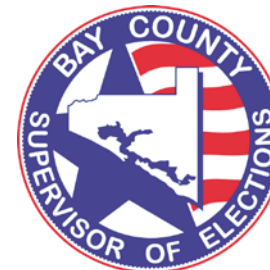
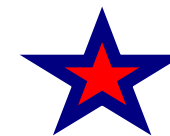


**PRECINCT  
ELECTION OFFICIAL  
QUICK REFERENCE GUIDE**



**Bay County  
Supervisor of Elections  
POSITION DESCRIPTIONS/ACTIONS**

- 1. Approved I.D. List**
- 2. Deputy**
- 3. Precinct Register Inspector**
- 4. Ballot Issue Table Inspector**
- 5. M100 Tabulator Specialist**
- 6. AutoMARK Specialist**  
*(See the AutoMARK Quick Reference Guide for election equipment operation instructions.)*
- 7. Clerk & Assistant Clerk**
- 8. Spoiled Ballot Procedure**
- 9. Provisional Ballot Process**
- 10. Important Reminders**

**PLEASE CALL PHONE BANK TO RESOLVE ANY ISSUES  
850-248-8650**

**LIST OF APPROVED  
PICTURE/SIGNATURE I.D.**

**Must be Current & Valid Florida I.D.**

- FL Drivers License
- FL Identification Card issued by DHSMV
- U.S. Passport
- Debit/Credit Card
- Military I.D.
- Student I.D.
- Retirement Center I.D.
- Neighborhood Association I.D.
- Public Assistance I.D.

If the identification provided by the voter does not contain both the signature and photo, an additional identification from the above list that provides the required information is allowed with the other I.D.

**Never turn the voter away without offering the Provisional Voting Process when a voting question or concern cannot be resolved.**

When a voter cannot provide the required identification, he/she **MUST** vote using the Provisional Voting Process.

**No Exceptions (F.S. 101.043)**

**IMPORTANT REMINDERS**

All precincts must be setup according to a single standard established by this office. This will ensure that ALL voters are able to vote and are treated equally.

Only the designated Clerk or Assistant Clerk is allowed to substitute for the AutoMARK Specialist.

Only the designated Clerk, Assistant Clerk, or AutoMARK Specialist are allowed to substitute for the M100 Tabulator Specialist, Inspector or Deputy.

**Opening/Closing Responsibilities**

**Deputy**

- Maintains order and security
- Set up/Retrieve outside signs

**Clerk/M100 Tabulator Specialist**

- Opening of M100 Tabulator as a team.
- Clerk directs all actions in polling place
- Closing of M100 Tabulator as a team.

**Assistant Clerk/AutoMARK Specialist**

- Opening of AutoMARK System as a team.
- AutoMARK Specialist initiates AutoMARK System with Voter.
- Closing of AutoMARK System as a team.

## **PROVISIONAL PROCESS INFORMATION**

See **“Polling Place Standards and Procedures” Manual for more detailed procedures.**

***PRECINCT PROVISIONAL PROCESS VOTER’S ENVELOPE/CERTIFICATE AND AFFIRMATION MUST BE COMPLETED FOR EVERY PROVISIONAL VOTING PROCESS.***

Used for PROVISIONAL voting to deal with voter issues as listed on the envelope.

- Assure voter signs the Precinct Register or Precinct Register Add-On Sheet (after eligibility verified by SOE Office).
- **NEVER allow voter to insert his/her paper ballot into the M100 Tabulator when voting the Provisional Process. Ballot MUST be sealed inside envelope.**
- Clerk MUST tear off the “Provisional Ballot Free Access Information Card” and give it to the voter (**AFTER** he/she has voted and Clerk is in possession of sealed Provisional Process Envelope with voted ballot inside).
- The Clerk MUST place the completed Provisional Voting Process Envelope /Certificate (**WITH BALLOT SEALED INSIDE ENVELOPE**) in the **P4** “CATCH ALL BAG.”
- **Extended Hours Voting** - ONLY used as directed by the Supervisor of Elections Office. Use Provisional Process for ALL VOTERS after last person in line at 7:00 p.m.

**WE MUST BE ABLE TO READ ALL INFORMATION.  
PLEASE ENSURE VOTER WRITES LEGIBLY.**

## **DEPUTY**

- Place precinct sign(s) outside the door. Post other directional signs in highly visible place(s).
- NO solicitation is allowed within 100 feet of the entrance to a polling place (33 steps from entrance). NO EXCEPTIONS!
- Notify the clerk immediately of any violations of the 100 foot solicitation zone.
- Stay near polling place entrance and greet voters courteously; open the door for all voters.
- Ask voters to have PICTURE and SIGNATURE I.D. ready to produce at the registration table.  
**Deputy does not examine voter’s I.D!!!**
- **NEVER TURN A VOTER AWAY!!!! CONTACT THE CLERK IF THERE IS A PROBLEM!!!**
- No smoking is allowed in the polling place.
- No media is allowed in the polling place during voting hours.
- Only the following are allowed in the polling place during voting hours (F.S. 102.031(3)):
  - Precinct Election Officials
  - Poll Watchers
  - Supervisor of Elections or staff
  - Voters
  - Persons in the care of a voter
  - Persons caring for a voter
  - Law enforcement officers or emergency personnel (**with permission of the clerk or election board**)
- Help maintain order and good traffic flow during the day
- **Stand at the end of the line at 7:00 p.m. (If extended hours are required, follow clerk’s directions.)**

## **REGISTRATION TABLE INSPECTOR**

### **VERY IMPORTANT**

**If the voter is not in the Precinct Register AND eligibility to vote has been verified by the SOE Office, the voter must sign the "Precinct Add On Register" in the back of the book.**

### **CAUTION**

**You must follow the steps listed in Forms 12106 and 12107. DO NOT become creative or change the way we process all voters.**

- Follow the directions on the **Orange 12107 Actions Required at Registration Table**. One is located in the binder pocket of each Precinct Registration Book.

**OR**

- Read and follow the **Lime Green 12106 Polling Place Registration Comments and Definitions**. One is located in the binder pocket of each Precinct Registration Book.

### **VOTER MUST SEE CLERK or ASSISTANT CLERK IF:**

- Address has changed
- Eligibility cannot be determined
- Issued or Requested Absentee Ballot
- Name not in the Precinct Register (**Double check first**)
- No APPROVED identification
- Requests assistance or is being challenged
- Signature does not match

## **SPOILED BALLOT PROCEDURE**

**(Performed only by Clerk)**

### **IMPORTANT**

The voter **must** surrender the spoiled ballot and place in the spoiled ballot envelope before continuing.

### **CAUTION**

**Never examine or touch the voter's spoiled ballot.**

- Follow the directions on the 12142 SPOILED BALLOT ENVELOPE. These are located in the "Top Drawer" of the Blue Security Cart inside the Blue Forms Pouch.

## **CLERK or ASSISTANT CLERK (as directed)**

- In charge of polling place; directs all activities as the Supervisor of Elections Office determines.
- Clerk is chairperson of the Precinct Election Board comprised of all other Precinct Election Officials within the precinct.
- If unable to reach the Supervisor of Elections Office, the Clerk is responsible for precinct actions and determinations based on the Election Board majority decision. (*Clerk, Assistant Clerk, and AutoMARK Specialist constitute a majority.*)
- Ensures all forms are properly completed and stored in the **P4** “CATCH ALL BAG.”
- Responsible for proper precinct setup, opening and closing of the polls and equipment. The Clerk must follow the step-by-step directions in the Clerk Document.
- Responsible for Provisional Voting Process from start to finish by placing ALL Provisional Envelopes in the **P4** “CATCH ALL BAG.”
  - Sealed certificate/envelope with paper ballot inside.
- Responsible for ALL spoiled ballots from start to finish by issuing replacement ballot [up to total of three (3)] and placing spoiled ballot(s) in the **P4** “CATCH ALL BAG.”

## **BALLOT ISSUE TABLE INSPECTOR**

### **CAUTION**

**You must follow the steps listed in Form 12107. DO NOT become creative or change the way that we process all voters.**

### **Ballot Issue Inspectors DO NOT perform AutoMARK Procedures.**

- Follow the directions on the **Orange 12107 Actions Required at Ballot Issue Table**. One is located in the binder pocket of each Precinct Register.

### **PAPER BALLOT VOTER:**

- Instruct paper ballot voter to correctly mark ballot stub by filling in the oval. **NEVER** demonstrate using the ballot portion. Use the stub!
- Have the **VOTER** fill in the oval and sign the ballot stub.
- Ballot Issue Table Inspector must initial stub.
- Tear off the ballot and give to voter.
- Inform voter optional Privacy Sleeve available in Voting Booth.
- Instruct voter to use only ballot pen provided in Voting Booth. Any other pen used to mark the ballot **may be unreadable** by the M100 Tabulator.
- Ask if the voter understands or needs more help or instruction.
- Direct voter to voting booth; then to M100 after voting/marking the ballot.
- For SPOILED BALLOT (See Spoiled Ballot Procedure)

## **M100 SPECIALIST (Voting Machine)**

- **NEVER EXAMINE OR HANDLE THE VOTER'S BALLOT!**
  - **Direct the voter to the M100. Instruct voter to place the ballot in the front of the M100 until the machine takes it.**
  - **If the ballot is accepted, take Privacy Sleeve from voter.**
  - **Return Privacy Sleeves to Voting Booths as needed.**
  - **If the M100 beeps after the voter inserts a ballot, a message appears on the M100 display. The following action is required:**
    - **Ask VOTER to read the error message on the screen and if the message describes his/her intent.**
      - **Did the voter choose two or more in a one choice race?**
      - **Did the voter use the ballot pen provided?**
      - **If the voter wants to cast the ballot as is, ONLY the voter will press ACCEPT.**
    - **The VOTER must press the ACCEPT or RETURN Button. The M100 Tabulator Specialist NEVER presses these buttons:**
      - **RETURN Button - returns the ballot to the voter; clerk then issues a replacement ballot (if necessary).**
      - **ACCEPT Button - accepts the ballot as is.**
    - **NEVER allow voter to leave with a ballot. The voter will be in violation of the law.**
    - **Always recommend a replacement ballot. Notify the Clerk who will send the voter back to Ballot Table Inspector and follow the Spoiled Ballot Procedures for a replacement ballot!**
- IF VOTER LEAVES WITHOUT MAKING A CHOICE**
- **If the voter leaves without pressing a choice, notify the Clerk who will have two different party Precinct Election Officials press the ACCEPT button and Phone Bank to report.**

## **AUTOMARK SPECIALIST**

- **See the AutoMARK Quick Reference Guide for direction on equipment.**
- **No one except the Clerk, Assistant Clerk and AutoMARK Specialist shall operate the AutoMARK Election Equipment.**