

# INSTRUCTIONS FOR ABSENTEE VOTING BOARD FOR IN-PERSON ABSENTEE BALLOTS

You have been appointed to serve on the Absentee Voting Board. This board is a two-member team that serves on Friday and Monday before all elections and also on Saturday before state and federal elections. You will set up a polling place at a location designated by the Secretary of the County Election Board. Insofar as possible, the voting procedure should be the same as if the voter was casting his ballot in person at a precinct. This includes providing assistance, as provided by law, to persons who are unable to mark their ballots due to physical or visual disabilities or illiteracy.

## You will need the following supplies:

1. Computer
2. Application for In-Person Absentee Ballots
3. Absentee Voting Board Record for In-Person Absentee Ballots
4. Oklahoma Voter Registration Application forms
5. Address Information Requested handouts
6. Ballots, sorted by precinct
7. *Forms for Use by Precinct Election Officials* booklet
8. *Precinct Problem Solver*
9. *The Manual for Precinct Election Officials*
10. *Voting Device Handbook for Precinct Officials*
11. Voting device and memory pack
12. Voting device keys and envelope
13. Ink pens and ballot markers
14. Secrecy folders
15. Ballot Accounting Forms
16. Voting Device Report
17. Oklahoma Provisional Ballot Affidavit envelopes
18. Provisional Ballot Roster
19. Provisional ballot secrecy envelopes
20. Orange Provisional Ballot Bag
21. Provisional Voting Information handouts

## PREPARATION

Prepare the voting device as outlined in the section entitled "Preparing the Voting Device" in *The Manual for Precinct Election Officials*.

## PROCESSING VOTERS

1. Have the voter complete the green Application for In-Person Absentee Ballots.
2. Ask to see the voter's proof of identity. Indicate whether you saw the voter's ID by writing "YES" or "NO" in the space provided for voter ID on the application form.
3. Use the computer to verify the voter's registration. Follow the procedure for use of the computer.
4. If you cannot find the voter's registration record on the computer, check the Central File or ask the Secretary for assistance. If the voter's registration cannot be verified, issue a provisional ballot. Follow the Procedure for Provisional Voting During In-Person Absentee Voting.
5. Record the date received, precinct number and political affiliation on the voter's application form. Record the ballot issued and the voter's precinct number and political affiliation on the Absentee Voting Board Record for In-Person Absentee Ballots. Have the voter sign the Absentee Voting Board Record for In-Person Absentee Ballots.
6. Give the voter the appropriate ballots and a ballot marker. Offer the voter a secrecy folder.
7. Have the voter mark the ballots with a ballot marker in a voting booth.
8. Provide assistance as outlined in the *Precinct Problem Solver* (disregarding references to the Precinct Registry) to voters who are unable to mark their ballots due to a disability or illiteracy. Use the Voter Assistance Form as required.
9. While a voter may receive assistance, only the voter may determine how the ballots are to be marked. If a voter is unable to instruct the person providing assistance, the voter shall not be permitted to vote.
10. Follow the procedure outlined in the *Precinct Problem Solver* (disregarding references to the Precinct Registry) if the voter spoils a ballot. Use the Spoiled Ballot Affidavit as required.

11. After the ballots are marked, have the voter place the voted ballots in a secrecy folder, if desired, and deposit the voted ballots, one at a time, in the voting device. If more than one voting device is used, direct the voter to the correct voting device.
12. If the voting device returns the voter's ballot, ask the voter to wait until the message has printed. Follow the appropriate instructions in the *Voting Device Handbook for Precinct Officials*.

## **END OF DAY**

1. Complete the Ballot Accounting Form.
2. Sign the Absentee Voting Board Record for In-Person Absentee Ballots.
3. Unplug the voting device. Break the seal on the memory pack door and remove the memory pack. Do not obtain a Totals Printout. Place the memory pack inside the padded bag.
4. Place the padded bag containing the memory pack and the broken seal inside an Envelope for Totals Printout. Seal the envelope and have both members of the Absentee Voting Board sign the flap of the sealed envelope.
5. Remove the counted ballots from the ballot box under the voting device. Place them inside a ballot transfer case. Seal the ballot transfer case with a long white State Election Board seal. Have both members of the Absentee Voting Board sign and date the seal.
6. Seal the orange Provisional Ballot Bag with the blue plastic seal.
7. Give the sealed Envelope for Totals Printout, the sealed ballot transfer box and the sealed orange Provisional Ballot Bag to the County Sheriff.
8. Secure the voting device and the ballot box as instructed by the Secretary. Return the unvoted ballots and all supplies to the Secretary.

## **SECOND OR THIRD DAYS**

Follow this procedure to prepare the voting device for the second or third day of voting:

1. Obtain the memory pack and Provisional Ballot Bag from the County Sheriff. Unlock the back panel of the voting device, and insert the memory pack into the voting device. Secure the memory pack door with a seal provided by the Secretary. Verify that the number on the seal is the same as the number on the Voting Device Report. Check the voting device serial number and verify that it is the same as the number on the Voting Device Report. If either of these numbers does not match the numbers on the Voting Device Report, tell the Secretary immediately.
2. Plug the voting device into the electrical outlet. It will immediately begin printing the message **RESTARTED WITHOUT ZEROING TOTALS**. The voting device is then ready to accept ballots. Do not tear off the tape at any time during voting.
3. Close and lock the back panel door. Replace the keys in the voting device key envelope, but do not seal the envelope.