

ARIZONA ELECTION DAY MANUAL

A DETAILED GUIDE
TO VOTING IN ARIZONA

ARIZONA ELECTION PROTECTION
VOTER HOTLINE

(602) 265-VOTE

(602) 265-8683

Pima County Democratic Party
Voter Hotline
(520) 325-4200

DNC Voter Hotline
(888) DEM-VOTE
(888) 336-8683

NOVEMBER 7, 2006

Paid for by the Arizona Democratic Party; David Waid, Chair, Carter Olson, Treasurer.
2910 North Central Avenue • Phoenix, AZ 85012
(602) 298-4200 (O) • (602) 298-7117 (F)
www.azdem.org

Not authorized by any candidate or candidate committee.

Table of Contents

I.	Voters' Bill of Rights	3
II.	Problem Solving Grids	4
III.	AZ Law Quick Reference	14
IV.	Conduct at the Polls	24
V.	Contact Numbers	26

VOTERS' BILL OF RIGHTS

Arizona 2006 General Election

1. ***You have the right*** to bring into the polling place this Voters Bill of Rights, a Sample Ballot, or any other literature to assist you in voting. However, this information may not be put on display to other voters.
2. ***You have the right to vote*** by conditional provisional ballot if you cannot produce proper identification. Proper identification must be provided either at your polling location on November 7, 2006, **OR** at a Post Election Voter ID Verification Site within 5 days of Election Day. A.R.S. § 16-579 (2006).
3. ***You have the right to vote*** by provisional ballot if you present proper identification and live within the voting precinct's jurisdiction but your name and address do not appear on the Poll Worker's Signature Roster **OR** you present proper identification and the name and address on your identification does not match the name and address that appears on the Poll Worker's Signature Roster. A.R.S. § 16-135(B) and § 16-583 (2006). You do not need to provide any other information in order to vote.
4. If you move from your voting precinct 29 days or less before Election Day, ***you have the right to vote*** a regular ballot at your old polling place if you are a registered elector and have proper identification. A.R.S. § 16-125 (2006).
5. The polls must be open from 6:00 a.m. until 7:00 p.m. ***You have the right to vote*** if you are in line during these times. A.R.S. § 16-565(A) and § 16-565(D) (2006).
6. If you make a mistake on your ballot, ***you have the right*** to spoil your ballot and receive a replacement ballot. A.R.S. § 16-585 (2006).
7. If you are a challenged voter, ***you always have the right to vote*** by casting a provisional ballot, or a conditional provisional ballot if you do not have proper identification. This includes challenges that you previously voted an Early Ballot. A.R.S. § 16-592(C) (2006).
8. ***You have the right*** not to be bothered when you are within 75 feet of the polling place. A.R.S. § 16-515(A) (2006).
9. If you are an elderly or disabled person and your polling place has been determined inaccessible, then ***you have the right*** to utilize the "Curbside Voting" alternative voting method. A.R.S. § 16-581(A) (2006).
10. ***You have the right*** to be assisted by a person of your choice in the voting booth, to be accompanied by your minor child in the voting booth, or to be assisted by two election officials from differing parties during the voting process. A.R.S. § 16-580(G) (2006).

II. Problem Solving Grid

PROBLEM	ARIZONA STATE LAW	SOLUTION
POLL IS NOT OPEN AT 6:00AM	The polls are to be open without interruption from 6:00 a.m. to 7:00 p.m. See A.R.S. § 16-565.	<ul style="list-style-type: none"> • Report polls that are not opened at 6:00AM immediately to Election Protection HQ at (602) 265-VOTE.
POLL OPENING: VOTING MACHINE IS NOT “ZEROED”	<p>When the polls are opened at 6:00 a.m., the poll workers will receive a “zero report” from the machine. The “zero report” indicates that no votes have been recorded by the voting machine. At the opening of the polls, ALL VOTING MACHINES SHOULD BE ZEROED.</p> <p>See A.R.S. § 16-561.</p>	<ul style="list-style-type: none"> • Observers are allowed to examine the machine “tape” (Printout from the machine). • If a machine is not zeroed, immediately request that the Inspector contact the County Elections Department for further instructions. • If voters are present, demand that their ballots be deposited into the slot associated with the machine’s “lockbox.” • Contact Election Protection HQ at (602) 265-VOTE.
VOTING MACHINE IS NOT WORKING	Despite voting machine malfunctions, the polls do not close. The polls are to be open without interruption from 6:00 a.m. to 7:00 p.m. A.R.S. § 16-565.	<ul style="list-style-type: none"> • Poll workers should contact the County Elections Department for immediate assistance. • Ballots cast during this time should be deposited into the slot associated with the machine’s “lockbox.” • Contact Election Protection HQ at (602) 265-VOTE. <p>Additionally, notify Election Protection HQ if any machine appears to have been tampered with in any way (i.e. security seals appear broken, loose wiring is present, etc.)</p>

PROBLEM	ARIZONA STATE LAW	SOLUTION
<p>VOTER IS ASKED TO PRESENT IDENTIFICATION</p>	<p>In order to vote a <u>regular</u> ballot, Arizona voters must either present: ONE form of sufficient <u>PHOTO ID</u> with <u>Name and Address</u>:</p> <ul style="list-style-type: none"> • Non-Expired Arizona driver license or Arizona non-operating identification • Tribal enrollment card or other form of tribal identification <p>OR</p> <p>TWO forms of sufficient <u>NON-PHOTO ID</u> with <u>Name and Address</u>:</p> <ul style="list-style-type: none"> • Utility bill of the elector dated within 90 days of the election date • Bank or credit union statement dated within 90 days of the election date • Valid Arizona vehicle registration • Indian census card • Property tax statement of the elector’s residence • Tribal enrollment card or other form of tribal identification • Vehicle insurance card • Valid U.S. federal, state, or local government issued identification • Voter Registration Card or Recorder’s Certification • Any “Official Election Material” bearing elector’s name and address 	<ul style="list-style-type: none"> • Verify that voters with sufficient ID are being permitted to vote. • Verify that voters without sufficient ID are being permitted to vote conditional provisional ballots and are being given information about where and when to return with their sufficient ID. (Voters can choose to go home and come back with ID as well.) • If necessary, remind the Inspector what forms of ID are appropriate and that voters without sufficient ID have the right to vote a conditional provisional ballot if they do not wish to return later with sufficient ID. • Ask the Inspector to inform other poll workers of the ID rules. • Report incidents or problems to Election Protection HQ at (602) 265-VOTE. <p>NOTE:</p> <p>Members of Native American tribes MAY vote a <u>provisional</u> ballot with only their Tribal ID card showing their NAME (no address requirement) if they reasonably appear to be the person listed in the signature roster. To vote a <u>regular</u> ballot, the requirements are the same.</p>

PROBLEM	ARIZONA STATE LAW	SOLUTION
<p>VOTER'S NAME IS ON THE ROSTER, BUT THE VOTER'S CURRENT ADDRESS DOES NOT MATCH</p>	<p>A voter who moves BEFORE the 29-day period before Election Day (before October 9, 2006)</p> <ul style="list-style-type: none"> • <i>WITHIN THE SAME COUNTY</i>, and does not notify the county recorder of the new address before Election Day, must vote a <u>provisional</u> ballot in the NEW precinct <p>A voter who moves DURING the 29-day period before Election Day (on or after October 9, 2006)</p> <ul style="list-style-type: none"> • <i>WITHIN THE SAME COUNTY</i>, and does not notify the county recorder of the new address before Election Day, may vote a regular ballot in the precinct from which the voter moved or a <u>provisional</u> ballot in the new precinct. <p>See Section 5, Voters Who Have Moved</p>	<ul style="list-style-type: none"> • Determine where the voter currently resides. • Determine if the voter's current residence is within this precinct. • If the voter is at the precinct servicing their current residence, the voter should vote a provisional ballot to update their residence address with the county recorder. • If the voter is at a precinct NOT servicing their current residence, but is in the precinct servicing their prior residence <u>and</u> moved within the 29 days prior to the election, the voter should be permitted to vote a regular ballot. • If the voter moved more than 29 days ago and is at a precinct NOT servicing their current residence, the voter should be directed to the precinct for their address. The voter will need to vote a <u>provisional</u> ballot at the precinct for their address. • Contact Election Protection HQ at (602) 265-VOTE if needed.

PROBLEM	ARIZONA STATE LAW	SOLUTION
<p>VOTER'S NAME AND ADDRESS DO NOT APPEAR ON THE SIGNATURE ROSTERS</p>	<p>A voter not appearing on the signature roster may either present ID proving residency within the precinct OR sign an affirmation of registry and eligibility. A.R.S. § 16-584 (2006). The voter will vote a <u>provisional</u> ballot.</p> <p>A voter has the right to vote a <u>provisional</u> ballot even if the voter does not appear on the signature roster.</p>	<ul style="list-style-type: none"> • Verify that all possible signature rosters have been checked by the poll workers (there may be multiple sections to the roster book, each with different lists). • Determine if the voter's current residence is within this precinct. • If the voter is at the precinct servicing their current residence, the voter should vote a <u>provisional</u> ballot. • If the voter is at a precinct NOT servicing their current residence, the voter should be directed to the precinct for their address. • Determine when and how the voter registered (get specifics for an incident report). • Contact Election Protection HQ at (602) 265-VOTE if needed.
<p>SIGNING THE VOTER ROLLS</p>	<p>If the voter's name is located in the ACTIVE, INACTIVE, or ADD-ON rolls, the voter signs next to their name.</p> <p>The Poll List Clerk shall record the voters Name and Register Number in consecutive order (without leaving blank spaces) in the Poll List.</p>	<ul style="list-style-type: none"> • If it is observed that additions to the Poll List are not being added in consecutive order on the next available line, request that the Inspector inform the worker of the proper procedures. • Contact Election Protection HQ at (602) 265-VOTE.

PROBLEM	ARIZONA STATE LAW	SOLUTION
<p>VOTER APPLIED FOR AN EARLY “MAIL-IN” BALLOT BUT DID NOT RECEIVE THE BALLOT, OR VOTER WISHES TO VOTE AT THE POLLS INSTEAD</p>	<p>A voter who has been mailed an early ballot may vote a <u>provisional</u> ballot issued at a polling place. In order to do so, the voter must either “SPOIL” the early ballot and give it to the poll inspector or affirm that she has not voted and will not vote an early ballot for this election.</p> <p>A.R.S. § 16-558.02.</p>	<ul style="list-style-type: none"> • Verify that signature roster indicates that voter requested an Early Ballot. • If roster indicates an Early Ballot WAS NOT requested, then voter should vote a regular ballot. • If roster indicates an Early Ballot WAS requested, voter may vote a <u>provisional</u> ballot at their polling place. <p>*** Voters may mark, sign, and deposit their Early Ballot at any polling location in the voter’s county of residence. ***</p>
<p>VOTER WISHES TO TURN-IN “MAIL-IN” BALLOT AT THE POLLS</p>	<p>Early Ballots may be deposited at any polling place within the county of the voter’s residence no later than 7:00 p.m. on Election Day. See A.R.S. § 16-548(A).</p>	<ul style="list-style-type: none"> • Ballot must be sealed in an envelope provided by the county AND the envelope must be signed by the voter. • If the voter does not have the envelope originally provided, the county provides envelopes to all precinct locations (check the supplies). • The Early Ballot will not be run through an optical scan machine at the precinct location. • The Early Ballot should be segregated at the precinct location from other ballots for verification by the county recorder.

PROBLEM	ARIZONA STATE LAW	SOLUTION
<p>VOTER REQUIRES ASSISTANCE MARKING THEIR BALLOT OR USING THE TOUCHSCREEN MACHINE</p>	<p>A voter may be accompanied and assisted <u>by a person of the voter's choice</u>, including a minor, during the process related to voting.</p> <p>Alternatively, a voter may request official assistance. In that event, two election officials, <u>not of the same party</u>, are to accompany the voter to the voting device or booth and assist the voter in the manner the voter desires. Candidates and the voter's employer may not provide assistance.</p> <p>See A.R.S. § 16-580(G).</p>	<ul style="list-style-type: none"> • Assistance should only be provided at the voter's request. • If official assistance is offered by only a single election official, inform the official that two (2) election officials from differing parties must accompany the voter. • Request that the official contact the County Elections Department for instructions on proper procedures. • Contact Election Protection HQ at (602) 265-VOTE to report the incident.
<p>OVERVOTES AND UNDERVOTES</p>	<p>Overvotes occur when the voter marks their ballot for more candidates than are to be elected to an office.</p> <p>Undervotes occur when the voter does not mark their ballot for any candidate or issue.</p> <p>No vote for the candidate/issue will be counted for Overvotes and Undervotes.</p> <p>It is the voter's choice if they wish to cast an Overvoted or Undervoted ballot.</p>	<ul style="list-style-type: none"> • If an Overvoted or Undervoted ballot comes to the attention of a Poll Worker (the voting machine will notify the Poll Worker) the Poll Worker should inform the voter of the situation. • The Poll Worker should not attempt to influence the voter in any way. • If the voter wishes to cast the ballot as marked, the Poll Worker should abide by the wishes of the voter. • If the voter wishes to change their ballot, the Poll Worker should spoil the incorrectly marked ballot and issue the voter a new ballot.

PROBLEM	ARIZONA STATE LAW	SOLUTION
VOTER INTIMIDATION	It is unlawful “by any contrivance whatever, to impede, prevent or otherwise interfere with the free exercise of the elective franchise of any voter, or to compel, induce or to prevail upon a voter either to cast or refrain from casting his vote at an election” A.R.S. § 16-1013(A)(2).	<ul style="list-style-type: none"> • If voter intimidation or interference is observed, notify the Poll Inspector immediately and request that action be taken. • Contact Election Protection HQ at (602) 265-VOTE to report an incident of intimidation either inside or outside the polling location.
ELECTIONEERING	<p>Access is restricted and electioneering activity is prohibited within the “75-Foot Limit” of each polling place. The 75-Foot Limit is measured from the main outside entrance of the polling place.</p> <p>A handful of poll locations are allowed to prohibit all electioneering (except in areas of public forum). These poll locations receive this designation if an “emergency” need for a poll location exists, and the county cannot find another poll location in the area. “Emergency” poll locations will receive a letter from the county reflecting their non-electioneering status.</p>	<ul style="list-style-type: none"> • If electioneering is observed within the 75-Foot limit, notify the Poll Inspector immediately and request that action be taken. • If a poll location attempts to prohibit electioneering outside the 75-Foot Limit, request that the poll location provide their letter from the county proving their “Emergency Status.” • Contact Election Protection HQ at (602) 265-VOTE to confirm the electioneering status of the poll location.
OBSERVERS ARE PRESENT FROM OTHER POLITICAL PARTIES	<p>Only one party representative (Observer) from each party may be in a polling place at one time.</p> <p>See A.R.S. § 16-590.</p>	<ul style="list-style-type: none"> • Ask the Inspector to remove opposing party’s observers if more than one observer is present from a given party. <p>Contact Election Protection HQ at (602) 265-VOTE immediately if ANY observers are present at your polling place.</p>

PROBLEM	ARIZONA STATE LAW	SOLUTION
<p>DEMOCRATIC VOTER IS CHALLENGED</p>	<p>Any qualified elector of the county (including poll workers) may orally challenge a person offering to vote on the grounds that...</p> <ul style="list-style-type: none"> • The person has voted before in the election. A.R.S. § 16-591. • The voter is not the person whose name appears on the voting register. A.R.S. § 16-121.01(B). • The voter has not resided in this state for the twenty-nine days preceding the election. • The voter is not properly registered at a current address. A.R.S. § 16-121.01(A). 	<ul style="list-style-type: none"> • Contact Election Protection HQ at (602) 265-VOTE immediately. • See A.R.S. § 16-590 – 594.
<p>LONG LINES</p>	<ul style="list-style-type: none"> • The polling place Marshal shall periodically measure the length of waiting times at the polling place. • If the waiting time is 30 minutes or more, the Marshal shall request additional voting machines and voting booths. <p>See A.R.S. § 16-535(B).</p>	<ul style="list-style-type: none"> • If the waiting time begins to near 30 minutes, suggest that the Marshal contact the County Hotline to request additional supplies. • Poll workers are also permitted to (1) split the signature roster into parts to speed the line, (2) hire additional workers out of the line to help, and (3) <u>permit the marking of ballots outside of booths (such as at tables) at the option of the voter.</u> • Immediately notify the Election Protection HQ at (602) 265-VOTE.

PROBLEM	ARIZONA STATE LAW	SOLUTION
LONG LINES AFTER 5:30PM	<p>Any qualified voter who at the moment of closing is in the line of waiting voters shall be allowed to prepare and have his ballot deposited by the election board official in the presence of the election board and himself.</p> <p>See A.R.S. § 16-565(D).</p>	<ul style="list-style-type: none"> • A voter in line at the closing of the polls at 7:00PM shall be allowed to cast a ballot. The right to vote should be announced by the Marshal during the closing announcement so that voters in line do not leave out of confusion. • Request that the Inspector grant all voters in line at the time of closing the right to vote. • Request that the Inspector contact the county for additional resources and take steps to reduce the wait time. • Contact Election Protection HQ at (602) 265-VOTE immediately.
POLL CLOSING	<p>After the close of the polls:</p> <ol style="list-style-type: none"> 1. The poll workers should create a report from the machine of the number of votes cast. 2. Place this report, along with the ballots, into a container. 3. Two workers (one from each party) should leave with this container to their designated receiving site. 4. The voting machines may either be connected to a phone line for results transmission, or the machines memory may be removed for delivery to the receiving site. <p>See A.R.S. § 16-608.</p>	<p>If the poll workers fail to create a report from the machines, suggest that they verify the correct procedures.</p> <p>If two poll workers (one from each party) do not leave to deliver the ballots to the receiving site, ask that they verify this procedure with the county immediately. Contact (602) 265-VOTE if this occurs.</p>

II. AZ Law Quick Reference

Quick References

If you observe any voting problems, either on or before Election Day, call your County Election Protection Liaison, or if none, (602) 265-VOTE. Please refrain from giving legal advice if you are not a lawyer or are not licensed to practice law in Arizona. If it is appropriate to remind a poll worker or a voter of a certain rule or provision of the statute, you may do so by showing them the relevant page of this manual.

1. Hours of Operation

The polls are to be open without interruption from 6:00 a.m. to 7:00 p.m.

This means that the polls do not close for lunch or breaks for the poll workers.

At each polling place, the Election Marshall is to announce the closing of the polls one hour, thirty minutes, fifteen minutes, one minute before closing, and at the moment of closing.

Anyone who is in line at the moment of closing must be allowed to vote. See A.R.S. § 16-565. Persons who arrive after the moment of closing are not allowed to vote.

If you learn that people in line at 7:00 p.m. are being denied the right to vote, you should suggest that the voters wait at the polling place while you attempt to reach your County Election Protection Liaison, or if none, (602) 265-VOTE.

Only election officers, voters, party representatives and challengers are allowed within 6 feet of the ballot boxes or voting booths.

2. Voter Intimidation

It is unlawful “by any contrivance whatever, to impede, prevent or otherwise interfere with the free exercise of the elective franchise of any voter, or to compel, induce or to prevail upon a voter either to cast or refrain from casting his vote at an election” A.R.S. § 16-1013(A)(2).

3. 75-Foot Limit

Access is restricted and electioneering activity is prohibited within the “75-Foot Limit” of each polling place. The 75-Foot Limit is measured from the main outside entrance of the polling place.

Election Protection Poll Observers are encouraged to periodically check outside the polling place for inappropriate activity either within or outside the 75-Foot Limit. If people outside the 75-Foot Limit are harassing voters in any way, report the activity immediately first to the Marshall (one of the poll workers at the polling place) and then to your County Election Protection Liaison, or if none, call (602) 265-VOTE.

No person may remain inside the 75-Foot Limit while the polls are open except voters, election officials, and one representative and one challenger for each party represented on the ballot. As noted below, however, voters may bring children with them into the polling place and voting booth and may also seek the assistance of another in voting.

4. Early Ballots (Election Day Drop-Off)

After a voter has sealed the voted ballot inside an early ballot return envelope, the voter may voluntarily give his or her voted early ballot to any person of his or her choice for delivery to the county recorder or a polling place. *See* A.R.S. § 16-548(A).

Early ballots may be deposited at any polling place within the county of the voter's residence no later than 7:00 p.m. on Election Day. *See* A.R.S. § 16-548(A).

A voter who desires to drop-off a voted early ballot at a polling place shall place it in the early ballot container. Such voters do not sign in and are not required to wait in line to vote. They must, however, sign the outside of the early ballot envelope just as they would if the ballot were mailed. If the voter does not have an early ballot envelope, the poll workers can provide an early ballot envelope to be completed by the voter.

Alternatively, a voter who has been mailed an early ballot may instead vote a provisional ballot issued at a polling place. In order to do so, the voter must provide identification and either "SPOIL" the early ballot and give it to the poll inspector or affirm that she or he has not voted and will not vote an early ballot for this election.

Voters cannot be denied the right to vote at the polling place merely because they have previously requested an early ballot. As explained above, a voter may either deposit his or her voted early ballot at any polling place or the voter may make an appropriate affirmation and vote a provisional ballot. Given a choice, it would be better to vote an early ballot than to vote a provisional ballot because voting the provisional requires proof of identification and it is more difficult to ensure that the provisional ballot will be counted. For example, an early ballot may be deposited at any polling location within the voter's county of residence, but a provisional ballot must be voted in the voter's correct precinct to be counted.

5. Voters Who Have Moved

A voter who moves BEFORE the 29-day period before Election Day (before October 9, 2006)

- *WITHIN THE SAME COUNTY*, and does not notify the county recorder of the new address before Election Day, must vote a provisional ballot in the NEW precinct.
- *TO ANOTHER COUNTY* within the state, must have re-registered in the new county by October 9, 2006; if the voter failed to re-register, the voter is not eligible to vote in this election.

A voter who moves DURING the 29-day period before Election Day (on or after October 9, 2006)

- *WITHIN THE SAME COUNTY*, and does not notify the county recorder of the new address before Election Day, may vote a regular ballot in the precinct from which the voter moved or a provisional ballot in the new precinct.
- *TO ANOTHER COUNTY* within the state, must vote a regular ballot in the precinct from which the voter moved.

You may encounter poll workers who are not aware of the state law provisions relating to voters who move within the 29-day period before Election Day (A.R.S. § 16-125) as it is not frequently invoked and does not appear to be stressed in poll worker training in some counties.

Voter ID is currently required to vote in AZ.

6. Voter ID Requirements

Sufficient **PHOTO ID** with **Name AND Address**

ONE (1) REQUIRED...

- Non-Expired Arizona driver license or Arizona non-operating identification
- Tribal enrollment card or other form of tribal identification

OR

Sufficient **NON-PHOTO ID** with **Name AND Address**

TWO (2) REQUIRED...

- Utility bill of the elector that is dated **within 90 days** of the date of the election
 - A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television.
- Bank or credit union statement that is dated **within 90 days** of the date of the election
- Valid Arizona Vehicle Registration
- Indian census card
- Property tax statement of the elector's residence
- Tribal enrollment card or other form of tribal identification
- Vehicle insurance card
- Valid United States federal, state, or local government issued identification
- Voter Registration Card / Recorder's Certification
- Any "Official Election Material" mailing bearing the voter's name and address
 - "Official Election Material" includes:
 - Sample Ballots
 - Polling Place Notification Cards

An elector who does not provide sufficient identification shall not be issued a regular ballot, but shall receive a conditional provisional ballot and will have five (5) days after the general election to provide sufficient identification to the county recorder in order for their conditional provisional ballot to count. The conditional provisional ballot is cast by the same procedure as the provisional ballot but is designated conditional by indicating that no acceptable ID was presented.

If a voter casts a conditional provisional ballot they must present sufficient identification within five (5) days after the general election at one of the Post-Election Voter ID Verification Sites OR they must return to the same polling location before 7:00 p.m. on November 7, 2006 with sufficient identification. Once sufficient ID is provided, the poll worker will need to complete a PROOF OF IDENTIFICATION form, the poll worker and the voter must sign the form. Voters should be given information about the location of the Post-Election Voter ID Verification Sites at the polling place when voting their conditional provisional ballot.

7. Voters Who Are Not On The "Active" Signature Roster

A voter's name may appear on the ACTIVE, INACTIVE, or ADD-ON signature rosters. Poll workers should check all three rosters (if used in your county) before asking a voter to cast a provisional ballot.

The ACTIVE roster lists those voters who have voted in recent elections (frequent voters).

The INACTIVE roster lists infrequent voters. Voters whose name appears on the inactive roster should vote a regular ballot after providing sufficient ID and confirming that they live at the address appearing on the roster.

The ADD-ON signature roster (if used in your county) lists those voters who registered around the printing of the active roster and could not be included in the active roster due to time constraints. Voters whose name appears on the add-on roster should vote a regular ballot after providing sufficient ID.

A voter who does not appear on any roster because of a recent move should follow the instructions provided under “Voters Who Have Moved” above. A voter always has the right to vote a conditional provisional ballot (without ID) or a provisional ballot (with ID).

If a voter has gone to the wrong precinct, the poll workers should direct the voter to the appropriate polling place. *If you learn that a poll worker has not directed the voter to the correct precinct for the voter’s current address, call the county recorder’s office to determine the correct polling place and direct the voter to the voter’s correct polling place. If you cannot reach the county recorder, call your Election Protection Liaison, or if none (602) 265-VOTE.*

8. Conditional Provisional Ballots

Conditional Provisional Ballots are cast by voters who cannot provide sufficient identification. The procedure for casting a conditional provisional ballot is the same as the provisional ballot except that the poll worker will indicate on the form that no sufficient ID was provided.

For a conditional provisional ballot to be counted, the voter must present sufficient identification within the prescribed time period. For the 2006 General Election, a voter must either return to the same polling location by 7:00 p.m. with sufficient identification, OR visit a Post-Election Voter ID Verification Site within 5 days with sufficient identification (the location of any Post-Election Voter ID Verification Sites should be provided by the poll workers).

Voters CANNOT provide proof of identity by MAIL.

Voters have the option of choosing between returning the same day to the same polling location, or visiting one of the Post-Election Voter ID Verification Sites to prove identification.

If identification is not provided, the conditional provisional ballot will NOT be counted.

9. Provisional Ballots

Provisional Ballots are cast by voters who are registered within the county, provide sufficient identification, AND:

- Have moved **WITHIN** the precinct without re-registering
- Have moved **INTO** the precinct from another in the same county without re-registering
- Have requested or received an **EARLY BALLOT** but did not vote it
- Are not listed on any signature roster, but live in the precinct
- The voter has changed their name
- The voter has been challenged

A Provisional Ballot voted in a precinct in which the voter is not a resident *will not be counted*.

Procedure:

- The voter **DOES NOT** sign any form at the original check-in table.
- The voter should be directed to a Provisional Ballot Table.
- The poll worker should complete the form and the voter and one (1) election official must sign the form.
- The voter should be given a **COPY** of this form as a **RECEIPT**.
- The poll worker must attach the form to one (1) of the large manila envelopes provided in their supplies package.
- The poll worker should print the voter's name in the **PROVISIONAL BALLOT ROSTER** and the voter should sign next to their printed name.
- The poll worker should now provide a ballot to the voter and instruct them to mark the ballot and seal it inside the manila envelope (the voter should have both the ballot AND the envelope when they enter the voting booth).
- Once the voter has marked the ballot and sealed it inside the manila envelope, the poll worker should place the envelope in the Provisional Ballot Box.

10. Assistance to Voters

A voter may be accompanied and assisted by a person of the voter's choice, including a minor, during the process related to voting.

Alternatively, a voter may request official assistance. In that event, two election officials, not of the same party, are to accompany the voter to the voting device or booth and assist the voter in the manner the voter desires.

If you learn that a voter has been prevented from voting because the voter has been told that the voter cannot be assisted in the voting booth, you should contact the appropriate election officer and encourage the voter to return to the polling place to vote with assistance as legally permitted.

A voter shall not be allowed to occupy a voting booth for more than five (5) minutes when other voters are waiting. If a voter requires more than 5 minutes, the poll workers should ask that voter to exit the booth and stand to the side until all others have voted. At that time, the voter requiring additional time should be permitted an additional 5 minutes.

11. Elderly or Disabled Persons

Elderly or disabled persons whose polling place has been deemed inaccessible (noted with signage outside the polling location) have the right to an alternative polling place, or can use the “Curbside Voting” alternative voting method. “Elderly” means sixty-five years of age or older. “Handicapped” means having a temporary or permanent physical disability that substantially restricts or limits a person’s access to the polling place. A.R.S. § 16-581.

12. Youth In The Booth

A parent or other voter may be accompanied by a minor into the polling place and the voting booth. Accordingly, a parent who brings children to the polling place should not be told that the children have to remain outside or cannot go into the polling booth with a parent.

13. Spoiled Ballots

If a voter incorrectly marks or damages the voter’s ballot, the voter is entitled to return it and receive another ballot. Only up to two (2) additional ballots may be issued. The inspector and one (1) judge are to write “SPOILED” on the ballot and ALL spoiled ballots are to be placed in the official returns envelope.

14. Not Enough Ballots

If there are not enough official ballots, or they are not delivered when required, substitute ballots may be prepared and used. A.R.S. § 16-573.

Poll Workers should be in contact with their assigned Trouble Shooter or County Election Official, who should be in contact with county elections, to report any shortages of ballots before they occur.

15. Voting Machine Failures (Both Optical Scan and Touch-Screen)

Failures related to the Optical Scan machines (paper ballots) and Touch-Screen machines should be reported by the Poll Workers to their assigned Trouble Shooter or County Election Official immediately.

Optical Scan machines are equipped with lock boxes where ballots should be deposited if they cannot be run through the machine. Ballots should never be collected by poll workers to be run through the machine at a later time.

16. Challenging Voters

Under Arizona law, any qualified elector of the county (including poll workers) may orally challenge a person offering to vote on the grounds that...

- The person has voted before at the election. A.R.S. § 16-591.
- The voter is not the person whose name appears on the voting register. A.R.S. § 16-121.01(B).
- The voter has not resided in this state for the twenty-nine days preceding the election.
- The voter is not properly registered at a current address. A.R.S. § 16-121.01(A). A voter must provide a current **RESIDENCE** address or description of the residence location such that it is readily ascertainable.
- The voter lacks sufficient proof of citizenship.

If a voter is challenged, the rules for determining residence of the voter upon challenge are set forth in A.R.S. §§ 16-592 and 16-593 (see below).

The Board of Elections which determines the validity of a challenge shall be composed of the Inspector and the two (2) Judges. A.R.S. § 16-531. A majority of the Board determines the validity of the polling place challenge. If a majority determines that the voter is qualified to vote, the voter may vote a regular ballot. If a majority determines that the voter is not qualified to vote, the voter may still vote a provisional ballot with proper identification or a conditional provisional without.

A.R.S. § 16-592. Proceedings on challenge; disposition of ballot

A. Upon challenge being made, if the person challenged appears to be registered, the person shall take and subscribe to the oath prescribed in the “affidavit of registration” and, if the person so elects, may be at once sworn to answer fully and truly all questions material to the challenge as are put to the person by the inspector. Any returned United States mail addressed to the person challenged or the spouse of the person challenged, or both, and to the address appearing on the precinct register or affidavit shall be considered as sufficient grounds to proceed under this section.

B. If after the examination on the challenge, a majority of the election board is satisfied that the challenge is not valid, the person challenged shall be permitted to vote.

C. If the person challenged refuses to be sworn or affirmed, or refuses to answer questions material to the challenge or if a majority of the election board finds that the challenge is valid, the person challenged shall be permitted to vote a provisional ballot.

A.R.S. § 16-593. Rules determining residence of voter upon challenge; reading of rules upon request

A. The Election Board, in determining the place of residence of a person, shall be governed by the following rules, so far as applicable:

1. The residence of a person is that place in which his habitation is fixed and to which he has the intention of returning when absent.
2. A person does not gain or lose his residence by reason of his presence at or absence from a place while employed in the service of the United States or of this state, or while engaged in navigation, or while a student at an institution of learning or while kept in an almshouse, asylum or prison.
3. A person does not lose his residence by leaving his home to go to another county, state or foreign country for merely temporary purposes, with the intention of returning.
4. A person does not gain a residence in any county into which he comes for merely temporary purposes, without the intention of making that county his home.

5. If a person removes to another state with the intention of making it his residence, he loses his residence in this state.
6. If a person removes to another state with the intention of remaining there for an indefinite time, and of making the place his present residence, he loses his residence in this state, even though he has an intention of returning at some future period.
7. The place where a person's family permanently resides is his residence, unless he is separated from his family, but if it is a place or temporary establishment for his family, or for transient purposes, it is otherwise.
8. If a person has a family residing in one place and he does business in another, the former is his place of residence, but a person having a family who has taken up his abode with the intention of remaining and whose family does not so reside with him shall be regarded as a resident where his abode has been taken.
9. The mere intention of acquiring a new residence without the act of removal avails nothing and neither does the act of removal without the intention.
 - B. The term of residence shall be computed by including the day on which the person's residence commenced and by excluding the day of election.
 - C. Before administering an oath to a person touching his residence, the inspector shall, if requested by any person, read to the person challenged the rules set forth in subsection A.

If you encounter challengers at your polling location from another political party, please call your Election Protection Liaison, or if none (602) 265-VOTE immediately.

17. Voter Registration

Requirements

Eligibility: Proof of citizenship; 18 years of age or older; resident of the state at least 29 days before the election

Ineligibility: No proof of citizenship; convicted of felony, unless civil rights restored; adjudicated incapacitated

How to Register

Complete an Arizona Voter Registration Form (contact your county recorder's office) or register online at www.servicearizona.com

Deadlines for Registration for General Election

October 9, 2006 at midnight

18. Early Ballots (also called Vote-By-Mail (VBM) Ballots)

Who may vote early? Any qualified elector may vote by early ballot. A.R.S. § 16-541(A). No reason need be given. Most early voting ballots in Arizona are submitted by mail, but county recorders provide in-person early voting polls at the recorder's office and satellite locations. A.R.S. § 16-542(A).

Procedures for Obtaining an Early Ballot Within the ninety days preceding the Saturday before any election, an elector may make a verbal or signed request to the county recorder. The elector may also contact the recorder's office online. The last day to request an Early Ballot for the 2006 General Election is October 27, 2006 at 5:00PM.

Absent Uniformed Services or Overseas Voter: Any absent uniformed services voter or overseas voter as defined in the Uniformed and Overseas Citizens Absentee Voting Act of 1986 (42 U.S.C. § 1973ff) may request an early ballot with a federal postcard application that contains both an early voter registration application and an early ballot application.

Deadlines: Early voting begins: October 5, 2006

Distribution of mail-in ballots begins: October 5, 2006

In-person early voting locations open: October 5, 2006

Deadline for requests for early ballots: October 27, 2006 at 5:00 p.m.

Need reason to vote by mail?

NO – Any Registered Voter may VBM

Deadline to apply for Early Ballot:

October 27, 2006 at 5:00 p.m.

Can campaigns or political parties collect and turn in Early Ballot applications?

YES – Candidate and political committees may distribute early applications to voters and may list as the return address the address of the committee.

Deadline to turn in Early Ballot:

7:00 p.m. on Election Day; Early Ballots may be returned to the county recorder or deposited at any polling place in the county in which the voter resides.

ID Requirement

NO – There is no ID Requirement for Early Ballots that are mailed or that are dropped-off.

Can a campaign or party collect and turn in Early Ballots?

YES – Any designee of the voter may deliver the Early Ballot to the county recorder or any polling place in the county in which the voter resides.

III. Conduct at the Polls

There are numerous state and local laws that govern your conduct at the polling places on Election Day. We are asking that you and all of your volunteers abide by those rules and conduct yourselves at the polling places legally, safely and appropriately. Violations are enforced by county election boards and/or by deputies and local police agencies. Attached here are some of the most common rules which should be followed to ensure courtesy, safety, compliance with the law, and to protect important property and business interests of the polling place owners.

Persons present in the polling places on election days are subject to the directions and statutory responsibilities of the election officers. The election officers are charged with securing the ballots and voting process, preserving order at the poll (A.R.S. § 16-535), permitting no violation of election laws (A.R.S. § 16-535), prohibiting any ability to ascertain an elector's vote (A.R.S. § 16-1007), including the videotaping of ballots or voting site, securing the ballots and election materials (A.R.S. § 16-602 et seq), restricting access to certain portions of the polling place (e.g., A.R.S. § 16-562 and 16-515), not releasing or divulging the results of any ballot counting until one hour after the close of the polls, ensuring that no deadly weapons are carried into the polling place (A.R.S. § 13-3102 (11)), that there is no intimidation of any elector (A.R.S. § 16-1013), no interference with respect to voting (A.R.S. § 16-1017), and that there is no interference in any manner with an officer of the election in the discharge of his duty (A.R.S. § 16-1004). Ballots are not public records which may be inspected by the public except upon judicial action or approval.

Political Observer Protocol

A.R.S. § 16-590 allows for a political observer and an alternate to be appointed by the county chair of each party that has a candidate on the ballot for each polling place in the county.

- If you have been appointed as a Political Observer you **must** have in hand your appointment form when entering the Polling Place to show to the Troubleshooter, Inspector or other member of the Election Board.
- A number of polling places will be very crowded; therefore we ask that you conduct your observing as quietly as possible and that you raise any concerns about the conduct of the poll workers in a manner that does not interfere with their ability to perform their functions. If a problem arises that you cannot solve by talking with the poll workers, call your County Election Protection Liaison or (602) 265-VOTE.
- You **may not enter** a voting booth, except when you are in your precinct and marking your own ballot.
- While you are allowed by law to observe many processes or areas where ballots are being handled, you are **not** allowed to touch any ballot(s).

**Democratic National Committee
Voter Hotline**

(888) DEM-VOTE
(888) 336-8683

**Arizona Democratic Party
Voter Hotline**

(602) 265-VOTE
(602) 265-8683

**Pima County Democratic Party
Voter Hotline**

(520) 325-4200
Karp Heurlin Weiss

Paid for by the Arizona Democratic Party; David Waid, Chair, Carter Olson, Treasurer.
2910 North Central Avenue • Phoenix, AZ 85012
(602) 298-4200 (O) • (602) 298-7117 (F)
www.azdem.org
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