

# **Iowa Election Administrator's Handbook**

Prepared by the Office of Iowa Secretary of State





# Iowa Election Administrator's Handbook



## **How to Use the Iowa Election Administrator's Handbook (EAH)**

### **Voter Registration Chapter**

The voter registration chapter explains how to process voter registration documents received by auditors' offices. It also includes I-VOTERS instructions, required voter correspondence, information about voter lists and public access to voter registration documents.

### **Information Applicable to All Types of Elections**

Chapters 2 – 8 include information that applies to all elections conducted by auditors' offices.

### **Information Applicable to Certain Elections**

Chapters 9 – 13 include information that only applies to certain elections. There is a chapter for each regularly scheduled election and chapters for special public measure elections and filling vacancies.

### **Information for Precinct Election Officials**

There are two parts of this handbook designed to assist auditors with instructing precinct election officials. The Precinct Election Official Guidebook is for use in precinct polling places on election day and the ASVP Board Guide is for use by absentee and special precinct board members beginning on the day before an election.

### **Appendices**

The appendices provide information that may be used by precinct election officials, recount boards, school secretaries, city clerks, poll watchers and auditors.

## Legal Citations

### Iowa Code Citations

The *Iowa Code* is cited by chapter and section number.

For example: §47.6 means chapter 47, section 6 of the *Iowa Code*

### Iowa Administrative Code Citations

The *Iowa Administrative Code* is cited by agency number, chapter number and section number.

For example: IAC 721—21.4 means the Secretary of State's rules, chapter 21, section 4.

### Opinions of the Iowa Attorney General

Opinions of the Iowa Attorney General are cited by opinion number.

For example: OAG 90-2-6(L). The first number in the citation means the year in which the opinion was published. Some Iowa Attorney General opinions issued since 1977 can be found here: <http://government.westlaw.com/iaag/>.

## Best Practices

**Best Practices** are listed in green. These are recommended practices for auditors' offices to follow but are not required.

## I-VOTERS Instructions

Instructions for I-VOTERS are listed in **blue**.

## How the EAH will be Updated

The SOS will release changed pages after changes in legislation, best practices, I-VOTERS, etc. These pages will be released similarly to the way the Legislative Services Agency updates the *Iowa Code*.

## Disclaimer

The Elections Division of the Iowa Secretary of State's office strives to make this an accurate and reliable handbook for use during Iowa elections. If there are any conflicts between the information contained in this handbook and the *Iowa Code*, session laws amending the *Iowa Code* or the *Iowa Administrative Code*, the laws and administrative rules are authoritative and must be followed. In the event information in this handbook is out of date due to changes in the *Iowa Code* or the *Iowa Administrative Code*, the Elections Division will revise the handbook and provide changed pages as soon as possible.

## Other Resources

### 1. Secretary of State's Office

The SOS Office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

- I-VOTERS Help Desk

For I-VOTERS issues, call (515) 281-0303 or the toll-free auditor hotline at 1-877-442-7670, Option #1.

You may also contact the Help Desk via email at: [support@sos.state.ia.us](mailto:support@sos.state.ia.us)

- Elections Division

For questions regarding election administration, voter registration, or absentee voting, call (515) 281-0145 or the toll-free auditor hotline at 1-877-442-7670, Option #2.

You may also contact the Elections Division via email at: [sos@sos.state.ia.us](mailto:sos@sos.state.ia.us)

- Website      [www.sos.state.ia.us](http://www.sos.state.ia.us)

The SOS Office has a website which is set up to serve as a resource for the general public, for candidates, and for county auditors. You can use the website to retrieve everything from general information about voting in Iowa to specific forms to be used by auditors in the practice of election administration. Please make use of the website.

### 2. Auditor's Calendars

<http://www.sos.state.ia.us/elections/auditors/auditorscalendars.html>

The Elections Division produces auditor's calendars for each election. The calendars are a chronological list of things that must be done to prepare for each election and a chronological list of things that must be done following election day.

### 3. Election Forms Library

<http://www.sos.state.ia.us/elections/auditors/forms/index.html>

The Election Forms Library contains all of the forms produced by the SOS Office. Some of the forms are prescribed for use and others are recommended for use. The Library is organized by category of uses and alphabetically to help locate specific forms easily.

#### 4. **Candidate Guides**

<http://www.sos.state.ia.us/elections/candidates/index.html>

Candidate guides are compiled by the Elections Division to assist candidates and the public in meeting the requirements of Iowa's election laws. Auditors are encouraged to furnish candidate guides to all potential candidates.

#### 5. **Other Guides**

The Elections Division also creates guides specific for use by other people and groups. These guides are included in the EAH but can also be accessed separately on the SOS website.

These guides include:

- City Clerk's Guide
- School Secretary's Guide
- Precinct Election Official's Guide
- Counting Votes
- ASVP Board Guide
- Recount Board Guide
- Poll Watcher's Guide

Auditors are encouraged to furnish these guides to help people and groups meet the requirements of Iowa's election laws.

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