

POLL WORKER INFORMATION SESSION Details & Special Procedures



Committee of Seventy



LEAGUE OF WOMEN VOTERS[®]
OF PENNSYLVANIA

In Today's Session We Will:

- Review Election Day and **key poll worker tasks**
 - Share **tools** to help you understand your tasks and guide you in your polling place
- Highlight **situations and special procedures** you may encounter

Who can be in a polling place?

Only certain people are permitted in polling places:

- Poll workers
- Poll Watchers
- Voters
- Children of Voters
- Interpreters

Poll Worker v. Poll Watcher

Poll worker

Someone who is paid to carry out essential tasks at the polls on Election Day.

Poll watcher

Someone, appointed by a candidate or party, who observes the election process.

What can poll watchers do?

Poll watchers CAN....

- Make *good-faith* challenges to elector's identity, residence in election district, or voter eligibility
 - Judge of Election determines if the challenge is made in good-faith
 - Discriminatory challenges infringe on Pennsylvanians' right to vote and therefore are unlawful
 - There is a 10 dollar fee for challenges relating to mail-in/absentee ballots
- Enter the voting space, *only when voters are not there*
 - Examine the voting checklist & numbered list of voters
- Keep a list of voters

What are poll watchers prohibited from doing?

Poll watchers CANNOT...

- Enter the voting area when voters are present
- Engage or attempt to influence voters
- Intimidate voters
 - Examples include: blocking door to polling place, asking voters for documentation, videotaping voters
- Electioneer inside polling place or within 10 feet of polling place

Judge of Elections is obligated to remove poll watcher if they engage in prohibited activities.

Language access at the polls

Non-English speakers who are eligible voters must be allowed to vote.

Section 203 of the Voting Rights Act dictates that certain counties must provide voting materials and assistance in multiple languages.

Counties which must provide voting materials and assistance in Spanish:

- Berks County
- Lehigh County
- Philadelphia County

County which must provide voting materials and assistance in Chinese:

- Philadelphia County

Language access at the polls

Voters who may need language assistance can bring someone to help.

Voters can get help as long as the person who helps:

- Is not your employer or union representative
- Is not the judge of elections

Voters may have to sign a declaration stating that they need assistance.

Accessibility for voters with a disability

Voters with a disability are still entitled to vote.

Every polling place is required to have at least one accessible voting station.

Voters with a disability may bring someone to help them vote as long as the person who helps is not:

- Their employer or union representative
- Judge of Election

Voters may have to sign a declaration stating that they need assistance.

Find out [more information](#) about accessibility for voters with a disability.

Outline of Election Day

6:15am POLL WORKERS ARRIVE

6:30am Doors Unlocked

6:30am-7:00am SET UP POLLS

7:00am Polls Open

7:00am-8:00pm VOTING

8:00pm Polls Close

8:00pm-?? TAKE DOWN POLLS

First Task: Set Up Polling Place

Your space will have the following materials...

- The Judge's Box
- Secured voting machines
- Cleaning and disinfecting supplies
- Masks, gloves and other PPE
- Supplies for physical distancing

For setup, you need to...

- Take the Oath of Office
- Unpack supplies and post signage from Judge's Box
- Distribute responsibilities and assign stations
- Set up voting machines
- Establish physical distancing lines and areas (6 ft apart)
- Sanitize surfaces

The Judge's Box

Over 30 things are inside:

- Administrative sheets that require signing by various poll workers
- Signs to be posted
- Supplies for voters and poll workers
- Materials for processing voters

There are a **lot of items** in the Judge's Box and a **limited amount of time** to distribute materials and set up the polling place.

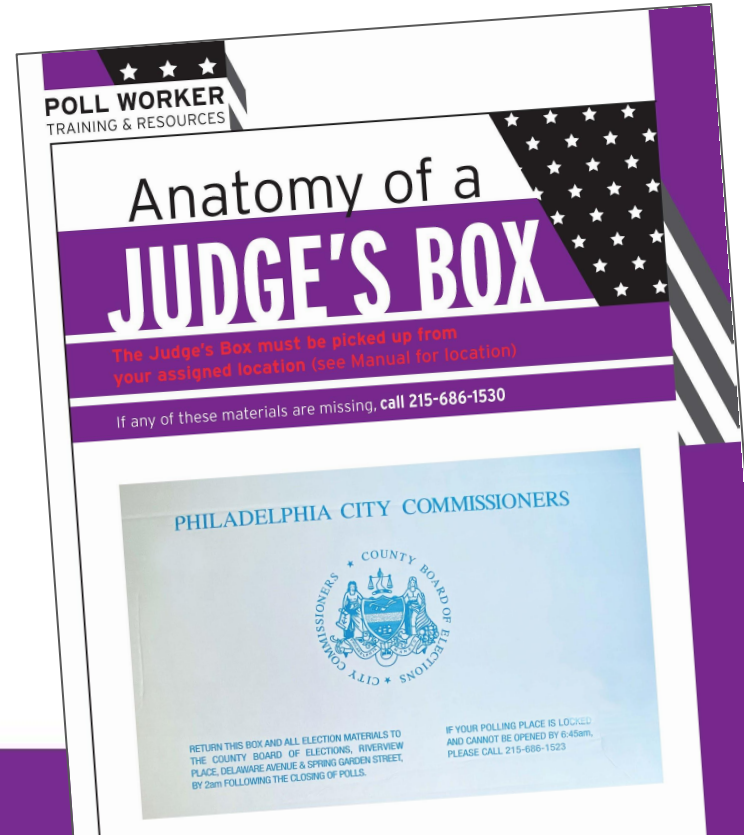
**WHICH BRINGS US
TO OUR FIRST TOOL!**

Tool: Anatomy of a Judge's Box

A 12-page VISUAL GUIDE to the 30+ materials located in the Judge's Box

Uses

- Helps you locate the items you need within the huge collection of items
- Clarifies when you might need each item and what they look like



Tool: Anatomy of a Judge's Box

POLL WORKER
THINGS TO REMEMBER

ANATOMY OF A JUDGE'S BOX

TITLE & ACTION

Draft of Office
Each City Office must be Draft of Office, are shown to and sign the with.
One Draft of Office placed in the No. 2 Envelope and another in the No. 4 Envelope.

Election Day Payroll Sheet
Each City Office fill in form before as indicated.
Signature required.
The names are signed by City Commissioner's Office. The only return by judge of Election Office.
Payroll sheet placed at the end of the day.

Election Payroll Envelope
Place white & yellow copies of Payroll Sheet and Payroll Sheet Card and place in the envelope addressed to City Commissioner's Office.

STAFFING

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POLL WORKER
THINGS TO REMEMBER

ANATOMY OF A JUDGE'S BOX

SIGN TITLE & WHERE TO POST

Signage material envelope
Post all items **BEFORE** polls close.
Envelope includes Draft of Envelope.
Envelopes which signs are placed in envelope.

Sample Ballot
Post inside and outside the polling place.
Both in English and Spanish.

Notice of Prohibitions and Penalties
Post outside the polling place with the City Commissioner's Office.
Responsible for Election Office.
Post on inside envelope with **English title being out.**
Post a second one inside envelope with **Spanish title being out.**

Language Interpretation Services for Voters
Post inside and outside the polling place.
Both in English and Spanish.

SIGNAGE

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POLL WORKER
THINGS TO REMEMBER

ANATOMY OF A JUDGE'S BOX

SIGN TITLE & WHERE TO POST

Language ID Poster
Post inside in polling place.

Language Interpretation Service Instruction Sheet
Post at the table.

Accessible Entrance Sign
Post inside the polling place along with the sign.
This will only be in boxes for locations with a separate ADA-accessible entrance.

Access to the Election Process for People with Disabilities in the City of Philadelphia
Post inside in polling place.
Both in English and Spanish.

SIGNAGE

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POLL WORKER
THINGS TO REMEMBER

ANATOMY OF A JUDGE'S BOX

SIGN TITLE & WHERE TO POST

Plain English/Plain Spanish statements for ballot questions
Post inside and outside the polling place.
Post inside the polling place.

Notice of Voters Rights
Post inside and outside the polling place.
Both in English and Spanish.

Commissioner's Office, please supply photo.

Vote Here/Vote Aquí
Post outside in polling place.

SIGNAGE

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POLL WORKER
THINGS TO REMEMBER

ANATOMY OF A JUDGE'S BOX

DESCRIPTION & ACTION

Supplies

- Place in table
- Envelope in paper slot box
- At least one per each to Civil, Majority, Minority and other
- Use tape to tape edges and put back in Judge's Box when done by end of the night activities
- Black marker for spoiled ballots.

Judge of Elections Book

Description:

- Important phone numbers
- Plan Registration/Forms for
- Questions
- Assistance Packages
- Addresses of Electors
- Voter Slips
- Challenge Affidavits & Forms
- Walk sheets

Action:

- Place Plain English/Spanish customers inside the polling place
- Complete assistance forms as needed
- Water consumption as needed
- Forms if included in the package
- Place 1 Voter stickers on table
- At closing, place table inside and outside envelope.

Voter Slips Box

- Before voting begins, table should be located to registration.
- Operate voter locally Judge, Minority or Majority
- Place table, white voter number and given to poll worker marking the poll book.
- If table is missing from voter in the poll book, table may be placed on an stool.
- Clear table to be voter voters into line No. 2 & 3.
- Place 1 Voter stickers on table.
- Slips with numbers are set aside. Sorted from together and put into the front of box at the end of the night.

REGISTRATION

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Commissioner's Office, please supply photo.

Poll books listing registered voters.

Commissioner's Office, please supply photo.

Supplemental poll book pages.

Commissioner's Office, please supply photo.

Absentee Voters List (if any)
Will be delivered to polls in the morning. Post at the table.
Only will not be under from inside the Ball & Envelope at the end of the night. One table is added into poll book as AB for Absentee and AB for mail in.

List of Voters Yellow Book (No. 2 & No. 4)
Per machine cost ballot, voter voters have party affiliation and Address Number. Order of listing in Ball & Envelope.
Per Provisional Ballot, with the ballot table and "PROV" indicator of number 1 in the back of Ball & Envelope.
All Absentee Ballot (AB) mail in (MI) indicator on the back of each book at the end of the day.
The instruction in these books describe in detail.
All items, place #2 book in the #2 envelope and the #4 book in the #4 envelope.

REGISTRATION

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POLL WORKER
THINGS TO REMEMBER

ANATOMY OF A JUDGE'S BOX

Record of Assisted Voters (2 804d)
Any voter who files out a Declaration of Assistance form must then be listed on the Record of Assisted Voters.

Assistance Declaration form
Assistance declaration forms are in the center of the ballot box. This form goes to all voters who assist with assistance and should then the Assistance Declaration form under the table.
Water reporting assistance, individual providing assistance and judge of Elections completes form prior to voting.
Place in Envelope No. 2 at closing.

Commissioner's Office, please supply photo.

Elector Affirmation form
Elector Affirmation forms are in the Judge of Elections Box.
Water completes an Affirmation of Elector form if indicated in the polling place.

Commissioner's Office, please supply photo.

Discrepancy Sheets
Description in this document.

REGISTRATION

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No. 2 Envelope
To be returned to the City Commissioner's Office at the end of the night.
One Certificate and Card of Office
Record of Assisted Voters
One printed results report from each machine marked with voter ID.
Official Challenge Affidavits of Voters.

No. 4 Envelope
To be given to the **Machine Inspector** at the end of the day.
One Certificate and Card of Office.
One of the printed results report from each machine.
Machine Inspector retains for one year unless notified otherwise by the City Commissioner's Office.

REGISTRATION

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POLL WORKER
THINGS TO REMEMBER

ANATOMY OF A JUDGE'S BOX

Poll site seal envelope
The No. 1 seal envelope from each machine in the envelope is to open from the top.
The seal envelope is to be opened with voter seal and report seal number.
At closing, record the "Voter" seal number, placed into the box and cover seals.
Envelopes goes in Register book at the end of night.

Visual Guide for Machine Open and Close

Key and Election Code Lanyard

Spoiled Ballot Stickers and Return Envelope
If a voter has voted but failed to place the machine, provide them with a "Spoiled Ballot" sticker, then place the spoiled ballot in spoiled ballot envelope.
Spoiled ballot stickers also used for return of machine that has failed to open and close.
Spoiled ballot Envelope is placed in **hopper bag** at the end of the night.

POLLING MACHINE

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Provisional Ballot Materials Envelope D
Containing:
Provisional Ballot (white) (green) (blue)
Provisional Voting Return Certificate C
Provisional Ballot Package containing:
Provisional envelope
Provisional Ballot Assisted Envelope E (green)
Provisional Ballot Return Card (white)
Provisional Ballot Return
Provisional Ballot Return

Procedure for any eligible voter:
Place the completed Provisional Ballot in Envelope C.

REGISTRATION

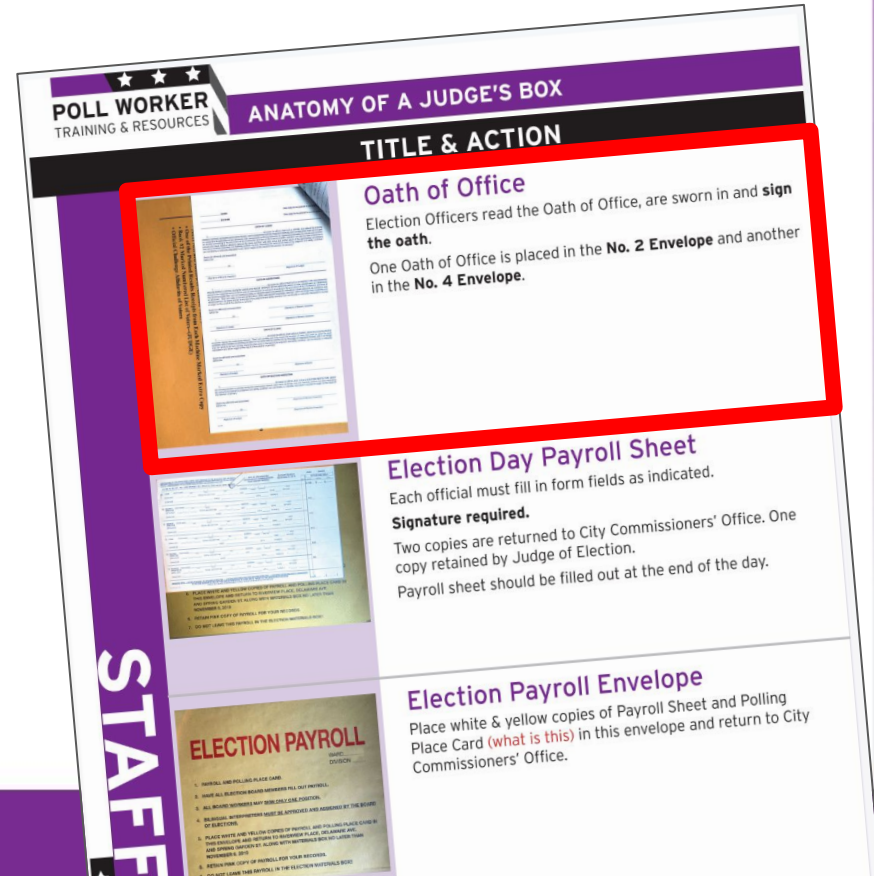
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Tool: Anatomy of a Judge's Box

Oath of Office

The first thing everyone must do is take the Oath of Office.

However this piece of paper may not be on top--you may have to look for it. With this guide, you know what you're looking for.



Tool: Anatomy of a Judge's Box

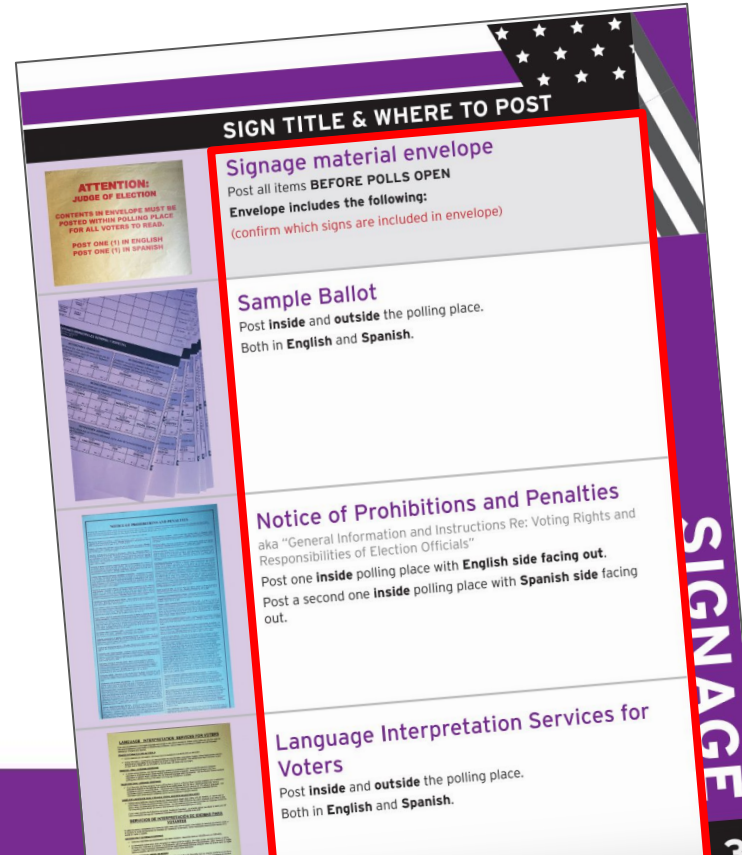
Supplies and Signage

There are many different signs that need to be posted in various locations. The guide ensures you have an exhaustive list of signs and where to place them.

Sign Types

- general voting info signs
- voter rights signs
- language and ADA assistance

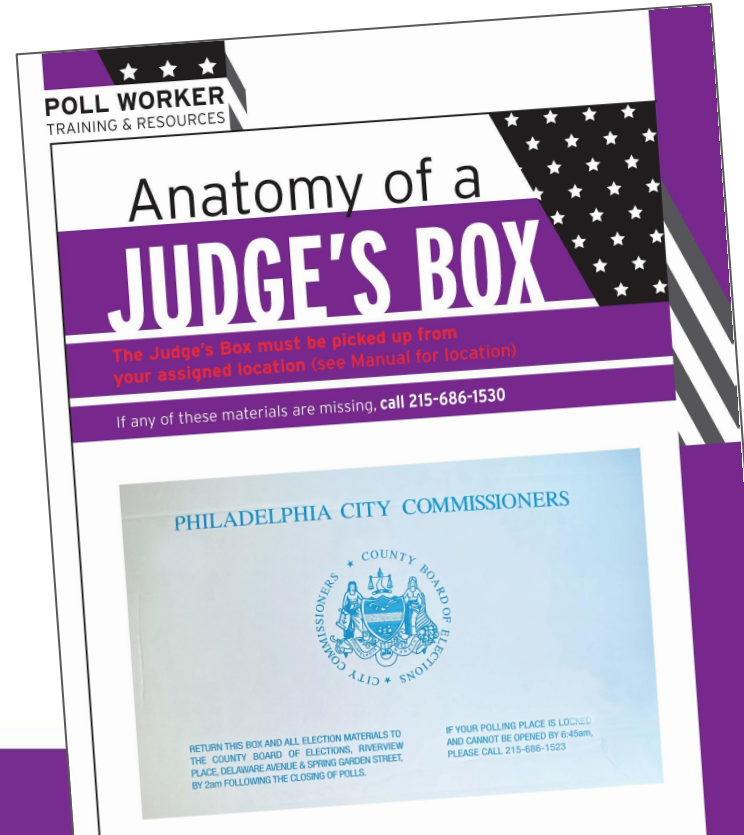
It's helpful to have a few folks work on posting signage immediately.



Tool: Anatomy of a Judge's Box

Takeaways

- Know what's in the Judge's Box so you know what you need from the box.
- Ultimately, the Judge is responsible for the box, but it's helpful if all poll workers know what's in it.
- This is a great check on your knowledge. If you don't know what each item is used for and how to use it, that's a sign to review that material.



Polling Place Stations

The layout of each polling place will differ depending upon the size and dimensions of the space and the number of voters it is designed to handle.

There are **common roles and tasks in each polling place** and specific areas where these are completed.

It's helpful for poll workers to be able to **review the supplies, roles, and procedures** at the different stations and to **quickly access relevant information to make decisions** on Election Day.

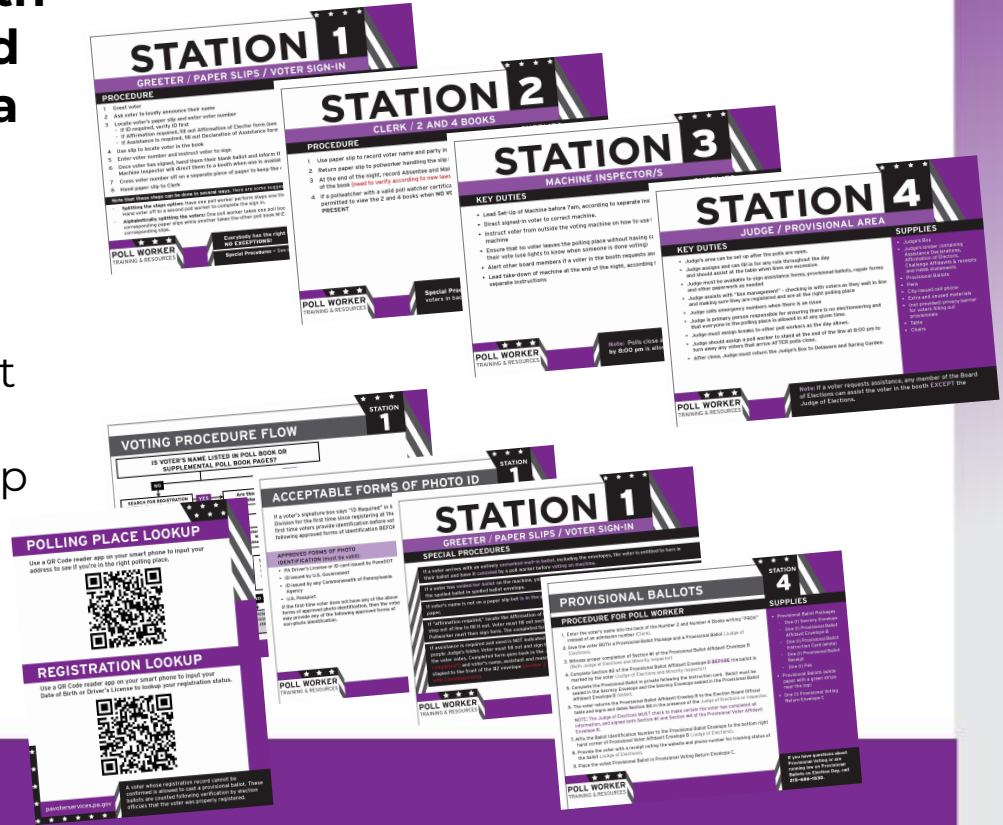
**WHICH BRINGS US
TO OUR NEXT TOOLS!**

Tool: Station Cards and Guides

A series of one-page guides with instructions, key reminders and procedures for each station in a polling place.

Uses

- Review before Election Day to familiarize yourself with different roles and procedures
- Confirm procedures and get help making decisions in key voting situations



POLL WORKER
INFORMATION SESSION

A voter whose registration record cannot be confirmed is deemed a voter in need of additional ballot. These ballots are counted following verification for person-eligible status from the voter and properly registered.

Simplified Process Flow

**STATION
1**

Check In

**STATION
3**

**Machine
Inspector**

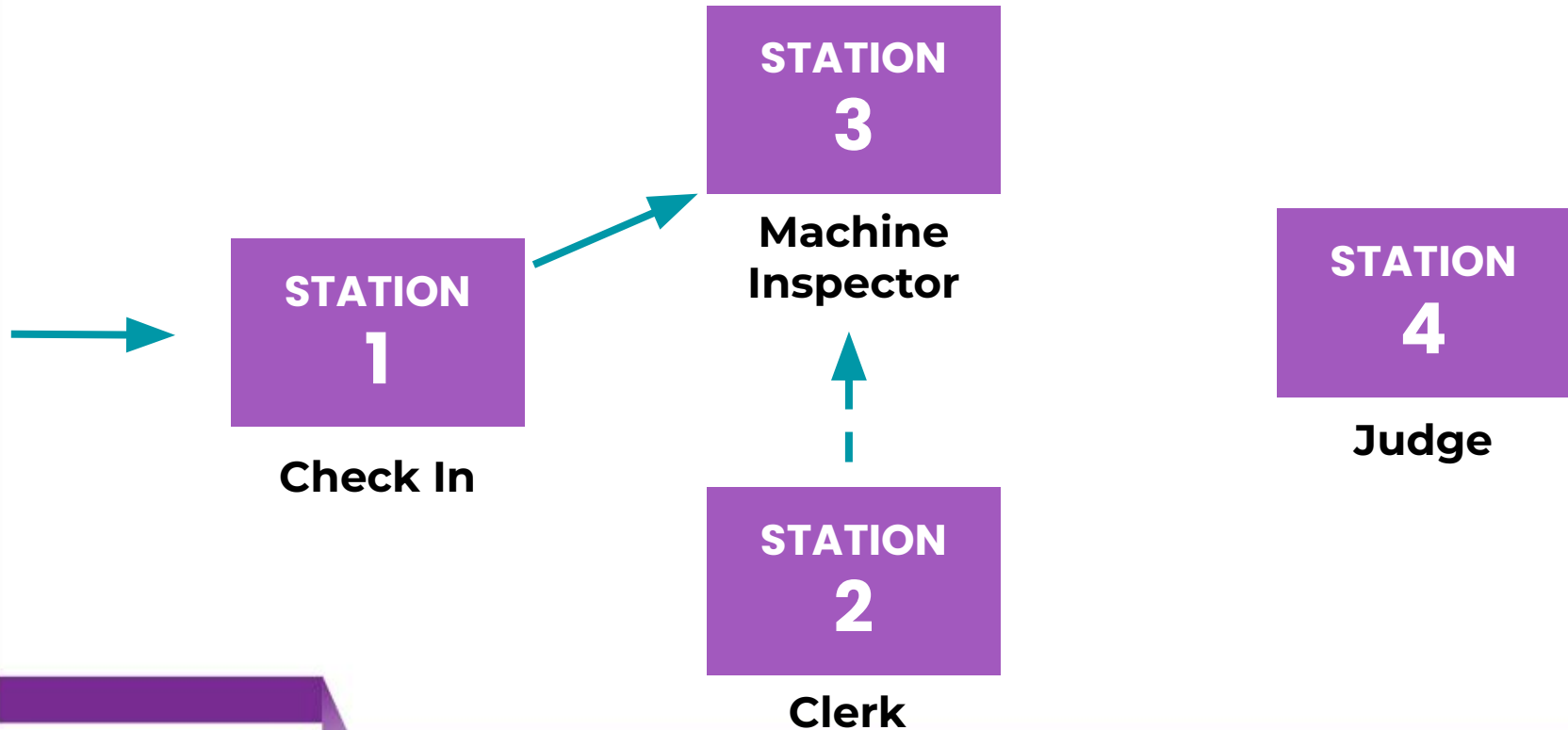
**STATION
2**

Clerk

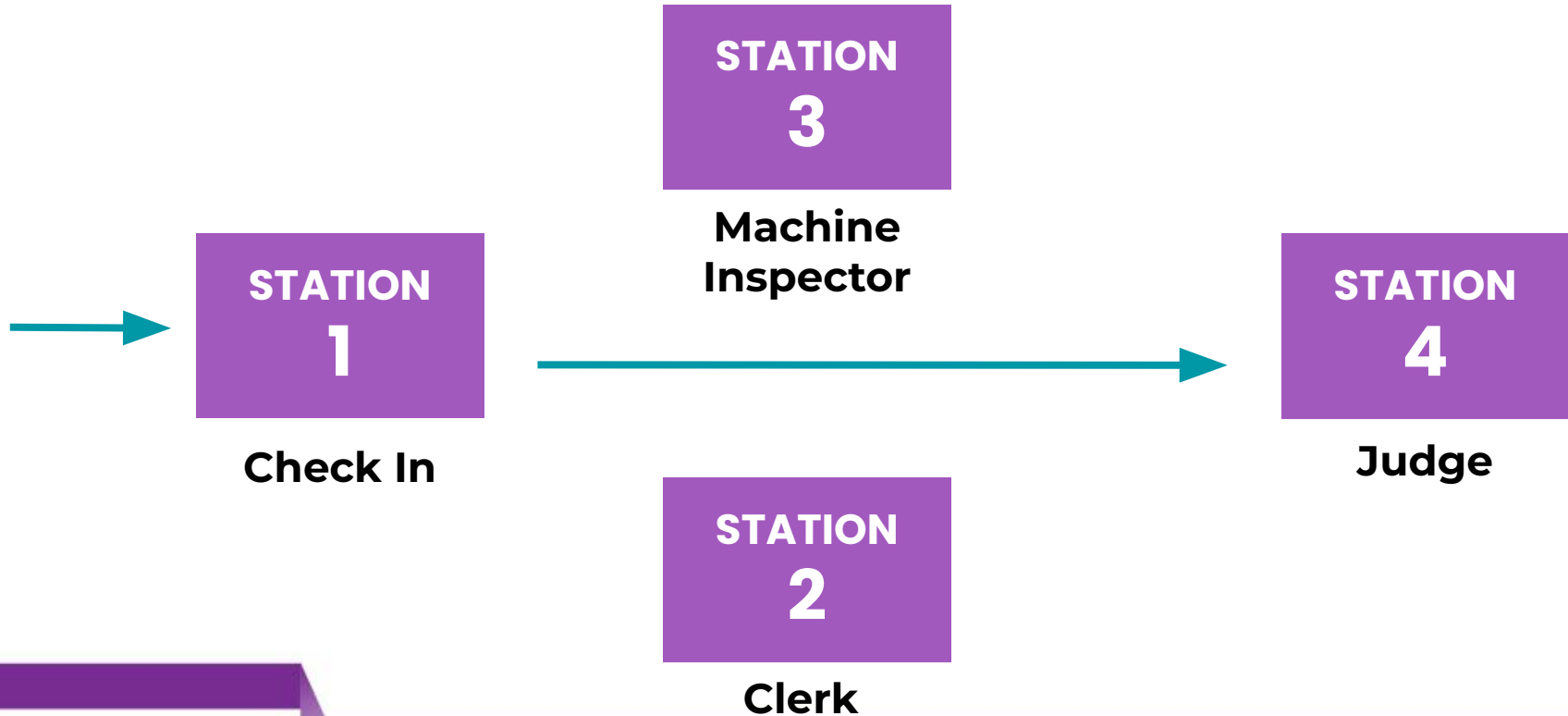
**STATION
4**

Judge

Active Voters: Check In → Voting Machines



Other Voters: Check In → Provisional



Tool: Station Card

A lot happens at Station 1. The following tools help navigate the check in procedures and ensure that all voters can vote either on the machine or provisionally.

Tasks include:

- Check if voter in poll book
- Decide if a voter can vote on the machine or provisionally
- If required, check ID
- Check registration status
- Check if correct polling place

STATION 1
GREETER / PAPER SLIPS / VOTER SIGN-IN

PROCEDURE

- 1 Greet voter
- 2 Ask voter to loudly announce their name
- 3 Locate voter's paper slip and enter voter number
 - If ID required, verify ID first
 - If Affirmation required, fill out Affirmation of Elector form (see side 2)
 - If Assistance is required, fill out Declaration of Assistance form (see side 2)
- 4 Use slip to locate voter in the book
- 5 Enter voter number and instruct voter to sign
- 6 Once voter has signed, hand them their blank ballot and inform them that the Machine Inspector will direct them to a booth when one is available
- 7 Cross voter number off on a separate piece of paper to keep the count
- 8 Hand paper slip to Clerk

Note that these steps can be done in several ways. Here are some suggested options:

- **Splitting the steps option:** Have one poll worker perform steps one through three. Hand voter off to a second poll worker to complete the sign in.
- **Alphabetically splitting the voters:** One poll worker takes one poll book A-L and corresponding paper slips while another takes the other poll book M-Z and corresponding slips.

SUPPLIES

- Card Box w/ slips alphabetized
- Blank paper for tracking voter number
- Pens
- Poll Books
- Supplemental Poll Book Pages
- Mail-In Ballot List
- Blank Ballots
- Map of division boundaries
- QR Codes for voter polling place/ registration lookup
- Smart phone (not provided)
- Spoiled Ballot Stickers
- Spoiled Ballot Envelope
- Accepted forms of ID list
- Affirmation Forms
- Assistance Forms

POLL WORKER
TRAINING & RESOURCES

Everybody has the right to vote on a **PROVISIONAL** ballot.
NO EXCEPTIONS!
Special Procedures - See side 2.

Tool: Voting Procedure Flow

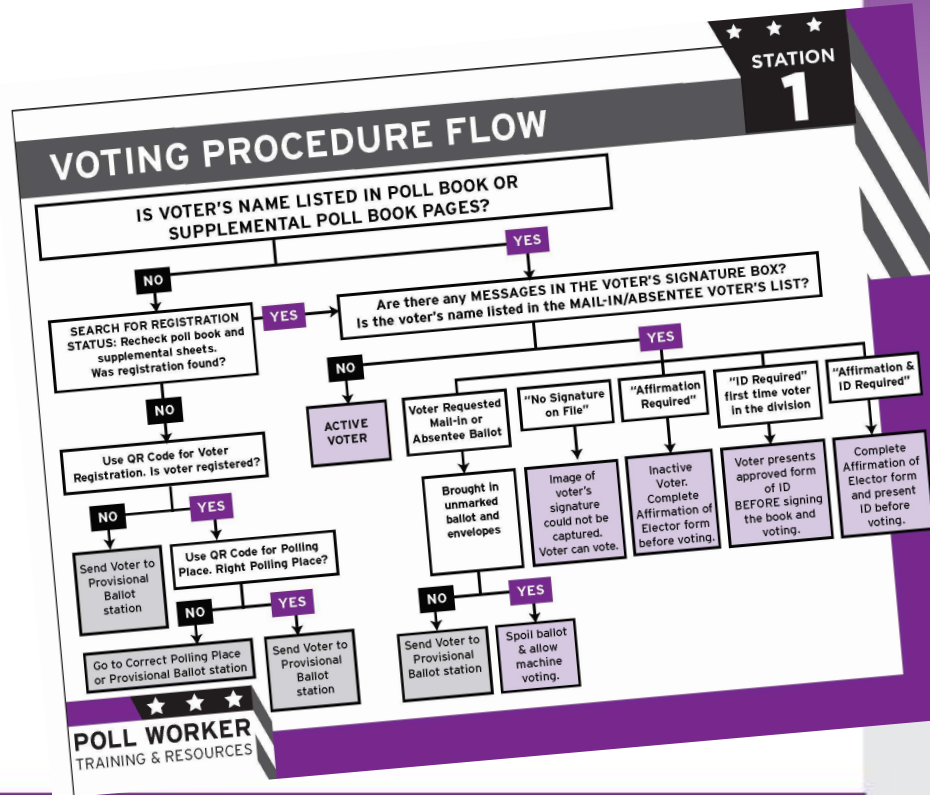
This flowchart is a guide to help you navigate whether or not a voter must complete additional steps before voting

OR

If they must vote provisionally

OR

Directed to their correct polling place



Tool: Station Cards

This guide gives you more details on **special procedures** for situations like:

- Voter arrives with mail-in ballot + outer envelope
- Voter has voided ballot on machine (spoiled ballots)
- Voter in poll book but there is no paper slip
- Affirmation required
- Assistance required

STATION 1
GREETER / PAPER SLIPS / VOTER SIGN-IN
SPECIAL PROCEDURES

If a voter arrives with an entirely unmarked mail-in ballot, including the envelopes, the voter is entitled to turn in their ballot and have it canceled by a poll worker before voting on machine.

If a voter has voided her ballot on the machine, you must provide them with "Spoiled Ballot" sticker, then place the spoiled ballot in spoiled ballot envelope.

If voter's name is not on a paper slip but is in the poll book, poll workers can create a slip for that voter on blank paper.

If "affirmation required," locate the Affirmation of Elector form in the purple Judge's folder and allow voter to step out of line to fill it out. Voter must fill out section A or B then sign section C while a pollworker observes. Pollworker must then sign form. The completed form can be place [I don't know where.]

If assistance is required and need is NOT indicated in the poll book, locate the Assistance Declaration form in purple Judge's folder. Voter must fill out and sign the form. Judge and person assisting voter must sign before the voter votes. Completed form goes back in the Judge's Box [does anyone remember where it goes when completed?] and voter's name, assistant and reason for assistance is entered into the Record of Assistance stapled to the front of the #2 envelope [number 2 or number 4? Form says where to put it, but need to verify with Commissioners].

POLL WORKER
TRAINING & RESOURCES

Tool: Polling Place and Registration Lookup

This tool allows voters to quickly look up (with a smartphone camera) their polling place or if they are registered to vote.

A copy should be at Station 1 and outside a polling place where voters line up.

This will also be available in Spanish & Chinese (in PHL).



Tool: Acceptable Forms of ID

If the voter's signature box says "ID Required":
the person is voting in the Division for the first time and they must provide identification.

Use this guide to determine acceptable forms of ID, both photo and non-photo options

★ ★ ★
STATION 1

ACCEPTABLE FORMS OF PHOTO ID

If a voter's signature box says "ID Required" in light grey, then this person is voting in the Division for the first time since registering at their address. Federal and State laws require that first time voters provide identification before voting. The voter must provide one of the following approved forms of identification BEFORE signing the poll book:

APPROVED FORMS OF PHOTO IDENTIFICATION (must be valid):

- PA Driver's License or ID card issued by PennDOT
- ID issued by U.S. Government
- ID issued by any Commonwealth of Pennsylvania Agency
- U.S. Passport

If the first-time voter does not have any of the above forms of approved photo identification, then the voter may provide any of the following approved forms of non-photo identification.

APPROVED FORMS OF NON-PHOTO IDENTIFICATION (must include the voter's name and address of registration):

- Voter Registration Card issued by the Voter Registration Office
- Non-Photo ID issued by the Commonwealth of Pennsylvania
- Non-Photo ID issued by the U.S. Government
- Current bank statement
- Current utility bill
- Current paycheck
- Government check
- Firearm permit
- U.S. Armed Forces ID
- Student ID
- Employee ID

★ ★ ★
POLL WORKER
TRAINING & RESOURCES

Tool: Station Card

The Machine Inspector:

- Sets up the voting machines
- Directs voters to machines
- Provides instruction from outside the machine
- Ensures no voter accidentally leaves without having completed their vote
- Gets assistance if needed
- Takes down the machine

STATION 3

MACHINE INSPECTOR/S

KEY DUTIES

- Lead Set-Up of Machine before 7am, according to separate instructions
- Direct signed-in voter to correct machine.
- Instruct voter from outside the voting machine on how to use the machine
- Ensure that no voter leaves the polling place without having completed their vote (use lights to know when someone is done voting)
- Alert other board members if a voter in the booth requests assistance
- Lead take-down of machine at the end of the night, according to separate instructions

SUPPLIES

- Pens
- Chair

POLL WORKER
TRAINING & RESOURCES

Note: Polls close at 8:00 pm and anyone already in line by 8:00 pm is allowed to vote.

Tool: Station Card

The judge is involved in many parts of the voting process. It's normal to need to consult the judge many times throughout the day.

If You Aren't the Judge...

- You may need a judge's signature
- You may need a judge's help
- You may need something from the judge's box

If You Are the Judge

- Can be hard to remember all your responsibilities and supplies

STATION 4

JUDGE / PROVISIONAL AREA

KEY DUTIES

- Judge's area can be set up after the polls are open.
- Judge assigns and can fill in for any role throughout the day and should assist at the table when lines are excessive.
- Judge must be available to sign assistance forms, provisional ballots, repair forms and other paperwork as needed
- Judge assists with "line management" - checking in with voters as they wait in line and making sure they are registered and are at the right polling place
- Judge calls emergency numbers when there is an issue
- Judge is primary person responsible for ensuring there is no electioneering and that everyone in the polling place is allowed in at any given time.
- Judge must assign breaks to other poll workers as the day allows.
- Judge should assign a poll worker to stand at the end of the line at 8:00 pm to turn away any voters that arrive AFTER polls close.
- After close, Judge must return the Judge's Box to Delaware and Spring Garden.

SUPPLIES

- Judge's Box
- Judge's binder containing Assistance Declarations, Affirmation of Electors, Challenge Affidavits & receipts and HAVA statements
- Provisional Ballots
- Pens
- City-issued cell phone
- Extra and unused materials
- (not provided) privacy barrier for voters filling out provisionals
- Table
- Chairs

Note: If a voter requests assistance, any member of the Board of Elections can assist the voter in the booth EXCEPT the Judge of Elections.

POLL WORKER
TRAINING & RESOURCES

Scenarios and Special Situations

A few special situations to review before Election Day

Provisional Ballots

**Spoiling Ballots
(Mail-in, Absentee,
Machine)**

Affirmation Required

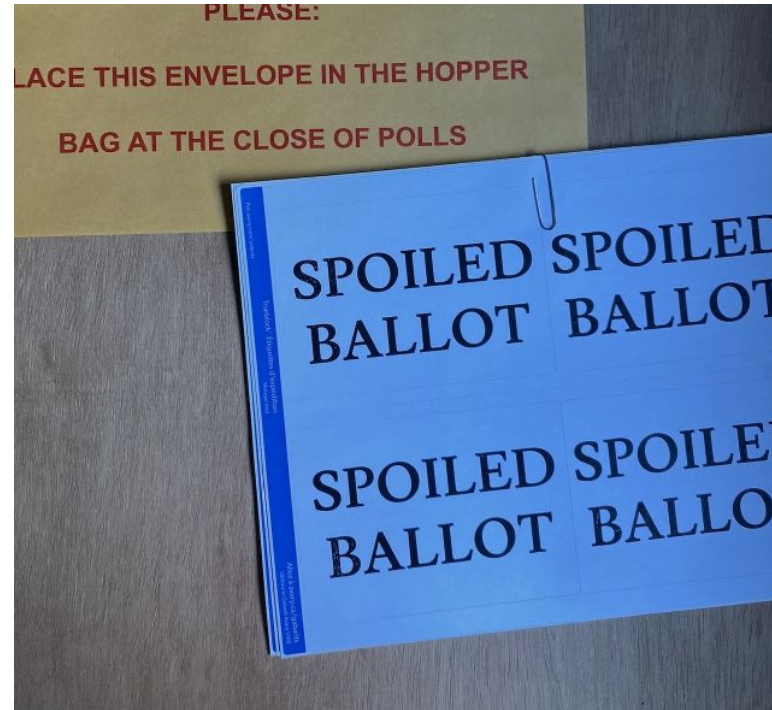
Assistance Required

Spoiling a Mail In/Absentee Ballot

Voters who applied and received mail-in or absentee ballots may vote on the machine if:

- They give their their ballot and return envelope to the judge of elections
- Signs a statement requesting that the ballot be spoiled
- The ballot can be 'clean' or filled in.

If they do not bring in the ballot and/or envelope, they are allowed to vote provisionally.



Administering a Provisional Ballot

During a normal election, administering a provisional ballot is fairly rare. But given the increased circulation of mail-in ballots, it will be more common this election.

Steps for Administering a Provisional

- There are many and it requires more than just you

Situations where a Provisional Ballot is needed include:

- Voter is not in poll book or supplemental poll book
- Voter is not at correct polling place and does not want to go to correct polling place
- Voter requested mail-in or absentee ballot, but has not brought the ballot and declaration envelope to the polling place to void

Tool: Provisional Ballot Procedure Card

Documents all the **supplies and steps** needed to administer a provisional ballot.

PROVISIONAL BALLOTS

STATION 4

SUPPLIES

PROCEDURE FOR POLL WORKER

1. Enter the voter's name into the back of the Number 2 and Number 4 Books writing "PROV" instead of an admission number (Clerk).
2. Give the voter BOTH a Provisional Ballot Package and a Provisional Ballot (Judge of Elections).
3. Witness proper completion of Section #1 of the Provisional Ballot Affidavit Envelope B (Both Judge of Elections and Minority Inspector)
4. Complete Section #2 of the Provisional Ballot Affidavit Envelope B **BEFORE** the ballot is marked by the voter (Judge of Elections and Minority Inspector)
5. Complete the Provisional Ballot in private following the instruction card. Ballot must be sealed in the Secrecy Envelope and the Secrecy Envelope sealed in the Provisional Ballot Affidavit Envelope B (Voter).
6. The voter returns the Provisional Ballot Affidavit Envelope B to the Election Board Official table and signs and dates Section #4 in the presence of the Judge of Elections or Inspector.
NOTE: The Judge of Elections MUST check to make certain the voter has completed all information, and signed both Section #1 and Section #4 of the Provisional Voter Affidavit Envelope B.
7. Affix the Ballot Identification Number to the Provisional Ballot Envelope to the bottom right hand corner of Provisional Voter Affidavit Envelope B (Judge of Elections).
8. Provide the voter with a receipt noting the website and phone number for tracking status of the ballot (Judge of Elections).
9. Place the voted Provisional Ballot in Provisional Voting Return Envelope C.

- Provisional Ballot Packages
 - One (1) Secrecy Envelope
 - One (1) Provisional Ballot Affidavit Envelope B
 - One (1) Provisional Ballot Instruction Card (white)
 - One (1) Provisional Ballot Receipt
 - One (1) Pen
- Provisional Ballots (white paper with a green stripe near the top)
- One (1) Provisional Voting Return Envelope C

POLL WORKER TRAINING & RESOURCES

If you have questions about Provisional Voting or are running low on Provisional Ballots on Election Day, call 215-686-1530.

Tool: Provisional Ballot Procedure Card

Q&A

Tool: Provisional Ballot Procedure Card

Thank You!