LANCASTER
NEBRASKA
COUNTY
ELECTION COMMISSION

# Official Election Board Manual

## 2020-2021

LANCASTER COUNTY ELECTION COMMISSION
402-441-7300

**Election Commissioner**
601 N 46th Street
Lincoln NE 68503

David J. Shively, Commissioner
Maura Kelly, Chief Deputy

Phone: 402 441-7311

March 2020

Dear Election Board Member:

Thank you for agreeing to serve as an election board worker. Your efforts on behalf of the citizens of Lancaster County are greatly appreciated. By serving as an election board worker, you guarantee that our democratic system of government continues.

This election manual is being provided so you will have a greater understanding of the laws and guidelines for working on an election board. I hope you find it useful and helpful.

The rules, guidelines, and procedures used at the polling places are required by state and federal law, so it is important that you understand what is required of you in order to perform your duties correctly. If you do not completely understand these procedures or you find them unclear, do not guess. Please call the election office for clarification. As always, we welcome your comments and suggestions.

The Election Commission staff appreciates your efforts and looks forward to working with each of you. Please remember that democracy depends on you!

Best Wishes,

David J. Shively

David J. Shively
Election Commissioner

# FREQUENTLY USED PHONE NUMBERS

## POLL WORKER HOTLINE: (402) 441-9090

**This number is activated only on Election Day.**

**Election Office Direct Line: (402) 441-7311**

**In case of an accident or other emergency at the polling place call the Election Office immediately. See page 4 of the manual for more information regarding emergencies.**

**Election Board Coordinator (Kelli Kraft) Direct Line: (402) 441-7054**
***After 8:00 p.m. on Election Day use (402) 441-9090 only***

**Inspectors should check their supplies as soon as possible after picking them up on the Monday before each election. If any supplies are missing, call Kelli before 5 p.m.**

**EMERGENCY AFTER OFFICE HOURS**

| | |
|---|---|
| Kelli Kraft | (402) 441-7054 * |
| Becky Hight-Moravec | (402) 802-7089 |
| Dave Shively | (402) 488-2124 |

***Leave a message. Voicemail will be checked frequently.**

# Table of Contents

**ELECTION BOARD GENERAL INFORMATION** ..... Page 1
ELECTION BOARD COMPOSITION ..... Page 1
BOARD WORKER REQUIREMENTS ..... Page 1
BOARD WORKER TRAINING REQUIREMENT ..... Page 1
EXCHANGE OF DUTIES ..... Page 1
ELECTION BOARD CONDUCT ..... Page 1
TYPES OF BOARD WORKERS ..... Page 2
DATES OF SCHEDULED ELECTIONS ..... Page 2
WORKING HOURS ..... Page 2
LUNCH PERIOD ..... Page 2
PAYROLL ..... Page 2
WAGES ..... Page 2
CIVIL LEAVE ..... Page 3
EARLY VOTING FOR ELECTION BOARD MEMBERS ..... Page 3
CONFLICT OF INTEREST ..... Page 3
NONPARTISAN BOARD WORKER ..... Page 3
SEVERE WEATHER OR OTHER EMERGENCIES ..... Page 3
POSSIBLE EMERGENCIES ON ELECTION DAY ..... Page 4

**VOTER REGISTRATION INFORMATION** ..... Page 5
WHO IS ELIGIBLE TO REGISTER TO VOTE? ..... Page 5
REGISTRATION SITES ..... Page 5
REGISTRATION DEADLINES ..... Page 5
WHEN IS IT NECESSARY TO RE-REGISTER? ..... Page 5
RESIDENCE FOR VOTING PURPOSES ..... Page 5
COLLEGE STUDENTS ..... Page 5
HOMELESS VOTERS ..... Page 5
CHALLENGING A VOTER'S ELIGIBILITY TO VOTE ..... Page 6

**ELECTION DAY INFORMATION** ..... Page 7
POLLS OPEN ..... Page 7
VOTER LINE ..... Page 7
VOTING BOOTH OCCUPANCY AND TIME RESTRICTIONS ..... Page 7
TAKING MATERIALS INTO VOTING BOOTH ..... Page 7
ELECTIONEERING ..... Page 7
EXIT POLLING ..... Page 7
DISTURBANCES AT THE POLLS ..... Page 7
CELL PHONE/BALLOT SELFIES ..... Page 8
BOARD WORKERS PRESENT ..... Page 8
MEDIA QUESTIONS ..... Page 8
ELECTION DAY OBSERVERS ..... Page 8
DISTRICT INSPECTORS ..... Page 8
ExpressVote TECHNICIANS ..... Page 8

**GENERAL INSTRUCTIONS FOR INSPECTORS**..... Page 9
ONE – TWO WEEKS BEFORE THE ELECTION ..... Page 9
CONTACT THE POLLING PLACE..... Page 9
CALL BOARD WORKERS ..... Page 9
DELIVERY OF THE ExpressVote..... Page 9
VOTING AREA..... Page 9
EXTRA TABLE..... Page 9
THE DAY BEFORE ELECTION..... Page 10
BALLOTS AND SUPPLY PICK UP ..... Page 10
CHECK SUPPLIES ..... Page 10
CHECK BALLOTS ..... Page 10
PRECINCTS WITH MORE THAN ONE BALLOT STYLE ..... Page 10
LIST OF REGISTERED VOTERS ..... Page 10
SIGNS ..... Page 10
ELECTION SUPPLY PICK-UP MAP ..... Page 11
THE DAY OF ELECTION, BEFORE THE POLLS OPEN ..... Page 12
ABSENT BOARD WORKER ..... Page 12
SIGNATURES OF INSPECTORS, JUDGES AND CLERKS ..... Page 12
PAYROLL FORM ..... Page 12
SET UP THE ExpressVote..... Page 12
SET UP VOTING BOOTHS ..... Page 12
UNPACK THE SUPPLY BOX ..... Page 12
VOTING PENS..... Page 12
POST SIGNS..... Page 13
POST SAMPLE BALLOTS ..... Page 13
CHECK YOUR BALLOTS ..... Page 13
PUBLICLY OPEN BALLOT BOX..... Page 13
LATE ABSENTEE VOTER LIST..... Page 13
BRIEF YOUR WORKERS..... Page 14
INITIAL BALLOTS ..... Page 14
SUGGESTED POLLING PLACE LAYOUT ..... Page 15

**GENERAL INSTRUCTIONS FOR CLERKS** ..... Page 16
CLERK #1..... Page 16
BLUE BOOK CONTENTS ..... Page 16
CLERK #1 DUTIES..... Page 16
EXAMPLE OF INACTIVE, ABSENTEE, AND
VOTERS REQUIRING ID ..... Page 17
ABSENTEE VOTER ..... Page 17
INACTIVE VOTER..... Page 17
VOTER REQUIRING ID ..... Page 17
PRECINCTS WITH MUTIPLE BALLOT STYLES ..... Page 18
TIME VOTED NOTATION ..... Page 18
PARTISAN PRIMARIES ..... Page 18
NAME NOT FOUND IN THE LIST OF REGISTERED VOTERS..... Page 18
NAME CHANGES ONLY ..... Page 18
CORRECTIONS TO THE LIST OF REGISTERED VOTERS..... Page 18

**GENERAL INSTRUCTIONS FOR CLERKS (CONTINUED)**


CLERK #2 DUTIES....Page 19
EXAMPLE OF HOW TO MARK THE SIGN-IN REGISTER....Page 20

**GENERAL INSTRUCTIONS FOR JUDGES**....Page 21
JUDGE DUTIES....Page 21
INITIALING BALLOTS....Page 21
BALLOT SUPPLY....Page 21
ISSUING BALLOTS....Page 21
PRECINCTS WITH MULTIPLE BALLOT STYLES....Page 21
PARTISAN PRIMARY ELECTIONS....Page 22
VERBAL INSTRUCTIONS....Page 22
BALLOT SLEEVES....Page 22
REJECTED BALLOTS....Page 23
SPOILED BALLOTS....Page 23
VOTING FOR MULTIPLE CANDIDATES....Page 23
WRITE-INS....Page 23
VOTING BOOTHS....Page 23
VOTING TIME IN BOOTH....Page 23
TAKING BALLOTS FROM VOTING AREA....Page 23
I VOTED TODAY STICKERS....Page 23

**PROVISIONAL VOTING PROCEDURES**....Page 24
WHAT IS PROVISIONAL VOTING?....Page 24
WHEN IS PROVISIONAL VOTING REQUIRED?....Page 24
IDENTIFYING THE CORRECT PRECINCT AND POLLING PLACE....Page 24
PROVISIONAL BALLOT APPLICATION FORM....Page 25
PROVISIONAL BALLOT ENVELOPE....Page 25
PROVISIONAL VOTER PAGE IN SIGN IN REGISTER....Page 26
PROVISIONAL VOTER PAGE IN BLUE BOOK....Page 26
CASTING A PROVISIONAL BALLOT....Page 26

**VOTERS NEEDING ASSISTANCE**....Page 27
ASSISTANCE WITHIN THE VOTING BOOTH....Page 27
CURBSIDE VOTING....Page 27
THE ExpressVote....Page 27
GUIDELINES FOR ASSISTING VOTERS WITH DISABILITIES....Page 28

**CLOSING OF THE POLLING PLACE**....Page 29
SIGN ALL FORMS....Page 29
UNUSED BALLOTS....Page 29
REJECTED BALLOTS....Page 29
SPOILED BALLOTS....Page 29
SIGN-IN REGISTER ENVELOPE....Page 29
PUT SUPPLIES AWAY....Page 30
CLEAN UP VOTING AREA....Page 30

**VOTED BALLOT PROCEDURES** ..... Page 31
BALLOT COUNT ..... Page 31
PREPARING BALLOTS FOR RETURN TO THE ELECTION OFFICE ..... Page 32

**RETURNING EQUIPMENT AND SUPPLIES**
ITEMS DELIVERED TO THE ELECTION OFFICE ..... Page 33
ITEMS DELIVERED TO THE WAREHOUSE ..... Page 33
ELECTION NIGHT RETURN MAP ..... Page 34

# ELECTION BOARD GENERAL INFORMATION

**ELECTION BOARD COMPOSITION** (32-221 to 32-226) - An Election Board is generally composed of one inspector, two clerks from different political parties and two judges from different political parties. Duties of the inspector, clerks and judges are described on pages 9-23. City Elections are held in the odd numbered years in April (Primary Election) and May (General Election) and often use a partial board because of anticipated lower turnout. A partial board consists of one clerk, one judge, and an inspector. In precincts with high voter population and turnout, additional workers may be added as needed.

**BOARD WORKER REQUIREMENTS**

- Must be a registered voter in Lancaster County.
- May not be a candidate on the ballot.
- Must be able to read, write and speak English.
- Have good eye sight and hearing.
- Ability to follow instructions and write legibly.
- Ability to sit from 8:00 a.m. to 8:00 p.m.
- Ability to set up and take down the voting area and lift and assemble voting booths and other equipment with the help of other workers.

The inability to perform any of the above requirements may result in removal from the election board.

**BOARD WORKER TRAINING REQUIRED** (32-228 & 32-235) - It is REQUIRED that ALL board workers attend a paid training session prior to every State Election. Failure to attend training may result in removal from the election board.

**EXCHANGE OF DUTIES** (32-226) - Judges and clerks can exchange any and all duties and should be cross-trained to do so. To serve the voters well on Election Day, judges and clerks may be required to perform one or more of the duties of the other position, at the discretion of the inspector. The goal of each Election Board is to ensure fair and efficient vote casting by the voters. This requires teamwork and cooperation by all board members. Individuals with limitations should discuss these with the inspector before 8:00 a.m. on Election Morning. If possible, the inspector will make accommodations or, if needed, call the Election Office.

**ELECTION BOARD CONDUCT**

- Refrain from excessive and loud visiting with voters and among board workers.
- Treat all voters with courtesy.
- Avoid asking personal questions of a voter unless required as an election duty.
- TV's, radios, and newspapers are not allowed because of political advertisements.
- Do not engage in any political conversations while conducting the election.
- Cell phones should be silenced and put away while voters are present.
- Do not have beverages or food on any table holding ballots or election materials.

**TYPES OF BOARD WORKERS** (32-221) - Board workers are Appointed or Reserve. Appointed board workers are appointed to a specific precinct for a two-year term. The two-year appointment term begins prior to the Primary Election in even numbered years. Appointed board workers are expected to work every election in that term. In an emergency, they may call our office for a substitute. At the end of the two-year appointment term, appointed workers are offered the same precinct for the following two-year term if they have satisfactorily performed their duties. Reserve board workers are the substitutes that fill in for the appointed workers who cannot work a specific election. All new applicants begin as reserve board workers but can request to become appointed.

**DATES OF SCHEDULED ELECTIONS** - The 2020/2021 two-year appointment period consists of four scheduled elections. Please be aware of these dates when making plans.

**STATE PRIMARY – May 12, 2020**
**STATE GENERAL – November 3, 2020**
**CITY PRIMARY – April 6, 2021**
**CITY GENERAL – May 4, 2021**

**WORKING HOURS** - All board workers should arrive at their assigned polling place by 7:00 a.m. to help set up the polling area. Polls open at 8:00 a.m. After the polls close at 8:00 p.m., clerks and judges may leave after all paperwork is complete and all election materials have been gathered and loaded into the inspector's vehicle.

**LUNCH PERIOD** - Board workers should make every effort to limit lunches to 30 minutes. The busiest time at the polls is from 5:00 p.m. until the polls close, so arrange to have all breaks completed before this time. Board workers may bring snacks and lunches, but they should not be placed on or eaten at the table where the voters are signing in and receiving ballots.

**PAYROLL** - Every board worker must note an emergency contact person on the payroll form before the polls open. The payroll form is signed by the inspector and is considered a legal affidavit reflecting hours worked. If a board worker arrives at 7:30 a.m. instead of 7:00 a.m., 7:30 a.m. will be recorded under "Time In". If a board worker takes a lunch significantly longer or is away from the polls for more than 30 minutes, this will be noted on the payroll form. (Time away from the polls other than lunch must be approved in advance by the Election Board Coordinator unless it's an emergency.) Inspectors will note the dismissal time of the board workers. The payroll form will be time stamped when the inspector returns supplies to the Election Office at the end of the night. An extra 15 minutes is added to the time stamped to allow for the inspector to return the supplies to the warehouse.

**WAGES** (32-227) - Judges and clerks are paid minimum wage per hour. Inspectors are paid 60 cents above minimum wage per hour, mileage, and a stipend for picking up and returning supplies. All board workers who attend the required training will be paid for the average length of the training session. This includes those board workers who attend training but do not serve.

**CIVIL LEAVE** (32-241) - No employer shall subject an employee serving as a judge, clerk or inspector of an election to coercion, discharge from employment, loss of pay, loss of overtime pay, loss of sick leave, loss of vacation time, the threat of any such action, or any other form of penalty as a result of his or her absence from employment due to such service on the Election Board if he or she gives reasonable notice to his or her employer of such Election Board appointment. The employer may reduce the pay of an employee for each hour of work missed by an amount equal to the hourly compensation paid by the County for Election Board service. Upon request, the Election Office will provide a letter for an employer as proof of service and hours worked. This statute also covers shift work.

**EARLY VOTING FOR ELECTION BOARD MEMBERS** - Board workers who are not assigned to work at their home precinct and all reserve board workers are encouraged to vote early. If a board worker requests that an early ballot be mailed to them or picks an early ballot up at the Election Office, they must return their voted ballot to the Election Office prior to Election Day. A board worker voting early may NOT return their voted ballot with the precinct's voted ballots.

**CONFLICT OF INTEREST** - If a board worker or close relative is a candidate and their name will appear on the upcoming election's ballot, please notify the Election Office prior to Election Day. To avoid the appearance of impropriety, the board worker may be asked to sit out that election or may be assigned to a different precinct.

**NONPARTISAN BOARD WORKER** (32-223) - A board worker who is registered Nonpartisan (NP) is not affiliated with any party and can serve in any party affiliation capacity.

**SEVERE WEATHER OR OTHER EMERGENCIES** - Warnings for severe weather or some other type of emergency or threat should be dealt with seriously. The safety of the Election Board and the voters comes first. If present, follow the direction of police, fire, or facility officials. After the all clear notification is given, resume election duties, or call the Election Office at (402) 441-9090 for instructions. See page 4 for more detailed instructions.

# POSSIBLE EMERGENCIES ON ELECTION DAY

- Severe Weather/Tornado Warning
  - Follow the building's emergency procedures.
  - Move to a place of shelter.
  - Without jeopardizing the safety of workers or voters, board workers should take ballots, ballot box, the list of registered voters and the sign-in register with them.
- Power Outage
  - Contact the Election Commission office immediately.
- Fire
  - Follow building procedures.
  - Move to a place of safety.
  - Without jeopardizing the safety of workers or voters, board workers should take ballots, ballot box, the list of registered voters and the sign-in register with them.
- Bomb/Terroristic Threats
  - Take any threat seriously. Contact 911 and/or follow instructions of building management.
  - Move to a place of safety if instructed by emergency personnel or building management.
  - Without jeopardizing the safety of workers or voters, board workers should take ballots, ballot box, the list of registered voters and the sign-in register with them.
  - Contact the Election Commission office after emergency personnel have been notified.
- Board Worker Injury or Medical Emergency
  - Assess situation and contact 911 if necessary.
  - Contact the Election Commission office after emergency personnel have been notified.
  - Notify building management.
- Voter Injury or Medical Emergency
  - Assess situation and contact 911 if necessary.
  - Contact the Election Commission office after emergency personnel have been notified.
  - Notify building management.

EMERGENCY NUMBER:
911

NON-EMERGENCY CONTACT NUMBERS:
Lincoln Police Department (402) 441-6000
Lancaster County Sheriff's Department (402) 441-6500

ELECTION OFFICE NUMBERS:
Poll Worker Hotline (402) 441-9090
Main Line (402) 441-7311
Election Board Coordinator, Kelli Kraft (402) 441-7054

# VOTER REGISTRATION INFORMATION

**WHO IS ELIGIBLE TO REGISTER TO VOTE?** (32-312)

Any United States Citizen who:

- is a resident of Lancaster County;
- will be 18 years of age or older on General Election Day (the first Tuesday after the first Monday in November in the current calendar year);
- has not been convicted of a felony, or, if convicted, it has been at least two years since completion of sentence, including any parole term; and
- is not found to be mentally incompetent by a court.

**REGISTRATION SITES** - Register to vote at the Election Office at 601 N 46th Street in Lincoln or online at www.nebraska.gov/apps-sos-voter-registration. For additional locations, call the Election Office at (402) 441-7311. Registration is also offered when obtaining a driver's license or State Identification Card and at many state government agencies.

**REGISTRATION DEADLINES** (32-302 & 32-321) - Mail-in registrations must be postmarked on or before the third Friday before an election. In-person registration can be taken at the Election Office or at an outside registration site up until 6:00 p.m. on the second Friday preceding an election.

**WHEN IS IT NECESSARY TO RE-REGISTER?** (32-314) - Voters must re-register if they change their name, address or political party affiliation. Failure to vote in a previous election does not require re-registration. A voter who has moved within the County and has not re-registered falls under the provisional voting statutes and is allowed to vote at his or her new polling place on Election Day. See page 24 for more information on provisional voting.

**RESIDENCE FOR VOTING PURPOSES** (32-116) - By law, the voter's residence is the place where the voter has established a home, where the voter is habitually present, and to which, when the voter departs, they intend to return. Leaving for temporary purposes, such as military service, school attendance, or a short term out of town job assignment need not result in a change of residence for voting purposes.

**COLLEGE STUDENTS** - A student may decide to register and vote using either their school or home address.

**HOMELESS VOTERS -** Homeless registrants may use a homeless shelter address (such as The People's City Mission or Matt Talbot Kitchen) if they are using that address as a mailing address. A homeless voter may also use the Election Commissioner's Office as their voting address or a residential address of a family member or friend if they have permission to use that address as a mailing address. In any of the situations listed above, the voter must vote at the polling location for the address listed whether it is the People's City Mission, Matt Talbot Kitchen, the Election Commissioner's Office or any other residential address. Please note, the homeless voter **may not** show up at any polling location to vote. If a voter arrives at a polling location and indicates he or she is homeless, it is best to contact the Election Office for instructions.

**CHALLENGING A VOTER'S ELIGIBILITY TO VOTE** (32-926 to 32-932) - An inspector, judge, clerk or any registered voter may challenge a voter's eligibility to vote if they believe the voter does not meet the above requirements. To challenge a voter's eligibility, refer to the "Challenged Voter's Affidavit" in the supply box. If the challenged voter completes this affidavit, the voter must be allowed to vote. The clerk writes "SWORN" in the List of Registered Voters and in the Sign-In Register at the end of the voter's name. If the challenged voter refuses to complete this affidavit, they cannot be allowed to vote.

# ELECTION DAY INFORMATION

**POLLS OPEN** (32-908) - Polls shall remain open from 8 a.m. to 8 p.m. Those persons who are inside the polling place or standing in line by 8 p.m. must be allowed to vote.

**VOTER LINE** (32-908) - If there is a line to vote, check to make sure the voters are at the correct precinct. The voters can use a ballot sleeve or a table as a writing surface if the voter does not wish to wait for a voting booth. Keep a sleeve by the ballot box if any voter is issued a ballot without a ballot sleeve. Children are allowed to observe the voting process, however, if a child becomes a distraction to other voters, politely ask the parent or guardian to remove them.

**VOTING BOOTH OCCUPANCY AND TIME RESTRICTIONS** (32-921) - No registered voter shall be allowed to occupy a voting booth occupied by another (unless assisting another voter). A registered voter shall not remain within the enclosure in which the voting booths are situated more than twenty minutes unless he or she is in line waiting to vote or voting. A registered voter shall not occupy a voting booth for more than ten minutes.

**TAKING MATERIALS INTO VOTING BOOTH** (32-920) - A voter may take notes or sample ballots into the voting booth. Inspectors or judges should check the voting booths occasionally to remove notes or campaign literature that may have been left behind by prior voters.

**ELECTIONEERING** (32-1524) - Electioneering means the deliberate, visible display or audible or physical dissemination of information for the purpose of advocating for or against any candidate or measure on the ballot. Prohibited information includes a candidate's name, likeness, logo or symbol; or a measure's number, title, subject matter, logo or symbol. This includes buttons, hats, pencils/pens, shirts, signs, stickers or literature and drawings. No person shall do any electioneering or circulate petitions within 200 feet of any polling place, or any building designated for voters to cast ballots. A person may display yard signs on *private property* within 200 feet of a polling place or building designated for voters to cast ballots if the property is not under common ownership with the property on which the polling place or building is located.

**EXIT POLLING** (32-1525) - Exit polling is the process of asking voters how they voted. Exit polling is not allowed within 20 feet of the entrance of the polling place, or, if inside the polling place or building, within 100 feet of any voting booth. Individuals who wish to conduct exit polls should have credentials issued by the Lancaster County Election Commissioner or by the Nebraska Secretary of State.

**DISTURBANCES AT THE POLLS** (32-925) - If any person conducts themselves in a noisy, riotous, or tumultuous manner at or about the polls so as to disturb the election, or insults or abuses the precinct or district inspectors, judges or clerks, and persists in such conduct after being warned to desist, any election commissioner, county clerk, inspector, judge of election, police officer, or sheriff shall arrest them without warrant and bring them before the county court. Such person shall be permitted to vote if they are a registered voter.

**CELL PHONES/BALLOT SELFIES** (32-1527) **-** Signs will be provided to remind voters to silence their phones while in the voting area. Nebraska law allows voters to voluntarily photograph his or her ballot after it is marked and reveal such photograph in a manner that allows the photograph to be viewed by another person.

**BOARD WORKERS PRESENT** (32-911) - A minimum of two board members must be present at all times when the polls are open.

**MEDIA QUESTIONS** - You may answer questions from the media regarding the number of people who have voted. If the media persists in asking additional questions, please ask them to contact the Election Commissioner at (402) 441-7311. TV cameras are allowed as long as they are not disturbing the voters or the voting process. Permission should be secured before anyone is filmed.

**ELECTION DAY OBSERVERS –** There may be observers at the polling place on Election Day. They may be from political parties, specific interest groups, and other organizations. They will be identified with a name tag issued by the Election Office or by the specific organization. Normally they make prior arrangements with the Election Office, but it is not required. These representatives are there to observe only and are not to interfere with the voting process. Board workers should contact the Election Office if there are any issues with observers. If the observer has a question or concern, they should speak to the inspector or contact the Election Office.

**DISTRICT INSPECTORS** (32-225) **-** At some point during Election Day, district inspectors will visit each precinct to see how the voting process is going and to address any concerns. District inspectors directly represent the Election Commissioner and all board workers are required to take their direction.

**ExpressVote TECHNICIANS -** Each district is assigned an ExpressVote Technician. These individuals will have name badges and will visit each polling place on Election Day to ensure the ExpressVote is set up and running correctly. If there are problems with the ExpressVote at any time on Election Day, call the Poll Worker Hotline at (402) 441-9090.

# GENERAL INSTRUCTIONS FOR INSPECTORS

The inspector is a deputy of the Election Commissioner and as such oversees, and is responsible for, properly conducting elections at the precinct. It is the duty of the inspector to enforce the laws relating to elections, to see that all proceedings are in accordance with the instructions and the laws, and to be responsible for supervising board workers and informing the Election Office of any personnel not performing their duties adequately. The inspector is also in charge of transporting all election supplies and ballots to and from the polling site (except the ExpressVote). The Election Office will provide an "Inspector Packet" to each inspector which contains specific information about each precinct and the list of board workers for each election.

***ONE – TWO WEEKS BEFORE THE ELECTION***:

**CONTACT THE POLLING PLACE -** Contact someone of authority at the polling place to make arrangements for the building to be open by 7:00 a.m. on election morning. *Do not wait until the Monday before the election.* If needed, pick up a key prior to Election Day. Know where the ExpressVote has been stored so it can be set up election morning before the polls open. At polling places with more than one precinct, work with the other inspector(s) to decide who is to pick up the key, how the voting areas will be arranged, and if any additional signs are needed. Multiple precinct polling places will have one ExpressVote to share. Inspectors are expected to cooperate with one another.

**CALL BOARD WORKERS -** Board workers should be contacted prior to the election to have questions answered and to confirm that they plan to be there on Election Day. *Please do NOT wait until the weekend before each election to first call your workers.* Remind each board worker to bring emergency contact information with them on Election Day. If someone cannot serve, call Kelli at the Election Office at (402) 441-7054 as soon as possible.

**DELIVERY OF THE ExpressVote -** The ExpressVote will be delivered by the Election Office to the polling place on the Thursday, Friday or Monday before each Election and picked up on the Wednesday, Thursday or Friday after each election. Check with the contact person at the polling place for the location of the ExpressVote. Be sure an extra table is available for the ExpressVote.

**VOTING AREA** - If possible, check the polling site before Election Day. This will help in determining the best layout of the room for voting. Make sure there are tables and at least six chairs available. Check for an outlet for the ExpressVote table and determine if an extension cord and/or an extra table will be needed. Please be considerate of the facility and staff at the polling place. See page 15 for a suggested polling place layout.

**EXTRA TABLE -** Every polling place MUST have an extra table set up to allow a voter with physical limitations a place to vote while seated. To provide privacy, be sure you have a cardboard privacy shield for the extra table.

***THE DAY BEFORE THE ELECTION***:

**BALLOTS AND SUPPLY PICK-UP** - Pick up ballots and supplies at the Election Office Warehouse, 601 N 46th St (see map on page 11), the Monday before Election between 7:00 a.m. and 5:00 p.m. Post one precinct card in your vehicle's front window. On another card list any extra or special supplies needed and present the card to the staff person.

**CHECK SUPPLIES** - After leaving the warehouse, pull over in the parking lot and check the supplies in the supply box against the check list. If any shortage exists, please contact Kelli before 5:00 p.m. Leave a voice mail after 5:00 p.m. and your call will be returned as quickly as possible.

**CHECK BALLOTS -** Along with the supplies, check the official ballots to be sure they are the correct ballots for your precinct. Please check ALL ballots. The precinct name is located in the left box at the bottom of each ballot. The format is: "Precinct Name" "Style #." (The "Style #" will be present ONLY IF there are styles.) See example:

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| A | | North Bluff Style 3 | B | | Typ:01 Seq:0184 Spl:03 | C | | 018403 |

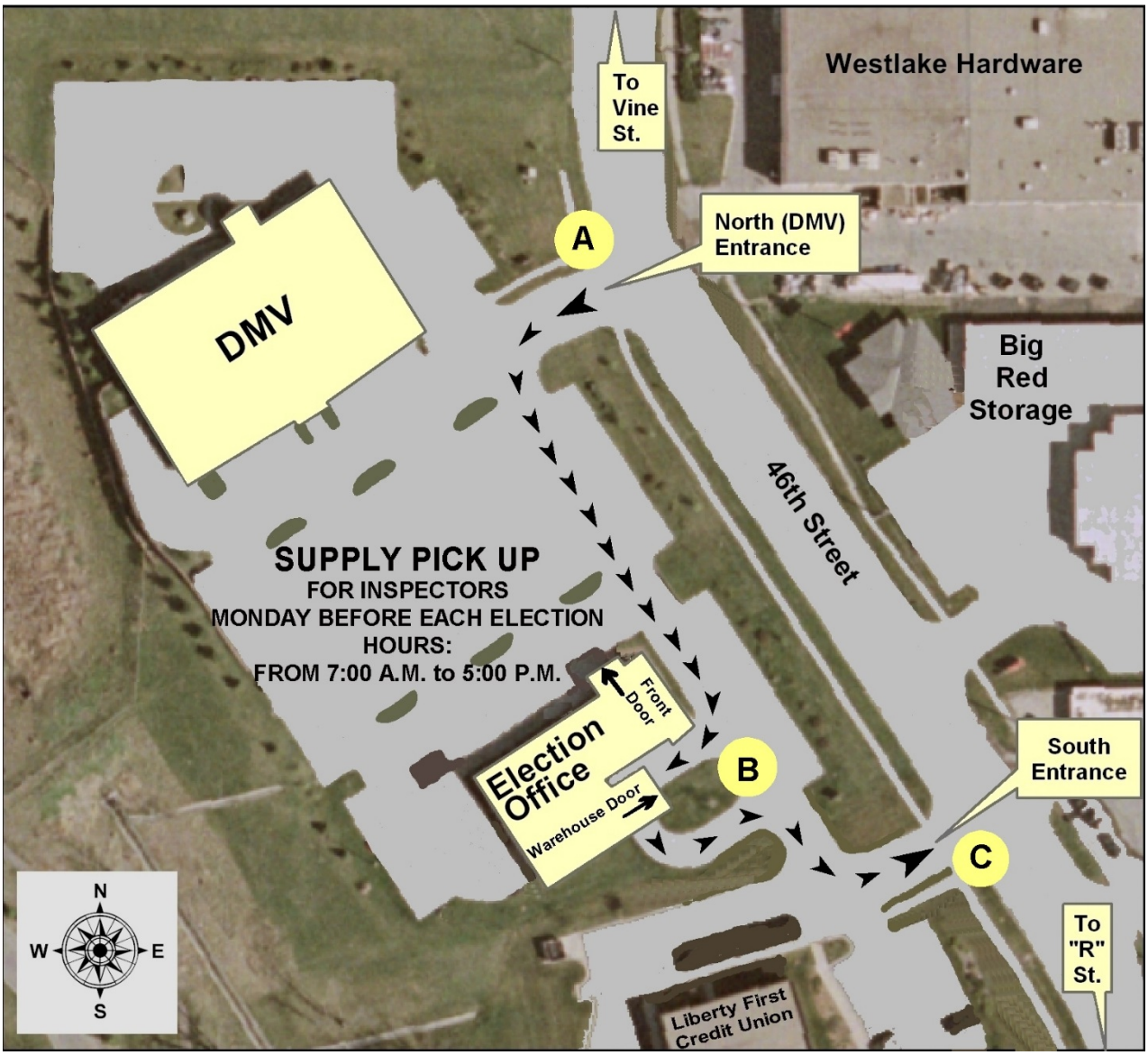
**PRECINCTS WITH MORE THAN ONE BALLOT STYLE** - Precincts with multiple political subdivisions may have multiple ballot styles for a specific election. **If** there are multiple ballot styles, each precinct's ballot will have a style number as shown in the example above. A voter's ballot style is found in the List of Registered Voters (see page 21). The ballot style will be noted in the middle line of the box just to the right of the voter's name. **It is very important that the correct ballot be given to every voter**. Most rural and a few city precincts have multiple styles, but this varies by election. Precinct specific ballot style information, if appropriate, will be found in the precinct's ballot box, and a copy is placed in the inspector's packet issued at training.

**LIST OF REGISTERED VOTERS** - Check each page of the List of Registered Voters located in the Blue Book to make sure the precinct listed on the top of each page is your precinct. Inspectors will be issued a list of Late Absentee Voters to be noted as "Absentee" in the List of Registered Voters before the polls open. (See "Late Absentee Voter List" on page 13.)

**SIGNS** – Exterior and interior signs are included in each supply box. If any additional signs are needed, please request them when picking up supplies.

# ELECTION SUPPLY PICK-UP MAP

Inspectors pick up supplies on the Monday before each election from
the Election Warehouse, south side of the Election Office
601 N 46th Street.




- Enter at (A), the north, or DMV entrance to lot, and then turn south.
- Turn into (B), the circle drive on the east side of the warehouse and pick up supplies.
- Pull over into parking lot to check your supplies and ballots.
- Exit area by turning south and exiting the parking via (C), the south entrance.

***THE DAY OF ELECTION, BEFORE THE POLLS OPEN:***

**ABSENT BOARD WORKER** - All board workers are expected to report to the precinct by 7:00 a.m. Call Kelli at the Election Office if any board worker has not arrived by 7:20 a.m. or if a board worker becomes ill during the day. A replacement will be sent as soon as possible. If a worker arrives late, record their arrival time on the payroll form.

**SIGNATURES OF INSPECTORS, JUDGES AND CLERKS** (32-222) - Before beginning their duties, each judge, clerk and inspector must sign the Oath of Election Workers, which is on the cover of the Sign-in Register. If any signatures are missing, the appropriate board member will be required to report to the Election Office after the election to sign the oath.

**PAYROLL FORM -** Board workers should complete the emergency contact information on the payroll form first thing in the morning. Inspectors will note the arrival and departure time of each worker. The form must be signed by the inspector.

**SET UP THE ExpressVote -** It is the responsibility of the inspector, with help from the board workers, to retrieve, set up, and take down the ExpressVote. The ExpressVote must be set up and the test ballots run *before* 8:00 a.m. An extension cord is available if needed, as is a two-or three-prong converter plug. It is important to set up the ExpressVote to provide as much privacy as possible for the voter, so that the screen is not visible to others. Make sure there is room for a wheel chair if needed. ExpressVote test ballots should be placed in the ExpressVote Test Deck Envelope.

**SET UP VOTING BOOTHS** - All precincts are issued self-contained lighted voting booths. The first unit plugs into the wall socket and the other units connect to each other. The inspector, with the help of board workers, is responsible for setting up the voting booths. Have a table set up with at least one cardboard privacy screen for voters who need to sit to vote. Additional privacy screens can be requested when picking up supplies.

**UNPACK THE SUPPLY BOX -** Familiarize yourself with all the supplies in the box. Set up voting table (see page 15 for example).

**VOTING PENS –** Only the pens provided should be used for marking ballots. Place pens on the voting table and in the voting booths.

**POST SIGNS** - Post all the signs where they can be seen by your precinct's voters. Make sure **ALL** signs are posted. Follow facility rules as to how and where signs can be posted.

- Some signs are used outdoors to identify the polling place and to direct voters to the polling place, the handicapped parking area, or to the handicapped entrance; others are used to direct voters once they are inside the polling place to the polling area.
- Some signs are to be posted in the polling area to advise voters of their rights (red, white and blue HAVA sign) and/or to instruct voters on what they can and/or cannot do while in the polling area.
- Some signs are to be posted in the voting booths. Note that some booths may have the signs in place from the last election. Replace torn or bent signs.
- Some signs are only used in Statewide Primary Elections.
- Post both the Lincoln City and rural precinct maps, and the list of polling places. Use these to direct voters to their polling place as needed.

**POST SAMPLE BALLOTS** - Post both the front and back of all ballots so the voter can review the whole ballot before voting. Do **NOT** post the pink sample ballots. Use the ballot pages with "Sample" printed in red on the ballot. These sample ballots are specific to the precinct and can be found in the precinct's ballot box. If your precinct has multiple ballot styles, each style must be posted. In partisan elections, each party's ballot needs to be posted.

**CHECK YOUR BALLOTS** - Check the precinct code number on all your ballots again to ensure that you have the correct ballots for your precinct. The precinct name is in the left box at the bottom of each ballot. The format is: "Precinct Name" "Style #." The "Style #" will be present ONLY IF there are styles. See example:

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| A | | North Bluff Style 3 | B | | Typ:01 Seq:0184 Spl:03 | C | | 018403 |

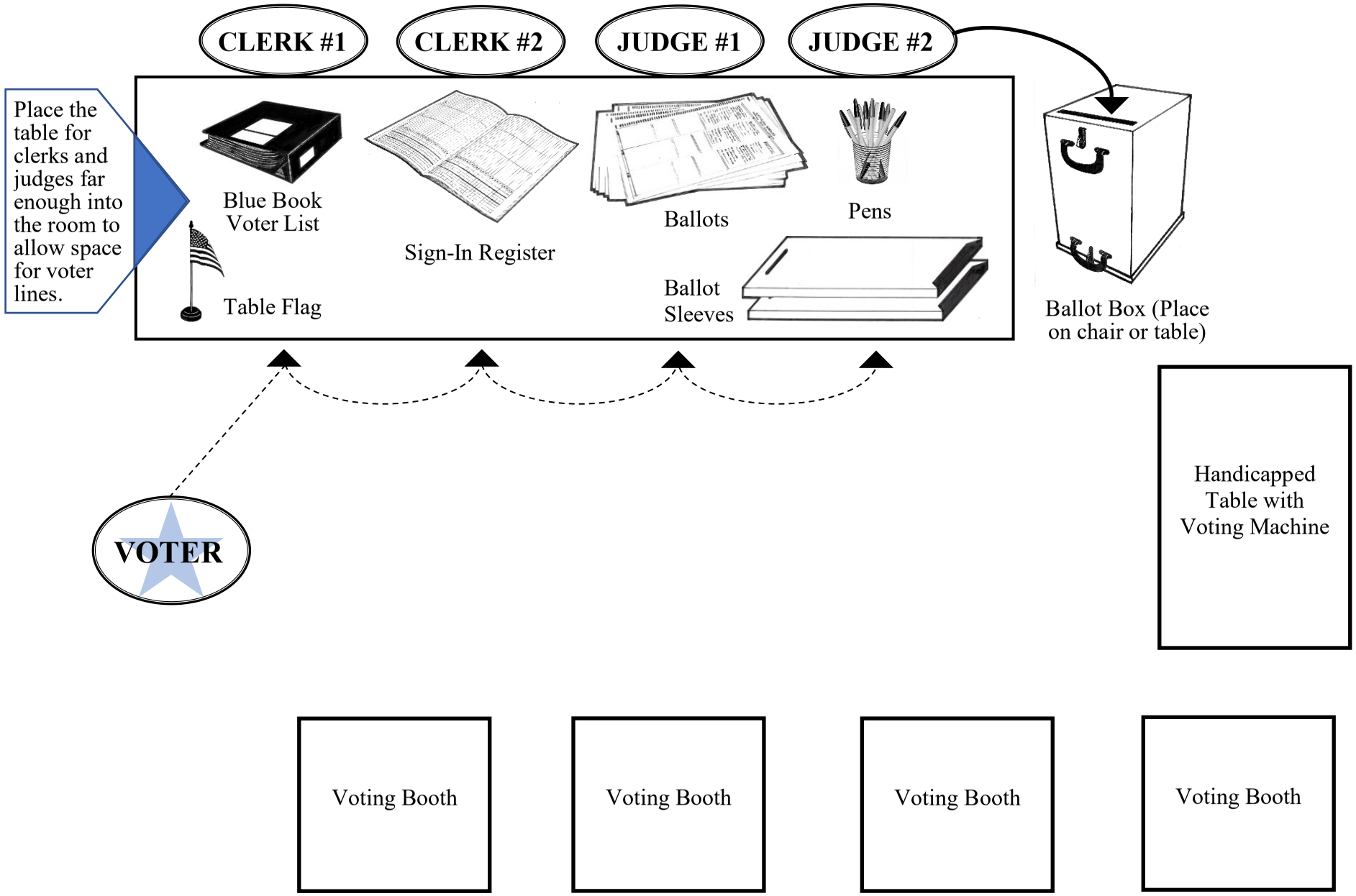
**PUBLICLY OPEN BALLOT BOX** (32-909) **-** Before any voted ballot is deposited in the ballot box, the ballot box must be publicly opened and exhibited. The judges and clerks must see that the ballot box is empty. Be sure to position the ballot box so the ballots inserted using the sleeve will lay flat. The ballot box, with handles on top, should be positioned in a manner in which judge #2 has control of the ballot box at all times. Please remember that the board worker, in the presence of the voter, is to place the ballot in the ballot box.

**LATE ABSENTEE VOTER LIST -** When picking up supplies, the inspector will have received a list of voters who were issued an absentee ballot *after* the List of Registered Voters was printed. Before 8:00 a.m. on Election Day, write "ABSENTEE" in the "Print Voter's Name" column of the List of Registered Voters for any voter on this list. This accounts for voters who received an early/absentee ballot between the printing of the List of Registered Voters and the Monday before the election. See page 17 for handling of absentee voters.

**BRIEF YOUR WORKERS** - Review the duties of each board worker. Do not assume that all board workers know how to perform their duties. It is the responsibility of the inspector to do this prior to every election. Be sure to review provisional voting, how to handle a voter who is not listed in the List of Registered Voters, and any voter with the notations “ABSENTEE”, “ID REQUIRED” or "INACTIVE”.

**INITIAL BALLOTS -** Two judges, or one judge and the inspector with different party affiliations sign their initials using RED INK in the box on the bottom of each ballot so there will be a sufficient number of initialed ballots ready for an early morning rush of voters. While clerks may initial ballots as needed, the primary responsibility for this remains with the judges and the inspector. During the day ballots should be initialed on a timely basis to keep ahead of the voters. As the end of the day nears, limit the number of initialed ballots because all non-voted initialed ballots at the close of the day must be marked “void” and added to the precinct’s Spoiled Ballot Envelope.

# SUGGESTED POLLING PLACE LAYOUT



# GENERAL INSTRUCTIONS FOR CLERKS

**CLERK #1: Primarily responsible for the List of Registered Voters,** located in the "Blue Book."

**"BLUE BOOK" CONTENTS** - Each precinct's Blue Book contains the following sections:

1. Signature Guide
2. List of Registered Voters
3. Corrections and Notations Pages
4. Provisional Voters Pages
5. Payroll Form
6. Ballot Log Card
7. Board Worker Hot Line Information
8. Primary Responsibilities of Board Workers
9. Voter Check Website Information
10. Polling Place Accessibility Guidelines
11. Election Board Manual
12. Precinct Map
13. Emergency Information

**WHEN A VOTER APPROACHES CHECK IN TABLE, CLERK #1**:

- Greets the voter and asks the voter for their name.
- Locates the voter's name in the List of Registered Voters.
- Asks the voter to state their address and verifies that the address provided by the voter matches the address in the List of Registered Voters.
- If the address matches the address for the voter in the List of Registered Voters, neatly write (in this order) the first name, the middle name or initial, and the last name in the box immediately to the left of the bar code in the "Printed Name of Voter" column. If the address does not match, see "Provisional Voter Procedures" on page 24.
- Inform clerk #2 of the voter's name, party affiliation (only in a partisan primary election) and ballot style (if more than one ballot style).
- Write the voter's Sign-in Register line number in the first column below the List of Registered Voter's sequential line number.

**Examples of Absentee Voter, Inactive Voter, and Voters Requiring ID in the List of Registered Voters:**

| Line # | Birthdate | Name and Address | ID Req | Ballot Style | Printed Name of voter | |
|---|---|---|---|---|---|---|
| 1 | 08/20/60 | **Beaumont, Hugh**<br>459 Sunny Rd.<br>Panama, NE 68419 | | DEM<br>PAN-DEM.1 | Absentee | 2563459 |
| 2 | 03/29/28 | **Billingsley, Barbara**<br>108 Really Sunny Rd.<br>Panama, NE 68419 | | REP<br>PAN-REP.2 | | 325698 |
| 3 | 06/08/55 | **Cartwright, Hoss**<br>1947 N Pretty Rd.<br>Panama, NE 68419 | X | DEM<br>PAN-DEM.3 | | 125963 |
| 4 | 09/09/90 | **Cleaver, Beaver**<br>847 Beautiful Vista Way<br>Panama, NE 68419 | | NONP<br>PAN-NONP.1 | Inactive | 158945 |
| 5 | 04/29/62 | **Doll, Barbie**<br>456 Rolling Hill Hwy.<br>Panama, NE 68419 | | DEM<br>PAN-DEM.1 | | 589745 |

**ABSENTEE VOTER -** In the List of Registered Voters, **"Absentee"** indicates that the voter has already received an early/absentee ballot. A voter who has been issued an early/absentee ballot may vote at the polling place but MUST vote following provisional ballot procedures (see page 24). Voters may not drop off their absentee ballot at the polling location; ballots must be dropped off at the Election Office, 601 N 46th St, no later than 8:00 p.m. on Election Day.

**INACTIVE VOTER -** In the List of Registered Voters, **"Inactive"** indicates that the Election Office has received information indicating the voter may have moved. If the voter says they continue to reside at the address listed, allow the voter to vote. Cross out the "Inactive" notation and write the voter's full name. On the Corrections and Notations Page, which is located in the Blue Book, write the voter's ID #, name, and note that this voter resides at this address. If the voter says they reside at a different address within Lancaster County than what is listed in the List of Registered Voters, follow the provisional voting procedures on page 24. Do NOT make any notes in the List of Registered Voters for a voter casting a provisional ballot. ***Note: Every voter who has moved in Lancaster County MUST vote a provisional ballot even if the new address is in the same precinct.***

**VOTER REQUIRING ID -** In the List of Registered Voters, an "**X**" under the "**ID Req**" column indicates the voter is a first-time mail-in registration voter. ***This is the only circumstance a board worker requests an ID***. First-time mail-in registration voters have submitted a voter registration application *by mail* and have not previously registered to vote in Lancaster County. First-time mail-in registration voters are required by Federal and State Law to present identification when mailing in their voter registration application to the Election Office (32-311). If they have NOT provided identification prior to Election Day, they must show ID before voting. They are then allowed to vote normally. The clerk must notate in the List of Registered Voters "ID provided" next to the notation. If the voter *does not* have ID to present, they may still vote following the provisional procedures. Acceptable forms of identification are:

- A photo ID (preferably the voter's Nebraska Driver's License)
- A current utility bill or bank statement
- A government check or pay check
- Some other government document

**PRECINCTS WITH MUTILPLE BALLOT STYLES -** Clerk #1 must identify the correct ballot style for each voter using the information found in the List of Registered Voters. The ballot style will be in the box to the right of the voter's name. This information is passed from clerk #1 to clerk #2, and then to judge #1. The judge then issues the correct ballot style to the voter.

**TIME VOTED NOTATION** - In the Sign-In Register, note the times **9:00** a.m., **1:00** p.m. and **5:00** p.m. next to the line signed by the person voting closest to those times.

**PARTISAN PRIMARIES -** Clerk #1 discreetly tells clerk #2 the voter's party affiliation. Clerk #2 then passes the party affiliation information on to judge #1 who will issue a ballot with the corresponding party affiliation.

**NAME NOT FOUND IN THE LIST OF REGISTER VOTERS -** Follow these procedures depending on what is appropriate for the situation:

- For clarification ask the voter to please spell their name. Check to see if the voter uses a double or hyphenated name. Check for both names.
- Ask the voter if their name or address has changed since they last registered to vote. If the voter has moved, follow provisional ballot procedures on page 24.
- Make sure the voter is at the correct precinct. Identify the voter's precinct using the precinct maps, the Secretary of State's website (www.votercheck.necvr.ne.gov), or contact the Election Office. ***Do not guess***. Voters must be at their correct precinct to vote.
- If it's not clear in which precinct the voter resides, which ballot style to use, or if the voter wants to know why they're not listed in the List of Registered Voters, call the Election Office with the following information:

  - ✓ Voter's name
  - ✓ Voter's date of birth
  - ✓ Voter's address including zip code

**NAME CHANGES ONLY -** Voters with name changes who have not moved may vote normally and do NOT need to vote provisionally. However, these voters must complete a new Voter Registration Application before signing in or receiving a ballot. The clerk draws a line through the previous name in the List of Registered Voters and writes the new name. The clerk then notes the previous and new name, along with the voter's ID number, on the Corrections and Notation Page. In the Sign-In Register, the clerk prints the voter's new name and the voter signs their new name. The Voter Registration Application is placed in the "Sign-In Register" Envelope.

**CORRECTIONS TO THE LIST OF REGISTERED VOTERS -** If a board worker is made aware of an error in the List of Registered Voters, it should be noted on the Corrections and Notations Page located in the Blue Book. Include the following information:

- ✓ Voter's name and address as listed in the List of Registered Voters
- ✓ Voter's ID #, found under the bar code in the List of Registered Voters
- ✓ Current address of the voter, if known
- ✓ New name or corrected information if appropriate
- ✓ Name of person providing information <u>if not the voter</u>, and their relationship to the voter

**CLERK #2: Primarily responsible for the Sign-In Register.**

- Inform clerk #1 of the line number from the Sign-In Register. Clerk #1 will write that number in the first column of the voter's line in the List of Registered Voters.

- Clerk #2 prints or legibly writes the voter's name in the Sign-In Register in the following format: first name, middle initial or middle name, last name. Clerk #2 then turns the Register around and asks the voter to sign their legal name and print their street address in the Sign-In Register. Encourage each voter to sign the Sign-In Register in a manner consistent with the signature they used when completing the voter registration application. If the voter is unsure about their voter registration signature, suggest the voter use their legal signature. Be sure the address the voter has written matches their address in the List of Register Voters BEFORE the judge issues the voter a ballot. The voter does NOT need to include City, State or Zip Code.

- In a Partisan Primary Election (held in May of even numbered years), clerk #2 will place a check mark in the column designating the voter's political party affiliation. Clerk #2 then informs judge #1 of the voter's political party affiliation. This should be done as discreetly as possible. Do NOT ask the voter for their political party affiliation. Board workers must rely on the voter's political party affiliation that is listed in the List of Registered Voters.

    - A registered voter who is not affiliated with a political party (registered as nonpartisan) and who desires to vote in the primary election for the office of United States Senator or United States Representative may request a partisan ballot for these offices from one political party.

    - In addition to the above, any political party may choose to allow nonpartisan voters to vote in the primary election for any elective office for which the party has candidates. If any of the political parties decide to do so, specific instructions on how to handle this will be provided during training sessions.

    - A sign will be prominently posted by the board workers in the voting area stating that a nonpartisan voter may request such ballots. The sign should be posted so it is visible to voters prior to approaching the Election Board.

- If the precinct has multiple ballot styles, clerk #2 writes the ballot style as noted in the List of Registered Voters in the column titled "Ballot Style."

- If the voter casts a provisional ballot, clerk #2 places a check mark in the column titled "Prov Ballot."

**EXAMPLE OF HOW TO MARK THE SIGN-IN REGISTER IN A STATEWIDE *PRIMARY* ELECTION:**

| REP | DEM | LIB | NP | NP REP | NP DEM | NP LIB | Prov. Ballot | Ballot Style | | CLERK PRINTS VOTER'S NAME LEGIBLY |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | X | X | | | X | 1 | 51 | Paul P. Provisional |
| X | | | | | | | | 2 | 52 | Rita A. Republican |
| | X | | | | | | | 1 | 53 | Doreen D. Democrat |
| | | | X | | X | | | 1 | 54 | I. M. Undecided |

**EXAMPLE OF HOW TO MARK THE SIGN-IN REGISTER IN A STATEWIDE *GENERAL* ELECTION OR A CITY OF LINCOLN PRIMARY AND GENERAL ELECTION:**

| Prov. Ballot | Ballot Style | | CLERK PRINTS VOTER'S NAME LEGIBLY |
|---|---|---|---|
| X | 1 | 51 | Paul P. Provisional |
| | 2 | 52 | Rita A. Republican |
| | 1 | 53 | Doreen D. Democrat |
| | 1 | 54 | I.M. Undecided |

# GENERAL INSTRUCTIONS FOR JUDGES

**JUDGE #1: Primarily responsible for issuing ballots.**
**JUDGE #2: Primarily responsible for processing voted ballots.**

**INITIALING BALLOTS** - Two judges or one judge and the inspector of different party affiliations must place their initials in RED ink on each ballot in the box provided at the bottom of the ballot. As needed, clerks may also initial ballots, but the primary responsibility falls to the judges. Judges should initial enough ballots to accommodate early voters and to cover breaks. Near the end of the day, initial ballots only as they are needed.

**BALLOT SUPPLY** - If it appears that the quantity of any ballot style is running low, contact the Election Office immediately. Extra ballots will be delivered to the polling place.

**ISSUING BALLOTS** - Judge #1 gives the voter an initialed official ballot, a pen, and a ballot sleeve. The correct ballot MUST be given to each voter.

**PRECINCTS WITH MULTIPLE BALLOT STYLES -** In some precincts not all voters receive the same ballot. The voter MUST receive the correct ballot style. The ballot style is found at the end of the second line in the "Ballot Style" column in the List of Registered Voters. (See illustration below.) Clerk #1 will tell clerk #2 who then tells judge #1 the voter's ballot style.

| Line # | Birthdate | Name and Address | ID Req | Ballot Style | Printed Name of Voter | |
|---|---|---|---|---|---|---|
| 1 | 08/20/60 | **Beaumont, Hugh**<br>459 Sunny Rd.<br>Panama, NE 68419 | | DEM<br>PAN-DEM.1 | Absentee | 2563459 |
| 2 | 03/29/28 | **Billingsley, Barbara**<br>108 Really Sunny Rd.<br>Panama, NE 68419 | | REP<br>PAN-REP.2 | | 325698 |
| 3 | 06/08/55 | **Cartwright, Hoss**<br>1947 N Pretty Rd.<br>Panama, NE 68419 | X | DEM<br>PAN-DEM.3 | | 125963 |
| 4 | 09/09/90 | **Cleaver, Beaver**<br>847 Beautiful Vista Way<br>Panama, NE 68419 | | NONP<br>PAN-NONP.1 | Inactive | 158945 |
| 5 | 04/29/62 | **Doll, Barbie**<br>456 Rolling Hill Hwy.<br>Panama, NE 68419 | | DEM<br>PAN-DEM.1 | | 589745 |

**PARTISAN PRIMARY ELECTIONS** (held in May of even numbered years) - Clerk #2 will place a check mark in the column designating the voter's political party affiliation. Clerk #2 then informs judge #1 of the voter's political party affiliation. This should be done as discreetly as possible. Do not ask the voter for their political party affiliation. Board workers must rely on the voter's political party affiliation that is listed in the List of Registered Voters.

- A voter who is not affiliated with a political party (registered as nonpartisan) and who desires to vote in the primary election for the office of United States Senator or United States Representative may request a partisan ballot for these offices from one political party.

- In addition to the above, any political party may choose to allow nonpartisan voters to vote in the primary election for any elective office for which the party has candidates. If any of the political parties decide to do so, specific instructions on how to handle this will be provided during training sessions

- A sign will be prominently posted by the board workers in the voting area stating that a nonpartisan voter may request such ballots. The sign should be posted so it is visible to voters prior to approaching the Election Board.

**VERBAL INSTRUCTIONS -** Judge #1 gives the following verbal instructions to *every* voter:

- Blacken ovals completely. Do not make an "X" or a check mark.
- Use only the black pen provided.
- Do not cross out. If you change your mind, ask for a new ballot.
- Vote both sides of the ballot (if applicable).
- Inform and show the voter that the ballot has two sets of initials, making the issued ballot official.
- When the voter is done voting, they should insert the ballot(s) into the ballot sleeve so the judge's initials show and return the ballot in the ballot sleeve to judge #2.

**BALLOT SLEEVES** - To maintain the secrecy of the ballot, the voter must return their voted ballot to the judge in a ballot sleeve. Before placing the ballots in the ballot box, the judge must verify that there are two sets of initials on the ballot. If the initials of two judges do not show, the voter is the only person allowed to remove the ballot from the ballot sleeve and replace it in the ballot sleeve so that the initials can be viewed by the judge. Only a judge, using the ballot sleeve and in the presence of the voter, can deposit a ballot into the ballot box. During high turnout elections or at peak voting times, there may be periods during the day that the precinct has more voters than ballot sleeves. Judges are advised to keep at least one ballot sleeve by the ballot box so it can be used for any voter.

**REJECTED BALLOTS** (32-916) - If the initials of two judges do not appear on a voted ballot, it must be rejected in the presence of the voter and the judge shall mark “REJECTED” on the ballot. The voter is then issued a new, initialed official ballot. The voted ballot that does not have the initials of two judges must be placed in the “Rejected Ballot” envelope.

**SPOILED BALLOTS** (32-917) - If a voter makes a mistake on a ballot, they may be given another, not to exceed four ballots total. Have the voter write "VOID" on the spoiled ballot and insert it in the "Spoiled Ballot" envelope. Be sure to maintain the secrecy of the spoiled ballot.

**VOTING FOR MULTIPLE CANDIDATES -** When the instructions say “Vote for up to ‘X’ number of candidates” or “Vote for only ‘X’ candidates”, ‘X’ is the maximum number of ovals that can be blackened in that race. Voting for more than ‘X’ number of candidates in a specific race *will* invalidate all the votes cast in only that specific race. Voters are not required to vote in every race on the ballot. If they do not wish to vote for ‘X’ number of candidates or any candidates, it *will not* invalidate their ballot.

**WRITE-INS** (32-1005) - The voter may write in a name only when a line is provided, and they must blacken the oval next to the name. At the end of the day when processing ballots, do nothing with the write-ins. This will be handled during the counting procedure at the Election Office.

**VOTING BOOTHS** - A voter must be offered the use of a voting booth but may opt to vote without using a voting booth. The board must set up at least one voting station at a table for voters who would like to sit while voting. In addition, the ExpressVote must be available to any voter who wishes to use it. Board workers should offer the use of the ExpressVote to any voter who might benefit from using it. Voters do have the right to ask a friend, a relative, another voter, or board workers to assist them in marking their ballot. See page 27 regarding voters needing assistance.

**VOTING TIME IN BOOTH** (32-921) - No voter can occupy a voting booth more than 10 minutes or remain within the polling place more than 20 minutes. (Use discretion on time limits.)

**TAKING BALLOTS FROM THE VOTING AREA** - Each voter receiving a ballot shall vote before leaving the voting area. If a voter opts not to vote after receiving a ballot, insert the unvoted but initialed ballot in the ballot box. If any person takes a ballot from the voting room, the voter loses their right to vote at this election and they may be found guilty of a Class V Misdemeanor. If a voter leaves the polling place with a ballot, call the Election Office.

**I VOTED TODAY STICKERS -** Please let the voter decide if they wish to wear the sticker. Hand the sticker to the voter. Do not place it on the voter's clothing.

# **PROVISIONAL VOTING PROCEDURES** (32-915)

**WHAT IS PROVISIONAL VOTING? -** Provisional voting allows a voter to cast a ballot if their eligibility is in question and otherwise would not be permitted to vote at their polling place. The content of a provisional ballot is no different than a regular ballot, but it is cast "provisionally" until election officials can verify the voter's eligibility to vote at the precinct in that election.

**PROVISIONAL VOTING IS REQUIRED IN THE FOLLOWING CIRCUMSTANCES:**

- The voter moved to a new street address – even if it is the same precinct.
- The voter is flagged **ABSENTEE** but has decided to vote at their regular polling place (see page 17).
- The voter is flagged as **ID Req** in the List of Registered Voters but does not provide identification (see page 17).

If the voter registers after the voter registration deadline (see page 5), the Election Office will issue a postcard on which the new precinct and polling place are noted. When the voter arrives at the new/correct precinct, the board workers will check to see if the voter is listed in the List of Registered Voters with their current address. If the voter is listed at the correct address and is not flagged as **ID Req** or **ABSENTEE**, the voter will proceed as a regular voter. If the voter is not in the List of Registered Voters or flagged as **ID Req** or **ABSENTEE,** the voter must continue with provisional voting procedures.

**IDENTIFYING THE CORRECT PRECINCT AND POLLING PLACE -** The voter's *current* residence address determines the correct precinct and polling place. The voter MUST be in the correct precinct for their provisional ballot to be counted. Board workers can use the large precinct map or the Secretary of State's website at www.votercheck.necvr.ne.gov to identify the location of the voter's residence address. Refer to the polling place list to identify the polling place name and location. If the correct precinct or ballot style cannot be determined, call the Election Office for assistance. When calling the election office, make sure to have the voter's name, date of birth, and current address with zip code.

**PROVISIONAL BALLOT APPLICATION FORM -** This form is required for all provisional voters and must be fully completed. It has four sections as described below. When completed, the white copy is placed in the outside pocket of the provisional ballot envelope and the yellow copy is given to the voter.

**SECTION 1**: **Voter Reports to the Polling Location Based on their Current Address** (Completed by Board Workers)

A board worker at the new polling place will confirm that the voter is at the correct precinct and complete Section 1 of the application. In a Partisan Primary Election, the voter's political party affiliation needs to be indicated. Political party cannot be changed on Election Day. If the voter is unsure of their party affiliation, call the Election Office.

**SECTION 2**: **Nebraska Voter Registration Application**
(Completed by Voter)

The Voter Registration Application is to be completed before receiving a provisional ballot.

**SECTION 3**: **Voter Selects a Personal Identification Number (PIN)**

The voter should choose any five numbers (0-9) and write them in the boxes provided. Seven days after the election, the voter may confirm if their vote was counted or the reason it was not counted by using this PIN on www.votercheck.necvr.ne.gov.

**SECTION 4**: **Voter Signs Form**

The voter must sign this form for the provisional ballot to be counted.

A board worker should review the Provisional Ballot Application Form to be sure it is complete, legible, and signed.

**PROVISIONAL BALLOT ENVELOPE** - A provisional ballot is always placed in a provisional ballot envelope. There are two sections to complete at the polling place and an area that is for Election Office use.

**SECTION 1**: **Voter Completes & Signs the Following**

The voter is required to complete and sign this section in order for the provisional ballot to be counted. For questions 3 and 4, it is acceptable for the voter to write "unknown" if they are unsure of when and how they registered to vote.

**SECTION 2**: **Poll Worker Completes the Following**

The board worker is required to complete this information. The board worker will then place the white copy of the form into the outside pocket of the provisional ballot envelope and give the yellow copy to the voter.

**SIGN-IN REGISTER**:
The board worker enters information as usual. A check mark is placed in the "Prov. Ballot" column. The voter signs their name and prints their current address as usual.

**PROVISIONAL VOTER PAGE IN THE BLUE BOOK**:
The board worker notes all provisional voters on this page. Do not make any notes in the List of Registered Voters for a voter casting a provisional ballot.

**CASTING A PROVISIONAL BALLOT**:
The voter will be given their completed provisional ballot envelope, their official ballot, and the regular voting instructions. After completing the ballot, the voter will insert the voted ballot into the provisional ballot envelope. The ballot should be upside down with the bottom part of the ballot sticking out of the envelope so that only the judge's initials are visible. The board worker will then verify both sets of initials are on the ballot. The voter then seals the provisional ballot envelope and hands it back to the board worker. The board worker verifies that the provisional ballot envelope is complete and that the white copy of the Lancaster County Provisional Ballot Application Form is in the outside pocket. The yellow copy of the form is given to the voter. The provisional ballot envelope is then deposited in the ballot box by the board worker.

# VOTERS NEEDING ASSISTANCE

**ASSISTANCE WITHIN THE VOTING BOOTH** (32-918) - A voter may be assisted by a friend, relative, or two board workers of different political parties if:

- The voter cannot read or is visually challenged.
- The voter is unable to mark their ballot due to a physical disability.

Persons other than board workers assisting the voter **must** complete the oath titled "Voter Needing Assistance" found on the inside cover of the Sign-In Register. This page requires the voter's Sign-In Register line number and the name and signature of the person assisting the voter.

If board workers assist a voter, the oath titled "Voter Needing Assistance" DOES NOT need to be completed. The notation "Assistance Rendered" shall be written next to the voter's name in the Sign-In Register as well as the name of the person rendering assistance. When assistance is rendered by two board workers, they must write their initials below the "Assistance Rendered" notation next to the line signed by the voter in the Sign-In Register.

**CURBSIDE VOTING** (32-918) - Voters unable to enter the polling place may request that a ballot be brought to them at curbside. Use the following procedures:

- Find the name of the curbside voter in the List of Registered Voters to determine that the voter is properly registered.
- Two board workers, each of a different political party affiliation, take the ballot, the Sign-In Register, pen and a ballot sleeve (or provisional voting items) from the voting area to a convenient place within the building or to the voter's car, if necessary.
- Continue the normal procedure for voting. The voter may mark their own ballot and return it to the board workers in a ballot sleeve or the voter may request assistance in marking the ballot. The board workers may **never** divulge how the voter voted on any issue or the name of any candidate selected by the voter to anyone.
- Upon returning to the voting area, the curbside voter's name and Sign-In Register line number is to be entered in the List of Registered Voters or on the Provisional Page. The cast ballot is then placed in the ballot box.

Other voters arriving during the time a curbside voter is voting must wait until the List of Registered Voters and Sign-In Register are returned to the voting table.

**The ExpressVote** - Federal law requires every Nebraska polling place be provided with a device that will allow a voter who is visually or physically limited to mark their ballot in private and unassisted. The ExpressVote will mark the ballot for the voter once they have made their selections using touch screens or buttons. These voted ballots will then be processed just like any other ballots. The ExpressVote may be used by any voter to mark their ballot. "Assistance Rendered" only applies when someone other than the voter makes the marking selections using the ExpressVote. Providing instructions or helping insert or remove the ballot is not considered "assistance rendered."

## COMMON COURTESIES AND GUIDELINES WHEN ASSISTING VOTERS WITH DISABILITIES

- Be considerate of the extra time it takes for a person who is disabled or elderly to get things done. Give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than to a companion who may be accompanying them.
- Speak calmly, slowly and directly to a person with a hearing limitation. Your facial expressions, gestures and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, write a note or refer to written material to help them understand.
- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is visually impaired by telling the person who and where you are. Provide a guiding device such as a ruler or the signature guide for signing forms. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines.
- Be aware that service animals assisting people with disabilities should be admitted to all buildings. Such dogs are highly trained and need no special care other than that provided by the owner. Remember that guide dogs are working dogs and should not be greeted or petted.
- Be aware that federal law allows voters with disabilities to be accompanied and to receive assistance by another person in the voting booth if they so desire.
- Remember that ALL voters deserve courteous attention when exercising their right to vote.
- If space allows, provide seating outside the polling place for voters to sit while they wait for rides or for their companions to vote.
- Be sure to set up at least one polling booth on a table so that a person who uses a wheelchair or who would prefer to sit while voting may be accommodated.
- Check to see that there is a van accessible handicapped parking space at the polling place and that it is being used by properly authorized vehicles.
- Check the path from the parking lot to the polling site within the building for any obstructions that would cause problems for someone with a disability. If the main voter entrance is different than the handicapped entrance, be sure to properly sign both the handicapped entrance and the handicapped pathway to the poll.

# CLOSING OF THE POLLING PLACE

Polls close at 8:00 p.m. Any voter who is in line at 8:00 p.m. must be allowed to vote. The board workers are not to start the final ballot count until after 8:00 p.m. nor should any polling material or equipment be removed or packed away until after 8:00 p.m. If voters are in line at 8:00 p.m., please wait until the last voter has voted.

**AFTER THE LAST VOTER HAS LEFT THE POLING PLACE:**

**SIGN ALL FORMS** - Be sure all forms are completed and that all required signatures are obtained. Remember that the Oath of Election Board Members on the front cover of the Sign-In Register must be signed and the number of voters must be noted. *Any board member failing to sign the Oath of Election Board Members on the Sign-In Register will be required to promptly visit the Election Office to complete this statutory requirement.* All forms requiring one or more signatures, including the completed payroll form, must be returned to the Election Office as soon as possible after the polls close.

**UNUSED BALLOTS** - Place unused ballots in one or both of the clear plastic bags with the yellow "Unused Ballot" insert found in the supply box. Seal each bag securely using tape. Do NOT put unused ballots into the supply boxes and do NOT bring unused ballots into the Election Office. Take them to the warehouse.

**REJECTED BALLOTS** (32-916) - Put all rejected ballots in the “Rejected Ballot” envelope (see page 23). All rejected ballots should be marked “REJECTED” by the judge.

**SPOILED BALLOTS** (32-917) - Put all spoiled ballots in the "Spoiled Ballot" envelope (see page 23). All spoiled ballots should be marked “VOID” by the voter. Non-voted initialed ballots are considered spoiled ballots and also go into this envelope after being marked “VOID” by the judge.

**SIGN-IN REGISTER ENVELOPE -** The large brown envelope titled “Sign-In Register Envelope” should contain the following items:

1. Sign-In Register
2. Spoiled Ballot Envelope
3. Rejected Ballot Envelope
4. ExpressVote Test Deck Envelope
5. Voter Registration Applications (name changes and new registrations only)
6. Board Worker Evaluations

**PUT ALL SUPPLIES AWAY** – Return all supplies neatly into the supply box. Remove tape from signs and return to the supply box. Remember to retrieve any outdoor signs. Carefully unassemble voting booths back into their cases. Tag any voting booth that needs a light replaced or has a broken part. Turn off the ExpressVote and place it carefully in its case. Return it to where it was stored.

**CLEAN UP VOTING AREA** – Be certain the polling place is put back in order. Put everything back as it was found upon arrival. Move back any furniture that was moved. Clean any kitchen area. If appropriate, turn off lights and lock doors.

# VOTED BALLOT PROCEDURES

**BALLOT COUNT:**

- ✓ Voted ballots (remember there may be more than one ballot page), including provisional ballots in envelopes and ExpressVote ballots.

- ✓ Voters identified as having voted in the List of Registered Voters **PLUS** the number of provisional voters listed on the provisional page.

- ✓ The number of voters who signed the Sign-in Register.

These three totals MUST match. If they do not match, recount the ballots, recheck the number of voters in the List of Registered Voters **PLUS** the voters on the provisional page, and recheck the number of voters in the Sign-In Register. If the totals still do not match, note the discrepancy on the Ballot Log Card. **PLEASE NOTE**: It is important that you do not spend a lot of time trying to figure out the discrepancy. Discrepancies will be reviewed by the Canvassing Board at the Election Office.

Complete the **Ballot Log Card** located in the Blue Book. Be sure to fill in all the blanks that apply. Ballot Log Cards vary by election; specific instructions will be provided at training prior to each election.

- There must be at least two board workers of different political party affiliations present during this entire process.

- Unlock the ballot box in an area away from non-voted ballots. It is very important not to mix voted ballots with spoiled, rejected or unused ballots. Double-check the procedures for these types of ballots.

- Place ALL ballots same side up and facing the same direction.

- Check that the ballots are initialed. If not initialed, do not add them. Note missing initials on the Corrections and Notations page and place the ballot in the "Rejected Ballot" envelope.

Some elections require an early ballot return in the afternoon. Specific instructions will be provided for those elections.

**PREPARING THE BALLOTS FOR RETURN TO THE ELECTION OFFICE:**

- Place all the voted ballots in the cardboard Ballot Transport Box. The ExpressVote ballots and the provisional ballot envelopes should be placed on top of the other ballots inside the Ballot Transport Box. Be sure the ballots are ALL facing the same direction.

- Before sealing the Ballot Transport Box, place the completed Ballot Log Card inside the Ballot Transport Box on top of the ballots. (If you forget to enclose the Ballot Log Card please tape it to the top of the Ballot Transport Box.)

- Both judges sign the three seals. (A clerk of the opposite political party can do this if a judge is not available.) Note the precinct number on all seals and on the box where indicated.

- Use the three signed seals to secure the edges of the Ballot Transport Box by applying the seals to the edges of the box in such a way that they must be broken to open the box. Use the dotted lines on the Ballot Transport Box as a guide.

- Show all the board workers that the Ballot Transport Box has been properly sealed.

- Do **not** open the Ballot Transport Box after it has been sealed.

- For Election Night ballot return see the **ELECTION NIGHT RETURN MAP** on page 34 for directions. Be sure to enter the lot using the ***NORTH*** entrance to the Election Office parking lot off 46th Street (near the DMV). Approach 46th Street by turning south off Vine Street at 45th Street. Police and traffic control personnel will direct you.

- The sealed Ballot Transport Box must **never** be left unattended and must be brought directly to the Election Office.

# RETURNING EQUIPMENT AND SUPPLIES

On election night the inspector will return the following items to the Election Office, 601 North 46th Street. Follow the traffic control personnel directions to the Election Office BEFORE going to the warehouse.

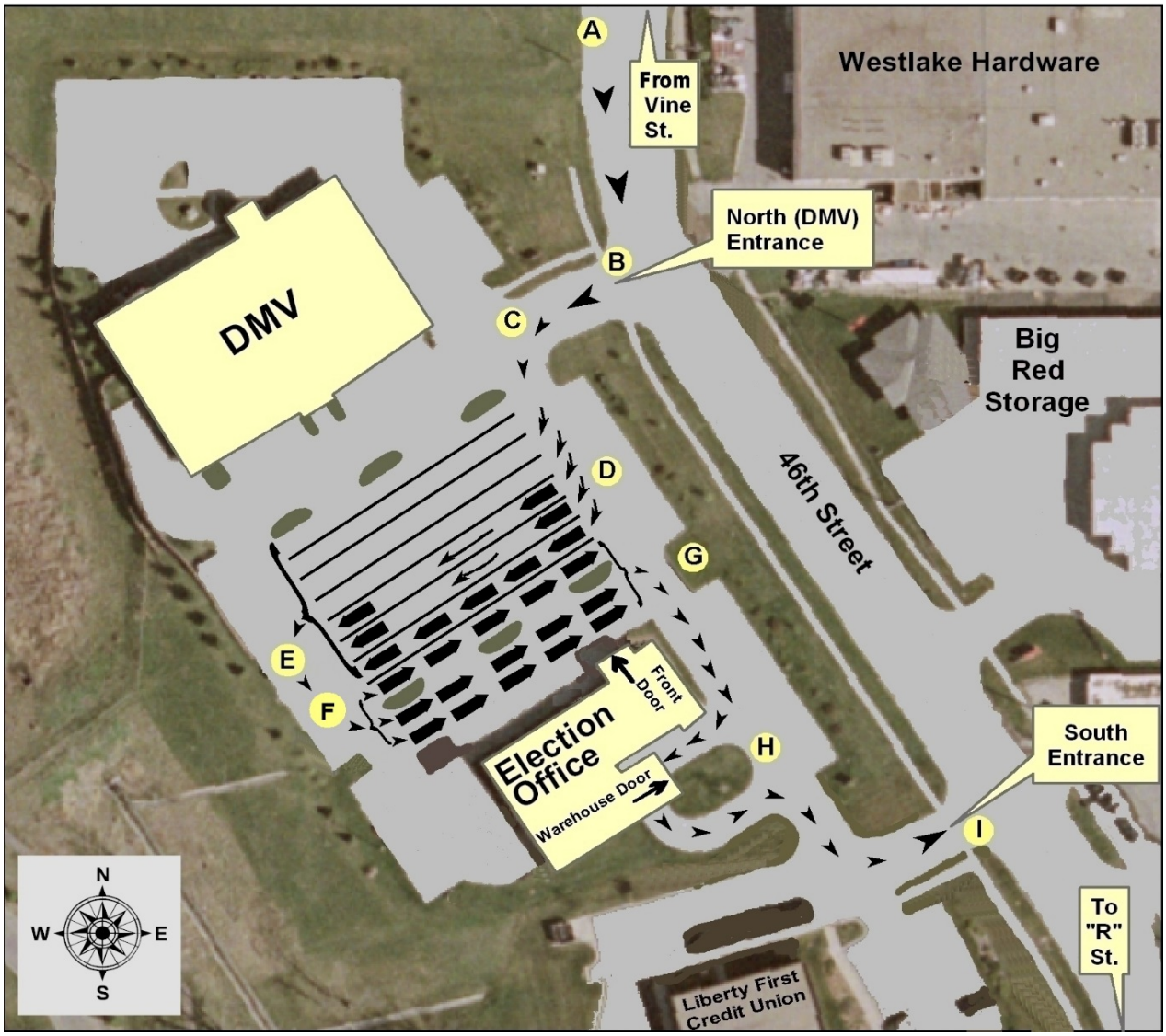
***The inspector personally carries the following items into the ELECTION OFFICE***:

- Voted ballots sealed in the official cardboard Ballot Transport Box
- The Blue Book containing the List of Registered Voters, etc.
- Keys and Padlock
- The Payroll Form SIGNED AND REMOVED from the Blue Book.
- The Sign-In Register Envelope

After bringing the above into the Election Office, please return to your vehicle as quickly as possible. When instructed by the traffic director, drive around the Election Office to the warehouse where the remaining election materials will be unloaded. Each inspector's pay will be adjusted to reflect the time it takes to have the warehouse materials unloaded from their vehicle.

***The staff at the WAREHOUSE will unload the following for you:***

- Voting Booths
- The metal ballot box (please make sure this is empty before leaving the polling place)
- Laminated precinct maps
- Plastic supply box containing miscellaneous supplies
- Unused ballots in the clear plastic bag (NOT in the supply box)
- Any other items such as special signs, cones, wire frames, stakes, cardboard privacy walls, extension cords for the ExpressVote, etc.

# ELECTION NIGHT RETURN MAP

- Enter at 45th & Vine Street, turning south on 45th Street off Vine (A).
- At the north driveway near the Department of Motor Vehicles building (B & C), enter the lot and follow directions of the traffic director.
- Once in the Election Office parking lot, turn left and proceed until directed to turn right into a westbound holding lane (D).
- Drive forward as far as possible, stop, and *wait in your vehicle* until signaled to proceed (E).
- When signaled, pull ahead and then turn left until a traffic director signals another left turn into one of three eastbound lanes (F). Drive as far forward as possible, then park and bring all election material, EXCEPT warehouse supplies, into the front door (see page 33). Return promptly to your vehicle.
- Following the traffic director's signals, drive forward then turn right, merging into one lane (G).
- Turn right into the warehouse unloading area (H). Stop where asked and stay in your vehicle. Supplies and equipment will be unloaded from your vehicle.
- Exit the warehouse circle, turn right then turn left and exit via the south driveway by Liberty First Credit Union (I).