

Chapter 13 – Marking a Ballot by Hand

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13.1 Overview

This chapter explains the correct way to mark a regular paper ballot by hand for voters who choose to do so. Voting judges will be responsible for issuing ballots to voters. Those voting judges will be trained to follow the procedures in this chapter.

13.2 Important Reminder

At the ballot issuance table, the voting judge will ask each voter:

“Would you prefer to mark your ballot using the ballot marking device, or by hand using a pen?”

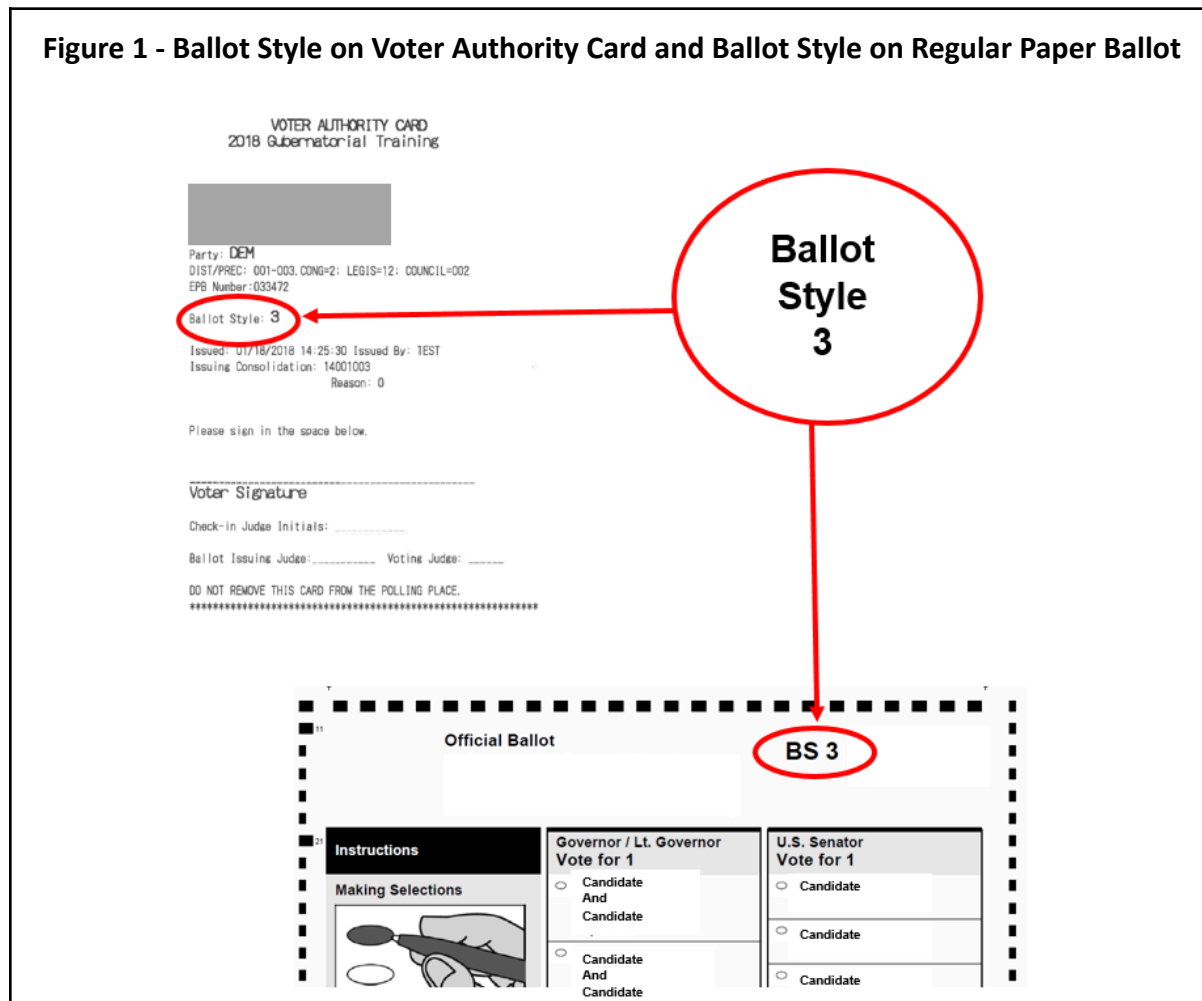
13.3 Instructions for Marking a Ballot by Hand

The voting judge will:

1. Ask the voter for the voter authority card.
2. Make sure the voter authority card has been signed by the voter and initialed by a check-in judge.
3. Ask the voter: ***“Would you prefer to mark your ballot using the ballot marking device, or by hand using a pen?”***
 - a. If the voter wants to use the ballot marking device :
 - i. Initial the voter authority card.
 - ii. Put the voter authority card in the clear pouch on the front of a privacy sleeve.
 - iii. Put the ballot activation card inside the privacy sleeve. .
 - iv. Direct the voter to an open ballot marking device.
 - b. If the voter wants to mark a ballot by hand, go to step #4.
4. Give the voter the correct ballot style. Show the voter the following:

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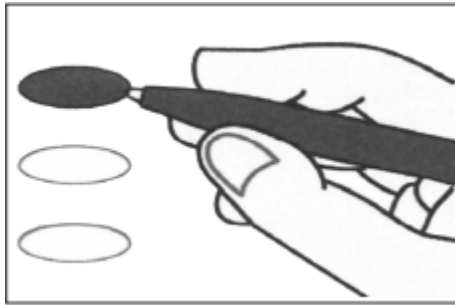
- a. The ballot style printed on the voter authority card.
- b. The ballot style printed on the ballot to make sure it is the correct ballot style.
- c. Both sides of the ballot and all pages of the ballot, if applicable.



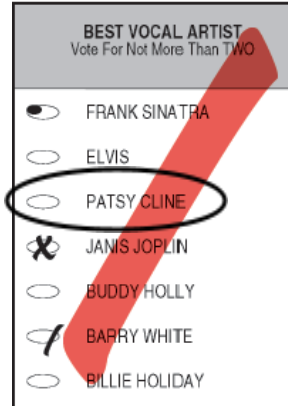
5. Initial the voter authority card.
6. Put the voter authority card in the clear pouch on the front of a privacy sleeve.
7. Tell the voter to read the ballot carefully:
 - o All selections for undervoted contests will be counted.
 - o No selections for overvoted contests will be counted.
8. Tell the voter how to mark his or her selections on the ballot:
 - o Use the marking pen provided at the voting booth.

- o Completely fill in the oval for each selection.

Figure 2 - Examples of How to Mark a Ballot by Hand



CORRECT



INCORRECT

- o Do not make any marks outside of the oval.
- o Do not make any other marks on the ballot.
- o Do not sign his or her name, initial, or make any other identifying marks on the ballot. Ballots with identifying marks may be rejected.



A bipartisan team of chief judges must offer assistance to a voter who has spoiled two ballots. Complete the *Voter Assistance* form if necessary.

9. Tell the voter to raise his or her hand or tell a voting judge if they have any questions or make a mistake on the ballot. See the "Replacement Ballots for Spoiled Ballots" section of *Chapter 7 – Issuing Ballots* to replace a ballot.
10. Tell the voter to keep the voter authority card in the clear pouch on the front of the privacy sleeve. The voter will need the voter authority card to cast the ballot at the scanning unit.
11. Put the voter's ballot in the privacy sleeve and give it to the voter.

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Figure 3 - Privacy Sleeve and Voter's Ballot



12. Direct the voter to an available voting booth.

13.4 Casting a Write-in Vote on a Regular Ballot

(General Election Only)

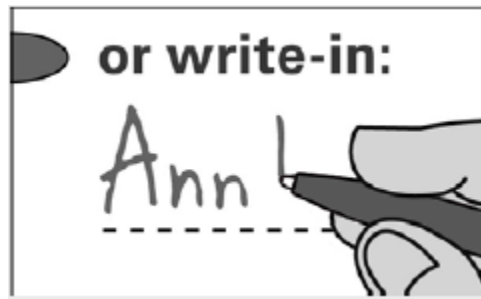


Do not volunteer information about write-in voting unless the voter asks.

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

- Show the voter to the posted instructions.
- Answer any questions the voter may ask.
- When you help a voter who asked about write-in voting, do not say the name of any particular candidate or the name of any particular office. The only exception is indicated below. If you need to use a name as an example when you are helping a voter, use a pretend name such as “John Smith” or a name other than that of a known candidate.
- 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. The candidate must be clearly identified or the vote will not count.
 - Refer to the posted list of filed write-in candidates who have filed to become eligible.

Figure 4 - Writing in a Write-in Candidate



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.

If a voter asks for help because the voter is unable to write:

- Complete the *Voter Assistance Form*. See *Chapter 3 – Voters with Disabilities 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.

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.

13.5 After the Voter Has Marked the Ballot

A voting judge will:

- Direct or walk with the voter to the scanning unit.
- Tell the voter to give the voter authority card to the voting judge at the scanning unit.

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