

Instructions for Primary and General Elections

1. Administer oath to board workers - 25-2807 (See form EO)
2. Opening procedure
 - a. Time polls open - when workers should be at the polls - 25-2810(a), 25-106
 - b. Counting board - time to arrive - 25-2810(c)
 - c. Check supplies - have a list of supplies available for checking - 25-2706
 - d. List of persons who have voted advance voting ballots retained by supervising judges (not posted) - 25-1126
3. Procedure if a member of board is not present - 25-2805
4. Discuss duties of receiving board and counting board - 25-2810 (b) - (e)
 - a. If a 3-member board is used, make definite assignment of duties. These boards will have to double-up on duties - 25-2810
 - b. Instructions to voter
 1. Time in booth - instructions - 25-2901 (voting machine counties - 25-1333)
 2. Affidavit for change of address - 25-2316c(b)
 3. Affidavit for change of name - 25-2316c(a)
 4. Declaration of party affiliation if registration book (or party affiliation list) shows no party affiliation - 25-3301(c)*
 - c. Poll books - clerks enter name of voter - 25-2507
 - d. Party affiliation lists - 25-3301(b)*
 - e. Registration books - mark voted - 25-2908
 - f. Judge clips number and puts ballots in proper ballot box **IN THE PRESENCE OF THE VOTER** - 25-2905
 - g. Number of ballots must correspond with the number in the poll book - 25-2908
5. If the voter wishes to vote only in a special election held in conjunction with the primary, such voter does not need to declare party affiliation. List the names of such voters in a separate poll book.*
6. Review procedure for challenging a voter - 25-407 through 25-414; 25-2908
7. Explain duties of board in regard to the following:
 - a. Voters who are visually handicapped, physically disabled, or who lack proficiency in English and any voter 65 or more years of age may receive assistance from another person - 25-2909
 - b. Clerks must enter memorandum in poll books - 25-2911
8. Replacement ballots - Give sufficient instructions in regard to torn, defaced and wrongfully marked ballots - 25-2902

*Applicable to primary election only

9. Meals - Remind board workers to bring a sack lunch because there are no provisions for them to take time off or leave the polling places for meals.
10. Electioneering and soliciting of votes is prohibited within 250 feet of the polling place - 25-2430. THIS ALSO APPLIES TO BOARD WORKERS.
11. Poll Agents - check 25-3005 and 3005a for the definitions (during the original canvass - 25-3004).
12. Be specific on the time polls are to open and close. At the time of the close of the polling place, only voters in line will be allowed to vote - 25-2810(b).
13. Counting the votes - 25-3001
 - a. A CHECK MARK IS LEGAL - 25-614. Also, failure to make a cross or check mark in the space for a write-in does not invalidate the ballot - 25-2903.
 - b. If polling place has only a receiving board, counting does not start until after the polls close.
 - c. Board of five or more members may be divided into receiving and counting boards - 25-2810(b)
 - d. Counting board arrives at the time stated by the county election officer - 25-2810(c)
 - e. Explain in detail the procedure for counting ballots (in the case of small boards, assign duties) - 25-3001
 - f. Rules for canvassers are found in 25-3002
 - g. No result of the count shall be made known to any person not on the election board, except the county election officer or the deputies, until after the time to close the polls - 25-2810(d)
14. Discuss preparation of abstract
 - a. Three abstracts - 25-3006
 - b. All judges and clerks at the same voting place shall sign all three abstracts after the canvass is completed - 25-2810(f), 25-2810(g) and 25-3006
15. Packaging of ballots and supplies for return to county election office - 25-3007 and 25-3008.
16. All affidavits and declarations of party affiliation must be returned to the county election office with the election supplies - 25-3007
17. Abstracts are not to be sealed with the ballots - 25-3008(f). If a separate party affiliation list is provided, the list should be returned in the envelope containing the other election supplies.
18. Special boards to count all advance voting ballots - 25-1133 and 25-1135
 - a. Follow procedures of canvass - 25-3001 and 25-1135
 - b. Ballots received until the close of the polls - 25-1132
 - c. Twenty-five ballots must remain in the ballot box until the closing of the polls - 25-1135
19. Remind board workers serving in voting places other than their own that they may vote an advance voting ballot in accordance with 25-1119 or they shall be excused from their duties to vote at their respective voting place - 25-2804 (d)