

PROCEDURAL MANUAL FOR
JUDGES AND CLERKS OF ELECTIONS

OVAL OPTICAL SCAN DS200

2022 Elections

**PREPARED BY THE OFFICE OF
LAWRENCE DENNEY
SECRETARY OF STATE**

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I. INTRODUCTION

This manual, prepared by our Election Division, has an outline of duties and procedures for Judges and Clerks of Election to follow in conducting the **Primary or General Election** in counties using Oval Ballots.

It is important that each Election Board official carefully read and study this manual. The Election Board official's individual Quick References reflect the guidelines in this manual.

Your County Clerk's Elections Office should be contacted if you have questions. Please don't hesitate to contact the Secretary of State's Office if you need further clarification.

My thanks to each of you who help make the election process a positive experience for Idaho's voters.

Sincerely,

LAWRENCE DENNEY

*Secretary of State
Chief Election Officer*

II. OVERVIEW

This manual has been written for your day as a poll worker. You will find instructions for conducting the election.

You should have received training on being a poll worker and should be familiar with the information contained in this manual. However, if you have any questions regarding activities at the polls on Election Day, please contact your County Clerk's Elections Office.

Be sure to read this manual carefully as there have been many changes in the Election Laws pertaining to the conduct of the election as well as voter registration.

This manual has been written to cover precinct ballot tabulation with the DS200 Tabulator. By the time you read this manual, you should have received a demonstration of the Precinct Ballot Tabulator, which is usually referred to as the DS200. Also, you should have already had an opportunity to review the manufacturer's manual. There will be references to the manufacturer's manual in this manual.

III. TERMINOLOGY

1. **Ballot Card:**

- a. The Ballot Card is used in conjunction with the ExpressVote ballot marking device. This is issued in place of the Oval Ballot(s)

2. **Ballot Marking Device:**

- a. This device is designed to assist voters who have difficulty seeing or marking a ballot to vote privately and independently.
- b. An audio ballot is also available for use with this unit.
- c. This device will prevent overvotes and can alert voters about undervotes.
- d. This device will either be the AutoMARK, the ExpressVote or the TouchWriter.
 - 1) AutoMARK
 - a) The device marks an oval ballot after the voter has made his or her selections on a touch screen or Braille keypad, or with a personal sip and puff device.
 - 2) ExpressVote
 - a) The device marks a ballot card after the voter has made his or her selections on a touch screen or Braille keypad, or with a rocker/paddle control switch or a sip and puff tube device.
 - 3) TouchWriter
 - a) The device prints a separate ballot after the voter has made his or her selections on a touch screen or Braille keypad, or with a personal sip and puff device.
- e. You will be provided with operating instructions for the specific machine at your polling place. If you cannot locate the instructions in your supply box, please contact the County Clerk's Office immediately.

IMPORTANT: These devices only mark a ballot or ballot card and no votes are stored in the machines.

3. **Central Counting:** When ballots are transported from the polls to a central location for tabulation.
4. **Closed Primary:** A Closed Primary is a direct primary in which voters can only vote for candidates of the party in which they are registered. This means that voters will only receive the ballot for one party.
5. **DS200 Tabulator:** This electronic device tabulates votes on ballots throughout the day, although no results are available until the polls close. Each voter, after marking his ballot(s) will place the ballot(s) in the secrecy sleeve and return to the Receiving Clerk. The elector has the option of depositing his ballot(s) into the DS200 or allowing the Receiving Clerk to deposit it for him. See Receiving the Voted Ballot (on page 49).
 - a. **Before the Polls Open** – Refer to the manufacturer's manual for set up instructions. When the DS200 is turned on with the election definition installed, the scanner automatically prints the reports that were programmed into the election definition. You must refer to the several sections of this printed report to make certain that the DS200 has been properly prepared for your precinct and that all the electronic counters are set at "zero." Refer to the manufacturer's manual for complete instructions. **YOU MUST VERIFY THE DS200's READINESS BY CHECKING THIS TAPE.**

IV. ELECTOR QUALIFICATIONS

A. **Qualified Elector Defined:** "Qualified elector" means any person who is eighteen (18) years of age, is a United States citizen and who has resided in this state and in the county at least thirty (30) days next preceding the election at which he desires to vote, and who is registered as required by law. (Sec. 34-104, Idaho Code)

B. **Residence Defined:** (1) "Residence" for voting purposes, shall be the principal or primary home or place of abode of a person. Principal or primary home or place of abode is that home or place in which his habitation is fixed and to which a person, whenever he is absent, has the present intention of returning after a departure or absence therefrom, regardless of the duration of absence.

(2) In determining what is a principal or primary place of abode of a person the following circumstances relating to such person may be taken into account: business pursuits, employment, income sources, residence for income or other tax pursuits, residence of parents, spouse, and children, if any, leaseholds, situs of personal and real property, situs of residence for which the exemption in section 63-602G, Idaho Code, is filed, and motor vehicle registration.

(3) A qualified elector who has left his home and gone into another state or territory or county of this state for a temporary purpose only shall not be considered to have lost his residence.

(4) A qualified elector shall not be considered to have gained a residence in any county or city of this state into which he comes for temporary purposes only, without the intention of making it his home but with the intention of leaving it when he has accomplished the purpose that brought him there.

(5) If a qualified elector moves to another state, or to any of the other territories, with the intention of making it his permanent home, he shall be considered to have lost his residence in this state. (Sec. 34-107, Idaho Code)

C. **Idaho Constitutional Disqualifications (Article VI, Section 3):** No person is permitted to vote, serve as a juror, or hold any civil office who has, at any place, been convicted of a felony, and who has not been restored to the rights of citizenship, or who, at the time of such election, is confined in prison on conviction of a criminal offense.

V. PARTY AFFILIATION

As of July 1, 2011, *Idaho Code* requires an elector to declare a party affiliation during registration. Electors may designate an affiliation with one of the recognized political parties or may designate themselves as an **"unaffiliated"** voter (i.e. no party preference). Idaho has four recognized political parties. They are the Constitution, Democratic, Libertarian and Republican parties.

Electors designated their party affiliation with their party or selected no party affiliation (i.e. unaffiliated) in any of these ways:

1. Filled out a new Voter Registration Card.
2. Filled out a Party Affiliation Declaration Form.
3. Declared a party at the polls at one of the last Primary Elections.

There are elections on non-partisan offices and/or issues scheduled to be held in conjunction with the Primary Election, such as judicial elections and bond, levy, taxing districts or state and local questions. All registered voters are entitled to vote on non-partisan candidates and issues during the Primary Elections.

Party affiliation applies only to the Primary Election. It has no effect on voting options at the General Election or any other election.

VI. FREQUENTLY ASKED QUESTIONS

Why does an elector have to designate a party affiliation?

As of July 1, 2011, *Idaho Code* requires an elector to declare a party affiliation. This affiliation will determine the elector's eligibility to vote in a particular party's Primary Election. It does not affect the elector's ability to vote in any other election. Party Affiliation is part of the individual's registration data and is public record.

What are the recognized political parties in Idaho?

The four (4) recognized political parties in Idaho are the Constitution, Democratic, Libertarian and Republican Parties. An elector may affiliate with any one of these parties or may choose to affiliate with no political party (i.e. an unaffiliated voter).

What does "Unaffiliated" mean?

"Unaffiliated" simply means the individual is not associating with any political party.

Why is an elector required to select a party ballot?

As a result of a federal court decision in *Idaho Republican Party v. Ysursa*, the 2011 Legislature closed Idaho's Primary Elections so that only electors affiliated with a party may vote in that party's Primary Election. However, the Legislature gave each party the opportunity to open its Primary Election to electors from other political parties or those who are designated as "unaffiliated."

Every November prior to the Primary Election, each recognized political party in Idaho may notify the Secretary of State of their intent to open their Primary Election. If one of the recognized political parties opens their Primary Election, the elector may then have the option of selecting the ballot of a party other than the one with which the elector is affiliated. See *Primary Election Ballot Options* (on page 37)

What if an elector refuses to affiliate with a party?

If an elector refuses to make a party affiliation selection, the elector will automatically be registered as an unaffiliated voter (i.e. a voter with no political party preference). This may limit the elector's participation in the Primary Election to the non-partisan ballot only.

However, this will not affect the elector's ability to vote in any other election.

Can an elector change his or her party affiliation?

An elector who has affiliated with one of the four (4) recognized parties may change his or her political party affiliation to another party or become an Unaffiliated voter at any time except between the day after the close of candidate filing (March 11, 2022) and the Primary Election (May 17, 2022). However, if the elector is re-registering due to moving or a name change, the elector may select any party affiliation without regard to the elector's previous selection.

Electors with no affiliation or those who have registered as an unaffiliated voter may affiliate with one of the four (4) recognized political parties at any time including on Election Day.

What if an elector's address does not appear in the Poll Book but shows "Protected" instead?

An individual whose address is missing in the Poll Book and has "**Protected**" under his or her name has been designated as an individual whose residence address is confidential. See *Poll Book Page* (on page 19), Line 7, column A. DO NOT enter any address in the Poll Book for this elector. This elector like all other electors must show an acceptable photo ID (see *Identification Required* on page 33) or sign the Personal Identification Affidavit then sign the Poll Book prior to receiving the appropriate ballot(s). If there is any question regarding this individual's registration, contact the County Clerk's Election Office immediately.

IMPORTANT: Individuals with this notation have been accepted into either the Address Confidentiality Program for Victims of Violence in accordance with Title 19, Chapter 57, Idaho Code, the Address Confidentiality Program for Law Enforcement Officers in accordance with Title 19, Chapter 58, Idaho Code or who have shown good reason to the County Clerk and County Prosecuting Attorney to require his or her residence address to be deemed Confidential in accordance with 9-340C, Idaho Code.

What if an elector's ADDRESS is different than what appears in the Poll Book?

No person shall knowingly sign his name in the Poll Book if his residence address is not within that precinct at the time of signing.

To determine if a clerical error has been made, first contact the County Clerk's Elections Office. If a clerical error is found and resulted in the incorrect listing of the elector's residence address in the Poll Book, the qualified elector thus affected shall be allowed to vote. Manually correct the elector's address in the Poll Book with the notation "**corrected address.**" Then continue with the normal issuing procedures. (34-1106, I.C.) See *Poll Book Page* (on page 19), Line 6, columns A & C.

If the residence address is incorrect because the individual has moved, determine if the elector is in the proper precinct and polling place. If it is determined that the elector is in the incorrect polling place, direct them to the correct polling place. If it is determined that their polling place is yours and they are qualified to vote, the elector may register at the polls on Election Day by providing proof of residence accompanied with a photo ID card. They should be directed to the registration table.

When the elector appears before the Poll Book Clerk with a registration card stamped "**residence verified,**" the Poll Book Clerk enters the elector's name and address along with the notation "**election day registration**" in the Poll Book on one of the blank Poll Book pages provided at either the end of each alpha division or at the back of the Poll Book. Then continues with the normal issuing procedures. (34-408A, I.C.) See *Poll Book Page* (on page 19), Line 13, columns A & C.

Is a photo ID required at every election?

Yes, *Idaho Code* requires each elector to either show an acceptable photo ID or sign a Personal Identification Affidavit prior to voting at any election. ([34-1106](#), *Idaho Code*)

Acceptable forms of ID are:

1. An Idaho driver's license or identification card
2. A U.S. passport or Federal photo identification card
3. A tribal photo identification card
4. A current student photo ID, issued by an Idaho high school or post-secondary educational institution
5. A concealed weapons license issued by a County Sheriff in Idaho under sections [18-3302](#) and [18-3302K](#), *Idaho Code*.

What if an individual does not have one of the acceptable forms of identification?

An elector must either show an acceptable photo ID (see *Identification Required* on page 33) or sign the Personal Identification Affidavit prior to voting. If an individual does not have one of the acceptable photo ID's, the individual must complete and sign the Personal Identification Affidavit prior to being issued the appropriate ballot(s). No elector is to be turned away or not allowed to vote for not having one of the acceptable forms of identification as long as the elector signs the Personal Identification Affidavit. Every elector that appears to vote should be allowed to vote unless they do not meet the legal qualifications. If the elector signs the Personal Identification Affidavit in lieu of showing acceptable photo identification, the Poll Book Clerk will make the notation "**Affidavit**" in the remarks column to the right of the elector's signature. ([34-1113](#), I.C.) See *Poll Book Page* (on page 19), Line 11, column C.

What if an individual asks if another elector has voted?

No judge or clerk shall communicate to anyone, including spouses, watchers and challengers, any information as to the name or number on the Poll Book of any elector who has not applied for a ballot, or who has not voted at the polling place. ([34-1110](#), I.C.)

What are the roles of the designated poll watchers and challengers?

Watchers and challengers are people authorized by the County Clerk to be present at the polls on Election Day. Watchers are appointed by a candidate or candidates while challengers are appointed by the political parties. During an election with a ballot question, the County Clerk may allow an individual in favor of the measure and one individual against the measure to challenge voters and to observe the conduct of the election. These authorized individuals shall wear a visible name tag which includes their respective title.

Individuals authorized to serve as watchers may watch the conduct of the election at the polls and the counting of votes. While watching the counting of the votes, they are not allowed to absent themselves except for brief breaks until the polls are closed so that results are not released prior to the close of the polls throughout the state. Individuals authorized to serve as challengers may challenge electors' registration as they offer to vote. ([34-304](#), I.C.) Challengers are not appointed to challenge the voting process or the activity at the polling place. They are only there to challenge electors' registrations.

Watchers and challengers are not to interfere with the electors or the voting process. If you feel that a watcher or challenger is interfering with the duties of the Election Board or the voting process, contact your County Clerk's Election Office or courteously point out what their role as a watcher or challenger is.

What if an elector is unable to record his vote personally?

Any elector who, because of blindness, physical disability or other disability is unable to mark the ballot(s) may vote independently by using the Ballot Marking Device or may receive assistance from one of the Election Clerks or by any individual of their choosing.

If the elector chooses to vote independently by using the Ballot Marking Device, the Ballot Marking Device should be demonstrated. This unit will either mark an oval ballot or ballot card or print a ballot after the elector has made his selections on the touch screen, Braille keypad, or with a puff and sip device. The Ballot Marking Device also has an audio ballot available for use by those who are visually impaired.

If the elector chooses to receive assistance from an Election Clerk or an individual of their choosing, such individual shall ascertain the wishes of the elector and mark the ballot accordingly. The individual giving assistance shall thereafter give no information regarding such marking. Whenever an elector receives assistance in this manner, the Poll Book Clerk shall make the notation of "**assistance**" in the Poll Book following the name of the elector. (34-1108(2) and 34-2427(2), I.C.) See *Poll Book Page* (on page 19), Line 10, column C.

IMPORTANT: The choice of voting with or without assistance shall be left to the elector.

Can we post or display the list of write-in candidates, if there are any?

No, the list of Write-In candidates is not to be posted or displayed within the polling place. Doing so may be construed as Electioneering, which is prohibited by Idaho Law.

What if an elector asks if there is a write-in candidate for a specific office?

If an elector asks if there is a write-in candidate for a specific office or race, you may give the elector the name of the write-in candidate that the elector is requesting.

What if there is a vacancy on the Election Board?

In the absence of a Chief Judge, the County Clerk will designate a new Chief Judge.

In the absence of an Election Clerk, the Chief Judge should designate a qualified replacement. If Election Clerks were assigned based on their political party, the replacement should be of the same political party.

Any person thus designated to fill a vacancy must take and subscribe to the Oath of Office for Members of the Election Board on the front cover of the Poll Book.

What if the Official Election Stamp is lost?

The Issuing Clerk shall initial each ballot and write "**stamped**" upon the ballot in the appropriate place. (34-901, I.C.)

NOTE: If the ballot has a ballot security feature which does not allow it to be copied and tabulated, the Official Election Stamp is not required. The County Clerk's Election Staff will direct you on the use of or the lack of use of the Official Election Stamp.

POLL BOOK PRIMARY ELECTION For COUNTY PRECINCT : 9 GEM

Reported On : Requested For :

ELECTION DATE : Generated By : GEM

LINE NO.	VOTER LAST NAME, FIRST NAME and ADDRESS	PARTY	SIGNATURE OF VOTER	SEQ NO	BALLOT	VOTED	VOTER ID	REMARKS
1	SMITH, BARBARA 967 S TERRITORIAL HWY, ANYTOWN	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input type="checkbox"/> U			<input type="checkbox"/> D <input checked="" type="checkbox"/> X <input type="checkbox"/> N		010426968	
2	SMITH, CLARENCE 234 E COSMIC ST, ANYTOWN	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> U	<i>C. Smith</i>	110	<input type="checkbox"/> D <input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> R	✓	010426968	Sworn myself & wife (Smith) & family
3	SMITH, DOROTHY 967 S TERRITORIAL HWY, ANYTOWN	<input type="checkbox"/> C <input checked="" type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input type="checkbox"/> U	<i>Dorothy Smith</i>		<input type="checkbox"/> D <input checked="" type="checkbox"/> X <input type="checkbox"/> N		010426970	Early Voting (Ballot Received) (B)
4	SMITH, ELIZABETH 1964 E COSMIC ST, ANYTOWN	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> U			<input type="checkbox"/> D <input checked="" type="checkbox"/> X <input type="checkbox"/> N		010426971	
5	SMITH, HELOISE 234 E COSMIC ST, ANYTOWN	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> U			<input type="checkbox"/> D <input checked="" type="checkbox"/> X <input type="checkbox"/> N		010426972	Name Change - Sec 6's - Election Day Reg
6	SMITH, JAMES 197 MARKET PLACE WAY, ANYTOWN	<input checked="" type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input type="checkbox"/> U	<i>Jim Smith</i>	15	<input type="checkbox"/> D <input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> R	✓	010426973	Corrected Address
7	SMITH, MARY PROTECTED	<input type="checkbox"/> C <input type="checkbox"/> D <input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> R <input type="checkbox"/> U	<i>Mary Smith</i>		<input type="checkbox"/> D <input checked="" type="checkbox"/> X <input type="checkbox"/> N		010426974	Absentee Received (B)
8	SMITH, MICHAEL 1964 E COSMIC ST, ANYTOWN	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input type="checkbox"/> U	<i>Michael Smith</i>		<input type="checkbox"/> D <input checked="" type="checkbox"/> X <input type="checkbox"/> N		010426975	In-Person Absentee (Ballot Received) (B)
9	SMITH, ROBERT 967 S TERRITORIAL HWY, ANYTOWN	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> U	<i>Robert Smith</i>	30	<input type="checkbox"/> D <input checked="" type="checkbox"/> X <input type="checkbox"/> N	✓	010426976	Assistance
10	SMITH, STAN 354 N MONTANA DR, ANYTOWN	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> U	<i>Stan Smith</i>	68 63	<input type="checkbox"/> D <input checked="" type="checkbox"/> X <input type="checkbox"/> N	✓	010426977	Assistance Spotted Ballot Another Issued
11	SMITH, ZENA 234 E COSMIC ST, ANYTOWN	<input type="checkbox"/> C <input checked="" type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input type="checkbox"/> U	<i>Zena Smith</i>	84	<input type="checkbox"/> D <input checked="" type="checkbox"/> X <input type="checkbox"/> N	✓	010426978	Affidavit
	<i>Smith, Anne</i> 1286 Territorial Hwy Anytown	<input type="checkbox"/> C <input checked="" type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input type="checkbox"/> U	<i>Anne Smith</i>	42	<input type="checkbox"/> D <input checked="" type="checkbox"/> X <input type="checkbox"/> N	✓		Clerical Error Left off
	<i>Smith, Paul</i> 287 Market Place Way Anytown	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> L <input checked="" type="checkbox"/> R <input type="checkbox"/> U	<i>Paul Smith</i>	9	<input type="checkbox"/> D <input checked="" type="checkbox"/> X <input type="checkbox"/> N	✓		Election Day Reg

VII. CONDUCT OF ELECTION AND PROCEDURAL CHECKLIST

THE DAY BEFORE ELECTION DAY

1. The election supplies will either be delivered to the polling place by the County Clerk or a designee or will have been picked up by the Chief Judge of the precinct on or before the opening of the polls for the election. The official ballots, the official stamp and ink pad will be delivered in sealed packages. (34-910, I.C.)
2. Immediately upon receipt of the ballots and supplies, the Chief Judge and County Clerk or designee will sign the Receipt for Supplies (E-8) for such supplies. The Chief Judge and County Clerk or designee will each keep a copy of the signed receipt. (34-910, I.C.)

IMPORTANT: Do NOT plug the DS200 into a receptacle until election morning before the polls are opened or as instructed by the County Clerk.

ON ELECTION DAY BEFORE THE POLLS OPEN

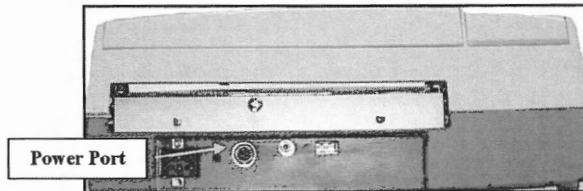
ARRIVING AT THE POLLS & CHECKING SUPPLIES

1. For an 8:00 a.m. opening, report to the polling place no later than 7:00 a.m., unless specified otherwise by the County Clerk.

IMPORTANT: The polls must be ready and open no later than 8:00 a.m. However, the County Clerk may order the polls to open at 7:00 a.m. throughout the County, verify the opening time with your County Clerk.

2. Carefully check the election supplies. See the list of precinct supplies (see *IX - Election Records and Supplies* on page 71). Contact the County Clerk's Election Office immediately if a shortage exists or if there is a question regarding the contents.

IMPORTANT: Do NOT open the sealed packages containing the Official Ballots, Official Election Stamp and ink pad until the first elector arrives to vote. These are to be opened in front of bystanders.



- 5) Slide the scanner until it is against the back of the ballot box.
- 6) Close and lock the Counter Access Panel in the UP position.

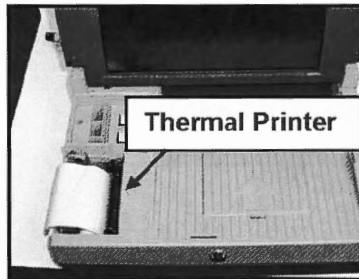
NOTE: On the back of the ballot box, there is a bar that controls the flap entrance to the ballot box. Assure this bar is in the down position so ballots can pass into the ballot box.

7. Change the Paper in the Scanner's Internal Printer, If Necessary

- a. Unlock and open the DS200 screen.
- b. Unlock the access door, located above the printer. This will allow you to access the printer release lever.
- c. Press the lever to unlock and open the printer door.
- d. Drop the paper into the printer paper compartment.

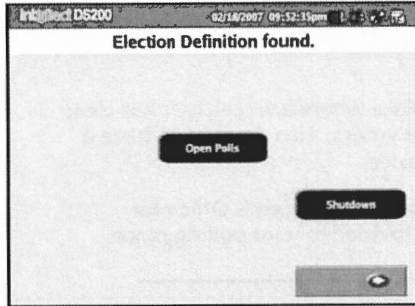
IMPORTANT: Make sure the glossy side of the thermal paper is facing the thermal printer.

- e. Pull the end of the paper roll out toward the ballot input tray of the DS200

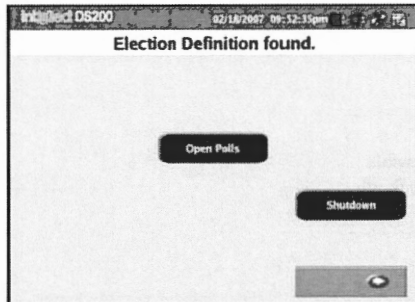


- f. Close the printer door by pressing firmly to assure it locks into place.

IMPORTANT: It is recommended that you begin each election with a new, full roll of paper on every scanner.



- 2) Press **OPEN POLLS**. Depending on options set for your election definition, the DS200 can automatically print a status report, a zero totals report and/or a zero certification report.
 - 3) On the Reports Selection screen, chose either Totals Only or All Precincts to generate the Zero Report. Once the start-up reports are complete, close and lock the switch door and secure the key in a safe place.
 - 4) The DS200 is ready to receive Election Day ballots.
- b. If the Election Definition Flash Drive **has not** been installed,
- 1) The Election Definition USB Flash Drive is in the same area where the power button is located. Locate and unlock the switch door.
 - 2) If necessary, remove the protective plastic covering of the flash drive containing your election definition.
 - 3) Insert the flash drive into one of the three USB slots. Do not force the flash drive into the slot, it only inserts easily in one direction - the ES&S label should be facing the left.
 - 4) The system will initialize and the following screen appears:



- 5) Press **OPEN POLLS**. Depending on options set for your election definition, the DS200 can automatically print a status report, a zero totals report and/or a zero certification report.
- 6) On the Reports Selection screen, chose either Totals Only or All Precincts to generate the Zero Report. Once the start-up reports are complete, close and lock the switch door and secure the key in a safe place.
- 7) The DS200 is ready to receive Election Day ballots.

ASSIGNMENT OF DUTIES

1. It is suggested that specific duties be assigned within the following framework:

a. One (1) Clerk to be the Greeter.

- 1) This individual should greet electors as they appear at the polling place, give electors a demonstration on how to vote the ballot(s) or use the Ballot Marking Device, direct electors to either the registration table or the Poll Book Clerk depending upon whether they are registered or not, remind electors that they need to have their photo identification ready to show to the Poll Book Clerk, hand out the Personal Identification Affidavit to voters who do not have their photo ID and answer questions.

b. One (1) Clerk to be the Registration Clerk.

- 1) This individual registers electors prior to appearing before the Poll Book Clerk. The clerk determines the elector's correct precinct and polling place, determines the elector's registration eligibility, instructs the elector on correctly completing the Election Day Registration Card, verifies that the card is complete, reviews the elector's photo identification and proof of residency then stamps the completed card with the "Residence Verified" and directs the elector to the Poll Book Clerk.

c. One (1) Clerk to be the Poll Book Clerk. Where the Poll Book (E-2A & E-2B) is divided into alphabetical divisions, a Clerk should be assigned to each division. This means that you may have more than one Election Clerk assigned to this duty.

- 1) This individual locates the elector's name in the Poll Book or if the elector is registering, adds the elector to the Poll Book, verifies the elector's photo identification or has the elector sign the Personal Identification Affidavit, determines the ballot(s) the elector is to receive, records that the elector is voting, has the elector sign the Poll Book and directs the voter to the Issuing Clerk.

d. One (1) Clerk to be the Issuing Clerk.

- 1) This individual issues the elector the correct ballot(s) by stamping the ballot(s) with the Official Ballot Stamp, gives the elector instructions on properly voting the ballot and how to prepare the ballot(s) for return to the Receiving Clerk then directs the elector to an open voting booth or Ballot Marking Device.

e. One (1) Clerk to be the Receiving Clerk.

- 1) This individual is responsible for either the additional copy of the Poll Book or the List of Registered Voters, instructing voters on how to deposit the voted ballot(s) or depositing the voted ballot(s) in the ballot box(es), marking that the elector has voted in either the additional copy of the Poll Book or a List of Registered Voters and announcing the electors name and that the individual has voted for all to hear.

- a) One (1) Clerk to be stationed near the DS200 Tabulator for receipt of ballots and to perform other duties related to the DS200 processing. (See *Opening the Polls*, *Receiving the Voted Ballot*, *Receiving and Processing Absentee Ballots*, *Closing the Polls* and the manufacturer's manual for instructions on the operation of the DS200 tabulator, if necessary.)

NOTE: If you have additional ballot types or styles, use additional columns as necessary based on the number of individual ballot types or styles you have. You should have one column for each ballot type or style. Be sure to enter a description for each ballot type or style. You must account for all ballots that have been supplied to your polling place.

Ballot Accounting Page Example

BALLOT ACCOUNTING for the Election held on May 21, 2020
County Precinct 5 Total Number of Election Day Registration Cards 27
Ballot Transfer Box Seal No. 473769 Total Number of Signed Personal Identification Affidavits 9

Ballot Description (Name or District Description) Con Dem Rep Non _____

OPENING THE OFFICIAL BALLOTS, STAMP AND INK PAD

1. In the presence of bystanders, the Chief Judge and Issuing Clerk will break the sealed packages containing the Official Ballots, the Official Election Stamp and ink pad. (34-1103, I.C.)

NOTE: The other election supplies should be opened and prepared prior to electors arriving at the polls.

2. Verify the Types of Ballots

- a. You should have the following pads of ballots:
 - 1) Partisan Offices for the Constitution Party
 - 2) Partisan Offices for the Democratic Party
 - 3) Partisan Offices for the Republican Party
 - 4) Non-Partisan Offices, may include ballot questions
 - 5) May have additional ballot types for other ballot questions or elections.

3. Check the Official Ballots.

- a. Ensure that the precinct name or number appears on each ballot and ballot stub in each pad of ballots.
- b. Verify that the ballot numbers are sequential from one ballot pad to another for each ballot type. Be sure to use ballots in numerical order.

IMPORTANT: If there is an error in the ballot numbering or precinct name or number, immediately contact the County Clerk's Election Office. **Do NOT** issue any ballot that does not have your precinct name or number printed on it without being directed by the County Clerk or Election Staff.

4. Recording the number of Ballots on the *Ballot Accounting page* (on page 63):

- a. Record the number of Constitution Party Ballots received on Line 2a in the first column under the heading *Con*.
- b. Record the number of Democratic Party Ballots received on Line 2a in the second column under the heading *Dem*.

WATCHERS & CHALLENGERS

1. Individuals authorized by the County Clerk as watchers and/or challengers are to be permitted to be present at the polls.
 - a. The elections office will furnish each precinct with a list of authorized watchers and/or challengers, if applicable.
 - 1) Challengers are appointed by the Political Parties.
 - b. No person will be allowed at the polls serving as a watcher or challenger unless their name appears on the list supplied by the County Clerk. (34-304, I.C.)
 - c. Such individuals should be positioned so that the normal voting process will not be disrupted but can still watch the activity and hear the Receiving Clerk's announcements.
 - d. Such individuals are to wear a visible name tag with their respective title printed on it. These name tags are supplied by the County Clerk's Election Office.
 - e. If the individual interferes with the duties of the Election Board, contact your County Clerk's Election Office or courteously point out what their role as a watcher or challenger is. For a description of their role, see the questions regarding *Watchers and Challengers* (on page 15) under *Frequently Asked Questions*.

IDENTIFYING THE ELECTOR AND ISSUING THE BALLOT(S)

CAUTION:

- A. Do not issue an Official Oval Ballot to any elector until there is either a voting booth or Ballot Marking Device available for immediate use.
- B. When issuing the Official Oval Ballot, caution each and every elector not to tear, crumple, or fold the ballot as it will prohibit it from being used in the Ballot Marking Device. This cannot be stressed enough.

ELECTOR APPEARS BEFORE THE POLL BOOK CLERK

1. The elector appears before the Poll Book Clerk.
 - a. Each elector must state his or her name and residence address to the Poll Book Clerk along with either showing an acceptable photo ID (see *Identification Required* on page 33) or signing a Personal Identification Affidavit. (34-1106, 34-1113 and 34-1114, I.C.)
 - b. See *Suggested Language for Poll Book Clerk* (on page 67).

NOTE: An elector may be registered with a Protected Address. If this is the case, "Protected" will appear beneath the elector's name in the Poll Book. DO NOT enter an address in the Poll Book for this elector. See "Protected" Address (see *Protected* on page 35) under Notations. If there is a question regarding this reference, refer to the *Frequently Asked Question, "What if an elector's address does not appear in the Poll Book but shows "Protected" instead?"* (on page 13) for an explanation.

IDENTIFICATION REQUIRED

1. Every elector must either show one of the acceptable Photo ID's or sign the Personal Identification Affidavit. (34-1113 and 34-1114, Idaho Code)
 - a. Acceptable forms of ID are:
 - 1) An Idaho driver's license or identification card
 - 2) A U.S. passport or Federal photo identification card
 - 3) A tribal photo identification card
 - 4) A current student photo ID, issued by an Idaho high school or post-secondary educational institution
 - 5) A concealed weapons license issued by a County Sheriff in Idaho under sections 18-3302 and 18-3302K, Idaho Code.
 - b. If an elector does not have one of the above forms of acceptable ID, they should be given the Personal Identification Affidavit to sign in lieu of showing photo ID.

NOTE: An elector should not be denied their right to vote because they do not have one of the acceptable forms of identification. They should be given the Personal Identification Affidavit to complete unless there is the notation "Registered by Mail - ID Required" in the poll book next to their name. If the elector has the notation "Registered by Mail - ID Required," the elector is not allowed to sign the Personal Identification Affidavit and must show identification, as required by Federal Law. The voter may show any photo ID and proof of residence that is acceptable for Election Day Registration.

2. An ID listed above is acceptable if the photo matches the individual and the name on the ID matches the name listed in the Poll Book.

NOTE: Common abbreviations and nicknames are acceptable. However, a name change requires the voter to re-register.

3. The elector:
 - a. Has an acceptable ID and the photo matches the individual and the name on the ID matches the name in the Poll Book, proceed to Notations.
 - b. Does not have an acceptable ID, the elector may fill out and sign the Personal Identification Affidavit. The elector must sign the Personal Identification Affidavit in order to vote. Once the affidavit is filled out, both the elector and the Poll Book Clerk must sign the affidavit. Then proceed to Notations.

NOTE: The individual's address on their photo ID is not required to match the address in the Poll Book. The address in the Poll Book should match the address given verbally by the elector. If the address is different due to the elector moving, the elector must re-register. Direct the elector to the registration table.

-
- c. Upon one of the above identifications being provided,
 - 1) Write "Verified" in the Remarks Column to the right of the elector's name.
 - 2) Proceed to *Party Affiliation* (on page 35).

"PROTECTED"

1. An entry of "Protected" beneath the elector's Name:
 - a. Indicates that the elector's residence address is Confidential and is not public record.
 - b. The elector must either show an acceptable photo ID (see *Identification Required* on page 33) or sign the Personal Identification Affidavit before signing next to his or her name and is issued a ballot. See the *Poll Book Page* (on page 19), Line 7, Column A.
 - c. Proceed to *Party Affiliation* (on page 35).

NOTE: Do NOT enter any address in the Poll Book for this elector. If you have any questions regarding a "Protected" status either refer to the question "*What if an elector's address does not appear in the Poll Book but shows "Protected" instead?*" (on page 13) under Frequently Asked Questions or contact the County Clerk's Elections Office.

PARTY AFFILIATION

IMPORTANT: Every elector must either affiliate with one of the four recognized political parties or designate themselves as "unaffiliated" (i.e. no party preference) to participate in the Primary Election.

1. Party column options:
 - a. C - Constitution Party
 - b. D - Democratic Party
 - c. L - Libertarian Party
 - d. R - Republican Party
 - e. U - Unaffiliated voter
2. Already Registered
 - a. The elector's party affiliation selection will appear in the Party Column of the Poll Book.
 - 1) If unaffiliated is selected, the elector has the option of affiliating with a party by notifying the Poll Book Clerk that they wish to change their affiliation to one of the political parties. See Suggested Language for the Poll Book Clerk (see *Suggested Language for Poll Book Clerk* on page 67).

PRIMARY ELECTION BALLOT OPTIONS

IMPORTANT: The Democratic Party's Primary will be open to electors affiliated with any party including "unaffiliated" electors. The Republican Party's Primary will be open to only those affiliated with the Republican Party. The Constitution Party's Primary Election (if necessary) will be open to those affiliated with the Constitution Party. The Libertarian Party's Primary Election (if necessary) will be open to those affiliated with the Libertarian Party.

1. Ballot Selection Options: The elector's ballot options are based on the party affiliation they selected and are outlined below. If there is any question as to the elector's options, contact the County Clerk's Elections Office for assistance.
 - a. Constitution Party electors may select to vote one of the following options:
 - 1) Constitution Party Ballot with a Non-Partisan Ballot
 - 2) Democratic Party Ballot with a Non-Partisan Ballot
 - 3) Only the Non-Partisan Ballot
 - b. Democratic Party or "unaffiliated" electors may select to vote one of the following options:
 - 1) Democratic Party Ballot with a Non-Partisan Ballot
 - 2) Only the Non-Partisan Ballot
 - c. Libertarian Party electors may select to vote one of the following option:
 - 1) Libertarian Party Ballot with a Non-Partisan Ballot
 - 2) Democratic Party Ballot with a Non-Partisan Ballot
 - 3) Only the Non-Partisan Ballot
 - d. Republican Party electors may select to vote one of the following options:
 - 1) Republican Party Ballot with a Non-Partisan Ballot
 - 2) Democratic Party Ballot with a Non-Partisan Ballot
 - 3) Only the Non-Partisan Ballot

BALLOT IDENTIFICATION AND ENTRY

1. Based on the Primary Election Ballot Options above, request that the elector identify the ballot option they wish to vote. See *Suggested Language for Poll Book Clerk* (on page 67).
 2. Mark the elector's ballot selection in the Ballot Type Column in the Poll Book to the right of the elector's name and residence address.
 - a. The Ballot Options are:
 - 1) C - Constitution Party Ballot (*If applicable*)
 - 2) D - Democratic Party Ballot
 - 3) L - Libertarian Party Ballot (*If applicable*)
 - 4) R - Republican Party Ballot
 - 5) N - Non-Partisan Ballot
-

ISSUE A BALLOT

1. The Issuing Clerk will:

- a. Stamp the Oval Ballot(s) with the Official Election Stamp in the Official Stamp Box at the bottom on the front of the ballot(s). (The County Clerk will notify you if an Official Election Stamp is required.)

NOTE: If the elector is eligible to vote any of the additional ballot styles or types that were delivered to the polls, stamp all of the ballots that the elector is eligible to vote with the Official Election Stamp prior to issuing the ballots.

- b. Hand the Official Oval Ballot(s) to the elector along with a secrecy sleeve.
 - 1) Give instructions to the elector on inserting the voted ballot(s) into the secrecy sleeve prior to leaving the Ballot Marking Device.
 - 2) Direct the elector to an open Ballot Marking Device.

IMPORTANT: Never allow an elector to wait with an Official Oval Ballot(s) for use with the Ballot Marking Device in hand. It may be bent or torn and become unusable with the Ballot Marking Device or un-readable by the tabulator.

BALLOT MARKING DEVICE BALLOT

If you have a special ballot or ballot card for the Ballot Marking Device, issue the ballot as directed above and by the County Clerk's Election Staff. Make a notation of the Ballot Marking Device Ballot being issued in the poll book for use at balancing at the end of the night.

NOTE: Refer to the manufacturer's manual for any questions regarding the use of the Ballot Marking Device or if the voter needs any additional accessibility devices for use with the machine. If you are unable to locate an answer to your question, immediately contact the County Clerk's Elections Office for assistance.

ISSUE A PAPER BALLOT TO DIGITAL SCAN VOTERS

1. The Issuing Clerk will:

- a. Stamp the Paper Ballot(s) with the Official Election Stamp on the bottom of the back of the ballot(s).
- b. Hand the Official Paper Ballot(s) to the elector.
 - 1) Give instructions to the elector on folding the voted Paper Ballot(s) prior to leaving the voting booth.
 - 2) Direct the elector to an open voting booth.

-
- 1) After entry into either the second Poll Book or List of Registered Voters, place the completed registration card in the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).

NOTE: The Receiving Clerk does not enter the party ballot selection in the second Poll Book or List of Registered Voters. They simply mark that the elector has voted.

4. The elector has the option of depositing the voted ballot(s) into the DS200 or allowing the Receiving Clerk to deposit the ballot(s).
 - a. The *Elector Deposits* (on page 42) the voted ballot(s).
 - b. The *Receiving Clerk Deposits* (on page 43) the voted ballot(s).

USING THE UNCOUNTED BALLOT STORAGE BIN (AUXILIARY OR EMERGENCY BIN), IF NECESSARY

1. If the DS200 scanner stops working and ballots cannot be scanned, ballots must be deposited and stored in the Auxiliary/Emergency Ballot Bin to be removed at a later time for counting once the scanner is repaired or replaced.
 - a. Immediately contact the County Clerk's Elections Office to report that the scanner is not working.
 - b. Open the Auxiliary/Emergency Ballot Bin for use.
 - 1) Unlock and open the Auxiliary/Emergency Ballot bin door located on the ballot box, just below the front of the scanner.
 - 2) Close the door and lock it in place.
 - 3) Instruct voters to place their ballots through the slot into the secured ballot bin.

-
- d. If a ballot is unable to be processed due to damage, inappropriate marks or “doodling” by the voter, or DS200 problem, an error message will appear and an audio alert will sound. The ballot will automatically be returned to the voter. The will not be counted and no votes will be cast.
 - 1) If the problem is a ballot issue, the ballot may be spoiled, and a new one issued to the voter.
 - a) Some error messages related to the ballot will instruct the voter to turn over the ballot and try again. In the case of damaged ballots, this tactic will not allow the ballot to be processed and the ballot will need to be spoiled and remarked by the voter.
 - 2) If the display indicates a system message, it may be necessary to contact your County Clerk’s Elections Office to assist in the interpretation of the message and correction of the issue.

RECEIVING CLERK DEPOSITS

1. The elector will hand the voted Oval Ballot(s) within the secrecy sleeve to the Receiving Clerk.
2. The Receiving Clerk will deposit the Oval Ballot(s) into the DS200 without removing the ballot(s) from the secrecy sleeve.

NOTE: If additional ballot styles were delivered to the polling place, be sure to insert only one Oval ballot into the tabulator at a time. Also, if the additional ballot is a paper ballot, deposit the paper ballot into the Ballot Box.

3. After the DS200 carries the ballot through the reading station,
 - a. If the ballot is correctly marked, the ballot is deposited into the ballot box and the ballot count on the display increases by 1.
 - b. If the ballot has an over-voted race or issue on the ballot, an audio alert will sound and the display will indicate that one or more races or issue have too many votes cast and offer the voter two choices, Accept or Return.
 - 1) If the voter selects Accept, the ballot will be counted, all properly marked races and issues will receive the appropriate votes, and the over-voted races and issues will receive an over-vote. The individual candidates or issue choices in an over-voted race will not receive any votes.
 - 2) If the voter selects Return, the ballot will be returned uncounted, and the voter may correct the over-votes or have the ballot spoiled and receive a new one.
 - c. If the ballot is blank, or has been marked with an unauthorized marker, the DS200 will sound an audio alert and the display will indicate that no votes were detected on the ballot and offer the voter two choices, Accept or Return.
 - 1) If it is the voter’s intent to cast a blank ballot, they may choose to select Accept. The ballot will be counted, however an under-vote will be registered for each race and issue on the ballot.
 - 2) If it was not the voter’s intent to cast a blank ballot, they may choose to select Return. The ballot will be returned to the voter uncounted, and the voter can then mark their choices and re-feed the ballot.

NOTE: An elector may deliberately cast a blank ballot and insist that it be accepted. This is permissible.

ASSISTANCE BY ANOTHER PERSON

1. Any elector who, because of blindness, physical disability or other disability, is unable to mark the ballot(s) may request assistance from an individual of their choice in marking the ballot(s).
 - a. An elector may request assistance from one of the Election Clerks or from any person of their choice.
 - b. The individual assisting the elector will ascertain the wishes of the elector for each office, ballot measure or ballot question and will mark the ballot(s) accordingly.
 - c. The individual assisting the elector is not allowed to give any information regarding the marking of the ballot(s).
 - d. Upon receiving assistance in this manner, the Poll Book Clerk will make the notation of "assistance" in the Remarks Column of the Poll Book following the name of the elector receiving such assistance. See the *Poll Book Page* (on page 19), Line 10, Column C.

CURBSIDE VOTING

1. Any elector who, because of physical disability or other disability, is unable to enter the polling place may request assistance at their vehicle.
 - a. An elector may have someone notify the Election Clerks in the polling place that they are in the parking lot and need the ballot(s) brought to them because they are unable to enter the polling place.
 - b. An Election Clerk will take the Poll Book or appropriate Poll Book page and the appropriate ballot(s) to the elector in their vehicle in the polling place parking lot.

IMPORTANT: If the elector is eligible to vote more than one ballot style or type, each ballot should be stamped with the Official Election Stamp and delivered to the elector.

- 1) If the elector is not registered, the Election Clerk will also take a Registration Card to the individual.
- c. An Election Clerk must follow the same steps as if the elector appeared in the polling place.
 - 1) The elector must state his or her name and residence address then either show an **acceptable photo ID** (see *Identification Required* on page 33) or sign the Personal Identification Affidavit.
 - 2) The Election Clerk must verify the elector's address and photo ID, check for any notations in the Remarks Column to the right of the elector's name or beneath the elector's name, have the elector sign the Poll Book and issue the appropriate ballot(s).
- d. The elector then votes the ballot(s) in a private manner, folds the voted ballot(s) and returns them to the Election Clerk.
- e. The Election Clerk returns the Poll Book or Poll Book page to the Poll Book Clerk.
 - 1) The Poll Book Clerk makes the notation of "assistance" in the Remarks Column to the right of the elector's name. See the *Poll Book Page* (on page 19), Line 9, Column C.
- f. The Election Clerk then deposits the voted ballot(s) in the appropriate ballot box.
- g. The Receiving Clerk records that the elector voted in either the second Poll Book or List of Registered Voters and announces the elector's name in a **loud audible voice for all present to hear**, especially any watchers and/or challengers.

RECEIVING AND PROCESSING ABSENTEE BALLOTS

(Only those counties where absentee ballots are sent to the polls.)

RECEIVING THE ABSENTEE BALLOT CARRIER ENVELOPE

1. Between the opening and closing of the polls, the County Clerk or designee will deliver the Absentee Ballot Carrier Envelope (EA-13) (i.e. Carrier Envelope) containing Absentee Ballot Return Affidavit Envelopes (i.e. Affidavit Envelopes) signed by the elector along with a list of elector's names as they appear on the Affidavit Envelopes.
2. Upon receipt of the Carrier Envelope, the Chief Judge will immediately open the Carrier Envelope and proceed to count the number of Affidavit Envelopes enclosed. The number of Affidavit Envelopes enclosed should match the number listed on the Judges Receipt for Absentee Ballots (EA-1).
 - a. If the number of Affidavit Envelopes **matches** the number listed on the Judges Receipt for Absentee Ballots (EA-1), the Chief Judge and County Clerk or Designee will sign the Judges Receipt for Absentee Ballots (EA-1). The Chief Judge and County Clerk or designee will each keep a copy of the signed receipt.
 - b. If the number of Affidavit Envelopes **does not match** the number listed on the Judges Receipt for Absentee Ballots (EA-1), the Chief Judge and County Clerk or designee must determine the cause of the discrepancy.
 - 1) One Election Clerk reads the names listed on the Affidavit Envelopes while the other marks off the names on the list of elector's names that was included in the delivery of the Carrier Envelope.
 - 2) Upon locating the missing name or the additional envelope, contact the County Clerk's Election Office and report the discrepancy. Then, correct the number of Affidavit Envelopes on the Judges Receipt for Absentee Ballots.
 - 3) The Chief Judge and County Clerk or designee will then sign the Judges Receipt for Absentee Ballots (EA-1). The Chief Judge and County Clerk or designee will each keep a copy of the signed receipt. Upon returning to the County Clerk's Office, the County Clerk or designee will correct the discrepancy and will either locate the missing Affidavit Envelope or add the additional envelope to the list of returned absentee ballots.

ACCOUNTING FOR AND OPENING THE AFFIDAVIT ENVELOPES

1. Upon signing the Judges Receipt for Absentee Ballots, the Affidavit Envelopes should be given to the Issuing Clerk.
2. For each Affidavit Envelope enclosed,
 - a. The Issuing Clerk will announce the elector's name as it appears on the bar code label on the back of the Affidavit Envelope.
 - b. The Poll Book Clerk will locate the elector's name in the Poll Book and the Receiving Clerk will locate the elector's name in either the second Poll Book or List of Registered Voters.

- c. The Receiving Clerk will deposit the Voted Ballot Envelope into the M-100's Uncounted Ballot Storage Bin for processing at the close of the polls.

NOTE: The Uncounted Ballot Storage Bin must be opened by the Chief Judge prior to depositing the Absentee Ballots. Refer to Using the Uncounted Ballot Storage Bin above.

2. The Issuing Clerk will stack the empty Affidavit Envelopes for ballot accounting at the end of the night and for return to the County Clerk.

ENTERING THE NUMBER OF ABSENTEES RECEIVED ON THE BALLOT ACCOUNTING PAGE

1. Divide the empty Affidavit Envelopes based on the Ballot selection on the bar code label on the back of each Affidavit Envelope.
- a. Stack all of the envelopes with the Ballot type of C for Constitution Party Ballot together.
 - b. Stack all of the envelopes with the Ballot type of D for Democratic Party Ballot together.
 - c. Stack all of the envelopes with the Ballot type of R for Republican Party Ballot together.
 - d. Stack all of the envelopes with the Ballot type of N for Non-Partisan Ballot only together.

NOTE: If you have additional ballot types or styles for this election, you will not be able to record the number of these ballots received at this point. You will need to wait until you open the voted ballot envelopes at the end of the night to account for these ballots.

2. Complete the Ballot Accounting page:
- a. Count the number of empty Affidavit Envelopes in each stack.
 - b. The Poll Book Clerk will enter the number of absentee ballots received (i.e. empty affidavit envelopes) as follows:
 - 1) Record the number of Constitution Party Absentee Ballots received on Line 2c in the first column under the heading Con.
 - 2) Record the number of Democratic Party Absentee Ballots received on Line 2c in the second column under the heading Dem.
 - 3) Record the number of Republican Party Absentee Ballots received on Line 2c in the third column under the heading Rep.
 - 4) Record the number of Non-Partisan Absentee Ballots received on Line 2c in the fourth column under the heading Non.

NOTE: Any spoiled absentee ballots will be accounted for at the end of the night with the other spoiled ballots. Do not include the spoiled ballots in these figures.

Ballot Accounting Page Example

Ballot Description (Name or District Description)	Con	Dem	Rep	Non	
h. Number of Absentee Ballots in the Ballot Box, if any (Count the ballots)	0	3	10	24	

TASK 1 – POLL BOOK TALLY AND COMPARISON

1. The Poll Book Clerk and Receiving Clerk will compare the Poll Book signed by the electors with either the second Poll Book or the List of Registered Voters kept by the Receiving Clerk. Both Election Clerks should have the same electors marked as voting.

a. Missing electors:

1) Correct any mistakes that may be found, until they are found to agree.

NOTE: If the Poll Book is divided into alpha sections, each Poll Book section must be compared to either the second Poll Book or the List of Registered Voters.

b. An elector did not sign the Poll Book:

1) If an elector did not sign the Poll Book before being issued a ballot, make a note in the Poll Book in the Remarks Column after the elector's name that the elector voted without signing the Poll Book.

c. The Ballot selection was not identified in the Poll Book in the Ballot Column:

1) If the Ballot selection was not identified in the Poll Book before issuing the ballot(s), make a notation in the Poll Book in the Remarks Column after the elector's name that the ballot selection was not marked.

NOTE: If an elector votes without signing the Poll Book and the ballot selection was not identified in the Ballot Column, you may not be able to account for the Ballot(s) the elector voted while reconciling the Ballot Accounting Page.

2. For each page on the Poll Book signed by the electors:

a. Constitution Party Ballot Only:

1) Count the number of elector's signatures of elector's who received only the Constitution Party Ballot.

2) Record that number on the bottom of each page on the Line "Number of Constitution Ballots."

b. Democratic Party Ballot Only:

1) Count the number of elector's signatures of elector's who received only the Democratic Party Ballot.

2) Record that number on the bottom of each page on the Line "Number of Democratic Ballots."

c. Republican Party Ballot Only:

1) Count the number of elector's signatures of elector's who received only the Republican Party Ballot.

2) Record that number on the bottom of each page on the Line "Number of Republican Ballots."

TASK 2 – ELECTION DAY REGISTRATION AND PERSONAL IDENTIFICATION AFFIDAVITS

1. Complete the front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
 - a. Enter the Precinct Name or Number.
 - b. Enter the Date.
2. Registration Cards:
 - a. Count the number of completed Registration Cards.
 - b. Enter the number of completed Registration Cards on:
 - 1) The front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
 - 2) The “Total Number of Election Day Registration Cards” Line on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.

Ballot Accounting Page Example

BALLOT ACCOUNTING for the Election held on May 11, 2021

County Precinct <u>5</u>	Total Number of Election Day Registration Cards <u>27</u>
Ballot Transfer Box Seal No. <u>473769</u>	Total Number of Signed Personal Identification Affidavits <u>9</u>
Ballot Description (Name or District Description) <u>Can Dem Rep Non</u>	

3. Personal Identification Affidavits:
 - a. Count the number of signed Personal Identification Affidavits.
 - b. Enter the number of signed Personal Identification Affidavits on:
 - 1) The front of the Election Day Registration and Personal Identification Affidavit Envelope (EDR-3).
 - 2) The “Total Number of Signed Personal Identification Affidavits” Line on the Ballot Accounting page (E-2B) in the Poll Book signed by the voters.

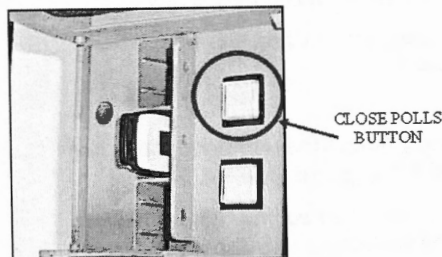
Ballot Accounting Page Example

BALLOT ACCOUNTING for the Election held on May 11, 2021

County Precinct <u>5</u>	Total Number of Election Day Registration Cards <u>27</u>
Ballot Transfer Box Seal No. <u>473769</u>	Total Number of Signed Personal Identification Affidavits <u>9</u>
Ballot Description (Name or District Description) <u>Can Dem Rep Non</u>	

4. Place the completed registration cards and signed Personal Identification Affidavits into the Election Day Registration Envelope (EDR-3) and seal.
5. Place the sealed Election Day Registration and Personal Identification Affidavit Envelope (EDR-3) into the Voted Ballot Box or designated container.

NOTE: The Close Polls button will become red when you first press it. When the red light turns off, you can release the Close Polls button



- c) Once you release the **CLOSE POLLS** button, the DS200 will close the polls and automatically print a Voting Results Report and any other reports set up to automatically print, such as an Audit Log Report.
 - i) If the scanner does not automatically print the reports, from the **POLLS CLOSED** screen, select the appropriate button to print any additional reports (i.e. Results Report, Precinct Report Media, Precinct Report Summary, Audit Log Report, Poll Report Media, and Poll Report Summary).
- d) Turn off the DS200 using the **POWER** button or by pressing **SHUTDOWN** on the touch screen.

IMPORTANT: Do NOT remove the DS200 flash drive before the equipment is completely powered off (the Power button will NOT be luminated). Prematurely removing the flash drive could result in damage to the equipment.

- 4) Record the number of ballots cast at the polls on Election Day
 - a) Locate the number of ballots counted on the election results tape that was printed by the DS200 tabulator.
 - i) If additional ballot styles were issued, you should have a total for each ballot style.
 - b) Constitution Ballot
 - i) Take the number of Constitution ballots counted and subtract the number of absentee ballots delivered to the polls during the day (Line 2h in the first column), if any.
 - ii) Record this figure on Line 2g in the first column beneath the heading Con on the Ballot Accounting Page in the Poll Book signed by the electors.
 - c) Democratic Ballot
 - i) Take the number of Democratic ballots counted and subtract the number of absentee ballots delivered to the polls during the day (Line 2h in the second column), if any.
 - ii) Record this figure on Line 2g in the second column beneath the heading Dem on the Ballot Accounting Page in the Poll Book signed by the electors.

- iv) Enter the total number of Non-Partisan absentee ballots on Line 2I in the fourth column beneath the heading Non.
- v) If additional ballot types or styles are included in the absentee ballot envelopes, enter the total number of absentee ballots on Line 2I in the appropriate column beneath the correct heading

Ballot Accounting Page Example

Ballot Description (Name or District Description)	Con	Dem	Rep	Non	_____

I. Total Number of Ballots locked in Ballot Transfer Box	6	28	83	197	_____

- c. You will have received specific instructions from your County Clerk concerning the transmittal of results (i.e. telephone, deliver results tape, etc.).
- d. Complete the following on the Transport Carrier Control Log (EP-20P).
 - 1) Enter the Precinct Number.
 - 2) Enter the Number of Ballots placed in the ballot box or ballot transfer box.
 - 3) Enter the Seal Number.
 - 4) Sign the log.
- e. Place the Voted Ballots into the ballot box or ballot transfer case with the Voted Absentee Ballots on the bottom of the stack.
 - 1) Stack ballots so that the cut edge is on the top right.
- f. Tape the completed white copy of the Transport Carrier Control Log securely to the ballot box or ballot transfer case.
- g. Enter the seal number on the "Ballot Transfer Box Seal No." Line on the Ballot Accounting Page (E-2B) in the Poll Book signed by the voters. See *Ballot Accounting Page* (on page 63).
- h. Do not seal the ballot box or ballot transfer case at this point. The ballot box or transfer case will be sealed after completion of Task 5. Then, it will be transported to the County Clerk's Office in a manner specified by the County Clerk.

NOTE: All Voted Ballots must be delivered to the County Clerk Elections Office on Election Night or to the County Sheriff for delivery to the County Clerk, in accordance with 34-1204, Idaho Code.

3. Spoiled Ballots:

- a. The Issuing Clerk will count the number of spoiled ballots in the Spoiled Ballot Envelope (EE-5).
 - 1) Place any spoiled Absentee Ballot Affidavit Envelopes, if delivered to the polls, in a separate stack.

NOTE: If you have additional ballot types or styles, you must account for each ballot type or style. Be sure to count and record the number of ballots by ballot type or style.

5. Completing the *Ballot Accounting page* (on page 63) for each column:

a. Voting Summary Section

1) Line 1a should be completed.

Official Ballot Accounting Section

1) Line 2a, 2b and 2c should also be completed.

2) Add Line 2a, 2b and 2c together and enter the total on Line 2d.

3) Line 2e, 2f, 2g, 2h, 2i and 2j should be completed.

a) If there is no Early Pick-Up of ballots, enter 0 on Line 2e and Line 2f.

4) Add Line 2e, 2f, 2g, 2h, 2i and 2j together and enter the total on Line 2k.

5) Line 2k (Total Ballots Accounted For) should match Line 2d (Total Ballots to Account For).

a) If these numbers do not agree you will need to determine where the discrepancy is. This may include recounting the number of voted ballots, absentee ballots received, if there were any, spoiled ballots or unused ballots. If you can't determine where the discrepancy lies, contact the County Clerk's Office then complete the day's activities and return the ballots to the County Clerk's Office.

NOTE: If the number of ballots in the ballot box, less the number of absentee ballots received at the polls, plus the number of spoiled ballots does not agree with the number of stubs, the Election Clerks have the authority to make any decision to correct the situation. Contact the County Clerk's Office to discuss how to remedy the situation.

IMPORTANT: This does not mean that the Election Clerks are allowed to void all ballots cast at the polling place. (34-1202, I.C.)

6. Upon completion of the Ballot Accounting page, the Election Board members should sign the Certification of the Distributing Board on the Poll Book cover(s) (E-2A).

TASK 4 – DISMANTLE THE VOTING BOOTHS/DEVICES

1. Voting Booths: Take down all voting booths for return to the County Clerk.

2. Ballot Marking Device: Follow the instructions given by the County Clerk and in the manufacturer's manual that was provided in your polling place supplies.

3. DS200 Scanner disassembly - Only complete if instructed to do so by the County Clerk or Elections Staff.

a. Unlock the hinged access door on the front of the ballot box and swing it down to expose the front of the scanner.

b. Pull the scanner forward about 4 - 5 inches and disconnect the power cord from the back of the terminal. Thread the cord through the back of the ballot box and unplug it from the wall.

c. Slide the scanner forward until it clears the mounting rails and remove the scanner from the ballot box.

d. Place the scanner, cord and keys inside the carrying case.

-
- g) Official Election Stamp
 - h) Receipt for Early Pick-Up (EP-100P), if applicable
4. Load the Voted Ballot Box - Lock or seal inside:
 - a. Voted Ballots
 - b. Poll Book signed by the voters sealed in the EE-1 Poll Book Return Envelope
 - c. Election Day Registration and Personal Identification Affidavit Envelope (EDR-3)
 5. Load the designated container - Lock or seal inside:
 - a. Unused ballots
 - b. Voted Ballot Stub Envelope (EE-6)
 - c. Spoiled Ballot Envelope (EE-5)
 - d. Rejected Absentee Ballot Envelope (EA-14)
 - e. Poll Book or List of Registered Voters maintained by the Receiving Clerk sealed in the EE-1 Return Envelope.
 - f. Yellow copy of the Transport Carrier Log(s) (EP-20P)
 6. The polling place must be left in the same condition as it appeared when you arrived or as instructed by the building supervisor.
 7. Remaining supplies should be transported in the container they were delivered in.
 8. The Ballot Marking Device should be returned in a manner prescribed by the County Clerk.
 9. Transport the locked or sealed Ballot box or Ballot Transfer Box, the locked or sealed designated container and other supplies to the County Clerk in a manner specified by the County Clerk.

NOTE: All Voted Ballots must be delivered to the County Clerk Elections Office on Election Night or to the County Sheriff for delivery to the County Clerk, in accordance with 34-1204, Idaho Code.

BALLOT ACCOUNTING for the Election held on May 18, 20XX

County Precinct 5

Total Number of Election Day Registration Cards 27

Ballot Transfer Box Seal No. 473769

Total Number of Signed Personal Identification Affidavits 9

Ballot Description (Name or District Description)	<u>Con</u>	<u>Dem</u>	<u>Rep</u>	<u>Non</u>	_____	_____
I. VOTING SUMMARY - Complete after polls are closed.						
a. Number of Electors Signing Record (Include Absentee Ballots Received at the Polls, if applicable)	<u>6</u>	<u>28</u>	<u>83</u>	<u>197</u>	_____	_____
2. OFFICIAL BALLOT ACCOUNTING						
a. Number of Ballots received with supplies (<u>7</u> a.m.)	<u>25</u>	<u>25</u>	<u>75</u>	<u>150</u>	_____	_____
b. Number of Ballots received in late delivery (<u>3</u> p.m.)	<u>0</u>	<u>10</u>	<u>25</u>	<u>75</u>	_____	_____
c. Number of Absentee Ballots received (if any)	<u>0</u>	<u>3</u>	<u>10</u>	<u>24</u>	_____	_____
d. Total Ballots to account for (2a + 2b + 2c)	<u>25</u>	<u>38</u>	<u>110</u>	<u>249</u>	_____	_____
e. Number of Ballots Transferred at Early Pick-Up, if any	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	_____	_____
f. Number of Absentee Ballots Transferred at Early Pick Up, if any	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	_____	_____
g. Number of Ballots in the Ballot Box (Count the ballots)	<u>6</u>	<u>25</u>	<u>73</u>	<u>173</u>	_____	_____
h. Number of Absentee Ballots in the Ballot Box, if any (Count the ballots)	<u>0</u>	<u>3</u>	<u>10</u>	<u>24</u>	_____	_____
i. Number of Spoiled Ballots	<u>1</u>	<u>1</u>	<u>0</u>	<u>2</u>	_____	_____
j. Number of Unused Ballots	<u>18</u>	<u>9</u>	<u>27</u>	<u>50</u>	_____	_____
k. Total Ballots Accounted For (2e + 2f + 2g + 2h + 2i + 2j) (Should match 2d above. If this does not match, refer to the Procedural Manual for instructions.)	<u>25</u>	<u>38</u>	<u>110</u>	<u>249</u>	_____	_____
l. Total Number of Ballots locked in Ballot Transfer Box	<u>6</u>	<u>28</u>	<u>83</u>	<u>197</u>	_____	_____

VIII. GREETING ELECTORS AND VOTING DEMONSTRATION

"Make Your Vote Count."

Each elector should be greeted when arriving at the polling place and verified that they are in the correct location. If they are in the incorrect location, assist the elector by locating the correct polling place and directing them to it. If the elector is in the correct polling place, verify that they have one of the acceptable forms of ID prior to approaching the Poll Book Clerk. The acceptable forms of ID are listed below. If the elector has one of the acceptable forms of ID, they should be directed to the Poll Book Clerk. If the elector does not have one of the acceptable forms of ID, they should be given a Personal Identification Affidavit to complete attesting to their identity.

ACCEPTABLE FORMS OF ID

1. Every elector must either show one of the acceptable Photo ID's or sign the Personal Identification Affidavit. (34-1113 and 34-1114, Idaho Code)
 - a. Acceptable forms of ID are:
 - 1) An Idaho driver's license or identification card
 - 2) A U.S. passport or Federal photo identification card
 - 3) A tribal photo identification card
 - 4) A current student photo ID, issued by an Idaho high school or post-secondary educational institution
 - 5) A concealed weapons license issued by a County Sheriff in Idaho under sections 18-3302 and 18-3302K, Idaho Code.

SUGGESTED LANGUAGE FOR GREETER

Here is suggested language for interacting with voters when they arrive at the polling place. Your assistance will prepare them to either show ID then sign the Poll Book or to register to vote.

Suggested Language for Greeters	If Yes	If No
Hello, welcome to [polling place name]. Is this your polling place?	Next Question	Let's find out where your polling place is. Assist the elector in locating their polling place by using the precinct map or street list.
Good. Are you registered?	Next Question	Direct the elector to the Election Day registration table.
Good. Do you have your photo ID with you today?	Next Question	You need to present acceptable photo ID or sign the Personal Identity Affidavit to vote in Idaho. On the affidavit you swear to your identity. Here is the affidavit for you to fill out while you are waiting. Please give it to the Poll Book Clerk when you sign the Poll Book and you will be issued a ballot.
Good, you are all set. Please show your photo ID to the Poll Book Clerk when you sign the Poll Book and then you will be issued a ballot.		

Also, prior to the elector approaching the Poll Book Clerk, each elector should be given a demonstration on voting procedures. The following instructions, with a demonstration of each point, should be followed.

SUGGESTED LANGUAGE FOR POLL BOOK CLERK

Here is suggested language for interacting with voters when they appear before the Poll Book Clerk.

1. Poll Book Clerk:
 - a. Registered Elector Appears:
 - 1) Poll Book Clerk: "Hello, may I have your name?"
 - a) Locate the elector's name in the Poll Book.
 - i) Name appears in the Poll Book, proceed to line 2.
 - ii) Name does not appear in the Poll Book or the elector's name is different, direct the elector to the Registration Table to complete Election Day Registration and to return with a verified Registration Card.
 - b. New Registrant Appears:
 - 1) Poll Book Clerk: "Hello, may I have your Registration Card?"
 - a) Add the elector's name to the Poll Book on one of the lines on the blank page at either the back of the Poll Book or the Alpha Letter.
 - b) Proceed to line 4.
 2. Poll Book Clerk: "Great, please state your residence address."
 - a. Verify the address given verbally by the elector matches the address printed in the Poll Book beneath their name.
 - 1) If the address matches, proceed to line 3.
 - 2) If the address does not match what is printed in the Poll Book, determine if the elector has moved.
 - a) If the address is different due to the elector moving, direct the elector to the Registration Table to complete Election Day Registration and to return with a verified Registration Card.
 - b) If the address is different due to a clerical error in the Poll Book which has been verified by contacting the County Clerk's Elections Office, make the correction on the Poll Book and make the notation "Clerical Error" in the Remarks Column. Proceed to line 3.
 3. Poll Book Clerk: "Idaho Law requires each elector to show a photo identification card. Do you have a picture ID with you today?"
 - a. Refer to the list of Acceptable Forms of ID (see *Identification Required* on page 33).
 - 1) Verify the name printed on the picture ID matches the name printed in the Poll Book and the photo matches the individual. Proceed to line 4.
 - 2) Remember, common abbreviations and nicknames are acceptable. However, a name change requires the elector to re-register.
 - a) If the elector does not have one of the acceptable forms of ID or refuses to show one, they may complete a Personal Identification Affidavit. Give the elector a Personal Identification

b. **Democratic Party:** "You are affiliated with the Democratic Party. You may select to vote one of the following ballot options:

1) **Primary Election**

- a) Democratic Party Ballot with a Non-Partisan Ballot
- b) Only the Non-Partisan Ballot

c. **Libertarian Party:** "You are affiliated with the Libertarian Party. You may select to vote one of the following ballot options:

1) **Primary Election**

- a) Libertarian Party Ballot with a Non-Partisan Ballot
- b) Democratic Party Ballot with a Non-Partisan Ballot
- c) Only the Non-Partisan Ballot

d. **Republican Party:** "You are affiliated with the Republican Party. You may select to vote one of the following ballot options:

1) **Primary Election**

- a) Republican Party Ballot with a Non-Partisan Ballot
- b) Democratic Party Ballot with a Non-Partisan Ballot
- c) Only the Non-Partisan Ballot

e. **Unaffiliated:** "You are currently unaffiliated. You may choose to affiliate with a party, or select to vote one of the following ballot options:

1) **Primary Election**

- a) Democratic Party Ballot with a Non-Partisan Ballot
- b) Only the Non-Partisan Ballot

6. Poll Book Clerk: "Thank you, please sign here next to your name. You may now proceed to the Issuing Clerk where you will be issued your ballot(s)."

a. Direct the elector to the Issuing Clerk.

IX. ELECTION RECORDS AND SUPPLIES

OFFICIAL ELECTION SUPPLIES

1. Election Record and Poll Book (one or more) (E-2A and E-2B)
2. List of Registered Voters (one or more)
3. Official Election Stamp and ink pad (Sealed in an envelope.)
4. Sequence Card
5. Ballot Secrecy Sleeves
6. Personal Identification Affidavits
7. Write-In Candidate List, if any (See Frequently Asked Questions (see VI - *Frequently Asked Questions* on page 11) for use of this list.)

OFFICIAL ELECTION BALLOTS

1. Official Oval Optical Scan Ballots (Sealed in an Envelope.)
2. Sample Ballots
3. Demonstration Ballots
4. Ballot Marking Pens

ENVELOPES

1. Poll Book and Tally Book Return Envelope (EE-1)
 - a. Sealed inside are one Election Record and Poll Book.
2. Supplies Returning Envelope (EE-2)
 - a. Sealed inside are the Absentee Ballot Affidavit Envelopes, Challenge Oaths, Receipt for Ballots and Supplies, Receipt for Absentee Ballots (if applicable), Election Laws Book and Official Election Stamp.
3. Spoiled Ballot Envelope (EE-5)
4. Voted Ballot Stub Envelope (EE-6)
5. Election Day Registration and Personal Identification Affidavit Envelope (EDR-3)

ELECTION DAY REGISTRATION SUPPLIES PACKET

1. Election Day Registration Manual (EDR-2)
2. Register to Vote Here placard (EDR-5)
3. Election Day Registration placard (EDR-4)
4. Voter Registration Cards (ER-1)
5. Residence Verified Stamp with Stamp Pad

BALLOT BOX(ES) & LOCKS OR SEALS

1. DS200 Tabulator
2. Ballot Box, if applicable
3. Ballot Box Locks with Keys or Ballot Box Seals
4. Ballot Transfer Case, if applicable

VOTING BOOTHS

1. Voting Booths
2. Ballot Marking Device

ABSENTEE BALLOT SUPPLIES, IF APPLICABLE

1. Affidavit Envelopes - EA-12-OS, EA-12F-OS or EA-16
2. Envelope for delivering absentee ballots to Clerks of Election Board (EA-13)
 - a. Only if absentee ballots are delivered to the polling place during the day.

STATIONARY SUPPLIES

1. Ball Point Pens
2. Marker
3. Thumb Tacks
4. Paper Clips
5. Rubber Bands
6. Scotch Tape
7. Masking Tape
8. Calculator
9. Ruler