Election Worker Training

"Welcome Precinct Workers!"

A message from the *Secretary of State* **Monae Johnson**:

"I would like to thank all of you, the precinct workers of South Dakota, for your willingness to serve your communities. On Election Day, the foundation of our republic rests on your shoulders, and nothing would be possible without you."

Contact Information

Elections Team

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Election Worker Training

Prior to each election, training is to be conducted by the person in charge of the election *(County Auditor, Municipal Finance Officer, School Business Manager)* **and assisted by the jurisdiction's attorney.**

Make sure to reach out to your attorney regarding this training.

SDCL 12-15-7 and 12-1-2.

There is a 2026 Election Day Precinct Manual which is a good resource for you to review with your election workers and have a copy available at each of your polling places. Included in this manual is a check list of items that will be needed on election day.



Election Worker Conduct

Be professional - You are conducting the most essential element of our democracy. Work and act accordingly.

Be on time - Arrive at the polling place at the time required.

Leave "partisan" leanings at the door - All of us have our favorite candidate or position on a ballot question. That's OK. When you are an election official, however, none of your personal preferences should show while you are working.

ELECTION WORKER CONDUCT *CONT'D*

Be fair and respectful to ALL - Nothing shakes a voter's confidence in the integrity of the election more than when a precinct worker treats them or their ballot unfairly.

Watch phone usage while working. Try only using them if you need to make a call to the auditor or on breaks.

WORK AS A TEAM!

Your work will be more enjoyable, and the voters will be better served if you work as a team.



Poll Hours

- All elections: 7:00 am to 7:00 pm local time
- Be sure the polling place clock is set to the correct time!
- Voters waiting in line at 7:00 pm are allowed to vote.
- Election workers **may not** leave polling place while polls are open. Please plan accordingly.



POLL HOURS *cont'd*

- Notwithstanding SDCL 12-2-3, the county auditor, city finance officer or school business manager may, upon request of the superintendent of an election precinct, if an emergency exists by reason of mechanical failure of a voting machine or an unanticipated shortage of ballots or like unforeseen event warrants it, extend the polling hours for that precinct until the emergency situation has been resolved. If the emergency situation is not resolved within two hours, **except for a primary or general election**, the polling place shall remain closed for one week and reopen at the time of the closure of the polling place (SDCL 12-2-4).





POLL HOURS *cont'd*

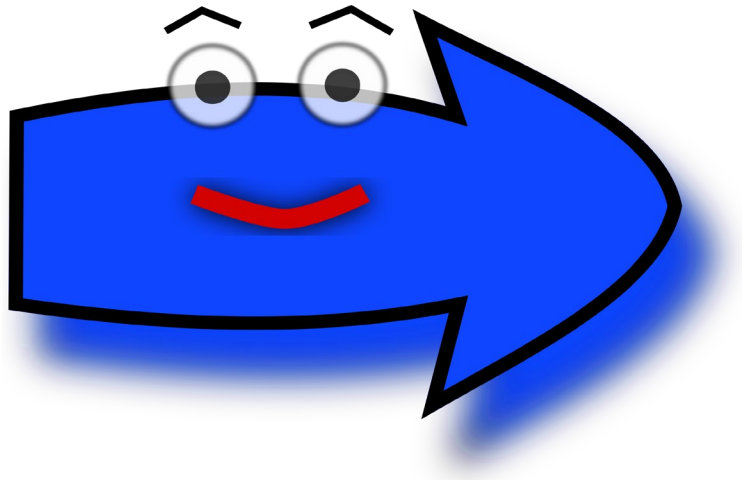
- No earlier than twenty-four hours before the polls open, the person in charge of the election may call a special emergency meeting, pursuant to SDCL 1-25-1 and 1-25-1.1, of the local governing board to postpone any election, except a primary or general election, for one week if the **weather conditions** put into question the opening of a polling place. The polling place shall then remain open for the same number of hours as it would normally have been open. Absentee voting shall continue pursuant to chapter 12-19. (SDCL 12-2-8)
- **Please NOTE**: If the polling hours have been extended, anyone in line after 7:00 pm (local time) until the polls would close, have to vote a provisional ballot. If anyone is in line after the extended polling times close, they are not allowed to vote.

Polling Place Superintendent Responsibilities

- In charge of the polling place
- Set up ballot marking device (ExpressVote) for primary and general elections only, put out flag, vote here sign, Photo ID notices on each entrance into the polling place, voting booths, appropriate instruction to voters posters and instruction to voters in each voting booth, sample ballots and ballot boxes.
- Designates election board duties to each election worker
  - Duties would include:
    - Registration list
    - Poll book
    - Stamping ballots
    - Handing out ballots
    - Checking voting booths periodically
    - Observing returned ballots for a ballot stamp before they are placed in the ballot box

Precinct Superintendent Responsibilities *cont'd*

- If you are using an ExpressVote voter assist terminal, refer to later slides for setup instructions.
- Cleaning booths and pens



Precinct Deputies Responsibilities

- Perform duties assigned by the superintendent.
- Duties may rotate throughout election day if directed by the precinct superintendent.
- Precinct worker in charge of the pollbook must be of a different political party than worker in charge of registration list.
    - This does not pertain to city and school elections unless they are combined with the County and then the County Auditor would follow this rule.



No Campaigning in or near polling place

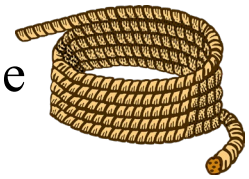
(SDCL 12-18-3)





NO CAMPAIGNING IN OR NEAR POLLING PLACE *cont'd*

- **Before the opening of the polls and throughout election day** the 100 foot area surrounding the entrance(s) to the polling place must be checked to be sure it is free of campaign materials.
  - Have a pre-measured rope made up or a 100 ft tape measure!



- The importance of keeping the polling place free from advertising ***cannot be stressed enough.***
- The polling place includes where absentee voting takes place.
- No campaign advertising, signs, buttons, articles of clothing or any other type of campaigning may be in the polling place or within 100 feet of any entrance leading into the polling place.

NO CAMPAIGNING IN OR NEAR POLLING PLACE *cont'd*

- A candidate who is on the ballot in your precinct may only be present long enough to cast their vote. (SDCL 12-18-9)
- If anyone persists with campaign activities within the prohibited area, law enforcement should be called to deal with the situation.
- **Periodically view each polling booth** (when empty) to make sure that no campaign materials are left there.
- **If any campaign materials are found, they should be removed**. If some person is campaigning or wearing campaign advertising, they must be stopped or asked to exit the area.
  - Check to see if a voter left their sample ballot and how they may have voted.



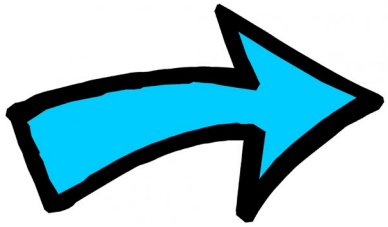
Poll Watchers



- Poll watchers work for a candidate or campaign to monitor activity at the polling place.
- Election board workers may not be poll watchers.
- Poll watchers must be allowed to be positioned close enough to the election worker's table so that they can see and hear what is going on but not so that they interfere in <u>any way</u>.
- Poll watchers may not use the designated polling place phone. This is for the election board only.
- Poll watchers may not take a video or picture of the poll book.

POLL WATCHERS *cont'd*

- Poll watchers **may** converse with the election board and look at the pollbook (they cannot touch the pollbook) if it doesn't interfere with the voting process.
- Poll watchers **may not** campaign in any way within the polling place.
- Poll watchers may not touch any election supplies or control the legal actions of the election board!
- Provide each poll watcher with a copy of the *South Dakota Poll Watcher and Observer Guidelines* as shown on the next screen.



South Dakota Poll Watcher and Observer Guidelines

South Dakota Secretary of State's Office, Monae L. Johnson

South Dakota law allows poll watchers and observers to be present to observe the voting and counting activity at polling places and provides guidelines for poll watchers and observers. SDCL 12-18-8.1, 9, 9.1

Any person at a polling place, to observe, who does not declare themselves to represent one of the categories below is not a poll watcher but is an observer. *ARSD 05:02:12* establishes the **number of poll watchers allowed** at each polling place for the following elections:

· Primary*- ONE for each candidate, ONE for each slate of national convention delegates, ONE for each side of any ballot issue

·General*- ONE for each party, ONE for each independent candidate, ONE for each slate of presidential electors, ONE for each side of any ballot issue

**additional poll watchers are allowed if "adequate space" permits*

Those **NOT allowed as Poll Watchers**:

· Election Board Workers

· Candidates on the ballot *(cannot be an Observer either)*

No person may publicize an official ballot after it is marked to any person in such a way as to reveal the contents of the official ballot, or the name of any candidate for whom the person has marked a vote. SDCL 12-18-27

Within 100 feet of a polling place (*includes absentee voting polling places*), poll watchers and observers **MAY NOT** do any of the following: SDCL 12-18-3, 12-18-9.1, 12-26-21, 12-26-22

· **Campaign or wear buttons** or clothing containing campaign information

· **Solicit votes** for or against any person, political party or ballot question

· Maintain an "office or public-address system"

· **Interfere with a voter**'s free access to the polling place

· Interfere with the official actions of the election board

· **Disrupt the administration** of the polling place

· **Use any communication or photographic device** in any manner which repeatedly distracts, interrupts or intimidates any voter or election worker

· Use any communication, photographic or video device to take video or pictures of the pollbook

· **Look into voting booths**, read identifying numbers on photo identification cards or interfere with voters in the act of voting or with the official action of the election board

· **Disobey a lawful command** by any election worker

· **Cause a disturbance** or breach of peace

· **Engage in disorderly conduct** such as threatening behavior or making unreasonable noise

· **Gather petition signatures**

· **Use the polling place telephone** designated for the election board

· Take any unilateral steps to change any action, inaction or activity occurring at the polling place

· **Advocate for or against a voter** as the voter interacts with the election board

The process of sorting, validating, and counting absentee ballots must be open to poll watchers for the purpose of observing the process. A poll watcher shall keep a reasonable distance from ballots and identification information to protect the privacy of absentee voters. No record associating an individual voter with a ballot may be created. A violation of this section is a Class 2 misdemeanor. SDCL 12-19-44

Poll watchers must be positioned in a location where they can plainly see and hear what is done within the polling place but **may not interfere in any way** SDCL 12-18-9. Poll watchers and observers may converse with the election board and look at the pollbook only if it doesn't interfere with the voting process.

If a poll watcher or observer has a concern or question about any action occurring in the polling place, that person should bring this concern to the attention of the precinct superintendent. It is then the superintendent's responsibility to respond to that question or concern.

Last updated 08/25/2023



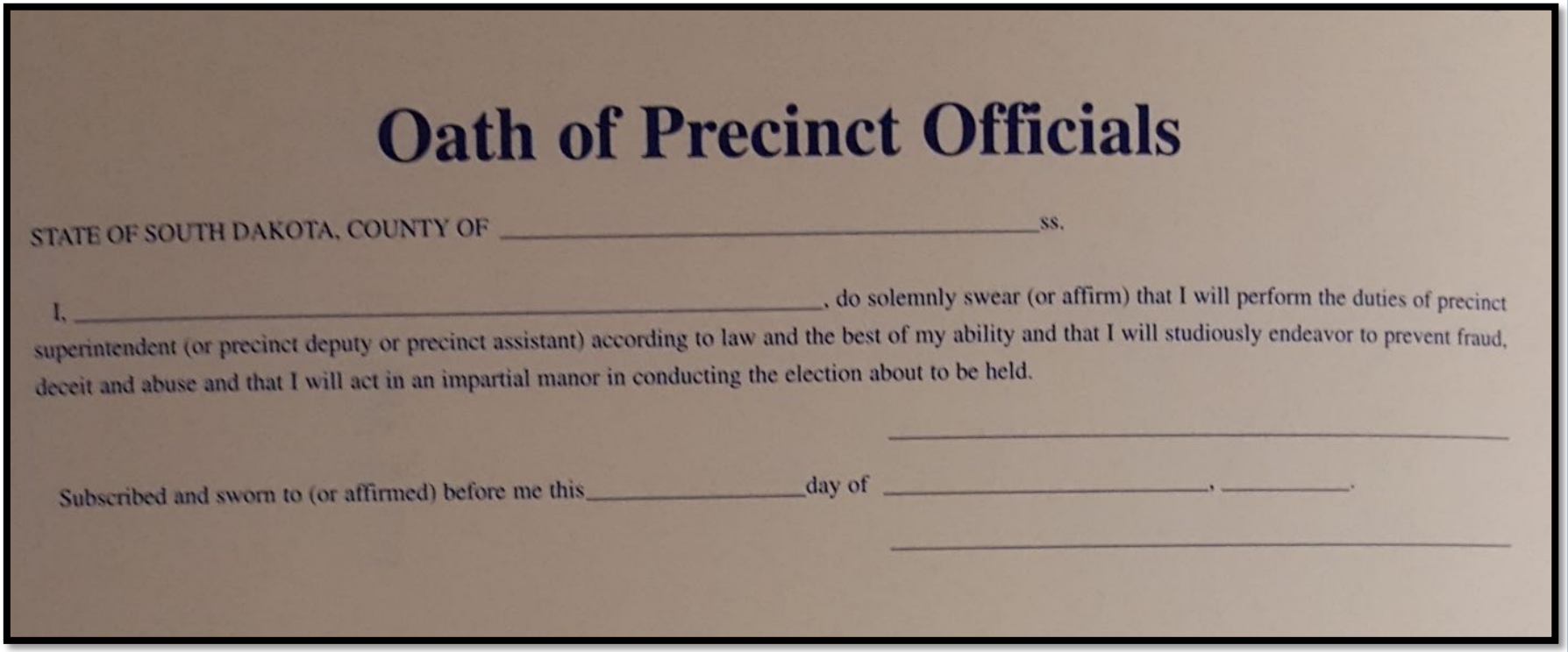
PROCEDURES

The following pages will show you each of the activities that you will perform throughout election day. We will begin by looking at those things that must be done **before** the polls open, continue through election day and finish with the counting of the ballots and election supply cleanup.

Before the Polls Open

- Election workers take oath of office.
- Count ballots and verify the number of ballots against ballot receipt.
- Display American flag inside or outside the polling place.
- Display a “Vote Here” or similar sign outside the polling place.
- Post the polling place voter identification sign on every entrance into the polling place.
- Display “Instruction to Voters” signs in each voting booth and two large posters in the polling place.
- Prepare voting booths and supplies.
- Setup the ExpressVote(s) (primary and general elections).
- Post each sample ballot style inside the polling place and have available for voters.

Oath of office should be located inside the pollbook.



Oath of Precinct Officials

STATE OF SOUTH DAKOTA, COUNTY OF _____ ss.

I, _____, do solemnly swear (or affirm) that I will perform the duties of precinct superintendent (or precinct deputy or precinct assistant) according to law and the best of my ability and that I will studiously endeavor to prevent fraud, deceit and abuse and that I will act in an impartial manor in conducting the election about to be held.

_____

Subscribed and sworn to (or affirmed) before me this_____day of _____, _____.

_____

BEFORE THE POLLS OPEN

Precinct **superintendent** will sign receipt for official ballots and election supplies. ARSD 5:02:05:08

STATE OF SOUTH DAKOTA)
COUNTY OF _____)

I, _____, Superintendent of Election in and for the voting precinct of _____ in said County, do hereby certify that on the _____ day of _____, 20____, at the hands of _____ (Auditor, Sheriff), by _____, his deputy, of said County, I received a sealed package said to contain official ballots and necessary supplies for the use of the voters of said precinct at the _____ election to be held on Tuesday the _____ day of _____, 20____.

Dated this _____ day of _____, 20____.

_____
SUPERINTENDENT OF ELECTION

BEFORE THE POLLS OPEN

Precinct **election board** will sign receipt for official ballots. ARSD 5:02:05:06

STATE OF SOUTH DAKOTA
_____ COUNTY
_____ PRECINCT

We, the Precinct Election Board Members, do hereby certify that on Tuesday the ____ day of _____, 20____, at the opening of the polls for the election held on that day, we received from _____ a sealed package containing the following official ballots:

(Here list the official ballots received)

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

for the use of the voters at the election.

Dated this ____ day of _____, 20____.

_____ Precinct Superintendent
_____ Precinct Deputy
_____ Precinct Deputy
_____ Precinct Deputy
_____ Precinct Deputy

ExpressVote

Before the polls open, an election worker must set up the ExpressVote for proper operation using the following procedures:

1. Make sure to set up the ExpressVote in an area in the polling place where other voters cannot see the screen when a voter is using the ExpressVote.
2. The ExpressVote must be set up on a table that is ADA compliant (the table that was used with the AutoMARKs will work for the ExpressVotes).
3. Plug in the ExpressVote.
4. Tape down any cords and ensure there are no hazards.

ExpressVote

Before the polls open cont'd:

4. On the ExpressVote Recording Sheet write down the number on the seal covering the media device compartment located on the left side of the ExpressVote. You will break that seal when you open it.
5. Once the compartment is open, flip the power button to on, pull out the cord to the handheld key pad and fit that through the cut out circle on the top of the compartment door.
6. Close the compartment door and put a new seal over it. Write down the new seal number on the ExpressVote Recording Sheet.
7. Place the voting privacy shield around the ExpressVote, to ensure voters have privacy when voting on this machine.

ELECTION MORNING EXPRESSVOTE TEST

Before the polls open, the Precinct Superintendent must test the ExpressVote for proper operation using the following procedure:

1. Use only the test ballots provided by the person in charge of the election which are labeled "**TEST BALLOTS**". These should be provided to you by the person in charge of the election.
2. Mark at least two "**TEST BALLOTS**" using the ExpressVote by selecting various candidates and ballot questions using the touchscreen, keypad and headphones.
3. When two "**TEST BALLOTS**" print properly, the ExpressVote is ready for use by voters. Store the **"TEST BALLOTS"** with other materials that you will deliver back to the person in charge of the election. DO NOT place the **"TEST BALLOTS"** in the ballot box.
4. If the ExpressVote does not properly mark the ballots, contact the county auditor to resolve the problem.
5. Still open the polling place at 7:00 am but do not allow anyone to vote using the ExpressVote until the issue is resolved.
6. You must successfully mark two **"TEST BALLOTS"** before allowing voters to use the ExpressVote ™.

ExpressVote

After the polls close, an election worker must conduct the following procedures to turn off the ExpressVote:

1. Remove the privacy shield.
2. On the ExpressVote Recording Sheet write down the number on the seal covering the media device compartment located on the left side of the ExpressVote. You will break this seal when you open it to turn it off.
3. Once the compartment is open, flip the power button to off, pull the cord to the handheld key pad out of the cut out circle on the top of the compartment door and place the handheld key pad and cord back into the compartment.
4. Close the compartment door and put a new seal over it. Write down the new seal number on the ExpressVote Recording Sheet.
5. Unplug the ExpressVote.
6. Follow auditor's instructions regarding delivery of machines back to the courthouse.

ExpressVote Election Day Polling Place Recording Sheet

Before Polls Open

Number of the Seal Auditor Placed on the ExpressVote:
_____

LIFETIME PRINT COUNTER: _____

Serial Number: _____

Number of new seal after placed on EV after you turned it on:
_____

After Polls Close

LIFETIME PRINT COUNTER: _____

Number of the Seal: _____

Number of new seal after placed on EV after you turned it off:
_____

Name of County: _____

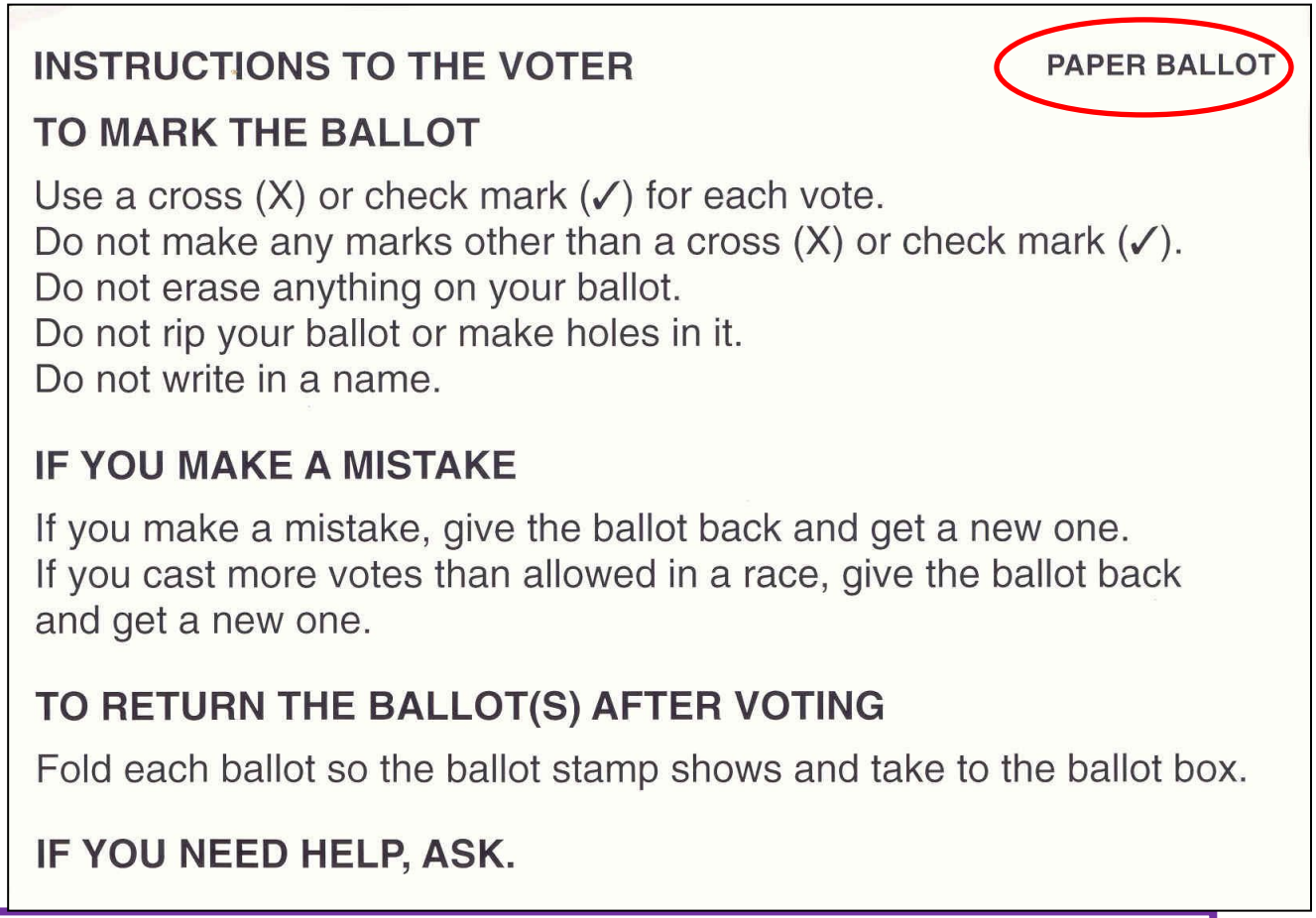
Name of Polling Place: _____

_____

Signature of the Precinct Superintendent in charge of the ExpressVote

If you have time, please offer any comments below (any problems, concern, how was it received by voters, etc.):

Post **regular** size "*Instructions to the Voters*" in each voting booth.



INSTRUCTIONS TO THE VOTER

PAPER BALLOT

TO MARK THE BALLOT

Use a cross (X) or check mark (✓) for each vote.
Do not make any marks other than a cross (X) or check mark (✓).
Do not erase anything on your ballot.
Do not rip your ballot or make holes in it.
Do not write in a name.

IF YOU MAKE A MISTAKE

If you make a mistake, give the ballot back and get a new one.
If you cast more votes than allowed in a race, give the ballot back and get a new one.

TO RETURN THE BALLOT(S) AFTER VOTING

Fold each ballot so the ballot stamp shows and take to the ballot box.

IF YOU NEED HELP, ASK.

Two **large** "*Instructions to the Voters*" posters must also be posted in the polling place.

Post **regular** size
"*Instructions to the Voters*"
in each voting booth.

Optical Scan

2023 change

INSTRUCTIONS TO THE VOTERS:

TO MARK THE BALLOT

Completely fill in the oval (⬬) next to the name or ballot question. Use only the black or blue pen given to you!

Do not make any marks other than completely filling in the oval.

Do not erase anything on your ballot.

Do not rip your ballot or make holes in it.

Do not write in a name.

IF YOU MAKE A MISTAKE

If you make a mistake, give the ballot back and get a new one.

If you cast more votes than allowed in a race, give the ballot back and get a new one.

TO RETURN THE BALLOT AFTER VOTING

Put the ballot in the holder so the ballot stamp shows and take the ballot to the ballot box where the ballot stamp can be seen by the poll worker.

IF YOU NEED HELP, ASK.

Two **large** "*Instructions to the Voters*" posters must also be posted in the polling place.

POST THE FOLLOWING NOTICE ON **EACH ENTRANCE** TO THE POLLING PLACE AND **ONE INSIDE** THE POLLING PLACE. ARSD 05:02:05:26

Please Read

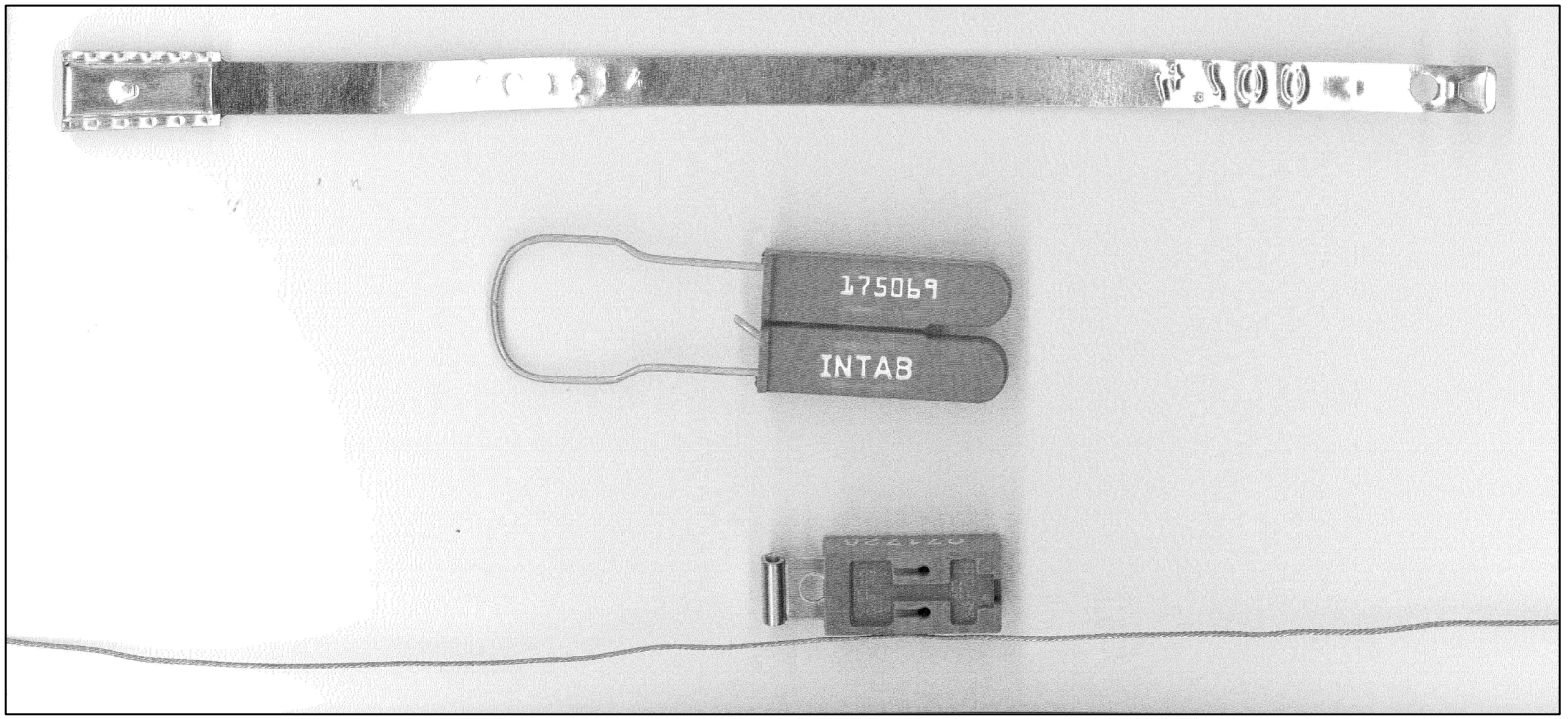
To vote, you must either:

- Present a photo ID, or if not able to do so,
- Sign an affidavit which will be given to you.

Accepted forms of photo identification include any one of the following:

- A SD driver license or nondriver ID card; or
- A US government photo ID; or
- A tribal photo ID; or
- A current student photo ID from a SD high school or SD accredited institution of higher education.

Remove everything from the ballot box and seal the ballot box with a metal or plastic seal in preparation for voting. **The ballot box cannot be unsealed until it is time to count the ballots.**



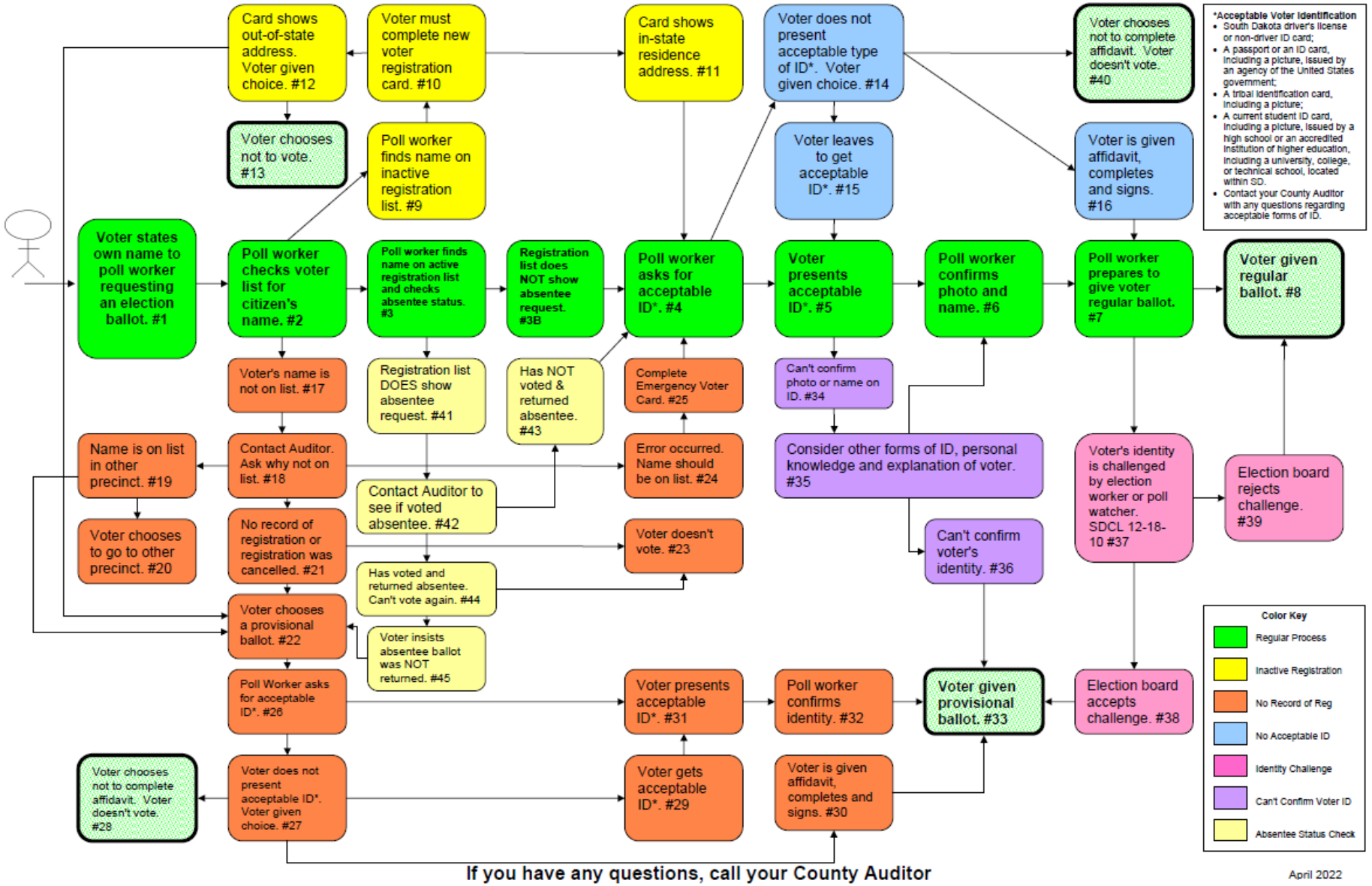
Declare the polls open at the legal starting hour.

Procedure when Voter Presents Themselves to Vote

- The following screens detail the process for each voter who presents themselves to vote.
- Any person who has voted and returned an absentee ballot may **not vote again** at the polling place.
- If there is any question regarding the steps to verify the voter's identity or whether the voter receives a regular or provisional ballot, please consult the *South Dakota Polling Place Voter Key* as shown on the next screen.
- The back side of the *South Dakota Polling Place Voter Key* contains suggested responses to voters for each of the situations presented on the *Voter Key*.



South Dakota Polling Place Voter Key



If you have any questions, call your County Auditor

April 2022

South Dakota Polling Place Voter Key

Box Number	Code Cite	Suggested Response
1	12-18-6.3	"Your name, please."
2, 3 and 3B	12-18-7.1	
4	12-18-6.3	"Do you have a photo ID?"
5	12-18-6.1	Check to see if the ID is on this list of acceptable IDs. (1) A South Dakota driver's license or nondriver identification card; (2) A passport or an identification card, including a picture, issued by an agency of the United States government; (3) A tribal identification card, including a picture; or (4) An identification card, including a picture, issued by a high school or an accredited institution of higher education, including a university, college, or technical school, located within the State of South Dakota.
6	12-18-6.3	Check to see that the photo matches the voter and that the name on the ID matches the name on the voter registration list.
7	12-18-12	Stamp ballot and hand to voter.
8	12-18-14	"Thank you for voting today!"
9	12-18-7.4	"Your name is on the inactive voter registration list."
10	12-18-7.4	"Because you are on the inactive registration list, you must complete a new voter registration card before voting. Here is that card to complete."
11	12-18-7.4	"Thank you for completing your voter registration card."
12	12-18-7.4	"You have provided an out-of-state residence address. You will not be able to cast a regular ballot. You may choose to not vote or you may cast a provisional ballot. The provisional ballot will be kept separate from the regular ballots and will only be counted if the auditor can verify that your name should not be on the inactive list. Your provisional ballot may not be secret. It is your choice whether to vote."
13		
14		"Because you are not able to present an acceptable photo ID, you now have an option. You may leave the polling place to retrieve an acceptable ID or you may sign this personal identification affidavit."
15		
16	12-18-6.2	Observe voter complete affidavit. Be sure that it is fully completed and legible.
17	12-18-7.1 12-18-7.2	"I'm sorry, your name does not appear on the voter registration list. I will contact the county auditor to determine if you are registered at some other location or been mistakenly left off this list. Please wait while I make that call."
18	12-18-7.2	Auditor will tell you how to proceed with this voter.
19		"You are registered to vote in precinct 'X'. That polling place is located at _____. You may go to that polling place and cast a regular ballot which will be counted or if you are willing to swear that you registered to vote in this precinct you may cast a provisional ballot at this precinct. The provisional ballot will be kept separate from the regular ballots and will only be counted if the auditor can find your voter registration card for this precinct. Your provisional ballot may not be secret. It is your choice which ballot to vote."
20		
21	12-18-7.2	"The auditor has no record of your being registered to vote or your registration was cancelled because _____. You may choose to not vote or if you are willing to swear that you registered to vote and should remain registered to vote in this precinct, you may cast a provisional ballot at this precinct. The provisional ballot will be kept separate from the regular ballots and will only be counted if the auditor can verify your registration in this precinct. Your provisional ballot may not be secret. It is your choice whether to vote."
22	12-18-39	
23		
24	12-18-7.2	"An error has been made and your name should have been on the voter registration list."
25	12-18-7.2	"Please complete this emergency voting card and you will be able to vote."
26	12-18-6.3	"Do you have a photo ID?"
27	12-18-6.2	"Because you are not able to present an acceptable photo ID, you now have an option. You may leave the polling place to retrieve an acceptable ID or you may sign this personal identification affidavit or you may choose to not vote."
28	12-18-6.2	
29		
30	12-18-6.2	"Please complete this personal identification affidavit." Observe voter complete affidavit. Be sure that it is fully completed and legible.
31	12-18-6.1	Check to see if the ID is on the list of acceptable IDs.
32	12-18-6.3	Check to see that the photo matches the voter and that the name on the ID matches the name on the voter registration list.
33	12-18-39	Have voter complete the provisional ballot envelope and provide the voter with the "Notice to Provisional Voter."
34	12-18-6.3	"The ID you have presented does not appear to be you and/or the name on the ID does not match the name on the voter registration list."
35	12-18-6.3	"You may explain why the photo and/or name does not match and you may present other forms of identification to assist us in confirming your identity."
36	12-18-6.3	"Based on the identification you have presented and your explanation of why this identification does not appear to be you, you will not be allowed to cast a regular ballot. You may, however, cast a provisional ballot. The provisional ballot will be kept separate from the regular ballots and will only be counted if the auditor can later verify your identity. Your provisional ballot may not be secret. It is your choice whether to vote."
37	12-18-10	Election worker or poll watcher challenges the voter as to the voter's identity not being who they claim or that the voter has been convicted of a felony or declared mentally incompetent in the last 15 days. The challenger would present whatever evidence they have to the election board to support their claim that the person is ineligible to vote. "Your identity (or other cause) has been challenged. What explanation or evidence can you provide to rebut this challenge and prove your identity."
38	12-18-10	"By majority vote, this election board has determined that the challenge is accepted and that you are not who you claim to be. You may, however, cast a provisional ballot. The provisional ballot will be kept separate from the regular ballots and will only be counted if the auditor can later verify your identity. Your provisional ballot may not be secret. It is your choice whether to vote."
39	12-18-10	"By majority vote, this election board has rejected the challenge. You may vote."
40		
41		"The registration list shows you have voted absentee."
42		"I will contact the county auditor to determine if your absentee ballot has been voted and returned."
43		"Your absentee ballot has not been returned. You may vote in person today."
44	12-26-8	"Your absentee ballot has been voted and returned. You may not vote a second time."
45	12-18-39	"If you insist that you have not voted and returned your absentee ballot, you may choose to vote a provisional ballot. It is a crime to vote an absentee ballot and then vote a provisional ballot. The provisional ballot will be kept separate from the regular ballots and will only be counted if the auditor can later verify that you have not voted an absentee ballot. Your provisional ballot may not be secret."

VOTER IDENTIFICATION AT THE POLLS

Voter presents themselves to the precinct worker in charge of the registration list. The voter must announce their name and show a valid photo identification. Valid identification is:

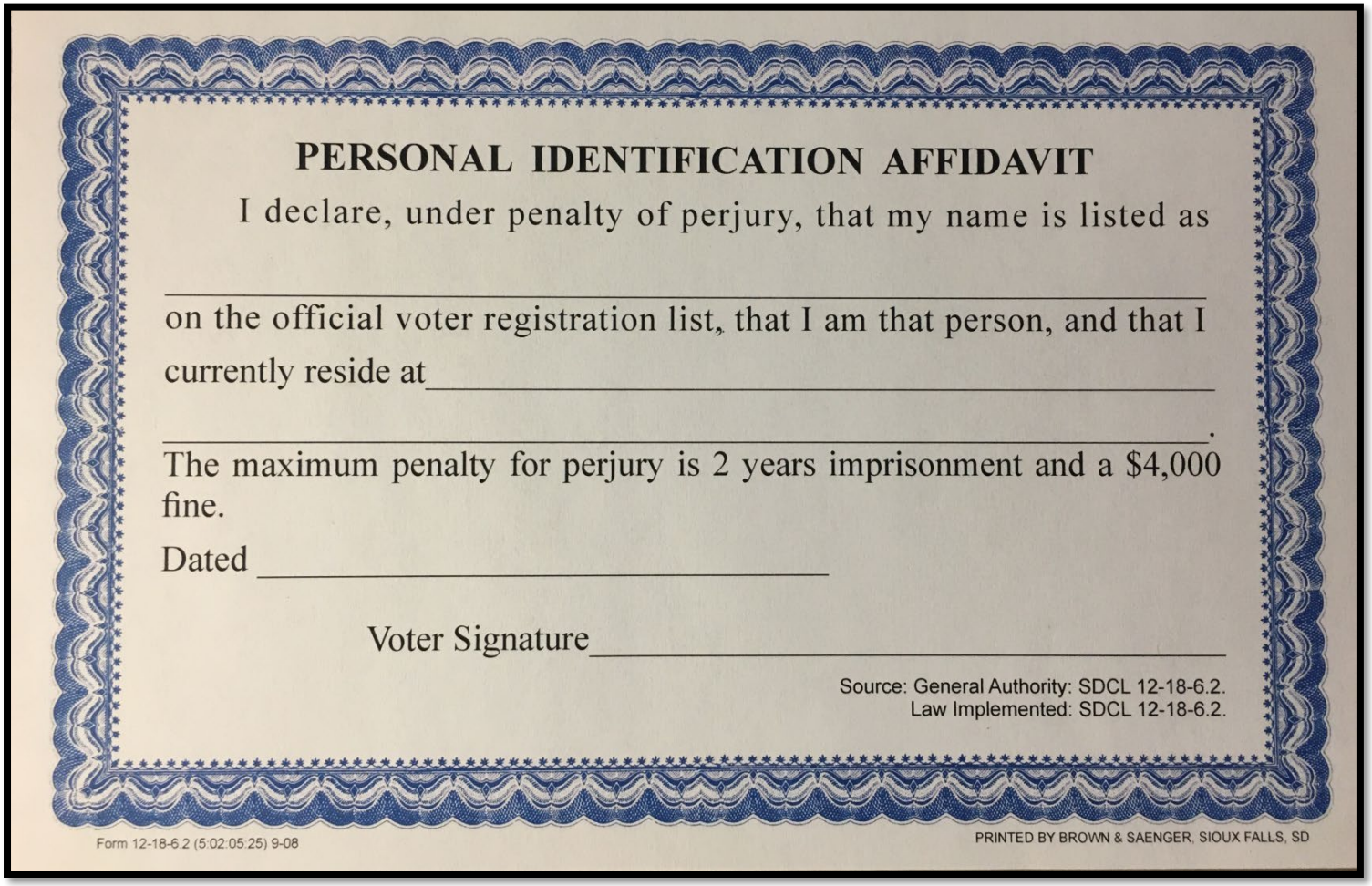
- A South Dakota driver's license or non-driver identification card;
  - If the license is expired that is still an acceptable form of ID
- A passport or an identification card, including a picture, issued by an agency of the United States government;
- A tribal identification card, including a picture; or
- A **current** student identification card, including a picture, issued by a high school or an accredited institution of higher education, including a university, college, or technical school, located within the State of South Dakota.

VOTER IDENTIFICATION AT THE POLLS *cont'd*

- A member of the election board must verify that the PICTURE on the ID matches the voter. The name on the ID must also match the name on the voter registration list.
- **There is no need to look at the address on the ID.**
- If the election board worker cannot make this verification, the worker may consider:
  - Other forms of identification;
  - Personal knowledge; and
  - The voter's explanation.
- If the voter's identity can't be proven to the satisfaction of the election board, the voter may vote a **provisional ballot**.

As an **Election Worker** you are not authorized to change the voter registration list. Even if you think or know someone has moved or passed away you cannot alter the registration list. Your primary concern is whether the voter is on the list or not.
Also, nothing in state law allows an Election Worker to ask a voter to verify their address.

- If the voter is on the registration list and **does NOT have** in their possession a **valid identification**, the voter may retrieve an ID or complete a ***Personal Identification Affidavit*** (ARSD 05:02:05:25). **Every voter without a valid ID in their possession must be given this option!**



PERSONAL IDENTIFICATION AFFIDAVIT

I declare, under penalty of perjury, that my name is listed as

_____

on the official voter registration list, that I am that person, and that I currently reside at _____

_____.

The maximum penalty for perjury is 2 years imprisonment and a $4,000 fine.

Dated _____

Voter Signature _____

Source: General Authority: SDCL 12-18-6.2.
Law Implemented: SDCL 12-18-6.2.

Form 12-18-6.2 (5:02:05:25) 9-08

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CASTING A BALLOT

- Provide the voter with the correct ballot. The ballot **must have** an official ballot stamp (shown below).
- ARSD 05:02:05:00 lists the contents required for the official ballot stamp.

OFFICIAL BALLOT
(NAME OF COUNTY, SCHOOL DISTRICT, MUNICIPALITY, OR OTHER POLITICAL SUBDIVISION)
(Precinct name or number or both)
SOUTH DAKOTA

- For hand counted paper ballots, place the ballot stamp on the back near the top of the ballot before giving to the voter.
- For optical scan ballots, place the stamp where indicated by the person in charge of the election. There is a box to stamp on the optical scan ballot. (make sure to stamp in that box)
- If there is more than one type of ballot at your polling place, **be sure the voter gets the correct ballot!**

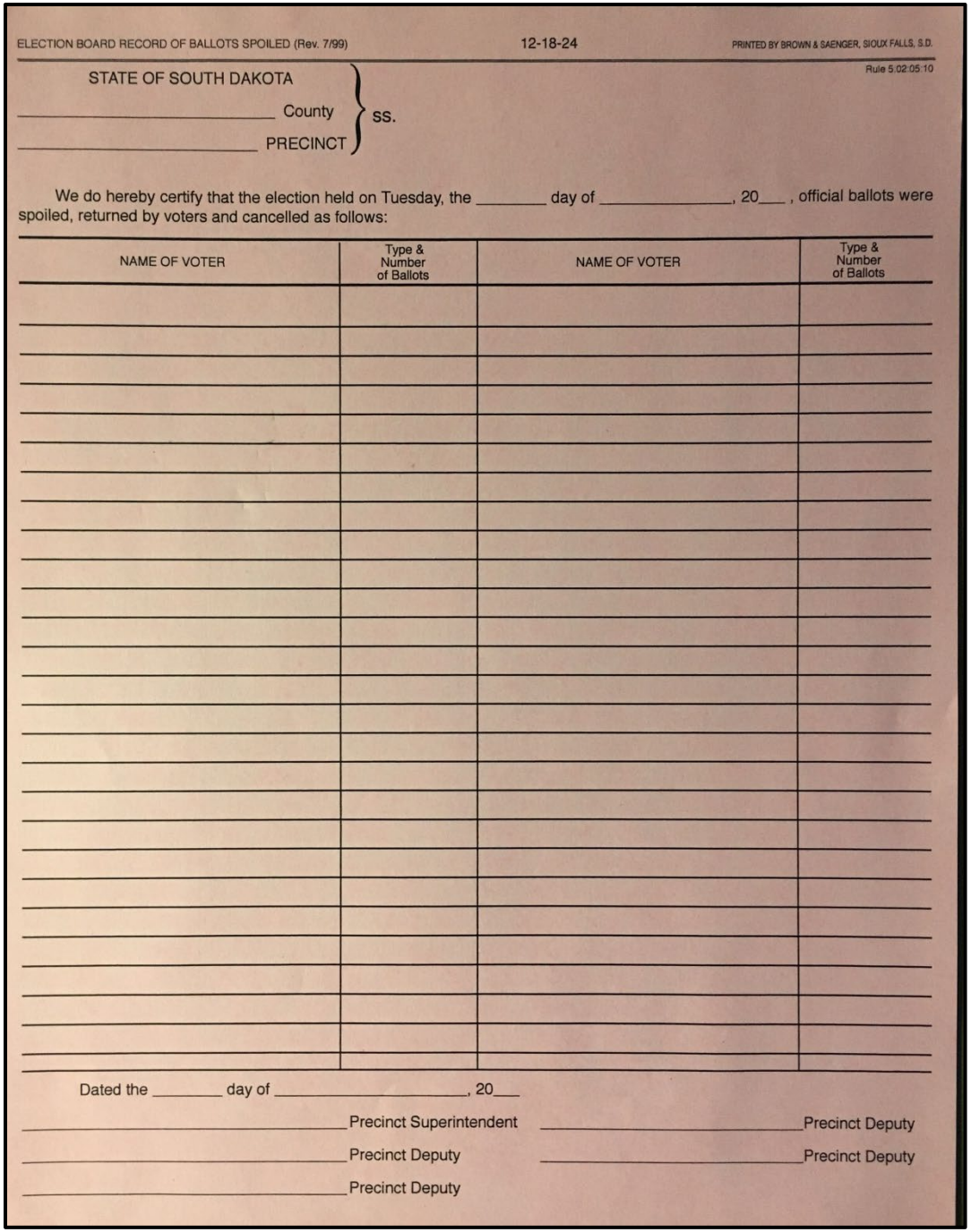
OTHER ELECTION DAY ITEMS

- It is critical that you place the **official stamp** on the ballot **before** giving the ballot to the voter.
- Voters must vote alone in the voting booth.
- If the voter needs assistance, they may have someone help them in voting their ballot.
- Voters have ten minutes to cast their ballot

(SDCL 12-18-15).

- If a voter makes a mistake on their ballot (spoiled ballot), they can return it to the election board and receive a new ballot. A voter may have up to three ballots. A record is made of the spoiled ballot as shown in a couple slides.

Record of Spoiled Ballots



ELECTION BOARD RECORD OF BALLOTS SPOILED (Rev. 7/99) 12-18-24 PRINTED BY BROWN & SAENGER, SIOUX FALLS, S.D.

Rule 5:02:05:10

STATE OF SOUTH DAKOTA
_____ County } ss.
_____ PRECINCT

We do hereby certify that the election held on Tuesday, the _____ day of _____, 20___, official ballots were spoiled, returned by voters and cancelled as follows:

NAME OF VOTER	Type & Number of Ballots	NAME OF VOTER	Type & Number of Ballots

Dated the _____ day of _____, 20___

_____ Precinct Superintendent
_____ Precinct Deputy
_____ Precinct Deputy
_____ Precinct Deputy
_____ Precinct Deputy

OTHER ELECTION DAY ITEMS *cont'd*

- In optical scan precincts a voter may request instructions before entering the voting booth on how to mark their ballot so that it will be properly counted. You should provide that instruction publicly and without suggesting who to vote for.
- **No person may publicize an official ballot after it is marked to any person in such a way as to reveal the contents of the official ballot, or the name of any candidate for whom the person has marked a vote.**
(SDCL 12-18-27).

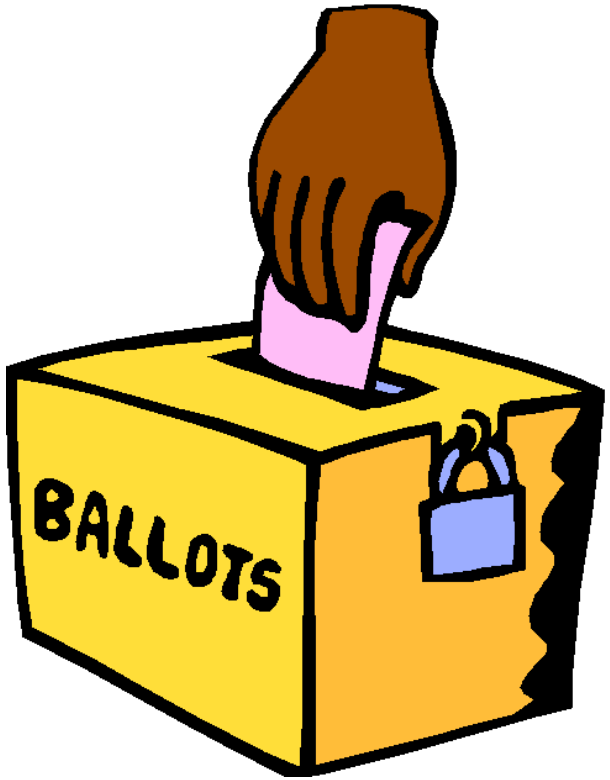
Ex: A voter cannot take a picture to show to family and friends or post on the internet after the ballot has been marked.

- They can share a picture of their "I voted sticker!"



OTHER ELECTION DAY ITEMS *cont'd*

- The voter returns the voted ballot to the precinct worker in charge of the ballot box. The voter must show the precinct worker the official ballot stamp on the ballot. The voter may then place the ballot in the box or give it to the precinct worker to place in the box.



Understanding the voter **registration list**:

1. Voter is listed as "**inactive**"
   - "Inactive" may be indicated on the list by an "I or Inactive or Complete new VR form" next to the voter's name.
   - If the voter is inactive, they **must complete a new voter registration form, before** they will be given a ballot.
   - After the voter completes the voter registration form, if the registration form shows a **residence address within South Dakota, the voter is allowed to vote.** (SDCL 12-18-7.4)
   - If the registration form shows a **residence address outside of South Dakota, the voter is NOT allowed to vote.**

Understanding the **registration list** *cont'd*:

2. Absentee Ballot sent date is next to the voter's name
   - This indicates that the voter has been sent an absentee ballot.
   - If the voter just has the absentee ballot sent date listed, the voter is allowed to vote at the polling location. They just need to understand to not return their voted absentee ballot to the person in charge of the election. Voting twice is a crime.
   - The ballot sent date would not appear on a registration list provided to a city or school unless the County is running their election.
   - If the **voted date** is on the registration list, the voter has returned their absentee ballot and cannot vote again. If the voter insists they have not voted, call the person in charge of the election. Ask if a provisional ballot should be given to the voter. Follow the instructions the person in charge of the election gives you. Voting twice in an election is a felony.

Understanding the Voter Registration List

A precinct voter registration list is shown below:

Voter ID	Absentee Status	Name	DOB	Address	Precinct	Ballot Name
205218		Danek, Candace Kay (DEM)	1953	308 E 1st Ave, Artesian	Precinct-1	DEMOCRAT
33538		Danek, Richard Allen (REP)	1954	308 E 1st Ave, Artesian	Precinct-1	REPUBLICAN
677362		Davis, Bethany Corinne (NPA)	1994	40637 229th St, Forestburg	Precinct-1	DEMOCRAT
6915		Davis, James (REP)	1936	40637 229th St, Forestburg	Precinct-1	REPUBLICAN
635537	BALLOT SENT 06/06/2016	Davis, Jennifer Joan (IND)	1967	40637 229th St, Forestburg	Precinct-1	DEMOCRAT
331192	BALLOT SENT 06/06/2016	Davis, Jonathan Paul (REP)	1967	40637 229th St, Forestburg	Precinct-1	REPUBLICAN
10233		Davis, Julie K (REP)	1940	40637 229th St, Forestburg	Precinct-1	REPUBLICAN
660806		Davis, Zachary Jon (IND)	1992	40637 229th St, Forestburg	Precinct-1	DEMOCRAT
591086		Davis-Schacht, Brittney Ann (REP)	1995	24097 416th Ave, Artesian	Precinct-1	REPUBLICAN
188811		Dean, Clayton W (REP)	1973	41390 237th St, Artesian	Precinct-1	REPUBLICAN
10485		Dean, Deanna F (REP)	1942	23651 414th Ave, Artesian	Precinct-1	REPUBLICAN
80679	INACTIVE	Dean, Ermghart P (DEM)	1929	328 W 1st Ave, Artesian	Precinct-1	DEMOCRAT
687705		Dean, Garrett A (IND)	1998	41390 237th St, Artesian	Precinct-1	DEMOCRAT
16301		Dean, Jerolyn K (REP)	1949	41243 224th St, Artesian	Precinct-1	REPUBLICAN
6899	VOTED 06/02/2016	Pearson, Delbert (REP)	1929	22455 408th Ave, Forestburg	Precinct-1	REPUBLICAN

Understanding the **registration list** *cont'd*:

3. Voter's name is not on the registration list
   - Ask the voter if they are registered to vote in this precinct. If the answer is "**no**", they are not allowed to vote a regular ballot.
     - Ask them where they would have last updated their registration (Example – drivers licensing)
     - Contact the person in charge of the election
       - The person in charge of the election may advise to allow the voter to vote a provisional ballot while they investigate. This voter may only vote a provisional ballot if they are willing to sign the affirmation on the provisional ballot envelope (SDCL 12-18-40).
       - Give the voter a new voter registration form so that they will be able to vote in the **next** election.

PROVISIONAL BALLOT



Who may vote a provisional ballot?

- A person who:
  - Is not on the registration list; **and**
  - Claims to be registered in that precinct; **and**
  - Is not eligible to vote a regular ballot by using an emergency voting card.
- A person who is successfully challenged as described in the next few slides "*Challenging a Voter*".
- A person whose identity can't be proven as described in an earlier slide "*Voter Identification at the Polls*".

Understanding the **registration list** *cont'd*:

- Ask the voter if they are registered to vote in this precinct. If the answer is "**yes**", contact the county auditor to verify if the voter's name was mistakenly left off the registration list. The auditor will provide one of three responses:

  1. There is no record of that person registering in that precinct. The voter will not be allowed to vote a regular ballot but must be given the opportunity to vote a **provisional** ballot. Have the voter fill out a registration form so that they will be able to vote a regular ballot in the **next** election.

  2. The voter is registered in another precinct in this county. Explain to the voter which precinct they are registered in and where the polling place is located. The voter has the option to go to that polling place and cast a regular ballot which will be counted **OR** if the voter is certain they are registered to vote in this precinct the voter may cast a provisional ballot. The provisional ballot may not be counted if the person in charge of the election cannot find a voter registration card indicating the voter is registered in this precinct (SDCL 12-18-39).

  3. We made a mistake in preparing the registration list. The voter will be allowed to vote a **regular** ballot. Before voting, the voter and precinct workers **must** complete and sign the ***Emergency Voting Card*** (ARSD 5:02:05:20).

Emergency Voting Card

Who may use an emergency voting card?

- A person who:
  - Is not on the registration list; **and**
  - The auditor states there was a mistake, and that voter should have been listed on the voter registration list.
- These voters vote a regular ballot after the voter and the precinct official fill out the emergency voting card.

Emergency Voting Card

EMERGENCY VOTING CARD
FOR _____ COUNTY

_____ Ward _____ Precinct _____

Party
Name _____
Residence _____

The undersigned members of the precinct election board hereby certify that the above-named voter was permitted to vote in this precinct at the election held _____, 20_____, pursuant to instructions from the office of the county auditor.

_____
Signature of Voter

_____
Signature of precinct election board member calling office

Authorized by:

_____ _____
Precinct election board members Precinct election board member

_____ _____
Precinct election board member Precinct election board member

Challenging a Voter



- A person's right to vote may be challenged for the following reasons (SDCL 12-18-10):
  - The person's identity is not that of the registered voter;
  - The person has been convicted of a felony or declared mentally incompetent since the registration list was prepared; or
- In **school and municipal elections**, the person is not a resident of the school district or municipality (SDCL 9-13-4.1 and 13-7-4.2). Resident is defined as:
  - Live within the school district or municipality at least 30 days within the past year; **or**
  - Full-time postsecondary student who resided in the school district or municipality immediately prior to leaving for school; **or**
  - An active duty member of the armed forces whose home of record is within the school district or municipality.

CHALLENGING A VOTER *cont'd*



- **Prior** to the voter receiving their ballot, the challenger will present evidence to the precinct election board. The voter would be allowed to offer evidence supporting their right to vote.
- Based on the evidence presented and any personal knowledge, the precinct election board will impartially determine if the person is eligible to vote.
- The election board must indicate in the pollbook next to that voter's name if the challenge was successful or not.
- If the challenge is SUCCESSFUL the voter is given a provisional ballot.
- If the challenge is UNSUCCESSFUL the voter may vote a regular ballot.

CHALLENGING A VOTER *cont'd*



- Any person at the polling place, vote center or absentee precinct location can challenge a voter or an absentee ballot.
- Election board members should not be the challenger as they are the judge and jury. Those members need to be aware of this statute below.
- SDCL 12-26-24. Exclusion by precinct superintendent or precinct deputy of lawful vote as misdemeanor. A precinct superintendent or precinct deputy who intentionally excludes any vote duly tendered, knowing that the person offering the same is lawfully entitled to vote at the election, is guilty of a Class 2 misdemeanor.

PROCEDURE FOR VOTING A PROVISIONAL BALLOT IS:

- If the challenge is successful the voter must complete the affirmation on the blue provisional ballot envelope and vote a provisional ballot.

R-113—Provisional ballot envelope. 5:02:05:22

Voter's Affirmation for a Provisional Ballot

My voter registration was completed on or about the following date and was left with the following person or agency for delivery to the country auditor: _____.

My name is _____, I reside at _____,

my mailing address is _____, My date of birth is _____,

my SD driver license number is _____, my daytime telephone number is _____ ,

and my evening telephone number is _____.

If I do not have a South Dakota driver license the last four digits of my social security number are _____.

I understand if the election authority determines that I am not registered in this precinct and therefore not eligible to vote in this precinct, my vote will not be counted. I further understand that my vote may not be secret if only one provisional ballot is cast in the precinct. I declare or affirm under penalty of perjury that I registered and am eligible to vote in this precinct.

_____ _____

Signature of Voter Date

To be completed by a precinct election worker:

Precinct number _____ Type of ballot provided to voter _____.

_____

Signature of precinct worker

Source: 29 SDR 177, effective July 2, 2003; 31 SDR 214, effective July 4, 2005; 33 SDR 230, effective July 1, 2007. General Authority: SDCL 12-18-40. Law Implemented: SDCL 12-18-40.

IF THE CHALLENGE IS SUCCESSFUL, THE VOTER IS GIVEN A PROVISIONAL BALLOT:

✓ Write voter's name in pollbook and designate as a provisional voter.

✓ Provide the voter the correct ballot and stamp with official ballot stamp.

✓ Voter votes the ballot and seals it in the provisional ballot envelope.

✓ Envelope is placed in the ballot box. Watch carefully that the voter doesn't try to just stick the ballot in the box. If the voter puts the ballot in the ballot box without placing it in the envelope there is nothing that can be done.

✓ Give the voter a "Notice to Provisional Voter" sheet with the following language:

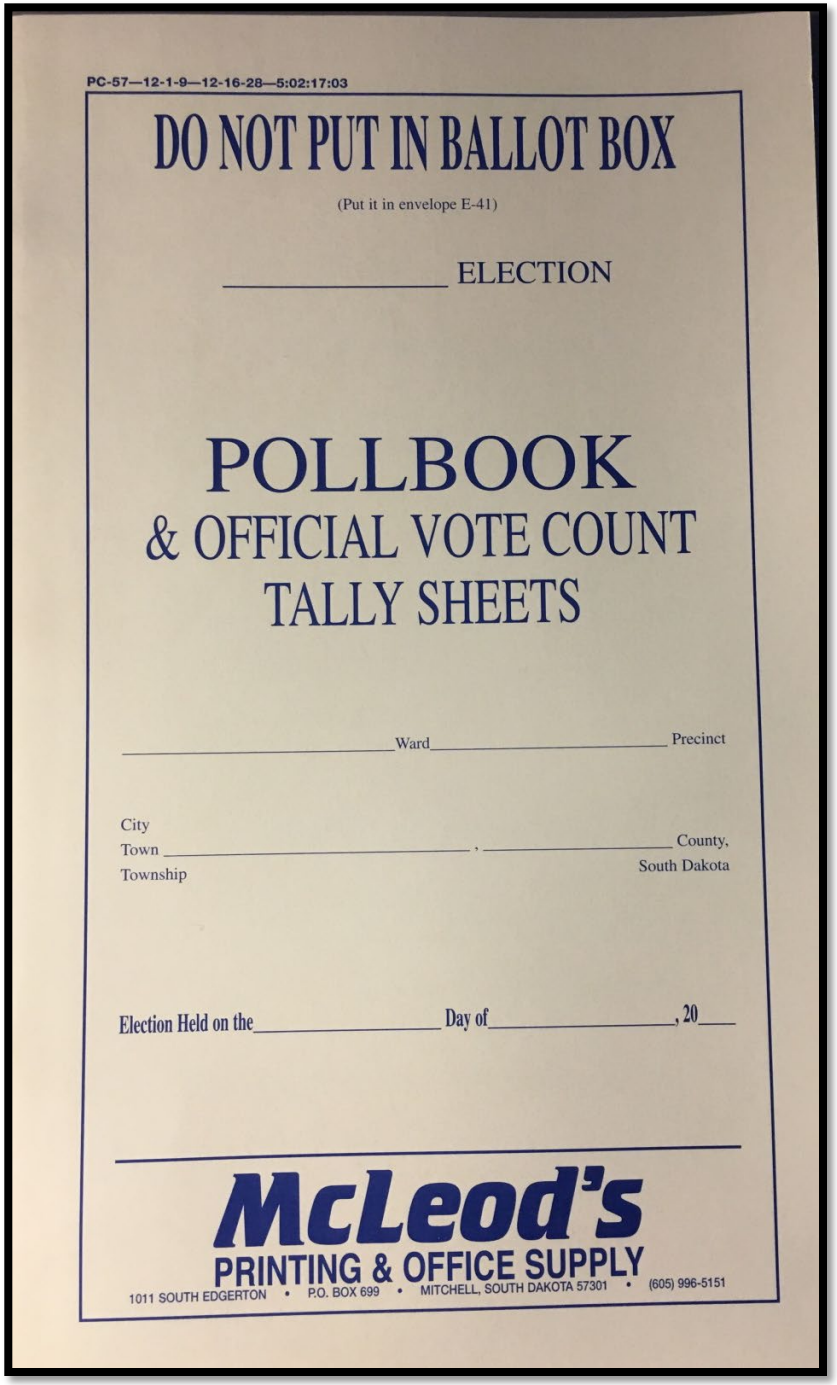
Provisional Ballot

You will be sent a notice within 13 days whether your ballot was counted or not counted. If the ballot was not counted, you will be told of the reason. ARSD 05:02:05:23

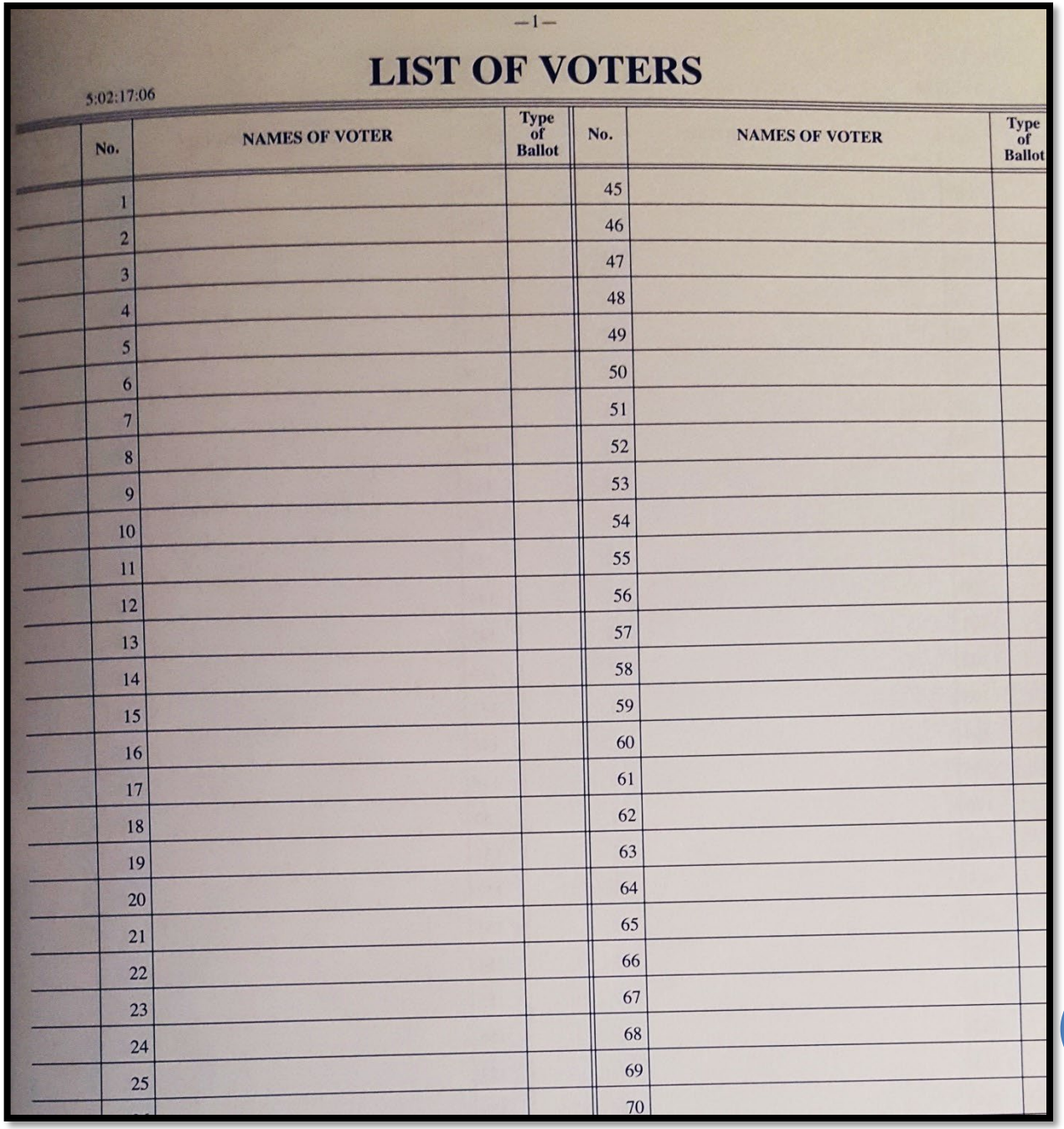
IF THE CHALLENGE IS UNSUCCESSFUL THE VOTER MAY CAST A REGULAR BALLOT:

- Mark the voter's name on the registration list in the manner you have been instructed.
- Announce the voters name (*and party if in a primary*).
- Write the voter's name in the pollbook.
- If all of the voters in your precinct do not receive the same ballot, mark in the pollbook which ballot the voter is given. (This will be marked if the County is running the election.)
- The pollbook cover and pages for the listing of voter names are shown on the following pages.

POLLBOOK COVER



Sample Page of a Pollbook



—1—

LIST OF VOTERS

5:02:17:06

No.	NAMES OF VOTER	Type of Ballot	No.	NAMES OF VOTER	Type of Ballot
1			45		
2			46		
3			47		
4			48		
5			49		
6			50		
7			51		
8			52		
9			53		
10			54		
11			55		
12			56		
13			57		
14			58		
15			59		
16			60		
17			61		
18			62		
19			63		
20			64		
21			65		
22			66		
23			67		
24			68		
25			69		
			70		

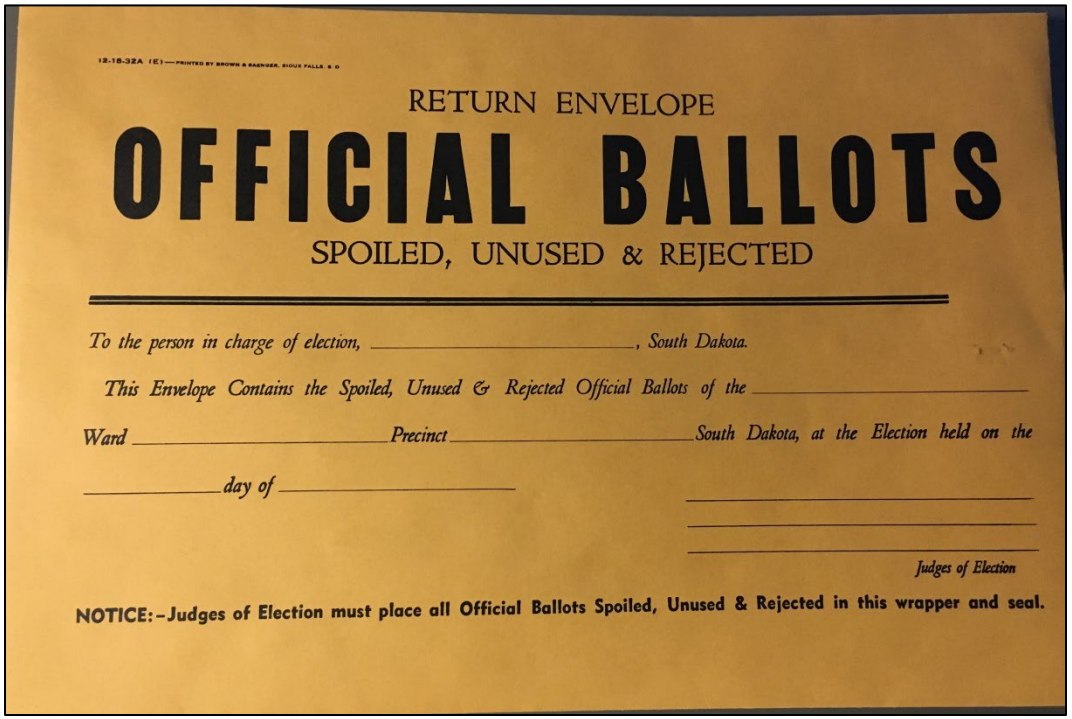
RETURN OF SPOILED AND UNUSED BALLOTS

5:02:16:34. Return of unvoted ballots. All spoiled and unused ballots shall be returned to the person in charge of the election in plain wrappers or envelopes with the words "spoiled ballots" or "unused ballots" added to each wrapper or envelope. Each wrapper or envelope shall be sealed by a ballot seal containing the following information:

BALLOT WRAPPER OR ENVELOPE SEAL _____ PRECINCT

NUMBER OF BALLOTS _____

DO NOT PLACE THESE SPOILED AND UNUSED BALLOTS IN THE BALLOT BOX



12-18-32A (E)—PRINTED BY BROWN & SAENGER, SIOUX FALLS, S. D.

RETURN ENVELOPE

OFFICIAL BALLOTS

SPOILED, UNUSED & REJECTED

To the person in charge of election, _____, *South Dakota.*

This Envelope Contains the Spoiled, Unused & Rejected Official Ballots of the _____

Ward _____ *Precinct* _____ *South Dakota, at the Election held on the*

_____ *day of* _____

_____

_____

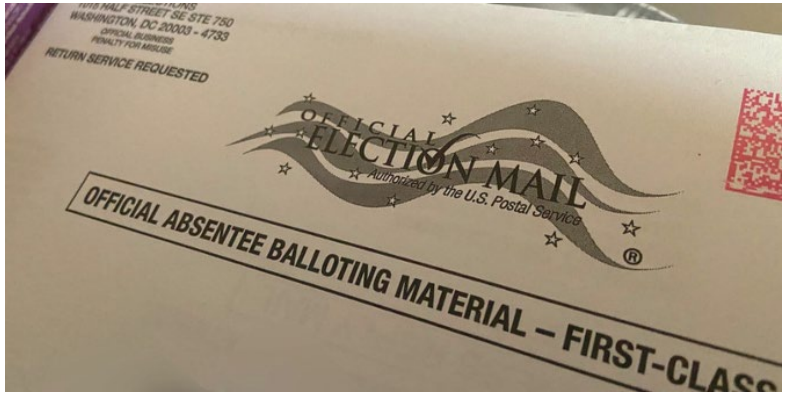
_____

Judges of Election

NOTICE:–Judges of Election must place all Official Ballots Spoiled, Unused & Rejected in this wrapper and seal.

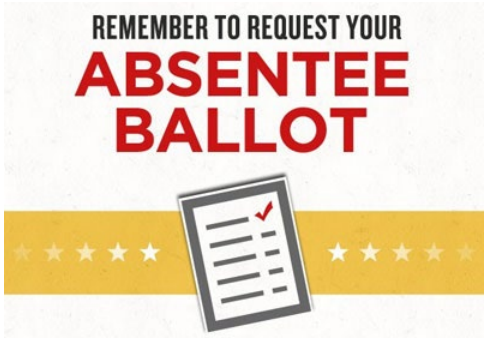
Absentee Ballot Processing

- Process absentee ballots whenever you have time during election day or immediately after the polls close.
- The person in charge of the election will provide you with all of the applications for absentee ballots and all of the returned absentee ballots sealed in their individual envelopes.
  - No absentee ballot may be accepted after the close of the polls.
- A voter is not allowed to deliver their absentee ballot to the polling location. ONLY an authorized messenger is allowed to do so **ONLY** if there was no time to deliver the ballot to the person in charge of the election in time for that person to get it to the polling location.



ABSENTEE BALLOT PROCESSING *cont'd*

- Compare the signature on the ballot envelope with the signature on the application.
  - If the county has an Absentee Ballot Precinct, signatures can be verified by Auditor's office before election day for County run elections. (SDCL: 12-19-10.1)
- In-person voted absentee ballots are in a combined application/envelope with only one signature from the voter.
  - You will have no signatures to compare for these absentee ballots since these were voted in person at the election official's office. The voter's ID would have been checked already, by the person in charge of the election.



ABSENTEE BALLOT PROCESSING *cont'd*

If you are satisfied that:

- The ballot was voted by the voter whose name appears on the ballot envelope; and
- The voter is registered in your precinct (if the voter is registered as "inactive", a completed voter registration card must accompany the absentee ballot); and
- The application and ballot envelope or the in-person combined application/envelope were signed by the voter; then…
- **Mark** the registration list and **enter** the name in the pollbook.
- **Remove** the ballot from the envelope **without unfolding it**.
- **Place** the official ballot **stamp** on the ballot.
  - Do this without looking at how the ballot was voted to ensure the voter's privacy.

ABSENTEE BALLOT PROCESSING *cont'd*

- **Place** the ballot **in the ballot box**.

- If an **absentee voter passes away** before election day, the ballot is not processed.
- If you determine that an **absentee ballot cannot be counted,** the **envelope** should **not** be **opened** and the **reason** for **not counting** should be indicated on the envelope.

CLOSING THE POLLS IN OPTICAL SCAN BALLOT PRECINCTS

- If you use hand-counted paper ballots, these instructions are not for you. Skip this slide and the next 5 slides.
- The poll closing process must be open to the public. No one may be excluded from watching the closing process provided there is no interference with the process.
- Complete the recap sheet as shown on the next screen. **This DOES NOT require opening the ballot box.**

5:02:09:16. **Recapitulation sheet.** A recapitulation sheet containing the following information shall be filled out for each type of ballot style. The person in charge of the election can create this in a format that works for them as long as all the information listed below is included.

(Date and Name of Election)	Ballot Type	Ballot Type	Ballot Type
RECAP SHEET: PRECINCT _____			
1. Official Ballots Received from Auditor	_____+	_____+	_____+
2. Additional Ballots Received During the Day	_____+	_____+	_____+
3. Absentee Ballots Received	_____+	_____+	_____+
4. Total Ballots Received (add lines 1, 2 and 3)	=_____ (Line 4 Total)	= _____ (Line 4 Total)	= _____ (Line 4 Total)
5. Ballots Spoiled	_____+	_____+	_____+
6. Ballots Unvoted at End of the Day	_____+	_____+	_____+
7. Absentee Ballots not Opened	_____+	_____+	_____+
8. Total (add lines 5, 6 and 7)	=_____ (Line 8 Total)	=_____ (Line 8 Total)	=_____ (Line 8 Total)
9. Ballots Voted (Line 4 minus Line 8)	_____ (Line 9 Total)	_____ (Line 9 Total)	_____ (Line 9 Total)
10. Provisional Ballots Voted	_____	_____	_____
11. Ballots to Be Counted (Line 9 minus Line 10)	_____	_____	_____
12. Enter Number of Voters from Pollbook for this Type of Ballot _____			

If Line 9 and Line 12 are not the same, compare the voters in the pollbook and the registration list and correct any mistakes.

AFTER COMPLETING THE RECAP SHEET

Optical Scan Ballots

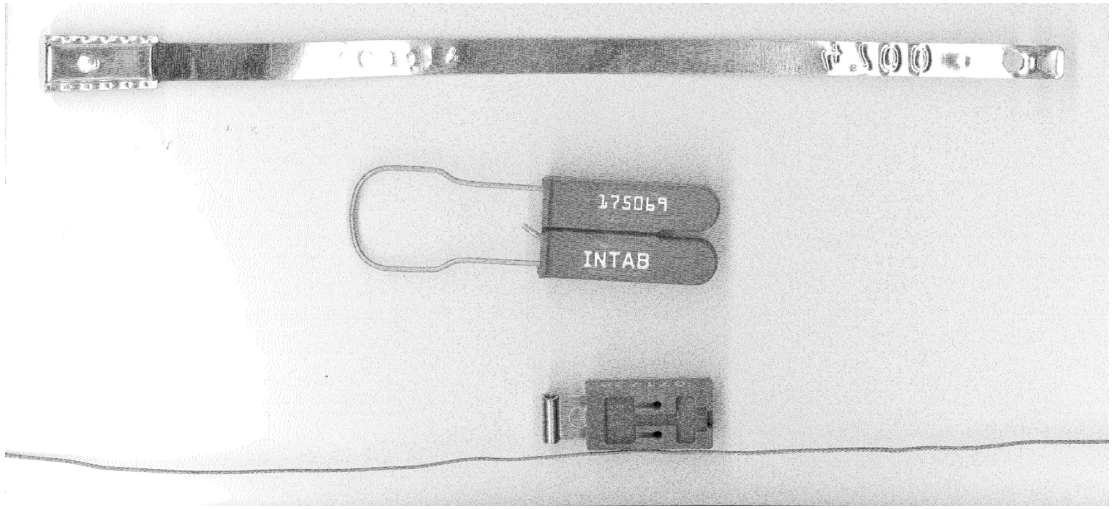
Compare the:

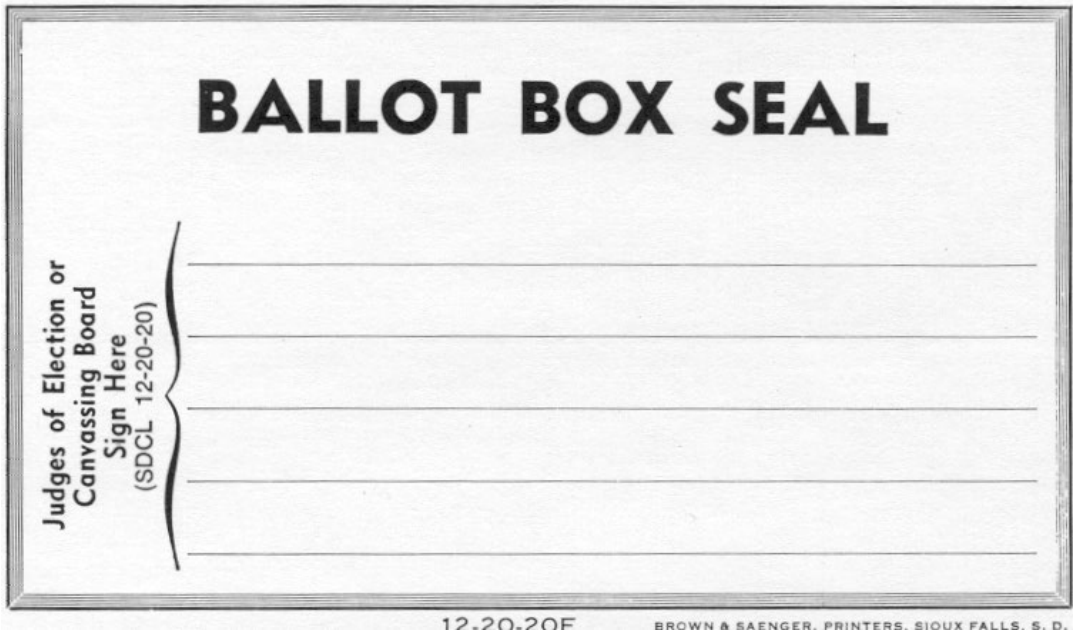
- Number of voters from the pollbook (line 9); and
- Number of ballots voted (line 12)
  - These numbers should be equal.
- If these numbers are not equal, compare the pollbook names with the names marked on the voter registration list. Correct any errors.

- If any corrections are made to the pollbook, the number of voters on line 12 should also be corrected.

- Seal the ballot box clasps with a metal or plastic seal. Seal any remaining slots with a paper seal.

Optical Scan Ballots





TRANSPORTING THE BALLOT BOX – OPTICAL SCAN BALLOTS ONLY

✓ Transport the sealed ballot box, unvoted ballots, spoiled ballots and all other election supplies to the counting location by the most direct route.

✓ The ballot box **MUST** be **transported by** (SDCL 12-17B-9):

- **Two members of the precinct board**, one of each major political party (*this only applies to primary and general elections*); or
- A **sheriff's deputy and two deputy county auditors**, one of each major political party; or
- **Two deputy county auditors**, one of each major political party.

CLOSING THE POLLS AND COUNTING THE VOTES IN HAND- COUNTED BALLOT PRECINCTS

Ballots have to be counted at the polling place.

- The vote counting process must be open to the public. No one may be excluded from watching the vote counting as long as there is no interference with the vote count process.
- Open the ballot box, remove the ballots and if there is more than one type of ballot, sort the ballots by type.
- Place any Provisional Ballot and Uncounted Absentee Ballot envelopes in the large Provisional and Uncounted Absentee Ballot Return Envelope (ARSD 05:02:16:44):

PROVISIONAL AND UNCOUNTED ABSENTEE BALLOT RETURN ENVELOPE

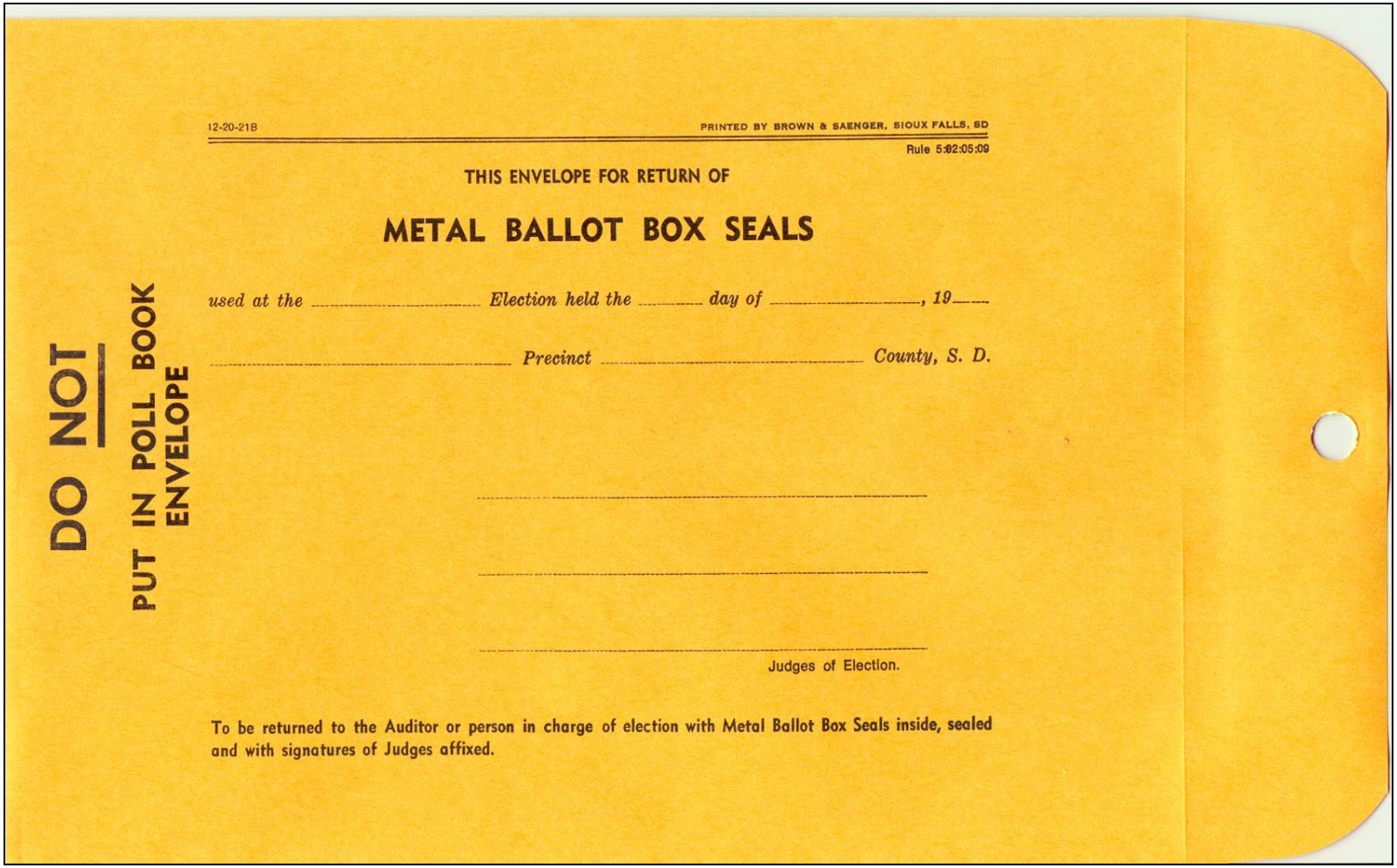
_____PRECINCT

TO: COUNTY AUDITOR

_____

SOUTH DAKOTA
DO NOT PUT THIS IN BALLOT BOX

- Place the ballot box seal in the envelope provided (ARSD 05:02:05:09).



COUNTING THE BALLOTS

Hand Counted Paper Ballots

- **Sort** ballots according to ballot type if you have more than one type.
- **Count** the number of ballots in each ballot type.
- **Check your ballot count** against the number of voters in the **pollbook** who voted that type of ballot.
  - If the numbers are the **same, proceed with vote counting**.
  - If there are **more ballots than voters** voting that type of ballot, place those ballots back in the box, mix them up and withdraw (unopened) the number of excess ballots (SDCL 12-20-3). These excess ballots are not counted and are marked as "Excess ballot not counted" (ARSD 05:02:16:09.01).
  - If the number of voters **exceeds the number of ballots, proceed with vote counting**.

COUNTING THE BALLOTS *cont'd*

Hand Counted Paper Ballots

- Examine each ballot for the official ballot stamp. **Remove any ballots without the stamp and mark "Unstamped Ballot"** (SDCL 12-20-6).
- At least two precinct deputies shall examine each ballot to determine how each vote is cast. If the election is a primary or general election the precinct deputies must be of opposite political parties (does not apply to city/school/special district elections). If there is a dispute, the precinct superintendent will break the dispute.
- A voting mark that is in or touches the circle or square shall be counted. A mark that does not touch the circle or square and is not on or in the circle or square, may not be counted.
- If a write-in vote is found on the ballot, that vote is not counted but all other votes on the ballot for which the voter's intent can be determined shall be counted.

Hand Counted Paper Ballots

COUNTING THE BALLOTS *cont'd*

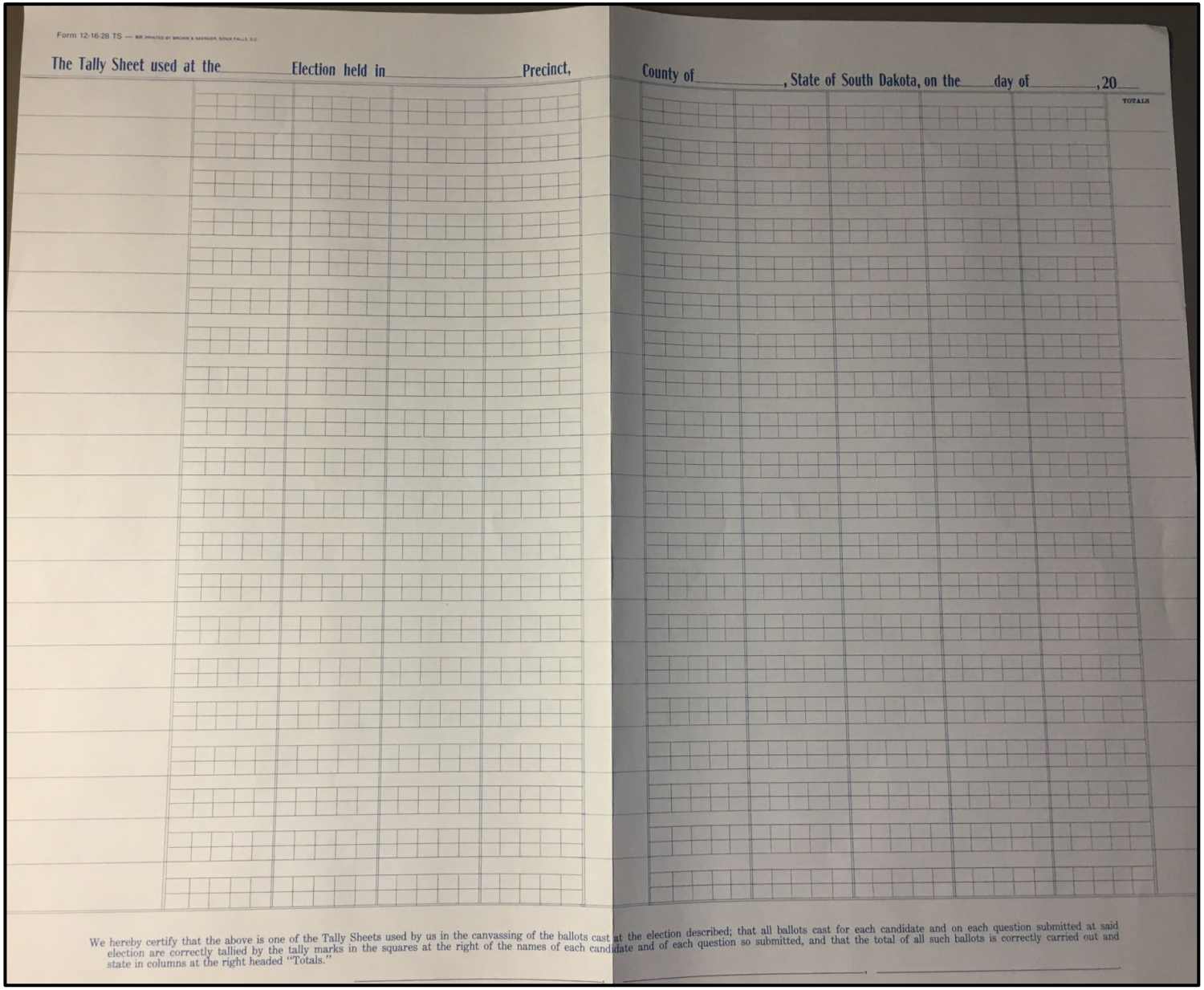
- Two tally sheets are used for vote tabulating. One is in the pollbook and the other is a separate sheet called the duplicate tally sheet. A sample is shown in a couple slides.
- The names of the candidates will be written in the proper place in the pollbook tally sheet and the duplicate tally sheet.
- Votes are recorded on the tally sheet in the pollbook by one precinct worker and on the duplicate tally sheet by another precinct worker.

Hand Counted Paper Ballots

COUNTING THE BALLOTS *cont'd*

- As each vote is determined, a hash mark will be placed next to the candidate's name on both tally sheets.
- When all ballots have been processed, the hash marks are totaled, and the result placed on the tally sheets.
- The precinct workers will sign the statement on the bottom of the tally sheets.

Hand Counted Paper Ballots



Form 12-16-28 TS — [illegible]

The Tally Sheet used at the _____ Election held in _____ Precinct,

County of _____, State of South Dakota, on the ____ day of _____, 20__

TOTALS

We hereby certify that the above is one of the Tally Sheets used by us in the canvassing of the ballots cast at the election described; that all ballots cast for each candidate and on each question submitted at said election are correctly tallied by the tally marks in the squares at the right of the names of each candidate and of each question so submitted, and that the total of all such ballots is correctly carried out and state in columns at the right headed "Totals."

_____, _____

Hand Counted Paper Ballots

SAMPLE TALLY SHEET

The Tally Sheet used at the North Sioux City Election held in Townhall Precinct, County of Union, State of South Dakota, on the 10th day of April, 2018																
	Mayor															**Totals**
Barb Miller	𝍸	𝍸	𝍸	𝍸	𝍸	𝍸	𝍸	𝍸	𝍸							73
	𝍸	𝍸	𝍸	𝍸	𝍸	III										
	Mayor															**Totals**
Doug Jones	𝍸	𝍸	𝍸	𝍸	𝍸	𝍸	𝍸	𝍸	𝍸	𝍸						
	𝍸	𝍸	𝍸	𝍸	𝍸	𝍸	III									83
	Ward 4 Alderman															**Totals**
Ken Morris	𝍸	𝍸	𝍸	𝍸	𝍸											
	𝍸	𝍸														35
	Ward 4 Alderman															**Totals**
Patty Smith	𝍸	𝍸	𝍸	𝍸	𝍸	𝍸										
	𝍸	𝍸	𝍸	𝍸	𝍸											55

COUNTING THE BALLOTS *cont'd*

Hand Counted Paper Ballots

- Complete the official precinct vote count sheet found in the back of the pollbook

OFFICIAL VOTE COUNT

General Authority: SDCL 12-1-9, 12-16-28. Law Implemented: SDCL 12-16-28

TITLE OF OFFICE	NAME OF CANDIDATE	No. of Votes in Figures	NUMBER OF VOTES RECEIVED (Write Number of Votes in Words)

COUNTING THE BALLOTS *cont'd*

Hand Counted Paper Ballots

- Place the vote totals for each candidate and question on the *Immediate Unofficial Returns of Precinct Vote* form. ARSD 05:02:16:25
- Complete the ballot recapitulation sheet shown below.

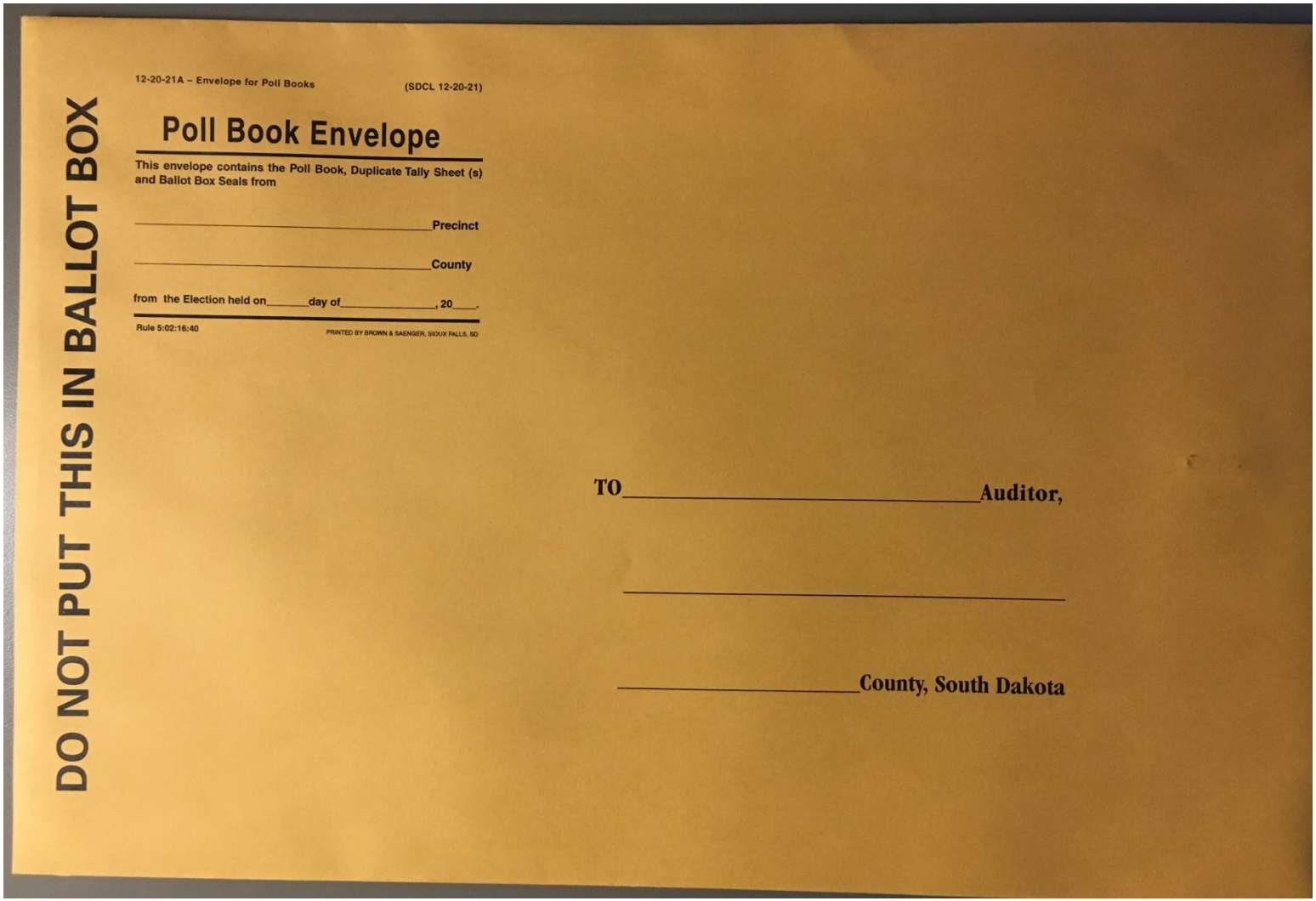
5:02:16:36. **Recapitulation sheet.** A recapitulation sheet in the following form shall be filled out indicating the disposition of the ballots:

Ballots received from auditor	_____	
Ballots received after polls open	_____	
Absentee ballots received	_____	
Total ballots received		_____
Regular voted ballots	_____	
Provisional ballots	_____	
Unused ballots	_____	
Spoiled ballots	_____	
Total ballots returned		_____
Total ballots received and total ballots returned should be the same number.		

This recapitulation sheet, together with the spoiled and unused ballots, shall be returned to the person in charge of the election. It shall not be placed in the ballot box.

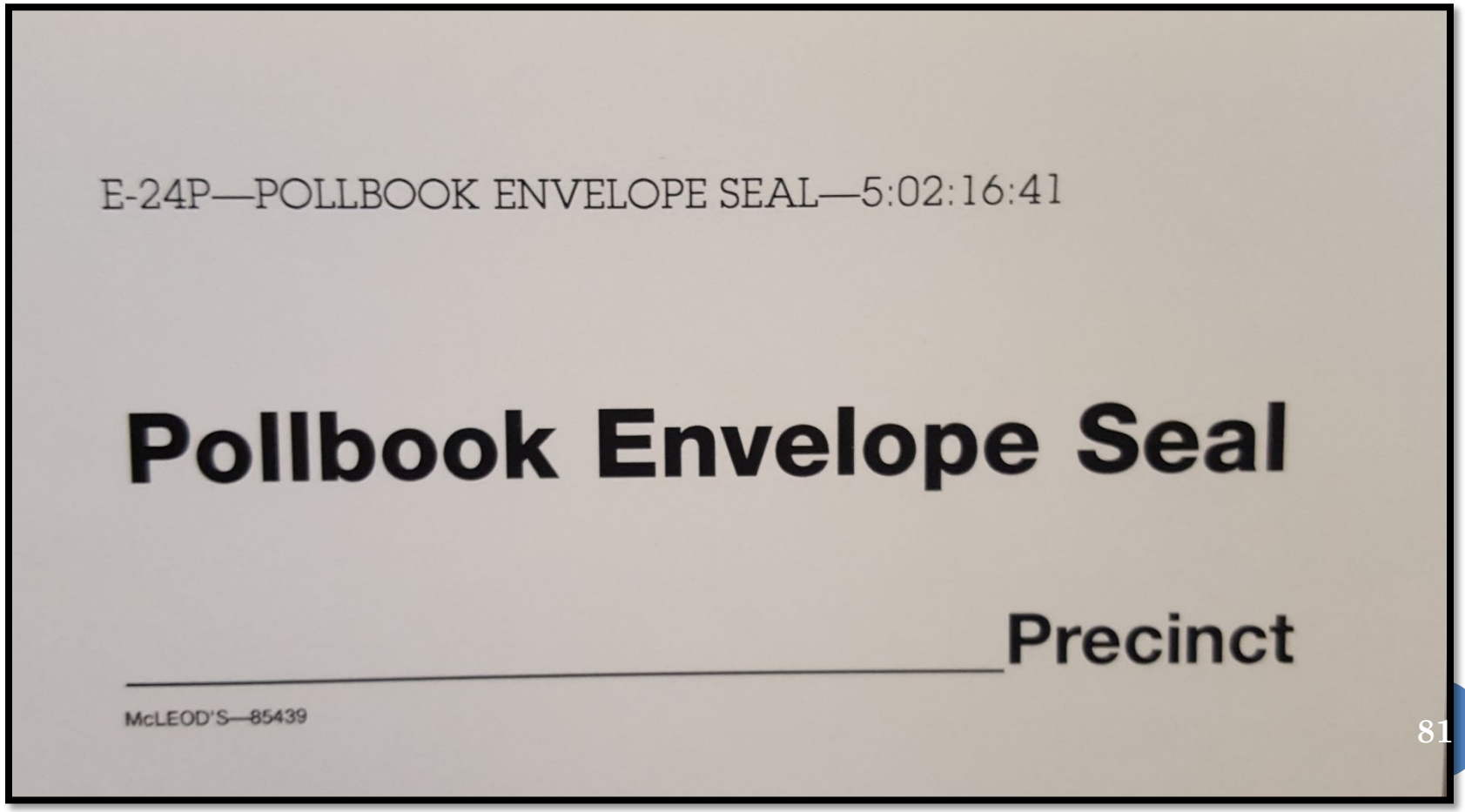
Hand Counted Paper Ballots

- Seal the pollbook in the envelope provided (ARSD 05:02:16:40).
- Do not place this in the ballot box.



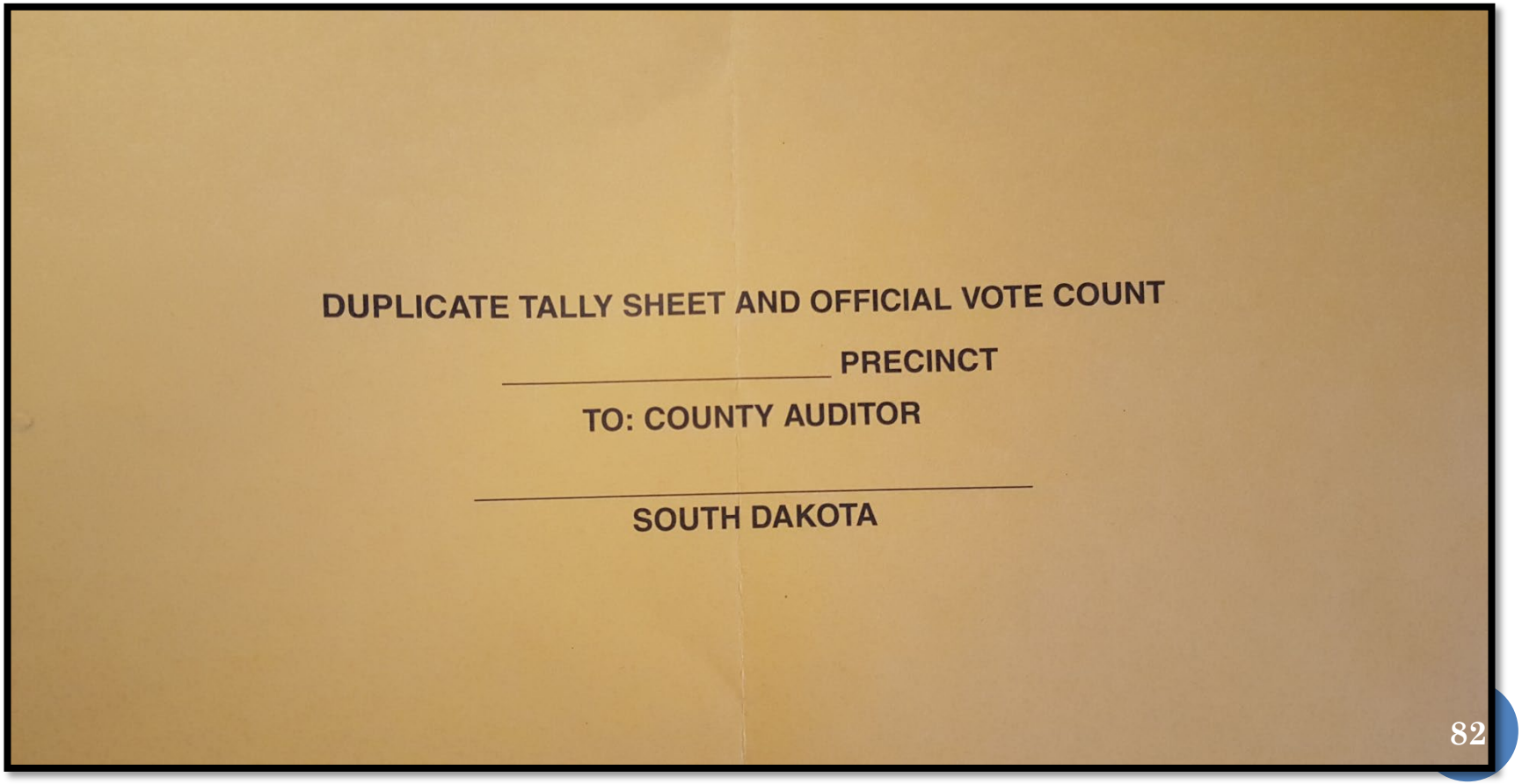
Hand Counted Paper Ballots

- Place the pollbook envelope seal on the pollbook envelope (ARSD 05:02:16:41).



Hand Counted Paper Ballots

- Seal the duplicate tally sheet and official vote count sheet in the envelope provided (ARSD 05:02:16:40.01).



Hand Counted Paper Ballots



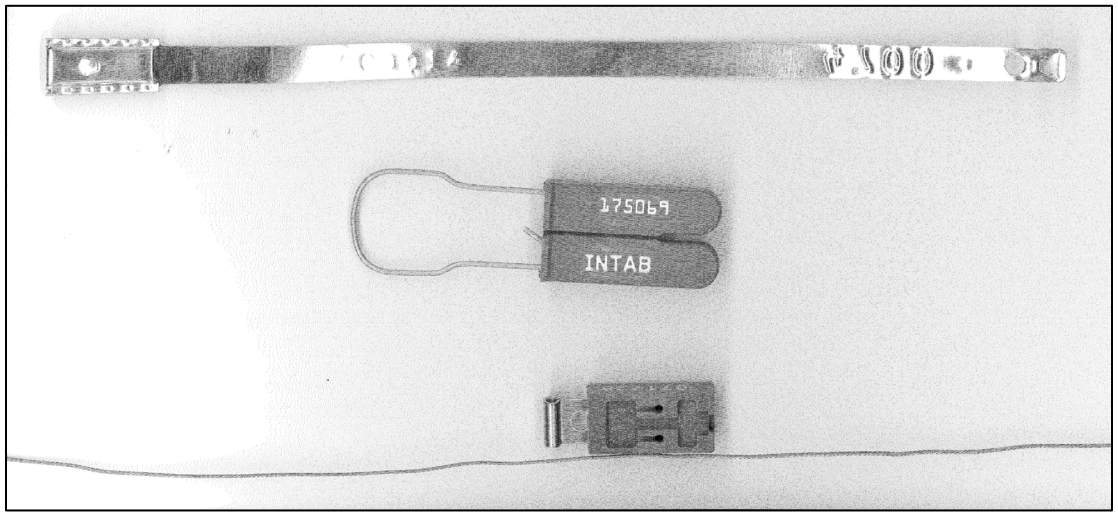
WHAT GOES IN THE BALLOT BOX:

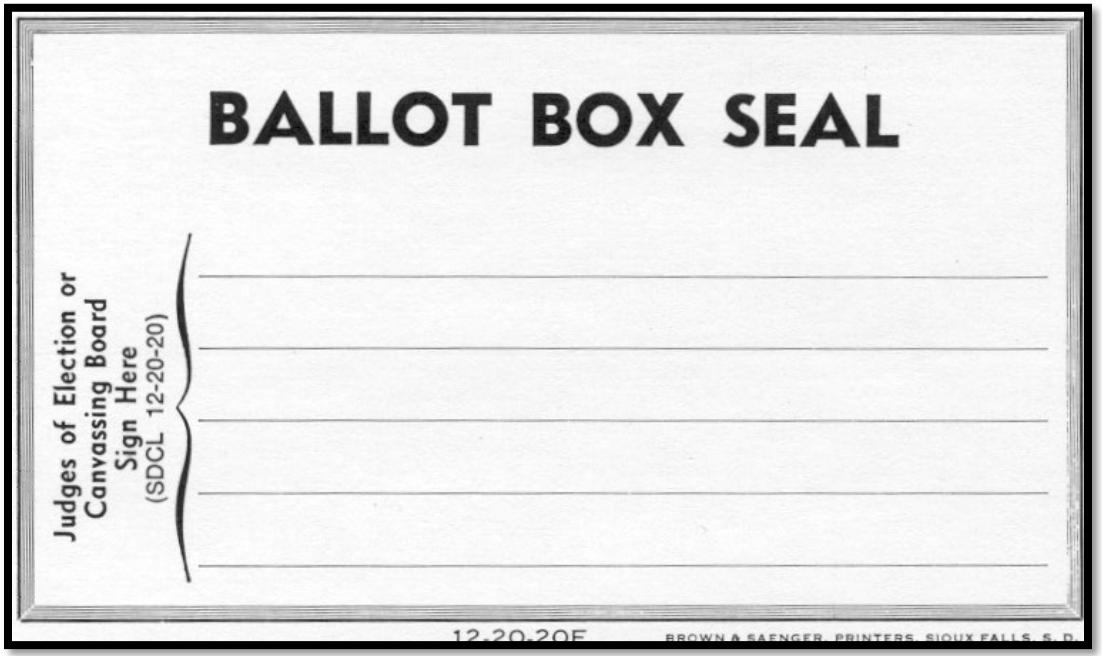
- Place the voted ballots in an envelope or separated by a wrapper and then place in the ballot box per ARSD 05:02:16:33.
- Place any voted but not counted ballots in an envelope or separated by a wrapper with the words "ballots voted but not counted" added to the wrapper or envelope per ARSD 05:02:16:35. These are also placed in the ballot box.

Nothing else goes in the ballot box!

- Seal the ballot box clasps with a metal or plastic seal. Seal any remaining slots with a paper seal.

Hand Counted Paper Ballots





RETURN THE FOLLOWING TO THE PERSON IN CHARGE OF THE ELECTION:

Hand Counted Paper Ballots

- Sealed ballot box
- Un-voted ballots
- Provisional and Uncounted Absentee Ballot Return Envelope for hand-counted precincts only (ARSD 05:02:16:44). *In optical scan precincts these ballots are still in the ballot box.*
- Sealed pollbook and duplicate tally sheets
- Voter registration list
- Immediate Unofficial Returns of Precinct Vote form (ARSD 05:02:16:25)
- Absentee voting materials
- All other election supplies

BEFORE YOU GO HOME

- Make sure the person in charge of the election has everything they need from you and tells you it's okay for you to leave.
- Ensure they have your contact information before you leave in case they need to ask you any questions.
- If anything strange or out of the ordinary happened during the day, make sure to let the person in charge of the election know.
- Make sure you are available the next day and on the day they canvass in case there are any question!



CONGRATULATIONS! You have successfully completed the "**Election Worker Training**". You are now ready to serve the voters of South Dakota. If you have additional questions about your responsibilities on election day, please consult the person in charge of your election.

