2016 Summer Election Official Training

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HAVA Office

Debra Unger
HAVA Office

Sheila Dodge
HAVA Office

Thank you

- To **ALL** Election Officials
- We thank you for a job well done in the Presidential Primary
- We appreciate you setting this time aside in your daily schedule.
- Thank you for coming back to Training!

SECURITY! SECURITY! SECURITY!

AZ, IL breaches

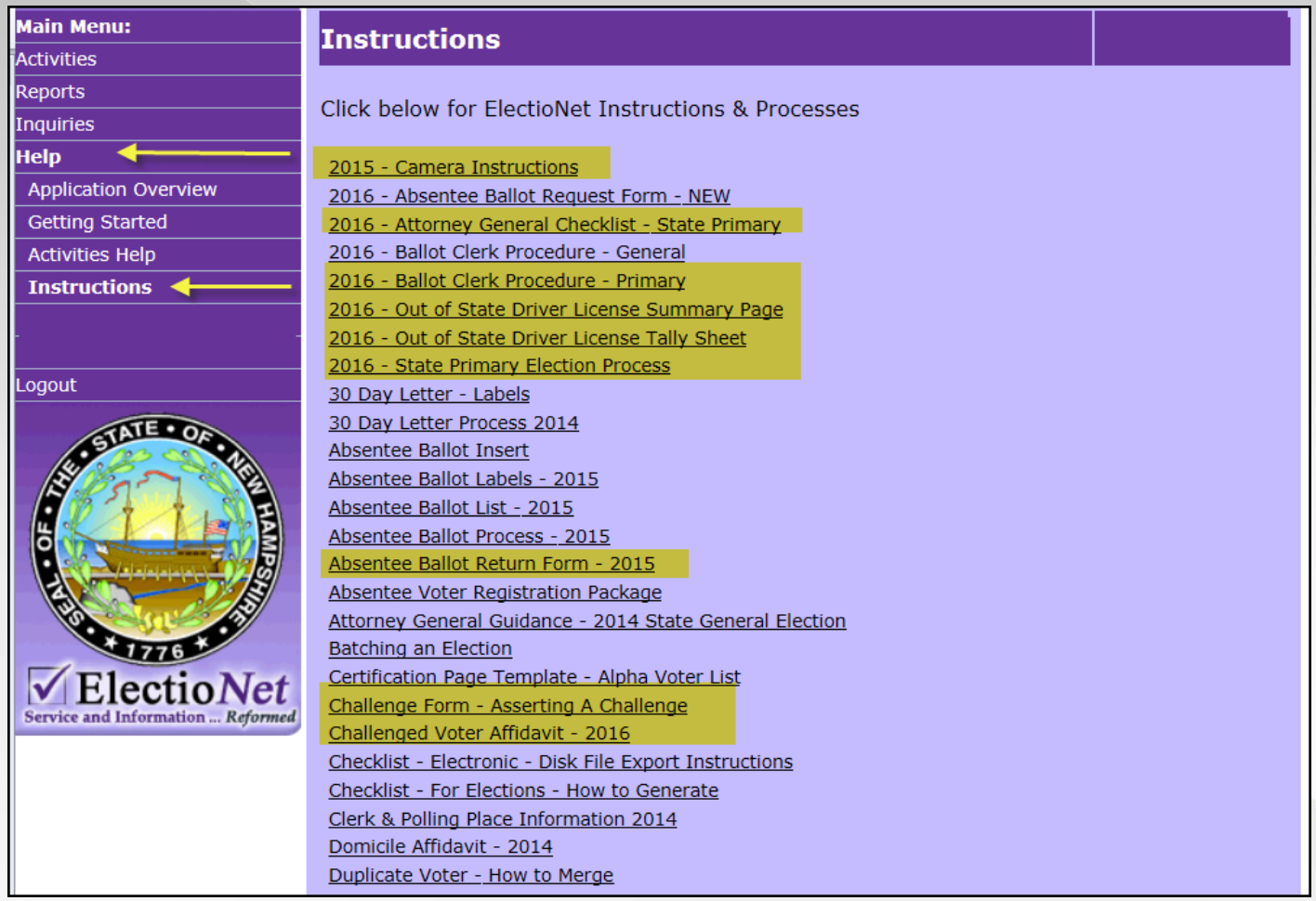
Electio*Net* Security Reminders:

- ✓ ***Every*** Electio*Net* User should have their OWN user name and password
- ✓ ***Never*** post your password in plain sight
- ✓ ***Never*** share your password
- ✓ ***Never*** let anyone sit at your computer while you are logged in and enter data
- ✓ ***Always*** secure your computer if you lose sight of your monitor, whether in the office or at your home.

Security – Accuvote Counting

- Seals
- Logs
- Testing
- Election Procedure Manual - Testing
  - Page 148 & 149
- Election Ballot Counting Device - Logs
  - Electio*Net*/Help/Instructions

ElectioNet ->Help->Instructions



Supervisors of the Checklist

Lists at Supervisor's Table

- Alpha Voter List
  - Electio*Net* / Reports / Voters / Alpha Voter List
- Default Dates of Birth – Cross Check
  - Alpha Voter List
  - Age Range 100 - 250
- Street List
  - Electio*Net* / City/Town Data / Street List
- Print Primary Election Process

Lessons from Project Veritas Video

- If someone asks you a question you can't answer, don't guess.
- Ask applicants to give their name and read the voter registration form (and domicile affidavit, if necessary) before they engage in questions and speculation.
- If someone says they do not live in your town or ward, don't register them,

Ballot Clerks and Supervisors - Ask a new voter to provide their name right away

RSA 659:34 – Wrongful voting and penalties

- Gives a false name or answer if under examination as to his or her qualifications as a voter before the supervisors of the checklist or moderator;
- Applies for a ballot in other than his or her own name;

Lessons from Project Veritas Video

- As a supervisor, con't say "**just** sign an affidavit" or a voter registration form.

- If someone says, "I **just** need to sign this form, right?"
  - That is a hint that they are minimizing the affidavit on a form. Ask them to give their name and read the affidavit out loud.

Lessons from Project Veritas Video

Video: "Because we can't do anything about it (if your sign an affidavit)."

- Instead: "If you sign the affidavit, you are subject to the law cited by the affidavit."

Video: "I can't stop you (from signing this affidavit)."

Instead: "Please give your name and read the affidavit out loud to me…. Are you willing to sign this?"

New Voter Registration Form

PLEASE PRINT OR TYPE **NEW HAMPSHIRE VOTER REGISTRATION FORM** **RSA 654:7**

1. LAST NAME (including suffix if any)	FIRST NAME	FULL MIDDLE NAME	
2. DOMICILE ADDRESS (Street & House (Apt.) Number)	TOWN OR CITY	City Ward	ZIP CODE
3. MAILING ADDRESS (If different from domicile address)	TOWN OR CITY	STATE	ZIP CODE
4. PLACE OF BIRTH (Town/City and State)	COUNTRY (If not USA)	DATE OF BIRTH	
5. a. ARE YOU A CITIZEN OF THE UNITED STATES? YES _____ NO _____ b. IF NATURALIZED CITIZEN, GIVE NAME OF COURT WHERE NATURALIZED (Town/City and State)		DATE NATURALIZED	
6. PLACE LAST REGISTERED TO VOTE (Street & House (Apt.) Number)	(Town or City Ward)	(State and Zip Code)	
7. NAME UNDER WHICH PREVIOUSLY REGISTERED, IF DIFFERENT		8. PARTY AFFILIATION (if any)	
9. DRIVER'S LICENSE NUMBER	STATE (If not NH)	IF YOU HAVE NO DRIVER'S LICENSE, PROVIDE THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER ____ ____ ____	

___**NEW REGISTRATION** – I am NOT registered to vote in NH

___ **TRANSFER** – I am registered to vote in NH and have moved my voting domicile to a new town or ward in NH.

___**NAME CHANGE** or **ADDRESS UPDATE** – I am registered to vote in this town/ward and have changed my name or address.

AFFIDAVIT

My name is _____. I am ready registering to vote in the city/town of _____, New Hampshire.
If a city, ward number _____.

I understand that to vote in this ward/town, I must be 18 years of age, must be a United States citizen, and I must be domiciled in this ward/town.

I understand that a person can claim only one state and one city/town as his or her domicile at a time. A domicile is that place, to which upon temporary absence, a person has the intention of returning. By registering or voting today, I am acknowledging that I am not domiciled or voting in any other state or any other city/town.

In declaring New Hampshire as my domicile, I realize that I am not qualified to vote in the state or federal elections in another state.

If I have any questions as to whether I am entitled to vote in this city/town, I am aware that a supervisor of the checklist is available to address my questions or concerns.

I acknowledge that **I have read and understand the above qualifications** for voting and do hereby swear, under the penalties for voting set forth below, that I am qualified to vote in the above-stated city/town, and if registered on election day, that I have not voted and will not vote at any other polling place this election.

_____ Date _____
Signature of Voter

Received by _____

Approved _____
SUPERVISOR CHECKLIST/REGISTRAR OF VOTERS

In accordance with RSA 659:34, the penalty for knowingly or purposefully providing false information when registering to vote or voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed $2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed $5,000.

July 2016

SAMPLE DO NOT COPY

Ask each Registrant if they have read the affidavit they signed.

AFFIDAVIT

My name is _____. I am today registering to

vote in the city/town of _____, New Hampshire.
If a city, ward number _____.

I understand that to vote in this ward/town, I must be 18 years of age, I must be a United States citizen, and I must be domiciled in this ward/town.

I understand that a person can claim only one state and one city/town as his or her domicile at a time. A domicile is that place, to which upon temporary absence, a person has the intention of returning. By registering or voting today, I am acknowledging that I am not domiciled or voting in any other state or any other city/town.

In declaring New Hampshire as my domicile, I realize that I am not qualified to vote in the state or federal elections in another state.

If I have any questions as to whether I am entitled to vote in this city/town, I am aware that a supervisor of the checklist is available to address my questions or concerns.

I acknowledge <u>that I have read and understand the above qualifications</u> for voting and do hereby swear, under the penalties for voting fraud set forth below, that I am qualified to vote in the above-stated city/town, and, if registering on election day, that I have not voted and will not vote at any other polling place this election.

_____ Date _____
Signature of Applicant

Received by _____

Approved by _____
SUPERVISOR OF CHECKLIST/REGISTRAR OF VOTERS

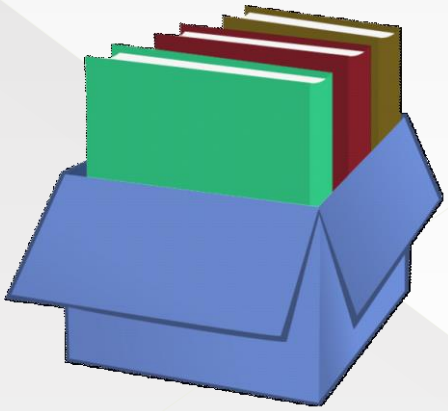
In accordance with RSA 659:34, the penalty for knowingly or purposefully providing false information when registering to vote or voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed $2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed $5,000.

July 2016

Supervisor's Table

Separate Folders or Boxes For:

- New Registrations
  - DEM – REP – UND
    - ✓ Attach affidavits to Voter Registration Form
    - ✓ EDR – Only Sign Affidavits if necessary
- Registration Changes
  - Name
  - Address



Supervisor's Table

Affidavits in different colors:

- Domicile Affidavits
- Qualified Voter Affidavits
  - Age
  - Citizenship
  - Identity
- Let the voter know if they sign an affidavit for Domicile or QVA for Identity, they will receive a letter from the SOS office.

Notice of Executed Affidavit

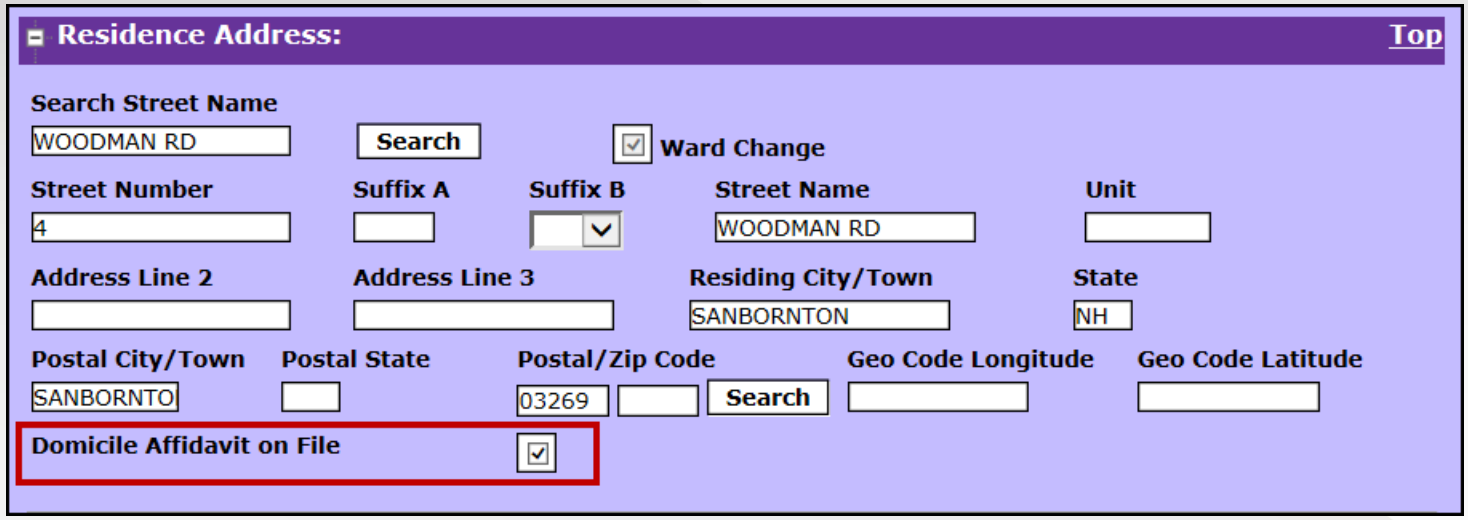
You have just signed a:

- ☐ Qualified Voter Affidavit (Identity Only)
- ☐ Domicile Affidavit

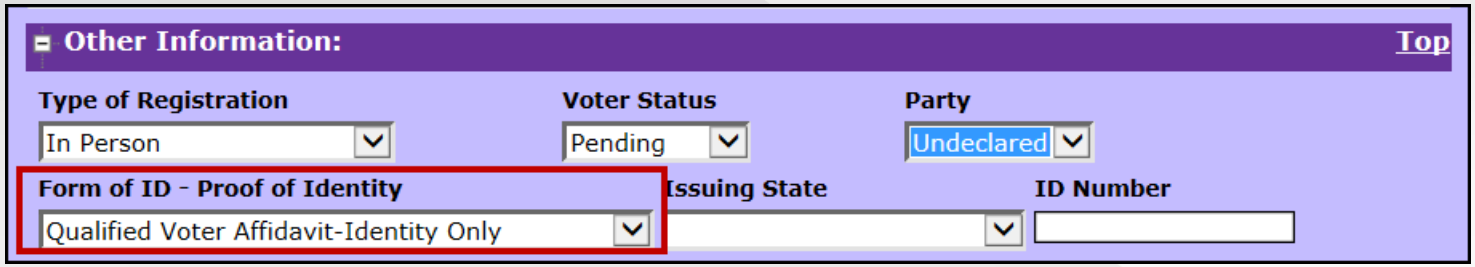
Please be aware that by signing a Domicile Affidavit RSA 654:12, V(d) or a Qualified Voter Affidavit for identity, RSA 654:12,V(b), you will be receiving a letter from the Secretary of State's office.

Supervisors

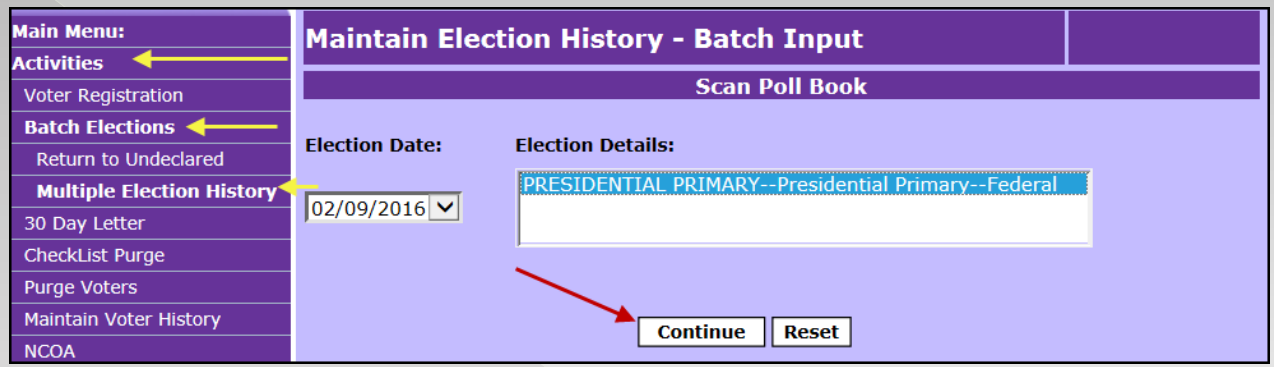
- Do you know where to enter the affidavits in Electio*Net?*
  - *Domicile Affidavit?*

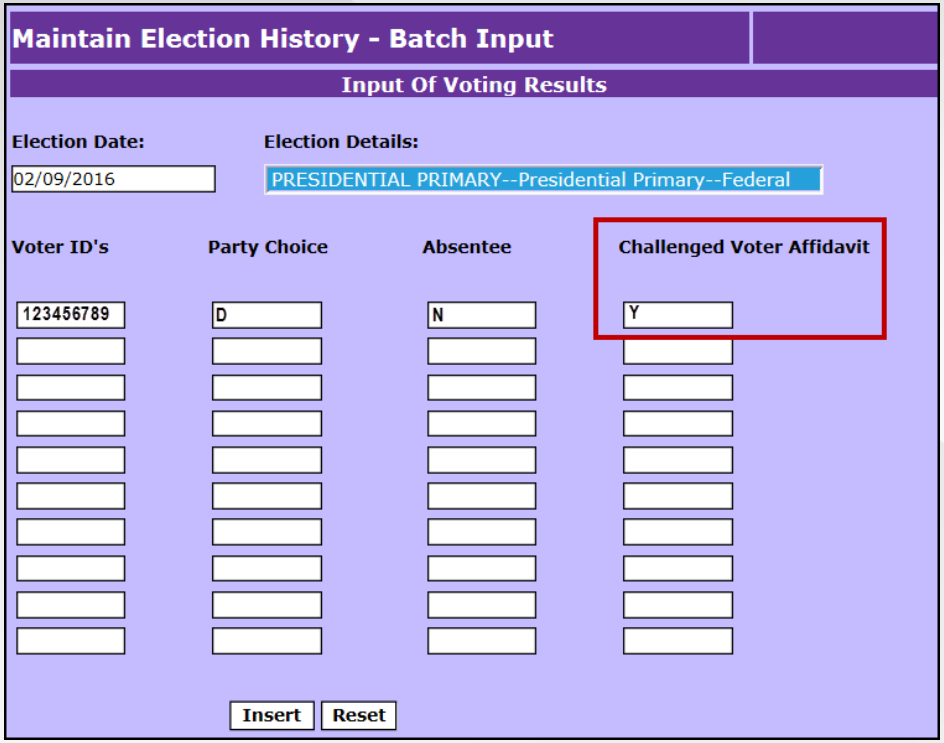


Qualified Voter Affidavit?



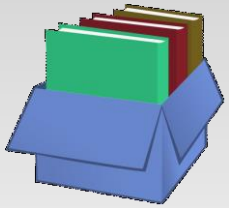
Challenged Voter Affidavit?





Return to Undeclared Table

- Must be staffed & should be separate from the supervisor's registration table
  - Run the Return to UND list
    - ✓ Electio*Net* / Elections / Undeclared Re-registration
  - Print blank Return to UND forms
    - ✓ ElectioNet / Help / Instructions / Return to Undeclared Template
  - Folders or box for blank forms



Names on Checklist Worksheet

Names on Checklist (NOC) Worksheet

	Follow these STEPS	REP	DEM	UND	TOTAL
1)	Enter the number of voters by party on the last page of the checklist.				*
2)	Enter the number of persons who registered to vote at the polling place by party.	+	+	+	*
3)	Enter the number of Undeclared voters declaring a party and voting: (Count from the checklist.)	+	+	-	0
4)	Enter the number of Undeclared voters that returned back to Undeclared. (From Undeclared Voter Re-registration" list with voter signatures.)	-	-	+	0
5)	TOTAL number of voters at the end of the election by party.	*	*	*	= *

SAMPLE

Town of ANYTOWN, NH
Official Checklist

7

Page 1

Line 1 - How many REP, DEM & UND?

ode

Ward 00

			CVA					
A.V.	☑ DEM	~~BACOIN~~, FREDERICK F	☑	99 GREEN POND HL		00	400056171	
A.V.	☑ DEM	~~BAILLE,~~ ANDREW WARREN	☐	15 ARCHIBALD BLF		00	400023121	
	☐ REP	BAILLEY, ANNETTE C	☐	7 BEETLE DR	PO BOX 3,, ANYTOWN, NH 03999	00	400024001	
A.V.	☑ REP	~~BAILLEY,~~ ARTHUR B	☐	7 BEETLE DR	PO BOX 3,, ANYTOWN, NH 03999	00	400024002	
A.V.	☑ UND	REP ~~BAJA,~~ ANOTONIO J	☐	200 JACKSON WAY		00	400056277	
	☑ UND	REP ~~BAJA,~~ SHELLEY F	☑	200 JACKSON WAY		00	400023171	
A.V.	☑ REP	~~BALIN~~, CONSTANCE A	☐	5 ARCHIBALD BLF		00	400022171	
	☑ UND	REP ~~BALIN~~, GEORGE W	☑	5 ARCHIBALD BLF		00	400056009	
	☐ REP	BALL, JOSE ANTHONY	☐	88 MAPLE ST	PO BOX 205,, ANYTOWN, NH 03999	00	400053211	
	☑ UND	REP ~~BANKER,~~ DEANN JOAN	☐	77 GREEN POND HL		00	400012001	
	☑ UND	REP ~~BANKER,~~ SEAN PAUL	☐	77 GREEN POND HL		00	400012002	
	☐ UND	BARBARY, CATHLEEN A	☐	15 ARCHIBALD BLF		00	400000171	

Election Day Registrations

REP ✓ UND ~~Bain,~~ Ralph MA 22 Maple Street

✓ REP ~~Bain,~~ Rosalyn MA 22 Maple Street

Names on Checklist Worksheet

Names on Checklist (NOC) Worksheet

	Follow these STEPS	REP	DEM	UND	TOTAL
1)	Enter the number of voters by party on the last page of the checklist.	4	2	6	12 *
2)	Enter the number of persons who registered to vote at the polling place by party.	+	+	+	*
3)	Enter the number of Undeclared voters declaring a party and voting: (Count from the checklist.)	+	+	-	0
4)	Enter the number of Undeclared voters that returned back to Undeclared. (From Undeclared Voter Re-registration" list with voter signatures.)	-	-	+	0
5)	TOTAL number of voters at the end of the election by party.	*	*	*	= *

SAMPLE

Town of ANYTOWN, NH
Official Checklist

7

Print Date : 02/05/201

Page 1

Line 2 - How many Election Day Registrations (EDR)?

	Party	Voter Name						Barcode
		Ward 00						
A.V.	☑ DEM	~~BACOIN~~, FR					056171	
A.V.	☑ DEM	~~BAILLE,~~ ANDREW WARREN	☐	15 ARCHIBALD BLF		00	400023121	
	☐ REP	BAILLEY, ANNETTE C	☐	7 BEETLE DR	PO BOX 3,, ANYTOWN, NH 03999	00	400024001	
A.V.	☑ REP	~~BAILLEY,~~ ARTHUR B	☐	7 BEETLE DR	PO BOX 3,, ANYTOWN, NH 03999	00	400024002	
A.V.	☑ UND	REP ~~BAJA,~~ ANOTONIO J	☐	200 JACKSON WAY		00	400056277	
	☑ UND	REP ~~BAJA,~~ SHELLEY F	☑	200 JACKSON WAY		00	400023171	
A.V.	☑ REP	~~BALIN~~, CONSTANCE A	☐	5 ARCHIBALD BLF		00	400022171	
	☑ UND	REP ~~BALIN~~, GEORGE W	☑	5 ARCHIBALD BLF		00	400056009	
	☐ REP	BALL, JOSE ANTHONY	☐	88 MAPLE ST	PO BOX 205,, ANYTOWN, NH 03999	00	400053211	
	☑ UND	REP ~~BANKER,~~ DEANN JOAN	☐	77 GREEN POND HL		00	400012001	
	☑ UND	REP ~~BANKER,~~ SEAN PAUL	☐	77 GREEN POND HL		00	400012002	
	☐ UND	BARBARY, CATHLEEN A	☐	15 ARCHIBALD BLF		00	400000171	

Election Day Registrations

REP ✓ UND ~~Bain,~~ Ralph MA 22 Maple Street

✓ REP ~~Bain,~~ Rosalyn MA 22 Maple Street

Names on Checklist Worksheet

Names on Checklist (NOC) Worksheet

	Follow these STEPS	REP	DEM	UND	TOTAL
1)	Enter the number of voters by party on the last page of the checklist.	4	2	6	12 *
2)	Enter the number of persons who registered to vote at the polling place by party.	+ 1	+ 0	+ 1	2 *
3)	Enter the number of Undeclared voters declaring a party and voting: (Count from the checklist.)	+	+	-	0
4)	Enter the number of Undeclared voters that returned back to Undeclared. (From Undeclared Voter Re-registration" list with voter signatures.)	-	-	+	0
5)	TOTAL number of voters at the end of the election by party.	*	*	*	= *

SAMPLE

Town of ANYTOWN, NH
Official Checklist

7

Print Date : 02/05/201

Page 1

Line 3 - How many Undeclared Voters Declaring a party? AND what party?

	Party	Voter Name						er ID	Barcode
Ward 00									
A.V.	☑ DEM	~~BACOIN~~, FR						056171	
A.V.	☑ DEM	~~BAILLE~~, AN						023121	
	☐ REP	BAILLEY, A			NH 03999			024001	
A.V.	☑ REP	~~BAILLEY~~, ARTHUR B	☐	7 BEETLE DR	PO BOX 3,, ANYTOWN, NH 03999		00	400024002	
A.V.	☑ UND	REP ~~BAJA~~, ANOTONIO J	☐	200 JACKSON WAY			00	400056277	
	☑ UND	REP ~~BAJA~~, SHELLEY F	☑	200 JACKSON WAY			00	400023171	
A.V.	☑ REP	~~BALIN~~, CONSTANCE A	☐	5 ARCHIBALD BLF			00	400022171	
	☑ UND	REP ~~BALIN~~, GEORGE W	☑	5 ARCHIBALD BLF			00	400056009	
	☐ REP	BALL, JOSE ANTHONY	☐	88 MAPLE ST	PO BOX 205,, ANYTOWN, NH 03999		00	400053211	
	☑ UND	REP ~~BANKER~~, DEANN JOAN	☐	77 GREEN POND HL			00	400012001	
	☑ UND	REP ~~BANKER~~, SEAN PAUL	☐	77 GREEN POND HL			00	400012002	
	☐ UND	BARBARY, CATHLEEN A	☐	15 ARCHIBALD BLF			00	400000171	

Election Day Registrations

REP ✓ UND ~~Bain~~, Ralph MA 22 Maple Street

✓ REP ~~Bain~~, Rosalyn MA 22 Maple Street

Names on Checklist Worksheet

Names on Checklist (NOC) Worksheet

	Follow these STEPS	REP	DEM	UND	TOTAL
1)	Enter the number of voters by party on the last page of the checklist.	4	2	6	12 *
2)	Enter the number of persons who registered to vote at the polling place by party.	+ 1	+ 0	+ 1	2 *
3)	Enter the number of Undeclared voters declaring a party and voting: (Count from the checklist.)	+ 6	+ 0	- 6	0
4)	Enter the number of Undeclared voters that returned back to Undeclared. (From Undeclared Voter Re-registration" list with voter signatures.)	-	-	+	0
5)	TOTAL number of voters at the end of the election by party.	*	*	*	= *

Undeclared Voter Re-Registration List

02/05/2016

SAMPLE

Undeclared Voter Re-Registration - ANYTOWN

Election Date-Name: 2016-02-09--PRESIDENTIAL PRIMARY

"I hereby request that my political party be changed from Party Choice to Undeclared." signed under the pains and penalties of perjury. (per RSA 654:34)

Page 1

Generated By :

8

Ward: 00

Name	Residence Address	Circle Party Chosen		Voter ID	Barcode	Signed under the pains and penalties of perjury
BAJA, ANOTONIO, J	200 JACKSON WAY SANBORNTON	DEM	REP	400056277		
BAJA, SHELLEY, F	200 JACKSON WAY SANBORNTON	DEM	(REP)	400023171		Shelly Baja
BALIN, GEORGE, W	5 ARCHIBALD BLF SANBORNTON	DEM	(REP)	400056009		George Balin
BANKER, DEANN, JOAN	77 GREEN POND HL SANBORNTON	DEM	(REP)	400012001		Deann Banker
BANKER, SEAN, PAUL	77 GREEN POND HL SANBORNTON	DEM	(REP)	400012001		Sean P. Banker
BARBARY, CATHLEEN, A	15 ARCHIBALD BLF SANBORNTON	DEM	REP	400000171		
[illegible]	[illegible]	DEM	REP	[illegible]		
[illegible]						
[illegible]						
[illegible]						
[illegible]						
[illegible]						
[illegible]						
[illegible]						
[illegible]	[illegible]	DEM	REP	[illegible]		

Line 4 - How many Undeclared Voters returned to Undeclared?
AND from what party?

EDR – Return to Undeclared Form

9

UNDECLARED VOTERS
ELECTION DAY PARTY AFFILIATION CHANGE FORM

Name Ralph Bain
(Print)

Address 22 Maple Street
Anytown, NH 03999

I hereby request that my political party registration be changed as follows:

From: Democrat [ ] or Republican [X]

To: Undeclared [ ]
Signed under the pains and penalties of perjury.

Ralph Bain
SIGN NAME

DATE: 2/9/2016

Names on Checklist Worksheet

Names on Checklist (NOC) Worksheet

Line 5 – Add the columns across **and** the "Total" column add down

		REP	DEM	UND	TOTAL
		4	2	6	12 *
		+ 1	+ 0	+ 1	2 *
	a party and voting: (Count from the checklist.)	+ 6	+ 0	- 6	0
4)	Enter the number of Undeclared voters that returned back to Undeclared. (From Undeclared Voter Re-registration" list with voter signatures.)	- 5	- 0	+ 5	0
5)	TOTAL number of voters at the end of the election by party.	* 6	* 2	* 6	= * 14

Checklist Matrix

- Reports / Help / Primary Checklist Party Label Template
  - Print labels for Reconciling the Marked Checklist

R	AR
D	AD
UR	AUR
UD	AUD

Checklist Matrix

R = Republican
D = Democrat
UR = Undeclared Republican
UD = Undeclared Democrat
AR = Absentee Republican
AD = Absentee Democrat
AUR = Absentee Undeclared Republican
AUD = Absentee Undeclared Democrat

SAMPLE

Town of ANYTOWN, NH

Official Checklist

Print Date : 02/05/2016

PRESIDENTIAL PRIMARY - 02/09/2016

	Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
	Ward 00		**CVA**					
A.V.	☑ DEM	~~BACOIN~~, FREDERICK F	☑	99 GREEN POND HL		00	400056171	
A.V.	☑ DEM	~~BAILLE,~~ ANDREW WARREN	☐	15 ARCHIBALD BLF		00	400023121	
	☐ REP	BAILLEY, ANNETTE C	☐	7 BEETLE DR	PO BOX 3,, ANYTOWN, NH 03999	00	400024001	
A.V.	☑ REP	~~BAILLEY,~~ ARTHUR B	☐	7 BEETLE DR	PO BOX 3,, ANYTOWN, NH 03999	00	400024002	
A.V.	☑ UND	REP ~~BAJA,~~ ANOTONIO J	☐	200 JACKSON WAY		00	400056277	
	☑ UND	REP ~~BAJA,~~ SHELLEY F	☑	200 JACKSON WAY		00	400023171	
A.V.	☑ REP	~~BALIN~~, CONSTANCE A	☐	5 ARCHIBALD BLF		00	400022171	
	☑ UND	REP ~~BALIN~~, GEORGE W	☑	5 ARCHIBALD BLF		00	400056009	
	☐ REP	BALL, JOSE ANTHONY	☐	88 MAPLE ST	PO BOX 205,, ANYTOWN, NH 03999	00	400053211	
	☑ UND	REP ~~BANKER,~~ DEANN JOAN	☐	77 GREEN POND HL		00	400012001	
	☑ UND	REP ~~BANKER,~~ SEAN PAUL	☐	77 GREEN POND HL		00	400012002	
	☐ UND	BARBARY, CATHLEEN A	☐	15 ARCHIBALD BLF		00	400000171	

Election Day Registrations

REP ✓ UND ~~Bain,~~ Ralph — MA 22 Maple Street

✓ REP ~~Bain,~~ Rosalyn — MA 22 Maple Street

R	1	AR	2
D	0	AD	2
UR	5	AUR	1
UD	0	AUD	0

Suggested Practice
Add each page into an Excel spreadsheet

Pages	Rep	Und Rep	Abs. Rep	Abs Und Rep	Total Rep	Dem	Und Dem	Abs. Dem	Abs Und Dem	Total Dem
943	2	2			4	2			1	3
944					0		1			1
945					0	2				2
946	1				1	2	1			3
947			1		1	1			1	2
947					0		2			2
948	1				1		1			1
949					0	2		1		3
950	1				1				1	1
951					0		2			2
TOTALS	988	578	59	23	1648	1611	899	98	45	2653

New Hampshire's Voter Turnout

- 2016 Presidential Primary Turnout – 52.4%
  - 1st in U.S.
- 2008 & 2012 General Elections
  - Top 4 in U.S.

Qualified Voter Affidavits

Period	Voters without Photo ID	Voters without photo ID/New Registrations	Undeli-verable	Did not Return Postcard	New Registrations	Not returned /New Registrations
July - Dec, 2012	2,629	0.03	210	1,270	88,626	0.014
Jan - June, 2013	53		1	21		
July - Dec, 2013	23		3	12		
Jan - June, 2014	47		1	14		
July - Dec, 2014	344	0.01	17	140	29,189	0.005
Jan - June, 2015	31		1	14		
July - Dec, 2015	41		1	18		
Jan - May, 2016	731	0.01	83	369	64,464	0.006

Domicile Affidavits

Domicile Affidavits						
Period	Voters without Proof of Domicile	New Registrations	Voters without Proof of Domicile/New Registrations	Undeli-verables	Undeliverables/ Mailings	Undeliverables /New Registrations
Nov, 2012	13,939	88,626	0.16	1,193	0.09	0.013
Jan - June, 2013	101			1	0.01	
July - Dec, 2013	211			3	0.01	
Jan - June, 2014	301			1	0.00	
July - Dec, 2014	2,983	29,189	0.10	17	0.01	0.001
Jan - June, 2015	279			69	0.25	
July - Dec, 2015	552			37	0.07	
Jan - May, 2016	2,657	64,464	0.04	347	0.13	0.005

RSA 659:102
Checklists to Archives

659:102 Preservation of Checklists. – Within 90 days of the closing of the polls for each **regular state general election**, and for each presidential primary election, the supervisors of the checklist in the towns, and the corresponding officers in the cities, shall send one of the marked checklists which were used in that election, certified by the officers, to the state archives.

- Archives and Records 71 S. Fruit St. Concord, NH 03301

Moderators

(and other election officials)

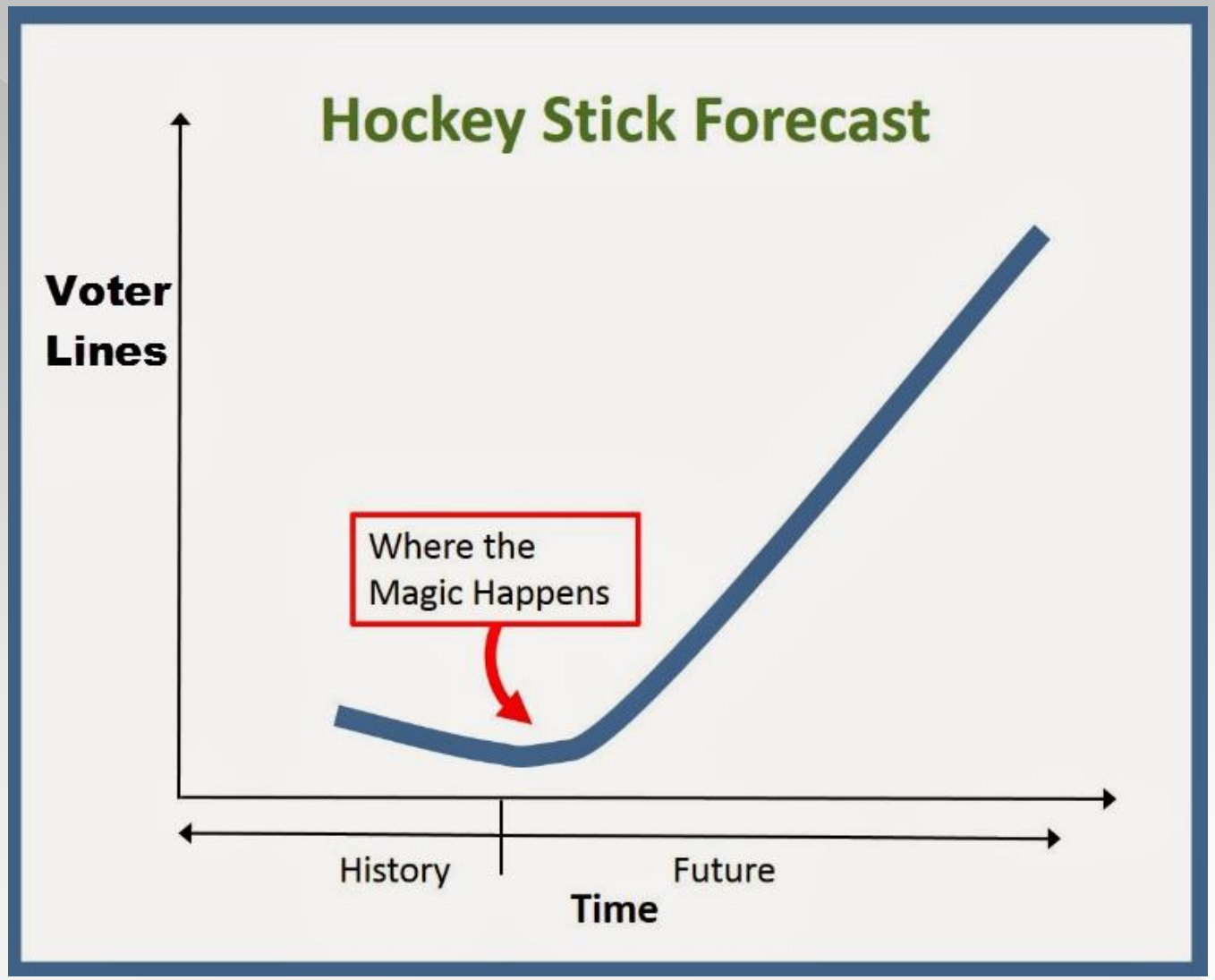
Moderators

- Greeters
- CVA Table
- Drive by for Ballot Clerks
- Long Lines (for largest 40 – 50 polling places)

Best Practices for Election Day

LINE MANGAGEMENT

- Checklist has alpha page breaks.
- Have extra empty 3 ring binders on hand
- Line A – C is backing up
  - ✓ Line D – F is open – No waiting
  - ✓ Move the letter "C" to a blank binder and give it to Ballot Clerk with letters D - F


Hockey Stick Forecast
Voter Lines
Where the Magic Happens
History
Future
Time

Calculate Ballot Clerk Throughput during State Primary

How many seconds for each ballot clerk station?

one4all

one4all

- one4all Quick Set-Up
  - Tablet **MUST** be returned with the ROV Envelope
  - Tablet NEVER sleeps
    - Screen should always be on
- Train multiple election officials

Visit one4all table for demo before you leave today.

Camera & Photo Instructions

RSA 659-13 I.(c)(2) Camera Instructions

RSA 659:13, I Obtaining a Ballot

(c)(2)If the voter executes a challenged voter affidavit, the moderator or the moderator's designee shall take a photograph of the voter and immediately print and attach the photograph to, and thus make it a part of, the affidavit form. The photograph shall be 2 inches by 2 inches, or larger and be in color. The moderator or his or her designee who took the photograph and the voter shall then sign the challenged voter affidavit. The moderator or designee shall delete the photograph from the camera in the presence of the voter. If the moderator or his or her designee is unable to take the voter's photograph due to equipment failure or other cause beyond the moderator's or his or her designee's reasonable control, the voter may execute a challenged voter affidavit without a photograph.

(3) If the voter objects to the photograph requirement because of religious beliefs, he or she may execute an affidavit of religious exemption in accordance with RSA 659:13-b, which shall be attested to by an election officer and attached to the challenged voter affidavit.

Who can take the photo? – The moderator or his or her designee, who shall be an election official, or another person appointed as assistant moderator for the election. They may take the photo across the table from the person signing the Challenged Voter Affidavit (CVA).

Prepare Camera Instructions

- Remove camera & film from the "Accessible Voting System" plastic bin
  - Camera - Open the large compartment door in the back.
  - Open the Fujifilm package – 10 pictures

  - Insert the film into the camera lining up the two yellow lines.
  - Close camera door until you hear it click into place.
  - Turn on the camera – button is located on the lower right of the front lens.

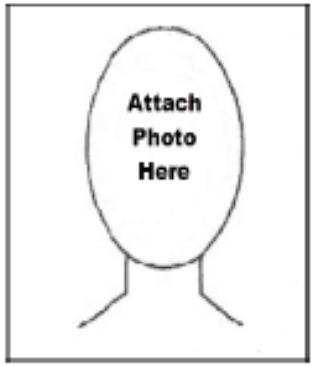
  - Front lens will pop out when the camera is on. Leave the front lens on the house icon.

  - For "New Film" only - Press the button under the viewfinder. Film case cover will pop up from top of camera. *Repeat this process every time you insert new film.
  - Warn the voter of the flash and tell them they may close their eyes if they wish.
  - Hold camera and align the voter's head in the circle through the viewfinder. Press the button under the viewfinder.
  - The picture will pop up from the top of the camera. It will take approximately 2 minutes to fully develop.
    - Attach the picture to the "Challenged Voter Affidavit" (CVA)
  - Voter and Election Official sign the form.
  - Shut the camera off after taking the picture by gently pushing in the front lens. This will conserve the "AA" batteries.

Challenged Voter Affidavit

CHALLENGED VOTER AFFIDAVIT

(RSA 659:27, 28-32, 652:14)



I, _____, do solemnly swear (or affirm) under
(Print name of Voter)
penalties of voter fraud, that I am the identical person whom I represent myself to be, that I am a duly qualified voter of this town (or ward), and have a legal domicile therein.

My telephone number (*requested but optional*) is _____ and my Email address (*requested but optional*) is _____.

_____
(Signature of Voter)

Check one election:

- ☐ Town/ City Election Date: ____/____/_____
- ☐ Presidential Primary Election Date: ____/____/_____
- ☐ State Primary Election Date: 09/13/2016
- ☐ State General Election Date: 11/08/2016

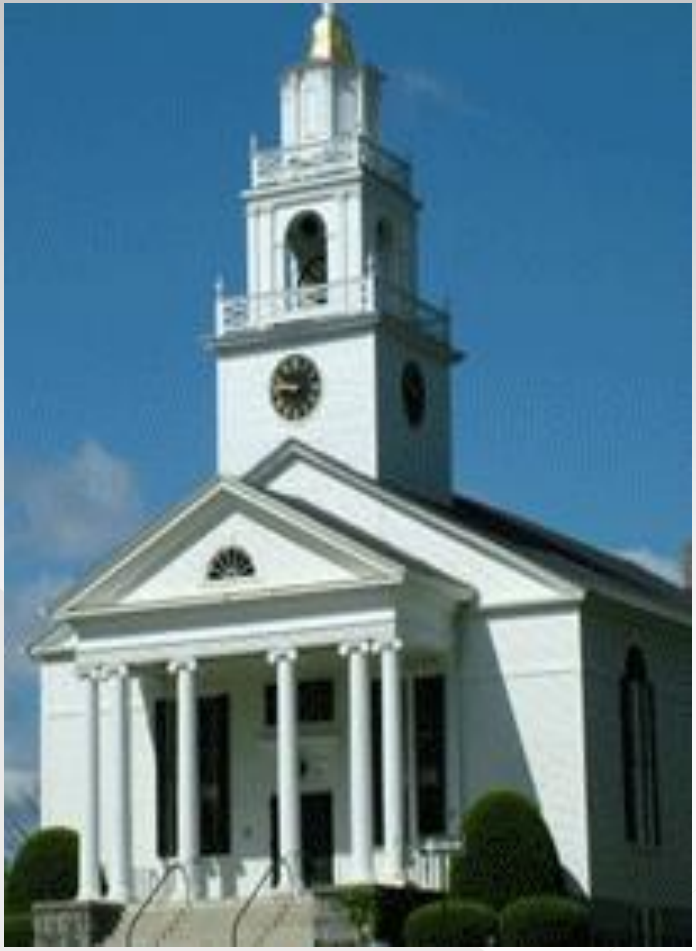
the said _____
took and subscribed the above oath before the below-named officer.

_____
(Moderator, deputy moderator, assistant moderator, town clerk, deputy town clerk, city clerk, deputy city clerk, ward clerk, selectman, supervisor of the checklist, registrar, or deputy registrar)

NOTE TO VOTER: RSA 659:13, IV.(a) The secretary of state shall cause a letter of identity verification to be mailed by first class mail to each voter who excecuted a challenged voter affidvit or affidavit of regligious exemption…..

2015 v6

Religious Exemption Affidavit



State of New Hampshire
Affidavit of Religious Exemption
(RSA 659:13-b)

Date: _____

Name: _____

Domicile Address: _____

Date of birth: _____

I hereby swear or affirm that because of my religious beliefs, I object to having my photograph taken and that I do not possess a form of identifcation that meets the requirements of the election laws of this state showing my photograph.

I hereby swear or affirm, under the penalties of voting fraud set forth below, that I am the identical person whom I represent myself to be and that to the best of my knowledge and belief the information above is true and correct.

_____
(Signature of affiant)

In accordance with RSA 659:34, the penalty for knowingly or purposely providing false information when voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed $2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed $5,000.

This affidavit was executed before us on the date shown above and the person who subscribed his or her name to the foregoing affidavit swore that the facts contained in this affidavit are true to the best of his or her knowledge and belief.

_____
Signature of Election Official

Name and Title of Election Official: _____
(Moderator, deputy moderator, assistant moderator, town clerk, deputy town clerk, city clerk, deputy city clerk, ward clerk, selectman, supervisor of the checklist, registrar, or deputy registrar)

July 2015

When question arises, READ to VOTER

Statistics

- Statistics more refined & accurate
- More believable

- Fewer people appear to be challenging the process

- Clerks, moderators, supervisors and legislators have long expressed concerns associated with these issues

Photos taken as part of Challenged Voter Affidavit (CVA)

- **About one fifth of 1% of voters in the 2016 Presidential Primary signed challenged voter affidavits (CVAs).**
  - One quarter of the 2012 percentage

Challenged Voter Affidavit (CVA)

- Plan to take a photo at the same table as voter signs challenged voter affidavit (CVA)
- Use greeters to route voters to CVA table before they stand in line to pick up a ballot
- Religious affidavit

Challenged Voter Affidavits (CVAs)

- If the clerk, moderator, or supervisor of the checklist knows a person who is not showing a photo ID to obtain a ballot, do not have the voter sign a CVA and get their photo taken.
- If the voter is doing it to protest the photo ID law, you might already know them.
- It is unnecessary to follow up on voters whose identity has been recognized.

Challenged Voter Affidavits

Period	Voters without Photo ID	CVAs/ Turnout	Undeli-verable	Did not Return Postcard	Turnout	Not returned /Turnout
Nov, 2012	5,609	0.008	374	1,698	718,700	0.0024
Jan - June, 2013	1,834		69	383		
July - Dec, 2013	1,071		34	209		
Jan - June, 2014	1,440		52	310		
July - Dec, 2014	3,654	0.006	209	906	660,912	0.0014
Jan - June, 2015	683		24	177		
July - Dec, 2015	488		20	153		
Jan - May, 2016	1,158	0.002	73	389	542,435	0.0007

MOVE Act - 45 Day Deadline

Presidential Primary – 02/09/2016

12/26/2015 UOCAVA Deadline

100% COMPLIANCE

Town or City Clerks

- Supplies for the Election
  - Pencils, Red Pens, Rulers
  - Posters from the Main Office – same as Presidential Primary
  - Forms
    - CVA – Challenged Voter Affidavits
    - DA – Domicile Affidavits
    - QVA – Qualified Voter Affidavits
      - ✓Identity
      - ✓Citizenship
      - ✓Age
    - Challenged Voter Forms – Asserting a Challenge

Town or City Clerks

- **Organize election training with Moderator**
  - Election Officials – Make note of all their duties
  - Give copies of the forms the election officials will need to fill out on:
    - Election Night
    - Or due 48 hours after election
  - Reminder – Election Officials can be 17 years old – may help with many duties

Town or City Clerks

- **Saturday, July 30th – 45 Day Deadline**
  - Clerks must check office between 3-5 for:
    - Mail
    - FAX
    - Email
  - Email or Mail all new UOCAVA requests
    - Print copy of email for files
    - Place mail absentee ballots in post office receptacle

Town or City Clerks

- Decide who prints the Checklist
  - Clerk or Supervisors
- Dividing the alpha pages into books
  - A – B
  - C – D
  - E – G
  - Etc…

- Have extra blank books available to switch a letter if necessary for long lines

Town or City Clerks

- Matrix Labels for the Checklist Pages
  - Electio*Net* / Help / Instructions
  - Primary Checklist Party Label Template
  - Primary Checklist party Label Printing Instructions
  - Optional labels to be used to tally checklist

R	**AR**
D	**AD**
UR	**AUR**
UD	**AUD**

Town or City Clerks

- Update the Absentee Ballot List
  - After 5:00 PM on Monday prior to the election
- Print Absentee Ballot List
  - Bring to Polling Place
- Have someone check the mail prior to 5:00 PM on election day for any absentee ballots that might have arrived in the mail.

Track Your Ballot

TRACK YOUR BALLOT

Voters: check your party, find your polling place, and more…

Absentee Voters

Track your ballots on:

http://app.sos.nh.gov

State of New Hampshire
Voter Information Look-up
Absentee Ballot – Party – Polling Place

Election Official Contact Information

- 1,164 Moderators & Selectmen in Electio*Net*
- 558 did not have email information
  - Email addresses are private & confidential
  - Contact your clerk to give them your updates of email address or phone numbers

- **RSA 657:17 Procedure By Voter….**The city or town clerk, ***or ward clerk on election day at the polls,*** shall not accept an absentee ballot from a family member unless the family member completes a form provided by the secretary of state, which shall be maintained by the city or town clerk, and the family member presents a government-issued photo identification or has his or her identity verified by the city or town clerk. **Absentee ballots delivered through the mail or by the voter's spouse, parent, sibling, or child shall be received by the town, city, or ward clerk no later than 5:00 p.m. on the day of the election.**

STATE OF NEW HAMPSHIRE

Absentee Ballot Return Form

(RSA 657:17)

To be completed by the person who is returning an Absentee Ballot for someone *other than themselves* due to Absence, Religious Observance, or Disability

For Official Use Only

Voter Not registered ☐

Voter ID # _____

Date Returned: ___/___/_____

I. I hereby declare that I am the voter's (check one):

☐ Spouse ☐ Parent ☐ Sibling ☐ Child

Any person who votes or attempts to vote using an absentee ballot who is not entitled to vote by absentee ballot shall be guilty of a misdemeanor. RSA 657:24

II. Absentee Ballot Voter's Name (Please Print):

_____

Last Name First Name Middle Name (Jr., Sr., II, III)

Absentee Ballot Voter's Domicile (**home**) Address:

_____

Street Number Street Name Apt/Unit City/Town Ward Zip Code

III. Name of family member who delivered the absentee ballot (Please Print):

_____

Last Name First Name Middle Name (Jr., Sr., II, III)

Signature:_____Date Signed_____

IV. Election Name (check only one and enter date):

☐ City or Town Election __/__/____

☐ State Special Primary Election __/__/____

☐ State Special General Election __/__/____

☐ State Presidential Primary Election __/__/____

☐ State Primary Election 09/13/2016

☐ State General Election 11/08/2016

V. Proof of Identification (check only one):

☐ Government-issued Photo ID

☐ Identity verified by city or town clerk

VI. City or Town Clerk signature:

Printed Name of Clerk: _____

Clerk's Signature: _____Date Signed: _____

2016 Law Change Means

- Clerks must bring all absentee ballot applications to polls.
- City clerks and clerks with multiple polling places, distribute all absentee ballot applications to ward clerks at polls.
- Absentee ballots cannot be counted unless there is a signed application to match the signature against.
- Bring "Absentee Ballot Return Forms" to the polls for a family member to complete the form.

Laminated Flap to Place Over Mail Delivery Slot in Clerks Office

STOP

No Ballots

Deliver absentee ballots in person to clerk.

Closing the Mail Slot

- Some clerks may choose to close their mail slot during the election period. (Others, like town clerk/tax collectors, may be less flexible.)
- Closing the mail slot might help prevent people from dropping off absentee ballots without verifying who delivered the ballot.
- Closing the mail slot may reduce the number of absentee ballots that cannot be counted.

How to Mark your Ballot Instructions

HOW TO MARK YOUR BALLOT:
To Vote: Fill in the oval to the right of your choice. For each office, vote for not more than the number of candidates stated in the sentence: "Vote for not more than _____." If you vote for more than the stated number of candidates, your vote for that office will not be counted.

To Vote by Write-In: To vote for a person whose name is not printed on the ballot, write in the name of the person in the "write-in" space. Fill in the oval to the right of your choice.

To vote on a question on the ballot, fill in the oval opposite either YES or NO indicating your choice on that question.

PROCEDURE AFTER MARKING YOUR BALLOT:
Fold the ballot and place it in the small affidavit envelope. Sign the affidavit that suits your situation and seal the envelope. Place the sealed affidavit envelope containing the ballot in the mailing envelope, fill in the name of the town or city where you are entitled to vote on said mailing envelope and write your full name, address and voting place in the upper left hand corner. Affix postage (if necessary) and mail the envelope or personally deliver it to the clerk so that it is received before 5:00 on the day before the election. An absentee ballot may be delivered in person to the town/city clerk by the absentee voter's parent, spouse, sibling or child. DO NOT leave your ballot in a box, on a desk or slipped through the clerk's window or door.

NOTE: Absentee ballots delivered by mail shall be accepted by the town or city clerk up to 5:00 on election day. If you are returning your absentee registration information, DO NOT place it in the affidavit envelope - place it in the outer envelope.

Track your ballot: http://app.sos.nh.gov

2016 v4

2008 NH Election Night Reporting Errors, Reported in a Study Released July, 2016

Hillsborough County	Clinton, d	Recount	Edwards, d	Recount	Obama, d	Recount
Amherst	970	963 -7	424	427 +3	1,309	1,308 -1
Antrim	195	194 -1	106	111 +5	272	272
Bedford	1,630	1,630	529	530 +1	1,614	1,616 +2
Manchester Ward 3	551	558 +7	165	165	458	459 +1
Manchester Ward 4	696	702 +6	237	237	519	524 +5
Manchester Ward 5	683	619 -64	255	217 -38	404	365 -39
Manchester Ward 6	875	880 +5	348	350 +2	587	590 +3
Manchester Ward 7	753	755 +2	270	272 +2	421	421
Nashua Ward 1	1,021	1,026 +5	439	439	744	744
Nashua Ward 2	773	775 +2	290	290	666	666
Nashua Ward 3	788	790 +2	338	341 +3	637	637
Nashua Ward 4	683	685 +2	164	164	416	417 +1
Nashua Ward 5	1,030	959 -71	405	377 -28	673	678 +5
Nashua Ward 6	967	976 +9	333	334 +1	520	523 +3
Nashua Ward 7	859	863 +4	295	298 +3	480	481 +1
Nashua Ward 8	789	791 +2	291	291	681	683 +2
Nashua Ward 9	881	888 +7	390	394 +4	786	791 +5
New Boston	366	366	160	159 -1	482	479 -3
Sharon	33	33	19	19	80	80
Temple	97	97	73	73	199	197 -2
Weare	630		255		580	
Wilton	284	285 +1	180	179 -1	386	286 -100
Windsor	13	13	15	15	15	15

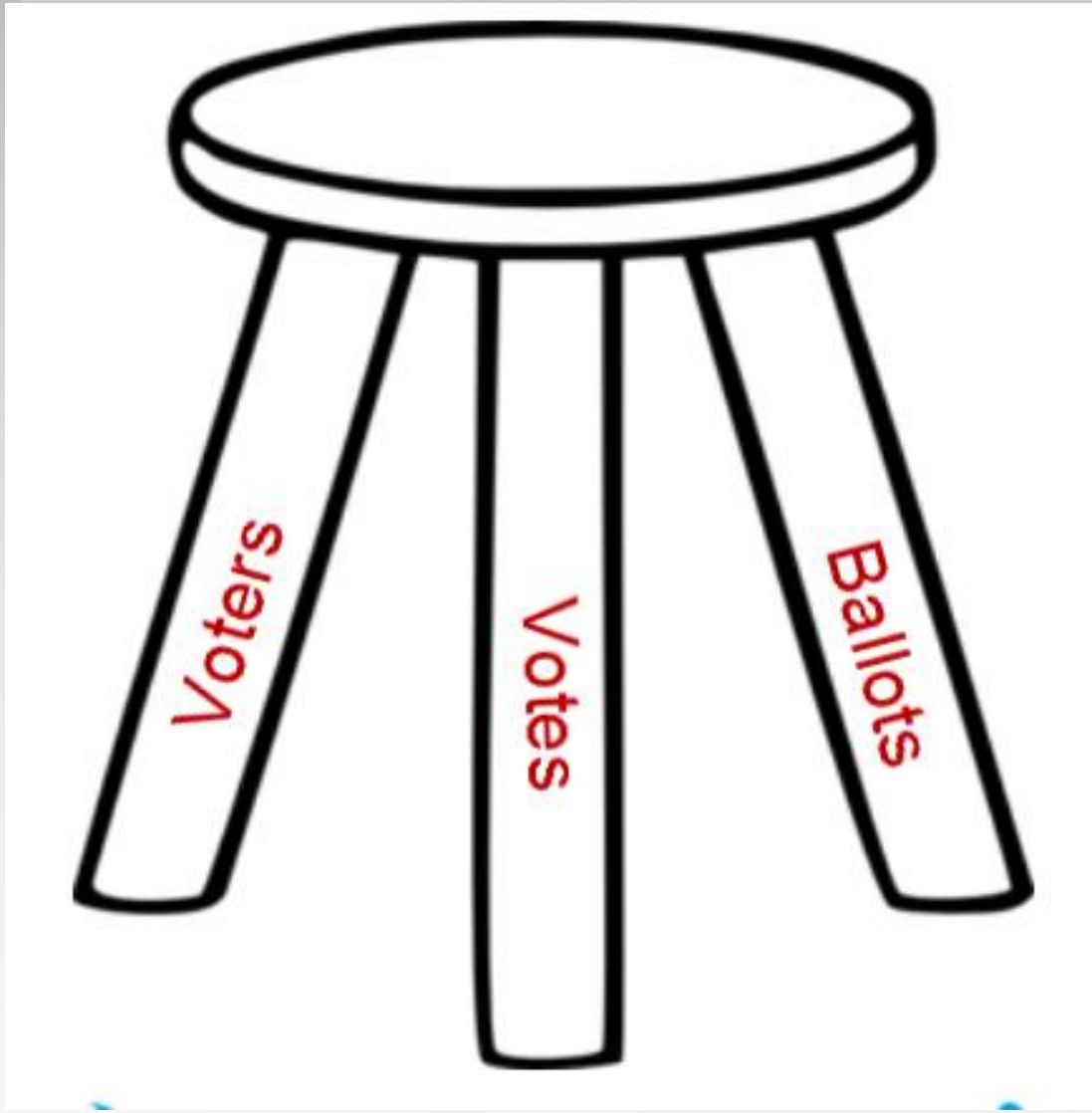
* results from NH SoS recount website as of 6:30 PM EST 1-20-08

www.sos.nh.gov/recountresults.htm

Reconciliation

- **One local jurisdiction can change entire outcome of a contest**
  - Georgia
  - North Carolina
  - Wisconsin
- **Mistake was not having someone check their numbers**

Voters, Votes & Ballots



Voters

SAMPLE

Town of ANYTOWN, NH

Official Checklist

Print Date : 02/05/2016

PRESIDENTIAL PRIMARY - 02/09/2016

	Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
	Ward 00		**CVA**					
A.V.	☑ DEM	~~BACOIN~~, FREDERICK F	☑	99 GREEN POND HL		00	400056171	
A.V.	☑ DEM	~~BAILLE,~~ ANDREW WARREN	☐	15 ARCHIBALD BLF		00	400023121	
	☐ REP	BAILLEY, ANNETTE C	☐	7 BEETLE DR	PO BOX 3,, ANYTOWN, NH 03999	00	400024001	
A.V.	☑ REP	~~BAILLEY,~~ ARTHUR B	☐	7 BEETLE DR	PO BOX 3,, ANYTOWN, NH 03999	00	400024002	
A.V.	☑ UND	REP ~~BAJA,~~ ANOTONIO J	☐	200 JACKSON WAY		00	400056277	
	☑ UND	REP ~~BAJA,~~ SHELLEY F	☑	200 JACKSON WAY		00	400023171	
A.V.	☑ REP	~~BALIN~~, CONSTANCE A	☐	5 ARCHIBALD BLF		00	400022171	
	☑ UND	REP ~~BALIN~~, GEORGE W	☑	5 ARCHIBALD BLF		00	400056009	
	☐ REP	BALL, JOSE ANTHONY	☐	88 MAPLE ST	PO BOX 205,, ANYTOWN, NH 03999	00	400053211	
	☑ UND	REP ~~BANKER,~~ DEANN JOAN	☐	77 GREEN POND HL		00	400012001	
	☑ UND	REP ~~BANKER,~~ SEAN PAUL	☐	77 GREEN POND HL		00	400012002	
	☐ UND	BARBARY, CATHLEEN A	☐	15 ARCHIBALD BLF		00	400000171	

Election Day Registrations

REP ✓ UND ~~Bain,~~ Ralph — MA 22 Maple Street

✓ REP ~~Bain,~~ Rosalyn — MA 22 Maple Street

R	1	AR	2
D	0	AD	2
UR	5	AUR	1
UD	0	AUD	0

Moderator's Worksheet – 1st Page AccuVote

B. DEMOCRATIC VOTER PARTICIPATION TALLIED AT CHECK-IN

Number of *DEMOCRATIC* voters *marked as having voted* on the *CHECK-IN* checklist 2,653

(ALL Election Day voters and ALL Absentee voters) = TOTAL B--DEM

Mod. Worksheet – 1st & 2nd Page Hand Count

B. DEMOCRATIC VOTER PARTICIPATION TALLIED AT CHECK-IN

Number of *DEMOCRATIC* voters *marked as having voted* on the *CHECK-IN* checklist *(ALL Election Day voters and ALL Absentee voters)* = **TOTAL B--DEM** 2,653

C. DEMOCRATIC VOTER PARTICIPATION TALLIED AT CHECK-OUT

HAND COUNT CITIES OR TOWNS	MACHINE COUNT CITIES OR TOWNS
OR	
Number of **Democratic voters** *marked as having voted* on the *CHECK-OUT* checklist *(ALL Election Day and ALL Absentee voters)* **TOTAL C--DEM** = 2,654	Total **Democratic Ballots** Cast from the ACCUVOTE "Election Results **Long Report**" tape 2,642 ADD Number of Democratic ballots that were NOT counted by the ACCUVOTE *(see Note below)* + 12 **TOTAL C--DEM** = 2,654 *(Note: These ADDED ballots are ONLY those Democratic Ballots that were counted by hand and did NOT pass though the ACCUVOTE counting device. Do NOT include ballots that had write-in votes or ballots the ACCUVOTE accepted but treated as completely blank)*

Votes

Form 1 – Prep: Draft Return of Votes Form

Form 1 Prep

RETURN OF VOTES FOR

Anytown

Democratic

STATE PRIMARY ELECTION

September 13, 2016

SECRETARY OF STATE

GOVERNOR
Vote for not more than 1

Hannah Dustin	1,675	
Nicholas Gilman	233	
Ichabod Goodwin	25	
Sheila Austin	640	2,513
WRITE-IN	___	

UNITED STATES SENATOR
Vote for not more than 1

Edward Randolph	1,670	
Susan Belanger	842	2,452
WRITE-IN	___	

REPRESENTATIVE IN CONGRESS
Vote for not more than 1

Sarah Hale	1800	
Juan Rodiquez	682	2,482
WRITE-IN	___	

EXECUTIVE COUNCILOR
Vote for not more than 1

Mathew Thornton	2,200
WRITE-IN	___

STATE SENATOR
Vote for not more than 1

Mary Woolson	1,905
WRITE-IN	___

STATE REPRESENTATIVE
MERRIMACK DISTRICT 22
Vote for not more than 1

Nathaniel Parker	1,902
WRITE-IN	___

STATE REPRESENTATIVE
Vote for not more than 1

Grace Bodwell	1866
WRITE-IN	___

SHERIFF
Vote for not more than 1

William Whipple	1,806
WRITE-IN	___

COUNTY ATTORNEY
Vote for not more than 1

Jeremiah Mason	1,765
WRITE-IN	___

COUNTY TREASURER
Vote for not more than 1

Wendy Martin	1,615
WRITE-IN	___

REGISTRAR OF DEEDS
Vote for not more than 1

Ellen Turcotte	1,584
WRITE-IN	___

REGISTRAR OF PROBATE
Vote for not more than 1

Marie Marchand	1,435
WRITE-IN	___

COUNTY COMMISSIONER
Vote for not more than 1

William Demarais	1,486
WRITE-IN	___

Democratic Election Day Ballots	2,100
Democratic Absentee Ballots	413
Total Democratic Ballots Cast	2,513

Form 2 – Prep: Write-in Votes

Form 2 - Prep

DEMOCRATIC Write-in Votes

Please indicate the number of all write-ins (regardless of whether they are known to you) and the number of votes received by each in the appropriate space. Use additional sheets if necessary. Do not include write-in votes cast for candidates that appear on the ballot in the same contest. (These write-in votes must be recorded on the main Return-of-Votes form.) Do not use hash marks on this form. Use numbers to report write-in votes, i.e. 1, 2, 3, 4.

Candidates for Governor	**Write-in Votes**
Deborah Underwood	2
Elijah Miller	4
Jose Garcia	3
Claire Cutts	3
Write-in Donald Duck	1
Write-in Gyro Gearloose	1
Write-in Joe Kennedy	1
Candidates for U.S. Senate	
Sarah Whipple	7
Obadiah Carrigan	3
Pedro Rodriguez	3
Write-in Mickey Mouse	1
Write-in Roadrunner	1
Candidates for Representative in Congress	
Ezra Stark	3
Rachel Randolph	6
Kristen Partridge	2
Pablo Juarez	3
Write-in No one	1
Write-in Hulk Hogan	1
Candidates for Executive Councilor	Write-in Votes
Robin McLane	3
Write-in Arnold Schwarzenegger	1
Write-in Anyone but those running	1

Candidates for State Senator	
Nathaniel Parker	2
Anna Rivera	3
Mary Dudley	5
Write-in Jerry Seinfeld	1
Write-in Chuck Norris	1
Candidates for State Representative, Coos, District 21	
Judith Harvey	4
Juan Calderone	6
John Deluca	2
Michael Edgar	2
Write-in Stephen Colbert	1
Write-in Charlie Brown	1
Write-in	
Write-in	
Candidates for State Representative, Coos, District 37	
Anna Andrews-Ahearn	3
Fred Upton	4
Write-in Sheldon Cooper	1
Write-in Jimmy Kimmel	1
Write-in	

ONE COPY TO BE RETURNED ELECTION NIGHT TO THE SECRETARY OF STATE AND ONE COPY TO BE RETAINED BY THE CLERK

Form 6

2016 State Primary

Ballot Accounting Worksheet

	Accuvote	Table 1	Table 2	Table 3	Totals
Hannah Dustin	1,675	7			1,682
Nicholas Gilman	233	1			234
Ichabod Goodwin	25	–			25
Sheila Austin	640	2			642
Blanks	55	2			57
Write-ins	14	–			14
Gubernatorial Total	2,642	12			2,654
Edward Randolph	1,670	7			1,677
Susan Belanger	842	4			846
Blanks	115	1			116
Write-ins	15	–			15
U.S. Senator Totals	2,642	12			2,654
Sarah Hale	1,802	8			1,810
Juan Rodriguez	680	4			684
Blanks	144	–			144
Write-ins	16	–			16
Rep. in Congress Totals	2,642	12			2,654

Form 6 - AccuVote

Ballots

Moderator's Certificate

Cast

2016 STATE PRIMARY ELECTION

MODERATORS CERTIFICATE/BALLOTS CAST
RSA 658:32; 659:71-75

Town/City (Ward of _____County _____

This is to certify that in accordance with RSA 658:32, the ballots forwarded by the Secretary of State to this town or ward have been examined and counted and I find that the total number of **OFFICIAL STATE PRIMARY BALLOTS** (excluding absentee ballots and ballots used to test voting devices) is: _____

Republican Ballots: _____ Democratic Ballots: _____

_____ A true copy attest: _____
Moderator's Signature Town or Ward Clerk Signature

Moderator's Worksheet - 1st Page

Town or City: Sargent's Purchase Ward: _____ County: Erie

Moderator: _____
(please print name)

PART I.

The first part of the reconciliation process consists of four separate tallies: (A) Ballot Inventory, (B) Voter Participation Tal Check-In, (C) Voter Participation Tallied at Check-Out/Ballots Cast Tape, and (D) Hand Count of Ballots Cast. Ideally, the counts should result in the same number of ballots cast and voters participating (In the end, **TOTAL A = TOTAL B = TOT = TOTAL D = TOTAL Count of Votes (from Part II)**). While we recognize that errors may occur which could result in differences in the four Part I totals, Moderators are urged to carefully consider these tally numbers before finalizing results primary election night.

A. DEMOCRATIC ("Dem.") BALLOT INVENTORY

(1) Official Democratic Election Day Ballots Received from Secretary of State, excluding ACCUVOTE device test ballots

(You may enter this same number on the "Moderator's Certificate") (1) 2,602

(2) SUBTRACT Spoiled (cancelled) Official Democratic Election Day Ballots

(You may enter this same Dem. number on the "Label for Resealing Ballots") - (2) 2

(3) SUBTRACT Uncast (not used) Official Democratic Election Day Ballots

(You may enter this same Dem. number on the "Label for Resealing Ballots") - (3) 92

(4) ADD Democratic Ballots cast using AVS (Accessible Voting System) + (4) 5

(5) ADD Photocopy or absentee ballots **CAST** as Dem. Official Election Day Ballots + (5) 0

(These are the substitute ballots used when the polling place runs out of Election Day Ballots.)

(6) Total Number of Dem. Ballots Cast by ELECTION DAY voters *(Calculate 1 through 5)* = 2,513

(7) State Democratic Absentee Ballots Cast (7) 141

(8) ADD Federal Ballot Only Democratic Absentee Ballots Cast + (8) 2

(9) ADD Federal and State Write-in Democratic Absentee Ballots Cast + (9) 1

(10) Total Number of Democratic Ballots Cast by ABSENTEE voters *(ADD 7, 8 and 9)* = 143

(11) Grand Total Number of Dem. Ballots Cast *(ADD boxes 6 + 10)* = **TOTAL A—DEM** 2,646

(You may enter this same Democratic number on the "*Label for Resealing Ballots*")

You may transfer numbers from the "Ballots Cast" form

Moderator's Worksheet – 2nd Page Hand count

C. DEMOCRATIC VOTER PARTICIPATION TALLIED AT CHECK-OUT

HAND COUNT CITIES OR TOWNS	MACHINE COUNT CITIES OR TOWNS
OR	
Number of **Democratic voters** *marked as having voted* on the *CHECK-OUT* checklist *(ALL Election Day and ALL Absentee voters)* **TOTAL C–DEM** = 2,654	Total **Democratic Ballots** Cast from the ACCUVOTE "Election Results **Long Report**" tape _____ ADD Number of Democratic ballots that were NOT counted by the ACCUVOTE *(see Note below)* + ___ **TOTAL C–DEM** = _____ *(Note: These ADDED ballots are ONLY those Democratic Ballots that were counted by hand and did NOT pass though the ACCUVOTE counting device. Do NOT include ballots that had write-in votes or ballots the ACCUVOTE accepted but treated as completely blank)*

D. HAND COUNT OF DEMOCRATIC BALLOTS CAST

You may hand count the total number of **Democratic ballots cast.** **TOTAL D – DEM** 2,654

Form 4 – AccuVote Tape

STATE PRIMARY ELECTION
ANYTOWN, NH
DATE: 09/13/16
POLL CTR: 1AO2
VERSION: 18 COPY: 0
ACCUVOTE RELEASE: 1.96.13
REPORT USMA 2.8.6
****
TIME: 20:00:55 09/13/16

GOVERNOR
RACE # 1 PARTY: DEM

BLANKS	55
HANNAH DUSTIN	1,705
NICHOLAS GILMAN	203
ICHABOD GOODWIN	25
SHEILA AUSTIN	640
WRITE-INS	14

= 2,642

****
U.S. SENATOR
RACE # 2 PARTY: DEM

BLANKS	85
EDWARD RANDOLPH	1,710
SUSAN BELANGER	802
WRITE-INS	45

= 2,642

****
REP. IN CONGRESS
RACE # 3 PARTY: DEM

BLANKS	125
SARAH HALE	1,800
JUAN RODRIGUEZ	682
WRITE-INS	35

****
EXECUTIVE COUNSELOR
RACE # 4 PARTY: DEM

PRECINCT SUMMARY
****
BALLOTS CAST BY PRECINCT

PRECINCT	QUANTITY
1	3,439

???

SAMPLE

Moderators & Clerks

- ACCUVOTE – Machine Towns
  - **ALWAYS**
  - **ALWAYS**
  - **ALWAYS**
  - **ALWAYS**
  - **RUN THE LONG ACCUVOTE TAPE**
  - Instructions were handed out in this training
    - Can be found in Electio*Net* -> Help

Moderator's Worksheet – 2nd Page

AccuVote

C. DEMOCRATIC VOTER PARTICIPATION TALLIED AT CHECK-OUT

HAND COUNT CITIES OR TOWNS	MACHINE COUNT CITIES OR TOWNS
OR	
Number of **Democratic voters** *marked as having voted* on the *CHECK-OUT* checklist *(ALL Election Day and ALL Absentee voters)* **TOTAL C–DEM** = _____	Total **Democratic Ballots** Cast from the ACCUVOTE "Election Results **Long Report**" tape 2,642 ADD Number of Democratic ballots that were NOT counted by the ACCUVOTE *(see Note below)* + 12 **TOTAL C–DEM** = 2,654 *(Note: These ADDED ballots are ONLY those Democratic Ballots that were counted by hand and did NOT pass though the ACCUVOTE counting device. Do NOT include ballots that had write-in votes or ballots the ACCUVOTE accepted but treated as completely blank)*

D. HAND COUNT OF DEMOCRATIC BALLOTS CAST

You may hand count the total number of **Democratic ballots** cast. **TOTAL D – DEM** 2,654

Form 7

Hand Count

2016 State Primary

Ballot Accounting Worksheet

Governor - DEM

Tables	Hannah Dustin	Nicholas Gilman	Ichabod Goodwin	Sheila Austin	Blanks	Write-ins	Totals
44	34	4	0	12		0	50
45	29	4	0	14	3	0	50
46	32	6	1	11		0	50
47	33	4	0	12	1	0	50
48	32	4	0	13	1	0	50
49	28	5	2	14	1	0	50
50	32	4	0	14		0	50
51	30	6	2	12		0	50
52	29	5	1	13	2	0	50
53	32	4	0	11	3	0	50
54	4	0	0	0	0	0	4
Total	1682	234	25	642	57	14	2654

Form 7 – Hand Count

Moderator's Worksheet – 2nd Page

Final comparison:

Voters, Votes, and Ballots

(ALL Election Day and ALL Absentee voters)

TOTAL C--DEM [ ]

ADD Number of Democratic ballots that were

NOT counted by the ACCUVOTE *(see Note below)* + 12

TOTAL C--DEM = 2,654

(Note: These ADDED ballots are ONLY those Democratic Ballots that were counted by hand and did NOT pass though the ACCUVOTE counting device. Do NOT include ballots that had write-in votes or ballots the ACCUVOTE accepted but treated as completely blank.)

D. HAND COUNT OF DEMOCRATIC BALLOTS CAST

You may hand count the total number of **Democratic ballots cast.** **TOTAL D – DEM** 2654

PART II. EXAMINATION OF INDIVIDUAL RACES IN THE DEMOCRATIC PRIMARY

Compare the ballots cast (**TOTALS A--DEM, B--DEM, C--DEM**, and **D--DEM**) from PART I of this form) with the total Democratic votes cast from the "***Return of Votes Spreadsheet, Examination of Individual Races***". If there are any significant discrepancies, please ask your election team to carefully review their tallies.

It is important to ***resolve discrepancies on election night before announcing results*** and avoid errors which, for example, may indicate more votes tallied in a particular contest than total ballots cast.

TALLY CATEGORY	TOTAL Votes, Voters, or Ballots Cast
TOTAL A--DEM Ballot Inventory *(from reverse side of this form)*	2,656
TOTAL B--DEM Voters at Check-in *(from reverse side of this form)*	2,653
TOTAL C--DEM Voters at Check-out/Ballots Cast Tape *(this side of form)*	2,654
TOTAL D – DEM Hand Count of Ballots *(from this side of this form)*	2,654
TOTAL COUNT OF DEM. VOTES FOR INDIVIDUAL CONTESTS *(transfer number from "**Return of Votes Spreadsheet, Examination of Individual Races**" that reflects the consensus "office total" for individual contests.)*	2,654

These **five** numbers above **should all be equivalent.** Significant differences may indicate a tallying error.

Form 8

Ballot Clerks

Ballot Clerks

- Ballot Clerk Procedure – Primary & General
- Video
- Street List

Video

Ballot Clerk Scenarios

Refusal to show Photo ID or sign a CVA

- What happens if a registered voter requests a ballot without presenting a valid photo ID and refuses to have his or her photograph taken and attached to the challenged voter affidavit for reasons other than religious beliefs?
  - **The challenged voter affidavit cannot be completed.**
  - **The person should not be given a ballot.**

COMMUNICATION TIPS
Accessibility - related

- Treat adults as adults.
- Greet each person equally.
- Smile when communicating.
- Speak directly to the person/not to a friend or interpreter.
- Identify yourself when meeting someone who is blind or has low vision and let them know when you are leaving their presence.
- If you offer assistance, wait to see if your offer is accepted, then ask how you can help.

COMMUNICATION TIPS
Accessibility-Related

Listen attentively when talking with people who have difficulty speaking and wait for them to finish. If you do not understand, ask them to repeat what they have said.

When speaking to a person who is in a wheelchair, try to place yourself at eye-level if you intend to converse for a long period of time.

Do not distract or pet service animals.

Don't get hung up on words like: hear, see, walk, run, etc. People with disabilities use the same terms all the time.

Ballot Clerk Procedure

BALLOT CLERK PROCEDURE - Primary

Before Voters are allowed in the voter check-in (Ballot Clerk) line, election officials should ask them if they are a registered voter, inform them of the Voter ID law and direct them to the correct line or table: Ballot Clerk line, Supervisors of the Checklist table or Challenged Voter Affidavit table.

Before a Voter is allowed into the area within the guardrail to vote:

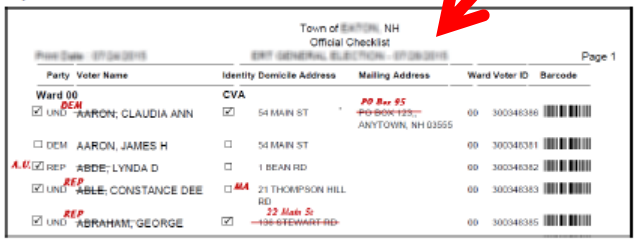
1. The Voter shall announce to the Ballot Clerk his or her name AND the name of the party to which he or she belongs.
    a. Any undeclared Voter desiring to vote in a party primary shall announce the name of the party whose primary they wish to vote at the time of announcing his or her name. (RSA 659:14)
2. Ballot Clerk shall repeat the name given by the Voter
    a. If the Voter's name is NOT found on the checklist, the Ballot Clerk shall direct the Voter to the Supervisors of the Checklist/Registrars.
    b. If the Voter's name is found on the checklist, the Ballot Clerk shall, using a ruler, put a check mark ✓ beside the name and repeat the name again.
    c. The party choice of an undeclared Voter should be marked on the checklist using the first three letters of the name of the party, REP or DEM. (RSA 654:15)
3. The Ballot Clerk shall then state the domicile and mailing address for the Voter that is listed on the checklist and ask the Voter if the domicile and mailing address is correct.
    a. If the domicile or mailing address is NOT correct, and the Voter's current domicile address is within the same town or ward, the Ballot Clerk shall correct the address(es) in **RED** on the paper checklist to reflect the correction.(RSA 659:13)
    b. If the domicile address is NOT correct, and the Voter's current address is <u>NOT</u> within the same town or ward, the Ballot Clerk should inform the Voter that he or she is not at the correct polling place and that he or she can only vote where they are domiciled.
4. The Ballot Clerk shall request the Voter present a valid photo ID in the form of:
    a. A driver's license issued by any state or the federal government;
    b. A non-driver's license issued by any state;
    c. An ID card issued by any state DMV for voting purposes only;
    d. A United States Armed Services ID card;
    e. A United States Passport or passcard;
    f. A NH Student ID card;
        i. An acceptable student photo ID card issued by: (The Department of Education list is available on the Secretary of State's website - www.sos.nh.gov)
            1. A college, university or career school approved to operate or licensed to operate in New Hampshire;
            2. A public high school in New Hampshire;
            3. A nonpublic high school in New Hampshire accredited by a private school accrediting agency that is recognized by the NH Department of Education;
            4. Dartmouth College;
            5. A college or university operated by the university system of New Hampshire or the community college system of New Hampshire.
        ii. The card has either an expiration date or an issuance date that has NOT exceeded 5 years;
        iii. EXCEPTION: Student ID cards without a date of expiration or issuance will be accepted until September 1, 2018.
    g. A Challenged Voter Affidavit. (See #7)

BALLOT CLERK PROCEDURE - Primary

h. A photo ID not mentioned above, but determined to be legitimate by the Moderator, Supervisors of the Checklist or Clerk of a town, ward or city.

i. Verification of the person's identity by the Moderator, a Supervisor of the Checklist or Clerk of a town, ward or city. (Not a Ballot Clerk)

5. A valid photo identification shall show:
   a. Name and photo of the individual.
      i. The name shall substantially conform to the name of the individual on their voter registration record.
   b. The photo identification shall have an expiration date that has not been exceeded beyond 5 years.
      i. Exception: a voter 65 years or older may use an acceptable ID without regard to the expiration date.
6. If the Voter presents an Out-of-State driver's license or non-driver's license, the Ballot Clerk shall record the two-letter state abbreviation to the right of the "CVA" box on the checklist in **RED INK**.
7. If the Voter does NOT present a valid photo ID, the Ballot Clerk may ask the Moderator, Supervisor of the Checklist or the Clerk of a town, ward or city to verify the person's identity to satisfy the identification requirements **OR** if no Moderator, Supervisor of the Checklist or the Clerk of a town, ward or city can verify the voter's identity the Ballot Clerk shall direct the voter to the "Challenged Voter Affidavit" table as described in the banner on page one.
8. If the Voter presents a signed "CVA" with an attached photo or a signed "CVA" with an attached "Religious Affidavit" to the Ballot Clerk, the Ballot Clerk shall put a check mark ✓ in the "CVA" box on the checklist. (RSA 659:13)
9. The Ballot Clerk shall take the signed "CVA" with an attached photo or the signed "CVA" with an attached "Religious Affidavit" from the Voter and place it in a folder or container marked for this purpose.
10. The Voter, if still qualified to vote in the town or ward and having presented an acceptable photo ID or completed a "CVA", and unless challenged as provided for in RSA 659:27 through 659:33 shall then be allowed to enter the space enclosed by the guardrail.
11. The Ballot Clerk gives the Voter the appropriate ballot(s). (RSA 659:15 & 659:38)
12. The Ballot Clerk uses a ruler or straight edge to mark the checklist to indicate that the Voter has obtained his or her ballot. We recommend marking a thin line through the last name of the voter on the checklist, which requires a second look at the voter's name and the use of the ruler, for example, ~~Jones~~, John. (This line should not be so thick you cannot read the voter's last name.)
13. Absentee Voters shall be marked in **RED INK** with the letters **A.V.** (RSA 659:52)
14. After the Moderator and Clerk no longer require access to the checklist for election reporting purposes, the Supervisors of the Checklist should scan the bar codes of those Voters marked on the checklist as having checked in, picked up a ballot **and** if the Voter signed a CVA. Hence, scanned Voter names would have both a check mark and the last name crossed out.



Town of [illegible], NH
Official Checklist
Page 1

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
Ward 00		CVA					
☑ UND DEM	~~AARON~~, CLAUDIA ANN	☑	54 MAIN ST	PO Box 95 ~~PO BOX 123~~, ANYTOWN, NH 03555	00	300348386	
☐ DEM	AARON, JAMES H	☐	54 MAIN ST		00	300348381	
A.V. ☑ REP	~~ABDE~~, LYNDA D	☐	1 BEAN RD		00	300348382	
☑ UND REP	~~ABLE~~, CONSTANCE DEE	☐ MA	21 THOMPSON HILL RD		00	300348383	
☑ UND REP	~~ABRAHAM~~, GEORGE	☑	22 Main St ~~136 STEWART RD~~		00	300348385	

Recording Out-of-State Drivers Licenses

Town of [illegible] NH
Official Checklist

[illegible] [illegible]

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
Ward 00		**CVA**					
☑ UND	DEM ~~AARON,~~ CLAUDIA ANN	☑	54 MAIN ST	PO Box 95 ~~PO BOX 123,,~~ ANYTOWN, NH 03555	00	300348386	
☐ DEM	AARON, JAMES H	☐	54 MAIN ST		00	300348381	
A.U. ☑ REP	~~ABDE,~~ LYNDA D	☐	1 BEAN RD		00	300348382	
☑ UND	REP ~~ABLE,~~ CONSTANCE DEE	☐ MA	21 THOMPSON HILL RD		00	300348383	
☑ UND	REP ~~ABRAHAM,~~ GEORGE	☑	22 Main St ~~136 STEWART RD~~		00	300348385	

SAMPLE

Print Date : 02/05/2016

Town of ANYTOWN, NH
Official Checklist
PRESIDENTIAL PRIMARY - 02/09/2016

7

	Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
Ward 00			**CVA**					
A.V.	☑ DEM	~~BACOIN~~, FREDERICK F	☑	99 GREEN POND HL		00	400056171	
A.V.	☑ DEM	~~BAILLE,~~ ANDREW WARREN	☐	15 ARCHIBALD BLF		00	400023121	
	☐ REP	BAILLEY, ANNETTE C	☐	7 BEETLE DR	PO BOX 3,, ANYTOWN, NH 03999	00	400024001	
A.V.	☑ REP	~~BAILLEY,~~ ARTHUR B	☐	7 BEETLE DR	PO BOX 3,, ANYTOWN, NH 03999	00	400024002	
A.V.	☑ UND	REP ~~BAJA,~~ ANOTONIO J	☐	200 JACKSON WAY		00	400056277	
	☑ UND	REP ~~BAJA,~~ SHELLEY F	☑	200 JACKSON WAY		00	400023171	
A.V.	☑ REP	~~BALIN~~, CONSTANCE A	☐	5 ARCHIBALD BLF		00	400022171	
	☑ UND	REP ~~BALIN~~, GEORGE W	☑	5 ARCHIBALD BLF		00	400056009	
	☐ REP	BALL, JOSE ANTHONY	☐	88 MAPLE ST	PO BOX 205,, ANYTOWN, NH 03999	00	400053211	
	☑ UND	REP ~~BANKER~~, DEANN JOAN	☐	77 GREEN POND HL		00	400012001	
	☑ UND	REP ~~BANKER~~, SEAN PAUL	☐	77 GREEN POND HL		00	400012002	
	☐ UND	BARBARY, CATHLEEN A	☐	15 ARCHIBALD BLF		00	400000171	

Election Day Registrations

REP ✓ UND ~~Bain,~~ Ralph — MA 22 Maple Street

✓ REP ~~Bain,~~ Rosalyn — MA 22 Maple Street

The numbers recorded below are for the letters: ____ through ____

State Abbreviations for Out-of-State Driver's license or Non-Driver's Identification Card - **TALLY SHEET**

Instructions:

1. On the checklist, insert the applicable state abbreviation in red in the space to the right of the CVA column on the same line as the name of each voter who presents an out-of-state driver's license or out-of-state non-driver's identification card in order to receive a ballot. For example: MA
2. On this form, place a hash mark near the applicable state for each out-of-state driver's or non-driver's ID presented in order to receive a ballot. For example: 𝍸

State	Abbrev.					Total		State	Abbrev.					Total
Alabama	AL							Minnesota	MN					
Alaska	AK							Mississippi	MS					
Arizona	AZ							Missouri	MO					
Arkansas	AR							Montana	MT					
California	CA							Nebraska	NE					
Colorado	CO							Nevada	NV					
Connecticut	CT							New Jersey	NJ					
								New Mexico	NM					
Delaware	DE							**New York**	NY					
Dist. of Colum.	DC													
Florida	FL							North Carolina	NC					
Georgia	GA							North Dakota	ND					
Hawaii	HI							Ohio	OH					
Idaho	ID							Oklahoma	OK					
Illinois	IL							Oregon	OR					
Indiana	IN							Pennsylvania	PA					
Iowa	IA							Rhode Island	RI					
Kansas	KS							South Carolina	SC					
Kentucky	KY							South Dakota	SD					
Louisiana	LA							Tennessee	TN					
Maine	ME							Texas	TX					
								Utah	UT					
Maryland	MD							**Vermont**	VT					
Massachusetts	MA													
								Virginia	VA					
								Washington	WA					
								West Virginia	WV					
								Wisconsin	WI					
Michigan	MI							Wyoming	WY					

Right Column Total	
Left Column Total	
Grand Total	

Within 30 days after the election, please fax this completed form to the Secretary of State's office at (603)271-6316 or as an email attachment to elections@sos.nh.gov (RSA 659:13)

Town/City: _____ Ward # _____ Initialled by: _____

Print name(s) _____

SUMMARY PAGE

State Abbreviations for Out-of-State Driver's license or Non-Driver's Identification Card

Instructions: Complete this form using the figures from your tally sheet(s).

	Must include Letters A - Z				Subtotals
First letter of voter's last name indicated at Ballot Clerk's check-in table.		through		→	
First letter of voter's last name indicated at Ballot Clerk's check-in table.		through		→	
First letter of voter's last name indicated at Ballot Clerk's check-in table.		through		→	
First letter of voter's last name indicated at Ballot Clerk's check-in table.		through		→	
First letter of voter's last name indicated at Ballot Clerk's check-in table.		through		→	
First letter of voter's last name indicated at Ballot Clerk's check-in table.		through		→	
First letter of voter's last name indicated at Ballot Clerk's check-in table.		through		→	
First letter of voter's last name indicated at Ballot Clerk's check-in table.		through		→	
First letter of voter's last name indicated at Ballot Clerk's check-in table.		through		→	
First letter of voter's last name indicated at Ballot Clerk's check-in table.		through		→	
First letter of voter's last name indicated at Ballot Clerk's check-in table.		through		→	
First letter of voter's last name indicated at Ballot Clerk's check-in table.		through		→	
			Grand Total	→	

Within 30 days after the election, please fax this completed form, with the tally sheets, to the Secretary of State's office at (603)271-6316 or as an email attachment to elections@sos.nh.gov (RSA 659:13)

Town/City: _____ Ward # _____ Signed by: _____

Print name: _____

Title: _____

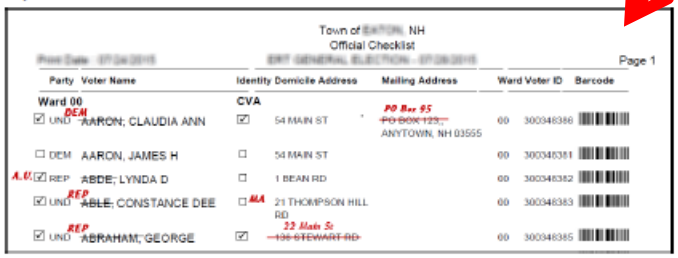
2015 v5

BALLOT CLERK PROCEDURE - Primary

h. A photo ID not mentioned above, but determined to be legitimate by the Moderator, Supervisors of the Checklist or Clerk of a town, ward or city.

i. Verification of the person's identity by the Moderator, a Supervisor of the Checklist or Clerk of a town, ward or city. (Not a Ballot Clerk)

5. A valid photo identification shall show:
   a. Name and photo of the individual.
      i. The name shall substantially conform to the name of the individual on their voter registration record.
   b. The photo identification shall have an expiration date that has not been exceeded beyond 5 years.
      i. Exception: a voter 65 years or older may use an acceptable ID without regard to the expiration date.
6. If the Voter presents an Out-of-State driver's license or non-driver's license, the Ballot Clerk shall record the two-letter state abbreviation to the right of the "CVA" box on the checklist in **RED INK**.
7. If the Voter does NOT present a valid photo ID, the Ballot Clerk may ask the Moderator, Supervisor of the Checklist or the Clerk of a town, ward or city to verify the person's identity to satisfy the identification requirements **OR** if no Moderator, Supervisor of the Checklist or the Clerk of a town, ward or city can verify the voter's identity the Ballot Clerk shall direct the voter to the "Challenged Voter Affidavit" table as described in the banner on page one.
8. If the Voter presents a signed "CVA" with an attached photo or a signed "CVA" with an attached "Religious Affidavit" to the Ballot Clerk, the Ballot Clerk shall put a check mark ✓ in the "CVA" box on the checklist. (RSA 659:13)
9. The Ballot Clerk shall take the signed "CVA" with an attached photo or the signed "CVA" with an attached "Religious Affidavit" from the Voter and place it in a folder or container marked for this purpose.
10. The Voter, if still qualified to vote in the town or ward and having presented an acceptable photo ID or completed a "CVA", and unless challenged as provided for in RSA 659:27 through 659:33 shall then be allowed to enter the space enclosed by the guardrail.
11. The Ballot Clerk gives the Voter the appropriate ballot(s). (RSA 659:15 & 659:38)
12. The Ballot Clerk uses a ruler or straight edge to mark the checklist to indicate that the Voter has obtained his or her ballot. We recommend marking a thin line through the last name of the voter on the checklist, which requires a second look at the voter's name and the use of the ruler, for example, ~~Jones~~, John. (This line should not be so thick you cannot read the voter's last name.)
13. Absentee Voters shall be marked in **RED INK** with the letters **A.V.** (RSA 659:52)
14. After the Moderator and Clerk no longer require access to the checklist for election reporting purposes, the Supervisors of the Checklist should scan the bar codes of those Voters marked on the checklist as having checked in, picked up a ballot **and** if the Voter signed a CVA. Hence, scanned Voter names would have both a check mark and the last name crossed out.



Town of [redacted], NH
Official Checklist
[redacted]
Page 1

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
Ward 00		CVA					
☑ UND DEM	~~AARON~~; CLAUDIA ANN	☑	54 MAIN ST	~~PO Box 123~~ PO Box 95 ANYTOWN, NH 03555	00	300348386	
☐ DEM	AARON, JAMES H	☐	54 MAIN ST		00	300348381	
A.V. ☑ REP	~~ABDE~~; LYNDA D	☐	1 BEAN RD		00	300348382	
☑ UND REP	~~ABLE~~; CONSTANCE DEE	☐ MA	21 THOMPSON HILL RD		00	300348383	
☑ UND REP	~~ABRAHAM~~; GEORGE	☑	~~136 STEWART RD~~ 22 Main St		00	300348385	

Selectmen

Town Government Tradition is Older than the Nation

- World's first Constitutional Convention in June, 1778 consisted of 74 delegates representing 90 New Hampshire towns.

New Hampshire Constitution

- **[Art.] 32. [Biennial Meetings, How Warned, Governed, and Conducted; Return of Votes, etc.]** The meetings for the choice of governor, council and senators, shall be warned by warrant from the selectmen, and governed by a moderator, who shall**, in the presence of the selectmen (whose duty it shall be to attend) in open meeting, receive the votes of all the inhabitants** of such towns and wards present, and qualified to vote for senators; and shall, in said meetings, **in presence of the said selectmen, and of the town or city clerk, in said meetings, sort and count the said votes, and make a public declaration thereof**, with the name of every person voted for, and the number of votes for each person;

HB 331 – Adopted in 2016

- ***RSA 658:21-a Selectmen Pro Tem***. *If a selectman is absent from or unable to perform his or her duties for all or any part of the day at any state election, the selectman is authorized to appoint a selectman pro tem to perform his or her duties. If one or more selectmen are absent or unable to perform their duties and have not appointed selectmen pro tem, or if a selectman pro tem is absent or unable to perform his or her duties for all or any part of the day, the moderator is authorized to appoint selectmen pro tem to perform their duties*.

Recommended

Appoint a numbers person as selectman pro tem.

Budgeting

- Supervisors of the checklist
- Inspectors of Election
- Avoiding long lines
- Clerks
- Polling Place & Accessibility
- Ballot counting
- Election night reporting

Troubleshooting

- Long Lines (try to be ready to help during morning and evening rush hours).
- If a line gets long, suggest to the moderator that they move a checklist letter to a smaller line.
- Request to supervisors of the checklist to prepare for 32-state crosscheck: number of default dates-of-birth in your town.

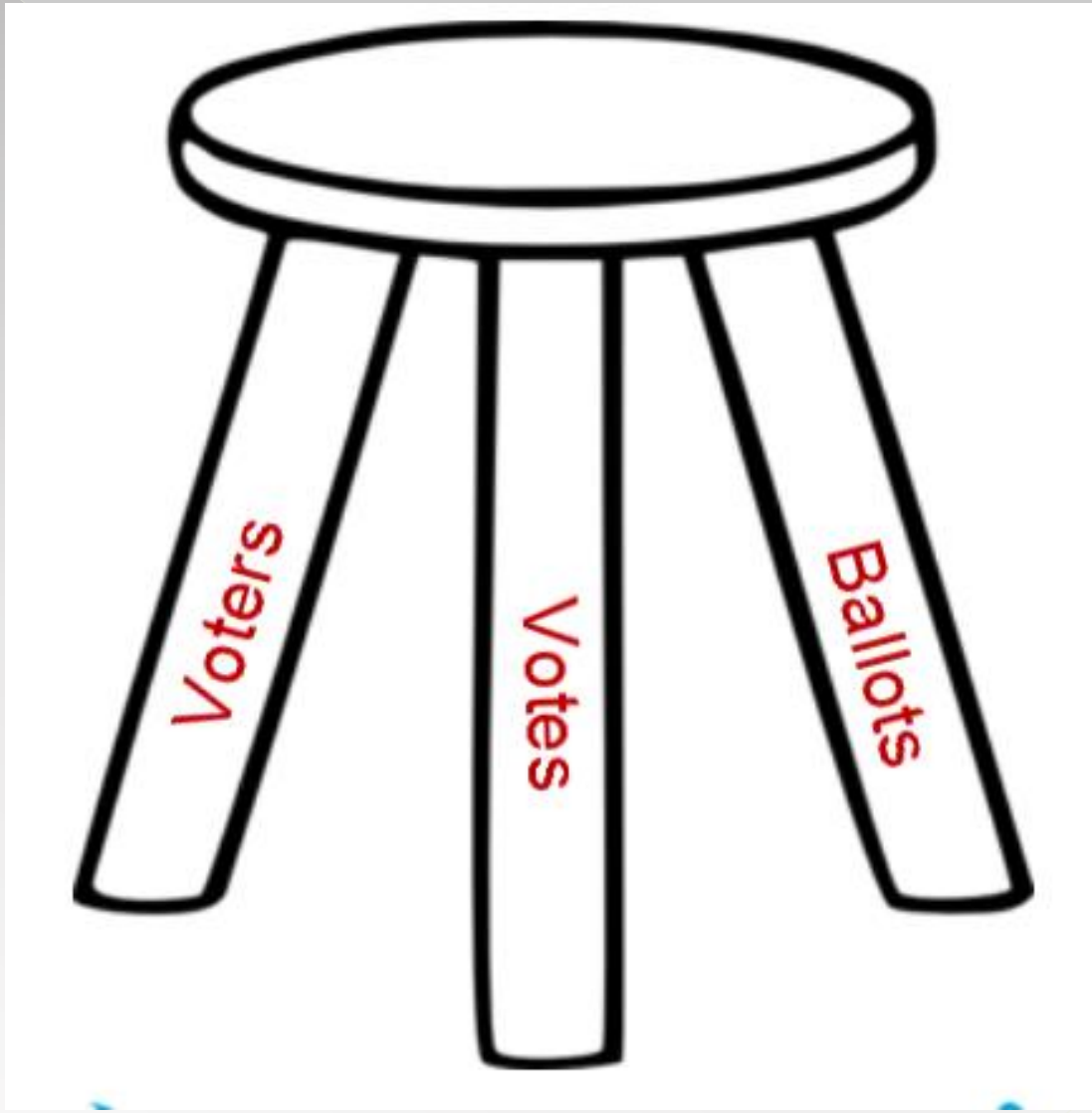
Select proper site for the polling place

- Warmed & Lighted
- Furnished: Voting booths in plain view
- Accessible voting booth & capability
- Accessible to the elderly and persons with disabilities
- United States flag
- Guardrail
- Ballot box in plain view
- Deal with facility-related problems, fires & power outages

Maintain a contingency plan

Seals on boxes
Use Moderators Worksheet

Voters, Votes & Ballots



C. DEMOCRATIC VOTER PARTICIPATION TALLIED AT CHECK-OUT

HAND COUNT CITIES OR TOWNS	MACHINE COUNT CITIES OR TOWNS
	OR
Number of **Democratic** voters *marked as having voted* on the *CHECK-OUT* checklist *(ALL Election Day and ALL Absentee voters)* **TOTAL C--DEM** [ ]	Total **Democratic** Ballots Cast from the ACCUVOTE "Election Results **Long Report**" tape 2,642 ADD Number of Democratic ballots that were NOT counted by the ACCUVOTE *(see Note below)* + 12 **TOTAL C--DEM** = 2,654 *(Note: These ADDED ballots are ONLY those Democratic Ballots that were counted by hand and did NOT pass though the ACCUVOTE counting device. Do NOT include ballots that had write-in votes or ballots the ACCUVOTE accepted but treated as completely blank.)*

D. HAND COUNT OF DEMOCRATIC BALLOTS CAST

You may hand count the total number of **Democratic** ballots cast. **TOTAL D – DEM** 2,654

PART II. EXAMINATION OF INDIVIDUAL RACES IN THE DEMOCRATIC PRIMARY

Compare the ballots cast (**TOTALS A--DEM, B--DEM, C--DEM**, and **D--DEM**) from PART I of this form) with the total Democratic votes cast from the "*Return of Votes Spreadsheet, Examination of Individual Races*". If there are any significant discrepancies, please ask your election team to carefully review their tallies.

It is important to *resolve discrepancies on election night before announcing results* and avoid errors which, for example, may indicate more votes tallied in a particular contest than total ballots cast.

TALLY CATEGORY	TOTAL Votes, Voters, or Ballots Cast
TOTAL A--DEM Ballot Inventory *(from reverse side of this form)*	2,656
TOTAL B--DEM Voters at Check-in *(from reverse side of this form)*	2,653
TOTAL C--DEM Voters at Check-out/Ballots Cast Tape *(this side of form)*	2,654
TOTAL D – DEM Hand Count of Ballots *(from this side of this form)*	2,654
TOTAL COUNT OF DEM. VOTES FOR INDIVIDUAL CONTESTS *(transfer number from "Return of Votes Spreadsheet, Examination of Individual Races" that reflects the consensus "office total" for individual contests.)*	2,654

These **five** numbers above **should all be equivalent.** Significant differences may indicate a tallying error.

Thank you!