

## Registration Reference Guide

**Registration Overview:** Processing same-day voter registrations is an integral part of the polling place operation on election day. It is imperative to follow the policy as outlined in **Title 34, Chapter 4, Section 8** of the Idaho State Code (§34-408A).

### Voter Registration – A How-to Guide:

1. Determine if the voter needs to register to vote either because
  - a. They've never registered in Ada County
  - b. They've changed their name or address
  - c. Ada County purged the voter from the voter rolls due to inactivity
2. Make sure the voter is in the correct precinct
  - a. Select "Find My Precinct" on the ePollbook home screen and type in the voter's address
3. Have the voter fill out a voter registration card
4. Review the Voter's proof of identity and proof of residency
  - a. An Idaho Driver's License with current address fulfills all requirements; or
  - b. If a voter does not have an Idaho Driver's License with their current name and address, they must provide both a photo ID (Any ID with their picture and name qualifies) and 3<sup>rd</sup> party-issued documentation with their current name and current address
    - i. **Idaho Code §34-408A** requires "any document which contains a valid address in the precinct..."
      1. The voter can either use a printed-out document or an electronic document on their phone
5. Verify that the voter's proof of identification and residence match what has been written on their voter registration card
6. Examine the voter registration card to ensure it is legible, accurate, and complete
  - a. Voter eligibility requirements: U.S. citizen, at least 18-years old, at least a 30-day resident of Ada County, and no legal disqualifications
  - b. Must fill in their Idaho Driver's License number, other identification number, or the last 4-digits of their social security number
  - c. Date of Birth
  - d. Party Affiliation (if blank, the voter is "unaffiliated")
  - e. Line #9 – Legal Disqualifications
    - i. In order to vote, the voter must check "no"
  - f. Voter must sign and date the card at the bottom

7. Complete required fields in the OFFICIAL USE ONLY BOX on the registration card.
  - a. Precinct number – location you are working (if working a dual precinct make sure you write in the precinct that the voter is registering in)
  - b. Deputy Clerk – your initials
  - c. Date – election day
  - d. Stamp RESIDENCE VERIFIED under voter oath
8. After the voter has been registered, they will now need to be checked in. For further steps refer to the check-in reference guide, or the ePollbook manual.

## Check-in Clerk Reference Guide

**Position Overview:** The ePollbook clerk is responsible for checking in registered voters and registering new voters. Typically, one ePollbook will be used for both registration and check-in and the other(s) will be used for check-in only.

This position has the most responsibility on election day, so it is important to know the relevant statutory requirements and procedures as listed below. Reviewing these items consistently throughout the day could be helpful and will save you from having to memorize all the different acceptable ID combinations.

### Poll Book Clerk Summary

1. Locates voters in the Electronic Poll book
2. Processes voters' check-ins and registrations
3. Asks the voter to state their name and address to compare the information we have on the voter roll
4. Reviews required photo identification or instructs voter to sign personal ID affidavit if the required identification is not provided
5. Directs voters where to sign in the Electronic Poll Book
6. Issues secrecy envelopes and voter ticket
7. Directs voters to Issuing Clerk for their ballot

### Before the Polls Open

1. Assist the Chief Judge with setting up the tables and the voting booths
2. Make sure you have all items included with the Electronic Poll Book case
3. Arrange your work area according to the "Assembly Diagram"
  - a. Turn on the MiFi first!
4. Take Oath of Elections and clock-in to the ePollbook (everyone should clock in on the same ePollbook)
5. Review the check-in procedures via the ePollbook training guide
6. Assist the Chief Judge and other poll workers with final preparations

### Voter Check-in ID Requirements:

**Title 34, Chapter 11, Section 13** of the Idaho State Code (§ 34-1113) states that all voters must show one of the following forms of identification prior to signing the Poll Book and voting:

1. An Idaho driver's license or identification card issued by the Idaho Transportation Department;
2. A passport or an identification card, that includes, a photograph, issued by an agency of the U.S. government;

3. A tribal identification card that includes a photograph;
4. A current student identification card that includes a photograph, issued by a high school or an accredited institution of higher education, located within the state of Idaho, including a university, college or technical school; or
5. A license to carry concealed weapons issued under Idaho State Code §18-3302, or an enhance license to carry concealed weapons issued under Idaho State Code §18-3302K.

### **Notes:**

**Title 34, Chapter 11 Section 14** of the Idaho State Code (§ 34-1114) states that a voter may complete a Personal ID Affidavit in lieu of showing one of the above listed forms of identification. This option only applies after a voter is registered; the Personal ID Affidavit cannot be signed in lieu of photo ID when registering to vote.

**What does this mean?** Voters need to show one of the acceptable forms listed above or sign a Personal ID Affidavit before they sign the ePollbook if they're already registered.

**Driver's License Address:** If the address on the voter's ID does **NOT** match what is in the pollbook, that is acceptable. The address the voter verbally states needs to match the address on their voter registration in the ePollbook.

### **Assisting Voters Who Are Not Able to Sign**

Nobody can sign the ePollbook for another individual – Idaho Code states that it must be the voter. Encourage voters to sign or make a mark in whatever way they can.

### **Spoiling a Ballot**

If a voter makes a mistake while marking their ballot and would like another, write "SPOILED" in large letters across it. Put the ballot in the SPOILED BALLOT ENVELOPE in the "Return on Election Night Bag".

On the ePollbook, select "Spoil/Cancel Check-In" from the dropdown menu and go through the steps to reissue their ballot and check-in. If needed, refer to the ePollbook guide for a walkthrough.

### **Spoiling an Absentee Ballot**

Sometimes a voter who requested an absentee ballot wants to deliver it to their polling place. When this happens, the ballot must be surrendered, marked "Spoiled" by the poll worker on the outer envelope and stored in the "Spoiled

Absentee Ballot Envelope” if the voter intends to cast a ballot in person instead of using their absentee ballot.

Even if the voter did not bring in their absentee ballot and they have an outstanding absentee ballot, they are permitted to vote in person. Simply check the voter in and the absentee ballot will be automatically spoiled in our database electronically, rendering the physical absentee ballot useless.

If a voter wishes to vote their absentee ballot, they may drop it off at the Ada County Elections Office (400 North Benjamin Lane, Suite 100 – Boise), Boise City Hall, Meridian City Hall, Kuna City Hall, or Eagle City Hall 8:00AM to 8:00PM on Election Day. Polling places cannot accept voted absentee ballots

### **After the Polls Close**

1. Make sure all poll workers clock out for the day (everyone should clock out on the same ePollbook)
2. Select “Logout” and close the election
3. Complete all “Accounting” for the day. Refer to spiral bound ePollbook manual pg. 35 for more info
4. Return all equipment to the ePollbook case and pack up as shown in loading diagram found in the ePollbook case
5. Assist the Chief Judge with final clean up

## Issuing Clerk Reference Guide

**Position Overview:** The Issuing Clerk distributes official ballots and explains voting instructions to electors.

### The Issuing Clerk

1. Issues official ballots
2. Secures ballot pads not in use
3. Clarifies voting instructions
4. Directs voters to available voting booths

### Before the Polls Open

1. Assist the Chief Judge with setting up the tables and the voting booths
2. Arrange your workstation with all the transfer cases
3. Help setup indoor signage
4. Take Oath of Elections and clock-in to the ePollbook (everyone should clock in on the same ePollbook)
5. Assist the Chief Judge and other Clerks with final preparations

### IMPORTANT INFORMATION

1. Only issue a ballot once a voting booth becomes available
2. Each page of the ballot stub is numbered and coded, sever ballots in numerical order
3. A voter must present a voter ticket and secrecy sleeve before you can issue them a ballot. This means the voter has properly checked in with the Check-in Clerk
4. If your polling place is issuing more than one ballot type, ensure you issue the ballot indicated on the voter ticket presented by the voter
5. A voter may request any assistance they would like while casting a ballot so long as the assistance does not disrupt the polling place, and nothing is left behind in the voting booth

### The First Voter of the Day

1. Have the first voter observe unlocking **ALL** the transfer case(s)
2. You may then issue the first voter their ballot
3. The Chief Judge will need to fill out the ballot receiving log, verifying that all the unused ballots assigned to the precinct arrived
4. Arrange pads of ballots in sequential and code order
5. Always keep a pad of each style available. Any extra ballots can be stored in the transfer cases

### **Throughout the Day**

1. When the next voter in line approaches your station make sure they have a secrecy envelope and voter ticket
2. Once a voting booth is available, carefully tear off one ballot from the pad, put it in the secrecy envelope and hand it to the voter
3. Instruct the voter to mark their ballot at the voting booth and then deposit it in the scanner
4. Direct the voter to an open voting booth

### **After the Polls Close**

1. Count the total number of unused ballots
2. Count the total number of spoiled ballots (those issued and spoiled at the polls)
3. Give the following items to the Chief Judge:
  - a. UNUSED Ballots
  - b. SPOILED BALLOTS in the Envelope
  - c. SPOILED ABSENTEE BALLOTS in the Envelope
4. Place BALLOT STUBS in the appropriate envelope
5. Assist the Chief Judge with closing the polling place

### **Special Notes**

1. Once you've issued the last ballot on a pad, place the binding from the pad in the BALLOT STUBS bag(s)
2. If a ballot is severed from the pad of ballots and is not used, spoil it by writing, "DETACHED, NOT USED – SPOILED" and put it in the SPOILED BALLOT ENVELOPE

## Receiving Clerk Reference Guide

**Position Overview:** The Receiving Clerk keeps the ballot boxes secure and announces the voter's names as they deposit their ballot in the scanner.

### The Receiving Clerk

1. Voters will approach your station ready to deposit their ballot
2. Ask the voter to deposit their ballot in the scanner (Verity Scan)
3. Ask the voter their name
4. Announce: "[VOTER'S NAME], HAS VOTED"
  - a. If the voter refuses to state their name, proclaim "A voter has voted"
5. Offer voter an "I Voted" sticker

### Before the Polls Open

1. Assist your Chief Judge in setting up tables and voting booths
2. Set up the ballot boxes
3. Set up the ballot box bags and place inside the ballot boxes
4. Make sure you have all items listed on your supply bag inventory
5. Arrange your work area
6. Help setup indoor signage
7. Take Oath of Elections and clock-in to the ePollbook (everyone should clock in on the same ePollbook)
8. Assist the Chief Judge and other poll workers with final preparations

### The First Voter of the Day

1. Ensure the ballot boxes are open so the first voter can verify that they are empty
2. Show the first voter that the ballot boxes and ballot bags are empty
3. Once the first voter verbally verifies that the boxes are empty, wait for the Chief Judge to lock the ballot boxes and put on the plastic security seals
4. Have the voter fill out the **BALLOT BOX WITNESS AFFIDAVIT**
5. Have the voter deposit their ballot into the scanner (Verity Scan)  
Announce, "[**VOTER'S NAME**] has voted" in a clear and audible tone
6. Offer voter an "I Voted" sticker

### Voter Announcement

**Title 34, Chapter 11, Section 07** of the Idaho State Code states (§ 34-1107)  
"The judge shall then record that the elector has voted and proclaim the same in an audible voice."



## **IMPORTANT INFORMATION**

1. Remind voters not to fold their ballot
2. If a voter comes to you because they made a mistake marking their ballot and would like another, direct them to the ePollbook Clerk to spoil and reissue their ballot
3. Be on the lookout to make sure no one accidentally leaves the Polling Place with a ballot

## **Throughout the Day**

1. Maintain the security of the ballot box and scanner
2. Collect secrecy sleeves and periodically return them to the Registration and Poll Book Clerks for reissuance
3. Perform the following steps as voters deposit their ballots:
  - a. When the voter approaches your station, ask the voter to remove their ballot from the secrecy sleeve and place it in the ballot scanner. If the ballot scanner rejects the ballot, have the voter read the reason presented on the screen out loud and either refeed the ballot into the scanner or instruct the voter on how to spoil their ballot if necessary
    - i. The voter can resubmit the ballot as-is if they don't want to spoil and re-vote
  - b. Audibly announce, "[Voter's Name] has voted"
  - c. Offer the voter an "I Voted" sticker

## **After the Polls Close**

1. After the Chief Judge opens the ballot box(es), help them collect and organize the ballots for transfer to the Ada County Elections Office on election night
2. Disassemble and prepare the ballot scanner to be returned by the Chief Judge to the Ada County Elections Office on election night
3. Return your supplies to the supply bag and tote
4. Assist the Chief Judge and other poll workers in taking down the polling place and putting away supplies and signage

## Vote Area Monitor Reference Guide

**Position Overview:** The Vote Area Monitor is responsible for greeting voters as they walk in the polling place and providing general assistance to all other workers in the polling place. This position is typically staffed at elections with high volumes.

Greeting voters helps reduce voter confusion and helps speed up the voting process. By asking the voter if they're already registered or have any recent changes in their residence address, Vote Area Monitors can quickly identify those voters who need to fill out a voter registration card (because they need to register to vote or change their address) before they get to the check-in clerk.

### Before the Polls Open

1. Find tote with PPE and sanitation supplies
2. Distribute PPE and sanitation supplies to other clerk stations
3. Setup the "Vote Here" yard signs
4. Assist other clerks with their setup as needed
5. Take Oath of Elections and clock-in to the ePollbook (everyone should clock in on the same ePollbook)
6. Once setup is complete and polls are about to open, be ready to greet voters

### Throughout the Day

1. Greet voters as they walk through the door by asking if they are registered, or need to register to vote
  - a. If they are not already registered, hand them a clipboard with a registration card to start the process
  - b. Let voters know to have IDs prepared as they approach the clerks
2. Answer any questions voters may have
3. Ensure all booths always have pens, and booths are free of graffiti or electioneering
4. Assist other clerks as needed, cover positions as other clerks take breaks throughout the day

### After the Polls Close

1. Pick up the signs from outside
2. Remove all indicators (e.g. tape on the ground) used for marking social distancing
3. Clean up all PPE, cleaning materials, and sanitizer and put back neatly in tote
4. Assist other clerks with closing the polls as needed