

# Section Eight

## Voting

### The Voting Process - After Check-In

The voting process begins as soon as the voter walks into the voting location. Direct the voter to the SiteBooks to begin the check-in process as outlined in sections six and seven. When the check-in process is successfully completed, the voter proceeds to the Ballot Pick Up Area to receive their voting materials.

Voter materials (ballots, affidavit envelopes or control slips, and any provisional receipts) will print from the BODs.

Clerks will need to watch printers closely and load paper and envelopes as needed per **pages 48-52**.

This section focuses on the process of assisting the voter in obtaining their voting materials and casting their ballot successfully. Sample ballots are also addressed.

Clerks should ask voters to refer to instructions in the voting booths for marking their ballots. If write-in or withdrawn candidates are posted, clerks should point them out to voters.

Keep in mind that the voting process varies depending on the type of election and time frame during the election. In the days leading up to Election Day, all ballots will go into envelopes and the drop box. Unless it's an all-mail election, all standard, Election Day ballots will go into a tabulator while provisional and mail-in ballots will go into affidavit envelopes and into the drop box.

# Sample Ballot

A sample ballot may be provided upon request. If a voter requests a sample ballot and has a smart phone, direct them to BeBallotReady.Vote where they can access a sample ballot. The voter will click the **Check Your Status** button and sign into their dashboard. Once they are signed in, they can select **“What’s On My Ballot?”** to see their sample ballot.

If the voter does not have a smart phone or wants a paper ballot to take with them, follow these instructions.

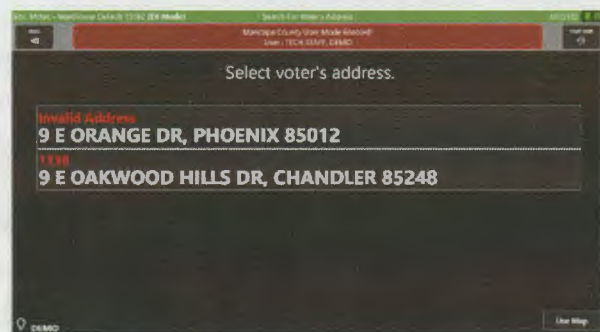
1. On the SiteBook, tap the **POWER** button, scan your badge, and tap the **Sample Ballot** button.



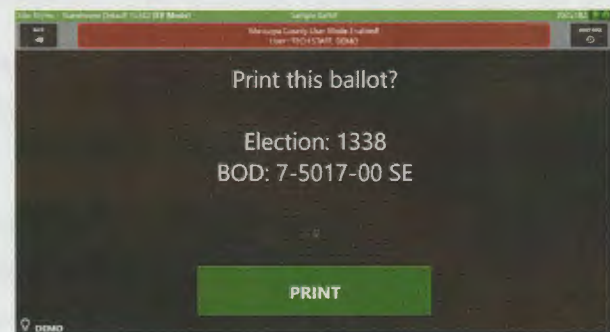
2. Enter the voter's current residential house number and street name.



3. Select the voter's address from the list.



4. Tap the **PRINT** button.



5. When printing is complete, touch **Back to Check-In**.

6. If an envelope prints, do NOT give it to the voter. Instead, spoil it and place it in your Clear Official.

Voting



# The Ballot

- Remove items from the printer and verify that the ballot code matches on all items. **BOD codes are not unique. Different voters may have the same ballot/BOD code.**
- Before handing the ballot to the voter, confirm with the voter that the affidavit envelope or control slip belongs to them by pointing to the name and address printed on the envelope or control slip and asking the voter to confirm their name and address.
- For early voting or provisional ballots, have the voter sign and date the envelope before leaving the ballot pick up area. Phone number is optional, and the voter will only be contacted in case of an issue with the signature.
- For early voting or provisional ballots, "W" fold the ballot and hand it to the voter along with the affidavit envelope, and, if applicable, the provisional ballot receipt. Folding the ballot is covered in detail on the next page.
- Provide the voter with a ballot marking pen to mark their ballot.
- When tabulators are used, standard, Election Day ballots will not need to be folded and will be inserted into the tabulator. An envelope will not be printed unless the voter is issued a provisional ballot. Control slips go in the **RED** Transport Box.

Voters will vote their ballots by filling in the ovals with the ballot marking pen provided. The top of the ballot will have instructions on how to fill in the oval.

ENG 7-0034-00

**OFFICIAL BALLOT**  
OF THE GENERAL ELECTION  
ELECTION DATE: NOVEMBER 6, 2018  
AUGUSTA PRECINCT  
COUNTY OF MARICOPA, STATE OF ARIZONA

TO VOTE COMPLETELY FILL THE OVAL(S) NEXT TO YOUR CHOICES LIKE BELOW

DOE, JANE

PARTISAN/BALLOT STATE

Mark the oval to the right of the name of each  
for each partisan office for whom you wish to vote.  
Wish to vote for a person whose name is not printed

CORPORATION COMMISSIONER

WRITE AND PRINT MORE THAN 21

Ballot

BOD CODE: 7-0034-00

MARICOPA COUNTY  
FAMOUS NAME DEMO ELECTION  
123 S WINCHESTER ST CHANDLER  
SARA JONES

**SIGNATURE REQUIRED/FIRMA REQUE**

BALLOT WILL NOT BE COUNTED WITHOUT YOUR SIGNATURE. POWERS OF ATTORNEY are NOT valid for voting purposes.

LA BOLETA NO SE TRANSMITIR SIN SU FIRMA. PODER DE ATRIBUICION NO es valido para fines de votación.

(A SIGNATURE REQUIRED/FIRMA REQUE)

(PHONE: 8 Signature for the...)  
(TELEPHONE) of the...)

Affidavit Envelope

**CONTROL SLIP**  
BOARDWORKER: PLACE IN RED BOX

BOD CODE: 7-0034-00

MARICOPA COUNTY  
FAMOUS NAME DEMO ELECTION  
123 S WINCHESTER ST CHANDLER  
SARA JONES

Control Slip

Voting

# Folding Ballots

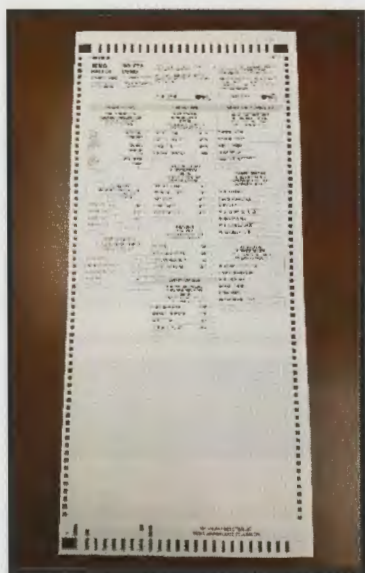
Provisional and early ballots must be placed in affidavit envelopes. The ballot should be “W” folded to fit into the envelope. There are a couple of reasons for folding the ballot this way.

1. The ballot header will be at the front and will hide the voter’s ballot selections. This is also important for ballot processing as they must verify that the ballot codes match when removing the ballot from the envelope.
2. The ballot will drop down into the bottom part of the envelope ensuring the ballot is not cut when the envelope is opened for tabulation.

The “W” fold is not always intuitive, so to prevent any mistakes, the Clerk will “W” fold the ballot prior to handing the ballot to the voter.

**Step 1:** Begin with an unfolded ballot.

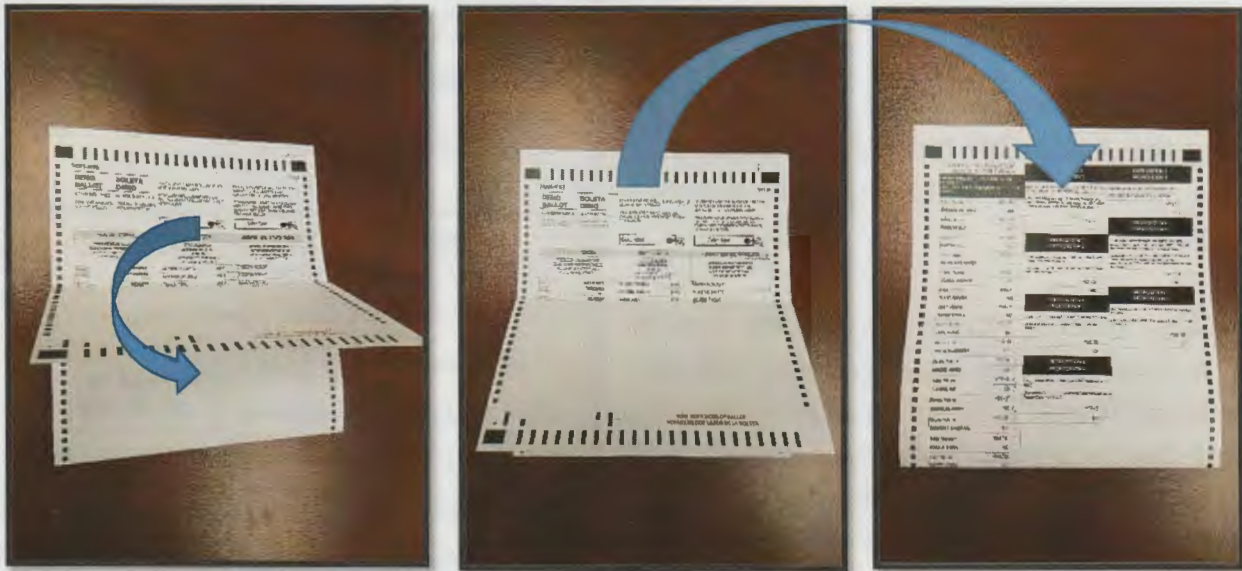
**Step 2:** Take the bottom of the ballot and fold upward along the middle to meet the top. Edges do not have to line up.



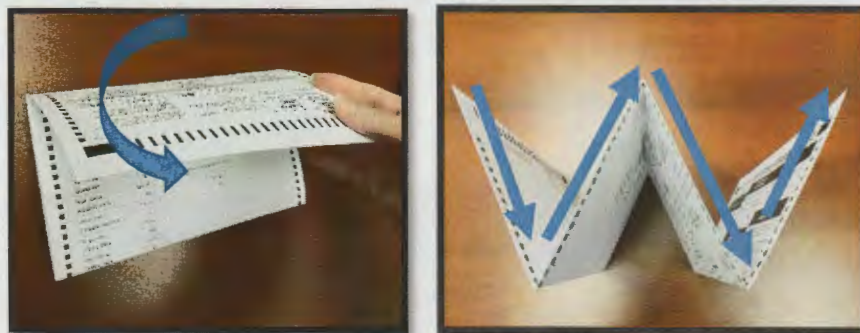


## Folding the Ballot, continued

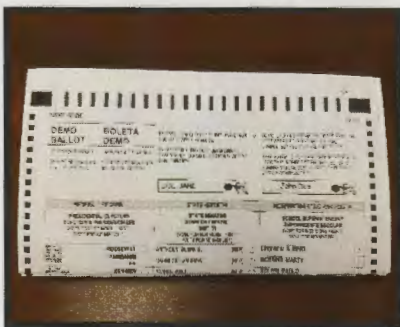
**Step 3:** Take the top of the front of the ballot. Fold this in half downward. At this point you will still not have touched the top half of the ballot. Now flip the ballot over.



**Step 4:** Take the top of the half of the ballot now facing you and fold it in half downward to meet the end. The ballot should now make a “W” shape.



**Step 5:** Present the ballot to the voter with the header (top of the front of the ballot) on top.



# The Accessible Voting Device

## Activating a Ballot

Using the SiteBook, the voter will check in by tapping the **Accessible Voting Device** button on the screen and following the check-in process.

Once the voter's Accessible Voting Device Card Activation Form has printed, ask the voter to verify that their information is correct on both the form and the affidavit envelope, if any. **The Poll Worker maintains possession of the Activation Form.**



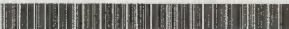
The Inspector escorts the voter to the **Accessible Voting Device** and inserts the **Poll Worker Card** into the base of the Accessible Voting Device.

Above the “Enter Login Code” touchpad, there are two tabs. Tap the tab that reads **Activate Ballot**.



Enter the **BALLOT CODE** from the Activation Form with no dashes or spaces and include both letters. For example, if the code is 7 0001 00 PE, enter 7000100P.

Note: If the voter needs audio assistance or would like to use the controller, tap the checkbox that says **“Enable AVS Controller”** so that a check mark appears in the box. If the voter wants to use the touchscreen, leave the box unchecked.

## Tap Activate.

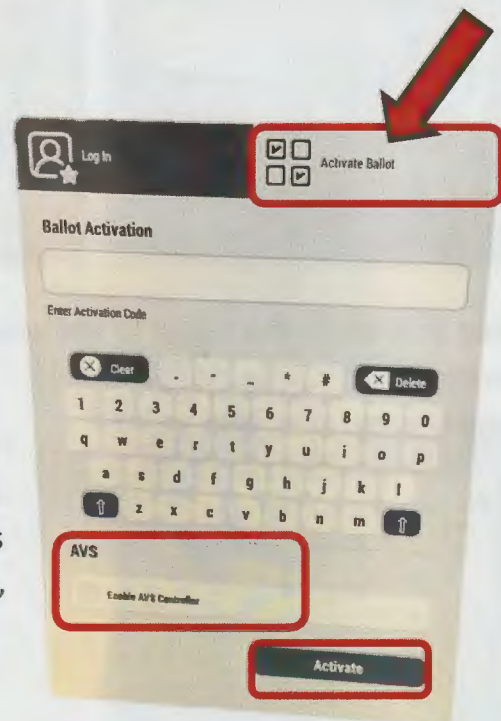
**BOD CODE: 1 - 0001 - 00**  
REP 0001 WMT00 REP CTR123456  
  
1376CUD346E1352VME1

MARICOPA COUNTY  
AUG 4 2020 PRIMARY ELECTION  
123 ANYWHERE LN PHO PROCEED  
MARY TEST VOTER JR



**ACCESSIBLE VOTING DEVICE  
ACTIVATION FORM**

- 1) Insert Poll Worker Card into base of Accessible Voting Device
- 2) Touch **"Activate Ballot"**
- 3) Enter the **BALLOT CODE** (*no dashes*): CODE HERE
- 4) For AUDIO Assistance touch "Enable AVS Controller"
- 5) Touch **"Activate"**
- 6) After the ballot has loaded, remove the Poll Worker Card



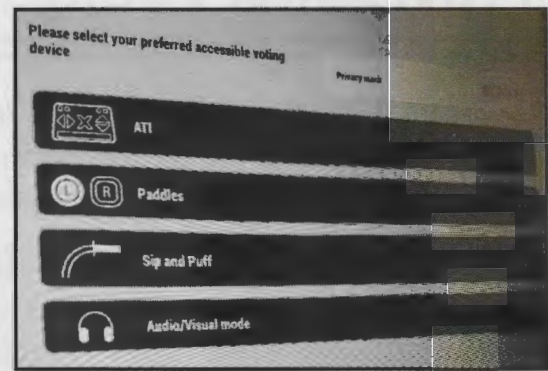


## The Accessible Voting Device, continued

The voter will select an English or Spanish Ballot.

If the controller was activated, the voter selects the type of accommodation desired.

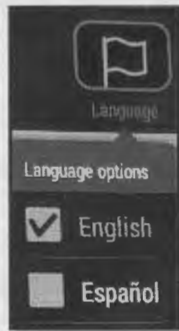
- Select “ATI” to use headset and/or controller, which has braille on the buttons.
- Sip and Puff is an option for voters with limited or no motor capability.



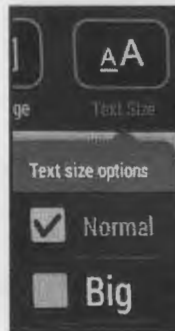
Once the ballot is visible on the screen, remove the Poll Worker Card and allow the voter to continue the voting process in private.

Buttons at the top of the screen allow changes to language, text size, view, and more.

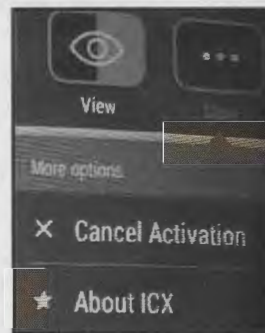
### Change Language



### Change Text Size



### Cancel Activation



For some elections, voters will be able to add **Write-ins** to their ballot on the Accessible Voting Device by selecting the write-in option and typing in the candidate's name. When using "Enable AVS Controller" and using the touchscreen, the voter will need to select each letter twice to make it appear on the line.

When the voter has marked and reviewed their ballot on the device and printed their official, paper ballot on the device printer, instruct the voter to insert the ballot into the affidavit envelope (if any) and put the envelope in the envelope drop box.

When a tabulator is used, voters with standard, Election Day ballots (no envelope) will insert them into the tabulator. However, **provisional ballots from the Accessible Voting Device will not be accepted by the tabulator.** The tabulator will give an Invalid Ballot message rejecting the ballot. The ballot must be inserted into an envelope and dropped into the envelope drop box.

The Activation Form is a type of control slip that is retained and placed into the **RED** Transport Box.

# Provisional Voting

Provisional ballots are ballots that must be researched to ensure the voter is eligible to vote in the election before they can be counted. **Each ballot is researched, and if that provisional ballot is determined to be eligible, it is counted just like a standard ballot.**

The voter will be notified of their option to vote provisionally when they are checking in on the SiteBook. The voter will also complete information needed to vote provisionally through the SiteBook. A voter may be offered a provisional ballot for various reasons including, but not limited to, the following:

- Voter cannot be found in the SiteBook
- Voter registration is no longer active, or voter is not registered
- Voter already voted an early ballot that has been received and counted
- Voter has already spoiled two (2) standard ballots
- Voter has insufficient ID to vote a standard ballot or has no ID
- Voter is challenged and the board has found the challenge to be valid
- Voter is address protected

Regardless of the reason, two items will print on the affidavit printer in addition to the voter's ballot printing from the Ballot on Demand (BOD) printer- the affidavit envelope and the provisional receipt.

Voters can track their provisional ballot at [ProvisionalStatus.Maricopa.Vote](https://ProvisionalStatus.Maricopa.Vote).

## Affidavit Envelopes

Provisional affidavit envelopes will only print if the voter is offered a provisional ballot. The voter's name and address will print on the affidavit envelope. Once the voter has verified the information is correct, the voter will sign, date, and provide a phone number on the front of the envelope. The word "PROVISIONAL" will be printed on the envelope.

A blank, unprinted envelope **cannot** be used. The envelope must go through the affidavit printer in the correct direction and have the voter's name and a barcode printed on it. To ensure the envelope is printed correctly, see [pages 50 and 52](#).

The image shows a bilingual form for a provisional affidavit envelope. The top section is in English, titled "PROVISIONAL", and includes a "BOD CODE: 7-5001-00" and a barcode. Below this is a section for the voter's signature and date, with the heading "SIGNATURE REQUIRED/FIRMA REQUERIDA". The bottom section is in Spanish, titled "PROVISIONAL", and includes a "BOD CODE: 7-5001-00" and a barcode. Below this is a section for the voter's signature and date, with the heading "SIGNATURE REQUIRED/FIRMA REQUERIDA".



## Provisional Receipt

Receipts will print for each provisional ballot. The receipt is given to the voter to check the status of their provisional ballot using the affidavit ID.

The provisional receipt is used to match to the correct affidavit envelope and ballot. Verify that the BOD Code on all three items match and that the name on the provisional receipt and the affidavit envelope match.

**VOTER'S COPY / COPIA DEL VOTANTE**  
**PROVISIONAL BALLOT / BOLETA PROVISIONAL**  
 BOD CODE: 7 - 5027 - 00  
 JOHN JAMES DOE JR  
 AFFIDAVIT ID / ID de DECLARACIÓN: CGE123456QTCVR  
 To find the status of your Provisional Ballot you may call 602-586-1511 or visit the Maricopa County Recorder's web site at [www.MaricopaVote](http://www.MaricopaVote) and click on the "Provisional Ballot Status" button.

<p><b>VOTER'S COPY / COPIA DEL VOTANTE</b>  <b>PROVISIONAL BALLOT / BOLETA PROVISIONAL</b>          BOD CODE: 7-0034-00          WALTER WHITE          AFFIDAVIT ID / ID de DECLARACIÓN: CGE123456QTCVR</p>	<p><b>OFFICIAL BALLOT</b>          OF THE GENERAL ELECTION          ELECTION DATE: NOVEMBER 6, 2018          AUGUSTA PRECINCT          COUNTY OF MARICOPA, STATE OF ARIZONA          DOE, JANE</p>	<p><b>BOD CODE: 7-0034-00</b>          SARA JONES  <b>SIGNATURE REQUIRED/FIRMA REQUERIDA</b>          BALLOT WILL NOT BE COUNTED WITHOUT YOUR SIGNATURE. POWERS OF ATTORNEY are not valid for voting purposes.</p>
<b>Provisional Receipt</b>	<b>Ballot</b>	<b>Affidavit Envelope</b>

Affidavit envelopes must be signed and dated. Envelopes missing signatures delay the provisional research process. More importantly, a missing signature may mean that the voter's ballot will not be counted.




Voting

When handing the folded ballot, the envelope, and the provisional receipt to the voter, make sure to convey the following information:

***"Please sign and date your affidavit envelope and add a phone number. The phone number is ONLY in case we must contact you regarding an issue with your ballot signature. To complete your ballot, fill the appropriate ovals with the ballot marking pen. Once you have finished voting, place the ballot in the envelope, seal it, and place it in the envelope drop box."***

## Conditional Provisional Voting

If a person is unable to provide sufficient identification, the voter will be offered a conditional provisional ballot. In this situation, the voter has 5 days after Election Day for federal elections and 3 days after any other election to provide identification. The poll worker will provide the voter with a pink **Conditional Provisional Sites List** available in your supplies. The voter may choose to bring their identification to the Elections Department, an open city/town clerk's office, or an open voting location. If the voter returns to an open voting location, the poll worker completes a **Proof of Identification** form with the information on the voter's ID and places it in the Completed Forms Envelope.



### PROOF OF IDENTIFICATION

USE THIS FORM IF A VOTER RETURNS TO THE POLLING PLACE WITH  
ONE PHOTO ID FROM LIST #1 OR TWO NON-PHOTO IDS FROM LIST #2  
OR MIX AND MATCH FROM LISTS #1, #2 AND #3.

PRECINCT/CPC NUMBER: \_\_\_\_\_

FIRST NAME/PRIME NOMBRE \_\_\_\_\_ MIDDLE NAME/SEGUNDA NOMBRE \_\_\_\_\_ LAST NAME/APELLIDO NOMBRE \_\_\_\_\_

CURRENT RESIDENCE ADDRESS/RESIDENCIA ACTUAL \_\_\_\_\_

CITY/CIUDAD \_\_\_\_\_ ZIP/ZONA \_\_\_\_\_ TELEPHONE/TELEFONA \_\_\_\_\_

VOTER'S SIGNATURE/FIRMA DEL VOTANTE \_\_\_\_\_ BOARD WORKER SIGNATURE/FIRMA OFICIAL DE ELECCIONES \_\_\_\_\_

1/2020 ID PROOF AT POLLS **PLEASE DEPOSIT THIS IN THE COMPLETED FORMS ENVELOPE.**



# Curbside Voting

Curbside voting is available for any voter who is unable to enter the voting location. When a voter pulls up to the curb or accessible parking space, they may call the number or send someone inside to ask for assistance. If the voter calls the Hotline number, County Elections Staff will notify the Inspector by phone that a voter is waiting and provide a description of the voter's vehicle.

## 1. Marshal

- Takes a Curbside Affidavit out to the voter to get voter's information. The voter completes and signs the affidavit.
- Checks the voter's ID and verifies it's not expired.
- Voters who need to change their address will need to complete a Voter Registration Form as well.
- Brings the completed forms to the Inspector.

## 2. Inspector

- Uses the completed Curbside Affidavit to check in the voter on the SiteBook.
  - Selects the Manual Search button.
  - Enters the voter's information.
  - When at the signature screen, writes "Curbside" on the signature line.
- Collects the ballot and affidavit envelope (if any) and gives them to the Marshal.

## 3. Marshal with a poll worker of a different political affiliation

- Takes these items to the voter in a secrecy folder:
  - Ballot, marking pen, affidavit envelope (if any) and provisional receipt (if any)
  - "I Voted" sticker
- Waits while the voter makes their selections. Once the voter has completed their selections, instructs them to place their ballot:
  - In the affidavit envelope (if any), then sign and date the envelope.
  - In the secrecy folder on Election Day if it's a standard ballot with no envelope when tabulators are used.
- Returns the ballot or affidavit envelope to the secrecy folder and takes the secrecy folder to the Inspector.

## 4. Inspector with the Marshal and second poll worker as witnesses

- Removes the affidavit envelope from the secrecy folder and puts it in the envelope drop box or removes a standard ballot with no envelope from the secrecy folder and inserts it into the tabulator if it's Election Day and tabulators are used.
- Ensures the Curbside Affidavit is signed by the two poll workers who assisted the curbside voter and places it in the Completed Forms Envelope.

The form is titled "CURBSIDE VOTER SIGNATURE AFFIDAVIT" and "DECLARACIÓN JURADA DE VOTANTE AL LADO DE LA ACERA". It contains sections for voter information, a voter affirmation, and election official signatures. The form is bilingual, with English and Spanish text.



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# Emergency Voting



## What is Emergency Voting?

During certain elections, there may be an emergency voting period. “Emergency” refers to any unforeseen circumstance that would prevent the voter from voting at the polls on Election Day. Eligible voters who experience an emergency between 5:00 p.m. on the Friday preceding the election and 5:00 p.m. on the Monday preceding the election, may vote at an emergency voting center in the manner prescribed by the Board of Supervisors. See A.R.S. §16-542(H).

## What do I tell a voter at my location during Emergency Voting?

Poll workers should tell voters that this is the emergency voting period.

Explain to them that by checking in and signing the affidavit envelope, they are attesting that they are experiencing an emergency that will make them unable to vote on Election Day.

Before receiving a ballot at an emergency voting location, a voter must provide identification. The voter must also sign a statement under penalty of perjury attesting that they have experienced an emergency preventing them from voting on Election Day. See A.R.S. §16-542(H) and A.R.S. §16-246(F)(2). The statement is printed on the affidavit envelope as shown below.

### FOR EMERGENCY VOTING ONLY

**I declare the following under penalty of perjury:** I am experiencing, or have experienced, an emergency after 5:00 p.m. on the Friday immediately preceding the election and before 5:00 p.m. on the Monday immediately preceding the election that will prevent me from voting at a polling place.

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Poll workers should not inquire as to a voter’s specific emergency. If you have provided the explanation above and the voter wishes to continue, check the voter in as you normally would.



# Spoiling Voter Materials

A voter may spoil **two** ballots at a voting location (including any sample ballot requested), after which they will be offered a provisional ballot. A ballot will need to be spoiled if a voter has made an error or has overvoted and wants to correct it. Spoiling a ballot is the responsibility of the Inspector, and is the only time any poll worker should touch a voter's ballot after the voter has received it.

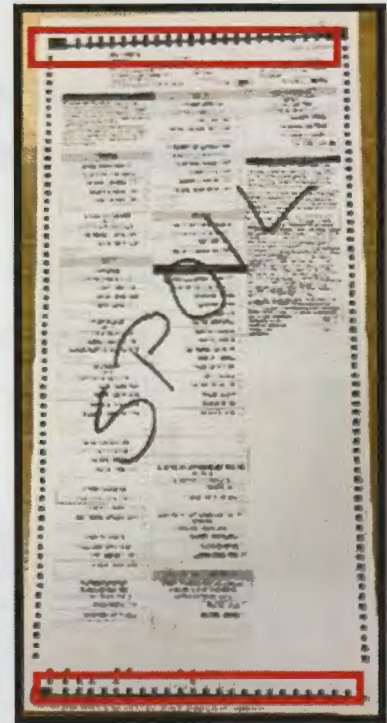
If a voter wishes to spoil their ballot and receive a new one, they must check in again using the SiteBook and a poll worker must indicate that the original ballot has been spoiled.

If a voter has difficulty completing their ballot, offer the use of the Accessible Voting Device. When using the Accessible Voting Device, the voter can make their selections as many times as needed before finalizing the ballot, which may prevent another spoiled ballot.

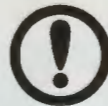
## Spoiling the Ballot

Once the voter has handed you the ballot they wish to spoil, make the following marks **on the ballot**.

1. Mark through the timing marks on the top and bottom of the ballot. To spoil an Accessible Voting Device ballot, cross out the QR code.
2. Write the word "SPOIL" in all capital letters across either type of ballot in large print.
3. Do not tear the ballot. Place it in the Clear Official so that it is ready for audit.



## Spoiling the Envelope



1. Draw a line through the barcode.
2. Write the word "SPOIL" in all capital letters in the Red Signature Box.
3. Do not tear the envelope. Place it in the Clear Official so that it is ready for audit.

## Spoiling a Provisional Receipt

Draw a line through the barcode and write the word "SPOIL" across the receipt.



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