

Election Observer

Quick Reference Guide

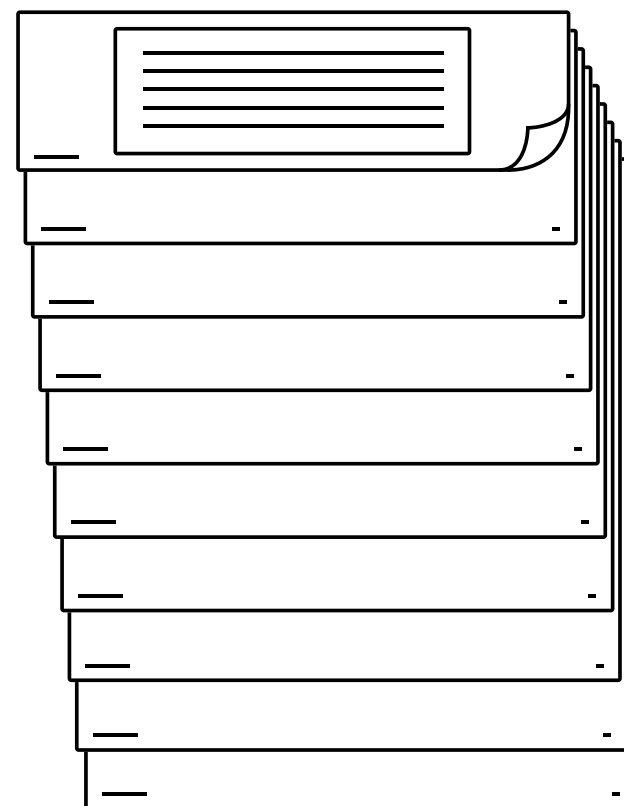
Overview

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. Easy access to your state's election code can be found at truethevote.org/engage

Assembly Instructions

1. Print this document (single-sided) (you don't need to print this cover page).
2. Cut along the dotted lines on each page.
3. Order the pages according to the page numbers.
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.
6. Keep those elections honest and True the Vote!



Finished Document

Pulling Place Staff

Lead Authority title:

Other Election Worker titles:

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

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

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

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
- _____
- _____
- _____

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 the Polls

Who can be in 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 election code:

- _____
- _____
- _____
- _____
- _____

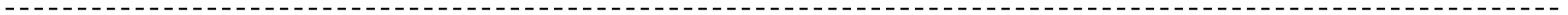
Valid forms of ID if required by your state:

- _____
- _____
- _____
- _____
- _____

Voting Area & Valid Form of ID

Valid forms of ID if required by your state:

- _____
- _____
- _____
- _____



Paper Ballot (if applicable in your state; notes from your state's election code)

- _____
- _____
- _____

Electronic Ballot (if applicable in your state; notes from your state's election code)

- _____
- _____
- _____

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 of the county
- Voter not qualified but insists on voting

Provisional ballot procedures that should be followed in your state:

- _____
- _____
- _____
- _____
- _____

Mail ballots (Notes from your state's election code)

- _____
- _____
- _____
- _____
- _____

**Rules on voters needing assistance
(Notes from your state's election code)**

- _____
- _____
- _____
- _____

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

- _____
- _____
- _____
- _____

**Electioneering (Notes from your
state's election code)**

- _____
- _____
- _____
- _____

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

- _____
- _____
- _____
- _____

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

- _____
- _____
- _____
- _____

Voting after the polls close? (Notes from your state's election code)

- _____
- _____
- _____
- _____

Securing and transporting ballots / equipment (Notes from your state's election code)

- _____
- _____
- _____
- _____

Breaking down equipment (Notes from your state's election code)

- Election workers are responsible for breaking down equipment;; Poll Watchers only observe & document the process.
- _____
- _____
- _____
- _____

Closing the Poll

Election observers must (Notes from your state's election code)

- _____
- _____
- _____
- _____

Election observers may (Notes from your state's election code)

- _____
- _____
- _____
- _____

Election observers may not (Notes from your state's election code)

- _____
- _____
- _____
- _____



