

Poll Managers Election Day Activities

2020 County Party Executive
Committee Training

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



Poll Managers

- Prior to Election Day, the Executive Committee should have:
 - Selected 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.



Voting Machines

- Prior to Election Day, the Executive Committee 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.



Receiving & Returning Manager

- Executive Committee schedules a time prior to the election for the Receiving and Returning Manager to pick up the election material.
 - Executive Committee/Circuit Clerk’s Office should have the ballot boxes and supply boxes packed and ready for pick up.



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 (one from each party).
- Follow opening procedures for the machines.
 - Immediately alert Election Central if you have problems.
- Print, sign and post Zero Tapes.
 - 1 signed zero tape posted on the wall; 1 signed zero tape placed inside the memory card transport bag.



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.).



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 paper ballots must be kept in the sealed ballot box/bag until the polling place closes.
 - Absentee, 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 laws
 - General information on prohibitions of fraud and misrepresentation
 - Instructions for affidavit voters
 - Instructions for unverified mail-in registrants who are first-time voters



Voter Information Signs (cont.)

- Sample ballot
- Hours the polling place will be open
- List of absentee voters
- Zero tapes
- TSX (or voting device) voting instructions
- List of acceptable forms of photo identification
- Attorney General Opinion Poster on Voter ID



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 and Candidate Representatives

- Each candidate on the ballot shall have the right to be present at the polling place, or to have a representative present.
- Political parties with a candidate on the ballot may have two (2) representatives present at the polling place in general 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.




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




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.



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.



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.



<p>FORM # AFFIDAVIT BALLOT 1. VOTER INFORMATION <i>(to be completed by voter)</i></p> <p>1. Precinct Name of voter: _____ Precinct Name, if applicable</p> <p>2. Date of Birth: _____ Full, Given's, Surname & Suffix: _____</p> <p>3. Home (Current) Street Address: _____ City & Zip Code: _____</p> <p>4. Old Precinct Street Address: _____ City & Zip Code: _____</p> <p>5. Current Mailing Address: _____ City & Zip Code: _____</p> <p>6. Did you recently register to vote in this county? Yes _____ No _____ <small>*If you did not make a Missouri Street Cancellation, then provide the last 4 digits of your Social Security number.</small></p> <p>AFFIDAVIT OF VOTER <i>(Check only ONE box below)</i></p> <p><input type="checkbox"/> I am not registered to vote because I have been legally denied registration. (M)</p> <p><input type="checkbox"/> I am eligible to vote in this election, I am a resident of this precinct and haven't registered to vote in this county at least 30 days prior to this date, and:</p> <p><input type="checkbox"/> I have moved recently from the old street address (provided above) to the new address (provided above). (M)</p> <p><input type="checkbox"/> I have not moved recently, but my name is not on the pollbook. (M)</p> <p><input type="checkbox"/> I did not present acceptable photo ID. (M)</p> <p><input type="checkbox"/> I have a religious objection to being photographed. (M)</p> <p><input type="checkbox"/> I do not otherwise qualify under state or federal law to cast a regular election day ballot.</p> <p>7. Signature of voter: _____ Date: _____</p> <p>8. Signature of Poll Manager (Poll Manager: do not complete Poll Manager information on other side of this envelope): _____</p> <p>NOTICE TO VOTER</p> <ul style="list-style-type: none"> • Be sure you have read and completed all areas printed above. • Be sure you have signed this affidavit accurately. • 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. 	<p>2. POLL MANAGER <i>(Don't sign on the other side of envelope)</i></p> <p>Election: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special</p> <p>(Month, Day) _____ (Year) _____ County of _____</p> <p>Reason for Affidavit Ballot</p> <p><input type="checkbox"/> Voter's name not on pollbook</p> <p><input type="checkbox"/> Voter did not present ID</p> <p><input type="checkbox"/> Voter's name on inactive list</p> <p>Date of Election: _____</p> <p>Ballot Issued From: _____ (Name of Precinct)</p> <p>Comments: _____</p> <p>3. FOR ELECTION COMMISSION OR PARTY COMMITTEE USE ONLY</p> <p>Registered in Precinct: _____ (Name of Precinct)</p> <p>Voted in Precinct: _____ (Name of Precinct)</p> <p>Mark all that apply</p> <p><input type="checkbox"/> Not registered and no evidence of registration</p> <p><input type="checkbox"/> Registered but name not on pollbook</p> <p><input type="checkbox"/> Registered too late</p> <p><input type="checkbox"/> Moved within county/municipality</p> <p><input type="checkbox"/> Moved outside county/municipality</p> <p><input type="checkbox"/> Inactive or purged voter</p> <p><input type="checkbox"/> No acceptable photo ID</p> <p><input type="checkbox"/> Voter presented photo ID within 5 business days after casting ballot.</p> <p><input type="checkbox"/> Voter did not present photo ID within 5 business days after casting ballot.</p> <p><input type="checkbox"/> Voter completed affidavit of religious objection within 5 business days after casting ballot.</p> <p><input type="checkbox"/> Voter did not complete affidavit of religious objection within 5 business days after casting ballot.</p> <p>Final Action Taken on Affidavit Ballot:</p> <p><input type="checkbox"/> ACCEPTED</p> <p><input type="checkbox"/> REJECTED</p> <p>Follow-Up Action Taken:</p> <p><input type="checkbox"/> Address changed/updated in SAMS</p> <p><input type="checkbox"/> Voter returned to active status in SAMS</p> <p><input type="checkbox"/> Information forwarded to county/municipality</p> <p><input type="checkbox"/> Mail to voter registration sent to voter</p>
---	---

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 ballot on the voting machine.



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.



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.



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.



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.



The image shows a scan of a yellow 'AFFIDAVIT BALLOT' form. It is divided into several sections:

- SECTION 1: VOTER INFORMATION** - Fields for name, address, and phone number.
- SECTION 2: POLL MANAGER** - Fields for name, address, and phone number, plus checkboxes for 'Primary', 'General', and 'Special' elections.
- SECTION 3: REASON FOR AFFIDAVIT BALLOT** - A list of checkboxes for reasons such as 'I have moved recently', 'I am unable to present a photo ID', etc.
- SECTION 4: FINAL ACTION TAKEN ON AFFIDAVIT BALLOT** - Checkboxes for 'ACCEPTED' and 'REJECTED'.
- SECTION 5: NOTICE TO VOTER** - A small text box at the bottom with instructions.

 The form is partially filled out with handwritten information.

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 what to do if the voter cast an affidavit ballot because of an inability to present an acceptable form of photo ID.



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 early election committee (or primary workers), 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:




- 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 Circuit Clerk.
- Federal and State requirement.

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.

Miss. Code Ann. §23-15-551



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.



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



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



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.



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.



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.



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.



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



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.



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.



Disenfranchising Crimes

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

*Attorney General's Opinion
Heggie, July 9, 2009;
Miss. Code Ann. § 23-15-11*



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.



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 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.



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 that are held on private property are leased to the county for the day of the election, wherein the 150-Foot rule applies.



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.



Prohibitions at the Polls (cont.)

- 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.



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.




POLL WATCHER PROHIBITIONS

Poll Watchers shall not:


- Campaign within 100 feet of any entrance where the election is being held
- Move about the polling place greeting voters
- Influence or harass voters
- Interrupt the election process

 **Michael Watson**
SECRETARY OF STATE

 **Michael Watson**
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.

 **Michael Watson**
SECRETARY OF STATE

Closing the Polls
7:00 P.M. – Until



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.



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.



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.



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."



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.



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;
 - 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.



Processing Absentee Ballots (cont.)

- In counties in which DRE voting devices are used at the polling place and a central scanner is used for paper ballots:
 - 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.



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.



Processing Absentee Ballots (cont.)

- 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.



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.



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.



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



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.



Returning Election Materials

- Materials NOT placed in the sealed ballot box/bag:
 - Pollbook(s);
 - Payroll;
 - Absentee voters’ list; and
 - Precinct signs.



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



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).



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 because the poll manager could not get in touch with the county 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.



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.



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



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.
 - Executive Committees and resolution boards do not process absentee ballots!



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.



Receiving & Returning Manager

- The person who picks up the ballot box and supply box should be the same person who returns it.
 - 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
ElectionAnswers@sos.ms.gov
www.sos.ms.gov