

**POLL WORKER**

**TRAINING MANUAL**

**2012 PRESIDENTIAL**

**PREFERENCE**

**ELECTION**

Gila County,  
Arizona

## Poll Worker Certificate of Qualification

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Training Date

I, Linda V. Eastlick, Elections Director Gila County, Arizona, do hereby certify that:

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Poll Worker's Name

was provided with a course of instruction in the applicable election laws pertaining to polling place procedures and in the operating procedures for the AccuVote Optical Scan Voting System and the TSX Touch Screen Accessible Voting Device, and is therefore, fully qualified to serve as an election board official for this election.

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Linda V. Eastlick  
Elections Director, Gila County, Arizona

***Note: Once service is completed for the election, this certification is no longer valid. Please take this handbook to the polls on election day.***

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# **Poll Worker Training Manual**

## **General Information**

# GILA COUNTY

## 2012 ELECTION DATES

### February Presidential Preference Election

Voter Registration Deadline (29 Days)	12:00 Midnight, Monday, January 30, 2012
Early Voting Begins (26 days)	Thursday, February 2, 2012
<b>Presidential Preference Election</b>	<b>Tuesday, February 28, 2012</b>

### August Primary Election

Voter Registration Deadline (29 Days)	12:00 Midnight, Monday, July 30, 2012
Early Voting Begins (26 Days)	Thursday, August 2, 2012
<b>Primary Election</b>	<b>Tuesday, August 28, 2012</b>

### November General Election

Voter Registration Deadline (29 Days)	12:00 Midnight, Monday, October 8, 2012
Early Voting Begins (26 Days)	Thursday, October 11, 2012
<b>General Election</b>	<b>Tuesday, November 6, 2012</b>

## GILA COUNTY CONTACTS

**Department of Elections has moved. New address is: 5515 S. Apache Ave., Suite 900  
Globe, AZ 85501**

Name and Title	Work Telephone	Cell Phone	Email
Elections Director. Linda Eastlick	928-402-8708	928-200-2536	leastlick@co.gila.az.us
Voting Equipment Dave Rogers	928-402-8750	928-719-1299	drogers@co.gila.az.us
General Information Liz Mata	928-402-8709	928-812-0829	lmata@co.gila.az.us
Voter Outreach Josephine Goode	928-402-8628		jgoode@co.gila.az.us
Toll Free	800-425-5095 Ext 8709, 8750	Fax: 928-402-4319	TDD 711

### **Gila County Recorder, 1400 E Ash Street, Globe, AZ**

Recorder Sadie Tomerlin	928-402-8735	928-701-2454	stomerlin@co.gila.az.us
Deputy Recorder Dawn Caldera	928-402-8734	928-701-1965	dcaldera@co.gila.az.us
Voter Registration Eric Mariscal	928-402-8731	928-701-2082	emariscal@co.gila.az.us
Toll Free	800-291-4452		

### **Interpretors**

Mariam Jones	Spanish	928-425-4532	Southern Gila County
Victoria Sanchez	Spanish	928-472-7588 or 928-595-2298	Northern Gila County
Josephine Goode	Apache	928-402-8628	All of Gila County

Gila County, Arizona  
**PRESIDENTIAL PREFERENCE ELECTION**  
**CONSOLIDATED PRECINCTS**  
**FEBRUARY 28, 2012**

DISTRICT	PRECINCT	Active Registrants			POLLING PLACE
		REP	GREEN	TOTAL	
<b>CONSOLIDATED PRECINCTS</b>					
No. 1	GLOBE #11	173	0	1,430	Globe-Miami Chamber of Commerce 1360 N Broad Street, Globe, AZ
No. 1	Globe #2	104	0		
No. 1	Globe #3	64	0		
No. 1	Globe #4	128	0		
No. 1	Globe #5	64	0		
No. 1	Globe #6	249	1		
No. 1	Globe #7	122	1		
No. 1	Globe #8	92	0		
No. 1	Globe #11	229	1		
No. 1	East Globe	202	0		
No. 2	Miami #1	84	0	900	
No. 2	Miami #3	99	1		
No. 2	Central Heights	106	0		
No. 2	Claypool #1	221	2		
No. 2	Claypool #2	273	0		
No. 2	Claypool #3	114	0		
No. 3	Tonto Basin	422	1	423	Tonto Basin Chamber of Commerce 45675 Highway 188, Tonto Basin, AZ
No. 4	Payson #1	525	1	1,857	St. Philip's Catholic Church 511 S St. Philip's Street, Payson, AZ
No. 4	Payson #2	916	2		
No. 4	Payson #6	411	2		

Gila County, Arizona  
**PRESIDENTIAL PREFERENCE ELECTION**  
**CONSOLIDATED PRECINCTS**  
**FEBRUARY 28, 2012**

DISTRICT	PRECINCT	Active Registrants			TOTAL	POLLING PLACE
		REP	GREEN	TOTAL		
No. 5	Payson #3	1,146	2	2,142	Payson Public Library 328 N McLane Rd, Payson, AZ	
No. 5	Payson #7	400	0			
No. 5	Payson #8	592	2			
No. 6	Payson #4	486	1	1,268	Best Western Payson Inn 801 N Beeline Highway, Payson, AZ	
No. 6	Payson #5	781	0			
No. 7	Star Valley	986	0	986	Star Valley Southern Baptist Church 4180 E. Highway 260, Star Valley, AZ	
No. 8	Pine-Strawberry	1,059	2	1,061	First Baptist Church of Pine 4039 Highway 87, Pine, AZ	
<b>RESERVATION PRECINCTS</b>						
No. 9	Canyon Day	33	0	33	Canyon Day Jr. High School 4621 S 9th Street, Canyon Day, AZ	
No. 10	Carrizo	6	0	6	Carrizo Assembly of God Church V-10 Road, Carrizo, AZ	
No. 11	San Carlos	176	1	177	Rice Gym Mohave Avenue & Yavapai Street, San Carlos, AZ	
<b>ALL MAIL PRECINCTS</b>						
No. 12	Christmas	48	1	49	N/A	
No. 13	Gisela	236	2	238		
No. 14	Hayden	8	0	8		
No. 15	Roosevelt	100	0	100		
No. 16	Sierra Ancha	40	0	40		
No. 17	Whispering Pines	113	1	114		
No. 18	Winkelman	7	0	7		
No. 19	Young	274	0	274		
No. 20	Zane Gray	236	2	238		
<b>TOTALS</b>		<b>10,087</b>	<b>19</b>	<b>10,106</b>		

## **Poll Worker Requirements**

ARS16-531, 16-101, and Secretary of State  
Election Procedures Manual

1. Must be a minimum of 18 years of age and a citizen of the United States. If a student poll worker, under the age of 18, the parent or guardian must provide written permission for the student to serve.
2. Must be a qualified voter, or eligible to vote in the county.
3. Must be registered and reside 29 days prior to the Election Day in the county
4. Must attend an instructional class conducted by a certified election officer in charge of elections.
5. Must attain Poll Worker certification from the election officer.
6. Must take an Oath of Office.
7. Must not be a United States, state, county or precinct officer (other than a precinct committeeman.
8. Must not be a candidate, nor a candidates spouse or an immediate relative of a candidate.
9. Must not have been convicted of treason or a felony unless civil rights have been restored by a court action.
10. No candidate, or the spouse, child or parent of a candidate for any office on the ballot, except precinct committeemen, may serve on an election board.

## **Poll Worker Compensation**

Each worker will be paid for serving on Election Day. Checks will be mailed to the address indicated on the pay voucher, usually no more than three weeks following Election Day.

If you have an emergency and cannot work Election Day, it is your responsibility to contact ***your Inspector*** so a replacement worker can be found.

In the event that a poll worker works the polls but does not attend training, \$10.00 will be deducted from your poll worker pay

***Note: A poll worker who has attended the class of instruction, but by election day is unable to serve, will not be compensated for attending the class.***

## Courtesy and Department

Voters should be able to trust in the poll worker's knowledge of the election process and their willingness to provide assistance. Please prepare for the day:

- Attend training and study the training manual
- Commit to doing your best in your assigned position
- Work cooperatively with fellow poll workers
- Focus on your duties and follow procedures
- Keep a neat work space
- Avoid political, inappropriate and excessive conversation
- Pay attention to the voters
- Arrange for meals/snacks before arriving for work.
- Bring needed medication with you to the polls.
- Maintain an orderly and quiet atmosphere in the polling place.
- Dress appropriately, no shorts, no tank tops, no flip flops nor revealing clothing
- Avoid strong perfumes
- Be aware of your hygiene and how it affects others
- Be courteous and smile!

In consideration of others, please notify us no later than 5:00 pm the Friday before the election if you cannot work.

## Emergency Leave from Poll Worker Service

Definition of EMERGENCY: A sudden, generally unexpected, occurrence which demands immediate action. The following is taken from an Arizona Attorney General opinion:

"If election or tally board member leaves his poll for any reason, a replacement should be appointed, and the member who leaves without an emergency reason, should not be allowed to return and resume his duties, but the original member should be permitted to resume his duties if he has left for emergency reasons and a temporary replacement has merely been appointed to fill in during the emergency leave. Neither election or tally board members should leave the polling place while the polls are open, unless for some emergency reason."

**Note: *In other words ..... except for an emergency, if you leave the polling place for any reason you will not be allowed to return to your position on the election board that day.***

## **Early Voting for Poll Workers**

***Poll workers who are not working in their own precinct should vote Early.***

Early Ballots are available in every election. Proof of identity is not required of electors requesting an Early Ballot. There are three methods to vote early:

1. Vote by mail
  - Elector submits their request to the County Recorder no later than the 11<sup>th</sup> day before the election.
  - Voted ballots must be received by the County Recorder by 7:00 p.m. on election day, or
  - Dropped off at a polling place by 7:00 p.m. on election day.
2. Vote in person
  - Elector requests a ballot at the Globe or Payson County Recorder's office by 5:00 p.m. the Friday before the election. Other sites may be designated by the County Recorder.
3. Vote With the Assistance of a Home Voting Team
  - Upon request, the home voting team will deliver a ballot to the elector's home or place of confinement.

## **Poll Worker and Voter Health and Safety**

1. Watch out for slips, trips and falls. Be aware of conditions that may create problems i.e. cords, liquids, or simply being exhausted
2. Be on the look for poll workers or voters who may exhibit physical signs of distress.
3. Do not overdo, only you can judge your own capabilities
4. Help one another
5. Do not lift heavy items alone.
6. In the event you become aware of an incident, or someone in distress, notify the Inspector or Marshall immediately.

If an incident occurs, the Inspector must complete an Incident Report.

## GILA COUNTY POLLING PLACE INCIDENT REPORT

<b>Date:</b>		<b>Precinct:</b>
<b>Name of Person Reporting Incident:</b>		
<b>Affected Party (1)</b>	Name	
	Address	
	Telephone(s)	
<b>Affected Party (2)</b>	Name	
	Address	
	Telephone(s)	
<b>Emergency Contact</b>	Name	
	Address	
	Telephone(s)	
<b>Describe the Incident</b>		
<b>Describe what action was taken:</b>		
<b>Date and time Elections Director notified:</b>		

## Frequently Used Terms

### ACCESSIBLE VOTING UNIT (TSX Touch Screen)

A voting machine that offers privacy to the elector who is unable to vote a paper ballot without assistance. The Help America Vote Act mandated that by 2006 each county provide a touch screen voting unit in every polling place.

### ACCUVOTE UNIT

The electronic optical scanner that contains a memory card specifically programmed for the precinct. Votes appearing on the optical scan ballot are read and are stored on the memory card.

### AMERICANS WITH DISABILITIES ACT (ADA):

A piece of legislation enacted into law to avoid discrimination against disabled employees. The legislation reduced barriers to employment for, and gives civil rights protection to, individuals with disabilities.

### AUDIT

The post election activity of balancing polling place results by examining and reconciling the number of valid ballots issued with the number of signatures (electors) in the poll book, the number of voters credited, and the number of ballots cast at each polling place.

### BALLOT

The document or device on which a voter records their votes.

### BALLOT CODE

An alphabet letter assigned each elector that represents the nonpartisan elections in which they are eligible to vote.

### BALLOT INVENTORY SHEET

Maintained by the polling place Ballot Judge, which records the number of ballots used and the number of ballots unused.

### BALLOT REPORT

A report completed by the polling place Inspector or Judge, which documents the number of voters, ballots voted, ballots spoiled, early ballots dropped off and unused ballots remaining.

### BALLOT STYLE

A term used to describe the layout of the ballot. Each precinct, depending on the races or measures entered in the County election, will have a distinctive ballot style that reflects where the precinct is located within the county.

### BLACK BALLOT BOX

The Black Ballot Box serves as the base for the Accu-Vote and the repository for ballots cast.

#### CHALLENGED BALLOT

A ballot provided to individuals whose eligibility to vote has been questioned. Once voted, such ballots are not included in the tabulation until the voter's eligibility is confirmed.

#### CONDITIONAL PROVISIONAL BALLOT

The ballot voted by an elector who provides improper identification or provides no identification. The elector has the opportunity to provide proof of identity to the County Recorder. Upon receipt of the proof of identity and before the ballot is counted, the County Recorder will verify the elector's eligibility to vote in the election.

#### CURB-SIDE VOTING

The polling place procedure allowing the elector to vote at their car.

#### DAMAGED BALLOT

A ballot that has been torn or crumpled or for some other physical reason cannot be fed into the optical scan tabulation equipment.

#### DEMONSTRATOR BALLOT

A ballot marked "for demonstration use only" on the ballot. These ballots shall be of a different color than any other ballots used in that election.

#### DISABLED VOTER AFFIDAVIT

The document that is signed by the curbside voter instead of signing the Signature Roster.

#### EARLY BALLOT

A ballot that is voted before Election Day. To be eligible for tabulation, voted Early Ballots must be received by the county recorder or received at a polling place no later than 7:00 p.m. on Election Day.

#### EARLY VOTER

Qualified elector who has requested a ballot for the purpose of voting before election day.

#### EARLY VOTING SITE

A place to vote before Election Day. Permanent locations are the Recorder's office in Globe and in Payson. Temporary sites may be available.

#### ELECTION BOARD

Another name for poll workers who conduct Election Day activities at polling places.

#### ELECTIONEERING

Any activity designed to influence the election. This activity is not allowed within 75 feet of the polling place entrance on Election Day.

#### ELECTION PROCEDURES MANUAL

Produced by the Arizona Secretary of State to be used in the conduct of elections in conjunction with Arizona Revised Statutes Title 16 and the Arizona Constitution.

## ELECTRONIC VOTING

Mandated by the Help America Vote Act to replace the punch card voting system.

## ENCODER

The hand held device used by the JOP to encode the voter access card with the proper ballot style for a voter.

## ENCODER INSTRUCTIONS

The form contains the information necessary for the JOP to properly encode the voter access card with the correct ballot style for the voter who wishes to vote an electronic ballot.

## EXIT POLLING

Occurs when a poll taker questions voters about how they voted as they leave the place. This must be outside the 75' limit.

## GENERAL ELECTION

Held in every even-numbered year. Successful candidates are elected to each office. Nonpartisan elections are held in consolidation with the General, such as school districts, fire districts, water district, sanitary districts. Propositions are included on the General ballot.

## HAVA (HELP AMERICA VOTE ACT)

Passed in 2002, the Help America Vote Act was enacted by the federal government in an effort to establish national elections standards. HAVA mandated the following:

- Elimination of punch card and lever machine equipment
- Second chance voting
- Statewide voter registration systems
- Provisional ballots
- Improve the accessibility for individuals with disabilities, providing non-visual access for individuals with visual impairments

## INACTIVE LIST

A list of electors whose mailing address or name has changed since they last registered resulting in the information in the voter registration file being outdated. The county recorder has mailed election material to these electors at least twice and has received two mailings returned as "undeliverable."

## INACTIVE VOTER

: A voter is made inactive when "Official Election Materials" are returned as "address undeliverable". To become active, a voter simply needs to vote. Inactive voters will be cancelled after 2 federal elections.

## INSPECTOR

The lead election official at the polling place.

## ISSUED BALLOT

A ballot that has been issued to a voter and is no longer in the ballot judges hand.

#### NONPARTISAN ELECTION

An election in which the candidates are not affiliated with a political party, such as school district, fire districts, sanitary districts, water and wastewater districts.

#### NUMERIC KEYPAD

The numeric keypad is an accessory to the Touch Screen. It is attached to the Touch Screen and works in tandem with the audio headphones for persons voting with an audio ballot. The voter listens to the ballot using headphones and registers his or her choices on the numeric keypad.

#### OFFICER IN CHARGE OF ELECTIONS

An election officer charged with duties relating to the conduct of elections as prescribed in the Arizona Revised Statutes.

#### OPEN PRIMARY ELECTION

Allows an elector to vote who is registered as an independent, or no party preference or as a member of an unrecognized political party. The Primary election is a combination of each recognized political party holding an election for the purpose of choosing their party candidates to run in the General election.

#### OPTICAL SCAN BALLOT

Paper ballot that is read electronically.

#### OVERVOTE

An overvote occurs when a voter votes on the official ballot for more candidates than the number to be elected for the specific office or when a voter selects the correct number of candidates on the official ballot and also writes a candidate's name for the same office.

#### PARTISAN ELECTION

An election in which the candidates are affiliated with a political party.

#### POLL LIST

A book in which the poll workers enter the name, register number, party affiliation and ballot choice or ballot code of the electors who voted a regular ballot. The cover is printed on blue paper. The poll worker Oath of Office is located on the inside front cover.

#### POLLING PLACES

Publicly accessible buildings (often schools, churches or community centers) where voters can go to cast their votes within a precinct on Election Day.

#### PRECINCT

A geographical subdivision for voting purposes that is established by legislative authority. All voting precincts must be wholly within a single Congressional district, a single Legislative district, a single Supervisor district, and a single Justice of the Peace district.

#### PRECINCT COMMITTEEMAN

Elected for a two year term by the electors of the same political party and voting precinct as the precinct committeeman candidate.

#### PRECINCT REGISTER

List of qualified electors within the voting precinct.

#### PRECINCT SPLIT

Multiple taxing districts (such as fire, water, school) that may occur within one precinct. Each of these special districts within the precinct may have a unique ballot identified by a colored stripe.

#### SAMPLE BALLOT

A ballot layout that contains the names of candidates and the issues as they would appear on the actual ballot. This layout may be in the form of one large sheet of paper or as a booklet. One sample is sent to each household containing a registered voter at least 11 days before all primary and general elections.

#### SECURITY CANISTER

The security canister resides under the printer housing of the Touch Screen and serves as the take-up reel for the voter verified paper audit trail. Since the paper trail is considered a record of ballots, the contents are sealed. After an election, the security canisters are kept in a secured storage facility for auditing or recount purposes.

#### TROUBLESHOOTER

A trained person who is assigned to a defined geographic area to assist with troubleshooting issues on Election Day. Troubleshooters are dispatched to polling places as needed by the election office.

#### UNDERVOTE

When a voter skips a race or does not fill in a bubble for a race on the ballot.

#### UNREADABLE BALLOT

An unreadable ballot is a ballot that has been marked by the voter, but which has been marked with a device that the optical scan equipment cannot read, such as red or green ink, or in any other manner that clearly indicates the intent of the voter, but which cannot be read by the optical scan equipment. This includes ballots where a mark has been placed in the timing marks or any other part of the ballot that renders the ballot unreadable.

#### UNUSED BALLOT

A ballot that has not been issued or voted.

#### VOTE

A vote that is correct and countable.

#### VOTER ACCESS CARD

A credit card sized ID card that temporarily stores ballot style information. The card identifies only the precinct and contains no personal information, nor does it record how the person has voted. The voter then uses the voter access card to activate their ballot on the touch screen machine. The card is deactivated, or ineffective, once the encoded ballot has been cast.

#### VOTER ACCESS CARD READER

Located at the top right of the touch screen tablet. The voter will insert his or her voter access card into the voter access card reader in order to access their electronic ballot. Poll workers insert a supervisor card into this slot to follow closing procedures.

#### VOTER VERIFIED PAPER AUDIT TRAIL

The touch screen offers a printed summary of a voter's ballot before the ballot is cast. A voter can read the summary and verify their choices, then choose to reject the ballot and make the changes, or to accept the choices and cast their ballot. A voter may print their ballot a maximum of two times.

#### WRITE-IN

The ballot contains a space for the voter to write in the candidate's name not listed on the ballot.

#### PROOF OF IDENTIFICATION AFFIDAVIT

Form used at the polls for the purpose of documenting the personal identification provided by conditional provisional ballot voters upon their return to the polling place.

#### PROOF OF IDENTITY AT THE POLLS

Before receiving a regular ballot each person must provide proper personal identification that reasonably matches their name and address as it appears on the precinct register.

#### PROPOSITION 200 (as it applies to elections)

Passed by Arizona voters in 2004. Requires proof of citizenship by persons registering for the first time in their county and requires proof of identity at the polling place.

#### PROPOSITIONS

Ballot questions whether or not to change existing laws, create new laws or amend the Arizona Constitution.

#### PROVISIONAL BALLOT / ENVELOPE

Ballot voted under the provisional process. The ballot is placed inside a provisional envelope allowing the recorder an opportunity to verify the elector's eligibility to vote in the election before the ballot is counted.

#### PROVISIONAL BAG / SEAL

An orange bag containing provisional and conditional ballots, identification affidavits, TSX provisional and conditional provisional forms and dropped off early ballots. A numbered seal is provided to seal the pouch at the close of voting.

#### PROVISIONAL POLL LIST

A book in which the poll workers enter the name, register number, party affiliation and ballot choice or ballot code of the electors who voted a provisional ballot or a conditional provisional ballot. The cover is printed on yellow paper. The poll worker Oath of Office is located on the inside front cover.

#### PRECINCT PROVISIONAL AND EARLY BALLOT REPORT

Completed by the Provisional Clerk documenting the number of provisional and conditional provisional ballots voted, the number of Touchscreen provisional and conditional provisional ballots voted, the number of identification affidavits and the number of voted early ballots dropped off at the polls.

#### QUALIFIED ELECTOR

A person who is properly registered to vote and who will be 18 years of age on or before the date of the election.

#### RECOGNIZED PARTY

A political party that is qualified to hold a Primary election.

#### RECORDER'S CERTIFICATE

Form produced by the county recorder that confirms the elector's eligibility to vote in the precinct.

#### REGISTER NUMBER

Consecutive number assigned to each elector listed on the precinct register.

#### REGISTRATION DEADLINE

The twenty-ninth (29) day before election day. Electors eligible to vote in the upcoming election must be registered on or before the registration deadline.

#### REGULAR BALLOT OR REGULAR VOTER

Ballot issued to the elector whose name appears on the Precinct Register and who has provided proper identification that reasonably matches the register.

#### SECRECY FOLDER

Folder provided to the elector for the purpose of concealing the voted portion of their ballot.

#### SIGNATURE ROSTER

A list of qualified electors within the precinct and is signed by electors before receiving a ballot.

#### SPOILED BALLOT

A ballot that has been damaged or a ballot surrendered by an elector who wishes to change their vote. The spoiled ballot is returned to the polling place Inspector and a replacement ballot is provided. No more than three spoiled ballots are allowed for a voter - one original ballot and two replacements.

#### TOUCHSCREEN

The Help America Vote Act mandated that by 2006 each county provide a Touchscreen voting unit in every polling place. This voting machine method offers privacy to the elector who is unable to vote a paper ballot without assistance.

#### TSX IDENTIFER NUMBER

The number assigned to a Touchscreen provisional or conditional provisional ballot that is entered onto the voter access card. A list of Touchscreen Identifier Numbers are provided to each polling place.

#### U.S. DEPARTMENT OF JUSTICE (DOJ) PRECLEARANCE

Pursuant to the Voting Rights Act changes effecting voters must receive preclearance by the Department of Justice. The county requests preclearance as necessary.

#### VOTER REGISTRATION CARD

Card produced by the County Recorder and provided to each person who is registered to vote.

#### VOTER SLIP

A form used at the polling place that indicates the proper voting procedures for each elector.

# **Poll Worker Training Manual**

## **Elections**

## Presidential Preference Election

Arizona Revised Statute §16-241 and the Governor of the State, determine the date of the Presidential Preference Election

**On the fourth Tuesday in February of each year in which the president of the United States is elected, or on an earlier date if so proclaimed by the Governor, a Presidential Preference Election shall be held**

This is a **closed election** as only voters who are members of the parties participating on the ballot are eligible to vote.

The purpose of the Presidential Preference Election is to give qualified electors the opportunity to express their “**preference**” for one of their party’s presidential candidates. The preferred candidate is then support by the party delegates from the State of Arizona at their national convention.

This year only the Republican and Green parties have elected to participate in Arizona’s Presidential Preference Election.

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# SAMPLE BALLOTS

## CURRENT ELECTION

Group/Proc.: REP-225 / 230 / 241 - CG1

Official Ballot, February 28, 2012, Presidential Preference Election, County of Gila, State of Arizona  
Boleta Oficial, 28 de febrero de 2012, Elección Presidencial de Preferencias, Condado de Gila, Estado de Arizona

INSTRUCTIONS TO VOTERS: INSPECT BOTH SIDES OF BALLOT, USE BLACK OR BLUE PEN ONLY. To vote, fill in the oval to the left of your choice. Do not exceed the number to elect. VOTE LIKE THIS . Any other marks or erasures may void your vote. If you spoil your ballot, present it to an election official and obtain another.  
INSTRUCCIONES PARA LOS VOTANTES: REVISÉ AMBOS LADOS DE LA BOLETA. SOLAMENTE USE UNA PLUMA CON TINTA OSCURA O AZUL. Para votar, llene el óvalo a la mano izquierda de su selección. No exceda el número a ser elegidos. VOTE DE ESTA MANERA . Cualesquier otras marcas o borraduras pueden anular su voto. Si hecha a perder su boleta, regresela al oficial de elecciones y obtenga otra.

REPUBLICAN PARTY CANDIDATES FOR PRESIDENT OF THE UNITED STATES  
CANDIDATOS PARA PRESIDENTE DE LOS ESTADOS UNIDOS DEL PARTIDO REPUBLICANO  
Vote for not more than 1 - Vote por no más de 1

- BENJAMIN, DONALD
- TERR, JIM
- BOLLANDER, SIMON
- PERRY, AL "DICK"
- ZACK, RONALD
- GINGRICH, NEWT
- PAUL, RON
- SIMS, PAUL
- ROMNEY, MITT
- CALLAHAN, MARK
- CISNEROS, CESAR
- LYNCH, FRANK
- SKELLEY, CHARLES
- ARNETT, WAYNE CHARLES
- GONZALES, SARAH
- SANTORUM, RICK
- PERRY, RICK
- PERKINS, RAYMOND SCOTT
- WELCH, MATT
- DEAN, KIP
- HILL, CHRISTOPHER
- ROEMER, BUDDY
- LEVINSON, MICHAEL

FRONT Card 1 RptPet 1120-1120 "225 / 230 / 241 - CG1"

Group/Prec.: GRN-100 / 105 / 110 / 115 / 120 / 125 / 130 / 135 / 140 / 155 - CG1

Official Ballot, February 28, 2012, Presidential Preference Election, County of Gila, State of Arizona  
Boleta Oficial, 28 de febrero de 2012, Elección Presidencial de Preferencia, Condado de Gila, Estado de Arizona

INSTRUCTIONS TO VOTERS: INSPECT BOTH SIDES OF BALLOT. USE BLACK OR BLUE PEN ONLY. To vote, fill in the oval to the left of your choice. Do not exceed the number to elect. VOTE LIKE THIS . Any other marks or erasures may void your vote. If you spoil your ballot, present it to an election official and obtain another.

INSTRUCCIONES PARA LOS VOTANTES: REVISE AMBOS LADOS DE LA BOLETA. SOLAMENTE USE UNA PLUMA CON TINTA OSCURA O AZUL. Para votar, llene el óvalo a la mano izquierda de su selección. No exceda el número a ser elegidos. VOTE DE ESTA MANERA . Cualesquier otras marcas o borraduras pueden anular su voto. Si hecha a perder su boleta, regrese a al oficial de elecciones y obtenga otra.

GREEN PARTY CANDIDATES FOR PRESIDENT OF THE UNITED STATES  
CANDIDATOS PARA PRESIDENTE DE LOS ESTADOS UNIDOS DEL PARTIDO VERDE  
Vote for not more than 1 - Vote por no más de 1

- STEIN, JILL
- SWING, GARY
- OATMAN, MICHAEL
- MESPLAY, KENT
- GRAYSON, RICHARD
- DAVIS, GERARD

FRONT Card 2 Rpt/Pct 1020-1020 \*100 / 105 / 110 / 115 / 120 / 125 / 130 / 135 / 140 / 155 - CG1\*

# Primary Election

Arizona Revised Statute §16-201 determines the date of the State Primary

**On the tenth Tuesday prior to a general election at which candidates for public office are to be elected, a primary election shall be held.**

The Primary is an election for recognized parties. Currently recognized parties for the State of Arizona are:

**Democrat – Republican – Libertarian – Green - Americans Elect**

Blue Peach Yellow Green Lavender

However, Gila County recognized parties are Democrat and Republican only.

Each party will have a separate ballot which will include the names of those candidates seeking their party's nomination for federal, state, and county offices. Except for Precinct Committeeman, candidates receiving the highest number of votes will receive their Party's nomination. The names of the successful candidates will be printed on the General Election ballot.

Precinct Committeemen are elected at the Primary Election.

**Qualified** Write-in Candidates are allowed. Their name is not printed on the ballot, but is posted in a conspicuous place inside the polling place. Votes cast for **Nonqualified** Write-in Candidates are not valid and will not be counted.

An **Open Primary** allows an elector who is registered as an Independent, or who is registered with No Party Preference, or who is a member of a political party that is not conducting a party Primary Election, to vote either a Republican, Democrat, or Green, party ballot. The elector must declare the party ballot they want to vote at the time of completing the voter slip. They cannot change their mind once a selection is made. Ballots are printed for each party. A voter who is registered as a Democrat, Republican, Libertarian, or Green shall be given the ballot of **THEIR PARTY REGISTRATION ONLY**. ARS §16-467(B)

A **Closed Primary** does **NOT** allow any other elector except those registered in that specific party to vote on that party's ballot. For example: The Libertarian Party has a Closed Primary election. No one, except a person who is registered as a Libertarian can vote on a Libertarian ballot.

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## Open Primary Law Review

A registered Democrat MUST vote a \_\_\_\_\_ ballot.

A registered Republican MUST vote \_\_\_\_\_ ballot.

A registered Libertarian MUST vote a \_\_\_\_\_ ballot.

A registered Green MUST vote a \_\_\_\_\_ ballot.

A registered Americans Elect MUST vote a \_\_\_\_\_ ballot.

Who may vote a **Republican** ballot in a Primary Election?

- Democrat
- Republican
- Libertarian
- Green
- Party Not Designated
- Independent
- Americans Elect

Who may vote a **Democrat** ballot in a Primary Election?

- Democrat
- Republican
- Libertarian
- Green
- Party Not Designated
- Independent
- Americans Elect

Who may vote a **Libertarian** ballot in a Primary Election?

- Democrat
- Republican
- Libertarian
- Green
- Party Not Designated
- Independent
- Americans Elect

Who may vote a **Green** ballot in a Primary Election?

- Democrat
- Republican
- Libertarian
- Green
- Party Not Designated
- Independent
- Americans Elect

## What Do You Do If...

1. A Republican requests a Democrat ballot or a Democrat requests a Republican ballot?

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2. An elector requests to take one ballot of each party into the booth and make their selection in private?

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3. An elector spoils the ballot of their choice and requests that the replacement ballot be of a different party?

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4. A Green doesn't want to vote their own party ballot because there are no Green candidates for county office?

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5. A nonpartisan chooses a Libertarian ballot?

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6. A Democrat wants to vote in the Presidential Preference election?

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## General Election

Arizona Revised Statute §16-211 determines the date of the General Election:

**On the first Tuesday after the first Monday in November of every even-numbered year, a general election shall be held for the election of representatives in congress, members of the legislature, and state, county, and precinct officers whose terms expire at the end of the year in which the election is being held or in the following year.**

The General Election is a national election. The names of successful candidates from the Primary Election will be printed on the General Election ballot.

The General Election ballot will include the names of candidates who are registered as Independent, Party Not Designated, or as a member of a political party that did not conduct a Primary Election.

The General Election ballot will include Presidential candidate names along with the names of Presidential Electors in Presidential Election years.

Nonpartisan elections, such as school districts and special taxing districts, will be printed on the General Election ballot. Special District property owners are allowed to vote even if they are registered to vote outside of Gila County.

**Qualified** Write-in Candidates are allowed. Their name is not printed on the ballot, but is posted in a conspicuous place inside the polling place. Votes cast for **Nonqualified** Write-in Candidates are not valid and will not be counted.

Ballot measures, such as statewide propositions, local bond and budget overrides, technological school questions, and special district questions, may be printed on the General Election ballot.

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# **Poll Worker Training Manual**

## **Opening the Polls**

## Polling Place Opening Checklist

**Note: The following duties should be performed at your pre-election meeting.**

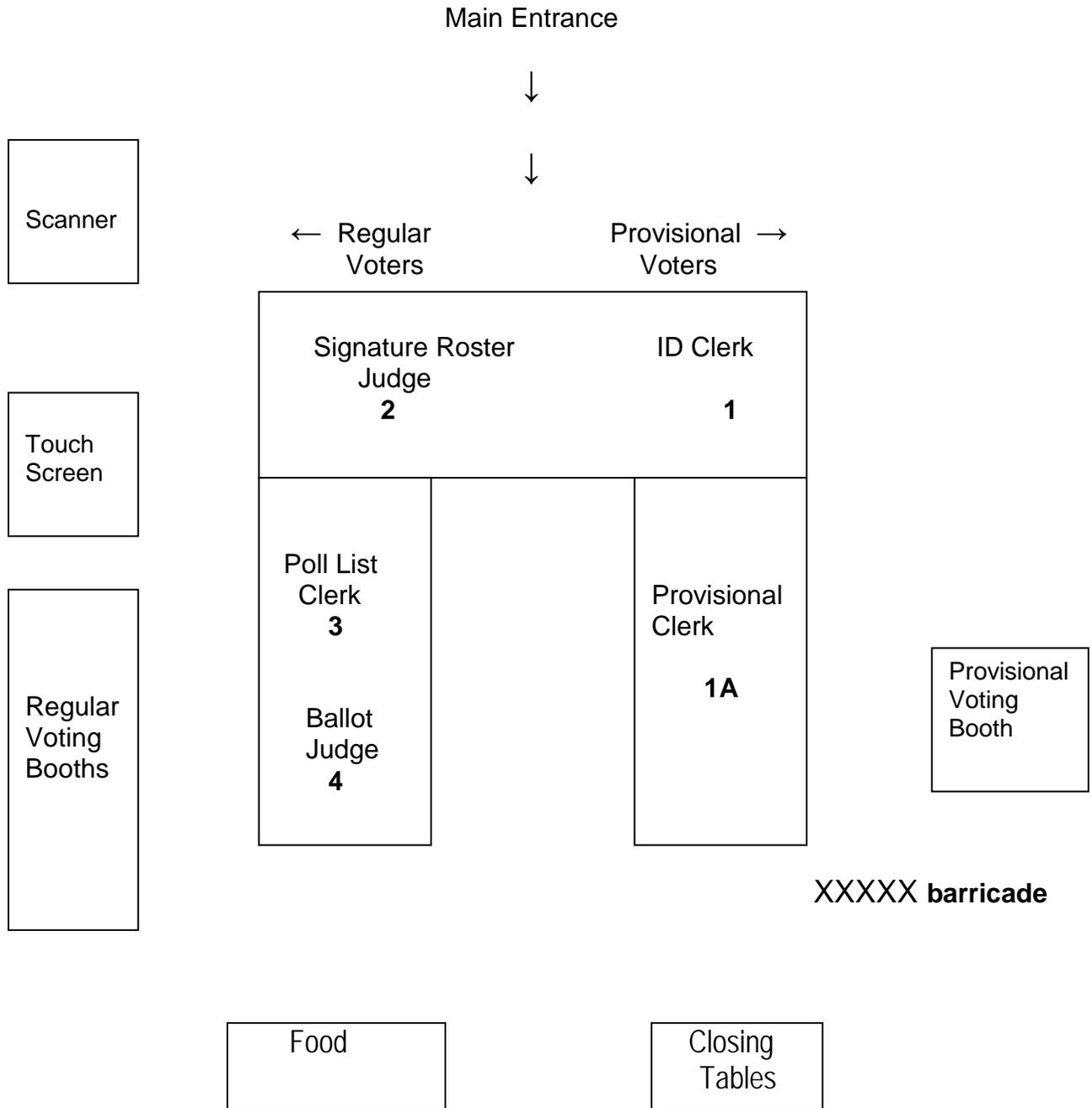
- \_\_\_\_\_ Ensure you have everything by checking all materials against the checklists provided. Contact the Department of Elections if it appears anything is missing.
- \_\_\_\_\_ Pass out poll worker supply bags.
- \_\_\_\_\_ Mark any Add-On Early Voters in the Signature Roster and Precinct Register.
- \_\_\_\_\_ Post inside signs and flag with stand.
- \_\_\_\_\_ Set up work tables, closing tables and food tables.
- \_\_\_\_\_ Set up voting booths. Remember to use the leg extenders when assembling the Handicapped booth. Place a chair at the Handicapped booth.
- \_\_\_\_\_ Mark the 75-foot limit.
- \_\_\_\_\_ Set up Touch Screen cabinet and black Scanner box.
- \_\_\_\_\_ Complete Pay Vouchers and pass out Name Badges.
- \_\_\_\_\_ Set up Provisional voting area with chairs, booth, and supplies. "Dead End" the area if possible.

**Note: DO NOT OPEN the medium blue tub until election morning.**

## Election Morning Duties

- \_\_\_\_\_ Administer the Oath of Office and sign front cover of **both** Poll Lists
- \_\_\_\_\_ Post outside signs including the 75-foot limit signs and the handicapped parking signs.
- \_\_\_\_\_ Verify the seal numbers and complete the Numbered Seal Certificate.
- \_\_\_\_\_ Inventory the Ballot packs in the Medium Blue Tub and complete the Polling Place Ballot Inventory.
- \_\_\_\_\_ Open the Optical Scan unit. See Opening Flip Chart for assistance.
- \_\_\_\_\_ Open the Touch Screen Tablet. See Opening Flip Chart for assistance.
- \_\_\_\_\_ Continue setting up the polling place.
- \_\_\_\_\_ At precisely 6:00 a.m. the Marshal shall announce the opening of the polls.

# Suggested Polling Place Arrangement



## Posting of Inside and Outside Informational Signs and Handouts

Signage and handouts for each election may vary from the lists provided below. Ensure all signage provided for each election is posted and that handouts are placed in an area easily accessible to Voters.

***Note: DO NOT use duct tape or push pins. Use masking tape or cellophane tape only as approved by the polling place facility.***

### INSIDE SIGNS

- Start Here
- No Smoking
- Sample Ballots (front and back)
- Write-in Candidates
- Right To Vote a Provisional Ballot
- Instructions To Voters & Election Officers

### OUTSIDE SIGNS

- Banner
- Arrows
- Vote Here
- Flag with base
- Precinct Banner
- Handicapped Parking [If possible place near a sidewalk which it has been cut for easy access]
- 75 Foot Limit [Requires a measured placement. A tape measure is provided.]

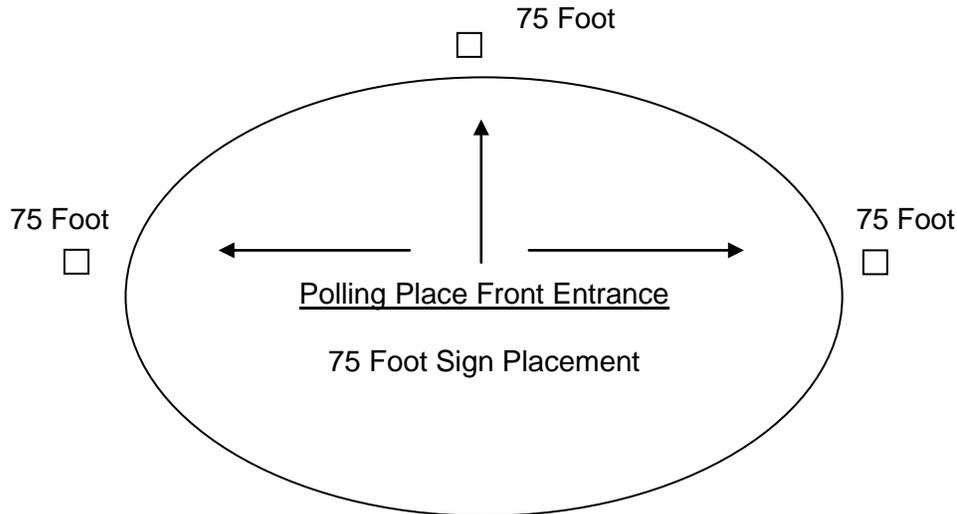
### HANDOUTS

- Informational Pamphlets
- Publicity Pamphlets

***NOTE: Do not make your own signs, block roadways, driveways or disabled parking areas***

## Parking and Electioneering Limits

The 75 foot limit signs shall be posted outside the front entrance of the polling place in the shape of an arc defining the limit at three (3) different points:



- Voters at the polls for the purpose of voting may park INSIDE the 75 foot limit.
- Members of the press ARE NOT ALLOWED within the 75 foot limit, except for the purpose of casting their ballot.
- Electioneering is NOT ALLOWED inside the 75 foot limit or inside the polling place.

***Note: If the 75 foot limit is in the street, move the 75 foot limit sign to the side of the street. Do not put it in the street.***

**A.R.S. 16-515(A):** NO PERSON shall be allowed to remain inside the 75 foot limit while the polls are open, except for .....

- The purpose of voting.
- Election officials.
- Persons who have been appointed by the County Chairman of political parties or other individual conducting an election.

## Write-in Candidates

Write-in candidates are allowed in all elections in which a person is to be elected to a public office (with the exception of the Presidential Preference election).

- Votes are tallied for official write-in candidates only.
- An example of the correct manner to cast a write-in vote is displayed on the Write-in Candidates sign.

### Posting of Official Write-in Candidates

The Marshal will insure that the Notice of Official Write-in Candidates is posted in a conspicuous location within the polling place.

If a voter asks how to write the name of the candidate, suggest that for the correct spelling they check the posted NOTICE OF OFFICIAL WRITE-IN CANDIDATES LIST.

- Fill in the OVAL at the left of the Write-in line.
- Write the name of the candidate on the line.

***Note: The WRITE-IN OVAL must be filled in AND the candidate's name must be written in order for the scanner to recognize the write-in vote and for the vote to be counted - for example:***

Treasurer (Vote for not more than one)

JEFFERSON, THOMAS

LINCOLN, ABRAHAM

Betsy Ross

## Early Ballot Add-On List

Signature Rosters and Precinct Registers are printed about ten days before an election.

- During the days between when they are printed and up until 5:00 p.m. on the Friday before the election Early voting continues.
- The County Recorder will print an Early Add-On List showing all voters who turned in an Early Ballot after the Rosters and Registers were printed.
- These “Early Add-On” Voters must be identified in the both the Signature Roster and Precinct Register by writing the words “Early Ballot” in **RED** in the Signature block.

### Signature Roster and Precinct Register Page

GILA COUNTY, ARIZONA

Election: (Year, Type, and Date)  
Precincts: (Numbers)

Printed: (Date)  
Page of

Line No.	Name & Address Precinct & Style	Mailing Address	Reg Dt Birth Yr Party	Signature	Party Ballot Voted	Voter ID
216	HILL, ROBERT 1014 N DESERT DR GLOBE, AZ 85501 PREC #: 100.J BAL STYLE: 100.J-DEM	PO BOX 1244 GLOBE, AZ 85502	03/21/2008 1947 DEM	<i>Early Ballot</i>		0400012345
217	HILLMAN, SHANNA L. 102 E. GLOBE ST GLOBE, AZ 85501 PREC #: 100.L BAL STYLE: 100.L-DEM		01/03/1990 1997 DEM	**EARLY BALLOT**		0400024680
218	HILTZ, DORIS M 04/17/1989 462 N CUPRITE ST GLOBE, AZ 85501 PREC #: 100.L BAL STYLE: 100.L-REP		1965 REP			0400012109

## Add On Voter List

- An “Add On Voter List” will be provided if there are electors who need to be added to the Signature Roster AND THE Precinct Register.
- Write the information from the “Add On Voters List” on the “Add On Voters” page at the end of the Signature Roster and the Precinct Register.
- Assign each “Add On” name the next consecutive register line number.

### \*\*ADD ON VOTERS\*\*

Line No.	Name & Address Precinct & Style	Mailing Address	Reg Dt Birth Yr Party	Signature	Voter ID
	<i>Smith, David</i> <i>13701 N. West St</i> <i>Globe, AZ 85501</i> <i>100.G</i>		<i>6/22/1977</i> <i>6/23/1947</i> <i>REP</i>		<i>0400017361</i>

# Numbered Seal Certificate Verification

## Precinct/District

I, the Inspector of the Board of Elections, certify that ***prior to the opening of the polls***, the items and seal numbers listed below were verified before the start of voting:

Container	Seal Number	Inspector Signature
Black Optical Scanner Bag		
Blue Touch Screen Tablet Bag		
Official Ballots Blue Tub (2 Seals)	(1)	
	(2)	

**RETURN THIS FORM INSIDE  
THE UNOFFICIAL RETURNS ENVELOPE**

# Ballot Inventory Report

(NOTE: There may be more than one report)

## Precinct/District

### PARTY OR BALLOT TYPE

	BALLOTS ISSUED:	COUNTED AT POLLING PLACE:	DIFFERENCE:	RETURNED:
Pack #1	50	-----	-----	-----
Pack #2	50	-----	-----	-----
Pack #3	50	-----	-----	-----
Pack #4	50	-----	-----	-----
Pack #5	50	-----	-----	-----
Pack #6	50	-----	-----	-----
Pack #7	50	-----	-----	-----
Pack #8	50	-----	-----	-----
Pack #9	50	-----	-----	-----
Pack#10	50	-----	-----	-----
<b>TOTAL RETURNED</b>				-----

1. Each pack is presumed to contain 50 ballots. At the time of opening a pack count the ballots and write the number of ballots in the COUNTED AT POLLING PLACE column. If there is a difference, more or less than 50, enter that difference.
2. Enter a 0 in the RETURNED column for the packs that were completely used.
3. Enter in the RETURNED column the number of remaining ballots from the last pack opened.
4. Enter 50 in the RETURNED column for ALL unopened packs.
5. Add the numbers in the RETURNED column. Enter the amount on the TOTAL RETURNED line.

# **Poll Worker Training Manual**

## **Poll Worker Duties**

## **Precinct Election Board**

Precinct Election Boards are an extension of the Gila County Department of Elections and are charged with conducting voting at individual polling places. A Board ordinarily consists of one Inspector, who is in charge of the Board, two Judges, two Clerks and one Marshal. An Election Board is required to have at least one Inspector and two Judges. Following are the duties of the Precinct Election Board members:

## **ID CLERK MATERIALS LIST**

Yellow Folio

Identification at the Polls Card

Precinct Register (May be printed on colored paper. Be sure "Add On" pages are included.)

Rulers

Black Pen

Red Felt Tip Pen

Highlighter

Voter Slips (Supply Case)

Polling Place List

Voter Registration CD

Laptop, if requested

ID Clerk Closing Duty Card

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## **ID CLERK DUTIES**

- Sign Pay Voucher
- Look up voter in Precinct Register
- Determine if the elector's identification is in the proper form
- Determine if the elector's ID reasonably matches the name and residence or mailing address listed in the Precinct Register
- Determine if the elector has requested an Early Ballot
- Based on the information provided, determine whether the voter is a regular voter or a provisional voter
- Complete the Voter Slip. Enter the Line Number or assign a V-Number as necessary for a provisional voter who is not in Precinct Register
- Direct voter to either the Signature Judge or to the Provisional Clerk
- May assist electors at the voting booth
- May assist with curbside voting
- Assist in other duties as needed
- Complete the ID Clerk Closing Duty Card activities

**POLL LIST CLERK MATERIALS LIST**  
Clear Folio

Regular Poll List (Blue)

Pen - Black Ink

Poll List Clerk Closing Duty Card

**POLL LIST CLERK DUTEIS**

- Sign Pay Voucher
- Enter each regular voter into the REGULAR (blue) Poll List. Include the elector's register number, name, ballot style, and party.
- Direct voter to next appropriate poll worker
- Remove completed pink or blue pages and provide to authorized party representatives as requested. (Only applicable in partisan election)
- May assist electors at the voting booth
- May assist with curb-side voting
- Assist in other duties as needed
- Complete the Poll List Clerk Closing Duty Card activities

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## **PROVISIONAL CLERK MATERIALS LIST**

Orange Bag

Provisional Poll List (yellow)

Voter Registration Forms

Envelope - Voter Registration Forms

Envelope - Regular Voted Ballots UNSCANNED

Provisional/Conditional Ballot Affidavit

Proof of ID Receipt Book

Polling Place List (in sheet protector)

Provisional and Early Ballot Report (in Inspector's Polling Place Notebook)

Provisional Clerk Closing Duty Card

Extra Blue Bag

## **PROVISIONAL CLERK DUTIES**

- Sign Pay Voucher
- Remind Conditional voters how, where and when they need to provide appropriate identification to the Recorder or that they can bring it back to the polling place on Election Day
- Assist voters with Provisional and Conditional Provisional Voting as outlined below
- Review Voter Slip and request appropriate ballot from Ballot Judge
- Complete Provisional and Early Ballot report
- May assist electors at the voting booth
- May assist with curbside voting
- Assist in other duties as needed
- Complete the Provisional Clerk Closing Duty Card activities

### **Provisional or Conditional Voters**

- Write the voter's register/line number, name and party affiliation on the PROVISIONAL Poll List
- Request the proper ballot from the Ballot Judge
- Assist the voter in completing their sections of the Provisional/Conditional Envelope as necessary
- Direct the voter to the Provisional Voting Booth
- Instruct voter to place the voted ballot INSIDE THE ENVELOPE and SEAL IT after they have finished voting
- Make sure to instruct the voter to return the envelope to you so you can check the Information and sign it.

**Note: Provisional or Conditional Provisional Ballots that are not INSIDE of a SEALED envelope CANNOT BE counted!**

- Sign the affidavit envelope when returned.
- Tear out the 2<sup>nd</sup> copy of the Affidavit and give it to the voter
- Instruct voter to deliver the envelope to the Black Ballot Box and deposit it in the side compartment. **VOTER MUST NOT SCAN BALLOT!**

**Provisional/Conditional Voting on the Touch Screen**

- Write the elector's register/line number, name and party affiliation into PROVISIONAL Poll List
- Assign Touch Screen Identifier number to each voter and write the number on the Provisional/Conditional Affidavit
- Assist the voter in completing their sections of the Provisional/Conditional Envelope as necessary
- Provide the Provisional/Conditional Envelope to the Ballot Judge and request the voter access card.
- Instruct voter on how to use the access card in the Touch Screen unit
- Direct the elector to the Touch Screen unit
- Instruct voter to return the access card and envelope to you after they have finished voting
- Tear out the 2<sup>nd</sup> copy of the Affidavit and give it to the voter
- Seal the empty envelope
- Instruct voter to deliver the empty envelope to the Black Ballot Box and deposit it in the side compartment.
- Return the voter access card to the Ballot Judge

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## **SIGNATURE JUDGE MATERIALS LIST**

Blue Folio

Signature Roster Binder (Check to make sure Roster contains Early Add On pages and V Number pages)

Signature Roster Pen

Ruler

Red Felt Tip Pen

Highlighter

Signature Judge Closing Duty Card

## **SIGNATURE ROSTER JUDGE DUTIES**

- Sign Pay Voucher
  - Locate elector's name in the Signature Roster
  - Insure that all regular voters and TSX voters sign the Signature Roster
  - May assist voters at the booth
  - May assist with curb-side voting
  - Fill in for the Inspector
  - Assist in other duties as assigned
  - Complete Signature Judge Closing Duty Card activities
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## **BALLOT JUDGE MATERIALS LIST**

Blue Bag

Demonstration Ballots  
Spoiled Ballot Envelope  
Envelope - Scanned Ballots with Write-in Votes  
Magnifier  
Secrecy Sleeves  
Black Pens for Voting Ballots (in Supply Case)  
Ballot Report Worksheet (in Inspector's Polling Place Notebook)  
Ballot Judge Closing Duty Card

### **MEDIUM BLUE TUBS**

Official Ballots  
Ballot Inventory Report  
Pouch containing encoders, cards, regular voter and provisional ballots instructions, and code number list.

### **BALLOT JUDGE DUTIES**

- Sign Pay Voucher
  - Maintain Ballot Inventory Sheet
  - Count the number of ballot packs issued
  - Compare the number of ballot packs with the Ballot Inventory Sheet
  - Open and count the ballots in the packet only when ballots are needed
  - Issue Ballots and instruct voters
  - Retain the Voter Slips
  - Retain Spoiled Ballots
  - Complete Ballot Report Worksheet
  - Create voter access cards
  - May assist voters at the booth
  - May assist with curbside voting
  - Fill in for the Inspector
  - Assist in other duties as assigned
  - Complete Ballot Judge Closing Duty Card activities
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## **MARSHAL CONTENTS LIST**

Large Blue Bag

Sign Packet

Official Write-in Candidate List. (Tape to Official Write-in Candidates sign and post)

Official Withdrawal Candidate List (Post in conspicuous place.)

Precinct Map

Clip Board w/ Disabled Voter Affidavits

Sample Ballots (to be posted)

Precinct Banner (if available)

Publicity Pamphlets (make available to voter)

Marshal Closing Duty Card

## **MARSHAL DUTIES**

The Marshal is the constable of the polling place, maintaining order and enforcing the laws pursuant to Arizona Revised Statutes. The Marshal may perform the duties of any other election board member on a relief basis A.R.S. §16-535(B). Marshal duties include:

- Administer Oath to the Inspector
  - Sign Pay Voucher
  - Watch for and resolve/report safety hazards/incidents or ill poll workers or voters
  - Measure and post the 75 foot limit signs
  - Set up the voting booths; ADD EXTENDERS TO HANDICAPPED BOOTH(S)
  - Monitor voting booths throughout the day and remove graffiti or garbage
  - Announce the opening of the polls outside front entrance - NO EXCEPTIONS
    - “It is 6:00 am and the polls are now open”
  - Assist ID Clerk and Provisional Clerk as necessary
  - Fill in for any election board member as necessary
  - Notify the Inspector when curb-side voting is requested
  - Direct voters to the Inspector for the deposit of early ballots
  - Restrict all activities not allowed within the 75 foot limit and inside the polling place
  - Announce closing of the polls outside front entrance FIVE times - NO EXCEPTIONS!:
    - At 6:00 pm, 6:30 pm, 6:45 pm, 6:59 pm announce: “The polls will close at 7:00 pm”
    - At 7:00 p.m. stand behind the last person in line and announce “It is 7:00 p.m. and the polls are now closed”
  - Remain standing after the last person in line
  - Notify anyone arriving after 7:00 p.m. that “The polls are closed”
  - Electors arriving after 7:00 p.m. are NOT allowed to vote
  - Deliver the Scanner unit and the Touch Screen tablet to receiving location, if directed
  - Assist in other duties as assigned such as curbside voting, at the ballot box, Provisional Clerk or Poll List Clerk
  - Complete Marshal Closing Duty Card activities.
- 
-

# INSPECTOR MATERIALS LIST

## Blue Bag

Envelope - Official Returns (Clear Bag)

Envelope - Unofficial Returns

Envelope - Pay Voucher

Polling Place Notebook including

- TXS Supervisor Card Envelope
- Cable Tie (4 long for Large Blue Tub)
- Red Plastic Numbered Seals (4 teeth, 3 hooks, 2 long)
- White Plastic Numbered Seals (2 long for Medium Blue tub)
- Paper Seals (2 Red and 4 Black)
- Numbered Seal Certificate
- Official Ballot Report
- Ballot Report Worksheet (for Ballot Judge)
- Provisional and Early Ballot Report (for Provisional Clerk)
- Accu-Vote Ender Card
- Accu-Vote Closing Instructions
- Accu-Vote Packing Instructions
- TSX Closing Instructions
- Modeming Results on the TSX
- Poll Worker Closing Duty Card copies
- Incident Report
- Challenge List
- Early Ballot request forms

Flip Charts including:

- TSX
- OS Unit Set-up
- OS Trouble Shooter Guide

Inspector Closing Duty Card

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## INSPECTOR DUTIES

The Inspector is the supervisor of the polling place. Duties include:

- Oversee general operation of polling place
- Watch for and resolve/report safety hazards/incidents or ill poll workers or voters
- Contact poll workers to set up a pre-election day meeting
- Contact polling place for a key pick up or instructions for entry
- Contact the County Elections office if any issues arise throughout the day
- Conduct polling place set up
- Administer the Oath on the Poll List page to poll workers
- Enter Early Voter Add-On Names to the Signature Roster AND Precinct Register
- Sign your Pay Voucher
- Set up and oversee the use of the Scanner unit
- Set up and oversee the use of the Touch Screen voting device
- Organize curb-side voting
- Receive dropped off Early Ballots and curb-side voted ballots
- Assign duties to Poll Workers
- Rotate workers and reassign duties when needed
- Coordinate with Judges to determine the outcome of Challenges
- Oversee special voting procedures
- Assign a Judge to perform Inspector duties during breaks
- Conduct and oversee closing procedures
- Begin closing the polls at 7:00 p.m. ONLY if voting is completed and all electors have left the polling place
- Transmit returns from the Scanner and the Touch Screen and prepare units for delivery to central receiving location. If unable to transmit returns from your polling place, instruct the Marshall to deliver the Scanner and the Touch Screen tablet to the Central Receiving Location as soon as possible so returns can be tabulated. (Certain locations, such as Canyon Day, Carrizo, and Young have transportation crew pick-up of these items.)
- Complete all required paperwork
- Seal envelopes and bags as required
- Prepare items to be returned to Central Receiving Location
- Ensure supplies are packed and ready for pick-up
- Ensure polling place is left clean and orderly and that all trash is bagged
- Take home personal and food items
- Complete Inspector Closing Duty Card activities

# **Poll Worker Training Manual**

## **Identification at the Polls**

## Proof of Identification History

On November 2, 2004, the voters of Arizona passed into law Proposition 200 which requires that persons registering to vote provide proof of citizenship and requires electors who vote at the polls to present identification bearing their name and address. The Proof of Citizenship and Identity at the Polls procedures for the State of Arizona and for Gila County have been pre-cleared by the U.S. Department of Justice.

***NOTE: How many times does a voter have to produce ID at the polls?***

***Only once at the ID Clerk station.***

### Examples of Improper or Insufficient Identification

- Social Security Card - No Address
- Birth Certificate – No Address
- Credit Card - No Address
- Medicare Card - No Address
- Debit or ATM Card – No Address
- County employee ID Card – No Address
- Medical or Prescription Insurance Card – If No Address
- Utility Bill or Bank Statement more than 90 days old - Expired
- Identification that has expired - Expired
- Club membership card – Not Issued by Acceptable Agency
- Blank check – Address may not reflect that of the elector. Checks are not necessarily printed by a bank or credit union.
- No identification at all

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## ACCEPTABLE FORMS OF IDENTIFICATION AT THE POLLS

A.R.S. § 16-579(A) (Revised July, 2009)

The elector shall announce his or her name and place of residence to the poll worker and present one form of identification from List #1, OR two different forms of identification from List #2, OR one form of identification from List #1 and one form of identification from List #2 as specified in List #3.

### LIST #1 Acceptable photo identification with name and address of the elector - ONE REQUIRED

- Valid Arizona driver license
- Valid Arizona non-operating identification license
- Tribal enrollment card or other form of tribal identification
- U.S. Federal, State or Local Government issued identification

- OR -

### LIST #2 Acceptable non-photo identification without a photograph that bears the name and address of the elector - TWO REQUIRED

- Utility bill of the elector that is dated within ninety days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television
- Bank or credit union statement that is dated within ninety days of the election
- Valid Arizona vehicle registration or vehicle insurance card
- Indian census card, Tribal enrollment card or other form of tribal identification
- Property tax statement
- Recorder's certificate or Voter Registration card
- U.S. Federal, State or Local Government issued identification
- Any "Official Election Material" mailing bearing the voter's name and address.

- OR -

### LIST #3 Acceptable forms of identification: One identification with name and photo of the elector accompanied by one non-photo identification with name and address. - TWO REQUIRED

- Any Valid photo identification from List #1 in which the address does not reasonably match the precinct register **accompanied by a non-photo identification from List #2** in which the address does reasonably match the precinct register.
- U.S. Passport without address and one item from List #2
- U.S. Military identification without address and one item from List #2

**NOTE: An elector who does not provide sufficient identification shall not be issued a regular ballot, but shall be issued a conditional provisional ballot and will have five (5) days after a Federal General election and three (3) days after any other election to provide sufficient identification to the County Recorder in order for their conditional provisional ballot to be verified.**

## **Exception to the ID Requirements For Native American Electors**

Per the Arizona Secretary of State Election Procedures Manual

### **Identification Requirement for Native American Electors**

An elector who identifies himself or herself as a member of a Federally recognized Native American tribe and who does not provide one form of identification that bears the name, address, and photograph of the elector or two different forms of identification that bear the name and address of the elector, shall be issued a “Provisional Ballot” upon presenting one form of tribal identification that bears the name of the elector.

Acceptable forms of tribal identification include (but are not limited to):

- Tribal identification or enrollment card issued under the authority of a federally recognized Indian tribe, nation, community, or band (“tribe”), a tribal subdivision or the Bureau of Indian Affairs
- A voter registration card for tribal elections issued under the authority of a tribe;
- A home site assignment lease, permit or allotment issued under the authority of a tribe, tribal subdivision, or by the Bureau of Indian Affairs;
- A grazing permit or allotment issued to a tribal member under the authority of a tribe, tribal subdivision, or by the Bureau of Indian Affairs.

The elector who does not provide one form of identification that bears the name, address, and photograph of the elector or two different forms of identification that bear the name and address of the elector or does not present one form of tribal identification that bears the name of the elector shall be issued a conditional provisional ballot that will be processed under the section of this procedure entitled “Conditional Provisional Ballot for No Identification.”

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## County Recorder's Certificate of Registration

***If the elector's name IS listed in the Signature Roster, the elector may use the Recorder's Certificate as one form of non photo ID.***

### CERTIFICATE EXAMPLE

I, Sadie Tomerlin Dalton, Gila County Recorder, do hereby attest and certify that John Doe is currently registered to vote in Gila County with the date of most recent registration to be 3/31/2009. The registrant has provided birth year of 1947, residential address of 2468 N. Evergreen Street, Payson AZ 85541, mailing address of PO Box 123, Payson AZ 85547, political party of Republican. Assigned precinct is Payson #1 and assigned ballot code is B. Witness my hand and seal this 29<sup>th</sup> day of August, 2010.

Sadie Tomerlin Dalton  
Gila County Recorder

**If the elector's name is NOT listed in the Signature Roster and the elector presents a Recorder's Certificate:**

- Verify that the elector is in the correct polling place.
- Treat the Recorder's Certificate in the same manner as if the information of the Certificate appeared in the Signature Roster.
- Compare the elector's ID to the Certificate and verify according to the Acceptable Forms of Identifications at the polls.
- Enter the elector's name into the Signature Roster.

# **Poll Worker Training Manual**

## **Regular Voters**

## Who is Eligible to Vote?

A.R.S. §16-120 & 121

An elector is eligible to vote if:

1. The elector is a qualified elector. A qualified elector is a person who is registered to vote and will be 18 years of age on or before the date of the election.
2. The elector is registered at a residence within the boundaries of the election district;
3. The elector is registered prior to midnight of the twenty-ninth (29) day before the date of the election. The 29<sup>th</sup> day falls on the 5<sup>th</sup> Monday before the election.

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## Regular Voter Procedure

Most electors who come to the polls are “regular voters”. Their names appear on the signature roster, the address on the signature roster is correct, and they have appropriate identification. Following are the steps for the “Regular Voter”:

1. ID Clerk verifies identification and fills out the Voter Slip
2. Signature Judge locates elector’s name in the Signature Roster
3. Elector signs the Roster
4. Poll List Clerk writes elector’s register number, name, party and ballot into the poll list
5. Ballot Judge issues the correct ballot and gives any instructions needed
6. Elector is directed to the voting booth
7. Elector votes and then goes to scanner area
8. Inspector instructs elector how to insert their ballot into the scanner
9. Inspector gives the Elector the “I Voted” sticker

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# How to Complete the Voter Slip

**VOTER SLIP**

Register Number/V-Number   1  

Name   Robert Aaron  

Party   Dem  

Ballot Choice (Primary) \_\_\_\_\_

Ballot Code (General) \_\_\_\_\_

(Check All That Apply)

PROVISIONAL

CONDITIONAL PROVISIONAL

No Identification

Early Ballot Voter

ID Doesn't Match the Roster

Name is Not On the Roster

New Resident

Name Change

Challenge

**VOTER SLIP**

Register Number/V-Number   V2  

Name   Elizabeth Andrade  

Party   Ind  

Ballot Choice (Primary) \_\_\_\_\_

Ballot Code (General) \_\_\_\_\_

(Check All That Apply)

PROVISIONAL

CONDITIONAL PROVISIONAL

No Identification

Early Ballot Voter

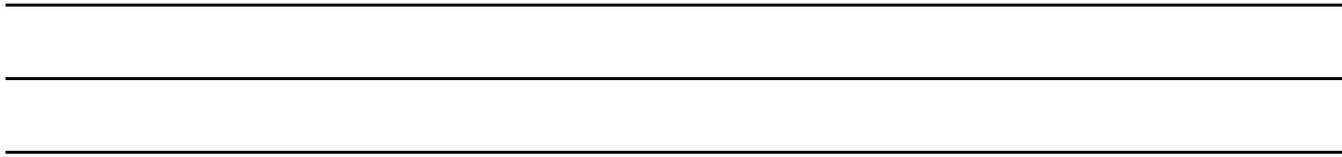
ID Doesn't Match the Roster

Name is Not On the Roster

New Resident

Name Change

Challenge



BOOK < Number >

State of Arizona)  
                                  ) ss  
County Of Gila )

ACTIVE SIGNATURE ROSTER

Number of Names: <Number>  
FOR POLLING PLACE: <Voting Area

GILA County, Arizona  
<Precinct/District Name>  
<Date of Election>

I, SADIE TOMERLIN DALTON, County Recorder in and for GILA County, Arizona as provided by A.R.S. §16-169, hereby certify that this Signature Roster prepared for the above Voting Area, GILA County, Arizona containing the above listed number of names is complete and correct.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal of GILA County Arizona this \_\_\_\_ day of \_\_\_\_\_. 20xx.

\_\_\_\_\_  
SADIE TOMERLIN DALTON  
GILA County Recorder

And we hereby certify that each individual, whose signature is contained herein, presented identification pursuant to A.R.S. §16-579(A). Those individuals that did not provide identification pursuant to A.R.S. §16-579(A) were instructed to vote a provisional ballot and provided information on the times and locations for providing the required identification.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSPECTOR'S CERTIFICATE**  
I, the undersigned Inspector of the Board of Elections for this Voting Area, GILA County, Arizona, hereby certify that the foregoing (except for signatures in red ink) are true and correct signatures of all electors who voted in this Voting Area on the day of the election.  
  
\_\_\_\_\_  
Inspector

INSTRUCTIONS TO BOARD OF ELECTIONS

The above certificate must be signed by the Inspector. Each qualified elector shall sign the Signature Roster in the space provided prior to receiving a ballot. The Inspector or a Judge may sign (using red ink) for an elector who is unable to sign because of physical disability.

# Sample

## Signature Roster Page GILA COUNTY, ARIZONA

Election Name and Date  
Precincts Numbers

Printed (Date)  
Page # of ##

Line No.	Name & Address Precinct & Style	Mailing Address	Reg Dt Birth Yr Party	Signature	Party Ballot Voted	Voter ID
1	AARON, ROBERT 1014 N WHEATFIELDS RD GLOBE, AZ 85501 PREC #: 100.J BAL STYLE: 100.J- DEM	PO BOX 1244 GLOBE, AZ 85502	03/21/2008 1947 DEM			0400012345
2	ABERNATHY, SHANNA LOUISE 702 E. GLOBE ST GLOBE, AZ 85501 PREC #: 100.L BAL STYLE: 100.L-DEM		01/03/1990 1997 DEM	**EARLY BALLOT**		0400024680
3	AGUILLAR, DORIS MARY 462 N CUPRITE ST GLOBE, AZ 85501 PREC #: 100.L BAL STYLE: 100.L-REP		04/17/1989 1965 REP			0400012109
4	ANDERSON, GEORGE VAUGHN 462 N CUPRITE ST GLOBE, AZ 85501 PREC #: 100.L BAL STYLE: 100.L-GRN		06/22/1985 1963 GRN			0400031678
5	ANDERSON, GEORGE VAUGHN SR 566 N CUPRITE ST GLOBE, AZ 85501 PREC #: 100.L BAL STYLE: 100.L-_____		11/13/1954 1932 PND			0400019965
6	ANDRADE, ELIZABETH 1001 N WHEATFIELDS RD GLOBE, AZ 85501 PREC #: 100.J BAL STYLE: 100.J-_____	PO BOX 704 GLOBE, AZ 85502	12/05/2000 1971 IND			0400015013

Book 1

AARON – AYSENE

**POLL LIST OF THE  
PRIMARY ELECTION**

HELD IN THE PRECINCT OF \_\_\_\_\_  
IN THE COUNTY OF GILA  
ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

A.R.S. •16-534. OATH OF MEMBERS - "Before opening the polls, each member of the board and each clerk shall take an oath to faithfully perform the duties imposed upon him by law. Any elector to the precinct may administer and certify the oath"

**OATH OF OFFICERS OF ELECTION**

STATE OF ARIZONA     )  
                                  ): ss.  
COUNTY OF GILA     )

We and each of us do solemnly swear that we, and each of us, will support the Constitution of the United States and the Laws of the State of Arizona; that we will true faith and allegiance, bear to the same and defend them against all enemies whatsoever, and that we will faithfully and impartially discharge the duties imposed on and assigned us by law.

_____	_____	_____
Inspector	Judge	Judge
_____	_____	_____
Marshal	Clerk	Clerk
_____	_____	_____
Clerk		

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
Inspector Signature

**POLL LIST AFFIRMATION**

The officers of the election were respectively sworn or affirmed, as the law directs, previous to their entering on the duties of their respective offices and the following is the number and name of electors voting:

We hereby certify that the number of electors voting at this election was

_____	_____	_____
Inspector	Judge	Judge
_____	_____	_____
Marshal	Clerk	Clerk
_____	_____	_____
Clerk		



Voting Order No./Consecutive No. From Register, Name of Elector, Ballot Card Group No. and Party

Voting Order No. Consecutive No. From Register	Name of Elector (As Printed in Register)	Group No. of Ballot Card Issued to Voter	Party	Voting Order No. Consecutive No. From Register	Name of Elector (As Printed in Register)	Group No. of Ballot Card Issued to Voter	Party
01				26			
" 02				" 27			
" 03				" 28			
" 04				" 29			
" 05				" 30			
" 06				" 31			
" 07				" 32			
" 08				" 33			
" 09				" 34			
" 10				" 35			
" 11				" 36			
" 12				" 37			
" 13				" 38			
" 14				" 39			
" 15				" 40			
" 16				" 41			
" 17				" 42			
" 18				" 43			
" 19				" 44			
" 20				" 45			
" 21				" 46			
" 22				" 47			
" 23				" 48			
" 24				" 49			
" 25				" 50			

## Poll List Pages Disbursement Guide

The Poll List is a four-part form with white, pink, blue, and yellow pages.

### Throughout the day:

BLUE AND PINK PAGES: After each page is full, remove and give to Party Representative if requested.

### At Closing:

WHITE PAGES: Remove pages that contain names.  
Unused white pages remain in the binder.

YELLOW PAGES: Remain in the binder.

BLUE AND PINK PAGES: Uncollected pages remain in the binder.

# **Poll Worker Training Manual**

## **Provisional / Conditional Voting**

## What is Provisional Voting?

Provisional voting is the process of providing a ballot to an elector whose eligibility to cast the ballot must be verified. The County Recorder is the verifying authority.

## What are the Reasons for Provisional Voting?

1. Elector's name does not appear in the Signature Roster.
2. Elector was issued an Early Ballot, but they wish to vote a polling place ballot.
3. Elector has the required identification but it does not match the information in the Signature Roster. The voter can change their name or address on the ballot affidavit.
4. Elector has moved to a new address within the precinct and has not updated their voter registration. This elector was registered within the precinct before moving to the new address.
5. Elector has moved to a new address within the county and has not updated their voter registration. This elector was registered in Gila County before moving to the new precinct.
6. Elector has legally changed their name and has not updated their voter registration.
7. Elector has been challenged and the challenge has been determined valid.

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# PROVISIONAL AFFIDAVIT

PROVISIONAL DECLARACIÓN JURADA

AFF # 2954

▶ ▶ **POLL WORKER** ◀ ◀  
▶ ▶ **SEPARATE THIS NUMBERED RECEIPT AND GIVE TO VOTER** ◀ ◀

## ATTENTION VOTER

To find out the status of your provisional ballot, call the Gila County Recorder at (928) 402-8734 OR 800-291-4452 or go on-line [www.gilacountyaz.gov/recorder/viewballots.html](http://www.gilacountyaz.gov/recorder/viewballots.html). You will need the preprinted AFF# number on this form. Information will be available 10 business days following a Federal election and 5 business days following any other election. If you feel your rights have been violated, you may contact the Secretary of State office at 1-877-THE VOTE (1-877-843-8683).

## ATENCIÓN VOTANTE

Para saber el estado de su boleta provisional, llame al Registrador del Condado de Gila (County Recorder) al 928-402-8734 ó 800-291-4452 ó [www.gilacountyaz.gov/recorder/viewballots.html](http://www.gilacountyaz.gov/recorder/viewballots.html). Usted necesitará el número de AFF# impreso en este formulario. La información estará disponible dentro de 10 días hábiles siguientes a una elección federal y después de cinco días hábiles siguientes a cualquier otra elección. Si usted cree que sus derechos han sido violados, puede comunicarse con la oficina del Secretario del Estado al 1-877-THE VOTE (1-877-843-8683).

<p><b>REASON FOR VOTING A PROVISIONAL BALLOT (This voter has proper identification)</b></p> <p><input type="checkbox"/> NAME NOT ON SIGNATURE ROSTER</p> <p><input type="checkbox"/> MARKED AS "EARLY BALLOT" ON ROSTER</p> <p><input type="checkbox"/> MOVED WITHIN COUNTY OR PRECINCT - Call County Recorder for Precinct location (Update new information below)</p> <p><input type="checkbox"/> NAME CHANGED (Update new information below)</p> <p><input type="checkbox"/> ADDRESS HAS CHANGED - Includes 911 rural address changes (Update new information below)</p> <p><input type="checkbox"/> NEW RESIDENT - Call County Recorder for Precinct location (Update new information below)</p> <p><input type="checkbox"/> CHALLENGE</p>				
<p>Is this a Touch Screen Ballot? <input type="checkbox"/> No <input type="checkbox"/> Yes      If Yes, what is TSX Identifier Number: _____</p>				
<p><b>Precinct/ District No.</b></p>		<p><b>Party Ballot/ Ballot Code</b></p>	<p><b>Register or "V" Number</b></p>	
<p><b>Date of Birth Fecha de Nacimiento</b></p>		<p><b>Telephone Teléfono</b></p>	<p><b>Party Partido</b></p>	
<p><b>Last Name (Please Print) Apellido</b></p>		<p><b>First Name Nombre de pila</b></p>	<p><b>Middle Name Segundo nombre</b></p>	<p><b>Jr./Sr./III</b></p>
<p><b>Residence Address / Dirección Actual de Residencia</b></p>		<p><b>City / Ciudad</b></p>	<p><b>Zip/ Zona Postal</b></p>	
<p><b>Mailing Address / Dirección Postal Actual</b></p>		<p><b>City / Ciudad</b></p>	<p><b>Zip/ Zona Postal</b></p>	
<p><b>Former Residence Address / Previa Dirección</b></p>		<p><b>City / Ciudad</b></p>	<p><b>Zip/ Zona Postal</b></p>	
<p><b>Former Name / Nombre anterior</b></p>				
<p><b>AZ Drivers License or AZ NON-Operating License No. Number de licencia de conducir o de licencia no operante de az</b></p>		<p><b>Last Four Digits of Social Security Number Ultimos cuatro digitos de numero de seguro social</b></p>		
<p>I swear or affirm under penalty of perjury that the above information is correct, that I reside in the precinct, that I am eligible to vote in this election and that I have not previously voted in this election. / Juro o afirmo bajo pena de perjurio que la información antedicha está correcta, que resido en el precinto, que soy elegible a votar en esta elección y que no he votado previamente en esta elección.</p>				
<p><b>Voter Signature / Firma del Votante</b></p> <p><b>X</b> _____ <b>Date / Fecha</b> _____</p>				
<p><b>Election Official Signature</b> X _____</p>				
<p><b>FOR RECORDER'S OFFICE USE ONLY</b>    Precinct: _____</p> <p style="text-align: right;">Voter ID: _____</p>				
<p><input type="checkbox"/> VERIFIED FOR COUNT</p> <p><input type="checkbox"/> NOT VERIFIED    Reason: _____    Initials: _____    Date: _____</p>				

**INSERT VOTED BALLOT IN THIS ENVELOPE – REMOVE ADHESIVE STRIP AND SEAL**

**DO NOT SEPARATE THIS PAGE FROM THE ENVELOPE**

## What is Conditional Provisional Voting?

A voter who has **no valid photo ID** or a voter who has **only one form of non-photo ID** must complete a **Conditional Provisional Affidavit**.

**Conditional Provisional Voting is all about providing identification.** The voter is allowed to vote a provisional ballot on the “condition” valid identification is provided within a certain timeframe.

The elector **must** provide valid identification after voting a Conditional Provisional ballot that will enable the County Recorder to verify the elector’s eligibility to vote in the election.

The poll worker shall notify the elector that he or she must provide identification as required by **A.R.S. §16-579(A)** to the County Recorder or to an official deemed acceptable by the County Recorder. The poll worker shall provide the elector with instructions on how, when, and where the elector can provide proof of identification. The proof of identification must be received by the County Recorder’s office by 5:00 p.m. on the fifth (5<sup>th</sup>) business day after a general election that includes an election for a federal office or 5:00 p.m. on the third (3<sup>rd</sup>) business day after any other election for the conditional provisional ballot to be processed and counted.

Alternatively, an Elector who has voted a Conditional Ballot may return to the polling place on Election Day with proper identification. A **Proof of Identification Affidavit** will then be issued at the polling place if the Elector’s identification is sufficient. The Elector who returns to the polls, complies with the ID requirement, and signs the Proof of Identification Affidavit is not required to provide identification to the County Recorder.

The polling place Inspector is deputized by the County Recorder to accept the Affidavits.

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# CONDITIONAL PROVISIONAL AFFIDAVIT

## CONDICIONAL PROVISIONAL DECLARACIÓN JURADA

AFF # 5330

▶▶ **POLL WORKER** ◀◀  
▶▶ **SEPARATE THIS NUMBERED RECEIPT AND GIVE TO VOTER** ◀◀

### ATTENTION VOTER

To find out the status of your provisional ballot, call the Gila County Recorder at (928) 402-8734 OR 800-291-4452 or go on-line [www.gilacountyaz.gov/recorder/viewballots.html](http://www.gilacountyaz.gov/recorder/viewballots.html). You will need the preprinted AFF# number on this form. Information will be available 10 business days following a Federal election and 5 business days following any other election. If you feel your rights have been violated, you may contact the Secretary of State office at 1-877-THE VOTE (1-877-843-8683).

### STATE OF ARIZONA IDENTIFICATION AT THE POLLS

A.R.S. § 16-579(A) (Revised July, 2009)

Acceptable forms of valid ID are listed below. Identification is "valid" unless it has expired

*A Voter has 5 days after a Federal election or 3 days after any other election to present sufficient ID to the County Recorder. You may provide your proof of identification at the following locations: Globe, 1400 East Ash Street; Payson, 201 W. Frontier. Hours: Monday through Friday 8:00 am to 5:00 pm.*

**LIST #1 Acceptable forms of ID with voter's photograph, name and address. The address must reasonably match the precinct register (1 required):**

- Valid Arizona driver license
- Valid Arizona non-operating identification license
- Tribal enrollment card or other form of tribal identification

**LIST #2 Acceptable forms of ID (no photo) with voter's name and address. The address must reasonably match the precinct register (2 required):**

- Utility bill of the elector dated within 90 days of the date of the election (may be 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
- Recorder's certificate
- Valid United States federal, state, or local government issued identification, including a vote registration card issued by the county recorder
- Any mailing to the elector marked "Official Election Material"

**LIST #3 Acceptable forms of ID, one with photo, one without (2 required):**

- Any valid photo identification from List 1 in which the address does not match the precinct register accompanied by one valid item from List 2
- U.S. Passport without address and one valid item from List 2
- U.S. Military identification without address and one valid item from List 2

Spanish translation appears on the reverse side of this receipt.  
Traducción al español aparece al reverse de este recibo.



## How are Provisional/Conditional Ballots Processed by the County Recorder?

- On election night all Provisional/Conditional Ballots are delivered to the County Recorder for verification.
- The verification is based on the elector's voter registration information on file and the information contained on the provisional/conditional envelope.
- Upon verification, the County Recorder indicates on the envelope whether or not the elector was eligible to cast a ballot in the election.
- After the verification process is completed by the County Recorder, all Provisional/Conditional Ballots are delivered to the County Elections Officer.
- All ballot envelopes that are marked **VERIFIED FOR COUNT** are opened and the ballots are tabulated.
- All ballot envelopes that are marked **NOT VERIFIED** are never opened and the ballots are not tabulated.
- The County Recorder will use the information contained on **VERIFIED FOR COUNT** ballot envelope to update the elector's voter registration file when possible.
- The County Recorder will notify each elector whether or not their ballot was counted with an explanation of the decision.

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## Electors Name Does Not Appear on the Precinct Register or Signature Roster

An Elector whose name does not appear on the Precinct Register or Signature Roster **MUST** vote a Provisional/Conditional Ballot.:

1. A V-Number is assigned by the ID Clerk to electors who are not listed in the Precinct Register, once it has been determined that they live in the precinct. Be sure to check both the Signature Roster and the Precinct Register, especially the Early Add On Pages, before issuing a "V-number".
2. V-Numbers are assigned consecutively beginning with V-1, V-2, V-3, and so on.
3. The assigned V-Number is now the elector's Register/Line Number for this election.
4. Enter the elector's information on the "Provisional Voters" page at the back of the Precinct Register and assign a V-Number. The voter does not need to sign the Signature Roster since he/she will sign the Provisional Ballot Affidavit.

### \*\*PROVISIONAL VOTERS\*\*

Names are added to this list ONLY if the voter is NOT listed on the Precinct Register or  
Signature Roster

Line No.	Name & Address Residence Address	Ballot Style	Mailing Address	Birth Year Party Reg
V-1	<i>George Allen 126 Creekside Rd Globe, AZ 85501</i>	<i>125A</i>	<i>PO Box 107 Globe, AZ 85502</i>	<i>1937 LIB</i>
V-2				
V-3				
V-4				

## Name Change

A.R.S. § 16-137

A name change requires a Provisional Ballot. If their residence has also changed, determine if the new address is within the precinct before proceeding.

1. If the elector's identification is the proper form, reflects the name change, and their residence is located in the precinct, mark the Voter Slip **Provisional - Name Change**. Provisional Clerk will check Provisional Ballot on the Provisional/Conditional Ballot Affidavit
2. If the elector's identification is not in the proper form or they provide no identification and their residence is located in the precinct, then mark the voter slip **Provisional - No Identification - Name Change**. Provisional Clerk will check Conditional Ballot on the Provisional/Conditional Ballot Affidavit
3. If you are unsure whether the residence is within the precinct, call the County Recorder for assistance.
4. If the elector's new address is in a different precinct refer them to their new precinct polling place.

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## **Elector Has Moved to a New Address Within Their Precinct**

If an elector was registered to vote in their Precinct and they have moved to a new address within their Precinct, they are required to vote a Provisional Ballot:

1. If the elector is registered in the precinct, their name will be listed in the Signature Roster.
2. Determine if the new address is within the precinct.
3. If you need help to determine if the new address is within the precinct, call the County Recorder for assistance.
4. If the new address is within the precinct follow the identification requirements.
5. Mark the Voter slip either **Provisional or Conditional Provisional – New Resident**.
6. The Provisional Clerk will check the appropriate box on the Provisional/Conditional Ballot Affidavit.
7. If the new address is not within the precinct direct the elector to the correct precinct polling place.

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## **Elector Has Moved to a New Precinct Within The County**

If an elector was registered to vote in Gila County and they have moved to a new Precinct within the County, they are required to vote a Provisional Ballot:

- 1. The elector’s name may not appear in the Signature Roster.
- 2. If you need help to determine if the new address is within the Precinct, call the County Recorder for assistance.
- 3. If the new address is within the Precinct, follow the ID requirements.
- 4. Mark the Voter slip either **Provisional or Conditional Provisional – New Resident**.
- 5. The Provisional Clerk will check the appropriate box on the Provisional/Conditional Ballot Affidavit
- 6. If the new address is not within the Precinct direct the elector to the correct precinct polling place.

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## Proof of Identification Affidavit

If a voter returns to the polling place on election day and provides appropriate identification, complete the Proof of Identification Affidavit form. The Conditional voter who provides identification by this procedure is not required to provide identification to the County Recorder after the election. Usually the Proof of Identification information is presented to the Provisional Clerk.

**BEFORE** the Proof of Identification Affidavit is completed:

1. Identification must be the proper form
2. Identification information must reasonably match the Signature Roster

When the identification requirements are met:

1. Complete the Proof of Identification Affidavit
2. Have the Voter and the Inspector sign the Affidavit
3. Give the Yellow copy to the voter
4. Place the White Affidavit in the side compartment of the ballot box

If a voter provides identification by this procedure, they are **NOT** required to provide ID to the County Recorder.

<b>Gila County, Arizona / Condado de Gila, Arizona</b>		
<b>PROOF OF IDENTIFICATION AFFIDAVIT / PRUEBA DE IDENTIFICACIÓN</b>		
<b>USE THIS FORM IF A VOTER RETURNS TO THE POLLING PLACE WITH PROPER IDENTIFICATION</b>		
Printed Name of Voter / Nombre del Votante in Letra Imprenta		
_____		
FIRST NAME/PRIME NOMBRE	MIDDLE NAME/SEGUNDA NOMBRE	LAST NAME/APELLIDO NOMBRE
_____		
CURRENT RESIDENCE ADDRESS / DIRECCIÓN ACTUAL DE RESIDENCIA		
_____		
CITY / CIUDAD	ZIP / ZONA	TELEPHONE / TELEFONO
_____	_____	_____
VOTER'S SIGNATURE / FIRMA DEL VOTANTE	ELECTION OFFICIAL'S SIGNATURE/FIRMA OFICIAL DE ELECCIONES	
_____	_____	
Board Worker Use Only		
#1 _____	#2 _____	
Type of Proper Identification Provided	Type of Proper Identification Provided	
<b>DEPOSIT THIS INTO THE SIDE COMPARTMENT OF THE BALLOT BOX</b>		

# **Poll Worker Training Manual**

## **Additional Voter Scenarios**

## Early Ballots Dropped Off or Voted at the Polls

If an elector brings a completed Early Ballot to the polls, the Marshal will direct the person delivering the early ballot to the Inspector.

**Note: Remind the elector to sign the Affidavit on their Early Ballot Envelope**

The Inspector will:

- Accept ballots that are sealed inside the **SIGNED** Early Ballot envelope.
- Deposit the Early Ballot into the **SIDE SLOT** of the Ballot Box.

If a voter brings their Early Ballot with them to the polls and wants to vote that ballot at the polls, they can do so. Simply direct them to an available voting booth, accept the Early Ballot and deposit into the **SIDE SLOT** of the Ballot Box.

An elector voting an Early Ballot **DOES NOT** need to:

- Show identification
- Sign the signature roster
- Be entered into the poll list
- Be registered in the precinct

**Note: Early Ballots are to be put in the SIDE SLOT. They ARE NOT scanned. Why not? Because the Early Ballot was not issued at the polling place. Their ballot was provided by mail from the County Recorder.**

## Surrender of an Early Ballot

An elector who resides in the precinct may surrender their Early Ballot and vote a polling place ballot. In this case, the voter must provide Proof of Identification and will be required to vote a Provisional/Conditional Ballot. Surrendered ballots must be marked “surrendered” and placed inside the Official Returns Envelope at closing.

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## Voting Accessibility For the Elderly and Disabled

The Americans With Disabilities Act of 1990:

“No qualified individual with a disability shall, by reason of their disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subject to discrimination by a public entity.”

### Assistance to Voters

Any voter may be assisted at the voting booth. A disabled voter, physically unable to vote their ballot or unable to visually distinguish the candidates, questions or voting positions, may request assistance by someone of their own choosing or from members of the election board **with one exception...**a person who is a candidate for an office in that election, except for precinct committeeman, is NOT eligible to assist any voter. (A.R.S. 16-580G)

If election officials are requested to assist:

1. Two officials will accompany the elector to the booth, each from a different party affiliation.
2. One will read the name and office of the candidates and ballot measures.
3. One will accurately mark the ballot indicating the voter's choices.
4. Neither of the officials will attempt, in any way, to influence the voter's choice.
5. For voters who need to sit down in order to vote, a chair is provided at an accessible booth.

### Election Officer Disclosing an Elector's Vote

A.R.S. 16-1007

Unless lawfully assisting a voter, an election officer shall not:

- Attempt to find out for whom the elector has voted.
  - Open, permit to be opened, or examine a voted ballot.
  - Mark a ballot with the intent to ascertain for whom any elector has voted.
  - Without consent of the elector, disclose the name of any person to have been voted for by the elector.
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## **Curb-side Voting**

The Marshal will notify the Inspector that curbside voting is requested. Some precincts will be furnished with bell calls for curbside voters. When the bell is rung or when the voter comes to the attention of an election board member the Inspector will organize the curbside voting:

### **ID Clerk**

- Elector voting at curbside is subject to the identification requirement.
- ID Clerk will determine the appropriate voting procedure based on the identification provided and complete a voter slip.

### **Signature Roster Clerk**

- Complete a Disabled Voter Affidavit.
- In RED ink write 'Disabled Voter' into the elector's signature block.

### **Poll List Clerk**

- Using the information on the voter slip, enter the elector's register number, name, party and ballot choice, as applicable.

### **Ballot Judge**

- Issue the correct ballot.
- Retain the voter slip.

### **Two Election Officials (poll workers) will take to the curb:**

- Ballot, secrecy folder, Disabled Voter Affidavit, clipboard, black marking pen, I Voted Sticker, and a Provisional / Conditional Provisional envelope ( if applicable).
- Elector signs the Disabled Voter Affidavit and the Provisional or Conditional Provisional envelope, if used.
- Elector votes the ballot and places into the secrecy sleeve.
- If Provisional/Conditional, the voted ballot is sealed inside envelope.
- Voted ballot is delivered to the Inspector.

### **Affidavit**

- Fold and place the completed Disabled Voter Affidavit inside the front cover of the Signature Roster.

### **Ballot**

- Inspector places the ballot into the scanner or, if a Provisional/Conditional ballot, into the side compartment of the ballot box.

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# Signature Roster Page

GILA COUNTY, ARIZONA

Election: (Year, Type, and Date)  
Precincts: (Numbers)

Printed: (Date)  
Page of

Line No.	Name & Address Mailing Address Precinct & Style	Reg Dt Birth Yr Party	Signature	Party Ballot Voted	Voter ID
216	HILL, ROBERT 1014 N DESERT DR GLOBE, AZ 85501 PREC #: 100.J BAL STYLE: 100.J-DEM	PO BOX 1244 GLOBE, AZ 85502 03/21/2008 1947 DEM			0400012345
217	HILLMAN, SHANNA L. 102 E. GLOBE ST GLOBE, AZ 85501 PREC #: 100.L BAL STYLE: 100.L-DEM	01/03/1990 1997 DEM	<i>Disabled Voter</i>		0400024680
218	HILTZ, DORIS M 462 N CUPRITE ST GLOBE, AZ 85501 PREC #: 100.L BAL STYLE: 100.L-REP	04/17/1989 1965 REP			0400012109

**DISABLED VOTER AFFIDAVIT**

Date

Precinct

217  
Register Number

Hillman, Shanna L.  
Name of Qualified Elector

102 E. Globe Street Globe, AZ 85501  
Residence Address

01/03/1990  
Registration Date

0400024680  
Voter ID

X Shanna L. Hillman  
Signature of Qualified Elector

Monica Oceanica  
Signature of Election Official  
(Witness to elector signing affidavit)

James H. Cody  
Signature of Election Official  
(Witness to elector signing affidavit)

## Spoiled Ballot

1. If an elector spoils a ballot, the elector shall return the ballot and receive another ballot. This process may be repeated until the elector has received three ballots, but no more.
2. Upon request for a second ballot, the first ballot must be surrendered to the Ballot Judge.
3. The word "SPOILED" shall be written on the first ballot in ink, by the elector or the Inspector or the Ballot Judge.
4. The Inspector or Ballot Judge marks thru the code at the bottom of the ballot.
5. The spoiled ballot is placed inside the SPOILED BALLOT envelope.
6. A second ballot is issued.
7. The voter DOES NOT sign the signature roster again.
8. The voter's name IS NOT entered into the poll list again.
9. If the second ballot is spoiled follow the same procedure.
10. Explain to the voter that the third ballot is the last ballot that can be issued.
11. If the voter spoils the third ballot, DO NOT issue a fourth ballot.

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## The Use of a Power of Attorney is Prohibited

A.R.S. §16-102

A power of attorney or other form of proxy is not valid for use by a person in any procedure or transaction concerning election, including voter registration, petition circulation or signature, voter registration, cancellation, early ballot requests or voting another person's ballot.

### Elector's Mark

**An elector who is unable to sign their name, but is able to make their mark.....**

- Marks an "X" in their signature block (using BLACK ink)
- Two election officials (of opposite political parties in a partisan election) sign their name as witnesses in the same signature block (using BLACK ink). Example below:

### Inspector or Judge May Sign on Behalf of an Elector

**An elector who is UNABLE to make their mark.....**

- The Inspector or a Judge may sign the Signature Roster (using RED ink) for an elector who is unable to sign because of a physical disability. Example below.

### SIGNATURE ROSTER PAGE

Line No.	Name & Address Precinct & Style	Mailing Address	Reg Dt Birth Yr Party	Signature	Voter ID
1	AARON, ROBERT J 1701 W BONITA ST PAYSON AZ 85541 PREC#: 235.H BAL STYLE : 235.H		09/10/1983 1951 DEM	X <i>Amy Roberts, ID Clerk Jack L. Reed, Inspector</i>	0400034767
2	ABBOT, LINDSEY L 320 PIONEER TRL PAYSON AZ 85541 PREC#: 235.J BAL STYLE : 235.J	PO BOX 611 PAYSON AZ 85547	02/04/1980 1967 REP		0400067231
3	ALLISON, DAWN M 506 SHERWOOD DR PAYSON AZ 85541 PREC#: 235.J BAL STYLE : 235.J		03/31/1995 1970 LIB	<i>Dawn M. Allison By Pat Nash, Inspector</i>	0400028795

## Inactive Voters

A.R.S. § 16-583

- Inactive voters are electors whose mailing address or name has changed since they last registered resulting in the information in their voter registration file being outdated.
- Inactive voters are now included in the Registers and Rosters. They can easily be identified because the print is shaded grey.
- The County Recorder has mailed election material to these electors at least twice and has received both mailings returned as “undeliverable.”
- The County Recorder is obligated by state law to move these electors to the Inactive List after two first class mailings have been returned.

**Note: DO NOT announce the voter is listed as Inactive.  
Voters may not understand the reason and may  
become offended by the term “Inactive”, thinking  
that it has some negative connotation.**

If the elector’s name is shown as “Inactive”:

1. Elector shall orally affirm that they reside at the address listed on the Inactive List.
  2. If the elector does not still live in the precinct, direct them to the correct polling place.
  3. If the elector still lives at the address listed, follow the ID AT THE POLLS procedure.
  4. If the elector has moved within the precinct, have the voter vote a provisional ballot and use a reason of “new address”.
  5. If you are unsure whether or not the elector resides in the precinct call the County Recorder for assistance.
  6. If the elector wishes to call the County Recorder, business cards with the Recorder’s telephone number are available.
  7. Upon voting, the elector’s name will be returned to the Active Status.
- After being on the Inactive List four years and if there has been no activity, the elector’s name will be dropped from the rolls.

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# **Poll Worker Training Manual**

## **Touch Screen Voting**

## Voting on the TSX Touch Screen Regular Ballots

1. The Ballot Judge Creates the Voter Access Card.
2. To create the Voter Access Card:
  - Verify the Precinct number on the back of the Encoder.
  - Turn on the Encoder
  - Insert a Voter Access Card into the Encoder with the arrow pointing toward the Encoder.
  - The display should read Create?
  - Select the ballot type. There may be one or multiple ballot styles depending upon the election year. If there is only one, the Encoder will default to the one style.
3. Select any special choices:
  - Press the \* key once for MCreate? to magnify the ballot
  - Press the \* key twice for VMCreate? To turn on the audio and magnify the ballot
  - Press the \* three times for VHCreate? To turn on the audio and hide the ballot on the screen
4. When machine shows **Create?** If you are satisfied with the card **press YES**
5. The display should change to read **Clear?**
6. **DO NOT press YES** unless you want to recreate the card (See Number 11 below)
7. Remove the Voter Access Card
8. Give the Voter Access Card and instruct the voter to insert the card into the right side of the Touch Screen unit (See page 5)
9. Direct the elector to the Touch Screen TSX voting unit.
10. Instruct the voter to return the Voter Access Card when they have completed voting.
11. If a mistake is made in creating the card, **press YES** to **Clear?** And begin again.

***NOTE: Turn off the Encoder when not in use.  
DO NOT LEAVE A VOTER ACCESS CARD IN THE ENCODER.  
Leaving a Card in the Encoder Will Drain the Battery!***

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## Voting on the TSX Touch Screen Provisional/Conditional Ballots

1. The Provisional Clerk explains to the voter how to complete the Provisional/Conditional Ballot Affidavit
2. The Provisional Clerk checks YES in answer to the question “Is this a Touch Screen Ballot?” The Provisional Clerk enters the TSX Identifier Number and the elector completes the **FORM** and the Provisional Clerk delivers it to the Ballot Judge.

**Note: DO NOT make a Voter Access card without the COMPLETED Provisional/Conditional Affidavit Envelope which INCLUDES the Identifier Number**

3. The Provisional Clerk creates the Voter Access Card.
4. To create the Voter Access Card:
  - Verify the Precinct number on the back of the Encoder.
  - Turn on the Encoder
  - Insert a Voter Access Card into the Encoder with the arrow pointing toward the Encoder.
  - The display should read **Create?**
  - Select the ballot type. There may be one or multiple ballot styles depending upon the election year. If there is only one, the Encoder will default to the one style.
5. Select any special choices:
  - Press the \* key once for **MCreate?** to magnify the ballot?
  - Press the \* key twice for **VMCreate?** To turn on the Audio and magnify the ballot
  - Press the \* three times for **VHCreate?** To turn on the Audio and hide the ballot on the screen
6. Press the # button to create the Provisional or Conditional Provisional ballot.
7. **Voter Code** will display on the screen. Enter one of the assigned five digit TSX code found on the Provisional/Conditional Ballot Affidavit.
8. **Press YES**
9. When machine shows **Create?** If you are satisfied with the card **press YES again**
10. The screen will now display **Clear?**
11. **DO NOT press YES** unless you want to recreate the card (See Step 16 below)
12. Remove the Voter Access Card
13. Give the Voter Access Card and instruct the voter to insert the card into the right side of the Touch Screen unit
14. Direct the elector to the Touch Screen TSX voting unit.

15. Instruct the voter to return the Voter Access Card when they have completed voting.

16. If a mistake is made in creating the card, press **YES** to **Clear?** And begin again.

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## Touch Screen Identifier Numbers Provisional / Conditional Provisional Voting ONLY

- A Touch Screen Identifier Number is assigned **ONLY** to electors voting a Provisional /Conditional Ballot on the Touch Screen.
- The Identifier Number is used to separate these ballots from the regular ballots cast until the elector's eligibility is determined.
- A list of numbers assigned to the precinct is provided with the Encoder supplies.
- The Provisional Clerk will write the Identifier Number on the Provisional or Conditional Provisional Ballot form in the box at the top left after filling in the reason the voter is voting a Provisional or Conditional Provisional Ballot
- The Provisional Clerk will then cross off or check off Identifier Numbers as they are used from the list - for example:

✓ 25090	25096
<del>25091</del>	25097
25092	25098
25093	25099
25094	25100
25095	25101

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# **Poll Worker Training Manual**

## **Closing the Polls**

## **General Closing Information**

Closing is the most important part of the day. Take a deep breath, get a drink of water, and **DON'T GIVE UP NOW!**

Do not begin to disassemble the voting area, tables, or booths or put away supplies until 7:00 p.m. and **ONLY** then if all voting is complete and the voters have left the polling place!

The Inspector may assign duties as necessary to ensure a smooth closing for the precinct.

**PLEASE** set up a closing table where poll workers can deposit paperwork and materials as they are completed!

## Poll List Clerk Closing Duty Card

**NOTE: DO NOT SEAL ANYTHING UNLESS INSPECTOR TELLS YOU TO!**

- \_\_\_\_\_ Count the number of names in the **REGULAR** (Blue) Poll List and enter the number on the bottom of the front cover
- \_\_\_\_\_ Remove white pages containing written names from the **REGULAR** Poll List and secure with a paper clip or binder clip
- \_\_\_\_\_ Count the number of names in the **PROVISIONAL** (Yellow) Poll List & enter the number on the bottom of the front cover
- \_\_\_\_\_ Remove the white pages containing written names from **PROVISIONAL** Poll List and secure with a paper clip or binder clip
- \_\_\_\_\_ Ensure each Poll Worker signs both Poll Lists
- \_\_\_\_\_ Give the **REGULAR** and **PROVISIONAL** poll list white pages to the **Inspector**
- \_\_\_\_\_ Give **REGULAR** and **PROVISIONAL** Poll List Binders to the **Inspector**
- \_\_\_\_\_ Return black pen and the Poll List Clerk Contents List to your **Clear Folio**
- \_\_\_\_\_ Return **Clear Folio to Large Blue Tub**
- \_\_\_\_\_ Gather all extra supplies that may be laying around the polling place:
  - Place office supplies in **Black Supply Case**
  - Place black supply case in **Grey Tub**
  - Place hand sanitizer, masks and gloves in Zip Lock bags and then in **Grey Tub**
- \_\_\_\_\_ Give completed Comment Memo to **Inspector** if you filled one out
- \_\_\_\_\_ Reminder: Sign Poll Lists, Ballot Report and Signature Roster
- \_\_\_\_\_ **PLEASE!** Assist others wherever possible or whenever asked by your Inspector and do not leave until Inspector tells you is it OK
- \_\_\_\_\_ Give completed Closing Duty Card to **Inspector**

Name: \_\_\_\_\_

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

Time: \_\_\_\_\_

## Provisional Clerk Closing Duty Card

**NOTE: DO NOT SEAL ANYTHING UNLESS INSPECTOR TELLS YOU TO!**

- \_\_\_\_\_ Sign and deliver the **PROVISIONAL** Poll List to the Poll List Clerk
- \_\_\_\_\_ Place completed Voter Registration forms in envelope and put on **closing table**
- \_\_\_\_\_ With ID Clerk, sort ballot box contents received from Inspector into stacks:
  - Provisional Envelopes
  - Conditional Envelopes
  - Early Ballots
  - Affidavits of Identification
  - Unscanned Ballots
- \_\_\_\_\_ Count the number of Provisionals, Conditionals, Earlies, Affidavits, and Unscanned Ballots as required and complete the Provisional and Early Ballot Report. Place white copy in plastic sleeve on the **Orange Provisional Ballots Bag**; give yellow copy to **Inspector**
- \_\_\_\_\_ Place Provisional and Conditional envelopes inside **Orange Provisional Ballots Bag**
- \_\_\_\_\_ Place Early Ballots inside **Orange Provisional Ballots Bag**
- \_\_\_\_\_ Place Affidavits of Identification inside the **Orange Provisional Ballots Bag**
- \_\_\_\_\_ Place Unscanned Ballots in **Unscanned Ballots Envelope**; give to **Inspector**
- \_\_\_\_\_ Take Orange Provisional Ballots Bag to **Closing Table DO NOT SEAL BAG!**
- \_\_\_\_\_ Return Proof of ID Receipt Book, unused Voter Registration forms, Provisional Clerk Contents List, and unused Provisional and Conditional Provisional Affidavit envelopes to your **Blue Bag**
- \_\_\_\_\_ Return **Blue Bag to Large Blue Tub**
- \_\_\_\_\_ Give completed Comment Memo to **Inspector** if you filled one out
- \_\_\_\_\_ Reminder: Sign Poll List, Ballot Report and Signature Roster
- \_\_\_\_\_ **PLEASE!** Assist others wherever possible or whenever asked by your Inspector and do not leave until Inspector tells you is it OK.
- \_\_\_\_\_ Give completed Closing Duty Card to **Inspector**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

## ID Clerk Closing Duty Card

**NOTE: DO NOT SEAL ANYTHING UNLESS INSPECTOR TELLS YOU TO!**

- \_\_\_\_\_ Give Precinct Register to the **Signature Judge**
  
- \_\_\_\_\_ Retrieve from Inspector all contents from the side compartment of the black ballot box.
  
- \_\_\_\_\_ With Provisional Clerk, sort ballots received from Inspector into stacks
  - Provisional and Conditional Provisional Ballot Affidavit Envelopes
  - Early Ballots
  - Affidavits of Identification
  - Unscanned Ballots
  
- \_\_\_\_\_ Place Provisional and Conditional envelopes inside **Orange Provisional Ballots Bag**
  
- \_\_\_\_\_ Place Early Ballots inside **Orange Provisional Ballots Bag**
  
- \_\_\_\_\_ Place Affidavits of Identification inside the **Orange Provisional Ballots Bag**
  
- \_\_\_\_\_ Place Unscanned Ballots in **Unscanned Ballots Envelope**; give to **Inspector**
  
- \_\_\_\_\_ Take Orange Provisional Ballots Bag to **Closing Table**     **NOTE DO NOT SEAL BAG!!**
  
- \_\_\_\_\_ Return unused Voter Slips to the **Supply Case**
  
- \_\_\_\_\_ Return laptop to **Closing Table**
  
- \_\_\_\_\_ Return pen, ruler, highlighter, ID Card, Voter Registration CD, and ID Clerk Contents List to your **Yellow Folio**.
  
- \_\_\_\_\_ Return your **Yellow Folio to Large Blue Tub**
  
- \_\_\_\_\_ Give completed Comment Memo to **Inspector** if you filled one out
  
- \_\_\_\_\_ Reminder: Sign Poll Lists, Ballot Report and Signature Roster
  
- \_\_\_\_\_ **PLEASE!** Assist others wherever possible or whenever asked by your Inspector and do not leave until Inspector tells you is it OK
  
- \_\_\_\_\_ Give completed Closing Duty Card to **Inspector**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

## Marshal Closing Duty Cards

**NOTE: DO NOT SEAL ANYTHING UNLESS INSPECTOR TELLS YOU TO!**

- \_\_\_\_\_ Collect **exterior** signs. **Remove tape from signs** and return to **Blue Bag**
- \_\_\_\_\_ Disassemble voting booths; place inside boxes; stack in corner of room
- \_\_\_\_\_ Collect all lights, extension cords, and weights and put in **Medium Grey Tub**
- \_\_\_\_\_ Collect flag with base and Handicapped Parking signs with bases; place in corner of room
- \_\_\_\_\_ Remind workers to take their food and personal items home
- \_\_\_\_\_ Bag trash and place inside the receptacle (trash bag is located in top of supply case)
- \_\_\_\_\_ Return Precinct Map, Clipboard with Disabled Voter Affidavits, Sample Ballots, Precinct Banner, unused Publicity Pamphlets, and Marshal Contents List to your **Blue Bag**
- \_\_\_\_\_ Return **Blue Bag to Large Blue Tub**
- \_\_\_\_\_ Ensure all supplies have been returned to **Medium Grey Tub** and seal the tub with twist ties
- \_\_\_\_\_ Ensure polling place is clean and orderly; clean kitchen if used
- \_\_\_\_\_ Deliver the Scanner and Touch Screen to Central Receiving if instructed by Inspector
- \_\_\_\_\_ Return to Polling Place to complete duties as necessary.
- \_\_\_\_\_ Give completed Comment Memo to **Inspector** if you filled one out
- \_\_\_\_\_ Reminder: Sign Poll Lists, Ballot Report and Signature Roster
- \_\_\_\_\_ **PLEASE!** Assist others wherever possible or whenever asked by your Inspector and do not leave until Inspector tells you is it OK
- \_\_\_\_\_ Give completed Closing Duty Card to **Inspector**

Name: \_\_\_\_\_

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

Time: \_\_\_\_\_

## Signature Judge Closing Duty Card

**NOTE: DO NOT SEAL ANYTHING UNLESS INSPECTOR TELLS YOU TO!**

- \_\_\_\_\_ Ensure Disabled Voter Affidavits are in front pocket of Signature Roster
- \_\_\_\_\_ Ensure each Poll Worker has signed the Signature Roster and the Precinct Register
- \_\_\_\_\_ Return signature pen and Signature Judge Contents List to your **Blue Folio**
- \_\_\_\_\_ Return Blue Folio to the **Large Blue Tub**
- \_\_\_\_\_ Place Signature Roster and the Precinct Register in the **Black Transfer Bag** (duffel bag)
- \_\_\_\_\_ Take down interior signs; remove tape and give signs to Marshal
- \_\_\_\_\_ Give completed Comment Memo to **Inspector** if you filled one out
- \_\_\_\_\_ Reminder: Sign Poll Lists, Ballot Report and Signature Roster
- \_\_\_\_\_ You may be assigned as the main person to assist the Inspector in finalizing the closing process
- \_\_\_\_\_ **PLEASE!** Assist others wherever possible or whenever asked by your Inspector and do not leave until Inspector tells you is it OK
- \_\_\_\_\_ Give completed Closing Duty Card to **Inspector**

Name: \_\_\_\_\_

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

Time: \_\_\_\_\_

## Ballot Judge Closing Duty Card

**NOTE: DO NOT SEAL ANYTHING UNLESS INSPECTOR TELLS YOU TO!**

- \_\_\_\_\_ Ensure Spoiled Ballots are inside **Spoiled Ballots Envelope**; give envelope to **Inspector**
- \_\_\_\_\_ Retrieve scanned ballots from Inspector
- \_\_\_\_\_ Sort scanned ballots into **two stacks**: (1) Ballots **without** Write-ins; (2) Ballots **with** Write-ins
- \_\_\_\_\_ Bundle ballots **without** Write-ins; place in **Red Ballots Bag**
- \_\_\_\_\_ Return Red Ballots Bag to **Closing Table**     **DO NOT SEAL THE BAG!**
- \_\_\_\_\_ Bundle ballots **with write-ins**; place in **Write-in Envelope**
- \_\_\_\_\_ Place Write-in Envelope in **Black Transfer Bag (the Duffel Bag)**
- \_\_\_\_\_ Finalize Ballot Inventory Report (located in **Medium Blue Tub**); place in **Unofficial Returns Envelope**
- \_\_\_\_\_ Complete Ballot Report Worksheet (in Inspector Notebook); give to **Inspector**
- \_\_\_\_\_ Place unused ballots and unopened ballot packs in **Medium Blue Tub**
- \_\_\_\_\_ Place Encoders, Encoder Cards, and Encoder Instructions inside of Encoder Envelope and place in **Medium Blue Tub** with left over ballots
- \_\_\_\_\_ Put the completed Voter Slips in a stack with a rubber band around them and place them in the **Medium Blue Tub**
- \_\_\_\_\_ Return Demonstration Ballots and Secrecy Sleeves to your **Blue Bag** (if long sleeves were sent, place in **Large Blue Tub**)
- \_\_\_\_\_ Return magnifier and Ballot Judge Contents List to your **Blue Bag** and return Blue Bag to **Large Blue Tub**
- \_\_\_\_\_ Give completed Comment Memo to **Inspector** if you filled one out
- \_\_\_\_\_ Reminder: Sign Poll Lists, Ballot Report and Signature Roster
- \_\_\_\_\_ **PLEASE!** Assist others wherever possible or whenever asked by your Inspector and do not leave until Inspector tells you is it OK
- \_\_\_\_\_ Give completed Closing Duty Card to **Inspector**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

## Inspector Closing Duty Card

**NOTE: DO NOT SEAL ANYTHING UNTIL THE VERY LAST MINUTE!**

- \_\_\_\_\_ Remove contents from the side compartment of ballot box; **give to ID Clerk/Provisional Clerk.**
- \_\_\_\_\_ Run ender card through Scanner (then follow Accu-Vote instruction manual "Closing the Polls")
- \_\_\_\_\_ Remove scanned ballots from back of ballot box; **give to Ballot Judge**
- \_\_\_\_\_ Insert TSX Supervisors Card into Touch Screen to close out machine (then follow "Close Out and Disassembly of the TSX Unit" instruction manual)
- \_\_\_\_\_ Run **two** Scanner tapes & **three** Touch Screen tapes. Inspector & two Judges must sign all tapes.
- \_\_\_\_\_ Tapes will be distributed as follows:
  - 1 copy of touch screen tape **stays in Canister**
  - 1 copy of touch screen tape with ballots in **Red Ballots Bag**
  - 1 copy of touch screen tape with **Unofficial Returns Envelope**
  - 1 copy of scanner tape with ballots in **Red Ballots Bag**
  - 1 copy of scanner tape with **Unofficial Returns Envelope**
- \_\_\_\_\_ Transmit returns from Scanner unit and the Touch Screen tablet. If unable to transmit returns, instruct Marshal and one other person to deliver Scanner and Touch Screen Tablet to Central Receiving location. (You may wish to wait until all materials are ready and make just one delivery)
- \_\_\_\_\_ Close Touch Screen; remove canister. Place canister inside **Black Transfer Bag**; put Touch Screen Tablet in **Blue Touch Screen Bag** **NOTE: DO NOT leave tablet in machine!**
- \_\_\_\_\_ Close the Scanner; put scanner in **Black Scanner Bag**
- \_\_\_\_\_ Use information from the Ballot Report Worksheet and the Provisional and Early Ballot Report to complete the Official Ballot Report; ensure all poll workers sign the report.
- \_\_\_\_\_ Attach white copy of Official Ballot Report, one Scanner tape, and one Touch Screen tape to one bundle of regular scanned ballots and place inside **Red Voted Ballots Bag**. Put Yellow copy of the report in the **Unofficial Returns Envelope**
- \_\_\_\_\_ Ensure the following are inside **Orange Provisional Ballots Bag**:
  - Provisional and Conditional Provisional Ballot Affidavit Envelopes
  - Affidavits of Identification
  - Dropped Off Early Ballots
- \_\_\_\_\_ Ensure white copy of Provisional and Early Ballot Report is in plastic sleeve on **Orange Provisional Ballots Bag** and **SEAL THE BAG** with one of the long red seals when ready
- \_\_\_\_\_ Ensure both Poll Lists, Ballot Report, and Signature Roster have been signed by all poll workers
- \_\_\_\_\_ Ensure the following are inside the **Official Returns Envelope (clear plastic envelope)**:
  - White Poll List Pages (Removed from poll list binder)
  - Spoiled Ballots Envelope
  - Surrendered Early Ballots
  - White page of Challenge List, if used
  - **SEAL THE ENVELOPE** with a red and white seal when ready

\_\_\_\_\_ Ensure the following are inside **Red Voted Ballots Bag:**

- Regular Ballots (WITHOUT Write-In Votes)
- One AccuVote Scanner Results Tape
- One Touch Screen Results Tape
- White Copy of Official Ballot Report

\_\_\_\_\_ Ensure the following are inside **Unofficial Returns Envelope:**

- Poll List Binders
- Numbered Seal Certificate Verification (from Inspector Notebook)
- Ballot Inventory Report
- Ballot Report Worksheet
- Yellow copy of Official Ballot Report
- Yellow copy of Provisional Ballot Report
- One copy of the Scanner Tape and one copy of the Touch Screen Tape
- Poll Worker Closing Duty Cards
- Yellow Copy of Challenge List, if used

\_\_\_\_\_ Ensure the following are inside the **Pay Voucher Envelope:**

- Completed Pay Vouchers
- Comment Memos
- Red Key Ring and padlock (if you received a padlock)

\_\_\_\_\_ Ensure the following inside **Black Transfer (Duffel) Bag:**

- Signature Roster and Precinct Register
- Orange Provisional Ballots Bag
- Touch Screen Canister
- Ballots with Write-ins Envelope **SEAL ENVELOPE** with a black and white seal when ready
- Unscanned Ballots Envelope **SEAL ENVELOPE** with a black and white seal when ready
- Pay Voucher Envelope
- Official Returns Envelope
- Unofficial Returns Envelope
- Voter Registration Forms Envelope

\_\_\_\_\_ Select the four red seals you need to seal the **Red Voted Ballots Bag, the Blue Touchscreen Bag, the Black Scanner Bag, and the Black Transfer (Duffel) Bag**. Write the four seal numbers on the Official Ballot Report

\_\_\_\_\_ Seal the **Red Voted Ballots Bag, the Blue Touchscreen Bag, the Black Scanner Bag, and the Black Transfer (Duffel) Bag** with the seals you previously selected.

\_\_\_\_\_ Ensure all four bags are delivered (**by TWO people**) to Central Receiving as soon as possible, unless being picked up.

\_\_\_\_\_ Return all Inspector materials to your Blue Bag. Place Blue Bag inside **Large Blue Tub** and close tub with the twist ties

\_\_\_\_\_ Ensure all other materials are left in corner of room for pickup

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Page 2 of 2

## **Attention Inspector**

The Inspector should transmit returns from the Scanner unit and the Touch Screen tablet and prepare units for delivery to the Central Receiving Location as soon as possible.

If unable to transmit returns from your polling place, instruct the Marshal and a poll worker of a different party affiliation, to deliver, together in the same vehicle, the Scanner unit and the Touch Screen tablet to the Central Receiving Location as soon as possible so returns can be tabulated. Certain locations such as Canyon Day, Carrizo, and Young have transportation crew pick-up of these items.

When the polling place is closed, the Inspector, or Marshall, and a poll worker of a different party affiliation, together in the same vehicle, must deliver the following to the Central Receiving Location unless a transportation crew has been assigned to your polling place:

- Red Voted Ballots Bag
- Black Transfer Bag
- Black Scanner Unit Bag (if not already delivered)
- Blue Touch Screen Tablet Bag (if not already delivered)

# Provisional and Early Ballot Report

## PRECINCT/DISTRICT

- Enter Number of:
  1. Provisional Ballot Envelopes \_\_\_\_\_
  2. Touch Screen Provisional Envelopes \_\_\_\_\_
  3. Conditional Ballot Envelopes \_\_\_\_\_
  4. Touch Screen Conditional Envelopes \_\_\_\_\_
  5. Proof of Identification Affidavits \_\_\_\_\_
  6. Dropped Off Early Ballots \_\_\_\_\_
- Place each of the following items inside the Orange Provisional Bag:
  - \_\_\_ Provisional and Conditional Ballot Envelopes
  - \_\_\_ Proof of Identification Affidavits
  - \_\_\_ Dropped Off Early Ballots

**White copy inside window of Orange Provisional Ballots bag;  
yellow copy to the Inspector**

# Ballot Report Worksheet

## PRECINCT/DISTRICT

**NOTE: Before Completing the Official Ballot Report, please use this worksheet to check your results.**

Enter the number of ballots cast:

- 1. From the Optical Scanner Tape \_\_\_\_\_
- 2. From the Touch Screen Tape \_\_\_\_\_
- 3. Provisional and Conditional Envelopes and Forms \_\_\_\_\_
- 4. Unscanned Ballots \_\_\_\_\_
- 5. Add the totals of ballots cast - lines 1 thru 4 \_\_\_\_\_

Enter the number of voters:

- 6. From the Regular Poll List \_\_\_\_\_
- 7. From the Provisional Poll List \_\_\_\_\_
- 8. Add lines 6 thru 7 \_\_\_\_\_
- 8. Spoiled ballots \_\_\_\_\_

If the total on Line 5 does not match the total on Line 8 and you can explain why the totals do not match, please write the explanation on a Comment Memo. If they do not match, double check your work.

**Return this form inside the Unofficial Returns Envelope**

# Official Ballot Report

## PRECINCT/DISTRICT

Number Ballots Issued \_\_\_\_\_ Total Number Voters from Both Poll Lists \_\_\_\_\_

- 1. Ballots Cast on the Optical Scanner \_\_\_\_\_
- 2. Ballots Cast on the Touch Screen \_\_\_\_\_
- 3. Unscanned Voted Ballots (only if power outage) \_\_\_\_\_
- 4. Provisional Ballots \_\_\_\_\_
- 5. Touch Screen Provisional Ballots \_\_\_\_\_
- 6. Conditional Ballots \_\_\_\_\_
- 7. Touch Screen Conditional Ballots \_\_\_\_\_
- 8. Early Ballots Dropped Off \_\_\_\_\_
- 9. Spoiled Ballots \_\_\_\_\_
- 10. Number of Unused Ballots \_\_\_\_\_

SCANNER SEAL NO. \_\_\_\_\_

RED BAG SEAL NO \_\_\_\_\_

TOUCHSCREEN SEAL NO \_\_\_\_\_

BLACK BAG SEAL NO \_\_\_\_\_

### 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 the 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.

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Marshal

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Clerk

**White copy with ballots in Red Voted Ballots Bag; yellow copy in Unofficial Returns Envelope**

# **Poll Worker Training Manual**

## **Political Party Polling Place Protocol**

## Political Party Polling Place Protocol

The Gila County Division of Elections in their efforts to carry out Arizona election laws and procedures feels that it is in everyone's best interest to establish polling place protocol for political party representatives, observers and challengers. This will insure that questions or issues, no matter where or when they occur during election day, are handled as quickly and efficiently as possible with minimal disruption to the voter and to the polling place election board.

A.R.S. § 16-590 allows for the appointment of party challengers and representatives:

- A. The county chairman of each party may, for each precinct, by written appointment addressed to the election board, designate a party agent or representative and alternates for a polling place in the precinct who may act as challengers for the party which appointed him.
- B. At each voting place, one challenger for each political party may be present and act, but no challenger may enter a voting booth except to mark his ballot.
- C. Not more than the number of party representatives for each party which were mutually agreed upon by each political party represented on the ballot shall be in the polling place at one time. If such agreement cannot be reached, the number of representatives shall be limited to one in the polling place at one time for each political party.

The county party chairman will provide the county elections office with a copy of the signed letters of appointment of all party representatives, designating the duties of the representatives (as an observer, challenger, to pick up the poll list pages, or all three), no later than 5:00 p.m. two weeks before the election. The letters may be provided by fax to the attention of Gila County Elections at (928) 402-4319, or mailed to Gila County Elections at 1400 E. Ash Street, Globe AZ 85501, or hand delivered to the elections office at the courthouse. The County chairman must sign each letter. A party representative must have in hand the appointment letter when entering the polling place and must show the appointment letter to the polling place Marshal who will direct them to the Inspector.

Each county chairman will notify the county elections office of the number of party representatives agreed upon for each polling place. If notification is not received by 5:00 p.m. on the Friday before the election, only one representative from each party will be allowed in a polling place at one time, except for the party representative arriving solely for the purpose of picking up the poll list pages.

If an observer makes a challenge:

1. First point of contact is the Troubleshooter. If the Troubleshooter is unavailable contact the polling place Inspector. The Inspector has been appointed by the Gila County Board of Supervisors to oversee all procedures at the polling place.
2. Questions or concerns regarding the voting process or activities at the polling site should be brought to the attention of the Troubleshooter. If the Troubleshooter is unavailable, call the Gila County Elections office at (928) 425-3231, ext. 8708, 8709, 8750 or 1-800-425-5095, ext. 8708, 8709, 8750.

We ask that party representatives, observers and challengers conduct their business as quietly as possible. In no way may they enter a voting booth, except to mark their own ballot. They are not allowed to touch the ballots, approach voters, or interfere with the voting process.

A.R.S. §16-571 allows for the distribution of poll list pages to party representatives. Upon the completion of each page of the poll list, one copy shall, upon request, be given to the representative designated by each major political party (Democrat and Republican).

Representatives appointed by the county party chairman to pick up the poll list pages MUST have in hand a signed letter of appointment when entering the polling place. The representative must show the letter to the polling place Marshal who will direct them to the Inspector. The representative may visit a polling place as often as necessary.

A.R.S. §16-515 requires that three “75 Foot Limit” signs be posted at each polling place:

- A. Except as prescribed in this section and § 16-580, a person shall not be allowed to remain inside the seventy-five foot limit while the polls are open, except for the purpose of voting, and except the election officials, one representative at any one time of each political party represented on the ballot who has been appointed by the county chairman of that political party and the challengers allowed by law, and no political or electioneering materials may be displayed within the seventy-five foot limit. Voters having cast their ballots shall promptly move outside the seventy-five foot limit. A person violating any provision of this notice is guilty of a class 2 misdemeanor.

The polling place election board Marshal is appointed by the Gila County Board of Supervisors to preserve order at the polls and prevent violation of the election laws.

A.R.S. §16-1017 and §-1018 prohibit unlawful acts by persons with respect to voting and make the commission of unlawful acts a class 2 misdemeanor.

## **Unlawful Acts by Voters with Respect to Voting**

### **A.R.S. §16-1017**

A voter who knowingly commits any of the following acts is guilty of a class 2 misdemeanor:

1. Makes a false statement as to the voter’s inability to mark a ballot.
2. Interferes with a voter within the 75 foot limit of the polling place as posted by the election marshal or within 75 feet of the main outside entrance to an on-site early voting location established by a county recorder.
3. Endeavors while within the 75 foot limit for a polling place or on-site early voting location to induce a voter to vote for or against a particular candidate or issue.
4. Prior to the close of an election defaces or destroys a sample ballot posted by election officers, or defaces, tears down, removes or destroys a card of instruction posted for the instruction of voters.
5. Removes or destroys supplies or conveniences furnished to enable a voter to prepare the voter’s ballot.
6. Hinders the voting of others.

7. Votes in a county in which the voter no longer resides, except as provided in §16-125, which states:

***“A registered elector who moves from one county to another during the twenty-nine day period preceding either a primary, general or runoff election is deemed to be a resident and registered elector of the county FROM WHICH THE ELECTOR MOVED until the day after the primary, general or runoff election, whichever applies.”***

### **Additional Unlawful Acts by Voters with Respect to Voting**

**A.R.S. §16-1018**

A person who commits any of the following acts is guilty of a class 2 misdemeanor:

1. Knowingly electioneers on election day within a polling place or in a public manner within seventy-five feet of the main outside entrance of a polling place or on-site early voting location established by a county recorder pursuant to § 16-542, subsection A.
2. Intentionally disables or removes from the polling place, on-site early voting location or custody of an election official a voting machine or a voting record.
3. Knowingly removes an official ballot from a polling place before closing the polls.
4. Shows the voter's ballot or the machine on which the voter has voted to any person after it is prepared for voting in such a manner as to reveal the contents, except to an authorized person lawfully assisting the voter.
5. Knowingly solicits a voter to show the voter's ballot, or receives from a voter a ballot prepared for voting, unless the person is an election official or unless otherwise authorized by law.
6. Knowingly receives the official ballot from a person other than an election official having charge of the ballots.
7. Knowingly delivers an official ballot to a voter, unless the voter is an election official.
8. Except for a completed ballot transmitted by an elector by fax or other electronic format pursuant to § 16-543, knowingly places a mark on the voter's ballot by which it can be identified as the one voted by the voter.
9. After having received a ballot as a voter, knowingly fails to return the ballot to the election official before leaving the polling place or on-site early voting location.

Any item is considered campaign material if it displays support or opposition of a candidate or ballot measure. Prohibited items include, but are not limited to: signs, flyers, buttons, pencils, clothing, hats/caps, or bumper stickers. The polling place election board workers are instructed to remove or cause to be removed or covered all campaign material within the 75 foot limit. No voter with visible campaign material will be permitted to remain inside the 75 foot limit or to enter the polling place.

A.R.S. § 16-580(G) defines assistance for certain electors:

- G. Any registered voter may, at the voter's option, be accompanied by a minor who is permitted in the voting booth pursuant to § 16-515(D), be accompanied and assisted by a person of the voter's own choice or be assisted by two election officials, one from each major political party, during any process relating to voting or during the actual process of voting on a paper ballot, machine or electronic voting system. A person who is a candidate for an office in that election other than the office of precinct committeeman is not eligible to assist any voter.

As there may be other rules that govern behavior on the Indian Reservations, candidates and other interested persons may want to check with tribal officials before planning activities on the reservations.

"Political Party Polling Place Protocol" should be followed by an observer at any of the Early Voting Sites; except the party chairman shall present a copy of the letter of appointment to the County Recorder for all Early Voting observers. This letter shall be delivered to the County Recorder at least two weeks prior to the date of observer actions. Designated party representatives MUST have the "original appointment" letter in hand when they enter the Early Voting polling sites.

# **Poll Worker Training Manual**

## **Challenging an Elector**

## **Grounds for Challenging an Elector**

**A.R.S. 16-591**

Any qualified elector of the county may orally challenge a person offering to vote as not qualified under § 16-121.01 or on the grounds that the person has already voted before at that election.

Requirements for Proper Registration **A.R.S. 16-121.01:**

- A. A person is presumed to be properly registered to vote on completion of a registration form as prescribed by 16-152 that contains at least:
- the name
  - the residence address or the location
  - the date of birth
  - the signature or other statement of the registrant as prescribed by 16-152, subsection A, paragraph 20 (If the registrant is unable to sign the form, a statement that the affidavit was completed according to the registrant's direction).
- B. The presumption of subsection A of this section may be rebutted only by CLEAR and CONVINCING evidence of any of the following:
1. That the registrant is not the person whose name appears on the register.
  2. That the registrant has not resided in this state for twenty-nine days next preceding the election or other event for which the registrant's status as properly registered is in question.
  3. That the registrant is not properly registered at an address permitted by 16-121.
  4. That the registrant is not a qualified registrant under 16-101.

## **Qualifications of Registrant**

**A.R.S. § 16-101**

- A. Every resident of the state is qualified to register to vote if he:
1. Is a citizen of the United States.
  2. Will be eighteen years of age or more on or before the date of the regular general election next following his registration.
  3. Will have been a resident of the state twenty-nine (29) days next preceding the election, except as provided in §16-126 (Authority to vote in presidential election after moving from this state. Such vote may be cast by early ballot in the precinct from which he has removed, in person at the office of the county recorder or by mail).
  4. Is able to write his name or make his mark, unless prevented from so doing by physical disability.
  5. Has not been convicted of treason or a felony, unless restored to civil rights.
  6. Has not been adjudicated an incapacitated person as defined as §14-5101.

## Proceedings on a Challenge

### The Challenge Process:

- Two Judges and the Inspector constitute the Board of Election.
- The Board of Elections examines the challenge and a majority of the Board of Election determines the validity of the challenge
- If a voter is challenged, the Inspector, the Judges, the person being challenged and person initiating the challenge will step aside and permit the other voters in line to continue voting while the challenge is being determined.
- A clerk keeps a Challenge List of all persons challenged, the grounds of the challenge and the determination of the Election Board. The Challenge List form is located in the Contents Envelope included in the precinct supplies. It is a two-part carbonless form. All challenges, regardless of the outcome, must be documented on the Challenge List.
- The Board of Elections examines the challenge and determines if it is a valid challenge or an invalid challenge
- If registered - the elector may take the following "OATH":

"I am a citizen of the United States, a resident of the State of Arizona and of Gila County. I will be at least 18 years of age by the next general election. I am not a convicted felon or, if so, my civil rights have been restored. I have not been adjudicated incompetent by Arizona Revised Statutes 14-5101. I swear or affirm that the information on my registration form is true and correct."

- **Note: Executing a false registration is a Class 6 felony**
- The Challenge List is completed and the elector signs

## Pertinent Challenge Statutes

### Proceedings on Challenge; Disposition of Ballot **A.R.S. §16-592**

- A. Upon challenge being made, if the person challenged appears to be registered, the person shall take and subscribe to the oath prescribed in the "affidavit of registration" and, if the person so elects, may be at once sworn to answer fully and truly all question material to the challenge as are put to the person by the Inspector. Any returned United States mail addressed to the person challenged or the spouse of the person challenged, or both, and to the address appearing on the precinct register or affidavit shall be considered as sufficient grounds to proceed under this section
- B. If after the examination on the challenge, a majority of the election board is satisfied that the challenge is NOT VALID, the person challenged shall be permitted to vote

- C. If the person challenged refuses to be sworn or affirmed, or refuses to answer questions material to the challenge or if a majority of the election board finds that the challenge is valid, the person challenged SHALL BE PERMITTED TO VOTE A PROVISIONAL BALLOT pursuant to A.R.S. §16-584.

**Rules Determining Residence of Voter Upon Challenge; Reading of Rules Upon Request  
A.R.S. §16-593**

- A. The election board, in determining the place of residence of a person, shall be governed by the following rules, so far as applicable:
1. The residence of a person is that place in which his habitation is fixed and to which he has the intention of returning when absent.
  2. A person does not gain or lose his residence by reason of his presence at or absence from a place while employed in the service of the United States or of this state, or while engaged in navigation, or while a student at an institution of learning or while kept in an almshouse, asylum or prison.
  3. A person does not lose his residence by leaving his home to go to another county, state or foreign country for merely temporary purposes, with the intention of returning.
  4. A person does not gain a residence in any county into which he comes for merely temporary purposes, without the intention of making that county his home.
  5. If a person removes to another state with the intention of making it his residence, he loses his residence in this state.
  6. If a person removes to another state with the intention of remaining there for an indefinite time, and of making the place his present residence, he loses his residence in this state, even though he has an intention of returning at some future period.
  7. The place where a person's family permanently resides is his residence, unless he is separated from his family, but if it is a place of temporary establishment for his family, or for transient purposes, it is otherwise.
  8. If a person has a family residing in one place and he does business in another, the former is his place of residence, but a person having a family who has taken up his abode with the intention of remaining and whose family does not so reside with him shall be regarded as a resident where his abode has been taken.
  9. A United States citizen who has never resided in the United States is eligible to vote in this state by using a federal write-in early ballot as prescribed in §§ 16-103 and 16-543.02 if both of the following apply:
    - (a) A parent is a United States citizen.
    - (b) The parent is registered to vote in this state.
  10. The mere intention of acquiring a new residence without the act of removal avails nothing and neither does the act of removal without the intention.
- B. The term of residence shall be computed by including the day on which the person's residence commenced and by excluding the day of election.
- C. Before administering an oath to a person touching his residence, the inspector shall, if requested by any person shall read to the person challenged the rules set forth in subsection A. above.

**Eligibility to Vote A.R.S. § 16-120**

No elector shall vote in an election called pursuant to the laws of this state unless the elector has been registered to vote as a resident within the boundaries or the proposed boundaries of the election district for which the election is being conducted and the registration has been received by the county recorder or his designee pursuant to § 16-134 prior to midnight of the twenty-ninth day preceding the date of the election.

**Definition of a Qualified Elector A.R.S. §16-121**

- A. A person who is qualified to register to vote pursuant to § 16-101 and who is properly registered to vote shall, if he is at least eighteen years of age on or before the date of the election, be deemed a qualified elector for any purpose for which such qualification is required by law, except as provided in § 16-126. A person continues to be a qualified elector until that person’s registration is canceled pursuant to § 16 -165 or until that person does not qualify as a resident as prescribed by § 16-101, subsection B.
- B. For purposed of subsection A of this section, a person who does not reside at a fixed, permanent or private structure shall be properly registered to vote if that person is qualified pursuant to section 16-101 and if that person’s registration address is any of the following places located in this (county) state:
  - 1. A homeless shelter to which the registrant regularly returns.
  - 2. The place at which the registrant is a resident.
  - 3. The county courthouse in the county in which the registrant resides.
  - 4. A general delivery address for a post office covering the location where the registrant is a resident.
- C. A person who is otherwise qualified to register to vote shall not be refused the registration or declared not qualified to vote because the person does not live in a permanent, private or fixed structure.
- D. As used in this section, “homeless shelter” means a supervised publicly or privately operated shelter designed to provide temporary living accommodations to individuals who lack a fixed, regular and adequate nighttime residence.

**List of Challenges, Grounds and Rulings A.R.S. § 16-594**

The board shall require one of the clerks to keep a list of the names of all persons challenged, the grounds of the challenge and the determination of the board upon the challenge. Copies of the list shall be kept in the office of the county recorder or other officer in charge of early ballot processing as a public record. Affidavits of challenged voters, decisions of election officials and challenge lists shall be a part of the official returns and shall be delivered to the board of supervisors.

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