

PREFACE

The right to vote is one of our most significant and cherished privileges. The Constitutions and laws of both the United States and the State of Illinois guarantee and protect this right. These laws can only be implemented, however, through the fair, knowledgeable and impartial conduct of elections.

Being responsible for the conduct of the election in the polling place, judges of election serve a vital role in protecting the rights of voters. They administer the law in the polling place where the voting and recording of results take place. The judges of election are responsible for ensuring that the electoral process is administered fairly and in accordance with the law. They help ensure that every person qualified to vote is permitted to vote and that every person permitted to vote is qualified to vote.

This manual has been prepared by the State Board of Elections to assist the judges of election in the administration of their duties. Ideally, it should be studied prior to the election and then referred to as needed on election day. By following the procedures in this manual, the judges of election along with the pollwatchers and the election authority can help guarantee that election day procedures are administered fairly and that the rights of voters are protected.

Illinois law provides that special elections or referenda for units of local government may be conducted at any regularly scheduled election. This means that in addition to the candidate elections for federal, state and local government, voters may be voting on local propositions. For this reason, information on voter coding and ballot coding has been included in this manual.

This manual has been designed for use at the two regularly scheduled elections in 1996, the General Primary and the General Election. The vast majority of procedures do not differ for these two elections. In the few instances where the procedures differ, the instructions identify which procedure is to be followed in each specific election.

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GENERAL INFORMATION

THE 1996 GENERAL PRIMARY AND GENERAL ELECTIONS

THE GENERAL PRIMARY ELECTION. On March 19, 1996, primary elections will be held to select the Democratic and Republican Party nominees for the offices to be filled at the November 5, 1996 General Election. Additionally, voters will elect certain party officers.

The primary election is the method used by established political parties to nominate the candidates who will seek election to office in the General Election. Therefore, to participate in either of these primaries the voter must declare his party affiliation to the judges of election. The qualified voter may receive only the primary ballot associated with the party of his choice. A voter may declare affiliation with either party, regardless of how he voted in the past.

Nonpartisan elections may also appear on the ballot. Units of local government may conduct referenda and a few municipalities will be electing officers at the primary election. A voter need not declare his party affiliation to vote in these elections. These elections will appear on the appropriate primary ballots as well as separate ballots for voters not voting in the partisan elections.

As precinct boundaries do not necessarily correspond to local governmental unit boundaries, it may be that not all voters will be voting on referenda in addition to the primary ballots. The election authority has coded each voter in the precinct to indicate in which elections the voter is entitled to vote. The voter's declared party affiliation and/or his voter's code will determine the ballot type he is to receive. The voter may vote only in those elections for which he is a qualified voter. (See "Who May Vote" on page 36.)

THE GENERAL ELECTION. On November 5, 1996, the General Election will be held to elect the following officials:

President and Vice-President of the United States
U.S. Senators
Representatives in Congress
State Senators
Representatives in the General Assembly
Judicial Officers
County Officers
Sanitary District Commissioners and Trustees

Also on the ballot may be amendments to the Illinois Constitution, statewide referenda and, in some areas, local referenda and judicial retention.

At this election, a voter does not declare his party affiliation. He is given the choice of all candidates to be elected and all propositions being voted upon in the geographic area from which he is registered to vote. The voter may vote a straight party ballot, vote for individual candidates or vote only on propositions.

ELECTION AUTHORITY. All elections are conducted by the appropriate election authority -- the county clerk or the board of election commissioners, depending upon the area. If questions or problems arise concerning an election, the election authority should be contacted.

BALLOT TYPE. The term "Ballot Type" will be used throughout this manual. This term/expression is equivalent to ballot style, code or ballot configuration or grouping. A ballot type may consist of more than one ballot, for example, a ballot containing candidate names, a separate ballot for Constitutional Amendments (required), a Judicial Retention ballot (required) and a ballot type(s) containing local propositions (optional). At the General Primary Election, each party ballot will be considered a separate ballot type. In precincts in which not all voters will be voting the same offices or referenda, additional ballot types will be added to accommodate this situation. A separate ballot record must be prepared for each ballot type. (See pages 25 and 26.)

DIFFERENTIATING PROCEDURES BY ELECTION. In the few instances when procedures must be altered for the General Primary Election, the changes will be noted as in the example below.

EXAMPLE

PRIMARY ELECTION

- 1P. a. ASK VOTER HIS PARTY AFFILIATION
- 1P. b. GIVE VOTER THE APPROPRIATE APPLICATION.

GENERAL ELECTION

- 1G. GIVE APPLICATION TO VOTER.

When procedures vary only slightly, the changes will be noted in the body of the step.

JUDGES OF ELECTION

RESPONSIBILITY. In the polling place the judges of election are responsible for the proper and lawful conduct of the election. They serve as officers of the Circuit Court and swear to uphold the Constitutions of the United States and the State of Illinois in performing their duties.

EQUAL AUTHORITY. All judges of election have equal responsibility and authority in upholding the law. They act as a board in making decisions, the majority rules. However, each judge has authority to act alone to enforce pertinent election law. It is important to remember that there is to be no "head" or supervisory judge.

OBLIGATION TO SERVE. A judge, once selected to serve on election day, is obligated to serve. If an emergency arises which prevents a judge from serving, the judge must notify the election authority as soon as possible.

WORKING HOURS. Illinois law requires that the polls be open from 6:00 a.m. until 7:00 p.m. Once the polls are open, there is to be no adjournment or recess until all forms have been completed and the ballots have been counted.

In order to check the supplies and set up the polling place, all judges should arrive at the polls no later than 5:30 a.m. A judge of each party must be present in the polls at all times. When the polls are open, one judge at a time may leave the polling place for a brief period, only if necessary. A time sheet must be signed indicating the length of time any judge is absent. After the polls close, all five judges must remain until all ballots are counted, all the forms, certificates and affidavits are completed and signed and all election materials are packaged for return to the election authority.

(In precincts containing a large number of registered voters, or multiple ballot types, there may be a second team of five judges, called "Tally Judges." In this instance, the tally judges and one regular judge from each party are responsible for counting the ballots and completing the election day duties. These seven judges, excluding three of the regular judges, must remain until everything is completed.)

REPLACEMENT JUDGE. Five judges of election are appointed to serve in each precinct: three representing one of the major political parties and two judges representing the other. On election day, if a judge assigned to the precinct fails to

appear, one of the remaining judges should contact the election authority for a replacement. If the election authority cannot be reached, or provide a replacement judge, the judges present may appoint a replacement judge.

The replacement judge must be a registered voter who has the same political affiliation as the judge being replaced.

A precinct, township, or ward committeeman or a candidate may not serve as a judge of election.

The substitute judge may not be appointed until 6:15 a.m. One of the regular judges shall administer the same oath as was required of the originally appointed judge to the replacement judge.

If the regularly appointed judge arrives at any time, he will assume his duties as judge. The replacement will then cease to serve. Both the replacement and the regularly appointed judge should sign the payroll sheet indicating the hours they served.

CONTROL OF THE POLLING PLACE. Throughout election day the judges of election must maintain order in the polling place.

All persons present in the polling place, or within 100 feet of the entrance, must obey a lawful order of the judges. All serious problems should be reported to the election authority.

The judges have the authority to evict any person creating a disturbance. Persons violating the law may be arrested. The order of response to problems should be: 1) to resolve problems or differences honestly, fairly and as quickly as possible; 2) to contact the election authority for advice; and, if necessary, as a last resort, 3) to seek assistance from law enforcement officers.

PERSONS IN THE POLLING PLACE. Illinois election law requires that only authorized persons be allowed in the polling place.

These persons are judges of election, qualified pollwatchers, voters while voting and representatives of the election authority, the State Board of Elections and the office of the State's Attorney, as well as local, state and federal law enforcement officials who are acting in their official capacities. Pollwatchers must have proper credentials issued by the election authority. (See "Persons in the Polling Place" on page 32.)

HANDLING ELECTION MATERIALS. No one other than a judge of election may handle the election materials, supplies and ballots.

ELECTIONEERING. "Electioneering" is defined as working for, against, or feet of the entrance to the polling place. In addition, no one should be permitted to wear a campaign badge, display political literature or to engage in any political discussion within the polling place.

ROTATE DUTY POSITIONS. Each judge should learn the various duties associated with each duty position and should rotate among these positions during the day. Rotating duties helps prevent errors and the possibility of some types of vote fraud. When rotating duties, two judges, one from each major political party, should be at the signature verification records at all times.

VOTING FOR FEDERAL OFFICES ONLY. Some voters will be allowed to vote for federal offices only. Any individual who is registered to vote for **Federal Offices Only** under the new Federal law will be coded as such and given the proper ballot for **Federal Offices Only**.

SIGNATURE VERIFICATION RECORD. There are now additional records which allow election judges to check the signatures and addresses of voters applying to vote. Some jurisdictions will continue to use binder cards. Other jurisdictions will replace the binder cards with scanned signatures on separate signature rosters or lists or with pre-printed applications which include the scanned signatures. Whichever records are used, it is important to remember that two election judges, one from each political party, are to verify each voter's signature and address on each application to vote. In the past, these two judges were identified as "binder book judges." They will now be more appropriately identified as "verification judges."

STEP-BY-STEP PROCEDURES

PROCEDURES BEFORE THE POLLS OPEN

1. **COLLECT POLLWATCHERS' CREDENTIALS.** Before the polls open and throughout the day, the judges of election must accept and check the pollwatchers' credentials as they enter the polling place. These credentials should be placed with the other supplies to be returned to the election authority. (See pages 32 through 34 for information on pollwatchers and their credentials.)
2. **ARRANGE THE POLLING PLACE.** The arrangement of the polling and pollwatchers at all times. If the polling place is a large room, the tables and chairs should be arranged so as to clearly define the voting area. (See the suggested arrangement below.)

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3. **CHECK ELECTION SUPPLIES.** If a checklist is included in the supply box, the judges should use this list to make sure that they have all necessary supplies. If any supplies are missing, the election authority should be notified.
4. **ADMINISTER JUDGES' OATH.** The judges are to administer the . oat
5. **PUT ON BADGES.** Each election judge must wear a "Judge of . Ele
reflect the appropriate party affiliation and must be worn throughout the day.
6. **ORGANIZE SUPPLIES.** The "Application to Vote" forms, the affidavits, the binder books, the list of voters voting absentee by mail, the precinct poll list which may be coded for ballot entitlement, the poll record spindle(s) and the ballots should be placed at the appropriate stations. (See preceding page.)
7. **TIE A PENCIL IN EACH BOOTH.** A sharpened pencil to be used by voters in marking ballots must be tied in each booth. The string used to attach the pencil must be long enough to allow the voter to write with ease.
8. **DISPLAY SIGNS.** The following signs and specimen ballots are to be displayed:
 - a. a "Polling Place Here" sign is to be posted outside
 - b. in the Primary Election, a specimen ballot of each .
in the General Election, four specimen ballots of eac
 - c. four cards of instruction, which must include

d. one instruction card is to be displayed in each ..

9. **IF APPROPRIATE, IDENTIFY THE VOTERS' CODE CORRESPONDING TO .** **EAC**
ballot(s). For example, candidate ballots of more than one legislative district may be provided in the precinct. Additionally, not all voters may be entitled to vote certain local questions. If local questions appear on separate ballots, the judges should organize the ballots into groupings which reflect the voters' codes in the precinct. This will facilitate the correct distribution of ballots to individual voters.

When a ballot grouping format (ballot type) is used, the judges should determine which voters' code designation corresponds to each ballot type. The ballot type may be identified by color or a code designation. (See "Voter Coding" on page 36.)

10. **COMPARE OFFICIAL BALLOTS WITH SPECIMEN BALLOTS OF EACH BALLOT TYPE FOR EACH APPROPRIATE VOTERS' CODE.** The judges must compare the official ballots with the corresponding specimen ballots for each ballot type of grouping to be sure the ballots are correct. The back of the ballots must also be checked for correctness of precinct designation and date. If not all voters are eligible to vote the same ballot, the judges must be sure that the appropriate ballot types are available for each voters' code in the precinct.

11. **COUNT THE BALLOTS OF EACH TYPE.** The judges must account for every ballot of each type they receive from the election authority. Therefore, all open packages of ballots should be counted. While the sealed packages of ballots should not be opened until they are needed, these ballots, too, must be counted as the packages are opened. The judges should note on the ballot receipt any difference between the actual number of ballots received and the number recorded on the receipt for each type. Separate ballots are required for Constitutional Amendment questions and Judicial Retention and may be used for local questions.

12. **RECORD NUMBER OF BALLOTS OF EACH TYPE ON THE APPROPRIATE ..** **BAI**
supplies, this record is on the "Certificate of Results" form; in others, it is on the "Receipt for Ballots" form. (See pages 25 and 26.)

Separate ballot records will be provided for a ballot type and/or local question appearing on a separate

ballot. The judges are to enter the number of ballots received on the appropriate ballot records.

13. **CHECK THAT THE BALLOT BOX IS EMPTY.** The judges are to
closed and locked and remain locked until the close of
the polls. If cardboard ballot boxes are used, only the
perforated top slot is to be open for use during the day. puk
14. **BREAK BINDER SEAL.** The seal on the registration card binder
book must be broken by the judges.
15. **LOCATE VOTERS' CODES.** The election authority has established
a method of coding each voter to determine in which
election the voter is entitled to vote. This code will
appear either on each voter's registration card or on a
separate list for that precinct. The judges should
determine where this coding appears and what the code
represents in terms of which ballot type each voter is
permitted to vote. (See "Who May Vote" on page 36.)
16. **DECLARE THE POLLS ARE OPEN.** Promptly at 6:00 a.m. one judge
is to declare in a loud, clear voice that the polls
are open.

PROCEDURES DURING VOTING HOURS

PRIMARY ELECTION

- 1P. IN THE PRIMARY ELECTION, ASK VOTER HIS PARTY AFFILIATION. To vote in a primary election, the law requires the voter to declare his party affiliation to the judges of election. The judge at the first position, Station A, will ask the voter to state his party affiliation.

In some areas, special elections (such as referenda) are conducted along with the primary elections. A voter wishing to participate only in this other election, and not in a primary, does not state his party affiliation. He shall be given the ballot application and ballot for this other election only.

- 2P. GIVE VOTER THE APPROPRIATE APPLICATION. At this election, the ballot applications are color-coded for each established political party and any nonpartisan election, if held. The judge is to give the appropriate application to the voter.

A single application with checkoff boxes or other means of indicating political party may be used in jurisdictions where the applications are computer generated. The preprinted application contains the voter's name and address, precinct number and ballot style. The judge at Station A should mark the application to indicate the voter's party affiliation.

The voter may vote only in the primary of one state-wide political party at the same election.

GENERAL ELECTION

- 1G. IN THE GENERAL ELECTION, GIVE APPLICATION TO VOTER. The judge at Station A, the first position, is to give a ballot application to each voter.

In some precincts, the applications may be coded by color, or another method, to correspond to the ballot types being used in the precinct. In this instance, the judges will need to ascertain which ballot(s) the voter is entitled to vote prior to issuing the application for ballot. In some instances, multiple applications will be required.

- 2G. **HAVE VOTER COMPLETE THE APPLICATION.** The voter must sign his name and write the address of his place of residence on the application. If an illiterate voter is unable to sign his name, he must make his mark. The completed application is to be returned to the first judge.

(If either an illiterate or physically disabled voter requests assistance in voting, the judge should mark the "Assisted in Voting" square on the voter's application and indicate whether the disability is permanent. **THE VOTER MUST COMPLETE THE NECESSARY AFFIDAVIT.**) (See "Instruction and Assistance" on page 40.)

PRIMARY ELECTION

- 3P. **IN THE PRIMARY ELECTION, ANNOUNCE VOTER'S NAME, ADDRESS AND** **PAY**
applicable, in a loud, clear voice.

4. **PRINT VOTER'S NAME.** The judge must legibly print the voter's name in the space provided on the application form. When requested by the voter, this judge, or any of the other judges, is to give instruction on how to properly mark a paper ballot.

5. **PASS THE APPLICATION TO THE JUDGES CHECKING THE SIGNATURE .** **REC**
voter's application to these judges.

6. **CHECK THAT PERSON WAS NOT ISSUED AN ABSENTEE BALLOT.** The . **ele**
the voter's name is not on this list. A person whose name appears on the list shall not be permitted to vote unless he surrenders his absentee ballot, or a portion of such ballot, to the judges or completes an affidavit stating that he never received the ballot. Any absentee ballots returned in this manner should not be opened and should be marked "Returned Absentee Ballot" and placed in the "Before 7:00 P.M." envelope for spoiled ballots.

A voter who has voted an absentee ballot in person, not by mail, may surrender his absentee ballot and vote on election day because in-person absentee voters need not be included on the list of absentee voters required to be sent to each precinct by Section 19-4 of the Election Code. The practice is not to be encouraged and does not occur in certain election jurisdictions which include in-person absentee voters on the list of mail voters required by Section 19-4.

7. **LOCATE VOTER'S SIGNATURE VERIFICATION RECORD; ANNOUNCE VOTER'S**
NAME. The two verification judges, one from each

political party, locate the voter's signature verification record. The verification record is either the binder card, a scanned signature poll list or roster, or the pre-printed application with the scanned signature. After the verification record is found, one of the verification judges announces the voter's name aloud.

8. **COMPARE SIGNATURES AND ADDRESSES.** The two verification judges carefully compare the voter's signature and address on the ballot application to the signature and address on the verification record. Both signatures (handwriting) and addresses must be the same.

If there are any questions regarding the qualifications of the person applying to vote, refer to "Who May Vote" on page 36 and "Challenging a Person's Right to Vote" on page 39.)

9. **MARK RECORD TO SHOW THAT THE PERSON HAS VOTED.** After est
that the person has not voted earlier in the day. If the person has not already voted, one of the verification judges marks the voter's record to show the voter has voted in this election. Obviously, if the voter has already voted, he cannot be allowed to vote again. If binder cards are used, the voter's card is marked in the following manner:

PRIMARY ELECTION: Mark the voter's registration card with either a "D" or an "R" (or a "V" for a nonpartisan

GENERAL ELECTION: Mark the voter's registration card with a "V" in the space opposite General Election under

If binder cards are no longer used and some other form of voter verification record is used in your authority.

10. **IF APPROPRIATE, DETERMINE WHICH BALLOT TYPE THE VOTER IS ..** **ENT**
voter is entitled to vote or the ballot type he is to receive.

11. **IF APPROPRIATE, INDICATE BALLOT TYPE ON VOTER'S APPLICATION.**
The judge should indicate the ballot type to be issued the voter. This information should be written in the appropriate space on the voter's application in the manner directed by the election authority.

If separate local governmental unit ballots are used, the judge should write the name of each governmental unit ballot to be issued the voter in the corresponding space on the application.

12. **INITIAL APPLICATION AND RETURN IT TO THE VOTER.** Having ... det
judge shall initial the application and return it to the voter.
13. **CHECK APPLICATION FOR INITIALS AND BALLOT TYPE; NUMBER IT AND PLACE IT ON SPINDLE.** The voter should take the initialed ballot application to the judge at Station C, the ballot judge. This judge is to check that the application has been initialed by a verification judge and that the ballot type has been entered. If so, this judge shall number that application and place it on the spindle. Beginning with "1," the applications are to be numbered consecutively and spindled in numerical order.
The judges should number and spindle each ballot type separately, unless directed otherwise by the election authority.
14. **DETERMINE CORRECT BALLOT TYPE TO GIVE VOTER.** Using the ... inf
15. **INITIAL APPROPRIATE BALLOT(S).** Having spindled the voter's apr
of the election authority. The judge shall not pre-initial the ballots.
16. **HAND THE INITIALED BALLOT(S) TO THE VOTER; BLUE BALLOT ON TOP.**
The ballot judge should hand the initialed ballot(s) to the voter and direct him to an empty booth.
If a blue ballot for a Constitutional Amendment is among the ballots to be issued, the judge must place this ballot on top of the other ballots in such a way that the "Notice" legend is plainly visible to the voter. Also, a green Judicial Retention ballot may be voted upon in the precinct and must be issued to each voter.
17. **MAKE SURE NO ONE INTERFERES WITH THE VOTER.** The judges must
be sure that the booth is clear of campaign literature and that no one interferes with the voter. If no voters are waiting to vote, the voter may remain in the booth ten minutes. If other voters are waiting, the voter may remain in the booth for only five minutes.
18. **ACCEPT FOLDED BALLOT(S) FROM VOTER.** Before leaving the voting
booth, the voter must fold each ballot separately and in such a manner that the facsimile signature of the election authority and the judge's

initials are visible. The voter should give the folded ballot(s) to the judge at the ballot box, Station D. All ballots, whether voted or not, must be returned to the ballot box judge.

19. **CHECK BALLOT(S) FOR JUDGE'S INITIALS.** The judge at the ballot box must check that each returned ballot has been initialed by the ballot judge and is an official ballot. Only such ballots are valid and may be inserted into the ballot box. If any ballot is folded incorrectly and the judge's initials do not appear on the outside of the folded ballot, or two or more ballots are folded together, the judge should instruct the voter to refold the ballot(s) so that the initials and facsimile signature are visible and the ballots are separate.

(Any ballot which is not initialed by the ballot judge or is not an official ballot must not be deposited into the ballot box. This ballot must be marked "Spoiled" in ink diagonally across the entire face of the ballot. It is to be placed in the "Before 7:00 P.M." envelope for spoiled ballots. The judge should mark the "Spoiled Ballot" square on the voter's ballot application and give the voter an initialed ballot of the same type.)

20. **DEPOSIT BALLOT(S) INTO BALLOT BOX.** The judge, not the voter, is to deposit the initialed ballot(s) into the ballot box.

21. **CHECK PRECINCT NUMBER ON ABSENTEE BALLOT CARRIER ENVELOPES.** The judges should check each absentee ballot carrier envelope delivered to the precinct to be sure it has been delivered to the correct precinct. If the precinct number indicates that it has been delivered to the wrong precinct, the judges should contact the election authority immediately. (See "Absentee Ballots" on page 43.)

22. **AT 6:30 p.m. ANNOUNCE POLLS WILL CLOSE IN ONE-HALF HOUR.** The judge at Station A should announce that the polls will close in one-half hour.

23. **AT 7:00 P.M. CLOSE THE POLLS.** At 7:00 p.m. a judge shall . anr
officer or a judge of election may stand at the end. All voters must leave as soon as they have voted.

PROCEDURES AFTER THE POLLS CLOSE

1. **REMOVE "POLLING PLACE" SIGN.** Immediately after announcing . tha
2. **ALLOW ONLY AUTHORIZED PERSONS TO REMAIN IN POLLS.** After the
last vote has been cast, only the following
people should be allowed to remain in the polling place.
(See page 32 for information on proper credentials):
 - a. judges assigned to the polling place;
 - b. law enforcement officers acting in their official
..... capacity;
 - c. authorized pollwatchers upon submission of
..... valid credentials;
 - d. representative or the election authority;
 - e. representatives of the State Board of Elections and
.....the Attorney General's office; and
 - f. representatives of the office of the State's
3. **LOCK DOORS.** If possible, all doors to the polling place .. sho
4. **COUNT SPOILED BALLOTS OF EACH TYPE.** The judges must count the
number of spoiled ballots of each type in the
"Before 7:00 P.M." envelope for spoiled ballots.
5. **RECORD NUMBER OF SPOILED BALLOTS OF EACH TYPE ON ENVELOPE;** **SIC**
envelope is to be sealed and each judge is to sign his
name across the sealed flap in such a way that if the
flap is opened, the signatures will be disturbed.
6. **RECORD NUMBER OF SPOILED BALLOTS OF EACH TYPE ON THE** **API**
record. (See pages 25 and 26.)
7. **DETERMINE THE NUMBER OF UNUSED BALLOTS OF EACH TYPE.** The . juc
add the number of ballots in the unopened packages of
that type.
8. **PLACE UNUSED BALLOTS OF EACH TYPE IN ENVELOPE AND SEAL** **ENV**
across the sealed flap.
9. **RECORD NUMBER OF UNUSED BALLOTS ON THE APPROPRIATE BALLOT** . **REC**
10. **PROCEED TO PROCESS ABSENTEE BALLOTS; OPEN ONE AT A TIME.** Each
absentee ballot must be in a carrier envelope.
The judges should place all of the unopened carrier
envelopes on the table and open them one at a time. Each

absentee ballot must be processed completely (steps 12 through 21) before the next carrier envelope is opened.

If questions arise, the judges may refer to "Who May Vote by Absentee Ballot" on page 43 and "Challenging an Absentee Ballot" on page 45.

11. **MILITARY VOTERS.** Military voters may use a regular absentee ballot or a special "Write-In Absentee Voter's Blank Ballot." Judges must tabulate properly cast special "Write-in Absentee Voter's Blank Ballots" regardless of whether the candidate filed a "Declaration of Intent to be a Write-in Candidate." Follow the instructions given by your election authority for processing these ballots.
12. **READ ALOUD THE NAME OF THE ABSENTEE VOTER.** Within the carrier envelope will be (1) an affidavit envelope and (2) a ballot application. A judge should read aloud the name of the voter on the affidavit envelope.
13. **COMPARE SIGNATURES AND ADDRESSES.** The two verification judges, one from each party, are to compare the signature and address on the application for ballot with that on the affidavit envelope and also on the voter verification record. If the signatures and addresses do not correspond, the absentee ballot application may be challenged in the same way as it would be if the voter were voting in person.

(There may not be a verification record for all absentee voters. Certain absentee voters need not be registered, but may vote absentee if they meet the age and residence requirements of the State of Illinois. See "Who My Vote by Absentee Ballot" on page 43.)
14. **CHECK THAT THE AFFIDAVIT ENVELOPE IS SEALED.** The judges must check that the affidavit envelope is sealed. If it is open or has been resealed, the absentee ballot shall be rejected.
15. **CHECK THAT THE AFFIDAVITS ARE COMPLETE.** The affidavit on the envelope must be complete. If it is incomplete, the absentee ballot shall be rejected.
16. **MARK RECORD; MAKE CERTAIN PERSON HAS NOT VOTED EARLIER.** If the verification judges agree that the signatures and addresses correspond and the certificate is complete, the judges then check that the person has not already voted earlier in the day. If the person has not voted, a judge shall mark the voter's record to show that he voted in this election. Mark the record as you

did throughout the day for voters voting in person. For the **primary election**, mark the voter's record with the appropriate party's initial.

17. **MARK AFFIDAVIT ENVELOPE OF ANY REJECTED BALLOT; DO NOT OPEN ENVELOPE.** The affidavit envelope of any rejected ballot must not be opened. The judges are to write "Rejected" on the outside of the affidavit envelope along with the reason for the rejection and sign it. The sealed affidavit envelope, the application for ballot and the carrier envelope should be placed in the "After 7:00 P.M." envelope for rejected absentee ballots. The judges are to notify the voter by mail that his ballot was rejected. (See page 45.)
18. **NUMBER AND SPINDLE VALID APPLICATION.** If the absentee ballot is valid, the ballot application is to be numbered with the next consecutive number for that ballot type. It should then be placed on the spindle with the other applications for that ballot type or as directed by the election authority.
19. **OPEN AFFIDAVIT ENVELOPE.** A judge should open the affidavit envelope, being careful not to tear the affidavit on the front of the envelope or the ballot(s) within.
20. **REMOVE EACH BALLOT WITHOUT UNFOLDING IT.** A judge should take each ballot out of the affidavit envelope without unfolding it or violating its secrecy in any way. Place all affidavit envelopes in the proper envelope to be returned with the other supplies.

(Only one ballot of each type may be in an affidavit . They should then sign each ballot and place them in the "After 7:00 P.M." envelope for rejected absentee ballots along with the application for ballot and envelopes.)
21. **INITIAL BALLOT(S) AND DEPOSIT IT INTO BALLOT BOX.** A judge the other ballots.
22. **REPEAT STEPS 12 THROUGH 21 FOR EACH ABSENTEE BALLOT.** Each
23. **COMPLETE ALL ABSENTEE BALLOT INFORMATION ON BALLOT RECORD.**
The number of absentee ballot sets delivered to the precinct must be determined for each ballot type and written on the appropriate ballot record(s). (See pages 25 and 26.)

(To determine the number of absentee ballots of each type

delivered, the judges should count the absentee ballot applications for each ballot type on the spindles. To each number, the number of rejected absentee ballots of the applicable type should be added to obtain the total absentee ballot sets of each type.)

24. **STORE EMPTY CARRIER ENVELOPES.** The carrier envelopes are to be placed in the container provided and returned to the election authority. Nothing should be thrown away.

25. **SEAL BINDERS.** Using the seal provided, the judges should seal the registration binders.

26. **SELECT TWO CALLING JUDGES, ONE JUDGE FROM EACH POLITICAL ..** serve as tally judges.

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(In jurisdictions under boards of election commissioners three judges serve as calling judges and the remaining two judges will serve as tally judges.)

(If a team of five tally judges has been assigned to the precinct, they will assume the duties usually performed by the regular judges. One regular judge of each party will remain to assist them.)

27. **OPEN BALLOT BOX.** A judge shall open the ballot box and remove all the ballots.

28. **SEPARATE BALLOTS ACCORDING TO TYPE.** The judges are to remove the ballots from the ballot box and separate them according to ballot type. The ballot types will be differentiated by color, coding or some other method.

29. **COMPARE NUMBER OF BALLOTS TO NUMBER OF APPLICATIONS OF EACH TYPE.** The judges are to count the ballots of each type. For each ballot type, the number of ballots cast and the number of ballot applications must be the same. If they are not the same, the judges should recount the ballots and make sure the applications are not out of numerical order.

(If there are more ballots than applications of one type, the judges are to place all of the ballots of that ballot type into the ballot box and shake the box. Then, a blind-folded judge is to draw out of the box the number of excess ballots. Each excess ballot is to be marked "Excess--Not Counted" and signed by a majority of the judges.

These excess ballots are to be placed into the "After 7:00 P.M." envelope for defective ballots. The number of excess ballots shall be indicated on the outside of the envelope and not be counted in the total number of defective and objected to ballots. This number should also be noted separately on the ballot record form.)

30. **CHECK BALLOTS FOR INITIALS.** The judges should check that each ballot has been initialed by a judge and is an official ballot.

(If a ballot is not initialed, or official, the ballot shall not be counted. The judges are to mark on the back of each such ballot "Objected To--Not Initialed--Not Counted," or "Objected To--Not Official--Not Counted," as the case may be. They should then sign the ballot and place it in the "After 7:00 P.M." envelope for defective ballots.)

SPECIAL NOTE: Steps 31 through 38 in the supplemental section beginning on page 29 should be followed for counting General Primary Election Ballots.

Then return to step 45 on page 23.

31. **UNFOLD BALLOTS OF ONE TYPE.** The ballots of each type should be tallied separately. The judges should carefully unfold the ballots, one ballot type at a time.

(If two ballots of the same kind are folded one inside of the other, neither ballot may be counted. The judges should mark on the back of each of these ballots "Objected To--Folded Together--Not Counted," and sign the statement. The ballots should be refolded as they were found and placed in the "After 7:00 P.M." envelope for defective ballots.)

32. **SEPARATE BALLOTS INTO STRAIGHT TICKET AND SPLIT TICKET STACKS.**

The judges should separate the straight party ballots from the split ballots. Separate stacks of straight ballots should be arranged for each political party. (See "Counting Votes" section beginning on page 44 for complete information.)

(A "straight ticket" is a ballot cast for all of the candidates of one political party. The ballot generally is marked with an "X" in one party circle and not otherwise marked. A ballot marked with an "X" before all of the candidates' names of one party or with an "X" in one party circle and before the candidates' names of one party are also "straight tickets." Other ballots are considered "split tickets.") For information on how to properly count write-in votes, see page 60.

33. **COUNT VALID STRAIGHT TICKETS OF ONE PARTY INTO GROUPS OF TEN.**

One calling judge should separate the straight ballots of one political party into groups of ten ballots. The other calling judge should recount each stack, separating each group of ten ballots. Both judges should be sure that the marks are valid and that the ballot does not contain any identifying marks. (See pages 47 and 69 for information on valid marks and identifying marks.)

34. **ANNOUNCE TOTAL NUMBER OF STRAIGHT TICKETS FOR THAT PARTY.** party. Aft

35. **RECORD TOTAL ON BALLOT RECORD AND TALLY SHEET.** The tally . juc
enter that number on the "Tally Sheet" in the "Number of Straight Votes" column for each candidate of that party.
Each tally judge shall keep his own record. The judges should not enter tally marks for straight ballots.

36. **REPEAT PROCESS WITH STRAIGHT TICKETS FOR OTHER PARTIES.** After completing the counting process for one party,

the judges should repeat steps 33 to 35 for each of the other parties.

37. **COUNT SPLIT TICKETS AND STACK IN GROUPS OF TEN.** The calling judges should count the split ballots and stack them in groups of ten before beginning the calling and tallying procedures.
38. **RECORD NUMBER OF SPLIT TICKETS ON BALLOT RECORD.** The tally judges should enter the total number of split ballots on the proper line of the ballot record. (See page 25.)
39. **CALL EACH OFFICE AND CANDIDATE RECEIVING A VOTE.** Beginning with the office at the top of the ballot and continuing down in order, a calling judge should read aloud the name of the office and candidate receiving the vote for that office. Each ballot should be read completely before the next ballot is started. The second calling judge should look on, checking that the marks are called correctly. Both judges should be sure that the marks are valid and that the ballot does not contain any identifying marks. (See "Split Tickets" section beginning on page 56.)
40. **TALLY VOTES AS CALLED.** Each tally judge should keep his own record. Beginning in the "Tally Marks" box at the extreme upper left opposite the candidate's name and working to the right, the tally judge should make one tally mark for each vote called. Every fifth vote should be tallied horizontally through the previous four vertical tally marks. After the horizontal tally is made, each judge should call out "tally." If all three tally judges fail to call out "tally " at the same time, the judges should seek to correct the situation immediately.
41. **CONTINUE UNTIL ALL BALLOTS ARE COUNTED; RECORD TOTALS.** The calling and tallying process should continue until every ballot has been counted. The tally judges should then

total the votes recorded for each candidate. The total number of votes should be entered in the "Number of Split Votes" column for each candidate.

42. **COMPARE TALLY SHEETS.** All of the tally sheets must cor
tallied again for that candidate.
43. **RECORD NUMBER OF BALLOTS VOTED AND COUNTED ON THE BALLOT ..** REC
this number, the judges add together all the straight and
split tickets of that ballot type. (See page 25.)
44. **REPEAT STEPS 31 THROUGH 43 FOR EACH BALLOT TYPE.** The judges
should count the ballots for each ballot type
separately as provided in steps 31 thru 43.
45. **COUNT JUDICIAL RETENTION BALLOTS.** If a judicial retention bal
and "no" votes on the forms provided for each candidate
seeking retention.
46. **COUNT ANY PROPOSITION OR SPECIAL ELECTION BALLOTS.** In counting
proposition ballots, the judges should take the
following steps.
- a. The valid ballots should be sorted into three ...
three stacks for each proposition, or may sort them
into "straight yes," "straight no" and "split yes and
no" and "not voted."
 - b. The calling judges should arrange the "yes" voted
 - c. The tally judges should write the totals on the .
 - d. The process should be repeated with the "no" voted
.....ballots and the "not voted" ballots.
 - e. Split "yes" and "no" ballots are tallied
- (Page 26 illustrates an official ballot record for a unit
of local government having a proposition.)
47. **ANNOUNCE RESULTS; REPORT RESULTS TO ELECTION AUTHORITY.** After
all of the votes have been tallied, one of the
tally judges should announce in a loud voice the total
number of persons who voted, each candidate's office and
his total number of votes and the number of votes for and
against any proposition. If the judges were instructed
to call the election authority, they should do so at this
time.
48. **COUNT THE BALLOTS OF EACH TYPE IN THE "DEFECTIVE" AND** "OB

ballots. On the outside on the envelope the judges should write the number of ballots of each type within the envelope and seal it. Each judge must sign across the sealed flap. (Any ballot marked "Excess" in the envelope should not be included in the totals, but should be indicated separately on the face of the envelope.)

49. **WRITE THE NUMBER OF DEFECTIVE AND OBJECTED TO BALLOTS OF EACH TYPE ON THE APPROPRIATE BALLOT RECORD.** The number of defective and objected to ballots in the envelope should be recorded in the proper space on the appropriate ballot record. (See pages 25 and 26.)

50. **COMPLETE AND SIGN EACH BALLOT RECORD.** In completing each . 2." If, after checking thoroughly, the two totals are not the same, an explanation as to why they are not the same must be written on the ballot record. All of the judges must sign each completed ballot record. THE JUDGES MUST ACCOUNT FOR EACH BALLOT.

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51. **COMPLETE AND SIGN TALLY SHEETS AND CERTIFICATES OF RESULTS;
SEAL IN ENVELOPE.** All judges shall sign the completed tally sheets and certificates of results. These forms shall be placed in the envelopes provided. The envelopes must then be sealed. The judges shall sign across the sealed flap of each envelope.
52. **COMPLETE AND SIGN PAYROLL SHEETS AND ALL OTHER FORMS.** All . juc
53. **BIND BALLOTS WITH CORD.** The ballots must be bound securely with the heavy cord provided.
54. **WRAP BALLOTS; SIGN WRAPPING AND SEAL PACKAGE OF BALLOTS.** The wrapped ballots must be sealed with filament tape over the signatures and around the package, across and lengthwise, at least twice each way, so that it would be impossible to remove a ballot from the package without breaking the seal and disturbing the signatures. THE TALLY SHEETS MUST NOT BE WRAPPED WITH THE BALLOTS.
55. **PLACE BALLOTS AND SEALED ENVELOPE OF "DEFECTIVE" AND "OBJECTED TO" BALLOTS ENVELOPE INTO CANVAS BAG.** The judges must place the ballot package and the sealed "After 7:00 P.M." envelope for defective ballots into the canvas bag. They must then sign across the flap on the canvas bag and seal with filament tape over and around the canvas bag, across and lengthwise, at least twice each way, so that it would be impossible to remove the ballot packages from the canvas bag without breaking the seal and disturbing the signatures.
56. **PACKAGE ALL OTHER ELECTION SUPPLIES.** Nothing is to be thrown away. All election supplies and materials must be returned to the election authority. The judges should be sure that the following are kept separate:
- a. ballot box keys;
 - b. payroll sheets; and most importantly,
 - c. tally sheets and certificates of results
57. **RETURN EVERYTHING TO ELECTION AUTHORITY; OBTAIN RECEIPT.** Two judges, one from each political party are to return the canvas bag, election supplies and materials to the election authority. Canvas bags which are not properly signed and sealed will not be accepted until the transporting judges make and sign the necessary corrections. They must obtain a receipt for these materials from the election authority when they are

delivered. The receipt will be signed by the election authority and stamped with the date and time of acceptance. The judges shall retain this receipt and may be requested to produce this receipt in the event the ballots cannot be found at a later date.

SUPPLEMENT
GENERAL PRIMARY ELECTION
MARCH 19, 1996

PROCEDURES AFTER THE POLLS CLOSE
(For Counting Ballots in the General Primary Election)

Steps 31 through 38 replace the material covered in steps 31 through 45 on pages 21 through 23.

31. **UNFOLD BALLOTS OF ONE PARTY.** The ballot types of each party should be tallied separately by type, if appropriate, and the judges should carefully unfold the ballots, one party at a time.

After the ballots of this political party are completely tallied, the judges should repeat the counting process for the other party and/or ballot type. If a proposition or another election is also being voted upon, these ballots should be processed after the primary election results are determined.

(If two ballots of the same kind are folded one inside of the other, neither vote may be counted. The judges should mark on the back of each of these ballots "Objected To -- Folded Together -- Not Counted," and sign the statement. The ballots should be refolded as they were found and placed in the "After 7:00 P.M." envelope for defective ballots.)

32. **STACK BALLOTS IN GROUPS OF TEN.** The ballots should be stacked in groups of ten before beginning the calling and tallying procedure.

33. **CALL EACH OFFICE AND CANDIDATE RECEIVING A VOTE.** Beginning with the office at the top of the ballot and continuing down in order, a calling judge should read aloud the name of the office and candidate receiving the vote for that office. Each ballot should be read completely before the next ballot is started. The second calling judge should look on, checking that the marks are called correctly. Both judges should be sure that the marks are valid and that the ballot does not contain any identifying marks.

34. **TALLY VOTES AS CALLED.** Each tally judge should keep his own record. Beginning in the "Tally Marks" box at the extreme upper left opposite the candidate's name and working to the right, the tally judge should make one tally mark for each vote called. Every fifth vote should be tallied horizontally through the previous four vertical tally marks. After the horizontal tally is made, the judge should call out "tally."

If all three judges fail to call out "tally" at the same time, the judges should seek to correct the situation immediately.

35. **CONTINUE UNTIL ALL BALLOTS ARE COUNTED; RECORD TOTALS.** The calling and tallying process should be continued until every ballot of that party has been counted. The tally judges should then total the votes recorded for each candidate.

36. **COMPARE TALLY SHEETS.** All the tally sheets should correspond. If any tally sheet shows a different total for a candidate, the tally marks should be added again and, if necessary, the votes called and tallied again for that candidate.

37. **RECORD NUMBER OF BALLOTS VOTED AND COUNTED ON THE BALLOT ..** the number of ballots cast in the ballot box minus the number of defective and objected to ballots. (See page 25.)

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38. **REPEAT PROCESS WITH BALLOTS OF OTHER PARTY AND/OR BALLOT TYPE.** After completing the process for one party, the judges should repeat the calling and tallying process with the ballots of each other party and/or ballot type.

(Return to Step 45 on page 23 and continue until all procedures have been completed.)

A separate ballot record must be completed for each political party. If more than one ballot type is being voted in the precinct, a separate ballot record for each party of each ballot type must be completed. If separate ballots are voted for local governmental elections, a separate ballot record is required for each of these elections. (See page 26.) The judges must print the appropriate identification on each ballot record.

SUPPLEMENTARY INFORMATION

PERSONS IN THE POLLING PLACE

AUTHORIZED PERSONS. It is the responsibility of the judges of election to

- a. judges of election assigned to the polling place;
- b. voters while voting;
- c. authorized pollwatchers upon submission of valid cre
- d. representatives of the election authority;
- e. representatives of the State Board of Elections and the
Attorney General's office;
- f. representatives of the office of the State's Attorney; and
- g. law enforcement officers acting in their official cap

Precinct, township committeemen, precinct captains, "checkers," and candidates have no official function in the polling place.

To remain in the polling place, they must have valid pollwatcher credentials.

Local election officials (municipal clerks, township clerks, school board secretaries, etc.) also must have valid pollwatcher credentials in order to remain in the polling place.

POLLWATCHERS. Candidates, political parties, civic organizations, and organized groups of proponents or opponents of a proposition on the ballot may appoint pollwatchers. The pollwatchers' role is established by law. They may be present to observe the conduct of the election before the polls open, during the day and after the polls close.

POLLWATCHER QUALIFICATIONS. All pollwatchers must be registered to vote from a residence within the county in which they are acting as pollwatchers and must possess valid credentials. If two pollwatchers are appointed by a candidate or political party to serve in the same polling place at the same time, the second one must be a registered voter of that precinct and possess separate credentials.

To nominate or elect municipal officers in municipalities that are situated in 2 or more counties, a pollwatcher who is a registered voter in the municipality shall be eligible to serve as a pollwatcher in any polling place located within the municipality, regardless of his county of residence.

POLLWATCHER CREDENTIALS. Each pollwatcher must surrender his credentials are to remain in the possession of the judges and be returned to the election authority after the polls close. To be valid, credentials must bear:

1. the real or facsimile signature of the appropriate ... ele
2. the real or facsimile signature of the state or local party chairman or of the presiding officer of the civic organization, or of the chairman of an opponent or proponent proposition group, or of a candidate, whichever is appropriate;
3. the signature of the pollwatcher and his address; and
4. a statement that the pollwatcher is registered from that address.

NUMBER OF POLLWATCHERS. The number of pollwatchers appointed to be in the polling place at any one time is limited by law. Pollwatchers may be substituted during the course of the day. However, the maximum number of pollwatchers indicated below must not be exceeded at any given time.

NUMBER OF POLLWATCHERS ALLOWED IN POLLING PLACE AT A GIVEN TIME		
APPOINTING AUTHORITY	PRIMARY ELECTION	GENERAL ELECTION
CANDIDATE	TWO*	TWO*
POLITICAL PARTY	ONE	TWO*
QUALIFIED CIVIC ORGANIZATION	ONE	ONE
PROPONENTS AND OPPONENTS OF A BALLOT PROPOSITION	ONE	ONE

*If two are present in the polling place at the same time, one must be registered to vote in that specific precinct.

If the polling place becomes overcrowded with pollwatchers and the situation interferes with the conduct of the election, a majority of judges may determine to limit the number of pollwatchers by drawing lots. However, at least one watcher for each political party and each candidate must be allowed to remain.

RIGHTS OF POLLWATCHERS. All pollwatchers are allowed to be present in the polling place before the polls open, throughout the day and after the polls close. They may leave and re-enter the polling place during voting hours, unless such continuing action disrupts the conduct of the election. After the close of the polls, pollwatchers may leave and re-enter only in case of necessity and provided that it is not so continuous that it disrupts the procedures.

Before the polls open, pollwatchers may observe the set-up procedures and check that the ballot box is empty. They may closely observe as the judges compare the official ballot(s) with the specimen ballot(s) for that precinct.

During the day pollwatchers have a right to be near enough to the judges to visually examine the voter's "Application to Vote," to compare the signature and address on the application with that on the signature verification record and to observe as the judge initials the ballot(s). They may also watch the judge deposit the ballot(s) into the ballot box and observe the general conduct of the election.

Pollwatchers present at the close of the polls may observe the counting and tallying procedures. They may remain until all procedures are completed.

At no time may any pollwatcher be so close to the judges that he interferes with the orderly conduct of the election. While he may observe, he is not allowed to touch any supplies or materials.

The pollwatcher may, however, courteously call the judges' attention to any incorrect procedures or apparent violations of the Election Code he may observe.

A pollwatcher may challenge with cause a person applying to vote. (See "Challenging a Person's Right to Vote" on page 39.) He is also permitted to challenge an absentee ballot application, as he would if the voter were present and voting in person.

LAW ENFORCEMENT OFFICERS. A police officer or a deputy sheriff may be officially stationed in the polling place. He is present to preserve order and to carry out lawful directions of the judges of election.

OTHER OFFICIALS. Representatives of the State Board of Elections, the Illinois Attorney General's office, the election authority and the office of the State's Attorney, as well as local, state, or federal law enforcement officials who are acting in their official capacities are also entitled to be in the polling place. After displaying official credentials or other proper identification, such officials may view the polling place and observe the election procedures; they may look at what is occurring, what actions are being taken and by whom. They may station themselves where they can see the information on the signature verification records and ballot applications as well as observe the voting booths and ballot box. They may remain after the polls close to observe the closing procedures. It is important to remember that no one other than the election judges may handle the materials.

WHO MAY VOTE

QUALIFIED VOTERS. There should be a signature verification record for every registered voter in the precinct. If a person's signature can be verified and the person currently resides at the address on the verification record, he is qualified to vote.

Registration cards are sometimes misfiled. Therefore, before denying a person the right to vote, the judges should search the binders and poll sheets thoroughly. If the judges believe that the person is registered and that the card may have been removed in error, they should call the election authority to verify the registration.

VOTER CODING. The name and address of each registered voter in the precinct has been coded to indicate in which governmental units each voter is entitled to vote. This coding will appear either on each voter's verification record or on a separate listing of voters in the precinct. The election authority will provide the judges with information on the system of coding that is being used and exactly what the codes mean in terms of which election(s) or ballot type each voter is entitled to vote. The codes will correspond to the ballots being voted in the precinct on election day.

The judges may encounter a few errors in coding. Usually, these errors will be brought to the attention of the judges by the affected voter. The judges should contact the election authority or follow previously issued instructions from the election authority to correct any errors in coding. If it is determined that an error was made in coding, the affected voter should vote using the "Challenged Voter Affidavit" or a specific affidavit provided for this purpose.

AFFIDAVITS. An "affidavit" under election law is a sworn statement made in writing before a judge of election. Under certain circumstances, a person may be required to sign one or more affidavits in addition to his application before being permitted to vote. These affidavits may also necessitate supporting affidavits being completed by other qualified voters of the precinct.

The judges should mark the "Voted by Affidavit" or "Challenged" square, as the case may be, on the voter's "Application to Vote." All affidavits and supporting affidavits are to be spindled with the voter's "Application to Vote," unless directed otherwise by the election authority. After the election, the affidavits are to be returned to the election authority with the other election materials.

VOTERS REQUIRING AFFIDAVITS. The following persons may vote only after completing the appropriate affidavit.

- a. **VOTER WHO HAS MOVED WITHIN THE PRECINCT.** If a registered voter has moved *within the precinct* within 28 days of election day, he must complete the appropriate affidavit. This affidavit must be accompanied by a supporting affidavit signed by a voter of the precinct before being allowed to vote. (See Supporting Affidavits.)
- b. **PERSON WHO HAS MOVED OUTSIDE THE PRECINCT.** If a registered voter has moved within the 30 days preceding the election to a residence that is outside of his former precinct, but is within the State, he must complete the appropriate affidavit before being permitted to vote. This affidavit is to be accompanied by a supporting affidavit signed by a voter of the precinct. *This person may vote only in person at the polling place where he previously was registered.* (See Supporting Affidavits.)
- c. **PERSON WITH A CHANGE OF NAME.** If a person has a change of name within 28 days of election day, he may vote only after completing the appropriate affidavit. He must, however, be registered to vote under his former name and continue to reside in the same precinct. The affidavit must be accompanied by a supporting affidavit signed by a voter of the precinct. A woman who continues to use her maiden name after marriage may vote without an affidavit if she is registered under her maiden name. (See Supporting Affidavits.)
- d. **PERSON WITH NAME ON POLL SHEET ONLY.** A person listed on the poll sheet, but not on a signature verification record, may vote only after completing the appropriate affidavit. This affidavit must be accompanied by a supporting affidavit signed by a voter residing in the precinct. (In jurisdictions over 500,000 population two supporting affidavits are required.)
- e. **NON-REGISTERED MILITARY PERSONNEL.** Non-registered military personnel who have maintained a legal residence in the precinct for at least 30 days may vote after completing the appropriate affidavit. This affidavit must be accompanied by a supporting affidavit signed by a qualified voter of the precinct. This category does not include spouses and dependents. Spouses and dependents of military personnel must be registered in order to vote in person.

- f. **NON-REGISTERED VETERANS, SEPARATED WITHIN 60 DAYS.** Non-registered veterans who have left active service within 60 days of the day of election may vote after completing the appropriate affidavit and providing satisfactory evidence of discharge. This affidavit must be accompanied by a supporting affidavit signed by a qualified voter of the precinct. This category does not include their spouses and dependents. Spouses and dependents must be registered in order to vote in person.
- g. **CHALLENGED VOTER.** If a voter whose name appears on a verification record and on the poll sheets is challenged on some specific qualification and the judges uphold the challenge, the voter may vote only by affidavit. This affidavit must be accompanied by a supporting affidavit signed by a voter of the precinct. (See Supporting Affidavits.)
- h. **NO RECORD OF REGISTRATION IN THE POLLING PLACE.** A person for whom the election judges have no record of registration in the polling place (i.e., there is no signature verification record and the person's name is not listed on any precinct poll list) **cannot** vote unless his registration is verified by the election authority. **Verification that the voter is registered must be obtained from the election authority, either by telephone or written statement, before allowing the person to vote.** If the verification is received by the judges, the voter may then vote after completing a Challenged Voter Affidavit which must be accompanied by a supporting affidavit. Jurisdictions with more than 500,000 population require two supporting affidavits.
- i. **VOTER MOVED MORE THAN 30 DAYS BEFORE THE ELECTION.** If a voter has changed his residence to an address within the election jurisdiction more than 30 days before the election, the voter may vote a ballot for Federal Offices Only in the polling place of his former residence. The voter completes an Address Correction for Fail-Safe Voter. Place this form on the spindle behind the voter's application unless directed otherwise by the election authority.

NOTE: FOLLOWING THE PUBLICATION OF THIS MANUAL, VARIOUS COURT RULINGS MAY HAVE BEEN ISSUED DEALING WITH PROCEDURES INVOLVING THE IMPLEMENTATION OF THE NATIONAL VOTER REGISTRATION ACT. SOME OF THESE DECISIONS COULD HAVE AN EFFECT ON THE CHALLENGING AND AFFIDAVIT REQUIREMENTS IN THIS SECTION. EVERY EFFORT WILL BE MADE TO INFORM ELECTION JUDGES IF THERE ARE ANY CHANGES TO THE PROCEDURES.

SUPPORTING AFFIDAVITS. The necessary supporting affidavits are usually from a qualified voter of the precinct in which the challenged person is attempting to vote, that the witness knows the challenged person, and that the challenged person meets the legal requirements for voting and is entitled to vote.

In lieu of a supporting affidavit a voter may provide two forms of identification showing the current residence address.

WHO MAY NOT VOTE (with certain exceptions). The following individuals may

- a. Individuals who are not registered;
- b. Individuals who have moved to another precinct more than 30 days prior to the election and have not transferred their registration, however, voters in this category are **still eligible to vote for Federal Offices Only.**
- c. Individuals who have moved within the precinct more than 28 days prior to the election and have not transferred their registration, however, voters in this category are **still eligible to vote for Federal Offices Only.**
- d. Individuals who have had a name change more than 28 days prior to election days and have not re-registered; (women who continue to use their maiden name after marriage may vote if registered under that name;) and
- e. Non-registered veterans discharged from active duty more than 60 days before election day.

CHALLENGING A PERSON'S RIGHT TO VOTE

WHO MAY CHALLENGE. It is a judge's obligation to challenge a person's right

REASONS FOR CHALLENGE. The challenger must state a specific reason for challenging the right of a person to vote. No voter may be refused a ballot or have his ballot challenged simply for not providing a social security number on a ballot application. Some possible reasons for challenging are:

- a. the voter no longer resides at the address given;
- b. the person attempting to vote is not the same person as registered;
- c. the voter has already voted; and
- d. there is no record that the person is registered.

DECIDING A CHALLENGE. The judges act as a board in deciding a challenge. A majority of the judges -- no one else -- determines whether to sustain or overrule a challenge. If a majority of the judges decide to overrule the challenge, the voter is permitted to vote following the same procedure as any unchallenged voter.

VOTER'S RIGHT TO HAVE THE ELECTION AUTHORITY DETERMINE REGISTRATION. A p
by the election authority. Verification that the voter is registered must be obtained from the election authority, either by phone or on a written statement, before allowing the person to vote. If verification is received by the judges, the voter may then vote by Challenged Voter Affidavit. In addition, the affidavit must be accompanied by one supporting witness affidavit in counties of less than 500,000 population. Jurisdictions over 500,000 population require two supporting witness affidavits.

INSTRUCTION AND ASSISTANCE

GIVING INSTRUCTION. "Instruction" is explaining to the voter, in full view of everyone in the polling place, how to properly mark a ballot or how to write in a vote.

Any instruction that might be required should be given before the voter enters the booth. However, if a voter requests instruction after entering the booth, the judge should throw aside the curtains of the booth and instruct the voter in full view of everyone in the polling place or request that the voter return to the judges' table for instruction. A specimen ballot, not the voter's official ballot, should be used during the instruction.

GIVING ASSISTANCE. "Assistance" is the actual marking of the ballot for the voter by specified persons in the privacy of the voting booth. Assistance is given *only upon the voter's request* and after the voter completes the appropriate affidavit. In every instance of assistance, both the voter receiving the assistance and the person(s) giving the assistance must sign the appropriate affidavit.

Only two groups of voters may be given assistance: the disabled or blind voter and the illiterate voter. If assistance is given, the voter's "Application to Vote" must be marked at the bottom in the appropriate square.

Assistance is always given in the secrecy of the voting booth.

Anyone giving assistance must cast the vote as directed by the voter and shall not give information afterward as to how the vote was cast.

WHO MAY ASSIST. "Any voter who requires assistance to vote by reason of agent of that employer or officer or agent of the voter's union.

The above information is to be provided to all voters requesting assistance. Should the voter not specify an individual to assist him in voting, he shall be assisted by two judges, one from each political party. The two judges are to be selected at the time the polling place opens.

ASSISTING THE ILLITERATE VOTER. An illiterate voter is a registered, qualified voter on an affidavit. Assistance is provided by the person(s) specified in "Who May Assist" above. The person(s) giving assistance must also sign the appropriate affidavit.

ASSISTING THE PHYSICALLY DISABLED VOTER. A physically disabled voter is not receive assistance.

Before being given assistance, the voter must complete an affidavit stating his specific physical disability and whether the disability is temporary or permanent. Assistance is provided by the person(s) specified in "Who May Assist" on this page. The person(s) giving assistance must also sign the appropriate affidavit.

INACCESSIBLE POLLING PLACES

Any handicapped or elderly voter who cannot enter a polling place due to the structural features of the building, may request to vote outside of his/her polling place. Such request must be made with the election authority by the close of business on the day before the election. The election authority will then notify the appropriate election judges of the names of those persons making such a request.

No individuals are allowed to vote outside a polling place unless the election judges are notified by the office of the election authority. If notification is given, the voter completes the entire voting process outside the polling place as follows: Two judges of opposite party affiliation deliver an application to the voter. The completed application is brought back into the polling place to the verification judges. After the signature and address are checked and it is determined that the individual is qualified to vote, a ballot and a portable voting booth or enclosure is provided to allow the voter to mark his ballot in complete secrecy. In no case shall a ballot be delivered to a voter beyond 50 feet of the entrance to the building in which the polling place is located. After the voter completes voting, the two judges take the ballot (keeping it folded) back into the polling place for deposit into the ballot box.

ABSENTEE BALLOTS

OPEN OUTER BALLOT PACKAGE BEFORE 7:00 P.M. If more than one absentee ballot, municipal clerks conducting in-person absentee voting may also deliver absentee ballots to the polling place contained in one package. This outer "packaging" envelope should be differentiated from a "carrier" envelope. If there is a "packaging" envelope, it should be opened soon after the absentee ballots are delivered so that the precinct numbers on the "carrier" envelopes may be checked. *The absentee ballot carrier envelopes are not to be opened until after 7:00 P.M.*

If the precinct number on a carrier envelope shows that it has been delivered to the wrong precinct, the judges should contact the election authority immediately.

(After the polls close, if the judges find a carrier envelope has been delivered to the wrong precinct, they should keep the sealed carrier envelope separate and deliver it separately to the election authority for processing in that office.)

WHO MAY VOTE BY ABSENTEE BALLOT. The following registered voters currently residing in the precinct are permitted to vote by absentee ballot:

- a. registered voters expecting to be absent from the county of residence on election day;
- b. registered voters appointed as judges in a precinct different from where they reside;
- c. registered voters unable to be present at the polls because of a physical incapacity (includes hospitalized voters);
- d. registered voters observing a religious holiday and unable to be present at the polls because of the tenets of their religion.
- e. registered voters who because of election duties in the office of a state's attorney, a county clerk, a board of election commissioners, the State Board of Elections or a law enforcement agency will be unable to be present at the polls; and
- f. registered voters serving as a juror who has been sequestered on election day.

Others may also vote by absentee ballot although they are not current residents of the precinct. The following specifies these voters:

- g. members of the United States Armed Forces while on active duty and their spouses and dependents may vote by absentee ballot, even if not registered;
- h. members of the Merchant Marine and their spouses and dependents may vote by absentee ballot, even if not registered;
- i. civilians employed by the United States Government, serving outside the territorial limits of the United States, and their spouses and dependents may vote by absentee ballot, even if not registered;
- j. members of religious groups or welfare agencies and their spouses and dependents who are officially attached to or assisting members of the Armed Forces may vote by absentee ballot, even if not registered;
- k. state and federal employees who had a voting residence in the precinct at the time they entered employment, but who now reside elsewhere due to state or federal employment may vote by absentee ballot, if registered;
- l. registered voters temporarily residing overseas who maintain a residence in the precinct may vote by absentee ballot, (such voters must be registered in order to vote the entire ballot, but registration is waived for Federal elections only);
- m. citizens who are not registered in any other State and who formerly have maintained a residence in the precinct but who now reside outside the territorial limits of the United States may vote only in the Federal elections as registration is waived for Federal elections;
- n. citizens who are not registered and are temporarily absent from their county of residence may vote by absentee ballot for President and Vice President only.

CHALLENGING AN ABSENTEE BALLOT

WHO MAY CHALLENGE. Judges have the right to challenge an absentee ballot application just as they may challenge a voter who appears in person at the polling place. Pollwatchers also have a right to observe absentee ballot procedures and to challenge an absentee ballot application. In either case, a majority of the judges decide whether the ballot will be counted.

REASONS FOR CHALLENGE. As with any other challenge, a specific reason must be stated.

- a. the affidavit on the affidavit envelope is incomplete;
- b. the signature and/or address on the "Application for Ballot", the verification record and the affidavit envelope do not correspond;
- c. the person is not a qualified voter;
- d. the person has already voted in person;
- e. the affidavit envelope has been opened and resealed; or
- f. the person died during the period between his completing the absentee ballot and election day.

NOTIFICATION OF REJECTED BALLOT. If a challenge to any absentee voter's right to vote is sustained, the judges are to notify the voter by mail that his ballot was rejected. The notice must be sent on the appropriate form provided in the election supplies and mailed to the voter's place of residence. The rejected absentee affidavit envelope shall not be opened but shall be marked "Rejected" giving the reason for the rejection and placed in the "After 7:00 P.M." --defective and objected to ballots envelope along with the application for ballot and carrier envelope.

COUNTING VOTES

The general rule in counting votes is to give effect to the intention of the voter. The voter must, however, express his intention in accordance with the Illinois Election Code. The examples which follow illustrate how votes on paper ballots are to be counted. The principles employed in the examples apply to all vote counting regardless of the voting system used. The illustrations do not include all offices to be voted upon in all elections. They serve, however, as guidelines in counting votes for all offices.

VALID MARKS

According to Illinois law, a voter is to mark his ballot by placing a cross (X) in the square opposite the name of the candidate of his choice for each office. The voter may also place a cross (X) in the party circle at the head of the list of candidates of any political party.

A cross (X) is the intersection of two lines and unless the lines of the cross intersect within the square, the vote may not be counted. Marks which are valid and should be counted and marks which are invalid and should not be counted are illustrated below.

STRAIGHT TICKET

A proper mark has been placed opposite the title of the First Party. No other mark has been placed upon the ballot.

The intention of the voter is to cast a vote for every candidate of the First Party and for no other candidates. Each of the candidates of the First Party should receive one vote.

This should be counted as a Straight Ticket for the First Party as a vote has been given to every candidate of that party and to no other candidates.

STRAIGHT TICKET

A proper mark has been placed opposite the title of the Second Party and opposite the name of each candidate of that party.

Each of the candidates of the Second Party should receive one vote.

This should be counted as a Straight Ticket for the Second Party as a vote has been given to every candidate of that party and to no other candidates.

STRAIGHT TICKET

No mark has been placed opposite any party title. A proper mark, however, has been placed opposite the name of each candidate of the First Party.

Each of the candidates of the First Party should receive one vote.

This ballot is a Straight Ticket for the First Party as a vote was given to every candidate of that party and to no other candidates.

STRAIGHT TICKET

A mark has been placed opposite the name of each candidate of the Third Party. No other marks appear on the ballot.

Each Candidate of the Third Party should receive one vote.

This ballot is a Straight Ticket for the Third Party as a vote was given to every candidate of that party and to no other candidates.

STRAIGHT TICKET

A proper mark has been placed opposite the title of the First Party and also opposite the name of each candidate of the Second Party.

As the mark opposite the candidate's name is considered a more direct expression of the intention of the voter than the mark opposite the party's title, the candidate mark supersedes the party mark. Each candidate of the Second Party should receive one vote.

This ballot is a Straight Ticket for the Second Party as a vote was given to every candidate of that party and to no other candidates.

STRAIGHT TICKET

A proper mark has been placed opposite the title of the First Party, Second Party and Third Party and also opposite the name of each candidate of the First Party.

As the mark opposite the candidate's name is considered a more direct expression of the intention of the voter than the mark opposite the party's title, the candidate mark supersedes the party mark. Each candidate of the First Party should receive one vote.

As a vote was given to each candidate of the First Party and to no other candidates, this is a Straight Ticket for the First Party.

STRAIGHT TICKET
(With Invalid Write-In)

A proper mark has been placed opposite the title of the Second Party and an attempt has been made to write in for the office of U.S. Senator.

As the cross in the square has been omitted in front of the name of the write-in candidate, the write-in vote has not been properly executed and cannot be counted.

The mark opposite the party title indicates the voter's intention to vote for every candidate of that party. Therefore, each candidate of the Second Party should receive a vote.

This ballot is a Straight Ticket for the Second Party.

STRAIGHT TICKET

A proper mark has been placed opposite the title of the Second Party and also opposite the names of several candidates of the Second Party for different offices.

By marking opposite the Second Party title, the voter indicated his intention to vote for every candidate of that party. There are four candidates to be elected for County Board. As the voter has indicated his intention to vote for all four of the candidates of the Second Party and has not cast votes for any other candidates for that office, Morton, Burns, Brady and Frenzel, candidates for Members of the County Board, should each receive one vote.

As a vote was given to every candidate of the Second Party and to no other candidates, this is a Straight Ticket for the Second Party.

SPLIT TICKET

A mark has been placed opposite the title of the First Party and opposite the names of Jackson and Small, a team of candidates of the Second Party for President and Vice President, respectively.

This ballot should be counted for all of the candidates of the First Party, except for Craig and Mason, the team of candidates for President and Vice President of the First Party. As the specific mark opposite the team names supersedes the party mark, Jackson and Small of the Second Party should each receive one vote.

This is a Split Ticket as a vote was not given to every candidate of the First Party.

SPLIT TICKET

A proper mark has been placed opposite the names of a team of candidates of the Second Party for the offices of President and Vice President. No other marks appear on the ballot.

Jackson and Small are the only candidates to receive a vote. The voter has not indicated any intention to vote for any other candidates.

This is a Split Ticket as the voter has not voted for every candidate of any party.

**SPLIT TICKET
(WITH OVERVOTE)**

In the illustration on the next page, a proper mark has been made opposite the names of the team of candidates of the First Party for President and Vice President, the name of the candidate of the Second Party for U.S. Senator, the names of all four candidates of the First Party and one candidate of the Second Party for County Board.

The intention of the voter to vote for the team of Craig and Mason, candidates of the First Party for President and Vice President, is clear. Therefore, Craig and Mason should each receive one vote.

Similarly, Reed of the Second Party should receive a vote for U.S. Senator.

An overvote occurs when the number of votes marked is greater than the number of votes permitted for that office. If an overvote occurs, none of the votes for that office may be counted.

In the illustration, four votes were to be cast for candidates for County Board. As proper marks were placed opposite the names of five candidates, the intention of the voter cannot be determined. No votes may be counted for this office. An overvoted ballot invalidates only that office for which there was an overvote. It does not invalidate the entire ballot.

SPLIT TICKET
(WITH OVERVOTE)

WRITE-IN VOTES

WHEN WRITE-IN VOTES ARE TO BE RECORDED. The election authority is required to supply the judges with a list of those write-in candidates that have filed a Declaration of Intent to be a write-in candidate. If the write-in vote is determined to be valid and no overvote has occurred, the judges are to record write-in votes only for those individuals whose names appear on the list.

However, military voters may use a regular absentee ballot card or a special "Write-In Absentee Voter's Blank Ballot." Judges must tabulate properly cast special "Write-In Absentee Voter's Blank Ballots" regardless of whether the candidate filed a Declaration Of Intent to be a write-in candidate. Follow the instructions of your election authority for processing these ballots.

VALID WRITE-IN. If a voter wishes to vote for a person whose name is not on the ballot, the voter may write in the name of the candidate. For a write-in to be valid, the voter must:

1. write the name of the candidate;
2. make a square to the left of and opposite the name;
3. mark a cross "X" in the square; and
4. if the write-in is not directly below the title of the office, write the office title in a manner that will differentiate that office from other offices being voted upon.

(A valid write-in vote is shown on the ballot on the next page.)

SPELLING. In determining the validity of a write-in vote, the spelling or appearance or sound of the name written in and that of the candidate's name. In the event of a misspelled name, a majority of the judges must agree as to the intent of the voter.

NOT WRITTEN. Printing the name is just as valid as writing it in script. However, the use of posters, stickers or rubber stamps by a voter does not constitute a valid write-in vote.

SPLIT TICKET

A proper mark has been placed opposite the title of the Second Party and a name has been written in for the office of U.S. Senator.

As the write-in vote has been properly executed, it is considered a more direct expression of the intention of the voter than the mark opposite the party's title. Therefore, Meyers should receive a vote for U.S. Senator.

Each candidate of the Second Party except Reed, the candidate for U.S. Senator, should receive one vote.

This is a Split Ticket as not every candidate of the Second Party received a vote.

SPLIT TICKET

A mark has been placed opposite the title of the Third Party and also opposite the names of the candidates of the Second Party for the offices of Representative in the General Assembly and Members of the County Board.

Each of the candidates of the Third Party should receive one vote and each of the candidates of the Second Party for Representative in the General Assembly and for the members of the County Board should receive one vote.

This is a Split Ticket as candidates of more than one party have received votes.

SPLIT TICKET

A proper mark has been placed opposite the title of the Second Party and also opposite the title of the Third Party. No other marks have been made on the ballot.

As the voter's intention cannot be determined for the offices of President, Vice President and U.S. Senator, no votes can be counted for these offices.

Where the intention of the voter can be determined, votes shall be counted. Therefore, the candidates of the Second Party for Representative in the General Assembly and for Members of the County Board should each receive one vote.

This is a Split Ticket as not all candidates of either the Second or Third Parties received a vote.

SPLIT TICKET

A proper mark has been placed opposite the title of the Second Party and opposite the name of one candidate of the First Party for the office of County Board.

Each of the candidates of the Second Party for the offices of President, Vice President, U.S. Senator and Representative in the General Assembly should receive one vote.

There are four offices to be filled for County Board. As the mark opposite the candidate's name supersedes the mark opposite the party title, the voter's intention to vote for Nelson of the First Party is clearly indicated. Nelson should receive one vote. As the voter's intention cannot be determined as to which candidates are to receive votes for the remaining three offices, no votes can be counted for these three offices.

This is a Split Ticket as candidates of more than one party received a vote.

SPLIT TICKET

A proper mark has been placed opposite the title of the Second Party and also opposite the title of the Third Party.

As the voter's intention cannot be determined in regard to the offices of President, Vice President, and U.S. Senator, no votes can be counted for any candidates for these offices. There are four offices to be filled for County Board. As the voter has indicated his intention to vote for the candidates of the Second and Third Parties, Morton, Burns, Jones and Smith should each receive one vote.

Similarly, the candidate of the Second Party for Representative of the General Assembly should receive one vote.

This is a Split Ticket as not all candidates of one party received a vote.

SPLIT TICKET

A proper mark has been placed opposite the title of the Third Party and opposite the name of one candidate of the Second Party for County Board.

The candidates of the Third Party for President, Vice President, and U.S. Senator should receive one vote.

There are four offices to be filled for County Board. The voter indicated his intention to vote for candidate Burns of the Second Party and also for the three candidates of the Third Party, Jones, Smith and Green. Each of these candidates should receive one vote.

This is a Split Ticket as candidates of more than one party received votes.

SPLIT TICKET
(with write-in)

A proper mark has been placed opposite the title of the Third Party and opposite the name of three candidates of that Party for the office of County Board. A name has been written in for the office of County Board.

The candidate of the Third Party for President, Vice President, and U.S. Senator each receive one vote.

As the write-in vote has been properly executed, it is considered to be a more direct expression of the intention of the voter than the mark opposite of the party's title. Similarly, the mark opposite the candidates names supersedes the mark opposite the party title. Smith, Green, Little and Long each receive one vote for County Board.

This is a Split ticket as not every candidate of the Third Party received votes.

VOID TICKET

A proper mark has been placed opposite each of the party titles.

As the voter's intention to vote for any candidate for any office cannot be determined, no votes can be counted.

VOID TICKET
(IDENTIFYING MARK)

A proper mark has been placed opposite the title of the First Party and the voter has drawn a face at the bottom of the ballot. There also appears to be initials written on the upper part of the ballot. Any mark upon a ballot which appears to have been placed there to identify and distinguish it from other ballots or which furnishes a means for evasion of the law relative to secrecy is an "identifying mark." If a majority of the election judges feels that an "identifying mark" has been placed on the ballot, the entire ballot cannot be counted.

The "face" and/or initials upon the ballot constitutes identifying marks and for this reason the ballot cannot be counted for any candidate for any office.