



Processing Voters

STEP ONE: Eligibility Slip

(Page 35)

State of Iowa Voter's Declaration of Eligibility

I do solemnly swear or affirm that I reside in Johnson County, Iowa at the address below. I am a registered voter. I have not and will not vote in any other precinct in this election.

Primary Elections Only

I am affiliated with the _____ party.
If my current voter registration record indicates another party affiliation or no party affiliation, I swear or affirm that I have in good faith changed my previously declared party affiliation, or declared my party affiliation, and now desire to be a member of the party indicated above.

I understand that any false statement in this declaration is a criminal offense punishable as provided by law.

Victor Voter
Print Voter's Name
1111 Democracy Lane

Voter's Address
Iowa City, IA 52240
City, Zip

Victor Voter
Voter's Signature

01/19/10
Date

Phone - optional
1C01
Precinct

Precinct Official

Not required
for this
election

Send voter to PEO at
the Precinct Atlas
computer to check in



STEP TWO: Process the voter through the Precinct Atlas Program

pg. 36-38





Declaration of Eligibility #48 09/08/2009
 Voter's ID: 2222
 Voter's Name: **Victor Voter**
 Voter's Addr: **1111 Democracy Lane Iowa City**

 DOB: 05-09-1949 Party: **Democrat**
 Precinct: Iowa City 01
 Ballot type: IC01
 Ballot type:

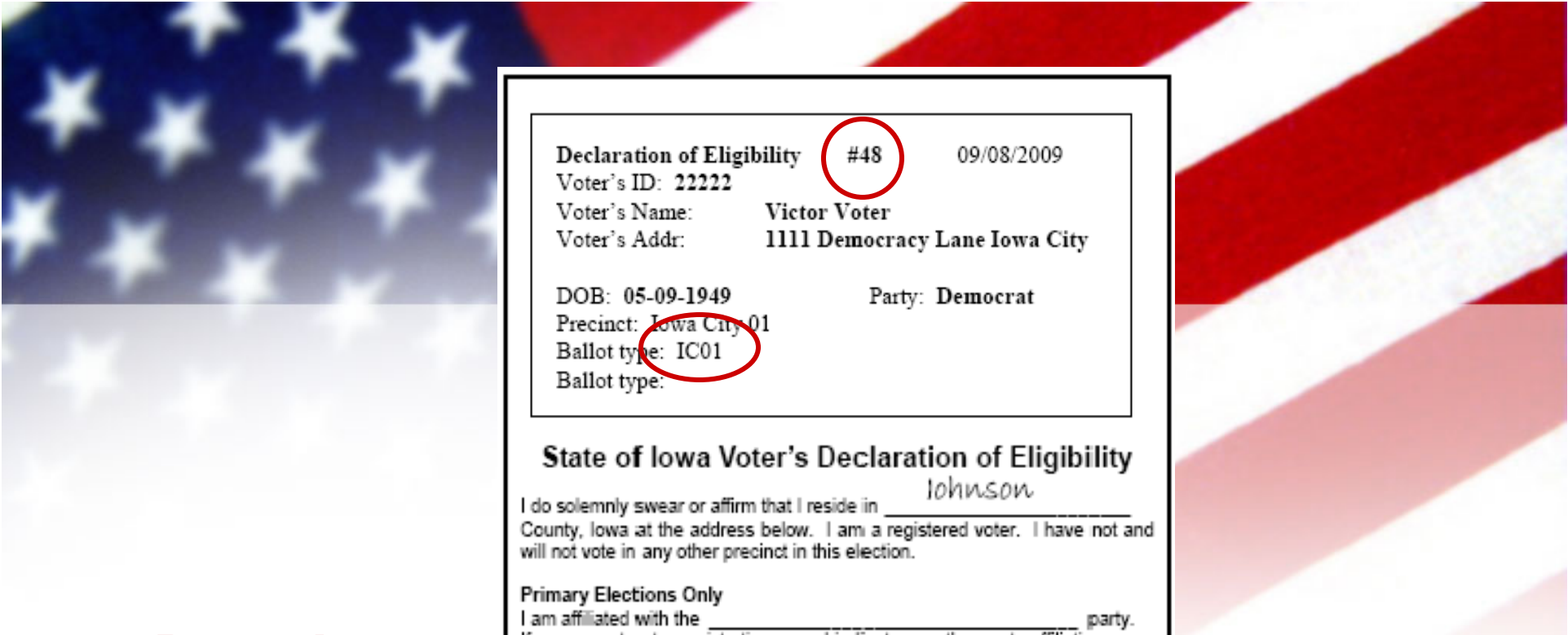
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<u>Victor Voter</u>	<u>9/8/2009</u>
Print Voter's Name	Date
<u>1111 Democracy Lane</u>	
Voter's Address	Phone - optional
<u>Iowa City, IA 52240</u>	<u>IC01</u>
City, Zip	Precinct
<input checked="" type="checkbox"/> <u>Victor Voter</u>	
Voter's Signature	Precinct Official



**Return the
Eligibility Slip to
the Voter**

Declaration of Eligibility #48		09/08/2009
Voter's ID: 22222		
Voter's Name: Victor Voter		
Voter's Addr: 1111 Democracy Lane Iowa City		
DOB: 05-09-1949		Party: Democrat
Precinct: Iowa City 01		
Ballot type: IC01		
Ballot type:		

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<u>Victor Voter</u>	<u>9/8/2009</u>
Print Voter's Name	Date
<u>1111 Democracy Lane</u>	
Voter's Address	Phone - optional
<u>Iowa City, IA 52240</u>	<u>IC01</u>
City, Zip	Precinct
<input checked="" type="checkbox"/> <u>Victor Voter</u>	<u>LA</u>
Voter's Signature	Precinct Official



Send the voter to the PEO distributing ballots




Ballot Distribution: (Page 48)

- (1) Check for PEO initials – this is the voter’s “pass” for a ballot
- (2) Check the label for ballot style
- (3) Inspect ballot
- (4) Initial ballot
- (5) Put ballot in secrecy folder
- (6) Check for an open voting booth
- (7) Give the voter the ballot and a pen with brief explanation
- (8) Give the eligibility slip to the PEO updating the registers

STEP THREE: After voting the ballot, have the voter insert their voted ballot in the M100



STEP FOUR: Highlight the voter's name in the Yellow Election Register and File the eligibility slip

Approved PEO Initials	Bar Code Voter ID #	Party DOB	Signature Full Name	Status	Address/Phone#	Ballot Style Precinct.Split	F
97	 5189183	REP 06/01/1967	X  BALDERAS, JESUS ESCAVEL		2660 INDIGO CT IOWA CITY, IA 52240 319-358-8237	IC12 IC.12.IC.12.1	
98	 0167961	REP 11/24/1975	X _____ BALDWIN, BRADLEY JOHN		4319 DANIEL PL SE IOWA CITY, IA 52240 319-339-4755	ES IC.12.ES.1	

Purple Hand-Write Register

Approved PEO Initials	Bar Code Voter ID #	Party DOB	Signature Full Name	Status	Address/Phone#	Ballot Style Precinct.Split	Remarks
1			Sarah Reissetter				EDR

Monitoring the M100 Ballot Scanner

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Preserve the voter's right to a secret ballot

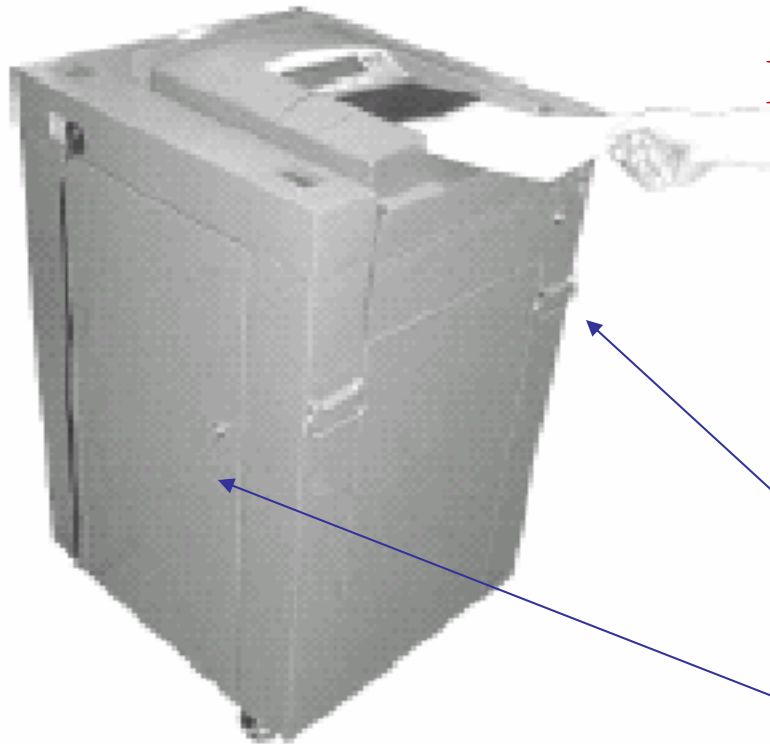
Ballot may be inserted in any direction

The machine beeps and a prompt will appear on the screen if a voter over/under voted. If voter would like to change their selection hit RETURN, otherwise hit ACCEPT to overwrite the notification.

Retrieve pen and secrecy folder

Offer "I Voted" button

After every 100 voters, check the ballot bins





Processing Special Circumstance Voters



Special Circumstance: Voter Spoiled Their Ballot

(page 45)

OFFICIAL GENERAL ELECTION BALLOT

JOHNSON COUNTY STATE OF IOWA NOVEMBER 4, 2008

General Election November 4, 2008
BG
County of Johnson, State of Iowa
Tom Shelbitt
County Auditor and Commissioner of Elections

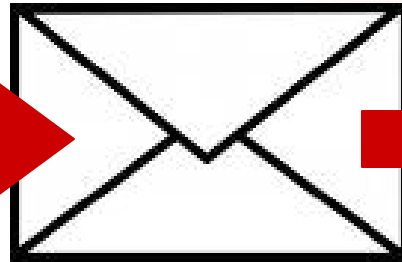
INSTRUCTIONS TO VOTER

1. Voting Mark. To vote, fill in the oval next to your choice.
2. Write-in Votes. To vote for a person whose name is not on the ballot, write the name on the write-in line below the list of candidates and fill in the oval next to it.
3. Use only a No. 2 pencil to mark your ballot, unless a marking device is provided by an election official.
4. Do not cross out or check your name, or mark anything on your ballot.

TURN THE BALLOT OVER

Official's Initials

SPOILED



A voter is allowed a maximum of 3 ballots

Special Circumstance: Voter Needs Assistance

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Curbside Voting

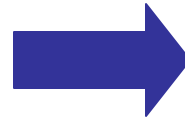


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punishable as provided by law.*

Victor Voter	9/8/2009
Print Voter's Name	Date
1111 DEMOCRACY LANE	
Voter's Address	Phone - optional
IOWA CITY, IA 52240	1001
City, Zip	Precinct
<input checked="" type="checkbox"/> Victor Voter	
Voter's Signature	Precinct Official



Voter Needs Assistance Inside Polling Location



State of Iowa
Affidavit of Voter Requesting Assistance

I declare that I am unable to vote without help due to blindness, inability to read English, or any other physical disability. I request the help of the two precinct officials designated to help voters in this precinct OR another person of my choice.
Please note: Under Federal law, a voter may not be assisted by the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's union. (42 USC 1973aa-6)

Print Voter's Name: _____
Election Name: _____
Election Date: _____
Precinct: _____

VOTER REQUESTING ASSISTANCE

Voter's Signature

Signature of any other person assisting voter

Reminder to precinct election official: Please note on the election register that this person voted with assistance.

READ THE
SCREENS!!

Other Election Day Duties

Counting Ballots (pg. 49)

Ballot Package Contents

Ballot Package Opened/ Time and Initials	Number Package Should Have	(+) Over, (-) Under or 0
1 6:55 a.m. SR	100	+4
2 8:12 a.m. SR	100	-2
3 10:32 a.m. SR	100	0
4 12:45 p.m. SR	100	+2
5 2:19 p.m. SR	100	+1
6 3:57 p.m. SR	100	-1
7 5:16 p.m. SR	100	0
8 7:03 p.m. SR	100	+1
9		
..		
JU		
SUM ALL BALLOT PACKAGES		+5



Filing and Balancing Eligibility Slips (pg. 50-51)

Declaration of Eligibility #48	09/08/2009
Voter's ID: 22222	
Voter's Name: Victor Voter	
Voter's Addr: 1111 Democracy Lane Iowa City	
DOB: 05-09-1949 Party: Democrat	
Precinct: Iowa City 01	
Ballot type: IC01	
Ballot type:	

State of Iowa Voter's Declaration of Eligibility
JOHNSON

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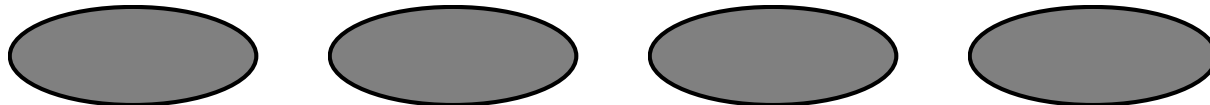
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Victor Voter	9/8/2009
Print Voter's Name	Date
1111 DEMOCRACY LANE	
Voter's Address	Phone - optional
Iowa City, IA 52240	IC01
City, Zip	Precinct
<input checked="" type="checkbox"/> Victor Voter	
Voter's Signature	Precinct Official



INSERT BALLOT
NUMBER OF VOTERS: 0



9/11/3 Call In (pg. 51)

VOTER TURNOUT REPORT

TIME	M100 VOTERS ¹	+	VOTERS IN BOOTHS ²	=	TOTAL VOTERS	=	LAST ELIGIBILITY SLIP # ³
9:00		+		=		=	
11:00		+		=		=	
3:00		+		=		=	

TOTAL PROVISIONAL BALLOTS: _____ 9:00 _____ 11:00 _____ 3:00
TOTAL EDR REGISTRATIONS⁴: _____ 9:00 _____ 11:00 _____ 3:00

The Auditor's Office phone number now appears on the report form.

Replace Seals (pg. 114)

VOTING EQUIPMENT SEAL REPLACEMENT FORM

PRECINCT ¹	MACHINE # ²	REASON FOR REPLACEMENT ³	OLD SEAL # ⁴	NEW SEAL # ⁵	REPLACED BY ⁶	DATE ⁷

¹Write the name of the precinct where the seal was replaced.

²Write the machine number that needed a replacement seal. M100 machine number starts with an "S" and is on a white sticker on the front of the M100. The AutoMARK machine number starts with an "A" and is on a white sticker on the front of the AutoMARK.

³Write the reason the seal is being replaced.

⁴Record the number of the seal removed. Place the removed seal in the precinct's red media transfer case.

⁵Apply a new seal (either from the rover/ tech supplies or from the ziploc bag in Pocket 1 of the supply transfer case) and record the number of the new seal in the "NEW SEAL" box above.

⁶Sign your name.

⁷Record the date of the election here.

Precinct Chairperson Signature

Bi-Partisan Assist Team Member

Bi-Partisan Assist Team Member





Campaign Signs

(Pg. 76)



Campaign signs are prohibited from being displayed on public property within 300 feet of a polling place. If there is a sign on public property within that distance of your polling place, you may take it down, lay it face down or cover it so that it cannot be read.

Campaign signs on private property are legal, unless the private property is a polling place.

Also prohibited are loitering, congregating, electioneering, or soliciting votes within 300 feet of the entrance to the polling place.