Preparing to Open the Polls

Checklist

- **Precinct Election Officials:** PEOs must arrive at the polling place at least one hour before the polls open. If an official fails to arrive at the polling place on time, report this immediately to the auditor. Iowa law requires the presence of at least one PEO from each political party before a polling place may open.

- **Administer the Oath:** You are required to take the following oath and sign the tally list affirming you have done so.

  “I, (name), do solemnly swear or affirm that I will impartially, and to the best of my knowledge and ability, perform the duties of precinct election official of this election, and will studiously endeavor to prevent fraud, deceit, and abuse in conducting the election.”

- **Determine Official Time:** The chairperson will determine and announce the clock that will be used for the official times to open and close the polls.

- **Arrange the Polling Place:** Use Appendix A as a general guide. Arrange the voting booths in a way that ensures privacy to the voter. The security of the ballots (voted and unvoted) and ease of traffic flow in the polling place are the top priorities when arranging a polling place. Position chairs for voters who may want to sit.

- **Set up the Election Equipment:** Set up and prepare your election equipment early, using the instructions in Appendix B. Place the appropriate pencil/marking pen and the **voting instructions** in each voting booth. Do not put sample ballots in voting booths.

- **Ballots:** Check the number of ballots received against the number(s) listed on the **ballot record and receipt** *(Example 1)*. Verify the quantities for each type of ballot. Call the auditor if the numbers received and listed on the ballot record and receipt are inconsistent. Position the ballots in a secure location so the only persons who have access to the ballots are PEOs. Open one packet at a time of each type of ballot for distribution and count the ballots as you open each packet. Call the auditor if the packet has fewer ballots than expected.

- **Accessibility:** Ensure that at least one route voters will be using is accessible, both inside and outside the building. Provide chairs at accessible voting booths. If possible, set up a separate table for voters who may need extra help. Follow any specific instructions you received from the auditor for the placement of orange cones, etc. If necessary, refer to Appendix E.

Checklist continued on next page.
Preparing to Open the Polls

- **Assign Duties:** The chairperson will assign the various election day duties to the other PEOs. Two PEOs (for partisan elections, one Democratic official and one Republican official) will be selected to assist voters who request help when voting.

- **Postings:** Iowa law requires posting at least one set of the following documents on the walls inside the polling place.
  - Sample ballots of each ballot style (both front and back if a two-sided ballot)
  - Voting instructions
  - Election Day Identification Requirements sign
  - “Voting is Your Right” poster

  The auditor may also ask the PEOs to post a poll watcher information poster.

- **Signs:** Set up “Vote Here” signs and directional arrows inside and outside the building. Iowa law requires posting signs at the entrance of polling places indicating the precinct name/number and polling place hours.

- **Map:** Post a map of your precinct on the outside door of the building.

- **Open the Polls:** Open on time. If election equipment is not functional or ready, do not ask a voter to return at a later time. Use emergency voting procedures if necessary.

- **Hours:** Polling place hours for primary and general (partisan) elections are 7 a.m. to 9 p.m. For all other elections (non-partisan), polling place hours will either be 7 a.m. to 8 p.m. OR noon to 8 p.m.

Sample Postings
General Guidelines

Instructions for Election Day

Do:

- Do treat each voter with courtesy, fairness, and respect.
- Do call the auditor’s office for any situation about which you are unsure or for which you cannot find the answer.
- Do report any activity at the polling place that you believe may be illegal.
- Do ensure that each person who is eligible to vote has the opportunity to vote.
- Do inform voters that someone is available to help them if they wish.
- Do familiarize yourself with the location of restrooms and telephones in the polling place.
- Do inform your fellow PEOs if you experience health problems or if you have any special needs that require accommodation.
- Do bring meals and snacks or arrange for someone to bring them to you.
- Do encourage and express appreciation to your fellow PEOs.
- Do tell each voter, “Thank you for voting.”
- Do take pride in what you do.

Do not:

- Do not comment on or disclose any vote cast by a voter.
- Do not read newspapers or magazines; or operate a television/radio at the polling place.
- Do not wear campaign or candidate related paraphernalia in the polling place. Do not allow poll watchers to wear campaign or candidate related paraphernalia in the polling place. (A voter can wear such items as long as the voter does not linger in the polling place or solicit votes.)
- Do not answer voters’ questions about candidates or public measures.
- Do not spell the names of write-in candidates for voters.
- Do not discuss politics or candidates in the polling place.
- Do not count on being able to go home at any point during the day unless prior arrangements have been made for you to do so by the auditor.
- Do not assume anything based on a voter’s race, gender, language, disability, or appearance.
General Guidelines

Reminders on Election Day

**Ballot security.** You must safeguard ballots at all times. It is illegal to take a ballot from the polling place, curbside voting being the only exception. PEOs shall order the arrest of any person removing a ballot from the polling place.

**Equipment security.** You must safeguard voting equipment and all accessories at all times. Do not allow unauthorized persons access to this equipment. Only persons with written authorization from the auditor may attempt to repair or replace malfunctioning machines.

**Ballot secrecy.** Never reveal how a voter has voted. Do not permit voters to show or discuss ballots with others in the polling place.

**Voter questions.** Do not respond to questions about candidates or issues on the ballot. You may not express personal opinions in any way in your role as a PEO.

**Protect each person’s right to vote.** It is not the responsibility of a PEO to decide who gets to vote. If a voter is in the wrong precinct, direct the voter to the correct precinct. If a voter insists on voting in your precinct or if the voter insists the election register is wrong, offer the voter a provisional ballot.

**Political signs, materials, or campaigning.**
- Iowa law prohibits signs within 300 feet of the polling place door during voting hours. **Exception:** Signs are allowed within 300 feet of a polling place door as long as the sign is on private property that is not a polling place.
- Iowa law prohibits signs or bumper stickers larger than 90 square inches (about the size of an average bumper sticker) on cars or trucks parked within 300 feet of the polling place.
- If anyone in or near the polling place (within 300 feet of the door) is interfering with voters or soliciting votes tell the person to stop. If you need further help, call the auditor.

**Call the Auditor’s Office**
- If you have questions or problems on Election Day, please call the auditor’s office.

Call the Auditor’s Office
- If you have questions or problems on Election Day, please call the auditor’s office.
General Guidelines

Poll Watchers and Observers
The following persons are the only persons allowed at the polling place on Election Day:

- Voters and PEOs
- Peace Officers
- Educational Programs
  - Persons authorized by the auditor, in consultation with the Secretary of State’s Office, may be present at the polling place for the purpose of conducting or attending a youth educational program.
- Poll Watchers
  - A poll watcher is a person who has official authorization to be at the polling place on Election Day. Poll watchers may also be called observers or members of challenging committees. Poll watchers must be accredited and are required to produce ID and proof of accreditation if asked. Poll watchers may represent any of the following:

  - **Political parties:** If a political party has a candidate on the ballot, poll watchers may be present at the polling place on Election Day. For each political party, no more than three poll watchers may be present at a time. A poll watcher representing a political party must have a poll watcher designation form or a letter of accreditation from the party.

  - **Nonparty political organizations:** A non-party political organization is any political organization that is neither the Democratic Party nor the Republican Party. Each non-party political organization with a candidate on the ballot is permitted to have one poll watcher at a time present at the polling place on Election Day. A poll watcher representing a non-party political organization must have a poll watcher designation form or a letter of accreditation from the organization.

  - **Non-partisan candidates:** All non-partisan candidates on the ballot may appoint one poll watcher to be present on Election Day. A poll watcher appointed by a candidate must carry a poll watcher designation form or a letter of appointment signed by the candidate who appointed them.

  - **Groups supporting or opposing public measures:** Poll watchers representing groups supporting or opposing public measures on the ballot are permitted, except at Primary or General elections. No more than three of these poll watchers may be present at any given time. Unlike the other categories of poll watchers, these poll watchers must notify the auditor of the intention to be present before Election Day and have a poll watcher designation form.

Persons not included in the list above are not permitted at the polling place on Election Day. Lawyers and attorneys have no special exemption from these rules and must be official poll watchers with official accreditation to be present at the polls on Election Day.
General Guidelines

Poll Watchers and Observers

- Poll watchers must have a specific relationship to an office or public measure on the ballot to be present on Election Day.

- A poll watcher cannot be a candidate for an office listed on the ballot, an elected official whose office is listed on the ballot, or a PEO working at the election.

- As a courtesy and if the space allows, PEOs may provide poll watchers a table and chairs near, but separate from, the tables for official Election Day business.

Poll Watchers/Observers May:

- Observe, but not interfere, with the election process.

- Look at the *declaration of eligibility slips (Example 8)* or the voter roster/sign-in sheets.

- Write down the names of people who have or have not voted.

- Challenge a voter’s qualifications (if the poll watcher is a registered voter in the county where the challenge occurs).

- Report perceived problems in the precinct to the auditor.

Poll Watchers/Observers May NOT:

- Interfere with the election process in any way.

- Handle ballots, voting equipment, or the election register

- Disenfranchise voters by encouraging challenged voters to cast provisional ballots in a precinct where they do not live.

- Engage in arguments with PEOs, voters, or other poll watchers.

- Interrupt, hinder, oppose, or talk to a voter while in or approaching the polling place.

- Solicit votes for candidates or questions.

- Offer advice or literature to voters.

- Wear buttons, stickers, jewelry, or other clothing of a political nature.

- Use polling place supplies.

- Challenge a voter because the voter is registering to vote on Election Day.

- Challenge a voter because the voter is changing an address on Election Day.
General Guidelines

No person may interrupt, hinder, or oppose a voter while in or approach the polling place for the purpose of voting.

Electronic Devices
Cameras, cellular telephones, pagers, and other electronic communications devices are prohibited in the voting booth.

Exit Polling
Exit polls may be conducted at any time but tend to occur in close races or in highly publicized contests. Exit polls may be conducted by the media or by political or interest groups.

Persons conducting surveys or exit polls are not permitted inside the polling place. Further, they may not be inside the building in which the polling place is located or in the building’s entryway.

Regardless of weather or any other adverse condition, do not allow exit pollsters to conduct polls inside the building where the polling place is located.

Reporters and Photographers
Members of the media are common visitors to polling places. Members of the media should notify the county auditor ahead of time of their intention to visit a polling place. Although the law does not specifically allow or prohibit members of the media in polling places, general guidelines include:

- Allowing members of the media to be inside the polling place to take photographs or film activity, but not allowing members of the media to interfere with the voting process. Members of the media cannot take any images of how a voter marks or has marked a ballot.

- Asking members of the media to identify themselves and to show identification.

- Restricting interviews with voters until the voter has cast a ballot and is outside of the polling place. Members of the media should obtain permission from a voter to use the voter’s name and/or photograph.

- Answering questions from or providing comments to members of the media when authorized to do so by the auditor. If you are not authorized to provide comments to members of the media, refer the individual requesting comments to the auditor.

NEED HELP?
Call the County Auditor at ________________
Polling Place Assignments

General

As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person’s vote. Always be professional, courteous, prompt, and unbiased.

There are several distinct jobs at the polling place on Election Day. The chairperson will assign these duties to each PEO. The chairperson is appointed by the auditor, is in charge of the polling place, and is responsible for the conduct of the election. Some precincts may have more than one chairperson. Depending on the number of PEOs in your precinct, you may have more than one assignment. Below are the typical types of roles for precinct election officials.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Page 9</td>
</tr>
<tr>
<td><strong>Voters’ Declaration of Eligibility Manager:</strong></td>
<td></td>
</tr>
<tr>
<td><em>For Counties Using Eligibility Slips:</em></td>
<td>Page 10</td>
</tr>
<tr>
<td><em>For Counties Signing the Election Register:</em></td>
<td>Page 11</td>
</tr>
<tr>
<td>Ballot Distribution and Instruction Manager</td>
<td>Page 12</td>
</tr>
<tr>
<td>AutoMARK Operator</td>
<td>Page 14</td>
</tr>
<tr>
<td>Ballot Scanner Manager</td>
<td>Page 15</td>
</tr>
</tbody>
</table>

In addition to the specified roles above, the chairperson may designate one PEO to work with voters casting provisional ballots and to help with various special situations.

**Equipment:** Regardless of your assignment on Election Day, if any piece of voting equipment malfunctions or fails to operate, contact the auditor. **Do not** attempt to fix equipment unless you have been instructed to do so by the auditor.

**NEED HELP?**

Call the County Auditor at ____________
Polling Place Assignments

Chairperson

As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person’s vote. Always be professional, courteous, prompt, and unbiased.

The chairperson is in charge of the polling place and is responsible for the conduct of the election, the supervision of PEOs, and ensuring that all required tasks are completed. In some precincts there may be more than one chairperson who will share the following duties:

- **Supplies:** Ensure supplies are picked up before Election Day. Review and be familiar with the supplies. Make sure you have everything your precinct will need on Election Day. Return the supplies to the auditor’s office after the election and let the auditor’s office know of any supply that needs replenishment.

- **Ballots:** Ensure that ballots are picked up before Election Day. When accepting custody of the ballots from the auditor’s office, the ballots must be reviewed and counted. The ballot count must be reflected on the ballot record and receipt (Example 1). The PEO who accepts custody of the ballots from the auditor must sign the ballot record and receipt. When the election is over, the ballots must again be reviewed and counted with the various ballot counts reflected on the ballot record and receipt. Ballots must be returned to the auditor’s office after the close of the election.

- **Precinct Election Officials:** Call the PEOs scheduled to work on Election Day before Election Day and remind them the hours the polls are open, when they are to report for work, and of the name and location of the polling place. Assign the various duties on Election Day to the PEOs.

- **Polling Place:** Review the setup of the polling place prior to Election Day. Include the principles of good layout and set-up as described in Appendix A. Discuss any layout issues or problems with the auditor. Know the contact individual for and phone number of the polling place.

- **Communication:** Provide the auditor with your cell phone number (if available) and know the phone number of the auditor’s office.

- **Possible situations:** Assign other situational duties to another PEO or handle them yourself.

**NEED HELP?**

Call the County Auditor at ____________
Polling Place Assignments

Voters’ Declaration of Eligibility Manager
(For counties using eligibility slips)

As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person’s vote. Always be professional, courteous, prompt, and unbiased.

Each voter must complete and sign the voter’s declaration of eligibility.

There are two ways to obtain the voter’s declaration of eligibility. ① Voters complete a voter’s declaration of eligibility slip (Example 8), or ② Voters sign in the election register that includes a declaration of eligibility.

PROCEDURE:
1. Have the voters read and complete the eligibility slip. Read the information on the slip to the voter if requested to do so. The voter must provide a current address on the eligibility slip. Providing a phone number is optional. A voter who cannot physically sign the eligibility declaration may vote. A signature made with assistance, a rubber stamp, or a mark regularly used by the voter as a signature is acceptable.

2. Compare the voter’s name and address on the voter’s declaration of eligibility slip to that which is in the election register. When the information matches, follow this procedure:
   (See the “Possible Situations Section” when information does not match.)

   a) Initial the voter’s declaration of eligibility slip on the line marked “Precinct Official.”
   b) Mark the election register to show the person voted. For primary elections only, use “R” or “D”, to reflect the political party affiliation of the voter as shown on the eligibility slip.
   c) Mark the voter’s declaration of eligibility slip with the ballot style from the election register.
   d) Return the slip to the voter with instructions for them to move to the ballot manager.

You may fill in the name of the precinct and may pre-number the slips if directed to do so by the auditor.

Check periodically to see that the number of completed slips matches the number of ballots used, minus the number of provisional and spoiled ballots.

For other situations see the “Possible Situations” section of the Guidebook.
Polling Place Assignments

Voters’ Declaration of Eligibility Manager
(For counties signing the Election Register)

As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person’s vote. Always be professional, courteous, prompt, and unbiased.

Each voter must complete and sign the voter’s declaration of eligibility.

There are two ways to obtain the voter’s declaration of eligibility. ☐ Voters complete a voter’s declaration of eligibility slip, or ☐ Voters sign in the election register that includes a declaration of eligibility.

PROCEDURE:
1. The voter roster or sign-in sheet must include the name and address of the voter. Providing a phone number is optional. Proving a party affiliation is required only for the Primary Election. If the voter is able, have the voter complete and sign the voter roster or sign-in sheet.
   - The sign-in sheet is an indispensable part of the election process for counties using the election register as the declaration of eligibility. The sign-in sheet should include the names of all voters who sign in the election register. This step is necessary because Iowa law requires that poll watchers be provided with the names of people who have voted.

2. Verify the voter’s information from the election register with the voter. Do not volunteer the information. Ask the voter to provide his or her name and address to you. If the information provided by the voter confirms the information from the election register, follow this procedure:
   - Instruct the voter to read the declaration of eligibility printed in the election register and instruct the voter to sign in the space provided if the person agrees to the declaration. Read the declaration to the voter if requested to do so. A voter who cannot physically sign in the election register may vote. A signature made with assistance, a rubber stamp, or a mark regularly used by the voter as a signature is acceptable.
   - Initial the election register on the line marked “Approved—PEO Initials”.
   - For Primary elections only, use "R" or "D," to reflect party affiliation changes made by a voter.
   - Inform the PEO charged with distributing ballots which style of ballot to provide the voter.

For other situations see the “Possible Situations” section of the Guidebook.
Polling Place Assignments

Ballot Distribution & Voter Instruction Manager

As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person’s vote. Always be professional, courteous, prompt, and unbiased.

The PEO charged with ballot distribution must maintain control of the ballots at all times. Ballot security is the top priority for the ballot distributor.

Iowa law requires ballots be marked in a voting booth. Give a voter a ballot only when a booth is available. Only permit one person in a voting booth at a time (exceptions include voters who have requested assistance and voters who are accompanied by minor children).

After the voter has been checked off the election register by the election register manager:

1) Select the correct ballot style as written on the voter’s declaration of eligibility slip (Example 8) or as instructed by the election register manager and initial the ballot in the space provided. For Primary Elections only, select the correct political party ballot style.
2) Inform the voter that written instructions on how to mark the ballot can be found on the ballot and within the voting booth.
3) Instruct the voter that stray marks on the ballot may prevent it from being counted.
4) Instruct the voter to use only the pencil or marking pen provided in the voting booth.
5) Instruct the voter what to do with the ballot when they are done marking it.
6) Hand the ballot to the voter in the secrecy folder. Guide the voter to an available voting booth.

Spoiled Ballots: Keep the designated “Spoiled Ballots” container at this station. If a voter spoils a ballot, have the voter mark the ballot “spoiled,” mark or tear the ballot (include a ballot timing mark) to ensure it will not be counted, and put the ballot in the “Spoiled Ballots” container. Protect the voter’s privacy—do not look at the ballot or allow others to see how the ballot was marked. If the voter still wishes to vote, give the voter a new ballot. A voter may have no more than three ballots. A voter may use a ballot they have spoiled as a guide while voting another ballot. If a voter requests that you mark the ballot “spoiled”, you may. Ask the voter to fold the ballot to minimize what you see.

Spoiled ballots must be returned to PEOs. PEOs must return spoiled ballots to the auditor. Never throw away a ballot.

For other situations see the “Possible Situations” section of the Guidebook.
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Polling Place Assignments

AutoMARK Operator

As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person’s vote. Always be professional, courteous, prompt, and unbiased.

The AutoMARK is a very valuable part of the election process in Iowa. The AutoMARK provides many voters who, under other circumstances, would not have the opportunity to vote privately and unassisted. Although designed with handicap accessibility in mind, any voter may use the AutoMARK.

As the PEO in charge of the AutoMARK you must:

- Protect the privacy of each voter’s ballot at all times.
- Maintain control of the device at all times during the election.
- Not look at the screen when voters are casting ballots.
- Instruct the voter (if able) to insert the ballot (concealed in a secrecy folder) into the ballot reader.
- Keep track of the headsets and all other accessories that may be used with your AutoMARK.

If a voter leaves before the ballot has been cast, treat it as an abandoned paper ballot. Cast the ballot as is.

If the AutoMARK is not operational, do not make voters wait. Voters may request assistance in marking their ballot from any person except their employer, employer’s agent, or an officer/agent of their union. They may also request assistance from two PEOs (for partisan elections, one Democrat and one Republican). See Voter Assistance Situation.

Please become familiar with this equipment as it has the potential to help many voters.
Polling Place Assignments

Ballot Scanner Manager

As a precinct election official, your oath binds you to be impartial, to prevent fraud and abuse, to ensure the integrity of the election process, and to protect the privacy and security of each person’s vote. Always be professional, courteous, prompt, and unbiased.

As the PEO in charge of the ballot scanner you must:

- Protect the privacy of each voter’s ballot at all times.
- Maintain control of the scanner during the election.
- Instruct voters to insert the voted ballot into the ballot scanner while using the secrecy folder to conceal the ballot.
- Not look at voters’ ballots.

Shown below is a list of messages on the ballot scanner and the recommended action to be taken:

<table>
<thead>
<tr>
<th>Ballot Scanner Message</th>
<th>Recommended Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank ballot</td>
<td>Have the voter choose either to remark the ballot or to have the ballot scanner accept and count the ballot as is.</td>
</tr>
<tr>
<td>Overvote</td>
<td>Follow the procedure for spoiled ballots. A voter may use a spoiled ballot as a guide and if so, remember to mark or tear the ballot (include a timing mark) to ensure it will not accidentally be counted.</td>
</tr>
<tr>
<td>Error message</td>
<td>Refer to your election equipment instructions or call the auditor.</td>
</tr>
</tbody>
</table>

If a voter leaves before the ballot scanner has accepted the ballot, and if the ballot scanner indicates an overvote or a blank ballot, have the ballot scanner accept and count the ballot as is.

If a voter has decided not to vote, follow the instructions for spoiled ballots.

If a ballot scanner is not operational, do not make voters wait. Refer to your election equipment instructions for use of the emergency ballot box.

It is illegal for anyone to remove a ballot from a polling place. Do not allow anyone to remove a ballot from the polling place.
Possible Situations

Voter Assistance

A voter may request help when marking or casting a ballot. Any voter may declare upon oath that the voter is blind, cannot read the English language, or is, by reason of any physical disability other than intoxication, unable to cast a vote without assistance. Do not ask why a voter needs help.

If the voter asks for assistance from a PEO, the two designated officials (for partisan elections, one Democratic and one Republican official) must help the voter together. A voter may also request help from any person in the polling place except the voter’s employer, employer’s agent, or an officer or agent of the voter’s union. In all cases the voter must sign the affidavit of voter requesting assistance (Example 2).

If a voter requests help from either PEOs or from some other person, the PEOs must:

1. Ask the voter to read and sign the affidavit of voter requesting assistance. If necessary, please read the contents of the affidavit to the voter. A voter who cannot physically sign a signature is eligible to vote. A signature made with assistance, a rubber stamp, or a mark regularly used by the voter as a signature is acceptable.

2. If someone other than a PEO assists the voter, ask the person to read and sign the affidavit of voter requesting assistance.

3. Mark “Assisted” next to the voter’s name in the election register to record the voter requested help when voting.

Provide a secrecy sleeve. The voter may put the ballot into the ballot scanner.

When you assist a voter, you must remember:

- Provide no more help than the voter requests.
- Do not reveal or comment on how the person voted.
- Treat each voter with the same respect and courtesy with which you would want to be treated.

NEED HELP?

Call the County Auditor at ____________
Possible Situations

Curbside Voting

When a voter comes to the polling place but is unable to leave a vehicle, two PEOs (for partisan elections, one Democratic and one Republican official) must take a ballot and election supplies outside to the voter. If this causes fewer than three PEOs to be left inside the polling place, operations inside the polling place must temporarily come to a halt.

The same procedures that normally happen inside the polling place must also take place during curbside voting. A voter’s information must be compared to the election register. The voter must sign the declaration of eligibility, and in the case of curbside voting, a voter must complete the affidavit of voter requesting assistance. It is not recommended that you take the election register out of the polling place to assist a curbside voter. Most counties who have voters sign an election register that includes the declaration of eligibility use eligibility slips in this situation, which are then attached to the election register. The information on the slip needs to be checked against that of the election register. Ask the auditor the procedure you are to follow in this situation.

Take the affidavit of voter requesting assistance, a voter’s declaration of eligibility slip, a secrecy folder, a pencil/marking pen, a ballot, and all other necessary supplies to the voter’s vehicle. PEOs assisting a curbside voter must:

1) Ask the voter to read, complete, and sign the affidavit of voter requesting assistance. If necessary, read the contents of the affidavit to the voter.
2) Ask the voter to read, complete, and sign the declaration of eligibility. If necessary, please read the contents of the declaration to the voter.
3) Confirm the information on the declaration matches that which is in the election register.
4) Mark “Assisted” next to the voter’s name in the election register to show that the voter requested assistance while voting.
5) Give the voter a ballot concealed within the secrecy folder.
6) Have the voter mark the ballot and return it concealed within the secrecy folder.

Do not assume that the voter needs help marking the ballot. If a voter requests help marking the ballot, remember:

- Provide no more help than the voter requests.
- Do not reveal or comment on how the person voted.
- Treat each voter with the same respect and courtesy with which you would want to be treated.
Possible Situation

Voter’s name is not in the election register
Verify the following information:
☐ Voter’s address.
  ▪ Check the precinct map and/or street address guide.
☐ Voter registration.
  ▪ Check the countywide master list (if provided), or call the auditor’s office.

**** Exception: If a voter is a member of the United States military, has been discharged within the last 30 days, and can provide discharge papers stating the same, ask the voter to complete a registration form and then allow that voter to vote. This group of voters is NOT subject to Election Day Registration procedures.

If the address where the voter currently lives IS in your precinct AND if the voter is currently registered within the county, the voter may report a change of address at the polls on Election Day.
If a voter reports a change of address within the county, follow this procedure:

1. Have the voter complete a voter registration form (Example 3) with the voter’s current address. Depending on the preference of your county auditor, either add the voter’s name to the back of the election register or have the voter complete the dual voter registration/declaration form in the back of the election register.
2. Have the voter show one of the acceptable forms of identification. (If the voter is unable to do so, offer the voter a provisional ballot.)

Acceptable Forms of Identification Include:
  a. Current and valid photo ID (driver’s license, non-driver’s ID card or a student ID card).
  OR
  b. Current utility bill showing voter’s name and address in the precinct, including a cell phone bill
  c. Current bank statement, paycheck, or government check showing voter’s name and address in the precinct.
  d. Other current government document showing voter’s name and address in the precinct.
3. After the above steps have been completed, have the voter cast a regular ballot.

If the address where the voter now lives IS NOT in your precinct, advise the voter of the correct polling place. If the voter insists on voting in your precinct, offer the voter a provisional ballot. See Provisional Ballot section.

If the address where the voter now lives IS in your precinct BUT the voter’s name is not in the Election Register, the voter is unable to provide acceptable identification, and the auditor’s office cannot verify the registration, follow Election Day Registration procedure.
Possible Situation

Voter’s address does not match what is in the election register.

If the voter’s name is in the election register but the address does not match what the voter tells you or what is on the completed voter’s declaration of eligibility slip (Example 8), verify whether the address where the voter now lives is in your precinct. Check the precinct map and/or street address guide before calling the auditor’s office.

If the address where the voter now lives IS in your precinct:

1) Have the voter complete a voter registration form with the voter’s correct address. Depending on the preference of your county auditor, have the voter complete a voter registration form and add the new address next to the voter’s name in the election register or have the voter complete both a voter registration form and a declaration of eligibility. Add in the comments section of the register that there has been an address change.

2) After the above steps are complete, have the voter cast a regular ballot.

If the address where the voter now lives IS NOT in your precinct, advise the voter of the correct polling place. If the voter insists on voting in your precinct, inform the voter of the option to vote provisionally. See Provisional Ballot section.

NEED HELP?
Call the County Auditor at ____________
Possible Situation

Voter’s name does NOT match election register:

If the voter’s name in the election register does not match what the voter has told you or what the completed voter’s *declaration of eligibility slip (Example 8)* reflects:

1) Verify that the voter has had a name change, but still lives and is registered in your precinct.

2) Depending on the preference of your county auditor, have the voter complete a *voter registration form (Example 3)* and either add the new name next to or above the voter’s previous name in the election register or have the voter complete both a voter registration form and a declaration of eligibility and add in the comments section of the register that there has been a name change.

3) After the above two steps have been completed, have the voter cast a regular ballot.

Voter’s phone number does not match election register:

If the voter’s telephone number in the election register does not match what they have told you or what they have put on the voter’s *declaration of eligibility slip (Example 8)*, the voter’s right to vote is in no way affected.

Voters are not required to provide a phone number and, further, may request it be removed from the election register. If the voter wishes to update a phone number or have a phone number removed from the register, have the voter complete a *voter registration form (Example 3)*.

If the voter wishes to remove a phone number, ask them to write “Please remove phone number” in the space provided for phone number on the registration form.
Possible Situation

“ID Required”

Some names will be marked in the election register as “ID Required.” An ID may be required from a voter for various reasons. In this situation:

1) Have the voter show one of the acceptable forms of identification. (These are listed on the Iowa Voter Identification Requirements Poster.)

   **Acceptable Forms of Identification Include:**
   a. Current and valid photo ID (driver’s license, non-driver’s ID card, student ID card, etc.)
   OR
   b. Current utility bill showing name and current address in the precinct, including a cell phone bill
   c. Current bank statement, paycheck, or government check showing name and current address in the precinct.
   d. Other current government document showing the name and address of the voter.

2) After the voter has shown you acceptable identification, the voter may cast a regular ballot.

If the voter is unable to show one of the acceptable forms of identification, inform the voter of the option to vote provisionally.

Temporary licenses issued by the Iowa Department of Transportation must be accepted as proof of identity and/or residency while the temporary ID is valid. The temporary ID is valid for 30 days, and each one will have an expiration date printed on it.

**Asking for Identification**

As a PEO, you may ask for identification from any person whom you do not know. However, when you request to see a voter’s identification, you may do so only in a uniform and nondiscriminatory manner.

If the voter is unable or refuses to show ID, inform the voter of the right to vote a provisional ballot. See Provisional Ballot section.

**NEED HELP?**

Call the County Auditor at ______________
Possible Situation

Voter was issued an Absentee Ballot

If the election register shows that a voter was issued an absentee ballot, the voter has the following options:

Option 1  The voter can surrender the absentee ballot to you and then be allowed to vote a regular ballot at the polling place. **Make sure you have the ballot.** It does not matter if the absentee ballot is marked. Write “void” on all surrendered absentee ballots.

Write “Surrendered” on the absentee ballot container and keep with the other ballots to be returned to the auditor’s office. Do not include a surrendered absentee ballot in the count of ballots on the tally list. The number of surrendered absentee ballots must be reflected on the **ballot record and receipt (Example 1).**

Option 2  If the voter does not surrender the absentee ballot to you, the voter shall be allowed to vote a provisional ballot – see Provisional Ballots Section. Inform the voter that the special precinct board will meet after Election Day to verify the voter’s information. If it is determined that the voted absentee ballot was never received, the provisional ballot will be counted.

Your county auditor may instruct you to call the auditor’s office if you have a voter who requested an absentee ballot but who does not have the ballot to surrender. If you confirm with the auditor that the person’s absentee ballot has not been received, the person can cast a regular ballot. The auditor will tell you whether he or she wants you to do this before Election Day.

Option 3  The voter may take the voted absentee ballot to the auditor’s office before the polls close on Election Day and the absentee ballot will be on time to be considered for counting.

**A voted absentee ballot cannot be delivered to a polling place on Election Day; it will not be counted.**

**NEED HELP?**  
Call the County Auditor at ____________
Possible Situation

Challenging the Right to Vote

The qualifications of a voter may be challenged by a PEO, a poll watcher, or by any registered voter. It is the duty of each PEO to challenge a voter whom the PEO knows or suspects is not qualified to vote. However, no matter what the circumstance of the challenge, it is important to note that you as a PEO are always in control of the situation.

Any person wishing to challenge the qualifications of a voter must do so in writing and must provide a separate written challenge for every voter to be challenged. There are no blanket challenges. The Challenger's Statement (Example 6) is the form to be used in this situation.

Steps in the challenge process:
1. The challenger must complete the Challenger's Statement before anything else can happen.
   a. The form must be complete. Challenge forms that do not include all of the required information will result in the challenge being rejected.
   b. A challenger may claim only the following about a voter being challenged. The voter:

   - Is not a citizen of the United States.
   - Is less than eighteen years of age.
   - Is not a resident at the address where the voter is registered (not applicable for those reporting a change of address at the polls on Election Day or those registering to vote using Election Day Registration procedures.)
   - Is not a resident of the precinct where the voter is offering to vote.
   - Has falsified information on a registration form or declaration of eligibility.
   - Has been convicted of a felony, and the voting rights have not been restored.
   - Has been judged by a court of law to be incompetent to vote and no subsequent proceeding has reversed that finding.
   - Is deceased.
2. Talk to the voter being challenged.
   a. PEOs may ask certain questions of the voter to determine the qualifications of the voter. Other challengers may participate in questioning a voter as well but if and only if you, the PEO, have permitted the challenger to do so. Questions to determine a voter’s qualifications may include the following:
      - Where do you maintain your home?
      - How long have you maintained a home at that address?
      - Do you maintain a home at any other location?
      - What is your age?

3. Is there still a challenge?
   a. If the challenge is withdrawn, the voter may cast a regular ballot. In this case, keep the completed challenge form. Write “challenge withdrawn” on the form, initial the form, and keep it with the materials that will be taken back to the auditor’s office.
   b. If the challenge is not withdrawn, offer the voter a provisional ballot. If the voter chooses to vote a provisional ballot, ATTACH THE COMPLETED CHALLENGE FORM TO THE PROVISIONAL BALLOT ENVELOPE – Iowa law requires this.

   **A voter who has been challenged always has the right to vote provisionally.** See Provisional Ballot section.

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**NEED HELP?**

Call the County Auditor at ____________
Possible Situation

Provisional Ballots
(Both the PEO and the voter must fill out a portion of the provisional ballot envelope).

You Must:

1. Complete the Reason for Provisional Ballot (Example 4).

2. Complete the Statement to a Person Casting a Provisional Ballot (Example 4).
   Explain the contents of the statement to the voter. Detach the statement and give it to the voter.

3. If the provisional ballot was a result of a challenge, you must attach the completed challenge form to the provisional ballot envelope. (See Challenging the Right to Vote.)

The Voter Must:

1. Complete the Affidavit of Provisional Voter (Example 4).

2. Complete the voter registration form.

Points to Remember during the process:

- Give the voter a secrecy envelope, a ballot, and a provisional ballot envelope. Instruct the voter to return the ballot to you, enclosed in the secrecy sleeve, sealed in the provisional ballot envelope.
- The voter must mark the ballot in a voting booth.
- DO NOT allow the voter to insert the provisional ballot into the ballot scanner.
- Make sure that when the voter turns the envelope over to you that the ballot is sealed inside. If the envelope is not sealed, instruct the voter to do so.
- Inform the voter that if the voter’s ballot is not counted, the voter will be notified of the reason by the auditor’s office.
- Place the completed provisional ballot envelope into the larger container provided for the return of provisional ballots.
Election Day Registration

Iowa residents may register and vote at the polls on Election Day. All persons wishing to register and vote on Election Day must do all of the following before being allowed to vote a regular ballot. (See Election Day Registration Situations)

- Prove identity.
- Prove residency in the precinct.
- Complete a voter registration application.
- Sign the Voter’s Oath (Example 5).

Proving Identity

Driver’s License/Non-Operator ID: A current and valid Iowa driver’s license or non-operator ID will prove both a person’s identity and residency as long as the address is current.

A current and valid photo ID is required to prove a person’s identity. The photo ID’s listed below are the only photo ID’s acceptable for use by persons wishing to register and vote on Election Day. The photo ID must contain an expiration date and may not be expired.

Acceptable Photo Identifications

- Iowa driver’s license/non-operator’s identification card
- Out-of-state driver’s license/non-operator’s identification card
- United States passport
- United States military identification card
- Employer issued identification card
- Student identification card issued by an Iowa high school or college
  When the ID indicates that it is non-expiring, it is considered unexpired and valid.

If the photo ID presented does not show the resident’s current address, the residency requirement has not been met and supporting documentation must be provided. (See Proving Residency.)

Temporary licenses issued by the Iowa Department of Transportation must be accepted as proof of identity and/or residency while the temporary ID is valid. The temporary ID is valid for 30 days, and each one will have an expiration date printed on it.

Proving Residency

The proofs of residency listed below are the only proofs of residency acceptable for use by persons wishing to register and vote on Election Day. The proof of residency must contain both the person’s name and current address in the precinct.

Acceptable Proofs of Residency

- A residential lease
- A property tax statement
- A utility bill, including a cell phone bill
- A bank statement
- A paycheck
- A government check
- Other government document
Election Day Registration Situations

**Important Note:** Before going through the Election Day Registration process with any voter, you must show them the *Notice to Election Day Registrants (Example 9)*.

**Situation #1:** Voter has proper identification and proof of residency.

When a potential voter has the proper identification and proof of residency, the voter will be allowed to vote a regular ballot.

**The voter must:**

1. Provide the appropriate identification/proof of residency.
   - Inspect the ID to make sure it has not expired.
   - Check the photo.
2. Complete a *voter registration form*.
3. Complete the *Voter’s Oath (Example 5)*.
4. Allow the voter to vote a regular ballot.

**Situation #2:** Voter does not have proper identification and proof of residency.

When a potential voter cannot provide either proof of identity or residency, the potential voter may have another registered voter attest to the identity and residency of the voter.

**The voter must:**

1. Complete a *voter registration form*.
2. Complete the *Voter’s Oath (Example 5)*.

**The attester must:**

1. Complete the *Attester’s Oath (Example 5)*.

A PEO must sign both the voter’s oath and the attester’s oath. After the above steps have been completed, allow the voter to vote a regular ballot.

**An Attester:**

- Must be a registered voter in the same precinct as the person for whom they are attesting.
  - Check an attester’s registration status.
- May only attest for one voter on Election Day.
  - Check other *Attester’s Oaths* for duplications.
- May be someone who has registered and voted on Election Day but may not be a voter who has been attested for.
  - Check an attester’s registration status.
- May be a PEO but as all other attesters, may only attest for ONE voter on Election Day.
  - Keep this in mind as you work on Election Day.

**Situation #3:** Voter does not have proper identification, proof of residency, and does not have another registered voter to attest for the voter.

Follow provisional ballot procedure. See Provisional Ballot section.
Closing the Polls

Checklist

☐ Secure the polling place. Anyone who is at the polls to vote when the polls close must be allowed to vote. Bring all of the people who arrived before closing time inside the polling place. Shut the doors to the polling place but do not lock them. Separate people waiting in line from those who arrive after closing time.

☐ Close the polls. Never close the polls early even if you believe no one else will vote. Close the polls at the designated time.

☐ Close the election equipment. After all persons have cast ballots, follow the election equipment procedures for closing your election equipment. Print the election results from the equipment before transmitting results to the auditor.

☐ Transmit results to County Auditor. If your equipment has a modem for direct transmission of results, follow that procedure. If instructed by the auditor, call the auditor’s office with results before you leave the polling place.

☐ Public canvass. Each precinct canvass is open to the public. Anyone may watch. PEOs are the only persons permitted to handle ballots or equipment.
  *Observers and spouses of PEOs may not assist with the canvass and handling ballots.

☐ Count the write-in votes. Count only those offices for which the voter has cast a write-in vote. Use the Counting Votes Guide as a guide for counting.

☐ Unused ballots. Carefully count all ballots that have not been given to voters and enter on the ballot record and receipt (Example 1) under “Not Voted.” Seal in the correct envelope and place in the supply box.

☐ Spoiled ballots. Carefully count the spoiled ballots and report that number on the ballot record and receipt (Example 1) under “Spoiled.” Do not include surrendered absentee ballots in the count.

☐ Surrendered ballots: Carefully count the number of “surrendered” ballots and report that number on the ballot record and receipt (Example 1) under “Absentee Ballots Surrendered (and not counted).”
Closing the Polls

Checklist

☐ **Provisional ballots.** Carefully count the number of provisional ballots and enter the number on the *ballot record and receipt (Example 1)* under “Provisional.” Seal all of the individual provisional ballot envelopes inside the designated container. **Do not open** the sealed provisional ballot envelopes.

☐ **Record in the tally list the total number of voters.** This should equal the number of voters’ *declaration of eligibility slips (Example 8)* from people who voted and should include the number of election day registrants who voted, but should not include the provisional ballots or people marked in the election register as absentee voters unless they voted at the polls.

☐ **Announce the unofficial tally.** Once the unofficial results are tallied, announce them to all present in the polling place.

☐ **Ballot record and receipt.** Fill out the bottom portion of the *ballot record and receipt (Example 1)*. It is imperative that this is filled in correctly and that the totals equal the number of ballots that were received of each ballot style.

☐ **Complete the Tally List and claim form.** All PEOs must sign in each of the designated places in the tally list.

☐ **Complete the claim form located in the supply box.** Be sure all PEOs fill out the claim form for payroll purposes.

☐ **Take down the signs, voting booths, etc.** Follow the instructions from the auditor when taking down and returning the election equipment.

☐ **Bring ballots and supplies to the auditor’s office.** Return the ballots on election night unless the auditor has instructed you to do otherwise. If you will not arrive at the courthouse within one hour of when the polls close, call the auditor’s office and inform them.

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**NEED HELP?**

Call the County Auditor at ____________