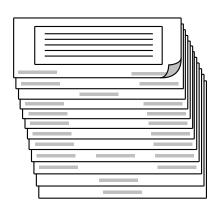# Quick Reference Guide

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

Finished Document

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!

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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 #: _____

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Notes & Election Codes

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

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Notes & Election Codes

Arrival Checklist

- Check in with Lead Authority
- Submit any required paperwork upon arrival and 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

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Notes & Election Codes

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

Others allowed according to your state elction code:

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

Voting Area

Valid Forms of ID If Required by Your State

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Valid Forms of ID

Notes & Election Codes

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Voter Check-In (Notes from your state's election code)

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Voter Check-In

Paper Ballots and Ballot Box

(If applicable in your state; Notes from the state's election code)

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Electronic Ballots

(If applicable in your state; Notes from the state's election code)

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Paper Ballots

Electronic Ballots

Paper Ballots and Ballot Box

When the elibility 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

(Notes from the state's election code)

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Provisional Ballots

Mail Ballots

Curbside Voting (If applicable; Notes from your state's election code)

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- _____

Rules on Voters Needing Assistance (Notes from your state's election code)

- _____
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- _____
- _____

Who may provide assistance to a voter? (Notes from your state's election code)

- _____
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- _____
- _____

Electioneering (Notes from your state's election code)

- _____
- _____
- _____
- _____

Curbside Voting   **Voters Needing Assistance**   **Electioneering**

Closing Procedures (Notes from your state's election code)

- _____
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- _____
- _____
- _____

Voting After the Polls Close (Notes from your state's election code)

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- _____
- _____
- _____

Securing and Transporting Ballots / Equipment (Notes from your state's election code)

- _____
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- _____
- _____

Breaking Down Equipment (Notes from your state's election code)

Election workers are responsible for breaking down equipment; poll watchers **only observe and document the process.**

- _____
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Closing the Poll

Election Observers <u>MUST</u> (Notes from your state's election code)

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Election Observers <u>MAY</u> (Notes from your state's election code)

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Election Observers <u>MAY NOT</u> (Notes from your state's election code)

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Election Observer Rules & Priviliges

Additional Notes