

GENERAL GUIDELINES FOR ELECTION DAY

Ballot security

- You must safeguard ballots at all times. It is illegal to take a ballot from the polling place, curbside voting being the only exception. PEOs shall report any person removing a ballot from the polling place to the county auditor immediately.

Equipment security

- You must safeguard voting equipment and all accessories at all times. Do not allow unauthorized persons access to this equipment. Only persons with written authorization from the county auditor may attempt to repair or replace malfunctioning machines.
- Call the County Auditor's Office immediately if any of the security seals are broken.

Ballot secrecy

- Never reveal how a voter has voted. Do not permit voters to show or discuss ballots with others in the polling place. All voters shall vote in booths.

Voter questions

- Do not respond to questions about candidates or issues on the ballot. You may not express personal opinions in any way in your role as a PEO.

Protect each person's right to vote

- Never turn a voter away without offering them a provisional ballot. If a voter is in the wrong precinct, direct the voter to the correct precinct. If a voter insists on voting in your precinct or if the voter insists the election register is wrong, offer the voter a provisional ballot.

Political signs, materials, or campaigning

- Iowa law prohibits signs within 300 feet of the polling place door during voting hours.
Exception: Signs are allowed within 300 feet of a polling place door as long as the sign is on private property that is **not** a polling place.
- Iowa law prohibits signs or bumper stickers larger than 90 square inches (about the size of an average bumper sticker) on cars or trucks parked within 300 feet of the polling place.
- If anyone in or near the polling place (within 300 feet of the door) is interfering with voters or soliciting votes tell the person to stop. If you need further help, call the auditor.

Electronic Devices

- Cameras, cell phones, pagers, and other electronic communication devices are only prohibited in the voting booth if being used for an illegal purpose or hindering the operation of the polling place.
- Voters are NOT allowed to take pictures of other voters' ballots.

Call the Auditor's Office

- If you have questions or problems on Election Day, please call the auditor's office.

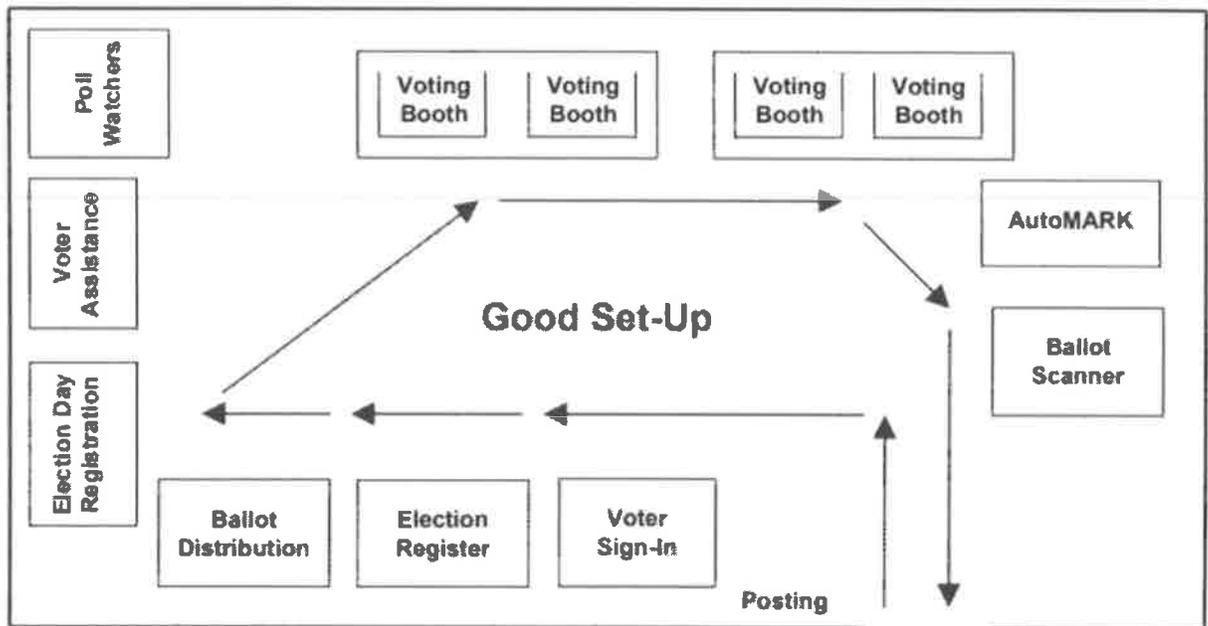
Before the Polls Open

Overview

- Call the County Auditor's Office immediately if:
 - You are unable to access your polling place building or room.
 - Equipment or supplies are missing or incorrect for your polling place.
 - Some of your team members are absent.

Duties and Responsibilities

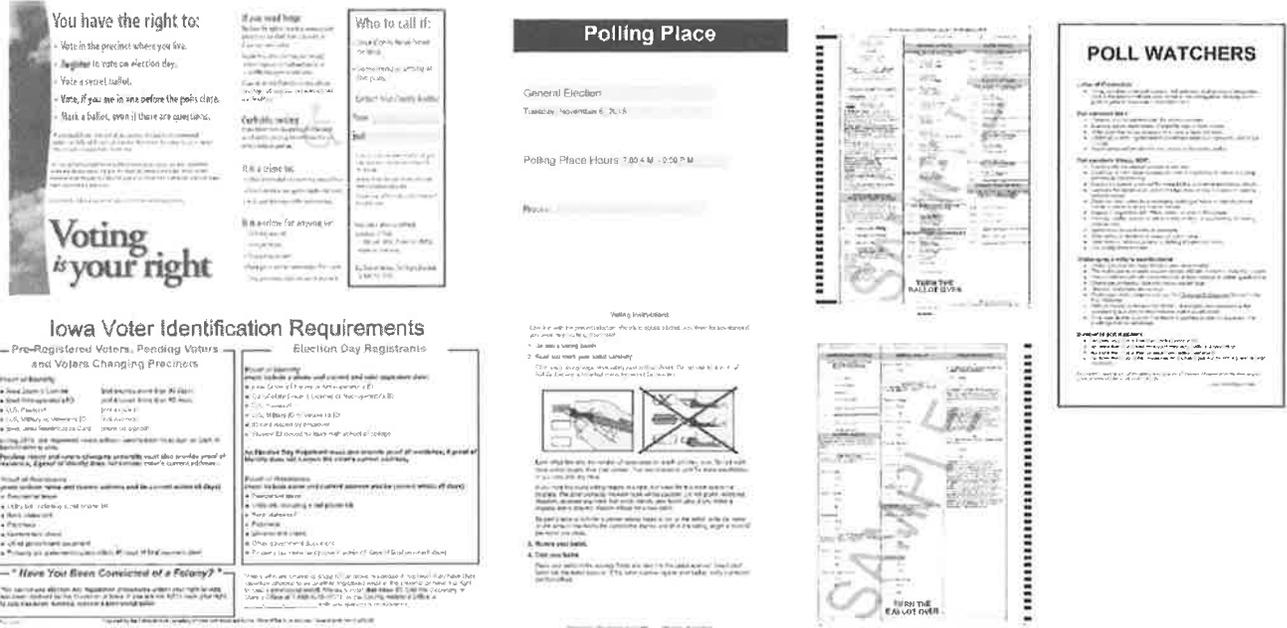
1. REMEMBER: If you are not able to enter the building, please refer to the contact information for your polling place for a contact name and phone number. Please contact that individual and also contact the County Auditor's Office.
2. PEOs must arrive at the polling place at least one hour before the polls open. If an official fails to arrive at the polling place on time, report this immediately to the county auditor. Iowa law requires the presence of at least one PEO from the Democratic and Republican political party before a polling place may open. Exception for non-partisan elections: at least two persons from any party.
3. It is important to work as a team to get the polling place set up and operational. Divide up opening job duties and assign one of the tasks below to each of the PEO's.
 - a. Set up the election equipment using the instructions in this manual. Place the **voting instructions** in each voting booth. REMINDER: Do not put sample ballots in voting booths.
 - b. Arrange the polling place, using the following diagram as a guide. Arrange the voting booths in a way that ensures privacy to the voter. Others nearby should not be able to see how someone is marking their ballot. Position chairs for voters who may want to sit.



- c. Set up the check-in table, including electronic poll book, if applicable.
- d. Set up the ballot table. Check the number of ballots received against the number(s) listed on the **ballot record and receipt**. Verify the quantities for each type of ballot. Call the county auditor if the numbers received and listed on the ballot record and receipt is inconsistent. Position the ballots in a secure location so the only persons who have access to the ballots are PEOs. Open one packet at a time of each type of ballot for distribution and count the ballots as you open each packet. Remember to call the auditor if the packet does not contain the number of ballots expected.
- e. Post all signage, sample ballots and maps. Iowa law requires posting at least one set of the following documents inside the polling place:
 - Sample ballots of each ballot style (both front and back if a two-sided ballot)
 - Voting instructions
 - Election Day Identification Requirements sign
 - “Voting is Your Right” poster

- The auditor may also ask the PEOS to post a poll watcher information poster.

Sample Postings



- f. Set up “Vote Here” signs and directional arrows inside and outside the building. Iowa law requires posting signs at the entrance of polling places indicating the precinct name/number and polling place hours.

Post a map of your precinct on the outside door of the building.

4. Review accessibility needs by ensuring that at least one route voters will be using is accessible, both inside and outside the building. Provide chairs at accessible voting booths. If possible, set up a separate table for voters who may need extra help. **REMINDER:** Follow any specific instructions you received from the county auditor for the placement of orange cones, etc.

Ask yourself:

- Is there a clear path of travel through all parts of the polling place? Are there cords or rugs that could make mobility difficult?

- What signs will voters need to direct them from the parking lot to the voting room? Are there several entrances that could lead to confusion? Be sure to use the provided signage to direct voters to the correct room for voting.
 - Ensure that exterior route to polling place is clear of snow.
-
5. Review the internal traffic flow. Voters move sequentially from one station to the next; set up your space with this in mind. Both election judges and voters will be grateful for an efficient layout if there are large crowds.
 6. Administer the following oath to your team of PEOS and sign the tally list affirming you have done so.

“I, (name), do solemnly swear or affirm that I will impartially, and to the best of my knowledge and ability, perform the duties of precinct election official of this election, and will studiously endeavor to prevent fraud, deceit, and abuse in conducting the election.”

7. The chairperson will determine and announce the clock that will be used for the official times to open and close the polls.
8. Open the polls on time. **IMPORTANT:** If election equipment is not functional or ready, do NOT ask a voter to return at a later time. Use emergency voting procedures, if necessary.