HAMBLEN COUNTY ELECTION COMMISSION

ELECTION OFFICIAL HANDBOOK

2016

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HAMBLEN COUNTY
ELECTION COMMISSION

Lyle Doty, Chairman
Tim Woodard, Secretary
Betty Shuck, Commissioner
E.C. Reed Jr., Commissioner
Gayle Bruce, Commissioner

Jeff Gardner, AOE
Glenda Hicks, Deputy
Linda Gorman, Deputy
Stewart Leonard, Machine Tech
Landree Brotherton, Machine Tech

CONTACT NUMBER

Office – (423) 586-7169

CALL THE OFFICE IF ANY OF THE FOLLOWING HAPPENS:

- In case of an emergency, CALL 911 FIRST!!! Then call our office;
- If a non-emergency accident happens, call us;
- If the polling place is not set up properly in the morning, or if there are problems during the day (electricity, heating, cooling, lighting, etc.);
- If a voter has moved;
- If a voter's name cannot be located in the poll book or on the list of early voters;
- If a voter becomes unmanageable or disruptive;
- If there is a voting machine or printer problem;
- If the officer is having trouble enforcing the 100 foot boundary;
- If anything occurs and the officer is unsure of how to handle the situation.

*****Remember when you call to have all pertinent information with you so that our office can answer your question as quickly and completely as possible.*****

ELECTION OFFICIALS' OATH:

"I DO SOLEMNLY SWEAR (AFFIRM) THAT I WILL SUPPORT THE CONSTITUTION AND LAWS OF THE UNITED STATES AND CONSTITUTION AND LAWS OF THE STATE OF TENNESSEE AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF MY OFFICE." [T.C.A. 2-1-111]

After everyone recites the Oath of Election,
please sign the Pay Roll sheet.

HAMBLEN COUNTY POLLING PLACES

District 1
COURTHOUSE
Election Commission
511 W. 2nd North St
Morristown, TN

District 2
MEADOWVIEW MIDDLE SCHOOL
1623 Meadowview Lane
Morristown, TN

District 3
EAST HIGH SCHOOL
One Hurricane Lane
Morristown, TN

District 4
WEST HIGH SCHOOL
1025 Sulphur Springs Rd
Morristown, TN

District 5
MANLEY INTERMEDIATE
555 W. Economy Rd
Morristown, TN

District 6
FAIRVIEW-MARGUERITE SCHOOL
2125 Fairview Rd
Morristown, TN

District 7
CHEROKEE PARK
Veterans Pavilion
3075 Floyd Hall Dr
Morristown, TN

District 8
RUSSELLVILLE INTERMEDIATE SCHOOL
5273 E. Andrew Johnson Hwy
Russellville, TN

District 9 Precinct 1
RUSSELLVILLE PRIMARY SCHOOL
5655 Old Russellville Pike
Russellville, TN

District 9 Precinct 2
WHITESBURG ELEMENTARY
7859 E. Andrew Johnson Hwy
Whitesburg, TN

District 10 Precinct 1
STATE FISH HATCHERY
4494 Fish Hatchery Rd
Russellville, TN

District 10 Precinct 2
UNION HEIGHTS SCHOOL
3366 Enka Highway
Morristown, TN

District 11 Precinct 1
WEST VIEW MIDDLE SCHOOL
1 Indian Path off Hwy 160
Morristown, TN

District 11 Precinct 2
WITT ELEMENTARY
4650 S. Davy Crockett Pkwy
Morristown, TN

District 12
ALPHA INTERMEDIATE SCHOOL
5626 Old 11-E Highway
Morristown, TN

District 13
CEDAR HILL
ALPHA PRIMARY SCHOOL
5620 Old 11-E Hwy
Morristown, TN

District 14
MANLEY PRIMARY SCHOOL
551 W. Economy Rd
Morristown, TN

ABSENTEE COUNTING BOARD

COURTHOUSE
Election Commission
511 W. 2nd North St.
Morristown, TN

ELECTION OFFICIAL JOB DESCRIPTIONS

OFFICER OF ELECTIONS:

The Officer is in charge and is responsible for the conduct of the election in his or her precinct. The Officer is placed in charge because one person must have overall responsibility for the conduct of the election. Along with this authority goes the obligation on the part of the Officer to conduct himself or herself in a professional manner. This means the Officer should not be arbitrary in his or her decisions and should see that the election laws are carried out politely, but firmly. You will also be in charge of assuring accessibility to all voters in your precinct.

FAIL-SAFE CLERK:

The job of the Fail-Safe Clerk will be to assist inactive voters, voters whose address has changed, and voters whose name has changed in completing the necessary paperwork to allow them to vote. The Fail-Safe Clerk should be the first poll worker sitting at the poll worker tables. You are also the worker in charge of Provisional Ballots, both traditional and those due to lack of Photo ID. As Fail-Safe Clerk you might also be handing out Applications for Ballot to voters waiting in line.

REGISTRAR:

One of the most important jobs for the Registrar will be to check Photo IDs. You will ask each voter for an appropriate government-issued Photo ID, you will then compare name and picture to the voter and find their name in the poll book. Registrars will also distribute Applications for Ballot and insure that the poll book is properly completed.

MACHINE OPERATOR:

It is the responsibility of the Machine Operator to show the voter how to cast their vote on the MicroVote Infinity voting machine. You (along with an Election Official of the opposite party) may also provide assistance to voters who cannot read, have a physical disability or cannot see to cast their vote. You cannot allow anyone to vote who does not give you a completed Application for Ballot that bears the initials of a registrar.

JUDGES:

During the time for voting, the judges shall distribute paper ballots, decide challenges to voters, serve in the place of other election officials as directed by the Officer of Elections, and assist the officer of elections in such ways as the officer may direct. There will be one judge in charge of paper ballots, one in charge of provisional ballots and another in charge of the voting machines.

OFFICER OF ELECTION

The Officer of Election is in charge and is responsible for the conduct of the election in the precinct. The Officer must conduct himself or herself in a professional manner at all times and should not be arbitrary in his or her decisions and should see that the election laws are carried out politely, but firmly.

- Maintain order at polling place.
- Assure that voting machines and voting compartments are arranged so that secrecy of the ballot is preserved.
- Provide proper supplies for marking ballots.
- Persons standing in line should not be nearer than 10 feet to voting machines or ballot box.
- Ensure that your polling place is accessible to voters of all abilities and that assistance is given when needed and/or requested.
- Report breakdown of voting machines to Election Commission Office.
- Verify that each election official properly performs his or her duties.

RESPONSIBILITIES PRIOR TO POLL OPENING

- Arrive NO LATER THAN 7:00 A. M.
- Administer Oath to Poll Workers.
- Check Supply List to make sure you have everything and hand out supplies.
- Sign Payroll Sheet, <u>make sure mailing addresses are given</u> & **Sign Certification.**
- Help machine operators set up the Infinity machines. Have **ALL THREE JUDGES** complete and sign the AM-PM Machine Certification form **(see page 14)** before the polls open. The Pre-Election Security Seal is attached to the outside of the black case. Record the seal number under **"Case Seal #", remove it, and place it in the Precinct Envelope**.
- **PRINT THE ZERO TAPES.** Place the signed Zero Tapes in the Precinct Envelope. (One per machine.) All three (3) Judges must sign
- Make sure signs are posted. Mark off the 100 foot boundary.
- **Read "Campaign Activity at the Polling Place" on pages 47-48.**
- Place Sample Ballots where they are easily accessible to voters and where you can watch them. This is to insure that they are not tampered with.
- If possible, have all eligible precinct workers vote first in morning **(after the Polls open at 8 a.m.)** to assure machines work properly.
- Remind machine operators to keep ballot applications in the order they are received next to the machine they are operating. They should also count them periodically through the day and compare that number to the number of Votes Recorded on the machine to make sure that they are the same. They should alert you immediately if there is a discrepancy.

THINGS TO REMEMBER AFTER VOTING BEGINS

- Vote if eligible.
- Make sure that voters waiting in line to vote are no closer than ten feet to any voting machine or ballot booth or ballot box.
- Report any breakdowns to the Election Commission office immediately at **586-7169**.
- Insure that every poll worker does his or her job.
- Do not allow any poll worker to be discourteous or discouraging to any voter. If this happens, report it to the Election Commission office immediately.
- **Do not allow workers, including yourself, to promote parties/candidates or make negative remarks about either party/candidate, even in a joking manner.**
- When calling the Election Commission office, please make sure you have all the information needed to get a prompt answer from us. This will keep from tying us up on the phone longer than necessary. Sometimes, it is good to have the person with you in case other questions need to be asked.
- **There shall be no loitering in the polling place. Also, poll workers' family and friends are not allowed to stay at the polling place after they have voted. Voters should leave promptly after voting.**
- If a voter needs assistance, have an assistance sheet filled out and SIGN IT.
- If there is a problem, write it down and have poll workers involved sign it.
- **Please make sure that Registrars are requesting Photo IDs from all voters. Appropriate Photo IDs are listed on page 16.**

RESPONSIBILITIES FOLLOWING THE CLOSE OF POLLS

- Polls close at 8:00 p.m. Allow all voters waiting in line to vote by standing at the end of the line at 8:00 p.m. Do not allow anyone else to join the line.
- When all have voted, assist the judges in completing the end of the day part of the Machine Certification Form **(see page 14)**. List machine serial numbers, protective counter numbers, votes recorded, number of ballot applications, and security seal number on Infinity machine.
- Assist machine operators in printing summary tapes. **PRINT 3 COPIES EACH!!** One signed tape goes on the wall and two signed tapes go in the results envelope.
- Make sure all forms are complete and filed in their proper place, THEN have your judges place new seals on the outside of each machine case. Record the seal numbers.
- Do not allow any poll workers to leave until everyone is ready to leave. Give them a job. If they are not helping print the summary tapes, they can be packing supplies and carrying them to the car.
- You should be ready to load up and return all supplies and ballots to the Election Commission office. When you leave the polling place do not stop until you reach the Election Commission office.
- Return Results and supplies to the Election Commission office with a Poll Worker of the opposite political party.
- Have Results in Results Envelope out and ready when you arrive in the Election Office. Someone will be here to help you bring in your supplies.
- If you need to explain a problem you had on Election Day, please let the Administrator know.

PRECINCT FAIL-SAFE CLERK

All workers must be in the Polling Place by **7:00 A.M.** At this time you will take your oath of office and sign the payroll. Each poll worker will have specific duties to complete prior to the opening of the poll.

The job of the Fail-Safe Clerk will be to assist inactive voters, voters whose address has changed, and voters whose names have changed, in completing the necessary paperwork to allow them to vote. You will also be the worker in charge of **Provisional Voting**, both traditional and due to lack of Photo ID. The Fail-Safe Clerk should be the first poll worker sitting at the poll worker tables. Any inactive voter who appears to vote will be immediately directed to the Fail-Safe Clerk. This voter is inactive because the Election Commission office has received some indication that the voter no longer lives at the address as registered. **NO INACTIVE VOTER CAN VOTE WITHOUT COMPLETING THE FAIL-SAFE AFFIDAVIT.** Other voters who appear to vote but have moved or changed their name and not updated their registration also must complete the affidavit. (There is not a requirement to update name due to marriage/divorce.) The Fail-Safe Clerk will complete (or assist the voter in completing) all sections on the form <u>except the voter's signature</u>. If necessary, the Fail-Safe Clerk will then call our office for instructions.

FAIL-SAFE VOTING SUMMARY

Fail-Safe Voting Affidavits **MUST** be completed for all Inactive voters and for all active voters who have changed their name or address from what is listed on the Poll Book/Registered Voter List. **There are no exceptions.**

It is unlawful for a person to knowingly vote in the wrong precinct. Voters must vote in the precinct of residence. This may mean that a voter will have to be directed to another precinct in order to cast his/her ballot. This can be a time-consuming process; please be patient and understanding – encourage the voter to do the same. **Name changes also require the voter to complete a new Voter Registration Form (see page 26).**

REMEMBER – All address changes must be verified by the Election Office. **ALWAYS CALL OUR OFFICE BEFORE ALLOWING ANY FAIL-SAFE VOTER WITH ADDRESS CHANGE TO VOTE.**

We have had several instances where voters were allowed to vote because "they just moved one road (or one house) over" only to realize they voted in the wrong precinct. ALWAYS CALL – **586-7169**.

PLEASE STUDY THE FAIL-SAFE PROCEDURES, FAIL-SAFE FORM AND VOTER REGISTRATION FORM ON **PAGES 23-26** CAREFULLY.

You are also in charge of Provisional Voting. There are now two (2) types of Provisional Voters:

- **Voters whose names are not in the Poll Book**
- **Voters who do not bring appropriate Photo ID to vote**

Please see pages 27-32 for more information.

PRECINCT REGISTRARS

All workers must be in the precinct at **7:00 A.M.** At this time you will take your Oath of Office and sign the payroll. Each poll worker will have specific duties to complete prior to the opening of the polls.

ONE OF THE MOST IMPORTANT JOBS FOR THE REGISTRAR WILL BE TO CHECK PHOTO IDs. You will ask the voters for their government-issued Photo ID. The ID must be on our approved list with the voter's correct name and a matching photo (see page 16). You will then locate the voter in the Poll Book and (if needed) assist them in completing their Application for Ballot and signing the Poll Book.

PRIOR TO THE POLLS OPENING:

- Arrive NO LATER THAN 7:00 A.M.
- Take OATH
- Sign payroll and list your mailing address.
- Assist judges in completing AM-PM Certification Form **(see page 14)**. Sign if you are a judge.

AFTER THE POLLS OPEN:

- Vote if eligible.
- Give voter application to complete. **If the election is a primary election, ask the voter to declare which party he/she would like to vote in for this election.** Please note that we do not register by party in Tennessee. To vote in a primary election, voters must declare a party at the time of voting. If the election is not a primary election, a general ballot will be issued.
- The person wishing to vote must complete his or her application (print complete name, residential address, mailing address if different, signature and which election he or she wishes to vote).
- If you must sign a voter's name, please complete an assistance sheet **(see page 22)**.
- When the voter has completed the application, take it.
- Ask to see the voter's government-issued Photo ID. Make sure name and photo match voter. **See page 16 for more information regarding Photo ID requirements.**
- When name is located in the Poll Book, check address; if different, the voter must present a completed Fail-Safe voting form (**see page 25 for an example)**. Write application number in ballot # blank. Then have voter sign his or her name as registered.
- Initial application and hand it back to the voter and direct him or her to the Voting Machine Operator. Initial the completed entry in the Poll Book.
- If a Voter on your Poll List is marked Inactive or their name or address is different, **YOU MUST HAVE A FAIL-SAFE VOTING FORM COMPLETED!!!**
- If you cannot find Voter's name on your Poll List, FIRST LOOK AT THE ABSENTEE AND EARLY VOTING LIST, if you find their name there, they have already voted. If the name is not on that list and they do not have a Fail-Safe Form from another precinct, send the person to the Fail-Safe Clerk.

- **IF A PERSON'S NAME HAS CHANGED, they must vote by completing a Fail-Safe Form and COMPLETE A NEW REGISTRATION FORM**. Send to the Fail-Safe Clerk. If the name change is due to marriage/divorce, they do not have to update.
- **IF VOTER PRESENTS YOU WITH A FAIL-SAFE FORM WITH AN ADDRESS IN YOUR PRECINCT BUT IS NOT IN YOUR POLL BOOK,** after verification that they can vote at your location, go to the last page of your Poll Book. Complete their information in one of the blank voter information spots and direct the voter to sign. You will initial as normal.

WHEN THE POLLS CLOSE:

- When Polls close, assist judges in completing the AM-PM Certification Form **(see page 14).** Sign if you are a judge.
- Start packing up supplies. Your Officer of Elections will give you something to do.
- Please ensure that all of your paperwork is in good order and that you have initialed all necessary entries in the Poll Book.

NOTES

- If you have checked and initialed the poll list for a voter to sign and it was in error, **PLEASE MARK THROUGH AND INITIAL**. If you don't, then the Election Commission office will have to go through all the applications to see if this person did or did not vote.
- You don't need to tell us to make a wallet card for the voter if the voter had an address change; the Election Commission office automatically makes a new card for an address change.

VOTING MACHINE OPERATORS

BEFORE POLLS OPEN (page 39)

- Arrive NO LATER THAN 7:00 A.M.
- Take Oath of Office.
- Sign payroll sheet and include your mailing address.
- When your Officer has the AM-PM Machine Certificate form ready:
  - Cut off the Pre-Election Security Seals on each machine and record their numbers with the corresponding Infinity Serial number. Place them in the envelope.
  - Set up the Infinity machines ensuring privacy and accessibility.
  - Write down the Security Seal number on the back of the Infinity Machine. Remember the seal stays on the machine and is recorded again in the evening.
  - Plug the machine in. Make sure the cord is properly taped against the floor to prevent tripping.
  - BEFORE INSERTING THE START CARD, check and record the Votes Recorded and Protective Counter numbers.
  - Have **ALL THREE JUDGES** complete and sign the AM-PM Machine Certification form before the polls open.
- Use the green **START CARD** to p**rint one (1) Zero Tape for each voting machine.** Place it in the envelope. You can now Start Election.

DURING VOTING (page 40)

- Polls Open at 8:00 A.M. Vote if eligible.
- When you receive an Application for Ballot, check for Registrar's initials. **DO NOT INSERT VOTE CARD WITHOUT AN APPLICATION!**
- Periodically press the Red CAST VOTE button on your machine to compare the "Votes Recorded" against your number of ballot applications.
- If the Voter needs assistance in voting, make sure an assistance sheet **(see page 22)** is completed. The officer (or machine operator of the opposite political party) will need to sign it and stand by as a witness.
- Consult the **"VOTING MACHINE SECTION" (pages 37-46)**

AFTER POLLS CLOSE (page 41)

- Polls close at 8:00 P.M. When the last person in line votes, start the closing procedure as instructed on the attached sheet for the Close of Day. **DO NOT CLOSE ANY MACHINE BEFORE 8:00 P.M.**
- When all have voted – Assist the judges in completing the end of the day part of the Machine Certification Form. List machine serial numbers, protective counter numbers, votes recorded, number of ballot applications, and security seal number on Infinity machine.
- **PRINT 3 TALLY TAPES PER MACHINE!!** Sign if you are a judge. One signed tape goes on the wall and two signed tapes go in the envelope.
- Close the Voting Machine and secure a **NEW** seal on the outside of each machine case. Record this number on the AM-PM Machine Certification Form **(see page 14)** under "Post-Election Case Security Seal #".

DUTIES OF JUDGES

TCA 2-7-102 Judges – During the time for voting, the judges shall distribute paper ballots, decide challenges to voters, serve in the place of other election officials as directed by the officer of elections, and assist the officer of elections in such ways as the officer may direct.

Fail-Safe Clerk and Judge are in charge of provisional voting.
(See "Provisional Voting Procedures" on pages 27-32)

Registrar and Judge are in charge of paper ballot voting.
(See "Paper Ballot Voting Procedures" on page 36)

Machine Operator and Judge are to assist the other two judges during voter challenges or in any other way required.

All three judges will confer in the event of a Challenged Voter.
(See "Challenged Voter Procedures" on page 33)

AM - PM MACHINE CERTIFICATION

_____ March 1, 2016

PRECINCT DATE

OPENING OF POLLS CERTIFICATION FOR MICROVOTE MACHINES **AM**

INFINITY PANEL #	PROTECTIVE COUNT #	VOTES RECORDED	LEFT SEAL #	RIGHT SEAL #	CASE SEAL #
1234	6548	0	0015365	0023568	0033567
6789	3562	0	0015782	0023478	0033524

AM SIGNATURE OF PRECINCT OFFICIALS

Judge 1 _____ Judge 2 _____

Judge 3 _____ Officer of Election _____ _____

CLOSING OF POLLS CERTIFICATION FOR MICROVOTE MACHINES **PM**

INFINITY PANEL #	PROTECTIVE COUNT #	VOTES RECORDED	# OF APPLICATION FOR BALLOT THIS MACHINE	CLOSING CASE SEAL #
1234	6558	10	10	0033214
6789	3582	20	20	0033521

PM SIGNATURE OF PRECINCT OFFICIALS

Judge 1 _____ Judge 2 _____

Judge 3 _____ Officer of Election _____ _____

This Machine Certification Sheet MUST be filled out.

(HAMBLEN COUNTY ELECTION COMMISSION DOCUMENT)

Applications for Ballot MUST be kept beside the correct INFINITY Voting Machine in order to audit and correctly verify a precinct's voters, machine votes and voters on the Signature List.

APPLICATION FOR BALLOT

Voter must complete this form.

Hamblen County, TN
OFFICIAL APPLICATION FOR BALLOT

№ **000001**

_____ **District**

March 1, 2016 **Election Date**

Print Your Name Here: _____

I hereby certify that I am a registered and qualified voter in the precinct in which I am offering to vote and hereby make application for a ballot to vote in said election in Hamblen County, TN.

Sign Here: _____

Your Residence: _____
Street Address

City: _____ **Zip:** _____

Registrar's Inital

Machine Operator Inital

Voter must check which primary they choose to vote in.

- **General Election** ☐
- **Republican Primary** ☐
- **Democratic Primary** ☐
- **Municipal Election** ☐
- **Other Election** ☐

*****Make sure the voter has completed and signed the Application for Ballot before you allow them to sign the poll book*****

INFORMATION REGARDING NEW PHOTO ID REQUIREMENTS

All voters must present an ID, meeting the requirements below, containing the voter's name and photograph, whether voting early or on Election Day.

Any of the following IDs may be used, even if expired:

- Tennessee driver license with your photo
- United States Passport
- Tennessee Department of Safety and Homeland Security photo ID
- Photo ID issued by the federal or Tennessee state government, such as an employee ID from the U.S. Department of Energy with your photo
- United States Military photo ID, including a Veteran Identification Card
- Tennessee handgun carry permit card with your photo

What forms of photo ID are NOT acceptable?

- College student photo IDs
- Privately issued photo IDs, such as your discount club or bank card with your photo
- Photo IDs issued by other states or by county or city governments, including library cards

Who is exempt?

- Voters who vote absentee by mail (view requirements at http://www.tn.gov/sos/election/bymail.htm)
- Voters who are residents of a licensed nursing home or assisted living center and who vote at the facility
- Voters who are hospitalized
- Voters with a religious objection to being photographed
- Voters who are indigent and unable to obtain a photo ID without paying a fee

What if the voter does not bring a photo ID to the polling place?

- If you don't bring a photo ID, you will vote a provisional ballot.
- You will then have until two (2) business days after Election Day to return to the election commission office to show a valid photo ID.

What if I don't have a photo ID?

- You may obtain a free photo ID to vote from the Department of Safety and Homeland Security at a driver service center. You will need proof of citizenship (such as a birth certificate), two proofs of Tennessee residency (such as a voter registration card, utility bill, vehicle registration/title, or bank statement), and if your name differs from that on your primary ID, proof of the changed name (such as certified marriage certificate, divorce decree, certified court order, etc.).
- If you do not have a photo on your driver's license and no other form of valid photo ID, you may visit a driver service center to have your photo added to your license for free upon request.
- You may use the "express service" line at the driver service center to obtain your photo ID to minimize wait times.

• **NOTE:** If you already have a valid government-issued photo ID, the Department of Safety will not issue a free photo ID to you. Visit the Dept. of Safety website at http://www.tn.gov/safety/photoids.shtml for more information.

Where can I find out more information?

- Call or visit the Hamblen County Election Commission, or
- Visit the state website at http://www.GoVoteTN.com

AFFIDAVIT OF IDENTITY
INDIGENT OR RELIGIOUS OBJECTION

AFFIDAVIT OF IDENTITY
INDIGENT OR RELIGIOUS OBJECTION TO BEING PHOTOGRAPHED

Application for Ballot # 556

I, Joe Pearl, do swear or affirm under penalty of perjury that
(Printed Name of Voter)

[X] I am the same person executing this affidavit and casting the ballot and I am indigent and unable to obtain proof of identification without paying a fee ***or***

[ ] I am the same person executing this affidavit and casting the ballot and I have a religious objection to being photographed.

NOTICE: A person who attempts to vote or votes who is not entitled to do so commits a Class D felony punishable by not less than two (2) years nor more than twelve (12) years imprisonment or a fine of $5,000 or both.

Joe Pearl
Signature of Voter

March 1, 2016
Date

511 W. 2nd North St. Morristown, TN 37814
Address

If applicant is unable to sign, provide signature of person who signed for applicant.

Signature of Person Assisting

Address

SS-3085 (11/2011)

****This is <u>ONLY</u> for a voter who says he/she cannot afford to obtain proof of identification,**

OR

the voter's religion does not allow them to be photographed.

If a voter signs this affidavit, they will then be allowed to sign the Poll Book and vote on a machine as normal. ALL other voters without Photo ID <u>must</u> vote a Provisional Ballot.

SIGNATURE LIST

COURTHOUSE

Page: 63
HANDY-HARRIS

HAMBLEN COUNTY ELECTION COMMISSION
511 WEST SECOND NORTH ST
MORRISTOWN, TN 37814-3964

Eligible Voters for Precinct: COURTHOUSE as of September 02, 2015
ELECTION: PRESIDENTIAL PREFERENCE PRIMARY ELECTION DATE: 03/01/2016

I hereby certify that I am a registered and qualified voter in the Precinct in which I am offering to vote and hereby make application for a ballot to vote in the above named election.

VOTER SIGNATURE		BALLOT#	CITY: 1	Address OK(Y/N)?	GEN	DEM	REP	INIT
HANDY,VIRGINIA A	**INACTIVE VOTER ID REQUIRED**							
HANSEN,FRED R JR	Fred Hansen (Example E)	1299					✓	JG
HANSEN,JOHANNAH E	Johannah Hansen (Example E)	1300				✓		JG
HARBIN,DOROTHY A	Dorothy Gray (Example B)	1286				✓		JG
HARBIN,SETH A	Seth Harbin (Example A) **ID REQUIRED**	1234					✓	JG
HARMELING,JACQUELYN B	Jacquelyn Harmling (Example C) **INACTIVE VOTER**	1260					✓	JG
HARMELING,JAMES M	**INACTIVE VOTER**							
HARMON,EARL W								
HARMON,HELEN F								
HARNESS,GERALD S	Sam Harness (Example D) 123 Main Street	1291				✓		JG

EXAMPLE A: If the poll book says "Voter ID Required" above voter's name, make sure the ID has the voter's correct RESIDENCE address. If not, ask to see a secondary ID with proper residence.
EXAMPLE B: If a voter has changed their name. They MUST complete a Fail-Safe and a voter registration form.
EXAMPLE C: If the poll book says "INACTIVE VOTER" above voter's name, they MUST complete a Fail-Safe form.
EXAMPLE D: If a voter has changed their address *within your precinct*, mark the changes in the Poll Book and a Fail-Safe Form MUST be completed.
EXAMPLES E: These are examples of typical voters with no changes (notice signatures).

SIGNATURE LIST FOR VOTERS WHO HAVE MOVED INTO YOUR PRECINCT

HAMBLEN COUNTY ELECTION COMMISSION
511 W 2ND NORTH ST
MORRISTOWN, TN 37814

ELECTION: PRESIDENTIAL PRIMARY--ELECTION DATE: MARCH 1, 2015

I hereby certify that I am a registered and qualified voter in the **Precinct** in which I am offering to vote and hereby make application for a bollot to vote in the above named election.

Voters Name (Printed): Joe Pearl **Ballot #:** 2139
Voters Address: 8765 N. Main St **Last 4 SS#:** 5218
Voters Signature: Joe Pearl **Gen**___ **Rep** X **Dem**___ **Init** JG

Voters Name (Printed): Minnie Pearl **Ballot #:** 2140
Voters Address: 8765 N. Main St **Last 4 SS#:** 7821
Voters Signature: Minnie Pearl **Gen**___ **Rep**___ **Dem** X **Init** JG

Voters Name (Printed):_____ **Ballot #:**_____
Voters Address:_____ **Last 4 SS#:**_____
Voters Signature:_____ **Gen**___ **Rep**___ **Dem**___ **Init**___

Voters Name (Printed):_____ **Ballot #:**_____
Voters Address:_____ **Last 4 SS#:**_____
Voters Signature:_____ **Gen**___ **Rep**___ **Dem**___ **Init**___

The blank form at the back of each alphabet section in the Poll Book is to list voters who have moved into your precinct from another precinct in Hamblen County.

Complete the information for the voter's Voter#, address, Ballot#, birth date, election choice, and initial the addition. The voter will sign his or her name.

Voters are only to be added to your Poll Book when they present you with a properly completed Fail-Safe form.

PROVISIONAL SIGNATURE LIST FOR VOTERS

HAMBLEN COUNTY
ELECTION COMMISSION

Signature List for Provisional Voters: March 1, 2016

Precinct: Courthouse

	Print Name of the Voter	App 4 Ballot #	Ballot Stub #	Signature of the Provisional Voter	ID Ltr 2 Voter	Check one Orn	Check one Grn
1	Jane Pearl	2561	21354	Jane Pearl	X	X	
2	John Doe	2621	21374	John Doe			X
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

The Provisional Voter only has to sign their name on this page

The Election Official will fill in the Application for Ballot # and print the name of the Provisional Voter

ASSISTANCE TO VOTERS
(T.C.A. 2-7-116)

1. **WHO IS ENTITLED TO BE GIVEN ASSISTANCE WHEN VOTING?**
   - **A.** A voter who by reason of illiteracy or physical disability is in the judgment of the officer of elections unable to mark the ballot to vote as the voter wishes
   - **B.** A voter who by reason of blindness is in the judgment of the officer of elections unable to mark the ballot to vote as the voter wishes
2. **WHO MAY ASSIST AN ILLITERATE, PHYSICALLY DISABLED OR VISUALLY IMPAIRED VOTER IN VOTING?**
   - **A.** Any person of the voter's choice
   - **B.** One of the judges of the voter's choice in the presence of either a judge of a different political party or, if such judge is not available, an election official of a different political party
3. **WHO MAY <u>NOT</u> ASSIST A VOTER IN VOTING?**
   - **A.** Poll Watcher
   - **B.** Candidate
4. **WHAT MAY THE PERSON GIVING ASSISTANCE DO WHEN HELPING THE VOTER?**
   - **A.** Give the voter the physical assistance needed to cast the ballot
   - **B.** Read the names of the candidates on the ballot and identify the offices sought by each candidate
   - **C.** Read any question that may be on the ballot and identify the choices given to vote on the question
5. **WHAT MUST A PERSON GIVING ASSISTANCE <u>NOT</u> DO WHEN HELPING THE VOTER?**
   - **A.** Cast any vote contrary to the desire of the voter
   - **B.** Influence or attempt to influence the voter in casting such person's vote
6. **WHAT FORM MUST BE KEPT WHEN A VOTER RECEIVES ASSISTANCE?**
   - **A.** A record of the declaration that the voter is illiterate, physically disabled or visually impaired
   - **B.** The record must include the name of the voter and of the person marking the ballot and, if marked by a judge, the name of the judge or other official in whose presence the ballot was marked
   - **C.** The record shall be certified and kept with the poll books on forms to be provided by the coordinator of elections

VOTER ASSISTANCE FORM

USE THIS IF A VOTER IS ASSISTED BY POLL WORKERS OR BY A PERSON OF THEIR OWN CHOOSING.

RECORD OF ASSISTANCE

District 1

Precinct 1

I, Jethro Bodine, swear or affirm that I am unable to vote without
(Name of Voter)

assistance due to the fact that I: (***check one***)
- ☒ cannot read,
- ☐ have a physical disability, or
- ☐ am blind.

I have chosen Jed Clampett to assist me in voting.
(Printed Name of Person Who Assisted)

March 1, 2016 — (Date)

Jethro Bodine — (Signature or Mark of Voter)

If assisted by an **Election Official,** complete the following:

_____ _____
(Name/Party Affiliation of Official Who Assisted) (Title)

_____ _____
(Name/Party Affiliation of Official Witnessing Assistance) (Title)

SS-3001 (Rev. 03/12) Record of Assistance RDA 130

*****If the voter chooses the person they want to assist them, fill out the assistance form like the above example*****

*****If an election official assists the voter, fill out the bottom two lines for the one assisting and the one witnessing*****

FAIL-SAFE VOTING PROCEDURES

Please call or text our office in the case of any address change to verify Precinct

ADDRESS CHANGE IN YOUR PRECINCT

- Complete a Fail-Safe form. Voter's Name, Date of Birth, last 4 digits of SSN, New Address, Mailing Address if applicable, Former Address, and Direct Voter to sign Fail-Safe form.
- **Call** 586-7169 **AND VERIFY PRECINCT** with Election Commission office. Check the appropriate box on the Fail-Safe form. Place name of person you talked to in Election Office at the bottom of the Fail-Safe Form.
- You sign Fail-Safe form and write your precinct's name and the time of day.
- Give voter the Fail-Safe form and direct him or her to the Poll Book Registrar.

NAME CHANGE *If name change is due to marriage/divorce, voter is not required to update.*

- Complete a Fail-Safe form. Voter's New Name, Date of Birth, last 4 digits of SSN, Address, Mailing Address if applicable, Former Name. Direct Voter to sign Fail-Safe form.
- Check the appropriate box on the Fail-Safe Form
- **COMPLETE REGISTRATION FORM PER EXAMPLE. (See page 26)**

INACTIVE, NO CHANGES

- Complete a Fail-Safe form. Voter's Name, Date of Birth, last 4 digits of SSN, Address, and Mailing Address if applicable.
- Direct Voter to Sign Fail-Safe form.
- Check the appropriate box on the Fail-Safe Form
- You sign Fail-Safe form and write your precinct's name and the time of day.
- Give the Voter the Fail-Safe form and direct them to the Poll Book Registrar.

MOVED TO ANOTHER PRECINCT

- Complete a Fail-Safe form. Voter's Name, Date of Birth, New Address, last 4 digits of SSN, Mailing Address if applicable, Former Address.
- Call **586-7169** and verify the proper precinct with the Election Commission Office. Place name of person you talked to in Election Office on the Fail-Safe form.
- Check the appropriate box on the Fail-Safe Form.
- Sign the Fail-Safe form in the block for Election Official Certification; enter the name of person you talked to in Election Office. Also write in your precinct's name and the time of day.
- Tear the two part form apart.
- Give the Poll Book Registrar the white, original Fail-Safe form (top form) to keep in their envelope.
- Send Voter to their new Precinct WITH yellow, duplicate copy of the Fail-Safe form. (bottom copy).

VOTER FROM ANOTHER PRECINCT

- If the voter arrives with a completed YELLOW Fail-Safe form from their old precinct, sign the bottom box for New Precinct.
- Send the voter with their Yellow Form to the proper Poll Book Registrar where they will be written onto the back page.

90/91 DAY RULE

If a voter tells you they have moved out of Hamblen County but into **another county** in Tennessee, they are still able to vote here if they moved **no more than** 90 days ago.

- For March election – they CAN vote if it has been less than 90 days.
- For August election – they CAN vote if it has been less than 90 days.
- For November election – they CAN vote if it has been less than 90 days.

VOTER WHO MOVED OUT OF STATE (29/30 DAY RULE)

This is for a November Presidential Election ONLY. If the voter is on the signature list and moved outside Tennessee and it has been 30 days or longer they cannot vote.

They will **ONLY** be allowed to vote at their old address (the address of record in Hamblen County) if they moved to another state and it has been 29 days or less since they moved. They will only be **PERMITTED** to vote for the Electors for President and Vice-President of the United States.

FAIL-SAFE FORM

FAIL SAFE AFFIDAVIT **Election Date:** March 1, 2016 **Ballot Application No.** 150211
Precinct: Whitesburg

Voters who have failed to respond to an *Address Confirmation Notice* from the Election Commission (Inactive Voters), or voters who have moved from the address listed on their Permanent Voter Registration Record must complete this form before being allowed to vote.

VOTER COMPLETES: PLEASE PRINT

Last Name	First Name	MI	Date of Birth	SSN: Last 4 Digits
Pearl	Joe		9/25/1955	5874

Street address where you live now: No P.O. Boxes	City	State	Zip
1234 Main Street	Morristown	TN	37814

Address where you get your mail	City	State	Zip

Address of Previous Voter Registration	City	State	Zip
4455 Stagecoach Rd	Whitesburg	TN	37891

FAIL SAFE OFFICIAL COMPLETES:

INACTIVE:

☐ Voter is inactive, name is in poll book and still resides at address as registered. (Complete Affidavit, allow to vote.)

☐ Voter is inactive but has moved, (choose additional option under **MOVED, Verify with Office)**

MOVED:

☐ Voter moved within precinct **(Complete Affidavit, Verify with Office,** allow to Vote**)**

☒ Voter moved to another precinct within County. (Complete Affidavit, **Verify with Office** the voter's new precinct, **give Affidavit to voter and direct to correct precinct.**

☐ Voter has moved and comes to new precinct to vote, (Complete Affidavit, **Verify with Office** that voter is registered **and that voter is at the correct precinct.)**
1. If registration is verified by office and voter has not already voted, allow to vote by machine.
2. If registration cannot be verified voter must vote by Provisional Ballot.

☐ Voter has moved to another County in Tennessee and has been more than 90 days ago. **VOTER CANNOT VOTE.**

☐ Voter has moved outside the State of Tennessee. **VOTER CANNOT VOTE.**

NAME CHANGE:

☐ Voter is inactive but has had a name change due to marriage or divorce, previous name is in poll book and still resides at address as registered. (Complete Affidavit, and allow to vote, **have voter complete new voter registration application.)**

☐ Voter changed name but has also moved (choose additional option under **MOVED** and **have voter complete a new voter registration application.)**

Voter Declaration – I swear or affirm that I have not voted at any other polling place in this election, the above information is correct, and I make this available to determine the voting precinct of my current residence. ***WARNING: If you give false information when registering or attempting to vote, it is punishable by one (1) year to six (6) years imprisonment and/or a fine of $3,000.00.***

Joe Pearl — **Signature (or mark) of Applicant** — 3/15/2016 — **Date**

Signature of person assisting (if needed)

Call the Election Commission Office (586-7169) for: Election Official Certification

☐ Voter was allowed to vote at Precinct where registration records are on file.

☒ Voter was sent to the following Precinct: Courthouse

Voter was approved to vote by Election Office Official: Glenda Hicks

Signature of Official Preparing Affidavit	Time	Signature of Receiving Election Official	Time
G. Steadman	12:15 am/pm	N. Goan	1:30 am/pm

PLEASE REMEMBER TO COMPLETE THE APPROPIATE SECTION IN THE POLL BOOK AND HAVE THE VOTER SIGN THE POLL BOOK.

3/2013

VOTER REGISTRATION FORM

USE FOR GREEN ENVELOPE PROVISIONAL VOTERS, FOR VOTERS WITH A NAME CHANGE, AND ANYONE WHO IS NOT REGISTERED

Mail-In Application For Voter Registration

E5925631

Are you interested in working on Election Day? ☐ Yes ☐ No

You can use this form to:

☞ register to vote in Tennessee or to change your name and/or address.

To register to vote:

☞ you must be a U.S. citizen, AND

☞ you must be a resident of Tennessee, AND

☞ you must be at least 18 years old on/or before the next election, AND

☞ you must not have been convicted of a felony, or if you have, your voting rights must have been restored.

☞ **If you register by mail, you must vote in person the first time you vote after registering.**

MAIL OR HAND DELIVER THIS FORM TO YOUR COUNTY ELECTION COMMISSION.

Go to: http://tnsos.org/elections/election_commissions.php
to find your County Election Commission address.

Instructions / checklist:

☐ Please PRINT with a blue or black **INK** pen (not felt tip).

☐ Provide the information below, read and answer the VOTER DECLARATION, and sign by the "X".

☐ An application for voter registration must be postmarked or hand delivered to the proper county election commission office at least 30 days before an election.

☐ Voter registration records are public records, open to inspection by any citizen of Tennessee, excluding social security numbers.

Names of persons selected for jury service in state court are not chosen from permanent voter registration records.
If you are qualified and the information on your form is complete, we will add your name to the county's voter rolls. We will then mail you a voter registration card. This card will tell you where to vote.

Federal or State Government Issued Photo ID Is Required To Vote Unless Exception Applies.

Are you a citizen of the United States? X Yes ☐ No
Will you be 18 years of age on or before election day? X Yes ☐ No
If you answered "No" in response to either of the above, do not complete this form.

LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	SEX	RACE (OPTIONAL)
Pearl	Minnie			☐ M ☒ F	

ADDRESS WHERE YOU LIVE (DO NOT GIVE A P.O. BOX)	APT. #	CITY	COUNTY	STATE	ZIP CODE
4321 Main Street		Morristown	Hamblen	TN	37814

ADDRESS WHERE YOU GET YOUR MAIL (IF DIFFERENT THAN ABOVE)	E-MAIL (OPTIONAL)

DATE OF BIRTH	CITY AND STATE OF BIRTH	SOCIAL SECURITY #		PHONE #
10/25/1912	Centerville, TN	408-11-1111	(required under T.C.A. § 2-2-116 for purposes of identification and to avoid duplicate registration)	

NAME AND ADDRESS ON LAST VOTER REGISTRATION

NAME _____ ADDRESS _____

CITY _____ COUNTY _____ STATE _____ ZIP _____

VOTER DECLARATION: I, being duly sworn on oath (or affirmation) declare that the above address is my legal residence and that I plan to remain at such residence for an undetermined period of time and say that to the best of my knowledge and belief all of the statements made by me are true.

	Yes	No
1. Are you a resident of the State of Tennessee?	X	
2. Have you ever been convicted of a crime which is a felony in this state, by a court in this state, a court in another state, or a federal court?		X

WARNING: Giving false information to register to vote or attempting to register when not qualified is a felony punishable by not less than two (2) years nor more than twelve (12) years imprisonment or a fine of $5,000 or both.

X Minnie Pearl — Signature (or mark) of Applicant — Date: 3/1/16

If applicant is unable to sign, provide signature of person who signed for applicant.

Signature of Person Assisting

Address

ss-3010 (Rev. 10/11)

PROVISIONAL VOTER WHOSE NAME IS NOT ON THE SIGNATURE LIST USE GREEN PROVISIONAL ENVELOPE

1. The voter shall complete an application for ballot.
2. The election official shall check the Poll Book.
3. Since the voter's name is not located on the Poll Book, you must determine where the voter is a Fail-Safe voter. Ask the person if they have previously completed a voter registration application, received a voter registration card or ever voted in this county. If it is determined that the voter is in the correct precinct proceed to the next step. If it is determined that voter is not in the correct precinct, the fail safe procedure must be followed.
4. The voter shall complete a voter registration application (see page 26). Be sure the application is completed in full and signed by the voter.
5. The voter must provide a federal or Tennessee state government issued ID containing the voter's name and photo and if the residential address is not included on the photo ID some evidence verifying the residential address listed on the voter registration application. Examples of residential evidence include a non-photo Tennessee driver license, residential lease agreement, utility bill, mortgage statement, income tax return, credit card bill, bank statement, pay check, or vehicle registration.
6. The election official must indicate on the green provisional envelope which residential ID is presented. If voter is unable to present a valid photo ID, in addition to the remaining steps the voter must complete Step 11.
7. Issue voter a ballot guide, scan card and green provisional envelope (see page 28). Record the scan card's serial number on the application for ballot.
8. Voter completes the affidavit on the outside of the green provisional envelope.
9. Voter votes the scan card ballot in secret and places the scan card in the green provisional envelope.
10. Voter brings the green provisional envelope to the election official assigned to receive and deposit ballots.
11. If the voter did not provide a valid photo ID, issue the voter a green provisional envelope with additional affidavit and orange sticker at the bottom (see page 29). Have the voter read and sign the statement indicating the voter has two (2) business days after the election to bring a valid photo ID to the election commission office or other location if one is designated by the election commission office. Voter is given informational sheet (see page 31).
12. Deposit the voter registration application and the provisional ballot in the provisional ballot box.
13. Voter signs a separate Provisional Signature List (see page 20). Record application ballot number, have voter print and sign name and indicate that information sheet has been given to voter if voter did not provide photo ID. Check that the voter was a Green Provisional Voter. Voter will be notified by mail if their ballot is not counted and the reason why it was rejected.
14. The provisional ballot applications are filed in the order in which they are received. At the close of polls, they are placed in the provisional ballot box by an election official.
15. The Provisional Signature List is placed in the Official's Provisional Envelope to be returned to the election commission office along with the provisional ballot box.

GREEN PROVISIONAL BALLOT ENVELOPE
(VOTER IS NOT REGISTERED TO VOTE, BUT HAS AN APPROVED PHOTO ID)

PROVISIONAL BALLOT ENVELOPE

Election Presidential Prim Date 3/1/2016

District 1 Precinct 1 Ward

SS-3073 (rev: 2/12)

DO NOT DETACH

Hamblen | 1 | 1 |
County | District | Precinct | Ward

Presidential Prim | 3/1/2016
Election | Date of Election

Proof of Residence:

- ☐ Current TN Driver License
- ☐ Bank Statement ☐ Utility Bill
- ☐ Other Gov. Document

Voter's Affidavit

I, Joe Pearl, having the SS# 411-11-1111 and the Date of Birth 5-5-1942 do solemnly swear or affirm that I timely registered to vote and am a resident at the following address: 1234 Main St Morristown, TN.

I also swear or affirm that I am entitled and qualified to vote in the above election, that this envelope contains the provisional ballot marked by me in secret, and that I am not registered to vote nor have I voted in any other state or county for this election. I further swear or affirm that the information provided herein is true and correct, under penalty of perjury.

X Joe Pearl
Signature of Voter

Assistance Signatures: (Required if voter cannot sign or if assistance given.)

Signature of Person Assisting

Address

Signature of Witness

Address

SS-3073 (rev: 2/12)

FOR OFFICE USE ONLY >>>>>>>>

GREEN/ORANGE PROVISIONAL BALLOT ENVELOPE
(VOTER IS NOT REGISTERED TO VOTE,
AND DOES NOT HAVE AN APPROVED PHOTO ID)

PROVISIONAL BALLOT ENVELOPE

Election Presidential Prim Date 3/1/2016

District 1 Precinct 1 Ward

SS-3073 (rev: 2/12)

DO NOT DETACH

Hamblen County | 1 District | 1 Precinct | Ward

Presidential Prim Election | 3/1/2016 Date of Election

Proof of Residence:
- ☐ Current TN Driver License
- ☐ Bank Statement ☐ Utility Bill
- ☐ Other Gov. Document

Voter's Affidavit

I, Joe Pearl, having the SS# 411-11-1111 and the Date of Birth 5-5-1942 do solemnly swear or affirm that I timely registered to vote and am a resident at the following address: 1234 Main St Morristown, TN. I also swear or affirm that I am entitled and qualified to vote in the above election, that this envelope contains the provisional ballot marked by me in secret, and that I am not registered to vote nor have I voted in any other state or county for this election. I further swear or affirm that the information provided herein is true and correct, under penalty of perjury.

X Joe Pearl
Signature of Voter

Voter's Affidavit

I, Joe Pearl
SS#: 411-11-1111 DOB: 5/5/1942
understand that I have until the second business day after the election to provide evidence of identification to my county commission. I further understand that by not porviding such idendification by the second business day after the election my ballot shall not be counted.

SS-3073 (rev: 2/12)

FOR OFFICE USE ONLY >>>>>>>>

PROVISIONAL VOTER WHO DOES NOT HAVE A PHOTO ID BUT IS REGISTERED AND LISTED IN THE POLL BOOK

USE ORANGE PROVISIONAL ENVELOPE

1. The voter shall complete an application for ballot.

2. The election official shall check the Poll Book.

3. If voter's address is different from the Poll Book or voter is inactive, the election official shall follow the fail safe procedures.

4. If voter is in correct precinct, issue voter a ballot guide, scan card and orange provisional envelope. Record the scan cards serial number on the application for ballot.

5. Voter completes and signs the affidavit on outside of orange provisional envelope.

6. Voter votes the ballot in secret and inserts the scan card in the orange provisional envelope.

7. Voter brings the orange provisional envelope to the election official assigned to receive and deposit ballots.

8. Review with voter that the voter has two (2) business days after the election to bring a valid photo ID to the election commission office or other location if one is designated by the election commission office.

9. Deposit the provisional ballot in the provisional ballot box.

10. The provisional ballot applications are filed in the order in which they are received and then at close of polls are placed in the provisional ballot box.

11. Voter is given information sheet (see page 31). Voter signs a separate provisional signature list (see page 20). Record application ballot number, have voter print and sign name and indicate that information sheet has been given to voter. Check that the voter was an orange provisional voter. Voter will be notified by mail if their ballot is not counted and the reason why it was rejected.

Orange Provisional Voter Information Sheet
(Voter Did Not Have Photo ID)

GIVE THIS LETTER TO VOTERS WITHOUT PHOTO ID

Dear Hamblen County Voter,

Because you did not bring an acceptable federal or Tennessee state government issued photo ID when you voted today, you voted a provisional ballot.

In order for the provisional ballot to be counted, you must bring an acceptable federal or Tennessee state government issued photo ID to the election commission office within two (2) business days after Election Day.

Valid forms of ID that will be accepted, even if expired, include:

- Tennessee drivers license with your photo
- United States Passport
- Tennessee Department of Safety and Homeland Security Photo ID
- Photo ID issued by the federal or Tennessee government, such as an employee ID from the U.S. Department of Energy with your photo
    - College student IDs **are not** acceptable
- United States Military Photo ID, including a Veteran Identification Card
- Tennessee-issued handgun carry permit card with your photo

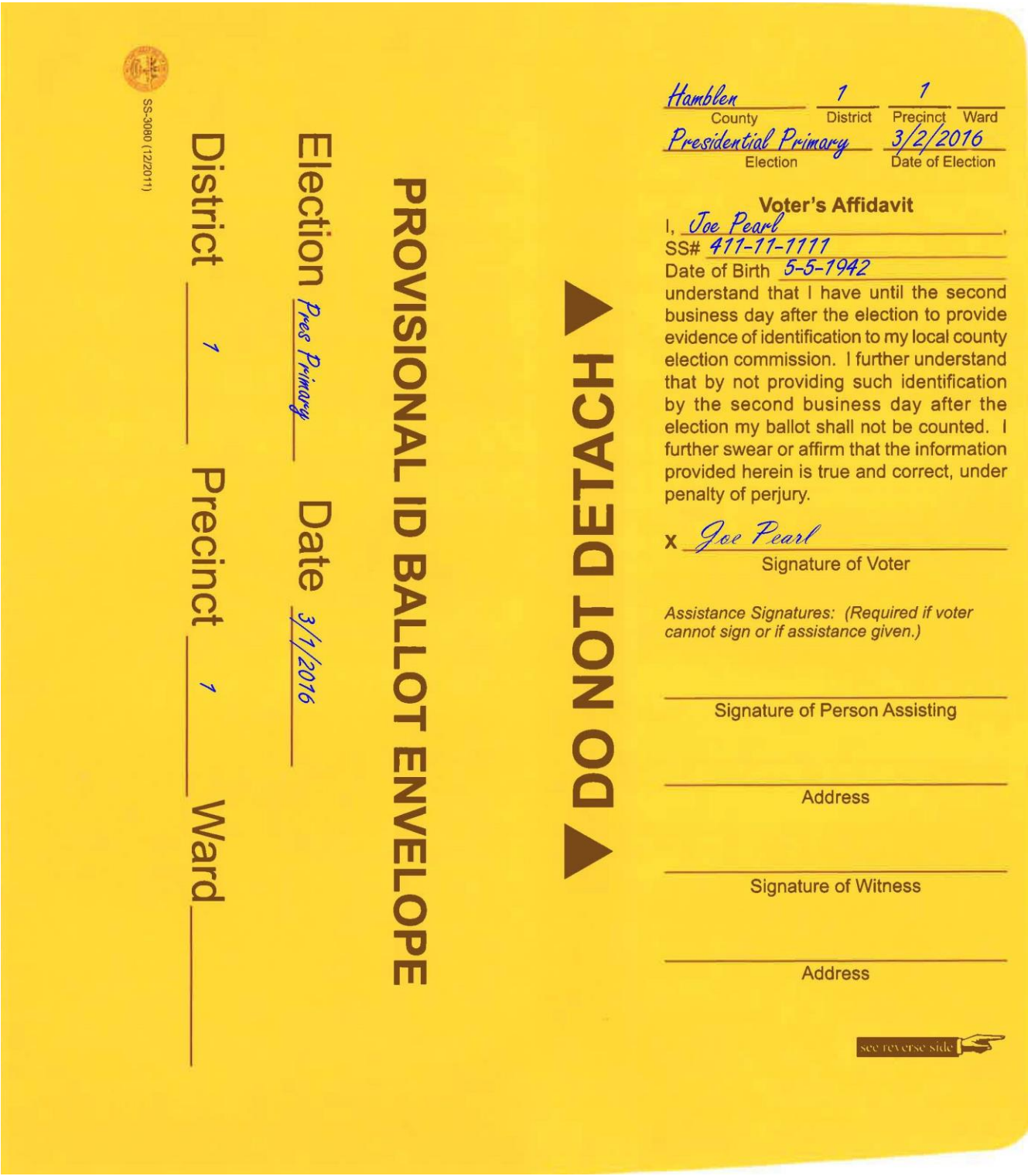
If you do not have one of the above federal or Tennessee government issued photo IDs, you can go to the Department of Safety and obtain a free photo ID for voting purposes. For a list of Department of Safety locations visit http://www.GoVoteTN.com or call the Department of Safety Call Center at 1-866-849-3548.

Please bring your federal or Tennessee state government issued photo ID to the location listed below no later than _____ p.m. on _____.

HAMBLEN COUNTY ELECTION COMMISSION
511W. 2nd North St, Room 101
MORRISTOWN, TENNESSEE 37814
Phone – (423) 586-7169

You will be notified in writing whether your provisional ballot was counted.

ORANGE PROVISIONAL BALLOT ENVELOPE
(VOTER DOES <u>NOT</u> HAVE APPROVED PHOTO ID)



PROVISIONAL ID BALLOT ENVELOPE

Election Pres Primary Date 3/1/2016

District 1 Precinct 1 Ward

SS-3080 (12/2011)

DO NOT DETACH

Hamblen County | 1 District | 1 Precinct | Ward

Presidential Primary Election | 3/2/2016 Date of Election

Voter's Affidavit

I, Joe Pearl,

SS# 411-11-1111

Date of Birth 5-5-1942

understand that I have until the second business day after the election to provide evidence of identification to my local county election commission. I further understand that by not providing such identification by the second business day after the election my ballot shall not be counted. I further swear or affirm that the information provided herein is true and correct, under penalty of perjury.

x Joe Pearl

Signature of Voter

Assistance Signatures: (Required if voter cannot sign or if assistance given.)

Signature of Person Assisting

Address

Signature of Witness

Address

see reverse side

CHALLENGING A VOTER

(TCA 2-7-123) Challenges to right to vote – Oath of Challenged Voter. If any person's right to vote is challenged by any other person present at the polling place, the judges shall present the challenge to the person and decide the challenge after administering the following oath: "I swear (Affirm) that I will give true answers to questions asked about my right to vote in the election I have applied to vote in." If the person refuses to take the oath, he may not vote.

(TCA 2-7-124 and 126) Challenges – Grounds and Procedure. A person offering to vote may be challenged only on the following grounds:

1. That he is not a registered voter at the polling place.
2. That he is not the registered voter under whose name he has applied to vote.
3. That he has already voted in the election.
4. That he has become ineligible to vote in the election being conducted at the polling place since he has registered.
5. Person is not qualified under *T.C.A. § 2-7-115(b)* governing political party affiliation for primary. (When a challenge is presented due to lack of *party affiliation*, a total of three (3) among the judges and other election officials of the party in whose primary the voter applied to vote shall decide the challenge.)

The judges may ask any question which is material to deciding the challenge and may put under oath and ask questions of such persons as they deem necessary to their decision. The judges shall ask the Administrator of Elections to check the original permanent registration records if the voter claims to be registered but has no duplicate permanent registration record. (Voter is not in the Poll Book)

(TCA 2-7-125) Challenged Voter – Voting Procedure. If the judges decide unanimously that the person is not entitled to vote, he shall vote by paper ballot and his ballot shall be placed in a sealed envelope marked "REJECTED" with his name, the reason for rejection, and the signatures of the judges. If the judges do not agree unanimously to rejection, the person shall be permitted to vote on the machine as if unchallenged. In either case the challenge and outcome shall be noted on the signature list.

If a voter is challenged, please report the event with the following information:

PRECINCT NAME:

NAME OF CHALLENGED VOTER:

REASON FOR CHALLENGE:

VOTER SCAN #:

RESULTS OF CHALLENGE:

JUDGES' SIGNATURES:

PROBLEM SOLVING PROCEDURES

NAME NOT IN POLL BOOK

- If a voter's name is not in the Poll Book, the first place you should check is the list of early voters. It is possible they have already voted or were mailed a ballot. If that is the case, they are NOT allowed to vote.
- If a voter's name is not on the list of early voters, and they say they are registered or attempted to register at least 30 days before the election, call our office to see if they are in the wrong precinct. If so, direct them to the Fail-Safe Clerk
- If they are not registered in Hamblen County, they will be handled as a Green Provisional Voter. **(See pages 27-29)**

VOTER PREVIOUSLY MAILED A BALLOT

- A voter who has previously been mailed a ballot is NOT allowed to vote in person.
- HOWEVER, if the voter is a MILITARY voter, send them to the Fail-Safe Clerk who will call our office to determine whether the voter has mailed in their absentee ballot. If they have not mailed in their ballot, they will be allowed to vote on a machine. They will sign the back of the Poll Book.

DEALING WITH EXIT POLLING AND PRESS

- Press are allowed inside polling places; however, they are NOT allowed to talk to voters or disrupt the voting process in anyway. If this is a problem, call our office.
- Exit pollsters may be at your precinct. They are allowed to ask voters to participate in the poll AFTER they have voted. Since this activity is not considered to be electioneering, they are not subject to the 100 foot boundary law. However, they must be at least 10 feet from the doors of the polling place so that it will not interfere or persuade voters entering the polling place.
- They are not to talk to voters entering the polling place.

DISORDERLY VOTERS/UNAUTHORIZED PRESENCE IN POLLING PLACE

- Disorderly voters are to be handled by the Officer of Elections.
- If the Officer is unable to remove them from the polling place, he or she is to call 911 if the situation warrants it, and then to contact the election commission office.
- People who have already voted are not allowed in the polling place unless they are assisting a voter.

VOTER LEAVES MACHINE WITHOUT PRESSING CAST VOTE BUTTON

- In the event that a voter leaves without pressing the "Cast Vote" button, every effort should be made to get that voter to return and finish voting.
- If that is not possible, the machine operator along with an election official of the opposite party shall press "Next Page" on the ballot until they get to the last page. They will then Confirm Vote and then Cast Vote.
- This shall be documented on the proper form which is located inside the Officer's Notebook. (See affidavit below)

Judge's Affidavit for a Walk Away Voter

To be completed if a voter leaves the polls without pressing the CAST VOTE BUTTON.

I do hereby certify that the below named voter physically left the polling place without pressing the CAST VOTE button. Upon discovering the uncast ballot I requested a Judge of the opposite party to witness the pushing of the CAST VOTE button. Without looking at the ballot, I pressed the CAST VOTE button, thereby recording the intentions of the voter named below:

Voter's Name: Joe Pearl

Application number: 100247

Precinct: 1 **Election Date:** 3/1/2016

Signature of Poll Official Casting Ballot: Glenda Hicks

Signature of Poll Official of Opposite Party Witnessing: Linda Gorman

THE POWER FAILS ON THE VOTING MACHINE WHILE A VOTER IS VOTING AND YOU ARE UNSURE IF THE VOTER CAST THEIR VOTE

- Ask the voter to wait patiently while you count the applications.
- Compare the number of applications to your number of Votes Recorded.
  - If these numbers match, your voter has cast their vote and may leave.
  - If the number of applications is greater than the Votes Recorded, your voter needs to recast their ballot.

PAPER BALLOT VOTING PROCEDURES

The State Election Office has determined that paper ballots are primarily to be used in a precinct in the case of an emergency, such as a power failure or machine malfunction.

Here is an outline of some the duties you may be asked to perform in this election regarding **paper ballots.** The Judge in charge of paper ballots will be the judge who is also a registrar.

1. The voter hands you (as the Judge in charge of paper ballots) his or her ballot application (they still complete an application for ballot and sign the poll book as normal).
2. You shall take the first scan card in your supplies, and write the ballot number on the voter's application (if it is a Primary and General election, the voter will need both ballots).
3. Hand the ballot guide and scan card to the Voter, and see that he or she has a place in which he or she can mark the ballot in private.
4. If the voter requests, you should show him/her the order of the offices on the paper ballot.
5. The voter inserts scan card into ballot envelope.
6. Take the stub off from the scan card, staple (or tape) it to the ballot application, and place the ballot envelope into the ballot box.
7. The applications for ballot are to be kept in the order they are received and placed in the large envelope for Paper Ballots.
8. The officer of elections will return the locked and sealed ballot box to the election commission office at the end of the evening. Any paper ballots will be counted by the Counting Board.

VOTING MACHINES

ELECTION MORNING BEFORE POLLS OPEN

1. _____ Set up voting booth(s)

2. _____ Plug in panels and turn on/off switch to on. Tape cords down.

3. _____ Locate large manila Precinct Envelope. This contains the cards necessary to operate the panel(s)
    a. The green Start Card will be used for Election Morning tasks

4. _____ Press cast vote button with no card inserted. A status screen appears
    a. Verify that panel is in READY mode
    b. Verify that VOTES RECORDED equals zero (record on Machine Certification form)
    c. Verify date & time are correct (located at the top of the panel)
    d. Verify that Precinct Name is correct
    e. Copy PROTECTIVE COUNT number onto Machine Certification form

5. _____ Access the Start Card operations
    a. Insert the Start Card
    b. Enter security password _____
    c. Press the button next to DONE

6. ____ Print a zero proof tape
    a. Connect printer to voting panel
    b. Make sure printer is turned on
    c. Press the button next to PRINT ZERO PROOF
    d. Press the button next to PRINT
    e. Verify that Zero Tape has printed and press button next to YES
    f. Sign and place Zero Tape in large manila Precinct Envelope
    g. Disconnect printer from voting panel

7. ____ Activate panels for voting
    a. Press button next to START ELECTION
    b. Press button next to START
    c. Remove Start Card
    d. Press Cast Vote Button
    e. Verify that voting panel is in VOTING ENABLED MODE

THE PANEL IS NOW READY FOR ELECTION DAY!

ELECTION DAY

1. **Locate the blue Vote Cards in the large manila Precinct Envelope**
    a. These will be used by the machine operators to activate the panel for each voter
    b. Machine Operators are to keep a blue Vote Card on their wrist at all times throughout Election Day

2. **Activate panel for voter(s)**
    a. Insert the Vote Card
    b. When ballot options appear on the screen, remove the Vote Card
    c. Press the button next to the activation required for the voter
    d. The VOTER CONTROLS page will appear
    e. The voter may use these controls to adjust the ballot or press the button next to NEXT PAGE to advance to the ballot

3. **Before being allowed to cast a vote a voter must:**
    a. View all pages of the ballot
    b. Vote for at least one candidate or option
    c. Press the button next to CONFIRM VOTE
    d. The voter may use the NEXT PAGE, PRIOR PAGE, and REVIEW BALLOT buttons to go back and review their choices prior to casting their vote

4. **To Cast a Vote**
    a. The voter will press the RED CAST VOTE BUTTON
    b. This is final. A ballot **MAY NOT** be changed once the RED CAST VOTE BUTTON has been selected

5. **If a voter cancels a ballot**
    a. The screen will read WARNING! VOTE CANCELLATION in large letters
    b. Insert the Vote Card
    c. Cancellation will be acknowledged
    d. Remove the Vote Card, the screen will go blank
    e. Re-activate the voting panel for the voter if they are still present
    f. If the voter cancelled their ballot and left, alert the Officer so that they may note it in the poll book

END OF ELECTION (Polls Closed)

1. Do not do any of the following until the polls are closed and all eligible voters have cast their ballot. ***DO NOT CLOSE ANY MACHINE UNTIL AFTER 8 P.M.***

2. ____ Copy onto the Machine Certification Form the ending numbers for VOTES RECORDED and PROTECTIVE COUNT.

3. ____Locate large manila Precinct Envelope.
   a. Ask your Officer of Elections for the red Tally card that corresponds to your machine.
   b. Verify that each Tally Envelope contains a red Tally Card
   c. Match the serial number on the Tally Envelope and Tally Card with the serial number on the voting panel.

4. ____ Tally the Voting Panels
   a. Verify that the number on the envelope and tally card match the panel serial number
   b. Insert the Tally Card
   c. Enter security password _____
   d. Press the button next to DONE
   e. Press the button next to TALLY
   f. Do not remove card

5. ____ Print THREE tally tapes per machine
   a. Connect printer to voting panel
   b. Make sure printer is turned on
   c. Press the button next to PRINT TALLY
   d. Have three judges sign the Tally Tapes on the three lines at the end of the Tally Tape
   e. Hang one of the Tally Tapes on the wall
   f. Place first two copies with signatures in Tally Envelope
   g. Remove Tally Card and place in Tally Envelope

6. ____ Complete the Machine Certification form by copying the Seal Numbers.

Put Voting Machines away. Put Tally Envelopes, Start Cards, and Vote Cards in Large Precinct Envelope and return Machines and Envelopes as directed by the Administrator of Elections.

American's with Disabilities Act Voting Mode

Summary

The Infinity voting panel has the capabilities to convert the ballot into an audio version which will allow voters that are visually impaired the ability to vote directly on the panel without any outside intervention.

1. The accessible booth will be marked by a blue sticker near the latch. It will have shorter legs to make the height of the voting panel more accessible to a person seated or in a wheelchair. It is also possible to remove the panel and place on the voter's lap if necessary.

2. The same booth will have plastic leg inserts that are placed between the booth and the front legs to allow a wider berth for a wheelchair or seated person.

Leg extensions (for front legs of accessible booth)

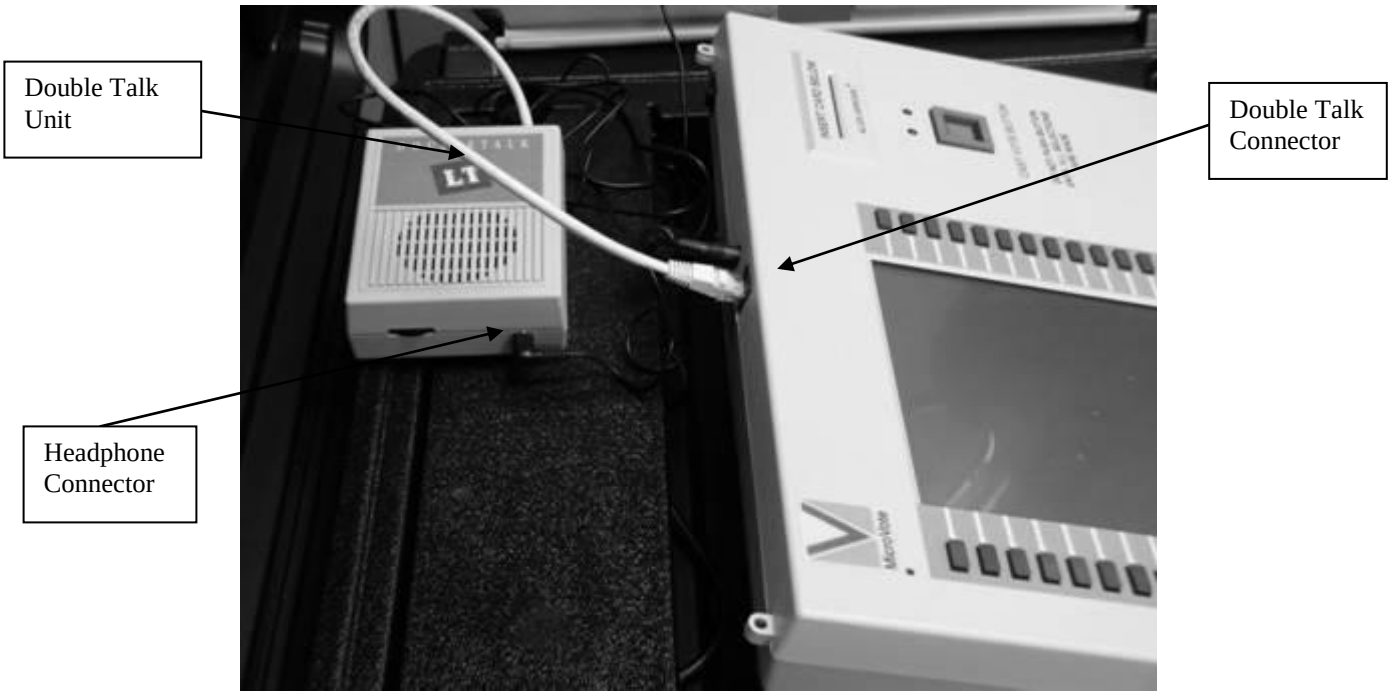
HANDICAP-ACCESSIBLE VOTING BOOTH

How do I Activate the ADA Mode?

The booth and the voting panel that have been designated for ADA use can still be used in a normal mode just like the rest of the panels in the precinct. However, when needed in ADA mode, the following steps will switch the Infinity panel to ADA mode.

1. Attach the DOUBLE TALK serial cable to the serial jack on the back of the panel. This must be done **before** the ballot is activated with the Vote Card. Make sure the

headphones are plugged into the DOUBLE TALK device.



2. Insert the Vote Card into the voting panel and activate the ballot as normal.

3. When the ballot is activated, the panel will announce "**Volume level 5**". Each time the **Louder** or **Softer** button is selected, the volume will adjust accordingly by one step. It has a range of 1-softest to 10-loudest. This will return to a default level of 5 when each voter casts or cancels their vote.

4. Assist the voter in locating the two rows of raised gray buttons. Also assist them in locating the **Cast Vote** button. Have them place finger on top left gray button on panel (to use as a starting point). Explain that when they press this first button, the panel will read further instructions on how to vote.

5. Instruct the voter to put on the headphones and have them press the top gray button to begin voting.

6. A single press of a button will announce the information associated with that button. To make a selection, the button must be pressed twice quickly. This includes all voter control buttons, as well as **Cast Vote** button.

7. The panel will remain in ADA mode as long as the DOUBLE TALK device remains plugged in. To return the Infinity panel to normal operating mode, simply unplug the DOUBLE TALK device before activating the panel for the next voter.

AM - PM MACHINE CERTIFICATION _____ March 1, 2016

PRECINCT DATE

OPENING OF POLLS CERTIFICATION FOR MICROVOTE MACHINES **AM**

INFINITY PANEL #	PROTECTIVE COUNT #	VOTES RECORDED	LEFT SEAL #	RIGHT SEAL #	CASE SEAL #
1234	6548	0	0015365	0023568	0033567
6789	3562	0	0015782	0023478	0033524

AM SIGNATURE OF PRECINCT OFFICIALS

Judge 1 _____ Judge 2 _____

Judge 3 _____ Officer of Election _____ _____

CLOSING OF POLLS CERTIFICATION FOR MICROVOTE MACHINES **PM**

INFINITY PANEL #	PROTECTIVE COUNT #	VOTES RECORDED	# OF APPLICATION FOR BALLOT THIS MACHINE	CLOSING CASE SEAL #
1234	6558	10	10	0033214
6789	3582	20	20	0033521

PM SIGNATURE OF PRECINCT OFFICIALS

Judge 1 _____ Judge 2 _____

Judge 3 _____ Officer of Election _____ _____

This Machine Certification Sheet MUST be filled out.

(HAMBLEN COUNTY ELECTION COMMISSION DOCUMENT)

Applications for Ballot MUST be kept beside the correct INFINITY Voting Machine in order to audit and correctly verify a precinct's voters, machine votes and voters on the Signature List.

VOTER LEAVES MACHINE WITHOUT PRESSING CAST VOTE BUTTON

- In the event that a voter leaves without pressing the "Cast Vote" button, every effort should be made to get that voter to return and finish voting.
- If that is not possible, the machine operator along with an election official of the opposite party shall press "Next Page" on the ballot until they get to the last page. They will then Confirm Vote and then Cast Vote.
- This shall be documented on the proper form, which is located in the Officer of Election's notebook (See affidavit below)

Judge's Affidavit for a Walk Away Voter

To be completed if a voter leaves the polls without pressing the CAST VOTE BUTTON.

I do hereby certify that the below named voter physically left the polling place without pressing the CAST VOTE button. Upon discovering the uncast ballot I requested a Judge of the opposite party to witness the pushing of the CAST VOTE button. Without looking at the ballot, I pressed the CAST VOTE button, thereby recording the intentions of the voter named below:

Voter's Name: Joe Pearl

Application number: 100247

Precinct: 1 **Election Date:** 3/1/2016

Signature of Poll Official Casting Ballot: Glenda Hicks

Signature of Poll Official of Opposite Party Witnessing: Linda Gorman

WHEN TO REQUEST A MACHINE TECHNICIAN

CONTACT NUMBERS

Office – (423) 586-7169

CALL THE ELECTION COMMISSION OFFICE AT ONE OF THE ABOVE NUMBERS IF ANY OF THE FOLLOWING PROBLEMS HAPPEN WITH THE VOTING MACHINES:

- Votes Recorded is not at zero in the morning.
- The power goes off for more than a few minutes.
- The voting machine won't accept the password.
- The machine is not recognizing the Start, Vote or Tally cards.
- The printer won't work.
- The date or time on the machine is significantly incorrect.
- A button won't work.
- The ADA device won't work.
- You experience any other machine problems that you are unsure how to handle.

Campaign Activity at the Polling Place
(T.C.A. 2-7-111)

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1. WHERE DOES THE CAMPAIGN FREE ZONE END?

A. Generally – 100' from the entrances of the building in which the election is being held.

B. At the end of public property and at the beginning of private property over which the county election commission has no control.

2. HOW MUST THE CAMPAIGN FREE ZONE BE DESIGNATED?

A. Signs marking the boundary line must be placed at the end of the required distance from the entrances of the building.

3. WHAT ACTIVITY IS PROHIBITED IN THE CAMPAIGN FREE ZONE?

A. No campaign posters, signs or other campaign materials may be displayed. No voter may display any campaign materials on shirts, hats, buttons, stickers, pens, etc.

B. No person may distribute campaign materials or solicit votes for or against any person or political party or position on a question.

C. No person may solicit or collect for any cause.

1. Except – Shelby County

2. Except – Normal activities that may occur at such polling place such as a church, school, grocery, etc.

4. WHAT ACTIVITY IS PERMITTED IN THE CAMPAIGN FREE ZONE?

A. An individual voter may bring a sample ballot or other campaign literature inside the boundary as long as the voter does not display the campaign literature to other voters.

B. If the parking place of the polling place lies within the boundary, then a vehicle having campaign literature displayed on it may be parked within the boundary, only for as long as necessary for the occupant of the vehicle to vote. This does not include vans that transport multiple persons.

5. WHAT ACTIVITY IS PERMITTED OUTSIDE OF THE CAMPAIGN FREE ZONE?

A. Campaign workers may distribute campaign literature and other materials and may speak to voters regarding the candidates and issues.

B. Candidates may be present and/or have signs in the area.

C. Persons may solicit and collect for any legal cause.

6. HOW DOES THE CAMPAIGN FREE ZONE APPLY TO COUNTY ELECTION COMMISSION OFFICES LOCATED IN COURTHOUSES DURING EARLY VOTING?

A. Outside of the courthouse

1. Signs marking the boundary line must be placed

B. Inside the courthouse

1. Incumbent candidates may not linger around the county election commission office any longer than necessary to vote.

2. Incumbent candidates may not be allowed to talk in the courthouse or in the campaign free zone to individuals who have come to vote.

3. Campaign literature must be removed.

7. WHO ENFORCES THE CAMPAIGN FREE ZONE?

A. Officer of elections at each polling location.

B. County election commission

8. WHEN A VIOLATION OCCURS, TO WHAT EXTENT MAY THE COUNTY ELECTION COMMISSION GO TO ENFORCE THE CAMPAIGN FREE ZONE?

A. Contact the police.

B. If deemed necessary, forward information to the district attorney for violation of TCA 2-19-119.

9. WHAT HAPPENS WHEN THE PROPERTY OWNER DOES NOT WANT CAMPAIGN ACTIVITY ON ANY PART OF THE PROPERTY USED FOR THE POLLING PLACE?

A. The owner must be notified that the county election commission cannot prohibit campaign activity that occurs outside of the campaign free zone.

B. If the owner refuses to allow campaign activity beyond the campaign free zone, the county election commission should relocate the polling place.

POLL WATCHER ACTIVITY CHART

- Poll watchers may be appointed by each political party; each candidate in a general or primary election; any citizens' organization interested in a question on the ballot; and any citizens' organization interested in preserving the purity of elections and in guarding against abuse of the elective franchise;

- Poll watchers may be appointed at whatever location where voting occurs; and

- Poll watchers must be appointed no later than 12:00 noon two (2) business days before the day of voting.

PERMITTED	PROHIBITED
✓ Watch and inspect performance in and around polling place	× Interfere with any voter in preparing or casting voter's ballot
✓ Speak to the judges and the Officer of Elections	× Prevent election official from performing his or her duties
✓ Through judges, challenge voters	× Inspect poll lists during the election hours
✓ During preparation and certification, inspect the poll lists	× Observe the giving of assistance to any voter
✓ Inspect the ballots while being called and counted	× Engage in any campaign activity within the 100' boundary
✓ During preparation and certification, inspect the tally sheets	× Exit the room of the county board after the actual counting of ballots begins
✓ Present a protest of any aspect or conduct of the election to the officer of elections, county election commission or inspector	× Possess electronic devices when observing the duties of the absentee counting board
	× Speak to the voters; this includes greeting the voter or standing in the doorway where the voter enters

Refresher Course – Accident/Emergency Procedures for Polling Places and Early Voting Satellites

The highest priority during any emergency should be the safety of those present.

1) Who is in charge?

At the polls – the Officer of Elections

2) What if the person in charge cannot handle an emergency situation?

Not everyone is able or willing to act in an emergency. Hopefully someone will step up and take charge if the assigned person is not willing to do so. The least anyone can do is call "911".

3) What about the election?

Safety first, election second. No election is worth injury or loss of life! If you have been forced to evacuate the polling place, call the election commission office and they will confer with the election commission and the coordinator of elections about what to do.

4) What should be done if an accident or medical emergency occurs?

→ **CHECK** Check the person to assess what the injury or illness is

→ **CALL** If you think that professional medical help is needed or, even if you are not sure, call "911" immediately. Better safe than sorry! Let the professional medical personnel make the decisions.

→ **CARE** Provide first aid care only if you are trained. Comfort the victim if possible until professional help arrives.

→ If you have need for emergency assistance such as an ambulance, the police, or fire department, contact those agencies directly by dialing "911."

→ Immediately after taking care of the accident or emergency, contact the election commission office at **586-7169** and report the accident or emergency.

→ A written report of the accident or emergency should be completed, signed by the person in charge, and filed with the election commission that day.

5) What if there is a physical threat or disturbance?

→ If anyone is unruly, abusive, or in any way threatens the safety of the precinct officials, voters, or the orderly conduct of the election, call "911" and then report the matter immediately to the election commission office at **586-7169**.

6) What if a tornado or severe storm occurs during the election?

→ The safety of the poll officials and voters come **first**.

→ If you are informed that a tornado or severe storm is imminent, take cover **immediately!**

The Officer of Elections should check with someone in charge of the polling place prior to Election Day to see where the regular occupants of the facility have been instructed to take cover in case of a tornado or severe storm. Follow their lead.

→ If time permits and you are able to remove any supplies when leaving the voting area, **without jeopardizing your safety,** take the supplies in the following order of necessity.

(i) Roster of voters
(ii) MicroVote – take machine panels

→ Should a tornado or severe storm damage a polling place –

- Using any phone available, call "911" if anyone is injured and emergency assistance is needed.
- Stay in a safe secure area to prevent possible injury until emergency assistance arrives.
- Call election commission office to report on situation. If at all possible, give an accounting of all poll workers and voters present so that the office personnel can respond to calls from family, the press and the public.

→ If there is sufficient damage at a precinct to prevent the holding of an election on Election Day or during early voting, the Administrator of Elections (AOE) will confer with the election commission and the coordinator of elections to make a decision on what action should be taken.

Note: Every effort should be made to notify the voters if a change is made in a polling place or early voting site. Newspaper notices should be given if an early voting site is involved and there is still time left to vote early.

7) What if a bomb threat is reported or a fire occurs at the polling location?

→ Leave the building.

→ Call "911" to report bomb threat or fire.

→ If you're able to remove any supplies when you leave the building, **without jeopardizing your safety,** take supplies in the following order of necessity.
(i) Roster of voters
(ii) MicroVote – take machine panels

Note: Should voters show up to vote while you are outside of the polling place, tell them about the situation and take their names, addresses and phone numbers where they can be reached during the day, so the office can contact them about voting.

→ Contact the election commission office as soon as possible. The AOE will confer with the election commission and the coordinator of elections to make a decision whether or not to move the polling place.

Note: Every effort should be made to notify voters of any change in polling places.

8) What if the polling location or satellite should begin to flood?

→ If flooding is caused by a rapidly rising river, creek, etc., or a broken water main, leave the building immediately and go to higher ground.

- If you are able to remove any supplies when you leave the building, **without jeopardizing your safety,** take the supplies in the following order of necessity.
  (i) Roster of voters
  (ii) MicroVote – take machine panels
- Call the election commission office as soon as possible. The AOE, the election commission and the coordinator of elections will make a decision about what action should be taken.

→ When notified that flooding is a good possibility and that your polling place may be in danger:

- The Officer should assess the situation and notify the AOE.
- The election commission, in conjunction with the local emergency management agency and the coordinator of elections, shall make a decision concerning the polling place.
- Should the poll workers or voters feel threatened at any time, they should immediately leave the building.
- All voting supplies and equipment should be removed from the building as quickly as possible if moving polling place. Any assistance necessary will be provided to the poll workers by the election commission and its staff.

NOTES