State of Illinois

2020 Optical Scan Manual of Instructions

Issued by the
Illinois State Board of Elections

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 law. This manual of instructions has been prepared by the State Board of Elections to assist election judges with the administration of their duties in accordance with Illinois statutes.

The instructions in this manual describe the statutory responsibilities and duties of election judges on Election Day. Step-by-step instructions describe 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, and remaking damaged and over-voted ballot sheets. This manual may be amended to include new legislation and court decisions. Please visit the Illinois State Board of Election's website (www.elections.il.gov) for any updates.

Additional technical instructions for using specialized tabulating equipment may be provided by your Election Authority.

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.

All citations contained herein refer to the Illinois Election Code (10 ILCS 5/1-1 et seq., as amended) or as otherwise indicated. Legal information contained in this guide is not binding and should not be construed as sufficient evidence for a legal argument.

Note: This manual has been written for OPITCAL SCAN voting and applies only to those jurisdictions which use "in-precinct" vote tabulation systems. The manual may be duplicated or sections may be rewritten to conform to local specifications. Any manual that has been modified 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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GENERAL PRIMARY ELECTION…… MARCH 17, 2020

At the General Primary Election, voters will select nominees for offices to be filled at the November General Election, express a Presidential preference, elect delegates and alternate delegates to the national political party nominating conventions, and State Central Committeemen, township, and precinct committeemen.

In order to participate in a party primary, the voter must declare their 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 they have 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 in the same precinct 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 24.)

GENERAL ELECTION……..... NOVEMBER 3, 2020

In the General 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 2020 General Election:

President and Vice President
U.S. Senate
Representatives in Congress (all 18 districts)
Illinois State Senators (designated districts)
Representatives in the Illinois General Assembly (all 118 districts)
Supreme, Appellate and Circuit Judges
County Officers
Cook County Board of Review
Sanitary District Commissioners and Trustees
Regional Superintendent of Schools (vacancies)

The General Election ballot may also contain amendments to the Illinois Constitution, statewide referenda, local referenda and judicial retention.

GENERAL INFORMATION

IN-PRECINCT COUNTING
The counting of ballots on automatic tabulating equipment provided by the election authority in the same precinct polling place in which those ballots have been cast. (10 ILCS 5/24B-2)

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. (10 ILCS 5/1-3(8), 12A-2)

SIGNATURE VERIFICATION RECORD
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, lists, pre-printed applications, or electronic pollbooks. 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. These judges are designated as "verification judges." (10 ILCS 5/4-22, 5-29, 6-66)

BALLOT
A ballot may include ballot cards, ballot labels, and paper ballots or an electronic audio or video display used to record a voter's choices for the candidates of their preference and for or against public questions. (10 ILCS 5/24A-2, 24C-2)

BALLOT SHEET
A ballot sheet means a paper ballot printed on one or both sides which is (1) designated and prepared so that the voter may indicate their votes in designated areas and (2) capable of having votes marked in the designated areas automatically examined, counted, and tabulated by an electronic scanning process. (10 ILCS 5/24A-2, 24B-2)

BALLOT STYLE
The term ballot style as used throughout this manual is interchangeable with the terms ballot type," "ballot code, and ballot configuration.

For the General 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. (10 ILCS 5/4-22, 5-29, 6-66)

SPECIMEN BALLOT
The specimen ballot is a representation of names of offices and candidates and statements of measures to be voted on, as near as may be, in the form in which will appear on the official ballot or marking device on Election Day. The specimen ballot also contains the party and position number where applicable.
(10 ILCS 5/7-21, 24A-18, 24B-2, 24C-18)

MARKING DEVICE
A pen, computer, or other device approved by the State Board of Elections for marking, or causing to be marked, a paper ballot with ink or other substance which will enable the ballot to be tabulated

by automatic tabulating equipment or by an electronic scanning process.
(10 ILCS 5/24A-2, 24B-2, 24C-2)

ELECTION PROCEDURES
Procedures for conducting and administering the General Primary Election and General Election are similar, thought a few differences do exist. 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. (10 ILCS 513-3, 13-8 14-5)

The standard number of election judges at each polling place is five, though may be reduce to three judges in primary elections if the county board passes an ordinance to that effect., (10 ILCS 5/13-1 and 13-2)

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 appointed to serve as an election judge, an individual holds their office for two years from the date of their appointment. If an emergency arises that prevents a judge from serving, the judge must notify the election authority as soon as possible. (10 ILCS 5/13-1, 13-2, 14-3.1)

Replacement Judge
If a judge fails to appear at the polls, one of the 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 committeeperson, or a candidate **cannot** serve as an election judge. One of the regular judges shall administer the oath to the replacement judge.

If at any time the regular appointed judge arrives, they 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. (10 ILCS 5/13-7, 14-6)

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. (10 ILCS 5/7-5(e), 17-1, 17-7, 18-2)

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.
(10 ILCS 5/17-23)

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, but without showing partiality to any political party or candidate. Parties shall alternate serving as instructor so that each party shall serve an equal amount of time giving instruction during the day. (10 ILCS 5/24A-5.1, 24B-5.1, 24C-5.1)

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 or the Illinois State Board of Elections. (10 ILCS 5/17-23)

ELECTIONEERING

Electioneering is defined as working in support of, against or in opposition to, 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 within the restricted area is permitted to engage in electioneering action(s), such as wearing a campaign button, displaying political literature, or engaging in any political discussion. (10 ILCS 5/17-29)

CAMPAIGN FREE ZONE

A campaign free zone is the area in which no advertising pertaining to any candidate or proposition to be voted upon shall be displayed. No one is permitted to engage in electioneering action(s) within the restricted area. The campaign free zone is comprised of the polling room and the distance within 100 horizontal feet of the entrance to any such room. (10 ILCS 5/7-41(c))

Election officers shall place two or more cones, small United States national flags, or some other marker a distance of 100 horizontal feet from each <u>entrance to the room</u> used by voters to engage in voting, known as the polling room. [10 ILCS 5/7-29(b)]

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. When churches and private schools designate their entire property as campaign free zones, the election authority is required to post the name and address of every polling place where the entire property is a campaign free zone to their website (if they maintain a website) at least 5 days before the election. This list shall also be immediately provided to anyone who requests it. [10 ILCS 5/17-29(b)]

If the polling room is located within a building with two 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. [10 ILCS 5/7-29(b)]

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. [10 ILCS 5/7-29(b)].

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.
(10 ILCS 5/7-41(c), 17-29(b), 19A-70)

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. (10 ILCS 5/18-7)

STEP BY STEP PROCEDURES

PROCEDURES BEFORE THE POLLS OPEN

1. Collect Pollwatchers' Credentials

Accept and check the credentials as each pollwatcher enters the precinct/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 21-24 for more information on pollwatchers and their credentials.) (10 ILCS 5/7-34, 17-23, 18-6)

2. Arrange the Polling Place

Arrange the polling place to allow for an orderly flow of voters. The voting booths and the tabulator/ballot box must be within view of the judges at all times. If curtain-less booths are used, place them so that the entrance to each booth faces a wall to allow the voter more secrecy. (10 ILCS 5/24A-5, 24B-5)

3. Check Supplies

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 should also have supplies for Provisional Voting.

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 on election night along with other supplies and ballots. (10 ILCS 5/13-8, 14-7)

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. (10 ILCS 5/13-6.1, 14-5.1)

5. Prepare the Tabulator

Depending on the type of tabulating equipment used in your jurisdiction, follow the instructions from the election authority regarding preparations of the tabulating equipment prior to opening the polls.

6. Organize the Polling Place

Station 1: Application Judge

a. Applications to vote and ink pens
b. Demonstrator ballots, special pen for demonstration
c. Lists of Vote By Mail, Early, and Grace Period Voters
d. "Start Here" sign

Station 2: Verification Judges - one from each political party

a. Scanned signatures, binder books, pre-printed applications, or electronic pollbooks (whichever is applicable)
b. Pens for marking voting record
c. Affidavits

Station 3: Ballot Distribution Judge

a. Ballot sheets and security sleeves/cover
b. Provisional Ballot Materials
c. Pens for judges to initial ballots
d. Spindles for ballot applications
e. Spoiled Ballot Envelope

Station 4: Ballot box/tabulator Judge

a. Ballot box tabulator

7. Make Sure Specialized Pen is Available 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 their ballot from the ballot distribution judge.

8. Display Signs

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

a. The Polling Place Entrance Sign should be placed on the outside entrance door of the building where the polling place is located. If this is not possible, the polling place sign should be placed to the left or to the right of the polling place entrance door. This sign must be placed in a manner that clearly identifies the entrance. (10 ILCS 5/17-29(b))

b. The Public Roadway Polling Place Sign should be placed on a **public** roadway nearest the entrance to the polling place. The sign(s) should be visible to traffic from all directions on the public roadway to the polling place. The sign(s) must clearly identify the polling place.
[10 ILCS 5/7-41(c), 17-29(b)]

c. For the **General Primary Election**, display inside the polling place one specimen ballot of each ballot style for each party and one specimen ballot for any nonpartisan candidates or referenda. (10 ILCS 5/7-21, 24A-18, 24B-18, 24C-18)

d. For the **General Election**, display specimen ballots of each type inside the polling place. (10 ILCS 5/24A-18, 24B-18, 24C-18)

e. Place four cards of instruction which include instructions for write-in voting in and around the polling place. (10 ILCS 5/16-9, 16-10)

f. Place one instruction card which includes instructions for write-in voting in each voting booth. (10 ILCS 5/16-9, 16-10)

9. Identify the Voter Codes

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. [10 ILCS 5/16-3(d)]

10. Check Ballot Sheets and 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-striping,

or numerical code. Make note of the coding system to determine which ballot style may be voted. At the General Primary Election, different colors are used for each party's ballot. (10 ILCS 5/7-18)

11. Compare Official Ballots with Specimen Ballots

Compare the official ballot sheets to the corresponding specimen ballot 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. (10 ILCS 5/24A-8, 24B-8, 24C-8)

12. 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. In addition, the election judges must make an operational check of the tabulating equipment before the polls open. The judges of election must ensure that the totals are all zeros in the count column on the tabulating unit. Each judge must sign the "Certificate of Inspection" form and the zero tape, certifying the ballot sheets are correct and that the tabulating equipment has the vote totals set to zero. (10 ILCS 5/24B-8, 24B-10.1)

13. 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.

14. "Statement of Ballots" Form

Unless already provided on the certificate, write the number of ballot sheets for each ballot style on the "Statement of Ballots" form. Complete the information on the "Statement of Ballots" for this election concerning your precinct (i.e., fill in the blanks at the top of the page), then place this "Statement of Ballots" form in the envelope marked "After the Polls Close." **The form will be used again after the polls close.** (10 ILCS 24B-10.1)

15. Check the Ballot Box and the Auxiliary Bin

Publicly open and display the empty ballot box and the auxiliary bin to all present. The ballot box and auxiliary bin must then each be closed and locked and remain locked until the polls close. (10 ILCS 5/7-40, 17-3, 18-3)

16. Locate Voter Codes or Ballot Style

The voter code or ballot style 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 style each voter will receive (see "Who May Vote" on page 24. [10 ILCS 5/16-3(d)]

17. Declare the Polls Are Open

Promptly at 6:00 a.m., one judge states in a loud, clear voice that the polls are open. (10 ILCS 5/7-39, 17-2, 18-2)

PROCEDURES DURING VOTING HOURS

In some jurisdictions the ballot applications may already be pre-printed with the voter's name, address, precinct number, and ballot style. Some jurisdictions may use a scanned signature roster or electronic pollbook which contains this information. If you have no application or record of registration for a voter, the voter's right to vote must be challenged, though they have the right to vote provisionally. Under the National Voter Registration Act of 1993 (NVRA), some voters may be eligible to vote for federal offices only as a result of being a "Fail Safe Voter." See pages 25 and 26. Grace period registration and voting is available through Election Day. During this grace period, an unregistered qualified elector may register to vote, and a registered voter may submit a change of address form, in person at a location specifically designated for this purpose by the election authority. See page 28 for additional information on Grace Period Registration and Voting.

STATION 1 – Application Judge

1. Application to Vote

In the General Primary Election, ask the voter to state their 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. (10 ILCS 5/7-44)

In the General Election, ask the voter to state their name and address, then give the voter a ballot application. No party affiliation must be stated at a General Election (10 ILCS 5/17-9). Please note that if a voter's challenge is upheld, they MUST be notified of their right to register or update their registration through Grace Period Registration and Voting on Election Day. Any voter who has refused the opportunity to register and vote through Grace Period would be eligible to vote a provisional ballot. Each voter must fill out an application to vote (see Provisional Voting on pages 27-28).

Note: All voters, including provisional voters, must complete an application to vote before they are allowed to vote.

2. Check that the Voter has not Already Voted

The election authority is required to supply the judges with a list of voters who were mailed a vote by mail ballot or received an early or grace period ballot. A person whose name is on this list shall not be permitted to vote in the precinct, except that a voter to whom a vote by mail ballot was issued may vote in the precinct if the voter submits to the election judges that vote by mail ballot for cancellation. If the voter is unable to submit the vote by mail ballot, it shall be sufficient for the voter to submit to the election judges a portion of the vote by mail ballot if the vote by mail ballot was torn or mutilated or an affidavit executed before the election judges specifying that (A) the voter never received a vote by mail ballot or (B) the voter completed and returned a vote by mail ballot and was informed that the election authority did not receive that vote by mail ballot (10 ILCS 5/17-9, 18-5, 19-4).

Persons who are on the list as having voted early, yet claim that they did not so vote, may

vote a provisional ballot. See pages 27-28 for information on this voting method.

3. Providing ID at the Polling Place for Mail-In Registrations

A voter who applied for registration by mail and did not provide the election authority with sufficient proof of identity will be required to provide election judges with submission of the person's driver's license number or state identification card number or, if the person does not have either of those, the last 4 digits of the person's social security number, a copy of a current and valid photo identification, or a copy of a current utility bill, bank statement, paycheck, government check, or other federal, state, or local government document that shows the person's name and address. If the voter fails to present identification at the polling place they may be eligible to vote a provisional ballot. Contact your election authority on how these voters will be identified or "flagged" in your election materials.
[10 ILCS 5/1A-16(a)(3), 4-105, 5-105, 6-105, 18A-5(a)(4)]

4. Have the Voter Complete the Application

The voter signs their 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 their address is correct and sign the application. If the voter is unable to sign their name, the voter must make their mark on the application. The completed application is then returned to the first judge. **Each voter <u>must</u> fill out an application before voting.**

If an illiterate voter or a voter with a disability requests assistance in voting, the judge marks the "Assisted in Voting" square on the application. **The voter and the person(s) giving assistance must complete and SIGN an "Assisted Voter Affidavit" before the voter is allowed to vote** (10 ILCS 5/7-48, 17-14). (For specific information on giving instructions, see "Instruction and Assistance" on pages 32-33.)

5. Announce the Voter's Information Out Loud

In the General Primary Election, the judge at Station #1 announces the voter's name, address and party affiliation in a loud, clear voice. (10 ILCS 5/7-44)

In the General Election, the judge at Station #1 announces the voter's name and address. (10 ILCS 5/17-9)

6. Offer *Instruction* to Each Voter

The judge at Station #1 offers instruction to each voter on the proper way to mark the ballot sheet. The demonstrator ballot should be used to instruct the voters how to properly mark the ballot. Instruction is given in such a manner that it may be observed by others in the polling place. If the ballot has candidates/questions on both sides of the sheet this must be shown to the voter (10 ILCS 5/24B-5.1), 24C-5.1. (For specific information on how to give instructions, see "Instruction and Assistance" on pages 32-33.)

7. Pass the Application On

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 – Verification Judges

8. Locate Voter's Signature Verification Record

At Station #2, the two verification judges, one from each political party, locate the voter's signature verification record. The verification record will be a binder card, a scanned signature roster, a pre-printed application with the scanned signature or an electronic poll book.

9. Compare Signature and Address

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 24 and "Challenging a Person's Right to Vote" on page 30.

10. Mark Voter's Record

After establishing the signature and address match and the person was not issued a vote by mail ballot, a grace period ballot, or an early voting ballot, 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. If binder cards are used, the voter's card is marked in the following manner:

General Primary Election

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

General 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.

11. Indicate Ballot Style

Using the voter code provided on the voter verification record (or other coding list) determines 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.

12. Initial Application

One of the verification judges must initial the voter's application and return it to the voter. The voter's application should only be initialed after it is determined that the voter is qualified to vote and that the ballot style code is on the application.

STATION 3 – Ballot Distribution Judge

If the voter is to be issued a provisional ballot, please refer to provisional voting pages 27 and 28.

13. Check Application and Place it on The Spindle

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. It is suggested to number and spindle each ballot style separately.

14. Determine the Correct Ballot Sheet to Give to Voter

Using the information contained on the voter's application, determine the correct ballot sheet to give to the voter. 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.

15. Initial Ballot Sheet

After spindling the voter's application, initial the appropriate ballot sheet in the space provided. **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.

16. Secrecy Sleeve/Cover and the Voting Booth

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 tabulator judge without removing the ballot from the secrecy 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 their 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. (10 ILCS 5/17-11, 24B-6, 24C-6)

The word "spoiled" should be written in ink diagonally across the entire face of the returned ballot. Place the spoiled ballot in the "Before 7:00 P.M." envelope for spoiled ballots. In many jurisdictions, individual "Spoiled Ballot envelopes" are provided for each voter that spoils their ballot. In these jurisdictions, the voters will place their own spoiled ballot in the "Spoiled Ballot envelope," seal the envelope, and return entire sealed envelope to the election judge.

STATION 4 – Ballot Box/Tabulator Judge

17. Make Sure No One Interferes With the Voter

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. (10 ILCS 5/17-11)

18. Verify Ballot is Initialed

While still in the voting booth, the voter inserts the ballot sheet into the secrecy sleeve/cover so that the judge's initials are visible [10 ILCS 5/24B-9.1(d)]. Before the ballot sheet is deposited into the tabulator, the ballot box judge checks the ballot sheet for the 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 secrecy sleeve/cover in such a way that the tabulator judge cannot see the initials, instruct the voter to return to the booth and put the ballot sheet into the sleeve/cover in the proper manner.

19. Depositing the Ballot Sheet into the Ballot Tabulator

At the option of the election authority, the ballot sheets may be fed into the tabulator by the election judge or by the voter under the direct supervision of the election judges. If the initials are visible, the judge inserts the ballot sheet into the ballot box or instructs the voter to insert the ballot sheet into the entry slot of the tabulator. Any ballot sheet that is not initialed must not be deposited. The un-initialed ballot sheet is folded and marked "SPOILED" and processed as a spoiled ballot as described on page 12 (#16**)**.
(10 ILCS 5/24B-10.1)
This must be done in such a way that the secrecy of each voter's ballot is preserved.

The Auxiliary Compartment (Emergency Bin):

Always follow the instructions of your election authority regarding proper operation of the auxiliary bin. Generally, the auxiliary compartment (emergency bin) is used only if the tabulator becomes inoperable for any reason. Whenever the tabulator becomes inoperable, contact the election authority's office for assistance.

Voting must continue even if the tabulator is not operating. When the tabulator is not operating, the ballot sheets are placed in the auxiliary bin. Any ballot sheets placed in the bin will be tabulated after the polls close.

Please note that provisional ballots are not to be inserted into the tabulator or the auxiliary compartment, but are to be inserted into separate securable container(s) (see Provisional Voting on pages 27-28).

20. Ballot Sheets Returned by Tabulator and Other Problems

Occasionally, a ballot sheet may not be accepted by the tabulator. This can happen when the voter over-votes, under-votes, or when the tabulator cannot read the ballot sheet. Generally, whenever a ballot sheet cannot be fed into the tabulator, the tabulator will indicate the reason why the ballot sheet was returned. *This will depend on the type of equipment used in your jurisdiction.* (10 ILCS 5/24B-6, 24C-6)

The procedure to follow for a returned ballot sheet is as follows:

a. Ask the voter to remain at the tabulator.

b. Have the voter remove the ballot sheet and try to re-insert the ballot sheet again. If the ballot sheet is returned again, ask the voter to place the ballot sheet into the secrecy sleeve/cover.

c. Have the voter read the message that is on the return tape/LED display. Be prepared to offer guidance to the voter concerning the message. This should be done in a discreet manner - only the voter needs to know why the ballot was returned.

d. The election judge must not look at the voted ballot**.**

After the printed message identifies the problem with the ballot, **choose one** of the following options for correcting it:

a. Have voter attempt to insert the ballot sheet into the entry slot again;

b. Ask the voter to vote on another ballot sheet and treat the returned ballot as a spoiled ballot sheet;

c. **If authorized by the voter/election authority**, press the "override" key to accept the ballot. The override key is used only in certain situations:
   1) when the voter insists that the returned ballot sheet be counted as is or
   2) if the voter is no longer in the polling place (e.g. when ballot sheets from the auxiliary bin are processed after the polls are closed);

d. If the ballot is rejected for an under-vote, the voter may return to the voting booth and complete the voting of the ballot or decide to cast the ballot as-is. (10 ILCS 5/17-11)

If a ballot sheet becomes jammed in the tabulator, or if the tabulator becomes inoperable, contact the election authority's office immediately.

21. At 6:30 P.M.

At 6:30 P.M. announce in a loud, clear voice that the polls will close in one half hour. (10 ILCS 5/7-39, 17-2)

22. At 7:00 P.M.

At 7:00 p.m. announce in a loud, clear voice 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 circumstance in which the polls remain open past 7:00 p.m. is as result of a federal or state court order extending the time for closing the polls beyond the time established by state law (see Provisional Voting on pages 27-28). (10 ILCS 5/17-1)

PROCEDURES AFTER THE POLLS CLOSE

1. Close the Polling Place

Immediately after announcing that the polls are closed, remove the "Polling Place" signs and indicators of the campaign-free zone, and then close and lock the door.

2. Allow Only Authorized Persons to Remain in Polls

(10 ILCS 5/17-23)

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

a. Election 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; and
f. Representatives of the office of the State's Attorney and the Attorney General's office.

(See pages 21-24 for information regarding proper pollwatcher credentials.)

3. Auxiliary/Emergency Bin

If there are ballot sheets in the auxiliary/emergency bin, insert the ballot sheets into the tabulator.

4. Statement of Ballots/Official Ballot Record

(Also referred to in some jurisdictions as "Official Ballot Record" or "Statement of Ballots") Track your ballots appropriately on your Statement of Ballots/Official Ballot Record sheet.

5. Count Spoiled Ballots

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 Ballots

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 their name across the sealed flap in such a way that if the flap is opened the signatures will not be disturbed. Record the number of spoiled ballot sheets for each ballot type on the "Statement of Ballots" form. (10 ILCS 5/24B-10.1)

7. Open Ballot Box

If the tabulator is being used by more than one precinct, separate the ballots by precinct. Each precinct must account for its own ballots. **(**10 ILCS 5/24B-15.01)

8. Compare Number of Ballots to Applications

Count the ballot sheets for each ballot style and record these numbers on the "Statement of Ballots" form. Count the number of provisional ballot envelopes that have been kept in separate securable container(s) and record these numbers on the "Statement of Ballots" form. **The number of ballots cast (regular and provisional) and the number of ballot applications must be the same.** Record these numbers on the "Statement of Ballots" form. 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.

(10 ILCS 5/24B-10, 24B-10.1)

Excess Ballots
If there are more ballot sheets 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 "Statement of Ballots" form. **Contact election authority on re-tabulation.** (10 ILCS 5/24B-10, 24B-10.1)

9. Check Ballot Sheets for Judge's Initials and "Ballot Marks"
Check each ballot sheet for the following items:

a. Judge's initials must appear on each ballot sheet; and

b. The ballot sheets must have no identifying marks (see "Ballot Marks" on page 32.

If the sheet has identifying marks, mark the ballot sheet "Defective-Identifying Mark-Not Counted." Initial the ballot sheet and place it in the "After 7:00 P.M." envelope for defective ballots. Replace any "defective" ballot sheet with an initialed blank ballot sheet and number each blank ballot sheet and corresponding defective ballot sheet with the same number beginning with the number 1. **Contact election authority on re-tabulation**.
(10 ILCS 5/24B-10, 24B-10.1)

10. Damaged Ballots
Check each ballot sheet that cannot properly be counted by the automatic Precinct Tabulation Optical Scan Technology tabulating equipment. A true duplicate copy shall be made of the damaged ballot in the presence of witnesses and substituted for the damaged ballot. Two judges, one from each political party, make a duplicate ballot sheet following the steps in "Remaking Ballot Sheets" on page 34 **Contact the election authority on re-tabulation.** (10 ILCS 5/24B-10, 24B-10.1, 24B-14)

11. 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," for that office. A listing of those names is provided by the election authority.
(10 ILCS 5/17-16.1, 18-9.1, 24B-6, 24B-10, 24B-10.1)

b. There is a valid mark in the designated area.

If an apparent <u>valid</u> 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 over voted. If the write-in vote is determined to be valid and no overvote has occurred, record the write-in vote on the tally sheets.

12. Invalid Write-In Votes

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.
(10 ILCS 5/17-16.1, 18-9.1)

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. Use the ballot sheet to determine the number of votes allowable for the office in question.

b. 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.

c. 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 34 **Contact the election authority on re-tabulation.**

13. 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 the 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. (10 ILCS 5/24B-10, 24B-10.1)

14. Retabulate All Ballot Sheets, if Necessary

Follow the instructions from your election authority if re-tabulation is necessary. If any of the ballot sheets are remade after the polls close or if any ballot sheet is removed because it is defective, that is, the ballot sheet is missing the judges initials or has an identifying mark, the ballot sheets must be re-tabulated. Contact and follow the specific instructions from your election authority as how to proceed. (10 ILCS 5/24B-10, 24B-10.1)

15. Count the Defective Ballot Sheets

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 "Statement of Ballots." (10 ILCS 5/24B-10, 24B-10.1)

16. Record the Number of Defective Ballot Sheets

Record the number of defective ballot sheets for each ballot style in the appropriate space on the "Statement of Ballots" form. (10 ILCS 5/24B-10, 24B-10.1)

17. Count the Damaged and Overvoted Ballots

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. (10 ILCS 5/24B-10, 24B-10.1)

18. Record the Number of Damaged and Overvoted Ballots

Write the number of damaged and overvoted ballot sheets for each ballot style in the appropriate spaces on the "Statement of Ballots" form. (10 ILCS 5/24B-10, 24B-10.1)

19. Unused Ballot Sheets

Count the number of unused ballot sheets for each ballot style and record this number in the appropriate space on the "Statement of Ballots" form. **Do not open the sealed package of ballot sheets until they are needed.** Place all unused ballot sheets in the envelope or container provided and seal it. (10 ILCS 5/24B-10.1)

20. Count the Valid Ballot Sheets

Carefully count the valid ballot sheets for each ballot style. Enter these numbers in the appropriate spaces on the "Statement of Ballots" form.
(10 ILCS 5/24B-10.1)

21. Complete the "Statement of Ballots" Form

All judges must complete the "Statement of Ballots" form and sign it.
(10 ILCS 5/24B-10.1)

22. Sign and Seal All The Envelopes

Because of the different types of tabulator equipment that may be used in Illinois, follow the specific instructions from your election authority regarding the proper operation of your equipment for the printing of tapes and specific tabulator take down procedures. The following general instructions are to be used as a guide only.
(10 ILCS 5/24B-10, 24B-10.1)

23. Print Totals Tape

Unlock the panel of the tabulator to make the keyboard available. Press "Print Totals." Enter the date and sign the final results tape (which is connected to the morning zero tape). Place this tape in the transfer case (or place designated by your election authority).
(10 ILCS 5/24B-10, 24B-10.1)

24. Pollwatcher Results Tapes

As mentioned above one copy of the final results tape must be generated by the tabulator for return to the election authority via transfer case. Another copy of the results tape must be generated and posted in a conspicuous place inside the polling place, provided that any authorized pollwatcher or other official authorized to be present in the polling place to observe the counting of ballots is present. Election judges must provide, if requested, a copy for each authorized pollwatcher or other authorized official. In addition, sufficient time must be provided by election judges to allow the pollwatchers to copy information

from the copy which has been posted. (10 ILCS 5/24B-10.1) (It is recommended that an extra result tape, in addition to the one that goes to the election authority, be generated as a backup copy. As in all cases, be sure to follow the instructions of your election authority.)

25. Tabulator Take Down Procedures

Follow the specific instructions provided by your election authority for taking down the tabulator.

26. Items Required to be Returned

The voted ballot sheets in a separately sealed container which cannot be disturbed without breaking the seal. If a single tabulator is used for several precincts, each precinct should separate the ballots in a separate sealed container. (10 ILCS 5/24B-10.1, 24B-15.01)

All other election materials are to be placed in the appropriate envelopes.

a. The "After 7:00 P.M." envelope for defective ballots
b. The "Duplicated Ballots" envelope
c. The envelope containing "Write-in Tally Sheets"
d. The envelopes containing Spoiled, Damaged or overvoted ballots
e. The "Statement of Ballots"
f. At least one official returns tape dated and signed by all election judges
g. Provisional Ballots (in a separate secured container) (10 ILCS 5/18A-10)
h. Any other items as directed by your election authority

Place all the items listed above and any other items required by your election authority in the appropriate containers.

27. Other Forms

Complete the payroll sheet and sign it along with all other forms and envelopes included in the precinct kit. (10 ILCS 5/13-10)

28. Pack Other Supplies

Pack the unused ballots and other election materials as directed by your election authority. **Do not throw anything away.**

29. Deliver Ballot Return Box and Tabulator

Two judges, one from each political party, immediately transport the ballot sheets, tabulator, and other designated supplies to the receiving station. Election judges selected to deliver ballot sheets, tabulator, and other supplies to the election authority must be entitled to vote. (This prohibits high school or college students appointed under Articles 13 & 14 of the Illinois Code from serving as a supply return/delivery judge). Ballot sheet containers 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.
(10 ILCS 5/24B-10.1, 24B-15.01)

30. Obtain Receipt from the Receiving Station

Make sure the receiving station issues a receipt for the returned items. Retain this receipt for future reference. (10 ILCS 5/24B-10, 24B-10.1)

SUPPLEMENTAL INFORMATION

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 (10 ILCS 5/17-8, 17-23):

1. Election judges assigned to the polling place,
2. Voters while voting,
3. Minor children accompanying their parent or guardian into the voting booth,
4. Authorized pollwatchers upon submission of valid credentials,
5. Law enforcement officers acting in their official capacities,
6. Representatives of the election authority,
7. Representatives of the State Board of Elections,
8. 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, established or new political parties, qualified organizations of citizens, state nonpartisan 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. All pollwatchers shall be permitted to view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot is not impinged. (10 ILCS 5/7-34, 17-23, 18-6)

Pollwatcher Qualifications

All pollwatchers must be registered voters in the State of Illinois and must be affiliated with the party or organization they are representing. All pollwatchers must have valid pollwatcher credentials issued by the election authority or the Illinois State Board of Elections. Each pollwatcher must have separate pollwatcher credentials for each precinct that they enter.
(10 ILCS 5/7-34, 17-23, 18-6)

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 be registered voters in the State of Illinois.–All candidates must also have proper candidate or pollwatcher credentials. If a candidate is using the "Candidate" credential, in most instances, they are not required to have an appointing authority. (10 ILCS 5/7-34, 17-23, 18-6)

Exception: candidates seeking office in a district or municipality encompassing two or more counties.

Pollwatcher Credentials
(10 ILCS 5/7-34, 17-23, 18-6)
Each pollwatcher must surrender their credentials to the judges when they enter the precinct/polling place. If an individual refuses to surrender their credentials, or if the credentials are not valid, the individual 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 or the Illinois State Board of Elections;

2. The real or facsimile signature of the candidate, state or local party official, the presiding officer of a civic organization, the chair 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
(10 ILCS 5/7-34, 17-23, 18-6)
The number of pollwatchers allowed in the precinct/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 the course of the day as long as the number of pollwatchers in the polling place (at one time) does not exceed the number allowed by law.

If the polling place becomes overcrowded with pollwatchers or 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 each candidate, political party, qualified organization of citizens, State nonpartisan civic organization, and each organized group of proponents and opponents to a proposition must be allowed to remain in the polling place.

NUMBER OF POLLWATCHERS ALLOWED IN EACH PRECINCT/POLLING PLACE AT ANY GIVEN TIME (10 ILCS 5/7-34,17-23,18-6)			
APPOINTING AUTHORITY	**PRIMARY ELECTION**	**GENERAL ELECTION**	**EARLY VOTING SITES**
CANDIDATE	**TWO**	**TWO**	**ONE**
ESTABLISHED OR NEW POLITICAL PARTY	**ONE**	**TWO**	**ONE**
***QUALIFIED ORGANIZATION OF CITIZENS**	**ONE**	**ONE**	**ONE**
PROPONENTS AND OPPONENTS OF A BALLOT PROPOSITION	**ONE**	**ONE**	**ONE**
****STATE NONPARTISAN CIVIC ORGANIZATIONS**	**ONE**	**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.
** Each State nonpartisan civic organization within the county or political subdivision shall be entitled to appoint one pollwatcher per precinct, provided that no more than 2 pollwatchers appointed by State nonpartisan civic organizations shall be present in a polling place at the same time.

Rights of Pollwatchers
(10 ILCS 5/7-34, 17-23, 18-6)
All pollwatchers are allowed in the precinct/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 or voter feed the ballot sheet into the tabulating equipment, 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 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.

All pollwatchers shall be permitted to view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot is not impinged.

A pollwatcher may challenge a person's right to vote during voting hours. (See "Challenging a Person's Right to Vote" on page 30.

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. (10 ILCS 5/7-34, 17-23, 18-6)

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/tabulator. These individuals may also remain in the polling place after the polls close to observe closing procedures. (10 ILCS 5/7-34, 17-23, 18-6)

SUGGESTED POLLING PLACE SECURITY PROTOCOLS

Election judges can take different steps and observe the polling place to detect any unusual behavior. Before Election Day, make sure your election team has a security plan set in place. Things to note when preparing for the polling place on Election Day include:

- Surveillance: If people feel like they are being watched they are less likely to commit a crime. Keep in mind that all surveillance should not invade the privacy ensured when casting a ballot and should never be viewed as a form of intimidation. You could have the tabulator judge also be someone who "observes" the polling place area and the areas around it.
- Entrances & Exits: Clearly marking entrances and exits (and emergency exits) allows for poll workers to know exactly where voters/pollwatchers/media should be entering and exiting. Also have a clear outline of the exact place voters are supposed to be and don't share facilities with the public if there is one available in the building.
- Communication: Judges should have some form of communication (i.e. phone, two-way radio) that they can easily use to call for help. The clerk (or judges) should have their own safety and security plan created before Election Day so everyone serving in the polling place knows what to do in case an emergency arises.

Suspicious Activity in the Polling Place
Make sure when you are in your polling place you are paying attention to different areas of the room including the tabulators, voting booths (allowing voters privacy), and even places where no one should be. While observing your polling place, make sure to pay attention to unusual things you may see around you. For example:

- Unusual items: bags unattended, someone coming through an incorrect entrance or exit, windows/doors open that are usually closed, a vehicle that has been parked outside for a long time or is in an unusual location.
- Unusual curiosity: someone asking questions beyond the normal scope of questions that a voter/pollwatcher/media would ask (i.e. if election judges have shift changes, about the building, etc.).
- Unusual observations: someone paying an odd amount of attention to structures in the building beyond a normal interest, "loitering without explanation" especially in places where peoples' views are obscured, taking notes by the tabulator or having an electronic device out by the tabulator.

Steps for a Secure Polling Place

- Have contact information readily available for law enforcement if problems arise which cannot be solved otherwise. Monitor the entrances and exits.
- Election judges should be aware of/or create plans in place in case of an emergency situation in that building, whether it be weather related or another concern.
- Monitor parking lots – people should only be parking in available spots and not in fire lanes or other marked off locations.
- Have the county clerk create a "deterrence media campaign," which educates people in the county on measures implemented in polling places to improve safety on Election Day (i.e. article in a newspaper, on social media or your county's website).
- Stay organized when there are large crowds/longs lines.
- If problems arise that cannot be resolved quickly without the help of law enforcement, have the contact information of your local law enforcement readily available.

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. (10 ILCS 5/4-22, 5-30, 6-66)

Voter Coding
The name and address of each registered voter in the precinct has been coded to indicate which governmental units for which 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 should use. 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 that an additional "Voter Code Correction" sheet be completed, be sure to confirm if your jurisdiction uses this form. (10 ILCS 5/4-21, 4-22, 5-30, 6-66)

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 their 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 they know the challenged voter personally, know the voter in question to be registered in the precinct in which they are attempting to vote, and know 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 their current residence.

VOTERS REQUIRING AFFIDAVITS OR OTHER DOCUMENTATION
The following individuals may vote <u>only after completing the appropriate affidavit</u>:

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. The voter may also contact the Election Authority to find out about Grace Period Registration and Voting (see page 28). (10 ILCS 5/4-16)

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 they were previously registered. The voter may also contact the Election Authority to find out about Grace Period Registration and Voting (see page 28). [10 ILCS 5/17-10(b)]

Name Change
Any registered voter, who changes their name, still resides in the same precinct, and is otherwise qualified may vote upon making an affidavit at the polling place attesting that the voter is the same person who is registered to vote under their former name. The voter may contact the election authority to find out about Grace Period Registration and Voting. Grace Period Registration and Voting is now available through Election Day, and the guidelines are described on page 28 (10 ILCS 5/4-16)

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. (10 ILCS 5/4-15, 4-22, 5-29, 6-66)

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. (10 ILCS 5/4-23, 5-29.01, 6-67.01, 17-9)

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 dependents. Spouses and dependents must be registered in order to vote in person.
(10 ILCS 5/4-23, 5-29.01, 6-67.01, 17-9)

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 was no challenge issued. If the judges uphold the challenge, the voter must be notified that they may be entitled to vote a provisional ballot (see "provisional voting" on pages 27-28), or contact the election authority to find out about Grace Period Registration and Voting. <u>If any change in name or address has occurred, Grace Period Registration and Voting is available through Election Day.</u>

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 their 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 pages 27-28 for guidelines on Provisional Voting), or contact the election authority to find out about Grace Period Registration and Voting. <u>If any change in name or address has occurred, Grace Period Registration and Voting is available through Election Day.</u>

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 the appropriate affidavit. This affidavit must be accompanied by a supporting affidavit. (10 ILCS 5/3-1, 17-10)

Voter Moved More than 30 Days Before the Election
If a voter has changed their residence to another address within the election jurisdiction more than 30 days before the election, the voter may vote a ballot for federal offices only in the polling place of their former residence. The voter then must complete an "Address Correction for Fail-Safe Voter" form. Place this form on the spindle behind the voter's application unless directed otherwise by the election authority, or contact the election authority to find out about Grace Period Registration and Voting. <u>If any change in name or address has occurred, Grace Period Registration and Voting is available through Election Day.</u>

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. (10 ILCS 5/7-48, 17-14)

Voter Requests Cancellation of Vote by Mail Ballot
If the voter wishes to cancel their vote by mail ballot, but does not have the ballot, they can complete an affidavit specifying the ballot was never received or that they completed and returned the ballot and was informed that the election authority did not receive it. If they surrender the vote by mail ballot, or a portion of a damaged ballot they do not need to complete the affidavit. (10 ILCS 5/17-9, 18-5)

If the voter is unwilling or unable to produce the ballot or a portion thereof, instruct them to cast a provisional ballot. (10 ILCS 18A-5(a)(6).

PROVISIONAL VOTING (10 ILCS 5/18A)
Who May Vote a Provisional Ballot
A person who claims to be a legally qualified registered voter in the precinct in which they seek to vote is entitled to cast a Provisional Ballot under one of the following seven circumstances:

1. The person's name does not appear on the official list of eligible voters for the precinct in which the person seeks to vote and the person has refused an opportunity to register at the polling location or another grace period registration site;
2. 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;
3. 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;
4. The voter registered to vote by mail and is required by law to present identification when voting either in person or by early voting ballot, but fails to do so;
5. The voter's name appears on the list of voters who voted during the early voting period, but voter claims not to have voted during the early voting period;

6. The voter received a vote by mail ballot but did not return the vote by mail ballot to the election authority; or
7. The voter attempted to register to vote on Election Day, but failed to provide the necessary documentation.

Procedures for Casting a Provisional Ballot
[10 ILCS 5/18A-5(b)]

1. An individual who is eligible must be informed of their right to vote provisionally.
2. An election judge must verify that the person's address is within the given precinct's boundaries. If the person's residence address is outside the precinct boundaries, the election judge shall inform the person of that fact, give the person the appropriate telephone number of the election authority in order to locate the polling place assigned to serve that address, and instruct the person to go to the proper polling place to vote.
3. The person shall be provided an "Application to Vote," a "Provisional Voter Affidavit," a "Provisional Ballot Envelope," the correct ballot, and written instructions. <u>If it is uncertain as to what ballot style to give the voter, contact your election authority.</u>
4. The election judge will sign the affidavit and check a box on the affidavit that states which of the seven reasons for why the person was given a Provisional Ballot. The original affidavit must be kept with the "Provisional Voter Envelope," with a copy of the completed affidavit to be given to the voter.
5. 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 their claim that they are a duly registered voter and qualified to vote in the election. If the provisional voter does not have the necessary documentation, they must provide the election authority with the documentation within seven days of the election.
6. 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. All Provisional Ballots cast after 7:00 p.m. by court order shall be kept separate from other provisional ballots.
7. The written instructions provided to the voter shall state how, after the election, the voter may determine if their ballot was counted or, if the Provisional Ballot was not counted, the reason that it was not counted.
8. 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.
9. **Make sure provisional ballots are <u>NOT</u> inserted into the tabulator.**

GRACE PERIOD REGISTRATION AND VOTING
(10 ILCS 5/4-50, 5-50, 6-100)

Grace period registration is an extension of the regular registration deadline. Grace period registration authorizes each election authority to establish procedures for the registration of voters and for change of address during the period from the close of registration for an election through Election Day. Although the traditional voter registration period closes 28 days prior to the election, grace period registration extends that deadline from the 27th day prior to an election

through Election Day. Grace period registration is only available in-person and at designated sites.

If a voter who registers to vote or changes their address during this grace period wishes to vote at the election or primary occurring during this grace period, the voter must do so in-person at the same time that they register. The election authority may allow grace period voting by mail only if the election authority has no ballots prepared and available when the registration occurs.

Where is Grace Period Registration and Voting Available?
During the grace period, people can register and vote:

- At the office of the election authority;
- A permanent polling place established by the election authority;
- Any other early voting site beginning 15 days prior to the election;
- Some, designated, polling places on Election Day;
- A location specifically designated for this purpose by the election authority.

What Information is Needed to Register and Vote?
The requirements for grace period registration and voting are:

- U.S. citizenship;
- At least 18 years of age by Election Day; 17 years of age to vote in a General Primary if individual will be 18 as of the following General Election;
- Resident of the precinct at least 30 days prior to Election Day; and
- Two forms of identification.

WHO MAY NOT VOTE?
The following individuals may not vote at the polling place:

1. Individuals who are not registered and refuse the opportunity to register through grace period registration.
2. Individuals who have moved outside their jurisdiction (county or board of elections) more than 30 days prior to the election, did not transfer their registration, and refuse the opportunity to register through grace period registration.
3. Individuals who have moved within their jurisdiction more than 30 days prior to the election, have not transferred their registration, and refuse the opportunity to change their address within the grace period; however, voters in this category are **still eligible to vote for federal offices only** if there are federal offices on the ballot.
4. A voter applying to vote in the precinct on Election Day whose name appears on the list as having been issued a vote by mail, early, or grace period ballot and who admits to having voted a vote by mail, early, or grace period ballot.
5. Non-registered veterans discharged from active duty more than 60 days before the election who refuse the opportunity to register through grace period registration.

The above individuals may submit a provisional ballot. See pages 27-28 for guidelines on provisional voting.

CHALLENGING A PERSON'S RIGHT TO VOTE
(10 ILCS 5/17-9)

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. (10 ILCS 5/7-34, 17-23, 18-5, 19A-60)

Reasons for Challenge

The challenger must state a specific reason that a person is not legally qualified to vote in order to challenge a person's right to vote. Some reasons for challenging include, but are not limited to:

1. The voter no longer resides at the given address and refuses the opportunity to change their address within the grace period,
2. The person attempting to vote is not the same person as registered,
3. The voter has already voted, or
4. There is no record that the person is registered and the person refuses the opportunity to register through grace period registration.

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 pages 27-28).

INSTRUCTION AND ASSISTANCE

Giving Instruction

Instruction means demonstrating to the voter, in full view of everyone in the polling place, how to properly mark the ballot sheet (10 ILCS 5/24A-5.1, 24B-5.1, 24C-5.1). Use a <u>demonstrator</u> 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 specialized 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/questions on both sides of the ballot.
3. Tell the voter that if they make a mistake, make a stray mark or damages the ballot sheet, they 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 so that the judge's initials can be seen before leaving the voting booth.

A voter may request instruction on how to complete a write-in vote. In this case, show the voter the space on the ballot sheet provided for write-in votes and explain what is required for a write-in vote to be valid. (For additional information, refer to "Write-in Votes" on page 33)

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 voter who is physically disabled or blind, or
2. voters with the inability to read, write, or speak the English language. Before giving assistance, mark the appropriate square on the ballot application. (10 ILCS 5/17-14)

Assistance should only be 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, physical 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 (10 ILCS 5/17-14). If a voter so chooses, a candidate or precinct committeeperson 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, one from each political party, shall assist the voter. The two judges who will be giving assistance to voters are selected before the polls open.

Assisting the Voter
A qualified voter who cannot read or write English sufficiently to cast their ballot shall receive assistance upon their request. Before receiving assistance, the voter either signs their name or makes their mark on an affidavit. Before giving assistance, the individual(s) giving assistance must also sign the affidavit.

A person with physical disabilities is a voter who is either physically unable to mark their ballot or who is blind. A person who is intoxicated does not qualify as physically disabled and cannot receive assistance.

Before receiving assistance, a person with a physical disability must complete and sign an affidavit stating their specific disability. Before giving assistance, the individual(s) providing the assistance must also sign the Assisted Voter Affidavit. (10 ILCS 17-14)

Listed below are suggestions for common courtesies and guidelines:

- Be considerate of the extra time it might take for a person who has a physical disability to complete their ballot and give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person rather than a companion who may accompany them.
- Speak calmly, slowly, and directly to a person that you believe to be hearing impaired.

Your facial expressions, gestures, and body movements may 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 wheelchair, ask if you may do so and how they prefer you to 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 procedures 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 them if you are approaching steps or inclines.
- Be aware that animals that assist people with physical disabilities should be admitted into all buildings. Such animals 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 physical 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 to vote.
- Take the appropriate precautions to ensure that the privacy of the voter and the secrecy of the ballot are not compromised.

INACCESSIBLE POLLING PLACES (CURB SIDE VOTING)

A voter with a physical disability, 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 must notify the appropriate election judges of the names of those individuals making such a request.

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 sheet and a portable voting booth or enclosure are provided to allow the voter to mark their 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 sheet, kept inside the secrecy sleeve/cover) back to the polling place and deposit it in the tabulator. [10 ILCS 5/11-4.2, 17-13(b)(c), 18-5.1]

Note: If a voter requesting to curb side vote has not notified the Election Authority properly, still allow that voter to utilize the option to vote curb side on Election Day when time permits.

BALLOT MARKS

Valid Marks

A valid 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. (10 ILCS 5/16-9, 16-10)

For any ballot sheet that does not register a vote for one or more ballot positions on the ballot sheet**,**

the following shall constitute a vote on the ballot sheet (10 ILCS 5/24B-9.1):

1. The designated area for casting a vote for a particular ballot position on the ballot sheet is fully darkened or shaded in;
2. The designated area for casting a vote for a particular ballot position on the ballot sheet is partially darkened or shaded in;
3. The designated area for casting a vote for a particular ballot position on the ballot sheet contains a dot or ".", a check, or a plus or "+";
4. The designated area for casting a vote for a particular ballot position on the ballot sheet contains some other type of mark that indicates the clearly ascertainable intent of the voter to vote based on the totality of the circumstances, including but not limited to any pattern or frequency of marks on other ballot positions from the same ballot sheet; or
5. The designated area for casting a vote for a particular ballot position on the ballot sheet is not marked, but the ballot sheet contains other markings associated with a particular ballot position, such as circling a candidate's name, that indicates the clearly ascertainable intent of the voter to vote, based on the totality of the circumstances, including but not limited to, any pattern or frequency of markings on other ballot positions from the same ballot sheet.

Identifying Marks/Defective Ballots

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.

If any ballot is not initialed by an election judge, it shall be marked on the back “Defective,” initialed as to that label by all tally judges immediately under the word “Defective”, and not counted, but placed in the envelope provided for that purpose labeled “Defective Ballots Envelope.”

These ballots must be replaced with blank ballots. Contact the election authority on re-tabulation.

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 <u>and</u> 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”

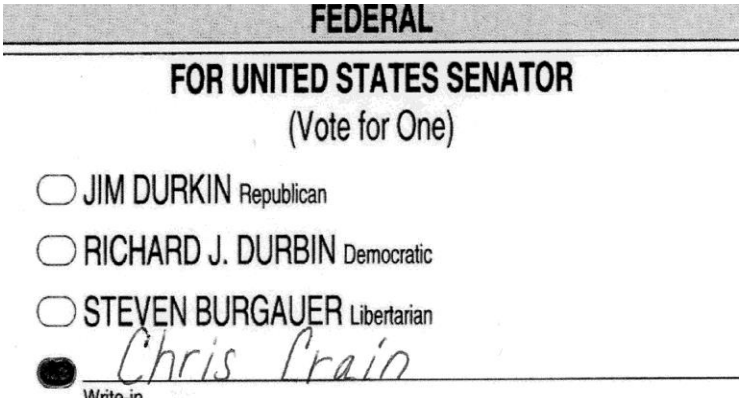
The election judges are required to count write-in votes **only for those candidates who had filed a “Declaration of Intent to be a Write-in Candidate.”** The election authority will supply the judges with a list of all candidates who have filed a “Declaration of Intent to be a Write-in

Candidate." (10 ILCS 5/17-16.1, 18-9.1)

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 each of the tally sheets. All judges must 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 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.
(*See Jackson v. Winans, 1919, 122 N.E. 611, 387 Ill.382.Elections*)



REMAKING BALLOT SHEETS
Damaged and Overvoted Ballot Sheets
If necessary, remake all damaged or bent ballot sheets that 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 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 (10 ILCS 5/24B-10.1):

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 candidates/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. Make sure to initial both the original ballot sheet and the duplicated ballot sheet.
7. Place the original ballot sheet(s) in the envelope for duplicated ballots and place the duplicated ballot sheet in the ballot return box with the other valid ballot sheets. **Contact election authority on re-tabulation.**

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