

Clerk Instructions

November 2, 2021

General Election

Polls are open 6:30 a.m. to 7:30 p.m.

****Poll workers must be there by 5:45 a.m.****

Blue Clerk Supply Pouch:

- ✓ Alphabetical File
- ✓ Check-off List Instructions (pink)
- ✓ 1 Check-off List (6:30a.m. List) by polling location
- ✓ Absentee List
- ✓ Name Tags
- ✓ I Voted Stickers
- ✓ Stub Pouch
- ✓ Clerk Instructions

Before the Polls open:

- Arrive promptly by 5:45 a.m.
- Check to make sure you have **all** of your supplies (If you are in a multi precinct location, there will only be **ONE** Blue Clerk's Pouch, depending on if you are a multi precinct could be up to 3 Clerks, you may rotate duties).
- Right away in the morning post the Absentee list along with the Check-off list at 6:30a.m. They are both in the blue clerk supply pouch. Place on a table by the entrance in the voting room. (Do not tape to wall)
- Give the poll workers their name tags.
- Place the stub envelope on the table next to you, you will no longer have a magnet. (new ballot box is not metal)
- Assist the Signature Judge with supplies & posting of materials.
- **DO NOT** remove or add anything to the totems.
- Try to keep food and drink off the table

Sheets to sign in the morning:

- ✓ Ballot Bag Seal confirmation page
- ✓ Oath
- ✓ Opening of Polls Report
- ✓ Scanner Seals confirmation page

Sheets to sign in evening:

- ✓ VLM check off that the memory stick is in the clear pouch
- ✓ Ballot Box check confirmation page
- ✓ Ballot Accounting Page (precinct specific)
- ✓ Closing of Polls Report

Process during Voting:

For the voter's privacy you will need to sit at a table near the Ballot Box being sure **not to hover over it**. The voter will bring their voted ballot and Authority to Vote slip to you, you will ask their name and verify with the Authority to Vote slip they provided. You will ask for the voter to remove the stub from the ballot – they are to do this...not you.

****You are not to touch the ballot at anytime unless the voter asks for assistance****

Verify the ballot stub number with the ballot number on the Authority to Vote slip by placing a check mark next to the ballot number listed on the Authority to Vote slip. After the voter places their ballot into the ballot box and the ballot is accepted, place the ballot stub in the stub pouch. Then you will need to file the Authority to Vote slip in the Alphabet File – all A's in A; B's in B etc.

If the scanner indicates the voter has over voted the ballot, it is the voter's choice whether they choose to reject or accept. If a new ballot is needed they must take the **Authority to Vote slip** back along with the **ballot** to be spoiled and the **ballot stub** to the Ballot Judge in order to receive a new Ballot – this will be ballot stub #2 – the voter can only have up to 3 ballots.

****If a ballot is jammed, let your Voting Location Manager know right away.**

“NEVER” re-scan a ballot that has been jammed. **

You will need to ask the Signature Judge to print off the 11:00 a.m. and 4:00 p.m. Check-off Lists for you and post with the previous lists. Do not tape these lists to the wall. Place these lists on a table by the entrance of the voting room so people may view. If you are at a multi precinct location you will only need to have one Signature Judge print off the 11:00 a.m. listing for all precincts, and the other Signature Judge print off the 4:00 p.m. listing for all precincts.

POSTING LISTS MUST BE POSTED AT 6:30 A.M., 11:00 A.M. & 4:00P.M.

*****Provisional Ballots are to be handled ONLY by the Voting Location Manager
– DO NOT LET THESE BALLOTS BE SCANNED INTO THE SCANNER AT ANY TIME!*****

If you see someone with a yellow envelope in his/her hand, please get your Voting Location Manager, because this ballot needs to be sealed in the yellow envelope and cannot be put through the scanner. –the VLM will place the provisional ballots in the auxiliary bin.

The Voting Location Manager is in charge of the Precinct and will assist you if needed. Should there be any questions you may call the Board of Elections or ask your Precinct Support person. If you need to take a short break – it is your responsibility to make sure whoever is filling in for you knows what needs to be done. **You may not leave the precinct at anytime**, so make any necessary arrangements for your meals.

After the poll closes:

To be returned in the Blue Clerk Supply Pouch:

- Alphabetical File with **rubber band around it** to keep everything inside
- Check-off List Instructions (pink)
- All Check-off lists that were posted
- Unused I Voted Stickers
- Stub Pouch with Stubs inside

*****EVERYTHING THAT CAME IN THE POUCH NEEDS TO BE RETURNED IN THE POUCH AND NOTHING MORE*****

- ✓ Check the Ballot Box with Voting Location Manager and sign the check off sheet.
- ✓ Check the Voting Location Manager's clear plastic pouch with your Voting Location Manager at the end of the night and sign the check off sheet to make sure the Memory Stick from the scanner is in the clear plastic pouch. ****VERY IMPORTANT****

Help the Signature Judge gather all the supplies to be returned to the Board of Elections.

DO NOT remove or add anything to the totems.

EVERYONE LEAVES AT THE SAME TIME –

Even if this is a multi-precinct one precinct cannot leave before the other.

Challenging Voters

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

(Challenging voters cannot be based on hearsay, you must have personal knowledge)

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

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

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

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

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

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

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

If challenged by a precinct election official for one of the four reasons, above, the prospective voter should complete the Affidavit Oath Examination of Person Challenged (Form 10-U).

- If the voter completes the Form 10-U and a majority of the precinct election officials is able to determine that the voter is eligible to cast a ballot, the voter must be given a regular ballot.
- If the voter refuses to complete the Form 10-U, the voter must vote a provisional ballot, and the precinct election official will need to make a note on the Voting Location Manager Event Log Sheet.
- If a majority of the precinct election officials is unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide a provisional ballot to the person.
- Forms 10-U & 10-X are in the Precinct Forms Envelope in the Red Signature Judge Pouch.
- PLEASE CALL THE OFFICE PRIOR TO CHALLENGING A VOTER