

Election Judge Training

Election Year 2012



Park County



Housekeeping

- Bathrooms
 - Itinerary
 - Save your questions & comments until the end!
-



Park County

Judge Feedback



- Religious buildings
- A director/go-to person at Cody Auditorium
- Oversharing
- Checklists for all judges
- Fill-in-the-blank for Ballot Counts
- Alphabet tabs
- Maps - use Address Library
- Coffee - bring a pot!



Park County



Elections 2012

- Head judge should do hourly ballot tally.
- Libertarian is no longer a major party.
- **“Only ballots that get eaten by the machine get a sequence number.”**
- Absentee ballots can no longer be submitted to the polls.
- Help is available! Watch for a worker dressed in the red Elections shirt.
- **Elections phone number:
307-527-8620**



Park County

Election Judges



- Qualified for 2 years
- If unable to serve
- No shows
- Vote absentee
- Alternates
- **IMPARTIAL!**



Park County

Election Day Procedures



- **Report at 6:00 am**
- Do Not Leave except in an emergency
- Polls are open 7:00 am to 7:00 pm
- Bring food, water, snacks, soft cushion, sweater, coffee, knitting, etc.
- Please bring your judge manual!



Park County

Before the Polls Open



- Set Up the Location
 - Signs (Vote Here, No Cell Phones, etc.), maps
 - 3 Sets of Sample Ballots
 - M100 & AutoMARK
- Head Judges
 - Call the Elections office at 307-527-8620
 - Give us a Phone Number to reach YOU
 - Ballots:
 - Remove ballots from Ballot Bin Compartment
 - Check District-Precinct-Split (example: 1-3-2)
 - Inventory ballots – don't initial yet!
 - Fill out Ballot Report Form



Park County



Keys

Pink – M100 bins

Black – M100 access panel

Blue – Automark



Park County

Opening the Polls



- USE JUDGE CHECKLIST
- Back Slot Flap
- Seals
- Turn the ES&S M100 & AutoMARK on
- Reports
- Index Card
- OPENS POLLS
 - At 7:00 AM announce polls are OPEN



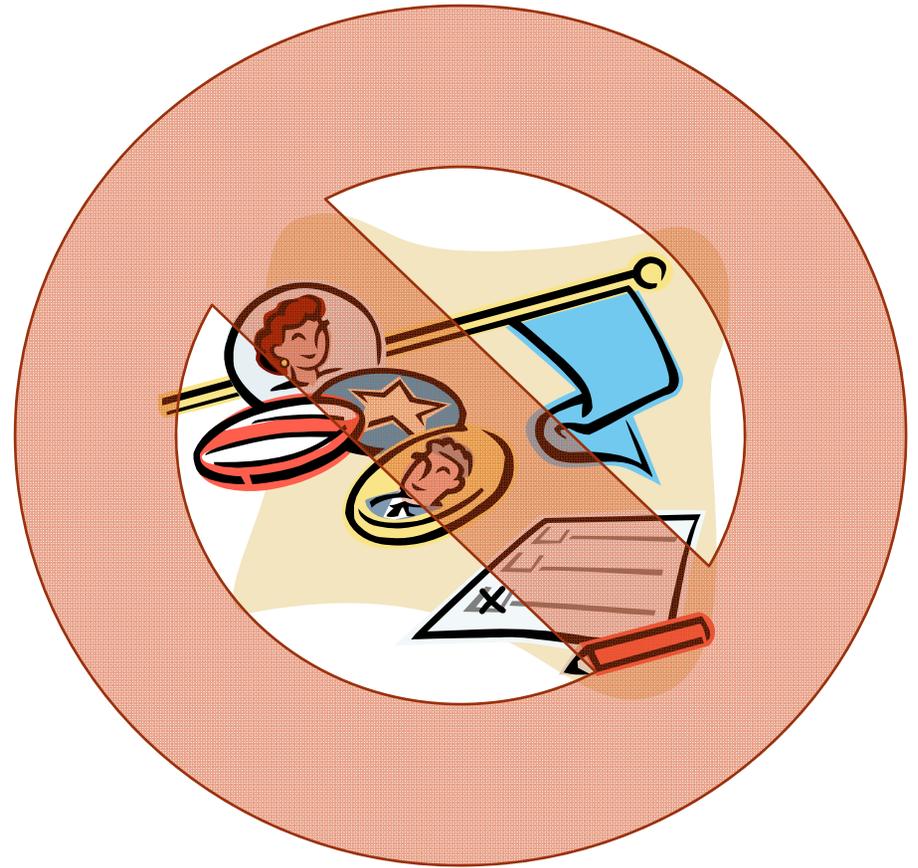


Park County

Throughout The Day



- No electioneering
- Voting booths open to all
- Poll watchers
 - Certified
 - One per party
 - Allowable activities





Park County



Security, Emergency & Complaint Procedures

- Contact list for minor problems
- Safely evacuate
- Secure Poll Books, Ballots, Keys, & Card if Possible
- Call 911
- Call Elections Office
at 307-527-8620





Park County



County: PARK

User Name : cjohnson

Poll List

Precinct: 16-1

Absentee Status

Election : GENERAL 2008-11-04-2008

Seq #	Barcode	Party	Voter Name Residential Address	Voter Status Hava ID Required	Absentee Ballot Status Mailing Address	Split Code Ballot Style
A		DEM	CLARK, ELEANOR WILLIAMS 30 SOAPSUDS ROW, YNP, WY 82190	Active No	Received PO BOX 650, YNP, WY 82190	16-1-2 28 29
A		REP	CLEMMONS, DANIEL G III 25 FOUR BEAR LN, CODY, WY 82414	Active No	Sent PO BOX 253, WAPITI, WY 82450	16-1-1 28 29
A		DEM	CLEMMONS, ELAINE ANN 25 FOUR BEAR LN, CODY, WY 82414	Active No	Sent PO BOX 253, WAPITI, WY 82450	16-1-1 28 29
		DEM	CLOUDWALKER, CAROLE ANN 52 LOST LN, CODY, WY 82414	Active No	PO BOX 205, WAPITI, WY 82450	16-1-1 28 29

If the ballot has been **Received** or **Processed**, they MAY NOT vote. If it says **Sent**, CALL the elections office to verify we have not received an absentee ballot.



Park County

Absentee



- In the poll lists:
 - Big **A** to the left
 - Status: Received or Sent
- Processing
 - Big **A** to the left
 - NO SEQUENCE NUMBERS!
 - Circle first name
- Absentee ballots must be returned to the courthouse, not the polls
 - We'll call with updates



Park County

Processing Voters



County: PARK
User Name : vlivingston

Poll List
Precinct: 02-2

Printed Date: 08/15/2008
Processed Date : 8/15/2008 9:02:52 AM

Election : 2008 PRIMARY-08-19-2008

Seq #	Barcode	Party	Voter Name Residential Address	Voter Status Hava ID Required	Absentee Ballot Status Mailing Address	Split Code Ballot Style	Remarks																																																																																				
		REP	EDWARDS, S RAMONA 2902 E CARTER AVE, CODY, WY 82414	Active No	PO BOX 1752, CODY,WY 82414	2-2-0 2-2-0 REP																																																																																					
		REP	EDWARDS, SCOTT 2544 E CARTER AVE, CODY, WY 82414	Active No	SEQUENCE NUMBER CHART (NUMBER OF <table border="1"> <tr> <td>1</td><td>13</td><td>25</td><td>37</td><td>49</td><td>61</td><td>73</td><td>85</td> </tr> <tr> <td>2</td><td>14</td><td>26</td><td>38</td><td>50</td><td>62</td><td>74</td><td>86</td> </tr> <tr> <td>3</td><td>15</td><td>27</td><td>39</td><td>51</td><td>63</td><td>75</td><td>87</td> </tr> <tr> <td>4</td><td>16</td><td>28</td><td>40</td><td>52</td><td>64</td><td>76</td><td>88</td> </tr> <tr> <td>5</td><td>17</td><td>29</td><td>41</td><td>53</td><td>65</td><td>77</td><td>89</td> </tr> <tr> <td>6</td><td>18</td><td>30</td><td>42</td><td>54</td><td>66</td><td>78</td><td>90</td> </tr> <tr> <td>7</td><td>19</td><td>31</td><td>43</td><td>55</td><td>67</td><td>79</td><td>91</td> </tr> <tr> <td>8</td><td>20</td><td>32</td><td>44</td><td>56</td><td>68</td><td>80</td><td>92</td> </tr> <tr> <td>9</td><td>21</td><td>33</td><td>45</td><td>57</td><td>69</td><td>81</td><td>93</td> </tr> <tr> <td>10</td><td>22</td><td>34</td><td>46</td><td>58</td><td>70</td><td>82</td><td>94</td> </tr> </table>							1	13	25	37	49	61	73	85	2	14	26	38	50	62	74	86	3	15	27	39	51	63	75	87	4	16	28	40	52	64	76	88	5	17	29	41	53	65	77	89	6	18	30	42	54	66	78	90	7	19	31	43	55	67	79	91	8	20	32	44	56	68	80	92	9	21	33	45	57	69	81	93	10	22	34	46	58	70	82	94
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1		REP	EGGER, SHAWN THOMAS 1414 HILLCREST DR, CODY, WY 82414	Active No																																																																																							



Park County

Some Healthy Fear



because they gave out the wrong split...

- House District 22 in Teton, Sublette, and Lincoln counties.
- Initial count separated candidates by 4 votes.
 - Automatic recount
 - Teton and Sublette confirmed their numbers
 - Lincoln discovered they allowed 11 HD 21 voters to vote in HD 22.
- Election Null and Void
- Special Election DISTRICT WIDE
 - \$\$\$



Park County

Address Library



PRE DIR	STREET NAME	TYPE	POS T DIR	FROM	TO	RULE	DISTRICT PRECINCT SPLIT	CITY	POLLING PLACE
W	1ST	ST		111	454	BOTH	9-7-0	POWELL	FAIR GR LG EX HALL
E	2ND	ST		127	855	BOTH	9-7-0	POWELL	FAIR GR LG EX HALL
W	2ND	ST		142	737	BOTH	9-7-0	POWELL	FAIR GR LG EX HALL
E	3RD	ST		338	955	BOTH	9-7-0	POWELL	FAIR GR LG EX HALL
W	3RD	ST		252	424	EVEN	9-7-0	POWELL	FAIR GR LG EX HALL
W	3RD	ST		251	425	ODD	9-1-0	POWELL	FAIR GR LG EX HALL
E	4TH	ST		309	951	BOTH	9-7-0	POWELL	FAIR GR LG EX HALL
E	4TH	ST		237	237	ODD	9-2-0	POWELL	FAIR GR LG EX HALL
E	4TH	ST		107	160	BOTH	9-1-0	POWELL	FAIR GR LG EX HALL
W	4TH	ST		139	456	BOTH	9-1-0	POWELL	FAIR GR LG EX HALL
	4TH	ST		57	57	ODD	6-1-3	FRANNIE	GARLAND COMM CHURCH
E	5TH	ST		300	951	BOTH	9-7-0	POWELL	FAIR GR LG EX HALL
E	5TH	ST		101	111	ODD	9-1-0	POWELL	FAIR GR LG EX HALL
W	5TH	ST		152	448	BOTH	9-1-0	POWELL	FAIR GR LG EX HALL
	5TH	ST		502	614	EVEN	25-1-0	CODY	CODY AUDITORIUM
E	6TH	ST		240	549	BOTH	9-2-0	POWELL	FAIR GR LG EX HALL
E	6TH	ST		109	109	ODD	9-1-0	POWELL	FAIR GR LG EX HALL
W	6TH	ST		111	470	BOTH	9-1-0	POWELL	FAIR GR LG EX HALL
	6TH	ST		501	619	BOTH	25-1-0	CODY	CODY AUDITORIUM

Wyoming Voter Registration Application & Change Form

New Voter Application Change to Current Registration

VR # _____ County # _____
 District _____ Precinct _____ Split _____
 School _____ House _____ Senate _____
 Municipality _____ Ward _____

1. Name and Date of Birth



Park County

HAVA 2002



Seq #	Barcode	Party	Voter Name Residential Address	Voter Status Hava ID Required
		REP	EDWARDS, S RAMONA 2902 E CARTER AVE, CODY, WY 82414	Active No R
		REP	EDWARDS, SCOTT 2544 E CARTER AVE, CODY, WY 82414	Active No
		REP	EGGER, SHAWN THOMAS 1414 HILLCREST DR, CODY, WY 82414	Active No
A		DEM	ELLIOTT, JANE L 2901 BAKER DR, CODY, WY 82414	Active No B
		REP	ELLIS, KIRSTEN LYNN 1125 SAGE BRUSH ST, CODY, WY 82414	Active Yes



Park County

Spoiled Ballots



- S Next in Remarks on same line as Voter's Name
- Total Spoiled Ballots
- CHANGE in 2012 – **NO LIMIT** to the # of Spoiled Ballots.

County: PARK User Name : cjohnson	Poll List Precinct: 08-3	Printed Date: 10/29/2008 Processed Date : 10/29/2008 8:08:37 AM
Election : GENERAL 2008-11-04-2008		

Seq #	Barcode	Party	Voter Name Residential Address	Voter Status Hava ID Required	Absentee Ballot Status Mailing Address	Split Code Ballot Style	Remarks
78		REP	FERNANDEZ, JOHN EDWARD 25 RD 35L, MEETEETSE, WY 82433	Active No	PO BOX 163, MEETEETSE, WY 82433	8-3-0 17	S1
		UAF	FERNANDEZ, TRACIE 25 RD 35L, MEETEETSE, WY 82433	Active No	PO BOX 163, MEETEETSE, WY 82433	8-3-0 17	
		UAF	FEWELL, CLINTON LAMAR 33 RD 3NG, MEETEETSE, WY 82433	Active No		8-3-0 17	
		REP	FEWELL, YALANDA LORRAINE 33 RD 3NG, MEETEETSE, WY 82433	Active No		8-3-0 17	



Park County Provisional Ballots



WYOMING PROVISIONAL VOTING FORM

Poll Worker Instructions:

- Voter will vote Provisional Ballot if:
 - Needs to register but does not have proper identification.
 - Is challenged by poll worker due to: underage, non-citizen, non-resident, felon without restored rights, adjudicated mentally incompetent, not who he says he is.
- Fill in all information on this form and the Provisional Ballot Envelope completely. All boxes must be completed. Check for legibility!
- White copy retained by Poll Worker and returned to County Clerk with sealed Provisional Ballot Envelope.
- Yellow Copy to Voter.

Voter Instructions:

- You must provide documents showing your eligibility to vote to the County Clerk by the close of business on the day after Election Day.
- The County Canvass Board will review these documents to determine if your Provisional Ballot is eligible to be counted.
- To find out if your provisional ballot was accepted, contact the County Clerk's Office in person or by phone or check at sos.state.wy.us. Determinations will be available no later than ten (10) days following the election.
- You will need your provisional voter number (found below) to receive our information.

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5	Re ba

WYOMING PROVISIONAL BALLOT ENVELOPE

1	Provisional Voter Number from Form	County – District – Precinct – Voter # -- -- --	2	Election Date	3	County
4	Voter's Full Name (printed)					
5	I do solemnly swear (or affirm) that I am the person I represent myself to be and that I am a qualified elector entitled to vote in this precinct at this election and that this is the only ballot I have or will vote in this election.					
	_____ Signature of Voter		_____ Signature of Judge		_____ District & Precinct	

1. Voter places voted ballot inside envelope.
2. Voter seals envelope and signs oath.
3. Judge signs envelope and attaches WHITE COPY of Provisional Voting Form.
4. Judge returns Provisional Voting Form and Envelope in secure container to Clerk's Office after polls close.



Park County

Voter Instructions



- Over-Voting
- Under-Voting
- Materials in the Voting Booth
- Not Casting a Vote
- Where to take the ballot



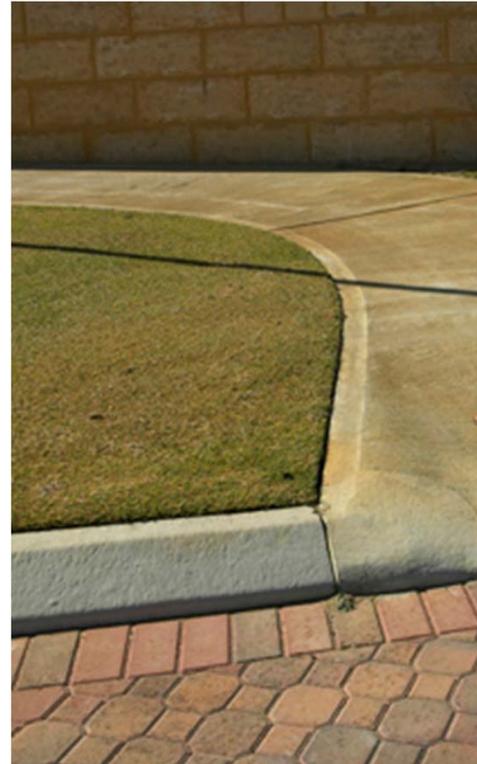


Park County

Curbside Voting



- Polling places with 4 judges or more
- 2 judges of different parties deliver a ballot
- Secrecy sleeve





Park County

END of the Day



- 6:30 Announce Polls close in 30 min
- Voters Present at 7:00 pm will be allowed to vote
- Voters who show up after 7:00 pm are not allowed to cast their vote
- Polls Closed after last ballot cast
- After Polls are closed
 - Election Officials ONLY





Park County

Closing the Polls



- USE JUDGE CHECKLIST
- Check Emergency Bin
- Total voted on Ballot Report Form
- Remove index card
- Do not tear off the report
- Turn key to OPEN/CLOSE
- Close polls
- Report should start to print
- All election judges sign oath at bottom of report

Items to Return

- Ballot Box
- Unvoted ballots in canvas bag
- Head Judge Checklist
- Poll book #1
- PC Card
- Black Security Bag



Head Judge Checklist



Before Leaving Your Polling Location

Complete the Following Checklist and turn it in to the Receiving Board at the end of election night.

Initial each item.

- The sealed black security bag is in the old ballot box and it contains:
 - PC Card
 - Signed Results Tape Print-out from M100 ballot scanner
 - Keys
 - Broken Seals
- I opened both sides of the M100 bin and removed write-ins AND regular ballots.
- The regular voted ballot are in a box inside the old ballot box.
- The ballots from the write –in side are in the WRITE-IN envelope in the old ballot box.
- There aren't any ballots in the emergency ballot bin, I checked it.
- Poll Book 1 is sealed in the old ballot box. I will retain custody of Poll Book 2 for 2 years and will be available for Canvass on Friday if needed.
- Pay vouchers for election officials (Head Table judges, too) are in the old ballot box.
- Any provisional ballots voted are in the marked envelope in the old ballot box.
- All spoiled ballots are in the marked envelope in the old ballot box.
- The judges' spiral notebook is in the old ballot box.
- Voter registration cards are signed, in the marked envelope, in the old ballot box.
- The Ballot Report Form is signed by all judges in both poll books. The M100 display and highest sequence number used matches in both books _____. Does NOT match _____.
- Unvoted ballots are in the Canvas Bag
- Everything else not mentioned above is in the Supply Box.
- I checked to make sure NO BALLOTS were accidentally put in the supply box.

Head (Chief) Election Judge Signature

Receiving Board Signature



Park County

Pay Vouchers



- Vouchers will be in your supply bin.
- One voucher per person
- The Head Table Judges return their vouchers in a precinct poll book
- Sign



Park County

Income Tax Withholding



- **Will I get a W-2 because I worked Election Day?**
- **NO** only earnings over \$600.00/ year must be reported by W-2
- **Do I have to report the Election Fees/Earnings if I don't get a W-2?**
- **Yes** According to the IRS you must report the earnings on your personal tax return



Park County

Registering Voters



- Practice sheet
- Legal Qualifications
 - 18 Years Old
 - US Citizen
 - Wyoming Resident of the District and Precinct in which the voter is registering
 - Cannot be a convicted Felon
 - Cannot have been adjudicated mentally incompetent
- Where to note a change of address?



Park County

Acceptable Forms of ID



- Preferred Option
 - WY Drivers License
- Second Option
 - One of the following + last 4 SSN:
 - Another state's drivers license
 - ID Card
 - US Passport
 - School ID
 - Military ID



Park County

Acceptable Forms of ID



- Third Option
 - In addition to last 4 of SSN...
 - Two of the following in any combination:
 - Certification of US Citizenship
 - Certificate of Naturalization
 - Draft Record
 - Voter Registration from another state or county
 - Original or certified copy of a birth certificate bearing an official seal
 - Certification of birth abroad issued by the Dept of State
 - Or any other form of id issued by an official agency



Park County



Oath

I do solemnly swear...

Questions?

Hands-On

- Opening the Polls
- Closing the Polls