



2025

Election Judge Guide

Office of the Boone County Clerk



Brianna L. Lennon, Boone County Clerk

Boone County Government, Missouri

801 E Walnut St, Rm 236

Columbia, Missouri 65201

Main Line: 573-886-4375 | Poll Worker Line: 573-886-4380

pollworker@boonecountymo.org | vote.boonemo.gov

last updated September 2024

About This Guide

This guide is a reference for election judges (poll workers) in Boone County, Missouri.

Working at a polling place involves many different tasks. We do not expect you to memorize every detail of election laws and processes, but you are expected to know how and where to find the correct information. Review this guide before Election Day. If you have any questions, please contact our office.

You will see citations throughout this guide referencing Missouri state law (Revised Statutes of Missouri: *RSMo.*). Find the full text of the law on the Missouri Revisor of Statutes' website:

<http://revisor.mo.gov/main/OneChapter.aspx?chapter=115>

Thank you for serving as an Election Judge -- you are a guardian of our democracy!

Frequently Used Terms:

Election Judge: The legal term for a poll worker in Missouri

Poll Pad: iPad-based system used to check in voters at the polling place

DS200: Ballot box

ExpressVote: Touchscreen ballot marking device

Red Book: Reference guide for the polling place (contains this Election Judge Guide, checklists, and other important information)

Checklists: Step-by-step instructions for election tasks

Electioneering: The act of campaigning for a candidate, party, or issue

Precinct: The election district, as determined by the election authority

Contents

Election Judge Overview

Code of Conduct	5
Election Judge Oath	5
Basic Qualifications	5
Training	6
Polling Place Assignments.....	6

Roles & Responsibilities

Supervisors.....	7
Election Judges.....	7
Youth Election Participants.....	7

Preparing for Election Day

Time Off from Work.....	9
Appropriate Attire.....	9
Breaks and Meals	9
How to Vote	9
Before Leaving Home.....	9

Equipment & Supplies

DS200	10
ExpressVote.....	11
Poll Pads	12
Supplies Picked Up by Supervisors	13
Supplies Delivered to Polling Places	14
Seals	15
Checklists	15
Job Cards	16

Setting Up the Polling Place

General Advice	17
Access to the Polling Place.....	17
Signs and Directions.....	17
Traffic Flow Within the Voting Area	18
Voter Privacy	18
Security	18

Running the Polling Place

Common Courtesies to All Voters	19
Electioneering	19
Voter Check-In Instructions	20
Tips for Locating a Name on the Poll Pad	21
Special Type of ID -- Safe at Home Card	21
Common Voter Issues (and how to solve them)	22
Provisional Ballots	23
Spoiled Ballots	23
Runaway Voters	23
DS200 Errors	24
Incident Reports	24
People Allowed in a Polling Place	24

Providing Assistance to Voters

Serving Voters with Disabilities	26
Checking in Voters Who Have Difficulty Signing Their Name	26
Assistance with Filling Out the Ballot	26
Curbside Voting	27
Assisting Voters with Visual Impairments	27
Assisting Voters Who Are Deaf or Hearing-Impaired	27
Assisting Voters with Mobility Impairments	28
Voters with Cognitive Impairments	28

Closing the Polling Place

Poll Closing Certificate	29
Delivering the Election Results	29

Election Judge Overview

Code of Conduct

On Election Day, your job is to faithfully follow election laws to the best of your ability. As an election judge for Boone County, you agree that:

- You are 18 years of age or older
- You are currently registered to vote in the state of Missouri
- You have declared a political party (Democrat, Republican, Libertarian, or Independent)
- You have reliable transportation to the polling place where you are assigned to work
- You will be on time for all training classes and election work
- You will attend and complete all mandatory training
- You can read, write, and understand English
- You will learn to use all election equipment appropriately
- You will work together with other election judges, regardless of party affiliation
- You will be respectful and do your best to assist all voters
- You will follow all directions given by the County Clerk's office and other elections staff
- You will be flexible in the work assigned to you
- You can work for 15-17 hours with the ability to stand/sit for long periods of time (breaks will be given)
- You will contact the County Clerk's office immediately if you cannot work the election so that a substitute can be found

Election Judge Oath

As an election judge, you take a legally binding oath that you will uphold the current election laws to the best of your ability. There are criminal penalties for intentionally deceiving a voter or creating an advantage for your party or candidate. At the start of the day, all election judges must sign and take the following oath:

"I solemnly swear that I will impartially discharge the duties of judge according to law, to the best of my ability and that I will not disclose how any voter has voted unless I am required to do so as a witness in a proper judicial proceeding. I also affirm that I will not allow any person to vote who is not entitled to vote and that I will make no statement nor give any information of any kind tending in any way to show the state of the count prior to the close of the polls on Election Day."

RSMo. § 115.091

Basic Qualifications

To be a poll worker, you must:

- Be a registered voter in the state of Missouri
- Be able to speak, read, and write English
- Not appear on the current ballot or have a relative within the second degree (spouse, child, parent, sibling, grandparent, or grandchild) appear on the current ballot
- Not hold elective office at the time of service as a poll worker

RSMo. § 115.085

Training

You must complete election judge training before you serve. Election judges are paid for attending training. Training pay is contingent on working Election Day.

RSMo. § 115.103

Polling Place Assignments

Each polling place is required to have a balanced number of election judges from each major political party. The number of election judges needed per polling place for an election is determined by estimated voter turnout. Election judges will be notified of their polling place assignment 1-2 weeks before Election Day.

RSMo. § 115.081

Roles & Responsibilities

Supervisors

Two supervisors are assigned to each polling place -- one Democrat and one Republican (the two major political parties in Missouri). Supervisors are the lead election officials in the polling place and are required to complete additional training. They are in charge of managing all election judges at the polling place, picking up supplies before Election Day, coordinating setup of the polling place, and delivering the election results to the County Clerk's office on Election Night.

RSMo. § 115.081, 115.491

Election Judges

Election judges are responsible for Election Day operations at the polling place where they have been assigned. From setting up the polling place and processing voters to closing the polling place and securing ballots and other supplies, election judges make our elections possible. We depend on election judges to:

- Protect the rights of all voters
- Provide for the security of the election
- Provide courteous service
- Make sure all eligible voters get the correct ballot
- Assist voters with disabilities or special needs, if requested
- Keep careful records of the election process by completing all required paperwork

Typically, election judges rotate amongst the following roles on Election Day:

- **Check-In Table:** Check in voters using the Poll Pad
- **Ballot Table:** Give correct ballot type to check-in table, initial ballot and Poll Pad when required (both must be initialed in front of voter)
- **DS200:** Stay within earshot of DS200 to assist voters and troubleshoot any errors
- **ExpressVote:** Assist voters who wish to use the ExpressVote

RSMo. § 115.421, 115.483

Youth Election Participants

Missouri law allows local high school students aged 15-17 to work at the polls as Youth Election Participants (YEPs). The students work alongside election judges and are active participants in the election process. This program serves both the student and the county in many ways -- by providing a learning experience for students that will make them more informed voters and encouraging future involvement in the election process as adults. YEPs cannot handle ballots or sign/initial any election items (including checklists, certificates, reports, ballots, or Poll Pads), but they may participate in most other parts of the election process. In Boone County, YEPs also operate the Address Change Poll Pad, which is a special iPad that can update voters' addresses if they have moved within the county.

On Election Day, YEPs are required to sign and take this oath:

"I solemnly swear or affirm that I will impartially discharge the duties of a Missouri Youth Election Participant by following to the best of my ability the instructions of any election judge, election

authority, or teacher of my school. I also swear or affirm that I will not disclose how any voter has voted unless I am told to do so by an election judge, election authority, or a court of law in a proper judicial proceeding. I also swear or affirm that I will make no statement nor give any information of any kind tending in any way to show the state of the count of votes prior to the close of the polls on Election Day, nor will I make any statement during the conduct of my duties which tends to show my preferences for any issue or candidate involved in the election.”

Requirements for YEPs:

- Full-time student, 15-17 years old
- Appropriate academic ability and demeanor
- Able to speak, read, and write English
- Not related within the second degree to any person whose name appears on the ballot, unless the candidate runs unopposed
- Must be nominated by the school they attend

YEPs must agree to the following:

- Attend training before Election Day
- Abide by state law and instructions from the County Clerk’s office
- Be present at their assigned polling place for the duration of the voting period (6 AM to 7 PM)

RSMo. § 115.104

Preparing for Election Day

Time Off from Work

Missouri law allows you to receive time off from work to serve as an election judge. An employer cannot terminate, discipline, threaten, or take adverse action against an employee based on their service as an election judge. As an election judge, you have the right to be absent from work for the period of time needed to serve. *You must notify your employer at least seven days prior to an election that you will be absent from work due to your service as an election judge.*

RSMo. § 115.102

Appropriate Attire

Dress clean and comfortable. Like voters, you cannot wear any apparel related to a party, candidate, or issue on the ballot. Wear comfortable shoes, as you may be on your feet for long periods throughout the day. Come prepared for different temperatures -- some polling places can become hot or chilly during the day, so layers are advised.

RSMo. § 115.637

Breaks and Meals

The supervisors will arrange staggered breaks to ensure the poll has coverage at all times. Make sure you bring enough food/drinks for the entire day. You can also arrange to have food delivered to you. Remember that you cannot leave the polling place to pick up food.

How to Vote

Serving as an election judge is a valid reason to vote early (called “absentee voting” in Missouri) before Election Day. Absentee voting is available starting six weeks before every election and lasts until 5 PM the day before the election.

Before Leaving Home

Election Day will be a long day. Before leaving home, do a quick inventory of your personal needs and obligations for the entire day, including:

- Do you have your reading glasses/medications/other necessities?
- Did you pack enough food/drinks or make arrangements for delivery?
- Do you have emergency information that your fellow election judges should be aware of?
- Have you arranged for the care of your loved ones or pets?
- It may be late when you are finished. The polls close at 7 PM, but there are duties that need to be finished afterward, so you may only be done by 8-9 PM. Do you have enough gas or a ride to return home?

Equipment & Supplies

Boone County uses a variety of equipment and supplies to ensure secure and efficient elections. Election judges will be responsible for setting up the equipment on Election Day, monitoring for any issues throughout the day, and closing them down at the end of the night.

DS200

The DS200 serves as the ballot scanner/tabulator and ballot storage box. Voters will insert their ballot into the DS200, which will tabulate their votes and store their ballot in the secure ballot box.

Key features include:

- Two ballot boxes
 - One for counted ballots
 - One for provisional and/or voted uncounted ballots
- Ballots are counted and electronically stored on an encrypted, removable flash drive
- Totals are printed out on a results tape at the close of polls
- The DS200 will notify the voter of certain errors and give them the opportunity to correct the ballot before it is counted



Left:

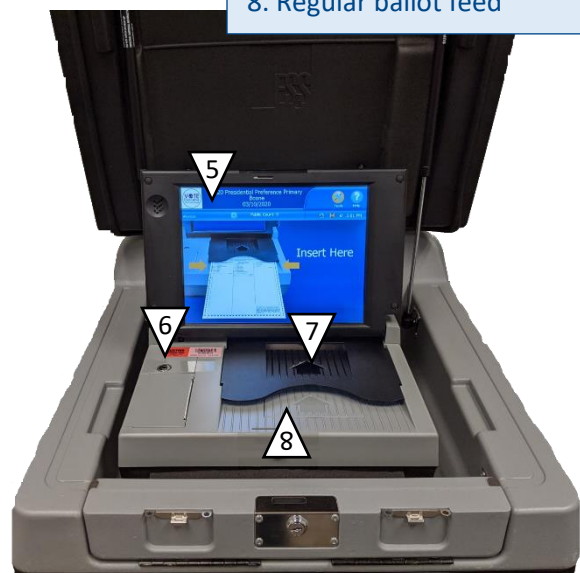
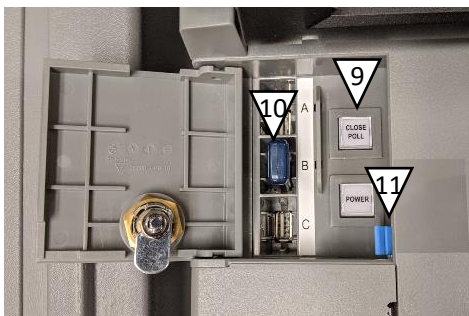
1. Lid
2. Provisional/voted uncounted ballot slot
3. Provisional/voted uncounted ballot box
4. Main ballot box

Below:

5. Touchscreen
6. Flash drive compartment
7. ExpressVote ballot feed
8. Regular ballot feed

Flash drive compartment (below):

9. CLOSE POLL button
10. Flash drive
11. Access button for tape compartment



ExpressVote

The ExpressVote is a touchscreen ballot marking device. *It is not an electronic voting machine -- after the voter makes their selections on the screen, the ExpressVote will print out a ballot that must then be cast into the DS200 to be counted.* The ExpressVote contains accessibility features for voters, including a touchscreen, an audio ballot, and an audio-tactile keypad.



1. Access compartment
2. Power source indicator
3. Battery status indicator
4. Accessibility device port
5. Headphone jack
6. Paper ballot feed
7. Touchscreen
8. Barcode scanner
9. Audio-tactile keypad

When a voter chooses to use the ExpressVote to fill out their ballot, they will be given an ExpressVote ballot card. Two election judges must initial at the bottom of the ballot card. The voter will insert the ballot card into the paper ballot feed on the ExpressVote to activate it.



Left: ExpressVote ballot card (initial at the bottom)
Right: ExpressVote set up and ready for voting



The ExpressVote is a ballot marking device, not an electronic voting machine. Ballots printed by the ExpressVote must still be inserted into the DS200 to be counted as a voted ballot. The ExpressVote does not keep any record of votes cast.

Poll Pads

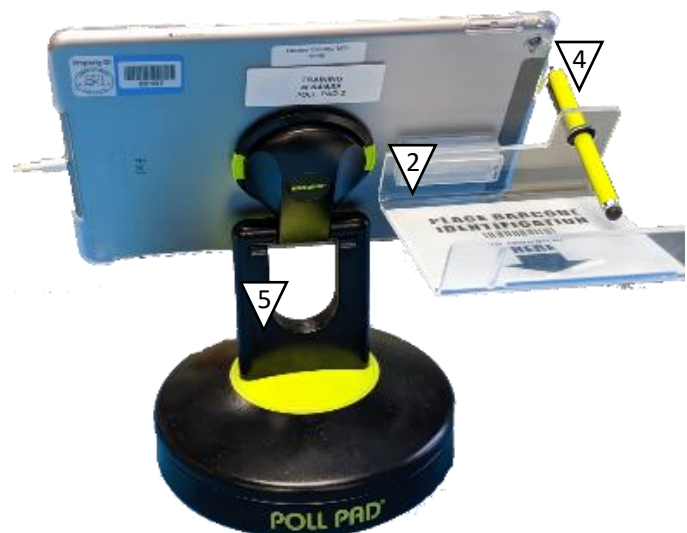
Boone County uses iPads (called Poll Pads) to store the list of eligible voters at the polls. Poll Pads are designed to make the voter check-in process accurate, efficient, and easy! Election judges use the Poll Pads to check in voters, verify their information, and confirm that they receive the correct type of ballot. Key features of the Poll Pads include:

- Able to scan Missouri driver licenses to pull up correct voter
- Captures voter signature on touchscreen
- Easy check-in process with step-by-step directions
- Eliminates long alphabetical lines for voters
- Quickly syncs data in real time for voter updates

Poll Pads drastically reduce the amount of setup needed and greatly increase the ease of voter processing, making for a faster and more efficient experience for our voters.



1. Camera
2. Barcode Scanner Stand
3. Stand
4. Stylus
5. Stand Arm
6. Charging Port



Supplies Picked Up by Supervisors

On Monday, the day before the election, one of the supervisors from each polling place will pick up certain supplies from the Boone County Elections Warehouse, including:

Blue Bags

The Blue Bags contain the ballots for the polling place. Boone County uses paper ballots for our elections. Ballots come in sealed packs -- the seal indicates how many ballots are in that pack. Ballots are pulled at random from packs for testing before the election to certify that the DS200 is reading the ballot and counting the selections correctly.



Ballot Security

Ballots are sealed in the Blue Bags prior to leaving the Elections Warehouse and must not be opened until the morning of Election Day. The seal numbers are recorded on a Seal Verification Certificate, and the two numbers must match before the Blue Bags are opened. The seals must be cut by the supervisor who did NOT take possession of the ballots the day before, in order to ensure that the ballots have not been tampered with. As you use ballots throughout the day, open the ballot packs as needed, not all at once.



Ballot Styles

Voters are only eligible to vote for the candidates and issues in the jurisdictions where they reside. We create different ballot styles for the combination of jurisdictions within the voter precincts to make sure each voter gets a ballot that contains only the candidates and issues they are eligible to vote on. There is a sheet in your Red Book that lists the ballot styles at your polling place.

Ballots for Primary Elections

During a primary election, ballots are divided by political party (Democrat, Republican, Libertarian), as well as a nonpartisan ballot that only contains nonpartisan issues and candidates. Voters may only vote one party's ballot. Election judges should be respectful of the voter's privacy -- avoid loudly saying which party ballot the voter would like.

Issuing a Ballot to a Voter

On Election Day, before giving a ballot to a voter, election judges must scan the ballot on the Poll Pad to verify the correct ballot style is being issued. Two election judges of different political parties must initial the ballot in front of the voter.

RSMo. § 115.431, 115.433

Returning the Ballots

At the end of Election Day, all voted ballots must be returned in a Blue Bag, and all unused ballots must be returned in a separate Blue Bag. Instructions for organizing the ballots are detailed in the poll closing checklists.

Red Bag

The Red Bag contains various other election supplies, including:

- the Red Book, a red binder that contains all the information for your polling place
- a cell phone and charger for communicating with the County Clerk's office on Election Day
- keys to the equipment
- keys to your polling place, if applicable
- voter registration forms for voter updates
- Incident Reports to document any issues on Election Day



Supplies Delivered to Polling Places

The day before the election, a delivery team will deliver the large equipment (the DS200, the ExpressVote, and the Poll Pads), any large signs, and the below supplies to each polling place:

Black Supply Tub

The Black Supply Tub contains various supplies needed for Election Day, such as pens, scissors, extension cords, tape, clipboards, etc. At the end of Election Day, make sure all these supplies are returned to the Black Supply Tub.

Paper Backup Box

Each polling place is issued a bankers box with a paper backup in case of power failure, inability to access the polling place, or any other issue that might prevent you from being able to use the Poll Pads. The paper backup contains a list of voters registered at your polling place. One of the supervisors must take the Paper Backup Box home the night before the election in case any issue prevents you from being able to get into your polling place on Election Day morning.



The Blue Bags, the Red Bag, and the Paper Backup Box must be taken home by a supervisor the night before the election. Do not leave these items unattended in the polling place!

Seals

In Boone County, we use a system of seals and two-party oversight to protect the security and integrity of our elections. Each piece of equipment will be sealed before the election, and the seal numbers must be matched to a Seal Verification Certificate before using the equipment to verify that nothing has been tampered with.



Each pack of ballots is sealed with a red seal that indicates if it has been opened or peeled in any way (see above -- top red seal is intact, bottom red seal has been tampered with). The equipment and the Blue Bags that contain the ballots are sealed with yellow seals (above).

Checklists

Election law is so complex that it is not possible -- nor expected -- to conduct an election by memory. In Boone County, election judges are trained to follow checklists with step-by-step instructions on how to complete election tasks. All checklists are located in the Red Book. Follow each checklist exactly as it is written -- do not skip steps! Initial each step as it is completed. Initialing is essential, because checklists become part of the record of the election and we must have it documented in writing that steps were completed.

Checklists for supply pickup and polling place setup:

- Supply Pickup Checklist
- Monday Setup Checklist

Checklists for poll opening on Election Day:

- Poll Opening Checklist
- Poll Pad Opening Checklist
- DS200 Opening Checklist
- ExpressVote Opening Checklist

Checklists for poll closing on Election Day:

- Poll Closing Checklist
- Poll Pad Closing Checklist
- DS200 Closing Checklist
- ExpressVote Closing Checklist

The image shows a yellow checklist titled 'POLL CLOSING CHECKLIST - IVOTE'. It contains a list of steps for poll closing, including: 1. Assign the judge to be responsible for completing the POLL CLOSING CHECKLIST and POLL CLOSING CERTIFICATE. 2. Get your WHITE POLL CLOSING CERTIFICATE from the CERTIFICATE OF BALLOT ZIPLOC. 3. Give the buff colored POLL PAD CLOSING CHECKLIST from your Red Book to the team of judges closing the POLL PADS. 4. Give the hot pink IVOTE CLOSING CHECKLIST from your Red Book, and the baggie from Clear Security Bag #1 to the team of judges closing the IVOTE. 5. Give the neon green M100 POLL CLOSING CHECKLIST from your Red Book and the following items to the team of judges closing the M100. 6. Clear Security Bag #2 with the M100 keys. 7. Plastic card case from Clear Security Bag #1. 8. Ziploc bags for Voted Uncounted Ballots, Voted Provisional Ballots, Write-In Ballots. 9. Give Poll Closing Job Card #4 and Job Cards #5 and #6 to any judges not completing POLL PAD, M100 or IVOTE checklists. The form is dated 7/24/2018 3:30:02 PM.

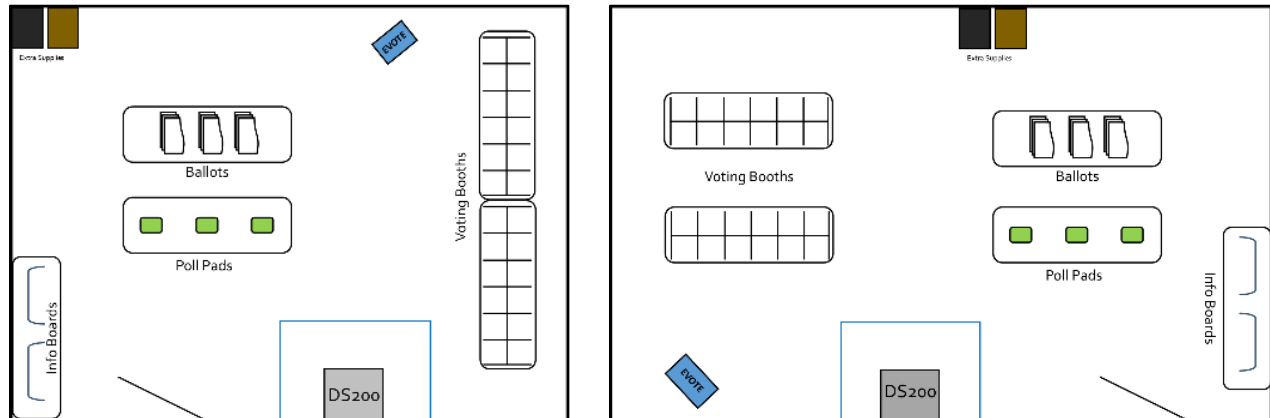
Job Cards

Job Cards are used during polling place setup on Monday and poll closing on Tuesday night. They contain specific tasks for setting up and taking down the polling place. Job Cards will be assigned by supervisors as you are going through the Monday Setup Checklist and the Poll Closing Checklist.

Setting Up the Polling Place

General Advice

Voting occurs in all types of buildings -- government buildings, places of worship, community centers, etc. When setting up, focus on access, traffic flow, and privacy to ensure voters have a positive experience. Remember to pay attention to where electrical outlets are located.



Access to the Polling Place

Voters of all physical abilities should be able to get into and move around the polling place. As you set up, put yourself in the position of someone who has never been to the building and has difficulty with mobility. If the voting area is located within a large building with many rooms, is not on the main floor, or is a considerable distance from the building entrance, ask yourself:

- Is there a clear path of travel through all parts of the voting area? Are there cords or rugs that could make mobility difficult?
- Is there a clear path of travel through all parts of the building leading to the voting area? Are there signs directing voters from entrances/the parking lot to the voting area?
- If an elevator is required to access the voting area, is it working?
- Are the entrance(s) unlocked and free of any barriers?

If there is an issue with access to or within the polling place, it must be addressed and resolved as soon as possible. Document the steps taken to address and resolve the problem in an Incident Report.

Signs and Directions

- If voters must walk through the building to enter the voting area, put up signs pointing out the way. If the exit is different from the entrance, clearly label both.
- Ensure parking spots for voters with disabilities are available and marked. You may need to mark off additional accessible parking spots near the polling place entrance during voting hours.
- Post easily visible signs to the accessible entrance if it is not the main entrance.
- Polling places are required to display signs with a sample ballot, information on voting rights, and instructions for filling out a ballot. These signs will be delivered to each polling place.

RSMo. § 115.417, 115.419

Traffic Flow Within the Voting Area

Voters move sequentially from one station to the next, so set up your space with this in mind. Be sure you designate where lines should form if large crowds of voters come at once.

Voter Privacy

Set up the voting booths with privacy in mind. Others nearby should not be able to see how someone is filling out their ballot. Position the ExpressVote in a way that others cannot see what the voter is selecting on the screen. Maintain a 6-foot perimeter around the DS200 for privacy for voters to cast their ballots.

Security

All election judges are responsible for keeping a watchful eye on the equipment, ballots, and supplies throughout Election Day. It is good practice to check the seals on the equipment throughout the day. Anything of concern should be addressed by the supervisors and communicated to the County Clerk's office immediately.

Running the Polling Place

Polls officially open at 6 AM. You must be ready for voters at 6 AM sharp.

Common Courtesies to All Voters

- When a voter arrives, give them your undivided attention. Greet each voter pleasantly and thank them for coming to vote. All election judges should stop discussing anything not related to processing that voter.
- If the voter has been waiting a long time in line, thank them for being patient.
- Try not to discuss personal matters with voters, even if they are a family member or close friend.
- If there is an issue with the voter's registration, do not treat the voter like they have done something wrong. Assure the voter that you will do your best to resolve the issue. Voters need to be confident that election judges are knowledgeable. If you cannot resolve the issue, call the County Clerk's office immediately.
- If a line forms, place chairs close to the line so that anyone who has difficulty standing can sit while waiting to be checked in.
- Do not have audio or video from phones/radios playing out loud -- these may have political announcements that cannot be broadcast inside a polling place.
- Do not eat or drink around the equipment or ballots.

Electioneering

Electioneering is the act of campaigning for a party, candidate, or issue on the ballot. **Electioneering is illegal within 25 feet of a polling place.** The property outside the 25-foot zone is controlled by the property owner.

The following activities are not allowed within 25 feet of a polling place:

- Asking someone for their vote
- Distributing political or campaign literature
- Wearing apparel related to a party, candidate, or issue on the ballot (shirts, hats, pins, etc.)
- Displaying signs related to a party, candidate, or issue on the ballot
- Exit polling, surveying, sampling

Election judges are prohibited from explaining anything on the ballot to voters, even if the voter asks. Doing otherwise can be considered electioneering.

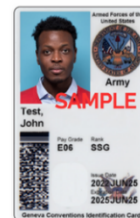
No one in the polling place should be discussing any party, candidate, or issue on the ballot. This includes voters waiting in line and election judges.

RSMo. § 115.637

VOTER CHECK-IN INSTRUCTIONS

1. Ask voter: "May I see your photo ID?"

Present a **valid government-issued** photo ID.



Examples include: Missouri driver license, Missouri nondriver license, U.S. Passport, military ID

Reminder: If ID is expired, expiration date must be after Nov. 8, 2022

2. Look up voter on Poll Pad. Follow instructions on screen.

3. After voter has signed Poll Pad, ask: "Would you like a paper or touchscreen ballot?"

PAPER:

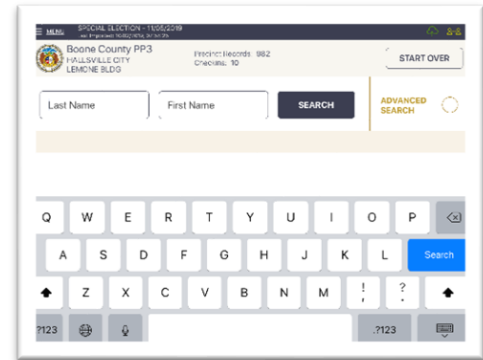
- Two election judges of different political parties must initial ballot
- Point out instructions on ballot to voter
- Tell voter: "When you are done, feed your ballot into the top of the black ballot box."

TOUCHSCREEN:

- Two election judges of different political parties must initial ExpressVote ballot card
- Give voter the initialed ballot card and correct ballot style slip and direct them to the poll worker operating the ExpressVote

Tips for Locating a Name on the Poll Pad

- Start by searching for the first three letters of both the first and last names (for Destiny Cooper, search DES COO). The system will find all names that start with those letters.
- Check spelling variations. For a name like Hanson, check both Hanson and Hansen. For a name like Bob, check both Bob and Robert.
- Check if the first and last names were switched (Van Lee may be incorrectly listed as Lee Van).
- Check multiple combinations for two-word and hyphenated names. If you cannot find Anderson-Smith, check Anderson Smith and Andersonsmith. Also check Smith in case Anderson was listed as the middle name.
- For voters with the same name (such as a father-son with the names Gary Roberts, Sr and Gary Roberts, Jr), check the date of birth to make sure you are selecting the correct voter.
- Check if an apostrophe was omitted. A name like O'Connor might be listed as Oconnor.
- If you cannot locate the voter by name, use the advanced search to search by date of birth or address.



Special Type of ID -- Safe at Home Card

Safe at Home is an address confidentiality program provided by the Missouri Secretary of State to help survivors of domestic violence, sexual assault, rape, human trafficking, stalking, or other crimes in their efforts to stay safe. The program provides a substitute address that participants can use in place of their residential address on new records created by government agencies and courts.



A voter who is in the Safe at Home program will have a Safe at Home Card with a "Voter Code" on it. **The voter MUST also provide a valid photo ID.** Safe at Home voters are listed in the Poll Pad under their Voter Code, NOT their name. Enter the Voter Code in the last name field on the Poll Pad to look up the voter. **DO NOT ASK THESE VOTERS FOR THEIR ADDRESS.**

Enter this Voter Code from the bottom of the Safe at Home Card in the last name field on the Poll Pad to look up the voter



Common Voter Issues (and how to solve them)

go

you may process this voter:

- Voter's address on ID does not match address in Poll Pad (they don't need to match, as long as address in Poll Pad is correct)
- Voter's ID is expired, but it expired after Nov. 8, 2022

wait

you'll need to solve the issue before you can proceed:

Voter does not have valid photo ID	→	Issue blue provisional ballot
Voter's address is incorrect in Poll Pad	→	Use the Address Change Poll Pad
Voter shows "Inactive" in Poll Pad	→	or call the office
Voter shows "Wrong Location" in Poll Pad	→	Verify address, tell voter correct location
Voter leaves ballot in voting booth	→	Spoil ballot, fill out Incident Report
Voter makes mistake on ballot and asks for a new one	→	Spoil ballot and issue a new ballot (make sure it's the same kind!)

stop

CALL THE OFFICE

573-886-4375

- Voter does not show up in Poll Pad
- Voter shows "Absentee Sent" or "Absentee Received" in Poll Pad
- Voter's name is incorrect in Poll Pad
- Voter thinks a candidate is missing from their ballot

last revised 2024

Provisional Ballots

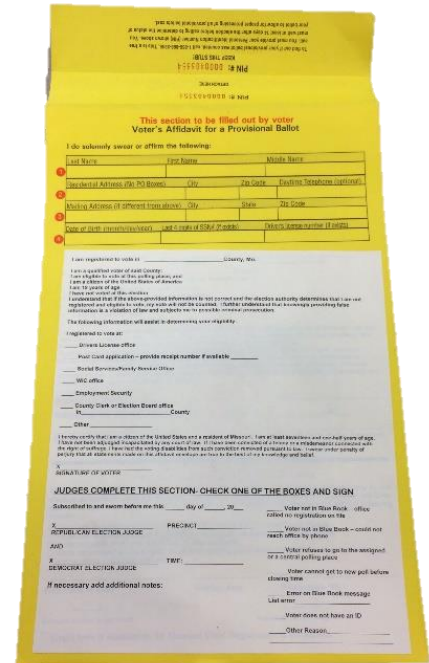
A provisional ballot is a special type of ballot used when there is an issue concerning a voter's eligibility. Voted provisional ballots are returned to the County Clerk's office at the end of Election Day, where a bipartisan team of election judges adjudicates them.

There are two types of provisional ballots:

- Blue Provisional Ballot -- for voters without a valid form of ID
- Yellow Provisional Ballot -- for all other issues

Follow the Provisional Ballot Instructions to issue a provisional ballot. Make sure the form on the outer envelope is filled out entirely and accurately -- if not, it will jeopardize the provisional ballot from being counted. Completed provisional ballots should be placed in the Provisional/Voted Uncounted Ballots slot on the front of the DS200 by the voter.

RSMo. § 115.430



Spoiled Ballots

If a voter makes a mistake while filling out their ballot and requests a replacement, write "SPOILED" across the original ballot and put it in the Spoiled Ballots Bag. Give the voter a replacement ballot of the same style. Do not examine the spoiled ballot except to determine what style of replacement ballot to give the voter. All ballots, including spoiled ballots, must be accounted for at the end of Election Day, so **do not throw away any ballots!**

RSMo. § 115.439

Runaway Voters

Here's what to do if a voter leaves the polling place before they have finished casting their ballot:

- **Abandoned ballots:** If a ballot is left in a voting booth, on a chair, or anywhere besides the DS200, spoil the ballot and fill out an Incident Report.
- **ExpressVote voters:** If a voter leaves before casting their ExpressVote ballot card into the DS200, spoil the ballot and fill out an Incident Report.
- **DS200 issues:** If a voter feeds their ballot into the DS200 and then leaves, but the DS200 rejects their ballot, put the ballot in the Provisional/Voted Uncounted Ballots slot on the front of the DS200. At the end of the night, the Poll Closing Checklist will instruct you what to do with these ballots.

DS200 Errors

The DS200 is designed to scan ballots and tabulate the votes before depositing the ballot into the ballot box. The scanner is designed to read the ballot no matter which direction the ballot is inserted. Occasionally, errors may occur, and the DS200 will beep and display an error message on the screen. Common errors include:

- **Overvoted Ballot**
 - **Cause:** This message appears if the number of valid marks detected in the voting area for a question on the ballot exceeds the number of votes allowed for that question.
 - **Solution:** The DS200 will give the voter the option to cast the ballot or return the ballot. If the voter returns the ballot, give the voter a replacement ballot and spoil the overvoted ballot.
- **Unreadable Marks on Ballot**
 - **Cause:** The scanner detected stray marks on the ballot, or the scanner itself has an error.
 - **Solution:** Ask the voter to remove and examine the ballot to make sure they filled in the bubbles correctly. Have them rotate/flip the ballot and attempt to rescan the ballot. If the error message continues to appear, contact the County Clerk's office immediately.

Incident Reports

Incident Reports should be used to record any issues at the polling place, from equipment malfunctions to voter complaints. This helps the County Clerk's office be aware of any faulty equipment that needs to be inspected or voters that need to be contacted. Please be as detailed as possible when filling out an Incident Report.

People Allowed in a Polling Place

The law allows only certain people to be present in a polling place during voting hours, including:

- Voters (while voting) who are eligible to vote at that polling place
- Election judges
- Youth Election Participants
- County Clerk staff
- Minor children accompanying a voter
- Someone assisting a voter (for example, someone assisting a voter with a disability)
- International observers who have registered with the County Clerk's office
- Law enforcement, at the request of election officials or in the line of duty
- Media (see below)
- Challengers (see below)

Media

Members of the news media may enter polling places to observe the voting process, so long as they:

- Are present for the purpose of bona fide news coverage
- Do not interfere with the voting process
- Do not reveal how any voter cast their ballot
- Do not take photos/videos of ballots

Challengers

Challengers are registered voters who are appointed by political parties to observe at polling places on Election Day. Each political party is limited to one Challenger per polling place. Challengers must be confirmed in advance by the County Clerk's office -- any approved Challengers will be listed in your Red Book. If you have doubts whether a Challenger should be present or if a Challenger is engaging in prohibited activity, contact the County Clerk's office immediately.

Here's what Missouri law says about Challengers:

- Challengers may remain in the polling place for the entire day.
- Challenges may only be made when the Challenger believes the election laws of the state have been or will be violated. The Challenger may only report any such belief to the election judges, or, if not satisfied with the decision of the election judges, to the County Clerk's office.
- Prior to the close of the polls, Challengers may list and give out the names of those who have voted.

**Election judges have the right to ask a Challenger to leave who is interfering with the voting process.
If this happens, contact the County Clerk's office immediately.**

RSMo. § 115.409, 115.445, 115.105, 115.111

Providing Assistance to Voters

Voters have the right to receive assistance at the polls from election judges or a person of their choice. Voters may need assistance moving throughout the polling place, reading their ballot, or filling out their ballot.

Serving Voters with Disabilities

Unfortunately, voters with disabilities continue to face barriers at polling places. These include architectural and physical barriers, as well as mistreatment from election judges who have not been properly trained. As an election judge, it is your responsibility to do everything within your ability to help every voter participate equally in the election process.

Polling place setup is the area where election judges most often fail to meet their obligations to voters with disabilities. Carefully review your polling place space and strive to make it as accessible as possible. Be sure to set up accessible voting booth(s) that are clearly marked and easy to navigate to and around. The ExpressVote must be set up for every election, as it serves as an accessible ballot marking device for voters with disabilities to be able to cast their vote privately and independently.

Always ask before helping! Do not touch a voter or their equipment without permission.

Checking in Voters Who Have Difficulty Signing Their Name

If a voter is unable to sign their name on the Poll Pad, they may make a mark in lieu of their signature. An election judge must sign next to the mark as witness.

RSMo. § 115.427

Assistance with Filling Out the Ballot

If a voter declares to the election judges that they cannot read or write, are blind, or have any other physical disability and cannot fill out their ballot, they may be assisted by the election judges or by any person of their choice. (Keep in mind that the above is not an exhaustive list of disabilities.)

If a voter asks the election judges to assist them, follow these directions:

1. Two election judges of different political parties should accompany the voter to the voting booth. Make sure you have privacy if you need to read the ballot out loud so that others around are not able to overhear the voter's choices.
2. If the voter needs the ballot read to them, start with the instructions, and then proceed to the first item on the ballot. Go through the ballot one item at a time, allowing the voter as much time as they need to make their choices.
3. One election judge should fill out the ballot while the other election judge watches and confirms to the voter what was selected.
4. Once done, assist the voter with putting their ballot in the DS200.

RSMo. § 115.445

Curbside Voting

In rare instances, a voter may be unable to enter the polling place. In this case, the voter may request that the election judges bring a ballot out to their vehicle (“curbside voting”).

This is the only situation where a ballot may go outside the polling place.

To request curbside voting, a voter may call the polling place cell phone, or they may send someone into the polling place to notify the election judges. Follow these directions:

1. Ask for the name and address of the voter.
2. Look up the voter in the Poll Pad. Make sure the name and address match.
3. Two election judges of different political parties must take the following items outside to the voter:
 - Ballot (verify you have the correct ballot style)
 - Clipboard
 - Pen
 - Poll Pad
 - “I Voted” sticker
4. Ask for the voter’s photo ID. Check in the voter on the Poll Pad like usual.
5. Give the voter the ballot (on the clipboard) and the pen. Offer assistance if needed.
6. Both election judges must stay with the voter while they are filling out their ballot, but do not hover -- give them privacy.
7. Once the voter is done filling out their ballot, give them the “I Voted” sticker.
8. Both election judges must take the ballot into the polling place together and feed it into the DS200.

RSMo. § 115.436

Assisting Voters with Visual Impairments

- Walk up to the voter, identify yourself, and state your location.
- Service dogs are permitted in polling places but should not be spoken to or petted.
- Offer to lead a voter who is blind. The person who is blind should always be allowed to take the sighted person’s arm to ease following. Be careful to not grab or push a blind voter.
- Paint a verbal picture of the pathway -- give specific information about upcoming obstacles.
- Do not assume a person who is blind or visually impaired is also hearing-impaired.
- Offer use of a magnifier if desired.
- Offer to place a ruler or signature guide so the voter may feel where to sign.

Assisting Voters Who Are Deaf or Hearing-Impaired

- Speak clearly. It is not necessary to shout.
- Face the voter directly when speaking to them.
- Do not exaggerate your words. This makes lip reading more difficult.
- Write things down if verbal communication fails.

Remember, the goal is to provide effective assistance to voters while protecting their privacy and respecting their dignity.

Assisting Voters with Mobility Impairments

- Make sure there is enough room for voters in wheelchairs to turn around.
- Do not lean or rest on a wheelchair.
- Ask permission before pushing someone in a wheelchair.
- Make sure the person is seated securely in their wheelchair before pushing the wheelchair.
- If you are assisting a voter in a wheelchair, make sure you are able to control the wheelchair.

Voters with Cognitive Impairments

Only a court can judge if someone is not competent to vote. A person's spouse, children, caregivers, or physicians -- even if they have power of attorney -- cannot request to remove the person from the voter rolls or restrict their right to vote based on perceived cognitive decline. Election judges cannot challenge the eligibility of a voter based on perceived cognitive ability. A person must be adjudged incapacitated by a court and explicitly not retain the right to vote in order to be ineligible to vote.

RSMo. § 115.133

Closing the Polling Place

Polls officially close at 7 PM. By law, everyone in line at 7 PM is allowed to vote.

Do not start taking down the polling place until the last voter has finished voting. After the last voter has left the polling place, both supervisors must follow the Poll Closing Checklist to assign poll closing tasks.

Poll closing tasks include:

- Completing the Poll Closing Checklist and Poll Closing Certificate
- Packing up voting booths, signs, and other supplies
- Closing down the equipment (Poll Pads, DS200, ExpressVote)
- Cleaning up and returning the polling place to how it looked before
- Packing up the items that must be returned to the County Clerk's office

All election judges must remain at the polling place until all poll closing tasks are completed.

Poll Closing Certificate

The Poll Closing Certificate is the final record of all ballots at your polling place. Totals from the Poll Pads and the DS200, as well as the numbers of spoiled and unused ballots, are recorded on the Poll Closing Certificate. **It is essential to the integrity of the election that the Poll Closing Certificate is completed entirely and accurately.** All election judges must sign the completed Poll Closing Certificate, as well as the results tape that prints from the DS200, to verify the election results.

Delivering the Election Results

At the end of Election Day, both supervisors must ride together in the same vehicle to deliver the election results to the County Clerk's office, in order to maintain chain of custody and two-party oversight.

These are the items that must be returned to the County Clerk's office:

- Blue Bag(s) with voted ballots and other required contents
- Blue Bag(s) with all unused ballots
- Red Bag with all required contents

RSMo. § 115.475