Guide to Processing an In-Person Voter at the Polling Place on Election Day

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Overview

P.L. 2020, c.72 requires that any voter wishing to vote in-person at their designated polling place must vote by paper provisional ballot.   This Guide will discuss how the district board workers, also known as poll workers, are to process a voter seeking to vote in-person at their designated polling place on Election Day. This Guide will also discuss the necessary measures that must be taken to secure the provisional ballots and return the provisional ballots to the county Commissioner of Registration.

P.L. 2020, c.72 permits a voter to return their voted Vote-by-Mail ballot to their designated polling location. This Guide will discuss how the poll workers are to process a voter seeking to return their Vote-by-Mail ballot to their polling place and the necessary measures that must be taken to secure the Vote-by-Mail ballots and return the Vote-by-Mail ballots to the county Board of Elections.

The county Board of Elections shall ensure that there are designated drop boxes/ballot bags for voters seeking to vote in-person by provisional ballots and separately for voters seeking to return their Vote-by-Mail ballots at their designated polling place. This will ensure that provisional ballots are not comingled with Vote-by-Mail ballots and the ballots are returned to the proper entity for processing upon the closing of the polls.

P.L. 2020, c.72 requires the Secretary of State to provide an accommodation for voters with disabilities. To that end, a voter who has a disability that renders the voter unable to independently complete a paper Vote-by-Mail or provisional ballot may request to vote in an ADA accessible voting machine at their designated polling place. This Guide will discuss how the poll workers are to process a voter with a disability seeking to vote on an ADA accessible voting machine to ensure that the voter has not previously returned a Vote-by-Mail ballot and that any Vote-by-Mail ballot that may be returned by that voter after voting in the ADA accessible machine is rejected.

Processing a Voter Voting a Provisional Ballot

1. Ensure the poll worker has a voter list or poll book for their polling place, a street list identifying election districts, and a list of polling places in the county.

2. The poll worker will ask for the voter's name.

3. The poll worker will look up the voter's name in the voter list/poll book.

4. If the voter's name is on the list, the poll worker will proceed to #6.

5. If the voter's name is not on the list, the poll worker will use the street list to confirm the voter is at the correct polling place.

    •   If the voter is at the correct polling place, the poll worker will proceed to #6.

    •   If the voter is at the wrong polling place, the poll worker will identify the correct election district and the voter's correct polling place on the polling place list and instruct the voter that they will need to go to that location to vote a provisional ballot.

6. The poll worker will write the voter's ID number on the top of the Affirmation Statement on the provisional ballot envelope.

7. The poll worker will give the voter their provisional ballot and provisional ballot envelope and instruct the voter to go to one of the privacy booths to complete the provisional ballot and seal it within the envelope provided.

8. Upon completion of the ballot and sealing the ballot within the envelope provided, the voter will return the sealed ballot to the poll worker. The poll worker will place the voter's ballot in the provisional ballot bag/ballot drop box.

9. At the close of polls, the poll worker will follow the county's specific standard operating procedures for returning the provisional ballots and supplies to the designated drop off location.

Processing a Voter Delivering Their Vote-by-Mail Ballot

1. Ensure the poll worker accepting Vote-by-Mail ballots has a polling place list for the county.

2. The poll worker will ask to see the voter's Vote-by-Mail ballot outer envelope, which should have the inner envelope contained inside the outer envelope with the Vote-by-Mail ballot contained in the inner envelope, so they can see the label with the voter's information on it. If the voter has not completed or sealed their ballot, the poll worker will instruct the voter to go to one of the privacy booths to complete the Vote-by-Mail ballot, seal it within the inner envelope, complete and sign the certificate attached to the inner envelope, and seal the inner envelope with the certificate attached within the outer envelope. (Please note that if the voter does not have the complete Vote-by-Mail packet (ballot, inner envelope, and outer envelope) the ballot cannot be accepted. The poll worker is to inform the voter that the voter may return with all parts of the ballot, go to the county Clerk's Office to obtain a replacement ballot, or vote at the polling place by provisional ballot.)

3. The poll worker will ask for the voter's name.

4. The poll worker will confirm the name on the label matches the name the voter provides and that the voter is in the correct election district. This can be determined by the election district indication on the label. (A sample label should be provided to the poll workers to show them how to identify the voter's correct election district.)

   • If the voter is in the correct polling place the poll worker will proceed to #5.

   • If the voter is in the wrong polling place, the poll worker will look up the voter's correct polling place in the polling place list and instruct the voter that they will need to go to that location if they want to drop off their Vote-by-Mail ballot at a polling place. The poll worker must also instruct the voter that the voter has the option of placing the ballot in one of the secure ballot drop boxes (locations will be posted on the wall), returning it to the Board of Elections office, or bringing it to the post office and making sure it is postmarked when they give it to the postal worker.

5. Have the voter complete and sign a "Certificate of In-Person Voter Delivering Their Vote-by-Mail Ballot" form.

6. Have the voter place their ballot in the in-person Vote-by-Mail ballot bag/ballot drop box.

7. At the close of polls, the poll worker will follow the county's specific standard operating procedures for returning the Vote-by-Mail ballots and supplies.

Processing a Voter with a Disability

Poll Worker Responsibilities

1. Ensure the poll worker has a voter list or poll book for their polling place and a direct line telephone number and a backup telephone number to a specific contact at the Board of Elections.

2. If a voter arrives at the polling place and requests an accommodation because they have a disability that renders them unable to complete a Vote-by-Mail or provisional ballot without assistance, the poll worker shall call the Board of Elections to determine the eligibility of the voter to vote in the General Election.

3. The Board of Elections will confirm the voter is an eligible voter at the correct polling location and has either not been issued a Vote-by-Mail ballot or if one has been issued, the Vote-by-Mail ballot has not been returned.

   - If the Board has so confirmed, the poll worker will proceed to #4.

   - If the Board cannot confirm the eligibility of the voter, the voter will be notified of their options at that time.

     o If the voter is in the wrong polling place the poll worker will look up the voter's correct polling place in the polling place list and instruct the voter that they will need to go to that polling place.

     o If the voter is not registered or has returned their Vote-by-Mail ballot, the poll worker must so advise the voter and inform the voter that they are not eligible to vote in-person in the November 3, 2020 General Election.

4. The poll worker shall have the voter sign a completed "Certificate of In-Person Voter with a Disability" form.

5. The poll worker shall compare the signature on the "Certificate of In-Person Voter with a Disability" to the signature on the voter list.

   - If the signature does not match the poll workers shall complete the normal challenge process when a signature does not match.

6. Have the voter sign an authority ticket.

7. Have the voter vote on the ADA compliant voting machine.

8. At the close of polls, the poll worker is to follow the county's specific standard operating procedures for closing the voting location and updating the results.

Processing a Voter with a Disability

Board of Elections Responsibilities

1. Ensure the poll worker has a voter list or poll book and a direct line telephone number and a backup telephone number to a specific contact at the Board of Elections.

2. If a voter with a disability arrives at the polling place to vote, using the ADA compliant voting machine, the poll worker will call the Board of Elections.

3. The Board of Elections will confirm the voter is an eligible voter at the correct polling location and has either not been issued a Vote-by-Mail ballot or if one has been issued, the Vote-by-Mail ballot has not been returned.

4. Board of Elections staff will search the SVRS.

    Navigate to the **Voter** module and search for the voter
    Select **View** in line with the appropriate voter
    Select **Mail-in** from the inner left navigation menu
    Select **View** below the appropriate Mail-in Ballot Request
    Review the line "**Ballot Received Date**" – If a date appears, the ballot was returned. If there is no date, the ballot was NOT returned.

    *If the voter was not found, be sure to search Statewide: Advanced filters, toggle **Statewide**, select **Apply**. Search the voter again. If the voter is still not found, the Board of Election will notify the poll worker that the voter is not registered and thus, is **not** eligible to vote in the November 3, 2020 General Election.*

5. If the voter was issued a Vote-by-Mail ballot and did not return it, the Board of Elections will indicate in the SVRS that the voter has voted by marking their Vote-by-Mail ballot as returned. (This will prevent the counting of a Vote-by-Mail ballot returned from that voter after the voter has voted on the ADA compatible voting machine. The SVRS history will be corrected after the election.)

    *   Marking the received ballot as "For Review" with an "Other" reason of ADA machine will permit locating of voters from the Dashboard.

        Navigate to the Election module
        Select View in line with **General Election 11/3/2020**
        Navigate to **Receive/Reject/Accept Mail-in Ballots** from the inner left navigation menu
        Make the appropriate selections for:
        > **Received Type: Polling Place**
        > **Ballot Type Received**
        Scan the voter barcode OR key in the Voter ID Select **Enter**

Select **For Review** button
Review Reason: **Other**, key in your preferred verbiage to identify these voters
Ensure the voter appears in table and select **Insert**
*If you use the "For Review" option, these voters will appear on the dashboard in the Ballots for Review queue along with your indicated reason.

6. If the voter was issued a Vote-by-Mail ballot and did return it, the Board of Elections will notify the poll worker that the voter is **not** eligible to vote on the ADA compliant voting machine because a Vote-by-Mail ballot was returned in that voter's name.

7. If the voter was not issued a Vote-by-Mail ballot, the Board of Elections will contact the County Clerk's office to inform them that the voter has voted on the ADA compliant voting machine.

8. The County Clerk's office will maintain a list of these voters on Election Day and compare any Vote-by-Mail ballot requests received on Election Day to this list prior to issuing any individuals a Vote-by-Mail ballot.

Processing a Voter with a Disability

County Clerk Responsibilities

1. If a voter with a disability arrives at the polling place to vote using the ADA compliant voting machine the poll worker will call the Board of Elections.

2. The Board of Elections will confirm the individual is an eligible voter at that location and has not returned a Vote-by-Mail ballot.

3. If the voter is eligible and has not previously returned a Vote-by-Mail ballot, the Board of Elections will contact the County Clerk's office to inform the Clerk that the voter has voted on the ADA compliant voting machine.

4. The County Clerk's office will maintain a list of these voters on Election Day and compare any Vote-by-Mail ballot requests received on Election Day to this list prior to issuing any individuals a Vote-by-Mail ballot.

Certificate of Voter Delivering Their Vote-by-Mail Ballot

I hereby certify under penalty of law that I am delivering my own Vote-by-Mail ballot for the November 3, 2020 General Election. Voter's Name - _____ Voter's Address – _____ _____ Voter's Signature - _____	I hereby certify under penalty of law that I am delivering my own Vote-by-Mail ballot for the November 3, 2020 General Election. Voter's Name - _____ Voter's Address – _____ _____ Voter's Signature - _____
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Certificate of In-Person Voter with a Disability

November 3, 2020, General Election

I, _____,
        (Print Full Name)

whose home address is _____

_____

_____

DO HEREBY CERTIFY that:

1.   I am a person with a disability that prevents me from voting a paper ballot without assistance; and

2. I have not returned a Vote-by-Mail ballot.

I certify that the above statements made by me are true. I am aware that if any of the foregoing statements are willfully false, I am subject to the penalties for perjury and fraudulent voting.

_____   _____
               (Signature)   (Date)