

# ELECTION WORKER TRAINING



“Welcome Precinct  
Workers!”

“Let me first offer my thanks to you for being a precinct worker. Without you it would be impossible to conduct free and fair elections in our state. Your responsibility is great.

# 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.**

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



# POLL 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 can show while you are working.

**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.

**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: 7:00am to 7:00pm legal time
- Be sure the polling place clock is set to the correct time!
- 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](#))
- Voters waiting in line at 7:00pm are allowed to vote.
- Precinct workers may not leave polling place while polls are open.



## POLL HOURS *cont'd*

- Notwithstanding **SDCL 12-2-3**, the county auditor 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**).
- **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.



# POLL WORKER RESPONSIBILITIES

## Precinct Superintendent

- In charge of the polling place
- Designates election board duties to each election worker
- Duties would include:
  - Registration list
  - Poll book
  - Stamping ballots
  - Handing out ballots
  - Observing returned ballots for a ballot stamp before they are placed in the ballot box
- If you are using the AutoMARK voter assist terminal, refer to slides later slides for the AutoMARK procedures.



# POLL WORKER RESPONSIBILITIES

## Precinct Deputies

- 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)

- **Before the opening of the polls and throughout election day** the 100 foot area surrounding the entrance to the polling place must be checked to be sure it is free of campaign materials.
- 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 the entrance to the polling place.
- **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.



- A candidate who is on the ballot in your precinct may only be present long enough to cast their vote.
- If anyone persists with campaign activities within the prohibited area, law enforcement should be called to deal with the situation.



# 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 any way.
- Poll watchers **may** converse with the election board and look at the pollbook if it doesn't interfere with the voting process.
- Poll watchers **may not** campaign in any way within the polling place, 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.
- Voters cannot take a picture of their voted ballot (**SDCL 12-18-3**).





# South Dakota Secretary of State

## SHANTEL KREBS

### SOUTH DAKOTA POLL WATCHER AND OBSERVER GUIDELINES

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, 12-18-9, 12-18-9.1)

Any person present 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*

No person is allowed to view the contents of a voter's voted ballot (SDCL 12-18-27).

Those **NOT** allowed as Poll Watchers:

- Election Board Workers
- Candidates on the ballot (*cannot be an Observer either*)

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.

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 position
- Maintain an "office or public address system"
- Interfere with a voter's free access to the polling place
- Interfere with the officials 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
- See into voting booths, read identifying numbers on a 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 of 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

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.

# ELECTION DAY 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

- Count ballots and verify the number of ballots against ballot receipt.
- Display American flag inside or outside polling place.
- Display a “Vote Here” or similar sign outside the polling place.
- Prepare voting booths and supplies.



# 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 \_\_\_\_\_.

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Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_.

Poll workers will all take the oath of office found inside the pollbook.



# 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



# ELECTION MORNING AUTOMARK TEST

Prior to the opening of the polls, the Precinct Superintendent must test the AutoMARK 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 will be provided in your AutoMARK Election Day Polling Place Kit.
2. Mark at least two “**TEST BALLOTS**” using the AutoMARK by selecting various candidates and ballot questions using the touchscreen, keypad and headphones.
3. When two “**TEST BALLOTS**” print properly, the AutoMARK is ready for use by voters. Store the “**TEST BALLOTS**” with your AutoMARK Election Day Polling Place Kit. **DO NOT** place the “**TEST BALLOTS**” in the ballot box.
4. If the AutoMARK does not properly mark the ballots, use the troubleshooting section found on page 89 to resolve the problem. If your troubleshooting is unsuccessful, call your County Auditor.
5. You must successfully mark two “**TEST BALLOTS**” before allowing voters to use the AutoMARK™.
6. Even if the AutoMARK test is not successfully completed, open the polls at 7:00 am. Do not allow voters to use the AutoMARK until the test is successfully completed.

# AUTOMARK ELECTION DAY CHECKLIST

## Before Polls Open

- ❑ Make sure the AutoMARK is in place on the special AutoMARK table and in a location that both encourages accessibility and maintains privacy.
- ❑ Place the INSTRUCTIONS TO THE VOTERS label below the AutoMARK.
- ❑ Plug in the AutoMARK and install a print cartridge.
- ❑ Make sure the touch screen and ballot feed tray are out and ready.
- ❑ Make sure the headphones are not plugged into the audio slot but are next to the AutoMARK on the table.
- ❑ Make sure the privacy shield that comes with the special table is in place over the AutoMARK.
- ❑ Insert the gold Mode Switch Key and turn to ON. **Be Patient** 😊 (The screen will remain black for about 1 minute and then finally show boot progress.)
- ❑ Verify that the light above the key is green to confirm that the AutoMARK is receiving AC power. (If the light is yellow, the machine is on battery power, which will only last 2 hours.)



# AUTOMARK ELECTION DAY CHECKLIST

## Before Polls Open *cont'd*

- ❑ Perform the required voting test with at least the 2 special ballots marked **TEST BALLOT** by inserting, viewing, listening to, moving through, and marking the 2 ballots. (Use the touch screen and the keypad to communicate with the AutoMARK.) If the system does not properly mark the test ballots, the precinct superintendent shall work on the system until a successful test is conducted. The precinct superintendent shall maintain custody of the key to activate the system at all times. Call your County Auditor if you need help.
- ❑ Return all ballots used to test the AutoMARK to the Election Day Polling Place Kit.
- ❑ Turn the **Mode Switch Key to TEST**.
- ❑ From the information displayed at the bottom of the **TEST MODE screen**, record the number after **LIFETIME PRINT COUNTER** on the AutoMARK Election Day Polling Place Recording Sheet.
- ❑ Record also the **serial number** of the AutoMARK, which is also displayed at the bottom of the **TEST MODE screen**.
- ❑ Record the **number of the seal** that is **securing the door** that contains the election definition.
- ❑ Turn the **Mode Switch Key back to the ON position**, remove the key, and **keep it secure**. The AutoMARK is ready for voters.



# AUTOMARK ELECTION DAY CHECKLIST

## After Polls Close

- ❑ Insert the **Mode Switch Key** and turn to **TEST**.
- ❑ **Record** again the **number** after **LIFETIME PRINT COUNTER**.
- ❑ **Record** again the **number** of the seal that is still securing the door that contains the election definition.
- ❑ **Sign** the completed **Election Day Polling Place Recording Sheet**.
- ❑ Turn the **Mode Switch Key** to **OFF** and **remove the key**. Return the key and the AutoMARK Election Day Polling Place Recording Sheet to the AutoMARK Election Day Polling Place Kit.
- ❑ **Remove the print cartridge** from the AutoMARK and seal it in the ziplock bag in the Kit.
- ❑ **Return** the AutoMARK **Election Day Polling Place Kit** to your **County Auditor** apart from the AutoMARK case on election night.



# AUTOMARK ELECTION DAY POLLING PLACE RECORDING SHEET

## **Before Polls Open**

LIFETIME PRINT COUNTER: \_\_\_\_\_

Serial Number: AM0105\_\_\_\_\_

Number of the Seal: \_\_\_\_\_

## **After Polls Close**

LIFETIME PRINT COUNTER: \_\_\_\_\_

Number of the Seal: \_\_\_\_\_

Name of County: \_\_\_\_\_

Name of Polling Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Precinct Superintendent in charge of the AutoMARK

If you have time, please offer any comments below:

Did you have any problems with the AutoMARK during Election Day? If so, please describe:

Describe any ideas or concerns on how the AutoMARK functioned or was received by voters throughout Election Day.



**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.

INSTRUCTIONS TO THE VOTERS:

Optical Scan Ballot

TO MARK THE BALLOT

Completely fill in the oval ( ) next to the name or ballot question. Use only the pencil or marker given to you! Do not make any marks other than filling the oval.



WRONG



WRONG



WRONG



RIGHT

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 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 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:

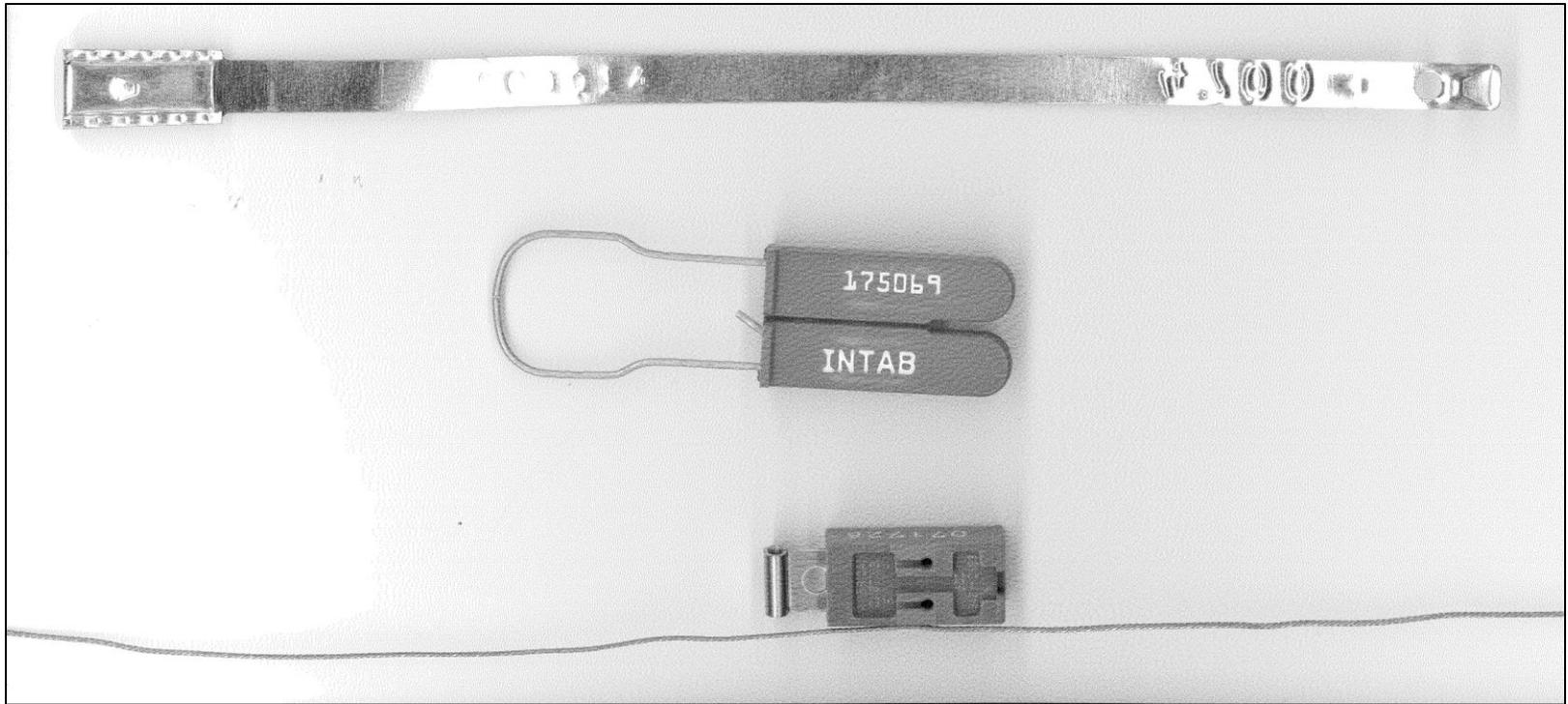
- Present a photo ID, or if not able to do so,
- Sign an affidavit which will be given to you.

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.

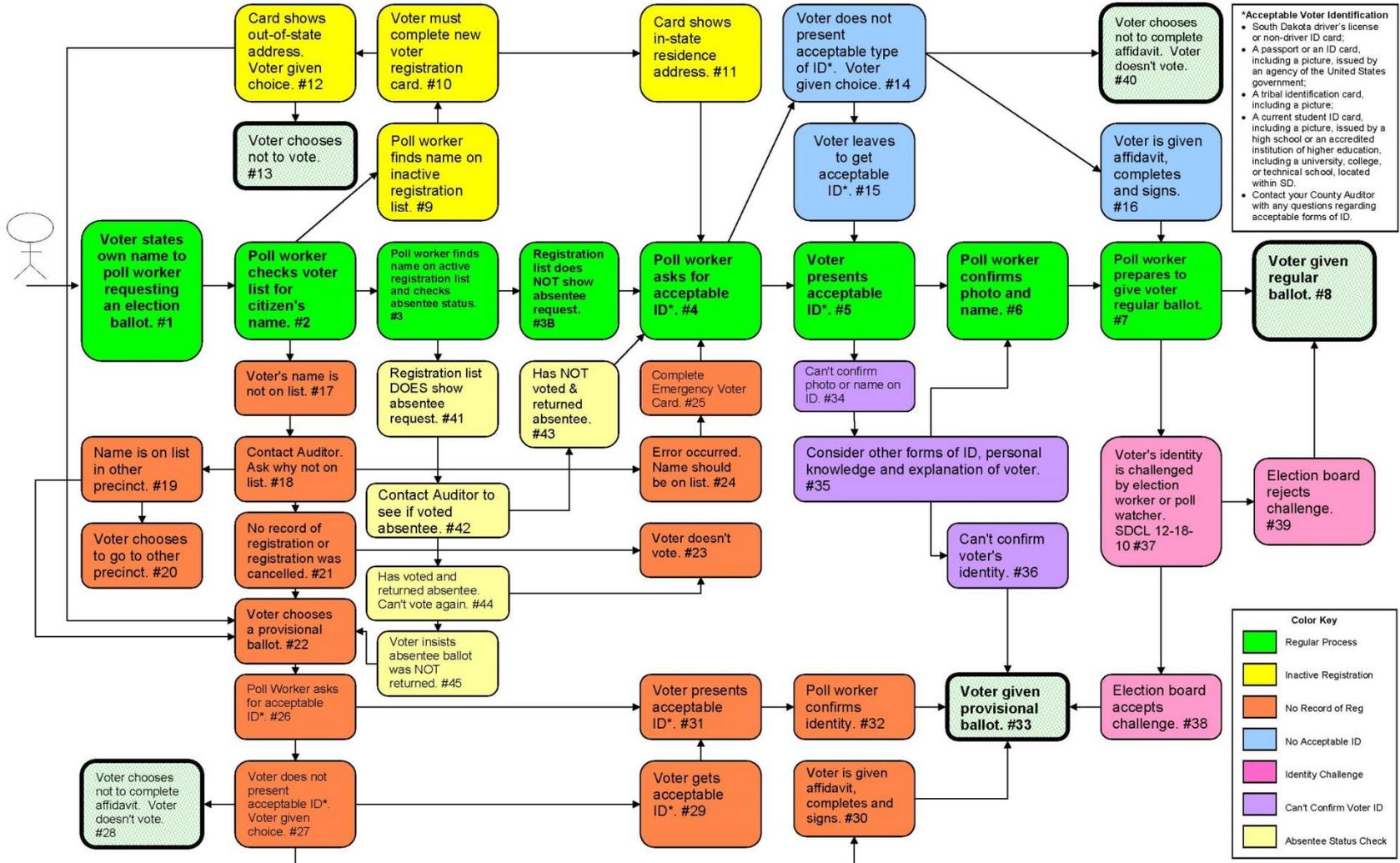


# PROCEDURE WHEN VOTER PRESENTS THEMSELVES TO VOTE

- 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



- \*Acceptable Voter Identification**
- South Dakota driver's license or non-driver ID card;
  - A passport or an ID card, including a picture, issued by an agency of the United States government;
  - A tribal identification card, including a picture;
  - A current student ID 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 SD.
  - Contact your County Auditor with any questions regarding acceptable forms of ID.

**Color Key**

- Regular Process (Green)
- Inactive Registration (Yellow)
- No Record of Reg (Orange)
- No Acceptable ID (Blue)
- Identity Challenge (Pink)
- Can't Confirm Voter ID (Purple)
- Absentee Status Check (Light Yellow)

If you have any questions, call your County Auditor



### South Dakota Polling Place Voter Key

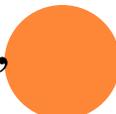
Box Number	Code Cite	Suggested Response
1	12-18-6.3	"Your name, please."
2, 3 and 3B	12-18-7.1	
4	12-18-6.3	"Do you have a photo ID?"
5	12-18-6.1	Check to see if the ID is on this list of acceptable IDs. (1) A South Dakota driver's license or nondriver identification card; (2) A passport or an identification 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 later 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 <b>or</b> 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. You may choose to not vote <b>or</b> 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 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 <b>or</b> you may sign this personal identification affidavit <b>or</b> 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

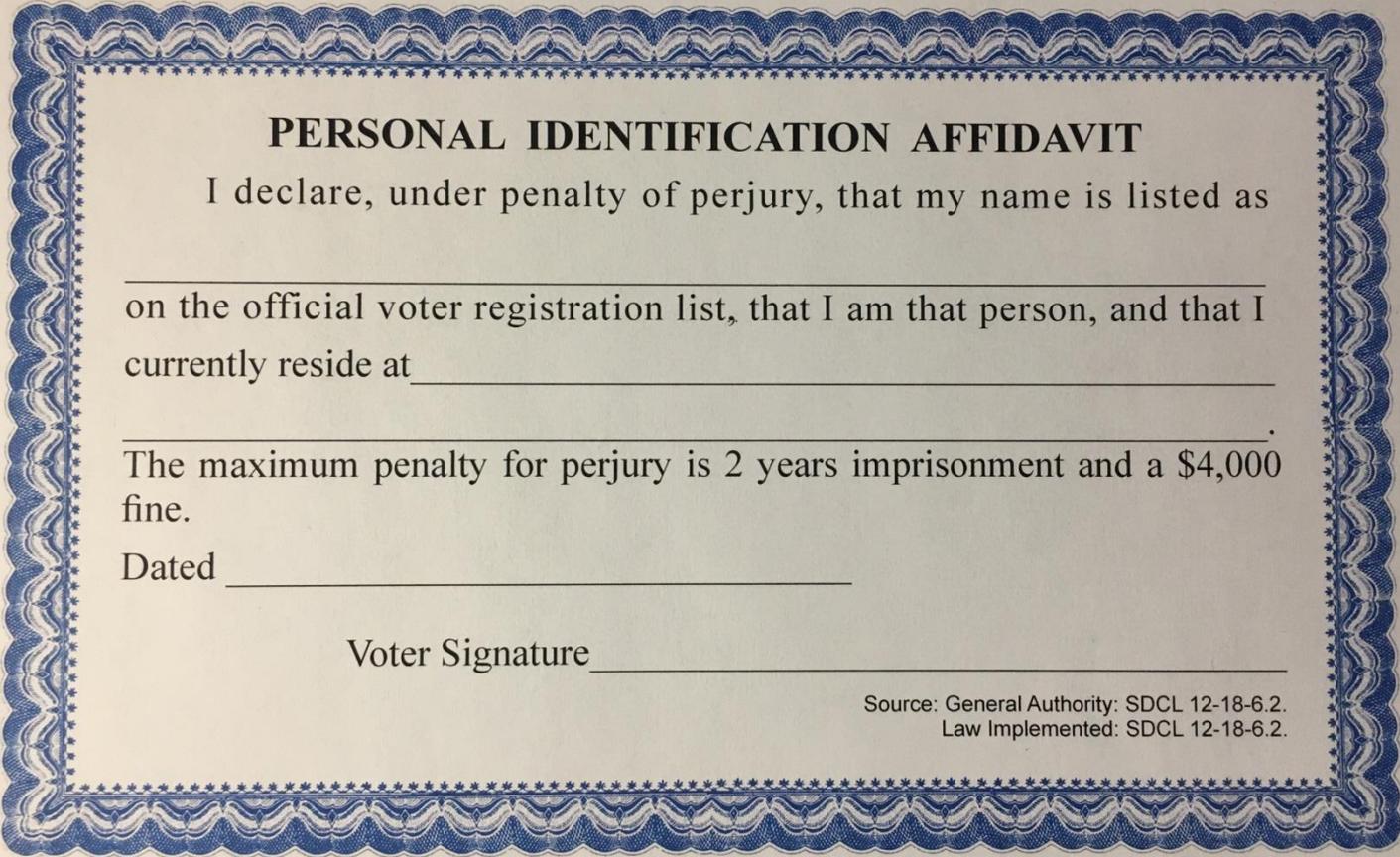
Voter presents themselves to the precinct worker in charge of the registration list. The voter must announce their name and show a valid photo identification. Valid identification is:

- 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. The address on the ID does not have to match what is on the voter registration list.
- 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.

- If the voter **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

PRINTED BY BROWN & SAENGER, SIOUX FALLS, SD



# What you could see on the **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. See the example of Allen Braumbaugh on the next page.
- If the voter is inactive they **must complete a new voter registration form** as shown on the next page.
- If the registration card shows a **residence address within South Dakota, the voter is allowed to vote.**
- If the registration card shows a **residence address outside of South Dakota, the voter is not allowed to vote.**

## 2. Ballot sent date is next to the voter’s name

- This indicates that the voter has been sent an absentee ballot.







# South Dakota Voter Registration Form

\_\_\_\_\_ County

Use this form to: Register to vote or report a name, address, or party change.

Please print. Complete the entire form. Return this form to your county auditor.

The deadline for voter registration is 15 days before any election. Your form must be received by the county auditor by this deadline if you are to vote in the next election. Within 15 days you will receive a notice of your registration. If you do not, contact your county auditor. Any private person or entity registering voters is required to provide you with their contact information. For more information, visit [www.sdsos.gov](http://www.sdsos.gov).

Are you a citizen of the United States of America?

Yes  No

Will you be 18 years of age on or before the next election?

Yes  No

If you checked 'No' in response to either of these questions, do not complete this form.

1	Last Name	First Name	Middle Name(s)/Initial	Suffix	
2	Residence Address	Apt. or Lot #	City	State	Zip Code
3	Mailing Address (if different)		City	State	Zip Code
3a	If Residence Address is a PO Box, rural box, or general delivery, you must give the location of your residence:				
4	Date of Birth (Required)  Month / Day / Year	5	Telephone Number	6	South Dakota Driver License Number (Required)  If you do not have a current SD Driver License, provide the last 4 digits of Social Security Number
7	Choice of Party	8	Email Address		

Use this section to cancel your previous voter registration. Previous Voter Registration Information Required, if applicable:

9	Previous Last Name	First Name	Middle Name(s)	Suffix	
10	Previous Address		City	State	Zip Code
11	Previous Driver License Number and State		Previous County	Date of Birth (Required)	

Would you like to be a precinct election worker on election day?

Yes  No

12 I declare, under penalty of perjury (2 years imprisonment and \$4,000 fine), that:  
 \*I am a citizen of the United States of America;  
 \*I actually live at and have no present intention of leaving the above address;  
 \*I will be 18 on or before the next election;  
 \*I have not been judged mentally incompetent;  
 \*I am not currently serving a sentence for a felony conviction; and  
 \*I authorize cancellation of my previous registration, if applicable.

Signature Required

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month / Day / Year

Auditor use only. Agency code:



### 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.
  - Contact the County Auditor
    - County auditor may advise to allow voter to vote a provisional ballot
    - Have them fill out a new voter registration form so that they will be able to vote in the **next** election.
  - 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:
    - 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.

- The voter is registered in another precinct in this county. Send the voter to that precinct.
- 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).

<p>EMERGENCY VOTING CARD FOR _____ COUNTY</p>	
<p>_____ Ward</p>	<p>_____ Precinct</p>
<p>Party _____</p>	
<p>Name _____</p>	
<p>Residence _____</p>	
<p>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.</p>	
<p>_____ Signature of Voter</p>	
<p>_____ Signature of precinct election board member calling office</p>	
<p>Authorized by:</p>	
<p>_____ Precinct election board members</p>	<p>_____ Precinct election board member</p>
<p>_____ Precinct election board member</p>	<p>_____ Precinct election board member</p>



# 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 slide “*Challenging a Voter*”.
- A person whose identity can’t be proven as described in an earlier slide “*Voter Identification at the Polls*”.



# 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
  - On active duty as a member of the armed forces whose home of record is within the school district or municipality.
- 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.



# PROCEDURE FOR VOTING A PROVISIONAL BALLOT IS:

- Voter must complete the affirmation on the blue provisional ballot envelope.

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.



# PROCEDURE FOR VOTING A PROVISIONAL BALLOT IS:

- ✓ 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.
- ✓ 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](#)



# ONCE IT HAS BEEN DETERMINED THAT THE VOTER MAY CAST A 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.
- The pollbook cover and pages for the listing of voter names are shown on the following pages.



POLLBOOK  
COVER

PC-57-12-1-9-12-16-28-5:02:17:03

DO NOT PUT IN BALLOT BOX

(Put it in envelope E-41)

\_\_\_\_\_ ELECTION

POLLBOOK  
& OFFICIAL VOTE COUNT  
TALLY SHEETS

\_\_\_\_\_ Ward \_\_\_\_\_ Precinct

City \_\_\_\_\_ County,  
Town \_\_\_\_\_ South Dakota  
Township \_\_\_\_\_

Election Held on the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

**McLeod's**  
PRINTING & OFFICE SUPPLY

1011 SOUTH EDGERTON • P.O. BOX 699 • MITCHELL, SOUTH DAKOTA 57301 • (605) 996-5151



# 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		

SAMPLE  
PAGE OF A  
POLLBOOK



- 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 being given to the voter.
- For **optical scan ballots**, place the stamp where indicated by the person in charge of the election.
- 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 on the following page.
- In optical scan precincts a voter may request instruction 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.
- Voters cannot show their marked ballot to anyone (**SDCL 12-18-27**).
- 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 back of the ballot. The voter may then place the ballot in the box or give it to the precinct worker to place in the box.





# 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

12-10-22A (E) — PRINTED BY BROWN & BARNER, 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.
- Compare the signature on the ballot envelope with the signature on the application.
- 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.
- 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*

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 ballots from the envelope **without unfolding them**.
- **Place** the official ballot **stamp** on the ballot.
- **Place** the ballot **in the ballot box**.
- If an **absentee voter dies** 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 four 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.**



Use this for  
Optical  
Scan  
Ballots

## RECAPITULATION SHEET

E-50—Recapitulation Sheet—5:02:09:16—12-18-32

McLEOD'S—E-50

RECAP SHEET: \_\_\_\_\_ PRECINCT \_\_\_\_\_ Type of ballot: \_\_\_\_\_  
(date and name of election)

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)
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)
9. Ballots Voted (Line 4 minus Line 8)	_____	(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 12 are not the same, compare the voters in the pollbook and the registration list and correct any mistakes.

Signed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Precinct Officials

PLACE INSIDE BALLOT BOX OR TRANSFER CASE WITH VOTED BALLOTS

Discrepancies noted by resolution board: \_\_\_\_\_  
(fill in only if there is a different total than above)

Signed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Resolution Board

Printer's note: In central count optical scan precincts, lines 10 and 11 may be completed by tabulation center employees. The printed form may be changed to reflect this option.



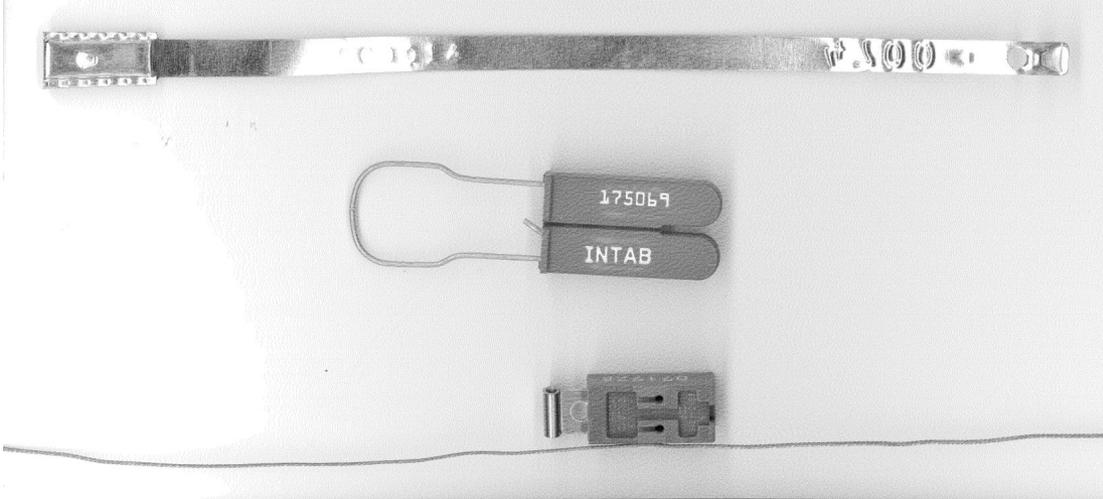
## AFTER COMPLETING OF THE RECAP SHEET

Compare the:

- Number of voters from the pollbook (**line 12**); and
- Number of ballots voted (**line 9**)
  - 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.



**BALLOT BOX SEAL**

Judges of Election or  
Canvassing Board  
Sign Here  
(SDCL 12-20-20)

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## TRANSPORTING THE BALLOT BOX

- ✓ 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:
  - Two members of the precinct board, one of each major political party (*this only applies to primary or 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

- 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**).

12-20-21B PRINTED BY BROWN & SAENGER, SIOUX FALLS, SD  
Rule 5.02:05:09

THIS ENVELOPE FOR RETURN OF  
**METAL BALLOT BOX SEALS**

used at the \_\_\_\_\_ Election held the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_  
\_\_\_\_\_ Precinct \_\_\_\_\_ County, S. D.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Judges of Election.

To be returned to the Auditor or person in charge of election with Metal Ballot Box Seals inside, sealed and with signatures of Judges affixed.

**DO NOT**  
**PUT IN POLL BOOK**  
**ENVELOPE**



# COUNTING THE 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. 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.**
- Examine each ballot for the official ballot stamp. **Remove any ballots without the stamp and mark “Unstamped Ballot”.**



# COUNTING THE BALLOTS

- 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. 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.
- 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 on the following page.
- The names of the candidates will be written in the proper place in the pollbook tally sheet and the duplicate tally sheet.



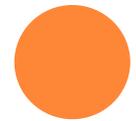
The Tally Sheet used at the Election held in Precinct, County of \_\_\_\_\_, State of South Dakota, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

TOTALS

A large grid table for tallying election results, consisting of approximately 25 columns and 30 rows. The grid is divided into sections by vertical lines, with a larger section on the right side labeled '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



- Votes are recorded on the tally sheet in the pollbook by one precinct worker and on the duplicate tally sheet by another precinct worker.
- 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 as shown below.

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."





- 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.



- Seal the pollbook in the envelope provided (ARSD 05:02:16:40).

12-20-21A – Envelope for Poll Books (SDCL 12-20-21)

**Poll Book Envelope**

This envelope contains the Poll Book, Duplicate Tally Sheet (s) and Ballot Box Seals from

\_\_\_\_\_ Precinct

\_\_\_\_\_ County

from the Election held on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Rule 5:02:16:40 PRINTED BY BROWN & SAENGER, SIOUX FALLS, SD

**DO NOT PUT THIS IN BALLOT BOX**

TO \_\_\_\_\_ Auditor,

\_\_\_\_\_

\_\_\_\_\_ County, South Dakota



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

E-24P—POLLBOOK ENVELOPE SEAL—5:02:16:41

# Pollbook Envelope Seal

\_\_\_\_\_ Precinct

McLEOD'S—85439



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

DUPLICATE TALLY SHEET AND OFFICIAL VOTE COUNT

\_\_\_\_\_ PRECINCT

TO: COUNTY AUDITOR

\_\_\_\_\_ SOUTH DAKOTA

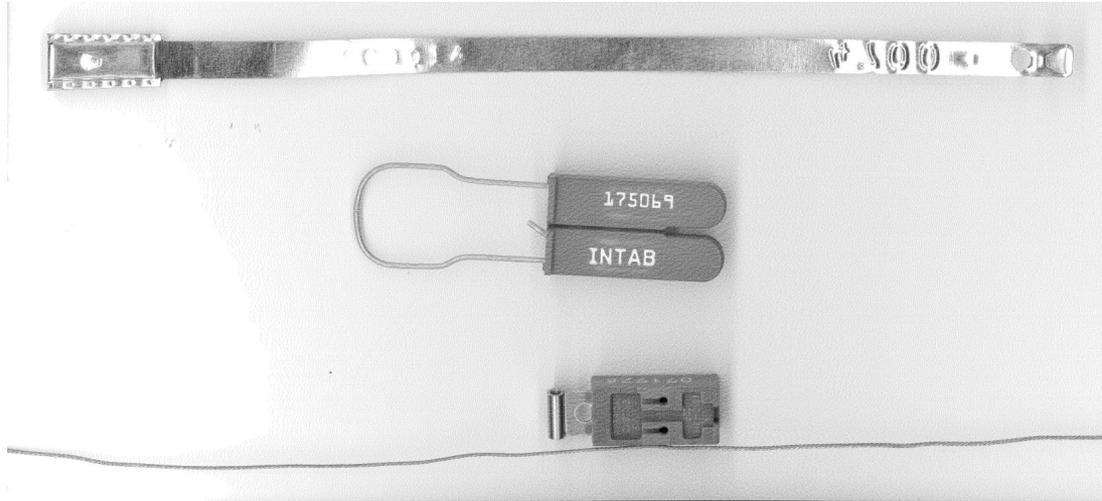


## WHAT GOES IN THE BALLOT BOX:

- 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 ballots but not counted 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.



**BALLOT BOX SEAL**

Judges of Election or  
Canvassing Board  
Sign Here  
(SDCL 12-20-20)

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

- Sealed ballot box
- Unvoted 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



**CONGRATULATIONS!** You have successfully completed the “**Election School**”. 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.

