ELECTION BOARD GENERAL INFORMATION

ELECTION BOARD COMPOSITION (§32-221 to §32-226) – An election board generally comprises one precinct inspector (formerly called messengers in Hall County), two clerks from different political parties and two judges from different political parties. On occasion, a partial board of fewer workers may be used because of anticipated low voter turnout. Additional workers may be added as needed in precincts with high voter population and/or turnout. Nebraska state law allows a clerk to perform all the duties of a judge and a judge to perform all the duties of the clerk. Both positions should be cross-trained to do the other. The duties assigned during any Election Day will be determined by the election board team under the guidance of the precinct inspector. The precinct inspector is a deputy of the election commissioner and as such oversees, and is responsible for, the proper conduct of election at the precinct. It is the duty of the precinct inspector to enforce the laws relating to elections to see that all proceedings are in accordance with the instructions and the laws, and to be responsible for supervising board workers and inform the Election Office if any personnel are not performing their duties adequately. The precinct inspector is also in charge of transporting election supplies and ballots to and from the polling site (except the Votomatics, parking cones and large metal Vote Here signs). There are also district inspectors to help oversee the setup and operations at each polling site. The organization looks like this:

<table>
<thead>
<tr>
<th>Election Commissioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election Assistant</td>
</tr>
<tr>
<td>3 Supervisors/District Inspector (a district inspector supervising 7 polling sites)</td>
</tr>
<tr>
<td>23 Precinct Inspectors* (each managing a polling site)</td>
</tr>
<tr>
<td>(Formerly known as messengers)</td>
</tr>
<tr>
<td>23-46 clerks and 46 judges (1-2 clerks for checking people in and two judges for ballots at each polling site)</td>
</tr>
</tbody>
</table>

BOARD WORKER REQUIREMENTS (§32-221(3))

- Good eyesight and hearing.
- Ability to sit from 8 a.m. to 8 p.m.
- Ability to follow instructions and write legibly.
- Registered voter in Hall County.
- Inspectors, with the help of board workers, must be able to lift and assemble the voting booths, and set up the ExpressVote for voters to independently mark ballots.

The inability to perform any of the above requirements may result in removal from the Election Board.

BOARD WORKER TRAINING REQUIRED (§32-228 & §32-235) - It is REQUIRED that ALL board workers attend a paid training session prior to every statewide election. Failure to attend training may result in removal from the election board.
ELECTION BOARD CONDUCT

• Refrain from excessive and loud visiting with voters and among board workers.
• Treat all voters with courtesy.
• Avoid asking personal questions of a voter unless required as an election duty.
• TVs, radios, and newspapers are not allowed because of political advertisements. Books and handiwork are OK when the site is not busy.
• Do not engage in any political conversations while conducting the election.
• Do not have beverages or food on any table holding ballots or election materials.
• Do not smoke inside any polling place. (There may be a designated exterior smoking area.)

TYPES OF BOARD WORKERS (§32-221) – Board workers are appointed or reserve.
Appointed board workers are appointed at least 30 days prior to the statewide primary and are to hold office for two years or until successors are appointed and qualified at the discretion of the election commissioner. Reserve board workers are substitute workers called upon to take the place of an appointed worker who is unable to serve a specific election. The Hall County Election Office confirms interest from workers prior to each election.

EXCHANGE OF DUTIES (§32-226) – Judges and clerks can exchange any and all duties and should be cross-trained to do so. To serve the voters well on Election Day, judges and clerks may be required to perform one or more of the duties of the other position, at the discretion of the inspector. The goal of each election board is to ensure fair and efficient vote casting by the voters. This requires teamwork and cooperation by all board members. Individuals with limitations should discuss these with the inspector before 8 a.m. on election morning. If possible, the inspector will make accommodations, or, if needed, call the Election Office.

DATES OF SCHEDULED ELECTIONS – The 2020-21 two-year appointment period consists of two scheduled elections. Please be aware of these dates when making future plans and notify the Election Commission Office as soon as possible if a known conflict arises.

    State Primary – May 12, 2020.

WORKING HOURS – All board workers should arrive at their assigned polling place by 7 a.m. on Election Day. Clerks and judges may leave after the polls have closed and all paperwork is complete and all election materials have been gathered and loaded into the precinct inspector’s vehicle.

LUNCH – To provide the best security of the ballots and the polling site, board workers are asked to bring a sack lunch and/or dinner. The majority of the polling sites have kitchenettes or break rooms with refrigerators and microwaves available. Board workers may also make arrangements to have food dropped off or may place food orders individually or as a group. Everyone in the group should take turns taking a break to eat, but should watch the polling area and postpone eating if a rush of voters is present. Food should not be placed or eaten at the table where the voters are signing in and receiving ballots. Plans should be made to eat before peak voting times, which are often over the lunch hour and from 5 p.m. to 8 p.m.
PAYROLL – Every board worker must sign the payroll form and shall notate the hours worked. Any board worker who is asked to and helps set up a polling site prior to 7 a.m. (such as the day before the election or earlier on Election Day) shall record those hours on the form. Please keep the set-up hours to a minimum to be respectful of election costs.

WAGES (§32-227) – Judges and clerks are paid $10 per hour. Precinct inspectors are paid $12 per hour plus a $20 stipend for picking up and returning supplies and ballots. Mileage will be paid to any worker who is assigned and works outside the city of his/her residence (i.e., a Grand Island poll worker who works in Wood River). Paychecks are typically mailed one month after the election. Keep pay stubs for your records. No W-2 or 1099 will be issued. Election workers may also waive pay to an authorized nonprofit by signing Pollworker Pledge documents prior to the election.

EMPLOYEE TIME OFF FOR WORKING ON ELECTION BOARD (§32-241) – Much like jury duty, no employer shall subject an employee serving as a judge, clerk or inspector of an election to coercion, discharge from employment, loss of pay, loss of overtime pay, loss of sick leave, loss of vacation time, the threat of any such action, or any other form of penalty as a result of his or her absence from employment due to such service on the election board if he or she gives reasonable notice to his or her employer of such election board appointment. The employer may reduce the pay of an employee for each hour of work missed by an amount equal to the hourly compensation paid by the county for election board service. Upon request, the Election Office will provide a letter for an employer as proof of service and hours worked. This statute also covers shift work.

EARLY/ABSENTEE VOTING FOR ELECTION BOARD MEMBERS – Board workers who are not assigned to work at their home precinct and all reserve board workers are encouraged to vote early/absentee. Board workers who request an early/absentee ballot be mailed or who picks up an early/absentee ballot up at the Election Office must return the voted early/absentee ballot to the Election Office. A board worker voting absentee may NOT return the voted absentee ballot with the precinct’s voted ballots.

CONFLICT OF INTEREST – If a board worker or close relative is a candidate and his or her name will appear on the upcoming election’s ballot, please notify the Election Office prior to Election Day. To avoid the appearance of impropriety, the board worker may be asked to sit out that election or may be assigned to a different precinct.

NONPARTISAN BOARD WORKER (§32-223) – A board worker who is registered Nonpartisan (NP) may serve in either a Democratic or Republican capacity. A board worker registered in another recognized party may serve in a manner like that described for a Nonpartisan board worker. A person who is at least 16 years old, but is not eligible to register to vote may be appointed to serve at any one polling site and shall be considered a registered voter who is not affiliated with a political party (Nonpartisan).

SEVERE WEATHER OR OTHER EMERGENCIES – Warnings for severe weather or some other type of emergency or threat should be dealt with seriously. The safety of the election board and the voters comes first. Get to a place of shelter. If possible without jeopardizing the safety of
workers or voters, board workers should take the ballot box and sign-in roster with them. Ballots may be taken if time allows. If police, fire, or facility officials are present, follow their directions. After the all clear notification is given, resume election duties or call the Election Office at (308) 385-5085 for instruction.

**POSSIBLE EMERGENCIES ON ELECTION DAY**

**Severe Weather/Tornado Warning**
- Follow the building’s emergency procedures.
- Move to a place of shelter.
- Without jeopardizing the safety of workers or voters, board workers should take the ballot box and sign-in roster with them. Ballots (particularly those with the board member initials) may be taken if time allows.

**Power Outage**
- Use the flashlight in the supply box or light source from cell phones until another light and power source is located.
- Contact the Election Office immediately at (308) 385-5085.

**Fire**
- Follow the building’s emergency procedures.
- Move to a place of shelter.
- Without jeopardizing the safety of workers or voters, board workers should take the ballot box and sign-in roster with them. Ballots (particularly those with the board member initials) may be taken if time allows.

**Bomb/Terroristic Threats**
- Take any threat seriously. Contact 911 and/or follow instructions of building management.
- Move to a place of safety if instructed by emergency personnel or building management.
- Without jeopardizing the safety of workers or voters, board workers should take the ballot box and sign-in roster with them. Ballots (particularly those with the board member initials) may be taken if time allows.
- Contact the Election Office at (308) 385-5085 after emergency personnel have been notified.

**Board Worker or Voter Injury or Medical Emergency**
- Assess situation and contact 911 if necessary.
- Contact the Election Office at (308) 385-5085 after emergency personnel have been notified.
- Notify building management.

**EMERGENCY NUMBER:**

**911**

**NON-EMERGENCY CONTACT NUMBERS:**
- Grand Island Police Department  (308) 385-5400
- Hall County Sheriff’s Department  (308) 385-5200
- Grand Island Fire Department  (308) 385-5300

**ELECTION OFFICE NUMBERS:**
- Hall County Election Office  (308) 385-5085
VOTER REGISTRATION INFORMATION

WHO IS ELIGIBLE TO REGISTER TO VOTE? (§32-312)
Any United States citizen who:
- is a resident of Hall County;
- will be 18 years of age or older on General Election Day, which is the first Tuesday after the first Monday in November in the current calendar year (age 18 by Nov. 3 in 2020);
- has not been convicted of a felony, or, if convicted, it has been at least two years since completion of sentence, including any parole term; and
- is not found to be mentally incompetent by a court.

REGISTRATION SITES – Register to vote at the Election Office, 121 S. Pine Street, Suite 8, or online at www.nebraska.gov/apps-sos-voter-registration. For additional locations, call the Election Office at (308) 385-5085. Registration is also offered when obtaining a driver’s license or State Identification Card and at many state government agencies.

REGISTRATION DEADLINES (§32-302 & §32-321) – Mail-in registrations must be postmarked on or before the third Friday before an election (April 24, 2020 primary and Oct. 16, 2020 general). In-person registration can be taken at the Election Office up until 6 p.m. on the second Friday preceding an election (May 1, 2020 for the primary and Oct. 23, 2020 for the general).

WHEN IS IT NECESSARY TO RE-REGISTER? (§32-314) - A voter must re-register if he/she changes his/her name, address or political party affiliation. Failure to vote in a previous election does not require re-registration. A voter who has moved within the county and has not re-registered falls under the provisional voting statutes and is allowed to vote at his or her new polling place on Election Day. A felon who has completed his/her sentence plus the two-year waiting period must also re-register to be active on the voter rolls.

RESIDENCE FOR VOTING PURPOSES (§32-116) – By law, the voter’s residence is the place where the voter has established a home, where the voter is habitually present, and to which, when the voter departs, he or she intends to return. Leaving for temporary purposes, such as military service, school attendance, or a short-term out-of-town job assignment need not result in a change of residence for voting purposes. A person’s business address is NOT allowed.

COLLEGE STUDENTS – A student may decide to register and vote using either his or her address at school or his or her hometown address.

CHALLENGING A VOTER’S ELIGIBILITY TO VOTE (§32-926 to §32-932) – An inspector, judge, clerk or any registered voter may challenge a voter’s eligibility to vote if he/she believes the voter does not meet the requirements on citizenship, residency and/or age. If such a challenge is made, the challenged voter needs to complete the “Challenge Oath” (lavender full-sheet form) located in the black roster book. The clerk then writes “SWORN” in the roster book by the voter’s name and address. The completed challenge oath should be placed in the back of the roster book and the voter is allowed to vote. If the challenged voter refused to complete the challenge oath, the voter is not allowed to vote. The person(s) issuing the challenge has no paperwork to fill out.
ELECTION DAY INFORMATION

POLLS OPEN (§32-908) – Polls shall remain open from 8 a.m. to 8 p.m. Those persons who are inside the polling place or standing in line by 8 p.m. must be allowed to vote. Anyone who shows up after 8 p.m. is not allowed to vote even if there is a line waiting that will take past 8 p.m. to serve.

VOTER LINE – If there is a line to vote, check to make sure the voters are at the correct precinct. The voters may use a ballot sleeve or a table as a writing surface if the voter does not wish to wait for a voting booth. Keep a sleeve by the ballot box if any voter is issued a ballot without a ballot sleeve.

CHILDREN AT THE POLLING SITE – Children are allowed to observe the voting process, however, if a child becomes a distraction to other voters, politely ask the parent or guardian to remove the child.

VOTING BOOTH OCCUPANCY AND TIME RESTRICTIONS (§32-921) – No registered voter shall be allowed to occupy a voting booth occupied by another (unless assisting another voter and has signed the voter assistance oath). A registered voter shall not remain within the polling site for more than 20 minutes unless he or she is in line waiting to vote or voting. A registered voter shall not occupy a voting booth for more than 10 minutes.

TAKING MATERIALS INTO VOTING BOOTH (§32-920) – A voter may take notes or sample ballots into the voting booth. Inspectors or judges should check the voting booths occasionally to remove notes or campaign literature that may have been left behind by prior voters.

DISTURBANCE AT THE POLLS (§32-925) If any person conducts himself or herself in a noisy, riotous or tumultuous manner at or about the polls so as to disturb the election, or insults or abuses the precinct or district inspectors, judges or clerks, and persists in such conduct after being warned to desist, any election commissioner, county clerk, inspectors, judge of election, police officer or sheriff shall arrest him or her without warrant and bring him or her before the county court. Such person shall be permitted to vote if he or she is a registered voter.

ELECTIONEERING/PETITIONS (§32-1524) – No electioneering (posting signs, handing out campaign literature, gathering petition signatures, etc.) is allowed within 200 feet of any portion of a building where a polling place is located EXCEPT if private property is involved, a person may display yard signs on private property within 200 feet of a polling place or building designated for voters to cast ballots if the property is not under common ownership with the property on which the polling place or building is located and the property owner consents to the electioneering.

EXIT POLLING (§32-1525) – Exit polling is the process of asking voters how they voted. Exit polling is not allowed within 20 feet of the entrance of the polling place, or, if inside the polling place or building, within 100 feet of any voting booth. Violators of this statute shall be guilty of a Class V misdemeanor.
CELL PHONES/BALLOT SELFIES (§32-1527) – Signs will be provided to remind voters to silence their phones while in the voting area. Nebraska law allows voters to voluntarily photograph their marked ballots and reveal such photograph in a manner that allows the photograph to be viewed by another person. That means that state law supports the idea of a secret ballot, but if a voter wants to show in a picture how he/she voted that is the voter’s choice.

BOARD WORKERS PRESENT (§32-911) – A minimum of two board members must be present at all times when the polls are open.

MEDIA QUESTIONS – You may answer questions from the media regarding the number of people who have voted. If the media persists in asking additional questions, please ask them to contact the election commissioner at (308) 385-5085. TV cameras are allowed as long as they are not disturbing the voters or the voting process. Permission should be secured before anyone is filmed.

ELECTION DAY VISITORS – There may be visitors at the polling place on Election Day. They may be from political parties, specific interest groups and other organizations. They should be identified by a name tag issued by the Election Office or by a specific organization. Normally such groups make prior arrangements with the Election Office. Visitors are there to observe only and not to interfere with the voting process. Observers must be 8 feet back from the ballot box (§32-910). If the observer has a question or concern he/she should speak to the inspector or contact the Election Office at (308) 385-5085.

DISTRICT INSPECTORS (§32-225) – At some point during Election Day, usually in the morning, district inspectors will visit each precinct to see how the voting process is going and to address any concerns and provide additional supplies. District inspectors directly represent the election commissioner, and board members should take their direction. During high-turnout elections, the district inspectors will pair with an election worker of another party and conduct the early pickup of ballots in the afternoon for Grand Island precincts.
GENERAL INSTRUCTIONS FOR PRECINCT INSPECTORS

The precinct inspector is a deputy of the election commissioner and as such oversees, and is responsible for, the proper conduct of elections at the precinct. It is the duty of the inspector to enforce the laws relating to elections to see that all proceedings are in accordance with the instructions and the laws, and to be responsible for supervising board workers and informing the Election Office of any personnel not performing their duties adequately. The inspector is also in charge of transporting all election supplies and ballots to and from the polling site, including the ExpressVote marking device. County staff will deliver the Votomatics, the exterior metal Vote Here sign and some orange parking cones. The Election Office will provide a “Precinct Inspector Packet” to each precinct inspector which contains specific information about each precinct and the list of board workers.

ONE TO TWO WEEKS BEFORE THE ELECTION

CONTACT THE POLLING PLACE – Contact someone of authority at the polling place to make arrangements for the building to be open by 7 a.m. on Election Day morning. **Do not wait until the Monday before the election.** If needed, pick up a key prior to Election Day. Know where the Votomatics have been stored so they can be set up election morning before the polls open. Every precinct will have its own ExpressVote marking device.

CALL BOARD WORKERS – Board workers should be contacted prior to the election to answer questions and to verify that they plan to be there on Election Day. Please do not wait until the weekend before each election to first call your workers. Discuss lunch plans with workers and ask each board worker to bring emergency contact information with them on Election Day. If someone cannot serve, call the Election Office at (308) 385-5085 as soon as possible.

VOTING AREA – If possible, check the polling site before Election Day. This will help in determining the best layout of the room for voting. Make sure there are tables and at least 10 chairs available. Check for an outlet for the ExpressVote and determine if an extension cord and/or an extra table will be needed. Please be considerate of the facility and staff at the polling place. Check page 14 for a suggested polling place layout.

EXTRA TABLE – Every polling place MUST have an extra table set up to allow a voter with physical limitations a place to vote while seated. To provide privacy, be sure you have a cardboard privacy shield for the extra table. Please also place a cardboard privacy shield at the table with no chair for a wheelchair-bound voter. Watch the table throughout the day to keep one chair and one no-chair spot available. Table height should be between 27 and 34 inches.

VOTOMATICS DELIVERY – The Votomatic voting booths will be delivered to each polling place by county staff on the Monday morning before the election and will be picked up the Wednesday morning following the election. Check with the contact person at the polling place for where the county supplies will be stored. Be sure an extra table is available for ExpressVote, which will be issued to each precinct inspector.
THE FRIDAY BEFORE THE ELECTION

BALLOTS AND SUPPLY PICKUP – Pick up ballots and supplies at the Election Office at the Hall County Administration Building, 121 S. Pine St., at 1 p.m. the Friday before the election. Be prepared for your vehicle to be loaded with two ballot boxes, a plastic supply tote, and possible parking cones and doorbell stand. Park as close to the door on the east side of the building as possible. There will be extra staff available to assist you with taking equipment out on carts to your vehicle. If there is a time conflict, please contact the Election Office at (308) 385-5085 to make other arrangements.

CHECK SUPPLIES – Please make sure you have an ExpressVote and ExpressVote key in your supplies (look in inspector clipboard.) It is recommended to check the supplies issued against the supply list. If you find any items missing, please call the Election Office at (308) 385-5085 as soon as possible.

CHECK BALLOTS – During supply pickup, check the quantity and type of ballots issued and sign off on the ballot certification sheet (green sheet) with a member of the Election Office staff. It is critical to ensure you have the correct number of ballots for each type, sequence and split. During a Primary Election, the Type indicates the party that ballot is for, such as Republican (01), Democratic (02), Libertarian (03) and Nonpartisan (04). During a General Election, all ballots will be Type 01 because voters of all parties receive the same ballot. The Sequence will be the Precinct number. The Split will be a number between 1 and 13 depending upon how many different ballot faces there are to accommodate the variety of races that a voter may need to decide based on what political subdivisions that voter lives within. For example, the difference in a Split 1 ballot and a Split 2 ballot in one precinct may be there is a city council race on the Split 1 ballot and no city council race on the Split 2 ballot, meaning that the boundary for the city council ward splits that particular precinct. Each voter’s ballot style is found in the list of registered voters in the Roster Book (page 18) and looks like this:

<table>
<thead>
<tr>
<th>Line</th>
<th>Status</th>
<th>Party</th>
<th>Name and Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>REP</td>
<td>01</td>
<td>Mouse, Mickey</td>
</tr>
<tr>
<td>02</td>
<td>01</td>
<td>0001</td>
<td>204 W 23rd St</td>
</tr>
<tr>
<td>03</td>
<td>01</td>
<td>0001</td>
<td>Grand Island, NE 68801</td>
</tr>
</tbody>
</table>

It’s very important that the correct ballot be given to every voter. Use the bottom of the middle column of the ballot to read the Type, Sequence and Split of the ballot. See the following examples: NOTICE- There may be a ballot update in 2020 that moves Type, Sequence, Split to the right-hand column.

Here is a Split 3 face Republican ballot from Precinct 1.

```
<table>
<thead>
<tr>
<th>Typ:01</th>
<th>Seq:0001</th>
<th>Spl:03</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>0001</td>
<td>03</td>
</tr>
</tbody>
</table>
```

Read the middle column. Typ:01 is Type 1 Republican. Seq:0001 is Precinct 1. Spl:03 is Split 3.
Here is a Split 2 face Libertarian ballot from Precinct 1

Read the middle column. Typ:03 is Type 3 Libertarian. Seq:0001 is Precinct 1. Spl:02 is Split 2.

LIST OF REGISTERED VOTERS – During supply pickup, check the black roster book and spot check names and addresses of people you know who live in the precinct. Please also check to make sure you have each consecutive page of the roster book and that the pages of the roster book fit appropriately in the three-ring binder book. Make sure that the pages are in the binder in such a way that voters will not have to sign over top the rings.

SIGNS – County staff will deliver a metal outdoor “Vote Here” sign to each precinct the day before the election and should stake it into the ground. At many locations, a garbage bag cover may be over the sign and will need to be removed by the precinct inspector, judges or clerks the day of the election. Interior “Vote Here” signs will be in the supply kit, along with all of the state-required voting signs. Please use Mavalus tape (white tape that looks like athletic training tape in your kit) to put the signs up where needed on walls or doors. Please use only the Mavalus tape because it sticks well to concrete block, drywall, brick and other surfaces without removing paint from the wall, and it also removes well from the signs so we don’t have lots of sticky residue on the supplies.
THE DAY OF THE ELECTION, BEFORE THE POLLS OPEN:

ABSENT BOARD WORKER – All board workers are expected to report to the precinct by 7 a.m. unless an inspector has asked workers to be there before 7 a.m. Call the Election Office at (308) 385-5085 for any board worker who has not arrived by 7:10 a.m. or if a board member becomes ill during the day. A replacement will be sent as soon as possible.

SET UP THE ExpressVote – It is the responsibility of the inspectors, with help from the board workers, to set up and take down the ExpressVote. It weighs 22 pounds and should be set on a table with a cardboard privacy screen set around it. The ExpressVote screen should be facing a wall, preferably a corner, so that other voters cannot view the screen. Make sure there is room for a wheelchair to navigate around and use the ExpressVote. A 5-foot clearance from the wall should accommodate that. Take the ExpressVote out of the soft case and set it screen down on the table. Insert the plug-in cord. The end that attaches to the ExpressVote is flat on the top and has a collar. Pull the collar back to insert it into the machine. You will also need to pull the collar back to remove the cord from the machine. Once the cord is attached, set the ExpressVote upright on the table using the wire stand on its backside to prop it up. Use the barrel key given to each precinct inspector to open the left side of the ExpressVote. Turn it on and set it on “Voter.” The machine will show a black screen and run through a start up. It will then ask for an Election Code that the precinct inspector has to be typed in. The machine will then be ready for voting once a piece of blank thermal paper is inserted. The cut corner goes to the upper right, just like the picture shows on the machine. If a ballot gets stuck, open the left side door and turn the dial to Official to eject the paper. If the paper won’t eject, use the barrel key to open the front and right side doors and manually remove the paper. Voter selections will be imprinted on the thermal paper. There is no ink cartridge to take care of. If the machine is not working, call the Election Office at (308) 385-5085 for a replacement machine. Use alcohol wipes periodically to clean the screen, if needed. At the end of the day, please return all ExpressVote supplies (extension cord, headphones) to the ExpressVote case. Tie or tape a repair tag on any machine that doesn’t work. The precinct inspector should bring the ExpressVote back to the county office on election night. Do not leave it to be picked up on Wednesday by county staff.

SET UP VOTING BOOTHs – All precincts are issued self-contained lighted voting booths called Votomatics. They are in silver suitcases that will be delivered the day before the election by county staff. The first unit plugs into the wall outlet and the other units plug into one another, similar to holiday lights. The inspector, with the help of board workers, is responsible for setting up the voting booths. At least one cardboard privacy screen should be set up on a table for use by voters who may need to sit to vote. If there are extra tables, you may ask for additional cardboard privacy screens. Voters may also vote with no privacy screen if they so choose. The voting set up at the table should have one chair for a voter who needs to sit and one spot with no chair for a wheelchair-bound voter. Both table spots should have a cardboard privacy screen with voting instructions taped inside the screen. All Votomatics should have voting instructions taped up inside too. There is a suggested precinct layout (page 14).

UNPACK THE SUPPLY BOX – Familiarize yourself with all the supplies in the box. There is a folder of pre-made posters to hang; a bag of supplies to make your own posters if voters need more direction; a bag of office supplies including rubber thumbs, pens, rubber bands, thumb
tacks and pens; an extension cord; disability requirements; and a tape measure to measure the 200-foot set-back for electioneering. There is also a county-wide precinct map to help voters standing in line determine if they are in the correct precinct.

POST SIGNS – Most of the signs come in duplicate and should be hung at two different height levels so that all voters have an opportunity to view the signs. One should be at an average standing height and one at wheelchair height. Please use the Mavalus tape (white roll that looks like athletic training tape). The Mavalus tape sticks to many different surfaces but shouldn’t peel paint from walls and should remove easily from signs at the end of the day.

- Some signs are used outdoors to identify the polling place and to direct voters to the polling place, the handicapped parking area or to the handicapped entrance; others are used to direct voters once they are inside the polling place to get to the polling area. If there was a black bag over the exterior “Vote Here” sign, please remove it when polls open.
- Some signs are to be posted in the polling area to advise voters of their rights and/or to instruct voters on what they can and/or cannot do while in the polling area.
- The voting instruction signs are to be hung in each voting booth, including the cardboard privacy screens. The booths should have the signs in place from the last election, however if signs are torn, bent or drawn on, please replace them with a new sign.
- Some signs are used only for statewide primary elections, such as the ATTENTION NONPARTISAN VOTERS sign.

DISPLAY SAMPLE BALLOTS - Two copies of pink sample ballots are in the red and blue folders that sit in the upright stands at an entrance table at the polling site entrance. Also included in the red and blue folders are the federal and state voting rights. These postings are required.

PUBLICLY OPEN BALLOT BOX – (§32-909) The inspector should gather all the workers around the sealed ballot box and check the seal numbers against the seal numbers recorded on the ballot certification form (green sheet). If the numbers match, proceed to open the box. If there is a mismatch, call the Election Office immediately at (308) 385-5085. Open the box and remove the contents. Workers should verify the type and quantity of all ballots and that they match the certification form. If everything matches, have all the election workers sign the front of the certification form. Judges and clerks must then see that the ballot box is empty of ballots (there may be a dryer sheet to reduce static). Reseal the ballot box and record the seal numbers on the back of the certification form or on the early pickup form if an early ballot pickup is scheduled for your precinct. The ballot box should then be positioned in a manner in which Judge #2 has control of the ballot box at all times. The judge, in the presence of the voter, should verify that there are two initials on the bottom of the ballot and then deposit the ballot in the box via the ballot sleeve. The judge deposits the secret ballot in the box (§32-916), not the voter.

ARRANGE THE BALLOT TABLE – Ballots should be stacked by party (Primary Election only) and by split (Primary and General Elections) and should have a color-coded cue card placed in front of the stack of ballots for easy locating. Generally speaking, the Type 1 ballot will be Republican, Type 2 will be Democratic, Type 3 will be Libertarian and Type 4 will be
Nonpartisan during a primary. In a General Election, all ballots will be a Type 1 as there are no party ballots in a General Election.

**ARRANGE THE CHECK-IN TABLE** – The black roster book will contain the names of all of the registered voters in your precinct. You may choose to use the alpha-tabs in the back of your book to help locate names quickly. The blue Street File should be at check-in in the event a voter comes who is not in the roster book. You may determine what precinct the voter should be voting in by looking up the voter’s address in the Street File. A precinct map will also be in the Street File. You will also have a Voter Count Book to record voters in the order they arrive.

**REVIEW ALL JOB TASKS WITH WORKERS** – Review the job duties with each election worker. Be sure to review provisional voting, how to handle a voter who is not listed in the roster book, and how to handle any voter with the notations “EARLY VOTER,” “ID REQUIRED” OR “INACTIVE.” You can use the “What To Do If” cheat sheets for this review. Keep in mind too, that judges and clerks may serve interchangeably and the inspector may substitute for any worker on the team. Make sure that all workers have signed the payroll form and have provided an emergency contact name and number. Also ensure that all workers signed the election oath during their two-hour training session or on election day.

**INITIAL BALLOTS** – Two judges, or one judge and the inspector, with different party affiliations shall sign their initials in the appropriate box at the bottom of each ballot to validate the ballots. The thermal paper ExpressVote ballots also need to be initialed on the back.

Please use red pen. Judges and clerks may serve interchangeably, so anyone from the election team may initial ballots. The ideal is to have differing parties, but if only one party is available that is acceptable from time to time. Ballots are most often packed in sets of 100, so don’t open too many as that makes it harder at the end of the day to count the leftovers. Begin with a sufficient number of initialed ballots to be ready for an early morning rush of voters. Throughout the day, continue initializing ballots and keep a sheet of colored paper between the initialed ballots and those that are non-initialed. Ballots that were printed in the Election Office may already have the full signature of the election commissioner and need not be initialed at the polling site. As the end of the day nears, try to limit the number of initialed ballots to just what is needed. Do not put unused initialed ballots in the supply box. All the unused ballots (initialed and non-initialed) will go in the “flag bag” at the end of the day.

**PENS** – All election workers should use red pen to mark into the roster and to initial ballots so that the writing stands out. Voters should use black or blue pen to mark their ballots, or should use the/ExpressVote as a means of marking their ballot. If you run out of pens, call the Election Office immediately and a runner will bring additional supplies.
SUGGESTED POLLING PLACE LAYOUT

Ballot table organized by party and split:
Initial some ballots-keep colored paper between non-initialized ballots.

Inspector—oversees site, handles provisional, subs.

CLERK #1

I handle cur cards or second.

FLAG: register book-sign in

JUDGE #1

Issue ballot, pen, sleeve

Ballot return,

CLERK #2

JUDGE #2

Check-in table

Info table-place signs on wall

Bank of chairs for seating while waiting

Chair

No chair—sit down table with two cardboard screens

ExpressVote

Screen facing wall, 60-inch clearance
Cardboard screen

Votomatic

Voting

Booth

Votomatic

Voting

Booth

Votomatic

Voting

Booth

Votomatic

Voting

Booth

Votomatic

Voting

Booth
GENERAL INSTRUCTIONS FOR CLERKS

CLERK #1: This person is primarily responsible for checking in voters in the black Roster Book. The roster book contains:
1. List of registered voters in that precinct.
2. Signature guide.
3. Voter registration forms.
4. Voter assistance oath.
5. Voter challenge oath.
6. Remove voter request.
7. Precinct map.
9. Election Office phone number.
10. Voter Check website information.
12. What If sheets.

BEFORE THE POLLING SITE OPENS – Before 8 a.m. when the polls open, record the final listing of early voters by handwriting in red ink “EARLY VOTER” on the signature line of those voters who are on the final list of early voters provided to each precinct inspector. Please use red ink to make the notation stand out (ex. Page 18).

IN A PRIMARY – NONPARTISAN VOTERS ELIGIBLE FOR EXTRA BALLOT - Make sure to have your Nonpartisan voter sign posted. It states that a registered voter who is not affiliated with a political party (someone who is registered as nonpartisan) and who desires to vote in the primary election for the office of United State Senator or United States Representative (Congress) may request a partisan ballot from one of the political parties. **You may not offer the extra federal ballot – the voter must request it.** In addition, the Nebraska political parties may decide to “open their ballot” to nonpartisan voters, which means that nonpartisan voters could receive a party ballot and vote for any elective office for which that party has candidates. The Nebraska Republican Party has **not** opened its full ballot to nonpartisan voters in the 2020 Primary so that extra ballot will have the house and senate race only. The Nebraska Democratic Party and the Nebraska Libertarian Party have both opened their full ballots to nonpartisan voters for the 2020 Primary so those nonpartisan Democratic and Libertarian ballots will have house and senate, plus president and all other partisan races. A flow chart will be on each display board and in each roster book.

8 A.M. POLLS OPEN
When a voter approaches the election workers at the check-in table, the clerk(s):
1. Clerk 1 greets the voter and asks the voter for his/her name and address. (Please place the sign stating “Nebraska Law requires you to state your name and address to the election clerk” at the check-in table). **Do not ask for ID!**
2. Locates the voter’s name in the black roster book and verifies the address.
3. Clerk 1 neatly writes the voter’s name and address in the yellow Voter Count Book (Page 17.)
4. If the name and address match, **the clerk uses red pen** and writes his/her initials by the voter’s name,) records the Voter Count Book line number in the line number column in the roster book (ex. Page 18). Proceed to Step 5.

   a. If the name matches and not the address, mark the vote as provisional in your Voter Count Book. Direct the voter to talk with the inspector to check the precinct map and/or the street file (page 21) to find the precinct where the voter should be voting. If it’s still your precinct, The inspector will complete sections 2 on the provisional form and envelope and then have the voter complete a provisional form. The inspector will have the voter sign the provisional roster and will advise the clerk as to the ballot style based on the street file.

   b. If the voter has moved from your precinct, the voter needs to go to the new precinct and vote there. The inspector should fill out Part 2 on the provisional application (page 28) giving the voter the name and location of the new precinct and send the voter there with the provisional app. The clerk should draw one single line through a voter marked provisional that is not voting at this precinct. The clerk may also note the precinct where the voter was directed to. This gives us a complete record of all the people who came and checked in at this precinct.

   c. If the address is the same, but there’s a new name, have the voter complete a voter registration form, the clerk may place the form in the clear Completed Forms sleeve in the back of the roster book, write in the new name as a correction in the roster and the voter may vote.

   d. If the voter is marked already as an “EARLY VOTER” the voter must now vote provisional (page 25). Record the voter in your voter count book and mark as provisional and direct the voter to the inspector. Make no marks in the roster book – the voter will sign the provisional sign-in roster (page 19.) A voter may NOT return an early ballot to the polling site – it must be returned to the Election Office at 121 S. Pine Street by 8 p.m. election night.

   e. If the voter has an “I” in the Line # column that means the voter is in Inactive status because the Election Office has received information (usually from the post office) that the voter may have moved. Please verify that the address is still correct. If it is, write “confirmed” (page 18) next to the voter’s name and voter may vote. If the voter has moved, find out what precinct the voter should be in and proceed with a voter registration form to update the record in your precinct or send the voter to the new precinct of residence to vote provisionally.

   f. If the voter has “ID REQUIRED” ask for identification showing the voter’s name and address together (driver’s license, bank statement, report card, etc.) Notate in the roster book by the voter’s name, the type of ID provided. The voter then signs in and is allowed to vote. If the voter has no ID, the voter must vote provisionally.

   g. If the voter’s name is not in the roster book but does live in the precinct, the voter may vote by a provisional ballot (page 25) and must sign the provisional sign-in roster.
5. Clerk has voter sign in on voter line in the roster book. The voter signature lines are upside down and face the voter so the clerk doesn't have to turn the roster book for the voter to sign. The voter signs in black or blue pen. As the voter signs, record the voter’s party and ballot style in the voter count book.

6. Clerk 1 points out party ballot (primary only) and split style to Clerk 2 to select a cue card – or if two roster books are being used (such as last names A through L in one roster and last names M through Z in a second roster) then Clerk 1 will issue the cue card to the voter and instruct the voter to advance to the judge to receive a ballot.

YELLOW VOTER COUNT BOOK – This is a book for the Clerk’s only to use to keep track of how many voters have come through your precinct. If your precinct is using two roster books, you will have two Voter Count Books. As a voter comes in, ask the name and address and write in legibly in consecutive order in the book. Record the Voter Count Book number in the roster book by the voter’s name and have the voter sign the roster book. As the voter signs the roster book, record the voter’s ballot style in the Voter Count Book. Please also try to make time notations at the top of each hour of how many voters you have had. The Election Office may call your precinct and ask for a count at certain times throughout the day to gauge voter turnout and this will help you track that. **Don’t forget to assign a number to every provisional voter too. However a provisional voter will NEVER sign in the black roster book – only on the green provisional roster sheet that is in the Street File.**
<table>
<thead>
<tr>
<th>#</th>
<th>Party</th>
<th>Ballot Style</th>
<th>Birthdate</th>
<th>Name and Address</th>
<th>Voter #</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>58</td>
<td>REP</td>
<td>02.01</td>
<td>11/24/1970</td>
<td>Barker, Charles</td>
<td>283704</td>
<td>EARLY VOTER</td>
</tr>
<tr>
<td></td>
<td>NONP</td>
<td>02.01</td>
<td>01/20/1989</td>
<td>Overstreet, Tracy</td>
<td>231334</td>
<td>EARLY VOTER</td>
</tr>
<tr>
<td></td>
<td>REP</td>
<td>02.01</td>
<td>03/04/1994</td>
<td>Pyle, John Q.</td>
<td>340892</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DEM</td>
<td>02.01</td>
<td>05/17/1981</td>
<td>Parmalee, Tessa Q.</td>
<td>350516</td>
<td></td>
</tr>
<tr>
<td></td>
<td>REP</td>
<td>02.01</td>
<td>01/25/1995</td>
<td>Raffel, Rene</td>
<td>266338</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NONP</td>
<td>02.01</td>
<td>12/01/1954</td>
<td>Samson, Sunny P.</td>
<td>273044</td>
<td></td>
</tr>
<tr>
<td></td>
<td>REP</td>
<td>02.02</td>
<td>05/24/1993</td>
<td>Tree, Olkenson</td>
<td>3410780</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DEM</td>
<td>02.01</td>
<td>05/26/1982</td>
<td>Unwin, Michael S.</td>
<td>264447</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DEM</td>
<td>02.01</td>
<td>05/28/1958</td>
<td>Victor, Hugo</td>
<td>262142</td>
<td></td>
</tr>
<tr>
<td></td>
<td>REP</td>
<td>02.01</td>
<td>03/25/1965</td>
<td>Washington, George</td>
<td>262143</td>
<td></td>
</tr>
</tbody>
</table>

Corrected address still in same precinct. Voter completes new registration form that goes in completed forms clear folder in back of roster book.

Early voters may only vote at the polling site by provisional ballot. They must sign the provisional roster to get a ballot here.

Voter # from check sheet

Find the voter's party and ballot split here. Issue that cue card for the voter to give to the judge.

Name and address confirmed due to "I" inactive status

Clerk initials

Here's an early voter – noted in red ink.
Here is the signature of the early voter who came to the polling site to vote. The clerk had her sign the provisional roster and recorded her voter number from the check sheet. No marks for a provisional voter are made in the roster book.

<table>
<thead>
<tr>
<th>Voter #</th>
<th>Judges Initials</th>
<th>Printed Name</th>
<th>Party</th>
<th>D.O.B</th>
<th>Voter Signature</th>
<th>Voter Signature</th>
<th>Voter Signature</th>
<th>Voter Signature</th>
<th>Voter Signature</th>
<th>Voter Signature</th>
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<th>Voter Signature</th>
<th>Voter Signature</th>
<th>Voter Signature</th>
<th>Voter Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOTER 1</td>
<td>Judges Initials</td>
<td>Printed Name</td>
<td></td>
<td></td>
<td>D.O.B</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOTER 2</td>
<td>Judges Initials</td>
<td>Printed Name</td>
<td></td>
<td></td>
<td>D.O.B</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOTER 3</td>
<td>Judges Initials</td>
<td>Printed Name</td>
<td></td>
<td></td>
<td>D.O.B</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOTER 4</td>
<td>Judges Initials</td>
<td>Printed Name</td>
<td></td>
<td></td>
<td>D.O.B</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOTER 5</td>
<td>Judges Initials</td>
<td>Printed Name</td>
<td></td>
<td></td>
<td>D.O.B</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*Note: The table contains placeholders for Judges Initials, Printed Name, Party, D.O.B, and Voter Signature.*
**CUE CARDS** – The cue cards are used to discreetly identify the party and ballot style a voter needs without speaking. Party affiliation is important in a primary election, which is the run-off election for a political party to decide which candidate it will send to the final general election. There should be one larger cue card to place in front of the corresponding stack of ballots and five to 10 smaller cue cards that can be kept at the check-in table to hand to voters. After giving a voter a cue card, direct the voter to the judge to receive a ballot.

**NAMES NOT FOUND IN THE ROSTER BOOK** – Here are some tips for looking up names.

- Check to see if a voter uses a double or hyphenated name. Check for both names.
- For clarification, ask the voter to spell his/her name.
- NEVER ask a voter to provide a driver’s license or other identification unless the voter is identified in the roster book as needing ID. Nebraska law does not require ID at the polling site.
- If voters try to voluntarily give you ID, do not accept it. Thank them and tell them it is not required. We don’t want to even look at voluntary ID because other voters in line may see that activity and assume that ID is being requested, which is against state law.
- Ask the voter if his/her address has changed. If the voter has moved, follow the provisional voting procedures (page 25).
- Make sure the voter is at the correct precinct. You can check the voter’s address in the street file, or have the voter look at the county-wide precinct map posted at the entrance.
- Use the internet at [www.votercheck.necvr.ne.gov](http://www.votercheck.necvr.ne.gov) to check the voter’s polling site.
- NEVER GUESS. If you are unsure of the correct precinct, call the Election Office at (308) 385-5085. Give the voter’s name, address and date of birth.
USING THE STREET FILE – The Street File (blue book) is a listing of all of the addresses in Hall County. Look up the voter’s street name and then use the address range to find where the voter’s house number would fit. Check the odd/even column to see whether that range of addresses applies to the odd numbers or the even numbers on that side of the street because sometimes a boundary line runs right down the middle of the street. You may also need to check the direction column if the street is divided by north/south and east/west and pay attention to whether it is a street, drive, road, etc. Once you find the proper street and address range, look in the Precinct Part column to find what precinct the voter should vote in and the ballot split that voter would receive. The first two numbers are the precinct, the last two are the split number. (09.01 would be Precinct 9, Split 1 ballot). Also make sure you are looking up the street name in the correct city. Grand Island, Wood River, Alda and Doniphan all have Pine Streets! If you can’t find a number street name, such as 10th, try spelling the number out, such as Tenth, and looking it up alphabetically. If you have any problems or are unsure, call the Election Office at (308) 385-5085 to find out the proper precinct and/or ballot split for that voter.

![Street File Listing (Condensed)](image)

Find the street name and address range and city, check direction and odd even. Here’s the ballot style.

CLERK #2: This person may either handle the black roster book and issue cue cards to assist Clerk #1 or may tend a second voter count book and roster book in conjunction with Clerk #1 with the cue cards sitting between the two roster books and clerks. At some precincts, Clerk #2 may also be the person in charge of handling provisional voting, while at others it may be the inspector handling provisional voters.

CURBSIDE VOTING – Clerk 2 (or any available worker) may also be the person to help the inspector handle curbside voting to bring a ballot to a voter who has extreme difficulty getting around. Remove the single roster page with that voter’s name, have the voter sign, and issue the proper ballot with a ballot sleeve. Wait for the voted ballot and bring it back in and give it to a judge to deposit in the ballot box. Please write “CURBSIDE” by your initials and the voter’s name in the roster.
GENERAL INSTRUCTIONS FOR JUDGES

JUDGE #1: Primarily responsible for initialing and issuing ballots.

INITIALING BALLOTS – Two judges or one judge and the inspector of different party affiliations must place his or her initials in ink on each ballot in the box provided at the bottom of the ballot. Because election clerks and judges are interchangeable under Nebraska law, clerks may also initial. **USE RED PEN** to make the initials so that it is easy to tell that the ballots are initialed. Ballots are most often packed in sets of 100, so don’t open too many as that makes it harder at the end of the day to count the leftovers. Judges should initial a sufficient number of ballots to accommodate early voters and to cover breaks. Near the end of the day, try to initial ballots only as they are needed. **Keep a sheet of colored paper between the initialed and un-initialed ballots so they don’t get mixed up.** Ballots that were printed in the Election Office may already have the full signature of the election commissioner and need not be initialed at the polling site.

ISSUING BALLOTS – When a voter approaches the judge, collect the cue card from the voter. The cue card lists the party (if during a primary election) and the ballot split the voter needs. Retrieve one ballot of that type from the stacks on the back table and check for initials in the box at the bottom center of the ballot. Present the voter with the ballot, a black or blue pen, a ballot sleeve and provide the following instructions:

- Blacken the ovals completely. Do not make an “X” or check mark.
- Use this pen (blue or black) to mark the ballot.
- Do not cross out. If you change your mind, ask for another ballot.
- Vote both sides (if applicable).
- Ask the voter to insert the ballot into the ballot sleeve to that the initials at the bottom of the ballot show through the window and return the ballot to the judge at the ballot box.

PRECINCTS WITH MULTIPLE BALLOT STYLES – In nearly all precincts, not all voters receive the same ballot. This is because of the variety of different political subdivisions (city council wards, school district wards, county commissioner districts, etc.) and their boundaries. The voter MUST receive the correct ballot style. Each voter’s ballot style is listed in the roster book (page 18) in the second column labeled Party Ballot Style. The clerk uses it to issue the voter a cue card to hand to the judge to get the corresponding ballot. If there are multiple ballot styles that are the same, the Election Office may consolidate them and this will be listed on the cue card that sits in front of the ballot stack. For example, a 01.01 ballot style may be used for voters needing a 01.01, a 01.02 and a 01.03 ballot style. This varies by election and an update will be given at training.

VOTING FOR MULTIPLE CANDIDATES – When the instructions say “Vote for up to ‘X’ number of candidates” or “Vote for only ‘X’ candidates,” “X” is the maximum number of ovals that can be blackened in that race. Voting for more than “X” number of candidates in a specific race will invalidate all the votes cast in only that specific race. **Voters are not required to vote in every race on the ballot.** If they do not vote for “X” number of candidates or any candidates, it will not invalidate their ballot.

2020 Hall County Election Manual
PARTISAN PRIMARY ELECTIONS – (held in May of even-numbered years) – The primary election serves as the preliminary or runoff election for each political party in Nebraska to determine the candidate it wants to send to the final or general election in November. **Voters may not change their political party at the polling site.** The latest a political party change may be done before an election is in person by the second Friday preceding the election (§32-302). The deadlines are May 1, 2020 for the primary and October 23, 2020 for the general election. The ballots issued at any election rely on the voter’s political party affiliation listed in the roster book.

A voter who is registered as nonpartisan and who desires to vote in the primary election for the federal offices of U.S. Senator or U.S. Representative may request a partisan ballot for either or both of such offices from any one political party (§32-912). **Workers may not offer the ballot, it must be requested by the voter.** If a voter requests a nonpartisan Republican ballot he will receive a ballot with the US Senate and 3rd Congressional District House race. If a voter requests a nonpartisan Democratic or nonpartisan Libertarian ballot he will receive the full Democratic and full Libertarian ballot as the Nebraska Democratic Party and the Nebraska Libertarian Party have decided to open their full ballots to nonpartisan voters in the 2020 Primary.

**IF A VOTER MAKES A MISTAKE (SPOILED) – (§32-917)** Voters may receive up to four ballots, but may only return one to the ballot box. Ballots with mistakes should be spoiled by the voter writing “SPOILED” across the ballot and placing it into the Spoiled Ballot Envelope that the judges maintain. Keep a count on the front of the envelope to keep track of how many spoiled ballots were collected. This helps in tracking the ballots at the end of the day.

**IF A JUDGE/Clerk MAKES A MISTAKE (REJECTED) – (§32-916)** If a voter receives a ballot that does not contain two initials on the bottom, the ballot is invalid and must be rejected. If a voter receives the wrong ballot, it also must be rejected. Rejected ballots must be rejected in the presence of the voter and the judge shall write “REJECTED” across the ballot. The voter is then issued a new, initialed official ballot. The rejected ballot must be placed in the rejected ballot envelope. If the voter wants to invalidate the ballot with no initials, the voter would write “SPOILED” and it would count as a spoiled ballot.

**VOTING BOOTHS** – A voter must be offered the use of a voting booth, but may opt to vote without using a voting booth. The board must set up at least one voting station at a table for voters who would like to sit while voting. In addition, the ExpressVote must be available to any voter who wishes to use it. Board workers should offer the use of the ExpressVote to any voter who might benefit from using it. Voters do have the right to ask a friend, a relative, another voter, or election workers to assist them in marking their ballot. Persons other than election workers should complete an assistance oath if providing assistance. See page 30 regarding voters needing assistance.

**TIME IN THE VOTING BOOTH** – (§32-921) No voter may occupy a voting booth more than 10 minutes or remain within the polling place more than 20 minutes, unless waiting in line. (Use discretion on time limits.)
TAKING BALLOTS FROM THE VOTING ROOM – (§32-919) Each voter receiving a ballot shall vote before leaving the voting room. If a voter opts not to vote after receiving a ballot, insert the unvoted but initialed ballot in the ballot box. NEVER THROW A BALLOT AWAY. If any person takes a ballot from the voting room, the voter loses his or her right to vote at this election and he or she may be found guilty of a Class V misdemeanor.

BALLOT SUPPLY – If it appears that the quantity of any ballot style is running low, contact the Election Office immediately. Extra ballots will be delivered to the polling place.

BALLOT SLEEVES – A voter must return his/her voted ballot to the judge in a ballot sleeve. Before placing the ballots in the ballot box, the judge must verify that there are two sets of initials on the ballot. Only a judge, using the ballot sleeve and in the presence of the voter, can deposit a ballot into the ballot box (§32-916). A provisional voter should place the voted ballot in the provisional ballot envelope so that the judges’ initials can be checked before the provisional ballot envelope is sealed by the voter. Only a judge, after checking for completeness, is to place sealed provisional ballot envelopes in the ballot box.

JUDGE #2: Primarily responsible for initialing ballots and processing voted ballots, including placing those ballots in the ballot box. This worker also offers stickers to voters.

INITIALING BALLOTS – Two judges, or one judge and the inspector of different party affiliations, must place his or her initials in ink on each ballot in the box provided at the bottom of the ballot. Because election clerks and judges are interchangeable under Nebraska law, clerks may also initial. USE RED PEN to make the initials so that it is easy to tell that the ballots are initialed. Judges should initial a sufficient number of ballots to accommodate early voters and to cover breaks. Near the end of the day, try to initial ballots only as they are needed. Keep a sheet of colored paper between the initialed and uninitialed ballots so they don’t get mixed up. Ballots that were printed in the Election Office may already have the full signature of the election commissioner and need not be initialed at the polling site.

BALLOT SLEEVES – A voter must return his/her voted ballot to the judge in a ballot sleeve. Before placing the ballots in the ballot box, the judge must verify that there are two sets of initials on the ballot. Only a judge, using the ballot sleeve and in the presence of the voter, may deposit a ballot into the ballot box (§32-916). A provisional voter should place the voted ballot in the provisional ballot envelope so that the judges’ initials can be checked before the provisional ballot envelope is sealed. Only a judge, after checking for completeness, is to place sealed provisional ballot envelopes in the ballot box.

• If the initials of two judges do not show, the voter is the only person allowed to remove the ballot from the ballot sleeve and replace it in the ballot sleeve so that the initials can be viewed by the judge or another board member.

• If the initials of two judges are missing on a voted ballot page, it must be rejected in the presence of the voter and the judge shall make a notation of “REJECTED” on the ballot.
The voter is then issued a new initialed official ballot. The voted ballot that does not have the initials of two judges must be placed in the “rejected ballot” envelope.

- If more than one ballot page is to be voted, both ballot pages must be checked for initials. Be careful to maintain the secrecy of the ballot.

**I VOTED STICKERS** – After depositing the voted ballot in the ballot box, offer the voter the “I Voted” sticker. Please let the voter decide if he/she wants to wear the sticker. Hand the sticker to the voter. Do not place it on the voter’s clothing.

**PENS** – After the voter is done voting, please collect the pen from the voter.

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**PROVISIONAL VOTING PROCEDURES (§32-915)**

**WHAT IS PROVISIONAL VOTING?** – Provisional voting allows voters who are currently registered in this county to update their voter registration on Election Day and to vote at their new polling place.

**WHO QUALIFIES FOR PROVISIONAL VOTING?** There are five reasons a voter would vote provisionally – think about the vowels A E I O U.

- **Address** - A voter who has a current voter registration on file with the Election Office, who has maintained a permanent residence in Hall County since last registering to vote and who has moved to a new address within Hall County will vote a provisional ballot.

- **Early** - Voters who asked for an early vote/absentee ballot (listed as EARLY VOTER in the roster book), but did not vote that ballot, may vote a provisional ballot at their polling place.

- **ID** - First time voters who registered by mail but do not bring required identification (those marked ID REQUIRED in the roster book and didn’t bring ID) will also vote a provisional ballot.

- **Omitted** - Any voter who is not in your roster book, but lives within your precinct boundaries. This voter may ultimately be found to be ineligible, but always err on the side of the voter and issue the ballot. Let the Election Office do the research later on this voter’s status. Also keep in mind that if a voter isn’t yet registered and his/her vote doesn’t count, his/her voter registration will count and the voter will be ready for the next election, to sign a petition, or to serve as an election worker.

- **U** - You just want to make the voter happy. There are many reasons a voter may not be in a roster book and sometimes rather than questioning a voter it’s just easier to let him/her vote and let the Election Office sort it out later.

**WHERE MUST THE PROVISIONAL VOTER VOTE?** – The voter must vote in the precinct in which he/she resides. Ballots are based on your geography. The voter’s current 2020 Hall County Election Manual
residential address determines the correct precinct and polling place. Voters may not vote based on a business or workplace address – it must be the voter’s home (§32-116).

1. IDENTIFY THE CORRECT PRECINCT AND POLLING PLACE
   - Election workers may use the large precinct map to have a voter point out his/her place of residence and the corresponding polling place.
   - Log onto www.votercheck.nevr.ne.gov to identify the polling place name and location. This only works if the voter has a current address already in the system.
   - Use the Street File (blue book) to look up the street name, address range, city and street type. Make sure to double check if the address range is odd numbers only, even numbers only or both sides of the street.
   - Call the Election Office at (308) 385-5085 for assistance.

2. FILL OUT THE PROVISIONAL APPLICATION FORM – This form (page 28) is required for all provisional voters and must be fully completed. It has three sections (described below) and requires two signatures from the voter. When completed, the white copy is placed in the outside pocket of the provisional ballot envelope and the yellow copy is given to the voter so he/she may check the week after the election whether his/her ballot was accepted.
   a. Step 1 – The voter completes the top section, which is a voter registration form. There are boxes at the top that also indicate why this voter is voting provisionally (not on list, address change, name and address change, early voter). **If it is a primary election, the voter’s political party must be identified. It must match what is on file at the Election Office in order for the provisional ballot to be accepted. Political party cannot be changed on Election Day.** If the voter is unsure, call the Election Office at 308-385-5085 to get the correct party listing for that voter. **The date of birth must be filled out.** A driver’s license or last four of the Social Security is also requested. This section must be signed by the voter.
   b. Step 2 – The election worker, usually the inspector, completes Step 2 which tells what precinct, polling location and polling site address the voter resides in. This step may be started by the inspector at a wrong precinct as a way to give the voter something in writing with the address of where to go. The inspector in the home precinct should verify Step 2 and make sure it lists the political party (primary only) and the ballot split style. The box can also be checked to identify who supplied the party information (the voter, the election office or the roster book).
   c. Step 3 – The voter is then allowed to pick a five-digit number by which to look up whether his/her ballot is accepted. This information is available one week following the election. Any five numbers between 0-9 is allowed. The application form must be signed by the voter.
   d. Step 4 – Double check - **the voter must sign both** the voter registration form at the top and the provisional application at the bottom.

3. PROVISIONAL BALLOT ENVELOPE – A provisional ballot is always placed in a provisional ballot envelope (page 29). The envelope has a provisional certification form on it which must be completed. The voter completes the top part and signs. The election worker, usually the inspector, completes the bottom portion and signs.
• **Voter portion** – The voter is required to **complete and sign** the certification in order for the provisional ballot to be counted. For questions 3 and 4 (regarding when and where the voter registered), it is acceptable for the voter to write “unknown” if he/she is unsure of when and how he/she registered to vote.

• **Poll worker portion** – The poll worker who is handling provisional voting should **complete and sign** the bottom portion of the certification form on the front of the envelope. The board worker will then place the white copy of the provisional application form into the outside pocket of the front of provisional ballot envelope and give the yellow copy to the voter.

4. **SIGN THE PROVISIONAL ROSTER** – Make sure that the voter signs the provisional roster book page located in the blue Street File (page 19 example). This will be the fourth time the provisional voter has had to sign. That roster page should include a voter number off of the yellow check sheet, the voter’s date of birth and the initials of the judge or clerk. **Do not make any notes or marks in the regular roster book.**

5. **GIVE PROVISIONAL INSTRUCTIONS** – The voter will be given his/her completed provisional ballot envelope (white app form in the outside pocket), the yellow portion of the provisional ballot application and the official ballot. The voter should be instructed to vote the ballot and then insert it into the provisional envelope so that the initials can be seen at the bottom. When done voting, the voter should return the ballot to the judge at the ballot box, who will confirm that the initials are on the ballot and that the white copy of the application is in the outside pocket. The voter will then seal the envelope and the judge will then drop the provisional ballot in the envelope into the ballot box.
Pollworker fills out Section 2. Voters fills out Sections 1 & 3 and keeps yellow copy. White copy goes in clear pocket on envelope.
Pollworker fills out Section 2. Voter fills out Section 1 and places white app in the clear pocket and keeps yellow copy of app.
PROVISIONAL BALLOT ENVELOPE

SECTION 1  VOTER COMPLETES THE FOLLOWING & SIGNS

I, [Printed Name of Voter], swear or affirm that the following facts are true:

1. I am a registered voter in Hall County.
2. My name or address did not correctly appear on the precinct list of registered voters.
3. I registered to vote or about this date: [Approximate date].
4. I registered to vote (mark one of the following):
   - by mail;
   - on a form through another state agency;
   - in some other way;
   - in person at the Election Office or a voter registration site;
   - on a form through the Department of Motor Vehicles;
   - by using the Nebraska Secretary of State Web Site.
5. I have not resided outside of this county or voted outside of this county since registering to vote in this county.
6. My current address is shown on the registration application completed as a requirement for voting by provisional ballot.
7. I am eligible to vote in this election and I have not voted and will not vote in this election except by this ballot.

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

[Voter Signs Here]

Signature of Voter __________________________ Date ____________

SECTION 2  POLL WORKER COMPLETES THE FOLLOWING

Reason for Provisional Ballot (Check One)
- ☐ Voter's name appears in Black Roster Book - List of Voters but the address is different.
- ☐ Black Roster Book - List of Voters reflects the voter has requested an Absentee Ballot. (Early Voter)
- ☐ Black Roster Book - List of Voters reflects ID is Required and voter is unable to show proper ID.
- ☐ Voter's name does not appear in Black Roster Book - List of Voters. (Omitted)

Precinct Name: ___________________________ Ballot Style: ____________ Party (Primary Only) ____________

Printed Name of Poll Worker Assisting Voter: ____________________________

FOR ELECTION OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Registration Issues:</th>
<th>Voting Issues:</th>
<th>Should be</th>
</tr>
</thead>
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<td>Active/Inactive in Hall County</td>
<td>Y ☐ N ☐</td>
<td>Y ☐ N ☐</td>
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<td>☐ ☐</td>
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<tr>
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</tr>
<tr>
<td>Provisional Oath Signed</td>
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</tr>
</tbody>
</table>

INITIALS FOR ELECTION OFFICIAL ________

Acceptance
Rejected
Reason ________
VOTERS NEEDING ASSISTANCE

CURBSIDE VOTING (§32-918) – Voters unable to enter the polling place may request that a ballot be brought to them at the curbside of their precinct. Use the following procedures:

1. Find the name of the curbside voter in the roster book to see that the voter is properly registered.
2. Two board members, preferably a clerk and judge each of a different political party affiliation, take the roster book, the ballot, a pen and a ballot sleeve (or provisional forms) from the voting area to the voter’s vehicle or a convenient place within the polling site building, if necessary.
3. Continue the normal procedure for voting. The voter should sign the roster book page, and be presented the ballot. The voter may mark his or her own ballot and return it to the election workers in a ballot sleeve or the voter may request assistance in marking the ballot. The election workers may assist in marking the ballot and shall never divulge how the voter voted on any issue or the name of any candidate selected by the voter.
4. Upon returning to the voting area, make sure the curbside voter’s name has a voter number from the yellow voter count book and mark “CURBSIDE” in the roster book or provisional sign in, whichever was used. The cast ballot is then placed in the ballot box.

ASSISTANCE WITHIN THE VOTING BOOTH (§32-918) – A voter may be assisted by a friend, relative or two board workers of different political parties if:

- The voter cannot read or is visually handicapped.
- Due to physical disability the voter is unable to mark his/her ballot.

Persons other than election workers who assist a voter must complete the assistance oath (purple quarter sheet). The form requires the name of the voter, the name of the person assisting and the signature of the person assisting. The completed oath should be placed in the Completed Forms sleeve in the back of the roster book. The words “ASSISTANCE RENDERED” should be written into the roster next to the voter’s name, along with the name of the person assisting. Election workers, preferably of different party affiliations, who assist a voter, do not need to fill out the oath form, but they should put “ASSISTANCE RENDERED” by the voter’s name in the roster book followed by their initials.

THE ExpressVote – In compliance with the Help America Vote Act (HAVA), every Nebraska polling place has been provided with a device that will allow a voter who is visually or manually limited to mark his/her ballot in private and unassisted. The Express Vote will mark the ballot for the voter once he/she has made a selection using either the touch screen or guide buttons with braille. These voted ballots will then be processed just like any other ballots. The ExpressVote may be used by any voter to mark a ballot. No notation of assistance is needed in the roster book because the voter marked selections on his/her own. Providing instructions or helping insert or remove a ballot is not considered “assistance rendered”.

2020 Hall County Election Manual

Page 31
COMMON COURTESIES AND GUIDELINES WHEN ASSISTING VOTERS WITH DISABILITIES

Be considerate of the extra time it takes for a person who is disabled or elderly to get things done. Give unhurried attention to a person who has difficulty speaking.

Speak directly to the person who has a disability rather than to a companion who may be accompanying them.

Speak calmly, slowly and directly to a person with a hearing limitation. Your facial expressions, gestures and body movement help in understanding. Don’t shout or speak in the person’s ear. If full understanding is doubtful, write a note or refer to written material to help the person understand.

Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.

Greet a person who is visually impaired by telling the person who and where you are. Provide a guiding device such as a ruler or the signature guide for signing forms. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines.

Service dogs and miniature horses are the only two types of assistance animals covered by ADA and should be admitted to all buildings. Assistance animals are working and should not be greeted or petted.

Federal law allows voters with disabilities to be accompanied and to receive assistance by another person in the voting booth if they so desire.

ALL voters deserve courteous attention in exercising their right to vote.

If space allows, provide seating outside the polling place for voters to sit while they wait for rides or for their companions to vote.

Set up at least one polling booth on a table so that a person who uses a wheelchair or who would prefer to sit while voting may be accommodated. Table height should be 27-34 inches.

Check to see that there is a van-accessible handicapped parking space at the polling place and that it is being used by properly authorized vehicles.

Check the path from the parking lot to the polling site within the building for any obstructions that would cause problems for someone with a disability. If the main voter entrance is different than the handicapped entrance, be sure to properly sign both the handicapped entrance and the handicapped pathway to the polling site.

The ExpressVote may be used by any voter. Assistance is rendered only when someone other than the voter uses the device to make the selections for the voter.
EARLY BALLOT PICKUP

When high election turnout is expected, there will be an early pickup of ballots in the city of Grand Island precincts.

At approximately 2 p.m., every GRAND ISLAND precinct should prepare their voted ballots for pick up. Do so by completing the following:

- Bring out the second ballot box for voters to use.
- Seal the original ballot box.
- Record the total # of votes cast (use the yellow voter count book) on the early pickup certification form.
- Record the ballot box seal #s on the early pickup certification form.
- Have two poll workers initial the early pickup certification form.
- Set the sealed ballot box back under the ballot table until crews arrive for pick up.
- Have the district inspector sign the certification when the team comes to pick up ballots.
- Use Mavalus tape to tape the early pickup certification on the ballot box.

![Early Pick up Form]

SEND THIS FORM WITH THE PERSON PICKING UP THE BALLOTS.
CLOSING OF THE POLLING SITE

CLOSING THE POLLS – Polls close at 8 p.m. Any voter who is in line by 8 p.m. must be allowed to vote. You may station an election worker at the end of the line at 8 p.m. and people who arrive after 8 p.m. are not allowed to vote (§32-908). The election workers may not begin to disassemble the polling site or remove posters or pack supplies until the last voter has voted.

PLASTIC SUPPLY BOXES – Supply boxes are issued to each precinct. Please return supplies to these boxes at the end of the day and return the boxes with the lids and in good condition.

TALLY THE BALLOTS - The inspector should complete the ballot accounting form (green sheet) with help from the clerks and judges. The clerks report the number of voted ballots from the yellow voter count book. The clerks should also report how many of those voted ballots were provisional using the provisional roster. The judges report the number of spoiled/rejected ballots and do a count of the remaining unused ballots. Hopefully the number of used and unused will match the number of ballots issued to that precinct. If not, try to recount again. If a difference remains, record the difference and inspector initials. All workers should sign the bottom of the accounting sheet AND WATCH AS THE BALLOT BOX IS SEALED AND SEAL NUMBERS RECORDED. Mavalus tape the ballot accounting form onto the ballot box.

UNUSED BALLOTS – Place unused ballots in the “flag bag” in the supply box. Do not put the unused ballots in the supply box. The flag bag should be delivered to the Hall County Administration Building and dropped off at the location marked on the election night return map.

SPOILED/REJECTED BALLOTS – (§32-917 AND §32-916) The spoiled and rejected ballots from the day should be accumulated in the “Spoiled/Rejected Ballot” Envelope(s) with a tally sheet and judges’ signatures. Place this envelope in the back of the roster book.

ROSTER BOOK – Place the yellow voter count book in front of the roster book(s) and leave the roster book on top of your supply box. The supply box and roster book will be returned to the same table at the Hall County Administration Building.

PRECINCT INSPECTOR CLIPBOARD – Keep your worker payroll sheet on the front of the clipboard for easy check in at the Hall County Administration Building. Inside the clipboard should be the ExpressVote key and any other instructional paperwork.

BALLOT BOX – The ballot box should be sealed and ready for transport by the inspector back to the Hall County Administration Building for counting. Your green ballot accounting sheet should be Mavalus taped onto the ballot box.

SIGNS – Remove all tape from the signs and place them in the supply box. Mavalus tape has been provided in the supply box, so the tape should adhere to virtually all wall surfaces without causing damage, but should also remove easily from signs and supplies.
CLOSING THE POLLING PLACE - Be certain the polling place is put back in order. Replace all items that were taken off any bulletin boards, clean kitchens and voting area. Put everything back as it was found when you arrived. The ExpressVote should be put back in its case with its extension cord, headphones and paperwork. The precinct inspector should take the ExpressVote back to the county administration building on election night along with the ballot box and supply box. The Votomatics should be disassembled and grouped in a hallway or corner for county staff to pick up Wednesday morning after the election. County staff will also pick up the exterior metal framed “Vote Here” sign. Do a final walk-through and, if appropriate, turn off the lights and lock the doors. If your precinct was issued a doorbell, please bring it with you.

SIGN ALL FORMS – Be sure all forms are completed and that all required signatures are obtained. Election workers should have signed:
- Certification of Ballots Issued (front of green sheet at the start of the day).
- Ballot Accounting form (back of the green sheet at the end of the day).
- Payroll/attendance sheet (record hours worked Election Day and setup, if applicable).
- Oath (signed at training).

REPAIR TAGS – Tie or tape a repair tag on any ExpressVote or Votomatic machine that is damaged and briefly describe the problem.

RETURNING EQUIPMENT AND SUPPLIES – Before leaving the polling site, election workers should help the precinct inspector load his/her vehicle at the polling site. The inspector will return the ballots and supplies to the Hall County Administration Building, 121 S. Pine Street, immediately after closing the polling site. There will be staff and volunteers at the admin building to help unload the inspector’s vehicle. Please follow the election night return map (page 36).

The inspector should personally carry the following items into the admin building:
1. Roster book of registered voters (with completed forms inside).
2. Spoiled/rejected ballot envelope.
3. ExpressVote test ballot envelope.
4. Inspector clipboard with signed payroll sheet.

Let the staff at the admin office carry in:
1. Unused ballots in flag bag.
2. Supply box.
3. Ballot box with the green sheet taped on.
5. ExpressVote machines.

As the inspector, please escort in the staff carrying the ballot box and witness the ballots being delivered with your green sheet. The ballot box must never be left unattended and must come directly to the Hall County Administration Building.