

Election Day Procedures

The Office of the Secretary of State

iVotronic

Optical Scan Ballot



BEST AUTOMOBILE MANUFACTURER Vote For ONE	BEST VOCAL ARTIST Vote For Not More Than TWO
<input type="radio"/> BMW	<input type="radio"/> FRANK SINATRA
<input type="radio"/> MERCEDES	<input type="radio"/> ELVIS
<input type="radio"/> GENERAL MOTORS	<input type="radio"/> PATSY CLINE
<input type="radio"/> HONDA	<input type="radio"/> JANIS JOPLIN
<input type="radio"/> FERRARI	<input type="radio"/> BUDDY HOLLY
<input type="radio"/> JAGUAR	<input type="radio"/> BARRY WHITE
<input type="radio"/> FORD	<input type="radio"/> BILLIE HOLIDAY
<input type="radio"/> VOLVO	<input type="radio"/> STEVIE RAY VAUGHAN
<input type="radio"/> Write-in	<input type="radio"/> "MAMA" CASS ELLIOT

Opening the Polls

All (5) five poll workers
must arrive at 5:30 a.m.

PLEASE NOTE:

If an appointed poll worker fails to appear
at the polling place by 5:45 a.m., call the
county clerk's office.

Receiving Members Oath

Before beginning work, all poll workers take the receiving members oath.



OATH OF RECEIVING BOARD MEMBERS

FOR THE _____ ELECTION, HELD _____, _____ In Precinct _____
State of West Virginia, _____ County

**POLL CLERKS;
ENTER NAME
& PARTY
HERE**

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear that I will faithfully and honestly discharge my duties as POLL CLERK (continue oath below)

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear that I will faithfully and honestly discharge my duties as POLL CLERK (continue oath below)

[Note: 7-Member boards are used only in presidential election years in large precincts.]

**AND TWO
ADDITIONAL
CLERKS FOR
7-MEMBER
BOARD,
USE THESE
LINES**

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear that I will faithfully and honestly discharge my duties as POLL CLERK (continue oath below)

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear that I will faithfully and honestly discharge my duties as POLL CLERK (continue oath below)

**ELECTION COMMISSIONERS;
ENTER NAME
& PARTY
HERE**

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear that I will faithfully and honestly discharge my duties as ELECTION COMMISSIONER (continue oath below)

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear that I will faithfully and honestly discharge my duties as ELECTION COMMISSIONER (continue oath below)

OATH

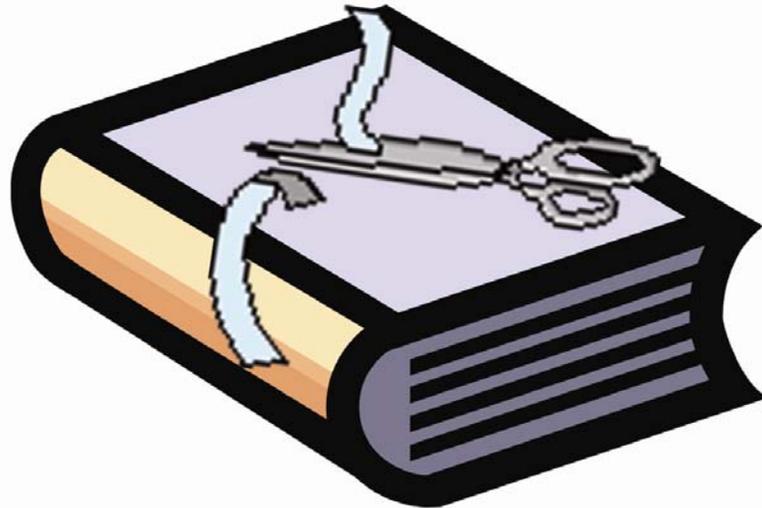
of the receiving board according to the requirements of law in this election; that I will not knowingly permit any person to vote an unchallenged ballot who is not a resident of the precinct and a properly registered voter qualified to vote the ballot provided; that I will not challenge a ballot without just cause; that I will not cause any unnecessary delay in voting; that I will not disclose to any person how any voter has voted, nor how any ballot has been folded, marked, printed or stamped; that I do not have any agreement, understanding or arrangement that I will receive any money, position or other benefit for service in the election apart from my official pay; that I do not have any agreement, understanding or arrangement that I will perform any act for the benefit of any candidate in the election; and that I have nothing wagered or bet on the result of this election.

EACH ELECTION OFFICIAL SIGN ON

_____ Poll Clerk _____ Poll Clerk

Breaking the Seal on the Computerized Poll Book

Break and keep the seal on computerized poll book. The seal must be returned to the county clerk at the end of the day.



300 feet No Electioneering Sign

Utilize 100 foot string provided in precinct kit to measure the no electioneering area

Mark a 300
foot
electioneering-
free area
around the
precinct



Placement of Handicap Sign

Designate the parking space closest to the entrance of the polling place with a handicap parking sign.



Placement of Polling Place Signs

Hang precinct signs on the outside door to the entrance of the polling place. Place signs with voter instructions and sample ballots in a highly visible area.



Supplies on Poll Clerk's Table

- ✓ Computerized Poll Book
- ✓ Absentee and Early Voter List
- ✓ Assisted Voters Form and Envelope
- ✓ Affidavit and Envelope
- ✓ Provisional Ballot Tracking Forms
- ✓ Provisional Ballot Reason Forms
- ✓ Provisional Ballot and Envelopes
- ✓ Personal Electronic Ballots (PEBs)
- ✓ Optical Scan Ballots
- ✓ Spoiled Ballot Certificate and Envelope
- ✓ Secrecy Sleeves

Setting Up the iVotronic Terminals



All iVotronic terminal and voting booths must be at least (5) feet apart and angled to ensure voter privacy.

Placement of Voter Instruction Card

Place the voter instruction card into the iVotronic after assembly.



Placement voter instruction card

Place a card in each voting booth that contains information on over-voting, how to prepare the ballots for deposit into the ballot box and how to replace a spoiled ballot.

VOTING AN OPTICAL SCAN BALLOT

BEFORE YOU VOTE

Commissioners' Office
Commissioners' Office

VOTING

MARKING YOUR BALLOT

Use the black pen provided to mark your ballot.

OVER-VOTING

If you vote for more candidates than the instructions for an office allow, then vote on your ballot will not count. If you have made an error please contact a poll worker to void your ballot before it is cast.

Mark your choices clearly by filling in the oval.

JOHN DOE

If you change your mind after you have made a mark, cross out the mark and the candidate's name in ink for a new ballot.

JOHN DOE

If you want to vote for a certified write-in candidate, write the name in the space provided under that office and fill in the oval beside the name.

John Doe

If your ballot HAS NOT been deemed provisional, place your ballot in the secrecy sleeve and take it to a commissioner with the ballot mark attached and your poll slip. Do not leave until your ballot has been dropped in the ballot box. REMEMBER: You are the only one who has the right to see how you voted.

VOTING A STRAIGHT TICKET

Using a straight ticket on a GENERAL election: If you wish to vote for a candidate of another party, follow these instructions:

1. Mark the party choice in the proper oval.
2. Mark any candidate you have chosen from another party.
3. If your "other party" choice is on a race which says "Vote for Two (or more)", mark all of your choices in that race, even those on your party.

STRAIGHT TICKET

1. NATIONAL PARTY AMERICAN PARTY
2. JANE DOE JOHN DOE
3. STEVE SMITH SAM SMITH

Vote for two

If you spoil your ballot, take it back to the poll clerk. They will mark it "spoiled" and give you a new ballot.

WHEN YOU FINISH VOTING

If your ballot HAS NOT been deemed provisional, return it to the poll clerk. They will place it in an envelope and seal it. You will then sign on the provided line and the poll clerk will sign across the seal. You will also receive a slip of paper providing information on how to mark your vote.

VOTING AN ELECTRONIC BALLOT

TO VOTE

Press the screen inside the box to the right of the candidate(s) or option of your choice. The choice will highlight and a check mark will appear in the box. If you change your mind, press the screen inside the box to cancel that choice or make another selection. Making another selection automatically cancels the first choice.

TO CHANGE YOUR CHOICE

Simply press inside the box of your new choice. NOTE: In multi-use (more than one) offices, it may be necessary to cancel a choice(s) before making your new choice(s).

TO CANCEL A CHOICE

Simply press inside the box and the choice will no-highlight and the check mark will disappear.

TO ADVANCE THE BALLOT

Press the "NEXT PAGE" box at the bottom of the ballot face.

STRAIGHT TICKET

If YOU MARKED A STRAIGHT TICKET: When you mark one individual candidate in a different party, that vote will override your straight party vote for that office. When you mark any individual candidate in a different party for an office where more than one will be elected, YOU MUST MARK EACH OF YOUR CHOICES FOR THAT OFFICE because your straight ticket vote will not be counted for that office.

TO CAST A WRITE-IN VOTE

If you wish to write in a candidate, press the WRITE-IN box associated with the office. Write in votes are authorized to be counted only if a candidate is a certified write-in candidate. Using the write-in, spell the candidate's name by touching the letters on the alpha screen. The name will appear on the line in the top left-hand corner. Please press "ACCEPT" to return to the ballot.

TO RECORD YOUR VOTE

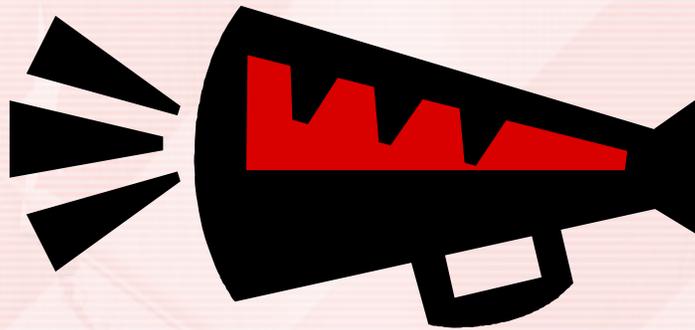
AFTER YOU HAVE MADE ALL YOUR SELECTIONS, press the END VOTE button at the top of the voting machine.

Placement of Ballot Box and Voting Booths

Place the ballot box between the voting booths and the exit, in full view of the poll workers and the voters.

Time to VOTE

At 6:30 a.m., a poll commissioner steps outside and announces.....



“The time is 6:30 and it is time to vote.”

How to Process a Voter...

- Voter approaches registration table after looking at sample ballot and gives name and address to the poll clerks.
- The voter's name is found in the computerized poll book.



How to Process a Voter...

- Poll clerk checks name. If a voter is on either the absentee or early voted list, they must vote a *provisional ballot*.



How to Process a Voter...

- If a voter has changed his/her name and/or address, have the voter update information on the computerized poll book .
- Make sure the voter completes all the required information. This information will be used to update the voter's registration record after the election.

How to Process a Voter Who Has Moved Out of the Precinct

If the voter has moved out of the precinct:

The poll clerk must give the voter an opportunity to determine the correct precinct by encouraging the voter to contact the county clerk's office.

However, if the voter still wishes to vote, they will be required to cast a provisional ballot.

How to Process a Voter Who Has Never Provided Identification

If a voter registered by mail without identification, he/she will need to provide one of the following forms of ID:

- A current and valid photo identification;
- Copy of a current utility bill;
- Bank statement;
- Government check; or
- Paycheck or other government document.

Processing the Voter-iVotronic

- The voter will sign the computerized poll book. The poll clerk will verify the signature, detach the poll slip and hand it to the voter.

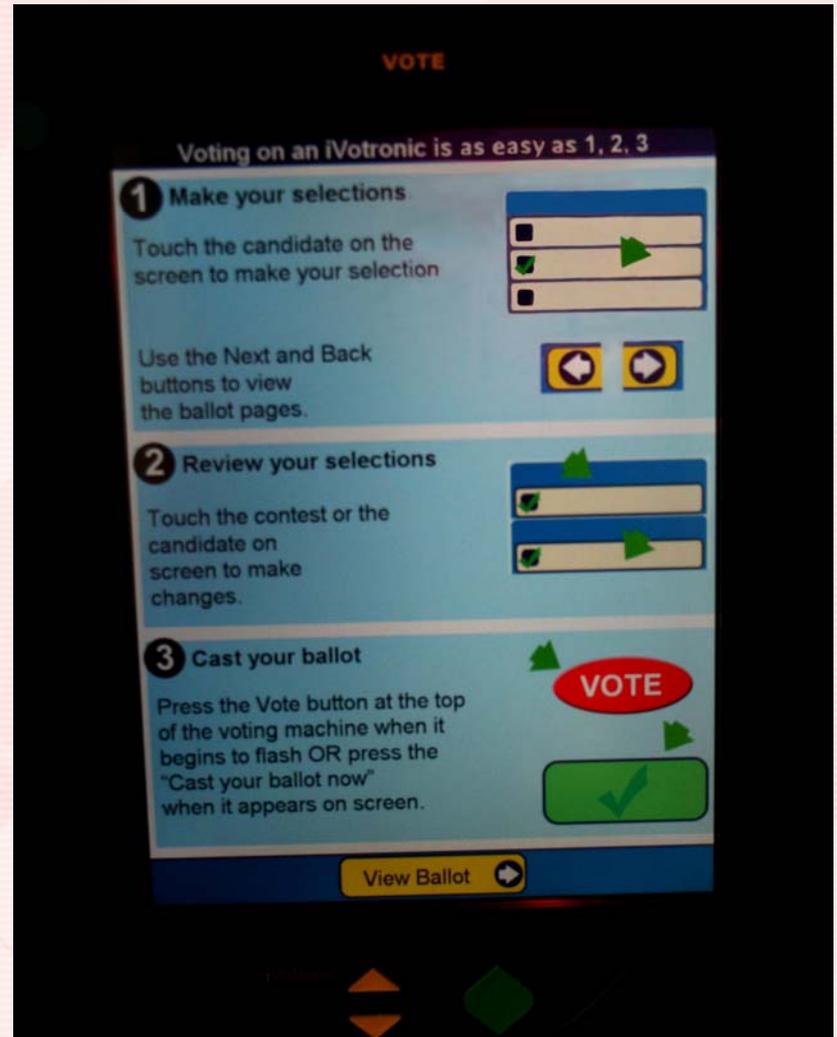


Processing the Voter-iVotronic

- The poll worker will insert the PEB into the iVotronic
- The iVotronic instructs the poll worker to select either a regular or provisional ballot.

Processing the Voter-iVotronic

- After the ballot style is chosen, the poll worker removes the PEB, the instruction screen for the voter appears and the poll clerk exits the voting booth.



Processing the Voter-Optical Scan

- When the voter is utilizing an optical scan ballot, the poll clerk takes the lowest numbered ballot and instructs the voter on how it should be handled.
- The ballot number is recorded on the poll slip and handed to the voter.
- The voter is directed to an available voting booth.



How to Process a Voter: Poll Commissioners' Duties

- If a voter utilized the iVotronic, the voter gives the poll slip to the poll commissioner, who strings the poll slip.
- If the voter cast their ballot utilizing an optical scan ballot, the voter will hand the ballot to one poll commissioner and the poll slip to the other. Both poll commissioners check to see that the ballot stub and poll slip match.

How to Process a Voter: Poll Commissioners' Duties

- One poll commissioner removes the stub from the ballot and gives it to the poll commissioner who has the poll slip. The ballot is placed into the ballot box.
- One poll commissioner strings the ballot stub and poll slip.

Provisional Ballot

Process voter utilizing Provisional Ballot Quick Reference Guide
Located in Precinct Kit

Reasons for a voter to vote provisional ballot:

- ✓ Voter is on absentee voters list;
- ✓ Voter is not in the computerized poll book;
- ✓ Signature of the voter does not match signature in the computerized poll book;
- ✓ Voter asked for assistance and does not need assistance;
- ✓ The election official is not working in his/her home precinct;
- ✓ The voters' registration (under special notice) asks for ID and the voter has no proof of identification.

How to Process a Voter Who is Voting a Provisional Ballot-iVotronic

- If a voter is casting a provisional ballot, the poll worker is given a provisional ballot tracking form with a tracking number.
- The tracking number is entered into the iVotronic and the form is given to the voter.

IMPORTANT INSTRUCTIONS ON TRACKING THE STATUS OF YOUR PROVISIONAL BALLOT

VOTER: Since there has been a question about your eligibility to vote in this election, you have been required to vote a provisional ballot. Your ballot will not be opened on election night. The canvassing board will review the information associated with the ballot at the canvass and will determine whether or not your vote can be counted. You may learn how your provisional ballot was handled by contacting the following representatives:

_____, County Clerk of _____ County, WV

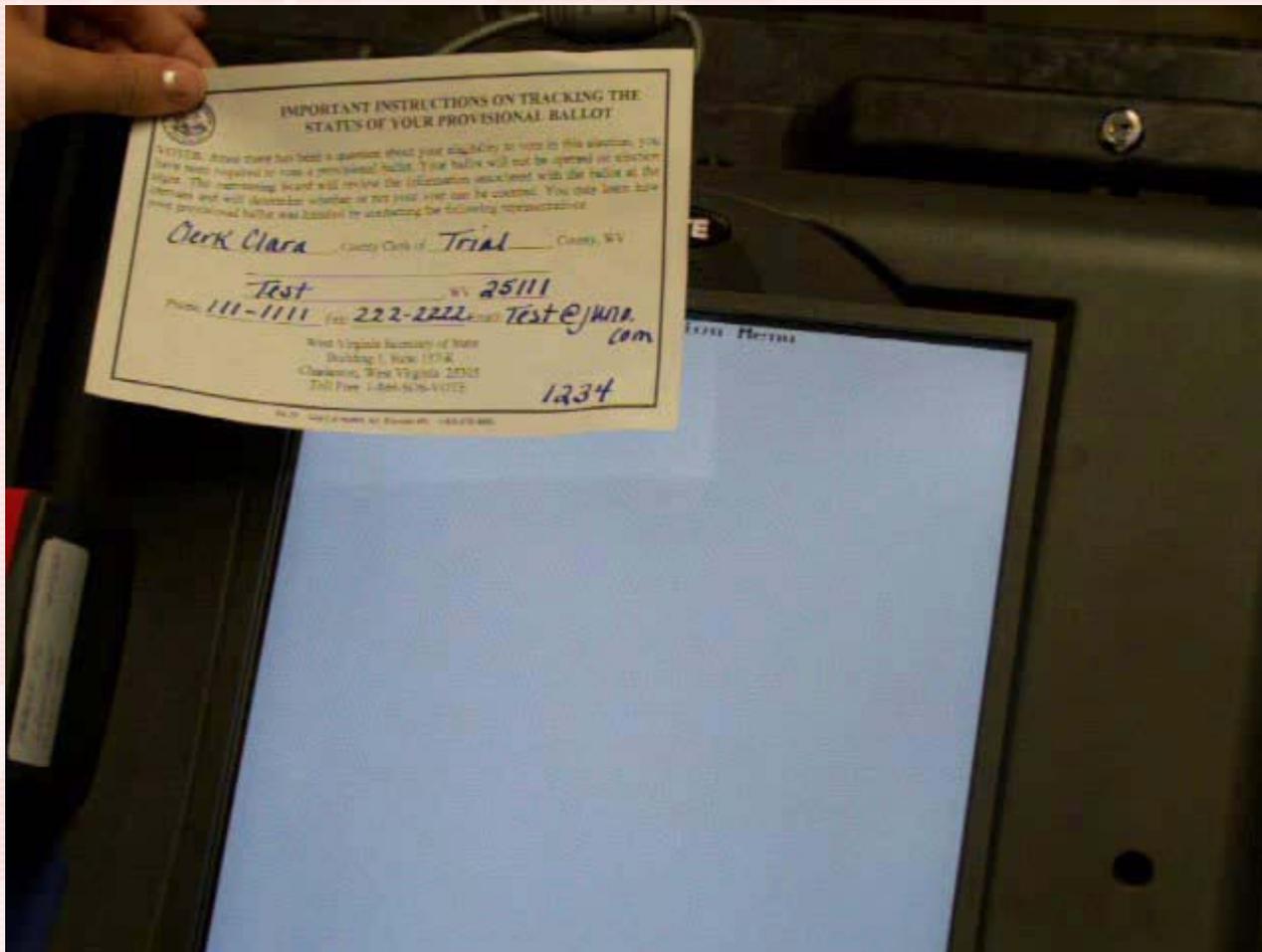
_____, WV _____

Phone: _____ Fax: _____ Email: _____

West Virginia Secretary of State
Building 1, Suite 157-K
Charleston, West Virginia 25305
Toll Free 1-866-SOS-VOTE

PB-7A

Provisional Ballot on iVotronic



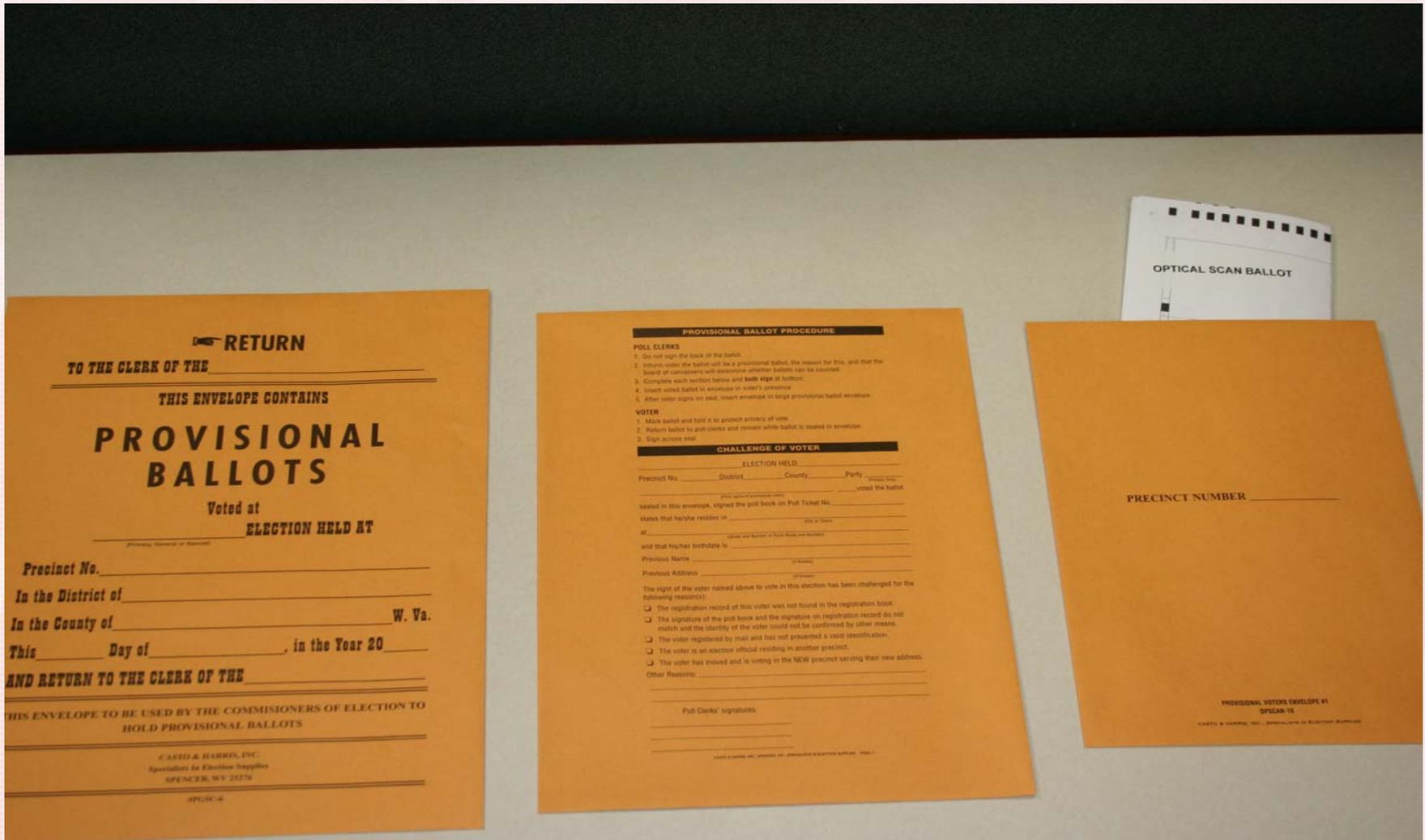
How to Process a Voter Who is Voting a Provisional Ballot - Optical Scan Ballot

Never sign the back of a provisional ballot. Signing the back of the ballot means the ballot can be counted election night. Provisional ballots are considered at canvass.

How to Process a Voter Who is Voting a Provisional Ballot- Optical Scan Ballot

- Processing a provisional ballot includes the use of three ballot envelopes:
 - ✓ Envelope #1 details why voter cast a provisional ballot.
 - ✓ Envelope #2 is where the voter places the ballot once it has been cast.
 - ✓ All provisional ballot envelopes are to be placed into envelope #3 and returned to county clerk's office at the end of the day.
- Voter still receives a tracking form to see if the ballot was counted.**

How to Process a Voter Who is Voting a Provisional Ballot- Optical Scan Ballot



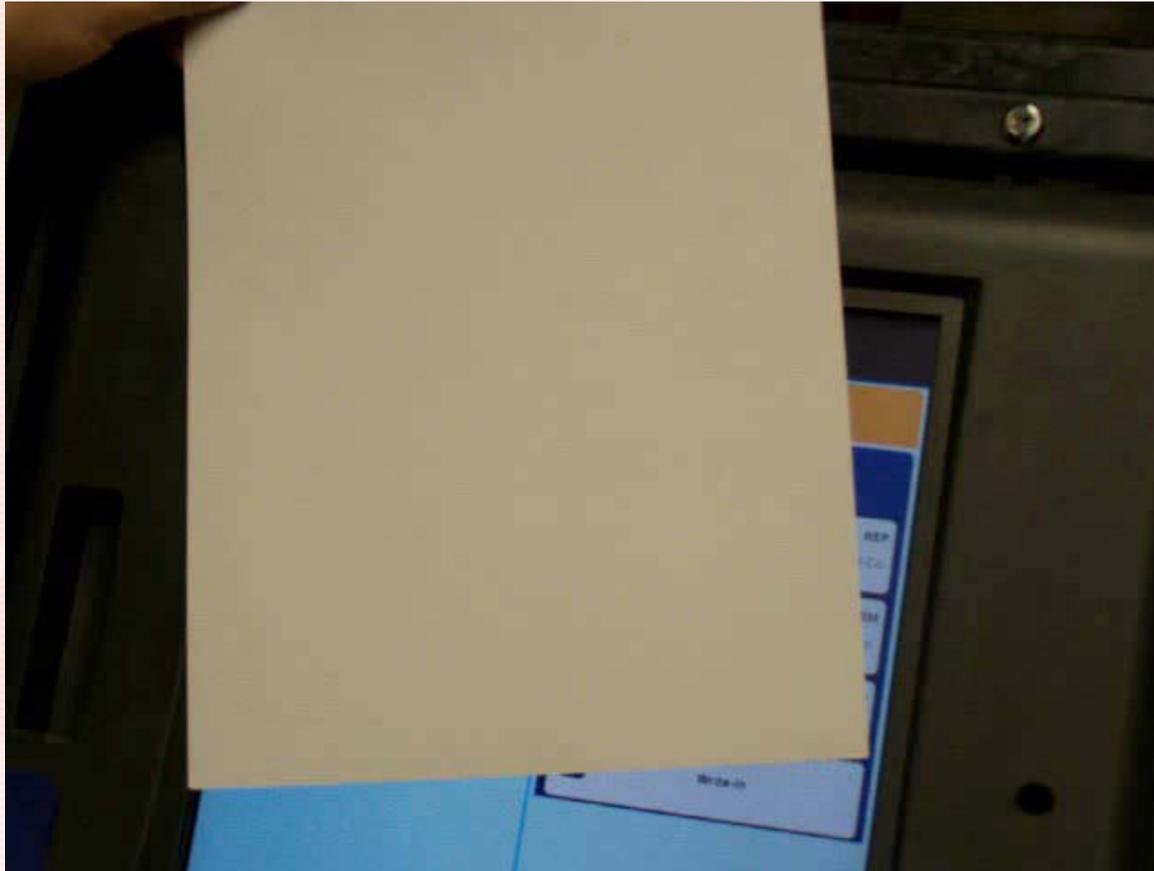
How to Process Assisted Voters

- The Federal Voting Rights Act provides that any voter who requires assistance to vote by reason of advanced age, blindness, disability or inability to read or write, may be given assistance by a person of that voter's choice.
- The person who does assist **cannot** be the agent or officer of the voter's past or present labor union, or a present or former employer or agent of the employer.
- If the voter does not have anyone of his/her choice, two poll commissioners, of opposite political parties, may assist.

Spoiling a Ballot-iVotronic

Process voter utilizing Spoiling a Ballot Quick Reference Guide
Located in Precinct Kit

- If a voter indicates that the ballot needs to be spoiled



Spoiled Ballot – Optical Scan Ballot

- If a voter indicates the ballot is defaced, not signed by two poll clerks or the voter has voted incorrectly, the ballot must be spoiled.
- The poll clerk shall write “spoiled” across the front of the ballot, place the ballot in the spoiled ballot envelope and issue the voter another signed ballot.
- Do **not** issue a new poll slip.
- Put a line through the spoiled ballot number on the poll slip and write in new ballot number.

Closing the Polls

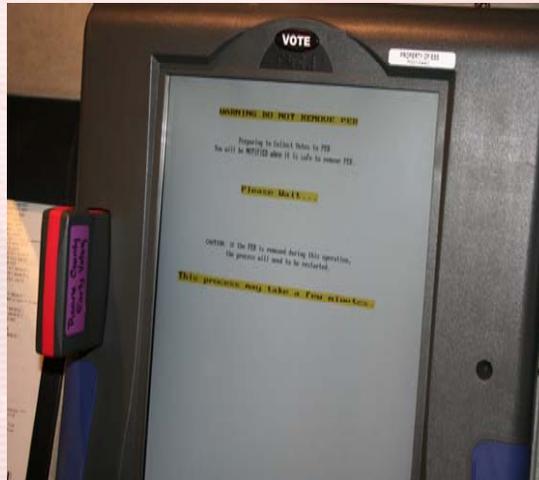
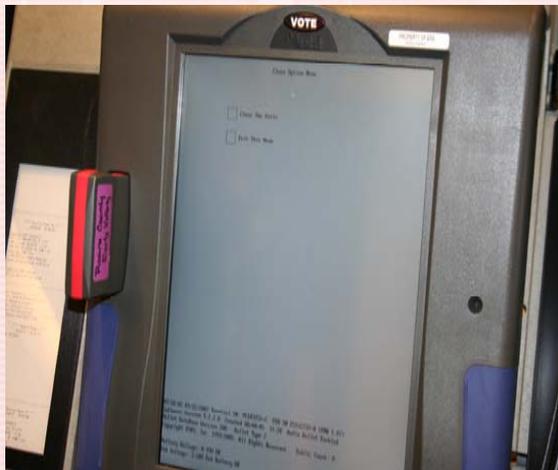
Promptly at 7:30 p.m., a poll commissioner is to step outside and announce that the polls are closed.



Closing the Polls

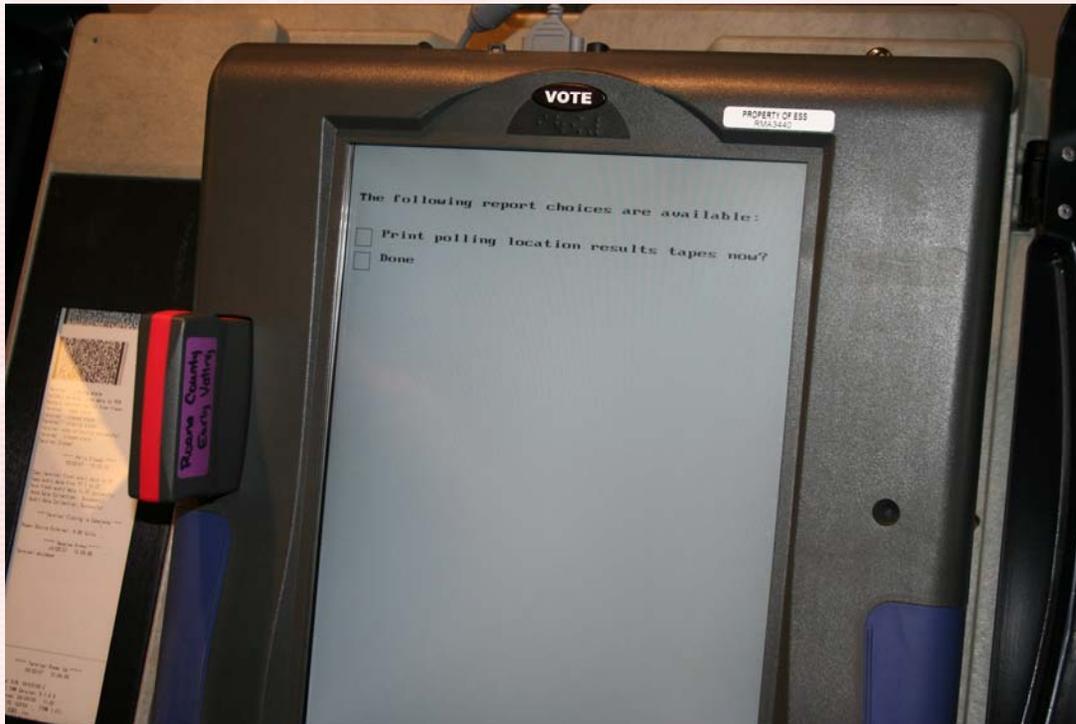
Close Polls by Utilizing Quick Reference Guide Located in Precinct Kit

- Insert the master PEB into the first terminal and when prompted, select “Close Polls”. The terminal will close and upload the data to the PEB.
This procedure must be done on EVERY iVotronic.
- Touch the screen and the iVotronic will power down.



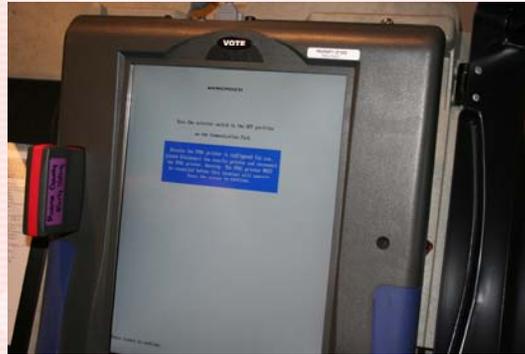
Closing the Polls

- Take one of the activator PEBs and insert into each iVotronic terminal to recapture the voting results to this PEB. When prompted to “Print Polling Location Results” or “Done”, press done.

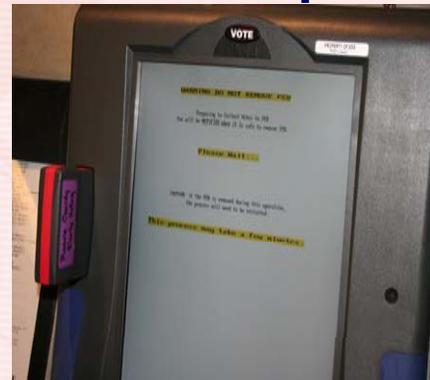


Closing the Polls

- Press the screen to continue.

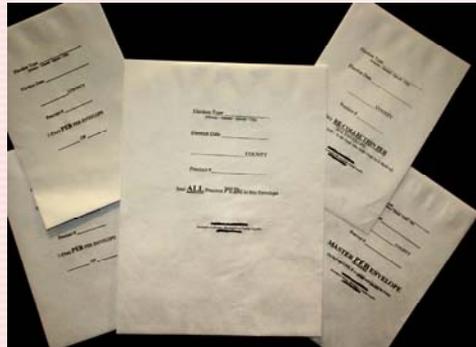


- Select YES, to re-collect terminal. Once done, touch screen to power down.

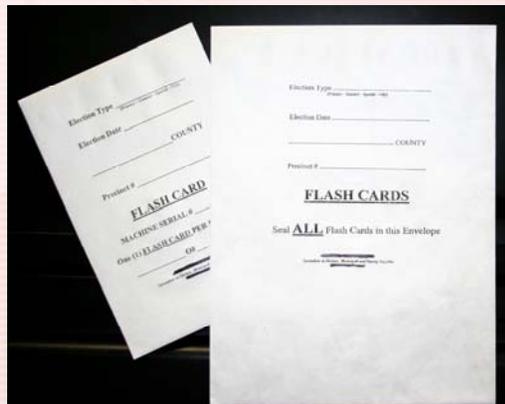


Closing the Polls (If Applicable)

- Take each PEB and place it in the appropriate envelope.



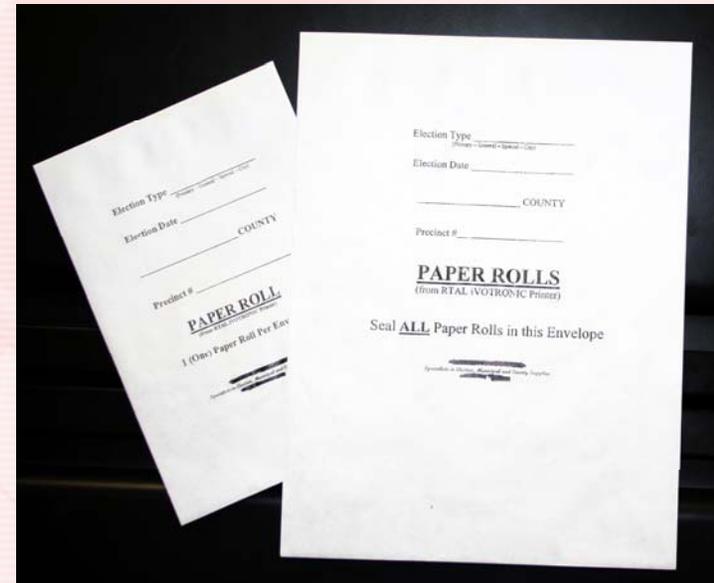
- Remove the flash card from each terminal and place in the appropriate envelope.



Closing the Polls

(If Applicable)

- Unlock the paper trail compartment and remove the paper roll. Place seal across end of paper roll, place in the appropriately marked envelope and seal. These smaller envelopes are then placed in a larger envelope and sealed.



Preparation of Materials for Return to the County Clerk

Place the following in their appropriate envelopes:

- ✓ **Strung poll slips & ballot stubs**
- ✓ **Provisional ballots & reason forms**
- ✓ **Unused ballots**
- ✓ **Delivery of election supplies certification**
- ✓ **Statement of ballot used**
- ✓ **Oath certificate**
- ✓ **Voter assisted form**
- ✓ **Paper rolls**
- ✓ **Affidavits**
- ✓ **Expense sheet**
- ✓ **PEBs**

Thank You

From the Secretary of State's Office and your County Clerk.



To review this presentation go to www.WVvotes.com