

# MISSISSIPPI POLL MANAGER GUIDE

## ELECTION DAY OPERATIONS

(Desoto, Hinds, Lee, Rankin, and Yalobusha Counties)



Published By



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**SECRETARY OF STATE**

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## About this Guide

The Mississippi Poll Manager Guide is published by the Secretary of State's Office as a resource guide for use on Election Day. In an effort to create uniformity and consistency throughout the state, this guide provides a wealth of information to assist you in executing the responsibilities and duties of a Poll Manager.

The term "Poll Managers" is used throughout this publication even though they are sometimes referred to as "Poll Workers." Topics in this guide range from election procedures, duties and responsibilities, to prohibitions at the polls.

Special thanks to the Attorney General's Office, Circuit Clerks, Election Commissioners, and the Process Document Focus Group for their assistance.

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## *For Assistance*



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Mississippi Secretary of State's Office  
Attn: Elections  
Post Office Box 136  
Jackson, Mississippi 39205-0136



### **Location**

Mississippi Secretary of State's Office  
The Heber Ladner Building  
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## **SECTION I - TYPES OF POLL MANAGERS AND DUTIES**

The first section of this guide contains information on types of Poll Managers and their duties and responsibilities. The following topics are covered:

- General Poll Managers
- Receiving and Returning Manager
- Initialing Manager (paper and scanner ballots only)
- Alternate Initialing Manager (paper and scanner ballots only)
- Bailiff
- General Prohibitions at the Polls
- Opening the Polls Checklist

## **A. General Poll Managers**

The managers shall take care that the election is conducted fairly and agreeably to law, and they shall be judges of the qualifications of electors. (Miss. Code Ann. § 23-15-233)

Poll Managers are primarily responsible for:

1. Safeguarding all election materials;
2. Ensuring that only qualified voters are permitted to vote and that each qualified voter is permitted to vote only once;
3. Distributing ballots or equivalent;
4. Ensuring that all votes are cast in secret.

Poll Managers are also responsible for the following:

1. Verifying each voter's name in the Pollbook;
2. Have the voter sign the Receipt Book;
3. Provide Voter Assistance;
4. Provide Voter Instructions;
5. Completing reporting requirements at the end of the election.

Additional information on these steps is included throughout this guide.

## **B. Receiving and Returning Manager**

The Manager designated by the appointing election officials as the Receiving and Returning Manager must perform the following tasks:

1. On the day before the election, obtain from the Circuit Clerk or the Election Commissioners, the box(es) for his/her precinct containing the ballots and all other necessary materials – including the Pollbooks, the blank tally sheets, the blank forms to be used in making returns, the cards of instruction, stationery, and supplies. (Miss. Code Ann. § 23-15-251)
2. Both the election official and Receiving and Returning Manager shall sign duplicate receipts stating the number of ballots or other related supplies received by the Poll Manager. One receipt is maintained by the Circuit Clerk and the other shall be placed in the ballot box after the polls have been closed. (Miss. Code Ann. §§ 23-15-335; 23-15-591)
3. Ensure that the box(es) and the contents are not tampered with prior to the opening of the polls by verifying that all seals are accounted for.

4. Deliver the ballot box(es) and the contents to the appropriate polling place by at least 6:30 a.m. on Election Day (Miss. Code Ann. § 23-15-477). Open the box(es) and distribute the materials to each table.
5. Reseal the box(es) and voting machines.
6. After the polls are closed on Election Day, the procedures your county uses for closing the machines and processing of paper ballots must be completed. All used and unused ballots, tabulation forms, reports, and other materials must be sealed in the boxes and returned to Election Central. (Miss. Code Ann. § 23-15-531.10)

### **C. Initialing Manager (Paper and Scanner Ballots Only)**

The Initialing Manager is responsible for endorsing his/her initials in the designated area of an official blank ballot. The Initialing Manager and the Receiving/Returning Manager cannot serve in the same capacity.

After a voter has signed his/her name in the receipt book or on the voter list, the Initialing Manager must do the following:

1. Write his/her initials, in red ink, where appropriate on the official blank ballot so that the initials may be seen after the ballot has been marked and folded;
2. Give the initialed blank ballot to the voter; and
3. After the voter has marked the ballot, a Poll Manager shall verify the initials of the Initialing Manager are on the back of the ballot before it is placed in the ballot box or the scanner. (Miss. Code Ann. § 23-15-541)

### **D. Alternate Initialing Manager (Paper and Scanner Ballots Only)**

In the absence of the Initialing Manager, the Alternate Initialing Manager shall perform the duties specified above. (Miss. Code Ann. § 23-15-541)

### **E. Bailiff**

The Bailiff has a number of specific statutory duties and responsibilities that must be carried out to ensure a lawful, peaceful, and orderly election.

The Bailiff is appointed by:

- The County Party Executive Committee (in Primary elections) or
- The County Elections Commission (in General and Special Elections).
- If a Bailiff is not designated or fails to serve on Election Day, the Poll Managers must then select a Bailiff to serve at that precinct.

The Bailiff may also act as the Initialing Manager or the Alternate Initialing Manager.

## **Duties of the Bailiff**

1. Open polls promptly at 7:00 a.m.
2. Keep order.
3. Line up voters waiting to vote. If someone is waiting to vote, the voter may occupy the booth for only five (5) minutes. If no one is waiting to vote, the voter may remain in the booth no longer than ten (10) minutes. (Miss. Code Ann. § 23-15-435)
4. Prevent campaigning and/or campaign materials from being displayed within one hundred fifty (150) feet of any entrance of the building where a polling place is, except on private property;
5. Close polls at 7:00 p.m.; stand at the end of the line of voters and announce the polls closed.
6. Check written credentials of Poll Watchers (Miss. Code Ann. § 23-15-245) and monitor Poll Watchers by using the following guidelines:
  - a) Every candidate (or political party in General or Special Elections) on the ballot has the right to have one (1) Poll Watcher present at the polling place to carefully observe the election and challenge the qualifications of voters.
  - b) A candidate representative must have written credentials from the candidate.
  - c) A party representative (only in General Elections) must have written credentials from the state/county party chair. Political parties may have two (2) Poll Watchers in General and Special Elections only.
  - d) A candidate or his/her Poll Watcher may challenge the qualifications of any person offering to vote or any absentee voter. His/her challenge shall be considered and acted upon by the Poll Managers.
  - e) Poll Watchers are not allowed to campaign or attempt to influence or persuade voters.
  - f) A candidate or his/her Poll Watcher shall be provided a suitable position from which he/she may be able to carefully inspect the manner in which the election is held.
  - g) Poll Watchers may be present at the public counting of the ballots.
  - h) Prohibitions of Poll Watchers include but are not limited to:
    - Moving about the polling place greeting voters.
    - Influencing voters.
    - Interrupting the election process
    - Distributing or displaying campaign material within one hundred fifty (150) feet of any entrance where the election is being held.



## **F. General Prohibitions at the Polls**

Poll Managers should be aware that the following activities may interrupt the voting process and therefore are prohibited.

### **1. Thirty (30) Foot Rule**

No loitering is allowed within thirty (30) feet of the polling place. The bailiff is to keep the area clear. After casting his/her vote, a voter should leave, making room for other voters. If he/she does not leave, after being asked to leave by the bailiff, call a local law enforcement officer.

### **2. Disturbances**

If anyone becomes unruly or abusive, the bailiff may ask him/her to leave. If he/she will not leave, call a local law enforcement officer. All 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 premises upon completion. Under federal law, uniformed persons at a polling place are considered a form of intimidation.

### **3. 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. (Miss. Code Ann. § 23-15-893)

### **4. Other Prohibitions**

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 one hundred fifty (150) feet of any entrance to a building in which an election is being conducted. 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. (Miss. Code Ann. § 23-15-895)

### **5. Wearing Campaign Paraphernalia**

Wearing T-shirts, buttons, stickers, etc., with a candidate's name or picture on it, within one hundred fifty (150) feet of any entrance to a building where an election is being conducted, constitutes the posting of campaign literature and is prohibited. Such paraphernalia must be covered or removed before a voter comes within one hundred fifty (150) feet of any entrance to a building where an election is being conducted. (Miss. Code Ann. § 23-15-895)

**6. 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.

**7. Literature**

It is unlawful for any candidate for elective office, or any representative of such candidate, to post or distribute literature within one hundred fifty (150) feet of any entrance of a building where an election is being held.

**8. Private Property**

If a polling place is within one hundred fifty (150) feet of private property, the owner of the property may display campaign material. Polling places that are held on private property that are leased to the county for the day of the election, wherein the one hundred fifty (150) feet rule applies. A candidate may go to the private property and politely ask if the literature could be moved, but the owner is under no obligation to remove anything.

## H. Opening the Polls Checklist

- \_\_\_\_\_ 1. Set all watches to the same correct time.
  - \_\_\_\_\_ 2. Appoint an Initialing Manager and Alternate Initialing Manager.
  - \_\_\_\_\_ 3. Open the box(es) and remove supplies.
  - \_\_\_\_\_ 4. Lock sealed absentee envelopes in ballot box and keep box locked until polls close.
  - \_\_\_\_\_ 6. Complete Voter Register Book and sign oath.
  - \_\_\_\_\_ 8. Post Voter Information as outlined below:
    - A sample ballot;
    - The hours during which the polling place will be open;
    - Instructions on how to cast an Affidavit (Provisional) Ballot;
    - Instructions for mail-in registrants who are first-time voters;
    - General information on voting rights under federal and state laws;
    - General information on prohibitions on fraud and misrepresentation;
    - List of Absentee Voters
- A sample of the Voter Information Poster is in Appendix H.
- \_\_\_\_\_ 9. Open polls at 7:00 a.m.

## **SECTION II - MANAGING THE POLLS AND** **CONDUCTING THE ELECTION**

This section will provide guidance on the procedures to follow from 7:00 a.m. to 7:00 p.m. on Election Day. The following topics are addressed in detail:

- A. The Voting Process
- B. Voter's Rights
- C. Voter Requirements for First Time Mail-in Registrants
- D. Voter Assistance
- E. Paper Ballots
  - 1. Regular Election Day Ballots
  - 2. Affidavit Ballots
  - 3. Emergency Ballots
  - 4. Spoiled Ballots
  - 5. Curbside Voting Ballots
  - 6. Challenged Ballots

## A. THE VOTING PROCESS STEPS

When a voter appears, the following procedure should be followed:

1. **Pollbooks.** A Poll Manager checks for voter's name in the Pollbooks. If you are having difficulty locating a voter's name in the Pollbook, ask if there has been a name or address change:
  - a) Check under maiden name or married name(s);
  - b) Check for a misspelling or unusual spelling;
  - c) Check to see if the person was listed under his/her first name instead of his/her last name;
  - d) Find out when and where the person registered to vote.
2. **Find Correct Precinct.** Poll Managers should make every effort to ensure the voter is in the correct precinct, including calling the office of the Circuit Clerk or the Election Commission to verify the voter's polling place.
3. **Receipt Book.** If the voter's name is found in the Pollbook (and if required, identification is shown), the voter signs his/her name in a receipt book or on a voter list and is permitted to cast a regular Election Day ballot. (Miss. Code Ann. § 23-15-541)
4. **Affidavit Ballot.** If the name of the voter is not in the Pollbook, he/she has registered to vote and he/she has lived in the county at least thirty (30) days prior to the election, that person shall be allowed to cast an Affidavit (Provisional) ballot. Refer to the Affidavit Ballot Checklist on page 15 for details.
5. **Voter Assistance.** Any voter who declares to the managers of the election, that he/she requires assistance to vote because of blindness, disability, or inability to read or write may be given assistance by a person of the voter's choice other than the voter's employer, an agent of the employer, or an officer or agent of the voter's union. The person providing assistance must not tell the voter whom or what to vote for or against. (Miss. Code Ann. § 23-15-549)
6. **Voter Information.** After signing the receipt book, the voter may go to the voting booth. However, before going to the booth, the voter may be shown how to operate and properly cast the ballot with visual aids and verbal instructions by a Poll Manager.
7. **Voting.** The voter may not occupy a voting booth already occupied by another voter. The voter may not remain in the voting booth longer than ten (10) minutes, if other voters are not waiting; or no longer than five (5) minutes, if other voters are waiting. (Miss. Code Ann. § 23-15-551)

8. **Voter Instruction.** If the voter asks for further instructions after he/she enters the booth, two (2) Poll Managers shall enter and give him/her instructions. After giving such instructions, and before the voter casts his/her vote, the Poll Managers assisting the voter must leave. The voter may then cast his/her vote in secret. After casting his/her ballot, the voter will leave the polling place. (Miss. Code Ann. §§ 23-15-551; 23-15-437)
  
9. **Ballot Cancellation. (*DRE only*)** If an elector leaves the voting booth without having pressed the appropriate button on the unit or location on the screen to finally cast his or her ballot and cannot be located to return to the booth to complete the voting process, then a Poll Manager shall take the steps necessary to void the ballot that was not completed by the elector and an appropriate record shall be made of the event. (Miss. Code Ann. § 23-15-531.9 [2]) **This code section is only applicable to DRE units.** The code section (Miss. Code Ann. § 23-15-435) which states no voter may re-enter the voting compartment after leaving it, is **not applicable to DRE unit usage.**

## **B. VOTER'S RIGHTS**

As qualified electors, all voters have the right to:

- Ask questions;
- Request assistance with voting, prior to voting; **ONLY** if the person is visually impaired, physically disabled, or cannot read or write;
- Review a sample ballot posted at the polling place prior to voting, and take information into the voting booth (i.e. sample ballot);
- Mark ballot in private, free from intimidation; (NOTE: Voter intimidation is a criminal offense under Miss. Code Ann. §§ 97-13-37; 97-13-39)
- Receive and cast a ballot if in line to vote at the time the polls close at 7:00 p.m.;
- Choose **NOT** to cast a vote in any particular race, while completing the rest of the ballot;
- Have his/her ballot counted, if it is cast legally;
- Request and vote by Affidavit Ballot, if name does not appear on the Pollbook and he or she is in the correct polling place. Election Commissioners and Political Party Committees will verify information after the polls close to determine if ballot was legally cast;
- Request and vote by Affidavit Ballot, if he/she registered by mail since January 1, 2003, and is flagged in the Pollbook to show identification, but does not have a HAVA-approved form of identification to present;
- Receive written information on how to learn if your Affidavit Ballot was counted (Refer to details on page 16); and
- Be treated with politeness and respect by all election workers.

## **C. VOTER REQUIREMENTS FOR FIRST TIME MAIL-IN REGISTRANTS**

If the voter registered to vote by mail after January 1, 2003 and did not submit a copy of the required identification with the application or did not match with the state's driver's license database and is voting for the first time in the jurisdiction, he/she must present identification to cast a regular Election Day ballot.

Acceptable forms of identification are:

1. A current and valid photo identification (e.g., driver's license);
2. A current utility bill with voter's name and address;
3. A bank statement with voter's name and address;
4. A government check with voter's name and address;
5. A paycheck with voter's name and address; or
6. Any other government document that shows voter's name and address.

If the voter does not have a form of identification, the voter may cast an Affidavit Ballot. The voter is entitled to receive written information (Refer to Sample Instructions on page 16) to determine whether the Affidavit Ballot was counted and if not, why not. (Miss. Code Ann. § 23-15-573)

## **D. Voter Assistance**

Any voter, who proclaims *blindness, physical disability, or inability to read or write*, may receive assistance in the booth (Miss. Code Ann. § 23-15-549). These are the only valid reasons.

### **1. How Does a Voter Get Assistance in the Voting Booth?**

To receive assistance in the voting booth, the voter must tell the Poll Manager that he/she needs help marking his/her ballot, state one of the reasons listed in the law and choose someone to help him/her.

### **2. Who Can Assist a Voter in the Voting Booth?**

Anyone may assist a voter in marking his/her ballot except the voter's employer, the employer's representative, or a representative of any union of which the voter is a member. (Miss. Code Ann. § 23-15-549)



## **E. PAPER BALLOTS**

This section will provide information on the different types of paper ballots that Poll Managers will encounter at the precinct during Election Day. All paper ballots should be initialed by the Initialing Manager.

NOTE: Emergency Ballots will only be used in jurisdictions that utilize DRE voting machines, and Regular Election Day Ballots will only be used in jurisdictions that utilize precinct scanners.

### **1. Regular Election Day Ballots (Precinct Scanner Only)**

In jurisdictions that utilize precinct scanners, after the voter has been verified and has signed the receipt book, he or she will be issued a Regular Election Day Ballot. This ballot must be initialed by the Initialing Manager. The voter must then complete the ballot using an approved marking device and place it in the ballot box.

### **2. Affidavit/Provisional Ballots**

Only those electors whose names appear on the Pollbook shall cast Regular Election Day Ballots. However, a person whose name does not appear may cast an Affidavit (Provisional) Ballot. Affidavit (Provisional) voters will cast their votes on paper ballots. Each polling place will be issued paper ballots for this purpose. (Miss. Code Ann. § 23-15-573)

The election officials -- the Party Executive Committee for primaries and the Election Commissioners for General and Special Elections-- must examine the records when canvassing the returns and allow the Affidavit (Provisional) Ballot to be counted or not counted, as shall appear to be legal. (Miss. Code Ann. § 97-13-35)

HAVA states that local election officials shall establish a free access system (such as a toll-free telephone number or an Internet website) that any individual who casts a Affidavit (Provisional) Ballot may access to discover whether the vote of that individual was counted, and, if the vote was not counted, the reason that the vote was not counted. In compliance with HAVA, affidavit voters should be provided with an information sheet about how to vote by Affidavit Ballot and how to contact the free access system.

The following pages contain an Affidavit Ballot Checklist and a sample of the Affidavit Voter Information Sheet is available on page 16.

**POLL MANAGERS AFFIDAVIT (PROVISIONAL) BALLOT**  
**CHECKLIST**

- \_\_\_1. Voter appears at the polling place and Poll Managers determine that voter's name is not on the Pollbooks.
- \_\_\_2. The Poll Managers must then determine if the voter should be voting at another polling place. This is done by referring to a master list of all voters, or by contacting the Circuit /Municipal Clerk, Election Commission, or Executive Committee and by simply asking where the voter resides.
- \_\_\_3. If the voter resides in another precinct, the Poll Manager must tell the voter he/she must go to that precinct's polling place. Reason: if the voter casts a ballot in a precinct where the voter does not reside, the entire ballot must be rejected by the Election Commission or Executive Committee. **If a voter casts an Affidavit Ballot in the wrong precinct, it will not be counted.**
- \_\_\_4. If the Poll Managers establish that the voter is in the correct precinct but his/her name is not in the Pollbook, they should advise the voter that he/she may vote by Affidavit Ballot. The voter must then sign a separate sign-in sheet (receipt book). Do not have the voter sign the same receipt book that all non-Affidavit Ballot voters sign. Instead, provide a separate sign-in sheet for this purpose, labeled "Affidavit Voters."
- \_\_\_5. The voter and Poll Manager should complete the appropriate sections of both sides of the Affidavit Ballot envelope as follows:
  - \_\_\_a. The Poll Manager checks the type of election, the name of the county/municipality, the reason for using an Affidavit Ballot, and prints the name of the precinct and date.
  - \_\_\_b. The voter provides as much of the requested identifying information as possible (date of birth, social security number, address, etc.)
  - \_\_\_c. The voter checks the appropriate box under Affidavit of Voter.
  - \_\_\_d. If the voter has moved within the county where he/she is registered to vote, then the physical address of the current residence is provided, along with the name of the county/municipality.
  - \_\_\_e. The voter signs the envelope.
  - \_\_\_f. The Poll Manager signs the envelope.
- \_\_\_6. The Poll Manager provides the blank ballot to the voter.
- \_\_\_7. The voter is provided a suitable place where he/she can mark the ballot in secret.
- \_\_\_8. The voted ballot is folded by the voter and handed to the Poll Manager who places it in the Affidavit Ballot envelope and seals the envelope.
- \_\_\_9. The sealed Affidavit Ballot envelope is then placed in the ballot box.
- \_\_\_10. After the individual has cast an Affidavit Ballot, the Poll Manager shall provide information on a toll-free access system and written information on how to use this system for affidavit voters to learn the outcome of their ballot.

## Instructions for Voters who Cast Affidavit Ballots

You have had to cast an Affidavit Ballot because you certified that:

- 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:**

- I have moved recently from the old street address written above to the new address written above; **or,**
- I have *not* moved recently, but my name is not on the Pollbook; **or,**
- I do not otherwise qualify under state or federal law to cast a *regular Election Day ballot*.

Under new federal law, the Help America Vote Act of 2002, you are entitled to discover the disposition of your Affidavit Ballot. Please contact your county party Executive Committee to determine whether your Affidavit Ballot counted and if not, why not. The county party Executive Committee can be reached at:

CONTACT: \_\_\_\_\_  
(Name of Elections Commissioner or Party Chair)

PHONE: \_\_\_\_\_

### **3. Emergency Ballots (DRE Only)**

Optical Scan Ballots may be used as Emergency Ballots in the event of a malfunction in DRE voting machines that make the units unavailable for voting. If such an emergency occurs, voters should be validated and checked in under the normal process, then issued a paper ballot. The voted ballot will be deposited in the Ballot Box. **Optical Scan emergency ballots are not to be used as a convenience item such as when the polls are busy and a voter might have to wait for a DRE voting machine.** (Miss. Code Ann. § 23-15-531.12)

These ballots must be initialed by the Initialing Manager. **Also, no Emergency Ballots will entered into the DRE voting machines at the precinct.**

### **4. Spoiled Ballots**

A person who has mistakenly marked a ballot is entitled to receive up to three (3) ballots. When one is spoiled it is placed in the spoiled ballot envelope. **DO NOT PLACE IN THE BALLOT BOX.** If possible, place all spoiled ballots in the same envelope and at the end of the day enter the total number of ballots inside the envelope on the front of the envelope. This must be part of the total number of ballots used at the precinct, which is recorded in the space on the envelope. All spoiled ballot envelopes should be placed in the ballot box at the end of the day. (Miss. Code Ann. § 23-15-553)

### **5. Curbside Voting Ballots**

A physically disabled voter who does not vote by absentee ballot and who drives or is driven to the polling place but is unable to enter the structure where the actual voting is taking place, may be provided necessary assistance in voting if the Poll Managers, in exercising sound discretion, determine that the Voter is actually at the polling place. (Attorney General's Opinion, July 1, 1959, Biennial Report, p. 23)

HAVA requires that each voter be provided an opportunity to privately and independently cast their ballot. Physical access to the polling location for disabled individuals addresses this requirement and all qualified voters should be encouraged to vote within the polling location. However, if a voter chooses not to enter the polling location, a paper ballot should be provided and the Poll Manager should follow the paper ballot procedures. The Initialing Manager shall initial the ballot in red ink.

### **6. Challenged Ballots**

If a voter is challenged, the Poll Managers must CONSIDER AND ACT on each challenge. Refer to the following checklist for details on this procedure.

## **POLL MANAGER'S CHALLENGED BALLOT CHECKLIST**

### **CHALLENGES**

#### **Who can challenge a voter?**

- A candidate;
- A candidate's official Poll Watcher;
- A political party's official Poll Watcher (not applicable for party primaries);
- Any qualified voter from that precinct; or
- Any Poll Manager in the polling place.

#### **What are the bases 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.

*There are no other reasons for a challenge. (Miss. Code Ann. §§ 23-15-571; 23-15-643; 23-15-731)*

#### **The following procedures must be followed when a person's ballot is challenged:**

**ACTION I:** If the Poll Managers believe the challenge is FRIVOLOUS, DISREGARD the challenge and accept the offered vote as though it had not been challenged. Provide the voter with a Regular Election Day Ballot.

**ACTION II:** If a voter is challenged and the Poll Managers cannot reach a unanimous decision, a paper ballot shall be supplied to the voter. The ballot is counted separately from the unchallenged ballots as follows:

- a) "Challenged" is marked on the ballot; and
- b) The ballot is placed in a separate envelope labeled "Challenged Ballots;" and finally
- c) 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.

**ACTION III:** If in the UNANIMOUS opinion of the Poll Managers the challenge is valid or well taken, a paper ballot shall be supplied to the voter. The ballot is REJECTED in the following manner:

1. Mark “Rejected” on the back of the ballot;
2. Write the name of the voter on the back, and place it in a strong envelope marked rejected; then
3. Seal the envelope and return it in the ballot box or ballot bag.

**(Reference: Miss. Code Ann. § 23-15-579)**

## **SECTION III - CLOSING THE POLLS**

This section will guide you through the processes that take place at the precinct after the polls have closed on Election Day. The following topics are included in this section:

- A. Closing the Polls Procedures/Checklist
- B. Absentee Ballot Procedures/Checklist
- C. Accounting for the Ballots
- D. Security of the Ballots, Ballot Chain of Custody
- E. Security of the Ballot Boxes
- F. Resolution Board (Precinct Scanner Only)

## A. Closing the Poll Checklist

- \_\_\_1. Close your precinct at 7:00 p.m. or after the last person who was in line *before* 7:00 p.m. has voted. The Bailiff should stand at the end of the line and announce the polls closed. Voters appearing after this time will not be allowed to enter the line.
- \_\_\_2. The door of the polling place **should not be** locked during the precinct closing procedures.
- \_\_\_3. Process the Absentee Ballots (Refer to the *DRE Absentee Ballot Procedure* on page 23 or the *Precinct Scanner Absentee Ballot Procedure* on page 25).
- \_\_\_4. Close down the voting system being used. (See applicable appendix for specific instructions) Lock and seal all machines, ballot boxes and supply boxes.
- \_\_\_5. Use the Ballot Accounting Report (See Appendix D) to assist you in accounting for ballots. If there is a discrepancy, it must be reported in writing within twenty-four (24) hours to the officials in charge of the election
- \_\_\_6. Report precinct vote totals:
  - A. DRE Elections:
    - i. Sign Totals Tapes provided by DRE Units
    - ii. All OS Ballots will be scanned at Elections Central
  - B. Precinct Scanner Elections:
    - iii. Scan all ballots except for Affidavit and Upheld Challenged ballots
    - iv. Complete precinct certification unless otherwise directed by the officials in charge of the election.

*NOTE: If using the ES&S Central Counting System, the vote count will not be known until canning occurs at the central counting location.*
- \_\_\_7. Complete and sign all documents.
- \_\_\_8. Place Affidavit (Provisional) Ballots together in ballot envelope (ballot box or precinct officer's canvass envelope). Write how many there are on the envelope.
  - DO NOT COUNT THE AFFIDAVIT (PROVISIONAL) BALLOTS. It is unlawful for Poll Managers to count them. Return them unopened to the Election Officials who will verify them and count them if legally cast.



- \_\_\_9. Keep the following materials outside the ballot box; they will be returned by the Receiving and Returning Manager to the election officials at the counting center.
  - Certificate of Election — original copy
  - Payroll
  - Slip showing number of affidavits, uncounted challenged ballots, spoiled uncounted Absentee Ballots, and unused ballots.
  - Ballot Receipt Sheet
  
- \_\_\_10. Absentee ballots, tally sheets, official voter certification form, the Affidavit Envelopes and the Voter Signature Registration Books go into your precinct officers' canvass envelope/supply boxes, which will be handed in along with your ballot box to election officials.
  
- \_\_\_11. Place all other materials in ballot/supply box.
  - Lock box, drop key on string inside box. Be sure it is attached to the string.
  - Seal box with seal provided.
  
- \_\_\_12. Clean up your work area. Remove materials and signs from the walls and place them into ballot/supply box, neatly folded. Place Absentee Voters' List, signs and sample ballots into the ballot box. Please remove all tape from these items and from the walls.
  
- \_\_\_13. Bring ballot/supply box and materials to the counting center as soon as vote count or closing of the election has been completed.

## B. ABSENTEE BALLOT PROCEDURES

### DRE POLL MANAGER'S ABSENTEE BALLOT CHECKLIST

*In elections in which direct recording electronic voting systems are utilized, the **unopened** absentee ballot envelope of qualified electors that did not appear in person to vote shall be marked accepted and placed in the ballot box/bag. (Miss. Code Ann. § 23-15-639) Counting of the absentee ballots is done at elections central; however, the decision to accept the ballot for counting is still made by the poll workers at the polling precinct.*

- \_\_\_1. After the polls close, remove the envelopes containing absentee ballots from the box.
- \_\_\_2. Announce the name, address, and precinct as shown on each absentee ballot envelope.
- \_\_\_3. Check for the registrar's seal and initials on the application. If the seal or initials are not present, the ballot shall be marked "REJECTED" with the reason for rejection and placed in a "Rejected Absentee Ballot" envelope.
- \_\_\_4. Check to make sure the affidavit or certificate of the officer before whom the affidavit is taken on the envelope and the application is sufficient.
  - Those voting because they have a temporary or permanent disability must have a witness over the age of 18 complete the certificate.
  - All others must have a notary complete the certificate with the exception of military and military spouses who may have the signature of non-commissioned or commissioned officers, postmaster, or any official authorized to administer oaths.
  - Those who appeared in person in the Circuit Clerk's office will have the certificate completed by the clerk or a deputy clerk.

If the certificate is found to be insufficient, the absentee ballot shall be marked "REJECTED" with the reason for rejection and placed in the "Rejected Absentee Ballot" envelope to be returned in the secure ballot box.

- \_\_\_5. Ensure the signatures on the absentee ballot envelope are across the flap of the envelope. If the signature is not across the flap, the ballot shall be marked "REJECTED" with the reason for rejection and placed in a "Rejected Absentee Ballot" envelope.
- \_\_\_6. Compare the Voter's signature on the application with the Voter's signature on the back of the ballot envelope. If the signatures are clearly not the same, the ballot shall be marked "REJECTED" with the reason for rejection and placed in a "Rejected Absentee Ballot" envelope.
- \_\_\_7. Check the Pollbook to see if the absentee voter may have voted in person. If the absentee voter did vote in person, the absentee ballot shall be marked "REJECTED" with the reason for rejection and placed in a "Rejected Absentee Ballot" envelope.

- \_\_\_8. Give anyone present the opportunity to challenge any absentee ballot in the same manner and for the same reasons that any other vote may be challenged, and take action on any written challenges to absentee ballots.
- \_\_\_9. If everything is in order the UNOPENED envelope shall be marked “ACCEPTED” and placed in an “Accepted Absentee Ballot” envelope.
- \_\_\_10. Enter the Voter’s name in the receipt book and mark “VOTED” by the Voter’s name in the Pollbook as if the Voter had been present and voted in person.
- \_\_\_11. The “Accepted” and “Rejected” ballot envelopes shall then be placed in the secure ballot transfer case (ballot box) and delivered to the officials in charge of conducting the election at the central tabulation point of the county.

(References: Miss. Code Ann. §§ 23-15-639; 23-15-641)

## PRECINCT SCANNER ABSENTEE BALLOT CHECKLIST

- \_\_\_1. After the polls close:
- \_\_\_2. Take applications and sealed ballot envelopes containing absentee ballots from the box;
- \_\_\_3. Announce the name, address, and precinct as shown on each Absentee Ballot envelope;
- \_\_\_4. The ballot shall not be counted, envelope not opened but be marked “REJECTED” with the reason for rejection and placed in a “Rejected Absentee Ballot” envelope **IF**:
  - a. The registrar’s seal, or initials, on the application are not present;
  - b. The signatures of voter and witness, on the absentee ballot envelope, are not across the flap of the envelope;
  - c. The voter’s signature on the application and on the back of the ballot envelope are not clearly the same; or
  - d. The absentee voter actually voted in person
- \_\_\_5. Give anyone present the opportunity to challenge any absentee ballot in the same manner, and for the same reasons, that any other vote may be challenged and take action on any written challenges to absentee ballots;
- \_\_\_6. If everything is in order, mark the ballot envelope “Accepted” and deposit it unopened in the ballot box with the other ballots;
- \_\_\_7. Enter the voter’s name in the receipt book and mark “VOTED” by the voter’s name in the pollbook as if the voter had been present and voted in person

(References: Miss. Code Ann. §§ 23-15-639; 23-15-641)

### **C. Accounting for the Ballots**

Ballots shall be accounted for at the close of the polls. (Miss. Code Ann. §§ 23-15-591; 23-15-519)

Voted ballots, all spoiled ballots, and all unused ballots will be placed in an envelope in the ballot box. The voted ballots, the spoiled ballots, and the unused ballots must correspond in total with the number of ballots originally accepted by the Receiving and Returning Manager. *Failure of the two numbers to correspond must be perfectly accounted for by a written statement by the Managers made under oath and enclosed in the ballot box.* The number of ballots voted must correspond with the number of names signed in the receipt book. *Failure of the two numbers to correspond must be perfectly accounted for by a written statement by the Managers made under oath and enclosed in the ballot box.*

If ballots are lost, the Managers must report the loss to the officials in charge of the election, including all facts connected with the loss and the number of ballots lost. If warranted, the officials in charge of the election shall deliver the report to the grand jury. (Miss. Code Ann. § 23-15-373)

### **D. Security of the Ballots, Ballot Chain of Custody**

Executive Committees (in Primary Elections), and Election Commissioners (in General and Special Elections), as the officials in charge of the election, have the affirmative duty to ensure that all memory cards, reports, and ballots (both voted and blank), are carefully accounted and kept secure. Poll Managers must also be thoroughly trained in their responsibility to fully account for every ballot.

### **E. Security of the Ballot Boxes**

Ballot boxes must be kept securely locked during the time the polls are open. Ballot boxes cannot be opened until after the close of the polls. After the ballot boxes have been delivered to the courthouse or counting center, the registrar shall keep in place on the lock of each ballot box a consecutively numbered metal seal. The seal shall remain on the ballot box lock except when the officials in charge of the election are engaged in public canvass of the election returns, publicly engaged in counting center activities, or the ballot box is otherwise opened as provided by law. (Miss. Code Ann. §§ 23-15-247; 23-15-595)

When all the materials have been placed in the ballot box, it must be locked and sealed by the Poll Managers of the precinct. The Receiving and Returning Manager will bring the ballot and supply box(es) to Election Central as soon as closing the election has been completed.

## **F. Resolution Board**

The officials in charge of the election shall appoint counting-center employees, members of the public or qualified voters to serve as judges on the Resolution Board. All ballots that have been rejected by the OMR tabulating equipment and that are damaged or defective, blank, or overvoted will be reviewed by the Resolution Board.

If any ballot is damaged or defective so that it cannot be properly counted by the OMR tabulating equipment, the ballot will be deposited in an envelope provided for that purpose marked “Damaged Ballots.” The officials in charge of the election shall have the judges on the Resolution Board tally by hand any damaged or defective ballots.

Ballots that have been rejected by the OMR tabulating equipment for appearing to be blank shall be examined to verify if they are blank or have been marked with a non-detectable marking device. If it is determined that the ballot is marked with a non-detectable device, the Resolution Board may mark over the voter’s mark with a detectable marking device.

All ballots that are rejected by the OMR tabulating equipment and that contain overvotes shall be inspected by the Resolution Board. On those ballots upon which an overvote appears, and voter intent cannot be determined by inspection of the Resolution Board, the officials in charge of the election may use the OMR tabulating equipment in determining the vote in the races which are unaffected by the overvote. At the direction of the officials in charge of the election, all other ballots, which are overvoted, shall be counted manually following the provisions governing the counting of paper ballots.

If for any reasons it becomes impracticable to count all or part of the ballots with the OMR tabulating equipment, the officials in charge may direct that the ballots be counted manually, following as far as practicable the provisions governing the counting of paper ballots.

The returns printed by the OMR tabulating equipment, to which have been added the manually-tallied ballots, shall be duly certified by the officials in charge and shall constitute the official returns of each voting precinct. Unofficial and incomplete returns may be released during the count. Upon the completion of the counting, the official returns shall be open to the public. (Miss. Code Ann. § 23-15-523)

## **APPENDIX A: POLL MANAGERS TOP TEN DO'S AND DON'TS**

1. DO treat all voters with politeness and respect.
2. DO make sure that the election is conducted fairly and agreeably to law, and be the judge of the qualifications of voters. (Miss. Code Ann. § 23-15-233)
3. DO provide ample protection against molestation of and injury to the DRE units. (Miss. Code Ann. § 23-15-531.6(3))
4. DO allow all qualified voters who have not voted, and who desire to vote, to have unobstructed access to the poll for the purpose of voting when others are not waiting. (Miss. Code Ann. § 23-15-241)
5. DO NOT allow any campaigning or handing out campaign literature within 150 feet of the polling place. (Miss. Code Ann. § 23-15-895)
6. DO provide written instructions to the voters who cast an affidavit provisional ballot on how to determine if their vote was counted and if not, why it was not counted. (Miss. Code Ann. § 23-15-573)
7. DO keep the peace and protect the voting place by preventing improper intrusion upon the voting place or interference with the election. (Miss. Code Ann. § 23-15-541).
8. DO allow any voter who says he is blind, physically disabled or is unable to read or write to be given assistance by anyone other than the voter's employer, or agent of the employer, or officer of agent of the voter's union. (Miss. Code Ann. § 23-15-549)
9. DO NOT attempt to guide, aid, direct or influence any voter in the exercise of his right to vote, except as expressly allowed by law. (Miss. Code Ann. § 23-15-237)
10. DO keep a space thirty (30) feet in every direction from the polls or the room in which the election is being held, open and clear of all persons except election officers, two (2) challengers of good conduct and behavior selected by each party, and candidates or a candidate representative. (Miss. Code Ann. §§ 23-15-245; 23-15-577)

## **APPENDIX B: FREQUENTLY ASKED QUESTIONS**

### **VOTER ASSISTANCE**

#### **Who can receive assistance in the voting booth?**

Any voter who says he/she is:

- Blind; or
- Physically disabled; or
- Cannot read or write.

#### **How does a voter get assistance?**

The voter must:

- Tell the managers he/she needs help to mark ballot;
- State one of the above reasons as to why help is needed; and
- Pick someone to help him/her.

#### **Who can assist a voter in the voting booth?**

The voter may have anyone help him/her mark his/her ballot, except:

- His/her employer or the employer's representative, or
- A representative of any union of which the voter is a member.

*A request for help should be honored unless it obviously appears to be untrue.*

**Can a candidate help a voter fill out their ballot?** Yes, they can assist in the voting booth if a person is blind, physically disabled or cannot read or write.

### **CURBSIDE VOTING**

**Who may vote by curbside voting?** A physically disabled voter who does not vote by Absentee Ballot and who drives, or is driven, to the polling place but is unable to enter the structure where the actual voting is taking place, may be provided necessary assistance in voting if the Managers, in exercising sound discretion, determine that the voter is actually at the polling place.

### **CHALLENGES**

#### **Who can challenge a vote?**

- A candidate;
- The candidate's official representative;
- A political party's official Poll Watcher; (not applicable for party primary)
- Any qualified voter from that precinct; or
- Any Poll Manager in the polling place.



### **What are the bases 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.

*There are no other reasons for a challenge. (Miss. Code Ann. §§ 23-15-571;23-15-643; 23-15-731)*

### **CAMPAIGNING AT THE POLL**

**How close can campaign literature be to the polling place?** No campaign literature or signs are to be within one hundred and fifty (150) feet of any entrance to the building, except if on private property.

**What if a voter has a campaign t-shirt on?** The wearing of a T-shirt with a candidate's name and/or picture on it within one hundred fifty (150) feet of any entrance to a building where an election is being conducted constitutes the posting of campaign literature and is prohibited. Such T-shirts must be covered or removed before a voter comes within one hundred fifty (150) feet of any entrance to a building where an election is being conducted. (Miss. Code Ann. § 23-15-895)

**Can a sample ballot be taken into the polling place?** Yes, 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/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.

**If private property is less than one hundred fifty (150) feet from the polling place, can campaign literature be displayed?** Yes, the owner of the property may display campaign literature. A candidate may go to the private property and politely ask if the literature could be moved.

**Note:** polling places that are held on private property are leased to the county for the day of the election, wherein the one hundred fifty (150) feet rule applies.

## **DISORDERLY CONDUCT**

**Is loitering allowed at the polling place?** No loitering is allowed within thirty (30) feet of the polling place. The Bailiff is to keep the area clear.

**What if a voter is intoxicated?** 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 a qualified voter, to vote while in custody.

**Who handles disorderly conduct at polling places?** The Bailiff does. (Miss. Code Ann. § 23-25-241)

## **POLL WATCHERS**

**Can Poll Watchers or candidate representatives be present during the counting of ballots?** Yes, they must be afforded reasonable space to observe.

**Do Poll Watchers have to present credentials to the Poll Manager before serving?** Yes, they must have written credentials from party or candidate.

**Can a candidate serve as a Poll Watcher?** Yes, but the candidate cannot have a Poll Watcher and representative present at the same time.

**How many Poll Watchers can a candidate have?** One (1) per precinct at any given time.

**Where do Poll Watchers sit?** He/she must be assigned a position from which they can view the election and challenge unqualified voters.

**What can a Poll Watcher do to make sure the receipt books are properly filled out?** Stand at a distance, but not in front or behind Pollbook or in any way that causes a disturbance.

**Can candidates or Poll Watchers greet voters?** No. (Miss. Code Ann. § 23-25-595)

## **IDENTIFICATION REQUIREMENTS**

**What HAVA approved identification must a 1<sup>st</sup> time mail-in voter have?**

1. A current and valid photo identification (e.g., driver's license);
2. A current utility bill with the voter's name and address;
3. A bank statement with the voter's name and address;
4. A government check with the voter's name and address;
5. A paycheck with the voter's name and address; or
6. Any other government document that shows the voter's name and address.

If the voter does not have a HAVA approved form of identification, he/she may cast an Affidavit Ballot. The voter is entitled to receive written information about how to determine whether their vote counted and if not, why not.

## **DISPUTES**

**Who handles disputes in the Primary Election?** The disputes are directed to the local party Executive Committee.

**Who handles disputes in the General Election?** The disputes during the General Election are directed to the local Election Commission.

## **POLL MANAGERS**

**Do Poll Managers have to consist of different political parties?** Poll Managers should not be of the same political party if suitable persons of different political parties can be found (Miss. Code Ann. § 23-15-231)

## **BALLOT QUESTIONS**

**Can people carry printed ballots within thirty (30) feet of the polls?** Yes, but campaigning is not permitted within one hundred fifty (150) feet of the polling place.

**Is crossover voting allowed?** No, if you vote republican in the 1<sup>st</sup> primary, you must vote republican in the 2<sup>nd</sup> primary. If you vote democrat in the 1<sup>st</sup> primary, you must vote democrat in the 2<sup>nd</sup> Primary Election.

**If a voter doesn't vote in all races on the ballot, does the ballot count?** Yes, undervoting is permissible.

**What is the Write-in Candidate space for on the ballot?** There shall be left on each ballot one (1) blank space under the title of each office to be voted for, and in the event of the death, resignation, withdrawal or removal of any candidate whose name shall have been printed on the official ballot, the name of the candidate duly substituted in the place of such candidate may be written in such blank space by the voter.

## **POLLBOOK QUESTIONS**

**Can a person whose name does not appear on the Pollbook be allowed to cast a regular ballot?** No, they may vote Affidavit (Provisional) Ballot.

**Can a voter who moved within the same county and didn't change registration information vote at the old precinct?** No, they need to go to the new precinct and vote affidavit (provisional).

**If a voter voted affidavit in the wrong precinct or county, can he/she go vote in the right precinct afterwards?** No, a voter can only cast one vote during an election.

**Where do I call to find out what precinct I vote in?** The local circuit clerk's office.

## **VOTING QUESTIONS**

**How long can a person stay in the voting booth?** The voter may not remain in a voting booth longer than ten (10) minutes if other voters are not waiting; or no longer than five (5) minutes if other voters are waiting.

**Can I vote in a runoff election, if I didn't vote in the primary?** Yes, if you were properly registered to vote at least thirty (30) days before the Primary Election.

## **CLOSING OF POLL**

**If there is a long line at 7:00 p.m., is the voter allowed to vote?** The last voter in line will be allowed. The Bailiff will stand at the end of the line at 7 p.m.

## **APPENDIX C: Mississippi Student Poll Worker Program**

The Secretary of State's Office seeks your consideration and assistance for the statewide student poll worker intern-training program. It will be offered in all counties and will include basic poll worker skills, communication techniques and the promotion of Mississippi's electoral process and public service.

In 2002, the Mississippi Legislature amended Section 23-15-240 of the Mississippi Code allowing junior and senior high school students to be poll worker interns. This law allows teenagers to become more acquainted with their community and the officials serving them.

### **Appointment of student interns to serve during elections (Miss. Code Ann. § 23-15-240)**

1. The officials in charge of the election in a county or municipality may, in their discretion, appoint not more than two (2) students for each precinct to serve as student interns during elections. To be appointed, a student must:
  - a. Be recommended by a principal, other school official, or the person responsible for the student's legitimate home instruction program;
  - b. Be at least sixteen (16) years of age at the time of the election for which the appointment is made;
  - c. Be a resident of the county or municipality for which the appointment is made;
  - d. Be enrolled in a public high school, an accredited private high school or a legitimate home instruction program and be classified as a junior or senior or its equivalent; or be enrolled in a junior/senior college or a college or university; and
  - e. Meet any additional qualifications considered necessary by the officials in charge of the election in the county or municipality.
2. The duties of the student interns appointed pursuant to this section shall be determined by the officials in charge of the election in the county or municipality; however, such duties shall not include:
  - a. Determining the qualifications of a voter in case a voter is challenged;
  - b. The discharge of any duties related to Affidavit Ballots;
  - c. The operation and maintenance of any voting equipment;
  - d. Any duties normally assigned to a bailiff; or
  - e. The tallying of votes.
3. Student interns shall at all times be under the supervision of the managers and clerks of the election while performing their duties at precincts.

4. Before performing any duties, student interns shall attend all required training for managers and clerks of the county or municipality and any additional training considered necessary by the officials in charge of the election in the county or municipality.

**Sources:** Laws, 2002, ch. 521, § 1; brought forward without change, Laws, 2002, ch. 590, § 1, eff July 22, 2002 (the date the United States Attorney General interposed no objection under Section 5 of the Voting Rights Act of 1965, to the bringing forward of this section.)

**APPENDIX D: BALLOT ACCOUNTING REPORTS**  
**DRE Ballot Accounting Report**

**Precinct:** \_\_\_\_\_

**Election:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**County:** \_\_\_\_\_

- 1. Number of Paper Ballots received in the Ballot Box**
- 2. Total number of unused and other ballots**
  - 2a. Number of Spoiled Ballots
  - 2b. Number of Unused Ballots
  - 2c. Total spoiled and unused ballots. (Add 2a. and 2b.)
- 3. Total number of voted paper ballots**
  - 3a. Number of voted Affidavit Ballots
  - 3b. Number of voted Emergency and Curbside Ballots
  - 3c. Number of voted Challenged and Rejected Ballots
  - 3d. Total voted ballots (Add 3a., 3b. and 3c.)
- 4. Total number of Paper Ballots (Add 2c. and 3d.)  
(Should equal Line 1)**
- 5. Number of Absentee Ballots received**
- 6. Total Absentee Ballots processed**
  - 6a. Number of accepted Absentee Ballots
  - 6b. Number of rejected Absentee Ballots
  - 6c. Total Absentee Ballots processed. (Add 6a. and 6b.) (Should equal Line 5)
- 7. Total number of electronic ballots cast**
- 8. Enter total voted paper ballots from 3d**
- 9. Total number of ballots cast. (Add 6c., 7 and 8)**
- 10. Number of names in Receipt Books**
  - 10a. Number of names written in Receipt Book. *This should include all absentees*
  - 10b. Number of names written in Affidavit Register
  - 10c. Total number of names in Receipt Books. (Add 10a. and 10b.) (Should equal Line 9)

Discrepancies/lost/cancelled:  
 Details \_\_\_\_\_  
 \_\_\_\_\_

		1.
2a.		
2b.		
	2c.	
3a.		
3b.		
3c.		
	3d.	
		4.
	5.	
6a.		
6b.		
	6c.	
	7.	
	8.	
		9.
10a.		
10b.		
		10c.

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

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

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

# Precinct Scanner Ballot Accounting Report

Precinct: \_\_\_\_\_

Election: \_\_\_\_\_

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

County: \_\_\_\_\_

- 1. Number of Paper Ballots received in the Ballot Box**
  - 2. Total number of unused and other ballots**
    - 2a. Number of Spoiled Ballots
    - 2b. Number of Unused Ballots
    - 2c. Total spoiled and unused ballots. (Add 2a. and 2b.)
  - 3. Total number of voted paper ballots**
    - 3a. Number of voted Election Day Ballots
    - 3b. Number of voted Affidavit Ballots
    - 3c. Number of voted Emergency and Curbside Ballots
    - 3d. Number of voted Challenged and Rejected Ballots
    - 3e. Total voted ballots (Add 3a., 3b., 3c., and 3d.)
  - 4. Total number of Paper Ballots (Add 2c. and 3d.) (Should equal Line 1)**
  - 5. Number of Absentee Ballots received**
  - 6. Total Absentee Ballots processed**
    - 6a. Number of accepted Absentee Ballots
    - 6b. Number of rejected Absentee Ballots
    - 6c. Total Absentee Ballots processed. (Add 6a. and 6b.) (Should equal Line 5)
  - 7. Enter total voted paper ballots from 3e**
  - 8. Total number of ballots cast. (Add 6c. and 7)**
  - 9. Number of names in Receipt Books**
    - 9a. Number of names written in Receipt Book. *This should include all absentees*
    - 9b. Number of names written in Affidavit Register
    - 9c. Total number of names in Receipt Books. (Add 9a. and 9b.) (Should equal Line 8)
- Discrepancies/lost/cancelled:  
 Details \_\_\_\_\_  
 \_\_\_\_\_

		1.
2a.		
2b.		
	2c.	
3a.		
3b.		
3c.		
3d.		
	3e.	
		4.
	5.	
6a.		
6b.		
	6c.	
	7.	
		8.
9a.		
9b.		
		9c.

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

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

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



## **APPENDIX E: Direct Recording Electronic Device System (DRE)** **(Hinds County)**

**Note: This information was provided by the Hinds County Election Commission**

1. Reader. The SmartCard contains a chip (the gold square); the chip should be facing the user. When inserting into the SmartCard Reader the chip will go into the reader.
2. The voting unit will use the wireless network to search for the other units in the polling place to give them the signal to open. When the other units have been detected, they will show on the screen.
3. Open the poll location by touching the Open Location button on the pre-selected Master unit. At this point, each voting unit will automatically print out the poll open reports.

The unit opened with the Location Card will print out one extra-long report, the Location Open Report and the Unit Open Report. The units opened by the wireless network will print one short report, the Unit Open Report. Tear off the reports and have every poll worker inspect to confirm that they show zero votes for all candidates on all units. Have all poll workers sign each report.

Keep the reports with your official records of the election. The Location Open Report and the Unit Open Reports should be folded, put in the clear envelope and attached to the wall for display. If a poll watcher wants to inspect it, take it out of the clear envelope for their review.

4. After poll-opening reports are correctly printed, the “Welcome to WINVOTE” screen displays the Serial Number (the serial number of that particular unit), the Public Counter (the counter for this election, which should start at zero), the Protective Counter (the number of times this unit has been used), and the Polling Location (the precinct number and the name of the polling location).
5. Verify that the information on the screen is correct. If the information is correct, then the unit is ready to accept voters.

Important: Close the compartment door of the WINvote unit and make sure that it is securely locked after reports are printed.

### **Special instructions for direct recording electronic**

1. During the election, the poll worker must insert the Ballot SmartCard into the SmartCard Reader with the chip down and toward the poll worker when a voter is ready to vote. A small light on the Reader lights up to indicate the information from the card is read. Once the light is off, remove the **Ballot SmartCard**.

2. To activate the ballot for the voter, touch **Normal** unless you have a voter with impaired vision, in which case you would choose **Zoom**. Then touch **Activate**. Make sure the jack has been tested.

For an unassisted blind or illiterate voter, insert the headphones into the audio jack to the right of the lock, then touch **Audio** and **Activate**.

3. To cancel a ballot, insert the **Ballot SmartCard** into the SmartCard Reader. When the light is on the unit turns On and Off to signify card is read, remove the SmartCard from the Reader. The following screen will appear to confirm cancellation.

### **Special closing instructions for direct recording**

1. After every voter in line at 7:00 p.m. has voted, make sure each voting unit is displaying the “Welcome to WINvote” screen.
2. Open the door of every voting unit by inserting the key into the lock to the right of the door.
3. Using the pre-selected Master unit to perform the tally. NOTE : If this unit goes down, chose a different Master unit and be sure to move the master tag to the selected unit. Insert the Location SmartCard into the SmartCard Reader with the chip down and facing you. Remove the SmartCard after the red light goes on and then turns off.
4. Touch Close Polling Location button on the Poll Suspend-Poll Close Screen. The warning screen below will be displayed to confirm the action. Touch “Yes” on the screen to begin closing poll.
5. The Polling Location Tally screen shows the tallying process on all the voting units. A check mark is placed on the left side of each unit after a unit is tallied. When all units are tallied, touch the Next button. Make sure that ALL units that contain votes for the election have been tallied into the master unit before proceeding to step 6. If all units do not tally, call your technician.
6. On the Printing Poll Closing Report screen, touch “3” on the screen to indicate number of copies to be printed. Then touch the “OK” button. At this point, all units will simultaneously print the Location Close Report and the Unit Close Report. The voting units will print the Unit Close Report.
7. Tear off the reports. Have all poll workers inspect and sign all copies of the reports on the lines provided. Keep the reports with your official records of the election.
8. After the Master has finished printing, touch the Export Data button to create a backup copy of results for security. Touch the “OK” button to complete.

9. All of the voting units in the polling location will turn off automatically. Take the voting units out of their voting booths. Take down each voting booth, removing the legs and putting them in the leg holder located on the top of the case. Place each voting unit in the case. Carefully coil the power cords and store them in the case clear of the hinge. Close and latch the case. Insert a new seal through the latch and record the seal numbers on the Booth Seal Form.

**APPENDIX F: Direct Recording Electronic Device System (DRE)**  
**(Rankin County)**



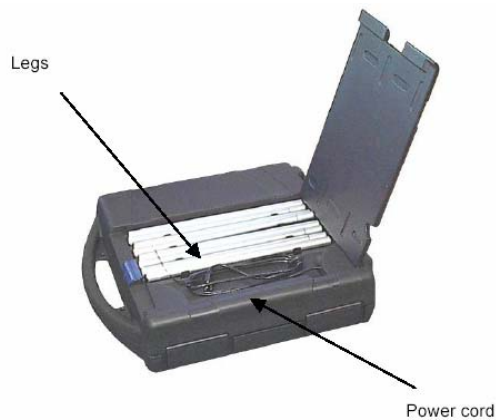
**Rankin County**  
**Election Commission**



**Assembling the Voting Booth**



- 1. Set the carrying case with the iVotronic unit in it on a hard flat surface.
- 2. With the carrying case handle in front of you, slide the blue plastic lever to the right and open the lid exposing the voting booth legs and cord.



- 3. Remove the four folding legs and unfold them. Set them aside.

- 4. Unwind the cord and put it in the notch on the lid. Do not plug in the cord until the voting booth has been assembled.
- 5. Close the lid.
- 6. Turn the unit over exposing the openings for the 4 legs.

**To insert the legs:**

- 7. Take one assembled leg of the booth and let the **tapered** end fall into the opening. (It should be slightly diagonal in the opening).
- 8. Firmly push the leg into the opening while making a quarter turn until it is secure. Repeat for each leg.



- 9. Turn the unit upright.
- 10. The blue latches of the unit should be directly in front of you.
- 11. Unlatch the blue latches
- 12. Open the cover.
- 13. Lift the two sides – first left, then right and then the top.
- 14. The sides should be snapped into the back of the cover.



- 15. If the Election Official chooses, instructions can be placed on the sides of the voting booth using the LIFT labels that cover magnets.
- 16. On the back of the blue iVotronic terminal, make sure the black sliding door is opened for the location of the plug to the unit.
- 17. Unsnap the bar located on the bottom rear of the blue iVotronic unit. This bar lifts the terminal, allowing air circulation behind the unit. It also allows voters to see the screen better.
- 18. Connect the power cable to the terminal as you replace it back into the voting booth.
- 19. Plug the external power cord into an AC outlet.
- 20. If you do not have enough outlets, you can obtain power by plugging only one iVotronic booth into an AC power outlet and then daisy chain up to 10 booths together. The socket is located on the left side of the iVotronic carrying case.



**NOTE:** Distance between voting booths is left to the discretion of the election officials.



# Rankin County Election Commission



## Opening the Polls

### Procedure for each terminal **EXCEPT THE LAST ONE!**

The terminals should be opened starting with the first terminal on the left and ending with the last terminal on the right.

1. **Insert the Master PEB** into the voter terminal. The following screen will appear:

**WARNING: DO NOT REMOVE PEB**

Retrieving ballot from PEB  
You will be notified when it is safe to remove PEB.

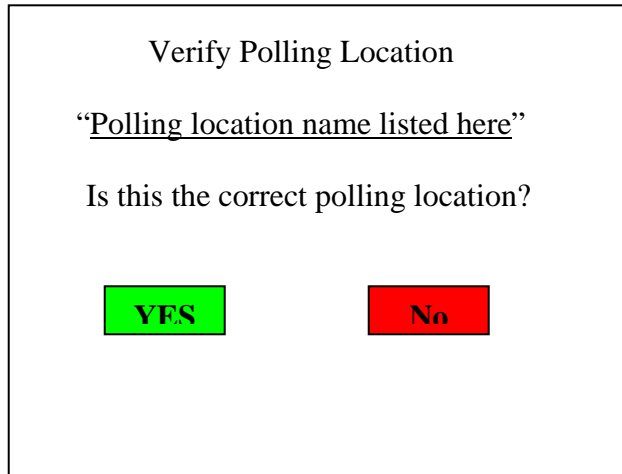
**PLEASE WAIT ...**

Caution: If the PEB is removed during this operation  
The process will need to be restarted.

**THIS PROCESS MAY TAKE A FEW MINUTES.**

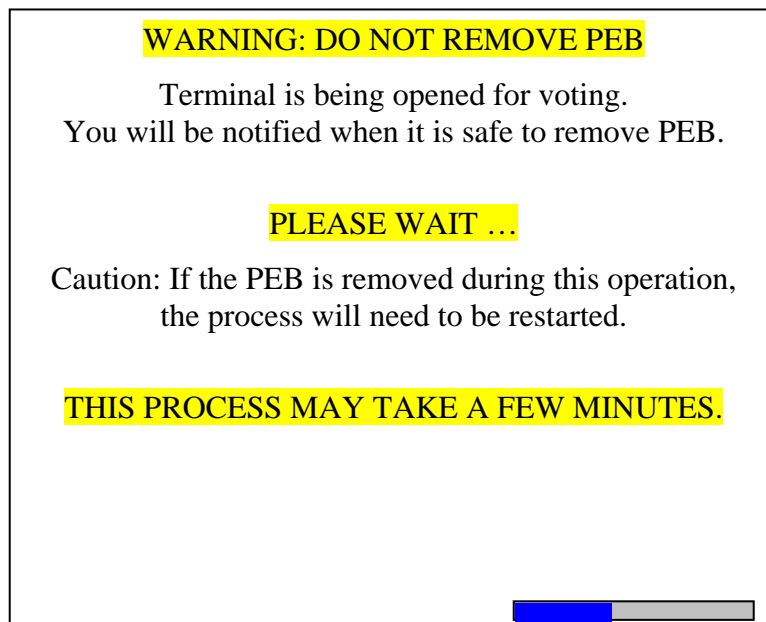
2. Leave the PEB in the terminal during this time

3. The terminal will then display a polling location verification screen:



4. If the polling location name is **correct, select YES** and proceed to step 5. If it **not correct, select NO**. You will be instructed to remove the PEB and contact elections central.

5. If “Yes” was selected the terminal will now display the following message:





6. The terminal will then display the following instruction:

You must remove the PEB now to  
continue opening the terminal.

7. **Remove the PEB.** The terminal will continue to open.

8. The screen will then display the following message:

Terminal opening successful.  
This terminal is now ready for voting  
Insert PEB to Print Zero Tape  
OR  
Press VOTE Button to Exit

9. Press the VOTE button to exit.

Repeat this procedure for each terminal in your precinct EXCEPT FOR THE LAST TERMINAL.

Use the different set up instructions for opening the LAST TERMINAL.

NOTE: You will only print a zero tape at the last terminal opened.



# Rankin County Election Commission



## Opening the Polls

### Procedure for the **LAST TERMINAL ONLY**

- 10. Unplug the terminal from the AC adapter, remove from the voting booth, and place on a hard, flat surface along with the Communications Pack.
- 11. Connect the cable from the Communications Pack to the back of the iVotronic
- 12. Connect the AC power cord from the communications pack to an AC wall plug
- 13. Turn the communication pack selector switch to PRINTER
- 14. Press and hold the small black button on the printer until the green light turns on
- 15. **Insert the Master PEB** into the voter terminal. The following screen will appear:


**WARNING: DO NOT REMOVE PEB**

Retrieving ballot from PEB  
You will be notified when it is safe to remove PEB.

**PLEASE WAIT ...**

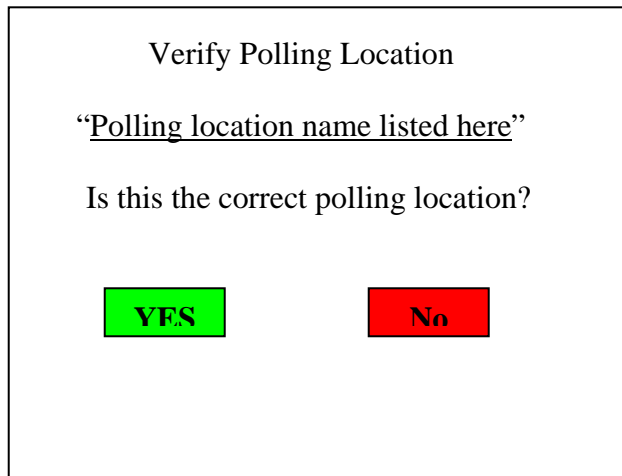
Caution: If the PEB is removed during this operation  
The process will need to be restarted.

**THIS PROCESS MAY TAKE A FEW MINUTES.**



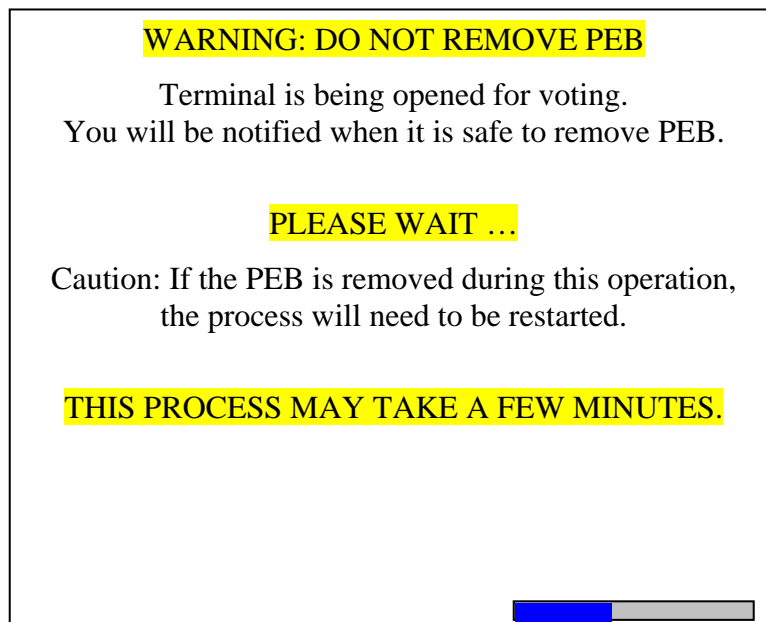
- 16. Leave the PEB in the terminal during this time

17. The terminal will then display a polling location verification screen:



18. If the polling location name is **correct, select YES** and proceed to step 5. If it **not correct, select NO**. You will be instructed to remove the PEB and contact elections central.

19. If “Yes” was selected the terminal will now display the following message:



20. The terminal will then display the following instruction:

You must remove the PEB now to  
continue opening the terminal.

21. **Remove the PEB.** The terminal will continue to open.

22. The screen will then display the following message:

Terminal opening successful.  
This terminal is now ready for voting  
Insert PEB to Print Zero Tape  
OR  
Press VOTE Button to Exit

23. Re-insert the PEB
24. You will be given a Option to “Print polling location zero tape now?”
25. The terminal will prompt you to connect and turn on the printer
26. Double check the connections from the terminal to the printer
27. Press the vote button to print
28. After printing is complete you will be asked to print another
29. Select NO
30. Select DONE
31. Remove the Master PEB and place it into the communications pack
32. Turn off the communication pack
33. Unplug the power and communication cord from the communication pack
34. Close the communications pack and put it into a safe place
35. Place the terminal back into the voting booth
36. Plug the AC back into the terminal



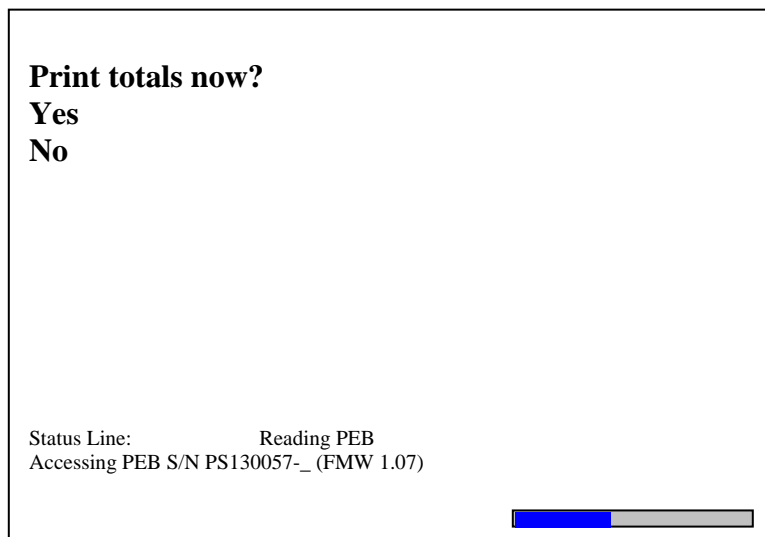
# Rankin County Election Commission



## Printing Total Tapes

### Procedure for Printing Total Tapes

- 1. Unplug any terminal from the AC adapter, remove from the voting booth, and place on a hard, flat surface along with the Communications Pack.
- 2. Connect the cable from the Communications Pack to the back of the iVotronic
- 3. Connect the AC power cord from the communications pack to an AC wall plug
- 4. Turn the communication pack selector switch to PRINTER
- 5. Press and hold the small black button on the printer until the green light turns on
- 6. **Insert the Master PEB** into the voter terminal. The following screen will appear:



- 7. Choose "Yes"
- 8. The terminal will prompt you to connect and turn on the printer
- 9. Double check the connections from the terminal to the printer
- 10. Press the vote button to print
- 11. After printing is complete you will be asked to print another
- 12. Select NO
- 13. Select DONE
- 14. Remove the Master PEB and place it into the communications pack

- 15.** Turn off the communication pack
- 16.** Unplug the power and communication cord from the communication pack
- 17.** Close the communications pack and put it into a safe place
- 18.** Place the terminal back into the voting booth
- 19.** Plug the AC back into the terminal



# Rankin County Election Commission



## Closing the Polls

### Procedure for Closing Every Terminal.

The terminals should be closed starting with the first terminal on the left and ending with the last terminal on the right.

Before starting: put away the activator PEBs and get the MASTER PEB ONLY to close each terminal.

1. **Insert the Master PEB** into the voter terminal.
2. The close Option Menu will appear: Choose “**Close the Polls**”
3. The following screen will appear:


**WARNING: DO NOT REMOVE PEB**

Retrieving ballot from PEB  
You will be notified when it is safe to remove PEB.

**PLEASE WAIT ...**

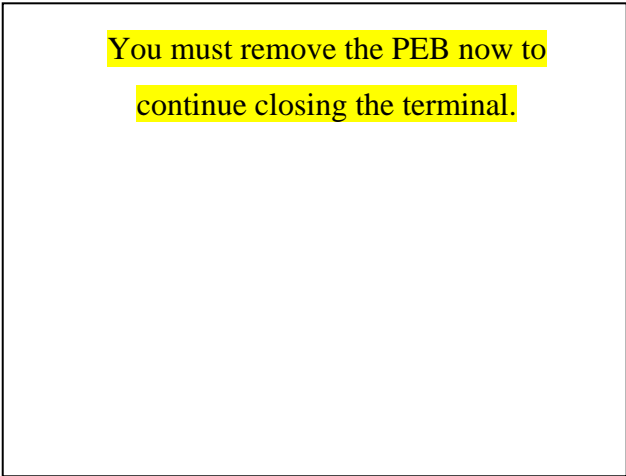
Caution: If the PEB is removed during this operation  
The process will need to be restarted.

**THIS PROCESS MAY TAKE A FEW MINUTES.**

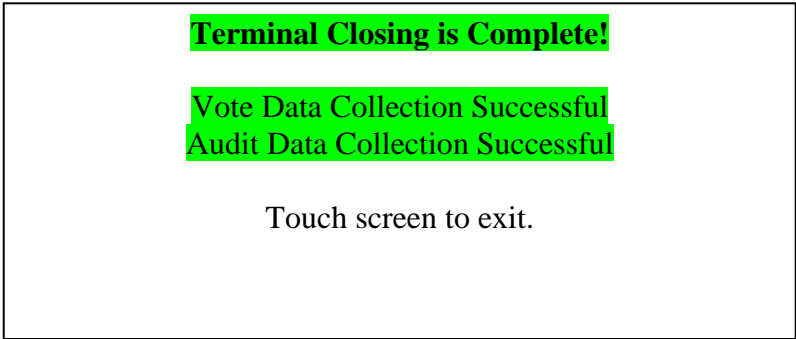


4. Leave the PEB in the terminal during this time

- 5. The terminal will then display the following instruction:



- 6. Remove the PEB – The terminal will continue to Close
- 7. The followinging screen is displayed when closing is complete



- 8. Touch the screen and the terminal will power down
- 9. Unplug the AC cord from the back of the terminal
- 10. Remove the terminal from the case
- 11. Get the memory card puller tool
- 12. Very carefully and slowly pull the memory card from the back of the terminal
- 13. Put the terminal back into the case
- 14. Re-insert the AC power cord
- 15. De-assemble the voting booth

Repeat this procedure for every terminal in your precinct including the last terminal.

After each terminal has completed the closing procedure then you will the print totals instructions.



## **APPENDIX G: Optical Mark Reader Precinct Counter**

Note: This information provided by DeSoto County Election Commission

1. The receiving manager shall obtain the materials for the election the afternoon preceding the election.
2. The morning of the election all Poll Managers shall arrive at their polling place no later than 6:15 a.m.
3. In the event that the polling place is not open, or any other problem is discovered, notify your Election commissioner at once so the situation can be corrected. Do not delay. If you have problem contacting your Election Commissioner, call any of the other Election Commissioners or the Circuit Court Clerk
4. In the presence of all Poll Managers, open all supply bags and unlock all doors on the ballot box. Remove all materials from the bags and the ballot box.
5. Take Materials Inventory Sheet and check off your supplies, especially poll books, voter receipt books and correct ballots.
6. Take and sign the oath of MANAGERS AND CLECKS OF ELECTION. This is located on the back of the Voter Receipt Book
7. Place Absentee Ballots in the ballot box and lock the ballot storage bin doors.
8. Remove precinct scanner from case and install scanner on the ballot box. Set scanner on the ballot box; come in from the top. Insert power cord in hole on the left side of ballot box. Plug into the back of scanner and then into outlet. Raise lip behind scanner so ballot will drop into ballot box.
9. Insert PCMICA card into the front of scanner and lock access door. Raise control door located on top left side of scanner. Insert key and turn to OPEN/CLOSE.  
**Important: It takes approximately two minutes for the scanner to boot-up so wait. LED screen will tell you when to turn key to VOTE plus ZERO tape will print.**
10. Locate emergency bin door and lock. Open only if power goes off and battery runs down. Once, power is restored lock up. The ballots in the emergency bin will be put into the scanner after polls close and before absentee votes are counted.
11. Once, LED says turn key to VOTE and beginning tapes are printed. Verify that all races have ZERO totals. Poll Managers are to sign all three tapes. One is to be posted on the wall near the entrance and the others are placed in your materials bag that comes back to the office after tallying. Close control door.
12. Set up your voting stations.

13. Set your room up for even flow of voters. The easier the flow, the better The election process goes.
14. If you are using the ES & S Automark along with your precinct scanner, remove Automark from its case. Set on table, install power cord into the back of unit and plug into outlet.
15. Open latch on top and fold back. Raise screen up so voter can see it. Raise and fold out ballot entry tray. Insert key and turn to on position. **Important:** It will take about 3 minutes for Automark to boot up. Once, it has remove key.
16. Post all required signs. Also post absentee list and sample ballot.
17. Properly complete the pay sheet, identifying receiving and returning managers **Failure to do this could result in a delay in getting paid.**
18. Bailiff is to check and see that all political signs are outside of the 150 foot rule.
19. Initialing and alternate initialing managers are appointed.
20. At exactly 7:00 a.m. by the Bailiff's watch the Bailiff shall announce that the polls are open and voting is allowed.
21. When a voter presents themselves to vote:
  - A. Verify that their name is in the Pollbook. Mark Pollbook that voter has voted and hand them an initial ballot.
  - B. If voters name is highlighted, they must show ID.
  - C. If voters name is not in Pollbook, then try your best to find out why the voter is there. Call Circuit Clerks office to see where they are suppose to vote and send them there. As a last resort let them vote an Affidavit Ballot.
  - D. Be sure they sign the AFFADIVT VOTER RECEIPT BOOK and fill out the Affidavit envelope completed.
  - E. Voter is to place their ballot in the Affidavit envelope and seal.
  - F. Pollworker must fill out their part of the Affidavit envelope
  - G. Place ballot in assigned bag or instrument provide for affidavit ballots for counting later.
22. At 7 P M the Bailiff declares the polls are closed. Bailiff goes to the end to the line of voters if any stands. Everyone in line at 7 P M can vote.
23. After last person has vote, it is time to tally and close.
24. Check emergency bin if there are any ballots in it, they can now be put in the scanner.

25. If no ballots in the emergency bin, draw line under the last voters in the Voter Receipt Book.
26. If you are using a bag for Affidavit/Provisional ballots be sure to close the zipper over the flap and seal with a chamber seal provided.
27. Remove ABSENTEE BALLOTS from the ballot box.
28. A pollworker shall read the name, address and precinct aloud, check in the poll book to see if the person voted in person if they did not, check for signature across flap and check signature on envelope with signature application. If everything checks out, then print name of voter in VOTER RECEIPT BOOK and write AB in poll book on appropriate block by their name. Open the envelope and place ballot in scanner.
29. If person voted in person, write VOTED IN PERSON across the envelope. Do not open. Put in bag with ballots to be return to courthouse.
30. Any voted ballots that the scanner will not accept such as marked with checks or x's that the voter did not correct should be put in a RESOLUTION BOARD ENVELOPE.
31. After the absentee process has completed, insert key into scanner and turn key to the OPEN/CLOSE position. This will allow you to print the UNOFFICIAL ELECTION REPORTS for your precinct. Pollworkers are to sign all the reports. Post one at the precinct and put the others in the matters to be returned to courthouse.
32. After reports have completed printing, turn key to OFF POSITION. Remove the PCMICA CARD from the scanner.
33. Place all election materials and equipment in their proper case or bag. Verify proper seal numbers, lock all bins and flaps on the ballot box, review contents of each bag before sealing any of them. Seal bags and return to the proper place where ballot tabulation shall be done.

# APPENDIX H: Voter Information Poster

## **STATE OF MISSISSIPPI VOTER INFORMATION**

**(Post a sample ballot in your precinct near the Voter Information Poster.)**

### INSTRUCTIONS FOR UNVERIFIED VOTERS

If you registered to vote by mail after January 1, 2003, did not submit a copy of the required identification with the application, and are voting in an election 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; or
- Other government document with your name and address.

If you do not present a required form of identification, you may cast an affidavit ballot.

### VOTER'S RIGHTS: FEDERAL AND STATE LAWS

- Any Mississippi resident who is a qualified elector is entitled to vote in this election regardless of race or physical ability with no literacy tests employed.
- No one may refuse a person to vote who is entitled to cast a ballot.
- No voter shall be threatened, intimidated, or bribed for voting by any person. (Miss. Code Ann. §§ 97-13-37, 39)
- Voters whose names do not appear on the poll list 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 require assistance due to blindness, disability or inability to read may receive assistance from a person of the voter's choice. (Miss. Code Ann. § 23-15-549)
- Voters are entitled to skip races listed on the ballot if they choose not to vote in the contest.
- Voters can submit a formal complaint 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, inoperable voting systems, inaccessibility for those persons with disabilities, and false voter registration.
- Voters in line by 7 P.M. will be allowed to cast a ballot.

### VOTING PROCESS

- When requesting a ballot the voter states his/her name.
- The election official will mark the voter's name on the list to give them credit for voting, and ask that the voter sign the receipt book. (Miss. Code Ann. §§ 23-15-541, 545)
- If the election being conducted is a primary election, the voter must tell the election official in which party's primary he/she wishes to vote. (Miss. Code Ann. § 23-15-575)
- The election official will then direct the voter to a voting booth where he/she may cast his/her ballot in secrecy. (Miss. Code Ann. § 97-13-11)

- The voter is given a maximum of ten minutes in the voting booth if there is no line and no longer than five minutes if other voters are waiting. (Miss. Code Ann. § 23-15-435)
- Voters may not re-enter voting booth after casting ballot. (Miss. Code Ann. § 23-15-435)
- Voters who are not permitted to vote may cast an affidavit ballot at that polling place as provided by law. (Miss. Code Ann. § 23-15-573)

### CASTING AN AFFIDAVIT (PROVISIONAL) BALLOT

- A person claiming to be properly registered in the county and precinct, but whose eligibility to vote at that location cannot be determined, shall be allowed to cast an affidavit ballot as provided by law. (Miss. Code Ann. § 23-15-573)

- Election officers in the polling place shall warn the voter who wishes to cast an affidavit ballot that some or all of their votes may not count if he/she votes at the wrong polling place.
- The voter will then be given a ballot and allowed to vote in secrecy. (Miss. Code Ann. § 97-13-11)

- The completed ballot shall be placed in an affidavit ballot envelope and sealed. The reason for the challenge shall be specified on the envelope and the voter shall sign the envelope.
- An information sheet will be given to the voter on how to determine whether or not his/her ballot was counted, and if not counted, then the reason for elimination.

- No person shall attempt to vote more than once in any election. (Miss. Code Ann. § 97-13-35)
- No person shall attempt to vote in the name of another person. (Miss. Code Ann. § 97-13-25)

### PROHIBITIONS: FRAUD & MISREPRESENTATION

- No person shall change or alter another person's ballot. (Miss. Code Ann. § 97-13-9)
- No person shall make not accept a bribe for voting for or against a candidate or measure. (Miss. Code Ann. §§ 97-13-1, 3)
- No person shall distribute any type of literature within 150 feet of the entrance to the polling place. This includes wearing items that display candidate information. (Miss. Code Ann. § 23-15-895)

### CONTACT INFORMATION

- County Circuit Clerk's Office – please ask election workers
- County Election Commission – please ask election workers
- Local District Attorney – please consult local phone book
- Attorney General's Office – (601) 359-4250
- U.S. Justice Department – (800) 253-3931
- Mississippi Protection & Advocacy – (800) 772-4057.
- (For Disabled Assistance and Information)
- Secretary of State's Office – (800) 829-6786.

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

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