



ALASKA ELECTION OFFICIAL

Learn about:

Election Fundamentals, Polling Place Set-Up, Opening the Polls, Processing Voters & Closing the Polls

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PRE-ELECTION CHECKLIST

- Recruit 3 - 4 workers.** Ensure your board is politically balanced.
- Post Notices** – You may receive a poster(s) providing election information that must be posted in your community within the precinct area. If you receive the poster, sign and return the posting certificate to your election supervisor.
- Contact the polling place provider** before Election Day and arrange for building access. GET A KEY if necessary.
- Verify** that voting booth(s), ballot box, worktables and chairs are available at the polling place.
- Receive ballots** - Verify ballot stub numbers match what is printed on the ballot receipt (notify the supervisor if they don't match). Complete, sign and return the ballot receipt to the election supervisor.
- Verify** you received all supplies and voting equipment according to your supply inventory sheet. Complete, sign and return the Election Material Chain of Custody to the election supervisor. If anything is missing, contact your election supervisor immediately.
- Store the ballots**, supplies and voting equipment (precinct scanner and voting tablet) in a safe location. Store equipment in a warm, dry, secure location. DO NOT store voting equipment in the cold.
- DO NOT** leave ballots, precinct register or equipment in the polling place overnight.
- REVIEW** the Alaska Election Official's Handbook and online training videos prior to Election Day.
- COMPLETE** and return the election training oath.
- VERIFY** that the parking lot is accessible with no obstructions. Contact your election supervisor if you notice anything that would prevent voters from being able to enter the lot.
- VERIFY** that the voter entrance and any separate ADA entrances remain unobstructed and accessible to all voters.
- WALK** from the parking lot to the voting booths. Are there any obstructions that might make it difficult for someone in a wheelchair or with limited mobility to navigate this path?

THE DAY PRIOR TO ELECTION DAY

- Remind workers to be at the polling place at least 1/2 hour before polls open.
- Setting up as much as you can the day prior will make election morning less stressful.

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SETUP & OPENING CHECKLIST

Have workers arrive at the polling place at least ½ hour before the polls open to help finish setting up if not already done.

Assign the four orange colored Opening Job Cards.

Double-check the following:

Card 1 Election Table.

- The American flag is displayed.
- All posters, sample ballots, and ballot measure information is displayed.
- Regular paper ballots are in numerical order with the lowest stub number first.
- Make sure a magnifying glass is also available for anyone who may need it.

Card 2 Scanner / Ballot Box.

- Ballot box is set up.
- Security seal locks are in place.
- Unit is on and ready, the STATUS REPORT has been signed.

Card 3 Voting Tablet.

- Security seal locks are in place.
- Printer is connected, on and ready.
- Unit is on and ready.
- Screen is not facing the public.

Card 4 Voting Booth.

- Both regular and accessible voting booths are set up.
- A “How to Vote” poster and pen is in each booth.

Once completed, return the opening cards back to this binder.

SETUP & OPENING CHECKLIST

Review and sign the:

- Precinct Register Oath.
- Questioned Register Oath.
- Special Needs Register.
- Language Assistance Log.
- Timesheets.
- Voting Tablet Security Log.
- Precinct Scanner Security Log.
- Official Ballot Receiving List.

Assign the six green **Voting Job Cards**.

- Usually, four Election Officials work at the polling place and may rotate duties.
- Job cards 1, 2, and 3, are per person.
- Job cards 4-6 can be given to one (or more) person depending on the number of officials working.

Open polls on time.

- 7:00 am for the Primary and General Elections.
- 8:00 am for the state conducted school board elections (REAA) and state conducted special local elections.

Polling place security. Never leave the polling place or election equipment unattended; physical security is the best security. Do not allow loitering or disruptions in the polling place.

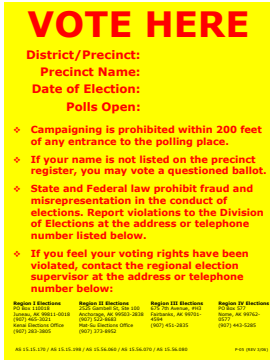
Contact your election supervisor if you need assistance. When instructed, call your regional election office to let them know you are open.

FUNDAMENTALS

NO CAMPAIGNING

Campaigning is **not allowed** within 200 feet of any entrance into the voting area during the hours the polls are open.

These rules apply to voters, Poll Watchers and Election Officials.


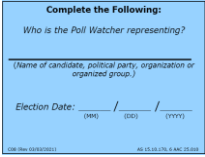
Election Officials MUST:	
<ul style="list-style-type: none"> ● Post the “Vote Here” campaigning notice at the entrance into the polling place. 	
<ul style="list-style-type: none"> ● Use the ball of string, if needed, to measure 200 ft. from the entrance. 	
<ul style="list-style-type: none"> ● NOT allow campaigning within 200 ft. of any entrance. 	
<ul style="list-style-type: none"> ● NOT allow discussions about candidates or issues on the ballot. 	
<ul style="list-style-type: none"> ● NOT allow political buttons, hats, or clothing within 200 ft. of any entrance. 	
<ul style="list-style-type: none"> ● NOT allow political signs or bumper stickers within 200 ft. of any entrance. 	

- **Voters may bring** their own materials to help them vote such as a sample ballot or voter pamphlet. The Official Election Pamphlet can be displayed in the polling place as this does not violate the 200 ft. rule (6 AAC 25.730).
- **Check voting booths regularly** for campaign or voting materials left behind by the voters.
- **Removal or exhibit of ballot** is not allowed in a polling place. If voters exhibit ballots, the voter MUST spoil and be issued a replacement ballot. *Only Special Needs ballots are allowed to be removed from the polling place.*

FUNDAMENTALS

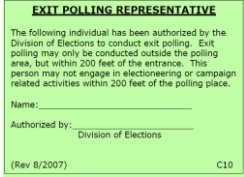
POLL WATCHERS

A Poll Watcher is a person assigned by a political party, candidate, organization, or organized group that sponsors or opposes a ballot measure to observe activities at the polling place guarding against illegal voting, fraudulent counting of ballots, and other election law violations.

These Poll Watchers Rules Must be Followed:	
<ul style="list-style-type: none"> Poll watchers must wear a Poll Watcher badge with their name on the front and whom they represent on the back (party, candidate, organization, or group). 	
<ul style="list-style-type: none"> Only one Poll Watcher from each political party, candidate, organization, or group is allowed in the polling place at a time. 	
<ul style="list-style-type: none"> Poll Watchers may stand close enough to hear and record name of person voting while maintaining voter privacy. 	
<ul style="list-style-type: none"> Poll Watchers must NOT handle any voting materials or sit behind the election official's table. 	
<ul style="list-style-type: none"> Poll Watchers may challenge a voter's qualifications. 	

EXIT POLLSTER

An Exit Pollster conducts a survey for news coverage or trends used to predict the outcome of an election.

Exit Pollsters MUST:	
<ul style="list-style-type: none"> Wear an Exit Pollster badge with the name of the person conducting the poll and the division staff authorization. 	
<ul style="list-style-type: none"> Conduct exit polling outside the polling place entrance. The campaign rule does not apply to exit polling. 	
<ul style="list-style-type: none"> NOT disrupt the voting. 	
<ul style="list-style-type: none"> ONLY approach voters who have already voted and wish to participate in the exit survey. 	
<ul style="list-style-type: none"> NOT block the entrance for voting. 	

CLOSING CHECKLIST

Reminders

- ❑ At 7:45 pm, announce the polls will close in 15 minutes.
- ❑ At 8:00 pm, declare the polls closed and close the door. If due to the polling location you can't close the door, have an Election Official stand in line to inform late arrivals that the polls are closed. Allow people still in line at 8:00 pm to vote.
- ❑ If a voter comes in after the polls close and demands to vote inform the voter that the polls have closed. If the voter insists on voting, have the voter vote a questioned ballot. Make a note on the questioned ballot envelope that the voter arrived after the polls were closed.
- ❑ Process all voters before closing.
- ❑ Divide red **Closing Job Cards** between Election Officials so they can be completed at the same time.
- ❑ Prepare election materials for return.

TURN OVER

CLOSING CHECKLIST

Assign the red colored **Closing Job Cards**.

Some job cards are precinct type specific and may not apply to your location.

Double-check the following:

Card 1 Unused Ballots and Stubs.

Before opening the ballot box, make sure that the remaining unused ballots for destruction are secured.

Card 2 Spoiled Ballot Log and Precinct Register.

- The number of spoiled ballots and number of signatures are provided to the Election Official assigned to Closing Card 7 Ballot Accountability.

Card 3 Precinct Equipment.

- Scanner - Results have printed and transmitted.
- Voting Tablet - Before powering off, the number of "Total Ballots Cast" using the Voting Tablet is recorded on line 6 of the Ballot Accountability on the back of the precinct register cover.

Card 4 Hand Counting Ballots. (Scanning precincts skip this section)

- The Summary Sheet has been completed and all subtotals match.
- Results have been called into the regional office.

Card 5 Securing Voted Ballots.

- All voted ballots are inside the sealed, signed, and numbered envelope(s).

Card 6 Questioned & Special Needs Ballots.

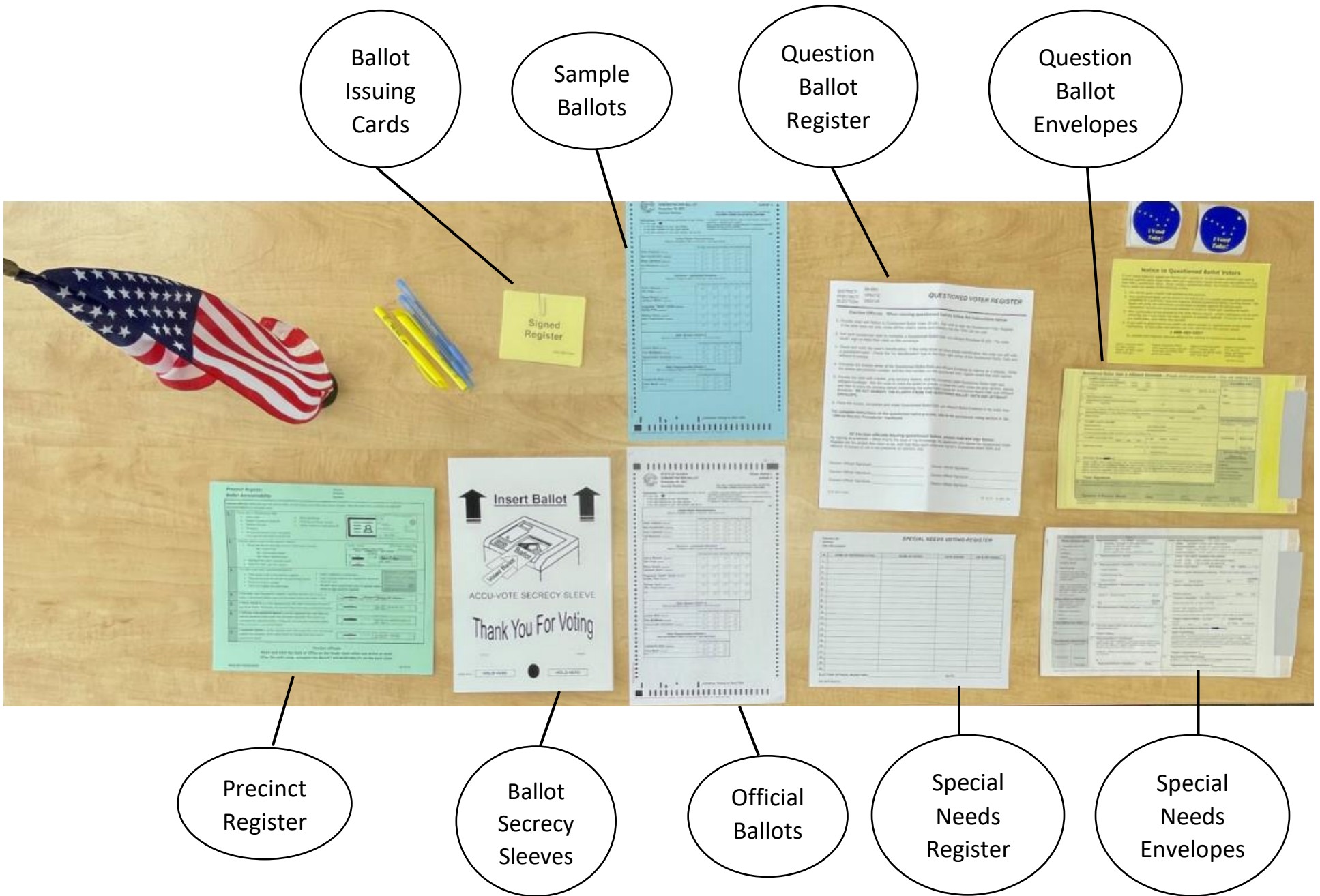
- Questioned ballot total is entered on line 2 of the Ballot Accountability.
- Special Needs ballot total is entered on line 3 of the Ballot Accountability.

Card 7 Ballot Accountability.

- The accountability is completed and balanced.

Card 8 Returning Materials - By Mail / On Site.

- By Mail- The return address card was flipped over and mailed the day after the election. The chain of custody form is completed.
- On Site - Materials are returned election night.



NOTE: Organize all ballots in numerical order with lowest numbers first.

OPENING JOB CARD 1
ELECTION TABLE

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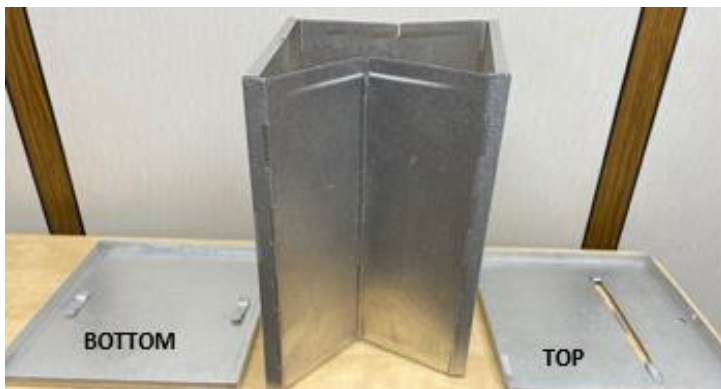
CHAIRPERSON:

For **scanning precincts**, assign an Election Official to set up the scanner using the separate *Precinct Scanner Guide*.



For **hand count** precincts, assign an Election Official to set up the ballot box.

Seat the ballot box inside the bottom with the side pins on the outside. Twist bottom latches to secure. Align the lid flanges into the slots and secure with a zip tie.



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CHAIRPERSON:

Assign an election official to set up the Voting Tablet using the separate *Voting Tablet Guide*.



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SET UP ACCORDING TO GRAPHIC

Step 1: Lift the legs, straighten the diagonal brace and set the booth upright.

Step 2: Open the booth by inserting a pen or similar object and slide the metal locks towards the center of the case.

Step 3: Raise and straighten the metal curtain supports and extend the curtain arm on each support.

Step 4: Place the lid of the case upside down on the front support and hook the holes along the back edge of the lid.

Step 5: Hang the white curtain around the sides and fix the striped curtain to the front with the metal rods.



OPENING JOB CARD 4
VOTING BOOTH

Step 1: Lift the legs, straighten the diagonal brace and set the booth upright.

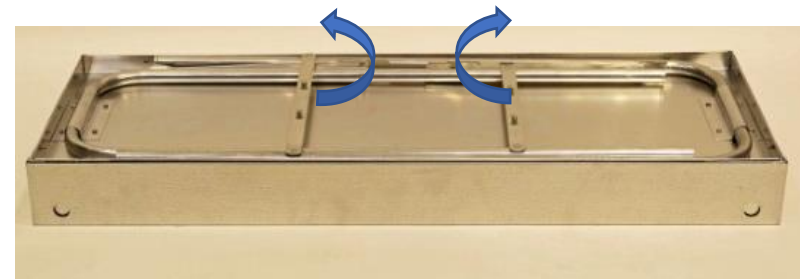
Step 2: Open the booth by inserting a pen or similar object and slide the metal locks towards the center of the case.

Step 3: There should be two metal feet for each handicap-voting booth. The feet are left and right specific. One at a time, place the short metal stubs on a foot inside the tubing that forms a leg of the booth. Rotate the flat metal end pieces and hook them to the metal stops attached to the booth's leg. Extend the curtain arms on each support to the front and straighten the diagonal braces.

Step 4: Position the lid of the case so that the end of the booth's upright curtain supports first through the holes in the short side of the lid. The long side of the lid will hang down the back of the booth. There are 1 ½-inch screws protruding from the long side of the lid. Push these screws through small holes in the upright curtain supports.

Step 5: Hang the white curtain around the sides and back of the booth. Fasten the curtain to the extended curtain arms using the spring clips attached to the top of the curtain.

Step 6: The door curtain has a metal rod with ends that are bent at right angles. Insert the ends of the curtain rod into the small openings at the end of each curtain arm at the front of the booth.



ACCESSIBLE VOTING BOOTH
OPENING JOB CARD 4

PRECINCT REGISTER OFFICIAL

Step 1: Check the voter's identification – Acceptable forms of ID are listed on the “Have Identification Ready” poster.



HAVE IDENTIFICATION READY	
Voters MUST be prepared to show one form of identification such as:	
• Voter ID Card	• Military ID Card
• Driver's License	• Birth Certificate
• State Identification Card	• Hunting or Fishing License
• Passport	• Other current or valid photo ID
Other forms of identification you may present, that MUST include your name and current address, are:	
• Current Utility Bill	• Bank Statement
• Government Check	• Pay Check
• Other Government Document	
If you do not have identification, you will be asked to vote a Questioned Ballot	
VOTING A QUESTIONED BALLOT	
<small>If your name is not on the register, you may vote a questioned ballot. Your ballot will then be placed inside a completed questioned ballot envelope before being placed in the ballot box. See election official for instructions.</small>	

- **Do you personally know the voter?** If so, you do not need to ask for ID, unless **MUST SHOW ID** appears on the voter's signature line.

Step 2: Locate the voter's name on the precinct register.

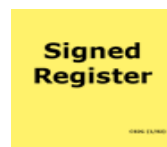
- If the voter's name cannot be located or has changed, the voter **MUST** vote a questioned ballot.
- If **MUST SHOW ID** appears on the signature line, the voter must show ID even if you know them. If they do not have ID, the voter must vote a questioned ballot.
- Questioned or special needs voters **DO NOT** sign the precinct register.

Step 3: Mark the type of ID presented by the voter with an X in the appropriate column or if personally known, mark PK.

(VC) = Voter ID Card **(OI)** = Other ID **(PK)** = Personally Known

Step 4: Have the voter sign the precinct register.

- Highlight the voter's name on the precinct register.
- Voter signs or makes a mark on the precinct register above their printed name.
- Give the voter a “Signed Register” card.



Step 5: The voter **MUST** vote a questioned ballot if:

- Voter’s name is not in the register
- Voter does NOT have ID and is not personally known
- Voter’s eligibility was challenged
- Voter arrived after 8:00pm and demands to vote
- Voter’s name changed
- Voter’s residence changed
- Already Voted is on signature line
- **MUST SHOW ID** is on signature line and voter still does not have acceptable identification

Step 6: Direct voter to the ballot issuing official to receive their ballot.

REMINDER

If the voter has signed the precinct register and leaves without voting or votes a questioned ballot instead, cross out the voter’s signature and make a note on the precinct register.

BALLOT ISSUING OFFICIAL

Collect the Signed Register card from the voter.



Step 1: Issue voter a paper ballot unless the voter needs or would benefit using the voting tablet. If the voter is going to use the voting tablet, direct them to the Voting Tablet Official for assistance.

Step 2: For regular paper ballots, you will issue them in numerical order, starting with the lowest stub number first. Provide the ballot to the voter inside a secrecy sleeve folder.

Step 3: Provide instructions to the voter:

- Vote both sides of the ballot, if applicable.
- Completely fill in the ovals.
- **Ranked Choice Voting General Election Only:** Voter ranks as many or as few candidates as they like by completely filling in the oval in the (1st Choice, 2nd Choice, 3rd Choice, etc.) column for each candidate. The voter can only fill in one oval for each candidate or column.
- Deposit ballot into precinct scanner or ballot box.

Write-Ins (GENERAL ELECTION ONLY)

Voter must write the name of the write-in candidate on the space provided AND completely fill in the oval to rank their choice. A list of write-in candidates will be included in supplies for election officials to assist voters. Do NOT post the write-in list or discuss write-in candidates.

Spoiled Ballots MUST be recorded.

If a voter makes an error on their ballot the voter may receive a replacement ballot. A voter may only be issued up to **two** replacement ballots of any combination (paper or voting tablet).

Step 1: Record that the ballot was spoiled on the “Spoiled Ballot Envelope Log”.

Step 2: Instruct the voter to tear up the spoiled or mismatched ballot and place it into the Spoiled Ballot Envelope.

Step 3: Issue the voter a new ballot. Only issue one replacement ballot at a time.

Spoiled Ballot Envelope Log

(Place ONLY torn Spoiled Ballots in this envelope)

Election: 20GENR

District/Precinct: 01-446 AURORA

1. Make a check mark in the appropriate Ballot Spoiled column, either a regular (preprinted stubbed) ballot or a voting tablet ballot.
2. After the polls are closed, add up the total of spoiled ballots (*Exception Do Not Include the Voting Tablet Ballots*) and write that number on line (5) of the Ballot Accountability.

Official Initials	Regular Ballots ✓	Voting Tablet Ballots ✓
AJM	✓	
jj	✓	
AR		✓
Total Spoiled Ballots	2	

E11 (03/06/21)

BALLOT BOX OFFICIAL

Step 1: Instruct voters to insert their voted ballot into the designated ballot box, either by feeding the ballot through the precinct scanner or by dropping it directly into the ballot box, depending on your location.

- **Please be aware** that there is about a TEN-second delay before the ballot will be accepted by the scanner.
- **Once ballot is in ballot box** voters may NOT be issued a new ballot. DO NOT retrieve ballot from ballot box. If the voter demands a new ballot, they must vote a questioned ballot.
- **Questioned and Special Needs Ballots** – Must be sealed in their ballot envelope then placed in the emergency bin or other ballot box. Make sure voters are not attempting to place their questioned or special needs ballot (without an envelope) into the ballot box.

Reminders:

- To give the voter privacy, stand to the side of the ballot box where the display screen of the precinct scanner is located.
- Election officials may assist voters. Be mindful of privacy.

If the ballot is rejected from the scanner:

Message on Scanner	Action
<ul style="list-style-type: none"> • Blank Ballot • Over Voted Ballot 	<p>Ask voter to confirm choices and if okay, press green CAST button.</p>
<ul style="list-style-type: none"> • Invalid Ballot • Ranked Choice Problem 	<p>Ask voter to re-insert the ballot in a different direction. If the ballot continues to be rejected, read the ballot error message on screen.</p> <p>As you approach the ballot box, cover the voter’s ballot with a secrecy sleeve while reading the message on the screen.</p> <p>If the ballot still will NOT scan, voter may spoil their ballot and receive a replacement ballot or if voter does NOT want a replacement, voter inserts ballot into emergency bin.</p>

Step 2: Thank the voter for participating and provide them with an “I Voted” sticker.

QUESTIONED OFFICIAL

EVERY ELECTION OFFICIAL **MUST SIGN THE QUESTIONED VOTER REGISTER**

Why a questioned ballot?

- Not on the precinct register
- No identification and is NOT personally known
- MUST SHOW ID is on signature line and voter still does not have acceptable identification
- Residence address or name change
- Voter's qualifications are challenged
- The voter has already voted

Step 1: Give this notice to the voter.

Notice to Questioned Ballot Voters

If your name does not appear on the precinct register, or if in the primary election you want a different political party ballot than what your registration record shows you are eligible for, you may vote a questioned ballot. When voting a questioned ballot, the Division of Elections would like to make you aware of the following points:

1. You will be given a ballot that pertains to this precinct.
2. Your questioned ballot will be placed in the ballot box in a sealed envelope and received, unopened, by a politically balanced Regional District Questioned Ballot Counting Board. The Board will verify the information on the ballot envelope against the official voter registration records and determine whether to count or reject your questioned ballot.
3. After certification of the election by the State Review Board, written notification will be sent to inform you if your ballot has been rejected or partially rejected. If you do not receive any notification, your ballot was counted.
4. If you wish to determine if your ballot has been counted or rejected prior to the written notification, 15 days after the election you may dial this toll free number:
1-888-465-5857

Or contact your regional elections office at the address or telephone number below:

Region I Elections Office P.O. Box 110018 Juneau, AK 99811-0018 (907) 465-3021 Toll Free 1-866-948-8683	Region II Elections Office Anchorage Elections Office 2325 Gambell Street, Ste. 100 Anchorage, AK 99503-2838 (907) 522-8663 Toll Free 1-866-956-8683	Region III Elections Office 675 7 th Avenue, #H3 Fairbanks, AK 99701-4594 (907) 451-2835 Toll Free 1-866-959-8683	Region IV Elections Office P.O. Box 577 Nome, AK 99753-0577 (907) 443-5285 Toll Free 1-866-953-8683
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Matanuska-Sustina Office
North Fork Professional Building
1700 E. Bogard Road, Ste. B102
Wasilla, AK 99684-4659
Native Language Assistance
1-866-954-8683

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Step 2: Voter MUST complete the questioned register.

I swear or affirm, under penalty of perjury, that the information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a US Citizen; a resident of Alaska; at least 18 years of age; and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election. **WARNING: If you provide false information, you can be convicted of a misdemeanor.**

#	PRINTED NAME	SIGNATURE	<u>You MUST provide an identifier:</u> Voter #, Social Security #, Last 4 Social Security #, Alaska Drivers License # or Birth Date
1.	Sally Voter	<i>Sally Voter</i>	9876
2.	Mary Smith	<i>Mary Smith</i>	07/04/1995

Step 3: Check Voter's ID.

If the voter does not have identification, mark "no identification and unknown" in the lower right-hand corner of the envelope. The voter may still vote using the questioned ballot.

Step 4:

Step 5 VOTING JOB CARD 4
QUESTIONED VOTING

Election

official
complete

Questioned Ballot Oath & Affidavit Envelope – Print clearly and press hard – You are making a copy

<p>1. You MUST complete this section I am a citizen of the United States. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I am at least 18 years old. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>For Official Use Only</p> <p>VN _____</p> <p>District for address on line 4 _____</p>	
<p>2. Last Name <u>Voter</u> First Name <u>Sally</u> Middle Initial _____ Suffix (Sr., Jr., etc.) _____</p>		<p>3. Name Previously Registered _____</p>	
<p>4. Alaska Residence Address Where You Claim Residency House No. <u>999</u> Street Name <u>Smith St</u> Apt # _____ City <u> Anchorage</u> State <u> Alaska</u></p> <p><small>* [] Keep my address confidential. (Mailing address in 5 MUST be different than residence in 4.)</small></p>		<p>District Registered _____</p> <p>Sequence No. _____</p>	
<p>5. Mailing Address <u>Same as above</u> City _____ State _____ Zip Code _____</p>		<p>Count Code _____</p> <p>Reject Code _____</p>	
<p>6. Social Security No. <u>987 65 4321</u> Last 4 Digits of SSN _____ AK Driver's License No. _____ AK State ID Card No. _____</p>		<p>Initials _____</p> <p>Purge Date _____</p>	
<p>7. [] I have not been issued an SSN, AK Driver's License or AK State ID No. *You MUST provide Date of Birth <u>01/01/81</u> Month <u>01</u> Day <u>01</u> Year <u>81</u></p>		<p>8. Gender <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female</p>	
<p>9. *Alaska Voter Number _____ (if known)</p>		<p>10. *Daytime Phone No. _____ *Evening Phone No. _____</p>	
<p>11. Write Political Affiliation Here: _____</p>			
<p>12. I swear or affirm, under penalty of perjury, that: The information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election. *Voter Signature <u>Sally Voter</u></p>			
<p>13. This form must be witnessed. By signing as a Witness, I attest that to the best of my knowledge, the applicant is the person he/she claims to be, and this certification was made in my presence on the date indicated.</p>			
<p>Signature of Election Official <u>John Smith</u> Date <u>11-3-20</u></p>		<p>District & Precinct No. <u>27900 Anchorage</u></p>	
<p><small>WARNING: False statements made by the voter or by the attesting witness on the certificate are punishable by law. *Items are kept confidential by the Division and are not available for public inspection except that confidential addresses may be released to government agencies or during election processes as set out in state law. E23 (Rev 03/08/21) AS 15.05, 07, 20, 6 AAC 25.</small></p>		<p>Questioned Register Line <u>5</u></p>	



Voter
complete

Be sure to mark the reason for voting a questioned ballot. Record the line that the voter signed on in the questioned register and put that number here.

Fold the ballot, place it inside the grey secrecy sleeve, insert it in the completed questioned ballot envelope and give to voter.

Completed and sealed envelopes must go into the ballot box. **DO NOT** open the questioned envelope. **DO NOT** remove the top copy.

SPECIAL NEEDS OFFICIAL

Special needs voting is for any voter who is unable to go to the polling place due to age, illness, or a disability. Special needs voters **DO NOT** sign the precinct register. **DO NOT** open special needs envelopes.

(See the reverse side for an example envelope)

Step 1: The Election Official completes 1-3 on the left side column of the envelope, under When Issuing a Ballot.

Step 2: The representative completes the Special Needs Voting Register.



Election ID: District: Site ID/Location:		SPECIAL NEEDS VOTING REGISTER			
#	NAME OF REPRESENTATIVE	NAME OF VOTER	DATE ISSUED	DATE RETURNED	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

ELECTION OFFICIAL SIGNATURE: _____ DATE: _____

Step 3: The representative completes Step 1 of the envelope and signs under Step 1.

Step 4: Place a ballot inside a grey secrecy sleeve, then place inside the completed special needs envelope. Do NOT seal. Give ballot package to Personal Representative.

Step 5: Instruct the representative that the voter completes 1-9 under Step 2, the representative signs on line 10 under Step 2, and returns the ballot to any precinct by 8:00 pm.

Step 6: When an envelope is returned to your location, verify all information is complete, complete 1-2 on the left side column under when ballot is returned, write date returned on the special needs register.

****** Make a note on Special Needs Register if the ballot is not returned by 8:00 pm on election night.

Reminders: **(1)** The voter’s residence address should be where they reside and not a temporary location as this can invalidate portions of the ballot. **(2)** If a special needs ballot is returned *that you did not issue*, this will not affect your ballot accountability and do not record it on any register. Accept the ballot as usual and deliver it with all election materials. **(3)** If a voter’s disability prevents them from completing the envelope the representative may do so for the voter.

**VOTING JOB CARD 5
SPECIAL NEEDS VOTING**

Special Needs Ballot Oath & Affidavit Envelope – Print clearly and press hard – You are making a copy

Election Official		STEP 1		STEP 2	
Within Assisted & Ballot 1. Complete lines below: Date: <u>8-19-14</u> Location: <u>Barrow</u> Precinct: <u>01-444</u> <small>(Check, Jargon, V&V)</small>		Representative – You MUST Complete: • Sections 1 through 4 with your information • Section 5 with the voter's name • Section 6 sign and date • Deliver ballot and voting materials to voter		Voter and Representative – YOU MUST COMPLETE • Voter – Sections 1-9 with your information • Representative – Section 10, sign as witness • Voter – Place voted ballot in secrecy sleeve and seal in this envelope • Representative – Return ballot in envelope by sign election day	
2. Have the Representative complete the Special Needs Register: Special Needs Register Line #: <u>1</u>		1. Representative's Name: <u>Minnie House</u> Representative's Identifier – You MUST provide ONE: * Voter Number: <u>183456</u> * Social Security No.: _____ * Date of Birth: _____		1. Voter – You MUST complete this section Voter: <input type="checkbox"/> No <input type="checkbox"/> I am a citizen of the United States.	
3. Give the Representative the ballot, give secrecy sleeve and this envelope to take to the voter. (Voter does not sign the register.) When Ballot is Returned 1. Verify STEP 1 and STEP 2 are complete and signed by the Representative and Voter as required. 2. Document the return of the ballot on the Special Needs Register line, if ballot was issued from your location.		2. Representative's Mailing Address – You MUST Provide: House # <u>123 MAIN ST</u> Apt # _____ Street Name <u>Fairbanks</u> City <u>Alaska</u> Representative's Mailing Address – You MUST Provide: <u>same as above</u>		2. Voter's Last Name: <u>House</u> First Name: <u>Minnie</u> MI Suffix (S., J., Jr.): 3. Voter's Alaska Residence Address – Where You Claim Residency House # <u>123 MAIN ST</u> Apt # _____ Street Name <u>Fairbanks</u> City <u>Alaska</u> 4. Voter's Mailing Address <u>PO BOX 123</u> <u>Fairbanks</u> <u>AK 99707</u> Mailing Address: _____ City _____ State _____ Zip _____	
For Reviewer Board Use VR _____ District Registrar _____ Signature: _____ Court Local _____ Register Local _____ Precinct _____ Judge Local _____		5. Print the name of the voter you are serving as a representative for: Voter's Name: <u>Minnie House</u> Representative's Certificate: I certify I have been registered to obtain and deliver a ballot to this voter (name of voter). I will not vote the ballot for the voter or open the voter's ballot for a specific candidate or issue. I will not divulge the way the voter votes the ballot. Warnings: Unlawful interference with voting is punishable under AS 15.06.030		5. Voter's Identifier – You MUST Provide One * Social Security No. or Last 4 of SSN: _____ / _____ Alaska Voter Number, Alaska Driver's License No. or State ID No.: <u>183456</u> <input type="checkbox"/> Check here if you have not been issued a SSN, ADL or AK State ID. 6. *Voter's Date of Birth: _____ / _____ / _____ 7. *Voter's Sex: _____ Month <u>01</u> Day <u>01</u> Year <u>8/6</u> <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Other	
		9. Voter's Certificate I, _____, Clerk of Elections, do hereby certify that I am in order to go to the polls. Our to a voter by and that the information on this form is accurate and consistent to the best of my knowledge. I further certify that I am a resident of Alaska and I shall not be in contact of a fiduciary or family debt or interest, have been unconditionally discharged from incorporation, partnership, and or service. I am not registered to vote in another state, or I have spent their necessary steps to cancel their registration. I am or have been a registered voter in Alaska at some time in the last 4 years or my newly registering. I have not and will not vote if any other person is in the precinct. *Voter's Signature: <u>X Minnie House</u> Representative's Signature: _____ Representative's Signature: _____		10. Representative Witnessing: By signing as a witness, I attest to the truth of my knowledge. The voter is the person required to sign and their certification was made in my presence. *Representative's Signature: <u>X Minnie House</u>	

*Items are kept confidential by the Precinct and are not available for public inspection except that confidential addresses may be obtained by government agencies or during election processes as set out in state law. (15.06.030)(B)(1)

Official
complete

Voter
complete

Voter and representative must sign. The representative MUST sign as a witness in both Step 1 and Step 2 and it **MUST BE THE SAME REPRESENTATIVE.**

DO NOT remove the top copy.

DISABILITY & LANGUAGE ASSISTANCE OFFICIAL

Federal law allows a voter to have a person of his or her choice aid the voter during the voting process.

Who can assist a voter? - Anyone can aid a voter except for a candidate for office in the election, the voter’s employer or agent of that employer, or an officer or agent of the voter’s union.

The person helping may go into the voting booth to assist the voter.

Voter can’t sign? This works! The voter can make a mark.

1VREMS - (GBTEST)		STATE OF ALASKA -- DIVISION OF ELECTIONS				DATE: 05/05/2012
GEPRES0P-R1		EL-ID 12PRIM	DISTRICT 22	PRECINCT REGISTER	PRECINCT 450	TIME: 07:40
RUSSIAN JACK						PAGE: 1
VOTER NO	IDENTIFIED BY (VC) (OI) (PK)	NAME & SIGNATURE (LAST-FIRST-MIDDLE INITIAL)		PARTY	A RESIDENCE ADDRESS	
					B MAILING ADDRESS	
1 11111111	() () () ()	X	AALM STORHAN J	U	5205 E 26TH AVE #9	ANCHORAGE
2 22222222	() () () ()	X	ABATA FERRICO A	N	4901 E 26TH AVE	ANCHORAGE
3 33333333	() () () ()	X	ACHESON DARRELL R	R	2325 GLACIER ST	ANCHORAGE
4 44444444	() () () ()	X	ACHESON JENNIFER R	R	2325 GLACIER ST	ANCHORAGE

Can I Help? – For detailed tips on assisting voters:

- Disability & Voter Assistance - Refer to pages 29 and 30 for more information on disability awareness and voter assistance.
- Language Assistance – Refer to the *Election Procedures for Bilingual Election Workers and Translators* manual.
 - Use the *Language Assistance Requests Log* to record the type of assistance provided and in what language. Do not list voter’s name.
 - **Sign** and return the *Language Assistance Log* even if you did not have any voters who requested language assistance.

Need a translator? – Contact your election supervisor

- At least one member of the election board is bilingual in many rural precincts.
- When providing an oral translation of the ballot information, the translator may not voice their own opinion on candidates or issues appearing on the ballot.

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Disability Awareness and Voter Assistance Information

General Awareness Tips

- **Use common sense.** Treat people with disabilities the same way you would treat others – as a person! A person is a person first. The disability comes second.
- **Be sensitive to their needs.** People with disabilities are much more independent than people give them credit for being. Getting around the physical environment is often less frustrating than trying to communicate with people who are not sensitive to their needs.
- **Stay focused.** Limit inquiries about the person's disability to access and accommodation needs. It is understandable to be curious about someone's disability and he/she may be willing to talk to you about it, but it has little to do with the business at hand.
- **Don't assume.** What works for one person may not work for others with the same or similar type of disability.
- **Don't be afraid to offer assistance.** If the person looks as if they need assistance, ask if there is something you can do. Don't automatically give help unless the person clearly needs it or has asked for it.
- **Don't be patronizing.** Show the person the same respect that you expect to receive from others. Treat adults as adults.
- **Use appropriate terminology.** Avoid terms like physically challenged and handicapped. Within the disability community, it is common practice to say, "people with disabilities" rather than saying "disabled people". Saying "a person who uses a wheelchair" is appropriate. "Wheelchair user", "wheelchair bound" or "wheelchair restricted" is not. If in doubt, ask; people with disabilities are generally tolerant and forgive most social blunders.

General Assistance Tips

The voter may have a person of his or her choice help as long as that person is not their employer, agent of their employer or agent of a union that the voter is a member of. Service animals are also allowed.

Sample ballots are great tools to assist voters. If voters are standing in line, encourage them to review sample ballots so that they are prepared to vote when they get into the voting booth.

- Give the person extra time to complete each task.
- Offer voters with disabilities the opportunity to vote unassisted on the voting tablet.
- If you notice that someone appears confused, approach the person courteously and offer assistance.
- Ask questions to determine if assistance is needed. Suggest specific actions, as opposed to general processes.
- Explain concisely. Exercise patience. Voting can be a first-time experience for some people.
- Ask for help from a service provider, if available. Service providers may transport and accompany individuals or groups. Their goal is to support the integration of people with disabilities in the community.
- Offer assistance with reading, equipment operation, etc. People may have low-language and/or reading skills. Helping people use the voting tablet may be necessary.
- Stay aware in case the person needs more help. People who experience cognitive impairments may avoid asking for help.

ASSISTING VOTERS WITH...



Hearing Impairments - Speak clearly and distinctly but don't exaggerate. Use normal speech speed unless asked to slow down. Speak directly to the person, instead of from the side or behind the person.

- If you are having trouble understanding a deaf person's speech, feel free to ask him/her to repeat. If that doesn't work, then use paper and pen. Printed instructions may be useful.
- If a person who is deaf is with an interpreter, speak directly to the person, not to the interpreter.
- Find out how the person communicates. If the person reads lips, speak in a normal fashion. Do not exaggerate your speaking. Short and simple sentences and yes/no questions may work best. Avoid blocking the view of your face and mouth.
- Get someone's attention by tapping his/her shoulder or gently waving your hand in front of that person before starting a conversation.



Visual Impairments - Introduce yourself and let the voter know that you are an election official.

- Give the person verbal information about things that are visually obvious to those who can see. Describe things from their perspective, not yours. Some people who are blind use a "clock" reference for things or obstacles directly in front of them. For example, you can state, "There is a chair at 10 o'clock." Before using this method, ask if it is useful to them.
- Lead someone who is blind only after he/she has accepted your offer to do so. Touch his/her arm, and then offer your arm to guide that person. Allow the voter to hold your arm rather than you holding on to theirs.
- Do not interact with a service animal or guide dog while it is working.
- Keep the path to the voting booth clear of obstacles.
- Inform the person of snow levels and/or icy conditions when walking on the sidewalk or ramp near the door. This can help prevent accidents.
- Do not leave a person who is blind in an empty space. Provide a physical object, a table, chair, etc. so that he or she can remain oriented. For example, "The chair at the registration table is directly in front of you, about 18 inches. Would you like me to place your hand on it?"
- If you are with a person who is blind and need to leave, tell him/her you are going in a respectful way, such as "I need to go check with the election official". Otherwise, he/she may not realize you have gone and try to continue a conversation.



Mobility Impairments - Watch diligently for voters with mobility issues. If necessary, assist the voter into the polling place.

- Offer assistance but wait until it is accepted before giving it. Giving help before it is accepted is perceived as rude and can sometimes be unsafe.
- Don't touch a person's wheelchair without permission.
- Give the person adequate time to complete tasks.
- Eye contact is important for one-on-one conversation. Find a nearby place to sit where you can see eye-to-eye.
- Talk directly to a person with a disability as you would any other person.

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SECURE UNUSED BALLOTS & STUBS

Step 1. Provide the First Unused Ballot Stub Number and the Last Ballot Stub Number Used to the Election Official who is completing the Closing Job Card **Ballot Accountability Job Card 7**

Step 2. Completely Unused Ballot Pads

- Return by Mail Precincts:** For the pads of ballots that have not had any ballots removed, tear the ballots in half and discard the entire pad, including the stubs.
- Return in Person Precincts:** Tape the box closed and secure with a **Tamper Proof Seal** and return to the election supervisor.



Step 3. Preparing Ballot Stubs

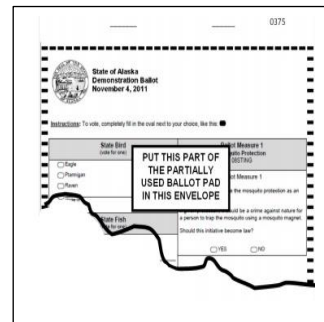
Completely Used Ballot Pads:

- Return the top narrow stub from the pads where all ballots were used.



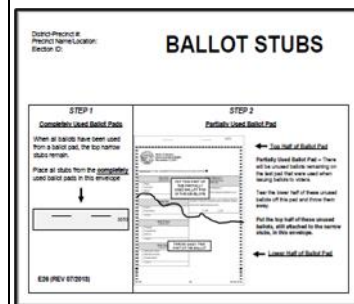
Partially Used Ballot Pads:

- Return the stubs from partially used ballot pads. Keep the partially used pad available for completing the Ballot Accountability. Tear the bottom half of the ballots off the pad and discard the bottom half. Put the top half of the ballots, still attached to the narrow stub, in the Ballot Stubs envelope.
- Seal the envelope and sign across the flap.



Return by Mail Precincts: Place sealed Ballot Stub envelope into the **GREEN** bag if you mail back your supplies.

Return in Person Precincts: Place the sealed Ballot Stub envelope into the **RED** or **BLUE** supply bag if your precinct returns your materials in person to the election supervisor or Hub location.



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CHAIRPERSON:

For **scanning precincts**, assign an Election Official to close out the scanner, using the *Precinct Scanner Guide*.



Assign an election official to close out the **Voting Tablet** using the separate *Voting Tablet Guide*.



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FOR HANDCOUNT PRECINCTS ONLY

SORT AND STACK

Once all your unused ballots are destroyed and your ballot stubs are placed in the ballot stub envelope (Closing Job Card 1), you may open the ballot box and prepare for counting the voted ballots.

To hand count the ballots, work in teams of two and sort ballots as outlined below:

Step 1: Sort the regular voted paper ballots so that they are all face up, using groups of 5, 10 or 25, for ease of counting.

Step 2: Count the total number of regular voted paper ballots.

Step 3: Record the total number of paper ballots on the Summary Sheet in the space provided on both the original (white) and duplicate (yellow) Summary Sheets.

Now you can begin recording results on to your summary sheets.

Step 1: Start with the first race on the ballot.

Step 2: Sort the ballots into different stacks based on which candidate in the race received the vote. *During a November General Election, sort the ballots into stacks based on which candidate in the race received a vote in the 1st choice column.*

Step 3: Make a stack for “No Vote Tallied.” Place ballots in this stack that were left blank, had an invalid mark, too many candidates marked in a race or in the 1st choice column.

Step 4: Once the ballots are sorted, each team member will count the number of ballots in the sorted stacks. One worker will record the votes on the original and duplicate Summary Sheets.

Results will be tallied one race at a time using the ‘sort and stack’ method. Please see the following page for an example.

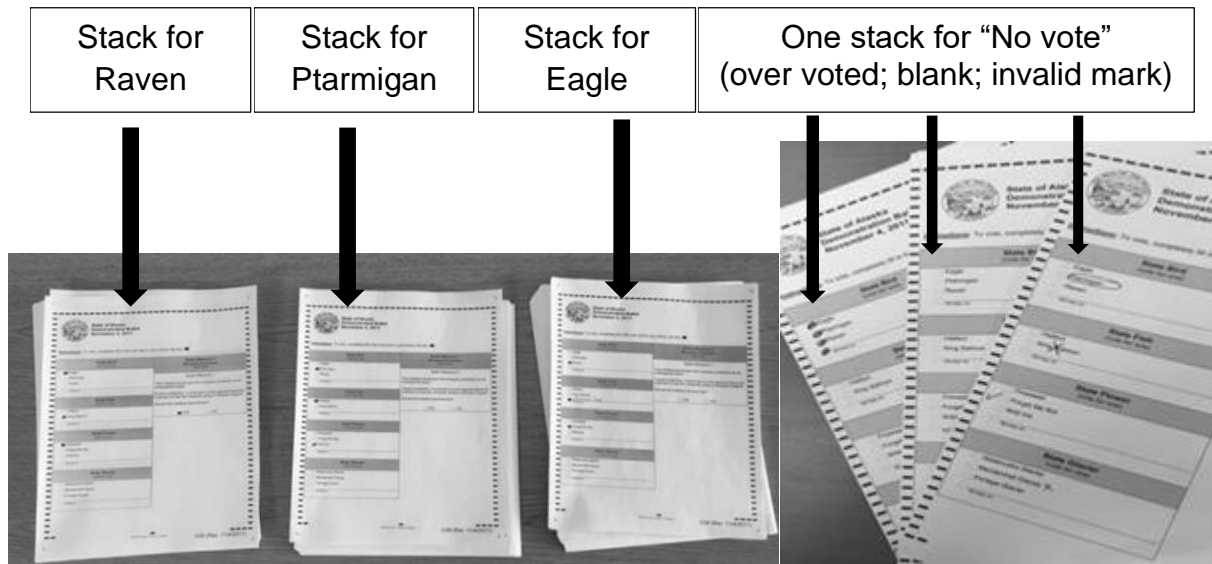
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FOR HANDCOUNT PRECINCTS ONLY

Example

There are three candidates in the race for State Bird (Eagle, Ptarmigan, and Raven). Sort all ballots marked for Eagle into a stack; all ballots marked for Ptarmigan into a stack and all ballots marked for Raven into a stack. Make another stack for 'No Vote.'

Write-Ins: In a General or REAA Election, you may need a stack for write-ins. Remember in the General Election, you will only count write-in candidates in the 1st choice column.



Once the ballots have been sorted into separate stacks, check each stack to make sure that a ballot was not placed incorrectly such as a vote for Eagle was not placed in the stack for Raven.

One worker will count the votes for each stack into groups of 5, 10 or 25. Crisscross the stacks to make it easier to track totals. As you are counting, look at the candidate voted for on the ballot to make sure it is the right candidate for the stack you are counting. Each team member should count the ballots in each stack to make sure the count is correct.

FOR HANDCOUNT PRECINCTS ONLY

Example continued

Once all ballots have been counted for a stack, for example all ballots marked for Eagle, record the total number of votes that candidate received in the space provided on the original (white) and duplicate (yellow) Summary Sheets.

The subtotal for each race must equal the total number of regular paper ballots voted. After the votes for the first candidate on the ballot are counted and recorded in the Summary Sheets, go to the next candidate in that same race and repeat the steps.

Once you have completed sorting, counting, and recording the ballots for all the candidates from the first race on the ballot, go to the next race on the ballot and repeat those same steps until all the races on the ballot have been counted.

Paper Ballots - After the entire ballot has been counted and recorded on the Summary Sheets, sign the oath at the bottom of the Summary Sheets.

Voting Tablet Ballots – Record the votes that were cast on the Voting Tablet onto the Summary Sheet. Refer to the results tape to transfer the total cast and the candidate results onto the Summary Sheets.

TOTALS for all Ballots		
Total Cast	:	10
Total Voters *	:	10
U.S. SENATE (1)		
Heather Olson	:	3
Chick Hicks	:	3
Naomi Jackson	:	1
Tiffany Strait	:	3
Write-in	:	0
Total Votes	:	10
Number of Undervotes	:	0

How many Voting Tablet Ballots were cast?	
(This number is located on the Voting Tablet Results tape. Indicate "0" if Voting Tablet Unit was not used to vote.)	10
U.S. Senator	
Heather Olson	3
Chick Hicks	3
Naomi Jackson	1
Tiffany Strait	3
Write-In	0
No Vote Tallied (Blank, invalid mark or too many candidates marked)	0
*Subtotal	10

Securing Voting Tablet Ballot Tape - Secure the results tape containing the zero report and voted ballots into the "Voting Tablet – Voted Ballot Tape" envelope.

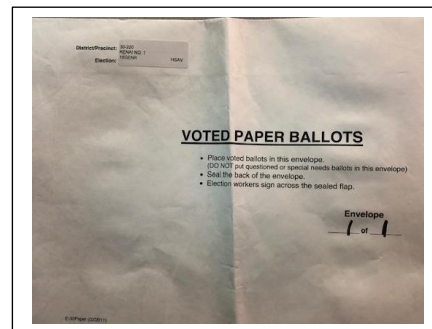
SECURE VOTED BALLOTS - HANDCOUNT

(Precincts that scan results turn this card over)

Have results been counted, recorded, and called in? (**Closing Job Card 4**)

Step 1: Place all voted paper ballots into the envelope labeled “VOTED PAPER BALLOTS”.

- **Seal the Voted Ballot Envelope** - All election officials **MUST SIGN** across the SEALED FLAP.
- **Number the Voted Ballot Envelope(s)**
Example: (1 of 1) or (1 of 2 and 2 of 2).



Step 2: Place all sealed Voted Paper Ballot envelope(s) into the appropriate canvas bag.

- Precincts that return supplies by mail secure the Voted Paper Ballot envelope(s) in the **GREEN** bag and return as instructed.

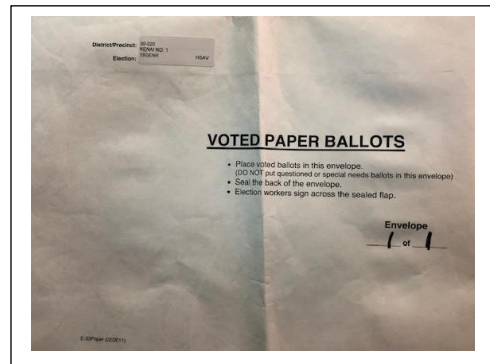
SECURE VOTED BALLOTS – PRECINCT SCANNER

(Precincts that hand count results turn this card over)

Once all your unused ballots for destruction are secured and your ballot stubs are placed in the ballot stub envelope (**Closing Job Card 1**), you may open the ballot box and secure your voted ballots.

Step 1: Check emergency bin and scan those ballots. If any ballot won't scan, place it in the Uncounted Ballot Envelope.

Step 2: Remove all voted scanned ballots from the main ballot box compartment and place into the envelope labeled "VOTED PAPER BALLOTS."



- **Seal the Voted Ballot Envelope** - All election officials **MUST SIGN** across the SEALED FLAP.
- **Number the Voted Ballot Envelope(s)**
Example: (1 of 1) or (1 of 2 and 2 of 2).

Step 3: Place all sealed Voted Ballot envelope(s) into the appropriate canvas bag.

- Precincts that return supplies by mail secure the Voted Ballot envelopes in the **GREEN** bag and return.
- Precincts that return supplies to a HUB Site or Regional Office location secure their Voted Ballots in the **BLACK** duffle bag.

QUESTIONED BALLOT ENVELOPES

Step 1: Count the number of questioned ballot envelopes and give to the election official who is completing the **Ballot Accountability Job Card 7**.

Questioned Ballot Oath & Affidavit Envelope - Print clearly and press hard - You are making a copy

1. You MUST complete this section
I am a citizen of the United States. Yes No
I am at least 18 years old. Yes No

2. Last Name: Votek First Name: Sally Middle Initial: A Suffix (Dr., Jr., III):
District for address on line 4: _____

3. Name Previously Registered: _____

4. Alaska Residence Address Where You Claim Residency
House No. 999 Street Name Smith St Borough Baraboochee Alaska State _____
City Baraboochee Apt # _____
Mailing Address (Mailing address in 5 MUST be different than residence in 4)
City _____ State _____ ZIP Code _____
*You MUST provide a valid ONE
Social Security No. 987 / 65 / 4321 Last 4 Digits of SSN _____
AK Driver's License No. _____ AK State ID Card No. _____
[] I have not been issued an SSN, AK Driver's License or AK State ID No.

5. *You MUST provide Date of Birth 01/01/81 Gender: Male Female
*Alaska Voter Number: _____ (if known) *Earning Phone No. _____

11. Write Political Affiliation Here:
I swear or affirm, under penalty of perjury, that the information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election.
Voter Signature Sally Voter

13. This form must be witnessed. By signing as a witness, I attest that to the best of my knowledge, the applicant is the person whose name appears to be, and this certification was made in my presence on the date indicated.
Signature of Election Official John Jones **Date** 11.2.20 **District & Precinct No.** 27480 Chevak **Questioned Register Line** 5

WARNING: False statements made by the voter or by the attesting witness on the certificate are punishable by law. *Forms are kept confidential by the Division and are not available for public inspection except that confidential addresses may be released to appropriate agencies or during election processes as set out in state law. (23 Stat. 03282) 49 13.05.07.20 6 AAC 25

Ballot Accountability

Paper Ballots Received			Paper Ballots Used			Unused Paper Ballots		
Total Ballots Received: Enter this total in line (8) below.	First Ballot Stub Number	Last Ballot Stub Number	First Unused Ballot Stub Number	First Ballot Stub Number	Total Number of Ballots Used Must match line (7) below.	Last Ballot Stub Number	Last Ballot Stub Number Used	Total Number of Unused Ballots Must match line (9) below.
-			-		=	-		=

District: _____
Precinct: _____
Election: _____

Read each question below to complete the ballot accountability

	Precinct Chair Enter Numbers Below:	Official Use
(1) How many people signed the precinct register? DO NOT include any questioned or special needs ballots in this number.	+	
(2) How many people voted a questioned ballot? The number of envelopes returned with a voted ballot that match the special needs register.	+	
(3) How many special needs ballots issued and returned by 8:00pm? The number of special needs ballots returned according to the special needs register.	+	
(4) How many special needs ballots were issued but not returned at the end of the night? The number of special needs ballots not returned according to the special needs register. DO NOT include special needs ballots returned to your location that WERE NOT issued from your location.	+	

Step 2: Arrange the envelopes in the same order as the names appear on the questioned register.

Questioned Ballot Oath & Affidavit Envelope - Print clearly and press hard - You are making a copy

1. You MUST complete this section
I am a citizen of the United States. Yes No
I am at least 18 years old. Yes No

2. Last Name: Johnson First Name: Sally Middle Initial: A Suffix (Dr., Jr., III):
District for address on line 4: _____

3. Name Previously Registered: _____

4. Alaska Residence Address Where You Claim Residency
House No. 999 Street Name Smith St Borough Baraboochee Alaska State _____
City Baraboochee Apt # _____
Mailing Address (Mailing address in 5 MUST be different than residence in 4)
City _____ State _____ ZIP Code _____
*You MUST provide a valid ONE
Social Security No. 987 / 65 / 4321 Last 4 Digits of SSN _____
AK Driver's License No. _____ AK State ID Card No. _____
[] I have not been issued an SSN, AK Driver's License or AK State ID No.

5. *You MUST provide Date of Birth 01/01/81 Gender: Male Female
*Alaska Voter Number: _____ (if known) *Earning Phone No. _____

11. Write Political Affiliation Here:
I swear or affirm, under penalty of perjury, that the information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election.
Voter Signature Sally Voter

13. This form must be witnessed. By signing as a witness, I attest that to the best of my knowledge, the applicant is the person whose name appears to be, and this certification was made in my presence on the date indicated.
Signature of Election Official John Jones **Date** 11.2.20 **District & Precinct No.** 27480 Chevak **Questioned Register Line** 5

WARNING: False statements made by the voter or by the attesting witness on the certificate are punishable by law. *Forms are kept confidential by the Division and are not available for public inspection except that confidential addresses may be released to appropriate agencies or during election processes as set out in state law. (23 Stat. 03282) 49 13.05.07.20 6 AAC 25

I swear or affirm, under penalty of perjury, that the information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a US Citizen; a resident of Alaska; at least 18 years of age; and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election. **WARNING:** If you provide false information, you can be convicted of a misdemeanor.

#	Printed Name	Signature	You MUST Provide an Identifier: Voter #, Social Security #, Last 4 Social Security #, Alaska Drivers License # or Birth Date
1.	Rodney Voter	<u>Rodney Voter</u>	1234
2.	Sallie Ballot	<u>Sallie Ballot</u>	1/1/91

Step 3: Place voted questioned ballots and questioned ballot register in the appropriate white Tyvek envelope included in your supplies for voted questioned ballot materials.

Do not open and tally questioned ballots.

SPECIAL NEEDS BALLOT ENVELOPES

Step 1: Count the number of special needs ballot envelopes that you issued and were returned by 8:00 pm and provide to the election official who is completing the **Ballot Accountability Job Card 7**, line 3.

Ballot Accountability

District:
Precinct:
Election:

Paper Ballots Received			Paper Ballots Used			Unused Paper Ballots		
Total Ballots Received: Enter this total in line (8) below.	First Ballot Stub Number	Last Ballot Stub Number	First Unused Ballot Stub Number	First Ballot Stub Number	Total Number of Ballots Used Must match line (7) below.	Last Ballot Stub Number	Last Ballot Stub Number Used	Total Number of Unused Ballots Must match line (9) below.
			-		=	-		=

Special Needs Ballot Oath & Affidavit Envelope - First check and press here. You are making a copy.

Ballot Oath

Ballot Affidavit

Ballot Signature

Ballot Number

Ballot Date

Ballot Time

Ballot Location

Ballot Precinct

Ballot District

Ballot County

Ballot State

Ballot Zip

Ballot City

Ballot Address

Ballot Phone

Ballot Email

Ballot Signature

Ballot Date

Ballot Time

Ballot Location

Ballot Precinct

Ballot District

Ballot County

Ballot State

Ballot Zip

Ballot City

Ballot Address

Ballot Phone

Ballot Email

Read each question below to complete the ballot accountability		Precinct Chair Enter Numbers Below:	Official Use
(1)	How many people signed the precinct register? DO NOT include any questioned or special needs ballots in this number.		
(2)	How many people voted a questioned ballot? Count the number of voted questioned ballot envelopes.	+	
(3)	How many special needs ballots issued and returned by 8:00pm? The number of envelopes returned with a voted ballot that match the special needs register.	+	
(4)	How many special needs ballots were issued but not returned at the end of the night? The number of special needs ballots not returned according to the special needs register. DO NOT include special needs ballots returned to your location that WERE NOT issued from your location.	+	

Step 2: If you issued special needs ballots that were not returned, record this number on the ballot accountability as well on line 4. The voted special needs ballots are returned to the election supervisor. **Do not open and tally special needs ballots.**

Ballot Accountability

District:
Precinct:
Election:

Paper Ballots Received			Paper Ballots Used			Unused Paper Ballots		
Total Ballots Received: Enter this total in line (8) below.	First Ballot Stub Number	Last Ballot Stub Number	First Unused Ballot Stub Number	First Ballot Stub Number	Total Number of Ballots Used Must match line (7) below.	Last Ballot Stub Number	Last Ballot Stub Number Used	Total Number of Unused Ballots Must match line (9) below.
			-		=	-		=

Read each question below to complete the ballot accountability		Precinct Chair Enter Numbers Below:	Official Use
(1)	How many people signed the precinct register? DO NOT include any questioned or special needs ballots in this number.		
(2)	How many people voted a questioned ballot? Count the number of voted questioned ballot envelopes.	+	
(3)	How many special needs ballots issued and returned by 8:00pm? The number of envelopes returned with a voted ballot that match the special needs register.	+	
(4)	How many special needs ballots were issued but not returned at the end of the night? The number of special needs ballots not returned according to the special needs register. DO NOT include special needs ballots returned to your location that WERE NOT issued from your location.	+	

Step 3: Place the voted special needs ballots and special needs register in the appropriate white Tyvek envelope included in your supplies for voted special needs ballot envelopes.

Ballot Accountability

Closing Job Card 1 “Unused Ballots and Stubs” will provide information for filling out the top part of the accountability. **Closing Job Card 6** will provide information for determining the number of Questioned and Special Needs ballots and the Election Official assigned the Voting Tablet will provide the number of ballots cast on this device.

It is recommended that one worker complete the ballot accountability. The ballot accountability is a record of how your precinct used the ballots and it **MUST** be completed.

Step 1: Fill out the top part of the ballot accountability and verify that ballot stub numbers are accurate for all ballots received and used. The total quantity and starting stub number will be pre-filled.

- **Paper Ballots Used** - Record the First Unused Ballot Stub Number and the First Ballot Stub Number to get the Total Number of Ballots Used.
- **Unused Paper Ballots**— Record the Last Ballot Stub Number AND the Last Ballot Stub Number Used to get the Total Number of Unused Ballots.

Step 2: Fill out the bottom part of the ballot accountability.

- Read and complete each line on the Ballot Accountability.
- Lines 7, 8, and 9 must match the totals in the top part.
- Record the spoiled regular paper ballot totals on line 5.

*When completing the Ballot Accountability - Only **count** the number of special needs and question ballot envelopes. DO NOT OPEN the envelopes.*

SEE THE REVERSE SIDE FOR AN EXAMPLE

Ballot Accountability

District: 01-446
 Precinct: AURORA
 Election: 20PRIM

Paper Ballots Received		
Total Ballots Received: <i>Enter this total in line (8) below.</i>	First Ballot Stub Number	Last Ballot Stub Number
300	001	300

Paper Ballots Used		
First Unused Ballot Stub Number	First Ballot Stub Number	Total Number of Ballots Used <i>Must match line (7) below.</i>
133	001	132

Unused Paper Ballots		
Last Ballot Stub Number	Last Ballot Stub Number Used	Total Number of Unused Ballots <i>Must match line (9) below.</i>
300	132	168

Read each question below to complete the ballot accountability

	Precinct Chair Enter Numbers Below:	Official Use
(1) How many people signed the precinct register? DO NOT include any questioned or special needs ballots in this number.	104	
(2) How many people voted a questioned ballot? Count the number of voted questioned ballot envelopes.	+10	
(3) How many special needs ballots issued and returned by 8:00pm? The number of envelopes returned with a voted ballot that matches the voters on the special needs register.	+10	
(4) How many special needs ballots were issued but not returned at the end of the night? The number of special needs ballots not returned according to the special needs register. DO NOT include special needs ballots returned to your location that WERE NOT issued from your location.	+5	
(5) How many ballots were spoiled or mismatched? The total number of spoiled ballots from the Spoiled Ballot Log.	+5	
(6) How many ballots were cast using the Voting Tablet? This number is located on the voting tablet in the bottom left-hand corner where it says "Total ballots cast: ___"	-2	
(7) Add lines (1) through (5), then subtract (6) for a total number of stubbed ballots used.	=132	
(8) Total ballots received from the election office.	300	
(9) Subtract line (7) from line (8) for the total number of unused stubbed ballots.	=168	

RETURN BY MAIL

(PRECINCTS THAT RETURN MATERIALS IN-PERSON, TURN THIS CARD OVER)

CLOSING JOB CARD 8
RETURNING MATERIALS/MAIL

Red Bag Must Contain:

- E16 envelope containing items listed on front of envelope
- Election materials supply folder/binder
- Voting tablet supply folder
- Remaining materials/supplies



Green Bag Must Contain:

- Precinct register & cover
- E11 spoiled ballot envelope
- E26 ballot stub envelope
- E33P paper voted ballot envelope
- E33VT voting tablet voted ballot tape envelope
- Original summary sheet (if applicable)
- E38 memory card envelope



- Turn the address card in the window of the bags over so it shows the outgoing address.
- Zip both bags completely closed. Take a red security tab and push it into the two holes at the end of the black clip on the closed zipper



Both bags are ready for mailing.

RETURN IN PERSON – SITE DELIVERY

Red Bag Must Contain:

- E11 spoiled ballot envelope
- E16A envelope containing items listed on front of envelope
- Precinct register & cover
- Voted questioned ballots & register
- E26 ballot stub envelope
- E38 memory card envelope

DISTRICT: _____
 PRECINCT: _____
 ELECTION: _____

**TO BE HAND DELIVERED TO:
 ELECTION SUPERVISOR
 OR
 HUB COORDINATOR**

**ELECTION BOARD
 THIS ENVELOPE MUST CONTAIN**

- Election Worker Timesheet
- Special Needs Register & Voted Special Needs Ballot Envelopes
- Completed Deceased Notification Forms
- Absentee & Mail Ballot Envelopes Turned In at Precinct Location
- Language Assistance Log
- Precinct Scanner / Voting Tablet Security Log

E16A (REV 03/20/2021)

Blue Bag Must Contain:

- E30 questioned ballot envelope
- Election materials supply folder/binder
- Voting tablet supply folder
- Remaining materials/supplies



Black Ballot Transport Bag Must Contain:

- E33P paper voted ballot envelope

Close the bag and secure zipper with numbered security seal.



EMERGENCY PROCEDURES

PAPER BALLOT SUPPLY: NOT ENOUGH OR MISSING

What if the precinct does not have enough paper ballots or if ballots are missing?

Contact the regional election supervisor immediately. If there are not enough ballots or ballots are missing on Election Day, use sample ballots, ballots removed from an official election pamphlet or sheets of paper on which the names of candidates and issues are written until new ballots are delivered. Complete the certificate on the precinct register. *(Keep in mind that you may also have the voter vote on the voting tablet unit until paper ballots are supplied.)*

PRECINCT REGISTER MISSING

What should the election board do if the precinct register is missing?

Contact the election supervisor immediately. Do not turn voters away from the polls. Have all voters vote a questioned ballot until a precinct register can be provided.

- Ask each voter to sign in on the questioned voter register. If all lines are filled, have voters sign in on a separate sheet of paper. Voters must print and sign their names and provide identification.
- Ask each voter to complete a questioned ballot envelope.

If a precinct runs out of questioned ballot envelopes, voters may still vote. A plain envelope may be used. Ask voters to print their name, residence and mailing addresses and an identifier, such as social security number, date of birth or voter number on the envelope. The voter must sign the envelope and an election worker must sign the envelope as a witness.

- Ask the voter for identification. If the voter does not have identification, write “no ID” on the envelope.
- Issue the voter a ballot and secrecy sleeve or a piece of paper to return the ballot. The voter should be instructed to return the ballot to the election worker in the sleeve or wrapped in paper after voting.
- When the voter returns the voted ballot, it should be placed in the questioned ballot envelope or a plain envelope that has been written on and signed by the voter and an election worker. Seal the envelope and have the voter drop the envelope in the ballot box.
- When the election board opens the ballot box after the polls close, **DO NOT** open these envelopes. Rubber band the ballot envelopes together. Put them in the envelope for questioned ballots and mail or return to the election supervisor.

POLLING PLACE NOT AVAILABLE**What should the election board do if the polling place is unavailable?**

Find another polling place. If a school, public building, church or even a private home is nearby, ask permission to set up the polling place. Post signs at both the original and new polling places so that voters can find the new location.

As soon as possible, contact the election supervisor. The election supervisor will notify the voters and the news media of the change.

BALLOT BOX MISSING OR UNUSABLE**What should the election board do if the ballot box is missing or unusable?**

A cardboard box or similar empty box can be used as a temporary ballot box. Tape the box closed. Cut a slot in the top to make an opening large enough for ballots to be inserted.

FIRE ALARM**What should the election board do if a fire alarm goes off?**

Assess the situation; remember the safety of the election board comes first. If possible, secure the ballots and lock the door as you leave. However, do not take any risk that may jeopardize the safety of your election board.

TSUNAMI WARNING

Follow evacuation instructions for your community provided by the public safety advisory for tsunami warnings. Assess the situation. Safety of your election board comes first. If possible, secure the ballots and lock the door as you leave. However, do not take any risk that may jeopardize the safety of your election board.

DIVISION OF ELECTIONS

DIRECTORY

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