

State of Iowa
Instructions for Opening the Satellite Absentee Voting Station

At all times, the satellite absentee voting station must have at least two workers present to ensure the security of the ballots.

1. Arrange the Satellite Station

Arrange the voting booths in a way that ensures privacy to the voter and the security of the ballots (voted and unvoted). Also arrange the equipment to ensure traffic flows smoothly in the station.

Position chairs for voters who may want to sit while voting or waiting in line. Ensure that at least one route voters will use is accessible to voters with disabilities, both inside and outside the building. At least one voting booth must be accessible. If possible, set up a separate table for voters who may need extra help. Two satellite workers should be selected to help voters who request assistance when voting.

Place the appropriate pencil/marketing pen and the "Instructions for Voters" sign in each voting booth. Do not put sample ballots in voting booths.

If the station is located in a building with more than one public entrance, be sure that notices of the station's location are posted on building directories, bulletin boards, or doors.

2. Ballots

Check the number of ballots received against the number(s) listed on the ballot record and receipt. Verify the quantities for each type of ballot. Call the auditor if the numbers are inconsistent. Satellite workers must sign the ballot record and receipt before the satellite station opens.

Place the ballots in a secure location so only satellite workers have access to the ballots. Open one packet of each type of ballot type for distribution and count the ballots as each packet is opened.

Important Note: Open only one packet at a time of each type of ballot.

3. Campaign Signs and Electioneering

Iowa law prohibits campaign signs on the premises of or within 300 feet of any outside door of any building affording access to the satellite station during the hours when absentee ballots are available at the station. Electioneering is not allowed within the sight or hearing of voters while they are at the station. If the station has long lines of voters, the line should be monitored for electioneering activity.

4. Satellite Poll Watchers

No more than two poll watchers from each political party can be present at a station. Poll watchers do not need a poll watcher designation form.

5. Photographing and Videotaping at Satellite Station

Photographing and videotaping either satellite station workers or voters at satellite stations is intimidating to voters. This practice is not allowed unless the person taking pictures or video footage is a credentialed member of the media and the voter gives permission to be photographed or videotaped. In addition, observers at stations should not interact with voters or station workers.