

## July 2012 Handbook Changed Pages

### Voter Registration - Chapter 1

Page	Change	Bill Sec. # Code Cite
TOC	Updated table of contents with new headings.	N/A
1-2	Added reference to underage voter notification available in Election Forms Library.	N/A
11-12	Added instructions for creating/updating voter registration records for provisional voters.	N/A
13-13a	Added section on voter registration and provisional voting.	N/A
Blank page, 14	Added clarification regarding what “signed” means	IAC 721—21.320(4)(d)
25-26	Corrected instructions for handling 17 ½ year olds in I-VOTERS.	N/A
41-42	Revised batch scan description language.	N/A
43-46	Clarified instructions on: <ul style="list-style-type: none"> <li>▪ What to do if you get a duplicate match when entering a new voter registration</li> <li>▪ Handling voters who are 17 ½ years old</li> </ul>	N/A
47, 47a, blank page, 48	Revised headings to accurately reflect the different situations for processing voter registrations.	N/A
49, 50, 51, 52, 53, 53a, blank page, 54	Revised I-VOTERS instructions processing voter registration updates, EDRs, and updates received on election day	N/A
59-60	Revised “Receive Ballot” description language.	N/A
61-64	Revised batch scanning instructions.	N/A
67-70	Revised instructions to reflect I-VOTERS updating the transaction source when cancelling felon and DPH records.	N/A
77-78	Corrected instructions for handling 17 ½ year olds in I-VOTERS. Added reference to underage voter notification available in Election Forms Library.	N/A
83-117	Copied processing voter registrations to this section.	N/A

## Pre-Election - Chapter 2

Page	Change	Bill Sec. # Code Cite
TOC	Updated table of contents with new headings.	N/A
35-36	Added guidance on printing headings and lines for judicial ballot	IAC 721—21.203(8)
43, 43a, blank page, 44	Added information regarding handling a death of a candidate.	§43.23, 43.78, 43.79, 44.11, 49.58
69, 69a, 69b, 70	Added detailed instructions for generating ballot styles in I-VOTERS.	N/A

## Absentee Voting - Chapter 3 – entire chapter

### Election Day - Chapter 4

Page	Change	Bill Sec. # Code Cite
3, 3a, 3b,3c, 3d, 3e	Clarified language regarding when voters must show ID.  Updated I-VOTERS instructions for confirming a voter's absentee ballot hasn't been received or a voter has not corrected a defective or incomplete affidavit.	N/A

## Post Election Day - Chapter 5 – entire chapter

### General Election - Chapter 4

Page	Change	Bill Sec. # Code Cite
TOC	Updated table of contents with new headings.	N/A
7, 8, 8a, blank page	Added more detailed candidate qualifications chart.	N/A
13-14	Updated information on gambling elections.	§99F.7(11)
15-16	Added guidance on city vacancies at general election.	798 N.W.2d 344

## Auditor's Guide to the General Election

Page	Change	Bill Sec. # Code Cite
Entire calendar	Updated to include addition of deadline for political parties to file certificate of electors.  Updated deadlines to reflect Veteran's Day holiday.	IAC 721—21.13

## Specials – Chapter 12

Page	Change	Bill Sec. # Code Cite
28-29	Updated information on gambling elections.	§99F.7(11)

## Vacancies – Chapter 13

Page	Change	Bill Sec. # Code Cite
5-6	Added guidance vacancies when unexpired term expires within 70 days after next pending election.	§69.12(2)
27-28	Updated term expiration language for county hospital trustee vacancy appointees due to amendment.	§347.10

## Filing Officer's Guide

Page	Change	Bill Sec. # Code Cite
17-18	Added guidance regarding petition signers abbreviated the names of cities.	N/A

## ASVP Board Guide

Page	Change	Bill Sec. # Code Cite
TOC	Updated table of contents with new headings.	N/A
14-15	Added guidance absentee voters with provisional ballots and when to deliver the provisional ballot to the ASVP board.	N/A

## PEO Guide Book – Appendices B and C – Opening and Closing the Polls for Unisyn



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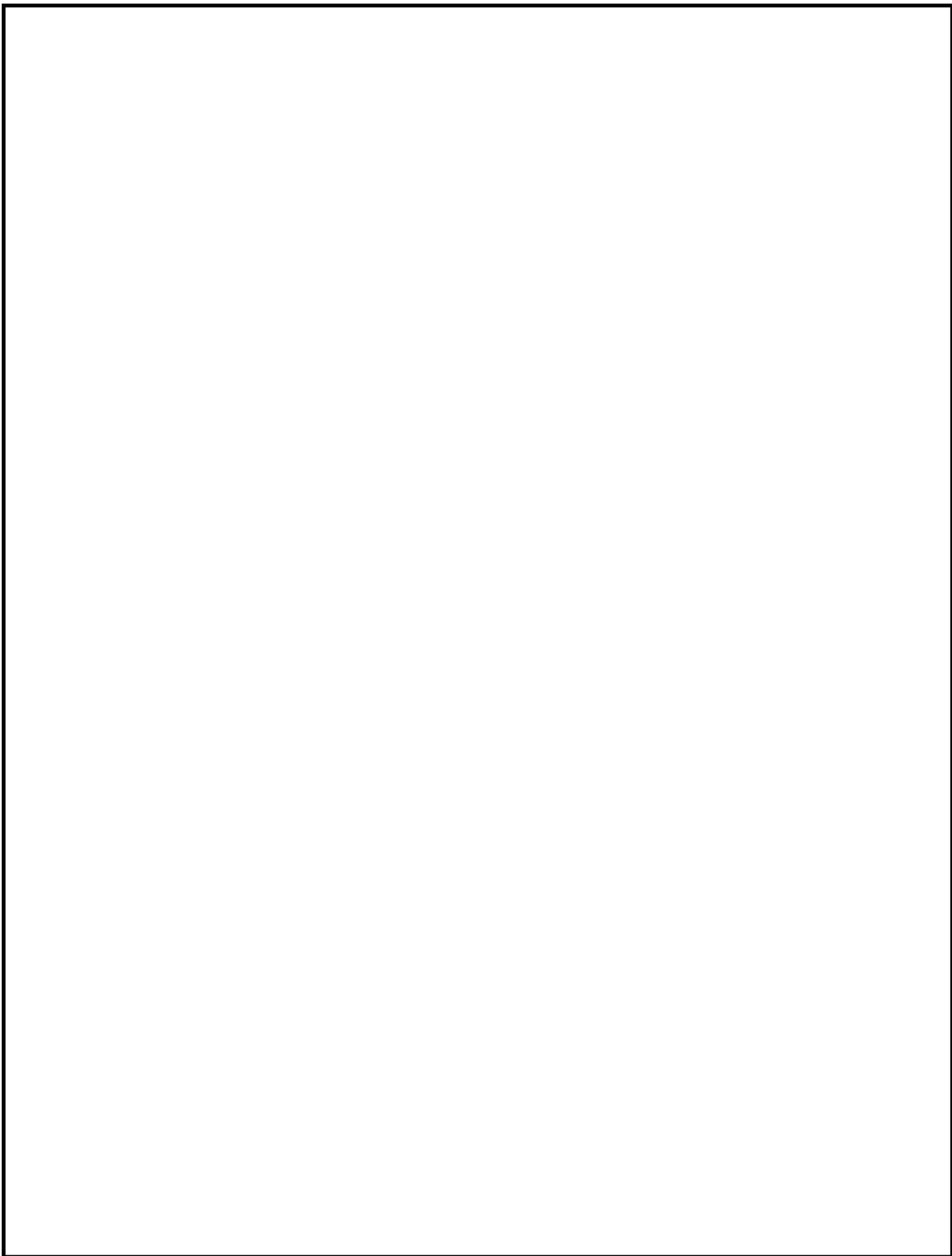
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## Overview

### **Voter Qualifications**

To qualify to register to vote, a person must be an eligible elector. An eligible elector must:

- Be a citizen of the United States,
- Be a resident of Iowa, and
- Be at least 18 years old.

An eligible elector may not:

- Be a convicted felon (unless voting rights have been restored by the president or governor),
- Be currently adjudged incompetent to vote by a court, and
- Claim the right to vote in any other place.

[§48A.5(1), 48A.5(2)]

### **Not Yet 18**

A person who is 17 ½ years old may register to vote. The person's registration will not be effective until the person reaches 18 years old.

Voters must be sent an acknowledgment within seven business days after receiving their registration forms. This may be a voter registration card with the registration effective date as the voter's 18th birthday or a letter informing the voter their form was received and their registration will not be effective until their 18th birthday. The notice must include the voter's precinct and polling place information.

If the voter's 18<sup>th</sup> birthday is after the pre-registration deadline for an upcoming election, the voter's "County Registration" date must be the day after the election unless the voter appears in person and completes the election day registration requirements.

[§48A.5(2)(c), 48A.26, IAC 821—2.12(4)]

If you receive registration forms from persons who are not 17 ½, send them a notice explaining their registration cannot be processed because they are not 17 ½. The notice should explain that they can register to vote when they are 17 ½. Include a new voter registration form with the notice. A sample notice is available in the Election Forms Library.

See the "What to do If" section for I-VOTERS instructions on processing registrations for voters who are not yet 18.

## **Residency**

Generally, a voter's residence for voter registration purposes is where the voter claims it to be, as long as the voter does not claim any other residence for voter registration.

A voter's residence is the voter's home or dwelling (whatever place the voter considers to be "home"). A business or any other non-residential property cannot be used as a residential address for voter registration unless that place is truly a primary, nighttime residence for that registrant.

There is no restriction on how long one has to live somewhere before it can become a residence for voting purposes in Iowa.

Residency is not lost by going to another state or precinct temporarily. If a person moves to another state and missed the voter registration deadline in that state for a particular election, the person may continue to be registered in Iowa for that election.

[§48A.5, 48A.5A]

## **College Students**

College students have the option of registering to vote at their hometown residence or at their residence where they are attending college. They can only register to vote in one location.

## **Homeless Persons**

The residence of a homeless person is the place where the person usually sleeps. The person must describe the location on the voter registration form so the registrar can determine in which precinct the person resides.

[§48A.5(2)(b), 48A.5A]

## Election Day Registration

### Overview

After the pre-registration deadline, any person who is not already registered in the county may register by proving identity and residency.

If a voter wants to register after the pre-registration deadline in the auditor's office or at a satellite voting station and vote in the upcoming election, the voter must also vote an absentee ballot at the same time.

If the voter wants to vote on election day, the voter must go to the correct precinct and complete the election day registration process.

[§48A.7A(1)(a), 48A.7A(3)]

### Proof of Identity

The best form of identification is a valid Iowa driver's license with the voter's current address printed on it. The voter may also provide one of the following as proof of identity:

- Iowa non-driver identification card,
- Out-of-state driver's license or non-driver's identification card,
- U.S. passport,
- U.S. military ID,
- Employer-issued ID, or
- Student ID from an Iowa high school or college.

All forms of photo ID must be current, valid, and contain an expiration date. The expiration date must be the day the voter is registering or later or list "None" as the expiration date.

Temporary licenses or IDs 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.

[§48A.7A(1)(b)(1), IAC 721—21.3(2)]

## **Proof of Residency**

If the ID presented as proof of identity does not contain the person's current address, any of the following may be presented as proof of residency as long as it contains the voter's name and current address:

- Residential lease,
- Property tax statement,
- Utility bill (including a cell phone bill)
- Bank statement,
- Paycheck,
- Government check, or
- Other government document (vehicle registration, tax assessment, etc.)  
[§48A.7A(1)(b)(2), IAC 721—21.3(2)]

## **Attestation**

If a voter does not have proof of identity and residence, a registered voter in the precinct can attest to the identity and residence of the voter as long as the attester has not attested for anyone else and was not attested for him or herself.

The voter being attested for must fill out a voter registration form and an oath swearing that the information is true.

The attester must also fill out an oath swearing the information the voter is providing is true.

Both oaths and a voter registration form are available in the Election Forms Library.

[§48A.7A(1)(c)]

### **EDR Registrant Follow Up**

All EDR registrants must be sent a nonforwardable voter registration card. If the card is returned as undeliverable, do not make the voter "Inactive" (unlike regular registrants who would be made "Inactive" at this point).

Send the forwardable "Post Election Notice to EDR Voters" available in the Election Forms Library.

If the voter does not respond to that notice within 14 days or the notice is also returned as undeliverable, then make the voter's record "Inactive." In addition, notify the SoS and the county attorney. See §48A.26A for more information.

[§48A.26A]

## Provisional Voting and Voter Registration

### Processing Voter Registrations for Provisional Voters

On election day, if voter required to show ID pursuant to §48A.8 or an EDR voter cannot prove identity and residence and does not have anyone who can attest for him or her, the voter may vote a provisional ballot and bring in proof of identity and residency at a later time. This must be done before the ASVP board meets to consider provisional ballots.

[§49.81, 50.20, IAC 721—21.3(4)]

If a provisional voter brings in required identification by the deadline to do so and is not registered to vote in your county, you must create a voter registration record in I-VOTERS using the information provided on the voter registration form. The “County Registration” date and “Vote Eligible” date should be the day of the election. Process the voter registration using the I-VOTERS instructions “EDRs Received on Election Day at the Polls.”

If a provisional voter does not bring in required identification but otherwise meets the requirements for voter registration and the voter completed a voter registration form when voting a provisional ballot, you must create a voter registration record or update the voter’s registration record in I-VOTERS using the information provided on the voter registration form. The “County Registration” date and “Vote Eligible” date should be the day after the election.

[IAC 821—2.12(1)]

**Exception:** A voter registration record cannot be created if the voter did not complete a voter registration form.

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## Updating Voter Registration Records

### Voter-Initiated Updates

Voters already registered to vote in the county may update their registration records by submitting the following items at any time, including the period when pre-registration is closed before any election:

- Official Iowa voter registration form or federal main-in voter registration form,

**Important Note:** If the voter has moved within the precinct, the voter may submit updates at the polls on election day by submitting a registration form to the precinct officials at the precinct of the voter's current residence. The voter is not required to show identification.

If the voter moved to a new precinct within the same county, the voter must show identification listed in §48A.8 before updating their address at the polls on election day.

- Signed, written notice,

The notice may be received in person, by mail, fax or email. If received electronically, the notice still must be signed (i.e. contain an image of the voter's written signature).

[§39.3(17), IAC 721—21.320(4)(d)]

- Absentee ballot request,

The "I have moved" box does not need to be checked to process a within county move using the absentee ballot request form.

**Important Note:** Do not update the voter's mailing address on the voter's registration record using the voter's absentee ballot mailing address.

- A change of address given to the DOT or a county treasurer who issues driver's licenses,
- A change of address notice for voter registration given to any voter registration agency, or
- A federal postcard application (FPCA), a declaration of eligibility on a federal write-in absentee ballot (FWAB), or the affidavit envelope for a UOCAVA voter's absentee ballot

[§48A.27(2)(a), 53.2(7)]

Review the registration form for changes of information. Update the voter's record in I-VOTERS to indicate any other changes. See the "Processing Voter Registrations" section for I-VOTERS instructions on updating records.

**Important Note:** If the registration form changes nothing and is a true duplicate of the information in the voter's record, mark "**Duplicate Registration Received**" under the "**Misc**" tab in the voter's record in I-VOTERS.

If the voter did not mark a party affiliation on the registration form, do not update the party affiliation in the voter's record.

[§48A.27(2)(b)]

Registration	Misc Info	Custom
Secondary Lang		Last Verified 04/22/2011
Special Assistance		
Ballot Style	NO APPLICABLE ELECTION	
State Reg Date	09/09/2002	Last Upd. Date 11/18/2011
Source of Update	Administrative	
Audit Comment	Duplicate Registration Received	
Comments	DOT AU	

## Incomplete Status Reasons

- **NE – Not Eighteen**

Do not use this status reason. Voters who are not 18 but who are 17 ½ should be assigned “Active” status with a “County Registration” date and “Vote Eligible” date of their 18<sup>th</sup> birthday. Voters who are less than 17 ½ currently cannot be entered into I-VOTERS. See the “What to Do If” section for more information.

A screenshot of a software interface showing a dropdown menu for the 'Reason' field. The 'Status' field is set to 'N - Incomplete'. The 'Reason' dropdown is open, showing two options: 'NE - Not Eighteen' and 'RI - Registration Incomplete'. The 'Vote Eligible' field is also visible, showing 'RI - Registration Incomplete'. There are checkboxes for 'SSA V' and 'Verit'.

[48A.5(2)(c), 48A.26, IAC 821—2.12(4)]

- **RI – Registration Incomplete**

Use this reason code if the voter did not provide a name, gender, date of birth, or residential address on the registration form.

Use this if the voter left the ID field blank on the form and did not indicate they do not have an Iowa driver’s license or Social Security number.

A screenshot of a software interface showing a dropdown menu for the 'Reason' field. The 'Status' field is set to 'N - Incomplete'. The 'Reason' dropdown is open, showing 'RI - Registration Incomplete' selected. Other fields include 'Old Voter ID' (0), 'County Registrati', 'Vote Eligible', 'Last Voted', and 'Home Tel.No 5:'. A checkbox labeled 'No Signature' is highlighted with a red box. There is a link 'Print Later VRC'.

Also use this reason code if the voter did not sign the registration form. If they voter failed to sign the form, be sure to check the “No Signature” box when entering the voter’s information in I-VOTERS.

[§48A.11(8), 48A.37(2)]

## Pending

Use “Pending” for any new voter registering in the county whose ID information cannot be verified.

Also use “Pending” for any voters who check the box next to “None” on the voter registration form indicating that they do not have an Iowa driver’s license, Iowa non-driver’s ID, or a Social Security number.

The names of “Pending” voters will appear on the election register. They will be required to show a form of ID listed in §48A.8 or use EDR procedures in order to cast a regular ballot. If they provide identification when voting, they must be made “Active.” If they are unable to provide identification, they must be offered a provisional ballot.

[§48A.25A(1)(a), 48A.37(2), IAC 821—2.14(3), 2.15(3)]

See the “Voter Correspondence” section of this chapter for more information on setting up automatically generated correspondence for “Pending” voters.

### Pending Status Reasons

- **D – No DL or SSN**

Use this reason code for registrants who indicate they do not have an Iowa driver’s license, Iowa non-driver’s ID, or a Social Security number by checking the box next to “None” on the voter registration form.

Status	P - Pending	<input type="checkbox"/> SSA V
Reason		Verif
Old Voter ID		
Vote Eligible	D - No DL or SSN	
	NV - Not Verified	

If the voter leaves the ID field blank on the form without any indication that the voter does not have any of the required IDs, assign the voter a status of “Incomplete” with the reason “Registration Incomplete.”

- **NV – Not Verified**

Use this reason code for voters whose ID numbers cannot be verified. This is the most common reason code for “Pending” status.

These voters must show or mail a copy of a form of identification listed in §48A.8 before being allowed to vote for the first time in the county. After showing or mailing identification, the voter should be made “Active.”

[IAC 821—2.14(3)]

## Overview of I-VOTERS Voter Registration Modules

### Voters Menu

- **Voter Registration**

Use this to enter new voter registration records.

- **Voter Search**

Use this to search the database for voter registration records.

- **Voter Merge**

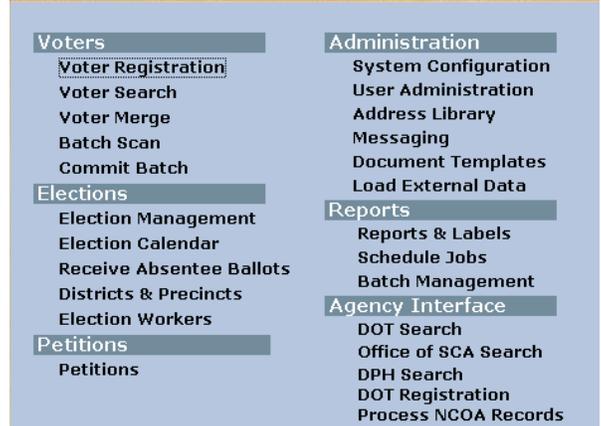
This module allows you to combine two or more existing records for the same voter into one record. It also allows you to search for potential duplicate records and decide whether the records should be merged or not. See the “Duplicate Records Search” section.

- **Batch Scan**

Use this to scan documents to attach to voters’ records later. See the “Scanning” section.

- **Commit Batch**

Use this to move scanned batches from your local computer to the server to attach the voter documents to voters’ records. See the “Scanning” section.



### Administration Menu

- **System Configuration**

Use this module to configure certain features of I-VOTERS to meet the county’s needs such as voter correspondence.

- **Address Library**

Use this to keep your street and address files up to date. Consult with the mapping/real-estate division in your office to work out a schedule for keeping your address library up to date. This function ensures that only verified addresses in your county can be used for voter registration and allows voters to be assigned to the correct precinct. See the “I-VOTERS Instructions” section.

## **Reports Menu**

- **Reports and Labels**

Produce reports on your districts, precincts, election data, and voter registration lists from this module.

- **Batch Management**

This module keeps track of voter correspondence that is automatically generated by I-VOTERS (e.g. voter registration cards, residential confirmation notices, incomplete registration notices, etc.) based on correspondence rules established in “System Configuration.” See the “Voter Correspondence” section.

## **Agency Interface Menu**

See the corresponding sections of each module in this chapter for more information.

- **Office of SCA Search**

SCA stands for State Court Administrator. The SoS enters felony convictions and restorations of rights information into this search. Use this module to verify the statuses of voting rights for people convicted of felonies or to perform a search of potential convicted felon matches to voters in your county.

- **DPH Search**

Use this to search the Department of Public Health’s death records. This also has a search function to identify possible deceased voters in your county and to cancel their voter registrations as required by law.

- **DOT Registration**

Use this module to process registration applications completed at driver’s license offices.

- **Process NCOA Records**

Use this menu if your county opts to participate in the NCOA process during the first quarter of each year. SoS provides instructions on this process each year.

## Processing Voter Registrations

### New County Registrant Before Pre-Registration Deadline

1. Open “**Voter Registration**” from the main I-VOTERS screen.
2. Click “**New.**”

The screenshot shows the I-VOTERS registration form with the following fields filled out:

- Top Bar:** New, Save, Clear, Search, Process Batch
- Personal Information:** Voter ID, Driver License (123AB4567), SSN, Birth Date (09/09/1899), Age (109), Gender (Male), Last Name (CITIZEN), First Name (JOHN), MI (A), Suffix (IV)
- Residence:** Standard, NCOA, CASS, Migration, Election, HCF, Clear. Fields include House #, Suffix, Pre Dir, Street Name, Type, Post Dir, Unit Type, City/St/Zip (IA), County (JOHNSON), Precinct (Tiffin), Split (TF.2).
- Mailing:** Country (UNITED STATES OF AMERICA), USA checkbox, Address, City/St/Zip.
- Voter Polling Locations:** Precinct, Split, View Image button.
- Election Type:** Table with columns Election Type and Polling Place.
- Election:** Table with columns Election, Date, Polling Places, and Ballot Styles.

3. Enter the registrant’s personal information on the top line.

The cursor is automatically set in the “**Driver License**” field and is ready for the voter’s information to be entered. Enter all information on the first row, tabbing between fields.

**Important Note:** By tabbing, the automatic processes that verify driver’s license numbers and check for potential duplicates, felons, and death records will activate and perform.

- **SSN**

Enter only the last four digits of the Social Security number, even if the voter has provided the full number.

- **Birth Date**

Registrants must be at least 17 ½ years old. I-VOTERS will not save “Active” records for voters whose dates of birth are less than 17 ½ years from the current date.

See “What to Do If” section if the registrant is younger than 17 ½ years old.

- **Suffix**

Enter a suffix only if the person has “Sr., Jr., III, etc.” after his or her last name (e.g. John J. Smith, III). Ms., Mr., Mrs., Dr., Rev., etc. are titles and not suffixes. They should not be entered in this field.

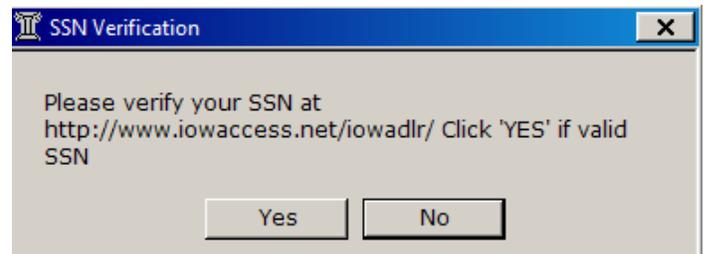
4. Once you tab past the “**Suffix**” field, I-VOTERS will automatically search for any potential matches with other voter registration, felon, or death records. If any matches are brought up, you will need to consider the information presented and decide if it is a match or not.

If one of the voters listed on the screen appears to match the registrant you are entering, click on the match listing so it is highlighted and click “**Select**.” See the “What to do If” section for more information on determining whether there is a match.

If you confirm in the system that the record matches a felony conviction record, I-VOTERS will automatically change the person’s status to “**Cancelled**” and the Reason will be “**CF – Convicted Felon**.” A cancellation notice will be automatically generated and sent to “**Batch Management**” if the correspondence rule is set up correctly. See the “Voter Correspondence” section.

If the voters listed do not match the registrant, click “**No Match**.”

5. If the voter is a new registrant to the state and the voter provided the last four digits of the SSN, verify the voter’s information on the Iowa Interactive website:  
[www.iowaaccess.net/iowadlr](http://www.iowaaccess.net/iowadlr).



If you do not have a username or password to access to this website, please contact Iowa Interactive at 515-323-3468.

6. Click “**Yes**” after verifying the SSN. If the SSN cannot be verified, click “**No**.”

If the SSN cannot be verified and the voter did not provide a driver’s license number, the voter must be assigned “**Pending**” status.

7. Enter the voter’s address in the “**Residence**” tab. Tab through these fields as well.
8. If I-VOTERS cannot match the address you are entering with the “**Address Library**,” the “**Address Library**” screen will appear.

- **Standard vs. Non-Standard Address**

The drop-down menu beneath the word “**Residence**” automatically defaults to “**Standard**.” Most addresses will be standard addresses.

An address may be entered as “**Non-Standard**” if a voter is homeless or did not provide a residential address. See the “What to do if...” section of this chapter for more information.

- **Suffix**

This suffix field is used if the address has a letter or fraction after the numerical portion of the address (e.g. 123A Main St or 221½ Washington Ave).

- **Unit Type**

If the address contains an apartment number, lot number, room number, etc., enter the type of unit here (e.g. 123 S Main St, Apt 7, enter "APT" in this field).

- **Unnamed Field to the Right of Unit Type**

Enter the number of the unit here (e.g. 123 S Main St, Apt 7, enter "7" here).

- **Mailing**

Enter a voter's mailing address if it is different from the residence address. If the mailing address is outside the United States, see the "Miscellaneous I-VOTERS Instructions" section.

9. Choose the registrant's party affiliation.

Select the party affiliation the voter marked on the registration form. If the voter chose "Green" or "Libertarian," select "**Other**" and then choose "**Iowa Green**" or "**Libertarian**" in the "**Organization**" field.

If the voter did not mark a party affiliation on the registration form, select "**No Party**."

10. Select the "**Transaction Source**."

See the "Transaction Sources, Statuses, and Status Reasons" section for more information.

The screenshot shows a registration form with three tabs: "Registration", "Misc Info", and "Custom". The "Registration" tab is active. It contains the following fields and options:

Party	No Party	Organization	
Transaction Source		<input type="checkbox"/>	DOT Verified
Status	A - Active	<input checked="" type="checkbox"/>	SSA Verified
Reason		<input type="button" value="Verify"/>	

11. Select the "**Status**."

See the "Transaction Sources, Statuses, and Status Reasons" section for more information.

**Important Note:** If the voter is at least 17 ½ years old but not 18, I-VOTERS will automatically assign the voter an "**Active**" status. The "**County Registration**" date and the "**Vote Eligible**" date will automatically default to the voter's 18<sup>th</sup> birth date.

12. If that registrant’s status is “**Inactive**,” “**Pending**,” or “**Incomplete**,” choose the “**Reason**” for the status designation.

**Important Note:** If a new registrant does not sign the registration form, assign the registrant a status of “**Incomplete**” with the reason “**Registration Incomplete**” and check the box next to “**No Signature**.”

The screenshot shows a registration form with the following fields and values: Transaction Source: 02 - Mail-in Registration; Status: N - Incomplete; Reason: RI - Registration Incomplete; County Registration: 04/01/2009; and a checked checkbox for 'No Signature'. Other fields like 'Old Voter ID', 'Last Voted', and 'Home Tel.No' are empty. There are also checkboxes for 'DOT Verified' and 'SSA Verified'.

See the “Transaction Sources, Statuses, and Status Reasons” section for more information.

13. Confirm the “**County Registration**” date.

If the pre-registration deadline has not passed, this should be the date the registration information is being entered as long as the voter is 18 years old. For agency or DOT registrations, the date of the registration is the day they were completed at the agency or the DOT if that day was before the pre-registration deadline.

If the voter is 17½, I-VOTERS will automatically assign the “**County Registration**” date and the “**Vote Eligible**” date to the voter’s 18<sup>th</sup> birth date.

If the pre-registration deadline has passed, see the “New County Registrant after Pre-Registration Deadline” instructions in this chapter.

- Check the postmark on all by-mail registrations after the deadline to see if they were postmarked 15 days (the worry-free postmark date) or more before election day. If they were, the date of registration is the worry-free postmark date.

[IAC 821—2.12]

14. Confirm the “**Vote Eligible**” date.

This should default to the same day as the “**County Registration**” date. If it does not, then make it the same as the “**County Registration**” date.

15. Enter the registrant’s home telephone number and email address (if provided) under the “**Contacts**” tab.

The screenshot shows a 'Contacts' tab with a table containing the following information:

Contact Type	Value	Unlisted
Home Phone		<input type="checkbox"/>
Office Phone-		<input type="checkbox"/>
Office Phone-		<input type="checkbox"/>
Cell Phone		<input type="checkbox"/>
Email		<input type="checkbox"/>
Pager		<input type="checkbox"/>
FAX		<input type="checkbox"/>
URL		<input type="checkbox"/>

16. Enter the registrant's previous registration information (if provided).

**Important Note:** If the voter was registered in another county in Iowa, you should have already located their record and moved that record to your county instead of creating a new record. See step 4.

If the voter was registered in another state, this information must be entered so a notice can be sent to that state. This allows the other state to cancel the voter's record and prevents the voter from being registered in more than one place. All notices to other states are sent by the SoS based on "**History**" information entered in I-VOTERS.

Enter previous registration information under the "**History**" tab.

- a. Choose the "**History**" tab. Click "**Add.**"  
The "**Voter Registration – Move History Detail**" box will appear.
- b. Enter the "**County Registration**" date as the effective date.
- c. Enter the information for the voter's previous address. Click "**Add.**"

The screenshot shows a web application interface. At the top, there are tabs: Residence, Absentee, History, Contacts, Prev Registration, and Voter Polling Locations. The 'History' tab is active. Below the tabs, there is an 'Alternate Name' section with fields for Last Name, First Name, Middle Name, and Suffix. Below that is a 'Voter Move' table with columns for Effective and Address. A dialog box titled 'Voter Registration - Move History Detail' is open in the foreground. It has a 'Help' link in the top right. The dialog box contains the following fields: Effective (text input), Prev County (dropdown menu), Address (text input), City (dropdown menu), State (dropdown menu, currently set to IA), and Zip (text input). At the bottom of the dialog box, there are 'Add' and 'Close' buttons. The background application shows a 'Registration' tab at the bottom left and 'Misc Info' and 'Custom' tabs next to it. The 'Districts' section is visible at the bottom right.

If the voter used a different name previously, enter that information under "**Alternate Name.**"

17. Click "**Save**" at the top of the voter registration screen. A message will appear indicating the voter's record was successfully saved. I-VOTERS will assign the voter a unique "**Voter ID**" number.

18. Send the registrant an acknowledgment. See the "Voter Correspondence" section for more information.

## **New County Registration After Pre-Registration Deadline, Not Voting Absentee**

These instructions apply when:

- You receive a voter's registration form in the mail after the pre-registration deadline, or
- You receive a voter's registration form from the DOT or an NVRA agency after the pre-registration deadline, or
- A voter who has never been registered in your county or is now cancelled comes to your office and wants to register but not vote by absentee.

Process the form as normal except change the **"County Registration"** date and **Vote Eligible"** date to the day after the upcoming election unless postmarked on or before the worry-free postmark date.

### **Received by Mail After Pre-Registration Deadline**

Check the postmark to see if it was postmarked 15 days (the worry-free postmark date) or more before election day. If it was, the **"County Registration"** date and **"Vote Eligible"** date are the worry-free postmark date.

If it was postmarked after the worry-free postmark date, the **"County Registration"** date and **Vote Eligible"** date are the day after the upcoming election.

### **Received by DOT/Agency After Pre-Registration Deadline**

The **"County Registration"** date and **"Vote Eligible"** date are the day after the upcoming election.

### **Received In-Person After Pre-Registration Deadline**

If received in-person, the **"County Registration"** date and **"Vote Eligible"** date are the day after the upcoming election.

[IAC 821—2.12]

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## In-Office/Satellite EDRs After the Pre-Registration Deadline

These instructions apply when:

- A voter who has never been registered in your county comes to your office or a satellite location and wants to register and vote.
- A voter who was previously registered in your county and is now cancelled comes to your office or a satellite location and wants to register and vote.
- A voter wants to vote absentee and his or her record is currently assigned “Incomplete” status.

Follow these steps when registering a voter and issuing the voter an absentee ballot:

1. Ask the voter to fill out the voter registration form contained on the EDR form. Make sure the form is filled out completely.
2. Ask for the voter’s proof of identity and residence.  
[§48A.7A, IAC 721—21.3]
3. If the voter does not have proof of identity and residence, the attestation procedure may be used.
4. Ask the voter to complete the voter’s oath portion on the EDR form.
  - If using an attester, ask the attester to fill out the attester’s oath portion the EDR form.
5. Open “**Voter Registration**” from the main I-VOTERS screen. Click “**New.**”
6. Enter the voter’s information in the appropriate fields. Tab through the key line so I-VOTERS will automatically identify any statewide duplicate matches.

If you get a duplicate match from a different county, select that record. If I-VOTERS does not identify any duplicates in the system, proceed as usual.

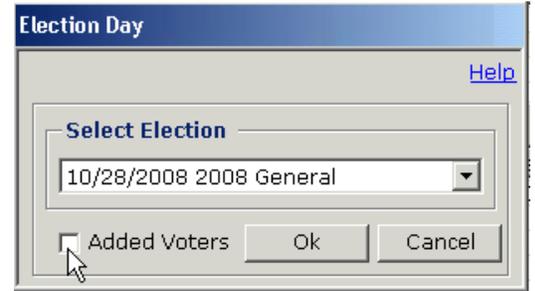
- b. Enter the voter’s address.
- c. Choose the appropriate party from the drop-down menu.
- d. Select “**15 – Election Day**” as the “**Transaction Source.**”



The screenshot shows a portion of the I-VOTERS registration form. It contains four dropdown menus with the following values: Party (No Party), Transaction Source (15 - Election Day), Status (A - Active), and Reason (empty). There is a checkbox labeled 'Organization' to the right of the Party dropdown. A mouse cursor is visible over the Party dropdown.

- An **"Election Day"** window will appear. Choose the election.

**Important Note:** Make sure to uncheck the **"Added Voters"** box when processing EDR registrants before election day. This box is only used for voters who vote EDR at the polls. If you do not uncheck the box, it will add them to the election registers as an added voter and you will have difficulty printing your election registers.



- Make sure the voter's status is **"Active."**

- The **"County Registration"** date and the **"Vote Eligible Date"** will automatically populate to election day for the selected election.

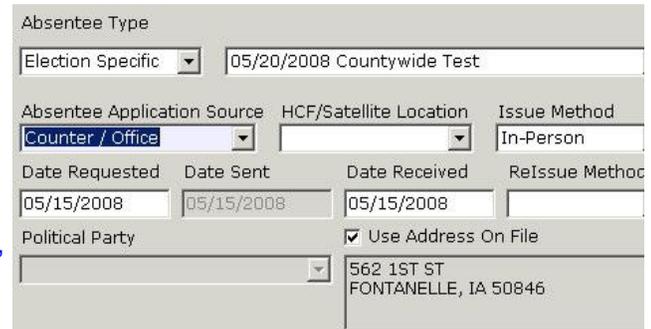


Change the **"County Registration"** date and the **"Vote Eligible"** date to the date the voter appeared in your office or at the satellite location.

- Save the voter's record.

- Enter an absentee request for the voter.

If the voter is in your office, choose **"Counter/Office"** as the **"Absentee Application Source."**



If the voter is at a satellite location, choose **"Satellite"** as the **"Absentee Application Source."**

- Select **"Print Now"** or **"Print Later,"** depending on your county procedures.



- Attach the voter's EDR form (including a voter registration form and oath form and attester's oath) to the voted ballot affidavit envelope.

14. If the ballot is received before 5 p.m. on the Friday before the election (Saturday if for a primary or general election), review the affidavit envelope for completeness and defects according to the procedures in IAC 721—21.354.
- If there are no defects and the affidavit is complete, store the ballot together with the EDR form in a secure place before delivering to the ASVP board.
  - If there are defects with the voter's affidavit envelope or if the affidavit is incomplete, follow the procedures in IAC 721—21.354 for notifying the voter about fixing the defect or completing the affidavit. Store incomplete and defective affidavit envelopes separate from other affidavits. See the "Absentee Voting" chapter for more information.
  - If the voter's registration card is returned undeliverable by the post office, deliver the absentee ballot and voter registration card to the ASVP board to be challenged pursuant to §53.31(1).

## **EDRs Received At the Polls on Election Day**

After election day, you may have three different types of voters who used EDR procedures at the polling place.

1. Voters who have never been registered to vote in your county, including voters who are currently assigned “Incomplete” status

Process these voters in I-VOTERS using the instructions below.

2. “Cancelled” voters who were previously registered to vote in your county or another county

Process these voters in I-VOTERS using the instructions below.

3. Voters who are already registered to vote in your county who reported a change of address at the polling place on election day

**Important Note:** There is nothing that prevents precinct election officials from using the EDR procedure for voters who are already registered to vote in the county and who are reporting a change of address at the polls on election day, provided the voter has the required identification to use the EDR procedure; however, these registrations should be processed in I-VOTERS as election day updates, not election day registrations. Process these voters in I-VOTERS using the “Within County Moves & Other Updates Received Between the Pre-Registration Deadline and Election Day” instructions. Update the voter’s registration information before giving vote credit in “Election Management > Process Election Register.”

## **New Voters to County, Including Incomplete and Cancelled Voters Previously Registered**

1. Open “**Voter Registration**” from the main I-VOTERS screen. Select “**New.**”
2. Enter the voter’s information in the appropriate fields. Tab through the fields so I-VOTERS will automatically identify any statewide duplicate matches.
  - a. If you get a duplicate match from a different county, select that record and continue with these steps.
  - b. If you get a duplicate match within your county, follow the “Election Day Within County Moves” instructions.
  - c. If I-VOTERS does not identify any duplicates in the system, continue with these steps.
3. Enter the voter’s address.
4. Choose the appropriate party from the drop-down menu

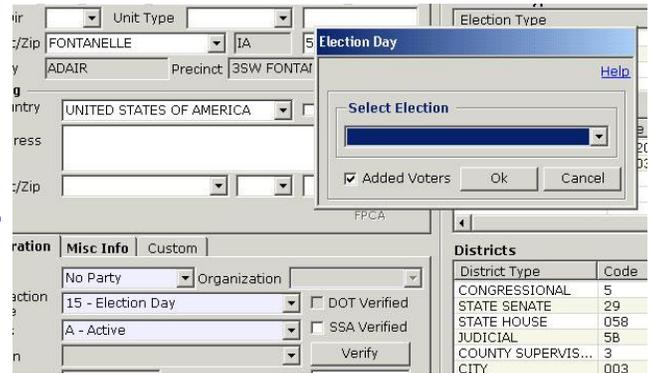
5. Select **“15—Election Day”** as the **“Transaction Source.”**

6. The **“Election Day”** window will appear. Choose the election.

7. If you leave the **“Added Voters”** checkbox marked, the voter will automatically appear in **“Election Management > Process Election Register > Process Added Voters”** for the precinct where they are now registered to vote. They will also be added to the end of the election register proof for that precinct.

8. Make sure the voter’s status is **“Active.”** Verify the **“County Registration”** date and the **“Vote Eligible”** date are the date of the election.

9. Save the voter’s record.



## Election Day Within County Moves

1. Open **“Voter Search”** from the main I-VOTERS screen.
2. Search for the voter’s record.
3. Follow the same procedures for as when entering new voter registration records, except that it is not necessary to verify the voter’s driver’s license number or Social Security number after that information has been verified once in your county.
4. Choose **“7– In Person/Registration Drive”** as the **“Transaction Source.”**
5. If the registration form is a true duplicate with no changes, mark **“Duplicate Registration Received”** under the **“Misc”** tab.

The screenshot shows a web-based form with three tabs: 'Registration', 'Misc Info', and 'Custom'. The 'Misc Info' tab is active. Fields include: 'Secondary Lang' (dropdown), 'Last Verified' (04/22/2011), 'Special Assistance' (dropdown), 'Ballot Style' (NO APPLICABLE ELECTION), 'State Reg Date' (09/09/2002), 'Last Upd. Date' (11/18/2011), and 'Source of Update' (Administrative). A dropdown menu is open under 'Source of Update', listing: Administrative, Attached Image, Cancelled Registration, Clerical Error Correction, Duplicate Registration Received (highlighted), New Registration, and Registration Updated. Below the dropdown is an 'Audit Comment' field and a 'Comments' section with a 'DOT A' button.

6. When you are finished updating the record, click **“Save.”** Make note of the voter’s ID number to use to give the voter vote credit.
7. Send an acknowledgement to the voter. See the **“Voter Correspondence”** section for more information.

See the Post Election Day chapter for instructions on giving the voter vote credit.

**Within County Moves & Other Updates Received Between the Pre-Registration Deadline and Election Day**

1. Open “**Voter Search**” from the main I-VOTERS screen.
2. Search for the voter’s record.
3. Follow the same procedures for as when entering new records, except that it is not necessary to verify the voter’s driver’s license number or Social Security number after that information has been verified once in your county.

Choose the transaction source that best fits the update (i.e. “**By Mail**” if the update was received by mail, “**In-Person**” if received in person, etc.). See the “Transaction Sources, Statuses, and Status Reasons” section for more information.

4. If the registration form is a true duplicate with no changes, mark “**Duplicate Registration Received**” under the “**Misc**” tab.

<b>Registration</b>	<b>Misc Info</b>	Custom
Secondary Lang	<input type="text"/>	Last Verified 04/22/2011
Special Assistance	<input type="text"/>	
Ballot Style	NO APPLICABLE ELECTION	
State Reg Date	09/09/2002	Last Upd. Date 11/18/2011
Source of Update	Administrative	
Audit Comment	<input type="text"/>	
Comments	DOT AU	
Administrative		
Attached Image		
Cancelled Registration		
Clerical Error Correction		
Duplicate Registration Received		
New Registration		
Registration Updated		

5. When you are finished updating the record, click “**Save**.”
6. Send an acknowledgement to the voter. See the “Voter Correspondence” section for more information.

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## Processing DOT Registrations

### Overview

In general, all applications for driver's licenses or non-driver's ID cards are considered to also be voter registration applications or updates unless the person specifically declines the registration opportunity.

[§48A.18(1), 48A.18(2)]

Voter registrations from the DOT (which has a paperless system) are submitted to the appropriate auditor's office every day.

[IAC 821—8.1]

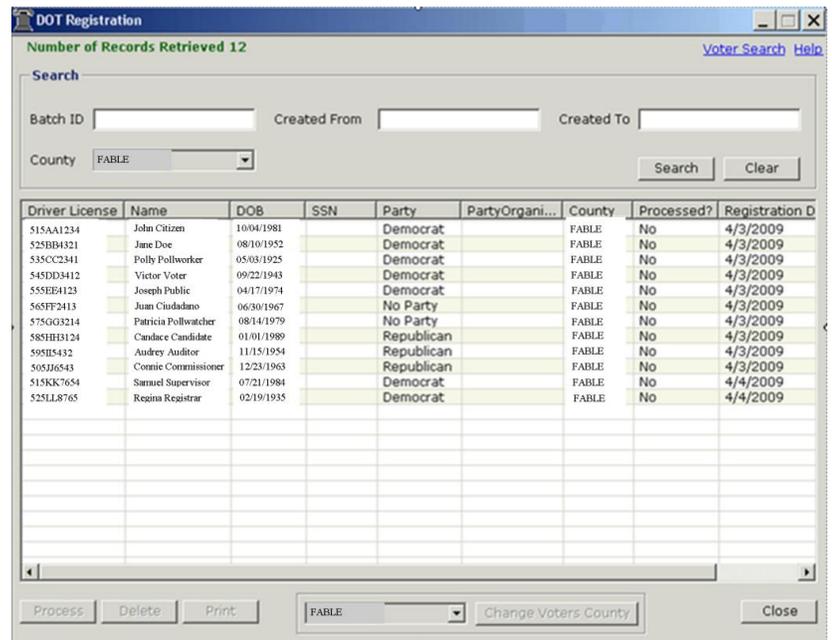
### Processing in I-VOTERS

1. Select **"DOT Registration"** on the main I-VOTERS screen.
2. Click **"Search."** This will display all the records for your county, including processed and unprocessed records.

**Recommended Practice:** Delete the records you have already processed so they will not appear each time you hit the **"Search"** button. Once a record shows up as **"Processed,"** highlight it by clicking on it and click the **"Delete"** button.

3. Click on the first record you want to process and then click **"Process."**

This will take you to the **"Voter Registration"** screen, and I-VOTERS will automatically search for any potential matches with other voter registration, felon, or death records. If any matches are brought up, you will need to consider the information presented and decide if it is a match or not.



The screenshot shows a window titled "DOT Registration" with a search interface and a table of records. The search interface includes fields for "Batch ID", "Created From", "Created To", and "County" (set to "FABLE"). There are "Search" and "Clear" buttons. The table below has columns: "Driver License", "Name", "DOB", "SSN", "Party", "PartyOrgani...", "County", "Processed?", and "Registration D".

Driver License	Name	DOB	SSN	Party	PartyOrgani...	County	Processed?	Registration D
515AA1234	John Citizen	10/04/1981		Democrat		FABLE	No	4/3/2009
525BB4321	Jane Doe	08/10/1952		Democrat		FABLE	No	4/3/2009
535CC2341	Polly Pollworker	05/03/1925		Democrat		FABLE	No	4/3/2009
545DD3412	Victor Voter	09/22/1943		Democrat		FABLE	No	4/3/2009
555EE4123	Joseph Public	04/17/1974		Democrat		FABLE	No	4/3/2009
565FF2413	Juan Ciudadano	06/30/1967		No Party		FABLE	No	4/3/2009
575GG3214	Patricia Pollwatcher	08/14/1979		No Party		FABLE	No	4/3/2009
585HH3124	Candace Candidate	01/01/1989		Republican		FABLE	No	4/3/2009
595II5432	Audrey Auditor	11/15/1954		Republican		FABLE	No	4/3/2009
505JJ6543	Connie Commissioner	12/23/1963		Republican		FABLE	No	4/3/2009
515KK7654	Samuel Supervisor	07/21/1984		Democrat		FABLE	No	4/4/2009
525LL8765	Regina Registrar	02/19/1935		Democrat		FABLE	No	4/4/2009

If you confirm in the system that the record matches a felony conviction record, I-VOTERS will automatically change the person's status to **"Cancelled"** and the Reason will be **"CF – Convicted Felon."** A cancellation notice will be automatically generated and sent to **"Batch Management"** if the correspondence rule is set up correctly. See the **"Voter Correspondence"** section.

## Elections Menu

- **Voting History**

This displays the voter's participation in past elections. This information can also be found in the "Voting History" tab of a voter's record.

- **Active Ballots**

This shows the ballots issued to the voter for current elections.

- **Temporary Parties**

This is not used in Iowa.

- **Provisional Ballot**

This is used to add a provisional ballot to a voter's record.

- **Issue Ballot**

Use this to re-issue spoiled or replacement ballots. See the Absentee Voting chapter for more information.

- **Receive Ballot**

This not used in Iowa.

- **View Worker Info**

This is linked to the "Election Workers" module if the voter is also a precinct election official.

- **Search by Ballot ID**

This is not used in Iowa.

- **Transfer Absentee Request**

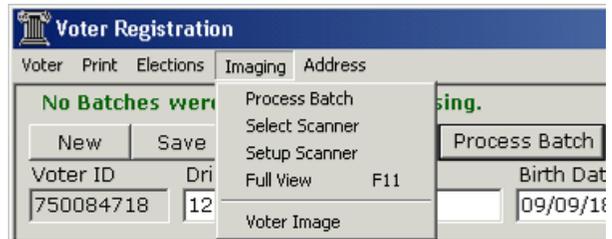
This is not used in Iowa.

The screenshot shows a web application interface for "Voter Registration". At the top, there is a blue header with a logo and the text "Voter Registration". Below the header, there are several tabs: "Voter", "Print", "Elections", "Imaging", and "Address". The "Elections" tab is currently selected. The main content area is divided into two columns. The left column contains a "Voter re" section with a "New" button, a "Voter ID" field containing "7500847", and a "Residen" section with a "Standa" field containing "123". The right column contains a menu with the following items: "Voting History", "Active Ballots", "Temporary Parties", "Provisional Ballot" (with a right-pointing arrow), "Issue Ballot", "Receive Ballot" (with "F12" next to it), "View Worker Info", "Search By Ballot ID", and "Transfer Absentee Request".

## Imaging Menu

- **Process Batch**

This will list batches of scanned voter documents that need to be attached to voter records.



- **Select Scanner/Setup Scanner**

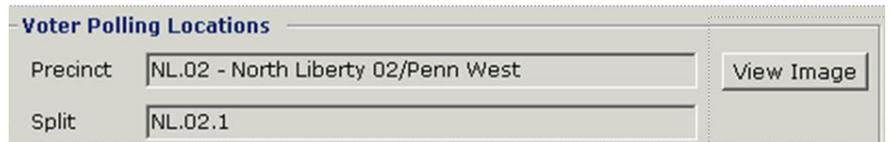
See the “Scanning and Attaching Documents” section.

- **Full View**

Use this to see the entire view of the image.

- **View Image**

Use this to see the scanned records attached to the voter’s record.



You can also see images attached to a voter’s record by clicking on the “**View Image**” button on the main screen of the voter’s record (shown below):

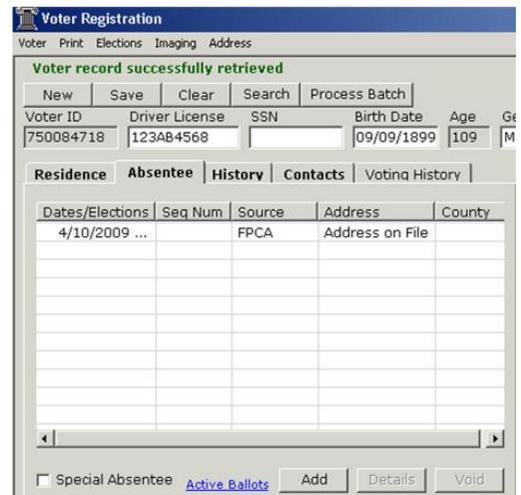
## Address Menu

This menu is only used by SoS staff.



## Absentee Tab

Under this tab, enter absentee ballot requests. You can also see if the voter has submitted absentee ballots requests and view absentee ballot information for open elections.



## **Misc Info Tab**

- **Secondary Lang**

Do not use this field.

- **Last Verified**

This is the last date that the voter's ID information was verified. You can also manually enter a date here if there is a problem with the automatic verification process.

- **Special Assistance**

Do not use this field.

- **Ballot Style**

Do not use this field.

- **State Reg Date**

This is the date that the voter first registered in Iowa. This date may be different than the "County Registration Date."

For example, a voter registered in Linn County in 1999 and then moved to Jackson County in 2008. The "County Registration Date" will show as 01/01/2008 because it refers to the registration date in the voter's current county. The "State Registration Date" will show as 01/01/1999.

- **Last Upd. Date**

This is the last date the voter's record was updated.

- **Source of Update**

Use this field to mark "Duplicate Registration Received" if you receive a registration form that is a duplicate already on file for the voter. See "Updating Registrations" instructions.

- **Audit Comment**

You may add comments here at your discretion or on the main page under "Comments." This is helpful when you need to make a notation on the voter's record that is not a standard field in I-VOTERS (e.g. when you manually verify a voter's driver's license number, etc.).

## Scanning and Attaching Documents to Voter Records

**Recommended Practice:** Scan all voter registration records and attach them to electronic I-VOTERS records. This makes locating information easy and fast.

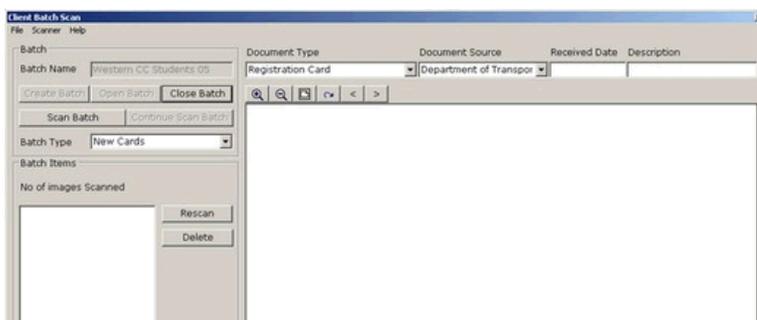
For help with configuring your scanner, see the I-VOTERS manual or call the Help Desk at 1-877-442-7670 (option 1).

### Scanning Documents

1. Select “**Batch Scan**” from the main I-VOTERS screen.
2. Select a group of documents of similar size and shape.
3. Click “**Create Batch.**” The screen changes to show the “**Batch Items**” area in the lower left area along with additional buttons.
4. Complete the following items:

a. **Document Type**

From the drop-down list, select the type of document you are scanning, such as registration card. The document type selected determines the rectangular coordinates the system uses to automatically capture the signature area as a separate, enlarged image.



b. **Document Source**

From the drop-down list, select the method by which the document came to you, such as “**Mail**” or “**Over the Counter.**”

c. **Description**

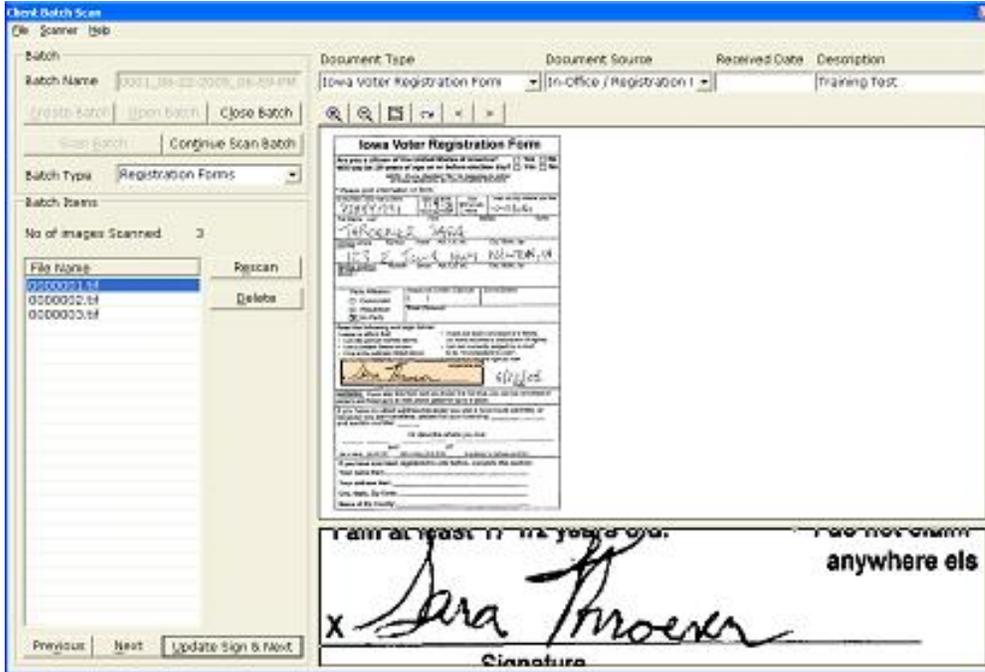
Enter any brief description about this batch for later reference. This is optional.

d. **Batch Type**

This may be used if the county has created subcategories for document types.

- After the information is entered, click **“Scan Batch”** to start feeding the documents through the scanner.
- When scanning completes, a list of auto-assigned file names in the **“Batch Items”** area will appear.

The **“Batch Items”** area also shows how many documents were scanned. The large viewing section on the right shows the first document image, including a peach-colored rectangle that should be positioned over the signature.



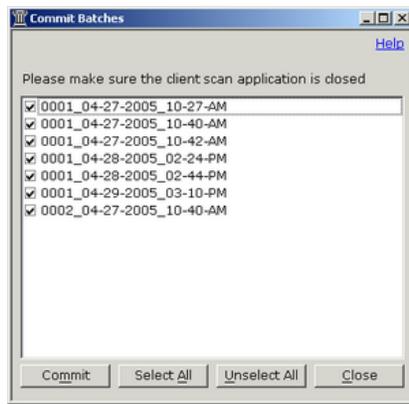
- Check each image to verify the signature box is positioned correctly. Once the box is correctly positioned, click **“Update Sign & Next.”**
- Do this for each image. To move up or down the list, use the **“Previous”** and **“Next”** buttons or click on the name of a file.

To add more documents to the same batch, position the documents on the scanner and click **“Continue Scan Batch.”** Be sure not to close the batch before doing this. Otherwise, you will not be able to continue scanning documents into the same batch.

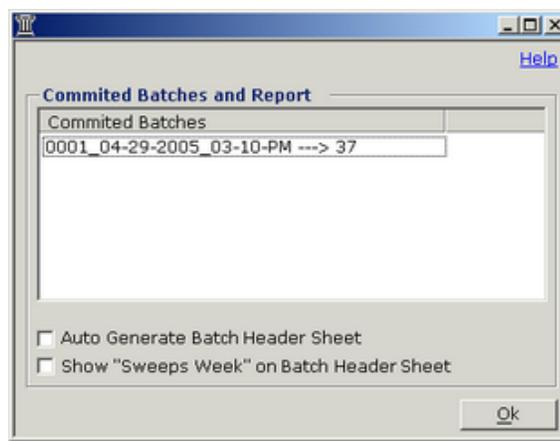
- When done scanning a batch of documents, click **“Close Batch.”**

- Next, commit the batch to move the batch from your individual workstation into I-VOTERS. Select **Commit Batch** from the main I-VOTERS screen.

A screen that looks like this will appear:



- Check the box next to each batch you want to commit. To select all of the batches, click **Select All.** To clear all the check boxes, click **Unselect All.**
- When the batches are selected, click **Commit.** The commit confirmation message appears. This may take a few minutes.



The number displayed after the arrow is the identifying number for this batch.

**Best Practice:** Keep a log of batch ID numbers so you can find individual batches if you are scanning multiple batches at the same time. It is also possible to store batches by Batch ID number so you can easily locate original documents later.

- Click **OK.** The message **Batches Committed Successfully** will appear at the top of the **Commit Batches** prompt.



## DPH Search

This search compares voter registration data with death records on file with the Iowa Department of Public Health to identify possible matches so deceased voters' records can be cancelled. This search must be performed once every calendar quarter.

[§48A.30(1)(a), 48A.31]

**Recommended Practice:** Process death records at least once a month.

### Searching Death Records

1. Select **“DPH Search”** from the main I-VOTERS screen.
2. Search by a person's name, date of birth, Social Security number, or date of death.

Name	SSN	Date Of Birth	Date Of Death	Gender
------	-----	---------------	---------------	--------

**Important Note:** Death records are added by the SoS monthly, so very recent deaths may not be reflected on this screen.

### Processing Death Records

1. Select **“DPH Search”** from the main I-VOTERS screen.
2. Select the **“Tasks”** menu and select **“Process Deceased.”**

A list of death records potentially matching registered voters in the user's county will appear under **“Deceased Record.”**

Voter ID	Name	Status	SSN	Date of Birth	Gender	Confid
<input type="checkbox"/> 111222	VOTER, VINCENT	Inactive		09/09/1899	Male	100

3. Compare the information and make a determination as to whether this is the same person. Click on the **“Voter Summary”** button to view more information about the voter that may help in making this determination.

4. If it is a match, make note of the **“Voter ID”** number and cancel the voter. Check the box next to the **“Voter ID”** and then select the **“Cancel Selected”** button. This will automatically cancel the voter’s registration and update the **“Transaction Source”** to **“09 - State Registrar of Voters.”**

5. If the voter’s record identified as a possible match does not match the death record, check the box next to the **“Voter ID”** and then click on the **“Delete – Not a Match”** button.

Voter ID	Name	Status	SSN	Date of Birth	Gender	Confid
<input type="checkbox"/> 111222	VOTER, VINCENT	Inactive		09/09/1889	Male	100

To view the records I-VOTERS has identified as potential matches, use the **“Processing Prev”** or **“Processing Next”** buttons. You may need to use these if you cannot make a determination about a particular record but want to move on to other records to process.

The bottom center of the screen will show you how many possible matches have been identified by the system for your county.

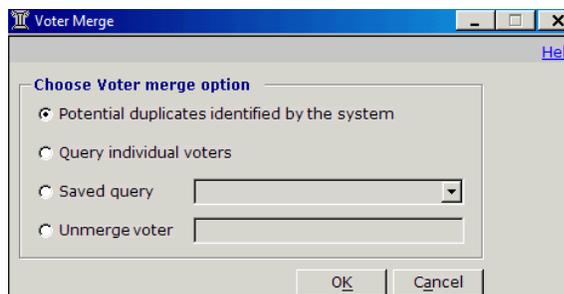
## Duplicate Records Search (Voter Merge)

This searches voter registration records statewide to identify potential duplicate records. For example, a voter who is active in your county may have had a cancelled record in another county that was missed when the voter was initially registered in your county.

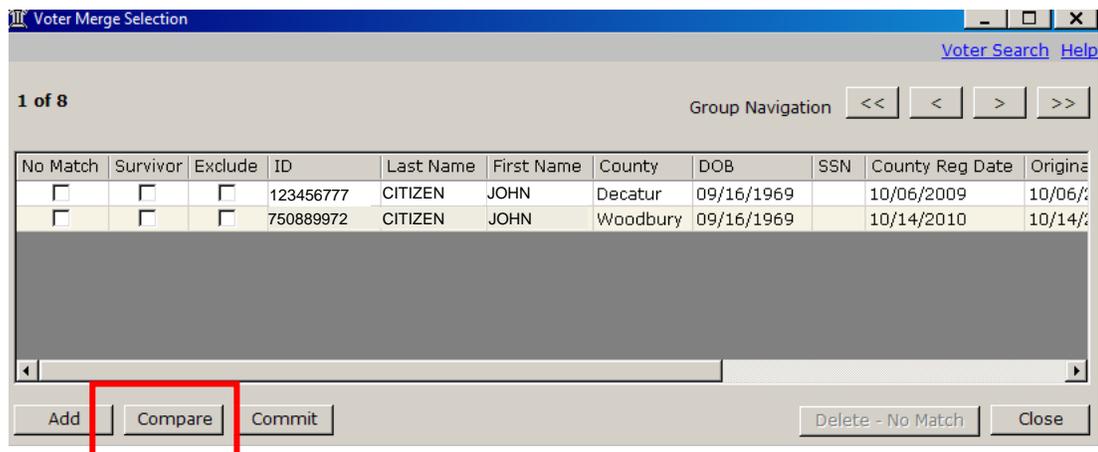
Perform this search at least once each calendar quarter.

[IAC 721—28.3]

1. Select **“Voter Merge”** from the main I-VOTERS screen.
2. The first option **“Potential duplicates identified by the system”** is the default. Select **“OK.”**



3. A new window showing potential duplicates will appear:



The number in the upper left corner shows how many potential duplicates the system has identified for your county.

4. Use the scroll bar to scroll to the right to examine all of the information before making a determination as to whether this is the same voter. The **“Compare”** button can be used to examine records side by side.

## **Voter Not 18**

### At Least 17 ½ Years Old

A person who is at least 17 ½ years old may register to vote. The person's registration will not be effective until the person reaches 18 years old.

**Exception:** If the voter's 18<sup>th</sup> birthday is after the pre-registration deadline for an upcoming election, the voter's registration effective date must be the day after the election unless the voter uses election day registration procedures.

[§48A.5(2)(c), 48A.26, IAC 821—2.12(4)]

When processing the voter's registration in I-VOTERS:

1. The voter's record will automatically be assigned "**Active**" status.
2. It will also automatically set the "**County Registration**" date and "**Vote Effective**" date to the day of the voter's 18<sup>th</sup> birthday (unless after the pre-registration deadline).

### Not 17 ½ Years Old

If you receive registration forms from persons who are not 17 ½, send them a notice explaining their registration cannot be processed because they are not 17 ½. The notice should explain that they can register to vote when they are 17 ½. Include a new voter registration form with the notice. A sample notice is available in the Election Forms Library.

## **Residential Address Listed Outside the County/State**

If the address listed as the residential address on a voter registration form is in another county in Iowa, send the form to the auditor for that county. It must be forwarded within 48 hours to the correct auditor.

The date of registration is the date the form was received by the first official. The worry-free postmark provision applies even if the form was not properly addressed so the first official should also forward the envelope in which the form arrived.

[§48A.26(8)]

If the residential address listed is not in Iowa, send a letter to the address listed explaining that an out-of-state address was provided on the registration form and that only people who live in Iowa can register and vote in Iowa.

### **Citizenship and/or Age Boxes Unchecked**

Process the form as long as the form is complete in every other way and is signed. By signing the form, the voter is acknowledging that he or she is a U.S. citizen and will be 18 on or before election day. Make the voter's status "Active."

[§48A.26(4)]

### **Citizenship and/or Age Boxes Checked No**

Enter the voter's information in I-VOTERS. Assign the voter the status "Incomplete" with status reason "Registration Incomplete." Send the voter a letter explaining the voter cannot be registered because the voter is not a U.S. citizen or will not be 18 on or before election day.

[§48A.26(5)]

### **Registration Form Not Signed**

If the voter is currently not registered in your county, process the voter with an "Incomplete" status and check the box next to "No Signature."

If the voter is already registered in your county, do not change the voter's status to "Incomplete." Send the voter a new registration form along with a letter explaining the voter must sign the update.

[§48A.11(8), 48A.37(2)]

### **Registration Form Signed POA**

An individual who has power of attorney does not have the authority to sign a voter registration form. Send the voter a letter explaining the voter must sign the form, ask for assistance in signing the form, or having someone sign the form on the voter's behalf as long as it is done in the voter's presence and with the voter's permission.

[§48A.11(7), 39.3(17)]

### **Status "Inactive" with Reason "PRM – Pending – Returned Mail/ Third Party"**

If an "Inactive" voter with reason "Pending – Returned Mail/ Third Party" submits a registration form and the voter's ID still cannot be verified or if the voter submits absentee ballot request, change the voter's status to "Pending." Use the previous pending "Status Reason" found in the voter's audit log.

[§48A.25A(1)(a), 48A.37(2), IAC 821—2.14(3), 2.15(3)]

## I-VOTERS Instructions

### New County Registrant Before Pre-Registration Deadline

1. Open “**Voter Registration**” from the main I-VOTERS screen.
2. Click “**New.**”

The screenshot shows the I-VOTERS registration form with the following fields filled in:

Voter ID	Driver License	SSN	Birth Date	Age	Gender	Last Name	First Name	MI	Suffix
	123AB4567		09/09/1899	109	Male	CITIZEN	JOHN	A	IV

Below the personal information fields, there are sections for Residence, Mailing, Voter Polling Locations, Election Type, and Election. The Residence section includes fields for House #, Suffix, Pre Dir, Street Name, Type, Post Dir, Unit Type, City/St/Zip, IA, County, Precinct, and Split. The Mailing section includes Country (UNITED STATES OF AMERICA), USA checkbox, and Address. The Voter Polling Locations section includes Precinct and Split. The Election Type section includes Election Type and Polling Place. The Election section includes Election, Date, Polling Places, and Ballot Styles.

3. Enter the registrant’s personal information on the top line.

The cursor is automatically set in the “**Driver License**” field and is ready for the voter’s information to be entered. Enter all information on the first row, tabbing between fields.

**Important Note:** By tabbing, the automatic processes that verify driver’s license numbers and check for potential duplicates, felons, and death records will activate and perform.

- **SSN**

Enter only the last four digits of the Social Security number, even if the voter has provided the full number.

- **Birth Date**

Registrants must be at least 17 ½ years old. I-VOTERS will not save “Active” records for voters whose dates of birth are less than 17 ½ years from the current date.

See “What to Do If” section if the registrant is younger than 17 ½ years old.

- **Suffix**

Enter a suffix only if the person has “Sr., Jr., III, etc.” after his or her last name (e.g. John J. Smith, III). Ms., Mr., Mrs., Dr., Rev., etc. are titles and not suffixes. They should not be entered in this field.

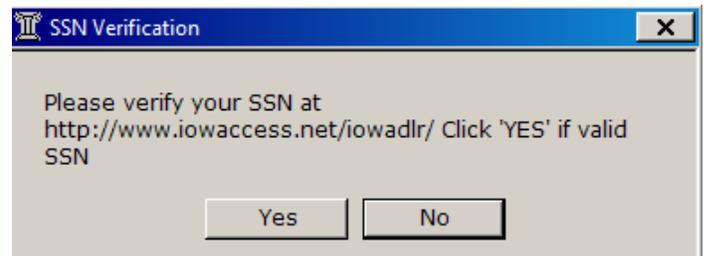
4. Once you tab past the “**Suffix**” field, I-VOTERS will automatically search for any potential matches with other voter registration, felon, or death records. If any matches are brought up, you will need to consider the information presented and decide if it is a match or not.

If one of the voters listed on the screen appears to match the registrant you are entering, click on the match listing so it is highlighted and click “**Select**.” See the “What to do If” section for more information on determining whether there is a match.

If you confirm in the system that the record matches a felony conviction record, I-VOTERS will automatically change the person’s status to “**Cancelled**” and the Reason will be “**CF – Convicted Felon**.” A cancellation notice will be automatically generated and sent to “**Batch Management**” if the correspondence rule is set up correctly. See the “Voter Correspondence” section.

If the voters listed do not match the registrant, click “**No Match**.”

5. If the voter is a new registrant to the state and the voter provided the last four digits of the SSN, verify the voter’s information on the Iowa Interactive website:  
[www.iowaaccess.net/iowadlr](http://www.iowaaccess.net/iowadlr).



If you do not have a username or password to access to this website, please contact Iowa Interactive at 515-323-3468.

6. Click “**Yes**” after verifying the SSN. If the SSN cannot be verified, click “**No**.”

If the SSN cannot be verified and the voter did not provide a driver’s license number, the voter must be assigned “**Pending**” status.

7. Enter the voter’s address in the “**Residence**” tab. Tab through these fields as well.
8. If I-VOTERS cannot match the address you are entering with the “**Address Library**,” the “**Address Library**” screen will appear.

- **Standard vs. Non-Standard Address**

The drop-down menu beneath the word “**Residence**” automatically defaults to “**Standard**.” Most addresses will be standard addresses.

An address may be entered as “**Non-Standard**” if a voter is homeless or did not provide a residential address. See the “What to do if...” section of this chapter for more information.

- **Suffix**

This suffix field is used if the address has a letter or fraction after the numerical portion of the address (e.g. 123A Main St or 221½ Washington Ave).

- **Unit Type**

If the address contains an apartment number, lot number, room number, etc., enter the type of unit here (e.g. 123 S Main St, Apt 7, enter "APT" in this field).

- **Unnamed Field to the Right of Unit Type**

Enter the number of the unit here (e.g. 123 S Main St, Apt 7, enter "7" here).

- **Mailing**

Enter a voter's mailing address if it is different from the residence address. If the mailing address is outside the United States, see the "Miscellaneous I-VOTERS Instructions" section.

9. Choose the registrant's party affiliation.

Select the party affiliation the voter marked on the registration form. If the voter chose "Green" or "Libertarian," select "**Other**" and then choose "**Iowa Green**" or "**Libertarian**" in the "**Organization**" field.

If the voter did not mark a party affiliation on the registration form, select "**No Party**."

10. Select the "**Transaction Source**."

See the "Transaction Sources, Statuses, and Status Reasons" section for more information.

<b>Registration</b>	Misc Info	Custom
Party	No Party	Organization
Transaction Source		<input type="checkbox"/> DOT Verified
Status	A - Active	<input checked="" type="checkbox"/> SSA Verified
Reason		Verify

11. Select the "**Status**."

See the "Transaction Sources, Statuses, and Status Reasons" section for more information.

**Important Note:** If the voter is at least 17 ½ years old but not 18, I-VOTERS will automatically assign the voter an "**Active**" status. The "**County Registration**" date and the "**Vote Eligible**" date will automatically default to the voter's 18<sup>th</sup> birth date.

12. If that registrant’s status is “**Inactive,**” “**Pending,**” or “**Incomplete,**” choose the “**Reason**” for the status designation.

**Important Note:** If a new registrant does not sign the registration form, assign the registrant a status of “**Incomplete**” with the reason “**Registration Incomplete**” and check the box next to “**No Signature.**”

The screenshot shows a registration form with the following fields and values: Transaction Source: 02 - Mail-in Registration; Status: N - Incomplete; Reason: RI - Registration Incomplete; County Registration: 04/01/2009; and a checked checkbox for 'No Signature'. Other fields like Old Voter ID, Last Voted, and Home Tel.No. are empty. There are also checkboxes for 'DOT Verified' and 'SSA Verified', and a 'Verify' button.

See the “Transaction Sources, Statuses, and Status Reasons” section for more information.

13. Confirm the “**County Registration**” date.

If the pre-registration deadline has not passed, this should be the date the registration information is being entered as long as the voter is 18 years old. For agency or DOT registrations, the date of the registration is the day they were completed at the agency or the DOT if that day was before the pre-registration deadline.

If the voter is 17½, I-VOTERS will automatically assign the “**County Registration**” date and the “**Vote Eligible**” date to the voter’s 18<sup>th</sup> birth date.

If the pre-registration deadline has passed, see the “New County Registrant after Pre-Registration Deadline” instructions in this chapter.

- Check the postmark on all by-mail registrations after the deadline to see if they were postmarked 15 days (the worry-free postmark date) or more before election day. If they were, the date of registration is the worry-free postmark date.

[IAC 821—2.12]

14. Confirm the “**Vote Eligible**” date.

This should default to the same day as the “**County Registration**” date. If it does not, then make it the same as the “**County Registration**” date.

15. Enter the registrant’s home telephone number and email address (if provided) under the “**Contacts**” tab.

The screenshot shows the 'Contacts' tab of a registration system. It contains a table with the following structure:

Contact Type	Value	Unlisted
Home Phone		<input type="checkbox"/>
Office Phone-		<input type="checkbox"/>
Office Phone-		<input type="checkbox"/>
Cell Phone		<input type="checkbox"/>
Email		<input type="checkbox"/>
Pager		<input type="checkbox"/>
FAX		<input type="checkbox"/>
URL		<input type="checkbox"/>

16. Enter the registrant's previous registration information (if provided).

**Important Note:** If the voter was registered in another county in Iowa, you should have already located their record and moved that record to your county instead of creating a new record. See step 4.

If the voter was registered in another state, this information must be entered so a notice can be sent to that state. This allows the other state to cancel the voter's record and prevents the voter from being registered in more than one place. All notices to other states are sent by the SoS based on "**History**" information entered in I-VOTERS.

Enter previous registration information under the "**History**" tab.

- a. Choose the "**History**" tab. Click "**Add.**"  
The "**Voter Registration – Move History Detail**" box will appear.
- b. Enter the "**County Registration**" date as the effective date.
- c. Enter the information for the voter's previous address. Click "**Add.**"

The screenshot shows a web application interface. At the top, there are tabs: Residence, Absentee, History, Contacts, Prev Registration, and Voter Polling Locations. The 'History' tab is selected. Below the tabs, there is an 'Alternate Name' section with fields for Last Name, First Name, Middle Name, and Suffix. Below that is a 'Voter Move' table with columns for Effective and Address. A dialog box titled 'Voter Registration - Move History Detail' is open in the foreground. It has a 'Help' link in the top right. The dialog contains an 'Effective' date field, a 'Prev County' dropdown menu, an 'Address' text field, a 'City' dropdown menu, a 'State' dropdown menu (set to 'IA'), and a 'Zip' text field. At the bottom of the dialog are 'Add' and 'Close' buttons. The background application has a 'Registration' tab selected at the bottom, with other tabs for Misc Info, Custom, and Districts.

If the voter used a different name previously, enter that information under "**Alternate Name.**"

17. Click "**Save**" at the top of the voter registration screen. A message will appear indicating the voter's record was successfully saved. I-VOTERS will assign the voter a unique "**Voter ID**" number.

18. Send the registrant an acknowledgment. See the "Voter Correspondence" section for more information.

## **New County Registration After Pre-Registration Deadline, Not Voting Absentee**

These instructions apply when:

- You receive a voter's registration form in the mail after the pre-registration deadline, or
- You receive a voter's registration form from the DOT or an NVRA agency after the pre-registration deadline, or
- A voter who has never been registered in your county or is now cancelled comes to your office and wants to register but not vote by absentee.

Process the form as normal except change to the **"County Registration"** date and **Vote Eligible** date to the day after the upcoming election unless postmarked on or before the worry-free postmark date.

### **Received by Mail After Pre-Registration Deadline**

Check the postmark to see if it was postmarked 15 days (the worry-free postmark date) or more before election day. If it was, the **"County Registration"** date and **"Vote Eligible"** date are the worry-free postmark date.

If it was postmarked after the worry-free postmark date, the **"County Registration"** date and **"Vote Eligible"** date are the day after the upcoming election.

### **Received by DOT/Agency After Pre-Registration Deadline**

The **"County Registration"** date and **"Vote Eligible"** date are the day after the upcoming election.

### **Received In-Person After Pre-Registration Deadline**

If received in-person, the **"County Registration"** date and **"Vote Eligible"** date are the day after the upcoming election.

[IAC 821—2.12]

## In-Office/Satellite EDRs After the Pre-Registration Deadline

These instructions apply when:

- A voter who has never been registered in your county comes to your office or a satellite location and wants to register and vote.
- A voter who was previously registered in your county and is now cancelled comes to your office or a satellite location and wants to register and vote.
- A voter wants to vote absentee and his or her record is currently assigned “Incomplete” status.

Follow these steps when registering a voter and issuing the voter an absentee ballot:

1. Ask the voter to fill out the voter registration form contained on the EDR form. Make sure the form is filled out completely.
2. Ask for the voter’s proof of identity and residence.  
[§48A.7A, IAC 721—21.3]
3. If the voter does not have proof of identity and residence, the attestation procedure may be used.
4. Ask the voter to complete the voter’s oath portion on the EDR form.
  - If using an attester, ask the attester to fill out the attester’s oath portion the EDR form.
5. Open “**Voter Registration**” from the main I-VOTERS screen. Click “**New.**”
6. Enter the voter’s information in the appropriate fields. Tab through the blue key line so I-VOTERS will automatically identify any statewide duplicate matches.

If you get a duplicate match from a different county, select that record. If I-VOTERS does not identify any duplicates in the system, proceed as usual.

- i. Enter the voter’s address.
- j. Choose the appropriate party from the drop-down menu.
- k. Select “**15 – Election Day**” as the “**Transaction Source.**”



The screenshot shows a portion of the I-VOTERS registration form. It features four dropdown menus with the following values selected: Party (No Party), Transaction Source (15 - Election Day), Status (A - Active), and Reason (empty). A mouse cursor is visible over the Party dropdown menu.

Party	No Party	Organization
Transaction Source	15 - Election Day	
Status	A - Active	
Reason		

- An **"Election Day"** window will appear. Choose the election.

**Important Note:** Make sure to uncheck the **"Added Voters"** box when processing EDR registrants before election day. This box is only used for voters who vote EDR at the polls. If you do not uncheck the box, it will add them to the election registers as an added voter and you will have difficulty printing your election registers.

- Make sure the voter's status is **"Active."**

- The **"County Registration"** date and the **"Vote Eligible Date"** will automatically populate to election day for the selected election.

Change the **"County Registration"** date and the **"Vote Eligible"** date to the date the voter appeared in your office or at the satellite location.

- Save the voter's record.

- Enter an absentee request for the voter.

If the voter is in your office, choose **"Counter/Office"** as the **"Absentee Application Source."**

If the voter is at a satellite location, choose **"Satellite"** as the **"Absentee Application Source."**

- Select **"Print Now"** or **"Print Later,"** depending on your county procedures.

- Attach the voter's EDR form (including a voter registration form and oath form and attester's oath) to the voted ballot affidavit envelope.

- If the ballot is received before 5 p.m. on the Friday before the election (Saturday if for a

primary or general election), review the affidavit envelope for completeness and defects according to the procedures in IAC 721—21.354.

- If there are no defects and the affidavit is complete, store the ballot together with the EDR form in a secure place before delivering to the ASVP board.
- If there are defects with the voter's affidavit envelope or if the affidavit is incomplete, follow the procedures in IAC 721—21.354 for notifying the voter about fixing the defect or completing the affidavit. Store incomplete and defective affidavit envelopes separate from other affidavits. See the "Absentee Voting" chapter for more information.
- If the voter's registration card is returned undeliverable by the post office, deliver the absentee ballot and voter registration card to the ASVP board to be challenged pursuant to §53.31(1).

## **EDRs Received At the Polls on Election Day**

After election day, you may have three different types of voters who used EDR procedures at the polling place.

1. Voters who have never been registered to vote in your county, including voters who are currently assigned “Incomplete” status

Process these voters in I-VOTERS using the instructions below.

2. “Cancelled” voters who were previously registered to vote in your county or another county

Process these voters in I-VOTERS using the instructions below.

3. Voters who are already registered to vote in your county who reported a change of address at the polling place on election day

**Important Note:** There is nothing that prevents precinct election officials from using the EDR procedure for voters who are already registered to vote in the county and who are reporting a change of address at the polls on election day, provided the voter has the required identification to use the EDR procedure; however, these registrations should be processed in I-VOTERS as election day updates, not election day registrations. Process these voters in I-VOTERS using the “Within County Moves & Other Updates Received Between the Pre-Registration Deadline and Election Day” instructions. Update the voter’s registration information before giving vote credit in “Election Management > Process Election Register.”

## **New Voters to County, Including Incomplete and Cancelled Voters Previously Registered**

1. Open “**Voter Registration**” from the main I-VOTERS screen. Select “**New.**”
2. Enter the voter’s information in the appropriate fields. Tab through the fields so I-VOTERS will automatically identify any statewide duplicate matches.
  - a. If you get a duplicate match from a different county, select that record and continue with these steps.
  - b. If you get a duplicate match within your county, follow the “Election Day Within County Moves” instructions.
  - c. If I-VOTERS does not identify any duplicates in the system, continue with these steps.
3. Enter the voter’s address.
4. Choose the appropriate party from the drop-down menu

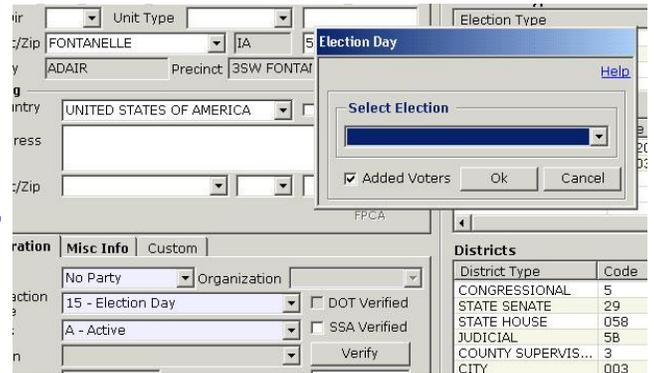
5. Select **“15—Election Day”** as the **“Transaction Source.”**

6. The **“Election Day”** window will appear. Choose the election.

7. If you leave the **“Added Voters”** checkbox marked, the voter will automatically appear in **“Election Management > Process Election Register > Process Added Voters”** for the precinct where they are now registered to vote. They will also be added to the end of the election register proof for that precinct.

8. Make sure the voter’s status is **“Active.”** Verify the **“County Registration”** date and the **“Vote Eligible”** date are the date of the election.

9. Save the voter’s record.



## Election Day Within County Moves

1. Open **"Voter Search"** from the main I-VOTERS screen.
2. Search for the voter's record.
3. Follow the same procedures for as when entering new voter registration records, except that it is not necessary to verify the voter's driver's license number or Social Security number after that information has been verified once in your county.
4. Choose **"7- In Person/Registration Drive"** as the **"Transaction Source."**
5. If the registration form is a true duplicate with no changes, mark **"Duplicate Registration Received"** under the **"Misc"** tab.

The screenshot shows a software interface for voter registration. The 'Misc Info' tab is selected. The 'Source of Update' dropdown menu is open, showing several options: Administrative, Attached Image, Cancelled Registration, Clerical Error Correction, Duplicate Registration Received (highlighted), New Registration, and Registration Updated. Other fields visible include Secondary Lang, Special Assistance, Ballot Style (NO APPLICABLE ELECTION), State Reg Date (09/09/2002), Last Upd. Date (11/18/2011), and Last Verified (04/22/2011).

6. When you are finished updating the record, click **"Save."** Make note of the voter's ID number to use to give the voter vote credit.
7. Send an acknowledgement to the voter. See the "Voter Correspondence" section for more information.

See the Post Election Day chapter for instructions on giving the voter vote credit.

**Within County Moves & Other Updates Received Between the Pre-Registration Deadline and Election Day**

1. Open **“Voter Search”** from the main I-VOTERS screen.
2. Search for the voter’s record.
3. Follow the same procedures for as when entering new records, except that it is not necessary to verify the voter’s driver’s license number or Social Security number after that information has been verified once in your county.

Choose the transaction source that best fits the update (i.e. **“By Mail”** if the update was received by mail, **“In-Person”** if received in person, etc.). See the **“Transaction Sources, Statuses, and Status Reasons”** section for more information.

4. If the registration form is a true duplicate with no changes, mark **“Duplicate Registration Received”** under the **“Misc”** tab.



5. When you are finished updating the record, click **“Save.”**
6. Send an acknowledgement to the voter. See the **“Voter Correspondence”** section for more information.

## Entering Registration Mailing Addresses

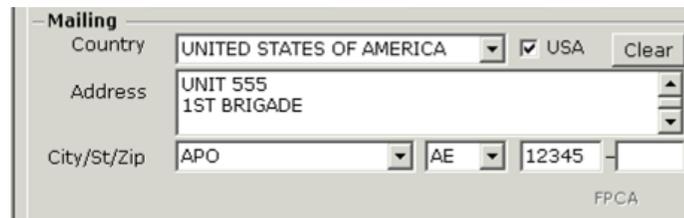
1. In the “**Mailing**” address section, select the name of the country from the “**Country**” drop-down.
2. In the “**Address**” field, enter the address exactly as it appears on the registration form. To enter more than one line of information, press the “**Ctrl**” key and hit “**Enter**” on your keyboard.



The screenshot shows a form titled "Mailing". The "Country" dropdown is set to "GERMANY FEDERAL REPUBLIC". There is an unchecked checkbox for "USA" and a "Clear" button. The "Address" field contains two lines of text: "123A N HAUPTSTRAÙE" and "71325 FREIHEIT VON NORD". The "FPCA" label is visible at the bottom right of the form.

**Important Notes:** If a UOCAVA voter provided a mailing address on the FPCA, you must enter the mailing address as the voter registration mailing address and absentee ballot mailing address.

If the voter has an FPO/APO address, leave United States as the “**Country**” and use “**FPO**” or “**APO**” as the city and “**AE**,” “**AP**,” or “**AA**” as the state.



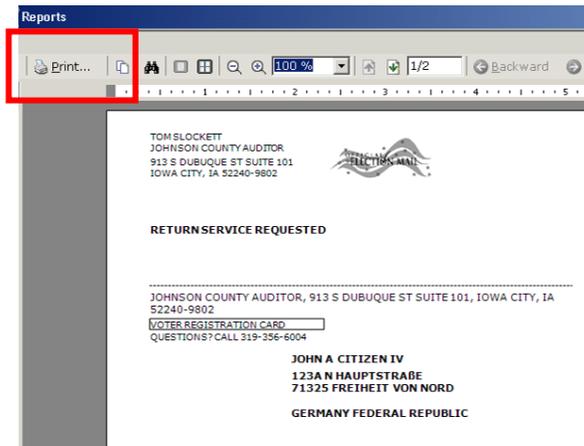
The screenshot shows a form titled "Mailing". The "Country" dropdown is set to "UNITED STATES OF AMERICA". There is a checked checkbox for "USA" and a "Clear" button. The "Address" field contains two lines of text: "UNIT 555" and "1ST BRIGADE". The "City/St/Zip" field is split into three parts: a dropdown set to "APO", another dropdown set to "AE", and a text box containing "12345". The "FPCA" label is visible at the bottom right of the form.

3. Enter the voter’s contact information, including an email address if it was provided, in the “**Contacts**” tab.
4. Click “**Save**” the voter’s information is entered.
5. Mail the voter an acknowledgment. See the “**Voter Correspondence**” section.

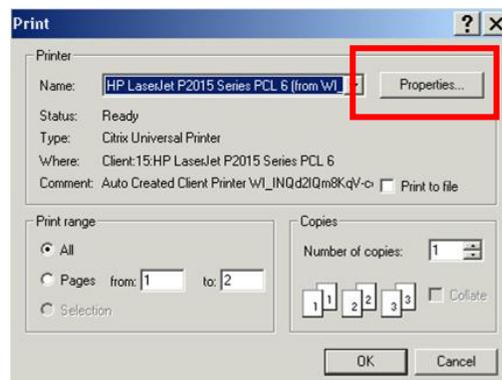
6. If the voter has an international mailing address (not an FPO or APO) address, you must manually print the voter registration card so that special international postage can be applied. To do so:
  - a. Open the voter's record.
  - b. Under "Print," select "Voter Registration Card" then "Print Now."



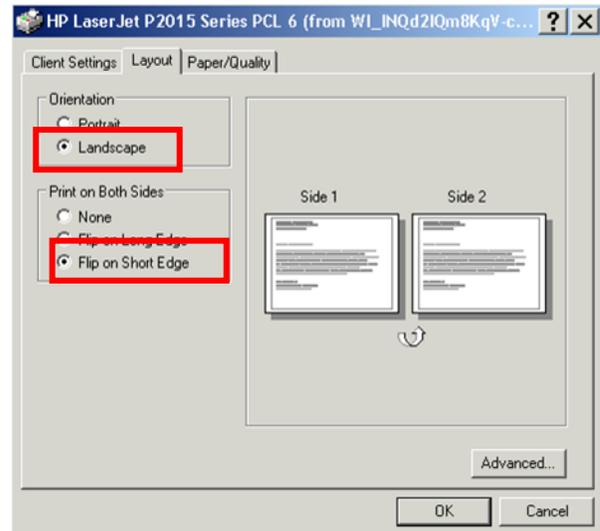
- c. Verify the voter's international address is correctly formatted. Click "Print."



- d. Click "Properties."



- e. Select the “**Layout**” tab. Select “**Landscape**” under “**Orientation**” and “**Flip on Short Edge**” under “**Print on Both Sides**.”
- f. Select the “**Paper/Quality**” tab. Select the tray/paper “**Source**” for your printer. Select “**Cardstock**” for the “**Media**.”
- g. Click “**OK**.” The card should print.
- h. Calculate the correct postage. To determine international rates, visit: <http://ircalc.usps.gov>.



## Correspondence Rules

### Adding a Correspondence Rule

1. Open **“System Configuration”** from the main I-VOTERS screen.
2. Select **“Voter Record”** then **“Correspondence.”**
3. Click **“New.”**



4. Select the **“Correspondence,” “Audit Types,” “Voter Status,”** and **“Voter Status Reason”** (if applicable) from the drop-down menus.
5. Click **“Save.”** Your selection will be added to the list and will generate the correspondence indicated.

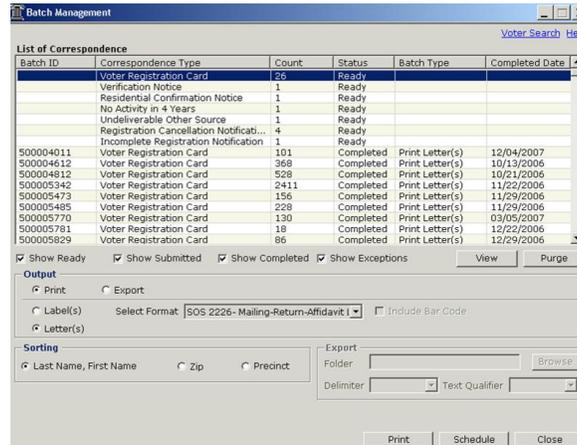
### Deleting a Correspondence Rule

1. Open **“System Configuration”** from the main I-VOTERS screen.
2. Select **“Voter Record”** then **“Correspondence.”**
3. Highlight the type of correspondence you want to delete in the list by clicking on it.
4. Click **“Delete.”**

## Printing Correspondence

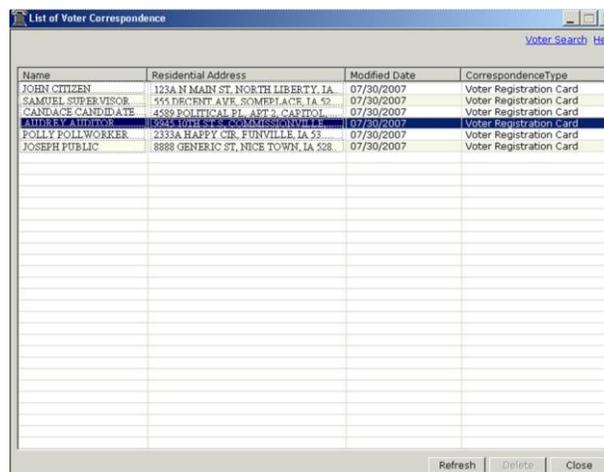
1. Open **“Batch Management”** from the main I-VOTERS screen.

A list of batches of correspondence generated by I-VOTERS will appear. The batches that have not been printed will appear first on the screen and will not have a **“Batch ID”** assigned.



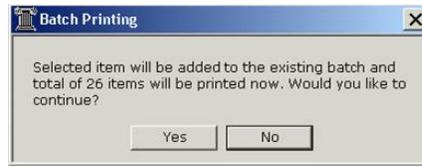
2. Before printing a batch, you can view the voters included the batch. Highlight the batch you want to view by clicking on it. Click **“View.”**
3. To delete an individual record from the batch, highlight the voter’s record by click on it. Click **“Delete.”**

Deleting correspondence from this module will not delete the audit log entry on the voter’s record reflecting that a correspondence was generated. There will not be a **“Correspondence printed/extracted”** audit log entry when the record is deleted from this list before printing.

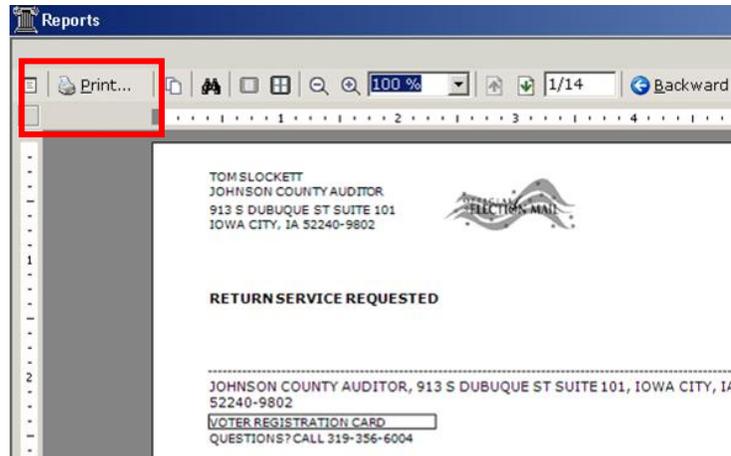


4. To print a batch, highlight the batch by clicking on it. Click **“Print.”**

5. Click **“Yes.”**

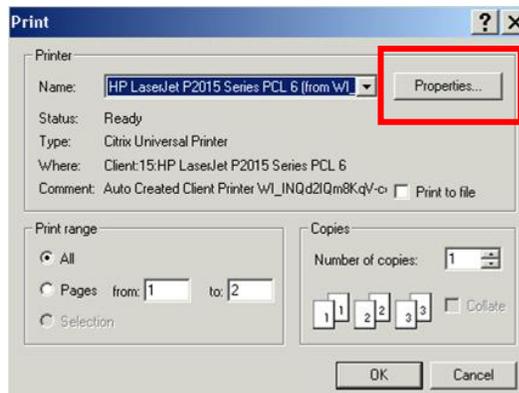


6. A print preview screen will generate. Click **“Print.”**

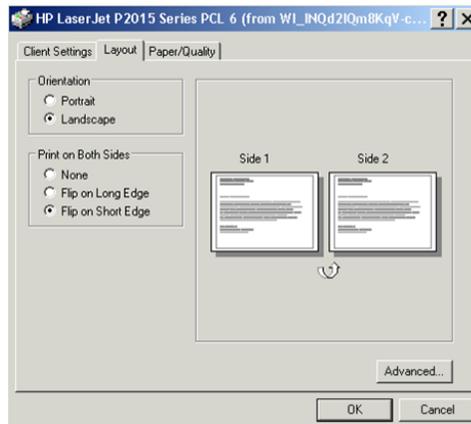


Most correspondences print on a standard 8”x11” letter format. Voter registration cards, residential confirmation notices, and No Activity in 4 Year notices must be printed double-sided on cardstock. See instructions below for printing those correspondences.

7. After you click **“Print,”** click **“Properties.”**



8. Choose the **“Layout”** tab. Select **“Landscape”** as the **“Orientation”** and **“Flip on Short Edge”** under **“Print on Both Sides.”**



9. Click **“OK.”**

## **Generating Voter Lists**

There are multiple ways to generate a voter list.

### **Vote History List Export (EX-004)**

This export allows you to choose multiple elections, precincts and districts from which to pull voters. The export will show which voting method the voters used to vote (i.e. polling place “P” or absentee “A”).

This export will only pull voter information from one county at a time. If you need to pull voters from a city or school district that crosses county boundaries, you must generate this list multiple times, once for each county. You may also generate a list using “Voter Search.” See the “Voter Search” list explanation in this section.

This export will pull all voters in the precinct(s) or district(s) selected even if the voters did not vote in the selected election(s). You may need to sort out the voters who did not vote from the list using Excel before providing the list to the requestor, depending on the list request specifications.

To generate this export:

1. Open “**Reports & Labels**” from the main I-VOTERS screen.
2. Select “**Voter Registration.**”
3. Choose export “**EX-004.**”
4. Choose the precinct(s) or district(s).
5. Choose the election(s).
6. Select the box “**All**” for “**Party**” and “**Party Org.**”
7. Select the “**Statuses**” to include.
8. Browse for the location to save the export. Click “**Export.**”

## Vote History for Last Five Elections of Every Type (EX-005)

This export generates a list of voters from selected precincts or districts. The list shows the voters' vote history and voting methods for the last five elections of every type (i.e. last five primary elections, last five general elections, last five city elections, etc.).

To generate this export:

1. Open "**Reports & Labels**" from the main I-VOTERS screen.
2. Select "**Voter Registration.**"
3. Choose export "**EX-005.**"
4. Choose the precinct(s) or district(s).
5. Select the box "**All**" for "**Party**" and "**Party Org.**"
6. Select the "**Statuses**" to include.
7. Browse for the location to save the export. . Select the "**C\$ Client**" drive and then the I-VOTERS folder. If you do not have an I-VOTERS folder, call the I-VOTERS Help Desk Line (1-877-442-7670).
8. Click "**Export.**"

## Registered Voter List Export

This export generates a list of all registered voters in selected precincts or districts in your county. To generate this export:

1. Open "**Reports & Labels**" from the main I-VOTERS screen.
2. Select "**Voter Registration.**"
3. Choose export "**EX-003.**"
4. Choose the precinct(s) or district(s).
5. Select the box "**All**" for "**Party**" and "**Party Org.**"
6. Select the "**Statuses**" to include.
7. Browse for the location to save the export. . Select the "**C\$ Client**" drive and then the I-VOTERS folder. If you do not have an I-VOTERS folder, call the I-VOTERS Help Desk Line (1-877-442-7670).
8. Click "**Export.**"

## Voter Search

“Voter Search” is helpful when you need to generate a custom list.

1. Open “**Voter Search**” from the main I-VOTERS screen.
2. Select the search criteria using the various tabs.

If you have selected a district which includes multiple counties and you wish to pull information for those voters, be sure to choose “**State**” as your search scope instead of your county only.

The screenshot shows the 'Voter Search' interface with several tabs: Name, Absentee/Provisional, Absentee Details, Residence Address, Mailing Address, Save, Export, Districts, Precincts, Status, Output, Activity, Comment, Political Parties, and Custom Fields. The 'Output' tab is selected. Below the tabs are various search criteria fields such as Election Type, Registration Source, State Registration Date, Last Update Date, Last Vote Date, Vote Eligible Date, and County Reg Date. A red box highlights the 'Scope' section, which includes radio buttons for 'State' and 'County', and a dropdown menu currently set to 'Lee'.

Election participation information and date ranges are available under the “**Activity**” tab.

3. Once you have selected your search criteria, click on the “**Output**” tab. You can select additional output fields by checking the boxes next to the fields desired.

You can also modify the output order of the fields. To do so, highlight the field you want to move by clicking on it in the “**Output Order**” column. Use the arrows to move the field up or down.

The screenshot shows the 'Output Fields' selection window. It contains a list of fields with checkboxes: ZIP (MA), Country (MA), Other, Status, Driver License, Registration Da, Last Vote Date, Last Update Da, Last 4 SSN, and Home Phone. The 'Last 4 SSN' field is highlighted.

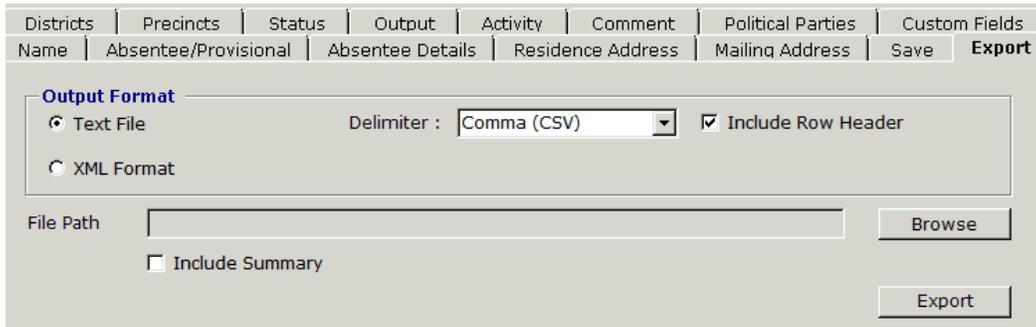
To modify the sorting order of the fields, check the boxes next to the fields you wish to sort by in the “**Output Order**” column. Those fields will then move to the “**Sorting Order**” column. Use the “**Ascending**” and “**Descending**” check boxes to modify the sorting order.

The screenshot shows the 'Output Order' and 'Sorting Order' configuration window. The 'Output Order' column lists fields: Last Name, First Name, Middle Name, Name Suffix, Date of Birth, City (RA), Precinct, Split, State (RA), County, and Status. The 'Sorting Order' column is a table with columns for 'Column', 'Ascending', and 'Descending'. The 'Last Name' field is selected in the 'Output Order' column and its corresponding row in the 'Sorting Order' table has the 'Ascending' checkbox checked.

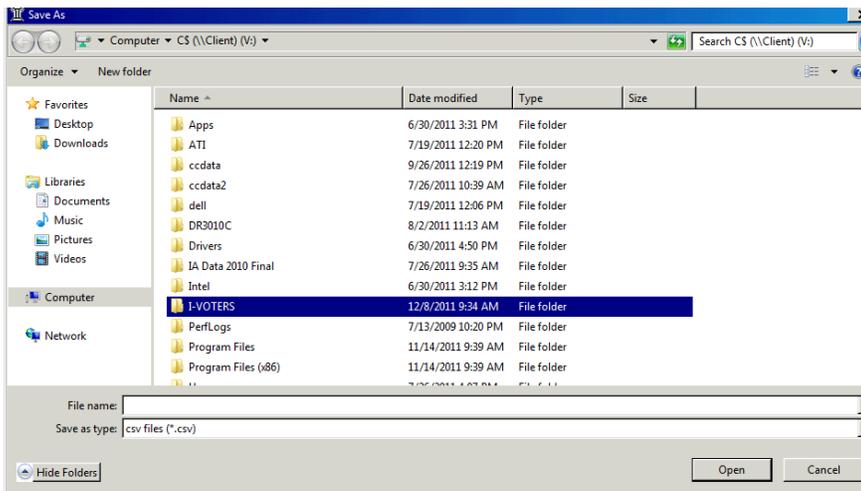
Column	Ascending	Descending
Last Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
First Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Middle Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Click “**Search.**”

5. Select the **“Export”** tab.



6. Choose **“Text File”** as the **“Output File.”** Choose **“Comma (CSV)”** from the **“Delimiter”** drop-down. Check the box next to **“Include Row Header”** so each column of information will be labeled.
7. Click **“Browse”** to choose the location to save the list. Select the **“C\$ Client”** drive and then the I-VOTERS folder. If you do not have an I-VOTERS folder, call the I-VOTERS Help Desk Line (1-877-442-7670).



8. Enter the file name then click **“Save.”**
9. Click **“Export.”** A message indicating the export was successful will appear at the top of the screen.

## **Mailing Labels**

Mailing labels can be generated to provide to candidates. You must use “**Voter Search**” to generate the criteria. Follow the instructions for creating a list in “**Voter Search**.”

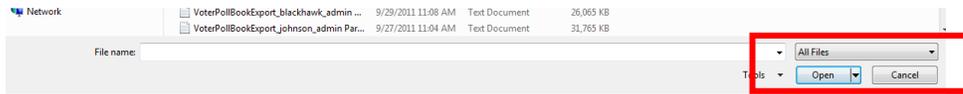
After you have chosen your search criteria and clicked “**Search**,” choose the “**Reports**” drop-down menu. You can generate mailing labels by voter or by household.

The labels will generate as a report which you can save as a .pdf file or .rtf file. If you wish to modify the file in Word, save the report as a .rtf file.

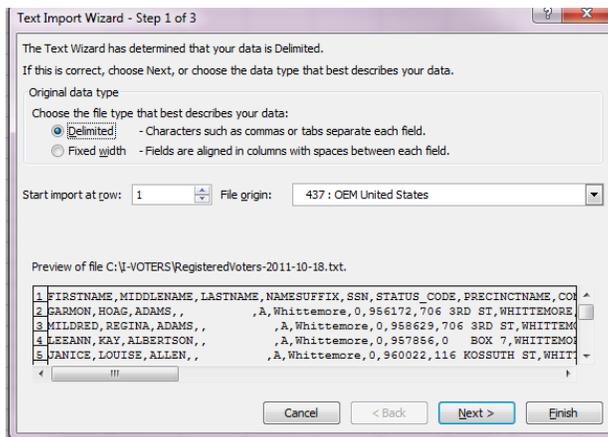
## Opening Exports in Excel

Most lists are exported as text files from I-VOTERS. If you wish to provide the list as an Excel file, you will need to open the file in Excel and save it as an Excel document.

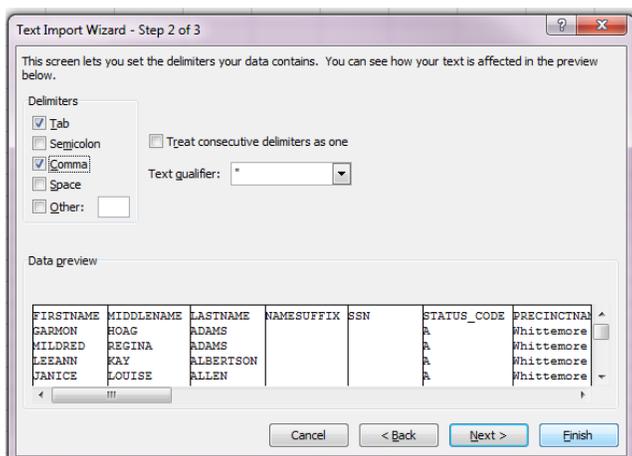
1. Open Excel. From the **“File”** drop-down or the Office button, choose **“Open.”**
2. Browse to your C: Drive and open your I-VOTERS folder. Change the **“File Type”** to **“All Files.”** Find the file you just exported and click **“Open.”**



3. Be sure **“Delimited”** is marked. Click **“Next.”**



4. Be sure the **“Tab”** and **“Comma”** boxes are checked. Click **“Finish.”**



5. To save the file as an .xls document, choose **“Save As”** from the **“File”** or Office button drop-down. Browse for the location where you wish to save the file. Change the file type from the **“Save As Type”** drop-down to **“Excel Workbook”** or **“Excel 97-2003 Workbook.”** Click **“Save.”**

## Modifying the Address Library

### Adding an Address Range

1. Click on **“Address Library”** from the main I-VOTERS screen. Click on **“New”** at the bottom of the **“Address Library”** screen.

2. The **“New Address Library”** screen will appear.

3. Enter the address range information. Follow these guidelines:

- **House# From, House# To, & Type**

Enter a house number range. The selection of **“Odd,” “Even,”** or **“All”** in the **“Type”** field determine which house numbers must be entered in the **“House#”** fields.

If **“Odd”** is chosen, the **“House#”** ranges can only be odd numbers. If **“Even”** is chosen, the **“House#”** ranges can only be even numbers.

- **Pre-Direction**

Choose a **“Pre-Direction”** from the drop-down list or by typing it in. The pre-direction is a direction indicator in front of the street address. This field is optional.

- **Street Name**

Type the **“Street Name”** in the field. If the street already exists in the address library, be sure to follow the same naming convention (i.e. First Street, not 1st Street). This field is required.

- **Street Type**

Choose a **“Street Type”** from the drop-down list or by typing it in. This field is optional.

- **Post Direction**

Choose a **“Post Direction”** from the drop-down list or by typing it in. The post direction is a direction indicator after the street address. This field is optional.

The screenshot shows the 'New Address Library' form with the following fields and options:

- Street Name Aliases:** A large empty text area on the left.
- House# From:** Text input field.
- House# To:** Text input field.
- Type:** Drop-down menu.
- Pre Direction:** Drop-down menu.
- Street Name:** Text input field.
- Street Type:** Drop-down menu.
- Post Direction:** Drop-down menu.
- Unit Type:** Drop-down menu.
- Unit# From:** Text input field.
- Unit# To:** Text input field.
- City:** Text input field.
- State:** Drop-down menu.
- Zip:** Text input field.
- Route Number:** Text input field.
- County:** Drop-down menu (currently set to Marion).
- Precinct:** Drop-down menu.
- Split:** Drop-down menu.
- Voter Counts:** Text input field.
- View Voters:** Button.
- Unusable Address:**
- Mailing Address Required:**
- Unit Required:**
- Health Care Facility [HCF]:**
- HCF Description:** Text input field.
- Remove:** Button.
- Split Lookup:** Button.
- Districts List:** Button.
- Save:** Button.
- Close:** Button.

- **Unit# From, Unit# To, & Unit Type**

Choose the “**Unit Type**” from the drop-down list or by typing it in. Use this for address ranges containing only multi-unit dwellings. Enter the lowest unit number in the “**Unit# From**” field and the highest unit number in the “**Unit# To**” field. These fields are optional.

- **City**

Choose the “**City**” from the drop-down list or by typing it in. This field is required.

- **Zip**

Choose the “**Zip**” from the drop-down list or by typing it in. This field is required.

- **Precinct**

Choose the “**Precinct**” code from the drop-down list or by typing it in. This field is required.

**Important Note:** You cannot add a new precinct from this screen. See the “Creating New Precincts” instructions on page 8.

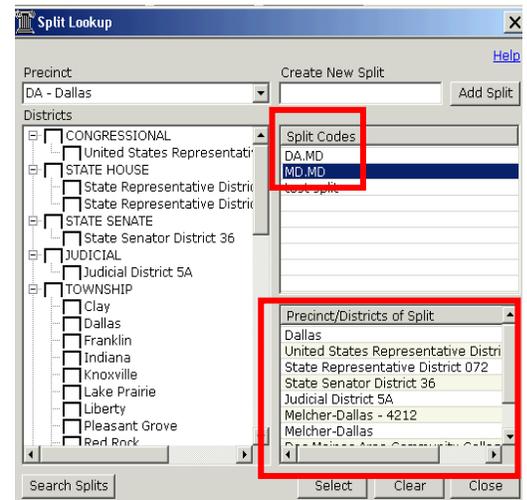
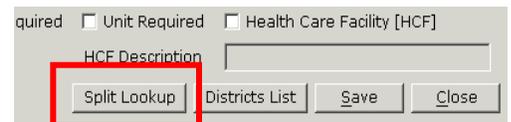
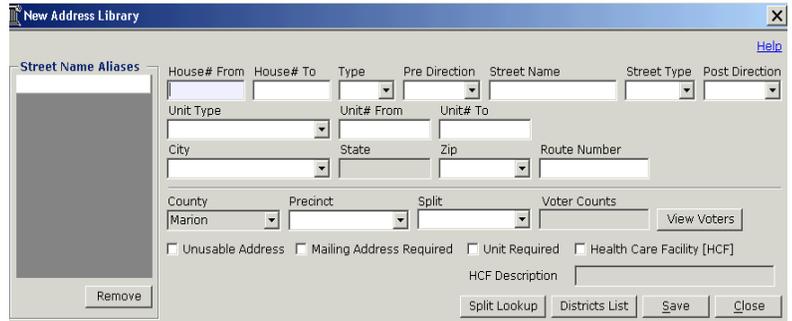
- **Split**

Choose the “**Split**” from the drop-down list or by typing it in. This field is required.

If you are unsure of the split, click on “**Split Lookup.**” From “**Split Lookup**” screen, you can search for the splits by precinct.

You can view the districts within a split by clicking on the split under “**Split Codes.**” The districts will be listed under the “**Precinct/Districts of Split.**”

**Important Note:** Do not add a new split from this screen. This will not check to see if you added all required districts to a split.



The following items are not required but may useful to clarify address ranges.

- **Mailing Address Required**

Check this box if mail is not normally delivered to the physical address within the address range (i.e. a post office box is required to receive mail).

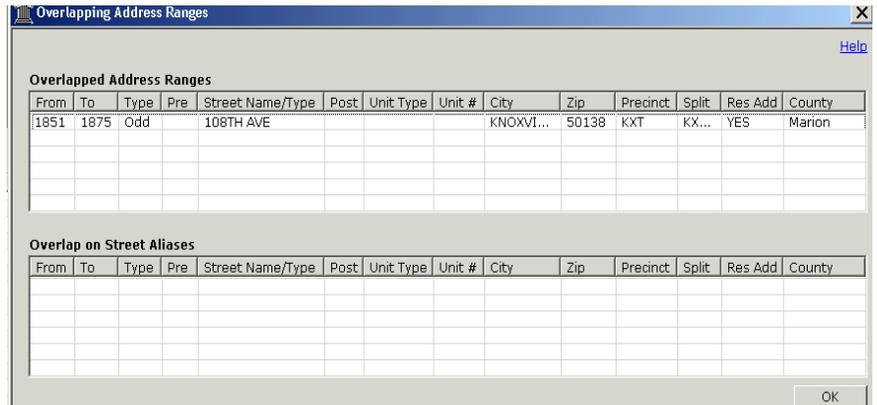
- **Unit Required**

Check this box if the address range has multiple units and the “**Unit#**” is required.

4. Click **“Save”** when you are finished entering the address range information.

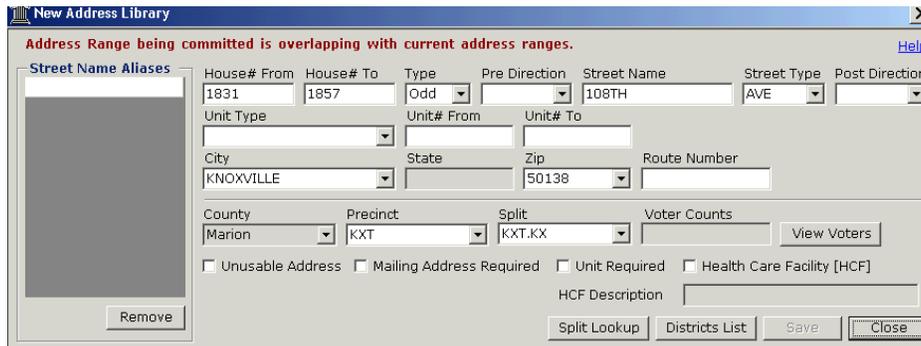
- a. You may get an **“Overlapping Address Range”** message if you entered a new range that overlaps with an existing address range.

This screen will show you the range of address that overlaps with the address range you are trying to create.



- b. Click **“OK.”**

c. The following screen will appear:



- d. Correct the required changes to the address range (usually the **“House# From”** and **“House# To”** fields).

- e. Click **“Save”** when finished. The **“Address Library”** screen will open displaying the new address range.

## Modifying an Address Range

1. Open the “**Address Library**” from the main I-VOTERS screen. Search for the range you wish to modify in the “**Address Library.**”
2. Highlight the range you want to modify by clicking on it. Click “**Detail.**”

**Address Library**

Maintenance Export Voter Search Help

**Selection Criteria**

House# From:  House# To:  Type:  Unit Type:  Unit# From:  Unit# To:

Pre Direction:  Street Name:  Street Type:  Post Direction:

County:  City:  Zip:  Precinct:  Split:

Residential Address:  Mailing Address:   Search Street Aliases  HCF

**Search Result**

Current | Workspace

From	To	Type	Pre	Street Name	ST	Post	UType	Unit #	City	Zip	Precinct	Split	Res
101	501	All		1ST	ST	NW			MELCHER	50163	DA	MD....	YES
101	412	All		1ST	ST	SW			MELCHER	50163	DA	MD....	YES
101	403	All		1ST	ST				BUSSEY	50044	LB	BU.TC	YES
101	510	All		1ST	ST	NE			MELCHER	50163	DA	MD....	YES
101	714	All	W	1ST	ST				PELLA	50219	PE4	PE4....	YES
101	750	All		1ST	ST	SE			MELCHER	50163	DA	MD....	YES
107	107	Odd		1ST	ST				HARVEY	50119	CL	HV.KX	YES
202	902	All	S	1ST	ST				KNOXVILLE	50138	KX2	KX2....	YES
205	811	All	N	1ST	ST				KNOXVILLE	50138	KX1	KX1....	YES
215	615	All	E	1ST	ST				PELLA	50219	PE1	PE1....	YES
702	1015	All	E	1ST	ST				PELLA	50219	PE2	PE2....	YES
709	709	Odd		1ST	ST				BUSSEY	50044	LB	BU.TC	YES
805	1435	All	W	1ST	ST				PELLA	50219	PE3	PE3....	YES
814	814	All		1ST	ST	SE			MELCHER	50163	DA	MD....	YES
1009	1009	All		1ST	ST				DALLAS	50062	DA	MD....	YES

3. The “**Edit Address Library**” screen appears. Modify the range details as needed. Click “**Save.**”

**Edit Address Library**

Street Name Aliases Help

House# From:  House# To:  Type:  Pre Direction:  Street Name:  Street Type:  Post Direction:

Unit Type:  Unit# From:  Unit# To:

City:  State:  Zip:  Route Number:

County:  Precinct:  Split:  Voter Counts:

Unusable Address  Mailing Address Required  Unit Required  Health Care Facility [HCF]

HCF Description:

**Important Note:** You cannot add splits from this screen.

4. The “**Audit Comment**” screen will appear. Enter an audit comment and click “**Save.**” The comment will be added to the audit logs of all voters affected by the change.

## Splitting an Address Range

1. Open the “**Address Library**” from the main I-VOTERS screen. Search for the range you wish to modify.
2. Highlight the range by clicking on it. Select “**Split Address Range**” at the bottom of the screen.

The screenshot shows the 'Address Library' window with a search result table. The 'Split Address Range' button is highlighted in red at the bottom of the window.

From	To	Type	Pre	Street Name	ST	Post	UType	Unit #	City	Zip	Precinct	Split	Res
101	501	All		1ST	ST	NW			MELCHER	50163	DA	MD....	YES
101	412	All		1ST	ST	SW			MELCHER	50163	DA	MD....	YES
101	403	All		1ST	ST				BUSSEY	50044	LB	BU.TC	YES
101	510	All		1ST	ST	NE			MELCHER	50163	DA	MD....	YES
101	714	All	W	1ST	ST				PELLA	50219	PE4	PE4....	YES
101	750	All		1ST	ST	SE			MELCHER	50163	DA	MD....	YES
107	107	Odd	S	1ST	ST				HARVEY	50119	CL	HV.KX	YES
202	902	All	S	1ST	ST				KNOXVILLE	50138	KX2	KX2....	YES
205	811	All	N	1ST	ST				KNOXVILLE	50138	KX1	KX1....	YES
215	615	All	E	1ST	ST				PELLA	50219	PE1	PE1....	YES
702	1015	All	E	1ST	ST				PELLA	50219	PE2	PE2....	YES
709	709	Odd		1ST	ST				BUSSEY	50044	LB	BU.TC	YES
805	1435	All	W	1ST	ST				PELLA	50219	PE3	PE3....	YES
814	814	All		1ST	ST	SE			MELCHER	50163	DA	MD....	YES
1009	1009	All		1ST	ST				DALLAS	50062	DA	MD....	YES

3. The “**Split Address Range**” screen will appear.

The screenshot shows the 'Split Address Range' dialog box with the following details:

- Address Range: 101-501 1ST ST NW MELCHER 50163
- Type: All
- Select Split Type:
  - Split by House Number
  - Split by Odd/Even Numbers
- Address Range:
  - Address Range #1: From 101, To [ ]
  - Address Range #2: From [ ], To 501

In the “**Select Split Type**” section, select a split type using the guidelines on the next page.

### Splitting by House Number

- a. Click on “**Split by House Number.**”
- b. Enter an ending house number for the first range in the “**To**” column for “**Address Range #1.**”
- c. Enter a beginning house number for the second range in the “**From**” column for “**Address Range #2.**”
- d. Click “**Apply.**”

**Split Address Range**

Address Range: 101-501 1ST ST NW MELCHER 50163

Type: All

Select Split Type:

- Split by House Number
- Split by Odd/Even Numbers

Address Range:

	From	To
Address Range #1	101	300
Address Range #2	301	501

Apply Cancel

**Important Note:** The value of the “**To**” range for “**Address Range #1**” and the value of the “**From**” range for “**Address Range #2**” must be within one digit of each other if both ranges are “**All**” or within two digits of each other if one range is “**Even**” and one range is “**Odd**.”

### Splitting by Odd/Even Numbers

Use this if a new district boundary splits the street down the middle.

- a. Click on “**Split by Odd/Even Numbers.**”
- b. Click “**Apply.**” The new range will be automatically created by I-VOTERS.

## Merging Two Address Ranges

The two address ranges you want to merge must have the following features in common:

1. Addresses must have the same:
  - Precinct
  - Split
  - City
  - Zip
  - Street name
  - Directional prefix or suffix
  - Street type
  - Mailing address required flag
  - Usable residential address required flag
  - Unit required flag
  
2. Addresses must have continuous house numbers.

### Example 1

The “**Type**” of both street segments must be “**All**” and the “**House# From**” value of one segment must be greater by one than the “**House# To**” value of the other segment.

Address 1: 100 – 199 W. South Street (all)  
Address 2: 200 – 1510 W. South Street (all)

### Example 2

The “**Type**” of both street segments must be the same “**Even**” or “**Odd**” and the “**House# From**” value of one segment must be greater by two than the “**House# To**” value of the other segment.

Address 1: 201 – 699 W. Pleasant Street (odd)  
Address 2: 701 – 1513 W. Pleasant Street (odd)

### Example 3

If the “**Type**” of one street segment is “**Odd**” and the “**Type**” of the segment is “**Even**,” the “**House# From**” and the “**House# To**” values the ranges must be within one digit of each other.

Address 1: 2000 – 3906 E. Main Street (even)  
Address 2: 2001 – 3905 E. Main Street (odd)

1. If your ranges fall under these criteria, search for the ranges you wish to modify.
2. Highlight the ranges by clicking on them while holding down the “Ctrl” key on the keyboard. Click “Merge Address Range” at the bottom of the screen.

**Address Library**  
Maintenance Export

Selection Criteria

House# From: [ ] House# To: [ ] Type: [ ] Unit Type: [ ] Unit# From: [ ] Unit# To: [ ]

Pre Direction: [ ] Street Name: PLEASANT Street Type: [ ] Post Direction: [ ]

County: Marion City: [ ] Zip: [ ] Precinct: [ ] Split: [ ]

Residential Address: [ ] Mailing Address: [ ] Search Street Aliases: [ ] HCF: [ ] Search [ ] Clear [ ]

Search Result

Current | Workspace

From	To	Type	Pre	Street Name	ST	Post	UType	Unit #	City	Zip	Precinct	Split	Res
100	199	All	W	PLEASANT	ST				KNOXVILLE	50138	KX1	KX1...	YES
101	1600	All	E	PLEASANT	ST				KNOXVILLE	50138	KX1	KX1...	YES
102	701	All	W	PLEASANT	ST				PLEASANTVILLE	50225	PV/LE	PV/PV	YES
1515	1515	Odd	W	PLEASANT	ST				KNOXVILLE	50138	KX4	KX4...	YES
1526	1554	All		PLEASANT	DR				PELLA	50219	PE3	PE3...	YES
1700	3906	Ev...	E	PLEASANT	ST				KNOXVILLE	50138	KX1	KX1...	YES
1701	3523	Odd	E	PLEASANT	ST				KNOXVILLE	50138	KX1	KX1...	YES
200	1906	Ev...	W	PLEASANT	ST				KNOXVILLE	50138	KX3	KX3...	YES
201	699	Odd	W	PLEASANT	ST				KNOXVILLE	50138	KX1	KX1...	YES
605	706	All		PLEASANT	ST	E			DALLAS	50062	DA	MD...	YES
701	1513	Odd	W	PLEASANT	ST				KNOXVILLE	50138	KX4	KX4...	YES

New Detail Delete Split Address Range Merge Address Range Select Report Close

3. The “Merge Details” screen will appear. This screen shows the address segments before the merge with each voter count and the new address segment after the merge with the new voter count.

**Merge Details** Help

Address Ranges Voter Count

**Before Merge**

201-699 W PLEASANT ST KNOXVILLE 50138	13
701-1513 W PLEASANT ST KNOXVILLE 50138	19

**After Merge**

201-1513 W PLEASANT ST KNOXVILLE 50138	32
--	----

Apply Cancel

Review the information carefully. Once you are sure the merge is correct, click “Apply.”



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## Elections with State and Federal Offices

Any time a state or federal office is included on the ballot, you will receive a certification from the SoS. Use the certification to prepare and proofread your ballots.

### SoS Candidate Certification

The official list of the names of all candidates for state and federal offices is called the certification or certificate. Only candidates named on the certificate can have their names on the ballot for state and federal offices. This certificate tells you the correct spelling of candidate names. The certificate will be sent as soon as possible after the filing period is over.

[§43.73]

### Inspecting the Certificate

1. Check names and districts.

Read the list of offices and candidates' names. Be sure all names and district numbers are correct.

- **U. S. Representative:** each county is entirely within one congressional district.  
[Art. III, §37, Iowa Constitution]
- **Iowa Senate:** either all the even-numbered OR all the odd-numbered Iowa Senate districts will be on the ballot at the same time at a general election unless there is a vacancy that must be filled.  
[§42.4(8)]
- **Iowa House:** all state representative (Iowa House) districts in your county will be included at every general election.

2. Note sequence of offices.

Do not change the order of the offices. They are listed on the certificate in the order in which they must appear on the ballot.

[§39.17, 39.21]

**Important Note:** Sample ballots and additional requirements for specific types of election can be found in the election-specific chapters of this handbook.

## Other Printing Guidelines

### No “Caterpillar” Offices

Do not divide the list of candidates for any office onto more than one column on a ballot. If there is not enough room to include all candidates in one column, start the office at the top of the next column. Print all of the candidates and the write-in lines for each office in a single column. Do not split any office into more than one column.

[IAC 721—22.102(8)]

### Lines

Print lines on the ballot to separate the following sections if you have more than one section:

- Partisan Offices
- Non-partisan Offices
- Judges
- Public Measures

[49.37(1), IAC 721—21.203(8)]

### Headings

Headings may be printed for the following, if applicable:

- Straight party voting
- Other political organizations
- Partisan offices
  - Federal offices
  - State offices
  - County offices
- Non-partisan offices
- Judicial ballot
  - The judicial ballot must be distinguished by headings and lines.

[IAC 721—21.203(8)]

- Constitutional amendment(s) and public measures, if any

**Best Practice:** If you use headings to name one public measure, you must use headings for all the public measures on the ballot.

### More than One Office Prohibited

If candidates file nomination papers for more than one office on the ballot, the candidate must file an affidavit on or before the last day to file candidate nomination papers declaring the **one** office the candidate wants to run for. If the affidavit is not filed, the candidate's name cannot appear on the ballot for any of the offices for which the person filed nomination papers.

**Exception:** This prohibition against seeking more than one office does not apply to:

- Agricultural extension council members, or
- Soil and water conservation district commissioners.

[§39.11, 49.41]

### Dual Affiliation Nominations Prohibited

A person cannot run for an office as a candidate of more than one political party or organization.

If two or more political parties or organizations nominate the same person for the same office, the nominee must designate with which party or organization the nominee wants to be listed on the ballot. This designation must be filed with the auditor for county and township offices.

If the nominee does not file this designation, the name will appear on the ballot with the name of the political party or organization that filed the earliest set of nomination papers.

[§49.38 - 49.40]

### Candidate Deaths

#### **Before Withdrawal Deadline**

##### 1. Primary Election Nominations

If a candidate nominated for the Primary Election dies before the withdrawal deadline, the candidate's political party may hold a nominating convention to nominate another candidate. See §43.23 for the candidate nomination paper filing deadline.

[§43.23]

##### 2. Chapter 44 Nominations

If a candidate nominated by a non-party political organization (NPPO) convention dies before the withdrawal deadline, the NPPO may hold a nominating convention to nominate another candidate. See §44.11 for the candidate nomination paper filing deadline.

[§44.11]

### **After Withdrawal Deadline**

In general, if a candidate dies after the withdrawal deadline for an election, the candidate's name must remain on the ballot. The votes for that canvass must be canvassed. If the candidate is found to be declared elected, a vacancy will exist and must be filled following the appropriate vacancy procedures.

[§43.79]

### **Certain Federal and State Offices and County Supervisor at General Election**

If a candidate for U.S. senator, U.S. representative, governor, attorney general, state senator, or state representative dies 88 days or less before the general election or if a candidate for county board of supervisors dies 73 days or less before the general election, the votes for that office must not be canvassed.

A special election must be held to fill the seat on the first Tuesday after the second Monday in December. Candidates whose names were listed on the general election ballot are also candidates for the special election. The deceased candidate's political party may nominate another candidate by holding a nominating convention. A political party which did not have a candidate on the general election ballot for that office may also hold a nominating convention to nominate a candidate. No other NPPO candidate or candidate "Nominated by Petition" whose name was not listed for that office on the general election ballot may run in the special election.

[§43.78, 49.58]

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## **Step 4: Ballot Rotation of Offices**

Determine if ballot rotation is necessary and in which offices.

Rotation changes the order of the candidates' names on the ballots so each candidate has a chance to be listed first. See the election-specific chapters for rotation information for each type of election.

### The Basics of Rotation

- Rotation may be required in all elections in which candidates are on the ballot, depending on the circumstances.
- Rotation is never required in a race for which candidates are running unopposed.
- Rotation is never required if the office or measure will appear on the ballot in only one precinct.
- Rotation is not required on public measures, judicial retention, or constitutional amendments (i.e. you don't have to put the "yes" option first on half the ballots and the "no" option first on the other half.) The "yes" option is always first and the "no" option is always second.

[§49.45]

- Determining whether or not rotation is necessary must be done office by office.
- If precincts are merged/consolidated, only the merged precincts are listed when you make your X-chart and rotation chart.

### Ballot Rotation for Vote Centers

Candidates' names must be rotated based on general election precincts or on the consolidated precincts that were used in the last regularly scheduled election for the jurisdiction in which vote centers were not used.

### Special Elections

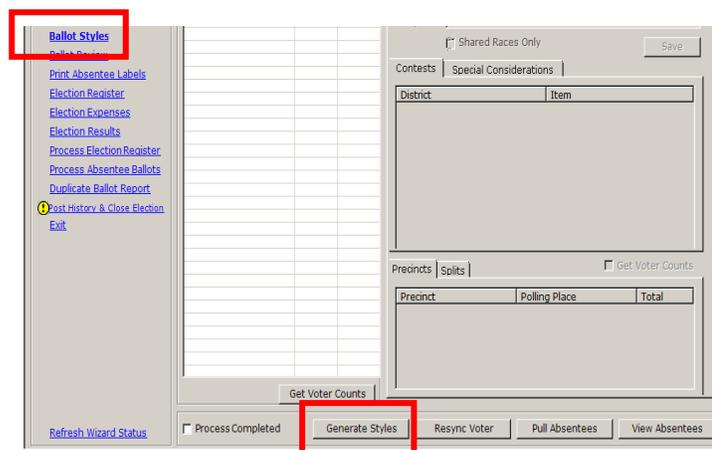
Rotation rules for offices to fill vacancies follow the same rules as the regular election for that jurisdiction (i.e. special city elections follow the rules for city elections. Special school elections follow the rules for school elections, etc.)

Rotation is never required for a partisan special election unless it is being held to fill two at-large board of supervisors seats (unlikely).

## Generating Ballot Styles

Before you can begin mailing absentee ballots, you need to generate ballot styles and pull absentee voters in I-VOTERS. This process determines which I-VOTERS ballot style each voter will be assigned.

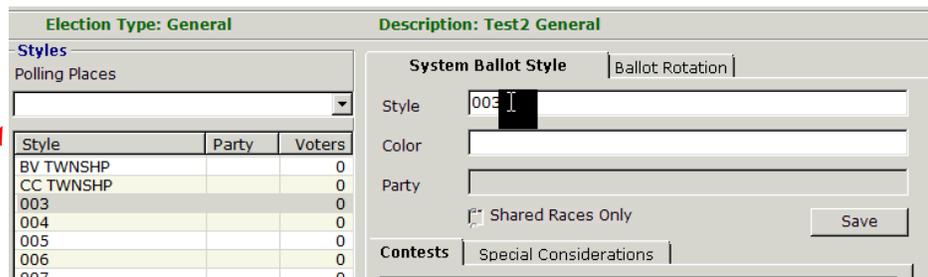
1. Open **“Election Management”** from the main I-VOTERS screen.
2. Under **“Measures and Races,”** review the measures and races to confirm information has been entered and certified contests from other counties have been included.
3. Click on **“Ballot Styles.”**
4. Click on **“Generate Styles”** at the bottom of the screen.



5. Verify the ballot styles that have been created.
6. Rename the **“System Ballot Styles.”**

To do so, click on the style type under **“Styles.”** Type the new name in **“Style”** in the **“System Ballot Style”** tab.

**Important Note:** Do not use the **“Polling Places”** drop-down to select a style.



7. Click **“Generate Ballot Styles”** again. This will rename all the styles under the **“Ballot Rotation”** the same as your **“System Ballot Style.”**

8. Select the “**Ballot Rotation**” tab. Review the “**Absentee Ballot Style**” and “**Polling Place Ballot Style**” columns to determine if you need to re-name the style names according to your actual ballots and rotations, if any.

System Ballot Style		Ballot Rotation		
Split	Precinct Code	Absentee Ballot Sty	Polling Place Ballo	
BX.BX=I	IMM - Indepe	BAXTER	BAXTER	
KL.NT=H	HR - Hickory	KELLOGG CI	KELLOGG CI	
LB.NT=N	NS - Newton-	LAMB GRV	LAMB GRV	
LV.LS=EL	EL - Elk Creek	LYNNVILLE	LYNNVILLE	
MG.CM=C	CP - ClearCre	MINGO	MINGO	
NW1-1.1	NT1-1 - Newt	NT 1-1	NT 1-1	
NW1-2.1	NT1-2 - Newt	NT 1-2	NT 1-2	
NW2-1.1	NT2-1 - Newt	NT 2-1	NT 2-1	
NW2-2.1	NT2-2 - Newt	NT 2-2	NT 2-2	
NW3-1.1	NT3-1 - Newt	NT 3-1	NT 3-1	
NW3-2.1	NT3-2 - Newt	NT 3-2	NT 3-2	
NW4-1.1	NT4-1 - Newt	NT 4-1	NT 4-1	
NW4-2.1	NT4-2 - Newt	NT 4-2	NT 4-2	
OA.GN=H	HR - Hickory	OAKLAND AC	OAKLAND AC	
RS.PM=P	PA - Palo Alto	REASNOR	REASNOR	
SY.LS=EL	EL - Elk Creek	SULLY	SULLY	
VL.CM=C	CP - ClearCre	VALERIA	VALERIA	

a. Programmed by Style

If your ballots are programmed by style, every split voting the same ballot style should be labeled with the same ballot style name.

b. Programmed by Precinct

If your ballots are programmed by precinct, each precinct will at least one ballot style. Precincts will multiple splits may have multiple ballot styles. Be sure to name each split with the appropriate ballot style name.

**Important Note for Primary Election:**

For the primary election, the ballot styles will be doubled to account for the separate Democratic and Republican ballots. Use “**D**” and “**R**” when naming the ballot styles. These designations will print on the absentee labels and will help to determine which absentee ballot to issue the voter.

Election Type: Primary			Description: 2012 Primary Election	
Styles			System Ballot Style	
Polling Places			Ballot Rotation	
Style	Party	Voters	Split	Precinct Code
D ST REP28	DEM	0	BV.LS=HR.1	HR - Hickory
D ST REP29	DEM	0	BV.NT=HR.3	HR - Hickory
R ST REP28	REP	0	BX.BX=IM.1	IMM - Indepe
R ST REP29	REP	0	CC.BF=CP.1	CP - ClearCre
			CC.BX=CP.2	CP - ClearCre
			CC.CL=CP.3	CP - ClearCre
			CC.CM=CP.5	CP - ClearCre
			CF1.1	CF-1 - Colfax
			CF2.1	CF-2 - Colfax
			CF3.1	CF-3 - Colfax
			CF3.2	CF-3 - Colfax
			DM.DM=DM.1	DM - Dec Mei

**Important Note:** Do not use the “Polling Places” drop-down to select a style.

## Temporary Polling Places

For special elections only, once you have completed generating and renaming your ballot styles, click on **“Polling Places”** at the very top of the screen under the blue border and choose **“Temporary Polling Places.”**

1. Under the **“Polling Place Name”** column click on the listed polling place and a drop-down list will appear. If the correct polling place is not listed, you will need to add the polling place under **“System Configuration.”**

- Under **“System Configuration,”** click on **“Polling Place/Location.”**
- Click on **“Locations.”** Click **“New.”**
- Complete the details and click **“Save.”** The only required information is the **“Code”** and **“Name”** of the polling place.

2. Select the correct polling place from the drop-down list.

This same name also needs to be typed or copied into the **“Alternate Name”** box so that both columns match each other.

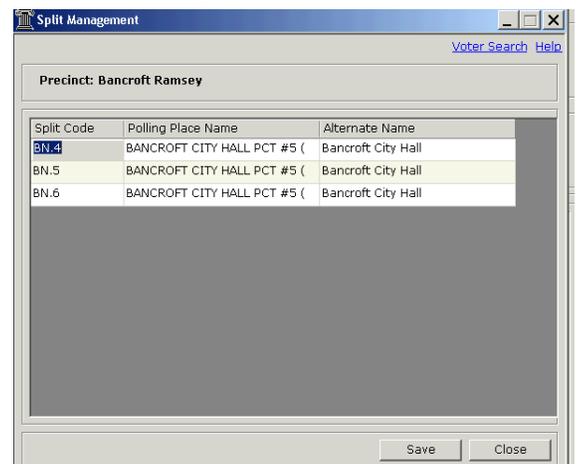
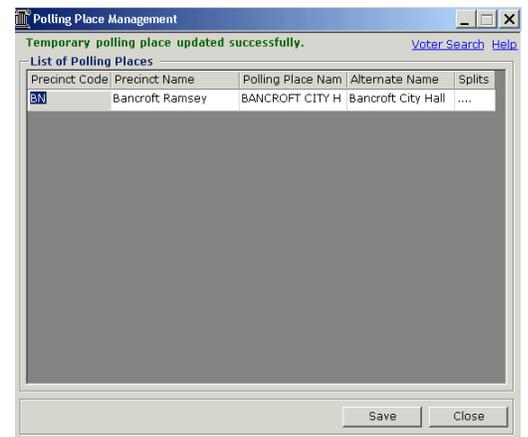
3. If the polling places are different within the same precinct, you will need to select the adjacent box under the **“Splits”** column by clicking on the **“...”** to allow you to assign the polling places at the split level. Follow the same process as above and make sure both your **“Polling Place Name”** and **“Alternate Name”** columns match each other and then hit **“Save.”**

4. Only choose **“Save”** if the information in both columns matches for all listed precincts.

**Important Note:** Once you have started working on temporary polling places, you cannot change the type of election under **“Election Details.”**

## Pulling Absentees

After you have generated ballot styles and assigned temporary polling places (if necessary), in the **“Ballot Styles”** menu, click **“Pull Absentees”** at the bottom of the screen to pull in the UOCAVA absentee requests and any election-specific requests you may have entered. This will move the open requests to **“Print Absentee Labels”** for printing when paper ballots are ready.



## Printing Election Registers

Plan how and when you will print the election registers. While you plan, consider the election date and voter pre-registration deadline. Decide whether you will need lists of all registered voters in the county (master county registration lists) in addition to the election registers.

Things to keep in mind:

- The later the election registers are printed, the less amount of updating will be necessary by the precinct officials on the night before the election. **Be careful!** Waiting to print election registers until the last minute could be disastrous if something comes up that prevents you from being able to print registers (ex. power failure at the courthouse, natural disaster, internet connection problems, etc.)
- Before printing out the registers, run each register in I-VOTERS and save it as a PDF. That way, you know that you have files containing the register for each precinct in case of an emergency. Instructions appear below.
- Once the voter pre-registration deadline has passed, the only updates the registers will need to reflect are the voters who are already registered in the county who make changes, move away, die, etc.
- After the last absentee vote has been cast in your county on the day before the election, you should print the supplemental additions and deletions register and then either update the registers or distribute the additions and deletions registers to your PEOs so that the election registers can be updated to reflect the changes.

In order to pull the election registers:

Choose **“Election Management”** from the main screen in I-VOTERS. Click on the election you are conducting and then click **“Details.”**

Select **“Election Register”** from the left-hand navigation menu.

Click on **“Pull Voters”** toward the bottom right-hand corner of the screen and the **“Generate Election Register”** sub-menu will appear.

- Always select **“By Polling Place”**
- Optional: You can select **“Break Pages Alphabetically”** if you want the next letter in the alphabet to always appear on a new page.
- Select **“Ok”** and answer **“Yes”** to validity of polling place assignment.
- Highlight the election register you wish to print from the list and hit **“Print.”** The **“Election Register Print Options”** menu will appear.
- Select **“Print”** or fill in any of the fields listed that you want to change (e.g. No. of blank pages, New Election Name or Register Format) and then select **“Print.”**

## **When Voters Must Show ID**

Non-EDR voters are required to show ID before they are allowed to vote if:

- Their voter registration status is “Pending”
- Their voter registration status is “Inactive”
- Their names do not appear in the election register because they moved from a different precinct within the county
- The PEOs do not know them and ask to see ID

In these cases, voters may use any of the following forms of ID if it has their name:

- Non-expired photo ID (this may list a previous address)
- Utility bill, including cell phone bill with current address
- Bank statement with current address
- Paycheck or government check with current address
- Other government document with current address

Documents presented must be actual documents, not documents displayed on smart phones or other technological devices.

[§48A.8, 49.77, IAC 721—21.3]

If a voter is asked to show ID for one of the reasons listed above and cannot provide it, the voter must use EDR attestation procedures or cast a provisional ballot.

Temporary licenses or IDs 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.

EDR voters are required to prove both who they are and where they live. See the Voter Registration chapter for a list of acceptable EDR identification documents and the attestation procedure.

## **When Voters Must Cast Provisional Ballots**

Voters must cast a provisional ballot for the following reasons:

- When they cannot prove they are qualified to vote by showing ID when required to do so.
- When they requested an absentee ballot but cannot surrender it at the polls and PEOs cannot confirm whether the auditor has received the voter's absentee ballot. See the next page for more information.
- When their qualifications to vote were challenged at the polls and the challenge was not withdrawn. [§49.81, 53.19]

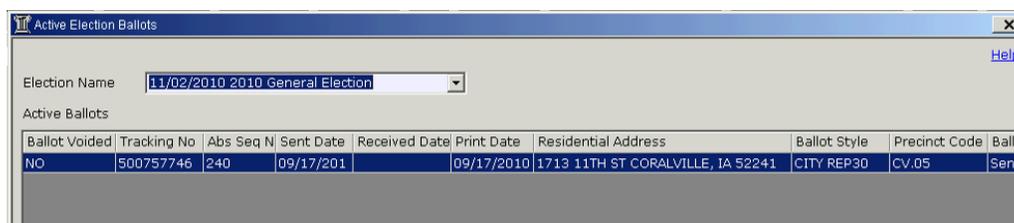
## **Confirming a Voter's Absentee Ballot has not been Received/Voter has not Corrected a Defective or Incomplete Affidavit**

The auditor may choose to instruct PEOs to call the auditor's office when a voter who has requested an absentee ballot appears at the polling place but does not have an absentee ballot to surrender. Once the auditor has confirmed that the person's absentee ballot has not been returned to the auditor, the auditor can instruct the PEOs to allow the voter to cast a regular ballot.

The same is true for voters with defective or incomplete affidavits who have not completed the affidavit or voted a replacement ballot. Once the auditor makes that confirmation, the PEOs should allow the voter to cast a regular ballot at the polls.

To confirm the status of an absentee ballot in I-VOTERS:

1. Open the voter's record.
2. Go to the **"Elections"** menu at the top of the voter's record and select **"Active Ballot."**
3. Find the non-voided ballot by looking for a **"NO"** in the **"Ballot Voided"** field.



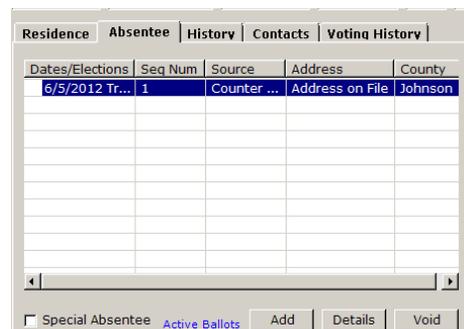
Ballot Voided	Tracking No	Abs Seq N	Sent Date	Received Date	Print Date	Residential Address	Ballot Style	Precinct Code	Ball
NO	500757746	240	09/17/201		09/17/2010	1713 11TH ST CORALVILLE, IA 52241	CITY REP30	CV.05	Sent

Follow the instructions below based on whether the ballot has a "Received Date" listed.

### **Ballot Has Not Been Received**

If the non-voided ballot does not have a **"Received Date"** listed:

1. Instruct the PEOs to allow the person to vote a regular ballot because you have not received the voter's absentee ballot.
2. Close the **"Active Ballots"** menu.
3. Void the voter's request to ensure that the person's absentee ballot will not be counted if it comes in after election day.
  - a. Open the **"Absentee"** tab on the voter's record.
  - b. Highlight the non-voided request and select **"Void."** In the void comment box, enter **"Voted at polls."**

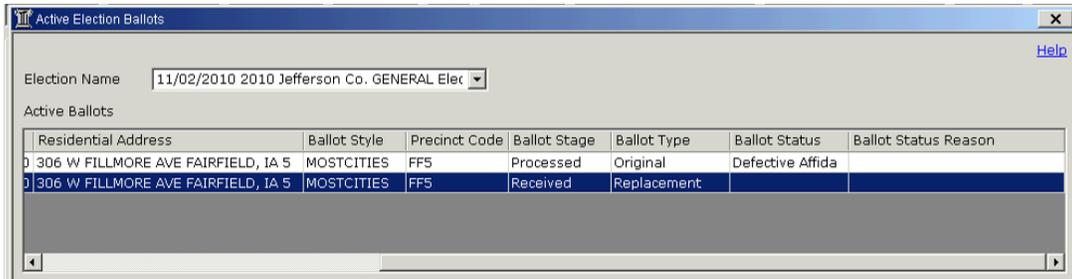


Dates/Elections	Seq Num	Source	Address	County
6/5/2012 Tr...	1	Counter ...	Address on File	Johnson

## Ballot Has Been Received

If the non-voided ballot has a **“Received Date”** date listed:

1. Scroll to the right using the scroll bar to see the **“Ballot Status.”**



Residential Address	Ballot Style	Precinct Code	Ballot Stage	Ballot Type	Ballot Status	Ballot Status Reason
306 W FILLMORE AVE FAIRFIELD, IA 5	MOSTCITIES	FF5	Processed	Original	Defective Affida	
306 W FILLMORE AVE FAIRFIELD, IA 5	MOSTCITIES	FF5	Received	Replacement		

2. If the **“Ballot Status”** for the non-voided ballot is blank:

- a. Instruct the PEOs the person must vote a provisional ballot because you have already received a voted absentee ballot from this person.

If the **“Ballot Status”** says **“Defective Affidavit”** or **“Deficient Affidavit/Incomplete”**:

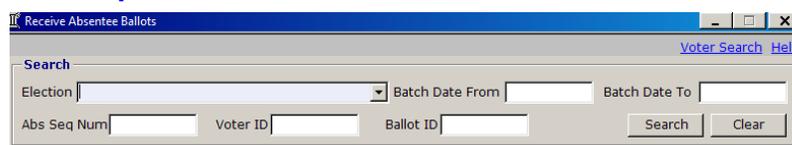
- a. Instruct the PEOs to allow the person to vote a regular ballot because the voter never corrected the defective or incomplete ballot. The defective or incomplete ballot must be rejected by the ASVP board.
- b. Void the voter’s request. To do so, you must first unprocess the ballot as defective or incomplete and then unreceive the ballot.

1. Open the election in **“Election Management”** and click on **“Process Absentee Ballots.”**
2. Search for the voter’s ballot.
3. Change the voter’s **“Ballot Status”** to blank and click **“Save.”**



Ballot Status  Save

4. Open **“Receive Absentee Ballots”** from the main I-VOTERS screen.
5. Choose the election from the **“Election”** drop-down. Enter the voter’s **“Abs Seq Num”** and click **“Search.”**



Receive Absentee Ballots

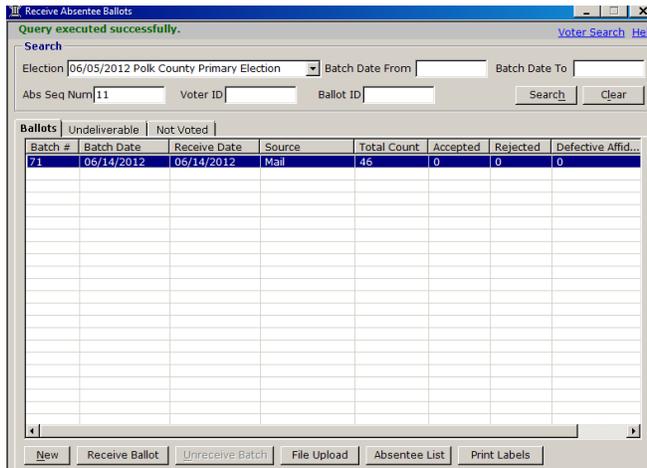
Search

Election  Batch Date From  Batch Date To

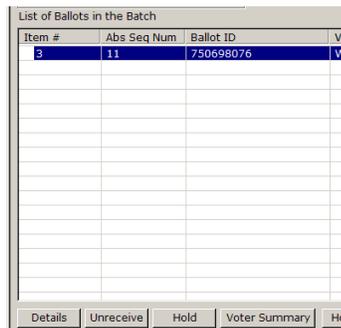
Abs Seq Num  Voter ID  Ballot ID

Search Clear

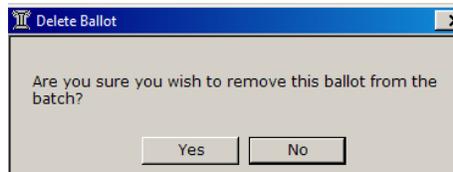
6. Highlight the batch by clicking on it and click **“Receive Ballot.”**



7. Highlight the voter’s information by clicking on it and click **“Unreceive.”**

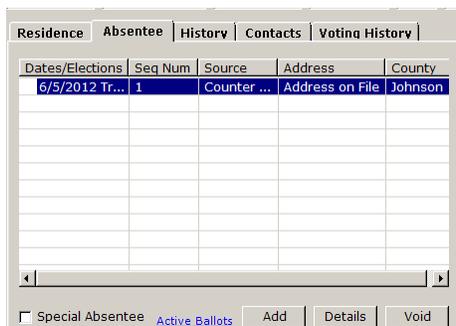


8. Click **“Yes.”**



9. Open the voter’s record. Click on the **“Absentee”** tab.

10. Highlight the non-voiced request and select **“Void.”** In the void comment box, enter **“Voted at polls.”**



## **Notice to EDR Registrants**

In precincts where an electronic poll book program is not used, PEOs must hand each election day registrant a “Notice to Election Day Registrants” and ask the registrant to read the information.

[§721—21.7(4)]

The notice informs registrants that if they have ever been convicted of a felony and have not had their right to vote restored, they are committing a Class D felony if they proceed to register and vote. The notice also details what options the voter has if the voter is not 100% sure of the status of the voter’s voting rights and also lists the other requirements to be a registered voter.

Precincts that use an electronic poll book program that has been properly uploaded with the statewide felon data are not required to use this notice.

The “Notice to Election Day Registrations” is available in the Election Forms Library.

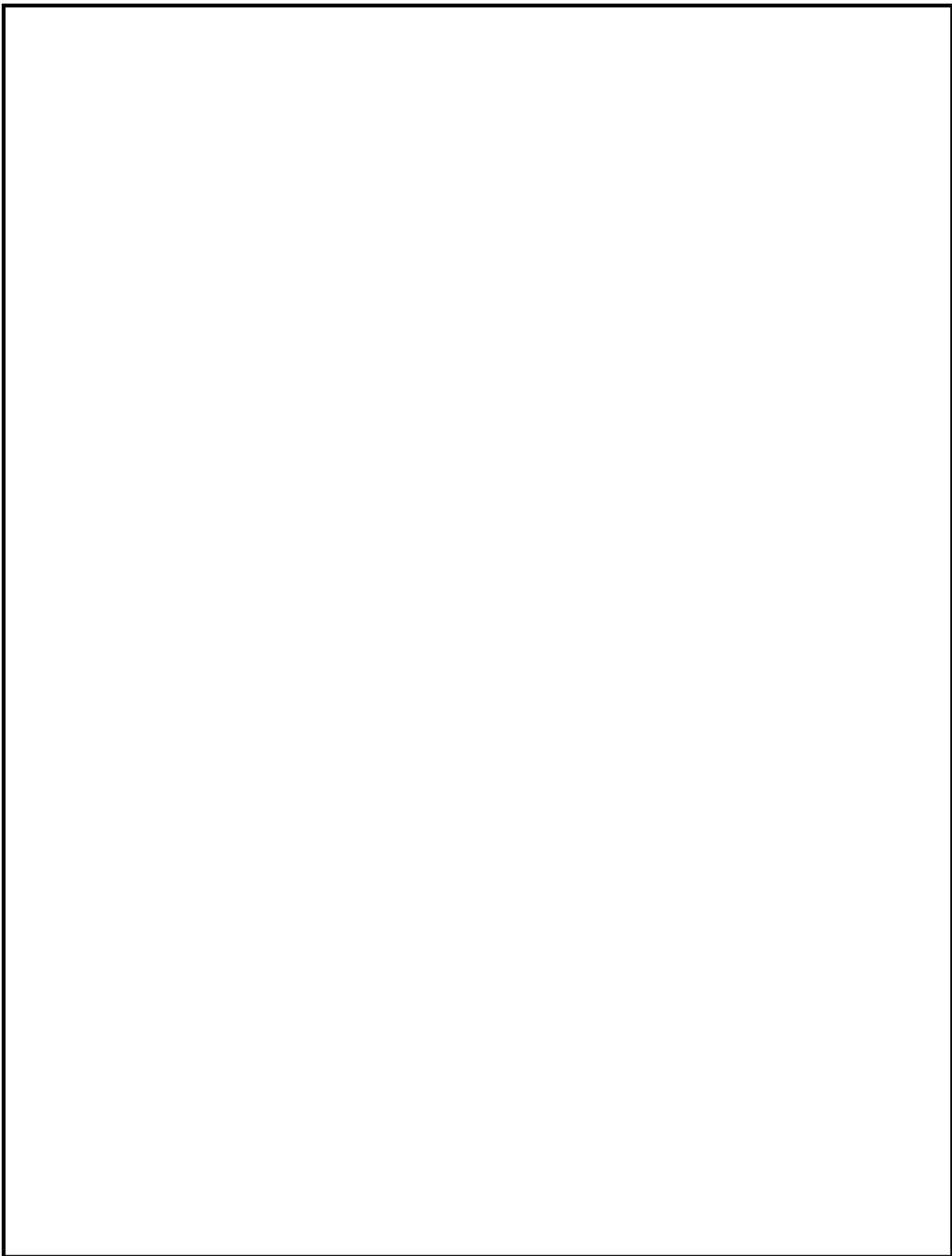
## Chapter 5

# Post Election Day

This chapter of the handbook is broken into categories of related tasks and deadlines that apply to all elections to help you plan how you will manage all of the details.

When something applies only to a particular type of election, that information is noted.

When planning for an election, also see the election-specific chapters of this handbook for details that apply just to that election.



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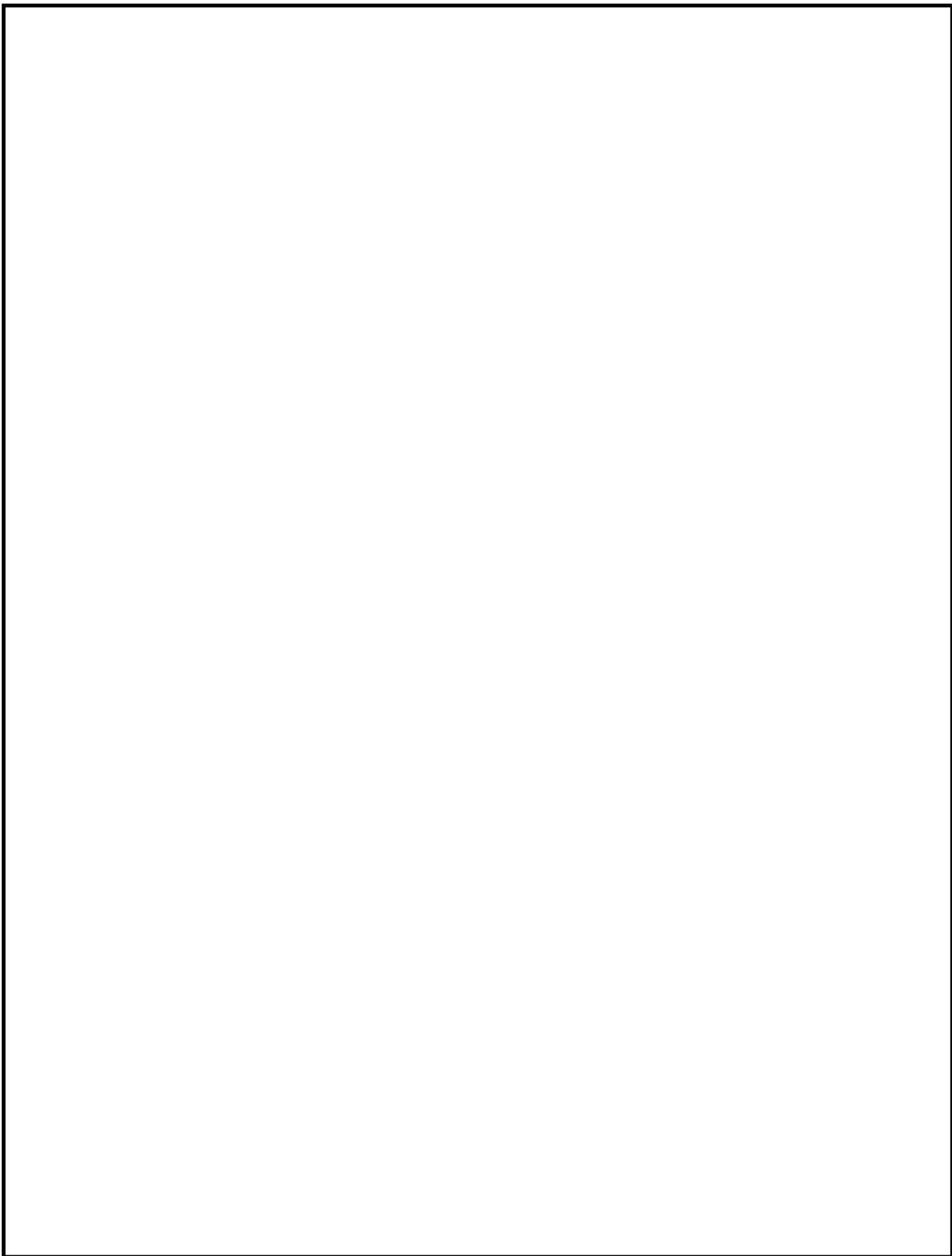
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## The Day After - Wednesday

### **Returning Supplies**

Election supplies from each precinct, including the election register, tally list, and ballots, must be returned by noon the day after the election. Send messengers for all supplies not returned by noon.

Upon receipt of the ballots, verify the quantity of ballots received against the number listed on the ballot record and receipt. Resolve any discrepancies between the number of ballots returned and the number of ballots delivered. Sign the ballot record and receipt once the numbers have been verified. The ballot record and receipt is available in the Election Forms Library.

[§49.65, 50.10, 50.17, 50.23]

### **Storing Ballots**

Carefully preserve all ballots, including those not voted. The packages are to be kept unopened in a safe place for six months for non-federal elections and 22 months for federal elections. The ballot packages may be opened **only** if there is a recount or if an election contest requires that the ballots be examined. At the end of the retention period, destroy the ballots. See the election document retention record available in the Election Forms Library.

**Note:** Chairpersons of each political party must be notified before ballots are destroyed. Each party must have an opportunity to designate a person to witness the destruction of the ballots.

[§50.9, 50.12, 50.13, 50.15, 50.19]

### **Storage Space**

Make sure you have enough space for storing unvoted ballot stocks and for filing absentee ballot requests, voter registration forms, voted ballots, etc.

Check to see if the required period of retention has passed for any documents you are storing and discard them to make space.

See the election document retention record available in the Election Forms Library for more information.

### **Provisional Ballots Listed**

Post a list of the number of provisional ballots cast in each precinct as soon as possible but no later than 9 a.m. on the second day following the election. Any elector may look at the list of the number of provisional ballots cast and the affidavit envelopes of provisional voters during normal office hours until the ASVP board reconvenes to consider the provisional ballots.

If the ASVP board must reconvene to consider the provisional ballots earlier than the Thursday after the election, try to post the list of provisional voters before the ASVP board reconvenes at noon on Wednesday.

[§50.20]

## ASVP Board

### Dates to Reconvene the ASVP Board

Reconvene the ASVP board no earlier than noon on the second day following the election to consider any provisional ballots, challenged absentee ballots, and any absentee ballots that were postmarked before election day and received before the ASVP board meets.

**Important Note:** If the canvass is scheduled to be earlier than the Monday following the election, the ASVP board must be reconvened at noon on the day following the election. See the “Dates to Reconvene the ASVP Board” chart.

Election	County Canvass Date	Reconvene ASVP Board
School	Friday after election [§277.20]	Noon on Wednesday following election [§50.21]
City Primary	Thursday following election no earlier than 1 p.m. [§376.7]	Noon on Wednesday following election [§50.21]
Regular City without runoff provisions	First Monday or Tuesday after election [§50.24]	No earlier than noon on Thursday following election [§50.21]
Regular City with runoff provisions	Thursday following election no earlier than 1 p.m. [§376.9]	Noon on Wednesday following election [§50.21]
City Runoff	First Monday or Tuesday after election [§50.24]	No earlier than noon on Thursday following election [§50.21]
Primary	First Monday or Tuesday after election [§43.49]	No earlier than noon on Thursday following election [§50.21]
General	First Monday or Tuesday after election [§50.24]	No earlier than noon on Thursday following election [§50.21]
Special	See pg. 5 of this chapter	See Special Elections chapter

### **Important Notes:**

#### Canvass on Monday or Tuesday

When the U.S. Post Office is closed on the first Monday or Tuesday after the election, the canvass may be held on the Tuesday or Wednesday following the election.

#### Canvass on Thursday

When the U.S. Post Office is closed on the Thursday after the election, the canvass must be held on the Friday after the election, no earlier than 1 p.m.

[IAC 721—21.13]

### **Number of Board Members When Reconvened**

The number of members on the ASVP board may increase or decrease depending on the number of provisional and challenged absentee ballots to be considered. If no provisional ballots were cast, the board will be reconvened only if there are absentee ballots to be counted before the canvass.

The board may divide itself into panels of no less than three members each to consider provisional and challenged ballots. Each panel must include a Democrat and a Republican. Not more than a simple majority of the members of a panel may be from the same political party.  
[§50.21, 50.22]

### **Provisional Ballots and Challenged Absentee Ballots**

The ASVP board must review all the information on the provisional ballot envelopes and all of the evidence submitted (if any) regarding the qualifications of each voter. The decision to count or reject each ballot must be made on the basis of information on the envelope containing the provisional ballot, the evidence concerning the challenge, and any pertinent voter registration documents.

[§50.22]

All provisional ballots and challenged absentee ballots counted by the ASVP board must be counted in the same manner as all other ballots tabulated for the election. If voting equipment was used, these ballots must be run through the ballot scanners.

[IAC 721—26.4]

### **Absentee Voters with Provisional Ballots**

If you receive a timely absentee ballot and a provisional ballot from the same voter, the absentee ballot should be considered for counting. This means that provisional ballots cast by absentee voters should be considered by the ASVP board after the absentee receipt deadline or immediately prior to the canvass, whichever is applicable.

If the absentee ballot must be rejected for any reason, the ASVP board should then consider the provisional ballot for counting.

### **Rejecting Provisional and Challenged Absentee Ballots**

The ASVP board may only reject **provisional and challenged absentee ballots** when:

- Voter did not provide ID and was required to do so
- Voter was not registered in the precinct on Election Day
- Voter already returned an absentee ballot that was counted (provisional voters)
- Voter is not qualified to vote

- Voter is inactive or pending and has not provided ID as required by the time the ASVP board meets to consider provisional and challenged absentee ballots

The board must notify voters if their ballot was rejected within 10 days of the rejection. Sample notices “Notice to Voter of Rejection of Provisional Ballot” and “Rejected Absentee” are available in the Election Forms Library.

[§50.22, 53.25]

Rejected ballots should be marked “Rejected because (reason of rejection).” All rejected ballots must be sealed in an envelope marked “Defective ballots.” The envelope must be marked with “absentee and special voters precinct” and the date of the election at which the ballots were cast. The envelopes must also be signed by the precinct election officials.

The board should record the number of rejected ballots on the absentee and provisional ballot chain of custody log available in the Election Forms Library. The envelope with the rejected ballots must be returned to the auditor at the conclusion of the meeting.

[§53.26]

### **Absentee Ballots Received After Election Day**

The ASVP board must also canvass any absentee ballots which were received after election day but before the deadline for their return. Check the post office for absentee ballots at the latest practicable hour before the canvass by the board of supervisors. The board must follow the usual standards for rejecting absentee ballots and count any acceptable absentee ballots.

[§53.25, IAC 721—21.352, 21.353, 21.354, 21.355]

The board may need to meet again on the day of the canvass to complete the tally of absentee ballots. The board will need to submit their tally list to the board of supervisors before the conclusion of the county canvass.

[§50.22, 53.17]

All provisional ballots and challenged absentee ballots absentee ballots counted by the ASVP board must be counted in the same manner as all other ballots tabulated for the election. If voting equipment was used, these ballots must be run through the ballot scanners.

[IAC 721—26.4]

### **Deadline to Return Absentee Ballots by Mail**

All ballots must be clearly postmarked before election day. If postmarked on election day, the absentee ballot must be received in the auditor's office by the time the polls close. Ballots without postmarks or with illegible postmarks received after the polls close cannot be counted.

[§53.17(2)]

For primary and general elections, the ballots must be received by the auditor by noon on the Monday following the election.

For all other elections, if the canvass of votes by the board of supervisors is scheduled on the Monday or Tuesday after the election, the deadline to receive mailed ballots is noon on the Monday after the election.

If the canvass is earlier than noon the Monday following the election, ballots must be received no later than the time the canvass is scheduled. The auditor must contact the post office at the latest practicable hour before the canvass and arrange for ballots received in the post office but not yet delivered to the office (if any) to be brought to the office before the canvass so they can be included in the final canvass totals.

[§53.17]

### **Electronically Returned UOCAVA Ballots**

Emailed and faxed ballots from UOCAVA voters must be received before the polls close on election day (Central Standard Time). Late ballots cannot be counted.

[§721—21.320(4)]

## Canvass of Votes

### Canvass Dates

Election canvass dates vary based on the type of election being held and the statutes authorizing the election. The tables below show the canvass dates. If the canvass date is a public holiday, the date of the canvass must be moved to the next business day.

Election	County Canvass Date	State Canvass Date
School*	Friday after election [§277.20]	---
City Primary	Thursday following election no earlier than 1 p.m. [§376.7]	---
Regular City without runoff provisions	First Monday or Tuesday after election [§50.24]	---
Regular City with runoff provisions	Thursday following election no earlier than 1 p.m. [§376.9]	----
City Runoff	First Monday or Tuesday after election [§50.24]	---
Primary	First Monday or Tuesday after election [§43.49]	No later than 27 days after election [§50.38]
General	First Monday or Tuesday after election [§50.24]	No later than 27 days after election [§50.38]
Special	See Special Election Canvass Dates chart.	See Special Election Canvass Dates chart

\*If your county is the control county for a community college, the board of supervisors must meet to canvass the abstracts from other counties in the merged area on the last Monday in September or at the board of supervisors' last regularly scheduled meeting in September.  
[§260C.15(4)]

### **Important Notes:**

#### Canvass on Monday or Tuesday

When the U.S. Post Office is closed on the first Monday or Tuesday after the election, the canvass may be held on the Tuesday or Wednesday following the election.

#### Canvass on Thursday

When the U.S. Post Office is closed on the Thursday after the election, the canvass must be held on the Friday after the election, no earlier than 1 p.m.

[IAC 721—21.13]

**Special Election Canvass Dates**

<b>Special Elections</b>	<b>County Canvass Date</b>	<b>State Canvass Date</b>
School	First Monday or Tuesday after election [§50.24]	---
City Primary	Thursday following election no earlier than 1 p.m. [§376.7]	---
Regular City without runoff provisions	First Monday or Tuesday after election [§50.24]	---
Regular City with runoff provisions	Thursday following election no earlier than 1 p.m. [§376.9]	----
City Runoff	First Monday or Tuesday after election [§50.24]	---
Special to Fill Vacancy – County Office (§69.14A)	First Monday or Tuesday after election [§50.24]	---
Special to Fill Vacancy – State/Federal Office (§69.14)	Thursday following election no earlier than 1 p.m. [§50.46]	Within 5 days of receiving abstracts [§50.46]
Other special elections	See Special Elections chapter or consult the <i>Iowa Code</i> .	See Special Elections chapter or consult the <i>Iowa Code</i> .

**Important Notes:**

Canvass on Monday or Tuesday

When the U.S. Post Office is closed on the first Monday or Tuesday after the election, the canvass may be held on the Tuesday or Wednesday following the election.

Canvass on Thursday

When the U.S. Post Office is closed on the Thursday after the election, the canvass must be held on the Friday after the election, no earlier than 1 p.m.

[IAC 721—21.13]

## Preparing for Canvass

### Compiling Election Results

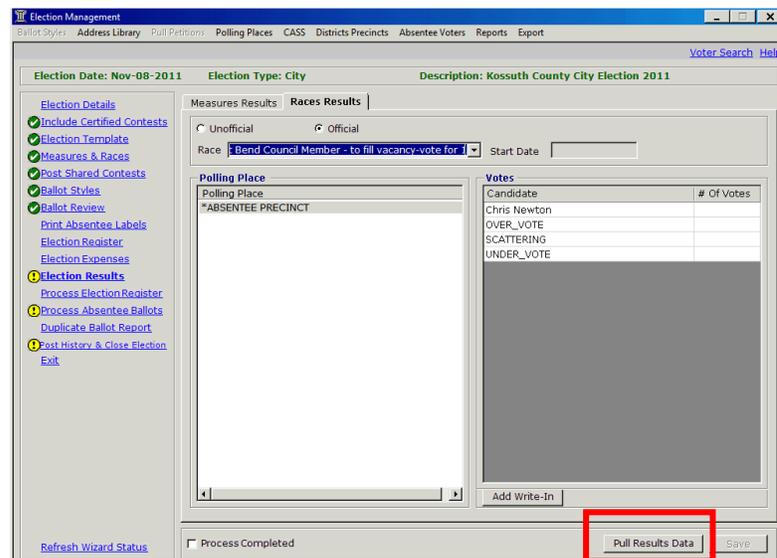
For primary and general elections, election results must be entered into the results program specified by the SoS. The results may also be entered in IVOTERS if desired.

For all other elections, election results may be entered in I-VOTERS.

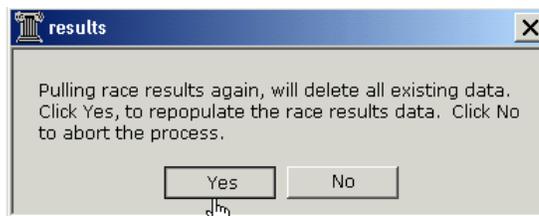
### Entering Results into I-VOTERS

1. Open **“Election Management”** from the main I-VOTERS screen.
2. Open the election by highlighting it and clicking **“Detail.”**
3. Click on **“Election Results”** from the menu on the left side of the screen.
4. If you have a message that **“Results data has not yet been pulled”** or if the **“Absentee Precinct”** is the only polling place visible, the results data has not been pulled yet.

Click **“Pull Results Data.”** It may take a few minutes.



5. Select **“Yes.”**



**Important Note:** If results data has already been entered, clicking **“Yes”** will overwrite any data already entered.

6. Select the “**Measures Results**” or “**Race Results**” tab to begin entering results. Be sure “**Official**” is marked.

7. Select a race from the “**Race**” drop-down menu.

8. Enter the term start date.

9. Highlight a polling place by clicking on it and enter the results in the “**Votes**” box.

**Important Note:** Be sure to enter the number of overvotes and undervotes if voting equipment was used.

10. Names of write-in candidates are only entered if they received five percent or more of the total votes cast for that office. Otherwise, write-in votes will be reported under “**Scattering.**”

a. To add a write-in candidate, click on “**Add Write-In.**” Type in the write-in’s information and click “**Save.**”

b. Type in the results for the votes for the write-in candidate.

Be sure the “**Include**” box is marked for each candidate.

I-VOTERS will only allow for 8 boxes to be checked. If there were more than 8 candidates, run your abstracts and election canvass summary as RTF files and modify them to include all candidates. Please call the Help Desk (1-877-442-7670) for assistance if needed.

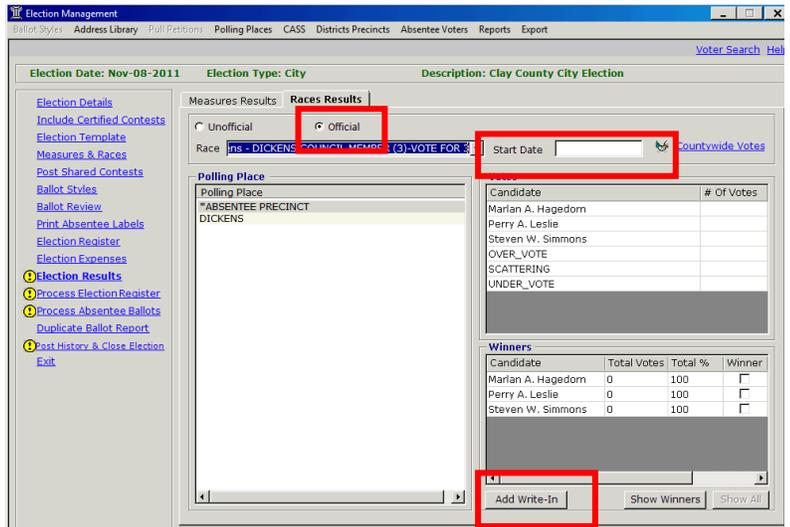
If you are the control county, select the winner by checking the “**Winner**” box.

**Important Note:** The percentages shown here do not include overvotes and undervotes and that is correct.

11. When entering results for measures, be sure to mark the “**Passed**” box if the measure passed.

A screenshot of the software interface showing a checkbox labeled "Passed" which is checked. To the right, there are input fields for "# Of Yes" (54), "# Of No" (26), and "Total" (80). Below these fields are buttons for "Pull Results Data" and "Save".

12. When all results are entered for a polling place/precinct, click “**Save**” before moving on to the next polling place/precinct.



A screenshot of the "Winners" table in the software interface. The table has columns for "Candidate", "Total Votes", "Total %", "Winner", "Runoff", and "Include".

Candidate	Total Votes	Total %	Winner	Runoff	Include
m	0	100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0	0	100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ns	0	100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Canvass Materials

Prepare the following materials for the canvass:

1. Tally lists

Gather the tally lists from each precinct to deliver to the board of supervisors.

[§50.24]

2. Abstracts of votes

The abstracts are the official permanent record of the election. See the instructions on the following pages for preparing the abstracts.

3. Election canvass summary

See the instructions on the following pages for preparing the canvass summary.

4. Provisional ballot tally

The number of provisional ballots rejected and not counted must be made public at the canvass.

[§50.22]

For the general election only, the number of rejected provisional ballots and the reasons for their rejections must be reported to the SoS. The SoS is required to report these numbers and corresponding rejection reasons to the EAC. The ballot rejection tally sheet is available in the Election Forms Library.

5. Rejected absentee ballot tally

For the general election only, the number of rejected domestic absentee ballots and rejected UOCAVA absentee ballots and the reasons for their rejections must be reported to the SoS. The SoS is required to report these numbers and corresponding rejection reasons to the EAC. The ballot rejection tally sheet is available in the Election Forms Library.

## Preparing Abstracts of Votes

For most elections, two sets of the abstracts for each office and measure are needed. The office abstracts must include all of the following information:

1. Name of each person who received votes for each office and the number of votes each person received
2. Name and number of votes received by each write-in who received five percent or more of votes cast for an office

The names of candidates who received five percent or more of the votes should appear after the names of candidates whose names were printed on the ballot.

3. Scattering

The votes for any write-in candidates who each received less than five percent of the votes cast for an office shall be reported collectively as "Scattering."

4. Total number of votes cast in the county for each office

This is found by adding together the votes for all of the candidates, including write-in candidates. This does NOT include overvotes or undervotes.

The public measure abstracts must include all of the following information:

1. Number of votes for and against each question (if any)
2. Total number of votes cast in the county for each question (if any). This does NOT include overvotes and undervotes.

[§50.24]

For the primary election, the abstract must also state the number of ballots cast by political party. Separate abstracts must be made for each state and federal office.

[§43.49]

For the general election, separate abstracts must be made for each state and federal office, each constitutional amendment and statewide ballot question, and each judge. County offices and township offices can be combined on the same abstract.

For school and city elections, separate abstracts must be made for different jurisdictions.

[§50.25]

The abstracts must be signed by a majority of the board of supervisors and the auditor. They can be printed from I-VOTERS or from the election results reporting program used in primary and general elections.

Proof the following items on the abstracts before the canvass:

1. Check the total votes for each candidate.

Be sure the totals listed on the abstracts for the candidates and scattering match the totals listed in the election canvass summary.

2. Check winners.

Be sure the appropriate candidate is listed as the winner in each race. If no candidate won, be sure no candidate is declared elected on the abstract.

3. Check the canvass date.

4. Use zeros.

If no votes were cast for an office or candidate on the ballot, put the number of votes cast as "0" on the abstract.

5. Put the county seal on each abstract.

## Printing Abstracts from I-VOTERS

1. Open **"Reports & Labels"** from the main I-VOTERS screen.
2. Select **"Election Management"** from the menu on the left side. Choose the **"Election"** from the drop-down.
3. Choose reports **"E-022 County Abstract of Votes – Candidate Abstract"** and **"E-024 County Abstract of Votes – Measures Abstract."**

The date of the canvass will appear on the abstracts. To change the date of the canvass, click on **"Election Details"** in **"Election Management."**

## Preparing Election Canvass Summary

The canvass summary must include the results of the election by precinct for each office and public measure on the ballot. The summary must include scatterings, overvotes, and undervotes. Overvotes and undervotes are not included in the summary when the ballots are counted by hand.

[§50.24(3)]

For primary, general, and special elections held pursuant to §69.14, two sets of the canvass summary are required. It must be signed by a majority of the board of supervisors and the auditor. It can be generated by I-VOTERS. The Official Results Report can be used if the results were entered by precinct. A report from vote tabulation software or SoS election night results reporting program can also be used.

[§50.24(3)]

## Printing Canvass Summary in I-VOTERS

1. Open **“Reports & Labels”** from the main I-VOTERS screen.
2. Select **“Election Management”** from the menu on the left side. Choose the **“Election”** from the drop-down.
3. Choose **“E-019 Official Results Report.”** Be sure to mark the **“All”** boxes for **“Pol Party”** and **“Party Org.”**

The screenshot shows the I-VOTERS Reports interface. The left sidebar contains a menu with 'Election Management' selected. The main area displays various filters and options for generating reports. Key elements highlighted with red boxes include: the 'Election' dropdown menu set to '11/08/2011 - 2011 City Election'; the 'Pol Party' and 'Party Org.' checkboxes, both of which are checked; and the 'E-019 Official Results Report' selected in the report list at the bottom. Other visible options include 'E-018 Election Participation Demographics', 'Ballot sent and not received', 'Absentee Application Source', 'Sort Order', 'HCF/Satellite Location', 'Issue Method', 'Last Name', and 'Ballot Style'. Buttons for 'Folder', 'Browse', 'Export', 'Cancel', 'Run Report', and 'Schedule' are visible at the bottom.

## **During the County Canvass**

The board of supervisors does not count ballots. The board uses the results reported by the PEOs in the tally lists to compile the vote totals for the county. The board has no authority to examine any ballots or write-in documents other than the tally lists from each precinct. The board declares the winners for county and township offices. This declaration is included in the county abstract of votes.

The board of supervisors also canvasses the county vote totals for state and federal offices. The county abstracts are mailed immediately to the SoS following the county canvass so the state canvass of votes may start.

[§50.24, 50.25, 50.26, 50.27]

Open meeting laws do not apply. It is not necessary to publish and post the agenda before the meeting. However, the meeting must be open to the public and minutes must be kept.

[OAG #90-2-6(L), §50.45]

## **Who Wins?**

The candidate with the most votes is declared the winner with two exceptions.

[§50.45, 277.20, 376.8]

The exceptions are:

### 1. Cities With Runoff Provisions

All candidates must receive a majority of the votes cast to be declared elected; however, there are two different definitions of “majority” in cities with runoff provisions.

#### a. Vote for No More Than One Races

A simple majority is needed to be declared elected. A simple majority is at least one vote more than 50% of the total votes cast. If no candidate receives a majority in this type of race, a runoff must be held between the highest vote-getters. The number of candidates on the runoff ballot will equal twice the number of seats to be filled. For example, a runoff for the office of mayor will have the top two vote-getters on the runoff ballot.

#### b. Majorities in At-Large Multi-Member Body Races

A majority is one vote more than half the quotient found by dividing the total number of votes cast for all candidates for that body by the number of positions to be filled.

See the City Elections chapter for more information.

## 2. Primary Election

Candidates who received the highest number of votes are nominated if they also receive 35% of the total votes cast for the race (within the party primary). If no candidate receives the required 35%, the primary is inconclusive and provisions set forth in §43.78 apply.

[§43.52, 43.65, 43.37, 43.78]

See the Primary Elections chapter for more information.

### **Write-In Winners**

A write-in winner can be declared elected and sworn in if the write-in candidate received the most votes. If a person elected by write-in votes declines the office, the seat is vacant and filled by appointment unless it is a city election. See the City Elections chapter and §376.11 for more information about write-in winners in city elections.

[§43.54, 43.66, 50.45, 279.6, 279.4]

See the Primary Elections chapter for more information about write-in nominees in primary elections.

### **Tie Situations**

The board of supervisors will draw lots to settle a tie vote. The result of the drawing must be entered on the abstract of votes and a certificate of election sent to the declared winner.

If there is a tie vote for a public measure, lots are not drawn. The measure fails.

[§43.75, 50.44]

### **Public Measure Passage**

A public measure generally requires a simple majority to pass. A simple majority is at least one vote more than half the total number of votes cast. **Example:** If 100 votes were cast, 51 votes are required for the measure to pass.

Some questions may require a higher percentage to pass. For example, most bond issue elections require 60%. To determine if a question requiring 60% approval passes, follow these three steps:

1. Add together the number of yes and no votes.
2. Multiply the sum of the yes and no votes by 0.60. Round fractions up to the next whole number. This will give you the number of votes needed to pass.
3. If the number of yes votes is equal to or greater than the answer to #2, the question passes. If the number of yes votes is less than the answer to #2, the question does not pass.

[§50.45, 75.1]

## **Certifying Canvass Materials**

The board must certify the following during the canvass:

1. Abstracts of votes

A majority of the board of supervisors and the auditor must sign the abstracts. The board must sign two sets of the abstracts for most elections.

[§43.49, 50.24, 50.25]

2. Election canvass summary

For primary, general, and special elections held pursuant to §69.14, two sets of the canvass summary are required. It must be signed by a majority of the board of supervisors and the auditor.

[§50.24]

3. Make public the number of provisional ballots rejected and not counted.

The number of provisional ballot rejected and not counted must be made public at the canvass.

For the general election only, the number of rejected provisional ballots and the reasons for their rejections must be reported to the SoS. The SoS is required to report these numbers and corresponding rejection reasons to the EAC. The ballot rejection tally sheet is available in the Election Forms Library.

[§50.22]

## Close Election in I-VOTERS

### Process Election Day Registration Updates

As soon as possible after the election, add new election day registrants and update the voter registration records in I-VOTERS based on any voter registration forms received at the polls on election day.

You may have three different types of voters who used EDR procedures at the polling place.

1. Voters who have never been registered to vote in your county, including voters who are currently assigned “Incomplete” status

Process these voters in I-VOTERS using the instructions below.

2. “Cancelled” voters who were previously registered to vote in your county or another county

Process these voters in I-VOTERS using the instructions below.

3. Voters who are already registered to vote in your county who reported a change of address at the polling place on election day

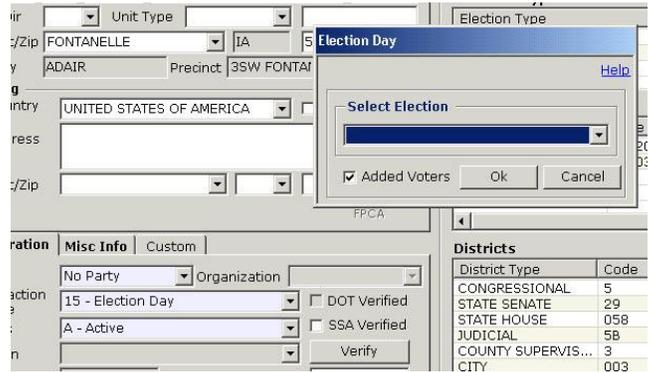
**Important Note:** There is nothing that prevents precinct election officials from using the EDR procedure for voters who are already registered to vote in the county and who are reporting a change of address at the polls on election day, provided the voter has the required identification to use the EDR procedure.

Do not process these voters as election day registrants. Instead, process these voters in I-VOTERS using the “Process Election Day Within County Moves” instructions.

### **New Voters to County, Including Incomplete and Cancelled Voters Previously Registered**

1. Open **“Voter Registration”** from the main I-VOTERS screen. Select **“New.”**
2. Enter the voter’s information in the appropriate fields. Tab through the fields so I-VOTERS will automatically identify any statewide duplicate matches.
  - a. If you get a duplicate match from a different county, select that record and continue with these steps.
  - b. If you get a duplicate match within your county, follow the “Election Day Within County Moves” instructions.
  - c. If I-VOTERS does not identify any duplicates in the system, continue with these steps.
3. Enter the voter’s address.
4. Choose the appropriate party from the drop-down menu

5. Select **“15—Election Day”** as the **“Transaction Source.”**
6. The **“Election Day”** window will appear. Choose the election.
7. If you leave the **“Added Voters”** checkbox marked, the voter will automatically appear in **“Election Management > Process Election Register > Process Added Voters”** for the precinct where they are now registered to vote. They will also be added to the end of the election register proof for that precinct.
8. Make sure the voter’s status is **“Active.”** The **“County Registration”** date and the **“Vote Eligible”** date will automatically populate as the date of the election.
9. Save the voter’s record.
10. Send an acknowledgement to the voter. See the Voter Registration chapter for more information.



## Election Day Within County Moves

1. Open **“Voter Search”** from the main I-VOTERS screen.
2. Search for the voter’s record.
3. Follow the same procedures for as when entering new voter registration records, except that it is not necessary to verify the voter’s driver’s license number or Social Security number after that information has been verified once in your county.
4. Choose **“7– In Person/Registration Drive”** as the **“Transaction Source.”**
5. If the registration form is a true duplicate with no changes, mark **“Duplicate Registration Received”** under the **“Misc”** tab.

The screenshot shows a web-based form with three tabs: 'Registration', 'Misc Info', and 'Custom'. The 'Misc Info' tab is active. Fields include: 'Secondary Lang' (dropdown), 'Last Verified' (04/22/2011), 'Special Assistance' (dropdown), 'Ballot Style' (NO APPLICABLE ELECTION), 'State Reg Date' (09/09/2002), 'Last Upd. Date' (11/18/2011), and 'Source of Update' (Administrative). A dropdown menu is open under 'Source of Update', listing options: Administrative, Attached Image, Cancelled Registration, Clerical Error Correction, Duplicate Registration Received (highlighted), New Registration, and Registration Updated. There is also an 'Audit Comment' field and a 'Comments' section with a 'DOT All' button.

6. When you are finished updating the record, click **“Save.”** Make note of the voter’s ID number to use to give the voter vote credit.
7. Send an acknowledgement to the voter. See the Voter Registration chapter for more information.
8. To give vote credit, open **“Election Management”** from the main I-VOTERS screen. Click **“Process Election Register.”**
9. Click **“Process Added Voters.”**

The screenshot shows a wizard interface for 'Process Election Register'. The left sidebar contains links: Process Election Register, Process Absentee Ballots, Duplicate Ballot Report, Post History & Close Election, and Exit. The main area displays 'Processing Status: 0 of 0 Voter ballots Accepted.' At the bottom, there is a 'Process Completed' checkbox, an 'Import Election Register' button, and a 'Process Added Voters' button. Navigation buttons include 'First', 'Prev', 'Next', 'Last', and 'Proof'.

10. Enter the voter's ID number in "**Voter ID**" field and tab to the "**Last Name**" field. The voter's information should automatically populate.

11. Check the "**Voted**" box next to the voter's name.

12. Click "**Mark Voted.**"

Process Added Voters

Voter Search Help

Election : Test Election

Input added voters here for posting Voting history

Voter ID	LastName	First Name	Middle Name	Voted
500266722	VOTER	TIFFANY		<input checked="" type="checkbox"/>

Mark Voted

The voter's name should then move to the list of voters at the bottom of the screen. The names of the EDR voters are also included in the list.

This is the list of added voters marked for posting voting history. Check and click 'Remove History' if you do not want to post history for any specific voter.

Voter ID	Last Name	First Name	Middle Name
<input type="checkbox"/> 500266722	VOTER	TIFFANY	

Remove History Close

13. When you have given vote credit to all of the voters who moved within county, click "**Close.**"

## Process Election Register

1. Open “**Election Management**” from the main I-VOTERS screen.
2. Click “**Process Election Register.**”
3. Select a precinct from the “**Precincts List**” drop-down.

For the primary election, choose either “**Republican**” or “**Democrat**” from the “**Party**” drop-down.

The screenshot shows the 'Election Management' software interface. The header displays 'Election Date: Oct-07-2008', 'Election Type: Primary', and 'Description: Primary Test'. Below the header, there are dropdown menus for 'Election Register', 'Precincts List' (set to '1NW - 1NW ADAIR'), and 'Party'. A 'Barcode' field and an 'Accept' button are also visible. A table lists voters with columns for 'Accepted', 'Voter Name', and 'Residential Address'. The first voter, CHRISTENSEN, B, has the 'Accepted' checkbox checked. The status bar at the bottom indicates 'Processing Status: 0 of 1148 Voter ballots Accepted.' and includes navigation buttons like 'Process Completed', 'Process Added Voters', 'First', 'Prev', 'Next', 'Last', and 'Page 12 of 96'.

Accepted	Voter Name	Residential Address
<input checked="" type="checkbox"/>	CHRISTENSEN, B	80 ST ADAIR, IA 50002
<input type="checkbox"/>	CHRISTENSEN, D	60- ST ADAIR, IA 50002
<input type="checkbox"/>	CHRISTENSEN, F	17 AVE ANITA, IA 50020
<input type="checkbox"/>	CHRISTENSEN, I	21 AVE FONTANELLE, IA 50846
<input type="checkbox"/>	CHRISTENSEN, J	18 AVE FONTANELLE, IA 50846
<input type="checkbox"/>	CHRISTENSEN, K	18 AVE FONTANELLE, IA 50846
<input type="checkbox"/>	CHRISTENSEN, K	21 AVE FONTANELLE, IA 50846
<input type="checkbox"/>	CHRISTENSEN, T	16 TH ST CASEY, IA 50048-8523
<input type="checkbox"/>	CHRISTENSEN, V	17. AVE ANITA, IA 50020

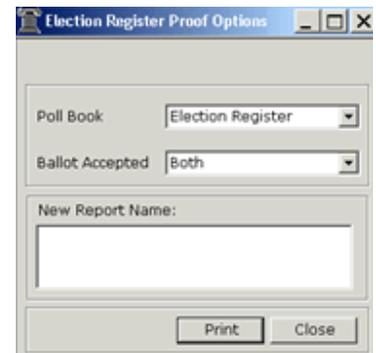
**Important Note:** Only one user should process a precinct register at a time.

4. Voters can be selected to receive vote credit one of three ways:
  - a. Use a bar code scanner to scan the bar code next to the voter’s name.
    - i. Click in the “**Barcode**” field so the cursor is placed there.
    - ii. Scan the voter’s bar code. The voter’s information will populate.
    - iii. Click “**Accept.**” The “**Accepted**” box next to the voter’s name will be checked.
  - b. Enter the voter’s ballot ID in the “**Barcode**” field and click “**Accept.**” The “**Accepted**” box next to the voter’s name will be checked.
  - c. Manually check the “**Accepted**” box next to the voter’s name.

Use the navigation buttons (“**Prev,**” “**Next,**” etc.) at the bottom of the screen to move between pages.

## Proof Election Register

1. Click “**Proof**” to generate a proof report of the election register.
2. Choose a “**Ballot Accepted**” option from the drop-down.  
Choose “**Accepted**” to view only the voters with vote credit.
3. Enter a name for the report and click “**Print.**”



The screenshot shows a dialog box titled "Election Register Proof Options". It contains two dropdown menus: "Poll Book" set to "Election Register" and "Ballot Accepted" set to "Both". Below these is a text input field labeled "New Report Name:" which is currently empty. At the bottom right are two buttons: "Print" and "Close".

## Process Absentees

Rejected absentees must be processed first in I-VOTERS before processing accepted absentee ballots.

### Incomplete and Defective Affidavits Not Corrected

Incomplete and defective affidavits that were not corrected by voters must be rejected.

1. Open **"Election Management."** Click on **"Process Absentee Ballots."**
2. Search for the voter's absentee ballot and choose rejection reason from the from the **"Ballot Status"** drop-down menu.
3. Click **"Save."**

The screenshot shows the 'Election Management' application window. The top navigation bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts Precincts', 'Absentee Voters', 'Reports', and 'Export'. The main content area displays 'Ballot status saved successfully.' and 'Voter Search Help'. The election details are: Election Date: Dec-04-2012, Election Type: School, Description: Test Election. The 'Ballot Search' section has fields for Barcode, Abs Seq #, Name (voter), and Address, with a City dropdown and Search/Clear buttons. The 'Ballot Details' section shows Voter ID: 500266725, Address: 101 N MAIN ST ALGONA, IA 50511, Voter Name: MIKE VOTER, and Ballot Status: Rejected - Affidavit not complete. A red box highlights the Ballot Status dropdown menu and the Save button.

### Rejected Absentees

Process rejected absentee ballots.

1. Open **"Election Management."** Click on **"Process Absentee Ballots."**
2. Search for the voter's absentee ballot and choose rejection reason from the from the **"Ballot Status"** drop-down menu.
3. Click **"Save."**

This screenshot is similar to the previous one but shows the 'Ballot Status' dropdown menu open. The menu options include: Rejected - Affidavit not complete (highlighted), Rejected - Not sealed, Rejected - No signature, Rejected - Wrong voting address, Rejected - Late for election, Rejected - Surrendered absentee ballot, Rejected - Affidavit not complete, and Rejected - Voted more than one ballot. A red box highlights the Name field (voter) and the dropdown menu.

## Accepted Absentees

1. Open **“Election Management.”**  
Click on **“Process Absentee Ballots.”**
2. Check **“Mark Unprocessed as Accepted”** under **“Finish Processing.”**
3. Click **“Process Remaining Ballots.”**

The screenshot shows the 'Election Management' software interface. The top menu bar includes 'Ballot Styles', 'Address Library', 'Polling Places', 'CASS', 'Districts Precincts', 'Absentee Voters', 'Reports', and 'Export'. The main window displays 'Ballot status saved successfully.' and 'Voter Search Help'. The election details are: 'Election Date: Dec-04-2012', 'Election Type: School', and 'Description: Test Election'. The 'Ballot Search' section has fields for Barcode, Abs Seq #, Name (voter), Address, and City, with Search and Clear buttons. The 'Ballot Details' section shows Voter ID: 500266725, Voter Name: MIKE VOTER, Address: 101 N MAIN ST ALGONA, IA 50511, and Ballot Status: Rejected - No signature. A 'Save' button is present. The 'Ballots Sent' table has columns: Abs Seq #, Barcode, VoterName, Source, Date Sent, Date Received, Ballot Style, and Ballot Type. One row is visible: Abs Seq # 5, Barcode 50098..., VoterName MIKE VOTER, Source Mail, Date Sent 07/12/2012, Date Received 07/12/2012, Ballot Style 001, and Ballot Type Original. The 'View Absentees' section has radio buttons for All Absentees, UnProcessed, and Processed (selected), and checkboxes for Accepted and Rejected. A 'View Absentees' button is next to the Rejected checkbox. The 'Finish Processing' section, highlighted with a red box, has a radio button for 'Mark Unprocessed as Accepted' (selected) and a 'Process Remaining Ballots' button. A 'Refresh Wizard Status' link is at the bottom left.

Abs Seq #	Barcode	VoterName	Source	Date Sent	Date Received	Ballot Style	Ballot Type
5	50098...	MIKE VOTER	Mail	07/12/2012	07/12/2012	001	Original

## Absentees Not Returned

If voters did not return their absentee ballots, do nothing. These ballots do not need to be processed in I-VOTERS.

## Process Provisionals

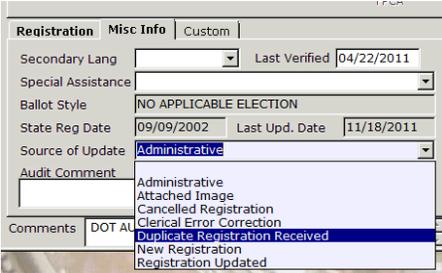
If a provisional voter completed a voter registration form when voting a provisional ballot, you must create a voter registration record or update the voter's registration record in I-VOTERS using the information provided on the voter registration form.

**Exception:** A voter registration record cannot be created if the voter did not complete a voter registration form.

## Process Voter Registration

1. Open **"Voter Registration"** from the main I-VOTERS screen. Select **"New."**
2. Enter the voter's information in the appropriate fields. Tab through the fields so I-VOTERS will automatically identify any statewide duplicate matches.
  - a. If you get a duplicate match from a different county, select that record and continue with step 3.
  - b. If I-VOTERS does not identify any duplicates in the system, continue with step 3.
  - c. If you get a duplicate match within your county, select that record. Determine if any updates to information need to be made to the voter's record based on the information listed on the voter registration form and save the record.

**Important Note:** If the registration form changes nothing and is a true duplicate of the information in the voter's record, mark **"Duplicate Registration Received"** under the **"Misc"** tab in the voter's record in I-VOTERS.



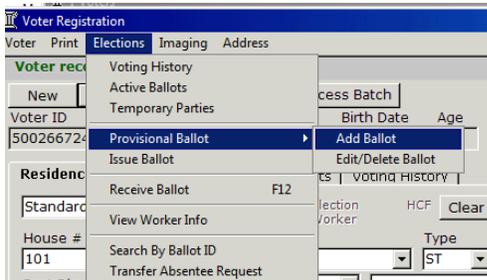
The screenshot shows a web-based form with several tabs: 'Registration', 'Misc Info', and 'Custom'. The 'Registration' tab is active. Fields include 'Secondary Lang', 'Special Assistance', 'Ballot Style' (set to 'NO APPLICABLE ELECTION'), 'State Reg Date' (09/09/2002), 'Last Upd. Date' (11/18/2011), and 'Source of Update' (Administrative). Below these fields is an 'Audit Comment' section with a list of options: Administrative, Attached Image, Cancelled Registration, Clerical Error Correction, Duplicate Registration Received (highlighted), New Registration, and Registration Updated. There is also a 'Comments' section with a 'DOT A' label.

3. Enter the voter's address.
4. Choose the appropriate party from the drop-down menu.
5. Select **"7- In Person/Registration Drive"** as the **"Transaction Source."**
6. Assign the voter's status to **"Active."**
7. Change the **"County Registration"** date and the **"Vote Eligible"** date to the day after the election.

8. Save the voter's record.
9. Send an acknowledgement to the voter. See the Voter Registration chapter for more information.

### Adding Provisional Ballot

1. From the “**Elections**” drop-down menu in the voter's record, select “**Provisional Ballot**” and “**Add Ballot.**”



2. Use the drop-downs to select the appropriate information for the voter's provisional ballot. Select either “**Accepted**” or “**Rejected.**”

If the provisional ballot was rejected, choose the “**Rejection Reason**” from the drop-down. All rejected provisional ballots should be added to a voter's record unless the voter did not complete a voter registration form when voting the provisional ballot.

Labels do not need to printed.

3. Click “**Save.**”

## Post County Canvass of Votes

### Canvass Minutes

Canvass minutes do not need to be published.

**Exception:** See the Primary Elections chapter for primary election post canvass publication requirements.

[§349.16(1)]

### File Abstracts of Votes

Keep one set of the abstracts for your files and send one set to the appropriate governing board for the jurisdiction.

[§50.27]

### City Elections

Send the abstract(s) to the council for each city.

### School Elections

Send the abstract(s) to the school board for each school district.

**Exception:** For community college elections, send one set of the abstracts to the community college board if you are the control county. If you are not the control county, send one set of the abstracts to the control county.

### Primary, General, and Special Elections to Fill Vacancies Pursuant to §69.14

Send a set of the abstracts for the federal offices, state offices, constitutional amendments, and judicial retention to the SoS within 13 days after the election. Separate abstracts must be made for each state and federal office, each constitutional amendment and statewide ballot question, and each judge.

Also send a copy of the election canvass summary certified by the board of supervisors.

**Exception:** When the office of governor is on the ballot, the SoS provides counties with a special envelope which is addressed to “The Speaker of the House of Representatives” in which to mail the abstracts for the governor’s race. Do not include any other abstract in this envelope. This envelope will be opened by the speaker of the house, not the SoS. Forward this envelope along with the envelope that contains the other abstracts to the SoS.

[§50.31, 50.33]

### Local Option Tax Elections and Hotel/Motel Tax Elections

Send the abstract to the Department of Revenue and Finance if the tax passes.

[§423A, 423B.1(6)(b)]

## Mail Certificates of Election

Each person who was elected must receive a certificate of election. Include open meetings law (Chapters 21 and 22 of the *Iowa Code*) information with the certificates.

[§21.10, 50.29]

**Exception:** Primary election winners do not receive certificates of election as they are not elected.

[§43.55]

Certificates may be generated from I-VOTERS or the election results reporting program designated by the SoS for the general election, but counties are not required to use the certificates generated by I-VOTERS.

The SoS sends certificates of election and copies of the open meetings laws to those who were elected to federal and state offices as well as for the judges who were retained.

[§50.41]

## Generating Certificates in I-VOTERS

1. Open **“Reports & Labels”** from the main I-VOTERS screen.
2. Select **“Election Management”** from the menu on the left side. Choose the **“Election”** from the drop-down.
3. Choose report **“E-027 County Candidate Certificate.”**

**Note about this I-VOTERS procedure:** Results do not need to be entered into I-VOTERS to generate certificates. However, you must check the winners in “Election Results” in “Election Management.”

Code	Name
E-025	Voter Details For Satellite Voting
<b>E-027</b>	<b>County Candidate Certificate</b>
E-028	State Candidate Certificate

## Primary Election Reports

Certificates of election are not issued to candidates who were nominated at the primary election. The board of supervisors must certify the following information to the county political party chairs as soon as possible after the county canvass:

- A list of that party's candidates for county offices who were nominated at the primary election and for which office each person was nominated.
- A list of the county offices for which no one from that party was nominated, including a list of all candidates who received votes for that office on that political party's ballot but who failed to meet the requirements to win nomination.

The names of people who received write-in votes reported collectively as scattering do not need to be included on this report.

[§43.55]

These reports may be generated from I-VOTERS or the election results reporting program designated by the SoS for the primary election. Counties are not required to use the reports generated by I-VOTERS.

## Generating Primary Election Party Reports in I-VOTERS

1. Open **"Reports & Labels"** from the main I-VOTERS screen.
2. Select **"Election Management"** from the menu on the left side. Choose the **"Election"** from the drop-down.
3. Choose reports **"E-020 Open Seat Report"** and **"E-021 Winner List."**

### **Note about this I-VOTERS procedure:**

Results do not need to be entered into I-VOTERS to generate these reports. However, you must check the winners in "Election Results" in "Election Management."

The screenshot shows the I-VOTERS Reports application window. The interface includes a left-hand navigation menu with options like 'Voter Registration', 'Election Management', 'Districts & Precincts', 'Petitions', 'Election Workers', 'Address Library', 'Labels', 'Ballot Processing', and 'Master Lookup's'. The main area is filled with various filter and selection controls. At the top, 'County' is set to 'Kossuth' and 'Election' is '11/08/2011 - Kossuth County City Election 2011'. Below this, there are sections for 'Precincts' (with checkboxes for AL1, AL2, AL3, AL4, BF PT, BT FT UN), 'Budget Group' (set to 'All'), 'Absentee Type' (with checkboxes for Election Specific, Military, Overseas Civilian), 'Election Date', and 'Ballot sent and not received'. On the right side, there are 'Request Date', 'Sent Date', and 'Receive Date' fields. Further down, there are 'Pol Party' and 'Party Org' dropdowns, 'Eligible Voter' and 'Control County' checkboxes, and 'Absentee Sequence No.' and 'Ballot Style' checkboxes. At the bottom, there is a table with columns 'Code' and 'Name'. The table lists three report options: 'E-020 Open Seat Report', 'E-021 Winner List', and 'E-022 County Abstract of Votes - Candidate Abstract'. The 'E-020 Open Seat Report' is currently selected. Below the table are 'Folder', 'Browse', 'Export', 'Cancel', 'Run Report', and 'Schedule' buttons.

### **EDR Follow Up**

A voter registration card must be sent to voters who used EDR no later than 45 days after election day. The card must be sent by non-forwardable mail. If the voter registration card is returned undeliverable, contact the voter by forwardable mail using the “Notice to Election Day Registrant” available in the Election Forms Library.

If the voter does not respond within 14 days after the “Notice to Election Registrant” is mailed, change the voter’s registration status to “inactive” and notify the SoS and county attorney immediately. In addition, try to call or email the voter if a phone number or email address was provided to convey the importance of responding to the follow up notice that was mailed.

[§48A.26A]

## Swear In Officers

Most elected officials will take and subscribe the oath of office no later than noon on the first day of the term in January which is not a Sunday or legal holiday.

[§39.8, 63.1, 63.10]

### Exceptions:

- County agriculture members must take the oath of office within 15 days after the county canvass of votes.

[§176A.14(5)]

- Terms of new members for school boards begin at the first regular meeting of the school board held after the canvass of votes.

[§277.28]

- Vacancies

Officials who were elected or appointed to fill a vacancy or were elected to an office where an appointee is currently serving must qualify within 10 days of the county canvass.

See the Vacancies chapter for more information.

[§63.8]

For specific term start dates, see the “Terms of Office” webpage on the SoS website here: [www.sos.state.ia.us/election/electioninfo/officeterms.html](http://www.sos.state.ia.us/election/electioninfo/officeterms.html).

## Filing of Bonds and Oaths

The official oath and bond must be filed with the appropriate public officer:

Elected Office	Filing Official
County Officers	County Auditor <i>Exception:</i> County auditor files with the county treasurer.
Township Trustees and Clerks*	County Auditor
City Officers*	City Clerk
School Board Members*	School Secretary

[§63.10, 63.11, 64.23, 277.28]

\*Bonds are not required for township trustees, city council members, and school board members.

[§64.1A]

## **Storing Election Materials**

Tally lists and abstracts must be kept forever unless electronically recorded. Other documents pertaining to the election are kept for six months for non-federal elections and 22 months for federal elections. See the election document retention record in the Election Forms Library.

[§50.19]

## **Cost of Election**

Determine the costs of the election and bill other jurisdictions (if needed).

Certify to the board of supervisors the costs of the election. The board will bill the appropriate jurisdictions, if needed.

The following items may be included in the bill:

- Ballot printing [§47.3, 49.56]
- Absentee balloting costs (postage, envelopes) [§47.3]
- Polling place rental [§49.21, 49.24]
- Election registers and lists of registered voters [§47.3]
- Publication of election notice (and any other required publications)  
[§47.3, 49.23, 49.53, 49.54]
- Declaration of eligibility slips and other forms [§49.74]
- Compensation of precinct election officials [§47.3, 49.20, 49.125]
- Canvass materials (tally lists and canvass books) [§47.3]
- Preparation and installation of voting equipment [§47.3]
- Other costs, NOT including: costs of voter registration, administration, clerical costs, and rent for voting equipment [§47.3]

## **Pay Precinct Election Officials**

Precinct election officials cannot be paid until after the county canvass of votes is complete.

[§49.20]

## **Recounts and Contests**

Losing candidates or groups of people concerned about the vote count for a public measure may request that the ballots be recounted. The auditor may request an administrative recount if there are doubts about the performance of the voting equipment or the programming used in the election. The sealed ballot packages may be opened and the ballots may be examined only if there is a formal request for a recount. There are no exceptions.

An election contest is the formal process for challenging the results of an election by alleging that improper activities resulted in an incorrect outcome.

See the Recount and Contest chapters for more information.

[50.48, 50.49, 50.50]

## **High School PEOs**

If high school PEOs were used, certify the following to the school within 14 days after the election:

- The name of each student who served as a PEO
- The number of hours each student served
- The precinct number and polling place location where the student served
- Any other information deemed appropriate
- Any other information requested by the school

[§49.13(5)(g)]

## **Vote Centers**

If vote centers were used, conduct a postelection review no later than 45 days after the election. Review the election registers and declarations of eligibility. If anyone is found to have voted more than once at an election in which vote centers are used, notify the county attorney immediately. Forward a copy of the voter's registration record and the documents signed by the voter on election day to the county attorney and reference §39A.2(2) and §49.11(3)(b) in the notice.

## **State Canvass of Votes**

As soon as the abstracts begin arriving from the counties, the SoS begins tabulating the county results for state and federal offices.

[§50.36, 50.39]

The State Board of Canvassers must meet no later than 27 days after the election. The State Board of Canvassers is made up of the Iowa Executive Council which consists of the governor, secretary of state, state auditor, state treasurer, and the secretary of agriculture. They will review the canvass materials prepared by the SoS and sign the abstracts and certificates of election for federal and state officers and judges. The two political parties are invited to send observers to watch the tabulation of votes.

[§50.36, 50.38]

For the presidential election, the presidential electors will meet at the Capitol on the first Monday after the second Wednesday in December to elect and certify their choices.

[§54.7]

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## Nomination Period

### Filing Officer

The auditor is the filing officer for candidates for county offices, township offices and local (city or county) public measures. The SOS is the filing officer for candidates for federal offices, state offices, judges, constitutional amendments and statewide public measures.

[§44.4, 45.4, 46.20, Ch. 49A]

**Best Practice:** Review all the procedures for accepting/rejecting nomination papers during the filing period with anyone in the office who may receive nomination papers from candidates. Use the Filing Officer's Guide as a resource.

### Filing Period

**State and Federal Candidates:** Begins 99 days before the election and ends at 5 p.m. on the 81st day before the election

**County Candidates:** Begins 92 days before the election and ends at 5 p.m. on the 69th day before the election

The SOS office and auditors' offices must be open until 5 p.m. on the final day for filing.

[§44.4(1), 45.4]

**Exception:** There is no first day for political parties to file convention nominations. These can be accepted anytime after the primary election until 5 p.m. on the candidate filing deadline.

Any candidate whose papers were accepted for filing has a right to have his or her name placed on the ballot. After papers have been accepted, the auditor's duty is to place the name on the ballot and let the normal objection process run its course.

[§44.4(2), 45.4]

## Candidate Qualifications and Signature Requirements Chart

*\*Signature requirements are for NPPO and "Nominated by Petition" candidates.*

<b>Federal Office</b>	<b>U.S. Citizenship</b>	<b>Residence</b>	<b>Age</b>	<b>Term</b>	<b>Signatures Needed*</b>
President/Vice President [U.S. Constitution, Art. 2, Sec. 1]	Natural born citizen.	U.S. resident for 14 years and at time of election.	35 when sworn in.	4 years	1,500; must run as a team; must collect signatures from at least 10 counties. [§45.1(1)]
U.S. Senator [U.S. Constitution, Art. 1, Sec. 3]	At least 9 years when sworn in.	Iowa resident at the time of the election.	30 when sworn in.	6 years	1,500; must collect signatures from at least 10 counties. [§45.1(1)]
U.S. Representative [U.S. Constitution, Art. 1, Sec. 2]	At least 7 years when sworn in.	Iowa resident at the time of the election.	25 when sworn in.	2 years	375 from the congressional district. [§45.1(2)]
<b>State Executive Office</b>	<b>U.S. Citizenship</b>	<b>Residence</b>	<b>Age</b>	<b>Term</b>	<b>Signatures Needed*</b>
Governor & Lieutenant Governor [Iowa Constitution, Art. IV, Sec. 6]	2 years at the time of the election.	Iowa resident for 2 years at the time of the election.	30 at the time of the election.	4 years	1,500; must run as a team; must collect signatures from at least 10 counties. [§45.1(1)]
Secretary of State, Auditor of State, Treasurer of State, Secretary of Agriculture, Attorney General	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the general election. [§39.26]	18 at the time of the election. [§39.26]	4 years	1,500; must collect signatures from at least 10 counties [§45.1(1)]
<b>Iowa General Assembly</b>	<b>U.S. Citizenship</b>	<b>Residence</b>	<b>Age</b>	<b>Term</b>	<b>Signatures Needed*</b>
State Senator [Iowa Constitution, Art. III, Sec. 5]	Citizen when sworn in. [§39.26]	1 year in Iowa. 60 days in the district at the time of the election.	25 when sworn in.	4 years	100 from state senate district. [§45.1(3)]
State Representative [Iowa Constitution, Art. III, Sec. 3-4]	Citizen when sworn in. [§39.26]	1 year in Iowa. 60 days in the district at the time of the election.	21 when sworn in.	2 years	50 from state representative district. [§45.1(4)]
<b>County Offices</b>	<b>U.S. Citizenship</b>	<b>Residence</b>	<b>Age</b>	<b>Term</b>	<b>Signatures Needed*</b>
County Supervisor	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Registered voter of the county/supervisor district when sworn in. [§39.26, 331.201]	18 at the time of the election. [§39.26]	4 years	Plan 1 and 2 Counties: At least 250 or 1% of registered voters in the county as of July 1 of previous year, whichever is less.  Plan 3 Counties: At least 150 or 1% of registered voters in the supervisor district as of July 1 of previous year, whichever is less. [§45.1(5-6), IAC 721—21.601(2)]
County Attorney Must be admitted to the practice of law in the courts of Iowa when sworn in. [§331.751(2)]	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Registered voter in the county when sworn in. [§39.26, 331.751(2)]	18 at the time of the election. [§39.26]	4 years	At least 250 or 1% of registered voters in the county as of July 1 of previous year, whichever is less. [§45.1(5)]
County Auditor, County Treasurer, County Recorder	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Resident of the county when sworn in. [§39.26-27]	18 at the time of the election. [§39.26]	4 years	At least 250 or 1% of registered voters in the county as of July 1 of previous year, whichever is less. [§45.1(5)]
County Sheriff Must also meet the requirements in Iowa Code §331.651.	Citizen at the time of the election. [§39.26]	Iowa resident at time of election. Resident of the county when sworn in. [§39.26-27]	21 when sworn in. [§331.651(2)]	4 years	At least 250 or 1% of registered voters in the county as of July 1 of previous year, whichever is less. [§45.1(5)]

<b>Non-Partisan Offices</b>	<b>U.S. Citizenship</b>	<b>Residence</b>	<b>Age</b>	<b>Term</b>	<b>Signatures Needed*</b>
Township Trustee	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Trustees must be registered voters of the township when sworn in. [§39.26, 359.17(1)]	18 at the time of the election. [§39.26]	4 years	No petition is required. [§39.22(2)(a)]
Township Clerk	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Resident of the township when sworn in. [§39.26-27]	18 at the time of the election. [§39.26]	4 years	No petition is required. [§39.22(2)(a)]
Soil & Water Conservation Board	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Cannot reside in the same township as any other board member. [§161A.5(2)]	18 at the time of the election. [§39.26]	4 years	25 from the conservation district. [§161A.5(3)(a)]
County Hospital Trustee	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Resident of the county when sworn in. [§39.26, 39.27, 347.9]	18 at the time of the election. [§39.26]	6 years	50 from the county. [§347.25]
County Agricultural Extension	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. Registered voter of the district when sworn in. [§176A.5]	18 at the time of the election. [§39.26]	4 years	25 from the extension district. [§176A.8(3)]
City Offices	Citizen at the time of filing papers and at the time of the election. [§39.26, 376.4(1)(a)]	Resident of the city at time of filing papers. Resident of ward (if any) at time of filing papers and at time of election. [§376.4(1)]	18 at the time of filing papers and at time of election. [§39.26, 376.4(1)]	2 or 4 years	<p>Primary or Runoff Provision Cities: At least 10 or 2% of number of people who voted for the office at last regular city election. [§376.4]</p> <p>Chapter 45 Cities: For cities with a population of 3,500 or greater, at least 25 eligible electors of city or ward. [§45.1(8)(a)]</p> <p>For cities with a population between 100 and 3,499, at least 10 eligible electors of city or ward. [§45.1(8)(b)]</p> <p>For cities with a population of 99 or less, at least 5 eligible electors of city or ward. [§45.1(8)(c), 376.4]</p>

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## **Absentee Voting**

### **Proxy Requests Allowed**

Proxy requests may be made by certain relatives of UOCAVA voters no sooner than 70 days before the election.

[§53.40(1)(b)]

See the Absentee Voting chapter for more information.

### **Special Write-In (Submarine) Ballot Allowed**

Submarine ballots are available 90 days before the general election to UOCAVA voters who will not be able to wait for the regular ballots to be transmitted.

[§53.45]

See the Absentee Voting chapter for more information on submarine ballots

### **Federal Write-In Ballot (FWAB) Allowed**

See the Absentee Voting chapter for more information on FWABs and when they can be counted.

[§53.53]

### **Request Deadlines**

See the Absentee Voting chapter.

## **Ballot Preparation**

### **Voting Equipment**

Voting equipment is required to be used in general elections. The equipment must be programmed to report absentee results by resident precinct in the general election.

[§52.1, 53.20(2)]

### **Partisan Election with Non-Partisan Offices on the Ballot**

General election ballots contain both partisan and non-partisan offices. For partisan offices, the political affiliation of candidates is listed with each individual candidate's name on the ballot. No reference to political affiliation is included after the names of candidates for non-partisan offices or judges seeking retention.

[§49.31(1)(a)]

### **Candidate Certifications**

The official list of the names of all candidates for state and federal offices is called the certification or certificate and is prepared by the SOS. Only candidates named on the certificate may have their names on the ballot for state and federal offices. This certificate lists the correct spelling of candidate names. The certificate will be sent as soon as possible after the filing period is over.

[§43.73, 46.21]

### **When Ballots Must be Ready**

Ballots must be mailed, emailed, or faxed to UOCAVA voters at least 45 days before the election.

Ballots can be mailed to domestic absentee voters as soon as they are ready. Ballots can be voted in-person at satellites and auditors' offices no sooner than 40 days before the election.

[§53.10(1), 53.8(1), 53.40(2)]

### **Public Measures/Special Elections**

Public measures are allowed on the general election ballot for counties, cities, and some benefitted districts.

In 2018, any counties where gambling has been approved only once must include a gambling proposition on the general election ballot. If a gambling proposition has been approved at two successive general elections, the proposition is not required to be re-submitted to the voters.

[§99F.7(11)(d), 99F.7(11)(e)]

Constitutional amendments, constitutional convention questions, and statewide public measures may also appear on the ballot.

[Iowa Constitution Article X Sec. 3, §39.2, 49A.4]

## **Vacancies**

### **County Vacancies**

Any vacancies in county offices that occur 74 or more days before the election must be filled at the general election.

[§43.77(5)(b), 43.78(1), 69.14A(1)(b)(2)]

See the Vacancies chapter.

### **City Vacancies**

Any vacant city offices which were filled by appointment must appear on the ballot at the general election.

[798 N.W.2d 344]

### **Ordering Ballots**

The minimum number of ballots that must be ordered for general elections is always based on the number of voters from the general election that was held four years earlier (i.e. gubernatorial general elections are based on the last gubernatorial general election, presidential general elections are based on the last presidential general election).

For every 50 people who voted in a precinct in the general election four years ago, 55 ballots must be ordered for that precinct. For example, if 595 people voted in Fun Township four years ago, 655 ballots must be ordered this year for that precinct.

This formula is the minimum requirement. You must have additional ballots for absentees, public testing, possible spoiled and replacement ballots, etc. Make sure to factor EDR into your ballot order numbers.

[§49.64]

## **General Election Ballot Anatomy**

In addition to the information listed here, see the Pre-Election Day chapter for other ballot requirements.

### **President and Vice President/Governor and Lt. Governor**

These two candidates are elected as a team.

Use one voting target for each pair of candidates. Label each of the write-in lines with an option to write in a candidate for both president and vice president, as shown on the sample ballot on page 23. The same principle should be followed in gubernatorial elections for governor and Lt. governor.

[§49.33]

### **Judicial Retention and Constitutional Amendment(s)**

The judicial ballot certification and constitutional amendment certification (if any) will be sent by the SOS with the certification of candidates. Only judges named on the certificate can have their names on the general election ballot. This certificate tells you the correct spelling of their names and the order in which they must appear on the ballot. Do not change the order or rotate names of judges.

[§46.21]

**Important Note:** You must include a description of the location of the judges and constitutional amendments (if any) on the front of ballots in the section for instructions for voters. The precise wording of this notice will vary depending on the actual location of the measures. However, the following basic format must be used (example includes a situation in which there is a constitutional amendment on the ballot):

#### Where to find the judges and proposed amendment to the Iowa Constitution

- **Judges:** on the back of this ballot, in the middle of the right-hand column.
- **Constitutional Amendment:** on the back of this ballot at the end of the right-hand column.

[§49.48, IAC 721—21.203(1)(d)]

## Auditor's Calendar General Election – November 6, 2012

■ Text in blue = Secretary of State's Office    
 ■ Text in green = Political Parties    
 ■ Text in black = County Auditor

Days from Election	Date	Event	Code Cite
+45 after Primary Election	<b>Friday, July 20</b>	<b>Primary Election EDR Acknowledgement Deadline.</b> Last day to mail acknowledgements to voters who registered and voted after the primary election pre-registration deadline.	§48A.26A(1)
-104	<b>Wednesday, July 25</b>	<b>Judges' Filing Deadline.</b> Last day for judges standing for retention to file a declaration of candidacy with the Secretary of State.	§46.20
-99	<b>Monday, July 30</b>	<b>State and Federal Candidates Filing Begins.</b> First day for NPPO candidates and candidates nominated by petition to file nomination papers for state and federal offices with the SOS.	§44.4(1), 45.4
+60 after Primary Election	<b>Saturday, August 4</b>	<b>Deadline to Update Primary Election Voter History.</b> Last day to add voter election participation information for the primary election in I-VOTERS.	§48A.38(2)
-92	<b>Monday, August 6</b>	<b>County Candidate Filing Begins.</b> First day for NPPO candidates and candidates nominated by petition to file nomination papers for county and township offices with the auditor.	§44.4(1), 45.4
-90	<b>Wednesday, August 8</b>	<b>Special Absentee ("Submarine") Ballots.</b> First day for UOCAVA voters who will be outside the continental United States and unable to vote and return a regular absentee ballot by normal mail delivery within the time provided to request a special absentee ballot.	§53.45(1)(b)
-89	<b>Thursday, August 9</b>	<b>Primary Nominee Withdrawal Deadline – State and Federal.</b> Last day for candidates for state and federal offices who were nominated at the primary election to withdraw. Notice of withdrawal must be submitted in writing to the SOS.  <b>Last Day for Vacancies – State and Federal.</b> If a midterm vacancy in a state or federal office occurs on or before August 9, the office must be on the ballot to fill vacancy at the general election. Political party nominations must be made by convention.	§43.76(1)  §43.6(1), 43.77(4), 43.78(1)
-81	<b>Friday, August 17 – 5 p.m.</b>	<b>Filing Deadline – State and Federal.</b> Last day to file nomination papers with the SOS. This includes NPPO candidates and candidates nominated by petition and Democratic and Republican parties' nominations to fill ballot vacancies. Deadline is 5 p.m.  <b>Presidential Electors Filing Deadline.</b> Last day for the state party central committees to file the names and addresses of the party's presidential electors. Deadline is 5 p.m.	§43.78(2), 44.4(1), 45.4  §54.5
-74	<b>Friday, August 24</b>	<b>Last Day for Vacancies – County.</b> If a midterm vacancy in a county office occurs on or before August 24 and no special election is called to fill the vacancy, the office must be on the ballot to fill vacancy at the general election. Political party nominations must be made by convention.	§43.77(5)(b), 43.78(1), 69.14A(1)(b)(2)

*Continued on next page...*

Days from Election	Date	Event	Code Cite
-74	Friday, August 24	<b>Primary Withdrawal Deadline – County.</b> Last day for candidates for county office who were nominated in the primary election to withdraw. Notice of withdrawal must be submitted in writing to the auditor.	§43.76(2)
		<b>Withdrawal Deadline – State and Federal.</b> Last day for NPPO candidate or candidates nominated by petition who have filed nomination papers with the Secretary of State to withdraw. Notice of withdrawal must be submitted in writing to the SOS.	§44.9(1), 45.4
		<b>Substitution Deadline – State and Federal.</b> Last day for NPPOs to replace candidates who withdrew, died or were found ineligible for state and federal offices.	§44.11
		<b>Objection Deadline – State and Federal.</b> Last day to file written objections to nomination papers with the SOS. Deadline is 5 p.m.	§44.4(2)(a)(1)
-70	Tuesday, August 28 – 5 p.m.	<b>Proxy Requests Begin.</b> First day for family members of UOCAVA voters to submit proxy absentee ballot request forms.	§53.40(1)(b)
		<b>Filing Deadline – Special Election to Fill City Vacancy</b> Last day to file nomination papers with the city clerk to fill a city vacancy at a special election held with the general election. Deadline is 5 p.m.	IAC 721— 21.404(2)
-69	Wednesday, August 29 – 5 p.m.	<b>Filing Deadline - County.</b> Last day to file nomination papers for county offices with the auditor. This includes NPPO candidates and candidates nominated by petition and Democratic and Republican parties' nominations to fill ballot vacancies. Deadline is 5 p.m.	§43.78(3), 44.4(1), 45.4
		<b>Special Election to Fill City Vacancy Nominations Delivered.</b> City clerk delivers all nomination papers to be included on general election ballot for a special election to fill city vacancy being held with the general election to the auditor by 5 p.m.	IAC 721— 21.404(2)
		<b>Last day for the SOS to certify names for the general election ballot to the auditor.</b>	§43.73, 46.21
		<b>Auditor's office must be open until 5 p.m.</b>	§47.2(6)
-68	Thursday, August 30	<b>Draw Names – Non-Partisan Office Ballot Order.</b> Auditor draws the names of candidates for non-partisan office (county hospital trustee, soil and water commissioner, agricultural extension council, and township offices) to determine the order in which the names of those candidates will appear on the ballot.	§49.31(2)(c)
		<b>Notify NPPO candidates if drawing must be held.</b> If multiple nominations for a single office are received from candidates for the same NPPO, lots will be drawn to determine which candidate will have the NPPO's name appear with the candidate's name on the ballot. The other candidate(s) will appear as "Nominated by Petition." The auditor must notify candidates of the time and date of the drawing. Candidates have a right to be present or send a representative to the drawing.	IAC 721— 21.201(2), 21.201(3)
-64	Monday, September 3	<b>Labor Day – State Offices Closed.</b> If the auditor's office is closed, applicable deadlines move to the next business day.	§1C.1, 47.4

Days from Election	Date	Event	Code Cite
		<b>Withdrawal Deadline – County.</b> Last day for NPPO candidates and candidates nominated by petition who have filed nomination papers with the auditor to withdraw. Notice of withdrawal must be submitted in writing to the auditor.	§44.9(2), 45.4
-63	<b>Monday, September 3 /Tuesday, September 4 – 5 p.m.</b>	<b>Objection Deadline – County.</b> Last day to file a written objection to nomination papers filed with the auditor. Deadline is 5 p.m.	§44.4(2)(a)(2)
		<b>Substitution Deadline – County.</b> Last day for NPPOs to replace county candidates who withdrew, died or were found ineligible.	§44.11
		<b>Auditor’s office must be open until 5 p.m.</b>	
-60	<b>Friday, September 7</b>	<b>Proclamation by Governor.</b> Governor to issue a proclamation for any proposed amendments to the constitution to be included on general election ballot. No constitutional amendments will be on the 2012 general election ballot.	§49A.7
		<b>Satellite Voting Petition Deadline.</b> A petition requesting a satellite absentee voting station must be filed no later than 5 p.m. on the 47 <sup>th</sup> day before the election.	§53.11(2)(a)
-47	<b>Thursday, Sept. 20 – 5 p.m.</b>	At least seven days before the first day of a satellite, the auditor must notify the political parties’ chairpersons of the date, time, and location of a satellite so the parties may appoint observers.	§53.11(5)
		<b>Auditor’s office must be open until 5 p.m.</b>	
-45	<b>Saturday, Sept. 22</b>	<b>UOCAVA absentee ballots must be ready</b> to mail 45 days before the election. Regular absentee ballots must be mailed as soon as they are ready.	§53.8(1), 53.39(2), 53.40(2)
		<b>Absentee Ballots Ready.</b> First day absentee ballots may be voted in the auditor’s office. Auditors must review all affidavits upon receipt.	§53.10, 53.18(2)
-40	<b>Thursday, Sept. 27</b>	<b>Health Care Facility Delivery.</b> Within 10 days after ballots are printed, the auditor may send teams to deliver ballots to residents and patients of health care facilities. After this 10 day window, ballots cannot be delivered to health care facilities again until the 14th day before the election.	§53.8(3), 53.22(1)(a)
-30	<b>Sunday, October 7</b>	<b>Last day to publish</b> the third in a series of notices of changes in precinct boundaries made since November 2010. Publication is not required if no changes were made.	§49.11(2)
-21	<b>Tuesday, October 16</b>	<b>No Special Elections Today.</b> This includes special election to fill vacancies.	§39.2(1)(a)
		<b>Publications Begin.</b> First day to publish notice of changes in polling places (this includes temporary changes and any polling places that have been changed since the last general election).	§49.23
-20	<b>Wednesday, October 17</b>	<b>First day the auditor may publish notice</b> of the general election and sample ballot. The notice of election must include an accessibility notice.	§49.53, IAC 721—21.50(10)

Days from Election	Date	Event	Code Cite
-20	Wednesday, October 17	<b>Publications Begin.</b> First day to publish notice of changes in polling places (this includes temporary changes and any polling places that have been changed since the last general election).	§49.23
		<b>First day the auditor may publish notice</b> of the general election and sample ballot. The notice of election must include an accessibility notice.	§49.53, IAC 721—21.50(10)
-15	Monday, October 22	<b>Worry-Free Postmark Date.</b> Mailed voter registration forms which are postmarked on or before today are considered on time to pre-register for the general election even if they are received after 5 p.m. on Saturday, October 27.	§48A.9(3)
		<b>Last Day to Appoint Precinct Election Officials.</b> Appointed by the auditor.	§49.13(1)
-14	Tuesday, October 23	<b>No Special Elections Today.</b> This includes special election to fill vacancies.	§39.2(1)(a)
		<b>Health Care Facility Delivery.</b> Teams may resume delivery of absentee ballots to residents and patients of health care facilities.	§53.22(1)(a)
-10	Saturday, October 27 – 5 p.m.	<b>Voter Pre-Registration Deadline.</b> The deadline to pre-register to vote for the general election is 5 p.m. This applies to registration in person (including registration at driver's license stations or agencies) or by mail.	§48A.9(1)
		<b>Exceptions:</b> Mailed registration forms postmarked on or before Monday, October 22 are considered on time even if they are received after 5 p.m. today.	
		After today, a person may register to vote at the auditor's office or at a satellite absentee voting station and vote an absentee ballot. The process is the same as for registering to vote on election day.	§48A.7A(3)
		<b>Auditor's office must be open from 8 a.m. to 5 p.m.</b>	§48A.9(2)
-7	Tuesday, October 30	<b>No Special Elections Today.</b> This includes special elections to fill vacancies.	§39.2(1)(a)
-4	Friday, November 2 – 5 p.m.	<b>Publication Deadline.</b> Last day to publish notice of election, sample ballot, and polling place changes. The notice of election must include an accessibility notice.	§49.23, 49.53, IAC 721—21.50(10)
		<b>Deadline to request an absentee ballot by mail.</b>	
		<b>Last Day to Submit Written Challenges to Absentee Voters.</b> A person qualified to vote in the election may submit a written challenge to the qualifications of an absentee voter until 5 p.m. to the auditor (observers witnessing the processing of absentee ballots may submit challenges on Monday, November 5, and until the polls close on election day.)	§53.2(1)(b)
		<b>Auditor's office must be open until 5 p.m.</b>	§53.31(1)

Days from Election	Date	Event	Code Cite
-3	Saturday, November 3 – 5 p.m.	<b>Auditors' Offices Open.</b> The auditor's office must be open for at least eight hours until at least 5 p.m. for absentee voting and other election business.	§47.2(5)
		<b>Absentee Affidavits.</b> Last day for auditor to review absentee affidavits received by 5 p.m.	§53.18(2)
		<b>Auditor's office must be open until 5 p.m.</b>	
-3	Saturday, November 3 through Election Day at 5 p.m.	<b>Voters admitted to hospitals or nursing homes</b> after 12 a.m. November 3 may call to request delivery of an absentee ballot. Deadline for a telephone request is 5 p.m. on election day.	§53.22(2)
-1	Monday, November 5 – 5 p.m.	<b>Equipment Testing Deadline.</b> Last day to test voting equipment. Keep testing results in election files. Testing must be completed by 7 p.m.	§52.35
		<b>PEO Training Deadline.</b> Last day for training precinct election officials.	§49.124(1)
		<b>Last Day for Voters to Fix Incomplete Affidavits.</b> Voters have until 5 p.m. to fix incomplete affidavit envelopes.	§53.18(2)
		<b>Auditor May Convene ASVP Board.</b> The board may review affidavits and decide which ballots to accept for counting. If secrecy envelopes were enclosed with all absentee ballots, the auditor may direct the board to open the affidavit envelopes and remove the secrecy envelopes.	§53.23(3)(b)(1)
		Notify the county political party chairpersons of the time the ASVP board will be convened.	§53.23(3)(b)(1)
		<b>Counting Ballots Before Election Day.</b> The ASVP board may begin counting absentee ballots the day before election day.	§53.23(3)(c), IAC 721— 22.343
		<b>Absentee Ballot In-Person Deadline.</b> Last day to request and vote an absentee ballot in person at the auditor's office.	§53.2(1)(a)
		<b>Auditor's office must be open until 5 p.m. if there are incomplete absentee ballots in need of correction.</b>	
		<b>General Election Day.</b> Polls are open from 7 a.m. until 9 p.m.	§39.1, 49.73
	Tuesday, November 6	<b>Electronically Submitted Absentee Ballot Requests Must be Matched with Originals.</b> If an electronic or faxed request was submitted, original absentee ballot requests must be received by the time the polls close. If the original does not arrive on time or was postmarked after Friday, November 2, the ballot cannot be counted. Notify the voter that the ballot was rejected. This requirement does not apply to UOCAVA voters.	IAC 721— 21.2(2)

Days from Election	Date	Event	Code Cite
+2	Thursday, November 8 – 9 a.m.	<b>Post the Number of Provisional Ballots.</b> Number of provisional ballots cast in each precinct must be posted by 9 a.m. on the second day after the election.	§50.20
		<b>ASVP Board May Reconvene.</b> ASVP board may reconvene no earlier than noon to consider provisional ballots and absentee ballots postmarked Monday, November 5, or earlier.	§50.21, 50.22
+6	Monday, Nov. 12	<b>Veteran's Day – State Offices Closed.</b>	§1C.1, 47.4
+7	Tuesday, Nov. 13	<b>ASVP Board Reconvenes.</b> ASVP board reconvenes if necessary to canvass absentee ballots postmarked Monday, November 5, or earlier, and received by noon on Tuesday, November 13.	§50.22
		<b>Absentee Ballot Deadline - Noon.</b> Absentee ballots that were postmarked on Monday, November 5, or earlier and received by noon today are considered to be on time to be counted.	§53.17(2), IAC 721—21.12
		<b>County Canvass of Votes.</b> May occur either on Tuesday or Wednesday.	§50.24(1), IAC 721—21.13
		<b>Abstracts and Election Canvass Summary.</b> Mail signed originals to the Secretary of State by Monday, November 19. Must be signed by a majority of the board.	§50.30, 50.30A
		<b>No Special Elections Today.</b> This includes special elections to fill vacancies.	§39.2(1)(a)
+9/+10	Thursday, Nov. 15/ Friday, Nov. 16 – 5 p.m.	<b>Recount Request Deadline.</b> Written requests for a recount must be filed with the auditor no later than the third day after the county canvass of votes at 5 p.m. <b>Auditor's office must be open until 5 p.m.</b>	§50.48(1)(a)
+13	Monday, Nov. 19	<b>County Abstracts of Votes and Canvass Summaries Due.</b> Deadline to forward original abstracts of votes and canvass summaries to the SOS. Must be signed by a majority of the board.	§50.30, 50.30A
+14	Tuesday, Nov. 20	<b>No Special Elections Today.</b> This includes special elections to fill vacancies.	§39.2(1)(a)
+16/+17	Thursday, Nov. 22/ Friday, Nov. 23	<b>Thanksgiving Holiday – State Offices Closed.</b>	§1C.1
+21	Tuesday, Nov. 27	<b>No Special Elections Today.</b> This includes special elections to fill vacancies.	§39.2(1)(a)
+27	Monday, December 3	<b>State Canvass of Votes Must be Complete.</b>	§50.38

<b>Days from Election</b>	<b>Date</b>	<b>Event</b>	<b>Code Cite</b>
+45	<b>Friday, Dec. 21</b>	<b>EDR Acknowledgment Deadline.</b> Last day to mail acknowledgements to voters who registered and voted after the general election pre-registration deadline.	§48A.26A(1)
+60	<b>Saturday, January 5, 2013</b>	<b>Deadline to Update Voter History.</b> Last day to add voter election participation information in I-VOTERS.	§48A.38(2)



Public Measure Election	Called By	Jurisdiction or Governing Body	Code & IAC Sections	Special Requirements	% to pass	Repeat after failure
Educational improvement program, establishment	G	School Board	257.29	See statute	M	NR
Emergency 911 surcharge	G	E911 Board for service area	34A.6-7; IAC 721-21.810	No separate special election allowed-pending or general only	M	NR
Emergency medical services district, city: tax levy, bonds	G	City	357G.4; 357G.8; 357G.11	YES. Extra publication. Auditor not required to conduct this election. PEOs unpaid.	60%	NR
Emergency medical services district, county: tax levy, bonds	G	County	357F.4; 357F.8; 357F.11	YES extra publication. Auditor not required to conduct election.	60%	NR
Emergency medical services tax: income surtax, ad valorem property tax	G	County	422D.1; 422D.5	Regular city, General, or Special Election. Maximum time: 5 years. Extra publication 60 days before election	M	NR
Enterprise commission, county - establish or dispose of, acquire or lease	G or P	County	331.471		M	4 yrs
Equipment replacement & program sharing levy	G	Community College Board	260C.28	Regular or special election	M	355 days
Excursion boat gambling, see <b>Gambling, excursion boat (page 29)</b>						
Facilities levy, merged area community college	G	Community College Board	260C.22	At regular school election only	M	NR

Public Measure Election	Called By	Jurisdiction or Governing Body	Code & IAC Sections	Special Requirements	% to pass	Repeat after failure
Franchise for utilities	G or P	City	364.2	Ordinance on ballot, utility company pays for election. Some franchise elections are held only if requested by petition - see 364.2(4)(b)	M	NR
Franchise: City sewer & water, see <b>Sewer and water franchise (page 36)</b>						
Gambling, excursion boat	P	County	99F.7(11); IAC 721-21.820	After initial approval, must be placed on ballot once more after 8 years. After approved twice, do not need to re-submit approval to voters.	M	2 yrs
Gambling, games at race tracks	G	County	99F.7(11)(c); IAC 721-21.820	Election called when race track licensee applies for gambling game license. Special election must be held ASAP. See above for renewals.	M	2 yrs
Historical preservation district	P	Dep't of Cultural Affairs	303.20-26	Includes write-in ballot for commissioners. Dep't hires election workers, sets polling places	M	NR
Historical preservation district - termination	P	Historical Preservation District Commission	303.33	Must exist for 2 years	M	2 yrs

### **Who Gives Oath of Office**

Oaths of office may be given by persons empowered to administer oaths as set forth in *Iowa Code* chapter 63A.

[Chapter 63A]

### **Oath of Office not Taken on Time**

If an oath of office is not taken on time, the elected official fails to qualify for the office which creates another vacancy.

[§69.2(1)(b)]

### **Unavoidable Reasons**

In the event the failure to timely qualify was unavoidable because the officer was sick, there was bad weather, or there was some other unavoidable absence or casualty, the officer can qualify within 10 days of the original deadline to qualify (i.e. 10 days after the term start date or 20 days after the canvass).

[§63.3]

### **When An Officer Holds Over**

When there is no new officer elected to take over at the expiration of the previous officer's term, the previous officer must hold over until a successor is elected and qualified. This may occur when an election contest is occurring and the successor has not been determined yet by the contest court.

[§63.7, 69.1A]

### **Unexpired Term Ends within 70 Days After Next Pending Election**

When the unexpired term of a vacancy expires within 70 days after the next pending election or after the date of an election in which the office was on the ballot, the person elected to the office must also serve the remainder of the unexpired term.

[§69.12(2)]

## **Vacancies on School Boards**

### **Laws Related to School Board Vacancies**

*Iowa Code* sections 69.12, 277.29, 279.6 and 279.7 apply to vacancies on school boards.

### **Filling Vacancies**

The vacancy must be filled by appointment of the remaining directors until the next pending election. There is no provision allowing residents of the district to petition for a special election to fill the vacancy. The only exceptions to this “no special election” rule are:

- When the school board fails to appoint a replacement within 30 days
- When the vacancy reduces the number of school directors below a quorum

If there is no quorum, the school secretary is required to call a special election to fill the vacancy. If there is no school secretary, the area education agency administrator is required to call a special election to fill the vacancy.

[§279.6, 279.7]

### **Extra or Special Publication Requirements**

There are no specific publication requirements related to filling vacancies on school boards.

## **Vacancies in Non-Partisan County Offices**

### **Township Officers**

#### **Township Officers are Elected**

Vacancies in offices of township trustee or clerk must be filled by appointment. The remaining trustees must appoint a replacement trustee or clerk within 30 days after the vacancy occurs. If the remaining trustees fail to appoint a replacement within 30 days, the board of supervisors may appoint a successor.

Unlike most vacancy appointments, these appointments last until the next general election, not until the next pending election. Township offices never appear on the ballot at special county elections.

If the offices of two trustees are vacant at the same time, the county board of supervisors must appoint the replacement trustees.

If the offices of all three trustees are vacant at the same time, the county board of supervisors may either appoint replacement trustees or the board may assume the responsibilities and powers of the trustees until the vacancies can be filled at the next general election.

[§69.8(5)]

#### **Township Officers are Appointed**

If the township officers are appointed by the board of supervisors, the board of supervisors appoints to fill vacancies. The appointment lasts until the expiration of the original term.

[§69.8(5), 69.11]

### **Soil and Water Conservation Commissioners**

Vacancies in the office of soil and water conservation commissioner must be filled by appointment. The state soil conservation committee makes the appointment. There is no deadline in the statute setting forth the deadline for appointing a replacement.

Unlike most vacancy appointments, these appointments last until the next general election, not until the next pending election. Soil and water conservation commissioner offices never appear on the ballot at special county elections.

[§161A.5]

### **County Agricultural Extension Council Members**

Vacancies in the office of county agricultural extension council must be filled by appointment. The extension council of the extension district makes the appointment. There is no deadline in the statute setting forth the deadline for appointing a replacement.

If there are more than 70 days left in the term after the next pending election (i.e. countywide special or general election), and the vacancy occurs more than 74 days before the next pending election, the vacancy must be filled at the next pending election.

[§176A.8(9)]

## **County Hospital Trustees**

Vacancies in the office of county hospital trustee must be filled by appointment. The remaining members of the board of trustees make the appointment. There is no deadline in the statute setting forth the deadline for appointing a replacement.

Unlike most vacancy appointments, these appointments last until the expiration of the original term. County hospital trustee offices never appear on ballot at special county elections.

If there are fewer than four trustees remaining on the board, the board of supervisors appoints replacements until the expiration of the original term.

[§347.10]

- The entire petition page must be rejected when it is impossible to determine for which district or ward the candidate is filing.

#### 5. Type and Date of Election

- Highlight this field if it was left blank.
- The entire petition page must be rejected if the type and date of the election is missing.

#### 6. To Fill a Vacancy

Candidates should provide a “yes” or “no” answer to the question: Is the candidate running to fill a vacancy due to the death, resignation, removal, or temporary appointment of an office holder?

- Highlight this field only if it was left blank and the office the candidate filed for will only appear on the ballot as “To Fill Vacancy.”
- The affidavit must be rejected when it is impossible to determine for which office a candidate is filing.

Candidates should contact the auditor or SoS if they are unsure whether they are running to fill a vacancy.

#### 7. Petitioners’ Residence

A statement identifying the signers of the petition as residents of a single county, supervisor, city, school district, school or community college director district, or legislative district in the state of Iowa.

- Highlight this field if it was left blank.
- The entire petition page must be rejected if this statement is missing.

#### 8. Candidate’s Affiliation (Partisan Offices Only)

- Highlight this field if left blank on a petition for a primary election candidate.
- The entire petition page must be rejected if the petition was filed for a primary election or a special election to fill a vacancy in a partisan office and a political party affiliation is not listed on a petition header.

#### **No Header**

Signatures appearing on petition pages that contain no header (e.g. the blank, reverse side of a fully completed petition page) cannot be counted.

[§43.14(1), 43.14(2), 45.5(1), 45.5(2)]

## Required Elements of Signature Lines

The signature lines are the portion of the page where the eligible electors of the appropriate county or district (as applicable) may sign nomination petitions.

Be sure the minimum number of signatures has been filed. If not, reject the papers and return them to filer. See the Candidate Qualifications charts for signature requirements.

**Important Note:** There is no limit on the number of nomination petitions for different candidates that one elector may sign. Candidates may sign their own petitions assuming they are eligible electors.

### 1. Signature of Eligible Elector

- Highlight this field if it was left blank.
- The signature line must be rejected if the eligible elector did not sign.

Signatures do not have to be legible and may include printed names.

### 2. Address of Eligible Elector

- Highlight this field if it was left blank or if the address is obviously outside the applicable district.
- The signature line must be rejected if the address field was left blank or if the address is obviously outside the applicable district.

Addresses must include a street name and a house number along with the city. PO boxes are not acceptable. A signer who is homeless should describe where he or she lives or write “homeless” in the space provided.

Signers may abbreviate the name of a city if it is clear for which city the abbreviation is.

### 3. Date Eligible Elector Signed

- Highlight this field if it was left blank.
- Do not reject the signature if the date the eligible elector signed is not included.  
[§43.14(2), 43.15(2), 45.5(2), 45.6(2)]

## Ditto Marks

Petition signers often use “ditto” marks when appropriate (e.g. when the name of a city or the date of signing the petition is the same as the previous signer). The use of ditto marks alone does not invalidate a signature.

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## **Provisional Ballots and Challenged Absentee Ballots**

The board must review all the information on the provisional ballot envelopes and all of the evidence submitted regarding the qualifications of each provisional and challenged absentee voter. The decision to count or reject each ballot must be made by the ASVP board based on the information on the envelope containing the provisional ballot, the evidence concerning the challenge, and any pertinent voter registration documents.

[§50.22]

### **What is a Provisional Ballot?**

A provisional ballot is used by voters whose qualifications to vote were challenged at the polls, by voters who could not prove they are qualified to vote by showing ID when requested, and by some absentee voters at the polls.

### **Absentee Voters with Provisional Ballots**

If you receive a timely absentee ballot and a provisional ballot from the same voter, the absentee ballot should be considered for counting. This means that provisional ballots cast by absentee voters at the polls should be considered by the ASVP board after the absentee receipt deadline or immediately prior to the canvass, whichever is applicable.

If the absentee ballot must be rejected for any reason, the ASVP board should then consider the provisional ballot for counting.

### **Why are Voters Challenged?**

A challenge may be brought against a voter by claiming the voter is one of the following:

- Not a citizen of the United States
- Less than 18 years of age on Election Day
- Not a resident at the address where the person is registered
- Not a resident of the precinct where the person is offering to vote
- Falsifying information on a registration form or on a declaration of eligibility
- Convicted of a felony and voting rights have not been restored
- Adjudged incompetent to vote and no later ruling has found the person once again competent
- Deceased

[§49.79, 49.80, 49.81]

## **Rejecting Ballots**

Provisional and challenged absentee ballots may only be rejected when the:

- Voter did not provide ID and was required to
- Voter was not registered in the precinct on election day
- Voter already returned an absentee ballot that was counted (provisional voters)
- Voter is not qualified to vote

Rejected ballots must be marked “Rejected because (insert reason of rejection).” All rejected ballots must be sealed in an envelope marked “Defective ballots.” The envelope must be marked with “absentee and special voters precinct” and the date of the election at which the ballots were cast. The seal on the envelope must also be signed by the precinct election officials.

The board must record the number of rejected ballots on the absentee and provisional ballot chain of custody log. The envelope with the rejected ballots must be returned to the auditor.

[§53.25, 53.26, 53.27]

The auditor or the board needs to prepare notices to send to voters whose ballots were rejected within 10 days of the rejection. A board member must initial or sign the notices.

[§53.25]

## **Sealing Ballots**

After counting is completed, seal the counted ballots into containers. A seal must be placed over the opening of the container so the container cannot be opened without breaking the seal. All members of the board must sign across the seal.

[§50.12]