



# Elections Manual

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A place to find answers to questions that may occur before, during, and after the election.



WEBER COUNTY CLERK/AUDITOR ~ ELECTIONS OFFICE

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2380 Washington Blvd, suite 320 ~ Ogden, Utah 84401 ~ (801) 399-8034  
www.WeberElections.com

CLERK/AUDITOR  
Ricky Hatch, CPA

Dear Poll Worker,

Thank you for being willing to serve as a Weber County Poll Worker in the 2015 Municipal Elections. You will actively help protect the rights of Weber County voters and ensure that elections are administered fairly, efficiently and accurately, with the highest level of integrity.

I consider you part of my staff, and want you to know our Elections team will do all we can to give you the training and support you need. Our Elections team is constantly trying to improve the service we render to cities, voters, and candidates, and to make your job as a Poll Worker easier. Please, if you have any suggestions, let any of us know—we want to improve wherever we can.

Ours is a unique organization. I know of no other organization that swells to this magnitude only two days a year, where everything must be done perfectly, and everything is done under the microscope of citizens and the media. Elections are the bedrock of America.

*Please review this handbook carefully before Election Day so you will be prepared to give confident, well-informed, and professional service to our voting customers. We have also included a handbook in your supply tub that you can use as a reference on Election Day.*

President Lyndon B. Johnson said, “Public confidence in the elective process is the foundation of public confidence in government.” As the frontline of the county’s election service, you are crucial to maintaining public confidence in the elective process. Thank you again for your time and effort. We look forward to having a wonderful election, and are excited to work with you!

Warmest regards,

Ricky Hatch  
Weber County Clerk/Auditor

## CONTACT INFORMATION

**Poll Worker Hotline: (385) 30-Weber  
Call or Text (385) 309-3237**

Poll Workers may call this number for any assistance. If the issue is small, please send a text message.

### Technical Support

Before calling, please go through the troubleshooting guides at the end of the manual. If that does not resolve the problem, Poll Workers may call the Hotline for assistance with technical questions over the phone. If we are unable to help you over the phone, someone will be dispatched to your polling location to help you in person.

### Missing Supplies

Poll Workers should text or call to report any missing or low supplies. We prefer that you send a text message with the name of your location and a list of missing or low supplies. A Rover will be dispatched to bring you additional supplies.

### Voter Complaints: (801) 399-8036

Please don't engage voters who want to argue. Have them call the Elections Director to voice their complaint. This number can also be used to report an emergency situation.

### General Public: (801) 399-8400

Voters may call this number for general questions on Election Day.

**Election Day Poll hours are from 7:00 a.m. to 8:00 p.m.  
ALL Election Day workers MUST arrive at their polling location by 6:00 a.m.**

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WEBER COUNTY CLERK/AUDITOR ELECTIONS DIVISION

## MISSION STATEMENT

We Will Strive To Ensure:

- Accessibility to voting, information, and election services.
- Efficiency within the voting process – both cost and functions.
- Accuracy in counting your vote and providing information resources.

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## **HOW TO USE THIS MANUAL**

This manual has been developed to serve as a reference and a place to find answers to questions that may occur before, during, and after the election.

We realize that it is a challenge to remember every detail and we also know that each of you has a strong desire to perform your duties accurately and correctly. This manual will be a reference to remind you what tasks need to be performed, when they should be performed, and how they should be done.

To make finding the answer to your questions easier, this manual is organized in the sequence that the tasks are performed: Pre-Election, Election Set Up, During the Day, and Election Take Down. Also included is a detailed Table of Contents to make finding information easier.

We hope this reference manual is valuable and easy to use and we welcome any ideas or suggestions you may have to improve it in the future. Please send your feedback to the Elections Director at [rcowley@co.weber.ut.us](mailto:rcowley@co.weber.ut.us).

## **GENERAL INSTRUCTIONS**

### **Poll Worker Expectations**

Poll Workers are a vital part of a successful election. As a partnership with our office, expectations are placed mutually on Poll Workers and the Elections Office.

#### **What We Expect from All Poll Workers**

- Attend all training required for your Poll Worker position.
- Perform all duties assigned to the best of your ability.
- Communicate with the Elections Office and respond promptly.
- Be on time.

#### **Additional Expectations of Poll Managers**

- Coordinate Election Day responsibilities and events with the Elections Office, the polling location, and fellow Poll Workers.
- Be responsible for picking up and dropping off supplies.
- Ensure the setup of voting machines on Monday night.
- Complete all Election Day forms and reports.
- Ensure polling locations run efficiently.

## **What Poll Workers Can Expect From the Elections Office**

- Prompt responses
- Professional courtesy
- Resolution of issues and follow through
- Reasonable accommodations for Poll Workers
- Timely compensation

## **Description of Positions**

As the workload changes throughout the day, we expect each of you to be trained, able, and willing to perform a full range of Election Day tasks as needed.

Throughout this manual, we offer suggestions on how duties may be assigned and the workload shared. Although we make suggestions, we expect everyone to learn and perform all the tasks related to processing voters. This manual identifies certain additional tasks. Every Poll Manager and Poll Worker must work a minimum of 1 hour at each position.

### **Poll Manager**

The Poll Manager is responsible for the successful and accurate administration of all election tasks and for ensuring all Poll Workers comply with the procedures in this guide. The Poll Manager is also the primary contact person between the polling place and the Elections Office and is responsible for:

- Picking up election supplies on the Monday prior to the election and returning them on Election Night.
- Planning and administering tasks such as recruit location teams, make assignments, schedule Monday night set-up, breaks, ensure all paperwork is complete, and resolve issues.
- Familiarize yourself with, and be able to perform, all election tasks, including laptop and voting machine set up and troubleshooting.

### **Poll Workers**

The functions of the Poll Workers are consolidated into a single category. The Poll Manager has assigned positions for focused training, but we expect all workers to learn all positions. The duties of the Poll Worker include:

- Assisting with set up, take down, and closing the polls.
- Processing voters
- Issuing provisional and paper ballots
- Learn the positions of your fellow Poll Workers and teach them yours.

## Standards Governing Behavior

Poll Workers have the legal duty and responsibility to conduct the election according to the procedures set forth in this guide and the Utah Election Code. The Poll Manager is the primary contact between the Elections Office and the polling location team. All Poll Workers should work as a team to set up and operate the polling place.

The following are reminders of how Poll Workers should conduct themselves on Election Day:

- As a public official on Election Day, conduct yourself appropriately. Always maintain a professional and politically neutral demeanor. Never discuss the election, candidates, politics, or religion with each other or the public at the polls on Election Day.
- Plan to wear comfortable, but suitable clothing.
- Treat each other and voters with courtesy and respect.
- Use respectful, positive communication. Be patient and offer to help if necessary.
- Be prepared for a long day by bringing enough food, drink, and any needed medications. Poll Managers will arrange breaks and time to eat based on staffing needs and workflow. Poll Workers are entitled to breaks and may leave the polling area if the Poll Manager allows.
- You may bring appropriate items to pass the time such as knitting or other handwork, nonpolitical reading material, electronic devices, crossword puzzles, etc. None of these personal activities may interfere with voting or disrupt coworkers.
- Keeping the polling place clean and clutter free is the responsibility of all Poll Workers throughout the day.
- Use diplomacy and tact when working with the public. Use your best judgment when resolving conflicts. Remain calm at all times and ask for help if needed.
- Ensure that you and the other Poll Workers enforce these standards and the voter's rights and report unresolved violations immediately to the Elections Office.
- Have fun! This is a good way to make new friends and keep in touch with old friends. Just make sure you are not slowing the elections line in the process.

## Understanding and Accommodating Voters' Rights

It is the obligation of those providing services to voters (including Elections Office staff and Poll Workers at the polls) to ensure that every Utah voter may:

- Vote in any election scheduled in the voter's precinct.
- Have nondiscriminatory access to the election process.
- Vote if they are in line by 8:00 p.m.
- Cast a ballot without being interrupted, coerced, or threatened.
- Vote a ballot that is legible and easy to understand.
- Ask for help in casting a ballot.
- Vote a ballot in secret.
- Skip races if the ballot has more than one race or ballot issue.
- Replace a ballot if the voter makes a mistake, or changes selections, up to three times after printing, but **before** touching "cast ballot" on the voting machine.
- Vote a provisional ballot if not allowed to vote a regular ballot.
- Verify whether a provisional ballot was counted.
- Have complaints about an election and election contests resolved fairly.
- Have a ballot fairly and accurately counted.

## Voter Identification

Utah State Law requires all voters to show identification at the polls prior to voting. A list of acceptable ID is found in APPENDIX D of this manual. In most cases, the voters will provide a Utah driver license, state photo identification card or other form of government issued photo ID.

The only purpose for the voter to show ID to you is to confirm the voter's identity. This is done by simply checking the name and photograph on the ID with the name the voter provides you. There is no reason to physically take possession of the ID to do this comparison.

The purpose for presenting ID is NOT for voters to prove their address. There is **no** need to compare the address or date of birth on a photo ID to the Official Register on VISTALocal.

The purpose of the requirement is NOT to prove citizenship.

It is important for all of us to implement this ID requirement in a manner that enhances the integrity of voting without creating delays or disenfranchising voters.

**If, for whatever reason, the voter does not provide adequate ID, issue the voter a provisional ballot.**

## **PRE-ELECTION**

### **Communication**

Our primary method of communication is email. Poll Workers are responsible to update their email address by contacting the Elections Office at [stjensen@co.weber.ut.us](mailto:stjensen@co.weber.ut.us) or (801) 399-8034.

Prior to the election, Poll Managers will receive email notices with contact information for the Poll Workers serving at their location.

Poll Managers should contact each member of the team to introduce themselves and confirm each member's availability to serve.

Approximately seven days prior to the election, a finalized list of Poll Workers will be sent to the Poll Manager along with instructions and contact information for the polling place.

Poll Managers must contact each member of the team once more to assure availability, identify any potential problems, and answer questions. Poll Managers must contact the Elections Office if a Poll Worker is unable to work on Election Day, or if the Poll Worker has not responded.

We recommend that your team of Poll Workers meet prior to Election Day to become acquainted with one another and discuss any details of the election.

### **Coordination with the Polling Place**

Poll Managers must contact their polling place at least one week prior to Election Day to become familiar with the contact person and the location. The building contact daytime phone number will be emailed to Poll Managers at least one week prior to Election Day.

### **Site Visit**

Poll Managers will verify the following with the building contact:

- Location where supplies and equipment will be stored
- Arrangements for Monday night set up.
- Opening the building prior to 6:00 a.m. or earlier on Election Morning.
- Closing the building after 8:00 p.m. on Election Night

If you have not reached the building contact by the Thursday before the election, please contact the Elections Office.

## Supply Pick Up

### Supplies delivered to the polling location

The following items will be delivered to the polling location before Election Day:

- Voting Machines on carts
- Voting booth(s) for Optical Scan (paper) ballot voting.
- Ballot drop box
- Printer cover supply trays with one printer housing unit and one power supply cord for each voting machine.
- Vote Here signs for outside the location.

### Supplies picked up by the Poll Manager

The Poll Manager is responsible to pick up the supply tubs and to go through the checklists to make sure everything is received. The supply tubs will be ready by 9:00 a.m. on the day before the election.

Supply pick up is located in the Elections Office on the first floor of the Weber Center (Ste 115). If you are unable to retrieve the supplies on the Monday before the election, you may ask another Poll Worker to pick up the supplies for you. **Please notify the Elections Office so we know who will be picking up the supplies.**

**If you find something missing or have questions about supplies, please call or text the Poll Worker Hotline, (385) 30-Weber.**

On Election Day, the Poll Manager or an assigned Poll Worker can send a text message to request additional supplies. Make sure the text message includes the name of your polling location, your name, and the list of needed supplies.

## Pay Information

You can expect to receive a check within two to four weeks after each election. It is essential that you sign the pay voucher and legibly print the address to which you want your check mailed. If you wish to waive your stipend, initial the NO PAY box. You also need to have a current IRS Form W-9 on file.

## ELECTION SET UP

### Monday Night Set Up

Setting up the night before the election has proven to make set up on Election Morning go faster and helps ensure the polls open on time. Unless the Elections Director tells you otherwise, Monday night set up is required.

The Poll Manager will coordinate with the other Poll Workers to complete the Monday night set up.

Complete the following tasks on Monday night:

- Locate and inventory the supplies delivered to the polling location.
- Stand voting machines on legs and daisy chain them together.
- Ensure you have power for all the voting machines as indicated above the memory card door. **Do not turn on, test any of the voting machines, or open the memory card bag on Monday night. Your location team will complete voting machine set up on Election Morning.**
- You may begin filling out the Voting Machine Reconciliation at this time by entering machine serial numbers. Two draft copies are included along with the official copy in the poll book.
- Assemble and stand the blue voting booth for optical scan (paper) ballot voting. Every location must set up at least one booth.
- Set up table(s) and chairs.
- Hang all indoor signage. There are many signs you need to post in the polling place and some are mandatory. If we put the signs in the supply tub, we want you to post them.

### Polling Place Layout

When setting up the polling place, keep in mind the following guidelines for accessibility:

- Voters with wheelchairs, strollers, or walkers have adequate space to enter and exit the polling place. Make sure that tables, chairs and other objects do not block the doorway.
- Make sure there are no obstacles in the polling place that would prevent a person from moving through the voting area with ease. Obstacles might include chairs, floor mats, power cords, or voters waiting in line.
- Posted signs should be easy to view by all voters and adhered to walls using the provided supplies.

## Election Morning Tasks

We expect everyone to participate and work as a team. If you encounter delays that may prevent you from opening the polls on time, call the Elections Office. We are in a better position to assist you if you let us know at the first indication of a potential problem or delay.

### Poll Manager

The Poll Manager is responsible to ensure the polling place is set up and opened at 7:00 a.m. This is done by assigning tasks and verifying completion.

The following is the list of duties for the poll manager on Election Morning:

- Gain access to the facility.
- Report missing Poll Workers to the Election Office as soon as possible.
- Oversee the polling place set up.
- Ensure all signs, posters and flags are properly posted.
- Complete set up of all voting machines with assistance from the Poll Book Clerk.
- Ensure the Voting Machine Reconciliation Form is completed. (This should be done in teams so the process can be completed quickly).
- Report any delays or problems to the Elections Office immediately.

### Complete Voting Machine Set Up

The Poll Manager and other Poll Workers should work quickly to complete voting machine set up using the **Quick Reference Guide** found in the front cover of the Poll Manager's binder. You should be able to get all machines up and running before the polls open at 7:00 a.m.

Use the **Quick Reference Guide** when setting up all voting machines. These detailed instructions give step-by-step diagrams on setting up the machines, changing paper rolls, and taking down the machines. (A Troubleshooting Checklist is located at the back of this manual). A video of the set-up is available online at [WeberElections.com](http://WeberElections.com) under the Poll Worker Information page.

***Set up ONE machine completely before doing the rest. This way, if voters arrive before the polls are ready, there will be at least one machine to vote on. This does not mean you need every Poll Worker working on one machine.***

**IF YOU ARE UNABLE TO GET ANY MACHINES RUNNING BEFORE 6:30 AM, PLEASE CONTACT THE ELECTIONS OFFICE.**

## **Voting machine set-up tasks include:**

- Open memory card bag and install memory cards in all voting machines.
  - Note: Match the machine number to the corresponding machine.
- Complete set up on at least one machine before proceeding to the remaining machines.
- Ensure the Audio Ballot Keypad unit is on one of the voting machines. You must do this before you install the printer housing and paper on the machine.
- Print, review, and sign the Zero Report on all voting machines. Remember 2 copies.
- Seal all take up canisters with a security seal.
- Record voting machine and security seal numbers on the Voting Machine Reconciliation Form.
- Ensure all memory card doors and printer housings are locked.
- Assist others as needed or requested.

## **Voting machine reconciliation form**

The Voting Machine Reconciliation form must be filled out as you are setting up the machines. This form is found inside the Poll Book. Two paper copies have also been provided to use as draft copies. *Specific procedures are in the Voting Machine Reconciliation Section, pg. 36, of this manual.*

## **Poll Workers**

Assist the Poll Manager as assigned with the following:

- Set up of voting machines.
- Unpack supplies from the supply tub.
- Set up the check-in table.
- Set up the provisional area.
- Assist others as needed or requested.

***Specific set up procedures for receiving, poll book, encoding, and provisional ballot areas are listed under their respective sections in this manual.***

## **Final Set-Up Steps**

Voting begins promptly at 7:00 a.m., so make sure you have completed all your preparations with time to spare. After the voting machines are in operation and the tables are set up, make sure you:

- Complete and sign the pay voucher.
- Fill out and wear a name tag.
- Schedule breaks and lunches.

At 7:00 a.m., the Poll Manager announces, “The polls are now open.”

## Not Ready at 7:00 AM

If your polling location is not ready to process voters at 7:00 a.m., notify the Elections Office immediately. If the laptop is not ready, retrieve the paper registry from the Poll Manager's binder and setup a voting machine as an encoder, pg. 42. If the voting machines are not ready, have the voters vote an optical scan (paper) ballot.

## Reminders about Processing Voters

- Ensure the Receiving Clerk and Poll Book Clerk cooperate to record every voter. The Poll Book Clerk must announce the line number of each voter written in the poll book. The Receiving Clerk should record the line number in the laptop or Official Register.
- Encourage your fellow poll workers to pay attention to their duties. Neglecting an assigned responsibility can lead to an incorrect ballot for the voter, or throw reconciliation numbers off at the end of the night.
- As available, all Poll Workers should greet voters as they enter the polling place. They may also remind them to have their ID ready.

## Greeting and Directing Voters

During Election Day, the Poll Manager can welcome voters to the polling location, answer questions, and direct them to the Receiving Clerk or Provisional Ballot Clerk, depending upon their needs. Another important task is reminding voters to return voter access cards and collecting cards as they leave. Poll Managers may recruit unpaid volunteers to be greeters with the Election Director's approval.

## COMMON ELECTION DAY OCCURRENCES

### Unvoted or Spoiled By-Mail Ballot

Voters do **NOT** have to surrender their ballot to vote as a "regular voter."

After searching the voter in VistaLocal, check to see if the voter had voted.

The "X" under the "A" indicates an absentee ballot was sent to the voter.

The "X" under the "V" indicates that a vote has already been cast. If the voter is showing a voted status, they must vote a Provisional Ballot.

V	A	Name
	X	Jenkins, Lance Thomas
X	X	Jenkins, Larry Dean

If the voter has a ballot to surrender, accept it and write "surrendered" in large letters across the envelope, if unopened, or on the ballot and place both in the white spoiled ballot envelope. Then, process the voter as a "regular" voter.

### Absentee Ballots Dropped Off at the Polls

Vote-by-mail ballots may be turned in at **any** polling location. **Remind the voter that the envelope must be signed.** Have the voter deposit the voted ballot into the ballot drop box.

Please note that someone other than the voter may drop off a voted ballot. No entry is required in the Provisional Poll Book; however, the absentee envelope **must** be signed by the voter for it to be counted.

If the voter does not have a return ballot envelope, issue a replacement envelope. If possible, complete the white label on the envelope by printing the voter's name, voter ID number, and the precinct or voter's address.

## **Hospitalized Voters/Emergency Ballots**

Voters who are unable to come to the polls on Election Day, due to being hospitalized, still may vote. They can send someone to the County Clerk/Auditor's Office to pick up an emergency ballot for the voter. The person picking up the emergency ballot will receive an affidavit for an emergency absentee voter, an absentee ballot application, an Optical Scan ballot, and a return absentee ballot envelope.

If a voter comes to your location seeking an emergency ballot, send them to the County offices. **Ballots at the polling locations are not allowed to leave the polling location.** Voted emergency ballots may be dropped off at any polling location in the County. Have the person bringing in the voted emergency ballot deposit it into the sealed ballot box.

## **Challenged Voters**

If a voter or a poll watcher from the voting precinct suspects that a voter is giving false or misleading information in an attempt to vote, they may challenge that voter. A challenge is a formal accusation that a voter is not legally eligible to vote.

### **A voter may be challenged for the following reasons:**

- The voter is not the person whose name appears in the Official Register
- The voter is not a resident of Utah
- The voter is not a citizen of the United States
- The voter has not resided in Utah for 30 days immediately before the date of the election
- The voter's primary residence is not in the voting precinct
- The voter has already voted in the election
- The voter is not 18 years old

### **For challenged voters, follow the same steps covered in the provisional ballot section.**

If a voter is challenged at the polls, the Provisional Ballot Clerk must have the person who is challenging complete a "Challenged Voter Form," located in the orange provisional bag. Only people who live within the same precinct as the voter being challenged may challenge a person's right to vote on the date of the election. The person challenging **MUST** supply the reason for the challenge.

A voter may attempt to resolve the challenge by providing proof against the accusation. (For example, if a voter is accused of being too young to vote, they may show their driver's license as

proof.) If the person who made the challenge wishes to withdraw the challenge, they may do so, and the voter is then eligible to vote normally on the machines.

**Do not allow individuals to abuse the challenge system against a group of people. If you suspect that individuals are being discriminated against or treated unfairly, call the Elections Office immediately at 801-399-8036.**

## **Campaigning/Electioneering**

Campaigning or other activities that interfere with voting or influence voters is prohibited. Ask the offenders politely to stop or refrain from their activities. If the activity does not cease, call the Elections Office. Any threatening or dangerous behavior should be immediately reported to local law enforcement first, then to the Elections Office.

- Electioneering includes oral or written attempts to persuade voters to refrain from voting or to vote for or against a candidate or issue.
- No electioneering or campaigning is allowed within 150 feet of the closest point of the building where the polling place is located. (Signs on private property do not apply.)

## **Exit Polling**

Research groups may conduct exit polls at the polling place and are permitted inside, but should not be close enough for voters or poll workers to hear the conversation or disrupt voting. Polling of voters should only occur after voters have completed voting.

## **Poll Watchers**

Candidates, political parties, and other organizations may appoint poll watchers to observe the voting process on Election Day.

- Poll watchers **MUST** present a letter signed by the candidate, party, or organization appointing them.
- Poll watchers **MAY** look at the Poll Book, official register, or ask questions as long as they do not interfere with the voting process.
- Poll watchers **MAY NOT** engage in campaigning or display of campaign materials while at the polling place.

## **News Media at the Polls**

The media is allowed at any polling location. They are allowed to photograph activities at the polling location. If there are questions regarding any media presence, please call the Elections Office.

## Handling Difficult Situations

Remain calm. If you are calm, others will calm down. If you start to get frustrated, ask another Poll Worker to help. ***If the voter or poll watcher will not comply, please call 801-399-8036. If the voter or poll watcher is out of control please call 911.***

## Emergency Procedures

### Reasons to Evacuate the Polling Area

Physical threat to people or building	Severe weather
Fire drill	Gas leak
Police emergency	Broken waterline or flood
Natural disaster	School lockdown

Before Election Day or before the polls open, the Poll Manager should briefly discuss emergency procedures with the other Poll Workers. You may want to consider the following:

- Remind each other to be alert on Election Day. Check the voting stations periodically throughout the day for damages, campaign materials, etc.
- Communicate with those in charge of the facility so you are aware of their emergency procedures.

**What to do in an emergency.** Prior to the polls opening, designate which poll worker will do each of the following:

- Help get the voters out of the building safely.
- Secure the Laptop(s) or Official Register(s)
- Poll book(s)
- Ballot box
- All un-voted paper ballots
- Poll Manager binder
- Memory Cards (if possible). In an emergency, you can simply eject each card, there is no need to go through the normal shutdown process.
- Contact us at **801-399-8036** so we can decide if the polling place needs to be moved.

## RECEIVING CLERK

The Receiving Clerk is responsible for checking in a voter, verifying they have the correct ID, and creating a voter access card for both regular voters and provisional voters.

### Instructions for VISTALocal - Laptop

#### Step One: Plug in Accessories

- Power Cord
- Mouse (Place in any available USB port)
- ST-100 Card Reader (Place in USB port next to orange sticker)
  - If you have an older model ST-100, attach it to the serial port on back of laptop.
- Dongle (Place in any available USB port)
- Scanner (Place in USB port next to blue sticker)

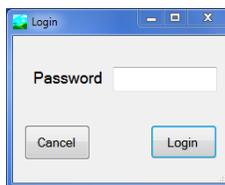
#### Step One: Turning on the Computer

- Open the laptop. Locate the power button and turn it on. 
- Your user name is **Election** and the password is **elections**.
- Power on the Wi-Fi hotspot by long pressing the power button.
- If the laptop is not connecting, you may need to enter the password. You can find the password on the hotspot by pushing the “OK” button then select ‘Wi-Fi/password’.

#### Step Two: Accessing Vista Local

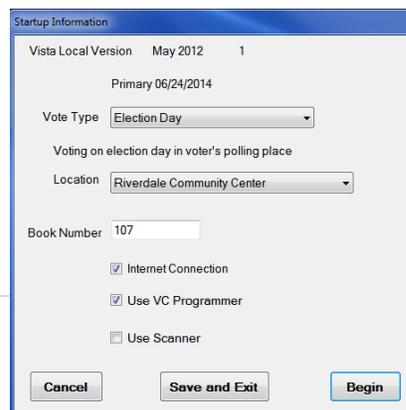
- Insert your dongle into a USB port (found in the Poll Manager’s binder).
- On the desktop, locate the icon labeled VISTALocal;  double click on the icon.

- The Login screen will pop up, your password is **terrycall**
- The “Startup Information” screen will appear next.



Current election information will appear at the top of this screen. Verify that all of the information shown accurately reflects your polling location:

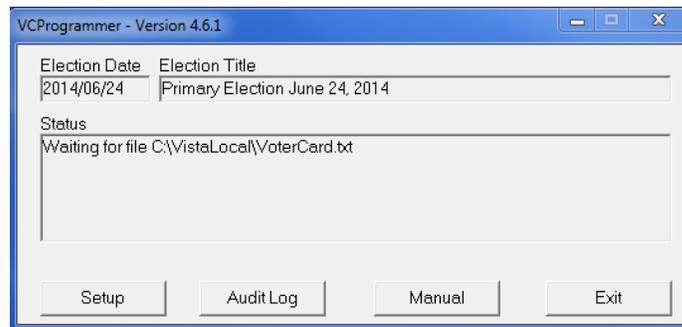
1. **Vote Type:** Election Day or Vote Center  
*As indicated on the label attached to the front of your laptop*
2. **Location:** Your Polling Location is listed here.



3. **Book Number:** 3-digit number matches book number found on the label attached to the front of your laptop and poll book. *(This number must be changed if you go to a second poll book.)*
  4. Be sure the **“Internet Connection”** box is checked.  
*(Unavailable if computer does not detect an internet connection.)*
  5. Be sure the **“Use VC Programmer”** box is checked.  
*(You will not be able to create voter access cards if this box is not checked.)*
  6. Be sure the **“Use Scanner”** box is unchecked unless you are using a hand scanner.  
*(These are normally reserved for Early Voting sites.)*
- Click **Begin**

### Step Three: Accessing VC Programmer

- On the desktop, locate the icon labeled VCProgrammer,  double click on the icon.
- The VCProgrammer home screen (see below) will appear. Please note that it takes a moment for the software to load, be patient. The Election Date will populate with the current election.



- Run **‘Setup’**, when it finishes, select **‘OK’**.
- Make VISTALocal your active window by clicking on it in the system tray at the bottom of the screen.
- The VCProgrammer home screen should be left as it appears above. The status window indicates that it is waiting for VISTALocal to tell it which ballot to program. If you have any other VCProgrammer screen open, it will be difficult to create voter access cards.

**NOTE:** *VC Programmer will “encode” voter access cards. This software, along with the ST-100 or ST-120 card reader, replaces encoders and/or voting machines used to create voter cards at a polling location.*

## Internet Connection

VISTALocal now allows for a live connection to the County's voter database via the internet. Every location has a Wi-Fi hotspot to provide this connection.

### What this means for poll workers and voters?

If the county makes changes to a voter's record on Election Day, that change can be reflected on each laptop. The following steps are required to view any updated data:

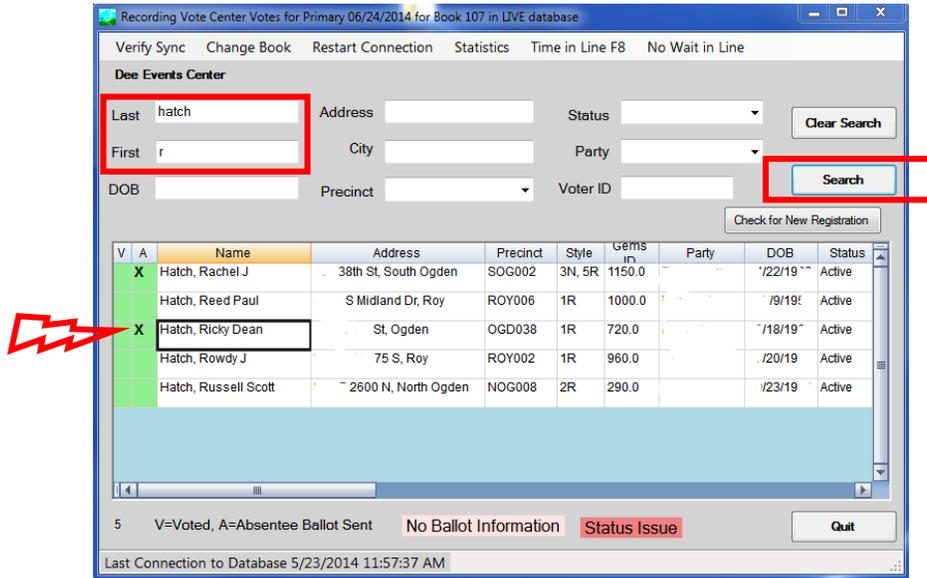
1. Your search criteria must include the voter's entire **last name**, the voter's **first initial**, and the voter's **date of birth** (mm/dd/yyyy).
  - a. Without this information, VISTALocal will not request updated information for the voter.
2. You must select "Check for New Registration" rather than the standard search button.
  - a. Please note that this was done to avoid having an extremely slow database. Searching for updated information should only be used when a voter is not found or the information provided at the polls does not match VISTALocal.

### Things to Remember

- If the voter's name doesn't bring up a person, try the voter's address.
- Send any of the following to the Provisional Clerk.
  1. A voter is not found on the Official Register Laptop
  2. A voter's stated address does not match VISTALocal
  3. A voter does not have valid voter ID
  4. A voter who has changed their name
  5. A Curbside voter
  6. A voter who prefers to vote an optical scan (paper ballot)
  7. A voter whom VISTALocal indicates they have voted but the voter states they have not voted
  8. Challenged voters (Any voter, poll worker, or poll watcher may challenge a voter's right to vote. These are voters known to have moved recently, or are not the person they are claiming to be.)

## How to Process the Voter

- Ask the voter to state their name and present their identification – Remember, you do not need to handle their ID, just verify that it meets the ID requirements.
- Use the mouse or touchpad to select (click) the correct box you wish to enter information into to search for the voter’s record.

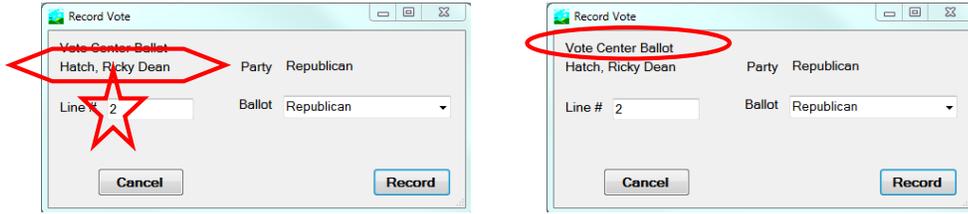


- Enter the voter’s last name where it says: **Last**
- Push ‘Tab’ on the keyboard; this will bring the cursor down to the next search field.
- Enter the voter’s first name where it says: **First**
- Push ‘Enter’ on the keyboard or ‘click’ **Search** to search the voter database; this will bring up every voter whose name has the letters you typed in.

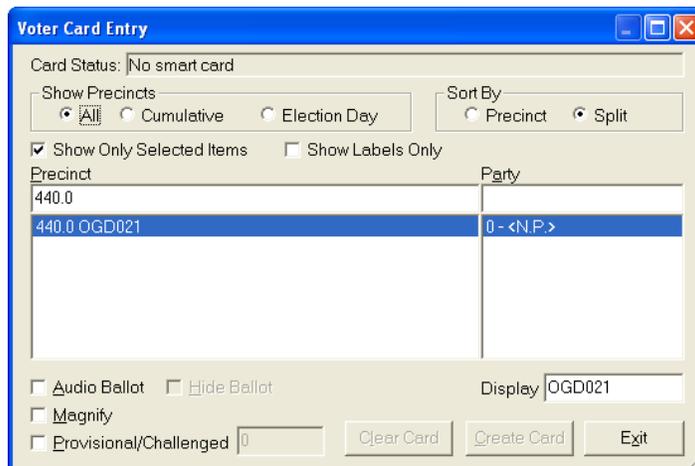
*Note: Every name in the county that matches the search criteria you entered will appear in the search results. This is new from previous years; voters that are not eligible to vote at your polling location may appear. However, when you attempt to record a vote for them, VISTALocal will not allow it. VISTALocal will identify the voter’s assigned location. Remember, the voter may also vote at a Vote Center.*

- Find the voter’s name
- Highlight the voter’s name, by clicking on the line of the voter. A black box border will appear to indicate which voter has been highlighted.
- Ask the voter to state/verify their address.
  - If address does not match, send them to the Provisional Ballot table.
  - You are only verifying the address the voter states matches the address in VISTALocal. The address on their ID is insignificant at this point.
- If the address is correct, double click on the voter’s name.

- The “Record Vote” screen will appear:

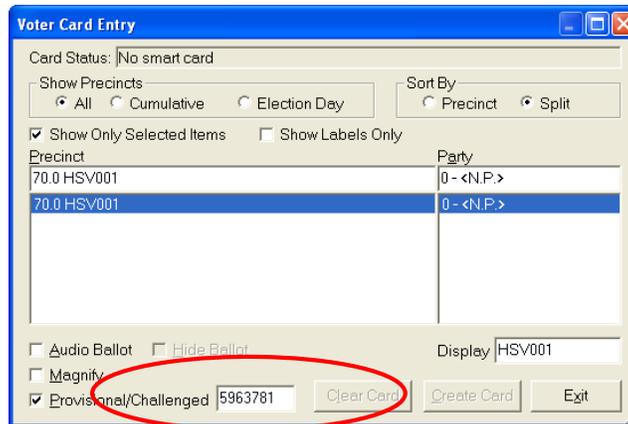


- Verify that the voter’s name   appears on this screen.
- Line Number ★; this is the line number from the poll book (where the Poll Book Clerk writes the voter’s name). **If the numbers don’t match please change the number on the screen to the correct number** (the Poll Book line number is the correct number, do not overwrite the line number in the Poll Book).
- If applicable, select the party ballot the voter qualifies for and has selected to vote.
- Click ‘Record’,
  - **Note:** If the voter is a “Vote Center Ballot”; they are assigned to vote somewhere else, but they have chosen to vote at your location. VISTALocal identifies these voters by displaying ‘Vote Center Ballot’ above their name on the “Record Vote” screen. These voters are also assigned a provisional ballot number to prevent them from casting a ballot at another location. **DO NOT DELETE THIS NUMBER OR UNCHECK THE PROVISIONAL BOX FOR VOTE CENTER BALLOTS.**
- Creating a Voter Access Card
  - After selecting ‘Record’ in VISTALocal, VC Programmer will automatically pop-up so that you can create a voter access card. See the image below:
  - Confirm the precinct and party (if applicable) selected is correct for the voter. **Do Not** proceed if a different precinct is selected. Repeat the check-in process or create a voter access card manually (discussed later.)



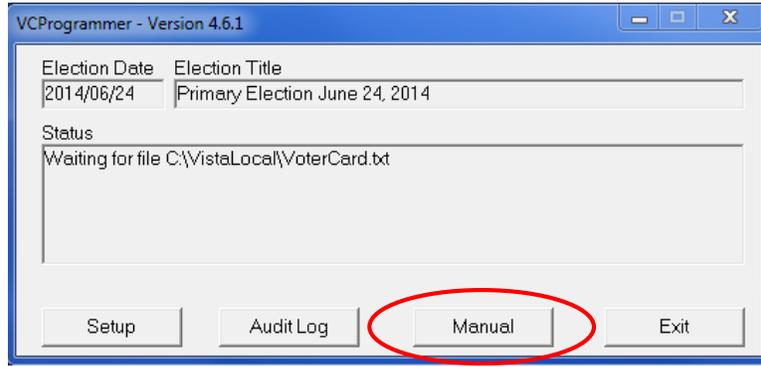
- Insert voter access card.
- Card Status will change to read: Blank card inserted.
- Select 'Create Card'.
- Card Status will change to read: Card Created – Please Remove.
- Remove the voter access card by pressing the card back into the card reader to eject it.
  - Note that after the card has been removed, VC Programmer disappears and VISTALocal becomes your active window.
- Hand the voter access card to the voter and make sure they have signed the Poll Book before proceeding to a voting machine.
- Please ensure the Poll Book Clerk knows the voter's precinct. The Poll Book Clerk should record this information in the Poll Book.
- When you have finished with this voter, press 'Clear Search' in VISTALocal so you may process the next voter in line.

**Vote Center Ballots:** If the voter is assigned to vote at another polling place but has chosen to vote at your location, VC Programmer automatically assigns their ballot a provisional number. This allows the county to verify that voters do not vote at more than one polling location. Please note that these voters are not required to complete any provisional paperwork. **DO NOT UNCHECK THE PROVISIONAL BOX OR DELETE THE PROVISIONAL NUMBER** if VC Programmer has automatically marked it. See below:

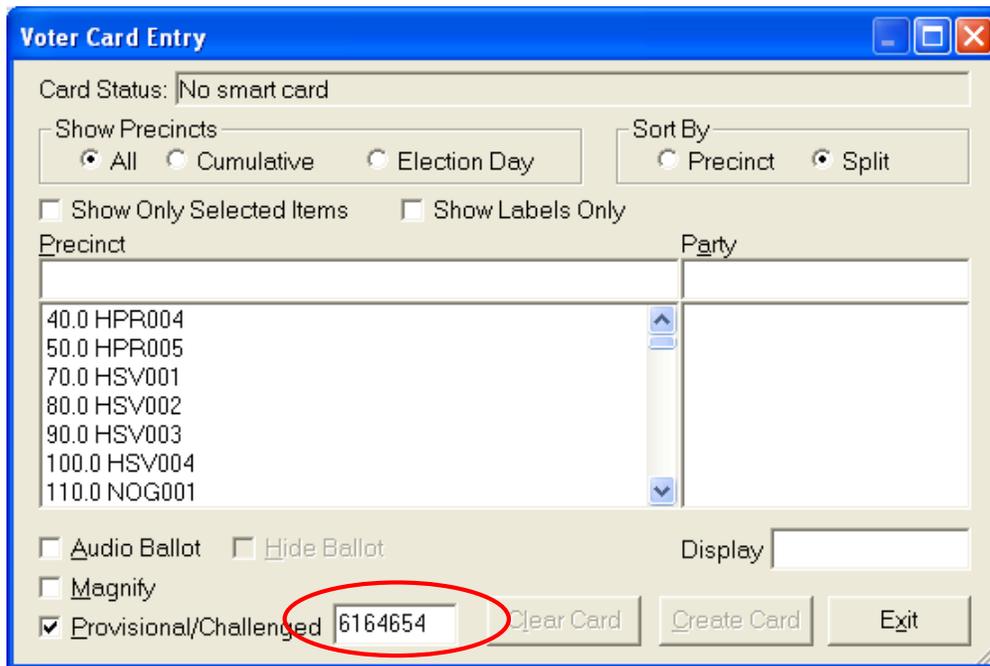


## How to Process Provisional Voters

- All provisional voter cards will be created using VC Programmer. The Provisional Clerk will come to you with a provisional number for each voter.
- Click **Manual** on the VC Programmer home screen.



- The Voter Card Entry screen will appear, with all the precincts in Weber County listed. (Please note that all the precincts may be listed on the computer, but that does not mean that all the precincts have a ballot that is accessible on your voting machines.)



- Highlight the correct precinct as indicated by the Provisional Clerk.
- Note: You will have to select a party before VC Programmer will allow you create a voter access card. If party ballots are not applicable, you will still have to select <N.P.> (Non-Partisan) before creating a card.

- **Check** the Provisional/Challenged check box and type the provisional number in the blank window. **Be sure to enter the provisional number exactly as it has been provided to you.**
- Select **Create Card.**

## **Receiving Clerk's Closing Duties**

Polls close at 8:00 p.m. on Election Night. Allow everyone who is in line at 8:00 p.m. to vote.

Once the polls have closed and everyone has voted, those using VISTALocal should click the statistics button near the top of the screen to see the number of votes recorded today. That number should match the last number in the Yellow Poll Book. If they don't match, please find out and explain why by making a note on the Voting Machine Reconciliation Form. We need details (line numbers, reason, etc.). Close all programs then shut down the computer using the start button.

Place laptop, power cord, and other laptop accessories in the supply tub. Place dongle in Poll Manager's binder. Assist all other poll workers with their closing duties.

## **POLL BOOK CLERK**

The Poll Book Clerk is responsible for tracking the number of voters who vote on the touch screen voting machines, and assisting the Poll Manager with machine setup on Election Morning and completing the Voting Machine Reconciliation Form. Your accuracy is essential for the polling place numbers to match at the end of the day.

### **Before the Polls Open**

- Work with Receiving Clerk to set up your table with poll book, voter access cards, etc.
- Complete the 'Before Polls Open' section on the Voting Machine Reconciliation Form with the Poll Manager and assist with the remaining steps to set up voting machines.
- Make sure the path from the receiving table to the voting machines is accessible. Make sure machine cords are not in the path of the voters.
- Display the Vote Here signs outside of the main entrance to the polling place.

## Using the Poll Book

The poll book will **only** be used for voters voting normally. Anyone voting provisionally or using an Optical Scan (paper) ballot must go to the Provisional Ballot Clerk and be recorded in the Provisional Poll Book.

When the Receiving Clerk looks up the voter in the laptop, the Poll Book Clerk will record the Voter's Name, Precinct, and ID Source(s) in the Poll book. **REMEMBER: DO NOT START WRITING THE VOTER'S NAME UNTIL THE RECEIVING CLERK HAS DETERMINED THAT THE PERSON IS ABLE TO VOTE ELECTRONICALLY.**

The following is an example of a properly completed Poll Book:

Line No.	Voter's Name	Precinct	ID Type 1	ID Type 2	Voter's Signature
1	L Boe Peep	OGD001	DL	DL	
2	Missy Muffet	OGD005	DL	DL	
3	Jack B Nimble	OGD004	SS	Bill	
4	Humpty Dumpty	OGD002	Pass	Pass	

The county has to verify each name in the poll book. **Please PRINT when recording voter names.**

**It is vital that you work with the Receiving Clerk to make sure the line number you record the voter on is the same line number the Receiving Clerk enters in VISTALocal.**

The **Precinct** is the precinct in which the voter resides (as listed in VISTALocal). Check with the Receiving Clerk to make sure they are coding the voter access card with the correct ballot and the correct precinct is recorded in the poll book.

Please make notes. If there are issues concerning a particular voter, write in the margin any detail that might help reconciliation.

### Poll Book Cover

**Please make sure the front cover of the Poll Book is correctly completed.**

Make sure the certification (the part in quotation marks) has all the information indicated. This includes polling location, precincts voting at the polling location, the date, and the total number of people who voted normally on the machines. At the end of the day ensure that two poll workers verify the information is correct and sign the cover where indicated.

# POLL BOOK

## FOR ELECTRONIC VOTING MACHINE VOTERS, USING A COMPUTER CHECK-IN

"We, the undersigned, being poll workers of an election held at the Knockturn Alley Polling Location, for the HPR 001 HPR002 precinct(s) in Weber County, State of Utah, on 03/18/20 (date), having been first sworn according to law, certify that the information listed in this book is a true statement of the number and names of the persons voting on the electronic voting machines in the precinct(s) at the election, and that the **total number of persons voting in this manner** was 400."

Tom Thumb

Print

Tom Thumb

Sign

Emma Lee

Print

Emma Lee

Sign

### After Polls Close

- At 8:00 p.m., announce that the polls are closed. Any person in line at the time of the announcement must be permitted to vote.
- Assist the Poll Manager in completing the Voting Machine Reconciliation Form on the inside cover of the Poll Book. You do not need to turn in any additional copies.
- Take down all signs and use the supply tub checklist to repack election supplies.
- Neatly place **all** the memory cards in the zipper pouch in the binder.
- Neatly place machine tapes in Unit Tapes pouch in the binder.
- Neatly place voter access cards in designated zipper pouch in the binder.
- Place Supervisor Card in the envelope found in the binder.
- Place the Poll Book(s) in the blue folder in the back of the binder.
- Please leave the polling location clean.

## **PROVISIONAL BALLOT CLERK**

The Provisional Ballot Clerk will be responsible for administering provisional ballots and Optical Scan (paper) ballots and ensuring voters meet the proper qualifications to receive either.

The Provisional Ballot Clerk will also assist voters by providing information on precinct boundaries using the precinct locator on the laptop and maps of the neighborhood and surrounding area.

### **Supplies Used by the Provisional Ballot Clerk**

#### **Optical Scan (OS) Ballots (Paper Ballots):**

Optical Scan ballots will come in a manila envelope in the Orange Provisional Bag. Please count the Optical Scan ballots and report the number on the Paper Ballot Reconciliation Form (Line 1). Please keep the ballots secure throughout the day.

#### **Provisional Poll Book:**

The Provisional Poll Book is where you will list all voters who received a paper ballot from your table or cast a provisional vote on a voting machine. You will be responsible for requesting specific information from the voter in order to issue a ballot.

#### **Regular Optical Scan, Provisional Ballot, and Blue Absentee Envelopes:**

There is a specific envelope for each type of voter that comes to your table.

- The Regular Optical Scan envelope is for curbside ballots. For reporting purposes please remember to record the precinct number on the outside of the envelope.
  - The Regular Optical Scan envelope may also be used for normal votes if there is a technical or mechanical failure with the machines.
  - The Regular Optical Scan envelope may also be used for provisional voters using an Optical Scan Ballot.
- Blue Absentee Envelopes can be used by absentee voters that wish to vote or surrender their absentee ballot but have misplaced their envelope. Record the voter's information on the white label on the front of the Blue envelope.

#### **Laptop:**

VistaLocal will be setup for you to use the Precinct Locator. It is crucial to make sure each voter gets the correct ballot.

#### **Precinct Map:**

A map showing the precincts assigned to your polling place and the surrounding area. Use this to determine whether a voter is at the correct voting location.

**Voting Booth:**

You will need to assemble the blue voting booth so your voters using Optical Scan (paper) ballots will have a place to vote in private.

**Paper Ballot Reconciliation Form:**

One of your most important responsibilities is filling out the Paper Ballot Reconciliation Form found on the first page of the Pink Poll book. Two extra copies are provided to use as draft copies. One of these should be inserted in the front of the orange bag.

**Ballot Box**

Before the polls open, please open the ballot box to make sure nothing is inside. Use one of the orange plastic seals in the Poll Manager binder to seal the ballot box shut.

**Orange Provisional Ballot Bag:**

Please return all Provisional Ballot Clerk supplies in this bag at the end of the night. Seal this bag with an orange seal and return it with the other supplies.

**Understanding the Provisional Poll Book**

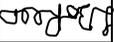
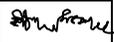
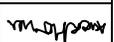
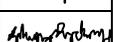
The Provisional Poll Book is the most important resource the Provisional Ballot Clerk will use at the polls. It is a record of all voters who receive an Optical Scan or provisional ballot.

You may fill out the top section of the Provisional Poll Book cover during the day, but you and another Poll Worker will sign and certify the book after the polls close. Below is an example of the certification.

“We, the undersigned, being poll workers of an election held at the \_\_\_\_\_ Polling Location, for the \_\_\_\_\_ precinct(s) in Weber County, State of Utah, on \_\_\_/\_\_\_/\_\_\_ (date), having been first sworn according to law, certify that the information listed in this book is a true statement of the number and names of persons voting provisionally on the electronic voting machines or by use of an optical scan ballot in the precinct(s) at the election, and that the **total number of persons voting in this manner was \_\_\_\_\_.**”

_____	Book Number: _____	_____
Print		Print
_____		_____
Sign		Sign

Inside the poll book are columns for the Provisional Ballot Clerk to fill in with the voter’s information. The last column is for the voter to sign. Below is an example.

Line Number	Provisional Ballot	Curbside Ballot	Other	Voter's Name	If a closed primary election, record the Party	Precinct	If voting Provisionally, record the Provisional Number	If voting a paper ballot, record the Ballot Number	Reason for Voting with Paper Ballot/Provisionally	Photo ID	Prood of Residency	Voter's Signature
1	X			Emily Sawyer		WAT002	1167		Moved	DL	BILL	
2	X			Doug Larsen		WAT001	4412		Name incorrect in Register	PASS	BILL	
3			X	Scott Klema		WAT005		56	Prefers OS ballot	DL	DL	
4		X		David Nelson		WAT001		47	Curbside	MIL ID	BILL	

Please make sure you fill in all of the sections except the signature line. The voter must sign the Provisional Poll Book after you have entered all of their information.

### Curbside Voters

Voters who are not physically able to come in to the polling place may vote an Optical Scan (paper) ballot “curbside.”

Typically, the voter’s friend or family member will come into the polling place and inform poll workers that an individual is waiting outside to vote curbside. The **Receiving Clerk** can ask the voter’s contact person for the voter’s name so that they can look in the Laptop or Official Register to see if the voter is registered. The **Receiving Clerk** will then ask the **Provisional Ballot Clerk** to record the information in the Provisional Poll Book.

The Provisional Ballot Clerk and at least one other Poll Worker should do the following:

- Determine the voter’s voting precinct from the Receiving Clerk
- Take the Provisional Poll Book, the **correct Optical Scan Ballot**, a Regular Optical Scan Envelope, the clipboard, and an “I Voted” sticker out to the voter.
- Fill out the required fields in the Provisional Poll Book for a verified voter and ask the voter to sign their name. For reporting purposes, **be sure to record the voter’s precinct number on the outside of the Regular Optical Scan envelope.**
- Allow the voter plenty of time to fill out the ballot privately. The voter will seal the ballot in the Regular Optical Scan envelope.
- The Provisional Ballot Clerk deposits the ballot in the ballot box

### Spoiling Paper Ballots

It is possible that an Optical Scan ballot voter may make a mistake on the ballot and wish to correct it. If this happens, it will be necessary to spoil the ballot and issue a new one to the voter. A voter may only receive 3 ballots, if they make a mistake on the third ballot, they can’t receive a new one.

Follow these guidelines for spoiling an Optical Scan ballot:

- The voter will return the ballot to the Provisional Ballot Clerk.
- The Provisional Ballot Clerk will write the word “SPOILED” across the front of the ballot in large letters (use the marker provided in your supplies) so there can be no question that the ballot is spoiled.
- Place the spoiled ballot in the Spoiled Ballot Envelope.
- Issue the voter a new Optical Scan ballot.
- Record the new ballot number in the Provisional Poll Book by drawing a line through the old ballot number and then writing the new ballot number. **Please do not erase the old number.** Follow the same guidelines on the Provisional Ballot Form if applicable.

## Provisional Voters

Provisional voters are those whose eligibility to vote is in question. All Provisional voters will fill out a Provisional Ballot Form. They can then vote on any voting machine that is available.

***There are several instances when a voter may be sent to the Provisional Ballot Clerk:***

- Voter not found on Official Register Laptop
- Addresses do not match
- Voter does not have valid voter ID
- A voter who has changed their name
- Curbside voter
- A voter who prefers to vote a paper ballot
- A voter who shows voted but voter states they have not voted
- Challenged voters (Any voter, poll worker, or poll watcher may challenge a voter’s right to vote. These are voters known to have moved recently, or are not the person they are claiming to be.)
- The voting machines are not set up on time or there is a problem or mechanical failure with the voting machines and voters need to vote a paper ballot.

Utah State Law requires certain information from the voter (name, address, date of birth, etc.) to determine if their ballot is eligible to be counted. Below is an example of a Provisional Ballot Form. **This must be filled out completely for the vote to count.**

Office Use Only		<b>Provisional Ballot</b> Affirmation & Affidavit		Shaded areas to be completed by Poll Worker		
Election: June 2014 Primary				Proof of Identity	Proof of Residency	
Polling Location: EU Capitol Valley Branch Library				Reason Voting Provisionally		
Precincts: EAGLY VOTING		Voter's Precinct		Party Ballot		
<p>Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No          Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><small>← If you checked "no" in response to either of these two questions, do not complete this form.</small></p>						
Last Name (required)		First Name (required)		Middle Name		
<small>Name at Birth (if different than above)</small>		<small>Place of Naturalization (if applicable)</small>		Date		
Physical Address (required, principal place of residence, no P.O. Box)		Apt #		City State Zip		
Mailing Address (if different than above)		Apt#		City State Zip		
Phone Number (optional)		Date of Birth (required)		Place of Birth (required)		
Utah Driver License Number or State Identification Number (required)		Political Party (optional)				
Last Four Digits of Social Security Number (if driver license number not provided)		<input type="checkbox"/> Constitution <input type="checkbox"/> Democrat <input type="checkbox"/> Libertarian <input type="checkbox"/> Republican <input type="checkbox"/> Unaffiliated (no party preference) <input type="checkbox"/> Other (please specify)				
Email address (optional)		<input type="checkbox"/> I am a person with a disability (optional) <input type="checkbox"/> Yes <input type="checkbox"/> No				
<p>Would you like to be a permanent by-mail voter and receive your ballot by mail on an on-going basis? (read declaration) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Sign Here</b> →</p>		Signature of Voter (required) This signature applies to both the Voter Declaration and the Citizenship Affidavit.		Date:		
Last Voter Registration (if known)		Full Name on Previous Voter Registration		Address on Previous Registration (if known)		
				Former Voting Precinct (if known)		
<p><small>Voter records are classified as public documents in the State of Utah, except for the driver license or identification card number, social security number, and email address. A voter's date of birth may be accessed by government officials, government employees, political parties, health care providers, insurance companies, financial institutions, and other qualified individuals. If you believe that disclosure of any information in this provisional voter registration form, to a person other than a government official or government employee, is likely to put you or a member of your household's life or safety at risk, including the risk of being stalked or harassed, you may apply to the lieutenant governor or your county clerk to have your entire registration record classified as private.</small></p>						

The shaded portions at the top right corner of the form must be filled in by the Provisional Ballot Clerk. The fields that must be filled in are: Proof of Identity, Proof of Residency, Reason Voting Provisionally, Voter's Precinct, and Party Ballot. The Provisional Ballot Clerk must verify that the voter has filled out the form completely, that the voter has signed the form, and that the shaded portion has been filled in. If the Provisional Voter is voting an Optical Scan Ballot, the Ballot must be placed in an Optical Scan Ballot Envelope and the Provisional Ballot Form stapled to the envelope.

If Proof of Identity and Proof of Residency come from the same form of ID you must indicate what it is for both categories. (Do not leave any shaded areas blank.)

Shaded areas to be completed by Poll Worker	
Proof of Identity	Proof of Residency
Reason Voting Provisionally	
Voter's Precinct	Party Ballot

## Provisional Voter Access Card

The Receiving Clerk is in charge of creating voter access cards. You will need to take the voter and the Provisional Ballot form over to the Receiving Clerk. Please do not make the voter wait in line again. You will need to make sure the Receiving Clerk enters the correct precinct and Provisional Ballot Form number when creating the voter access card.

After getting an access card from the Receiving Clerk, give the card to the voter and instruct them to vote on any available voting machine and return the card when they are finished.

## Surrendered and Voted Absentee Ballots – see page 16

### What to do if a Voter Has No Identification

Voters who do not present proper identification at the polls may vote using a provisional ballot. However, the provisional ballot will not count unless they provide valid voter identification to the Weber County Clerk by the first Monday following the election. Please be sure to clearly explain this process to the voter. The lower portion of the Provisional Ballot Form should be detached and given to the voter. Please ensure that the applicable box is checked.

----- Voter should retain this document -----

<b>Voter Information for Provisional Ballot</b>	
Weber County Clerk 2380 Washington Blvd, Ste 320 Ogden, UT 84401 <a href="http://www.co.weber.ut.us/Clerk_Auditor/Election/">www.co.weber.ut.us/Clerk_Auditor/Election/</a>	
<b>Voter:</b> To obtain the status of your provisional ballot you will need the Provisional Number on this paper. You may view the status of your provisional ballot at <a href="http://elections.utah.gov/">http://elections.utah.gov/</a> . Or, you may contact the Weber County Clerk's Office at <a href="mailto:elections@co.weber.ut.us">elections@co.weber.ut.us</a> or by phone at (801) 599-7412. Please allow two weeks after the election for this information to be available. Thank You!	
<input checked="" type="checkbox"/>	By checking this box, a Poll Worker has indicated that you did not provide sufficient voter identification at the polls.
<b>If you were UNABLE to provide a valid form of identification and/or proof of residency at the time of voting:</b>	
<ul style="list-style-type: none"><li>• When casting a provisional ballot, Utah law requires you to present valid voter identification that establishes your <b>identity and residency</b> within a voting precinct in Weber County. (Utah Code 20A-3-105.5(3))</li><li>• A list of valid forms of identification is printed on the back of this document.</li><li>• Provisional ballots can only be validated when all required information is provided.</li><li>• You may provide proper documentation to the county clerk by the Monday following the election. (Utah Code 20A-4-107(c))</li></ul>	

Election: June 2014 Primary	
Polling Location: EV Optics Valley Branch Library	
4412	Provisional Number

### Provisional Ballot Clerk's Closing Duties

When the polls close, complete the Optical Scan Ballot Reconciliation Form found in the front of the Provisional Poll Book. **Please follow the step by step process on the form.** Two additional copies of the form have been provided to use as draft copies. Place one copy in the window of the Orange Provisional bag. This enables the County to quickly identify and report the number of outstanding ballots that our office will process prior to the Official Canvass.

Place all Provisional Ballot Clerk supplies in the Orange Provisional Bag. Refer to the list of supplies found in the window of the bag. To maintain the security of Optical Scan ballots, please properly seal all Provisional Ballot Clerk supplies in the Orange Provisional Bag by putting the orange lock through the zipper pull-tab and both eyelets of the bag. If properly sealed, it should be impossible to remove anything from the bag without breaking the seal.

The Poll Manager and another Poll Worker need to deliver the **sealed orange Provisional Ballot Bag, the Poll Manager binder, and the supply tub to the drop-off area.**

# VOTING MACHINE RECONCILIATION FORM

The Voting Machine Reconciliation Form must be completed. The form is printed in the front of the poll book along with two extra copies. If you have multiple poll books you only need to complete the form on the inside of the first poll book.

The following is a copy of the table that needs to be filled out. The first four columns should be filled out before the polls open. The next two columns are used during Election Day. The final three columns should be filled out after the polls have closed.

Before Polls Open				During the Day		After Polls Close		
Machine Serial #	Memory Card Serial #	Before Polls Open Blue Seal#	Canister 1 Seal#	Canister 2 Seal#	Canister 3 Seal#	Confirm Blue Seal #	Final Count	End of Day Blue Seal#
White Sticker	(.....AA)	New seal placed on Memory Card Door	Seal placed on side of canister			On Memory Card Door	Votes on Machine	

### First six columns

#### Machine Serial #

- The Machine Serial # can be found on the left-hand side of the voting machine. It is the white sticker with a bar code and six numbers.

#### Memory Card Serial #

- The Memory Card Serial # can be found on the back side of the memory card. It is the number that ends with AA found on the little sticker.

#### Before Polls Open Blue Seal #

- This is the blue security seal **you** will place on the memory card door. This seal stays on the machine throughout the Election Day and shouldn't be removed until after the polls have closed.

#### Canister 1 Seal #

- This is the blue security seal that is placed on the right-hand side of the canister. This seal is **never** removed. When you need to replace the paper you use a new canister.

#### Canister 2 & 3 Seal #'s

- Use these columns when you need to replace a canister. Follow the same instructions for Canister 1.

### Final three columns

#### Confirm Blue Seal #



## Mid-Day Reconciliations

Mid-day reconciliations are optional but help keep an accurate count of voters throughout the day. It is best to do the reconciliations when the polls are slow. Below is a sample of the mid-day reconciliation form.

### MID-DAY RECONCILIATION FORM

Machine Serial #	Ballot Counts per Machine		
	TIME:10:30am	TIME:1:00pm	TIME:4:00pm
206857	5	20	45
248548	1	8	15
104852	10	22	35
584684	12	30	49
TOTAL	28	80	144
Total # of persons in the poll book(s)	25	75	133
Total # of persons in the Provisional Poll Book voting on the machines	3	5	11

Obtain the total number of voters by checking the ballot tally at the bottom of the touch screen. **REMEMBER: MAKE SURE YOU RECORD THE BALLOT SECTION ON THE SCREEN.**

SN:0206857

MID: 0

Ballots :00020

Tot:0001058

Battery 100%



A calculator can be found in the poll manager binder to help you to add up the subtotals from each machine.

To find the total number of voters in the poll book, simply record the line # of the last name entry you recorded. **(DON'T FORGET TO ADJUST YOUR NUMBERS FOR ANY CROSSED-OUT NAMES OR LINES WITH MISTAKES.)**

Total number of voters from the Provisional Poll Book should only count the number of provisional voters that voted on the electronic voting machines. **(DO NOT INCLUDE ANY VOTERS THAT VOTED ON AN OPTICAL SCAN BALLOT.)**

## END OF VOTING

The polls must remain open until 8:00 pm. Identify the last voter in line and announce that the polls are closed. Anyone in line by 8:00 pm may vote.

**REMEMBER: The polls close when the last person in line at 8:00 pm has voted. NO EXCEPTIONS – It’s the law.**



### Closing the Memory Cards

At 8:00 pm, after the last voter has left and the totals from the voting machines are recorded on the Voting Machine Reconciliation Form, the next and most important task is closing out or selecting the “End Voting” option on all memory cards. Follow the instructions in the Quick Reference Guide.

One of the first memory cards that should be closed is the one being used in the encoder machine (if applicable). As the encoder is already at the poll worker option screen, the supervisor card will not be needed. All other voting machines will require the supervisor card in order to complete the closing procedure of the memory cards.

### Closing the Polls

At the end of the day, poll workers **MUST WORK TOGETHER** as a team to close the polls and complete the required paperwork.

When voting is finished, the closing duties should be divided between all of the poll workers. Everyone should work together to close the election accurately and quickly. All poll workers **MUST** remain until everyone’s responsibilities are complete and the polling place is cleaned up.

**Make certain everyone signs the pay voucher in the binder.**

### Drop-Off Instructions

The Poll Manager and another Poll Worker are to drop off the following items to Weber County:

- Supply tub along with the laptop.
- Orange Provisional Ballot Bag (properly sealed with orange seal).
- Binder with the memory cards and dongle(s).

Enter the parking terrace and go to the right through the gated entrance. Election night workers will be there to assist you at the third floor door. Take the supplies inside. There will be teams of election night workers who will review the contents to ensure everything is there.

## GIVING ASSISTANCE TO VOTERS

(Utah Code 20A-3-108)

Any voter needing assistance is entitled to have someone help them. The person assisting **MAY NOT** be:

- Voter's employer
- Candidate
- Agent of the voter's employer
- Officer or agent of the voter's union

Poll Workers may assist if the voter did not bring someone with them. After providing assistance, please write "assisted" in the border of the poll book next to the voter who received assistance.

### Voters with Disabilities

***Etiquette*** – The following are some tips that will help you work with voters with disabilities.

- Use positive, respectful communication.
- Use common sense and extend common courtesy to everyone.
- Do not patronize (treat adults like adults).
- Relax and be yourself.
- Respect personal space.
- Speak normally and talk directly to the person, not to the interpreter or assistant, and make eye contact.
- Offer assistance and listen for a response – follow any specific directions. Do not be overly attentive or insist on giving more than is needed or requested.
- Service animals **ARE** allowed in the polling place but you should never interact with the animal as you would a pet.
- Don't be afraid to ask visually impaired voters if they require use of the audio ballot or a larger font on the screen. New voters may not know that is an option.
- Machines can be tilted forward to make voting easier for those voters who are wheel-chair bound.
- Always ask before providing assistance. If a voter needs assistance moving about the polling place, offer your elbow to help with balance and or direction.
- Use the same procedures as outlined in the Assistance to Voters section above.

Use the signature guide and/or magnifier for voters with visual impairments. These can be used to help the voter see the Official Register or sign his/her name. These items can be found in the Poll Manager's binder.

## Assisting Voters with Voting on the Machines

The following information will help you assist voters on using the touch screens:

- The voter inserts the voter access card into the card reader located on the upper right-hand corner of the machine. The voter will hear a “click”.
- Instructions will appear on the screen. The voter can magnify the ballot or change the contrast (eliminates color) of the ballot by touching the “LARGE TEXT” or “HIGH CONTRAST” on the screen.
- To advance the ballot, touch “NEXT”.
- Anytime in the process, the voter can select “BACK” to go to the previous page or refer to the instruction by selecting “INSTRUCTIONS.”
- To make a selection, touch the candidates name and an “X” will appear to mark the selection.
- A voter can change their mind by re-touching (deselecting) the name of the selected candidate to remove the “X”. This re-opens the race and allows voters to select a different candidate.
- The touch screen will not allow the voter to over-vote in a race.
- If a voter wishes to vote for an eligible write-in candidate, the voter should select “WRITE-IN” and a keyboard will appear on the screen.
- When the voter is finished voting, a summary screen will appear for the voter to review their choices.
- Complete races are highlighted in blue. Blank or incomplete races are highlighted in red. Voters may leave blank races if they wish.
- If the voter wants any changes, the voter simply touches the race to go back to it.
- Once the voter is finished voting, the voter will print the paper verification by selecting “PRINT BALLOT.”
- After reading the paper printout, the voter can cast the ballot or reject it.
  - If the voter rejects the ballot, the printer will print a rejected ballot message. The voter will be taken back to the summary screen.
  - A voter can reject a ballot twice. The third ballot will be cast.
- Once the ballot is cast the card is ejected from the touch screen unit. Audio will play confirming the ballot was cast.
- If a voter claims they were unable to vote and wants a new voter access card, take the card from the voter and insert it into any voting machine to check the card’s status. When the card pops out of the machine the screen indicates if the card was voted, if the card timed out, or if the card was cancelled. If the card was voted, they should not be allowed to vote again. If the voter persists, let them vote provisionally. Please indicate in the Provisional Poll Book they are voting provisionally because they already cast a ballot on the machines. (Their provisional vote will not be counted.) If the card timed out or was cancelled, program the voter a new card and let them vote. If you are unsure whether the voter should be issued another ballot, you can do a quick machine reconciliation and make sure the number of names recorded in the poll book matches the number of votes cast on the machines.

## **APPENDIX A MACHINE TO ENCODER**

**All polling locations for this election are using VC Programmer. The Receiving Clerk creates all Voter access cards so there is no Encoder Clerk position. The following information will be helpful in the unlikely event you need to convert a voting machine into an encoder.**

### **Before the Polls Open**

The voting machine used for encoding can be placed on the table by adjusting the legs so the Poll Worker can easily sit at the table and still use the machine without standing up. The machine can also be placed on the floor with the legs adjusted so that the Poll Worker can sit while using the machine. Please adjust the machine to be comfortable for use.

### **Converting the Voting Machine into an Encoder**

After following normal machine set-up, convert a machine into an encoder by following these steps:

- Insert a Supervisor Card into the voting machine.
- Key in the PIN # and Press OK
- The Supervisor Card will pop out; please return the card to the binder.
- On the screen, you will see Poll Worker Options. Locate and press the 'Create Voter Cards' button.
- The 'CREATE CARDS' screen will appear.
- Now you are ready to process voters.

### **How to Encode Access Cards for Regular and Provisional Voting**

1. The Receiving Clerk/Provisional Ballot Clerk will announce the precinct of the voter.
2. Insert Voter Access Card.
3. Highlight the appropriate precinct of the voter. (Note that you may need to select N.P. in the party column before the 'Create Card' button will become available.)
4. Double Check that the precinct is correct. If this is a normal ballot, skip to step #8.
5. For provisional voters, check the 'Provisional' Box and press the Keyboard.
6. Enter the number from the Provisional Ballot Form.
7. Press 'OK'. This number should now be in the Provisional Number Box.
8. Press 'Create Card'.
9. The machine will eject the Access Card. You can then hand the card to the voter.

If the voter needs the ballot magnified you can check 'Magnify Display' and the screen will be magnified for the voter.

If the voter needs an audio ballot check 'Audio Ballot', then uncheck 'Hide Ballot'. The screen will display the ballot and the audio will play.

**Please make sure the 'Hide Ballot' is not checked.** The voter will only see a blank screen if this box is checked.

Program the cards as the voters are announced by the Receiving Clerk. Don't pre-program cards. It is a security risk. It is ok to have voters with programmed cards waiting in line to use machines.

### **Encoder Clerk and Closing the Election**

You will need to close down the encoding machine like all the other voting machines. Please refer to the **Quick Reference Guide** for machine take down. Remember, you need to 'end' the election on this memory card and print out final reports. Because no votes should have been cast on this card, your final reports should be zeros. If this machine was used for voting, make sure to get the total number of votes.

Don't forget to remove the memory card and re-seal the memory card door. If this memory card is left at your polling location, someone from your team will be required to retrieve the card before counting can be completed on election night.

Make sure that you help your team in ending the election smoothly and quickly. Please help in any way you can, whether that be with paper work or with machine take down.

## APPENDIX B

### Voters Needing Audio Assistance

#### *Audio ballot keypad functions: Voting a ballot*

<b>1</b>	<b>ABC</b> <b>2</b>	<b>DEF</b> <b>3</b>
Decrease volume (at any time)		Increase volume (at any time)
<b>GHI</b> <b>4</b>	<b>JKL</b> <b>5</b>	<b>MNO</b> <b>6</b>
Return to previous candidate or race OR Review ballot*	Select / cancel candidate	Advance to next candidate or race
<b>PQRS</b> <b>7</b>	<b>TUV</b> <b>8</b>	<b>WXYZ</b> <b>9</b>
Continue voting (returns to top of race)		Review or confirm votes on Cast Ballot
<b>*</b>	<b>0</b>	<b>#</b>
Decrease playback speed (at any time)	Repeat instructions (at any time)	Increase Playback speed (at any time)

Voter must listen to all candidates to proceed to the next race

\*Review Ballot is an option only after Cast Ballot

### **Audio ballot keypad functions: Entering write-in votes**

*Note: Only races with a registered write-in candidate can accept write-ins.*

<b>1</b>	<b>ABC</b> <b>2</b>	<b>DEF</b> <b>3</b>
Spaces between names		
<b>GHI</b> <b>4</b>	<b>JKL</b> <b>5</b>	<b>MNO</b> <b>6</b>
<b>PQRS</b> <b>7</b>	<b>TUV</b> <b>8</b>	<b>WXYZ</b> <b>9</b>
Continue entering write-in candidate		Confirm vote for write-in candidate
<b>*</b>	<b>0</b>	<b>#</b>
Delete entries	Accept entries and vote for this write-in candidate	Cancel write-in vote

Spell name using keys 2-9 to select letters assigned to each key  
(e.g. to select “C”, press “2” three times, then press “0”)

### **What to Do If There Is a Power Outage**

If the power at the polling place goes out, call the Elections Office immediately.

- Turn off all of the voting machines except one to conserve power.
- You can shut down the machine by simply holding down the red button in the memory card compartment for 10 seconds.
- **DO NOT USE THE SUPERVISOR CARD TO CLOSE THE ELECTION!!!!**
- Use the single machine until the power runs low, then switch to a new machine. A rover should be by shortly.

**APPENDIX C**  
**TROUBLE SHOOTING VISTALocal and VCPROGRAMMER**

Program	PROBLEM	CAUSE	CORRECTIVE ACTION
VISTALocal	When I search a voter's name in VISTALocal, nothing comes up. The voter insists they are registered to vote.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Some of the search fields may contain a space or other character.</li> <li><input type="checkbox"/> The name may be spelled incorrectly.</li> <li><input type="checkbox"/> The voter may have missed registration deadline.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Push 'Clear Search' and then try searching for the voter again.</li> <li>▪ <b>Verify</b> spelling of the name or try using the voters address and/or birthday.</li> <li>▪ Use voters full last name, first name initial, and full date of birth and search using 'Check for New Registration' button.</li> </ul>
VISTA Local	When I push search I can't see any voters' names, just addresses.	<ul style="list-style-type: none"> <li><input type="checkbox"/> The viewing window has moved too far to the right.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Locate the scroll bar at the bottom of the viewing window. Click the left arrow until voters' names appear.</li> </ul>
VISTALocal (Scanner)	The hand scanner is not looking up voters when I scan a driver's license.	<ul style="list-style-type: none"> <li><input type="checkbox"/> The scanner is not properly connected to the computer.</li> <li><input type="checkbox"/> 'Use Scanner' was not checked when starting VISTALocal.</li> <li><input type="checkbox"/> The wrong barcode is being scanned.</li> <li><input type="checkbox"/> The cursor in VISTALocal is in the wrong search field.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unplug the hand scanner and reinsert it properly in the back USB port marked by blue sticker.</li> <li>▪ Restart VISTALocal and make sure the appropriate check boxes are selected.</li> <li>▪ Make sure you are scanning the barcode that doesn't look like a typical barcode.</li> <li>▪ Be sure the cursor is located in the 'Last Name' field of VISTALocal.</li> </ul>
VC Programmer	Unable to create a voter access card. The 'Create Card' button cannot be selected.	<ul style="list-style-type: none"> <li><input type="checkbox"/> A precinct has not been selected.</li> <li><input type="checkbox"/> A party has not been selected.</li> <li><input type="checkbox"/> ST-100 card reader is not securely attached to the computer.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Select the voter's correct voting precinct.</li> <li>▪ Select &lt;N.P.&gt; in the party column, or an applicable party.</li> <li>▪ Securely attach card reader to the USB port marked with orange sticker or to the serial port by tightening the screws.</li> </ul>
VC Programmer	VC Programmer is not automatically selecting the precinct after I record a vote history.	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>'Setup'</b> was not run.</li> <li><input type="checkbox"/> 'Use VC Programmer' was not checked when starting VISTALocal.</li> <li><input type="checkbox"/> VC Programmer is in manual entry mode.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Click 'Setup' and wait for it to finish.</li> <li>▪ Restart VISTALocal and make sure the appropriate check boxes are selected</li> <li>▪ Open VC Programmer and make sure the title bar reads 'VC Programmer – Version 4.6.1' If 'Voter Card Entry' appears at the top of the screen, press exit one time.</li> </ul>

- Whenever a corrective action requires you to restart VISTALocal, be sure the VISTALocal Start-up information is still correct, especially the Book Number.

## MACHINE TROUBLE SHOOTING CHECKLIST

Below is a “Troubleshooting Checklist,” you should also take time to familiarize yourself with some of the common problems encountered during machine set-up, and the steps you can take to fix them *prior* to calling the Elections Office for help.

PROBLEM	CAUSE	CORRECTIVE ACTION
Touch screen reports printer error: “The printer is not responding. Please ensure that the voting tablet is in the cradle.”	<ul style="list-style-type: none"> <li><input type="checkbox"/> There is no paper in the printer.</li> <li><input type="checkbox"/> Smoke-colored door on the printer is not properly closed.</li> <li><input type="checkbox"/> The voting tablet is not plugged into its cradle</li> </ul>	<ul style="list-style-type: none"> <li>▪ Load paper into the printer.</li> <li>▪ Press down on cover until it snaps shut</li> <li>▪ Place the tablet securely in its cradle.</li> </ul>
Gear continues to turn when take-up spool is not loaded.	<ul style="list-style-type: none"> <li><input type="checkbox"/> This is normal behavior</li> </ul>	<ul style="list-style-type: none"> <li>▪ It is OK to manually stop the gear by grasping it.</li> </ul>
Take-up spool fails to take paper up when the printer is running.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Paper is not securely attached to the spool.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pull paper through the printer, engage it into the slots in the spool and wind the paper onto the spool. Check to see that the housing latch is pressed down.</li> </ul>
The printing seems abnormally condensed vertically or the printer appears to be struggling to feed paper.	<ul style="list-style-type: none"> <li><input type="checkbox"/> The supply roll is not seated properly, possibly due to a bent bracket.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be sure the spool fits properly into the slots. The locking bracket (with the blue handle) may have been bent too far forward and is preventing the spool from seating properly. Carefully bend the locking bracket to its normal position.</li> </ul>
There’s no print on the paper. The paper seems to be feeding OK through the printer.	<ul style="list-style-type: none"> <li><input type="checkbox"/> The supply roll is upside down. <b>NOTE:</b> Only one side of the paper scroll will accept print.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Remove the paper from the supply spindle and install it correctly with the glossier side on top. The spindle should be on the left with the paper coming from the bottom.</li> </ul>
Paper is not taken up while Zero Report is printing.	<ul style="list-style-type: none"> <li><input type="checkbox"/> This is normal. The report needs to be seen and witnessed by the poll workers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ None. When the report has been signed, the paper can be fed into the spool and take-up directions followed on touch screen.</li> </ul>

## APPENDIX D

### VOTER IDENTIFICATION

Valid voter ID is required to vote in Utah.

Present One **(1)** form of ID that bears the name **AND** photograph of the voter.

**OR**

Present Two **(2)** forms of identification that together bears the name of the voter and provides evidence that the voter resides within the voting precinct.

#### ***What if the Voter has no Identification?***

Voters who do not present proper identification at the polls may vote using a provisional ballot. However, the provisional ballot will not count unless they provide valid voter identification to the Weber County Clerk by the first Monday following the election.

#### ***Examples of acceptable types of ID***

ONE (1) of the following currently valid ID:

- Utah Driver License
- State ID Card
- ID card issued by a Federal agency
- Utah concealed weapon permit
- US Passport
- US Military ID card

**OR**

TWO (2) forms of identification that bears the name of the voter and provide evidence that the voter resides in the voting precinct, which may include:

- Current UT vehicle registration
- A current utility bill dated within 90 days before the Election\*
- Financial account statement\*
- Certified birth certificate
- Valid social security card
- A check issued by the Federal or State government
- A paycheck from the voter's employer
- A currently valid Utah hunting or fishing license
- Certified naturalization document
- A currently valid license issued by an authorized agency of the US
- Certified copy of voter's Marriage License, Name Change, or Adoption
- A valid Medicaid card, Medicare card, or Electronic Benefits Transfer Card (EBTC)
- Currently valid employer ID card
- A currently valid ID card issued by a local Utah government
- School ID card for an in-State school

\* A legible copy is acceptable.

\*\* For easy reference, identification requirements are on the back of the Poll Book.

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