



Committee of Seventy

Join us in our campaign for better government

Election Program

Election Ambassador Handbook

May 21, 2019 Primary Election

WHAT IS THE COMMITTEE OF SEVENTY?

OUR MISSION, VISION & VALUES

MISSION

The Committee of Seventy is a nonpartisan civic leadership organization that advances representative, ethical and effective government in Philadelphia and Pennsylvania through citizen engagement and public policy advocacy.

VISION

We envision our City and Commonwealth with a vibrant local democracy and trustworthy government.

VALUES

Integrity: We believe government and those who serve in government must prove worthy of public trust. The Committee of Seventy believes that government works best when the public interest is prioritized over personal ambition and party. Strong institutions with safeguards against corruption, fraud and abuse of power are necessary to protect the trust of the public. However, the character and judgement of those who serve in government are no less important. Transparency and a free and independent media are essential to maintain this trust, guaranteeing that decisions and actions in government are subject to public scrutiny.

Representation: We believe government should be representative of and responsive to the people from whom its power is derived. The Committee of Seventy believes that a strong representative government exists when the processes through which we choose and petition our public officials are open, free and fair. Achieving this means that all eligible voters can cast ballots in secure and well-run elections, political boundaries are drawn without manipulation to advantage one group over another, and well-funded special interests are unable to overpower the public interest.

Effective Governance: We believe government is most effective when it functions as an efficient, modern and responsible public resource. The Committee of Seventy believes that to be good stewards of citizen resources, government should strive to be both effective and efficient in its operations. Government, we believe, owes it to citizens to get the right things done well. This requires identifying and implementing best practices and reforms that improve government operations and that leverage data to drive results and ensure transparency.

For more information about Seventy, our advocacy campaigns or programs and events, visit seventy.org or contact us at bettergov@seventy.org.

*For more information about the **Election Ambassador Corps** and Seventy's youth civics programming, contact Patrick Christmas at pchristmas@seventy.org or 215-557-3600, ext. 114.*

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I. ELECTION PROGRAM OVERVIEW

ABOUT THE COMMITTEE OF SEVENTY ELECTION PROGRAM

As an **Election Ambassador**, you play an important role in advancing Seventy's Election Program, which dates back to our founding in 1904. The central goals of the modern program are to:

- **Inform and Engage Voters:** Seventy works to educate citizens so they can protect their franchise and cast informed votes. This is a prominent goal of our Election Program, with nonpartisan information provided through **Seventy's online Voter Guide**, our **WeVote app** and a **Voter Bill of Rights and Responsibilities**.
- **Monitor and Evaluate Elections:** Seventy advocates for the modernization of elections by collecting data on election performance through its **Voter Experience Survey** and high school **Election Ambassadors**. Monitoring and evaluating what voters encounter on Election Day creates opportunities to improve the voting experience and hold election officials accountable.
- **Ensure System Accountability:** Using data and other evidence gathered on Election Day, Seventy presses for greater accountability and performance from election systems. This includes partnering with other organizations to identify vulnerabilities in voting procedures and election protocol, then lobbying public officials to make the needed improvements. Primary targets of accountability include greater access for disabled and Limited English Proficiency voters, as well as a more streamlined experience for the average voter. Seventy is one of more than a dozen members of the **Better Philadelphia Elections Coalition** focused on reforming local elections.

OUR ELECTION AMBASSADOR TEAM

The Election Ambassador Corps works because of you and your teachers. Seventy's staff play a supporting role and are always available to answer questions.

- **Election Ambassadors:** You! As an Ambassador, you have in this handbook critical information on voting procedures that a voter may need on Election Day. You also provide extra eyes and ears on Election Day and collect important data through the Election Ambassador Survey.
- **Program Management:** Staff at the Committee of Seventy are available to support you at all times if you have questions. Our office at 123 S. Broad St., Suite 1800, is open from 6:30 a.m. to 9 p.m. on Election Day. You're welcome to stop through! Specific Election Day contacts for Ambassadors are provided at the end of this handbook.

II. RESPONSIBILITIES OF AN ELECTION PROGRAM VOLUNTEER

You can make the most of your volunteer experience by knowing in advance what you are likely to encounter on Election Day. This section will tell you everything you need to know.

Important reminders:

- **We're nonpartisan!** Remember that you are representing Seventy as a **nonpartisan volunteer**. Even if you support a candidate on the ballot, **you cannot wear any clothes or accessories promoting political candidates or parties while volunteering with Seventy**. If you want to engage in any partisan political activities, please do this BEFORE or AFTER your volunteer shift is over.
- **Seventy's volunteers are NOT permitted inside buildings where polling places are located.**
- **Speaking with media:** As a volunteer for the Committee of Seventy, you may not make statements to the media representing the organization. However, you're welcome to speak to reporters if they ask about your experience on Election Day, why you think voting is important, etc. Reporters seeking comment on behalf of Seventy should contact CEO David Thornburgh at 267-861-6040 or Policy Director Patrick Christmas at 919-423-7281.

The credibility of Seventy depends on our volunteers following the rules.

BEFORE ELECTION DAY

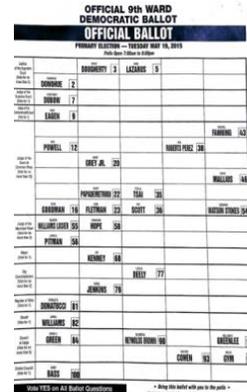
- 1) **Study the handbook:** There's a lot of information in this handbook, but remember that you'll have it to refer to on Election Day. Study it well enough to know what types of issues it covers.
- 2) **Read up on the election:** Go to **seventy.org** to familiarize yourself with the ballot.
- 3) **Locate your assigned polling place.** Your teacher should have assigned your team a polling place. We recommend using Google Maps or another resource to make sure you know how to get to the polling place on Election Day.
- 4) **Contact your team:** Coordinating with partners on your assigned team may vary depending on the instructions provided by your teachers. Unless directed otherwise, you will be expected to contact your partner(s) on your own and determine a plan for meeting on Election Day.
- 5) **Print your survey:** Work with your teacher to print a copy of your class' survey to use with voters on Election Day.

STARTING YOUR SHIFT

- 1) **Don't forget your materials:**
 - Seventy volunteer lanyard
 - Election Ambassador Handbook (*Keep it with you as a reference!*)
 - Election Ambassador Survey (one printed copy and the link for the online form)
- 2) **Prepare for the weather:** Elections are never delayed or rescheduled because of bad weather! Make sure you are comfortably dressed.
- 3) **Meet up with your team:** Meet your partner(s) at your agreed-upon location in your chosen area at the beginning of your scheduled shift.

DURING YOUR SHIFT

- 1) **At the polling place:** We recommend standing nearby the doors where voters will be coming and going. Depending on the location, the official sample ballots may be posted nearby the door. **Committee of Seventy volunteers and Election Ambassadors are NOT allowed inside buildings where polling places are located.**
- 2) **Administer the survey:** Ask voters exiting the polling place if they would like to take a quick, three-minute survey designed by you and your classmates as part of the Committee of Seventy Election Ambassadors program. If voters say yes, we recommend entering the responses on your phone while they read a copy of the survey. Or, voters can complete the survey on their own phones. Your teacher should have shared the link with you to the online survey.
- 3) **Take pictures of campaign literature:** Send pictures of posters, flyers and handouts at the polling place to pchristmas@seventy.org. You can also tweet photos to @Committeeof70 using the hashtag #ElectionAmbassadors or text them to 919-423-7281.
- 4) **Help voters with questions:** Use this handbook as needed if a voter has a question about the voting process or the election. **Election Ambassadors are not expected to resolve any type of problem or issue at polling places.**



If voters or others need immediate assistance:

- 1) For **voting procedure issues or problems**, a person directly involved should call the **County Board of Elections**:
 - Bucks County: 215-348-6154
 - Chester County: 610-344-6410
 - Delaware County: 610-891-4673
 - Montgomery County: 610-278-3275
 - Philadelphia County: 215-686-1590
- 2) For issues that may qualify as **voter harassment, intimidation or voter fraud**, a person directly involved should call the **District Attorney's Office**:
 - Bucks County: 215-348-6344
 - Chester County: 610-344-6801
 - Delaware County: 610-891-4161
 - Montgomery County: 610-278-3090
 - Philadelphia County: 215-686-9641
- 3) Voters can also report issues or problems to the **Lawyers' Committee for Civil Rights at 1-866-OUR-VOTE (1-866-687-8683) or Seventy at 215-557-3600.**

ENDING YOUR SHIFT

If your teacher asked you to, contact them to check out before leaving and confirm your hours.

AFTER ELECTION DAY

- 1) **Submit survey data:** Your teacher will share your survey data with Seventy so we can share your great research!
- 2) **Let Seventy know about your experience:** After Election Day, your teacher will share a short survey asking you about your experience as a volunteer. Please take the time to fill it out. Your feedback is valuable!

III. MAY 21, 2019 GENERAL ELECTION RESOURCES

- Voters can find their polling place at **VotesPA.com**.
- More information on candidates and ballot questions is available at **seventy.org** in the 2019 Voter Guide. The Voter Guide allows voters to get information about all the offices, candidates, and ballot questions on the ballot based on their address. If voters ask you questions about the offices, candidates, and ballot questions on the ballot, you can also pull up the Voter Guide to help answer their questions.
- Voters can also download Seventy's WeVote app to access voter tools, including the Voter Guide, and other resources in one place.
- Because the Pennsylvania Election Code applies across the state, **most rules in this handbook apply to every county in Pennsylvania**. However, each county has its own Board of Elections and will have different candidates and ballot questions.

IV. ELECTION DAY ADMINISTRATION

In Philadelphia, elections and voter registration are overseen by three elected **City Commissioners** (who collectively serve on the **County Board of Elections**). This bipartisan board (one member must be of the minority party) sets policy for, and supervises, all general, primary and special elections in the city with approximately 90 full-time staff.

The City Commissioners oversee a city election system of more than 8,000 people (1,692 divisions x 5 poll workers) with hundreds of divisions, each with its own Election Board of up to five poll workers. Each member takes and signs an Oath of Office before polls open and has been offered training prior to Election Day.

NOTE: Because state law dictates how elections are organized in Pennsylvania, the explanations below apply to other counties around the state. The County Commissioners in Bucks, Chester, Delaware and Montgomery Counties serve on the County Board of Elections in those jurisdictions.

POLLING PLACE OFFICIALS (POLL WORKERS)

Each polling place is overseen by a five-member **Election Board**:

- **Judge of Elections** (Elected to office or appointed by Court of Common Pleas.)
- **Majority Inspector** (Elected to office or appointed by Court of Common Pleas.)
- **Minority Inspector** (Elected to office or appointed by Court of Common Pleas.)
- **Clerk** (Appointed by the Minority Inspector.)
- **Machine Inspector** (Appointed by the City Commissioners.)

All five people – referred to as an Election Board – **must be at least 18-years-old and reside in the division where the polling place is located.**¹ Many of the Judges of Elections and Inspectors serving were elected to new four-year terms in the November 2017 general election.

The **Minority Inspector** usually appoints the **Clerk**, and the City Commissioners appoint the **Machine Inspector**. In some cases, however, no one ran for the position of **Judge of Elections** or **Inspector of Elections**, or the winner is unable to fulfill the requirements or perform the duties of the position on Election Day. If a vacancy occurs before Election Day, a Court of Common Pleas judge can appoint someone to fill the vacancy.

Election Boards are designed to include representation from both major political parties. Generally, the Judge of Elections and Majority Inspector belong to one party, and the Minority Inspector and Clerk belong to the other. If most voters living in a division belong to a single party, however, bipartisanship may be difficult to achieve.

¹ The state Election Code allows for high school students to be appointed as Clerks or Machine Inspectors under certain conditions. These students must be at least 17 years old.

The **Judge of Elections** is the chief official at each polling place and is responsible for conducting the election process according to state and federal law. The two **Inspectors of Election** and **Clerk** assist in this responsibility. The **Machine Inspector's** primary duty is to set up and operate the voting machine(s); he or she can also instruct voters in the use of the machines if requested.

Polling place officials missing at 7:00 a.m. must be replaced with a qualified person:

- **Judge of Elections** – The Majority Inspector appoints a new Judge of Elections.
- **Majority Inspector** – The Judge appoints a new Majority Inspector.
- **Minority Inspector** – The defeated candidate for Judge at the last election for polling place officials (November 2017) shall serve, if available.
- **Clerk** – The Minority Inspector appoints a Clerk.
- **Machine Inspector** – This position is appointed by the County Board of Elections. If a vacancy occurs, *a member of the Election Board should call the County Board of Elections.*

If any vacancies have **not been filled by 7:30 a.m.**, the voters of the division present at the polling place can hold a **“curbside” election** to fill the office with a qualified resident of the division. If an elected or court-appointed Election Board member arrives by 7:30 a.m., they must be seated.

According to Pennsylvania Election Code, **city, county, state or federal employees (appointed or salaried) are ineligible to serve as polling place officials.** The only exceptions are district justices, notaries public and people serving in the state militia.

Committeepople may serve as poll workers. However, on Election Day, an individual holding both positions must fulfill only his or her responsibilities as a member of the Election Board. That means he or she **must act in a strictly nonpartisan manner and may not "take breaks" to perform the various duties of a committeeperson, which typically includes getting out the vote.**

PEOPLE ALLOWED INSIDE THE POLLING PLACE

Before the polls open and after the polls close, the only people allowed inside polling places are **poll workers, court-appointed overseers, federal observers and certified poll watchers.**

During election hours – from 7 a.m. until the last person in line at 8 p.m. has voted: Only the following people are allowed inside the polling place:

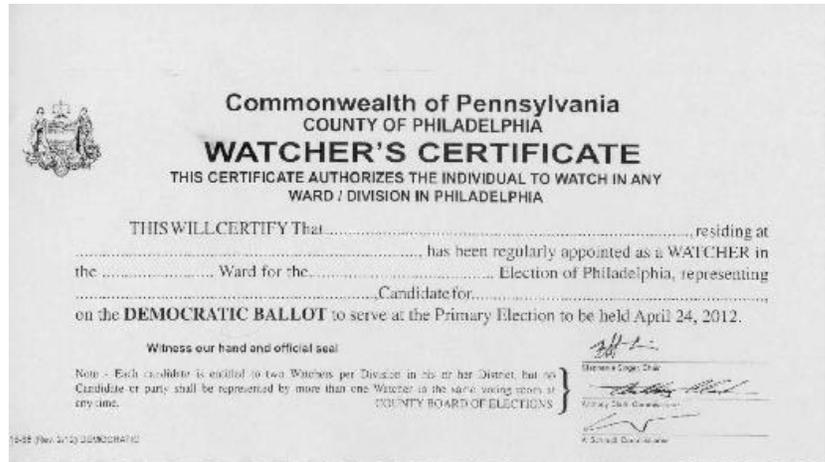
- **Voters** – Minor children may accompany voters into the voting area.
- **Individuals providing assistance to voters** (See page 18 for rules on assisting voters.)
- **Polling Place officials**
- **Bilingual interpreters** – If appointed by the city for the polling place.
- **Federal observers** – If ordered by a court or with formal permission from the city.
- **Certified poll watchers** – If they have a valid certificate from the County Board of Elections. Poll watchers may review the poll book and challenge the eligibility of voters if they believe in good faith that the voter is not qualified to vote. (See below for more on poll watchers.)
- **County Board of Elections staff** – Personnel are deployed to respond to issues or problems.

PEOPLE NOT ALLOWED INSIDE THE POLLING PLACE

- **Committee of Seventy Volunteers and Election Ambassadors**
- **Police officers** – Police officers are not allowed within 100 feet of the entrance to the polling place unless they have been summoned by the Judge of Elections.
- **Candidates** – Unless they have a valid poll watcher’s certificate, candidates are not permitted to enter a polling place *except* to cast their own vote.
- **Representatives of the Media**

POLL WATCHERS

For primary elections, each candidate may request two watcher certificates per division from the County Board of Elections. **During general elections**, each party may request three watcher certificates per division and each candidate may request two watcher certificates per division. Candidates may only request certificates for divisions located in the district in which they are running.



Poll watchers must be registered voters in the county and are issued a certificate for a specific division (though a poll watcher does not have to be registered in that division). These certificates can be used to observe any polling place in the county.

Rules for poll watchers:

- Certificates must be available at all times and shown to polling place officials if requested.
- Only one poll watcher for each party or candidate may be inside the polling place at any given time when polls are open (7:00 a.m. to 8:00 p.m.)
- After polls close, all poll watchers may enter the polling place to observe the vote tabulation.
- Only when no voters are inside the polling place may a poll watcher inspect the poll book or ask for a count from the voting machines.
- Poll watchers may not, under any circumstances, interfere with or disrupt the election; however, they are allowed to challenge voters based on their identity. (See page 16 for more information on voter challenges.)

OPENING AND CLOSING OF POLLING PLACES

Polling places in Pennsylvania open at 7:00 a.m. and “close” at 8:00 p.m.; however, any person in line by 8:00 p.m. is allowed to vote. It’s recommended that a polling place official wait to vote in case there is a line at the end of the day. If this happens, the official can enter the line at 8:00 p.m. as a place holder for those who arrived at the poll in time to vote.

VOTING MACHINE PROBLEMS

Judges of Elections should immediately report complaints of broken or malfunctioning voting machine directly to the County Board of Elections. The Philadelphia County Board of Elections provide each Judge of Elections with a phone number to call in case of voting machine problems. *To avoid multiple reports of the same issue, only the Judge of Elections should report a machine problem to the County Board of Elections.*

If half of the machines in a voting division become inoperable, voters have the right to use emergency paper ballots. In Philadelphia, the same paper ballot is used for both provisional and emergency ballots (printed on white paper with a green stripe at the top). The Judge of Elections should clearly mark on the affidavit envelope that the ballot is being used as an emergency ballot.

REQUIRED SIGNS AND NOTICES

All polling places in Pennsylvania are required to have specific notices and signs posted both inside and outside. All election materials in Philadelphia must be provided in both English and Spanish.

- **Large Pink Sample Ballots** – Two bilingual ballots should be posted: one outside the polling place near the entrance, and one inside the polling place. Multiple pink sample ballots may be posted because multiple polling places have been set up in the same building.
- **Large Blue Instructions, Penalties, Federal Voting Rights Posters** – Two should be posted inside the polling place only: one with the English side showing and another with the Spanish side showing.
- **Yellow Language Interpretation Posters** – Two should be posted: one outside the polling place near the entrance and one inside – both are bilingual.
- **White Statement on Handicapped Accessibility Posters** – Two should be posted side-by-side inside the polling place and outside near the entrance: one with the English side showing and one with the Spanish side showing.
- **Pink Notice of Voters' Rights** – Two 8.5 x 11 in. cards should be posted side-by-side inside the polling place and outside near the entrance: one with the English side showing and another with the Spanish side showing.
- **Ballot Questions** – Plain English and Spanish statements for ballot questions should be posted inside the polling place.

THE “THREE-MINUTE” RULE

The Pennsylvania Election Code states that each voter has three minutes to vote, unless no one else is waiting. The right of a visually impaired voter to vote independently using the audio voting device must be respected, even though it may take 30 minutes to an hour to vote when there is a long ballot. Every polling place has at least one machine without an audio voting device to ensure that the line of voters keeps moving.

“FLEEING VOTERS”

A “fleeing voter” is a voter who leaves the polling place without actually casting his or her vote.

This happens when the voter selects the candidates he or she wishes to vote for but forgets to push the green “Vote” button. Polling place officials are instructed to try to catch fleeing voters so their votes can be officially recorded. If the voter cannot be retrieved, however, the Pennsylvania Department of State has instructed polling place officials to clear the votes of fleeing voters.

ELECTION COURT

Issues may arise on Election Day that cannot be resolved by the Judge of Elections or the County Board of Elections in accordance with normal election rules. These must be addressed by a county judge. Judges assigned to sit in Election Court have jurisdiction over all election matters and shall:

- Determine if there are violations of the election laws;
- Settle controversies that may arise with respect to the conduct of the election;
- Issue any legal documents necessary to enforce and secure compliance with the election laws;
- Decide any matters pertaining to the election as may be necessary to carry out the intent of election laws; and
- Inform an individual seeking a judicial order to vote about the provisional ballot process.

The Committee of Seventy does not advise individuals on legal matters or represent voters in court. If a voter feels they need an attorney and they are a member of one of the major parties, suggest that they contact the party organization in their county. **Voters may also receive help or guidance from the Lawyers’ Committee’s 1-866-OUR-VOTE hotline.**

Voters issued a court order to vote at a polling place must use a provisional ballot unless they can be found in their division’s poll book (or supplemental pages). If a voter’s registration record is found, he or she should vote using the voting machine and according to regular procedures.

V. ELECTIONEERING AT POLLING PLACES

ELECTIONEERING

Electioneering is the act of campaigning or advocating for a candidate or party. This may not occur inside of the room where voting machines are setup or within 10 feet of the entrance. Pennsylvania law prohibits electioneering within this boundary to prevent canvassers or candidates from intimidating voters when they arrive at the polling place.

Furthermore, individuals permitted inside the polling place (see page 10) are not allowed to engage in partisan activity (e.g., expressing support for a candidate, distributing sample ballots) while performing their official or certified duties. Only voters in the act of are allowed to wear anything promoting a candidate into the polling place.

If you observe or hear of an activity that may qualify as illegal electioneering, contact Patrick Christmas (919-423-7281) immediately. Patrick will help you determine whether the activity should be reported to the County Board of Elections or District Attorney's Office.

INTIMIDATION AND HARASSMENT

If a voter encounters *any* behavior that may qualify as intimidation or harassment, do not confront the offending individual(s). Advise the voter to contact the county District Attorney's Office.

CAMPAIGN SIGNS AND POSTERS

Conflicts may arise over the placement of signs, banners and other literature supporting candidates and political parties on Election Day. Final say on the placement of signs and campaign materials on private property lies with the property owner.

Campaigns can hand out literature and hang up posters outside of polling places provided that they are more than 10 feet away from the entrance to the voting room. All flyers and posters must list the organization that funded their printing.

As a general rule, each municipality has its own policy for dealing with signs posted on public property. Philadelphia's Code prohibits signage on utility poles, streetlights, traffic signs or devices, historical markers and city-owned trees.

Complaints about campaign signs posted on public property in Philadelphia should be reported by the person making the complaint to the Philadelphia Department of Licenses and Inspections (L&I) by dialing 311. **Seventy volunteers should NOT take down signs or instruct others to do so.**

VI. VOTER REGISTRATION, IDENTIFICATION AND CHALLENGES

VOTER REGISTRATION

The voter registration deadline in Pennsylvania is always 30 days before Election Day. Info on voter registration is available at VotesPA.com and seventy.org.

If you encounter a voter whose name isn't in the poll book but claims they were registered properly and before the deadline, please follow these steps:

- 1) If possible, check online via smartphone the voter's registration status and whether he or she is at the correct polling place: pavoterservices.state.pa.us.** Polling place location can also be verified at VotesPA.com or by calling the **County Board of Elections**. If the voter is at the wrong location and has time to go to the correct polling place, he or she should do so. If the voter is unable to travel to the correct polling place, the voter should ask the Judge of Elections to vote using a provisional ballot. (See #4 below.)
- 2) The voter should ask the Judge of Elections if he or she is listed in the supplemental poll book pages.**
- 3) The voter should ask the Judge of Elections to call the County Board of Elections to check if the voter is listed in the voter registration database.** If their registration is confirmed, they should vote by provisional ballot. Provisional ballots are paper ballots used to ensure that registered voters are not denied the right to vote. The ballots are counted only if the voter is actually registered. If the voter is registered in another division, the only votes counted are those applicable to candidates on the ballot of the voter's home division.
- 4) Advise the voter to ask for a provisional ballot.** If the voter thinks they are properly registered but no confirmation can be obtained from election officials, they can still request and submit a provisional ballot. Voters have to be given a provisional ballot if they request one.

VOTER ID REQUIREMENTS

PHOTO IDENTIFICATION IS NOT REQUIRED TO VOTE EXCEPT FOR FIRST-TIME VOTERS.

In January 2014, a Commonwealth Court judge issued an injunction permanently blocking the enforcement of the portion of the 2012 Pennsylvania Voter ID law requiring that voters show photo identification. The state decided just before the May 2014 primary that it would not appeal the ruling to the Pennsylvania Supreme Court.

No voter should be required to vote by provisional ballot or be prevented from voting because he or she does not have a photo ID (unless they are a first-time voter – see the section below).

Advise voters encountering incorrect instructions regarding voter ID or who have been unable to vote because of an identification issue to contact the County Board of Elections immediately.

IDENTIFICATION OF FIRST-TIME VOTERS OR VOTERS VOTING FOR THE FIRST TIME IN A NEW DIVISION

Pennsylvania law requires that individuals voting for the first time or voting for the first time in a new voting division (or precinct) must present photo or non-photo identification. (This requirement is unrelated to the Voter ID law described above.) Be aware that voters (or others at the polling place) may be confused about first-time voting ID requirements and the Voter ID law.

First-time voters and voters casting a ballot for the first time in a new division can present either photo or non-photo identification as follows:

Approved photo IDs:

- PA Driver's License
- ID Issued by PennDOT
- U.S. Government ID or Commonwealth Agency ID
- U.S. Passport
- U.S. Armed Forces ID
- Student ID
- Employee ID

Approved non-photo IDs:

- Voter Registration Card (paper card issued by Voter Registration Office)
- U.S. Government ID or Commonwealth Agency ID
- Firearm Permit
- Current utility bill, bank statement or paycheck
- Government check

*Photo IDs must be valid. Non-photo IDs must have the voter's name and address.

First-time voters without one of the IDs listed above are allowed to vote by provisional ballot.

Voters who report that polling place officials are incorrectly administering voter ID requirements should notify the County Board of Elections. If a voter has been denied their right to vote because of an identification issue, inform them of their right to vote by provisional ballot (see page 17).

CHALLENGES TO VOTER ELIGIBILITY

Voters may be challenged based on their identity or if the challenger believes the voter has never resided in the division in which he or she is seeking to vote. (A voter can be challenged even if their registration is recorded in the poll book.) Any Election Board member, poll watcher or voter at the polling place may challenge a voter's eligibility. The challenge procedure is as follows:

- 1) The Judge of Elections must put the challenged voter under oath.
- 2) The challenged voter must sign a Challenge Affidavit.
- 3) The challenged voter must produce one qualified voter from the division to fill out an affidavit confirming the challenged voter's identity or place of residence. The witness must also sign the Challenge Affidavit.

If these steps are completed, the challenged voter must be permitted to vote.

Voters *cannot* be challenged in the following circumstances:

- **A voter whose name is in the poll book but has moved to another division** may not be challenged on the grounds that they no longer reside in the division. This voter is allowed to

return to their former division to vote one last time, provided they affirm their new address with election officials.

- **First-time voters and individuals who are voting for the first time in a division** may not be challenged, although they must produce an approved ID (See page 15.)

The Judge of Elections is responsible for ensuring that challenges are made in good faith and is entitled to disqualify challenges that, in their judgment, do not meet this criterion. The Judge of Elections has final say in determining a voter's qualifications.

VOTER RECENTLY MOVED

All voters whose registration is listed in the poll book at a polling place are entitled to vote there, even if they may have moved to another division.

A voter who has moved out of the division and whose name remains in the poll book may return to vote in the former division one last time but must affirm his or her new address with election officials. (The county Voter Registration Office will transfer the voter's registration to his or her new division after Election Day.) A voter returning to his or her former division in this circumstance may not be challenged on the grounds that they have moved outside the division.

PROVISIONAL BALLOTS

Provisional voting (voting using a paper ballot) is a process mandated by federal law to ensure that no registered voter is denied the right to vote due to discrepancies in the registration process. *Every provisional ballot is counted after verification that the voter was registered properly on Election Day.* After the election, a voter can check online to see if his or her provisional ballot was counted using the "Provisional Ballot Search" at pavoterservices.state.pa.us or call **1-877-VOTESPA**.

Voting by provisional ballot is allowed when:

- **A voter's name is not in the poll book or the supplemental poll book pages.** The voter or Judge of Elections should first call the County Board of Elections to determine whether the voter is at the correct polling place. If the voter is registered in a different division, they may go there to vote but have the option of using a provisional ballot where they are.
- **A first-time voter or voter voting for the first time in a new division is unable to produce one of the forms of identification specified by state law.**
- **A polling place official asserts that an individual is ineligible to vote at that polling place.**
- **Half or more of the voting machines at a polling place are not working.** Election Board officials are instructed to mark a provisional ballot used in this circumstance as an emergency ballot due to machine failure.
- **A voter is issued a court order to vote at a polling place, and the voter's name is not listed in the poll book (or supplemental pages) for that division.**

VII. VOTER ASSISTANCE AND ACCESSIBILITY

VOTERS' RIGHT TO ASSISTANCE

Under state and federal law, if a voter is visually impaired, physically disabled or has a limited proficiency in English, a person of the voter's choice can help them vote as long as that person is *not* the voter's employer, union official or the Judge of Elections.

The only exception would be if the Judge of Elections is the only person who speaks the same language as the voter and the voter chooses the Judge for assistance. Otherwise, polling place officials should never enter a voting booth while an individual is in the act of voting. If new voters need instruction on how to use the voting machine, the machine inspector should demonstrate using the pink sample ballot posted outside the booth.

If a voter did not contact election officials in advance of the election to request an "Assistance Permitted" notation with their registration record, he or she can fill out a "Declaration of Need of Assistance" form at the polling place. Both the voter and their chosen assistor must sign the form.

Because Philadelphia's ballot is in English and Spanish, some voters may need assistance only with the check-in process. Every voter has the right to vote independently. Assistance should never be forced upon them.

If you learn from a voter that someone tried to "assist" them when he or she did not want or need help, ask them to report this to their County District Attorney.

DISABLED AND VISUALLY IMPAIRED VOTERS

Disabled and visually impaired voters can vote in person or by absentee or alternative ballot.

In person: All voting machines in Philadelphia can "kneel," which means they lower closer to the floor. Voting machines are also equipped with an audio device for visually impaired voters. If a voter has not indicated in advance of the election that they need assistance, they should complete a Declaration of Assistance form (as described above).

By absentee ballot: Voters who expect to be absent from their home municipalities on Election Day because of their duties, occupation or business (including leaves of absence for teaching, vacations or sabbaticals) are eligible to vote by absentee ballot. Voters who will be in their home municipalities may still qualify for an absentee ballot if they are: (a) county employees prevented from voting because of their Election Day duties, (b) observing a religious holiday, (c) in the military, or (d) unable to go to the polls or operate a voting machine.

Absentee ballot applications must be received by the voter's County Board of Elections no later than 5 p.m. on the Tuesday before the election. All voted absentee ballots must be received by the voter's County Board of Elections no later than 5 p.m. on the Friday before the Election. (*Postmarks are not honored for applications or submitted ballots.*)

By alternative ballot: A registered voter who is disabled or age 65 or older and assigned to a polling place deemed inaccessible is allowed to vote by alternative ballot. To determine whether a polling place is accessible, the voter should contact their County Board of Elections.

Alternative ballot applications must be received by the voter's County Board of Elections no later than 5 p.m. on the Tuesday before the election. (*Postmarks are not honored.*) All *voted alternative ballots* must be received by the County Board of Elections no later than 8 p.m. on Election Day.

If a voter has a problem voting because he or she is disabled or visually impaired, advise him or her of the option to vote in person and that polling place officials have instructions for the necessary procedures. *Remind the caller that polling place officials should not enter the voting booth with them.*

If a voter reports polling place officials are misinforming voters of accessibility procedures, advise them to contact the **County Board of Elections.**

INTERPRETERS AND BILINGUAL ELECTION MATERIALS

Section 203 of the Voting Rights Act covers any locality where a single language minority represents at least 5% of the voting age population. This includes Philadelphia. *All* polling places must have bilingual election materials available in Spanish.

- **Printed Information:** All printed information and materials must be available in both ENGLISH and SPANISH and posted *before* the polls open.
- **Interpreters (Philadelphia County):** The Philadelphia Board of Elections will train, test and certify interpreters to provide assistance in certain divisions. Some divisions may have interpreters assigned for languages besides Spanish. No person is permitted to work as an interpreter without being appointed to the division by the County Board of Elections.
- **Telephone Language Assistance:** Assistance via telephone *may* be available in divisions where no interpreter has been assigned and no polling place official is available who is sufficiently proficient in the requested language.

Each Election Board in Philadelphia is offered a cell phone to use on Election Day, though not every Election Board accepts it. Fortunately, this service can be reached from any phone and, in circumstances requiring telephone language assistance, polling place officials should produce the instructions located in their Election Materials Box. These instructions are on a blue card labeled "Quick Reference Guide-Election Day Phone Interpretation" and include the telephone number to reach the service in addition to the list of **173 available languages.**

- **Person of the Voter's Choosing:** A voter requiring language assistance may also receive help from a relative, neighbor or another voter. However, the voter may *not* choose to receive assistance from his or her employer, union official or the Judge of Elections. (The one exception to this rule is if the Judge of Elections is the *only* person available who speaks the voter's language.) If the voter did not indicate in advance that they need assistance, he or she will have to sign a Declaration of Assistance form. The Judge of Elections and person assisting must also sign this form.

If a voter reports that polling place officials are not properly advising voters of, or executing, language access procedures, advise them to contact the County Board of Elections.

Other Language Assistance Resources

Voters in Philadelphia and across the country can also call **1-888-VE-Y-VOTA (888-839-8682)** for support and guidance in **Spanish**. The nonpartisan service is provided by the National Association of Latino Elected and Appointed Officials (NALEO) throughout the year with live operators available for extended hours on Election Day. Voters can visit **veyvota.yaeshora.info** for more information. The city's **PhiladelphiaVotes.com** website can also be toggled to Spanish.

Voters can call **1-888-API-VOTE (888-274-8683)** for bilingual support in **Mandarin, Cantonese, Korean, Vietnamese, Tagalog, Urdu, Hindi and Bengali**. This Asian language resource is provided by Asian Americans Advancing Justice (AAJC) and Asian and Pacific Islander American (APIA) Vote.

EMERGENCY ABSENTEE AND ALTERNATIVE BALLOTS

Certain voters who have an emergency on or immediately before Election Day that prevents them from going to – or entering, if they are senior or disabled – their polling place may be eligible for an emergency absentee or alternative ballot.

Emergency Absentee Ballots

Eligible voters are those who become physically disabled or ill, or find out after the absentee ballot application deadline (5 p.m. on the Tuesday before Election Day) that they will be absent from their municipality of residence on Election Day because of business, duties or occupation.

Emergency Absentee Ballot Applications can be obtained in person or by mail from the County Board of Elections or online at **VotesPA.com**. Applications must be notarized and submitted by 5 p.m. on the Friday before Election Day. Eligible voters unable to pick up and submit an application may designate a representative to do so for them.

If an emergency occurs after 5 p.m. on the Friday before Election Day, Emergency Absentee Ballot Applications must be submitted to the Court of Common Pleas in the voter's county no later than 8 p.m. on Election Day. Voters can have representatives file this request for them and return the voted ballot if they are physically unable to do so but must fill out a form certifying the representative is authorized to act on behalf of the voter. The Designated Agent Form and Certification of Authorization Form needed in this case are available at **VotesPA.com**.

Emergency Alternative Ballots

In an emergency, eligible voters – those disabled or at least 65 years of age and assigned to an inaccessible polling place – can submit an Emergency Application for Alternative Ballot to their County Board of Elections by 8:00 p.m. on Election Day. Completed alternative ballots are also due at this deadline. **If a voter appears to be in a position that warrants voting by emergency ballot, advise them of the processes described above.**

VOTER TRANSPORTATION TO THE POLLS

There is no legal requirement about who can help transport voters to the polls. If a voter needs a ride, we recommend the voter contact the party organization for their county, the voter's ward leader or the campaign headquarters of a candidate the voter supports.

CONVICTED FELONS, CONVICTED MISDEMEANANTS AND PRETRIAL DETAINEES

Who can register and vote?

- Pretrial Detainees;
- Individuals confined in a correctional facility because of a misdemeanor conviction;
- Individuals who have been released (or will be released by the date of the next election) upon completion of their term of incarceration for a felony or misdemeanor conviction;
- Individuals on probation or released on parole; and
- Individuals under house arrest, regardless of their conviction status.

Who cannot register and vote?

- Individuals in prison for conviction of a felony and who will not be released before the next election;
- Individuals in a halfway house or other alternative correctional facility on pre-release status for conviction of a felony and who will not be released before the date of the next election; and
- Individuals convicted of violating the Pennsylvania Election Code within the last four years.

If a voter reports that his or her right to vote is in jeopardy because of his or her criminal record, advise them to immediately contact the County Board of Elections.

VIII. HOW TO USE A VOTING MACHINE (PHILADELPHIA)

The Philadelphia City Commissioners' *Guide for Election Board Officials* includes the following set of FAQ's about voting machines. (**NOTE:** Your county may use a different voting system.) Any voter with a question about how to use the voting machine should seek help from a poll worker.

Q. How do I select a candidate or answer a question?

Press the number in box next to the candidate or response of your choice. A red light will turn on next to the numbered box you pressed, indicating your choice. To change a selection, press the same button next to your original choice again and the light will go out. Then, make a new selection.

Q. If I press the VOTE button before I complete all my selections, can I finish?

No. Once the VOTE button has been pressed, the ballot is cast and no additional selections and/or changes may be made.

Q. Do I have to vote for every candidate or answer every question on the ballot?

No. You may vote for only those candidates that you desire. However, you must make at least one selection on the ballot before pressing the VOTE button in order to cast your ballot.

Q. How do I cast a write-in vote?

- 1) Press the write-in button on the ballot by the office for which you wish to cast a write-in vote.
- 2) Press the red square button at the top right of the machine (which will be blinking if a write-in button has been pressed below).
- 3) Write or stamp the name of the write-in candidate in the now open write-in window.
- 4) Close the black shutter on the write-in window when finished. These steps can be repeated to make multiple write-in selections.

Q. What are the blinking red lights on the ballot?

Blinking red lights next to offices and/or referenda (ballot questions) indicate those for which you are authorized to vote. Once all selections have been the blinking lights will go out.

Q. How can I tell if I have made all possible selections on the ballot?

All the flashing red lights in the office and/or referenda boxes on the ballot face will be off.

Q. How do I cast my ballot?

Make all desired selections on the ballot, and press the green VOTE button located on the lower right hand corner of the ballot box. When the voting booth lights turn off and one bell-chime sounds, your ballot has been recorded.

Q. I tried to select something, but the machine would not respond when I pushed the box containing a candidate number on the ballot.

If a voter complains that a button does not work, he or she should immediately ask for assistance from a poll worker. The voter should not press the green VOTE button until the issue has been resolved. (**NOTE:** During primary elections, voters sometimes attempt to select candidates they are ineligible to vote for. Registered Democrats can only vote for Democratic nominees, and Republican voters for Republican nominees. Unaffiliated and minor party voters cannot vote for candidates in primary elections.)

IX. FREQUENTLY ASKED QUESTIONS BY VOTERS

Q. How can I find my polling place?

Polling place locations for all of Pennsylvania can be found at pavoterservices.state.pa.us or VotesPA.com or by calling **1-877-VOTESPA (1-877-868-3772)**. Voters can also call their **County Board of Elections**. (**NOTE:** Polling place locations are, per state law, finalized 20 days prior to the election. Changes made after this time are unusual and require a court order.)

Q. Can I wear a campaign button or carry campaign materials into the polling place?

Only voters in the act of voting are permitted to carry election materials or wear election-related clothing or buttons inside their polling place.

Q. What should I do if my name is not in the poll book?

- 1) Call the County Board of Elections to confirm that you are at the correct polling place.** If you are at the wrong location and have time to go to the correct polling place to vote, please do so. If you are unable to travel to the correct polling place, ask the Judge of Elections to vote by provisional ballot. (See #4 below.)
- 2) Ask the Judge of Elections if you're listed in the supplemental poll book pages.**
- 3) Ask the Judge of Elections to call your County Board of Elections to see if you are listed in the state's voter database.** If their registration is confirmed, they should vote by provisional ballot. Provisional ballots are paper ballots used to ensure that registered voters are not denied the right to vote. The ballots are counted only if the voter is actually registered. If the voter is registered in another division, the only votes counted are those applicable to candidates on the ballot of the voter's home division.
- 4) Request a provisional ballot.** If the voter thinks they are properly registered but no confirmation can be obtained from election officials, they can still request and submit a provisional ballot.

Q. What if I need a ride to the polls?

There is no legal requirement about who can help transport voters to the polls. If a voter needs a ride, we recommend the voter contact the party organization for their county, the voter's ward leader or the campaign headquarters of a candidate the voter supports.

Q. What if I don't like any of the candidates?

Voting machines used in Philadelphia have a single window at the top where you can write in the name of your preferred candidate, regardless of party. To cast a write-in vote:

- Press the write-in button for the specific office.
- Press the large flashing red button at the top of the machine to open the write-in window.
- Write or stamp your preferred candidate's name on the paper roll inside the window.
- Pull the black shutter down over the name to close the window.

Q. Can I use a rubber stamp of a candidate's name to cast a write-in vote?

Yes, but you must stamp your favored candidate's name on the write-in paper *inside* the voting machine as if writing with a pen. *Write-in stamps may not be kept or handed out inside of the polling place.* They should be handed out at least ten feet away from the door to the voting room.

Q. If I already voted by absentee ballot, can I still vote in person?

If you submit an absentee ballot but appear to vote in person on Election Day, you are still eligible to cast a ballot on the voting machine. In this circumstance, the Judge of Elections will have you sign the poll book but will also note for city election officials that you voted in-person. When the absentee ballots are counted at the County Board of Elections' office, your unopened absentee ballot will be voided.

Q. Are voters still in line to vote at 8 p.m. allowed to vote?

During an especially busy election, long lines may force some individuals to vote after the polls officially close. *If you are in line by 8 p.m., you must be allowed to vote.* You should try to make sure to come as early as possible so that this doesn't happen. The Committee of Seventy recommends that a member of the Election Board refrain from voting during the day in order to stand at the end of the line at 8 p.m. This process ensures that no one enters the line of voters after 8 p.m.

Q. Can the Committee of Seventy provide recommendations on who to vote for?

No. The Committee of Seventy does not endorse candidates. Basic information on the candidates and ballot questions can be found at **seventy.org**.

The information in this handbook has been compiled from the Pennsylvania Election Code, the Philadelphia City Commissioners' Guide for Election Board Officials, election resources provided by the Lawyers' Committee for Civil Rights, the National Association of Latino Elected and Appointed Officials, Asian Americans Advancing Justice (AAJC), Asian and Pacific Islander American Vote, and the experience of Seventy staff and volunteers.

GLOSSARY

Alternative ballot: Registered voters who are disabled or age 65 or older and who are assigned to a polling place that is not fully accessible may vote with an alternative ballot. It eliminates the need to vote in person.

Bilingual interpreter: An appointed interpreter may be assigned to polling places in areas where five percent of the population speaks a language other than English as their primary language, or at the community's request with advance approval from a county Board of Elections.

Board of Elections: The government entity responsible for operating elections (e.g., Philadelphia County Board of Elections).

Challenge affidavit: A voter whose eligibility and identity are challenged is required to sign this affidavit. Another person from his or her division is also required to sign the affidavit to prove the voter's identity.

Committeeperson: Members of the Ward Executive Committee, better known as committeepersons, are local party officials in Philadelphia responsible for registering new party voters, circulating nominating petitions on behalf of candidates and getting out the vote (though the duties of committeepersons may vary from ward to ward). Committeepersons were last elected in May 2014 and serve four-year terms. Up to two committeepersons can serve for each of the major parties in each of Philadelphia's 1,692 divisions.

Division: The division, or precinct, is the smallest unit of representation in the city in regard to an election. (Philadelphia has 1,692 divisions.) Voters cast their ballot at their assigned division, which may share a polling place with other divisions.

Clerk: A person appointed by the minority inspector to assist in the polling place.

Election Board: This body of five officials oversees the electoral process in each division. The Board consists of the Judge of Elections, Majority Inspector, Minority Inspector, Clerk and Machine Inspector. These individuals may also be referred to as polling place officials or poll workers. **NOTE**: The Election Board and the Board of Elections are two different entities. See "Board of Elections" above.

Election Protection 1-866-OUR-VOTE Hotline: The **Election Protection 1-866-OUR-VOTE (1-866-687-8683) Hotline** is another trusted resource for voters on Election Day sponsored by the Lawyers' Committee for Civil Rights Under Law.

Electioneering: The act of campaigning or advocating for a candidate or party. In Pennsylvania, no electioneering can occur within 10 feet of the entrance of the polling place.

Federal observers: Observers who are ordered by a court or have formal permission from a city or county and are allowed in polling places to document Election Day proceedings.

Fleeing voter: A fleeing voter is someone who leaves the polling place without actually casting a vote. This happens when the voter selects the candidates he or she wishes to vote for but forgets to push the green “vote” button.

Judge of Elections: The person who heads the five-member Election Board in a voting division and supervises the conduct of the polling place.

Machine inspector: An appointed Election Board member who operates the voting machines.

Majority and Minority inspectors: Two inspectors are elected for each polling place. On Election Day, one inspector typically checks voters’ identification while the other prepares the certificates authorizing voters to cast their ballots.

Pennsylvania Election Code: Laws governing elections in Pennsylvania.

Poll book: The book at the polling place containing the names of all voters registered in the division.

Poll watchers: Candidates and political parties appoint poll watchers to observe polling places. Each candidate or political party on the ballot can have only one watcher inside the polling place at a time. All must have a watcher’s certificate from the County Board of Elections in order to enter any polling place.

Provisional ballot: A Paper ballot given to voters whose eligibility is questioned.

Sample ballot: Pink sample ballots that look exactly like the ballot on the voting machine are required to be posted on the wall at each division. Polling officials can use sample ballots to show voters how to use the voting machine. (**NOTE**: The pink sample ballots posted at each polling place by law are different from the “sample ballots” distributed by political parties and other organizations supporting a certain slate of candidates.)

Supplemental pages: Supplemental pages contain the voter registration information for voters whose registration was processed after the printing of the poll books.

Voter identification: First-time voters (voters voting for the first time and voters voting for the first time in a division) are required to provide election officials with a valid proof of either photo or non-photo identification.

IMPORTANT ELECTION DAY PHONE NUMBERS

Office		Contact
Committee of Seventy Main Office Line		215-557-3600
Lawyers' Committee for Civil Rights – Election Protection		1-866-OUR-VOTE (1-866-687-8683)
NALEO's Spanish Election Hotline		1-888-VE-Y-VOTA (1-888-839-8682)
APIAVote's Asian Language Election Hotline		1-888-API-VOTE (888-274-8683)
Philadelphia County Board of Elections <i>Encourage voters or others with questions to call these numbers directly. Avoid calling on behalf of a voter.</i>	Missing election materials, provisional ballots, poll watcher certificates	Poll workers are provided with phone numbers for these specific issues.
	Polling place is locked	
	Voting machine problems	
	Absentee or alternative ballot issues	215-686-3469
	All other questions, registration status, poll locations, etc.	215-686-1590 215-686-1500 215-686-1509
Philadelphia District Attorney's Office		215-686-9641
County Boards of Election		
Bucks County: 215-348-6154 Chester County: 610-344-6410 Delaware County: 610-891-4673; Voter Registration: 610-891-4659 Montgomery County: 610-278-3275; Voter Registration: 610-278-3280		
District Attorney's Office		
Bucks County: 215-348-6344 Chester County: 610-344-6801 Delaware County: 610-891-4161 Montgomery County: 610-278-3090		
Pennsylvania Department of State Voter Hotline Available statewide		1-877-VOTESPA (1-877-868-3772)

*Visit **VotesPA.com** to find contact information for other county Boards of Election.

Committee of Seventy Election Day Staff

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