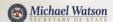
Poll Managers

Election Day Activities

2021 Municipal Certification Training

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



1

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.



2

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.



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.



4

Pre-Election Day Duties: Ballot Boxes

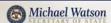
- Officials in charge of the election obtain a sufficient number of ballot boxes and distribute them before the opening of the polls.
- Officials in charge of the election schedule a time prior to the election for the Receiving and Returning Manager to pick up the election materials.
 - Ballot boxes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



5

Setting up the Precinct

6:00 A.M. – 7:00 A.M.



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.



7

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.).



8

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.



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
 - General information on prohibitions of fraud and misrepresentation
 - Instructions for affidavit voters
 - Instructions for unverified mail-in registrants who are firsttime voters



10

STATE OF MISSISSIPPI VOTER INFORMATION All community and the control of the cont

11

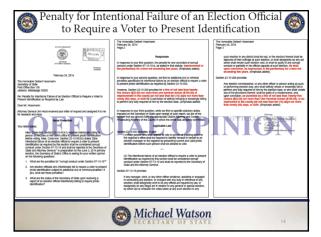
Polling Place Signs

- 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





13



14

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.



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.



16

Processing Voters

7:00 A.M. – 7:00 P.M.



17

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 hallot



No voter is ever refused the right to vote.



19

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.



20

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.

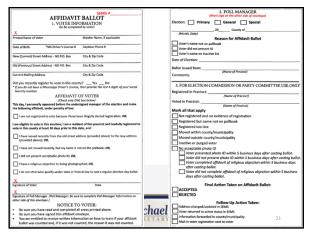


Voted AB appears next to Voter's in Pollbook

- 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.



22



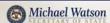
23

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.



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.



25

Acceptable Photo ID

Means a current and valid:

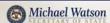
- 1. Driver's license:
- Photo ID card issued by any branch, department, agency, or entity of the State of Mississippi;
- 3. United States passport;
- Employee photo ID card issued by any branch, department, agency, or entity of the U.S. government:
- 5. License to carry a pistol or revolver;
- 6. Tribal photo ID card;
- 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.



26

Acceptable Photo ID

- <u>Current</u> 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.

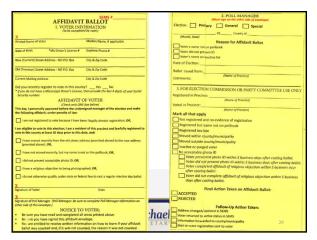


Penalty for NOT Asking for Photo ID

- 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 that \$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.



28



29

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.



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.



31



ou have cast an affidavit ballot because:

- illegally denied registration; or

 You are eligible to vote in this election; you are a resident of the
- 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
- 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 regular Election Day ballot.

if you can in affident basis because you did not present photo IO, your adhless labels will be counted if you present exceptable photo to the CO-cut Clerk's Office within the neet the (5) business open, if you do not present acceptable photo to in the Cincut Erech (Clerk within the next the (5) business days, you reflident basis to except you did not present photo IO based spon as regimes object to be provingerables, your difficable basis will convinced if you complete an affective of English of Sport and Christian convinced if you complete an affective of English of Sport and Christian convinced if you complete an affective of English of Sport on the Christian convented if you complete an affective of English of Sport on the Christian Christian Christian convented if you complete an affective of English of Sport on the Christian convented in the Christian Christian convented in the Christian Christian convented in the Christian convented in the Christian convented in the Christian convented in the Christian convented convented convented convented in the Christian convented convented

days, your amounts daken with not be counted.

Under feeding and state law, you are entitled to discover the disposition of your affidient ballot. Please contact your party securitive committee (in primary electrons), your electron commission (in general and special electron) or your Circuit Clork to determine whether your affidavit ballot was counted and, if not, then why. Please do not telephone the contact until the 105 days from today.

CONTACT: TELEPHONE NUMBER

- All voters who vote by an affidavit ballot must receive instructions.
- Instructions should include contact information for the Election Commissioners (Executive Committee for Primary Elections) and/or Municipal Clerk.
- Federal and State requirement.



32

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.



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.



34

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



35

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.



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.



37

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 exist 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.



38

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.



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.



40

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.



41

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.



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.



43

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.



44

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.



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

Embezzlement Obtaining Money or
Extortion Goods Under False
Felony Bad Check
Larceny under lease Perjury
Rape

Statutory Rape
Carjacking
Receiving Stolen
Property
Voter Fraud



46

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.



47

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.



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.



49

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

• 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.



50

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.



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.



52

Prohibitions at the Polls

• Use of Sample Ballots

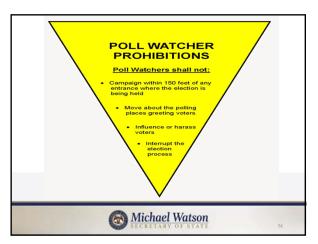
It is permissible for an individual voter to bring a sample ballot into the polling place for the voter's own use as a reminder of the candidate(s) for whom he/she intends to vote. A voter, however, cannot be permitted to use the sample ballot as campaign literature in attempting to influence other voters 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.



53



Closing Procedures

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



55

Closing the Polls

7:00 P.M. - UNTIL

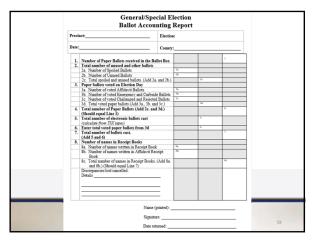


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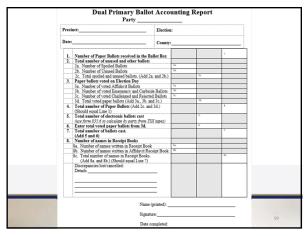
Printing Results Tapes

- 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.





58



59

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.





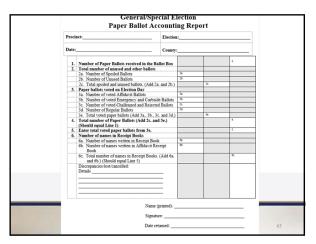
61

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.



62



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).



64

Returning Election Materials

Materials NOT placed in the sealed ballot box/bag:

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



65

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.



Helpful Tips



67

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.)



68

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.



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.



70

Multiple Ballot Styles

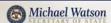
- **Split precincts:** Voters in the precinct vote different ballots based upon the voter's residential address.
- Make sure your poll managers are aware of multiple ballot styles in their precinct and know how to ensure each voter receives the correct ballot style.



71

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.



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

Fax: (601)576-2545

www.sos.ms.gov

