

**PROVISIONAL BALLOTS**

When the eligibility of the voter is in question, a voter should be given a provisional ballot. Some examples are:

- Voter is in the wrong precinct
- Voter has an address that is outside of the county
- Voter not qualified but insists on voting

**Provisional ballot procedures that should be followed in your state:**

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**MAIL BALLOTS (Notes from your state's election code)**

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- \_\_\_\_\_
- \_\_\_\_\_

**PROVISIONAL BALLOTS**

**MAIL BALLOTS**

**Election Observer QUICK REFERENCE GUIDE**

***'Election Code Notes'***

**POLLING PLACE STAFF**

Lead Authority title: \_\_\_\_\_

Other Election Worker titles: \_\_\_\_\_

**PRIMARY MISSION OF A POLL WATCHER**

**OBSERVE** and **DOCUMENT** activities of the Election Workers at the poll to ensure that proper elections procedures are followed. **DO NOT TALK** or **ENGAGE** with voters in any way. If a voter or other person approaches you in the poll, walk over to the **LEAD AUTHORITY** and ask him/her to explain to the person that you are not allowed to speak to them.

**PAPER BALLOTS & BALLOT BOX (If applicable in your state; Notes from your state’s election code)**

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**ELECTRONIC BALLOTS (If applicable in your state; Notes from your state’s election code)**

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- \_\_\_\_\_
- \_\_\_\_\_

**PAPER BALLOTS**

**ELECTRONIC BALLOTS**

**What to do if you see an infraction:**

**Professional Conduct / Conflict Resolution**

- Notify Lead Authority of infraction
- If correction made: Document incident noting correction
- If correction not made: Document incident noting outcome
- Include time and names of Election Workers involved. DO NOT list names of voters.
- Description of violation:
  - What you witnessed and what was said
- FACTS ONLY, leave out opinion/emotion
- Complete INCIDENT REPORT when time allows

- Remember: Your PRIMARY MISSION is observation & documentation
- Be professional in speech and body language
- Tone of voice says more than words chosen
- Avoid being dismissed as “disruptive”
- Know your election code as much as possible
- Ask Lead Authority to deal with hostile persons
- Dealing with errors by LEAD AUTHORITY
  - Politely point out correct action from reference materials
  - If not corrected, document and share with your state’s election authority

**INFRACTIONS**

**CONFLICT RESOLUTION**

**ARRIVAL CHECKLIST**

- Check in with Lead Authority
- Submit any required paperwork upon arrival and receive ID badge if required
- Ask Lead Authority for cell phone policy
- Introduce yourself to election workers

**POLL LAYOUT**

- Write your name, poll location info and date at top of note pad
- Record names of all election workers
- Draw a schematic of the poll layout noting the placement of equipment

**OPENING PROCEDURES**

Things to watch for during the opening of the poll:

- All security seals were intact prior to poll opening
- All ballots boxes were empty (if using paper ballots)
- All voting machines/ballots/ballot boxes are accounted for and within your line of sight

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**NOTE TAKING**

- Observe and document all activities, include time of activity and brief description of events
- State observations using facts; **DO NOT INCLUDE OPINIONS**

## OPENING THE POLLS

**VOTER CHECK-IN (Notes from your state's election code)**

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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## VOTER CHECK-IN

This **Quick Reference Guide** is a 'build it yourself' resource that can be taken into the poll location and used to quickly reference Election Day procedures and activities.

Refer to your state's election code to fill in specific information needed to be a well-informed Election Observer. Easy access to your state's election code can be found at [www.true-the-vote.org](http://www.true-the-vote.org), **In Your State** tab.

### PRINT & ASSEMBLY INSTRUCTIONS

1. Click on the attachment link on the right side of the screen to view the Quick Reference Guide.
2. Print all pages. **NOTE: Make sure your printer is set to print ACTUAL SIZE.**
3. On the pages that contain CUT LINES, cut along the line.
4. Place the pages in numerical order, matching at the top of each page. Turn the stack of pages upside down and tap on a flat surface to make even.
5. Staple across the top of the guide on each side and in the center.

#### WHO CAN BE IN VOTING AREA?

- Voters
- Lead Authority, Election Workers, Poll Watchers
- Interpreters providing assistance to voters
- Children under 18 accompanying a parent to vote
- Persons admitted to provide assistance to voter

Others allowed according to your state election code:

- \_\_\_\_\_
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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### VALID FORMS OF ID if required by your state:

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**RULES ON VOTERS NEEDING ASSISTANCE (Notes from your state's election code)**

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- \_\_\_\_\_
- \_\_\_\_\_

**WHO MAY PROVIDE ASSISTANCE TO A VOTER? (Notes from your state's election code)**

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- \_\_\_\_\_
- \_\_\_\_\_

**CURBSIDE VOTING (If applicable; Notes from your state's election code)**

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**ELECTIONEERING (Notes from your state's election code)**

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**CLOSING PROCEDURES (Notes from your state's election code)**

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- \_\_\_\_\_

**VOTING AFTER THE POLLS CLOSE (Notes from your state's election code)**

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- \_\_\_\_\_
- \_\_\_\_\_

**SECURING AND TRANSPORTING BALLOTS / EQUIPMENT (Notes from your state's election code)**

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- \_\_\_\_\_
- \_\_\_\_\_

**BREAKING DOWN EQUIPMENT (Notes from your state's election code)**

- Election workers are responsible for breaking down equipment; Poll Watchers only observe & document the process.
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- \_\_\_\_\_
- \_\_\_\_\_

**ELECTION OBSERVERS MUST** (Notes from your state's election code)

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**ELECTION OBSERVERS MAY** (Notes from your state's election code)

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**ELECTION OBSERVERS MAY NOT** (Notes from your state's election code)

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- \_\_\_\_\_
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**Notes:**

**OTHER IMPORTANT ELECTION CODE NOTES**



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