

**Please**  
**Do not Remove**  
**OR**  
**Alter**  
**Any Forms**  
**In this Manual**

**ELECTION DAY PHONE NUMBERS**

**General Officer Information Line:**

**209-8699**

**Election Emergency Line:**

**637-1990**

**Text Only Line:**

**228-0116**

**DO NOT GIVE OUT THESE NUMBERS!**

**They are reserved only for you!**

**Please be patient while waiting for assistance!**

**Voters are welcome to call our main line:**

**(423) 209-8683**

**For Police, Fire, and Medical Emergencies**

**Call 911**

**Then Call the Election Emergency Line to report**

# Table of Contents

<b>Section A - Opening the Polls .....</b>	<b>5</b>
Opening the Poll.....	7
Ballot Box and ICP Machine Opening Instructions .....	11
ICP Machine Opening – Illustrations.....	13
Placement of Election Supplies.....	19
Officer of Elections Duties .....	20
Miscellaneous .....	Error! Bookmark not defined.
Judge Duties .....	23
Poll Watcher Rules and Regulations .....	24
Campaign Free Zone .....	26
Prohibited Practices .....	28
<b>Section B - Administering the Election .....</b>	<b>29</b>
Assistant Precinct Registrar .....	31
Precinct Registrar .....	36
Judge/Ballot Clerk.....	38
Spoiled Ballots.....	39
Judge/Voting Machine Operator Duties .....	41
Challenges of Voters .....	42
Voter Assistance Clerk (VAC) Duties .....	43
Fail Safe Voters .....	44
Using the Voter Info Software .....	48
Provisional Voting .....	53
Assisting HAVA Voter (Person with Disabilities) .....	62
<b>Section C - Closing the Polls &amp; Payroll Sheets .....</b>	<b>63</b>
Closing The Polls .....	65
Closing the Dominion Image Cast Precinct Machine (ICP).....	66
Closing the Poll – Illustration .....	67
Write-In Voting And Completing The Votes Tally Sheet .....	69
Ballot Reconciliation Form .....	71
Returning Your Supplies.....	72
Stipend & Volunteer Acknowledgement Agreement .....	73



# Section A - Opening the Polls





# Opening the Poll

Election Official's schedule:

- Arrive at polling place by 7:00 a.m.
- **Polls open at 8:00 a.m.—no one votes till then**
- The Assistant Precinct Registrar and Judge/Ballot Clerk workstations each require one democrat poll worker and one republican poll worker—stylized hereafter as **(D&R)**
- Set up the polling place so that voters arrive at each station in the following order:
  1. Assistant Precinct Registrar—issues the Application for Ballot **(D&R)**
  2. Precinct Registrar—completes the Poll Book

Voter Assistance Clerk (VAC)—performs Fail Safes and Provisionals.  
Place the VAC near the Precinct Registrar, but outside the flow of traffic

- 3. Judge/Ballot Clerk—issues the Ballot **(D&R)**
- 4. Judge/Machine Operator—observes/operates the Ballot Box
- Set up the voting area with “secrecy of the ballot” in mind—voters marking their ballots behind privacy booths and voters waiting to vote or cast a ballot standing at least 10 feet from the voting area.
- Place all polling place signs in appropriate locations.
- Take the Oath of Election Officials—administered by the Officer of Elections (OOE) to all poll workers.
- All poll workers sign the Oath of Election Officials page in the Forms Manual.
- All poll workers sign the “AM Zero tape”.
- Officer of Elections and Judges sign their respective certification sheets.
- Verify the ballot ID and stub numbers of all ballots issued (**ALL** ballots must correspond to the numbers on the ballot reconciliation sheet. **If they do not, call the Election Emergency Line 637-1990 immediately.**)
- Administer the Sexual Harassment Training and test to all workers who have not previously completed the training.
- All poll workers shall assist the Officer of Elections in performing the Election Day duties of the polling place.
- All poll workers must wear the “Election Official” badge (please **do not write** names on badges).
- **Notify the Election Commission immediately if any problems arise.**

Officer of Elections will supervise the poll workers, guide poll workers in performing their tasks, maintain a mobile presence at the polling place, fill in for poll workers as needed and interact with voters and others that enter the polling place.

**Read-aloud by OOE and repeated by election officials in the polling place before polls open**

## **OATH OF ELECTION OFFICIALS**

§2-1-111

**“I, (your name), do solemnly swear (affirm) that I will support the Constitution and laws of the United States and the Constitution and laws of the State of Tennessee, and that I will faithfully and impartially discharge the duties of my office.”**

Election Date: 5/3/2022

## **SIGNATURES OF ELECTION DAY OFFICIALS**

Steve  
Franklin

Marken She

Ronald Reagan



**SAMPLE**

**Once you have taken the Oath of Election Officials, you are not permitted to leave the polling place, except in an emergency.**

## **OFFICER'S CERTIFICATION**

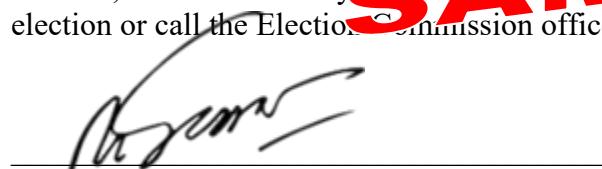
This is to certify that I, Martin Scorsese, have been appointed to serve as the officer of this election. I agree to abide by the Tennessee election laws including, but not limited to, those contained in T.C.A. Title 2, Chapter 7.

### **§2-7-101. Officer of elections. –**

- a) The officer of elections is in charge of and responsible for the conduct of all the elections being held at the polling place where such officer is the officer of elections. The officer is subject to the direction of the county election commission in the performance of such duties.**
- b) The officer of elections shall:**
  - 1. Maintain order at the polling place;**
  - 2. Assure that voting machines and voting compartments are arranged in such a way that the secrecy of the ballot is preserved and that no voter, on entering the polling place, comes near the ICP/ballot box unit of the voting compartments before the voter's eligibility to vote has been determined;**
  - 3. Keep each voting compartment provided with proper supplies for marking the ballots;**
  - 4. Have persons who are waiting to vote stand in line so that no person who is waiting is standing nearer than ten feet (10') to any voting compartment or ICP/ballot box unit;**
  - 5. Report the breakdown of any voting machine (ICP unit) to the election commission technician (while continuing the voting process by using the ICP's emergency ballot compartment);**
  - 6. Ensure that each other election official performs such election official's duties.**

I understand that T.C.A. §2-12-116 allows the Election Commission to set certain policies as necessary in regard to the election process.

In the event duly appointed election officials do not show up for the purpose of helping hold said election, I will make every effort to obtain a sufficient number of people necessary to proceed with the election or call the Election Commission office for further assistance.

  
(Signature of Officer of Elections)

5/3/2022  
(Date)

## **JUDGE'S CERTIFICATION**

This is to certify that I, Stephen Martin, have been appointed as Judge of Election and that I agree to abide by the Tennessee election laws including, but not limited to, those set out in T.C.A. Title 2, Chapter 7.

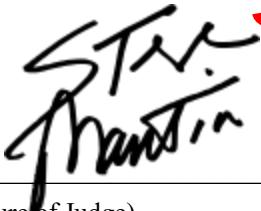
**§2-7-102. Judges – During the time for voting, the judges shall distribute paper ballots, decide challenges to voters, serve in place of other election officials as directed by the officer of elections, and assist the officer of elections in such ways as the officer may direct.**

In addition, the judges shall oversee the operation of the ICP/ballot box unit.

**The three appointed judges must be 2 ballot clerks (one Democrat, one Republican) and the machine operator.**

I understand that T.C.A. §2-12-116 permits the Election Commission to set certain policies in regard to the election process.

I further understand that I am to report to the officer of elections and that I am to assist him/her in any way I can, including being assigned to other ~~position~~ and ~~l~~ duties, in order to assist in the election process.

  
\_\_\_\_\_  
(Signature of Judge)

**SAMPLE**

5/3/2022  
(Date)

# Ballot Box and ICP Machine Opening Instructions

## **Ballot Box Instructions:**

1. Retrieve the ballot box key from the envelope at the front of the Officer of Elections Binder.
2. Remove the ballot box lid by unlocking locks 1 & 2 in **figure 1** below.
3. Ensure the ballot box is empty:
  - a. Unlock and slide open the ballot compartment door (lock 3 in **figure 1**) and clear the main chamber.
  - b. Open the write-in ballot compartment door on the left side of the main chamber (lift up and move toward the right) and clear the chamber.
  - c. Close the write-in ballot compartment door.
  - d. Close and lock the ballot compartment door.

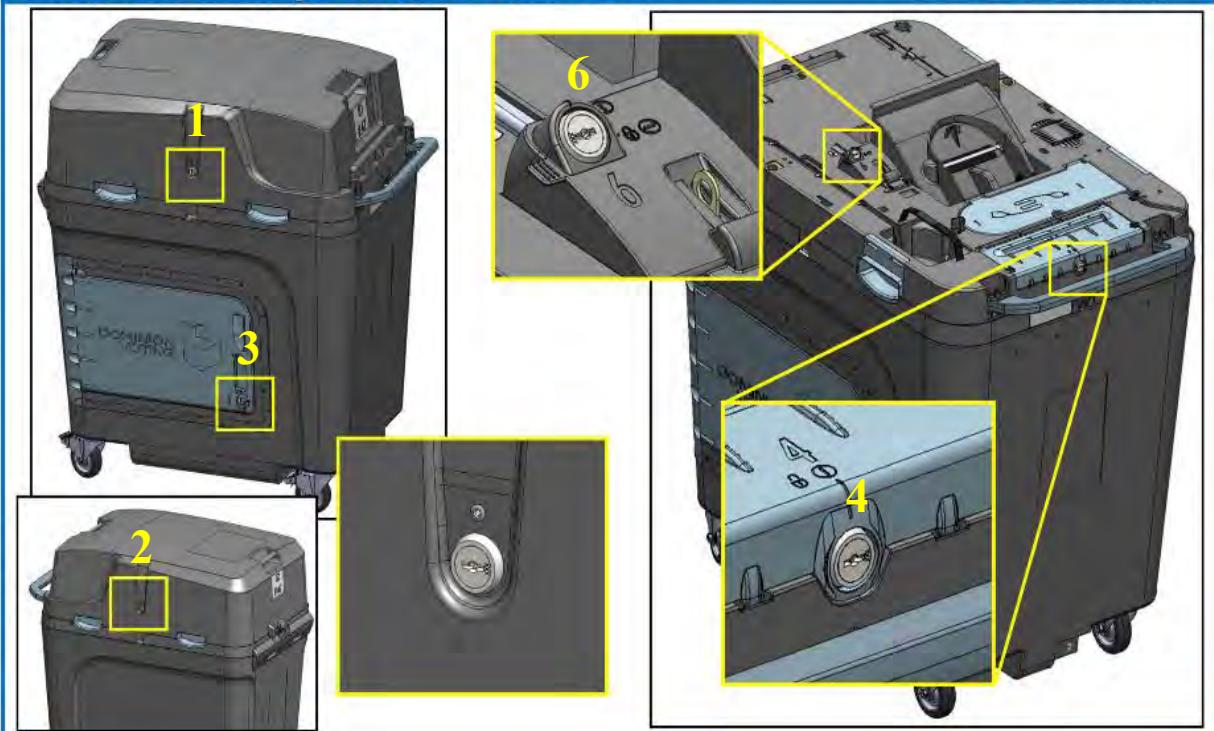
**If ballots are found, remove them from the ballot box and contact HCEC. Your Inspector will pick-up the ballots.**

- e. Unlock and open the emergency compartment door (lock 4 in **figure 1**) and clear the chamber, and then close and lock the door.

**Keep the emergency door closed and locked unless casting a ballot due to a machine malfunction.**

## **Ballot Box Key Lock Locations**

DOMINION IMAGECAST VOTING PRECINCT



**figure 1**

- g. Lock the ballot box wheels to prevent the machine from moving.
- h. Plug the ballot box into an electrical wall socket. The power cord is stowed on top of the ballot box under the grey door engraved with an electric cord symbol.

## Installing the ICP on the Ballot Box

1. Open the latch cover (lock number 6 in **figure 1** above)
2. Remove the ICP from the Black Bag
3. Pick up ICP and align right and left corners of ICP with the slots (look for the arrow signs) on the ballot box, allowing the feet to drop into these slots (page 14 figures 3 & 4). Power cord pigtail is located on your left when facing the front of the ballot box.
4. Plug power cord pigtail into bottom hole on left back of ICP (page 15 figure 5). The machine will power on automatically when it detects power.

**Do not remove the blue tape covering the top hole on the back of the ICP.**

5. Push the ICP back so it is in the correct position. ICP should slide easily straight back. If not, gently push ICP to the correct position (page 15 figure 6).

## Latching the ICP to the Ballot Box

1. Hook the latch from the ballot box onto the bracket on the back of the ICP (page 16 figure 1)
2. Close the latch by pulling it back toward the ballot box (page 16 figure 2)
3. Close and lock the latch cover (page 16 figure 3)
4. Close the latch cover (page 16 figure 3)

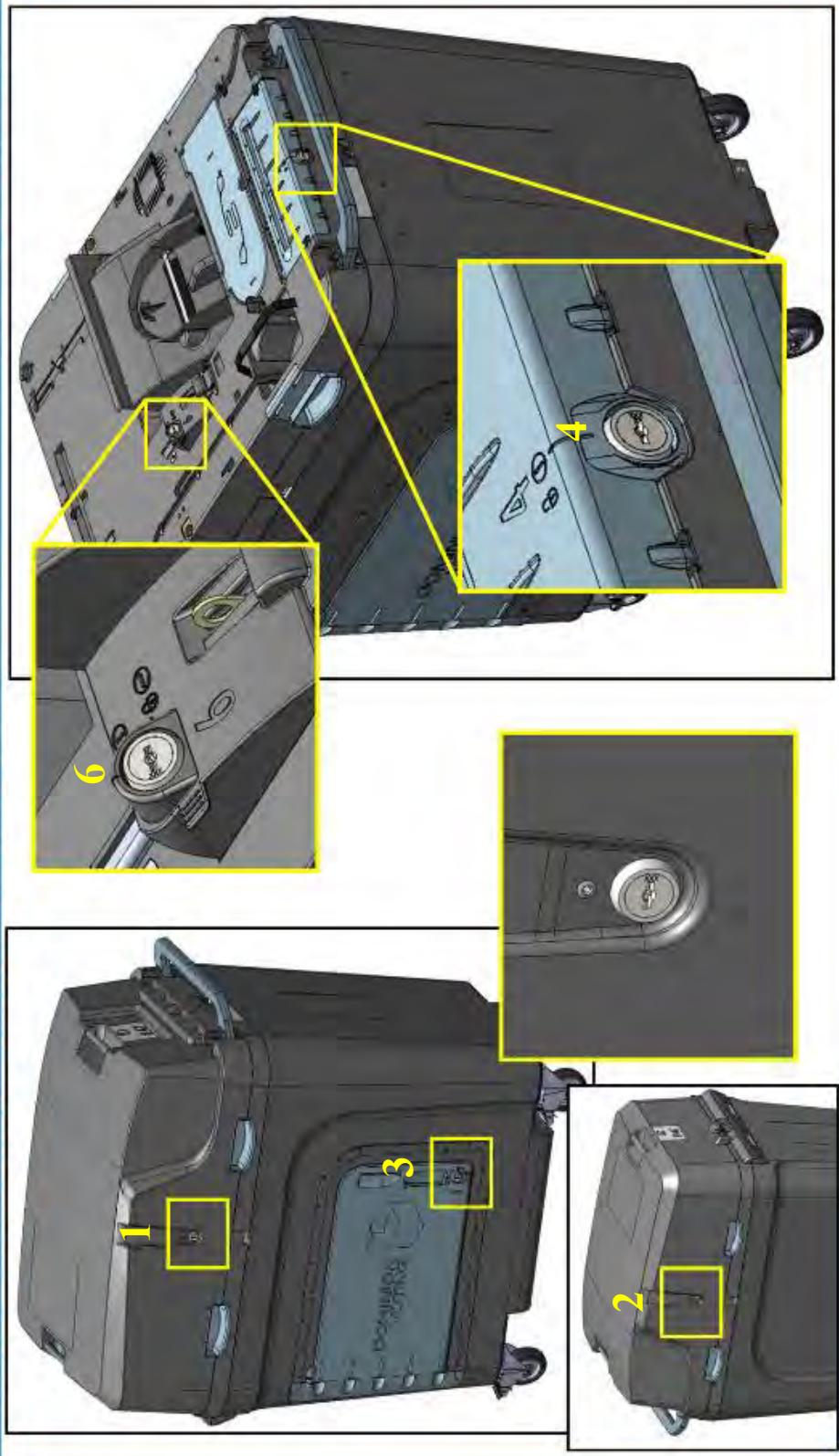
## Starting the ICP

1. Wait for the machine screen to ask you to insert security key (found on the lanyard with the issued key)
2. Insert the security key into the security keypad and hold it there firmly until it is accepted (page 17 figure 2)
3. Enter the password (found in the envelope with the issued key), then hit ENTER (page 17 figure 3)
4. **Menu will read “is this the correct time” ALWAYS SELECT YES** (page 17 figure 4)
5. Next, select Open Poll (page 17 figure 5)
6. Next, select ZERO (Page 17 figure 6). The zero tape will begin printing (page 17 figure 7)
7. **Next, select NO if you do not need more zero tapes** (page 17 figure 8). You should not need additional copies if the first copy printed correctly.
8. The ICP is now ready to accept ballots.

# ICP Machine Opening – Illustrations

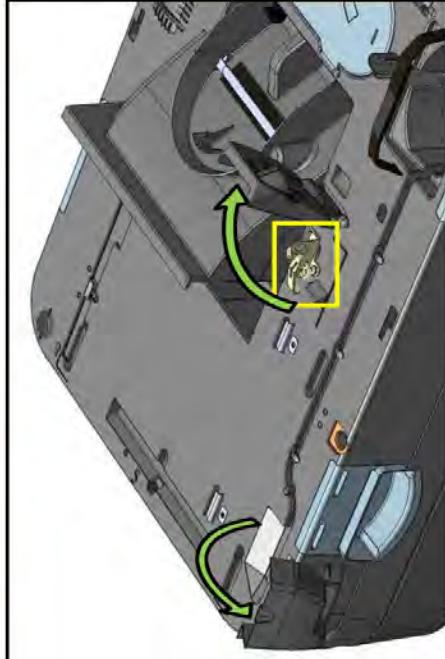
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## Ballot Box Key Lock Locations

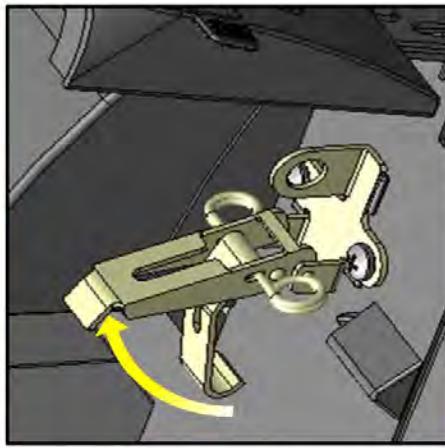


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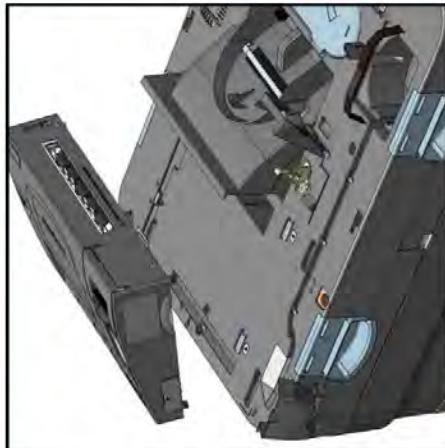
## Installing the ICP on the Ballot Box



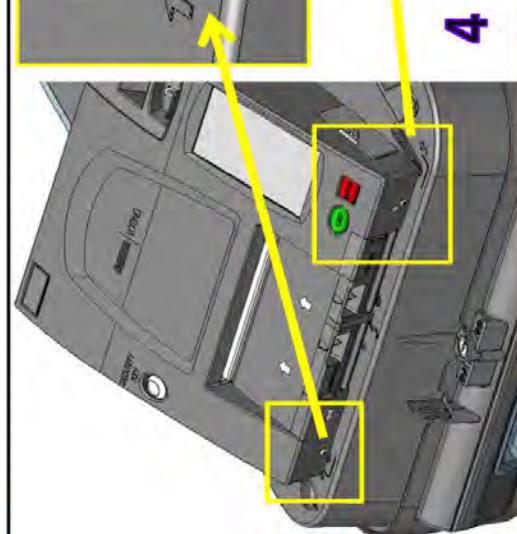
**1** Open the 2 plastic covers on the ballot box lid.



**2** Open the metal latch by raising the handle as shown above.

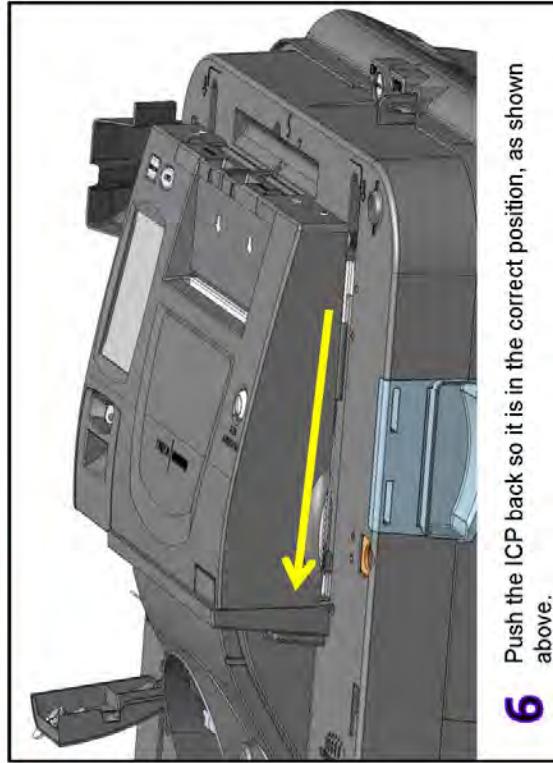


**3** Pick up the tabulator and prepare to align it with the ballot box.



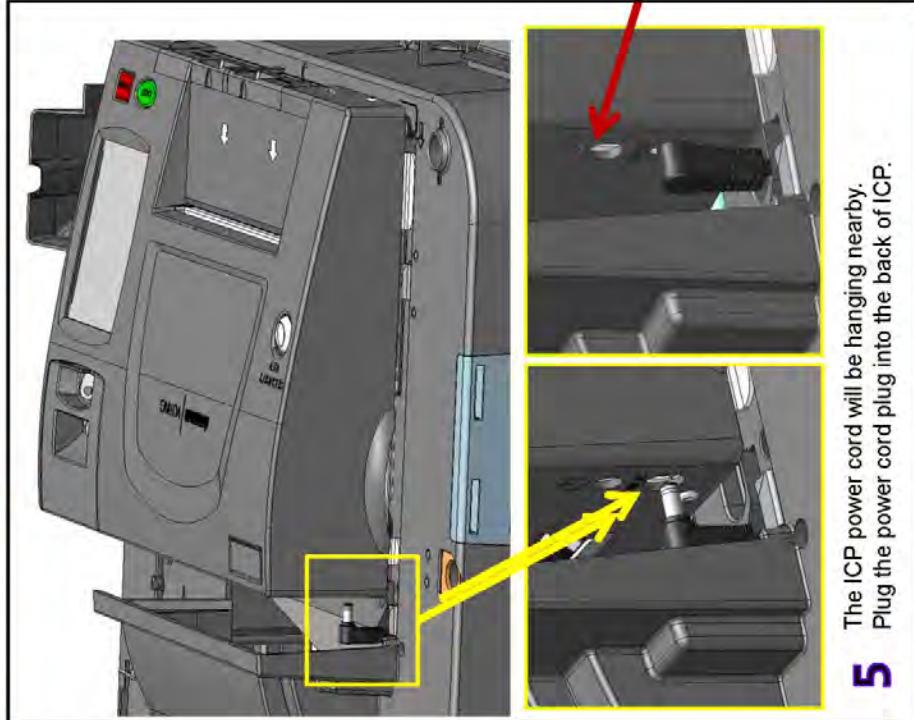
**4** Align the front left and right corners of the ICP with the lines on the ballot box lid to allow the feet to drop into the slots.

## Installing the ICP on the Ballot Box



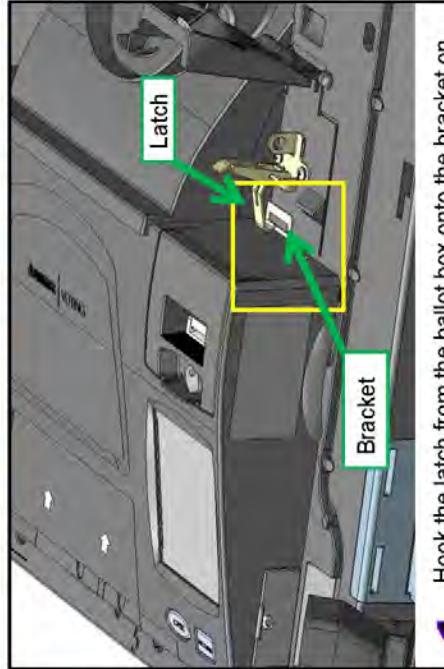
**6** Push the ICP back so it is in the correct position, as shown above.

The ICP Reset button is right above the power port. If necessary, insert a pen in this recessed hole to reset the tabulator.

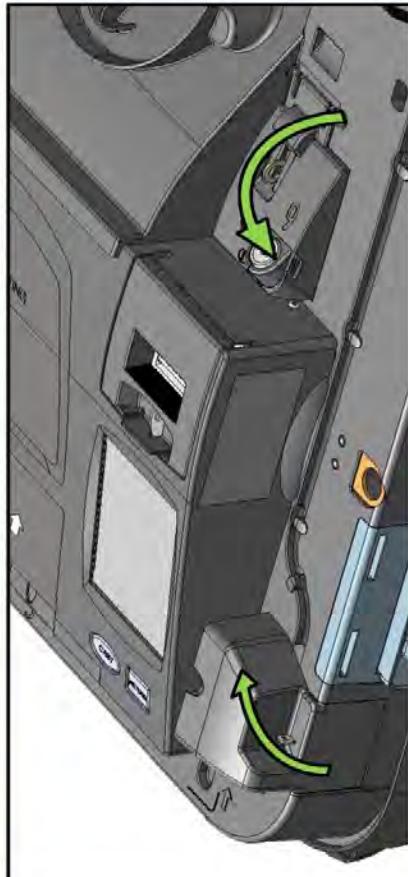


**5** The ICP power cord will be hanging nearby. Plug the power cord plug into the back of ICP.

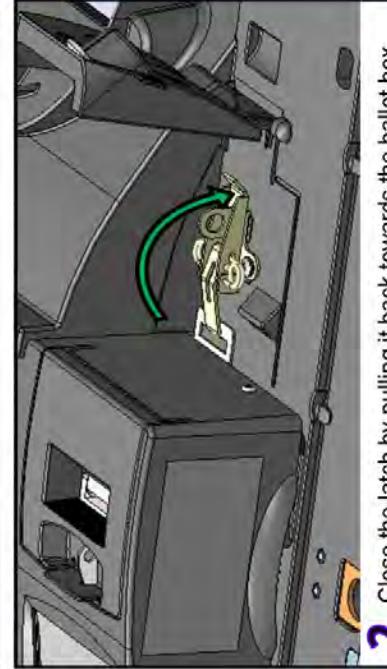
## Latching the ICP on the Ballot Box



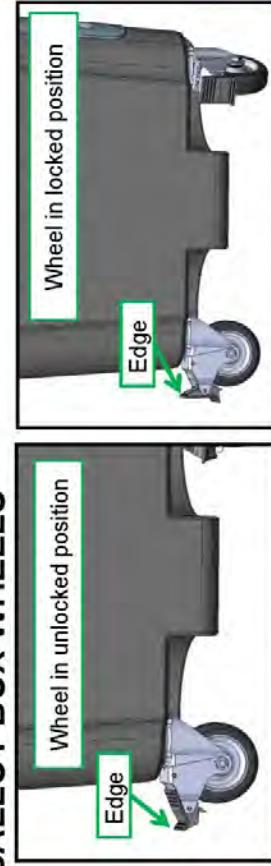
- 1 Hook the ballot from the ballot box onto the bracket on the ICP.



- 3 Close and lock the latch cover and close the ATI/Printer port access cover.



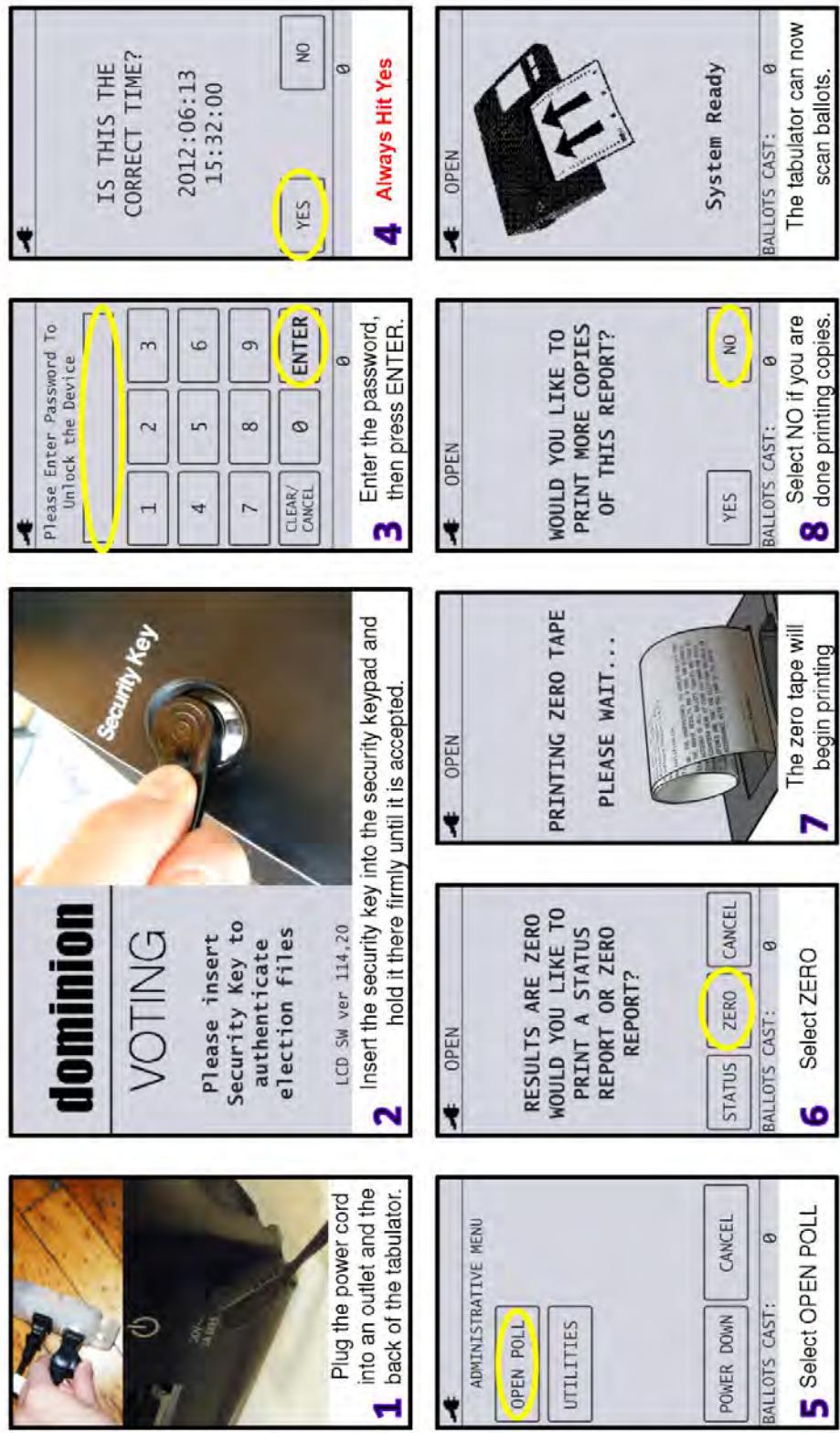
- 2 Close the latch by pulling it back towards the ballot box.



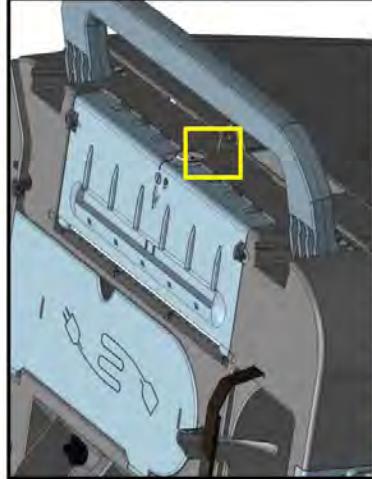
To lock the wheels, push down on the edge of the wheel lock. To unlock the wheels, kick up the edge of the wheel lock.

# STARTING UP THE TABULATOR

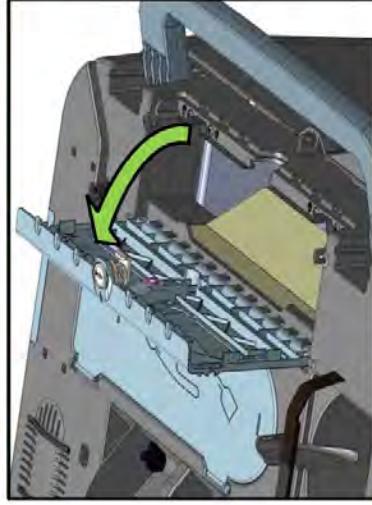
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VOTING PRECINCT



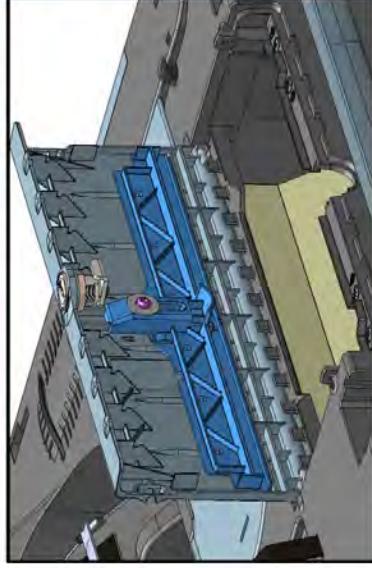
## Accessing Emergency Ballot Chamber



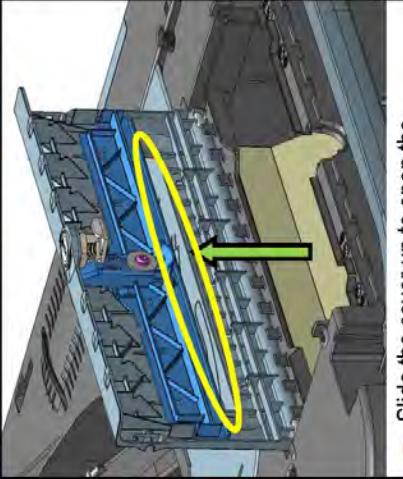
**1** Unlock key lock and open door to access emergency ballot chamber



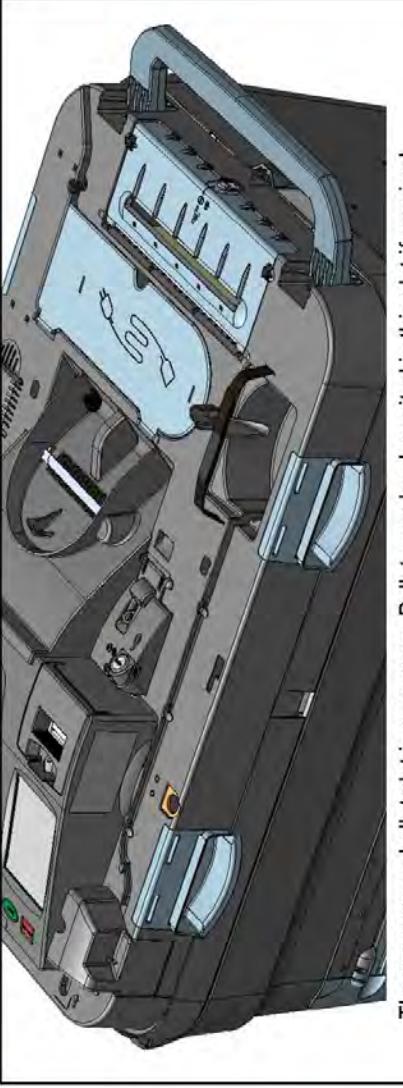
**2** Open the door to access the emergency ballot chamber.



The emergency ballot slot is highlighted in blue above. It is in the covered position.



**3** Slide the cover up to open the emergency ballot slot.



The emergency ballot slot is now open. Ballots can be deposited in this slot if required. Please make sure you count these ballots when power is restored.

# Placement of Election Supplies

- Assistant Precinct Registrar
  - Application for Ballot Forms
  - Affidavit of Identity Forms
  - Record of Assistance
  - Photo ID List
  - Ink Pens
  - Stapler
  - Clipboards
- Precinct Registrar
  - Precinct Poll Books and Table Queue Markers
  - Ink Pens
  - Deceased Registered Voter Forms
  - A-Z Index Labels for Poll Books
  - Rulers
  - Signature Aid Strips
- Voter Assistance Clerk
  - Voter Assistance Clerk Orange Binder
  - Voter Assistance Clerk Plastic Tub (and all items contained therein)
  - Fail Safe Affidavits
  - Voter Registration Forms
  - Cell Phone (designated for VAC)
  - Tablet w/Charger and Keyboard (Optional)
  - Provisional Ballot Envelopes (Green) w/Orange Stickers
  - Provisional Ballot Envelopes for Photo ID voters (Orange)
  - Orange Locked Provisional Ballot Bag
  - Ink Pens
  - Signature Aid Strips
  - Record of Assistance Forms
  - Deceased Registered Voter Form
- Judge/Ballot Clerk
  - Ballots arranged by Ballot ID Number and then in numerical order by Stub Number
  - Record of Assistance
  - “Accordion” File(s) for Ballot Applications
  - Spoiled/Rejected Ballot Envelope
  - Ballot Secrecy Folders
  - Ink Pens
  - Reading glasses or magnifying glasses
- Judge/Machine Operator
  - Image Cast Precinct Machine (ICP)
  - ICP Opening/Closing Instruction Sheet
  - Stub box
  - Box for Ballot Marking Pens (Use an emptied clear supply tub)
  - Returned Ballot Secrecy Folders

**For all specialized services, consult with Officer of Elections before handling.**

# Officer of Elections Duties

The officer of elections (OOE) shall:

- Arrive at Election Commission by **noon the day before** the Election to pick up equipment and supplies (Blue Box, Image Cast Precinct Machine (ICP), Privacy Booths, Voted Ballots Only Box, Stub Box, and any other supplies) for Election Day. **If unable to arrive by noon, make other arrangements with the poll worker coordinator.**
  - When arriving proceed past front of building and enter the portico on the back of the building from the south, pulling up to the last rollup door. Someone will greet you, ask for the Polling Place name, and load your vehicle
  - Before exiting vehicle make sure all doors and trunk or rear hatch are unlocked. Come inside to sign for the equipment. When equipment and supplies are loaded and you have signed for them, please move your vehicle to clear the loading area
- **Review contents of the Green Officer of Elections Binder** (all forms and necessary paperwork are included in this binder). **ONLY** remove the Sample Ballots and the Polling Place Ballots Cast Report, which the Ballot Box Judge shall post on the front door of the polling place. **All other material is to remain in the binder**
- Maintain order at the polling place
- **Be a Supervisor**
- Report to the Election Commission (EC) the name of any worker who fails to report for work on Election Day. (The EC may authorize the officer to hire a person of the same political party as the absent worker.)
- **Administer the Oath of Election Officials to all election officials and have them sign the Oath of Election Officials form located in the forms manual**
- Have all workers who have **NOT** previously taken the Sexual Harassment Training test complete it.
- Sign the Officer's Certification and have three judges (ballot clerks and machine operator) sign the Judge's Certification located in the forms manual
- Ensure that the secrecy of the ballot is preserved by arranging the privacy booths appropriately and assuring that persons waiting to vote or casting ballot stand at least ten feet (10') from the voting area
- Have the machine operator post the "Polling Place Ballots Cast Report" on the door of the polling place and update the report at 10, 12, 2, 4 and 6 o'clock
- Assign break times and meal times for workers to provide that a sufficient number of workers of both political parties are available at the polling place throughout the election day (**workers are not permitted to leave the polling place to shop, run personal errands, take lunch, etc.**)
- Allow only voters, persons properly assisting voters, election officials, news media, and, persons authorized by the Election Commission and poll watchers in the polling place. **NO CANDIDATES** are allowed, except to vote. **No policemen are allowed within ten (10) feet of the entrance, except in an emergency or to vote. Political materials for candidates and/or political parties are not permitted in the polling place**
- Assure the election day officials are setting up the polling place, including setting up the ICP, tables, chairs, supplies, signs, etc., so that the flow of voters moves in the proper order (Application Clerk > Registrars > VAC Clerk > Ballot Clerks > Voting Area > Ballot Box > Exit)
- Post sample ballots and "Front Of The Line" sign in a conspicuous location in front of the application for ballot clerks' station

- Verify the ballot ID and stub numbers of all ballots issued. ALL ballots must correspond to the numbers on the ballot reconciliation sheet
- Make sure the poll workers are wearing their Identifying Badges, have plenty of blue or black pens, and are in place for the opening of the polls
- Maintain a proper record for the ballot reconciliation form
- Check each poll watcher's certificate and record all duly appointed poll watchers on the Poll Watchers' Log in the forms manual
- Keep track of all supplies and notify the Election Commission if additional supplies are needed by texting your request to 228-0116. **If additional ballots are needed please call the Emergency Line: 637-1990**
- **Notify the Election Commission immediately if any problems arise**
- Have the judges complete the write-in tally sheet, if applicable
- **Make sure that the election officials have completed all their duties before permitting them to sign the payroll sheets at the end of the day**
- **Place a check in the no show box by the names of any officials who did not report to work**
- **Make sure that all forms, certifications, reconciliations, tally sheets, etc. have been completed and signed**
- **Make sure you have completed the poll worker evaluation sheets for your team**
- Collect and pack all supplies after the polls close
- Determine that all duties and responsibilities are complete, dismiss the officials, and return all supplies and election materials **immediately** to the Election Commission.

Remember:

- Before polls open, have all officials sign the ICP "AM Zero" tape, leaving it attached to the ICP, and the oath of Election Officials
- Do not allow anyone to vote until the polls officially open at 8:00 AM
- The polls close at 8:00 PM unless specifically notified of a different closing time. At closing time, the officer of elections shall place an election official at the end of the line of voters to inform late arrivals that the polls are closed. No one will be allowed to vote after this point
- After polls close, have all officials sign the ICP "Closing Tape" before tearing it off
- Print another ICP "Closing Tape" and post it on entrance door of Polling Place
- **There is no smoking allowed inside the polling place. You should use caution with food and drink directly on tables where voters sign in and receive ballots. No food or drink is permitted near the voting machine(s).**

**Notice to Officers: If you have any spare time, please cross train your poll workers in the duties of each position, i.e.: Assistant Precinct Registrar, Precinct Registrar, Judge/Ballot Clerk, and Judge/Machine Operator. Watch for potential candidates for the VAC position which requires additional training.**

## Polling Place Restrictions

1. It is unlawful to take a ballot from the polling place.
2. If a voter declines to place their ballot in the ballot box, ask the voter to surrender their ballot. Place the ballot surrendered in an envelope and seal the envelope, then write the following information on the face of the envelope:

“Rejected”  
Voter’s name  
Reason for declining to cast the ballot  
OOE’s signature

**Put the envelope in the Spoiled & Rejected Ballots envelope**

3. Disorderly conduct is prohibited in the polling place on Election Day.
4. No one may approach or remain closer than ten feet (10') to the ballot box (except to cast their ballot). No one may be closer than ten feet (10') to anyone at the privacy screens marking their ballots, except for the purpose of voting.
5. Election officials have the authority to ask people to remove campaign signs.

**Election officials do not have the authority to remove campaign signs**

6. No voter who is voting without assistance may remain in a privacy booth more than five (5) minutes if other voters are waiting or more than ten (10) minutes in any event. If a voter refuses to leave after such time elapses, the officer of elections shall have the voter removed.
7. No person may go into a privacy booth, while it is occupied by a voter, except to properly assist said voter. A child under seventeen (17) years of age may accompany the child’s parent or legal guardian into the polling place. Such child may also enter the privacy booth with such parent or guardian to observe the voting process.
8. Poll watchers must be appointed in writing and must have their appointment document with them.

**All Polling Places are issued a cell phone for official election business use only**

- Cell phones are preloaded with three telephone numbers:
  - Information Line: 209-8699-- **Speed dial 2**- use to get voter information
  - Emergency Line: 637-1990 --**Speed dial 3**- use to contact an Election Commission official directly for critical trouble shooting (i.e.: requesting more ballots, ICP problems, setting up AVS system). **Call 911 for police, fire, or medical emergencies and then call the Emergency Line to report**
  - Main Office Line: 209-8683 -- **Speed dial 4**- for voter use
  - Text Only Line: 228-0116 -- use to order supplies and other non-emergency issues not related to voter issues—**You must dial this number**

## **Judge Duties**

- Three (3) judges shall be appointed for each polling place. Two (2) of the judges appointed shall concurrently serve as polling place registrars, in accordance with T.C.A. §2-12-202. Additional polling place registrars and machine operators may be appointed in accordance with §2-4-105 as necessary to adequately staff the polling place.
- Judges shall serve in place of other officials and/or assist the officer of election as he/she directs.
- Judges may also be asked to assist disabled, illiterate or visually impaired voters.
- A judge of the minority party should be assigned to assist at the Ballot Box. This person is responsible for updating the Polling Place Ballots Cast Report that is posted on the exterior door of the polling location for all to see throughout the day.

**Remember:**

- Sign the Judge's Certification form included in forms manual
- Judges should be Ballot Clerks and Machine Operators

# **Poll Watcher Rules and Regulations**

T.C.A. §2-7-104. Poll watchers. [Effective on October 1, 2019.]

---

(a) Each political party and any organization of citizens interested in a question on the ballot or interested in preserving the purity of elections and in guarding against abuse of the elective franchise may appoint poll watchers. The county election commission may require organizations to produce evidence that they are entitled to appoint watchers. Each candidate in primary elections and each independent candidate in general elections may appoint one (1) or more poll watchers for each polling place; provided, however, at any given time, each such candidate shall have not more than one (1) such poll watcher on duty at each polling place. All appointments of watchers shall be in writing and signed by the persons or organizations authorized to make the appointment. All poll watchers' names shall be submitted to the county election commission no later than twelve o'clock (12:00) noon of the second working day before the election. All appointed poll watchers must have reached seventeen (17) years of age by election day and be residents of this state. A spouse of a candidate on the ballot shall not be eligible for appointment as a poll watcher.

(b) Each political party which has candidates in the election and each citizens' organization may have two (2) watchers at each polling place. One (1) of the watchers representing a party may be appointed by the chair of the county executive committee of the party and the other by a majority of the candidates of that party running exclusively within the county in which the watchers are appointed. If the candidates of a party fail to appoint the watchers by twelve o'clock (12:00) noon on the third day before the election, the chair of the county executive committee of the party may appoint both watchers representing the chair's party. In addition, each candidate in a general election may appoint one (1) or more poll watchers for each polling place; provided, however, at any given time, each such candidate shall have not more than one (1) such poll watcher on duty at each polling place.

(c) Upon arrival at the polling place, a watcher shall display such watcher's appointment to the officer of elections and sign the register of watchers. Poll watchers may be present during all proceedings at the polling place governed by this chapter. They may watch and inspect the performance in and around the polling place of all duties under this title. A watcher may, through the judges, challenge any person who offers to vote in the election. A watcher may also inspect all ballots while being called and counted and all tally sheets and poll lists during preparation and certification. A poll watcher who wishes to protest any aspect of the conduct of the election shall present such protest to the officer of elections or to the county election commission or to an inspector. The officer of elections or county election commission shall rule promptly upon the presentation of any protest and take any necessary corrective action.

(d) No watcher may interfere with any voter in the preparation or casting of such voter's ballot or prevent the election officials' performance of their duties. No watcher may observe the giving of assistance in voting to a voter who is entitled to assistance. Watchers shall wear poll watcher badges with their names and their organization's name but no campaign material advocating voting for candidates or positions on questions.

(e) Poll watchers observing the duties of the absentee counting board shall not leave the room, or place of counting, after the actual counting of the ballots has begun. Poll watchers observing the duties of the absentee counting board are prohibited from possessing any electronic device, including a cellular telephone or pager, capable of transmitting election results to a location outside the room where the ballots are being tabulated.

Date: **Day of Election**

To: All Officers of Elections—**Election Type. (General, Primary, etc.)**

From: **Administrator Signature**  
Administrator of Elections

**POLL WATCHER CERTIFICATE**

This is to certify that Luciano Pavarotti whose signature appears below, has been appointed to serve as a poll watcher for Harry Truman at the Modena polling place.

By signing below, I hereby agree to abide by the Tennessee Election Laws as outlined in T.C.A. §2-7-104(c), (d) and (e).

T.C.A. §2-12-116 allows the Election Commission to set policies as necessary in regard to the election process.

I further understand I am not to interfere with the election process, that I am not to carry on any conversations, discussions or answer any questions from incoming or outgoing voters, and in the event of problems or questions, I will address them to the officer of elections or one of the judges of elections at the time the incident takes place.

5/3/2022

(Date)

Luciano Pavarotti

(Poll Watcher Signature)

Harry Truman

(Candidate/Party Chair Signature)

**POLL WATCHERS SIGN IN BELOW**

**Poll Watchers Register**

<b>Name of Appointing Organization or Candidate</b>	<b>Printed Name of Poll Watcher</b>	<b>Signature of Poll Watcher</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**SAMPLE**

# Campaign Free Zone

T.C.A. §2-7-111(A)

**(a)** The officer of elections shall have the sample ballots, voting instructions, and other materials, which are to be posted, placed in conspicuous positions inside the polling place for the use of voters. The county election commission shall designate entrances to the building in which the election is to be held that are for the use of voters. The officer shall measure off one hundred feet (100') from the **designated entrances** and place boundary signs at that distance.

## **OUTSIDE THE BOUNDARY:**

Campaign workers may hand out campaign literature, display signs and other materials and may speak with voters regarding the candidates and issues.

Persons may solicit and collect for any legal cause. (For example, church bake sales are permitted.)

## **INSIDE THE BOUNDARY / POLLING PLACE:**

No campaign posters, signs or other campaign materials may be displayed.

No person may distribute campaign materials, or solicit votes for or against any person, political party or position on a question.

No person may solicit or collect for any cause, except normal activities that may occur at such polling place, such as a school, church, grocery, etc.

Campaign literature, sample ballots, and other items may be carried inside the boundary of the polling place by an individual voter, as long as these items are not displayed to other voters.

If a voter has a bumper sticker supporting a candidate, political party, or issue on his/her vehicle, the voter may park the vehicle within the boundary while voting, if the parking lot intended for use at the polling place is within the 100' boundary. This does not include vehicles that are transporting multiple persons to the polls or displaying large signs supporting candidates or positions. Judges should use reasonable judgment when dealing with parking lot problems.

Buttons, caps, T-shirts, pins, hats, or other campaign materials cannot be displayed within the 100' boundary or inside the polling place.

Loitering by anyone who is not a voter or election official is not allowed within the 100' area.

The campaigners may not harass the voters as they attempt to enter the grounds of the polling place.

No person may be admitted to a polling place while the voting procedures are being carried out except election officials, voters, persons properly assisting voters, news media, poll watchers appointed under T.C.A. §2-7-104, and others bearing written authorization from the Hamilton

County Election Commission. Candidates may not be inside the polling place during election hours except to vote. Candidates may be present after the polls close.

No police or other law enforcement officer may come nearer than ten feet (10') to the entrance to a polling place or enter the polling place except at the request of the officer of elections or the county election commission or to make an arrest or to vote.

No one may hinder or obstruct any person approaching a voting place for the purpose of voting.

News media must not interfere with a person's right to vote, or right to privacy while voting.

If the polling place is located inside the courthouse, signs marking the boundary line must be placed outside the courthouse. Candidates and elected officials who are incumbent candidates may not linger around the polling site any longer than necessary to vote and may not talk to individual voters who are inside the campaign free zone. Campaign literature is not permitted.

The campaign free zone is enforced by the officer of elections at each polling site and by the Hamilton County Election Commission.

If a violation of the campaign free zone occurs, the Election Commission shall contact the police and, if deemed necessary, forward information to the District Attorney for violation of T.C.A. §2-19-119.

If a property owner does not want campaign activity on any part of his/her property which is used as a polling location, the Election Commission must notify the owner that campaign activity cannot be prohibited outside the campaign free zone and that his/her agreement to allow his/her property to be used as a polling location waived any objections he/she had to prohibit campaign activity. If the owner refuses to allow campaign activity beyond the campaign free zone, the Election Commission should relocate the polling place to another location.

## **Prohibited Practices**

§2-19-118

**A person commits a **felony** if he/she:**

- Knowingly makes or consents to any false entry on a poll list, tally sheet, or any other official election document
- Procures, aids, or advises a person who is disqualified to vote in any election
- Votes in the primary elections of more than one political party in the same election
- Knowingly possesses any official registration or election supplies except as permitted by law
- Tampers with or defaces any voting machines

**A person commits a **misdemeanor** if he/she:**

- Assists any person in voting **EXCEPT** as permitted by law or if he/she influences or attempts to influence the voter in casting his/her vote
- By force or threats or intimidation prevents another person from voting
- Violates the 100 feet (100') boundary on election day
- Knowingly does any act to prevent any official from performing his or her duties

# Section B - Administering the Election





# Assistant Precinct Registrar

The Assistant Precinct Registrar (D&R):

- Ensure the voter presents photo identification issued by the State of Tennessee or Federal Government to vote (see page 34, Examples of Acceptable Photo ID's).

The Real ID symbol  on the photo ID is not required to vote.

- If the voter does not have photo identification, he/she must complete an Affidavit of Identity, (see page 32, Affidavit of Identity)

If the voter cannot truthfully complete the Affidavit of Identity, then direct them to the Voter Assistance Clerk.

- The voter must complete the Application for Ballot. Instruct the voter to print the election date, print his/her name, current address of residence and then sign the application (see Figure 2 below).

BALLOT STUB #	APPLICATION FOR BALLOT	VOTER REGISTRATION #
	<u>5/3/2022</u> ELECTION DATE	
PRINT NAME <u>John Doe</u> I hereby certify that I am a registered and qualified voter in the precinct in which I am offering to vote and hereby make application for a ballot to vote in said election.		<input type="checkbox"/> GENERAL ELECTION BALLOT ID # _____
SIGNATURE OF VOTER AS REGISTERED <u>X John Doe</u>		<input type="checkbox"/> DEMOCRAT ELECTION BALLOT ID # _____
VOTER'S CURRENT RESIDENTIAL ADDRESS <u>123 Main St</u> <u>Chattanooga, TN 37421</u> City _____ ZIP _____		<input type="checkbox"/> REPUBLICAN ELECTION BALLOT ID # _____
A person commits a felony if they intentionally and knowing they are not entitled to, registers and votes in any manner.		
REGISTRAR INITIALS _____	VOTER INITIALS _____	BALLOT CLERK INITIALS _____

Figure 2 - Example of the Application for Ballot

- Assisting the Voter requires a Record of Assistance form:
  - By request of the Voter, the assistant precinct registrar may complete the printed portions of the Application for Ballot. Your assistance requires you to fill-in and staple a Record of Assistance form (see page 33, Record of Assistance form) to the application.

- If the voter is unable to sign any of the election forms, a Record of Assistance form is required.
- If the voter does not have a designated person to assist them with signing forms, have two Judges (ballot clerks D&R) assist them with filling out the forms. If the voter is unable to sign their full name, he/she must make a mark on the signature line with their own hand.
- Direct the voter to the Registrar's table

**Example of the Affidavit of Identity form filled-in by the voter:**

**If a voter signs the Affidavit of ID form,  
treat the voting process as if the voter has a valid photo I.D.**

AFFIDAVIT OF IDENTITY INDIGENT OR RELIGIOUS OBJECTION TO BEING PHOTOGRAPHED	
Application for Ballot # _____	
I, <u>Abraham Vigoda</u> , do swear or affirm under penalty of perjury that (Printed Name of Voter)	
<input type="checkbox"/> I am the same person executing this affidavit and casting the ballot and I am indigent and unable to obtain proof of identification without paying a fee <b>or</b> <input checked="" type="checkbox"/> I am the same person executing this affidavit and casting the ballot and I have a religious objection to being photographed.	
<b>NOTICE: A person who attempts to vote or votes who is not entitled to do so commits a Class D felony punishable by not less than two (2) years nor more than twelve (12) years imprisonment or a fine of \$5,000 or both.</b>	
_____ Signature of Voter	5/3/2022 Date
1234 Main St NW, Chattanooga, TN 37411	
Address	
If applicant is unable to sign, provide signature of person who signed for applicant.	
_____ Signature of Person Assisting	
Address	
 SS-3085 (11/2011)	

## Example of a Record of Assistance Given to Illiterate, Disabled or Visually Impaired Voter

<b>RECORD OF ASSISTANCE GIVEN TO ILLITERATE, DISABLED OR VISUALLY IMPAIRED VOTER</b>	
<b>COUNTY</b> <u>Hamilton</u>	<b>PRECINCT</b> <u>Concord A</u>
I, <u>Andrea Bocelli</u> , (Name of Voter)	swear or affirm that I am unable to vote without
assistance due to the fact that I: (check one)	
<input type="checkbox"/> cannot read,	
<input type="checkbox"/> have a physical impairment/disability, or	
<input checked="" type="checkbox"/> am blind.	
I have chosen <u>John Williams</u> (Printed Name of Person Who Assisted)	to assist me in voting.
<u>5/3/2022</u> (Date)	<u>X</u> (Signature or Mark of Voter)
If assisted by an <b>Election Official</b> , complete the following:	
<u>(Name/Party Affiliation of Official Who Assisted)</u>	<u>(Title)</u>
<u>(Name/Party Affiliation of Official Witnessing Assistance)</u>	<u>(Title)</u>



SS-3001 (Rev. 7/98)

RDA 130

## Examples of Acceptable Photo ID's

Note: Expired ID's are acceptable. This list is not exhaustive. If a voter presents a photo ID that is not on this list, and you are not sure if it is acceptable, please contact the county election commission or state Division of Elections at 1-877-850-4959.

### Tennessee photo ID's



### U.S. Passports with photos



### Military photo ID's



### Federal Employee photo ID's



## **PHOTO ID LAW CHANGE IN 2013**

### **SENATE BILL 125**

By Ketron

AN ACT to amend Tennessee Code Annotated, Title 2, Chapter 7, Part 1, relative to relative to identification for voting purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE: SECTION

1. Tennessee Code Annotated, Section 2-7-112(c), is amended by deleting

Subdivision (2) and substituting instead the following:

(2) A valid identification card issued by the state of Tennessee, or the United States

where authorized by law to issue personal identification; provided, that such identification

card contains a photograph of the voter;

SECTION 2. Tennessee Code Annotated, Section 2-7-112(c), is further amended by deleting subdivision (5) and substituting instead the following:

(5) A valid employee identification card issued by the state of Tennessee or the

United States where authorized by law to issue employee identification; provided, that such

identification card contains a photograph of the voter;

SECTION 3. Tennessee Code Annotated, Section 2-7-112, is amended by adding the following as a new subsection thereto:

(g) An identification card issued by a county or municipality or entity thereof, including a public library, containing a photograph shall not be evidence of identification for purposes of verifying the person's identification on the application for ballot.

SECTION 4. This act shall take effect upon becoming a law, the public welfare requiring it.

# Precinct Registrar

The Registrar shall:

- Accept the application for ballot from the voter. If the voter arrives without the application for ballot, send voter to the Application (Assistant Registrar) Clerk.
- Assure the voter either has an acceptable PHOTO ID (**must be issued by the state of Tennessee or the Federal Government. Tennessee State REAL ID “STAR ID” not required to vote.**) to vote or completes the Affidavit of Identity Form. If voter does not have proper ID and cannot truthfully complete the Affidavit of Identity form, direct them to the Voter Assistance Clerk
- Locate the voter's name in the poll book
- Verify that the voter's address as shown on the application for ballot matches the address as shown in the poll book (**if the voter's name is not in poll book or the address is different he/she must see the Voter Assistance Clerk. He/she cannot sign the polling place poll book. NEVER use the address shown on the acceptable PHOTO ID for this comparison.**)
- Ask voter to sign the poll book
- Determine which ballot type the voter wishes to vote (Democrat; Republican; General) and **circle the appropriate (D), (R) or (G) in the poll book**
- After circling the appropriate ballot type, record the ballot ID number that will be used for that voter in the designated area on the application for ballot. **The ballot ID number is located adjacent to the D, R or G by each voter's name.**
- Record the voter's registration number (Reg. #) in the upper right hand corner of the Application for Ballot.
- Initial the poll book and the application for ballot on the Registrar Initials (RI) line.
- Return the application for ballot and photo ID to the voter and direct the voter to the ballot clerk to receive his/her ballot

Remember:

- If the signature line in the poll book has been replaced with any of the following notations (**voted early at (one of the early voting sites); absentee ballot mailed; inactive voter**), record the Ballot ID number on the Application for Ballot and direct them to the Voter Assistance Clerk. **DO NOT INITIAL THE APPLICATION FOR BALLOT!**
- If the voter's name has changed as a result of a change in marital status, the voter may vote using his/her current registration (advise the voter that he/she has the option of continuing to vote under his/her current registration or he/she may complete a voter registration application for the name change; state law does not require the voter to change his/her voter registration to reflect a name change due to a change in marital status)
- If the voter is changing his/her primary party ballot choice, the ballot clerk will send him/her with the “Application for Ballot” back to the registrar to change his/her primary party in the Poll Book and on the “Application for Ballot” before returning to the Ballot Clerk. Be sure to mark out the old ballot ID number and write in the new ballot ID number on the application for ballot.
- Deceased Registered Voter (salmon colored form) may be placed in the “Accordion” File with the Applications for Ballots
- **Immediately after the polls close, cross (X) out the remaining spaces on incomplete poll list sheets so that no additional names can be written in.**
- **Precinct registrars must count the number of signatures in each poll book and record that number on front cover of each poll book. Compare the number of signatures to the ballot clerk's count of applications for ballot and ballots cast. These numbers should all match. Report the numbers to the Officer of Elections so that he/she may complete the Ballot Reconciliation Form.**

<b>BALLOT STUB #</b>	<b>APPLICATION FOR BALLOT</b>		<b>VOTER REGISTRATION #</b>									
<u>5/3/2022</u> <b>ELECTION DATE</b>			<u>555433</u>									
PRINT NAME <u>John Doe</u>	<p>I hereby certify that I am a registered and qualified voter in the precinct in which I am offering to vote and hereby make application for a ballot to vote in said election.</p>											
SIGNATURE OF VOTER AS REGISTERED <u>X John Doe</u>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>GENERAL ELECTION BALLOT</td> <td>ID # <u>12</u></td> </tr> <tr> <td><input type="checkbox"/></td> <td>DEMOCRAT ELECTION BALLOT</td> <td>ID # _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>REPUBLICAN ELECTION BALLOT</td> <td>ID # _____</td> </tr> </table>			<input type="checkbox"/>	GENERAL ELECTION BALLOT	ID # <u>12</u>	<input type="checkbox"/>	DEMOCRAT ELECTION BALLOT	ID # _____	<input type="checkbox"/>	REPUBLICAN ELECTION BALLOT	ID # _____
<input type="checkbox"/>	GENERAL ELECTION BALLOT	ID # <u>12</u>										
<input type="checkbox"/>	DEMOCRAT ELECTION BALLOT	ID # _____										
<input type="checkbox"/>	REPUBLICAN ELECTION BALLOT	ID # _____										
VOTER'S CURRENT RESIDENTIAL ADDRESS <u>123 Main St</u>												
<u>Chattanooga, TN 37421</u>	City	ZIP										
<p>A person commits a felony if they intentionally and knowing they are not entitled to, registers and votes in any manner.</p>												
REGISTRAR INITIALS <u>KB</u>	VOTER INITIALS _____	BALLOT CLERK INITIALS _____										

Registrar, initial here:

Record registration number here:

Record ballot ID number from the poll book into the appropriate box based on the designated political party:

Hamilton County

Election Date: 3/3/2020

129 DOWNTOWN 3

Page 1

I Certify that I am registered and qualified to vote in this precinct and I hereby make application for a ballot.

----- Name -----

----- Signature -----

- RI -

- Reg # -

CRAWFORD, MS MARYK

555591



1931 OLD WAUHATCHIE PIKE

DOB is 04/10/1968

Voter Signature Here

CRAWFORD, MR ROBINL

1931 OLD WAUHATCHIE PIKE

DOB is 10/28/1960

Compare the voter's address as shown on the Application for Ballot to ensure they match. Direct them to the Voter Assistance Clerk if they do not match. The address listed on the voter's photo ID will NOT be used for address comparison.

----- Name -----

----- Signature -----

Ballot Type is D 0 R 0 G 0

Your initials

314681



Ballot Type is D 0 R 0 G 0

0

314681



RI stands for registrar's initials. You initial here to indicate you were present when the voter signed.

Circle D, R or G then record the ballot ID printed next to it on the Application for Ballot in the appropriate location. In this example G has a ballot ID of zero. Be very careful to record the correct ballot ID number!!

# Judge/Ballot Clerk

The Judge/Ballot Clerks (One Republican, One Democrat) shall:

- Before the polls open, verify the Ballot ID and Stub numbers of all ballots issued. All ballots must correspond to the numbers on the ballot reconciliation sheet. Arrange the ballots by Ballot ID number, then arrange by Stub number in order from lowest to highest. Distribute the ballots in this order.
- Inspect the Polling Place “Accordion” File to ensure that it is empty before the opening of polls. If any applications for ballot are found, rubber band them together and give them to the Officer of Elections.
- Receive the application for ballot from the voter
- **Check the application for ballot for the Registrar’s initials**
- **Check the application for ballot for the ballot ID number to ensure proper ballot is issued**
- Pull one ballot (make sure the ballots do not stick together) from the pad of ballots that correspond with the ballot ID number recorded on the application for ballot.
- Record the ballot stub number on application for ballot
- The ballot clerk must initial the application for ballot in the designated area
- **Have the voter verify that the ballot ID number on the application for ballot and the ballot ID number on the ballot being issued match. The voter must then initial the application for ballot in the designated area**
- Place the ballot in secrecy folder and give the folder to the voter
- Direct the voter to the voting area to mark his/her ballot and then to proceed to the ballot box
- Keep the voter’s application for ballot with any attached forms and place it in the “Accordion” File by the first letter of the voter’s last name (For example: place last names beginning with “W” in front of the “W” found at the back of each section. If the voter has a hyphenated last name, file by the first last name.)
- If the voter spoils a ballot, the voter must return to the ballot clerk with the ballot and ballot stub. The ballot clerk must write SPOILED on the returned ballot, place the spoiled ballot along with the ballot stub in the envelope marked “Spoiled/Rejected Ballots.” If the ballot stub has already been detached use the provided stapler to attach the stub to the ballot for depositing in the envelope. Find the voter’s application for ballot, cross out the ballot stub number that was entered, write-in the new ballot stub number of the next succeeding ballot from the pad.
- Give the ballot to the voter so he/she may continue voting. If any voter spoils a ballot, the voter may obtain others, one (1) at a time not exceeding three (3) in total. Upon returning each spoiled ballot, offer assistance if the voter’s mistake indicates that assistance may be needed. If the offer is accepted complete the Record of Assistance form and attach to the amended application for ballot.
- **If the voter is changing his/her primary party ballot choice, send him/her with the “Application for Ballot” back to the registrar to change his/her primary party in the Poll Book and on the “Application for Ballot” before returning to the Ballot Clerk. Be sure that the registrar marks out the old ballot ID and ballot stub number and writes in the new ballot ID and ballot stub number on the application for ballot.**
- After the polls close, count the applications for ballot and spoiled/rejected ballots. Note the last ballot stub issued number to give to the Officer of Elections if needed. Compare the number of applications for ballot along with the total ballots cast to the number of signatures counted by the precinct registrars. These numbers should all match. Report the numbers to the Officer of Elections so that he/she may complete the Ballot Reconciliation Form (keep the applications for ballot in alphabetical order by last name in the Polling Place Accordion File Envelope).

Remember:

- Ballot tops: Democrat-**WHITE**, Republican-**BLUE**, General-**BUFF**

# Spoiled Ballots

If a voter has spoiled the ballot by bending, tearing, marking the wrong candidate, changing his/her party choice or any other reason, the voter may request another ballot from the Ballot Clerk, provided he/she has not deposited the ballot into the Image Cast Precinct (ICP) machine.

The ballot clerk shall do the following:

- The voter must return to the ballot clerk with the ballot and ballot stub. The ballot clerk must write **SPOILED** on the returned ballot and place the spoiled ballot along with the ballot stub in the envelope marked "Spoiled/Rejected Ballots." If the ballot stub has already been detached use the provided stapler to attach the stub to the ballot before depositing in the envelope. Find the voter's Application for Ballot, cross out the ballot stub number that was entered, write-in the new ballot stub number of the next succeeding ballot from the pad.
- Give the ballot to the voter so he/she may continue voting. If any voter spoils a ballot, the voter may obtain others, one (1) at a time not exceeding three (3) in total. Upon returning each spoiled ballot, offer assistance if the voter's mistake indicates that assistance may be needed. If the offer is accepted complete the Record of Assistance form and attach to the amended Application for Ballot.
- **If the voter is changing his/her primary party ballot choice, send him/her with the "Application for Ballot" back to the registrar to change his/her primary party in the Poll Book and on the "Application for Ballot" before returning to the Ballot Clerk. Be sure that the registrar marks out the old ballot ID and ballot stub number and writes in the new ballot ID and ballot stub number on the application for ballot.**

Cross out original ballot stub number and record new one:

BALLOT STUB #	APPLICATION FOR BALLOT	VOTER REGISTRATION #
<del>0X3 028</del>	<u>5/3/2022</u> <u>ELECTION DATE</u>	<u>555433</u>
PRINT NAME <u>John Doe</u>	I hereby certify that I am a registered and qualified voter in the precinct in which I am offering to vote and hereby make application for a ballot to vote in said election.	
SIGNATURE OF VOTER AS REGISTERED <u>X John Doe</u>	GENERAL ELECTION BALLOT ID # <u>24</u>	
VOTER'S CURRENT RESIDENTIAL ADDRESS <u>123 Main St</u>	DEMOCRAT ELECTION BALLOT ID # <u>      </u>	
<u>Chattanooga, TN 37421</u>		REPUBLICAN ELECTION BALLOT ID # <u>      </u>
City ZIP		
A person commits a felony if they intentionally and knowing they are not entitled to, registers and votes in any manner.		
REGISTRAR INITIALS <u>KB</u>	VOTER INITIALS <u>JD</u>	BALLOT CLERK INITIALS <u>CS</u>

In a primary election, the voter may spoil their ballot to change the ballot type, for example: General to Republican. Cross out the original ballot ID number and record the new number in the appropriate box.

**Diebold®**  
ELECTION SYSTEMS  
1-800-433-VOTE

**FAMOUS NAMES DEMONSTRATION BALLOT**

Completely fill in the Oval opposite the name of each candidate you wish to vote for as shown 

PRESIDENT (Vote for ONE)		POET LAUREATE (Vote for ONE)	COMMISSIONERS FOR NATIONAL PASTIMES (Vote for TWO)
THOMAS JEFFERSON	<input type="radio"/>	MARJORIE MOORE	<input type="radio"/>
ABRAHAM LINCOLN	<input type="radio"/>	ROBERT FROST	<input type="radio"/>
JOHN F. KENNEDY	<input type="radio"/>	CARL SANDBURG	<input type="radio"/>
DWIGHT D. EISENHOWER	<input type="radio"/>	T.S. ELIOT	<input type="radio"/>
FRANKLIN D. ROOSEVELT	<input type="radio"/>	EZRA POE	<input type="radio"/>
Write-in			
COMMISSIONER OF AMERICAN LITERATURE (Vote for ONE)		MINISTER TRANSPORT (Vote for ONE)	MASTER OF ART (Vote for ONE)
ERNEST HEMINGWAY		<input type="radio"/>	ANDREW WYETH
WILLIAM FAULKNER		<input type="radio"/>	ALEXANDER CALDER
JOHN STEINBECK		<input type="radio"/>	<input type="radio"/>
SINCLAIR LEWIS		<input type="radio"/>	<input type="radio"/>
Write-in		<input type="radio"/>	<input type="radio"/>
STATE OF TENNESSEE			
THIS BALLOT STUB SHALL BE REMOVED			
G-0001			
TURN BALLOT OVER TO CONTINUE VOTING			

# **Judge/Voting Machine Operator Duties**

The Judge/Voting Machine Operator shall:

- Ask the voter to remove his/her ballot from the secrecy folder
- Instruct the voter to detach the ballot stub from the ballot and hold the stub (“Fold It, Tear It and Hold It” per Officer of Elections Robert Shaw) until the ballot is successfully cast
- Instruct the voter to place the ballot on the voting machine and gently slide the ballot into the machine. If the ballot is accepted, ask the voter to place his/her ballot stub into the stub box provided. **Do not allow the voter to leave until the ballot has been successfully cast!**

- If the voting machine fails to accept the ballot, **read the message on the screen.**

**The tabulator warning messages are covered below:**

- **Blank Ballot Warning:** Advise the voter that the voting machine does not detect any completely filled ovals on the ballot. Ensure that the voter did not use a red ink pen when marking the ovals. The voter may cast the ballot as-is and have no votes counted or he/she may press the red RETURN button and return to the voting area to finish marking their ballot. If the voter chooses to cast their ballot as-is the voter shall press the green CAST button on the front of the machine until the screen displays that the ballot was successfully cast.
- **Overvote Warning:** Advise the voter that the voting machine has detected that too many ovals have been marked in one or more contests. The voter may cast the ballot as-is with the understanding that any over-voted contests will not be counted OR he/she may press the red RETURN button and return to the ballot clerk to receive a new ballot. If the voter chooses to cast their ballot as-is the voter shall press the green CAST button on the front of the machine until the screen displays that the ballot was successfully cast.
- **Paper Jam Warning:** If the warning message on the screen displays that a paper jam has occurred notify the Officer of Elections immediately and ask the voter to be patient while the jam is cleared.

- If a question about a ballot arises that you cannot answer, notify the Officer of Elections
- Show the voter where to return the ballot marking pen and ballot secrecy folder
- Direct the voter to the polling place exit
- **Do not let a voter leave the polling place with a ballot or any other election supplies**

**DO NOT TOUCH THE VOTER'S BALLOT!!**

## **Challenges of Voters**

If a challenge of a voter occurs,  
call the  
Election Commission Office  
**IMMEDIATELY**  
**423-209-8699**

# Voter Assistance Clerk (VAC) Duties

The VAC shall:

- Review the Voter Assistant Clerk Orange Binder
- Follow Fail Safe Procedures as outlined in the Orange Binder
- Follow Provisional Voter Procedures as outlined in the Orange Binder
- If a voter claims that he/she could not obtain a photo ID because he/she is indigent or he/she has a religious objection to being photographed, then he/she is NOT a provisional voter as long as his/her name is in the poll book. He/she must complete and sign the "Affidavit of Identity." He/she is then permitted to vote as if he/she has a valid photo ID
- **If a voter does not have proper ID and cannot truthfully complete the "Affidavit of Identity" form, allow them to cast a Provisional Ballot**
- Voter information can be found by either using the software provided by the Election Commission or by using the provided cell phone to call the information line for assistance **(209-8699)**.
- At close of polls the VAC will count all signatures on the Fail Safe Poll Book Sign In Sheet. Record this number on first Page of the "Fail Safe Poll Book Sign In Sheet" and report the number to the Officer of Elections for use on the Ballot Reconciliation Form.
- Assist the Officer of Elections with other duties as needed.
- Voter Assistance Clerk Supplies
  - ✓ Voter Assistance Clerk Orange Binder
  - ✓ Voter Registration Forms
  - ✓ Fail Safe Affidavits
  - ✓ Locked Orange Provisional Ballots Bag
  - ✓ Cell Phone provided by the Election Commission
- VAC Clear Tub containing:
  - ✓ Ink Pens
  - ✓ Applications for Ballot
  - ✓ Provisional Ballot Envelopes (Green) with Orange Affidavit Stickers
  - ✓ Provisional Ballot Envelopes for Photo ID voters (Orange)
  - ✓ Acknowledgment of Receipt of Precinct Locator Form
  - ✓ Stapler with staples
  - ✓ Signature aid strip
  - ✓ Affidavit of Identity
  - ✓ Deceased Voter Form
  - ✓ Record of Assistance Form

Anytime your precinct is running low on supplies, call the inspector assigned to you. The phone number will be found on the inspector phone number sheet located in the Voter Assistance Clerk Orange Binder.

# Fail Safe Voters

**DO NOT CALL THE HCEC IN CASES OF INACTIVE, NAME CHANGE OR 911 CHANGE IF THE VOTER HAS NOT MOVED FROM THE ADDRESS ON HIS/HER PERMANENT REGISTRATION**

If a voter has been directed to you because he/she is not in the poll book, but there has been no address change and he/she has voted there before, ask the Officer to make sure that the poll book is checked AGAIN before you ask the voter to complete a Fail Safe or call our office. In a busy election it is very easy to skip over a voter's name that IS in the book. That's why double checking is so helpful.

**First thing to do** when a voter is referred to your table:

**IF THE PROPER PHOTO ID IS PRESENTED, HAVE HIM/HER COMPLETE the BOTTOM HALF OF THE FAIL SAFE BEFORE YOU DO ANYTHING ELSE. DO NOT CALL THE HCEC WITHOUT THIS COMPLETED!**

In EVERY situation there are some information fields that **MUST** be filled out on every Fail Safe form:

1. **The bottom half of the form by the Voter**
2. **The registration number and Precinct in the designated area by the VAC**
3. **Authorizing Official**, the HCEC employee you talk to if you call or **YOUR NAME**, if using the provided software

If a voter has been directed to you from the Registrar because he/she is Inactive or there has been a 911 address change or he/she just has a name change and the voter has not moved, then

1. Voter completes a Fail Safe Affidavit
2. Check **reason 1**
3. Sign as Authorizing Official
4. Voter signs the Fail Safe Poll Book. Ensure the voter has completed a ballot application (you must initial the ballot application on the line "Registrar Initials"). Verify that the Registrar recorded the Ballot ID and voter registration number for voter in the designated areas on the Application for Ballot. Then direct the voter with Application for Ballot to the Ballot Clerk to be issued a ballot.  
**When the voter signs the Fail Safe poll book, have them sign in the signature field only. YOU need to print the rest of the information for them. MAKE SURE YOU INCLUDE THE REGISTRATION NUMBER AND PARTY CODE in the Fail Safe poll book!!!**
5. Completed Fail Safe Affidavit (both copies) is filed in the VAC orange binder.

----- Name ----- <b>BROOKSHIRE, MR JOSHUA A</b> 6210 CANOE LN	----- Signature ----- Voter Inactive - Complete FailSafe DOB is 12/14/1981	- RI -	- Reg # -
			<b>422896</b>

Reason 1 Reg numbers can be found in the poll books or by using the software.

If the voter **has moved** and the new address is at a precinct within the **SAME** polling place:

1. Voter completes a Fail Safe Affidavit.
2. Check **reason 2**.
3. Either write the HCEC staff person's name as Authorizing Official (if you call in), or check software, if you located the voter information using the software or tablet. Sign on the line labeled "Voter Assistance Clerk (Polling Location as listed) Reason 1-2." Fill in the Polling Place and Date on the line next to it.
4. Voter signs the "Fail Safe Poll Book Sign In Sheet." Ensure the voter has completed an Application for Ballot. Record the Ballot ID for the voter on the Application for Ballot in the appropriate designated area. You can look up the Ballot ID number by using the software or by calling the HCEC. Initial the ballot application on the line "Registrar Initials." Verify that the Registrar recorded the voter registration number for the voter in the designated area on the Application for Ballot and direct the voter to the Ballot Clerk to be issued a ballot. **When the voter signs the Fail Safe poll book, have them sign in the signature field only. YOU need to print clearly the rest of the information for them. MAKE SURE YOU INCLUDE THE REGISTRATION NUMBER, PARTY CODE AND BALLOT ID NUMBER in the Fail Safe poll book!!!**

5. The completed Fail Safe Affidavit (both copies) is filed in the VAC orange binder.

If the voter **has moved** and the new address is located within a **DIFFERENT POLLING PLACE**:

1. Voter completes a Fail Safe Affidavit.
2. **Check reason 3 and record the address of the new polling place in space provided**
3. Either write the HCEC staff person's name as Authorizing Official (if you call in), or check software, if you located the voter information using the software or tablet. Sign on the line labeled "Voter Assistance Clerk (New Polling Place) Reason 3." Fill in the Polling Place and Date on the line next to it.
4. Voter must sign the Acknowledgement of Receipt of Precinct Locater form located in the orange binder. The VAC shall print the voter's name and registration number on this form.
5. VAC staples the Acknowledgement of Receipt of Precinct Locater statement (detached from the small pad located in the VAC clear tub) to the **YELLOW** copy of Fail Safe.
6. VAC gives the **YELLOW** copy of the completed Fail Safe to the voter which includes the name and address of the new polling place.
7. Place the original WHITE copy of the Fail Safe Affidavit in the designated envelope located in the VAC orange binder.

Should a voter appear at their old polling place and refuse to go to their new polling place, he/she will be offered the opportunity to complete a provisional ballot with the understanding that **it will not be counted**.

Voter **has not completed a Fail Safe prior to arrival** at the new polling location

1. Voter completes a Fail Safe Affidavit.
2. Location of correct polling place is determined (VAC calls HCEC office OR uses provided software and determines correct polling place).
3. **Check reason 3 and record the address of the new polling place in space provided**  
Either write the HCEC staff person's name as Authorizing Official (if you call in), or check software, if you located the voter information using the software or tablet. Sign on the line labeled "Voter Assistance Clerk (New Polling Place) Reason 3." Fill in the Polling Place and Date on the line next to it.
4. Sign as Authorizing Official
5. Voter signs the Fail Safe Poll Book. Ensure the voter has completed a ballot application. You must initial the ballot application on the line "Registrar Initials." Verify that the Registrar recorded the voter registration number in the designated area on the Application for Ballot and direct the voter to the Ballot Clerk for a ballot. **When the voter signs the Fail Safe poll book, have them sign in the signature field only. YOU need to print clearly the rest of the information for them. MAKE SURE YOU INCLUDE THE REGISTRATION NUMBER, PARTY CODE AND BALLOT ID NUMBER in the Fail Safe poll book!!!**
6. File completed Fail Safe Affidavit (both copies) in the designated envelope located in the VAC orange binder.

Voter **has already completed a Fail Safe elsewhere prior to arrival** at new precinct

1. Voter presents **YELLOW** copy of Fail Safe Affidavit to VAC. Verify the new precinct written on the yellow copy of the Fail Safe is the correct one handled by you.
2. Voter signs the Fail Safe Poll Book. Ensure the voter has completed a ballot application (you must initial the ballot application) then direct the voter to the Ballot Clerk and be allowed to vote. **When the voter signs the Fail Safe poll book, have them sign in the signature field only. YOU need to clearly print the rest of the information for them. MAKE SURE YOU INCLUDE THE REGISTRATION NUMBER, PARTY CODE AND BALLOT ID NUMBER in the Fail Safe poll book!!!**
3. File the **YELLOW** copy in the designated envelope located in the VAC orange binder.

If a voter cannot be found in our system and needs to cast a Provisional Ballot, ask to see their identification, call our office and, if necessary, an HCEC employee will instruct you to proceed with Provisional Ballot steps.

**FAIL SAFE AFFIDAVIT /  
ADDRESS CHANGE /  
NAME CHANGE**

*To be completed by Inactive Voters, voters who have moved from the address listed on their Permanent Voter Registration Record, OR, voters with a Name Change.*

After comparing the information supplied by the voter to the current Precinct Boundaries, we have found that the voter

- 1  Has not moved from the address listed on the Permanent Registration.
- 2  Has moved to an address within this **POLLING LOCATION** and will have their address updated and allowed to vote here.
- 3  Has moved to an address within the \_\_\_\_\_ Precinct at the \_\_\_\_\_  
Polling Location at the following address \_\_\_\_\_  
and has been issued a FAIL SAFE VOTING AFFIDAVIT to allow them to vote at that Polling Location.

\_\_\_\_\_  
Authorizing Official \_\_\_\_\_ at the Election Commission OR \_\_\_\_\_ software was consulted before making the  
above determination.

Voter Assistance Clerk (Polling Location as listed) <i>Reason 1 - 2</i>	Polling Location	Date
<p>If the voter is eligible to vote at <u>this</u> polling location (Item 1 &amp; 2), keep both pages of this form and return them with the poll lists.            If the voter must <u>go to another location</u> to vote (Item 3), give the yellow copy to the voter, put the white copy with the poll list.</p>		

Voter Assistance Clerk (New Polling Location) <i>Reason 3</i>	Polling Location	Date
<b>PLEASE PRINT</b>	<b>WARNING:</b> If you give false information when registering or attempting to vote, it is punishable by two (2) years to twelve (12) years imprisonment and/or a fine of \$5,000.00.	

<b>1</b> Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be 18 years of age or older on or before Election Day? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If you answered "No" in response to either of the above, do not complete this form.</b>		Reg # _____			
<b>2</b> LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	<b>3</b> SEX	<b>4</b> RACE (OPTIONAL)
<b>5</b> ADDRESS WHERE YOU LIVE (DO NOT GIVE A P.O. BOX)		APT. #	CITY	COUNTY	STATE ZIP CODE
<b>6</b> ADDRESS WHERE YOU GET YOUR MAIL (IF DIFFERENT THAN ABOVE)		7 <input type="checkbox"/> E-MAIL (OPTIONAL)			
<b>8</b> DATE OF BIRTH		CITY AND STATE OF BIRTH			<b>9</b> PHONE #
<b>10</b> NAME AND ADDRESS ON LAST VOTER REGISTRATION					
NAME _____	ADDRESS _____				
CITY _____	COUNTY _____ STATE _____ ZIP _____				
<b>11</b> <b>VOTER DECLARATION:</b> I, being duly sworn on oath (or affirmation) declare that the above address is my legal residence and that I plan to remain at such residence for an undetermined period of time and say that to the best of my knowledge and belief all of the statements made by me are true.		<b>12</b> <b>WARNING:</b> Giving false information to register to vote or attempting to register when not qualified is a felony punishable by not less than two (2) years nor more than twelve (12) years imprisonment or a fine of \$5,000 or both.			
1. Are you a resident of the State of Tennessee? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Have you ever been convicted of a crime which is a felony in this state, by a court in this state, a court in another state, or a federal court? <input type="checkbox"/> Yes <input type="checkbox"/> No		X Signature (or mark) of Applicant <small>If applicant is unable to sign, provide signature of person who signed for applicant.</small>			
Signature of Person Assisting Address					

BB-3010 (Rev. 10/15)

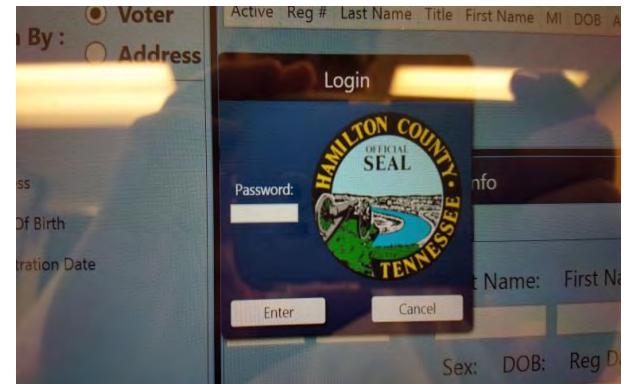
Turn page over. Additional signatures on the other side of this form.

# Using the Voter Info Software

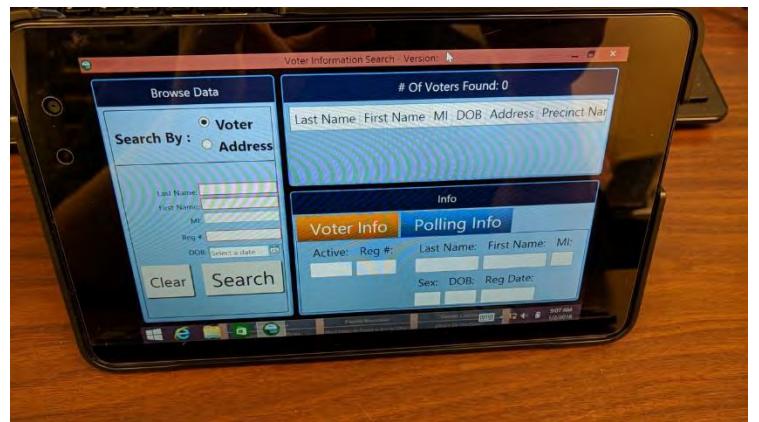
Using the Voter Info software will allow you to look up a voter's information for purposes of filling out a fail-safe form or if the voter has just shown up to the wrong polling place to vote.

1. After opening the program, you will be required to enter a password.

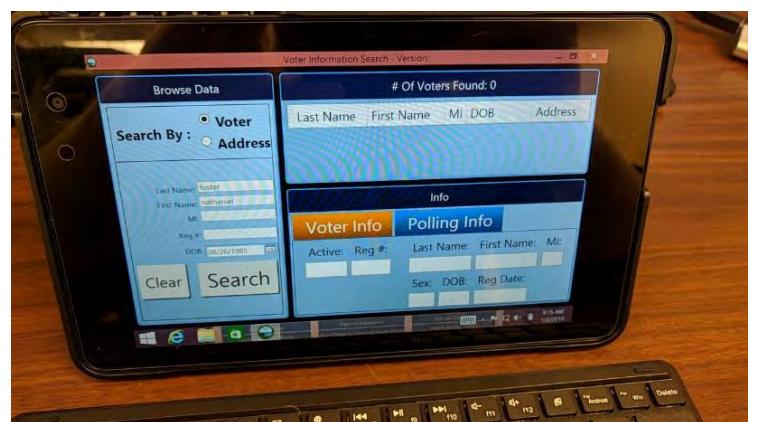
Click on the password box so that you can begin typing. The password for the program is **hc**. There are no capital letters.



2. On the left-hand column, you can see different ways that you can browse for voter information. **You always want to start the process by verifying that the person is a registered voter by looking up their voter info first.**



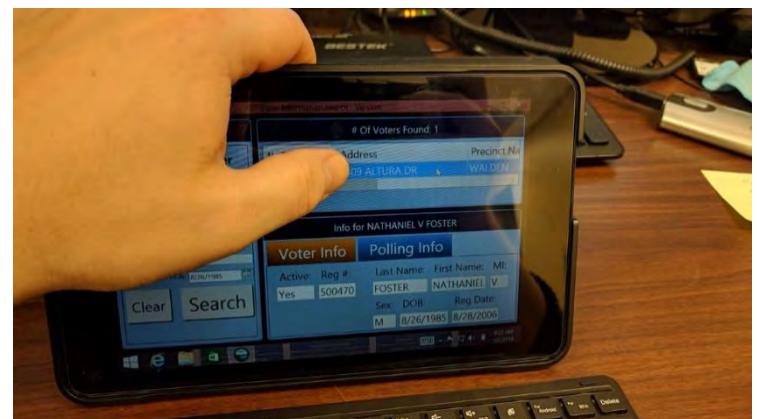
3. When searching for a voter, first ensure that the Search By: Function at the top of the left hand column has Voter selected and not Address. Make sure to use more than one search criteria when performing a search. We recommend running a search using the first two letters of last name, first two letters of the first name and DOB (Example 08/26/1985). It must be 8 digits so add zeros if necessary. If no voters are found, try removing the DOB and search only using last and first name.



4. After typing in the voter's information either hit the Enter key on the keyboard or click on the search button. The program will show a list of names which closely match the criteria that you entered. Click on the voter's name in the list that appears to the right. Verify that you have the right person by double checking their Date of birth (DOB), last name, and first name. **In any event where you have tried searching multiple times and still cannot locate the voter always call the Election Commission (Speed Dial 2) on your provided VAC cell phone for further instruction.**

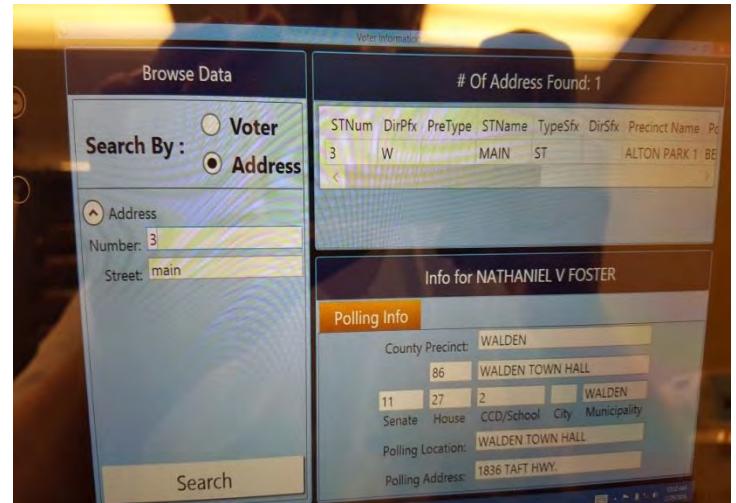


5. After you have found the correct voter, you must then verify their address. If their full address is not already visible use the click on the horizontal scroll bar under the person's name and scroll to the right. This will allow you to see the full address. If the address you see on your screen next to their name does not match the address written on their ballot application, then you must follow the procedure for a fail-safe affidavit as outlined in your manual. **If this person needs to do a fail-safe be sure to record their voter registration #, as displayed on the screen, onto the fail-safe affidavit in the designated area before moving on to the next step.**



6. To know which box to check at the top of the fail-safe, you first need to look up the address they have written on their ballot application. To start an address search click the circular button at the top of the Voter Browse column and select Address.

7. This will display search boxes that will allow you to type in their address. Type in the address on their ballot application in the search boxes. (Example: 700 River Terminal Rd you would type 700 in the street number box and River Terminal in the street name box. **You do not have to type the full street name and never include address suffixes such as DR, ST, AVE, RD etc.**) then click the search button. After it searches click on the correct address in the list and you will see what their polling info is. If they belong in your precinct(s) and will be voting with you, you will check box number 2 at the top of the fail-safe and follow the normal fail-safe procedure without having to call the Election Commission office. Under the Authorizing Official section check the line indicating that the software was consulted to make this determination and don't forget to fill out the section for the Voter Assistance Clerk line for Reason 1 or 2. **Anytime anyone votes at your location under reasons 1 or 2 they must always sign your fail-safe poll book!**



**8. DO NOT FORGET TO RECORD THE VOTER'S BALLOT ID NUMBER ON THEIR BALLOT APPLICATION AND THE FAIL-SAFE POLL BOOK BEFORE SENDING THEM TO THE BALLOT CLERK.**

Info for NATHANIEL V FOSTER					
Voter Info		Polling Info			
County Precinct:		WALDEN			
23		WALDEN TOWN HALL		General:	390
11	27	2	WALDEN	Republican:	388
Senate	House	CCD/School	City	Municipality	Democrat: 389
Polling Location:		WALDEN TOWN HALL			
Polling Address:		1836 TAFT HWY			

**9.** If the voter's new polling place would require them to vote at another location check box number 3 and write in the name of the precinct, polling place and address listed on your screen in the lines provided on the fail-safe form next to box 3. The normal procedure of sending them off with the yellow copy is followed. **If reason number 3 is used DO NOT HAVE THEM SIGN YOUR FAIL SAFE POLL BOOK.** Only people who vote with you are to sign your Fail Safe Poll Book. If someone comes into your polling place from another polling place with a yellow copy in hand and they have box 3 three checked may then have them fill out the fail safe poll book page.

**10.** **In any case where you cannot find the voter's name OR address using the software information line at 423-209-8699.** If the voter cannot be located by us, then we may ask you to begin the provisional ballot process on that voter.

***Additional Tips:***

*Try to be as specific as possible in your search terms if someone has a common name like John Smith. Using their middle initial or date of birth can be a big help in narrowing down the search results of you are getting too many search results when searching by voter.*

*After selecting the correct voter, if you see a pop-up that says the voter is inactive and will need to fill out a*

*fail-safe form then their address has most likely changed since the last time they voted and would qualify for box number 2 or 3 on the fail-safe form depending on their new address. In the rare event that their address is still the same, check box number 1 on the fail-safe affidavit.*

- 11.** If after selecting the correct voter, you see a pop-up that says the voter has already voted, and they claim to have not voted be sure to call the information line at 423-209-8699, and we will investigate the situation further.

Please give us your feedback on the software after the election and let us know what you liked and did not like. We continually look for ways to improve the process.

# Provisional Voting

## Provisional Voter Poll Book Hamilton County Election Commission

Date \_\_\_\_\_

Polling Place (or Early Voting Location) \_\_\_\_\_

Voter Assistance Clerk \_\_\_\_\_

Voter Information (Please Print)

Voter Name \_\_\_\_\_

Voter Address \_\_\_\_\_

Voter Phone Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Driver's License Issue Date \_\_\_\_\_

Voter Precinct \_\_\_\_\_

Ballot:  General  Democrat  Republican Ballot ID Number \_\_\_\_\_

1. Provisional Voting Reason:

Voter claims to have registered at one of the following agencies:

Hamilton County Election Commission office  Public Library  County Clerk's office

Safety Department (Driver's License office)

Public Assistance Agency  Register of Deeds  Veterans' Affairs office  Other: \_\_\_\_\_

Voter not listed in the poll book. Issue a green envelope. If the voter also failed to bring valid photo ID issue a green envelope with an orange affidavit sticker attached. **The voter will have (2) business days (48 Hours) after Election Day to return to the Election Commission Office to show a valid photo ID. If this reason is selected, voter must complete a Voter Registration form. After the Voter Registration form is completed, call the Election Commission office before going to the next step.**

Voter is listed in the poll book, but did not bring valid photo ID. Issue an orange envelope. **If this reason is selected you do not have to call the Election Commission office. HOWEVER, voters who vote provisionally for this reason must appear at the Election Commission office to show valid photo ID before their ballot can be counted. The voter will have (2) business days (48 Hours) after Election Day to return to the Election Commission Office to show a valid photo ID**

2. Instruct voter to fill out the information on the affidavit portion of the provisional voting envelope and Voter Registration form (if using green envelope). If this information is not filled out, the ballot will automatically be rejected. **The affidavit must remain attached to the envelope.**
3. Issue a ballot to the voter. Instruct the voter to vote. After voting, voter should remove the stub, fold the ballot, and place ballot inside provisional voting envelope. Voter must Seal the envelope. Voter should then return to Voter Assistance Clerk with the sealed provisional envelope, stub and Voter Registration form (if using green envelope). **Provisional Ballots should NEVER be placed in the Dominion Image Cast Precinct Machine (ICP).**
4. The Voter should place sealed provisional envelope, ballot stub, application for ballot and the Voter Registration form (if green envelope is used) inside the provided manila envelope and seal. The voter then places the sealed manila envelope in the ORANGE PROVISIONAL VOTING BAG.
5. If orange envelope is used give voter a copy of the Provisional Voter Information sheet.
6. At close of Polls, seal the zippered end of the Orange Provisional Voting Bag (if it contains ballots) with a small Seal clipped to Provisional Voter Poll Book.

I \_\_\_\_\_ (Voter Name) acknowledge that I have been provided information, which directs me to the correct precinct for my residential address to ensure that my vote is counted. I also acknowledge that if I choose to vote at this location, I will be permitted to cast a provisional ballot at this polling place. I understand that if I am in the wrong voting precinct, the ballot I cast in this polling place will not be counted.

VAC issues an Acknowledgement of Receipt of Precinct Locater statement (detached from the small pad located in the VAC clear tub) to the voter to take with him/her.

Voter Signature \_\_\_\_\_ Voter Assistance Clerk's Initials \_\_\_\_\_

Election Commission Use Only: Ballot  accepted  rejected Date \_\_\_\_\_

Reject reason \_\_\_\_\_ Initials of Officials \_\_\_\_\_

## Provisional Quick Reference Sheet

### A. Ask yourself these two questions:

1.	Does Voter Have Photo ID?	NO*	YES	NO
2.	Is Voter's Name in the Poll book?	YES	NO**	NO

### B. Follow these steps:

a.	Voter signs the Provisional Poll Book	YES	YES	YES
b.	Voter completes and signs a new registration form	NO	YES	YES
c.	Place the voter's ballot in the designated provisional envelope	ORANGE	GREEN	GREEN
d.	Apply the Voter's Affidavit sticker to the green provisional envelope	NO	NO	YES
e.	Place all other forms filled-in by the voter into a small manila envelope	YES	YES	YES
f.	Give to voter the Provisional Voter Information handout	YES	NO	YES
g.	Call the HCEC?	NO	YES	YES

\* If the voter claims that they cannot obtain a photo ID because they are indigent or object to being photographed by reason of religion, follow this guidance when their name is in the poll book:

1. Voter must fill-in and sign the Affidavit of Identity form.
2. Voter votes as if they have a valid photo ID.

\*\* If the voter's name does not appear in the poll book, the voter might be a Fail Safe voter. Call the HCEC for guidance—the EC representative will determine whether the voter votes the Fail Safe or Provisional process.

\*\* If the voter is assigned to another polling place and directed to go there, but insists on voting at your location, have the voter fill-in and sign the Acknowledgement of Receipt of Precinct Locator form, and then vote the voter provisionally. Follow the steps above as if voter is not listed in the poll book.

## Provisional Ballot Envelope (Green)

County	District	Precinct	Ward
Election	Date of Election		
<b>Voter's Affidavit</b>			
I, _____, having the Social Security Number, _____ and the Date of Birth, _____ do solemnly swear or affirm that I am a resident at the following address: _____			
<p>I also swear or affirm that I am entitled and qualified to vote in the above election, that this envelope contains the provisional ballot marked by me in secret, and that I am not registered to vote nor have I voted in any other state or county for this election. I further swear or affirm that the information provided herein is true and correct, under penalty of perjury.</p>			
<p><input checked="" type="checkbox"/> Signature of Voter</p> <p>Assistance Signatures: (Required if voter cannot sign or if assistance given.)</p>			
<p><input type="checkbox"/> Signature of Person Assisting</p> <p><input type="checkbox"/> Address</p>			
<p><input type="checkbox"/> Signature of Witness</p> <p><input type="checkbox"/> Address</p>			
<p><input type="checkbox"/> Office Use Only</p> <p><input type="checkbox"/> O Ballot of a Registered Voter/Ballot Counted  <input type="checkbox"/> O Ballot Rejected Because  <input type="checkbox"/> O Not a Registered Voter  <input type="checkbox"/> O Registered Voter Cast Ballot in the Wrong  <input type="checkbox"/> Precinct</p>			
<p>If Rejected, Signature of Counting Board Officials</p>			
<p>Democratic Election Official _____  <input type="checkbox"/> SS-3073  <input type="checkbox"/> Republican Election Official _____</p>			

**DO NOT DETACH ▲**

**PROVISIONAL BALLOT ENVELOPE**

Election \_\_\_\_\_ Date \_\_\_\_\_

District \_\_\_\_\_ Precinct \_\_\_\_\_ Ward \_\_\_\_\_

Place the completed Voter's Affidavit sticker on the backside of the green envelope flap

### Voter's Affidavit

I, \_\_\_\_\_, SS# \_\_\_\_\_ DOB \_\_\_\_\_ understand that I have until the second business day after the election to provide evidence of identification to my county election commission. I further understand that by not providing such identification by the second business day after the election my ballot shall not be counted. I further swear or affirm that the information provided herein is true and correct, under penalty of perjury.

## Provisional ID Ballot Envelope (Orange) & Voter's Affidavit Sticker

County	District	Precinct	Ward
Election	Date of Birth		
<b>Voter's Affidavit</b>			
I, _____, SS# _____ understand that I have until the second business day after the election to provide evidence of identification to my county election commission. I further understand that by not providing such identification by the second business day after the election my ballot shall not be counted. I further swear or affirm that the information provided herein is true and correct, under penalty of perjury.			
<p><input checked="" type="checkbox"/> Signature of Voter</p> <p>Assistance Signatures: (Required if voter cannot sign or if assistance given.)</p>			
<p><input type="checkbox"/> Signature of Person Assisting</p> <p><input type="checkbox"/> Address</p>			
<p><input type="checkbox"/> Signature of Witness</p> <p><input type="checkbox"/> Address</p>			
<p><input type="checkbox"/> Office Use Only</p> <p><input type="checkbox"/> O Ballot of a Registered Voter/Ballot Counted  <input type="checkbox"/> O Ballot Rejected Because  <input type="checkbox"/> O Not a Registered Voter  <input type="checkbox"/> O Registered Voter Cast Ballot in the Wrong  <input type="checkbox"/> Precinct</p>			
<p>If Rejected, Signature of Counting Board Officials</p>			
<p>Democratic Election Official _____  <input type="checkbox"/> SS-3080 (12/2011)  <input type="checkbox"/> Republican Election Official _____</p>			

**DO NOT DETACH ▲**

**PROVISIONAL ID BALLOT ENVELOPE**

Election \_\_\_\_\_ Date \_\_\_\_\_

District \_\_\_\_\_ Precinct \_\_\_\_\_ Ward \_\_\_\_\_

# Acknowledgement of Receipt of Precinct Locator Form

Voter Assistance Clerk should complete and have voter sign on designated line

- I, \_\_\_\_\_, acknowledge that I have been provided information which directs me to the correct precinct for my residential address to ensure that my vote is counted. I also acknowledge that if I choose to vote where currently present, I will be permitted to cast a provisional ballot in this polling place. I understand that if I am in the wrong voting precinct, the ballot I cast in this polling location will not be counted.

Reg # \_\_\_\_\_

(Signature of Voter)

- I, \_\_\_\_\_, acknowledge that I have been provided information which directs me to the correct precinct for my residential address to ensure that my vote is counted. I also acknowledge that if I choose to vote where currently present, I will be permitted to cast a provisional ballot in this polling place. I understand that if I am in the wrong voting precinct, the ballot I cast in this polling location will not be counted.

Reg # \_\_\_\_\_

(Signature of Voter)

- I, \_\_\_\_\_, acknowledge that I have been provided information which directs me to the correct precinct for my residential address to ensure that my vote is counted. I also acknowledge that if I choose to vote where currently present, I will be permitted to cast a provisional ballot in this polling place. I understand that if I am in the wrong voting precinct, the ballot I cast in this polling location will not be counted.

Reg # \_\_\_\_\_

(Signature of Voter)

- I, \_\_\_\_\_, acknowledge that I have been provided information which directs me to the correct precinct for my residential address to ensure that my vote is counted. I also acknowledge that if I choose to vote where currently present, I will be permitted to cast a provisional ballot in this polling place. I understand that if I am in the wrong voting precinct, the ballot I cast in this polling location will not be counted.

Reg # \_\_\_\_\_

(Signature of Voter)

- I, \_\_\_\_\_, acknowledge that I have been provided information which directs me to the correct precinct for my residential address to ensure that my vote is counted. I also acknowledge that if I choose to vote where currently present, I will be permitted to cast a provisional ballot in this polling place. I understand that if I am in the wrong voting precinct, the ballot I cast in this polling location will not be counted.

Reg # \_\_\_\_\_

(Signature of Voter)

I acknowledge that I have been provided information which directs me to the correct precinct for my residential address to ensure that my vote is counted. I also acknowledge that if I choose to vote at this location, I will be permitted to cast a provisional ballot at this polling place. I understand that if I am in the wrong voting precinct, the ballot I cast in this polling place will not be counted.



A Sample of the notification  
to be given to the voter.

## **PHOTO ID LAW CHANGE IN 2013**

SENATE BILL  
125

By  
Ketron

### **AN ACT to amend Tennessee Code Annotated, Title 2, Chapter 7, Part 1, relative to relative to identification for voting purposes.**

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE: SECTION

1. Tennessee Code Annotated, Section 2-7-112(c), is amended by deleting subdivision (2) and substituting instead the following:

(2) A valid identification card issued by the state of Tennessee, or the United States where authorized by law to issue personal identification; provided, that such identification card contains a photograph of the voter;

SECTION 2. Tennessee Code Annotated, Section 2-7-112(c), is further amended by deleting subdivision (5) and substituting instead the following:

(5) A valid employee identification card issued by the state of Tennessee or the United States where authorized by law to issue employee identification; provided, that such identification card contains a photograph of the voter;

SECTION 3. Tennessee Code Annotated, Section 2-7-112, is amended by adding the following as a new subsection thereto:

(g) An identification card issued by a county or municipality or entity thereof, including a public library, containing a photograph shall not be evidence of identification for purposes of verifying the person's identification on the application for ballot.

SECTION 4. This act shall take effect upon becoming a law, the public welfare requiring it.

## Instructions to Voter, voting a Provisional Ballot. **(Give the Provisional Voter a copy of this Handout)**

Dear Provisional Voter,

You voted a provisional ballot today either because your eligibility to vote could not be determined at this time or you did not present an acceptable federal or Tennessee state government issued photo ID.

If your eligibility could not be determined today:

The election commission will review the information provided and notify you by mail if your ballot was not counted and the reason the ballot was not counted.

Voters who did not present an acceptable federal or Tennessee state government issued photo ID:

In order for the provisional ballot to be counted, you must bring an acceptable federal or Tennessee state government issued photo ID to the election commission office within two (2) business days after Election Day.

Valid forms, even if expired, of acceptable ID include:

- Tennessee driver license with your photo
- United States Passport
- Tennessee Department of Safety and Homeland Security Photo ID
- Photo ID issued by the federal or Tennessee state government, such as an employee ID from the U.S. Department of Energy with your photo
  - College student IDs **are not** acceptable
- United States Military Photo ID, including a Veteran Identification Card
- Tennessee handgun carry permit card with your photo

If you do not have one of the above federal or state government issued photo IDs, you can go to the Department of Safety and obtain a free photo ID for voting purposes. For a list of Department of Safety locations visit <http://www.GoVoteTN.com> or call the Department of Safety Call Center at 1-866-849-3548.

**Please bring your federal or Tennessee state government issued photo ID to the location(s) listed below no later than 4:00 p.m. on the second business day after the election.**

Hamilton County Election Commission  
700 River Terminal Road  
Chattanooga, TN 37406  
Phone # 423-209-8683

Only those provisional voters whose provisional ballot was not counted will receive a notice in the mail explaining the reason the ballot was not counted. You may also contact your local county election commission office at 423-209-8683 or the State Coordinator of Elections at 877-850-4959 to obtain this information.

**Where is my nearest participating driver service center?**

The nearest driver service center is:

**Bonny Oaks: 6502 Bonny Oaks Drive**

**Red Bank: 4873 Dayton Blvd**

**What will a voter need to get a photo ID from the Department of Safety and Homeland Security?**

The voter will need:

- Proof of citizenship (such as a birth certificate), and
- Two proofs of Tennessee residency (such as a voter registration card, a utility bill, vehicle registration or title, or bank statement).
- If a voter's name differs from that on your primary ID, proof of the changed name (such as a certified marriage certificate, divorce decree, court order, etc.)

**The voter has a driver license, but it doesn't have a photo. Can he/she use it to vote?**

No, but if the voter does not have another form of valid photo ID, the Department of Safety and Homeland Security will reissue a license with a photo for free upon request.

**Can a voter get a free photo ID card even if he/she has one of the other acceptable forms of photo ID?**

No. If a voter already has a valid government-issued photo ID for voting purposes, the Department of Safety and Homeland Security will not issue a free photo ID.

**QUESTIONS?**

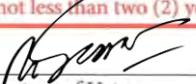
**CONTACT THE COUNTY ELECTION COMMISSION OR**

**CALL THE ELECTION DAY PHOTO ID HOTLINE:**

**1-877-850-4959**

**Example of a Record of Assistance Given to Illiterate, Disabled or Visually Impaired Voter**

If a voter signs the Affidavit of ID form,  
treat the voting process as if the voter has a valid photo I.D.

AFFIDAVIT OF IDENTITY INDIGENT OR RELIGIOUS OBJECTION TO BEING PHOTOGRAPHED	
Application for Ballot # _____	
I, <u>Abraham Vigoda</u> , do swear or affirm under penalty of perjury that (Printed Name of Voter)	
<input type="checkbox"/> I am the same person executing this affidavit and casting the ballot and I am indigent and unable to obtain proof of identification without paying a fee <b>or</b>	
<input checked="" type="checkbox"/> I am the same person executing this affidavit and casting the ballot and I have a religious objection to being photographed.	
NOTICE: A person who attempts to vote or votes who is not entitled to do so commits a Class D felony punishable by not less than two (2) years nor more than twelve (12) years imprisonment or a fine of \$5,000 or both.	
<u></u> Signature of Voter	<u>5/3/2022</u> Date
<u>1234 Main St NW, Chattanooga, TN 37411</u> Address	
If applicant is unable to sign, provide signature of person who signed for applicant.	
_____ Signature of Person Assisting	
_____ Address	
 SS-3085 (11/2011)	

## Examples of Acceptable Photo ID's

Note: Expired ID's are acceptable. This list is not exhaustive. If a voter presents a photo ID that is not on this list, and you are not sure if it is acceptable, please contact the county election commission or state Division of Elections at 1-877-850-4959.

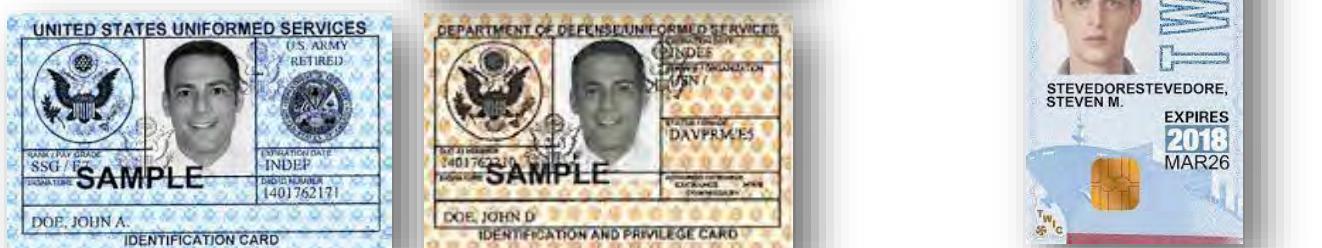
### Tennessee photo ID's



### U.S. Passports with photos



### Military photo ID's



## **Assisting HAVA Voter (Person with Disabilities)**

1. When a voter requires assistance during the voting process, complete the *Record of Assistance Given to Illiterate, Disabled or Blind Voter* form
  - a. Disabled, illiterate or blind voters may have anyone of their choice help them or have one of the judges of the voter's choice in the presence of either a judge of a different political party or, if such judge is not available, an election official of a different political party.
  - b. While we now have the Image Cast Precinct Machine (ICP) with Audio Tactile Interface (ATI) available to these voters, he/she may also have anyone of their choice help them vote if he/she choose to utilize the ICP with ATI.
2. When a HAVA voter requests to use the Audio Voting System (AVS), the following must be done to prepare the ICP for this function:
  - a. Connect the control unit (ATI) to the ICP with supplied cable. Cable runs from control unit to the port on the left side of ICP below LCD screen. Connect the headphones to the audio jack on ATI.
  - b. Place security key on security key reader
  - c. Select Accessible Voting from menu
  - d. Answer no to the question, "Is this a Provisional ballot", unless instructed differently by the Election Commission
  - e. Enter Ballot ID number that corresponds with their precinct. This number is found on the upper right corner of the ballot, not the stub. Before confirming that this is the correct ID number, make sure that the voter is calm, seated, has ATI in hand and has headphones on. Once voter is ready, answer yes.
  - f. AVS will appear on the upper portion of the LCD Screen; the ICP is ready for voter to cast their ballot
  - g. Voter should simply follow instructions as heard on headphones
  - h. When System Ready appears on screen, normal ballot casting may resume
  - i. When voter has cast their ballot by AVS, the AVS will automatically return to non-AVS voting
  - j. Should a voter need to terminate the AVS session, place security key on security key reader and select Accessible Voting on the menu, answer question "Do you wish to terminate this AVS session" with yes.

## Section C - Closing the Polls & Payroll Sheets





## Closing The Polls

1. Close the polls at 8:00 p.m. or other officially designated time.
2. Allow only those voters standing in line at closing time to vote. The person designated to stand at the end of the line shall explain to any voter arriving late that the polls are closed.
3. Remove all tape from all supplied signs and place signs in the bottom of the blue supplies box.
4. To close the box labeled “Ballot Stubs”, place the ballot stubs paper seal over the opening on top of this box. All election officials shall initial and date this paper seal. **DO NOT** place the stub box in the Blue Box.
5. **DO NOT TEAR UNUSED BALLOTS.** All unused ballots are to be returned to the Election Commission for the Election Commission to destroy. Place all the unused ballots in the blue supplies box.
6. Place any spoiled or rejected ballots in Spoiled/Rejected Ballots envelope, then place the envelope in the Voted Ballots Only box.
7. **Make sure there are no ballots left in the emergency ballot chamber! If any are found, have an official from each opposing party witness them being run through the ICP voting machine before the polls are closed on your machine. Call the Election Commission if there are ballots in this chamber and you have already closed the polls on your machine!**
8. Following the directions, found on page 70, for closing the Dominion Image Cast Precinct Machine (ICP), shut down the ICP.
9. Carefully place the ICP into the black bag.
10. Remove the voted ballots from the ICP ballot box and place them in the cardboard box labeled “Voted Ballots Only.” Place the Spoiled/Rejected Ballots Envelope on top of the voted ballots inside the box. Place the Voted Ballot Box paper seals over top of this box. **All election officials shall initial and date these paper seals.**
11. **Remove the voted ballots from the “write-in” compartment of the ICP ballot box. If instructed by the Election Commission, complete a Write-in Vote Tally sheet. This form is in the Officer of Election (OOE) Manual under the tab for Certified Write-in Candidates and Tally Sheet. Place “write-in” ballots in the “Write-in” Ballots envelope. Place this envelope in the Black Bag on top of the ICP. If there are NO certified write-in candidates, place the write-in envelope in the “Voted Ballots Only”cardboard box along with the rest of the voted ballots.**
12. Place the orange Provisional Ballots Bag, locked and sealed, into the large outer pocket of the black bag. Any ballots contained in the Provisional Ballots Bag will be opened and either counted or rejected by the Provisional Ballot Counting Board.
13. Complete the ballot reconciliation form by counting the necessary paperwork. This will also include counting the number of signatures in each poll book including the VAC poll book. **Be sure to write the total of signatures on the front cover of each poll book.** Also make an X at the bottom of each poll book page, including the VAC poll book pages, within the blank space at the bottom of each page so that no additional names can be written in.
14. **Place the green OOE binder containing the Election Day Forms Manual (with all completed forms) into the large outer pocket of the black bag.**
15. **Place the orange VAC binder containing the Provisional Ballots Log Book, VAC Poll Book, completed Fail Safes and completed voter registration forms, into large outer pocket of the black bag.**
16. Place all supplies, unused ballots, unused forms, etc. in the blue supplies box.
17. Use the numbered seals located in the OOE clear tub to seal up the blue box (one seal on each end) after all supplies are loaded.
18. The officer of elections, **accompanied by an Election Day worker from an opposing party** together in the same vehicle, must return all election supplies to the Election Commission **IMMEDIATELY** on election night.

# **Closing the Dominion Image Cast Precinct Machine (ICP)**

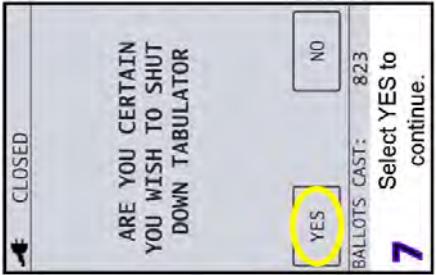
## **Immediately after the last voter has cast his/her ballot and has left the Polling Place:**

1. **Check the emergency compartment in the ICP base to make sure it is empty** (Page 72); if not, run those ballots through the ICP, witnessed by a Judge from each Political Party
2. **END THE ELECTION**- Insert the Security Key into the Security Keypad until the Administrative Menu appears (Page 71)
3. Select **CLOSE POLL** (Page 71; fig. 1)
4. Enter the password, then press **ENTER** (Page 71; fig. 2)
5. Select **YES** to continue (Page 71; fig. 3)
6. The results tape will begin Printing (Page 71; Fig. 4) When the tape has finished printing, tear off the results tape, select yes and enter 1 to **print a second results tape**.
7. Have all election officials sign the first tape and **then place it in the provided “AM/PM Tapes” envelope found in the OOE Green Binder.**
8. Hang the unsigned second tape at the polling place entrance, with results visible to the public from outside of the building
9. **In the event the machine fails to print the second copy, continue with the closing process.** When the second results tape has finished printing, select **NO** (Page 71; fig. 5)
10. Select **Power Down** (Page 71; fig. 6)
11. Select **YES** to continue (Page 71; fig. 7)
12. The Tabulator will shut down.
13. Unlock the latch cover, raise and release the latch
14. Slide the ICP back toward you and unplug the power pigtail
15. Remove the ICP and carefully place in the Black Bag, securing with the attached strap
16. Unplug the power cord from the wall socket and return it to the storage space on the ballot box
17. Unlock the side ballot door and remove all ballots and place them in the “Voted Ballots Only” box
18. Be sure to remove write-in ballots from the box by pushing up the white door on the Write-in ballots hopper until it stops. Let it swing open to remove write-in ballots. Place these ballots in the provided brown Write-in Ballot Envelope. If instructed to count write-in ballots, **place this envelope in the Black Bag on top of the ICP. If there are no certified write-in candidates, place the write-ins envelope in the Voted Ballots Only cardboard box along with the rest of the voted ballots.**
19. Place the Green OOE Binder, the Orange VAC Binder and the Orange Provisional Bag in the large Outside Pocket of the Black Bag. Then return all supplies to the HCEC **IMMEDIATELY.**

**\*If you cannot get the unit to end the election, unplug the machine and bring in to HCEC. The process will be completed once it has been returned to the HCEC.**

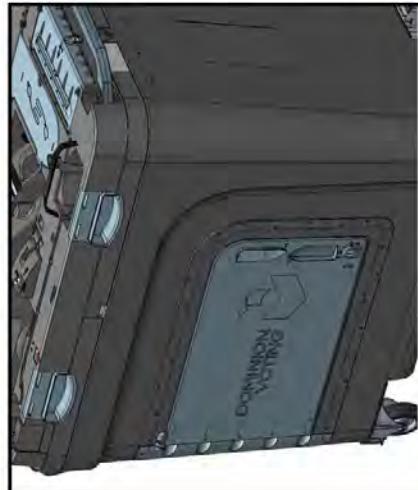
## CLOSING THE POLLS

DOMINION IMAGECAST  
VOTING PRECINCT

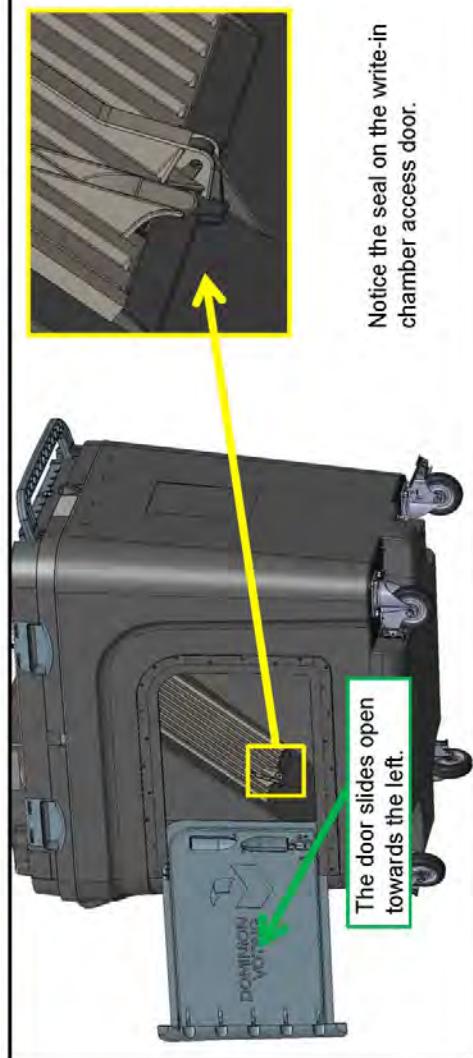
<p><b>1</b> Insert the Security Key until the Administrative Menu appears</p> 	<p><b>2</b> Select CLOSE POLL</p> <p><b>3</b> Enter the password, <b>2</b>, then press ENTER</p> <p><b>4</b> The Results Tape will begin printing.</p> 
<p><b>5</b> Select NO if you are done printing copies</p> <p><b>6</b> POWER DOWN</p> <p><b>7</b> Select YES to continue.</p> <p><b>8</b> The tabulator will shut down.</p>	<p><b>9</b> SHUTTING DOWN...</p>
<p><b>10</b> Select YES to continue.</p> <p><b>11</b> The tabulator will shut down.</p>	<p><b>12</b> The Results Tape will begin printing.</p> 

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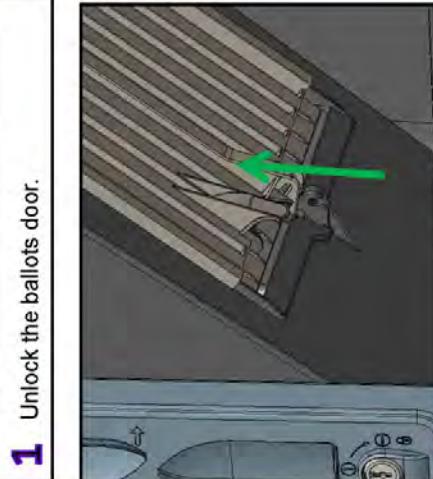
## Accessing write-in chamber ballots



**1** Unlock the ballots door.



Notice the seal on the write-in chamber access door.



**2** Push the door up about 1 inch until it hits the top stop.

**3** Swing the door open to access write-in ballots

## **Write-In Voting And Completing The Votes Tally Sheet**

Any voter desiring to cast a vote for an individual **whose name is not on the Official Ballot** must completely fill in the oval next to the write-in space on the ballot and then enter the name of the write-in candidate of the voter's choice on the line provided.

**SEE EXAMPLE BELOW:**

POET LAUREATE (Vote for ONE)	
MARIANNE MOORE	<input type="radio"/>
ROBERT FROST	<input type="radio"/>
CARL SANDBURG	<input type="radio"/>
T. S. ELIOT	<input type="radio"/>
EZRA POUND	<input type="radio"/>
<i>Edgar A. Poe</i>	<input checked="" type="radio"/>
<u>Write-in</u>	

**Unless specifically instructed by the Hamilton County Election Commission, it is no longer necessary for you to complete a tally sheet of write-in votes cast at your precinct.**

In order for a candidate's write-in votes to be counted, a candidate must request, in writing, no later than fifty days prior to the election date, that he/she is running a write-in campaign for a specific office. If no request is made by an individual to tabulate write-in votes, precinct officials are not required to prepare the tally sheets.

If, however, you are advised by the Election Commission that an individual has requested that his/her write-in votes be tabulated, you must complete the write-in tally sheet found in the Forms Manual and return the Forms Manual in the Officer of Elections manual in the large outside pocket of the black bag.

To tabulate write-in votes, follow the instructions outlined below:

After the polls are closed, and the poll workers are completing election-day paperwork, two judges (one Democrat, one Republican) take out the regularly voted ballots and place them in the "Voted Ballots Only" box. Write-In ballots will be located in the hopper on the inside left of the Ballot Box. It is accessible by sliding the white cover up. The judges will need to check the PM tape to verify the number of write-in votes cast for each contest with a certified write-in candidate. The judges should take the write-in ballots and the tally sheet and complete the tally sheet of write-in votes. The write-in ballots should be placed in the envelope marked "Write-In Ballots" and placed in the **Black Bag on top of the ICP machine**. **If there are no certified write-in candidates, place the write-ins envelope in the "Voted Ballots Only" cardboard box along with the rest of the voted ballots.**

## WRITE-IN VOTE TALLY

**Election: 5/3/2022**

**SAMPLE**

# Ballot Reconciliation Form

November 6, 2018 State General Election

ALL UNUSED BALLOTS MUST BE  
RETURNED IN YOUR BLUE BOX.  
DO NOT TEAR ANY BALLOTS

Precinct: TEST 1

## BALLOTS ISSUED SUMMARY

Ballot Type	Number of Ballots Issued	Ballot ID
General (buff) Ballots	400	149

## BALLOTS USED SUMMARY

Ballot Type	Ballots Scanned (Look at Ballot ID on machine tape)	Spoiled and Rejected Ballots	Provisional Ballots Voted (Check Log book)	Total Used (Add the three numbers to the left)
General (buff) Ballots		+	+	=
Total Number of Ballot Applications for this precinct			Total Number of Signatures for this precinct in ALL poll books (including VAC pollbook)	

Notes: All three GREEN boxes should be the same number. Record any notes indicating why your numbers did not match up. If these numbers do not match DO NOT recount everything. Return your supplies ASAP.

**SAMPLE**

(Signature of Officer of Elections)

(Signature of Judge of Opposite Political Party)

## Returning Your Supplies

1. Would you and your workers like to get paid for your hard day's work? If so, make sure you do the following:
  - a. Ensure all Poll Works complete and sign the Payroll Sheet and Volunteer Acknowledgement Agreement. Payroll cannot be processed without both forms being signed;
  - b. Return it in the Green Officer of Elections Binder containing the Election Day Forms Manual with completed Ballot Reconciliation, Write-In Vote Tally Sheet, and other important paperwork;
2. The following supplies are to be returned ***Immediately*** to the Election Commission personnel on election night by the precinct Officer of Elections and a person of a different political party together in a single vehicle:
  - a. The black bag with the Image Cast Precinct (ICP) machine inside along with the Write-In Ballot envelope (if required); the green OOE binder, the orange VAC binder and orange Provisional Ballot bag in the large outside pocket of the black bag
  - b. Voted Ballots Only box and Stub Box sealed and signed
  - c. Privacy booths
  - d. Blue box containing all unvoted ballots and all other supplies and materials which were supplied to you
3. Follow same traffic flow as on the day of pickup, following directions from reception personnel. Please remain in your vehicle, making sure doors and trunk or rear hatch are unlocked. All supplies and equipment will be unloaded for you. Please be careful as you will be driving through a very busy, congested area. When all equipment and supplies are unloaded, and you have been released to do so by reception personnel, please move your vehicle to clear the unloading area.

# Stipend & Volunteer Acknowledgement Agreement

All Poll Workers must sign the Stipend Sheet and Volunteer Acknowledgement Agreement in order to receive their stipend. Additionally, Poll Works must fill-in the phone # and Email lines on the Stipend Sheet.

**Stipend Sheet**

TO BE PAID YOU MUST fill out the information below. Be sure to CHECK WHERE APPLICABLE.

Hamilton County	Election Date: 11/4/2014	Airport
----- Name -----		
		- Reg # -
ROSETTA MEACHAM	Signature: _____	68318
315 GERMANTOWN RD	Phone # _____ Email _____	 * 6 8 3 1 8 *
ASSISTANT REGISTRAR	Check if applicable: <input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Attended Training	<input type="checkbox"/> Available Next Election
IRA JOHNSON	Signature: _____	998
2300 NORTHBRIER LN	Phone # _____ Email _____	 * 9 9 8 *
OFFICER OF ELECTION	Check if applicable: <input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Attended Training	<input type="checkbox"/> Available Next Election
DIXIE BALLEAU	Signature: _____	84
6307 TALLADEGA AVE	Phone # _____ Email _____	 * 8 4 *
ASSISTANT REGISTRAR	Check if applicable: <input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Attended Training	<input type="checkbox"/> Available Next Election
HURELINE BLANKS	Signature: _____	2748
5005 CAMERON LN	Phone # _____ Email _____	 * 2 2 5 1 4 8 *
ASSISTANT REGISTRAR	Check if applicable: <input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Attended Training	<input type="checkbox"/> Available Next Election
CAROLYN JACKSON	Signature: _____	295996
6028 ARLENA CIR	Phone # _____ Email _____	 * 2 9 5 9 9 6 *
ASSISTANT REGISTRAR	Check if applicable: <input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Attended Training	<input type="checkbox"/> Available Next Election
VALENCIA JOHNSON	Signature: _____	433504
1098 HAWTHORNE ST	Phone # _____ Email _____	 * 4 3 3 5 0 4 *
ASSISTANT REGISTRAR	Check if applicable: <input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Attended Training	<input type="checkbox"/> Available Next Election
JENNIFER MAFFETT	Signature: _____	338179
6109 FISK AVE	Phone # _____ Email _____	 * 3 3 8 1 7 9 *
ASSISTANT REGISTRAR	Check if applicable: <input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Attended Training	<input type="checkbox"/> Available Next Election
BETTY MIDDLEBROOKS	Signature: _____	1265
3203 CRESTFIELD DR	Phone # _____ Email _____	 * 1 2 6 5 *
ASSISTANT REGISTRAR	Check if applicable: <input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Attended Training	<input type="checkbox"/> Available Next Election
EVA PHILLIPS	Signature: _____	281464
6110 ATLANTA AVE	Phone # _____ Email _____	 * 2 8 1 4 6 4 *
ASSISTANT REGISTRAR	Check if applicable: <input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Attended Training	<input type="checkbox"/> Available Next Election
DEBORAH SIMMONS	Signature: _____	407074
1802 TUSKEGEE BLVD	Phone # _____ Email _____	 * 4 0 7 0 7 4 *
ASSISTANT REGISTRAR	Check if applicable: <input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Attended Training	<input type="checkbox"/> Available Next Election

SAMPLE

**Use blank entries only for workers not listed**

## Volunteer Acknowledgement Agreement

MUST BE SIGNED BY ALL VOLUNTEERS or stipend checks will not be issued

By signing this form, I acknowledge that this is a Volunteer One-Day assignment. It is not an offer nor a guarantee of employment through Hamilton County. I understand that I will be given a stipend of a nominal fee based upon the precinct volunteer position. I also understand that based upon governmental guidelines, this fee may result in my receipt of tax forms issued from the Hamilton County Accounting Department.

### Airport A & B

Resetta Meacham

Print Name

Ira Johnson

Print Name

Resetta Meacham

Signature

Ira Johnson

Signature

**SAMPLE**

## Notes