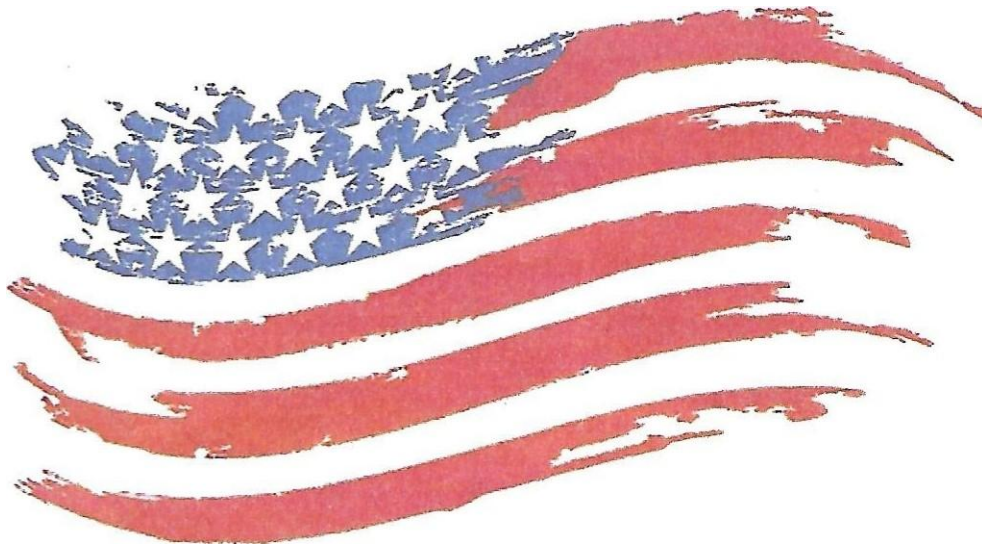


POLL OBSERVER GUIDELINES  
MANUAL  
ELECTIONS





# **GENERAL POLL OBSERVER INFORMATION**

## **HOURS AND TIMING**

5:30 AM:

The poll worker team gets the polling place ready for the day. This is the beginning of the Observer shift(s).

6:00AM:

Polls open to the public for voting.

7:00 PM:

Polls close.

Reconciliation begins.

The totals for the day become available.

Ballot boxes, equipment, tapes and logs are caged and locked.

Pinal County carriers take the cages away. 8:00 PM or later:

Once the cages are locked and taken away by Pinal County carriers, the Observer shift is done.

## **OBSERVER SHIFTS**

Shifts are generally assigned by District Chair, unless otherwise stated by District Chair.

## **BASIC WORKFLOW**

### **BEFORE POLLS OPEN**

- 75-foot for electioneers. Signs are posted,
- CAGES opened with supplies + packages of ballots.
- Clerk runs a 'ZERO' machine tape for each POLL Book, & each Americans with Disabilities Act (ADA) voting machine,
- Oath READ to each worker - Workers accept the Oath verbally, out loud.

### **POLLS OPEN 6:00 AM**

#### **DURING VOTING**

- Voter greeted
- Voters checked-in at the Poll Pads
- If voter has valid ID, is at correct location and personal info matches:
- ID is scanned
- ballot ticket printed
- Voter is directed to ballot pickup desk
- Voter turns in the printed receipt and is given a ballot
- Voter goes to the booths and votes Voter drops ballot in the ballot box
- Voter is thanked for voting and given an "I Voted" sticker
- If voter has ID, but is at the wrong polling place:
- ID is scanned
- Ticket with the correct polling place info printed
- Voter directed to the correct polling place
- If voter does not have ID or his information does not match and wants to vote: A provisional voter is given a printer ticket saying "Provisional" on it.
- Voter is sent to the Provisional desk
- Voter is assisted by a poll worker and votes a Provisional Ballot
- The provisional ballot is deposited in a special Provisional Ballot Box
- Voter is thanked for voting and given an "I Voted" sticker

## **GENERAL POLL OBSERVER INFORMATION** (continued)

### **MIDDAY**

- Midday tally of ballots cast and Provisionals

### **CLOSE OF POLLS**

- Public announcement proclaimed outside at 1 hour, 30 min, 15 min, and 1 min + when it is CLOSED.

### **AFTER POLLS CLOSE**

- Reconciliation after close of POLLS includes:
- Poll Book Tapes run from each machine.
- Balancing the tally of ballots cast and Provisionals, spoiled ballots and left-over unused ballots
- Watch Ballot Lockup, seals, and caging
- Wait for the Pinal County carrier pickup

## **OBSERVING**

### **START OF-SHIFT**

Get Ballot #'s (count at start of day)

Check that the 75-foot electioneering signs have been posted.

Observe the pre-opening:

- Review the Ballots themselves — are all the Candidates listed on the Ballot?
- How many different Ballot styles are there — if you can't tell ASK
- Review the number of Ballots provided to the Polling location in the rolling cage
- There should be a starting ballot count for each ballot type.
- Document the ballot types and their starting counts.
- Document the number of ballots provided for the ADA handicap machines

### **DURING THE DAY**

#### **LINES:**

- Watch for lines at any point. Make a note if there are excessive backups. (anything over 30 minutes is considered excessive, and should be reported.)

### **MID-SHIFT**

- Midday Tally (if applicable)
- Obtain a 'Midday ballots cast count' by asking the Inspector for it. Document.
- If you can get it: # of R's and # of D's

### **CLOSING THE POLLS AND END OF SHIFT**

## **Get Ballot Counts**

- # of Ballots Voted
- # of Ballots Left
- # of Provisional / Damaged Ballots

Numbers must Balance for Good Inventory

- Listen for the proclamations outside the building for the close of the polls.
  - If there is a line out the door, look for the CLOSED cut off in the line.  
No one should be able to get in line once the POLL has been CLOSED.
- Look at Poll book tapes - document the Total Votes Cast- NOT SURE? ASK Inspector
- Observe the reconciliation of all cast, spoiled, provisional & unused ballots.  
Document the totals of each.
- Observe Lockup of Ballot boxes & cages. Ensure they are sealed and locked.
- Observe the Transfer and Transport of ballot boxes out of the polling location.

## **SEE SOMETHING - SAY SOMETHING**

- If you notice an issue, addressed all issues to the Inspector.
- If Staff does not resolve the issue quickly or appropriately, contact the AZ Election Integrity Hotline.
- Always take notes with as many specifics as possible, complete the Incident Report, and Affidavit (if appropriate)
- If you observe an egregious act or other obvious election integrity violation: REPORT IT.

Examples might be:

- Ex: Ballot Harvesting\* \* where someone drops a large number of ballots, go outside and REPORT IT. \*\*see section on BALLOT HARVESTING
- The Polling location doesn't open. REPORT IT.
- The Polling location shuts down. REPORT IT.
- A Voter comes in and starts handing out his Candidates flyers. REPORT IT.
- Watch for lines at any point. Make a note if there are excessive backups.  
(Anything over 30 minutes is considered excessive and should be reported.)

## **INCIDENT REPORTING**

Document:

- Location (which Precinct? Bldg.?), date, time of incident
- Who is involved
- What happened
- Supervisor name you reported to inside the office
- Who you reported to outside the office.
- Legal Counselor name

- Web On-time incident report (On-Line reporting, if active)

To make an incident report, call the contact [see CONTACTS]

Incident Forms help you remember and articulate an incident by writing it down first.

- Note Time, Date, Precinct Number, People Involved, What Happened, Was It Resolved?
- You may use any spiral notebook for documenting your observations during the day.
- Make sure you put dates, times, and POLL location in your notes.
- The incident form & any of your notes are for your use. Turn in a copy of your notes to your District Chair.

### **IMPORTANT NOTE!**

**It is NOT the place of Observers to confront any violations  
but only to document and report them. Leave polling  
place to make any calls.**

## **ISSUES TO MONITOR**

### **HOURS OF OPERATION - POLLS NOT OPENING/CLOSING ON TIME.**

Polls must open at 6:00am and close at 7:00pm on Election Day. Voters in line by 7:00p may vote.

A court may order polls to remain open after 7:00pm. If a polling place is allowing voters to line up after 7:00pm and staying open, notify the AZ Election Integrity Hotline immediately.

### **ELECTIONEERING ACTIVITY**

- Campaigning/electioneering/solicitation by any person is prohibited within 75 feet of the polling place.
- It is important to note that some polling places are “emergency” locations, which means that electioneering is prohibited, even at the 75ft limit
- Wearing political attire/materials by poll workers or observers, or votes verbally expressing support for a candidate, party or ballot measure is prohibited (within 75 ft of the polling location).

### **PROPER VOTER ASSISTANCE**

- Voters with a physical disability or who do not speak English may receive assistance in completing and casting their ballot.
- Two poll workers (one from each party) or another person chosen by the elector may assist (but not persuade), the voter throughout the voting process. Including curbside voters.

## **VOTER ALREADY CAST BALLOT**

- A voter who has already voted an early or absentee ballot is not entitled to vote a regular ballot on Election Day.

- Unless a polling location has real-time access to voter registration records, a voter who received an absentee or early ballot but who has not yet returned it, will turn the early ballot in and may be able to vote a regular ballot. Voter will provide proof of identification. If a voter who lost or don't remember will be able to vote a regular ballot. However, the first ballot counted negates all other ballot.

### **IMMEDIATELY REPORT ANY INSTANCES OF THE FOLLOWING:**

- Shortage of ballots/malfunctioning ballot printers
- Malfunctioning voter equipment
- Unusually long lines
- Intimidation/coercion/harassment of voters by any person

### **VOTE HARVESTING LAW**

In 2016, Arizona enacted H.B. 2023, now codified at A.R.S 16-1005(H)-(I), which limits who may possess another's early ballot. While this law was challenged in the courts, the Federal Court ruled in favor of the law on September 23, 2016, thereby making this law official and enforceable. H.B. 2023 provides:

- A person who knowingly collects (gain possession or control of) voted or unvoted early ballots from another person is guilty of a class 6 felony. This law does not apply to the following permitted exemptions: an election official, a United States Postal Service worker or any other person who is allowed by law to transmit United States mail is deemed not to have collected an early ballot if the official, worker or other person is engaged in official duties.
- A family member defined as a person who is related to the voter by blood, marriage, adoption, or legal guardianship.
- A household member, defined as a person who resides at the same residence as the voter:
- A caregiver of the voter, defined as a person who provides medical or health care assistance to the voter in a residence, nursing care institution, hospice facility, assisted living center, assisted living facility, assisted living home, residential care institution, adult day health care facility or adult foster care home;
- An election held by a special taxing district formed pursuant to Title 48 for the purpose of protecting or providing services to agricultural lands or crops and that is authorized to conduct elections pursuant to Title 48.

If you see someone dropping off a large number of ballots (i.e. more than three), please immediately inform the Inspector or another member of the Election Board. Please ask the Inspector to fill out an incident report. Additionally, please report the incident to the AzRLA hotline immediately.

**You should NEVER confront the person dropping off the ballots, do anything that might disrupt the orderly conduct of the election, or potentially place you in risk of harm.** If possible, please

take written notes on approximately how many ballots he/she dropped off, the physical characteristics of the person; and if possible - and only while outside of the polling location, get a picture of them or the license plate of their vehicle in the parking lot. It is important to remember that (1) taking photographs/videos within the polling place is strictly forbidden; (2) you never put yourself in a potentially dangerous/risky/harmful situation and (3) that voters do not perceive your actions to be intimidating.

## **BALLOT HARVESTING**

**Also known as Ballot collecting**, is the gathering and submitting of **completed** absentee or mail in voter ballots by third-party individuals, volunteers or workers, rather than submission by voters themselves directly to ballot collection sites. In Arizona it is perfectly legal to carry a Ballot for your immediate family to a drop box or to an early voting site.

It is NOT legal to carry and deliver a box of ballots (or an armload) to a drop box, early voting location, or a Polling Place that have been collected from neighborhoods or from other high occupancy sites.

## **INACTIVE VOTERS**

Prior to the election, the County Recorder has sent several letters to all voters. When these are returned as undeliverable, the Recorder places the voter on a separate list of so-called "inactive voters". These are registered voters, and the statute provides that, if they come to the polling place, they "shall be allowed to vote". If the voter affirms they reside at the same address, they are allowed to cast a regular ballot. However, if their answers show that they have moved within the same precinct, they are to cast a "provisional ballot" (see below), and if they have moved to a different precinct, they are to be sent to their new precinct to vote a provisional ballot there, unless they moved after the close of registration (29 days prior to the election).

## **EARLY BALLOTS**

A voter with a completed early ballot may go to the polling location on Election Day and present an ID. The ballot will then be stamped "ID Verified".

Voters who fail to mail their early ballots early enough to assure that they will arrive at county headquarters in time to be counted (7:00pm on Election Day) may bring them in person (or send them via an "agent" in compliance with the provisions of H.B. 2023) to any polling place in the county. A voter who brings in his/her unmarked early ballot may complete it at the polling place. The ballot will then be stamped "ID Verified". The statute requires early ballots received at the polling place to be deposited inside a secured compartment in the main ballot or in a separate sealed ballot box, which will be transported to County headquarters for processing.

## **VOTER IDENTIFICATION**

Before receiving a ballot, voters must show proof of identity at the polling place. **The information on the proof of identity must match the information in the precinct register in order to vote a regular ballot.** The proof of identity may be (a) one form of identification with the voter's name, address, and photograph (List 1); (b) two different forms of identification with the voter's name and address (List 2); or (c) a combination of the first two (List 3).

**A voter who is unable to show proof of identity will!! receive a conditional provisional ballot (not just a provisional ballot) as described below.**

## **VOTER IDENTIFICATION (continued)**

### **VOTER IDENTIFICATION LIST 1**

Acceptable forms of identification with name, address, and photo (one required) include:

- Valid Arizona driver's license
- Valid Arizona non- operating identification license
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state, or local government issued identification
- (A student ID, credit card, U.S. Military identification without an address, and/or passport are not an acceptable form of identification for List 1)

### **VOTER IDENTIFICATION LIST 2**

Acceptable forms of identification with name and address (two required) include

- Utility bill dated within 90 days of the election
- Bank statement dated within 90 days of the election
- Valid Arizona vehicle registration - Indian census card
- Property tax statement of the voter's residence
- Tribal enrollment card or other form tribal identification
- Vehicle insurance card
- Recorder's Certificate
- Valid United States federal, state, or local government issued identification, including a voter registration card issued by the county recorder
- Any mailing to the elector marked "Official Election Material" with the voter's name and address on it.

### **VOTER IDENTIFICATION LIST 3**

Acceptable combinations of identification include:

- Any valid photo identification from List 1 in which the address does not reasonably match the precinct register accompanied by a non-photo identification from List 2 in which the address does reasonably match the precinct register.
- U.S. Passport without address and one valid item from List 2; or
- U.S. Military identification without address and one valid item from List 2

(A student ID and/or a credit card are not an acceptable form of identification for List 2 or 3)

A voter who identifies himself or herself as a member of a federally recognized Native American tribe and who does not provide the identification described above may receive a **provisional ballot** upon presenting one form of tribal identification that bears the voter's name. A voter who identifies himself or herself as a member of a federally recognized Native American tribe but does not present the identification described above or a form of tribal identification that bears the voter's name shall receive a **conditional provisional ballot**.

## **PROVISIONAL VOTING**

There are several circumstances under which a ballot cast at the polling place must be kept separate and not mixed with other ballots until it can be verified at a county election headquarters.

- A voter shall receive a provisional ballot if:
- The vote has been issued an Early Ballot (see Early Ballot section above),
- The voter's name does not appear on the signature roster or inactive list, and the vote has not moved,
- The voter has moved within the precinct
- The voter has moved into a new precinct within the same county
- The voter has changed his or her name, or
- The voter is challenged at the polling place.

In the counties which require votes be cast at the polling location assigned specifically to the voters voting precinct, will be given a provisional ballot in the wrong polling location.

A voter shall receive a conditional provisional ballot if

- The voter has not provided sufficient identification at the polling location

In order for a conditional provisional ballot to be counted, the voter must provide proof of identification to the county recorder's office by 5:00pm on the fifth business day after the election. conditional provisional ballots and provisional ballots must be kept separate.

## **CHALLENGING PROCEDURE**

As a general rule, we do not challenge voters. If you notice a problem, please let the Inspector know and/or call the AzRL hotline if you cannot resolve the problem immediately. **Do Not challenge a voter or address any voters directly.**

## **GROUNDS FOR CHALLENGING**

- 1) The Voter has Moved.
- 2) That the person is not the person whose name appears on the register.
- 3) That the person is not a qualified registrant under A.R.S. 5 16-101, which requires that he:
  - a. Must be a citizen of the U.S. (This should not be used as a ground for challenging without documentary proof of non-citizenship).

- b. Must be at least 18 years of age.
- c. Must have been a resident of Arizona for twenty-nine days preceding the election.
- d. Must be able to write his name or make his mark, unless prevented from so doing by physical disability.
- e. Must not have been convicted of a treason or a felony, unless restored to civil rights.
- f. Must not have been adjudicated an incapacitated person.

### **OTHER THINGS TO CONSIDER**

- 1) Poll watchers working on the morning shift should be present at a polling place prior to 6:00am to observe the process of setting up the voting equipment and opening the polls. It is also important for poll watchers to be present at 7:00pm when the polls close. Anyone in line to vote at that time should be allowed to cast his or her ballot. Poll watchers may also wish to accompany the ballot boxes as they are transported from the polling places to county headquarters or other designated collection points.
- 2) If any election official intentionally fails or refuses to carry out his duties after you have specifically corrected him or explained the proper procedures, refer him to A.A.R.S, 5 16-1010 and submit a report via the [az.gop/edo](http://az.gop/edo) site or calling the AzRLA Hotline.
- 3) Remember that advisors are available at the AzRLA Hotline which has been provide to you to help you either by phone or in person if necessary. Be sure to call the AzRLA Hotline or submit an incident report at [az.gop/edo](http://az.gop/edo) immediately if you have any questions or problems that you are unable/not equipped to resolve yourself.



## **RESOURCES**

Watch this short and concise BASIC Observer training:

IMPORTANT NOTE: This video is focused on observing at the POLLS and offers basic over view information.

<https://ttv.teachabie.com/p/election-observer-basic-training>

## **QUESTIONS/INCIDENT REPORTING / CONTACTS / POLL OBSERVER REPORT**

### **District Chairman**

Nancy Hawkins

Ph: 520-440-3369

Email: [District3Chair@PinalCounty.org](mailto:District3Chair@PinalCounty.org)

### **Elections (County):**

Dana Lewis / Garrett Glover

Office: 520-866-7575

Email: [garrett.glover@pinal.gov](mailto:garrett.glover@pinal.gov)

### **Recorder (County)**

Dana Lewis

Office: 528-858-4571

Email: [dana.lewis@pinal.gov](mailto:dana.lewis@pinal.gov)(AzRLA)

AZGOP Legal Phone#:

Arizona Republican Layers Association

AzRLA Hotline

AZGOP Incident Report:

<http://azgop/edo/>

**THANK YOU FOR VOLUNTEERING AND EDUCATING YOURSELF ON ELECTION DAY ACTIVITES IN OUR COUNTY.**