

**HAPPY
NOVEMBER!!!**



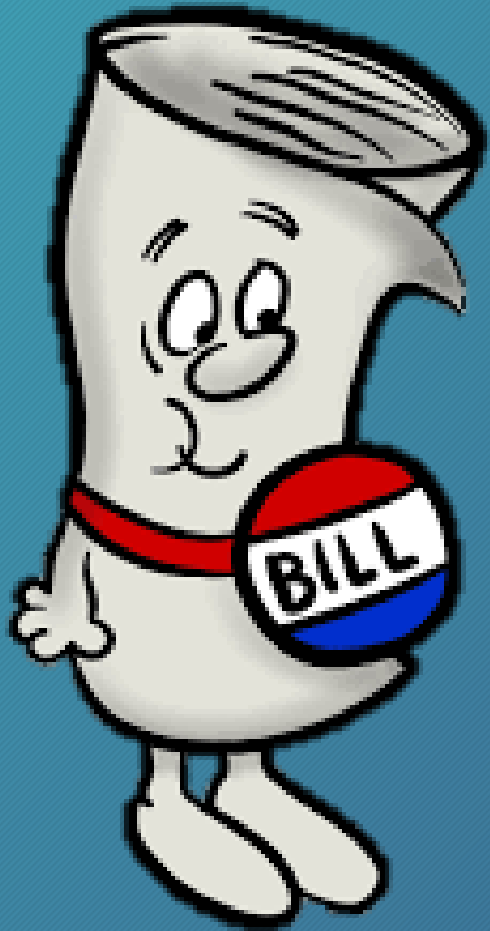
Election Morning



- Get there ON TIME! No later than 6:30 a.m.
- *Dress appropriately*
- Set everything up! You *MUST* be up and running by 7:00 a.m.
- Tabulators & ExpressVotes up and running
- Poll Pads set-up with printer test done, ready for voters
- Be sworn in
- Signs where voters can see them
- Don't forget payroll on the Help Desk Poll Pad!
- CALL WHEN YOU ARE UP AND RUNNING!!!

SB128: Act No. 2019-370 / § 17-9-50.1

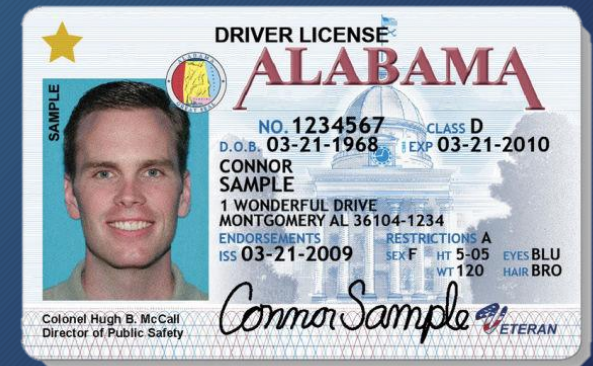
Photography in Precinct



- An individual CAN take a picture of THEIR ballot only.
- They CANNOT take a picture of another's ballot - if they do, upon conviction they shall be guilty of a Class A misdemeanor.

VOTER IDENTIFICATION & POLL PAD

- Alabama Drivers License or Alabama Non-Drivers I.D. are the only I.D.'s that can be scanned
- Please make sure that you double-check the person's ID against the voter on the Poll Pad!!!
- All other forms of I.D. – you will have to do a search for the voter
- YOU SHOULD HAVE THE LIST OF I.D.'S FROM THE CHIEF INSPECTOR NOTEBOOK FOR YOUR TABLE
- Absentee next to their name → send to Help Desk
- Listed as Inactive → send to Help Desk
- I.D. expired → send to Help Desk



* If it is anything out of the ordinary, you will send to the Help Desk *

 Just a reminder...

Reminders:



No campaigning within
30 feet from entrance
of the Facility

Voters CAN wear
political apparel as long
as they vote and leave -
they cannot campaign
while in line

Candidates CANNOT
stop in to "see how
things are going", etc.

A person MAY take a
picture of *their*
BALLOT ONLY

Poll Watchers -
1 per Party

WRITE-INS = YES

Provisional Voting

Reasons to Cast a Provisional Ballot:

- The name of the voter does not appear on the Poll Pad.
- The voter is at the incorrect precinct and does not want to go to the new precinct
- The voter has moved and is at their new, correct location.
- The voter does not have valid photo identification (and cannot be properly identified by two polling officials).
- The Poll Pad indicates the voter requested an Absentee Ballot
- The Chief Inspector has knowledge that the voter is not entitled to vote at that precinct and challenges the voter.
- Other...

NEVER TURN AWAY A VOTER – Provisional Voting is ALWAYS an option. The Board of Registrars will determine whether or not the vote counts prior to Canvassing Day.

Guide for Provisional Voting

(In the Chief Inspector's Notebook!)

Provisional Roster



PRECINCT PROVISIONAL RETURN ENVELOPE – PB-4

Place in This Envelope After Polls Close

1. ALL ROSTERS OF PROVISIONAL VOTERS
2. ALL PROVISIONAL VERIFICATION ENVELOPES (PB-3)

Return This Envelope to:
Sheriff/Board of Registrars

DO NOT Put in Record of Election Container

All completed PB3 Forms are placed in the PB4 Envelope

CLEAR PLASTIC BAG

PROVISIONAL VERIFICATION STATEMENT - PB-3

1 MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT

Name of Election: _____
Election Date: _____
Precinct Number: _____
Ballot Style: _____

2 LINE NUMBER FROM ROSTER

3 REASON FOR PROVISIONAL BALLOT
MUST BE COMPLETED BY POLL WORKER AT PRECINCT
MARK ALL REASONS THAT APPLY

☐ Person's name does not appear on the list of registered voters.
☐ Person's registration status cannot be determined by the provisional ballot officer.
☐ Voter is unable to comply with voter identification requirement.
☐ The voter has requested but claims to have not voted an absentee ballot.
☐ Inspector has knowledge that the person is not entitled to vote at the precinct and challenges the person.
☐ Ballot is cast after the legal time for closing the polls due to a federal or state court order extending the hours of the polls.

4 (SWORN AFFIRMATION OF PROVISIONAL VOTER)
MUST BE COMPLETED BY VOTER

State of Alabama, County of _____

I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote and that I am eligible to vote in this election, that I have not voted and shall not vote in another precinct or by absentee ballot during this election, and that I understand that any person who falsely signs and verifies this form shall be guilty of perjury and subject to prosecution.

Printed Name of Voter: _____
Printed Residence Address of Voter: _____
City: _____ State: _____ ZIP Code: _____
Date of Birth (month/day/year): _____ Signature in Ink: _____
Phone Number: _____ Date (month/day/year): _____

Procedure for Precinct Official

1. Instruct voter to sign the Provisional Roster.
2. In Box 1, print the name of election, date of election, the precinct number and ballot style.
3. In Box 2 and on the PB-2 envelope, print the line number as it appears beside the signature of the voter on the Provisional Roster.
4. In Box 3, check the reason the voter is casting a provisional ballot.
5. Instruct the voter to complete Box 4, the "Sworn Statement of Provisional Voter".
6. Instruct the voter to complete the "Voter's Reidentification/Update Form" below.
7. In the case of an Inspector's Challenge, attach yellow copy of "Inspector's Statement of Challenge of Eligibility to Vote".
8. Issue the voter a provisional ballot, secrecy envelope (PB-1) and outer envelope (PB-2).
9. Instruct the voter to place the marked ballot inside the PB-1 envelope and then insert the PB-1 envelope into the PB-2 envelope.
10. Instruct the voter to place the PB-2 envelope into the sealed provisional ballot box.
11. Once completed, place this form PB-3 in the PB-4 envelope. In the case of an Inspector's Challenge, include the "Inspector's Statement of Challenge of Eligibility to Vote".

VOTER'S REIDENTIFICATION/UPDATE FORM

☐ UPDATE ☐ VERIFICATION ☐ PROVISIONAL

Are you a citizen of the United States of America? ☐ YES ☐ NO **ATTENTION!** If you answer "No" to either of these questions, do not complete this application.

Will you be 18 years of age on or before election day? ☐ YES ☐ NO

1. Print Your Name: Last _____ First _____ Middle _____ Driver's License Number: _____

2. Print Maiden Name / Former Name (if reporting a change of name): _____

3. Home Telephone: _____ Work Telephone: _____ E-mail Address (optional): _____

4. If you have no driver's license, provide the last four digits of your Social Security number: _____

5. Address where you live (do not use post office box): Print House Number and Street _____ City _____ State _____ ZIP _____

6. Address where you receive your mail: Print House Number and Street (or PO Box) _____ City _____ State _____ ZIP _____

7. Address where you were last registered to vote: Print House Number and Street _____ City _____ County _____ State _____ ZIP _____

8. Date of Birth (month/day/year): _____ 9. Place of Birth: City _____ County _____ State _____ Country _____

10. Place initials in box

☐ I am a U.S. citizen.
☐ I am a U.S. citizen and I am at least 18 years of age on or before election day.
☐ I am not barred from voting by reason of a disqualifying felony conviction.
☐ I have not been judged "mentally incompetent" in a court of law.

VOTER DECLARATION: READ AND SIGN

I SOLEMNLY SWEAR OR AFFIRM TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALABAMA AND FURTHER DECLARE THAT I AM NOT A MEMBER OF ANY GROUP OR ORGANIZATION THAT ADVOCATES THE SECESSION OF THE UNITED STATES OR THE STATE OF ALABAMA. BY UNLAWFUL MEANS AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE, TO HELP ME VOTE.

Your Signature: _____ Date: _____

The voter signs in on the appropriate Provisional Roster and the PB3 Form is completed. The Update Form at the bottom of the PB3 Form must also be completed. **DO NOT detach update form!!!**

The voter is issued a ballot (with Orange Provisional Sticker on the Side). Once the ballot is completed, the voter seals the ballot in the PB1 Envelope.

ADVERTISEE OFFICIAL BALLOT
BALLOT STYLE - 1

SPECIAL GENERAL ELECTION
MONTGOMERY COUNTY, ALABAMA
NOVEMBER 12, 2019

INSTRUCTIONS TO THE VOTER
TO VOTE YOU MUST SIGN THE BALLOT, COMPLETELY, IF YOU SPOT YOUR BALLOT, DO NOT TRIM, BUT ASK FOR A NEW BALLOT.

STRAIGHT PARTY VOTING

☐ ALABAMA DEMOCRATIC PARTY
☐ ALABAMA REPUBLICAN PARTY
☐ FOR STATE REPRESENTATIVE, DISTRICT 10
☐ BALLOT MARKER
☐ CHARLOTTE HENDON
☐ NAME

END OF BALLOT

TEST BALLOT

PB-1 PROVISIONAL BALLOT ENVELOPE

INSTRUCTIONS TO VOTER:

- STEP 1: Seal your Provisional Ballot in this envelope after you have marked it.
- STEP 2: Place this envelope inside the Provisional Ballot Return Envelope (PB-2).
- STEP 3: Complete the information on the front of Envelope PB-2 and place inside Provisional Ballot Box.

PB1 Envelope (with voted ballot) is sealed inside the PB2 Envelope. The voter's name and the line number of the Provisional Roster that the voter signed is printed on the PB2 Envelope.

PB-2 PROVISIONAL BALLOT RETURN ENVELOPE

The following information **MUST** be filled out:

Voter's Name: _____

STEP 1: Place Envelope PB-1 inside this envelope.
STEP 2: Complete this envelope and place inside PROVISIONAL BALLOT BOX.

The PB2 Envelope is placed in the Provisional Ballot Box.

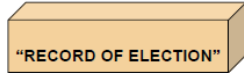
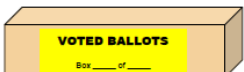
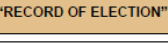
PROVISIONAL

SUM IT UP!!!

- Be on time / early
- Double-check I.D.'s (the Poll Pad had zero check-ins that morning, it's not going to check someone in by itself)
- Make sure I.D. isn't expired (only ALDL can be expired up to 60 days)
- Ballot Slips need to be marked and put in blue zipper pouch
- Both regular & ExpressVote ballots on Ballot Table
- Voters can take a pic of their ballot only
- One (1) poll watcher per party (no more than two per precinct)
- Never, ever turn away a voter; if they don't want to go to another precinct or if there is a problem with anything - they can ALWAYS vote Provisionally
- **Use the checklist!!!**

Closing Checklist - **Special** General Election

November 12, 2019

☐ ALL POLL PADS - They should be left ON. Please do not turn any iPad off.  All white envelopes go in the Clear Plastic Bag found in Record of Election Box ☐ Envelope 1A All non-provisional update forms ☐ Envelope PB-4 All completed PB-3 Forms and Provisional Voter Roster ☐ Envelope 5 JUDGE OF PROBATE 5 * <u>Zero Tape</u> from each Tabulator * Oath of Office * <u>First Results Tape</u> from each Tabulator; * Ballot Accounting Certificate ☐ Envelope 7 <u>Results Tape</u> from each Tabulator ☐ Envelope 8 <u>Results Tape</u> from each Tabulator ☐ Envelope 11 All Key Sets ☐ Chief Inspector Notebook ** Post any extra results tapes in the precinct on the wall and door **	☐ Envelope 10 <u>Memory Sticks & Results Tape</u> To Sheriff's Deputy ☐ <u>Results Tape</u> posted on wall of precinct  "RECORD OF ELECTION" ☐ All completely voted ballot stubs ☐ All partially voted ballot stubs ☐ Envelope 6 <u>Results Tape</u> from Each Tabulator ☐ Spoiled Ballot Envelope --All Spoiled Ballots  PROVISIONAL ☐ All PB-2 Envelopes containing Voted Provisional Ballots DO NOT PUT PB-4 ENVELOPE IN THIS BOX!! DO NOT PUT ANY PB-3 FORMS IN THIS BOX!!  VOTED BALLOTS ☐ All Voted Ballots	 ▫ All unused ballots in <i>full books or full boxes</i> - including all unused ExpressVote Ballots ▫ All clear, plastic supply boxes ▫ All extension cords & power strips ▫ All table sign holders ▫ Blue pouches with ballot slips ▫ All directional signs ▫ Any other unused supplies PLEASE REPACK ALL SUPPLIES NEATLY SO THAT WE CAN RECYCLE AND REUSE SUPPLIES FOR THE NEXT ELECTION!! IN THE CAR FOR CURBSIDE RETURN...  All White Envelopes in Clear Plastic Bag. Make sure to leave Poll Pads ON.  POLL PAD  VOTED BALLOTS  PROVISIONAL  "RECORD OF ELECTION"
--	---	--

If you have ANY questions about closing procedures - please call !



The Montgomery Election Center
125 Washington Avenue, Montgomery, Alabama 36104
(334) 832-7744 phone / (334) 832-7131 fax
www.montgomeryelectioncenter.org

Don't forget to sign in on your way out -
alphabetical by last name (look for signs!)

Karen Barker
karenbarker@mc-ala.org

Darryl Parker
darrylparker@mc-ala.org

www.MontgomeryElectionCenter.org
www.AlabamaVotes.gov

Board of Registrars
334-832-1215



The End