

Kootenai County Elections

Job Aid

Issuing Clerk

OPENING THE BALLOT BOX:

1. In the presence of poll workers, the Chief Judge and Issuing Clerk will break the seal of the ballot box and record seal numbers on Accounting sheet
NOTE: Other election supplies, not including the Ballot Box, E-Poll Book Cases and Express Vote machines, can be setup prior to election day.
2. Check the Ballots
 - a. Ensure that the Precinct number and Ballot Style appears on each ballot and ballot stub in each pad of ballots
 - b. Count the ballots - Verify that the ballot numbers are sequential from one ballot pad to another for each Ballot Style. Be sure to use ballots in numerical order
 - c. **IMPORTANT:** If there is an error in the ballot numbering, Precinct number or Ballot Style that is not already noted on your ballot inventory tracking log, immediately contact the Elections Department
3. After counting, record the number of Ballots on Line 1a "Number of Ballots received with supplies" under the appropriate Ballot Style heading on the Ballot Accounting sheet
4. If your precinct has more than one Ballot Style, record the number of Ballots on Line 1a under the appropriate Ballot Style heading for any additional Ballot Styles.

SEALING THE BALLOT BOX

1. When the first elector (voter) of the day arrives to vote;
2. **Ballot Box:**
 - a. Open the ballot box and show the first voter and any bystanders that it is empty
 - b. Close and seal the ballot box with a wire seal, enter the wire seal number on the Ballot Accounting sheet as the first P.M. Ballot Box Wire Seal.
 - c. Have voter fill out name and address (if possible) and sign Zero Report printed from E-Poll Book Thermal Printer
 - d. Place Zero Report in thermal receipt zipper bag
 - e. The ballot box is not to be removed from the polling place until is to be transported to the County Clerk's Election Office

PARTY AFFILIATION

Although a voter must affiliate with one of the 4 recognized political parties or designate themselves as "unaffiliated" when registering, party affiliation only applies to a Primary Election and limits the voter's ballot options in a Primary Election. This does not limit the voter's voting in any other election. The Primary Election is held in May of even numbered years, and specific rules governing which party ballot a voter is eligible to choose are provided for each specific Primary Election.

COMPLETING SIGN-IN AND RECEIVING VOTER TICKET

1. The voter must then sign his or her name on the Signature screen of the E-Poll Book before receiving the voter ticket
2. **NOTE: Every voter must sign the E-Poll Book** before receiving a voter ticket or being issued a ballot.

ISSUING A BALLOT

The Issuing Clerk will issue the appropriate ballot based on the thermal receipt. The Issuing Clerk will utilize the following steps when issuing the ballot to the voter:

NOTE: IF A VOTER ASKS ABOUT THE FELT PENS, INFORM THEM THAT IT IS A BLACK INK PEN (NOT A SHARPIE!)

Always confirm the ballot style on the thermal receipt (Voter Ticket) matches the one on the ballot, and ask the voter to confirm that they match as well.

1. After confirming the ballot style matches, provide the voter with the following instructions:
 - a. Vote both sides of your ballot (if applicable).
 - b. Completely fill in the ovals by your choices as illustrated here (point to example bubble at top of ballot).
 - c. If you make a mistake, bring the ballot back to the person that checked you in so we can issue you a replacement ballot.
 - d. You are eligible to vote on everything on this ballot, however if you choose to leave something blank, what you choose to mark will still be counted.
 - e. When you are done voting, do not tear or fold the ballot, just place your ballot in the secrecy sleeve, and return the ballot, sleeve and pen to the person at the ballot box.
 - f. If there is a write-in line on the ballot, inform the voter that if they mark a write-in, the oval will need to be filled in.
2. Hand the Official Ballot to the voter, placing it in the secrecy sleeve, along with a felt pen.
3. Do not point at anything on the ballot other than the instructions (top corner), as it could be interpreted as “leading”.
4. Direct the voter to an open voting booth.
5. Note: If the voter is using the Express Vote to mark their ballot, the Judge/Election Clerk will need to retrieve the blank Express Vote ballot stock and take the voter to the Express Vote machine to select the correct Ballot Style and to explain the voting instructions.

VOTING THE BALLOT

1. The operation of voting shall be secret. The voter must retire to either a vacant voting booth or utilize the Express Vote
2. The voter may request help from any Poll Worker or person they choose in marking the ballot.
3. If using a voting booth, the voter will mark the ballot according to the instructions which appear on the Ballot and the Voting Instructions placard in each voting booth
4. If using the Express Vote, the voter will follow the directions given by the Judge or Election Clerk assisting voters with the machine
 - a. Before leaving the Express Vote, the voter should place the voted ballot into the secrecy sleeve
 - b. **NOTE:** If any voter, after beginning to vote, asks for information regarding the marking of a ballot, the Judge/Election Clerks will give the voter any necessary information, instruction or assistance regarding the marking of the ballot only

Issuing Clerk Troubleshooting

Forgot to stamp Express Vote ballot (even years only) -

Let your judge know how many ballots approximately didn't get stamped, make sure you stamp ballots going forward

Official Ballot stamp is lost -

With your **RED** pen write Official Election Ballot and the date (on Express Vote ballots only)

When you have issued 2 ballots to 1 voter (stuck together) -

If the voter is still in voting booth, notify the Judge so that they can try to retrieve the extra ballot from the voter; if the voter has left, notify the Judge so that they can let the Elections Office know