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MONTANA SECRETARY OF STATE

Election Judge Training

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Election Judge Facts

Every year, Election Administrators across the U.S. train more than 1.4 million citizens to serve as election judges.

Election Judges play a critical role in the voting process!

On Election Day, a citizen's right to cast a vote and have the vote count can rest in the hands of **THE ELECTION JUDGE!**

- There are not many jobs that go through as much change as the job of an election judge.
- Election judges *must* be aware of changes in statute or rules and *must* follow those changes.

There are few jobs as critical to our democracy as the job of an election judge.



Election Judge Training

- Each election judge must attend training provided by the county election office on even years before the primary election.
- Each election judge must be provided with a copy of the Secretary of State's [Election Judge Handbook](#).
- Each applicable election judge should be provided with a copy of the Secretary of State's [Uniform Ballot & Voting Systems Procedures Guide](#), or an equivalent publication from the county election office.

Please direct questions to your county Election Administrator or the Secretary of State, Elections and Voter Services Division at: soselections@mt.gov

Election Judge Training is divided into nine categories

1. Before Polls Open

2. Election Day

3. Disability Assistance

4. Closing the Polls

5. General Counting Procedures

6. Hand-Counting Ballots

7. Machine Tabulating

8. Special Situations

9. Quiz

- This training is provided to supplement local training, the [Election Judge Handbook](#), and the [Uniform Ballot & Voting Systems Procedure Guide](#).
- It takes approximately one hour to complete and includes a quiz at the end.
- Election judges are encouraged to review this training presentation before each statewide primary and statewide general election.



Before Polls Open

- Check the voting equipment, make sure it is **set-up, plugged in, properly sealed**, and ready for use.
- **Check ballots** to make sure that they are the correct ballots for your precinct.
- Chief Judge or Ballot Judge will verify [Ballot Certification Report](#) with ballots delivered to polling place and will verify and update the ballot seal log and the voting system seal log.

Notify the Election Administrator immediately if number of ballots delivered does not match the number on Ballot Certification Report.

Call your county Election office immediately if you are missing any supplies.

Chain of Custody and Security Seal Log (page 1)
 This form must be used to track the chain of custody of ballots and media, and to track security seals.

Part 1 filled out by election administrator before delivery to polling place.

Part 3 to be filled out by chief judge before transport back to election office.



Ballots and Election Materials Chain of Custody & Security Seal Log

For the purpose of showing the control, transfer, and disposition of ballots and election materials during an election. Security seals, when removed, should be placed on the attached security seal log.

County:	Election Date:
Precinct:	Polling Place:

Part 1: Materials prepared at election office to be delivered to polling place (completed by election administrator)

Election Material Type:	Security Seal Serial #:

Signature of Election Administrator _____ Date _____

Signature of Witness _____ Date _____

Part 3: Materials leaving polling place (completed by election judge or polling place manager after polls close)

Election Material Type:	Security Seal Serial #:

Signature of Polling Place Manager _____ Date _____

Signature of Witness _____ Date _____

Part 2: Materials received at polling place (completed by polling place manager before polls open)

Election Material Type:	Security Seal Serial #:

Signature of Polling Place Manager _____ Date _____

Signature of Witness _____ Date _____

Part 4: Materials returned to election office (completed by election administrator)

Election Material Type:	Security Seal Serial #:

Signature of Election Administrator _____ Date _____

Signature of Witness _____ Date _____

NOTE: IF EARLY PICK-UP OF BALLOTS, THIS FORM MUST ACCOMPANY BALLOTS TO COUNTING LOCATION. A SECOND FORM SHOULD REMAIN WITH SEALED BALLOT CONTAINER TO BE COMPLETED FOR THE NEXT OR FINAL TRANSPORT.

Part 2 filled out by chief judge before polls open.

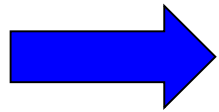
Part 4 to be filled out by election administrator upon return to the election office.

Security
Seal Log
(page 2)
Place
used
security
seals
here, log
seal
numbers

Removed Seal	Seal Location	Seal Number Removed	Reason For Removal	Date	Initials
(place removed seal here)					
(place removed seal here)					
(place removed seal here)					
(place removed seal here)					
(place removed seal here)					
(place removed seal here)					

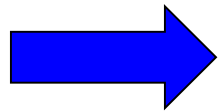
Before the Polls Open

- Post **Polling Place** signs outside the polling place in conspicuous locations.



POLLING PLACE – VOTE HERE

- Post **Precinct** signs inside the polling place in conspicuous locations to direct the voter to the correct precinct.



PRECINCT # 21

- Check the Register to make sure it is the correct register for your precinct.



Before the Polls Open

- Using the list provided by the election office, mark the Register for any voter who was issued an absentee ballot after the Register was printed.
- All voters issued absentee ballots prior to printing the Register will be marked absentee.

NOTE: Voters marked Absentee must vote a PROVISIONAL BALLOT if they show up to vote at the polls and do not have their original ballot!

- Post the list of Absentee voters in a **conspicuous** location.

If the elector is dropping off a ballot for another person, see the section on the Montana Ballot Interference Act (BIPA) in the [Election Judge Handbook](#)!

BALLOT INTERFERENCE PREVENTION ACT (BIPA)

[\(13-35-702, MCA\)](#)

The Montana Ballot Interference Prevention Act (BIPA) was approved by voters in the November 2018 General Election. The Act limits who can collect and convey a ballot belonging to another person. Election officials and those authorized to transmit US mail are exempt from the act. Certain people with a relationship to a voter may collect and convey ballots. However that is limited to a total of six ballots per election. A voter may convey their own ballot and does not need to sign the BIPA registry form if no other ballots are delivered at the same time.

Persons defined in BIPA that can convey a ballot on behalf of another person are:

1. Acquaintance – an individual known by the voter.
2. Caregiver – an individual who provides medical or health care assistance to the voter in a residence, nursing care institution, hospice facility, assisted living center, assisted living home, residential care institution, adult day health care facility, or adult foster care home.
3. Family member – an individual who is related to the voter by blood, marriage, adoption, or legal guardianship.
4. Household member – an individual who resides at the same residence as the voter.

Accepting conveyed absentee or late registration ballots at the polls

1. Have the person who collected and is conveying the ballot(s) fill out and sign the BIPA registry form. A person is limited to six ballots besides their own for each election.
2. Process the ballot as you would any other absentee or late registration ballot.

BIPA Q&A: (Print and keep a copy at the polling place)

Q: Do election judges need to confirm the identity of the ballot collector using ID?

A: No, confirming the identify of a ballot collector is not required of the judge by statute.

Q: Do election judges need to confirm the data and enforce the completeness of the form?

A: No, election judges are not responsible for enforcing the statute. Election judges should discuss the required information with the person completing and signing the registry form. If a person insists on turning in an incomplete form or providing information the judge knows is not correct, the official should still accept the form and ballots and let the chief judge or Election Administrator know.

Q: Can election judges reject ballots conveyed to them in violation of the six-ballot restriction, where the ballot conveyer doesn't sign the registry, or the ballots are simply dropped off with the person just leaving the office?

A: No, the election judges should still accept the ballots that are conveyed to them. They should process them the same way as ballots otherwise submitted to their polling place or place of deposit. They should report such incidents to their chief judge or Election Administrator.

Q: Is the six-ballot restriction cumulative?

A: No, the six-ballot restriction is per election per person. A person may collect and convey up to six ballots per election in addition to their own ballot.

Q: Do election judges need to post information about the ballot collection restrictions at drop boxes?

A: This is not required under statute; however, we encourage election officials to post this information at any location accepting ballots.

Q: For school elections and people dropping ballots off at a principal's office, can the principal deliver those ballots back to the school district or county election office?

A: No. The exception is if the principal is a designated election official. Otherwise, a principal may only collect six ballots before the limitation is exceeded.

Q: If an underage child brings a ballot in to drop off for a parent, can we accept it?

A: Yes, a child is a relative and the statute states a relative can drop off a ballot.

Before the Polls Open

Set up the polling place

Set up the Precinct Table to include the following items:

- Precinct register and poll book
- Ballots and official ballot stamp & ink pad
- Sealed ballot containers including unvoted ballot container for primary election, and stub container.
- Secrecy sleeves
- Voter Registration forms
- Forms including [Polling Place Elector ID](#) form
- Provisional envelopes and provisional ballot container
- Voter Information Pamphlets if applicable
- Other supplies as directed by Election Administrator

Set up a Montana Voter Information notice in each booth.

Post the **Warning Notice** in a conspicuous location.

MONTANA VOTER INFORMATION

This information must be publicly posted in each voting station and elsewhere in each polling place on Election Day.

HELP AMERICA VOTE ACT AND STATE LAW VOTING INFORMATION REQUIREMENTS:

Date and Time of Election:



Voting Instructions:

When you enter your polling place, an election judge will greet you, ask your name, and determine whether you are registered to vote in that precinct. He or she will also ask you to show ID. (Under federal law, all mail-in registrants and first-time voters must show

ID; under state law, all other voters are required to show ID as well.)

This ID can be any current photo ID that shows your name (for example, a driver's license, school ID, state ID, or tribal ID) or a current utility bill, bank statement, paycheck, voter confirmation notice, government check or other government document that shows your name and current address.

If you forget your ID, you have many options. You can return to the polls when you have it, or fill out a polling place elector ID form, or vote a provisional ballot, which will be counted if your identity can be verified.

After you have shown ID and your eligibility to vote has been verified, you will sign the register and be provided an official,

WARNING

The sections of law printed below list specific conduct or actions which may cause an elector to be subject to criminal prosecution. This is not intended to be a complete printing of all laws pertaining to election violations. *By law, this warning notice must be posted in conspicuous places in the polling place.*

INFORMATION ON STATE LAWS REGARDING PROHIBITIONS ON ACTS OF FRAUD AND MISREPRESENTATION:

13-35-201. Electors and ballots. (1) An elector may not show the contents of his ballot to anyone after it is marked. No elector may place any mark upon the ballot by which it may be identified as the one voted by him. (2) An elector may not receive a ballot from any person other than an election judge and may not vote any ballot except one received from an election judge. No person other than an election judge may deliver a ballot to an elector. (3) No person may solicit an elector to show his ballot after it is marked. (4) An elector who does not vote a ballot delivered to him shall, before leaving the polling place, return the ballot to an election judge.

13-35-202. Conduct of election officials and election judges. An election officer or judge of an election may not: (1) deposit in a ballot box a paper ballot that is not marked as official; (2) examine an elector's ballot before putting the ballot in the ballot box; (3) look at any mark made by the elector upon the ballot; (4) make or place any mark or device on any ballot with the intent to ascertain how the elector has voted; (5) allow any individual other than the elector to be present at the marking of the ballot except as provided in 13-13-118 and 13-13-119; or (6) make a false statement in a certificate regarding affirmation.

13-35-206. Injury to election equipment, materials, and records. A person is guilty of criminal mischief or tampering with public records and information, as appropriate, and is punishable as provided in 45-6-101 or 45-7-208, as applicable, whenever the person: (1) prior to or on election day, knowingly defaces or destroys any list of candidates posted in accordance with the provisions of the law; (2) during an election: (a) removes or defaces instructions for the voters; or (b) removes or destroys any of the supplies or other conveniences placed in the voting station for the purpose of enabling a voter to prepare the voter's ballot; (3) removes any ballots from the polling place before the closing of the polls with the purpose of changing the result of the election; (4) carries away or destroys any poll lists, checklists, ballots, ballot boxes, or other

equipment for the purpose of disrupting or invalidating an election; (5) knowingly detains, mutilates, alters, or destroys any election returns; (6) mutilates, seizes, destroys, or alters election records, except as provided by law; (7) tampers with, disarranges, defaces, injures, or impairs a voting system with the intent to alter the outcome of an election; (8) mutilates, injures, or destroys a ballot or appliance used in connection with a voting system; or (9) fraudulently defaces or destroys a declaration or certificate of nomination.

13-35-211. Electioneering – soliciting information from electors. (1) A person may not do any electioneering on election day within any polling place or any building in which an election is being held or within 100 feet of any entrance to the building in which the polling place is located, which aids or promotes the success or defeat of any candidate or ballot issue to be voted upon at the election. (2) A person may not buy, sell, give, wear, or display at or about the polls on an election day any badge, button, or other insignia which is designed or tends to aid or promote the success or defeat of any candidate or ballot issue to be voted upon at the election. (3) A person within a polling place or any building in which an election is being held may not solicit from an elector, before or after the elector has marked a ballot and returned it to an election judge, information as to whether the elector intends to vote or has voted for or against a candidate or ballot issue.

13-35-214. Illegal influence of voters. No person, directly or indirectly, by himself or by any other person on his behalf, for any election, to or for any person on behalf of any elector or to or for any person, in order to induce any elector to vote or refrain from voting or to vote for or against any particular candidate, political party ticket, or ballot issue, may: (1) give, lend, agree to give or lend, offer, or promise any money, liquor, or valuable consideration or promise or endeavor to procure any money, liquor, or valuable consideration; (2) promise to secure or aid in securing the appointment, nomination, or election of another person to a public or private position or employment or to a position of honor, trust, or emolument, in order to aid or promote his nomination or election, except that he may publicly announce or define what is his choice or purpose in relation to an election in which he may be called to take part, if elected.

13-35-217. Officers not to influence voter. No officer, while acting in his official capacity, may, by menace, reward, or promise of reward, induce or attempt to induce any elector to cast a vote contrary to his original intention or desire.

13-35-218. Coercion or undue influence of voters. (1) No person, directly or indirectly, by himself or any other person in his behalf, in order to induce or compel a person to vote or refrain from voting for any candidate, the ticket of any political party, or any ballot issue before the people, may: (a) use or threaten to use any force, coercion, violence, restraint, or undue influence against any person; or (b) inflict or threaten to inflict, by himself or any other person, any temporal or spiritual injury, damage, harm, or loss upon or against any person. (2) No person who is a minister, preacher, priest, or other church officer or who is an officer of any corporation or organization, religious or otherwise, may, other than by public speech or print, urge, persuade, or command any voter to vote or refrain from voting for or against any candidate, political party ticket, or ballot issue submitted to the people because of his religious duty or the interest of any corporation, church, or other organization. (3) No person may, by abduction, duress, or any fraudulent contrivance, impede or prevent the free exercise of the franchise by any voter at any election or thereby compel, induce, or prevail upon any elector to give or to refrain from giving his vote at any election. (4) No person may, in any manner, interfere with a voter lawfully exercising his right to vote at an election so as to prevent the election from being fairly held and lawfully conducted. (5) No person on election day may obstruct the doors or entries of any polling place or engage in any solicitation of a voter within the room where votes are being cast or elsewhere in any manner which in any way interferes with the election process or obstructs the access of voters to or from the polling place.

INFORMATION ON FEDERAL LAWS REGARDING PROHIBITIONS ON ACTS OF FRAUD AND MISREPRESENTATION:

Federal authorities may become involved in election fraud or misrepresentation issues when a state prosecutor asks for federal assistance or when allegations arise that criminal vote fraud has occurred in a federal election. If you have information about vote fraud, contact the nearest office of the FBI or your local U.S. Attorney's office.

Before the Polls Open

AutoMARK™:



- Make sure the AutoMARK™ is set up, plugged in, turned on and that the keys are removed and in the possession of the designated judge.
- Ensure the AutoMARK™ is set up so voting can be done in **private**, with a privacy shield around the screen.
- Insert the media card if it has not already been installed by the Election Administrator.

Place numbered seal over the media door and record # on seal log.

Before Polls Open

AutoMARK™ *(continued)*

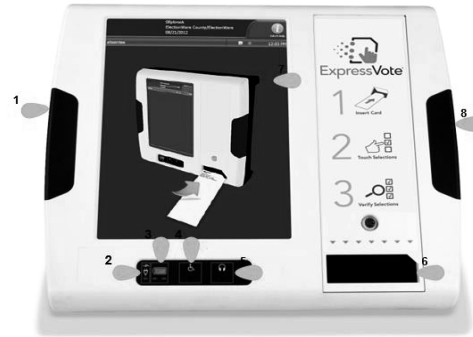
- Run several test ballots through the machine and verify the machine is marking the ballot correctly.

**NOTE: MAKE SURE STUBS ARE REMOVED BEFORE BALLOT IS INSERTED INTO
AutoMARK™!**

- Throughout the day, a designated judge is responsible for periodically checking the **AutoMARK™** by running a test ballot through it.
- If there are problems with the AutoMARK™, contact the Election Administrator immediately.
- Refer to **AutoMARK™** troubleshooting section in the [Election Judge Handbook Judge Handbook](#) on the sosmt.gov website.
- If the issues are not resolved see if there is a backup AutoMARK™ available, or if there is another polling place a voter may go to vote on a functioning AutoMARK™.

Before the Polls Open

Product Overview & ExpressVote Components



ExpressVote®:

- Make sure the ExpressVote® is set up, plugged in, turned on and the keys are removed and in the possession of the designated judge.
- Make sure the ExpressVote® is set up so that voting can be done in **private**, and that there is a privacy shield around the screen.
- Insert the media card if it has not already been installed by the Election Administrator.

Place numbered seal over the media door and record # on seal log.

Before the Polls Open

ExpressVote® *(continued)*

- Run several test ballots through the machine and verify the machine is marking the ballot correctly.
- Throughout the day, a designated judge is responsible for periodically checking the **ExpressVote®** by running a test ballot through it.
- If there are problems with the **ExpressVote®**, contact the Election Administrator immediately.
- Refer to **ExpressVote®** troubleshooting section in the [Election Judge Handbook](#) found on the sosmt.gov website.
- If the issues are not resolved see if a backup **ExpressVote®** is available, or if there is another polling place a voter may go to vote on a functioning ExpressVote®.



Before the Polls Open

The Election Administrator may provide a manual or specialized training for each type of judge/board (if applicable; not all counties use all types of judges/boards. Below is a sample of different types of judges/boards:

Ballot Judge

Resolution Board

Poll Book Judge

Write-In Board

Register Judge

Absentee Board

Provisional Judge

Tabulating/Counting Judge

- Review the [Election Judge Handbook](#) and specific County Manual (if provided).
- Review the “[Polling Place Situations](#)” included in Election Judge Handbook.

Election Day at the Polling Place

Opening the Polls:

- The Chief Election Judge or Polling Place Manager will proclaim the opening of the polls **aloud** at the time set for opening.
- Polls in Montana must open at **7:00 a.m.** unless the polling place has **fewer than 400 voters**, in which case it may open at noon.



Election Day at the Polling Place

➤ These duties are prescribed by the Election Administrator and may include the following:

1. Swear in other judges in precinct/polling place
2. Check seals on voting equipment
3. Verify and sign [Ballot Certification Report](#) form
4. Direct placement of instructions and signs
5. Monitor traffic flow, supplies, and troubleshoot if necessary
6. Periodically check booths and equipment

Chief Election Judge / Polling Place Manager/Register Judge/Poll Book Judge/Ballot Judge

Election Day at the Polling Place



Register Judge

- Ask elector to see Identification (ID). ID can be any photo ID or certain documents that show the voter's name and current address.
- The elector may state their name and current address to assist the Register Judge in finding their name in the register.
- The Register Judge should announce the elector's name loud enough to be heard by poll watchers.
- Appropriate ID is:
 - Any photo ID with elector's name may be used.
 - Photo ID does not have to be a Montana driver's license.
 - Please refer to the [Election Judge Handbook](#) for additional ID options and information.

Election Day at the Polling Place

Register Judge *(continued)*

- Appropriate ID – if the elector does not have a photo ID:
 - a) They may present a current utility bill, bank statement, paycheck, notice of confirmation of voter registration, government check, or other government document that shows the elector's name and current address.

NOTE: If the address on the non-photo ID is different than the address in the Register, the elector should fill out a new Voter Registration application. The voter **may** vote one time at the precinct of the old address.

- If the elector does not have a photo ID or one of the documents specified:
 - a) Offer the [Polling Place Elector ID](#) form (may be handled by Provisional Judge):
 - b) If they fill out *Polling Place Elector ID* form, call the election office to verify the Driver's License # or partial Social Security #.
 - c) If the number is verified, the voter may vote a **regular** ballot (voter retains form).

Election Day at the Polling Place

Register Judge *(continued)*

- Locate elector in Register.
- Have elector sign the Register on the designated line.

NOTE: It is important to make sure the elector signs the register in the correct space. If the elector signs in the wrong space and this is not discovered, they may not get appropriate voting credit.

- If the elector's name does not appear in the Register (this may be handled by Provisional Judge, depending on county procedures):
 - a) Check the countywide VR list to see if the elector is in the wrong precinct or call the election office to see if they can determine why the elector is not listed.
 - b) If the elector says they registered with the Motor Vehicle Department (MVD), call the election office and they can contact MVD or the Secretary of State's Office (SOS).
- If it is confirmed that the elector was erroneously omitted from the Register, have the elector sign the [Certificate of Erroneous Omission](#) form and have them sign the Register. Attach the form to the Register, then issue a regular ballot.

Election Day at the Polling Place

Register Judge *(continued)*

- If the elector chooses not to fill out the [Polling Place Elector ID](#), or if the information on the form is not verified, send the elector to a Provisional Judge.
 - a) Elector votes a provisional ballot and has until 5:00 p.m. the day after the election to provide a verifiable ID to the election office (or postmarked no later than the day after election day).
- If the register indicates the elector is provisionally registered, it means the ID number provided at the time of registration could not be verified. Send the elector to the Provisional Judge to fill out a [Polling Place Elector ID](#) form.
 - a) If the ID number **can be verified** by the election office, the elector goes back to the Register Judge, signs the register and votes a **regular** ballot.
 - b) If the ID number **cannot be verified**, the elector votes a provisional ballot and has until 5:00 p.m. the day after the election to provide a verifiable ID to the election office (or postmarked no later than the day after election day).

Election Day at the Polling Place

Poll Book Judge

- After the Register Judge has processed the elector, write the elector's name in the Poll Book beside the appropriate ballot number provided by the Ballot Judge.
- Ensure that the number on the next ballot stub is the same as the number in the Poll Book.
- If a ballot number is missing from the ballot, or if the ballot is voided, clearly note this fact in the Poll Book.
- At the end of the day, the Poll Book must be reconciled to the number of ballots issued using the [Ballot Reconciliation Report](#), so it is important to pay close attention to the ballot numbers.
- If there is early pickup of ballots for counting, additional poll books will be needed.
 - a) Make sure you start subsequent poll books (after early pickup) on the correctly numbered line.
 - b) Make sure all judges sign the poll book(s) before each pickup.
 - c) Complete appropriate portion of the [Ballot Reconciliation Report](#) before turning poll book over to counting judges.

Election Day at the Polling Place

Ballot Judge

- Give next ballot # to Poll Book Judge.
- Stamp the ballot with the **official ballot stamp**.
 - a) Make sure no part of the stamp appears on the stub.
- Demonstrate to the elector the procedure to place voted ballot in secrecy sleeve.
- Instruct elector to return voted ballot to the appropriate judge.
- When elector returns with ballot, remove stub from ballot and place in stub box.
- Place voted ballot into ballot box in a way that ensures that no part of the voted ballot is visible.
- **Primary Election:**
 - The elector is given one ballot for each Party.
 1. Make sure the stub numbers on each Party ballot match.
 2. Instruct the elector to vote only **one** Party's ballot(s) and to return all party ballots to you, designating which party ballot is the voted ballot.

NOTE: The **unvoted ballot goes in the stub box or in the unvoted ballot box, depending on your set-up.**

Election Day at the Polling Place

Ballot Judge *(continued)*

- **Spoiled Ballot** - If an elector spoils or damages the elector's ballot, a new ballot must be provided to the elector upon request.

Note: no stickers or labels may be placed by an election judge on the ballot; a new ballot must be issued.

- The Poll Book Judge must be notified to designate the ballot as “Spoiled” in the Poll Book and enter the voter's name with the new ballot number.
 - The elector should write “**spoiled**” on the spoiled ballot, and the Ballot Judge may write “**spoiled**” on the stub.
 - The spoiled ballot should be placed in an envelope marked “spoiled ballot” and deposited in the designated container, and the spoiled stub should be placed in the stub box or other designated container. (If using precinct counters, the spoiled ballot should go in the stub box)

Election Day at the Polling Place

Ballot Judge (or Precinct Counter Judge)

- Receive ballot from the elector then remove stubs.
 - Place the stubs into a stub container or designated container.
- If using a precinct counter, instruct the elector to insert the ballot into the precinct counter.
 - 1) Instruct elector to watch the number on the scanner change to ensure that ballot was accepted.
 - 2) Assist elector if the scanner reports an error.
 - a) See M100 or DS200 Troubleshooting section in [Election Judge Handbook](#).
- Do not look at the elector's ballot while assisting.

If the elector is dropping off a ballot for another person, see the section on the Montana Ballot Interference Act (BIPA) in the [Election Judge Handbook](#), page 56.

Election Day at the Polling Place

Provisional Judge

- The Provisional Judge is responsible for assisting voters who are required to vote a provisional ballot in filling out the [Provisional Ballot Envelope](#):
- **The voter did not have appropriate ID** when appearing to vote, and either chose not to use the Polling Place Elector ID form, or if they used the [Polling Place Elector ID](#) form the ID number provided could not be verified by the election office; or
- **The voter appears in the register as having been issued an absentee ballot**; or
- **The voter does not appear in the register but claims to have registered**, but registration cannot be verified by the election office (in this case the voter may alternatively late register at the election office); or
- **The voter's registration has been challenged.**
- **If elector does not have ID**, explain the option to use the [Polling Place Elector ID](#) form.
 - If ID number is verified by election office, mark “Verified” on the ID form and send form and elector back to Ballot Judge to vote a regular ballot.

Election Day at the Polling Place

Provisional Judge *(continued)*

- If elector cannot provide ID number, or if the number cannot be verified:
 - 1) Provide elector with [Provisional Instructions](#) and review instructions with them.
 - 2) Assist elector with filling out the **Provisional Checklist** on the [Provisional Ballot Envelope](#) and fill out the election judge portion.
 - 3) Send elector back to the Register Judge with the Provisional Ballot Envelope in order to complete the process and be issued a ballot.
- **If elector has been issued an absentee ballot** and claims that it was not received, was lost, or destroyed:
 - 1) Provide elector with [Provisional Instructions](#) and review the instructions.
 - 2) Assist elector with filling out the [Provisional Ballot Envelope](#); you will fill out the Election Official section(s).
 - 3) Send elector back to the Register Judge with provisional envelope to complete the process and be issued a ballot.

Election Day at the Polling Place

Provisional Judge *(continued)*


- If elector is being challenged by another elector:
 - If challenge cannot be resolved immediately (*see Challenge section of [Election Judge Handbook](#)*):
 - 1) Provide elector with [Provisional Instructions](#) and review the instructions.
 - 2) Assist elector with filling out the elector portion of the [Provisional Ballot Envelope](#); you will fill out the Election Official section(s).
 - 3) Send elector back to the Register Judge with provisional envelope to complete the process and be issued a ballot.
- Make sure elector has completed all provisional materials and has signed the [Provisional Ballot Envelope](#).
- Make sure Ballot Judge returns voted provisional ballots to you to place in container marked “[Unverified Provisional Ballot Container](#).”

Provisional Ballot Cover Sheet/Outer Envelope

Provisional Judge assists elector in filling out this portion of the envelope; make sure elector signs this section.

Provisional Judge fills out this section, signs and gives to elector to take back to the Register judge.

This section is completed by an election official when resolved.

 Provisional Ballot Cover Sheet/Outer Envelope

ENVELOPE TO BE FILLED OUT AT POLLING PLACE OR ELECTION OFFICE BY ELECTION JUDGE/OFFICIAL AND ELECTOR AND PROVIDED TO ELECTION ADMINISTRATOR WITH POLLING PLACE MATERIALS

PART 1: TO BE COMPLETED BY ELECTOR:

PRINTED NAME: _____ FORMER NAME IF APPLICABLE: _____

MONTANA DRIVER'S LICENSE OR STATE ID NUMBER: _____

If you DO NOT have a Montana Driver's License number, provide last four digits of your Social Security number: _____

Date of Birth: _____ Phone Number(s): _____

Residence Address (address/city/zip): _____

Additional information if any regarding your voter registration that would help resolve the provisional ballot: _____

I (signature of elector) swear or affirm that I am eligible to vote in this election and precinct, that all of the information I provided on this form is true to the best of my knowledge and belief and that I am aware of the penalty for false swearing.

PART 2: TO BE COMPLETED BY ELECTION JUDGE/OFFICIAL: PRECINCT/WARD/DISTRICT NAME/# _____

Elector was instructed to cast a provisional ballot for the following reasons: (check all that apply)

<input type="checkbox"/> Name not in official register and not erroneously omitted	<input type="checkbox"/> Register indicates provisionally registered, which could not be resolved
<input type="checkbox"/> Elector claims registration with Motor Vehicle Division or other government agency, which could not be confirmed	<input type="checkbox"/> Elector affirmed that absentee ballot was not received, or was spoiled, lost or destroyed
<input type="checkbox"/> Elector failed to sign register	<input type="checkbox"/> Elector's identification was insufficient
<input type="checkbox"/> Elector failed to sign absentee ballot envelope	<input type="checkbox"/> County-to-county late registration in election office
<input type="checkbox"/> Elector's absentee signature was not verified	<input type="checkbox"/> Precinct-to-precinct late registration in election office
<input type="checkbox"/> Elector's right to vote was challenged	<input type="checkbox"/> Other _____

ELECTION JUDGE/ELECTION OFFICIAL SIGNATURE: _____ DATE: _____

PART 3: TO BE COMPLETED BY ELECTION OFFICIAL RESOLVING PROVISIONAL BALLOT:

Elector registered in Precinct/Ward/District Name/# _____ Voted in Precinct/Ward/District # _____

Voter ID# _____

Provisional Ballot Accepted: Yes ☐ No ☐

Reasons Ballot Accepted: (circle all that apply)	Reasons Ballot Was Rejected: (circle all that apply)
Name omitted from register in error	Not registered: (circle, if applicable: canceled/ wrong precinct, district, ward / wrong county)
Motor Vehicle or other government agency error	Motor Vehicle or other government agency has no record of registration
Elector provided signature	Elector never provided signature
Elector signed absentee ballot envelope	Elector never signed absentee ballot envelope
Elector's absentee signature was verified	Elector's absentee signature was never verified
Challenge resolved in challenged elector's favor	Challenge resolved in challenger's favor
Provisional registration was resolved	Provisional registration was not resolved
Absentee ballot not received	Absentee ballot received and accepted
Elector provided sufficient identification	Elector never provided sufficient identification
Confirmed that county-to-county late registrant did not vote in prior county	Confirmed that county-to-county late registrant voted in prior county
Confirmed that precinct-to-precinct late registrant did not vote in prior precinct	Confirmed that precinct-to-precinct late registrant voted in prior precinct
Other: _____	Other: _____

Processed by _____ Date processed for resolution: _____ Date voter notified _____

Updated December 20, 2016

Election Day at the Polling Place

Provisional Judge *(continued)*

- If the elector resolves the provisional ballot in time for counting on election night:
 - 1) Retrieve the provisional envelope from the unverified container and mark the envelope to indicate that the ballot was resolved.
 - 2) Give the envelope to the elector and send the elector back to the Ballot Judge.
 - 3) Ballot Judge instructs the elector to enter booth and remove ballot from provisional envelope.
- Ballot Judge will place in the ballot box or the elector will place ballot in a precinct counter.
- Provisional envelope will be placed in container marked “Verified Provisional Ballot Container.”

Election Day at the Polling Place

Absentee Voters at the Polling Place

- A voter with an absentee ballot should be allowed to drop the ballot off on election day **at any polling place in the county.**
 - **Late registrants** must drop their absentee ballots off at the election office.
- An absentee ballot dropped off at a polling place other than the one in which the elector appears on the register must be:
 - Delivered to the election office for signature verification and tabulation if tabulation of absentee ballots is done at a central location.
 - Delivered to the election office for signature verification and then to the correct precinct if all counting is done at the precinct location.
- An absentee ballot being dropped off at the polls that is not in the absentee signature envelope must be placed in an absentee signature envelope and must be signed by the voter.
- If multiple ballots are dropped off, any ballots with no envelope, or unsigned envelopes must be treated as provisional until the elector resolves the issue.

Election Day at the Polling Place

Other Polling Place Activities

- See the [Election Judge Handbook](#), and the “Poll Watchers and Election Observers Guide” in the appendix of the [Election Judge Handbook](#) for detailed information about the following polling place activities:

Poll Watching

Petition Signature Gathering

Election Observing

Electioneering

- All the listed activities **except** electioneering are allowed at the polling place, however they cannot impede the voting process.
 - Electioneering can only occur **more than 100 feet from any entrance** to a polling place.
- A candidate cannot serve as a poll watcher at a polling place where the candidate's name is on the ballot.
- A candidate, family member of a candidate, or a worker or volunteer for a candidate's campaign may not distribute alcohol, tobacco, food, drink or anything of value to a voter within 100 feet of an entrance to a polling place or building in which an election is being held.



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Election Day at the Polling Place

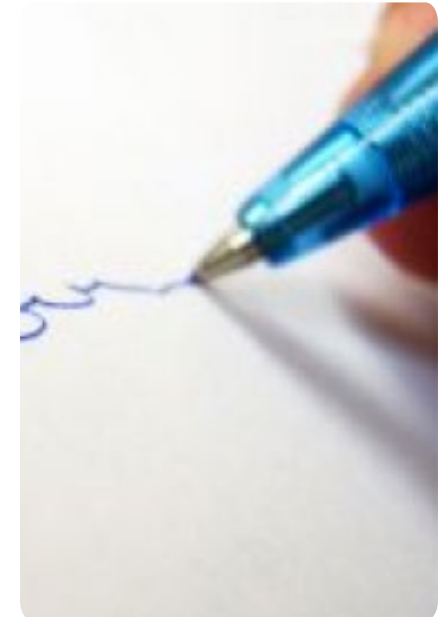
Miscellaneous

- **Check voting booths periodically** to make sure instructions and sample ballots are up, that the ballot marking tool is in booth, and that no one has left anything, or marked anything, in the booth.
- **Wipe** any equipment or voting supplies with alcohol-based wipes periodically, and more often if there is a health-related reason.
- Late registrants can return their ballot to any polling place in the County.
- Please see the [Election Judge Handbook](#), page 56 if someone is dropping off a ballot(s) for family members.

Assisting Voters with Disabilities

➤ There are several situations that may require election judge assistance for voters with disabilities:

- Elector Unable to Sign Register
- Elector Unable to Enter Polling Place (Curbside Voting)
- Elector Requesting Assistance with Marking their Ballot
- Elector requests to use **AutoMARK™** Voter Assist Terminal





Voter Unable to Sign Register

- An elector who is unable to sign their name **cannot** be denied the right to vote because of the inability to sign the precinct register.
- One option is having an **agent** who is designated on a prescribed form by the elector sign for the elector. An agent may sign for any voting process that an elector would sign for.
- If an elector is **unable** to provide a fingerprint or an identifying mark and has not established an agent, any election official may sign for the elector after reviewing and verifying the elector's identification.
- Notation must be made in the precinct register on the signature line if an elector is unable to sign.

Assisting Voters with Disabilities

Voter Unable to Sign Register (continued)

- The elector is permitted to make a mark of some sort on the signature line by the elector's name. The mark can be a fingerprint or an identifying mark, or another type of mark.
- The judges should enter a notation next to the fingerprint that the elector was unable to sign the register, put the time and initials.

The image shows a scan of a voter registration form. At the top, it says "MUSKOGEE - Joe A. Clark School" and "Voter Registration". Below this is a table with several rows. Each row has a column for the voter's name, a column for the signature, and a column for the date. In the signature column of the fifth row, there is a red circle highlighting a fingerprint mark. Below the table, there is a text box with the text "Unable to sign -10:15 a.m. dmc" in red.

NAME	SIGNATURE	DATE
1001	[illegible]	[illegible]
1002	[illegible]	[illegible]
1003	[illegible]	[illegible]
1004	[illegible]	[illegible]
1005	[illegible]	[illegible]
1006	[illegible]	[illegible]
1007	[illegible]	[illegible]
1008	[illegible]	[illegible]
1009	[illegible]	[illegible]
1010	[illegible]	[illegible]

Unable to sign -10:15 a.m. dmc

Assisting Voters with Disabilities

Voter Unable to Enter Polling Place



➤ Curbside Voting

- Two judges (from different political parties if possible) will take a blank ballot and the [Oath of Elector Unable to Enter Polling Place](#) form outside the polling place to the elector.
- Elector will sign the oath and the two judges will witness the oath.
- After elector shows appropriate ID, allow elector to vote.
- Have elector put ballot(s) in secrecy sleeve for transport back into polling place.
- Deliver ballot (in secrecy sleeve) to Ballot Judge.
- Ballot Judge will place ballot in ballot box, mark register and poll book.
- Both judges assisting elector must sign register.
- Attach the signed Oath to the precinct register.

Assisting Voters with Disabilities

Voter Requesting Assistance Marking Ballot

- Upon request from an elector, two judges (from different political parties if possible) should assist: one to mark the ballot as requested and one to verify that the person marking the ballot is marking as requested.
- If voting booths are not large enough to accommodate 3 people, find a spot specifically set up for use by voters with disabilities that will allow the voter privacy.

AutoMARK™ or ExpressVote® Voter Assist Terminal

- The AutoMARK™ or ExpressVote® must be available at each polling place.
- The AutoMARK™ and ExpressVote® includes:
 - Ability to **magnify** ballot for visually impaired voters.
 - **Braille** keys for visually impaired voters.
 - **Sip and Puff** attachment for device for voters with mobility impairments.
 - **Headphones** for visually impaired voters.



Product Overview & ExpressVote Components



Assisting Voters with Disabilities

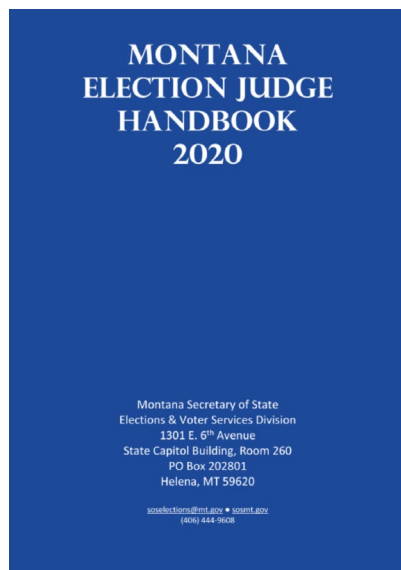
AutoMARK™ or ExpressVote® Voter Assist Terminal

- The Election Administrator will train the appropriate judges on the AutoMARK™ or ExpressVote® Voter Assist Terminal.
- Be familiar with the equipment if you are a judge that will be working with it!

Assisting Voters with Disabilities

AutoMARK™ or ExpressVote® Voter Assist Terminal

- See the [Election Judge Handbook](#) for detailed instructions on using the AutoMARK™ or ExpressVote®.
- See the *“AutoMARK™ Troubleshooting Guide”* in the Election Judge Handbook for suggestions when the machine does not appear to be functioning properly.
- See the *“ExpressVote® Troubleshooting Guide”* in the Election Judge Handbook for suggestions when the machine does not appear to be functioning properly.



NOTE: Chief Judges or Polling Place Managers should have the [Election Judge Handbook](#) available on election day.

EARLY PICK-UP AND EARLY COUNTING OF BALLOTS

- Counting votes cast may begin before the polls close, if directed by the Election Administrator. Election judges, ideally one from at least two parties having ballot access, shall meet at a place designated by the Election Administrator. Judges doing the tabulating shall be in a separate room from where ballots are being cast.
- Observers may not disclose any results learned before the close of polls under penalty of law. Observers of early counting shall complete and sign the following affirmation "*I, _____, will not discuss the results of the early counting of votes at any time prior to the closing of the polls on election day.*" ([13-15-207\(4\)\(a\), MCA](#))
- Judges sign the two oaths provided by the Election Administrator. When votes are being counted prior to the close of the polls, in addition to the official oath taken and subscribed to by the election judges, the members of the counting board shall complete and sign the following affirmation: "*I, _____, will not discuss the results of the early counting of votes at any time prior to the closing of the polls on election day.*" ([13-15-207\(4\)\(a\), MCA](#))
- Duplicate boxes and poll books will be provided. **Note:** Make sure all ballots issued and marked in the poll book prior to the early pick-up are deposited in the (early pick-up) ballot box before the box is removed.
- After verifying the security seal number on the Chain of Custody and Security Seal Log, open the ballot box, remove and count the ballots to compare the total ballots in the ballot box with the number issued as recorded in the poll book, and record the numbers on the Ballot Reconciliation Report. The form must be given to the chief election judge or designee to be delivered to the election office.

EARLY PICK-UP AND EARLY COUNTING OF BALLOTS

- Check the ballots to be sure the official ballot stamp appears on them.
- Judges for hand-count ballots will count all votes on ballots in the first box. That box and the poll book should then be exchanged for subsequent boxes and poll books as necessary, reconciling total ballots to total issued in poll book each time.
- Election Judges using a central tabulation center shall:
 - place ballots and poll book in the "Early Pick-up" container, marking the precinct number and total number of ballots enclosed (after reconciling on the Ballot Reconciliation Report the total number of ballots with total issued in poll book) on the outside of container.
 - officially seal the container as required and record the seal number on the Chain of Custody and Security Seal Log; and
 - relinquish the "Early Pick-up" container to authorized personnel for delivery to the counting center and obtain a receipt if required by the Election Administrator.
- Vote counting continues until votes for all candidates and ballot issues are counted. With a 2019 legislative change, counting may now be discontinued and restarted on the next day. Any vote count must be open to public observation. The office canvass board must meet within 14 days of the election to canvass the returns.
- Election judges and any other individuals having access to information may not disclose any results of early counting at any time prior to the closing of the polls on election day.
- Election Administrator may appoint extra election judges as marshals to be responsible for exchanging ballot boxes and poll books and monitoring the counting board room and observers.

Closing the Polls

Loudly proclaim the close of the polling place at 8 p.m.

- An election judge or official must be present to ensure the last person in line at 8 p.m. can vote, and those who appear **after** 8 p.m. are **NOT** allowed to vote.

Closing the Polls (if using precinct count systems)

- Polling Place Manager or Chief Judge (or judge designated by Election Administrator) is responsible for closing the precinct counters and ensuring secure delivery of the properly sealed memory card, ballots, absentee ballots, and provisional ballots to the Election office or Counting Center (2 judges must be present during delivery).
- Judges will remove ballots from precinct counters and place the ballots in containers provided for the ballots. The ballots must be sealed and secured for transport to the Election Office or Counting Center.



Closing the Polls

NOTE--It is a Felony to Forge or Alter this Seal, or Alter this Seal, or for Any Person to Break This Seal Contrary to Law.

OFFICIAL SEAL

OF THE BOARD OF JUDGES AND CLERKS OF ELECTION. Pet No _____

_____, Judge
_____, Judge
_____, Judge
_____, Judge
_____, Judge

In the County of Missoula Montana, held on the _____ day of _____, 199____.

NOTE-The Judges and Clerks should not sign this seal until just before using it.

- Fill out the back of the poll book (this should be done at the time of each pick-up of ballots if early pickup is occurring) **AND SIGN.**
 - Fill out timesheets and sign, make sure timesheets go into the correct envelope that is **not** sealed.
 - Take down the instructions, warning posters as instructed by Election Administrator.
 - Closing duties will vary by county, so make sure you follow specific instructions for your county.



Closing the Polls

- Post results if counting is done at the polling place.
- Place supplies, ballots, stubs, etc. into correct envelope: follow instructions on envelopes.
- Seal envelope with official seal **AND SIGN**.

NOTE: Do not put timesheets in envelope that is sealed. Sealed envelopes cannot be opened except as provided by law.

- If instructed to do so by Election Administrator, make sure you:
 - Have polling place picked up and all supplies removed.
 - Turn out all lights.
 - Lock doors.



General Counting Procedures

- In general, counting of ballots may not begin before election day. However, counting of absentee ballots via automatic tabulation is allowed one day prior to election day ([13-15-104, MCA](#)).
- The count of votes must be public, and anyone can observe the count. No one may interfere with the count. Anyone observing the count may not discuss the results at any time prior to the close of the polls on election day ([13-15-101, MCA](#) & [13-15-207\(4\)\), MCA](#)
- The count of votes may stop and recontinue. However, the canvass board must meet no later than 14 days after the election to canvass the vote ([13-15-401, MCA](#)).
- Immediately after each pickup of ballots, reconcile the poll book with the number of ballots to be counted using the [Ballot Reconciliation Report](#).
 - If number of ballots cannot be reconciled with poll book, state the reason you think they don't reconcile and have all counting judges sign the [Ballot Reconciliation Report](#).

NOTE: See page 80 of the [Election Judge Handbook](#) for more information on General Counting Procedures and Tabulation.


General Counting Procedures – Close of Tabulating Center

It shall be the duty of the Election Administrator or designee to collect all ballots, logs and materials used for the counting center and place them in secure storage upon completion of the tabulation of ballots and certification of the results of the election.

1. Before adjournment, enclose the items specified in the envelopes provided; see *“List of Envelopes for Ballots and Supplies” subsection in the “Appendix” section*. Each election judge will sign the election judge’s name across all seals affixed to the official envelopes if instructed to do so on the envelope. These envelopes, with the rest of the supplies provided for the election, are returned to the Election Administrator. ([13-15-205, MCA](#))

Ballot Reconciliation Report:

- 1) Find at the back of each poll book.
- 2) Make sure you have 2 copies, one to be sealed and returned with each poll book, one for Election Administrator.

 **Ballot Reconciliation Report**

Form is included in the back of each poll book and is used to reconcile ballots on Election Day.

COUNTY _____ PRECINCT _____

PART 1

1. Last ballot number issued _____
2. Subtract Void and Spoiled Ballots _____
3. **Subtotal** _____
4. Subtract number of ballots reserved for Absentee voting – see Certificate of Number Of Ballots Sent to Polling Place Form- (use the number from that form) _____
5. **Total number of paper ballots issued** _____

PART 2

6. Total number of paper ballots issued (same as Part 1, #5) _____
7. Subtract total number of unresolved provisional ballots _____
8. **Total number of ballots less unresolved provisional ballots** _____

PART 3

9. **Total number of ballots in ballot box** (sheet 1) _____ (sheet 2) _____ *

(this number should be the actual number of ballots counted – the number of sheet 1 and sheet 2 ballots may be different.)

*#8 and #9 should match. If they do not, fill out the reason below.

If number of ballots hand-counted does not reconcile with number from poll book ballot reconciliation, detail below how many ballots are short or in excess and any reason of which you are aware for the discrepancy:

Signature of Judges: _____

These 2 numbers should match.

Enter the total number of ballot sheets in ballot box.

General Counting Procedures

Remove each absentee secrecy envelope to determine if there is more than one ballot for each election in the envelope.

- If more than one ballot for each election is in the envelope, the ballots must be rejected if you cannot determine for certain that only one ballot has been marked.
- See the *“Special Situations”* section of the [Election Judge Handbook](#) for various scenarios regarding multiple ballots.
- Deliver the ballots to the Absentee Counting Board if one has been appointed, otherwise deliver the ballots to the regular counting/tabulation board.
- Check ballots for official stamp:
- If the **official stamp** is missing, the ballot must be rejected UNLESS:
 - It is determined the stamp is missing due to election official error. Such ballots should be marked *“unstamped by error”* and all judges must initial.
 - If 2 or more ballots are folded together, set aside to compare with total number of ballots in poll book.
 - If majority of judges agree that the folded ballots are from one voter they must be rejected, unless it can be determined that only one ballot is marked.

General Counting Procedures

Seal ballots in appropriate envelope/container for delivery to Election Office if counting is not done at polls.

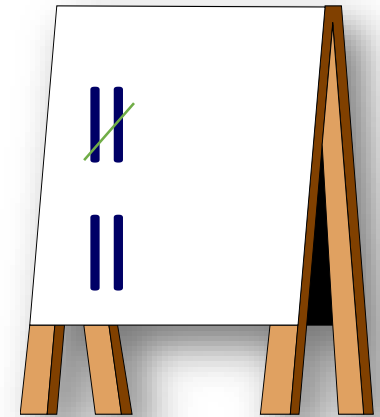
- See “*Closing of Tabulation Center*” in the [Election Judge Handbook](#) for detailed information.
- Sign all official seals.
- Place signed poll book and reconciliation report and any other supplies in appropriate envelope and seal (keep one copy of the reconciliation report outside of the sealed envelope).
- See “Tabulation Boards” section of the [Election Judge Handbook](#) for detailed information about various boards that can be used on election day.

Hand Counting Ballots

- After following steps in the previous “General Counting Procedures” slides:
 - One person reads the votes
 - Two people tally by marking
 - 5 ticks per square on the provided tally sheets
 - It is helpful to reconcile by announcing “check” after each 5th tick

NOTE: Throughout the night, alternate who reads the votes and who tallies.

- Consult the “*Determining a Valid Vote*” sections of the Appendix of the [Election Judge Handbook](#) for information and uniform instruction on determining valid votes when hand-counting.
- When all votes are counted:
 - Call in results to Election Office (if instructed to do so).
 - Post results at location where counting is taking place.



Machine Tabulating Ballots

The Election Administrator will train the appropriate judges on the tabulation equipment.

- Detailed instructions on the M100/DS200 and the DS450/M650/DS850 tabulators can be found in the [Election Judge Handbook](#) and the [Uniform Ballot & Voting Systems Procedures Guide](#).
- Get familiar with the equipment if you are a judge who will be working with it.

Note: Tabulation Boards will vary depending on the county. Please see Election Judge Handbook for information on types of boards and for detailed duties.



Machine Tabulating Ballots

M100/DS200 Tabulation

- See the [Election Judge Handbook](#) and the [Uniform Ballot & Voting Systems Procedures Guide](#) for detailed M100/DS200 instructions.
- Seal ballots, results tape and media in appropriate envelopes/containers for delivery to Election Office or Counting Center.
- Place signed poll book and [Ballot Reconciliation Report](#) and any other supplies in appropriate envelope and seal them (keep a copy of the Ballot Reconciliation Report outside of the sealed envelope).
- Sign all official seals and complete the [Seal Log](#).



Machine Tabulating Ballots

DS450/M650/DS850 Tabulation



- Follow steps in “Machine Tabulating Ballots” on the previous 2 slides and:
 - Upon receipt of ballot case, remove ballots after verifying seal # and signing the [Seal Log](#).
 - Inspect ballots for damage and ragged edges.
 - Deliver any ballots that you determine need to be duplicated to the designated area for duplication.
- Model 650 Tabulator
 - The Model 650 (M650) Tabulator is a high-speed optical scan central paper ballot counter and vote tabulator.
 - See the [Election Judge Handbook](#), [Uniform Ballot & Voting Systems Procedure Guide](#) and any specific manuals prepared by your Election Administrator for detailed information on tabulating using the 650.

Machine Tabulating Ballots



M650 Set-up for Tabulation

- Ensure that the M650 is on a level and stable surface.
- Inspect all seals and verify seal numbers with [Chain of Custody and Seal Log](#).
- Run a predefined batch of test ballots and verify the results.
- Zero out the machine and run a report indicating the machine is set to zero before beginning tabulation.
- Make sure no ballots are in the bins.

Machine Tabulating Ballots



DS 850 Tabulator

- The DS850 Tabulator is a high-speed digital scan central paper ballot counter and vote tabulator.
- The DS850 routes ballots to different bins depending on selected criteria (write-ins, overvotes, blank ballots).

DS 850 Tabulator Set-up

- Ensure that the DS850 is on a level and stable surface.
- Check all security seals and make sure the seal numbers match the [Chain of Custody and Seal Log](#).
- Power on the DS850 and make sure you have the correct passwords to access the machine.
- Run a predefined batch of test ballots and verify the results.
- Zero out the machine and run a report indicating the machine is set to zero before beginning tabulation.
- Make sure no ballots are in any of the ballot trays.

Machine Tabulating Ballots

DS450/M650/DS850 Tabulation

- After each precinct's ballots are scanned, take ballots to appropriate board for sealing.
- After all ballots are scanned, run **resolution** ballots through the scanner.
- Attach the computer tape that has precinct totals to the appropriate precinct election results.
- Post results at the counting center.
- Follow instructions from the Election Administrator for securing media.
- Place security seals where needed according to the [Uniform Ballot & Voting Systems Procedure Guide](#) and according to Election Administrator instructions and complete the [Chain of Custody and Seal Log](#).
- Ensure all judges sign the applicable official seals.
- Place signed poll book, [Ballot Reconciliation Report](#), and any other supplies in appropriate envelope and seal (keep a copy of the Ballot Reconciliation Report outside of the sealed envelope).
- Fill out timesheets and place in appropriate envelope. **Note: do not seal the envelope that has the timesheets!**



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MONTANA SECRETARY OF STATE

Special Situations

Special situations that election judges may encounter are included in this section. Detailed information can also be found in the [Election Judge Handbook](#):

- Replacement Ballots
- Inactive Voters
- Challenges
- Disaster Response – Natural, Health Related, etc.
- Electioneering
- Equipment Problems
- Write-Ins



Special Situations

Replacement Ballots

- A voter who makes an error when marking their ballot, or otherwise spoils a ballot, must be provided with a replacement ballot.
 - The use of stickers or labels by an election official to correct a ballot is not authorized under Montana law, and therefore stickers/labels cannot be used for ballot correction.
- Make a notation in the poll book that a voter has had their original ballot spoiled, and they were issued a new ballot number.



Special Situations

Inactive Voters

- Inactive voters are not late registrants.
 - Inactive voters are voters who did not vote in a prior general election and did not respond to two confirmation mailings or who had an undeliverable mail ballot and did not respond to a forwardable mailing.
- Inactive voters can appear at the polling place and vote one last time at their previous address/precinct.
 - They should fill out a new [Voter Registration](#) form for future elections if their address or other information has changed.



Special Situations

Challenges

- Any elector may challenge another elector's qualifications on election day.
- Keep a record of all election day challenges on the form provided.
- An [Affidavit of Challenge](#) form should be provided to the elector offering the challenge.
- The Challenger's signature on the Affidavit must be witnessed by an election official or notary.
 - A challenge may be made on the grounds that the elector:
 - Is of unsound mind, as determined by a court
 - Has voted before in that election
 - Has been convicted of a felony and is currently serving a sentence in a penal institution
 - Is not registered as required by law
 - Is not 18 years of age or older
 - Has not been a resident of the state for at least 30 days
 - Is a provisionally registered elector whose status has not been changed to legally registered
 - Does not meet another requirement provided in the constitution or by law



Special Situations

Challenges *(continued)*

- Challenged individuals should be provided with the [Affidavit of Challenged Voter](#) form.
 - If challenged individual swears under oath administered by an election judge that they are qualified to vote, then the **CHALLENGE IS RESOLVED IN FAVOR OF THE VOTER AND THEY ARE ALLOWED TO VOTE A REGULAR BALLOT.**
 - If challenged individual does not swear to the individual's qualifications under oath, or if challenge is not able to be resolved in favor of the voter, then **SEND TO PROVISIONAL JUDGE TO CAST PROVISIONAL BALLOT.**



Special Situations

Natural Disasters, Health-Related Disasters, Electrical Outages and other Election Day Problems

- Notify Election Office immediately!
- Follow county emergency protocol and your Election Administrator's Disaster and Contingency Plan.
 - Have a list of emergency contacts handy.
- Refer to Election Disaster and Contingency Plan Polling Place Relocation Checklist in [Election Judge Handbook](#).



Special Situations

Electioneering

- No electioneering may occur **within 100 feet** of a polling place entrance **ON** Election Day.
 - Establish your polling place's 100 feet boundary as soon as possible on Election Day.
 - Electioneering includes wearing clothing, buttons, etc., indicating support or opposition to any candidate or issue on the ballot.
- See [Election Judge Handbook](#) for information about polling place conduct.



Special Situations

Equipment Problems

- A random test must be conducted by a county Election Administrator or designee of 5% of each type of voting systems, a minimum of one per county, on election day, to validate the accuracy of voted paper ballots with the voting system results.
- Make sure all equipment is set up and functioning properly before the polls open.
- When time permits, check the equipment throughout the day to ensure it is working correctly.
 - If equipment does not seem to be operating correctly, **call the county Election Office immediately.**

NOTE: For specific equipment problems, see the [Election Judge Handbook Troubleshooting Guide](#).

Special Situations

Write-Ins

- A list of declared write-in candidates will be provided by the Election Administrator.
- You should provide a copy of the list to an elector ONLY if they request it.
- Your Election Administrator will advise you on the use of labels by voters for write-in candidates.
 - Use of labels by voters may vary depending on the type of equipment (if any) used.
- An elector has the option to write in the name of a candidate of choice, whether there is a qualified candidate or not.
- Counting write-ins
 - All write-ins are counted if there is no candidate for that office, and if no one has filed a “Declaration of Intent for Write-in Candidate”.
 - No write-ins are counted if there is a candidate on the ballot, and no one has filed a “Declaration of Intent for Write-in Candidate”.
 - Write-ins are counted for any candidate who files a “Declaration of Intent for Write-in Candidate.”
 - See [Election Judge Handbook](#) section on counting write-in votes for detailed instructions.



Special Situations



A Chief Election Judge or Official should NOT:

- Serve in a precinct where a voting system is used unless the judge:
 - Has received the required instruction on the voting system(s);
 - Is fully qualified to perform duties in connection with the system(s); and
 - Has received a [Certificate](#) of the above from the Election Administrator.

Special Situations

An Election Judge or Official should NOT:

- Deposit a ballot in the ballot box that does not contain the official stamp, unless the judges agree that the missing stamp is due to election judge error.
- Open or examine the folded ballot of an elector before putting the ballot in the ballot box.
- Look at any mark upon the ballot by the elector.
- Allow an individual other than the elector to be present at the marking of the ballot, unless the elector has a disability and chooses someone to aid.
- Make a false statement in a certificate regarding affirmation.
- Turn away any voter from the polls.
- Express their **opinion(s)** while in their official capacity regarding any election subject.
 - If you do, you could be charged with **official misconduct** or a **misdemeanor**.





Summary

- **CALL** the county Election Administrator for assistance with polling place or tabulating issues.
- **READ** the [Election Judge Handbook](#) and the [Uniform Voting System Guide](#).
- **REVIEW** the [Polling Place Forms](#).
- **HELP** each voter through the process of casting a ballot.

NOTE: DO NOT turn any voters away – the Help America Vote Act ensures that every individual may cast a regular or provisional ballot



Take the **Montana Election Judge Quiz** to see how much you learned – the Quiz answers are at the end of the presentation:

- The first section of the Quiz is **True or False**.
- The second section is **Multiple Choice**.



Corey Stapleton
MONTANA SECRETARY OF STATE

Election Judge Training QUIZ

True or False:

1. Anyone who serves as an election judge must be trained **every** year and receive a certificate from the county Election Administrator upon completion of the training.
2. When voting using an AutoMARK™ the ballot stub must be on the ballot or the machine will not read the ballot.
3. If a voter states that they **cannot sign** the precinct register because of a disability, you should send them to a provisional judge to vote a provisional ballot.
4. Political buttons, t-shirts, etc. that show support or opposition to any candidate on the ballot **can** be worn in the polling place if it is not the candidate themselves wearing one.
5. A list of declared write-in candidates must be **posted** at each polling place.
6. A voter whose name does not appear in the precinct register must be sent to the election office for late registration.
7. For a primary election, the voter must tell you which **party ballot** they want to vote, and you hand them that ballot only.

Multiple Choice:

1. A voter with a disability chooses to use the **AutoMARK™ or ExpressVote®** to vote, but the AutoMARK™ or ExpressVote® does not appear to be working. You should:
 - a) Tell the voter they will have to vote their ballot with assistance from election judges.
 - b) Review the AutoMARK or ExpressVote® troubleshooting sections in the [Election Judge Handbook](#). If that doesn't help, call the election office to see if there is a spare AutoMARK™ or ExpressVote® that can be quickly delivered to your polling place. If not, give the voter the option to vote at another, close polling place, or to go to the election office to vote on the AutoMARK™ or ExpressVote® if there is no close polling place, or to vote with assistance from 2 election judges or from a person of their choice.
 - c) Send the voter to the provisional judge to vote a provisional ballot.

2. A voter who is not a late registrant drops off an absentee ballot at a polling place other than the one where they are registered. You should:
 - a) Tell the voter they must take it to the correct precinct, or if you do not catch the voter, reject the ballot.
 - b) Remove the secrecy envelope from the signature envelope and drop the secrecy envelope into the ballot box.
 - c) Deliver the absentee ballot in the signature envelope to the election office for signature verification. If all ballots are counted at the polls, the election office will deliver the verified ballots to the appropriate poll location for counting.
3. A voter shows photo ID, but the **address** on the photo ID does not match the address in the precinct register. You should:
 - a) Have the voter fill out a new registration application to update their address and send them to the correct precinct to vote.
 - b) Pay no attention to the address, if any, on the photo ID.
 - c) Send the voter to the provisional judge to vote a provisional ballot.
 - d) Send the voter to the election office to late register at the address on their photo ID.
4. A voter at the polls states that the voter does not have a **photo ID**. You should:
 - a) Send the voter to the provisional judge to vote a provisional ballot.
 - b) Do not provide a ballot to this voter until they bring in photo ID.
 - c) Ask the voter for an alternate form of non-photo ID that has their name and current address, such as a voter confirmation card, utility bill, paycheck stub or some other government document. If they do not have a form of alternate ID, provide them with the Polling Place Elector ID Form.
5. A voter who is listed as “**Inactive**” in the precinct register appears to vote. You should:
 - a) Send the voter to the Provisional Judge to vote a provisional ballot.
 - b) Have them fill out a voter registration application if their information needs to be updated and allow them to vote a regular ballot.
 - c) Send them to the election office to late register.
6. A voter who is listed in the precinct register as having been issued an **absentee** ballot shows up to vote. You should:
 - a) Ask if their ballot was not received, lost or destroyed, and if the answer is yes, let them vote a regular ballot.
 - b) Call the election office, and if they indicate the absentee ballot has not been returned or was undeliverable, let them vote a regular ballot.
 - c) Send the voter to the **Provisional Judge** to vote a provisional ballot.

7. A voter indicates that they have made a **mistake** on their ballot. You should:

- a) Provide them with a sticker and instruct them to place the sticker over the mistake and continue voting the ballot.
- b) Give them the option of correcting the ballot with a sticker or receiving a new ballot.
- c) Remove the ballot stub, mark the stub as Spoiled, and place the stub in the stub box. Have the elector mark their ballot as Spoiled and place it in an envelope for Spoiled ballots. Place the Spoiled Ballot Envelope in the ballot box. Issue a new ballot after instructing the Poll Book Judge to log the Spoiled ballot and Reissued ballot in the poll book.

8. A voter wrote in a name of a declared “write-in” candidate as demonstrated below. This vote should be:

- ☐ Ben Smith
- ☐ Art Jones
- ☒ Steve Johnson

- a) Counted for the “write-in” candidate because the intent of the voter is clear.
- b) Designated as an undervote because no oval was filled in.

9. A voter has been **challenged** by a poll watcher based on differing addresses listed in the precinct register versus the postal address list that the poll watcher is using. You should:

- a) Send the voter to the provisional judge to vote a provisional ballot.
- b) Reject the challenge unless the voter confirms in writing that the postal service address is the correct residence address. They still may choose to vote one last time in their old precinct.
- c) Send the voter to the election office.
- d) Approve the challenge and do not allow the voter to vote because the postal service address list would probably be more updated than the voter registration list.



Election Judge True False Quiz Answers

#1. False

#2. False - the stub must be removed for the AutoMARK™ to read the ballot.

#3. False - a voter with a disability can make a mark in the register or have a designated agent sign for them.

- You should note in the register that you witnessed the elector making the mark.
- If an elector is **unable** to provide a fingerprint or an identifying mark and the elector has **not** established an agent, the Election Administrator or an election judge may sign for the elector after reviewing and verifying the elector's identification.

#4. False - no political buttons, t-shirts, etc. can be worn in the polling place or within 100 feet of any entrance to a polling place by *anyone*.

#5. False - the list of declared write-in candidates *can be provided to a voter upon request but* cannot be **posted** in the polling place.

#6. False - you should first look to see if the person appears in another precinct register, look to see if they are somehow out of alphabetical order (sometimes data entry mistakes can put a person out of alphabetical order), and if you still cannot find them, attempt to verify with the election office that the person was not erroneously omitted due to registering with MVD or another Agency. Only after a thorough investigation should you send the person to the election office.

#7. False - in a Primary election a voter is provided **all** party ballots, and in **private** can select which party ballot to vote.

Election Judge Multiple Choice Quiz Answers

Multiple Choice Answers:

- #1. B - The **AutoMARK™ and ExpressVote® troubleshooting** sections in the [Election Judge Handbook](#) should be reviewed. If that doesn't answer the question, attempt to have a **functioning** AutoMARK™ or ExpressVote® delivered to replace the machine that is not working; if that is not possible, the voter has the option to vote at another, close polling place, or at the election office, on an AutoMARK™ or ExpressVote®, OR receive assistance from 2 election judges or from a person of their choice to mark their ballot.
- #2. C - A voter (other than a late registrant) must be allowed to drop off an absentee ballot **at any polling place in the county**, but the ballot must be sent to the election office for signature verification and tabulation. If all ballots are counted at the polls, the election office will deliver the verified ballot to the appropriate polling place for counting.
- #3. B - If the voter presents **photo ID**, you only verify that the photo is indeed the voter. The photo ID is for identification only, not for verifying voter registration information.
- #4. C - If the voter does not have one of the acceptable non-photo ID forms, they can fill out the **Polling Place Elector ID form**. You would then call the election office to have the election office verify the ID number, and let the voter vote a regular ballot upon verification of the number. If the ID number is not verified by the election office, the ballot will be provisional.
- #5. B - An **Inactive** voter does not have to late register; such voters reactivate by appearing to vote. If their residence address has changed, they can vote one time at their previous precinct.
- #6. C - Any voter listed in the register as "**Absentee**" who asks to vote at the polls must vote a **provisional** ballot at the polls – no exceptions!
- #7. C - Ensure that the privacy of the voter's ballot is not at risk by having the voter mark the ballot as **Spoiled** and place it in the envelope for Spoiled ballots. A voter must be provided with a **replacement ballot**; stickers or labels are not allowed to correct ballots.
- #8. C - This is an **undervote** – according to the law and [uniform rules](#), the name must be written in **AND** the designated voting area must be marked for the write-in candidate for the vote to be counted.
- #9. B - A challenge based on a residential address must fail unless the voter confirms in writing that their address has changed. Even if they confirm in writing that their address has changed, they still may choose to vote one last time in their old precinct.

CONGRATULATIONS!

You have completed the 2020 Election Judge Training!



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