General Election Day Manual

Poll Worker Beginning Duties &
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Checklist for Opening the Polls

This checklist is to be used by all poll workers to ensure tasks are completed prior to opening the polls at 8:00 a.m. Use this list, even if you have set up a polling place before.

1. ☐ **Inspector** – Verify that you have received the proper *Ballot Box* (large metal box) by checking the precinct name and number on the front of the *Ballot Box* with the precinct name and number in your *Assignment Letter*.
2. ☐ **Inspector** – Break the seal, unlock, and open your *Ballot Box*. Place the red seal on top of the *Ballot Box* to seal the *Ballot Box* as stated in Number 21.
3. ☐ **Inspector** – Remove the *Election Manual* from the *Tote.* Follow this checklist systematically, even if you have set up a polling place before.
4. ☐ **All Poll Workers** – Print your name on the *Payroll Sheet for Election Officials*. **Please: No signatures or cursive. Mark the time you started for the day in the "Time In" section.**
5. ☐ **All Poll Workers** – Locate the hand sanitizer, disinfectant wipes, and masks in the *Tote*. Poll workers may wear a mask if they wish to do so, but are not required. **Note: Voters are not required to wear a mask.**
6. ☐ **Inspector** – Assign your poll workers to their duties as a clerk or judge making sure that Clerk 1 and Clerk 2 are of different parties and that Judge 1 and Judge 2 are of different parties. **Two nonpartisan poll workers may be paired together as either clerks or judges, if needed.**

   Please assist each poll worker with finding his or her *Job Description*, found in the white binder or this election manual.
7. ☐ **Inspector** – Locate the Assigned Workers by Precinct Report that was mailed to you. Call any poll worker who has not reported by 7:15 a.m., and determine if they plan to report for duty. If the poll worker will not be reporting or you can't reach the poll worker and they have not reported by 7:30 a.m., call the Election Commission office at (402) 454-3311 Ext. 9136 or 402-841-7572 for a replacement poll worker. **If a worker arrives who is not assigned to your precinct, do not send them home: temporarily put them to work until you call and speak with the Election Commission.**
8. ☐ **Poll Workers** – Locate and set up tables and chairs for voter check in.
9. ☐ **Poll Workers** – Locate and set up voting booths according to the *Voting Booth Assembly Instructions* (Voting Booth Assembly Instructions are located on page 3 in this section). Ensure that an adequate number of voting booths for your facility are set up. **Place one voting booth without legs onto a table for voters with disabilities.**
10. ☐ **Poll Workers** – Locate and set up the *ExpressVote Voting System* according to the set up and usage instructions. (See ExpressVote & Voter Assistance section in the *Election Manual*.) Position the *ExpressVote* so that the screen faces away from other voters and poll workers to ensure privacy during use. Make a chair available for anyone wishing to use the *ExpressVote*.
11. ☐ **Poll Workers** – Remove the Signs from the *Tote* and display as needed.
12. ☐ **Poll Workers** – Remove the *Sample Ballots* from the tote and post them so they are available for viewing by the voters.
13. ☐ **Poll Workers** – Remove the large rolled-up *Madison County Polling Places Map* from the *black tube container*, and hang it on a wall.
14. ☐ **Poll Workers** – Remove the large polling place banner from the *Tote*, and display it outside, near the entrance of your polling place.
15. ☐ **Inspector** – Ensure that there are no campaign signs within 200 feet of the perimeter of the polling place by walking around the building. If signs are within the 200-foot limit and on the polling place property, move the signs to the outside of the 200-foot limit. If signs are within the 200-foot limit and on private property, do not move the signs.

16. □ **Inspector** – Remove *The Election Roster and Numeric Log* from the totes, and verify that you have received the correct *List of Eligible Voters (Election Roster*) and *Canvass List of Voters (Numeric Log*) for
your precinct name and number by comparing them with the precinct name and number listed in your *Assignment Letter*.
If the precinct name and number does not match the assignment, contact the Election Commission immediately at (402) 454-3311 Ext. 9136.
17. □ **All Poll Workers** – Sign the oaths at the front of *Election Roster* and *Numeric Log* with an ink pen.

18. □ **Clerks** – Remove the plastic Ziploc *Supply Bag* from the *Tote*, and lay out the supplies for use at the polls (See Supply List on page 6 in this section.)
19. □ **Judges** – Two judges (or any two poll workers) of different political parties initial the bottom of all the opened ballots with a red ink pen.
-- **Ensure the initials are within the box at the bottom of the ballot and do not extend into the black squares that make up the control track.** If there are marks in the control track, the ballot counting machines will not be able to count that ballot.
-- If there are multiple packages of any particular ballot type (voter's party affiliation), open only the first package of that type and number. Open more packages as needed.
-- Ensure an initialed quantity of each ballot type (voter's party affiliation) is on the table ready for voters.
20. □ **Inspector** – Remove the *Provisional Ballot Envelopes and the Provisional Voter Identification Verification Envelopes* from the *Tote*, and set them on the table near the ballots.
21. □ **Inspector** – Remove the plastic privacy sleeves.
-- Ensure the *Ballot Box* is empty. Have another poll worker visually verify this with you. Place the red seal taken from the *Ballot Box*, and lock it onto the large door of the *Ballot Box*.
22. □ **Inspector** – Review the *Election Day Duties and Procedures* on the following pages with your poll workers to make sure they understand how to do their jobs properly.
23. □ **Inspector** – Schedule lunch and dinner breaks remembering that a judge and a clerk of different parties must be present at all times. The inspector acts as a nonpartisan throughout the day and may fill in for an absent poll worker no matter the party affiliation of the worker, the inspector will be pairing with. Allow for a total of 90 minutes of break time per poll worker: One 30-minute break and one 60-minute break, to be mutually agreed upon by the worker and inspector; however, it is best to manage coverage at the polling place during peak time.
24. □ **Inspector** – Open the polls at exactly 8:00 a.m.

Voting Booth Assembly Instructions

Brief Case Voting Booths

1. Place brief case on the ground.
2. Open the by undoing the latches on the front.
3. Once opened, unfold the privacy panel from the inside of the case.
4. Insert the privacy panel tabs into the sides of the voting booth case.
5. Remove the four sets of legs from the inside of the voting booth case lid.
6. Connect each leg half-together, making one complete leg. Do this for all four legs.
7. Tip the voting booth case onto its cover.
   Warning: If center insert is not removed, it may fall out when the case is tipped onto its cover.
8. Insert legs into sockets located in each corner of the bottom of the case.
9. Stand the voting booth <u>upright</u>. Two people may be needed to do this, as the legs may fall out of the sockets.

Supply List

Precinct Binder
Assistance Poster
Ballot Style Identification Tags (Split Pcts.)
Challenge Oaths
Confirmation Mailing Form
Deaf Cue Card
Disability Awareness Guide
Election Day Check Lists (3 Sheets)
ExpressVote Notice Poster
ExpressVote Voter Instructions
Instructions to Voters Posters (For Booths)
Payroll Sheet
Polling Place list
Sample Ballots
Suggested Polling Place Layout
Purple Voter Cancellation Forms
"Vote Here" Posters
White Envelope for Voter Registrations
Ballot Box
Ballot Certification
Ballot Style (Split Pcts.)
Official Ballots
Two Handle Cloth Tote Supplies
Election Roster Book
Numeric Log Book
ExpressVote Equipment
ExpressVote
ExpressVote Accessories -Head Phone
ExpressVote Accessories -Head Phone Covers
ExpressVote Extension Cord w/adapter
ExpressVote Keys
ExpressVote Alcohol Sanitizer
ExpressVote Privacy Cardboard Sleeve
ExpressVote Braille Instructions

Disability Supplies
Assistance Sign
Door Bells (Pcts. without Automatic Doors)
Disability Etiquette Book
Handicap Entrance Sign
Magnifier
Signature Guide
Table-Top Booths
Precinct Supplies
Election Day Situations Handbook
Excessive & Spoiled Ballot Sack w/Seal Attached
Flashlight
ID Required Sign
Instructional Poster (In Black Tube)
Masks
Nebraskans Vote Stickers
Padlock Seals
Paper Clips
Pens - Black and Red
Poll Worker Buttons
Post it Notes
Precinct Map (In Black Tube)
Precinct Signs
Provisional Ballot Envelopes(Includes voter registration Form, Green provisional pin form)
Provisional Flip Chart
Rubber Bands
Rubber Thumb
Scotch Tape
Scratch Pad
Screen Cloths
Secrecy Sleeves
Spoiled Ballot Envelope
Stylists
Vote Here Sign
Voter Identification Verification Envelopes(Includes reasonable Impediment Certification Form, Blue provisional pin form
Voter Registration Cards

Ballot Inventory Instructions

- Remove all ballot packages from the *Tote and Ballot Box*.
- Ensure the precinct name and number at the bottom of each ballot package corresponds with the precinct name and number to which you have been assigned.
- Inventory the ballot packages
- Verify that the ballot style(s) listed on the *Polling Place Information Sheet* (first page of this manual). If what is listed on the *Polling Place Information Sheet* does not match the number(s) listed at the top each ballot, contact the Election Commission immediately at (402) 454-3311 Ext. 9136.
- Put all packages with the same ballot style into a single pile. Note: Most precincts will have only one ballot style. Some split precincts will have multiple ballots numbers.
- Next, separate the piles for each ballot style by ballot type
- Verify there is a ballot type (voter's party affiliation) for each ballot style that is in your precinct.

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Poll Worker Duties & Basic Procedures

Inspector: Duties

1. At 7:00 a.m. on Election Day, direct the activities to complete the *Checklist for Opening the Polls* found in the *Election Manual.*
2. Inspect the polling place grounds to ensure that no electioneering is taking place within 200 feet of the polling place. If electioneering is taking place within 200 feet of the building, please contact the Election Commission at (402) 454-3311 Ext. 9136.
3. Review the *Election Day Safety Procedures.* Check in with facility staff, and ask about emergency exits and shelter areas. If there are no staff members present, check the building for exits and shelters. Communicate this information to your poll workers.
4. Inspect voting area and any entrances for obvious hazards to voters or poll workers. Report any hazard(s) to facility staff, and make a note of the hazard(s) on the comment sheet. If there are no staff members present, please call the Election Commission at (402) 454-3311 Ext. 9136.
5. Ensures that no media organization, seeking to determine voter preference, conducts an exit poll, a public opinion poll, or any other interview with voters on Election Day within twenty (20) feet of the entrance of any polling place or, if inside the polling place or building, within one hundred (100) feet of any voting booth. (For more information, about media or exit polls, see Special Procedures section of this manual, page 10 - 11.)
6. Ensure that Election Day poll watchers are not obstructing the doors or passageways of any precinct, or hampering the voters' abilities to enter or exit the building or voting area. Poll watchers must sign into the Poll Watcher Register at the Clerk's office, even if they are only obtaining the current voter count. Poll watchers are not allowed to be within eight (8) feet of the poll books (*Election Roster* and *Numeric Log*), ballots, or any voting booth. Poll watchers may be within eight (8) feet of the *Ballot Box* if space in the voting area does not allow for an eight (8) foot distance. (Contact the Election Commission if this is the case to assist you.) Poll watchers shall not interact with election workers and shall not question any voters unless they are past the 200-foot electioneering markers. (For more information about poll watchers, see Special Procedures section of this manual, page 9.)
7. Answer the question, "How many voters have you had so far?" You may give the total number of voters to anyone that asks; however, no one may look at the books to see who has voted.
8. Review this *Election Manual* to ensure that all poll workers are completing their assignments correctly. **Make this *Election Manual* available for review by all poll workers.**
9. Review the *ExpressVote Setup and Information Guide* in order to be prepared to assist voters with disabilities (See ExpressVote and Voter Assistance section of this manual). If you experience any problems with the *ExpressVote Terminal*, please contact the Election Commission at (402) 454-3311 Ext. 9136.

10. Assist poll workers and voters, as necessary, using the processes and procedures found in the *Election Manual*. **If unsure on how to resolve a problem, contact the Election Commission at (402) 454-3311 Ext. 9136 before the voter's ballot is deposited into the *Ballot Box*.**
11. Complete the *comment sheet* with any problems you may have experienced with voters, election workers, or other miscellaneous problems and how those issues were resolved. Please be specific when referring to voters or election workers (i.e. name, voter style #, if available, description, etc.) **If unsure on how to resolve a problem, contact the Election Commission at (402) 454-3311 Ext. 9136 before the voter's ballot is deposited into the *Ballot Box*.**
12. Assign breaks. Each poll worker will receive one 30-minute break and one 60-minute break. You may "mix and match" 30-minute and 60-minute breaks to ensure poll workers receive a total of 90 minutes paid break time while allowing for proper coverage at peak voter times. All breaks should be completed by the evening rush (approximately 5:00 p.m.) No poll workers can leave the location on Election Day.
13. Fill in as necessary as a clerk or judge in the absence of a poll worker who may be on break. The inspector acts as a nonpartisan on Election Day; therefore, the inspector's actual party affiliation does not matter on Election Day. The inspector may be of the same party as the person they are paired with when filling in.
14. At 8:00 p.m., direct the activities to complete the *Checklist for Closing the Polls* (See Closing Polls section of this manual page 6 - 8). The polling place should remain set up until 8:00 p.m.

Clerk 1: Duties

Clerk 1 is assigned to the *Election Roster*

Greet the voter and work from left to right, Step 1 to Step 8 in *Election Roster*.

Step 1 – Ask the voter for their name and address, and locate the voter in *Election Roster*.

If you cannot find the voter by name, ask the voter if they could be listed as, or goes by, another name.

Step 2 – Ask the voter to present an acceptable form of photo ID. **DO NOT ALLOW VOTER TO SIGN ELECTION ROSTER UNTIL VOTER ID HAS BEEN VERIFIED**

Forms of ACCEPTED ID's are listed as follows (please see Nebraska Voter ID Poll Worker Information book for images of these examples):

- Nebraska Driver's License
- Nebraska State ID
- Photo IDs issued by Nebraska state agencies
- Documents issued by a Political Subdivision of the State of Nebraska Examples:
  - IDs issued by Nebraska cities, counties, and villages
  - IDs issued by Nebraska public school districts
  - IDs issued by Nebraska educational service units
  - IDs issued by Nebraska natural resources districts
  - IDs issued by Nebraska public power districts
  - IDs issued by Nebraska metropolitan utilities districts
  - IDs issued by Nebraska rural or suburban fire or suburban fire protection districts

***** PLEASE NOTE – not all political subdivisions issue acceptable forms of photo ID. This list is a provided for guidance *****

- Postsecondary institution in the State of Nebraska that contains the voter's name and photo. Examples:
  - Nebraska public and private colleges and universities
  - Nebraska community colleges and associate degree universities
  - Nebraska cosmetology and massage schools
  - A hospital, an assisted-living facility, nursing home or any intermediate-care facility record that contains the voter's name and photo.
- Documents issued by the United States Examples:
  - Military ID
  - U.S. Passport
  - Photo IDs issued by United States agencies

- Documents issued by Native American tribes or band recognized by the United States federal government. Examples:
    - Omaha Tribe of Nebraska
    - Ponca Tribe of Nebraska
    - Santee Sioux Nation
    - Winnebago Tribe of Nebraska

Forms of UNACCEPTED ID's are listed as follows:

- Birth Certificate
- Medicare of Medicaid Card
- Out-of-state driver's license
- Out-of-state college ID
- Social Security Card
- Store membership card
- Utility Card
- Bank statement
- Voter registration acknowledgement card

If a voter does not have a photo ID with them:

- Leave the polling place to get their ID if it is elsewhere and return back to the polls before they close to vote
- If the ID is elsewhere and the voter does not want to leave to go get it, they will have to vote provisionally and use a Provisional Voter Identification Verification (P-VIV) envelope
- If the voter does not have an ID but has a reasonable impediment that prevents them from getting one, they will need to vote provisionally and use a P-VIV and Reasonable Impediment Certification (RIC) form.
    - A RIC is a form that is completed by the voter who has a reasonable impediment from obtaining valid photo ID. Examples:
    - Disability or Illness
    - Lack of birth certificate or other required documents to obtain an ID
    - Religious objection to being photographed
        - **If the voter is using a P-VIV**:
            - Voter and poll worker need to fill out the P-VIV paperwork provided. The voter's voted ballot goes into the P-VIV envelope. The voter's P-VIV envelope goes into the ballot box. The poll worker explains what the voter needs to do for their ballot to be counted.

Step 3 – Ask the voter for their address, and confirm that it matches what is listed in *Election Roster*.

Do not provide the address listed and ask if it is correct. Always ask the voter to state their address.

Follow the instructions listed in the *Special Exceptions to Voting Procedure* (Special Procedures section of this manual, page 1 – 4) if a voter's:

Name is not found or information is incorrect, such as:

- Address or name has changed;
- Political party is different;
- There are minor mistakes to the name or address.

Step 4 – Check the Voter Status column (column #5) for special exception notes.

- Address Confirmation Required
- Early Voting Request. Voter MUST Vote Provisionally or Early Voter label Ask, "Do you still have your ballot?"

If YES: Request the voter vote their by-mail ballot.

Follow the instructions listed in *Special Exceptions in Voting Procedure* (Special Procedures section of this manual, pages 4 and 5) if the Voter Status column contains one of the messages listed above.

Voters may need to vote a provisional ballot or complete a provisional voter identification verification under certain circumstances.

Step 5 – State the voter's name and style number (column #4) to Clerk 2.

Step 6 – In *Election Roster* column #1 (Line# Status), print the line number from *Numeric Log* where Clerk 2 has printed the voter's name and style number so that the voter is cross-referenced.

Step 7 – Have voter sign *Election Roster* in column #5 with a black pen. Signature required.

The voter can sign upside down so you do not have to turn the book around.

When obtaining the signature of a voter with a sight impairment, place the ruler (provided in the Ziploc *Supply Bag*) along the line upon which the voter will sign in *Election Roster*. The ruler acts as a raised guide for the voter.

Step 8 – Provide Clerk 2 with the voter's Ballot Style as listed in column #2. If you do not do this, the voter will receive the wrong ballot.

Madison County - Norfolk 4-1
SP22CG 2022 Special Election CG1
06/28/2022

Printed 6/21/2022 08:46 PM

Line # / Status	Party / Ballot Style	Birthdate	Name and Address		
	DEM 10 01	10/28/1940	**Griel, Joseph L** 306 S Boxelder St Norfolk, NE 68701	X 1100106	
37	REP 10 01	08/15/1957	**Griffith, Christi L** 408 S 4th St Norfolk, NE 68701	X 1100119	
112	REP 10 01	07/10/1960	**Griffith, Martin A** 408 S 4th St Norfolk, NE 68701	X 1115086	
	DEM 10 01	09/27/1971	**Gronenthal, Gary J** 602 S 2nd St Norfolk, NE 68701	X 1100247	
I	DEM 10 01	11/02/1982	**Grove, Michael James** 500 S 6th St Norfolk, NE 68701	EARLY VOTER X 1026573	
I	NONP 10 01	05/26/1988	**Gubbels, Marcus R** 113 E Park Ave Norfolk, NE 68701	X 3234874	
I	REP 10 01	05/30/1988	**Guthery, Rebekah M** 513 Verges Ave, Apt 4A Norfolk, NE 68701	X 3405538	
60	REP 10 01	04/22/1949	**Haberman, Janice L** 204 E Phillip Ave Norfolk, NE 68701	X 1100837	
1	REP 10 01	01/09/1947	**Haberman, Walter D** 204 E Phillip Ave Norfolk, NE 68701	X 1100838	
	NONP 10 01	01/16/1985	**Hahn, Jessica J** 500 Verges Ave, Apt 5B Norfolk, NE 68701	X 983041	

Page Total: _____

Graphic: *List of Eligible Voters (Election Roster)*

Clerk 2: Duties

Clerk 2 is assigned to the *Numeric Log*

Assess whether the voter needs assistance. If the voter does need assistance:

Inform the voter that they may use the *ExpressVote Terminal*; or

Follow the directions on the yellow *List of Persons Providing Voter Assistance* at the back of *Numeric Log*.

Work from left to right, Step 1 to Step 9 in *Numeric Log*.

Step 1 – Write the time in hours and minutes (ex: 8:02 a.m.) that the voter signed *Election Roster*.

Step 2 – Provide Clerk 1 with the line number from column #2

Step 3 – Print the voter's name as read from Clerk 1. (First name, middle initial, last name. Also, suffix [Jr., Sr., III, etc.], if applicable).

Step 4 – Print the Type of ID that the voter has provided to you

Step 5 – Write an "X" to indicate which ballot type a voter received.

Step 6 – Print the ballot style as indicated in *Election Roster* and as read by Clerk 2 in the Ballot style column. *Election Roster* will always indicate which ballot type to give to a voter.

Step 7 – Poll worker must initial in the last column.

Step 8 – Tell Judge 1 the ballot style of the ballot that the voter is to receive.

Graphic: *Canvass List of Persons Voting (Numeric Log)*

Example of Number Log will be provided at your training session.

Judge 1: Duties

Judge 1 is assigned to hand out ballots to voters.

- Select the ballot style as relayed by Clerk 2.

  -- *Election Roster* will always indicate which ballot style to give to a voter.

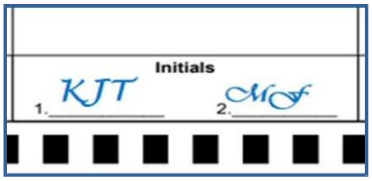
  If you are in a precinct with more than one ballot style, ensure the ballot style you give the voter matches what is indicated in *Election Roster* for that voter.

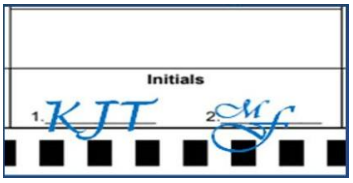
- Make sure each ballot page is initialed with two sets of initials from poll workers of different political parties.

  Ensure the initials are within the Poll Worker Initials box at the bottom of the ballot page and do not stray into the control track (row of small black boxes along the bottom.)

  A voter never initials or signs their own ballot.

Correct **Incorrect**





- Place the un-voted ballot page(s) into a plastic privacy sleeve in the presence of the voter. Do not prepare ballots in sleeves prior to the voter receiving the ballot.
- Give the voter a pen (if they were not already given one by Clerk 1) and the proper ballot within the plastic privacy sleeve. The proper ballot includes the ballot style that matches what is listed for the voter in *Election Roster*.
- Demonstrate to the voter how the poll worker initials should show at the bottom of the ballot sleeve after the ballot has been cast, and direct the voter to the voting booths so that they may cast their vote.

Judge 2: Duties

Judge 2 is assigned to receive ballots from voters.

- Receive voted ballots from voters.
- Verify that each ballot page has two sets of initials by poll workers of different parties.
  - If two sets of initials of poll workers do not show at the bottom of the privacy sleeve, ask the voter to go back into the voting booth and turn the ballot around.
  - If two sets of initials are still not present on the bottom of each ballot page, do not deposit the ballot into the *Ballot Box*. The ballot must be rejected. This means the voter will be given a new (un- voted ballot) and will start over. For ballot rejection procedures, see "Rejecting a Ballot" on page 10 - 11.
  - In order to protect the secrecy of the voter's ballot, do not remove the ballot from the privacy sleeve.
  - The voter should not have initialed or signed their own ballot. If the voter's initials or signature appears at the bottom of the ballot, the ballot will need to be rejected. The voter will receive a new ballot and start over. (For ballot rejection procedures, see "Rejecting a Ballot" starting on page 10 - 11.)
- In the voter's presence, deposit the ballot into the *Ballot Box*.
  - Do not permit a voter to deposit his or her own ballot into the *Ballot Box*. If a voter wishes to dispute this with you, inform the voter that it is the law. Check the ballot sleeve to ensure that the sleeve is empty and no ballot page is stuck inside.

Rejecting a Ballot

- If the voter makes a mistake on their ballot; OR
- If there are not two sets of poll worker initials; OR
- If the voter has initialed or signed the bottom of their ballot:

Have the voter return to a voting booth and write "VOID" across their ballot page(s). The voter then folds the ballot in half and returns it to the judge. The voter may then receive a new ballot.

- If a voter makes mistakes on their ballot, the voter may receive no more than one original and up to three replacement ballots. If the ballot was rejected because a poll worker failed to initial the bottom of the ballot, this does not count toward the total number of replacement ballots.
- The judge will maintain the secrecy of the rejected ballot and will immediately place the ballot in the *Rejected Ballot Envelope, which* can be found in the *Tote.*
- When the polls close, this envelope is signed, sealed, and placed into the canvas bag marked "Unused and Spoiled Ballots" along with any unused ballots.

Do not accept any early voting ballots. Anyone attempting to return an early voting ballot should be instructed to return the ballot to the Election Commission or to one of the drop box locations by 8:00 p.m. on Election Day.

Receive Provisional Ballots (See Provisional Voting section of this manual page 13 - 22.)

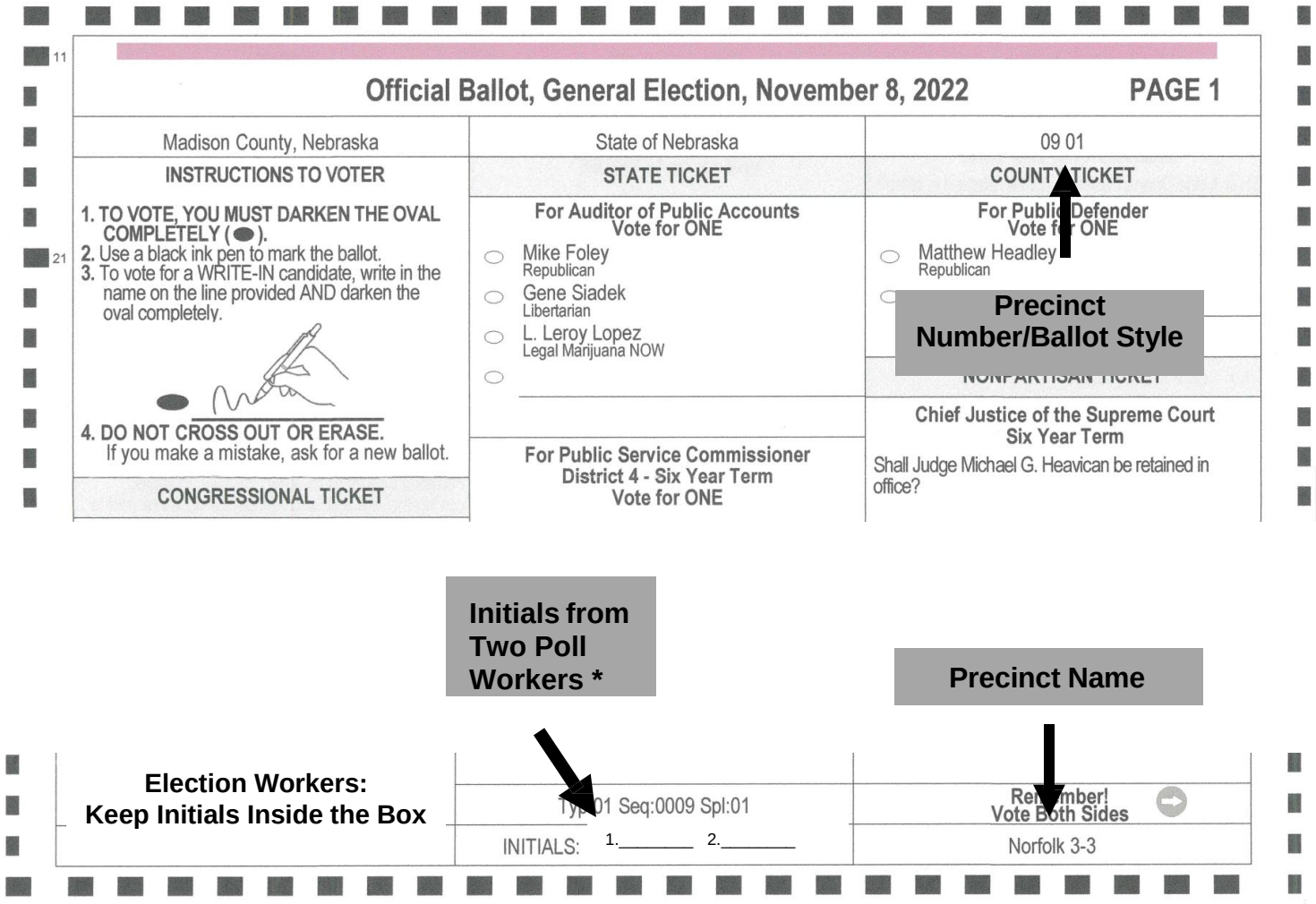
- Verify that the ballot has been initialed by two poll workers of different political parties and is inside the *Provisional Ballot Envelope*.
- Check to see if a completed *Voter Registration Application* is in the clear pocket on the back of the envelope (See Provisional Voting section, page 13 -22).
- A completed *Voter Registration Application* is required for every provisional ballot (even early by-mail voters) – no exceptions.
- Ask the voter if they have their Provisional *PIN Receipt.*
- Verify that the envelope has been filled out completely.
- Ensure the voter has signed the *Provisional Ballot Envelope*.
- Seal the envelope.
- Deposit the *Provisional Ballot Envelope* with the ballot inside into the *Ballot Box.*

Graphic: Ballot

Verify:

- Precinct number is at the top of the ballot and Precinct name is at the bottom of the ballot page
- Initials of two poll workers of different parties at the bottom of the ballot page.

***** Poll workers must keep their initials in the Initials box. If initials cross into the control track, the ballot counting machines will not be able to count it.



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Special Exceptions to Voting Procedure

In certain instances, there are special exceptions to the normal voting procedures. The most common exceptions are:

- Voter's name does not appear in *Election Roster*.
- Voter's information in *Election Roster* is
  - incorrect: Address has changed;
  - Name has changed; Political
  - party is different;
  - Typographical error.
- Voter Status in *Election Roster* has one of the following messages:
  - Address Confirmation Required;
  - Early Voting Request. Voter MUST vote provisionally Or
    - "Early Voter" Label
- Cancellations:
  - Moved out of Madison County;
  - Deceased;
  - Removal by request of voter; or
  - Duplicate Registration.
- Voter has been challenged by another voter.

These five exceptions are explained in detail below and on the following pages.

Voter's name does not appear in *Election Roster*.

- If the Inspector is unable to assist the voter on where they need to vote, the Inspector will need to Contact the Election Commission to find out where they should vote and what ballot style they should receive. **A document is provided inside the Precinct binder that explains the steps on how to look up a voter's current voter registration information online.**
  - If the voter has been instructed to vote in your precinct, they should have information on what ballot style they should receive, and **the voter may vote provisionally.**

Voter's information in *Election Roster* is incorrect.

Determine why the information is incorrect:

Address has changed Name
has changed Political party is
different Typographical Error
then follow the procedures for each reason:

Address Change

A voter needs to vote in the precinct where they live.

If a voter's address has changed (including apartment number changes):

Ask your Inspector to assist voter on location Polling Location online. If they are unable to determine location, contact the Election Commission to find out where they should vote, as well as the ballot style they should receive. Then,

- If the **voter is supposed to vote in your precinct**, the voter will **vote provisionally at your precinct**.
- If the **voter is supposed to vote in a different precinct,** the voter will **vote provisionally at the precinct for the voter's new address**.
- Instruct the voter to go to the correct polling place to vote provisional.

Name Change

If a voter's name has changed (**and the voter's address did not change**):

- Have the voter complete a new *Voter Registration Application* found in the back pocket of the *white precinct binder*.
- Place the completed application in the *Voter Registration Envelope* located in the tote. Proceed with normal voting procedures; however, instruct the voter to sign *Election Roster* with both names.

Party Change

A voter may not change party affiliation on Election Day.

- If a voter insists that their party affiliation listed in the *Election Roster* is incorrect, have the Inspector contact the Election Commission at (402) 454-3311 Ext. 9136 before they receive a ballot and vote.
- A voter may complete a new *Voter Registration Application, which* will be processed after the election so that the party affiliation change will be effective after Election Day.

Typographical Errors (Minor Corrections of Name/Address)

If there are any mistakes (typographical errors) in a voter's name or address, (apartment number changes are considered address changes and require the voter to vote provisionally):

Name Correction (and the voter's address did not change):

- Have the voter complete a new *Voter Registration Application* found in the back pocket of the *white precinct binder*.

- Proceed with normal voting procedures; however, instruct the voter to sign *Election Roster* with both names.
- If the voter's address did not change, the voter does not need to vote a provisional ballot.
- Use this procedure for those voters who wish to change or update middle initials.

Address Correction:

Ask your Inspector to assist voter on location Polling Location online. If they are unable to determine location, contact the Election Commission to find out where they should vote, as well as the ballot style they should receive.

- If the corrected address is still within the same precinct, the voter will vote provisionally in your precinct.
- If the corrected address is within a different precinct, instruct the voter to go to the correct polling place. Voter will vote provisionally at their new precinct.

Voter Status column in *Election Roster*: <u>Address Confirmation Required</u>

If "Address Confirmation Required" is listed in the Voter Status column in *Election Roster*, the Election Commission has been informed that this voter may no longer live at the address listed, and the voter must confirm their address.

- Verify if the voter lives at the address listed in *Election Roster* by asking the voter if they still live at the address listed.

Under no circumstances should a voter be asked to show documentation for address confirmation.

If the voter verbally confirms that the address listed is, correct (i.e. says "Yes"):

Allow the voter to vote normally. **Remember:** Only a verbal confirmation is required.

If the voter states they no longer live at the address listed:

Ask your Inspector to assist voter on location Polling Location online. If they are unable to determine location, contact the Election Commission to find out where they should vote, as well as the ballot style they should receive.

- **If the voter's new, address is still within your precinct:**

The voter will vote provisionally at your precinct.

- **If the voter is supposed to vote in a different precinct:**

  Ensure that the Election Commission has verified their precinct. Instruct the voter to go to the correct polling place. Voter will vote provisionally at their new precinct.

Voter Status column in *Election Roster*: <u>Early Voting Request. Voter MUST vote provisionally</u>

If "Early Voting Request. Voter MUST vote provisionally" or a Early Voter Label is listed in the Voter Status column in *Election Roster*, an early voting ballot has been requested for this voter. Requesting an early voting ballot eliminates the voter's option to vote normally at the polling place.

- If the voter wants to vote at the polls, but still has their <u>un-voted</u> early voting ballot, inform them they must vote the ballot they received in the mail and return it to the Election Commission or to one of the drop box locations by 8:00 p.m. on Election Day. Make at least three attempts to persuade a voter to vote their early voting (by mail) ballot.
- If the voter's early voting ballot has been destroyed, spoiled, lost, not received, or not requested, the voter may cast a provisional ballot.
- If the voter is attempting to deliver a <u>voted</u> early voting ballot, they should be instructed to return the ballot to the Election Commission or one of the drop box locations by 8:00 p.m. on Election Day.

Cancellations

Use the purple *Cancellation Forms* in the back of *Election Roster* when: a

voter no longer lives in Madison County;

a **voter is deceased;**

if a **voter requests that their name be removed from the voter registration register**; or

if a **duplicate, registration is listed in *Election Roster***.

Moved Out of County

If a person reports that, a voter no longer lives in Madison County:

- Use the purple *Cancellation Forms* in the back of *Election Roster*.
- Print the voter's name as it appears in *Election Roster* in the Voter's Name column.
- Print the voter's address as it appears in *Election Roster* in the Voter's Address column.

Print the voter's date of birth in the Voter's Date of Birth column.

- Check the box “Moved Out of County”.
    - The person who is reporting the move prints and signs their own name in the Printed Name and Signature column.
    - In the Relationship to Voter column, print the relationship of the person who is reporting the voter’s move. (For example, if the person reporting the move is the voter’s mother, print “Mother” or “Parent” in the Relationship to Voter column.)

Deceased

If a person reports that, a voter is deceased:

- Use the purple *Cancellation Forms* in the back of *Election Roster*.
- Print the voter’s name as it appears in *Election Roster* in the Voter’s Name column.
- Print the voter’s address as it appears in *Election Roster* in the Voter’s Address column.
- Print the voter’s date of birth in the Voter’s Date of Birth column.
- Check the box “Deceased”.
    - The person who is reporting the voter’s death prints and signs their own name in the Printed Name and Signature column.
    - In the Relationship to Voter column, print the relationship of the person who is reporting the voter’s death. (For example, if the person reporting the death is the voter’s wife, print “Wife” or “Spouse” in the Relationship to Voter column.)

Removal by Request of Voter

If a voter requests that, their own name be removed from the voter registration register (to cancel their right to vote):

- Use the purple *Cancellation Forms* in the back of *Election Roster*.
- Print the voter’s name as it appears in *Election Roster* in the Voter’s Name column.
- Print the voter’s address as it appears in *Election Roster* in the Voter’s Address column.
- Print the voter’s date of birth in the Voter’s Date of Birth column.
- Check the box “Removal Request by Voter.”
    - The voter prints and signs their own name in the Printed Name and Signature column.
- In the Relationship to Voter column, the voter will print “Self”.
    - **The voter should not be allowed to vote after cancelling their voter registration.**

Duplicate Registration

If a voter is listed in *Election Roster* more than once:

- Use the purple *Cancellation Forms* in the back of *Election Roster*.]
  - Print the voter's name that should be removed as it appears in *Election Roster* in the Voter's Name column.
  - Print the voter's address that should be removed as it appears in *Election Roster* in the Voter's Address column.
  - Print the date of birth of the voter that should be removed in the Voter's Date of Birth column.
- Check the box "Duplicate Registration".
  - The person who is reporting the duplicate prints and signs their own name in the Printed Name and Signature column.
  - In the Relationship to Voter column, print the relationship of the person who is reporting the duplicate. (For example, if the person reporting the duplicate is a poll worker, print "Poll Worker", or if the person is the voter, the voter will print "Self" in the Relationship to Voter column.)

Challenges

If a voter is formally challenged as unqualified to vote by another voter at the polls on the grounds of citizenship, residence, or age, the inspector and the challenged voter must complete a Challenge Oath.

Inspector – Write in the precinct.

Inspector – Indicate on what grounds the voter is being challenged. (Voter only has to be challenged on one of the items, but can be challenged on more than one.)

- Residence
- Age
- Citizenship

Voter – Answer the questions under the corresponding section(s).

Voter – Complete and sign the oath at the bottom of the form.

Inspector – Write "Sworn" next to the voter's name in *Election Roster*.

Place the completed *Challenge Oath* in the envelope for *Election Roster* and *Numeric Log*. Allow the person being challenged to vote normally if:

- The voter has completed and signed the oath at the bottom of the form, and
- The voter has checked "Yes" to all three questions in the section "Challenged as to Residence," or

- The voter has checked “Yes” to the question in the section “Challenged as to Age,” or
- The voter has checked “Yes” to either of the questions “Born in the U.S.A.” or “Are you a naturalized citizen” in the section “Challenged as to Citizenship.”

Do not allow the person being challenged to vote if;

- The voter refuses to complete the applicable section(s) of the *Challenge Oath*, or
- The voter refuses to take the oath.

If a poll worker feels a voter should be challenged, they should not challenge the voter.

- Write the Election Commission a note stating all pertinent information, and place it in the envelope for *Election Roster* and *Numeric Log*.
- The Election Commission will investigate the matter after the election.
- Allow the voter to vote normally.

Special Occurrences at the Polling Place

Electioneering

According to Nebraska Revised Statutes § 32-1524, no person shall do any electioneering on election day within any polling place, any building in which an election is being held, or within two hundred feet thereof.

This means:

- No political conversations;
- No display of candidate or issue-specific items such as campaign buttons, t-shirts, hats, etc.;
- No distribution of pre-marked sample ballots;
- No distribution of campaign literature (e.g. pamphlets);
- No circulation of petitions; and
- No political signs (unless on private property which is not owned by the polling place) within 200 feet of the perimeter of the polling place.

If a voter enters the polling place, wearing a candidate or issue-specific item as described above,

- Inform the voter that wearing campaign or issue-specific items is considered electioneering, and no electioneering can take place within 200 feet of a polling place in accordance with the law. Ask the voter to remove or cover up the item.
- If a voter refuses to remove or cover up the item, they may vote; however, inform the voter that they are in violation of the law and their name will be given to local law enforcement. Write the voter's name and style number on the comment sheet along with a note describing the violation.

If a petition, circulator is within 200 feet of the perimeter of the polling place,

- Inform the circulator that circulating petitions is considered electioneering, and no electioneering can take place within 200 feet of a polling place in accordance with the law. Please request that they move beyond the 200-foot limit markers.
- If the circulator refuses to relocate, please contact the Election Commission to assist you.

Any person violating this section shall be guilty of a Class V misdemeanor (§ 32-1524).

If you have any questions, call the Election Commission at (402) 454-3311 Ext. 9136.

Poll Watchers (formerly known as Observers)

Poll watchers are appointed by campaign, political party, or nonpartisan organizations to observe the voting process at the polling place.

Poll watchers will present their credentials (in the form of an ID badge) upon arrival. Ask the poll watcher to sign into the *Poll Watcher Register*.

- The poll watcher must sign in and out of the register for every visit, even if they are obtaining a current voter count (i.e. asking "How many voters have you had today?").
- If a poll watcher cannot present credentials, please ask them to contact the **Election Commission at (402) 454-3311 Ext. 9136.**

Poll watchers are allowed to:

- Watch/observe the election process within the polling place.
- Be present during opening and closing procedures.
- Assist a voter in marking their ballot ONLY if asked by the voter. Poll

watchers are not allowed to:

- Obstruct the doors or passageways of any precinct, or hamper the voters' abilities to enter and exit the polling place;
- Be within eight (8) feet of any voting booths and *Election Roster* and *Numeric Log*;
- Be within eight (8) feet of the *Ballot Box*; however, if the voting location is too small to allow an eight (8)-foot distance from the *Ballot Box*, the poll watcher is allowed to be within eight (8) feet of the *Ballot Box*.

  Contact the Election Commission if the distance is less than eight (8) feet.
- Question poll workers regarding procedures; or
- Question any voters unless they are past the two hundred (200) foot electioneering limit markers

Media

Media may be present at the polling place on Election Day, and may take pictures or capture video footage of persons voting at the polling place or of other items of visual interest.

Media are not allowed to:

- Obstruct the doors or passageways of any precinct, or hamper the voters' abilities to enter and exit the polling place;
- Be within eight (8) feet of the ballot boxes, voting booths, or poll books (i.e. *Election Roster* and *Numeric Log*);
- Capture in a photograph or on video any voter's ballot; or
- Question poll workers regarding procedures.

Media may conduct exit polls according to the exit poll guidelines.

Exit Polls

Exit polls are typically performed by media organizations conducting any type of an interview on Election Day with a voter, who is leaving the polls after having voted, seeking to determine voter preference.

Exit poll interviewers that have contacted the Election Commission prior to Election Day have been instructed to check in with the inspector and will provide a letter of intent from the Election Commission; however, they are not required to present a letter of intent.

Exit polls may not be conducted:

- Within twenty (20) feet of the entrance of any polling place, if outside; or
- Within one hundred (100) feet of any voting booth, if inside the polling place or building.

Any person violating this section shall be guilty of a Class V misdemeanor (§ 32-1525).

Crowd Control

Stay calm. If the poll workers appear calm and organized, voters will be more likely to remain patient.

If the line is abnormally long and slow moving, call the Election Commission at (402) 454-3311 Ext. 9136.

Voters are not required to vote within a voting booth. Please ensure that voters know this if there is a line to use the voting booths.

- Voters may sit at an available table; or
- Stand and use a privacy sleeve as a writing surface. If

there are not enough privacy sleeves available for all voters:

- Keep one sleeve at the *Ballot Box*,
- Give the blank ballot to voter(s) without a sleeve,
- Request voter(s) sleeve their own ballot when they have completed voting using the sleeve at the *Ballot Box*, and then,

Judge 2 will check for poll worker initials, and deposit the ballot into the *Ballot Box.*

Steps to Handle Irate Voters (LEAP)

LISTEN

- Listen to the voter; allow them to say everything they want to say without interrupting the voter. You'll learn all you need to know.
- Once you have heard the voter out, then they will be more open to a resolution.

EMPATHIZE

- Empathizing with the voter allows the voter to know that you have heard them.
- Let the voter know you understand why they feel the way they do about the situation. Use phrases such as, "I understand you are [insert appropriate emotion such as 'frustrated', 'concerned', 'upset'] by the situation."
- Become an advocate for the voter. The voter will now look to you to set things right.
- Make sure you are sincere about your empathy. People can tell if you are sincere or not. If the voter feels you are faking it, they will only become more upset. In these tense situations, you really don't want to add fuel to the fire.

APOLOGIZE

- It is important to apologize to the voter. Keep in mind, you are not accepting responsibility and you are not saying that you are at fault for what the voter experienced. You are simply apologizing for the incident.
- Do not place blame. The voter really does not care who is at fault; they just want the problem to be fixed.
- As a poll worker, you should be sorry that any voter does not receive the best voting experience. When the experience is not perfect, regardless of who is at fault, you should apologize to the voter.

PROBLEM-SOLVE

- Solve the problem; find a way to fix the situation. Call the Election Commission at (402) 454-3311 Ext. 9136 if you are not certain how to solve the problem.
- You have listened to the voter, you know what the problem is, you have expressed empathy to show you understand the voter's point of view, you apologized that the voter experienced the problem. Now, fix it.
- Present options to the voter whenever possible. Come up with a suggestion that could solve the problem and explain the option to the voter. Let them choose a solution that would work best for them.
- Do remember that you are not an official spokesperson of the Election Commission. All inquiries from voters regarding the *reasons* for a situation should be directed to the Election Commission for a proper response.

Provisional Ballot Voting Procedures

A provisional ballot is placed in a *Provisional Ballot Envelope* and held at the Election Commission until certain voter information can be verified. If verified, the ballot is counted.

A voter will vote a provisional ballot if:

- The voter moved and did not re-register to vote at their new address;
- "Early Voting Request. Voter MUST vote provisionally" or a hand-written "EV" is indicated in the Voter Status column of *Election Roster*;
- **Voter ID is required**, if the voter was unable to provide ID, doesn't have a reasonable impediment, or refused to provide proper identification.

Please remember that a voter needs to vote in the precinct where they live; therefore, if you or the voter are unsure whether the voter should be voting at your precinct, it is very important that the voter contact the Election Commission. (402) 454-3311 Ext. 9136

A telephone operator will ask a few questions to determine where the voter should be voting based on the voter's new address, and then provide the voter with the following information:

- Precinct name and number
- Polling Place
- Ballot type (voter's party affiliation)
- Ballot Style

You or the voter may also visit the website the path to this link is listed below:

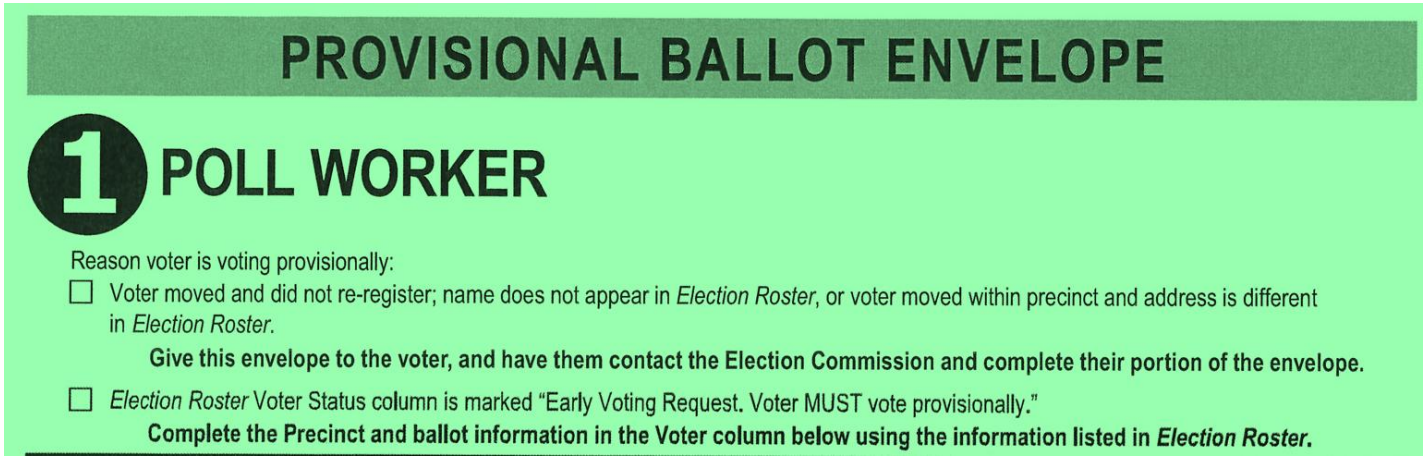
- www.madisoncountyne.gov > Elections > Where do I vote? > Locate Your Polling Place
- Type in the voter's First and Last Name and the County that they are residing in
- Click Look Up and the window will prompt you to the polling location for this voter of where they are currently registered. If they have moved and have not updated the registration, this feature cannot be used therefore the Election Commission would need to be contacted.

When the voter has the proper information for your precinct, you and the voter will complete a *Provisional Ballot Envelope* using the instructions on the following pages.

If the voter's name does not appear in the *Election Roster* (or the voter moved within the precinct),

- Poll worker will contact the Election Commission in order to determine the following information for their new address:
  - Precinct
  - Ballot style

- **Contact the Madison County Election Commission via**
  - **Telephone: (402) 454-3311 Ext. 9136**
  - **Website: www.madisoncountyne.gov**



Section □: Poll Worker – Select reason why voter is voting a provisional ballot.

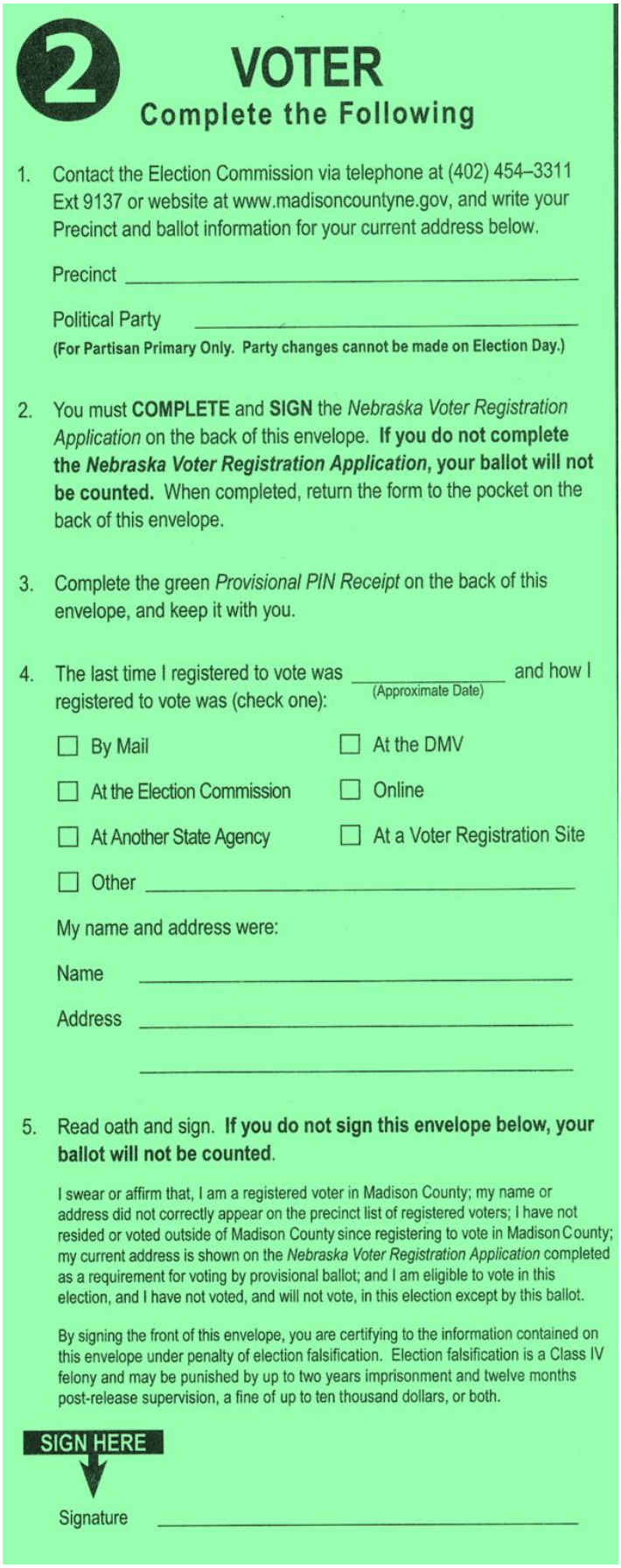
If the Voter moved and did not re-register; name does not appear in Election Roster, or voter moved within precinct and address is different in Election Roster.

- Have the voter complete the left side of the envelope while the poll worker contacts the Election Commission to determine their correct precinct and ballot style. The poll worker uses this information to complete the precinct and ballot style Section □ Question 1.

Election Roster Voter Status column is marked "Early Voting Request. Voter MUST vote provisionally."

- The poll worker will complete the Precinct and ballot information in the Voter column in Section □ Question 1 using the information listed in the Election Roster.

Section □: Voter – Complete the left side of the *Provisional Ballot Envelope*.



2 VOTER

Complete the Following

1. Contact the Election Commission via telephone at (402) 454–3311 Ext 9137 or website at www.madisoncountyne.gov, and write your Precinct and ballot information for your current address below.

   Precinct _____

   Political Party _____

   (For Partisan Primary Only. Party changes cannot be made on Election Day.)

2. You must **COMPLETE** and **SIGN** the *Nebraska Voter Registration Application* on the back of this envelope. **If you do not complete the *Nebraska Voter Registration Application*, your ballot will not be counted.** When completed, return the form to the pocket on the back of this envelope.

3. Complete the green *Provisional PIN Receipt* on the back of this envelope, and keep it with you.

4. The last time I registered to vote was _____ (Approximate Date) and how I registered to vote was (check one):

   ☐ By Mail ☐ At the DMV

   ☐ At the Election Commission ☐ Online

   ☐ At Another State Agency ☐ At a Voter Registration Site

   ☐ Other _____

   My name and address were:

   Name _____

   Address _____

   _____

5. Read oath and sign. **If you do not sign this envelope below, your ballot will not be counted**.

   I swear or affirm that, I am a registered voter in Madison County; my name or address did not correctly appear on the precinct list of registered voters; I have not resided or voted outside of Madison County since registering to vote in Madison County; my current address is shown on the *Nebraska Voter Registration Application* completed as a requirement for voting by provisional ballot; and I am eligible to vote in this election, and I have not voted, and will not vote, in this election except by this ballot.

   By signing the front of this envelope, you are certifying to the information contained on this envelope under penalty of election falsification. Election falsification is a Class IV felony and may be punished by up to two years imprisonment and twelve months post-release supervision, a fine of up to ten thousand dollars, or both.

   SIGN HERE

   Signature _____

1: PRECINCT AND BALLOT INFORMATION

- **If the voter moved and did not register:** The Election Commission must be contacted to get the proper Precinct and Ballot type for their new address. Poll worker fills out Section □ Question 1.
- **If the voter is listed in *Election Roster* as "Early Voting Request. Or Voter MUST vote provisional":** Poll worker uses the information in the *Election Roster* for the voter and fills out Section □ Question 1.

2: VOTER REGISTRATION APPLICATION

- **ALL** provisional voters must complete a *Nebraska Voter Registration Application.*
- The political **party affiliation** on the *Nebraska Voter Registration Application* **must match** how the voter is **currently registered**. (Political party on envelope).
- An incomplete, unsigned, or missing *Nebraska Voter Registration Application* is cause to invalidate the Provisional Ballot, and the ballot will not be counted.

(See Graphic: *Voter Registration Application* on page 19 of this section.)

3: GREEN PROVISIONAL PIN RECEIPT

- The PIN must be five digits and numeric.
- The PIN allows the voter to access information eight (8) business days after the election to find out whether or not the ballot was counted.

(See Graphic: *Provisional PIN Receipt* on page 20 of this section.)

4: RECENT REGISTRATION INFORMATION

- The voter must state, to the best of their knowledge, when and how they last registered to vote, as well as what their name and address were at the time of the most recent registration. If the voter does not know the answers to any or all questions in this section, please ask the voter to use their best judgment.

5: OATH and Signature

- The voter must sign the envelope or the ballot will not be counted.

15

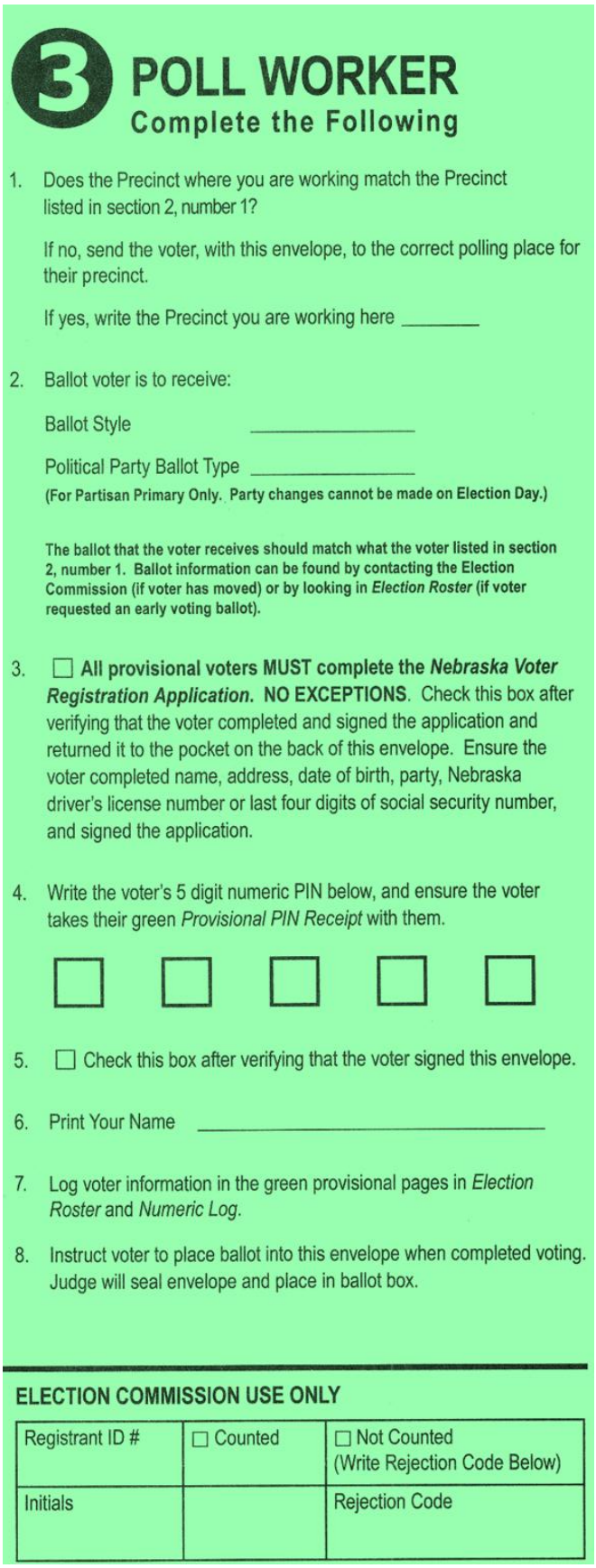
- **Section : Poll Worker** – Complete the right sid *Provisional Ballot Envelope.*

1: PRECINCT NAME AND NUMBER INFORMATION

- If where you are working **does not** match the voter's section, send the voter with the envelope to the polling place for their precinct name and number.
  - The poll workers at the correct polling place will complete Section

2: BALLOT INFORMATION

- Copy the Ballot Style and Political Party from the voter's Section Question 1.



3 POLL WORKER
Complete the Following

1. Does the Precinct where you are working match the Precinct listed in section 2, number 1?

   If no, send the voter, with this envelope, to the correct polling place for their precinct.

   If yes, write the Precinct you are working here _____

2. Ballot voter is to receive:

   Ballot Style _____

   Political Party Ballot Type _____

   (For Partisan Primary Only. Party changes cannot be made on Election Day.)

   The ballot that the voter receives should match what the voter listed in section 2, number 1. Ballot information can be found by contacting the Election Commission (if voter has moved) or by looking in *Election Roster* (if voter requested an early voting ballot).

3. ☐ **All provisional voters MUST complete the *Nebraska Voter Registration Application*. NO EXCEPTIONS**. Check this box after verifying that the voter completed and signed the application and returned it to the pocket on the back of this envelope. Ensure the voter completed name, address, date of birth, party, Nebraska driver's license number or last four digits of social security number, and signed the application.

4. Write the voter's 5 digit numeric PIN below, and ensure the voter takes their green *Provisional PIN Receipt* with them.

   ☐ ☐ ☐ ☐ ☐

5. ☐ Check this box after verifying that the voter signed this envelope.

6. Print Your Name _____

7. Log voter information in the green provisional pages in *Election Roster* and *Numeric Log*.

8. Instruct voter to place ballot into this envelope when completed voting. Judge will seal envelope and place in ballot box.

ELECTION COMMISSION USE ONLY

Registrant ID #	☐ Counted	☐ Not Counted (Write Rejection Code Below)
Initials		Rejection Code

■ If the ballot style written in this section does not match any ballot styles in your precinct name and number, the voter is in the wrong polling location.

- Contact the election commission to determine where they need to vote. Send the voter with the envelope to the correct polling location.

3: VOTER REGISTRATION APPLICATION

■ The ballot will not count if the *Nebraska Voter Registration Application* is missing, blank, or incomplete.

■ The **party affiliation** on the *Nebraska Voter Registration Application* **must match** how the voter is **currently registered** or the ballot will be rejected.

(See Graphic: *Voter Registration Application* on page 19 of this section.)

4: PROVISIONAL PIN RECEIPT

■ Copy the voter's five digit numeric PIN from the green *Provisional PIN Receipt* into the boxes provided.

■ Ensure the voter keeps their PIN Receipt.

(See Graphic: *Provisional PIN Receipt* on page 20 of this section.)

5: VOTER'S SIGNATURE

■ The voter must sign the envelope in Section □ Question 5 or the ballot will not count.

- **If the voter did not sign, return the envelope to the voter, and have them sign the envelope.**

6: POLL WORKER'S NAME

■ Print name of the poll worker who assisted the voter.

■ Poll worker signature not required.

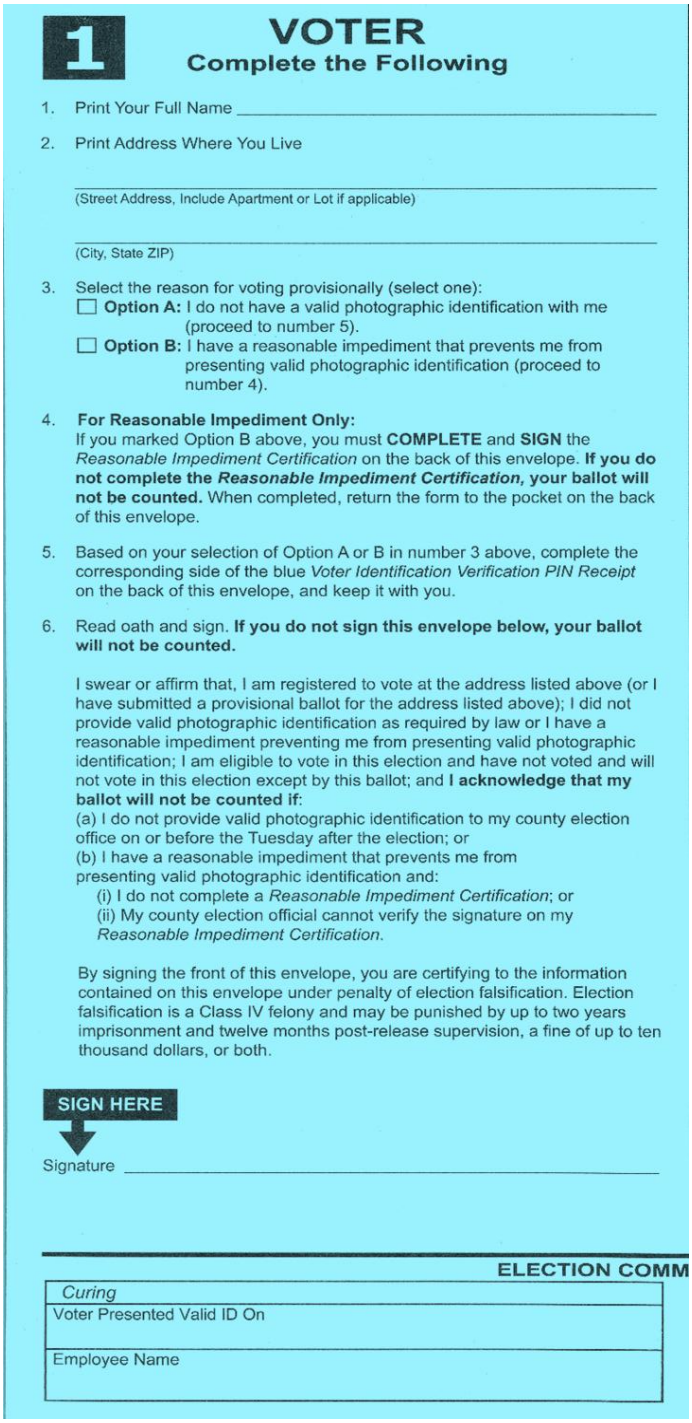
7: REMINDER: Do not forget to process the provisional voter through the voting line with the clerks and judges.

Provisional voters will be documented on the green pages of the Election Roster and Numeric Log.

Voter Identification Verification Provisional Envelope
(P-VIV/RIC Forms)

Voter ID is required. If the voter was unable to provide an ID, doesn't have a reasonable impediment, or refused to provide proper identification the voter must vote provisionally and use a P-VIV

- Both the voter and the poll worker will complete the Voter Identification Verification (VIV) envelope.
- **Section ❶: Voter** – Complete the left side of the *Voter Identification Verification Envelope*



1 VOTER
Complete the Following

1. Print Your Full Name _____
2. Print Address Where You Live
   _____
   (Street Address, Include Apartment or Lot if applicable)
   _____
   (City, State ZIP)
3. Select the reason for voting provisionally (select one):
   ☐ **Option A:** I do not have a valid photographic identification with me (proceed to number 5).
   ☐ **Option B:** I have a reasonable impediment that prevents me from presenting valid photographic identification (proceed to number 4).
4. **For Reasonable Impediment Only:**
   If you marked Option B above, you must **COMPLETE** and **SIGN** the *Reasonable Impediment Certification* on the back of this envelope. **If you do not complete the *Reasonable Impediment Certification*, your ballot will not be counted.** When completed, return the form to the pocket on the back of this envelope.
5. Based on your selection of Option A or B in number 3 above, complete the corresponding side of the blue *Voter Identification Verification PIN Receipt* on the back of this envelope, and keep it with you.
6. Read oath and sign. **If you do not sign this envelope below, your ballot will not be counted.**

   I swear or affirm that, I am registered to vote at the address listed above (or I have submitted a provisional ballot for the address listed above); I did not provide valid photographic identification as required by law or I have a reasonable impediment preventing me from presenting valid photographic identification; I am eligible to vote in this election and have not voted and will not vote in this election except by this ballot; and **I acknowledge that my ballot will not be counted if**:
   (a) I do not provide valid photographic identification to my county election office on or before the Tuesday after the election; or
   (b) I have a reasonable impediment that prevents me from presenting valid photographic identification and:
   (i) I do not complete a *Reasonable Impediment Certification*; or
   (ii) My county election official cannot verify the signature on my *Reasonable Impediment Certification*.

   By signing the front of this envelope, you are certifying to the information contained on this envelope under penalty of election falsification. Election falsification is a Class IV felony and may be punished by up to two years imprisonment and twelve months post-release supervision, a fine of up to ten thousand dollars, or both.

SIGN HERE
Signature _____

ELECTION COMM

Curing
Voter Presented Valid ID On
Employee Name

1: Section ❶ Question 1, the voter will print their full name.

2: Section ❶ Question 2, the voter will print the address that they are currently living at.

3: Section ❶ Question 3, the voter must select one of the following options.

- Option A: I do not have a valid photographic identification with me (proceed to number 5).
- Option B: I have a reasonable impediment that prevents me from presenting valid photographic identification (proceed to number 4).

4: Section ❶ Question 4, For Reasonable Impediment Only.

- If the voter has a reasonable impediment that prevents them from being photographed, they must complete the Reasonable Impediment Certification (RIC)

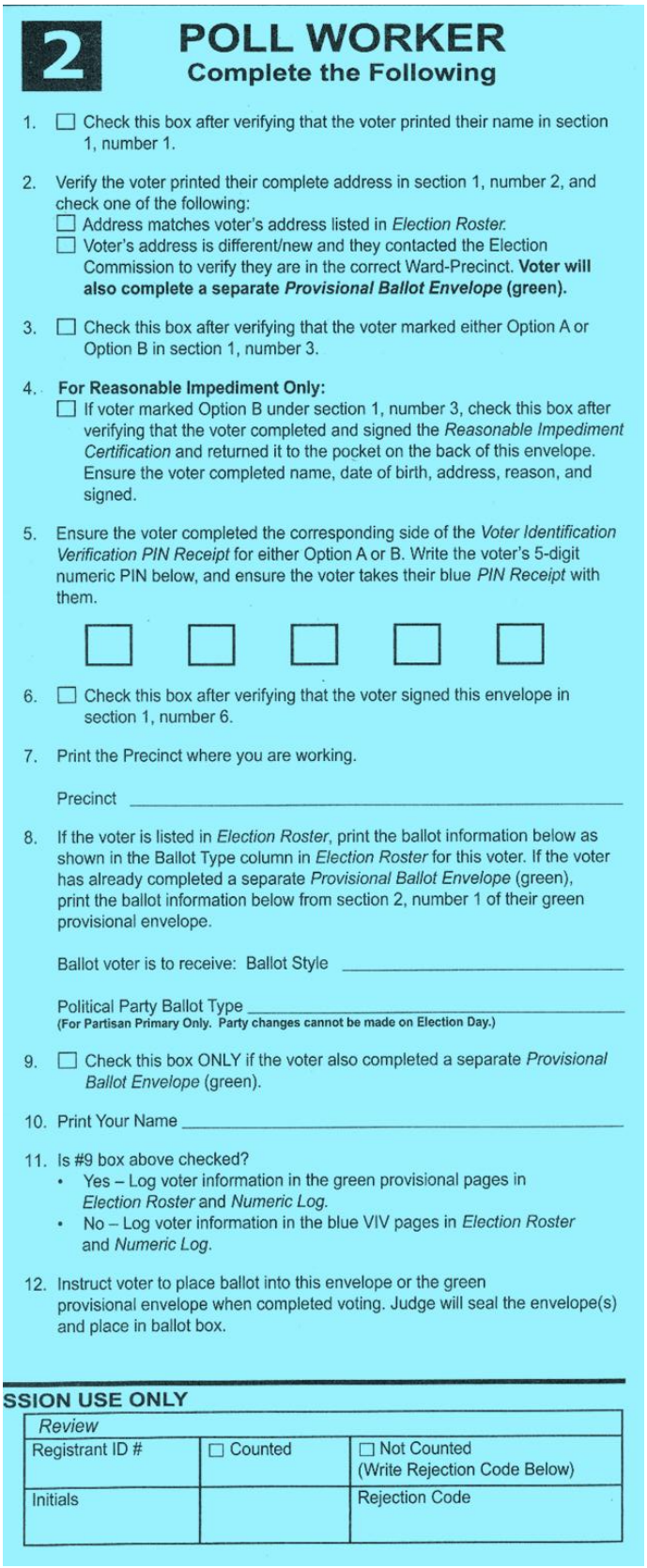
(See Graphic: *Reasonable Impediment Certification* on page 21 of this section.)

5: Section ❶ Question 5, a Blue Pin form must be completed by the voter based on their selection of Option A or B.
(See Graphic: *Voter Identification Verification (VIV) Provisional PIN Receipt* on page 20 - 21 of this section.)

4: OATH and Signature

- The voter must sign the envelope or the ballot will not be counted.

Section ❷: Poll Worker – Complete the right side of the ***Voter Identification Verification Envelope.***



2 POLL WORKER
Complete the Following

1. ☐ Check this box after verifying that the voter printed their name in section 1, number 1.
2. Verify the voter printed their complete address in section 1, number 2, and check one of the following:
   ☐ Address matches voter's address listed in *Election Roster.*
   ☐ Voter's address is different/new and they contacted the Election Commission to verify they are in the correct Ward-Precinct. **Voter will also complete a separate *Provisional Ballot Envelope* (green).**
3. ☐ Check this box after verifying that the voter marked either Option A or Option B in section 1, number 3.
4. **For Reasonable Impediment Only:**
   ☐ If voter marked Option B under section 1, number 3, check this box after verifying that the voter completed and signed the *Reasonable Impediment Certification* and returned it to the pocket on the back of this envelope. Ensure the voter completed name, date of birth, address, reason, and signed.
5. Ensure the voter completed the corresponding side of the *Voter Identification Verification PIN Receipt* for either Option A or B. Write the voter's 5-digit numeric PIN below, and ensure the voter takes their blue *PIN Receipt* with them.
   ☐ ☐ ☐ ☐ ☐
6. ☐ Check this box after verifying that the voter signed this envelope in section 1, number 6.
7. Print the Precinct where you are working.
   Precinct _____
8. If the voter is listed in *Election Roster*, print the ballot information below as shown in the Ballot Type column in *Election Roster* for this voter. If the voter has already completed a separate *Provisional Ballot Envelope* (green), print the ballot information below from section 2, number 1 of their green provisional envelope.
   Ballot voter is to receive: Ballot Style _____
   Political Party Ballot Type _____
   (For Partisan Primary Only. Party changes cannot be made on Election Day.)
9. ☐ Check this box ONLY if the voter also completed a separate *Provisional Ballot Envelope* (green).
10. Print Your Name _____
11. Is #9 box above checked?
    - Yes – Log voter information in the green provisional pages in *Election Roster* and *Numeric Log.*
    - No – Log voter information in the blue VIV pages in *Election Roster* and *Numeric Log.*
12. Instruct voter to place ballot into this envelope or the green provisional envelope when completed voting. Judge will seal the envelope(s) and place in ballot box.

SSION USE ONLY

Review		
Registrant ID #	☐ Counted	☐ Not Counted (Write Rejection Code Below)
Initials		Rejection Code

1: Verify the voter has printed their name in Section ❶ Question 1

2: Verify the voter has completed their address in Section ❶ Question 2**.**

- Address must match the Election Roster
- If the voter's address is different, contact the Election Commission to verify where their correct polling precinct.
  - Voter will need to also complete the separate Green Provisional Ballot Envelope in their correct precinct.

3: Verify that the voter has checked one of the Options in Section ❶ Question 3**.**

4: For Reasonable Impediment Only

- If the voter marked Option B for Section ❶ Question 3, verify that the voter has completed the Reasonable Impediment Certification.
  (See Graphic: *Reasonable Impediment Certification* on page 21 of this section.)

5: Ensure the voter has completed the Blue PIN form for either Option A or B.
(See Graphic: *Voter Identification Verification (VIV) Provisional PIN Receipt* on page 20 - 21 of this section.)

6: Verify that the voter has signed this envelope in Section ❶ Question 6**.**

- Printed name of the poll worker who assisted the voter.
- Poll worker signature not required.

7: Print the Precinct that you are working at in Section ❷ Question 7.

8: If the voter is listed in the Election Roster, provide the Ballot Style and Political party of the voter in Section ❷ Question 8.

9: If the voter is voting Provisionally, verify that they have also completed the green PIN Form also.
(See Graphic: *Voter Identification Verification (VIV) Provisional PIN Receipt* on page 20 -21 of this section.)

10: Poll Worker will print their name in Section ❷ Question 10.

11: Is the box checked in Section ❷ Question 9?

- Yes - Log voter information in the green provisional pages in the Election Roster and Numeric Log
- No – Log voter information in the blue VIV pages in the Election Roster and Numeric Log.

12: Poll Worker will instruct the voter to place the ballot into this envelope or the green provisional envelope when completed voting. Judge will seal the envelope(s) and place in the ballot box

P-VIV Instructions

After the election official and the voter have completed the *Provisional Ballot Envelope or Vote Identification Verification Envelope*, the voter will return to the voting line to be checked in by Clerk 1 and Clerk 2.

Clerk 1 – Look over the *Envelope* to ensure it is completed in its entirety.

Use the information from the completed *Provisional Ballot Envelope* to fill in the voter's information on the Green Provisional *Page or Blue P-VIV page* in the back of *Election Roster*.

Have the voter sign *Election Roster* on the Provisional *or P-VIV page.*

Clerk 2 – Fill in all of the voter's information on the Green Provisional *Page or Blue P-VIV* in the back of *Numeric Log*.

Tell Clerk 1 which line number on the Provisional or P-VIV page the voter is being logged onto.

Judge 1 – **Give the voter:**

- The completed *Provisional Ballot Envelope*;
- The proper ballot (Section Question 2)

Instruct the voter to vote the ballot, and return it to you with the ballot inside the envelope and the poll worker initials showing.

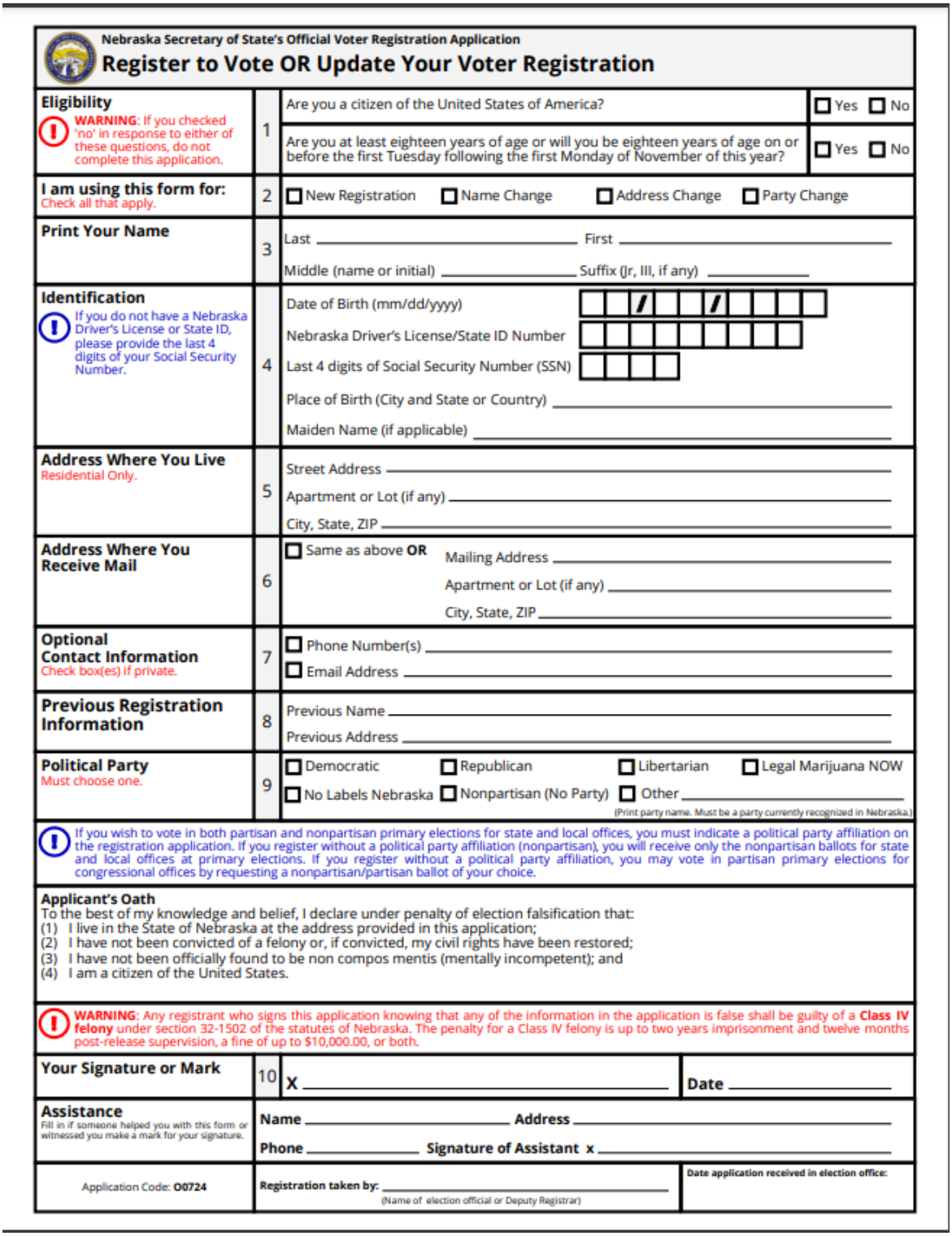
There is no need for a privacy sleeve; the envelope acts as a privacy sleeve.

Judge 2 – Verify that both the *Provisional Ballot Envelope, P-VIV,* and *Nebraska Voter Registration Application* are**:**

- Complete. **An incomplete, unsigned, or missing *Voter Registration Application* will cause the ballot to be rejected and not counted.**
- Signed. **An unsigned *Provisional Ballot Envelope or P-VIV Envelope* will not be counted.**
- Verify that the *Voter Registration Application* is in the vinyl pocket on the back of the envelope, and that the voter has their Provisional *PIN Receipt*.
- Check that the ballot is inside the envelope and two sets of poll worker initials are on the bottom of each ballot page.
- Seal the *Provisional Ballot Envelope.*
- Deposit the *Provisional Ballot Envelope* into the *Ballot Box.*

Graphic: *Voter Registration Application* (Completed)

An incomplete, unsigned, or missing *Nebraska Voter Registration Application* will cause the provisional ballot to be rejected and not counted. **A completed application must accompany <u>every</u> provisional envelope. *Please take note that there is a new Political Party by the name, No Labels Nebraska.***



Nebraska Secretary of State's Official Voter Registration Application

Register to Vote OR Update Your Voter Registration

Eligibility ! **WARNING**: If you checked 'no' in response to either of these questions, do not complete this application.	1	Are you a citizen of the United States of America? ☐ Yes ☐ No Are you at least eighteen years of age or will you be eighteen years of age on or before the first Tuesday following the first Monday of November of this year? ☐ Yes ☐ No
I am using this form for: Check all that apply.	2	☐ New Registration ☐ Name Change ☐ Address Change ☐ Party Change
Print Your Name	3	Last _____ First _____ Middle (name or initial) _____ Suffix (Jr, III, if any) _____
Identification ! If you do not have a Nebraska Driver's License or State ID, please provide the last 4 digits of your Social Security Number.	4	Date of Birth (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐ Nebraska Driver's License/State ID Number ☐☐☐☐☐☐☐☐ Last 4 digits of Social Security Number (SSN) ☐☐☐☐ Place of Birth (City and State or Country) _____ Maiden Name (if applicable) _____
Address Where You Live Residential Only.	5	Street Address _____ Apartment or Lot (if any) _____ City, State, ZIP _____
Address Where You Receive Mail	6	☐ Same as above **OR** Mailing Address _____ Apartment or Lot (if any) _____ City, State, ZIP _____
Optional Contact Information Check box(es) if private.	7	☐ Phone Number(s) _____ ☐ Email Address _____
Previous Registration Information	8	Previous Name _____ Previous Address _____
Political Party Must choose one.	9	☐ Democratic ☐ Republican ☐ Libertarian ☐ Legal Marijuana NOW ☐ No Labels Nebraska ☐ Nonpartisan (No Party) ☐ Other _____ (Print party name. Must be a party currently recognized in Nebraska.)

! If you wish to vote in both partisan and nonpartisan primary elections for state and local offices, you must indicate a political party affiliation on the registration application. If you register without a political party affiliation (nonpartisan), you will receive only the nonpartisan ballots for state and local offices at primary elections. If you register without a political party affiliation, you may vote in partisan primary elections for congressional offices by requesting a nonpartisan/partisan ballot of your choice.

Applicant's Oath

To the best of my knowledge and belief, I declare under penalty of election falsification that:
(1) I live in the State of Nebraska at the address provided in this application;
(2) I have not been convicted of a felony or, if convicted, my civil rights have been restored;
(3) I have not been officially found to be non compos mentis (mentally incompetent); and
(4) I am a citizen of the United States.

! **WARNING**: Any registrant who signs this application knowing that any of the information in the application is false shall be guilty of a **Class IV felony** under section 32-1502 of the statutes of Nebraska. The penalty for a Class IV felony is up to two years imprisonment and twelve months post-release supervision, a fine of up to $10,000.00, or both.

Your Signature or Mark	10	**X** _____	**Date** _____
Assistance Fill in if someone helped you with this form or witnessed you make a mark for your signature.		**Name** _____ **Address** _____ **Phone** _____ **Signature of Assistant x** _____	
Application Code: **O0724**		**Registration taken by:** _____ (Name of election official or Deputy Registrar)	**Date application received in election office:**

■ Voters cannot change their party affiliations on Election Day. The political **party affiliation** on the *Nebraska Voter Registration Application* **must match** how the voter is **currently registered** (political party on the envelope; not how they may want to be registered) **or the ballot will not count**.

Graphic: *Provisional PIN Receipt*

PROVISIONAL PIN RECEIPT

As a provisional voter, your ballot will be placed in a Provisional Ballot Envelope. Once it is verified that all statutory requirements have been met regarding your provisional ballot, the envelope will be opened and the ballot counted.

Beginning eight (8) business days after the election, you can check to see if your ballot was counted by visiting the Nebraska Secretary of State's website at **ne.gov/go/votercheck** or by calling **+1 (888) 727-0007**.

To insure your privacy, you must choose a **P**ersonal **I**dentification **N**umber consisting of five numbers (no letters). This **PIN** allows you to privately access the status of your provisional ballot.

Please write a **PIN**: ☐ ☐ ☐ ☐ ☐

Neb. Rev. St. 32-202, 32-915.01, 32-916, 32-1002

Graphic: Identification Verification (VIV) Provisional PIN Receipt

Voter Identification Verification (VIV) Provisional PIN Receipt

Option A: Voters who did not have a valid photo ID with them.

The ballot you cast today will remain sealed in a provisional ballot envelope and will not be counted unless valid photo identification is presented by YOU in-person at the Madison County Election Commission by 5:00 p.m., Tuesday, May 21st.

Valid photo ID must have name and photo, can be expired, and can be one of the following types:

What to Bring:

- Nebraska Driver's License or State ID (from DMV)
- Nebraska college or university ID (public or private)
- Nebraska political subdivision ID (state, county, city, school, etc.)
- United States Passport
- Military ID
- Tribal ID
- Hospital, assisted-living facility, or nursing home record

Where to present valid photo ID (The ID cannot be presented at your polling place once you have cast your ballot.):

Where to Go:

Madison County Clerk/Election Commission
1313 North Main Street, Madison, Nebraska
Phone: (402) 454-3311 Ext. 9136

Office Hours: 8:00 a.m. to 5:00 p.m.
Monday through Friday, excluding federal holidays

When: **Deadline to present valid photo ID: Tuesday, May 21st by 5:00 p.m.**

How to Check:

After seven (7) business days following the election, you may check to see if your ballot was counted by visiting the Nebraska Secretary of State's website at ne.gov/go/votercheck or by calling +1 (402) 471-2555 or +1 (888) 727-0007.

To ensure your privacy, you must choose a Personal Identification Number consisting of five numbers (no letters). This PIN allows you to privately access the status of your provisional ballot.

Please write a PIN: ☐ ☐ ☐ ☐ ☐

Neb. Rev. Stat. 32-202, 32-915.03, 32-1002.01

See reverse for Option B PIN Receipt. ➡

Voter Identification Verification (VIV) Provisional PIN Receipt

Option B: Voters who have a reasonable impediment that prevents them from presenting valid photo ID.

If you completed a *Reasonable Impediment Certification* with your provisional envelope due to 1) an inability to obtain a valid ID due to a disability, illness, or lack of birth certificate or other required documents or 2) a religious objection to being photographed, no further steps are needed. **The Madison County Election Commission will verify your signature on the certification to your voter registration record to determine whether or not the ballot is counted.**

After seven (7) business days following the election, you may check to see if your ballot was counted by visiting the Nebraska Secretary of State's website at ne.gov/go/votercheck or by calling +1 (402) 471-2555 or +1 (888) 727-0007.

To ensure your privacy, you must choose a Personal Identification Number consisting of five numbers (no letters). This PIN allows you to privately access the status of your provisional ballot.

Please write a PIN: ☐☐☐☐☐

Neb. Rev. Stat. 32-202, 32-915.03, 32-1002.01

See reverse for Option A PIN Receipt. ➡

Graphic: *Reasonable Impediment Certification*

Nebraska Secretary of State's Official

Reasonable Impediment Certification — **RIC—IN PERSON**

! Include this certification with your provisional voter identification envelope.

Your signature on this reasonable impediment certification will be matched to your signature on your voter registration record.

After seven (7) business days following the election, you may check the status of your provisional ballot at: **ne.gov/go/votercheck** or call the Nebraska Secretary of State by phone at **402-471-2555** or toll free at **888-727-0007.**

Voter Information Please print.	1	Last _____ First _____ Middle (name or initial) _____ Suffix (Jr, III, if any) _____ Date of Birth (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐
Address Where Voter Lives	2	Street Address _____ Apartment or Lot (if any) _____ City, State, ZIP _____
! Reasonable Impediment Must select one.	3	I certify that I have one (1) of the following reasonable impediments that prevents me from presenting a form of photo identification. ☐ Religious objection to being photographed **OR** Inability to obtain valid photographic identification due to: ☐ Disability or illness; or ☐ Lack of a birth certificate or other required documents

I hereby declare, under penalty of election falsification, that the above information is true.

! WARNING: The penalty for election falsification is up to two years imprisonment and twelve months post-release supervision, a fine of up to ten thousand dollars, or both.

Signature of Voter	**Date**
X _____	_____

Nebraska Revised Statute §32-912.02 — Updated March 2024

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Assisting Voters with Disabilities

Voters with Disabilities/Sight Impairment

An election official may offer the use of *ExpressVote* if a registered voter declares to an election official that they need assistance voting because:

- They cannot read;
- Suffers from sight impairment; or
- Has a disability that requires assistance marking the ballot.

Alternatively, the voter may vote with the personal assistance of a friend, relative, or poll worker.

When obtaining the signature of a voter with a sight impairment, use the black signature guide provided in the Ziploc *Supply Bag*.

Place the signature guide along the line upon which the voter will sign in the *Election Roster*. The signature guide acts as a raised guide for the voter.

What is the ExpressVote Universal Voting System Terminal?

The ExpressVote is a piece of election equipment that will read the ballot to the voter and mark the ballot for the voter. The ExpressVote does not store the ballot nor tabulate votes. The ExpressVote is simply a ballot marking device that provides access for those who require it. (See ExpressVote Setup and Information Guide in this section).

Election official's instructions for assisting the voter with the ExpressVote:

Check the voter in as usual.

- Clerk 1 looks up voter in *Election Roster*. Make note of the voter's Ballot type (voter's party affiliation) (s) and Ballot Style on a post-it note.
  Follow instructions found in the Special Procedures section of this manual, pages 1 – 4, if necessary.
- Clerk 2 records voter information in *Numeric Log*.
- Two poll workers of different parties will initial in the pre-printed box provided on the back of the Ballot Activation Card(s). One Ballot Activation Card will be used for each ballot page. Ballot Activation Cards are found in the *Tote*.
- Any available election official will escort the voter to the ExpressVote, taking along a Ballot Activation Card for each ballot page (see Fig 1 on page 2 of this section), the post-it note, and a privacy sleeve.

Bring the voter to the machine.

■ Ask the voter if they would prefer to use the touch screen or the keypad. The keypad will only work if the headphones are plugged in.

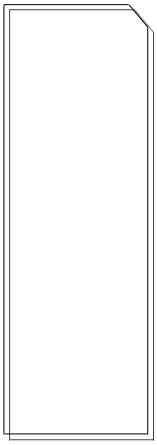
Explain to the voter the directions for the keypad. If the voter wishes to use the keypad, ensure you select "Continue" at the prompt.

Explain to the voter the directions for the touch screen.

Explain the use of the Privacy Screen button to ensure the voter's privacy in the presence of other voters.

■ Insert only one Ballot Activation Card (i.e. special ExpressVote ballot paper) per ballot page at a time, cut corner up and right (see Fig. 1) into the ballot feed tray on the bottom right of the machine.

Fig. 1: Activation Card



The Ballot Activation Card is special thermal paper designed especially for the ExpressVote.

- Use ONLY the Ballot Activation Card for ExpressVote operation.
- Do not attempt to put a standard-size ballot page into the ExpressVote.
- Handle the Ballot Activation Card with clean dry hands.

If the ballot is more than one page, a Ballot Activation Card will be used for each page. The voter will vote one page at a time.

■ Select the proper ballot style on the touch screen using the information from *Election Roster* written on the post-it note.

Please note: *If there is only one ballot style <u>and</u> a one-ballot page in your precinct, you will not need to select anything. The machine will advance to the "Start Voting" screen.*

■ The ExpressVote will give the voter instructions once the ballot is selected.

■ Let the voter know you are available to assist them, if needed.

■ Once the voter prints their ballot, it will be ejected from the ExpressVote. Assist the voter in placing their ballot in the privacy sleeve. The poll worker initials should show in the notch at the top of the sleeve.

- If there is a second ballot page, a second blank Ballot Activation card will be inserted into the ExpressVote, and the poll worker will repeat selecting the proper ballot style from the touch screen.

After the voter has completed voting, the voted Ballot Activation Card(s) will be placed in the privacy sleeve and given to Judge 2.

Judge 2 will verify there are two sets of poll workers inside the box on the back of each voted Ballot Activation Card and then deposit into the *Ballot Box* the privacy sleeve with the voted Ballot Activation Card(s) inside.

Clean the touch screen (and headphones, if used) after voter use with a disinfectant wipe or alcohol pad.

Use gentle pressure and circular motions when cleaning the touch screen. Be careful not to scratch the touch screen.

Voting with Personal Assistance

Anyone who (through the process of providing assistance) is made aware of the voter's choices is required to sign the *Voter Assistance Oath* on the yellow page in the back of *Numeric Log*.

- Near the voter's name in *Election Roster*, print "Assistance Rendered," and print the name of the person providing assistance to the registered voter.
- The person providing assistance must sign the yellow *Voter Assistance Oath* in the back of *Election Roster*.

  If the person providing assistance refuses to sign the *Voter Assistance Oath*, the ballot will need to be voided by the voter, and a poll worker will assist the voter. The poll worker providing assistance will sign the *Voter Assistance Oath.*

  If a poll worker marks the ballot for a voter, another poll worker of a different party must be present to act as a witness to ensure the assisting poll worker marks the ballot according to the wishes of the voter.
- § 32-918: No person other than the registered voter, who is receiving assistance, will divulge to anyone within the polling place the name of any candidate for whom they intend to vote. Nor will anyone ask or receive assistance within the polling place in the preparation of their ballot unless such assistance is needed for the reasons indicated above.

Curbside Voting for Voters with Disabilities

Voters unable to enter the polling site may request that a ballot be brought to them at the curb.

- Verify that the voter is properly registered by looking up the curbside voter's name in *Election Roster*.

Follow instructions found in Special Procedures section of this manual, pages 2 – 9, if necessary.

- Two poll workers, each of a different political party, should take the ballot, *Election Roster*, a pen, and a ballot sleeve from the voting area to a convenient place within the building or to the voter's vehicle.
- Continue the normal procedures for voting, and then write "Assistance Rendered" in *Election Roster* next to the voter's name. The voter may mark their own ballot and return it to the judge in the ballot sleeve, or the voter may request assistance in marking the ballot.
- Both poll workers return to the voting area with voting materials.

Clerk 2 – Record voter information in *Numeric Log*.

Step 1 – Write the time in hours and minutes (ex: 8:02 a.m.) that the voter signed *Election Roster*.

Step 2 – Print the voter's name (First name, middle initial, last name. Also, suffix [Jr., Sr., III, etc.], if applicable).

Step 3 – Provide the line number from column #4 to record in *Election Roster*. **Step 4 –** Write an "X" to indicate which ballot style the voter received.

Judge 2 – Check to ensure initials of two poll workers of different parties are on the bottom of the ballot.

Deposit the ballot into the *Ballot Box.*

Any person who assists a voter in marking their ballot must sign the *Voter Assistance Oath* located in the back of *Numeric Log*. (See Voting with Personal Assistance on page 3 of this section.)

Print "Assistance Rendered", and note the name of the person who assisted the voter near the voter's name in *Election Roster*.

ExpressVote Do's

- Set up the ExpressVote, even if you believe you do not have any voters with disabilities in your precinct.
- Position the ExpressVote with the screen facing away from other voters to provide privacy.
- Have a chair available for voters who wish to use the ExpressVote, either at the terminal or nearby if chairs are scarce at your precinct.
- The ExpressVote is precinct-specific. Each precinct will be assigned one ExpressVote. In polling places with more than one precinct, each ExpressVote will need to be set up; therefore two precincts = two ExpressVote terminals.
- Allow anyone expressing interest in using the ExpressVote to use it, but give first priority to voters with disabilities.
- Read the instructions in the Poll Worker Duties section of this manual to ensure you have properly checked in the voter.
- Only insert one Ballot Activation Card at a time if there is more than one page to the ballot. The voted Ballot Activation Card must be ejected before another can be inserted.

At the end of the evening:

- Turn the unit off, and return the key to the *ExpressVote Key Envelope*.
- Remove the black power cord from the back of the ExpressVote by sliding the connector upward to disconnect from unit, and put the power cord and power supply back into the storage compartment on the side of the case.
- Return all the accessories that came with the ExpressVote to the case at the end of the evening. This includes headphones, black power cord, orange extension cord, barrel key (in its envelope), and unused alcohol wipes.
- Place the ExpressVote into its case in an upright position.
- Bring the ExpressVote to the Election Commission at the end of the night. **Do not leave the ExpressVote at the polling place.**
- Call the Election Commission at (402) 454-3311 Ext. 9136 if you have any questions about or problems with the ExpressVote.
- DO NOT tamper with the wire seal.
- DO NOT attempt to test if the ExpressVote is functioning.
- DO NOT leave the ExpressVote at the polling place.

Checklist for Closing the Polls

1. □ **Inspector** – At 8:00 p.m., do not let anyone else get in line to vote, but do allow those already in line to complete the voting process.
2. □ **Inspector** – After all voters have had their ballots deposited into the *Ballot Box*, seal the *Ballot Box* in the presence of a witness (according to the following instructions), and have the Clerks and Judges complete the oath on the first page of the Numeric Log
    - Locate the second of the two red plastic seals and secure it through the hasp on the short door of the *Ballot Box*. The *Ballot Box* should now have two red seals on it; one seal each on the long and short doors.
3. □ **All Poll Workers** – Review each page in *Election Roster*, and count the number of voters that signed each page. Write the number of voters on the "Ballots Cast" line in the bottom left hand corner of each page. This includes the Provisional pages. Add the "Ballots Cast" lines together, and write the total number of persons voting on the oath page in the front of *Election Roster*.
4. □ **Clerks** – Record in the front of *Numeric Log* the total number of regular voters, provisional voters, and P-VIV. This is a combined total of regular and provisional voters in *Numeric Log*.
5. □ **All Poll Workers** – Sign the certification at the front of *Numeric Log*.
6. □ **Inspector** – Return *Election Roster* and *Numeric Log* and to their original envelope.
7. □ **Inspector** – Place the *Voter Registration Envelope* into the *Election Roster* and *Numeric Log* envelope.
8. □ **Judges** – Place unused *Provisional Ballot Envelopes* back into the *Tote*.
9. □ **Judges** – Place unused quantities of ExpressVote Ballot Activation Cards and privacy sleeves back into the *Tote*.
10. □ **Judges** – Along with a poll worker of a different party, count the quantity of spoiled or rejected ballots. Record the quantity on the *Rejected Ballot Envelope*. Sign and seal the *Rejected Ballot Envelope*, and put it into the canvas *Unused and Spoiled Ballots* bag.
11. □ **Judges** – Put all unused ballots into the canvas *Unused and Spoiled Ballots* bag. Along with a poll worker of a different party, sign the attached tag, and seal the bag with the long red plastic seal provided in the plastic Ziploc *Supply Bag*.
12. □ **Judges** – Place the sealed *Unused and Spoiled Ballots* bag into the *Tote*.
    - If you lock the *Tote* and have forgotten to put the *Unused and Spoiled Ballots* bag in the box, please unlock the *Tote*, place the bag inside, and lock the *Tote* again.
13. □ **All Poll Workers** – Take down all signs and put them back into the *Tote*.
14. □ **All Poll Workers** – Bring in from outside the polling place banner, the 200-foot limit markers, and any outside directional signs that may have been provided to you.

15. □ **All Poll Workers** – Return all supplies back into the *Tote* EXCEPT:
    - The envelope containing *Election Roster* and *Numeric Log,* and the *Election Manual*.
16. □ **All Poll Workers** – Place any unused masks and/or reusable containers of hand sanitizer and wipes in the *Tote*. Discard used masks and empty containers into the trash.
17. □ **Inspector** – Lock the *Ballot Box* with the lock previously taken off the *Ballot Box.*
18. □ **All Poll Workers** – Take down the voting booths, and place them back in their cases and place them by the entrance.
19. □ **All Poll Workers** – Return the tables and chairs back to their original places, and clean up the voting area.
20. □ **All Poll Workers** – Put away the ExpressVote according to the following:
    - Turn the ExpressVote off, and remove the key.
    - Return the key to the ExpressVote Key Envelope.
    - Remove the black power cord from the back of the ExpressVote by pulling back on the locking shield housing. Put the power cord and power supply pack in the storage compartment on the side of the case.
    - Return to the case all the accessories that came with the ExpressVote. This includes headphones, black power cord, orange extension cord, barrel key (in its envelope), and unused alcohol wipes.
    - Place the ExpressVote back in its case in an **upright position**.
21. □ **Inspector** – Communicate with the other workers that you will need assistance loading the messenger's vehicle, but will not need someone to accompany them to the Election Commission.
    - If not all the equipment will fit in their vehicle, you may have a poll worker take the remainder in their vehicle and follow them to the Election Commission.

22. □ **All Poll Workers (except the messenger, or any person following the inspector to the Election Commission)** – Write your end time in the "Time Out" section on the *Payroll Sheet for Election Officials.* Check your "Time In" and "Time Out" to ensure they are correct.

23. □ **Inspector** – Sign the *Payroll Sheet for Election Officials.* Thank your poll workers for their service, and instruct them that their duties for the night have been completed.

24. □ **Messenger** – Deliver the following to the Election Commission at 1313 North Main Street Madison, NE
    - *Ballot Box*
    - ExpressVote
    - *Ballot Box*
    - Envelope containing *Election Roster* and *Numeric Log*
    - *Election Manual*

- *Payroll Sheet for Election Officials*
- Election Tote

Please: Do not leave equipment (except the voting booths) behind at the polling place!

25. Once at the Election Commission, stay in the vehicle. Wait for election officials to remove the election materials from the vehicle.

26. The election official will record the end time for the messenger (and any poll worker following), plus indicate mileage compensation on the *Payroll Sheet for Election Officials*.

Please note: Delays for the unloading of vehicles at the Election Commission can be alleviated if you are prepared with items as described in #25 above. Please be considerate of all the other Madison County poll workers and be prepared before you depart your polling place