



# 2024 Election Judge Certification

Presented by: Adrienne Chmelik, Election Manager

Christina Glatz, Election Supervisor

Sarah Madeksiak, Election Specialist

# Housekeeping

- Please turn off cell phones
- Location of Restrooms
- Treats
- Handouts
- Class will last approximately 4 hours



# Election Oath

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the State of Montana, that I will discharge the duties of my office with fidelity (so help me God).

# References

- Secretary of State  
Administrative Rules
- Election Handbook
- 2023 Montana State Statute

# Personal Information Form

Please return to:  
Flathead County Election Department  
290 B N. Main St  
Kalispell, MT 59901  
Phone: (406) 758-5535 Fax: (406) 758-5877  
Website: <http://flathead.mt.gov/election>



## ELECTION JUDGE AND ELECTION OFFICE ASSISTANT APPLICATION-2024

All Election Judges shall attend a mandatory training class and will be paid \$42. However, to be paid for the training class, Election Judges must work on Election Day. All Election Judges shall sign and abide by the Election Judge Code of Conduct. \_\_\_\_\_ (please initial).

### QUALIFICATIONS:

- I. Are you an active registered voter of Flathead County?  Yes  No
- II. Are you a candidate, spouse, child, parent, or sibling of a candidate or a candidate's spouse or the spouse of any of these in a precinct where the candidate's name appears on the ballot for anything other than a precinct office?  Yes  No
- III. The shift for all election judges is 12-15 hours. Are you able to sit, stand, and walk for an extended period of time?  Yes  No

### ELECTION JUDGE INFORMATION:

Party Affiliation  Constitutional  Democratic  Green  Independent  Reform  Republican  No Preference

Legal Name \_\_\_\_\_

Birthdate \_\_\_\_\_

Physical Address \_\_\_\_\_

City & Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

City & Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Able to Receive Texts \_\_\_\_\_

Best Time to Call \_\_\_\_\_

Social Security Number\* \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Phone \_\_\_\_\_

1. Position you are willing to work (check all that apply)  Chief Election Judge (2 days)  Election Judge (1 day)  Absentee Board (7-14 days)

2. Are you willing to work in a different precinct than your own?  Yes (if necessary)  No

3. Do you want to work as an election office registration assistant? An election office registration assistant must be able to work 5-6 days per week for up to 6 weeks prior to and including Election Day.  Yes  No

5. Please select the date(s) you would like to be considered to serve as an Election Judge.



Primary Election Day, Tuesday, June 4, 2024

General Election Day, Tuesday, November 5, 2024

I certify that I am a registered elector; that I am physically and mentally able to perform and complete assigned tasks; I will attend a class of instruction; and if I become a candidate or immediate family member of a candidate in the precinct in which I am serving, I will notify the Election Department immediately for replacement. [M.C.A. 13-4-107]

*\*All new election judges are required to provide a copy of their Social Security card when they submit their application. (To be used for payroll purposes ONLY)*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

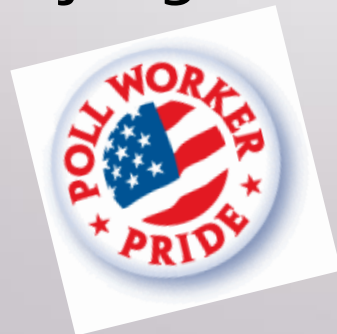
 Thank you for serving  
your community! 

# Personal Information Form

- This information is critical for assigning you to work and a new application must be filled out every two years.
- Name Address and DOB – To confirm Voter Registration and Precinct.
- Phone & email – list all that apply so that we can get in touch before an election or short notice.
- Preferences to be assigned to work and times.
- Party representation – helps us not schedule a majority party at a polling place.
- Election dates available to work.
- Opt-Out (volunteer time).
- Training does not guarantee work on Election Day. Our office needs a reserve to pull from when individuals decline or cancel.
- A copy of your Social Security Card is required.

# Montana Election Judge Training

- Every year, election administrators across the U.S. train more than 1.4 million citizens to serve as election judges.
- On Election Day, a citizen's right to cast a vote and have the vote count can rest in the hands of **THE ELECTION JUDGES.**
- There are few jobs as CRITICAL to our democracy as the job of election judge.



Each Montana county election administrator must train potential election judges before the primary election in even-numbered years.

- Legislative changes affect election judge training.
- Uniform training ensures uniform instruction and therefore uniform procedures at polling places and ensures that all voters in Montana receive uniform assistance and instruction.
- Training must occur each even year.



# Election Judge Training Categories

**1. EJ Qualifications & Conduct**

**2. Before Polls Open**

**3. Election Day**

**4. Assisting Voters with Disabilities**

**5. Pollbook Reconciliation/Counting Procedures**

**6. Closing the Polls**

**7. Special Situations**

# Election Judges Qualifications & Conduct

# Qualifications

- An election judge must be a Registered elector of the county where serving. (MCA 13-4-107)
- *Exception: If the list of judges provided by the party central committees is insufficient, or a vacancy is being filled, any qualified registered elector from the county may be appointed to serve as an election judge. (MCA 13-4-102)*





# Qualifications

No election judge may be a candidate or a spouse, ascendant, descendant, brother, or sister of a candidate or a candidate's spouse or the spouse of any of these in an election precinct where the candidate's name appears on the ballot. (M.C.A. 13-4-107)

**Exception:** However, this does not apply to candidates for precinct offices.

# Conduct of election judges continued...

Election Judge should not:

allow an individual other than the elector to be present at the marking of the ballot unless the elector has a disability and chooses to receive assistance pursuant to law.

This is difficult to enforce because some individuals do not want to tell you about their disability (learning, sight, tremors, etc.).

# An Election Judge **SHOULD NOT**

- Turn a voter away from the polls.
- Deposit a ballot that does not contain the “official ballot” stamp (unless the judges agree that the missing stamp is due to an election judge error).
- Open or examine the ballot of a voter before putting it in the ballot box.
- Look at any mark on the ballot made by the elector.



# An Election Judge **SHOULD NOT**

- Answer a question incorrectly. If you don't know the answer, tell them you are unsure, and we will find out the right answer.



# Compensation

**ELECTION JUDGE - \$11.00 HOUR**

**CHIEF JUDGE - \$12.00 HOUR**

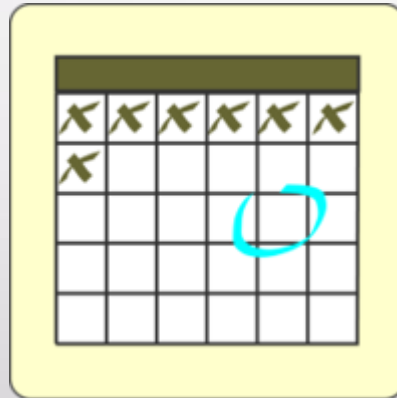
**ELECTION JUDGE TRAINING FLAT RATE  
\$42.00**



Montana Law requires that election judges must be paid at least the prevailing state or federal minimum wage, whichever is greater, for the number of hours worked during the election.

Payment will be mailed at least 2-3 weeks after the election.

There's **LOTS** to do after an election: Post Election Audit, Recount, Counting Provisional Ballots, Breaking Down Returned Supplies, Certification of Results, and MORE!



## Polling place staffing requirements

Election judges may not leave the premises where the polling place is located during the hours they are assigned to work.

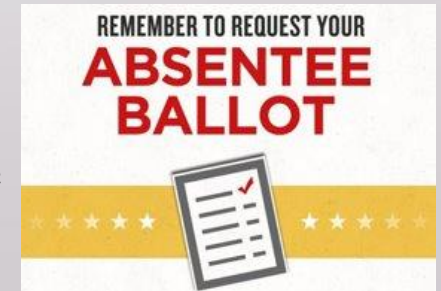
- **Exception:** The Election Administrator may grant permission to leave, but only for illness or a family emergency.
- **Exception:** The Election Administrator has approved a split shift between two judges.

**EMERGENCY**

## Polling place staffing requirements continued

- By law, if you need to leave for an emergency, you need to record the time you left and reason on your timesheet.
  - The Election Administrator may appoint a judge to replace an excused judge if time permits.
- **Exception:** If a judge needs to call the elections office or use the restroom, etc. - she/he can do so if the other judges are available at the table. No more than one judge may leave at a time to go to the restroom.
  - **Exception:** Two judges are allowed to leave premises for curb-side voting, this will be discussed during Assisting Voter with Disabilities.

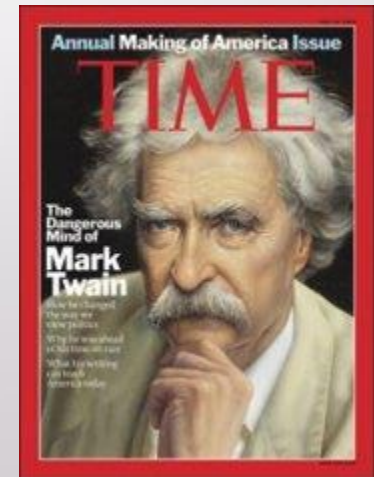
Election judges serving in a different precinct from the one in which they are Registered **MUST** vote by absentee ballot.



# Political Opinions

YOU ARE **NOT** ALLOWED TO DISCUSS POLITICS, CANDIDATES OR ISSUES WHEN YOU ARE WORKING AS AN ELECTION JUDGE. *Providing your political opinions while working as an election judge is grounds for automatic termination. You could also risk being referred for charges of "official misconduct" or a misdemeanor.*

Do not wear apparel or leave magazines or newspaper articles on voting table which could influence a voter while working as an Election Judge.



## Personal Responsibilities



- Dress in layers. Our polling places are held in large facilities. The temperature can fluctuate considerably.
- Clothing and shoes should be comfortable (make sure they do not advertise for any candidate or political issue).
- Bring a cushion to sit on if you have one, most of the chairs provided are metal folding chairs.

# Meals



- You will need to bring *all* meals with you unless someone is going to deliver a meal to you.
- You may not leave to pick up food. I recommend organizing a potluck with your fellow judges.

Some polling places have coffee pots available, but I do not know which do so, it is best to be prepared!

# Entertainment

- During certain elections, voter turnout can be low. I would suggest that you bring a book, knitting, cards, etc. to help pass the time.
- However, you must put these items away when you have an elector at your voting table.
- Promotion of commercial or group/organization interests are prohibited.





**BEFORE POLLS OPEN**



**Supplies will be delivered to the Polling  
Places on Monday before election.**

**Chief Election Judges should plan on  
picking up registers and any applicable  
keys from the Elections office on Monday  
afternoon.**

# REPORT TO THE POLLING PLACE AT 6:00AM



# Upon Arrival

1. Check in with Chief Election Judge.
2. Chief Election Judge will assign duties after official oath is given.



# Official Oath



- Judges must subscribe to the official oath (located in the plaid folder with your timecards).
- Chief Election Judges will be sworn in by the elections office when they pick up supplies.
- The Chief Election Judge or another sworn judge can swear in all judges in their precinct at the polling place.



# Ballot Certification Form



## Ballot Certification Report

MUST ACCOMPANY BALLOTS TO EACH POLLING PLACE, VERIFIED BY ELECTION JUDGE AND RETAINED WITH POLLING PLACE MATERIALS

Precinct #: \_\_\_\_\_

I, Adrienne Chmelik, Election Manager for Flathead County, hereby certify that the total number of ballots printed and received in my office for the \_\_\_\_\_ Election held on the \_\_\_\_ day of \_\_\_\_, 2024-|and above noted precinct was \_\_\_\_\_.

**Total number of ballots delivered to Polling Place:** \_\_\_\_\_

**Beginning number on ballots delivered to Polling Place:** \_\_\_\_\_

Total number of ballots retained for **Absentee** voting: \_\_\_\_\_

**Number on Seal** to secure ballots: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

Election Administrator

Verified by: \_\_\_\_\_

Chief Election Judge

or

\_\_\_\_\_ Election Judge

Verify precinct name & number.

Also verify that the ballot sequence numbers agree with ballot certification.

Chief Election Judge & one election judge must sign ballot certification form.

**Ballot Certification Report  
goes in the Poll Book!**

# Before Polls open continued...

- We have created the Election Judge Manual binder to help with duties, supplies, set-up and break-down.
- Call the Elections office immediately if you are missing supplies.
- The ExpressVote Machines must be set up and tested and properly sealed by 7AM– according to instructions provided to Chief Election Judge. This is a priority for the Chief Election Judge and assigned judges.
- The Chief Election Judge *must* have an election judge as their witness when setting up the ExpressVote.



# ExpressVote Setup Video

[ExpressVote Setup Video](#)

# Seal Logs

- Chief Election Judge will complete logs (Voting System Chain of Custody and Ballots and Election Materials COS and Security Seal Log) and an election judge will be required to witness and sign off in the security logs (also known as seal logs – found in plaid folder in your supplies).





# Supply List

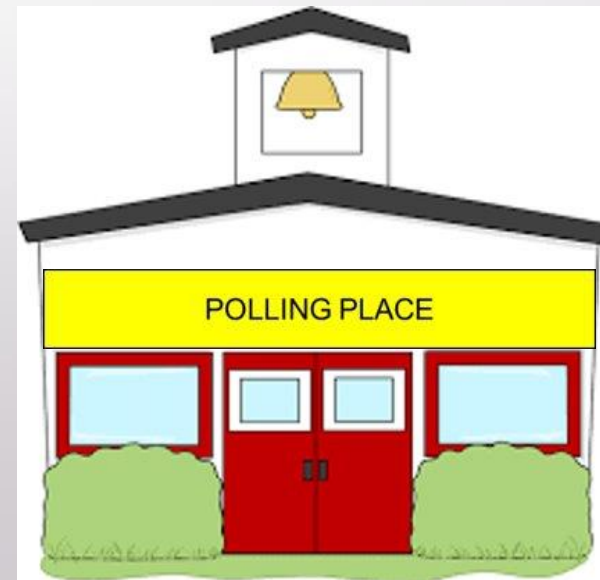
Supply lists are in the plaid folders.

***Confirm you have all the supplies you need!!***

# Before polls open continued...

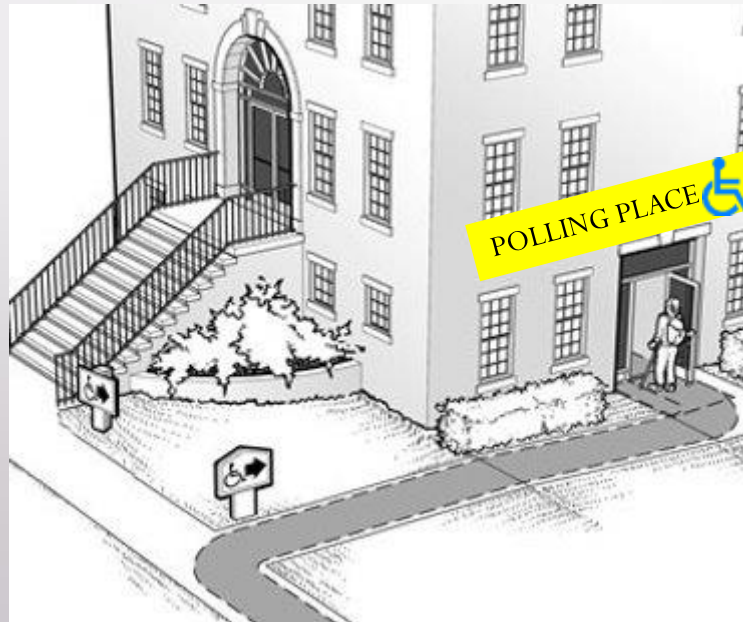
Post polling place signs outside the polling place in visible locations – the signs should direct voters to the voting area.

This is critical and we have added extra signs. If you need more contact our office ASAP!



# Polling Place

If closest exterior door to polling place is **not accessible** – you will need to **post the accessible access door sign**, too!



# Before polls open continued...

Precinct Signs – place on table.

- Note if precinct is divided by last name alphabet – make sure precinct sign indicates the information clearly.

PCT. 3  
Last Name A - H

# Before polls open continued...

- Materials to be posted in conspicuous locations in each polling place
  - Sample Ballots
  - Warning Notices
  - ID Requirements
- Materials to be posted in each [voting station](#)
  - Montana Voter Information Notice
  - Instructions to voter
    - Verify notices are already in each voting station\*\*

All sides of  
sample ballots  
must be posted  
in the polling  
place.

OFFICIAL PRIMARY ELECTION BALLOT - REPUBLICAN PARTY  
SAMPLE COUNTY, MT  
June 3, 2014

SAMPLE COUNTY		STATE OF MONTANA		JUNE 3, 2014	
<b>INSTRUCTIONS TO VOTERS</b>					
1. TO VOTE, BLACKEN (●) THE OVAL COMPLETELY. An oval blackened completely to the left of the candidate or ballot issue choice indicates a vote for that candidate or a vote on the ballot issue.					
2. To write in a name, blacken the oval to the left of the line provided, and write in the name (or affix a pre-printed label) in the blank space(s) for the write-in candidate(s) for whom you wish to vote.					
3. DO NOT CROSS OUT. If you make a mistake or change your mind, exchange your ballot for a new one.					
VOTE IN ALL COLUMNS VOTE BOTH SIDES					
<b>FEDERAL AND STATE</b>		<b>COUNTY</b> <i>(Continued)</i>			
FOR STATE REPRESENTATIVE DISTRICT X (VOTE FOR ONE)		FOR COUNTY AUDITOR (VOTE FOR ONE)			
○ CANDIDATE B		○ CANDIDATE B			
○		○			
<b>COUNTY</b>		<b>NONPARTISAN - STATE</b>			
FOR COUNTY COMMISSIONER DISTRICT X (VOTE FOR ONE)		FOR SUPREME COURT JUSTICE #1 (VOTE FOR ONE)			
○ CANDIDATE A		○ CANDIDATE A			
○ CANDIDATE B		○ CANDIDATE B			
○		○			
FOR COUNTY CLERK AND RECORDER (VOTE FOR ONE)		FOR SUPREME COURT JUSTICE #2 (VOTE FOR ONE)			
○ CANDIDATE B		○ CANDIDATE A			
○		○ CANDIDATE B			
FOR UNITED STATES REPRESENTATIVE (VOTE FOR ONE)		FOR COUNTY SHERIFF (VOTE FOR ONE)			
○ CANDIDATE A		○ CANDIDATE B			
○ CANDIDATE B		○			
○		FOR DISTRICT COURT JUDGE DISTRICT X, DEPT. X (VOTE FOR ONE)			
FOR PUBLIC SERVICE COMMISSIONER DISTRICT X (VOTE FOR ONE)		○ CANDIDATE A			
○ CANDIDATE A		○			
○ CANDIDATE B		FOR COUNTY ATTORNEY (VOTE FOR ONE)			
○		○ CANDIDATE B			
○		○			
FOR STATE SENATOR DISTRICT X (VOTE FOR ONE)		FOR COUNTY SUPERINTENDENT OF SCHOOLS (VOTE FOR ONE)			
○ CANDIDATE A		○ CANDIDATE B			
○ CANDIDATE B		○			
○		○			
VOTE IN NEXT COLUMN		VOTE IN NEXT COLUMN		VOTE BOTH SIDES	
TEST PRECINCT		Type:02 Seq:0001 Sp:01		Seq:0001	

**INSTRUCTIONS TO VOTERS**

1. TO VOTE, BLACKEN (●) THE OVAL COMPLETELY. An oval blackened completely to the left of the candidate or ballot issue choice indicates a vote for that candidate or a vote on the ballot issue.
2. To write in a name, blacken the oval to the left of the line provided, and write in the name (or affix a pre-printed label) in the blank space(s) for the write-in candidate(s) for whom you wish to vote.
3. DO NOT CROSS OUT. If you make a mistake or change your mind, exchange your ballot for a new one.

TEST PRECINCT

**SAMPLE BALLOT- FRONT**

SAMPLE COUNTY		STATE OF MONTANA		JUNE 3, 2014	
<b>BALLOT ISSUES</b>					
XXXXX County Local Government Review					
○ FOR the review of the government of Sample County and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of Sample County and submit recommendations on the government.					
○ AGAINST the review of the government of Sample County and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of Sample County and submit recommendations on the government.					
City/Town of XXXXXX Local Government Review					
○ FOR the review of the government of (City of Sample) and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of (City of Sample) and submit recommendations on the government.					
○ AGAINST the review of the government of (City of Sample) and the establishment and funding, not to exceed (insert dollar or mill amount), of a local government study commission consisting of (insert number of members) members to examine the government of (City of Sample) and submit recommendations on the government.					
END OF BALLOT					
TEST PRECINCT		Type:02 Seq:0001 Sp:01		Seq:0001	

**SAMPLE BALLOT- BACK**



# Montana Voter Information poster goes in each voting station.

## MONTANA VOTER INFORMATION

This information must be publicly posted in each voting station and elsewhere in each polling place on Election Day.

### HELP AMERICA VOTE ACT AND STATE LAW VOTING INFORMATION REQUIREMENTS:

#### Date and Time of Election:



#### Voting Instructions:

When you enter your polling place, an election judge will greet you, ask your name, and determine whether you are registered to vote in that precinct. He or she will also ask you to show ID. (Under federal law, all mail-in registrants and first-time voters must show

ID; under state law, all other voters are required to show ID as well.)

This ID can be any current photo ID that shows your name (for example, a driver's license, school ID, state ID, or tribal ID) or a current utility bill, bank statement, paycheck, voter confirmation notice, government check or other government document that shows your name and current address.

If you forget your ID, you have many options. You can return to the polls when you have it, or fill out a polling place elector ID form, or vote a provisional ballot, which will be counted if your identity can be verified.

After you have shown ID and your eligibility to vote has been verified, you will sign the register and be provided an official,

# Warning poster is posted in polling place.

## 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 his ballot to anyone after it is marked. No elector may place any mark upon the ballot by which it may be identified as the one voted by him. (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. No person other than an election judge may deliver a ballot to an elector.

(3) No person may solicit an elector to show his ballot after it is marked. (4) An elector who does not vote a ballot delivered to him shall, before leaving the polling place, return the ballot to an election judge.

**13-35-202. Conduct of election 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 13-13-119 and 13-13-119; or
- (6) make a false statement in a certificate regarding affirmation.

**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 45-8-101 or 45-7-208, 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, mutilates, alters, or destroys any election returns;
- (6) mutilates, secretes, 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 defaces or destroys a declaration or certificate of nomination.

**13-35-211. Electioneering -- soliciting information from electors.** (1) A person may not do any electioneering on 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, which aids or promotes the success or defeat of any candidate or ballot issue to be voted upon at the election.

(2) 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 which 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.

(3) 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.** No person, directly or indirectly, by himself or by any other person on his behalf, for any election, to or for any person on behalf of any elector or to or for any person, in order to induce any elector to vote or refrain from voting or to vote for or against any particular candidate, political party ticket, or ballot issue, may:

- (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;
- (2) promise to appoint another person or promise to secure or aid in securing the appointment, nomination, or election of another person to a public or private position or employment or to a position of honor, trust, or emolument, in order to aid or promote his nomination or election, except that he may publicly announce or define what is his choice or purpose in relation to an election in which he may be called to take part, if elected.

**13-35-217. Officers not to influence voter.** No officer, while acting in his official capacity, may, by menace, reward, or promise of reward, induce or attempt to induce any elector to cast a vote contrary to his original intention or desire.

**13-35-218. Coercion or undue influence of voters.** (1) No person, directly or indirectly, by himself or any other person in his behalf, 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:

(a) use or threaten to use any force, coercion, violence, restraint, or undue influence against any person; or

(b) inflict or threaten to inflict, by himself or any other person, any temporal or spiritual injury, damage, harm, or loss upon or against any person.

(2) No person who is a minister, preacher, priest, or other church officer or who is an officer of any corporation or organization, religious or otherwise, may, other than by public speech or print, urge, persuade, or command any voter to vote or refrain from voting for or against any candidate, political party ticket, or ballot issue submitted to the people because of his religious duty or the interest of any corporation, church, or other organization.

(3) No person may, by abduction, duress, or any fraudulent contrivance, impede or prevent the free exercise of the franchise by any voter at any election or thereby compel, induce, or prevail upon any elector to give or to refrain from giving his vote at any election.

(4) No person may, in any manner, interfere with a voter lawfully exercising his right to vote at an election so as to prevent the election from being fairly held and lawfully conducted.

(5) No person on election day may 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 which 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 election fraud or misrepresentation issues when a state prosecutor asks for federal assistance or when allegations arise that criminal vote fraud has 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.

Before polls  
open  
continued...

- Check the **Register** to make sure it is the correct Register for your precinct.
- Update Supplemental Register to the Official Register (if applicable).



# Supplemental Register

- Close of registration is 30 days prior to an election.
- 29 days before an election Montana has late registration, where someone can register and receive a ballot.
- Our office prints Official Registers the Saturday before Election Day.
- Monday before Election Day, our office conducts late registration from 8am- noon.
- If necessary, to track the changes made within those four hours, we may pull a supplemental register to add to each precinct's register to track changes.

Before polls  
open  
continued...

- Set up Precinct Table to include the following items:
  - ❖ Precinct Signs
  - ❖ Register – pens and tabs and rulers or guides
  - ❖ Voter registration forms
  - ❖ Poll Book – and associated balancing forms
  - ❖ Ballots & official ballot stamp
  - ❖ Voter Information Pamphlets (if applicable)
  - ❖ Secrecy Sleeves and Unvoted/Voided Ballot Sleeves
  - ❖ Cheat sheets

# Before polls open continued...

- Prepare ExpressVotes Machines / Poll Booth
  - ❖ Magnifying glass
  - ❖ Head set
  - ❖ Sip N Puff
  - ❖ External Door Bell for ADA Assistance – (Chief Election Judge Bag)
- This should be set up to allow wheelchair access and be facing the wall to ensure privacy.

# Before polls open continued...

Missing supplies – contact the Elections Office.

Critical supplies – Ballots & Register need to call ASAP!

Check the Binder for  
the best Phone #'s



# ELECTION DAY AT THE POLLING PLACE

# THIS IS IT!

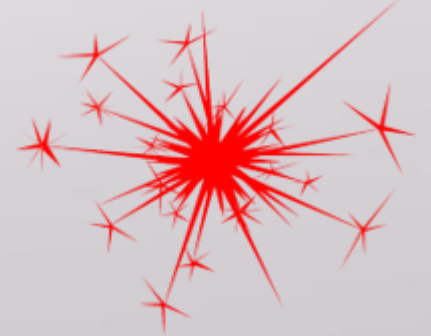
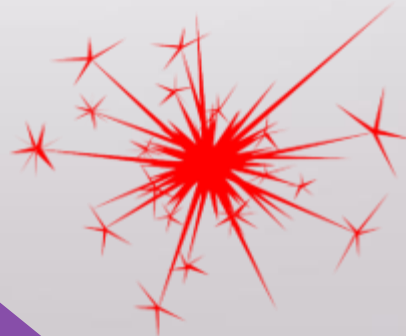
All of the training, testing, reviewing, and practicing comes down to this day – the day when voters from all over Montana go to their polling place to cast a ballot!





# Opening the Polls

- The Chief Election Judge will proclaim the opening of the polls aloud at the time set for opening.
- Polls in Montana must open at **7:00 a.m.**



**Hear ye! Hear ye!**  
**The polls are now open!**



# Elections Day at the Polling Place

- Register Judge
- Poll Book Judge
- Ballot Judge / Ballot Box Judge
- Chief Election Judge



# Ballot, Poll Book, Register Judge



# Register Judge Duties



- Ask elector to see ID.
- Instruct the elector to state name & address.
- Announce the elector's name loud enough to be heard by poll watchers.
- Instruct voter to sign the register.

# Acceptable IDs

- Any **current** photo ID showing the elector's name may be used. Photo ID does not have to be a MT drivers license.
  - Examples: Costco Card (Photo ID); Student ID; out-of-state drivers license, or credit card with a picture.

## OR

- A **current** utility bill, bank statement, paycheck, government check, or other government document that shows the elector's name and current address.
  - Examples: voter confirmation card or a vehicle registration with the voter's name/address.

*NOTE: If address on non-photo ID is different than the address in the register, voter should fill out a new Voter Registration Application, but may vote one time at the precinct of the old address*



Montana Vehicle Registration		Valid Through Date 04/30/2016		Renewal Cust Nbr 3069523			
County	Lewis and Clark	Issue Date	04/22/2015	Plate	Tab Nbr 556275A041601	Park Fee Paid	
Usage	Regular	User	cj3185	Plate Nbr	556275A		
Reg Usage	Regular	Fleet Nbr		Number	Plate Type	Std County Lg (TK)	
Reg Type		OTN					
Owners / Lessors							
Vehicle Owner							
302 N Roberts St							
Helena, MT 596014543							
VIN	5TFDY6F13CX224365	Year	2012	Make	Toyota	Model	Tundra Crewmax Sr
Veh Type	Truck (TK)	Style	PK	Color	Blue	Ext Model	Vehicle
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
						Number	

Montana 04  
Apr 16  
556275A041601

# Register Judge Continued...

Can an elector use a social security card for ID purposes?

- a. Yes
- b. No

# Register Judge continued...

- If elector does not have the required ID, send them to Chief Election Judge.
- The Chief Election Judge will work with the elector to see if they can verify the voter.

**NO ID = CHIEF ELECTION  
JUDGE**



# Register Judge continued...



- Locate elector in Register.
- Have 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 he/she signs in the wrong space and it is not caught, the voter may not get appropriate voting credit.**

# Elector's Name Cannot be Found



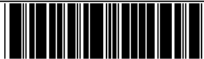
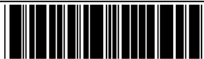



- If the elector's name does not appear in the Register
  - ❖ Ask the voter if their name recently changed
  - ❖ Ask the voter if they have a hyphenated name
  - ❖ Ask them to spell their name
  - ❖ Ask if the voter has their voter ID card to verify, they are in the correct precinct
  - ❖ Ask them to offer any clues in locating them in the register
- If name cannot be found, send the elector to the Chief Election Judge.










# Precinct Register

- Our Precinct Registers will contain the names of all voters in one register.
- Register Judge = regular ballot.
- Additional research or provisional ballot – send to Chief Election Judge.

# Polling Place Register – Issue Regular Ballot

County: Missoula Alphabetically		Official Register List - Polling Place Voters			Date : 02/03/2020	
Election : EJ Training Test Polling Place :						
Line Number	Registrant ID Status	Precinct Split	Ballot Style	Birth Date Voter Name Residential Mailing Address	Voter Signature	
1	68984 Active	BONN92 BONN92.2	1	11/20/1949 [REDACTED] (R) 18672 HWY 200 E BONNER MT 59823 (M) PO BOX 1207 BONNER MT 59851	X _____	 458438613
2	36926 Active	BONN92 BONN92.2	1	08/13/1976 [REDACTED] (R) 110 LANCER MILLTOWN MT 59851 (M) PO BOX 840 MILLTOWN MT 59851	X _____	 458438614
3	19061 Active	BONN92 BONN92.2	1	05/11/1956 [REDACTED] (R) 18672 HWY 200 E BONNER MT 59823 (M) PO BOX 1207 BONNER MT 59823	X _____	 458438615
4	450229380 Inactive	BONN92 BONN92.2	1	05/31/1953 [REDACTED] (R) 975 1ST ST MISSOULA MT 59802 (M)	Inactive X _____	 458438619
5	450110606 Active	BONN92 BONN92.2	1	03/24/1993 [REDACTED] (R) 9407 HWY 200 E MISSOULA MT 59802 (M) PO BOX 514 BONNER MT 59823	X _____	 458438625
6	450275164 Inactive	BONN92 BONN92.2	1	04/24/1979 [REDACTED] (R) 9500 ANDERSON ST MISSOULA MT 59802 (M)	Inactive X _____	 458438634
7	450139639 Inactive	BONN92 BONN92.1	1	01/13/1958 [REDACTED] (R) 10569 RUSTIC RD MISSOULA MT 59802 (M)	Inactive X _____	 458438636

# Provisional Ballot to Be Issued

County: Missoula Alphabetically		Official Register List - Absentee/Provisional Voters			Date :	02/03/2020
Election : EJ Training Test Polling Place :						
Line Number	Registrant ID Status	Precinct Split	Ballot Style	Birth Date Voter Name Residential Mailing Address	Voter Signature	
1	450181842 Active	BONN92 BONN92.2	1	07/08/1998 (R) 110 LANCER MILLTOWN MT 59851 (M) PO BOX 840 MILLTOWN MT 59851	X Issue Provisional Ballot-Absentee Sent	 458438616
2	48814 Active	BONN92 BONN92.9	1	06/29/1934 (R) 2015 OLA DR MISSOULA MT 59802 (M)	X Issue Provisional Ballot-Absentee Sent	 458438617
3	43844 Active	BONN92 BONN92.9	1	03/26/1937 (R) 2015 OLA DR MISSOULA MT 59802 (M)	X Issue Provisional Ballot-Absentee Sent	 458438618
4	100077461 Active	BONN92 BONN92.2	1	09/29/1989 (R) 8985 HWY 200 E MISSOULA MT 59802 (M) PO BOX 516 BONNER MT 59823	X Issue Provisional Ballot-Absentee Sent	 458438620
5	100086221 Active	BONN92 BONN92.2	1	03/13/1990 (R) 8985 HWY 200 E MISSOULA MT 59802 (M) PO BOX 516 BONNER MT 59823	X Issue Provisional Ballot-Absentee Sent	 458438621
6	100098127 Active	BONN92 BONN92.2	1	01/18/1990 (R) 940 4TH W RIVERSIDE ST MISSOULA MT 59802 (M) BOX 293 MILLTOWN MT 59831	X Issue Provisional Ballot-Absentee Sent	 458438622
7	450178504 Active	BONN92 BONN92.2	1	08/16/1995 (R) 940 4TH W RIVERSIDE ST MISSOULA MT 59802 (M) PO BOX 293 MILLTOWN MT 59851	X Issue Provisional Ballot-Absentee Sent	 458438623

# Register Judge Continued...

## Absentee Sent

Indicates the voter requested an absentee ballot – they can cast a **Provisional Ballot**.  
Send to Chief Election Judge.

# Register Judge continued...

## Provisionally Registered

A **provisionally registered** voter means that the Statewide Voter Registration System could not verify their identification that was provided when they Registered to vote.

Voters are verified by the last four digits of their SS# or DL#.

Provisionally registered voters must be sent to the Chief Election Judge to try and resolve identification issue. If identity cannot be resolved **this voter must vote a provisional ballot**.

# Register Judge continued...

## Inactive



- This elector did not respond to multiple mailings sent because their address on file with the Elections Office did not match the address on file with USPS, or a mail ballot was returned as undeliverable, and they did not respond to the mailing.
- Montana Law requires that an inactive voter reactivates their registration by completing an updated voter registration application.
- Mark Register with a VR near the signature of the voter – this helps staff make sure we have a new Voter Registration Application for this person.



# Register Judge continued...

## Inactive

- **Never, ever send an Inactive voter to the Election Office unless instructed to by the Chief Election Judge or Elections Office.**
- Voters whose information is current with our office **MUST** vote at their polling place on Election Day if they did not receive an absentee ballot.

# Register Judge continued...

## Can't find voter - Name not in the Register?

- Send Elector to Chief Election Judge.
- **Do not** allow voter to leave or send to the Flathead County Election Office without discussing with the Chief Election Judge first.



# Election Day Voter Registration

- Electors who are not already registered to vote in Flathead County must go to the Election Office to register to vote and receive a ballot.
- The only way for a registered voter, **who has not received an absentee ballot to vote**, is to appear at their polling place.
  - The Flathead County Election Office will only be able to issue replacement ballots to voters who are listed as “Absentee” in the register.

# Register Judge Video

[Register Judge Video](#)

# Poll Book Judge Duties

# Poll Book Judge continued...

- To be assigned as a Poll Book Judge, you are required to work a full day on Election Day.
- After the Register Judge has processed the elector, write the elector's name in the Poll Book beside the appropriate ballot number provided by the Ballot Judge.
  - ❖ Ensure that 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 mark it 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 **extremely** important to pay close attention to the ballot numbers.

# Poll Book Judge Continued...



# Poll Book Judge Video

[Pollbook Judge Video](#)



# Ballot Judge Duties

# Ballot Judge Duties



- Give 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, covers ballot language or any lines or coding on ballot.
- Demonstrate to the elector the procedure to place voted ballot in secrecy sleeve.
- Instruct elector to return voted ballot to the appropriate judge.

OFFICIAL MUNICIPAL PRIMARY BALLOT

CITY OF MISSOULA MONTANA SEPTEMBER 11, 2001

VOTE IN ALL COLUMNS  
INSTRUCTIONS TO VOTERS  
TO VOTE YOU MUST  
BLACKEN THE OVAL (●)  
COMPLETELY, USING ONLY  
THE PENCIL PROVIDED

**NONPARTISAN**  
CITY OF MISSOULA

FOR MAYOR  
FOUR YEAR TERM  
Vote for One

KANDI MATTHEW-JENKINS  
 JEFFREY A. JORDAN  
 MIKE KADAS

FOR MUNICIPAL JUDGE  
FOUR YEAR TERM  
Vote for One

DONALD J. LOUDEN

FOR ALDERMAN, WARD 6  
FOUR YEAR TERM  
Vote for One

DAVID MAX  
 LEWIS "LEWIE" SCHNELLER  
 TRACEY TUREK  
 CLAYTON D. FLOYD JR.

OFFICIAL BALLOT

Missoula County MT

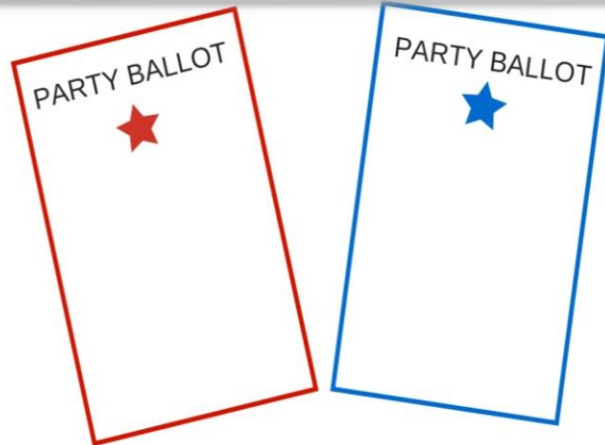
018

© 2001

Do not place stamp so that it interferes with ballot design or coding.

Ballot Judge stamps ballot with the official ballot stamp in a location on the ballot where it does not interfere with ballot language.

# Ballot Judge - Primary Elections



Voter receives eligible party ballots, but may only chose one to vote.

- If a **Primary Election**:
- The elector is given one ballot for each Party.
- Make sure the numbers on each Party ballot match.
- Instruct the elector to vote only one Party Ballot and to return all ballots to Ballot Box Judge.
- The voted ballot(s) should be in the secrecy sleeve with the stub(s) sticking out for removal.
- The unvoted ballot(s) should be in the unvoted/void sleeve with the stub(s) sticking out for removal.

# Ballot Judge – Provide Voter Instructions



1. **TO VOTE COMPLETELY FILL IN (●) THE OVAL USING A BLUE OR BLACK PEN.**

SAMPLE  
SECRETARY OF STATE  
(Vote for One)

John Doe  
 Thomas Jefferson  
 Jane Q Public

2. **DO NOT MAKE AN IDENTIFYING MARK, CROSS OUT, ERASE, OR USE CORRECTION FLUID.** If you make a mistake or change your mind, exchange your ballot for a new one.
3. **VOTE BOTH SIDES / PAGES** – Check ballot to see if there are issues printed on both sides of the ballot. If you are issued a two-page ballot, vote both pages.
4. **AFTER VOTING** – Insert ballot(s) into this folder so that your **stub is exposed**. The judge must remove the stub before ballot is placed into the ballot box.

# Accounting for ExpressVote Ballots

- There is an envelope provided of ExpressVote Ballot Stock. The PPM will have confirmed Ballot Stock, set up, and tested the ExpressVote before the polls open and will have access the polling place's supply of Ballot Stock.
- A ballot should be issued as normal by the register and poll book judge. No special notation should be made in the register or poll book. You will read off the stub number of the ballots to the poll book judge.
- The regular ballot or set of ballots should be voided by writing "***Voted by ExpressVote***" across the face of the ballot and placed in a voided ballot envelope. To protect voter secrecy, do not write on the ballot stub.
- The ExpressVote Ballot Stock should be removed from the envelope provided with the other precinct ballots, tracked on the ballot reconciliation report for poll book (ex: 104 ballots issued – 1 EV) and given to the voter or judge assisting them.

# Ballot Judge Duties – Spoiled Ballots

- Spoiled Ballot - If an elector spoils or damages their ballot, a new ballot must be provided to them upon request.
- **Note:** no stickers or labels may be placed on the ballot, a new ballot must be issued.
- The Poll Book Judge must be notified to designate the spoiled ballot in the Poll Book and to enter the new ballot number on the same line as the previous ballot.



# Ballot Judge – Spoiled Ballots Continued...

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 the unvoted / spoiled ballot sleeve and deposited in the stub box once the stub has been removed.



# Ballot Box Judge Duties

1. Greet the Voter.
2. Collect their ballot(s).
  - Ballots should be in the secrecy sleeves with the stubs out for removal.
3. If Primary – Review:
  - The voter voted one party ballot and it is in the correct sleeve (voted).
  - The unvoted party ballots are in the correct sleeve (unvoted).
4. Remove the stub from the voted ballot.
5. Have the voter deposit their voted ballot into the blue ballot box identified by the electors precinct.
6. Deposit the stub(s) into the stub box.
  - (If Primary) Deposit the Unvoted Party Ballot(s) and Stub(s) into the Stub Box.
7. Give the Voter an “I Voted” sticker.

# Ballot Judge Video

[Ballot Judge Video](#)

# Hand Counted Ballots

Flathead County does not honor requests for a hand-counted ballots.





# Polling Place Training Videos

[Training Videos](#)

Take a break.  
**You deserve it!**



**Break**

# Many Meanings of “Provisional”

- **Provisionally Registered Voter:** A voter whose verifying information (DL# or last four of SS#) could not be verified when registering to vote.
- **Provisional Ballot:** Provides the opportunity for a voter to cast a ballot on Election Day, but is not counted until the reason for voting a provisional ballot can be resolved.
- **Counting Provisional Ballots:** Provisional ballots not resolved on Election Day are reviewed and researched by the Elections Office the days after the election. If accepted, they are counted the Monday following the election.

# Why a Voter Votes a Provisional Ballot

- The voter did not have appropriate ID.
- Voter has an unresolvable “provisional” registration status that could not be resolved when contacting the Elections Office on Election Day.
- The voter appears in the Register as having been issued an absentee ballot “ABSENTEE”.
- The voter does not appear in the Register but claims to have Registered.
- The voter's registration has been challenged.

# Provisional – No ID

If elector does not have ID, explain the option to use the **Polling Place Elector ID form**.

If ID number is verified by the Chief Election Judge, mark “approved” on the ID form and send the form and elector back to ballot judge to vote a **regular ballot**.

---

If ID number cannot be provided, or if it cannot be verified:

Provide elector with **Provisional Instructions** and **review with them**.

Assist elector with filling out the **Provisional Form** on the **Provisional Ballot Envelope** and fill out the election judge portion.

**ENSURE THAT BOTH THE VOTER AND JUDGE SIGN THIS ENVELOPE.**

Accompany the elector back to the ballot judge with provisional envelope to complete process and be issued a ballot.



# Provisional – Absentee Ballot

Absentee Ballot = PROVISIONAL @ Polling Place or Replacement at the Elections Office.

- **If elector has been issued an absentee ballot** and claims that it was not received, or was lost or destroyed:
- They have the option to come to the Elections Office for a replacement or cast a provisional ballot at the polling place if they are on the register.

If the voter wishes to cast a provisional ballot:

- Provide elector with **Provisional Instructions** and review with them.
- Assist elector with filling out the **Provisional Ballot Envelope** and fill out the election judge portion.
- Accompany the elector back to the Register judge with provisional envelope to complete process and be issued a ballot.

# Provisional – Provisionally Registered Voter

- A Provisionally Registered elector means that the identification they provided when registering was not verified by statewide voter database.
- For instance, the SSN is very particular with characters and spacing, which may mean a voter cannot be verified due to data entry from our office.
- Explain the option to use the “Polling Place Elector Id Form.”
- Instruct the elector to see the Chief Election Judge for assistance. If the information on the form (DL# or last four of SS#) can be verified by the Chief Election Judge; the elector can proceed without casting a provisional ballot.  
*They must fill* out a new voter registration application with the number that was verified.
- If the Chief Election Judge cannot verify number the elector must cast a provisional ballot.

# Provisional - Challenge

## If elector is being challenged by another elector

- If challenge cannot be resolved immediately (see Challenge section of the Election Handbook):
- Provide elector with **Provisional Instructions** and review with them.
- Assist elector with filling out the elector portion of the **Provisional Ballot Envelope** and fill out the election judge portion.
- Accompany the elector back to the Register judge with provisional envelope to complete process and be issued a ballot.

## Provisional Ballot Envelope



Provisional Judge to assist elector in filling out this portion of the envelope-make sure elector signs this section.



Provisional Judge fills this section out, signs and gives to elector to take back to the register judge.



This section is completed by election official when resolved.



## Provisional Ballot Outer Envelope

ENVELOPE TO BE FILLED OUT AT POLLING PLACE OR ELECTION OFFICE BY ELECTION JUDGE/OFFICIAL AND ELECTOR AND PROVIDED TO ELECTION ADMINISTRATOR WITH POLLING PLACE MATERIALS

### PART 1: TO BE COMPLETED BY ELECTOR:

PRINTED NAME: \_\_\_\_\_ FORMER NAME IF APPLICABLE: \_\_\_\_\_

MONTANA DRIVER'S LICENSE OR STATE ID NUMBER: \_\_\_\_\_

If you DO NOT have a Montana Driver's License number, provide last four digits of your Social Security number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Additional information if any regarding your voter registration that would help resolve the provisional ballot:  
\_\_\_\_\_  
\_\_\_\_\_

I (signature of elector) swear or affirm that I am eligible to vote in this election and precinct, that all of the information I provided on this form is true to the best of my knowledge and belief and that I am aware of the penalty for false swearing.

### PART 2: TO BE COMPLETED BY ELECTION JUDGE/OFFICIAL: PRECINCT/WARD/DISTRICT NAME/# \_\_\_\_\_

Elector was instructed to cast a provisional ballot for the following reasons: (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Name not in official register and not erroneously omitted  | <input type="checkbox"/> Register indicates provisionally registered, which was not resolved  |
| <input type="checkbox"/> Elector claims registration with Motor Vehicle Division or other government agency, which could not be confirmed | <input type="checkbox"/> Elector swore that the elector was eligible to vote due to not receiving or destroying elector's absentee ballot |
| <input type="checkbox"/> Elector failed to sign register  | <input type="checkbox"/> Elector's identification was insufficient  |
| <input type="checkbox"/> Elector failed to sign absentee ballot envelope or signature was not verified                                    | <input type="checkbox"/> County-to-County late registration in election office  |
| <input type="checkbox"/> Elector's right to vote was challenged   | <input type="checkbox"/> Precinct-to-precinct late registration in election office  |
| <input type="checkbox"/> Other: _____   |   |

Election Judge/Election Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PART 3: TO BE COMPLETED BY ELECTION OFFICIAL RESOLVING PROVISIONAL BALLOT:

Elector registered in Precinct/Ward/District Name/# \_\_\_\_\_ Voted in Precinct/Ward/District # \_\_\_\_\_ Voter ID# \_\_\_\_\_

Provisional Ballot Counted: Yes  No

Reasons Ballot Counted: (circle all that apply)	Reasons Ballot Was Not Counted: (circle all that apply)
Name omitted from register in error	Not registered: (circle, if applicable: purged/ wrong precinct, district, ward / wrong county)
Identification was resolved	Could not resolve identification
Motor Vehicle or other government agency error	Motor Vehicle or other government agency has no record of registration
Absentee ballot not received	Absentee ballot received and counted
Elector provided signature or signature resolved	Signature issue was not resolved

# Provisional Ballot Procedures

- Have elector sign the Register on their line.
- Place a PB behind name – this indicates to staff who record voter history that they need to verify whether the Provisional Ballot counted or not counted.
- If name does not appear in Register have them sign the back of the Register.

# Provisional Ballot Procedures

Accompany the voter over to the precinct table to be issued the provisional ballot.

## POLL BOOK JUDGE

- Elector will be issued the next ballot #.
- The ballot # will be entered in the provisional ballot column.

# Provisional Ballot Procedures

## Ballot Judge

- Make sure you have completed and signed the Provisional Ballot Envelope.
- Remove the stub from ballots and place in large envelope.
- Ballot judge will give the elector their ballot(s), large manila secrecy envelope (if primary, an unvoted/void envelope).
- The ballot judge will take the outer provisional envelope to their station.
- Instruct elector to return with their secrecy envelope (unvoted sleeve, if applicable).
- They will bring the voted ballot in the secrecy envelope (unvoted envelope, if applicable) back to ballot Judge who will place it in the large outer envelope.
- Make sure elector has completed all provisional materials and has signed the Provisional Ballot Envelope.
- Seal the ballot(s) into the large provisional envelope.
- Set provisional ballots aside in the designated provisional ballot bag separate from voted ballots.

# Provisional Ballot – Resolving Provisional Ballot

If elector resolves the provisional ballot before the polls close:

- Retrieve the provisional envelope from the designated provisional ballot bag.
- Mark the envelope to indicate the ballot was resolved.
- Work with the Poll Book Judge to correct the provisional ballot in the poll book and Register Judge to cross out Provisional Ballot indication.
- Accompany the elector to the Ballot Box Judge to deposit their ballot in the voted ballot box.



# Provisional Ballot Video

[Provisional Ballot Video](#)

# Chief Election Judge Duties

# Chief Election Judge Duties

- Assign duties to judges for opening & closing polls.
- Reassign a judge if they feel their expertise can be used in another area.
- Handles personnel issues:
  - ❖ Judges
  - ❖ Poll Watchers
  - ❖ Disabled Voters
  - ❖ Electors
  - ❖ Schools / Polling Places
  - ❖ Petitions
  - ❖ Exit Polls
  - ❖ Observers
  - ❖ All Other

# Chief Election Judge Duties

- Accessibility for electors.
- Setting up and taking down election equipment.
- Follow all security procedures with regard to equipment, ballots & supplies.

# Election Day Situations – Ballot Drop Off

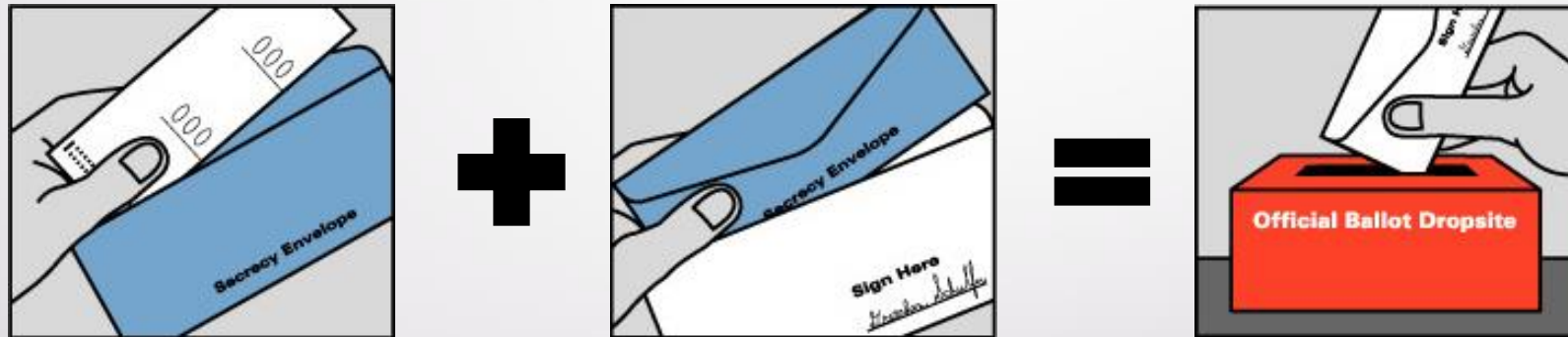


## Vote-By-Mail Drop Off at the Polling Place

- A voter with an absentee or vote by mail ballot may drop the ballot off on Election Day at any polling place. \*\*Note – elector must be from Flathead County.
- Absentee ballots are not counted at the polling place. Absentee ballots are delivered to the Flathead County Election Office for signature verification.

# Election Day Situation – Ballot Drop Off

- Blue soft-sided ballot drop boxes will be at each polling place for absentee ballot drop-off. **Do not** allow absentee ballots to be deposited into the metal polling place ballot box!
- Keep an eye out for secrecy envelopes being deposited!



- Any ballot without a signature envelope or unsigned envelopes must be treated as provisional until/if the elector signs the envelope. *\*Extra absentee affidavit envelopes are in the blue folder.\**
- We need a printed name and date of birth, plus a signature from the voter on the affirmation, or signature envelope to verify the voter.

# Election Day Situations

## Poll watchers, Petition signature gatherers, Electioneering & Election Observers

- In short, all of the listed activities except electioneering are allowed at the polling place but they cannot impede the voting process.
- Electioneering can only occur more than 100' from any entrance to a polling place.

# Election Day Situations - Petitions



## PETITIONS ON ELECTION DAY

- Individuals may approach an elector with regard to signing a petition after he/she has voted.
- **You have no authority to restrict this process.**
- The person gathering signatures may not interfere with the election process; if he/she does, the Chief Election Judge needs to inform them that they can approach the elector **only** after the elector has voted.



# Election Day Situations



## EXIT POLLS

- This is a legal process – electors have the choice to tell someone how they voted or not; however, they do not have to answer the questions if they do not want to!

# Election Situations - Electioneering

## Electioneering

- No electioneering may occur **within 100 feet** to any a polling place entrance on Election Day.
- Establish your polling place's 100 feet boundary as soon as possible on Election Day.
- It may be necessary to request an individual to leave the polling place if they have on any attire or buttons that indicate support/opposition to any candidate or ballot issue *that is being voted on*.
- See **Election Handbook** for information about polling place conduct.

# Election Day Situations

## CANDIDATES

- A candidate cannot serve as a poll watcher at a polling place where the candidate's name is on the ballot.
- 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' of an entrance to a polling place or building in which an election is being held.



# Election Day Situations – Write In Candidates

4 Year term  
VOTE FOR ONE

<input type="radio"/>	George Washington
<input type="radio"/>	Abraham Lincoln
<input type="radio"/>	Franklin D. Roosevelt
<input checked="" type="radio"/>	<i>John Adams</i>

-----

## Write-Ins

- A list of declared write-in candidates will be provided by the election administrator (if applicable).
- You should provide a copy of the list to an elector **ONLY** if they request it.
- **Flathead County does not use pre-printed labels for write-in candidates.**
- An elector has the option to write in the name of a candidate of choice, whether there is a qualified candidate or not.

# Election Day Situations – Write In Candidates

## Write-Ins

- Counting write-ins.
- **Write-ins are counted** for any candidate who files a “Declaration of Intent for Write-in Candidate”.
- **No write-ins are counted** if no one has filed a “Declaration of Intent for Write-in Candidate”.
- See **Election Handbook** section on counting write-in votes for detailed instructions.

# Election Day Situations

## MISCELLANEOUS

- Check voting booths periodically to make sure instructions and ballot marking tool (black ink pen) is in booth, and that 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.



# Assisting Voters With Disabilities

# Assisting Electors with Disabilities

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

- Elector Unable to Sign Register.
- Elector Unable to Enter Polling Place (Curbside Voting).
- Elector Requesting Assistance with Marking their Ballot.
- Elector requests to use ExpressVote.



# Assisting Electors with Disabilities

## Voter Unable to Sign Register



- An elector unable to sign his/her name cannot be denied the right to vote because of inability to sign the precinct Register.
- One option is having an agent who has been designated on a prescribed form by an elector to sign for the elector. An agent may sign for any voting process that an elector would be required to sign for.
- Notation must be made in the precinct Register on the signature line if an elector is unable to sign.

# Assisting Electors with Disabilities

## **Voter Unable to Sign Register (cont)**

Another option is to ask the elector to make a mark of some sort on the signature line by his/her name. The mark can be a fingerprint or an identifying mark, or another type of mark. The judges should enter a notation next to the fingerprint that the elector was unable to sign the Register, put the time and initial.

X



MISSOULA Public Schools & Clark School  
 6421 City Prim. 42  
 08/11/2001

Printed 08/11/2001 12:05 PM

Line # Status	Birthdate	Name and Address	Party Ballot Style Precinct	Signature On File	
1025 A	01/01/1901	YORK, MARGARET L 508 Westview, Apt 4B MISSOULA MT 59803	42	X _____ Signature	198000413
1026 A	11/14/1977	YOUNG, MICHAEL D, JR 612 Pattee Canyon Rd MISSOULA MT 59803	42	X _____ Signature	187000841
1027 A	03/15/1954	ZAK, ERIEN CS 615 Pattee Canyon Rd MISSOULA MT 59803	42	X <u>Eriean CS Zak</u> Signature	180001081
1028 A	07/12/1948	ZAK, MICHAEL I 615 Pattee Canyon Rd MISSOULA MT 59803	42	X <u>Michael I. Zak</u> Signature	180001082
1029 A	08/01/1935	ZELTINGER, DONNA M 117 Teldra MISSOULA MT 59803	42	X _____ Signature	172002030
1030 A	08/14/1935	ZELTINGER, MICHAEL D 117 Teldra MISSOULA MT 59803	42	X _____ Signature	171002098

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

# Assisting Elector with Disability

## Voter Unable to Enter Polling Place – Curbside Voting

- Two judges (from different Political Parties if possible) will take a blank ballot, other voting materials, and an “Oath of Elector Unable to Enter Polling Place” form outside the polling place to the elector.
- Elector will sign oath and 2 judges will witness.
- After elector shows appropriate ID, they are allowed to vote.
- Have elector put ballot(s) in secrecy sleeve for transport back into polling place.



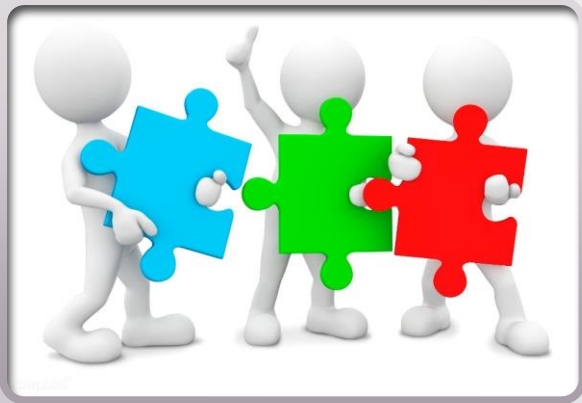
# Assisting Elector with Disabilities



## Curbside Voting (cont)

- Deliver ballot (in secrecy sleeve) to ballot judge where they will ensure to work with the poll book judge to record this ballot correctly.
- Ballot Box Judge will place ballot in the ballot box without viewing ballot.
- Both judges assisting elector must sign Register.
- Attach oath of elector to Register.

# Assisting Elector with Disabilities Continued...



## Voter Requesting Assistance with 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 aloud that 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 privacy.

# Assisting Elector with Disabilities

## ExpressVote

- The ExpressVote must be available at each polling place for voters.
- The ExpressVote includes:
  - ❖ Headphones for sight impaired voters.
  - ❖ Braille keys for sight impaired voters.
  - ❖ Ability to magnify print on ballot for sight impaired voters.
  - ❖ Ability to adjust contrast for sight impaired voters.
  - ❖ Attachment for Sip and Puff device for voters with mobility impairments(available in Chief Election Judge bag).
- Chief Election Judge receives ExpressVote training.
- Troubleshooting & reference guide in Election Handbook.



# ExpressVote Video

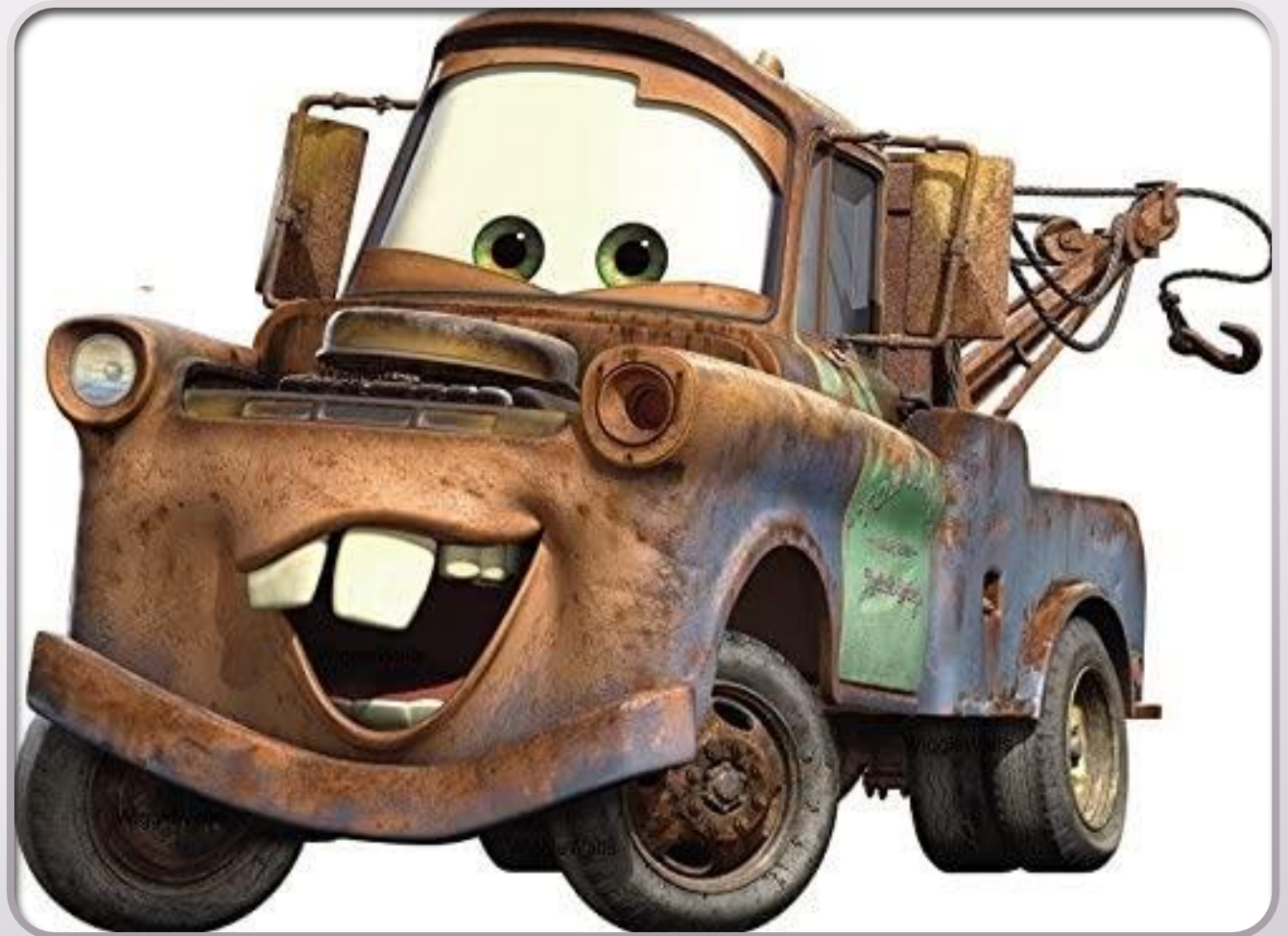
[ExpressVote Video](#)



# **Poll Book Reconciliation / General Counting Procedures**

## General Counting

- Ballot Reconciliation Report – find at the back of each poll book in the blue folders in each precinct bag.
- Conduct a hand count at the end of the day to confirm the poll books reconcile with ballots cast.



# Ballot Box Judge – Poll Book Reconciliation ...

1. Following the seal log procedures, unseal the ballot box. - Examples are shown on the log.
2. Working in teams of at least two judges, ensure the all the ballots are for the correct precinct.
  - a. Each precinct will have a large Tyvek envelope prepared.
  - b. Lay out the envelopes and sort the ballots on top of the before beginning the count.
3. Have the judges confirm the count of the ballots by Precinct using the ballot count form.
  - a. This form should be signed by the judges who performed the count.
  - b. At least two judges must confirm the count.
4. Using the ballot count form, complete part 3 of the ballot reconciliation with the poll book judges who should have their total by this point in time.
  - a. If the poll book judges do not have a total yet, wait for them to complete before providing them with the hand count total.
5. AFTER THE POLL BOOK HAS BEEN RECONCILED, place the voted ballots into the correct envelope for the Precinct and include a copy of the count and reconciliation form and seal it with an official seal for transport to Country Kitchen.
6. Sign all official seals for ballots and other materials.

# Special Situations

# Special Situations:

Some of the special situations election judges may encounter are included in this section, and detailed information on special situations can be found in the **Election Handbook** :

- Replacement ballots
- Inactive voters
- Challenges
- Disaster Response – Natural, Health Related, Other

# Special Situations - Challenges

## Challenges

**ASK Chief Election Judge FOR GUIDANCE IF AN ELECTOR IS CHALLENGED!**

Any elector may challenge another elector's qualifications 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.

Challenger's signature on Affidavit must be witnessed by an election judge.



# Special Situations - Challenges

A challenge may be made on the grounds that the elector:

- Is of unsound mind, as determined by a court.
- Has been convicted of a felony and is ***currently serving a sentence in a penal institution.***
- Is not Registered as required by law.
- Is not 18 years of age or older.
- Has not been a resident of the state for at least 30 days.
- Is a Provisionally Registered elector whose information has not been verified.

# Special Situations - Challenges

- 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 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 his qualifications under oath, or if challenge is not able to be resolved in favor of the voter, **THE ELECTOR WILL NEED TO VOTE A PROVISIONAL BALLOT.**



# Special Situations Continued...

- Split/Combined Precinct



It is like walking on a **tight rope** - you must be extremely careful!

# Special Situations Continued...

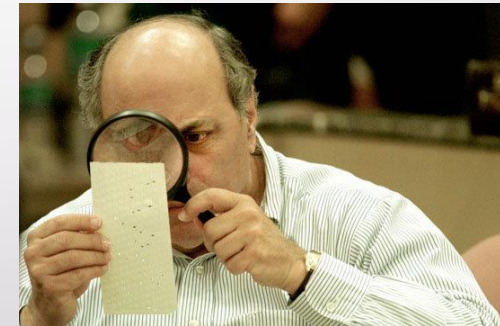
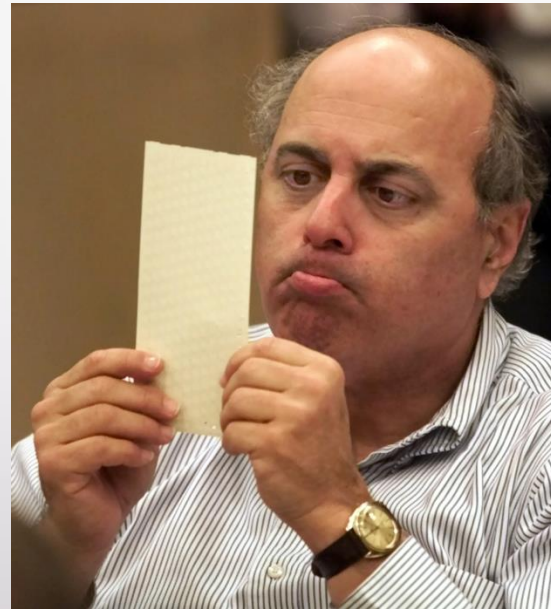
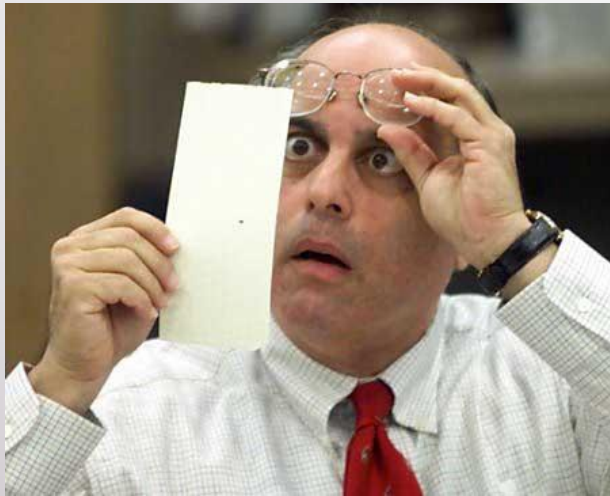
## **SPLIT REGISTER:**

- Is a Register that is split by last name alpha because the precinct is too large for one table to accommodate the voters.



# Special Situations Continued...

If you don't know what something means on Election Day-  
REVIEW THIS WITH CHIEF ELECTION JUDGE.



**CLOSING ELECTIONS ARE SCARY!!!**

# Special Situations Continued...

Elections are under a microscope!!! Please follow the procedures as outlined in this training & the manuals provided with your supplies!

If you do not agree on a procedure it is best to call the Elections office and receive clarification!

Do NOT presume to know the answer!



# Special Situations Continued...

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

- Notify Elections Office immediately!
- Follow county emergency protocol and your election administrator's Disaster and Contingency Plan in the Chief Election Judge bag.
- Have a list of emergency contacts handy.



# Special Situations Continued...

## Equipment Problems

- Make sure the ExpressVote 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.
- Election Handbook has troubleshooting guide for ExpressVote.
- If equipment does not seem to be operating correctly, **call your assigned poll runner immediately.**



# Closing the Polls

# CLOSING THE POLLS

- Proclaim aloud the closing of the polling place at 8 p.m.
- Make sure that an election judge or official is present to ensure that the last person in line at 8 p.m. is allowed to vote, and that no one who appears after 8:00 is allowed to get in line and vote.







# CLOSING THE POLLS

- After all electors have voted – begin procedures for closing the polls.
- Chief Election Judge will be responsible for assigning closing duties and handling security of ballots and machines.
- **No JUDGE is allowed to leave polling place until all closing duties have been completed.**
- **Refer to the “To Be Returned to Election Office” checklist in the plaid folder.**

# Closing Polls continued...

- **BALLOTS & EXPRESSVOTE**
- Chief Election Judge is responsible for closing the polling place and securely delivering the properly sealed voted ballots, and provisional ballots to the Flathead County Fairgrounds Country Kitchen (2 judges at all times).
- Ballots and other materials must be sealed and secured for transport to the Flathead County Fairgrounds Country Kitchen.

# Closing Polls Continued

- POLL BOOK RECONCILIATION
- Poll Book Judge must complete the ballot reconciliation form in the back of each Poll Book.
- Poll Book Judge & Chief Election Judge must sign poll book reconciliation.
- The ballot reconciliation will be compared to the hand count of ballots in the ballot box.

# POLL BOOK RECONCILIATION – BALANCING THE POLL BOOK

1. Confirm all voters have voted and deposited their ballot.
2. Poll book judges should complete their portion of the ballot reconciliation form using the poll book worksheet.
3. Following the seal log procedures, unseal the ballot box.
4. Working in teams of at least two judges, sort the ballots in the box based on the ballot style.
  - a. There will be a voted ballot envelope for each ballot style in your supplies.
  - b. You would want to work with all judges to divide these out evenly for an efficient end of night close out.
5. Have the judges confirm the count of the ballots by style using the ballot count form.
  - a. This form should be signed by the judges who performed the count.
  - b. At least two judges must individually confirm the count for each ballot style.
6. Complete part 3 of the ballot reconciliation form.
7. Place the voted ballots into the correct envelope for the ballot style and include a copy of the ballot count and reconciliation form and seal it for transport to Elections Office.
8. Ensure that when transporting, ballots are sealed and done under the supervision of two sworn election judges.

# Closing Polls Continued...

## MISCELLANEOUS

Place supplies back in precinct bags, ballots, stubs, etc. into correct envelope / container and seal for transport.

**Fill out timesheets and sign, make sure they go into blue folder that is not sealed.**



**Thank you for attending  
and signing up to be an  
Election Judge.**

