

Quick Reference Guide

Build-It-Yourself Version

Overview

This Quick Reference Guide is a 'build it yourself' resource that can be taken into the poll location and used to quickly reference Election Day procedures and activities.

Refer to your state's election code to fill in specific information needed to be a well-informed Election Observer. The election codes by state have been aggregated by volunteers. Please see your state's codes by visiting:

<https://truethevote.org/info-by-state>

Assembly Instructions

1. Print this document (double-sided, flip on the long edge)
2. Cut along the dotted line at the bottom of each page.
3. Order the pages according to the page numbers (don't include this page).
4. Align all pages along the top edge and staple.
5. Your finished document will have handy tabs along the bottom of each page for quick reference and space for taking notes as you flip the previous page.
6. Keep those elections honest and help true the vote!



Finished Document

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Illinois Election Observer Quick Reference Guide



Polling Place Staff

Lead authority: _____

Other election workers: _____

Primary Mission of a Poll Watcher

OBSERVE and DOCUMENT activities of the Election Workers at the poll to ensure that proper elections procedures are followed. DO NOT TALK or ENGAGE with voters in any way. If a voter or other person approaches you in the poll, walk over to the LEAD AUTHORITY and ask him/her to explain to the person that you are not allowed to speak to them.

Staff & Mission

Hotline #: _____

Notes & Election Codes

10LCS5/1-3(from Ch. 46, par. 1-3)

Sec. 1-3. As used in this Act, unless the context otherwise requires:

8. "Election authority" means a county clerk or a Board of Election Commissioners.

10. "Local election official" means the clerk/secretary of a unit of local government/school district/treasurer of a township board of school trustees/ & regional superintendent of schools with respect to the various school officer elections and school referenda for which the regional superintendent is assigned election duties by The School Code, as now or hereafter amended.

11. "Judges of election" & similar terms, as applied to cases where there are 2 sets of judges, when used in connection with duties at an election during the hours the polls are open, refer to the team of judges of election on duty during such hours; and, when used with reference to duties after closing of the polls, refer to the team of tally judges designated to count vote after closing of polls & holdover judges....

10LCS5/7-34 (from Ch. 46, par. 7-34)

Sec. 7-34. Pollwatchers in election shall be authorized: (1) Each political party shall be entitled to appoint one pollwatcher per precinct. Such pollwatchers must be affiliated with the political party for which they are pollwatching & must be registered voter in Illinois. (2) Each candidate shall be entitled to appoint 2 pollwatchers per precinct. For Federal/State/county/township/ & municipal elections, the pollwatchers must be registered to vote in Illinois. (3) Each organization of citizens within the county/political subdivision, which has among its purposes/interests the investigation/prosecution of election frauds ... (3.5) Each State nonpartisan civic organization within the county/political subdivision shall be entitled to appoint one pollwatcher per precinct, provided that no more than 2 pollwatchers appointed by State nonpartisan civic organizations shall be present in a precinct polling place at the same time. ... (5) In any primary election held to nominate candidates for the offices of a municipality of less than 3,000,000 population that is situated in 2 or more counties, a pollwatcher who is a resident of a county in which any part of the municipality is situated shall be eligible to serve as a pollwatcher in any polling place located within such municipality, provided that such pollwatcher otherwise complies with the respective requirements ... All pollwatchers shall be required to have proper credentials. Such credentials shall be printed in sufficient quantities, shall be issued by & under the facsimile signature(s) of the election authority party official/the candidate/residing officer of the civic organization/chair of the proponent/opponent group, as the case may be. Pollwatcher credentials & shall be available for distribution at least 2 weeks prior to the election. Such credentials shall be authorized by the real/facsimile signature of the State/local party official/the candidate/residing officer of the civic organization/chair of the proponent/opponent group, in accordance with the provisions of the Election Code, the undersigned hereby appoints ... (name of pollwatcher) at ... (address) in the county of ... (township or municipality) of ... (name), State of Illinois & who is duly registered to vote from this address, to act as a pollwatcher in the ... precinct of the ... ward (if applicable) of the ... (township or municipality) of ... (name), State of Illinois & of ... the election to be held on (insert date). ... (Signature of Appointing Authority) ... TITLE (party official, candidate, civic organization president, proponent or opponent group chair) Under penalties provided by law pursuant to Section 29-10 of the Election Code, the undersigned pollwatcher certifies that he or she resides at ... (address) in the county of ... (township or municipality) of ... (name), State of Illinois, & is duly registered to vote in Illinois. (Precinct &/or Ward in (Signature of Pollwatcher) Which Pollwatcher Resides)



What to Do If You See an Infraction

- Notify Lead Authority of infraction
- If correction made: Document incident noting correction
- If correction not made: Document incident noting outcome
- Include time and names of Election Workers involved. DO NOT list names of voters.
- Description of violation:
 - What you witnessed and what was said
 - FACTS ONLY, leave out opinion/emotion
- Complete INCIDENT REPORT when time allows

Professional Conduct & Conflict Resolution

- Remember: Your PRIMARY MISSION is observation & documentation
- Be professional in speech and body language
- Tone of voice says more than words chosen
- Avoid being dismissed as “disruptive”
- Know your election code as much as possible
- Ask Lead Authority to deal with hostile persons
- Dealing with errors by LEAD AUTHORITY
 - Politely point out correct action from reference materials
 - If not corrected, document and share with your state’s election authority

Infractions

Conflict Resolution

Infrctions

10 ILCS 5/17-10 (from Ch. 46, par. 17-10)

(a) Whenever, at any election, in any precinct, any person offering to vote is not personally known to the judges of election to have the qualifications required in this Act, if his vote is challenged by a legal voter at such election, he or she shall make and subscribe an affidavit, in the form outlined in detail in 10 ILCS 5/17-10 (from Ch. 46, par. 17-10) which shall be retained by the judges of election, and returned by them affixed to the poll books or with the official poll record.

Conflict Resolution

10 ILCS 5/17-23 (from Ch. 46, par. 17-23)

Pollwatchers may challenge for cause the voting qualifications of a person offering to vote & may call to the attention of the judges of election any incorrect procedure or apparent violations of this Code.

10 ILCS 5/29-11 (from Ch. 46, par. 29-11)

Failure to comply with order of election authority. Any person who knowingly fails/refuses to comply with any lawful order of an election authority issued by the election authority in the performance of the duties of the election authority, shall be guilty of a Class A misdemeanor.



Arrival Checklist

- Check in with Lead Authority
- Submit any required paperwork upon arrival
- Receive ID badge if required
- Ask Lead Authority for cell phone policy
- Introduce yourself to election workers

Poll Layout

- Write your name, poll location info and date at top of note pad
- Record names of all election workers
- Draw a schematic of the poll layout noting the placement of equipment

Note Taking

- Observe and document all activities, include time of activity and brief description of events
- State observations using facts; DO NOT INCLUDE OPINIONS

Opening Procedures

Things to watch for during the opening of the poll:

- All security seals were intact prior to poll opening
- All ballots boxes were empty (if using paper ballots)
- All voting machines/ballots/ballot boxes are accounted for and within your line of sight

Opening the Polls

Opening the Polls

10ILCS 5/17-1 (from Ch. 46, par. 17-1)

Sec. 17-1. The polls shall be opened at the hour of 6:00 a.m. & continued open until 7:00 p.m. of the same day, at which time the polls shall be closed; if the judges shall not attend at 6:00a.m. in the morning, or if it shall be necessary for the electors present to appoint judges to conduct the election, as herein prescribed, the polls may, in that case, be opened at any hour before the time for closing the same shall arrive, as the case may require.

10ILCS 5/17-2 (from Ch. 46, par. 17-2)

Upon opening the polls one of the judges of election shall make proclamation of the same, & at least 30 minutes before the closing of the polls proclamation shall be made in like manner that the polls will be closed in half an hour.

10ILCS 5/17-4 (from Ch. 46, par. 17-4)

Each of 2 judges of the election shall keep a poll list, which shall contain a column headed 'number', & another headed 'names of voters', The name of each elector voting shall be entered upon each of the poll books by such judges, in regular succession, under the proper headings, & the number of such voter placed opposite his name in the column headed 'number'. ...

10ILCS 5/17-34 (from Ch. 46, par. 7-34)

...Pollwatchers must present their credentials to the Judges of Election upon entering the polling place. Pollwatcher credentials properly executed & signed shall be proof of the qualifications of the pollwatcher authorized thereby. Such credentials are retained by the Judges & returned to the Election Authority at the end of the day of election with the other election materials. Once a pollwatcher has surrendered credential/may leave/ & reenter the polling place provided continuing action does not disrupt conduct of election. Pollwatchers may be substituted during the course of the day, but established political parties/candidates/qualified civic organizations/proponents & opponents of ballot proposition can have only as many pollwatchers at any given time as are authorized in this Article. A substitute must present his signed credential to the judges of election upon entering the polling place. Election authorities must provide a sufficient number of credentials to allow for substitution of pollwatchers. After the polls have closed, pollwatchers shall be allowed to remain until the canvass of votes is completed; but may leave & reenter only in cases of necessity, provided that such action is not so continuous as to disrupt the canvass of votes.

10ILCS 5/17-3 (from Ch. 46, par. 17-3)

(a) Before voting begins, the ballot box shall be publicly opened/exhibited, & the judges shall see that no ballot is in such box; after which the box shall be locked & the key delivered to one of the judges, & shall not be again opened until the close of the polls. This paragraph (a) applies whenever permanent type ballot boxes are used, & does not apply when non-permanent type ballot boxes are used in accordance with section 15-1, paragraph (b). (b) When non-permanent type ballot boxes are used in accordance with section 15-1, paragraph (b), prior to the commencement of voting & before any ballots are deposited therein, the judges shall examine each sealed ballot box, show it to those present & insure that it is in fact sealed & empty; the sealed slot shall be broken open before those present/the box inspected to insure that it is empty & such ballot box shall not be removed from public view from the time it is so inspected until after close of the polls.

10ILCS 5/24A (from Ch. 46, par. 24A-8)

Sec. 24A-8. The county clerk/board of election commissioners shall cause the marking devices to be put in order/set/adjusted/ 7 made ready for voting when delivered to the polling places. Before the opening of the polls the judges of election shall compare the ballots used in the marking devices with the specimen ballots furnished; see that the names/numbers/& letters agree & shall certify on forms provided by the county clerk/board of election commissioners, as the case may be. In addition, those polling places where in-precinct counting equipment is utilized, the judges of election shall make an operational check of the automatic tabulating equipment before the opening of the polls. A precinct identification card provided by the election authority shall be entered into the automatic tabulating equipment to ensure that the totals are all correct in the count column on the printing unit. Pollwatchers as provided by law shall be permitted to closely observe the judges in these procedures & to periodically inspect the equipment when not in use by the voters to see that the ballot labels are in proper position & have not been marked upon or mutilated.

10ILCS 5/24B-8 Sec. 24B-8

Preparation for Use; Comparison of Ballots. Operational Checks of Automatic Precinct Tabulation Optical Scan Technology Tabulating Equipment. Pollwatchers. The county clerk/board of election commissioners shall cause the approved marking devices to be delivered to the polling places. Before the opening of the polls the judges of election shall compare the ballots or displays on the marking device used with the specimen ballots furnished & see that the names/numbers/letters agree & shall certify on forms provided by the county clerk/board of election commissioners. In addition, in those polling places where in-precinct Precinct Tabulation Optical Scan Technology counting equipment is utilized, the judges of election shall make an operational check of the automatic Precinct Tabulation Optical Scan Technology tabulating equipment before the opening of the polls. The judges of election shall ensure that the totals are all zeros in the count column on the Precinct Tabulation Optical Scan Technology unit. Pollwatchers as provided by law shall be permitted to closely observe the judges in these procedures & to periodically inspect the Precinct Tabulation Optical Scan Technology equipment when not in use by the voters.



Who can be in the voting area?

- Voters
- Lead Authority, Election Workers, Poll Watchers
- Interpreters providing assistance to voters
- Children under 18 accompanying a parent to vote
- Persons admitted to provide assistance to voter
- Voting machine technicians

Valid Forms of ID If Required by Your State

ID is only required for Registering to vote or Early Voting.

Acceptable forms of ID (With name & Address) include:

- IL Driver's License
- IL State ID
- Bank Statement
- Lease/Rental Contract
- First Class Mail (addressed to voter)
- Other Government Document
- Payroll Check
- Utility Bill (within last 30 days)

Valid ID with Name/Without Address include:

- IL DL
- IL State ID
- Social Security Card
- Bank statement
- Birth certificate
- Civic/Union/Professional membership card
- Credit Card, Employment ID
- Lease/Contract
- Library Card
- First Class Mail
- Other Government Document
- Out of State Driver's License
- Payroll Check
- Utility Bill (within last 30 days)
- Public Aid (LINK) Card
- Valid Passport
- Voter Registration Card

Voting Area

Valid Forms of ID

Voting Area

10 ILCS 5/17-23 (from Ch. 46, par. 17-23)

Representatives of an election authority, with regard to an election under its jurisdiction, the State Board of Elections, & law enforcement agencies, including but not limited to a United States Attorney/State's attorney/ Attorney General/ & a State/county/local police department, in the performance of their official election duties, shall be permitted at all times to enter/remain in polling place. Upon entering the polling place, such representatives shall display their official credentials or other identification to the judges of election. Uniformed police officers assigned to polling place duty shall follow all lawful instructions of the judges of election.

10 ILCS 5/17-8 (from Ch. 46, par. 17-8)

...No person other than the election officers/challengers allowed by law/ & those admitted for the purpose of voting shall be permitted within the proximity of the voting booths, (i) except by authority of the election officers to keep order/enforce the law & (ii) except that one or more children under the age of 18 may accompany their parent/guardian into the voting booth as long as a request to do so is made to the election officers & the sole discretion of the election officers, the child/children are not likely to disrupt/ interfere with the voting process/influence the casting of a vote.

10 ILCS 5/17-11 (from Ch. 46, par. 17-11)

Before leaving the voting booth the voter shall fold ballot in such manner as to conceal the marks. Then vote in the manner provided, except the number corresponding to the number of the voter on the poll books shall not be indorsed on the back of ballot. Mark/deliver ballot without undue delay, & shall quit said inclosed space as soon as voted, except immediately after voting, the voter shall be instructed whether the voting equipment, if used, accepted/rejected the ballot as identified as under-voted for a statewide constitutional office. A voter whose ballot is identified as under-voted may return to the voting booth & complete the voting of ballot. A voter whose ballot is not accepted by the voting equipment may, upon surrendering the ballot, request & vote another ballot. The voter's surrendered ballot shall be initialed by the election judge & handled as provided in the appropriate Article governing voting equipment. No voter shall be allowed to occupy a voting booth already occupied by another, nor remain within inclosed space more than ten minutes, nor to occupy a voting booth more than five minutes in case all of said voting booths are in use & other voters waiting to occupy the same. No voter not an election officer, shall, after having voted, be allowed to re-enter said inclosed space during said election. No person shall take/remove any ballot from the polling place before the close of the poll. No voter shall vote or offer to vote any ballot except such as has received from the judges of election in charge of the ballots. Any voter who shall, by accident/mistake, spoil ballot, may, on returning said spoiled ballot, receive another in place thereof only after the word "spoiled" has been written in ink diagonally across the entire face of the ballot returned by the voter.

Valid Forms of ID

10 ILCS 5/3-1 (from Ch. 46, par. 3-1)

Every person (i) who has resided in this State and in the election district 30 days next preceding any election therein, or (ii) who has resided in and is registered to vote from the election district 30 days next preceding any election therein and has moved to another district in this State within said 30 days and has made and subscribed to the affidavit provided in paragraph (b) of Section 17-10 of this Act, or (iii) who has resided in and is registered to vote from the election district 30 days next preceding any election therein and has made and subscribed to the affidavit provided in subsection (a) of Section 17-10, and who is a citizen of the United States, of the age of 18 or more years is entitled to vote at such election for all offices and on all propositions. Any military establishment within the boundaries of Illinois is "in this State" even though the government of the United States may have exclusive jurisdiction over such establishment.

(Source: P.A. 90-664, eff. 7-30-98.)



Voter Check-In

- Any person desiring to vote shall give name &, if required to do so, residence to the judges of election, one of whom shall thereupon announce the same in a loud and distinct tone of voice/clear/& audible; the judges of elections shall check each application for ballot against the list of voters registered in that precinct to whom grace period, vote by mail/early ballots have been issued for that election, which shall be provided by the election authority & which list shall be available for inspection by pollwatchers.
- A voter applying to vote in the precinct on election day whose name appears on the list as having been issued a grace period, vote by mail/early ballot shall not be permitted to vote in the precinct, except that a voter to whom a vote by mail ballot was issued may vote in the precinct if the voter submits to the election judges that vote by mail ballot for cancellation.

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Voter Check-In



Paper Ballots and Ballot Box

...The voting shall be by ballots printed/distributed at public expense as provided in this article and no other ballots shall be used. (Source: P.A. 80-1469.)(10 ILCS 5/16-4.1) (from Ch. 46, par. 16-4.1)

...Where paper ballots are used, the names of candidates for nomination/election to more than one political subdivision may be contained on a common ballot, provided that such ballot clearly indicates and separates each political subdivision from which such officers are to be nominated or elected. (10 ILCS 5/16-9) (from Ch. 46, par. 16-9)

The election authorities shall prepare full instructions for the guidance of voters at each election as to obtaining ballots, as to the manner of marking them and the method of gaining assistance and as to obtaining new ballots ... (Source: P.A. 81-1194.)

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Electronic Ballots

For the instruction of voters on election day, the election official in charge of the election shall provide at each polling place one instruction-model electronic voting system marking device...

Before entering the voting booth each voter shall be offered instruction in the operation of the marking device by use of the instruction-model and the voter shall be given ample opportunity to operate the model by himself. ...

No instructions may be given after the voter has entered the voting booth.

No precinct official, or person assisting a voter may in any manner request/suggest/seek to persuade/or induce any voter to cast his vote for any particular ticket/candidate/amendment/question/or prop osition 10 ILCS 5/24A-5.1 (from Ch. 46, par. 24A-5.1)

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Paper Ballots

Electronic Ballots

Paper Ballots

10 ILCS 5/16-1 (from Ch. 46, par. 16-1) Sec. 16-1.

In all elections hereafter to be held in this state for public officers, the voting shall be by ballots printed/distributed at public expense as provided in this article and no other ballots shall be used. (Source: P.A. 80-1469.) (10 ILCS 5/16-4.1) (from Ch. 46, par. 16-4.1)

Sec. 16-4.1. Ballots; Form; Consolidated Elections.

This Section shall apply only to the consolidated election... The ballot for the nomination or election of officers of each political subdivision shall be considered a separate ballot, & candidates for such officers shall be grouped together. Where paper ballots are used, the names of candidates for nomination/election to more than one political subdivision may be contained on a common ballot, provided that such ballot clearly indicates and separates each political subdivision from which such officers are to be nominated or elected. (10 ILCS 5/16-9) (from Ch. 46, par. 16-9)

Sec. 16-9. The election authorities shall prepare full instructions for the guidance of voters at each election as to obtaining ballots, as to the manner of marking them and the method of gaining assistance and as to obtaining new ballots in place of those accidentally spoiled; and they shall respectively cause the same to be printed in large/clear type/on separate cards, to be called cards of instruction; & the election authorities shall furnish to the judges of election a sufficient number of such cards of instruction to enable the judges of election to comply with the provisions of this article. (Source: P.A. 81-1194.)

Electronic Ballots

10 ILCS 5/16-11 Sec. 16-11.

Precinct tabulation optical scan technology voting equipment. If the election authority has adopted the use of Precinct Tabulation Optical Scan technology voting equipment pursuant to Article 24B of this Code, and the provisions of the Article are in conflict with the provisions of this Article 16, the provisions of Article 24B shall govern the procedures followed by the election authority, its judges of elections, & all employees and agents. In following the provisions of Article 24B, the election authority is authorized to develop & implement procedures to fully utilize Precinct Tabulation Optical Scan technology voting equipment authorized by the State Board of Elections as long as the procedure is not in conflict with either Article 24B or the administrative rules of the State Board of Elections. (Source: P.A. 89-394, eff. 1-1-97.)

10 ILCS 5/24A-5.1 (from Ch. 46, par. 24A-5.1) Sec. 24A-5.1.

For the instruction of voters on election day, the election official in charge of the election shall provide at each polling place one instruction-model model shall be located at a place which voters must pass to reach the official marking device used in the actual casting of votes. Before entering the voting booth each voter shall be offered instruction in the operation of the marking device by use of the instruction-model and the voter shall be given ample opportunity to operate the model by himself. In instructing voters, no precinct official may show partially to any political party. The duties of instruction shall be discharged by a judge from each of the political parties represented and they shall alternate serving as instructor so that each judge shall serve a like time at such duties. No instructions may be given after the voter has entered the voting booth. No precinct official, or person assisting a voter may in any manner request/suggest/seek to persuade/or induce any voter to cast his vote for any particular ticket/candidate/ amendment/question/or proposition. All instructions shall be given by precinct officials in such a manner that it may be observed by other persons in the polling place.

10 ILCS 5/17-11 (from Ch. 46, par. 17-11) Sec. 17-11.

Where voting machines or electronic voting systems are used, the provisions of this section may be modified as required or authorized by Article 24, 24A, 24B, or 24C, whichever is applicable, except that the requirements of this Section that (i) the voter must be notified of the voting equipment's acceptance or rejection of the voter's ballot or identification of an under-vote for a statewide constitutional office and (ii) the voter shall have the opportunity to correct an under-vote or surrender the ballot that was not accepted & vote another ballot shall not be modified.



Provisional Ballots

When the eligibility of the voter is in question, a voter should be given a provisional ballot.

Some examples are:

- Voter is in the wrong precinct
- Voter has an address that is outside the country
- Voter not qualified but insist on voting

Provisional ballot procedures that should be followed in your state:

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Mail Ballots

(a) Upon receipt of such vote by mail voter's ballot, the election authority shall enclose the same unopened, together with the application made by said vote by mail voter in a large or carrier envelope which shall be securely sealed and endorsed with the name and official title of such officer and the words, "This envelope contains a vote by mail ballot and must be opened on election day," together with the number and description of the precinct in which said ballot is to be voted, and such officer shall safely keep the same in his office until counted by him as provided in the next section. (10 ILCS 5/19-7) (from Ch. 46, par. 19-7)

Sec. 19-7.

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Provisional Ballots

Mail Ballots

Provisional Voting

10 ILCS 5/18A-5 Sec. 18A-5. Provisional voting; general provisions.

(a) A person who claims to be a registered voter is entitled to cast a provisional ballot under the following circumstances: (1) The person's name does not appear on the official list of eligible voters for the precinct in which the person seeks to vote & the person has refused an opportunity to register at the polling location/another grace period registration site. The official list is the centralized statewide voter registration list established/maintained in accordance with Section 1A-25; (2) The person's voting status has been challenged by an election judge/poll/watch/voter/ or any legal voter & that challenge has been sustained by a majority of the election judges; (3) A federal/state court order extends the time for closing the polls beyond the time period established by State law and the person during the extended time period; (4) The voter registered to vote by mail & is required by law to present identification when voting either in person/by early voting ballot, but fails to do so; (5) The voter's name appears on the list of voters who voted during the early voting period, but the voter claims not to have voted during the early voting period; (6) The voter received a vote by mail ballot but did not return the vote by mail ballot to the election authority; or (7) The voter attempted to register to vote on election day, but failed to provide the necessary documentation. (b) The procedure for obtaining/casting a provisional ballot at the polling place shall be as follows: (1) After first verifying through an examination of the precinct register that the person's address is within the precinct boundaries, an election judge must accept any information provided by a person who casts a provisional ballot the person believes supports claim of duly registered voter and qualified to vote in the election. However, if the person's residence address is outside the precinct boundaries, the election judge shall inform them of fact, give the person the appropriate telephone number of the election authority in order to locate the polling place assigned to serve that address, & instruct the person to go to the proper polling place to vote. (2) The person shall execute a written form provided by the election judge which shall state/contain all of the following that is available: (i) an affidavit stating the following: State of Illinois, County of ..., Township ..., Precinct ..., Ward ..., I, ..., do solemnly swear (or affirm) that: I am a citizen of the United States; I am 18 years of age or older; I have resided in this State and in this precinct for 30 days preceding this election; I have not voted in this election; I am a duly registered voter in every respect; and I am eligible to vote in this election. Signature ... Printed Name of Voter ... Printed Residence Address of Voter ... City ... State ... Zip Code ... Telephone Number ... Date of Birth ... and Illinois Driver's License Number ... or Last 4 digits of Social Security Number ... or State Identification Card Number issued to you by the Illinois Secretary of State ... (ii) A box for signature & to set forth any facts that support/oppose the allegation that the person is not qualified to vote in the precinct in which the person is seeking to vote. The written affidavit form described in this subsection (b)(2) must be printed on a multi-part form prescribed by the county clerk/board of election commissioners, as the case may be. After the person executes the portion of the written affidavit described in this subsection (b)(2)(i) of this Section, the election judge shall complete the portion of the written affidavit described in subsection (b)(2)(iii) and (b)(2)(iv). (4) The election judge shall give a copy of the completed written affidavit to the person. The election judge shall place the original written affidavit in a self-addressed clear plastic packing list envelope that must be attached to a separate envelope marked as a provisional ballot envelope. The election judge shall also place any information provided by the person who casts a provisional ballot in the clear plastic packing list envelope. Each county clerk or board of election commissioners, as the case may be, must design, obtain or procure self-addressed clear plastic packing list envelopes and provisional ballot envelopes that are suitable for implementing this subsection (b)(4) of this Section. (5) The election judge shall provide the person with a provisional ballot, written instructions for casting a provisional ballot, and the provisional ballot envelope with the clear plastic packing list envelope affixed to it, which contains the person's original written affidavit and, if any, information provided by the provisional voter to support claim a duly registered voter. An election judge must also give the person written information that states that any person who casts a provisional ballot shall be able to ascertain, pursuant to guidelines established by the State Board of Elections, whether the provisional vote was counted in the official canvass of votes for that election and, if the provisional vote was not counted, the reason that the vote was not counted. (6) After the person has completed marking provisional ballot, shall place the marked ballot inside of the provisional ballot envelope, close/seal the envelope, & return the envelope to an election judge, who shall then deposit the sealed provisional ballot envelope into a separate container separately identified & utilized for containing sealed provisional ballot envelopes. Ballots that are provisional because they are cast after 7:00 p.m. by court order shall be kept separate from other provisional ballots. Upon the closing of the polls, the sealed container shall be sealed with filament tape provided for that purpose, which shall be wrapped around the box lengthwise and crosswise, at least twice each way, and each of the election judges shall sign the seal. (c) Instead of the affidavit form described in subsection (b), the county clerk/board of election commissioners may design and use a multi-part affidavit form that is imprinted upon or attached to the provisional ballot envelope described in subsection (b). If a county clerk/board of election commissioners elects to design & use its own multi-part affidavit form, then the county clerk/board of election commissioners shall establish a mechanism for accepting any information the provisional voter has supplied to the election judge to support his or her claim as a duly registered voter. In all other respects, a county clerk/board of election commissioners shall establish procedures consistent with subsection (b) to update the person's voter registration information in the State voter registration case may be, shall use the completed affidavit form described in subsection (b) to update the person's voter registration information in the State voter registration ...

10 ILCS 5/19-2 (from Ch. 46, par. 19-2)

Sec. 19-2. Except as otherwise provided in this Code, any elector as defined in Section 19-1 may by mail or electronically on the website of the appropriate election authority, not more than 90 nor less than 5 days prior to the date of such election, make application to the county clerk/board of Election Commissioners for an official ballot for the voter's precinct to be voted at such election. Such a ballot shall be delivered to the elector only upon separate application by the elector for each election. Voters who make an application for permanent vote by mail ballot status shall follow the procedures specified in Section 19-3 and may apply year round. Voters whose application for permanent vote by mail status is accepted by the election authority shall remain on the permanent vote by mail list until the voter requests to be removed from permanent vote by mail status, the voter provides notice to the election authority of a change in registration that affects their registration status, or the election authority receives confirmation that the voter has subsequently registered to vote in another election authority jurisdiction. The URL address at which voters may electronically request a vote by mail ballot shall be fixed no later than 90 calendar days before election and shall not be changed until after election. (Source: P.A. 102-15, eff. 6-17-21; 102-668, eff. 11-15-21; 102-687, eff. 12-17-21; 102-813, eff. 5-13-22.)

10 ILCS 5/19-2.5 Sec. 19-2.5

Notice for vote by mail ballot. An election authority shall notify all qualified voters, except voters who have applied for permanent vote by mail status under subsection (b) of Section 19-3 or voters who submit a written request to be excluded from the permanent vote by mail status, not more than 45 days before a general election of the option for permanent vote by mail status using the following notice and including the application for permanent vote by mail status in subsection (b) of Section 19-3: "You may apply to permanently be placed on vote by mail status using the attached application." (Source: P.A. 102-15, eff. 6-17-21; 102-668, eff. 11-15-21; 103-467, eff. 8-4-23.) (10 ILCS 5/19-7) (from Ch. 46, par. 19-7)

10 ILCS 5/19-7 (from Ch. 46, par. 19-7) Sec. 19-7

(a) Upon receipt of such vote by mail voter's ballot, the election authority shall enclose the same unopened, together with the application made by said voter by mail voter in a large or carrier envelope which shall be securely sealed and endorsed with the name and official title of such officer and the words, "This envelope contains a vote by mail ballot and must be opened on election day," together with the number and description of the precinct in which said ballot is to be voted, and such officer shall safely keep the same in his office until counted by him as provided in the next section. (b) Within one day after receipt of such vote by mail voter's ballot, the election authority shall transmit, by electronic means pursuant to a process established by the State Board of Elections, the voter's name/street address/e-mail address/precinct/ward/ township/& district numbers to the State Board of Elections... (Source: P.A. 98-115, eff. 7-29-13; 98-117, eff. 6-1-15.)

Mail Ballots



Curbside Voting

Election authorities may establish curbside voting for individuals to cast a ballot during early voting/election day.

Rules on Voters Needing Assistance

A voter who presents an Illinois Person with a Disability Identification Card, issued to that person under the provisions of the Illinois Identification Card Act, indicating voter has a Class 1A or Class 2 disability under the provisions of Section 4A of the Illinois Identification Card Act, or a voter who declares upon oath/properly witnessed, by reason of any physical disability is unable to mark a ballot shall, upon request, be assisted in marking his ballot by 2 of the election officers of different parties as provided above in this Section...

Who may provide assistance to a voter?

Any voter who declares upon oath, properly witnessed & with signature/mark affixed, requires assistance to vote by reason of blindness/physical/disability/or inability to read/write/or speak the English language shall, upon request, be assisted in marking ballot, by 2 judges of election of different political parties, selected by all judges of election/precinct at the opening of polls or by a person of the voter's choice, other than the voter's employer/agent of that employer/officer/or agent of voter's union.

Electioneering

No judge of election, pollwatcher/other person shall, at any election, do any electioneering/soliciting of votes/or engage in any political discussion within any polling place, within 100 feet of any polling place, or, at the option of a church/private school, on any of the property of that church/private school that is a polling place; no person shall interrupt, hinder/oppose any voter while approaching within those areas for the purpose of voting. ...

Curbside Voting

Voters Needing Assistance

Electioneering

Curbside Voting

10 ILCS 5/17-13.5 Sec. 17-13.5. Curbside voting.

Election authorities may establish curbside voting for individuals to cast a ballot during early voting/election day. An election authority shall have the opportunity to mark the ballot without interference from the election judges. (Source: P.A. 102-15, eff. 6-17-21.)

10 ILCS 5/17-17 (from Ch. 46, par. 17-17) Sec. 17-17.

After the opening of the polls no adjournment shall be had nor shall any recess be taken, until all the votes cast at such election have been counted & the result publicly announced, except that when necessary one judge at a time may leave the polling place for a reasonable time during the casting of ballots, & except that when a polling place is inaccessible to a voter with a disability, one team of 2 judges of opposite party affiliation may leave the polling place to deliver a ballot to such voter, as provided in Sections 7-47.1 and 17-13 of this Code. When a judge leaves and returns, such judge shall sign a time sheet indicating the length of the period such judge is absent from his duties. When absent, the judge shall authorize someone of the same political party as himself to act for him until he returns.

Voters Needing Assistance

10 ILCS 5/17-14 (from Ch. 46, par. 17-14) Sec. 17-14.

Any voter who declares upon oath, properly witnessed & with signature/mark affixed, requires assistance to vote by reason of blindness/physical disability/or inability to read/write/or speak the English language shall, upon request, be assisted in marking ballot, by 2 judges of election of different political parties, selected by all judges of election/precinct at the opening of polls or by a person of the voter's choice, other than the voter's employer/agent or that employer/office/or agent of voter's union. A voter who presents an Illinois Person with a Disability Identification Card, issued to that person under the provisions of the Illinois Identification Card Act, indicating voter has a Class 1A or Class 2 disability under the provisions of Section 4A of the Illinois Identification Card Act, or a voter who declares upon oath/properly witnessed, by reason of any physical disability is unable to mark a ballot shall, upon request, be assisted in marking his ballot by 2 of the election officers of different parties as provided above in this Section.... This instruction shall be prescribed by the State Board of Elections & shall include the penalties for attempting to influence the voter's choice of candidates, assistance shall sign an oath, swearing not to influence the voter's choice of candidates/party/or votes in relation to any question on the ballot & to cast the ballot as directed by voter. The oath shall be prescribed by the State Board of Elections & shall include the penalty for violating this Section. In the voting booth, such person shall mark the ballot as directed by the voter, & give no information regarding the same. The judges of election shall enter upon the poll lists or official poll record after the name of any elector who received such assistance in marking his ballot a memorandum of fact & if the disability is permanent. Intoxication shall not be regarded as a physical disability, & no intoxicated person shall be entitled to assistance in marking ballot. No person shall secure/attempt to secure assistance in voting who is not blind/physical disability/literate nor shall any person knowingly assist a voter in voting contrary to the provisions of this Section. (Source: P.A. 99-143, eff. 7-27-15.)

Electronering

10 ILCS 5/17-29 (from Ch. 46, par. 17-29) Sec. 17-29.

(a) No judge of election, pollwatcher/other person shall, at any election, do any electioneering/soliciting of votes/or engage in any political discussion within any polling place, within 100 feet of any polling place, or, at the option of a church/private school, on any of the property of that church/private school that is a polling place; no person shall interrupt, hinder/oppose any voter while approaching within those areas for the purpose of voting. ... (b) Election officers shall place 2 or more cones, small United States national flags, or some other marker a distance of 100 horizontal feet from each entrance to the room used by voters to engage in voting, which shall be known as the polling room. If the polling room is located within a building that is a private business/public/private school/church/or other organization founded for the purpose of religious worship & the distance of 100 horizontal feet ends within the interior of the building, then the markers shall be placed outside of the building at each entrance used by voters to enter that building on the grounds adjacent to the thoroughfare or walkway. If the polling room is located within a public/private building with 2 or more floors & the polling room is located on the ground floor, then the markers shall be placed 100 horizontal feet from each entrance to the polling room used by voters to engage in voting. If the room is located in a public or private building with 2 or more floors and the polling room is located on a floor above or below the ground floor, then the markers shall be placed a distance of 100 feet from the nearest elevator or staircase used by voters on the ground floor to access the floor where the polling room is located. The area within where the markers are placed shall be known as a campaign free zone/electioneering is prohibited pursuant to this subsection. Notwithstanding any other provision of this Section, a church/private school may choose to apply the campaign free zone to its entire property, and, if so, the markers shall be placed near the boundaries on the grounds adjacent to the thoroughfares or walkways leading to the entrance used by the voters. If an election authority maintains a website, no later than 5 days before election day, each election authority shall post on its website the name/address of every polling place designated as a campaign free zone. This information shall be immediately provided to any person upon request, and a requester shall not be required to submit a request under the Freedom of Information Act. The area on polling place property beyond the campaign free zone, whether publicly or privately owned, is a public forum for the time that the polls are open on an election day. At the request of election officers any publicly owned building must be made available for use as a polling place. A person shall have the right to congregate/engage in electioneering on any polling place property while the polls are open beyond the campaign free zone, including but not limited to, the placement of temporary signs. This subsection shall be construed liberally in favor of persons engaging in electioneering on all polling place property beyond the campaign free zone for the time that the polls are open on an election day. At or near the door of each polling place, the election judges shall place signage indicating the location of the polling place. In addition, the election judges shall ensure that a sign identifying the location of the polling place is placed on a nearby public roadway. The State Board of Elections shall establish guidelines for the placement of polling place signage. ... (Source: P.A. 98-1171, eff. 6-1-15.)



Closing Procedures

- Immediately upon closing the polls the Judges shall proceed to canvass the votes polled.
- They shall first count the whole number of ballots in the box.
- Election workers are responsible for breaking down equipment; poll watchers only observe and document the process.

Voting After the Polls Close

- Doors close at 7:00pm.

Securing and Transporting Ballots / Equipment

- Election officer secures and inactivates voting equipment at closing of the polling place

Breaking Down Equipment

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Closing the Poll

Closing the Poll

10 ILCS 5/17-18 (from Ch. 46, par. 17-18) Sec. 17-18.

Immediately upon closing the polls the judges shall proceed to canvass the votes polled. They shall first count the whole number of ballots in the box. If 2 or more ballots are folded together so as to appear to have been cast by the same person, all of the ballots so folded together shall be marked & returned with the other ballots in the same conditions, as near as may be, in which they were found when first opened, but shall not be counted. If the remaining ballots shall be found to exceed the number of applications for ballot, the ballots shall be replaced in the box/box closed/well shaken/ & again opened & one of the judges shall publicly draw out so many ballots unopened as shall be equal to such excess; & the number of the ballots agreeing with the poll lists, or being made to agree. Such excess ballots shall be marked "Excess-Not Counted" & signed by a majority of the judges & shall be placed in the "After 6:00 p.m. Defective Ballots Envelope". The number of excess ballots shall be noted in the remarks section of the Certificate of Results. "Excess" ballots shall not be counted in the total of "defective" ballots.

The judges shall then proceed to count/record the votes; & when the judges of election shall open/read the ballots, 3 judges, with at least one from each political party from which the precinct judges were chosen, shall carefully/correctly mark down upon the 3 tally sheets the vote each candidate has received, in a separate box prepared for that purpose, with the name of such candidate at the head of such box, & the office designated by the votes such candidate shall fill. Whenever a proposition is submitted to the electors at the same election, the ballots for or against such proposition shall always be canvassed, counted or tallied. The votes shall be canvassed in the room or place where the election is held, and the judges shall not allow the ballot box, or any of the ballots, or the applications for ballot, or any of the tally sheets to be removed/carried away from such room/place, until the canvass of the vote is completed, & the returns carefully enveloped and sealed up as provided by law.

Where voting machines or electronic voting systems are used, the provisions of this section may be modified as required or authorized by Article 24 or Article 24A, whichever is applicable. (Source: P.A. 83-333.)



Election Observers MUST

- Have proper credentials.
- Be a registered voter.
- Resident in the district in which they are observing voting.

Election Observers MAY

- Observe all voting procedures including viewing all reasonably requested records relating to conducting the election as long as ballot secrecy is not impinged.
- Observe the election judges making the signature comparison between the voter application and voter registration record card.
- Challenge for cause the voting qualifications of a person offering the vote.
- Call attention to the election judges any incorrect procedure or violations of this code.
- Also observe vote counting/canvassing and may enter and leave but not as to be disruptive or in an excessive manner.

Election Observers MAY NOT

- Stand so close to an election judge as to interfere with orderly conduct of the election.
- Electioneer or influence any votes on any matters.

Election Observer Rules & Privileges

Election Observer Rules & Privileges

10 LCS 5/17-23 (from Ch. 46, par. 17-23)

Pollwatchers shall be permitted to observe all proceedings and view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot is not impinged, and to station themselves in a position in the voting room as will enable them to observe the judges making the signature comparison between the voter application and the voter registration record card; provided, however, that such pollwatchers shall not be permitted to station themselves in such close proximity to the judges of election so as to interfere with the orderly conduct of the election and shall not, in any event, be permitted to handle election materials. Pollwatchers may challenge for cause the voting qualifications of a person offering to vote and may call to the attention of the judges of election any incorrect procedure or apparent violations of this Code.

10 LCS 5/7-34 (from Ch. 46, par. 7-34) Sec. 7-34.

Pollwatchers in a primary election shall be authorized in the following manner: ...After the polls have closed, pollwatchers shall be allowed to remain until the canvass of votes is completed; but may leave and reenter only in cases of necessity, provided that such action is not so continuous as to disrupt the canvass of votes.



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Additional Notes
