

# Quick Guide to Poll Book Documentation

Review this document before working at the poll book table.

*Revised 8/2022*

## 1. Sign front of poll book

- ✓ Sign the front page of the poll book. To minimize voter lines, the Clerk's Office may have already split your poll book into at least two sections. If voters are waiting in line for more than 10 minutes, the poll book must be split into additional sections. It is unacceptable for voters to have to wait 15 or more minutes to check into the poll book.

## 2. Ask voter to state name

- ✓ Voters must state their name, even if they reside in your own household. Election observers need to be able to hear the voter names.
- ✓ Voters who are unable to state their name due to a disability may select someone to state their name for them. This could be a poll worker.
- ✓ Confidential voters (found at the very end of the poll book) do not have their name stated aloud; they will show you a card issued by the Clerk's Office instead. Because of stalking or domestic abuse, we cannot release confidential voter names to anyone, not even observers.
- ✓ Absentee voter names will be announced by election officials.

## 3. Find voter in poll book

- ✓ If the voter cannot be found in the poll book, check the supplemental poll list (an 8 ½ x 14 list of voters who registered within 20 days of the election). The supplemental poll list is stapled in the back of the poll book.
- ✓ If the voter cannot be found on the poll book or supplemental poll list, check the reverse directory. This list of registered voters in your ward, organized by street address, helps identify misspelled names. Typographical errors should be noted on the yellow sheet of "Poll List Corrections."
- ✓ If the voter cannot be found in the poll book, the supplemental poll list, or the reverse directory, and the voter says they are registered to vote, make sure the voter is at the correct polling place.
- ✓ If the voter is at the correct polling place but is not listed on the poll book, supplemental poll list, or reverse directory, call the Clerk's Office at 266-4220 to verify the voter's registration.
- ✓ If the name announced by the voter differs from the name printed on the poll book or supplemental poll book, state the name printed on the poll book for the official looking at the voter's ID.

#### **4. Verify that voter did not return an absentee ballot**

- ✓ If the voter's name is highlighted on the poll book, ask whether they returned an absentee ballot. Record the voter's answer of "yes" or "no" in the margin of the poll book.
- ✓ If the voter returned an absentee ballot to the Clerk's Office, either in person or through the mail, we cannot issue a ballot to that voter. It is a felony to cast a ballot at a polling place after returning an absentee to be counted.
- ✓ If a voter did not return an absentee ballot, they may vote at the polls.

#### **5. Ask voter to state address**

- ✓ Voters must state their address, even if they reside in your own household. Election observers need to be able to hear the address.
- ✓ Voters who are unable to state their address due to a disability may select someone to state their address for them. This could be a poll worker.
- ✓ Confidential voters do not have their address announced; they will show you a card issued by the Clerk's Office instead. Because of stalking or domestic abuse, we cannot release confidential voter addresses to anyone, not even observers.
- ✓ Absentee voter addresses will be announced by election officials.
- ✓ Typographical errors should be noted on the yellow "Poll List Corrections" sheet.

#### **6. Ask voter to sign poll book**

- ✓ Other than the exceptions listed below, all voters must sign a poll book.
- ✓ Voters unable to sign due to disability are exempt from signing the poll book. Under the Americans with Disabilities Act, the voter is not required to tell us the nature of the disability. In this situation you will write "exempt by order of inspectors" in the voter signature box.
- ✓ There will be no poll book signatures for absentee voters or curbside voters.

#### **7. Assign voter a number**

- ✓ When the poll book is split, the voter slip pad should be placed between the A-L section of the poll book and the M-Z section of the poll book. At no time should a polling place be issuing voter slips from multiple voter slip pads for a single ward.

#### **8. Write voter slip number next to the voter's name on the poll book**

- ✓ Both election officials at this poll book should state the voter name and voter slip number aloud when writing the voter number on the poll book. This helps us avoid writing the voter number next to the wrong voter's name.
- ✓ Absentee voter numbers are followed by the letter A. For example, an absentee voter assigned voter slip 250 would have "250A" written next to their name on the poll book.

#### **9. Give voter the voter slip and direct them to the ballot table**