

Closing the Polls Outline

All polls close at 7:30pm. At that time, a poll worker is to step outside and orally announce that the polls are closed.

Processing Voters in Line at 7:30pm

All voters in line at 7:30pm are entitled to vote. If there are still voters in line to vote at 7:30pm, two (2) poll workers of opposite parties must identify the last person in line at 7:30pm, then issue those voters a “Waiting Voter’s Permit.” Any voter who attempts to vote after 7:30pm without a Waiting Voter’s Permit SHALL NOT be permitted to vote.

Closing the Polls in a County, State or Federal Election

For an election using electronic voting machines, all ballots, supplies and materials shall be returned by the designated supply clerk or election worker to the location required by the County Clerk (most often to the County Courthouse or the central counting center—this information is available from the County Clerk). The machines will be retrieved by an employee or person authorized by the County Clerk.

In counties using paper ballots for a county, state or federal election, the materials must be delivered to the County Clerk at the designated location. **No tabulating or counting of votes may be done in the polling place.**

Closing the Polls in a Paper Ballot Election (Municipal)

Municipal election ballots are counted at the polls after they close. All poll workers take and sign the Counting Board Oath before any counting or tallying begins, unless a separate counting board has been designated.

The counting and tallying process should be conducted follows:

Process the Absentee Ballots

1. Poll workers locate the absentee ballots (these may be stored in their own marked envelope or a separate ballot box used during the early voting period)
2. Count the number of absentee ballots and confirm the number matches the master list provided by the Town Clerk/Recorder
3. Detach the absentee ballot stubs after opening the envelopes, and string the ballot stubs on their own string
4. Place the absentee ballots in the ballot box with the election day ballots

Process the Early Voted Ballots

1. Poll workers locate the early voted ballots (these may be stored in their own marked envelope or a separate ballot box used during the early voting period)

2. Count the number of early voted ballots and confirm the number matches the master list provided by the Town Clerk/Recorder
 - a. NOTE: early voted ballot stubs should have already been detached & strung on their own string
3. Place the ballots in the ballot box with the election day ballots

Tallying the Ballots

Once the polls close, the only people permitted in the polling place while votes are being tallied, counted, & recorded, are the poll workers (or a separate counting board) approved in advance by City Council, and the Town Clerk/Recorder, who has the charge of overseeing the election.

At a table or available surface, all ballot boxes containing the early voting, absentee and Election Day ballots should be placed together.

The Counting Board should begin tallying the ballots as follows:

1. One (1) poll worker is assigned the job of reading each ballot aloud
2. One (1) poll worker sits/stands beside the poll worker reading the ballots aloud and watches each ballot as it is read for accuracy
3. Two (2) poll workers of opposite parties individually tally each ballot read aloud on the tally sheets provided in the poll kit
4. After all ballots are read aloud, the poll workers must confirm that the number of ballots read and the number of ballots cast match on each tally sheet
5. If all numbers match, complete the remaining paperwork (statement of ballots used, statement of ballots cast and counted, and any additional forms in the poll kit)
6. Poll workers then post the precinct results outside the polling place on the door, window or easily seen location for the public to view
7. If numbers do not match, poll workers investigate where there was a miscount and, if necessary, re-count the ballots
8. ALWAYS DOCUMENT ANY DISCREPANCIES IN DETAIL.

Cleaning Up the Polls

All materials, including provisional and early voted ballots, Election Day ballots, and unused ballots must be placed in a master envelope or storage container for storage, along with affidavits, statements of ballots used and cast/counted, poll books, and any other materials.

Poll workers must make certain everything is cleaned up and organized and locked in the ballot box. These materials SHALL NOT be opened or touched until canvass.

Poll workers should provide the separate list of voters who voted provisional ballots to the Town Recorder/Clerk to investigate any issues prior to canvass.