

# **Instruction and Reference Manual for Precinct Poll Workers**



## **2014 ELECTION CYCLE**



Issued by: Pinal County Elections Department

# Important Election Information



ARE YOU REGISTERED TO  
**VOTE?**

## Eligible Voter

*In order to vote in any election, a person must:*

- Be registered to vote in their resident precinct **NOT LESS THAN 29 DAYS prior to election day.**
- Present identification at the polling place with **correct address as registered**

## Important Dates

### Election Date

### Close of Registration

### Early Voting Begins

Primary Election-August 26, 2014      July 28, 2014 at midnight      July 31, 2014

General Election– November 4, 2014      October 6, 2014 at midnight      October 9, 2014

## Important Contact Information

**Voter Registration-** Voter Information, Provisional and Conditional Ballot Voters, Inactive Voters **(520) 866-6859, 866-6862, 866-6861**

**Early Voting-** Early Voters, Permanent Early Voting Information  
**(520)866-7563 or (520) 866-7564**

### **Elections-**

Supplies– Goran Petkovic, Elections Specialist **(520) 866-7555**

Poll Workers– Shannon Ortiz, Elections Specialist **(520) 866-7558**

Malfunctions/Supplies – Damon Hampton, IT Manager **(520) 866-7557**

Campaigning/Polling Places– Becky Christianson, Elections Technician  
**(520) 866-6059**

# Welcome to the Team!

The Pinal County Elections Department welcomes and thanks you for your participation in this most important endeavor. This *Instruction and Reference Manual* has been published to assist you in performing your duties as a Pinal County Poll Worker. Please study this booklet in advance of election day and bring it with you to your polling place for use as a handy guide.

The election process, in which you are participating, employs a check and balance system, assuring the impartiality of all the procedures. The Inspector, who serves as supervisor of the election board, and the two Judges constitute the official Board of Elections as defined by the Arizona Revised Statutes.

It is extremely important to ensure that all the ballots reported by each precinct at the close of the polls are indeed only those ballots cast by qualified electors in accordance with state law. For this reason, complete and accurate records are required and careful control of the ballots is maintained at all times.

## Primary Election (Semi-Open Primary)



Voter	Ballot
Democrat, Republican, Libertarian, Americans Elect	Corresponding Partisan Ballot
Other, Independent, Party Not Designated	May select party ballot (Judge <b>MUST</b> write in Signature Roster)
Voter who registered with Federal Registration Form (It will say "Federal Voter" in the Precinct Register)	Federal Only Ballot
Voter within cities/town's incorporated boundaries who wish to vote for city/town issues only	Non-Partisan Ballot

## General Election

In a General Election **ALL** registered voters are eligible to vote. Candidates for various Federal, State, County, School District and Special District offices appear on the ballot. Referendums, Constitutional Amendments and other local issues may also appear on the General Election ballot.



# The Precinct Election Board

The Precinct Election Board consists of local registered voters who ensure accessibility to the ballot box. The main objective of the Poll Workers is to ensure that all procedures are executed correctly and impartially. Working as a team, the Poll Workers must:

- Make sure that the Polling Place opens on time.
- Properly arrange the Polling Place
- Receive and process voters
- Correctly close the Polling Place
- Ensure that the correct election materials are delivered to authorized personnel

## Compensation



**All poll workers must complete a W-9 each year.**

Please write your mailing address on the W9, this is where the checks are mailed!

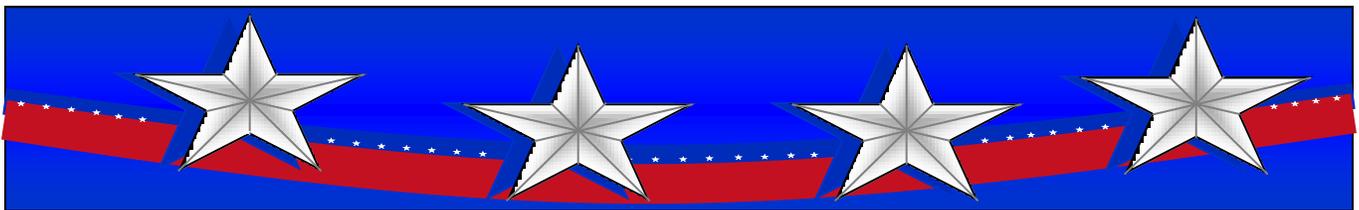
**INSPECTORS:** \$250.00 (includes \$50.00 for class attendance)

**JUDGES, CLERKS, MARSHAL:** \$200.00  
(includes \$50.00 for class attendance)

Remember to **CLEARLY SIGN** the bottom of the ballot report!  
Neglecting to do so will delay the delivery of your check. Please print if your signature is not legible.

\*\*Board workers do not get paid if they attend class but do not work.

# ELECTION BOARD WORKERS AT THE POLLING PLACE



**INSPECTOR**

**2 JUDGES**  
-Ballot Judge  
-Signature Roster Judge

**1 MARSHAL**

**4 CLERKS**  
-2 ID Clerks  
-Poll List Clerk  
-Provisional Clerk



# Duties of Poll Workers

## INSPECTOR

DELEGATE!

DELEGATE!

DELEGATE!

The Inspector is the supervisor of the Election Board.

The Inspector oversees the general operation of the polling place and should be consulted regarding procedures. Each Inspector **must be thoroughly** familiar with all election procedures, as well as with the duties of all Poll Workers.

*The Inspector must arrange for a pre-election setup meeting at the polling place.*

The Inspector primarily:

- A. Administers the Oath of Office (front cover of poll list).
- B. Ensures that only one correct ballot has been issued to each voter.  
**Primary Election**– Ensures that the Judge Issuing Ballots receives one pad of ballots per Party. These ballots are color coded:

*Salmon– Republican    Blue-Democrat    Yellow-Libertarian    Purple-Americans Elect*

**General Election**– Ensures that the Judge Issuing Ballots receives one pad of ballots at a time. Some precincts may be “split” indicating unique School Districts or Special District ballots. If serving in a “split” Precinct, ensure the Judge Issuing Ballots has the different School District, or Special District Ballots assigned to your precinct.

- C. Assigned to monitor ballot drop box. Ensures that ballot is properly inserted into the ballot drop box.
- D. Collects secrecy sleeve from voter after the ballot is deposited in the ballot box.
- E. Ensures that the procedures for Provisional and Conditional Provisional Ballots are carried out exactly.
- F. Schedules comfort and meal breaks.
- G. Election night — secures ballot box for transfer by troubleshooters
- H. Ensures proper material is transferred to a troubleshooter.
- I. Completes ballot report in Poll List
- J. Oversees Party Representatives authorized to pickup the Poll List tear sheets verifies written authorization signed by Party Chairperson.
- K. Ensures that every voter receives an “I Voted” sticker.

\*Tip– Verify inventory on Inspector’s Check-list prior to set-up. This allows the workers to begin setting up the polling place without having to wait.  
~Courtesy of Coolidge Inspector



# Duties of Poll Workers

## Marshal



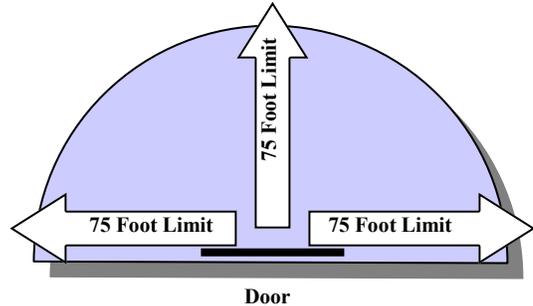
1. Maintains order in the Polling Place throughout the day. Enforces **75 foot limit**.
2. Sets up secrecy booths.
3. Posts signs and other materials inside and outside the Polling Place as required.

### Inside

- A. Flag-clearly visible
- B. Sample Ballots
- C. List of certified Write-In Candidates (if any)

### Outside

- A. Vote Here Signs
- B. Notice to Voters and Election Official
- C. Three 75 foot limit signs



The distance is measured from the main entrance to the building.

4. At 6:00 a.m. announces: "The polls are now open," outside the entrance.
5. Shall periodically analyze the line of voters. If the waiting time is 30 minutes or more , **the Marshal shall advise the Elections Department.**
6. Announces the closing of the polls at the following times:
  - A. One hour before — **6:00 p.m.**
  - B. 30 minutes before — **6:30 p.m.**
  - C. 15 minutes before — **6:45 p.m.**
  - D. One minute before closing — **6:59 p.m.**
  - E. At the moment of closing — **7:00 p.m.**

**Photography or videography is prohibited within the 75-foot limit.**

**Electioneering: Electioneering is not allowed within the 75 foot limit!**

**A.R.S. §16-515(H):** "Electioneering occurs when an individual knowingly, intentionally, by **verbal expression** and in order to induce or compel another person to vote in a particular manner or to refrain from voting expresses support for or opposition to a candidate who appears on the ballot in that election, a ballot question that appears on the ballot in that election or a political party with one or more candidates who appear on the ballot in that election.



Hat-Ok



Shirt-Ok



Verbal Expression-NO!

# Duties of Poll Workers

## I.D. Clerks

### ID Clerks are stationed at the Voter ID Station

1. Assist in setting up/closing the Polling Place as directed by the **Inspector**
2. Greet voter and request proof of Identification.
3. Check to see if the voter is an early voter.  
**\*Early voters have an X marked in the early voter box. Send all early voters to the provisional clerk .**
4. Compare voter information to that of Precinct Register (green cover) to assure it is reasonably the same
5. Complete a Voter I.D. Ticket
6. Enter the register line number on the voter ticket

**\*Tip**

Highlight the names with 'X's next to them. They are early voters. This will prevent ID clerks from accidentally allowing the early voter to vote a regular ballot.

~Courtesy of Saddle-Brooke Precinct

### **\*NEW\***

7. Write the type of ballot the voter should receive at the top right corner of the green ticket:
  - **Partisan Ballot**-Write the party (Dem, Rep, Lib, Amer. Elect) (If they are IND, OTH or PND write which party ballot they select on the green ticket)
  - **Non-Partisan Ballot**- Write the precinct number, for voters who want to vote only for cities/towns elections
  - **Federal Only Ballot**- Write Federal Only ballot. Federal Only will be next to the voter's name in the Precinct Register. If a voter wishes to vote on local issues they may complete a state registration form and be eligible to do so in the next election. If the voter insists on voting a full ballot, allow the voter to vote a provisional ballot. Voter registration will determine if the voter is eligible to vote on local issues.
8. Direct voter to either the Signature Roster **OR** Provisional Ballot Station
9. If unable to locate voter:
  - Search for Voter by last name first
  - Verify Voter is in correct precinct, call Voter Registration (phone numbers on page 2)
  - Did the voter register on time? (29 days prior to election).

### **NEVER DENY A VOTER THE RIGHT TO VOTE!**

If the voter is not in the Register, call Voter Registration to find out which precinct the voter is registered. If the voter insists on voting at that precinct, have the person vote a *provisional ballot*. Explain his/her vote will not count

**IF, they vote at the wrong precinct.**

# FEDERAL VOTER ONLY!

**\*\*NEW\*\***

## **A Bifurcated (Dual) Voter Registration System**

### Federal Requirement– Brief Summary

**The National Voter Registration Act (NVRA)** requires Arizona to allow voters to register to vote in elections for federal office by using a federal registration form (“the Federal Form”). A person who uses the Federal Form must attest that the eligibility requirements, including citizenship, have been met and requires the person’s signature under penalty of perjury.

### **Proposition 200**

In 2004, Arizona voters passed Proposition 200, which required every person who is registering to vote or re-registering to vote in a different county to provide proof of citizenship. Acceptable forms of identification for proving citizenship are listed in this manual.

### **Court Action**

In 2006, two groups of plaintiffs - Gonzalez and Inter Tribal Council of Arizona (ITCA) –filed separate lawsuits against the State of Arizona to prevent officials from requiring proof of citizenship and after several years the consolidated case became Arizona v. Inter Tribal Council of Arizona, Inc. (ITCA). In 2010, the Ninth Circuit Court of Appeals held that Arizona’s proof of citizenship requirement conflicts with NVRA. In 2013, the U.S. Supreme Court affirmed the Ninth Circuit decision and held that Arizona could not require information that is not required by the form itself and therefore, a person registered using a Federal Form does not have to submit proof of citizenship. Following this opinion, the District Court entered its final judgment and further specified that a person who submits a Federal Form and does not provide proof of citizenship or any other information required by state law, is eligible to vote in elections for federal office.

### **Attorney General Opinion**

Arizona must establish a dual registration system, also known as a bifurcated system:

- One system for voters who use the State Form or the Federal Form and provide proof of citizenship. These voters are eligible to vote in federal, state and local elections.
- One system for voters who use the Federal Form without providing proof of citizenship.

### **Remedy of Proof of Citizenship**

Arizona law requires a person to be registered and a resident of the boundaries for which the election is being conducted by midnight of the 29th day preceding the date of the election. This same deadline will apply to FED Only voters, which means that 29 days before the election is the last date that proof of citizenship can be provided in order for the voter to be eligible for a full state ballot.

If a FED Only voter does provide proof of citizenship to the County Recorder after the 29 day deadline, it will be accepted to determine if the voter is eligible for state and local elections in the *subsequent* election. This is the same process for any Full Ballot voter who registers after the deadline while the voter is not eligible for that election, the registration is processed to make the voter eligible for the following election.

# IDENTIFICATION AT THE POLLS

## Identification at the Polls—List #1

Acceptable forms of government-issued PHOTO identification

One item from this list required:

- Valid Arizona driver license
- Valid Arizona non-operating identification license
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state or local government issued id



What does “valid” mean? Valid = Not expired.

## Identification at the Polls—List #2

Acceptable forms of identification without a photograph that bear the name and address of the elector. The address must reasonably match the precinct register. Two items from this list required:

- Utility bill of the elector dated within 90 days of the date of the election (may be for electric, gas, water, solid waste, sewer, telephone, cellular phone or cable TV)
- Bank or credit union statement dated within 90 days of the date of the election.
- Valid Arizona Vehicle Registration
- Indian census card
- Property tax statement of the elector’s residence
- Tribal enrollment card or other form of tribal identification
- Vehicle insurance card
- Valid United States federal, state or local government issued identification including a voter registration card issued by the County Recorder
- Any mailing to the elector marked “Official Election Material”

## Identification at the Polls—List #3

- List 1 ID with a non-matching address + 1 item from List 2.
- US Passport + 1 item from List 2.
- US Military ID + 1 item from List 2.

**\*\*Identification at the Polls-**The name and address on the identification must “**reasonably**” match the signature roster.

# Regular or Provisional Voter?

Circumstance	Instructions
No ID or insufficient ID provided	Conditional Provisional Ballot
Elector is an early voter in the Precinct Register.	Provisional Ballot
Federal Voter who wants to vote a full ballot	Provisional Ballot– also completes half sheet voter registration form
Elector is on the Inactive List, presents acceptable ID that reasonably matches the register.	Regular Ballot
Elector is on Inactive List, presents ID that does not reasonably match the register.	Provisional Ballot– also completes half sheet voter registration form
Elector is on the Inactive List, has moved within the county but out of the precinct.	Direct voter to his/her new precinct. (If the voter refuses to go to his correct precinct allow him to vote a provisional ballot but inform the person the ballot will not count if it is voted at the incorrect precinct.)
Elector has moved within the Precinct & presents ID with new address.	Elector votes a provisional ballot-also completes half sheet voter registration form.
Elector's name does not appear in the signature roster.	Call voter registration to determine the precinct the elector should vote at.
Elector appears at old polling place but has moved to a new precinct.	Call voter registration and direct voter to his/her new precinct. Voter will present ID to new precinct & vote a provisional ballot also completes half sheet voter registration form.
Elector has changed his/her name.	Provisional Ballot– also completes half sheet voter registration form.
Elector has moved within the County.	Elector may vote a provisional ballot at the new precinct provided he/she shows acceptable ID with new address, also completes half sheet voter registration form.

# Duties of Poll Workers

## Judge- Signature Roster

1. Assists in setting up and closing the Polling Place as directed by the **Inspector**.
2. Locates voter signature register number/name in the Signature Roster as indicated on the Voter ID Ticket.
3. For the Primary Election only, indicates ballot chosen by non-major party registered voter in half box with the party name printed in the signature line of the voter.
4. Has the voter sign in the space next to printed name.
5. Informs the poll list clerk of the voter's register line number, name and, in a Primary Election, the chosen party ballot.
6. Directs the voter to the **JUDGE issuing ballots**.
7. Updates Signature Roster by writing "Early" with **RED INK** for any additional early Voter names supplied or called prior to election morning.

**\*Judges verify voter is NOT an early voter. Send the voter to the Provisional Clerk if he/she has an 'X' in the EV EARLY VOTER box!\***

**OFFICIAL SIGNATURE ROSTER**

STATE OF ARIZONA  
August 26, 2014  
Primary Election

A-K  
Precinct #  
Pinal County, Arizona

Certificate of Inspector

I, \_\_\_\_\_, Inspector of the Board of Election of  
Precinct \_\_\_\_\_ Pinal County, Arizona, hereby certify  
that the foregoing (except the signatures in red ink) are true and correct  
Signatures of all electors who voted in the Precinct \_\_\_\_\_ on  
\_\_\_\_\_  
(Date)  
Sect, #####, Arizona Revised Statutes

*THIS ROSTER MUST BE RETURNED IN THE  
UNOFFICIAL RETURNS ENVELOPE*

Yellow Cover

Precinct 07			
Name	Address	Reg# Ballot Party Reg Date	BEFORE VOTING ELECTOR MUST SIGN HERE
DOE, JANE	0002 07.03	OTH 1/7/2008	X <b>Early Voter</b> <span style="border: 1px solid black; padding: 2px;">12001</span>
DOE, JOHN	003 07.03	OTH	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="checkbox"/> Party         </div>

Write the type of Party Ballot the voter selected if they are OTH



# Duties of Poll Workers



## Judge Issuing Ballots

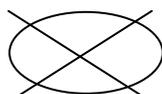
- ◆ Assists in setting up & closing the polling place as directed by **INSPECTOR**
- ◆ Issues official ballots to voters— *ID Clerks will write on the upper right hand corner of the green ticket which ballot the voter should receive.*
  - A. Primary Election — Correct party ballot (Color coded), Federal Ballot or Non-Partisan Ballot
    - Blue-Democrat; Salmon– Republican; Yellow-Libertarian; Purple-Americans Elect (The Party is also listed on the ballot.)
  - B. General Election-Correct School District/Special District  
Federal Only Ballots

**\*\* Give only 1 ballot to each voter!**  
Make sure ballots do not stick to each other.

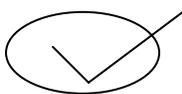


- ◆ Instructs voter to completely “**FILL**” in the oval.

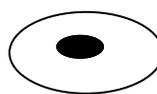
Please take the time to give this simple instruction to voters, before handing them their ballot. It is vital in ensuring their votes count.



NO



NO

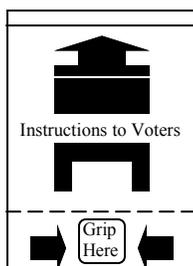


NO



YES

- ◆ Instructs voter to vote **both** sides of the ballot (if applicable).
- ◆ Issues a **Secrecy Sleeve** and a **Voting Pen** to the voter.



- ◆ Directs the voter to a vacant booth.
- ◆ Counts unused ballots at the end of the night. Gives this number to the Inspector for the ballot report.

# Duties of Poll Workers

## **Provisional Ballot Clerk**

**Provisional Ballot** - A ballot that is issued when the *eligibility of the voter has not yet been determined*. The ballot is said to be “provisionally” cast until the Recorder’s office can determine if the voter was eligible to vote.

**Conditional Provisional Ballot** - (Voter has no acceptable ID with them.)  
A provisional ballot that requires that the elector *return to an authorized location* within 3 days *to show proper identification* or 5 business days after the general election.

### **There are 7 Reasons a Voter May Vote a Provisional Ballot:**

1. Voter has been issued an **EARLY BALLOT**
2. Voter has not provided sufficient identification
3. Voter’s name does not appear in the signature roster or inactive list and the voter has not moved
4. Voter has moved within the precinct
5. Voter has moved to a new precinct within the county
6. Voter has changed name
7. Voter is challenged at the polling place

Provisional Ballot Clerk(s) are in charge of the Provisional Ballot Station.  
If a voter is directed to this station **the Provisional Ballot Clerk will:**

1. Review the Voter I.D. Ticket for the Provisional Ballot
2. Attach the **half sheet** voter registration form to the outside of the provisional ballot envelope, *in the cases where the voter needs to update his/her information*.  
**\*Do not seal the completed registration form inside the provisional ballot envelope.**
3. Complete and **sign** the provisional envelope, ***write the precinct number***. Have the voter enter his/her information and sign.

***\*If a Federal Voter wants to vote a full ballot, have him/her vote a provisional ballot and write “Federal Voter” at the top of the provisional envelope.***

# Duties of Poll Workers

## Provisional Ballot Clerk- continued

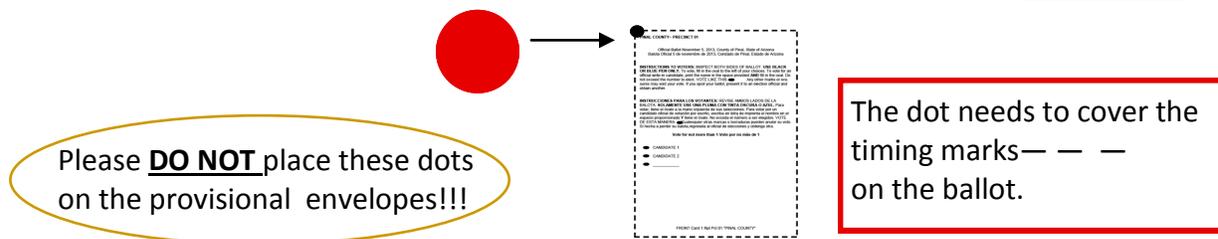
5. If a **Conditional Provisional Ballot** is voted, **STAMP** the envelope as “Conditional Provisional” in the area designated as “No ID Provided”.

The diagram shows a ballot envelope with a header "le Elecciones". Below the header, there are two checkboxes. The first checkbox is checked and labeled "No ID Provided". A red arrow points from this checkbox to a circular stamp area on the right. The stamp area is labeled "STAMP HERE" at the top and bottom, and "Conditional Provisional" in the center. Below the second checkbox, there is text: "ID Presented does not match - or - Total ID not provided".

6. On the *Provisional (red) Signature Roster*, enter the voter’s name and other identifying data as shown on the signature roster. Voters completing a provisional ballot are assigned register numbers beginning with V-1 and continuing to V-2, etc. The voter signs the signature block corresponding to the voter’s name on the signature roster.

**\*\*\*The poll list clerk enters the voter’s name in the poll list.\*\*\***

7. Ensure colored dot sticker is **PLACED AT TOP CORNER OF BALLOT**.



*-This is done to ensure the provisional ballot is not counted prior to being verified.*

8. Direct the voter to a vacant voting booth. After voting, the voter returns the ballot to the provisional clerk.
9. Ensure that the voted ballot is sealed in the provisional ballot envelope.
10. Make sure that all of the information on the provisional ballot envelope has been filled out including signatures **BEFORE** the voter leaves the polling place!
11. Give the voter the provisional voter receipt with information on how to contact the Pinal County Recorder to verify the status of his/her provisional ballot. **Explain the purpose of the reference number** in red at the bottom of the receipt.
12. The election official places the sealed provisional ballot envelope in the ballot transfer bag.

# Conditional Provisional Voters

Locations where a voter can present proper identification after being issued a **Conditional Provisional Ballot**. The voter has 5 business days to do so in a General Election and 3 business days in all other elections.



**Voters can take or fax their identification to the Pinal County Recorder's Florence Office:**

Pinal County Voter Registration  
 31 N. Pinal Street Building E  
 (Pinal County Complex)  
 Florence, AZ 85132  
 520-866-6862 or 520-866-6859  
 Fax # 520-866-6872



**or  
 Satellite Locations**

Town of Superior 199 N Lobb Ave Superior, AZ 85173	City of Casa Grande 510 E. Florence Blvd. Casa Grande, AZ 85122
Town of Mammoth 125 N. Clark St. Mammoth, AZ 85618	City of Eloy 628 N. Main St. Eloy, AZ 85131
City of Apache Junction 300 E. Superstition Boulevard Apache Jct., AZ 85119	Town of Kearny 912-C Tilbury Dr. Kearny, AZ 85137
City of Coolidge 130 W. Central Ave. Coolidge, AZ 85128	City of Maricopa 45145 W. Madison Ave. Maricopa, AZ 85139
Apache Junction Recorder's Office 575 N. Idaho Rd. Apache Jct., AZ 85119	Casa Grande Recorder's Office 820 E. Cottonwood Ln., #A-2 Casa Grande, AZ 85112

# EARLY BALLOTS

Have one person accept the early ballots. This person should review **EVERY** ballot to make sure the voter has signed it. This person should also make sure he/she is accepting Pinal County early ballots only!

**DO NOT ACCEPT**  
early ballots from  
other counties!

If a person wants to be **removed** from the Permanent Early Voting List "PEVL" have them complete this card.

If a person wants to be **added** to the PEVL have them complete this card.

Virginia Ross  
Pinal County Recorder  
P.O. Box 848  
Florence, AZ 85132-3017

OFFICIAL BALLOTING MATERIAL

**OFFICIAL ELECTION MAIL**

VOTER: READ STATEMENT ON BACK, SIGN AND DATE BEFORE MAILING. VOTANTE: LEA LA DECLARACIÓN ATRÁS, FIRMA Y PONGA LA FECHA ANTES DE ENVIARLO.

In order to be valid and counted, the ballot and Affidavit MUST be received in the office of the County Recorder or other officer in charge of elections or it may be deposited at any polling place in the county no later than 7:00 P.M. on election day.

Para ser válida y contada, su boleta electoral y Declaración Jurada se DEBE entregar a la oficina del Registrador del Condado o otro oficial a cargo de elecciones o puede ser depositada en cualquier lugar de votación en el condado a más tardar las 7:00 P.M. el día de la elección.

**BUSINESS REPLY MAIL**  
FIRST CLASS MAIL PERMIT NO. 2 FLORENCE AZ  
POSTAGE WILL BE PAID BY ADDRESSEE

VIRGINIA ROSS  
PINAL COUNTY RECORDER/VOTER REGISTRATION  
P.O. BOX 848  
FLORENCE, AZ 85132-9989

**REQUEST FOR REMOVAL FROM PERMANENT EARLY VOTING LIST  
VIRGINIA ROSS, PINAL COUNTY RECORDER**

NAME: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(If mail is not delivered to your home)

DATE OF BIRTH: \_\_\_\_\_

**X** \_\_\_\_\_

By signing this form, I am requesting to be taken off the permanent early voting list  
Mail this form to Pinal County Voter Registration, P O Box 848, Florence, AZ 85132

A.R.S 16-544 – (A) voter may make a written request at any time to be removed from the permanent early voting list. The request shall include the voter's name, residence address, date of birth and signature. On receipt of a completed request to remove a voter from the permanent early voting list, the county recorder or other officer in charge of elections shall remove the voter's name from the list as soon as practicable.

64-015-0113  
2017

PERMANENT EARLY VOTING LIST REQUEST / SOLICITUD PARA LA LISTA PERMANENTE DE VOTACIÓN TEMPRANA  
VIRGINIA ROSS, PINAL COUNTY RECORDER

NAME/NOMBRE \_\_\_\_\_

RESIDENCE ADDRESS/DIRECCIÓN \_\_\_\_\_

**CHECK HERE IF YOU HAVE A NEW ADDRESS AND WANT THE ABOVE INFORMATION TO UPDATE YOUR VOTER REGISTRATION  
MARQUE AQUÍ SI USTED TIENE UN NUEVO DIRECCIÓN Y DESEA REVISAR SU REGISTRO DE VOTACIÓN.**

BALLOT TO BE MAILED TO: (IF DIFFERENT FROM ABOVE) / ENVIAR LA BOLETA A: (SI ES DIFERENTE DE INDICADO ARRIBA) \_\_\_\_\_

\*Mailing address must be within the state of Arizona to apply for the permanent early voting list.  
\*La dirección de correo del votante debe estar dentro del Estado de Arizona para solicitar la lista permanente de votación temprana.

DATE OF BIRTH / FECHA DE NACIMIENTO \_\_\_\_\_ TELEPHONE / TELEFONO \_\_\_\_\_ DATE / FECHA \_\_\_\_\_

**X** \_\_\_\_\_

I swear or affirm under penalty of perjury that the above information is true and correct, and that I am a registered voter eligible to vote in Pinal County.  
Yo juro o afirmo bajo pena de perjurio que la información de arriba es verdadera y correcta, y que soy un/a elector/a registrado/a elegible para votar en el Condado Pinal.

Mail this form to / Envíe esta forma a: Pinal County Voter Registration, P O Box 848 Florence, AZ 85132

# Prior to Election Day

## VOTING SUPPLIES AND MATERIALS (Friday before)

- \*Troubleshooters start delivering supply boxes, ballot boxes and signs to various polling places.
- \*Elections Staff will call early voter additions to the Inspector or another poll worker.
- \*Elections Staff will help resolve accessibility problems and poll worker absences.



Ballot Drop Box



Secrecy Booths



AutoMARK

## ELECTION EVE (Monday before)

1. Meet at Polling Place—date & time determined by the Inspector.
2. Alphabetize Precinct Registers (those that will be used by I.D. Clerks) where the books are split (ex. Last names beginning with A-M & N-Z).
3. Write “Early” next to voters names who have been identified to you either by phone, e-mail or hard copy.
4. Add voters certified by the Recorder (if any) to the Rosters/Registers.
5. Setup inside of Polling Place (set-up voting booths, tables, chairs, post sample ballots, notice to voter signs, **Certified List of Write-In Candidates** if any).
6. Setup AutoMARK Voting Machine (troubleshooters will assist).
7. Ensure no voting supplies are missing (immediately call the Elections Department if any critical supplies are missing that are needed at the opening of the polling place).
8. Inventory the ballots. Ensure the ballots are correct for your specific precinct. Review the ballots issued to the precinct in order to ensure that all ballots are accounted for and organized by ballot style.
9. Complete the Inspector’s Checklist.



# ES&S Handicapped Accessible Machine AUTOMARK

## AUTOMARK

### ADA-COMPLIANT BALLOT-MARKING DEVICES

The AutoMARK® ballot-marking system provides autonomy to voters who are blind, visually impaired, or have a disability or condition that makes it difficult to traditionally mark a ballot.

Set up is as easy as opening the case and turning the machine on. The AUTOMARK does not store votes, the votes are printed on a ballot, so there is no uploading data at the end of the day!



**Allows voters to cast a verified ballot without assistance directly into a secure ballot box.**

### Audio Function

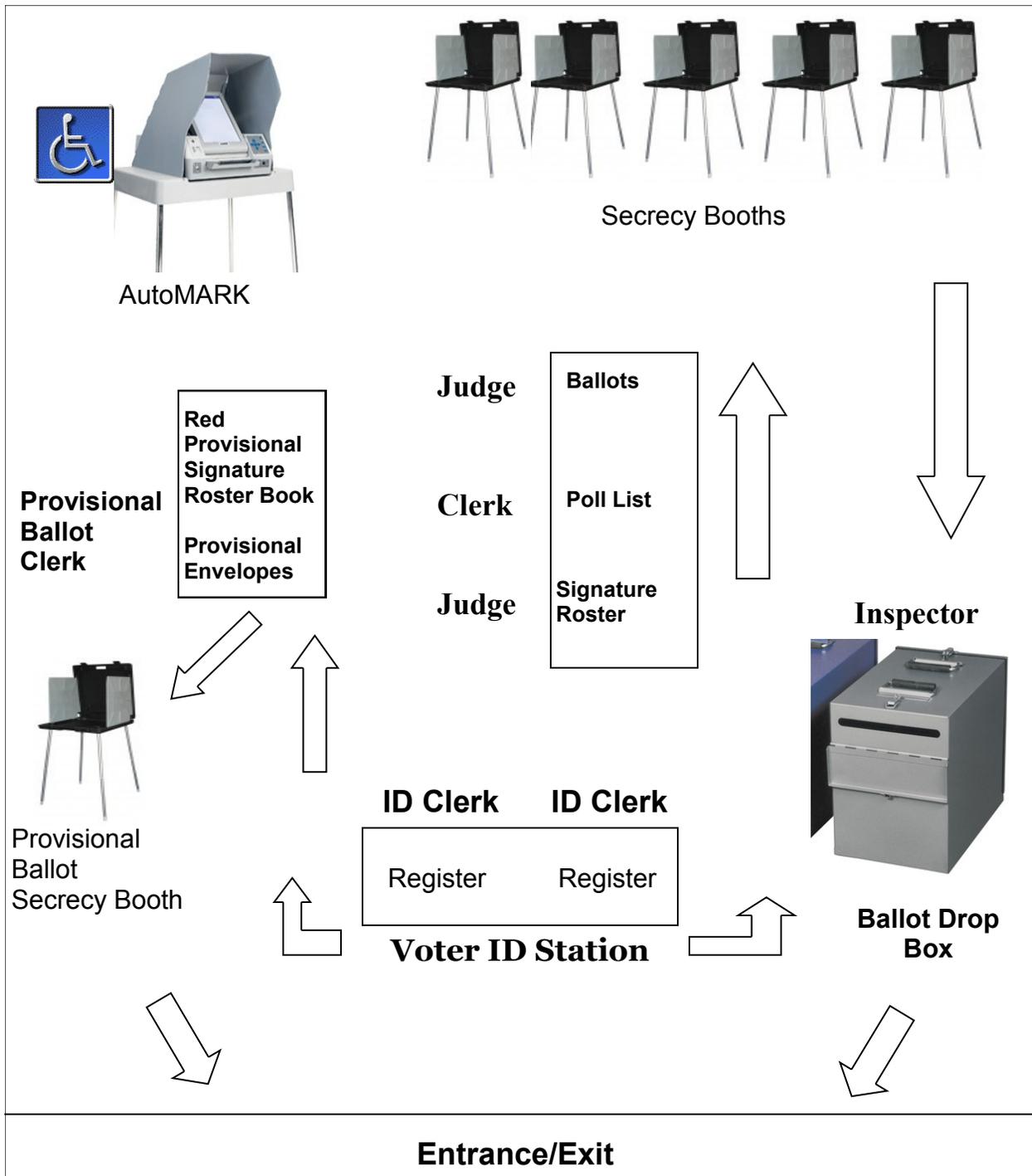
- Voter hears list of candidates through headphones
- Synthesized voice enables voter control of speech speed and volume
- Choices may be repeated easily
- Selections are read back to voter at end of session, ensuring proper selection was made



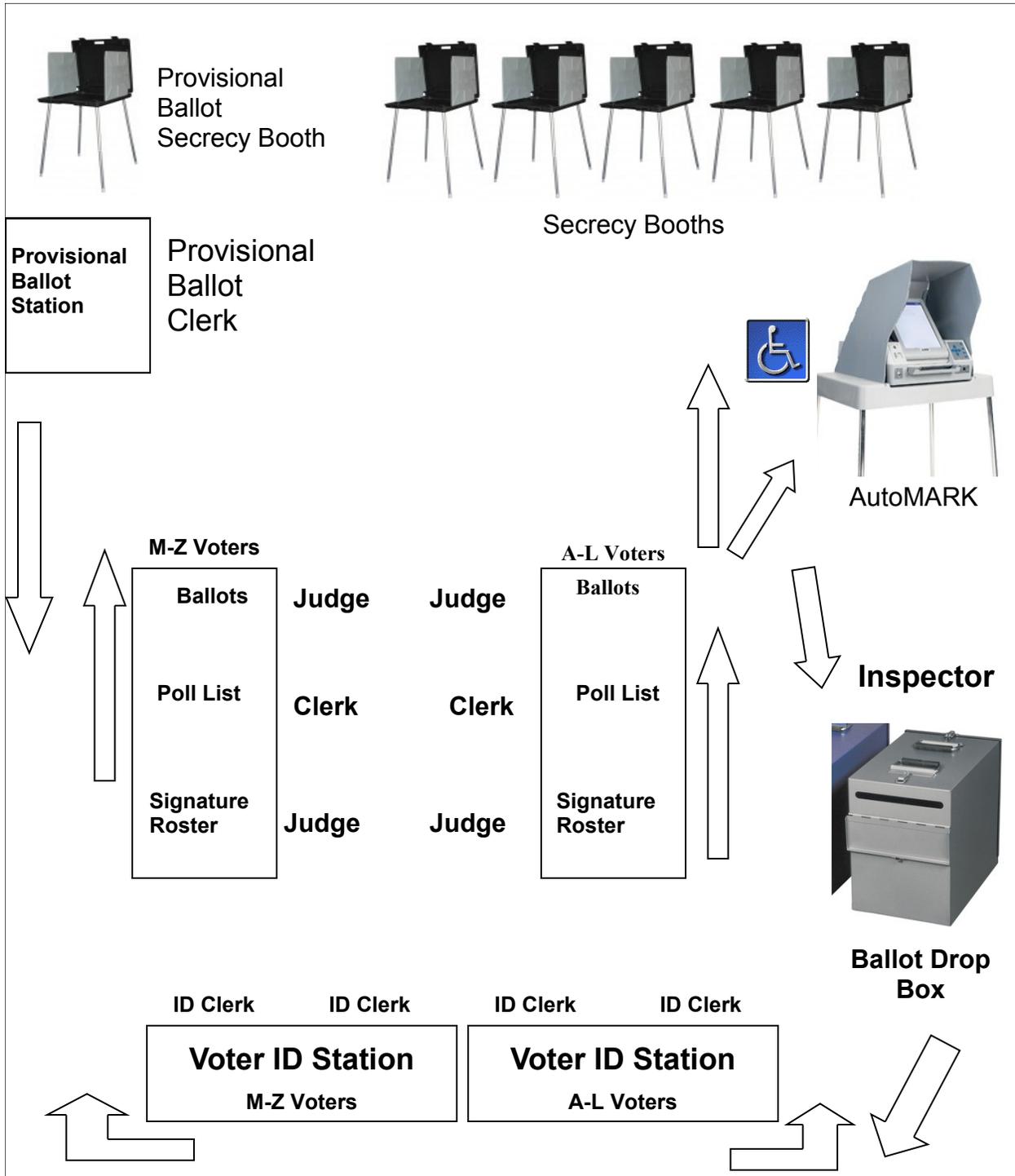
### Summary Verification Process

Ensures that no races are accidentally under-voted, over-voted, or left blank, providing an opportunity to adjust selections before voters cast their ballots.

# Current Polling Place Configuration

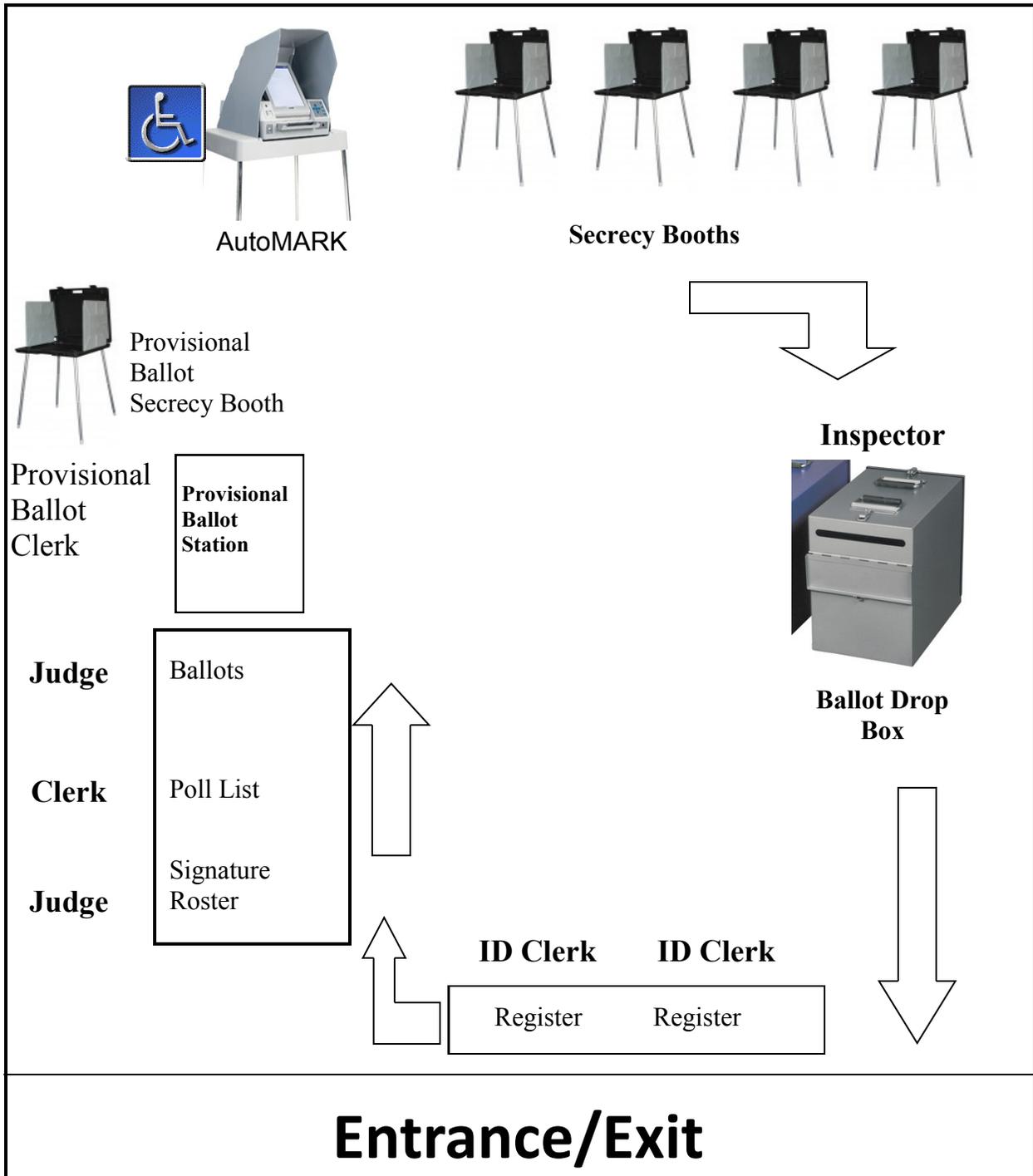


# Double Board Configuration



**Entrance/Exit**

# Standard Polling Place Configuration





# Election Day Conduct

## PROFESSIONALISM AT THE POLLING SITE

While the Polls are open, it is important that all Poll Workers maintain a professional appearance and demeanor:

- \*Dress should be business casual. Shorts are not allowed.
- \*Please remain at your work station all day except for your comfort breaks. It is not acceptable to leave for naps or errands.
- \*For Poll Workers with cell phones, **refrain** from using them other than to communicate with the Elections Department or Voter Registration, and please turn the ringer off.
- \****Poll Workers must not discuss their political preferences regarding candidates or issues.***
- \*Voters should be treated with respect, they should be greeted immediately and given first priority as they walk into the polls.
- \*If you decide to take a book to read when the polls are slow, reading material should be ***appropriate!***

### **NO EATING AT THE WORK STATION!**

Please do not eat at your work station  
& keep all beverages off of the work stations.



### **No Smoking!**

No smoking by any person is allowed within the Polling Place. Please post and observe the **NO SMOKING** signs and enforce this rule firmly!

We realize election day is a long and difficult one, but please step outside the building to smoke only during periods of no voting activity.

# Election Day Operations

## POLL WORKERS WORKING AS A TEAM

Between the hours of 6:00 a.m. and 7:00 p.m., the Board will have three main priorities:

- A. Complying with the Law
- B. Serving the Voting Public
- C. Ensuring Voters' Rights



## Sequence for Voters

1. Voter enters the Polling Place, the first stop is the ID station. He/she presents proof of identity to ID clerk. ID Clerk completes a green voter ID ticket and gives it to the voter. The voter is directed to either the Judge in charge of the Signature Roster or to the Provisional Ballot Station.
2. Judge at the Signature Roster receives the green ID ticket, locates the voter's name and has the voter sign the roster. The voter's name is indicated to the Poll List Clerk who enters it in the Poll List and directs the voter to the Judge issuing the Official Ballots.
- 3a. Ballot Judge issues a **correct** (party or special district) Official Ballot and secrecy sleeve. The judge advises the voter to completely "**fill**" in the oval and vote both sides of the ballot. The voter is directed to a vacant voting booth.  
**or**
- 3b. Provisional Ballot Clerk Reviews the Voter ID ticket for the reason for the Provisional Ballot. The clerk processes and allows the voter to vote in accordance with the appropriate Provisional Ballot Procedure.
4. Inspector ensures the ballot is properly inserted into the ballot drop box. Inspector gives an "I Voted Sticker" to the voter.

# Assisting Disabled & Elderly Voters



## Common Courtesies and Guidelines

- *Be considerate of the extra time it may take an elderly or disabled person to vote and offer unhurried attention to anyone who has difficulty speaking.*
- *Speak directly to a person with a disability rather than to the companion who may be along. Speak calmly, slowly and directly to a person with a hearing problem. Do not shout or speak in the person's ear. If understanding is doubtful, write a note.*
- *Before pushing a person in a wheelchair, ask if you may assist and how you should proceed.*
- *Greet a person who is visually impaired by letting the person know who and where you are. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your arm and inform the person of approaching steps or inclines.*
- *Remember that **Federal Law allows voters to be accompanied** and to receive assistance by another person inside the voting booth. They can bring anyone they would like to assist them in a booth, however, *if they ask for assistance from a board worker, it must be two people, one Democrat and one Republican.**



**All voters deserve courteous attention in exercising their right as citizens to vote!**



# Opening the Polls

If Poll Workers are unable to access the Polling Place due to the absence of the maintenance person, malfunctioning door key, or, if the **Inspector** does not arrive by 5:15 AM, a Poll Worker must call the **520-866-7558** immediately. If any Poll Worker fails to appear by 5:30 AM, the Inspector must call **520-866-7558**.

## A. Poll Workers arrive at 5:30 a.m. and proceed to:

- Take the Oath of Office (**Front Cover of Poll List**)

## B. Complete Polling Place set up

- Ensure that all signs and sample ballots are correctly posted inside and outside of polling place
- Set up voting booths
- Lay out voting forms/supplies
  1. Signature Rosters
  2. Precinct Registers
  3. Poll List
  4. Ballots
  5. Secrecy Sleeves
  6. Voting Pens



## C. Opening Details

1. The **Inspector** verifies the ballots are the correct ones for the precinct.
2. Each package contains 50 ballots. Count the packages to confirm that you have the correct number as indicated on the *Inspector's Checklist*
3. Unwrap only one package of ballots at a time.
4. Keep all other ballots wrapped and off the table.

**\*\*It is very important to keep unused ballots out of the reach of voters!**

5. Set up the voting booths.
6. THE MARSHAL ANNOUNCES THE POLLS ARE OPEN EXACTLY AT 6:00 A.M.

# Closing the Polls

1. It is the **Marshal's** duty to announce the closing of the polls; 1 hour before closing (6:00 PM), 30 minutes before (6:30 PM), 15 minutes before (6:45 PM), one minute before (6:59 PM) and at the moment of closing (7 PM) ARS. §16-565(C).
2. At 7 PM the **Marshal** stands in line behind the last voter. Every elector in line at 7 PM is entitled to vote, but no latecomers will be allowed to vote.

When the last voter has left the Polling Place, follow the closing check list:

## Closing Check List



- Complete the Official Ballot Report in the Poll List. Place a copy in the ballot box.
- Place seal over the slot on the ballot box, sign & lock the box.
- Place Provisional Ballots in the ballot transfer bag.
- Place dropped off Early Ballots in the ballot transfer bag.
- Place the Intab seal on the zippers of the ballot transfer bag.
- Turn off the AUTOMARK and shut case.
- Disassemble the Voting Booths. Return the polling place to it's original condition in which you found it.

\*Once all of the above operations have been completed and all the supplies have been returned to the supply cage, the **Inspector** may dismiss the Board.

- The **Inspector** and the **Judge of the Opposite Party** will hand over the sealed ballot transfer bag and the sealed ballot drop box to the designated troubleshooters.

# OFFICIAL BALLOT REPORT

PRECINCT \_\_\_\_\_

Date \_\_\_\_\_

FRONT BALLOT DROP BOX SEAL NUMBER \_\_\_\_\_

BACK OF BALLOT DROP BOX SEAL NUMBERS (THERE ARE TWO \_\_\_\_\_ & \_\_\_\_\_)

**\*\*REQUIRED\*\*** - At the following times, write the TOTAL OF NUMBER OF VOTED BALLOTS:

9 a.m. Total ballots received (line 1) a. \_\_\_\_\_ Total spoiled & unused ballots (line 2 plus line 3) b. \_\_\_\_\_  
Total voted ballots (line b minus line a) c. \_\_\_\_\_

12 noon Total ballots received (line 1) a. \_\_\_\_\_ Total spoiled & unused ballots (line 2 plus line 3) b. \_\_\_\_\_  
Total voted ballots (line b minus line a) c. \_\_\_\_\_

3 p.m. Total ballots received (line 1) a. \_\_\_\_\_ Total spoiled & unused ballots (line 2 plus line 3) b. \_\_\_\_\_  
Total voted ballots (line b minus line a) c. \_\_\_\_\_

1. TOTAL BALLOTS RECEIVED: \_\_\_\_\_  
*Include any difference of packages when opened: include + or -*
2. TOTAL SPOILED BALLOTS (if any): \_\_\_\_\_
3. TOTAL UNUSED BALLOTS: \_\_\_\_\_
4. ADD LINES 2 & 3 AND ENTER RESULT HERE: (Total # of unused ballots) \_\_\_\_\_
5. SUBTRACT LINE 4 FROM LINE 1 AND ENTER RESULT HERE: (Total # voted ballots) \_\_\_\_\_
6. TOTAL PROVISIONAL BALLOTS: \_\_\_\_\_
7. TOTAL CONDITIONAL BALLOTS (if any): \_\_\_\_\_
8. TOTAL BALLOTS CAST (Total from Line 5) \_\_\_\_\_ \*
9. TOTAL NUMBER OF NAMES IN POLL LIST: \_\_\_\_\_ \*
10. TOTAL DROPPED OFF EARLY BALLOTS RECEIVED: \_\_\_\_\_

**\*LINES 8 AND 9 SHOULD BE IDENTICAL. IF NOT, EXPLAIN THE REASON FOR THE DIFFERENCES:**

## CERTIFICATE OF PERFORMANCE

We hereby certify that all voters whose signatures appear upon the Precinct Signature Roster voted in this election, excepting those who, after signing the Signature Roster, failed to vote or were challenged and denied the right to vote as indicated on the Challenge List, that the number of voters who voted in this election in this precinct is as indicated in the sections above, and that valid proof of identification was obtained from every elector or if identification was not presented or the identification presented was insufficient, the provisional ballot envelope was marked appropriately to indicate that the provisional ballot was voted due to no identification or insufficient identification presented. We further certify that the total number of Official Ballots received, voted or spoiled is as indicated above and this accounting is true and correct in every way. We further certify that the Challenge List shows a complete list of all persons challenged, together with the action taken on each challenge. **\*PLEASE SIGN LEGIBLY OR PRINT IF YOUR SIGNATURE IS NOT LEGIBLE!**

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Poll List Clerk

\_\_\_\_\_  
I.D. Clerk

\_\_\_\_\_  
Judge

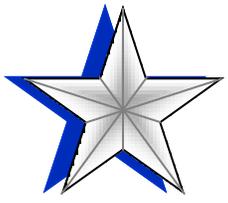
\_\_\_\_\_  
Provisional Clerk

\_\_\_\_\_  
I.D. Clerk

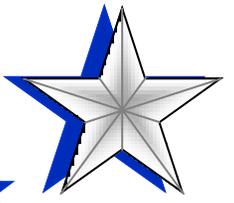
\_\_\_\_\_  
Marshal

**NOTICE:** This report must be completed. **\*\*\*\*Leave this original in the Poll List Book. DO NOT TEAR OUT!\*\*\*\***

Place one copy of this report in the ballot box, place the second copy of this form in the Unofficial Returns Envelope.



# Forms-What Goes Where?



**OFFICIAL BALLOT REPORT**

PRECINCT: \_\_\_\_\_ Date: \_\_\_\_\_

FRONT BALLOT DROP BOX SEAL NUMBER: \_\_\_\_\_

BACK OF BALLOT DROP BOX SEAL NUMBER (THERE ARE TWO) \_\_\_\_\_ & \_\_\_\_\_

**\*REQUIRED\*** At the beginning of the day, fill in the **TOP** of NUMBER OF VOTER BALLOTS

6 a.m. Total ballots received (line 1) a. \_\_\_\_\_ Total spoiled & unused ballots (line 2 and line 3) b. \_\_\_\_\_  
Total valid ballots (line 4 minus line 3) c. \_\_\_\_\_

12 noon Total ballots received (line 1) a. \_\_\_\_\_ Total spoiled & unused ballots (line 2 and line 3) b. \_\_\_\_\_  
Total valid ballots (line 4 minus line 3) c. \_\_\_\_\_

7 p.m. Total ballots received (line 1) a. \_\_\_\_\_ Total spoiled & unused ballots (line 2 and line 3) b. \_\_\_\_\_  
Total valid ballots (line 4 minus line 3) c. \_\_\_\_\_

1. TOTAL BALLOTS RECEIVED: \_\_\_\_\_ 1. \_\_\_\_\_  
*Include any difference of packages when opened, include or -*

2. TOTAL SPOILED BALLOTS (if any) \_\_\_\_\_ 2. \_\_\_\_\_

3. TOTAL UNUSED BALLOTS \_\_\_\_\_ 3. \_\_\_\_\_

4. ADD LINES 2 & 3 AND ENTER RESULT HERE: (Total # of unused ballots) \_\_\_\_\_ 4. \_\_\_\_\_

5. SUBTRACT LINE 4 FROM LINE 1 AND ENTER RESULT HERE: (Total # valid ballots) \_\_\_\_\_ 5. \_\_\_\_\_

6. TOTAL PROVISIONAL BALLOTS \_\_\_\_\_ 6. \_\_\_\_\_

7. TOTAL CONDITIONAL BALLOTS (if any) \_\_\_\_\_ 7. \_\_\_\_\_

8. TOTAL BALLOTS CAST (Total from Line 5) \_\_\_\_\_ 8. \_\_\_\_\_

9. TOTAL NUMBER OF NAMES IN POLL LIST \_\_\_\_\_ 9. \_\_\_\_\_

10. TOTAL DROPPED OFF EARLY BALLOTS RECEIVED \_\_\_\_\_ 10. \_\_\_\_\_

**LINES 8 AND 9 SHOULD BE IDENTICAL. IF NOT, EXPLAIN THE REASON FOR THE DIFFERENCE(S).**

**CERTIFICATE OF PERFORMANCE**

No later than 48 hours after the election, the Inspector, Judge, and Poll List Clerk must sign this certificate and submit it to the County Clerk. The County Clerk will then forward this certificate to the State Board of Elections. The Inspector, Judge, and Poll List Clerk must also submit a copy of this certificate to the County Clerk. The County Clerk will then forward this certificate to the State Board of Elections. The Inspector, Judge, and Poll List Clerk must also submit a copy of this certificate to the County Clerk. The County Clerk will then forward this certificate to the State Board of Elections.

Inspector: \_\_\_\_\_ Judge: \_\_\_\_\_ Poll List Clerk: \_\_\_\_\_

I.D. Clerk: \_\_\_\_\_ Judge: \_\_\_\_\_ Provisional Clerk: \_\_\_\_\_

ED Clerk: \_\_\_\_\_ Marshal: \_\_\_\_\_

**NOTE:** This form must be completed and submitted to the County Clerk. **DO NOT TEAR OUT!**  
Place one copy of the report in the ballot box, since the second copy of this form is to be returned to the Supervisor.

## Ballot Report

Voter and Ballot Information (confirmed and double checked)

\*Place a copy of this form in the ballot box.\*

**LEGIBLE** Signatures of all Poll Workers (for payroll)

**OFFICIAL RETURNS**

PRIMARY  GENERAL  SPECIAL

PRECINCT: \_\_\_\_\_ DATE: \_\_\_\_\_

1. POLL LIST WITH ORIGINAL SHEETS (BLUE BOOK)

2. SPOILED BALLOTS (IF ANY)

3. REJECTED BALLOTS (IF ANY)

**DO NOT PLACE ANYTHING IN THIS ENVELOPE EXCEPT THE ABOVE LISTED ITEMS**

## Official Returns Envelope

(Clear bag with white label/red writing)

1. Poll List (Light blue cover)-with **ORIGINAL** ballot report & original poll list sheets (white sheets)
2. Spoiled Ballots (if any)
3. Rejected Ballots (if any)
4. Securely sealed and signed by: **Inspector and Judges**

**UNOFFICIAL RETURN**

PRIMARY  GENERAL  SPECIAL

Precinct: \_\_\_\_\_ Date: \_\_\_\_\_

1. UNOFFICIAL POLL LIST SHEETS (Pink, yellow and blue copies)

2. SIGNATURE ROSTERS (Yellow Book)

3. PROVISIONAL SIGNATURE ROSTER (Red Book)

4. REGISTRATION FORMS (if any)

5. ONE COPY OF THE BALLOT REPORT (Yellow Copy)

6. W-9'S (if any)

**DO NOT PLACE ANYTHING IN THIS ENVELOPE EXCEPT THE ABOVE LISTED ITEMS**

## Unofficial Returns Envelope

(Clear bag white label and green writing)

1. Unofficial poll list– carbonless copies, blue, pink & yellow tear sheets (if not picked up by party reps)
2. Signature Rosters (yellow cover)
3. Red Provisional Signature Roster
4. Registration Form(s) (if used)
5. **Copy** of ballot report (yellow)
6. Inspector's Checklist
7. W-9 Forms (if any)

# Material- What Goes Where?

## Ballot Transfer Bag

- \*Dropped off Early Ballots
- \*Provisional Ballot Envelopes with voted provisional ballots
- \*Un-official Returns Bag
- \*Official Returns Bag



**PROVISIONAL BALLOT/ BALOTA PROVISIONAL**

DATE: \_\_\_\_\_

PRECINCT: \_\_\_\_\_

PRECINCT: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNOFFICIAL RETURN**

PRIMARY  GENERAL  SPECIAL

1. UNOFFICIAL POLL LIST SHEETS (Pink, yellow and blue copies)

2. SIGNATURE ROSTERS (Yellow Book)

3. PROVISIONAL SIGNATURE ROSTER (Red Book)

4. REGISTRATION FORMS (if any)

5. ONE COPY OF THE BALLOT REPORT (Yellow Copy)

6. WFS (if any)

**DO NOT PLACE ANYTHING IN THIS ENVELOPE EXCEPT THE ABOVE LISTED ITEMS**

**OFFICIAL RETURNS**

PRIMARY  GENERAL  SPECIAL

PRECINCT: \_\_\_\_\_ DATE: \_\_\_\_\_

1. POLL LIST WITH ORIGINAL SHEETS (BLUE BOOK)

2. SPOILED BALLOTS (IF ANY)

3. REJECTED BALLOTS (IF ANY)

**DO NOT PLACE ANYTHING IN THIS ENVELOPE EXCEPT THE ABOVE LISTED ITEMS**

Virginia Ross  
Pinel County Recorder  
P. O. Box 848  
Florence, AZ 85132-3017

**OFFICIAL BALLOTING MATERIAL**

**BUSINESS REPLY MAIL**

FIRST CLASS MAIL PERMIT NO. 2 FLORENCE, AZ

POSTAGE WILL BE PAID BY ADDRESSEE

VIRGINIA ROSS  
PINEL COUNTY RECORDER/VOTER REGISTRATION  
P.O. BOX 848  
FLORENCE, AZ 85132-9889

**PROVISIONAL Ballots**

**Un-official Returns**

**Official Returns**

**Early Ballots**

## Supply Cage

Other election supplies and forms not addressed above i.e.,

1. All unused ballots
2. All issued and unused Voter ID Tickets (Green)
3. Precinct Registers (Green)
4. Sample Ballots
5. Signs/Arrows
6. Supply bag with small supplies
7. All other remaining items

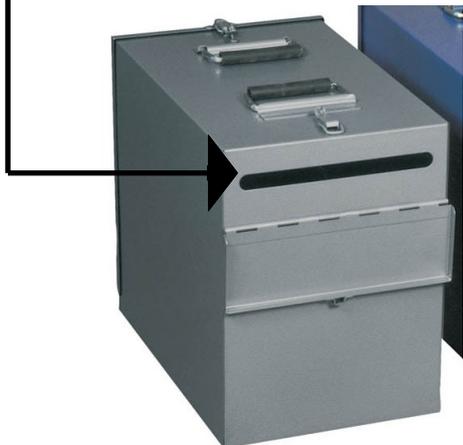


# What Goes To The Troubleshooter?



INSPECTORS AND JUDGES ARE **NOT ALLOWED TO LEAVE** THE POLLING PLACE UNTIL THE BALLOT BOX AND BALLOT TRANSFER BAG HAVE BEEN HANDED TO A TROUBLESHOOTER!

000001 **OFFICIAL ELECTIONS SEAL**  
Report immediately if "VOID" appears.  
By: *Jane Doe* Date: 8/26/14



**Ballot Drop Box**



**Ballot Transfer Bag**

Filled with material listed on previous page  
\*Orange Seal should be connected on zippers.



The Inspector will sign a Ballot Transfer Receipt stating what was transferred to the troubleshooters and when the transaction took place.

Both troubleshooters will need to sign the receipt as well.

The Inspector will keep the yellow copy for his/her records & give the original to the troubleshooters.



*Your work as an  
election board  
worker is  
appreciated!*

*A Sincere Thank You from the  
Pinal County Elections Department,  
Recorder's Office  
Voter Registration & Early Voting Staff*

