

**Poll Managers**  
Election Day Activities  
2016 ECAM Convention

Presented by:  
Mississippi Secretary of State's Office  
Elections Division



DELBERT HOSEMANN  
*Secretary of State*

---

---

---

---

---

---

---

---

**Poll Managers**

Prior to Election Day, the Election Commission should have:

- Selected all poll managers and alternates;
- Assigned each poll manager to a precinct;
- Assigned each poll manager his/her duties (initializing manager, balliff, R&R Manager, voting machines);
- Trained all poll managers, alternate poll managers and resolution board members; and
- Trained certain poll managers in the use of the voting machines.



DELBERT HOSEMANN  
*Secretary of State*

---

---

---

---

---

---

---

---

**Voting Machines**

Prior to Election Day, the Election Commission should have:

- Demonstrated the use of the voting machines throughout the county;
- Tested and inspected the voting machines at least three (3) days prior to Election Day;
- Sealed and secured the voting machines after testing; and
- Delivered the voting machines to the precincts.



DELBERT HOSEMANN  
*Secretary of State*

---

---

---

---

---

---

---

---

### **Receiving & Returning Manager**

Election Commission schedules a time prior to the election for the Receiving and Returning Manager to pick up the election material.

- Election Commission/Circuit Clerk's Office should have the ballot boxes and supply boxes packed and ready for pick up.



**DELBERT HOSEMANN**  
*Secretary of State*

---

---

---

---

---

---

---

---

### **Setting up the Precinct**

6:00 A.M. – 7:00 A.M.



**DELBERT HOSEMANN**  
*Secretary of State*

---

---

---

---

---

---

---

---

### **Open Voting Devices**

- Specific poll managers are responsible for opening the voting machines.
  - At least two (2) poll managers should be assigned to this duty and familiar with the machines.
- Follow opening procedures for the machines.
  - Immediately alert Election Central if you have problems.
- Print and post Zero Tapes.
  - 1 zero tape posted on the wall; 1 zero tape placed inside the memory card transport bag.



**DELBERT HOSEMANN**  
*Secretary of State*

---

---

---

---

---

---

---

---

### Opening Ballot and Supply Boxes

Unpack ballot box and supply box. Check for:

- Paper ballots;
- Sealed absentee ballots, applications and absentee voter list;
- Affidavit envelopes and voter information slips;
- Pollbook;
- Receipt book;
- Posters and signs; and,
- Any other supplies or materials you may need (pens, tape, office supplies, etc.).



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### Ballot Box/Bag

After verifying the absentee envelopes with applications for your precinct are enclosed, post the absentee voter list on the wall in the precinct and place the sealed absentee ballot envelopes with applications back in the ballot box/bag. **Replace the SEAL.**

- All voted ballots must be kept in the sealed ballot box/bag until the polling place closes.
  - Absentee, affidavit, emergency and curbside ballots.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### Voter Information Signs

State and Federal Law require a Voters' Rights/ Voters' Information Poster be displayed in every precinct. You must ensure the required information is posted in the precinct:

- Sample ballot
- Hours the polling place will be open
- Instructions for affidavit voters
- Instructions for unverified mail-in registrants who are first-time voters



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### **Voter Information Signs (cont.)**

- General information on voting rights under federal and state laws
- General information on prohibitions of fraud and misrepresentation
- List of absentee voters
- Zero tapes
- TSX (or voting device) voting instructions
- List of acceptable forms of photo identification



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### **Sign Oath**

Poll managers are required to sign an oath prior to performing their duties. The oath is usually signed in the receipt book.

- Miss. Code Ann. § 23-15-237: The managers and clerks shall be sworn by some officer present competent to administer oaths, or each may be sworn by one of the others, faithfully to perform their duties at the election according to law, and not to attempt to guide, aid, direct or influence any voter in the exercise of his right to vote, except as expressly allowed by law.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### **Poll Watchers and Candidate Representatives**

- Each candidate on the ballot shall have the right to be present at the polling place, or to have a representative at the polling place.
- Political parties with a candidate on the ballot may have two (2) representatives present at the polling place in general or special elections only.
- Poll watchers and candidate representatives may be present at the public counting of the ballots.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

**Processing Voters**  
7:00 A.M. – 7:00 P.M.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

**The Voting Process**

- Check for voter's name in the pollbook.
- Verify the voter is in the correct precinct.
- Ask voter to present an acceptable form of photo ID.
- Verify the picture on the presented photo ID fairly depicts the voter.
- Verify the name on the presented photo ID is substantially similar to the voter's name as it appears in the pollbook.
- Write "VOTED" in the pollbook beside the voter's name.
- The voter signs his/her name in the receipt book and casts his/her ballot.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

**Voter's Name NOT in Pollbook**

- Check under maiden name or married name(s);
- Check for hyphenated names;
- Check for misspellings or unusual spellings of the voter's name;
- Check to see if the voter is listed under his first name instead of last name;
- Ask for the voter's address to confirm the voter is in correct precinct; or
- Find out when and where voter registered to vote.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---



### Acceptable Photo ID

If the voter is UNABLE to:

- Present an acceptable form of photo ID, or
- The photo on the presented ID does not fairly depict the voter, or
- The name on the presented ID is not substantially similar to the voter's name as it appears in the pollbook,

THEN, the voter is entitled to vote by affidavit ballot.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### Acceptable Photo ID

Means a current and valid:

- Driver's license;
- Photo ID card issued by any branch, department, agency, or entity of the State of Mississippi;
- United States passport;
- Employee photo ID card issued by any branch, department, agency, or entity of the U.S. government;
- License to carry a pistol or revolver;
- Tribal photo ID card;
- Student ID card, issued by any accredited college, university or community or junior college in the State of Mississippi;
- Mississippi Voter ID card;
- Any photo ID issued by any branch, department, agency, or entity of the U.S. government or any state government, such as a driver's license issued by a state other than Mississippi.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### Acceptable Photo ID

- **Current** means the photo ID has no expiration date or was issued no more than ten (10) years prior to the date the ID is presented at the polling place.
- **Valid** means the photo ID does not appear to be a forgery or fake.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---





### Voter Instruction

- In case any voter, after entering the voting machine, shall ask for further instruction concerning the manner of voting, two (2) election officers may, if necessary, enter the booth and give him such instructions.
- No manager or person assisting a voter shall, in any manner request, suggest, or seek to persuade or induce any voter to vote any particular ticket, issue or candidate.
- After giving instructions and before the voter casts his vote, the officers or person assisting him shall leave, and the voter shall then register his vote in secret as he may desire.

Miss. Code Ann. § 23-15-437



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### Curbside Voting

- A poll manager is authorized by law to allow a physically disabled voter to vote curbside.
- If the managers, in exercising sound discretion, determine the voter has arrived at the polling place in a motor vehicle but is unable to enter the polling place by reason of his/her physical disability, two (2) or more managers take the pollbook, the receipt book and a ballot or voting device to the vehicle.
- The poll managers determine whether the voter is a qualified voter and follow the voting process.
- If qualified, the voter marks his/her ballot in secret, folds the ballot or puts the ballot in a ballot sleeve, and returns the same to the poll manager.
- The curbside ballot is placed by the poll manager directly into the sealed ballot box. The ballot is NOT placed in an affidavit ballot envelope.

Miss. Code Ann. § 23-15-541



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### Curbside Voting

- Miss. Code Ann. § 23-15-541(2)(b):
  - If the ballot provided to the voter is a paper ballot, the initializing manager shall initial the ballot, and the disabled elector shall fold the voted ballot or place it in a ballot sleeve. The initializing manager shall without delay place the ballot in the ballot box/bag.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### Curbside Voting

- Miss. Code Ann. § 23-15-541(2)(c):
  - If, while a voter is voting by curbside, there are less than three (3) managers present within the polling place, all voting at the polls STOPS until the managers conducting the curbside voting procedures return. The remaining poll manager(s) shall ensure the security of the ballot box/bag, the voting devices, and any ballots and election materials.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### Emergency Ballots

If there is a power outage or voting machine failure, paper ballots are used until the issue is resolved.

- Immediately notify Election Central.
- Follow the voting process.
- Deposit all voted ballots immediately into the SEALED ballot box/bag.
  - Do not place voted emergency ballots in an affidavit ballot envelope.
  - DO NOT ENTER THESE VOTES IN THE TSX.
- Counted at Election Central after election.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### Spoiled Ballots

A voter who mistakenly marks a paper ballot is entitled to receive up to three (3) total ballots.

- If a voter makes a mistake and asks for another ballot, write "Spoiled" across the face of the first ballot and place it in the spoiled ballot envelope.

Miss. Code Ann. § 23-15-517



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### Challenged Ballots

Who can challenge a voter?

- A candidate on the ballot;
- A candidate's representative/poll watcher;
- A political party's official poll watcher;
- Any qualified voter in that precinct; or
- Any poll manager in the polling place.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### Challenged Ballots (cont.)

What are the reasons for a challenge?

- He/she is not a registered voter in the precinct;
- He/she is not the registered voter under whose name he/she has applied to vote;
- He/she has already voted in the election;
- He/she doesn't live in the precinct where he/she is registered;
- He/she has illegally registered to vote;
- He/she has taken his/her ballot from the polling place;
- He/she has cast an absentee ballot but is ineligible to do so; or
- He/she is otherwise disqualified by law.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### Challenged Ballots (cont.)

**Action I:** If the poll managers unanimously determine challenge is FRIVOLOUS, DISREGARD challenge and the voter casts his vote on the voting machine.

- *If the voter is casting an affidavit, emergency, or curbside ballot, the voter is provided a paper ballot and the voted ballot is placed in the sealed ballot box.*



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

### Challenged Ballots (cont.)

**Action II:** If the poll managers determine the challenge is VALID or WELL TAKEN, the voter is issued a paper ballot and the ballot is immediately REJECTED.

- Write "Rejected" on the back of the ballot;
- Write the name of the voter on the back of the ballot;
- Place the ballot in strong envelope marked for rejected ballots; and
- When all rejected ballots have been cast and placed in strong envelope marked for rejected ballots, the envelope is sealed and returned to the sealed ballot box/bag.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

---

---

### Challenged Ballots (cont.)

**Action III:** If the poll managers are unable to make a unanimous decision, the voter is issued a paper ballot.

- Write "Challenged" on the back of the ballot; and
- Place the ballot in a strong envelope marked for challenged ballots.
  - At the close of the polls and after all the unchallenged ballots have been counted, tallied and totaled, the challenged ballots are separately counted, tallied and totaled, with a separate return made of the challenged ballots.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

---

---

### Prohibitions at the Polls

• **150-Foot Rule**

It is unlawful for any candidate for elective office, or any representative of a candidate, to post or distribute cards, posters, or other campaign literature within 150 feet of any entrance to a building in which an election is being conducted. It is also unlawful for any person to solicit signatures on any initiative petition within 150 feet on election day.

• **Private Property**

If a polling place is within 150 feet of private property, the owner of the private property may post or distribute campaign literature on his/her property. Polling places that are held on private property are leased to the county for the day of the election, wherein the 150-Foot rule applies.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

---

---

**Prohibitions at the Polls (cont.)**

- **30-Foot Rule**  
No loitering is allowed within 30 feet of a polling place. The Bailiff is to keep the area clear of all persons except voters waiting to vote, credentialed poll watchers/candidates, and election officials.
- **Disturbances**  
If anyone becomes unruly or abusive, the Bailiff should ask him/her to leave. If he/she will not leave, call a local law enforcement officer. All poll managers and persons in the voting place are to aid in keeping the peace. If law enforcement officers must handle the situation, they must leave the premise upon completion.



**DELBERT HOSEMANN**  
*Secretary of State*

---

---

---

---

---

---

---

---

---

---

**Prohibitions at the Polls (cont.)**

- **No Liquor/Alcohol**  
All intoxicated or disorderly persons disturbing the peace by noise or violence in the polling place shall be arrested, jailed, or kept in custody. Such persons may be permitted, if they are a qualified voter, to vote while in custody.
- **Wearing Campaign Paraphernalia**  
Wearing t-shirts, buttons, stickers, etc., with a candidate's name or picture on it within 150 feet of any entrance to a polling place constitutes posting of campaign literature and is prohibited. It must be covered or removed before coming within 150 feet of any entrance to a polling place.



**DELBERT HOSEMANN**  
*Secretary of State*

---

---

---

---

---

---

---

---

---

---

**Prohibitions at the Polls (cont.)**

- **Use of Sample Ballots**  
It is permissible for an individual voter to bring a sample ballot into the polling place for the voter's own use as a reminder of the candidate(s) for whom he/she intends to vote. A voter, however, cannot be permitted to use the sample ballot as campaign literature in attempting to influence other voters within the polling place.
- **Other Prohibitions**  
It is also unlawful for a candidate, or his/her authorized representative, to appear at any polling place armed or uniformed or displaying any badge or credentials except as may be issued by the managers of the precinct.
  - Does not apply to law enforcement. They may vote in uniform then leave.



**DELBERT HOSEMANN**  
*Secretary of State*

---

---

---

---

---

---

---

---

---

---

**Helpful Tips**



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

**Supplies**

- Constantly check supply levels or set a schedule to check supply levels:
  - Number of paper ballots;
  - Number of affidavit ballot envelopes (both yellow and white);
  - General supplies (pens, batteries, etc.);
  - Electronic receipt tape for electronic pollbooks (if using).



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

**Contact Information**

- Make sure your poll managers have your contact information and you have theirs.
  - *Example: A poll manager used a SOS poll watcher to contact our office on 11/4/2014 because the poll manager could not get in touch with the county election commission.*
- Make sure you are accessible to the poll managers.



DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

**Ballots**

- Be familiar with the offices/races on the ballot.
- Make sure you direct voters to the sample ballot posted in the precinct.
- If you are using paper ballots with races on both the front and back, the poll managers should advise voters that marking is required on both sides of the ballot or give the ballot to the voter turned upside down.

  
DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

**Multiple Ballot Styles**

- **Split precincts:** Voters in the precinct vote different ballots based upon the voter's residential address.
- Make sure your poll managers are aware of multiple ballot styles in their precinct and know how to ensure each voter receives the correct ballot style.

  
DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

**Election Officials**

- Oath of Office for Poll Managers
  - Faithfully to perform their duties at the election according to law, and not to attempt to guide, aid, direct or influence any voter in the exercise of his right to vote.

Miss. Code Ann. § 23-15-237

  
DELBERT HOSEMANN  
Secretary of State

---

---

---

---

---

---

---

---

**OTHER**  
**HELPFUL TIPS?**



**DELBERT HOSEMANN**  
*Secretary of State*

---

---

---

---

---

---

---

---

**Contact Information**  
**Mississippi Secretary of State's Office**  
***Elections Division***

*P.O. Box 136*  
*Jackson, MS 39205*  
*(601)576-2550*  
*Elections Hotline (800)829-6786*  
*www.sos.ms.gov*



**DELBERT HOSEMANN**  
*Secretary of State*

---

---

---

---

---

---

---

---