2007 Election School

“Welcome to the Election School!”

“Let me first offer my thanks to you for being a precinct worker. Without you it would be impossible to conduct free and fair elections in our state. Your responsibility is great.

“I know that many precinct workers question whether they can properly perform all that is required of them and follow each one of the election laws and rules. Fear not!

“The Election School will train you in the duties and materials which you will encounter on election day. This training along with an overriding desire to treat all voters evenly and fairly will insure that your day as a precinct worker is a success!

“Whether it be in our personal or professional life, guiding principles can help us to be effective. The Election Center (an organization for support of election officials) has developed the following principles to assist those of us who conduct elections. I hope you find them as meaningful as I have.”

Chris Nelson

Secretary of State

Principles of Elections/Registration Officials

We subscribe to these Principles:

•Freedom is an inherent human right, but it is also fragile and can be lost through neglect or misuse.

•Freedom requires responsibility.

•Freedom can best be maintained and nurtured through the democratic process. The success of the democratic process requires fair and open elections which accurately reflect the intent of the electorate.

•Therefore, it is our unique role as elections officials to serve as the gatekeepers of Democracy.

It is our sacred honor to protect and promote public trust and confidence by our conduct of accurate and fair elections.

As the public's guardians of freedom within a democratic society, we are responsible for the integrity of the process. Our role demands that these principles must be placed above personal or partisan gain.

Nurturing and protecting Democracy is a team effort in the profession of elections administration. Our task requires wisdom, courage and the desire to remain focused on our vision of free and impartial elections despite changes in our society and its laws.

By dedicated adherence to these Principles and Standards of Conduct, we demonstrate our loyalty to freedom, pride in our profession and a commitment to the excellence of the democratic process.

Essential Information

The following information is considered the essential knowledge which all precinct workers should have. If you have questions regarding any of this information, please ask whoever is in charge of your election (county auditor, municipal finance officer or school business manager). It is their responsibility to provide you with precinct worker training.

Throughout this presentation there will be page numbers listed. Additional information on the topic at hand can be found on those pages in the *South Dakota Election Day Precinct Manual 2008*. This manual should be at your polling place on election day.

Be sure to review a sample ballot prior to the election so you are familiar with its content.

Your county auditor may show you *The Ten Commandments of Communicating with People with Disabilities* video which will assist you in helping any voters with physical disabilities.

Poll Worker Conduct

Professional - You are conducting the most essential element of our democracy. Work and act accordingly.

On time - Arrive at the polling place at the time provided.

Leave "partisan" leanings at the door - All of us have our favorite candidate or position on a ballot question. That's OK. When you are an election official, however, none of your personal preferences can show while you are working.

Treat every voter fairly and with respect - Nothing shakes a voter's confidence in the integrity of the election more than when a precinct worker treats them or their ballot unfairly.

Work as a team - Your work will be more enjoyable and the voters will be better served.

Poll Hours

- All elections: 7:00am to 7:00pm legal time
- Be sure the polling place clock is set to the correct time!
- Emergency extension of the poll hours is allowed in the event of an emergency. This must be authorized by the person in charge of the election.
- The opening of the polls can be postponed for one week if the governing body of your jurisdiction determines that the weather makes it impossible to open the polls. (SDCL 12-2-4)
- Voters waiting in line at 7:00pm are allowed to vote.
- Precinct workers may not leave polling place while polls are open.
- Page 4.

Poll Worker Responsibilities

Precinct Superintendent

- In charge of the polling place
- Designates election board duties to each election worker
- Duties would include:
  - Registration list
  - Poll book
  - Stamping ballots
  - Handing out ballots
  - Observing returned ballots for a ballot stamp before they are placed in the ballot box
- If you are using the AutoMARK voter assist terminal, refer to slides 19-22 for the AutoMARK procedures.

Precinct Deputies

- Perform duties assigned by the superintendent
- Duties may rotate throughout election day if directed by the precinct superintendent
- Precinct worker in charge of the pollbook must be of a different political party than worker in charge of registration list
- Pages 6-9.

No Campaigning

- The importance of keeping the polling place free from advertising cannot be stressed enough.
- No campaign advertising, signs, buttons, articles of clothing or any other type of campaigning may be in the polling place or within 100 feet of the entrance to the polling place.
- Periodically view each polling booth (when empty) to make sure that no campaign materials are left there.
- Before the opening of the polls and throughout election day the 100 foot area surrounding the entrance to the polling place must be checked to be sure it is free of campaign materials.
- If any campaign materials are found they should be removed. If some person is campaigning or wearing campaign advertising they must be stopped or asked to exit the area.

- Exit polling, opinion polling and straw balloting are all prohibited in the “no campaigning” area.
- A candidate who is on the ballot in your precinct may only be present long enough to cast their vote.
- If anyone persists with campaign activities within the prohibited area, law enforcement should be called to deal with the situation.
- Pages 4-6.

Poll Watchers

- Poll watchers work for a candidate or campaign to monitor activity at the polling place.
- Election board workers may not be poll watchers.
- Poll watchers must be allowed to be positioned close enough to the election worker's table so that they can see and hear what is going on but not so that they interfere in any way.
- Poll watchers **may** converse with the election board and look at the pollbook if it doesn't interfere with the voting process.
- Poll watchers **may not** campaign in any way within the polling place, touch any election supplies or control the legal actions of the election board!
- Provide each poll watcher with a copy of the *South Dakota Poll Watcher and Observer Guidelines* as shown on the next screen.
- Pages 5-6.

South Dakota Poll Watcher and Observer Guidelines

Issued by Secretary of State Chris Nelson – September 2004

South Dakota law allows poll watchers and observers to be present to observe the voting and counting activity at polling places and provides guidelines for poll watchers and observers. (SDCL 12-18-8.1, 9, 9.1)

Administrative rule 5:02:12 establishes the number of poll watchers allowed at each polling place:

- Primary – one for each candidate
- General – one for each party
  - – one for each independent candidate
  - – one for each slate of presidential electors
  - – one for each ballot question side
- Additional poll watchers are allowed if "adequate space" permits.

Any person present at a polling place to observe who does not declare themselves to represent one of the above categories is not a poll watcher but is an observer.

Election board workers may not be poll watchers.

Poll watchers must be positioned in a location where they can plainly see and hear what is done within the polling place but may not interfere in any way.

Poll watchers and observers may converse with the election board and look at the pollbook <u>only if it doesn't interfere</u> with the voting process.

In the polling place or within 100 feet of the entry, poll watchers and observers MAY NOT:

- Campaign or wear buttons or clothing containing campaign information (SDCL 12-18-3)
- Solicit votes for or against any person, political party or ballot question position (SDCL 12-18-3)
- Maintain an "office or communication center" (SDCL 12-18-3)
- Interfere with a voter's free access to the polling place (SDCL 12-18-3)
- Interfere with the official actions of the election board (SDCL 12-18-9.1 and 12-26-22)
- Disrupt the administration of the polling place (SDCL 12-18-3)
- Touch any election supplies (SDCL 12-18-9.1)
- Attempt to control the legal actions of voters or the election board (SDCL 12-18-9.1)
- Use a cell phone which distracts election workers or voters (SDCL 12-18-3)
- Look into an occupied voting booth (SDCL 12-18-9.1)
- Disobey a lawful command of an election worker (SDCL 12-26-21)
- Cause a disturbance or breach of peace (SDCL 12-26-22)
- Engage in disorderly conduct such as threatening behavior or making unreasonable noise (SDCL 12-26-22 and 22-13-1)
- Advocate for or against a voter as the voter interacts with the election board (SDCL 12-18-3, 12-18-9.1, 12-18-10, 12-26-22)
- Run a system where cards or other items are exchanged with voters or other persons (SDCL 12-18-3)

The telephone at the polling place is for the use of the election board. Poll watchers and observers MAY NOT use the polling place telephone designated for the election board.

If a poll watcher or observer has a concern or question about any action occurring in the polling place, that person should bring this concern to the attention of the precinct superintendent. It is then the superintendent's responsibility to respond to that question or concern. Poll watchers and observers MAY NOT take any unilateral steps to change any action, inaction or activity occurring at the polling place. If the precinct superintendent fails to correct the questioned activity, the poll watcher or observer should contact the county auditor.

Election Day Procedures

The following pages will show you each of the activities that you will perform throughout election day. We will begin by looking at those things that must be done before the polls open, continue through election day and finish with the counting of the votes and election supply cleanup.

Before the Polls Open

- Precinct superintendent will sign receipt for official ballots and election supplies.

12-16-19D — Receipt of Superintendent of Election for General Ballots and Supplies (SDCL 12-16-18) PRINTED BY BROWN & SAENGER, SIOUX FALLS, S.D.

Rule 5:02:05:08 (9-79)

STATE OF SOUTH DAKOTA,
County of _____ } ss.

_____ Superintendent of Election, in and for the voting precinct of _____ in said County do hereby certify that on the _____ day of _____, 1998, at the hands of _____ (Auditor, Sheriff), by _____, his deputy, of said County, I received a sealed package said to contain official ballots and necessary supplies for the use of voters of said precinct at the general election to be held on Tuesday, the 3rd day of November, 1998.

Dated this _____ day of _____, 1998.

_____ Superintendent of Election

- Poll workers will all take the oath of office found inside the pollbook. The oath is shown on the following page.

OATH OF JUDGES AND CLERKS OF ELECTION

STATE OF SOUTH DAKOTA
_____ *County* } *ss.*

I, _____ *do solemnly swear (or affirm), that I will perform the duties of Judge according to law and the best of my ability; and that I will studiously endeavor to prevent fraud, deceit and abuse in conducting the election about to be held.*

Subscribed and sworn to before me, _____

_____ *19.* _____

_____

STATE OF SOUTH DAKOTA
_____ *County* } *ss.*

I, _____ *do solemnly swear (or affirm), that I will perform the duties of Judge according to law and the best of my ability; and that I will studiously endeavor to prevent fraud, deceit and abuse in conducting the election about to be held.*

Subscribed and sworn to before me, _____

_____ *19.* _____

_____

STATE OF SOUTH DAKOTA
_____ *County* } *ss.*

I, _____ *do solemnly swear (or affirm), that I will perform the duties of Judge according to law and the best of my ability; and that I will studiously endeavor to prevent fraud, deceit and abuse in conducting the election about to be held.*

Subscribed and sworn to before me, _____

_____ *19*____ _____

_____

STATE OF SOUTH DAKOTA
_____ *County* } *ss.*

I, _____ *do solemnly swear (or affirm), that I will perform the duties of Clerk according to law and the best of my ability; and that I will studiously endeavor to prevent fraud, deceit and abuse in conducting the election about to be held.*

Subscribed and sworn to before me, _____

_____ *19.* _____

_____

STATE OF SOUTH DAKOTA
_____ *County* } *ss.*

I, _____ *do solemnly swear (or affirm), that I will perform the duties of Clerk according to law and the best of my ability; and that I will studiously endeavor to prevent fraud, deceit and abuse in conducting the election about to be*

- The precinct deputies will complete and sign a receipt for the official ballots as provided by the precinct superintendent.

RECEIPT OF JUDGES OF ELECTION FOR OFFICIAL BALLOTS 12-16-20 BROWN & SAENGER, PRINTERS, SIOUX FALLS, S. D.

Rule 5:02:05:06

STATE OF SOUTH DAKOTA

_____ ***COUNTY*** } ***ss.***
_____ ***PRECINCT***

We, the Judges of Election, do hereby certify that on Tuesday, the _____ day of_____, 19_____, at the opening of the polls for the election held on that day, we received of _____, Judge of Election, a sealed package containing the following official ballots:

(Here list the official ballots received)

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

for the use of the voters at the election.

Dated this_____day of_____, 19_____.

_____
_____ } ***JUDGES OF ELECTION***
_____

- Count ballots and verify number of ballots against ballot receipt.
- Display American flag inside or outside polling place.
- Place a “Vote Here” or similar sign outside the polling place.
- Prepare voting booths & supplies.

Election Morning AutoMARK Test

Prior to the opening of the polls, the Precinct Superintendent must test the AutoMARK for proper operation using the following procedure:

1. Use only the test ballots provided by the person in charge of the election which are labeled "**TEST BALLOTS**". These will be provided in your AutoMARK Election Day Polling Place Kit.
2. Mark at least two "**TEST BALLOTS**" using the AutoMARK by selecting various candidates and ballot questions using the touchscreen, keypad and headphones.
3. When two "**TEST BALLOTS**" print properly, the AutoMARK is ready for use by voters. Store the **"TEST BALLOTS"** with your AutoMARK Election Day Polling Place Kit. DO NOT place the **"TEST BALLOTS"** in the ballot box.
4. If the AutoMARK does not properly mark the ballots, use the troubleshooting section found on pages 89 and 90 to resolve the problem. If your troubleshooting is unsuccessful, call your County Auditor.
5. You must successfully mark two **"TEST BALLOTS"** before allowing voters to use the AutoMARK™.
6. Even if the AutoMARK test is not successfully completed, open the polls at 7:00 am. Do not allow voters to use the AutoMARK until the test is successfully completed.

Pages 73-92

AutoMARK Election Day Checklist

Before Polls Open

- ❑ The AutoMARK is in place on the special AutoMARK table, with the INSTRUCTIONS TO THE VOTERS label below the AutoMARK. The AutoMARK is in a location that both encourages accessibility and maintains privacy. The AutoMARK is plugged in for power.
- ❑ A print cartridge is installed.
- ❑ The touch screen is out and ready.
- ❑ The ballot feed tray is out and ready.
- ❑ The headphones are not plugged into the audio slot but are next to the AutoMARK on the table.
- ❑ The privacy shield that comes with the special table is in place over the AutoMARK.
- ❑ Insert the gold Mode Switch Key and turn to ON. Be Patient ☺ (The screen will remain black for about 1 minute and then finally show boot progress.)
- ❑ Verify that the light above the key is green to confirm that the AutoMARK is receiving AC power. (If the light is yellow, the machine is on battery power, which will only last 2 hours.)
- ❑ Perform the required voting test with at least the 2 special ballots marked TEST BALLOT by inserting, viewing, listening to, moving through, and marking the 2 ballots. (Use the touch screen and the keypad to communicate with the AutoMARK.) If the system does not properly mark the test ballots, the precinct superintendent shall work on the system until a successful test is conducted. The precinct superintendent shall maintain custody of the key to activate the system at all times. Call your County Auditor if you need help.
- ❑ Return all ballots used to test the AutoMARK to the Election Day Polling Place Kit.
- ❑ Turn the Mode Switch Key to TEST.
- ❑ From the information displayed at the bottom of the TEST MODE screen, record the number after LIFETIME PRINT COUNTER on the AutoMARK Election Day Polling Place Recording Sheet.
- ❑ Record also the serial number of the AutoMARK, which is also displayed at the bottom of the TEST MODE screen.
- ❑ Record the number of the seal that is securing the door that contains the election definition.
- ❑ Turn the Mode Switch Key back to the ON position, remove the key, and keep it secure. The AutoMARK is ready for voters.

AutoMARK Election Day Checklist

<u>After Polls Close</u>

- ❑ Insert the Mode Switch Key and turn to TEST.
- ❑ Record again the number after LIFETIME PRINT COUNTER.
- ❑ Record again the number of the seal that is still securing the door that contains the election definition.
- ❑ Sign the completed Election Day Polling Place Recording Sheet.
- ❑ Turn the Mode Switch Key to OFF and remove the key. Return the key and the AutoMARK Election Day Polling Place Recording Sheet to the AutoMARK Election Day Polling Place Kit.
- ❑ Remove the print cartridge from the AutoMARK and seal it in the ziplock bag in the Kit.
- ❑ Return the AutoMARK Election Day Polling Place Kit to your County Auditor apart from the AutoMARK case on election night.

AutoMARK Election Day Polling Place Recording Sheet

Before Polls Open

LIFETIME PRINT COUNTER: _____

Serial Number: AM0105_____

Number of the Seal: _____

After Polls Close

LIFETIME PRINT COUNTER: _____

Number of the Seal: _____

Name of County: _____

Name of Polling Place: _____

_____

Signature of the Precinct Superintendent in charge of the AutoMARK

If you have time, please offer any comments below:

Did you have any problems with the AutoMARK during Election Day? If so, please describe:

Describe any ideas or concerns on how the AutoMARK functioned or was received by voters throughout Election Day.

Post **regular** size "*Instructions to the Voters*" in each voting booth.

INSTRUCTIONS TO THE VOTER **PAPER BALLOT**

TO MARK THE BALLOT

Use a cross (X) or check mark (✓) for each vote.
Do not make any marks other than a cross (X) or check mark (✓).
Do not erase anything on your ballot.
Do not rip your ballot or make holes in it.
Do not write in a name.

IF YOU MAKE A MISTAKE

If you make a mistake, give the ballot back and get a new one.
If you cast more votes than allowed in a race, give the ballot back and get a new one.

TO RETURN THE BALLOT(S) AFTER VOTING

Fold each ballot so the ballot stamp shows and take to the ballot box.

IF YOU NEED HELP, ASK.

Two **large** "*Instructions to the Voters*" posters must also be posted in the polling place.

✓Post the following notice on each entrance to the polling place and one inside the polling place.

Please Read

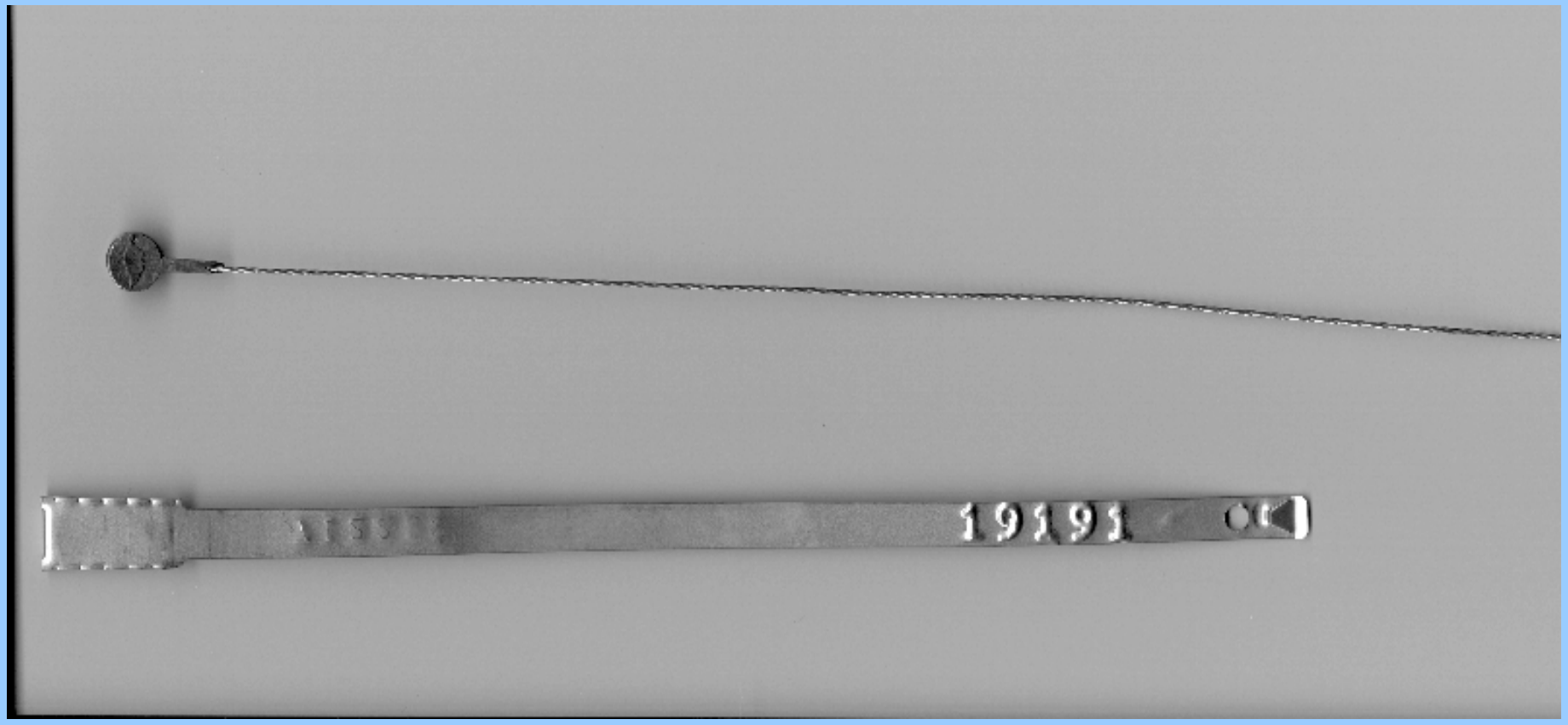
To vote, you must either:

- Present a photo ID, or if not able to do so,
- Sign an affidavit which will be given to you.

Accepted forms of photo identification include any one of the following:

- A SD driver license or nondriver ID card; or
- A US government photo ID; or
- A tribal photo ID; or
- A current student photo ID issued by a South Dakota high school or postsecondary education institution.

- Remove everything from the ballot box and seal the ballot box with a metal seal in preparation for voting. The ballot box cannot be unsealed until it is time to count the ballots.



- Declare the polls open at the legal starting hour.

Procedure when Voter Presents Themselves to Vote

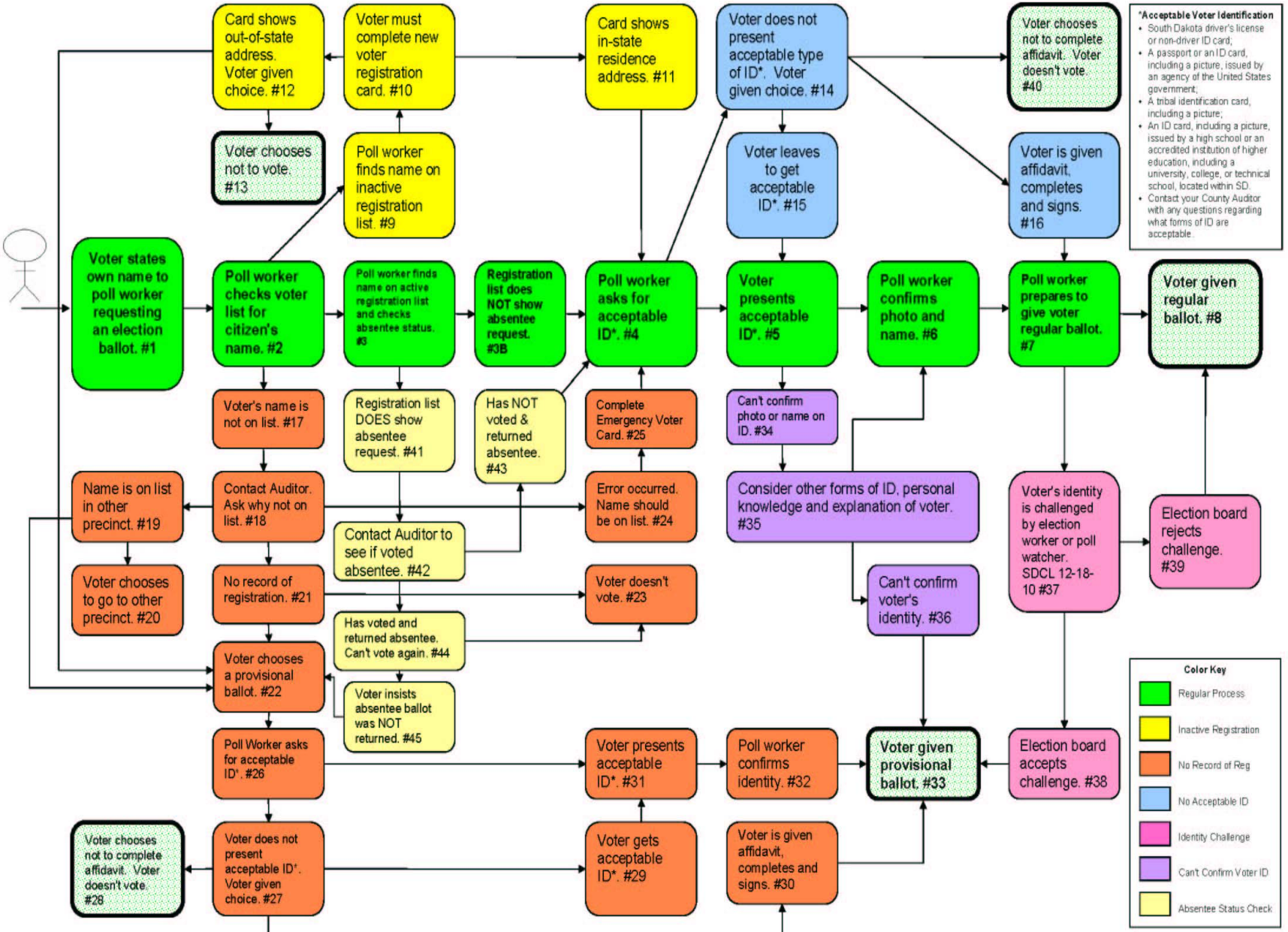
The following screens detail the process for each voter who presents themselves to vote.

Any person who has voted and returned an absentee ballot may not vote again at the polling place.

If there is any question regarding the steps to verify the voter's identity or whether the voter receives a regular or provisional ballot, please consult the *South Dakota Polling Place Voter Key* as shown on the next screen.

The back side of the *South Dakota Polling Place Voter Key* contains suggested responses to voters for each of the situations presented on the *Voter Key*.

South Dakota Polling Place Voter Key



If you have any questions, call your County Auditor

August 2004

South Dakota Polling Place Voter Key

Box Number	Code Cite	Suggested Response
1	12-18-6.3	"Your name, please."
2, 3 and 3B	12-18-7.1	
4	12-18-6.3	"Do you have a photo ID?"
5	12-18-6.1	Check to see if the ID is on this list of acceptable IDs. (1) A South Dakota driver's license or nondriver identification card; (2) A passport or an identification card, including a picture, issued by an agency of the United States government; (3) A tribal identification card, including a picture; or (4) An identification card, including a picture, issued by a high school or an accredited institution of higher education, including a university, college, or technical school, located within the State of South Dakota.
6	12-18-6.3	Check to see that the photo matches the voter and that the name on the ID matches the name on the voter registration list.
7	12-18-12	Stamp ballot and hand to voter.
8	12-18-14	"Thank you for voting today!"
9	12-18-7.4	"Your name is on the inactive voter registration list."
10	12-18-7.4	"Because you are on the inactive registration list, you must complete a new voter registration card before voting. Here is that card to complete."
11	12-18-7.4	"Thank you for completing your voter registration card."
12	12-18-7.4	"You have provided an out-of-state residence address. You will not be able to cast a regular ballot. You may choose to not vote or you may cast a provisional ballot. The provisional ballot will be kept separate from the regular ballots and will only be counted if the auditor can later verify that your name should not be on the inactive list. Your provisional ballot may not be secret. It is your choice whether to vote."
13		
14		"Because you are not able to present an acceptable photo ID, you now have an option. You may leave the polling place to retrieve an acceptable ID or you may sign this personal identification affidavit."
15		
16	12-18-6.2	Observe voter complete affidavit. Be sure that it is fully completed and legible.
17	12-18-7.1 12-18-7.2	"I'm sorry, your name does not appear on the voter registration list. I will contact the county auditor to determine if you are registered at some other location or been mistakenly left off this list. Please wait while I make that call."
18	12-18-7.2	Auditor will tell you how to proceed with this voter.
19		"You are registered to vote in precinct 'X'. That polling place is located at _____. You may go to that polling place and cast a regular ballot which will be counted **or** if you are willing to swear that you registered to vote in this precinct you may cast a provisional ballot at this precinct. The provisional ballot will be kept separate from the regular ballots and will only be counted if the auditor can find your voter registration card for this precinct. Your provisional ballot may not be secret. It is your choice which ballot to vote."
20		
21	12-18-7.2	"The auditor has no record of your being registered to vote. You may choose to not vote **or** if you are willing to swear that you registered to vote in this precinct you may cast a provisional ballot at this precinct. The provisional ballot will be kept separate from the regular ballots and will only be counted if the auditor can find your voter registration card for this precinct. Your provisional ballot may not be secret. It is your choice whether to vote."
22	12-18-39	
23		
24	12-18-7.2	"An error has been made and your name should have been on the voter registration list."
25	12-18-7.2	"Please complete this emergency voting card and you will be able to vote."
26	12-18-6.3	"Do you have a photo ID?"
27	12-18-6.2	"Because you are not able to present an acceptable photo ID, you now have an option. You may leave the polling place to retrieve an acceptable ID **or** you may sign this personal identification affidavit **or** you may choose to not vote."
28	12-18-6.2	
29		
30	12-18-6.2	"Please complete this personal identification affidavit." Observe voter complete affidavit. Be sure that it is fully completed and legible.
31	12-18-6.1	Check to see if the ID is on the list of acceptable IDs.
32	12-18-6.3	Check to see that the photo matches the voter and that the name on the ID matches the name on the voter registration list.
33	12-18-39	Have voter complete the provisional ballot envelope and provide the voter with the "Notice to Provisional Voter."
34	12-18-6.3	"The ID you have presented does not appear to be you and/or the name on the ID does not match the name on the voter registration list."
35	12-18-6.3	"You may explain why the photo and/or name does not match and you may present other forms of identification to assist us in confirming your identity."
36	12-18-6.3	"Based on the identification you have presented and your explanation of why this identification does not appear to be you, you will not be allowed to cast a regular ballot. You may, however, cast a provisional ballot. The provisional ballot will be kept separate from the regular ballots and will only be counted if the auditor can later verify your identity. Your provisional ballot may not be secret. It is your choice whether to vote."
37	12-18-10	Election worker or poll watcher challenges the voter as to the voter's identity not being who they claim or that the voter has been convicted of a felony or declared mentally incompetent in the last 15 days. The challenger would present whatever evidence they have to the election board to support their claim that the person is ineligible to vote. "Your identity (or other cause) has been challenged. What explanation or evidence can you provide to rebut this challenge and prove your identity."
38	12-18-10	"By majority vote, this election board has determined that the challenge is accepted and that you are not who you claim to be. You may, however, cast a provisional ballot. The provisional ballot will be kept separate from the regular ballots and will only be counted if the auditor can later verify your identity. Your provisional ballot may not be secret. It is your choice whether to vote."
39	12-18-10	"By majority vote, this election board has rejected the challenge. You may vote."
40		
41		"The registration list shows you have voted absentee."
42		"I will contact the county auditor to determine if your absentee ballot has been voted and returned."
43		"Your absentee ballot has not been returned. You may vote in person today."
44	12-26-8	"Your absentee ballot has been voted and returned. You may not vote a second time."
45	12-18-39	"If you insist that you have not voted and returned your absentee ballot, you may choose to vote a provisional ballot. It is a crime to vote an absentee ballot and then vote a provisional ballot. The provisional ballot will be kept separate from the regular ballots and will only be counted if the auditor can later verify that you have not voted an absentee ballot. Your provisional ballot may not be secret."

Voter Identification at the Polls

Voter presents themselves to the precinct worker in charge of the registration list. The voter must announce their name and show a valid photo identification. Valid identification is:

- A South Dakota driver's license or non-driver identification card;
- A passport or an identification card, including a picture, issued by an agency of the United States government;
- A tribal identification card, including a picture; or
- A current student identification card, including a picture, issued by a high school or an accredited institution of higher education, including a university, college, or technical school, located within the State of South Dakota.

A member of the election board must verify that the picture on the ID matches the voter. The name on the ID must also match the name on the voter registration list.

If the election board worker cannot make this verification, the worker may consider:

- Other forms of identification;
- Personal knowledge; and
- The voter's explanation.

If the voter's identity can't be proven to the satisfaction of the election board, the voter may vote a provisional ballot.

If the voter does not have in their possession a valid identification, the voter may retrieve an ID or complete a *Personal Identification Affidavit.* **Every voter without a valid ID in their possession must be given this option!**

PERSONAL IDENTIFICATION AFFIDAVIT

I declare, under penalty of perjury, that my name is listed as

_____

on the official voter registration list, that I am that person, and that I currently reside at_____

_____.

The maximum penalty for perjury is 5 years imprisonment and a $5,000 fine.

Dated _____

Voter Signature_____

Source: General Authority: SDCL 12-18-6.2.
Law Implemented: SDCL 12-18-6.2.

Form 12-18-6.2 (5:02:05:25) 1-04

PRINTED BY BROWN & SAENGER, SIOUX FALLS, SD

Page 11.

Understanding the Voter Registration List

A precinct voter registration list is shown below:

PRECINCT 21 — HUGHES COUNTY AUDITOR — Page 3

VOT #/CD	LAST, FIRST, MIDDLE NAME	ADDRESS 1	ADDRESS 2	DIST.	WD/PRCT	PARTY
785/A	BOUVETTE DOUGLAS D	121 W DAKOTA #2	PIERRE SD 57501	1 32-2	21	D
799/A	BOWERS KELSO T	622 E MISSOURI	PIERRE SD 57501	1 32-2	21	R
1834/A	BOWERS KERRY D	622 E MISSOURI	PIERRE SD 57501	1 32-2	21	D
15270/A	BOWERS THERESA F	620 E MISSOURI	PIERRE, SD 57501	1 32-2	21	R
2705/A	BOWLES SUSAN R	324 1/2 S PIERRE	PIERRE, SD 57501	1 32-2	21	R
833/A	BOYLE CLAYTON L	309 S PAWNEE	PIERRE SD 57501	1 32-2	21	R
834/A	BOYLE WANDA A	309 S PAWNEE	PIERRE SD 57501	1 32-2	21	R
837/A	BOYSEN DOROTHY P	614 W DAKOTA APT 1	PIERRE SD 57501	1 32-2	21	D
860/A	BRANCEL D G	410 E MISSOURI	PIERRE SD 57501	1 32-2	21	R
12201/A	BRANCEL JUDITH A	PO BOX 234	PIERRE, SD 57501	1 32-2	21	R
11752/A	BRANDSTROM JR. LYLE M	BOX 283 LAFRAMBOISE APT2	PIERRE SD 57501	1 32-2	21	R
9521/I**	BRAUMBAUGH ALLEN H	414 SOUTH RRR	PIERRE SD 57501	1 32-2	21	I
8360/A	BRINK D G	523 S MISSOURI	PIERRE SD 57501	1 32-2	21	R
10019/A	BROST FRANK D	404 W MISSOURI	PIERRE SD 57501	1 32-2	21	R
10013/A	BROST MARTHA C	404 W MISSOURI	PIERRE SD 57501	1 32-2	21	R

There are three possibilities:

1. Voter is listed as “active”

   - Voter is allowed to vote.

2. Voter is listed as “inactive”

   - “Inactive” may be indicated on the list by an “I” next to the voter’s name. See the example of Allen Braumbaugh on the previous page.
   - Voter must complete a new voter registration card as shown on the next page.
   - If the registration card shows a residence address within South Dakota, the voter is allowed to vote.
   - If the registration card shows a residence address outside of South Dakota, the voter is not allowed to vote.

Voter Registration Application for _____ County

Use this form to: Register to vote or report a name, address or party change.

Please print. Complete entire form. Return this form to your county auditor.

The deadline for registration is 15 days before any election. Your form must be received by the auditor by this deadline if you are to vote in the next election. Within 15 days you will receive a notice of your registration. If you do not, contact your county auditor. Any private person or entity registering voters is required to provide you with their contact information.

Are you a citizen of the United States of America? ☐ Yes ☐ No

Will you be 18 years of age on or before election day? ☐ Yes ☐ No

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

Last	First	Middle	Circle one: Jr Sr II III IV
Residence Address	Apt or Lot # / City/Town	State	Zip
Mailing Address (if different)	City/Town	State	Zip

If residence address is a post office box, rural box, or general delivery, you must give the location of your residence:

Print previous name, if changed:

South Dakota Driver License Number Required:

(if you do not have a valid South Dakota driver license, you must give the last four numbers of your social security number)

Please register me as a member of the _____ Party.	Birth Date Required:	Phone Number:

I declare, under penalty of perjury (5 years imprisonment and $5,000 fine), that:

* I am a citizen of the United States;
* I maintain my home at the above address;
* I will be 18 on or before the next election;
* I have not been judged mentally incompetent;
* I am not currently serving a sentence for a felony conviction which included imprisonment, served or suspended, in an adult penitentiary system.
* I authorize cancellation of my previous registration as written below.

Dated ___/___/_____	Voter Signature:

For county auditor's office use only:

Ward	Precinct	Water	Leg	Comm	Township	School	other

Previous Voter Registration Information Required

I wish to be registered as shown above. I was last registered with the following name and address which will be cancelled:

Last	First	Middle	Circle one: Jr Sr II III IV
Previous Address	City/Town	State	Zip
County:	Birth Date:	Driver license number:	
Dated ___/___/_____	Voter Signature:		

3. Voter's name is not on the registration list

- Ask the voter if they are registered to vote in this precinct. If the answer is "no", they are not allowed to vote. Have them fill out a new voter registration card so that they will be able to vote in the **next** election.

- If the answer is "yes", contact the county auditor to verify if the voter's name was mistakenly left off the registration list. The auditor will provide one of three responses:

  – There is no record of that person registering in that precinct. The voter will not be allowed to vote a regular ballot but must be given the opportunity to vote a **provisional** ballot. Have the voter fill out a registration card so that they will be able to vote a regular ballot in the **next** election.

–The voter is registered in another precinct in this county. Send the voter to that precinct.

–We made a mistake in preparing the registration list. The voter will be allowed to vote a **regular** ballot. Before voting, the voter and precinct workers **must** complete and sign the *Emergency Voting Card*.

12-18-7.2

EMERGENCY VOTING CARD

FOR _____ **COUNTY**

_____ **Ward** _____ **Precinct**

Name _____

Residence _____

The undersigned judges hereby certify that the above-named voter was permitted to vote in this precinct at the election held _____, 19_____, pursuant to instructions from the office of the county auditor.

_____
Party

_____
Signature of Voter

_____
Judges of Election

_____
Signature of Judge calling office

_____
Authorized by

BROWN & SAENGER, PRINTERS, SIOUX FALLS, S. D.

Rule 5:02:05:20

Provisional Ballot

Who may vote a provisional ballot?

- Person who:
  - Is not on the registration list; and
  - Claims to be registered in that precinct; and
  - Is not eligible to vote a regular ballot using an emergency voting card.
- Person who is successfully challenged as described in the next slide "*Challenging a Voter*".
- Person whose identity can't be proven as described in an earlier slide "*Voter Identification at the Polls*".

The procedure for voting a provisional ballot is:

- Voter must complete affirmation on the blue provisional ballot envelope.

Form 12-18-40 (5:02:05:22) – Provisional Ballot Envelope (Rev. 7-5-05) PRINTED BY BROWN & SAENGER, SIOUX FALLS, SD

VOTER'S AFFIRMATION FOR A PROVISIONAL BALLOT

My voter registration was completed on or about the following date and was left with the following person or agency for delivery to the county auditor: _____

_____.

My name is _____, I reside at _____,

my mailing address is _____,

my daytime telephone number is _____ and my evening telephone number is _____

I understand if the election authority determines that I am not registered in this precinct and therefore not eligible to vote in this precinct, my vote will not be counted. I further understand that my vote may not be secret if only one provisional ballot is cast in the precinct. I swear or affirm under penalty of perjury that I registered and am eligible to vote in this precinct.

_____ _____

Signature of Voter Date

To be completed by a precinct election worker:

Precinct number_____ Type of ballot provided to voter_____

_____

Signature of precinct worker

Source: 29 SDRD 177. General Authority: SDCL 12-18-40. Law Implemented: SDCL 12-18-40

✓ Write voter's name in pollbook and designate as a provisional voter.

✓ Provide the voter the correct ballot and stamp with official ballot stamp.

✓ Voter votes the ballot and seals it in the provisional ballot envelope.

✓ Envelope is placed in the ballot box.

✓ Give the voter a "Notice to Provisional Voter" sheet with the following language:

Provisional Ballot

You will be sent a notice within 13 days whether your ballot was counted or not counted. If the ballot was not counted, you will be told of the reason.

✓ Pages 10-11.

Challenging a Voter

A person's right to vote may be challenged for the following reasons:

- The person's identity is not that of the registered voter;
- The person has been convicted of a felony or declared mentally incompetent since the registration list was prepared; or

Page 12.

- In school and municipal elections, the person is not a resident of the school district or municipality. Resident is defined as:
  - Live within the school district or municipality at least 30 days within the past year; or
  - Full-time postsecondary student who resided in the school district or municipality immediately prior to leaving for school; or
  - On active duty as a member of the armed forces whose home of record is within the school district or municipality.

- An election board worker or poll watcher may offer the challenge by presenting to the precinct election board evidence of why the voter is not eligible to vote. The voter would be allowed to offer evidence supporting their right to vote.

- Based on the evidence presented and any personal knowledge the precinct election board will impartially determine if the person is eligible to vote.

- Note to school business managers and municipal finance officers: In order to facilitate contact between your precinct election board and the county auditor, be sure that your polling place has phone service. Also, at least a week before the election request that the county auditor be available for calls before 8:00am or after 5:00pm while your polls are open.

Once it has been determined that the voter may cast a ballot:

- Mark the voter’s name on the registration list in the manner you have been instructed.
- Announce the voters name (and party if in a primary).
- Write the voter’s name in the pollbook.
- If all of the voters in your precinct do not receive the same ballots, mark in the pollbook which ballots the voter is given.
- The pollbook cover and pages for the listing of voter names are shown on the following pages.
- Pages 9-12.

12-16-28

_____ ELECTION

POLL BOOK

_____ WARD _____ PRECINCT

CITY
TOWN OF _____, _____ COUNTY

SOUTH DAKOTA

Election held on the _____ Day of _____, A.D., 19___

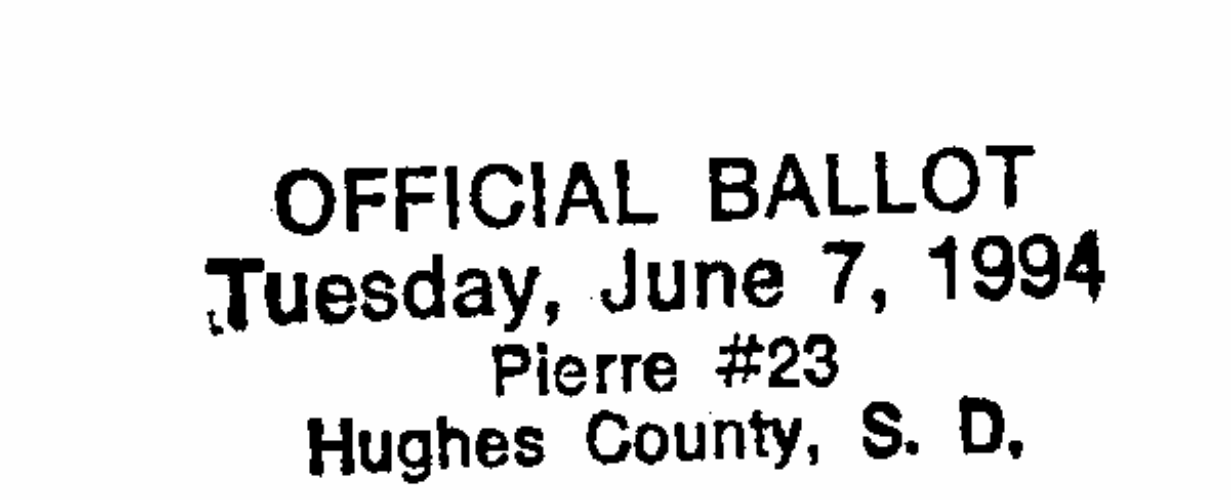
B&S
Brown & Sænger
711 West Russell
Sioux Falls, South Dakota 57104
OFFICE SUPPLIES • PRINTING • OFFICE FURNITURE

LIST OF VOTERS

General Authority: SDCL 12-1-9, 12-16-28. Law Implemented: SDCL 12-16-28

No.	NAME OF VOTER		No.	NAME OF VOTER	
1			49		
2			50		
3			51		
4			52		
5			53		
6			54		
7			55		
8			56		
9			57		
10			58		
11			59		
12			60		
13			61		
14			62		
15			63		
16			64		
17			65		
18			66		
19			67		
20			68		
21			69		
22			70		
23			71		
24			72		
25			73		
26			74		
27			75		
28			76		
29			77		
30			78		
31			79		
32			80		
33			81		
			82		
35			83		
36			84		
37			85		
38			86		

- Provide the voter with the correct ballot. The ballot must have an official ballot stamp (shown below).
- For hand counted paper ballots, place the ballot stamp on the back near the top of the ballot before being given to the voter.
- For optical scan ballots, place the stamp where indicated by the person in charge of the election.
- If there is more than one type of ballot at your polling place, **be sure the voter gets the correct ballot or ballots!**



Other election day items:

- It is critical that you place the official stamp on the ballot **before** giving the ballot to the voter.
- Voters must vote alone in the voting booth.
- If the voter is disabled or illiterate they may have someone assist them in voting their ballot.
- Voters have ten minutes to cast their ballot.
- If a voter makes a mistake on their ballot (spoiled ballot), they can return it to the election board and receive a new ballot. A voter may have up to three ballots. A record is made of the spoiled ballot as shown on the following page.
- In optical scan precincts a voter may request instruction before entering the voting booth on how to mark their ballot so that it will be properly counted. You should provide that instruction publicly and without suggesting who to vote for.

BALLOT CLERKS RECORD OF BALLOTS SPOILED 12-18-24 PRINTED BY BROWN & SAENGER, SIOUX FALLS, S.D.

Rule 5:02:05:10

STATE OF SOUTH DAKOTA

_____ County } ss.

_____ PRECINCT

We do hereby certify that the election held on Tuesday, the 3rd day of November, 1998, official ballots were spoiled, returned by voters and cancelled as follows:

NAME OF VOTER	Type & Number of Ballots	NAME OF VOTER	Type & Number of Ballots

Dated November 3, 1998

_____ } Ballot Clerks

_____

- Spoiled, unused and rejected ballots are placed in the envelope provided.

12-18-32A (E)—PRINTED BY BROWN & BANNISTER, SIOUX FALLS, SD

RETURN ENVELOPE

OFFICIAL BALLOTS

SPOILED, UNUSED & REJECTED

To the person in charge of election, _____, *South Dakota.*

This Envelope Contains the Spoiled, Unused & Rejected Official Ballots of the _____

Ward _____ *Precinct* _____ *South Dakota, at the Election held on the*

_____ *day of* _____, *19* ____

_____

_____

_____

Judges of Election

NOTICE:–Judges of Election must place all Official Ballots Spoiled, Unused & Rejected in this wrapper and seal.

The voter returns the voted ballot to the precinct worker in charge of the ballot box. The voter must show the precinct worker the official ballot stamp on the back of the ballot. The voter may then place the ballot in the box or give it to the precinct worker to place in the box.

Page 12.

Absentee Ballot Processing

- Process absentee ballots whenever you have time during election day or immediately after the polls close.
- The person in charge of the election will provide you with all of the applications for absentee ballots and all of the returned absentee ballots sealed in their individual envelopes. No absentee ballot may be accepted after the close of the polls.
- Compare the signature on the ballot envelope with the signature on the application.
- In-person voted absentee ballots are in a combined application/envelope with only one signature from the voter. You will have no signatures to compare for these absentee ballots since these were voted in person at the election official's office.

– If you are satisfied that:

- The ballots were voted by the voter whose name appears on the ballot envelope; and
- The voter is registered in your precinct (if the voter is registered as “inactive”, a completed voter registration card must accompany the absentee ballot); and
- The application and ballot envelope or the in-person combined application/envelope were signed by the voter; then…

- Mark the registration list and enter the name in the pollbook.
- Remove the ballots from the envelope without unfolding them.
- Place the official ballot stamp on the ballot.
- Place the ballot in the ballot box.
- If an absentee voter dies before election day, the ballot is not processed.
- If you determine that an absentee ballot cannot be counted, the envelope should not be opened and the reason for not counting should be indicated on the envelope.
- Pages 13.

Closing the polls in Optical Scan ballot precincts

- If you use hand-counted paper ballots, these instructions are not for you. Skip this slide and the next three slides.

- The poll closing process must be open to the public. No one may be excluded from watching the closing process provided there is no interference with the process.

- Complete the recap sheet as shown on the next screen. **This DOES NOT require opening the ballot box.**

RECAP SHEET: PRECINCT____ Type of ballot: _____
(date and name of election)

1. Official Ballots Received from Auditor _____ +
2. Additional Ballots Received During the Day _____ +
3. Absentee Ballots Received _____ +
4. Total Ballots Received (add lines 1, 2 and 3) = _____ (Line 4 Total)

5. Ballots Spoiled _____ +
6. Ballots Unvoted at End of the Day _____ +
7. Absentee Ballots not Opened _____ +
8. Total (add lines 5, 6 and 7) = _____ (Line 8 Total)

9. Ballots Voted (Line 4 minus Line 8) _____ (Line 9 Total)

10. Provisional Ballots Voted _____

11. Ballots To Be Counted (Line 9 minus Line 10) _____

12. Enter Number of Voters from Pollbook for this Type of Ballot _____

If Line 9 and Line 12 are not the same, compare the voters in the pollbook and the registration list and correct any mistakes.

Signed: _____
_____
_____
_____
_____
Precinct Officials

PLACE INSIDE BALLOT BOX OR TRANSFER CASE WITH VOTED BALLOTS

Discrepancies noted by resolution board: _____
(fill in only if there is a different total than above)

Signed _____
_____
_____
Resolution Board

Printer's note: In central count optical scan precincts, lines 10 and 11 may be completed by tabulation center employees. The printed form may be changed to reflect this option.

- ✓ Following completion of the recap sheet, compare the:
  - Number of voters from the pollbook (line 12); and
  - Number of ballots voted (line 9)
- ✓ These numbers should be equal.
- ✓ If these numbers are not equal, compare the pollbook names with the names marked on the voter registration list. Correct any errors.
- ✓ If any corrections are made to the pollbook, the number of voters on line 12 should also be corrected.
- ✓ Securely lock and seal the ballot box including the ballot slot.

- ✓ Transport the sealed ballot box, unvoted ballots, spoiled ballots and all other election supplies to the counting location by the most direct route.
- ✓ The ballot box **MUST** be transported by:
  - ▪ Two members of the precinct board, one of each major political party; or
  - ▪ A sheriff's deputy and two deputy county auditors, one of each major political party; or
  - ▪ Two deputy county auditors, one of each major political party.

Closing the polls and counting the votes in Hand-Counted ballot precincts

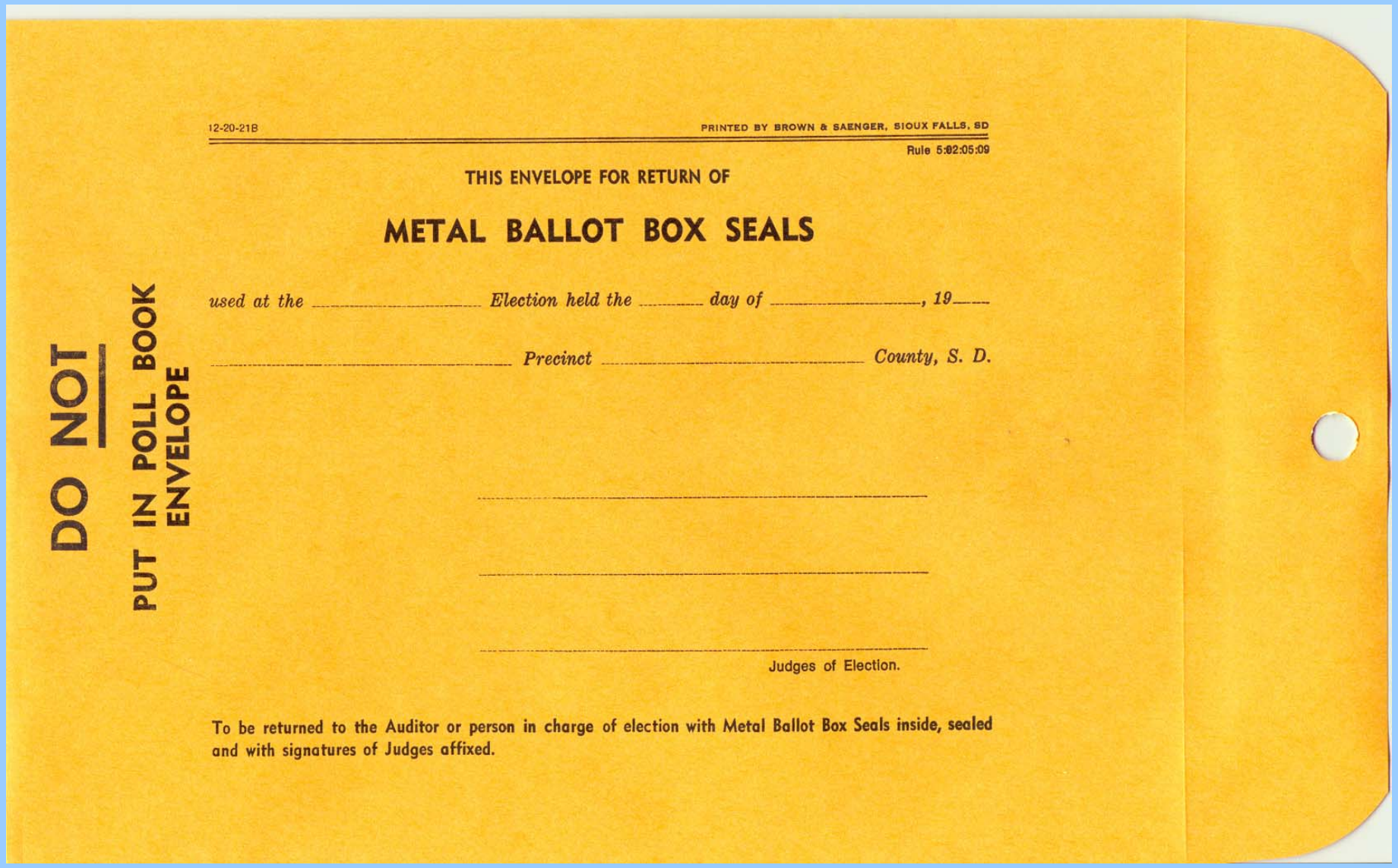
- ✓ Paper ballot counting instructions are on pages 13-17.
- ✓ The vote counting process must be open to the public. No one may be excluded from watching the vote counting as long as there is no interference with the vote count process.
- ✓ Open the ballot box and remove the ballots.
- ✓Place any Provisional Ballot envelopes in the large Provisional Ballot Return Envelope:

PROVISIONAL BALLOT RETURN ENVELOPE
_____PRECINCT
TO: COUNTY AUDITOR

_____

SOUTH DAKOTA
DO NOT PUT THIS IN BALLOT BOX

- Place the ballot box seal in the envelope provided.



12-20-21B PRINTED BY BROWN & SAENGER, SIOUX FALLS, SD

Rule 5:02:05:09

THIS ENVELOPE FOR RETURN OF

METAL BALLOT BOX SEALS

used at the _____ *Election held the* _____ *day of* _____, *19*____

_____ *Precinct* _____ *County, S. D.*

_____

_____

_____

Judges of Election.

To be returned to the Auditor or person in charge of election with Metal Ballot Box Seals inside, sealed and with signatures of Judges affixed.

DO NOT PUT IN POLL BOOK ENVELOPE

- Sort according to ballot type if you have more than one type.
- Count the number of ballots in each ballot type.
- Check your ballot count against the number of voters in the pollbook who voted that type of ballot.
  - If the numbers are the same, proceed with vote counting.
  - If there are more ballots than voters voting that type of ballot, place those ballots back in the box, mix them up and withdraw (unopened) the number of excess ballots. These excess ballots are not counted and are marked as “Excess ballot not counted”.
  - If the number of voters exceeds the number of ballots, proceed with vote counting.
- Examine each ballot for the official ballot stamp. Remove any ballots without the stamp and mark “Unstamped Ballot”.

At least two precinct deputies shall examine each ballot to determine how each vote is cast. If the election is a primary or general election the precinct deputies must be of opposite political parties. If there is a dispute, the precinct superintendent will break the dispute.

A voting mark that is in or touches the circle or square shall be counted. A mark that does not touch the circle or square and is not on or in the circle or square, may not be counted.

If a write-in vote is found on the ballot, that vote is not counted but all other votes on the ballot for which the voter's intent can be determined shall be counted.

Two tally sheets are used for vote tabulating. One is in the pollbook and the other is a separate sheet called the duplicate tally sheet. A sample is shown on the following page.

The names of the candidates will be written in the proper place in the pollbook tally sheet and the duplicate tally sheet.

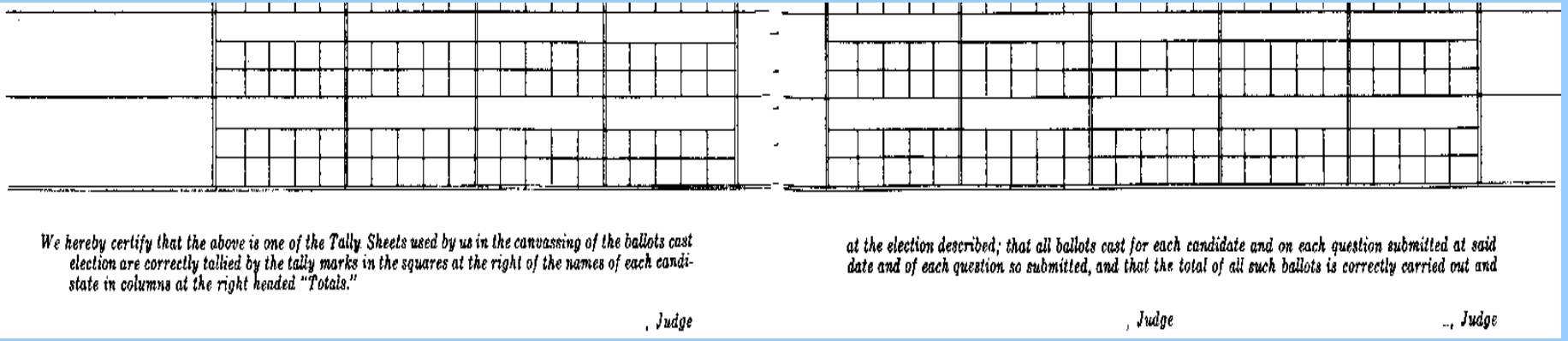
The Tally Sheet used at the_____Election held in_____Precinct,

- Votes are recorded on the tally sheet in the pollbook by one precinct worker and on the duplicate tally sheet by another precinct worker.

- As each vote is determined, a hash mark will be placed next to the candidate's name on both tally sheets.

- When all ballots have been processed, the hash marks are totaled and the result placed on the tally sheets.

- The precinct workers will sign the statement on the bottom of the tally sheets as shown below.



We hereby certify that the above is one of the Tally Sheets used by us in the canvassing of the ballots cast at the election described; that all ballots cast for each candidate and on each question submitted at said election are correctly tallied by the tally marks in the squares at the right of the names of each candidate and of each question so submitted, and that the total of all such ballots is correctly carried out and state in columns at the right headed "Totals."

, Judge *, Judge* *, Judge*

- Complete the official precinct vote count sheet found in the back of the pollbook and shown on the following page.

OFFICIAL CANVASS—AT THE ELECTION held at the house of.....
in the Precinct No.....*in the*.....*of*.....*in the County of*
.....*and State of South Dakota, on the*.....*day of*....., *A. D. 19*....., *the following named persons received the number of votes annexed to their respective names for the following offices:*

	Name of Office	Names of Persons Voted For	No. of Votes in Figures	Number of Votes Received (Write Number of Votes at Full Length)

CERTIFIED by us:

ATTEST:

_____ } *Clerks of Election*

_____ } *Judges of Election*

- Place the vote totals for each candidate and question on the *Immediate Unofficial Returns of Precinct Vote* form.

- Complete the ballot recapitulation sheet shown below.

12-18-32D — STATEMENT OF BALLOT CLERKS (3-2004)

PRINTED BY BROWN & SAENGER, SIOUX FALLS, S.D.

Ballots Received from Auditor					
Ballots Received after Polls Open					
Absentee Ballots Received					
TOTAL Ballots Received					
Regular Voted Ballots					
Provisional Voted Ballots					
Unused Ballots					
Spoiled Ballots					
TOTAL Ballots Returned					

Total Ballots received and total ballots returned should be the same number.
This recapitulation sheet, together with the spoiled and unused ballots, shall be returned to the person in charge of the election. It shall not be placed in the ballot box.

_____ Precinct _____ County, South Dakota.

Witness our hands this 1st day of June, 2004.

_____ Superintendent of Election

_____ Precinct Deputy

_____ Precinct Deputy

_____ Precinct Deputy

_____ Precinct Deputy

Rule 5:02:16:36

Seal the pollbook and duplicate tally sheet in the envelope provided.

ELECTION POLL BOOKS

FROM

Precinct No. _____

Held at _____

On the _____day of _____, 19____

SDCL—12-20-20. The Judges of election shall immediately after the canvass of the votes and the sealing of the ballot boxes and poll list, depute one of their number, if they can agree; or if not, such judge shall be determined by lot to deliver the poll books and key to the County Auditor, sealed as provided for in this Chapter.

SDCL—12-20-21. The key to each ballot box so sealed shall be enclosed in the envelope returned to the Auditor, together with the poll books, and such envelope shall be securely sealed, and any person delivering such envelope shall not deface or destroy or remove any seals and such envelope containing such key and poll books shall be delivered in the same shape and condition as received.

12—20—21A—PRINTED BY BROWN & SAENGER, SIOUX FALLS, SD

Put BOTH POLL BOOKS and BALLOT BOX KEYS in this Envelope — Nothing Else.
SEAL with POLL BOOK SEAL.
Place Seal Over Opening — Sign By All Three Judges

DO NOT PUT IN BALLOT BOX

_____
AUDITOR

_____
South Dakota

Place the pollbook and tally sheet envelope seal on the pollbook and tally sheet envelopes.

POLL BOOK & TALLY SHEET ENVELOPE SEAL

(SDCL 12-20-21) — Rule 5:02:16:41

_____ Precinct

DO NOT PLACE IN BALLOT BOX

12-20-21C BROWN & SAENGER, PRINTERS, SIOUX FALLS, S. D.

- Place the voted ballots in the envelope provided and then place in the ballot box. Place any voted but not counted in envelopes marked with the reason for not counting. These are also placed in the ballot box. Nothing else goes in the ballot box.

RETURN ENVELOPE

OFFICIAL BALLOTS

VOTED

To the City Auditor or Clerk, _____, *South Dakota.*

This Envelope Contains the voted Official Ballots of the _____ *Ward* _____

Precinct _____ *South Dakota, at the Election held on the*

_____ *day of* _____, *19*____

_____

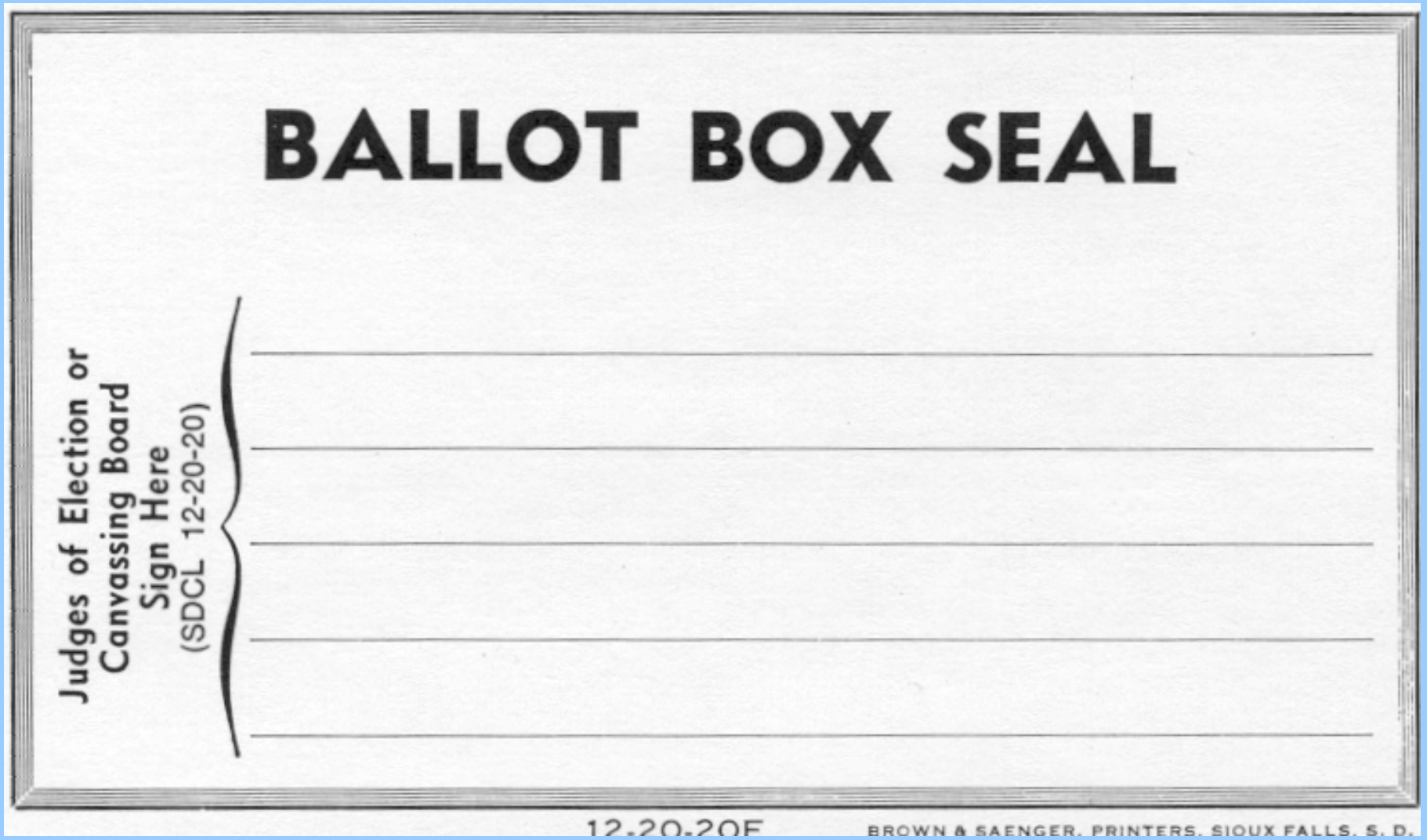
_____

_____

Judges of Election

NOTICE:—Judges of Election must place all Official Ballots voted in the wrapper and seal and place in the Ballot Box.

Seal the openings of the ballot box with the paper seal as shown. Seal the hasp of the ballot box with a metal seal.



BALLOT BOX SEAL

Judges of Election or Canvassing Board Sign Here (SDCL 12-20-20)

12-20-20F

BROWN & SAENGER, PRINTERS, SIOUX FALLS, S. D.

Return the:

- Sealed ballot box
- Unvoted ballots
- Provisional Ballot Return Envelope (hand-counted precincts only). In optical scan precincts these ballots are still in the ballot box.
- Sealed pollbook and duplicate tally sheets
- Voter registration list
- *Immediate Unofficial Returns of Precinct Vote* form
- Absentee voting materials; and
- All other election supplies

to the person in charge of your election.

“Thank you to Rich Peterson from Brown & Saenger for providing samples of election materials to be included in this presentation!”

Congratulations! You have successfully completed the "Election School". You are now ready to serve the voters of South Dakota. If you have additional questions about your responsibilities on election day, please consult the *South Dakota Election Day Precinct Manual 2008* or ask the person in charge of your election.