

2024 General Election

Cass County Poll Worker Training



Election Day Contacts

Election Office –

- 145 N 4th St, Room 201, Plattsmouth, NE 68048
- 402-296-9309

District Inspectors –

- East - Sabrina Parriott – 402-510-8281
- West - Alan Vervaecke – 402-670-8612

In the event of an emergency - dial 911
In the event of an accident, incident, injury or safety
concern - call the Election Office



Compensation

- If you complete the training, you will receive \$20.00
- Clerks/Judges receive \$12.00 per hour
- Inspectors receive \$15.00 per hour
- Mileage is paid only for supply pick up and drop off (outside Plattsmouth)
- It takes approx. 4-6 weeks for checks to be mailed



General Information

General Election: First Tuesday after the first Monday in November (§32-403)

Working Hours: 7:00 a.m. – 8:30 p.m. (approx.)

Polls Open: 8:00 a.m. – 8:00 p.m. (§32-908)

Appointment Tenure: 2 Years (§32-231; §32-236)

The General Election will be held on Tuesday, November 5, 2024.

- ❖ *Special Elections which require polling sites to be open seldom occur; however, be aware they may happen (i.e., 2022 Congressional District 1 Special Election)*



Time off for the Election Duty

(§32-241)

According to Nebraska statute, no employee shall be subject to:

- Discharge from employment
- Loss of pay
- Loss of sick leave
- Loss of vacation time
- Threat of any action or penalty
- Any other form of penalty

❖ Any issues regarding employment protection, please immediately reach out to our office or the
Nebraska Secretary of State

** Nebraska does have employee protection rights for those working the elections, so our office can send a letter to your employer if they have an issue with you working the elections.

** Employers may ask for the check to be turned into them so it may be deducted from the pay of the volunteer or draftee. Be sure to ask if anyone needs a letter to their employer; some employers qualify this in the same category as jury duty.

Election Worker Positions

- Clerk of the Election (§32-913)
 - Responsible for maintaining the Alphabetical Rosters and List of Voters Book.
- Judge of the Election
 - Responsible for issuing and receiving the ballots at each polling site.
- Precinct Inspector
 - Manages each polling site and poll workers individually. Responsible for the proper conduct and enforcement laws of the election at their precinct. Completion of the set up of ExpressVote machine, board payroll, oaths, certifications and all other paperwork associated with the election.
- District Inspector
 - Oversees the election process at multiple polling sites and enforces election law; acting as “an agent and deputy of the Election Commissioner” (§32-225); must be a registered voter; for very experienced election workers (approx. 2+ Election cycles).



District Inspectors

East Districts	West Districts
Buccaneer Bay	Tipton (Eagle)
Eight Mile Grove	McKelverly (Alvo)
Nehawka	Salt Creek (Greenwood)
Liberty (Union)	Stove Creek (Elmwood)
North Rock Bluff	Murdock
South Rock Bluff	South Bend
West Rock Bluff	Center (Weeping Water)
North Plattsmouth	East Louisville
South Plattsmouth	West Louisville
1st Ward 1st Precinct	Avoca
1st Ward 2nd Precinct	Mount Pleasant (Weeping Water)
2nd Ward 1st Precinct	North Weeping Water
2nd Ward 2nd Precinct	South Weeping Water
3rd Ward 1st Precinct	
3rd Ward 2nd Precinct	
4th Ward 1st Precinct	
4th Ward 2nd Precinct	

All precincts listed in **BLACK**; the Precinct Inspector will deliver their ballots and supplies back to the election office.

All precincts listed in **RED**; the Precinct Inspector will deliver their ballots and supplies to the Extension Office at the Cass County Fair Grounds, 8400 144th St, Suite 100, Weeping Water. Both District Inspectors will meet at the Extension Office. They will record and transfer your ballots and supplies to the election office.

Before Election Day

- Notify Employer of election duty immediately (§32-241)
- Complete training (§32-235)
- Vote Early (in Election office or by mail)
- Precinct Inspectors **MUST** contact the polling site, reach out to your election team members, and pick up ballots and supplies (§32-232)
- If you are a poll worker and have not heard from your Inspector within in a month before Election Day, please contact the Election Office
- District Inspectors will receive their supplies the morning of Election Day



Supply Pick Up & Return Locations

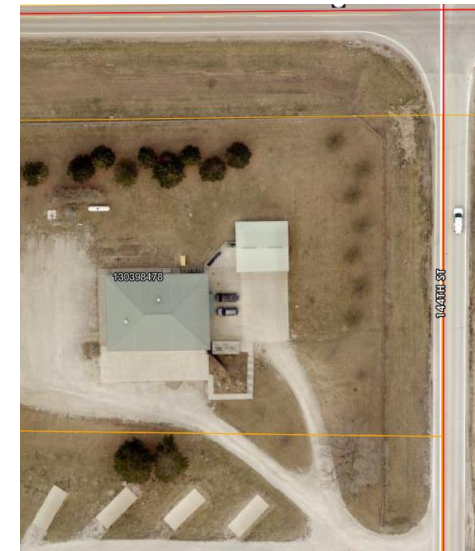
201 Main St. - Plattsmouth



Election Office
145 N 4th St. Plattsmouth



Extension Office
8400 144th St. Weeping Water



OPENING THE POLLING SITE



- ✓ Read and sign Oath of Election Board
- ✓ Fill out Payroll sheets
- ✓ Brief your workers of responsibilities
 - Remember to address
 - Conduct
 - Attitude-Etiquette
 - Sensitivity to cultural & disability
- ✓ Put on name badges
- ✓ **POST ALL REQUIRED INFORMATION**
 - Located behind the tab in the Accordion Folder labeled "Required Information to Post Per State Statute (32-902)
- ✓ Post Misc. Signs
 - Located behind the tab in the Accordion Folder labeled "Misc. Signs to Post"
- ✓ Set Up Privacy Screens/Poll Booths
- ✓ Set Up Express Vote and run test ballot
- ✓ Open ballot box and count ballots-Record numbers on Ballot Certificate & Audit Sheet
- ✓ Judges start initialing some of the ballots (2 sets of initials in **RED** ink)
- ✓ When 1st Voter comes in, publicly display ballot box to show it is empty, then **put on new wire seal!!!**
- ✓ Voting begins!!!
- ✓ Call the election office with any problems, discrepancies or concerns

Precinct Inspector - ExpressVote

- Remember to set up the ExpressVote Machines.
- Even if you do not have any voters who use it, the ExpressVote MUST be set up.



ExpressVote[®]
Universal Voting System as a Marker

CERTIFIED EAC CERTIFIED

Multilingual
Allows voters to easily make vote selections and review their selection.

Touch Screen and Display
Allows voters to easily make vote selections and review their selection.

Instruction Panel
A visual guide that shows voters how to use the ExpressVote.

Card Slot
Where the voter inserts their card to activate selections.

Visual Aids
High contrast and zoom functionality.

Front Access Panel
Headphone jack, a port for a Sip-and-Puff device or two-position rocker switch, and Audio-Tactile Keypad make the unit ADA friendly.

Audio-Tactile Keypad
Enables ADA voters to control audio and navigate the ballot.

ACTIVATING THE VOTE SESSION:

Election officials can configure the ExpressVote to best fit their needs. The voter receives an activation card to begin the process.

- If only one ballot style is programmed for the election, a blank card activates the vote session.
- Multiple ballot styles with a blank card prompt poll workers to select the correct ballot style for the voter.
- A card with an activation barcode displays the correct options for the voter if the election has multiple ballot styles.



ExpressVote Machine Ballot

- Judges will initial in the box on the back prior to inserting the ballot into the ExpressVote machine
- The ExpressVote ballots are initially blank and the machine will print the information out after the voter has completed the voting process



Ballot Certificate & Audit Report

General Ballot Certification & Audit Report

I, Gerri Draper, Cass County Election Commissioner, do hereby certify that the following number of ballots have been delivered to Election Office Precinct for the **General Election November 5, 2024**.

Seal Number on Ballot Box sent: 123456

Seal Number on Ballot Box returned: 654321

	<u>Issued</u>	<u>Received</u>	<u>Unused</u>
0.1	<u>15</u>	_____	_____
0.2	<u>15</u>	_____	_____
0.3	<u>10</u>	_____	_____
ExpressVote	<u>10</u>	_____	_____

Total Number of Ballots Election Office Issued
50

Total Number of Ballots Precinct Received

Total Number of Ballots Unused

The precinct inspector will complete the following sections of the Ballot Certificate & Audit Report before the polls open

Verify that the seal number on the ballot box matches what is recorded on the Ballot Certification sheet.

Remove ballots from the ballot box, count them by precinct splits and then record the totals in the green "Received" column. These numbers should match the numbers in the "Issued" column – if it does not match, please count again to make sure our numbers are accurate!

Record the total of all ballots, including the ExpressVote ballots here.

OPEN THE POLLS AT 8:00 AM

(§32-908)

- ❖ In the event the polling site is not completely set up at 8:00 a.m., open the doors and allow the voters to line up inside the building.



While the Polls are Open

Precinct Inspectors:

- Open & close the polling site
- Setup of ExpressVote machine
- Assign duties to other poll workers
- Ensure proper conduct of election and enforce laws relating to elections
- Assign breaks/cover positions
- Assist provisional voters
- Media contact

Clerks:

- Check voters in Roster or List of Voters Book

Judges:

- Issue and receive ballots and ballot sleeves



Early Ballots

- Do NOT accept early ballots at the polling site
- These ballots were issued with specific instructions for the voter
- Voters have until 8:00pm Election Day to return the ballots to a ballot drop box or to the Election Office.
- If the voter does not have time to return the early ballot as directed, the voter may vote a provisional ballot at their proper polling site.



Where do I vote?

- You may get voters who are unsure of where they are assigned to vote, they may have moved and haven't updated their registration with the election office
- You can refer them to one of the Voter Check websites or you can call the election office for guidance
 - votercheck.necvr.ne.gov
 - ne.gov/go/votercheck
 - sos.ne.gov (Elections – Voters – Voter Information Lookup)

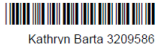









Clerk 1- Manage Roster (Black Book)

1. Ask the voter, "What is your name?" (§32-914)
2. Ask the voter, "Where do you live?" (§32-914)
3. Find the voter in the roster
4. Ask the voter for a photo ID and they must show an accepted form of ID to vote. **You only need to verify their picture on the ID *not* the address.**
5. If they have shown a valid form of ID - initial next to their name with a **RED** pen
6. If they provide a more "unusual" form of ID (passport, public school ID, etc.) mark it next to their name with a **RED** pen
7. Capture the signature of every voter (§32-914)
8. Record the line number of each voter (§32-914)
9. Tell Judge the name and ballot style of each voter (§32-914)

#1 - Voter names are listed in alphabetical order

Precinct 49 **#3** **#2** List of Eligible Voters - Book 1
11/06/2018 Ballots Cast _____
Page 17 of 158

STEP: 1	2	3	4	5	6	7	
NAME: LAST FIRST MI	BIRTH YEAR	ADDRESS	VOTER STATUS	BAR CODE/ID NUMBER	BOOK 2 LINE NO	VOTER'S SIGNATURE	BALLOT NUMBER
Barta Kathryn A	1981	1010 Lake Vista Dr Papillion, NE 68046	Early Voting Ballot Sent Vote Provisionally	 Kathryn Barta 3209586		XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	Ballot 49.01
Barta Robert E	1935	1009 Edward St Papillion, NE 68046		 Robert Barta 2579106			Ballot 49.01
Bartholomew Karen M	1968	2106 Walnut Creek Dr Papillion, NE 68046	Early Voting Ballot Sent Vote Provisionally	 Karen Bartholomew 3303191		XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	Ballot 49.01
Bartholomew Paul L	1967	2106 Walnut Creek Dr Papillion, NE 68046		 Paul Bartholomew 3185389			Ballot 49.01
Bartlett Bradley E	1982	2309 South Mineral Dr Papillion, NE 68046	Early Voting Ballot Sent Vote Provisionally	 Bradley Bartlett 1249010		XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	Ballot 49.01
Bartlett Lisa K	1981	2309 South Mineral Dr Papillion, NE 68046	Early Voting Ballot Sent Vote Provisionally	 Lisa Bartlett 488296		XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	Ballot 49.01
Bateman Marilyn M	1936	1101 Woodview Dr Papillion, NE 68046	Early Voting Ballot Sent Vote Provisionally	 Marilyn Bateman 1152236		XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	Ballot 49.01
Bates Briana Y passport kb	1995	2302 Ridgeview Dr Papillion, NE 68046 kb	Address Confirmation Required	 Briana Bates 3504516	3	Briana Bates	Ballot 49.01

#5 #6

#8 #7



Clerk 1

WHAT IF's

NAME

If their name isn't found, have them talk to the Precinct Inspector.

If their last name has changed, have them fill out a Provisional Ballot Application Form, mark the box that says "Name Change" put in "Completed Forms" envelope and process as normal.

ADDRESS

If the address is different, they will have to go through the Provisional process. **DO NOT** have them sign the black book!!!!

VOTER STATUS

*EARLY VOTING BALLOT SENT - VOTE PROVISIONALLY, they will have to go through the Provisional process.

*ADDRESS CONFIRMATION REQUIRED, have them **verbally** tell you their address again.

*If it matches what is in the book, Write your initials next to the address and proceed.

*If it is different, they will have to go through the Provisional process. **DO NOT** have them sign the black book!!!!

BALLOT NUMBER

If they want to vote a different split than what is listed, they will have to vote Provisionally.

Things to remember:

- Every voter issued a ballot MUST sign the Roster or Provisional Roster
- Power of Attorneys may NOT sign for the voter
- Signature stamps are allowed for those who have a disability (§32-118)
- Voters unable to sign may make their "mark" in the Roster. The election worker witnessing the mark will write "Mark of (Voter Name) witness by (election worker's name) next to the mark
- If a voter signs the Roster (black book) but does NOT end up voting at the polling site or votes provisionally, remember to cross out that voters' row in red ink.
- If notified of a deceased or recently moved voter, please write the contact information on the notation sheet located in the inspector book

Nebraska Secretary of State Voter ID Poll Worker Training Video

[NE SOS Training Video](#)



Voter ID

- June 2023 – Voter ID was put into effect - §32-123
- IDs must show NAME and a PHOTO
- IDs can be expired



NEBRASKA'S VOTER ID LAW

Nebraska Secretary of State's Office

What ID can I use to vote?

Your ID must have your **name** and **photo**. ID can be expired.

ACCEPTABLE ID

- ✓ Nebraska driver's license
- ✓ Nebraska state ID
- ✓ Nebraska college ID
- ✓ U.S. passport
- ✓ Military ID
- ✓ Tribal ID
- ✓ Hospital, assisted-living facility or nursing home record
- ✓ Nebraska political subdivision ID (state, county, city, school, etc.)

NOT ACCEPTABLE ID

- ✗ Birth certificate
- ✗ Medicare or Medicaid card
- ✗ Out-of-state driver's license
- ✗ Out-of-state college ID
- ✗ Social Security card
- ✗ Store membership card
- ✗ Utility bill
- ✗ Bank statement
- ✗ Voter registration acknowledgement card

voterID.nebraska.gov

Additional forms of Voter ID

- Nebraska driver's license or state ID receipts
- Nebraska college or university ID
- Certificates of naturalization
- Concealed carry permits
- State/county/city employee IDs with a photo
- Any other photo ID meeting the requirements of Sec. 3



What is RIC and P-VIV?

Definitions of new terminology:

Reasonable Impediment Certification (RIC):


An RIC is a form that can be completed when a voter has a reasonable impediment preventing the voter from obtaining valid photographic identification due to:

- Disability or illness that prevents the voter from obtaining valid photographic identification.
- Lack of birth certificate or other required documents and an inability to obtain a birth certificate or other required documents without significant difficulty or expense.
- Religious objection to being photographed.

Provisional Voter Identification Verification (P-VIV):

- A P-VIV envelope is a provisional procedure for voters who do not present an acceptable form of photo ID at the poll site on election day. The voter completes their ballot, places it inside the P-VIV envelope, fills out and signs provisional voter's certification on the front of the envelope or attached form. The judge will place the P-VIV envelope in the ballot box. The voter presents an acceptable form of photo ID on or before the Tuesday after the election.

RIC and P-VIV Forms

 Nebraska Secretary of State's Official Reasonable Impediment Certification		RIC—IN PERSON											
<p>! Include this certification with your provisional voter identification envelope.</p> <p>Your signature on this reasonable impediment certification will be matched to your signature on your voter registration record.</p> <p>After seven (7) business days following the election, you may check the status of your provisional ballot at: ne.gov/go/votercheck or call the Nebraska Secretary of State by phone at 402-471-2555 or toll free at 888-727-0007.</p>													
Voter Information Please print.		Last _____ First _____ 1 Middle (name or initial) _____ Suffix (Jr, III, if any) _____ Date of Birth (mm/dd/yyyy) <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											
Address Where Voter Lives		Street Address _____ 2 Apartment or Lot (if any) _____ City, State, ZIP _____											
<p>! Reasonable Impediment Must select one.</p>		I certify that I have one (1) of the following reasonable impediments that prevents me from presenting a form of photo identification. 3 <input type="checkbox"/> Religious objection to being photographed OR <input type="checkbox"/> Inability to obtain valid photographic identification due to: <input type="checkbox"/> Disability or illness; or <input type="checkbox"/> Lack of a birth certificate or other required documents											
<p>I hereby declare, under penalty of election falsification, that the above information is true.</p>													
<p>! WARNING: The penalty for election falsification is up to two years imprisonment and twelve months post-release supervision, a fine of up to ten thousand dollars, or both.</p>													
Signature of Voter X _____		Date _____											
Nebraska Revised Statute §32-912.02		Updated March 2024											

VOTER IDENTIFICATION VERIFICATION §32-915.03						
FOR VOTER	FOR POLL WORKER					
(1) VOTER'S PRINTED NAME: _____ (2) VOTER'S ADDRESS: _____ <small>(STREET ADDRESS, CITY, STATE, ZIP CODE)</small>	<input type="checkbox"/> 1. Check this box once the voter has printed their name in section (1). <input type="checkbox"/> 2. Check this box once the voter has printed their address in section (2). <input type="checkbox"/> 3. Check this box once the voter has marked either (A) or (B) in section (3). REASONABLE IMPEDIMENT ONLY <input type="checkbox"/> 4. If the voter marked (3)(B), check this box once the voter has completed and signed a reasonable impediment certification and enclosed it in the pocket. 5. Write the voter's 5-digit PIN below. This PIN allows the county election office to ensure voter privacy when accessing provisional information: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> <input type="checkbox"/> 6. Check this box once the voter has signed this form. 7. Complete the box below:					
(3) Select one of the following: <input type="checkbox"/> (A) I did not provide valid photographic identification as required by law OR <input type="checkbox"/> (B) I have a reasonable impediment preventing me from presenting valid photographic identification (please see below). Voters checking box (B) must complete a reasonable impediment certification.	ELECTION DATE: _____ PRECINCT: _____ LINE #: _____ BALLOT STYLE: _____ PARTY (PARTISAN PRIMARY ONLY): _____ <input type="checkbox"/> 8. Check this box if the voter also completed a separate provisional ballot envelope. 9. Print your name: _____ 10. Instruct voter to place their ballot or provisional envelope into this envelope when done with voting. Judge will seal envelope and place in ballot box.					
I swear or affirm the following: 1. I am registered to vote at the address listed above; 2. I am eligible to vote in this election and I have not voted and will not vote in this election except by this ballot; and 3. I acknowledge that my ballot will not be counted if: a. I do not provide valid photographic identification to my county election office on or before the Tuesday after the election; or b. I have a reasonable impediment that prevents me from presenting valid photographic identification and: i. I do not complete a reasonable impediment certification; or ii. My county election official cannot verify the signature on my reasonable impediment certification.						
<p><i>By signing the front of this envelope or the attached form you are certifying to the information contained on this envelope or the attached form under penalty of election falsification. Election falsification is a Class IV felony and may be punished by up to two years imprisonment and twelve months post-release supervision, a fine of up to ten thousand dollars, or both.</i></p>						
VOTER MUST SIGN HERE						
SIGNATURE OF VOTER _____						
FOR COUNTY ELECTION OFFICE						
CURING						
VOTER PRESENTED ID ON: _____						
EMPLOYEE NAME: _____						
REVIEW						
REGISTRANT ID #: _____						
INITIALS: _____ <input type="checkbox"/> COUNTED <input type="checkbox"/> NOT COUNTED						
REJECTION CODE (IF APPLICABLE): _____						

Clerk 1 – what to do if...

- Name is in the roster, address is correct and they show proper photo ID: they vote normally – this is not a provisional or P-VIV voter.
- Name is NOT in the roster, address is verified, provide proper photo ID and they are in the correct precinct: they vote provisionally. The voter signs the provisional sign in roster (not the black book) and completes and signs a provisional ballot application form before voting. The voter then encloses their voted ballot in the provisional ballot envelope and selects a PIN to access the website and check the status of their ballot after the election.
- Name is in the roster, address is correct but they forgot/don't have a proper photo ID: the voter may go home and retrieve their photo ID and return prior to close of polls to cast a regular ballot OR:
 1. The voter and poll worker fill out and sign the P-VIV form (with RIC if applicable)
 2. Voter signs the provisional sign in roster (not the black book)
 3. Attach the forms (P-VIV and/or RIC) to the white envelope
 4. Voter encloses their voted ballot in the white envelope and deposits in the ballot box
 5. The voter then has until the Tuesday after the election to present an acceptable form of photo ID to the Election Office
- Name is NOT in roster, address is verified, they are in the correct precinct but they forgot/don't have a proper photo ID: the voter may go home and retrieve their photo ID and return prior to close of polls to cast a Provisional ballot OR:
 1. The voter votes provisionally AND the voter and poll worker will then fill out and sign the P-VIV form (with RIC if applicable)
 2. Voter signs the provisional sign in roster (not the black book)
 3. Attach the forms (P-VIV and/or RIC) to the white envelope
 4. Voter encloses their voted ballot in the white envelope and deposits in the ballot box
 5. The voter then has until the Tuesday after the election to present an acceptable form of photo ID to the Election Office



Clerk 2

List of Voters

Clerk 2 (Red Book)

General Election

1. Print the Voters name as they are registered.
2. Give the Line Number you print their name on to Clerk 1 to record in the black book.
3. **Express Vote:** Print the Voters name, place a 1 in the box under "Express Vote". Give the line number to Clerk 1 to record in the black book. If a Provisional or P-VIV voter give the line number to the Precinct Inspector to write in the Provisional Sign-In Roster.
4. **Provisional & P-VIV (No ID) Voters:** Print the Voters name, place an X in the box under "Provisional and/or P-VIV". Give the line number to the Precinct Inspector to write it in the Provisional Sign-in Roster.
5. If you cross out a name, reuse the line for another name. Do not skip a line. (This will save confusion at the end of the night)
6. Once the last voter has voted, record the number of voted ballots on the Ballot Certificate and Audit Report.

PRECINCT NAME:

Check the appropriate box below if applicable.

Voter's Printed Name		Express Vote	Provisional
1	XX +		
2	XX		X
3	XX		
4	XX		
5	XX		
6	XX		
7	XX	X	
8	XX X		
9	XX X		
10	XX X		
11	XX X		
12	XX X		
13	XX X		
14	XX X		X
15	XX X		
16	XX X		
17	XX X		
18	XX X		
19			
20			
Total			

General Election Ballots

Official Ballot, General Election, November 8, 2022

Cass County, Nebraska INSTRUCTIONS TO VOTER	State of Nebraska STATE TICKET	November 8, 2022 COUNTY TICKET
<p>1. TO VOTE, YOU MUST DARKEN THE OVAL COMPLETELY (●).</p> <p>2. Use a black ink pen to mark the ballot.</p> <p>3. To vote for a WRITE-IN candidate, write in the name on the line provided AND darken the oval completely.</p> <p>4. DO NOT CROSS OUT OR ERASE. If you make a mistake, ask for a new ballot.</p>	<p>For Attorney General Vote for ONE</p> <p><input type="radio"/> Mike Hilgers Republican</p> <p><input type="radio"/> Gene Stadek Libertarian</p> <p><input type="radio"/> Larry Solinger Legal Marijuana NOW</p>	<p>For County Sheriff Vote for ONE</p> <p><input type="radio"/> Robert E. Sorenson Republican</p>
<p>CONGRESSIONAL TICKET</p> <p>For Representative in Congress District 1 - Two Year Term Vote for ONE</p> <p><input type="radio"/> Mike Flood Republican</p> <p><input type="radio"/> Petty Pansing Brooks Democratic</p>	<p>For Auditor of Public Accounts Vote for ONE</p> <p><input type="radio"/> Mike Foley Republican</p> <p><input type="radio"/> Gene Stadek Libertarian</p> <p><input type="radio"/> L. Leroy Lopez Legal Marijuana NOW</p>	<p>For County Commissioner District 3 Vote for ONE</p> <p><input type="radio"/> Alexander DeGarmo Republican</p>
<p>STATE TICKET</p> <p>For Governor and Lt. Governor Vote for ONE</p> <p><input type="radio"/> Jim Pillen Governor Joe Kelly Lt. Governor } Republican</p> <p><input type="radio"/> Carol Blood Governor Al Davis Lt. Governor } Democratic</p> <p><input type="radio"/> Scott Zimmerman Governor Jason Blumenthal Lt. Governor } Libertarian</p>	<p>For County Assessor Vote for ONE</p> <p><input type="radio"/> Teresa Salinger Democratic</p>	<p>For County Surveyor Vote for ONE</p> <p><input type="radio"/> Charles P. Jordan Republican</p>
<p>For Secretary of State Vote for ONE</p> <p><input type="radio"/> Bob Eymen Republican</p>	<p>For County Attorney Vote for ONE</p> <p><input type="radio"/> S. Colin Palm Republican</p>	<p>For Public Defender Vote for ONE</p> <p><input type="radio"/> Julie E. Bear Republican</p>
<p>For State Treasurer Vote for ONE</p> <p><input type="radio"/> John Murrelle Republican</p> <p><input type="radio"/> Kalona Tomson Libertarian</p>	<p>For County Clerk Vote for ONE</p> <p><input type="radio"/> Gerni Draper Republican</p>	<p>NONPARTISAN TICKET</p> <p>For Member of the Legislature District 2 Vote for ONE</p> <p><input type="radio"/> Robert Clements Republican</p> <p><input type="radio"/> Sarah J. Slettery Republican</p>
	<p>For Clerk of the District Court Vote for ONE</p> <p><input type="radio"/> Brook McConaughy Republican</p>	<p>Chief Justice of the Supreme Court Six Year Term Shall Judge Michael G. Heavican be retained in office?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
	<p>For County Treasurer Vote for ONE</p> <p><input type="radio"/> Cynthia A. Denton Republican</p>	<p>Judge of the Appeals Court District 5 Six Year Term Shall Judge Lawrence E. Welch Jr. be retained in office?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
	<p>For Register of Deeds Vote for ONE</p> <p><input type="radio"/> Laura Pohlmeier Republican</p>	<p>Judge of the Nebraska Workers' Compensation Court - Six Year Term Shall Judge John R. Hoffert be retained in office?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Tipson 1.1</p>	<p>Typ:01 Seq:0001 Spl:01</p> <p>INITIALS:</p>	<p>Remember! Vote Both Sides</p> <p>000101</p>

- Clerk 2 will hand the voter the appropriate split card for them to take to the judge.
- If the precinct has multiple splits they could be listed as 1.2, 1.3, etc.
- Two workers must initial (in **RED** ink) the front of each piece of ballot paper before the ballot is issued to the voter. Use the box under the bottom middle column of the ballot.
- Initials are affixed to verify correct ballot style and that there are no marks on the ballot other than two initials.

Judges

Duties

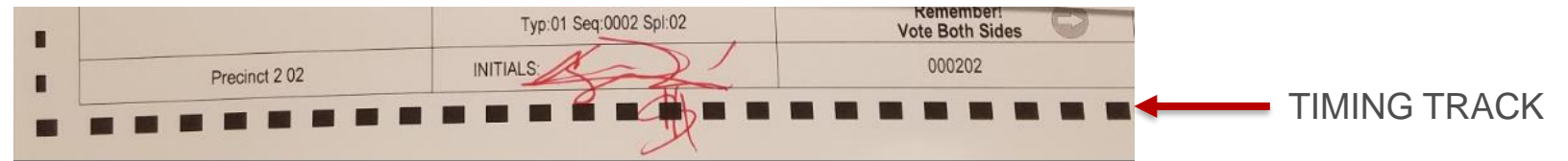
- Issue and receive ballots
- The voter will have a split card they received from Clerk 2 specifying which ballot style they should be given
- It is important that each voter receives the correct ballot – the ballot style is determined by the voter's address
- Hand the initialed ballot, a black pen and a ballot sleeve to the voter
- Read the voting instructions to the voter



Judges

Ballots

- Once the ballot is initialed, it becomes an Official Ballot and must be spoiled if it does not get used
- **2 sets of initials must be on every ballot.** This includes ExpressVote ballots
- Only use **RED** ink to initial the ballots. Black or blue ink can interfere with the timing track (the series of black boxes around the outside) that the machines use to identify the ballot



- If a voter needs a new ballot due to a mistake, change of mind etc., they may receive up to 4 ballots. They must write INVALID or VOID across the ballot before receiving a new ballot. Place the voided ballots in the Spoiled Ballot Envelope
- Ballot sleeves should be given to every voter
- Voters wishing to vote without the use of a booth are permitted to do so. Please keep control of the situation at all times

Judges: Verbal Instructions to Voters

- Completely fill in the oval of your choice
- Use only the marking device provided
- For write-ins, you must write the person's name and fill in the oval
- Be sure to look at both sides of the ballot
- If you change your mind or make a mistake, you may exchange your ballot for a new one
- When you are finished voting, place the ballot in the ballot sleeve so the initials face up at the open end of the sleeve
- Hand the sleeve to the Judge at the ballot box



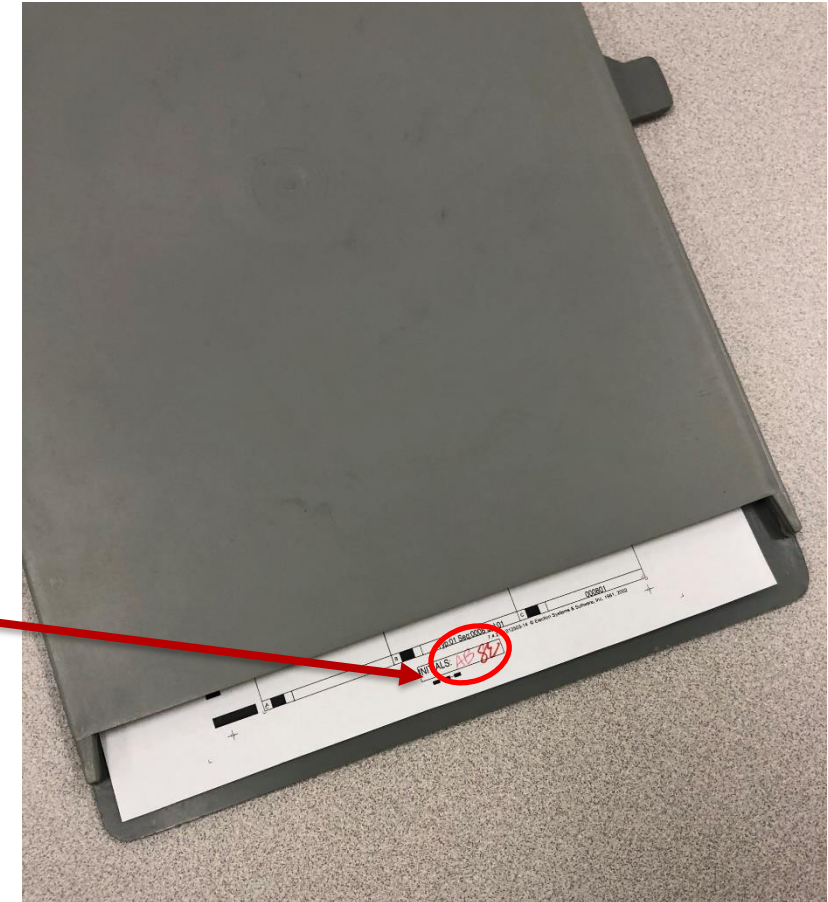
Judges

- When the voter completes their ballot, they must return the ballot to the judge
- Inspect the ballot for the proper initials – if the initials are not visible, only the voter can remove/adjust the ballot in the sleeve to view the initials
- Place the ballot in the ballot box, thank them for voting and offer them a sticker and our Results webpage information



Before the Ballot is Deposited into the Ballot Box

- Make sure the ballot is placed correctly in the ballot sleeve with the initials and ballot style visible.
 - Have the voter re-position if necessary
- Make sure the ballot style is the correct precinct
- If there are two pieces of ballot paper, make sure that the voter was not issued two of the same ballot paper
- The Judge will verify that there are 2 sets of election worker initials (in red ink) at bottom of each piece of ballot paper. (§32-916)



Make sure to double check for two pieces of ballot paper

Judges

1. Cut the seal on the ballot box. Put the seal in the envelope and take out the new seal. Count the ballots and record the numbers on the Ballot Certification and Audit Report.
2. Initial ballots with **RED INK** (2 sets of initials are required). **DO NOT INITIAL ALL THE BALLOTS.** All initialed ballots that are not used at the end of the night will go in the spoiled ballot envelope. **You will need to write spoiled on them.**
3. When 1st voter comes in, publicly display ballot box to show it is empty, then put on the **NEW SEAL!!!**
4. Provide the proper ballot and procedural instructions to the voter for casting a ballot.
5. Inspect voted ballots being returned for initials prior to placing ballot in the ballot box.
6. Oversee that ballots are not damaged in any way.
7. Any ballot that is spoiled, put in the "Spoiled Ballot Envelope" and keep a tally.
8. **DO NOT leave the ballots or ballot box unattended!!!**
9. After the last voter has voted:
 - Count all the Unused Ballots (this would only be the ballots with no initials) and record the numbers on the Ballot Certification and Audit Report. **Put all Unused Ballots in the Navy Blue Bag(s) Provided.**
 - Count all the Spoiled Ballots (this would include all initialed ballots that weren't given to a voter and the ballots that were spoiled by voters) and record the number on the Ballot Certification and Audit Report. **Put all Spoiled Ballots in the Spoiled Ballot Envelope.**
10. Put the completed Ballot Certification and Audit Report, Provisional Sign-In Roster & envelope with used seal in the ballot box. Cover the opening where the ballots went in with the tape provided.

Provisional Voting

(§32-915)

Provisional Voting: “A procedure to protect the ballot”

Reasons for Provisional Voting:

- Voter was sent an Early Voting ballot but decided to vote at the polling location instead
- Voter did not provide a valid form of ID for voting (P-VIV)
- Voter lives at an address in the precinct but is NOT listed in the Roster
- Voter requests a different ballot than what is listed in the Roster (i.e. different party)
- As directed by the Election Office

These voters will place their voted ballot in the provided envelope which will be separated at the Election Office for the canvassing process



Provisional Sign-in Sheet

*Provisional voters sign this roster ONLY – not the black book

Line # Red Book	Printed Name	Ballot Style (Number)	ID Provided (Yes or NO)	Provisional Voter	Voter Identification Verification	Reasonable Impediment Certification	Signature of Voter
This area to be completed by the Election Board							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							



Provisional Voters cont.

“PROCESSING A PROVISIONAL VOTER”

1. Voter needs to fill out Step 1 of the Provisional Ballot Application Form.

Make sure the following is filled out before proceeding

Lines 1 & 2 must both be checked “YES”

- a. Last name, First name and MI
- b. Nebraska Driver License # or Last 4 of SS#
- d. Date of Birth
- e. Phone Number
- f. **FULL Residential Address (Double check that it's in our County)**
- g. Party Affiliation
- h. Applicant's Signature & Date

2. The Election Worker that is handling this needs to fill out the information in Step 2!!

3. If the voter wants to check the status of their ballot, they need to select a 5 digit pin number and write it in the boxes in Step 3. Give them the information (PIN) card that is in the folder.

4. Voter fills out the information and signs the Oath on the Provisional Envelope. **If not signed it will be rejected.**

5. **STAPLE** the Provisional Ballot Application Form to the outside of the envelope.

5. Have the voter sign their name in the Provisional Voter Sign-in Roster under “Signature of Voter”. The rest of the line needs to be filled out by the Election Worker.

6. Print their name in the List of Voters (Red Book) and place an “X” in the Provisional Column.

7. Provide the correct ballot and a ballot sleeve. If you are unsure of the correct ballot split, call the election office.

8. Once completed have them slide their ballot into the Provisional Envelope, seal it and put in the ballot box.

“PROCESSING A PROVISIONAL VOTER”

A. Provisional Ballot Application Form (Voter Registration Application Form)

Step 1: Provisional Voter Must Complete Voter Registration Application

Voter needs to fill out 1, 2, 3, 4 & 5.

Step 2: Provisional Voter Must Vote at the Precinct Designated for Their Current Address

Election Worker needs to fill out this information.

Step 3: Provisional Voter Selects PIN (Personal Identification Number)

If the voter wants to check the status of their ballot, have them write a 5 digit pin number and write it in the boxes. Give them the information (PIN) card that is in the folder.

B. Provisional Ballot Certification Envelope

Voter fills out the information and signs the Oath on the Provisional Envelope. **If not signed it will be rejected.**

C. Provisional Voter Sign-in Roster

Have the voter sign their name in the Provisional Voter Sign-in Roster under “Signature of Voter”. The rest of the line needs to be filled out by the Election Worker.

D. List of Voters (Red Book)

Print their name in the List of Voters and place an X in the Provisional Column.

STAPLE the Provisional Ballot Application Form to the outside of the envelope.

Provide the correct ballot and a ballot sleeve. If you are unsure of the correct ballot split, call the election office.

Once completed have them slide their ballot into the Provisional Envelope, seal it and put in the ballot box.

Provisionals cont.

Provisional Ballot Application Form (Voter Registration Application Form)

★ **Step 1: Provisional Voter Must Complete Voter Registration Application** Voter Registration Number: _____

Please Print

1) Are you a citizen of the United State of America? Yes No
 2) Are you at least 18 years of age, or will you be 18 years of age on or before the first Tuesday following the first Monday in November of this year? Yes No

Address Change Name Change Party Change
 Marked as Absentee Voter in Precinct Roster (Black Book)

IF YOU CHECKED "NO" IN RESPONSE TO EITHER OF THE QUESTIONS ABOVE, DO NOT COMPLETE THIS APPLICATION

3) **Personal Information:**

Last Name _____ First Name _____ Middle Initial _____ Suffix _____ Previous Name (If Applicable) _____ Email Address _____ Private

Nebraska Driver's License # (If none, last 4 digits of SSN) _____ Place of Birth _____ Date of Birth _____ Phone Number – Please Select: Home/ Work/ Unlisted _____

4) **Current Residence Address:**

House Number _____ Direction _____ Street/Road Name _____ Street Type _____ Direction _____ Unit # _____ City/Town _____ State _____ Zip Code _____

Mailing Address if different than resident address _____

If previously registered, provide name registered as and address _____

5) **Party Affiliation:** Democratic Republican Libertarian Legal Marijuana NOW
 No Labels Nebraska Nonpartisan (no party affiliation) Other _____

Note: If you wish to vote in both partisan and nonpartisan primary elections for the state and local offices, you must indicate a political party affiliation on the registration application. If you register without a political party affiliation (nonpartisan), you will receive only the nonpartisan ballots for the state and local offices at primary elections. If you register without a political party affiliation (nonpartisan), you may vote in partisan primary elections for congressional offices.

Applicant's Oath: To the best of my knowledge and belief, I declare under penalty of election falsification, that: (1) I live in the State of Nebraska at the address provided in this application; (2) I have not been convicted of a felony or, if convicted, if I have been at least two years since I completed my sentence for the felony, including any parole term; (3) I have not been officially found to be non-compos mentis (mentally incompetent); and (4) I am a citizen of the United States.

WARNING: Any registrant who signs this application knowing that any of the information in the application is false shall be guilty of a Class IV felony under section 32-1502 of the statutes of Nebraska. The penalty for a Class IV felony is up to two years imprisonment and twelve months post-release supervision, a fine of up to ten thousand dollars, or both.

Applicant's Signature: _____ **Date Signed:** _____

★ **Step 2: Provisional Voter Must Vote at the Precinct Designated for Their Current Address**

Polling Place Location Information (To Be Completed by the Poll Worker or Election Official)

Completed By: _____ Precinct Name/Number: _____
(Name of Election Official or Poll Worker)

Polling Place Location: _____ Polling Place Address: _____

Political Party: _____ Ballot Style: _____ Source of Political Party Affiliation Info: Voter Election Office Precinct Roster

★ **Step 3: Provisional Voter Selects PIN (Personal Identification Number)**

As a provisional voter, you were issued ballots based on the residence provided above. After voting, your ballots must be sealed in a Provisional Ballot Envelope. If it can be verified that you are a registered voter in this county, then the envelope will be opened and the ballots counted.

Seven days following the date of the Election, you may check with the Nebraska Secretary of State's Office on their website at: <https://www.votercheck.necvr.ne.gov/>; or their toll free number: 1-888-727-0007 or Lincoln area number: 402-471-3229 to find out if your ballot was counted or the reason it was not counted.

To ensure your privacy, you must create a PIN (Personal Identification Number) consisting of 5 numbers (no letters). This PIN allows the Election Official to enter your ballot disposition into a computer system and only persons who know your PIN can access the system for that information. **My PIN Selection is:**

I hereby certify that I have read and understood the above instructions for Provisional Voting in Nebraska and that failure to complete and sign this form could result in my ballot not counting.

Applicant's Signature: _____ **Date Signed:** _____

Provisional Ballot Certification
32-915

I, _____, swear or affirm that the following facts are true:

- I am a registered voter in _____ County;
- My name or address did not appear correctly on the precinct list of registered voters.
- I registered to vote on or about this date _____
(Approximate date)
- I registered to vote *(check one)*
 in person at the election office or a voter registration site;
 by mail;
 by using the Secretary of State's web site;
 through the Department of Motor Vehicles;
 on a form through another state agency;
 in some other way.
- I have not resided outside of this county or voted outside of this county since registering to vote in this county.
- My current address is shown on the registration application completed as a requirement for voting by provisional ballot; and
- I am eligible to vote in this election and I have not voted and will not vote in this election except by this ballot, as I did not vote an Early Voting (Absentee) ballot. (32-949.01)

By signing the front of this envelope or the attached form you are certifying to the information contained on this envelope or the attached form under penalty of election falsification. Election falsification is a Class IV felony and may be punished by up to two years imprisonment and twelve months post-release supervision, a fine of up to ten thousand dollars, or both.

SIGNATURE OF VOTER

DATE

FOR USE BY ELECTION OFFICIALS ONLY:

Election Date: _____ Precinct _____ Line # _____

Witnessed by: _____
(Signature of Election Official)

Voter was marked Early Voter/Absentee in the roster Yes No
 Ballot Style(s) Issued: _____
 Political Party Ballot Issued in State Partisan Primary: _____

Polls Close at 8:00 PM

- Anyone who is in line at 8pm must be allowed to vote
- Do not leave the ballot box or ballots unattended



Ballot Certificate & Audit Report

After poll have closed, you will be using these sheets to complete your Ballot Accounting sheet.

General Ballot Certification & Audit Report

I, Gerri Draper, Cass County Election Commissioner, do hereby certify that the following number of ballots have been delivered to Election Office Precinct for the **General Election November 5, 2024**.

Seal Number on Ballot Box sent 123456
 Seal Number on Ballot Box returned 654321

	Issued	Received	Unused
0.1	<u>15</u>	<u>15</u>	<u>8</u>
0.2	<u>15</u>	<u>15</u>	<u>10</u>
0.3	<u>10</u>	<u>10</u>	<u>5</u>
ExpressVote	<u>10</u>	<u>10</u>	<u>9</u>

Total Number of Ballots Election Office Issued

50

Total Number of Ballots Precinct Received

50

Total Number of Ballots Unused

32

PRECINCT NAME:

Check the appropriate box below if applicable.

Voter's Printed Name	Express Vote	Provisional
1 XX +		
2 XXX		X
3 XXX		
4 XXX		
5 XXX		
6 XXX		
7 XXX		
8 X X X	X	
9 X X X		
10 X X X		
11 X X X		
12 X X X		
13 X X X		
14 X X X		X
15 X X X		
16 X X X		
17 X X X		
18 X X X		
19		
20		
Total	<u>12</u>	

Ballot Accounting

- Number of Spoiled Ballots (This includes Initialed Ballots not used and ballots placed in the Spoiled Ballots Envelope) 0
- Total Number of Ballots Unused (1st page) + 32
- Total Number of Spoiled and Unused Ballots - 32
- Total Number of Ballots Precinct Received (1st page.) 50
- Total Spoiled and Unused Ballots (from #3) - 32
- Total Voted Ballots = 18
 (Should equal Total Number of Voted Ballots from Clerks Red Book)
 Total Number of Voted Ballots from Clerks Red Book(s) 18
- TOTAL BALLOTS TO BE COUNTED ELECTION NIGHT
 Total Voted Ballots from Line 6 18
 Provisional Voters - 2
= 16

Election Worker Signatures: _____



Conduct at the Polls

Treat all voters

- With Kindness
- With Courtesy
- With Dignity
- With Respect
- Refrain from excessive and loud visiting with voters or among yourselves
- DO NOT engage in political conversations while conducting the election
- DO NOT have food or beverages in open view of voters
- Be professional and business like
- Be prepared to deal with any situation – ex. Voter with campaign buttons, shirts, etc.
- Due to the frequency of political advertisements, we prohibit the use of tv's or radios during election hours



Voter Assistance

32-918 Oath by Relative, Friend (or Designee) Assisting Voter

State of Nebraska
County of CASS

_____ hereby swears that he or she is a friend or
(Name of person assisting voter)

relative (or designee) of _____, a disabled registered voter who requested assistance in casting the ballot, that he or she did enter the voting booth, or aid such voter outside of the voting booth, and marked the ballot according to the intentions and desires of the registered voter, that he or she has kept the ballot at all times in his or her possession, and that the ballot was duly delivered to the judge of election on this ____ day of _____, 20____.

(Signature of Person Assisting Voter)

Subscribed and sworn to before me, an election worker, at _____ in _____ County on this _____ day of _____, 20____.

(Signature of Election Worker)

- Voters may be assisted by a trusted friend or family member, or two election workers of different parties
- The designee and an election worker will need to fill out a Voter Assistance Oath

With the large volume of campaign literature sent to the public we advise that you occasionally check the polling facility and voting booths for any media or campaign literature that have been left behind

NO CAMPAIGN MATERIALS ALLOWED

This material includes but is not limited to:

- Buttons
- Hats
- Pins
- T-Shirts
- Literature
- Posters
- Signs

Any material that advertises a candidate or political party is not allowed inside the polling place or within 200 feet of any entrance to the polling place.
Exceptions include poll watcher and candidate badges.
S.C. Code of Laws § 7-25-100

SOUTH CAROLINA
ELECTION COMMISSION

scvotes.org

EVERY VOTE MATTERS.
EVERY VOTE COUNTS.

What to grab in an emergency, if time permits

- Personal belongings
- Ballot Box
- Precinct Roster(s) black notebooks
- List of Voters-red notebooks
- Unused ballots
- Provisional Roster
- Necessary forms & materials to allow voting to continue such as Provisional balloting materials



General Information

- If any person removes a ballot from the polling room they forfeit and lose their right to vote.
- Voting time in booth is no more than 10 minutes.
- No loitering at the precinct-20 minutes max.
- Clear passageways to permit free ingress and egress must be maintained.
- No campaigning signs within 200 feet of the polling facility
- No observers permitted within 8 feet of the ballot box



Media

- **ONLY THE INSPECTOR** MAY ANSWER QUESTIONS FROM THE MEDIA REGARDING THE NUMBER OF PEOPLE WHO HAVE VOTED.
- TV CAMERAS ARE ALLOWED AS LONG AS THEY ARE NOT DISTURBING THE VOTERS OR THE VOTING PROCESS.
- THEY SHOULD GET PERMISSION FROM THE INDIVIDUALS BEFORE FILMING THEM.



Media Cont.

- Press representatives should contact the Election Commissioner as well as the judge of election or another poll worker at the site of their plans. Press representatives should have their credentials available.
- Press representatives are not to be disruptive at the polling place. As with all others, members of the media are prohibited from wearing or displaying campaign materials in the polling place.
- Official ballots, either blank or voted, should not be photographed. A photo of the sample ballot may be an appropriate substitute.
- The photographer should obtain permission from any voter, poll worker, or others that will appear in the photograph (or video). Voters are entitled to an expectation of privacy within their polling place.
- Any interviews with voters or videotaping standups or live broadcasts should be conducted outside the polling place so not to disrupt the voting process inside.



Exit Polls (Statute 32-1525)

Polling and interviews; prohibited acts; penalty.

No person shall conduct an exit poll, a public opinion poll, or any other interview with voters on election day seeking to determine voter preference within twenty feet of the entrance of any polling place or, if inside the polling place or building, within one hundred feet of any voting booth. Any person violating this section shall be guilty of a Class V misdemeanor.



"May I ask who you voted for, sir?"

"Please! — I'm trying to *forget!*"

Please complete the quiz that was sent with your Certificate of Appointment Letter and return to the Election Office to ensure you will be compensated for participating in training!

Thank you for your time

