballot Envelope.
   b) Remove the voted absentee ballot(s) from the Voted Ballot Envelope.
   c) Unfold the voted absentee ballot(s).
   d) Stack the voted absentee ballots.
      i) If additional ballot types or styles are included in the Voted Ballot Envelopes, separate these ballots into stacks based on the ballot types or style.
   e) Quickly but accurately count the number of voted absentee ballots in each stack.
   f) Enter the number of voted ballots by type or style on the "Number of Absentee Ballots in the Ballot Box" line on the Ballot Accounting Page in the Poll Book signed by the voters under the correct description.

**Ballot Accounting Page Example**

<table>
<thead>
<tr>
<th>Ballot Description (Name or District Description)</th>
<th>Ballot 1</th>
<th>Ballot 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

h. Number of Absentee Ballots in the Ballot Box, if any (Count the ballots)

| 59 | 2 | 46 |

**c. Prepare the ballots for Transfer:**

1) Count the number of voted ballots by style or type being placed in the Voted Ballot Box or Ballot Transfer Box.

2) Record the number of voted ballots by style or type on the "Total Number of Voted Ballots locked in Ballot Transfer Box" line on the Ballot Accounting Page in the Poll Book signed by the voters.

3) Place the voted Election Day ballots in the designated transport container.
4) Place the voted absentee ballots in the designated transport container, if applicable.
   a) Place the voted absentee ballots in the designated transport container first. This is to help flatten the absentee ballots prior to arriving at the County Clerk's Office.

   **NOTE:** *(PRECINCT)* Record the number of ballots counted as printed on the tabulator report by ballot style or type on the "Number of Voted Ballots locked in Ballot Transfer Box" line on the Ballot Accounting Page in the Poll Book signed by the voters.

d. Continue with completing the Ballot Accounting Page by going to *Task 3 Continued - Preparing Ballots and Poll Book Tabulation* (see "Task 3 Continued – Preparing Ballots and Poll Book Tabulation" on page 71).

   **NOTE:** All Voted Ballots must be delivered to the County Clerk Elections Office on Election Night or to the County Sheriff for delivery to the County Clerk, in accordance with 34-1204, Idaho Code.

2. **eSlate Accessible Voting Unit, if applicable:**
   a. Refer to the Manufacturer's Manual and materials provided by the County Clerk for instructions on:
      1) Printing required reports.
      2) Preparing the Accessible Voting Unit for transporting back to the County Clerk's Office.
   b. Locate the number of ballots cast on the printed report.
   c. Record the number of ballots cast by ballot style or type on the "Number of Ballots voted on eSlate" Line on the Ballot Accounting Page in the Poll Book signed by the voters under the correct description.

3. **Precinct Tabulator:**

   **NOTE:** The Auxiliary or Emergency Bin may have been used during the day for temporary storage of voted, but uncounted ballots and absentee ballots if delivered to the polls. If any such ballots are retrieved, they must be processed.

   a. Processing ballots from the Auxiliary or Emergency Bin:
      1) Unlock or break the seal on the Auxiliary or Emergency Bin.
      2) Open the Auxiliary or Emergency Bin.
      3) Remove the voted ballots and Voted Ballot Envelopes, if applicable.
      4) Separate the Voted Ballot Envelopes from the voted ballots.
5) Process voted Election Day ballots:
   a) Insert the voted Election Day ballots into the tabulator one at a time.
      i) Refer to the section, Receiving Clerk Deposits, for instructions on inserting the ballots into the precinct tabulator.
      ii) If you have any questions, concerns or issues, contact the County Clerk's Office immediately.

6) Process Voted Ballot Envelopes, if applicable:
   a) Open each Voted Ballot Envelope.
   b) Remove and unfold the voted ballot.
   c) Stack the absentee ballots by style or type.
   d) Count the number of absentee ballots in each stack.
   e) Record the number of absentee ballots by style or type on the "Number of Absentee Ballots in the Ballot Box" line on the Ballot Accounting Page in the Poll Book signed by the voters under the correct description.
   f) Insert the absentee ballots into the precinct tabulator one at a time.
      i) Refer to Receiving Clerk Deposits for instructions on inserting the ballots into the precinct tabulator.
      ii) If you have an questions, concerns or issues, contact the County Clerk's Office immediately.

b. Closing the Precinct Tabulator - Only after all ballots have been processed:
   1) Refer to the Manufacturer's Manual and materials provided by the County Clerk for instructions on:
      a) Closing the Election.
      b) Printing required reports.
      c) Shutting down the machine.
   2) Locate the number of ballots cast on the printed report by style or type.
      a) If absentee ballots were NOT delivered to the polls, for each ballot style or type:
         i) Record the number of ballots counted as printed on the tabulator report by ballot style or type on the "Number of Ballots in the Ballot Box" Line on the Ballot Accounting Page in the Poll Book signed by the voters under the correct description.
b) If absentee ballots were delivered to the polls, for each ballot style or type:
   
i) Take the number of ballots counted.

   ii) Subtract the number of absentee ballots as it appears on the "Number of Absentee Ballots in the Ballot Box" line on the Ballot Accounting Page in the Poll Book signed by the voters.

   iii) Record this figure by ballot style or type on the "Number of Ballots in the Ballot Box" Line on the Ballot Accounting Page in the Poll Book signed by the voters under the correct description.

   **Ballot Accounting Page Example**

   | Ballot Description (Name or District Description) | En Vol 1 | En Vol 2 |
   ------- | -------- | -------- |
   b. Total Number of Voted Ballots locked in Ballot Transfer Box | 1491e | 243 |

   c. Prepare the ballots for Transfer:

   1) Count the number of voted ballots by style or type being placed in the Voted Ballot Box or Ballot Transfer Box.

   2) Record the number of voted ballots by style or type on the "Total Number of Voted Ballots locked in Ballot Transfer Box" line on the Ballot Accounting Page in the Poll Book signed by the voters.

   3) Place the voted Election Day ballots in the designated transport container.

   4) Place the voted absentee ballots in the designated transport container, if applicable.

d. Notify County Clerk, if instructed.

   1) Contact the County Clerk to report vote totals as instructed by the County Clerk.

e. Continue with completing the Ballot Accounting Page by going to Task 3 Continued - Preparing Ballots and Poll Book Tabulation (see "Task 3 Continued – Preparing Ballots and Poll Book Tabulation" on page 71).

**NOTE:** All Voted Ballots must be delivered to the County Clerk Elections Office on Election Night or to the County Sheriff for delivery to the County Clerk, in accordance with 34-1204, Idaho Code.
TASK 3 CONTINUED – PREPARING BALLOTS AND POLL BOOK TABULATION

1. Transport Carrier Log & Receipt:
   a. Completing the Transport Carrier Log & Receipt:
      1) Record the number of ballots being placed in the Transport Carrier by style or type.
      2) Enter the Precinct Number.
      3) Enter the Seal Number that will be used to seal the Transport Carrier.
      4) Mark a check in the box to designate that the Log & Receipt is being completed for
         the final Transfer.
      5) The Chief Judge dates and signs on the Chief Judge line.
      6) The County Clerk designee dates and signs on the County Clerk designee line.
      7) The Chief Judge retains one of the copies of the Ballot Transport Carrier Log &
         Receipt.
      8) The remaining two copies of the Ballot Transport Carrier Log & Receipt is taped to
         the top of the Ballot Transport Carrier.
      9) Do not seal the ballot box or ballot transfer case at this point.
     10) The ballot box or transfer case will be sealed after completion of Task 5.

2. Spoiled Ballots:
   b. The Issuing Clerk will:
      1) Remove all the Spoiled Ballots from the Spoiled Ballot Envelope.
      2) Divide the Spoiled Ballots by style or type into separate stacks.
         a) Divide the spoiled Absentee Signature Envelopes by style or type based on the
            ballot code printed on the bar code label on the back of the Signature Envelopes.
         b) Place the spoiled Absentee Signature Envelopes in the stacks with the Election
            Day ballots.
      3) Count the number of spoiled ballots in each stack, including spoiled Absentee
         Signature Envelopes, if applicable.
      4) Give each total to the Poll Book Clerk for recording on the Ballot Accounting Page.

NOTE: If you have additional ballot types or styles, you must account for each
ballot type or style. Be sure to count and record the number of ballots by ballot
type or style.
c. The Poll Book Clerk will:

1) Record the number of spoiled Election Day ballots on the "Number of Spoiled Ballots" line on the Ballot Accounting page.
   a) If there is more than one ballot type or style (i.e. different colored paper ballots), enter the number of ballots in each stack based on ballot type under the appropriate heading on the Ballot Accounting page in the Poll Book signed by the voters.

   **Ballot Accounting Page Example**

<table>
<thead>
<tr>
<th>Ballot Description (Name or District Description)</th>
<th>Ballot 1</th>
<th>Ballot 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Number of Spoiled Ballots</td>
<td>32</td>
<td>12</td>
</tr>
</tbody>
</table>

3. Unused Ballots:
   a. The Issuing Clerk will:
      1) Physically count the number of unused ballots remaining; and
      2) Give each total to the Poll Book Clerk for recording on the Ballot Accounting Page.

   **NOTE:** If you have additional ballot types or styles, you must account for each ballot type or style. Be sure to count and record the number of ballots by ballot type or style.

   b. The Poll Book Clerk will:
      1) Record the number of unused ballots on the Ballot Accounting page on the "Number of Unused Ballots" line on the Ballot Accounting page (E-2B).
         a) If there is more than one ballot type or style, enter the number of ballots in each stack based on ballot type or style on the "Number of Unused Ballots" line under the correct description on the Ballot Accounting page in the poll book signed by the voters.

   **Ballot Accounting Page Example**

<table>
<thead>
<tr>
<th>Ballot Description (Name or District Description)</th>
<th>Ballot 1</th>
<th>Ballot 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>c. Number of Unused Ballots</td>
<td>72</td>
<td>145</td>
</tr>
</tbody>
</table>

4. Complete the Voted Ballot Stub Envelope.
   a. Enter the Precinct Name or Number.
   b. Enter the Date.
c. Compare the number of stubs and the number of ballots issued.
   1) If the two numbers match, continue completing the Ballot Accounting Page.
   2) If the two numbers do not match, the Election Clerks have the authority to make any
decision to correct the situation.
      a) Contact the County Clerk's Office if you have any questions or concerns.

**IMPORTANT:** This does not mean that the Election Clerks are allowed to void
all ballots cast at the polling place. (34-1202, I.C.)

d. Place the voted ballot stubs in the Voted Ballot Stub Envelope (EE-6).

5. Completing the `Ballot Accounting page` (see "Standard Ballot Accounting Page" on page
   81) for each column:
   a. Section 1 - Official Ballots to Account For:
      1) Each line should have been completed earlier in the day.
      2) Add each line together.
      3) Record the total on the "Total Ballots to Account for" Line.
   b. Section 2 - Official Ballots Accounted For:
      1) Each line should have been completed either earlier in the day or in a previous step.
      2) Add each line together.
      3) Record the total on the "Total Ballots Accounted For" Line.
   c. Section 3 - Voting Summary:
      1) Each line should have been completed in a previous step.

6. Verifying Totals on the Ballot Accounting Page:
   a. The "Total Ballots to Account For" Line and the "Total Ballots Accounted For" Line
      should match.
      1) Numbers Agree:
         a) You can continue on with verifying totals.
      2) Numbers do not Agree:
         a) Determine where the discrepancy is.
            i) This may include recounting the number of voted ballots, spoiled ballots,
               unused ballots or absentee ballots received, if there were any.
            ii) If you can't determine where the discrepancy lies, contact the County Clerk's
                Office then continue with verifying totals.
b. Verify the total number of Ballots Cast with the number of Voters signing the poll book.

1) Numbers Agree:
   a) The Election Clerks must sign the Certification of the Election Board on the Poll Book Cover.

2) Numbers do not Agree:
   a) Determine where the discrepancy is.
      i) This may include recounting the number of signatures in the Poll Book or the voted ballots.
      ii) If you can't determine where the discrepancy lies, immediately contact the County Clerk's Office.
      iii) After the discrepancy is found or when instructed by the County Clerk's Office, the Election Clerks must sign the Certification of the Election Board on the Poll Book Cover.

NOTE: The number of ballots in the ballot box must agree with the number of voters marked in the poll book as having received a ballot AND the number of voted ballots together with the number of spoiled ballots, must agree with the number of ballot stubs or sequence card. If the number of ballots issued does not agree with the number of ballot stubs or sequence card, the Election Clerks shall have authority to make any decision to correct the situation.

IMPORTANT: This shall not be construed to allow the Election Clerks to void all ballots cast at that polling place. (34-1202, I.C.)

TASK 4 – DISMANTLE THE VOTING BOOTH/DEVICES

1. Voting Booths:
   a. Take down all voting booths as instructed by the County Clerk's Office.
   b. Return to the County Clerk's Office as instructed.

2. Accessible Voting Unit:
   a. Follow the instructions given by the County Clerk and the Manufacturer's Manual to:
      1) Print required reports, if applicable;
      2) Shut down the machine; and
      3) Dismantle the machine.

3. Precinct Tabulator:
   a. Follow the instructions given by the County Clerk and the Manufacturer's Manual to:
      1) Print required reports, if required;
2) Shut down the machine; and
3) Dismantle the machine.

TASK 5 - RETURN OF ELECTION SUPPLIES TO THE COUNTY CLERK

Election Clerks must enclose, seal and return all election records and supplies to the County Clerk’s Election Office as instructed.

NOTE: All Voted Ballots must be delivered to the County Clerk Elections Office on Election Night or to the County Sheriff for delivery to the County Clerk, in accordance with 34-1204, Idaho Code.

1. Completing and filling the Return Envelope or container for the Poll Book and Tally Book.
   a. Envelope for returning the Poll Books or List of Registered Voters and Tally Books, if applicable.
      1) Complete the front of the Return Envelope.
         a) Enter the date on the Line following “Tuesday.”
         b) Enter the Precinct Name or Number.
         c) Each Election Clerk signs the envelope.
      2) Fill the Return Envelope.
         a) Place the Poll Book signed by the voters and one set of Tally Books, if applicable, in the envelope.
            i) This envelope is placed in the Voted Ballot Box or Ballot Transfer Case with the Voted Ballots for return to the County Clerk's Elections Office.
         b) Place the Poll Book or List of Registered Voters maintained by the Receiving Clerk and one set of Tally Books in the designated container.
   b. Container for returning the Poll Books or List of Registered Voters and Tally Books, if applicable.
      1) Fill the Container.
         a) Place the Poll Book signed by the voters and one set of Tally Books, if applicable, in the container.
            i) Return this container to the County Clerk's Elections Office as instructed.
         b) Place the Poll Book or List of Registered Voters maintained by the Receiving Clerk and one set of Tally Books in the designated container.
2. Completing and filling the Return Envelope for election materials.
   a. Envelope for returning election materials:
      1) Complete the front of the Return Envelope.
          a) Enter the date on the Line following “Tuesday.”
          b) Enter the Precinct Name or Number.
          c) Each Election Clerk signs the envelope.
      2) Fill the Return Envelope by placing the following items in the envelope:
          a) Absentee Ballot Affidavit Envelopes (see "Absentee Ballot Supplies, if applicable" on page 104), if delivered to the Polls
          b) Receipt for Absentee Ballots, if applicable
          c) Oaths of Challenged Persons
          d) Receipt for Election Supplies
          e) Sequence Card
          f) Idaho Election Laws Book
          g) Official Election Stamp
          h) Receipt for Early Pick-Up, if applicable
   3. Complete loading of the Voted Ballot Box or Ballot Transfer Box – Seal the following inside:
      a. Voted Ballots - already placed in the Voted Ballot Box or Ballot Transfer Box
      b. Poll Book signed by the voters sealed in the Poll Book Return Envelope
      c. Election Day Registration and Personal Identification Affidavit Envelope
   4. Load the designated container – Seal the following inside:
      a. Unused Ballots
      b. Voted Ballot Stub Envelope
      c. Spoiled Ballot Envelope
      d. Rejected Absentee Ballot Envelope
      e. Poll Book or List of Registered Voters maintained by the Receiving Clerk sealed in the Return Envelope.
      f. Yellow copy of the Transport Carrier Log(s)
   5. The polling place must be left in the same condition as it appeared when you arrived or as instructed by the building supervisor.
   6. Remaining supplies should be transported in the container they were delivered in.
   7. The Accessible Voting Device should be returned in a manner prescribed by the County Clerk.
8. Return on Election Night:
   a. The sealed Ballot Box or Ballot Transfer Case;
   b. The locked or sealed designated container;
   c. Precinct Tabulator, if applicable; and
   d. Any other supplies required by the County Clerk.

   **NOTE:** All Voted Ballots must be delivered to the County Clerk Elections Office on Election Night or to the County Sheriff for delivery to the County Clerk, in accordance with 34-1204, Idaho Code.
POLL BOOK COVER EXAMPLE
RETURN TO COUNTY CLERK AS DIRECTED

ELECTION RECORD and POLL BOOK

<table>
<thead>
<tr>
<th>A list of the registered voters for the November 20XX Election.</th>
<th>Date</th>
<th>IDAHO</th>
<th>County</th>
<th>Legislative District No.</th>
<th>Precinct</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Camas</td>
<td>26</td>
<td>1</td>
<td>A-Z</td>
</tr>
</tbody>
</table>

OATH OF OFFICE FOR MEMBERS OF ELECTION BOARD

Before entering upon the discharge of their duties, the Election Board members shall take and subscribe to the oath below. Such oath shall be administered by an authorized officer or by the Chief Judge.

1. We, the undersigned, do solemnly swear (or affirm) that we will support the Constitution of the United States, and the Constitution and Laws of the state of Idaho; that we will faithfully discharge all of the duties of an Election Board member, and we will diligently endeavor to prevent the violation of any provision of law in conducting the election.

Signature

Title

NONE PRESENT AUTHORIZED TO ADMINISTER OATH

I, the undersigned, who swore in the other members of the Election Board, do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution and Laws of the state of Idaho; that I will faithfully discharge all of the duties of an Election Board member, and I will diligently endeavor to prevent the violation of any provision of the law in conducting the election.

Subscribed and sworn to before me this ______ day of

Signature

Title

2. CERTIFICATION OF ELECTION BOARD

We certify that the following is an accurate summary of the actions of this Election Board.

Signature

Title

Subscribed and sworn to before me this ______ day of

Signature of witness to oath

Title

I hereby certify that the preparations of this polling place for the proper conduct of this election, as prescribed by Idaho Code, have been complied with.

Signature

Chief Judge of Election
### BALLOT ACCOUNTING for the Election held on **November X, 20xx**

County Precinct ____5____

Total Number of Election Day Registration Cards **250**

Total Number of Signed Personal Identification Affidavits **141**

<table>
<thead>
<tr>
<th>Ballot Seal AM</th>
<th>Ballot Seal PM</th>
<th>Ballot Seal Alt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>496341</td>
<td>496345</td>
<td>496346</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ballot Description (Name or District Description)</th>
<th><strong>Ballot 1</strong></th>
<th><strong>Ballot 2</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. OFFICIAL BALLOTS TO ACCOUNT FOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Number of Ballots received with supplies (7 a.m.)</td>
<td>1400</td>
<td>400</td>
</tr>
<tr>
<td>b. Number of Ballots received in late delivery (3 p.m.)</td>
<td>200</td>
<td>0</td>
</tr>
<tr>
<td>c. Total Ballots to Account For (1a + 1b)</td>
<td>1600</td>
<td>400</td>
</tr>
</tbody>
</table>

| **OFFICIAL BALLOTS ACCOUNTED FOR**                |             |             |
| a. Number of Ballots in the Ballot Box (Count the ballots) | 14910        | 243         |
| b. Number of Spoiled Ballots                      | 32          | 12          |
| c. Number of Unused Ballots                       | 72          | 455         |
| d. Total Ballots Accounted For (2a + 2b + 2c = 1c) | 1600        | 400         |

| VOTING SUMMARY - Complete after polls close.     |             |             |
| a. Number of Voters Signing Record                | 14910        | 243         |
| b. Total Number of Voted Ballots locked in Ballot Transfer Box | 14910        | 243         |

**Comments:**

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E-2B - No AB/EP, Approved Secretary of State, April 2017
**BALLOT ACCOUNTING for the Election held on** November 8, 20XX

| County Precinct | 5 |
| JBC Seal No. | 596476 |
| eScan Seal No. | 596477 |
| Ballot Box Transfer Seal No. 1 | 496344 |
| No. 2 | 496345 |
| No. 3 |

**Total Number of Election Day Registration Cards** 2500
**Total Number of Signed Personal Identification Affidavits** 144

| JBC Public Count Opening | 0 |
| Closing | 1 |
| eScan Public Count Opening | 0 |
| Closing | 1 |

**Ballot Description (Name or District Description)**

<table>
<thead>
<tr>
<th>1. OFFICIAL BALLOTS TO ACCOUNT FOR</th>
<th>Ballot 1</th>
<th>Ballot 2</th>
</tr>
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<td>400</td>
</tr>
<tr>
<td>b. Number of Ballots received in late delivery ( 3 p.m.)</td>
<td>200</td>
<td>0</td>
</tr>
<tr>
<td>c. Total Ballots to Account For (1a + 1b)</td>
<td>1600</td>
<td>400</td>
</tr>
</tbody>
</table>

| 2. OFFICIAL BALLOTS ACCOUNTED FOR |
|-----------------------------------|----------|----------|
| a. Number of Ballots Transferred at Early Pick-Up | 1110 | 180 |
| b. Number of Ballots in the Ballot Box, at final transfer (If Early Pick-Up occurred, count the number of ballots being transferred at the end of the night.) | 3840 | 403 |
| c. Number of Spoiled Ballots | 32 | 12 |
| d. Number of Unused Ballots | 72 | 145 |
| e. Total Ballots Accounted For (2a + 2b + 2c + 2d = 1e) | 1600 | 400 |

| 3. VOTING SUMMARY - Complete after polls close. |
|-----------------------------------------------|----------|----------|
| a. Number of Voters Signing Poll Book | 1539 | 243 |
| b. Total Number of Voted Ballots locked in Ballot Transfer Box | 3840 | 403 |
| c. Total Number of Ballots Cast (2a + 2b + 3d = 3a) | 1539 | 243 |
| d. Number of Ballots voted on eSlate | 43 | 0 |
**BALLOT ACCOUNTING for the Election held on November 8, 20XX**

County Precinct 5

Total Number of Election Day Registration Cards 254

Total Number of Signed Personal Identification Affidavits 144

<table>
<thead>
<tr>
<th>Ballot Description (Name or District Description)</th>
<th>Ballot 1</th>
<th>Ballot 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. OFFICIAL BALLOTS TO ACCOUNT FOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Number of Ballots received with supplies (7 a.m.)</td>
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<td>400</td>
</tr>
<tr>
<td>b. Number of Ballots received in late delivery (3 p.m.)</td>
<td>200</td>
<td>0</td>
</tr>
<tr>
<td>c. Total Ballots to Account For (1a + 1b)</td>
<td>1600</td>
<td>400</td>
</tr>
</tbody>
</table>

| 2. OFFICIAL BALLOTS ACCOUNTED FOR                |          |          |
| a. Number of Ballots Transferred - Early Pick-Up (Count the ballots) | 1110     | 180      |
| b. Number of Ballots in the Ballot Box (Count the ballots) | 386      | 163      |
| c. Number of Spoiled Ballots                    | 32       | 12       |
| d. Number of Unused Ballots                     | 72       | 145      |
| e. Total Ballots Accounted For (2a + 2b + 2c + 2d = 1c) | 1600     | 400      |

| 3. VOTING SUMMARY - Complete after polls close. |          |          |
| a. Number of Voters Signing Poll Book           | 1494     | 2443     |
| b. Total Number of Voted Ballots locked in Ballot Transfer Box | 386      | 163      |
| c. Total Number of Ballots Cast (2a + 2b = 3a)  | 1494     | 2443     |

Comments:
Each voter should be greeted when arriving at the polling place. The Greeter should also verify that the voter is in the correct location.

- If the voter is in the correct polling place, let the voter know that they will need to provide an acceptable form of ID or sign the Personal Identification Affidavit and direct them to the Poll Book Clerk. The acceptable forms of ID are listed below.
- If the voter is not in the correct location, assist the voter by locating the correct polling place based on their residence address then give them directions to it.

**ACCEPTABLE FORMS OF ID**

1. Every voter must either show one of the acceptable Photo ID’s or sign the Personal Identification Affidavit. (34-1113 and 34-1114, Idaho Code)
   a. Acceptable forms of ID are:
      1) An Idaho driver’s license or identification card
      2) A U.S. passport or Federal photo identification card
      3) A tribal photo identification card
      4) A current student photo ID, issued by an Idaho high school or post-secondary educational institution
      5) A concealed weapons license issued by a County Sheriff in Idaho under sections 18-3302 and 18-3302K, Idaho Code.
**SUGGESTED LANGUAGE FOR GREETER**

Here is suggested language for interacting with voters when they arrive at the polling place. Your assistance will prepare them to either show ID then sign the Poll Book or to register to vote.

<table>
<thead>
<tr>
<th>Suggested Language for Greeters</th>
<th>If Yes</th>
<th>If No</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Hello, welcome to polling place name. Is this your polling place?&quot;</td>
<td>Next Question</td>
<td>&quot;Let’s find your polling place.&quot; Assist the voter in locating their polling place by using the precinct map or street list.</td>
</tr>
<tr>
<td>&quot;Great. Are you registered?&quot;</td>
<td>Next Question</td>
<td>Direct the voter to the Election Day registration table.</td>
</tr>
<tr>
<td>&quot;Okay. Do you have your photo ID with you today?&quot;</td>
<td>Next Question</td>
<td>&quot;You need to present acceptable photo ID or sign the Personal Identity Affidavit to vote in Idaho. On the affidavit you are swearing to your identity. Here is the affidavit for you to fill out while you are waiting. Please give it to the Poll Book Clerk when you sign the Poll Book and you will be issued a ballot.&quot;</td>
</tr>
<tr>
<td>&quot;Great, you are all set. Please proceed to the Poll Book Clerk to sign the Poll Book to be issued a ballot.&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Also, prior to the voter approaching the Poll Book Clerk, each voter should be given a demonstration on how to vote the ballot. If the voter wishes to use the Accessible Voting Unit, the voter should be given a demonstration on the use of the machine. The following instructions, with a demonstration of each point, should be followed.
SUGGESTED LANGUAGE FOR DEMONSTRATION

Many voters will say that they already know how to vote the ballot. However, the demonstrator should make every effort to show each voter how to mark the ballot. You have been provided sample ballots or demonstration ballots to use during the demonstration. The following are sample instructions, however, a demonstration of each point should be made.

**NOTE:** If your polling place has either the eSlate or TouchWriter available, see additional instructions below.

“Let me show you how to mark your ballot.”

“Using the marking device in the voting booth, completely fill in the box or oval to the left of your choice like this. Make the mark clear and distinct.”

(demonstrate)

“To vote for a candidate whose name is not printed on the ballot, completely fill in the box or oval to the left of the "Write-In" line for the appropriate office **and** write the name of the declared write-in on the blank write-in line for that office.”

(demonstrate)

“You may not vote for more than the number of candidates specified on the ballot nor more than one Yes/No response to each ballot question. *In the Primary Election*, you are restricted to voting for candidates of the party you selected. *In the General Election*, you are not restricted to voting for candidates of one party. In special district elections, there are no voting restrictions.”

“A mismarked ballot cannot be corrected by erasure or cross outs. If you make a mistake when voting, you should return the ballot to the Issuing Clerk, who will give you another ballot.”

"Be sure to vote both sides of the ballot.", if applicable.

“When you are through voting, place your ballot inside the secrecy sleeve and take it to the Receiving Clerk.”

(demonstrate)

eSlate:

"If you choose to vote electronically on the eSlate, let the Poll Book Clerk know and I will demonstrate how to use the machine."

Refer to the Manufacturer's Manual and materials provided by the County Clerk for instructions on the use of the eSlate and JBC for issuing ballots.
**TouchWriter:**

"If you choose to vote electronically on the Touchwriter, let the Poll Book Clerk know and I will demonstrate how to use the machine."

Refer to the Manufacturer's Manual and materials provided by the County Clerk for instructions on the use of the TouchWriter.
SUGGESTED LANGUAGE FOR POLL BOOK CLERK

Here is suggested language for interacting with voters when they appear before the Poll Book Clerk.

1. Poll Book Clerk:
   a. Registered Voter Appears:
      1) Poll Book Clerk: "Hello, may I have your name?"
         a) Locate the voter's name in the Poll Book.
            i) Name appears in the Poll Book, proceed to line 2.
            ii) Name does not appear in the Poll Book or the voter's name is different, direct
                the voter to the Registration Table to complete Election Day Registration and
                to return with a verified Registration Card.
   b. New Registrant Appears:
      1) Poll Book Clerk: "Hello, may I have your Registration Card?"
         a) Add the voter's name to the Poll Book on one of the lines on the blank page
            provided.
            b) Proceed to line 3.

2. Poll Book Clerk: "Great, please state your residence address."
   a. Verify the address given verbally by the voter matches the address printed in the Poll
      Book beneath their name.
      1) If the address matches, proceed to line 3.
      2) If the address does not match what is printed in the Poll Book, determine if the voter
         has moved.
         a) If the address is different due to the voter moving, direct the voter to the
            Registration Table to complete Election Day Registration and to return with a
            verified Registration Card.
         b) If the address is different due to a clerical error in the Poll Book which has been
            verified by contacting the County Clerk's Elections Office, make the correction on
            the Poll Book and make the notation "Clerical Error" in the Remarks Column.
            Proceed to line 3.
3. Poll Book Clerk: "Idaho Law requires each voter to show a photo identification card. Do you have a picture ID with you today?"
   a. Refer to the list of *Acceptable Forms of ID* (see "Identification Required" on page 46).
      1) Verify the name printed on the picture ID matches the name printed in the Poll Book and the photo matches the individual. Proceed to line 4.
      2) Remember, common abbreviations and nicknames are acceptable. However, a name change requires the voter to re-register.
         a) If the voter does not have one of the acceptable forms of ID or refuses to show one, they may complete a Personal Identification Affidavit. Give the voter a Personal Identification Affidavit to complete. Once completed, proceed to line 4.

4. Poll Book Clerk: "Thank you, please sign here next to your name. You may now proceed to the Issuing Clerk where you will be issued your ballot(s)."
   a. Direct the voter to the Issuing Clerk.
IX - RECEIVING AND PROCESSING ABSENTEE BALLOTS

(Applies only to those counties that deliver absentee ballots to the polls.)

The County Clerk may decide to send voted absentee ballots to the polls to be added to the precinct ballots and included in the precinct totals. If so, the ballots will be delivered sometime between the opening and closing of the polls. Also, there may be more than one delivery.

RECEIVING THE ABSENTEE BALLOT CARRIER ENVELOPE

1. The County Clerk or designee will deliver the Absentee Ballot Carrier Envelope (EA-13) (i.e. Carrier Envelope) containing:
   a. Absentee Ballot Return Affidavit Envelopes (i.e. Affidavit Envelopes) signed by the voter; and
   b. A list of voter’s names as they appear on the Affidavit Envelopes.

2. The Chief Judge will immediately:
   a. Open the Carrier Envelope; and
   b. Count the number of Affidavit Envelopes enclosed.

1) The number of Affidavit Envelopes matches the number listed on the Judges Receipt for Absentee Ballots (EA-1):
   a) The Chief Judge and County Clerk Designee will:
      i) Sign the Judges Receipt for Absentee Ballots (EA-1); and
      ii) Each will keep a copy of the signed receipt.

2) The number of Affidavit Envelopes does not match the number listed on the Judges Receipt for Absentee Ballots (EA-1):
   a) The Chief Judge and County Clerk designee must determine the cause of the discrepancy.
      i) The Chief Judge reads the names listed on the back of the Affidavit Envelopes.
      ii) The County Clerk designee marks off the corresponding names on the list of voter’s names that was included in the delivery of the Carrier Envelope.
   b) Upon locating the missing name or the additional envelope:
      i) Contact the County Clerk’s Election Office to report the discrepancy and receive instructions on how to correct the issue.
      ii) If instructed, correct the number of Affidavit Envelopes on the Judges Receipt for Absentee Ballots.
c) The Chief Judge and County Clerk designee will:
   i) Sign the Judges Receipt for Absentee Ballots (EA-1); and
   ii) Each will keep a copy of the signed receipt.

ACCOUNTING FOR THE AFFIDAVIT ENVELOPES

1. After signing the Judges Receipt for Absentee Ballots, the Chief Judge will give all of the Affidavit Envelopes to the Issuing Clerk for processing.

2. For each Affidavit Envelope enclosed,
   a. The Issuing Clerk will announce the voter’s name as it appears on the back of the Affidavit Envelope.
   b. The Poll Book Clerk and Receiving Clerk will locate the voter’s name in their listing.
      1) If the voter is on the list and has not voted at the polling place,
         a) The Poll Book Clerk will:
            i) Write the voter’s name in the "Signature of Voter" column to the right of the voter’s name; and
            ii) Initial next to the type of Absentee Ballot in the "Signature of Voter" column to the right of the voter’s name. (34-1008, I.C.) See the Poll Book Page (see "Poll Book Page Example" on page 28), Line 3 and Line 8, Columns B & C.
         b) The Receiving Clerk will:
            i) Mark that the voter has voted in either the second Poll Book or the List of Registered Voters; and
            ii) Announce the voter’s name in a loud audible voice for all present to hear, especially any poll watchers and/or challengers. (34-1107, I.C.)
      c) Proceed to Opening the Affidavit Envelopes.
      2) If the voter is on the list but has already voted in the election,
         a) The Issuing Clerk will:
            i) Write “Spoiled” and the reason across the back of the Affidavit Envelope; and
            ii) Place the Affidavit Envelope in the Rejected Absentee Ballots Envelope (EA-14).
      3) The voter is not on the list but is an Election Day Registrant,
         a) The Poll Book Clerk will:
            i) Write the voter's name on a blank line in the poll book just as if the voter had appeared at the polls and registered to vote;
ii) Write the voter’s name in the "Signature of Voter" column to the right of the voter's name; and

iii) Initial next to the type of Absentee Ballot in the "Signature of Voter" column to the right of the voter's name. (34-1008, I.C.) See the Poll Book Page (see "Poll Book Page Example" on page 28), Line 3 and Line 8, Columns B & C.

b) The Receiving Clerk will:
   i) Add the voter's name to either their Poll Book or List of Registered Voters;
   ii) Mark that the voter has voted; and
   iii) Announce the voter’s name in a loud audible voice for all present to hear, especially any poll watchers and/or challengers. (34-1107, I.C.)

OPENING THE AFFIDAVIT ENVELOPES

1. After verifying that the voter is registered and has not voted at the election, the Issuing Clerk will:
   a. Open the Affidavit Envelope and remove the Voted Ballot Envelope.
   b. Give the unopened Voted Ballot Envelope to the Receiving Clerk.

   **NOTE:** Do NOT open the Voted Ballot envelope until preparation for counting.

DEPOSITING THE VOTED ABSENTEE BALLOT

1. Upon receipt of the Voted Ballot Envelope,
   a. The Receiving Clerk will deposit the Voted Ballot Envelope.
      1) Ballot Box:
         a) The unopened Voted Ballot Envelope will be slipped into the Ballot Box.
      2) Precinct Tabulator:
         a) The Chief Judge will open the Auxiliary/Emergency bin as instructed by the County Clerk's Office.
            i) Refer to the Manufacturer's Manual and materials provided by the County Clerk's Office for instructions on opening and securing the Auxiliary/Emergency bin.
         b. The Receiving Clerk will deposit the unopened Voted Ballot Envelope into the Auxiliary/Emergency bin.

2. The Issuing Clerk will stack the empty Affidavit Envelopes for ballot accounting at the end of the night and for return to the County Clerk.
NOTE: If you are issuing more than one ballot style, stack the empty Affidavit Envelopes in stacks based on the ballot code that appears on the bar code label on the back of the envelope. This will assist in recording the number of absentee ballots received on the Ballot Accounting Page late.

ENTERING THE NUMBER OF ABSENTEES RECEIVED ON THE BALLOT ACCOUNTING PAGE

1. Enter the number of Absentee Ballots Received on Ballot Accounting page.
   a. The Issuing Clerk will:
      1) Count the number of empty Affidavit Envelopes.
         a) Multiple ballot styles or types: Calculate the ballots returned based on the Ballot Code listed on the Affidavit Envelope.
      2) Provide the number of absentee ballots received by type to the Poll Book Clerk.
   b. The Poll Book Clerk will
      1) Locate the line titled "Number of Absentee Ballots Received" under the heading "Official Ballots to Account For" on the Ballot Accounting Page.
      2) Under the appropriate heading based on ballot style or type, record the number of absentee ballots received.

NOTE: Any spoiled absentee ballots will be accounted for at the end of the night with the other spoiled ballots. Do not include the spoiled ballots in these figures.

CHALLENGING AN ABSENTEE VOTER'S BALLOT

1. An absentee ballot may be challenged in the same manner as other votes are challenged.
   a. The Receiving Clerk and the Chief Judge have the power and authority to determine the legality of such ballot.
      1) If there is a question regarding an absentee ballot challenge, contact the County Clerk's Elections Office for assistance.
   b. If the challenge is sustained, the envelope containing the ballot of the voter will:
      1) Not be opened.
      2) The Receiving Clerk will write “Challenged” and the challenge reason across the back of the Affidavit Envelope.
      3) The Poll Book Clerk will make the notation “Challenged” in the Poll Book after the voter’s name.
c. All absent voter’s return Affidavit Envelopes, which were challenged and rejected will be placed in the Rejected Absentee Ballot Envelope and be returned to the County Clerk in the Supplies Returning Envelope. (34-1010, I.C.)

2. If an absentee voter’s envelope contains more than one (1) marked ballot of any one (1) kind, none of such ballots shall be counted. The Receiving Clerk shall make the notation “Spoiled” on the back of the ballot(s) and the reason therefore then deposit them in the Spoiled Ballot Envelope (EE-5). (34-1009, I.C.)
X - ELECTION RECORDS AND SUPPLIES

OFFICIAL ELECTION SUPPLIES
1. Election Record and Poll Book (one or more) (E-2A and E-2B)
2. List of Registered Voters (one or more)
3. Official Election Stamp and ink pad, if applicable (Sealed in an envelope.)
4. Sequence Card, if applicable
5. Ballot Secrecy Sleeves or folders
6. Personal Identification Affidavits
7. Mail-in Registrants Information Sheet (E-10)
   a. Spanish Mail-In Registrants Information Sheet, if applicable
8. Write-In Candidate List, if any (See Frequently Asked Questions (see "VI - Frequently Asked Questions" on page 17) for use of this list.)

OFFICIAL ELECTION BALLOTS
1. Official Ballots (Sealed in an Envelope.)
2. Sample Ballots
3. Demonstration Ballots
4. Ballot Marking Device (i.e. pens or pencils)

ENVELOPES
1. Poll Book and Tally Book Return Envelope or Return Container
2. Supplies Returning Envelope or Return Container
3. Spoiled Ballot Envelope
4. Voted Ballot Stub Envelope
5. Election Day Registration and Personal Identification Affidavit Envelope
PLACARDS
1. Voting Instructions Placard
   a. Containing the following information:
      1) How to obtain a ballot;
      2) How to vote the ballot; and
      3) How to correct a ballot if it is spoiled.
2. Vote Here Sign (E-5)
   a. Spanish Voter Here Sign, if applicable
3. ID Required Placard (EG-10)
   a. Spanish ID Required Placard, if applicable
4. Voter’s Rights Placard (EP-11A)
   a. Spanish Voter's Rights Placard, if applicable
5. Polling Place Laws Placard (EP-11B)
   a. Spanish Polling Place Laws Placard, if applicable
6. Party Affiliation Information Placard
   a. Spanish Party Affiliation Placard, if applicable

RECEIPTS, OATHS AND LOGS
1. Receipt for Election Supplies (E-8), if applicable
2. Oath of a Challenged Person (E-7)
   a. Spanish Oath of a Challenged Person, if applicable
3. Ballot Box Seal Accounting page, if applicable
4. Transport Carrier Control Log
5. Receipt for Early Pick-Up, if applicable

MANUALS AND BROCHURES
1. Digital and Optical Scan Judges and Clerks Procedural Manual
2. Digital and Optical Scan Reference Manual
   c. Issuing Clerk Reference Manual
   d. Receiving Clerk Reference Manual
   e. Greeter Reference Manual
3. Idaho Election Laws Book
4. Disability Etiquette Brochure
5. Accessible Voting Unit Manufacturer Manual
6. Accessible Voting Unit Materials, if applicable
   a. Check off sheet
   b. Startup steps
   c. Troubleshooting steps
   d. Closing steps
7. Precinct Tabulator Manufacturer Manual, if applicable
8. Precinct Tabulator Materials, if applicable
   a. Check off sheet
   b. Startup steps
   c. Troubleshooting steps
   d. Closing steps

WATCHERS AND CHALLENGERS SUPPLIES
1. List of approved individuals to act as Watchers and/or Challengers, if applicable
2. Name tags for Watchers and/or Challengers, if applicable

ELECTION DAY REGISTRATION SUPPLIES PACKET
1. Election Day Registration Manual
2. Register to Vote Here placard (EDR-5)
   a. Spanish Register to Voter Here placard, if applicable
3. Election Day Registration placard (EDR-4)
   a. Spanish Election Day Registration placard, if applicable
4. Voter Registration Cards
   a. Spanish Voter Registration Cards, if applicable
5. Residence Verified Stamp with Stamp Pad
BALLOT BOX(ES) & LOCKS OR SEALS

1. Ballot Box, if applicable
   a. Seals
2. Precinct Tabulator, if applicable
   a. Keys, if applicable
   b. Seals
3. Ballot Transport Carrier, if applicable

VOTING BOOTHS

1. Voting Booths
2. ADA Compliant Voting Booth
3. Accessible Voting Unit
   a. See Terminology (see "III - Terminology" on page 9) for list of units.

ABSENTEE BALLOT SUPPLIES, IF APPLICABLE

IMPORTANT: Only applies if absentee ballots are delivered to the polling place during the day.

1. Signature Affidavit Envelopes
2. Envelope for delivering absentee ballots to Clerks of Election Board

STATIONARY SUPPLIES

1. Pens or Pencils
   a. Blue or Black Pens
   b. Pencils
   c. Colored Pens, if applicable
2. Marker
3. Paper Clips
4. Rubber Bands
5. Scotch Tape, Masking Tape and/or Duct Tape
6. Calculator or Adding Machine
7. Ruler
XI - EARLY PICK UP OF BALLOTS, IF APPLICABLE TO YOUR PRECINCT

(Applies only to those counties that pick up voted ballots during the day to return them to the counting center.)

The County Clerk may decide to have voted ballots picked up prior to the polls closing in order to begin counting at the counting center. When the ballots are to be prepared for a specific pickup time or when the County Clerk designee arrives at the polling place, follow the steps below.

1. Locate the transfer carrier, which has been supplied for this purpose.
2. Explain what is being done with the ballot box to any voters who are in the polling place.
3. In the presence of at least two Election Clerks,
   a. No additional ballot box available:
      1) Unlock or break the seal on the ballot box.
      2) Remove all of the voted ballots.
      3) Place them all on another table for processing.
      4) Return the ballot box to the Receiving Clerk.
      5) The Receiving Clerk will:
         a) Show that the ballot box is empty to the next voter.
         b) Close and lock or seal the ballot box.
            i) If a seal is used, record the seal number on either the Poll Book cover or the seal accounting form.
            ii) If a lock is used, the keys are to be delivered to the Chief Judge.
   b. Second ballot box available:
      1) Remove the used ballot box that has been used during the day.
      2) Place the empty ballot box in place of the used ballot box.
      3) Show that the ballot box is empty to the next voter.
      4) Close and lock or seal the empty ballot box.
         a) If a seal is used, record the seal number on either the Poll Book cover or the seal accounting form.
         b) If a lock is used, the keys are to be delivered to the Chief Judge.
      5) Move the used ballot box to another table.
6) Unlock or break the seal on the used ballot box.
7) Remove all of the voted ballots.
8) Place them all on the table for processing.

4. Processing the voted ballots:
   a. Divide the voted ballots into stacks according to type (i.e. party, ballot style, etc.).
   b. Quickly but accurately count the number of voted ballots in each stack.
   c. Enter the number of voted ballots by type or style under the appropriate Ballot Description on the "Number of Ballots Transferred at Early Pick-Up" on the Ballot Accounting Page in the Poll Book signed by the voters.

   **Ballot Accounting Page Example**

<table>
<thead>
<tr>
<th>Ballot Description (Name or District Description)</th>
<th>Ballot 1</th>
<th>Ballot 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Number of Ballots Transferred - Early Pick-Up (Count the ballots)</td>
<td>110</td>
<td>180</td>
</tr>
</tbody>
</table>

5. Recording the number of ballots on the Ballot Transport Carrier Log & Receipt:
   a. Enter the number of voted ballots on the Ballot Transport Carrier Log & Receipt by type or style.

6. Fill the transfer case:
   a. Place all of the processed voted ballots into the transfer case.
   b. Seal the Transport Carrier with the numbered seal recorded on the Ballot Transport Carrier Log & Receipt.

   **IMPORTANT:** Do not surrender the Ballot Transfer Carrier containing the voted ballots until the County Clerk designee and the Chief Judge have signed the Ballot Transport Carrier Log & Receipt (EP-20P).

7. Completing the Ballot Transport Carrier Log & Receipt:
   a. Enter the Precinct Number.
   b. Enter the Seal Number used to seal the Transfer Carrier.
   c. Mark a check in the box to designate that the Log & Receipt is being completed for the Early Pick-Up.
   d. The Chief Judge dates and signs on the Chief Judge line.
   e. The County Clerk designee dates and signs on the County Clerk designee line.
   f. The Chief Judge retains one of the copies of the Ballot Transport Carrier Log & Receipt.
   g. The remaining two copies of the Ballot Transport Carrier Log & Receipt is taped to the top of the Ballot Transport Carrier.

8. The County Clerk designee will now remove the Transport Carrier from the polling place.