

Chapter 13 – Marking a Ballot by Hand

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Instructions for Marking a Ballot by Hand

Voting Judges will work in teams of two to issue ballots at the Ballot Issuance Table.

Judge 1:

1. Ask the voter for the voter authority card (VAC).
 - Verify VAC has been signed by the voter and initialed by the “Check-In Judge Initials’ line.”
 - If the Check-In Judge did not initial VAC, return the VAC to the judge to sign.
 - If the voter did not sign the VAC, have the voter sign the VAC at the Ballot Issuance Table. DO NOT have the voter return to the Check-In judge.
2. Initial the VAC on the “Ballot Issuing Judge” line.
3. Look at the ballot style number printed on the VAC to issue the voter a ballot.
 - Place the ballot and VAC in the privacy sleeve
4. Give the privacy sleeve to the Voting Judge sitting next to you.

Judge 2:

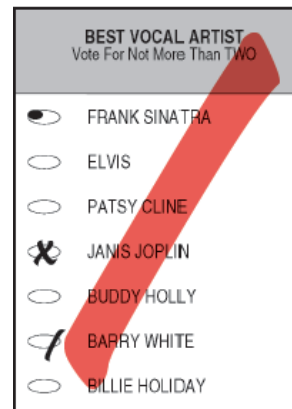
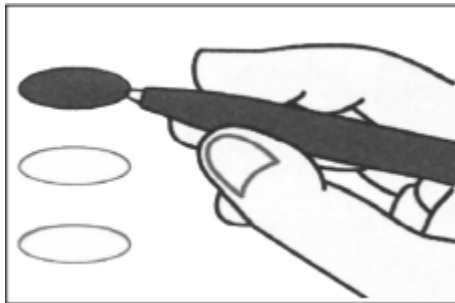
1. Verify:
 - Ballot style on the ballot and VAC are the same
 - Confirm that there is only ONE ballot in the privacy sleeve.
2. Initial the VAC on the “Voting Judge” line.
 - Place the VAC in the plastic holder on the front of the privacy sleeve.



- Hand the privacy sleeve to the voter that contains their VAC and ballot.

3. Tell the voter:

- Keep the voter authority card in pouch on privacy sleeve.
- Use pen provided in the booth and do not take the pen after voting.
- Read the ballot carefully and refer to instructions in voting booth to mark ballot.
- (General Only) To write-in a candidate's name, fill in the oval and print the name on the dotted line (refer to next page).
- Do not sign, initial or make any other marks on the ballot or outside the oval.



INCORRECT

- Raise hand or alert a judge if questions arise or a mistake is made on the ballot.
- When finished voting, place voted ballot inside privacy sleeve.
- Proceed to the scanning unit for final instructions (Show the voter where the scanning unit is in the polling room).

4. Direct the voter to an available voting booth.



A chief judge must offer assistance to a voter who has spoiled two ballots.

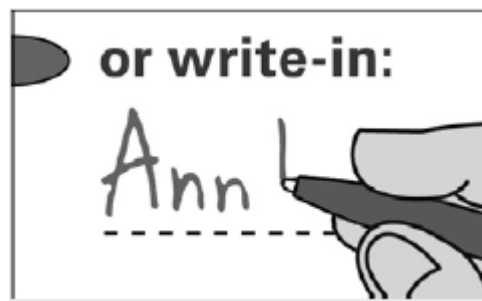
Casting a Write-in Vote on a Regular Ballot (General Election Only)



Do not volunteer information about write-in voting unless requested by the voter.

If a voter asks about write-in voting during a general election:

1. Refer the voter to the posted instructions.
2. Answer any questions the voter may ask.
3. Do not refer to the name of any particular candidate or the office sought in advising or instructing a voter who asked about write-in voting except as indicated below. If you find it necessary to use a name as an example in assisting a voter, use a name such as “John Q Smith” or a name other than that of a known candidate.
4. When explaining write-in voting to a voter, tell the voter to:
 - Completely fill in the oval to the left of “or write-in” under that contest heading.
 - Clearly write the full name of the candidate for whom he or she wishes to vote.



- Refer to the posted list of filed write-in candidates.

- Clearly identify the candidate for the write-in vote to count.



If a voter tells you he or she knows the last name, but not the first name, and gives enough information about the candidate that you know to whom he or she is referring, you may tell the voter the candidate's first name.

5. If a voter requests assistance because he or she is unable to write:
 - Complete the *Voter Assistance Form*. See *Chapter 3 – Voter Assistance and Cross Cultural Communication* for more information.
 - Assistance should be limited to writing the write-in candidate's name.
 - Write the complete name exactly as the voter says.
 - Once the voter has completed his or her write-in voting, the person(s) assisting should then leave the voter so the voter may continue to vote in privacy.
6. If a voter changes his or her mind after writing a write-in candidate's name or makes a mistake on the ballot, instruct the voter to overvote every contest. Write "SPOILED" across the ballot and put it in the "Spoiled Ballot Envelope" before issuing the voter a replacement ballot.

After the Voter Has Marked the Ballot

A voting judge will:

1. Direct the voter to the scanning unit.
2. Tell the voter to give the voter authority card to the voting judge at the scanning unit.