

Kootenai County Elections

Job Aid

Chief Judge

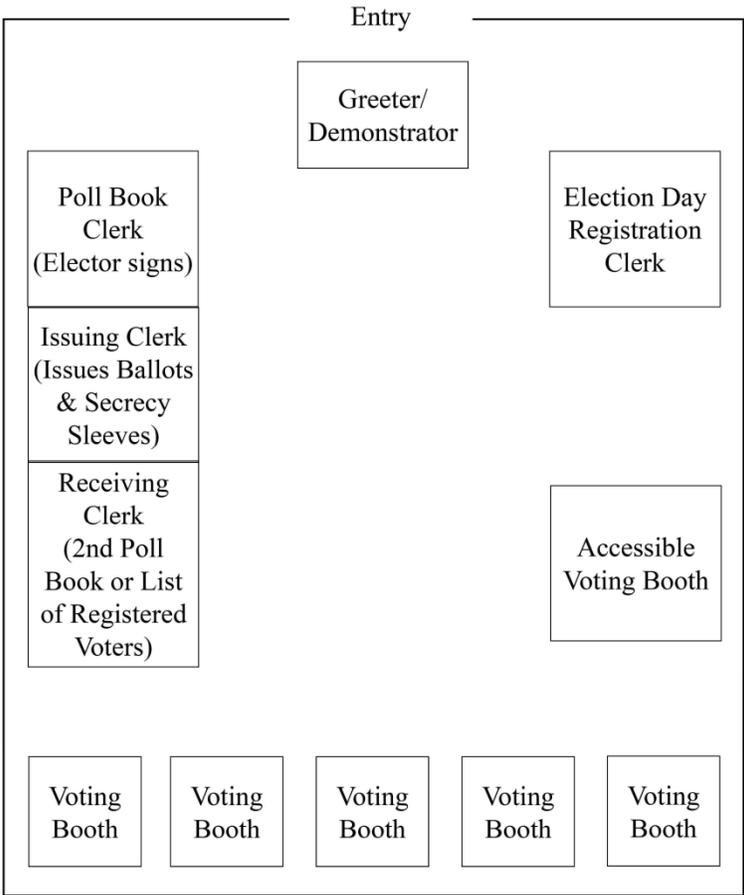
THE DAY BEFORE ELECTION DAY

1. The election supplies will be picked up by the Chief Judge the day before the election, the official ballots included with the supplies will be in a sealed ballot box (I.C. 34-910)
2. Immediately upon receipt of the ballots and supplies, the Chief Judge will sign the Receipt for Supplies (E-8) for such supplies (I.C. 34-910)
3. The Chief Judge will carefully check the election supplies and contact the County Clerk's Election Office immediately if there is a question regarding the contents.

ON ELECTION DAY BEFORE THE POLLS OPEN

1. Arriving at the Polls
 - a. For an 8:00 AM opening, report to the polling place no later than 7:00 AM, unless specified otherwise by the County Clerk.
2. Prepare polling location
 - a. Turn on Jet Pack, and then plug it in where it is in an out-of-the-way area
 - b. Set up e-poll books and thermal printers
 - c. Set up Express Vote (even years only) in a location, within the polling place, where a wheelchair has clear access to the booth, but the screen is shielded from view by other voters. Also, be sure to have a chair available for those in need.
 - d. Turn on and login to E-Poll Books, test printers
 - e. Unseal ballot box and record both seal #s on Ballot Accounting Sheet under "A.M. Ballot Box Seals".
 - f. Remove ballots from ballot box, and count and record ballots by ballot code on Ballot Accounting sheet.
 - g. Post the VOTE HERE Sign(s) in a visible location such as a window or on the exterior of the polling place building.
 - h. Post Sample Ballots, Precinct Map, Need Assistance and Voter's Rights signs in the polling place and the Voting Instructions signs in each voting booth.
 - i. Post the Election Day Registration sign and the Register to Vote Here sign on or close to the registration table.
 - j. Arrange the polling place with the Ballot Box, booths and Express Vote (even years only) in view of the Election Clerks present.

Example of a Set-Up Option:



3. Assignment of Duties- It is suggested that specific duties be assigned within the following framework:
 - a. One Clerk to be the Greeter - This individual should greet electors as they arrive at the polling place; direct electors to sample ballots and precinct map location, direct electors to either the Registration table or the Poll Book Clerk depending upon whether they are registered or not, remind electors that they need to have their acceptable photo identification ready and acceptable 30-day proof of residency if they are not registered or are re-registering.
 - b. At least one Clerk to be the Registration Clerk - This individual registers electors and checks them in using the E-Poll Book. They determine the elector's correct precinct and polling place, determine the elector's registration eligibility, and instruct the elector on correctly completing the Election Day Registration card. Once the card is complete, the clerk verifies that the card is complete and signed, reviews the elector's photo identification and proof of residency, inputs their registration card information into the e-poll book, has the elector confirm that their information is correct, and has elector sign the e-poll book. The Registration Clerk then prints two copies of the voter ticket, one for the voter, and one for the Receiving Clerk, and directs the

- elector to take their ticket to the Issuing Clerk to receive their ballot. The Registration Clerk gives the second ticket directly to the Receiving Clerk.
- c. At least one Clerk to be the Poll Book Clerk - This individual locates the elector's name in the e-poll book, verifies the elector's photo identification or has the elector sign the Personal Identification Affidavit, has the elector sign the e-poll book, prints the voter ticket, giving it to the elector, and directs the elector to the Issuing Clerk to receive their ballot.
 - d. One Clerk to be the Issuing Clerk - This individual takes the voter ticket from the voter, confirms with them that the ballot they are receiving has the same ballot code as does the voter ticket, and gives instruction for voting their ballot as lined out in the Voting Instructions document.
 - e. One Clerk to be the Receiving Clerk - This individual will ask the elector for first and last name and their city, they will then find the elector in the Receiver's List and mark off that they have cast their ballot, or, if just registered, they will tape the extra voter ticket in the back of the Receiver's List. The elector's ballot will be discretely deposited into the ballot box by the clerk or by the elector, the clerk will then announce the elector's first and last name and that the individual has voted, i.e. "Jane Doe has voted."
- **NOTE:** The above duties may be combined or altered to correspond with the personnel available and the needs of the polling place. These descriptions are only a brief description and may not encompass all of the responsibilities. The County Clerk's Elections staff may give you more specific job assignments, which should be followed.
4. Completing the Poll Book Cover (Sign-In Page)
 - a. Each Chief Judge must read the Oath under the Oaths of Office for Members of Election Board and have all clerks raise their right hand and repeat after them, then sign beneath #1 on the Poll Book Cover.
 - b. The Chief Judge will complete the date and sign beneath the Election Clerks on the Poll Book Cover.
 - c. If the Chief Judge is not present, another individual may be designated to give the rest of the Election Board the Oath of Office by first completing the oath beneath the "If No Person Authorized to Administer Oaths is Present" on the Poll Book Cover prior to administering the oaths of office for the other election personnel. **(CALL THE OFFICE)**

NOTE: Before entering upon the discharge of their duties, all of the Clerks of Election must take and subscribe to an oath on the Poll Book Cover and sign name.

OPENING THE POLLS

1. At 8:00 AM the polls open unless the County Clerk opens all of the polling places in the County at 7:00 AM
2. At 8 A.M. the Chief Judge shall make a public proclamation that the polls are open.
Voting is from 8:00 A.M. to 8:00 P.M. unless specified by the County Clerk.

SEALING THE BALLOT BOX

When the first elector of the day arrives to vote:

1. Open the ballot box and show that it is empty.
2. Close and seal the ballot box and enter the seal number on the Ballot Accounting Page (this will be one of the P.M. Ballot Box Seal #s)
3. Request first elector print and sign name and address on Zero report, which the thermal receipt printer will produce before the elector has signed the e-poll book
4. Place the Zero report in the designated zipper bag where all voter tickets are kept throughout the day
5. The ballot box is not to be removed from the polling place until all ballots are ready to be transported to the County Clerk's Election Office. Seal ballot drop area of ballot box after last ballot is dropped and record seal number on Ballot Accounting Page as the other P.M. Ballot Box Seal #

WATCHERS & CHALLENGERS

1. Individuals authorized by the County Clerk as watchers and/or challengers are to be permitted to be present at the polls
2. The elections office will furnish each precinct with a list of authorized watchers and/or challengers, if applicable
3. Challengers are appointed by the Political Parties and therefore, are **only** allowed at partisan elections, however, watchers can be present at any election.
4. No person will be allowed at the polls serving as a watcher or challenger unless their name appears on the list supplied by the County Clerk (I.C. 34-304)
5. Such individuals should be positioned so that the normal voting process will not be disrupted but can still watch the activity and hear the Receiving Clerk's announcements
6. Such individuals are to wear a visible name tag with their respective title printed on it, which will be supplied by the County Clerk's Election Office.
7. If the individual interferes with the duties of the Election Board, contact your County Clerk's Election Office or courteously point out what their role as a watcher/challenger is.

GREETING ELECTORS - See GREETER JOB AID

1. Acceptable Forms of ID - Every elector must either show one of the acceptable Photo ID's or, if already registered, may sign the Personal Identification Affidavit. (34-1113 and 34-1114, Idaho Code) Acceptable forms of ID are:
 - An Idaho driver's license or identification card
 - A US passport or Federal photo identification card
 - A tribal photo identification card
 - A concealed weapons license issued by a County Sheriff in Idaho under sections 18-3302 and 18-3302K, Idaho Code

ASSISTANCE TO THE VOTER

Whether an elector chooses to vote the Ballot without assistance, or uses one of the following options for assistance when voting, the decision is left to the elector. Although the Express Vote is available in every polling place (even years only), an elector may still request assistance from another person or utilize curbside voting. All electors have the following options for assistance when voting; using the Express Vote, receiving assistance from another person, or curbside voting.

Express Vote

1. This device marks a ballot with the selections made by an elector who has difficulty seeing or marking a ballot
2. No votes are stored in the machine
3. For instructions on operating the Express Vote, refer to your training notes or the Express Vote manual

ASSISTANCE BY ANOTHER PERSON

Any elector who, because of blindness, physical disability or other disability, is unable to mark the ballot, may request assistance from an individual of their choice in marking the ballot.

1. An elector may request assistance from one of the Election Clerks or from any person of their choice.
2. The individual assisting the elector will ascertain the wishes of the elector for each office, ballot measure or ballot question and will mark the ballot accordingly
3. The individual assisting the elector is not allowed to give any information regarding the marking of the ballot with others
4. Upon receiving assistance in this manner, the Poll Book Clerk/Issuing Clerk will make the notation of "assistance given" on the thermal receipt

CURBSIDE VOTING

Any elector who, because of physical disability or other disability, is unable to enter the polling place may request assistance at their vehicle.

1. An elector may have someone notify the Election Clerks in the polling place that they are in the parking lot and need the ballot brought to them because they are unable to enter the polling place.
2. An Election Clerk will take the e-poll book to the elector, where the normal check-in process will commence (be sure to select "More Options" and then mark "Curbside" to designate the Curbside flag in the E-Poll Book during the Check-In process). Once hooked back up to the power source inside, a thermal receipt will be printed, and the appropriate ballot, secrecy sleeve, pen and "I Voted" sticker will be taken to the elector ***BY TWO POLL WORKERS***
3. If the elector is not registered, the Election Clerk will also take a Registration form, and the individual would need to meet all Registration requirements.

4. An Election Clerk must follow the same steps as if the elector appeared in the polling place
 - a. The elector must show an acceptable photo ID or sign a Personal Identification Affidavit, state his or her name and residence address, then sign the e-poll book
 - b. The Election Clerk must verify the elector's name, address and acceptable photo ID, have the elector sign the e-poll book and issue correct ballot
5. Take a second copy of the voter ticket to the vehicle and have the elector validate their ballot code matches the ballot given to them.
6. The elector votes his or her ballot
7. The Election Clerks then deposit the voted ballot in the Ballot Box.
8. The Receiving Clerk records that the elector voted in the Registered Voter list and **announces the elector's name** for all present to hear, especially any watchers and/or challengers.

THROUGHOUT THE DAY

1. Prior to voting, instructions and a demonstration on how to vote should be given to all electors including those using the Express Vote. See the VOTING INSTRUCTIONS handout for the Issuing Clerk.
2. After a pad of ballots has been issued and used, place the ballot stubs in the Voted Ballot Stub Envelope for returning to the Elections Department at the end of the night.
3. Voting booths must be inspected on a regular basis to make certain that no sample ballot, literature, flyers, stickers, etc. are left in them after an elector votes, as all voting booths need to be free of any such material.

CLOSING THE POLLS

1. Thirty minutes prior to the closing of the polls, the Chief Judge will make a proclamation announcing the polls will close in 30 minutes. (I.C. 34-1101(2))
2. Close the polls at 8:00 PM
 - a. All electors who are waiting in line at 8:00 PM **must be allowed to vote** notwithstanding the pronouncement that the polls are closed. (I.C. 34-1101(2))
 - b. If there is a line of electors waiting, it is recommended that one of the Election Clerks stand at the end of the line or at the door to the polling place to notify new electors that the polls are closed

AFTER THE POLLS CLOSE

After all electors who were waiting in line at 8:00 PM have voted and the polls have closed, the Election Clerks will complete the following tasks. It is suggested that the following tasks be assigned to Election Clerks in groups of two. More than one team of Election Clerks may be working on different tasks at the same time

TASK 1 - COMPLETE THE ACCOUNTING SHEET

1. If additional ballots were delivered to the polls, record the grand total on Line 1b in the appropriate column on the Ballot Accounting Page under the correct heading for each ballot code.

TASK 2 - ELECTION DAY REG FORMS AND PERSONAL ID AFFIDAVITS

1. Count the number of completed Registration Cards and enter the number on the "Total Number of Election Day Registration cards" line on the Ballot Accounting sheet.
2. Count the number of signed Personal Identification Affidavits and enter the number on the "Total Number of Signed Personal Identification Affidavits" line on the Ballot Accounting sheet.
3. Place the completed registration cards and signed Personal Identification Affidavits into the Election Day Registration envelope.

TASK 3 - BALLOT ACCOUNTING

1. Spoiled Ballots - the Issuing Clerk will count the number of spoiled ballots, by ballot code, in the Spoiled Ballot envelope.
2. Unused Ballots - the Issuing Clerk will physically count the number of unused ballots remaining in the pads of Official Ballots
 - a. **NOTE:** If you have multiple ballot codes, you must account for each ballot code separately, making sure to count and record the number of unused ballots by ballot code on Line 2a of the Ballot Accounting Page.
 - b. Record the number of unused ballots on the Ballot Accounting Page
3. Record the number of spoiled ballots on the Ballot Accounting Page
 - a. Enter the number of Spoiled Ballots on Line 2b under the appropriate Ballot Code on the Ballot Accounting Page, if more than one ballot code, enter the number of ballots based on each Ballot Code on Line 2b under the appropriate heading on the Ballot Accounting Page.
4. Record the number of Check-Ins from the E-Poll Book by Ballot Code on the Ballot Accounting Page.
5. Compare, per Ballot Code, the number of Used Ballot Stubs, the number of E-Poll Book Check-Ins, and the number of Spoiled Ballots. If the number of Check-Ins plus the number of Spoiled Ballots does not agree with the number of stubs, you may have handed out two ballots stuck together or a wrong ballot. Please make a notation of any discrepancies and paperclip it to Ballot Accounting Page.
6. Make sure all seal numbers are recorded on the Ballot Accounting Page.
7. Preparing Ballots for Transfer **NOTE:** All Voted Ballots must be delivered to the County Clerk Elections Office on Election Night or to the County Sheriff for delivery to the County Clerk, in accordance with I.C. 34-1204.
8. Upon completion of the Ballot Accounting sheet, the Election Board members should sign the Certification of the Distributing Board on the Poll Book cover, (lower right corner - evening signature)
9. **Judges - please sign the three signature lines of the Poll Book cover where indicated by "Chief Judge"**

BALLOT ACCOUNTING for the Consolidated Election held on May 20, 2025

Kootenai County Precinct # 201

Total # of Personal Identification Affidavits (PIA's) _____

Total # of Election Day Registration Forms _____

A.M. E Poll Book Case Seal #s _____ P.M. E Poll Book Case Seal #s _____

A.M. Express Vote Case Seal # N/A P.M. Express Vote Case Seal # N/A

A.M. Ballot Box #1 Seal #s _____ P.M. Ballot Box #1 Seal #s _____

A.M. Ballot Box #2 Seal #s _____ P.M. Ballot Box #2 Seal #s _____

Red Bag (unused ballot bag) Seal # _____

Ballot Codes: 201 L 201 S 201 EXP

1. OFFICIAL BALLOT ACCOUNTING				
a. Number of Ballots received with supplies				
b. Number of Ballots received in late delivery (____ p.m.)				
c. Total Ballots to account for (1a + 1b)				
2. VOTING SUMMARY - Complete after polls are closed. (Balance E-Poll Book Check-Ins/Used Stubs/ Spoiled Ballots)				
a. Number of Unused Ballots				
b. Number of Spoiled Ballots				
c. Number of E-Poll Book Check-Ins				
d. Total Ballots Accounted For (2a + 2b + 2c) (Should Match 1c above)				
e. Number of Ballots Cast (1c - 2a - 2b)				
f. Number of Stubs from Used Ballots				

Comments: _____

ELECTION RECORD and POLL BOOK

A list of the registered electors for the Consolidated Election to be held:	Date May 16, 2023	IDAHO	County Kootenai	Legislative District No. 2	Precinct 201	Index A-Z
OATHS OF OFFICE FOR MEMBERS OF ELECTION BOARD Before entering upon the discharge of their duties, the Election Board members shall take and subscribe an oath in the Election Record and Poll Book. Such oath shall be administered by any officer authorized to administer oaths or by the Chief Judge.		IF NO PERSON AUTHORIZED TO ADMINISTER OATHS IS PRESENT I, the undersigned, who swore in the other members of the Election Board, being first sworn, say upon oath: I will perform my duties on this Election Board according to law and that I will diligently endeavor to prevent the violation of any provision of the law in conducting the election. Subscribed and sworn to before me this _____ day of _____, _____. Signature _____ Title _____				
1. We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of Election Board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election. (Poll Workers Sign)		2. CERTIFICATION OF DISTRIBUTING BOARD We certify that the foregoing is an accurate summary of the actions of this Election Board. (Poll Workers and Chief Judge Sign)				
Subscribed and sworn to before me this _____ day of _____, _____. Signature of witness to oath _____ Title _____ Chief Judge						
I hereby certify that the preparations of this polling place for the proper conduct of this election, as prescribed by Idaho Code, have been complied with.						

E-2A, Approved Secretary of State, January 2011

Chief Judge of Election

TASK 4 - DISMANTLE THE VOTING BOOTHS/DEVICES

1. After printing out last voter ticket, log out of E-Poll Book and select “Close for the Day”. Select totals for Voting Location on each E-Poll Book, ensure numbers match, and record numbers on Ballot Accounting Page.
2. Shut down e-poll book, unplug e-poll book, thermal printer, and jet pack, and place in cases the same as you found them in the morning
3. Voting Booths - Take down all voting booths for return to the County Clerk Election’s Office (make sure to place the handicap voto in the handicap bag with the white handles).
4. Express Vote: (even years only) follow the instructions given by the County Clerk
5. The polling place must be left in the same condition as it appeared when you arrived or as instructed by the building supervisor, including location of tables and chairs
6. If there are no garbage receptacles outside, please take garbage bag with you and dump it at the elections office dumpster if necessary.

TASK 5 - RETURN OF ELECTION SUPPLIES TO THE COUNTY CLERK

1. Election Clerks must return election records and supplies to the County Clerk’s Election Office, placing all unused ballots in the red bag, attaching seal and recording seal number on Ballot Accounting sheet. **NOTE:** All Voted Ballots must be delivered to the County Clerk Elections Office on Election Night or to the County Sheriff for delivery to the County Clerk, in accordance with I.C. 34-1204.
2. Remaining supplies should be transported in the container they were delivered in (supply box, E-Poll Book Case, etc)
3. The Express Vote (even years only) should be returned in a manner prescribed by the County Clerk.
4. Transport the sealed Ballot Box or Ballot Transfer Box, the sealed red bag and all other supplies to the central location in a manner specified by the County Clerk.
5. **NOTE:** All Voted Ballots must be delivered to the County Clerk Elections Office on Election Night or to the County Sheriff for delivery to the County Clerk, in accordance with 34-1204, Idaho Code.