

Election Day Contacts:

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Guidance on Rules in Effect at the Polling Place on Election Day

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The Department of State is committed to ensuring that elections run as smoothly and fairly as possible. The following document sets out the Department's guidance regarding the laws and rules in effect at the polling place to help voters, elections officials, attorneys and watchers understand their respective roles, responsibilities, and rights. We encourage county election officials and boards of elections to review these items with your county solicitor.

Persons Explicitly Permitted in the Polling Place

The following persons are permitted in the polling place while voting is occurring:

1. Precinct election officials. These include the Judge of Election, the Inspectors (Majority and Minority), appointed clerks and machine operators.
2. Voters in the process of voting but no more than 10 voters at a time. Others waiting to vote must wait outside the area where voting is occurring.
3. Persons lawfully providing assistance to voters.
4. Poll watchers. Poll watchers are registered voters in the county who have been appointed by a party or candidate to observe at the precinct. One poll watcher per party and one poll watcher per candidate may be inside at any given time. Poll watchers must present their credentials from the county board of elections to gain access to the polling location. Additional information about poll watchers can be found below.
5. Overseers are registered voters of the precinct who may be appointed, upon petition, by all of the judges of the county Court of Common Pleas to supervise the election. 25 P. S. § 2685. Two overseers per precinct may be appointed, and they must belong to two different political parties.
6. Constables and deputy constables for the purpose of preserving the peace. (Other officials may be summoned by the local elections officials as needed. Please see section on police and peace officers below)

Role of Judge of Elections

The Judge of Elections is the officer in charge of the polling place and enforces the rules for the conduct of election at the polling place (e.g., who is permitted within the polling place, the number of voters permitted inside, and electioneering rules). The Department interprets the Election Code as setting forth minimum requirements that must be met. The Judge of Elections is responsible for keeping order in the polling place and may call upon various law enforcement authorities to assist him or her to that end.



The Judge of Elections assigns the various election administration tasks to members of the district election board.

The Judge of Elections determines whether challenges to the identity or residency of voters are made in good faith. If the identity and residency of the voter is established to the Judge of Election's satisfaction, the voter may be permitted to vote normally on the machine or by ballot as appropriate. See "challenges" below for procedures relating to challenges.

Issuing Ballots to Eligible Voters

Residents must check in to the polling location with district election officials upon entering the polling place. The district election official (poll worker) will locate their name in the district register, verify the printed information with the resident, and issue ballots to eligible voters.

The district register (also known as the poll book) includes many notations that the poll worker must read and act upon prior to issuing a ballot. These notations include:

Must Present Identification

The only time district election officials may ask a voter for proof of identification is when this designation is printed next to the voter's name in the poll book. It will appear when it is the voter's very first time voting or if it is the first time voting in that specific district.

Inactive Voter – Affirmation Required

The voter must sign the Affirmation of Elector before being permitted to sign the district registry and receive a ballot.

ATV – Assistance to Vote

This stands for "Assistance to Vote" and indicates that the voter has previously communicated a need to receive assistance to vote. Their name, the name of the person providing the assistance, and the reason assistance is being provided are to be entered into the log of assisted voters. Please refer to the section titled "Assistance to Vote" for additional information.

Need Current Signature

This indicates that the county election office needs the elector's current signature to complete their profile in the Statewide Uniform Registry of Electors.

Remit Mail-In Ballot or Vote Provisionally // Remit Absentee Ballot or Vote Provisionally



This indicates that the voter requested a mail-in or absentee ballot but did not yet return it to the county. The elector can either surrender their mail-in or absentee ballot to the poll worker to vote by regular ballot or vote by provisional ballot. If the mail ballot is to be surrendered, the elector must also provide the white, outer envelope with the Voter's Declaration printed on it. The district election officer is to write "VOID" on both the envelope and the ballot, indicate in the poll book that the ballot was surrendered, and secure the voided ballot in a container designated by the county.

Mail-In Ballot Cast/Not Eligible // Absentee Ballot Cast Not Eligible

ny elector who has returned their absentee or mail-in ballot prior to the printing of poll books will not be listed in the poll book but will appear on a separate listing. This indicates that the elector has returned their mail-in or absentee ballot to the county, and they are only eligible to vote using a provisional ballot.

Once a person present in the polling place has been found to be a qualified elector with an entitlement to cast a ballot in the polling place, the voter is to sign the poll book. Their name is entered onto the numbered list of voters, and the election officer or clerk may issue an official ballot.

Only one ballot is to be removed at any one time or given to an elector, except in the case of a spoiled ballot.

After receiving their ballot from the district election official, the voter may utilize a voting booth to make their selections.

Only one person is permitted to be in a voting booth at a time unless the voter is being assisted.

Other than the election officers, no one is permitted to take or remove any ballot from the polling place.

Poll Watchers (25. P.S. § 2687)

Poll watchers are registered voters in the county who have been appointed by a party or candidate to observe at the precinct.

- Watchers must be identified in advance and assigned to specific precincts. Watchers receive a credential from the county board of elections and must present the credential upon demand.
- Each party is entitled to appoint three watchers per precinct and each candidate is entitled to appoint two watchers per precinct. However, only one watcher for each candidate or for each party shall be present in the polling place at any one time. Watchers must always remain outside the enclosed space where voting occurs.



- The watcher must be a registered voter of the county in which the watcher is appointed. Typically, party watchers may watch at any precinct in the county. Candidate watchers can watch in any precinct in which the candidate is on the ballot.
- Watchers allowed in the polling place are permitted to keep a list of voters. Because of this, election officials must clearly and audibly announce the name of every voter who appears to vote.
- Watchers allowed in the polling place are among the persons entitled to challenge the qualifications of voters on the permitted grounds, i.e. identity and residency. See “Challenges” below.
- During times when voters are not present in the polling place, watchers are permitted to inspect the poll book and the numbered lists of voters, but they are not permitted to mark or alter those documents in any way.
- **Watchers may not engage voters or otherwise interfere with the orderly process of voting.** Watchers should direct all challenges and other comments directly to the Judge of Elections who is the official in charge at the polling place.
- Watchers may not engage in electioneering while inside the polling place, which includes wearing apparel or accessories that signify support for a candidate or party.

Police Officers and Other Peace Officers

Generally, police officers are not permitted in the polling place. Uniformed or plain-clothes police officers must remain 100 feet or more from the entrance of a polling place.

The exceptions to this rule are:

- when a police officer is personally voting;
- when the polling place is located in a building that also houses a police station; and
- when police officers are summoned to preserve the peace. (25 P.S. § 3060).

If necessary, the local election officials or three voters in the precinct may call upon local officials, including constables, sheriffs, or police officers to:

- Clear a path to the door if it is obstructed and preventing voters from voting;
- Maintain order; and



- Quell any disturbance if it arises.

Uniformed peace officers, such as constables or sheriffs, stationed in a polling place may have the effect of intimidating voters. The Department recommends that counties balance the potentially intimidating effect of uniformed constables in the polling place with the need to preserve peace.

Items Brought Into the Polling Place

The following guidance relates to questions that typically arise about specific items that might be brought into a polling place.

Firearms

- Voters who have a legal right to carry a firearm generally cannot be prohibited from entering the polling place to vote.
- However, Pennsylvania law prohibits firearms in certain places, such as schools and courthouses. So, if such places are used as polling places, voters may not carry firearms inside.
- Although a voter with a legal right to carry a firearm into a polling place where it is not otherwise prohibited may not be precluded from voting, certain other behavior is illegal. Individuals inside or outside the polling place who behave aggressively with a firearm, or who ostentatiously demonstrate that they are carrying a firearm or engage in behavior either is intended to or has the effect of intimidating voters should be removed and reported to the appropriate authorities for investigation and prosecution.
- It is illegal under Pennsylvania law to use any means to intimidate or attempt to intimidate voters either inside or outside of polling locations. Intimidating behavior can include words or actions. Further, it is illegal for anyone to block or attempt to block, by any means, the entrance to the polls.
- To ensure that everyone has safe access to the polls, the Department recommends voters leave any guns at home or disabled and out of sight in a locked vehicle before entering a polling place. All polling places should be equipped with information regarding the Department of State's hotline to report complaints of voter intimidation, election fraud, or other election crimes: 1-877-VOTESPA (1-877-868-3772). To the extent there is an emergent unsafe situation, individuals should call 911 immediately.



Electronic Devices

- Although the Election Code does not address the use of electronic devices in the polling place, the Department recommends that counties adopt commonsense rules that take into account the need for order in the polling place and the right of citizens to vote unimpeded.
- Recent court cases have found a First Amendment right to take “ballot selfies,” i.e., a picture of oneself voting.
- The Department recommends that voters who want to take a picture of themselves voting take care that they not disclose the selections of voters other than themselves. The Department recommends that voters wait until after they leave the polling place to post ballot selfies on social media.
- The counties may permit other persons (such as poll watchers) who are lawfully in the polling place to use portable electronic devices but should consider limiting the location of use to outside the area where voting occurs. For example, poll watchers may be permitted to have portable electronic devices as long as the devices remain 6 feet away from the area where voting occurs.

Campaign and Election Materials

- The Election Code prohibits electioneering at the polling place. 25 P.S. § 3060. This prohibition extends to the local election officials, and those officials (Judge of Elections, Inspectors and Clerks) should not wear partisan apparel or buttons.
- Poll watchers who remain in the polling place must also refrain from wearing partisan apparel or buttons. No signs or other campaign material should be present in the polling place.
- Enforcement of the prohibition on electioneering should not prevent eligible voters from voting. Thus, in the Department’s view, individual voters who appear at the polling place to exercise their right to vote are permitted to wear clothing, buttons or hats that demonstrate their support for particular candidates. However, voters who are in the polling place to vote should not campaign for their chosen candidates, and Judges of Election should ask those voters to refrain from doing so while in the polling place.
- Voters are also permitted to bring campaign literature into the polling place and the voting booth if it will assist them in making their selections. However, the campaign literature should be removed when the voter leaves. The Judge of Elections should, from time to time during the course of the day, make a “sweep” of the room and remove all campaign literature left in the polling place.
- Any other person, voter not in the process of voting, or campaign worker, as well as all campaign signs and other electioneering materials, must be located at least 10 feet away from the entrance to the room where voting occurs.



Challenges to Voters to the Right to Vote and Resolution of Challenges

Grounds

- A person is presumed to be a *bona fide* qualified elector and must be allowed to vote if his or her name appears in the poll book.
- Voters who are lawfully in the polling place, local election officials, poll watchers, and overseers may challenge a voter's right to vote.
- Such challenges are limited to **identity and residency**, i.e., that the voter is not the person they say they are or that the voter does not live in the voting precinct.
- A voter's eligibility to register to vote is not a permissible challenge at the polls. The laws governing voter registration include a process for such challenges and that process occurs before the election.

Process

- The Judge of Elections has the obligation to determine if a challenge is based on actual evidence and rests on a good faith belief that the challenged voter is not who they say they are or live in the voting district. For a residency challenge to be sustained, there would need to be un rebutted evidence that the voter has permanently moved out of state. Further, if the voter has recently moved within the county or state, they are permitted to vote one last time at their former address provided they affirm their new address. The Judge of Elections must not permit frivolous challenges that are not supported with a stated good faith basis, routine challenges that appear to be done for the purposes of obstruction and delay, or challenges that seem to be targeted on the basis of the personal characteristics of the voter.
- If the Judge of Elections is satisfied as to the identity and residency of the voter or believes that the challenge does not have a good faith basis, the voter should be permitted to vote normally.
- If the Judge of Elections cannot determine in good faith the residency or identity of the voter, the voter shall be permitted to bring another voter from the precinct to sign an affidavit vouching for the challenged voter's identity or residence.
- Once that procedure is followed, the voter must be permitted to vote normally.
- A challenged voter who is unable or unwilling to find a witness to vouch for him or her must be given a provisional ballot.
- The elected officers of the precinct (Judge of Elections, Majority and Minority Inspectors) have the responsibility of determining the qualifications of the persons presenting themselves to vote. In the event of a disagreement, the Judge of Elections decides.



Illegal Behavior and Penalties

- The two Inspectors of Election must swear an oath that they will not, without just cause, delay or refuse to permit any person to vote whom they believe to be entitled to vote.
- The Judge of Elections must swear that he or she will use his or her best endeavors to prevent any fraud, deceit or abuse in carrying on the election process in the election district, including in the course of voter challenges.
- Anyone who intentionally refuses to permit a person to vote who is entitled under the law to vote commits a crime under the Federal Voting Rights Act of 1965 and the Pennsylvania Election Code.
- Using lists compiled from returned mail from private direct mailings to challenge voters is illegal and does not amount to a good faith basis for challenging voters.
- Routine challenges based on race or ethnicity or other protected traits are unlawful. It is unlawful to challenge every African American, every Latino, every student, etc. who appears to vote.

Close of Polls

As soon as the polls have been closed and the last voter has voted, the Judge of Elections is to announce the number of ballots issued to voters, the number of ballots issued to the district, and the number of spoiled ballots. These numbers should also be entered into the General Returns of Votes Cast. The district election officers will then compare the number of names marked as voting in the district register and the numbered lists of voters. Those numbers are also announced, and the number of electors who have voted is written into the General Returns of Votes Cast. Any discrepancies must be reconciled, and if reconciliation is not possible the differences are to be noted in the General Returns of Votes Cast.

When tabulation of votes is provided for by the voting system, the district election officers are to operate the appropriate function on the automatic tabulating equipment to tabulate the ballots cast during the election. They must prepare a report, in duplicate, that shows the total number of voters whose ballots have been tabulated; the total number of votes cast for each candidate whose name appears on the ballot; the total number of write-in votes properly cast for each office on the ballot; and the total number of votes cast for or against any question appearing on the ballot.

All reports and returns must be signed by all district election officers.

The election officers will then place all the ballots cast -- including those declared void, spoiled, and cancelled -- together with one set of tally papers, one numbered list of voters, sealed, and one oath of each election officer into a container specified by the county, and lock and seal each container so that nothing can be inserted until it is opened again.



After the tabulation of all ballots, the automatic tabulating equipment or other component of the voting system must be locked and sealed so that no further ballots may be deposited or removed. The equipment should be suitably packaged, secured for storage, and held at the polling place for delivery to the county election board.


If district tabulation of votes is not provided for by the voting system, it is the responsibility of the county board of elections to make the election results for each election district available to the public.

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Version	Date	Description
1.0	10.2016	Initial document release
2.0	9.23.2024	Updates to language and layout

OPENING THE POLLS ELECTION MORNING:

Polls open at 7am. Please arrive at the polling place between 6am -6:30am.

1. **Swearing in:** Swear in officers and sign the “Election Officers’ Oath”.
2. **Setting Up:** Judges and Inspectors shall set up the voting machines. Record the seal numbers on the cases and seals for closing polls on the “General Returns of Votes Cast” form. Clear Cast password: 
Put in password and print zero tape.
3. Set up your Voting Room.
4. Post all Postings & Sign forms with staff.
5. Judge of Election: Assigns daily duties.
 - Signature Book - Announces voters name, party affiliation and number of voter for Number List of Voters to be heard and recorded in booklets. Voters sign Signature Book.
 - Number List of Voters Books – Write names of voters and party initial in booklets. (Sit near signature book.)
 - Ballot Keeper- Pass out appropriate ballot. Guide voters to voting booth.
 - Rover- Helping where needed.
6. Doors open at 7am!

ATTENTION!!

Per Election Code,

The following are permitted inside the polling place:

POLL WORKERS

CONSTABLES, TO PRESERVE THE PEACE

PERRY COUNTY VOTERS (NO MORE THAN 10 AT A TIME)

WATCHERS WITH CERTIFICATES

CANDIDATES, FOR VOTING PURPOSES

FIRST TIME VOTERS

If a voter is voting in the election district for the first time, he/she will be asked to present an approved form of identification before he/she signs the signature book. It will also show on the signature line ID Required in the Signature Book where the voter signs his or her name.

Types of approved Identification Must Be Valid:

PA Drivers License or ID card issued by PENNDOT

ID issued by U.S Government

ID issued by any Commonwealth of Pennsylvania agency

U.S. Passport

U.S. Armed Forces ID

Student ID

Employee ID

NON-PHOTO IDENTIFICATION (must include your name and address);

Voter Identification Card issued by the Voter Registration Commission

Non-Photo ID issued by the Commonwealth of Pennsylvania

Non-Photo ID issued by the U.S. Government

Firearm Permit

Current bank statement

Current utility bill

Current paycheck

Government check

WATCHERS

1. A **Watcher** must be a registered voter of Perry County. Candidates cannot be watchers.
2. A **Watcher** must produce a Watcher Certificate in order to enter the polling place.
3. **Watchers** are not limited to serving at the polling place to which they are initially assigned on the Watcher Certificate; they may serve at any polling place in which the candidate who appointed them is running for office, or any polling place in which the political party that appointed them has candidates of that party running for office.
4. A candidate may appoint up to two (2) **Watchers** at each polling place in which the candidate is running for office.
5. In a November or special election, a political party may appoint up to (3) **Watchers** at each polling place in which candidates of that party are running for office. Political parties cannot appoint **Watchers** in a primary.
6. While the polls are open, only one Watcher per candidate and one Watcher per political party may be present inside the polling place. Watchers must be positioned away from the registration table and voting equipment.
7. After the polls have closed, all **Watchers** may be present inside the polling place; however, they must still be positioned away from the registration table and voting equipment.
8. **Watchers** cannot wear or bring political materials inside a polling place, solicit votes, or engage in any other activity inside a polling place that could be construed as electioneering.
9. **Watchers** inside a polling place may use mobile phones or similar devices, provided such use does not delay or distract from the voting process and occurs away from the registration table and voting equipment. **However, video recording and photography by Watchers is PROHIBITED while the polls are open.**
10. **Watchers** inside a polling place may keep their own lists of voters, or may inspect the precinct's Numbered List of Voters book when the polling place is not busy. The Judge must supervise the Watcher to ensure that no marks or alterations are made to official election records during inspection.
11. Watchers may challenge a voter's identity or residence and require proof of the voter's qualifications.
12. Watchers cannot directly engage with voters or interfere with the orderly process of voting at the polling place. All questions, comments, complaints, challenges, etc. must be directed to the Judge of Elections.

PERRY COUNTY POLL WATCHER RIGHTS

Must have a certificate originally issued by the county and must be a registered voter in the county. Certificates must be filled out in the entirety and are not transferable.

If poll workers have any question about an individual's identity, Watchers shall be required to show their Certificate to the Judge of Elections check their identification. Call the election Office and we will verify.

Each party can appoint (3) three watchers per precinct in any general, municipal or special election. A candidate can appoint (2) two per precinct at any election. But only (1) one watcher per candidate and (1) one per party at a time can be present in the polling place.

Watchers are not permitted to wear or exhibit any political material while inside the polls serving in the capacity of Watcher.

Must be allowed in at the time poll workers arrive if requested and they are allowed to remain during closing procedures.

Watchers must be allowed in the polling place, but all watchers shall remain outside the enclosed space of the poll worker' table and voting machines. They must be allowed to hear names being called, so they should be a reasonable distance from the person working the signature book.

Watchers can challenge voter and require proof "of his qualifications." Poll worker should verify ID.

When there are NO voters in the polling place, watchers can request to inspect the voting check list and the Numbered List of Voters books, but they must be supervised by Judge or another poll worker and are not permitted to remove the books from the poll workers' table or make marks in the books.

After the close of the polls and while the voting machines are being canvassed, all Watchers shall be permitted to be in the polling place outside the enclosed space.

A watcher who loses certificate can petition court for a new one.

The Watcher Certificate is to remain in possession of the Watcher.

Notes, Suggestions & Problems:

Please list concerns or helpful hints for your precinct.

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**VOTERS
INSIDE
BUILDING
AT A TIME.**

THANK YOU

ELECTION STAFF

**IMPORTANT INSTRUCTIONS FOR POLL BOOK AND
NUMBERED LIST OF VOTERS' BOOKS
PLEASE FOLLOW THESE INSTRUCTIONS**

1. **Voter # in a Primary Election**, after the voter has signed the poll book, the name of the voter, the **party initial only** is written on the numbered list of voter's books. The clerk's initials should be written in the space provided above the signature in the signature book and the number from the numbered list of voters books.

EXAMPLE BELOW:

<u># LIST OF VOTERS</u>	<u>PARTY INITIAL</u>	<u>POLL BOOK</u>
1. Jane Smith	D	Voter # 1 Insp. Init. CF
2. Brian Jones	R	Voter # 2 Insp. Init. CF
3. William R. Rice	GR	Voter #3 Insp. Init. CF
4. Susan B. Smith	I	Voter #4 Insp. Init. CF
5. John A. Clouse	NON-PARTISAN	Voter #5 Insp. Init. CF

- 2.. **Voter# in a General Election**, after the voter has signed the poll book, only lists the voters name in the numbered list of voter's books. In the signature book the number from the numbered list of voter's books and the clerk's initials should be written in the space provided above the signature on the signature book.

EXAMPLE BELOW:

<u># LIST OF VOTERS</u>	<u>PARTY INITIAL</u>	<u>POLL BOOK</u>
1. Mary Hess	Do not write in column	Voter #1 Insp. Init. JS
2. John Swartz	Do not write in column	Voter #2 Insp. Init. JS

- 3.. The numbered list of voter's books and the number of persons who signed the signature book, must agree. If you have 100 names written in the numbered list of voter's books, you must have 100 signed signatures in the signature book.
4. The clerks doing the numbered list of voter's books should check periodically with the person doing the signature book to see if they agree on the number of persons that voted. The books should agree at all times.

over

5. Electors should verify name, address and the date of birth before signing his or her name in the Signature Book. Any information that needs to be corrected should be noted on the Signature Book Correction Sheet. Do not make any corrections on the pages of the Signature Book. If an elector has moved to a new address within the county the elector should change his or her address using an **Affirmation of Elector** (WVP form 7) & complete a Registration Application (change of address). If a voter moved out of the county, the voter must fill out a Voter Registration Application. If an elector has changed his/her name, they should sign the Signature Book using her **NEW NAME**. The correction should be noted on the Signature Book Correction Sheet. **Examples are shown on the Signature Book Correction Sheet.**
6. If there are any letters such as B, WC, VIP, VLP, IL or OTH in the Assistance Block, the elector may need assistance to vote.
7. The voter must sign his or her name in the blank space to the right side of the Signature Book with a **Black Pen** provided in the supply box. If the elector signs on the wrong space, place a label over the name and have the elector sign it, labels are in the back of the Signature Book.
8. An elector may have inactive marked in the signature block on the right side of the Signature Book. **Before the elector with this status is eligible to vote, he or she must sign the Affirmation of Elector(WVP form 7) and then sign the Signature Book.**
9. If any elector in the Signature Book has died, please write the name and registration number on the Signature Book Correction Sheet and indicate they are deceased.

MAIL IN AND ABSENTEE PROCEDURES

All Mail- In and Absentees are kept in the Central Tabulation Office (Freedom Building). Any voter that comes in carrying their **Mail-In or Absentee ballot** to Surrender must fill out the **Electors' Declaration to Surrender** form. The Poll worker will put the cancelled ballot & envelope in the envelope marked "Surrendered". **Then vote with an Election Day Ballot.** // If the voter **DOES NOT** have their ballot or never received their ballot in the mail, they will have to vote a Provisional Ballot. See Provisional Ballot Envelope for Directions.

MISCELLANEOUS FORMS

AFFIRMATION OF ELECTOR – In the Poll Kit Box

This form is used when at the elector's name in your Signature Book shows "Inactive Affirmation Required" on the Signature Line of the elector. Have the elector complete the form, then he/she will be permitted to vote with an Election Day Ballot. At the close of the polls, place all completed sheets in the manila envelope marked **Affirmation of Electors**.

AFFIDAVIT OF VOTER IDENTIFICATION – In the Poll Kit Box

At the close of the polls, the Judge, Minority, Majority Inspectors and clerks are to sign this form. After it has been signed, put it back in the Poll Kit Box.

SIGNATURE BOOK INSTRUCTIONS—Ask name of voter, have voter verify information in the signature book, have voter sign book. **Name change or married name must have ID with new name:** sign with new name and update the Signature Correction Page.

ELECTION OFFICER PAY SHEET

The check will be made payable to the Judge of Election and he/she is responsible for making payments to the other members of the election board. Only the driver is to receive mileage to and from for training, the Judge of Election or the Minority Inspector for picking up supplies and returning supplies election night. For those board members who carpooled to training, only the driver will be compensated.

ASSISTING VOTERS

If an elector has a disability (blind, illiterate or physical disability), the elector may receive assistance if he/she **completes a declaration of assistance** at the polling place. If the elector is unable to complete the declaration, a family member or election board can assist him/her in completing the form. The form is in the Poll Kit Box. **The Judge cannot assist a voter**, the voter may have any other poll worker assist if desired. Additionally, the voter's employer, family member, etc. can assist the voter.

After the polls close, the Judge is to sign the form and seal it in Envelope K found in the Poll Kit Box. Place this envelope in **ENVELOPE (A) ELECTION RETURN ENVELOPE**

The Judge of Elections in each election district is responsible for **enforcing** the voting regulations at the polling place, to **keep order** in the polling room and to see that no more than 10 people are admitted within the enclosed space according to law.

The Judge of Elections has the **final say within the polling place with any issues with electors**, however, if a situation occurs, we instruct the Judge of Election to call our office (Freedom Building) 717-582-5107, Sarah Geesaman [REDACTED] Deb Shrawder [REDACTED]

The Judge of Election shall allow **watchers** to inspect the voting list, the poll books and either of the two numbered list of voters only during intervals when voters are not present in the polling place either voting or waiting to vote. Watchers are not permitted to remove any of these items from the polling place. Watchers ask the poll workers to show them the information.

The Judge of Election is NOT allowed to show a handicapped voter or voter needing assistance, how to use the clear access machine. A family member, other poll workers or fellow voter in the polling place may assist. The Judge of Election has to provide the information on the assistance forms. (Declaration, Record of Assistance and Envelope K.)

The Inspectors of Election will be assigned duties by the Judge and are **able to assist voters in need of help on Election Day.**

The Clerks will be assigned duties by the Judge and are **able to assist voter in need of help on Election Day.**

The Constable is to preserve the PEACE on Election Day.

Why Vote Provisional:

- *I did **not** receive my Mail in or Absentee ballot in the mail.
- *I am **not** in the signature book.
- *I recently **moved**, I am **not** in the signature book **AND don't** have time to go to my proper voting place.
- *I MADE A MISTAKE (date or signature) ON MY MAIL-IN OR ABSENTEE BALLOT ENVELOPE, I wish to vote provisional.
- Each Poll Kit Box has a GREEN PROVISIONAL STAMPER for the Judge to use.
- Give the voter the LARGE GREEN PROVISIONAL ENVELOPE to fill out first, have the voter sit at the ADA machine area. Judge: make sure the envelope is completely filled out.
- Judge: Give the voter a Ballot that you have STAMPED PROVISIONAL at the top of the ballot, the small green secrecy envelope and the large green envelope. Instruct the voter to place the "voted" ballot into the secrecy envelope and place secrecy envelope into the large green Provisional Envelope. The voter will hand the Green Provisional Envelope to the Judge.
- Judge: Place the Provisional Ballot Receipt sticker on the large green envelope. The voter may have the sticker stub if they want it.
- Judge: All Provisional Ballots will be placed in the LARGE WHITE PROVISIONAL ENVELOPE. At the end of the evening fill out the large white provisional envelope.

Poll Book says:

REMIT ABSENTEE/MAIL-IN BALLOT OR VOTE PROVISIONAL

Did the voter bring the official absentee/mail-in ballot AND official ballot return envelope to the polling place?

Yes

Voter brought official ballot and return envelope.

Remit Ballot

- Voter remits official ballot and envelope to a poll worker to be voided.
- Voter completes *Declaration to Surrender Ballot*.
- Voter signs the poll book and is recorded in the *Numbered List of Voters*.
- Voter receives a precinct ballot to vote and insert into the scanner.
- Remitted ballots, envelopes, and *Declarations* go into the *Surrendered Ballots* envelope to be returned to Voter Services.

No

Voter did NOT bring official ballot and return envelope.

Provisional Ballot

- Voter receives a precinct ballot that has been stamped **PROVISIONAL** in the top center of the ballot.
- Voter places the voted provisional ballot inside a *Provisional Privacy Envelope*, and then inside a *Provisional Outer Envelope* with all information completed.
- DO NOT let the voter sign the poll book. If the voter appears in the poll book, stamp the voter's signature area as **PROVISIONAL**.
- DO NOT record the voter in the *Numbered List of Voters*.
- Voted provisional ballots go into the green *Provisional Voting* pouch to be returned to Voter Services.

Poll Book says:

BALLOT CAST / NOT ELIGIBLE

The county received the voter's absentee or mail-in ballot.
The voter has already voted in the election.


However, the voter always has the right to vote a provisional ballot
if they request it.

Provisional Ballot

- Voter receives a precinct ballot that has been stamped **PROVISIONAL** in the top center of ballot.
- Voter places the voted provisional ballot inside a *Provisional Privacy Envelope*, and then inside a *Provisional Outer Envelope* with all information completed.
- **DO NOT** let the voter sign the poll book. If the voter appears in the poll book, stamp the voter's signature area as **PROVISIONAL**.
- **DO NOT** record the voter in the *Numbered List of Voters*.
- Voted provisional ballots go into the green *Provisional Voting* pouch to be returned to Voter Services.

CLOSING THE POLLS ELECTION NIGHT:

Polls close at 8pm. If you still have voters waiting to vote, pass out paper numbers to those already in line at 8pm. Anyone arriving after this process will be **UNABLE** to vote.

1. Election Officers and Clerks, please sign "General Returns of Votes Cast" form at the end of the evening.
2. **Print:** Total tape and **post** on the door or window of your building.
3. , place in the YELLOW Canvas Bag, seal.
4. **The Clear Cast and Clear Access shall be put back in the black cases and to be SEALED by the Judge or Inspectors of Election.**
5. **FREEDOM BUILDING DROP OFF MAP: STAY IN VEHICLE FOR DROP OFF:**
 - a. STOP #1: Election Equipment and Black Ballot Bags
 - b. STOP #2, BLACK BOX and the remainder of your election day supplies.
 - c. STOP #3, VETERAN MEMORIAL BUILDING
6. Judge of Election and Minority Inspector shall "HAND CARRY" the following to Veterans Memorial Building election night:
 - A. **ORDER TO PAY ELECTION OFFICERS form.** This must be completed when you come in election night. Please give your forms to Fiscal Officer when entering the building, use doors closest to Main Street.
 - B. **2 Thumb Drives & Key: in sealed YELLOW CANVAS BAG, bring to CONFERENCE ROOM.**
 - C. **ENVELOPE A** should contain the following:
 1. One ZERO TAPE, one TOTALS TAPE.
 2. Envelope E – containing one Numbered List of Voters Book.
 3. Envelope G – containing one copy of Election Officers' Oaths form.
 4. Envelope K – containing Record of Assisted Voters form and any completed Declaration of the Need for Assistance.
 5. Any completed Challenge forms or Statement of Complaint forms.
 6. One copy of the completed **GENERAL RETURNS FORM.**
 - D. **ENVELOPE B** should contain the following: (Minority Inspector will keep)
 1. One ZERO TAPE, one TOTALS TAPE .
 2. Envelope F – containing one Numbered List of Voters Book.
 3. Envelope H – containing one copy of Election Officers' Oaths form.
 - E. One copy of the completed **GENERAL RETURNS FORM.**



Guidance Concerning Voter Privacy at the Polling Place

Date: September 25, 2023

Version: 1.1

County boards of elections must implement adequate procedures to assure compliance with the constitutional and statutory requirements that secrecy in voting be preserved.¹ This document summarizes the statutory requirements related to voter privacy and outlines the Secretary of the Commonwealth's guidance to ensure conformance to those requirements.

Polling Place Layout

General Layout and Preparations

The polling place must be arranged to facilitate an orderly flow of voters throughout the voting process, with an emphasis on providing an environment that permits voters to mark and cast their ballots privately. The polling place arrangement must take into consideration voter foot traffic and exterior windows when arranging the room. Diagrams A, B, and C provide examples.

¹ See Pa. Const. Art. VII, § 4; Sections 530(a), 1107-A(1), 1110-A(b.1), and 1112-A(b)(6) of the Pennsylvania Election Code, *codified at* 25 P. S. §§ 2730(a), 3031.7(1), 3031.10(b.1), 3031.12(b)(6).

Diagram A

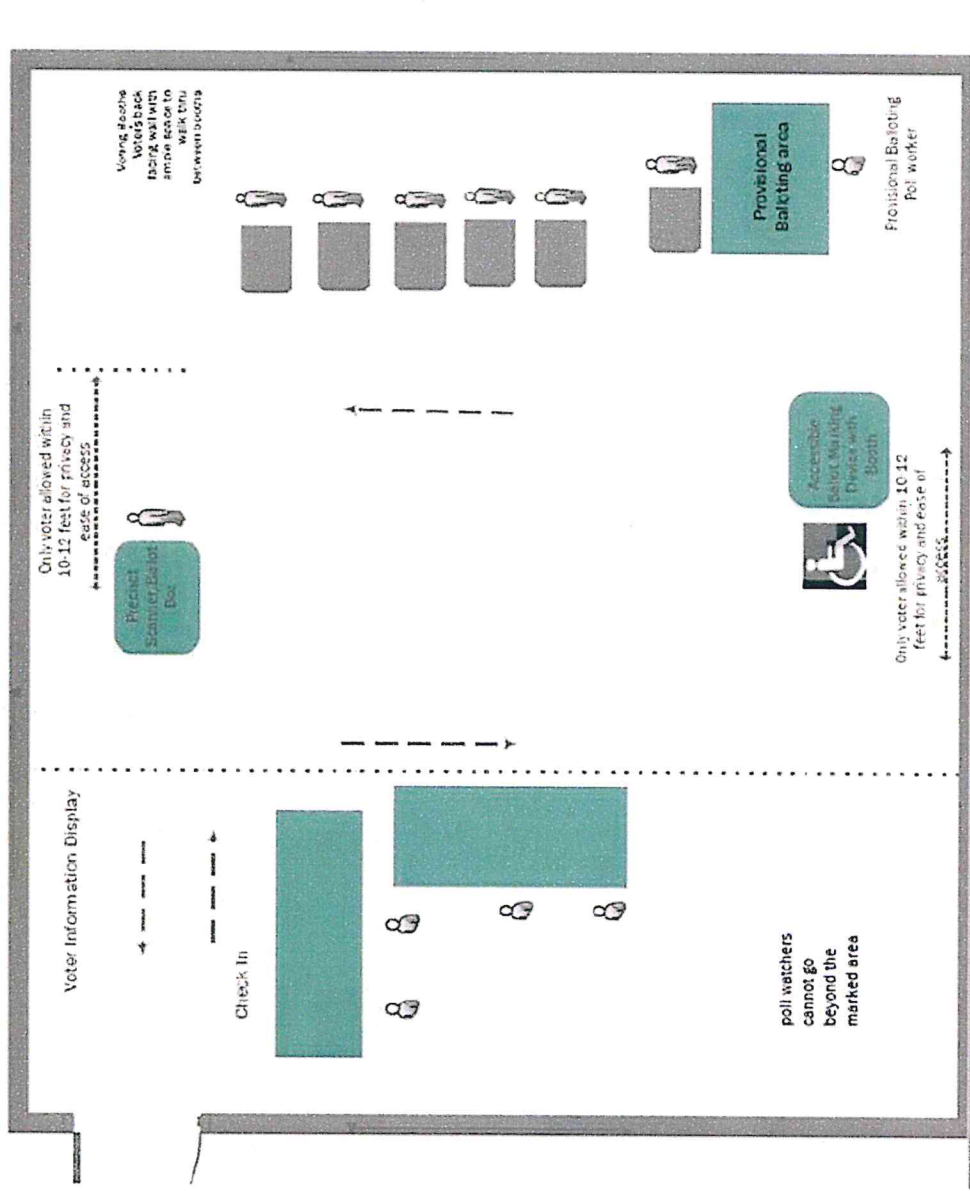


Diagram B

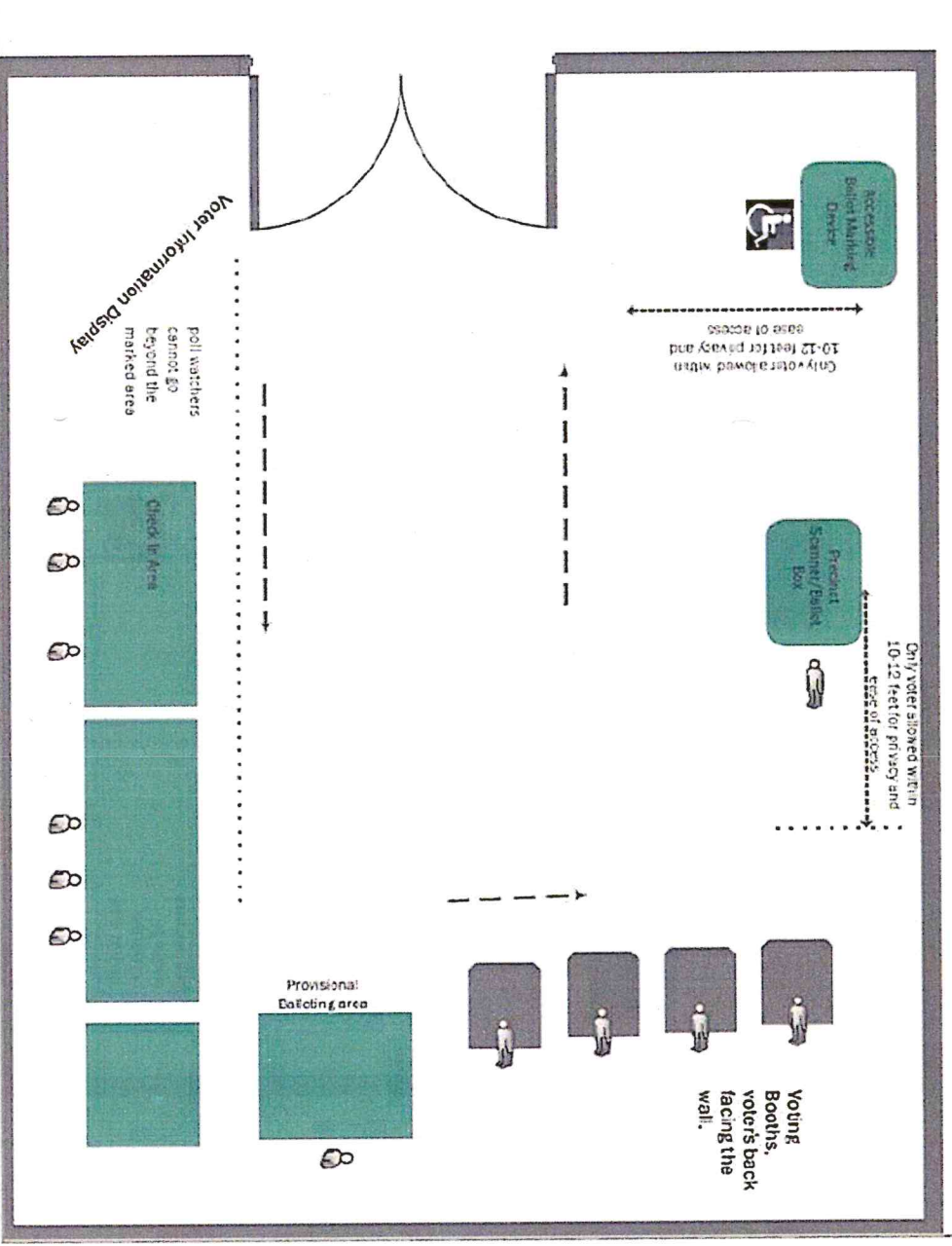
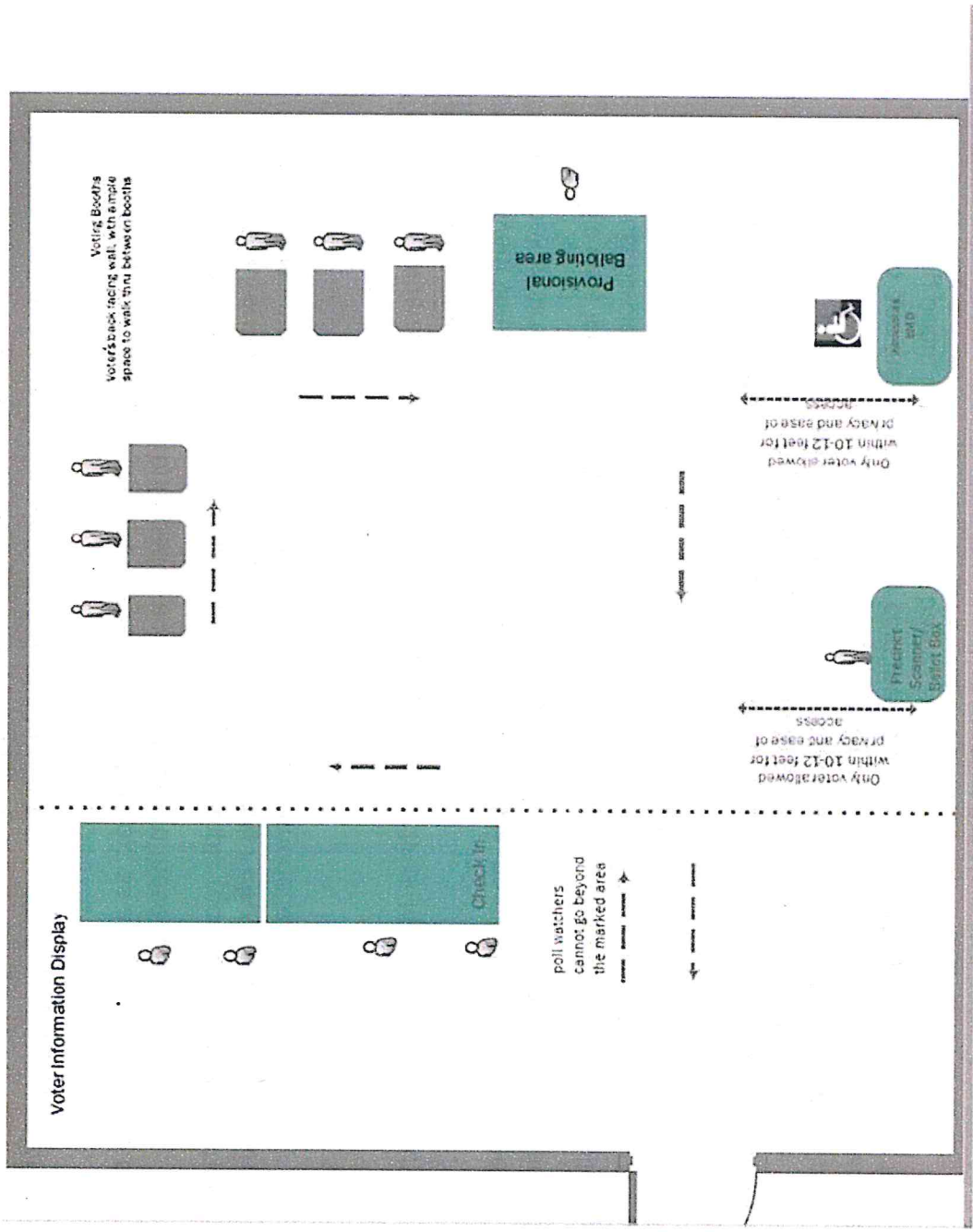


Diagram C



The county election board must take steps before Election Day to incorporate voter secrecy in their polling place arrangement by supplying each polling place with voting booths, screens, guard rails, signs, or barriers to manage traffic flow and ensure privacy during voting.²

The path to the voting station or the scanner or ballot box, as applicable, must be clear of obstructions to ensure unimpeded access to and from these areas.

The path to at least one voting booth should include ample room to turn a wheelchair **with a DOJ-suggested minimum of a 60-inch diameter circle without obstruction.** You can find other suggested methods for ADA accommodation at <https://archive.ada.gov/votingchecklist.pdf>.

Check-in Station

The area where voters present themselves to vote or “check-in” must be arranged to process voters in an orderly manner.

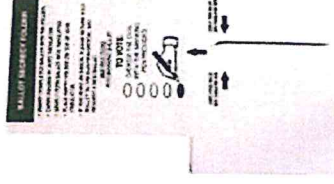
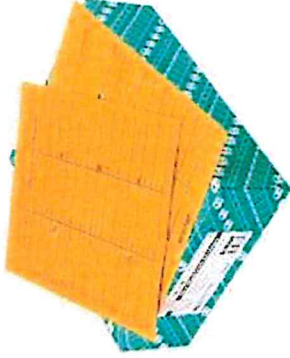
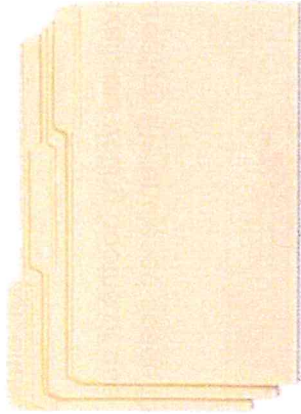
To prevent lines from forming in this area, county or local boards must provide enough poll book stations. If necessary, officials should divide the poll book by alphabet ranges. A public area for poll watchers and voters waiting to be checked-in must be established and must be clearly distinguishable from the voting area. The public area must provide ample space to observe and wait one’s turn without disrupting the voting process and without any opportunity to impede voter privacy.

For counties issuing hand-marked paper ballots or ballot marking device (BMD) ballots that require a voter to carry their marked ballot to another location, voters must be provided with privacy sleeves, envelopes, or folders of the appropriate size to maintain secrecy while carrying marked ballots in the polling place when they move between the voting area and the area where they cast their ballots (e.g., taking marked ballots from the marking booth to the scanner or ballot box).

Poll workers must provide the sleeve to the voters at check-in and instruct voters on its purpose and usage. The privacy sleeves, whether supplied by a voting system manufacturer or by the county boards of elections, must completely cover the ballot.

² See Section 530(a) of the Pennsylvania Election Code, codified at 25 P. S. § 2730(a).

Examples of Ballot Covers



The county board of elections must direct each local election board to post in each booth informational posters containing information on how to carry ballots in the privacy sleeves to the scanner or ballot box and emphasizing that the voting process is not complete until they cast the ballot.

Example

Voter Privacy Instructions

To maximize voter privacy:

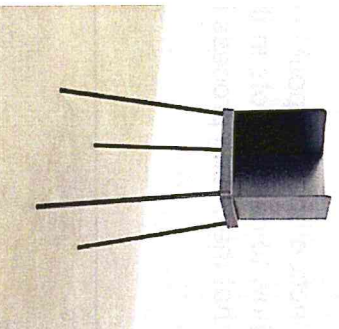
- 1) Proceed to the voting area to mark your ballot.
- 2) If there are no voting booths or ballot marking devices immediately available, be sure to give voters who are in the act of marking their ballot adequate privacy. Do not hover near voters who are in the act of voting.
- 3) When a private voting booth or ballot marking area is available, proceed to mark your ballot in private.
- 4) After you mark your ballot, place it in the privacy folder before taking your ballot to the ballot scanner.
- 5) Take your ballot to the scanner and wait for your turn to place your ballot into the scanner. Be sure to stand back and provide voters in front of you with privacy to scan their ballot.
- 6) Once it is your turn at the scanner, remove your ballot from the privacy folder and feed your ballot into the scanner.
- 7) Wait for your ballot to successfully scan. You will know that your ballot was successfully scanned when the public counter "ticks up."

If you have any questions, please alert a polling place official.

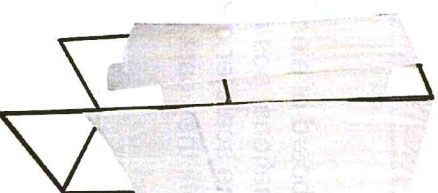
Voting Stations

Polling places must be provided with an area where voters may mark their ballot, either on preprinted paper ballots or with a BMD.

County boards of elections can either use commercially available voting booths or use privacy screens that can be set up on existing tables for creating the enclosed space for voters to mark their pre-printed ballots.



Standalone Privacy



Voting Booth with Curtain

BMDs must be equipped with suitably designed voting booths or privacy screens that enable voters to privately make their selections and print their ballot.

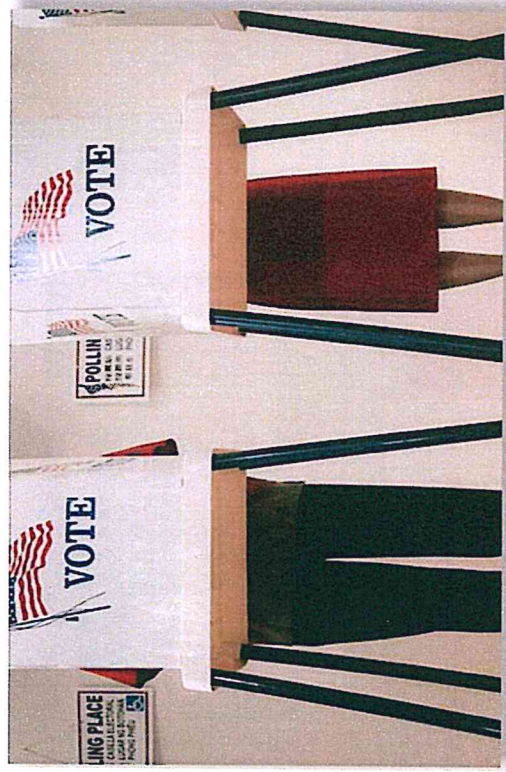
Regardless of whether a polling location is using voting booths or BMDs, the ballot marking area for individual voters must be arranged in such a manner as to prevent others from seeing a voter's ballot while the voter is in the process of marking it.



Standalone Privacy Screens

Wherever possible, booths and BMDs should be arranged near a wall to provide for maximum voting privacy. The voter's back should not be facing an area where other voters can gather.

Enough space should be allowed between voting booths and BMDs to permit voters to access the ballot marking areas without disturbing or impeding the privacy of other voters.



Voting booths arranged along a wall to prevent "stand behind."



Voting Booth with Table & Privacy

In addition to privacy booths, county boards of elections may take other physical measures that prevent other individuals in the polling place from seeing voters marking and casting their ballots. For example, tables with temporary privacy screens may be used. Polling officials must ensure that the privacy screens are set up leaving enough space in between to prevent an individual from seeing a voter's ballot while the voter is in the process of marking their ballot.

Voters with disabilities must be able to cast their vote privately and independently. They must also be provided with enough space to allow for a potential mobility device or person accompanying the voter to provide assistance. Further, voters with disabilities may have assistive technology or personal notes that they need to place within their reach. They may also need room to place the printed ballot on a flat surface when using simple personal technology, such as magnifiers.



Voting Booth Arrangement with Accessible Voting

Scanning/Exit Stations

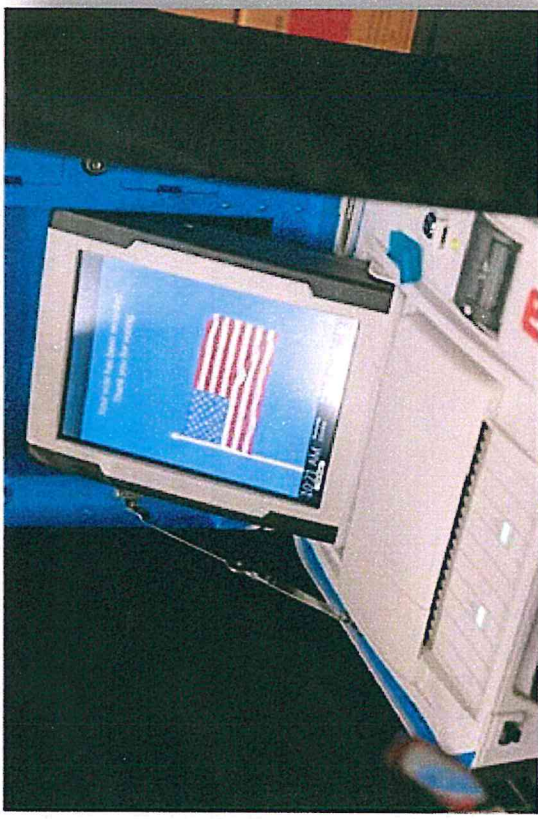
Precinct scanners must be positioned in the polling place in such a manner that allows voters to cast their ballots in secret.

There must be clear signage on where voters must wait for their turn to scan their ballot.

County boards of elections must ensure that the lines for scanners will not interfere with the privacy of voters marking or casting their ballots.

County boards of elections must set up precinct scanners with privacy hoods, covers or other equipment, as recommended by the manufacturer, or take other measures that physically prevent other individuals in the polling place from observing how a voter has marked their ballot.

Precinct scanners must be set up with at least 10 feet of clearance on the sides and the front of the device.



Precinct Scanner with Privacy

Poll Worker Education to Ensure that Voter Privacy is Maintained

Poll worker training must ensure that poll workers are clear on how to proceed through and utilize the setup, procedures, and materials described herein to allow voters to complete the voting process in private.

County boards of elections must ensure that poll worker training specifically addresses situations where a voter may request assistance during the voting process. Poll workers must know how to properly respond to requests for voter assistance while maximizing voter privacy in conditions such as resolving ballot error messages displayed on the scanner, BMD or any other voting system components; spoiling ballots at the voter's request; and issuing emergency and provisional ballots.

County boards of elections must ensure that poll worker training specifically addresses how poll workers should assist voters with disabilities in a manner that doesn't compromise their privacy. The training must focus on how to give instructions before and during a voting session. Jurisdictions must refer to the appropriate voting system certification report and use the recommendations from the Department of State's accessibility examiner while training poll workers on how to assist voters with disabilities.

Poll worker training must make it explicit that voter privacy must be maintained, irrespective of any unexpected situation that happens at the polling place. Some common examples that may require emphasis are handling unexpected lines at the polling place, malfunctions of polling place equipment, and voter eligibility challenges.

Poll workers must be trained to ensure that the precinct scanner displays the ballot insertion prompt when the next voter is directed to a scanner to scan a ballot. For BMDS or hybrid devices, poll workers must be trained to ensure that the voters have completed the process of printing and collecting the ballot or completed the voting session before directing another voter to the station.

###

Version	Date	Description
1.0	03.11.2020	Initial document release
1.1	09.25.2023	Update to formatting and examples on page 6.