



Election Day Best Practices

The Office of the Secretary of State

iVotronic Only Counties



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.

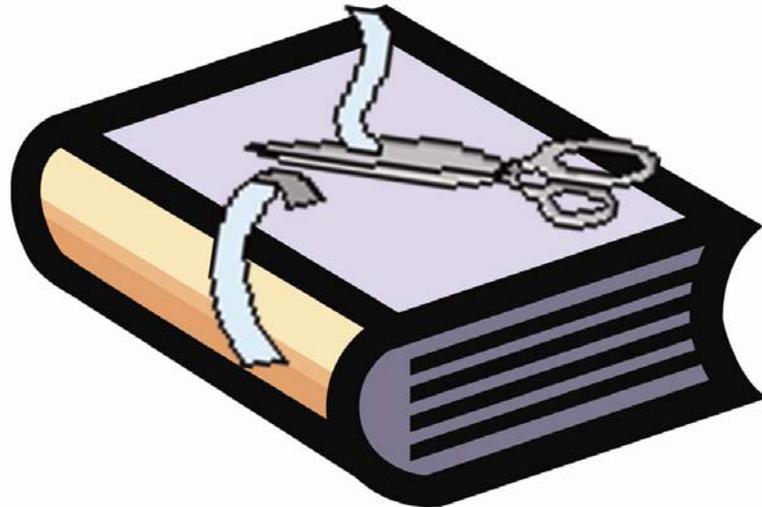
EACH ELECTION OFFICIAL SIGN ON

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 "No Electioneering" 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 Reason Forms Envelope
- ✓ Personal Electronic Ballots (PEBs)

Setting Up the iVotronic Terminals



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

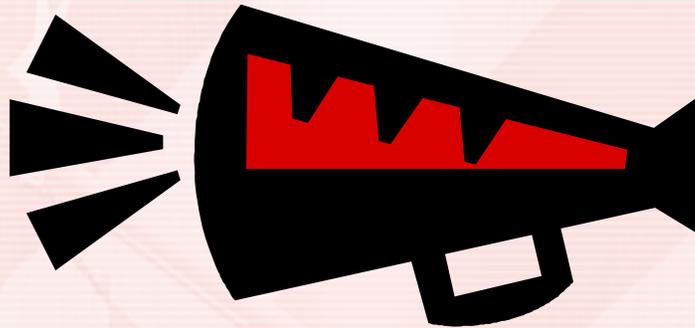
Placement of Voter Instruction Card

Place the voter instruction card into the iVotronic after assembly.



Time to VOTE

At 6:30 a.m. a poll commissioner steps outside the voting precinct and announces.....



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

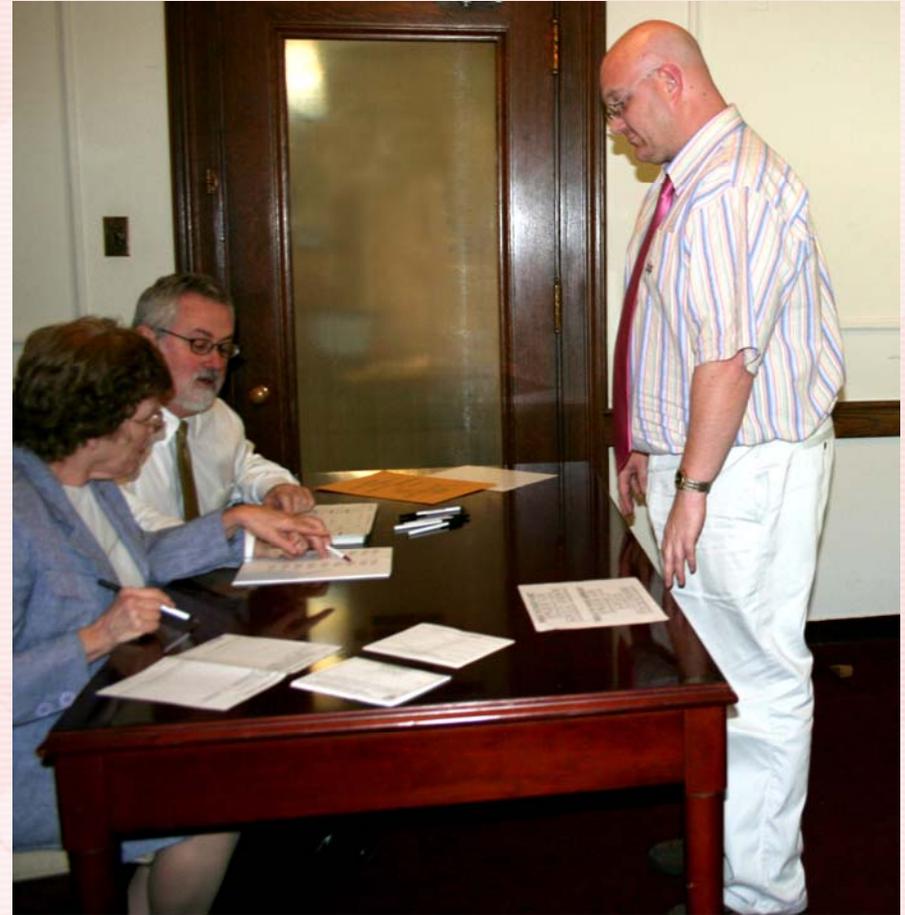
How to Process a Voter...

- 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...

- 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.

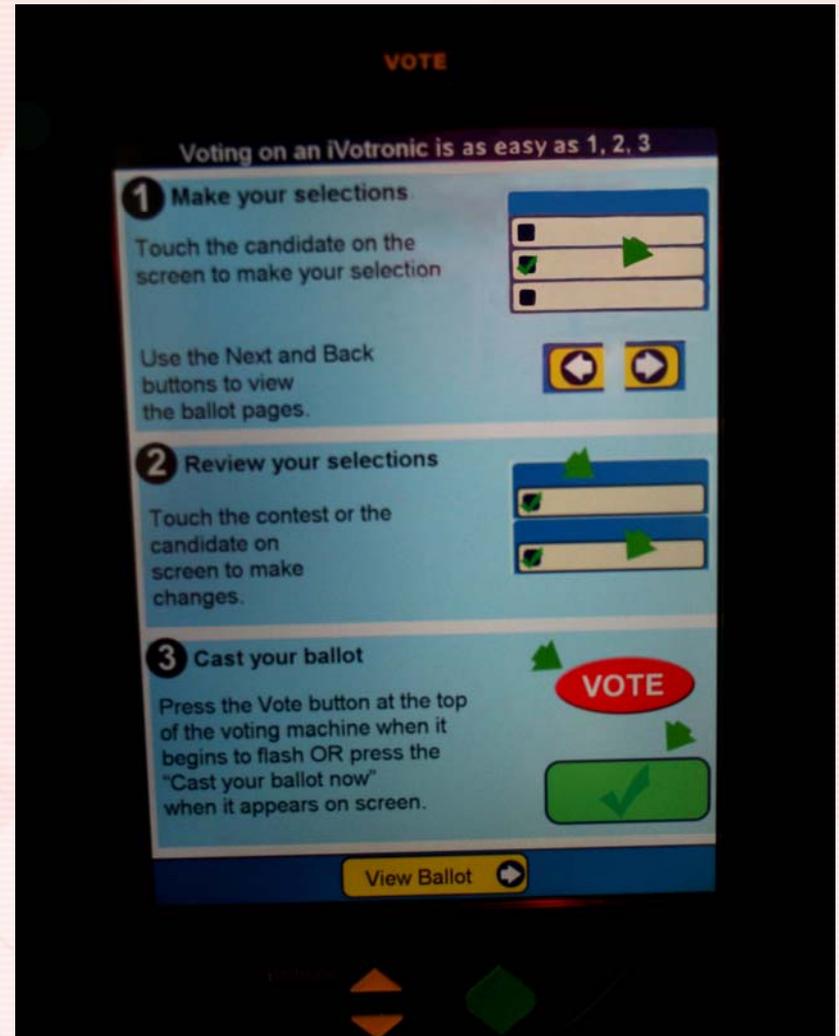


Processing the Voter...

- 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...

- 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.



How to Process a Voter...

After the voter has cast a ballot, the voter gives the poll slip to a poll commissioner, who strings the 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 poll worker is not working in his/her home precinct;
- ✓ The voter's 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

- 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

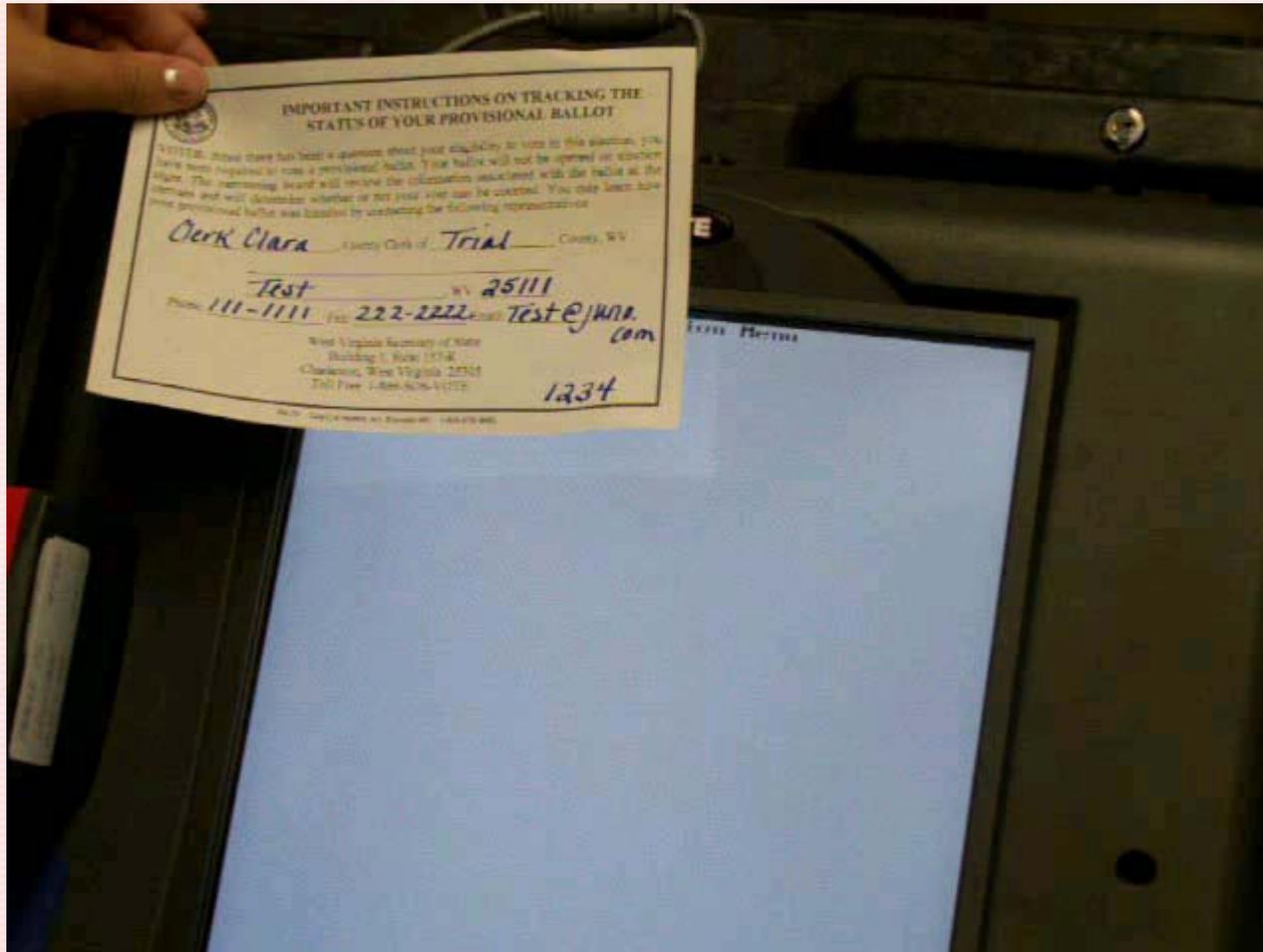
_____, WV _____

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

How to Process a Voter Who is Voting a Provisional Ballot

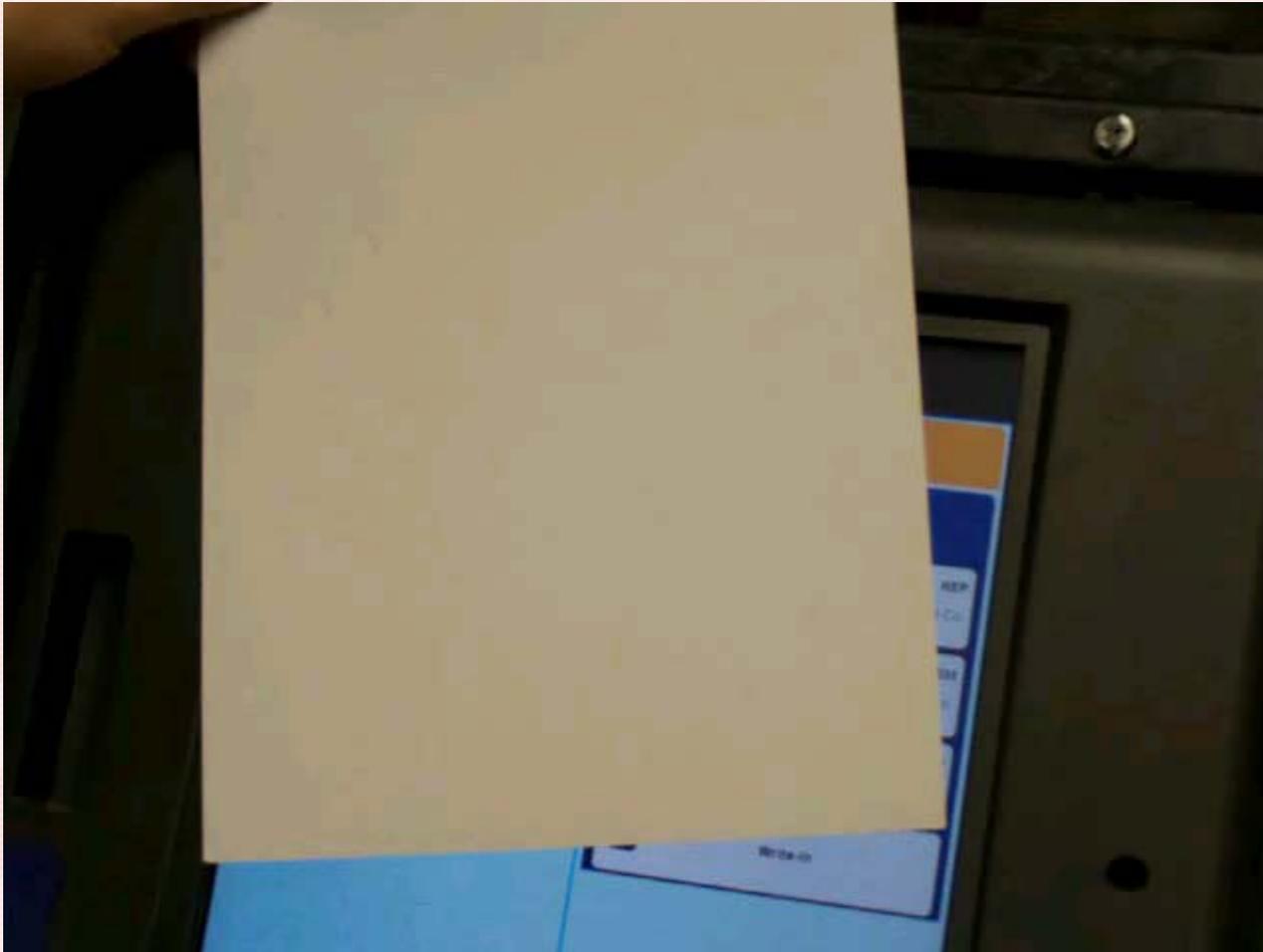


How to Process Assisted Voters

- 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

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



Closing the Polls

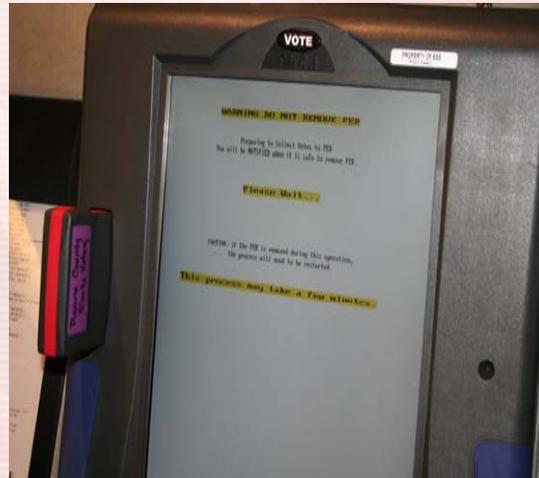
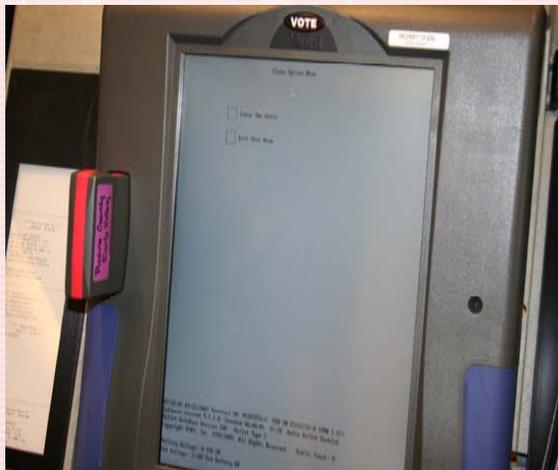
Promptly at 7:30 p.m., a poll commissioner steps outside and announces that the polls are closed.



Closing the Polls

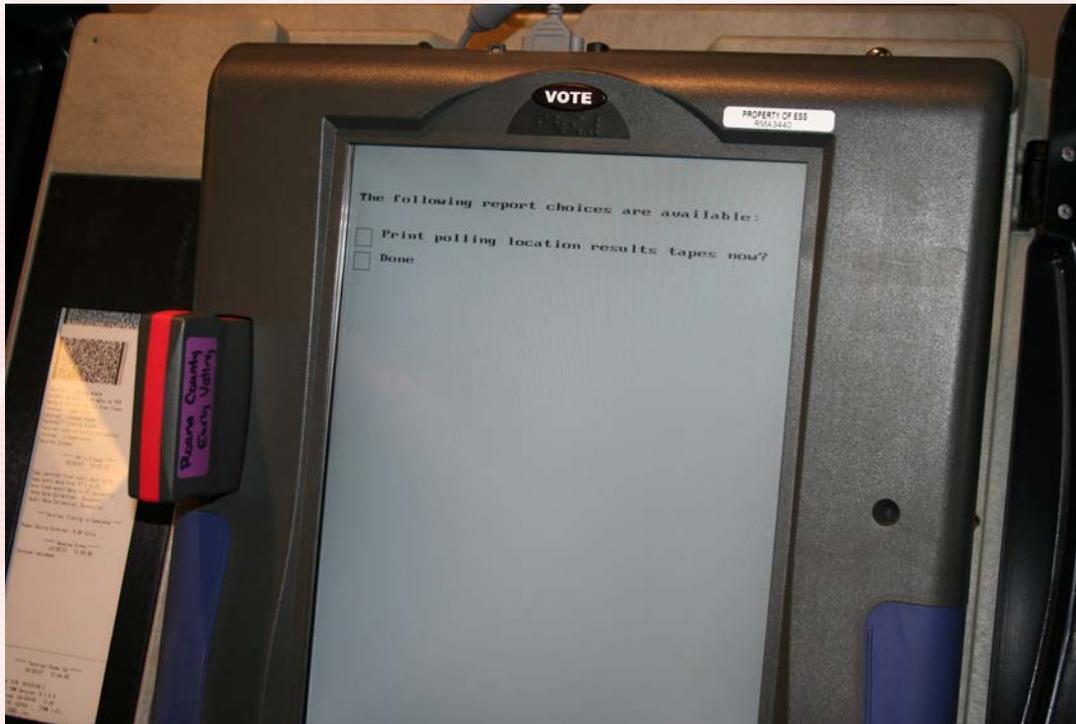
Close Polls by Utilizing Quick Reference Guide Located in Precinct Kit

- 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.



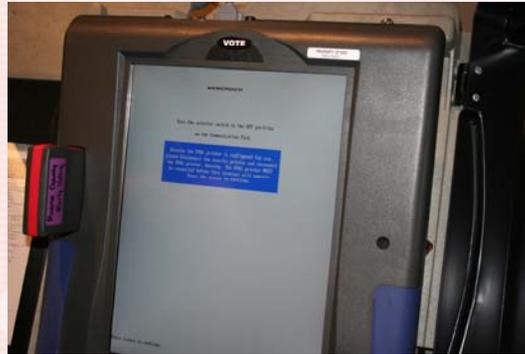
Closing the Polls

- 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.

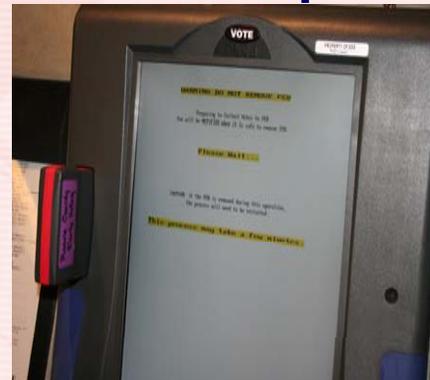


Closing the Polls

- Press the screen to continue.



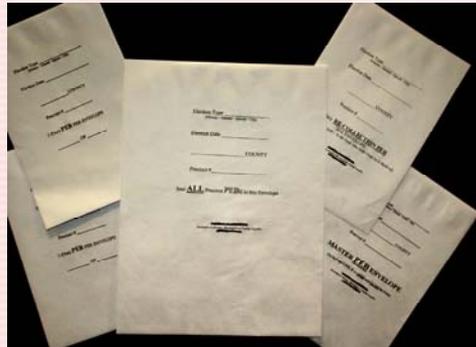
- Select YES, to re-collect terminal. Once done, touch screen to power down.



Closing the Polls

(If Applicable)

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



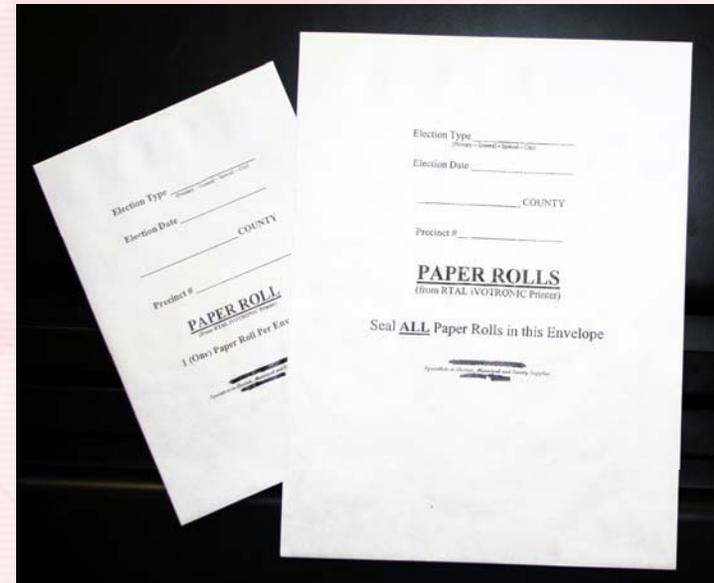
- Remove the flash card from each terminal and place in the appropriate envelope.



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**
- ✓ **Provisional ballot reason forms**
- ✓ **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