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MONTANA SECRETARY OF STATE



Election Judge Training

**Montana Secretary of State,
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Election Judge Facts

There are few jobs
as critical to our
democracy as the job
of an election judge.

For the 2022 general election, more than 775,000 citizens served as election judges.

Election Judges play a critical role in the voting process!

On Election Day, a citizen's right to cast a vote and have the vote count rest in the hands of the **ELECTION JUDGE!**

There are not many jobs that go through as much change as the job of an election judge.

Election judges *must* be aware of changes in statute or rules and *must* follow those changes.

Election Judge Training

- Each election judge must attend training provided by the county Election Office on even years before the primary election.
- Each election judge must be provided with a copy of the Secretary of State's **Election Handbook**.
- Each election judge should be provided with a copy of the Secretary of State's [Uniform Ballot & Voting Systems Procedures Guide](#), or an equivalent publication from the county Election Office.

Please direct questions to your county [Election Administrator](#) or the Secretary of State, Elections and Voter Services Division at: soselections@mt.gov

Election Judge Training

- This training is provided to supplement local training, the **Election Handbook**, and the [Uniform Ballot & Voting Systems Procedure Guide](#).
- It takes approximately one hour to complete the nine categories which includes a quiz at the end.
- Election judges are encouraged to review this training presentation before each statewide primary and statewide general election.

1. Before the Polls Open

2. Election Day at the Polling Place

3. Assisting Voters with Disabilities

4. Closing the Polls

5. General Counting Procedures

6. Hand-Counting Ballots

7. Machine Tabulating Ballots

8. Special Situations

9. Quiz



Before the Polls Open


Before the Polls Open

- ✓ **Check the voting equipment**, make sure it is set-up, plugged in, properly sealed, and ready for use.
- ✓ **Check the register** to make sure it is the correct register for your precinct.
- ✓ **Check ballots** to make sure they are the correct ballots for your precinct and that ballots are correctly numbered.
- ✓ The Chief Judge or Ballot Judge will **verify the [Ballot Certification Report](#)** with ballots delivered to the polling place and will **verify and update the ballot seal log and the voting system seal log**.
 - ❖ **Notify the Election Administrator immediately if the number of ballots delivered does not match the number on the Ballot Certification Report.**

Call your county Election Office immediately if you are missing any supplies.

Chain of Custody and Security Seal Log (Page 1).

This form is used to track the chain of custody of ballots and media, and to track security seals.

 **Ballots and Election Materials Chain of Custody & Security Seal Log**
For the purpose of showing the control, transfer, and disposition of ballots and election materials during an election. Security seals, when removed, should be placed on the attached security seal log.

County: _____ Election Date: _____
Precinct: _____ Polling Place: _____

PART 1: Materials prepared at election office to be delivered to polling place (completed by Election Administrator)

Election Material Type:	Security Seal Serial #:

Signature of Election Administrator _____ Date _____
Signature of Witness _____ Date _____

PART 2: Materials received at polling place (completed by Polling Place Manager before polls open)

Election Material Type:	Security Seal Serial #:

Signature of Polling Place Manager _____ Date _____
Signature of Witness _____ Date _____

PART 3: Materials leaving polling place (completed by election Judge or Polling Place Manager after polls close)

Election Material Type:	Security Seal Serial #:

Signature of Polling Place Manager _____ Date _____
Signature of Witness _____ Date _____

PART 4: Materials returned to election office (completed by Election Administrator)

Election Material Type:	Security Seal Serial #:

Signature of Election Administrator _____ Date _____
Signature of Witness _____ Date _____

Part 1: To be completed by the Election Administrator before delivery to polling place.

Part 2: To be completed by the Chief Election Judge before the polls open.

Part 3: To be completed by the Chief Election Judge before transport back to the election office.

Part 4: To be completed by the Election Administrator upon return to the election office.

NOTE: IF EARLY PICK-UP OF BALLOTS, THIS FORM MUST ACCOMPANY BALLOTS TO COUNTING LOCATION. A SECOND FORM SHOULD REMAIN WITH SEALED BALLOT CONTAINER TO BE COMPLETED FOR THE NEXT OR FINAL TRANSPORT.

Security Seal Log

(page 2)

Place used
security seals here;
log seal
numbers here.

Removed Seal	Seal Location	Seal Number Removed	Reason For Removal	Date	Initials
(place removed seal here)					
(place removed seal here)					
(place removed seal here)					
(place removed seal here)					
(place removed seal here)					
(place removed seal here)					



Before the Polls Open

- ✓ Post **Polling Place signs** outside the polling place in conspicuous locations.
- ✓ Post **Precinct signs** inside the polling place in conspicuous locations to direct the voter to the correct precinct.



The Absentee Voter List

- ✓ Using the list provided by the Election Office, mark the Register for any voter who was issued an absentee ballot after the Register was printed.

All voters who were issued **absentee ballots** prior to printing the Register will be marked **“Absentee”**.

NOTE: Voters marked “Absentee” must vote a PROVISIONAL BALLOT if they show up to vote at the polls and do not have their original ballot!

- ✓ Post the list of absentee voters in a **conspicuous** location.

Setting up the Polling Place

Set up the Precinct Table to include the following items:

- Precinct register and poll book
- Ballots and official ballot stamp & ink pad
- Sealed ballot containers including unvoted ballot container for primary election, and stub container.
- Secrecy sleeves
- Voter Registration forms
- Polling Places Forms
- Provisional envelopes and provisional ballot container
- Voter Information Pamphlets (if applicable)
- Other supplies as directed by Election Administrator

Set up a Montana Voter Information notice in each booth.

Important Voter Information
Montana Voter Hotline:
1-888-984-8683
 Visit mt.gov/elections to confirm your voter registration information.

WHEN YOU ENTER THE POLLING PLACE:

- Find your precinct.
- You must show identification.

SECRECY SLEEVES:

- Accessible forms of ID:
 - Montana driver's license
 - Montana state ID card
 - Tribal photo ID card
 - United States passport
 - Montana concealed carry permit
- Current utility bill
- Birth certificate
- Government check
- Other government document
- Voter confirmation notice

NOTE:

- A photo ID that shows the voter's name, including but not limited to a school district or postsecondary education photo ID.

IF YOU FORGET YOUR ID:

- Return to the polls when you have it, or
- Ask to see an election judge who will assist you. The election judge can also provide assistance to voting a provisional ballot, which will be counted if your identity can be verified by the county election office.

VOTING:

- After you have shown ID and your eligibility to vote has been verified:
 - Sign the register and receive an official ballot.
 - Read the instructions on the ballot for marking the ballot.
 - Mark the designated voting area for only one issue or candidate, except where the instructions tell you that you can vote for more than one.
- You may have voting on any contests without invalidating your ballot.
- If you wish to vote for a write-in candidate, write the name and mark the designated voting area.

PROVISIONAL VOTING:

- After marking your ballot, insert the voted and unvoted ballots in each secrecy sleeve provided with the ballot, in the order separately to the election judge, identifying them as voted and unvoted.
- The judge will remove the stubs from all the ballots and deposit the voted ballot in the voted ballot bin.

ACCESSIBLE VOTING OPTIONS:

- Use the AudioMark or Expressive voter assist terminal that is equipped to assist voters with disabilities.
- Use a secret ballot in a voting place.
- An election judge will show you how to use the equipment.
- Request curbside service.
- Request assistance from an election judge.
- If available, use the choice.
- Use your designated agent.

GET A NEW BALLOT:

- If you damage or spoil your ballot, make a mistake and/or mark more than the number of votes allowed for an office or issue.
- Do not try to make the mistake or scratch it out, and do not throw away your ballot.
- Ask an election judge to replace your ballot.

GENERAL INFORMATION ON VOTING RIGHTS:

- Any person has the right to cast a provisional ballot if circumstances where your eligibility or identity cannot be confirmed.
- If you believe your rights have been violated, you may file a complaint with the Secretary of State at 1-888-284-8683 or your county election administrator.
- If you see a potential election law violation, please call the Secretary of State at 1-888-284-8683 or your county election administrator.

WARNING

The sections of law printed below list specific conduct or actions which may cause an elector to be subject to criminal prosecution. This is not intended to be a complete printing of all laws pertaining to election violations. **By law, this warning notice must be posted in conspicuous places in the polling place.**

INFORMATION ON STATE LAWS REGARDING PROHIBITIONS ON ACTS OF FRAUD AND MISREPRESENTATION:

13-35-201. Electors and ballots. (1) An elector may not show the contents of the elector's ballot to anyone after it is marked. An elector may not place any mark upon the ballot by which it may be identified as the one voted by the elector.

(2) An elector may not receive a ballot from any person other than an election judge and may not vote any ballot except one received from an election judge. A person other than an election judge may not deliver a ballot to an elector.

(3) A person may not solicit an elector to show the elector's ballot after it is marked.

(4) An elector who does not vote a ballot delivered to the elector shall, before leaving the polling place, return the ballot to an election judge.

13-35-202. Conduct of elections—officials and election judges. An election officer or judge of an election may not:

- (1) deposit in a ballot box a paper ballot that is not marked as official;
- (2) examine an elector's ballot before putting the ballot in the ballot box;
- (3) look at any mark made by the elector upon the ballot;
- (4) make or place any mark or device on any ballot with the intent to ascertain how the elector has voted;
- (5) allow any individual other than the elector to be present at the marking of the ballot except as provided in 13-1-116, 13-1-118, 13-3-110, and 13-13-225; or
- (6) make a false statement in a certificate regarding affiliation.

13-35-206. Injury to election equipment, materials, and records. A person is guilty of criminal mischief or tampering with public records and information, as appropriate, and is punishable as provided in 45-6-101 or 45-7-205, as applicable, whenever the person:

- (1) prior to or on election day, knowingly defaces or destroys any list of candidates posted in accordance with the provisions of the law;
- (2) during an election:
 - (a) removes or defaces instructions for the voters; or
 - (b) removes or destroys any of the supplies or other conveniences placed in the voting station for the purpose of enabling a voter to prepare the voter's ballot;
- (3) removes any ballots from the polling place before the closing of the polls with the purpose of changing the result of the election;

(4) carries away or destroys any poll lists, checklists, ballots, ballot boxes, or other equipment for the purpose of disrupting or invalidating an election;

(5) knowingly detains, misplaces, alters, or destroys any election returns;

(6) mutilates, sores, destroys, or alters election records, except as provided by law;

(7) tampers with, disarranges, defaces, injures, or impairs a voting system with the intent to alter the outcome of an election;

(8) mutilates, injures, or destroys a ballot or appliance used in connection with a voting system; or

(9) fraudulently releases or destroys a declaration or certificate of nomination.

13-35-211. Electioneering—soliciting information from electors. (1) A person may not do any electioneering or election day within any polling place or any building in which an election is being held or within 100 feet of any entrance to the building in which the polling place is located that aids or promotes the access or defeat of any candidate or ballot issue to be voted upon at the election.

(2) On election day, a candidate, a family member of a candidate, or a worker or volunteer for the candidate's campaign may not distribute alcohol, tobacco, food, drink, or anything of value to a voter within a polling place or a building in which an election is being held or within 100 feet of an entrance to the building in which the polling place is located.

(3) A person may not buy, sell, give, wear, or display at or about the polls on an election day any badge, button, or other insignia that is designed or tends to aid or promote the success or defeat of any candidate or ballot issue to be voted upon at the election.

(4) A person within a polling place or any building in which an election is being held may not solicit from an elector before or after the elector has marked a ballot and returned it to an election judge, information as to whether the elector intends to vote or has voted for or against a candidate or ballot issue.

13-35-214. Illegal influence of voters. A person may not knowingly or purposely, directly or indirectly, individually or through any other person, for any election, in order to induce any elector to vote or refrain from voting or to influence the elector's vote, or to induce any elector to pollify party ticket, or ballot issue:

- (1) give, lend, agree to give or lend, offer, or promise any money, liquor, or valuable consideration or promise or endeavor to procure any money, liquor, or valuable consideration; or
- (2) promise to support another person or promise to secure or aid in securing the appointment, nomination, or election of another person to a public or private position of employment or to a position of honor, trust, or emolument in order to aid or promote the candidate's nomination or election, except that the candidate for governor may publicly announce or define the candidate's choice for lieutenant governor.

13-35-217. Officers not to influence voters. An officer, while acting in an official capacity, may not, by menace, reward, or promise of reward, induce or attempt to induce any elector to cast a vote contrary to the elector's original intention or desire.

13-35-218. Coercion or undue influence of voters. (1) A person, directly or indirectly, individually or through any other person, in order to induce or compel a person to vote or refrain from voting for any candidate, the ticket of any political party, or any ballot issue before the people, may not:

- (a) use or threaten to use any force, coercion, violence, restraint, or undue influence against any person; or
- (b) inflict or threaten to inflict, individually or with any other person, any temporal or spiritual injury, damage, harm, or loss upon or against any person.

(2) A person may not, by abduction, duress, or any fraudulent contrivance, impede or prevent the free exercise of the franchise by any voter at any election or compel, induce, or prevail upon any elector to give or to refrain from giving the elector's vote at any election.

(3) A person may not, in any manner, interfere with a voter lawfully exercising the right to vote in an election in order to prevent the election from being fairly held and lawfully conducted.

(4) A person or election day may not obstruct the doors or entries of any polling place or engage in any solicitation of a voter within the room where votes are being cast or elsewhere in any manner that in any way interferes with the election process or obstructs the access of voters to or from the polling place.

INFORMATION ON FEDERAL LAWS REGARDING PROHIBITIONS ON ACTS OF FRAUD AND MISREPRESENTATION:

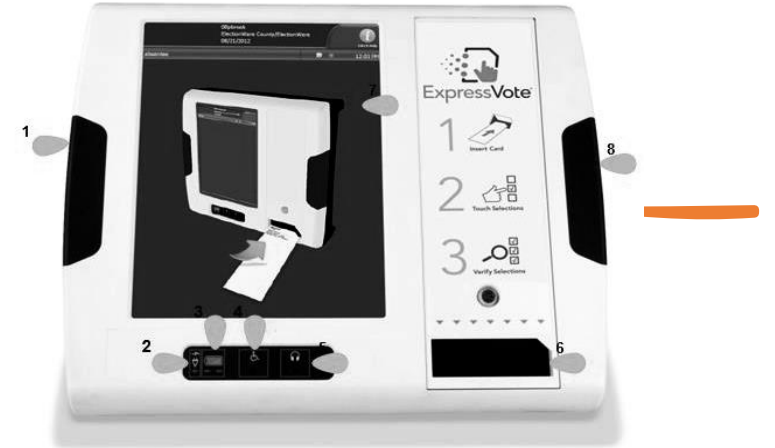
Federal authorities may become involved in an election fraud or misrepresentation issue when a state prosecutor asks for federal assistance or when allegations arise that criminal vote fraud occurred in a federal election. If you have information about vote fraud, contact the nearest office of the FBI or your local U.S. Attorney's office.

Revised: 12/11/13 MCA
Updated November 2021

Post the Warning Notice in a conspicuous location.

ExpressVote®

- Make sure the **ExpressVote®** is set up, plugged in, turned on, and the keys are removed and in the possession of the designated judge.
- Make sure the **ExpressVote®** is set up so voting can be done in **private**, and there is a privacy shield around the screen.
- Insert the media card if it has not already been installed by the Election Administrator.



Place numbered seal over the sliding media door and record # on the seal log.

ExpressVote® *(continued)*

- Run several test ballots through the machine and verify the machine is marking the ballot correctly.
- Throughout the day, a designated judge is responsible for periodically checking the **ExpressVote®** by running a test ballot through it.
- If there are problems with the **ExpressVote®**, contact the Election Administrator immediately.
- Refer to **ExpressVote®** troubleshooting section in the **Election Handbook** found on the sosmt.gov website.
- If the issues are not resolved see if a backup **ExpressVote®** is available, or if there is another polling place a voter may go to vote on a functioning **ExpressVote®**.

Election Day at the Polling Place

Election Judges and Boards

The Election Administrator may provide a manual or specialized training for each type of judge or board (if applicable).

Not all counties use all types of judges and boards.

Below is a sample of different types of judges and boards involved in the election process:

Ballot Judge

Poll Book Judge

Register Judge

Provisional Judge

Resolution Board

Write-In Board

Absentee Board

Tabulating/Counting Judge

Review the **Election Handbook** and specific County Manual (if provided).



Election Day at the Polling Place



Opening the Polls

The Chief Election Judge or Polling Place Manager will proclaim the opening of the polls **aloud** at the time set for opening.

Polls in Montana must open at **7:00 a.m.** unless the polling place has **fewer than 400 poll voters**, in which case it may open at noon.

See [13-1-106, MCA](#) for details.

Election Day at the Polling Place

The Election Administrator will prescribe duties to the election judges to ensure the elections are secure, fair, accurate and accessible to all electors. These duties may include the following:

- Swear in other judges in precinct/polling place
- Check seals on voting equipment
- Verify and sign the [Ballot Certification Report](#) form
- Direct placement of instructions and signs
- Monitor traffic flow, supplies, and troubleshoot if necessary
- Periodically check booths and equipment

Chief Election Judge / Polling Place Manager/Register Judge/Poll Book Judge/Ballot Judge

Election Day at the Polling Place

*Pursuant to a September 30, 2022, District Court Order, acceptable identification for an elector at the polling place is a current photo identification showing the elector's name **OR** a current utility bill, bank statement, paycheck, notice of confirmation of voter registration, government check **OR** other government document that shows the elector's name and current address.*



The Register Judge will confirm the elector's identity and eligibility and to vote.

- The Register Judge will ask the elector to see an acceptable form of identification (ID).
- The elector may state their name and current address to assist the Register Judge in finding their name in the register.
- The Register Judge should announce the elector's name loud enough to be heard by poll watchers.

Acceptable IDs

- Any **current** photo ID showing the elector's name, including but not limited to a Montana driver's license or state identification card, military identification card, tribal photo identification, US passport, Montana concealed carry permit, or school district or postsecondary education photo identification; **OR**
- A **current** utility bill, bank statement, paycheck, government check, or other government document that shows the elector's name and current address.

Examples: Costco Card (Photo ID) or a vehicle registration with the voter's name/address.



Montana Vehicle Registration		Valid Through Date 04/30/2016		Renewal Cust Nbr 3069523			
County	Lewis and Clark	Issue Date	04/22/2015	Plate Nbr	556275A041601	Park Fee Paid	
Usage	Regular	User	cj3185	Plate Nbr	556275A		
Reg Usage	Regular	Fleet Nbr		Plate Type	Std County Lg (TK)		
Reg Type		OTN					
Owners / Lessors							
Vehicle Owner							
302 N Roberts St							
Helena, MT 596014543							
VIN	5TFDY5F13CX224365	Year	2012	Make	Toyota	Model	Tundra Crewmax Sr
Veh Type	Truck (TK)	Style	PK	Color	Blue	Ext Model	
Weight	5700	Ton Code	1/2 Ton			Veh Nbr	3411198
Decl GVW	1000	GVW Class	Class 1	GVW Beg	04/01/2015	GVW End	03/31/2016

556275A041601
Apr 16
Montana 04

The Register Judge *(continued)*

The Register Judge will locate the elector's name in the register and have the elector sign the register on the designated line.

NOTE: It is important to make sure the elector signs the register in the correct space. If the elector signs in the wrong space and this is not discovered, they may not get appropriate voting credit.

If the address on the ID is different than the address in the register, the elector should fill out a new voter registration application.

NOTE: The voter **may** vote one last time at the precinct of their old address.

The Register Judge *(continued)*

If the elector's name **does not appear** in the register (this may be handled by Provisional Judge, depending on county procedures):

- Check the countywide VR list to see if the elector is in the wrong precinct or call the Election Office to see if they can determine why the elector is not listed.
- If the elector asserts they registered with the Motor Vehicle Department (MVD), call the Election Office and they can contact MVD or the Secretary of State's Office (SOS).

If it is confirmed the elector was erroneously omitted from the register, have the elector sign the [Certificate of Erroneous Omission](#) form and then the register. Attach the form to the register and issue a regular ballot.

The Register Judge *(continued)*

If the elector **does not have acceptable ID** with them, but expects to be able to provide proper identification, the voter may vote a **provisional** ballot.

- An elector who votes a provisional ballot has **until 5:00 p.m. the day after the election** to provide a verifiable ID to the Election Office (or mailed and postmarked no later than the day after election day).

If the register indicates the elector is provisionally registered, it means their ID could not be verified at the time of registration. Send the elector to the Provisional Judge to have the ID verified/resolved with the Election Office.

- If the ID **can be verified/resolved** by the Election Office, the elector goes back to the Register Judge, signs the register and votes a **regular** ballot.
- If the ID **cannot be verified/resolved**, the elector votes a provisional ballot and has **until 5:00 p.m. the day after the election** to provide a verifiable ID to the Election Office (or mailed and postmarked no later than the day after election day).

The Poll Book Judge

The Poll Book Judge records the electors voting and ballots issued.

- After the Register Judge has processed the elector, write the elector's name in the Poll Book beside the ballot number provided by the Ballot Judge.
- Ensure the number on the next ballot stub is the same as the number in the Poll Book.
- If a ballot number is missing from the ballot, or if the ballot is voided, clearly note this fact in the Poll Book.
- At the end of the day, the Poll Book must be reconciled to the number of ballots issued using the [Ballot Reconciliation Report](#), so it is important to pay close attention to the ballot numbers.
- If there is early pickup of ballots for counting, additional poll books will be needed.
 - ✓ Make sure subsequent poll books (after early pickup) are started on the correctly numbered line.
 - ✓ Make sure all judges sign the poll book(s) before each pickup.
 - ✓ Complete appropriate portion of the [Ballot Reconciliation Report](#) before turning poll book over to counting judges.



The Ballot Judge

The Ballot Judge issues ballots to electors in sequential order, providing the ballot numbers to the Poll Book Judge.

- Give the next ballot # to Poll Book Judge.
- Stamp the ballot with the **official ballot stamp**.
 - ✓ Make sure no part of the stamp appears on the stub.
- Demonstrate to the elector the procedure to place a voted ballot in secrecy sleeve.
- Instruct elector to return voted ballot to the appropriate judge.
- When elector returns with ballot, remove stub from the ballot and place in stub box.
- Place voted ballot into the ballot box in a way that ensures that no part of the voted ballot is visible.

In a **primary election** the elector is given one ballot for each Party.

- ✓ Make sure the stub numbers on each Party ballot match.
- ✓ Instruct the elector to vote only **one** Party's ballot(s) and to return all party ballots to you, designating which ballot is the voted ballot.

NOTE: The unvoted ballot(s) goes in the stub box or in the unvoted ballot box, depending on your set-up.



The Ballot Judge *(continued)*

Spoiled Ballot - If an elector spoils or damages the ballot, a new ballot must be provided to the elector upon request.

NOTE: No stickers or labels may be placed by an election judge on the ballot; a new ballot must be issued.

The Poll Book Judge **must** be notified to designate the ballot as “**spoiled**” in the poll book and enter the voter’s name with the new ballot number.

- The elector should write “**spoiled**” on the spoiled ballot, and the Ballot Judge may write “**spoiled**” on the stub.
- The spoiled ballot should be placed in an envelope marked “**spoiled ballot**” and deposited in the designated container, and the spoiled stub should be placed in the stub box or other designated container.
(If using precinct counters, the spoiled ballot should go in the stub box)

The Ballot Judge *(continued)*

The Ballot Judge (or Precinct Counter Judge) receives the ballot from the elector then remove the stubs. The stubs are placed into a stub or other designated container.

If using a precinct counter, instruct the elector to insert the ballot into the precinct counter.

1. Instruct the elector to watch the number on the scanner change to ensure that ballot was accepted.
2. Assist the elector if the scanner reports an error.

See the DS200[®]/DS300[®] Troubleshooting section in the Election Handbook.

Do NOT look at the elector's ballot while assisting.

The Provisional Judge

The Provisional Judge is responsible for assisting electors who required to vote a provisional ballot because they do not meet the eligibility to vote a regular ballot.

- **The voter did not have appropriate ID** when appearing to vote or the ID number provided could not be verified by the Election Office; or
- **The voter appears in the register as having been issued an absentee ballot;** or
- **The voter does not appear in the register and claims to have registered,** but registration cannot be verified by the Election Office; or
- **The voter's registration has been challenged.**

If the ID / registration issue can be resolved by the Election Office, send the elector back to the Ballot Judge to vote a **regular ballot** as indicated by the Election Office.

The Provisional Judge *(continued)*

If the elector cannot provide ID or if the ID number cannot be verified:

1. Provide the elector with the [Provisional Ballot Instructions](#) and **review the instructions with them.**
2. Assist the elector with filling out the **Provisional Checklist** on the [Provisional Ballot Envelope](#) and fill out the election judge portion.
3. Send the elector back to the Register Judge with the Provisional Ballot Envelope to complete the process to be issued a ballot.

If the elector has been issued an absentee ballot and claims it was not received, was lost, or destroyed:

1. Provide the elector with [Provisional Ballot Instructions](#) and review the instructions with them.
2. Assist the elector with filling out the [Provisional Ballot Envelope](#); you will fill out the Election Official section(s).
3. Send the elector back to the Register Judge with the provisional envelope to complete the process and be issued a ballot.

The Provisional Judge *(continued)*

When an elector is being challenged by another elector:

If challenge cannot be resolved immediately (see *Challenge* section of the **Election Handbook**):

1. Provide the elector with [Provisional Ballot Instructions](#) and review the instructions with them.
 2. Assist the elector with filling out the elector portion of the [Provisional Ballot Envelope](#); you will fill out the Election Official section(s).
 3. Send elector back to the Register Judge with provisional envelope to complete the process and be issued a ballot.
-
- ✓ Make sure elector has completed all provisional materials and has signed the [Provisional Ballot Envelope](#).
 - ✓ Make sure the Ballot Judge returns voted provisional ballots to you to place in container marked **“Unverified Provisional Ballot Container.”**

Provisional Ballot Cover Sheet/Outer Envelope

The Provisional Judge assists the elector with completing **Section 1** of the envelope.

- ✓ Make sure the elector signs this section.

The Provisional Judge then completes **Section 2**, signs the form, and gives it to the elector to take back to the Register judge.

Section 3 is completed by the election official when the ID/registration issue is resolved.

Provisional Ballot Cover Sheet/Outer Envelope
This envelope is to be filled out at the polling place or election office by the election judge/official and the elector and provided to the election administrator with polling place materials.

SECTION 1: ELECTOR INFORMATION
 Printed Name: _____ Former Name (if applicable): _____
 Montana Driver's License Number or State ID number: _____
 Alternate form of acceptable ID provided in lieu of Montana Driver's License/State ID: _____
 Phone Number(s): _____
 City/Town/Village: _____
 Precinct/Ward/District: _____
 Any other information regarding your voter registration that would help resolve the provisional ballot: _____
 I am eligible to vote in this election and precinct, all the information I provided on this form is true to the best of my belief, and I am aware of the penalty for false swearing.

Elector signature: _____ Date: _____

SECTION 2: ELECTION JUDGE/OFFICIAL Precinct/Ward/District Name/Number: _____
 Elector was instructed to cast a provisional ballot for the following reasons: (check all that apply)
 Name not in official register and not erroneously omitted
 Elector claims registration with Motor Vehicle Division or government agency, which could not be confirmed
 Elector failed to sign register
 Elector failed to sign absentee ballot envelope
 Elector's absentee signature was not verified
 Elector's right to vote was challenged
 Register indicates provisionally registered, which could not be confirmed
 Elector affirmed absentee ballot was not received, or was issued in error
 Elector's identification was insufficient
 County-to-county late registration in election office due to error
 Precinct-to-precinct late registration in election office
 Other: _____

Election Judge/Official Signature: _____ Date: _____

SECTION 3: PROVISIONAL BALLOT RESOLUTION INFORMATION
 Elector registered in Precinct/Ward/District Name/# _____ Voted in Precinct/Ward/District Name/# _____
 Voter ID# _____
 Provisional Ballot Accepted: Yes No

Reasons Ballot Accepted: (circle all that apply)	Reasons Ballot Was Rejected: (circle all that apply)
Not on register in error	Not registered (circle, if applicable): canceled/wrong precinct, district, ward/wrong county
Motor Vehicle Division or other government agency error	Motor Vehicle Division or other government agency has no record of registration
Elector did not provide signature	Elector did not provide signature
Elector did not sign absentee ballot envelope	Elector did not sign absentee ballot envelope
Elector's absentee signature was not verified	Elector's absentee signature was not verified
Challenge resolved in challenger's favor	Challenge resolved in challenger's favor
Provisional registration was resolved	Provisional registration was not resolved
Absentee ballot was not received	Absentee ballot received and accepted
Elector provided sufficient identification	Elector never provided sufficient identification
Confirmed county-to-county late registrant did not vote in prior county	Confirmed county-to-county late registrant voted in prior county
Confirmed precinct-to-precinct late registrant did not vote in prior precinct	Confirmed precinct-to-precinct late registrant voted in prior precinct
Other: _____	Other: _____

Processed by _____ Date processed for resolution: _____ Date voter notified: _____

The Provisional Judge assists the elector in completing the top section of this form, making sure the elector signs where indicated.

The Provisional Judge completes Section 2, signs and gives the form to the elector to take back to the Register Judge.

Section 3 is completed by the election official when resolved.

The Provisional Judge *(continued)*

If the elector resolves the provisional ballot in time for counting on election night:

1. Retrieve the provisional envelope from the unverified container and mark the envelope to indicate the ballot was resolved.
2. Give the envelope to the elector and direct the elector back to the Ballot Judge.
3. The Ballot Judge will instruct the elector to enter a voting booth, remove the ballot from the provisional envelope, place it in the secrecy sleeve, and return the ballot to the Ballot Judge.
4. The Ballot Judge will place the ballot in the ballot box or the elector will place the ballot in a precinct counter.
5. The provisional envelope will be placed in the container marked **“Verified Provisional Ballot Container.”**

Absentee Voters at the Polling Place

A voter with an absentee ballot is allowed to drop the ballot off on election day **at any polling place in the county.**

An absentee ballot dropped off at a polling place other than the one in which the elector appears on the register must be:

- delivered to the Election Office for signature verification and tabulation if tabulation of absentee ballots is done at a central location; **or**
- delivered to the Election Office for signature verification and then to the correct precinct if all counting is done at the precinct location.

An absentee ballot being dropped off at the polls that is not in the absentee signature envelope **must be placed in an absentee signature envelope and must be signed by the voter.**

If multiple ballots are dropped off, any ballots with no envelope, or unsigned envelopes must be **treated as provisional until the elector resolves the issue.**

Other Polling Place Activities

See the **Election Handbook** for detailed information about the following polling place activities:

Poll Watchers

Election Observing

Petition Signature Gathering

Electioneering

These activities, **except** electioneering, are allowed at the polling place, **but** they may **not** impede the voting process.

Electioneering may **only** occur **more than 100 feet from any entrance** to a polling place.

- A candidate may not serve as a poll watcher at a polling place where the candidate's name is on the ballot ([13-13-120\(2\) MCA](#)).
- A candidate, family member of a candidate, or a worker or volunteer for a candidate's campaign may not distribute alcohol, tobacco, food, drink or anything of value to a voter within 100 feet of an entrance to a polling place or building in which an election is being held.

Miscellaneous

- ✓ Remember to **check voting booths periodically** to make sure instructions are up, the ballot marking tool is in the booth, and no one has left anything or marked anything in the booth.
- ✓ **Wipe any equipment or voting supplies** with alcohol-based wipes periodically, and more often if there is a health-related reason.
- ✓ Late registrants can also return their ballot to any polling place in the County.
- ✓ **Check the polling place periodically** to ensure the warning poster, sample ballots, and other signs are posted and not defaced.

Assisting Voters with Disabilities

Assisting Voters with Disabilities



There are several situations that may require election judge assistance for voters with disabilities:

- Elector Unable to Sign Register
- Elector Unable to Enter Polling Place (Curbside Voting)
- Elector Requesting Assistance with Marking their Ballot
- Elector requests to use a Voter Interface Device

Voter Unable to Sign Register

An elector who is unable to sign their name **cannot** be denied the right to vote because of the inability to sign the precinct register.

- One option is having an **agent** who is designated on a prescribed form by the elector to sign for the elector. An agent may sign for any voting process that an elector would sign for.
- If an elector is **unable** to provide a fingerprint or an identifying mark and has not established an agent, any election official may sign for the elector after reviewing and verifying the elector's identification.



A notation must be made in the precinct register on the signature line if an elector is unable to sign.

Voter Unable to Sign Register *(continued)*

The elector is permitted to make a mark of some sort on the signature line by the elector's name. The mark can be a fingerprint or an identifying mark, or another type of mark.

NOTE: The judge should enter a notation next to the fingerprint that the elector was unable to sign the register. Add the time and the initials of the judge.

The image shows a scan of a voter registration form. At the top, it reads "WISCONSIN - Ju & Clark School". Below this is a table with several rows. Each row has a column for a name, a column for a date, and a column for a signature. The names and dates are mostly obscured by black redaction marks. In the signature column, there are some handwritten marks. A red circular stamp is placed over one of the rows. Below the table, there is a red handwritten note: "Unable to sign -10:15 a.m. dmc".

NAME	DATE	SIGNATURE
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Unable to sign -10:15 a.m. dmc

Voter Unable to Enter Polling Place

Curbside Voting

- Two judges (from different political parties, if possible) will take a blank ballot and the [Oath of Elector Unable to Enter Polling Place](#) form outside the polling place to the elector.
- The elector will sign the oath and the two judges will witness the oath.
- After the elector shows appropriate ID, allow the elector to vote.
- Have the elector put the ballot(s) in the secrecy sleeve for transport back into the polling place.
- Deliver the ballot (in the secrecy sleeve) to the Ballot Judge.
- The Ballot Judge will place the ballot in the ballot box. The register and poll book will also be marked.
- Both judges assisting the elector must sign the register.
- Attach the signed Oath to the precinct register.



Voter Needs Assistance Marking Ballot

Upon request from an elector, two judges (from different political parties, if possible) should assist: one to mark the ballot as requested and one to verify the person marking the ballot is marking as requested.



If voting booths are not large enough to accommodate 3 people, find a spot specifically set up for use by voters with disabilities that will allow the voter to vote in privacy.



ExpressVote® Voter Assist Terminal

The ExpressVote® **must** be available at each polling place.

Features:

- Ability to **magnify** ballot for visually impaired voters.
- **Braille** keys for visually impaired voters.
- **Sip and Puff** attachment device for voters with mobility impairments.
- **Headphones** for visually impaired voters.

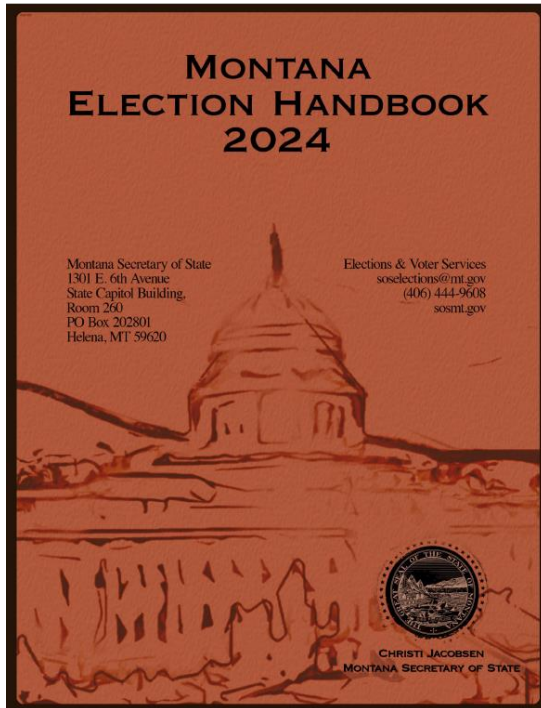


The Election Administrator will train the appropriate judges on the ExpressVote® Voter Assist Terminal.

Be familiar with the equipment if you are a judge that will be working with it!

ExpressVote® Voter Assist Terminal *(continued)*

See the **Election Handbook** for detailed instructions on using the ExpressVote®.



- See the ***“Troubleshooting the ExpressVote®”*** in the **Election Handbook** when the machine does not appear to be functioning properly.

NOTE: Chief Judges or Polling Place Managers should have the Election Handbook available on election day.

Early Pick-up And Early Counting Of Ballots

Counting votes cast may begin before the polls close, if directed by the Election Administrator. Election judges, ideally one from at least two parties having ballot access, shall meet at a place designated by the Election Administrator. Judges doing the tabulating shall be in a separate room from where ballots are being cast.

- Observers may not disclose any results learned before the close of polls under penalty of law. Observers of early counting shall complete and sign the following affirmation:

"I, _____, will not discuss the results of the early counting of votes at any time prior to the closing of the polls on election day." (13-15-207(4)(a), MCA)

- Judges sign the two oaths provided by the Election Administrator. When votes are being counted prior to the close of the polls, in addition to the official oath taken and subscribed to by the election judges, the members of the counting board shall complete and sign the following affirmation:

"I, _____, will not discuss the results of the early counting of votes at any time prior to the closing of the polls on election day." (13-15-207(4)(a), MCA)

- Duplicate boxes and poll books will be provided.

NOTE: Make sure all ballots issued and marked in the poll book prior to the early pick-up are deposited in the (early pick-up) ballot box before the box is removed.

Early Pick-up And Early Counting of Ballots *(continued)*

- After verifying the security seal number on the Chain of Custody and Security Seal Log, open the ballot box, remove and count the ballots to compare the total ballots in the ballot box with the number issued as recorded in the poll book, and record the numbers on the Ballot Reconciliation Report. The form must be given to the chief election judge or designee to be delivered to the Election Office.
- Check the ballots to be sure the official ballot stamp appears on them.
- Judges for hand-count ballots will count all votes on ballots in the first box. That box and the poll book should then be exchanged for subsequent boxes and poll books as necessary, reconciling total ballots to total issued in poll book each time.

Election Judges using a central tabulation center shall:

1. Place ballots and poll book in the "Early Pick-up" container, marking the precinct number and total number of ballots enclosed (after reconciling on the Ballot Reconciliation Report the total number of ballots with total issued in poll book) on the outside of container.
2. Officially seal the container as required and record the seal number on the Chain of Custody and Security Seal Log; **and**
3. Relinquish the "Early Pick-up" container to authorized personnel for delivery to the counting center and obtain a receipt if required by the Election Administrator.

Early Pick-up And Early Counting of Ballots *(continued)*

- Vote counting continues until votes for all candidates and ballot issues are counted. Any vote count must be open to public observation.

The office canvass board must meet within 14 days of the election to canvass the returns.

- Election judges and any other individuals having access to information may not disclose any results of early counting at any time prior to the closing of the polls on election day.
- Election Administrator may appoint extra election judges as marshals to be responsible for exchanging ballot boxes and poll books and monitoring the counting board room and observers.

Closing the Polls

Closing the Polls

Loudly proclaim the close of the polling place at 8 p.m.

An election judge or official must be present to ensure the last person in line at 8 p.m. can vote, and those who appear **after** 8 p.m. are **NOT** allowed to vote.

Closing the Polls (if using precinct count systems)

- Polling Place Manager or Chief Judge (or judge designated by the Election Administrator) is responsible for closing the precinct counters and ensuring secure delivery of the properly sealed memory card, ballots, absentee ballots, and provisional ballots to the Election Office or Counting Center. **(2 judges must be present during delivery)**
- Judges will remove ballots from precinct counters and place the ballots in containers provided for the ballots. The ballots must be sealed and secured for transport to the Election Office or Counting Center.



Closing the Polls *(continued)*

NOTE--It is a Felony to Forge or Alter this Seal, or Alter this Seal, or for Any Person to Break This Seal
Contrary to Law.

OFFICIAL SEAL

OF THE BOARD OF JUDGES AND CLERKS OF ELECTION. Pet No _____

_____, Judge

_____, Judge

_____, Judge

_____, Judge

_____, Judge

In the County of Missoula Montana, held on the _____ day of _____ 199_____.

NOTE-The Judges and Clerks should not sign this seal until just before using it.



Fill out the back of the poll book (this should be done at the time of each pick-up of ballots if early pickup is occurring) **AND SIGN.**

- ✓ Fill out timesheets and sign. Make sure timesheets go into the correct envelope that is **not** sealed.
- ✓ Take down the instructions and warning posters as directed by the Election Administrator.
 - Closing duties will vary by county. Follow the specific instructions for your county.

Closing the Polls *(continued)*

- ✓ Post results if counting is done at the polling place.
- ✓ Place supplies, ballots, stubs, etc. into the correct envelope. Follow the instructions on the envelopes.
- ✓ Seal the envelope with the official seal **AND SIGN**.

NOTE: Do not put timesheets in an envelope that is sealed. Sealed envelopes cannot be opened except as provided by law.

If instructed to do so by the Election Administrator, make sure you:

- ✓ Have polling place picked up and all supplies removed.
- ✓ Turn out all lights.
- ✓ Lock doors.



General Counting Procedures

General Counting Procedures

- In general, counting of ballots may not begin before election day. However, counting of absentee ballots via automatic tabulation is allowed one day prior to election day ([13-15-104, MCA](#)).
- The count of votes must be public, and anyone may observe the count. Anyone observing the count may not discuss the results at any time prior to the close of the polls on election day ([13-15-101, MCA](#) & [13-15-207\(4\), MCA](#)) and no one may interfere with the count.
- The counting of votes must be continuous. The canvass board must meet no later than 14 days after the election to canvass the vote ([13-15-401, MCA](#)).
- Immediately after each pickup of ballots, reconcile the poll book with the number of ballots to be counted using the [Ballot Reconciliation Report](#).
 - If the number of ballots cannot be reconciled with the poll book, state the reason you think they don't reconcile and have all counting judges sign the [Ballot Reconciliation Report](#).

NOTE: See the **Election Handbook** for more information on General Counting/Tabulation Procedures.

General Counting Procedures – Close of Tabulating Center


It shall be the duty of the Election Administrator or designee to collect all ballots, logs, and materials used for the counting center and place them in secure storage upon completion of the tabulation of ballots and certification of the results of the election.

1. Before adjournment, enclose the items specified in the envelopes provided; see *“List of Envelopes for Ballots and Supplies” subsection in the “Appendix” section*. Each election judge will sign the election judge’s name across all seals affixed to the official envelopes if instructed to do so on the envelope. These envelopes, with the rest of the supplies provided for the election, are returned to the Election Administrator.

[\(13-15-205, MCA\)](#)

Ballot Reconciliation Report:

1. Find at the back of each poll book.
2. Make sure you have 2 copies, one to be sealed and returned with each poll book, one for the Election Administrator.

 **Ballot Reconciliation Report**
This form is included in the back of each poll book and is used to reconcile ballots on Election Day.

COUNTY _____ PRECINCT _____

PART 1

1. Last ballot number issued	_____	Ballot Reconciliation Report – Find this form at the back of each poll book. 2 copies are required. One copy is to be sealed and returned with each poll book and one copy is for the Election Administrator.
2. Subtract Void and Spoiled Ballots	_____	
3. Subtotal	_____	
4. Subtract number of ballots reserved for Absentee voting – see Certificate of Number of Ballots Sent to Polling Place Form (use the number from that form)	_____	
5. Total number of paper ballots issued	_____	

PART 2

6. Total number of paper ballots issued (same as Part 1, #5)	_____
7. Subtract total number of unresolved provisional ballots	_____
8. Total number of ballots less unresolved provisional ballots *	_____

PART 3

9. Total number of ballots in ballot box	(sheet 1) _____ *
	(sheet 2) _____ *

This total should be the actual number of ballots counted – the number of sheet 1 and sheet 2 ballots may be different.

* #8 and #9 should match. If they do not, fill out the reason below.

If the number of ballots hand-counted does not reconcile with the number of ballots from the poll book ballot reconciliation, detail below how many ballots are short or in excess and the reason for the discrepancy (if known):

Signatures of Judges:

These 2 numbers should match.

These 2 totals should match.

Enter the total number of ballot sheets in ballot box.

General Counting Procedures *(continued)*

Remove each absentee secrecy envelope to determine if there is more than one ballot for each election in the envelope.

- If more than one ballot for each election is in the envelope, the ballots must be rejected if you cannot determine for certain that only one ballot has been marked.

See the “*Technical References*” section of the Election Handbook for various scenarios regarding multiple ballots.

Deliver the ballots to the Absentee Counting Board if one has been appointed, otherwise deliver the ballots to the regular counting/tabulation board.

General Counting Procedures *(continued)*

Check ballots for the official stamp. If the **official stamp** is missing, the ballot must be rejected **UNLESS**:

- It is determined the stamp is missing due to election official error. Such ballots should be marked “unstamped by error” and all judges must initial.
- If 2 or more ballots are folded together, set aside to compare with total number of ballots in poll book.
 - ✓ If majority of judges agree that the folded ballots are from one voter they must be rejected, unless it can be determined that only one ballot is marked.

General Counting Procedures *(continued)*

Seal ballots in appropriate envelope/container for delivery to the Election Office if counting is not done at polls.

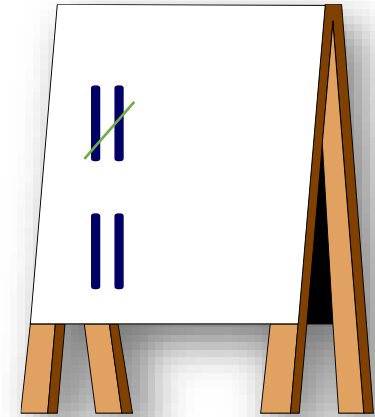
- ✓ See “***Close of Tabulation Center***” in the **Election Handbook** for detailed information.
- ✓ Sign all official seals.
- ✓ Place signed poll book, reconciliation report, and any other supplies in appropriate envelope and seal. **Keep one copy of the reconciliation report outside of the sealed envelope.**
- ✓ See “**Tabulation Boards**” section of the **Election Handbook** for detailed information about various boards that can be used on election day.

Hand-Counting Ballots

Hand-Counting Ballots

After following steps in the “**General Counting Procedures**” slides, the hand-count begins:

- One person reads the votes
- Two people tally by marking
- 5 ticks per square on the provided tally sheets
- It is helpful to reconcile by announcing “check” after each 5th tick



NOTE: Throughout the night, alternate who reads the votes and who tallies.

Consult the “***Determining a Valid Vote***” sections in the **Election Handbook** for information and uniform instruction on determining valid votes when hand-counting.

When all votes are counted:

- ✓ Report the election results to the Election Office as instructed.
- ✓ Results must be posted at the location where counting takes place.

Machine Tabulating Ballots

Machine Tabulating Ballots

The Election Administrator will train the appropriate judges on the tabulation equipment.

- Detailed instructions on the DS200/DS300[®] and the DS450/DS850/DS950[®] tabulators can be found in the **Election Handbook** and the [Uniform Ballot & Voting Systems Procedures Guide](#).
- If your county uses one of the newly certified DS950 tabulators, your Election Administrator will provide detailed instructions.
- Get familiar with the equipment if you are a judge who will be working with it.

NOTE: Tabulation Boards will vary depending on the county. Please see the **Election Handbook** for information on types of boards and for detailed duties.



DS200®/DS300® Tabulation



- See the **Election Handbook** and the [Uniform Ballot & Voting Systems Procedures Guide](#) for detailed DS200/DS300 instructions.
- Seal ballots, results tape, and media in appropriate envelopes/containers for delivery to Election Office or Counting Center.
- Place signed poll book and [Ballot Reconciliation Report](#) and any other supplies in appropriate envelope and seal them (keep a copy of the Ballot Reconciliation Report outside of the sealed envelope).
- Sign all official seals and complete the [Seal Log](#).



DS450[®]/DS850[®]/DS950[®] Tabulation



Follow the steps in “**Machine Tabulating Ballots**” on the previous 2 slides and:

- Upon receipt of ballot case, remove ballots after verifying seal # and signing the [Seal Log](#).
- Inspect ballots for damage and ragged edges.
- Deliver any ballots that you determine need to be duplicated to the designated area for duplication.

See the **Election Handbook**, Uniform Ballot & Voting Systems Procedure Guide and any specific manuals prepared by your Election Administrator for detailed information on tabulating using the DS450[®]/DS850[®]/DS950[®].

DS450[®]/DS850[®]/DS950[®] Tabulation *(continued)*



The Models DS450/DS850/DS950 Tabulators are high-speed optical and digital scan central paper ballot counter and vote tabulators which have the capacity to route ballots to different bins depending on selected criteria (write-ins, overvotes, blank ballots).

Tabulator Set-up

- Ensure the tabulator is on a level and stable surface.
- Check all security seals and make sure the seal numbers match the [Chain of Custody and Seal Log](#).
- Power on the tabulator and make sure you have the correct passwords to access the machine.
- Run a predefined batch of test ballots and verify the results.
- Zero out the machine and run a report indicating the machine is set to zero before beginning tabulation.
- Make sure no ballots are in any of the ballot trays.

DS450[®]/DS850[®]/DS950[®] Tabulation *(continued)*

1. After each precinct's ballots are scanned, take the ballots to appropriate board for sealing.
2. After all ballots are scanned, run **resolution** ballots through the scanner.
3. Attach the computer report with the precinct totals to the appropriate precinct election results.
4. Post election results at the counting center.
5. Follow instructions from the Election Administrator for securing media.
6. Place security seals where needed according to the Uniform Ballot & Voting Systems Procedure Guide and according to Election Administrator instructions and complete the [Chain of Custody and Seal Log](#).
7. Ensure all judges sign the applicable official seals.
8. Place signed poll book, [Ballot Reconciliation Report](#), and any other supplies in the appropriate envelope(s) and **SEAL**.
(Keep a copy of the **Ballot Reconciliation Report** outside of the sealed envelope.)
9. Fill out timesheets and place in them in the appropriate envelope.

Reminder! Do NOT seal the envelope that has the timesheets!

Special Situations

Special Situations



Special situations election judges may encounter are included in this section.

Detailed information can also be found in the **Election Handbook:**

- Replacement Ballots
- Inactive Voters
- Challenges
- Disaster Response - Natural, Health Related, etc.
- Electioneering
- Equipment Problems
- Write-Ins

Replacement Ballots

A voter who makes an error when marking their ballot, or otherwise spoils a ballot, must be provided a **replacement ballot**.

- The use of stickers or labels by an election official to correct a ballot is **not authorized or allowed** under Montana law.

NOTE: Be sure to make a notation in the poll book that a voter has had their original ballot spoiled and was issued a new ballot number.

Inactive Voters

Inactive voters are **not** late registrants.

- Inactive voters are voters who did not vote in a prior general election and did not respond to two confirmation mailings, or who had an undeliverable mail ballot and did not respond to a forwardable mailing.

Inactive voters may appear at the polling place and vote one last time at their previous address/precinct.

- Have the voter fill out a new [Voter Registration](#) form for future elections if their address or other information has changed.

Challenges

Any elector may challenge another elector's right to vote on election day.

- ✓ Keep a record of all election day challenges on the form provided.
- ✓ An [Affidavit of Challenge](#) form should be provided to the elector offering the challenge.
- ✓ The Challenger's signature on the Affidavit must be witnessed by an election official or notary.

A challenge may be made on the grounds the elector:

- is of unsound mind, as determined by a court;
- has already voted in the current election;
- has been convicted of a felony and is currently serving a sentence in a penal institution;
- is not registered as required by law (not of age or not a resident of the state for at least 30 days);
- is a provisionally registered elector whose status has not been changed to legally registered; **or**
- does not meet another requirement provided in the constitution or by law.

Challenges *(continued)*

Challenged individuals should be provided with the [Affidavit of Challenged Voter](#) form.

- If challenged individual swears under oath administered by an election judge that they are qualified to vote, then the **CHALLENGE IS RESOLVED IN FAVOR OF THE VOTER AND THEY ARE ALLOWED TO VOTE A REGULAR BALLOT.**
- If challenged individual does not swear to the individual's qualifications under oath, or if challenge is not able to be resolved in favor of the voter, then **SEND THEM TO PROVISIONAL JUDGE TO CAST PROVISIONAL BALLOT.**

Natural Disasters, Health-Related Disasters, Electrical Outages, and other Election Day Problems

In the event of a serious situation on election day, notify the Election Office **immediately!**

- Follow county emergency protocol and your Election Administrator's Disaster and Contingency Plan.
- Have a list of emergency contacts handy.
- Refer to the Election Disaster and Contingency Plan Polling Place Relocation Checklist in the **Election Handbook**.

Electioneering

No electioneering may occur **within 100 feet** of a polling place entrance **ON** election day.

- Establish your polling place's 100 feet boundary as soon as possible on election day.
- Electioneering includes wearing clothing, buttons, etc., indicating support or opposition to any candidate or issue on the ballot.

See the **Election Handbook** for additional information pertaining to polling place conduct.

Equipment Problems

A random test **must** be conducted by a county Election Administrator or designee of 10% of each type of voting systems, a minimum of one per county on election day, to validate the accuracy of voted paper ballots with the voting system results.

- ✓ Make sure all equipment is set up and functioning properly before the polls open.
- ✓ When time permits, check the equipment throughout the day to ensure it is working correctly.

If equipment does not seem to be operating correctly, **call the county Election Office immediately**.

NOTE: For specific equipment problems, see the Election Handbook Troubleshooting Guide.

Write-Ins

A list of declared write-in candidates will be provided by the Election Administrator.

- You should provide a copy of the list to an elector **ONLY** if they request it.
- Your Election Administrator will advise you on the use of labels by voters for write-in candidates. Use of labels by voters may vary depending on the type of equipment (if any) used.
- An elector has the option to write in the name of a candidate of choice, whether there is a qualified candidate or not.

Counting Write-in Votes

- Write-ins votes are counted **only** for any candidate who filed a “**Declaration of Intent for Write-in Candidate.**”
- See **Election Handbook** section on counting write-in votes for detailed instructions.



A Chief Election Judge or Official should **NOT** serve in a precinct where a voting system is used unless the judge:

- has received the required instruction on the voting system(s);
- is fully qualified to perform duties in connection with the system(s); **and**
- has received a Certificate of the above from the Election Administrator.

An Election Judge or Official should NOT:

- Deposit a ballot in the ballot box that does not contain the official stamp, unless the judges agree that the missing stamp is due to election judge error.
- Open or examine the folded ballot of an elector before putting the ballot in the ballot box.
- Look at any mark upon the ballot by the elector.
- Allow an individual other than the elector to be present at the marking of the ballot, unless the elector has a disability and chooses someone to aid.
- Make a false statement in a certificate regarding affirmation.
- Turn away any voter from the polls.
- Express their **opinion(s)** while in their official capacity regarding any election subject.



These actions could result in charges of official misconduct or a misdemeanor.



CHRISTI JACOBSEN
MONTANA SECRETARY OF STATE

Summary

- ✓ **CALL** the county Election Administrator for assistance with polling place or tabulating issues.
- ✓ **READ** the **Election Handbook** and the Uniform Voting System Guide.
- ✓ **REVIEW** the [Polling Place Forms](#).
- ✓ **HELP** each voter through the process of casting a ballot.

NOTE: Do **NOT** turn any voters away. The Help America Vote Act ensures every individual may cast a regular or provisional ballot.

Quiz



Take the **Montana Election Judge Quiz** to see how much you learned.

The Quiz answers are at the end of the presentation:

- The first section of the Quiz is **True or False**.
- The second section is **Multiple Choice**.



CHRISTI JACOBSEN
MONTANA SECRETARY OF STATE



Election Judge Training QUIZ

True or False:

1. Anyone who serves as an election judge must be trained **every** year and receive a certificate from the county Election Administrator upon completion of the training.
2. A candidate whose name appears on the ballot in a precinct can't be a poll watcher at that precinct.
3. If a voter states they **cannot sign** the precinct register because of a disability, you should send them to a provisional judge to vote a provisional ballot.
4. Political buttons, t-shirts, etc. that show support or opposition to any candidate on the ballot **can** be worn in the polling place if it is not the candidate themselves wearing one.
5. A list of declared write-in candidates must be **posted** at each polling place.
6. A voter whose name does not appear in the precinct register must be sent to the Election Office for late registration.
7. For a primary election, the voter must tell you which **party ballot** they want to vote, and you hand them that ballot only.

Multiple Choice:

1. A voter with a disability chooses to use the **ExpressVote**® to vote, but the ExpressVote® does not appear to be working. You should:
 - a. Tell the voter they will have to vote their ballot with assistance from election judges.
 - b. Review the ExpressVote® troubleshooting sections in the **Election Handbook**. If that doesn't help, call the Election Office to see if there is a spare ExpressVote® that can be quickly delivered to your polling place. If not, give the voter the option to vote at another, close polling place, or to go to the Election Office to vote on the ExpressVote® if there is no close polling place, or to vote with assistance from 2 election judges or from a person of their choice.
 - c. Send the voter to the provisional judge to vote a provisional ballot.

2. A voter who is not a late registrant drops off an absentee ballot at a polling place other than the one where they are registered. You should:
 - a. Tell the voter they must take it to the correct precinct, or if you do not catch the voter, reject the ballot.
 - b. Remove the secrecy envelope from the signature envelope and drop the secrecy envelope into the ballot box.
 - c. Deliver the absentee ballot in the signature envelope to the Election Office for signature verification. If all ballots are counted at the polls, the election office will deliver the verified ballots to the appropriate poll location for counting.
3. A voter shows photo ID, but the **address** on the photo ID does not match the address in the precinct register. You should:
 - a. Have the voter fill out a new registration application to update their address and send them to the correct precinct to vote.
 - b. Pay no attention to the address, if any, on the photo ID.
 - c. Send the voter to the provisional judge to vote a provisional ballot.
 - d. Send the voter to the Election Office to late register at the address on their photo ID.
4. A voter at the polls states that they don't have an **acceptable ID** and can't get back to the polling place on election day with ID but can send in a copy the day after the election. You should:
 - a. Send the voter to the provisional judge to vote a provisional ballot.
 - b. Do not provide a ballot to this voter until they bring in photo ID.
 - c. Ask the voter for if they have their voter confirmation card.
5. A voter who is listed as "**Inactive**" in the precinct register appears to vote. You should:
 - a. Send the voter to the Provisional Judge to vote a provisional ballot.
 - b. Have them fill out a voter registration application if their information needs to be updated and allow them to vote a regular ballot.
 - c. Send them to the Election Office to late register.
6. A voter who is listed in the precinct register as having been issued an **absentee** ballot shows up to vote. You should:
 - a. Ask if their ballot was not received, lost or destroyed, and if the answer is yes, let them vote a regular ballot.
 - b. Call the Election Office, and if they indicate the absentee ballot has not been returned or was undeliverable, let them vote a regular ballot.
 - c. Send the voter to the **Provisional Judge** to vote a provisional ballot.

7. A voter indicates that they have made a **mistake** on their ballot. You should:

- a. Provide them with a sticker and instruct them to place the sticker over the mistake and continue voting the ballot.
- b. Give them the option of correcting the ballot with a sticker or receiving a new ballot.
- c. Remove the ballot stub, mark the stub as Spoiled, and place the stub in the stub box. Have the elector mark their ballot as Spoiled and place it in an envelope for Spoiled ballots. Place the Spoiled Ballot Envelope in the ballot box. Issue a new ballot after instructing the Poll Book Judge to log the Spoiled ballot and Reissued ballot in the poll book.

8. A voter wrote in a name of a declared “write-in” candidate as demonstrated below. This vote should be:

Ben Smith

Art Jones

Steve Johnson

- a. Counted for the “write-in” candidate because the intent of the voter is clear.
- b. Designated as an undervote because no oval was filled in.

9. A voter has been **challenged** by a poll watcher based on differing addresses listed in the precinct register versus the postal address list that the poll watcher is using. You should:

- a. Send the voter to the provisional judge to vote a provisional ballot.
- b. Reject the challenge unless the voter confirms in writing that the postal service address is the correct residence address. They still may choose to vote one last time in their old precinct.
- c. Send the voter to the Election Office.
- d. Approve the challenge and do not allow the voter to vote because the postal service address list would probably be more updated than the voter registration list.

Election Judge True False Quiz Answers

True/False Choice Answers:

1. False
2. True – A candidate may not serve as a poll watcher at a polling place where electors are voting on ballots with the candidate's name on them (13-13-120(2) MCA).
3. False - a voter with a disability can make a mark in the register or have a designated agent sign for them.
 - You should note in the register that you witnessed the elector making the mark.
 - If an elector is **unable** to provide a fingerprint or an identifying mark and the elector has **not** established an agent, the Election Administrator or an election judge may sign for the elector after reviewing and verifying the elector's identification.
4. False - no political buttons, t-shirts, etc. can be worn in the polling place or within 100 feet of any entrance to a polling place by **anyone**.
5. False - the list of declared write-in candidates **can be provided to a voter upon request but** cannot be **posted** in the polling place.
6. False - you should first look to see if the person appears in another precinct register, look to see if they are somehow out of alphabetical order (sometimes data entry mistakes can put a person out of alphabetical order), and if you still cannot find them, attempt to verify with the Election Office that the person was not erroneously omitted due to registering with MVD or another Agency. Only after a thorough investigation should you send the person to the Election Office.
7. False - in a Primary election a voter is provided **all** party ballots, and in **private** can select which party ballot to vote.

Election Judge Multiple Choice Quiz Answers

Multiple Choice Answers:

1. B - The **ExpressVote® troubleshooting** sections in the **Election Handbook** should be reviewed. If that doesn't answer the question, attempt to have a **functioning** ExpressVote® delivered to replace the machine that is not working; if that is not possible, the voter has the option to vote at another, close polling place, or at the Election Office, on an ExpressVote®, OR receive assistance from 2 election judges or from a person of their choice to mark their ballot.
2. C - A voter must be allowed to drop off an absentee ballot **at any polling place in the county**, but the ballot must be sent to the Election Office for signature verification and tabulation. If all ballots are counted at the polls, the Election Office will deliver the verified ballot to the appropriate polling place for counting.
3. B - If the voter presents **photo ID**, you only verify that the photo is indeed the voter. The photo ID is for identification only, not for verifying voter registration information.
4. A – Send the voter to the Provisional Judge to vote a provisional ballot. The voter needs to present acceptable ID at the polling place to vote a regular ballot. They can always vote provisional ballot and either deliver or mail a copy of the ID to the Election Office the next day. See Provisional Voting in the **Election Handbook** for more information.
5. B - An **Inactive** voter does not have to late register; such voters reactivate their registration by appearing to vote. If their residence address has changed, they can vote one time at their previous precinct.
6. C - Any voter listed in the register as “**Absentee**” who asks to vote at the polls must vote a **provisional** ballot at the polls – **no exceptions!**
7. C - Ensure that the privacy of the voter's ballot is not at risk by having the voter mark the ballot as **Spoiled** and place it in the envelope for Spoiled ballots. A voter must be provided with a **replacement ballot**; stickers or labels are not allowed to correct ballots.
8. B - This is an **undervote** – according to the law and [uniform rules](#), the name must be written in **AND** the designated voting area must be marked for the write-in candidate for the vote to be counted.
9. B - A challenge based on a residential address must fail unless the voter confirms in writing that their address has changed. Even if they confirm in writing that their address has changed, they still may choose to vote one last time in their old precinct.



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Congratulations! You have completed the 2024 Election Judge Training!