

The background of the top half of the page is a stylized American flag with red and white stripes and a blue field with white stars.

Clay County Supervisor of Elections

ELECTION WORKER PROCEDURE MANUAL 2024 PRIMARY & GENERAL ELECTIONS



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Dear Elections Professional,

Welcome to our Elections team! Your commitment to our great nation and the democratic process helps ensure that our office can continue Clay County's longstanding tradition of transparent, trouble-free and professionally conducted elections—which voters not only expect but deserve.

This Election Worker manual has been prepared to complement your training for the 2024 elections. After your training, please refer to your manual often as you prepare for Election Day. Remember to bring it with you to the polls. Your diligence in following the guidelines within this manual keeps us in compliance with Florida Statutes for administering elections.

As an Election Worker, you are essential in the process of effective elections administration. With your help, we will achieve our goal of providing this invaluable service for all Clay County voters while adhering to our mission of conducting flawless elections. Remember, a cord of three strands is not easily broken, it is through your **commitment**, **diligence**, and **professionalism** that we will be successful in our efforts.

I look forward to working with each of you in the coming days, weeks, and months ahead in ensuring the democratic process continues in Clay County Elections.

Kindest Regards,



2024 Election Dates

Presidential Preference Primary – March 19, 2024

Early Vote - March 8 – 16 9:00-6:00

Primary Election - August 20, 2024

Early Vote – August 8 – 17 8:00-6:00

General Election – November 5, 2024

Early Vote – October 22 - November 2 7:00-7:00

EMERGENCY PROCEDURES AND CONTACT INFORMATION

CONTACT INFORMATION

Address: Clay County Supervisor of Elections
500 N. Orange Ave.
Green Cove Springs, FL 32043
Phone: 904-269-6350
Email: ElectionWorker@ClayElections.gov
Website: www.ClayElections.gov
Election Day Phone: 1-866-852-7232



IF YOU CANNOT GAIN ACCESS TO THE POLLING ROOM

If the person with the key to the facility does not show up by 6AM to let your team into the polling room call Elections Office immediately. Office staff will make calls to the contact persons of the facility to get someone there as quickly as possible

MEDICAL EMERGENCY

1. In the event of a medical emergency, call 911.
2. When the medical emergency is under control, call the Elections Office immediately.
3. Complete the required Accident/Incident forms located in the Clerk manual. Return these forms to the office at the end of the day in the Completed Forms file.

EVACUATION OF YOUR POLLING PLACE

If you must leave your Polling Place due to an emergency for any reason:

1. DO NOT PANIC-The safety of you and your co-workers is our primary concern.
2. If time allows, Election Workers should take the following items:
 - a. Tabulators: DS200 – unplug, lower lids and wheel out.
 - b. Clerks: Provisional bag
 - c. Inspectors: EViDs- unplug and remove
 - d. Assistant Clerk: ExpressVote-unplug and remove
3. The Field Election Deputy (FED) will be dispatched with additional instructions.



POWER OUTAGE

All Power outages and equipment failures must be reported to the Supervisor of Elections office immediately. If there is a power outage, voters can continue to be checked in on the EViD, mark their ballot using the ExpressVote and cast their ballot in the DS200. These pieces of equipment have battery backup and will be temporarily usable until the FED arrives to install a generator, if applicable. Once the power returns you must notify the Supervisor of Elections Office IMMEDIATELY. Power outages must be reported on the

Incident Report Form located in the Clerk's Manual. Any equipment failure needs to be reported on the *Technical Issues Form*. Place *Incident Forms* and *Technical Issues Forms* in the Completed Forms file.

DS200: Voters will continue to vote by placing voted ballots in the Emergency Ballot Bin slot.
Call the Elections Office Immediately for Technical Support.
Record equipment failure on the Technical Issues Form

EViD: If one EViD fails, continue processing voters using the other EViD(s) and contact Elections office immediately for Technical support.
Record equipment failure on the Technical Issues Form.

BOD: If one BOD fails, call the Elections office immediately and continue processing voters using the other BOD(s).
If ALL BODs fail, contact Elections office immediately for Technical support.
Offer the ExpressVote to voters.
Record equipment failure on the Technical Issues Form.

ExpressVote: Call the Elections Office Immediately for Technical Support.
Record equipment failure on the Technical Issues Form.

ELECTION WORKER OVERVIEW

BEING AN ELECTION WORKER: Election Workers are appointed by the Supervisor of Elections and categorized as employees of the Clay County Supervisor of Elections Office. To be employed, all Election Workers must meet the following conditions:

- Registered voter of Clay County
- Be available to work where needed
- Be able to speak, read and write English
- Be able to work a 14+ hour day
- Be able to lift 35 lbs. with assistance
- Have an email and internet access
- Have transportation
- Must complete training prior to each election
- Remain nonpartisan while working at the polls



WHEN DO ELECTION WORKERS VOTE? All Election Workers are responsible for voting prior to Election Day either by voting early or voting by mail. Vote by Mail ballots may be requested on the Supervisor of Elections website (www.ClayElections.gov).

TRAINING: **FS 102.014** requires training prior to each election. Statute also mandates Sensitivity and Disability training each year.

We provide:

- Online pre-requisite training (required once per year)
- In class hands-on training (required prior to each election)
- Supplemental online training as a review of what we discuss in class.

ASSIGNMENTS: The Supervisor of Elections assigns Election Workers according to the needs and resources which best serve the voters. Know your precinct number and location where you are assigned to work prior to Election Day.

CANCELLING: If you find that you are unable to work immediately notify Election Office so a replacement can be appointed.

HOURS OF WORK: You must report to your assigned polling place by 6AM. If you are late without notice, you may be replaced by another worker. The polls open promptly at 7AM. All preparations work should be completed as soon as possible. Election Workers remain until all of the work is completed and the Clerk dismisses you. Election Workers are scheduled to work the entire day and may not leave the polls for any reason. In the event of an emergency, the election worker who leaves may not return to work.

DRESS CODE: Election Workers should dress neat and professional but comfortable. Pants and conservative tops are acceptable with closed-toe shoes. No jeans, leggings, baggy pants, bare-midriff tops, low-cut necklines, shirts with elongated armholes, tank tops, visible undergarments, clothing that is ripped, see-through or tight, partisan attire or accessories or sandals/flip-flops. Only Deputies are allowed to wear shorts.

NON-PARTISAN: When working at the polls, all Election Workers must be non-partisan. Election Workers do not discuss candidates or issues and cannot wear any clothing or paraphernalia which would indicate a candidate, party or issue preference.

LUNCH BREAKS: Lunch breaks are scheduled at the polling location. The Clerk has a sign-up sheet for a requested lunch break. Let the Clerk know if you have any additional needs. The requested lunch break is subject to voter service requirements. A break may be shortened if a line builds or service is required.

Election Workers should be prepared for a minimum 14-hour day. Bring plenty of food, drink, snacks and any medication you require. A seat cushion and light sweater/jacket may also be necessary. The Clerk can answer questions about facilities available at the precinct. Remember to leave your polling location better than you found it-keep it clean.

RESTRICTIONS: No smoking or vaping rules are enforced in or around the polling location. The Clerk may designate a smoking area away from the voters if necessary. Smoke breaks must be approved by the Clerk.

CELL PHONES AND MOBILE DEVICES: Phone calls are not allowed inside the polling room except for the Clerk on election business. Personal calls can be made outside the polling room when coordinated with the Clerk.

Election Workers may use cell phones under these conditions:

- The device must be set to silent.
- The device may not be used to take photographs or to record conversations unlawfully inside the polling room.
- Election Workers may only use devices when it does not interfere with their work and/or when voter presence is extremely low. The Clerk will be responsible for oversight.
- iPad, laptops, audio devices, televisions, radios, newspapers, or video recorders (**F.S. 102.031**) are not allowed in polling room. E-readers and books are acceptable.



NO PHOTOGRAPHY: Photography is not allowed inside the polling place except a voter may photograph his or her own ballot. (**FS 102.031**)

VOTERS: Voters may bring in pre-marked sample ballots or campaign literature for their personal use. They may not use these for campaigning purposes. Voters may wear campaign buttons, shirts, hats, or any other campaign items when they enter the polling place to vote; voters may not otherwise campaign.

POLL WATCHERS: Each political party and each candidate may have one Poll Watcher in each polling room or early voting area at any one time during the election. These watchers must be approved by the Supervisor of Elections prior to the election. The Supervisor of Elections will provide a list of the approved Poll Watchers' names.

- Poll Watchers are allowed in the polling room to observe the conduct of the election. They *may not* come closer to the EViD Inspector's or Clerk's table than is reasonably necessary.
- Poll Watchers *may* enter challenges to voters. They *may not* speak to or otherwise interact with voters.
- Poll Watchers are not allowed to wear any campaign items while in the polling room.
- Poll Watchers should pose any questions regarding procedures to the Clerk for resolution (**F.S. 101.131**)

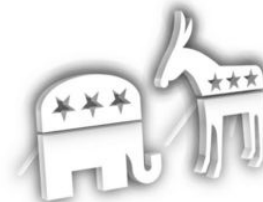
MEDIA: Members of the media must identify themselves to the Deputy and the Clerk. All interviews, with the exception of exit polls, must be conducted outside the 150-foot no solicitation area. For exit polling, media may approach voters only *after* the voter leaves the polling place. Media are not allowed inside the polling room.

Election workers are not allowed to give opinions or answer election related questions.

SOLICITATION: No person or group may solicit voters inside the polling place or within 150 feet of the entrance to the polling place or early voting site (**F.S. 102.031**). Before the opening of the polling place, the Deputy shall designate the no-solicitation zone and mark the boundaries using the flags or cones provided.

The word "solicit" or "solicitation" includes things such as:

- asking someone for his or her vote;
- asking for someone's opinion;



- asking for a contribution;
- distributing any political or campaign material;
- conducting a poll (note the exception below);
- asking someone for his or her signature on a petition;
- selling any type of item.

ELECTION WORKER JOB DESCRIPTIONS

CLERK

- The supervisor of the polling place, responsible for the efficient operation of the precinct
- The Clerk is responsible for the pick-up and return of all required items from the Elections Office
- Processes voters with registration issues (no identification, assistance required or requested, changes to registration, issues provisional ballots)
- Assigns additional duties as necessary to the other Election Workers
- Assists with setting up and breaking down of polling place
- Completes the Ballot Accounting Form

ASSISTANT CLERK

The Assistant Clerk attends the same training as the Clerk.

- Assigned specific tasks in order to assist with efficient operation of the precinct. (Works in conjunction with the Clerk)
- Processes voters with registration issues
- Makes address changes
- Issues provisional ballots
- Operates the ExpressVote marking device
- Assists with setting up and breaking down of polling place
- Serves as Clerk if necessary



EVID INSPECTOR

- Greets and processes voters (checking photo/signature ID)
- Issues voter the correct ballot
- Demonstrates voting procedures
- Assists with setting up and breaking down of polling place
- Other duties as assigned by the Clerk or Assistant Clerk



DS200 TABULATOR

- Maintains the optical scan voting equipment
- Instructs voters on proper insertion of ballots into tabulation equipment
- Assists with setting up and breaking down of polling place
- Other duties as assigned by the Clerk or Assistant Clerk



DEPUTY

- Is not a member of the Election Board and does not process voters or handle ballots
- Assists with set up and breakdown of polling place
- Other duties as assigned by the Clerk or Assistant Clerk
- Places all outdoor signage as required
- Marks disabled parking spaces for voters if necessary (disabled parking spaces must be 12' wide)
- Marks the "No Solicitation Zone"
- Polices the parking area and pathways
- Prompts voters to have identification ready
- Maintains order at the polls

STANDBYS

- Any Election Worker not assigned to a precinct prior to Election Day should be prepared to work at 6:00AM on Election Day. You will be contacted by 8:00AM if there has been a cancellation.
- If there is a cancellation, we will call. If there is no answer, we will contact the next person.
- Assigned a Position: \$195 Dismissed for the Day: \$50
- If you are called but do not answer or work, you will not receive payment.

PAY SCALE

Rates include training attendance and working the entire Election Day. Election pay is based on the position worked. Checks are mailed approximately 3-4 weeks after the election.

Clerk	\$250
Assistant Clerk	\$230
Inspector, Tabulator & Deputy	\$195



ELECTION DAY SOLUTIONS

ELECTION WORKER DOES NOT SHOW UP

If an assigned worker is unable to work or fails to report at 6AM the Clerk must notify Election Office immediately so that an alternate may be assigned.

VOTING ROOM LAYOUT

There is a precinct diagram in the Clerk manual for each precinct. Follow this diagram when setting up the polling room. The configuration is designed to keep the precinct in compliance with ADA and state laws.

BALLOT VERIFICATION

The Election Board (all positions except the Deputy) will compare the sample ballot to the races and amendments on the DS200 zeros tape to verify the correct ballot for the precinct. After confirming that they are the same, all members of the Election Board will sign the affirmation on the Seal Log in accordance with **FS 101.5610**.

SEALS

The Clerk and Assistant Clerk will verify all of the seals in the morning. All seals must be accounted for whether on equipment or any other item. Never throw away a used or broken seal. Each precinct has been given a USED SEALS envelope (located in the Clerks Manual). Place all used or broken seals in this envelope.

DURING VOTING HOURS

1. **The polls open at 7:00AM.** No one votes before 7:00AM, not even Election Workers who are working in their home precinct. At 7:00AM, according to the Clerk's cell phone, the Clerk will announce "It's seven o'clock, the Polls are officially open."
2. **The Clerk is in charge** and will assign additional responsibilities and duties. Contact the Clerk or Assistant Clerk for answers to any questions.
3. **Field Election Deputies** (FEDs) are employed on Election Day to assist with any problems on the DS200, ExpressVote or EViDs.
4. Practice routine cleaning on frequently touched surfaces such as voting booths, EViDs and signature pads regularly during the day.
5. Be sure no campaign literature or other papers have been left in any voting booths. Any information found should be discarded immediately.
6. **The only people allowed in the precinct during voting hours** are the Election Board, the Deputy, voters of the precinct, persons in the care of voters, persons caring for or assisting a voter, the Supervisor of Elections office staff, Field Election Deputies, emergency personnel assisting with an emergency and approved Poll Watchers (list of names will be provided if you have Poll Watchers). **FS 102.031** *The public may observe opening and closing procedures (1S-2.034)* but may not interfere with Election workers or touch any equipment or materials.
7. **Cell phones should not be used in the polling room.** If a voter places a call from the voting booth, the Clerk should politely inform them that as a courtesy to others cell



phones should be used outside the precinct prior to voting or after they have voted. Please Note: There are no laws prohibiting the use of cell phones in the polling room.

VOTERS WHO BECOME UPSET

Voters who come to the polling place to vote and are told they must go elsewhere or that their registration is in question may become frustrated or even irate. To handle the situation:

- Stay calm
- Watch body language
- Listen to what the voter is saying
- Offer the voter assistance
- Try to find a solution to the problem
- Be polite. Treat the voter as you would like to be treated
- If necessary, ask the Clerk or Deputy to assist if the voter becomes very angry or threatening
- Keep voice levels down



VOTERS WITH SPECIAL NEEDS

A large segment of the voting-age population has special needs, possibly due to hearing, sight or mobility impairments. Sensitivity toward people with special needs makes good sense whether in business or public life. When you practice disability etiquette everyone wins. The person with the special need feels comfortable and you don't feel awkward interacting with him or her. If you are unsure what to do for a person with a special need, just ask him or her. This person will appreciate your interest in being helpful. Just remember these tips when assisting a person with special needs and your experience will more than likely be a positive one.

- Think of the person as an individual; don't use vague or indefinite group terms like "they" or "them".
- Avoid terms such as "differently able", "physically challenged", "handicap", or "crippled".
- People with special needs are *people* first and foremost.

PROCESSING VOTERS

IMPORTANT NOTE



EViD Inspectors, DS200 Tabulators and Deputies are NOT authorized to tell a voter he/she may NOT vote. Send the voter to the Clerk. Any voter who claims eligibility must be allowed to vote a Provisional Ballot. The Clerk must consult with Election Office.

ACCEPTABLE IDENTIFICATION AND CHECK-IN

ALL VOTERS MUST BE PROCESSED ON THE EViD

1. Voters must produce photo AND signature identification. *Expired, out of state and digital*

identifications are not acceptable.

2. Voters may combine two (2) forms of ID to show photo and signature.

3. Valid forms of identification are **(F.S. 101.043)**

- Florida Driver License
- Florida Identification Card issued by DMV
- US Passport
- Debit/Credit card
- Military ID
- Student ID
- Retirement Center ID
- Neighborhood Association ID
- Public Assistance ID
- Veteran Health ID Card issued by Veterans Affairs
- Concealed Weapon License
- Government Employee ID Card



4. If the photo identification does not have the voter's signature, the voter must produce an additional form of identification bearing his/her signature. **(F.S. 101.043(1)(b))** Voter Information cards CANNOT be used as a source of identification.

5. Voters who do not have an acceptable photo and signature ID must vote a Provisional Ballot. There are NO EXCEPTIONS **(F.S. 101.043)**

6. Once the voter has provided the required identification, process the voter as follows:

- Identification such as Florida Driver Licenses or Florida Identification cards can be scanned into the EViD. If any other form of identification is provided, a manual lookup must be done.
- Follow the instructional prompts that appear on the EViD screen and/or refer to the EViD Training Manual.

7. The EViD Inspector will place the ballot in a secrecy sleeve and then give it to the voter.

8. Next, direct the voter to a voting booth to mark his/her ballot and then to the ballot tabulating equipment.

For the following situations, please direct the voter to the Clerk or Assistant Clerk:

- Name or address changes
- Name cannot be located in EViD
- Voter does not have photo and signature ID
- Assistance is requested or required
- Spanish Language translation assistance
- Voter has a challenge placed on him/her

For **PRIMARY ELECTIONS**, voters must vote the ballot style for the party affiliation indicated on their voting pass. If the voter disputes the party affiliation indicated, refer the voter to the Clerk who will call the office for verification and issue a provisional ballot, if necessary. He/she may complete a *Voter Registration Application* to change their party but it will not go into effect until after the election.

PROTECTED VOTERS

Protected voters have had their personal information withheld from public record and, therefore, it will not be displayed on the EViD. Process these voters as normal and do not ask any questions regarding their address. Call Elections Office if a protected voter needs to make an address change.

CHALLENGED VOTER

Occasionally, someone may challenge a voter's right to vote. The challenged voter must vote a **Provisional Ballot**. There **can** be a notification on the EViD that the voter has been challenged, or a person may be challenged at the polling place. If challenged at the polling place, the person placing the challenge, known as the "challenger" must complete the *Challenged Voter Form* (Oath of Person Entering Challenge) located in the Forms Binder. **The Clerk must call the office immediately so this information can be processed by a staff member.** This is a two-part carbon form; when the challenged voter comes to vote they shall receive the **yellow** copy. The white copy of the Challenged Voter form gets attached to the outside of the **Pink** Provisional Envelope. Any person entering a challenge must be a registered voter in the county. If the voter has already either voted early or by mail ballot, they may not be challenged.

VOTERS WHO NEED ASSISTANCE

Notation on EViD that assistance is requested.

- Ask Voter if there is anything you can help them with; if not, process voter as normal.
- If Voter has brought his or her own assistant, proceed as follows:
- Person providing assistance must complete the affirmation, *Declaration to Provide Assistance (bottom part of form)*.
- If two (2) election workers will be providing assistance, check the "Election Official Assisting Voter" box and complete the affirmation, *Declaration to Provide Assistance (bottom part of form)*.
- Process voter as usual on the EViD and have voter sign the signature pad; Voting Pass prints and Voter is issued a ballot or, if ADA, directed to the Clerk/Assistant Clerk for instruction on using the ExpressVote.

NO notation on EViD that assistance is requested.

- Voter has brought his or her own assistant.

- The voter must complete the *Declaration to Secure Assistance*, and the person providing assistance must complete the *Declaration to Provide Assistance*.
- If two (2) election workers will be providing assistance, the voter must complete the *Declaration to Secure Assistance* and you need to check the “Election Official Assisting Voter” box and complete the affirmation, *Declaration to Provide Assistance (bottom part of form)*.
- Process voter as usual on the EViD and have voter sign the signature pad; Voting Pass prints and Voter is issued a ballot or, if requested, directed to the Clerk/Assistant Clerk for instruction on using the ExpressVote.

MAIL BALLOTS

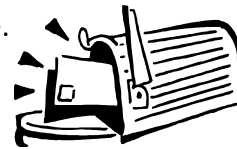
Occasionally a voter who has requested a mail ballot will appear at the polling place to vote.

If the voter returns the ballot, voted or not, to the Clerk or the Inspector, the voter shall be allowed to vote at the polling place. The returned mail ballot must be marked “Canceled” by the Clerk and placed in the Surrendered Mail Ballot Envelope located in the Clerks Manual. The voter will then be allowed to vote a regular ballot at the polling location.

If the voter does not return the mail ballot, and the EViD message states “Voter has been mailed a ballot”, the voter may be issued a regular ballot.

If the EViD indicates “Voter has already voted by mail” and the voter disputes that they returned the ballot, the voter must vote a Provisional ballot.

The voter may not use their Mail Ballot as a sample ballot in the booth. Give the voter a sample ballot to transfer their choices or take a picture on their phone.



On Election Day, voted mail ballots may only be dropped off at the Supervisor of Elections office by 7:00PM.

NAME CHANGES

Name changes are processed by the Supervisor of Elections office.

1. If the name in the ***EV iD is old and the ID is new***, complete a *Voter Registration Application and Change of Name* form.
2. If both the name in ***the EV iD is old and the ID is old***, check in the voter as normal; voter signs their old name and completes a *Voter Registration Application*.
3. If the name in the ***EV iD is new and the ID is old***, check in the voter as normal; voter signs new name. No paperwork is required.

ADDRESS CHANGES-IN COUNTY

Clerks will make **in county** address changes at the precinct after the voter completes a *Voter Address Change* form. If the voter's new address is not in the same precinct, an EViD slip will print out with the correct precinct information and directions

ADDRESS CHANGES-OUT OF COUNTY

Voters changing address **from another county** must complete a *Voter Registration Application*. The Clerk will then contact Elections Office who will provide additional instructions to make the change.

VOTER'S SIGNATURE DIFFERS

If the voter's signature on the EViD signature pad does not match the signature on the identification provided, the voter must:

1. Complete a *Polling Place Affirmation (Signature Differs form, F.S 101.49)* located in the **Forms Binder** for a temporary change.
2. Complete a *Voter's Registration Application* to make a permanent change

PROVISIONAL BALLOTS

To be valid, any voter who votes a Provisional Ballot **MUST LIVE** in the precinct where the ballot is voted. If they do not, the ballot will not be counted. Only the **Clerk** or **Assistant Clerk** may issue a Provisional Ballot or direct the voter to another precinct.

Persons who are entitled to vote a Provisional Ballot are:

- A voter who does not provide a current valid photo and signature ID (must provide both). **F.S 101.043**
- A person whose name is not in the EViD and the Election Worker is unable to verify that the person is a registered voter of the state.
- A person whose name is not in the EViD and the Election Worker verifies that the person is not registered, BUT the person maintains they are entitled to vote.
- A voter who has a notation "Voter has already voted by mail" in the EViD and the Assistant Clerk/Clerk confirms that the Elections Office has received the ballot, but the voter maintains that he or she **has not returned** the mail ballot or voted early.
- A voter who's right to vote has been challenged.
- A voter who has made changes to current name or residence and the Election Worker is unable to verify if the person is a registered and eligible voter.
- A voter with the notation "PENDING VOTER- MUST VOTE A PROVISIONAL BALLOT"; the voters Florida Driver license, Florida ID number, or last 4 digits of the Social Security Number has not been verified by the Department of State.
- A voter whose identity is in question based on the photo identification provided.
- A person whose signature differs from that on the identification presented, and the person refuses to complete a *Signature Differs* form (located in Forms Binder).
- A voter who votes on or after the normal poll closing time pursuant to a court or other order extending the polling hours.

Processing a Provisional Voter:

When processing a voter who is required to vote a provisional ballot, follow the Provisional Procedures listed below or in Tab 6 of the Clerk Manual. An example of the EViD process can be found on pages 16-17 of the EViD Manual.

- Refer the voter to the Clerk to begin the Provisional Ballot process.
- The Clerk or Asst. Clerk will call the Elections Office before proceeding.
- Give the Elections Office your precinct number, your name and the voter's information.
- The Election's Office will conduct immediate research on the voter and advise the Clerk how to proceed in processing the voter.
- Each Provisional Ballot Certificate must contain a unique tracking number. This number will need to be entered into the EViD to link the voter to the Provisional Ballot Certificate.

This Unique Number is Set-Up as Follows:

1. The 1st digit is the Election Identifier (listed below)
2. The next 3 digits are the Precinct number
3. The last digits are the individual certificate numbers (pre-printed on the certificate or envelope)



The Election Identifiers for the 2024 Primary & General are:

1. March 19, 2024 Election: 0
2. August 20, 2024 Election: 1
3. November 5, 2024 Election: 2

Example: 1 ### 2980

(Elec. ID) (Precinct No.) (Cert No.)

Pre-printed on provisional
ballot envelope.

Provisional Procedures:

Please call the office and follow these instructions for issuing a Paper Provisional Ballot.

- 1) Get a Provisional Certificate (**PINK ENVELOPE**) and check *all* boxes that apply for the reason(s) for issuing a Provisional Ballot.
- 2) Have the Voter complete the front of the Provisional Certificate (**PINK ENVELOPE**). The Clerk or Assistant Clerk will complete and sign the Witness of Election Official section on back.
- 3) You must complete the information for the **Tracking Number** in 2 locations on the Provisional Certificate (**PINK ENVELOPE**):
 - a) on the stub for the voter
 - b) in the Witness of Election Official section
- 4) Process the voter in the EViD following the path that originally lead to a provisional ballot. This path will automatically generate the correct reason for the provisional.
- 5) The **Tracking Number** (once you have filled in the missing numbers) must also be entered into the EViD by the Clerk or Assistant Clerk.
- 6) Next, the voter must sign the signature pad to complete the transaction.
 - a) A Voting Pass will print;
 - b) Circle the wording “Provisional Ballot” and the precinct number and ballot style, with the RED marker provided. Write ‘Paper’ on the EViD Voting pass and attach it to the yellow box.
- 7) Print the ballot and stamp with the “Provisional” stamp provided in the Clerk supply box. Issue ballot to voter in a secrecy sleeve.
- 8) Direct the voter to the Provisional Voting Booth and instruct them to return to the Clerk/Asst. Clerk to complete the voting process.
- 9) Upon return of the voter, his/her ballot and secrecy sleeve is placed in the Provisional Certificate Envelope (**PINK ENVELOPE**) and sealed. Give the voter the tracking stub.
- 10) The sealed Provisional Certificate (**PINK ENVELOPE**) is then placed in the secured Purple Provisional Ballot Bag along with the completed Voter Registration form, if required.
- 11) For an **ExpressVote** ballot, circle the wording “Provisional Ballot” and the precinct number and ballot style. Write ‘Exp’ on the Voting Pass. Stamp “Provisional” on the lower part of the blank ballot. Have Assistant Clerk set up the ballot on the ExpressVote. Instruct them to return to Clerk/Assistant Clerk to complete the voting process.
 - a) Upon return of the voter, have him/her place their ballot in the secrecy sleeve and then place in the Provisional Certificate (**PINK ENVELOPE**).
 - b) Remove Stub and give to Voter.

- c) Seal **Pink Provisional Envelope**.
- d) Place the sealed Provisional Certificate (**PINK ENVELOPE**) in the secured **PURPLE PROVISIONAL BALLOT BAG** along with the completed Voter Registration form, if required.

SPOILED BALLOTS

Ballots may be spoiled for one of the following reasons:

- The voter makes an error marking their ballot and requests another. **Please Note:** Once a ballot has been placed in the DS200, the voter **may not** request to spoil the ballot OR be issued another ballot.
- If the DS200 rejects the ballot and the voter wishes to spoil the ballot and obtain a replacement.
- If the voter makes a mistake and requires a new ballot, direct the voter to the Clerk to spoil the ballot and receive another ballot.
- If a voter checks in and refuses the ballot for any reason, you must spoil the ballot. See below.



Voter Refusal of Ballot after checked-in –Spoiled Ballots

If a voter decides not to vote after checking in at the EViD, the Clerk must retrieve the ballot from the voter and *spoil it* . Get the voters name and proceed with one of the following:

- If the ***voter was the last person*** checked in on the EViD, you can “Undo” them.
- If the ***voter was not the last person*** checked in on the EViD, call the office to “Undo” them, complete an incident report and notate on the Ballot Accounting Form in the comments section.
- If you were ***unable to get the voters name*** and information you must still spoil the ballot. Complete an incident report, call the office and notate the spoil on the BAF.

To Spoil a Ballot:

1. For a 2-page ballot-The BOD will reprint page 1 and page 2, however, only re-issue the ballot page that was spoiled. The page remaining will be spoiled along with the ballot page that the voter needed spoiled.
2. For a 1-page ballot – The BOD will only print 1 ballot.
3. The Voter will fold their ballot and mark an “X” on it; the Voter will place their spoiled ballot into the Spoiled Ballot Envelope.
4. The Clerk will complete the information on the “Spoiled Ballot Log Envelope”.
5. The ballot will be reprinted from the Voter Information screen (specific instructions are located in the inside pocket of the Clerk Manual).
6. The Reprint EViD Ticket will remain with the Clerk.

After the polls close, the Spoiled Ballot Log Envelope should be packed and returned to the Elections Office in the Returned Ballot Transfer Bin.

UNSCANNED BALLOTS

"If a voter leaves the polling room and leaves his or her ballot in the voting booth or in and around the tabulation equipment without casting the ballot the poll workers shall place the ballot in an envelope marked "unscanned ballot"." - Florida Polling Place Procedures

Manual 1S-2.034

Unscanned ballots are:

1. *A ballot found in the precinct.* The ballot should be immediately given to the Clerk . The Clerk must call the office and complete an incident report and then follow the procedures for an Unscanned Ballot (see below).
2. *A ballot that has been cast in the DS200 and is either returned or deemed an overvote or undervote and the voter has left the polling room.* The ballot should be immediately given to the Clerk . The Clerk must call the office and complete an incident report and then follow the procedures for an Unscanned Ballot (see below).

Unscanned Ballot Procedures: The Clerk will use the envelope marked "Unscanned Ballot" which is located in the Clerk's Manual. The Clerk will complete the information required on the envelope, place the ballot inside the envelope and seal the envelope with a green tape seal. If an incident report was completed, attach the incident report to the outside of the envelope. After completing the "Unscanned Ballots" portion of the Ballot Accounting Form and recording the seal number on the Election Board Affirmation of Seals (bottom of page 3), place the envelope and incident report in the Provisional Ballot Bag to be reviewed by the canvassing board and handled accordingly.

DS200 BALLOT TABULATION

The Tabulator must remain with the DS200 at all times during voting hours until the last voter has inserted their ballot into the DS200. If a break is needed, ask the Clerk to designate another precinct official to fill in during your absence.

- NEVER TEAR OFF OR DISCARD ANY PART OF THE TAPE PRINTOUT. If the tape is torn or a new roll is needed, attach the two pieces of paper with the transparent tape provided and both the Tabulator and the Clerk will sign their names across the tape connection.
- After marking their ballot, the voter proceeds to the DS200 to process his/her ballot. The VOTER inserts the ballot into the DS200.
- If the ballot is rejected, the voter can read the information on the screen and take corrective action. If necessary, direct the voter to the Clerk to spoil his/her ballot; however, if the voter insists that he/she wants the ballot counted the way it is, then the Tabulator states that their ballot will be cast as voted at their request. The voter can cast the ballot on the touch screen of the DS200 to be tabulated as voted.
- If a voter casts their ballot and leaves the polling room and the Tabulator notices the screen says "Blank Ballot" or "You filled in too many ovals etc." – an overvoted

Ballot, the Tabulator should select “Return” and notify the Clerk who will follow Unscanned Ballot procedures. If the ballot is unreadable or returned for any other reason, notify the Clerk who will follow Unscanned Ballot procedures.

- Notify the Clerk when the Public Count on the DS200 reaches 800, if using a one-page ballot. If the ballot has 2 pages, notify the Clerk when the Public Count reaches 400, since ballots increment on Page 1 of a multipage ballot. This is to prevent the ballot bin from filling up.
- EMERGENCY BIN: Will be used in the event of an extended power outage or equipment failure. All power outages or equipment failures must be reported immediately to the Elections Office and documented on the appropriate forms.
- All ballots, except Provisional, will be deposited into the Emergency Bin slot during an extended power outage or during a period of equipment failure.
- All ballots contained in the emergency bin will remain there until the close of the polls. These ballots will be processed after the polls close.

FREQUENTLY ASKED QUESTIONS

VOTING BY MAIL



Q: Who is eligible to vote by mail?

A: All registered voters.

Q: How and where can I request a mail ballot?

A: You or a designated immediate family member or legal guardian may request any mail ballot by phoning, writing, online, or visiting the Supervisor of Elections Office. The Mail ballot request must include the voter's name, address and birth date as well as the elector's driver license number or last four digits of the elector's social security number (whichever may be verified in the supervisor's records).

Written requests must also contain the elector's signature. The designee must provide the required information plus his or her (designee) name, address and driver's license.

Q: When are mail ballots available?

A: Mail ballots may be requested for any or all regularly scheduled elections through the next election cycle. Mailing begins 45 days (UOCAVA) prior to each election.

Q: Is there a deadline to request a mail ballot?

A: A request for a mail ballot to be mailed to a voter must be received no later than 5:00 PM (eastern time) on the twelfth (12th) day before the election.

Q: How do I return my mail ballot?

A: Mail Ballots can be mailed back to our office or dropped off in the Secure Ballot Intake Station located in the front office or at an Early Vote site. Mail ballots must be returned in the envelope provided. The envelope must include the voter's signature. Voted mail ballots must be received by 7:00 PM (eastern time) on Election Day at the Supervisor of Elections Office, 500 N. Orange Avenue, Green Cove Springs, FL 32043, Phone: (904) 269-6350. **A VOTED BALLOT CANNOT BE ACCEPTED AT A POLLING PLACE.** If you request and receive a mail ballot and later decide to vote at the polls, take your mail ballot with you to be surrendered at your polling place.

Q: I have Power of Attorney for someone; can I vote and sign their ballot and certificate envelope?

A: No, Power of Attorney DOES NOT apply to voting.

EARLY VOTING

Q: What is early voting?

A: As part of election reform legislation in Florida, early voting has been an available option since 2004. Between 8 and 15 days prior to the election, registered voters in Florida can opt to cast their votes early. It has already proven to be a success in Clay County and is getting more popular with each election.

Q: How is it done?

A: It's simple. Registered voters can go to any of the locations designated as early voting sites and cast their ballot, as they would normally do on Election Day. For a list of early voting sites, visit www.ClayElections.gov

Q: Why should I vote early?

A: The intent is to meet the needs of busy people who want more options than just voting on a single day at a single precinct. We want to remove any physical or psychological barriers that might prevent someone from voting. If you

know, for example, that you have a full day's worth of activities on Election Day, you can make it easier on yourself by taking advantage of the early voting option. Between early voting, mail ballots and traditional polling on Election Day, there are a number of voting options so that no one should be prevented from voting.

Q: What are the drawbacks to voting early?

A: None. Early voting provides flexibility and convenience. However, some voters may wish to wait until Election Day to cast their votes. Historically, there has always been a crush of last-minute news coverage or other information about the candidates that happens in the final days of a campaign. This information may be helpful in making a decision. However, if you know who you support, early voting may be a good option for you.

Q: Can I change my vote?

A: Once you have voted, either through early voting, by a mail ballot, or on election day, your vote is cast and final.

Q: How does this affect voting by mail?

A: Early voting is just another option to allow people to participate in the election process. Voters who may be out of town on Election Day, or otherwise be unable to cast a ballot at that time, can now choose between voting early or requesting a mail ballot.

Q: How will early voting affect the election?

A: Apart from providing more options as to how you vote, it is hoped that early voting will encourage more voter participation. Whether you cast your ballot early, vote by mail, or on Election Day, all ballots are not tallied until the conclusion of Election Day.

Q: What do I need to vote early?

A: All you need to do is show up with your current photo and signature ID. It's also a great idea to bring a sample ballot with you that is already marked with your choices. That way you will be well prepared to mark your ballot quickly and accurately and be done.

Q: I have requested a mail ballot. Can I still vote early?

A: Yes. However, if you've requested and received a mail ballot and you later decide to vote early at one of the early voting locations, you can bring your mail ballot with you and surrender it. The unvoted mail ballot will need to be cancelled before you can vote.