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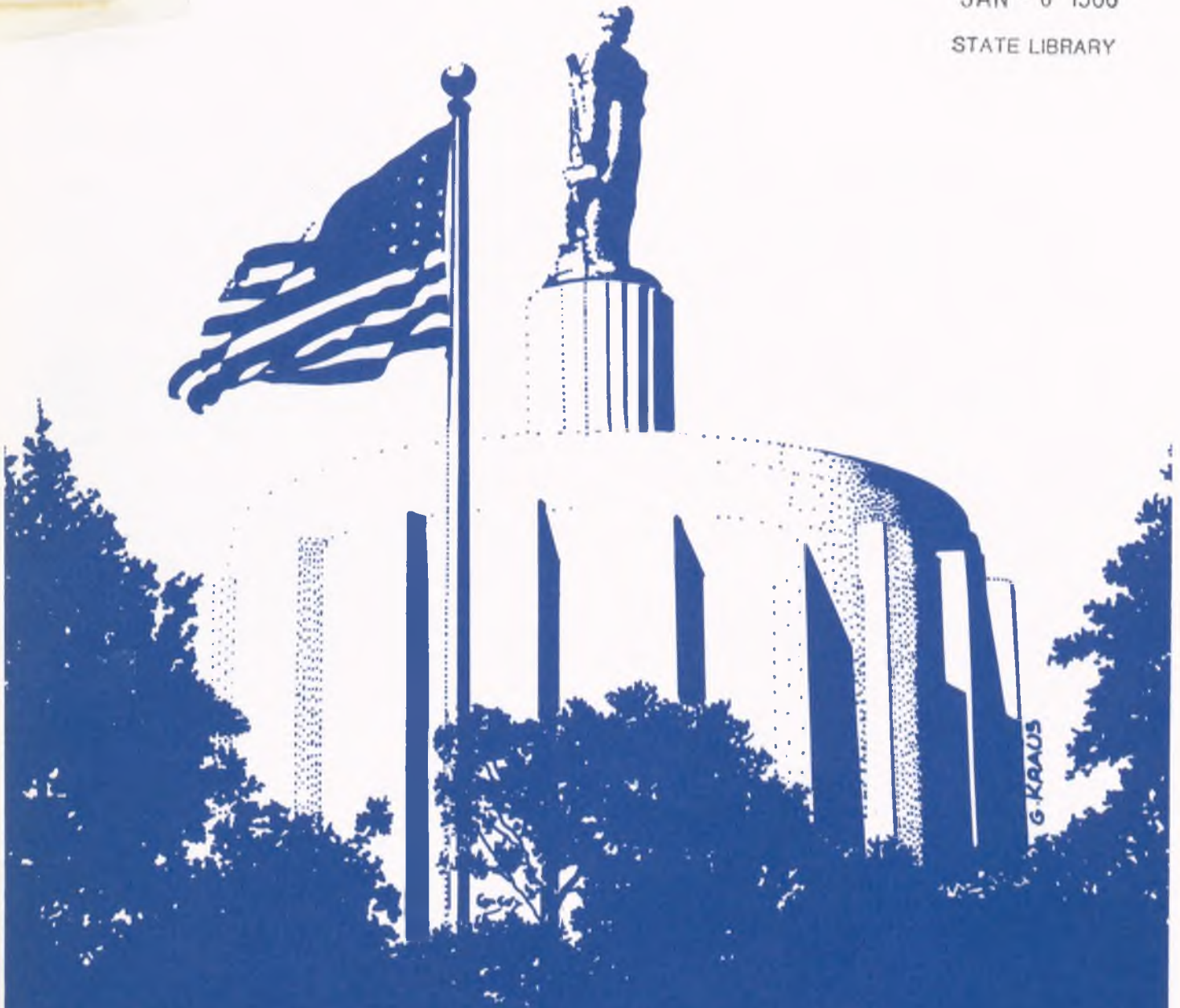
# Election Board Manual

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**Barbara Roberts**  
SECRETARY OF STATE

**PUBLISHED BY**  
**ELECTIONS DIVISION**  
141 State Capitol  
Salem, Oregon 97310-0722  
(503) 378-4144

Barbara Roberts  
SECRETARY OF STATE



SALEM, OREGON  
97310-0722

Dear Election Board Member,

There is nothing more important in conducting elections than the guarantee of integrity and fairness in the elections process. The Secretary of State's job is to insure that election laws are applied consistently to every election in Oregon. This uniform application of election laws creates a level playing field for candidates, measures, and voters. The ability to conduct uniform elections is the foundation of a fair and just government.

As an election board member, your job is to assist the Secretary of State and your county elections officer on election day. People like yourself will be working throughout Oregon to insure that each election is conducted by the same rules. We all depend upon you.

The Election Board Manual has been prepared to aid you in your work as an election board member. It provides you with an overview of election day and the requirements of the job. If you have any additional questions or need further assistance, please contact your local elections officer or the Secretary of State's Elections Division.

Additionally, thank you for your help. Your participation is a necessary and valuable contribution to Oregon's election process.

Sincerely,

Barbara Roberts  
Secretary of State

# ELECTION BOARD MANUAL

## Table of Contents

	<u>Page</u>
I. PRECINCT ELECTION BOARDS	
A. Types of Election Boards. . . . .	1
B. Term and Qualifications . . . . .	1
C. Appointing New Members. . . . .	1
II. ELECTION BOARD CHECKLIST	
A. Before Election Day . . . . .	3
B. Opening the Polls on Election Day . . . . .	3
C. Voting from 7:00 a.m. to 8:00 p.m. on Election Day. . . . .	5
D. After the Polls Have Closed on Election Day . . . . .	9
III. SPECIAL INSTRUCTIONS FOR ELECTION DAY	
A. Poll Watchers . . . . .	11
B. Party Affiliation for the Primary Election. . . . .	12
C. Party Affiliation for Elections Other Than the Primary Election. . . . .	12
D. Name and/or Address Not Appearing in the Poll Book. . . . .	12
E. Name and/or Address Appearing Incorrectly in the Poll Book. . .	12
F. Certificates of Registration Issued by the County Clerk or Election Official of your County. . . . .	13
G. Spoiled Ballot. . . . .	13
H. Challenging a Person's Right to Vote. . . . .	14
I. Challenge of Elector's Name in the Poll Book. . . . .	16
J. Elector Assistance - Signing Poll Book and Marking Ballot . . .	16
K. Physically Handicapped Electors . . . . .	17
L. Absentee Ballots. . . . .	18
M. Limited Ballot "Presidential Only". . . . .	19

IV. PAPER BALLOT COUNTING

A. The Counting Board. . . . .	20
B. Rules for the Counting Board. . . . .	20
C. Counting Ballots. . . . .	21
D. After the Count . . . . .	23

V. GLOSSARY

A. Definitions of Terms used in this Manual. . . . .	25
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## I. PRECINCT ELECTION BOARDS

### A. Types of Election Boards (ORS 246.310)

1. Day Board - Shall consist of three or more clerks who issue and receive the ballots during polling hours on election day.
2. Counting Board - Shall consist of four or more clerks who tally and count the ballots.

### B. Term and Qualifications (ORS 246.310)

1. The county clerk or election official shall appoint persons to serve on the election boards not later than February 1 of each even-numbered year. A chairperson for each day board and counting board shall be designated by the county clerk or election official.
2. Election board clerks serve a term of two (2) years, or at the pleasure of the county clerk. Election board clerks may be reappointed for additional terms.
3. To qualify, an election board clerk shall:
  - a. Be an elector of the county;
  - b. Be able to read, write and speak English;
  - c. Not serve at a polling place in an electoral district in which the election board clerk is a candidate for any office, except precinct committeeperson, to be voted on in that election;
  - d. Not be the spouse, child, son or daughter-in-law, parent, mother or father-in-law, sibling, brother or sister-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of a candidate on the ballot at a polling place where the candidate may be voted on, unless the candidate is a candidate for precinct committeeperson and is the only such relative who is a candidate on the ballot in the same election.
4. Election board clerks shall not all be members of the same political party.
5. An election board clerk shall not serve on a day board and a counting board at the same time.

### C. Appointing New Members (ORS 254.295)

1. If an election board clerk is not present when required, the other clerks shall select an elector to serve as a substitute clerk or until the absent clerk arrives.
2. The substitute clerk need not be of the same political party affiliation as the absent clerk unless all clerks would then be members of the same party.

3. The substitute clerk shall take the official oath and sign the poll book cover before performing assigned duties.
4. One election board clerk shall notify the elections office of the substitution.

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**POLL BOOK: A list of the  
registered electors for the  
election to be held:**

Date

Precinct

County

Oregon

**POLL BOOK**

**OATH OF ELECTION BOARD CLERKS**

Before beginning their duties, the election board clerks shall take the oath of office included in the poll book. The oath shall be administered by any officer authorized to administer oaths or by the board chairman. If these persons are not present, any clerk may administer the oaths. . . . [ORS 254.275]

1. We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of election board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.

Chairman	Clerk
Clerk	Clerk
Subscribed and sworn to before me this day	Signature of witness to oath Title

IF NO PERSON AUTHORIZED TO ADMINISTER OATHS IS PRESENT  
I, the undersigned, who swore in the other members of the election board, being first sworn, say upon oath: I will perform my duties on this election board according to law and that I will diligently endeavor to prevent the violation of any provision of the law in conducting the election.

Subscribed and sworn to before me	Signature
Clerk witnessing signature	Title

2. **OATH OF COUNTING BOARD**

We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of election board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.

Chairman	Clerk
Clerk	Clerk
Clerk	Subscribed and Sworn to before me: Chairman of First Election Board

3. **SIGNATURES OF OFFICIAL CHALLENGERS AND WATCHERS FOR THIS  
PRECINCT**

Signature	Representing

4. **VOTING SUMMARY (Complete Sections 4 and 5 after polls  
have closed.)**

a. No. of electors listed in poll book ...	
b. No. of electors voting by certificate	
c. Total a & b .....	
d. No. of electors casting ballots today (Include absentees only if processed by election board.)	
e. Republicans .....	
f. Democrats .....	
g. Other .....	
h. Total e, f & g .....	

5. **OFFICIAL BALLOT ACCOUNTING**

a. No. of ballots first delivered .....	
b. No. of additional ballots delivered (if any)	
c. Total a & b .....	
d. No. of valid voted ballots	
e. No. of spoiled ballots .....	
f. Total d & e .....	
g. No. of unused ballots .....	
h. Total f & g .....	
(Should equal c)	

— CERTIFICATION OF DAY BOARD —

We certify that the foregoing is an accurate summary of the actions of this election board.

Chairman	Clerk
Clerk	Clerk

6. **COUNTING BOARD CERTIFICATION (This section to be  
completed after the tallying of the ballots):**

a. No. of ballots tallied: .....	
b. No. of ballots completely rejected: .....	

— CERTIFICATION OF COUNTING BOARD —

We certify that the foregoing is an accurate summary of the actions of this board:

Chairman	Clerk
Clerk	Clerk

## II. ELECTION BOARD CHECKLIST

### A. Before Election Day

- ☐ 1. Election supplies must be picked up by one of the election board clerks or will be delivered by the elections office.
- ☐ 2. The election board chairperson is responsible to insure that voting devices and election board supplies are carefully inspected.
- ☐ 3. The elections office must be contacted at once if any supplies are missing or if there are any problems with the voting devices.
- ☐ 4. The election board chairperson shall obtain the necessary keys or insure that the building will be open; insure that the heat will be on, tables and chairs will be available, and that all election board clerks know what time to arrive; and determine which entrance will be used.

### B. Opening the Polls on Election Day

- ☐ 1. Report to the polling place at the time designated by the election board chairperson, but not later than 6:30 a.m.
- ☐ 2. Remove poll book from ballot box.
- ☐ 3. The election board chairperson shall verify accuracy of names, addresses and zip codes of election board clerks on the time sheet.
- ☐ 4. The election board chairperson shall give to the election board clerks the oath of office found in the upper part of section 1 of the poll book cover. (See illustration on facing page.)
- ☐ 5. One election board clerk shall give to the election board chairperson the oath of office found in the lower part of section 1 of the poll book cover. (See illustration on facing page.)
- ☐ 6. After taking the oath of office, the election board clerks shall sign section 1 of the poll book cover in the appropriate location. (See illustration on facing page.)
- ☐ 7. The election board chairperson shall assign the following duties to election board clerks:
  - ☐ a. Demonstration Clerk;
  - ☐ b. Poll Book Clerk (or Clerks, if the precinct is large and the poll book is divided into two parts);
  - ☐ c. Ballot Clerk;
  - ☐ d. Ballot Box Clerk.

- 8. The election board chairperson shall supervise the removal of supplies from the ballot box and the setting up and arrangement of equipment and supplies:
  - a. Remove all supplies from the ballot box.
  - b. If the date and precinct number are already stamped on the ballots, check to insure they are correct. If the ballots are to be stamped, inspect the stamp to insure it shows the correct date and precinct number. Stamp single punchcard ballots on the back on all three sections. If there are questions or problems, call the elections office.
  - c. Set-up the election board table in the following order:
    - 1) The demonstrator machine;
    - 2) The poll book or books;
    - 3) The ballots;
    - 4) The ballot box (in an appropriate location.)
  - d. Set up voting stations: Be sure the arrangement allows maximum secrecy for all voters when marking their ballots. Voting stations must be in view of the election board clerks at all times. If there are any questions about the assembly of the voting devices, ask the election board chairperson.
  - e. Be sure all voting devices are in working order (for punch card counties only):
    - 1) Check to be sure the ballot assemblies are for your precinct.
    - 2) Insert a separate demonstrator ballot card into each voting device. Punch all voting positions.
    - 3) Check the punched demonstrator ballot card to insure that the correct response positions (holes) were punched and the pieces of chad were removed completely.
    - 4) Visually check the ballot pages to be sure there is a hole by every arrow and an arrow by every hole.
    - 5) If there are any problems with a device or ballot page, contact the elections office at once. Do not place the device in service until the problem is resolved.
  - f. Post the metal "Vote Here" signs at an outside location that will make them clearly visible from the street. The handicapped symbol should only be attached to the "Vote Here" sign if the precinct has a barrier free entrance and is designated handicapped accessible.

- g. Post in appropriate places those signs that designate precinct name or number, handicapped parking and entrance, arrows, poll entrance (if different from handicapped entrance), no smoking, 5 minute time limit in the voting station, and any other signs used.
- 9. Immediately before poll opening, turn the ballot box upside down in front of everyone present to show that the box is empty.
- 10. Lock or seal the ballot box and place in the appropriate location.
- 11. At 7:00 a.m. the election board chairperson shall publicly announce that the polls are open.

C. Voting from 7:00 a.m. to 8:00 p.m. on Election Day

Processing the voter is very important. The procedure should be consistent in every Oregon county. Use this procedure:

1. Demonstration Clerk

- a. Greet the voter.
- b. Ask if the voter is familiar with your method of voting.
  - 1) Single punchcard
  - 2) Multi card
  - 3) Paper ballot
- c. The demonstration process for multi-card and paper ballot counties will be explained by your county elections official.
- d. If single punch card, demonstrate the voting device, if necessary, in the following manner:
  - 1) Insert a demonstration ballot.
  - 2) Vote for candidates and measures.
- e. Demonstrate how to cast a write-in vote by using a fictitious person and office.
- f. Demonstrate the proper way to fold a voted ballot, or to insert the cards in a secrecy envelope.
- g. Direct the voter to the poll book clerk.

2. Poll Book Clerk

- a. Ask the voter to state his or her name and address (and political party in a primary election only). This must be done even if the voter is known by the election board clerk.

- b. Verify the name and address (and political party in a primary election only) provided by the voter with the information shown in the poll book. DO NOT WRITE NAMES IN THE POLL BOOK WITHOUT AUTHORIZATION FROM THE ELECTIONS OFFICE.
  - 1) If there is no discrepancy in the information, direct the voter to sign the poll book on the same line following the voters printed name;
  - 2) If the voters name and/or address differ, refer to section 3-D or 3-E (page 12) of this manual;
  - 3) If the political party affiliation information differs, refer to section 3-B or 3-C (page 12) of this manual.
- c. Inform the ballot clerk of the voter's political party for a primary election only and which ballot style or prepunch the voter is to receive.
- d. Record the stub number in the appropriate column on the poll book page when given by the ballot clerk.
- e. Mark the "voted" box on the poll book page when the ballot box clerk announces that the voter has voted.

### 3. Ballot Clerk

- a. Select the ballot for the correct party (primary election only) and the correct ballot style or prepunch. THIS IS PROBABLY THE SINGLE MOST IMPORTANT ACT IN THE PROCESS. Precincts may have several different ballot styles or prepunches; therefore, it is critical that the voter be issued the correct ballot(s).

At the Primary Election, the following rules apply:

- 1) Democrats will receive a Democratic (Green) ballot only and will be permitted to vote for Democratic candidates, nonpartisan candidates and measures.
  - 2) Republicans will receive a Republican (Yellow) ballot only and will be permitted to vote for Republican candidates, nonpartisan candidates and measures.
  - 3) Non-Affiliated or Other Parties will receive a Non-partisan (White) ballot only and will be permitted to vote for nonpartisan candidates and measures.
- b. Write the stub number, using the next available number from the ballot stub number control sheet, on the ballot stub.
  - c. Mark off the corresponding number on the ballot stub number control sheet (include any other information pertaining to party or prepunch, as requested by the Chairperson).

- d. Tell the poll book clerk the stub number that was issued to the voter.
- e. When a voting station becomes available, give the ballot to the voter. Never permit a voter to wait with an official ballot in hand.

NOTE: Instruct the voter to return the ballot for a new ballot if the ballot is misvoted or the ballot is otherwise spoiled.

- f. Direct the voter to a vacant voting station. The voter may take a previously marked Sample Ballot or Voters' Pamphlet into the booth for assistance in voting.

#### 4. Ballot Box Clerk

The voter will bring the voted ballot to the ballot box clerk.

- a. Instruct the voter to fold the ballot, if necessary, with the printing to the inside, before handing it to the clerk;
- b. Carefully remove the ballot stub and place it in the stub container;
- c. Allow the voter to place the ballot in the ballot box; however, the voter may choose to have the clerk place the ballot in the ballot box;
- d. Using the voter's name, announce that the voter has voted. This signals the poll book clerk to mark the "voted" box in the poll book.

#### 5. Special Notes

- a. The election board chairperson may appoint a peace officer to maintain order at the polls.
- b. No person other than an voter attempting to vote shall approach or stand within 100 feet of any entrance to a building in which a polling place is located.
- c. Approximately every 30 minutes, check every voting device or station to be sure all voting aids have been removed. Be sure there is no writing on the ballot pages. Erase any marks if possible or cover them with tape. If the damage is beyond repair, take the voting device out of service and immediately call the elections office.
- d. It will be necessary to take breaks. Adjust breaks so only one person is gone at a time. Bring your lunch so you will not have to leave the polling place while the polls are open. DO NOT PLACE BEVERAGES, FOOD OR OTHER ITEMS NOT RELATED TO THE ELECTION PROCESS ON THE ELECTION BOARD TABLE.

- e. It is a good idea to have election board clerks rotate duties throughout the day to:
  - 1) learn all duties and functions of the election board;
  - 2) detect any mistakes being made; and
  - 3) alleviate boredom.
- f. EARLY PICKUP OF BALLOTS: If you have been instructed to have an early pickup prepared by a given time, use this procedure:
  - 1) Unlock the ballot box and remove all ballots (except handicapped ballots) in the presence of at least two clerks.
  - 2) Lock the ballot box and put it back in service.
  - 3) Count the number of voted ballots. (DO NOT REMOVE THE WRITE-IN STUBS.)
  - 4) Enter the number of voted ballots in the appropriate space on the Transport Carrier Log.
  - 5) Place the voted ballots inside the transport carrier. If the transport carrier log is not glued to the transport carrier place it inside also.
  - 6) Close and seal the transport carrier.
  - 7) The courier or person picking up the Early Pick-up transport carrier must show some form of identification and present an authorization to pickup the transport carrier.
  - 8) Have the courier sign a receipt or the authorization for the transport carrier. The election board chairperson shall keep the receipt and/or authorization with the poll book.
- g. The election board chairperson shall make a public proclamation at 7:30 p.m. that the polls will be closed in one half hour.
- h. Close the polls at 8:00 p.m. Anyone waiting in line to vote at 8:00 p.m. may vote. If there is a long line when the polls close assign one board clerk or designate a person to stand at the end of the line to insure that no one gets in line after 8:00 p.m.

D. After the Polls Have Closed on Election Day

- \_\_\_ 1. The election board chairperson will assign duties to the election board clerks to prepare the voting stations for return to the elections office. Punch card assemblies must have the pages sealed. The elections office will have given special instructions on this process.
- \_\_\_ 2. Send one person to remove all exterior signs.
- \_\_\_ 3. Lock the polling place.
- \_\_\_ 4. Remove all interior signs.
- \_\_\_ 5. The election board shall destroy, by tearing, all unused ballots which are printed or identified (date-stamped) for this election. For single punch card counties: all unused and unidentified ballot cards shall be returned to the election center with the other election supplies.
- \_\_\_ 6. Prepare all supplies for return to the elections office.
- \_\_\_ 7. At least two clerks will start preparing ballots for transporting to the counting center. Clear a space on the election board table, open the ballot box, remove ALL ballots and place them on the election board table. Open the handicapped ballot envelope(s). The handicapped ballot(s) shall be placed with the other voted ballots and the envelopes shall be kept with the poll book.
- \_\_\_ 8. Count the number of voted ballots and enter that number in the appropriate space on the transport carrier log. (DO NOT REMOVE THE WRITE-IN STUBS.) Do not include the count of Early Pickup ballots on this transport carrier log.
- \_\_\_ 9. Place the voted ballots inside the transport carrier. If the transport carrier log is not glued to the transport carrier place it inside also.
- \_\_\_ 10. Close and seal the transport carrier.
- \_\_\_ 11. Complete the VOTING SUMMARY - SECTION 4 of the Poll Book Cover. Include the count of certificate of registration's and handicapped ballot envelopes. For a Primary or General Election it is very important that you separately count the number of Democrats, Republicans and Others who were issued ballots and enter those numbers on the correct line of the poll book cover. (See illustration on over leaf.)
- \_\_\_ 12. Complete the OFFICIAL BALLOT ACCOUNTING - SECTION 5 of the Poll Book Cover. (See illustration on over leaf.)



SED Form No. 139 (Rev.) August 82	POLL BOOK: A list of the registered electors for the election to be held:	Date	Precinct	County	Oregon	POLL BOOK										
<div>OATH OF ELECTION BOARD CLERKS</div> <p>Before beginning their duties, the election board clerks shall take the oath of office included in the poll book. The oath shall be administered by any officer authorized to administer oaths or by the board chairman. If these persons are not present, any clerk may administer the oaths. . . .[ORS 254.275]</p> <div><div>1. We, the undersigned, being first sworn, severally say upon oath. I will perform the duties of election board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.</div><table border="1"><tr><td>Chairman</td><td>Clerk</td></tr><tr><td>Clerk</td><td>Clerk</td></tr><tr><td>Subscribed and sworn to before me this day</td><td>Signature of witness to oath Title</td></tr></table><div>IF NO PERSON AUTHORIZED TO ADMINISTER OATHS IS PRESENT I, the undersigned, who swore in the other members of the election board, being first sworn, say upon oath: I will perform my duties on this election board according to law and that I will diligently endeavor to prevent the violation of any provision of the law in conducting the election.</div><table border="1"><tr><td>Subscribed and sworn to before me</td><td>Signature</td></tr><tr><td>Clerk witnessing signature</td><td>Title</td></tr></table></div>				Chairman	Clerk	Clerk	Clerk	Subscribed and sworn to before me this day	Signature of witness to oath Title	Subscribed and sworn to before me	Signature	Clerk witnessing signature	Title	<div>4. VOTING SUMMARY (Complete Sections 4 and 5 after polls have closed.)</div> <div>a. No. of electors listed in poll book ...</div> <div>b. No. of electors voting by certificate</div> <div>c. Total a &amp; b</div> <div>d. No. of electors casting ballots today (Include absentees only if processed by election board.)</div> <div>e. Republicans</div> <div>f. Democrats</div> <div>g. Other</div> <div>h. Total e, f &amp; g</div>		
Chairman	Clerk															
Clerk	Clerk															
Subscribed and sworn to before me this day	Signature of witness to oath Title															
Subscribed and sworn to before me	Signature															
Clerk witnessing signature	Title															
<div>2. OATH OF COUNTING BOARD</div> <p>We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of election board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.</p> <table border="1"><tr><td>Chairman</td><td>Clerk</td></tr><tr><td>Clerk</td><td>Clerk</td></tr><tr><td>Clerk</td><td>Subscribed and Sworn to before me: Chairman of First Election Board</td></tr></table>				Chairman	Clerk	Clerk	Clerk	Clerk	Subscribed and Sworn to before me: Chairman of First Election Board							
Chairman	Clerk															
Clerk	Clerk															
Clerk	Subscribed and Sworn to before me: Chairman of First Election Board															

- \_\_\_ 13. Each election board member MUST sign the CERTIFICATION OF THE DAY BOARD - SECTION 5 of the Poll Book Cover. (See illustration on facing page.)
- \_\_\_ 14. The chairperson must complete and sign the time sheet.
- \_\_\_ 15. Attach the time slip and any notes (complaints, questions or suggestions) to the poll book cover.
- \_\_\_ 16. Quickly straighten up the polling place so there will be no complaints.
- \_\_\_ 17. Return the transport carrier, poll book and ballot box to the elections center. The elections official will instruct you as to what other items and/or equipment you are to return.

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**POLL BOOK: A list of the  
registered electors for the  
election to be held:**

Date

Precinct

County

Oregon

**POLL BOOK**

### OATH OF ELECTION BOARD CLERKS

Before beginning their duties, the election board clerks shall take the oath of office included in the poll book. The oath shall be administered by any officer authorized to administer oaths or by the board chairman. If these persons are not present, any clerk may administer the oaths... [ORS 254.275]

1. We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of election board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.

Chairman	Clerk
Clerk	Clerk
Subscribed and sworn to before me this day	Signature of witness to oath Title

IF NO PERSON AUTHORIZED TO ADMINISTER OATHS IS PRESENT  
I, the undersigned, who swore in the other members of the election board, being first sworn, say upon oath: I will perform my duties on this election board according to law and that I will diligently endeavor to prevent the violation of any provision of the law in conducting the election.

Subscribed and sworn to before me	Signature
Clerk witnessing signature	Title

### 2. OATH OF COUNTING BOARD

We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of election board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.

Chairman	Clerk
Clerk	Clerk
Clerk	Subscribed and Sworn to before me: Chairman of First Election Board

### 3. SIGNATURES OF OFFICIAL CHALLENGERS AND WATCHERS FOR THIS PRECINCT

Signature	Representing

### 4. VOTING SUMMARY (Complete Sections 4 and 5 after polls have closed.)

a. No. of electors listed in poll book ...	_____
b. No. of electors voting by certificate	_____
c. Total a & b	_____
d. No. of electors casting ballots today (Include absentees only if processed by election board.)	_____
e. Republicans	_____
f. Democrats	_____
g. Other	_____
h. Total e, f & g	_____

### 5. OFFICIAL BALLOT ACCOUNTING

a. No. of ballots first delivered	_____
b. No. of additional ballots delivered (if any)	_____
c. Total a & b	_____
d. No. of valid voted ballots	_____
e. No. of spoiled ballots	_____
f. Total d & e	_____
g. No. of unused ballots	_____
h. Total f & g (Should equal c)	_____

### — CERTIFICATION OF DAY BOARD —

We certify that the foregoing is an accurate summary of the actions of this election board.

Chairman	Clerk
Clerk	Clerk

### 6. COUNTING BOARD CERTIFICATION (This section to be completed after the tallying of the ballots):

a. No. of ballots tallied:	_____
b. No. of ballots completely rejected:	_____

### — CERTIFICATION OF COUNTING BOARD —

We certify that the foregoing is an accurate summary of the actions of this board:

Chairman	Clerk
Clerk	Clerk

### III. SPECIAL INSTRUCTIONS FOR ELECTION DAY

#### A. Poll Watchers (ORS 254.305)

1. Authorized poll watchers shall be allowed in the polling place and must sign section 3 on the front cover of the poll book. (See illustration on facing page.)
2. Only as many poll watchers shall be allowed as will not interfere with the work of the election board.
3. For the Day Board, poll watchers:
  - a. Must have written authorization from:
    - 1) the county clerk or election official; or
    - 2) a political party (signed by the county chairman).
  - b. Have the authority to:
    - 1) challenge a person's right to vote (ORS 254.415);
    - 2) challenge an elector's name in the poll book (ORS 247.550);
    - 3) have access to poll books, so long as it does not interfere with the work of the board; and/or
    - 4) take notes.
  - c. May not:
    - 1) campaign in any way, including wearing campaign buttons;
    - 2) circulate cards, handbills, questionnaires or petitions;  
or
    - 3) refuse to follow the instructions of the election board.
4. For the Counting Center, poll watchers:
  - a. Must have written authorization from:
    - 1) the county clerk or election official; or
    - 2) a candidate (signed by the candidate).
  - b. May not:
    - 1) leave the counting area until the polls have closed;
    - 2) participate or interfere with the process;

#	SURNAME GIVEN NAME ADDRESS	PARTY	#	SIGNATURE OF VOTER	BALLOT NUMBER			SPECIAL DISTRICT BALLOT NUMBERS			VOTED	REMARKS
					REP.	DEM.	OTHER	1	2	3		
1	ADAMS, AARON A. 123 MAIN ST.	DEM.	1									Moved
2	ADAMS, JANE C. 785 MILL ST.	DEM.	2	Unable to sign M. J.			14 14				✓	
3	ANDERSON, ROBERT A. 695 MAPLE ST.	REP.	3	Robert A. Anderson			12 12				✓	ASSISTANCE IN VOTING M. J.
4	ANDERSON, SALLY A. 495 OAK ST.	REP.	4				15 15				✓	H.B. m. j.
5	ANDERSON, STEVE R. 238 PINE ST.	<del>DEM.</del> <del>REP.</del>	5	Steve R. Anderson			18 18				✓	WRONG POLITICAL PARTY M. J.
6	ANDERSON, TIM B. 462 FIR ST.	REP.	6								A.Y.	
7	ANDERSON, TOM C. 723 FRONT ST.	DEM.	7	Tom C. Anderson			23 23				✓	SPOILED BALLOT. M. J.
8			8									

- 3) refuse to follow the instructions of the counting board;  
or
- 4) challenge a ballot.

B. Party Affiliation for the Primary Election (ORS 247.290 and 254.365)

1. Electors may not change party affiliation information on their official voter registrations after the 46th day before a primary election. Each elector must be issued the ballot of the party in which he or she is registered.
2. If an elector believes that the party information in the poll book is in error, contact the elections office.

C. Party Affiliation for Elections Other Than the Primary Election

1. An elector who states that the party affiliation shown in the poll book is not correct should be allowed to vote.
2. Make the notation "wrong political party" in the poll book for follow-up by the elections office. (See line 5 on the sample poll book page on facing page.)

D. Name and/or Address Not Appearing in the Poll Book

1. If it appears the elector is at the wrong polling place, the election board shall make every effort in directing electors to the proper polling place. Call the elections office if necessary.
2. If it appears the elector is at the correct polling place, contact the elections office.

E. Name and/or Address Appearing Incorrectly in the Poll Book

1. Name
  - a. If the name appears to be a typographical error, call the elections office for instructions.
  - b. If the name is listed incorrectly in the poll book because of a change of name by the elector, permit the elector to vote and make the notation "change of name" in the remarks column of the poll book. (See line 4 on the sample poll book page on facing page.) Any elector whose name has been changed by marriage or court order may vote once under the elector's former name providing the elector has not changed residence address. Advise the elector that he or she must reregister under the new name to vote in future elections. You may provide the elector with a voter registration card to complete and mail to the elections office.

## 2. Address

- a. If the elector has moved from the address listed in the poll book, determine the date the elector moved.
  - 1) If the elector has moved within 40 days of the election, the elector may be eligible to obtain a certificate of registration. Advise the elector to call the elections office for instructions.
  - 2) If the elector moved more than 40 days before the election, the elector is ineligible to vote. As a courtesy, provide the elector a voter registration card to complete and mail to the elections office.
- b. If the elector states he or she has not moved, contact the elections office.

## F. Certificates of Registration Issued by the County Clerk or Election Official of your County (ORS 254.395)

### Election Board:

- a. Use the certificate of registration as your poll book entry. Do not write the voter's name in the poll book. CHECK TO SEE THAT THE CERTIFICATE OF REGISTRATION IS FOR YOUR PRECINCT AND THE CURRENT ELECTION.
- b. Have the elector sign the certificate of registration in your presence. If the elector has already signed the certificate of registration, have the elector sign it again.
- c. Enter the stub number and any other information normally entered in the poll book, in the space provided on the certificate of registration.
- d. Issue the correct ballot to the elector.
- e. Sign the certificate of registration (one election board clerk only).
- f. Place the certificate of registration in the envelope provided for that purpose.

## G. Spoiled Ballot (ORS 254.455)

1. If the elector spoils a ballot by mistake or accident, a new ballot shall be issued by the election board. Use this procedure:
  - a. The elector returns the spoiled ballot to the election board clerk.



- b. The election board clerk marks "spoiled" on the stub of the spoiled ballot, initials it, removes the stub and passes it to the election board chairperson who deposits it in the stub container.
    - c. The election board clerk destroys the spoiled ballot by tearing it in half without inspecting it.
    - d. The poll book clerk marks "spoiled ballot" in the remarks column and initials the entry. (See line 7 on the sample poll book page on over leaf.)
    - e. The election board clerk issues a new ballot to the elector, using the same ballot stub number as the original ballot.
  2. If an elector spoils three ballots it shall be conclusive evidence that the elector requires assistance. The election board may then provide assistance as outlined in "Elector Assistance" chapter 3-J (page 16) of this manual.
- H. Challenging a Person's Right to Vote (ORS 254.415 and 254.425)
  1. Information relating to any challenge shall be confidential and shall be kept secret by all members of the election board. The challenge may be made any time before the voted ballot is deposited in the ballot box.
  2. An election board clerk, or any qualified elector of the county present during voting, shall challenge any person offering to vote whom the clerk or elector knows or suspects not to be qualified as an elector.
  3. The challenge form shall be completed by the election board clerk or the elector who challenged the person offering to vote. This form shall be filled out and signed, under oath or affirmation, before a member of the election board. The challenge form must contain:
    - a. A unique challenge form number;
    - b. The name and residence address of the challenger;
    - c. The name of the elector challenged; and
    - d. A statement of the facts upon which the challenge is based. (Based on personal knowledge that information on the voter registration card is inaccurate or has changed. Be specific.)
  4. The elector who is challenged may or may not state, under oath or affirmation, that he or she is qualified to vote.
    - a. If the challenged elector DOES NOT STATE that he or she is qualified to vote and DOES NOT SIGN the challenge form:

ELECTION TITLE  
General Election

DATE OF ELECTION  
November 7, 1978

COUNTY  
Any

PRECINCT  
All

PAGE NO  
1

LINE NO	SURNAME GIVEN NAME ADDRESS	PARTY	LINE NO	SIGNATURE OF VOTER	BALLOT NUMBER			SPECIAL DISTRICT			VOICED	REMARKS	
					REP	DEM	OTHER	BALLOT NUMBERS					
								1	2	3			
1	ADAMS, AARON A. 123 MAIN ST.	DEM	1									MOVED	
2	ADAMS, JANE C. 785 MILL ST.	DEM	2	Unable to sign. m.f.				14	14			✓	
3	ANDERSON, ROBERT A. 695 MAPLE ST.	REP	3	Robert A. Anderson				12	12			✓	ASSISTANCE IN VOTING m.f.
4	ANDERSON, SALLY A. 495 OAK ST.	REP	4					15	15			✓	H.B. m.f.
5	ANDERSON, STEVE R. 238 PINE ST.	DEM. <del>REP</del>	5	Steve R. Anderson				18	18			✓	WRONG POLITICAL PARTY m.f.
6	ANDERSON, TIM B. 462 FIR ST.	REP	6									H.V.	
7	ANDERSON, TOM C. 723 FRONT ST.	DEM	7	Tom C. Anderson				23	23			✓	SPOILED BALLOT. m.f.
8			8										

SEPT 1, 1974  
S E D 145 POLL BOOK

- 1) DO NOT ISSUE a ballot.
- 2) If the elector has already received the ballot, but has not deposited the ballot in the ballot box:
  - a) obtain the ballot;
  - b) write "rejected" on the stub;
  - c) remove the stub from the ballot, pass it to the election board chairperson who hands it to the ballot box clerk, for deposit in the stub container;
  - d) destroy the ballot without inspecting, by tearing in half; and
  - e) note in the remarks column of the poll book or on the certificate or registration "ballot not voted".  
No notation of the challenge shall be made in the poll book or on the certificate of registration.
- b. If the challenged elector DOES STATE that he or she is qualified to vote:
  - 1) Have the challenged elector fill in and sign the oath on the lower portion of the challenge form before a clerk of the election board;
  - 2) The clerk who witnessed the oath shall sign the challenge form;
  - 3) Have the challenged elector sign the poll book or the certificate of registration. No notation of the challenge shall be made in the poll book or on the certificate of registration.
  - 4) Determine the correct ballot for the challenged elector;
  - 5) Enter the unique challenge form number on the back of the ballot. If the ballot consists of more than one part, enter the challenge form number on the back of each part, but do not enter the number on the ballot stub that is removed before placing the ballot in the ballot box.
  - 6) Issue the ballot when a voting station is available; and
  - 7) Place the completed challenge form in the challenge envelope that is provided in the poll book.
5. After the polls have closed, the election board chairperson shall count the number of challenge forms in the challenge form envelope and enter that number on the outside of the challenge envelope.

LINE NO	SURNAME GIVEN NAME ADDRESS	PARTY	LINE NO	SIGNATURE OF VOTER	BALLOT NUMBER			SPECIAL DISTRICT			VOTED	REMARKS	
					REP.	DEM.	OTHER	BALLOT NUMBERS					
								1	2	3			
1	ADAMS, AARON A. 123 MAIN ST.	DEM	1									MOVED	
2	ADAMS, JANE C. 785 MILL ST.	DEM	2	Unable to sign. M. J.				14	14			✓	
3	ANDERSON, ROBERT A. 695 MAPLE ST.	REP	3	Robert A. Anderson				12	12			✓	ASSISTANCE IN VOTING. M. J.
4	ANDERSON, SALLY A. 495 OAK ST.	REP	4					15	15			✓	H. B. M. J.
5	ANDERSON, STEVE R. 238 PINE ST.	DEM. <del>REP</del>	5	Steve R. Anderson				18	18			✓	WRONG POLITICAL PARTY. M. J.
6	ANDERSON, TIM B. 462 FIR ST.	REP	6									A.V.	
7	ANDERSON, TOM C. 723 FRONT ST.	DEM	7	Tom C. Anderson				23	23			✓	SPOILED BALLOT. M. J.
8			8										

SEPT 1, 1978  
SED 143 POLL BOOK

6. The challenge forms shall be sealed in the challenge form envelope and returned to the elections office with the poll book.

I. Challenge of Elector's Name in the Poll Book (ORS 247.550)

1. An election board clerk or any qualified elector of the county may challenge the entry of an elector's name as it appears in the poll book when the clerk or elector knows or suspects that the elector is not qualified to vote in that precinct.
2. When challenging the entry of an elector's name in the poll book, use this procedure:
  - a. The upper portion of a challenge form shall be filled in and signed under oath or affirmation by the election board clerk or elector who is challenging the entry of an elector's name as it appears in the poll book. The challenge form shall then be signed by the election board clerk who administered the oath or affirmation. The challenge form must contain:
    - 1) a unique challenge form number;
    - 2) the name and residence address of the challenger;
    - 3) the name of the elector challenged; and
    - 4) a statement of the facts upon which the challenge is based. (Based on knowledge that information on the voter registration card is inaccurate or has changed. Be specific.)
  - b. The election board clerk or elector challenging an entry in the poll book must note in the remarks column following the elector's name the reason for the challenge; for example, "died", "moved", or "incorrect address". (See line 1 on the sample poll book page on facing page.)
  - c. If an elector's entry in the poll book has been challenged and the elector comes to the polling place to vote, follow the procedure specified in section 3-H (page 14) of this manual.

J. Elector Assistance - Signing Poll Book and Marking Ballot (ORS 254.445)

1. Elector Unable to Sign Poll Book

- a. When an elector is unable to sign the poll book or certificate of registration, the election board clerk, under supervision of the chairperson, shall enter on the line provided for the elector's signature "unable to sign" and initial the entry. (See line 2 on the sample poll book page on facing page.)

LINE NO	SURNAME GIVEN NAME ADDRESS	PARTY	LINE NO	SIGNATURE OF VOTER	BALLOT NUMBER			SPECIAL DISTRICT			VOTED	REMARKS	
					REP	DEM	OTHER	BALLOT NUMBERS					
								1	2	3			
1	ADAMS, AARON A. 123 MAIN ST.	DEM	1									MOVED	
2	ADAMS, JANE C. 785 MILL ST.	DEM	2	Unable to sign. M. J.				14	14			✓	
3	ANDERSON, ROBERT A. 695 MAPLE ST.	REP	3	Robert A. Anderson				12	12			✓	ASSISTANCE IN VOTING. M. J.
4	ANDERSON, SALLY A. 495 OAK ST.	REP	4					15	15			✓	H. B. M. J.
5	ANDERSON, STEVE R. 238 PINE ST.	DEM. REP	5	Steve R. Anderson				18	18			✓	WRONG POLITICAL PARTY. M. J.
6	ANDERSON, TIM B. 462 FIR ST.	REP	6									A.V.	
7	ANDERSON, TOM C. 723 FRONT ST.	DEM	7	Tom C. Anderson				23	23			✓	SPOILED BALLOT. M. J.
8			8										

SEPT 1, 1974  
S E D 145 POLL BOOK

2. Elector Unable to Mark the Ballot

- a. If an elector is unable to mark the ballot:
  - 1) the elector may receive assistance from one person of the elector's choice or from two election board clerks of different party affiliations.
  - 2) The elector may not receive assistance from a person who is:
    - a) an employer of the elector or an agent of the employer; or
    - b) an officer or agent of the union of which the elector is a member.
  - 3) The person or clerks shall assist the elector in voting the ballot in accordance with the elector's wishes and shall keep such votes secret.
  - 4) The poll book clerk shall make the notation "assistance in voting" in the remarks column of the poll book and initial the entry. (See line 3 on the sample poll book page on facing page.)

K. Physically Handicapped Electors (ORS 246.420 and 254.435)

1. The law requires any barrier-free entrance to a building in which a polling place is located to be kept unlocked during the hours the polls are open. If there is any problem in this regard, the chairperson shall immediately contact the elections office for assistance.
2. An election board clerk may take a ballot out of the polling place to a physically handicapped elector.
3. When a handicapped elector is issued an official ballot outside the polling place, use this procedure:
  - a. Check to be sure the name of the handicapped elector is in the poll book. If a certificate of registration is presented, the name of the handicapped elector need not appear in the poll book.
  - b. The name and address of the handicapped elector shall be written on a handicapped ballot envelope. If an absentee ballot envelope is used in place of the handicapped ballot envelope, the notation "H.B." shall be placed on the outside of the absentee ballot envelope to identify it as having been used for a handicapped elector outside the polling place.

LINE NO.	SURNAME GIVEN NAME ADDRESS	PARTY	LINE NO.	SIGNATURE OF VOTER	BALLOT NUMBER			SPECIAL DISTRICT BALLOT NUMBERS			VOTED	REMARKS
					REP.	DEM.	OTHER	1	2	3		
1	ADAMS, AARON A. 123 MAIN ST.	DEM	1									MOVED
2	ADAMS, JANE C. 785 MILL ST.	DEM	2	Unable to sign. M. J.			14	14			✓	
3	ANDERSON, ROBERT A. 695 MAPLE ST.	REP	3	Robert A. Anderson			12	12			✓	ASSISTANCE IN VOTING M. J.
4	ANDERSON, SALLY A. 495 OAK ST.	REP	4				15	15			✓	H.B. M. J.
5	ANDERSON, STEVE R. 238 PINE ST.	DEM. REP	5	Steve R. Anderson			18	18			✓	WRONG POLITICAL PARTY. M. J.
6	ANDERSON, TIM B. 462 FIR ST.	REP	6								A.V.	
7	ANDERSON, TOM C. 723 FRONT ST.	DEM	7	Tom C. Anderson			23	23			✓	SPOILED BALLOT. M. J.
8			8									

SEPT. 1, 1974  
S E D 145 POLL BOOK



- c. One clerk shall take the ballot and the envelope to the handicapped elector outside the polling place. After properly identifying the handicapped elector in the same manner as if the person were about to sign the poll book or certificate of registration, the clerk will have the handicapped elector sign for the ballot on the outside of the handicapped ballot envelope (or the appropriately marked absentee ballot envelope). If a certificate of registration is used, it must also be signed in the presence of the election board clerk.
  - d. If the handicapped elector is unable to sign the certificate of registration and/or the handicapped ballot envelope, the clerk shall enter on the line provided for the elector's signature "unable to sign" and initial the entry.
  - e. Any assistance given the handicapped elector in voting shall be noted on the envelope and initialed by the clerk.
  - f. After voting, the handicapped elector shall seal the ballot in the envelope signed by the handicapped elector and return it to the election board clerk.
  - g. The notation "H.B." and the initials of the election board clerk who carried the ballot to the handicapped elector shall be made in the remarks column of the poll book or on the certificate of registration. (See line 4 on the sample poll book page on facing page.)
  - h. The handicapped ballot envelope shall be deposited in the ballot box.
6. A handicapped elector voting outside the polling place is subject to a challenge in the same manner as any other elector. A challenge may be made up to the time the voted ballot is placed in the handicapped ballot envelope and the envelope is sealed.

L. Absentee Ballots (ORS 253.120)

- 1. The notation of "Absentee Voter" or "A.V." in the "Signature" or "Voted" column of the poll book indicates the elector has been issued an absentee ballot.
- 2. If the elector believes there is an error in the poll book entry, contact the elections office.
- 3. An elector who has been issued an absentee ballot and who desires to vote at the regular polling place on election day must surrender the unvoted absentee ballot to the election board before voting in the polling place. Note in the remarks column of the poll book "absentee ballot returned".

4. Mark the absentee ballot envelope "canceled" and place it in the ballot box with the other voted ballots at the closing of the polls. Return the envelope to the elections office with the poll book.
5. Having received and canceled the absentee ballot, permit the elector to sign the poll book and issue a ballot in the normal manner.
6. VOTED ABSENTEE BALLOTS must be delivered to the elections office by 8:00 p.m. on election day. THEY ARE NOT TO BE ACCEPTED AT THE POLLING PLACE.

M. Limited Ballot "Presidential Only" (ORS 247.410 - 247.420)

1. A person who is qualified to register, but who has been a resident of Oregon less than 20 days before a presidential primary or general election, may be issued a limited ballot for U.S. President and Vice President only, if he or she has not already voted for President and Vice President in another state within the last six months before the election.
2. A county clerk or elections official shall issue a certificate of registration marked "Presidential Only" to any person eligible under ORS 247.410.
3. When a certificate of registration marked "Presidential Only" is presented, use this procedure:
  - a. Use the certificate of registration as your poll book entry. CHECK TO SEE THAT THE CERTIFICATE OF REGISTRATION IS FOR YOUR PRECINCT AND THE CURRENT ELECTION.
  - b. Have the elector sign the certificate of registration in your presence. If the elector has already signed the certificate of registration, have the elector sign it again.
  - c. Determine the correct ballot style or prepunch for the elector.
  - d. In the space provided on the certificate of registration, enter the stub number and any other information normally entered in the poll book.
  - e. Sign the certificate of registration (one election board clerk only).
  - f. Indicate on the ballot "Presidential Only."
  - g. Instruct the elector to vote only the presidential contest and issue the ballot when a voting station is available.
  - h. Place the certificate of registration in the envelope provided for that purpose.

THE  
JOURNAL OF THE  
ROYAL ANTHROPOLOGICAL INSTITUTE  
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VOLUME 100 PART 3 2000

#### IV. PAPER BALLOT COUNTING

##### A. The Counting Board

Any time paper ballots are used, they must be counted by a counting board. A counting board shall consist of at least four clerks who shall not be members of the same political party. Each member of the counting board shall be assigned to one of the following positions, and shall perform the duties relating to that position.

1. Chairperson - Has the general supervision of the counting. The chairperson shall read the ballots along with the reading clerk.
2. Reading Clerk - Calls the votes to the tally clerks.
3. Two Tally Clerks - Tally, separately, the votes as they are called by the reading clerk.

NOTE: The duties of the clerks may be rotated from time to time by the chairperson.

##### B. Rules for the Counting Board

1. If the day board also serves as the counting board for a precinct, do not begin counting ballots until after the polls close.
2. If the counting board is other than a day board, begin counting ballots at a time prescribed by the elections officer.
3. Poll watchers may observe ballot counting but shall not interfere with or participate in the count.
4. Ballots may not be challenged during the counting process.
5. No person observing the count prior to the closing of the polls shall leave the counting area or disclose any vote count until after the polls close.
6. Count only official ballots.
7. Keep all ballots, tally sheets and other materials in full view.
8. Call all votes clearly so that those present can hear.
9. Use only pen and ink or ballpoint pen on tally sheets.
10. If any counting board clerk must be temporarily absent for any reason, stop the count until at least four clerks are again present.

**POLL BOOK: A list of the  
registered electors for the  
election to be held:**

Date

Precinct

County

Oregon

**POLL BOOK**

**OATH OF ELECTION BOARD CLERKS**

Before beginning their duties, the election board clerks shall take the oath of office included in the poll book. The oath shall be administered by any officer authorized to administer oaths or by the board chairman. If these persons are not present, any clerk may administer the oaths. ...[ORS 254.275]

1. We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of election board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.

Chairman	Clerk
Clerk	Clerk
Subscribed and sworn to before me this day	Signature of witness to oath
	Title

**IF NO PERSON AUTHORIZED TO ADMINISTER OATHS IS PRESENT**  
I, the undersigned, who swore in the other members of the election board, being first sworn, say upon oath: I will perform my duties on this election board according to law and that I will diligently endeavor to prevent the violation of any provision of the law in conducting the election.

Subscribed and sworn to before me	Signature
Clerk witnessing signature	Title

2. **OATH OF COUNTING BOARD**

We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of election board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.

Chairman	Clerk
Clerk	Clerk
Clerk	Subscribed and Sworn to before me:
	Chairman of First Election Board

3. **SIGNATURES OF OFFICIAL CHALLENGERS AND WATCHERS FOR THIS  
PRECINCT**

Signature	Representing

4. **VOTING SUMMARY (Complete Sections 4 and 5 after polls  
have closed.)**

- a. No. of electors listed in poll book ... \_\_\_\_\_  
b. No. of electors voting by certificate \_\_\_\_\_  
c. Total a & b .....   
d. No. of electors casting ballots today  
(Include absentees only if processed  
by election board.)  
e. Republicans ..... \_\_\_\_\_  
f. Democrats ..... \_\_\_\_\_  
g. Other ..... \_\_\_\_\_  
h. Total e, f & g .....

5. **OFFICIAL BALLOT ACCOUNTING**

- a. No. of ballots first delivered ..... \_\_\_\_\_  
b. No. of additional ballots delivered  
(if any) ..... \_\_\_\_\_  
c. Total a & b .....   
d. No. of valid voted ballots \_\_\_\_\_  
e. No. of spoiled ballots ..... \_\_\_\_\_  
f. Total d & e ..... \_\_\_\_\_  
g. No. of unused ballots ..... \_\_\_\_\_  
h. Total f & g .....   
(Should equal c)

**— CERTIFICATION OF DAY BOARD —**

We certify that the foregoing is an accurate summary of the actions of this election board.

Chairman	Clerk
Clerk	Clerk

6. **COUNTING BOARD CERTIFICATION (This section to be  
completed after the tallying of the ballots):**

- a. No. of ballots tallied: ..... \_\_\_\_\_  
b. No. of ballots completely rejected: ..... \_\_\_\_\_

**— CERTIFICATION OF COUNTING BOARD —**

We certify that the foregoing is an accurate summary of the actions of this board:

Chairman	Clerk
Clerk	Clerk

### C. Counting Ballots

#### 1. Ballots shall be counted using the following procedure:

- a. Sign the "Oath of Office," section 2 of the poll book cover.  
(See illustration on facing page.)
- b. Prepare the tally sheet(s)
  - 1) Enter election date, county, and precinct number;
  - 2) Enter offices with candidates names and numbers;
  - 3) Enter ballot captions with Yes and No responses.

#### c. Tally the votes

- 1) The reading clerk calls the candidates' name or the measure response for each valid vote cast.
- 2) Each tally clerk separately marks a tally sheet beside the candidates name(s) or the correct response for the measures as votes are called by the reading clerk;
  - a) First tally clerk: Respond with the name of the candidate and the number of that vote (example: "Smith, three").
  - b) Second tally clerk: Respond with the name of the candidate and the number of that vote (example: "Smith, three").

NOTE: Stop the count when a number or tally disagrees until the problem is resolved.

- 3) Use the term "tally" instead of the number five at each group of five votes beside any candidate's name or measure response. Counting will begin again with the number one. (Example: "Yes - one", "Yes - two", "Yes - three", "Yes - four", Yes - tally", "Yes - one".)
- 4) Contact the elections office if any problems arise during the counting of the ballots.

#### 2. Special Instructions for the Counting Board

- a. On limited ballots, count only those offices and measures indicated by the day board.
- b. Single Item on Ballot
  - 1) When a ballot consists of only one measure or office, sort the ballots by candidate or by Yes and No responses.

- 2) Divide the counting board into two teams of two members each.
- 3) Each team counts each stack.
- 4) When the two separate counts agree, enter the total on the return sheets.

c. Absentee Ballot Counting (ORS 253.085, 253.090 and 253.100)

Absentee ballots must be opened and prepared for counting. These functions are either done in conjunction with election night ballot counting or as a separate process to be completed within three days after the election.

- 1) This process may begin as soon as the poll books used at the election are available.
  - a) Check each absentee ballot envelope against the poll book to insure the elector did not vote at the polls. Reject the absentee ballot of any elector who also voted at the polls.
  - b) Check the "voted" box in the poll book for all absentee voters.
  - c) Open the envelope and remove the ballot. Do not unfold or examine the ballot. Other materials, such as the absentee format, etc., should be inspected for notations by the voter. Discard other materials if there are no marks or notations. If there are marks or notations, call the supervisor.
  - d) Remove the ballot stub and place in the "Absentee Ballot Stub Envelope".
  - e) Merge the voted ballots, including any write-ins, with the precinct ballots for counting.

d. Tallying Write-In Votes (ORS 254.500)

- 1) All write-in votes for an office on the ballot shall be tallied as a single total for that office, unless:
  - a) the total number of write-in votes equals or exceeds the number of votes cast for the candidate on the ballot who was not nominated or elected, but who received the highest number of votes next to the candidate or candidates for the same office who were nominated or elected.
  - b) there are no names of candidates printed on the ballot for an office.

- c) a candidate filed a written request under ORS 249.007 for a separate tally of votes.

NOTE: If any of these circumstances occur, tally all write-in votes cast for the office to show the total number of votes cast for each write-in candidate.

- 2) Disregard misspelling or abbreviations of names of write-in candidates if it can be determined for whom the vote was intended.
- 3) A cross or check is not required for a write-in vote.

e. A Partially Defective Ballot:

- 1) A vote shall be counted when an elector's intentions can be determined by the counting board.
- 2) If the elector's intent cannot be determined for an office or measure, only the votes for that office or measure shall not be counted. The remainder of the ballot shall be counted.
- 3) In this case, the ballot shall be immediately endorsed on its back by the chairperson in ink "not counted for \_\_\_\_\_", stating the office(s) or measure(s) not counted. The endorsement shall be initialed by the chairperson.

e. A Wholly Defective Ballot:

- 1) Any ballot with a sticker or any identifying mark, with the exception of a challenge number or limited ballot information, is wholly defective.
- 2) No part of a wholly defective ballot shall be counted.
- 3) In this case, the ballot is endorsed "wholly defective", initialed by the chairperson in ink and placed in the "wholly defective" or "rejected" envelope.
- 4) Accidental tears or erasure marks shall not be considered identifying marks.

D. After the Count

- 1. Fill in the return sheets.
- 2. Sign the tally and return sheets to certify them correct (each counting board member).
- 3. Complete the "Counting Board Certification" section 6 on the front cover of the poll book. (See illustration on over leaf.)



**POLL BOOK: A list of the  
registered electors for the  
election to be held:**

Date

Precinct

County

Oregon

**POLL BOOK**

**OATH OF ELECTION BOARD CLERKS**

Before beginning their duties, the election board clerks shall take the oath of office included in the poll book. The oath shall be administered by any officer authorized to administer oaths or by the board chairman. If these persons are not present, any clerk may administer the oaths... [ORS 254.275]

1. We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of election board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.

Chairman Clerk

Clerk Clerk

Subscribed and sworn to  
before me this day

Signature of witness to oath  
Title

IF NO PERSON AUTHORIZED TO ADMINISTER OATHS IS PRESENT  
I, the undersigned, who swore in the other members of the election board, being first sworn, say upon oath: I will perform my duties on this election board according to law and that I will diligently endeavor to prevent the violation of any provision of the law in conducting the election.

Subscribed and sworn to before me

Signature

Clerk witnessing signature

Title

2. **OATH OF COUNTING BOARD**

We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of election board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.

Chairman Clerk

Clerk Clerk

Clerk

Subscribed and Sworn to before me:  
Chairman of First Election Board

3. **SIGNATURES OF OFFICIAL CHALLENGERS AND WATCHERS FOR THIS  
PRECINCT**

Signature Representing

4. **VOTING SUMMARY (Complete Sections 4 and 5 after polls  
have closed.)**

- a. No. of electors listed in poll book ... \_\_\_\_\_
- b. No. of electors voting by certificate \_\_\_\_\_
- c. Total a & b .....
- d. No. of electors casting ballots today  
(Include absentees only if processed  
by election board.)
- e. Republicans ..... \_\_\_\_\_
- f. Democrats ..... \_\_\_\_\_
- g. Other ..... \_\_\_\_\_
- h. Total e, f & g .....

5. **OFFICIAL BALLOT ACCOUNTING**

- a. No. of ballots first delivered ..... \_\_\_\_\_
- b. No. of additional ballots delivered  
(if any) .....
- c. Total a & b ..... \_\_\_\_\_
- d. No. of valid voted ballots \_\_\_\_\_
- e. No. of spoiled ballots ..... \_\_\_\_\_
- f. Total d & e ..... \_\_\_\_\_
- g. No. of unused ballots ..... \_\_\_\_\_
- h. Total f & g .....   
(Should equal c)

— CERTIFICATION OF DAY BOARD —

We certify that the foregoing is an accurate summary of the  
actions of this election board.

Chairman Clerk

Clerk Clerk

6. **COUNTING BOARD CERTIFICATION (This section to be  
completed after the tallying of the ballots):**

- a. No. of ballots tallied: ..... \_\_\_\_\_
- b. No. of ballots completely rejected: ..... \_\_\_\_\_

— CERTIFICATION OF COUNTING BOARD —

We certify that the foregoing is an accurate summary of the  
actions of this board:

Chairman Clerk

Clerk Clerk

4. Post one copy of the return sheet in a prominent location outside the polling place.
5. Return, under seal, all ballots, all tally sheets, one copy of the return sheet, all materials and supplies as directed by the elections officer, to the elections office.

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## V. GLOSSARY

### A. Definitions of Terms used in this Manual

1. Architectural Barriers: Any barrier, such as stairs, that might prevent physically handicapped persons from gaining entrance to a polling place.
2. Ballots: Any material on which votes may be cast for candidates or measures.
  - a. Absentee Ballot - Ballot voted at a location other than an elector's regular polling place.
  - b. Demonstrator Ballot - Blue punchcard ballot used to test votamatic machines and to show the elector how to use the votamatic machines.
  - c. Limited Ballot - A ballot that has been specially marked by the election board, or elections officer in the case of an absentee ballot, to indicate the elector is eligible to vote only part of the ballot.
  - d. Measure Ballot - Section of ballot where all state and local issues are voted.
  - e. Nonpartisan Ballot - Section of the ballot where Judicial offices, District Attorney, Sheriff, Superintendent of Public Instruction and any other office not requiring political party designation is voted.
  - f. Partially Defective Ballot - A ballot that has been partially misvoted, or on which the elector's intent is not clear. Defective or unclear portions shall not be counted; however, the remainder of the ballot shall be counted.
  - g. Spoiled Ballot - A damaged or misvoted ballot that must be replaced by the election board.
  - h. Wholly Defective Ballot - A ballot containing a sticker or any other identifying mark, or on which the elector's intent cannot be determined for any office or measure.
3. Central Committee: Political party organization of precinct committeepersons who carry out party business.
4. Certificate of Registration: A document issued by the elections officer or deputy authorizing an elector to vote even though the elector's name does not appear in the poll book.

5. Challenge:
  - a. Challenging a person's right to vote - Procedure where an election board clerk or an elector of the county shall contest another elector's right to vote if it is known or suspected that the elector is not qualified.
  - b. Challenge of elector's name in the Poll Book - Procedure where an election board clerk or an elector of the county shall question the entry of a name in the poll book if it is known or suspected that such entry is incorrect.
6. Checklist: Section of Election Board Manual arranged in chronological sequence to be used by the election board to insure that all procedures are followed throughout election day.
7. Counting Board: Group of at least four election board clerks assigned to count paper ballots.
8. Counting Center: If ballots are taken to a central location to be counted, whether paper ballots or punchcard ballots, the location is known as the counting center or processing center.
9. Elector: An individual qualified to vote under section 2, Article II of the Oregon Constitution.
10. Election Board: Group of three or more election board clerks assigned to issue ballots on election day.
11. Elections Officer: The county clerk or an official with primary responsibility for the actual conduct of the election.
12. Election Types:
  - a. General Election - The statewide general election is held on the first Tuesday after the first Monday in November in even numbered years.
  - b. Biennial Primary Election - A statewide election held on the third Tuesday in May in even numbered years, at which
    - 1) precinct committeepersons are elected;
    - 2) major political party candidates are nominated for offices to be filled at the general election held in that year; and
    - 3) candidates for non-partisan offices are nominated or elected.
  - c. Regular District Election - The election at which district officers are elected.

- d. Special Election - An election that is not regularly scheduled and that is ordered by the governing body to be held on a date selected by the governing body pursuant to provisions of the law.
13. Measure: Includes any of the following submitted to the people for their approval or rejection at an election.
- a. A proposed law
  - b. An Act or part of an Act of the Legislative Assembly
  - c. A provision of or an amendment to the Oregon Constitution
  - d. Local, special or municipal legislation
14. O.R.S.: Oregon Revised Statutes. Codification of Oregon laws. Election laws are generally ORS chapters 246 through 260.
15. Overvote: Situation where elector casts more than the number of votes allowed for a particular office or measure, thereby voiding all the votes for that office or measure.
16. Party Affiliation: An individual who registers as being affiliated with a major political party, a minor or other political party or not affiliated with any political party.
17. Political Parties:
- a. Major Political Parties - See ORS 248.006.
  - b. Minor Political Parties - See ORS 248.008.
18. Poll Book: List of registered electors to be used by the election board as the principal means of determining that a person is an elector in that precinct.
19. Poll Book Cover: Document on front of the poll book where election board subscribes to the oath of office and summarizes election day activities.
20. Poll Watchers: Persons authorized in writing by the county clerk, a political party, or a candidate to challenge electors and observe the issuing and counting of ballots.
21. Punchcard Voting: Method of voting whereby elector casts a ballot by punching a card that is machine readable by a computer.
22. Return Sheet: Document used by a counting board to certify complete vote totals at end of count. One copy is submitted to the elections officer and one is posted outside the polling place.

23. SED Forms: Numbered forms developed by the State Elections Division for use in election-related activities.
24. Tally Sheet: Document used by a counting board to record the tally of votes during the counting process.
25. Undervote: A situation where an elector casts fewer votes than are allowed for a particular office or measure. (All votes are counted.)
26. Write-in Vote: Process whereby the elector writes in the name of a person not listed on the ballot.

