

Kootenai County Elections

Job Aid

Receiving Clerk

RECEIVING THE VOTED BALLOT

1. After voting the ballot, the elector takes their ballot, sleeve and pen to the Receiving Clerk in charge of the Ballot Box
2. The elector must state his or her first and last name, and the city in which they reside, to the Receiving Clerk. (Idaho Code 34-1107)
3. The Receiving Clerk will locate the elector's name in the Receiving Clerk List and record that the elector has voted by a check next to their name
 - If the line to the ballot box is long, write the voter's name on a notepad and go back to mark the voters off on the list later.
 - If the elector has completed an Election Day Registration Card, tape the extra thermal receipt in the back page of the Receiving Clerk List
4. The elector has the option of depositing the voted ballot into the Ballot Box or allowing the Receiving Clerk to deposit the ballot - it is preferred by our office that the Receiving Clerk deposits the ballot, but is not required
 - Elector Deposits
 - i. The Receiving Clerk will instruct the elector on how to deposit the ballot into the ballot box while retaining the secrecy sleeve
 - ii. The elector will insert the lower edge of the secrecy sleeve into the ballot box slot and allow the ballot to slip into the ballot box
 - iii. The elector will then return the secrecy sleeve and pen to the Receiving Clerk
 - Receiving Clerk Deposits
 - i. The elector will hand the voted Ballot within the secrecy sleeve to the Receiving Clerk.
 - ii. The Receiving Clerk will insert the lower edge of the secrecy sleeve into the ballot box slot and allow the ballot to slip into the ballot box discretely without removing the ballot from the secrecy sleeve.
5. Announcing the Voter's Name- the Receiving Clerk will then **announce the elector's first and last name in an audible voice** for all present to hear, especially any watchers and/or challengers, i.e. "John Smith has voted" (34-1107, IC.)
6. Some of these processes can be done simultaneously (i.e. the elector can deposit their ballot while the receiving clerk marks them off the list)

IMPORTANT: NEVER LEAVE THE BALLOT BOX UNATTENDED!

Receiving Clerk Troubleshooting

Voter doesn't want to state their name -

Tell them it is the law. The Idaho Code requiring this is printed on the secrecy sleeve, potentially suggest they request an absentee ballot in the future - if more issues, ask the judge for help

Voter wants to deposit their ballot -

This is allowed, explain to the voter the proper way to deposit their ballot so that the secrecy sleeve doesn't go in the box with the ballot

A voter puts the secrecy sleeve into the ballot box -

It is unable to be retrieved at your polling place as the ballot box cannot be unsealed and opened