

PRECINCT ELECTION OFFICIAL

QUICK REFERENCE GUIDE

FOR MAY 8, 2018

JON HUSTED
Ohio Secretary of State



My  vote
My Right • My Responsibility

(Place County Information Sticker Here)

The information in this guide is the basic information all precinct election officials need to know about Ohio election law and voting. Your board of elections may provide you with additional instructions that are specific to your county's operations.

You should contact your local board of elections office with questions.

Voting Location Manager Duties on Election Day

- Prior to Election Day, go to your polling location so that you know how to get there, can easily locate parking, and so you are familiar with where the voting equipment can be found;
- On Election Day, arrive at the polling location not later than 6:00 a.m., or by the time required by the county board of elections, if earlier;
- Administer the oath of office to other precinct election officials and ensure they take and sign the oath statement, followed by your signing of the oath statement (R.C. 3501.31);
- Formulate a work plan for Election Day, including work assignments, lunch schedules, and break schedules, if your county board of elections has not already done this;
- Review with precinct election officials any special instructions or recent changes to instructions;
- Arrange the polling location and set up the voting machines as directed by the board of elections;
- Break the seal on the election supply containers and confirm that the supplies, including ballots, are the correct supplies for your precinct or polling location;
- Before the polls open on Election Day, on the Official Precinct Voter Registration List to be posted within the polling location, check off all absentee and early provisional ballot voters listed on the Supplemental Absentee List. All absentee and provisional voters should be clearly indicated. The updated copy of the Official Precinct Voter Registration List must be posted throughout the day so that the public can see which registered voters in the precincts within the polling location have voted;
- Post the Official Precinct Voter Registration List at 6:30 a.m. and post updates at 11:00 a.m. and 4:00 p.m. showing who has voted in the precinct. In lieu of the traditional method of marking and posting the copies of the official registration list, it is acceptable for a precinct election official to print from an electronic pollbook a list of only those voters who have voted in that polling location at 11:00 a.m. and again at 4:00 p.m. The general public is permitted to be in the polling location to read and take notes from these lists while the polls are open;
- Officially open and close the polls;
- Administer the oath to any duly appointed observers;
- Ensure that all campaigners and campaign materials are situated 100 feet beyond the entrance to the polling location, as marked by the U.S. flags posted outside the entrance to the polling location (even if you cannot place the flags at 100 feet, the boundary extends to 100 feet) (R.C. 3501.30);
- Complete any necessary chain of custody procedures for voting materials;
- Return the ballots and required voting materials and supplies to the board of elections with a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party; and
- Perform any other duties assigned by your county board of elections.

Precinct Election Official Duties

- Prior to Election Day, go to your polling location so that you know how to get there, can easily locate parking, and so you are familiar with where the voting equipment can be found;
- On Election Day, arrive at the polling location not later than 6:00 a.m., or by the time required by the county board of elections, if earlier;
- Affirm the precinct election officials' oath of office, administered by the voting location manager and sign the oath statement;
- Sign the payroll sheet;
- Conduct the election properly and lawfully;
- Assist in arranging the polling location;

- Assist in opening and closing the polling location;
- Assist voters, as necessary, and in a courteous and respectful manner;
- Know how to properly use the voting machines;
- Ensure the security of the voting machine(s) and all associated materials and supplies;
- Verify and sign forms as needed;
- Ensure that all campaigners and campaign materials are situated 100 feet beyond the entrance to the polling location, as marked by the U.S. flags posted outside the entrance to the polling location (even if you cannot place the flags at 100 feet, the boundary extends to 100 feet);
- Record important information as necessary;
- Post the Official Precinct Voter Registration List for your precinct at 6:30 a.m., 11:00 a.m. and 4:00 p.m.;
- Check voter ID;
- Supervise the use of the Poll Book(s) and check-in voters;
- Make sure voters are correctly issued regular or provisional ballots; and
- Perform any other duties as assigned by the county board of elections.

Desired Precinct Election Official Conduct

Precinct election officials should treat those they interact with in a professional manner, work efficiently and resolve problems so that voters can vote with ease. Precinct election official activity should not distract voters from their business at the polls.

Unacceptable Precinct Election Official Conduct:

- Precinct election officials may not campaign at the polling location or attempt to influence voters or other precinct election officials regarding their vote for or against a candidate or issue;
- Precinct election officials may not wear or disseminate any campaign literature or paraphernalia including, but not limited to, literature, sample ballots, slate cards, campaign badges, campaign clothing or campaign buttons;
- Precinct election officials may not introduce into the polling location, or use during their working time, items that might distract them from managing the polls (i.e., laptops not provided by the board of elections, newspapers, iPods or other music players, cell phones for personal use, radios, televisions, etc.);
- Precinct election officials may not solicit contributions for raffle tickets or sell anything at the polling location, such as baked goods, candy, crafts, etc.;
- Precinct election officials may not place any food or drink on the check-in table, or on or near voting equipment or supplies;
- Precinct election officials may not engage in any other activities identified as illegal or unacceptable according to the board of elections, the Secretary of State, or state or federal law; and
- Precinct election officials may not refuse to enforce election laws, especially the laws that apply to a precinct and/or polling location (R.C. 3501.33, R.C. 3501.35).

Arranging the Polling Location

Precinct Election Officials Work as a Team to Make Sure:

- Precinct election officials can observe voters as they enter the polling location, go through the voting process (but not observe how a voter votes), and the manner in which voters leave the polling location;
- Every step of the voting process is open to a voter's view once he or she enters the polling location (except viewing how another voter votes);
- Voters, including people with disabilities (i.e., using a wheelchair, a walker, crutches, a cane, a scooter, a service animal, a friend's arm, other mobility aids, etc.) can easily get in and out of the polling location, and have access to the check-in table and any voting device;
- Voters can move easily from the check-in table to the place they are to receive their ballot or vote, and to the exit;
- Machines or voting compartments are arranged so that voters can vote privately, to ensure a secret ballot;
- Directional signs are posted so that voters can find the voting area from the main entrance;
- The flags are placed at the entrance (one large flag) and 100 feet from the entrance to the polling location (two small flags);
- All required signs and the Official Precinct Voter Registration List are prominently posted inside the polling location approximately four feet from the floor; and
- Tables and materials are organized efficiently with all necessary voting supplies easily accessible to precinct election officials.

Security at the Polling Location

Necessary Security Procedures:

- Inspect voting machines for physical damage and check tamper-proof/tamper-evident seals, seal numbers, and security wires, making sure the seals and wires have not been changed since the equipment or supplies left the board of elections;
- Maintain control over all voting machines and all associated materials and supplies;
- Ensure that the memory card slot on every voting machine is protected from unauthorized use or tampering before the start of voting and throughout Election Day (if applicable);
- Keep a record, including a tally, of all voters who enter the polling location, and keep a record, including a tally, of all ballots issued, including provisional ballots and soiled or defaced ballots;
- Document any incident that may affect the election results, such as machine problems, voters who signed the Poll Book but left the polling location without voting, delays in opening the polling location, and any other incidents you think could have an impact on the election — especially on tallying the votes or reconciling voting materials, equipment, or supplies;
- Report any suspicious activity in or around the voting machines to the board of elections;
- Complete every form legibly and completely;
- Follow chain of custody procedures for voting materials; and
- Return the correct materials to the board of elections' office or other assigned location on Election Night.

People Allowed in the Polling Location

- An election official;
- A police officer;
- A person reviewing the 6:30 a.m., 11:00 a.m. or 4:00 p.m. list of registered electors, otherwise known as the Official Precinct Voter Registration List;
- A voter;
- A voter's child, who is not yet of voting age;
- A person assisting another person to vote;
- An observer bearing a certificate of appointment; and
- Journalists.

Persons Checking the Official Precinct Voter Registration List

- Any person may enter the polling location for the sole purpose of checking and taking notes from the Official Precinct Voter Registration List that is posted at 6:30 a.m. and updated at 11:00 a.m. and 4:00 p.m. Such persons may not wear any campaigning clothes or accessories and may not interfere with or disrupt the election.
- Such persons may not remove the posted Official Precinct Voter Registration List, and election officials should be careful to place the list in a location that it cannot be removed unnoticed by an election official.

Persons Assisting Voters

- A voter may ask for assistance in marking the ballot because of blindness, disability or illiteracy. Voters who require assistance may have a person of their choice or two precinct election officials – each from a different political party – assist them. The voter may choose anyone he or she wants to provide the assistance, other than the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's union, if any, or any candidate whose name appears on the ballot (R.C. 3505.24).
- Prior to Election Day a voter may designate an attorney-in-fact, who is a person eligible to sign all election-related documents on behalf of the voter. Such signing must be done in the voter's presence. The attorney-in-fact designation is specific to Ohio election law and not a general power of attorney. If such an attorney-in-fact is on file with the board of elections, it is required to be noted in the Poll Book or on the Poll List (R.C. 3501.382(B)(2)).

Observers

- Observers may be appointed by political parties or groups of candidates at least 11 days prior to Election Day to observe the conduct of the election in the polling location.
- Upon arriving at the polling location, a precinct election official must verify the observer's Certificate of Appointment of Observer (Form 215-B, Form 216-B or Form 220) and administer an oath to the observer.
- Observers are allowed to be in the polling location before, during, and after hours of voting.
- Observers are permitted to move freely about the polling location to the extent that they do not engage in prohibited activity. They are not permitted to observe at precincts to which they are not duly appointed.
- Observers may use electronic or communication devices or any audio/visual recording device as long as they do not impede, interfere with, or disrupt an election, or in any way intimidate a voter, risk violating the secrecy of the ballot or voter privacy. Observers using a cellular or digital telephone, walkie-talkie, or any other wired, wireless or satellite audio communication device to discuss the election or a perceived problem with the administration of the election may not do so within the polling location.
 - Observers may use communication devices and audio/video devices in and about the polling location subject to

the following conditions:

- The devices must be set so as to produce no noise (low volume vibration settings are permitted).
 - The devices may not be used to take photographs, videos, or to record or transcribe any conversations inside the polling location (a camera is considered a device for purposes of these instructions).
 - The observer may not have an audible conversation inside the polling location using a communications device or audio/video device.
 - The observer may send and receive text messages, e-mail communications, instant messages and similar other non-verbal, electronic communications using a communications device or audio/video device.
 - The observer may not use the communications device or audio/video device in any manner that creates a disruption or disturbance within the polling location.
- Observers are not permitted to interfere with precinct election officials doing their jobs or otherwise slow down the operation of the polling location, or to interact with voters in a manner that interferes with or disrupts an election. Please contact the board of elections for further clarification and instructions if this situation arises.

Journalists and Media

- The media is granted reasonable access to polling locations during elections. The First Amendment of the U.S. Constitution has been interpreted as allowing this access. However, the presence or activities of the media may not interfere with precinct election officials' activities, interfere with the election or voters as voters exercise their right to vote, and may not intimidate voters or jeopardize the secrecy of a voter's ballot.
- While serving as a precinct election official or voting location manager, your primary responsibility is to lawfully manage your polling location and your focus should be directed to this task. You are encouraged to inform the county board of elections if the media visits your polling location instead of providing an interview to the journalist, if requested.

People not Allowed in the Polling Location

- Pollsters;
- Candidates or campaign workers who are campaigning or electioneering;
- A person(s) collecting signatures for a petition; and
- A person(s) or group distributing food.

Pollsters

Pollsters conducting exit polling are not allowed inside the polling location. They are permitted to be outside the polling location – even within 100 feet of the entrance – but they should not interfere with or disrupt the election, or otherwise violate the law. Further, persons conducting exit polls at a polling location may not wear anything that may be construed as campaigning for or against any candidate or issue on the ballot.

Campaigning

The polling location is a neutral zone. Campaigning is part of the political process but is prohibited within 100 feet of the entrance to a polling location or within 10 feet of voters waiting in line, if the line extends past the 100-foot boundary. Voters must be free to vote without pressure from candidates, campaigns, precinct election officials, or fellow voters – even if those fellow voters are friends or family.

Precinct election officials should not discuss the candidates or election issues among themselves or with voters. Voters themselves should not attempt to promote or oppose a candidate or ballot issue while in the polling location.

Candidates, campaign workers, and other persons entering the polling location must remove or cover all campaign garb

and paraphernalia before entering. A voter who refuses to remove or cover up campaign garb or paraphernalia **must be allowed to vote**, if the voter is entitled to do so (R.C. 3501.33). However, you must report any such incident to the board of elections.

Collecting Signatures Inside a Polling Location

Occasionally, groups may station persons outside of a polling location to gather signatures on a petition. Persons are not permitted to collect signatures inside of a polling location or within the neutral zone outside of the polling location (i.e., within the area marked by the placement of two small U.S. flags). However, there is no prohibition against collecting signatures outside the neutral zone.

Distributing Food and Campaigning Inside a Polling Location

Campaigning, displaying campaign material or distributing food inside of the neutral zone of a polling location is prohibited. However, nothing in Ohio's election laws prohibit a person or entity from campaigning, displaying campaign material, or distributing food outside of the neutral zone of a polling location (i.e., outside of the flags marking the 100-foot barrier or beyond 10 feet from any voter waiting in line to vote, if the line to vote extends beyond the flags). Ohio law prohibits anyone from procuring or offering "money or other valuable thing to or for the use of another, with the intent that it or part thereof shall be used to induce such person to vote or to refrain from voting" (R.C. 3599.01). Food, discounts, and other such inducements are "things of value" for purposes of the election law statutes on bribery.

Problems With Conduct at a Polling Location

Precinct election officials must contact the board office or the appropriate law enforcement official immediately if they experience a problem with the conduct of any person at a polling location.

Challenging Voters

On Election Day, voters may be challenged at the check-in-table ONLY by a precinct election official or the voting location manager and only for the following reasons:

- The voter is not a resident of the precinct;
- The voter is not a resident of Ohio;
- The voter is not a U.S. citizen;
- The voter is not of legal voting age; or
- In Partisan Primary Elections Only:

If a precinct election official has personal knowledge that a voter is not affiliated with or a member of the political party whose ballot he or she has requested, the precinct election official may challenge the voter and ask the voter to complete the Statement of Person Challenged as to Party Affiliation (Form 10-W or 10-X).

Personal knowledge requires more than just a notation of party affiliation in a board record such as a poll book.

You must not rely solely on information contained in the poll book to challenge an elector's party affiliation.

Such challenges will be rare, and a voter is required to complete Form 10-W or Form 10-X only if he or she is challenged.

If the challenged voter completes the Statement of Person Challenged as to Party Affiliation (Form 10-W or 10-X), then the voter's choice of ballot is added in the Poll Book by marking the appropriate political party whose ballot was requested by the voter. The voter is then given a regular ballot or appropriate ballot permission slip or device for the political party ballot of his or her choice.

If the challenged voter refuses to complete the Statement of Person Challenged as to Party Affiliation (Form 10-W or 10-X), then the voter is then given the provisional ballot for the voter's choice of political party.

If challenged by a precinct election official for one of the first four reasons above, the prospective voter should complete

the Affidavit-Oath-Examination of Person Challenged (Form 10-U).

- If the voter completes the Form 10-U and a majority of the precinct election officials is able to determine that the voter is eligible to cast a ballot, the voter must be given a regular ballot.
- If the voter refuses to complete the Affidavit-Oath-Examination of Person Challenged (Form 10-U), the voter must vote a provisional ballot and the precinct election official will need to make a note as instructed by the board of elections (i.e., Problems and Corrections document, Precinct Election Official Notes, etc.).
- If a majority of the precinct election officials is unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide a provisional ballot to the person.

Voter Identification Requirements

Types of Valid ID

There are several types of valid ID.

1. **Photo ID:** Any document issued by the U.S. government or the State of Ohio that meets ALL the following criteria is an acceptable photo identification:
 - An expiration date that has not passed;
 - A photograph of the voter;
 - The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Poll Book; and
 - The voter's current address which must substantially conform to the voter's address as it appears in the Poll List or in the Poll Book **UNLESS** the ID is an **Ohio driver's license or state ID card**.

NOTE: An Ohio driver's license or state ID card with an old address IS ACCEPTABLE as a valid form of identification necessary to cast a regular ballot when the voter's current address is printed in the Poll Book.

If the voter changed his or her name and provides proof of the legal name change, completes and signs Form 10-L, and is registered within the precinct, the voter's name as it appears on the photo ID may or may not be the voter's reported change of name.

2. **Military ID:** Valid military identification cards or copies of such cards must be accepted whether or not they contain a name or address. However, this form of ID must still allow a precinct election official to determine that it is the military ID card of the person who is presenting it for the purpose of voting.
3. **Utility Bill:** Must contain correct name and current address of the voter.
 - A bill is a statement of fees owed and/or paid for services.
 - A utility bill includes, but is not limited to, water, sewer, electric, heating, cable, internet, telephone and cellular telephone services.
 - The bill may be a printout of an electronically transmitted statement for services owed, paid, or a regular paper copy.
 - The name and address on the bill must conform to the voter's information as it appears in the Poll List or in the Poll Book.
 - The utility bill must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.

Remember: A voter who moves within the precinct (and completes a Voter Registration Form) or provides proof of legal name change (and completes Form 10-L) votes a regular ballot.

4. **Bank Statement:** Must contain correct name and current address of the voter.
 - A bank statement includes, but is not limited to, a statement from any financial or brokerage institution.

- The bank statement may be a printout of an electronically transmitted statement or a regular paper copy.
- The name and address on the statement must conform to the voter's information as it appears in the Poll List or in the Poll Book.
- The bank statement must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.

Remember: A voter who moves within the precinct (and completes a Voter Registration Form) or provides proof of legal name change (and completes Form 10-L) votes a regular ballot.

5. **Government Check:** Must contain correct name and current address of voter.
- A government check includes, but is not limited to, a paycheck, check stub or receipt provided for direct deposit of funds issued by any level of government (known as "political subdivision") in Ohio, or for any other state, or the United States government.
 - The document may be a printout of an electronically transmitted statement or a regular paper copy.
 - The name and address on the check must conform to the voter's information as it appears in the Poll List or in the Poll Book.
 - The government check must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.

Remember: A voter who moves within the precinct (and completes a Voter Registration Form) or provides proof of legal name change (and completes Form 10-L) votes a regular ballot.

6. **Paycheck:** Must contain correct name and current address of voter.
- A paycheck includes, but is not limited to, a paycheck, check stub or receipt provided for the direct deposit of wages or earnings from any public or private employer.
 - The paycheck may be a printout of an electronically transmitted statement or a regular paper copy.
 - The name and address on the paycheck must conform to the voter's information as it appears in the Poll List or in the Poll Book.
 - The paycheck must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.

Remember: A voter who moves within the precinct (and completes a Voter Registration Form) or provides proof of legal name change (and completes Form 10-L) votes a regular ballot.

7. **Other Government Document:** Must contain correct name and current address of voter.
- Other government documents are acceptable forms of voter identification. A government document is a document that is issued by a government office, which includes any local (city, county, township and village government), state or federal government office, branch, agency, department, division or similar component, including a board, commission, public college or university or public community college, whether or not in Ohio. Examples of government documents include, but are not limited to, letters, tax bills, licenses, notices, court papers, grade reports and transcripts.
 - The name and address on the government document must conform to the voter's name as it appears in the Poll List or in the Poll Book.
 - The document must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.

Remember: A voter who moves within the precinct (and completes a Voter Registration Form) or provides proof of legal name change (and completes Form 10-L) votes a regular ballot.

Prohibited Types of ID

Ohio law prohibits the following forms of ID to be accepted by precinct election officials:

- Driver's license or photo identification card issued by a state other than Ohio;
- Social Security card;
- Passport;
- Birth certificate, unless voter still lives at the house where he or she resided at birth, and the birth certificate contains that home address, in which case this is acceptable as an other government document;
- Insurance card; or
- Any registration acknowledgment notice from the county board of elections.

Determining Type of Ballot

Regular Ballots

Voters who meet ALL of the following criteria must be provided a **regular** ballot:

- The voter's name and address are correctly listed in the Poll Book; and
- The voter provides valid ID.
- If the voter changed his or her name and provides proof of the legal name change (e.g., a marriage license, a court order that includes the voter's current and prior names, or other proof of legal name change that includes both the voter's former and current name), the voter may complete and sign a Notice of Change of Name (Form 10-L) and cast a regular ballot, as long as the voter is registered to vote in that precinct. The voter's form of identification provided may or may not contain the voter's reported change of name.

NOTE: If the voter changed his or her name and does not have proof of the legal name change, he or she must cast a provisional ballot.

In addition, a voter who has moved within the precinct may vote a regular ballot. He or she must also complete a Voter Registration Form in order to change his or her address in the county's voter files.

Provisional Ballots

Provisional ballots are ballots that are used by voters whose voter registration information is not up to date, whose identities cannot be verified by required identification (see Voter ID Requirements Section) or in situations where there is a question about a voter's eligibility to vote on Election Day in your precinct or in a precinct within the polling location. The law provides specific situations where a provisional ballot must be issued.

Reasons for Issuing a Provisional Ballot

A voter meets **ONE** or **MORE** of the following criteria, the voter must be provided a **provisional ballot**:

- The voter's name does not appear in the Poll Book or the Supplemental Voter List;
- The voter does not provide or is unable to provide proper or valid ID;
- The voter is marked (flagged) absentee or provisional in the Poll Book, which indicates the voter may have already received a ballot before Election Day;
- The voter is marked (flagged) in the Poll Book because a Notice of Registration Acknowledgment Notice (Form 10-J) sent to the voter was returned as undeliverable;
- The voter has changed his or her name and did not provide proof of a legal name change and complete Form 10-L;
- The voter has moved from one Ohio precinct to another without updating his or her voter registration by the

registration deadline (30 days prior to the election);

- The voter has changed his or her name and moved from one Ohio precinct to another without updating his or her voter registration by the registration deadline (30 days prior to the election);
- The voter's eligibility to cast a ballot has been challenged by the precinct election officials and the voter refused to complete the Affidavit-Oath-Examination of Person Challenged (Form 10-U);
- The voter's signature, in the opinion of the majority of all four precinct election officials, does not substantially conform to the signature in the Poll Book; and/or
- The voter is marked (flagged) that he or she was challenged before the election and the hearing was postponed until after the day of the election.

Directing Voters to the Correct Precinct

If the voter's address is outside of your precinct or any other precinct within the polling location, use the County Street Directory to determine the correct precinct, direct the voter to the correct precinct or polling location using the Precinct Voting Location Guide, explain to the voter that a provisional ballot cast in the wrong precinct cannot be counted, and provide the voter with the telephone number of the board of elections in case the individual has questions

(R.C. 3505.181 (C)(1)). Precinct Election Officials may also be trained to use the Electronic Poll Book to provide polling location information and other information to the voter.

If the voter insists on voting in the wrong precinct after being directed to the correct precinct or polling location, the voter must cast a provisional ballot. If the voter is in the correct polling location but the wrong precinct and insists on voting in the wrong precinct, the precinct election official must complete the Provisional Voter Precinct Verification (Form 12-D) and attach it to the voter's provisional ballot envelope. This form demonstrates that the precinct election official directed the voter to the correct precinct and that the voter refused to go there to vote.

Processing Provisional Voters

Important: Before providing a voter with a provisional ballot, make sure that the voter's address is in your polling location. If not, you must direct the voter to the correct precinct and polling location.

Step 1. Provide the voter with an Identification Envelope - Provisional Ballot Affirmation (Form 12-B), along with the correct ballot for the voter's precinct, based on the voter's residence address.

Step 2. The voter must complete the Provisional Ballot Affirmation (Form 12-B). In order to be eligible to be counted, a provisional ballot affirmation must include the voter's printed name, valid signature, date of birth, current address, and acceptable identification.

NOTE: The completed Identification Envelope - Provisional Ballot Affirmation (Form 12-B) - will serve as a voter registration update form for the provisional voter so that the voter's residential address will be printed in the Poll Book for future elections.

Step 3. Provide to each provisional voter a copy of the Provisional Ballot Notice (Form 12-H) when the voter casts the provisional ballot.

Step 4. After the voter has marked his or her ballot, the voter must place the voted ballot inside the Identification Envelope – Provisional Ballot Affirmation (Form 12-B). The voter must then place the envelope containing the voted ballot in a secure ballot box or bag provided by the board of elections.

NOTE: Under no circumstances shall a provisional ballot be placed into a precinct count optical scanner used by voters to cast regular ballots.

Processing Voters

NOTE: The use of the term Poll Book can be effectively replaced with an Electronic Poll Book or printed Poll Book.

Step 1. Greet the voter and ask the voter to state his or her name.

Step 2. Locate the voter's name in the Poll Book.

- **Name Matches**

Continue to step 3.

- **Name Different – Same Precinct**

If it was determined by researching the Poll Book that the voter's name has changed and the voter is still residing in the same precinct, the voter is eligible to receive a regular ballot if the voter has proof of the legal name change and completes Form 10-L. Continue to step 3.

Important: If the voter changed his or her name and provides proof of the legal name change (e.g., a marriage license, a court order that includes the voter's current and prior names, or other proof of legal name change that includes both the voter's former and current name), the voter may complete and sign a Notice of Change of Name (Form 10-L) and cast a **regular ballot**, as long as the voter is registered to vote in that precinct.

The voter's form of identification provided may or may not contain the voter's reported change of name.

However, if the voter changed his or her name and does not have proof of the legal name change, he or she must cast a provisional ballot.

- **Name Not Found**

If the voter's name was **not** located in the Poll Book after performing a secondary search (see below), use the address information provided by the voter to direct the voter to the proper location to cast his or her ballot.

Electronic Poll Book Searches

If you scan or swipe a driver's license or state identification card to locate the voter's name in the Electronic Poll Book and the name is not located, perform a secondary, manual search to locate the voter. For example, typing in the first few characters of the voter's last name and/or house number should populate a list that can be used to determine if and where the voter is registered to vote.

Supplemental Voter Lists

If, at the time the Electronic Poll Books are loaded with data or at the time the paper Poll Book is printed, a complete list of eligible voters is not available, the board of elections might produce a Supplemental Voter List. If the board of elections provided you with a Supplemental Voter List, you must reference the Supplemental Voter List in addition to the Poll Book when searching for a voter's name.

Step 3. Ask the voter to state his or her current address and compare the address provided to the address listed in the Poll Book next to the voter's name.

- **Address Matches**

Continue to step 4.

- **Address Different – Same Precinct**

If the address provided by the voter is different than the address listed in the Poll Book, determine if the address provided by the voter is still within the precinct in which he or she is registered to vote. If the voter's address is within the same precinct, continue to step 4.

Important: A voter who has moved **within the same precinct** may vote a regular ballot. Voters who move within the same precinct must be provided with a voter registration update form to complete.

- **Address Different – Same County, Different Precinct**

If the address provided by the voter is in a different precinct within the county, determine where the voter should be directed to cast a ballot. **Refer to the "Directing Voters to the Correct Precinct and Polling Location" section below.**

- **Address Different – Different County in Ohio**

If the address provided by the voter is in a different county, direct the voter to contact the board of elections in that county for more information (a list of county board of elections phone numbers may be found inside the cover of this Quick Reference Guide).

Step 4. Ask the voter to provide a valid form of ID. Refer to the Voter ID Requirements Section for more information.

- **Valid Form of ID**

Continue to step 5.

If the voter does not have a valid form of identification, **you must provide the voter with a provisional ballot.**

Step 5. Check for flags, marks, or notations in the Poll Book which instruct precinct election officials to provide the voter with a provisional ballot. If the voter's name is flagged or marked in the Poll Book, you must provide the voter with a provisional ballot.

If there are no notations or instructions which instruct precinct election officials to provide a provisional ballot, **continue to step 6.**

Reasons for Notations

- The voter was challenged before the election, a hearing was held, and the challenge was found by the board of elections to have merit.
- The voter is marked (flagged) absentee or provisional in the Poll Book, which indicates the voter may have already received a ballot before Election Day.
- The voter is marked (flagged) in the Poll Book because a Notice of Registration Acknowledgment Notice (Form 10-J) sent to the voter was returned as undeliverable.

Step 6. Ask the voter to sign the Poll Book. Compare the voter's signature with the signature provided in the Poll Book.

- **Signature Matches the Signature in Poll Book**

If the signature provided by the voter matches the signature already on file in the Poll Book, **continue to step 7.**

- **Voter Cannot Sign – Has Assistive Technology or Signature Stamp**

Generally, signing or affixing a signature to an election-related document requires a person's written, cursive-style legal mark written in that person's own hand. However, a voter with a disability may personally affix his or her signature through the use of a reasonable accommodation, including the use of assistive technology or an augmentative device such as a signature stamp. A voter using assistive technology or an augmentative device may affix his or her signature in the backup paper Poll Book.

Continue to step 7.

- **Voter Cannot Sign – Has Attorney-in-Fact on File with Board of Elections**

If the voter has an attorney-in-fact designation on file with the board of elections, the voter can have his or her attorney-in-fact sign the voter's name for him or her in the presence and at the direction of the voter. In order to have an attorney-in-fact, the voter must have completed and filed the correct forms with the county board of elections before Election Day (Form 10-F or Form 10-G). If that voter has an attorney-in-fact on file with the board of elections, the attorney-in-fact's signature will be on file, and it will be noted in the Electronic Poll Book or Poll Book or on the Poll List. The voter must have his or her attorney-in-fact accompany him or her to the polling location. The attorney-in-fact should be allowed to sign the voter's name in the Poll Book, in the presence and at the direction of the voter. The signature of the attorney-in-fact should be examined, and if it matches the attorney-in-fact's signature already on file in the Poll Book (R.C. 3505.18(B)), **continue to step 7.**

NOTE: An attorney-in-fact is different from a power of attorney. In order for a person with power of attorney to sign election forms for another person, a valid appointment as an attorney-in-fact must be on file with the county board of elections.

- **Voter Cannot Sign – Voter is Able to Provide Legal Mark**

If the voter is able, he or she should make his or her legal mark, such as an “X,” on the signature line in the Poll Book. A precinct election official shall record the name of the elector at the proper place in the Poll Book following the elector’s mark.

The precinct election official shall attest to the making of the mark by signing the precinct election official’s name on the Poll List or Poll Book as a witness to the mark (R.C.3505.18(B)). **Continue to step 7.**

- **Signature Does Not Match**

If, in the opinion of the majority of four precinct officials, the signature does not substantially conform to the signature in the Poll Book, **the voter must vote a provisional ballot.**

Step 7. Provide the voter with a regular ballot or the appropriate ballot permission slip or device for the correct ballot for the voter’s precinct, based on the voter’s residence address and direct the voter to the proper voting booth or voting machine.

If a voter is unable to mark his or her ballot, the voter has the following options:

- The voter may use the voting machine that is accessible for individuals with disabilities.
- Any elector who declares to the voting location manager that the elector is unable to mark the elector’s ballot by reason of blindness, disability or illiteracy may be accompanied into the voting booth and given assistance (R.C. 3505.24). The elector may choose anyone he or she wants to provide the assistance, other than the elector’s employer, an agent of the elector’s employer, or an officer or agent of the elector’s union, if any. Assistance shall not be rendered for causes other than blindness, disability or illiteracy, and no candidate whose name appears on the ballot shall assist any person in marking that person’s ballot (R.C. 3505.24).
- The elector also may request and receive assistance in marking the ballot from two election officials of different political parties (R.C. 3505.24(B)).
- Any person who provides assistance to a voter in marking the ballot is forbidden by law from providing any information on how he or she voted.

Write-In Candidates

The board of elections will provide you with a list of names of candidates and offices that are officially eligible as write-in candidates. These candidates’ names do not appear on the ballot, whether printed or electronic, but voters may request the list and write in names from this list if they choose.

This list is not posted but must be shown to voters if they request to see it.

Time Limits

The permissible time limit for a voter to occupy a voting compartment or use a voting machine is 10 minutes. However, a voter should be given a reasonable amount of time to mark and check his or her ballot. The 10-minute time limit does not apply to any voter with a disability requiring the use of an accessible voting machine.

If a voter seems to be taking an unusually long period of time while in the voting compartment, two precinct election officials of different political parties may inquire, in a polite and professional manner, if the voter requires assistance.

Replacement Ballots

The following applies to paper ballots only:

- If a voter tears, soils, defaces, or erroneously marks a ballot, the voter may return it to a precinct election official and a second ballot must be issued to the voter. Before a voter turns in a torn, soiled, defaced, or erroneously marked ballot, the voter must fold it to conceal any marks the voter made.
- If the voter tears, soils, defaces, or erroneously marks a second ballot, the voter may return it to the precinct election official and a third ballot must be issued to the voter. In no case may more than three ballots be issued to a voter.
- When you receive a returned torn, soiled, defaced, or erroneously marked ballot, write “Defaced” on the back of the ballot and place the stub and the ballot in the separate containers provided by your board of elections for that purpose.
- No voter voting a paper ballot may leave the polling location until he or she returns to a precinct election official every ballot issued to him or her, regardless of whether or not the voter has made any marks on the ballot.

Officially Closing the Polls

At 7:30 p.m., the official closing time, one precinct election official should loudly declare, “The polls are closed!” If people are waiting to vote at closing time, they must be permitted to vote. To accommodate voters waiting in line:

- Move the line inside the locked door of the polling location, if possible; or
- Place a precinct election official after the last person who is in line at 7:30 p.m. to prevent additional people from joining the line.

Court Orders

If there is a court order to keep your polling location open past 7:30 p.m., you will need to know who the last person in line was at 7:30 p.m. You must then make sure of the following:

- Voters who were already in line at 7:30 p.m. get to vote a regular ballot.
- All voters who arrive at the polling location to vote between 7:30 p.m. and the court ordered closing of the polling location vote a provisional ballot.
- These provisional ballots must be kept separate from other provisional ballots voted during the regular voting hours in case the court decision is later overturned. Note on each Identification Envelope — Provisional Ballot Affirmation (Form 12-B) that the provisional ballot was cast after 7:30 p.m. pursuant to a court order. To do so, write “After Close of Polls by Order of the Court” on the provisional envelope.

After the Voters Have Left the Polling Location

To properly close the polling location, all the following tasks must be completed:

- Record or count and record the total number of regular ballots voted (per local BOE instructions).
- Count and record the total number of paper provisional ballots cast by voters who arrived between 6:30 a.m. and 7:30 p.m.
- **In case of a court order only**, count and record the total number of provisional paper ballots cast by voters who arrived after 7:30 p.m.
- Count and record the total number of soiled or defaced paper ballots.
- Count and record the total number of unused paper ballots.
- Count and record the total number of signatures in the Poll Book. The PEOs must follow the instructions provided by the board of elections for recording the number of signatures.
- Post precinct results at the polling location as directed by the board of elections.

- Record all ballot statistics (e.g., regular, provisional, soiled and defaced, unused) on the Balance/Reconciliation Sheet provided by the board of elections.
- Double-check ballot statistics, and sign the Closing Certificate and Election Day Balance/Reconciliation Sheet.
- Bring in the flags and take down signs inside and outside the polling location.
- Close out and pack up the voting equipment following the directions provided by your board of elections.
- Securely pack ballots and supplies and immediately return them to the board of elections, or your designated drop-off location.

Transportation of Ballots

The ballots, all required voting materials and supplies must be transported to the board of elections by a voting location manager with a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the voting location manager. Please also refer to specific transport instructions provided by your board of elections for more details.

Accessibility for Voters With Disabilities

Provisions of the Americans with Disabilities Act, the Help America Vote Act, and Ohio law all require that voters with disabilities have access to polling locations. The board of elections verified the accessibility of the voting location for voters with disabilities before selecting it as a polling location.

To do your part to help ensure voters with disabilities can access the polling location, travel the route from the accessible parking space(s), through the accessible entrance, and all the way inside the polling location to make sure there are no barriers for people with disabilities. Specifically, check for the following:

- Directional signs are posted guiding voters to the nearest accessible entrance to the polling location;
- If equipment is provided by the board of elections to temporarily mitigate any barrier (e.g. temporary parking sign(s), cones for designated parking space(s), ramp(s), etc.), check that you have properly set it up, if required by your board of elections; and
- If an alternate/separate entrance is being used specifically for accessibility, ensure that it is unlocked.

Common Barriers to Accessibility

- Lack of designated accessible parking spaces;
- Lack of vertical signage or access aisles at accessible parking spaces;
- Sidewalks without curb-cuts;
- Steps at polling location entrances;
- Thresholds or steps that have an extreme change in height;
- Gravel, grates, or cracks in the sidewalk;
- Heavy interior doors;
- Doors not operable with a closed fist, (i.e., round door knobs, thumb operated handles, etc.);
- Tripping hazards, such as loose mats or unsecured electrical cords; and
- Obstructions that protrude from the wall and are undetectable by a cane or are sitting in a walkway that make maneuvering difficult.

If you find that accessibility is lacking, you should notify the board of elections and be alert that voters with disabilities may need additional assistance in accessing the polling location.

Assisting a Voter With a Disability

Any voter with a disability may receive assistance from a person of their choice or two precinct election officials – each from a different political party. The voter also may choose anyone he or she wants to provide the assistance, other than the voter’s employer, an agent of the voter’s employer, or an officer or agent of the voter’s union, if any, or any candidate whose name appears on the ballot (R.C. 3505.24).

General Guidelines for Communicating With Voters With Disabilities

- Always speak directly to the voter with a disability, not to a companion or an interpreter. Face the voter while speaking clearly, slowly and expressively in a normal tone.
- Offering to shake hands when introduced to people with limited hand use or an artificial limb is acceptable.
- Always identify yourself as a precinct election official.
- If you offer assistance, wait until the offer is accepted, then listen and wait for instructions. If assistance is provided, keep it between you and the voter. As with any other voter, allow his or her voting process to be private.
- Treat adults as adults. Never patronize a voter with a disability.
- Never distract a service animal. They are working.
- Relax. Don’t be embarrassed if you use common expressions such as “See you later” or “Walk over here” when speaking to a person with a disability.

Interacting With Voters Who Have Speech Impairments

- A voter who cannot speak may give a name and address simply by providing identification to the assisting precinct election official, who then reads the name and address out loud.
- If you do not understand something, do not pretend that you do. Ask the voter to repeat what he or she said and then repeat it back.
- Follow the voter’s cues to determine whether speaking, gestures, or writing is the most effective method of communication.
- When speaking, do so calmly, slowly, and directly to the voter. Do not shout. Ask questions that require only short answers or a nod of the head.
- Be patient.

Interacting With Voters Who Are Deaf or Hearing Impaired

- To get the attention of a voter who is deaf, tap him or her on the shoulder or wave your hand.
- Identify who you are (i.e., show your name badge).
- Look directly at the voter when communicating.
- Speak calmly, slowly and directly to the voter. Do not shout or exaggerate. Face the voter at all times.
- In simple and brief interactions like voting, communicating in writing is acceptable.
- If not understood at first, write or rephrase, rather than repeat sentences.

Interacting With Voters Who Are Blind or Visually Impaired

- As soon as you come into contact with the voter, identify yourself and state that you are a precinct election official. Let the voter know when you leave or walk away.
- When giving directions to navigate the voting location, be as specific as possible and indicate obstacles in the path of travel, or offer your elbow and guide the voter. Don’t be uncomfortable using words like “look” or “see.”

- If you are asked to guide a voter who is blind or visually impaired, ask which arm he or she prefers and allow the voter to grasp your arm above the elbow. Don't grab the voter as this will cause the voter to walk a half step behind you.
- After asking, it is appropriate to guide a voter's finger to the signature line on the Poll Book to show the voter where to sign.
- It is neither helpful nor courteous to raise the volume of your voice when addressing a person who is visually impaired, even if you are trying to be helpful.
- Speak directly to the voter and not to a companion that may be assisting the voter.
- Service animals are not pets. Do not distract or pet them.
- Don't be afraid to ask how to be most helpful.

Interacting With Voters Who Have Mobility Impairments

- Make sure that chairs are available for voters with mobility disabilities and/or voters who are elderly, have a serious illness, or are pregnant and cannot stand for a long period of time.
- Do not lean or hang on a person's wheelchair. Consider the device as an extension of the voter's body.
- Place yourself at eye level when speaking with someone in a wheelchair. Try to sit or kneel at the same level as the person in a wheelchair.
- Voters who use canes or crutches need their arms to balance themselves, so never grab a voter's arms or his or her devices.
- Always ask the voter if he or she wants assistance, wait for a response, and then provide the needed assistance as directed.

NOTE: The best advice for assisting a voter with a disability is to do for that person what you would want done for you and to treat that person as you would want to be treated.

Primary Information Reminders

By requesting and voting a political party's ballot, the voter becomes affiliated with that political party. This designation can only be changed by requesting a different political party's ballot at the next partisan primary election.

Make sure to enter into the Poll Book which political party's ballot the voter requests, regardless of whether or not there is a change in party affiliation.

At the end of the day, you will complete the bottom portion of Form 10-X for any pages which may not have been completely filled in earlier in the day.

Issuing a Ballot During a Primary Election

Use the following additional procedures when issuing a ballot as part of "processing voters":

- Ask the voter: Which ballot would you like – a political party ballot or an "issues only" ballot?
- Most voters will know which type of political party ballot they will want. But, if a voter asks, "What are my choices?" then you should explain the political party ballot choices, if any.
- Once the voter indicates his or her choice of ballot (political party or issues only):
 - Record the voter's choice of ballot in the Poll Book by marking either (1) the appropriate political party for the ballot requested by the voter, or (2) that the voter requested an issues only ballot;
 - Give the voter the proper ballot or appropriate ballot permission slip/device; and
 - Direct the voter to the appropriate voting location in the polling place.

17-Year-Old Voters

A 17-year-old registered voter who will be 18 years of age on or before the date of the next general election may vote in a primary election, including for Presidential delegates.

Voters who are 17 years old as of the primary election are **not** permitted to vote on any of the following:

- State Party Central Committee
- County Party Central Committee
- Questions and Issues, such as a school tax levy, charter amendment, or local liquor option.

17-year-old voters will be identified as such in the Poll Book. Before giving the 17-year-old voter his or her ballot or ballot permission slip/device, provide the voter the 17-Year-Old Voter Instruction Sheet.