PRECINCTS & POLLING PLACES

Precincts

- Designated by county commissioners
- Should be the same as 2016.
 - Next update by January 15th of 2018
 - Size
 - Consider taxing district boundaries
 School trustee zones
- Mail ballot precincts

Mail Ballot Precincts

- 125 registered voters or less
- Designate by April 1
 - County commissioners to designate
- Ballots to be mailed no sooner than 24 days and no later than the 14th day prior to the election
- Postage paid by county both ways
- Election day registration
 - Courthouse

I.C.34-308

Polling Places

- 30 days prior to each election
- Designate suitable polling places
 - Convenient
 - Clustering
 - Accessible
 - Same for all elections (if practical)
 - Change after Notice required mail notice
 - Change before Notice recommended mail notice
- Absentee voting
- Mail ballot precincts

Accessible Parking Path of travel Entrance Voting area Exit



2



Accessible Voting Device

AutoMark

Express Vote

E-Slate

Verity Touch Writer





Election Schedules

- May and November
 - Candidates
 - School District Bond or Levy
 - Recalls
 - Initiatives
- March and August
 - School District Bond or Levy
 - Recalls

Districts up for Election – Odd Year

May

- Auditorium District
- Cemetery Districts
- Highway Districts

- Library Districts School Districts

Hospital Boards

- Water & Sewer Districts
- Weather Modification District
- Recreational Water & Sewer
- Conducted by District

November

- Cities
- Fire Protection Districts
- Recreation Districts

Districts up for Election – Even Year

May

- County Primary Election
- Regional Airport
- Authorities
- Port District Primary Election
- November
- County General Election
- Community Colleges
- Port District General
- Election
- Soil Conservation District

Special Elections

- Order election and require ballot language:
 60 days before a Primary or General Election in Even Numbered Years
 - 50 days before all other elections
- Resolution from governing board
 - Bond elections
 - Levy elections

CANDIDATE FILINGS

Notice of Candidate Filing

- Required for all taxing district elections
 - 7 to 14 days before close of filing
 - Time period and where to file
 - County Clerk to publish
- Publication Requirements
 - Name of taxing district
 - Location of Filing Office
 - Notice of Availability of Forms

I.C. 34-1405

Notice of Filing (cont.)

Cities

- City Clerk publishes notice
- Official newspaper of the city
- Other taxing districts
 - County clerk publishes
 - Official newspaper of district
- December election calendar

Official newspaper of the county

Declaration of Candidacy

- Filing deadline odd-numbered year
 9th Friday before election
- Filed with clerk of the district
- Declaration and petition
- Certify the nominees to the County Clerk within 7 days of the close of filing.
- Withdrawal
 - In writing notarized
 - Filed with clerk of the district
 - **45 days prior to election** I.C. 34-1404 & 34-1405A

Declaration of Candidacy

- Forms for 2017 have no changes from last filing.
 - Declarations
 - Petitions
- Filing Forms are available from Secretary of State's website or Caxton's.
 - Special District forms
 - www.sos.idaho.gov/elect/Clerk/forms.htm

Declaration and Petition for Candidacy

- Declaration Information Required:
 - Candidate Name
 - Candidate Address
 - Office Running For

Petition Information

- Signatures of Qualified Electors
- Notarized signature of circulator
- Do not wait to verify information

I.C. 34-1404

Declaration of Intent – Political Subdivisions

- 45 days before election
- Filed with clerk of the district
- Cancel election if only one candidate files ^o Must be authorized in the statutes

I.C. 34-1407

Only one candidate files for office

If authorized in statute

- District cancels the election
- Person is deemed elected
- Certificate of election issued

NOTICE OF ELECTION

Notice of Election

- Published by the County Clerk
- Official newspaper of the county
- Determined by County CommissionersNotice to include:
 - Name of district
 - Date of election

 - Polling places
 - Hours polls are open

Publications

- First Notice
 - Not less than 12 days prior to election
- Last Notice
 - Not less than 5 days prior to election
 - Include Sample Ballot
 - Published in 2 newspapers in the county if possible

MAIL BALLOT PRECINCTS

Mail Ballot Precincts

- Vote in manner consistent with absentee voting
- Mail ballot to every registered voter
 Return envelope contains postage
 - Mailed between 14-24 days prior to election
- Absentee Ballot Request should be fulfilled
- Clerk's office is polling place
 - Election Day registration applies
 - Those who do not wish to vote by mail

I.C. 34-308

ELECTION DAY VOTING

Before the Polls Open

- Poll Workers report by 7:30 am for 8 am opening.
- Chief Judge opens and verifies precinct supplies.
 - Do NOT open the Official Ballots, Official Ballot Stamp or Ink Pad until the first voter arrives to vote. These should be in a separately sealed package.

Setup and Opening Polls

- Polling Place Setup
 - Post sample ballots and placards
 - "Flow" Arrangement
 - No crisscrossing
 - Accessibility
 - Set up accessible voting unit

Setup and Opening Polls

- Opening the polls
 - 8 am or 7 am
- Receiving Clerk displays the empty ballot box(es) or empty tabulator to the first voter along with any bystanders.
- Seal or lock the ballot box(es) or tabulator.
- Position Watchers and Challengers so that the normal voting process will not be disrupted.
 - They must wear a Name tag with their position.

Greeter and Demonstration

- 1 Clerk to Greet Voters
 - Are you Registered? (Directs traffic)
 Yes, send to Poll Book Clerk
 - No, send to Registration Clerk
 - Do you have your Identification?
 No, give the elector an Personal Identification Affidavit
 - Demonstration of Voting
 Every voter must be shown a demonstration on proper voting
 - Reminds voters to have ID ready

Election Day Registration (EDR)

- Required if:
 - Name not in poll book
 - Voter has moved
 - Voter has changed name
- Complete Registration Card
- Documents required

Photo ID

- Proof of residence
- Stamp registration card
 - "Residence Verified"

EDR - Mail Ballot Precinct

- Registers at County Clerk's Office
- Appears in another polling place
 - Refer to County Clerk's Office
 - No voting in wrong precinct

Residency

- How to determine?
 - 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.

Residency

- UOCAVA
 - Possible Limitations on ballot received
 - Last known address in the county
 - Can't cancel UOCAVA voter for any reason except for not voting (Purge)

Residency

Students

- Needs to consider where they call home
- Possible impact of student financial aid, personal benefits, insurance, etc.

Loss of Residency

 Voter does not lose residency for being absent from their home.

I.C. 34-107

EDR Clerk

- Verify Name & Address based on documents provided
- Verify Registration Card is complete
- Enter Initials & Date in the "For Official Use Only" box
- Stamp with "Residence Verified" stamp
 - Recommended in the "Under Penalty of Law" box
- Return completed card with stamp to the voter & direct to the Poll Book Clerk

Poll Book Clerk

- Voter appears before the Poll Book Clerk and states name and address.
 - Verifies voter information Different Name or Address
- Checks for notations in poll book
 - Protected
 - ID Required Before Voting
 - Absentee Received
 - Absentee Issued
 - Absentee Requested

Poll Book Clerk (Cont.) ID required or affidavit Approved IDs

- ÷ 2. • 3
- 2
- 2
- 0
- No voter to be turned away
- Voter must sign poll book
- Direct to Issuing Clerk
- Enter Ballot or Sequence Number

Identifying the voter and issuing the ballot

- Be sure that the poll worker watches for notations in the poll book.
 - ID Required
 - Absentee Issued
 - Absentee Received
- Enter the ballot or sequence number next to the voters name.
- Hand the ballot to the voter only when a voting booth or the accessible voting unit is available.

Spoiled Ballots

- Voter returns ballot to Poll Book Clerk
- Write "Spoiled" across back of ballot(s)
- Place in Spoiled Ballot Envelope
- Issue a new ballot
- Note in Poll Book
 - "Spoiled Ballot Another Issued"

Challenge voters

- Who can Challenge a registration?
- How can a registration be Challenged?
 - State reason in Remarks Column
 - Moved
 - Not Resident
 - Died
 - Challenger signs name
- How to resolve Challenge?
 - Oath of Challenged Person
 - Allow to vote

I.C. 34-1111

Issuing Clerk

- Issues Ballots
 - Lowest ballot #
 - Provide Ballot Stub # or Sequence # to Poll Book Clerk, if sitting next to each other

Issuing Clerk

- Official Ballot Stamp
 - Placement
 - Lost or Missing Stamp
 - Do NOT pre-stamp ballots
 - Recommendation: Include a correctly stamped sample
 - If using ES&S 650 or M100 stamp not required
 Counterfeit ballot mark on ballot
 - Stamp is still recommended

Issuing Clerk (Cont.)

- Available voting booth or AutoMark
 - Give ballot to voter
 - Direct to an open Voting Booth or Accessible Voting Unit
 - Accessible Voting Unit If one person uses the Unit, have at least 5 voters also use the unit so the voter's ballot remains secret.
- Final directions / reminders to voter
 - Assistance
 - Ballot Checking
 - Delivery to Receiving Clerk

Suggested Issuing Clerk Setup

- Place Issuing Clerk next to Poll Book Clerk
- Poll Book split into 2 sections with 2 Poll Book Clerks?
 - Use 2 Issuing Clerks one for each Poll Book Clerk

Voting the Ballot

- The voter must vote their ballot in secret.
- Prior to leaving the voting booth or Accessible
- Voting Unit, the voted ballot should be
- Paper Folded so the face is hidden
- Optical Scan Placed in the secrecy sleeve
- A voter may ask for and receive assistance in voting their ballot from either a poll worker or any other individual they select.
 - Assistance should be written next to their name in the poll book.

Voter Assistance – 3 Options

- Ballot Marking Device
 - Individually
 - Assistance
- Personal assistance from a poll worker or other selected individual.
- Curb-side voting
 - Ballot is taken to the voter in their vehicle by a poll worker.
 - Ballot is voted and returned to the poll worker.

Throughout the Day

Periodically check the voting booths to remove materials such as sample ballots, flyers, literature, stickers, etc.

Early Pick-Up of Ballots

- Early Pick-Up is optional
 - Automated tabulation only
 - County Clerk's decision

I.C. 34-2422

Early Pickup of Ballots

- Time established by county election office
- Prepare ballots by established time
 - Who?
 - How?
- Attach seal/lock to carrier
- Attach Transport Carrier Log
- Chief Judge & Officer signs Log **before** Carrier is removed from the polling place

Electioneering & Disruptions

Not within 100 feet from the Polling Place

Building

Includes the Absentee Polling Place

Disruptions

- Request the individual to leave the polling place
- Contact County Sheriff, if necessary

I.C. 18-2318

Receiving Clerk

- 1st Voter of the Day
 - Show that ballot box / tabulator is empty and seal or lock.
- Voter must present himself to the Receiving Clerk and state his name and address.
 - Mark that the voter has voted either in the poll book or the Alpha Voter List
 - EDR Add Voter's Name and Address

Receiving Clerk

- Deposit the voted ballot(s) in the ballot box or tabulator
 - Paper Ballots vs Optical Scan
 - Voter may deposit his own ballot in the ballot box.
- The Receiving Clerk announce the voters name and that they have voted for all to hear, especially the watchers and challengers.

Absentees - Delivery to Polls

- Absentees Delivered
 - Absentee Carrier Envelope
 - Printed List of Ballots Included
- Chief Judge
 - Opens the Absentee Carrier Envelope and Verifies the # of absentees
 - Signs receipt

Absentees – Accounting For

- Poll Book Clerk Removes Affidavit Envelopes
 Do NOT open affidavit envelopes
- Locate Voter's Name in Poll Book
 Add election day registrations
- Mark voter as returning absentee
 - Sign voter's name
- Print "Absentee" in Remark's Column
- Already voted?

Absentees - Opening

- Poll Book Clerk
 - Gives unopened Affidavit Envelope to Issuing Clerk
- Issuing Clerk
 - Opens the Affidavit Envelope
 - Removes Voted Ballot Envelope
 - Gives Voted Ballot Envelope to Receiving
 - Clerk

Absentees - Depositing

- Receiving Clerk
 - Marks that voter has voted in Poll Book or Alpha voter List
 - Deposits Voted Ballot Envelope in ballot box or auxiliary bin of tabulator
 - Voted Ballot Envelope is not opened until counting or tabulating
 - Announces that voter has voted
 - Returning Affidavit Envelopes

I.C. 34-1007 & 34-1008

Throughout the Day

- Judges should check voting booths frequently for materials left in them
- Paper Ballot Counting
 - Begin any time during the day after 5 votes

Watchers

- Observes conduct of election
- Certified to County Clerk 12 days before election
 Not allowed if they request after the 12 day period
- 1 watcher per candidate, pro/con per issue
- Must wear identification

Watchers - Continued

- May use lap top/cell phone/ipad, etc.
 NOT allowed in the counting room
- Positioned to watch all activity, without being disruptive to process, and hear Receiving Clerk.
- If watching the counting may not leave until polls are closed.

Challengers

- Challenge registration of an individual.
 Does not include party affiliation
- Certified 12 days before election
- Not allowed if they request after 12 day period
- Authorized for issue elections
 - 1 pro
 - 1 con
 - Per polling place
 - Determined by the County Clerk

Challengers - Continued

- Must wear name tag with title
- May use laptop/cell phone/ipad, etc.
- Positioned so that they may watch all activity and hear the Receiving Clerk
- Not allowed to watch counting of ballots while polls are open

Closing the Polls - Announcing

- Thirty minutes prior to the close of the polls, one of the poll workers will make a proclamation of the same.
 - 7:30 pm announce polls close in 30 minutes
- 8 pm announce polls are closed
 - Any voter in line at 8 pm is allowed to vote
 - Line outside the polls?
 - Post a poll worker at the end of the line at 8 pm to know who arrived prior to 8 pm.

Closing the Polls - Poll Book

- Tally signature sheets
- Enter number of spoiled ballots
- All poll workers must sign the cover

Closing the Polls – Ballot Box

Paper Ballots

- Counting throughout the day finish countingBegin Counting
- Record the number of ballots on the Cover of the Poll Books

Closing the Polls – Optical Scan

- Optical Scan Ballot Box
 - Open the Ballot Box
 - Absentees
 - Physically count the ballotsDivide by ballot face if more than one.
 - Record on the Cover of the Poll Books
- Optical Scan Tabulator
 - Print Tabulator Report
 - Absentees
 - Locate the number of ballots counted
 - Record on the Cover of the Poll Books

Closing the Polls – Returning Ballots

- Place ballots in transport carrier or designated box.
- Seal carrier, record seal number on poll book
- Complete Carrier Log
 Tape to top of carrier, place copy of log in envelope with supplies
- Ballots must be returned to the County Clerk at the end of the night.

Complete the Ballot Accounting Page

- Regular Elections
 - Optical Scan
 - Paper
- Consolidated Elections
 - Optical Scan
 - Paper







Results – Paper Ballots

- Call in results to County Clerk
- Post results on outside door of polling place

Polling Place Cleanup

- Other workers:
 - Take down signs
 - Close the Accessible Voting Unit
 Provide information for poll workers
 - Clean up election areaLeave the Polling Place as you found it





Abstracts

- County Clerk to create for each election
- Template available on Clerk's web page on Secretary of State's website.
 - Under Forms

http://www.sos.idaho.gov/elect/Clerk/clerkinfo.htm

Abstracts - Included Information

- Have one page for each district or sub-district
- Include:
 - All candidates with district headings
 - All write-in candidates along side candidates
 - Report votes (or lack of) for all declared write-ins by precinct
 Do NOT leave any precinct blank for a write-in
 - Do NOT leave any precinct blank for a write-in candidate. Enter 0 for no votes.
 - All ballot questions with description of election
 Example: Rural Fire District Bond \$160,000
 - Voting Statistics for each district or sub-district

Absentee Precincts

- Do you have an Absentee Precinct?
- How do you report Absentee Ballot numbers without an absentee precinct?
- How do you report for Absentee Precincts?

I Don't have an Absentee Precinct!

Do attach

- Total number of absentee ballots cast for each district or sub-district
 - Does not have to be by precinct

I have an Absentee Precinct!

- Do not list (for that precinct)
 - # of registered voters
 - There are no registered voters in an absentee precinct.
 - These are listed in the precinct they are registered in.
 - # of election day registrants
 - These are also listed in the precinct they are registered in.

Do list (for that precinct)

of ballots cast

Abse	bsentee Precinct Exampl							
	GOODING COUNTY							
	VOTING							
	STATISTICS							
Precinct	Number Election Day Registrants	Total Number Registered Voters	Number Ballots Cast	% of Registered Voters That Voted				
1 E Good	ing	29 65	0 373	57.4%				
2 W Good	ling	20 89	7 558	62.2%				
3 Gooding	g Rural	77 1,25	2 851	68.0%				
4 Wendel	City	32 1,06	6 558	52.3%				
5 Wendel	Rural	51 1,11	4 605	54.3%				
6 Bliss		23 36	3 225	62.0%				
7 Hagerm	an	23 1,21	5 709	58.4%				
Absentee		0	0 285					
CO. TOTA	AL 2	55 6,55	7 4,164	63.5%				



CANVASS OF VOTES & CERTIFICATIONS

Canvass of Votes

County Board of Canvassers
 County Commissioners

Why?

Declares the results official.

Starts clock for recount and contest.

Canvass of Votes

Only need a quorum

Signs the Canvass Certificate

- Do not hold up canvass for all three commissioners signatures
- Date of Canvass
 - Odd Year
 - 10 Days after election

Even Year

- 7 days after the Primary Election
- I0 days after the General Election

Canvassing Votes

- Canvassing the returns not second-guessing the election
- Statement of the number of the total votes cast and votes for each candidate and question
- Makes the results official
- Starts the clock for any election contest or recount



Certification of Votes

- County Clerk to Certify Results to Districts
 - One Certification per District
 - Copy of Abstract
 - Copy of Canvass of Votes
- Sent immediately after the Canvass

Political Subdivision Canvass

- Non-joint district Certify to Political Subdivision
 - One Original Clerk Certification Sheet signed by County Clerk
 - Copy of Canvass Certificate signed by Commissioners
 - Copy of Abstract of Votes for their district

Political Subdivision Canvass

Joint district - Certify to Political Subdivision via Home County Clerk

- One Original Clerk Certification Sheet signed by County Clerk
- Copy of Canvass Certificate signed by Commissioners
- Copy of Abstract of Votes for their district
- Home County
 - Create a spreadsheet with combined totals.
 - Keep a copy of the documents from the other
 - county/counties for your records.

E-30 – Clerk Certification					
	STATE OF IDAHO COUNTY OF & s. L County Clerk of said county and state, do heneby cently that the attached is a NL, true and complete capty of the addrets of virtual for the candidates therein marked and/or the questions as they appeared on the election ballot on for the for the ballot do the Board of Canassans filed in my office this day of				
	"Goung Gane (County fees)				
	E-DL, Approval Secretary of State, January 2011				

RECORDS RETENTION

Records Retention – 34-217, I.C.

- Time Frames
 - 5 years
 - 2 years
 - 1 year
 - 60 days
- Disposal
 - County Commissioners to approve
 - Contact State Historical Society
 - Destroy

5 years Retention

- Cancelled Registration Cards
- Poll Books
- Declaration of Candidacies
- Precinct Maps with Legal Descriptions
- List of Absentee Voters

2 years Retention

- Correspondence relating to voter registration
- Completed Absentee Request Forms
- Tally Books
- Voted Ballots
- Duplicated Ballots

1 year Retention

- Absentee Ballot Affidavit Envelopes
- Notice of Election
- Personal Identification Affidavits
- Unvoted ballots from the Primary Election
- Ballot Tracking Logs
- Tabulation Logs
- Copy of Election Definition & Program
 Tabulator & AutoMark
- Record of the # of Ballots Printed sent to each Polling Place

60 days after Recount or Contest Period - Retention

- Other Election Supplies including, but not limited to:
 - Unused Ballots (not issued)
 - Official Election Stamps
 - Spoiled Ballots

ELECTION COST SHEETS

Cost Sheets

 Costs sheets are required for every election.

 Each Election: Secretary of State's Office will send the Cost Sheet and Explanation of Cost Categories.

Be sure to include the County and Clerk Name at top of cost sheet.

Cost Sheets

 Required reporting to the Legislature on Consolidated Elections Costs.

Not sure what category to include a cost?

- Review the Explanation of Costs Categories
- Contact Secretary of State's Elections Office

2016 Election Cost Categories

- Ballot Printing Costs
 - Including ballot stock and software coding for vote tally system
- Publication Costs of Legal Notice
- County Personnel Wages
- County Personnel Training, Travel and Meal Costs
- Precinct Workers Wages
- Polling Place Expenses
- Absentee Postage Costs

2016 Election Costs - Continued

- Mail Ballot Precinct Postage Costs
- Caxton Printer's Supply Costs
- ES&S/Hart Supply Costs
- Miscellaneous Supply Costs
- ES&S/Hart Support Costs
- Accessible Voting Unit Costs
- Other Publication Costs
- Miscellaneous Costs
- Include detailed itemization with amounts

2017 Cost Sheet	March 14th, 2017 - Election Costs L (Clock Nanc), Courty Clark of Clourty Nanc) Courty do hardry coeffy that (Courty Nanc) incorrol the following actual and necessary closion costs relating to the March 14, 2017 Election:				
Cost Sneet	Ballot Printing Costs	\$0.00			
	Publication Costs of Legal Notices	\$0.00			
	County Personnel Wages	\$0.00			
	County Personnel Training, Travel and Meal Costs	\$0.00			
	Precinct Workers Wages	\$0.00			
	Polling Place Expenses	\$0.00			
	Absentee Postage Costs	\$0.00			
	Mail Ballot Precinct Postage Costs	\$0.00			
	Caxton Printer's Supply Costs	\$0.00			
	ES&S Hart Supply Costs	\$0.00			
	Miscellaneous Supply Costs	\$0.00			
	ES&S Hart Support Costs	\$0.00			
	Accessible Voting Unit Costs	\$0.00			
	Other Publication Costs	\$0.00			
	Other Miscellaneous Costs (Include a detailed itemization with amounts.)	\$0.00			
	Total Election Costs	\$0.00			
	Signed: Croaty Clerk Date:				



Questions?