ELECTION OFFICIAL TRAINING
2020 PRESIDENTIAL PRIMARY

David Scanlan
Deputy Secretary of State

Patricia Piecuch
Assistant Secretary of State
Elections Director

Orville “Bud” Fitch
Assistant Secretary of State
Elections Legal Counsel

Colleen McCormack
Elections Assistant

Debra Cornett
Elections Director of Training
Supervisors and Clerks should be using the Voter Registration Form, dated July 2016 ONLY.

**Help > Instructions > Voter Registration Form July 2016**

- **Proof of Citizenship** – Birth Certificate, US Passport, Naturalization Papers or Qualified Voter Affidavit

- Driver’s License gives proof of identity and age – *not citizenship*; this is true of the Real ID as well.

- **Proof of Domicile** – some examples:
  - US Government issued ID showing the address the applicant claims as domicile;
  - Lease/Rental agreement
  - NH Vehicle registration;
  - Utility Bill;
  - Paycheck;
  - Domicile Affidavit.

- Review: Registering to Vote in New Hampshire, in ElectioNet > Help > Instructions.
ABSENTEE VOTER REGISTRATION

Voters who will be absent on election day, may register to vote and request a ballot absentee

► In ElectioNet > Main Menu, Refer to the Help > Instructions Absentee – Not Yet Registered to Vote Package 2019-02.

ABSENTEE - NOT REGISTERED TO VOTE NOTICE (RSA 654:16)

TOWN/CITY OF: ___________________________________________

You are not yet registered to vote. If you return your absentee ballot without submitting the additional forms or information described below your ballot will not be counted!

To register to vote without appearing before the Supervisors of the Checklist or the Town/City Clerk you must submit the following forms and return them in the outer envelope. I have checked the proof needed below.

You must submit proof of: □ Identity □ Citizenship □ Evidence of Domicile

<table>
<thead>
<tr>
<th>Form or Proof Required</th>
<th>Form Enclosed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voter Registration Form</td>
<td></td>
</tr>
<tr>
<td>Affidavit Form (Absence from Town); or</td>
<td></td>
</tr>
<tr>
<td>Affidavit Form (Physical Disability)</td>
<td></td>
</tr>
</tbody>
</table>

4
UOCAVA – (Uniformed Overseas Citizen Absentee Voting Act)

### Status of 45-day Deadline – (December 28, 2019) – No towns or cities sent their UOCAVA ballots late, after the 45-day deadline!

Great Job, Clerks and Thank you!
ABSENTEE VOTER REGISTRATION - FPCA

- Clerks make a copy of the FPCA for the Supervisors – This is the voter registration for a New Voter or an update to an existing voter.
- Clerks should keep sending UOCAVA ballots out as soon as they receive Federal Post Card Applications; Reminder, the date received, is their UOCAVA “Start Date”.
- Military – their connection is: “What address were they domiciled when he/she entered the service?”, as long as they did not registered in any other town/city or state.
- Overseas citizens; their connection is: “What Address were they domiciled when he/she left the country?”
- Double-check to make sure all blocks are completed on the Voter Registration Form(s). Is Party Affiliation Block completed? This information is necessary in Primary Elections.
Have on hand extra copies of all forms. Download extra pages of the New Registered Voters List to add extra sheets at the end of each letter of the alphabet in the Checklist:
Help > Instructions > Checklist - New Registered Voter Page Template
When a new voter does not have documentation with them for proof of: **Identity**, **Citizenship** or **Age**, they may complete a Qualified Voter Affidavit with an Election Official, Notary or Justice of the Peace.
DOMICILE AFFIDAVIT

► When a voter does not have documentation proving Residency, they may complete a Domicile Affidavit with an Election Official, Notary or Justice of the Peace.
Test your camera *before an Election*; make sure it is working!

If not working, replace the battery

Do you have film?

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
When a voter does not have documentation proving Identity, unless identified by the Moderator Clerk, or a Supervisor, the voter must complete a Challenged Voter Affidavit.
When a voter does not have documentation, proving identity and due to religious beliefs objects to having a photo taken, the voter may complete a Religious Exemption Affidavit.
In addition to the forms of photo identification authorized in subparagraph (a), the identification requirements of paragraph I may be satisfied by verification of the person’s identity by a moderator or supervisor of the checklist or the clerk of the town, ward, or city,

provided that if any person authorized to challenge a voter under RSA 659:27 objects to such verification, identifies the reason for the objection in writing, and states the specific source of the information or personal knowledge upon which the challenge of the photo identification is based,

the voter shall be required to execute a challenged voter affidavit as if no verification was made.
Ballot Clerk Procedure
A properly marked checklist should look like the above sample.
ACCESSIBLE VOTING SYSTEM
All voters will use the official, printed ballot while using the AVS system.
NO MORE BALLOTS-ON-DEMAND!
BEST PRACTICE FOR CLERKS: BALLOTS:
Set aside at least 20 Republican and 20 Democratic ballots so that you have them available for the Accessible Voting System.

“ONE4ALL” is a tablet-based system, provided by the Secretary of State (SOS) and must be available for use by voters.

► The tablet shall be turned on and tested before the polls open. (If the screen is dark during an election, the system has not been turned on as required.)

► On election night after the ballots have been counted, the town or city clerk must submit to the Secretary of State the Return of Votes forms, and the one4all accessible voting system tablet, bundled together, by dropping them off at your designated drop off site.
RECONCILIATION GOALS
RECONCILIATION GOALS

The three legs of the stool should match for each primary (separately for each party)

1. The total number of ballots for that Party used (election day, absentee, UOCAVA, photocopied (if any))

2. The total number of votes cast on that party ballot, including undervotes & overvotes (blanks) for all candidates.

3. The total number of voters marked on the checklist as having voted as members of that party, including absentee.
MODERATOR'S WORKSHEET FOR 2020 PRESIDENTIAL PRIMARY
Reconciling Votes, Voters, and Ballots Cast

For Presidential Primary – REPUBLICAN/DEMOCRATIC PARTY (circle one)

Moderators are required to submit this worksheet to their town or ward clerks within 48 hours of the closing of the polls (RSA 659:73). It is the moderator’s job to ensure that votes are accurately counted (RSA 659:60).

Town or City: ___________________ Ward: _______ County: ___________________

Moderator: _____________________ Clerk: __________________

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

A. BALLOT INVENTORY

(1) Official 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) SUBTRACT Spoiled (canceled) Official Election Day Ballots
(You may enter this same number on the “Label for Resealing Ballots”) - (2) __________

(3) SUBTRACT Uncast (not used) Official Election Day Ballots
(You may enter this same number on the “Label(s) for Resealing Ballots”) - (3) __________

(4) ADD Photocopy or absentee ballots CAST as Official Election Day Ballots + (4) __________
(These are the substitute ballots used if the polling place runs out of Election Day Ballots.)

(5) Total Number of Ballots Cast by ELECTION DAY voters (Calculate 1 through 4) =

(6) State Absentee Ballots Cast

(7) ADD Federal Office Only and State Write-In Absentee Ballots Cast

(8) ADD other full (UOCAVA) Absentee Ballots Cast

(9) Total Number of Ballots Cast by ABSENTEE voters (ADD 6, 7, and 8) =

(10) Grand Total Number of Ballots Cast (Using Inventory) (ADD boxes 5 + 9) = TOTAL A
(You may enter this same number on the “Label(s) for Resealing Ballots” Note: Each box label should reflect the accurate number of all ballots contained within the box)

B. VOTER PARTICIPATION TALLYED AT CHECK-IN

Number of voters marked as having voted on the CHECK-IN checklist
(ALL Election Day voters and ALL Absentee voters) = TOTAL B
C. VOTER PARTICIPATION TALLIED AT CHECK-OUT

<table>
<thead>
<tr>
<th>HAND COUNT TOWNS ONLY</th>
<th>MACHINE COUNT CITIES/TOWNS ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of voters marked as having voted on the CHECK-OUT checklist</td>
<td>Total Ballots Cast from the ACCUVOTE election results tape</td>
</tr>
<tr>
<td>(ALL Election Day and ALL Absentee voters)</td>
<td>ADD Number of ballots that were NOT counted by the ACCUVOTE (see Note below) +</td>
</tr>
<tr>
<td>TOTAL C =</td>
<td>TOTAL C =</td>
</tr>
</tbody>
</table>

(Note: These ADDED ballots are ONLY those Ballots that were counted by hand and did NOT pass through the ACCUVOTE counting device. Do NOT include ballots simply because they had write-in votes.)

D. HAND COUNT OF BALLOTS CAST

You may hand count the total number of ballots cast. TOTAL D
(Total number of ballots listed on your Label(s) for Releasing Ballots)

PART II. VOTES IN CONTESTS IN THE PRESIDENTIAL PRIMARY ELECTION

Compare the ballots cast (TOTALS A, B, C, and D) from PART I of this form with the total votes cast from the “Votes in Contests”. 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.

<table>
<thead>
<tr>
<th>TALLY CATEGORY</th>
<th>TOTAL Voters, Voters, or Ballots Cast</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL A – Ballots Cast (Using Inventory) (from Grand Total on reverse side)</td>
<td></td>
</tr>
<tr>
<td>TOTAL B -- Voters at Check-in (from reverse side of this form)</td>
<td></td>
</tr>
<tr>
<td>TOTAL C -- Voters at Check-out/Ballots Cast Tape (from this side of form)</td>
<td></td>
</tr>
<tr>
<td>TOTAL D – Hand Count of Ballots (from this side of form)</td>
<td></td>
</tr>
<tr>
<td>TOTAL COUNT OF VOTES in CONTESTS (GRAND TOTAL of Votes cast for President, from Candidates Return of Votes, as well as, write-in votes, blanks, undervotes and overvotes.)</td>
<td></td>
</tr>
</tbody>
</table>

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

Attest: ____________________________ Date: ____________________________

Signature of Moderator
# Names on Checklist (NOC) Worksheet

**Follow these STEPS**

<table>
<thead>
<tr>
<th></th>
<th>REP</th>
<th>DEM</th>
<th>UND</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact the Help Desk at 271-8241 for help with the above worksheet.

**Notes:**

1) Apply + and − signs to numbers you have entered, when completing a sum down or across.

2) Lines 3 & 4 when summed across, should equal zero.

3) * Line 5 total of REP, DEM & UND across should equal the sum of the “Total” column down.

Town or City ______________________  Ward ___  County ______________________

Attest: ____________________________

Signature of Town/Ward Moderator

2/11/2020
2020 PRESIDENTIAL PRIMARY ELECTION
NAMES ON CHECKLIST
RSA 659:71-75

1. Number of persons who registered to vote at the polling place on Presidential Primary Election Day by party: (Names on Checklist Worksheet #2)
   REPUBLICAN ______ DEMOCRATIC ______ UNDECLARED ______

2. Number of undeclared voters declaring a party and then voting on Presidential Primary Election Day:
   (Names on Checklist Worksheet #3)
   Republican _______ Democratic ______
   (Count from the marked checklist at the end of election day those undeclared voters who chose a party ballot.)

3. Number of undeclared voters declaring a party and then voting on Presidential Primary Election Day who returned to undeclared status before leaving the polling place ______
   (Names on Checklist Worksheet #4)
   (Count the number of completed return-to-undeclared forms or signatures on the “Undeclared Voter Re-Registration” report at the end of election day.)

4. The following figures are the total number of registered voters after the polls have closed AND AFTER the Supervisors of the Checklist have changed on the checklist those voters who returned to undeclared status before leaving the polling place. (Names on Checklist Worksheet #5)
   Total Number of Registered REPUBLICANS on Checklist ______________
   Total Number of Registered DEMOCRATS on Checklist ______________
   Total Number of UNDECLARED Names on Checklist ______________
   GRAND TOTAL of Names on Checklist (sum of THREE numbers above) ______________

Town/City (Ward of) _______________ County _______________

Attest:

__________________________
Signature of Moderator

(Fax to SECRETARY OF STATE’S OFFICE no later than 5:00 p.m. February 13, 2020)
FAX to: 271-8242 or email to: nhvotes@sos.nh.gov
Supervisor’s Best Practices
New Voter Registration – Forms at the Election

Have separate boxes or file folders for (Primary Elections):

► New Voter Registered – Republican

► New Voter Registered – Democrat

► New Voter Registered – Undeclared

► Election day Returned to Undeclared forms (for New and Absentee Voters)
REQUIRED FORMS

- Return of Votes/Ballots Cast Report – Submit Election Night and returned with your AVS Tablet

- Names on Checklist and Moderators Worksheets**
  - Must be completed within 48 hours after the closing of the polls. (February 13, 2020)

- **Print these two forms from ElectioNet > Help > Instructions
City/Town Clerk retains:

- A copy of the Return of Votes
- Names on Checklist
- Moderator’s Certificate
- Moderator’s Worksheet
- Any tally sheets and reconciliation worksheets that may have been used for the election.

Moderators should keep copies of these documents to answer any questions following the election.
SEALS ON BOXES

SECURING THE BALLOTS

► After the ballots have been counted and a declaration and record of the results have been made, the Moderator, in the presence of the Selectmen shall put the:

► Cast ballots
► Canceled ballots
► Uncast ballots

into the storage boxes, received from the SOS, and shall indicate the number of such ballots on the seal, by party.

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(SEAL ON BOX CONTAINING CAST BALLOTS)

This Package Contains

NUMBER OF __________ CAST BALLOTS
NUMBER OF __ CANCELLED BALLOTS
NUMBER OF __ UNCAST BALLOTS

☐ All absentee ballot applications and envelopes are enclosed in this ballot box - including all challenged and rejected absentee ballots still contained in their envelopes.

RSA 659:53; RSA 657:15, 23 & 26

BOX __ OF ___.

Enclosed are the ballots from the state election held in the town of ____________.

(or, ward ____________ in the city of ____________ held on the ____________ day of ____________, 20________, required by the law to be preserved.

Moderator or Designee
Selectman or Designee
Selectman or Designee
Selectman or Designee
Selectman or Designee

RECEIVED ____________ (date)
at ____________ (minute of the day and hour)

TOWN CLERK or CITY CLERK or Designee
(New Hampshire RSA Sections 659:95, 98.)
SEALS ON BOXES, CONT’D

SPOILED & UNUSED BALLOTS, ABSENTEE BALLOT ENVELOPES & APPLICATIONS

The Moderator should save all:
» Spoiled and uncast ballots
» The rejected (unopened absentee ballot envelopes)
» Any challenged (opened or unopened) absentee ballot envelopes

And keep them with all the ballots cast at the election. These materials are retained and preserved in accordance with **659:101 Preservation of Absentee Voting Materials and Election Day Affidavits.**

RSA 33-A:3-a Disposition and Retention Schedule.

XXXVI. Elections-federal elections: ballots and absentee ballot applications, affidavit envelopes, and lists: by the town clerk until the contest is settled and all appeals have expired or at least 22 months after the election, whichever is longer.

XXXVII. Elections-not federal: ballots and absentee ballot applications, affidavit envelopes, and lists: by the town clerk until the contest is settled and all appeals have expired or at least 60 days after the election, whichever is longer.

XXXVIII. Elections-challenge affidavits by the town clerk: until the contest is settled and all appeals have expired or 22 months after the election, whichever is longer.
INSTRUCTIONS ON SEALING YOUR BALLOT BOXES AFTER THE ELECTION

Please follow the instructions below to seal your ballot boxes – After checking the ballots upon receipt in compliance with RSA 656:20, II AND after the election.

1. This is the label that is on your box of ballots upon delivery to your office indicating the number and type of ballots enclosed.

2. This is the resealing label that is placed on the ballot box by the clerk after checking the contents in compliance with RSA 656:20, II.

3. AFTER the counting of votes on election night and all required contents (see no. 9 above) are placed in the box, wrap the red security tape around the box covering the 2 labels previously affixed.

4. THEN apply the sealing label as signed by the proper election officials OVER the red security tape. Place a piece of red security tape on either end of the sealing label.
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 the [check-in] checklist which was used in that election, certified by the officers, to the state archives.

Archives and Records, 9 Ratification Way, Concord, NH 03301
It is very important to keep your polling place information current and to promptly update absentee ballot applications receipt, mailing of absentee ballots, and receipt of completed absentee ballots.

The public is using this site!
316 Moderators in ElectioNet; 263 have emails listed and 53 do not have email information.

913 Selectmen in ElectioNet; 562 have emails listed and 351 do not have email information.

Email addresses are private & confidential.

Used to contact election officials concerning notices or updates to election material.

Updated by the Town/City Clerks; please keep them advised of any updates or changes.
Questions?

You can email questions, at any time, to:

nhvotes@sos.nh.gov

ElectioNet Help Desk: 271-8241

- How early to call for Accessible Voting System assistance – 5:00 AM, Election Day - 271-8241
  - Please make sure your AVS is tested prior to the Election
We want to thank all of our Election Officials for the important roles you have and the jobs that you do to run NH Elections efficiently and accurately to ensure the integrity of all of our elections.

Thank You!!