



For "Central Count"  
Tabulation Systems

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# OPTICAL SCAN MANUAL OF INSTRUCTIONS

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For Illinois Election Judges  
**2005**

**Consolidated Election: February 22, 2005**

**Consolidated Election: April 5, 2005**

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**This manual has been written for OPTICAL SCAN voting and applies only to those jurisdictions which use "Central Count" vote tabulation systems. The manual may be duplicated or sections may be rewritten to conform to local specifications. Any modified manual must be consistent with the Illinois Election Code and submitted to the State Board of Elections for approval prior to distribution.**

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## PREFACE

Election judges serve a vital role in protecting the rights of voters. They are responsible for ensuring that the electoral process is administered fairly and in accordance with federal and state election laws. This manual of instructions has been prepared by the State Board of Elections to assist the election judges with the administration of their duties in accordance with Illinois statutes.

The instructions in this manual describe the statutory responsibilities of election judges and their duties on Election Day. **Additional instructions** for using specialized tabulating equipment may be provided by your election authority.

Included in this manual are step-by-step instructions which describe in detail the procedures to be followed before the polls open, during voting hours, and after the polls close. The manual also includes information on voter coding, who can vote, pollwatchers rights and limitations, challenging a person's right to vote, voter assistance and instruction, processing absentee ballots, and remaking damaged and overvoted ballot cards.

In addition, this manual reflects the many changes brought about by the Help America Vote Act of 2002, PA 93-0574, and PA 93-0847. These changes include provisional voting, eligibility requirements for serving as a pollwatcher, campaign free zones and other processes encountered on Election Day.

Additional types of records are now used in Illinois to verify voters' signatures and addresses. While some jurisdictions continue to use binder cards for registration verification, other jurisdictions have replaced the binder cards with a scanned signature roster, or a pre-printed application with the scanned signature. In the past, the two judges who verified each voter's signature and address were designated "binder book judges." They are now called "verification judges."

You play a very important role and are to be commended for helping to ensure the integrity of elections in Illinois. Training of election judges is crucial to the success of the election process. We thank all election judges for serving.

***ILLINOIS STATE BOARD OF ELECTIONS***

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## **CONSOLIDATED PRIMARY ELECTION.....February 22, 2005**

At the Consolidated Primary Election, voters will select nominees for offices to be filled at the Consolidated Election.

In order to participate in a party primary, the voter must declare his or her party affiliation to the election judges. The qualified voter receives only the ballot associated with the party of the voter's choice. The voter may declare affiliation with any party regardless of how he/she voted in the past.

Nonpartisan candidates and referenda may also appear on the ballot. A voter does not declare party affiliation when voting for nonpartisan candidates or on referenda. Candidates and/or referenda will appear on the appropriate primary ballots as well as on separate ballots for voters not wanting to vote in the partisan primary elections.

Since precinct boundaries do not necessarily correspond to local governmental unit boundaries, all voters voting a primary ballot may not be voting on referenda. The election authority codes each voter in the precinct to indicate which offices and referenda the voter is entitled to vote for. The voter's declared party affiliation and/or the voter's code will determine the type of ballot the voter will receive. The voter may vote for only those candidates or referenda for which the voter is qualified. (For additional information, see "Who May Vote" on page 27.)

## **CONSOLIDATED ELECTION.....April 5, 2005**

In the Consolidate Election, a voter does not declare party affiliation. The voter is given a ballot containing the names of all candidates and all referenda to be voted on in the geographical area from which the voter is registered. The voter may vote for individual candidates and/or on propositions. The following officers will be elected or retained at the Consolidated Election:

- Municipal Officers
- Township Officers
- Park District Officers
- Library District Officers
- School District Officers
- Community College District Officers
- Fire Protection District Officers
- Other Special District Officers

## **ELECTION AUTHORITY**

All elections are conducted by the appropriate election authority, i.e., the county clerk or the board of election commissioners. Contact your election authority if you have questions or problems on Election Day.

## **SIGNATURE VERIFICATION RECORD**

There are now additional records which allow election judges to check the signatures and addresses of voters applying to vote. Some jurisdictions use binder cards. Other jurisdictions have replaced the binder cards with scanned signatures on separate signature rosters or lists or with pre-printed applications which include the scanned signatures. Whichever records are used, it is important to remember that two election judges, one from each political party, are to verify each voter's signature and address on each application to vote. In the past, these two judges were designated as "binder book judges." They will now be more appropriately designated as "verification judges."

## **BALLOT STYLE**

The term "ballot style" is used throughout this manual and the term is interchangeable with "ballot type," "ballot code," or "ballot configuration."

For the Consolidated Primary Election, each party ballot is considered a separate ballot style. Additional ballot styles are added in precincts in which all voters do not vote the same offices or propositions.

## **ELECTION PROCEDURES**

The procedures in the Consolidated Primary and Consolidated Election are basically the same, but there are a few differences. In those instances, the differences will be explained in the appropriate section of this manual.

## **ELECTION JUDGES**

In the polling place, the election judges are responsible for the proper and legal conduct of the election. They serve as officers of the Circuit Court and swear or affirm to uphold the Constitutions of the United States and the State of Illinois.

### **Equal Authority**

All election judges have equal authority and responsibility in upholding the law. There is no "head" judge. The judges act as a board in making decisions and the majority rules. However, each judge may act alone to enforce election laws.

### **Obligation to Serve**

Once an individual is selected to serve as an election judge, that person is obligated to serve at each election during the two-year period. If an emergency arises that prevents a judge from serving, the judge must notify the election authority as soon as possible.

### **Replacement Judge**

If a judge fails to appear at the polls, one of the remaining judges should contact the election authority for a replacement. If the election authority cannot provide a replacement, the judges present may appoint a replacement judge. The replacement judge cannot be appointed until **after 6:15 a.m.** The replacement must be a registered voter who has the same political affiliation as the judge being replaced. A precinct, township, or ward committeeman or a candidate **cannot** serve as an election judge. One of the regular judges administers the oath to

the replacement judge.

If at any time the regular appointed judge arrives, he or she will assume the duties of the replacement judge, and the replacement judge will cease to serve. Both the replacement judge and the regular judge sign the payroll sheet indicating the hours each served.

### **Working Hours**

Illinois law requires that the polls be open from 6:00 a.m. until 7:00 p.m. Once the polls are open, there is to be no adjournment or recess until all forms are completed and the ballots have been delivered to the counting center.

All judges should arrive at the polls no later than 5:30 a.m. (or at the time designated by the election authority) to check the supplies and set up the polling place. When the polls are open, one judge at a time may leave the polling place for a very brief period, but only when absolutely necessary. A time sheet must be signed indicating the length of time any judge is absent. After the polls close, all five judges must remain until all forms, certificates, and affidavits are completed and signed, and all election materials are packaged for return to the election authority.

### **Handling Election Materials**

Only the election judges are allowed to handle the election materials, supplies and ballot sheets.

### **Rotating Positions**

Each judge should learn the various duties associated with each position by rotating among the positions during the day. Rotating duties helps prevent errors and also helps prohibit certain types of fraudulent activity. **When rotating duties, two judges, one from each political party, must be at the signature verification records at all times to verify each voter's signature and address.**

The duties of instruction shall be discharged by a judge from each of the political parties represented. Parties shall alternate serving as instructor so that each party shall serve an equal amount of time giving instruction during the day.

### **PEOPLE IN THE POLLING PLACE**

Illinois election law requires that only authorized individuals be allowed in the polling place: election judges, qualified pollwatchers, voters while voting, representatives of the election authority, the State Board of Elections, the Attorney General's Office, the State's Attorney's Office, and local, state and federal law enforcement officials acting in their official capacities. Pollwatchers must have proper credentials issued by the election authority.

### **ELECTIONEERING**

Electioneering is defined as working for, against, or in the interest of a candidate, party, or proposition. Electioneering is not allowed in the polling place or within the campaign free zone of the polling place. No one is permitted to wear a campaign button, display political literature, or engage in any political discussion within the restricted area.

### **CAMPAIGN FREE ZONE**

A campaign free zone is that area in which no advertising pertaining to any candidate or proposition to be voted upon shall be displayed. No one is permitted to wear a campaign button, display political literature, or engage in any political discussion within the restricted area. The campaign free zone is made up of the polling room and the distance within 100 horizontal feet of any such room.

Election officers shall place 2 or more cones, small United States national flags, or some other marker a distance of 100 horizontal feet from each entrance to the room used by voters to engage in voting, which shall be known as the polling room.

If the polling room is located within a private business, school or church building and the distance of 100 horizontal feet ends within the interior of the building, then the markers shall be placed outside of the building at each entrance used by voters to enter that building. **A church or a private school may choose to apply the campaign free zone to its entire property**, and, if so, the markers shall be placed near the boundaries on the grounds adjacent to the thoroughfares or walkways leading to the entrances used by the voters.

If the polling room is located within a building with 2 or more floors and the polling room is located on the ground floor, then the markers shall be placed 100 horizontal feet from each entrance to the polling room.

If the polling room is located in a building with 2 or more floors and the polling room is located on a floor above or below the ground floor, then the markers shall be placed a distance of 100 horizontal feet from the nearest elevator or staircase used by voters on the ground floor to access the floor where the polling room is located.

The area within the markers shall be known as a campaign free zone, and within these boundaries, electioneering is prohibited. The area on polling place property beyond the campaign free zone, whether publicly or privately owned, is a public forum for the time that the polls are open on Election Day. Persons shall have the right to congregate and engage in electioneering on any polling place property, beyond the campaign free zone, while the polls are open. Electioneering includes, but is not limited to, the placement of temporary signs

### **CONTROL OF THE POLLING PLACE**

Election judges are required to maintain order in the polling place throughout Election Day. All persons present in the polling place or within the campaign free zone must obey a lawful order of the judges. Election judges have the authority to evict any person who is creating a disturbance. Individuals violating the law may be arrested by appropriate law enforcement personnel. All serious problems should be reported to the election authority

## **PROCEDURES BEFORE THE POLLS OPEN**

### **1. COLLECT POLLWATCHERS' CREDENTIALS**

Accept and check the credentials as each pollwatcher enters the polling place (before the polls open, throughout Election Day and after the polls close). Pollwatcher credentials are placed in the appropriate envelope and returned to the election authority at the end of the day. (See pages 23-26 for more information on pollwatchers and their credentials.)

### **2. ARRANGE THE POLLING PLACE**

Arrange the polling place to allow for an orderly flow of voters. The voting booths and the ballot box must be within view of the judges at all times. If curtainless booths are used, place them so that the entrance to each booth faces a wall to allow the voter more secrecy.

### **3. OPEN THE BALLOT BOX AND CHECK SUPPLIES**

a. The ballot sheets to be voted and some supplies may be inside the ballot box. The metal ballot box should have a padlock or a seal locking the "Ballot Insert" opening. If a seal is used, the seal number should match the number on the certificate. If it does not match, call the election authority immediately before opening the box.

b. If the seal number matches, remove the seal and open the "Ballot Insert" opening. A key is provided to open the padlock on the other end of the ballot box for removal of the ballot sheets and supplies.

c. If a checklist is provided, use it to check the supplies. If any supplies are missing, call the election authority. You may have large envelopes marked "Before the Polls Open," "During Voting Hours," and "After the Polls Close." Take out the supplies you will need for setting up the polling place and become familiar with the forms and materials in each of the envelopes. You may also have envelopes containing provisional voting supplies.

### **4. ADMINISTER JUDGES' OATH AND PUT ON BADGES**

The judges administer the oath of office to each other and each judge signs the oath. The signed oath is returned to the election authority.

A badge is worn by each judge during the entire day. Print the following information on each badge: the judge's name, ward, township or road district, precinct number, and date of the election.

**5. ORGANIZE THE POLLING PLACE**

Station 1      *(Application Judge)*

Applications to vote and ball point pen  
Demonstrator ballots, special pen for demonstration  
Absentee Voters List and “Start Here” Sign

Station 2      *(Verification Judges - one from each political party)*

Scanned Signatures (or binder books with registration cards)  
Pens for marking voting record  
Affidavits

Station 3      *(Ballot Distribution Judge)*

Ballot Sheets and security sleeves/cover  
Provisional Ballot Materials  
Red pens for initialing ballots  
Spindles for ballot applications

Station 4      *(Ballot Box Judge)*

Ballot box

**6. TIE ONE SPECIALIZED PEN IN EACH BOOTH**

Tie one specialized pen in each booth. The string used to attach the pen must be long enough to allow the voter to write with ease. Some jurisdictions issue a specialized pen to each voter when the voter receives his or her ballot from the ballot distribution judge.

**7. DISPLAY SIGNS**

Display signs, instruction cards, and specimen ballots in the following manner:

- a. Place a “Polling Place” sign outside so that it can be seen from the street.
- b. For the **Consolidated Primary Election**, display inside the polling place one specimen ballot for each party and one specimen ballot for any nonpartisan candidates or referenda.
- c. For the **Consolidated Election**, display four specimen ballots of each type two inside and two outside the polling place.
- d. Place four cards of instruction (which include instructions for write-in voting) in and around the polling place.
- e. Place one instruction card (which includes instructions for write-in voting) in each voting booth.

**8. IDENTIFY THE VOTER CODES CORRESPONDING TO EACH BALLOT STYLE**

Each ballot style will correspond to a voter code established by the election authority. Determine which voter's code each ballot style represents. Ballot styles may be identified by a ballot style number or voter's code.

**9. CHECK BALLOT SHEETS; DETERMINE DIFFERENT BALLOT STYLES**

Check the ballot sheets to make sure the precinct designation and the date are correct. The various ballot styles being used in the precinct will be coded either by color, color-stripping or numerical code. Make note of the coding system to determine which ballot style may be voted. At the Consolidated Primary Election, different colors are used for each party's ballot.

**10. COMPARE OFFICIAL BALLOTS WITH SPECIMEN BALLOTS OF EACH BALLOT STYLE**

Compare the official ballot sheets to the corresponding specimen ballots for each ballot style or grouping to make sure the appropriate ballot styles are available for each voter code in the precinct. The candidates' names on the ballot sheets must agree with those on the specimen ballot.

**11. SIGN CERTIFICATION**

Before the opening of the polls, the judges of election must compare the ballots used with the specimens provided and make certain that the names, numbers and letters agree. Each judge must sign the "Certificate of Inspection" form certifying the ballot sheets are correct.

**12. COUNT THE BALLOT SHEETS OF EACH BALLOT STYLE**

The judges must account for every ballot sheet of each ballot style. Count the ballot sheets for all open packages. **Do not open sealed packages of ballot sheets until they are needed.** Note on the ballot receipt any differences between the actual number of ballot sheets received and the number recorded on the receipt.

**13. RECORD THE NUMBER OF BALLOT SHEETS OF EACH BALLOT STYLE ON THE "OFFICIAL BALLOT RECORD" FORM**

Unless already provided on the certificate, write the number of ballot sheets for each ballot style on the "Official Ballot Record" form (see Line 1 in Figure 1 on page 22). Complete the information on the "Official Ballot Record" form for this election concerning your precinct (i.e., fill in the blanks at the top of the page), then place this "Official Ballot Record" form in the envelope marked "After the Polls Close." **You will need it again after the polls close.**

**14. CHECK THAT THE BALLOT BOX IS EMPTY**

Publicly open and display the empty ballot box to all present. Use the padlock to lock the box and make certain that the ballot box remains locked until the polls close. If cardboard ballot boxes are used, only the perforated top slot is opened.

**15. LOCATE VOTER CODES**

The voter code will appear either on the voter's registration card, the preprinted application, the scanned signature roster or on a separate list. Determine where the coding appears and what the code represents in terms of which ballot type each voter will receive. (See "Who May Vote" on page 27.)

**16. DECLARE THE POLLS ARE OPEN**

Promptly at 6:00 a.m., one judge states in a loud, clear voice that the polls are open.

## PROCEDURES DURING VOTING HOURS

*In some jurisdictions the ballot applications may already be pre-printed with the voter's name and address, precinct number and ballot style. Some jurisdictions may use a scanned signature roster which contains this information as well. If you have no application or record of registration for a voter, the voter's right to vote must be challenged. Any person who is successfully challenged may vote provisionally.*

*As a result of the Help America Vote Act of 2002 (HAVA), some individuals may be entitled to vote "provisionally."*

### STATION 1

- 1. ASK VOTER TO STATE HIS OR HER NAME AND ADDRESS, THEN GIVE APPLICATION TO VOTER - ALL VOTERS, INCLUDING PROVISIONAL VOTERS, MUST COMPLETE AN APPLICATION TO VOTE (*Application Judge*)**

**In the Consolidated Primary Election, ask the voter to state his or her name, address, and the party ballot the voter wishes to vote.** The judge at the first station marks the application to indicate the voter's party affiliation. In some jurisdictions, the ballot applications are color-coded for each established political party. A voter can vote for candidates for one political party only. In some areas, nonpartisan candidates or referenda may be voted on in a primary election. A voter, wishing to vote for nonpartisan candidates or for referenda only, does not declare party affiliation, and may request a nonpartisan ballot only.

**In the Consolidated Election, ask the voter to state his or her name and address, then give the voter a ballot application. No party affiliation must be stated at the Consolidated Election. Please note that if a voter's challenge is upheld, he or she MUST be notified of his or her right to vote provisionally. Each voter will fill out an application to vote (see Provisional Voting on page 30).**

- 2. CHECK THAT THE VOTER WAS NOT ISSUED AN ABSENTEE BALLOT (*Application Judge*)**

The election authority is required to supply the judges with a list of all voters who were mailed an absentee ballot. Make sure the voter's name is not on this list. A person whose name is on this list cannot vote unless he or she surrenders his or her absentee ballot (or a portion of the ballot) to the judges, completes an affidavit stating that he or she never received the ballot, or completes an affidavit stating that he or she wishes to cancel or revoke the absentee ballot cast in his or her name. No supporting affidavit is required. Any absentee ballot returned to the polling place by a voter who decides to vote in-person must be marked "Returned Absentee Ballot." Do not open the returned absentee ballot and place it in the "Before 7:00 p.m." envelope for spoiled ballots. **Please be sure to update the "Official Ballot Record" form indicating that this additional absentee ballot was received.**

Section 19-4 of the Election Code does not require the election authority to include on the list the names of those voters who have voted an absentee ballot **in-person**. However,

some election authorities include both the names of those who have voted an absentee ballot in-person and those who have been issued an absentee ballot by mail.

**Important:** During the day you may receive absentee ballots from the election authority's office. Make certain that these ballots belong to your polling place. If any of the ballots were delivered to your polling place by mistake, contact the election authority's office immediately.

**3. HAVE THE VOTER COMPLETE THE APPLICATION (*Application Judge*)**

The voter signs his or her name and address on the application. If the application is not pre-printed, the application judge prints the voter's name on the application in the place designated. If the application is preprinted, the voter must verify that his or her address is correct and sign the application. If the voter is unable to sign his or her name, the voter must make his or her mark on the application. The completed application is then returned to the first judge.

If an illiterate or a person with disabilities requests assistance in voting, the judge marks the "Assisted in Voting" square on the application and indicates whether the disability is permanent or temporary. **The voter and the person(s) giving assistance must complete and SIGN an "Assisted Voter Affidavit" before the voter is allowed to vote.** (For specific information on giving instructions, see "Instruction and Assistance" on page 33.)

**4. IN THE CONSOLIDATED PRIMARY ELECTION ANNOUNCE THE VOTER'S NAME, ADDRESS AND PARTY AFFILIATION (*Application Judge*)**

The judge at Station #1 announces the voter's name, address and party affiliation in a loud, clear voice.

**IN THE CONSOLIDATED ELECTION ANNOUNCE THE VOTER'S NAME AND ADDRESS (*Application Judge*)**

The judge at Station #1 announces the voter's name and address.

**5. PROVIDE INSTRUCTION TO EACH VOTER (*Application Judge*)**

**The judge at Station #1 offers instruction to each voter on the proper way to mark the ballot sheet.** Instruction is given in such a manner that it may be observed by others in the polling place. (For specific information on how to give instructions, see "Instruction and Assistance" on page 33.)

**6. PASS THE APPLICATION TO THE JUDGES CHECKING THE SIGNATURE VERIFICATION RECORD**

The judge at Station #1 passes the voter's application to the two judges, one of each political party, working with the signature verification records.

## STATION 2

### 7. LOCATE VOTER'S SIGNATURE VERIFICATION RECORD

#### *(Verification Judges)*

At Station #2, the two verification judges, one from each political party, locate the voter's signature verification record. The verification record is either a binder card, a scanned signature roster, or a pre-printed application with the scanned signature. After the verification record is found, one of the verification judges announces the voter's name aloud.

### 8. COMPARE SIGNATURE AND ADDRESSES *(Verification Judges)*

The two verification judges carefully compare the voter's signature and address on the ballot application to the signature and address on the verification record. Both signatures (handwriting) and addresses must be the same. If there are any questions regarding the qualifications of the person applying to vote, refer to "Who May Vote" on page 27 and "Challenging a Person's Right to Vote" on page 32.

### 9. MARK RECORD TO SHOW THAT THE PERSON IS VOTING IN THIS ELECTION *(Verification Judges)*

After establishing that the signatures and addresses match and that the person was not issued an absentee ballot by mail, the verification judges check that the person has not voted earlier in the day. If the person has not already voted, one of the verification judges marks the voter's record to show that the voter is voting in this election. Obviously, if the voter has already voted, he or she cannot be allowed to vote again. If binder cards are used, the voter's card is marked in the following manner:

#### **Consolidated Primary Election**

Mark the voter's registration record with the appropriate party initial ("D" or "R") or a "V" for a nonpartisan ballot.

#### **Consolidated Election**

Mark the voter's registration record with a "V."

If binder cards are no longer used and some other form of voter verification record is used in your jurisdiction, mark the record to show that the voter is voting in this election in accordance with the instructions provided by your election authority.

### 10. INDICATE BALLOT STYLE ON APPLICATION *(Verification Judges)*

Using the voter's code provided on the voter verification record (or other coding list), determine the **CORRECT** ballot style to give to the voter. Unless it is already pre-printed, write this information in the appropriate space on the voter's application in the manner directed by your election authority.

### 11. INITIAL APPLICATION AND RETURN IT TO THE VOTER *(Verification Judges)*

One of the verification judges initials the voter's application and returns it to the voter. Initial the application only after determining that the voter is qualified to vote and that the ballot style code is on the application.

STATION 3
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**IF THE VOTER IS TO BE ISSUED A PROVISIONAL BALLOT, PLEASE REFER TO PROVISIONAL VOTING ON PAGE 30.**

12. **CHECK APPLICATION FOR INITIALS AND BALLOT STYLE; NUMBER APPLICATION AND PLACE IT ON THE CORRECT SPINDLE (*Ballot Distribution Judge*)**

The voter gives the initialed ballot application to the ballot distribution judge. The ballot distribution judge checks that the application has been initialed by a verification judge and that the ballot style has been entered. Beginning with the number “1,” the ballot applications are numbered consecutively and spindled in numerical order. Number and spindle each ballot style separately.

13. **DETERMINE CORRECT BALLOT SHEET TO GIVE TO VOTER (*Ballot Distribution Judge*)**

Using the information contained on the voter’s application, **determine the correct ballot sheet to give to the voter. Remember, if you have more than one ballot style be sure to give the CORRECT ballot sheet to each voter. If it is uncertain as to what ballot style to give a voter, provisional or otherwise, contact your election authority.**

14. **INITIAL BALLOT SHEET (*Ballot Distribution Judge*)**

After spindling the voter’s application, use a pen with **RED INK** to initial the appropriate ballot sheet. Place the initials in the space provided on the ballot sheet. **Do not pre-initial ballot sheets.** Check the ballot sheet for marks or smudges in the voting area since these may cause unintentional votes. **Remember, if you have more than one ballot style be sure to give the CORRECT ballot sheet to each voter.**

15. **HAND THE BALLOT SHEET AND SECRECY SLEEVE/COVER TO THE VOTER AND DIRECT THE VOTER TO A VOTING BOOTH (*Ballot Distribution Judge*)**

Before giving the ballot sheet to the voter, show the voter how to place the ballot sheet in the secrecy sleeve/cover. The ballot is placed in the secrecy sleeve/cover so that the judge’s initials can be seen by the ballot box judge without removing the ballot from the sleeve/cover. Hand the initialed ballot sheet and secrecy sleeve/cover to the voter and direct the voter to an empty voting booth. Do not initial the secrecy sleeve/cover, since it can be reused.

**If for any reason a voter spoils his or her ballot, the voter may return it to the ballot distribution judge and get another ballot sheet.** Mark the “Spoiled Ballot” square on the voter’s ballot application and give the voter another ballot sheet of the same ballot style. The returned ballot sheet is folded and marked “Spoiled” in red ink diagonally across the back of the ballot. Note the reason and initial the spoiled ballot. Place the spoiled ballot in the “Before 7:00 P.M.” envelope for spoiled ballots.

<b>STATION 4</b>
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**16. MAKE SURE NO ONE INTERFERES WITH THE VOTER (*Ballot Box Judge*)**

Make sure the voting booth is clear of campaign literature and that no one interferes with the voter. If no other voters are waiting to vote, the voter may remain in the booth ten minutes. If other voters are waiting, the voter may remain in the booth for only five minutes.

**17. ACCEPT THE BALLOT SHEET IN ITS SECRECY SLEEVE FROM THE VOTER (*Ballot Box Judge*)**

While still in the voting booth, the voter inserts the ballot sheet into the secrecy sleeve/cover so that the RED-INK initials of the ballot distribution judge are visible. The voter gives the ballot sheet within the secrecy sleeve to the judge at the ballot box. All ballot sheets, whether voted or not, are returned to the judge at the ballot box.

**18. CHECK THE BALLOT SHEET FOR JUDGE'S INITIALS**

The ballot box judge checks the returned ballot sheet for RED INK initials of the ballot distribution judge. **Do not remove the ballot sheet from the secrecy sleeve/cover.** If the voter put the ballot sheet into the sleeve/cover in such a way that the ballot box judge cannot see the initials, instruct the voter return to the booth and put the ballot sheet into the sleeve/cover in the proper manner. If the initials are visible, the judge inserts the ballot sheet into the ballot box. Any ballot sheet that is not initialed by the ballot distribution judge must not be deposited. The un-initialed ballot sheet is folded and marked "SPOILED" in red ink diagonally across the back of the ballot sheet, initialed by the judges, and then placed in the "Before 7:00 P.M" envelope for spoiled ballots. Check the "Spoiled Ballot" square on the voter's application and give the voter another initialed ballot sheet of that same ballot style.

**This must be done in such a way that the secrecy of each voter's ballot is preserved.**

**19. DEPOSIT BALLOT IN THE BALLOT BOX (*Ballot Box Judge*)**

The ballot box judge (not the voter) deposits the initialed ballot sheet in the ballot box. Accept the ballot sheet inside the secrecy sleeve/cover, then insert the open end of the sleeve/cover into the ballot box opening and allow the ballot to drop out of the sleeve/cover into the ballot box.

**Please note that provisional ballots are NOT to be inserted into the regular ballot box, but are to be inserted into separate securable container(s) (see Provisional Voting on page 30).**

**20. CHECK PRECINCT NUMBER ON ABSENTEE BALLOT CARRIER ENVELOPE (*Do this throughout the day as the absentees are received.*)**

Check each absentee ballot carrier envelope to be sure it has been delivered to the correct precinct. If the precinct number indicates the ballot has been delivered to the wrong precinct, contact the election authority immediately. (For more information, see "Absentee Ballots" on page 36.)

**21. AT 6:30 P.M. ANNOUNCE THAT THE POLLS WILL CLOSE IN ONE-HALF HOUR**

In a clear, loud voice announce that the polls will close in one-half hour.

**22. AT 7:00 P.M. CLOSE THE POLLS**

At 7:00 p.m. announce that the polls are closed. All persons in line at that time must be allowed to vote. To determine the end of the line a police officer or an election judge may stand at the end. Anyone arriving after 7:00 p.m. must NOT be allowed to vote. The only time the polls MIGHT remain open past 7:00 p.m. is when a federal or state court order extends the time for closing the polls beyond the time established by state law (see Provisional Voting on page 30).

## **PROCEDURES AFTER THE POLLS CLOSE**

### **1. REMOVE “POLLING PLACE” SIGN; LOCK THE DOOR**

Immediately after announcing that the polls are closed, remove the “Polling Place” sign, then close and lock the door.

### **2. ALLOW ONLY AUTHORIZED PERSONS TO REMAIN IN POLLS**

After the last vote has been cast, only the following people are allowed to remain in the polling place:

- a. Judges assigned to the polling place,
- b. Law enforcement officers acting in their official capacities,
- c. Authorized pollwatchers upon submission of valid credentials,
- d. Representatives of the election authority,
- e. Representatives of the State Board of Elections,
- f. Representatives of the Office of the State’s Attorney and the Attorney General’s Office.

(See pages 23-26 for information regarding proper pollwatcher credentials.)

### **3. LOCATE “OFFICIAL BALLOT RECORD” FORM**

(Also referred to in some jurisdictions as “Statement of Ballots”)

### **4. COMPLETE LINES 2 AND 3 ON THE “OFFICIAL BALLOT RECORD” FORM**

Record the number of absentee ballot sheets received for each ballot style on line 2. Add lines 1 and 2. Enter the total ballots received for each style on line 3 (see Lines 2 and 3 in Figure 1 on page 22.)

### **5. COUNT SPOILED BALLOT SHEETS OF EACH BALLOT STYLE**

Count the number of spoiled ballot sheets for each ballot style in the “Before 7:00 P.M.” envelope for spoiled ballot sheets.

### **6. RECORD THE NUMBER OF SPOILED BALLOT SHEETS OF EACH BALLOT STYLE ON THE ENVELOPE AND ON THE “OFFICIAL BALLOT RECORD” FORM, SIGN AND SEAL THE ENVELOPE**

Write the number of spoiled ballot sheets of each style on the “Before 7:00 P.M.” envelope. Seal the envelope. Each judge then signs his or her name across the sealed flap in such a way that if the flap is opened the signatures will be disturbed. Record the number of spoiled ballot sheets for each ballot type on the “Official Ballot Record” form (see Line 4 in Figure 1 on page 22.)

### **7. MILITARY VOTERS**

Military voters may use a regular absentee ballot or a special “Write-in Absentee Voter’s Blank Ballot.” Judges must tabulate properly cast special “Write-in Absentee Voter’s Blank Ballot” even if the candidate did not file a “Declaration of Intent to be a Write-in Candidate.” Follow the instructions from the election authority for processing these ballots.

**8. PROCESS ABSENTEE BALLOTS; OPEN ONE AT A TIME**

Absentee ballot sheets arrive at the polling place in carrier envelopes. Place all unopened carrier envelopes on the table and process them one at a time. Process each absentee ballot sheet completely before opening the next carrier envelope. If questions arise concerning absentee ballot sheets, refer to “Who May Vote by Absentee Ballot” on page 36 and “Challenging an Absentee Ballot” on page 38.

**Read aloud the name of the absentee voter**

The carrier envelope contains a certification envelope and a ballot application. Read aloud the voter’s name and address written on the certification envelope.

**Compare signatures and address**

The two verification judges, one from each political party, compare the signature and address on the application for ballot with the signature and address on both the certification envelope and the verification record. If the signatures and addresses do not correspond, the absentee ballot is challenged in the same manner it would be if the voter were voting in person.

There may not be a verification record for all absentee voters. Certain absentee voters need not be registered if they meet the age and residence requirements of the State of Illinois (see “Who May Vote by Absentee Ballot” on pages 36 and 37).

**Check that certification envelope is sealed**

The certification envelope must be sealed. If the envelope is open, or if it has been resealed, the absentee ballot must be rejected.

**Check that the certification is complete**

The voter must complete the certificate on the envelope. If the certificate is incomplete, the absentee ballot must be rejected.

A physically incapacitated or illiterate voter may receive assistance from another individual to mark his or her ballot. The individual giving the assistance provides his or her name and address on the certification envelope. A physician’s signature is not required for physically incapacitated voters. However, if the absentee voter was hospitalized during the five-day period prior to the election, a completed affidavit signed by the attending physician is required.

**Mark record, make certain person has not voted earlier**

If the verification judges agree that the signature and address match and the certificate is complete, the judges then check that the person has not already voted. If the record indicates that the person has voted in-person earlier in the day, reject the absentee ballot. If the person has not voted, a judge marks the voter’s record to show that the voter is voting in this election. Mark the record as you did throughout the day for voters voting in person. For the **Consolidated Primary Election**, mark the voter’s record with the appropriate party’s initial or with a “V” if the voter voted a nonpartisan ballot only. For the Consolidated Election mark the voter’s record with the appropriate indicator as directed by the election authority.

**Mark rejected absentee ballot; do not open certification envelope**

Do not open the certification envelope if the absentee ballot is rejected. Write “Rejected” on the outside of the envelope along with the reason for rejection and then all judges initial it. The sealed certification envelope, the application for ballot and the carrier envelope are placed in the “After 7:00 P.M.” envelope for rejected absentee ballots. Complete the “Notice of Challenge” (postcard) indicating the reason(s) the absentee ballot was rejected and return it to the election authority to be mailed to the voter. All judges must sign the completed “Notice of Challenge” form.

**Number and spindle the application**

If the absentee ballot is valid, number the ballot application with the next consecutive number for that ballot style and place the application on the appropriate spindle. If you are using pre-printed applications in your jurisdiction, place the pre-printed application on the spindle along with the voter’s application to vote by absentee ballot (by pulling this application you are able to verify the signature). This also helps the election authority process voting history.

**Open the certification envelope**

Open the certification envelope. Be careful not to tear the certificate on the front of the envelope or the ballot sheet within.

**Remove the ballot sheet without unfolding it**

Without violating the secrecy of the ballot, take the ballot sheet out of the certification envelope. **DO NOT UNFOLD THE BALLOT.**

**Initial ballot sheet and deposit it into the ballot box**

**Initial the ballot sheet in RED INK** and deposit the ballot into the ballot box.

If the certification envelope contains duplicate ballot sheets, mark each ballot sheet “Rejected - Two Together - Not Counted.” Each ballot sheet must be signed by the judges and placed in the “After 7:00 P.M.” envelope along with the application.

**Store empty carrier and certification envelopes**

Place the carrier and certification envelopes in the proper envelopes and return them to the election authority. **DO NOT THROW ANYTHING AWAY.**

**9. COMPLETE LINE 5 ON THE “OFFICIAL BALLOT RECORD”**

Determine the number of rejected absentee ballots for each ballot style. Record these numbers on the “Official Ballot Record” form (see Line 5 in Figure 1 on page 22).

**10. COMPLETE LINE 6 ON THE “OFFICIAL BALLOT RECORD” FORM**

Record the number of applications for each ballot style the “Official Ballot Record” form (see Line 6 in Figure 1 on page 22).

**11. OPEN THE BALLOT BOX**

Open the ballot box and remove the ballot sheets.

**12. SEPARATE BALLOT SHEETS ACCORDING TO BALLOT STYLE**

Separate and count the ballot sheets according to ballot style.

**13. COMPARE NUMBER OF BALLOT SHEETS TO THE NUMBER OF APPLICATIONS FOR EACH BALLOT STYLE AND RECORD ON THE “OFFICIAL BALLOT RECORD” FORM**

Count the ballot sheets for each ballot style and record these numbers on line 7 of the “Official Ballot Record” form. Count the number of **provisional ballot envelopes** that have been kept in a separate securable container(s) and record these numbers on line 8 of the “Official Ballot Record” form. **The number of ballots cast (regular and provisional) and the number of ballot applications must be the same.** Record these numbers on the “Official Ballot Record” form (Line 6 should equal lines 7 and 8 in Figure 1 on page 22). If the numbers are not the same, count the ballot sheets again. If the numbers are still not the same, make sure the applications are numbered correctly.

If there are more ballots than applications, place all the ballot sheets of that ballot style in the ballot box. A blindfolded judge draws the excess ballot sheets out of the box. Each excess ballot sheet is marked “Excess - Not Counted” and initialed by the judges. Place the excess ballot sheets in the “After 7:00 P.M.” envelope for excess ballots. Write the number of excess ballot sheets, by ballot style, on the outside of the envelope and enter this number on the “Official Ballot Record” form (see line 9 in Figure 1 on page 22).

**14. CHECK BALLOT SHEETS FOR JUDGE’S INITIALS AND ANY IDENTIFYING MARKS**

Check each ballot sheet for the following items:

- a. Judge’s initials must appear on each ballot sheet.
- b. The ballot sheets must have no identifying marks (see “Ballot Marks” on page 39).

If a judge’s initials are missing from the ballot sheet or if the sheet has identifying marks, mark the ballot sheet “Defective - No Initials - Not Counted,” or “Defective - Identifying Marks - Not Counted.” Initial the ballot sheet and place it in the “After 7:00 P.M.” envelope for defective ballots.

**15. REMAKE ANY DAMAGED OR BENT BALLOT SHEETS**

Damaged or bent ballot sheets that cannot be counted by the tabulating equipment, should be remade. Two judges, one from each political party, make a true and accurate duplicate of each damaged or bent sheet using an unused ballot sheet of the same ballot type. See page 39 for instructions regarding “stray” marks. Follow the procedures for “Remaking Ballot Sheets” on page 41.

**16. CHECK BALLOT SHEETS FOR VALID WRITE-IN VOTES**

Check each ballot sheet for write-in votes. Write-in votes will appear in the spaces provided under each office listed on the ballot sheet. Check the following items to determine if the write-in vote is valid:

- a. The name written on the line is the name of a candidate who has filed a “Declaration of Intent to be a Write-in Candidate.” A listing of those names is provided by the election authority.
- b. There is a valid mark in the designated area.

**If an apparent valid write-in vote causes an overvote, there is no need for the election judges to remake the ballot sheet.** The tabulating equipment is programmed to not count votes for any office that is overvoted. However, if the write-in vote is invalid, and causes the office where the write-in occurs to be overvoted, the ballot sheet must be remade. **If the write-in vote is determined to be valid and no overvote has occurred, record the write-in vote on the tally sheets.**

**17. CHECK INVALID WRITE-IN VOTES FOR OVERVOTES**

An invalid write-in is the name of a candidate whose name does not appear on the list of declared write-in candidates provided by the election authority.

If the write-in is invalid, check the ballot sheet to determine if the office where the write-in occurs has been overvoted. To check for an overvote, do the following:

- a. Count the number of votes for that office. If the total number of votes cast and the write-in is more than the number of votes allowed for that office, the office has been overvoted. As an example, if the instructions read “Vote for One,” and a ballot position for that office has been voted, any write-in vote would create an overvote. On the other hand, if the instructions read “Vote for Two,” and only one ballot position has been marked, a write-in vote would not cause an overvote.
- b. If an invalid write-in vote has created an overvote, a duplicate ballot sheet must be made omitting the write-in vote. Two judges, one from each political party, make a duplicate ballot sheet following the steps in “Remaking Ballot Sheets” on page 41.

**18. COMPLETE THE WRITE-IN TALLY SHEETS**

All valid write-in votes are recorded on the tally sheets. If there are no write-in votes, write “None” across the tally sheets before signing. All judges must sign all three tally sheets. Place one copy in the ballot transfer box. The two remaining copies are placed in the envelope for that purpose. Some jurisdictions require all three copies be placed in the transfer case. Please follow the instructions of your election authority.

**19. COUNT THE DEFECTIVE BALLOT SHEETS OF EACH STYLE; COMPLETE, SIGN AND SEAL THE ENVELOPE**

Count the defective ballot sheets of each ballot style in the “After 7:00 P.M.” envelope

for defective ballots. On the outside of the envelope, write the number of defective ballot sheets for each ballot style and seal the envelope. All judges sign the sealed flap in such a way that if the flap is opened the signatures will be disturbed. Do not include ballots marked "Excess" in these totals. If there are any "Excess" ballot sheets, the number and ballot style must be indicated in a separate space on the "Official Ballot Record" form (see Line 9 in Figure 1 on page 22).

**20. WRITE THE NUMBER OF DEFECTIVE BALLOT SHEETS FOR EACH BALLOT STYLE ON THE "OFFICAL BALLOT RECORD" FORM**

Record the number of defective ballot sheets for each ballot style in the appropriate spaces on the "Official Ballot Record" form (see Line 10 in Figure 1 on page 22).

**21. COUNT THE DAMAGED AND OVERVOTED BALLOT SHEETS FOR EACH BALLOT STYLE IN THE "DUPLICATED BALLOTS" ENVELOPE; COMPLETE, SIGN AND SEAL THE ENVELOPE**

Count the damaged and overvoted ballot sheets for each ballot style in the envelope for "Duplicated Ballots." Write these numbers on the outside and seal the envelope. All judges sign across the sealed flap.

**22. WRITE THE NUMBER OF DAMAGED AND OVERVOTED BALLOT SHEETS FOR EACH BALLOT STYLE ON THE "OFFICIAL BALLOT RECORD" FORM**

Write the number of damaged and overvoted ballot sheets for each ballot style in the appropriate spaces on the "Official Ballot Record" form (see Line 11 in Figure 1 on page 22).

**23. DETERMINE THE NUMBER OF UNUSED BALLOT SHEETS FOR EACH BALLOT STYLE**

Count the number of unused ballot sheets for each ballot style, and record this number in the appropriate space on the "Official Ballot Record" form (see Line 12 in Figure 1 on page 22). **DO NOT OPEN THE SEALED PACKAGES OF BALLOT SHEETS UNTIL THEY ARE NEEDED.**

**24. PLACE UNUSED BALLOT SHEETS IN ENVELOPE; SEAL AND SIGN THE ENVELOPE ACROSS THE SEALED FLAP**

Place all unused ballot sheets in the envelope or container provided and seal it. All judges sign across the sealed flap.

**25. WRITE NUMBER OF UNUSED BALLOT SHEETS OF EACH STYLE ON THE "OFFICIAL BALLOT RECORD " FORM**

Record the number of unused ballot sheets of each type on the "Official Ballot Record" form (see Line 12 in Figure 1 on page 22).

**26. COUNT THE VALID BALLOT SHEETS FOR EACH BALLOT STYLE; RECORD THESE NUMBERS ON THE "OFFICIAL BALLOT RECORD" FORM**

Carefully count the valid ballot sheets for each ballot type. Enter these numbers in the appropriate spaces on the "Official Ballot Record" form (see Line 13 in Figure 1 on page 22).

**27. COMPLETE THE "OFFICAL BALLOT RECORD" FORM AND SIGN IT**

All judges sign the completed "Official Ballot Record" form and sign it (see completed form on page 22.)

**28. SIGN AND SEAL ALL THE ENVELOPES**

**29. PLACE REQUIRED ITEMS IN THE BALLOT RETURN BOX**

Unless directed otherwise by your election authority, place the following items in the ballot return box. In some jurisdictions these required items are listed on the ballot return box:

- a. The ballot sheets to be counted.
- b. The “After 7:00 P.M.” envelope for defective ballots.
- c. The “Duplicated Ballots” envelope.
- d. The envelope containing “Write-in Tally Sheets.”
- e. The “Absentee Certifications” envelope.
- f. The “Official Ballot Record” form
- g. Any other items as directed by your election authority.

**30. LOCK THE BALLOT RETURN BOX AND SIGN THE SEAL**

Place all the items listed above and any other items required by your election authority in the ballot return box. When all items are in the ballot return box, lock the ballot box.

If the ballot return box is not of a type that can be securely locked, seal the box with a filament tape by wrapping the tape around the box lengthwise and crosswise at least twice each way. Wrap the box in such a manner that the signed seal cannot be removed without breaking the tape and disturbing the judges’ signatures.

**31. COMPLETE THE “OFFICIAL BALLOT RECORD” FORM AND SIGN IT**

All judges must complete the “Official Ballot Record” form and sign it (see completed form on page 22).

**32. COMPLETE AND SIGN THE PAYROLL SHEET AND ALL OTHER FORMS**

Complete the payroll sheet and sign it along with all other forms and envelopes included in the precinct kit.

**33. PACK OTHER SUPPLIES AND MATERIALS**

Pack the unused ballots and other election materials as directed by your election authority. **DO NOT THROW ANYTHING AWAY!**

**34. DELIVER BALLOT RETURN BOX TO THE COUNTING CENTER**

Two judges, one from each political party, immediately transport the ballot return box to the counting center or receiving station. Ballot return boxes that are not properly signed and sealed will not be accepted until the transporting judges make the necessary corrections. The election authority may also ask these same judges to return all remaining election supplies to a designated area.

**35. OBTAIN RECEIPT FROM THE RECEIVING STATION/COUNTING CENTER**

Make sure the receiving station or counting center issues a receipt for the ballots return box. Retain this receipt for future reference.



## **AUTHORIZED INDIVIDUALS IN THE POLLING PLACE**

It is the responsibility of the election judges to permit only the following authorized individuals to remain in the polling place:

1. Election judges assigned to the polling place,
2. Voters while voting,
3. Authorized pollwatchers upon submission of valid credentials,
4. Law enforcement officers acting in their official capacities,
5. Representatives of the election authority,
6. Representatives of the State Board of Elections,
7. Representatives of the offices of the State's Attorney and Attorney General.

Precinct, ward and township committeemen, precinct captains, "checkers" and candidates have no official function in the polling place. To remain in the polling place, these individuals must have valid pollwatcher credentials. Local election officials (municipal clerks, township clerks, etc.) must also have valid pollwatcher credentials in order to remain in the polling place.

### **POLLWATCHERS**

Candidates, political parties, civic organizations and organized groups of proponents for and opponents to a proposition on the ballot may appoint pollwatchers. The role of the pollwatcher is established by law. Pollwatchers may be present to observe the conduct of the election before the polls open, during the day and after the polls close.

### **POLLWATCHER QUALIFICATIONS**

All pollwatchers must be registered voters in the State of Illinois. All pollwatchers must have valid pollwatcher credentials issued by the election authority. Each pollwatcher must have separate pollwatcher credentials for each precinct he or she enters.

### **CANDIDATE QUALIFICATIONS**

The actions of candidates in the polling place are governed by the same privileges and limitations that apply to pollwatchers. All pollwatchers must just be registered voters in the State of Illinois. **All candidates must have proper candidate or pollwatcher credentials.**

## **POLLWATCHER CREDENTIALS**

Each pollwatcher must surrender his or her credentials to the judges when he or she enters the polling place. If an individual refuses to surrender his or her credentials, or if the credentials are not valid, the person must leave. All credentials remain in the possession of the judges and are returned to the election authority after the polls close.

In order to be valid, pollwatcher credentials must contain the following information:

1. The real or facsimile signature of the election authority;
2. The real or facsimile signature of a candidate, the state or local party official, the presiding officer of a civic organization, or the chairman of a group of proponents for or opponents to a proposition;
3. The signature and address of the pollwatcher; and
4. A statement that the pollwatcher is registered from the address shown.

## **NUMBER OF POLLWATCHERS**

The number of pollwatchers allowed in the polling place at any given time is limited by law. Individuals acting as pollwatchers may come and go throughout the day as long as they do not interfere with the election process. In addition, pollwatchers may be substituted for during their course of the day as long as the number of pollwatchers in the polling place does not exceed the number allowed by law.

If the polling place becomes overcrowded with pollwatchers and the situation interferes with the conduct of the election, a majority of the judges may decide to limit the number of pollwatchers by drawing lots. However, at least one pollwatcher for candidates, political parties, civic organizations and organized groups of proponents for and opponents to a proposition must be allowed to remain in the polling place.

NUMBER OF POLLWATCHERS ALLOWED IN EACH POLLING PLACE AT ANY GIVEN TIME		
APPOINTING AUTHORITY	CONSOLIDATED PRIMARY	CONSOLIDATED ELECTION
CANDIDATE	TWO	TWO
POLITICAL PARTY	ONE	TWO
*QUALIFIED ORGANIZATION of CITIZENS	ONE	ONE
PROponents AND OPPONENTS OF A BALLOT PROPOSITION	ONE	ONE

\*Each organization of citizens within the county or political subdivision, which has among its purposes or interests the investigation or prosecution of election frauds, and which shall have registered its name and address and the name and address of its principal officers with the proper election authority at least 40 days before the election.

**RIGHTS OF POLLWATCHERS**

All pollwatchers are allowed in the polling place before the polls open, during the day, and after the polls close. They may leave and re-enter the polling place during voting hours unless such continuing action disrupts the conduct of the election.

Before the polls open, pollwatchers may observe the set-up procedures and check that the ballot box is empty. They may closely observe as the judges compare the ballot sheets with the specimen ballots to verify that the names and numbers match.

During the day, pollwatchers have a right to be near the judges so that they may visually examine the voter’s application to vote, to compare the signature and address on the application with that on the signature verification record, to watch the judge deposit the ballot sheet in the ballot box, and to observe the general conduct of the election. Pollwatchers may also observe as the judges periodically inspect the voting booths to make certain that the booths are clear of campaign literature.

After the polls close, pollwatchers may observe the procedures for counting absentee ballots and the procedures for counting write-in votes. They may remain in the polling place until all other procedures and processes are completed. After the polls close, pollwatchers may leave and re-enter only in case of necessity. At no time may any pollwatcher be so close to the judges that the pollwatcher interferes with the orderly conduct of the election. Pollwatchers are not allowed to touch any election supplies or materials. A pollwatcher may courteously call the judges’ attention to any incorrect procedures or apparent violations of the Election Code.

A pollwatcher may challenge a person's right to vote during voting hours and may challenge an absentee ballot during the processing of the absentee ballots. (See "Challenging a Person's Right to Vote" on page 32 and "Challenging an Absentee Ballot" on page 38)

### **LAW ENFORCEMENT OFFICERS**

In some instances, a police officer or deputy sheriff may be officially stationed in the polling place. The officer is present to preserve order and to carry out lawful directions as instructed by the election judges.

### **OTHER OFFICIALS IN THE POLLING PLACE**

Representatives of the State Board of Elections, the election authority, the office of the State's Attorney and the Attorney General's Office, as well as federal, state, or local law enforcement officials who are acting in their official capacities are also entitled to be in the polling place. After displaying official credentials or proper identification, these individuals may observe the conduct of the election. They may station themselves where they can see the information contained on the signature verification records and ballot applications and where they may also observe the voting booths and ballot box. These individuals may also remain in the polling place after the polls close to observe the processing of the absentee ballots and the closing procedures.

# WHO MAY VOTE

## QUALIFIED VOTERS

There should be a signature verification record for every voter in the precinct. This record could be in the form of a binder card, a scanned signature roster, or a pre-printed application with a scanned signature. If the verification record exists and the person currently resides at the address on the record, the person is a qualified voter.

Registration records are sometimes misfiled. Therefore, before challenging the person's right to vote, search the materials thoroughly. If you have reason to believe the person is registered but cannot locate a signature record, call the election authority to verify the registration. Please note that military personnel and their families that are stationed with them are not required to be registered to vote, by absentee.

**Voter qualifications and ballot entitlement have had some major changes as a result of the Help America Vote Act of 2002 (HAVA) and P.A. 93-0574. Certain individuals are now entitled to vote a "Provisional Ballot" provided they meet certain qualifications. (See Provisional Voting on Page 30).**

## VOTER CODING

The name and address of each registered voter in the precinct has been coded to indicate in which governmental units the voter is entitled to vote. This coding will appear either on the verification record or on a separate list of voters. The election authority will provide the judges with information regarding the system of coding being used and explain exactly what the code means in terms of which ballot style the voter is entitled to vote. The voter codes will correspond to the ballot styles to be voted in each precinct.

Occasionally the election judges will find errors in coding. Usually, these errors will be brought to the attention of the judges by the affected voter. The judges should contact the election authority or follow previously issued instructions from the election authority to correct any errors in coding. If an error in coding exists, the voter may vote using a specific affidavit provided for this purpose. Some jurisdictions request an additional "Voter Code Correction" sheet be filled out.

## AFFIDAVITS

According to election law, an affidavit is a sworn statement made in writing before an election judge. Under certain circumstances, a person may be required to sign one or more affidavits (in addition to his or her application for ballot) before being permitted to vote. These affidavits may also require supporting affidavits.

When a voter completes and signs an affidavit, mark the "Voted by Affidavit" square on the application. All affidavits and supporting affidavits are spindled with the voter's application unless directed otherwise by the election authority.

## **SUPPORTING AFFIDAVITS**

Supporting affidavits are usually found at the bottom or on the reverse side of the affidavit being used. On a supporting affidavit, a witness must swear that he or she knows the challenged voter personally, knows the voter in question to be registered in the precinct in which he or she is attempting to vote, and knows that the challenged voter meets the legal requirements for voting and is entitled to vote. In lieu of a supporting affidavit, the voter may provide two forms of identification showing the address of his or her current residence.

## **VOTERS REQUIRING AFFIDAVITS OR OTHER DOCUMENTATION**

The following individuals may vote only after completing the appropriate affidavit:

### **Voter Moved Within Precinct**

If a registered voter moved within the precinct within 27 days prior to the election, the voter may vote after completing the appropriate affidavit which must be accompanied by a supporting affidavit.

### **Voter Moved Outside the Precinct**

If a registered voter moved within 30 days preceding the election to a residence outside the precinct (but within the State of Illinois), the voter may vote after completing the appropriate affidavit which must be accompanied by a supporting affidavit. This person may vote only in-person and only at the polling place where he or she was previously registered.

### **Name Change**

If a person has a name change within 27 days of the election, the individual may vote only after completing the appropriate affidavit which must be accompanied by a supporting affidavit. A woman who continues to use her maiden name after marriage may vote without an affidavit if she is registered to vote under her maiden name.

### **Name on Poll Sheet Only**

A person whose name is on the poll sheet, but whose name is not on the signature verification record, may vote after completing the appropriate affidavit which must be accompanied by a supporting affidavit. Two supporting affidavits are required in jurisdictions with populations of more than 500,000.

### **Non-registered Military Personnel**

Non-registered military personnel who have maintained a legal residence in the precinct for at least 30 days may vote after completing the appropriate affidavit which must be accompanied by a supporting affidavit. Spouses and dependents must be registered in order to vote in-person on Election Day.

### **Non-registered Veterans Separated Within 60 Days**

Non-registered veterans who have left active military service within 60 days of the election may vote after completing the appropriate affidavit and providing satisfactory evidence of discharge. This affidavit must be accompanied by a supporting affidavit. This category does not include spouses or dependants. Spouses and dependents must be registered in order to vote in person.

### **Challenged Voter**

A challenged voter is a person whose right to vote is challenged on a specific qualification. If the judges overrule the challenge, the voter is allowed to vote as though there were no challenge. If the judges uphold the challenge, the voter must be notified that he or she may be entitled to vote a provisional ballot (see “provisional voting” on page 30).

### **No Record of Registration in the Polling Place**

A person for whom the election judges have no record of registration in the polling place (i.e., there is no signature verification record and the person’s name is not listed on any precinct poll list) must have his or her registration verified by the election authority. Verification that the voter is registered must be obtained from the election authority, either by telephone or written statement. If the verification is received by the judges, the voter may then vote. If the challenge is upheld (the election authority cannot verify that the voter is registered), the voter may receive a provisional ballot (see page 30 for guidelines on provisional voting).

### **Change of Address Due to 9-1-1 System**

If a voter’s address has changed due to the implementation of a 9-1-1 emergency telephone system, the voter may vote after completing a Voter Affidavit. This affidavit must be accompanied by a supporting affidavit.

### **Assisted Voter**

If a voter requires assistance in voting, an Assisted Voter Affidavit must be completed before the assistance is given. The affidavit must be signed by both the voter and the individual(s) providing the assistance.

### **Absentee Ballot Not Received**

If a person applied for an absentee ballot but did not receive the ballot in the mail, the voter may vote in person in the polling place on Election Day after completing and signing the appropriate affidavit. No supporting affidavit is required.

### **Voter Requests Cancellation of Absentee Ballot**

If the voter already voted by absentee ballot, but now wants to vote in-person, the voter may revoke or cancel his or her absentee ballot by completing and signing an affidavit. No supporting affidavit is required.

## PROVISIONAL VOTING

### WHO MAY VOTE A PROVISIONAL BALLOT

A person who claims to be a legally qualified registered voter in the precinct in which he seeks to vote, is entitled to cast a Provisional Ballot under one of the following four circumstances:

- the person's name does not appear on the official list of eligible voters, whether a list of active or inactive voters, for the precinct in which the person seeks to vote;
- the person's voting status has been challenged by an election judge, a poll watcher, or any legal voter and that challenge has been sustained by a majority of the election judges;
- or the voter did not provide identification when he/she registered and cannot provide identification on Election Day;
- a federal or state court order extends the time for closing the polls beyond the time period established by state law and the person votes during the extended time period.

### PROCEDURES FOR CASTING A PROVISIONAL BALLOT

An election judge shall notify a person that he or she is entitled to vote a Provisional Ballot in the following manner:

- The person shall be provided an "Application to Vote", a "Provisional Voter Affidavit", a "Provisional Ballot Envelope", the correct ballot, and written instructions. If it is uncertain as to what ballot style to give the voter, contact your election authority.
- The election judge will sign the affidavit and check a box on the affidavit that states which of the four reasons for why the person was given a Provisional Ballot. The original affidavit will be placed in the self-adhesive, clear plastic packing "Provisional Voter Envelope," with a copy of the completed affidavit to be given to the voter.
- The election judge must accept and place in this clear packing area of the envelope any information (provided by a person who casts a Provisional Ballot) that the person believes supports his or her claim that he or she is a duly registered voter and qualified to vote in the election.
- The voter will vote the ballot, place it in the "Provisional Ballot Envelope," seal the envelope, and return it to the election judges. All "Provisional Ballot Envelopes" will be deposited into a separate securable container identified and utilized for sealed Provisional Ballots only.
- The written instructions provided to the voter shall state how, after the election, the voter may determine if his or her ballot was counted, or if the Provisional vote was not counted, the reason that it was not counted.
- Upon the closing of the polls, this unopened, sealed, securable container containing the Provisional Ballots will be returned to the election authority along with the other election supplies.

**Make sure Provisional Ballots are NOT inserted into Tabulator!**

## WHO MAY NOT VOTE

(Note: Exceptions)

The following individuals may not vote at the polling place, except as noted:

1. Individuals who are not registered (exceptions: see pages 28, 29 & 30).
2. Individuals who have moved more than 30 days OUTSIDE of their jurisdiction (county or board of elections) and did not transfer their registration.
3. Individuals who have moved within their jurisdiction more than 30 days prior to the election and have not transferred their registration.
4. Individuals who have moved within the precinct more than 27 days prior to the election and have not transferred their registration.
5. Individuals who have had a name change more than 27 days prior to Election Day and have not re-registered. A woman who continues to use her maiden name after marriage may vote if registered under that name.
6. Non-registered veterans discharged from active duty more than 60 days before the election.

## **CHALLENGING A PERSON'S RIGHT TO VOTE**

### **WHO MAY CHALLENGE**

An election judge is obligated to challenge a person's right to vote if the judge believes that person is not a qualified voter. A pollwatcher or any legal voter may also issue a challenge.

### **REASONS FOR CHALLENGE**

The challenger must state a specific reason for challenging a person's right to vote. Some reasons for challenging include:

1. The voter no longer resides at the given address.
2. The person attempting to vote is not the same person as registered.
3. The voter has already voted.
4. There is no record that the person is registered.

A voter cannot be refused a ballot or be challenged solely for refusing to provide a social security number on the ballot application.

### **DECIDING A CHALLENGE / VOTER'S RIGHT TO APPEAL**

The judges act as a board in deciding a challenge. A majority of the judges determines whether to overrule or sustain a challenge. If a majority of the judges overrule the challenge (do not agree with the challenger), the voter is permitted to vote as though a challenge had not been issued. However, if a majority of the judges sustain the challenge (agree with the challenger), the voter may be given a provisional ballot (see Provisional Voting on page 30).

## INSTRUCTION AND ASSISTANCE

**Instruction** means demonstrating to the voter, in full view of everyone in the polling place, how to properly mark the ballot sheet. Use a demonstrator ballot sheet (not an official ballot sheet) to instruct the voter in the following manner:

1. Explain to the voter that the specialized pen provided in each booth is used for voting and show the voter the sample shown on the Instruction Card. Actual demonstrations should be given only on demonstrator ballot sheets. Explain that the votes will not record accurately unless the pen is used to mark the ballot sheet. Tell the voter that smudges and stray marks may interfere with the proper counting of the ballot. **UNDER NO CIRCUMSTANCES MAY A JUDGE INDICATE HOW TO VOTE FOR A PARTICULAR CANDIDATE OR INFLUENCE THE VOTER IN ANY WAY.**
2. **Tell the voter not to vote for more candidates than the number indicated for each office on the ballot sheet.** Also, **LET THE VOTER KNOW IF THERE ARE CANDIDATES ON BOTH SIDES OF THE BALLOT.**
3. **Tell the voter that if he or she makes a mistake, makes a stray mark or damages the ballot, he or she can return the ballot sheet to the judges and receive a new ballot sheet.**
4. Tell the voter to insert the ballot sheet in the secrecy sleeve/cover before leaving the voting booth so that the judge's initials on the ballot sheet can be seen.

A voter may request instruction on how to complete a write-in vote. In this case, show the voter the space provided for write-in votes on the ballot sheet and explain what is required for a write-in vote to be valid. (For additional information, refer to "Write-in Votes" on page 40.)

### GIVING ASSISTANCE

Assistance is the actual marking of the ballot sheet by selected individuals in the privacy of the voting booth. Assistance is given only upon the voter's request and after both the voter and those giving assistance have completed the appropriate affidavit. Only two groups of voters may receive assistance: 1) a person with disabilities or a visually impaired voter, and 2) the illiterate voter. Before giving assistance, mark the appropriate square on the ballot application.

Assistance is always given in the privacy of the voting booth. Anyone giving assistance must cast the vote as directed by the voter and shall not give information afterward as to how the vote was cast.

### WHO MAY ASSIST

Any voter who requires assistance to vote by reason of blindness, disability or inability to read or write may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer or an officer or agent of the voter's union. If a voter so chooses, a candidate or precinct committee person may provide assistance on Election Day. The above

information must be provided to all voters requesting assistance. Should the voter not specify a person to assist in voting, two judges shall assist the voter, one from each political party. The two judges who will be giving assistance to voters are selected before the polls open.

### **ASSISTING THE ILLITERATE VOTER**

An illiterate voter is a qualified voter who cannot read or write English sufficiently to cast his or her ballot. Before receiving assistance, the voter either signs his or her name or makes his or her mark on an affidavit. Before giving assistance, the individual(s) giving assistance must also sign the affidavit.

### **ASSISTING VOTERS WITH DISABILITIES**

A person with disabilities is a voter who is physically unable to mark his or her ballot or who is visually impaired. However, a person who is intoxicated does not qualify as physically disabled and cannot receive assistance.

Before receiving assistance, a person with disabilities must complete and sign an affidavit stating his or her specific disability and whether the disability is permanent or temporary. Before giving assistance, the individual(s) providing the assistance must also sign the Assisted Voter Affidavit. Listed below are suggestions for common courtesies and guidelines:

- Be considerate of the extra time it might take for a person with a disability to get things done, and give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person with a disability rather than to a companion who may be along.
- Speak calmly, slowly and directly to a person that you believe to be hearing impaired. Your facial expressions, gestures and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, write a note to the person.
- Before pushing someone in a wheel chair, ask if you may do so and how you should proceed.
- Greet a person who is visually impaired by verbally letting the person know who and where you are. You may wish to verbally explain the procedure as well. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines.
- Be aware that dogs that assist people with disabilities should be admitted into all buildings. Such dogs are highly trained and need no special care other than that provided by the owner. Never distract, pet or feed the dog.
- Be aware that federal law allows voters with disabilities to be accompanied by and to receive the assistance of another person in the voting booth.
- Remember that all voters deserve courteous attention when exercising their right, as citizens, to vote.

## **INACCESSIBLE POLLING PLACES**

A voter with disabilities or an elderly voter, who cannot enter a polling place due to the structural features of the building, may request to vote outside the polling place. The request must be made to the election authority no later than the close of business on the day before the election. The election authority notifies the appropriate election judges of the names of those individuals making such a request.

Voters cannot vote outside the polling place unless the election judges receive prior notification from the election authority. If notification is given, the voter completes the entire voting process outside the polling place. Two judges, one from each political party, deliver an application to the voter. The completed application is brought back into the polling place to the verification judges. After the signature and address are verified and it is determined that the individual is qualified to vote, a ballot and a portable voting booth (or enclosure) are provided to allow the voter to mark his or her ballot in secrecy. In no case shall a ballot be delivered to a voter beyond 50 feet of the entrance to the building in which the polling place is located. After the voter has voted, the two judges take the ballot (keeping it inside the secrecy sleeve/cover) back to the polling place and deposit it in the ballot box.

## ABSENTEE BALLOTS

### OPEN OUTER BALLOT PACKAGE BEFORE 7:00 P.M.

If more than one absentee ballot is to be delivered to a precinct, the election authority may bind them together into one package for convenience in handling. This outer packaging envelope is different from a carrier envelope. Open the packaging envelope as soon as conveniently possible so that the precinct numbers on the carrier envelopes can be checked. **Do not open the carrier envelopes until after 7:00 p.m.** If the precinct number on a carrier envelope shows that the absentee ballot has been delivered to the wrong precinct, contact the election authority immediately.

If, after the polls close, the judges find a carrier envelope that was delivered to the wrong precinct, keep the sealed carrier envelope separate and contact the election authority.

### WHO MAY VOTE BY ABSENTEE BALLOT

The following registered voters currently residing in the precinct are permitted to vote by absentee ballot:

1. Voters expecting to be absent from the county of residence on Election Day.
2. Voters appointed as election judges in precincts different from where they reside.
3. Voters unable to be present at the polls because of physical incapacity (includes hospitalized voters).
4. Voters observing a religious holiday and unable to be present at the polls because of the tenets of their religion.
5. Voters who will be unable to be present at the polls because of election duties in the Office of a State's Attorney, an election authority, the State Board of Elections or a law enforcement agency.
6. Voters serving as jurors who have been sequestered on Election Day.

The following individuals may also vote by absentee ballot even though they are not current residents of the precinct:

1. Members of the United States Armed Forces while on active duty and their spouses and dependents even if they are not registered.
2. Members of the Merchant Marine and their spouses and dependents even if they are not registered.
3. Civilians employed by the United States Government serving outside the territorial limits of the United States and their spouses and dependents even if they are not registered.
4. Members of religious groups or welfare agencies and their spouses and dependents who are officially attached to or assisting members of the Armed Forces, even if they are not registered.
5. Federal and state employees (and their spouses) who had a voting residence in the precinct at the time they entered government employment but who now reside elsewhere due to that employment and are still registered in that precinct.
6. Registered voters temporarily residing overseas who maintain a residence in the precinct.

## **CHALLENGING AN ABSENTEE BALLOT**

### **WHO MAY CHALLENGE**

Judges have the same obligation to challenge an absentee ballot as they do for a voter who appears in person at the polling place. Pollwatchers also have the right to challenge an absentee ballot application. In either case, a majority of the judges decides whether or not the ballot will be counted.

### **REASONS FOR CHALLENGE**

A specific reason must be given for challenging an absentee ballot. Reasons for issuing a challenge include the following:

1. The certificate on the certification envelope is incomplete.
2. The information contained in the certificate is incorrect.
3. The signature (handwriting) and/or address on the application do not match the signature and/or address on the verification record or on the certification envelope.
4. The individual is not a qualified voter.
5. The individual has voted in person.
6. The certification envelope is open or has been opened and resealed.
7. The individual died prior to the opening of the polls on Election Day.

### **NOTIFICATION OF REJECTED BALLOT**

If a challenge to any absentee voter's ballot is sustained, complete the "Notice of Challenge" (postcard) and return it to the election authority to be mailed to the voter.

**DO NOT OPEN THE CERTIFICATION ENVELOPE.** Mark the certification envelope "Rejected" and write the reason for rejection on the envelope. Place the certification envelope, the application and the carrier envelope in the "After 7:00 P.M." envelope for rejected absentee ballots.

## **BALLOT MARKS**

### **VALID MARKS**

A mark is an intentional darkening of a designated area on the ballot sheet. For those jurisdictions which use the “connect the arrow” type marking, a valid mark is any single continuous line that connects both ends of a pre-printed arrow on the ballot sheet. For those jurisdictions which use a “fill in the oval” type marking, a valid mark is one which simply fills in a pre-printed oval on the ballot sheet. **Polling place Instruction Cards provide instructions on the proper way to mark a ballot.**

### **IDENTIFYING MARKS**

Any mark placed anywhere on the ballot which serves to identify it from other ballots or furnishes a means of evasion of the law relative to secrecy, is an “identifying mark.” After removing the ballot sheets from the ballot box and separating them according to ballot type, check the ballot sheets for marks anywhere on the ballot sheet that could be recognized as identifying marks. If a majority of the judges feel that a ballot sheet has an identifying mark, the ballot must not be counted. Also, if a ballot sheet is marked with an “X,” a check mark, a letter, a number, a symbol, or any other mark which could be recognized as an identifying mark, the ballot is not counted.

### **STRAY MARKS IN THE VOTING AREAS**

When checking the ballot sheets after the polls close, election judges should check each sheet to make certain there are no unintentional stray marks, dots, or smudges in the actual voting areas on the sheets. Any sheets that have such stray marks in any voting area must be remade by the judges following the instructions on page 41.

## WRITE-IN VOTES

### VALID WRITE-IN VOTES

If the voter wishes to vote for a declared write-in candidate, the voter may write the name of the candidate in the space provided on the ballot sheet. In order for the write-in vote to be valid, the voter must write the name of the candidate in the space provided below the slated candidates for the office and properly mark the ballot according to the instructions posted on the **Instruction Card** in the polling place.

### WRITE-IN VOTES ARE COUNTED ONLY FOR THOSE CANDIDATES WHO FILED A “DECLARATION OF INTENT TO BE A WRITE-IN CANDIDATE”

The election judges are required to count write-in votes **only for those candidates who have filed a “Declaration of Intent to be a Write-in Candidate.”** The election authority will supply the judges with a list of all candidates who have filed a “Declaration of Intent to be a Write-in Candidate.” However, in some elections military voters may use a special Write-in Absentee Voter’s Blank Ballot instead of a regular absentee ballot. In this instance, votes for a write-in are tabulated even if the candidate did not file a declaration of intent to become a write-in candidate. Follow specific instructions from the election authority for tabulating these special write-in votes.

### RECORDING WRITE-IN VOTES ON THE TALLY SHEETS

Record all valid write-in votes on the tally sheets. If there are no write-in votes, write “NONE” across all three tally sheets. Sign the tally sheets and place them in the envelope provided for write-in tally sheets.

### SPELLING

In determining the validity of a write-in vote, the spelling of the candidate’s name need not be exact as long as the intent of the voter can be determined. There should be some relationship between the appearance or the sound of the name written in and that of the candidate’s actual name. In the case of a misspelled name, a majority of the judges must agree as to the intent of the voter and whether or not the write-in vote will be counted.

### PRINTING OR WRITING THE CANDIDATE’S NAME

Printing the name of the write-in candidate is just as valid as writing the name in script, however, the use of stickers or a rubber stamp by a voter does not constitute a valid write-in vote.

	<b>MAYOR</b> <b>4 YEAR TERM</b> (Vote for one)
<input type="radio"/>	<b>REPMAYOR</b> REPUBLICAN
<input type="radio"/>	<b>DEMMAYOR</b> DEMOCRATIC
<input checked="" type="radio"/>	<i>Jon Smith</i> Write-In

## REMAKING BALLOT SHEETS

### DAMAGED AND OVERVOTED BALLOT SHEETS

Depending on the instructions from the election authority, election judges may be responsible for remaking certain ballot sheets. Remake all damaged or bent ballot sheets since they cannot be counted by the tabulating equipment. The duplicate ballot is marked exactly the same as the original ballot.

Remake all ballots that contain an overvote due to an invalid write-in vote. If an invalid write-in causes an overvote, remake the duplicate ballot sheet exactly as the original sheet, but omit the invalid write-in. Remake all ballot sheets that have been folded anywhere other than at the designated pre-fold area.

### REMAKING PROCEDURES

Two judges, one from each political party, remake the duplicate ballot sheet in the following manner:

1. Use an official ballot sheet of the same ballot style.
2. Mark the duplicate ballot with a specialized pen.
3. One judge reads the candidate/referenda choices to be marked on the duplicate sheet while the other judge marks the ballot sheet according to the instructions that are described on the polling place **Instruction Card**.
4. Check the duplicate ballot sheet by exchanging duties, i.e., the judge who marked the ballot sheet reads the names of the candidates/referenda choices marked.
5. Consecutively number each pair of duplicate ballot sheets. The first damaged ballot sheet is marked "Damaged Ballot No. 1" and the corresponding duplicate sheet is marked "Duplicated Damaged Ballot No. 1." The next pair is marked "Damaged Ballot No. 2," and the corresponding duplicate sheet is marked "Duplicated Damaged Ballot No. 2." Continue the process until all duplicated ballot sheets have been marked.

Likewise, the first pair of overvoted ballot sheets are marked "Overvoted Ballot No. 1," and "Duplicated Overvoted Ballot No. 1." Continue the process until all duplicated overvoted ballots are marked and numbered consecutively. Use a pen with red ink to identify the ballot sheets.

6. Use a pen with red ink to initial both the original ballot sheet and the duplicated ballot sheet.
7. Place the original ballot sheet in the envelope for duplicated ballots and place the duplicated ballot sheet in the ballot return box with the other valid ballot sheets.

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