



# **Precinct Election Officer's Quick Reference Guide**

## **General Election November 6, 2012**

**Prepared By:  
State Board of Elections**



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## RESPONSIBILITIES AND AUTHORITY OF ALL PRECINCT ELECTION OFFICERS

1. Open the polling place for voting at **6 AM**. Please arrive at the precinct at least by 5:30 AM to give yourself enough time to prepare the polling place before 6 AM.
2. Set up **all** voting equipment, including the accessible voting machine.
3. Assist in the opening, examination, and closing of the voting machines.
4. Make certain voting equipment is set up to maintain a voter's privacy.
5. Ensure that Election Day posters and notices are posted (see page 12).
6. Maintain the county clerk's certified lists of write-in candidates at the check-in table. Do not post the county clerk's certified lists of write-in candidates with posters and notices mentioned in 5, above. If voters ask you who the write-in candidates are, allow such voters to view the county clerk's certified lists of write-in candidates.
7. Upon request of any voter, instruct the voter on how to cast a write-in vote.
8. Make certain that only registered voters enter the voting machine to cast a ballot.
9. Throughout the day, compare the ballot face of the machine with the sample ballot to be sure that there have been no alterations on the ballot face. For counties using paper ballots, ensure you are providing the correct ballot to each voter.
10. If a problem should arise with a voting machine, immediately contact your County Clerk for instructions.
11. Ensure that the election laws are obeyed and that any potential violation is reported to the Precinct Sheriff for entry on the **Precinct Sheriff's Post-Election Report (SBE 53)** (see page 52).
12. All voters must produce a form of identification or be a personal acquaintance of the Precinct Election Officer (see page 15).
13. Completely fill in the oval in the "**ID Type**" column on the roster and the Precinct Election Officer verifies the identity of the voter by affixing his/her initials in the "**Clerk Initials**" column of the **Precinct Signature Roster** and the **Supplemental Signature Roster**. **DO NOT write in any other areas on the Precinct Signature Roster** (see page 13).
14. If a voter's name does not appear on the **Precinct Signature Roster**, verify that the voter is in the correct precinct by reviewing the voter's address with maps/information provided by the County Clerk.
15. You must confirm the eligibility of a voter whose name is not on the Precinct Signature Roster or the Supplemental Signature Roster, but claims to be in the correct precinct, by:
  - Contacting your County Clerk

**OR**

- Contacting the toll free State Board of Elections' Voter Verification System (See page 43 and the actual chart will be provided in your Election Day supplies).
16. If you can confirm the voter's eligibility, the voter must sign the **Oath of Voter (SBE 32)** (see page 17 & 47), a new **voter registration card** (see page 51), and the **Supplemental Precinct Signature Roster** (see page 46) before casting a ballot on the voting machine.
  17. Any Precinct Election Officer may complete and sign the bottom portion of the **Oath of Voter (SBE 32)** when it is used. Make sure you completely fill out the reason for requiring the oath on the "Reason for Requiring Oath" portion of the form (see page 17).
  18. If the voter's eligibility CANNOT be confirmed, the voter CANNOT vote at the precinct on the voting machine. The Precinct Election Officer will instruct the individual of the option to request a hearing before the County Board of Elections to determine eligibility or vote a Provisional Ballot if the individual resides within the geographic boundaries of the precinct (see page 21).
  19. Instruct voter, when requested, how to operate the voting machine:
    - a. DO NOT enter the voting machine privacy area after the voter has entered this area.
    - b. DO NOT make any comments that might be considered in favor of any party, candidate, or public question.
    - c. DO NOT hover in the voting privacy area after providing instructions to the voter.
    - d. DO NOT attempt to view the voter's selections as he or she votes.
  20. Any Precinct Election Officer may complete and sign the bottom portion of the **Voter Assistance Form (SBE 31)** when it is used (see page 45).
  21. If voters are waiting in line to use a voting machine, no voter shall have more than two minutes in which to vote except that voters with disabilities may have extra time to cast a ballot on any voting machine of their choice.
  22. Any voter may vote on the accessible voting machine regardless of the voter's ability or disability.
  23. Sign return sheets and post election results at the polling place at the end of the day.
  24. At the close of the polls, total the number of voters who signed the **Precinct Signature Roster** and write the sum on the summary page of your **Precinct Signature Roster** (see page 50).
  25. Complete the **Ballot Accountability Statement** if using paper ballots (see pages 8 and 53).
  26. Properly fill out all required forms including **Precinct Signature Rosters, USE INK PENS ONLY. \*\* (DO NOT use markers or pencil.) \*\***
  27. Duties for the additional Precinct Election Officers will be assigned by the County Board of Elections.
  28. Your County Board of Elections will provide detailed training on how to setup, use, and close the voting machines for your precinct.

Check <input checked="" type="checkbox"/> when Complete	SPECIAL DUTIES OF PRECINCT CLERK
	Pick up all election supplies for the precinct and deliver supplies to precinct.
	Examine the voting machine and compare the ballot face of the machine with the Sample Ballot prior to opening the polling place or check to ensure the correct paper ballots have been sent to your precinct. Immediately report any discrepancies to the County Clerk.
	Ensure that you have the correct Precinct Signature Roster for your precinct.
	If using paper ballots, ensure you have the correct ballots for your precinct.
	Before a voter signs the <b>Precinct Signature Roster</b> or <b>Supplemental Precinct Roster</b> , be sure to confirm a voter's identity.
	Verify the identification of each voter by one of the following methods (see page 15): <ul style="list-style-type: none"> <li>❖ Personal acquaintance with a Precinct Election Officer</li> <li>❖ Driver's license (does not have to be a Kentucky-issued driver's license)</li> <li>❖ Any identification card with picture and signature of voter ("Other ID")</li> <li>❖ Social Security card; or</li> <li>❖ Credit card</li> </ul>
	Request the <b>current address</b> of the voter to determine if the voter remains qualified to vote in the precinct before allowing the voter to sign the <b>Precinct Signature Roster</b> or <b>Supplemental Signature Roster</b> and vote.
	<u>DO NOT</u> turn voters away who are not on the <b>Precinct Signature Roster</b> or <b>Supplemental Signature Roster</b> without first contacting the County Clerk's office or contacting the toll free State Board of Elections' Voter Verification System (refer to page 43 to determine the voter's eligibility). These voters may be eligible to vote. The Precinct Election Officer will instruct the individual of the option to request a hearing before the County Board of Elections to determine eligibility or vote a Provisional Ballot if the individual resides within the geographic boundaries of the precinct (see page 20).
	Completely fill in the oval in the " <b>ID Type</b> " column on the roster and have the officer verifying the identity of the voter to sign his or her initials in the " <b>Clerk Initials</b> " column of the <b>Precinct Signature Roster</b> or <b>Supplemental Signature Roster</b> . Do not write in any other areas of the Precinct Signature Rosters (see pages 13 & 14).
	Attest the signature of any person who assists a voter on the <b>Voter Assistance Form (SBE 31)</b> (see pages 26 & 27 - form page 45).
	Verify that the voter signed the Precinct Signature Roster on the correct line. If the voter <u>does not</u> sign on the correct line, note the error on the Precinct Sheriff's report (SBE 53) (see page 52).
	At the close of the polls, total the number of voters who signed the <b>Precinct Signature Roster</b> and who were stamped as voting <b>Absentee</b> and write the sum on the summary page of your <b>Precinct Signature Roster</b> (see page 50.)
	Inform the <b>Precinct Sheriff</b> of any election law violations, potential election law violations, irregularities and suggestions for improvement or other comments.
	If using paper ballots, complete the <b>Ballot Accountability Statement</b> (see page 53).

Check <input checked="" type="checkbox"/> when complete	SPECIAL DUTIES OF PRECINCT JUDGES
	Examine the voting machine and compare the ballot face of the machine with the Sample Ballot prior to opening the polling place for voting or check to ensure the correct paper ballots have been sent to your precinct. Immediately report any discrepancies to the County Clerk.
	<p>Sign the <b>Voter Assistance Form (SBE 31)</b> and render assistance to any voter who meets the legal requirements for assistance in operating the voting machine if the voter does not bring someone to assist him or her or does not pick someone inside the polling place (see pages 26 &amp; 27 for details on <i>when</i> the precinct judges may offer assistance). Voters must meet one of the following conditions (rendering him unable to vote without assistance) in order to be legally eligible to receive voting assistance:</p> <ul style="list-style-type: none"> <li>▶ Inability to read English;</li> <li>▶ Physical disability; OR</li> <li>▶ Blindness</li> </ul>
	Ensure the voter has received the correct paper ballot.
	Seal and lock the voting machine after the polls have closed.
	Return all election supplies and results of the election to the County Board of Elections.
	Regularly check the voting machine screens to make sure they are clean and without stray marks left by voters.
	If using paper ballots, complete the <b>Ballot Accountability Statement</b> (see page 53).
	Sign the <b>Voting Machine Verification Sheet</b> for each voting machine in your precinct (see page 54).

Check <input checked="" type="checkbox"/> when Complete	SPECIAL DUTIES OF PRECINCT SHERIFF
	Compare the ballot face of the machine with the Sample Ballot prior to opening the polling place for voting or check to ensure the correct paper ballots have been sent to your precinct. Immediately report any discrepancies to the County Clerk.
	Display American flag at entrance to polling place and install temporary accessibility devices, when instructed by the County Clerk. This includes installing handicap parking signs, parking cones for creating the accessible parking spaces, door knob adapters, ramps, etc.
	Maintain order at the polling place. No one, other than Challengers (see pages 33-34), is permitted to have paper, telephone, cell phones, computers or other technology systems in the voting room for the purpose of creating check-off lists or to record the identity of any voter. (This does not mean voters cannot have these items in their possession).
	Ensure only those persons allowed by law to be in the voting room are granted access (see page 35).
	If media appear, immediately contact the County Clerk. Members of the news media are allowed in the voting room for the limited purpose of filming the voting process. The media may <u>not</u> film the identity of the voters, conduct interviews with voters inside the voting room, or disrupt the voting process (see page 35).
	Report any potential election law offenses to the County Clerk, County Sheriff, or the State Police. No person is permitted to do any electioneering within 300 feet of the entrance to the polling place (see page 36).
	Note <b>ALL</b> election law violations, potential election law violations, irregularities, and suggestions for improvement or other comments on the <b>Precinct Sheriff's Post-Election Report (SBE 53)</b> (see page 52).
	<p><b>Promptly at 6 PM</b>, station yourself at the end of the line of persons waiting to vote.</p> <ul style="list-style-type: none"> <li>➤ All voters in line by <b>6 PM <u>must be allowed</u></b> to vote regardless of how long it takes.</li> <li>➤ No person who joins the line after you shall be allowed to vote.</li> <li>➤ If your precinct is sharing a voting location, each precinct <b>MUST CLOSE</b> at the same time unless there is a line in the precinct. (Synchronize all clocks to send the precinct sheriffs to the end of the line or close polls at 6PM.)</li> </ul>
	Include the <b>Precinct Sheriff's Post-Election Report (SBE 53)</b> with the election supplies on election night. A supplement to this report may be filed with the County Clerk within 3 days of the election.
	If using paper ballots, complete the <b>Ballot Accountability Statement</b> (see page 53).

# BALLOT AND VOTING MACHINE FORMS

## BALLOT ACCOUNTABILITY STATEMENT (see page 53 for a sample form)

Applies only to counties using paper ballots in the precinct.

### ONE FORM PER PRECINCT:

An accounting of the total number of each type of ballot submitted to the precinct.

#### Contains:

- ✓ An oath for the County Clerk to sign attesting to the accuracy of the information provided on the statement;
- ✓ An accounting of the total number of ballots used, unused, and spoiled on election day to be completed by the Precinct Election Clerk and signed by all four (4) Precinct Election Officers;
- ✓ An accounting of the total number of ballots returned to the County Clerk at the end of the election day to be completed by the Precinct Election Clerk;
- ✓ A section that allows for the Precinct Election Clerk to explain any discrepancies; and
- ✓ An oath for all four of the Precinct Election Officers to sign attesting to the accuracy of the information provided on the statement.
- ✓ Ensure that all four (4) Precinct Election Officers sign this document.

## VERIFICATION STATEMENT (see page 54 for a sample form)

Applies to all counties.

### ONE FORM PER VOTING MACHINE:

An accounting, per voting equipment, before opening polls and when closing polls

#### Contains:

- ✓ The assigned precinct name and number, if applicable ;
- ✓ The serial numbers of the voting system components;
- ✓ The seal numbers;
- ✓ Counter number at the beginning of the election, if applicable;
- ✓ Counter number at the end of the election, if applicable;
- ✓ Signature line for the program administrator who sealed the voting system after the accuracy test; and
- ✓ Signature lines for the two precinct election judges to sign on the Election Day.
- ✓ Ensure that the two (2) Precinct Election Judges sign this document.



# ELECTION SECURITY PLAN

Election Day security is largely in your hands. Each county must have a security plan in place. Your County Board of Elections must train you on your county's procedures to ensure security of the voting equipment and election materials. Below are procedures to follow in every county to ensure security:

## MACHINE DELIVERY

The County Clerk must deliver the machines and all voting supplies to the precincts **at least one hour** before the polls open. The county should designate a secure location within the precinct for the storage of these items until your arrival. Make sure you know where to find your election materials if you do not already have them.

## MACHINE PLACEMENT

After you have inspected all equipment and supplies and made sure the equipment and supplies are ready for use, then setup of each polling place may begin. When you set up your precinct, the following should be guaranteed:

- ✓ Voters should not be able to access the voting devices' power control, counter controls, and results storage media.
- ✓ Each voting device's exterior should be in plain view of the Precinct Election Officers and voters in line at all times, with voting secrecy for each voter ensured.
- ✓ You should maintain control of all administrator and ballot activation devices.
- ✓ You should verify date, time, and precinct on the voting devices.

Make sure that the precinct, as well as the accessible voting machine, remain accessible to all voters with disabilities.

## PAPER BALLOTS AT THE PRECINCT

If your county uses paper ballots, as instructed by your County Clerk during training, you should count and verify the number of ballots you have received on the proper forms.

Ensure that you secure all paper ballots throughout the day. Do not leave a stack of ballots unattended at any time during the day or allow voters access to the paper ballots unless voting a ballot.

## POLLING LOCATION AND PROCESS SECURITY

You should secure the area around the voting devices at all times.

Only Precinct Election Officers and other legally authorized personnel and registered voters waiting to vote should be allowed in this area. Each Precinct Election Officer should have a clearly defined role so voters are able to identify the Precinct Election Officers and their particular responsibilities.

- The Precinct Judges should maintain control of the ballot activation device and, if issued to the voter, only issue the device when a voting machine is available for the voter's use.
- Precinct Election Officers should be vigilant to make sure the voting devices have not been damaged or tampered with.

You should occasionally compare the following:

- The number of votes recorded on the voting device  
versus
- The number of signatures in the Precinct and Supplemental Signature Rosters.

**If these numbers do not match, the Precinct Election Officers should immediately contact the County Clerk.**

You can avoid some important security concerns if you do the following:

- ✓ Arrange the voting machines or privacy booths so that the flow of traffic is not passing behind the voters as they are casting their ballots.
- ✓ Manage the flow of voters within the polling area so that lines are minimal and occur at the registration table and not at the machine.
- ✓ Do not let voters sign the Precinct or Supplemental Signature Rosters until a voting device is ready. Do not let a line develop at the voting device and keep the line at the registration table.
- ✓ Wear identification tags so that the voters will recognize you as being a Precinct Election Officer at the polling location.
- ✓ Call the County Clerk immediately when a problem occurs.

# SECURITY FOR ELECTION DAY CLOSING

## WHEN TO CLOSE THE POLLS, RECORD ELECTION RESULTS, AND SECURE VOTING EQUIPMENT AFTER CLOSING

**After all voters, who were in line by 6:00 PM, have cast their ballots, it is time for the Precinct Election Officers to close the voting devices and tabulate the votes.**

Reminder: Any candidate or slate of candidates, or their representatives, as well as members of the news media authorized by the County Board of Elections, may be present and witness the count.

When closing the polls, you should follow the process below:

- ✓ You should validate the number of voter activation devices and secure them in a transport case for return to the local election office.
- ✓ The voting devices should be secured by using the numbered closing seals.
- ✓ You should complete and sign the proper paperwork to be returned to the County Clerk, County Board of Elections, and Grand Jury.
- ✓ The public and protective counter numbers should be recorded on the return envelopes along with device serial number and seal numbers on the Verification Sheets (see page 8).
- ✓ The print out totals for each voting device used should be recorded on the proper paperwork, posted at the precinct, and then returned to the County Clerk and County Board of Elections.
- ✓ The precinct judges should return the devices and materials to the County Clerk and County Board of Elections, being certain to properly seal all before transport begins. **DO NOT** put these materials inside the voting machine. This machine is to be locked for 30 days after the election and can only be opened by court order.
- ✓ The County Clerk should verify receipt of all devices as well as confirm that all are sealed properly.

At the end of the day, the Precinct Election Officers should compare the following numbers:

- The number of votes processed  
Versus
- The number of votes recorded on the voting device  
Versus
- The number of signatures in the Precinct and Supplement Signature Rosters.

**NOTE: After the equipment is sealed after the election, the Precinct Election Officers should secure the voting equipment in the location in which it was left prior to the election. The County Clerk should ensure that the voting equipment is immediately retrieved from the precincts.**

# ELECTION DAY POSTERS AND NOTICES REQUIRED TO BE POSTED AT PRECINCT

It is the duty of ALL Precinct Election Officers to make sure these posters and notices are posted in a visible area inside the polling place by 6:00 AM on Election Day.

Check <input checked="" type="checkbox"/> when posted	FORM #	POSTER OR NOTICE TITLE
	SBE 52	Vote buying & selling are illegal
	SBE 52B	Clerical error
	SBE 52C	Voter Rights & Responsibilities
	SBE 52D	Prohibition Against Check-off Lists in the Precincts
	n/a	Sample ballot
	n/a	Instructions on voting machines
	n/a	Candidate withdrawal notices, if necessary
	n/a	Voting machine identified by precinct (when 2 or more are sharing a facility)



# PRECINCT & SUPPLEMENTAL SIGNATURE ROSTERS

Precinct and Supplemental Signature Rosters serve as a paper record that an individual voter voted in an election. The rosters are also used to give the individual voter credit for voting in a particular Primary or General Election in the voter registration system. By following the procedures listed below, the voter will be given credit for voting in the voter registration system. **["Voter Credit" means the record of the voter's attendance at the election and does not mean the ballot cast by the voter.]**

- ✓ **USE INK PENS ONLY.** \*\*\**No Pencils or Highlighters*\*\*\*
- ✓ **DO NOT** attach tabs to the roster pages because they will tear the roster when removed for scanning.
- ✓ **DO NOT** use paper clips, staples, and loose pieces of paper, post-it notes, or any other type of note from the roster pages.
- ✓ **DO NOT** use correction fluid (like "white out") to correct any line in which someone signed in the wrong area. (*On a separate sheet of paper that you include with the rosters, note any such errors.*)
- ✓ **DO NOT** place a check mark or put an X mark through the ID type. You will need to completely fill in that oval for the voter to receive proper credit.

ID Type					Clerk	
FILL IN ONE box ONLY					Init.	
PA ○	DL ●	OI ○	SS ○	CC ○	JS	
Incorrect →	PA ○	DL /	OI ○	SS ○	CC ○	JS
Incorrect →	PA ○	DL X	OI ○	SS ○	CC ○	JS

- ✓ **DO NOT** mark a line through the voter's name if the person is deceased or moved out of the county. (*On a separate sheet of paper that you include with the rosters, note any such voters for the County Clerk's review.*)
- ✓ If a person signed an Oath of Voter form (SBE 32), but did not sign the Supplemental Signature Roster, you will need to record the voter's name and social security number on a separate note for the County Clerk's office so that the person can receive voter credit.
- ✓ At the close of the polls, total the number of voters who signed the **Precinct Signature Roster** or were stamped as voting Absentee and write the sum on the summary page of your **Precinct Signature Roster** (see page 50).

# PROVISIONAL SIGNATURE ROSTERS

► FEDERAL OFFICES ONLY ◀

Provisional Ballot Precinct Signature Roster (SBE 35) is green in color and serves as a paper record that an individual voter voted in a Provisional Ballot. Every voter who is issued a Provisional Ballot must sign the Provisional Ballot Precinct Signature Roster.

The Precinct Election Officer must affix his/her initials on the Provisional Ballot Precinct Signature Roster and print the individual's Social Security Number, name, address, date of birth, political party affiliation, and identification type (fill in only one oval for identification type PA=Personal Acquaintance; DL=Driver's License; OI=Other Identification; SS=Social Security Card; and CC=Credit Card).

**See page 22** for who can receive a Provisional Ballot. Only an individual who meets one or more of the 5 categories are eligible to vote a Provisional Ballot.

**See pages 23-25** for verifying that a voter meets one or more of the 5 categories before issuing a Provisional Ballot and procedures for voting a Provisional Ballot.

# IDENTIFICATION OF VOTERS



Before a voter signs the **Precinct Signature Roster** or **Supplemental Precinct Signature Roster (SBE 25)**, a Precinct Election Officer must confirm a voter's identity and address. That Precinct Election Officer must *completely* fill in the oval designating the proper code as the means of identification of the voter and enter that officer's initials in the "Clerk Initials" column of the **Precinct Signature Roster** or **Supplemental Signature Roster** (see page 13 and chart below).

VOTERS MAY CONFIRM THEIR IDENTITY BY MEANS OF		PRECINCT SIGNATURE ROSTER CODE
1.	Personal Acquaintance with an election officer	PA
2.	Driver's License (does not have to be a Kentucky issued DL)	DL
3.	Any IDENTIFICATION CARD with picture and signature of voter ("Other ID")	OI
4.	Social Security Card	SS
5.	Credit Card	CC

**DO NOT ALLOW** the voter to sign the **Precinct Signature Roster** before producing identification.

- If a voter's name is on the Precinct Signature Roster but does not have a source of identification, the voter may leave to get identification and then return to vote.
- If the individual does not produce identification, **Do Not Allow** that individual to sign the **Oath of Voter (SBE 32)** or the **Supplemental Precinct Signature Roster (SBE 25)** and **Do Not Allow** that individual to vote on the voting machine.
- If an individual refuses to produce an ID, that individual's options are: (1) to request a hearing before the County Board of Elections; or (2) vote a Provisional Ballot if the individual resides at a residence within the geographical boundary of the precinct.

**\*\* IMPORTANT \*\***

**If there is a long line at the voting booth, DO NOT permit an individual to sign the Precinct Signature Roster while waiting. Once the individual signs the Precinct Signature Roster and leaves the polling place because the voter does not want to wait, that individual CANNOT return to vote at a later time.**

## **VOTER'S NAME IS NOT ON PRECINCT SIGNATURE ROSTER**

- ★ Look on the **Supplemental Signature Roster (SBE 25)** found in the **Precinct Signature Roster** book. If the voter's name is listed, let the voter sign on the signature line and vote.
- ★ If a voter's name is not on the **Precinct Signature Roster** or **Supplemental Precinct Signature Roster (SBE 25)**, you should do the following:
  - ❖ Check the voter's address to determine if the voter lives in your precinct. If not in your precinct, call the County Clerk for the location of the individual's correct precinct or review maps and precinct materials provided by the County Clerk.
  - ❖ If the voter's address puts that individual in your precinct and the voter's name is not on the **Precinct Signature Roster** or the **Supplemental Precinct Signature Roster (SBE 25)**:
    - **CONTACT THE COUNTY CLERK'S OFFICE TO VERIFY THAT INDIVIDUAL IS ALLOWED TO VOTE.** If allowed to vote, the voter must
      1. Complete an **Oath of Voter (SBE 32)** to confirm that individual's address. **The voter should be informed that the Oath of Voter (SBE 32) form will be turned over to the Commonwealth's Attorney for investigation;**
      2. Complete a new voter registration card; and
      3. Sign the **Supplemental Precinct Signature Roster (SBE 25)** and be permitted to vote.
    - If not registered, inform the individual that he/she is not registered. Instruct the individual that he/she must immediately request a hearing before the County Board of Elections to determine eligibility or vote a Provisional Ballot (see page 20).
- ★ Make sure that all voters sign the **Precinct Signature Roster** or the **Supplemental Signature Roster (SBE 25)**, and present identification. **INK ONLY**. **Do not use pencil or markers.**

# GUIDE TO COMPLETING THE OATH OF VOTER (SBE 32) FORM

SBE 32 (11/05)	COMMONWEALTH OF KENTUCKY STATE BOARD OF ELECTIONS  <b>OATH OF VOTER</b>
When a voter has moved to a new precinct within the same county and is not listed on the current precinct roster, when the officers of an election disagree as to the qualifications of a voter, or when a voter's right to vote is disputed by a challenger, the voter shall sign the following oath as to his qualifications before he is permitted to vote.	
I, _____, hereby state, under oath, that I am duly registered as (Name: Please Print)	
a _____ voter in this precinct in _____ County, (Political Party Preference) (County)	
Kentucky and that I currently reside at _____ My previous address (Current Residence Street Address and Zip Code)	
was _____ in this county. I know of no legal disqualifications which should (Previous Residence Street Address and Zip Code)	
prevent my vote from being cast and counted at this election and I affirm that I have not voted and will not vote in another precinct or by absentee ballot in this state during this election.	
I understand that any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to the penalties therefore. I further understand that if I execute the Oath and am not a registered voter at the current address stated above, I have committed a criminal act.	
_____ Voter must sign here                      Date of Birth                      Social Security Number                      Date	
<b>This Oath shall be returned to the County Clerk who shall deliver it to the Commonwealth's Attorney for investigation.</b>	
Reason for Requiring Oath _____ Precinct Name or No. _____	
Signature of Precinct Election Officer or Challenger _____	

Once you have followed the procedures listed on page 16 and the County Board of Elections has instructed you to allow the voter to complete the Oath of Voter (SBE 32) card and vote at the precinct, please remember the following:

1. Make sure the voter completes **ALL** sections of the Oath of Voter card.
2. Make sure that you provide the reason for the **Oath of Voter (SBE 32)** in the "Reason for Requiring Oath" section at the bottom of the card. **Ask the County Clerk's office for the reason if unsure.** Some possible reasons include:
  - Not on roster because voter's address has changed
  - Not on roster because voter is "Inactive"
  - Not on roster because voter was improperly removed from voter registration rolls
3. Use the newest version of the Oath of Voter Form, SBE 32 (11/05). If the Oath of Voter card supplied to you is not blue in color, please contact your County Clerk's office.

4. Do not use the **Oath of Voter (SBE 32)** to allow someone with no identification to vote.
5. Do not use the **Oath of Voter (SBE 32)** for a person who has never been a registered voter. These people are required to register before the books close, 29 days before Election Day.

See a completed example of **Oath of Voter form (SBE 32)** on page 47.



## VOTER'S NAME IS DIFFERENT FROM NAME ON PRECINCT SIGNATURE ROSTER

If a voter shows identification which has a different last name than the one on your Precinct or Supplemental Signature Rosters, the voter should complete a new voter registration card reflecting the name change and be permitted to vote.

In many instances, a female voter changes her name on her Driver's License, but will fail to update her voter registration record. The voter is eligible to vote and should sign the Precinct Signature Roster and cast her ballot.

After the election, the County Clerk will update her voter registration information.

## VOTER DOES NOT RESIDE IN YOUR PRECINCT OR ADDRESS HAS CHANGED

If the voter gives you an address other than the one shown on the Precinct Signature Roster; **and** if it is in a different precinct within your county,

- ▶ Then that voter **MUST VOTE IN THE PRECINCT IN WHICH HE/SHE LIVES.** If not in your precinct, call the County Clerk for the location of his/her correct precinct or review the maps and precinct materials provided by the County Clerk.

If the voter gives you an address other than the one shown on the Precinct Signature Roster which is in another county **and**

- ▶ Individual moved **AFTER OCTOBER 9, 2012** (the last day to register to vote before 2012 General Election), the individual is permitted to vote one time only in your precinct, which is the individual's **old** precinct. The individual should be given a Voter Registration Card to complete and mail to the County Clerk in the *new* county {KRS 116.025(5)}.

**OR**

- ▶ Individual moved **BEFORE OCTOBER 10, 2012** (the day the voter registration books closed before 2012 General Election), the individual is **NOT** permitted to vote in the old county or new county {KRS 116.025(6)}. Instruct the individual to update his/her voter registration by completing a Voter Registration Card so that he/she will be eligible to vote in the next election.

# PROVISIONAL BALLOTS AND SIGNATURE ROSTERS

► Federal Offices Only ◀

Provisional Ballots were created in the Help America Vote Act of 2002 to ensure all voters have the opportunity to cast a ballot. A Provisional Ballot is a ballot cast in an election for federal offices by an individual who resides in the precinct or who confirms by affidavit (sworn statement) that he/she lives in the precinct, but whose eligibility to vote is in question or is not determinable on Election Day. Provisional Ballots protect the rights of any potential voter. It is very important that the following FORMS ARE USED TO ISSUE A PROVISIONAL BALLOT by the Precinct Election Officers and returned to the County Clerk's office at the end of Election Day:

## **Instructions for Voting a Provisional Ballot (Poster)**

Information to help the voter know how to cast a Provisional Ballot and understand what an "Overvote" is. This poster is to be posted in a conspicuous place where it can be easily seen by all voters.

## **Provisional Ballots and attached Ballot Stub**

General and Special Elections require a minimum of 20 Provisional Ballots for each precinct. Provisional Ballots are attached to a consecutively numbered Ballot Stub. The Precinct Election Officer tears the Provisional Ballot away from the Ballot Stub at the perforation. The Precinct Election Officer must fill in the voter's name and sign Precinct Election Officer's initials on the Ballot Stub. If the Provisional Ballot is spoiled, the Precinct Election Officer must also mark the "spoiled ballot" box on the Provisional Ballot Stub.

## **Provisional Ballot Precinct Signature Roster (SBE 35)**

[green in color and found with the Precinct and Supplemental Signature Rosters] Every voter who is issued a Provisional Ballot must sign the Provisional Ballot Precinct Signature Roster. The Precinct Election Officer must affix his/her initials on the Provisional Ballot Precinct Signature Roster and print the individual's Social Security Number, name, address, date of birth, political party affiliation, and identification type (fill in only one oval for identification type PA=Personal Acquaintance; DL=Driver's License; OI=Other Identification; SS=Social Security Card; and CC=Credit Card).

## **Provisional Ballot Informational Sheet (SBE 36)**

[green in color] This information sheet is handed to the voter to explain how to find out if his voted Provisional Ballot was counted, and if not, the reason why the Provisional Ballot was not counted.

## **Provisional Ballot Accountability Statement (SBE 37)**

[green in color] This form is to be completed at the end of the Election Day. It provides information to the County Board of Elections as to the number of Provisional Ballots issued, spoiled, and unused. This form is to be signed by all four (4) Precinct Election Officers.



## **WHO CAN RECEIVE A PROVISIONAL BALLOT? ONLY AN INDIVIDUAL WHO MEETS ONE OR MORE OF THE FOLLOWING FIVE CATEGORIES:**

1. **A VOTER WHOSE NAME DOES NOT APPEAR ON THE PRECINCT OR SUPPLEMENTAL SIGNATURE ROSTERS AND WHOSE REGISTRATION STATUS CANNOT BE DETERMINED BY THE PRECINCT ELECTION OFFICERS.**
  - ➔ Precinct Election Officer will call the County Clerk's office or the Voter Registration Verification Interactive Voice Response System's toll free number to confirm the individual's registration in your county. If the Precinct Election Officer is unable to confirm the individual's registration in your county and the individual chooses not to have a hearing before the County Board of Elections, a Provisional Ballot should be issued to the individual.
  
2. **A VOTER WHOSE NAME DOES NOT APPEAR ON THE PRECINCT SIGNATURE ROSTER AND WHO HAS BEEN VERIFIED INELIGIBLE TO VOTE.**
  - ➔ Precinct Election Officer will call the County Clerk's office or the Voter Registration Verification Interactive Voice Response System's toll free number to confirm the individual's registration in your county. If the Precinct Election Officer confirms the individual is not registered in your county, a Provisional Ballot should be issued to the individual if the individual chooses not to have a hearing before the County Board of Elections.
  
3. **A VOTER WHO DOES NOT HAVE IDENTIFICATION AND DOES NOT WANT TO RETURN LATER WITH THE IDENTIFICATION.**
  - ➔ Individual may leave the precinct to get identification or may request a Provisional Ballot. The individual's personal acquaintance with one of the Precinct Election Officers is an acceptable form of identification, and this individual would vote entire ballot on the voting machine or by paper ballot.
  
4. **A VOTER WHO HAS BEEN CHALLENGED BY ALL FOUR (4) PRECINCT ELECTION OFFICERS.**

If an individual is challenged by 1 to 3 Precinct Election Officers, complete the **Oath of Voter (SBE 32)** process (see pages 18 & 32).

  - ➔ If all four Precinct Election Officers have personal knowledge that an individual is not qualified to vote, the individual has the option of requesting a hearing before the County Board of Elections to dispute the challenge or vote a Provisional Ballot. If all four Precinct Election Officers do not have personal knowledge of why this individual is not qualified to vote, the individual must complete the **Oath of Voter (SBE 32)**, show identification, and sign the Precinct Roster or Supplemental Roster. The voter is then permitted to vote the entire ballot on the voting machine or by paper ballot.
  
5. **A VOTER WHO IS VOTING AS A RESULT OF A FEDERAL OR STATE COURT ORDER OR ANY ORDER UNDER STATE LAW IN EFFECT TEN (10) DAYS PRIOR TO ELECTION DAY WHICH EXTENDS THE POLLING HOURS.**
  - ➔ It is very unlikely that you will encounter this situation. If a Court Order is issued 10 days prior to an election, any voter not in line to vote at 6:00 P.M. must be issued a Provisional Ballot.

**AFTER YOU VERIFY A VOTER MEETS ONE OR MORE OF THE FIVE CATEGORIES ABOVE, ISSUE A PROVISIONAL BALLOT AFTER TAKING THE FOLLOWING STEPS:**

- Confirm the individual's current residential address and verify that it is located within your precinct. [Check your precinct description and map very carefully to ensure that the address is in your precinct.] The voter must live in your precinct or confirm by affidavit (sworn statement) that he/she lives in your precinct to be issued a Provisional Ballot.
- Contact the County Clerk's office or the Voter Registration Verification Interactive Voice Response System's toll free number to confirm that the individual is registered in your county. ❶ If the individual is registered in your county, he/she should complete the **Oath of Voter (SBE 32)** form, show identification, and he/she will sign the **Supplemental Signature Roster (SBE 25)**. The individual is then permitted to vote the entire ballot on the voting machine and no Provisional Ballot is issued. ❷ If you or the County Clerk cannot confirm that the individual is a registered voter, or if the County Clerk confirms that the individual is NOT registered, you must inform the individual of the option of a hearing before the County Board of Elections or a Provisional Ballot may be issued. If the individual chooses to vote a Provisional Ballot, he/she is not eligible to vote in any other manner.
- The voter must show identification and sign the **Provisional Ballot Precinct Signature Roster (SBE 35)**. If the individual is being issued a Provisional Ballot because of no identification and chooses not to leave and get identification and has not signed the **Provisional Ballot Precinct Signature Roster (SBE 35)** or **Supplemental Signature Roster (SBE 25)**, confirmation of registration is not required.
- The Precinct Election Officer must inform the individual that he may vote by Provisional Ballot by signing the **Provisional Ballot Precinct Signature Roster (SBE 35)** and by signing the affirmation on the **Provisional Ballot Affirmation Outer Envelope (SBE 38)**. The Precinct Election Officer must sign the **Provisional Ballot Affirmation Outer Envelope (SBE 38)** and complete and sign the section to the left of the Affirmation. Fill in your Precinct Name, check the appropriate box next to the circumstance for issue the Provisional Ballot, and sign. [Note: Precinct Election Officer must sign the outer Provisional Ballot Affirmation Outer Envelope (SBE 38) in two separate places.]
- The Precinct Election Officer must complete the **Provisional Ballot Stub** by affixing (voter's name, Precinct Election Officer's initials, and if voter spoils the Provisional Ballot must also mark "spoiled ballot" box), tear out the Provisional Ballot and give the Provisional Ballot and the inner and outer envelopes [inner envelope is marked "**PROVISIONAL BALLOT**" (SBE 39) and outer envelope is the **Provisional Ballot Affirmation Outer Envelope (SBE 38)**] to the voter.
- Give the voter a pen and private area to mark his Provisional Ballot. Instruct the voter to place the voted Provisional Ballot in the inner envelope marked "**PROVISIONAL BALLOT**" (SBE 39) and seal the envelope. The voter is to place the sealed inner envelope marked "**PROVISIONAL BALLOT**" (SBE 39) into the outer envelope with the completed **Provisional Ballot Affirmation Outer Envelope (SBE 38)** on the outside and seal the envelope.

- SPOILED PROVISIONAL BALLOT is a Provisional Ballot that contains an error made by the marking of the voter. If the voter makes a mistake marking his Provisional Ballot, the voter may request a second Provisional Ballot. The "Spoiled Provisional Ballot" should be placed in an inner envelope marked "**PROVISIONAL BALLOT**" (SBE 39) by the voter, sealed by the voter, and returned to the Precinct Election Officer BEFORE a second Provision Ballot is issued to the voter. The Precinct Election Officer will write "Spoiled Ballot" on the outside of the envelope AND place a mark in the "spoiled ballot" box on the **Provisional Ballot Stub**. All sealed Spoiled Provisional Ballots must be placed in the same container provided with Election Day supplies to be returned to the County Clerk's office at the end of Election Day. A voter can "spoil" up to two (2) Provisional Ballots and be issued no more than a total of three (3) Provisional Ballots.
- VOTED PROVISIONAL BALLOTS will be returned by the voter in the sealed envelopes to the Precinct Election Officer. The Precinct Election Officer will place the voted Provisional Ballot in the container provided with Election Day supplies to be returned to the County Clerk's office at the end of Election Day.
- The Precinct Election Officer must give the voter a **Provisional Ballot Information Sheet (SBE 36)** [green in color] that explains the individual's right to contact his/her County Clerk to learn if the Provisional Ballot was counted, and if not counted, the reason why. The **Provisional Ballot Information Sheet (SBE 36)** contains the following information:

### **PROVISIONAL BALLOT INFORMATION SHEET (SBE 36)**

[green in color]

**Any individual who casts a provisional ballot may**

- **contact their County Clerk's office or**
- **go to our website: [www.elect.ky.gov](http://www.elect.ky.gov)**

**after the election to learn whether their vote was counted, and if the vote was not counted, the reason why.**

**County Clerk contact information is posted in the precinct.**

**SBE 36 (09/04)**

**IT IS EXTREMELY IMPORTANT THAT THE PRECINCT ELECTION OFFICER FILL IN THE PRECINCT NAME, CHECK THE APPROPRIATE BOX NEXT TO THE CIRCUMSTANCES FOR ISSUING THE PROVISIONAL BALLOT AND SIGN THE OUTER ENVELOPE. FAILURE TO COMPLETE AND SIGN THE PRECINCT ELECTION OFFICE SECTION WILL CAUSE THE PROVISIONAL BALLOT NOT TO BE COUNTED.**

- All Precinct Election Officers are accountable for every Provisional Ballot. At the end of Election Day all four (4) Precinct Election Officers must fill out and sign the **Provisional Ballot Accountability Statement (SBE 37)**, as follows:

### **PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT (SBE 37)**

**Select Election Type** - Primary or General Election. If it is the Primary Election, write down the Ballot Stub numbers beside each Political Party (Democrat and Republican) given to you by the County Clerk. If it is the General Election, write down the Ballot Stub numbers given to you by the County Clerk.

- a. **Number of Ballots Issued to Precinct** - If it is a Primary Election, write down the number of Provisional Ballots issued for Democrat voters or the number of Provisional Ballots issued for Republican voters. If it is the General Election, write down the number of ballots issued.
- b. **Ballots Used** - If it is the Primary Election, write the number of Provisional Ballots used for Democrat voters and Republican voters. If it is the General Election, write down the number of Provisional Ballots used on Election Day. Include spoiled ballots. A spoiled ballot is a Provisional Ballot returned by the voter in which he claims he made an error and would like another Provisional Ballot.
- c. **Ballots Unused** - If it is the Primary Election, write the number of Provisional Ballots not issued on Election Day for Democrat voters and Republican voters. If it is the General Election, write down the number of Provisional Ballots NOT issued on Election Day.
- d. **Total** - add lines b and c together which should equal the number appearing in line a. If it does not, provide an explanation in the area supplied on the form.

AFTER ALL PROVISIONAL BALLOTS ARE RETURNED TO THE COUNTY CLERK'S OFFICE AT THE END OF ELECTION DAY, THE COUNTY BOARD OF ELECTIONS WILL DETERMINE IF EACH INDIVIDUAL IS ELIGIBLE TO VOTE IN THE ELECTION, AND IF ELIGIBLE, THE PROVISIONAL BALLOT WILL BE COUNTED.

# VOTER NEEDS ASSISTANCE IN VOTING

A voter with disabilities has two (2) options at the polling place:

- 1 The voter may vote without assistance on the accessible voting machine and does not need to fill out the Voter Assistance Form (SBE 31). Your County Clerk will give you detailed instructions on operating the accessible devices for the voting machine.

OR

- 2 The voter may have voter assistance, fill out the **Voter Assistance Form (SBE 31)** (see page 46), and vote on any voting machine. (Please refer to the instructions below).

## A VOTER MAY HAVE ASSISTANCE BECAUSE OF

- 1 Blindness  
*(this does not include those voters who forgot to wear their glasses or contacts);*
- 2 Physical disability
- 3 Inability to read English  
*(due to illiteracy)*

## WHO MAY ASSIST THE VOTER?

- 1 Any person of the voter's choice except:
  - the voter's employer or agent of that employer; or
  - an officer or agent of the voter's union.
- 2 A voter, who does not bring someone to assist him or her at the polls or does not wish to choose someone to assist the voter, shall be assisted by **both** Precinct Election Judges at the same time.

## WHAT IS THE PROPER PROCEDURE TO VOTE WITH ASSISTANCE?

- The voter must complete the **Voter Assistance Form (SBE 31)** completely, including the reason for assistance, and must sign his name, unless approved for permanent assistance. Permanent assistance will have two asterisks [**\*\***] in the “assist” column on the **Precinct Signature Roster** (see page 49).
- **Even if the voter has two asterisks, the voter has the option to vote on the accessible voting machine without voting assistance.**
- The person who assists the voter must complete the portion of the **Voter Assistance Form (SBE 31)**, which is an oath declaring that the assistor will operate the machine as directed by the voter. A Precinct Election Officer must sign the oath.

**AS PART OF THE POST-ELECTION REPORTS REQUIRED BY KENTUCKY LAW, ALL VOTER ASSISTANCE FORMS WILL BE TURNED OVER TO THE GRAND JURY.**



## APPLICATION FOR PERMANENT ASSISTANCE TO VOTE

There is a portion of the **Voter Assistance Form (SBE 31)** where the voter may request that the County Board of Elections certify that the voter needs **permanent** assistance due to blindness or physical disability. If the County Board of Elections approves the voter’s request, the voter will have permanent certification relieving **ONLY the VOTER** from the responsibility of signing the Voter Assistance form. Thereafter, the Precinct Signature Roster will have two asterisks [**\*\***] in the “assist” column on the Precinct Signature Roster so designating the voter.

Even if a voter is certified for permanent assistance, the person assisting the voter and the precinct clerk must complete and sign their portion of the Oath on the Voter Assistance Form (see page 47).

Violations of the laws regarding Assistance to Vote should be reported to the County Board of Elections immediately and be noted on the **Precinct Election Sheriff’s Post-Election Report (SBE 53)** (see page 52).

# DISABILITY AWARENESS GUIDANCE

Provided by: **Kentucky Protection and Advocacy**

For further information, please contact:

KY Office of the ADA Coordinator  
502-564-3850 or 1-877-423-2933

(or)

KY Protection and Advocacy  
502-564-2967 or 1-800-372-2988

## Tips for Interacting with Voters who have Disabilities

The following guidance is provided by the Kentucky Office of the ADA Coordinator and Kentucky Protection and Advocacy.

Individuals with disabilities are people who may do things differently than a person with no disability. While some disabilities are readily apparent – “visible”-- to others, most disabilities are not visible. Because of this, use of the accessible voting machine should be offered to every voter – not just those who you believe may have a disability.

### General Information

- Always ask if a voter with a disability needs assistance before you help.
  - Since each person and situation is unique, the best advice is to ask the voter with a disability:
    - If he/she would like assistance and
    - The best way you can assist him/her.
  - It is the person’s right to choose whether or not to accept assistance.
- Speak directly to the voter and not “about” the voter to a person who may have accompanied him/her to the polling place.
- Do not speak louder to a voter who has a visible disability. Just because someone may have a physical disability, please do not assume there are other disabilities as well.
- Be aware about your physical contact with a voter. He/she may have:
  - Heightened sensitivity to physical contact or
  - Balance issues that may be thrown off even with the most well-intended contact
- The voter with a disability is a person first. When you need to refer to a voter with a disability, use Person First Language. Example: Voter with a learning disability.
- Have a large pen on hand for those individuals who may have difficulty gripping
- If needed, you may use writing materials like a dry erase board or pen/paper to assist with communication.
- If possible, do not place the voter’s registration table directly in front of a window or light source.

### Sensitive Use of Language

- Do not refer to the disability unless it is relevant.
- Do not sensationalize a disability by saying “victim of” or “afflicted with,” etc.
- Avoid emotional descriptions:
  - “Uses a wheelchair” not “confined to a wheelchair;”
  - “Walks with crutches” not “is crippled”
- People with disabilities use words such as “see”, “hear”, “run” and “walk.”
- When speaking with a person with a speech impairment and you don’t understand, feel free to ask him/her to repeat or rephrase the statement.

- Remember: American Sign Language (ASL) is a language itself. English is considered as a second language for someone whose primary language is ASL.
- Remember: speech impairment doesn't always mean intellectual disability.

### Mobility Disabilities

- People who use crutches, canes or walkers should never be grabbed, they use their arms for balance.
- Do not hang or lean on the wheelchair, it is an extension of the user's personal space.
- Get one person's eye level by sitting down when having a discussion.

### Deaf and Hard of Hearing

- People with varying levels of hearing loss communicate via sign language -- ASL (or another type of sign language) or spoken English.
- Hearing aids may be used. Remember that not all hearing aids allow individuals to hear speech; they may be used to hear loud sounds.
- If needed, a person may use a certified American Sign Language (ASL) interpreter.
- When speaking with a person who uses an interpreter, maintain eye contact with the individual, not the interpreter.
- Get the voter's attention by tapping on shoulder or arm.
- Keep hands or objects away from mouth.
- Do not exaggerate gestures or mouth movements.
- Use short sentences.
- Do not assume ability to read your lips; the average accuracy of lip reading is about 30% .

### Visual Impairment

- People who have varying levels of visual functioning. Not everyone with visual impairments is considered as "blind." Do not assume level of functioning.
- Not all people with visual impairments read Braille. Some may use large print or audio versions of materials. Offer him/her the use of audio ballot.
- Announce when you enter or leave a room.
- Do not place items on the floor that may impede the person's movement about the room.
- Guiding a person who is visually impaired is best accomplished by offering your arm or shoulder.
- When walking with a voter with a visual impairment to a chair:
  1. Walk to the side of the chair
  2. Take his/her hand from your arm and place it on the back of the chair.
- Do not pat or play with a guide dog when he/she is working, always ask the owner first.
- Walk on the side opposite the guide dog.
- Read written information if asked.

### Learning Disabilities

- Individuals have average or above average intelligence.
- Learning disabilities may occur in:
  - spoken language      written language
  - arithmetic              reasoning
  - organizational skills
- People with dyslexia may need verbal instruction.
- Ask how the individual the best way for them to receive information.
- Have headphones for audio ballots readily available for the voter.

### Psychological Disability

- Making quick decisions may be difficult, allow time for a response.
- Do not assume that the person is dangerous based on diagnosis.
- Do not assume that accounts of events are delusions.
- People may have different reactions to questions/situations than what you would expect (example: may need extra time to process information).

### Intellectual Disability

- The term “mentally retarded” is no longer acceptable.
- Speak in clear, short sentences.
- Do not use baby talk.
- Making quick decisions may be difficult, allow time for a response.
- People with intellectual disabilities rely on familiar situations. A change in their routine may require additional time and patience.

### Brain Injury

- People whose brains were injured in accidents, strokes, medication interactions, substance abuse, during military service, etc.
- People may have visible disability (mobility, vision, etc.) that resulted in the injury but not always.
- Speech and decision making may be affected, allow time for a response.
- People with brain injuries rely on familiar situations. A change in their routine may require additional time and patience.
- Memory (short-term or long-term) may be affected. You may need to repeat yourself.
- Depending on where the brain was injured, people may display more emotions (crying, speak angry words, etc.).

### Service Animals

- Under the ADA Amendment Act a service animal is defined as a:
  - Dog (always) and a Miniature horse (on a case-by-case basis)
- No other animal is recognized by the ADA as a service animal.
- Under the ADA a service animal is individually trained to perform tasks that the individual cannot perform for themselves.
- Examples:
  - Guiding people who are blind
  - Alerting people who are deaf
  - Alerting people who have seizures
  - Performing other tasks
- Animal must be on a leash.
- Providing “emotional support” or comfort is not a task. Animals that only do this are not service animals.
- A service animal is permitted in all areas of a facility open to the public, including but not limited to:

restaurants	hotels	taxis	buses	shuttles
grocery stores	stores	hospital	theaters	zoos
medical offices	health clubs	parks	jail	polling places

## **VOTER NEEDS INSTRUCTION ON USE OF THE VOTING MACHINE**

One Precinct Election Officer from each party should be present when a voter is instructed on the use of the voting machine. In your instructions, **CAREFULLY AVOID** any comment that might be considered favorable to any party, candidate, public question, or constitutional amendment.

Precinct Election Officers have two (2) ways in which to instruct the voter:

▶ **On the Sample Ballot or Wall Sheet, if the voter so requests:**

- ◆ You can instruct the voter on where to find public questions or Constitutional Amendments.
- ◆ You can point out to the voter all the races in which the voter is eligible to vote.
- ◆ In primary elections, you can show the individual all races he/she is eligible to vote by virtue of party affiliation.

▶ **On the Voting Machine, if the voter so requests:**

- ◆ Explain to the voter that a visual or verbal indicator will designate the offices and questions the voter is eligible to vote for on the electronic voting machines.
- ◆ The voter can be visually or verbally instructed on how to vote for a straight party ticket and individual candidate voting.
- ◆ The voter can be visually or verbally instructed as to the location of the "Vote" button to record his/her vote.
- ◆ Make sure that YOU know how to use the accessible devices for the voting machine.

### **IMPORTANT**

**Do NOT enter the voting machine privacy area after the voter has entered the voting machine privacy area and avoid hovering after providing instructions to the voter.**

## VOTER'S RIGHT TO VOTE IS CHALLENGED

Any Precinct Election Officer or properly certified Challenger may "challenge" or dispute the qualifications of a voter. When the Precinct Election Officer asks to see the credentials, the certified Challenger must present his written appointment. A certified Challenger must be trained by the County Board of Elections. Without credentials, the Challenger may not question any voter's right to vote or remain in the polling place except to cast his own vote.

If a Voter's Qualifications are Questioned or Challenged:

- ▶ The Precinct Election Officer should advise the voter of the reason for the challenge.
- ▶ If the voter states that his qualifications are in order:
  - The voter should be advised that he may sign an **Oath of Voter form (SBE 32)** and that completing it will allow him/her to vote.
  - The voter should be informed that the completed Oath of Voter (SBE 32) will be turned over to the Commonwealth's Attorney for investigation.
  - The voter should then complete and sign the Oath of Voter (SBE 32) and vote.
  - The Challenger shall not talk directly to the voter. (Please contact the County Clerk if the Challenger persists in this activity).

**ALL INFORMATION ON THE "OATH OF VOTER" MUST BE COMPLETED IN FULL  
BEFORE THE VOTER IS ALLOWED TO VOTE  
(See pages 17 & 18)**

**REMINDER: The Oath of Voter (SBE 32) may be used in TWO instances:**

- ❶ One to three Precinct Election Officer(s) or a certified Challenger disputes the qualifications and/or address of the voter.
- ❷ Confirmation of registration and address when voter is not listed on **Precinct Signature Roster** or **Supplemental Signature Roster**.

If all four Precinct Election Officers challenge for cause a voter's right to vote, then the voter **MAY NOT VOTE** on the voting machine at the precinct. The Precinct Election Officers must inform the individual of the option to request a hearing before the County Board of Elections to dispute eligibility or vote a Provisional Ballot.

- ▶ The person questioning the voter's qualifications (whether a Precinct Election Officer or a certified Challenger) must complete and sign the bottom portion of the **Oath of Voter (SBE 32)**, stating the reason for the challenge

# CHALLENGERS

## CHALLENGER DO'S:

- ▶ Challengers must produce written appointment to Precinct Election Officers on demand.
- ▶ Challengers may question the eligibility of a voter who presents himself at the polls. Some reasons used by a Challenger to dispute a voter are listed below:
  - ◆ Is not a duly registered voter in the precinct;
  - ◆ Is not a resident of the precinct;
  - ◆ Is a convicted felon who has not had his civil rights restored; or
  - ◆ Is not the person he claims to be.
- ▶ If the Challenger attempts to challenge a person's right to vote, *he must explain his challenge **only to the Precinct Election Officer, not to the voter.***
  - ◆ The challenged voter will then need to sign an **Oath of Voter (SBE 32)** before being allowed to follow the normal procedures for voting.
  - ◆ The Challenger will sign the bottom portion of the **Oath of Voter (SBE 32)** and state his/her reason for challenging the voter's right to vote in that precinct.
- ▶ Challengers are the only persons permitted to have a check-off list in the form of paper, cell phones, picture phones, computers, or any other electronic device to record the identity of a voter within the voting room.
- ▶ Challengers are entitled to stay in the Voting Room or at the entrance during all hours during Election Day.
- ▶ Challengers may come and go from the voting room throughout the day.

## CHALLENGER DON'TS:

- ▶ Electioneer or campaign on behalf of any candidate, issue or political party;
- ▶ Handle election materials (except the signing of the **Oath of Voter (SBE 32)** for challenged voters);
- ▶ Attempt to intimidate or harass, verbally or otherwise, any voter who is being challenged or any Precinct Election Officer;
- ▶ Behave in any manner to disrupt activities at the polling place; or
- ▶ Attempt to interfere with the proper conduct of the election.

A Precinct Election Officer may order the Challenger to leave the precinct after one warning if the individual violates any of the items on this page. A Challenger who is ordered from the polling site shall be prohibited from serving as a Challenger in any precinct in any election for a period of five (5) years.

## VOTER'S NAME IS ON THE LIST OF VOTERS ISSUED ABSENTEE BALLOTS

At the beginning of the day, examine your **Precinct Signature Rosters** to determine if those persons who have applied for **Absentee Ballots** have been identified. If this has not been done, you should take your **LIST OF VOTERS ISSUED ABSENTEE BALLOTS (SBE 33A)** (See page 48 and compare it to your **Precinct Signature Roster**, indicating **ABSENTEE VOTER** in the signature space on the roster by the name of any voter listed and mark an ID type.

If a voter has an "absentee" stamp on the **Precinct Signature Roster** or is listed on the **List of Voters Issued Absentee Ballots (SBE 33A)**, contact the County Clerk before turning the voter away from the precinct.

*No person **who has applied** for an Absentee Ballot may vote in person at the polling place on Election Day, **unless** the Precinct Election Officers receive one of the following:*

- ▶ **"Authorization to Vote at Precinct" (SBE 26);**
- ▶ A court order; or
- ▶ **"Authorization to Vote at Precinct" (SBE 26)** from the County Clerk if the voter is military, his dependent, or an overseas citizen.

## WHO MAY OBSERVE THE VOTE COUNT IN THE PRECINCT

Once the polls close, the following persons may be permitted to witness the vote count in each precinct:

- ❶ Any candidate or slate of candidates;
- ❷ In a regular election, the governing authority of each political party, each candidate for member of board of education, independent candidate, or non-partisan candidate may designate a representative to the County Board of Elections to witness and check the vote count; *and/or*
- ❸ Designated members of the news media authorized by the County Board of Elections.

## PERSONS ALLOWED IN THE VOTING ROOM

Kentucky law is very specific about who may be in the Voting Room during the hours the polls are open for voting. The **ONLY** persons who may legally be in the Voting Room are:

- ✓ Precinct Election Officers;
- ✓ Voters;
- ✓ Anyone assisting a voter;
- ✓ Voting machine technicians allowed by the county board of elections;
- ✓ A minor child may accompany the voter into a voting booth or other private area provided for casting a vote, at the voter's discretion;
- ✓ Duly appointed Challengers who have presented *their written appointment* **AND** whose names appear on the list of Challengers trained by the County Board of Elections;
- ✓ Law Enforcement officers – either local or state;
- ✓ Members of the news media - for the limited purpose of filming the voting process. The media **MAY NOT** conduct interviews with voters inside the voting room, record the identity of voters, or disrupt the voting process. If the news media appear, immediately contact the County Clerk's office; and
- ✓ Representatives conducting mock elections for school children.

---

During the hours the polls are open, unless they are in the Voting Room to cast their own votes or assist a voter, the following **MAY NOT BE IN THE VOTING ROOM**:

- ❶ Candidates and/or their family members;
- ❷ Campaign workers – either for a candidate or for a question on the ballot;
- ❸ Exit pollers;
- ❹ General “onlookers” or “well-wishers”; and/or
- ❺ Political parties, political organizations, or political groups who are not duly appointed Challengers or any other individuals not listed in the section above.

The **Precinct Sheriff** should require the persons listed above to leave. If they fail to leave when requested or if persistent violations occur, these violations should be reported to the County Clerk. **ALL** violations should be noted on the **Precinct Sheriff's Post-Election Report (SBE 53)** (see page 52).

## ELECTIONEERING

No one on Election Day is permitted to do any electioneering within 300 feet of the unlocked entrance that is used by voters to a building in which a voting machine is located, **EXCEPT** a voter may have a bumper sticker [measuring between 14 inches X 5 inches] affixed to his/her vehicle while parked within or passing through a distance of 300 feet of any polling place on the day of any election for a reasonable amount of time in which to vote.

DO NOT TURN ANY ELIGIBLE, REGISTERED VOTER AWAY FROM THE POLLS BEFORE GIVING THE VOTER A CHANCE TO CAST A BALLOT. If the Precinct Election Officer believes a voter has violated the electioneering ban, please contact the County Clerk's office and note such violation on the **Precinct Sheriff's Post-Election Report (SBE 53)** (see page 52).

A Precinct Election Officer should not take matters into his or her own hands by entering private property to remove electioneering materials. If a Precinct Election Officer witnesses any irregular activity on Election Day, the County Clerk and local law enforcement should be contacted immediately. All irregularities should be reported to the Precinct Sheriff to be noted on the **Precinct Sheriff's Post-Election Report (SBE 53)** (see page 52).

## EXIT POLLING

Kentucky statutes allow exit polling on Election Day. Exit pollers do not have to register or have credentials, and there is no limit as to a distance they must keep from the polls. However, exit pollers shall not be located within the Voting Room and are not allowed to disrupt the election process. Voters are not obligated to participate in the exit polling. Exit pollers may only talk to voters as they leave the polling place after the voter has already voted.

## PROHIBITION AGAINST CHECK-OFF LISTS

No person is allowed in the Voting Room, including the Precinct Election Officers, except Challengers, may use paper, telephones, personal communication devices, computers, or other information technology systems to create a check-off list or record the identity of voters except for the official use of the **Precinct Signature Roster or Supplemental Signature Roster** furnished by the State Board of Elections. However, the news media may use cameras for the limited purpose of filming the voting process, but may not record the identity of voters.

# ELECTIONS EMERGENCY CONTINGENCY PLAN

The Governor may reschedule an election due to a state of emergency. The election must be held within thirty-five (35) days from the date of the suspended or delayed election.

## **PROCEDURES TO FOLLOW WHEN AN ELECTION IS RESCHEDULED ON ELECTION DAY**

### SUSPEND GENERAL VOTING

The County Board of Elections will instruct the Precinct Election Officers

- ❶ To secure all voting machines until the rescheduled election. The Precinct Election Officers must ensure all seals on the voting machines are intact prior to storage in a secure location;
- ❷ To not close out or tally the votes;
- ❸ To record the public counter number on the form furnished by the County Board of Elections and signed by all present Precinct Election Officers; and
- ❹ To return all election materials to the County Board of Elections.

### SECURE VOTING MATERIALS

All election materials must be secured in a locked storage container:

- ▶ Paper ballots
- ▶ Precinct Signature Rosters
- ▶ Supplemental Signature Rosters
- ▶ Provisional Signature Rosters
- ▶ All related materials

THE COUNTY CLERK WILL INSTRUCT PRECINCT ELECTION OFFICERS ABOUT THE EMERGENCY PROCEDURES SPECIFIC TO YOUR COUNTY AND HOW TO CONDUCT A RESCHEDULED ELECTION.

# ELECTION CRIMES

The following is a summary of election law violations as they relate to the County Clerk, the County Board of Elections, the Precinct Election Officers, and the general public.

These statutes are meant to reinforce the importance of maintaining security of the vote and integrity in the election process.

## RELATING TO COUNTY CLERKS:

- **117.995 (2)** states that any County Clerk or member of the County Board of Elections who fails to perform a duty listed in KRS Chapter 117, including furnishing applications for absentee ballots to persons other than those allowed, can be convicted of a **Class D felony**.
- **119.015** makes it a **Class D felony** for any County Clerk or deputy County Clerk to falsely register the name of any person, or permit any person to register knowing that the person is not entitled to register.
- **119.076** states that a clerk can be convicted of a Class D felony for failing to place a candidate's name on ballot.
- **119.115(3)** Any election official who, with intent to cause or permit any voting machine to fail to correctly register votes cast thereon, or who has knowledge of the fact that the machine is not in order, or not perfectly set and adjusted to correctly register all votes cast thereon, or removes, changes, or mutilates any ballot label on a voting machine shall be guilty of a **Class D felony**.
- **119.195(7)** Any County Clerk who knowingly and willfully opens any ballot box and removes any official ballot during the period the boxes are required to remain locked is guilty of a **Class D felony**

## RELATING TO THE COUNTY BOARD OF ELECTIONS:

- The members of a County Board of Elections that fail to provide the training to Precinct Election Officers required by **KRS 117.187(2)** shall be subject to removal by the State Board of Elections. **KRS 117.995(8)**.
- **119.225** states that members of the County Board of Elections can be convicted of a **Class A misdemeanor** for denying the right of inspectors designated under **KRS 117.275** and **117.315** to exercise free and full action in witnessing the count of the ballots, or interferes with the right of such an inspector to have a free and full opportunity to witness the count of the ballots.

- **119.245** states that any member of state or County Board of Elections who fails to perform their duties may be convicted of a **Class B misdemeanor**.
- **119.255** states that any person who intimidates an election officer or member of a board of elections shall be guilty of a Class D felony.
- **119.265** is a catchall statute that makes it a **Class B misdemeanor** for an election official to fail to perform any of the duties prescribed by election law.
- **119.307** requires the County Board of Elections to report those election officials who were inexcusably absent at the election.

### **RELATING TO PRECINCT ELECTION OFFICERS:**

- **117.995** sets out the following violations of Precinct Election Officers:
  - (1) Any person appointed to serve as an election officer who fails to serve who was not excused shall be ineligible to serve as an election officer for 5 years.
  - (3) Any officer who fails to allow a qualified voter to cast his vote on the machine shall be guilty of a **Class A misdemeanor**.
  - (4) Any election officer who fails to enforce the prohibition against electioneering established by KRS 117.235, shall be guilty of a **Class A misdemeanor** for the first offense and a **Class D felony** for each subsequent offense.
- **119.145** provides that any election officer who refuses to admit a duly appointed Challenger who presents a certificate of appointment to perform his or her duties shall be fined not less than fifty dollars (\$50) nor more than five hundred dollars (\$500).
- **119.175** subjects an election officer to substantial fines for receiving an illegal vote or rejecting a legal vote.
- **119.185** provides that any person who disobeys an election officer's command may be subjected to substantial fines.
- **119.195 Tampering with Ballot box:**
  - (4) Any election officer who in any way marks, mutilates, or defaces any official ballot or places any distinguishing mark thereon, for the purpose of vitiating the official ballot, is guilty of a **Class C felony**.
  - (6) Any election officer who mutilates or tampers with any of the seals is guilty of a **Class D felony**.
- **119.305** Election officers must give information of all infractions of the election laws to the grand jury, Commonwealth's attorney, Attorney General and the Registry of Election Finance and shall cooperate in any investigation or prosecution of election law violations.

### **RELATING TO ELECTION DAY:**

- **117.995** sets out the following violations relating to election day:

- (5) Any person who signs a name other than his own on an application for an absentee ballot or any person who makes a false statement on an application for an absentee ballot shall be guilty of a **Class D felony**.
  - (6) Any person who electioneers within 300 feet of a polling place or creates a check-off list of voters on election day, and after he or she has received one warning from either election officials or law enforcement and fails to discontinue the activity, will be guilty of a **Class A misdemeanor**.
  - (7) Any person who knowingly and willfully inaccurately completes a voter assistance form shall be guilty of a **Class A misdemeanor** for the first offense and a **Class D felony** for each subsequent offense; unless he has been permanently certified as requiring voting assistance.
- **117.0865** states that any person who aids another in completing an absentee ballot shall not solicit or encourage that person to vote for or against any candidate, party, or issue or be guilty of a **Class D felony**.
  - **119.095** states that any printer who knowingly prints the ballots except as prescribed by law or who provides the ballots other than to the County Clerk for whom the ballots are being printed, shall be guilty of a **Class C felony**.
  - **119.105 Removal or destruction of election supplies or booths:**
    - (1) States that any person who steals or willfully destroys any of the election supplies shall be subjected to substantial fines and jail time.
    - (2) States that any person who, during an election, knowingly and willfully removes or defaces the cards printed for the instruction of the voters, or destroys or removes any booth provided for the election shall serve jail time.
  - **119.115 Tampering with voting machine or election supplies:**
    - (1) States that any unauthorized person found in possession of any key to a voting machine shall be guilty of a **Class A misdemeanor**.
    - (2) States that any person who willfully tampers with, disarranges, defaces, impairs, injures, or destroys any ballot label, or destroys any such voting machine, or who shall, after such machine is locked and sealed in order to preserve the record of the vote, shall be guilty of a **Class D felony**.
  - **119.125** any sheriff who fails to hold election or perform other election duties shall be subjected to substantial fines.
  - **119.155 Interfering with election:**
    - (1) States that any person who unlawfully prevents or intimidates any voter so as to prevent him from casting his ballot, or who interferes with the election officers in the discharge of their duties shall be guilty of a **Class D felony**.
    - (2) States that any person who forcibly breaks up or prevents the holding of an election shall be guilty of a **Class A misdemeanor**.
  - **119.165 False impersonation of a voter**
    - (1) States that any person who falsely impersonates a registered voter and votes is guilty of a **Class D felony**. Any attempt is a **Class A misdemeanor**.

- (2) States that any person who votes at an election in this state when he is a resident of another state or votes more than once at an election is guilty of a **Class D felony**. Anyone who votes in the wrong precinct is guilty of a **Class A misdemeanor**, unless his intent was to vote in a race he would not otherwise be allowed, then it is a **Class D felony**.
  - (3) States that anyone who votes before the lawful age or before becoming a citizen shall be guilty of a **Class B misdemeanor**.
  - (4) States that any person who votes in a primary election knowing that he is not qualified as provided in **KRS 116.055**, shall be guilty of a violation.
  - (5) States that any person who applies for or receives a ballot at any voting place other than the one at which he is entitled to vote for any other reason is guilty of a **Class A misdemeanor**.
- **119.195 Removing or tampering with ballots.**
    - (1) States that any person who removes an official ballot from the election room shall be guilty of a **Class D felony**.
    - (2) States that any voter who knowingly attempts to leave the election room with an official ballot but is stopped by the Precinct Election Officers is guilty of a **Class A misdemeanor**.
    - (3) States that any person, who is not an election officer, who takes or removes any official ballot from any place where it may lawfully be, is guilty of a **Class C felony**.
    - (5) States that any person who unlawfully destroys or obtains any official ballot box while the voting at any election is going on or before the official ballots are taken out and counted is guilty of a **Class D felony**.
    - (8) States that any person who alters the regular official ballots that have been counted and prepared for preservation is guilty of a **Class D felony**.
    - (9) States that any person who tampers with or changes the official ballots that have been sent to the courthouse in a contest of a constitutional amendment shall be guilty of a **Class D felony**.
  - **119.205 Vote Buying and Petitions.**
    - (1) States that any one who pays another to vote for or against any candidate or public question is guilty of a **Class D felony**.
    - (2) States that any person who solicits to be paid for his vote is guilty of a **Class D felony**.
    - (3) States that any person who offers to pay or solicits to be paid to sign a petition is guilty of a **Class B misdemeanor**.
  - **119.235** provides that any person who willfully alters, obliterates, secretes, suppresses or destroys a stub book, return or certificate of election, and any officer who makes, aids in making or authorizes the making of any false or fraudulent stub book, certificate of election or election return, shall be guilty of a **Class D felony**.

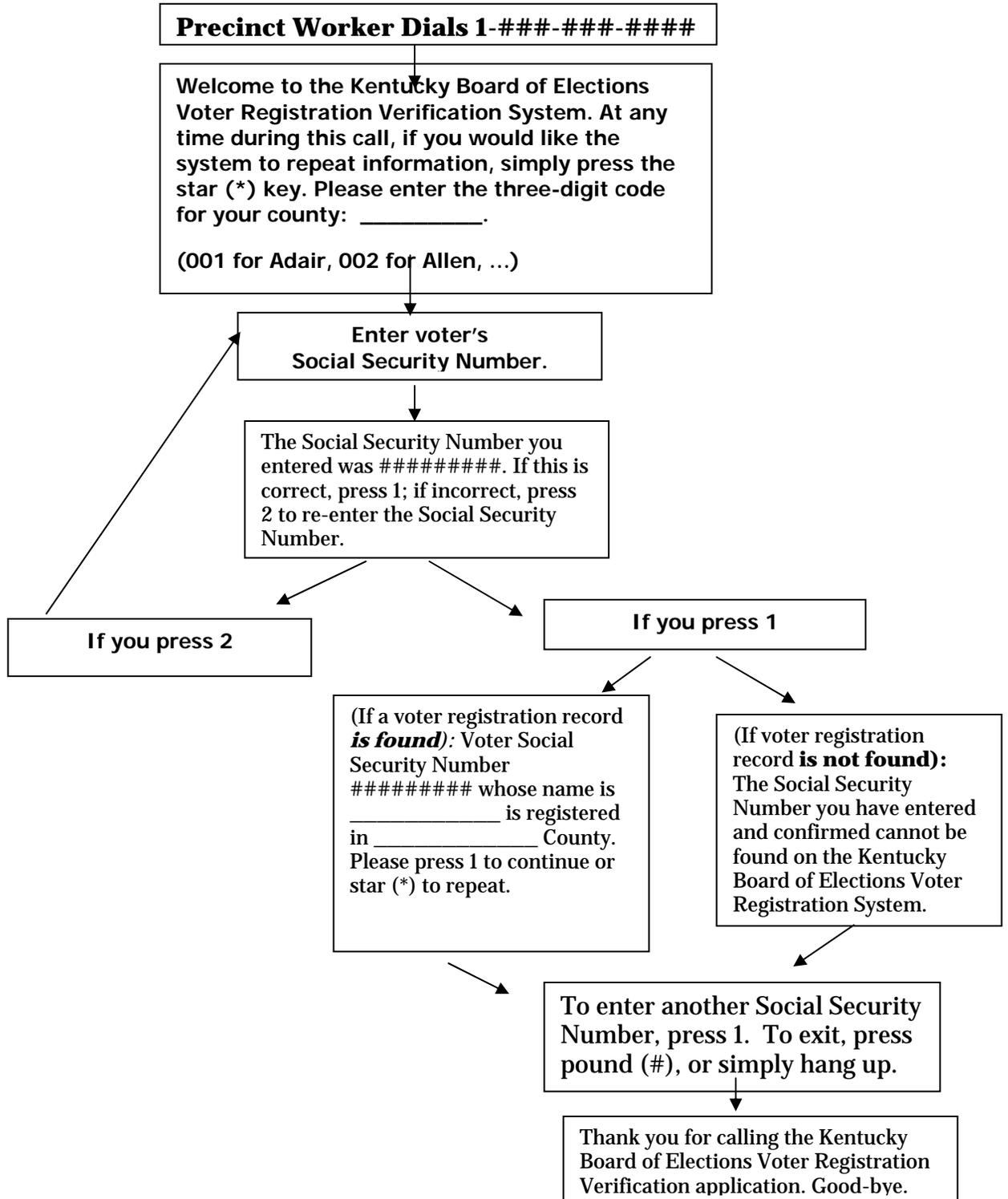
**SAMPLES OF  
ELECTION DAY  
FORMS**

**PAGES 42 - 57**

# NOVEMBER 6, 2012 - GENERAL ELECTION

## DO NOT POST IN THE PRECINCT FOR PRECINCT OFFICER USE ONLY

### Voter Registration Verification Interactive Voice Response System



If any prompt is not responded to within 5 seconds, the prompt will be repeated up to 3 times. If no touch-tone response is received by the system after the 3<sup>rd</sup> replay, the system disconnects.

SAMPLE

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

AUTHORIZATION TO VOTE AT PRECINCT

TO THE ELECTION OFFICERS OF Capital D104 PRECINCT

This is to certify that a voter registration record is on file in the County Clerk's office for:

Sam Quick Name of Voter  
Democrat Party  
XXX-XX-XXXX Social Security Number  
16 Oak St Apt #4 Address

Please add this name to the Supplemental Precinct Roster with all information required and permit this person to sign the roster and vote.

COUNTY CLERK'S USE ONLY

- Improper Removal
- Wrong Precinct Code
- Failure to make proper change reported
- Absentee Ballot cancelled

KRS 117.085(7)  
SBE 26 (4/00)

Susan Allen  
Chairman, County Board of Elections or Authorized Agent

Franklin County

11-7-2006 Date

White - County Clerk  
Canary - Precinct

SAMPLE

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

VOTER ASSISTANCE FORM

NOTE: A voter requiring assistance may be assisted by the two precinct judges or a person of the voter's choice who is not an election officer, except that the voter's employer, an agent of that employer, or an officer or agent of the voter's union shall not assist a voter.

NAME OF VOTER	James Doe	DATE OF BIRTH (MM/DD/YYYY)	04/13/1969
RESIDENTIAL ADDRESS	124 Cannon Rd		
SOCIAL SECURITY NUMBER	XXX-XX-XXXX	PRECINCT NAME OR NUMBER	A101
Check one:			
<input type="checkbox"/>	Voter has been certified as requiring assistance on a permanent basis as indicated on precinct roster. The following oath must be signed <i>by the person assisting the voter</i> and be witnessed by the precinct clerk/officer.		
<input type="checkbox"/>	Voter is NOT certified as requiring assistance on a permanent basis. <i>Both</i> of the following oaths must be completed and signed by the voter, the person assisting the voter, and be witnessed by the precinct clerk/officer.		

**OATH FOR VOTER NOT CERTIFIED AS REQUIRING ASSISTANCE ON A PERMANENT BASIS**

(Voter certified as requiring assistance on a permanent basis as indicated on precinct roster need not sign this oath section.)

I hereby state, under oath (or affirmation), that I am a qualified voter in the precinct indicated above, and that the reason I require assistance in voting is (check one): Blindness  Physical disability Inability to read English

James Doe  
Signature or "mark" of voter

Witness (two witnesses required if "mark" is used)

Witness (two witnesses required if "mark" is used)

**OATH FOR PERSON ASSISTING VOTER**

**(THIS PORTION MUST BE COMPLETED BY THE PERSON ASSISTING THE VOTER BEFORE ANY VOTER CAN RECEIVE ASSISTANCE)**

I hereby state, under oath (or affirmation), that I will operate the voting machine in accordance with the directions of the voter requiring assistance. I further state that I am not the voter's employer, an agent of that employer, or an officer or agent of that voter's union.

Name of person assisting voter (PLEASE PRINT)	Signature of person assisting voter
Jane Doe	Jane Doe

**APPLICATION REQUEST FOR PERMANENT ASSISTANCE**

Voter who requires assistance on a permanent basis due to Blindness or Physical disability hereby applies for certification for permanent assistance.

**SECTION TO BE COMPLETED BY PRECINCT ELECTION OFFICER**

The parties hereto have subscribed and sworn (or affirmed) these Oaths before me this 7 day of November, 2006.

Barbara Smith  
Signature of Precinct Election Officer

KRS 116.165 Provides that "any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to penalties therefor."  
KRS 117.255  
KRS 117.365  
KRS 117.995

WHITE: Grand Jury  
CANARY: County Clerk  
PINK: County Board of Elections

SBE 31 (02/06)

# SUPPLEMENTAL PRECINCT SIGNATURE ROSTER

TO BE SIGNED BY VOTERS QUALIFIED TO VOTE BUT NOT ON PRECINCT ROSTER

ELECTION DATE 11/7/2006

COUNTY NAME & CODE Franklin

037

PRECINCT NAME & CODE Capital

D104

SOCIAL SECURITY NUMBER	VOTER'S NAME <small>(Please Print - Last, First &amp; Middle)</small>	ADDRESS	SIGNATURE	DATE OF BIRTH	PARTY	ID Type FILL in ONE box ONLY						Clerk Initials
<del>XXX-XX-XXXX</del>	Kent, Clark	150 Dail Planet Rd	Clark Kent	7/27/87	R	<input checked="" type="radio"/> PA	<input type="radio"/> DL	<input type="radio"/> OI	<input type="radio"/> SS	<input type="radio"/> CC		
<del>XXX-XX-XXXX</del>	Parker, Peter	1600 Spider Ct	Peter Parker	3/18/75	D	<input type="radio"/> PA	<input type="radio"/> DL	<input checked="" type="radio"/> OI	<input type="radio"/> SS	<input type="radio"/> CC		PK
<del>XXX-XX-XXXX</del>	Wayne, John	38 Oak St Apt 6	John Wayne	12/31/49	R	<input type="radio"/> PA	<input type="radio"/> DL	<input type="radio"/> OI	<input type="radio"/> SS	<input type="radio"/> CC		JK
						<input type="radio"/> PA	<input type="radio"/> DL	<input type="radio"/> OI	<input type="radio"/> SS	<input type="radio"/> CC		
						<input type="radio"/> PA	<input type="radio"/> DL	<input type="radio"/> OI	<input type="radio"/> SS	<input type="radio"/> CC		
						<input type="radio"/> PA	<input type="radio"/> DL	<input type="radio"/> OI	<input type="radio"/> SS	<input type="radio"/> CC		
						<input type="radio"/> PA	<input type="radio"/> DL	<input type="radio"/> OI	<input type="radio"/> SS	<input type="radio"/> CC		
						<input type="radio"/> PA	<input type="radio"/> DL	<input type="radio"/> OI	<input type="radio"/> SS	<input type="radio"/> CC		
						<input type="radio"/> PA	<input type="radio"/> DL	<input type="radio"/> OI	<input type="radio"/> SS	<input type="radio"/> CC		
						<input type="radio"/> PA	<input type="radio"/> DL	<input type="radio"/> OI	<input type="radio"/> SS	<input type="radio"/> CC		

SAMPLE

ID Types: PA = Personal Acquaintance DL = Driver's License OI = Other Identification SS = Social Security Card CC = Credit Card

SBE 25 (09/04)

SBE 32 (11/05)

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

**SAMPLE**

### OATH OF VOTER

When a voter has moved to a new precinct within the same county and is not listed on the current precinct roster, when the officers of an election disagree as to the qualifications of a voter, or when a voter's right to vote is disputed by a challenger, the voter shall sign the following oath as to his qualifications before he is permitted to vote.

I, Janet Jones, hereby state, under oath, that I am duly registered as  
(Name: Please Print)

a Republican voter in this precinct in Franklin County,  
(Political Party Preference) (County)

Kentucky and that I currently reside at 123 Woods Circle 40601. My previous address  
(Current Residence Street Address and Zip Code)

was 240 Creek Street 40601 in this county. I know of no legal disqualifications which should  
(Previous Residence Street Address and Zip Code)

prevent my vote from being cast and counted at this election and I affirm that I have not voted and will not vote in another precinct or by absentee ballot in this state during this election.

I understand that any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to the penalties therefore. I further understand that if I execute the Oath and am not a registered voter at the current address stated above, I have committed a criminal act.

Janet Jones 01/14/1969 XXX-XX-XXXX 11/7/2006  
Voter must sign here Date of Birth Social Security Number Date

**This Oath shall be returned to the County Clerk who shall deliver it to the Commonwealth's Attorney for investigation.**

Reason for Requiring Oath Address Change Precinct Name or No. A101

Signature of Precinct Election Officer or Challenger Anne Smith

### Do Not Use the Oath of Voter (SBE 32) to allow someone with no identification to vote.

Possible reasons for requiring the Oath of Vote (SBE 32) are:

- Voter's address has changed
- Voter's name has changed
- Voter not on roster because he is "Inactive"
- Voter was improperly removed from voter rolls







SBE 01 (01/03)

You MUST answer questions A & B before completing this form.

5041503

A. Are you a citizen of the United States of America?

YES  NO

If you checked "no" in response to either of these questions, do not complete this form.

B. Will you be 18 years of age on or before election day?

YES  NO

FOR CLERK USE ONLY

Check one:		PRECINCT CODE	PRECINCT NAME	TOWN	OTHER CODE
<input type="checkbox"/> New Registration	<input type="checkbox"/> Address Change				
<input type="checkbox"/> Party Change	<input type="checkbox"/> Name Change				

Social Security Number	Date of Birth (M-D-Y)	County (where you live)	Work Phone	Home Phone
Last Name		First Name	Middle Name	Suffix (circle one) Jr. Sr. II III IV
<input type="checkbox"/> Female <input type="checkbox"/> Male				

Address where you live (do not give PO address):

Apt. #      City      Zip Code

Address where you get your mail (if different from above):

Apt. #      City      Zip Code

Party Registration—check one box

Democratic Party

Republican Party

Other \_\_\_\_\_ (write name above)

If you select "Other" as your party affiliation, you are eligible to vote for only nonpartisan offices in any primary election. You may vote for any candidate in all general or special elections. Only persons timely registered shall have the right to vote.

NOTE: You may change your political party affiliation at any time on or before December 31<sup>st</sup> to remain eligible to vote in the following primary election.

**5 ANSWER**

**WARNING:** If you sign this statement even though you know it is untrue, you can be convicted and fined up to \$500 and/or jailed up to 12 months.

Voter Declaration—read and sign below

I swear or affirm that:

- I am a U.S. citizen
- I live in Kentucky at the address listed above
- I will be at least 18 years of age on or before the next general election
- I am not a convicted felon, or if I have been convicted of a felony, my civil rights must have been restored by executive pardon
- I have not been judged "mentally incompetent" in a court of law
- I do not claim the right to vote anywhere outside Kentucky

**X** Signature \_\_\_\_\_ Date \_\_\_\_\_

Witnessed By: \_\_\_\_\_ TWO WITNESSES REQUIRED IF "MARK" IS USED

Witnessed By: \_\_\_\_\_

## PRECINCT SHERIFF'S POST-ELECTION REPORT

**KRS 117.355(1)** Within three (3) days after any primary or general election, the precinct election sheriff shall file a report with the chairman of the county board of elections and with the local grand jury. The report shall include any irregularities observed and any recommendations for improving the election process.

County	ANY
Date Of Election	11-6-2007
Precinct	A101 - FRANKLIN ELEMENTARY
Name Of Precinct Election Sheriff (Please Print)	PETER PARKER

**IRREGULARITIES OBSERVED:** (If you observed any irregularities, describe in your own words with as many details as possible, including names of alleged violators of election laws. Reported violations should include, but not be limited to violations of KRS 117.255 relating to assisting voters and execution of the voter assistance forms, adjusting the voting machine in primary elections to enable the voter to vote for only persons for whom the voter is entitled to vote, voting more than once, and voting supplemental paper ballots. Violations of KRS 117.235 relating to electioneering must also be reported. If more space is required, attach additional sheets as necessary. If no violations are observed, so indicate.)

JOHN DOE WAS OBSERVED HANDING OUT CAMPAIGN LITERATURE WHILE WAITING IN LINE TO VOTE. I INFORMED MR. DOE THAT HIS ACTIONS WERE NOT PERMITTED AND WAS A FORM OF ELECTIONEERING. HE APPOLOGIZED AND STOPPED HIS ACTIONS IMMEDIATELY. NO OTHER PROBLEMS OR VIOLATIONS OBSERVED.

**RECOMMENDATIONS FOR IMPROVING THE ELECTION PROCESS:** (Describe recommendations in your own words. If more space if required, attach additional sheets as necessary.)

NO RECOMMENDATIONS AT THIS TIME.

11-6-2007

Date Signed

Peter Parker

Signature of Precinct Election Sheriff

KRS 117.255  
KRS 117.355

SBE 53 (4/00)

White - Grand Jury  
Canary - County Board of Elections  
Pink - Precinct Election Sheriff

# SAMPLE

(Your county may have a different version of this form. This form is merely provided for illustration purposes only. The State Board of Elections makes no assurance as to the validity or legal sufficiency of this document pursuant to 31 KAR 2:010.)

## PRECINCT BALLOT ACCOUNTABILITY STATEMENT

COUNTY	DATE OF ELECTION	PRECINCT NAME	PRECINCT CODE #

	FACE 1	FACE 2	FACE 3	FACE 4	FACE 5	FACE 6	FACE 7
<b>QTY. PADS ISSUED</b>							
<b>STARTING NO.</b>							
<b>ENDING NO.</b> (THE NUMBER OF THE NEXT BALLOT YOU WOULD HAVE GIVEN OUT)							
<b>SPOILED BALLOT COUNT AREA</b>  EXAMPLE: <i>WHT 11</i>							
<b>TOTAL BALLOTS USED</b>							

REASON FOR DISCREPANCIES: \_\_\_\_\_

NOTES: \_\_\_\_\_

We, the undersigned, do hereby certify that the above information is accurate and complete.

Precinct Clerk \_\_\_\_\_ Precinct Sheriff \_\_\_\_\_

Precinct Judge \_\_\_\_\_ Precinct Judge \_\_\_\_\_

County Clerk \_\_\_\_\_

# SAMPLE

(Your county may have a different version of this form. This form is merely provided for illustration purposes only. The State Board of Elections makes no assurance as to the validity or legal sufficiency of this document pursuant to 31 KAR 2:020.)

This form must be completed and returned to the COUNTY CLERK.

## eSCAN VERIFICATION FORM

ELECTION JUDGES TO VERIFY INFORMATION BEFORE OPENING POLLS	Judges' Initials
Precinct name: _____	_____
eScan Serial Number: _____	_____
eScan Seal Number: _____	_____
Yellow Seal Number: _____	_____
Blue Seal Number: _____	_____
PVT Count - Start: _____	_____
Red Ballot Bag Lock Seal: _____	_____

Signed \_\_\_\_\_  
Program Administrator who sealed eScan

### ELECTION JUDGES TO COMPLETE WHEN CLOSING POLLS

Print three (3) paper tapes and have all four officers sign the tapes. Two (2) tapes are to be returned to the County Clerk in the Result Tape Envelope and the third to be posted at the precinct.

eScan Protective Counter Number (PVT Count) \_\_\_\_\_

Signed \_\_\_\_\_  
Democratic Judge

Signed \_\_\_\_\_  
Republican Judge

## ACCURACY TEST CHECKLIST

Firmware Version Identification 4.3.1, 4.2.13, 1.3.14 Polling ID Number \_\_\_\_\_

- Visual inspection of eScan as well as all working parts checking for damage and defects.
- Visual inspection of screen, power cord, plugs, and MBB card slot.

Accuracy Test was performed:  On voting system  On individual voting machine  
 Completion of errorless test deck

Name of Person completing Accuracy Checklist

Signature of Person Completing Accuracy Checklist

Date and Time \_\_\_\_\_

Rep Representative \_\_\_\_\_

**PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT**

County	Date of Election	Precinct Name	Precinct Code

Choose Election Type: Primary or General		Ballot Stub Numbers	
		<i>From</i>	<i>To</i>
<b>Primary Election</b>	<i>Democrat</i>		
	<i>Republican</i>		
<b>General Election</b>			

We, the duly appointed precinct officers of this precinct, do certify below the number of provisional ballots issued, used, and spoiled.

Ballots	Choose Election Type: Primary or General		
	Primary Election		General Election
	<i>Democrat</i>	<i>Republican</i>	
Number of Ballots Issued to Precinct – <b>a.</b>			
Ballots Used (includes spoiled ballots) – <b>b.</b>			
Ballots Unused – <b>c.</b>			
Total – <b>(b. + c.) – d.</b>			
Number of Spoiled Ballots			

If row **d.** does not agree with row **a.**, explain the difference here:

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We, the undersigned, do hereby certify that the above information is accurate and complete.

Precinct Clerk \_\_\_\_\_  
 Precinct Sheriff \_\_\_\_\_  
 Precinct Judge \_\_\_\_\_  
 Precinct Judge \_\_\_\_\_



THIS ENVELOPE MUST BE SEALED.

SBE 38 (02/04)

**Precinct Officer Use Only**

Circumstances for issuing a Provisional Ballot  
(Please check one)

PRECINCT \_\_\_\_\_

- Voter whose name does not appear on the precinct roster and whose registration status cannot be determined by the Precinct Officer.
- Voter whose name does not appear on the precinct roster and who has been verified as ineligible to vote.
- Voter who does not have identification.
- Voter who is voting as a result of a Federal or State Court Order or any Order under State law in effect 10 days prior to Election Day which extends the polling hours.
- Voter has been challenged by all four Precinct Election Officers. (List reason for challenge below).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verified by

\_\_\_\_\_

**PROVISIONAL BALLOT AFFIRMATION**

I, \_\_\_\_\_, hereby state, under oath or affirmation, that I am duly registered  
(Print Name)

as a \_\_\_\_\_ voter in this precinct in \_\_\_\_\_ County, Kentucky and that  
(Political Party Preference) (County)

I currently reside at \_\_\_\_\_  
(Current Residence Street Address and Zip Code)

I know of no legal disqualifications which should prevent my vote from being cast and counted at this election and I affirm that I have not voted and will not vote in another precinct or by absentee ballot in this state during this election.

I understand that any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to the penalties therefore. I further understand that if I execute the Affirmation and am not a registered voter at the current address stated above, I have committed a criminal act.

\_\_\_\_\_  
Voter must sign here Social Security Number Date

**Precinct Election Officer Signature Verification**

\_\_\_\_\_

**County Board of  
Elections  
Use Only**

Count

Did not Count  
(List reason below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verified by

\_\_\_\_\_

THIS ENVELOPE MUST BE SEALED.

SBE 39 (1/03)

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# PROVISIONAL BALLOT

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# PRECINCT ELECTION OFFICERS REVIEW

## ANSWER TRUE OR FALSE TO EACH OF THESE STATEMENTS

- \_\_\_\_\_ 1. All precincts must close at 6 PM, unless there are voters waiting in line at 6 PM to vote.
- \_\_\_\_\_ 2. If a voter registered in your county is not listed on the Precinct Signature Roster in your precinct, but has recently moved to your precinct, he must vote at his old precinct.
- \_\_\_\_\_ 3. Campaign workers may not witness the vote count after the polls have closed.
- \_\_\_\_\_ 4. Voters who have been approved for permanent voter assistance do not have to sign the Precinct Signature Roster and can only use the accessible voting machine.
- \_\_\_\_\_ 5. Only a person whose name appears on the Precinct Signature Roster may vote in your precinct.
- \_\_\_\_\_ 6. Spouses are not permitted to accompany each other into the voting booth without first qualifying for voter assistance and completing the "Voter Assistance" form (SBE 31).
- \_\_\_\_\_ 7. Members of the news media may not conduct interviews with voters inside the voting room.
- \_\_\_\_\_ 8. If a minor goes into the voting booth with a voter and accidentally casts the ballot on the voting machine, the judges should reset the machine and permit the voter to vote again.
- \_\_\_\_\_ 9. All voters are allowed only two minutes to vote if other voters are in line waiting to vote.
- \_\_\_\_\_ 10. A candidate may assist a voter in the voting booth if that voter qualifies for assistance.

- \_\_\_\_\_ 11. Even if one of the Precinct Election Officers knows a voter, each voter must confirm his or her current address.
  
- \_\_\_\_\_ 12. A voter who has been challenged by a Precinct Election Officer or Challenger can vote after completing an "Oath of Voter" form (SBE 32) and by signing the Precinct Signature Roster.
  
- \_\_\_\_\_ 13. Any voter who has applied for an absentee ballot may not vote in person at the polling place on Election Day.
  
- \_\_\_\_\_ 14. If a voter is not known by one of the Precinct Election Officers and does not present a type of ID at the polls, he is not allowed to vote on the voting machine.
  
- \_\_\_\_\_ 15. Only the two precinct judges are required to be able to set up a voting machine at the beginning of the Election Day.
  
- \_\_\_\_\_ 16. Persons assisting voters who have been approved for permanent voting assistance still need to sign the Voter Assistance form (SBE 31).
  
- \_\_\_\_\_ 17. The voter with a visual impairment or voter with a disability must vote on the voting machine specifically designed to accommodate the voter with disabilities.
  
- \_\_\_\_\_ 18. No one allowed in the voting room may use paper, telephone or a computer to create a check-off list or record the identity of voters.
  
- \_\_\_\_\_ 19. The voting machine should be placed where the Precinct Election Officers can see the ballot screen at all times.
  
- \_\_\_\_\_ 20. A voter can use a Tennessee Driver's License as his/her form of identification at the polls.

## ANSWERS TO THE PRECINCT ELECTION OFFICERS REVIEW

- TRUE** 1. All precincts must close at 6 PM, unless there are voters waiting in line at 6 PM to vote.

At 6 PM, the sheriff shall stand at the end of the line of those voters who arrived by 6 PM and that voter shall be the last voter permitted to vote. The precinct sheriff shall wait in line with the last voter until he has voted. Any voters who arrive after the last voter in line at 6 PM shall not be permitted to vote. When the last voter in line by 6 PM has voted, the polls shall then be closed.

KRS 118.035(1)

- FALSE** 2. If a voter registered in the county is not on the Precinct Signature Roster in your precinct but has recently moved to your precinct, he must vote at his old precinct.

All voters must vote in the precinct in which they live even if they are not listed on the Precinct Signature Roster or Supplemental Precinct Signature Roster. If a voter is not listed on the Precinct Signature Roster or Supplemental Precinct Signature Roster but is registered and lives in your precinct, he can vote after completing an "Oath of Voter" form (SBE 32), a new voter registration card, and by signing the Supplemental Precinct Signature Roster. KRS 116.085; KRS 116.025(3)(4). A voter who moved to another county after the registration books closed may return to his old precinct and vote in this one election. KRS 116.025(5). A voter who moved to another county before the registration books closed may not vote in either county for that election. KRS 116.025(6).

- FALSE** 3. Campaign workers may not witness the vote count after the polls have closed.

As long as the campaign worker is considered a representative of the candidate, she may observe the vote count. KRS 117.275(1). The media and representatives of candidates may observe the closing of the precinct. KRS 117.275(9). General onlookers or well-wishers may not observe the closing of the voting machine at the end of the day.

- FALSE** 4. Voters who have been approved for permanent voter assistance do not have to sign the Precinct Signature Roster and can only use the accessible voting machine.

Voters who have been approved for permanent voting assistance do not have to sign the **Voter Assistance Form (SBE 31)** or list the reason assistance is needed. KRS 117.255. However, ALL voters who vote must sign the Precinct Signature Roster or Supplemental Precinct Signature Roster and can use any voting machine of their choice whether or not they have been approved for permanent assistance. KRS 117.225.

- FALSE** 5. **Only a person whose name appears on the Precinct Signature Roster may vote in your precinct.**

There are many reasons that may result in a qualified voter's name being omitted from the Precinct Signature Roster. If a person's name does not appear on the Precinct Signature Roster, please refer to the procedures listed on pages 16-20. KRS 116.025; KRS 116.085; KRS 117.035(4); and 31 KAR 6:020.

- TRUE** 6. **Spouses are not permitted to accompany each other into the voting booth without first qualifying for voter assistance and completing the Voter Assistance Form (SBE 31).**

The only person(s) that may enter the voting booth with a voter is the person(s) assisting a voter who qualifies for voting assistance and a minor child at the voter's discretion. KRS 117.255; KRS 117.235.

- TRUE** 7. **Members of the news media may not conduct interviews with voters inside the voting room.**

Members of the media may conduct interviews outside the door of the voting room as long as they do not interfere with the election process. KRS 117.235(3). They may not conduct interviews inside the room where the voting machine is located. KRS 117.235(1). They may film the voting process in the room where the voting machine is located as long as they do not record the identity of voters or interfere with the election process. KRS 117.236(2).

- FALSE** 8. **If a minor goes into the voting booth with a voter and accidentally casts the ballot on the voting machine, the judges should reset the machine and permit the voter to vote again.**

Once the vote is cast, the voter cannot vote again. A voter may cast only ONE vote. Voters who take minor children into the voting booth with them should be warned of this situation. KRS 117.235(1)(d).

- FALSE** 9. **All voters are allowed only two minutes to vote if other voters are in line waiting to vote.**

A voter may spend only two minutes in the voting booth **if** other voters are waiting in line to use the voting machine, except that those voters who because of a disability need extra time to cast a ballot shall be given a reasonable amount of time to vote. KRS 117.255(7).

**TRUE** 10. **A candidate may assist a voter in the voting booth if that voter qualifies for assistance.**

Voters may be assisted by any person of his choice, including a candidate, except the voter's employer, an agent of that employer, or an officer or agent of the voter's labor union. If a voter does not bring someone with him or he does not choose someone at the polls to assist him, then the two precinct election judges may assist the voter. KRS 117.255(3).

**TRUE** 11. **Even if one of the Precinct Election Officers knows a voter, each voter must confirm his or her current address.**

The voter affirms his/her name and address. KRS 117.225(1). The Precinct Election Officer confirms the voters identify by personal acquaintance or by document such as Driver's License, Social Security Card, Credit Card, or other I.D. showing picture and signature. The Precinct Election Officer confirming the identity shall sign the Precinct Signature Roster and list the method of identification. KRS 117.227; 31 KAR 4:010.

**TRUE** 12. **A voter who has been challenged by a Precinct Election Officer or Challenger can vote after completing an "Oath of Voter" form (SBE 32) and by signing the Precinct Signature Roster.**

A voter who has been challenged by an election officer or Challenger must complete an "Oath of Voter" form (SBE 32) before he/she will be permitted to vote on the voting machine. KRS 117.245(2). After the "Oath of Voter" form (SBE 32) has been completed, the voter must sign the Precinct Signature Roster or Supplemental Precinct Signature Roster. KRS 117.225.

**FALSE** 13. **ANY voter who has applied for an absentee ballot may not vote in person at the polling place on Election Day.**

No person who has applied for an absentee ballot may vote in person at the polling place on Election Day *unless* such voter presents the Precinct Election Officers with:

▶An **"Authorization to Vote at Precinct" (SBE 26)**

▶A Court Order; or

▶An **"Authorization to Vote at Precinct" (SBE 26)** from the County Clerk if the voter is military, his dependent, or an overseas citizen. KRS 117.085(9); KRS 117.035(4).

- TRUE** 14. **If a voter is not known by one of the Precinct Election Officers and does not present a type of ID at the polls, he/she is not allowed to vote on the voting machine.**

Before a person is allowed to vote on the voting machine in the precinct, a voter must always show identification unless he/she is known by one of the Precinct Election Officers. KRS 117.227. The voter is permitted to leave the polling place to get his ID, provided the voter has not signed the Precinct Signature Roster. 31 KAR 6:020(3).

- FALSE** 15. **Only the two precinct judges are required to be able to set up a voting machine at the beginning of the Election Day.**

All officers need to be able to open a voting machine in case one or both judges are late or absent. Not understanding how to open a voting machine could prevent the precinct from opening on time. KRS 117.205; KRS 118.035.

- TRUE** 16. **Persons assisting voters who have been approved for permanent voting assistance still need to sign the Voter Assistance form (SBE 31).**

If the voter requires assistance, the person assisting the voter must sign the Voter Assistance Form (SBE 31). KRS 117.255.

- FALSE** 17. **The voter with a visual impairment or voter with a disability must vote on the voting machine specifically designed to accommodate the voter with disabilities.**

The voter with a disability may vote on any voting machine the voter chooses.

- FALSE** 18. **No one allowed in the voting room may use paper, telephone or a computer to create a check-off list or record the identity of voters.**

No election officer, voter, or other person permitted by law within the voting room, **except** for Challengers, can use paper, telephone, a personal telecommunications device, or a computer or other information technology system for the purpose of creating a check-off list or otherwise recording the identity of voters within the voting room, except for the official use of the Precinct Signature Roster. KRS 117.236.

