

## **Chapter 13 – Marking a Ballot by Hand**

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(General Election Only)

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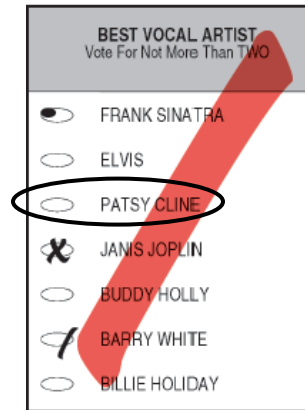
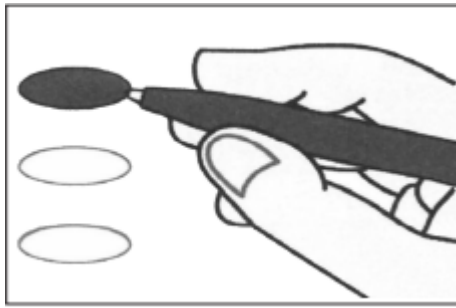
## Instructions for Marking a Ballot by Hand

The voting judge at the ballot issuance table will:

1. Ask the voter for the voter authority card.

**IMPORTANT:** Voting Judges stationed at the ballot issuance table must ensure voters having a provisional VAC are not issued a regular ballot. Contact a chief judge immediately if voter has a provisional VAC. A provisional VAC will clearly state "Provisional Ballot" at top and "DO NOT ISSUE REGULAR BALLOT" in ballot style issue area of VAC.

2. Verify the voter authority card has been signed by the voter and initialed by a check-in judge.
3. Give the voter the correct ballot style. Show the voter the following:
  - The ballot style printed on the voter authority card;
  - The ballot style printed on the ballot to make sure it is the correct ballot style; and
  - Both sides of the ballot and all pages of the ballot, if applicable.
4. Initial the voter authority card and put it in the clear pouch on the front of a privacy sleeve.
5. Tell the voter to read the ballot carefully:
  - All selections for undervoted contests will be counted.
  - No selections for overvoted contests will be counted.
6. Tell the voter how to mark their selections on the ballot:
  - Use the marking pen provided at the voting booth.
  - Completely fill in the oval for each selection.



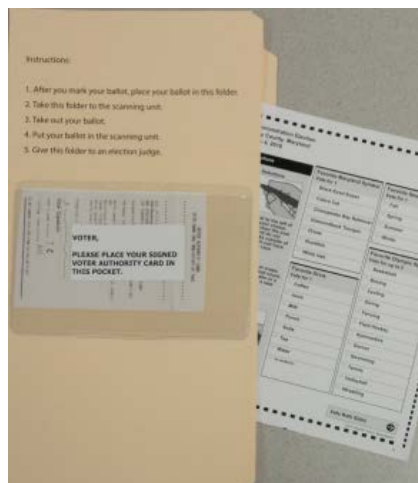
**INCORRECT**

- Do not make any marks outside of the oval.
- Do not make any other marks on the ballot.
- Do not sign his or her name, initial, or make any other identifying marks on the ballot. Ballots with identifying marks may be rejected.



A voting or chief judge must offer assistance to a voter who has spoiled two ballots.

7. Tell the voter to raise his or her hand or alert a voting judge if they have any questions or make a mistake on the ballot. See the “Replacement Ballots for Spoiled Ballots” section of *Chapter 7 – Issuing Ballots* to replace a ballot.
8. Tell the voter to keep the voter authority card in the clear pouch on the front of the privacy sleeve. The voter authority card is required to cast the ballot at the scanning unit.
9. Place the voter’s ballot in the privacy sleeve and give it to the voter.



10. Escort or direct the voter to an available voting booth.

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### **Casting a Write-in Vote on a Regular Ballot (General Election Only)**

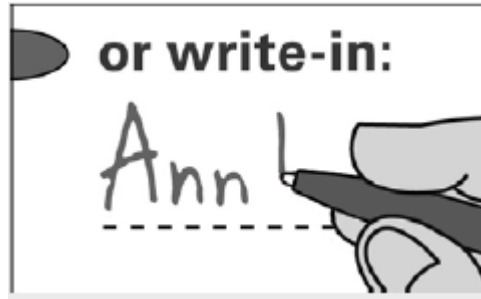


Do not volunteer information about write-in voting unless requested by the voter.

If a voter asks about write-in voting during a general election:

1. Refer the voter to the posted instructions.
2. Answer any questions the voter may ask.
3. Do not refer to the name of any particular candidate or the office sought in advising or instructing a voter who asked about write-in voting except as indicated below. If you find it necessary to use a name as an example in assisting a voter, use a name such as “John Q Smith” or a name other than that of a known candidate.
4. When explaining write-in voting to a voter, tell the voter to:
  - Completely fill in the oval to the left of “or write-in” under that contest heading.

- Clearly write the full name of the candidate for whom he or she wishes to vote.



- Refer to the posted list of filed write-in candidates.
- Clearly identify the candidate for the write-in vote to count.



If a voter tells you he or she knows the last name, but not the first name, and gives enough information about the candidate that you know to whom he or she is referring, you may tell the voter the candidate's first name.

5. If a voter requests assistance because he or she is unable to write:
  - Complete the *Voter Assistance Form*. See *Chapter 3 – Voter Assistance and Cross Cultural Communication* for more information.
  - Assistance should be limited to writing the write-in candidate's name.
  - Write the complete name exactly as the voter says.
  - Once the voter has completed his or her write-in voting, the person(s) assisting should then leave the voter so the voter may continue to vote in privacy.
6. If a voter changes his or her mind after writing a write-in candidate's name or makes a mistake on the ballot, instruct the voter to overvote

every contest. Write “SPOILED” across the ballot and put it in the “Spoiled Ballot Envelope” before issuing the voter a replacement ballot.

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### **After the Voter Has Marked the Ballot**

A voting judge will:

1. Direct or escort the voter to the scanning unit.
2. Tell the voter to give the voter authority card to the voting judge at the scanning unit.