

Kootenai County Elections

Job Aid

Poll Book Clerk/ Issuing Clerk

**(Excerpted from Forms E-12-OS-O and E-12, as
approved by the Idaho Secretary of State, 2013)**

OPENING THE OFFICIAL BALLOTS, STAMP AND INK PAD

1. In the presence of bystanders, the Chief Judge and Issuing Clerk will break the sealed packages containing the Official Ballots, the Official Election Stamp and ink pad. (34-1103, I.C.) **NOTE:** The other election supplies should be opened and prepared prior to electors arriving at the polls.
2. Check the Official Ballots.
 - a. Ensure that the precinct name or number appears on each ballot and ballot stub in each pad of ballots.
 - b. Verify that the ballot numbers are sequential from one ballot pad to another for each ballot type. Be sure to use ballots in numerical order.
 - c. **IMPORTANT:** If there is an error in the ballot numbering or precinct name or number, immediately contact the County Clerk's Election Office.
3. Record the number of Oval Ballots on Line 1a in the first column under the appropriate heading.
4. Record the number of Paper Ballots on Line 1a in the second column under the appropriate heading, if applicable.

SEALING THE BALLOT BOX(ES)

1. When the first elector of the day arrives to vote,
2. **Ballot Box** (Procedure for Central Count):
 - a. Open the ballot box(es) and show that they are empty to the elector along with any bystanders.
 - b. Close and lock or seal the ballot box(es). If using a seal(s), enter the seal(s) number(s) on the Seal Tracking Sheet (E-21).
 - c. The ballot box(es) are not to be removed from the polling place until they are to be transported to the County Clerk's Election Office.

IDENTIFYING THE ELECTOR AND ISSUING THE BALLOT(S)

CAUTION:

1. Do not issue an Official Oval Ballot to any elector until there is either a voting booth or AutoMark available for immediate use.
2. When issuing the Official Oval Ballot, please caution each and every elector not to tear, crumple, or fold the ballot as it will prohibit it from being read by either the tabulator or the AutoMark. This cannot be stressed enough.

DETERMINING THE ELECTOR'S REGISTRATION STATUS

The Poll Book Clerk either locates the elector's name in the Poll Book and requests the elector to state his or her residence address or adds the elector's name to the Poll Book, depending upon the elector's registration status.

1. The elector is properly registered and appears in the Poll Book. See *Elector is properly Registered*.
2. The elector has a new Registration Card. An elector must complete a new Registration Card if either their residence address or name has changed. See *New Registration Card*.

ELECTOR IS PROPERLY REGISTERED

The elector's name appears in the Poll Book.

1. The Poll Book Clerk requests the elector to state his or her residence address and verifies that the address printed in the Poll Book for the elector is the same as the one given by the elector.
2. If the address matches what the elector gives verbally, the elector must show one of the acceptable forms of ID or sign the Personal Identification Affidavit.
3. If the address does not match, determine the cause of the difference. Refer to the questions in the Frequently Asked Questions job aid for assistance with determining the problem and finding the solution.
4. **NOTE:** An elector may be registered with a Protected Address. If this is the case, "Protected" will appear beneath the elector's name in the Poll Book. **DO NOT** enter an address in the Poll Book for this elector.
 - a. An entry of "**Protected**" beneath the elector's name indicates that the elector's residence address is Confidential and is **not** public record.
 - b. The elector must either show an *acceptable photo ID* or sign the Personal Identification Affidavit before signing next to his or her name and is issued a ballot.
 - c. **NOTE:** Do **NOT** enter any address in the Poll Book for this elector. If you have any questions regarding a "Protected" status either refer to the question "*What if an elector's address does not appear in the Poll Book but shows "Protected" instead?*" in the Frequently Asked Questions job aid or contact the County Clerk's Elections Office.

NEW REGISTRATION CARD

The elector has completed a registration card at the polls.

1. The Poll Book Clerk checks the registration card for complete information and the "Residence Verified" stamp. **NOTE:** Be sure the elector has signed the card and completed all of the required fields.
2. The Poll Book Clerk enters the individual's name and address along with the notation "election day registration" in the Remarks column in the Poll Book on one of the blank Poll Book pages provided at the end of each alpha division of the Poll Book.
3. Place the completed registration card in the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
4. **NOTE:** Election Day Registrations **must be** added to either the second Poll Book or the List of Registered Voters that the Receiving Clerk is in charge of.

IDENTIFICATION REQUIRED

1. Every elector must either show one of the acceptable Photo ID's or sign the Personal Identification Affidavit. (34-1113 and 34-1114, Idaho Code)
2. Acceptable forms of ID are:
 - a. An Idaho driver's license or identification card
 - b. A U.S. passport or Federal photo identification card
 - c. A tribal photo identification card
 - d. A current student photo ID, issued by an Idaho high school or

post secondary educational institution

3. If an elector does not have one of the above forms of acceptable ID, they should be given the Personal Identification Affidavit to sign in lieu of showing photo ID.
4. **NOTE:** An elector should not be denied their right to vote because they do not have one of the acceptable forms of identification. They should be given the Personal Identification Affidavit to complete unless there is the notation "Registered by Mail - ID Required" in the poll book next to their name. If the elector has the notation "Registered by Mail - ID Required," the elector is not allowed to sign the Personal Identification Affidavit and must show identification, as required by Federal Law.
5. An ID listed above is acceptable if the photo matches the individual and the name on the ID matches the name listed in the Poll Book. **NOTE:** Common abbreviations and nicknames are acceptable. However, a name change requires the voter to re-register.
6. The elector:
 - a. **Has an acceptable ID** and the photo matches the individual and the name on the ID matches the name in the Poll Book, proceed to Notations.
 - b. **Does not have an acceptable ID**, the elector may fill out and sign the Personal Identification Affidavit. The elector must sign the Personal Identification Affidavit in order to vote. Once the affidavit is filled out, both the elector and the Poll Book Clerk must sign the affidavit. Then proceed to Notations.
7. **NOTE:** The individual's address on their photo ID is not required to match the address in the Poll Book. The address in the Poll Book should match the address given verbally by the elector. If the address is different due to the elector moving, the elector must re-register. Direct the elector to the registration table.

NOTATIONS

You **must** check for any notations in the Remarks Column and beneath the elector's name.

1. Here is a list of notations that may be found in the Remarks Column or beneath the elector's name.
 - a. Challenge
 - b. Registered by Mail - ID Required
 - c. "Protected" Address- this will not appear in the Remarks Column but will appear directly beneath the elector's name.

CHALLENGE NOTATION

A **Challenge** made in the Remarks Column:

1. Requires:
 - a. One of the Election Clerks to declare the qualifications of an elector to the individual.
 - b. If the individual declares himself duly qualified and the challenge is not withdrawn, the Election Clerk shall tender him and have him sign the Oath of a Challenged Person (E-7).

2. Upon receipt of the signed Oath, write "Sworn" in the Remarks Column to the right of the elector's name.

REGISTERED BY MAIL ID REQUIRED

An entry of "**Registered by Mail - ID Required**":

1. Indicates that the elector submitted a registration card by mail prior to the registration cutoff period and the ID provided was not able to be verified.
2. Requires that the elector present identification prior to issuing the ballot(s).

Approved ID's:

- a. A current and valid Idaho Driver's License or state issued Identification Card; (This identification must list the individual's current residence address and be valid i.e. not expired).
- or**
- b. A copy of a current utility bill, bank statement, government check, paycheck or other government document that shows the name and residence address of the elector along with a picture ID.
 - c. **NOTE:** Federal Law does not allow the individual to sign the Personal Identification Affidavit. These electors are required to show identification prior to voting.
3. Upon one of the above identifications being provided, write "Verified" in the Remarks Column to the right of the elector's name.

PARTY AFFILIATION

Although an elector 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 elector's ballot options in a Primary Election. This does not limit the elector's voting in any other election. The Primary Election is held in May of even numbered years.

COMPLETING SIGN-IN

1. The Poll Book Clerk will enter the Sequence Number from the Sequence Card in the Seq. No. Column to the right of the elector's name.
2. The elector must then sign his or her name in the Signature of Voter Column following his or her name before receiving the ballot(s). (34-1106, I.C.)
3. **NOTE: Every elector must sign the Poll Book** before a ballot is issued and handed to the elector.
4. If the elector signed the Personal Identification Affidavit, the Poll Book Clerk makes the notation "affidavit" in the Remarks Column to the right of the elector's name in the Poll Book.

ISSUING A BALLOT

When a voting booth or AutoMark is available, the Issuing Clerk will issue the appropriate ballot(s) based on the information received from the Ballot Code Report or the card identifying the ballot(s) the voter should receive. The Issuing Clerk will:

1. Stamp the Oval Ballot(s) with the Official Election Stamp in the Official Stamp Box at the bottom on the front of the ballot(s).

2. Stamp the paper ballot on the back of the ballot,
3. **NOTE:** If the elector is eligible to vote any of the additional ballot styles or types that were delivered to the polls, stamp all of the ballots that the elector is eligible to vote with the Official Election Stamp prior to issuing the ballots.
4. Hand the Official Ballot(s) to the elector along with a secrecy sleeve.
5. Give instructions to the elector on placing the voted ballot(s) into the secrecy sleeve prior to leaving the voting booth.
6. Direct the elector to either an open voting booth or AutoMark.
7. **IMPORTANT:** Never allow a voter to wait with an Official Ballot(s) in hand. It may be bent or torn and become unusable by the AutoMark or unreadable by the tabulator.

VOTING THE BALLOT

1. The operation of voting shall be secret. The elector must retire to either a vacant voting booth or AutoMark.
2. If using a voting booth, the elector will mark the ballot according to the instructions which appear on the Ballot Voting Instructions placard in each voting booth.
3. If using the AutoMark, the elector will follow the directions given by the machine and the Election Clerk assisting voters with the machine.
 - a. Before leaving the AutoMark, the elector should place the voted ballot(s) into the secrecy sleeve.
 - b. **IMPORTANT:** An elector may ask for assistance with the AutoMark after beginning to vote. An Election Clerk may give any needed instruction or assistance.
 - c. **NOTE:** If any elector, after beginning to vote, asks for information regarding the marking of a ballot, the Election Clerks will give the elector any necessary information, instruction or assistance. (34-2427, I.C.)
4. Before leaving the voting booth or the AutoMark, the elector should place the voted ballot(s) into the secrecy sleeve.

SUGGESTED LANGUAGE FOR POLL BOOK CLERK

Here is suggested language for interacting with voters when they appear before the Poll Book Clerk.

1. Registered Elector Appears:

Poll Book Clerk: "Hello, may I have your name?"

- a. Locate the elector's name in the Poll Book.
- b. Name appears in the Poll Book, proceed to step 3.
- c. Name does not appear in the Poll Book or the elector's name is different, direct the elector to the Registration Table to complete Election Day Registration and to return with a verified Registration Card.

2. New Registrant Appears:

Poll Book Clerk: "Hello, may I have your Registration Card?"

- a. Add the elector's name to the Poll Book on one of the lines on the blank page at either the back of the Poll Book or the Alpha Letter.
 - b. Proceed to step 5.
3. Poll Book Clerk: "Great, please state your residence address."
4. Verify the address given verbally by the elector matches the address printed in the Poll Book beneath their name.
 - a. If the address matches, proceed to step 5.
 - b. If the address does not match what is printed in the Poll Book, determine if the elector has moved.
 - i. If the address is different due to the elector moving, direct the elector to the Registration Table to complete Election Day Registration and to return with a verified Registration Card.
5. Poll Book Clerk: "Idaho Law requires each elector to show a photo identification card. Do you have a picture ID with you today?"
6. Refer to the list of ***Acceptable Forms of ID***.
 - a. Verify the name printed on the picture ID matches the name printed in the Poll Book and the photo matches the individual. Proceed to step 7.
 - b. Remember, common abbreviations and nicknames are acceptable. However, a name change requires the elector to re-register.
 - i. If the elector does not have one of the acceptable forms of ID or refuses to show one, they may complete a Personal Identification Affidavit. Give the elector a Personal Identification Affidavit to complete. Once completed, proceed to step 7.
7. Poll Book Clerk: "Thank you, please sign here next to your name. You may now proceed to the Issuing Clerk where you will be issued your ballot(s)."
8. Direct the elector to the Issuing Clerk.