

# Poll Managers

## Closing the Polls 2015 ECAM Convention

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



DELBERT HOSEMANN  
*Secretary of State*

# Closing Procedures

- 7:00 PM: Anyone in line AT 7:00 PM is entitled to vote. The bailiff should stand at the end of the line and announce the poll is closed.
- Do NOT lock the door. Closing procedures are open to the public.



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# Closing the Polls

7:00 P.M. - UNTIL



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# Processing Absentee Ballots

- After all voting has stopped, remove the absentee envelopes and applications from the sealed ballot box.
- Announce the name, address, and precinct as shown on each envelope.
  - Remember the rules for CHALLENGED ballots. Absentee voters may be challenged just like in-person voters.
- Evaluate each application and ballot envelope.
- Mark each envelope either “ACCEPTED” or “REJECTED” as determined by the poll managers.



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# Processing Absentee Ballots (cont.)

- Absentee Application:
  - Check for the clerk’s original seal and initials (in the lower right hand corner).
  - Ensure it was signed by the voter.
  - Ensure it was acknowledged or witnessed as required by statute.
- If the application is not present, or is missing one (or more) of these items, mark the envelope “REJECTED,” with the reason written across the envelope.



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# Processing Absentee Ballots (cont.)

- A COPY of an absentee ballot application will be attached to the absentee ballot envelope of a voter who is permanently disabled and automatically receives a ballot by mail each election.
- A COPY of a Federal Post Card Application may be attached to the absentee ballot envelope of a UOCAVA voter. The FPCA may be electronically signed (typewritten) by the UOCAVA voter.



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# Processing Absentee Ballots (cont.)

Type ballot requested: (Choose one)

- Democratic Primary  Republican Primary  General Election  Special Election  
 Democratic Runoff  Republican Runoff  General Runoff  Special Runoff



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## OFFICIAL APPLICATION FOR ABSENTEE ELECTOR'S BALLOT

I, \_\_\_\_\_, duly qualified and registered in the \_\_\_\_\_ Precinct of the County of \_\_\_\_\_, and State of Mississippi, coming with the purview of the definition 'ABSENTEE ELECTOR' will be absent from the county of my residence on election day, or unable to vote in person because (Check appropriate reason):

- (PRESIDENTIAL APPLICANT ONLY): I am currently a resident of Mississippi or have moved therefrom within thirty (30) days of the coming presidential election.
- I am an enlisted or commissioned member, male or female, of any component of the United States Armed Forces and am a citizen of Mississippi, or a spouse or dependent of such a member.
- I am a member of the Merchant Marines or American Red Cross and am a citizen of Mississippi or a spouse or dependent of such a member.
- I am a disabled war veteran who is a patient in any hospital and am a citizen of Mississippi or a spouse or dependent of such a veteran.
- I am a civilian attached to and serving outside of the United States with any branch of the United States Armed Forces or with the Merchant Marines or American Red Cross, and am a citizen of Mississippi or dependent of such a civilian.
- I am a citizen of Mississippi temporarily residing outside the territorial limits of the United States and the District of Columbia.
- I am a student, teacher or administrator at a college, university, junior or community college, high, junior high, elementary or grade school whose studies or employment at such institution necessitates my absence from the county of my voting residence or a spouse or dependent of such a student, teacher or administrator who maintains a common domicile outside the city of my voting residence with such student, teacher or administrator.
- I will be outside the county on Election Day.
- I have a temporary or permanent physical disability.
- I am sixty-five (65) years of age or older.
- I am the parent, spouse or dependent of a person with a temporary or permanent physical disability, who is hospitalized outside his county of residence or more than fifty (50) miles away from his residence, and I will be with such a person on election day.
- I am a member of the congressional delegation, or a spouse or dependent of a member of the congressional delegation.
- I am required to be at work on election day during the times at which the polls will be open.

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# Processing Absentee Ballots (cont.)

I hereby make application for an official ballot, or ballots, to be voted by me at the election to be held in \_\_\_\_\_ County,  
for the \_\_\_\_\_ Election.  
Mail "ABSENTEE ELECTOR'S BALLOT" to me at the following address: \_\_\_\_\_  
\_\_\_\_\_  
(If eligible to vote by mail).

**I realize that I can be fined up to Five Thousand Dollars (\$5,000.00) and sentenced up to five (5) years in the penitentiary for making a false statement in this application and for selling my vote and violating the Mississippi Absentee Voter Law.**

If you are temporarily or permanently disabled, you are not required to have this application notarized or signed by an official authorized to administer oaths for absentee balloting. You are required to sign this application in the proper place and have a person eighteen (18) years of age or older witness your signature and sign this application in the proper place.

## **DO NOT SIGN WITHOUT READING**

IN THE WITNESS WHEREOF I have hereunto set my hand and seal this the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_,  
\_\_\_\_\_  
(Signature of Absentee Elector)

SWORN TO AND SUBSCRIBED before me this the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.  
\_\_\_\_\_  
(Official authorized to administer oaths for absentee balloting) (Circuit Clerk) (Deputy Clerk)

## **TO BE SIGNED BY A WITNESS FOR VOTERS TEMPORARILY OR PERMANENTLY DISABLED:**

I HEREBY CERTIFY that this application for an absentee elector's ballot was signed by the above-named disabled elector in my presence and that I am at least eighteen (18) years of age, this the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_,  
\_\_\_\_\_  
(Signature of Witness)

## **CERTIFICATE OF DELIVERY**

I hereby certify that \_\_\_\_\_ has requested that I, \_\_\_\_\_  
(Print name of voter) (Print name of person delivering application)  
deliver to the voter this absentee ballot application. \_\_\_\_\_  
(Signature of person delivering application)  
\_\_\_\_\_  
(Address of person delivering application)

# Processing Absentee Ballots (cont.)

## Absentee Ballot Envelopes:

- Confirm the voter signed across the flap;
- Confirm person who acknowledged or witnessed signed across the flap;
- Confirm the voter's signature on the envelope matches the voter's signature on the application;
- Confirm the voter is qualified elector of the precinct; and
- Check the pollbook to make sure the voter did not vote in person.



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# Processing Absentee Ballots (cont.)

Remember, a UOCAVA voter who returns his/her absentee ballot by email or fax will not sign the envelope. Look for a note from the Circuit Clerk, who places the voted ballot received from a UOCAVA voter into the envelope, or an attached FPCA.



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# Processing Absentee Ballots (cont.)

## Absentee Ballot Envelopes (cont.):

- If the voter is not a registered voter of the precinct, or the voter voted in person on Election Day, or if any one (or more) of the items listed above are missing, mark the envelope “REJECTED” with the reason written across the envelope.
- If all requirements of the voter, application and envelope are met, mark the envelope “ACCEPTED.”



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# Processing Absentee Ballots (cont.)

If the absentee ballot envelope is marked  
“ACCEPTED,”

- “VOTED” is marked in the pollbook beside the voter’s name, with an “AB” notation, and
- The voter’s name is written in the receipt book as if he/she had voted in person.



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# Processing Absentee Ballots (cont.)

An absentee ballot must be marked “REJECTED” if:

- No application is provided with or attached to an envelope;
- Circuit Clerk’s initials or original seal are missing from the application;
- Voter and/or witness did not sign the application;
- Affidavit or certificate is found to be insufficient;
- Voter and/or witness did not sign the envelope across the flap;
- The voter’s signatures on the application and envelope clearly do not match;
- Voter is not a qualified elector of the precinct;
- Envelope is open or appears to have been opened and resealed;
- Voter is not eligible to vote by absentee ballot;
- Voter voted in the precinct on Election Day; or,
- The envelope contains more than one ballot.



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# Processing Absentee Ballots (cont.)

In counties in which DRE voting devices are used:

- Ballot envelopes are marked “ACCEPTED” or “REJECTED” in the precinct by the poll managers and placed in a sealed ballot box/bag. Ballots are delivered to Election Central to be scanned.
- Election Officials open the “ACCEPTED” ballot envelopes, scan the ballots and add the scanned totals to the DRE totals.



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# Processing Absentee Ballots (cont.)

In counties in which non-DRE voting devices are used:

- Ballot envelopes are marked “ACCEPTED” or “REJECTED” in the precinct by the poll managers.
- The “ACCEPTED” ballots are opened and the ballots removed, without unfolding or examining the ballots, at the precinct by the poll managers.
- The “ACCEPTED” absentee ballots are deposited into the ballot box before counting/scanning any ballots.
- Poll managers for each precinct count the absentee ballots and add them to the votes cast in the voting machine or device.



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# Processing Absentee Ballots

## Rejected Ballots:

- Write the reason for rejection on the ballot envelope.
- Do NOT open the ballot envelope.
- Rejected absentee ballot envelopes are placed in a separate strong envelope, which is then placed into the sealed ballot box and delivered to Election Central.



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# Printing Results Tapes

- Follow the closing procedures for your respective voting machines.
- Read totals aloud.
- Sign total tapes: post one to the wall and place a second in the secure transport bag.
- Complete and sign all documents.



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# Accounting for Ballots

- All ballots must be accounted for.
- All voted, spoiled, and unused ballots are placed in an envelope in the ballot box.
  - The total number of these ballots must equal the number originally accepted by the Receiving and Returning Manager.
  - If the numbers do not match, the Poll Managers must write and sign a written statement under oath accounting for the discrepancy.



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# Forms

- Form 710.2 – R/R Manager Receipt Form
- Form 730.3 – Precinct Opening and Closing Log
- Form 740.2 – TSX Event Log
- Form 830.5 – General/Special Election Ballot Accounting Form
- Form 830.6 – Dual Primary Election Ballot Accounting Form
- Form 835.5 – Electronic Vote Tally Worksheet – General and Special Elections
- Form 835.6 – Dual Primary Vote Tally Sheet



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# Returning Election Materials

Materials returned in the sealed ballot box include:

- All ballots (voted, affidavit, absentee, spoiled, challenged, rejected, and unused);
- R/R Manager Receipt Form;
- Ballot Accounting Form;
- Receipt Book;
- Zero and results tapes; and
- Secure Memory Card Transport Bag.



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# Returning Election Materials

Materials NOT placed in the sealed ballot box/bag:

- Pollbook(s);
- Payroll;
- Absentee voters' list; and
- Precinct signs.



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# Other Duties

- Clean up your work area.
- Remove all precinct signs and tape from walls.
  - Do not throw away precinct signs. Signs are returned to Election Central in the supply box to be reused.
- Lock and seal all machines, ballot boxes, and supply boxes.
- Return ballot and supply boxes to Election Central.



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# Helpful Tips



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# Absentee Ballots

If the poll managers fail to mark each absentee ballot envelope as “REJECTED” or “ACCEPTED” on election night, they will have to return to Election Central the next day to process properly.

- Election commissioners and resolution boards do not process absentee ballots!



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# Absentee Ballots

Give your poll managers sample absentee ballot envelopes and applications.

- Mark what to look for: such as clerk's initials and seal, voter's signature, witness signature, etc.
- If your county uses different absentee ballot envelopes, make sure your poll managers are familiar with each type.



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# **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](http://www.sos.ms.gov)*



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*Secretary of State*