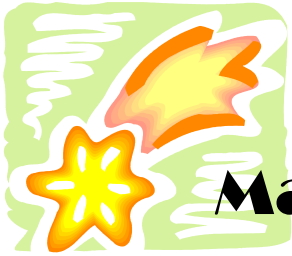


PRECINCT ELECTION OFFICIALS



Making a Difference

Primary Election
June 8, 2010

Polls are open from 7:00 am to 7:00 pm

The following instructions will help you complete your duties before and on Election Day. Please read them completely. If you are uncertain about any procedures or instructions; rather than guess, please call the staff at the Auditor's Office. Use the telephone number on this page.

394-2153

If you have any questions about election supplies, procedures, or activities, please direct your calls to the Auditor's Office.

If you become ill and are not able to complete your duties as an election official on Election Day, please call the Auditor's Office.

We have several incoming lines. Your call should roll over to the first available phone line. Please keep trying if you get a busy signal, our office lines are very busy on Election Day. We will be answering telephones from 6:00 a.m. until the close of all polls.

If you need Communication Service for the Deaf (TDD & Voice.....394-2544
If you need emergency assistance call.....911

Julie A. Pearson
Pennington County Auditor
315 Saint Joseph Street
Rapid City, SD 57701

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Election Official General Instructions

NEW FORM by voter name in the Voter Registration Book:

- ❑ Why is NEW FORM printed in voter registration book by voter name?:
 1. there has been no contact with the voter in the past 4 years; or
 2. the voter card was returned by Post Office as Undeliverable Address; or
 3. we need additional information from the voter.
- ❑ The Voter Registration Form must be completed even if the voter's information has not changed.
- ❑ Voter change information received today is not effective for this election.
- ❑ If the voter has moved and provides the new address, they must vote where they are currently registered. After the election, we will update the voter information and notify the voter by mailing a voter card.
- ❑ Check to make sure all the information has been completed by the voter including name, address, SD driver's license number and date of birth. This information is required by law.
- ❑ If further explanation is desired by the voter, give the voter our office number and tell them to call us.
- ❑ The voter cannot vote until a new Voter Registration Form has been provided.
- ❑ You may not decide to allow the voter to vote without completing a new Voter Registration Form.
- ❑ Place the completed new Voter Registration Form in the envelope provided marked "Voter Registration Forms". The envelope is in the supply bag.

Voter's Name is not in the Voter Registration Book:

- ❑ If a voter has already voted by ABSENTEE ballot, their name is **not printed** in voter registration book.
 1. If a voter checks in with you and their name is not printed in the voter registration book, call the Auditor's Office for instruction.

Emergency Voting as Instructed by Auditor's Office:

- ❑ If instructed by the Auditor's Office to let this person vote:
 1. Voter must complete a new Voter Registration Form.
 2. Form must be complete. Include name, address, SD driver's license number, and date of birth.
 3. Write voter's name in Voter Registration Book, either in the correct alphabetical order or write in all names on the last page.
 4. Finish recording that voter just like any other voter.

Grounds for Challenging Voter's Right to Vote:

- ❑ A voter may **only be challenged** as to:
 1. the person's identity,
 2. applies ONLY to municipal elections: the voter resides in the municipality at the time of election (lives in the municipality for at least 30 days each

year, is a full time post secondary student or an active duty member of the armed forces

3. on the grounds that within the last fifteen days that person has been convicted of a felony, or
 4. on the grounds that within the last fifteen days that person has been legally found to be mentally incompetent.
- ❑ A challenge will include a challenger (which must be a person present while the voter is requesting to vote), the voter, and the election board.
 - ❑ A challenger must present evidence for the reason(s) the voter should not be allowed to vote.
 - ❑ The voter will be given the opportunity to provide their evidence of why they should be allowed to vote.
 - ❑ You, the election board of 3 people, must determine from the evidence presented whether the person shall be permitted to vote.
 - ❑ You must enter in the Voter Registration Book your decision and the grounds stated.
 - ❑ If the voter's identity is successfully challenged, that voter still has the opportunity to vote a provisional ballot.

Assistance to Voters:

- ❑ Any voter who requires assistance to vote may be given assistance by any person of the voter's choice.

Poll Watchers:

- ❑ Poll watchers are people placed at a polling place to view the election process either for a specific party or candidate.
- ❑ Election board workers may not be poll watchers.
- ❑ Candidates on the ballot may not be poll watchers.
- ❑ For the General Election, the number of poll watchers allowed at the precinct is:
 - one poll watcher for each party,
 - one for each independent candidate,
 - one for each slate of presidential electors,
 - one for each ballot question side.additional poll watchers are allowed if "adequate space" permits.
- ❑ They must be placed where they can see and hear the process, but not see into the voting booths.
- ❑ They cannot interfere with the official process of the Election Board.
- ❑ They may not wear or distribute campaign materials.
- ❑ **They cannot have any direct contact with any voter.**
- ❑ Poll watchers must provide all of their own supplies, including chairs, tables, etc.

Exit Polls

- ❑ No person may engage in any practice which interferes with the voter's free access to the polls or disrupts the administration of the polling place.

- ❑ A person cannot directly or indirectly...intentionally and without lawful authority obstructs, hinders, or delays a voter on his way to any poll where an election is to be held...
- ❑ No person may cause any disturbance or breach of the peace, or engage in disorderly conduct...use threats of violence, whereby an election is impeded or hindered...or proceedings of the precinct superintendent or precinct deputies...

While we cannot prevent exit pollers from entering the polling place, they must abide by all the above mentioned laws. If opinions are voiced, that becomes prohibited campaigning which should be shut down.

Registration of Voters:

- ❑ No one may register at the poll and vote today.
- ❑ Voter registration closed **May 24, 2010** for this election.
- ❑ If the voter disagrees with the information in the Registration Book, or if the voter believes they should be in your Registration Book, **do not turn away the voter.** Every voter has a right to vote a provisional ballot.
- ❑ Call the Auditor's Office for instruction.
- ❑ Follow the instruction received from the Auditor's Office.

Violation of Election Laws:

- ❑ Voters shall vote without unnecessary delay.
- ❑ No person may engage in any practice which might interfere with the voter's free access to the polls or disrupts the administration of the polling place.
- ❑ No campaign posters or materials, associated ballot literature, campaign office, communications center or public address system shall be within 100 feet of any entrance to the polling place.
- ❑ Campaign buttons are NOT to be worn by Election Officials or Poll Watchers.
- ❑ A violation of this section is a Class 2 misdemeanor.
- ❑ If you are unable to handle violators, contact the Auditor's office immediately or dial 9-1-1.
- ❑ Check the **polling place** and **the voting booths** periodically for campaign literature, remove it and throw it away immediately.

A Reminder to Voters and Precinct Board Members:

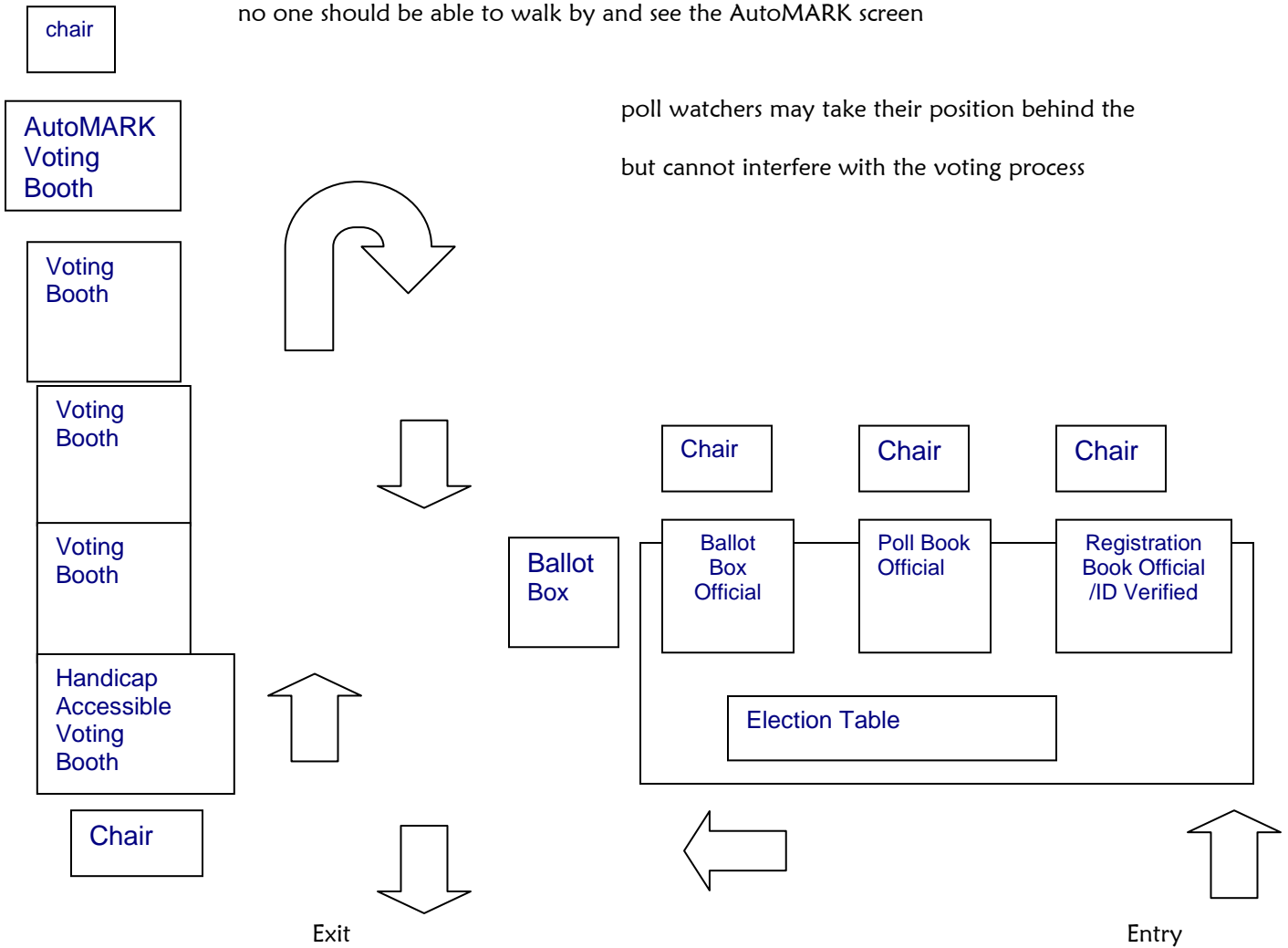
- ❑ Every operation, including opening and closing procedures, is public and anyone may watch. Observers, however, may not interfere with the voting process. Poll Watchers may look at the Voter Registration Book only if it will not interfere with the voting process. (Possibly, when no voters are present.)
- ❑ A voter may take their sample ballot with them into the voting booth.
- ❑ Only one person at a time is allowed in the voting booth, except assisted voters or voters taking care of children.
- ❑ A majority of the precinct board must be present at all times. All members must be present when the polls close and must remain until they finish closing procedures.

- ❑ Conversation should be at a minimum while voters are present.
- ❑ No political discussion at any time.
- ❑ No radios, newspapers, television or campaign literature in the polling place.

The News Media:

- ❑ If you are contacted by representatives from any newspaper, radio or other media, do the following:
 1. You may give out information only available to the general public, which is generally the same information available to poll watchers.
 2. If you are unsure about what information to give, call the Auditor's Office.
- ❑ If members of the media wish to take pictures or film at the polls, keep in mind the following:
 1. Their activities must not interfere with the voting process.
 2. They must not be in the area of the voting booths.
 3. Permission of the voter at the poll must be obtained before any picture taking or filming is done.

EXAMPLE OF POLLING PLACE LAYOUT



Items on Table	Posted at Polling Place	Have These Items Available
Voter Registration Book	"Vote Here" signs out doors	Election Official FORMS PACKET
Poll Book	"No Campaigning" signs out doors	Instructions to Precinct Election Officials
Sample Ballots	"Handicap Accessible" signs out doors and in voting booth	Flowchart designed by Secretary of State
Flags	"Please Read" and "Vote Here" sign on outside door	
Personal ID Affidavit Forms	"Instructions to Voters" (2 large print) on wall and (1) in each Voting Booth	
Provisional Ballot Envelopes		
Notice to Provisional Ballot Voter Form		
Voter Registration Forms		
Emergency Voting Cards		
Ballot Sleeves		
Official Ballot Stamp		
Blue pens		

COUNTY OF PENNINGTON
VOTER REGISTRATION AND ELECTIONS
ACCIDENTS/EMERGENCY AT THE POLLS

ACCIDENT OR MEDICAL EMERGENCY

- If you have need for emergency assistance such as Ambulance, Police or Fire Department, contact those agencies directly by dialing “911”.
- Immediately after taking care of the accident or emergency, do the following:
 - If an accident or emergency has occurred, you must contact the Auditor’s Office and report the problem immediately at **394-2153**.
 - Complete the Report of Illness/Injury Form (see reverse side). Place the completed and signed form in the FORMS PACKET.
- If you have a problem or incident that is not an emergency, and you need assistance, call the Auditor’s Office at **394-2153**.

PHYSICAL THREAT OR DISTURBANCE

- If anyone is unruly, abusive, or in any way threatens the safety of the Precinct Election Officials, Voters, or the orderly conduct of the election, call “911” and then report the matter immediately to the Auditor’s Office at **394-2153**.

FIRE, FLOOD, TORNADO, BOMB THREAT

- Leave the building as instructed.
- If you are able to remove any supplies when you leave the building, without jeopardizing your safety, take the supplies in the following order of necessity:
 1. Roster of Voters
 2. Ballots
 3. Ballot Box

Note: If you are unable to take any of the above supplies out of the building and voters show up to vote, take their names, addresses, and phone numbers where they can be reached during the election day, so the office can contact them about voting.

- Contact the Auditor’s Office as soon as possible. In the event that the polling place needs to be moved to another location, we will send someone to assist with the move.

COUNTY OF PENNINGTON
VOTER REGISTRATION AND ELECTIONS
ACCIDENTS/EMERGENCY AT THE POLLS

REPORT OF ILLNESS/INJURY FORM

Name of Person Injured/Affected: _____

Address: _____

Telephone Number: _____

Describe Accident/Emergency: _____

Injured/Affected Party's Signature: _____

Date: _____

Precinct: _____

Election Official Signature: _____

Election Official (print name): _____

Note: If unable to obtain injured/affected party's signature or information, the Election Official should complete the description of the accident/illness and sign the form.

Precinct Supply Checklist #1

Please check your precinct supplies before Election Day. If anything is missing call the Auditor's Office at 394-2153 before MONDAY, at 4:00 p.m.

Supplies Provided to the Superintendent

Check off:

<input checked="" type="checkbox"/>	Inside Ballot Box:
	Poll Books (one separate Poll Book for Provisional Ballots voters)
	Ballots
	Yellow Sample Ballots
<input checked="" type="checkbox"/>	Miscellaneous Supplies:
	Registration Book
	“Vote Here” sign and sign posts
	“No Campaigning” signs and sign posts
	Handicap Alternate Entrance outdoor sign, if one was assigned to your precinct (use to indicate alternate handicap entrance)
	“Instructions to Voters” signs (large print) (2) to hang on wall
<input checked="" type="checkbox"/>	Inside Supply Bag:
	“Instructions to Voters” signs (small print, one in each voting booth)
	Election Official Forms Packet: <ul style="list-style-type: none"> • Oath of Election Officials • Ballot Statement • Record of Spoiled Ballots • Election Expense Bill • Precinct Survey • Campaign Material Checklist
	Provisional Ballot forms: <ul style="list-style-type: none"> • Blue Provisional Ballot Envelopes • Notice to Provisional Ballot Voter
	Personal ID Affidavits
	Voter Registration Forms
	Voter Registration Form (pad)
	Envelope (and seal) for Poll Book
	Envelope (and seal) for <u>Provisional</u> Poll Books
	Envelope (and seal) for Spoiled Ballots
	Envelope for Personal ID Affidavits
	Envelope for Voter Registration Forms

	Envelope (and seal) for Broken Seals
	Plastic bag for Ballot Box seals
	Official Ballot Stamp
	Colored paper to separate ballots
	Blue pens for ballot
	Sheet magnifier
	Election Official ID tags – name tags
	SD Poll Watchers Guidelines
	Scratch pad of paper (for hearing impaired and speech impaired voters)
	Other miscellaneous supplies: Pens, pencil cup, scratch paper, rubber fingers, scotch tape, masking tape, Post-It page markers, flag & stand, pencil grippers, highlighters. (If pens or highlighters don't work, please throw them away. Don't return them.)
	Precinct Manual published by the Secretary of State's Office which includes state law
	Flowchart designed by the Secretary of State's Office
X	AutoMARK
	Folder and Instructions packed inside AutoMARK case

SUPERINTENDENT

Election Official Checklist #2 Before the Polls Open

Monday, Before Election Day:

- ❑ Verify all supplies have been received against the supply list.
- ❑ Store the ballot box(s) in a cool, dry area.
- ❑ Contact the polling place to determine how you will get in at 6:00 am and where they want you to set up.

Election Day, Before the Polls Open at 7:00 a.m.:

- ❑ Set up the tables, pizza boxes, voting booths.
- ❑ Set up the AutoMARK following the AutoMARK Checklist.
- ❑ Set out supplies.
- ❑ Set out Forms Packet.
- ❑ All election officials sign the *Oath of Election Officials*.
- ❑ Put on your Election Official name tags.
- ❑ Place the *Handicap Accessible* sign on a voting booth or on a table with a pizza box that is accessible to a wheelchair.
- ❑ Place the outdoor signs: *No Campaigning* and *Vote Here*
- ❑ Place the *Alternate Handicap Accessible Entrance* sign if assigned to your precinct.
- ❑ Place the yellow *Vote Here* and *Please Read* signs on the entrance door to the polling place.
- ❑ Place the alphabet signs if your Voter Registration Lists are divided alphabetically.
- ❑ Place the large print *Instructions to Voters* on the wall in 2 different locations.
- ❑ Place the sample ballots in 3 different locations.
- ❑ Place the smaller *Instructions to Voters* in each voting booth.
- ❑ Make sure all signs are placed in areas clearly visible to voters.
- ❑ Place flags in stand on voting table.
- ❑ Place the South Dakota Poll Watcher Guidelines on the table.
- ❑ Set Voter Registration Lists and Poll Books on table nearest to the entrance.
- ❑ Arrange forms:
 - Voter Registration form
 - Personal ID Affidavit form
 - Provisional ballot envelopes
 - Notice to Provisional Voter form
- ❑ Arrange supplies:
 - Privacy sleeves
 - pens
 - Official ballot stamp
- ❑ Break both seals on the ballot box and remove ballots.
- ❑ Secure ballots where you can reach them, but are not within voter's or poll watcher's reach.

- ❑ Make sure ballot box is empty.
- ❑ Close ballot box and seal the larger opening.
- ❑ Set the ballot box at the end of the registration table. The ballot box must be attended at all times.
- ❑ Count the ballots. Sealed packages equal 100 ballots.
- ❑ Pull the *Ballot Statement* from the Forms Packet and verify the number of **Ballots Delivered to Polls**.
- ❑ Write any necessary corrections (shortage or longs) on the *Ballot Statement*.
- ❑ Open only one package of ballots at a time.
- ❑ Count the ballots in each package before you begin using it to verify it contains 100 ballots.
- ❑ Write any necessary corrections (shortage or longs) on the *Ballot Statement*.
- ❑ Assign duties as Voter Registration List Election Official; Poll Book Election Official; Ballot Box Election Official/Superintendent; AutoMARK Election Official (if applicable). Duties may be rotated.
- ❑ Mark pages using Post-It markers by alphabetical letter for easier reference.
- ❑ Assign positions at the Voter Registration Book; the Poll Book; the Ballot Box; and, the AutoMARK.
- ❑ 7:00 a.m. - announce the poll is open and voting begins.

Voter Registration List Official

Election Official Checklist #3A Conducting the Election

Voter Registration List Official:

- ❑ Post-It colored page markers are included in your supplies if you want to mark your Voter Registration Book by alphabetical letter for easier reference.
- ❑ Make sure the voters form a line at the registration table (not at the voting booths) by only checking in as many voters as there are available voting booths.

Step 1: Every voter presents one of the following personal ID:

- ❑ South Dakota drivers license or non-driver ID; or
- ❑ passport or ID card, including a picture, issued by US Government; or
- ❑ tribal ID card, including picture; or
- ❑ current student ID card, including picture, issued by a high school, university, college or technical school within the state of South Dakota.

Step 2: Verify:

- ❑ **picture** on ID matches the voter
- ❑ **name** on ID matches name on Voter Registration List (does not have to be exact name, for example, “Bob” for “Robert)
- ❑ voter address on ID does not have to match voter address on list
- ❑ repeat the voter’s name and party loud enough for the poll watcher to hear (if there are poll watchers present)
 - A. If ID verification *cannot* be made, you may consider:
 1. other forms of ID
 2. personal knowledge
 3. voter’s explanation
 4. **if verification cannot be made to satisfaction of election board, the voter may vote a provisional ballot.**
 - B. Voter does not have proper ID, but voter’s name is on Voter Registration List:
 1. voter completes the *Personal Identification Affidavit* “PID” and votes a regular ballot
 2. place the completed PID form in the envelope marked “PID Affidavits”
 - C. Voters name is not on the Voter Registration List:
 1. call the Auditor’s Office
 2. follow instructions provided by Auditor’s Office
 3. write “ok’d by (insert name of Auditor’s staff)”
 4. notify any person who is denied the ability to vote that the person may cast a provisional ballot.

Step 3: Validate voter:

- highlight voter's name in Voter Registration List
 - A. If NEW FORM is printed by voter's name
 - 1. the voter must complete a new voter registration form, providing all required information
- ask voter to sign Poll Book.

Step 4: Record the number from the Poll Book on the line by the voter's name.

The Precinct Superintendent may vary the duties of each election official, designing the needs to fit each precinct.

Poll Book Election Official

Election Official Checklist #3B Conducting the Election

Poll Book Election Official:

- ❑ Please note, for a Primary Election, there is a Poll Book for each Party (REPUBLICAN and NONPOLITICAL). There is no DEMOCRATIC poll book for this Primary.
- ❑ Pull the appropriate Poll Book and record the voter's name on the first available line or ask the voter to write his name
- ❑ Make sure the voter's name is written in the poll book only once
- ❑ Make sure you are using the *Provisional Ballot Poll Book* if voter is voting a provisional ballot.
- ❑ Tell the Voter Registration List Official the number of the line signed by the voter
- ❑ Find the correct ballot according to PARTY (and split if applicable to your precinct) and stamp the **front lower right-hand corner of the ballot** with the official ballot stamp
- ❑ Show the voter the instructions at the top of the ballot. Further explain that marks cannot be changed -- the voter must return the ballot for replacement if it has been spoiled in any way
- ❑ Hand the voter the stamped ballot, a pen, and a secrecy sleeve. Explain to the voter that they must **use the pen provided** to properly mark the ballot for counting.
- ❑ Ask the voter to place the voted ballot inside the secrecy sleeve with **ballot seal visible** and return it and the pen to the Ballot Box Official after voting.
- ❑ Direct the voter to the voting booth or AutoMARK

The Precinct Superintendent may vary the duties of each election official, designing the needs to fit each precinct.

Ballot Box Election Official

Election Official Checklist #3C Conducting the Election

Ballot Box Official:

- ❑ Watch the voters in the voting booths
- ❑ Don't create a line of voters waiting for a voting booth
- ❑ Don't let a voter leave with a ballot
- ❑ Assist any voter who asks for assistance
- ❑ When a voter returns to the ballot box with a ballot, insure that you can see the official ballot stamp.
- ❑ **IMPORTANT: Make sure the official ballot stamp is viewable on the ballot. This insures that all ballots placed in the ballot box are face-up, in the same direction, so that they do not have to be re-sorted before they are counted.**
- ❑ Either you or the voter may insert the open end of the secrecy sleeve into the ballot box, tilt sleeve up and let the ballot slide into the sealed ballot box.
- ❑ If it is a blue provisional ballot envelope, make sure the envelope is completely filled out on both front and back sides and sealed.
- ❑ Place the blue envelope in the ballot box or ask the voter to place the envelope in the ballot box.

The Precinct Superintendent may vary the duties of each election official, designing the needs to fit each precinct.

AutoMARK Election Official

Election Official Checklist #3D Conducting the Election

AutoMARK Election Official:

- ❑ Set up AutoMARK
- ❑ Follow the *Election Day Set Up and Ballot Test Instructions for the AutoMARK*.
 - 1) Before the Poll Opens (flip the brochure over)
 - 2) Closing Instructions

All supplies are in the AutoMARK case.

AutoMARK Election Day Polling Place Recording Sheet

Before Polls Open

LIFETIME PRINT COUNTER: _____

Serial Number: AM0105 _____

Number of the Seal: _____

After Polls Close

LIFETIME PRINT COUNTER: _____

Number of the Seal: _____

Name of the County: PENNINGTON

Name of the Polling Place: _____

Signature of the Precinct Superintendent or Precinct Assistant in charge of the AutoMARK

If you have time, please offer any comments below:

Did you have any problems with the AutoMARK during Election Day? If so, please describe:

Checklist #4 Provisional Voter

You may only vote a person with a provisional ballot after you have received instruction from the Auditor's Office.

Who votes a provisional ballot:

- ❑ A person:
 1. whose name is not on the Voter Registration Book; **and**
 2. claims to be registered in this precinct; **and**
 3. is not eligible to vote using an emergency voter form.
- ❑ A person:
 1. who is successfully challenged.
- ❑ A person:
 1. who the precinct board feels the voter's identity cannot be proven.

Do not use a provisional ballot:

- ❑ just because a voter's name is not on the voter registration book. Call the Auditor's Office so the voter's registration status can be determined.
- ❑ just because a voter does not have ID with them (use an *ID Affidavit* form).

What happens to the provisional ballot:

After the election, a thorough investigation will be completed by the Auditor's Office. If there is no evidence that a voter registration form had been completed by the voter showing a residence address in that precinct and returned the registration prior to the registration deadline, **the provisional ballot CANNOT be counted**. A letter will be mailed to the provisional voter informing them of the status of their provisional ballot.

How to vote a provisional ballot:

- ❑ Registration Book Official:
 1. Repeat the voter's name and party for poll watchers to hear.
 2. Write the voter's name in the Registration Book and highlight the name.
 3. Write "P" by the voter's name.
 4. Write "ok'd by _____" (name of staff member at Auditor's Office) by voter's name.
- ❑ Poll Book Official:
 1. Record the voter's name or ask the voter to write their name on the first available line in the Provisional Ballot Poll Book (blue cover).
 2. Tell the Registration Book Official the number of the line from the Provisional Ballot Poll Book to record by the voter's name in the Registration Book.
 3. Give the voter an official, stamped ballot.
 4. Give the voter the blue provisional ballot envelope.

5. Instruct the voter to read and complete the statement on the envelope (both front and back sides) and to seal the ballot in the envelope.
 6. Direct the voter to the voting booth or AutoMARK.
- Ballot Box Official:
1. Make sure the voter has sealed the ballot inside the envelope and that the envelope has been completed on the front the back sides.
 2. Place the blue provisional ballot envelope inside the ballot box or ask the voter to place the envelope inside the ballot box.
 3. Give the voter the Notice to the Provisional Ballot Voter form.

Checklist #5
Duties When the Polls Close

All voters waiting in line shall be allowed to vote:

- ❑ At 7:00 p.m. announce the poll is closed, and that
- ❑ All voters present at closing time shall be allowed to cast their ballot.

After everyone in line has voted:

- ❑ Ballots - stamped, but not used:
 1. Cross out the red stamp with a big “X” and put your initials by the “X”.
- ❑ Spoiled ballots:
 1. Place all spoiled ballots in the Spoiled Ballot Envelope, seal the envelope and put it supply bag.
- ❑ Personal ID Affidavits:
 1. Place all Personal ID Affidavits in the Personal ID Affidavit Envelope, seal the envelope and put in the supply bag.
- ❑ Forms Packet: (leave packet stapled together and place inside ballot box when completed)
 1. Oath of Election Officials - make sure every poll worker has signed.
 2. Ballot Statement - complete as follows: **see sample Page 25**
Before the poll opened, you counted and verified Ballots Delivered to Polls (line #1).
 - a. Record any Shortages (-) or Longs (+) in the counting of ballots (line #2). Subtract or Add as necessary.
 - b. Record the number of Provisional Ballots Voted (line #3). Subtract this number.
 - c. Record the number of Spoiled Ballots (line #4). Subtract this number.
 - d. Record the number of Unused Ballots (line #5). Subtract this number.
 - e. Total the above entries. Record that number at the Total Ballots Returned (line #6).
 - f. Record the number of Ballots Cast from the Poll Book (line #7). Do not add in the voters from the Provisional Poll Book.
 - g. Ballots Cast should match Total Ballots Returned.
 - h. Recheck your figures only once. If you cannot get the statement to balance, proceed to close the poll. Any discrepancies will be re-counted at the Auditor’s Office.
 - i. Each official must sign the Ballot Statement.
 3. Election Expense Invoice : **see Page 26**
 - a. **Make sure all information is correct: spelling of name, addresses, if cell phone was used, who receives mileage for returning ballots.**
 - b. Fees Paid:

1. Mileage will be paid for attendance at Election School. Mileage will also be paid to the election official who drives the ballots back to the courthouse. Indicate your round trip mileage (from your precinct to the courthouse to home) on the Expense Sheet. Mileage is .40 per mile.
 2. Election School attendance = \$10.00
 3. Superintendents = \$150.00
 4. Precinct Deputies with previous experience = \$125.00
 5. Precinct Deputies = \$100.00
 6. Election Official's use of personal cell phone = \$10.00
- c. If a poll worker's name is not on the form, fill in their information. Cross out a poll worker's name if they did not work.
- d. Each official must sign the Election Expense Invoice.
4. Record of Spoiled Ballots - complete when a ballot is spoiled.
 5. Precinct Survey - superintendent completes the survey with the help of other poll workers, if necessary.
 6. Campaign Material Checklist - superintendent completes the survey.

Place These Items Inside Ballot Box:

- Break the seal on the ballot box.
- Place the following ***inside*** the ballot box: (separate with colored paper provided)
 1. Voted Ballots (should already be in the ballot box)
 2. Unused Ballots
 3. Unused Ballots (that were stamped with official ballot stamp and the stamp has been crossed out)
 4. Blue Provisional Ballot Envelopes
 5. Completed Forms Packet.
- Place completed Forms Packet ***inside*** the ballot box ***on the top of the ballots***.

Seal Ballot Box:

- Seal both latches on the ballot box with new seals.
- Save any used and unused seals in the envelope provided, place in the supply bag.

Poll Books and Envelopes:

- Place all Poll Books together inside the Poll Book Envelope.
- Seal with the label provided. Two officials, each from a different party, must sign the seal.
- Put Poll Book Envelope in the supply bag.

Dismantle Voting Booths:

- Put voting booths back as you found them.
- If you were given voting booths at the election school, you must return those to the Auditor's Office tonight
- Leave the AutoMARK at the polling place. It will be picked up by Auditor's staff.

Supplies:

- ❑ Put these items back into supply bag:
 1. Registration Book
 2. Poll Book Envelope
 3. Place any completed Voter Registration Forms inside the envelope provided and put envelope into the supply bag
 4. Any other unused or leftover supplies.

- ❑ Secrecy Sleeves need to be returned to the Auditor's Office. Do not leave any secrecy sleeves or any other supplies that you brought at the polling place.

Return to the County Courthouse or Assigned Pick Up Point:

- ❑ Two Election Officials must accompany the ballots back to the Courthouse (or the assigned pick-up point). The two election officials must be of different parties. This is not an option. Call if you have any questions.
- ❑ The Election Official driving their personal vehicle receives payment for mileage.
- ❑ The sealed ballot box containing voted ballots, provisional ballots, unvoted ballots and the Forms Packet
- ❑ Supply bag with all supplies inside.
- ❑ Return voting booths: blue plastic booths or pizza boxes.
- ❑ All Secrecy Sleeves.
- ❑ Any cell phone provided to you.
- ❑ Two Election Officials (of different parties) will be required to sign the check-in list at the Courthouse when you return your ballots and supplies.



Thank you for a job well done!

-- SAMPLE --

BALLOT STATEMENT

PRIMARY _____ ELECTION, JUNE 8 _____ 2010

PRECINCT:

POLL:

BALLOT RECORD AND RECEIPT

BALLOTS RETURNED FROM THE PRECINCT

	Rep	Non
Ballots Delivered to Polls	100	100
Record any shortages (-) or longs (+)	-10	0
Provisional Ballots Voted (subtract) -	-5	0
Spoiled Ballots (subtract) -	0	0
Unused Ballots (subtract) -	-25	-20
Total Ballots Returned (total) =	60	80

Ballots Cast (write in number from Poll Book)	60	80
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TOTAL BALLOTS RETURNED should equal BALLOTS CAST

XXXXXX

Superintendent

Precinct Deputy

Precinct Deputy

Precinct Deputy

Precinct Deputy

Precinct Deputy

Place this form (and the entire FORMS PACKET) in the ballot box

ELECTION EXPENSE BILL

Primary Election, June 8, 2010

1-2

Bible Fellowship Church

Pennington County, South Dakota

Name, Address		Description	Amount	Office Use Only
Super	Olive Oil	Election School = \$10.00	10.00	101-0120-0419-0000
R	101 Popeye Ln	# Miles <u>6</u> X <u>.40</u>	* 2.40	101-0120-0427-0000
	Rapid City SD 57701	Election Pay = \$100/\$125/\$150	150.00	101-0120-0419-0000
		AutoMARK Training = \$15.00	15.00	
		Cell Phone = \$10 (if used)	10.00	101-0120-0428-0000
		TOTAL PAY	187.40	
D	Lois Lane	Election School = \$10.00	10.00	101-0120-0419-0000
	2424 Superman St	# Miles <u>6</u> X <u>.40</u>	2.40	101-0120-0427-0000
	Rapid City, SD 57701	Election Pay = \$100/\$125/\$150	125.00	101-0120-0419-0000
		AutoMARK Training = \$15.00	0.	
		Cell Phone = \$10 (if used)	0.	101-0120-0428-0000
		TOTAL PAY	135.24	
R	Betty Crocker	Election School = \$10.00	0.	101-0120-0419-0000
	373 Kitchen Ct	# Miles <u> </u> X <u>.40</u>	0.	101-0120-0427-0000
	Rapid City, SD 57701	Election Pay = \$100/\$125/\$150	125.	101-0120-0419-0000
		AutoMARK Training = \$15.00	0.	
		Cell Phone = \$10 (if used)	0.	101-0120-0428-0000
		TOTAL PAY	125.00	

All precinct workers receive roundtrip mileage for attending Election School. The precinct worker returning the voted ballots receives mileage from the poll to the courthouse.

STATE OF SOUTH DAKOTA)
COUNTY OF PENNINGTON) SS:

We the undersigned Election Officials, certify that we served as the Election Board on June 8, 2010.

Superintendent

Precinct Deputy

Precinct Deputy

Precinct Deputy

Precinct Deputy

Precinct Deputy

***If you do not indicate mileage on this form, you will not be paid for mileage.**