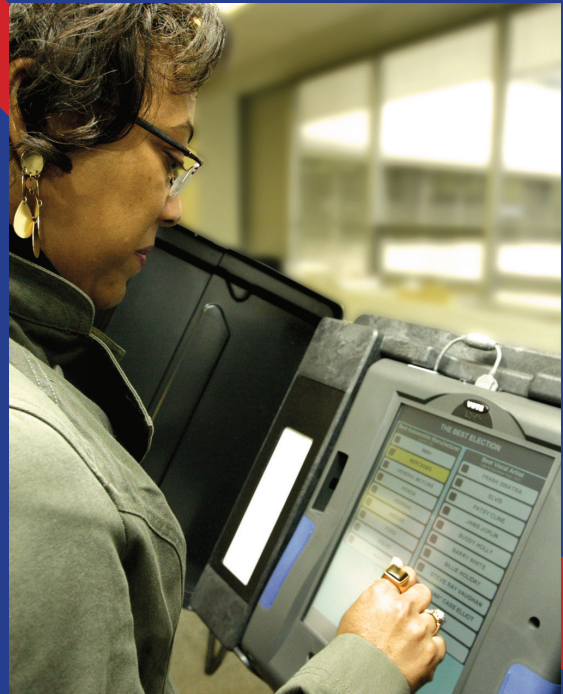
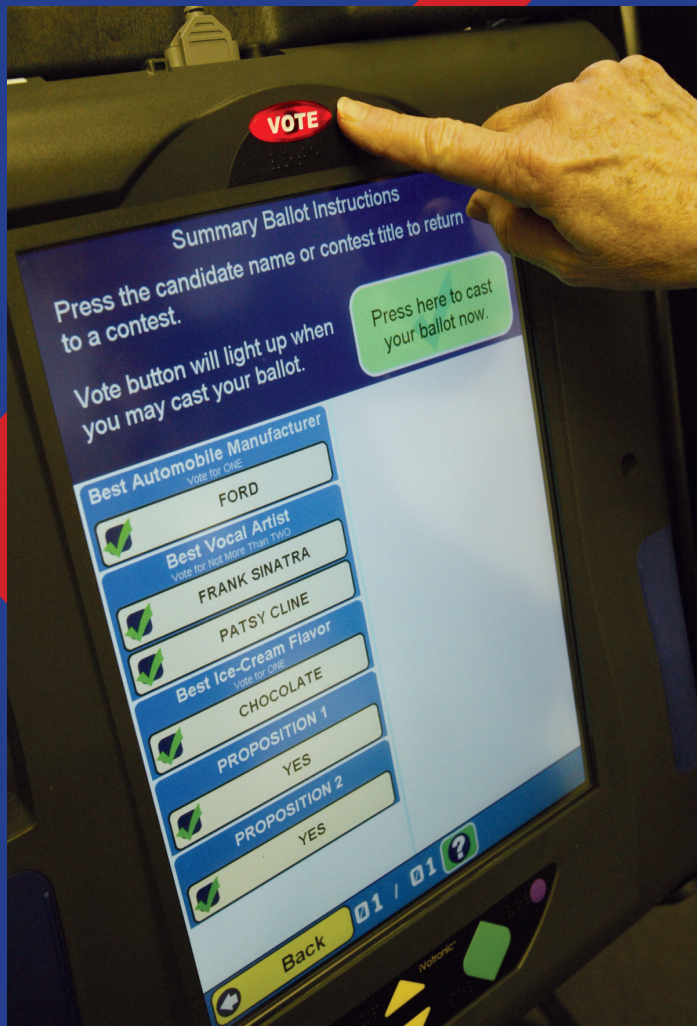


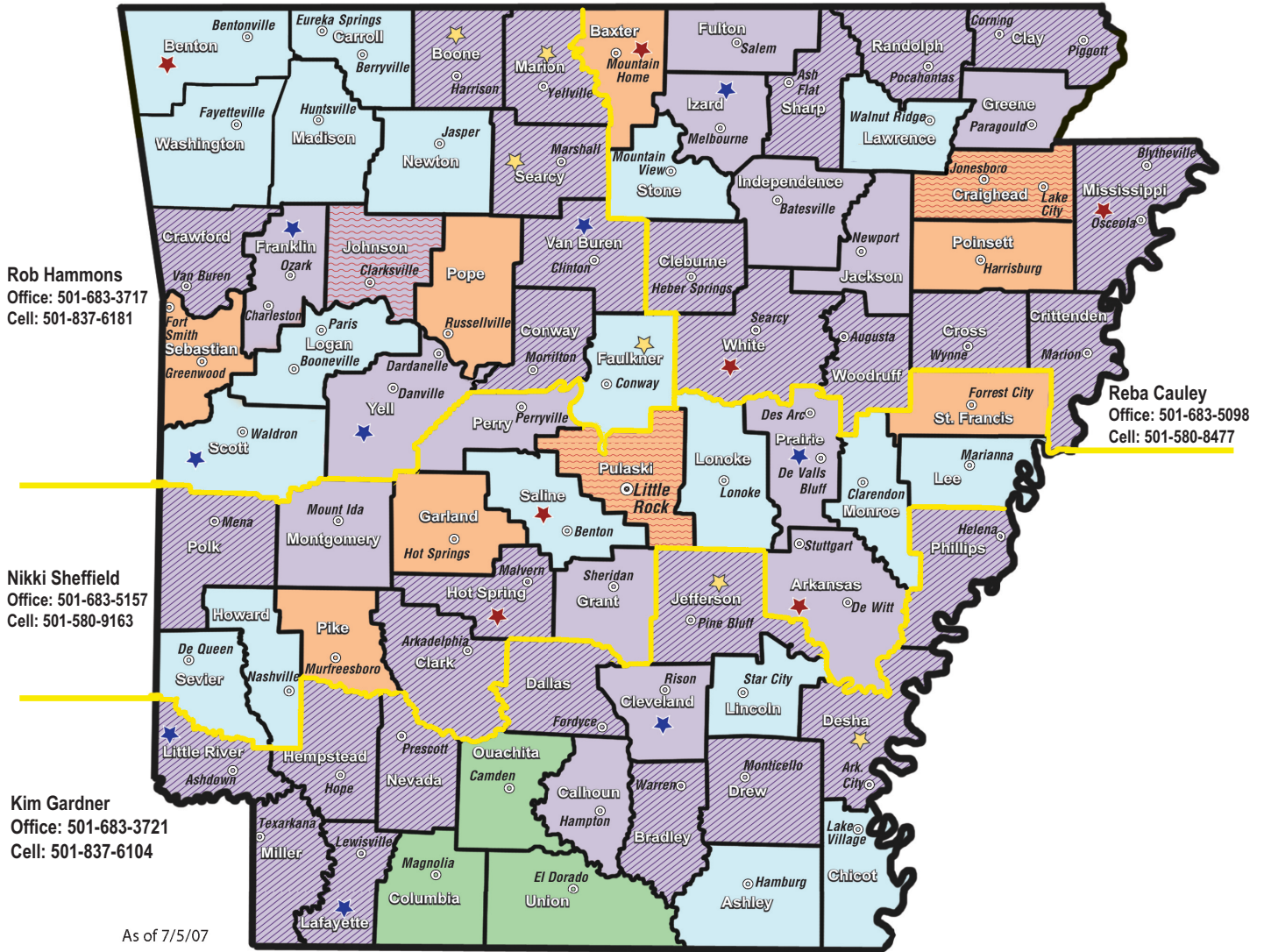
# BEST ELECTION PRACTICES

*Using lessons learned across the state  
to enhance your election processes*

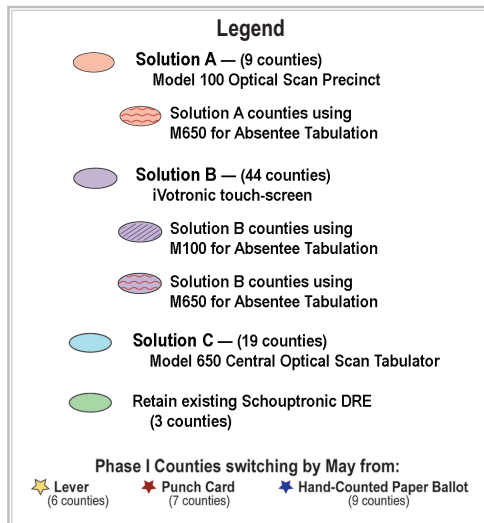


# Voting Machine Systems in Arkansas

## with Secretary of State Election Coordinator Regions



**Carder Hawkins** — Office: 501-683-3733 • Cell: 501-837-6105





**Charlie Daniels**  
Secretary of State

# State of Arkansas Secretary of State

Business & Commercial Services	682-3409
Elections	682-5070
Building & Grounds	682-3407
Communications & Education	683-0057
State Capitol Police	682-5173
Business Office	682-8032
Information Technology	682-3411

Dear Arkansas Election Officials:

I'm pleased to present *Best Election Practices*, compiling the tips and useful information shared by county clerks and election commissioners across the state. You, as county election officials, showed great innovation in adapting to all the new procedures and processes a new voting system brought in 2006. Certainly you all have found answers that can be helpful to others across the state.

I appreciate the dedication and knowledge you bring to the election process, and I hope this publication provides ideas that will help ease the task you face. Feel free to take these hints and adapt them for your county.

If you wish to discuss these Best Practices with the originating county, the appropriate contact information is included at the back of this handbook. The Appendix includes such supporting materials as forms and training documents that can serve as a model for your county.

Thank you for your tireless work to provide Arkansas voters a simple, secure means of participating in their government. I look forward to using these lessons learned to continue improving for 2008.

Sincerely,

A handwritten signature in blue ink that reads "Charlie Daniels".

Charlie Daniels  
Arkansas Secretary of State

As county election officials became familiar with new equipment and procedures associated with Arkansas’s implementation of the Help America Vote Act, they developed management styles to facilitate elections in their home counties. The Arkansas Secretary of State Elections division invited election officials to share their most effective tips and habits with other counties across the state. The result is *Best Election Practices*, a guide to simplifying your local election process. You’ll find hints for every step of the election process. In the appendix at the back, we’ve included samples corresponding to the best practices counties suggested.

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## Poll Workers



**Ashley  
County**

### Help Book

We have an election workers help book. This is a pocket binder in which we include additional info on problems and procedures emphasizing for them to call our toll-free numbers with any question BEFORE sending a voter away for any reason.



**Benton  
County**

### Hands-on Classes

We had several hands-on classes which we held for election officials here in the commission office.

This took a lot of fear away from the officials and we suggested that they assign one person to monitor the use of touch screen voting. We could then focus on them and help them learn and be comfortable with the units. I would be lying if I said all went well because we did have some problems with some officials.



**Cleveland  
County**

### One-Page Instructions

We developed a one page instruction sheet for all machine workers which worked out great. We started training with the large manuals, and it became obvious that the operators could not follow all of it. A lot of the information was not relevant to our situation anyway.

*Please see Appendix #1 for the instruction sheet.*



**Dallas  
County**

### Machine Person

One thing we did was to designate one person at each poll as the “Machine Person.” That person got extra training on just the machine; they were responsible for the iVotronic machine, opening the poll, bringing up the ballot, changing paper rolls, closing the poll and printing any reports. We made name tags for all the poll workers, but on the Machine Person’s tag, we glued a coin envelope to the back and inserted the machine key there. No one else had access to the machine. We bought plastic boxes about the size of a laptop computer but about three times as thick and placed all supplies for the poll in this box (paper clips, pens, pencils, scissors, tape, iVotronic paper, printer paper, magnifying glass, wipes to clean the surface of the iVotronic). Each box is marked with the name and location of the poll and supplies are checked back in at the end of election day at election central. We printed sheets with each poll listed and checked off supplies, machine, ballot box (if any), paperwork, etc. as it was returned.



**Lafayette  
County**

### Youth Assistance

We used young poll workers/college students to work the machines. This helped us a great deal. We contacted personal friends from the community who we knew were students at a nearby college and then from there we recruited by word of mouth.



**Miller  
County**

## **Equipment Support**

We had six or seven people that were strong on the equipment, and we had each of those people covering a number of polling places. If there were problems at a polling location, (workers) called their contact on their cell phone, and that individual was close enough to go to that place and assist them.



**Pulaski  
County**

## **Data Form**

We have a form that is completed by all poll workers, called the Poll Worker Data Form. We use this to enter worker information into a database, which is very beneficial, especially when dealing with a large number of workers.

*This document is Appendix #2 of this publication.*

# Training



**Cleveland  
County**

## Multiple Training

We have multiple training sessions for the machine operators and limit the training to no more than two persons per machine.



**Dallas  
County**

## Simultaneous Classes

On training Poll Workers, we had two classes at the same time. The Election Commission and Election Coordinator conducted the training classes and split into two groups. The machine workers were training on the iVotronic machines while the paper handlers were training on the paperwork. We set up two polls every hour and took almost all day for the training. This worked well, and if anyone needed more time on the machine, we did schedule alternate time. We had additional training just prior to the General Election, and everyone felt very comfortable by Election Day. We plan to have off-year training as well and to have training on-going. The iVotronic machines are great, but as they were new to us, we felt the extra training time was necessary.



**Drew  
County**

## Week-long Training

We had a week-long training. We broke up the polling sites for a four-hour training. We brought in all the cities' wards in the morning, then the rurals in different days and times. This was more effective because they could see the machines and get close to the machines, and they could ask questions more easily.



**Lafayette  
County**

## Hands-on Training

“Hands-on training on the machines is crucial.”



**Madison  
County**

## Pollworker Party

Prior to the primaries, we conducted the statewide mandated pollworker training on two (2) different nights at the courthouse. That way, the pollworkers had a choice of which night worked best for them to attend. We provided refreshments at both of these training sessions.

In addition to that, we also conducted pollworker training, specifically relating to the operation of the iVotronics, at several of our polling sites countywide. Our pollworkers were so pleased that we took the time and made the effort to come to them, that most of the polling sites we went to provided potluck snacks of all kinds and made a little pollworker party out of it.

We also conducted a couple of refresher pollworker training classes prior to the General Election. Our pollworkers found the refresher classes extremely beneficial due to the amount of time that lapses between the Primary Elections and the General Election. Although it is not mandated by the state, we plan on continuing to conduct this additional training session before every General Election.

We sent a letter requiring our current pollworkers to attend the training sessions, as well as placing an ad in our local paper reminding them and inviting anyone else who was interested in becoming a pollworker to attend the training sessions. We had great attendance at all of the sessions and the smaller groups that we had during the iVotronic training sessions allowed each pollworker a chance to have “hands on” experience with the new machines.

*Please see Appendices 3 and 4 for the ads.*



**Miller  
County**

### **Inviting Candidates**

One thing that we did that was helpful was to invite all of the candidates to the election official training. We allowed them to introduce themselves and gave them the training materials that we gave everyone else. ***This took away any mistrust that they had of the process.*** We also invited them to attend the ballot position draw. It was done alphabetically and they drew their own positions by pulling a numbered poker chip out of a hat. This also took away any mistrust about their position on the ballot.



**Mississippi  
County**

### **Opening and Closing**

We try to get hands-on opening and closing training with one-on-one training. We had a lot of success during early voting on the primary run-off election taking two workers at a time to go through the procedures on a demo machine loaded with the actual election on the original primary ballot. You have to take the time to clear and test and reset the time and date so that you get the real opening and closing. You should use two machines so that people are comfortable printing on the last machine. We also use our own condensed opening and closing instructions.

*These instructions are at the end of this document as Appendix #5.*



**Poinsett  
County**

### **Master List**

During training sessions we keep a master list of attendees and choose our election officials from this list. We make sure everyone understands how to fill out the certificates at the end of the day such as how to list the totals from the iVotronic and the M-100 machines. We show them how our books are printed and where in the book to put the list of fail safe voters and provisional voters. If this list is in the voter registration book, we are sure to have a correct list to compare with provisional ballots that are received.



**Prairie  
County**

## No More Hand-counting

Poll worker training is very important. Our training sessions with the poll workers has been very beneficial. Everything runs so much smoother when workers are well trained. Having all iVotronic machines is great because it eliminates hand-counting ballots.

**We love the machines and our voters agree.**



**Sebastian  
County**

## Simulations

Far and away Sebastian County’s Best Practices for Elections are in the area of training. We require all polling place judges to attend training prior to an election. **The training is a simulation of what occurs on election day.** Each judge follows a checklist that includes opening the polls, voting and closing the polls. On election day, the checklist is attached to each of the voting machines. If a judge does not yet feel confident after the training, he or she is free to sign up for another session. We do the same for persons who tabulate election returns (ERM). This is particularly important since with two courthouses, the results must be merged when tabulations are complete.



**Sevier  
County**

## Checklist

We developed a “Checklist for Poll Workers” for opening and closing the machines. We did this by revising and expanding the ES&S Checklist. Our poll workers seemed to think it was a big improvement over the ES&S Checklist that they had used in the primary election. We also developed a Checklist for Closing the Polls that fits the way that our county operates. It seemed to be helpful in getting the various forms, result tapes and other materials in the right place at the end of the day.

*Please see Appendices 6 and 7 for the checklists mentioned.*



**Washington  
County**

## Practice Makes Perfect

We set up times/days that poll supervisors and their touchscreen specialists may come to practice the opening and closing of the touchscreen (times when someone is nearby to assist them).



## Repeated Testing

In addition to L & A testing of the iVotronics, we conduct a mock election to verify the accuracy of the 650 machine, every iVotronic machine and the ERM software. We do not feel that the L & A tests and the test deck provided by ES & S for the 650 truly verify the accuracy of the machines! We feel that our “mock election test” more thoroughly tests each piece of equipment, not only for mechanical and programming problems, but also for any potential fraudulent programming by the vendor as well. This seemed to be a major concern with the public and the national media during the general election cycle.

A) When we receive our paper ballot stock for each election, our election commission uses some of the stock (we kept a list of each ballot number and style used for this purpose) to make our own test deck of ballots to verify the accuracy of the 650 machine. We began making our own test decks several years ago, after we received a bad test deck from ES&S. It checked out during the public test; however, on election night we realized the machine had not been programmed correctly and we had to hand count one of the races. The test deck that ES&S provided for that election did not catch the error at the public test because of the way ES&S had marked the test deck ballots. We run our test deck through the 650 machine three times, once with an absentee header, once with an early vote header, and once as individual precincts. We save each set of results to a zip drive to be entered into ERM later.

*See Appendix #8 for 650 checklist.*

(Newton County contacted us on the night of the General Election, because their site support person from ES&S could not seem to get their 650 machine to count ballots properly. We faxed this checklist to them and they were finally able to tabulate results.)

B) We then test each iVotronic machine, (including the iVotronics to be used for early voting) by opening each machine, printing a zero tape, voting every possible ballot combination for that machine/precinct, closing each machine and printing result tapes for verification against our hand count of the marked sample ballots we used to vote each machine. (Our marked sample ballots are actually copies of the 650 test deck that the election commission created.) The test deck contains a set of ballots for each precinct that we test vote on that particular precincts machine(s). We vote the entire test deck of ballots on the early voting iVotronic(s) because every ballot face for the County will appear on those machines.

***(Testing of the early voting iVotronics is a very time consuming process, so you need to allow plenty of time to complete the process.)***

We also suggest voting at least one of the sample ballots on each machine using the audio ballot feature. This will help verify that the audio ballot function is working properly and that the ballot races and pronunciations are correct. However, you must allow plenty of time, as this is a very time consuming process as well. While testing each iVotronic, we also use this opportunity to check screen calibration, date and time, etc., clear and test each iVotronic when we are finished and seal each machine with a numbered seal.

*See Appendix #9 for checklist.*

C) We then take the zip drives containing the results from the 650 test and the PEBs containing results from the iVotronic tests and enter them into the ERM software. We then print the results from ERM and verify that the ERM software is functioning properly and was programmed

correctly and also that the vote totals match our hand count. This also affords everyone who will work on election night with an opportunity to have a practice run and work out any problems prior to election night.



**Poinsett  
County**

### **Prepare to Compare**

We run the PEBs and M-100 cards through the ERM and have these results to present to the Election Commission to compare with the results that are sent in with their certificates of results.



**Washington  
County**

### **Mock Elections**

Don't depend on logic and accuracy tests to test whether the count will be recorded/reported accurately in ERM. **Conduct a mock election, using real ballots and touchscreen votes, note the results and see how they appear in ERM.**



**White  
County**

### **Test Early**

After I programmed and burned my PEB's, I used those PEB's for my clearing and testing. In addition I also used that opportunity while an iVotronic was set up to go ahead and open the polls creating easily detectable votes then closing the polls to run a test in ERM. I then cleared the votes on my supervisor terminal in turn knocking clearing and testing and L&A all at the same time. Also, this caught any mistakes before my public L&A.

## Equipment



**Lafayette  
County**

### Label and Check

We found that labeling the machines and the communication packs for each precinct is very beneficial, as is checking the PEB's immediately after receiving them.



**Madison  
County**

### Storage Racks

We had a local welder build mobile storage racks for the iVotronic machines. These racks worked out very well for our county. The racks can also be used to transport the machines to the polling sites, as they are on wheels. Bungee type cords, etc., can be used to secure the machines during transportation.

*See Appendix #10 for a picture.*



**Madison  
County**

### Label Everything

We labeled *everything!* Example: PEB's with the Precinct Name, as well as whether it is a Supervisor or a Master PEB; Exterior of iVotronics with Precinct Name and iVotronic Serial Number so that they are clearly visible from the storage racks, etc.

One of the most helpful labels we used was the RTAL printer cable label. Pollworkers felt more confident about the process of hooking up and unhooking the communication pack to print the zero and result tapes because the cables were labeled. In order to help pollworkers know when to disconnect the RTAL printer and connect the communication pack printer to print zero and results tapes, we also sent a screen shot (we even colored it) of what the iVotronic should read and look like during that process.

*See Appendix #11.*



**Poinsett  
County**

### Delivery List

The best practice that we've found for our county is that we do a detailed list for the delivery of the voting machines (M-100's and iVotronics). Each machine, communication pack and set of PEB's is labeled for that polling site. We have a black, hard, plastic sided case just like the communication pack case that the PEB's are put in for safe transportation, all of these are labeled per polling site.

I make a master check off list that details what is to be left at each polling site such as:

- One iVotronic
- One Communication Pack
- Vote Here Sign
- Extra Paper Rolls
- One M-100
- One PEB Pack
- Posters
- Etc.



**Polk  
County**

## **Delivery Drivers**

We hired a couple of people to deliver all of our machines. We also rented two vans so they wouldn't have to make so many trips. This helped us a great deal.



**White  
County**

## **Color-coding**

I believe probably one of the things that make our deliveries so smooth is that we divide the county in four pieces. I then color code the iVotronics, communication packs, election supply totes, our provisional ballot privacy booths and all of the election sign packets by delivery route with colored dots. I use the colored dots to label a delivery manual for the drivers with the name and address of each polling site with maps to each site from the last stop. I also put a page with all of the commission's contact and my contact numbers. I then label each iVotronic to which polling site and which colored dot. I also organize my storage room so every polling site's items are all together. The drivers can easily identify their routes loading the machines on to U-Hauls. A poll worker is notified ahead of time they will be the person to meet the router drivers. We give the poll worker a reminder call the day before they are to meet the truck. Then Wednesday the same poll worker meets the route driver for the return of the iVotronics. I made up totes for each Commissioner and myself before Election Day with communication pack paper, RTAL paper, list of voters etc. ... Basically **I put several of every item a polling location might need in these totes** so we could efficiently service our poll workers all day long with supplies they might have run out of.

**I have the poll workers pull and return the flash cards instead of having to go back and unload each iVotronic after the election to upload my flash data.** I used craft baggies and made labels for FLASH CARD RETURN. I made a space that says POLLING LOCAL\_\_\_\_\_ so I can easily identify where they came from in case I would need to pull votes off of their flash cards should something be wrong with their Master PEB. This process saved me since we had a county wide runoff.



**Ashley  
County**

## Supply Checklist

We have a checklist that we use to load all of the election supplies into the box and the items to accompany the box (signs, booths, additional stub boxes) to ensure all election supplies are sent to the polling site. This has been a big help to us.



**Madison  
County**

## Equipment Pickup

Instead of trying to transport all of the election materials and equipment to the polling sites, our election commission designated one pollworker from each precinct to pick up all election materials and equipment on the day before the election and return the materials to the courthouse for tabulation on election night. We paid this individual an additional \$15.00 plus mileage each way for their extra effort.

We developed a checklist for the issuance of and return of election materials, which was signed off on by the designated pollworker and an election commissioner. We had excellent pollworker response to this idea and it worked extremely well for us in all of the elections last year.

*See Appendices 12, 13 and 14 for checklists & notice to pollworkers.*

We ordered large supply bags for each precinct from Intab, Inc. to handle the transportation of all election supplies. New supply items that we added last year due to HAVA implementation included:

- A) D Cell Batteries - For back-up source of power for Communication Pack Printers.
- B) Trash Bags - To protect iVotronic's in case of rain.
- C) Electrical Adapters
- D) Extension Cords
- E) Wipes - To clean iVotronic screens during the day.
- F) Headsets for iVotronics
- G) Extra Paper Rolls for iVotronics and Communication Packs
- H) Authority to Vote Slip
- I) Authority to Vote Slips Storage Box

We purchased plastic hand-gun type storage cases from Intab, Inc. to store our PEB's in. We also used these cases to transport the PEB's to the polling sites on election day and back to the Courthouse for tabulation on election night. These cases are small and can be sealed up inside the ballot box during transport to and from the polling sites. These padded cases also help protect the PEB's from damage and prevent them from being stacked incorrectly and shortening the battery life. We also keep the key to the iVotronics inside these cases in a small coin envelope.

On election night, the pollworkers put these cases, (containing the PEB's, zero tapes, result tapes and key), inside the ballot box containing the voted ballots, a copy of the List of Electors, a copy of the Ballot Accounting Form, and the envelopes containing Provisional, Spoiled and Unused Ballots. The ballot box is then sealed, in the presence of all of the pollworkers, with a numbered seal for transport to the courthouse for tabulation.

Once the designated pollworker(s) arrive at the Courthouse, the election materials are checked back in by election officials. The ballot box containing all items necessary for vote tabulation are taken by election officials to the courtroom for tabulation. The stub box is taken to the County Treasurer, the County Clerk's envelope is taken to the County Clerk's office and all other election supplies including the iVotronics, Communication Packs, Election Supply Bags, Vote Here Signs, etc. are carried by 4-H and high school students to the Election Commission Storage Room.



**Pulaski  
County**

### **Polling Place Supplies**

We send a very specific, detailed list of all of the materials that we deliver to each polling location. This document is called Polling Place Supplies.

*See Appendix #15.*



**Washington  
County**

### **Save Labor**

Have as much as possible of the non-site specific supplies (such as table-top privacy voting booths) dropped off at the polling place by the same person(s) that drop off the voting booths and put up signs.

## At the Polls



**Benton  
County**

### Early Voting

We instituted early voting outside the clerk's office for the first time. This took a lot of pressure off the polling places where early voting took place. In the six locations used, over 14,000 votes were cast. Voters really appreciated the chance to vote early and close to home.



**Dallas  
County**

### Election Central

We set up "Election Central" at the County Courthouse. All election items, machines, supplies, etc were brought back to election central. One group checked in the supplies and machines and passed the Communication Packs with the PEBS holding the votes to the computer workers to load into the software. Each poll was checked off as the items were returned so we knew where we stood as far as what polls were still out at any time.

*The Election Commission and Election Coordinator were at-will trouble shooters on Election Day; we roved the county checking the polls and were available by cell phone if anyone had problems, needed extra paper, had paper-jams, etc.*



**Drew  
County**

### Checking In

Before the election day, we assign the election commissioners and myself certain polling locations to check out to make sure they are up and running. I also had someone in my office at 6:30 a.m. to answer phone calls from polling locations; they would give phone number, polling location and problems to her. We would check in with this person to let her know if they are up in running and who has called in. This was by far the best move we made in the elections.



**Madison  
County**

### Procedures Guide

We developed an "Election Day Procedures" guide that is specific to our county. It covers *everything* from the time the pollworkers arrive at the polling site, till the time they return the election materials to the Courthouse for tabulation. We distributed one of these guides to each of our pollworkers at the pollworker training sessions and went over it with them thoroughly. We also include a copy of this in our Election Day Supply Bags.

*See Appendix #16.*

We also invited 4-H and high school civics class students to help unload and carry iVotronics, communication packs, and election supplies to the election commission storage room on election night. This worked extremely well, as many of our pollworkers are elderly and unable to carry

these heavy pieces of equipment very far. This also freed up staff from my office and the Election Commissioners to handle more urgent matters. The students were very cooperative and eager to help. Each student received \$25 as well letters verifying community service hours and/or scholarship recommendation letters. Boy Scout groups might work as well.



**Poinsett  
County**

## **Written Instructions**

A very important best practice that we used is sending a list of written instructions for Election Day procedures to each polling site with the names and phone numbers of the Election Commissioners along with the County Clerk's number.

*These written instructions are Appendix #17.*



**Pulaski  
County**

## **Election Protocol**

We sent a document for the election workers to use to record all official information (oath, ballot accounting, votes cast, etc.) at each polling location. This document is called Election Protocol. It is four pages, but we print it front and back on 11x17 paper folded; this makes it one document that is easy for poll workers to manage and keep up with.

*This document is Appendix #18 in the back of this publication.*

# Recount



## Modifications Needed

We conducted a recount of our Sheriff's race after the Primary, and it would have been helpful to have some type of gadget to roll the RTAL tape onto as we unrolled it to do the manual tabulation from the tapes. One of our election commissioners tried to come up with something on short notice, but it did not work that well. **A type of hand crank that would turn the spindle as the RTAL tape is tolled back onto the spindle would make the process a little easier.**



## Recount Rules

**Only authorized personnel will be allowed in the recount area. Authorized personnel shall consist of:** Election Officials; Election Commissioners, commission staff and other authorized county personnel; Candidates; Authorized Poll Watchers

**The recount will be conducted as follows:**

1. Recount Election Officials will take the Oath to be an Election Official
2. All election officials will wear identification badges
3. Boxes containing ballots and Real Time Audit Logs (RTAL) tapes for the recount will be brought into the secure area by the sheriff or deputy
4. Custody will be transferred from the sheriff's office back to the election commission
5. Boxes will be unsealed and opened to prepare for recounting
6. **Paper ballots** will be recounted in the same manner as counted for the election
  - a. **Optical Scan tabulator (precinct/polling location)**
    - i. Two election officials will operate the voting device (or devices)
    - ii. The device will be activated with the appropriate cartridge for each specified precinct
    - iii. A zero tape will be printed and verified before any ballots are inserted
    - iv. Once all ballots have been read into the tabulator for each specific location, totals will be generated by the tabulator
    - v. The vote totals on the tabulator will be recorded on the tally sheet for each polling location
    - vi. Upon completion, ballots will be returned to the appropriate ballot box and sealed
    - vii. Record ballot box seal number on appropriate document
  - b. **Central Reader (absentee ballots)**
    - i. Election commissioners or staff will operate the tabulator as observed by two election officials
    - ii. A zero tape will be produced prior to any tabulation
    - iii. Ballots will be returned to the appropriate ballot box and sealed following tabulation
    - iv. Vote totals from the reader will be recorded on the tally sheet
7. **RTAL** tapes will be hand counted
  - a. Each RTAL will be recounted and verified by a team of three election officials; one will announce the vote, one will verify the vote and one will record the vote on the tally sheet
  - b. Hand count will be matched with the expected results from the tapes; if any discrepancy is noted, the tapes will be recounted by another team before final numbers are logged on the tally sheet

c. Upon the completion of reviewing each RTAL, the tape will be placed in a container and sealed

8. Upon completion of each precinct/polling location recount, numbers will be logged on a single tally sheet

9. Final compilation of totals will be logged on a final recount sheet for verification and comparison

10. Results of recount will be released

11. Recount results will be certified by the board



Lafayette  
County

### Close Contact

We believe we should stress the importance of keeping in close contact with the main person that is coding your election.



Madison  
County

### Ballot Accounting

I have also attached a copy of the Ballot Accounting Form we utilized. We passed out and reviewed a copy of this form with our pollworkers at the training sessions. It worked well for us on election night. A local printer prints these forms in carbonless duplicate for us.

*See Appendix #19.*



Madison  
County

### Authority to Vote

In order to ensure that voters receive the correct ballot style when voting on the iVotronic, we issue “Authority to Vote” slips to our pollworkers. The pollworker who verifies the voter’s eligibility and correct ballot style enters this information onto the “Authority to Vote” slip and gives it to the pollworker who actually activates the ballot on the iVotronic for the voter. We also give our pollworkers a plastic recipe box to store these slips in. The pollworkers count these slips at the at the end of the night and verify the total against the results tape total showing the number of people who voted on the iVotronic.

*See Appendix #20.*



Mississippi  
County

### Poll Worker Checklist

We created a form with the oath, names and addresses, and machine count totals. This gives us all the info we need to enter the results into the ERM on one sheet of paper and also acts as a checklist for the poll workers closing the polls and getting the results to the courthouse.

*Please see Appendix #21.*



Perry  
County

### “To do” List

Prepare a “to do” list in order of tasks to be completed. Check it at least twice.

We offered class size poll worker training but we also had a “per request” individual training session for any poll worker that wanted additional training.



**Pulaski  
County**

## **Poll Worker Newsletter**

We send an annual newsletter out to all of our poll workers in the county. This is also posted on our website, [www.pulaskiclerk.com](http://www.pulaskiclerk.com).

*Appendix #22* is a copy of the newsletter that was sent out in February of 2007.

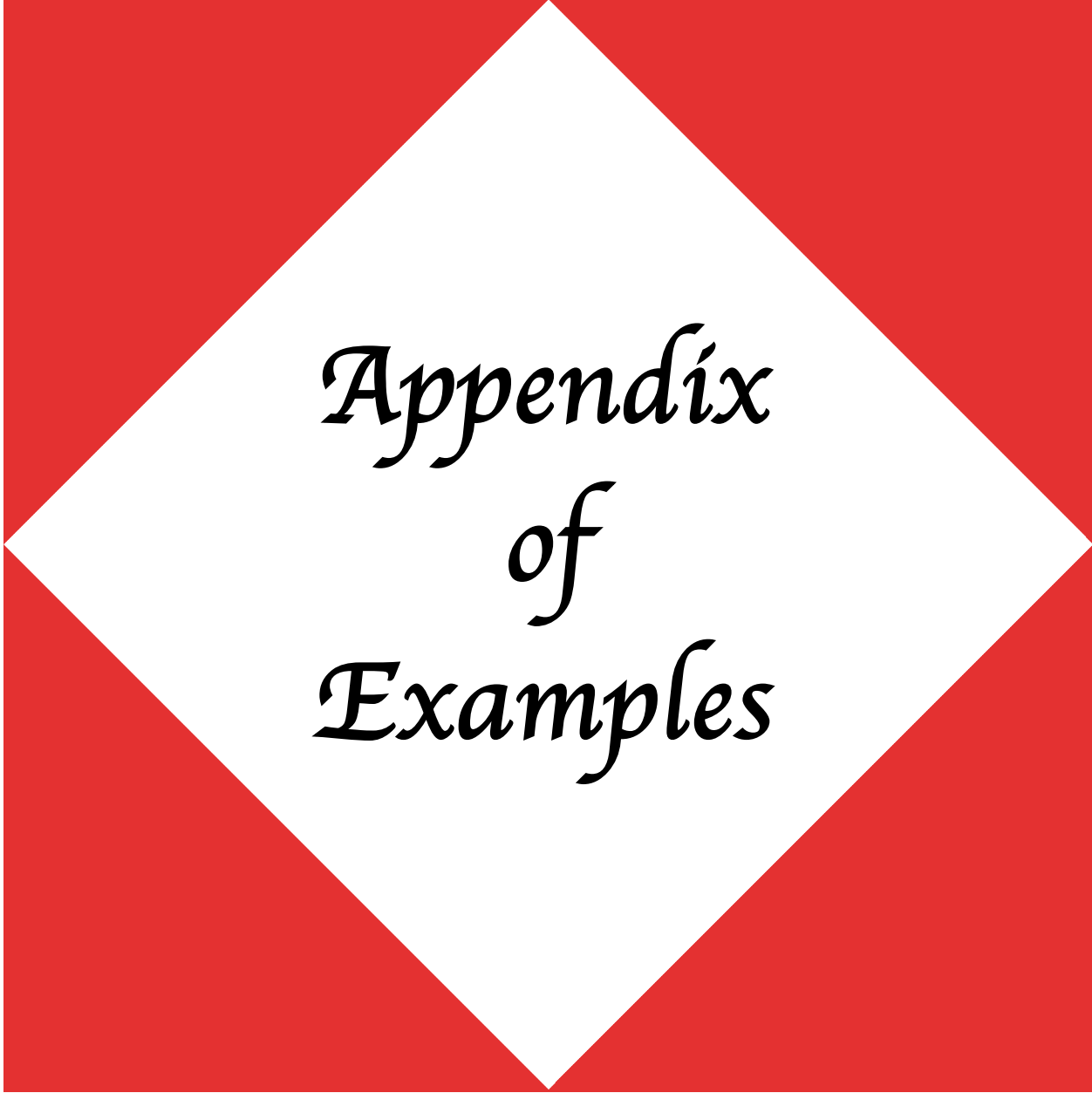


**Washington  
County**

## **Cross-train**

**Make sure that at least two people know how to do each thing, whether it be troubleshoot the iVotronics or prepare the polling place supplies.**





*Appendix  
of  
Examples*





## Cleveland County iVotronic Instructions

1. Insert Master (gray) PEB.
2. Follow directions on screen. Do Not remove PEB until you are directed to do so.
3. Reinsert Master (gray) and follow directions on screen.  
Please remember - do not get ahead of the machine. Wait until it tells you to connect the printer before doing so.
4. After printing the zero tape and reconnecting the RTAL printer put away the Master (gray) PEB.
5. YOU ARE NOW READY TO VOTE. Vote using the Supervisor (red) PEB.
6. After all votes have been cast close the terminal and print the results tape by doing the following steps. Should there be voters in line at 7:30 PM. continue with the reb PEB. A screen will appear with the following:

CLOSE THE POLLS

EXIT THE MENU

Select the EXIT THE MENU and you will automatically go to the vote screen. Continue this procedure until the last person has voted then CLOSE THE POLLS.

7. Use the master (gray) PEB to close the polls.
8. Follow directions on the screen. Again, remember do not remove the PEB until you are directed to do so on the screen.
9. After terminal is closed, screen will be dark gray. Reinsert the Master (gray) PEB.
10. Print results tapes as directed on the screen (3 copies)
11. Do you want is to re-collect? Yes. Following directions on screen.
12. After recollection is complete on the Master PEB. Reinsert the Supervisor (red) PEB.  
DO NOT PRINT RESULTS TAPE AGAIN. HIT DONE. TOUCH SCREEN WHEN IT TELLS YOU TO DISCONNECT.
13. Do you want to re-collect? Yes. Follow directions on screen until the terminal starts beeping. At this point simply touch the screen and the terminal will continue to re-collect. Watch bottom of screen for instruction to remove PEB.

CONGRATULATIONS, YOU ARE DONE!



**Other than the qualifications required under the law, we need people that are:  
Patient, Helpful, Courteous and Considerate**

*It is of extra benefit if you ...*

Write legible

Have good organizational skills

Like to work with others

Can follow written and oral instructions

Are comfortable with computers and technology

**To help us get to know a little more about you, would you please answer the following questions for us? Please circle your choice.**

1. Have you worked as a poll worker in the past, even if in a different county or state?

**Yes No**

*If Yes, where and when* \_\_\_\_\_

2. Would you consider being the “chief” election official (the person in charge) at a polling location? **Yes No**

3. How comfortable are you with learning to work with various types of voting equipment and technology?

**Not comfortable Somewhat comfortable Very Comfortable**

4. How familiar would you say you are with election laws and voting procedures?

**Not familiar Somewhat familiar Very familiar**

5. How comfortable are you with working with others?

**Not comfortable Somewhat comfortable Very comfortable**

6. How comfortable are you with communicating with the general public (voters)?

**Not comfortable Somewhat comfortable Very comfortable**

7. Would you be willing to work in a voting precinct other than your own? **Yes No**

8. How far would you be willing to travel in Pulaski County to work at a polling site? \_\_\_\_\_

- 9. In one or two sentences, please tell us why you want to be a poll worker:**

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# **POLLWORKER TRAINING**

**FOR: ALL CURRENT POLLWORKERS &  
THOSE INTERESTED IN BECOMING  
POLLWORKERS**

**WHERE: MADISON COUNTY COURTHOUSE – COURTROOM**

**WHEN: MONDAY, APRIL 24, 2006  
AT 6:00 PM**

**OR**

**TUESDAY, APRIL 25, 2006  
AT 7:00 PM**

**TOPIC: NEW ELECTION LAWS &  
ELECTION DAY PROCEDURES**

**ALL CURRENT POLLWORKERS ARE  
REQUIRED TO ATTEND.  
ALL THOSE INTERESTED IN BECOMING  
POLLWORKERS WELCOME.**



# **POLLWORKER TRAINING**

## **REMINDER TO: ALL POLLWORKERS**

**POLLWORKER TRAINING ON THE iVOTRONIC VOTING MACHINES WILL BE CONDUCTED ON THE FOLLOWING EVENINGS:**

**COMBS BAPTIST CHURCH – MONDAY, MAY 1, 2006 AT 6:30PM  
PRECINCTS: HILBURN, MILL CREEK and VALLEY**

**CLIFTY FIRE STATION – TUESDAY, MAY 2, 2006 AT 6:30PM  
PRECINCTS: CALIFORNIA, ALABAM and PRAIRIE**

**BOSTON CHURCH – THURSDAY, MAY 4, 2006 AT 6:30PM  
PRECINCTS: KENTUCKY, BOSTON, VENUS and LINCOLN**

**WESLEY COMMUNITY BLDG – MONDAY, MAY 8, 2006 AT 6:30PM  
PRECINCTS: WHITE RIVER, LAMAR, RICHLAND and JAPTON**

**KINGSTON AMERICAN LEGION BUILDING – TUESDAY,  
MAY 9, 2006 AT 6:30PM  
PRECINCTS: MARBLE, PURDY, KINGS RIVER and WHARTON**

**MADISON COUNTY COURTHOUSE IN COURTROOM – THURSDAY, MAY 11,  
2006 AT 6:30PM  
PRECINCTS: WAR EAGLE 1, WAR EAGLE 2, BOWEN and BOHANNAN**

**MADISON COUNTY COURTHOUSE IN COURTROOM – TUESDAY, MAY 16, 2006  
AT 6:30PM  
PRECINCTS: WARD 1, WARD 2, WARD 3 and WARD 4**

**ALL POLLWORKERS ARE REQUIRED TO ATTEND AT LEAST ONE SESSION. IF YOU ARE UNABLE TO ATTEND THE SESSION SCHEDULED FOR YOUR PRECINCT, OR WOULD LIKE TO ATTEND ADDITIONAL TRAINING, PLEASE FEEL FREE TO ATTEND THE SESSION THAT BEST FITS YOUR SCHEDULE.**



## **Mississippi County iVotronic Opening and Closing Instructions**

### **Opening Procedures**

Election oath, then unfold covers on voting machine.

Open the “Gray Suitcase” Communications Pack

Put the gray “Master PEB” into the slot on the machine and follow the instructions.

The screen will ask you to verify the correct polling location, press YES.

The screen will tell you to wait, and then instruct you to “REMOVE THE PEB TO CONTINUE OPENING.”

The screen will say “Terminal opening successful.”

If you have more machines to open, press the VOTE button to exit (the red vote button over the top of the screen) and insert the gray PEB into the slot on the next machine and open it.

After opening the last machine, insert the PEB to print the zero tape. The screen will ask if you want to print the zero tape now, press yes. The screen will display a page with red and green yes or no boxes. Follow the instructions on this screen. (Disconnect the Gray RTAL cable and connect the Gray Suitcase cable, turn the switch and press the little black button.) Print TWO zero tapes and post one near the entrance and secure the second zero tape and the Gray PEB in the Gray Suitcase.

### **Closing Procedures**

After the last voter has voted, secure the RED PEB and insert the GRAY PEB in to the slot and select “Close the Polls”. Close all machines in the order that they were opened. Follow the instructions on the screen.

You will touch the screen to exit after the machine is closed. After closing the last machine, re-insert the GRAY PEB and follow the instructions on the screen. You will be asked “Print Results Tapes Now?” Press YES. The machine will run for a few minutes before you see the page (with Red and Green blocks) that tells you to disconnect the Gray RTAL printer, connect the pack, turn it on and print totals tapes. It will print three tapes. Sign and post one copy of this results tape at the polling place entrance along with the carbon copy of the list of voters and the opening zero tape.

The screen will ask if you want to print again, press NO. Reconnect the Gray RTAL printer cable, and turn off the Suitcase printer.

Put the Gray PEB in the Suitcase. Use your key and open the printer on the back of the voting machine, and remove the RTAL tape from the machine (part on the reel with the votes recorded), sign, date and write your location on the end of the tape.

Put all PEB’s, the Terminal and electors count (the sheet with your oath and signatures on it), 2 totals tapes and 1 zero tape, in the Gray suitcase and seal the handle. Return to the Court Room.

Place the voters books, list of electors, all RTAL tapes (from the machines) and all other materials in the Gray “old” ballot box and return it to the clerk’s office.



**POLLWORKER CHECKLIST**

- \_\_\_ Check to see that iVotronic is securely plugged into electrical outlet and that cord will not be in the pathway to iVotronic.
- \_\_\_ Break seal on door of iVotronic. Record seal number on envelope for broken seals and place seal in envelope for broken seals.

**OPENING THE POLLS**

- \_\_\_ Insert Master PEB (gray banded). LEAVE PEB IN MACHINE UNTIL PROMPTED TO TAKE IT OUT. This may take a few minutes.
- \_\_\_ Remove PEB when prompted. DO NOT DISCONNECT ANY CABLES YET  
  
You will get the message:  
“This Terminal Is Now Ready for Voting  
Insert PEB to Print Zero Tape  
Or  
Press Vote Button to Exit”
- \_\_\_ If your polling location has only 1 iVotronic, INSERT PEB TO PRINT ZERO TAPE and follow instructions for Zero Tape.
- \_\_\_ If your polling location has multiple iVotronics, PRESS VOTE BUTTON TO EXIT after opening the first machine and then open the next iVotronic and select INSERT PEB TO PRINT ZERO TAPE (do this with Master PEB gray banded).
- \_\_\_ PRINTING ZERO TAPE: Print the ZERO TAPE from the last iVotronic opened. After re-inserting the Master PEB (gray banded) to print Zero Tape, WAIT FOR SCREEN WITH GREEN BOX before disconnecting any cables. Instructions on screen will lead you through next six steps.
- \_\_\_ Plug communication pack into electrical outlet close to iVotronic.
- \_\_\_ Disconnect gray RTAL printer cable in top of machine and insert black plug from communication pack.
- \_\_\_ Turn switch inside communication pack to PRINTER and touch small black power button to turn it on.
- \_\_\_ Follow prompts on screen to print zero tape. Print 2 copies. Post one at polling place and place one into PEB/RTAL case.

- \_\_\_ Touch DONE button on screen when process is finished and follow directions on screen.
- \_\_\_ Turn communication pack off and disconnect black communication pack cable on top of machine. Reconnect gray RTAL printer cable. CHECK TO SEE THAT THE BLACK CONNECTOR TO THE RIGHT OF THE RTAL CABLE IS SECURE. This is the electrical connection for the machine.
- \_\_\_ Place Master PEB (gray banded) in communication pack so that it is secure and out of the way until needed for closing polls. Close communication pack, and place it in a secure location.

## VOTING

- \_\_\_ Take out Supervisor PEB (red banded) and insert it into machine. LEAVE IT IN UNTIL SCREEN TELLS YOU TO REMOVE IT.
- \_\_\_ Confirm that this is the voter's correct polling location and precinct and select correct ballot for voter if there is more than one type of ballot for polling location, such as Rural or City.
- \_\_\_ When prompted, remove PEB.
- \_\_\_ Select "Visual Ballot" or "Audio Ballot"
- \_\_\_ Instructional screen will appear. Point out to voter that this screen provides instructions on casting a ballot and to press the "View Ballot" button when ready to begin voting, then to continue through all screens by pressing the "Next" buttons, noting that the voter is finished when a blue screen appears with the message "Thank You For Voting".
- \_\_\_ Leave voter to vote in privacy.
- \_\_\_ Voter votes.
- \_\_\_ After 7:30 p.m., machine will give you the opportunity to "close polls" or "exit the menu". If you have voters in line at 7:30 p.m., use "exit the menu" after each voter. Repeat process until all voters who were in line at 7:30 p.m. have voted.

### TO CANCEL A BALLOT

- \_\_\_ Insert Supervisor PEB (red banded) to cancel an open ballot.
- \_\_\_ Select “Cancel Ballot”.
- \_\_\_ Select “Yes” to confirm that you wish to cancel ballot.
- \_\_\_ Select reason that ballot is being cancelled.
- \_\_\_ Select “Proceed with vote cancellation”.
- \_\_\_ Remove PEB when the message “Remove PEB” flashes at bottom of screen.  
Ballot has been cancelled.

### CLOSING THE POLLS

- \_\_\_ When you are ready to close polls, bring communication pack close to iVotronic(s) and take out Master PEB (gray banded).
- \_\_\_ Plug communication pack into an electrical outlet.
- \_\_\_ Insert Master PEB (gray banded) and select CLOSE THE POLLS. **LEAVE PEB IN UNTIL PROMPTED TO REMOVE IT.** This may take a few minutes.
- \_\_\_ When prompted, remove PEB. **WAIT.**
- \_\_\_ You will see message TERMINAL CLOSING IS COMPLETE. TOUCH SCREEN TO EXIT. Touch the screen. Screen will go black.
- \_\_\_ If you have more than one iVotronic, repeat above steps in second machine.
- \_\_\_ The following steps will be performed on the last machine that you close.
- \_\_\_ Re-insert Master PEB (gray banded). **WAIT.**
- \_\_\_ Choose PRINT POLLING LOCATION RESULTS TAPE NOW.
- \_\_\_ **WAIT FOR SCREEN WITH GREEN BOX** before disconnecting any cables. Instructions on screen will lead you through next six steps.

\_\_\_\_\_ Disconnect gray RTAL printer cable at top of machine and insert black plug from communication pack.

\_\_\_\_\_ Turn switch inside communication pack to PRINTER and touch small black power button to turn printer on.

\_\_\_\_\_ Touch PRINT button on screen to begin printing. This should automatically print 3 tapes. One tape should be posted at polling location, one tape goes in the PEB/RTAL case, and one copy goes in Envelope to the Election Commission.

\_\_\_\_\_ When you are asked if you want to print another tape, if you already have 3 tapes, select NO.

\_\_\_\_\_ Touch DONE button on the screen when process is finished and follow directions on screen to disconnect communication pack and reconnect RTAL printer.

\_\_\_\_\_ Press screen to continue.

\_\_\_\_\_ When asked DO YOU WANT TO RECOLLECT THIS TERMINAL, select NO.

\_\_\_\_\_ Remove Master PEB (gray banded). Screen will go black.

\_\_\_\_\_ RECOLLECT DATA on Supervisor PEB (red banded). This serves as backup to original recollection. The following Recollection steps will be performed on each iVotronic if the poll has multiple machines. Recollection steps are as follows:

\_\_\_\_\_ Insert Supervisor PEB (red banded).

\_\_\_\_\_ You will see options PRINT RESULTS TAPE and DONE.  
Select DONE.

\_\_\_\_\_ Ignore Communications Pack instructions and touch screen to continue.

\_\_\_\_\_ You will see the option to RECOLLECT THIS TERMINAL. Select YES. DO NOT REMOVE THE PEB YET.

\_\_\_\_\_ The machine will tell you that this is not the PEB that was used to open the polls and will ask if you still want to close with this PEB. Touch the screen to continue. **WAIT**.

\_\_\_\_\_ Remove Supervisor PEB (red banded) when prompted. Screen will go black.

\_\_\_\_\_ Place Master PEB and Supervisor PEB into PEB/RTAL case.

**REMOVING THE RTAL TAPE**

- \_\_\_\_\_ Turn key on the back of iVotronic unit and raise upper part of RTAL door.
- \_\_\_\_\_ Pull yellow RELEASE bar.
- \_\_\_\_\_ Pull cartridge all the way down and hit feed button to feed tape through.
- \_\_\_\_\_ Cut through paper above where the printing stops.
- \_\_\_\_\_ Lift black takeup reel out of its holders and wrap up excess paper on it.
- \_\_\_\_\_ Place entire reel with paper into PEB/RTAL case.
- \_\_\_\_\_ Close RTAL door and lock it with key. Place key in PEB/RTAL Case with PEB's and RTAL paper roll (s).



## ***Sevier County Closing Checklist***

### CHECKLIST FOR CLOSING THE POLLING PLACE

(CHECK EACH ITEM AS IT IS COMPLETED)

\_\_\_ Break the seal on the ballot box and remove the voted paper ballots.

\_\_\_ Count the Regular (non-provisional) ballots and note the number on the Ballot Accounting Form at C5 (Total Regular (non-provisional) Paper Ballots Cast)

\_\_\_ Return the voted non-provisional paper ballots to the metal ballot box and seal the ballot box.

\_\_\_ Count the provisional ballots and note the number on the Ballot Accounting Form at C4. Seal the provisional ballots (enclosed in provisional ballot envelopes) in the orange Provisional Ballot Bag.

\_\_\_ Complete the Ballot Accounting Form to account for all ballots (paper and electronic).

\_\_\_ Ballot Accounting Form is distributed as follows:

1 copy to Ballot Box

1 copy to Envelope to Election Commission

\_\_\_ Clerks' List of Electors are distributed as follows:

1 copy to Ballot Box

1 copy to Envelope to Election Commission

\_\_\_ Place the Oath Form in the Envelope to Election Commission

\_\_\_ Place the Election Roster (list containing voter signatures) in Envelope to Election Commission

\_\_\_ Place any completed Arkansas Voter Registration Applications in the Envelope to Election Commission

\_\_\_ Place the Registered Voter List (list used by Clerks) in the Envelope to Election Commission

\_\_\_ Check to see that all spoiled or cancelled ballots are in the Envelope for Spoiled Ballots

\_\_\_ Place unused ballots and other small supplies and papers in a paper sack for delivery back to the Courthouse.

\_\_\_ Close and fold privacy booths.

\_\_\_ Close the iVotronic and print totals tapes (3). Seal doors of iVotronic with blue pull tite seal

1 copy to be posted at polling place

1 copy to PEB/RTAL Case with PEB's and RTAL paper roll

1 copy to Envelope to Election Commission

\_\_\_ Remove RTAL paper roll from iVotronic and place in PEB/RTAL Case. Seal case with blue pull tite seal.

LEAVE THESE ITEMS AT THE POLLING PLACE:

- IVotronic
- Privacy Booths
- Communication Pack
- Vote Here Signs
- Tubes containing posters

DELIVER ALL OTHER MATERIALS TO RECEIVING STATION AT COURTHOUSE:

- Sealed Ballot Box
- Stub Box
- Envelope to the Election Commission
- Envelope for Spoiled Ballots
- Provisional Ballot Bag containing provisional ballots enclosed in provisional ballot envelopes
- Phone issued to your polling place by Election Commission
- Key to polling place (if applicable)
- Sealed PEB/RTAL Case containing: Master PEB, Supervisor PEB, RTAL paper roll, and key to iVotronic
- Paper sacks containing privacy sleeves, unused ballots, and small supplies

THANK YOU



## **ES&S Model 650 Operating Procedures**

1. Perform pre-election day maintenance on the 650 machine.
2. Place the ballot tray on the end of the 650 machine.
3. Insert the election definition disk (EDF) before turning the machine on.
4. Turn on 650 machine and both printers-
  - Top Printer – Media Reports
  - Bottom Printer – Audit Reports
5. Hit Start Button to load election definitions.
6. Simultaneously hold down the Enable and Zero Totals buttons to zero out the machine.
7. Remove the EDF disk and secure it away from the machine to prevent overwriting the data.
8. Press the Format button in the Reports area to select LONG reports.  
We need Long reports, as they will show under and over votes. These figures must be reported to the State.
9. Print a Zero Grand Totals Report and a Zero Totals by Precinct Report.  
(Check the reports to make sure that no votes are present in the machine. The Election Commissioners will need to sign off on these reports.)
10. Turn on the sort blank, over vote, and write-in buttons prior to running any ballots.
11. To Process Absentee Ballots:
  - Use a Separate Zip Disk to record the Absentee Votes.
  - Run the Absentee Header.
  - Scan Absentee Ballots.
  - Process Blanks, Over Votes & Write-Ins.
  - Press SAVE to save the results to the 650 machine.
  - Press ENABLE and SAVE simultaneously to transfer the results to the Zip Disk.
  - Print off the Absentee results and check. (Last Precinct Report - Long)
  - If correct, take Zip Disk to ERM to enter results.
12. To Process Early Voting Ballots:
  - Use a Separate Zip Disk to record Early Votes.
  - Run the Early Voting Header.
  - Scan Early Voting Ballots.
  - Process Blanks, Over Votes & Write-Ins.
  - Press SAVE to save the results to the 650 machine.
  - Press ENABLE and SAVE simultaneously to transfer the results to the Zip Disk.
  - Print off the Early Voting results and check. (Last Precinct Report -Long)
  - If correct, take Zip Disk to ERM to enter results.
13. TURN THE MACHINE OFF.  
(This will clear the headers and allow the machine to count the precincts.  
Do not zero the machine when you turn it back on.)
14. To Process Precinct Ballots:
  - Use a New Zip Disk to process the Precinct Vote Totals.
  - Scan Precincts Ballots as Usual.
  - Process Blanks, Over Votes & Write-Ins.

Print off the Precinct results after processing each precinct and check against total number of paper ballots cast. (Last Precinct Report – Long)

15. At the End of the Night:

Save any Unsaved Results to the 650 machine & zip disk.

Print Grand Totals Report – Long

Print Totals by Precinct Report – Long

Print Precincts Processed Report – Long & Short

DO NOT zero the totals. (Wait until the next election)

Turn 650 machine & printers off.



## **IVOTRONIC CHECK LIST**

**PUBLIC TEST DATE:** \_\_\_\_\_

**PRECINCT:** \_\_\_\_\_

**SERIAL NUMBER:** \_\_\_\_\_

Insert PEB while holding down VOTE button to bring up Terminal Menu.

Clear and Test Terminal (Enter Terminal Menu, Enter Setup Configuration Menu, Select Clear and Test Terminal) make sure vote count is Zero. Passwords SVCSVC and CLRCLR to clear.

Verify Serial Number — Compare with housing. (Enter Terminal Menu, Enter General Information, View Terminal Setting) and record at top of this form.

Check Election Setting for Close Date & Time (Enter Terminal Menu, General Information, View Election Settings) Election Close and Date Time should be set to Election Day at 7:30pm.

Check/Set Time and Date (Make sure “X” in Daylight Savings Time Box) (Enter Terminal Menu, Enter Setup Configuration Menu, Enter Configure Terminal)

Select “Enable Progress Bar” in Service Menu (Enter Terminal Menu, Enter Setup Configuration Menu, Enter Configure Terminal)

Check “Enable Audio Ballot” Status and Test Volume Set at 255 (Enter Terminal Menu, Enter Setup Configuration Menu, Enter Configure Terminal)

Calibrate Screen (Enter Terminal Menu, Press VOTE button and follow instructions on screen. Then Exit, Exit, Pull PEB out and hit VOTE button to Power Down machine.

Open Terminal for Voting (Insert gray PEB – Do Not Hold Down Vote Button) and follow instructions on screen to open precinct and run Zero Tape.

Vote SAMPLE BALLOT packet. (Insert red PEB to call up each ballot)

Manually Force Close Polls (Insert PEB while holding down VOTE button – Enter Terminal Menu, Enter Election Services Menu, Select Close Terminal Early) (Passwords SVCSVC and override ESSESS) and Print Closing Total Tapes (Check totals against Sample Ballot Packet Totals)

Clear and Test Terminal (Enter Terminal Menu, Enter Setup Configuration Menu, Select Clear and Test Terminal)

Verify Public Count is Zero “0” (Enter Terminal Menu, Enter General Information, View Terminal Setting) (Exit, Exit, Pull PEB out and hit VOTE button to Power Down.)

**TEST COMPLETED BY:** \_\_\_\_\_



## ***Madison County iVotronic Storage Rack***





## **INSTRUCTION SCREENS TO PRINT ZERO & TOTAL TAPES**

### **SCREEN #1**

The following report choices are available:

Print polling location results tapes now.

Done.

**DO NOT HOOK UP PRINTER  
UNTIL SCREEN #2 COMES  
UP!!!**

### **SCREEN #2**

Disconnect the RTAL printer connection (located at the top of the iVotronic).

Make sure the communication pack (printer cable) is connected to the back of the voting terminal.

Turn the selector switch (on the communication pack) to PRINTER.

Press and hold the small black button on the printer until it's green light turns on.

Press the green button labeled "Print" (on the screen) to start printing the report.

To EXIT printing, press the "Cancel" button.





# **ELECTION MATERIAL RETURN CHECKLIST**

PRECINCT «Precinct»

DATE: November 7, 2006

**BALLOT BOX** (Sealed at both ends)

- Voted Paper Ballots
- One copy of Ballot Accounting Form
- One copy of List of Electors
- Provisional Ballot Envelope (If Any)
- Spoiled Ballot Envelope (If Any)
- Unused Ballots
- Voted Paper Rolls for iVotronic (If Any)
- Black Box containing:
  - Master PEB (Gray Band)
  - Supervisor PEB (Red Band)
- iVotronic Zero Tapes
- iVotronic Results Tapes
- Keys to iVotronic

**STUB BOX** (Should contain STUBS ONLY and be Sealed at both ends)

**ELECTION SUPPLIES BAG**

- County Clerk's Envelope
- "Authority to Vote" Slips in Box
- Unused Voter Registration Applications
- Unused Provisional Envelopes
- Unused Authority to Vote Slips
- Gray Plastic Shields
- Headset, Extension Cord and Electrical Adapter for iVotronic
- Batteries for Printer Pack
- Election Procedures Manual
- Items that were posted at polling site
- Supplies - Pencils, Tape, Sharpeners, Calculators, Magnifying Glasses, Scissors, Wire Cutters, Tacks, Trash bags, Rubber bands

**iVotronic Machine** (Doors should be sealed)

**Printer Pack** for iVotronic

**"Vote Here" Sign**

**RETURNED BY \_\_\_\_\_ CHECKED BY \_\_\_\_\_**

(I understand by returning these materials and filling out the attached travel expense form, I will receive an extra \$15 plus mileage.)



## **Notice to Election Official**

You are hereby notified that you have been appointed to act as an Election Official at the \_\_\_\_\_ Precinct, to serve at the \_\_\_\_\_ Election, to be held on \_\_\_\_\_, from 7:30 am to 7:30 pm at the \_\_\_\_\_.

Please arrive at the polling site on or before 7:00 am in order to ensure adequate time to set up the polling place and voting machines. The polls must be opened for voting at 7:30 am sharp.

If you are unable to serve as an election official, please contact the County Clerk’s office as soon as possible at 738-2747. The Madison County Election Commission must appoint your replacement.

If this box is checked, you have been appointed to pick up and return all election materials and supplies for your precinct. This will include the ballot and stub boxes, iVotronic touch screen voting machine, vote here sign, etc.

If you are unable to do this, please contact the County Clerk’s office as soon as possible at 738-2747 so that the Madison County Election Commission may appoint someone else to handle this task.

These items must be picked up on the day before the election at the County Clerk’s office between the hours of 4 p.m. and 7 p.m. Please keep track of your mileage on the enclosed TR-1 form so that we may reimburse you for picking up election supplies on the day before the election and returning them on election night.

The Madison County Election Commission thanks you for your cooperation and willingness to serve as an Election Official.



**POLLING PLACE SUPPLIES**

Preparation

**FOR ALL POLLING LOCATIONS-ALL SUPPLY TOTE BAGS WILL CONTAIN THE SAME ITEMS. In every bag place:**

**Pouch # 1: Clear “Official Election Returns” locking zipper bag with the following items inside:**

1. Election Protocol Form
2. Spoiled Ballot Affidavits (yellow)
3. Voter Assistance Forms (purple)
4. Voting Device Complaint Forms
5. List of Voters pad
6. One Pink Bubble Pack (for PEB’s and PC card)
7. M100 vote tabulator access keys
8. PC card holder (plastic case)
9. Bumper Sticker stub box seal
10. Blue seals (for ballot box, provisional transport bag & this bag)
11. Spoiled Ballot Envelope

(This clear pouch has a label/checklist to check that the appropriate items are returned at the end of the day)

**Pouch # 2 -Clear pouch/envelope with:**

1. Procedures Manual
2. Voting Equipment Guide
3. RTAL envelopes
4. Election Official Name tags
5. Magnifying sheet
6. One pad of Deceased voter forms
7. One pad of Change of Address Forms

**Pouch # 3 -Clear pouch/envelope with PROBLEM RESOLUTION FORMS**

**Pouch # 4 -Clear pouch/envelope with Public Items:**

1. Voter Registration Applications
2. “Be a Poll Worker” flyers
3. “What you need to know before you go to the polls” flyer
4. MIOO instructional cards

**Pouch # 5 -PROVISIONAL BALLOT MATERIALS bag (large clear plastic zip lock bag) with these things inside:**

1. 20 Provisional Voter envelopes-with ballot envelope inside
2. Poll Worker instructions for provisional voting
3. 20 Notices to Provisional Voters (same here)

4. One Provisional Ballot Transport bag (orange)
5. Provisional Voter List forms (pink)

**SET OF SIGNS:**

1. Voter instruction signs (4 signs rolled together-2 from SOS, 2 from county)
2. Ivotronic voting instructions (2)
3. Notice of Election
4. Two copies of any statewide initiatives or local ordinances (if applicable)
5. Two copies of sample ballots (if specific to location, sample ballots will be given with poll books and other specific materials)
6. How to mark the ballot signs
7. Additional paper handicap signs-directional signs, parking, etc.

**PLASTIC SUPPLY BOX containing the following items:**

1. About 36 black or blue ball point pens
2. 2 big felt markers
3. 6 red pens
4. scissors
5. extra roll of printer paper for optical scan vote tabulator
6. masking tape
7. scotch tape
8. index tabs for printouts
9. Voter Authorization pads
10. 100' string
11. String to tie pens to booths
12. white-out
13. paper clips
14. Tacky Finger (inside a small plastic bag)
15. electrical adapter
16. *I Voted* Stickers
17. Scratch pad
18. RTAL stickers

**AND...**

One Hard Plastic Handicap Sign  
One Surge Suppressor  
Privacy Sleeve (for paper ballots)  
Extra RTAL paper roll

***ALL SUPPLY BAGS SHOULD BE EXACTLY THE SAME***

## ITEMS SPECIFIC TO EACH LOCATION

**Polling Location will have these items specific to the location, picked up by the Chief Election Officer**

1. Communication Pack with PEB's and iVotronic keys (identified by a tag)
2. Plastic Tote with (identified by a tag):
  - a. Precinct Voter Registration Lists
  - b. Sample Ballots (two sets of each style)
  - c. Precinct Maps
  - d. Cell Phone
  - e. Bag Tags/Cards for material return
  - f. Special Instructions (if applicable)

### **ELECTION COMMISSION STAFF DELIVERS THE FOLLOWING ITEMS TO EACH POLLING LOCATION:**

One M100 Vote tabulator (with ballots locked inside)  
One iVotronic voting machine  
One cardboard Stub Box  
At least one Paper Ballot Transport box  
Large Vote Here sign for posting at the street  
Folding Booths for marking ballots (4 to 5 booths)

At time of delivery the delivery crew will post the Notice of Election on the door of the facility and place a large **VOTE HERE TUESDAY** sign outside the facility. The **VOTE HERE TUESDAY** sign will also display the precinct number for the location. Extra signs are posted as needed.



# ***ELECTION DAY PROCEDURES***

## **A. SETTING UP THE POLLING PLACE**

REMOVE ELECTION MATERIALS FROM THE BALLOT BOXES & TOTE BAG.

- a. Locate the Ballot Accounting Form. (Should be on top of ballots)

Confirm the Number of Paper Ballots Received.

Verify that the Seal Numbers you removed from the Ballot Boxes and the iVotronic Door match the Seal Numbers that are listed on the Ballot Accounting Form.

**(Do not touch or remove the Blue Seal located on the top of the iVotronic machine. This may only be removed by the Election Commission)**

Make sure you have all the election supplies you need. Immediately contact the County Clerk's Office or an Election Commissioner if anything is missing.

## **2. ELECTION OFFICIALS NEED THE FOLLOWING:**

**Precinct Voter Registration List.** (List that the voters need to sign.)

**Authority to Vote Slips & Box** (These slips are used by the election officials to keep track of the number of voters who voted an electronic ballot on the iVotronic machine)

### **Ballots**

**Master PEB with Gray Band** (Used to Open & Close the Polls on the iVotronic)

**Supervisor PEB with Red Band** (Used to Initialize Ballots for Voters on the iVotronic)

**List of Electors Voting in Election.** These two forms will be used by the election officials to keep two lists of the persons voting in the election. List each person that votes a paper or electronic ballot. (Do not include Spoiled or Provisional Ballots on this list!!!!)

**List of Provisional Voters.** (This form will be used to keep a list of all persons voting a provisional ballot.)

**Spoiled Ballot Affidavit.** (This form will be used to keep track of all ballots that are spoiled, both paper and electronic)

**Arkansas Voter Registration Application Forms.** (These forms will be used to change a voters name, address, date of birth, etc.)

**Provisional Ballot Envelopes (2)** (These two envelopes will be used to process provisional ballots)

ELECTION OFFICIALS NEED TO POST THE FOLLOWING ITEMS IN A VISIBLE LOCATION BEFORE THE POLLS OPEN.

**(1) Public Notice of Election.**

**(1) Sample Ballot.**

**(1) Notice on Electioneering.**

**(1) State of Arkansas Voter Information Notice**

**(2) Instructions to Voters**

**(2) Copies of any Amendments** (In General Elections)

**(2) Handicapped Signs**

ALL ELECTION OFFICIALS MUST FILL OUT AND SIGN THE OATH OF ELECTION OFFICIAL FORM BEFORE THEY MAY OPEN THE POLLS.

ELECTION OFFICIALS NEED TO POST THE 2 X 2 “**VOTE HERE**” SIGN IN A VISIBLE LOCATION NEAR THE MAIN DRIVEWAY ENTRANCE TO THE POLLING SITE.

ELECTION OFFICIALS SHOULD SET UP THE POLLING SITE TO ARRANGE FOR THE ORDERLY FLOW OF VOTERS.

ELECTION OFFICIALS SHOULD PREPARE THE iVOTRONIC MACHINE FOR VOTING AND PRINT ZERO TOTALS TAPES ACCORDING TO THE ENCLOSED INSTRUCTIONS.

**(Please refer to Section three (3) of this manual for complete instructions on Opening the Polls on the iVotronic)**

AFTER THE MACHINE IS PREPARED FOR VOTING, THE ELECTION OFFICIALS SHOULD:

**Post one copy of the Zero Totals Tape on the door of the iVotronic Machine. Secure the Master PEB(Gray Band), Keys and the Remaining Zero Totals Tapes in the Black Box provided for that purpose until it is time to close the polls.**

THE POLLS SHALL BE OPENED AT 7:30A.M. AND SHALL REMAIN OPEN CONTINUOUSLY UNTIL 7:30P.M.

## **B. PROCEDURES FOR VOTING.**

**Before a person is permitted to vote, the election official shall:  
(A.C.A. 7-5-305)**

Request the voter to identify himself in order to verify the existence of his/her name on the precinct voter registration list;

Request the voter, in the presence of the election official, to state his/her address and state or confirm his/her date of birth.

Determine that the voter’s date of birth and address are the same as those on the precinct voter registration list.

If the date of birth given by the voter is not the same as that on the precinct voter registration list, request the voter to provide identification as the election official deems appropriate;

(1) If the voter’s address is not the same as that on the precinct voter registration list, verify with the County Clerk that the address is within the precinct.

(2) If the address is within the precinct, request the voter to complete a voter registration

application form or make a hand correction on the precinct voter registration list for purposes of updating county voter registration records.

(3) If the address is not within the precinct:

Instruct the voter to contact the County Clerk's office to determine the proper precinct; and Go to the polling site serving that precinct in order for his/her vote to be counted.

If the voter's name is not the same as that on the precinct voter registration list, request the voter to complete a voter registration application form for purposes of updating county voter registration records;

Request the voter, in the presence of the election official to sign his/her name, including the given name, middle name or initial, if any, and last name in the space provided on the precinct voter registration list. If a person is unable to sign his/her signature or make his/her mark or cross, the election official shall enter the voter's initials and the voter's date of birth in the space for the person's signature on the precinct voter registration list;

(1) Request the voter, for purposes of identification, to provide a current and valid photo identification or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.

(2) If a voter is unable to provide this identification, the election official shall indicate on the precinct voter registration list that the voter did not provide identification.

(3) **If a MUST PROVIDE ID notation is listed on the voters signature line, then the voter Must Provide ID to vote a regular ballot.**

*If they do not provide ID – They must vote a*

**PROVISIONAL BALLOT**. (Follow Provisional

Ballot Instructions for these Voters)

*A person not listed on the precinct voter registration list may vote only in accordance with (A.C.A. 7-5-306 below).*

### **Procedure when voter's name is not on the precinct voter registration list.**

**(A.C.A. 7-5-306)**

If the voter's name is not on the precinct voter registration list, the election official shall permit the voter to vote a **regular ballot** only under the following conditions:

The voter identifies himself by stating his/her name and date of birth and is verified by the County Clerk as a registered voter within the county;

The voter gives and affirms his/her current residence and the election official verifies with the County Clerk that the voter's residence is within the precinct;

The voter completes an updated voter registration application form; and

The voter signs the precinct voter registration list.

**If the voter is not listed on the precinct voter registration list and the election official is unable to verify the voter's registration with the County Clerk and the voter contends that he or she is a registered voter in the precinct in which he or she desires to vote and that he or she is eligible to vote, then the voter shall be permitted to cast a **PROVISIONAL BALLOT**.** (Follow Provisional Ballot Instructions for these voters)

**Once the voter's registration has been confirmed and the voter has signed the precinct voter registration list:**

- a. The **Election Officials** will then need to write down the voters name on the two **List of Electors Voting in Election. (DO NOT INCLUDE Provisional Voters or Spoiled Ballots on this List, there are separate lists for these)**

Before giving the voter a ballot, an **Election Official** shall:

Initial the back of the ballot;  
Remove the ballot stub; and  
Place the stub into the stub box provided.

The **Election Official** will then issue the voter a **ballot**. (Please be sure to instruct the voter to fill in the oval completely with a **pencil** for whom they wish to vote.)

If the voter requests to vote an **electronic ballot** instead of a paper ballot, an election official shall:

Fill out an Authority to Vote Slip

Take the Voter to the iVotronic Machine

Instruct the Voter on the Procedure to Cast a Ballot on the iVotronic (This may be done by showing them the printed instructions on the door or reviewing the instructions on the screen once the ballot is initialized)

Initialize the Ballot for the Voter & Remove the Supervisor PEB-Red Band (The Supervisor PEB should **always** remain in the possession of the Election Officials. Never leave the Supervisor PEB in the machine or let the voter have access to it.)

Check to make sure it is the correct Ballot Style

Walk away so the voter may begin to vote in private

Deposit the Authority to Vote Slip into the Designated Box (These slips will be used to keep track of the number of people who voted an electronic ballot)

**Please consult section three (3) of this manual for any additional questions regarding use of the iVotronic.**

- d. **No person** may carry any ballot(s) outside of the polling place until after the polls close at 7:30p.m.
- e. If a voter spoils his/her ballot, he/she may receive another not to exceed **three** in all. **The voter must sign for each ballot that he/she spoils on the Spoiled Ballot Affidavit.** The spoiled ballot will need to be initialed by the election official, marked CANCELLED, the stub number recorded, and be placed in the spoiled ballot envelope.

Cancelled Ballots on the iVotronic machine will also need to be listed on The Spoiled Ballot Affidavit. The voter or an election official must sign for

each electronic ballot that is cancelled and the words “electronic ballot” must be noted instead of a stub number.

- f. The voter shall be provided with **privacy** to cast his/her ballot. State law allows voters **5 minutes** in which to cast their ballot. A longer time limit may be allowed at the discretion of the election officials if other voters are not waiting in line. If a line exists, the election officials should diplomatically inform the voter of the law and suggest that they finish up quickly so that other voters may vote.
- g. **All voters may request assistance from any person, or election official that they choose.** If the voter does not request a specific person for assistance but does desire assistance then he/she must be assisted by two election officials. (Election Officials need to keep a list of all persons assisting voters. A form is provided for this purpose.)
- h. Any voter because of physical, sensory or other disability who presents himself or herself for voting and who then informs an election official that he or she is unable to stand in line for extended periods of time shall be entitled to and assisted by an election official to advance to the head of the line of voters then waiting in line to vote at the polling site.
- i. The **VOTER** (Not the Election Officials) shall then personally place their ballot in the ballot box provided. Please offer the gray plastic privacy shields to each voter to place their ballot in the ballot box with.
- j. The voter shall then immediately depart from the polling site.
- k. When the polls close, all persons who have presented themselves for voting and who are then in line at the polling site shall be permitted to cast their votes.  
**(The iVotronic machine is programmed to close for voting at 7:30pm. If voters are waiting in line at 7:30pm and request to cast an electronic ballot, you will need to refer to section three (3) of this manual for complete instructions on how to allow these voters to cast their ballot .)**

### **PROVISIONAL BALLOT INSTRUCTIONS.**

An election official at the polling place shall notify the individual that the individual may cast a provisional ballot in that election;

The individual shall be permitted to cast a provisional ballot at that polling place upon the execution of a written affirmation by the individual before an election official at the polling place stating that the individual is:

A registered voter in the precinct in which the individual desires to vote; and  
Eligible to vote in that election.

**The provisional ballot shall be counted only upon verification of the voter's registration status in the precinct by the County Board of Election Commissioners.**

The election official shall request the voter to provide a current and valid photo identification or a copy of a current utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the voter. If the voter fails to provide this identification, the election official shall note such failure on the list of provisional voters.

The election official shall write the voter's name and address on the list of provisional voters.

**Provisional voters names DO NOT go on the List of Electors Voting in Election!!!!**

The election official shall provide the voter affirmation (Printed on the Provisional Voter Envelope) in which the voter affirms that he or she is a registered voter in the precinct and is eligible to vote in the election. This envelope also contains written information on how the voter will be informed as to whether or not his/her ballot was counted, and, if not, the reason why.

When the affirmation is completed, the election official shall provide the requested ballot to the voter. (The election official does not need to remove the stub in this instance)

After marking the ballot, the **voter** shall separate the marked ballot from the stub.

The voter shall then place the marked ballot into a "Provisional Ballot Only Envelope" and seal the envelope.

The voter shall then place the Ballot Stub and the "Provisional Ballot Only Envelope" containing the marked ballot into the Provisional Voter Envelope on which the affirmation is printed and seal. The voter will then return the sealed "Provisional Voter Envelope" to the election officials.

**All Provisional Ballots shall be preserved, secured, and SEPARATED from the remaining ballots to the end that the right of any person to vote may be determined later by the County Board of Election Commissioners.** (These White Provisional Voter Envelopes, containing the Ballots, must be kept in the large Provisional Voter Envelope)

*NO ONE MAY CAST A PROVISIONAL BALLOT ON THE iVOTRONIC MACHINE!*

## **C. CLOSING THE POLLS.**

### **1. COMPLETING THE BALLOT ACCOUNTING FORM.**

The **County Clerk's Office** will have completed the top portion of the Ballot Accounting Form down to the Total Number of Ballots issued to your precinct.

**It is imperative that the Election Officials fill out the Ballot Accounting Form accurately as this information is certified to the Secretary of State.**

The **Election Officials** must then fill out the following information:

List the Seal Numbers that will be used to return the Ballot Boxes and the iVotronic machine to the Courthouse.

Fill in lines 1, 2, 3, 4, 5, 6 & 7 according to the instructions listed on the Ballot Accounting Form:

Count up all Unused Ballots

Count up all Authority to Vote Slips issued for the iVotronic machine.

Double check the numbers you wrote down from the List of Electors, Provisional Voters List and the Spoiled Ballot Affidavit (You should only include Spoiled Paper Ballots on the Ballot Accounting Form)

Re-Check your Math for Accuracy! A calculator has been provided for this purpose.

Each Election Official must sign the oath at the bottom. (If you do not sign this form you will not receive payment for working the election.)

ELECTION OFFICIALS SHOULD CLOSE THE iVOTRONIC MACHINE AND PRINT RESULT TAPES ACCORDING TO THE ENCLOSED INSTRUCTIONS.

**(Please refer to section three (3) of this manual for complete instructions on closing the polls on the iVotronic.)**

AFTER THE MACHINE IS CLOSED FOR VOTING THE ELECTION OFFICIALS SHALL:

**Post a copy of the results tape on the entrance door to the polling place.**

**Wrap the Zero Tapes and Result Tapes around the Master PEB-Gray Band.**

**Place the Master PEB-Gray Band and the Supervisor PEB-Red Band and the Keys in the Black Box provided for that purpose.**

**4. THE ELECTION OFFICIALS SHOULD THEN PREPARE ALL ELECTION MATERIALS TO BE RETURNED TO THE COURTHOUSE EXACTLY AS INSTRUCTED ON THE ENCLOSED DIRECTIONS.**

**(Please refer to Section five (5) of this manual for complete detailed instructions on how election materials must be returned to the Courthouse)**

The Election Official who was appointed by the Election Commission to return all ballots and election materials to the Courthouse after the polls close must accompany their return. There will be a check-in station located at the bottom of the stairs that lead to the Courtroom. You will be required to report there with all election materials from your precinct to be checked-in by designated officials. You must then sign a form verifying that all materials were returned correctly and another form to report mileage driven so you may receive payment for returning the election materials to the Courthouse.

# INSTRUCTIONS TO ELECTION OFFICIALS FOR RETURNING ELECTION MATERIALS

A. THE ENVELOPE ADDRESSED TO THE COUNTY CLERK SHOULD INCLUDE THE FOLLOWING:

Precinct Voter Registration List (The list(s) that the voters signed)

One Copy of the List of Electors Voting in Election (The List of Voters that was written down by the Election Officials)

Arkansas Voter Registration Application Forms (Forms used to change Voters Name, Address, etc.)

One Copy of the Completed Ballot Accounting Form

All Completed Oaths of Election Officials

List of Persons Assisting Voters

This envelope should then be placed in the Election Supply Tote Bag!

B. THE BALLOT BOX SHOULD CONTAIN THE FOLLOWING:

All Regular Voted Ballots.

Please place the following on top of the Voted Ballots:

a) One Copy of the List of Electors Voting in Election

b) One Copy of the Completed Ballot Accounting Form

Envelope containing all PROVISIONAL Ballots and the List of Provisional Voters

Envelope containing all SPOILED Ballots and the Spoiled Ballot Affidavit

All UNUSED Ballots banded together with Unused Ballot Envelope on top VOTED PAPER ROLLS from iVotronic (if any)

Black Box that contains the following:

1. Master PEB (Gray Band)
2. Supervisor PEB (Red Band)
3. iVotronic Zero Tapes
4. iVotronic Results Tapes

Keys to iVotronic

C. THE STUB BOX SHOULD CONTAIN THE FOLLOWING:

Stubs Only!!!!

THE BALLOT BOX AND THE STUB BOX SHOULD BE SEALED ON BOTH ENDS WITH NUMBERED SEALS BEFORE LEAVING THE POLLING PLACE. THE NUMBERS OF THE SEALS FOR BOTH BOXES SHOULD BE RECORDED ON THE BALLOT ACCOUNTING FORM PRIOR TO SEALING THE BALLOT AND STUB BOXES!!!!!!

**D. THE FOLLOWING ELECTION SUPPLIES SHOULD BE RETURNED IN THE ELECTION SUPPLIES TOTE BAG:**

County Clerk Envelope  
“Authority to Vote Slips” & Boxes  
Unused Voter Registration Application Forms  
Unused Provisional Voter Envelopes & Provisional Ballot Only Envelopes  
Unused Authority to Vote Slips  
Gray Plastic Privacy Shields  
Extension Cords, Electrical Adapters, Batteries, iVotronic Headset  
Election Procedures Manual  
Magnifying Glasses, Pencils, Sharpeners, Tape, Calculators, Scissors, Wire Cutters, Thumb Tacks, Trash bags, Extra Paper Rolls, Unused Screen Cleaning Wipes, Rubber Bands  
Items that were posted at the Polling Site (Sample Ballots, Instructions to Voters, etc.) -  
**(PLEASE REMOVE ALL TAPE)**

**E. iVOTRONIC MACHINE** – The iVotronic machine door should be sealed at the top with a numbered seal before leaving the polling place. The number of the seal should be recorded on the ballot accounting form prior to sealing the form in the ballot box.

**F. PRINTER PACK**

**G. “VOTE HERE” SIGN** (If not stored at polling site)

The Election Official who was appointed by the Election Commission to return all ballots and election materials to the Courthouse after the polls close must accompany their return. There will be a check-in station located at the bottom of the stairs that lead to the Courtroom. You will be required to report there with all election materials from your precinct to be checked-in by designated officials. You must then sign a form verifying that all materials were returned correctly and another form to report mileage driven so you may receive payment for returning the election materials to the Courthouse.

## **CHALLENGE OF VOTER'S BALLOT BY POLL WATCHERS, CANDIDATES, OR DESIGNEES**

During the progress of any election in this state, any candidate in person or by a representative designated in writing, any group seeking the passage or defeat of a measure on the ballot by representative designated in writing, and any political party with a candidate on the ballot by representative designated in writing may:

Have only one (1) representative present at any one (1) time at each location within a polling site where voters identify themselves to election officials, so as to observe and ascertain the identity of those persons presenting themselves to vote for the purpose of challenging any voter who appears for the purpose of casting a ballot; and

Have only one (1) representative present at any one (1) time at each location within the absentee ballot processing site where absentee ballots are processed, so as to observe and ascertain the identity of absentee voters for the purpose of challenging any absentee vote.

A **POLL WATCHER AUTHORIZATION FORM** must be presented to the election officials before a poll watcher is allowed to observe the election process and/or challenge any ballots. The County Clerk must sign and file the poll watcher authorization form before it is valid.

A **List of Poll Watcher Rights and Responsibilities** are listed on the back of the POLL WATCHER AUTHORIZATION FORM.

When a poll watcher challenges the ballot of any person, it shall be treated as a **PROVISIONAL-BALLOT**. The following procedure shall be followed:

The Election Official shall inform the voter that his/her ballot is being challenged by a poll watcher and must be treated as a Provisional Ballot.

The Election Official shall list the voter's name on the List of Provisional Voters **instead** of the List of Electors Voting in Election List.

The Challenge Form for Poll Watchers, which is printed on the Provisional Voter Envelope, must be completed and signed by both the voter and the poll watcher.

The voter shall then mark his or her ballot and separate the ballot from the ballot stub.

The voter shall then place the ballot in a single "Provisional Ballot Only Envelope" and seal the envelope.

The voter shall place the ballot stub and the sealed "Provisional Ballot Only Envelope" in the Provisional Voter Envelope, which has been filled out and seal the envelope.

The voter will then return the sealed "Provisional Voter Envelope" to the election officials.

**All Provisional Ballots shall be preserved, secured, and SEPARATED from the remaining ballots to the end that the right of any person to vote may be determined later by the County Board of Election Commissioners.**

## **PRIMARY ELECTION INFORMATION**

In Primary Elections, the election officials must ask the voter in which party primary he or she wishes to vote.

If a Non-Partisan Judicial General Election is being held simultaneously with the Primary, the Non-Partisan Judicial General Election will be printed on both parties ballot. A voter may wish to vote only in the Non-Partisan Judicial General Election and must state such in order to receive the Non-Partisan Only ballot.

NOTE: No voter is required to vote in a political party's primary in order to be able to vote in Non-Partisan Judicial Elections.

In a Primary Election, no voter may cast a ballot in more than one (1) party primary election. Likewise, if a voter requests the separate ballot containing only the names of the Non-Partisan Judicial Candidates they may not vote again in a party's primary.

In a primary election, the election official **MUST** have the voter sign the correct precinct voter registration list for either the Democrat or Republican Primary depending on which primary the voter casts their ballot in. If the voter wishes to vote only in the Non-Partisan Judicial General Election they need to sign either the Democrat or Republican precinct voter registration list and the election official **MUST** clearly mark beside the voter's name "Non-Partisan".

In a primary election, the election officials should keep one list of the electors voting in the Democratic Primary and one list of the electors voting in the Republican Primary. If someone votes a "Non-Partisan Only" Ballot you may list their name on either list, but not on both, and clearly mark beside the voter's name "Non-Partisan."

**IF YOU SHOULD HAVE ANY FURTHER QUESTIONS REGARDING PRIMARY ELECTIONS PLEASE CONTACT THE COUNTY CLERK'S OFFICE**

## **INSTRUCTIONS FOR PRIMARY ELECTION**

### **Check Supplies**

Post at polling site entrance

Copies of ballot

Notice on Electioneering

Instructions to voters, including fail safe voting

Posters

Zero tape from voting machines

Be sworn in before polls open. Sign oath and all required papers.

Keep ballots in numerical order. Write down beginning number on correct sheet, and after polls close write down the ending number, number of spoiled ballots and number of challenged ballots. Subtract these from the beginning number and put the answer in the proper place on the correct sheet. You will be accounting for all ballots delivered to you – what were used and what are left.

### **Polls open**

1. Machines judges turn on machines and run zero tapes. Run two of these. Post one and leave the other one on the machine.
2. Voter identifies himself to election official by stating his name, address and date of birth. Official requests an ID. If “ID required” is printed by voter’s name, they must provide an ID. If they cannot provide ID, they must vote a provisional ballot. Mark on the voter registration book “No ID.” For all other voters who provide ID, check the area marked “ID provided.” A regular voter does not have to provide ID; we have to ask for it. Do not ever turn a voter away!
3. Voter signs name on registration list. Election official asks voter in which primary they wish to vote. If they choose democrat, put a “D” in the required space or “R” for Republican or “J” for Judicial. This is very important in the event of a runoff election. Make sure voter is given the correct ballot. If there is a split race there will be two different ballots for this precinct. You must make sure the voter is given the correct ballot. We have printed the list separate so you will have to look in both books to find the voter.
4. Election official or voter signs name on the voter list. Election official asks voter if they want to vote on the touch screen machine or if they want a paper ballot. If they choose the I votronic machine, put an “M” by their name on the voter list. This helps keep a tally to compare with the number of votes that prints out on the I votronic tape. If voter wants a paper ballot, the election official initials back of ballot, tears off stub, places stub in stub box, gives ballot to voter and explains how to properly mark the ballot. Or if they choose the touch screen machine, direct them to the machine official who explains the correct way to cast a ballot.
5. If election official cannot find a person in their voter registration book or if their address is different than what is listed, they must call the county clerk’s office at 578-4410 or 578-4412 to verify that voter is a registered voter and where they should go to vote. Voters must vote in their correct precinct! If for some reason you cannot contact the county clerk, the voter must be allowed to vote a provisional ballot which is kept separate from other ballots.
6. Provisional ballots must be placed in the correct envelope with the required information filled out on the outer envelope. Officials must state the reason for the provisional ballot. If voter

votes a provisional ballot or fail safe, they will sign in the back of the registration book that is specifically marked provisional or fail safe.

7. When polls close and all tallies are made, fill out the certificate of judges and clerks election form. Election officials must sign this form along with totals tapes from each machine. Make extra copies of the totals tape from each machine used and post one copy of each.

8. Put the following in the E-3 envelope:

    Certificate of judges and clerks of election (showing totals)

    List of voters

    Tape from both machines showing totals

    Challenged ballots

9. Polls are closed. Machine Judges have instructions to close their machines out. Remove all ballots from machines; re-pack all supplies. Pace everything in ballot box except the voter registration books, seal box and return boxes and stub boxes to courthouse.

10. PEBs and PCM Cards are to be placed in the box provided and returned along with all tapes used and all other supplies.

**Someone will be available Election Day before 7 a.m. and until all results are tallied on Election Night to answer any questions you may have. Please feel free to call 578-4410 or 578-4412 any time.**



Revised—Mar07

ELECTION PROTOCOL
To be completed by election officials



Date of Election: \_\_\_\_\_

Precinct number: \_\_\_\_\_ Polling Location name: \_\_\_\_\_

1. OATH OF ELECTION OFFICIALS

We the undersigned, duly appointed Judges, Clerks, Sheriff or Page of Precinct \_\_\_\_\_ do swear on this date \_\_\_\_\_, that we will perform the duties of this election according to law and to the best of our abilities, and that we will studiously endeavor to prevent fraud, deceit, and abuse in conducting the same, and that we will not disclose how any voter shall have voted, unless required to do so as a witness in a judicial proceeding or a proceeding to contest an election.

Signatures:

Four sets of horizontal lines for signatures.

2. VOTE AND BALLOT ACCOUNTING

Complete the following accounting for the ballots received:

Table with 5 rows and 4 columns: Ballot no., quantity, serial number, through.

Total number of ballots received: \_\_\_\_\_

At the end of the day...

- (a) Total number of regular voted paper ballots: [ ] (from the M100 tape print-out)
(b) Total number of provisional ballots cast: [ ] (from the provisional voter list)
(c) Total number of spoiled paper ballots: [ ] (from the spoiled ballot affidavit)
(d) TOTAL NUMBER OF PAPER BALLOTS USED [ ] Add items (a), (b), & (c)
(e) Total number of paper Ballot Stubs [ ] Note: this should be the same as paper ballots used
(f) Total number of unused paper ballots [ ] Subtract item (d) from the total number of paper ballots received
(g) Total number of votes cast on the iVotronic\*: [ ] If not used, please enter: 0 voters or write: not used
(h) \*\*TOTAL NUMBER OF VOTERS: [ ] Add items (a), (b) and (g) for the total number of people voting at your polling location

\*You must indicate if the iVotronic was used in this election and the number of votes cast on it

\*\*The number of voters from the List of Voters plus the number of voters on the Provisional Voter List should equal the Total Number of Voters

**3. VOTING DEVICE REPORT**

M100 PC card seal number: \_\_\_\_\_ (this seal remains intact until the polls close)  
 iVotronic seal number(s) \_\_\_\_\_ (this seal must be broken to open the doors for voting).  
 Posted ZERO tapes for each voting device: \_\_\_ y/n;  
 Verified zero display on iVotronic \_\_\_ y/n Time poll opened \_\_\_\_\_ if not opened at 7:30 a.m.  
 explain \_\_\_\_\_  
 Time poll closed \_\_\_\_\_ if not closed at 7:30 p.m., explain \_\_\_\_\_  
 Did voting devices malfunction? \_\_\_\_\_ Nature of problem \_\_\_\_\_  
 Repairs made \_\_\_\_\_

(use extra pages if necessary)

**4. ELECTION PROCEDURES**

*Please enter a checkmark in the space provided to confirm completion of each task. If not applicable, mark N/A in the space. Explain exceptions on the section provided.*

- \_\_\_\_\_ Inspected election supplies prior to opening of the polls
- \_\_\_\_\_ Reviewed and followed any special instructions
- \_\_\_\_\_ Posted VOTE HERE signs outside location
- Poste*d each of the following items:*
  - \_\_\_\_\_ Voter Identification Instructions
  - \_\_\_\_\_ Sample Ballots
  - \_\_\_\_\_ Voting Rights Information
  - \_\_\_\_\_ How to Vote Instructions
  - \_\_\_\_\_ Notice of Election
  - \_\_\_\_\_ Two copies of constitutional amendments and acts to be voted on (if applicable)
  - \_\_\_\_\_ Zero tapes from both voting devices (signed)
- \_\_\_\_\_ Followed opening and closing instructions for the M100 scanner
- \_\_\_\_\_ Followed instructions for preparing the iVotronic unit with audio for voting and closing
- \_\_\_\_\_ Identified the 100' boundary for electioneering
- \_\_\_\_\_ Situated voting booths (including the one with leg extensions for wheelchairs) in plain view of election officials but to allow voter privacy in marking his or her ballot
- \_\_\_\_\_ Set-up a table with a non-rolling chair for voters unable to stand at a booth
- \_\_\_\_\_ Initialed the back of each ballot **AND REMOVED THE STUB before** giving the voter the ballot
- \_\_\_\_\_ Did not permit anyone to carry a ballot outside the polling location

\_\_\_\_\_ **Processed all voters as described below:**

**REQUEST** the voter provide one of the following for purposes of identification:

- A current and valid photo ID—only needs to show name and picture
- A copy of a current utility bill with name and address of voter
- A bank statement with name and address of voter
- A government check with name and address of voter
- A paycheck, or other government document that shows the name and address of the voter

***If the voter is unable to provide this identification but the name, address, and date of birth given by the voter match the Precinct Voter Registration List, the election official indicates on the Precinct Voter Registration List that the voter did not provide identification, and the voter is allowed to vote a regular ballot. Exception: Poll book notation "Must Show ID."***

\_\_\_\_\_ In a Primary Election only

- Ask each voter "In which party primary do you wish to vote?" Or a voter may choose to vote the Non-Partisan Judicial General Election only ballot if they do not wish to vote a party ballot
- Marked the Precinct Voter Registration List with a D or R or NP

\_\_\_\_\_ In a General Primary Election (Primary run-off) only allow voters to vote in the same primary

as selected in the primary election (from the notation on the precinct voter registration list).

NOTE: if a voter *did not vote* in the primary, a voter may vote the party run-off of their choice.

- \_\_\_ Verified Poll Watcher Affidavits displayed by any Poll Watcher appearing at location
- \_\_\_ Reviewed Provisional balloting instructions
- \_\_\_ Keep a separate list of all persons voting Provisional Ballots
- \_\_\_ Placed all Provisional Ballots in a separate transport container
- \_\_\_ Provided written information to voters casting Provisional Ballots on how to find out if their vote was counted
- \_\_\_ Wrote "Cancelled" on the face of all spoiled ballots
- \_\_\_ Preserved all spoiled ballots separately for transport
- \_\_\_ Recorded names of all persons assisting voters in the booths
- \_\_\_ Sealed all regular voted ballots *and* RTAL tape in the ballot transport box
- \_\_\_ Counted write-in ballots separately—from Compartment B of the voting device—and sealed write-in ballots in separate ballot transport box (if applicable)
- \_\_\_ Counted the stubs before sealing them in the container provided
- \_\_\_ Posted results outside the polling location after the count from both devices
- \_\_\_ Returned all UNUSED ballots to the empty bin (Compartment "A") of the voting device

**5. PHONE NUMBERS AND CONTACT INFORMATION**

- For equipment problems, procedure questions, missing supplies, or questions or concerns about the polling place, call the Election Commission: **340-8383**

• For Voter Registration questions—to verify a voter’s registration—call County Clerk’s office: **340-8825** *this number is for Poll Workers ONLY!*

The public line to the County Clerk’s office is 340-8683—automated phone system

**Pulaski County Election Commission**

201 S. Broadway, Suite 330  
Little Rock, AR 72201  
501-340-8383  
[www.votepulaski.net](http://www.votepulaski.net)

Pulaski County Board of Election Commissioners  
Kent Walker, Commission Chair  
Martha McCaskill, Commissioner  
Ozell Snider, Commissioner

Staff

Susan Inman, Director  
Tim Joiner, Assistant Director  
Tonya Washington, Administrative Assistant  
Pam Walker, Voting Equipment Specialist  
Herb Harris, Election Systems Specialist/Map Technician  
Nolen Buffalo, System Analyst

**6. COMMENTS OR EXCEPTIONS REPORTING**

Please list any events of the day that were out of the ordinary, any comments, or suggestions:

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(use extra pages if necessary)

**7. PREPARING ITEMS FOR DELIVERY TO AREA HEADQUARTERS**

**A. Put the following items in BAG # 1—clear Official Election Returns Bag:**

- Spoiled Ballot Envelope
- Spoiled Ballot Affidavit—yellow
- Voter Assistance Forms—purple
- List of Voters Forms
- Voting Device Complaint Forms
- **Pink static pack containing *three* things: the M100 PC card (in the plastic protector case) & both PEB's (the grey PEB and the red PEB)**
- *Used* Problem Resolution Forms
- M100 scanner Keys
- **Zero tapes from the morning (both devices)**
- **Two sets of Totals tapes from each device**

**B. Complete section eight (8) below, place this Protocol Report in BAG # 1—clear Official Election Returns Bag with this page displayed for easy identification and affix the numbered seal**

- C. **Seal the Orange Provisional Ballot Transport Bag**—if it contains any voted Provisional Ballots—with the numbered seal provided—*be sure your precinct information is displayed in the pocket AND the Provisional Voter List is displayed in the large pocket*
- D. Repack the black election materials bag with unused forms, envelopes, etc., and other election day materials (be sure it is tagged with your precinct number)
- E. Place all change of address forms, deceased voter forms and any completed voter registration applications along with the supplemental signature sheets in the pocket of the Precinct Voter Registration List
- F. Seal the ballot box or boxes and the stub box with the seals provided

         **Deliver to headquarters for individual check-in:** (1) Sealed BAG # 1—Official Election Returns Bag; (2) Precinct Voter Registration Lists (with any new VR applications, supplemental sheets, etc.); (3) Sealed Orange Provisional Ballot Transport Bag; (4) Sealed Stub Box; (5) Sealed Ballot Box (or boxes); (6) black election materials bag with supplies (unused forms, unused envelopes, etc.); (7) cell phone, (8) Communications Pack (printer for the iVotronic)

Record Ballot Box SEAL NUMBER(S) _____	Election Materials Bag seal #: _____ Provisional Ballots Bag seal #: _____
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**8. CERTIFICATE OF RETURNS for Precinct: \_\_\_\_\_ Election date: \_\_\_\_\_, 20\_\_.**

**We, the undersigned duly appointed election officials, and observers do hereby certify that the materials as listed in section 7-A above are sealed with this certificate in the Official Election Returns Bag for transport.** We further certify that the voting devices were made inaccessible to further voting immediately after the poll closed at \_\_\_\_\_ pm and that the public counter display showed \_\_\_\_\_ votes cast on the iVotronic machine and \_\_\_\_\_ votes cast on the M100 scanner.

_____	_____
_____	_____
_____	_____
_____	_____



# BALLOT ACCOUNTING FORM

(Place original in the Ballot Box. Place copy in the County Clerk Envelope.)

Date: \_\_\_\_\_  
Precinct: \_\_\_\_\_

Outgoing Seal #'s <b>Paper Ballots Issued</b>	Return Seal #'s <b>Ballot Style</b>	<b>Total Ballots Issued</b>	
_____	_____	_____	_____ to _____
#1 - _____	_____	_____	_____ to _____
_____	_____	_____	_____ to _____
#2 - _____	_____	_____	_____ to _____
_____	_____	_____	_____ to _____
#3 - _____	_____	_____	_____ to _____
_____	_____	_____	_____ to _____
#4 - _____	_____	_____	_____ to _____
_____	_____	_____	

\_\_\_\_\_ - Seal #'s on iVotronic Machine

Ballot Style #1   Ballot Style #2   Ballot Style #3   Ballot Style #4

1. How many Unused ballots are you returning?  
\_\_\_\_\_  
(Place them in envelope provided.)

2. How many Spoiled ballots are you returning?  
\_\_\_\_\_  
(Place them in the envelope provided along with the Spoiled Ballot Affidavit.)

3. How many Provisional ballots are you returning?  
\_\_\_\_\_  
(Place them in the envelope provided along with the List of Provisional Voters.)

4. Number of Total Voted Ballots?  
\_\_\_\_\_  
(**Same total** as on "List of Electors Voting in Election")

5. Number of Electronic Ballots Voted?  
\_\_\_\_\_  
(Number of voters who voted on the iVotronic machine)

6. Number of Paper Ballots Voted?  
\_\_\_\_\_  
(Line 4 minus line 5)

7. **TOTAL OF LINES 1, 2, 3 & 6**  
\_\_\_\_\_

(The total of lines 1, 2, 3, and 6 must match the total of paper ballots issued for each ballot style. If there is a difference, the election officials must attach a written explanation to the Ballot Accounting Form.)

**Oath of Election Officials and Request for Payment:**

We, the undersigned, do swear, that we have performed the duties of election officials for this election according to law and to the best of our abilities, and did studiously endeavor to prevent fraud, deceit, and abuse in conducting the same, and that we will not disclose how any voter shall have voted, unless required to do so as a witness in a judicial proceeding or a proceeding to contest an election, We hereby request payment in the amount authorized by law.



***Madison County Authority to Vote Slip***

**iVOTRONIC  
AUTHORITY TO VOTE**

**PRECINCT:** \_\_\_\_\_

**PARTY:** \_\_\_\_\_

**BALLOT STYLE:** \_\_\_\_\_

**MADISON COUNTY**



# Mississippi County checklist

## MISSISSIPPI COUNTY, ARKANSAS ELECTIONS TERMINAL AND ELECTORS COUNT

POLLING SITE \_\_\_\_\_ DATE \_\_\_\_\_ EXACT CLOSING TIME \_\_\_\_\_

TERMINAL ID # \_\_\_\_\_ CLOSING PUBLIC COUNT \_\_\_\_\_  
(BELOW LOWER RIGHT CORNER OF THE SCREEN) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PROVISIONAL COUNT \_\_\_\_\_

TOTAL \_\_\_\_\_ \*

TOTAL COUNT FROM THE LIST OF ELECTORS \_\_\_\_\_ \*

\*(EXPLANATION OF ANY DIFFERENCES) \_\_\_\_\_

### OATH OF ELECTION OFFICIALS

[A.C.A. §§ 7-1-103(a)(10); 7-4-110; 7-4-211 (a)(2)(F); 7-5-615(c)]

I, \_\_\_\_\_, do swear that I will perform the duties of an election official of this election according to law and to the best of my abilities, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting the same, and that I will not disclose how any voter shall have voted, unless required to do so as a witness in a judicial proceeding or a proceeding to contest an election.

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

Election Official Signature/Print: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Election Official Signature/Print: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Election Official Signature/Print: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Election Official Signature/Print: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Election Official Signature/Print: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Signature of person administering oath \_\_\_\_\_

Official Returning Ballot material to Court House: \_\_\_\_\_ TRIP MILES \_\_\_\_\_

SIGN \_\_\_\_\_ PRINT \_\_\_\_\_ RETURN SEAL # \_\_\_\_\_

Tear Here \_\_\_\_\_ Tear Here \_\_\_\_\_

### RECEIPT FOR ELECTION MATERIALS

POLLING LOCATION \_\_\_\_\_ RECEIVED FROM \_\_\_\_\_

2 PERs (Red & Gray)

1 Zero Tape

2 Totals Tapes

The attached COMPLETED "TERMINAL AND ELECTORS COUNT"

Court House Official Signature \_\_\_\_\_



# Pulaski County, Arkansas Newsletter for Election Officials

## All New Voting Equipment

February 2007

Goodbye Eagle optical scanning device and hello M100 optical scan tabulator! The familiar Eagle voting devices that have been used in Pulaski County polling locations since 1964 are gone to voting equipment heaven. They have been replaced by a young more sophisticated model. No more connecting the snows either; now voters will fill in a bubble on the paper ballot.

Goodbye Eagle



Hello M100



Each election day polling location will continue to have one iVotronic touch screen machine. These machines were introduced to all polling locations last year to comply with federal law.



The iVotronic is in each polling location to comply with the Help America Vote Act of 2002 by providing a voting device with an audio ballot so that voters with visual disabilities are able to vote unassisted. Though a voter may use the iVotronic at an election day poll, these machines are specifically there for voters with special needs. And since there is only one per election day polling site, it is not feasible to use this device as the primary voting method on election day in our county.

However, if you vote early at one of the nine convenient locations throughout the county, the iVotronic is the only voting device available.

The iVotronic has what is called a "Real Time Audit Log" that records the votes on paper and allows the voter to verify those choices before finalizing the vote on this device.

There will be training on the

operation of these new machines before the next election.

In fact, the election commission hopes to designate one of the election officials assigned to each poll as an "equipment clerk" that will get "specialized" equipment training. This will relieve the chief judge to concentrate on the paperwork (more about that later).

The county received the re-



placement voting equipment from funds provided by the state and the federal government. Pulaski County is fortunate to have this new equipment at no charge to the county. There will be, however, maintenance fees that the county will be required to pay.

Although we'll miss our old Eagles, we're excited about using the new M100's and hope the transition is a smooth one for voters and election workers. Training will be a key part of the change over.

### Inside this issue:

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### Special points of interest:

- ??New Voting Equipment
- ??Poll Worker Recruitment

## Contact Information

### Ashley County

Genie Kersten, County Clerk  
(870) 853-2020

### Benton County

Jim McCarthy, Election Commissioner  
(479) 271-1049 work  
(479) 903-0412 cell

### Cleveland County

Victor Attwood, Election Commissioner  
(870) 325-6812

### Dallas County

Vivian Berry, Election Coordinator  
(870) 761-1090

### Drew County

Lyna Gullede, County Clerk  
(870) 460-6260

### Lafayette County

Diane Fletcher, County Clerk  
(870) 921-4633

### Madison County

Faron Ledbetter, County Clerk  
(479) 738-2747

### Miller County

Helen Mobley, Election Coordinator  
(870) 773-4561

### Mississippi County

Johnny Buchanan, Election Commissioner  
(870) 763-8662

### Perry County

Phylis McMoran, Election Coordinator  
(501) 889-4263

### Poinsett County

Fonda Condra, County Clerk  
(870) 578-4410

### Polk County

Terri Harrison, County Clerk  
(479) 394-8123

### Prairie County

Sharon Brown, County Clerk  
(870) 256-4434

### Pulaski County

Susan Inman, Election Coordinator  
(501) 340-8383

### Sebastian County

Jerry Huff, Election Coordinator  
(479) 462-7834

### Sevier County

Sandra Dunn, County Clerk  
(870) 642-2852

### Washington County

Nancy Varvil, County Clerk  
(479) 444-1766

### White County

Leslie Guinn Miller, Election Coordinator  
(870) 279-6207





**Arkansas Secretary of State**  
**Elections Division**  
**State Capitol, Room 026**  
**800-482-1127**