

# **Poll Managers**

## **Election Day Activities**

2021 Municipal Certification Training

Presented by:

Mississippi Secretary of State's Office

Elections Division



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## **Pre-Election Day Duties: Poll Managers**

Prior to Election Day, the officials in charge of the election should have:

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



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## **Pre-Election Day Duties: Voting Machines**

If using voting machines, the officials in charge of the election should have:

- Tested and inspected the voting machines at least two (2) days prior to Election Day;
- Sealed and secured the voting machines after testing; and
- Delivered the voting machines to the precincts.



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## Pre-Election Day Duties: Ballots

- The printer shall deliver to the officials in charge of the election a certificate of the number of ballots printed for each precinct and shall not print any additional ballots.
- Commissioners appoint one manager to receive and distribute official ballots at the precinct and return all used and unused ballots and other materials to the Election Central after the election has been held.
- Commissioners furnish stationery and blank forms for making returns of the election for all precincts.



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## Pre-Election Day Duties: Ballot Boxes

- Officials in charge of the election obtain a sufficient number of ballot boxes and distribute them before the opening of the polls.
- Officials in charge of the election schedule a time prior to the election for the Receiving and Returning Manager to pick up the election materials.
  - Ballot boxes and supply boxes should be packed and ready for pick up the day before the election.



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## Setting up the Precinct

6:00 A.M. – 7:00 A.M.



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### **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.



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### **Opening Ballot and Supply Boxes**

Unpack ballot box and supply box. Check for:

- Paper ballots;
- Absentee voter list;
- Affidavit ballot 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.).



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### **Ballot Box/Bag**

Remove the unvoted paper ballots to vote during the day and post the absentee voter list on the wall. **Replace the SEAL on the ballot box/bag.**

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



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## 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:
- Voters' Rights/Information Poster, which includes:
  - General information on voting rights under federal and state laws
  - General information on prohibitions of fraud and misrepresentation
  - Instructions for affidavit voters
  - Instructions for unverified mail-in registrants who are first-time voters


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## STATE OF MISSISSIPPI VOTER INFORMATION

### VOTER PHOTO IDENTIFICATION

All voters must present one of the following forms of acceptable photo identification:

- A driver's license
- A government issued photo ID card
- A United States passport
- A state photo identification card
- A business license
- A student photo ID issued by an accredited Mississippi university, college or community junior college
- A United States military ID
- A tribal photo ID
- Any other photo ID issued by your branch, department, agency or entity of the United States government or any other government, or
- A Mississippi Voter Identification card.

If you do not present photo ID, you may cast an affidavit ballot.

### FOR UNVERIFIED VOTERS

If you registered by vote by mail after January 1, 2020, but did not provide the required identification and are voting in person for the first time, you may be required to submit one of the following forms of identification:

- Valid photo identification (e.g., driver's license).
- Current utility bill with your name and address.
- Current bank statement with your name and address.
- Current government check with your name and address.
- Current paycheck or stub with your name and address.
- Other government document with your name and address.

If you do not present any of the above forms of identification, you may cast an affidavit ballot.

### VOTERS' RIGHTS, FEDERAL AND STATE LAWS

- A Mississippi resident who is a qualified elector is entitled to vote in this election regardless of race or physical ability, with no literacy tests required.
- No one may attempt to prevent a voter who is entitled to cast a ballot.
- No one shall be threatened, intimidated, or bribed for voting by any person. (Miss. Code Ann. §97-13-17)
- Voters whose names do not appear on the pollbook or who do not have proper identification may vote by affidavit ballot.
- Voters who cast an affidavit ballot are entitled to written information at the time of voting on how to determine if the vote was counted and if not, why.
- Voters who register in person due to blindness, disability or inability to read or write may receive assistance from a person of the voter's choice. (Miss. Code Ann. § 21-15-540)
- Voters are entitled to skip overballot on the ballot if they choose not to vote in the contest.
- Voters are subject to criminal conviction regarding alleged violations that have occurred, are occurring or are about to occur through the Secretary of State's Administrative Complaint Procedure. Alleged violations include, but are not limited to, ineligible voting system, ineligibility for absentee voters with disabilities, and false vote registration.
- Voters in line by FPM will be allowed to cast a ballot.

### VOTING PROCESS

- When requesting a ballot the voter states ballot number.
- The election official will verify that the voter is present on a specific form of list.

### CASTING AN AFFIDAVIT, PROVISIONAL BALLOT

- A person claiming to have been illegally denied registration, testimony by registered voters or to reside in the county and precinct, but whose name does not appear on the pollbook shall be entitled to cast an affidavit ballot as provided by law. (Miss. Code Ann. § 21-15-575)
- A person who is unable to present acceptable photo ID based upon a religious objection or otherwise shall be entitled to cast an affidavit ballot as provided by law.
- Full managers shall advise an affidavit voter that his ballot will not count if the voter is not in the voting polling place.
- Affidavit voters shall be allowed to vote in secret. (Miss. Code Ann. § 97-13-11)
- The completed ballot shall be placed in an affidavit ballot envelope, sealed and placed into the ballot box. The return for the affidavit shall be specified on the envelope and the voter and full manager shall sign the envelope.
- An affidavit voter shall be given the vote on how to determine whether his/her ballot was counted, and if not, why.
- A voter casting an affidavit ballot because he/she did not present photo ID must sign a religious objection is entitled to have his/her ballot counted if the religious objection is filed with the County Clerk's Office or the County Clerk's Office within five (5) business days after Election Day.
- A voter casting an affidavit ballot because he/she did not present photo ID is entitled to have his/her ballot counted if the voter presents photo ID to the County Clerk's Office within five (5) business days after Election Day.


### PROHIBITIONS, FRAUD & MISREPRESENTATION

- No person shall attempt to vote more than once in any election. (Miss. Code Ann. § 97-13-10)
- No person shall attempt to vote in the name of another person. (Miss. Code Ann. § 97-13-23)
- No person shall change or alter another person's ballot. (Miss. Code Ann. § 97-13-40)
- No person shall make or accept a bribe for voting for or against a candidate or measure. (Miss. Code Ann. § 97-13-12)
- No person shall disclose any type of information within 120 feet of any entrance to the polling place. This includes receiving lines that display candidate information. (Miss. Code Ann. § 21-15-595)

### CONTACT INFORMATION

- Attorney General's Office (601) 359-5167
- Disability Rights Mississippi (601) 773-4857
- Secretary of State's Office (601) 359-4766


Distributed by the Mississippi Secretary of State's Office for display in all polling places during all elections.


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## Polling Place Signs

- A sample ballot
- Hours during which the polling place will be open
- List of absentee voters
- Zero Tapes (if using voting machines)
- TSX (or voting device) voting instructions
- "Have Your Acceptable Photo ID Ready" poster
- AG Opinion Voter ID penalty poster


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### **Poll Watchers**

- 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.
  - Political parties are not entitled to representatives in the polling place for primary elections.
- Poll watchers and candidate representatives may be present at the public counting of the ballots and at the opening of the polls.



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### **Processing Voters**

7:00 A.M. – 7:00 P.M.



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### **The Voting Process**

- Check for voter's name in the pollbook.
- Check that "Voted AB" does not appear next to the voter's name.
- 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.



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*No voter is ever refused  
the right to vote.*



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### **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 or middle 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 the voter registered to vote.



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### **Voter's Name NOT in Pollbook**

- If a voter is not in the correct precinct, direct him/her to the proper precinct, i.e., the precinct associated with the voter's residence.
  - Why? An affidavit ballot cast by a voter in the wrong precinct will not be counted.
- If the voter is in the correct precinct, he/she is entitled to cast an affidavit ballot.
- If the voter is not registered to vote, he/she is entitled to cast an affidavit ballot but it will not be counted.



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## Voted AB appears next to Voter's in Pollbook

- If "Voted AB" appears next to the voter's name, the voter must be given the opportunity to cast an affidavit ballot.
- The voter must still present acceptable Photo ID when casting an affidavit ballot.
- The voter should be instructed to mark "I do not otherwise qualify under state or federal law to cast a regular ballot on election day" when completing the affidavit ballot envelope.
- Instruct your poll managers to write "Voted AB" or absentee ballot somewhere on the affidavit envelope.



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SEMS #		2. POLL-MANAGER	
<b>AFFIDAVIT BALLOT</b> <b>1. VOTER INFORMATION</b> <small>(to be completed by voter)</small>		<small>(Please sign on the other side of envelope)</small>	
Printed Name of Voter: _____ Maiden Name, if applicable: _____ Date of Birth: _____ *MS Driver's License #: _____ Daytime Phone #: _____ New (Current) Street Address - NO P.O. Box: _____ City & Zip Code: _____ Old (Previous) Street Address - NO P.O. Box: _____ City & Zip Code: _____ Current Mailing Address: _____ City & Zip Code: _____ Did you recently register to vote in this county? Yes ___ No ___ If you do not have a Mississippi Driver's License, then provide the last 4 digits of your Social Security number: _____		Election: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special (Month, Year) _____ County of: _____ <b>Reason for Affidavit Ballot</b> <input type="checkbox"/> Voter's name not on pollbook <input type="checkbox"/> Voter did not present ID <input type="checkbox"/> Voter's name on inactive list Date of Election: _____ Ballot Issued From: _____ (Name of Precinct) Comments: _____	
<b>AFFIDAVIT OF VOTER</b> <small>(Check only ONE box below)</small> This day, I personally appeared before the undersigned manager of the election and make the following affidavit, under penalty of law: <input type="checkbox"/> I am not registered to vote because I have been illegally denied registration, OR, I am eligible to vote in this election, I am a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date, and: <input type="checkbox"/> I have moved recently from the old street address (provided above) to the new address (provided above), OR, <input type="checkbox"/> I have not moved recently, but my name is not on the pollbook, OR, <input type="checkbox"/> I did not present acceptable photo ID, OR, <input type="checkbox"/> I have a religious objection to being photographed, OR, <input type="checkbox"/> I do not otherwise qualify under state or federal law to cast a regular election day ballot.		<b>3. FOR ELECTION COMMISSION OR PARTY COMMITTEE USE ONLY</b> Registered in Precinct: _____ (Name of Precinct) Voted in Precinct: _____ (Name of Precinct) <b>Mark all that apply</b> <input type="checkbox"/> Not registered and no evidence of registration <input type="checkbox"/> Registered but name not on pollbook <input type="checkbox"/> Registered too late <input type="checkbox"/> Moved within county/municipality <input type="checkbox"/> Moved outside county/municipality <input type="checkbox"/> Inactive or purged voter <input type="checkbox"/> No acceptable photo ID <input type="checkbox"/> Voter presented photo ID within 5 business days after casting ballot. <input type="checkbox"/> Voter did not present photo ID within 5 business days after casting ballot. <input type="checkbox"/> Voter completed affidavit of religious objection within 5 business days after casting ballot. <input type="checkbox"/> Voter did not complete affidavit of religious objection within 5 business days after casting ballot.	
Signature of Voter: _____ Date: _____ Signature of Poll Manager (Poll Manager: Be sure to complete Poll Manager information on other side of this envelope.)		<b>Final Action Taken on Affidavit Ballot:</b> <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED <b>Follow-Up Action Taken:</b> <input type="checkbox"/> Address changed/updated in SEMS <input type="checkbox"/> Voter returned to active status in SEMS <input type="checkbox"/> Information forwarded to county/municipality <input type="checkbox"/> Mail-in voter registration sent to voter	

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## Acceptable Photo ID

If the voter is able to present:

- An acceptable form of photo identification
- Which fairly depicts the voter, and
- The name on the presented photo ID is substantially similar to the voter's name as it appears in the pollbook,

THEN the voter is entitled to cast a regular ballot.



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### 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 cast an affidavit ballot.



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### Acceptable Photo ID

Means a current and valid:

1. Driver's license;
2. Photo ID card issued by any branch, department, agency, or entity of the State of Mississippi;
3. United States passport;
4. Employee photo ID card issued by any branch, department, agency, or entity of the U.S. government;
5. License to carry a pistol or revolver;
6. Tribal photo ID card;
7. Student ID card, issued by any accredited college, university or community or junior college in the State of Mississippi;
8. Mississippi Voter ID card;
9. 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.



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### 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.



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### Penalty for NOT Asking for Photo ID

- Any poll manager who fails to ask or require a voter to present an acceptable form of photo ID before casting a regular ballot shall be prosecuted for corrupt conduct.
- Miss. Code Ann. §97-13-19:** Penalty for corrupt conduct is imprisonment in the penitentiary for a term not exceeding two years.
- Miss. Code Ann. §23-15-269:** Penalty for refusing or knowingly failing to perform any duty required by him by the election laws shall be fined not less than \$25.00 nor more than \$100.00 or imprisoned in the county jail not less than 10 days nor more than 90 days, or both.



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SEMS #		2. POLL MANAGER	
<b>AFFIDAVIT BALLOT</b>		<i>(Must sign on the outer side of envelope)</i>	
<b>1. VOTER INFORMATION</b>		<b>General</b> <input type="checkbox"/> <b>Special</b> <input type="checkbox"/>	
Printed Name of Voter _____		Election: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special	
Maiden Name, if applicable _____		County of _____	
Date of Birth _____		City _____	
*MS Driver's License # _____		State of _____	
New (Current) Street Address - NO P.O. Box _____		City & Zip Code _____	
Old (Previous) Street Address - NO P.O. Box _____		City & Zip Code _____	
Current Mailing Address _____		City & Zip Code _____	
Did you recently register to vote in this county? Yes <input type="checkbox"/> No <input type="checkbox"/>		Reason for Affidavit Ballot	
If you do not have a Mississippi Driver's license, then provide the last 4 digits of your Social Security number _____		<input type="checkbox"/> Voter's name not on pollbook <input type="checkbox"/> Voter did not present ID <input type="checkbox"/> Voter's name on inactive list <input type="checkbox"/> Voter presented photo ID within 5 business days after casting ballot <input type="checkbox"/> Voter did not present photo ID within 5 business days after casting ballot <input type="checkbox"/> Voter completed affidavit of religious objection within 5 business days after casting ballot <input type="checkbox"/> Voter did not complete affidavit of religious objection within 5 business days after casting ballot	
<b>AFFIDAVIT OF VOTER</b>		Comments: _____	
(Check only ONE box below)		3. FOR ELECTION COMMISSION OR PARTY COMMITTEE USE ONLY	
This day, I personally appeared before the undersigned manager of the election and make the following affidavit, under penalty of law:		Registered in Precinct: _____	
<input type="checkbox"/> I am not registered to vote because I have been legally denied registration; OR <input type="checkbox"/> I am eligible to vote in this election; I am a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date, and: <input type="checkbox"/> I have moved recently from the old street address (provided above) to the new address (provided above); OR <input type="checkbox"/> I have not moved recently, but my name is not on the pollbook; OR <input type="checkbox"/> I did not present acceptable photo ID; OR <input type="checkbox"/> I have a religious objection to being photographed; OR <input type="checkbox"/> I do not otherwise qualify under state or federal law to cast a regular election day ballot.		Voted in Precinct: _____	
Signature of Voter _____		Mark all that apply	
Date _____		<input type="checkbox"/> Not registered and no evidence of registration <input type="checkbox"/> Registered but name not on pollbook <input type="checkbox"/> Registered too late <input type="checkbox"/> Moved within county/municipality <input type="checkbox"/> Moved outside county/municipality <input type="checkbox"/> Inactive or purged voter <input type="checkbox"/> No acceptable photo ID <input type="checkbox"/> Voter presented photo ID within 5 business days after casting ballot <input type="checkbox"/> Voter did not present photo ID within 5 business days after casting ballot <input type="checkbox"/> Voter completed affidavit of religious objection within 5 business days after casting ballot <input type="checkbox"/> Voter did not complete affidavit of religious objection within 5 business days after casting ballot	
Signature of Poll Manager (Poll Manager: Be sure to complete Poll Manager information on other side of this envelope.) _____		Final Action Taken on Affidavit Ballot:	
NOTICE TO VOTER:		<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	
• Be sure you have read and completed all areas printed above. • Be sure you have signed this affidavit envelope. • You are entitled to receive written information on how to learn if your affidavit ballot was counted and, if it was not counted, the reason it was not counted.		Follow-Up Action Taken:	
		<input type="checkbox"/> Address changed/updated in SEMS <input type="checkbox"/> Voter returned to active status in SEMS <input type="checkbox"/> Information forwarded to county/municipality <input type="checkbox"/> Mail-in voter registration sent to voter	



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### Voter ID Affidavit Voters

- A voter who casts an affidavit ballot because the voter could not present an acceptable form of photo ID has five (5) business days after the election to present an acceptable photo ID to the municipal clerk.
- A voter who casts an affidavit ballot because the voter has a religious objections to being photographed has five (5) business days after the election to sign an Affidavit of Religious Objection in the Municipal Clerk's Office.



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## Affidavit Ballots

- Voters who cast an affidavit ballot sign a separate receipt book.
- “NO ID” is written beside a photo ID affidavit voter’s name in pollbook (if the voter’s name is in the pollbook).
- Provide all voters who cast an affidavit ballot with written information on how to ascertain whether the voter’s ballot was counted and if not counted, the reason.



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### INSTRUCTIONS FOR VOTERS WHO CAST AFFIDAVIT BALLOTS

**You have cast an affidavit ballot because:**

- You are not registered to vote because you may have been legally denied registration; or
- You are eligible to vote in this election; you are a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date; and
- You have moved recently from an old street address, as provided on your affidavit ballot envelope, to a new address, also provided on your affidavit ballot envelope; or
- You have not moved recently, but your name is not on the pollbook; or
- You did not present photo ID; or
- You have a religious objection to being photographed; or
- You do not otherwise qualify under state or federal law to cast a regular Election Day ballot.

**If you cast an affidavit ballot because you did not present photo ID, your affidavit ballot will be counted if you present acceptable photo ID in the Circuit Clerk's Office within the next five (5) business days. If you do not present acceptable photo ID in the Circuit Clerk's Office within the next five (5) business days, your affidavit ballot will not be counted.**

**If you cast an affidavit ballot because you did not present photo ID based upon a religious objection to being photographed, your affidavit ballot will be counted if you complete an Affidavit of Religious Objection in the Circuit Clerk's Office within the next five (5) business days. If you do not complete an Affidavit of Religious Objection in the Circuit Clerk's Office within the next five (5) business days, your affidavit ballot will not be counted.**

**Under federal and state law, you are entitled to discover the disposition of your affidavit ballot. Please contact your party executive committee in primary elections, your election commissioner in general and special elections or your Circuit Clerk to determine whether your affidavit ballot was counted and, if not, then why. Please do not telephone the contact until ten (10) days from today.**

CONTACT:  
TELEPHONE NUMBER:



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## Voting Rules

- A voter may not occupy a voting booth already occupied by another voter.
- The voter may remain in a voting booth no longer than ten (10) minutes if no voters are waiting in line, and no longer than five (5) minutes if other voters are waiting in line.



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### **Voter Assistance**

- A voter, who affirmatively states he/she is blind, disabled, or unable to read or write, may request and receive assistance in marking his/her ballot from any person of the voter's own choosing.
  - Any person may assist the voter, except a candidate whose name is on the ballot, or a spouse, parent, sibling or child of a candidate whose name is on the ballot, or a poll watcher, or the voter's employer, representative of the employer, or a representative of any union in which the voter is a member.



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### **Voter Assistance (cont.)**

- Exception:
  - A candidate for public office or the spouse, parent or child of a candidate may provide assistance upon the request of a voter who is related within the first degree.

*Miss. Code Ann. §23-15-549*



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### **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.



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### **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.



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### **Curbside Voting (cont.)**

- To ensure the secrecy of the ballot, all other passengers in the motor vehicle, except the disabled elector and any other disabled persons in the vehicle, must exit the vehicle until the disabled elector has completed casting his/her ballot.
  - The voter may request voter assistance as discussed in previous slides.
- If qualified, the voter marks his/her ballot in secret, folds the ballot 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.



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### **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.



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## **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.



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## **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 ON THE TSX MACHINE.
- Counted at Election Central after election.



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## **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.



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### **Challenged Ballots**

When a voter's right to cast his/her ballot is challenged, the poll managers must immediately consider the validity of the challenge, giving both the challenger and the voter the opportunity to speak to the challenge.



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### **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.



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### **Challenged Ballots**

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.



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### **Disenfranchising Crimes**

Arson	Felony Shoplifting	Robbery
Armed Robbery	Forgery	Theft
Bigamy	Larceny	Timber Larceny
Bribery	Murder	Unlawful Taking of a
Embezzlement	Obtaining Money or	Motor Vehicle
Extortion	Goods Under False	Statutory Rape
Felony Bad Check	Pretense	Carjacking
Larceny under lease	Perjury	Receiving Stolen
	Rape	Property
		Voter Fraud



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### **Challenged Ballots (cont.)**

- Action I: If the poll managers unanimously determine the challenge is FRIVOLOUS,
- DISREGARD the challenge and the voter casts his ballot 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.



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### **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, along with the reason of the challenge/rejection;
  - Write the name of the voter on the back of the ballot;
  - Deposit the ballot in the sealed ballot box; and
  - At the end of voting when all rejected ballots have been cast and placed in a strong envelope marked for rejected ballots, the envelope is sealed and returned to the sealed ballot box/bag.



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### **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, along with the reason for the challenge and name of the voter;
  - The ballot is deposited into the sealed ballot box;
  - 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.
  - Place all challenged ballots in a separate strong envelope marked for challenged ballots, seal the strong envelope, and place the envelope in the ballot box for return to Election Central.


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### **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 unlawful for any person to solicit signatures on any petition for a constitutional initiative within 150 feet of any polling place on any 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 located on private property are leased to the municipality for the day of the election, wherein the 150-foot rule applies.


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### **Prohibitions at the Polls**

- **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.


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### **Prohibitions at the Polls**

- **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 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.


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### **Prohibitions at the Polls**

- **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.


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### **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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### **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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General/Special Election Ballot Accounting Report			
Precinct:		Election:	
Date:		County:	
1. Number of Paper Ballots received in the Ballot Box			1.
2. Total number of unused and other ballots			
2a. Number of Spoiled Ballots	2a.		
2b. Number of Unused Ballots	2b.		
2c. Total spoiled and unused ballots. (Add 2a. and 2b.)	2c.		
3. Paper ballots voted on Election Day			
3a. Number of voted Affidavit Ballots	3a.		
3b. Number of voted Emergency and Curbside Ballots	3b.		
3c. Number of voted Challenged and Rejected Ballots	3c.		
3d. Total voted paper ballots (Add 3a., 3b. and 3c.)	3d.		
4. Total number of Paper Ballots (Add 2c. and 3d.) (Should equal Line 1.)	4.		
5. Total number of electronic ballots cast (calculate from TSS tapes)	5.		
6. Enter total voted paper ballots from 3d	6.		
7. Total number of ballots cast (Add 5 and 6)	7.		
8. Number of names in Receipt Books			
8a. Number of names written in Receipt Book	8a.		
8b. Number of names written in Affidavit Receipt Book	8b.		
8c. Total number of names in Receipt Books. (Add 8a. and 8b.) (Should equal Line 7.)	8c.		
Discrepancies lost/cancelled: Details:			
Name (printed):			
Signature:			
Date returned:			

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Dual Primary Ballot Accounting Report Party			
Precinct:		Election:	
Date:		County:	
1. Number of Paper Ballots received in the Ballot Box			1.
2. Total number of unused and other ballots			
2a. Number of Spoiled Ballots	2a.		
2b. Number of Unused Ballots	2b.		
2c. Total spoiled and unused ballots. (Add 2a. and 2b.)	2c.		
3. Paper ballots voted on Election Day			
3a. Number of voted Affidavit Ballots	3a.		
3b. Number of voted Emergency and Curbside Ballots	3b.		
3c. Number of voted Challenged and Rejected Ballots	3c.		
3d. Total voted paper ballots (Add 3a., 3b. and 3c.)	3d.		
4. Total number of Paper Ballots (Add 2c. and 3d.) (Should equal Line 1.)	4.		
5. Total number of electronic ballots cast (calculate from TSS tapes)	5.		
6. Enter total voted paper ballots from 3d	6.		
7. Total number of ballots cast (Add 5 and 6)	7.		
8. Number of names in Receipt Books			
8a. Number of names written in Receipt Book	8a.		
8b. Number of names written in Affidavit Receipt Book	8b.		
8c. Total number of names in Receipt Books. (Add 8a. and 8b.) (Should equal Line 7.)	8c.		
Discrepancies lost/cancelled: Details:			
Name (printed):			
Signature:			
Date completed:			

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## Hand Counting Paper Ballots

- Poll Managers read aloud the names of the persons voted for, and those names are taken down (recorded) by the designated manager.
- All proceedings must be in fair and full view of the voting public, including candidates and poll watchers.
- While poll watchers have the right to reasonably view and inspect ballots as they are taken from the box and counted, there must not be unnecessary interference, delay or encroachment upon the order of the proceedings.

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Hand Count Ballot Tally Sheet												
Party _____		Race _____										
City _____		Precinct _____										
		Count										
		5	10	15	20	25	30	35	40	45	50	Total
Times Counted	(Number of Ballots)											
Times Blank	(Number of Times No Votes Cast)											
Times Over	(Number of Times Over Votes)											
	(Candidate 1)											
	(Candidate 2)											
	(Candidate 3)											
	(Candidate 4)											
	(Candidate 5)											
Write-in	(Number Only - Do Not Record Name)											


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### Paper Ballots

- A reporting of the total number of votes cast must be completed in each precinct.
- The R/R Manager must account for all paper ballots received and returned.
  - 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.
- All voted, spoiled, and unused ballots are placed in the ballot box, which must be sealed for return to Election Central.

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### General/Special Election Paper Ballot Accounting Report

Precinct: _____	Election: _____
Date: _____	County: _____

1. Number of Paper Ballots received in the Ballot Box		1
2. Total number of unused and other ballots		
2a. Number of Spoiled Ballots	2a	
2b. Number of Unused Ballots	2b	
2c. Total spoiled and unused ballots. (Add 2a. and 2b.)	2c	
3. Paper ballots voted on Election Day		
3a. Number of voted Affidavit Ballots	3a	
3b. Number of voted Emergency and Curbside Ballots	3b	
3c. Number of voted Challenged and Reopened Ballots	3c	
3d. Number of Regular Ballots	3d	
3e. Total voted paper ballots (Add 3a, 3b, 3c, and 3d.)	3e	
4. Total number of Paper Ballots (Add 2c. and 3e.) (Should equal Line 1.)		4
5. Enter total voted paper ballots from 3e.		5
6. Number of names in Receipt Books		
6a. Number of names written in Receipt Book	6a	
6b. Number of names written in Affidavit Receipt Book	6b	
6c. Total number of names in Receipt Books. (Add 6a. and 6b.) (Should equal Line 5.)	6c	
Discrepancies lost/cancelled:		
Details:		

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date returned: \_\_\_\_\_

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### **Returning Election Materials**

Materials returned in the sealed ballot box include:

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



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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.
- The Receiving and Returning Manager returns ballot and supply boxes to Election Central.



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## Helpful Tips



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## 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.)



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## 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 election commission.*
- Make sure you are accessible to the poll managers.



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### **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.



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### **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.



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### **Receiving & Returning Manager**

- The person who picks up the ballot box and supply box should be the same person who returns both.
  - The R&R Manager cannot reassign this duty to another manager.
- Make sure the R&R Manager knows where to go to pick up and drop off.



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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  
[ElectionsAnswers@sos.ms.gov](mailto:ElectionsAnswers@sos.ms.gov)  
Fax: (601)576-2545  
[www.sos.ms.gov](http://www.sos.ms.gov)

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