

# POLL WORKER TRAINING MANUAL



## 2014 ELECTIONS

Gila County, Arizona

# Notes

## Poll Worker Certificate of Qualification

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Training Date

I, Eric A. Mariscal, 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 Optical Scan Voting System and the Touch Screen Accessible Voting Device, and is therefore, fully qualified to serve as an election board official for this election.

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Eric A. Mariscal  
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***Note: Once service is completed for the election, this certification is no longer valid.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 Survey

We continue to streamline the election process and have made many changes to poll worker training. Please let us know what you think. You may wish to comment about:

- The training class notification letter and schedule
- The training manual
- The forms
- Understanding your job requirements
- Understanding your job's closing process

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# **Chapter 1**

## **General Information**

**GILA COUNTY**  
**2014 ELECTION DATES**

**August Primary Election**

Voter Registration Deadline (29 Days)	12:00 Midnight, Monday, July 28, 2014
Early Voting Begins (26 Days)	Thursday, July 31, 2014
<b>Primary Election</b>	<b>Tuesday, August 26, 2014</b>

**November General Election**

Voter Registration Deadline (29 Days)	12:00 Midnight, Monday, October 6, 2014
Early Voting Begins (26 Days)	Thursday, October 9, 2014
<b>General Election</b>	<b>Tuesday, November 4, 2014</b>

## GILA COUNTY CONTACTS

**Department of Elections Address is: 5515 S. Apache Ave., Suite 900  
Globe, AZ 85501**

Name and Title	Work Telephone	Cell Phone	Email
Elections Director Eric A. Mariscal	928-402-8708	928-701-2082	emariscal@gilacountyaz.gov
Voting Equipment Alfonzo Alvarez	928-402-8750	928-363-0010	aalvarez@gilacountyaz.gov
General Information Cate Gore	928-402-8709	928-812-4201	cgore@gilacountyaz.gov
Voter Outreach Josephine Goode	928-402-8628		jgoode@gilacountyaz.gov
Toll Free	800-304-4452	Fax: 928-402-4319	TDD 711

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

Recorder Sadie Bingham	928-402-8735		sbingham@gilacountyaz.gov
Deputy Recorder Kaycee Stratton	928-402-8734		kstratton@gilacountyaz.gov
Voter Registration Charlotte Williams	928-402-8731		cwilliams@gilacountyaz.gov
Toll Free	800-291-4452		

### Interpreters

Miriam 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 PRECINCT LISTING

Precinct Code	Precinct Name	Polling Place Name	Polling Place Location
100	Globe No. 1	Globe/Miami Chamber of Commerce	1360 N Broad Street - Globe
105	Globe No. 2	St John's Episcopal Church	185 E Oak Street - Globe
110	Globe No. 3	St John's Episcopal Church	185 E Oak Street - Globe
115	Globe No. 4	Elks Lodge	1910 E Maple Street - Globe
120	Globe No. 6	Elks Lodge	1910 E Maple Street - Globe
125	Globe No. 7	Canyon Fire Station	1300 S Jess Hayes Road - Globe
130	Globe No. 8	Globe City Hall	150 N Pine Street - Globe
135	Globe No. 11	Gila Pueblo Campus	8274 S Six Shooter Canyon Road - Globe
140	East Globe	Church of the Nazarene	105 Holly Road - Globe
150	Miami No. 1	First Southern Baptist Church	1008 Live Oak Street - Miami
155	Miami No. 3	Miami Town Hall	500 Sullivan Street - Miami
160	Claypool No. 1	Miami High School	4635 E Ragus Road - Globe
165	Claypool No. 2	St. Paul's Lutheran Church	750 W Paxton Avenue - Globe
170	Claypool No. 3	First Baptist Church	3654 Gordon Street - Miami
175	Central Heights	Central Heights Baptist Church	5468 S Apache Avenue - Central Heights
180	Pinal Creek	St. Paul's Lutheran Church	750 W Paxton Avenue - Globe
185	Wheatfields	Globe/Miami Chamber of Commerce	1360 N Broad Street - Globe
200	Payson No. 1	Community Presbyterian Church	800 W Main Street - Payson
205	Payson No. 2	St. Philip's Catholic Church	511 S St. Phillips Street - Payson
210	Payson No. 3	Expedition Church	302 S Ash Street - Payson
215	Payson No. 4	Quality Inn Payson	801 N Beeline - Payson
220	Payson No. 5	Church of Christ	401 E Tyler Parkway - Payson
225	Payson No. 6	Mt. Cross Lutheran Church	601 E Highway 260 - Payson
230	Payson No. 7	Ponderosa Baptist Church	1800 N Beeline Highway
235	Payson No. 8	Payson Public Library	328 N McLane Road - Payson
240	Star Valley	Star Valley Baptist Church	4180 E Highway 260 - Star Valley
300	Copper Basin	Hayden/Winkelman School District Office	824 Thorn Avenue - Winkelman
305	Gisela	Gisela Community Center	136 S Tatum Trail - Gisela
310	Pine-Strawberry East	First Baptist Church of Pine	4039 N Highway 87 - Pine
315	Pine-Strawberry West	First Baptist Church of Pine	4039 N Highway 87 - Pine
320	Roosevelt	Roosevelt Baptist Church	18659 Highway 188 - Roosevelt
325	Sierra Ancha	Roosevelt Baptist Church	18659 Highway 188 - Roosevelt
330	Tonto Basin	Tonto Basin Chamber of Commerce	45675 Highway 188 - Tonto Basin
335	Whispering Pines	Whispering Pines Fire Station	Whispering Pines
340	Young	Pleasant Valley Community Center	Pleasant Valley Road - Young
345	Zane Grey	Christopher Creek Bible Fellowship Church	1036 E Christopher Creek Loop - Christopher Creek
400	Canyon Day	Canyon Day Jr. High School	4621 S 9th Street - Cedar Creek
405	Carrizo	Assembly of God Church	V-10 Road - Carrizo
410	San Carlos	Rice Gym	Mohave Avenue & Yavapai St - San Carlos

Total Number of Precincts: 39

## **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 not be a United States, state, county or precinct officer (other than a precinct committeeman).
5. Must not have been convicted of treason or a felony unless civil rights have been restored by a court action.
6. Must not be a candidate, or the spouse, child or parent of a candidate for any office on the ballot, except precinct committeemen.
7. Must attend an instructional class conducted by a certified election officer in charge of elections.
8. Must attain Poll Worker certification from the election officer.
9. Must take an Oath of Office prior to commencing duties on Election Day.

## **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 do not work the whole day, you will not be paid for the day.

In the event that you work the polls but do not attend training, \$10.00 will be deducted from your poll worker pay. Poll workers who consistently miss training may not be invited to work as a poll worker in the future.

***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.***

## Poll Worker Expectations

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
- Attend the pre-election day meeting as scheduled by your Inspector
- Contact your Inspector no later than 5:00 pm the Friday before the election If you have an emergency and cannot work
- Commit to doing your best in your assigned position
- Work cooperatively with fellow poll workers
- Focus on your duties, follow procedures, keep work area organized
- Maintain an orderly and quiet atmosphere in the polling place.
- 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.
- Turn off (or put on vibrate) ALL electronic devices including cell phones, Blackberries, iPods, iPads, beepers, pagers, etc. Poll workers may not use such devices while performing poll worker duties. Electronic devices may only be used during breaks or in an emergency. If there is an emergency, receive permission from the Inspector to leave your polling place assignment so you can take or make a call or review or send text messages. Discuss use of your electronic devices during downtime with your Inspector.
- Do not encourage anyone to "visit" you at the polling place. You are working. Only people who are voting are allowed inside 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 to the voter

## 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 ballot must be received by the County Recorder by 7:00 p.m. on election day
  - Voted ballot may be 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**

All Poll Workers should work in a safe manner and watch for health or safety concerns. The Inspector is in charge of polling place safety and poll worker/voter health and safety. If an incident occurs, the Inspector shall contact appropriate authorities as required and must complete an Incident Report. If the Inspector is unable to take charge and perform his/her duties in the event of an emergency, the Marshal shall take charge.

- Be aware of conditions that may create slips, trips or falls i.e. cords, liquids, or simply being exhausted
- Watch for poll workers or voters who may exhibit physical signs of distress
- Do not overdo, only you can judge your own capabilities
- Help one another
- Do not lift heavy items alone
- In the event you become aware of an incident, or someone in distress, notify the Inspector or Marshal immediately
- Let your Inspector know if you have a medical condition so in case you have a problem the Inspector will know what to do

# Notes

# **Chapter 2**

## **Elections**

## 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 – Americans Elect**

Blue                  Peach                  Yellow                  Lavender

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, Libertarian, or Americans Elect 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 Americans Elect 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. All recognized parties in Arizona are conducting open primaries in 2014.

## **Federal Only Voters in the Primary Election**

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

In 2004, Arizona voters passed Proposition 200, which required every person who is registering to vote or re-registering to vote in a different county to provide proof of citizenship.

In 2006 two groups of plaintiffs filed lawsuits against Arizona challenging the proof of citizenship requirement of Proposition 200.

In 2010 The United States Supreme Court ruled that Arizona could not require information that was not required on the Federal Form.

In response to this ruling by the U.S. Supreme Court Secretary of State Ken Bennett requested an Attorney General Opinion to seek guidance on the impact to Arizona elections. The Opinion was issued on October 7, 2013. The essence of the opinion is that if an individual registers to vote using the Federal Form they are only eligible to vote for federal offices and are not eligible to vote for state or local offices.

**Q.** How does this impact Elections in the State of Arizona and Gila County?

**A.** Arizona uses a Bifurcated (Dual) Voter Registration System. This dual system allows for individuals to register to vote using either the Federal form or the State Form. This dual system also allows for the issuance of “federal only” ballots.

The Federal only voter is the same as any other voter who shows up on Election Day. They are just limited to voting for Federal offices only. The process to vote them is the same procedure as any other voter.

## 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 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 **Federal** only ballot in a Primary Election?

- Democrat
- Republican
- Libertarian
- Federal Only Voter
- 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 voter who is listed as a Federal only wants a regular ballot?

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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. **Water** 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. A vote cast for a **Nonqualified** Write-in Candidate is not valid and will not be counted (i.e. Mickey Mouse or Superman or I'm a Qualified Voter).

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.

## **Presidential Preference Election**

The Presidential Preference Election is held every four years during the year in which the President of the United States is elected. 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**

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.

Each political party determines whether they will participate in Arizona’s Presidential Preference Election or not.

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

# Notes

# **Chapter 3**

## **Opening the Polls**



## Polling Place Opening Checklist

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

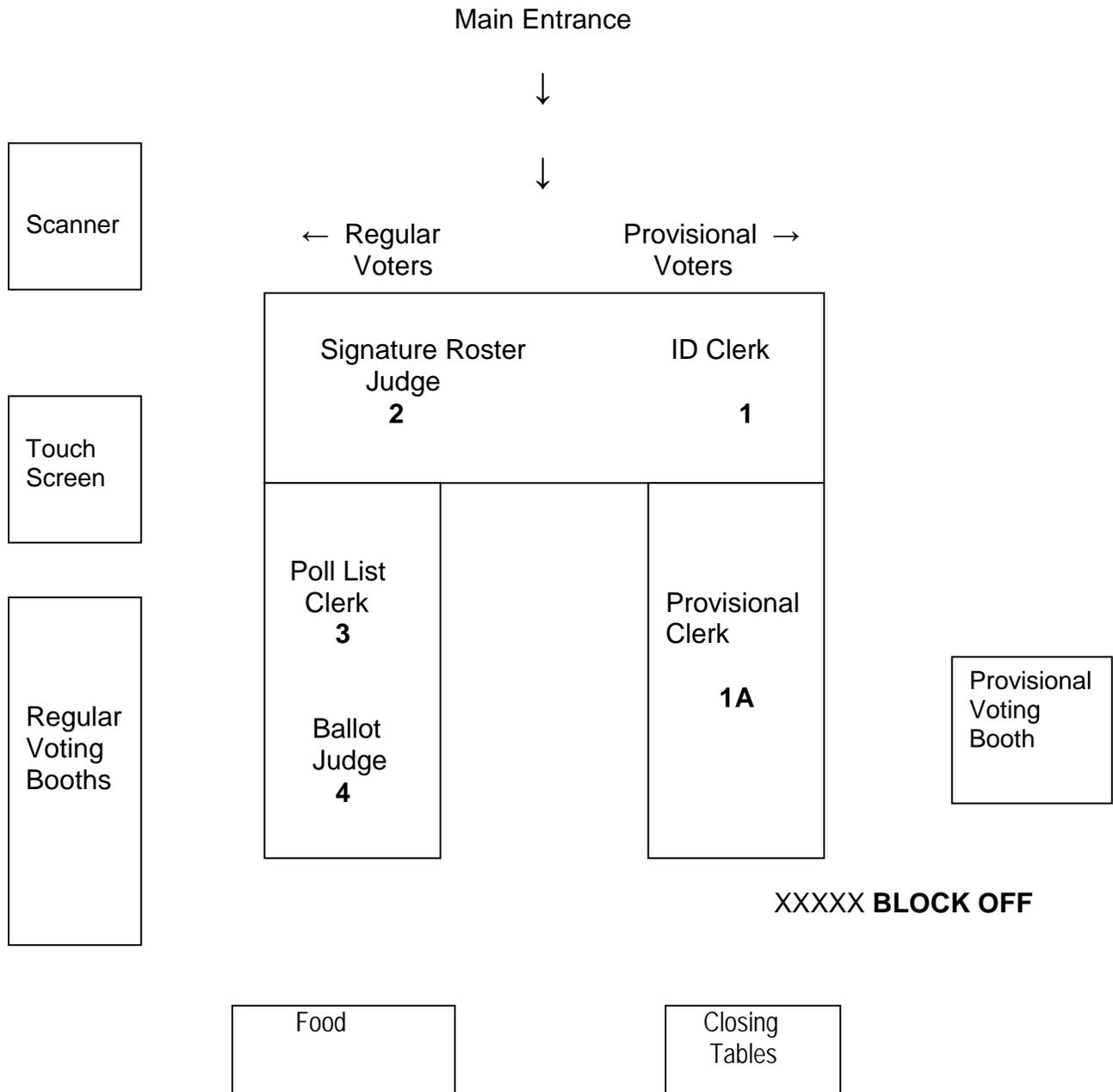
- \_\_\_\_\_ Ensure you have everything by checking all materials against the checklists provided. Contact the Department of Elections if it appears anything is missing
- \_\_\_\_\_ Pass out poll worker supply bags
- \_\_\_\_\_ Mark any Add-On Early Voters in the Signature Roster and Precinct Register
- \_\_\_\_\_ Post inside signs and flag with stand
- \_\_\_\_\_ Set up work tables, closing tables and food tables
- \_\_\_\_\_ Set up voting booths and 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. "Dead End" the area if possible

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

## Election Morning Duties

- \_\_\_\_\_ Administer the Oath of Office and sign front cover of the Regular 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
- \_\_\_\_\_ Count the Ballot packs in the Medium Blue Tub and complete the Polling Place Ballot Inventory
- \_\_\_\_\_ Open the Scanner bag. See Opening Flip Chart for assistance
- \_\_\_\_\_ Open the Touch screen Tablet bag. 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
- Sample Ballots (front and back)
- Write-in Candidates
- Right To Vote a Provisional Ballot
- Instructions To Voters & Election Officers
- Provisional Voting
- Exit Sign

### **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 - use tape measure provided

### **HANDOUTS**

- Informational Pamphlets
- Publicity Pamphlets

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

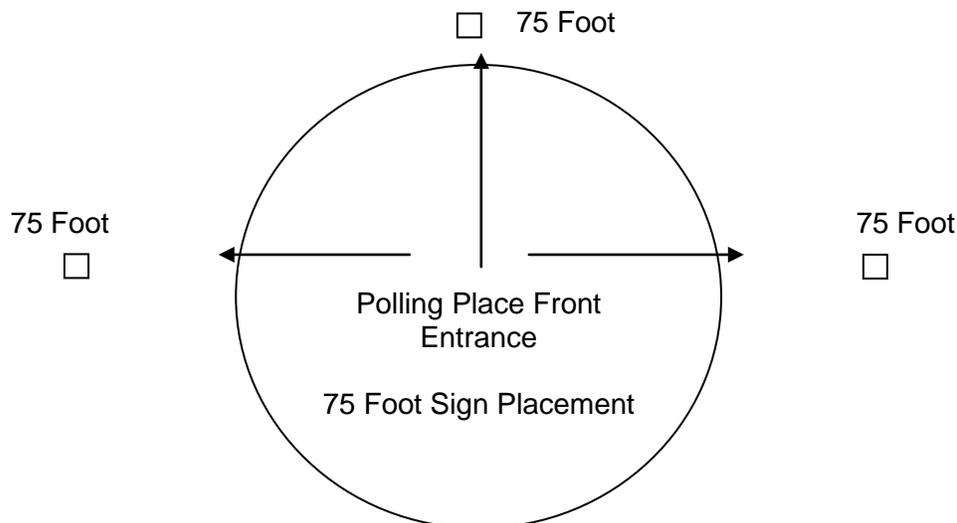
## Electioneering Limits

The Marshal and the Inspector are responsible for ensuring the 75 foot limit is properly observed. Certain changes were made to ARS 16-515 “Seventy-five foot limit” notices; posting; violation; classification” by the Arizona legislature in 2012. New provisions:

- Permit electioneering materials to be displayed within the 75 foot limit.\
- Prohibit an election official, a representative of a political party who has been appointed by the county chairman of that political party or a challenger who is authorized by law to be within the 75 foot limit from electioneering and wearing, carrying or displaying materials that identify or express support for or opposition to a candidate, a political party or organization, a ballot question or any other political issue.
- Redefine electioneering: “Electioneering occurs when an individual knowingly, intentionally, by verbal expression and in order to induce or compel another person to vote in a particular manner or to refrain from voting expresses support for or opposition to a candidate who appears on the ballot in that election, a ballot question that appears on the ballot in that election or a political party with one or more candidates who appear on the ballot in that election.”

The Statute still requires three “75 Foot Limit” signs be posted at each polling place contain the statement “No person shall be allowed to remain inside these limits 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 such political party, and challengers allowed by law and no electioneering may occur within the seventy-five foot limit. Voters having cast their ballots shall at once retire without the seventy-five foot limit. A person violating any provision of this notice is guilty of a class 2 misdemeanor.”

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:



## 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.
- In the event additional Early Ballots are received, the County Recorder will print an Early Ballot Add-On List showing all voters who requested an Early Ballot after the Rosters and Registers were printed.
- These “Early Add-On” Voters must be identified in 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 FED		1965 REP			0400012109

### Add-On Voter List

- An “Add On Voter List” may be provided by the County Recorder’s Office 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 blank “Add On Voters” page at the end of the Signature Roster and the Precinct Register.
- Assign each “Add On” name the next consecutive line number.

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

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

## Numbered Seal Certificate

The Numbered Seal Certificate must be completed by the Inspector prior to opening the polls. This seal verifies that the seal numbers placed on the scanner bag, the touch screen bag and the official ballots tub before they left the Department of Elections are still intact when the materials arrive at the polling place. Following is an example of the form:

## 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

The Ballot Inventory Report is contained inside of the Official Ballots Blue Tub. It is to be completed by the Ballot Judge as each pack of ballots is opened during the day. The report serves as an audit trail to ensure an accounting each ballot sent from the Department of Elections to the Polling Place. Following is an example of the report:

## 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	-----	-----	-----
		TOTAL RETURNED	-----	

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.

# Notes

# **Chapter 4**

## **Poll Worker Duties**

# Notes

## **PRECINCT ELECTION BOARDS**

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:

# STATE OF ARIZONA Identification at the Poll



## LIST 2

Acceptable forms of ID with voter's name and address must reasonably match the precinct register (2 rec)

- Utility bill of the elector (may be electric, gas, water, sewer, telephone, phone or cable TV)
- Bank or credit union statement dated within 90 days of the election.
- Valid Arizona Vehicle Registration
- Indian census card
- Property tax statement
- Tribal enrollment card
- Vehicle insurance card
- Recorder's Certificate
- Valid United States federal or local government identification, including registration card issue county recorder
- Any mailing to the elector

Encourage voters to obtain the proper identification. Acceptable forms of ID are listed below.

## 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
- Valid United States federal, state, or local government issued identification

An identification is "valid" unless it is otherwise determined on its face that it is not.

# ESTADO DE ARIZONA Identificación en el



Animamos a los votantes para que obtengan la identificación apropiada. Las formas aceptables de identificación están listadas abajo.

## Lista 1

Formas aceptables de identificación con fotografía y nombre del votante. La dirección debe coincidir razonablemente con el registro del distrito electoral.

- Licencia de identificación de Arizona
- Licencia de identificación de Arizona no operativa
- Tarjeta de inscripción tribal u otra forma de identificación tribal
- Licencia de identificación emitida por el gobierno federal, estatal o local

General Election  
November 2, 2010

# PRECINCT REGISTRATION



Precinct 100

## VOTER SLIP

Signature Number / V. Number \_\_\_\_\_ Ballot Code \_\_\_\_\_

Name \_\_\_\_\_

Party \_\_\_\_\_

PROVISIONAL: Check the Box(es) \_\_\_\_\_

Ballot at an Outlying Poll \_\_\_\_\_

Ballot from County or Precinct \_\_\_\_\_

Ballot Change \_\_\_\_\_

Ballot not changed for out-of-state voter \_\_\_\_\_

Ballot Marked \_\_\_\_\_

Outdated \_\_\_\_\_

CONDITIONAL: Check the Box(es) \_\_\_\_\_

Ballot \_\_\_\_\_

Only one form of identification \_\_\_\_\_

Gila County, Arizona

# UNSCANNED BALLOTS

Unscanned ballots will always be in the side compartment. There will only be unscanned ballots if a ballot or if the

## GILA COUNTY PRECINCTS

Precinct Code	Precinct Name	Polling Place Name	Polling Place Location
100	Ballot Box 1	Ballot Box 1	1111 E. 1st Street, Globe
101	Ballot Box 2	Ballot Box 2	1111 E. 1st Street, Globe
102	Ballot Box 3	Ballot Box 3	1111 E. 1st Street, Globe
103	Ballot Box 4	Ballot Box 4	1111 E. 1st Street, Globe
104	Ballot Box 5	Ballot Box 5	1111 E. 1st Street, Globe
105	Ballot Box 6	Ballot Box 6	1111 E. 1st Street, Globe
106	Ballot Box 7	Ballot Box 7	1111 E. 1st Street, Globe
107	Ballot Box 8	Ballot Box 8	1111 E. 1st Street, Globe
108	Ballot Box 9	Ballot Box 9	1111 E. 1st Street, Globe
109	Ballot Box 10	Ballot Box 10	1111 E. 1st Street, Globe
110	Ballot Box 11	Ballot Box 11	1111 E. 1st Street, Globe

## ID Clerk Closing Duty Card

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

- Give Precinct Register to the Signature Judge
- Remove ballot inspectors all ballots from the table (inspectors) of the ballot table box.
- With Precinct Clerk, seal ballot box contents, retrieved from inspector into table.
- Provisional Envelopes
- Conditional Envelopes
- 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, take to closing table.
- Wait for the Provisional Clerk to complete the Provisional and Early Ballot Report.
- Shrink will indicate the original copy of the report on the table, leave on the Orange

## **ID CLERK MATERIALS LIST**

Yellow Plastic Envelope

Identification at the Polls Card

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

Ruler

Pen

Red Felt Tip Pen

Highlighter

Voter Slips (Supply Case)

Polling Place List

Envelope - Unscanned Ballots

ID Clerk Closing Duty Card

## **ID CLERK DUTIES**

The ID Clerk is responsible for checking voter identification, looking up the voter in the register and completing the Voter Slip.

- 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
- If the voter is not listed in the register, ask the Inspector to look the voter up on the laptop provided to see if they are registered in another location.
- Assign "V-Numbers" to any voter not listed in the register.
- Complete the Voter Slip.
- Direct voter to either the Signature Judge or to the Provisional Clerk
- Assist other poll workers when possible
- Complete the ID Clerk Closing Duty Card activities

## 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 side compartment of black ballot box.

\_\_\_\_\_ With Provisional Clerk, sort ballot box contents received from Inspector into stacks:

- Provisional Envelopes
- Conditional Envelopes
- Unscanned Ballots
- Early Ballots
- Proof of Identification Affidavits

\_\_\_\_\_ Place Provisional and Conditional envelopes inside **Orange Provisional Ballots Bag**

\_\_\_\_\_ Place Early Ballots inside **Orange Provisional Ballots Bag**

\_\_\_\_\_ Place Proof of Identification Affidavits inside the **Orange Provisional Ballots Bag**

\_\_\_\_\_ Place Unscanned Ballots in **Unscanned Ballots Envelope; take to closing table**

\_\_\_\_\_ Wait for the Provisional Clerk to complete the Provisional and Early Ballot Report. She/he will insert the original copy of the report into the plastic sleeve on the Orange Provisional Ballots Bag. **Take Orange Bag to Closing Table**

\_\_\_\_\_ 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 Supply List to **Yellow Plastic Envelope**

\_\_\_\_\_ Return **Yellow Plastic Envelope to Large Blue Tub**

\_\_\_\_\_ Take completed Comment Memo and Closing Duty Card to **Closing Table**

\_\_\_\_\_ **PLEASE!** Assist others wherever possible or whenever asked by your Inspector and do not leave until Inspector tells you it is OK

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

# Notes

## 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. (If zero voters, enter '0')

Count the number of names in the **PROVISIONAL** (Yellow) Poll List and enter the number on the bottom of the front cover. (If zero voters, enter '0')

Remove the white pages containing written names from the **REGULAR AND PROVISIONAL** Poll List and secure pages with a paper clip or binder clip. Take to the **Closing Table**.

Ensure each Poll Worker signs both Poll Lists.

Take the **REGULAR** and **PROVISIONAL** Poll List Binders to the **Closing Table**.

Return black pen and the Poll List Clerk Contents List to your **White Plastic Pocket**.

Return **White Plastic Pocket to Large Blue Tub**.

Gather all supplies:  
 - 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**

Take completed **Comment Memo** and **Closing Duty Card** to **Closing Table**.

**PLEASE!** Assist others whenever possible or whenever asked by your Inspector. Do not leave until Inspector tells you it is OK.

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

## REGULAR VOTERS POLL LIST OF THE PRIMARY ELECTION

HELD IN THE PRECINCT OF 100 CLOVER NO. 1  
IN THE COUNTY OF GILA  
ON THE 20<sup>TH</sup> DAY OF AUGUST, 2012

A.S.S. (P.S. 104) - QUALITY OF POLLING - Voters counting the polls, must consider the names and each voter and have an oath to faithfully perform the duties assigned to him. Any voter in the precinct may examine and verify this list.

### OATH OF OFFICERS OF ELECTION

STATE OF ARIZONA  
COUNTY OF GILA

We and each of us, as electing people hereon, do swear that we will support the Constitution of the United States and the laws of the State of Arizona, and will faithfully discharge the duties assigned to us, and will not accept any bribe, reward or gratuity, and will not unlawfully or illegally interfere with the free exercise of the franchise of any citizen of the State of Arizona.

Inspector \_\_\_\_\_ Judge \_\_\_\_\_  
 Registrar \_\_\_\_\_ Clerk \_\_\_\_\_  
 Clerk \_\_\_\_\_  
 Subjected and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
 \_\_\_\_\_  
 Precinct Supervisor

### POLL LIST AFFIRMATION

A.S.S. (P.S. 104) - The officers of the election hereon respectively swear or affirm, as the case may be, to have written on the backs of their respective ballots, and put following is the number and name of election table.

We hereby certify that the number of voters voting at a election was \_\_\_\_\_ if zero voters enter '0'

Inspector \_\_\_\_\_ Judge \_\_\_\_\_  
 Registrar \_\_\_\_\_ Clerk \_\_\_\_\_  
 Clerk \_\_\_\_\_

## **POLL LIST CLERK MATERIALS LIST**

White Plastic Envelope

Regular Poll List (Blue)

Pen

Poll List Clerk Closing Duty Card

### **POLL LIST CLERK DUTIES**

The Poll List Clerk is responsible for ensuring poll lists are completed in an appropriate manner and for distributing poll list pages to the political parties who request them. In general, these are the duties of the poll list clerk:

- Sign Pay Voucher
- Enter the required information for each regular voter into the REGULAR (blue) Poll List. Including the elector's register/line 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 curbside voting
- Assist other poll workers when possible.
- Complete the Poll List Clerk Closing Duty Card activities

## 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. (If zero voters, enter "0")
- \_\_\_\_\_ The Provisional Clerk will give you the Provisional Poll List. Count the number of names in the **PROVISIONAL** (Yellow) Poll List and enter the number on the bottom of the front cover. (If zero voters, enter "0")
- \_\_\_\_\_ Ensure each Poll Worker signs both Poll Lists
- \_\_\_\_\_ Remove the white pages containing written names from the **REGULAR AND THE PROVISIONAL** Poll List; secure pages with a paper clip or binder clip.
- \_\_\_\_\_ Take the **REGULAR** and **PROVISIONAL** Poll List Binders and the white paper clipped pages to the ***Closing Table***
- \_\_\_\_\_ Return black pen and the Poll List Clerk Supply List to your ***White Plastic Envelope***
- \_\_\_\_\_ Return ***White Plastic Envelope to Large Blue Tub.***
- \_\_\_\_\_ Gather all supplies:
  - 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***
- \_\_\_\_\_ Take completed Comment Memo and Closing Duty Card to ***Closing Table***
- \_\_\_\_\_ ***PLEASE!*** Assist others wherever possible or whenever asked by your Inspector and do not leave until Inspector tells you it is OK

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

# Notes



## **PROVISIONAL CLERK MATERIALS LIST**

Orange Bag

Pen

Polling Place List

Provisional Poll List (yellow)

Proof of ID Receipt Book

Voter Registration Forms

Permanent Early Voter (PEVL) Request Letters (In Inspector's Notebook)

Envelope - Voter Registration Forms & PEVL Letters

Provisional and Conditional Ballot Affidavit Envelopes

Provisional and Early Ballot Report (In Inspector's Notebook)

Provisional Clerk Closing Duty Card

Extra Blue Bag

## **PROVISIONAL CLERK DUTIES**

The Provisional Clerk is charged with the responsibility of ensuring: (1) voters who vote a provisional or conditional provisional ballot complete and sign the ballot affidavit correctly; and (2) the affidavit (with the ballot inside) is deposited in the side compartment of the black ballot box. Duties include:

- 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 (located in Inspector Notebook)
- Have voters complete new Voter registration forms as necessary (Note: It is not necessary to use black pen as the registration form states)
- May assist electors at the voting booth
- Ask Inspector how you can help others
- Complete the Provisional Clerk Closing Duty Card activities

## Instructions for Completing the Provisional or Conditional Provisional Affidavit

- Write the voter's register / line number, name and party affiliation on the Provisional Poll List
- Request the proper ballot from the Ballot Judge and make sure the ballot is folded in half. Do not use a secrecy sleeve.
- Complete the "black printed" sections of the Provisional/Conditional Affidavit
- Instruct the voter to complete the "blue printed" sections of the Provisional/Conditional Affidavit
- Instruct voter to:
  - (1) Proceed to the Provisional Voting Booth to vote ballot
  - (2) Advise voter to place the voted ballot **INSIDE THE ENVELOPE** when voting is complete
  - (3) Seal the envelope after ballot is inside;
  - (4) 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 off the colored page of instructions 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 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 and Permanent Early Voter Letters in **Voter Registration Forms** envelope; take envelope to **Closing Table**
- \_\_\_\_\_ With ID Clerk, sort ballot box contents received from Inspector into stacks:
  - Provisional Envelopes
  - Conditional Envelopes
  - Unscanned Ballots
  - Early Ballots
  - Proof of Identification Affidavits
- \_\_\_\_\_ Count the number of Provisionals, Conditionals, Early Ballots, Affidavits, and Unscanned Ballots in each stack.
- \_\_\_\_\_ 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 Affidavit envelopes inside **Orange Provisional Ballots Bag**
- \_\_\_\_\_ Place any Early Ballot envelopes inside **Orange Provisional Ballots Bag**
- \_\_\_\_\_ Place any completed Proof of Identification Affidavits inside **Orange Provisional Ballots Bag**
- \_\_\_\_\_ Place Unscanned Ballots in **Unscanned Ballots Envelope**; take envelope to **Closing Table**
- \_\_\_\_\_ Take **Orange Provisional Ballots Bag to Closing Table**
- \_\_\_\_\_ Return Proof of ID Receipt Book, unused Voter Registration forms, Provisional Clerk Supply List, and unused Provisional and Conditional Provisional Affidavit envelopes to the **Blue Bag**
- \_\_\_\_\_ Return **Blue Bag to Large Blue Tub**
- \_\_\_\_\_ Take completed Comment Memo and Closing Duty Card to **Closing Table**
- \_\_\_\_\_ **PLEASE!** Assist others wherever possible or whenever asked by your Inspector and do not leave until Inspector tells you it is OK

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

## Provisional and Early Ballot Report

### PRECINCT/DISTRICT

- Enter Number of:

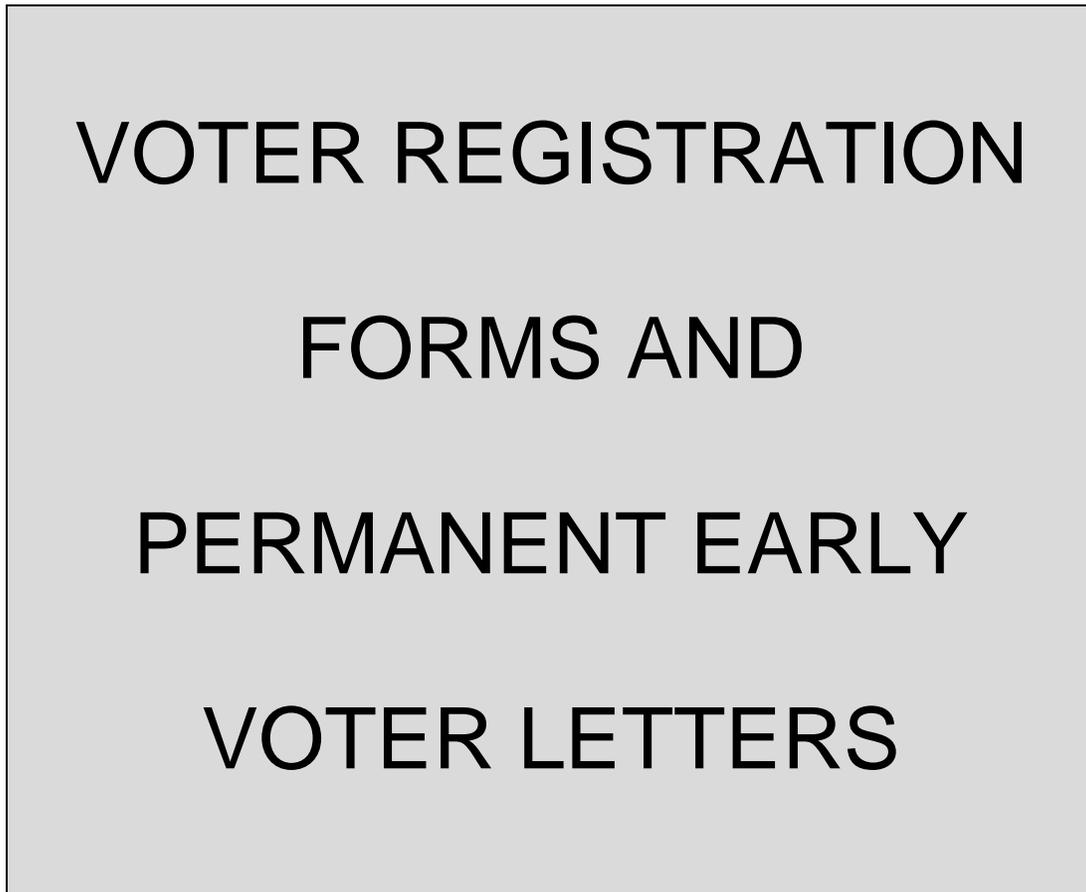
1. Provisional Ballot Envelopes	<u>3</u>
2. Touch Screen Provisional Envelopes	<u>1</u>
3. Conditional Ballot Envelopes	<u>1</u>
4. Touch Screen Conditional Envelopes	<u>0</u>
5. Proof of Identification Affidavits	<u>1</u>
6. Dropped Off Early Ballots	<u>3</u>

- 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**

**Gila County, Arizona**



- 1. Provisional Clerk - Place any Voter Registration Forms or Permanent Early Voter Letters completed at the Polls during election day in this envelope**
- 2. Inspector - Do not seal envelope with paper seal**
- 3. Inspector - Place envelope inside **Black Duffel Bag****

SIGNATURE JUDGE  
MATERIALS

## Signature Judge Closing Duty Card

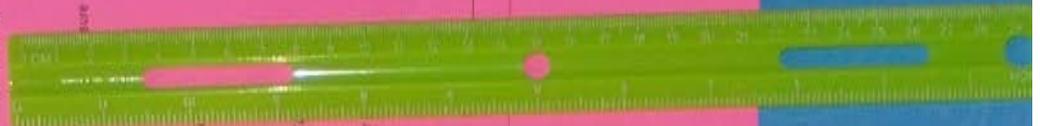
**NOTE: DO NOT SEAL ANYTHING UNLESS INSPECTOR TELLS YOU TO!**

- Ensure completed Disabled Voter Affidavits are in front pocket of Signatures
- Take the Signature Roster and the Precinct Register to the Closing Table. Each Poll Worker signs the Signature Roster
- Return signature pen and Signature Judge Supply List to your Blue Pouch
- Return Blue Plastic Pocket to the Large Blue Tub
- Take the Signature Roster and the Precinct Register to the Closing Table
- Complete the Wait Time Survey and take it to the Closing Table
- Take down interior signs, remove tape and give signs to the Closing Table
- Take completed Comment Memo to the Closing Table
- Help Inspector complete the closing process
- Press whenever you are asked to by your Inspector into your Pouch

General Election  
November 6, 2012  
SIGNATURE ROSTER



Precinct 100



## **SIGNATURE JUDGE MATERIALS LIST**

Blue Plastic Envelope

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**

The Signature Judge looks up each voters name and ensures the voter signs the Signature Roster. Specifically the Signature Judge will:

- Sign Pay Voucher
- May assist with TSX and Scanner set-up
- Locate elector's name in the Signature Roster
- Insure that all regular voters and touchscreen voters sign the Signature Roster
- May assist voters at the booth
- May assist voters with TSX voting
- May assist with curb-side voting
- Complete the Wait Time Survey (located in Inspector Notebook)
- Fill in for the Inspector
- Assist other poll workers when possible.
- Complete Signature Judge Closing Duty Card activities

## Signature Judge Closing Duty Card

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

\_\_\_\_\_ Ensure completed Disabled Voter Affidavits are in front pocket of Signature Roster

\_\_\_\_\_ Return signature pen and Signature Judge Supply List to **Blue Plastic Envelope**

\_\_\_\_\_ Return **Blue Plastic Envelope** to the **Large Blue Tub**

\_\_\_\_\_ Take the **Signature Roster** and the **Precinct Register** to the **Closing Table** and ensure each Poll Worker signs the **Signature Roster**

\_\_\_\_\_ Complete the **Wait Time Survey** and take it to the **Closing Table**

\_\_\_\_\_ Take down interior signs; remove tape and give signs to Marshal

\_\_\_\_\_ Assist Inspector in finalizing the closing process

\_\_\_\_\_ Take completed Comment Memo and Closing Duty Card to the **Closing Table**

\_\_\_\_\_ **PLEASE!** Assist others wherever possible or whenever asked by your Inspector and do not leave until Inspector tells you it is OK

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

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

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

# Notes

Gila County, Arizona

BALLOTS WITH

WRITINGS

Gila County, Arizona

SPOILED

BALLOTS

Original: 859-300 / 188 / 118 / 119 / 120 / 121 / 130 / 131 / 140 / 141 / 142 / 143 / 144 / 145 / 146 / 147 / 148 / 149 / 150 / 151 / 152 / 153 / 154 / 155 / 156 / 157 / 158 / 159 / 160 / 161 / 162 / 163 / 164 / 165 / 166 / 167 / 168 / 169 / 170 / 171 / 172 / 173 / 174 / 175 / 176 / 177 / 178 / 179 / 180 / 181 / 182 / 183 / 184 / 185 / 186 / 187 / 188 / 189 / 190 / 191 / 192 / 193 / 194 / 195 / 196 / 197 / 198 / 199 / 200 / 201 / 202 / 203 / 204 / 205 / 206 / 207 / 208 / 209 / 210 / 211 / 212 / 213 / 214 / 215 / 216 / 217 / 218 / 219 / 220 / 221 / 222 / 223 / 224 / 225 / 226 / 227 / 228 / 229 / 230 / 231 / 232 / 233 / 234 / 235 / 236 / 237 / 238 / 239 / 240 / 241 / 242 / 243 / 244 / 245 / 246 / 247 / 248 / 249 / 250 / 251 / 252 / 253 / 254 / 255 / 256 / 257 / 258 / 259 / 260 / 261 / 262 / 263 / 264 / 265 / 266 / 267 / 268 / 269 / 270 / 271 / 272 / 273 / 274 / 275 / 276 / 277 / 278 / 279 / 280 / 281 / 282 / 283 / 284 / 285 / 286 / 287 / 288 / 289 / 290 / 291 / 292 / 293 / 294 / 295 / 296 / 297 / 298 / 299 / 300 / 301 / 302 / 303 / 304 / 305 / 306 / 307 / 308 / 309 / 310 / 311 / 312 / 313 / 314 / 315 / 316 / 317 / 318 / 319 / 320 / 321 / 322 / 323 / 324 / 325 / 326 / 327 / 328 / 329 / 330 / 331 / 332 / 333 / 334 / 335 / 336 / 337 / 338 / 339 / 340 / 341 / 342 / 343 / 344 / 345 / 346 / 347 / 348 / 349 / 350 / 351 / 352 / 353 / 354 / 355 / 356 / 357 / 358 / 359 / 360 / 361 / 362 / 363 / 364 / 365 / 366 / 367 / 368 / 369 / 370 / 371 / 372 / 373 / 374 / 375 / 376 / 377 / 378 / 379 / 380 / 381 / 382 / 383 / 384 / 385 / 386 / 387 / 388 / 389 / 390 / 391 / 392 / 393 / 394 / 395 / 396 / 397 / 398 / 399 / 400 / 401 / 402 / 403 / 404 / 405 / 406 / 407 / 408 / 409 / 410 / 411 / 412 / 413 / 414 / 415 / 416 / 417 / 418 / 419 / 420 / 421 / 422 / 423 / 424 / 425 / 426 / 427 / 428 / 429 / 430 / 431 / 432 / 433 / 434 / 435 / 436 / 437 / 438 / 439 / 440 / 441 / 442 / 443 / 444 / 445 / 446 / 447 / 448 / 449 / 450 / 451 / 452 / 453 / 454 / 455 / 456 / 457 / 458 / 459 / 460 / 461 / 462 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629 / 630 / 631 / 632 / 633 / 634 / 635 / 636 / 637 / 638 / 639 / 640 / 641 / 642 / 643 / 644 / 645 / 646 / 647 / 648 / 649 / 650 / 651 / 652 / 653 / 654 / 655 / 656 / 657 / 658 / 659 / 660 / 661 / 662 / 663 / 664 / 665 / 666 / 667 / 668 / 669 / 670 / 671 / 672 / 673 / 674 / 675 / 676 / 677 / 678 / 679 / 680 / 681 / 682 / 683 / 684 / 685 / 686 / 687 / 688 / 689 / 690 / 691 / 692 / 693 / 694 / 695 / 696 / 697 / 698 / 699 / 700 / 701 / 702 / 703 / 704 / 705 / 706 / 707 / 708 / 709 / 710 / 711 / 712 / 713 / 714 / 715 / 716 / 717 / 718 / 719 / 720 / 721 / 722 / 723 / 724 / 725 / 726 / 727 / 728 / 729 / 730 / 731 / 732 / 733 / 734 / 735 / 736 / 737 / 738 / 739 / 740 / 741 / 742 / 743 / 744 / 745 / 746 / 747 / 748 / 749 / 750 / 751 / 752 / 753 / 754 / 755 / 756 / 757 / 758 / 759 / 760 / 761 / 762 / 763 / 764 / 765 / 766 / 767 / 768 / 769 / 770 / 771 / 772 / 773 / 774 / 775 / 776 / 777 / 778 / 779 / 780 / 781 / 782 / 783 / 784 / 785 / 786 / 787 / 788 / 789 / 790 / 791 / 792 / 793 / 794 / 795 / 796 / 797 / 798 / 799 / 800 / 801 / 802 / 803 / 804 / 805 / 806 / 807 / 808 / 809 / 810 / 811 / 812 / 813 / 814 / 815 / 816 / 817 / 818 / 819 / 820 / 821 / 822 / 823 / 824 / 825 / 826 / 827 / 828 / 829 / 830 / 831 / 832 / 833 / 834 / 835 / 836 / 837 / 838 / 839 / 840 / 841 / 842 / 843 / 844 / 845 / 846 / 847 / 848 / 849 / 850 / 851 / 852 / 853 / 854 / 855 / 856 / 857 / 858 / 859 / 860 / 861 / 862 / 863 / 864 / 865 / 866 / 867 / 868 / 869 / 870 / 871 / 872 / 873 / 874 / 875 / 876 / 877 / 878 / 879 / 880 / 881 / 882 / 883 / 884 / 885 / 886 / 887 / 888 / 889 / 890 / 891 / 892 / 893 / 894 / 895 / 896 / 897 / 898 / 899 / 900 / 901 / 902 / 903 / 904 / 905 / 906 / 907 / 908 / 909 / 910 / 911 / 912 / 913 / 914 / 915 / 916 / 917 / 918 / 919 / 920 / 921 / 922 / 923 / 924 / 925 / 926 / 927 / 928 / 929 / 930 / 931 / 932 / 933 / 934 / 935 / 936 / 937 / 938 / 939 / 940 / 941 / 942 / 943 / 944 / 945 / 946 / 947 / 948 / 949 / 950 / 951 / 952 / 953 / 954 / 955 / 956 / 957 / 958 / 959 / 960 / 961 / 962 / 963 / 964 / 965 / 966 / 967 / 968 / 969 / 970 / 971 / 972 / 973 / 974 / 975 / 976 / 977 / 978 / 979 / 980 / 981 / 982 / 983 / 984 / 985 / 986 / 987 / 988 / 989 / 990 / 991 / 992 / 993 / 994 / 995 / 996 / 997 / 998 / 999 / 1000

TEST BALLOT 1 of 36 EARLY

INSTRUCTIONS TO VOTERS: 1. This ballot is for use in the early voting process. It is not to be used on Election Day. 2. This ballot is for use in the early voting process. It is not to be used on Election Day. 3. This ballot is for use in the early voting process. It is not to be used on Election Day.

- BEVERLY DONALD
TERRY JIM
BOLLANDER SIMON
PERRY AL DOCK
DICK RONALD
CROFTON KEVIN
BALL ROY
DICK PAUL

Gila County, Arizona
Presidential Primary Election
February 28, 2012

BALLOT INVENTORY REPORT

DISTRICT #1 100 / 105 / 110 / 115 / 120 / 125 / 130 / 135 / 140 / 145

Table with 6 columns: A Pack Number Issued, B Number Ballots Issued, C Number Ballots Returned, D Difference Between Col. B and Col. C (Show + or -), E Number Ballots Used, F Number Ballots Returned

Gila County, Arizona
Presidential Primary Election
February 28, 2012

Ballot Report Worksheet

DISTRICT 1

INSTRUCTIONS TO VOTERS: Do not exceed the number to be used. VOTE LINE: This No other marks will be used or counted.

COMMISSIONER OF PLAYWRIGHTS (Vote for ONE)
NEEL SIMON
ARTHUR MILLER
TENNESSEE WILLIAMS
LELLIAN WELLMAN
EUGENE O'NEILL



HELPER'S STUDIOS LETTERS, BOLIVIANOS, CONFESTA, DEFENDING

NO 380111 (CONT.) 12 PAGES (CONT.) 17 PAGES

Ballot Judge Closing Duty Card
NOTE: DO NOT SEAL ANYTHING UNLESS INSPECTOR TELLS YOU TO.
Ensure Spoiled Ballots are inside Spoiled Ballots Envelope, take envelope to C Table.
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.
Take Red Ballots Bag to Closing Table.
Bundle ballots with write-ins, place in Write-in Envelope.
Take Write-in Envelope to Closing Table.
Finalize Ballot Inventory Report (located in Medium Blue Tub), take to Closing Table.
Complete Ballot Report Worksheet (located in Inspector Notebook), take to Closing Table.
Place unused ballot and unopened ballot packs in Medium Blue Tub.
Place Encoder, Encoder Cards, and Encoder Instructions inside of Encoder Bag.



Grip this for inserting scanner.

## **BALLOT JUDGE SUPPLY LIST**

White Plastic Envelope

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

## **MEDIUM BLUE TUB(S)**

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

## **BALLOT JUDGE DUTIES**

The Ballot Judge ensures each voter gets the right ballot. There may be many different ballot styles at the polling place. Make sure you understand which styles you have and which style goes to which voter. The Ballot Judge should be able to answer general voter questions regarding the ballot including how to mark the ballot. In general you will:

- Sign Pay Voucher
- May assist with TSX and Scanner set-up
- Maintain Ballot Inventory Sheet(s)
- Before opening ballots ensure Inspector has verified seal numbers on the ballot tub
- 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
- FOLD Provisional ballots before giving them to the Provisional Clerk and DO NOT give Provisional voters secrecy sleeves.
- Create voter access cards for Touch screen voting
- Retain the Voter Slips
- Retain Spoiled Ballots
- Ensure ballot count is accurate throughout the day
- May assist voters at the booth
- Fill in for the Inspector
- Complete Ballot Report Worksheet
- Complete Ballot Judge Closing Duty Card activities

## BALLOT INVENTORY REPORT

### PRECINCT/DISTRICT

A	B	C	D	E	F
Pack Numbers Issued	Number Ballots Issued	Number Ballots Counted at Polling Place	Difference between Col. B and Col. C (Show + or -)	Number Ballots Used	Number Ballots Returned
1	50	50	0	50	0
2	50	50	0	50	0
3	50	49	-1	49	0
4	50	50	0	50	0
5	50	50	0	50	0
6	50	50	0	50	0
7	50	50	0	50	0
8	50	50	0	27	23
9	50				50
10	50				50
11	50				50
12					
13					
14					
15					
16					
17					
18					
19					
20					
<b>TOTALS</b>	<b>550</b>	<b>399</b>	<b>-1</b>	<b>376</b>	<b>173</b>

**Instructions - PLEASE READ!**

1. Check to see if there is more than one Ballot Style and, therefore, more than one Inventory Report.
2. Count number of ballot packs for each Ballot Style and compare to each Inventory Report.
3. Ensure number packs received matches number packs shown as issued in Column A.
4. When a pack is opened, count the number of ballots in the pack and write that number in Column C.
5. Each pack should contain 50 ballots; if not, enter the difference between Column B & C in Column D.
6. Write the number of ballots used from each pack in Column E.
7. Enter Number of Ballots Returned in Column F (Column C - Column E = Column F).
8. Add the numbers in Column E and enter the total on the **TOTALS** line at the bottom of the column.
9. Add the numbers in Column F and enter the total on the **TOTALS** line at the bottom of the column.

## WAYS TO CHECK BALLOT COUNT ACCURACY

It is important to “balance” throughout the day. The Ballot Judge and the Inspector need to ensure that the number of voters and the number of ballots issued are in sync. Following are two tests that can be conducted throughout the day to make sure ballots are balanced:

### Test #1

<b>Count</b>	# Voter Slips
<b>Then Add</b>	# Names on Regular Poll List
<b>Plus</b>	+ # Names on Provisional Poll List
<b>This Total</b>	<b>Total</b>
<b>Should Equal</b>	# Voter Slips

If you do not balance, review each voter slip name against each name on the two poll lists. Reconcile any differences.

Are the Total and the # Voter Slips the same? If not, try to resolve the difference.

### Test #2

<b>Add</b>	# Ballots Cast on Scanner
	+ # Ballots Cast on the Touch screen
<b>This Total</b>	<b>Total</b>
<b>Should Equal</b>	# Names on the Regular Poll List

## Encoder Instructions

1. Verify Precinct number on the back of the Encoder. For example, if the precinct number is 280
2. Turn the Encoder on.
3. Insert a Voter Access Card into the Encoder with the arrow pointing toward the Encoder.
4. The display should read: **Create?**
5. Select the ballot type, for example:
  - 3 = Green (for Primary Election); or
  - 1 = 280 Carrizo (one ballot style for this precinct)A specific list of numbers will be included with encoder for each election
6. Select any special choices:
  - Press the \* key once for **M** to magnify the ballot
  - Press the \* key twice for **VM** to turn on the Audio and magnify the ballot
  - Press the \* key three times for **VH** to turn on the Audio and hide the ballot on the screen
7. Press the **YES** button.
8. The display should change to read: **Clear?**

**NOTE:** Do not press **YES** in response to **Clear?** Unless you have made a mistake or it will clear the card. If a mistake is made in creating the card, **press YES to Clear?** and begin again.
9. Remove the Voter Access Card from the Encoder.
10. Give the Voter Access Card to the voter.
11. Instruct the voter to insert the card into the right side of the Touch Screen unit and to return the Voter Access Card when they have completed voting.
12. Direct the voter to the Touch Screen voting unit.

***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***

## Ballot Judge Closing Duty Card

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

- \_\_\_\_\_ Fill out **Spoiled Ballots envelope label**; place spoiled ballots in **Spoiled Ballots envelope**; take envelope to **Closing Table**
- \_\_\_\_\_ 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**
- \_\_\_\_\_ Take Red Ballots Bag to **Closing Table**
- \_\_\_\_\_ Fill out **Ballots With Write-ins envelope**; place Write-in Ballots in **Ballots With Write-ins envelope**; take envelope to **Closing Table**
- \_\_\_\_\_ Finalize **Ballot Inventory Report** (located in **Medium Blue Tub**); take to **Closing Table**
- \_\_\_\_\_ Complete **Ballot Report Worksheet** (in Inspector Notebook); take to **Closing Table**
- \_\_\_\_\_ 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**
- \_\_\_\_\_ Put the completed Voter Slips in a stack with a rubber band around them and place them in the **Medium Blue Tub**
- \_\_\_\_\_ Return Secrecy Sleeves to the **Medium Blue Tub**
- \_\_\_\_\_ Return Demonstration Ballots, magnifier and Ballot Judge Supply List to your **Grey Plastic Envelope** and place in **Large Blue Tub**
- \_\_\_\_\_ Take completed Comment Memo and Closing Duty Card to **Closing Table**
- \_\_\_\_\_ **PLEASE!** Assist others wherever possible or whenever asked by your Inspector and do not leave until Inspector tells you it is OK

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

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

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

# Ballot Report Worksheet

## DISTRICT 9

Enter the number of ballots cast:

- 1. From the Optical Scanner Tape \_\_\_\_\_
- 2. From the Touch Screen Tape \_\_\_\_\_
- 3. Provisional and Conditional Envelopes \_\_\_\_\_
- 4. Unscanned Ballots \_\_\_\_\_
- 5. Add the total 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 \_\_\_\_\_
- 9. Enter number of 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.

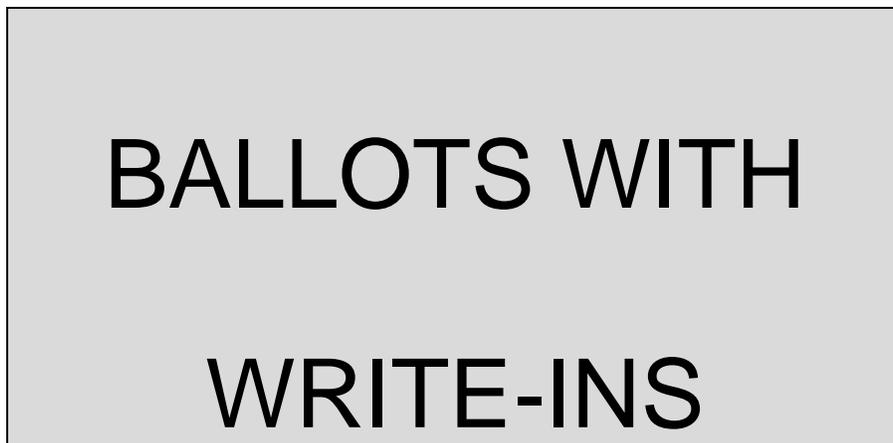
**Ballot Judge - Take this Worksheet to Closing Table**

**Inspector - Use this Worksheet to prepare your Official Ballot Report and to check your results**

**Inspector - Return this Worksheet in Unofficial Returns Envelope**

*Example of Write-ins Envelope*

**Gila County, Arizona**



**Write-in ballots have already been scanned and will come from the main compartment of the black box.**

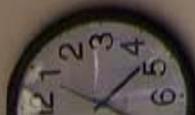
- 1. Ballot Judge - Enter Precinct/District:**
- 2. Ballot Judge - Count Write-in Ballots; enter number**
- 3. Ballot Judge - Place Write-in Ballots in envelope**
- 4. Ballot Judge - Take envelope to Closing Table**
- 5. Inspector - Seal the envelope with a black and white seal**
- 6. Inspector and Judges - Sign the seal**
- 7. Inspector - Place envelope inside **Black Duffel Bag****

*Example of Spoiled Ballots Envelope*

**Gila County, Arizona**



- 1. Ballot Judge - Enter Precinct/District:**
- 2. Ballot Judge - Count number of Spoiled Ballots and enter number here:**
- 3. Ballot Judge - Place Spoiled Ballots in envelope**
- 4. Ballot Judge - Take envelope to Closing Table**
- 5. Inspector - Seal envelope with black and white seal**
- 6. Inspector and Judges - Sign the seal**
- 7. Inspector - Place the envelope inside **Official Returns Envelope****



**75 FOOT LIMIT**  
**LIMITE DE 75 PIES**

... (small text) ...

**E E E**  
**VOTE**  
**AQUI**



**OFFICIAL WRITE-IN CANDIDATES**  
**PROCESO PARA REGISTRARSE COMO CANDIDATO**

**INSTRUCCIONES PARA VOTAR**

**INSTRUCCIONES PARA VOTAR**

... (detailed instructions in English and Spanish) ...





Gila County Electic  
Precinct Map

Central Heights  
Page 1 of 1

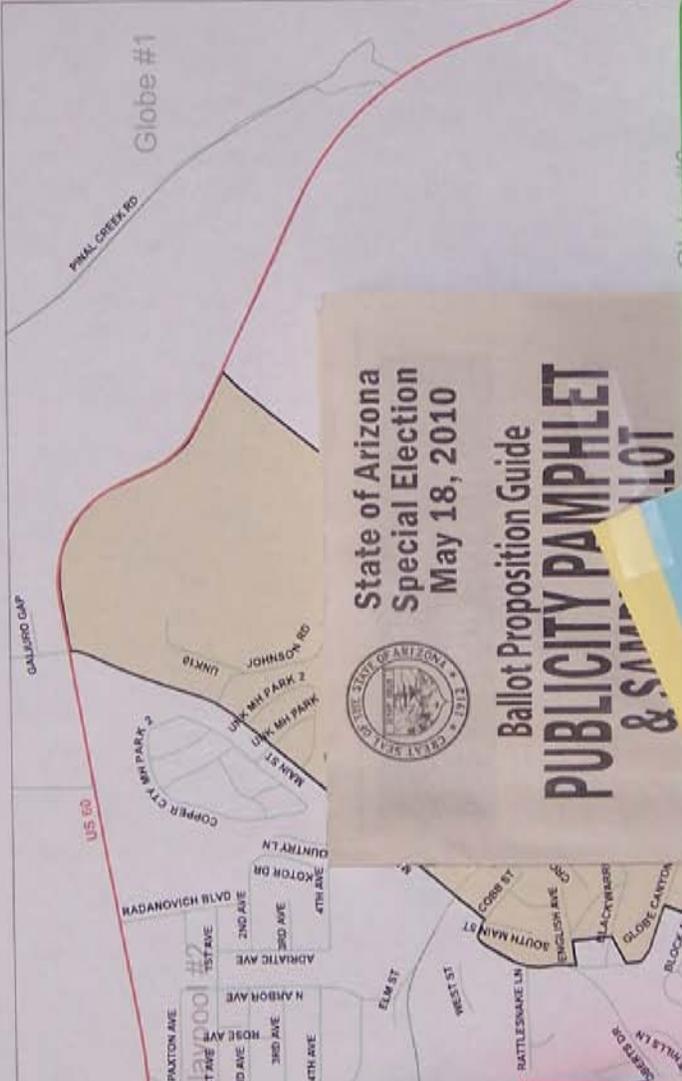
Supervisor District 3  
GCC District: 3

Disclaimer:  
This map is for advisory purposes only and should not be used for legal purposes. Gila County is not responsible for errors, omissions, or inaccuracies in this map. Users of this map should verify the accuracy of any information obtained from any other source. For questions regarding conducting an election, please contact the Gila County Elections Department for clarification.

Scale: 1 inch = 1 mile



- Other Roads
- State Highways
- Blocks
- Other Precincts
- Central Heights



State of Arizona  
Special Election  
May 18, 2010



Ballot Proposition Guide  
PUBLICITY PAMPHLET  
& SAMPLE BALLOT

**DISABLED VOTER AFFIDAVIT**

Precinct/District \_\_\_\_\_

Registrar Number \_\_\_\_\_ Name \_\_\_\_\_

Residence Address \_\_\_\_\_

Registration Date \_\_\_\_\_ Ballot Code \_\_\_\_\_ Registration # \_\_\_\_\_

Signature of Qualified Elector  
I am the person listed above, and I reside at the address listed above.

Signature of Election Official (Witness to elector signing affidavit) \_\_\_\_\_

Signature of Election Official (Witness to elector signing affidavit) \_\_\_\_\_

**MUESTRA DE BOLETA**  
**PARTIDO VERDE**  
ELECCION PRESIDENCIAL DE PREFERENCIA  
24 DE FEBRERO DE 2012.  
OPORTUNIDAD PARA LA MUJER  
MUESTRA DE BOLETA ELECTORAL DEL DIA DE ELECCION.

**SAMPLE BALLOT**  
**GREEN PARTY**  
PRESIDENTIAL PREFERENCE ELECTION  
FEBRUARY 28, 2012  
CHECK THE MARKING LABEL OF THE SAMPLE BALLOT FOR THE VOTING PLACE.

THE GREAT SEAL OF THE STATE OF ARIZONA 1881

**Marshal Closing Duty Card**

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

- Collect exterior signs - Remove tape from signs and return to Clear Plastic Pallet
- Turn off voting booth lights. Carefully remove the signs from booth openings and "leave" them to the disassembler using tooth tray
- Place booths inside boxes, stack in corner of room, lid back up
- Collect bag with base and handicapped parking signs with bases, place with voting booths
- Return voters to take their food and personal items home, clean kitchen if used
- Ensure polling area is clean and sanitary, bag trash and place inside available receptacle from bag is located in top of ballot rack
- Ensure room is returned to original configuration
- Return Precinct Map, Clipboard with Disabled Voter Affidavits, Sample Ballots, Precinct Banner, Precinct Advisory Signposts, and Unmarked Supply List to your "Clear Plastic Envelope"
- Return "Clear Plastic Envelope to Large Blue Tub
- Ensure all supplies have been returned to Medium Grey Tub, bag the tub with Seal Box
- Take completed Comment Memo and Closing Duty Card to Closing Table
- If advised by the Inspector, driver the Scanner and Toner. Return to Central Processing and return to the polling place to complete duties as necessary

**PLEASE!** Assist voters whenever possible or whenever asked by your Inspector and do not leave until Inspector tells you to LOCK

## **MARSHAL MATERIALS LIST**

Clear Plastic Envelope

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. This position is responsible for maintaining order and enforcing laws pursuant to Arizona Revised Statutes. The Marshal may perform the duties of any other election board member on a relief basis. 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; use curved legs for handicapped booth(s)
- Post flag and all inside and outside signage. (Bring flag indoors in the event of inclement weather.)
- Announce the opening of the polls outside front entrance - NO EXCEPTIONS
  - "It is 6:00 am and the polls are now open"
- Monitor voting booths throughout the day and remove graffiti or garbage
- Assist ID Clerk and Provisional Clerk as necessary
- Fill in for any election board member as necessary
- Watch for Early Ballot voters as they do not have to stand in line. Direct them to the ballot box.
- Notify the Inspector when curb-side voting is requested
- Direct voters to the Inspector for 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
- Ensure polling place is left clean and orderly and that all trash is bagged
- 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.

## Marshal Closing Duty Cards

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

- \_\_\_\_\_ Collect **exterior** signs. **Remove tape from signs** and return to **Clear Plastic Envelope**
- \_\_\_\_\_ Turn off voting booth lights. **Carefully** remove the lights from booth screens and “Velcro” them to the disassembled voting booth tray.
- \_\_\_\_\_ Place booths inside boxes; stack in corner of room for pick-up
- \_\_\_\_\_ Collect flag with base and Handicapped Parking signs with bases; place with voting booths
- \_\_\_\_\_ Remind workers to take their food and personal items home; clean kitchen if used.
- \_\_\_\_\_ Ensure polling place is clean and orderly; bag trash and place inside available receptacle (trash bag is located in top of supply case)
- \_\_\_\_\_ Ensure room is returned to original configuration
- \_\_\_\_\_ Return Precinct Map, Clipboard with Disabled Voter Affidavits, Sample Ballots, Precinct Banner, unused Publicity Pamphlets, and Marshal Supply List to your **Clear Plastic Envelope**
- \_\_\_\_\_ Return **Clear Plastic Envelope to Large Blue Tub**
- \_\_\_\_\_ Ensure all supplies have been returned to **Medium Grey Tub**; close the tub with twist ties
- \_\_\_\_\_ Take completed Comment Memo and Closing Duty Card to **Closing Table**
- \_\_\_\_\_ If advised by the Inspector, deliver the Scanner and Touch Screen to Central Receiving and return to the polling place to complete duties as necessary
- \_\_\_\_\_ **PLEASE!** Assist others wherever possible or whenever asked by your Inspector and do not leave until Inspector tells you it is OK

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

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

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



Gila County, Arizona  
**UNOFFICIAL RETURNS ENVELOPE**  
 100 - GLOBE #1  
 Primary Election  
 August 28, 2012

1. Inspector - Place the following in this envelope:

- \_\_\_\_\_ Poll List Envelopes
- \_\_\_\_\_ Numbered Seal Certificates Verification
- \_\_\_\_\_ Ballot Report Worksheet
- \_\_\_\_\_ Yellow copy of Official Report
- \_\_\_\_\_ Yellow copy of Provisional Report
- \_\_\_\_\_ Ballot Inventory Report
- \_\_\_\_\_ One copy of Scanner Report
- \_\_\_\_\_ One copy of Touch Screen Report
- \_\_\_\_\_ Poll Worker Caching Worksheet
- \_\_\_\_\_ One copy of Challenge Report
- \_\_\_\_\_ Incident Memo

Do not seal the envelope.

Gila County, Arizona  
**OFFICIAL RETURNS ENVELOPE**  
 100 - GLOBE #1  
 Primary Election  
 August 28, 2012

1. Inspector - Place the following in this envelope:

- \_\_\_\_\_ White Poll List Pages from poll list binder.

**Inspector Notebook Check List**

- \_\_\_\_\_ Technician Supervisor Only
- \_\_\_\_\_ Poll Precinct Numbered Ballot
- \_\_\_\_\_ "Labels" for Ballot Return Bag and Ballot Troubleshooter Label Bag
- \_\_\_\_\_ 5 "Labels" for Ballot Return Bag, Change Provisional Bag and Ballot Bundle Bag
- \_\_\_\_\_ White Plastic Numbered Labels (going to Ballot Return Bag)
- \_\_\_\_\_ "Label" for the Large Blue Ballot and Machine Gray Ballot
- \_\_\_\_\_ Paper Ballot and Seal Instructions (to Ballot and Machine)
- \_\_\_\_\_ Scanner (Make Sure Error Code)
- \_\_\_\_\_ Ballot Machine
- \_\_\_\_\_ Inspector's Checklist
- \_\_\_\_\_ Precinct List
- \_\_\_\_\_ Provisional List
- \_\_\_\_\_ Provisional Envelope (going into Ballot Return Bag)
- \_\_\_\_\_ Numbered Seal Certificates Verification
- \_\_\_\_\_ Ballot Report Worksheet for Ballot Machine
- \_\_\_\_\_ Official Ballot Report
- \_\_\_\_\_ Provisional and Early Ballot Report for Provisional Only
- \_\_\_\_\_ Incident Report
- \_\_\_\_\_ Instructions for Polling Precinct Operators
- \_\_\_\_\_ Challenges & Voter
- \_\_\_\_\_ Challenge List

**Flip Charts**

1. AccuVote Opening / Closing
2. TSX Opening / Closing

Troubleshooter

**AccuVote OS Unit Troubleshooter Guide**

LCD PANEL MESSAGES	PAGE
Ballot Not Read Please Re-insert	1
Ballots Will Not Go Through the AccuVote OS	2
Blank Voted Ballot	3
Counted Ballot Jammed in Reader	4
Invalid Ballot See Official	5
Jammed Ballot	6
Over Voted Race	7
Power Fail	8

**GILA COUNTY**  
 Accu-Vote Manual

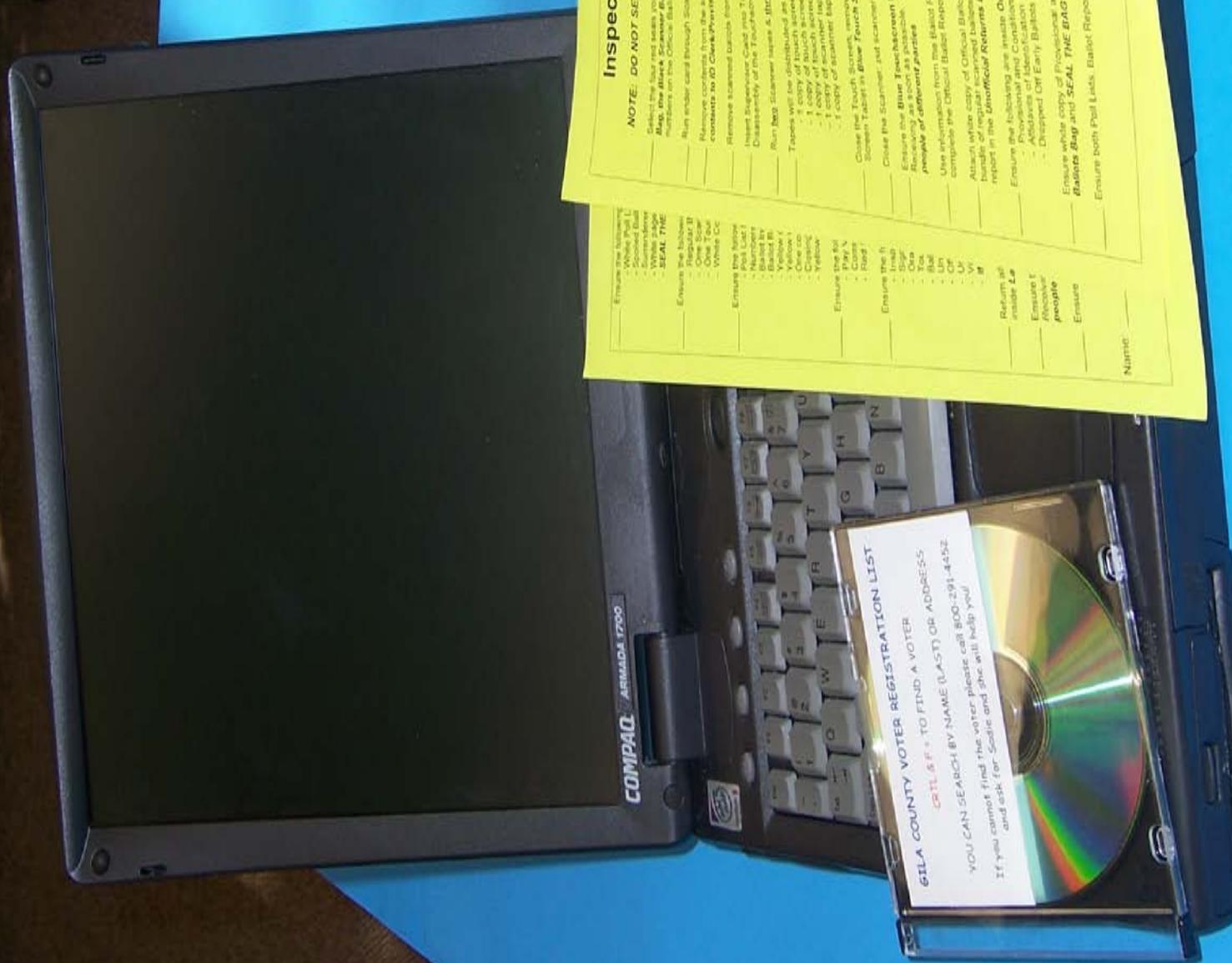


**OPENING THE POLL**

FORWARD BY THE PRESIDING OFFICER  
 100 - GLOBE #1  
 AUGUST 28, 2012  
 100 - GLOBE #1

**Set up and Opening of the TSX Unit**

**Linda's Book**



**GILA COUNTY VOTER REGISTRATION LIST**  
 CTRL + F \* TO FIND A VOTER  
 YOU CAN SEARCH BY NAME (LAST) OR ADDRESS  
 If you cannot find the voter please call 800-291-4452  
 and ask for Sadie and she will help you!

### Inspector Closing Duty Card

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

- Select the four red tabs you need to seal the **Red Voted Ballot Bag**, the **Blue Touchscreens Bag**, the **Black Scanner Bag**, and the **Black** and seal the bags as they are ready.
- Put the four red tabs on the Official Ballot Report in the envelope instruction manual. "Closing the Public"
- Run the card through Signature team (member of team) has ensure nothing is left in bag, give Returns contents from the bag over to the Signature team.
- Remove scanned ballot from back of ruled box, with assistance of **Ballot Judge** constants to **JD Clerk/Provisional Clerk**.
- Insert Signature Card and Touch Screens into clear and machine then follow "Close Out and Disassembly of the Touchscreen Unit" instruction manual.
- Run the Scanner tape & **BLUE** Touch Screens tapes.
- Tapes will be distributed as follows:
  - 1 copy of touch screen tape with ballot in **Official Returns Envelope**
  - 1 copy of touch screen tape with ballot in **Red Ballots Bag**
  - 1 copy of scanner tape with **Unofficial Returns Envelope**
  - 1 copy of scanner tape with **Unofficial Returns Envelope**
- Close the Touch Screens, member of Signature team (member of team) has ensure nothing is left in the machine.
- Close the Scanner, and scanner in **Black Scanner Bag**.
- Close the **Blue** Touchscreen Bag and the **Black Scanner Bag** are delivered to Central Receiving as applicable. All deliveries to Central Receiving are to be made by **TWO people of different parties**.
- Use information from the Ballot Report Worksheet and the Provisional and Early Ballot Report to complete the Official Ballot Report, one Scanner tape, and one Touch Screen tape to one bundle of regular ballot 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 sheet/label
  - Addressed Off Early Ballots
  - Disposed 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 0205 of the long red seals when ready.
- Ensure both Poll Leads, Ballot Report, and Signature Roster have been signed by all poll workers.

Name \_\_\_\_\_

## **INSPECTOR MATERIALS LIST**

### White Plastic Envelope

Envelopes:    Official Returns (Clear Bag)  
                  Unofficial Returns

Inspector Notebook

Flip Charts for Touch screen and Scanner Set-up and Closing

Inspector Closing Duty Card

Voter Registration CD and Laptop (if requested)

## **INSPECTOR DUTIES**

The Inspector is the supervisor of the polling place and ensures all tasks are completed. Duties include:

- 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 are added to Signature Roster AND Precinct Register
- Ensure Pay Voucher is signed by all Poll Workers
- Set up and oversee the use of the Scanner unit and the Touch Screen voting devices
- Ensure Inspector and two Judges sign the zero reports from both the Scanner and Touch-Screen
- Place red label on side of Touch screen canister after the zero report has been run on election morning.
- Watch for, resolve and report safety hazards/incidents or ill poll workers or voters
- Organize curb-side voting with the Marshal
- Ensure dropped off Early Ballots and curb-side voted ballots are placed in the Ballot Box
- Assign duties to Poll Workers
- Rotate workers and reassign duties when needed
- Ensure ballot count is accurate throughout the day
- Confer with Judges when determining the outcome of Challenges
- Assign a Judge to perform Inspector duties during breaks
- Conduct and oversee closing procedures
- Close polls at 7:00 pm ONLY if voting is complete and electors have left the polling place
- Prepare Scanner and Touch Screen Tablet for delivery to Central Receiving. Two people of different parties (usually one is the Marshal) need to deliver the units to Central Receiving as soon as possible so returns can be tabulated. (In some locations transport crews pick-up these items.)
- Complete all required paperwork and seal envelopes and bags as required
- Prepare all other items to be returned to Central Receiving Location
- Ensure supplies are packed and ready for pick-up
- Complete Inspector Closing Duty Card activities

## Numbered Seal Certificate Verification

### DISTRICT 1

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 Numbers	Inspector Signature
Black Optical Scanner Bag	43444	<i>Harold B. Rittenbach</i>
Blue Touch Screen Tablet Bag	43445	<i>Harold B. Rittenbach</i>
Official Ballots Blue Tub (2 Seals)	1114001	<i>Harold B. Rittenbach</i>
	1114002	

The following Seal Numbers were provided to be used to seal the unused ballot container **at the end of the day**

Container	Seal Numbers	Inspector Signature
Official Ballots Blue Tub (2 Seals)	1115035	<i>Harold B. Rittenbach</i>
	1115036	

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

**VOTER REGISTRATION CD EXAMPLE**

Stat	First	Middle	Last	Add	Dir	Street	Street	City	ST	Zip	PARTY NOT DESIGNATED	Code	Precinct	Pct Part
I	PAT	DWAINE	AALFS	107	S	MCLANE	RD	PAYSON	AZ	85541	PARTY NOT DESIGNATED	225	PAYSON #1	225.B
A	TINA	MARIE	AALFS	1107	S	MCLANE	RD		AZ	85541	INDEPENDENT	225	PAYSON #1	225.B
A	JENNIFER	LYNN	AARONAES	612	N	LUZERN MOUNTAIN	CIR	PAYSON	AZ	85541	INDEPENDENT	240	PAYSON #4	240.E
A	ADLA	B	ABAWI	1119	S	VIEW MOUNTAIN	DR	PAYSON	AZ	85541	INDEPENDENT	230	PAYSON #2	230.F
A	JABER	J	ABAWI	1119	S	VIEW MOUNTAIN	DR	PAYSON	AZ	85541	INDEPENDENT	230	PAYSON #2	230.F
I	TAREQ		ABAWI	1119	S	VIEW	DR	PAYSON	AZ	85541	DEMOCRATIC	230	PAYSON #2	230.F
A	BRANDY	MICHELLE	ABBOTT	816	S	HIGHLAND	DR	GLOBE	AZ	85501	REPUBLICAN	125	GLOBE #6	125.Q
A	ROBERT	JERRY	ABBOTT	5851	S	VAN WINKLE	AVE	MIAMI	AZ	85539	DEMOCRATIC	190	CLAYPOOL #3	190.B
A	BRITTANY	ROSE	ABBOTT	1700	W	BONITA	ST	PAYSON	AZ	85541	LIBERTARIAN PARTY NOT DESIGNATED	235	PAYSON #3	235.J
A	RICHARD	L	ABBOTT	1700	W	BONITA	ST	PAYSON	AZ	85541	DESIGNATED	235	PAYSON #3	235.J
I	JOSEPH	G	ABBOTT	3760	E	AZ HWY 260		PAYSON	AZ	85541	INDEPENDENT	246	STAR VALLEY	246.D
A	DANIEL	THOMAS	ABBOTT	407		NEAL SPUR		PAYSON	AZ	85541	DEMOCRATIC	250	WHISPERING PINES	250.B
A	PATRICIA	CONNIE	ABBOTT	407		NEAL SPUR		PAYSON	AZ	85541	REPUBLICAN	250	WHISPERING PINES	250.B
A	DONNA	K	ABEL	109		MONTEREY	DR	GLOBE	AZ	85501	DEMOCRATIC	125	GLOBE #6	125.D
A	DENNIS	PATRICK	ABEL	3936	N	AZ HWY 87		PINE	AZ	85544	INDEPENDENT	275	PINE-STRAWBERRY	275.B
A	LARRY	SIMON	ABELL	1226	E	SKYLINE	DR	GLOBE	AZ	85501	DEMOCRATIC	125	GLOBE #6	125.L
A	EDDIE	L	ABELL	1218	W	BERUATTI	ST	GLOBE	AZ	85501	DEMOCRATIC	140	GLOBE #8	140.G
I	DARRYL		ABERNATHY	177	S	MESQUITE	DR	PAYSON	AZ	85541	REPUBLICAN	260	GISELA	260.E
A	TRACY	LYNN	ABERNATHY	177	S	MESQUITE	DR	PAYSON	AZ	85541	REPUBLICAN	260	GISELA	260.E
A	MANUEL		ABEYTA	1320	E	MONTECITO	DR	GLOBE	AZ	85501	DEMOCRATIC PARTY NOT DESIGNATED	125	GLOBE #6	125.D
I	JOSEPH	T	ABEYTA	755	E	PRICKLY PEAR	DR	GLOBE	AZ	85501	DESIGNATED	125	GLOBE #6	125.Q
A	CARLOS	G	ABEYTA	249	N	CHISHOLM	AVE	MIAMI	AZ	85539	DEMOCRATIC	160	MIAMI #1	160.C
A	CONCEPCION	C	ABEYTA	249	N	CHISHOLM	AVE	MIAMI	AZ	85539	DEMOCRATIC	160	MIAMI #1	160.C
I	MANUEL	JAYMENN	ABEYTA	5642	E	MAIN	ST	GLOBE	AZ	85501	INDEPENDENT	175	CENTRAL HEIGHTS	175.D
I	REBECCA	ANN	ABEYTA	1206	N	PONDEROSA	CIR	PAYSON	AZ	85541	REPUBLICAN	240	PAYSON #4	240.E
A	ARSENIO	HILARIO	ABEYTA	406	W	CORRAL	CIR	PAYSON	AZ	85541	DEMOCRATIC	243	PAYSON #8	243.C

**To search: Press the “Ctrl” and “F” keys. When the search window appears, type in the item you want to search by i.e., first name, last name, street name. Press enter and all the variations will come up. Arrow down until the appropriate person appears.**

## Inspector Closing Duty Card

- \_\_\_\_\_ Run ender card through Scanner then follow the "AccuVote Closing Instructions" in the Flip Chart
  - \_\_\_\_\_ Print **two** Scanner tapes (one for **Red Ballots Bag** and one for the **Unofficial Returns Envelope**) Inspector and two Judges must sign both tapes.
  - \_\_\_\_\_ While tapes are printing, remove contents from the side compartment of ballot box. (Ensure nothing is left in box); **give contents to ID Clerk/Provisional Clerk.**
  - \_\_\_\_\_ While tapes continue to print, remove scanned ballots from back of ballot box; give to **Ballot Judge.**
  - \_\_\_\_\_ Insert Supervisor Card into Touch Screen then follow "Close Out and Disassembly of the TSX Unit" instructions in the Flip Chart.
  - \_\_\_\_\_ Run **three** Touch Screen tapes (one gets rolled up inside the **Touchscreen Canister**, one for **Red Ballots Bag**, and one for the **Unofficial Returns Envelope**). Inspector and two Judges sign all tapes.
  - \_\_\_\_\_ Close Touch Screen; remove canister. Place canister inside **Black Duffel 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**
  - \_\_\_\_\_ Select the five red seals you need to seal the **Red Voted Ballots Bag, Blue Touchscreen Bag, Black Scanner Bag, Black Duffel Bag and Orange Provisional Ballots Bag.**
  - \_\_\_\_\_ Write the seal numbers on the Official Ballot Report as required. Note: The Orange Provisional Ballots Bag seal number is not written on the Official Ballot Report.
  - \_\_\_\_\_ Ensure the **Blue Touchscreen Bag** and the **Black Scanner Bag** are **Sealed**. If it will be quite a while before the rest of your materials are ready to go, deliver these two bags to Central Receiving as soon as possible. Deliveries must be made by **Two people of different parties.**
- Assuming all poll workers have completed their reports and brought their materials to the Closing Table, the Inspector should now be able to begin the final steps in the closing process.**
- \_\_\_\_\_ 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.
  - \_\_\_\_\_ Ensure the following are inside the **Red Voted Ballots Bag**:
    - Regular ballots (WITHOUT Write-in Votes)
    - White copy of Official Ballot Report
    - One Scanner results tape
    - One Touch Screen results tape
  - \_\_\_\_\_ **SEAL THE RED VOTED BALLOTS BAG**
  - \_\_\_\_\_ Ensure the following are inside the **Orange Provisional Bag**:
    - Provisional and Conditional Provisional Ballot Affidavit Envelopes
    - Affidavits of Identification
    - Dropped Off Early Ballots

\_\_\_\_\_ Ensure the white copy of Provisional and Early Ballot Report is in plastic sleeve on **Orange Provisional Ballots Bag** and **SEAL THE BAG**.

\_\_\_\_\_ 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 from **BOTH** poll list binders  
Spoiled Ballots Envelope  
Surrendered Early Ballots  
White page of Challenge List, if used  
**SEAL ENVELOPE** with red and white paper seal. Inspector and two judges **sign the seal**

\_\_\_\_\_ Ensure the following are inside the **Unofficial Returns Envelope**:  
Poll List Binders  
Numbered Seal Certificate Verification  
Ballot Report Worksheet  
Yellow Copy of Official Ballot Report  
Yellow Copy of Provisional Ballot Report  
Ballot Inventory Report  
One copy of Scanner results tape and one copy of Touch Screen results tape  
Closing Duty Cards  
Yellow Copy of Challenge List, if used  
Comments Memos, if any

\_\_\_\_\_ **Seal the Ballots with Write-ins Envelope and the Unscanned Ballots Envelope** with red and white paper seals. Inspector and two judges need to **sign the seals**.

\_\_\_\_\_ Ensure the following are inside the **Inspector Notebook**  
Pay Voucher signed by all poll workers  
Red Key Ring hooked to one of the three-rings

\_\_\_\_\_ Ensure the following are inside **Black Duffel Bag**:  
Inspector Notebook ( If not here this may delay poll workers getting paid promptly!)  
Signature Roster and Precinct Register  
Orange Provisional Ballots Bag  
Touch Screen Canister  
Ballots with Write-ins Envelope **SEAL ENVELOPE** with paper seal  
Unscanned Ballots Envelope **SEAL ENVELOPE** with paper seal  
Official Returns Envelope  
Unofficial Returns Envelope  
Voter Registration Forms Envelope  
**If you are not sure where something goes, place it in the Black Duffel Bag**

\_\_\_\_\_ **SEAL THE BLACK DUFFEL BAG**

\_\_\_\_\_ Return all Inspector materials to your Clear Plastic Envelope; place Envelope inside the Large Blue Tub and close tub with twist ties

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

\_\_\_\_\_ Deliver **Black Duffel Bag** and **Red Voted Ballots Bag (and Blue TSX Bag and Black Scanner bag if not already sent)** to *Central Receiving*. All deliveries to *Central Receiving* are to be made by **Two people of different parties**.

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

Gila County, Arizona  
Election/Date

## Official Ballot Report Precinct/District

Number Ballots Issued	<u>378</u>	Total Number Voters from Both Poll Lists	<u>376</u>
1. Ballots Cast on the Optical Scanner			<u>369</u>
2. Ballots Cast on the Touch Screen			<u>2</u>
3. Unscanned Voted Ballots (only if power outage)			<u>0</u>
4. Provisional Ballots			<u>3</u>
5. Touch Screen Provisional Ballots			<u>1</u>
6. Conditional Ballots			<u>1</u>
7. Touch Screen Conditional Ballots			<u>0</u>
8. Early Ballots Dropped Off			<u>3</u>
9. Spoiled Ballots			<u>2</u>
10. Number of Unused Ballots			<u>122</u>

BLACK SCANNER BAG SEAL NUMBER: 42578

BLACK TRANSFER (DUFFEL) BAG SEAL NUMBER: 42687

RED VOTED BALLOTS BAG SEAL NUMBER 53101

BLUE TOUCHSCREEN SEAL NUMBER 53102

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### 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**

*Example of Official Returns Envelope*

Gila County, Arizona

# OFFICIAL RETURNS ENVELOPE

## PRECINCT

## Election/Date

### 1. Inspector - Place the following in this envelope:

\_\_\_\_\_ White Poll List Pages from poll list binder

\_\_\_\_\_ Spoiled Ballots Envelope

\_\_\_\_\_ Surrendered Early Ballots (voter surrendered Early Ballot and voted a Provisional Ballot. Remember surrendered Early Ballots **ARE NOT** Early Ballots Which have been dropped off at the polls!)

\_\_\_\_\_ White page of Challenge List, if used

### 2. Inspector - Seal the envelope with paper seal

### 3. Inspector and Judges - Sign the seal

### 4. Inspector - Place envelope inside **Black Duffel Bag**

*Example of Unofficial Returns Envelope*

# UNOFFICIAL RETURNS ENVELOPE

## PRECINCT

### Election/Date

#### 1. Inspector - Place the following in this envelope:

- \_\_\_\_\_ Poll List Binders
- \_\_\_\_\_ Numbered Seal Certificate Verification
- \_\_\_\_\_ Ballot Report Worksheet
- \_\_\_\_\_ Yellow copy of Official Ballot Report
- \_\_\_\_\_ Yellow copy of Provisional Ballot Report
- \_\_\_\_\_ Ballot Inventory Report
- \_\_\_\_\_ One copy of Scanner Tape
- \_\_\_\_\_ One copy of Touch Screen Tape
- \_\_\_\_\_ Poll Worker Closing Duty Cards
- \_\_\_\_\_ Yellow copy of Challenge List, if used
- \_\_\_\_\_ Comment Memos

#### 2. Inspector - Do not seal envelope

#### 3. Inspector - Place envelope inside **Black Duffel Bag**

# **Chapter 5**

## **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

**NOTE: “Personal knowledge” cannot be used to “vouch” for a person’s identity.**

## ACCEPTABLE FORMS OF IDENTIFICATION AT THE POLLS

ARS. § 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

An elector who cannot provide any of the acceptable form of identification listed above will be issued a "Conditional Provisional Ballot".

## 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 Bingham, 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 26<sup>th</sup> day of August, 2014.

Sadie Bingham  
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

# Notes

# **Chapter 6**

## **Standard Ballot Processes**

## **Who is Eligible to Vote?** ARS §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.

### **Regular Voter Procedure**

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

1. ID Clerk compares voter identification against Precinct Register and fills out the Voter Slip
2. Signature Judge locates elector’s name in the Signature Roster
3. Elector signs the Signature Roster
4. Poll List Clerk enters elector’s line/register number, name, party and ballot code into the poll list
5. Ballot Judge issues the correct ballot and gives any instructions as needed
6. Elector is directed to the voting booth
7. Elector votes then goes to the scanner area
8. Marshal (or other poll worker at the scanner) instructs elector how to insert their ballot into the scanner
9. Marshal (or other poll worker at the scanner) gives the Elector the “I Voted” sticker

**NOTE: According to ARS §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 elections, including voter registration, petition circulation or signature, early ballot requests or voting another person’s ballot.**

## How the ID Clerk Completes the Voter Slip

### VOTER SLIP

Register Number/V-Number \_\_\_\_\_ 128 \_\_\_\_\_

Name \_\_\_\_\_ Anderson, Robert \_\_\_\_\_

Party \_\_\_\_\_ Dem \_\_\_\_\_ Ballot Code \_\_\_\_\_

#### PROVISIONAL Check the Reason:

- Name not on Signature Roster
- Marked as "Early Ballot" on Roster
- Moved Within County or Precinct
- Name Changed
- Address has Changed (Incl. Rural address change)
- New Resident
- Challenge

#### CONDITIONAL Check the Reason:

- No ID
- Only one form of non-photo ID

### VOTER SLIP

Register Number/V-Number \_\_\_\_\_ V-1 \_\_\_\_\_

Name \_\_\_\_\_ Andrade, Elizabeth \_\_\_\_\_

Party \_\_\_\_\_ Ind \_\_\_\_\_ Ballot Code \_\_\_\_\_

#### PROVISIONAL Check the Reason:

- Name not on Signature Roster
- Marked as "Early Ballot" on Roster
- Moved Within County or Precinct
- Name Changed
- Address has Changed (Incl. Rural address change)
- New Resident
- Challenge

#### CONDITIONAL Check the Reason:

- No ID
- Only one form of non-photo ID

BOOK < Number >

State of Arizona )  
                          ) ss  
County Of Gila )

SIGNATURE ROSTER

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

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

I, SADIE JO BINGHAM , 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 JO BINGHAM  
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

ACTIVE AND INACTIVE REGISTRATIONS

Printed (Date)  
Page # of ##

Line No. Stat	Name & Address Precinct & Style	Mailing Address	Reg Dt Birth Yr Party	Signature	Voter ID
1 A	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 A	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 A	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 A	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 I	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 A	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

State of Arizona)  
                          ) ss  
County Of Gila )

BOOK < Number >

## PRECINCT REGISTER

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

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

I, SADIE JO BINGHAM , County Recorder in and for GILA County, Arizona as provided by A.R.S. §16-169, hereby certify that this Precinct Register 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 JO BINGHAM  
GILA County Recorder

**POLL LIST OF THE  
\_\_\_\_\_ 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 \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
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 \_\_\_\_\_. If zero voters, enter "0".

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

**NOTE: Have political party person who picks up poll lists initial the poll list page  
before tearing copies out of the book**

## POLL LIST

Voting Order No. Line/Register Number	Name of Elector (As Printed in Register)	Ballot Code	Party	Voting Order No. Line/Register Number	Name of Elector (As Printed in Register)	Ballot Code	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

Voting Order No. Line/Register Number	Name of Elector (As Printed in Register)	Ballot Code	Party	Voting Order No. Line/Register Number	Name of Elector (As Printed in Register)	Ballot Code	Party
51				76			
" 52				" 77			
" 53				" 78			
" 54				" 79			
" 55				" 80			
" 56				" 81			
" 57				" 82			
" 58				" 83			
" 59				" 84			
" 60				" 85			
" 61				" 86			
" 62				" 87			
" 63				" 88			
" 64				" 89			
" 65				" 90			
" 66				" 91			
" 67				" 92			
" 68				" 93			
" 69				" 94			
" 70				" 95			
" 71				" 96			
" 72				" 97			
" 73				" 98			
" 74				" 99			
" 75				00			

## **Poll List Page Disbursement Guide**

The Poll List is a four-part form with white, pink, blue, and yellow pages. There are two poll lists. The poll list with the blue cover is maintained by the Poll List Clerk. It is used for all voters EXCEPT provisional voters. The poll list with the yellow cover is maintained by the Provisional Clerk. It is used for all provisional voters.

All poll workers sign the regular poll list (blue cover) twice - once when they take their Oath of Office and (2) at the end of the day when they certify that the people whose names were included in the list did in fact vote at the polls.

**Throughout the day, the Poll List Clerk and/or the Provisional Clerk may need to distribute pages in the poll list. When requested, distribute pages as follows:**

BLUE AND PINK PAGES:            If requested, give to Party Representative.

**At Closing, the Poll List Clerk and/or the Provisional Clerk will handle remaining pages as follows:**

WHITE PAGES:                    Remove pages that contain names and take to closing table

YELLOW PAGES:                 Remain in the binder

BLUE AND PINK PAGES:        Uncollected pages remain in the binder

BLANK PAGES:                    Remain in the binder

## **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 ballot using a red felt tip pen or a ballot marking pen, by the elector, or the Inspector, or the Ballot Judge.
4. The Inspector or Ballot Judge shall mark thru the code at the bottom of the ballot.
5. The spoiled ballot is placed inside the SPOILED BALLOTS 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.

## 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.

## 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 to deliver 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 AND the envelope to the polls and he/she wants to vote the early ballot at the polls, they can do so. Simply direct them to an available voting booth. The voted Early Ballot must be placed inside the Early Ballot Envelope and the voter must sign the Affidavit. Then the Early Ballot envelope is to be deposited 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 inside the envelope and the envelope then goes in the SIDE SLOT of the Ballot Box. These ballots 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.***

## **Inactive Voters**

ARS §16-583

Inactive voters are now included in the Registers and Rosters. They can easily be identified because the print is shaded grey. Electors may become inactive for a number of reasons. For example: 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.

## **Voting Accessibility and Assistance For the Elderly and Disabled**

The Americans With Disabilities Act of 1990 states:

“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.”

**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 from different party affiliations will accompany the elector to the booth.
2. One will read the name and office of the candidates and ballot measures.
3. One will 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, provide a chair at an accessible booth.

According to ARS §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 voted for by the elector.

## Curb-side Voting

Generally the Marshal will notify the Inspector that curbside voting is requested and the Inspector and the Marshal will organize curbside voting. Some precincts will be furnished with bell calls for curbside voters to ring.

### Marshal

- Goes to the car and ascertains the needs of the voter.
- Obtains the voter's ID and takes to the ID Clerk

### ID Clerk

- Verifies the voter's ID and looks the voter up in the precinct register
- Determines the appropriate voting procedure based on the identification provided and completes the Voter Slip and gives to Marshal
- Marshal takes Voter Slip to the Signature Roster Clerk.

### Signature Roster Clerk

- Completes a Disabled Voter Affidavit.
- Writes "Disabled Voter" in the signature block of the Signature Roster with RED ink.
- Gives the Disabled Voter Affidavit to the Marshal.
- Marshal takes Voter Slip to the Poll List Clerk.

### Poll List Clerk

- Enters the voter's information into the Poll List.
- Marshal takes Voter Slip to the Ballot Judge.

### Ballot Judge

- Issues the correct ballot to the Marshal.
- Retains the Voter Slip.

Marshal and one other election official of a different party take to the curb:

- Ballot, black marking pen, secrecy folder, Disabled Voter Affidavit, clipboard, I Voted Sticker, and a Provisional / Conditional Provisional envelope ( if applicable).
- Elector will sign 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.
- The completed Disabled Voter Affidavit is returned to the Signature Judge who will place it inside the front pocket of the Signature Roster.
- The ballot is run through the scanner or, if a Provisional/Conditional ballot, the affidavit is placed in the side compartment of the ballot box.



**The Use of a Power of Attorney is prohibited**

ARS §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 elections including: voter registration, petition circulation or signature, 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	<i>X</i> <i>Amy Roberts ID Clerk</i> <i>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</i> <i>By Pat Nash Inspector</i>	0400028795

# Notes

# **Chapter 7**

## **Provisional Ballot Processes**

## **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. The polling place Inspector is deputized by the County Recorder to accept the Affidavits. Affidavits are to be placed in the side compartment of the Black Ballot Box

## **What are the Reasons for Provisional Voting?**

1. Voter has not provided sufficient identification at the polling location,
2. Voter's name does not appear on the signature roster or inactive list, and the voter has not moved,
3. Voter has moved,
4. Voter has been issued an early ballot,
5. Voter has changed name, or
6. Voter is challenged at the polling place.

**NOTE: The PROVISIONAL Affidavit Envelope is YELLOW.  
Completed Provisional Affidavit Envelopes are placed in the  
side compartment of the black ballot box.**

## Elector's 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 and must be assigned a "V " number:

1. There is a blank "PROVISIONAL VOTERS" page at the back of the Precinct Register with consecutive "V" numbers (i.e. V-1, V-2, etc.).
2. "V"-numbers are assigned by the ID Clerk to electors who are not listed in the Precinct Register, once it has been determined that the voter lives in the precinct. Be sure to check both the Signature Roster and the Precinct Register, especially the Add-On Voter pages, before issuing a "V" number.
3. Enter the elector's information on the "Provisional Voters" page and assign the next consecutive "V" Number. The voter does not need to sign the Signature Roster since he/she will sign the Provisional Ballot Affidavit.
4. The assigned "V" number is now the elector's Line/Register Number for this election and is to be put on the top line of the Voter Slip and in the box entitled "Register or "V" Number" on either the Provisional or Conditional Provisional affidavit envelope.

Following is an example of an assigned "V" number on the "PROVISIONAL VOTERS" page.

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

**Instructions to ID Clerk: Names are added to this list ONLY if the voter  
is NOT listed on the Precinct Register or Signature Roster**

Line No.	Name and 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				

## **Elector Has Changed Name**

If an elector has changed their name and they have not changed their voter registration record, they must vote a Provisional Ballot.

1. If the elector's identification is the proper form, reflects the name change, and their residence is located in the precinct, the ID clerk will mark the Voter Slip **Provisional - Name Change**. The Provisional Clerk will check the appropriate box on the **Provisional** Ballot Affidavit. The voter will enter their Former Name on the Affidavit.
2. If the elector has no ID or only one form of non-photo ID, the ID clerk will mark the Voter Slip **Conditional - No ID (or only one form of non-photo ID)**. The Provisional Clerk will check the appropriate box on the **Conditional** Ballot Affidavit. The voter will enter their Former Name on the Affidavit.
3. In all cases, the voter should complete a new Voter Registration form.

## **Elector Has Moved**

If an elector has moved and they have not changed their voter registration record, they must vote a Provisional Ballot.

1. If the elector has moved within the same precinct, their name should be listed in the Precinct Register.
2. If there is any question about whether the residence is within the precinct, call the County Recorder for assistance. If the elector's new address is in a different precinct refer them to their new precinct polling place.
3. If the new address is within the precinct, the ID Clerk will mark the Voter Slip **Provisional - Address has Changed**. The Provisional Clerk will check the appropriate box on the **Provisional** Ballot Affidavit. The voter will enter their Former Address on the Affidavit.
4. If the elector has no ID or only one form of non-photo ID, the ID clerk will mark the Voter Slip **Conditional - No ID (or only one form of non-photo ID)**. The Provisional Clerk will check the appropriate box on the **Conditional** Ballot Affidavit. The voter will enter their Former Address on the Affidavit.
5. In all cases, the voter should complete a new Voter Registration form.

**PROVISIONAL AFFIDAVIT**  
PROVISIONAL DECLARACIÓN JURADA

AFF # 2267

**▶▶ 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).

<b>REASON FOR VOTING A PROVISIONAL BALLOT (This voter has proper identification)</b> <input type="checkbox"/> NAME NOT ON SIGNATURE ROSTER <input type="checkbox"/> MARKED AS "EARLY BALLOT" ON ROSTER <input type="checkbox"/> MOVED WITHIN COUNTY OR PRECINCT - Call County Recorder for Precinct location (Update new information below) <input type="checkbox"/> NAME CHANGED (Update new information below) <input type="checkbox"/> ADDRESS HAS CHANGED - Includes 911 rural address changes (Update new information below) <input type="checkbox"/> NEW RESIDENT - Call County Recorder for Precinct location (Update new information below) <input type="checkbox"/> CHALLENGE			
Is this a Touch Screen Ballot? <input type="checkbox"/> No <input type="checkbox"/> Yes      If Yes, what is TSX Identifier Number: _____			
<b>Precinct/ District No.</b>		<b>Party Ballot/ Ballot Code</b>	<b>Register or "V" Number</b>
<b>Date of Birth Fecha de Nacimiento</b>		<b>Telephone Teléfono</b>	<b>Party Partido</b>
<b>Last Name (Please Print) Apellido</b>		<b>First Name Nombre de pila</b>	<b>Middle Name Segundo nombre</b>
			<b>Jr./Sr./III</b>
<b>Residence Address / Dirección Actual de Residencia</b>		<b>City / Ciudad</b>	<b>Zip/ Zona Postal</b>
<b>Mailing Address / Dirección Postal Actual</b>		<b>City / Ciudad</b>	<b>Zip/ Zona Postal</b>
<b>Former Residence Address / Previa Dirección</b>		<b>City / Ciudad</b>	<b>Zip/ Zona Postal</b>
<b>Former Name / Nombre anterior</b>			
<b>AZ Drivers License or AZ NON-Operating License No. Number de licencia de conducir o de licencia no operante de az</b>		<b>Last Four Digits of Social Security Number Ultimos cuatro digitos de numero de seguro social</b>	
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.			
<b>Voter Signature / Firma del Votante</b> X _____ Date / Fecha _____			
<b>Election Official Signature</b> X _____			
<b>FOR RECORDER'S OFFICE USE ONLY</b> Precinct: _____ _____ Voter ID: _____			
<input type="checkbox"/> VERIFIED FOR COUNT <input type="checkbox"/> NOT VERIFIED    Reason: _____    Initials: _____    Date: _____			

INSERT VOTED BALLOT IN THIS ENVELOPE - REMOVE ADHESIVE STRIP AND SEAL

DO NOT SEPARATE THIS PAGE FROM THE ENVELOPE

## What is Conditional Provisional Voting?

**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.

1. 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**.
2. 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.
3. 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.
4. 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.

**NOTE: The CONDITIONAL PROVISIONAL Affidavit Envelope is GREEN.  
Completed Provisional Affidavit Envelopes are placed in the  
side compartment of the black ballot box.**

# CONDITIONAL PROVISIONAL AFFIDAVIT

CONDICIONAL PROVISIONAL DECLARACIÓN JURADA

AFF # 5586

▶▶ **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 reverso de este recibo.

**THIS FORM IS FOR THE EXCLUSIVE USE OF A VOTER WHO HAS NO VALID PHOTO IDENTIFICATION OR ONLY ONE VALID PIECE OF NON-PHOTO IDENTIFICATION.**

Voters who have identification that does not match the signature roster MUST NOT use this form; they must use a Provisional Affidavit form

Is this a Touch Screen Ballot?  No  Yes      If Yes, what is TSX Identifier Number: \_\_\_\_\_

<b>Precinct/ District No.</b>		<b>Party Ballot/ Ballot Code</b>		<b>Register or "V" Number</b>	
<b>Date of Birth Fecha de Nacimiento</b>		<b>Telephone Teléfono</b>		<b>Party Partido</b>	
<b>Last Name (Please Print) Apellido</b>		<b>First Name Nombre de pila</b>		<b>Middle Name Segundo nombre</b>	<b>Jr./Sr./III</b>
<b>Residence Address / Dirección Actual de Residencia</b>				<b>City / Ciudad</b>	<b>Zip/ Zona Postal</b>
<b>Mailing Address / Dirección Postal Actual</b>				<b>City / Ciudad</b>	<b>Zip/ Zona Postal</b>
<b>Former Residence Address / Previa Dirección</b>				<b>City / Ciudad</b>	<b>Zip/ Zona Postal</b>
<b>Former Name / Nombre anterior</b>					
<b>AZ Drivers License or AZ NON-Operating License No. Número de licencia de conducir o de licencia no operante de az</b>			<b>Last Four Digits of Social Security Number Últimos cuatro dígitos de número de seguro social</b>		
<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>  <span style="font-size: 2em; color: blue;">X</span> _____ <b>Date / Fecha</b> _____</p> <p><b>Election Official Signature</b> X _____</p>					
<p><b>FOR RECORDER'S OFFICE USE ONLY</b>      Precinct: _____      ID Provided: _____</p> <p>   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

## ELECTOR BRINGS IDENTIFICATION BACK TO THE POLLING PLACE

Voters who have voted a Conditional Provisional ballot because of insufficient or no identification may return to the polling place on election day with appropriate identification

The voter will present the identification to the Provisional Clerk who will proceed as follows:

1. Verify the voter's identification **BEFORE** the Proof of Identification Affidavit is completed:
  - Identification must be the proper form
  - Identification information must reasonably match the Signature Roster
2. Verify When the identification requirements are met:
  - Complete the Proof of Identification Affidavit
  - Have the Voter and the Inspector sign the Affidavit
  - Give the Yellow copy to the voter
  - 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 after the election.

<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 en Letra Imprenta		
_____		
FIRST NAME/PRIMER NOMBRE	MIDDLE NAME/SEGUNDA NOMBRE	LAST NAME/APELLIDO
_____	_____	_____
CURRENT RESIDENCE ADDRESS / DIRECCIÓN ACTUAL DE RESIDENCIA		
_____		
CITY / CIUDAD	ZIP / NÚMERO POSTAL	TELEPHONE / TELÉFONO
_____	_____	_____
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>		

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

1. On election night all Provisional/Conditional Ballots are delivered to the County Recorder for verification.
2. The verification is based on the elector's voter registration information on file and the information contained on the provisional/conditional envelope.
3. Upon verification, the County Recorder indicates on the envelope whether or not the elector was eligible to cast a ballot in the election.
4. After the verification process is completed by the County Recorder, all Provisional/Conditional Ballots are delivered to the County Elections Officer.
5. All ballot envelopes that are marked **VERIFIED FOR COUNT** are opened and the ballots are tabulated.
6. All ballot envelopes that are marked **NOT VERIFIED** are never opened and the ballots are not tabulated.
7. The County Recorder will use the information contained on **VERIFIED FOR COUNT** ballot envelope to update the elector's voter registration file when possible.
8. Voters can call the Gila County Recorder or go to the Gila County website to find out if their ballot was verified for count.

# Notes

# **Chapter 8**

## **Frequently Used Terms**

## Frequently Used Terms

### **ACCESSIBLE VOTING UNIT (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.

### **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 at least one distinctive ballot style that reflects where the precinct is located within the county. Additional ballot styles may be produced for a precinct where school, fire, water or wastewater elections are contested.

### **BLACK BALLOT BOX**

The Black Ballot Box serves as the base for the ballot scanner and the repository for ballots cast.

### **CANISTER**

The 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 canisters are kept in a secured storage facility for auditing or recount purposes.

**CHALLENGE**

Anyone may challenge a person's right to vote. In the event of a challenge. The person may still vote, however, once a "challenged" voter votes a ballot, that ballot is not counted until the challenged voter's eligibility is confirmed. All challenges are to be referred to the Inspector.

**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**

The Election Procedures Manual is produced by the Arizona Secretary of State and is used in the conduct of elections in conjunction with Arizona Revised Statutes Title 16 and the Arizona Constitution.

## **ELECTRONIC VOTING**

Electronic voting was mandated by the Help America Vote Act to replace the punch card voting system. Gila County uses scanners to tabulate results from paper ballots. Touch screen voting machines are available for those voters who do not wish to vote a paper ballot.

## **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**

The election held in every even-numbered year in November. Successful candidates are elected to each office. Nonpartisan elections are held in consolidation with the General, such as school districts, fire districts, water districts, and sanitary districts. Propositions are included on the General Election 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 actions:

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

## **INACTIVE VOTER**

A voter is made inactive when "Official Election Materials" are returned to the County Recorder, at least twice, for reasons such as "address undeliverable" or "unable to forward". To become active, a voter simply needs to vote. Inactive voters will be cancelled if they have not voted in two consecutive federal elections. Inactive voters are printed in a light grey color in the Signature Roster.

## **INSPECTOR**

The election official who is in charge of the polling place.

## **ISSUED BALLOT**

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

**LINE NUMBER**

Consecutive number assigned to each elector listed on the precinct register and the signature roster. Also known as Register Number.

**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.

**OBSERVER**

County Political Party Chairs may appoint people of their party to act as observers at the polling place or to pick-up poll lists from the polling place. Any Observer show an original, signed letter from their Party Chair to the Inspector in order to participate as an Observer.

**OFFICER IN CHARGE OF ELECTIONS**

An election officer charged with duties relating to the conduct of elections as prescribed in the Arizona Revised Statutes. In Gila County this is the Elections Director.

**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**

A paper ballot that is read electronically.

**OVERVOTE**

An over vote 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**

A person elected for a two year term by electors who live in the same precinct and who are of the same political party as the precinct committeeman candidate. Precinct Committeemen perform official duties in support of their political party.

**PRECINCT REGISTER**

A list of qualified electors within a voting precinct.

**PRECINCT SPLITS**

Codes that represent 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.

**PROOF OF IDENTIFICATION AFFIDAVIT**

Form used at the polls for the purpose of documenting valid personal identification provided by conditional provisional ballot voters if they bring proper identification back 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)**

A proposition 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 regarding whether or not to change existing laws, create new laws, or amend the Arizona Constitution.

**PROVISIONAL AND EARLY BALLOT REPORT**

This report is completed by the Provisional Clerk. It documents the number of provisional and conditional provisional ballots voted, the number of Touch screen provisional and conditional provisional ballots voted, the number of identification affidavits and the number of voted early ballots dropped off at the polls.

**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, 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.

**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 and the signature roster. Also known as Line Number.

**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.

**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.

**SCANNED BALLOT**

A paper ballot that is read electronically by the scanner. This is the normal, typical ballot voted at the polling place.

**SCANNER**

The machine that counts votes contained on regular ballots. It contains a memory card specifically programmed for each precinct. Votes appearing are stored on the memory card.

**SECRECY SLEEVE**

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. Provision and conditional voters do not sign this book.

**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 Touch screen 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.

**TOUCHSCREEN IDENTIFER NUMBER**

The number assigned to a Touch screen provisional or conditional provisional ballot that is entered onto the voter access card. A list of Touch screen Identifier Numbers will be provided to each polling place. Also known as TSX identifier number.

**TROUBLESHOOTER**

A trained person who is trained to assist Inspectors and other poll workers on Election Day. Troubleshooters visit polling places throughout election day and are available to help in case of any emergency or equipment malfunction.

**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

**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.

**V-NUMBER**

A number assigned to any voter who is not listed in the precinct register or signature roster who votes a provisional or conditional provisional ballot. This number is used in place of the Line Number.

**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 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.

**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.