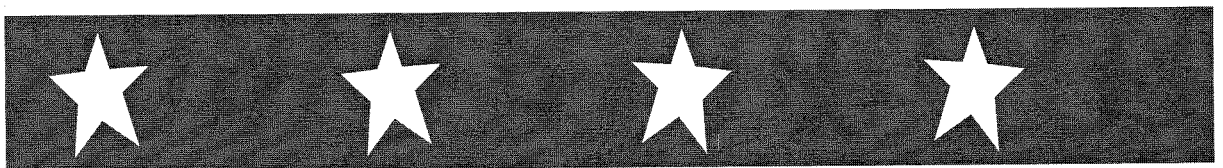


**Platte County  
Election Receiving Board  
Training Manual**



**Connie J. Sebourn**  
Platte County  
Election Commissioner  
Office Phone: 402-563-4908

Dear Election Board Members,

**Many Thanks** for your time, interest and dedication to the election process. It is greatly appreciated.

The information in this manual will help you to understand and perform the duties of the election board. Please review all procedures and refer to this manual for future elections.

You can also view the “Secretary of State Poll Worker Guidelines” on the internet. Go to [www.plattecounty.net](http://www.plattecounty.net) click on Election Commissioner, click on Poll Worker Information, click on Secretary of State Poll Worker Guidelines.

If you have any questions please ask me, email me at [elections@plattene.us](mailto:elections@plattene.us) or call me at the Platte County Election Commissioner’s Office at 402-563-4908.

Thanks so much,

Connie J. Sebourn  
Platte County Election Commissioner

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# ELECTION DAY INFORMATION

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**POLLS OPEN (32-908)** – Polls shall be open from **8:00 AM to 8:00 PM**. Voters who are standing in line to vote at 8:00 P.M. will be allowed to vote.

**ELECTIONEERING/PETITIONS (32-1524)** – Electioneering includes posting signs, handing out campaign literature or circulating a petition. (1) **No judge or clerk of election or precinct or district inspector shall do any electioneering while acting as an election official.** (2) No person shall do any electioneering within **two hundred feet** of any portion of the building where a polling place is located. (3) Subject to any local ordinance, **a person may display yard signs on private property** within two hundred feet of a polling place or building designated for voters to cast ballots if the property is not under common ownership with the property on which the polling place or building is located.

If not able to enforce this State Statute, call the Election Office at 402-563-4908.

**TAKING MATERIALS INTO VOTING BOOTH (320-920)** – A voter **may take printed or written papers** into the polling place to assist them in marking their ballot. Check the voting booths occasionally for papers that may have been left by previous voters.

**EXIT POLLING (32-1525)** – Exit polling is the process of asking voters how they voted. No person shall conduct an exit poll within 20 feet of the entrance of the polling place or within 100 feet of the voting booths. If someone is in violation of these limits and does not cooperate when you ask them to move, call the Election Commissioner’s Office at 402-563-4908.

**MEDIA QUESTIONS** – You may answer questions from the media regarding the **number of people who have voted**. TV and newspaper cameras are allowed as long as they are not disturbing the voters or the voting process. Permission should be obtained from the Inspector and the voter before taking pictures.

**Severe Weather/Emergencies** – The safety of the Election Board and the voters comes first! If a warning siren is sounded in the limits of the city, village or notification has been given to the Election Board to seek shelter, move the Election Board, voters, ballot box and Election Book to the shelter. After the “All Clear” notification is given, resume duties and call the Election Commissioner’s Office. Immediately call and report any accidents or injuries to the Election Commissioner’s Office at 402-563-4908.

**Broken Equipment** – Please inform the Election Commissioner of any voting booths, sleeves or other equipment that needs repair.

# ELECTION RECEIVING BOARD GENERAL INFORMATION

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**ELECTION RECEIVING BOARD COMPOSITION (32-223)** – An Election Receiving Board is generally composed of one Inspector, two Clerks and two Judges. The balance of political affiliations of the board is also set by statute and handled in the appointment of the Receiving Board by the Election Commissioner.

## **GENERAL DUTIES OF RECEIVING BOARDS:**

1. Issuing the correct ballots to voters.
2. Keeping the voted ballots secret.
3. Preventing tampering of voted ballots.

**APPOINTMENT PERIOD (32-221)** – Board workers are appointed for a two-year term by the Election Commissioner. In case of an emergency and you cannot work call the Election Commissioner’s Office immediately at 402-563-4908 or after office hours call or text my cell number at 402-942-1884.

**Working Hours** – You should be at the polling site at **7:00 A.M.** The polls close at 8:00 P.M. and you may leave as soon as closing duties are completed and the Inspector is ready to transport the ballots to the courthouse.

**Breaks** – The busiest times at the polling place are usually from 12:00 noon to 1:00 p.m. and 5:00 P.M. until the polls close, so please arrange to have all breaks other than at these times. Board workers may bring snacks and lunches or order in food. Food or drinks should not be stored or eaten at the table where the voters are signing in and receiving the ballots.

**INSPECTOR (32-225)** – The Inspector acts as a personal agent and deputy of the Election Commissioner and shall enforce the “Election Act” and for the proper conduct of the election at the precinct, challenge any voter whose name does not appear on the election roster or believes is impersonating a person whose name appears in the roster and is attempting to vote illegally. It is the duty of the Inspector to ensure that the judges and clerks are complying with the “Election Act” in the conduct of the election. The inspector is also in charge of picking up ballots and supplies at the Courthouse on the Monday before the election, after the Inspector meeting at 4:00 P.M. and returning all election supplies and ballots to the Election Office on Election Day after the polls close.

**VOTING EARLY – You might not be working in your own voting precinct on Election Day and would need to vote ahead of time.**

1. This can be done by filling out an Early Ballot Request form in the Election Commissioner’s Office and voting at the same time if ballots are ready.
2. Go to the Platte County Election Page under the link Early (absentee) Voting found on the left side of the page and print out the form to mail or bring to the Election Commissioner’s Office at 2610 14<sup>th</sup> Street, Columbus, NE 68601 or drop it in the Ballot Drop Box, if open. A ballot can be mailed out or voted in office if ballots are ready.

# ELECTION RECEIVING BOARD GENERAL INFORMATION

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## **Election Board Conduct –**

Welcome the Voter, be Polite and helpful  
Be sensitive to race, ethnicity, and persons with disabilities.  
Avoid discussion of candidates and issues.  
Limit visiting while Voters are present.  
No Coffee, soft drinks or food on the table or near the ballots.

**Wages (32-233)** – Clerks and Judges working will be paid minimum wage per hour. Inspectors will be paid an additional rate plus mileage from home to the Courthouse for Inspector meeting and supplies. Mileage will be paid on Election Day from home to the polls and back to the courthouse with supplies and back home. All poll workers attending the training will receive their hourly rate of pay.

Social Security will not be withheld from election wages and W-2s will not be issued at the end of the year.

Please sign the **Blue** Pay Claims in the White Binder in order to get paid.

**EMPLOYER TIME OFF FOR WORKING ON ELECTION BOARD (32-241)** – Any person appointed to serve on the Election Board shall not be subject to discharge from employment, loss of regular or overtime pay, loss of sick leave, loss of vacation time, the threat of any such action, or any other form of penalty as a result of his or her absence from employment due to serving. If reasonable notice of election board appointment is given to the person's employer, the employer may reduce the pay of an employee for each hour of work missed by an amount equal to the hourly compensation paid to the employee by the county for election board service. Upon request, the Election Commissioner will send a letter to your employer as proof of appointment, hours worked, and wages paid.

**Absent Poll Workers** – All Election Board members are expected to begin work at 7:00 A.M. If a board member is not present by 7:20 A.M. call the Election Commissioner's Office at 402-563-4908 or if a person becomes ill during the day.

## PRIOR TO OPENING THE POLLS

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**VOTING BOOTHS** – The owners of some of the polling places have been notified and booths should be set up and tables, chairs, and sleeves provided. If the booths, sleeves, tables and chairs are not there call the Election Commissioner's Office at 402-563-4908. The Handicap Booth/Table should be labeled and set up 5' from the other voting booths.

**OPENING OF BALLOT BOX** - Break the seal on the Ballot Box. **Remove all Contents of the ballot box which will include the ballots, a black binder with Precinct Voter Roster in it, and a yellow Certification Sheet. Make sure that the Roster and Ballots are for your Precinct.**

All Ballots are wrapped separately by political party, Republican, Democrat, Libertarian, Non-Partisan. Note that the number of ballots issued by Split # is on the outside of the wrapped ballots. **COUNT BALLOTS** & complete the top portion of Ballot Certification Form. Place Ballots on piles, separating splits. Splits will be separated by blank colored sheets of paper. Check your Ballot Split Information Sheet to be sure all splits are there. At the Primary, different splits may occur in each Political Party.

**PUBLICLY INSPECT & SEAL BALLOT BOX** – Two board members actually inspect the Ballot Box to **verify that it is empty.** Next Seal the Ballot Box, leaving the SLOT open to deposit voted ballots into.

**UNPACK THE SUPPLY BOX and Give Plastic Inspector Bag to Inspector.**

**INSPECTORS** – Set up Inspector supplies and Purple Inspector Folder on a table. Have Poll Worker mark "absentee" on Voter Signature Line of Roster (Black Binder) for voters listed on short purple sheet of last office absentee voters. Use plastic Sign Placement sheet for outside Signs. Make sure all tasks get done before 8:00 A.M.

### POST THE FOLLOWING SIGNS

#### Outside Building

- Use Yellow A-Frame Stand to post Signs at entry to building-see instructions in Purple Inspector Folder

#### Inside Building: (at eye level) or on table

- Post 2 sets of Sample Ballots
- **For Primary Election Only** - Post the Notice for Non-Partisan Voters.
- The Yellow Instructions to Voter signs - 1 in each voting booth.
- Ballot Split Information and one yellow "Instructions to Voter" Sheet on table near Judges and Clerks
- The POSTER (18" X 24") with Instructions to Voters on how to mark a ballot, ID requirements, Provisional Voting and State & Federal Rights and Violations.

**INITIAL BALLOTS** – 2 Election Board members must sign their initials in **red ink** on the line or space provided in the lower center of the front side of the ballot. Keep a supply of initialed ballots throughout the day to assist you when the polling place is active. Do not initial all of the ballots, because all un-voted but initialed ballots have to be voided and added to the precinct's "Spoiled & Unused Ballots" White Cloth Bag at the end of the night.

**SET UP THE EXPRESS VOTE MACHINE.** – See separate Instruction Sheets for Express Vote.

**SIGN THE ELECTION OATH (32-222)** – Each Clerk, Judge and Inspector must sign the **Oath** prior to the **polls opening.** Signatures are required on the Blue Pay Claims forms for **payroll.** These forms are all in the Election Binder. You could sign them early in the day and later complete them.

## CLERKS - GUIDELINES

**WHO MAY VOTE** – Anyone who is properly registered at his or her current address is allowed to vote. Voting in a precinct where you do not reside is illegal and is a misdemeanor offense.

### **UPDATING VOTER REGISTRATION RECORDS –**

1. To update a voter registration record **FOUND** in the Roster Book, use the Nebraska Voter Registration Application Form.
2. To update a voter registration record **NOT FOUND** in your Roster Book, use the Provisional Ballot Procedure.

**Residence for Voting Purpose** – Your residence is defined as where you live. Examples would be - If you leave, where will you return? Where do you get your mail? What address do you use on income tax returns? **Leaving for temporary purpose, such as military service or college, does not result in a change of residence for voting purpose.**

**White Binder Book** – This book includes the following.

1. Poll Worker Oath to be signed prior to polls opening
2. Poll Worker Oath to be signed after polls close.
3. Diagram of laying out Piles of Ballots for this precinct.
4. Blue Payroll Claims.
5. Pink Tally Sheet of Numbers at this precinct for the Election.
6. Green “Ballot Accounting” Sheet
7. Green “Assistance to Registered Voters” Oath – to be signed by those assisting a voter in marking a ballot.
8. Yellow Instruction Sheet – One side is Provisional Voting Instruction, Other side ID to Vote Instructions.
9. White Instruction Sheet – “Use of Provisional Ballots”
10. White “Communicating with Voters Who are Deaf or Hard of Hearing” sheet
11. White Sheet colored instructions “32-912 Registered Non-Partisan Voters at the Primary”
12. Yellow Voter Registration Notation Sheet

**EARLY VOTING (ABSENTEE) BALLOT (32-950)** – If an individual has requested an Early voting ballot, “**ABSENTEE**” has been noted by their name in the signature section of the Roster. The Inspector will have a Purple Sheet of any Early Voter’s names that are not marked Early Voter in the Roster book, and those names will have to have “ABSENTEE” Written on the signature line.

If a ballot for Early (Absentee) Voting is destroyed, spoiled, lost, or not received by the registered voter, the voter may vote using the Provisional Ballot Procedure at their polling place on Election Day. Follow Instructions on page 8.

If a voter brings an EARLY VOTING (ABSENTEE) BALLOT to the polling place do not accept it and put it in the ballot box. They must deliver it to the Election Commissioner’s Office or Drop Box at the courthouse by 8:00 P.M. on Election Day.



## CLERKS - GUIDELINES

1. **Greet the voter.**
2. Ask the name of the voter and look up the name in the Black Roster Book.
3. **Verify** their address and/or month and year of birthdate
4. Verify that the voter did not cast an Early (Absentee) Ballot.
5. Provide the Judge with the ballot style information. Post-it notes work well for transferring this information.
6. Show the voter where to sign by the “X”. The voter should sign his or her name as it appears in the Black Roster Book. **Example: William E. Smith should not be signed as Bill Smith, Bill E. Smith or W.E. Smith, only as William E. Smith.** If unable to sign their name, have the voter place their mark or X on the voter signature line with the notation “witnessed by” and sign your name.
7. **For the Primary ONLY** - If a Non-Partisan Voter requests a Partisan ballot, write in the Roster Book in **Red** what (Party) ballot was given to voter.

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### **If you are unable to find the voter’s name in the Black Roster Book:**

1. Ask the voter if they use a hyphenated name. Check both names. If the voter has a compound name, it will appear on the Roster as one name.
2. Ask if the voter’s name has changed since their last registration. If requirements are met, the voter can complete a Nebraska Voter Registration Application Form and vote. See requirements and Example on page 7.
3. Ask if the voter’s address has changed since their last registration. The voter still may be eligible to vote. See Below.
4. Make sure the voter is at the correct precinct. Inspector will call the Election Commissioner’s Office at 402-563-4908 with any questions.
5. If the voter is **not found** in your Roster Book, send the voter to the Inspector for assistance with the Provisional Ballot Procedure. See Example on page 8.

### **If there has been an address change:**

To update a voter registration record **FOUND** in the Black Roster Book, first have the voter sign the Roster. Note the new address in the Roster Book. Then the Inspector will assist them in completing a Nebraska Voter Registration Form and the voter will be allowed to vote a regular ballot.

## **NEBRASKA VOTER REGISTRATION APPLICATION**

(Update a Voter **found** in your Black Roster Book)

A voter may update their name or address using a Nebraska Voter Registration Application when the following applies:

1. The voter is currently registered to vote in your precinct, and
2. Has continuously lived within your precinct, and
3. Neglected to update their registration to reflect an address change or name change.

Please Note: The voter **CAN NOT change their party affiliation at the polling place.** They must vote the party that they are **currently** registered with. If the voter wishes to change their party, they can do so by re-registering **after** the election.

### **Nebraska Voter Registration Application Procedure:**

1. The Clerk has the voter sign the Black Voter Roster Book.
2. The voter completes the **Nebraska Voter Registration Application** form. The application form is placed in the brown supply envelope.
3. The Voter may continue the voting process.

## PROVISIONAL VOTING

### Who is Eligible?

1. Voters who have moved to a different precinct in the county and/or changed their name and haven't re-registered.
2. Voters who have moved to Plate County from a different county or state and think they have registered in the county, but their name doesn't appear on the Voter Registration List.
3. Voters who are first time voters and have registered through the mail, and haven't presented the proper ID to the Election Office, prior to the election, or to the Election Clerk upon request, at the polls.
4. Voters whose name appears on the list, with a notation that he or she received a ballot for Early Voting, but voter claims to not have voted or received such Early Voting Ballot. (If you are **in a precinct with no splits**, are sure the voter resides in your precinct and do not feel a need for assistance in proceeding with the Provisional Voting Process, you may proceed without calling the Election Commissioner's Office.

### Procedure:

1. Election official calls the Election Commissioner's Office at 402-563-4908.
2. Voter completes a Nebraska Voter Registration Card.
3. Voter completes the front of the Provisional Ballot Envelope.
4. Provisional PIN needs to be completed by Voter. (White copy to voter & yellow copy keep and goes to election office.
5. Voter must vote in precinct of residence.
6. Election Official records and has voter signs Provisional Sheet on front of Voter Roster.
7. Election official gives ballot/ballots to be voted to voter.
8. Voter votes and inserts ballots into Provisional Envelope.
9. Voter returns sealed Provisional Envelope to Election Official.
10. Election Official deposits Provisional Envelope in Ballot Box.

### WILL THE PROVISIONAL BALOT BE COUNTED?

Some will and some won't. The decision depends on state laws and statutes. But by completing the Nebraska Voter Registration at the Poling Place, you are properly registered for future county elections.

After 7 days you may check with the Election Commissioner's Office to see if the ballot was counted or not and why it was rejected. The rejected information will only be given to the actual voter.

Contact the Nebraska Secretary of State's Website at:

<http://votercheck.necvr.ne.gov>

or

Call their Toll Free Number: 1-888-727-0007

## **GENERAL INSTRUCTIONS FOR JUDGES**

**BALLOT SLEEVES (32-916)** – **All voters** should be given a ballot sleeve to preserve the Secrecy of their Ballot. The **one exception** to this rule is the **Provisional Voter who is given a Provisional Envelope** to seal the voted ballot and then the judge deposits the Sealed Envelope with voted ballots into Ballot Box. The **judge is the only one to deposit a voted ballot** in the ballot box. **NO Voter should be allowed to do so.** (Remember **once the voted ballot is deposited in the ballot box, we cannot take out the voted ballot. The voter is done.**

**Black Voting Pens** – Use **only** the pens provided for marking ballots. If anything else is used, the scanner may not be able to read the ballot, and the ballot will have to be duplicated at the courthouse.

**VOTING BOOTHS (32-921)** **No registered voter shall be allowed to occupy a voting booth occupied by another unless they are acting as an assistant for the voter with a disability.** A voter shall **not occupy a voting booth for more than 10 minutes.** A voter shall not remain at a polling place where the booths are located for more than 20 minutes unless they are standing in line to vote. If a voter wishes to vote without the use of a booth, this is permitted. Limit the number of voters voting without the use of a booth.



**TAKING BALLOT FROM VOTING ROOM (32-919)** – **Each voter receiving a ballot shall vote before leaving the polling room.** If any person takes a ballot from the polling room **they lose their right to vote at this election** and they will be guilty of a class V misdemeanor. If a voter leaves the polling place with a ballot, call the Election Commissioner's Office at 402-563-4908.

**SPOILED BALLOTS (32-917)** – If a voter spoils their ballot, they may receive another ballot after returning the spoiled ballot. (**Not to exceed four sets of ballots**). Use the following procedure for a Spoiled Ballot:

1. The registered voter shall write "spoiled" or "void" **in red ink** on the front of the spoiled ballot.
2. The voter should fold the ballot so none of the marks made on the ballot are revealed, and return the ballot to the Judge.
3. The Judge shall maintain the secrecy of the spoiled ballot by having the voter place the spoiled ballot in a large brown manila envelope and **writing "Spoiled Ballot" and the precinct name on the envelope and signing the Judges name.** At the end of the night the Spoiled Ballot Count will be used to complete the End of Day Report.
4. Then a new ballot shall be issued.

## VOTING PROCEDURES – JUDGES (32-916)

### Judge Passing out Ballots

1. Using the Ballot style information from the Post –it note provided by the Clerk, select the appropriate ballots for the voter.
2. Verify that there are 2 sets of Red initials on each ballot page before handing the ballot to the voter. (32-916).
3. Give the Following Verbal Instruction to Each Voter:
  - a. To Vote you must **blacken Oval** (  ) **completely**.
  - b. **To Write-In a name**, you must blacken the oval (  ) to the left of the line provided, and write the name in the space provided for that purpose.
  - c. **Vote both sides of the ballot** - show voter back side of each ballot-even if blank.
  - d. **Do not cross out** – If you change your mind, exchange your ballot for a new one.
  - e. After Voting - **Insert ballot in this ballot sleeve** so that the **Judges Initials appear at the bottom**. (Demonstrate this to voter) and tell Voter - **DO NOT FOLD THE BALLOT**.
  - f. **Return voted ballot to a Judge to deposit into the Ballot Box**.
  - g. Use only the **pen provided and hand the voter the pen**.

### JUDGE at the Ballot Box

1. The voter hands the ballot sleeve containing the voted ballot(s) to the Judge being careful to maintain the secrecy of the ballot The judges verifies that the initials are on the lower portion of each page of the ballot (32-916)
2. In the presence of the voter, the Judge then slips the ballots from the sleeve into the ballot box. **Remember once that ballot goes in the box it is voted and cannot be taken out of the ballot.**
3. **Retrieve the pen from the voter.**
4. **Thank the voter for voting and offer the voter an “I Voted sticker”.**

## VOTERS NEEDING ASSISTANCE

**CURBSIDE VOTING (32-918)** – Voters unable to enter the polling site may request a ballot be brought to them at the curbside. Use the following procedure:

- 1.) Look up the name of the curbside voter in the Voter Roster Book to see that the voter is properly registered.
- 2.) Two Election Board members (each of a different political party) take the ballots, Voter Roster Book\*\*, the pen and the ballot sleeve from the voting area to a convenient place within the building, or if necessary to the voter's car.
- 3.) **The voter will sign the Voter Roster Book** and may **mark their ballot** and return it to the Election Board members in a ballot sleeve, or the voter may request assistance in marking the ballot. Election Board members may **never** divulge how the voter cast their ballot.

\*\* A voter arriving during the time a curbside voter is voting must wait until the Roster Book is returned to the voting table. I would recommend three members take the supplies to the car. After the voter has signed the Voter Roster Book one election board member can return the Voter Roster Book and voting can continue.

**Visually Impaired Voters** – Have the magnifying sheet or glass, flashlight, and signature guide available for visually impaired voters.

**Hearing Impaired Voters** – Have pen and paper available for hearing impaired voters. “Instructions and Questions for Voters who are Deaf or Hard of Hearing” if needed.

**ASSISTANCE WITH MARKING THE BALLOT (32-918)** – If a voter cannot read, is blind, or due to physical disability the voter is unable to mark their ballot (s), a friend, relative, or two Election Board members may assist the voter.

- **When a friend or relative assists the voter**, have them complete the green “Assistance to Registered Voters” sheet in the White Binder. Please **Note** **“Assistance Rendered”** to the right of the voter's printed name in Voter Roster Book and who assisted them.
- **When the Election Board assists the voter**, two board members (each of a different political party) assist the voter. The green “Assistance to Registered Voters” sheet in White Binder **must be completed by the 2 poll workers assisting voter**. Please Note “Assistance Rendered” and the name of the poll workers rendering assistance needs to be entered to the right of the voter's printed name in the Voter Roster Book.

**HANDICAP VOTING BOOTH AVAILABLE:** There shall be a table and/or end of long tables in each polling site labeled “Handicap Voting”, **five feet or more away from other booths and poll workers**. Voters not able to use the regular voting booths shall use this “handicap table area”. Also available at each Polling Place, there will be an “Express Vote” machine to allow voters with disabilities to mark their ballots unassisted. Other equipment available for voter assistance, to comply with ADA regulations, shall be a magnifying sheet, small flashlight, signature guide, communicative devices (such as pen and paper) and reaching tool.

## VOTER REGISTRATION INFORMATION

**CHALLENGING A VOTER'S ELIGIBILITY TO VOTE (32-926)** – An Inspector, Judge, Clerk or any registered voter may challenge a voter's eligibility to vote if they believe the voter does not meet the following requirements to vote:

- 1) The voter is not a U.S. citizen. (32-928)
- 2) The voter no longer resides in Nebraska, Platte County or the precinct. (32-929)
- 3) The voter will not be 18 years of age by the first Tuesday after the first Monday in November. (32-930)

**You must have personal knowledge** that the voter does not meet these qualifications to challenge a voter's eligibility. Do not challenge a voter unless you are absolutely certain they do not meet these eligibility requirements. There are very severe penalties for any discriminatory actions in regards to voting. **You may find yourself the defendant in a lawsuit** if you challenge someone who is qualified to vote.

**When you challenge a voter's eligibility –**

1. Tell the voter that you want to challenge their right to vote.
2. Tell the voter why you are challenging their right to vote from one of the 3 above requirements.
3. Ask the voter to complete and sign the "Challenge Oath", found in the Clear Plastic Inspector bag. This completed form will be returned in the "Completed Forms Envelope found in the Clear Plastic Inspector Bag. The completed Forms Envelope will be returned at the end of the night in the Blue Bag. If the voter refuses to complete and sign the "Challenge Oath, DO NOT ALLOW the voter to vote.
4. Once they complete the "Challenge Oath" Form, write in the Roster Book after the voter's name, the word "Sworn". Have the voter sign the Roster Book, and have the voter vote a regular ballot.

## CLOSING OF THE POLLS

**POLLS CLOSING** – Polls close at 8:00 P.M. Publicly announce to the last voter in line **“It is 8:00 P.M. The Polls are closed. You are the last voter.”** If someone comes in the door, not seen by a board member, and just gets in line, you have that last voter and others in line to verify that they are too late. **Anyone who is in line at 8:00 P.M. must be allowed to vote.**

**BALLOT BOX** –Close the ballot box slot and seal with a seal provided. There **should be 2 seals on that box** at this point since 1 was on the backside from the morning sealing of the ballot back door.

**Express Vote Machine** – Using the barrel key, open the Access Compartment and set the Power Switch to **OFF**. Lock the Access Compartment door and remove the key. Ensure that all doors on the “Express Vote” machine are locked and put the “Express Vote” machine in the carrying Case. Make sure bag is closed.

**Total Roster Book** – Total the number of voters signing the Black Roster Book. Enter this total on the Green “End of Day” Report in the White Binder. To ensure accuracy at least 2 people should verify this total.

**COUNT BALLOTS NOT IN THE BALLOT BOX AND DO REPORTS – MAKE SURE ALL FORMS IN THE WHITE BINDER ARE FILLED OUT AND SIGNED BY EVERYONE.** This includes the Yellow Morning Oath before the Ballots Are Issued, the Yellow After the Polls Close Oath, The Blue Pay Claims for the poll workers, booth setup and take down person, and the polling places rental fee claims, The Pink Tally Sheet of Voters, The Green End of day Report, The Green Assistance to Registered Voters. Please leave all these forms in the White Binder. If we are missing signatures from poll workers, they will be called into the Election Commissioner’s Office to sign them.

**COMPLETED FORMS ENVELOPE** – Put all Completed forms (Nebraska Voter Registration Applications and Challenge Oaths) in the “Completed Forms” Envelope and return in the Blue Bag.

**SPOILED BALLOTS (32-917)** – Put ballots spoiled by voter in the envelopes that are marked and signed during the day in the “Spoiled Ballot” manila envelope. **Initialed UN-VOTED Ballots are considered spoiled ballots. Poll worker must write “VOID” on face of these ballots and put in the “Spoiled & Unused Ballots” White Cloth Bag.** Complete the tally form on the outside of the **Spoiled Ballot Envelope** and this goes in the Spoiled & Unused Ballots **White Cloth Bag.**

**UNUSED BALLOTS** – Place all **unused & not initialed ballots** (blank ballots not initialed) in “Spoiled & Unused Ballots” **White Cloth Bag.** **Seal white bag** after “Spoiled Ballot” envelope, spoiled ballots and unused ballots are in the bag.

**CLOSING POLLING PLACE** – Remove all signs or sample ballots posted during the day and pick up your trash from the day and leave the place as you found it.

**RETURN TO COURTHOUSE** – Inspectors will return all ballots and supplies to the Election Office on Election Day after the close of polls. Drive through the alley West to East so guys can unload your car and park your car in the Bank parking lot and use the North door of Courthouse off of alley and Bring the **Blue Bag with you and come up to 3<sup>rd</sup> Floor Election Commissioner’s Office.**

**MANY, MANY THANKS TO ALL, FOR THE “GREAT ELECTION JOB DONE”!!!! COULD NOT DO IT WITHOUT ALL OF YOUR HELP!**

**Connie J. Sebourn**  
**Platte County Election Commissioner**