State of Illinois

2026 PRECINCT ELECTION MANUAL

Issued by the
Illinois State Board of Elections
1/07/2026

PREFACE

Election judges serve a vital role in protecting the rights of voters. They are responsible for ensuring that the electoral process is administered fairly and in accordance with federal and state election law. This manual has been prepared by the State Board of Elections to assist election judges with the administration of their duties in accordance with Illinois law.

The instructions in this manual include many best practice suggestions for Election Day procedures. *These are not statutory mandates*. Step-by-step instructions describe the procedures before the polls open, during voting hours, and after the polls close. The manual also includes information on voter coding, who can vote, pollwatcher's rights and limitations, challenging a person's right to vote, voter assistance and instruction, and remaking damaged and overvoted ballot sheets. This manual may be amended to include new legislation and court decisions. Please visit the Illinois State Board of Election's website (www.elections.il.gov) for any updates.

Additional technical instructions for using specialized tabulating equipment may be provided by the election authority.

Election judges play a very important role in the election process and are to be commended for helping to ensure the integrity of elections in Illinois. Training election judges is crucial to the success of the election process. We thank all election judges for serving.

Legal information contained in this manual is not binding and should not be construed as legal advice. All citations contained herein refer to the Illinois Election Code (10 ILCS 5/1-1 *et seq*., as amended) or as otherwise indicated. Whenever there is a question regarding the interpretation of information contained in this handbook, of a particular section of the Election Code or any other statute, the election official should contact their state's attorney.

Note: This manual has been written for Optical Scan and Direct Recording Electronic voting systems and applies only to those jurisdictions which use "in-precinct" vote tabulation systems. The manual may be duplicated or sections may be rewritten to conform to local specifications. Any manual that has been modified must be consistent with the Election Code and submitted to the State Board of Elections for approval prior to distribution.

TABLE OF CONTENTS

GENERAL INFORMATION

2026 General Primary and General Election 1

GLOSSARY

Ballot or Ballot Sheet 2
Ballot Style 2
Campaign Free Zone 2
Control of the Polling Place 3
Election Authority 3
Election Judges 3
Election Procedures 5
Electioneering and Political Activity at Polling Places 5
In-Precinct Counting 5
Marking Device 5
People in the Polling Place 5
Signature Verification Record 6
Specimen Ballot 6

STEP-BY-STEP PROCEDURES

Procedures Before the Polls Open 6-9
Procedures During Voting Hours 9-16
Procedures After the Polls Close 16-21

SUPPLEMENTAL INFORMATION

Authorized Individuals in the Polling Place 21
Suggested Polling Place Security Protocols 25
Who May Vote? 26
Voters Requiring Affidavits or Other Documentation 27
Provisional Voting 29
Grace Period Registration and Voting 30
Who May Not Vote? 31
Challenging a Person's Right to Vote 31
Instruction and Assistance 32
Inaccessible Polling Places (Curbside voting) 34
Ballot Marks 35
Write-in Votes 36
Remaking Ballot Sheets 36

GENERAL INFORMATION

GENERAL PRIMARY ELECTION……March 17, 2026

At the March General Primary Election, voters will select nominees for offices to be filled at the November General Election and elect State central committeepersons, township, and precinct committeepersons. (10 ILCS 5/2A-1.2(b))

In order to participate in a party primary, the voter must declare their party affiliation to the election judges. The qualified voter receives only the ballot associated with the party of the voter's choice. The voter may declare affiliation with any party regardless of how they voted in the past. (10 ILCS 5/7-44)

Nonpartisan candidates and public questions may also appear on the ballot. A voter does not declare party affiliation when voting for nonpartisan candidates or on public questions. Candidates and/or public questions will appear on the appropriate primary ballots as well as on separate ballots for voters not wanting to vote in the partisan primary elections.

Since precinct boundaries do not necessarily correspond to local governmental unit boundaries, not all voters in the same precinct voting a primary ballot are voting an identical ballot. The election authority codes each voter in the precinct to indicate which offices and public questions the voter is entitled to vote for. The voter's declared party affiliation and/or the voter's code will determine the type of ballot the voter will receive. The voter may vote for only those candidates or public questions for which the voter is qualified (For additional information, see "Who May Vote" on page 26.)

GENERAL ELECTION…….November 3, 2026

In the November General Election, a voter does not declare party affiliation. The voter is given a ballot containing the names of all candidates and all public questions to be voted on in the geographical area from which the voter is registered. The voter may vote for individual candidates and/or on public questions. The following officers will be elected or retained at the General Election (10 ILCS 5/2A-1.2(a)):

Representatives in Congress (all 17 districts)
United States Senator
Governor/Lt. Governor
Attorney General
Secretary of State
Comptroller
Treasurer
Illinois State Senators
(*2,3,5,6,8,9,11,12,14,15,17,18,20,21,23,24,26,*
27,29,30,32,33,35,36,38,39,41,42,44,45,47,48,
50,51,53,54,56,57,59)
Representatives in the General Assembly (all 118 districts)
County Officers
Supreme, Appellate, and Circuit Judges
Cook County Members of Boards of Review/Commissioners/Accessors
Chicago Board of Education
Sanitary District Commissioners and Trustees
Regional Superintendent of School (vacancies)
Forest Preserve District Commissioners

The General Election ballot may also contain amendments to the Illinois Constitution, public questions, and judicial retention.

GLOSSARY

BALLOT OR BALLOT SHEET

A "ballot" means an electronic audio or video display or any other medium, including paper, used to record a voter's choices for the candidates of their preference and for or against public questions. (10 ILCS 5/24C-2)

A "ballot sheet" means a paper ballot printed on one or both sides which is (1) designed and prepared so that the voter may indicate their votes in designated areas, which must be enclosed areas clearly printed or otherwise delineated for such purpose, and (2) capable of having votes marked in the designated areas automatically examined, counted, and tabulated by an electronic scanning process. (10 ILCS 5/24B-2)

BALLOT STYLE

The term "ballot style" is used throughout this manual and the term is interchangeable with "ballot type," "ballot code," and "ballot configuration" and refers to that combination of offices and public questions that a voter is entitled to vote for or against based on the geographic location of their residence address.

For the General Primary Election, each party and nonpartisan ballot is considered a separate ballot style. Additional ballot styles are added in precincts in which all voters do not vote for the same offices or public questions. (10 ILCS 5/4-22, 5-29, 6-66)

CAMPAIGN FREE ZONE

A campaign free zone is the area in which no advertising pertaining to any candidate or public question to be voted upon shall be displayed. No one is permitted to engage in electioneering action(s) within the restricted area. The campaign free zone is comprised of the polling room and the distance within 100 horizontal feet of the entrance to any such room.
(10 ILCS 5/7-41(c), 17-29)

Election officers shall place 2 or more cones, small United States national flags, or some other marker 100 horizontal feet from each entrance to the room used by voters to engage in voting, which shall be known as the polling room. (10 ILCS 5/7-41(c))

If the polling room is located within a private business, school, church, or other organization founded for the purpose of religious worship, and the distance of 100 horizontal feet ends within the interior of the building, then the markers shall be placed outside of the building at each entrance used by voters to enter that building. **A church or a private school may choose to apply the campaign free zone to its entire property**, and, if so, the markers shall be placed near the boundaries on the grounds adjacent to the thoroughfares or walkways leading to the entrances used by the voters. When churches and private schools designate their entire property as campaign free zones, the election authority is required to post the name and address of every polling place where the entire property is a campaign free zone to their website (if they maintain a website) at least 5 days before the election. This list shall also be immediately provided to anyone who requests it. (10 ILCS 5/7-41(c); 17-29)

If the polling room is located within a building with 2 or more floors and the polling room is located on the ground floor, then the markers shall be placed 100 horizontal feet from each entrance to the polling room. (10 ILCS 5/7-41(c); 17-29)

If the polling room is located in a building with 2 or more floors and the polling room is located on a floor above or below the ground floor, then the markers shall be placed a distance of 100 horizontal feet from the nearest elevator or staircase used by voters on the ground floor to access the floor where the polling room is located. (10 ILCS 5/7-41(c); 17-29)

The area within the markers shall be known as a campaign free zone, and within these boundaries, electioneering is prohibited. The area on polling place property beyond the campaign free zone, whether publicly or privately owned, is a public forum for the time that the polls are open on Election Day. Persons shall have the right to congregate and engage in electioneering on any polling place property, beyond the campaign free zone, while the polls are open. Electioneering includes, but is not limited to, the placement of temporary signs. (10 ILCS 5/7-41(c), 17-29) The regulation of electioneering on polling place property on an election day is an exclusive power and function of the State.
(10 ILCS 5/7-41(d); 17-29(c))

CONTROL OF THE POLLING PLACE

Election judges are required to maintain order in the polling place throughout Election Day. All persons present in the polling place or within the campaign free zone must obey a lawful order of the judges. Election judges have the authority to evict any person who is creating a disturbance. Individuals violating the law may be arrested by appropriate law enforcement personnel. All serious problems should be reported to the election authority. (10 ILCS 5/7-34, 17-23, 18-7)

ELECTION AUTHORITY

All elections are conducted by the election authority (i.e. the county clerk or the board of election commissioners) for the jurisdiction that is voting. Contact the election authority if you have questions or problems on Election Day. (10 ILCS 5/1-3(8))

ELECTION JUDGES

In the polling place, the election judges are responsible for the proper and legal conduct of the election. They serve as officers of the circuit court and swear or affirm to uphold the Constitutions of the United States and the State of Illinois. There are election judges present from both major political parties in each precinct. (10 ILCS 5/13-2, 13-3, 13-8, 14-3.1, 14-5, 14-7)

Different types of election judges can include:

- *Application judge:* this is the first judge the voter has contact with – they verify that the voter's name and address match their records, verify the voter hasn't already voted, and offer the voter instructions on voting.

- *Verification judge:* this judge verifies the voter's signature and address with the voter's verification record to ensure authenticity and initials the voter's application.

- *Ballot distribution judge:* this judge ensures the voter's application from the verification judge has been initialed by one of the above judges and they will locate, initial, and distribute the correct ballot sheet to the voter.

- *Ballot box judge:* this judge stands near the ballot box to assist voters with issues at the ballot box tabulator, and they check the voting booths, bathrooms, etc., for any campaign

literature/trash that may have been left behind.

A county board may pass an ordinance to reduce the number of election judges from five judges to three for primary elections. (10 ILCS 5/13-1, 13-2)

Equal Authority
All election judges have equal authority and responsibility in upholding the law. There is no "head" judge. The judges act as a board in making decisions and the majority rules; however, each judge may act alone to enforce election laws. (10 ILCS 5/1-3(11))

Obligation to Serve
Once an individual is selected to serve as an election judge, that person is obligated to serve at each election during the next two-year period. If an emergency arises that prevents a judge from serving, the judge must notify the election authority as soon as possible. (10 ILCS 5/13-1, 13-2, 14-3.1)

Replacement Judge
If a judge fails to appear at the polls for opening or closing, one of the judges who is present should contact the election authority for a replacement. If the election authority cannot provide a replacement judge, the judges (or electors) present may appoint a replacement judge. (10 ILCS 5/13-7, 14-6, 17-1) In a municipality operating under Article 6 of the Election Code, the replacement judge cannot be appointed until **after 6:15 a.m.** The replacement must be a registered voter who has the same political affiliation as the judge being replaced, and one of the other judges shall administer the oath to the replacement judge. (10 ILCS 5/13-7; 14-6) A precinct, township or ward committeeperson, or a candidate **cannot** serve as an election judge. (10 ILCS 5/13-4(a); 14-1(b)) Whenever a substitute or replacement judge is designated, the remaining judges shall sign a certificate with the relevant facts relating to the substitution (e.g. who, what, when, where and why). The certificate shall be forwarded to the election authority with the tally sheets. (10 ILCS 5/17-22.1, 18-2)

Judges in municipalities under boards of election commissioners only: If at any time the originally appointed judge arrives, that judge will assume the duties of the replacement judge, and the replacement judge will cease to serve. Both the replacement judge and the regular judge sign the payroll sheet indicating the hours each served. (10 ILCS 5/14-6, 18-2)

Working Hours
Illinois law requires that the polls be open from 6:00 a.m. until 7:00 p.m. (10 ILCS 5/17-1) Once a polling place is open, there is to be no adjournment or recess until all forms are completed and the ballots have been delivered to the counting center. (10 ILCS 5/17-17)

It is recommended all judges arrive at the polls no later than 5:30 a.m. (or at the time designated by the election authority) to check the supplies and set up the polling place. When the polls are open, one judge at a time may leave the polling place for a very brief period, but only when absolutely necessary. A time sheet must be signed indicating the length of time any judge is absent. After the polls close, all judges must remain until all forms, certificates, and affidavits are completed and signed, and all election materials are packaged for return to the election authority. (10 ILCS 5/7-5(e), 17-17, 18-2)

Handling Election Materials
The election judges furnish the ballot to the voter. Only the election judges are allowed to handle the election materials, supplies and ballot sheets. (10 ILCS 5/17-7)

Rotating Positions
Each judge should learn the various duties associated with each position by rotating among the positions during the day. Rotating duties helps prevent errors and also helps prohibit certain types of fraudulent activity. When rotating duties, two judges, one from each political party, must be at the signature verification records at all times to verify each voter's signature and address.
(10 ILCS 5/4-22, 5-29, 6-66)

The duties of instruction shall be discharged by an election judge from one of the political parties represented. Judges from differing parties shall alternate providing instructions to voters so that judges from each party shall serve an equal amount of time giving instruction during the day.
(10 ILCS 5/24B- 5.1, 24C-5.1)

ELECTIONEERING AND POLITICAL ACTIVITY AT POLLING PLACES
No election judge, pollwatcher, or other person shall engage in electioneering, vote solicitation, or any political discussion at or within 100 feet of a polling place. Electioneering generally means a targeted communication working in support of, against or in opposition to, or in the interest of a candidate, party or public question. Electioneering is not allowed in the polling place or within the campaign free zone of the polling place. No one within the restricted area is permitted to engage in electioneering action(s), such as wearing a campaign button, displaying political literature, or engaging in any political discussion. The election judges are responsible for the regulation of electioneering on polling place property on Election Day. (10 ILCS 5/7-41(c), (d), 17-29)

IN-PRECINCT COUNTING
The counting, or the recording and counting, of ballots on automatic tabulating equipment provided by the election authority in the same precinct polling place in which those ballots have been cast.
(10 ILCS 5/24B-2, 24C-2)

MARKING DEVICE—Voting Systems with Precinct Tabulation Optical Scan Technology
A pen, computer, or other device approved by the State Board of Elections for marking, or causing to be marked, a paper ballot with ink or other substance which will enable the ballot to be tabulated by automatic tabulating equipment or by an electronic scanning process. (10 ILCS 5/24B-2)

MARKING DEVICE—DIRECT RECORDING ELECTRONIC VOTING SYSTEMS
Any device approved by the State Board of Elections for marking a ballot so as to enable the ballot to be recorded, counted and tabulated by automatic tabulating equipment. (10 ILCS 5/24C-2)

PEOPLE IN THE POLLING PLACE
Illinois election law requires that only authorized individuals be allowed in the polling place, which includes: election judges, qualified pollwatchers, voters while voting, representatives of the election authority, the State Board of Elections, the U.S Attorney's Office, the Attorney General's Office, the State's Attorney's Office, and local, state, and federal law enforcement officials acting in their official capacities. Pollwatchers must have proper credentials issued by the election authority or the Illinois State Board of Elections. A majority of election judges at a particular polling place have the authority to determine that the polling place has become too overcrowded with pollwatchers so as to interfere with the orderly conduct of elections, and may limit such pollwatchers in accordance with the Election Code. See the Pollwatchers Guide for more information. (10 ILCS 5/7-34, 17-23, 18-6)

SIGNATURE VERIFICATION RECORD
Additional records which allow election judges to check the signatures and addresses of voters applying

to vote. Some jurisdictions use binder cards; other jurisdictions have replaced the binder cards with scanned signatures on separate signature rosters, lists, pre-printed applications, or electronic pollbooks. Whichever records are used, it is important to remember that two election judges, one from each political party, are to verify each voter's signature and address on each application to vote. These judges are designated as "verification judges." (10 ILCS 5/4-22, 5-29, 6-66)

SPECIMEN BALLOT

A representation of names of offices and candidates and statements of measures to be voted on, as near as possible to the form on which they will appear on the official ballot or marking device on Election Day. The specimen ballot also contains the party and position number where applicable.
(10 ILCS 5/24B-2, 24B-18, 24C-18)

STEP BY STEP PROCEDURES

The steps below are a hybrid of statutorily mandated items and of best practice recommendations. If you have any questions or concerns about any of the steps below and their statutory requirement, please contact your state's attorney for further interpretation.

PROCEDURES BEFORE THE POLLS OPEN

1. COLLECT POLLWATCHERS' CREDENTIALS

Accept and check the credentials as each pollwatcher enters the precinct/polling place (before the polls open, throughout Election Day, and after the polls close). Pollwatcher credentials are placed in the appropriate envelope and returned to the election authority at the end of the day. (See pages 21-24 for more information on pollwatchers and their credentials.)
(10 ILCS 5/7-34, 17-23, 18-6)

2. ARRANGE THE POLLING PLACE

Arrange the polling place to allow for an orderly flow of voters. The voting booths, the tabulator/ballot box and direct recording electronic (DRE) device or ballot marking devices must be within view of the judges at all times. If curtain-less booths are used, place them so that the entrance to each booth faces a wall such that no election judge or pollwatcher is able to observe the voter casting the ballot.
(10 ILCS 5/24B-5, 24C-5)

3. CHECK SUPPLIES

If a checklist is provided, use it to check the supplies. If any supplies are missing, call the election authority. You may have large envelopes marked "Before the Polls Open," "During Voting Hours," and "After the Polls Close." Take out the supplies you will need for setting up the polling place and become familiar with the forms and materials in each of the envelopes. You should also have supplies for provisional voting.

4. ADMINISTER JUDGES' OATH AND PUT ON BADGES

The judges administer the oath of office to each other and each judge signs the oath. (10 ILCS 5/13-8, 14-7) The signed oath is returned to the election authority on election night along with other supplies and ballots.

A badge is worn by each judge during the entire day. The following information should be on each badge: (1) clearly states it is authorized by the county clerk; (2) identifies the individual as an election judge; and (3) contains a unique identifier that consists of the precinct number and

assigns the judge of election a single letter. (10 ILCS 5/13-6.1, 14-5.1)

5. PREPARE THE TABULATOR AND DIRECT RECORDING ELECTRONIC (DRE) OR BALLOT MARKING DEVICE

Depending on the type of equipment used in your jurisdiction, follow the instructions from the election authority regarding preparations of the tabulating equipment prior to opening the polls. Ensure that all accessible voting machines are set up and prepared for use prior to opening the polls.

6. ORGANIZE THE POLLING PLACE

Each station should include the following items (layout may vary when fewer than 5 judges are working in the precinct):

Station 1: Application Judge

a. Applications to vote and ink pens
b. Demonstrator ballots, special pen for demonstration
c. Lists of vote by mail, early, and grace period Voters
d. "Start Here" sign

Station 2: Verification Judges - one from each political party

a. Scanned signatures, binder books, pre-printed applications, or electronic pollbook
b. Pens for marking voting record
c. Affidavits

Station 3: Ballot Distribution Judge

a. Ballot sheets and security sleeves/cover
b. Provisional ballot materials
c. Pens for judges to initial ballots
d. Spindles for ballot applications
e. Spoiled Ballot Envelope
f. Ballot encoder for DRE (if applicable)

Station 4: Ballot Box/Tabulator Judge

a. Ballot box tabulator

7. MAKE SURE A SPECIALIZED PEN IS AVAILABLE IN EACH BOOTH (if applicable)

Tie one specialized pen in each booth or provide a separate pen for each voter. The string used to attach the pen must be long enough to allow the voter to write with ease. Some jurisdictions issue a specialized pen to each voter when the voter receives their ballot from the ballot distribution judge.

8. DISPLAY SIGNS

Display signs, instruction cards, and specimen ballots in the following manner:

a. **The Polling Place Entrance Sign** should be placed on the outside entrance door of the building where the polling place is located. (10 ILCS 5/7-41(c), 17-29(b)) If this is not possible, the polling place sign should be placed to the left or to the right

of the polling place entrance door. This sign must be placed in a manner that clearly identifies the entrance. If an alternate accessible entrance is necessary, that entrance should also be identified.

b. **The Public Roadway Polling Place Sign** should be placed on a public roadway nearest the entrance to the polling place. (10 ILCS 5/7-41(c), 17-29(b)) The sign(s) should be visible to traffic from all directions on the public roadway to the polling place. The sign(s) must clearly identify the polling place.

c. For the **General Primary Election**, display inside the polling place one specimen ballot (of each ballot style) for each party and one specimen ballot for any nonpartisan candidates or public questions. (10 ILCS 5/7-21, 24B-18, 24C-18)

d. For the **General Election**, display specimen ballots of each type inside the polling place. (10 ILCS 5/24B-18, 24C-18)

e. Place *at least* four voter instruction cards (which includes instructions for write-in voting) in and around the polling place. (10 ILCS 5/16-9, 16-10)

f. Place one voter instruction card (which includes instructions for write-in voting) in each voting booth. (10 ILCS 5/16-9, 16-10)

9. IDENTIFY THE VOTER CODES

Each ballot style will correspond to a voter code established by the election authority. Determine which voter's code each ballot style represents. Ballot styles may be identified by a ballot style number or voter code. (10 ILCS 5/16-3(d))

10. CHECK BALLOT SHEETS AND DETERMINE DIFFERENT BALLOT STYLES

Check the ballot sheets to make sure the precinct designation and the date are correct. The various ballot styles being used in the precinct will be coded either by color, color-striping or numerical code. Make note of the coding system to determine which ballot style may be voted. At the General Primary Election different colors are used for each party's ballot.
(10 ILCS 5/7-18)

11. COMPARE OFFICIAL BALLOTS WITH SPECIMEN BALLOTS/EQUIPMENT CHECK

Before the polls open, compare the official ballot sheets to the corresponding specimen ballot for each ballot style or grouping to make sure the appropriate ballot styles are available for each voter code in the precinct. Candidates' names and any other letters or numbers on the ballot sheets must agree with those on the specimen ballot. In addition, the election judges must make an operational check of the tabulating equipment before the polls open. The judges of election must ensure that the totals are all zeros in the count column on the tabulating unit.
(10 ILCS 5/24B-8, 24B-10.1, 24C-8)

12. SIGN CERTIFICATION

Each judge must sign the "Certificate of Inspection" form and the zero tape, certifying the ballot sheets are correct and that the tabulating equipment has the vote totals set to zero.
(10 ILCS 5/24B-8, 24B-10.1, 24C-8)

13. COUNT THE BALLOT SHEETS OF EACH BALLOT STYLE

The judges must account for every ballot sheet of each ballot style. Count the ballot sheets for all open packages. **Do not open sealed packages of ballot sheets until they are needed.** Note on the ballot receipt any differences between the actual number of ballot sheets received and the number recorded on the receipt.

14. "STATEMENT OF BALLOTS" FORM

Unless already provided on the "Certificate of Inspection", write the number of ballot sheets for each ballot style on the "Statement of Ballots" form. Complete the information on the "Statement of Ballots" for this election for your precinct (i.e., fill in the blanks at the top of the page), then place the "Statement of Ballots" form in the envelope marked "After the Polls Close." **The form will be used again after the polls close.** (10 ILCS 5/24B-10.1, 24C-12)

15. CHECK THE BALLOT BOX AND THE AUXILIARY BIN

Publicly open and display the empty ballot box and the auxiliary bin to all present. The ballot box and auxiliary bin must then each be closed and locked and remain locked until the polls close. (10 ILCS 5/7-40, 17-3, 18-3)

16. LOCATE VOTER CODES OR BALLOT STYLE

The voter code or ballot style will appear either on the voter's registration card, the preprinted application, the scanned signature roster, or on a separate list. Determine where the coding appears and what the code represents in terms of which ballot style each voter will receive (see "Who May Vote?" on page 26). (10 ILCS 5/16-3(d))

17. DECLARE THE POLLS ARE OPEN

Promptly at 6:00 a.m., one judge shall state in a loud, clear voice that the polls are open. (10 ILCS 5/7-39, 17-2, 18-2)

PROCEDURES DURING VOTING HOURS

In some jurisdictions, the ballot applications may already be pre-printed with the voter's name, address, precinct number, and ballot style. Some jurisdictions may use a scanned signature roster or electronic pollbook which contains this information as well. If you have no application or record of registration for a voter, the voter's right to vote must be challenged. Under the National Voter Registration Act of 1993 (NVRA) and the Help America Vote Act of 2002 (HAVA), some voters may be eligible to vote for federal offices only by casting a provisional ballot. This can occur if the voter (also known as Fail Safe Voter) was not on the list of eligible voters, if the voter's information was incomplete or inaccurate, or if the voter had already received a ballot in the mail. Any person who is successfully challenged may vote provisionally. See pages 29 and 30 for further information on provisional voting.

Station 1: Application Judge

1. APPLICATION TO VOTE

In the General Primary Election, ask the voter to state their name, address, and the party ballot the voter wishes to vote. The judge at the first station marks the application to indicate the voter's party affiliation. In some jurisdictions, the ballot applications are color-coded for each established political party. A voter can vote for candidates for one political party only. In some areas, nonpartisan candidates or public questions may be voted on in a primary election. A voter, wishing to vote for nonpartisan candidates or for public questions only does not declare party

affiliation and may request a nonpartisan ballot only. (10 ILCS 5/7-44)

In the General Election, ask the voter to state their name and address, then give the voter a ballot application. No party affiliation must be stated at a general election. Please note that if a voter's challenge is upheld, the voter MUST be notified of their right to register or update their registration through Grace Period Registration and Voting on Election Day. Any voter who has refused the opportunity to register and vote through grace period would be eligible to vote a provisional ballot (see Provisional Voting on pages 29 and 30) (10 ILCS 5/17-9, 18-5, 18A-5)

Note: All voters, including provisional voters, must complete an application to vote before being allowed to cast a ballot. No person who refuses to state their party affiliation shall be allowed to vote a party ballot at a primary. In some areas, public questions may be voted on in a primary election. A voter wishing to vote for public questions only does not declare party affiliation and may request a nonpartisan ballot only. (10 ILCS 5/7-44)

2. CHECK THAT THE VOTER HAS NOT ALREADY VOTED

The election authority is required to supply the judges with a list of voters who were mailed a vote by mail ballot or voted an early or grace period ballot. (10 ILCS 5/4-50, 5-50, 6-100, 19-4, 19A-5) A person whose name is on this list shall not be permitted to vote in the precinct, except that a voter to whom a vote by mail ballot was issued may vote in the precinct if the voter submits to the election judges that vote by mail ballot for cancellation. If the voter is unable to submit the vote by mail ballot, it shall be sufficient for the voter to submit to the election judges (i) a portion of the vote by mail ballot if the vote by mail ballot was torn or mutilated, or (ii) an affidavit executed before the election judges specifying that (A) the voter never received a vote by mail ballot or (B) the voter completed and returned a vote by mail ballot and was informed that the election authority did not receive that vote by mail ballot. (10 ILCS 5/17-9, 18-5)

If it is established that the voter has not already voted, the voter shall be permitted to cast a regular ballot. Persons who are on the list as having voted early, yet claim that they did not so vote, may vote a provisional ballot. See pages 29-30 for information on this voting method. (10 ILCS 5/17-9, 18-5, 18A-5)

Note: The list of voters who were mailed a vote by mail ballot or voted an early or grace period ballot must be made available for inspection by pollwatchers. (10 ILCS 5/17-9, 18-5)

3. MAIL-IN REGISTRANTS WHO ARE FLAGGED AS NEEDING ID

A voter who applied for registration by mail and did not provide the election authority with "sufficient proof of identity" will be required to provide election judges with:

1. Either their driver's license number or State identification card number or, if the person does not have either of those;

2. Verification by the last 4 digits of the person's social security number;

3. A copy of a current and valid photo identification, or a copy of a current utility bill, bank statement, paycheck, government check; or,

4. Other federal, State, or local government document that shows the person's name and address; and,

5. A person may also demonstrate "sufficient proof of identity" by submitting a valid photo ID card issued by a college or university accompanied by either a copy of the applicant's contract or lease for a residence, or any postmarked mail delivered to the applicant at their current residence address.
   If the voter fails to present identification at the polling place they may be eligible to vote a provisional ballot. Contact your election authority on how these voters will be identified or "flagged" in your election materials.
   (10 ILCS 5/1A-16, 4-105, 5-105, 6-105, 18A-5(a)(4))

4. HAVE THE VOTER COMPLETE THE APPLICATION/ASSISTANCE IN VOTING

The voter signs their name and address on the application. If the application is not pre-printed, the application judge prints the voter's name on the application in the place designated. If the application is preprinted, the voter must verify their address is correct and sign the application. If the voter is unable to sign their name, the voter must make their mark on the application. The completed application is then returned to the first judge. **Each voter <u>must</u> fill out an application before voting.** (10 ILCS 5/4-8, 5-7, 6-35)

If a voter with a disability declares upon oath properly witnessed that they need assistance by reason of blindness, physical disability or an inability to read, write, or speak English, the voter can be assisted by 2 election judges of different political parties or a person of the voter's choosing. The person providing assistance may not be an agent of the voter's employer or union. The judges mark the "Assisted in Voting" square on the application. **The voter and the person(s) giving assistance must complete and SIGN an "Assisted Voter Affidavit" before the voter is allowed to vote.** (10 ILCS 5/7-48, 17-14)

(For specific information on the differences between giving instruction versus voting assistance, see "Instruction and Assistance" starting on page 32.)

5. ANNOUNCE THE VOTER'S INFORMATION OUT LOUD

In the General Primary Election, the judge at Station #1 shall announce the voter's name, address, and party affiliation in a loud, clear voice. (10 ILCS 5/7-44)

In the General Election, the judge at Station #1 shall announce the voter's name and address in a loud, clear voice. (10 ILCS 5/17-9)

6. OFFER <u>INSTRUCTION</u> TO EACH VOTER

Prior to a voter entering the voting booth, the judge at Station #1 offers <u>instruction</u> to each voter on the proper way to mark the ballot sheet or in using the DRE/ ballot marking device. Throughout the course of the day, instructions shall be given by a judge of each political party, and the judges should alternate throughout the day. In providing instructions, no partiality to any political party may be shown. The demonstrator ballot should be used to instruct the voters how to properly mark the ballot. Instruction is given openly in such a manner that it may be observed by others in the polling place. If the ballot has candidates/questions on both sides of the sheet this must be shown to the voter. No instructions may be given after a voter enters the voting booth. (10 ILCS 5/24B-5.1, 24C-5.1)
(For specific information on giving instructions, see "Instruction and Assistance" starting on page 32.)

7. PASS THE APPLICATION ON

The judge at Station #1 passes the voter's application to the two judges, one of each political party, working with the signature verification records.

Station 2: Verification Judges

8. LOCATE VOTER'S SIGNATURE VERIFICATION RECORD

At Station #2 the two verification judges, one from each political party, locate the voter's signature verification record. The verification record will be a binder card, a scanned signature roster, a pre-printed application with the scanned signature, or an electronic poll book.

9. COMPARE SIGNATURE AND ADDRESS

The two verification judges carefully compare the voter's signature and address on the ballot application to the signature and address on the verification record. The handwriting of both the signature and address must be the same. (10 ILCS 5/4-22, 5-29, 6-66)

If there are any questions regarding the qualifications of the person applying to vote, refer to "Who May Vote?" on page 26 and "Challenging a Person's Right to Vote" on page 31.

10. MARK VOTER'S RECORD

After establishing that the signature and address match and that the person was not issued a vote by mail ballot, a grace period ballot or an early voting ballot, the verification judges check that the person has not voted earlier in the day. If the person has not already voted, one of the verification judges marks the voter's record to show that the voter is voting in this election. Obviously, if the voter has already voted they cannot be allowed to vote again. The voter's card is marked in the following manner:

- **General Primary Election**
  Mark the voter's registration record with the appropriate party initial ("D", "R", "G") or a "V" for a nonpartisan ballot.

- **General Election**
  Mark the voter's registration record with a "V."

If binder cards are no longer used and some other form of voter verification record is used in your jurisdiction, mark the record to show that the voter is voting in this election in accordance with the instructions provided by your election authority. (10 ILCS 5/17-9, 18-5)

11. INDICATE BALLOT STYLE

Using the voter code provided on the voter verification record (or other coding list) determine the **CORRECT** ballot style to give to the voter. Unless it is already pre-printed, write this information in the appropriate space on the voter's application in the manner directed by your election authority. (10 ILCS 5/4-21, 5-28.1, 6-31.1)

12. INITIAL APPLICATION

One of the verification judges must initial the voter's application and return it to the voter, or pass it to the judge at Station #3. The voter's application should only be initialed after it is determined that the voter is qualified to vote and that the ballot style code is on the application.

Station 3: Ballot Distribution Judge

If the voter is to be issued a provisional ballot, please refer to provisional voting pages 29 and 30.

13. CHECK APPLICATION AND PLACE IT ON THE SPINDLE

The voter gives the initialed ballot application to the ballot distribution judge. The ballot distribution judge checks that the application has been initialed by a verification judge and that the ballot style has been entered. Beginning with the number "1," the ballot applications are numbered consecutively and spindled in numerical order. It is suggested to number and spindle each ballot style separately.

14. DETERMINE THE CORRECT BALLOT STYLE OR CORRECTLY CODED VOTER ACTIVATION CARD TO GIVE TO VOTER

Using the information contained on the voter's application, determine the correct ballot sheet to give to the voter. If you have more than one ballot style, be sure to give the correct ballot sheet to each voter. If it is unclear which ballot style to give a voter, provisional or otherwise, contact your election authority.

15. INITIAL BALLOT SHEET

After spindling the voter's application, initial the appropriate ballot sheet in the space provided. **Do not pre-initial ballot sheets.** Check the ballot sheet for marks or smudges in the voting area since these may cause unintentional votes. Remember, if you have more than one ballot style be sure to give the correct ballot sheet to each voter. (10 ILCS 5/17-9)

16. SECRECY SLEEVE/COVER AND THE VOTING BOOTH (if applicable)

Before giving the ballot sheet to the voter, show the voter how to place the ballot sheet in the secrecy sleeve/cover. The ballot is placed in the secrecy sleeve/cover so that the judge's initials can be seen by the tabulator judge without removing the ballot from the secrecy sleeve/cover. Hand the initialed ballot sheet and secrecy sleeve/cover to the voter and direct the voter to an empty voting booth. Do not initial the secrecy sleeve/cover, since it can be reused.
(10 ILCS 5/17-9; 24B-9.1(d))

Spoiled Ballots

If for any reason a voter spoils their ballot, the voter may return it to the ballot distribution judge and get another ballot sheet. Mark the "Spoiled Ballot" square on the voter's ballot application and give the voter another ballot sheet of the same ballot style.

The voter should write the word "spoiled" in ink diagonally across the entire face of the returned ballot. Place the spoiled ballot in the "Before 7:00 P.M." envelope for spoiled ballots. In many jurisdictions, individual "Spoiled Ballot envelopes" are provided for any voter that spoils their ballot. In these jurisdictions, the voter will place their own spoiled ballot in the "Spoiled Ballot envelope", seal the envelope, and return the entire sealed envelope to the election judge. In jurisdictions using Direct Recording Electronic Voting Systems, if a voting device has been enabled for voting but the voter leaves the polling place without casting a ballot, two judges of election, one from each of the two major political parties, shall spoil the ballot.
(10 ILCS 5/17-11, 24B-6, 24C-6, 24C-12)

Compare the number of spindled applications against ballots processed through the tabulator every hour.

Station 4: Ballot Box/ Tabulator Judge

17. MAKE SURE NO ONE INTERFERES WITH THE VOTER

Make sure the voting booth is clear of campaign literature and that no one interferes with the voter. If no other voters are waiting to vote, the voter may remain in the booth ten minutes. If other voters are waiting, the voter may remain in the booth for only five minutes.
(10 ILCS 5/17-11)

18. VERIFYING THE BALLOT IS INITIALED

While still in the voting booth, the voter inserts the ballot sheet into the secrecy sleeve/cover so that the judge's initials are visible. Before the ballot sheet is deposited into the tabulator, the ballot box judge checks the ballot sheet for the initials of the ballot distribution judge. **Do not remove the ballot sheet from the secrecy sleeve/cover.** (10 ILCS 5/24B-9.1(d)) If the voter put the ballot sheet into the secrecy sleeve/cover in such a way that the tabulator judge cannot see the initials, instruct the voter to return to the booth and put the ballot sheet into the sleeve/cover in the proper manner.

19. DEPOSITING THE BALLOT SHEET INTO THE TABULATOR / "DEFECTIVE" BALLOTS

At the option of the election authority, the ballot sheets may be fed into the tabulator by the voters under the direct supervision of the election judges. If the judge's initials are visible, the voter inserts the ballot sheet into the entry slot of the tabulator. If any ballot is not initialed, it shall be marked on the back "Defective," initialed by all judges immediately under the word "Defective," and not counted. The election judges shall place an initialed blank official ballot in the place of the defective ballot, so that the count of the ballot to be counted on the automatic tabulating equipment will be the same, and each "Defective Ballot" and "Replacement" ballot shall contain the same serial number which shall be placed thereon by the election judges, beginning with number 1 and continuing consecutively for the ballots of that kind in that precinct.
(10 ILCS 5/7-51, 17-16, 24B-10.1)

Note: This must be done in such a way that the secrecy of each voter's ballot is preserved**.**

The Auxiliary Compartment/Emergency Bin

Always follow the instructions of your election authority regarding proper operation of the auxiliary compartment/emergency bin. Generally, the auxiliary compartment/emergency bin is used only if the tabulator becomes inoperable for any reason. Whenever the tabulator becomes inoperable, contact the election authority's office for assistance.

When the tabulator is not operating, the ballot sheets are placed in the auxiliary compartment/emergency bin. Any ballot sheets placed in the bin will be tabulated after the polls close. (10 ILCS 5/24-11, 24B-10)

Please note that provisional ballots are not to be inserted into the tabulator nor the auxiliary compartment/emergency bin, but are to be inserted into separate securable container(s). (See Provisional Voting on pages 29-30.)

20. BALLOT SHEETS RETURNED BY TABULATOR AND OTHER PROBLEMS

Occasionally, a ballot sheet may not be accepted by the tabulator. This can happen when the voter overvotes, undervotes, or when the tabulator cannot read the ballot sheet. Generally, whenever a ballot sheet cannot be fed into the tabulator, the tabulator will indicate the reason why the ballot sheet was returned. (This will depend on the type of equipment used in your jurisdiction.) (26 Ill. Adm. Code § 207.80)

The procedure to follow for a returned ballot sheet is as follows:

a. Ask the voter to remain at the tabulator;

b. Have the voter remove the ballot sheet and try to re-insert the ballot sheet again. If the ballot sheet is returned again, ask the voter to place the ballot sheet into the secrecy sleeve/cover;

c. Have the voter read the message that is on the LED display. Be prepared to offer guidance to the voter concerning the message. **This should be done in a discreet manner - only the voter needs to know why the ballot was returned;**

d. Do not look at the voted ballot**.** The secrecy of the ballot shall be maintained.

After the printed message identifies the problem with the ballot, choose one of the following options for correcting it:

a. Have voter attempt to insert the ballot sheet into the entry slot again;

b. Ask the voter to vote on another ballot sheet and treat the returned ballot as a spoiled ballot sheet;

c. **If authorized by the voter or the election authority**, press the “override” key to accept the ballot. The override key is used only in certain situations: 1) when the voter insists that the returned ballot sheet be counted as-is; or 2) if the voter is no longer in the polling place (e.g. when ballot sheets from the auxiliary compartment are processed after the polls are closed); or

d. If the ballot is rejected for an undervote, the voter may return to the voting booth and complete the voting of the ballot or decide to cast the ballot as-is.
(10 ILCS 5/17-11, 24B- 10.1)

e. If a ballot sheet becomes jammed in the tabulator, or if the tabulator becomes inoperable, contact the election authority’s office immediately for further assistance or review your instruction manual.

21. DAMAGED/DEFECTIVE BALLOTS

Check each ballot sheet that cannot properly be counted by the automatic tabulating equipment. A true duplicate copy shall be made of the damaged/defective ballot in the presence of witnesses and substituted for the damaged/defective ballot. Two judges, one from each political party, make a duplicate ballot sheet following the steps in “Remaking Ballot Sheets” on page 36.
(10 ILCS 5/24B-10, 24B-10.1, 24B-14)

22. AT 6:30 P.M.

At 6:30 p.m., announce in a loud, clear voice that the polls will close in one half hour. (10 ILCS 5/7-39, 17-2)

23. AT 7:00 P.M.

At 7:00 p.m., announce in a loud, clear voice that the polls are closed. All persons in line at that time must be allowed to vote. To determine the end of the line a police officer or an election judge may stand at the end. Anyone arriving after 7:00 p.m. must not be allowed to vote. The only circumstance in which the polls can remain open past 7:00 p.m. is when a federal or state court order extends the time for closing the polls beyond the time established by state law to which those voters will only be allowed to vote provisionally. (See Provisional Voting on pages 29-30.) (10 ILCS 5/17-1)

PROCEDURES AFTER THE POLLS CLOSE

1. CLOSE THE POLLING PLACE

Immediately after announcing that the polls are closed, remove the polling place signs, then close and lock the door.

2. ALLOW ONLY AUTHORIZED PERSONS TO REMAIN IN POLLS

After the last vote has been cast, only the following people are allowed to remain in the polling place:

a. Election judges assigned to the polling place
b. Law enforcement officers acting in their official capacities
c. Authorized pollwatchers upon submission of valid credentials
d. Representatives of the election authority
e. Representatives of the State Board of Elections
f. Representatives of the offices of the State's Attorney, Attorney General or the U.S. Attorney.

(10 ILCS 5/17-23)
(See pages 21-24 for information regarding proper pollwatcher credentials.)

3. AUXILIARY COMPARTMENT/EMERGENCY BIN

Open the auxiliary compartment/emergency bin. If there are ballot sheets in the auxiliary compartment/emergency bin, insert the ballot sheets into the tabulator.

4. STATEMENT OF BALLOTS

Locate the "Statement of Ballots" form, which is also referred to in some jurisdictions as the "Official Ballot Record". (10 ILCS 5/24B-10.1, 24C-12)

5. COUNT AND RECORD SPOILED BALLOTS

Count and record the number of spoiled ballot sheets for each ballot style in the "Before 7:00 P.M." envelope. Seal the envelope and have each judge sign their name across the sealed flap in such a way that if the flap is opened, the signatures will be disturbed. Record the number of spoiled ballot sheets for each ballot type on the "Statement of Ballots" form. (10 ILCS 5/24B-10.1)

6. OPEN BALLOT BOX

If the tabulator is being used by more than one precinct, separate the ballots by precinct. Each precinct must account for its own ballots. (10 ILCS 5/24B-10)

7. COMPARE NUMBER OF BALLOTS TO APPLICATIONS

Count the ballot sheets for each ballot style and record these numbers on the "Statement of Ballots" form. Count the number of provisional ballot envelopes that have been kept in a separate securable container(s) and record these numbers on the "Statement of Ballots" form. **The number of ballots cast (regular and provisional) and the number of ballot applications must be the same.** Record these numbers on the "Statement of Ballots" form. If the numbers are not the same, count the ballot sheets again. If the numbers are still not the same, make sure the applications are numbered correctly. (10 ILCS 5/17-18, 24B-10, 24B-10.1, 24C-12)

Excess Ballots

If there are more ballot sheets than applications, place all the ballot sheets of that ballot style in the ballot box, close the box and shake it well, and again open the ballot box. One of the judges shall then publicly draw out so many ballots as equal to such excess. Each excess ballot sheet is marked "Excess - Not Counted" and initialed by the judges. Place the excess ballot sheets in the "After 7:00 P.M." envelope for excess ballots. Write the number of excess ballot sheets, by ballot style, on the outside of the envelope and enter this number on the "Statement of Ballots" form. (10 ILCS 5/17-18, 24B-10, 24B-10.1) (If excess ballots have been removed, the remaining will have to be re-tabulated. See #12.)

Note: If you have questions on re-tabulation, contact your election authority. See #12 for more details.

8. CHECK BALLOT SHEETS FOR JUDGE'S INITIALS AND "BALLOT MARKS"

Check each ballot sheet for the following items:

a. Judge's initials must appear on each ballot sheet; and

b. The ballot sheets must have no identifying marks (see "Ballot Marks" on page 35).

If the sheet has identifying marks, mark the ballot sheet "Defective-Identifying Mark-Not Counted." Initial the ballot sheet and place it in the "After 7:00 P.M." envelope for defective ballots. Replace any "defective" ballot sheet with an initialed blank ballot sheet and number each blank ballot sheet and corresponding defective ballot sheet with the same number beginning with the number 1. (10 ILCS 5/24B-10, 24B-10.1, 24C-10) (For re-tabulation, see #12).

9. VALID WRITE-IN VOTES

Check each ballot sheet for write-in votes. Write-in votes will appear in the spaces provided under each office listed on the ballot sheet. Check the following items to determine if the write-in vote is valid:

a. The name written on the line is the name of a candidate who has filed a "Declaration of Intent to be a Write-in Candidate," for that office. A listing of those names is provided by the election authority.

(10 ILCS 5/17-16.1, 18-9.1, 24B- 6, 24B-10.1, 24C-7)

b. There is a valid mark in the designated area.

c. The oval has been darkened (if applicable).

Note: The name written on the line doesn't have to be spelled correctly. Count it as long as you can determine the intent of who the voter was trying to vote for. A write-in vote does not count if the write-in oval has not been darkened, even if the name written is a valid write-in candidate.

The tabulating equipment is programmed to not count votes for any office that is overvoted. If the write-in vote is determined to be valid and no overvote has occurred, record the write-in vote on the tally sheets.

10. INVALID WRITE-IN VOTES

An invalid write-in is the name of a candidate whose name does not appear on the list of declared write-in candidates provided by the election authority. (10 ILCS 5/17-16.1, 18-9.1)

If the write-in is invalid, check the ballot sheet to determine if the office where the write-in occurs has been overvoted. To check for an overvote, do the following:

a. Use the ballot sheet to determine the number of votes allowable for the office in question.

b. Count the number of votes for that office. If the total number of votes cast and the write-in is more than the number of votes allowed for that office, the office has been overvoted. As an example, if the instructions read "Vote for One," and a ballot position for that office has been voted, any write-in vote would create an overvote. On the other hand, if the instructions read "Vote for Two," and only one ballot position has been marked, a write-in vote would not cause an overvote.

c. If an invalid write-in vote has created an overvote, a duplicate ballot sheet must be made omitting the write-in vote. Two judges, one from each political party, make a duplicate ballot sheet following the steps in "Remaking Ballot Sheets" on page 36.

(10 ILCS 5/24B(a); 24B-10.1)

11. COMPLETE THE WRITE-IN TALLY SHEETS

All valid write-in votes are recorded on the tally sheets. If there are no write-in votes, write "None" across the tally sheets before signing. All judges must sign the tally sheets. Place one copy in the ballot transfer box. The two remaining copies are placed in the envelope for that purpose. Some jurisdictions require all three copies be placed in the transfer case. Please follow the instructions of your election authority. (10 ILCS 5/24B-10)

12. RE-TABULATE ALL BALLOT SHEETS, IF NECESSARY

Follow the instructions from your election authority if re-tabulation is necessary. If any of the ballot sheets are remade after the polls close, or if any ballot sheet is removed because it is "defective," (that is, the ballot sheet is missing the judges initials or has an identifying mark), the ballot sheets must be re-tabulated. Contact and follow the specific instructions from your election

authority as how to proceed. (10 ILCS 5/24B-10, 24B-10.1)

13. COUNT THE DEFECTIVE BALLOT SHEETS

Count the defective ballot sheets of each ballot style in the "After 7:00 P.M." envelope for defective ballots. On the outside of the envelope, write the number of defective ballot sheets for each ballot style and seal the envelope. All judges sign the sealed flap in such a way that if the flap is opened the signatures will be disturbed. Do not include ballots marked "Excess" in these totals. If there are any "Excess" ballot sheets, the number and ballot style must be indicated in a separate space on the "Statement of Ballots." (10 ILCS 5/24B-10, 24B-10.1)

14. RECORD THE NUMBER OF DEFECTIVE BALLOT SHEETS

Record the number of defective ballot sheets for each ballot style in the appropriate space on the "Statement of Ballots" form. (10 ILCS 5/24B-10, 24B-10.1)

15. COUNT THE DAMAGED AND OVERVOTED BALLOTS

Count the damaged and overvoted ballot sheets for each ballot style in the envelope for "Duplicated Ballots." Write these numbers on the outside and seal the envelope. All judges sign across the sealed flap. (10 ILCS 5/24B-10, 24B-10.1)

16. RECORD THE NUMBER OF DAMAGED AND OVERVOTED BALLOTS

Write the number of damaged and overvoted ballot sheets for each ballot style in the appropriate spaces on the "Statement of Ballots" form. (10 ILCS 5/24B-10, 24B-10.1)

17. UNUSED BALLOT SHEETS

Count the number of unused ballot sheets for each ballot style and record this number in the appropriate space on the "Statement of Ballots" form. **Do not open the sealed packages of ballot sheets until they are needed.** Place all unused ballot sheets in the envelope or container provided and seal it. (10 ILCS 5/24B-10.1)

18. COUNT THE VALID BALLOT SHEETS

Carefully count the valid ballot sheets for each ballot style. Enter these numbers in the appropriate spaces on the "Statement of Ballots" form. (10 ILCS 5/24B-10.1)

19. COMPLETE THE "STATEMENT OF BALLOTS" FORM

All judges must complete the "Statement of Ballots" form and sign it. (10 ILCS 5/24B-10.1)

20. SIGN AND SEAL ALL THE ENVELOPES

The specific supplies and materials for each jurisdiction vary. Ensure that all election records are placed in the proper envelopes or transport containers. Where appropriate, election judges may need to sign the envelopes or containers. Follow the specific instructions provided by your election authority to ensure all materials are properly stored and/or certified.

21. PRINT TOTALS TAPE

Unlock the panel of the tabulator to make the keyboard available. Press "Print Totals." Enter the date and sign the final results tape (which may be connected to the morning zero tape). Place this tape in the transfer case (or place designated by your election authority).
(10 ILCS 5/24B-10, 24B-10.1, 24C-12)

22. POLLWATCHER RESULTS TAPES

As mentioned above, one copy of the final results tape must be generated by the tabulator for return to the election authority via transfer case. A second copy of the results tape must be generated and posted in a conspicuous place inside the polling place, provided that any authorized pollwatcher or other official authorized to be present in the polling place to observe the counting of ballots is present. Election judges must provide, if requested, a copy for each authorized pollwatcher or other official authorized to be present in the polling place to observe the counting of ballots. In addition, sufficient time must be provided by election judges to the pollwatchers to allow them to copy information from the copy which has been posted. Pollwatchers may find it useful to take a photo of the tape. (10 ILCS 5/24B-10.1) It is recommended that an extra result tape, in addition to the one that goes to the election authority, be generated as a backup copy. As in all cases, be sure to follow the instructions of your election authority.

23. TABULATOR TAKE DOWN PROCEDURES

Follow the specific instructions provided by your election authority for taking down the tabulator.

24. ITEMS REQUIRED TO BE RETURNED

Any voted ballot sheets stored in a separately sealed container which cannot be disturbed without breaking the seal must be returned to the election authority. If a single tabulator is used for several precincts, each precinct should separate the ballots in a separate sealed container. (10 ILCS 5/24B-10, 24B-10.1, 24B-15)

All other election materials are to be placed in the appropriate envelopes:

a. The “After 7:00 P.M.” envelope for defective ballots.
b. The “Duplicated Ballots” envelope.
c. The envelope containing “Write-in Tally Sheets.”
d. The envelopes containing spoiled, damaged or overvoted ballots.
e. The “Statement of Ballots.”
f. At least one official returns tape dated and signed by all election judges.
g. Provisional ballots (in a separate secured container) (10 ILCS 5/18A-10)
h. Any other items as directed by your election authority.

Place all the items listed above and any other items required by your election authority in the appropriate containers.

25. OTHER FORMS

Complete the payroll sheet and sign it along with all other forms and envelopes included in the precinct kit.

26. PACK OTHER SUPPLIES

Pack the unused ballots and other election materials as directed by your election authority.
Do not throw anything away.

27. DELIVER BALLOT RETURN BOX AND TABULATOR

Two judges, one from each political party, immediately transport the ballot sheets and any medium containing the ballots from each precinct, tabulator, and other designated supplies to

the receiving station. Election judges selected to deliver ballot sheets, the tabulator, and other supplies to the election authority must be entitled to vote. (This prohibits high school students appointed under Articles 13 & 14 of the Election Code from serving as a supply return/delivery judge). Ballot sheet containers that are not properly signed and sealed will not be accepted until the transporting judges make the necessary corrections. The election authority may also ask these same judges to return all remaining election supplies to a designated area.
(10 ILCS 5/24B-10, 24B-10.1, 24C-12, 24C-15.01)

28. OBTAIN RECEIPT FROM THE RECEIVING STATION

Make sure the receiving station issues a receipt for the returned items. Retain this receipt for future reference. (10 ILCS 5/24B-10, 24B-10.1, 24C-12, 24C-15)

SUPPLEMENTAL INFORMATION

AUTHORIZED INDIVIDUALS IN THE POLLING PLACE

It is the responsibility of the election judges to permit only the following authorized individuals to remain in the polling place (10 ILCS 5/7-34,17-8, 17-14, 17-23, 18-6):

1. Election judges assigned to the polling place;
2. Voters while voting
3. Person providing assistance to voter with signed affidavit/oath;
4. Minor children accompanying their parent or guardian into the voting booth;
5. Authorized pollwatchers upon submission of valid credentials;
6. Law enforcement officers acting in their official capacities;
7. Representatives of the election authority;
8. Representatives of the State Board of Elections;
9. Representatives of the offices of the State's Attorney, Attorney General and U.S. Attorney.

Law enforcement officers may be officially stationed in the polling place to preserve order and carry out lawful directions as instructed by the election judges. After displaying official credentials or proper identification, these individuals may observe the conduct of the election. They can station themselves where they can see the information contained on the signature verification records and ballot applications, and where they may observe the voting booths and ballot box/tabulator, provided the secrecy of the ballot is not impinged. These individuals may also remain in the polling place after the polls close to observe closing procedures. (10 ILCS 5/7- 34, 17-23, 18-6)

Precinct, ward, and township committeepersons, precinct captains, "checkers," and candidates have no official function in the polling place. To remain in the polling place, these individuals must have valid pollwatcher credentials. Local election officials (municipal clerks, township clerks, etc.) must also have

valid pollwatcher credentials in order to remain in the polling place. (10 ILCS 5/7-34, 17-23, 18-6)

POLLWATCHERS

Candidates, political parties (established or new), qualified organizations of citizens, state nonpartisan civic organizations, and organized groups of proponents for and opponents to a public question on the ballot may appoint pollwatchers. The role of the pollwatcher is established by law. Pollwatchers may be present to observe the conduct of the election before the polls open, during the day, and after the polls close. All pollwatchers shall be permitted to view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot is not impinged.
(10 ILCS 5/7-34, 17-23, 18- 6)

POLLWATCHER QUALIFICATIONS

Each pollwatcher must be a registered voter in the State of Illinois and must be affiliated with the party or organization they are representing. All pollwatchers must have valid pollwatcher credentials issued by the election authority or the Illinois State Board of Elections. Each pollwatcher must have separate pollwatcher credentials for each precinct they enter even if two or more precincts share a polling location. (10 ILCS 5/7-34, 17-23, 18-6)

CANDIDATE QUALIFICATIONS

The actions of candidates in the polling place are governed by the same privileges and limitations that apply to pollwatchers. Each candidate/pollwatcher must be a registered voter in the State of Illinois. All candidates/pollwatchers must also have proper credentials. A candidate seeking office in a district or municipality encompassing two or more counties shall be admitted to any and all polling places throughout those jurisdictions, with the properly issued credentials from the jurisdiction where the candidate seeks election, without regard to the county in which the candidate is personally registered. (10 ILCS 5/7-34, 17-23, 18-6)

POLLWATCHER CREDENTIALS

Each pollwatcher must surrender their credentials to the judges when they enter the precinct/polling place. If an individual refuses to surrender their credentials, or if the credentials are not valid, the individual must leave. All credentials remain in the possession of the judges and are returned to the election authority after the polls close.

In order to be valid, pollwatcher credentials must contain the following information:

1. The real or facsimile signature of the election authority or the Illinois State Board of Elections;
2. The real or facsimile signature of the candidate, state or local party chairperson, the presiding officer of a civic organization, or the chairperson of a group of proponents for or opponents to a public question;
3. The signature and address of the pollwatcher; and,
4. A statement that the pollwatcher is registered to vote at the address shown.

(10 ILCS 5/7-34, 17- 23, 18-6; 26 Ill. Adm. Code § 206.10)

NUMBER OF POLLWATCHERS

The number of pollwatchers allowed in the precinct/polling place at any given time is limited by law. Individuals acting as pollwatchers may come and go throughout the day as long as they do not interfere with the election process. In addition, pollwatchers may be substituted for during the course of the day

as long as the number of pollwatchers in the polling place (at one time) does not exceed the number allowed by law.

If the polling place becomes overcrowded with pollwatchers and the situation interferes with the conduct of the election, a majority of the judges may decide to limit the number of pollwatchers by drawing lots; however, at least one pollwatcher for each candidate, political party, qualified organization of citizens, State nonpartisan civic organization, and each organized group of proponents for and opponents to a public question must be allowed to remain in the polling place. (10 ILCS 5/7-34, 17-23, 18-6) See the chart of the number of pollwatchers allowed in each precinct/polling place on the following page.

NUMBER OF POLLWATCHERS ALLOWED IN EACH PRECINCT/POLLING PLACE AT ANY GIVEN TIME 10 ILCS 5/7-34, 17-23 & 18-6)			
APPOINTING AUTHORITY	**GENERAL PRIMARY ELECTION**	**GENERAL ELECTION**	**EARLY VOTING SITES**
CANDIDATE	**TWO**	**TWO**	**ONE**
ESTABLISHED OR NEW POLITICAL PARTY	**ONE**	**TWO**	**ONE**
***QUALIFIED ORGANIZATION OF CITIZENS**	**ONE**	**ONE**	**ONE**
PROPONENTS AND OPPONENTS OF A PUBLIC QUESTION	**ONE**	**ONE**	**ONE**
****STATE NONPARTISAN CIVIC ORGANIZATIONS**	**ONE**	**ONE**	**ONE**

**Each organization of citizens within the county or political subdivision, which has among its purposes or interests the investigation or prosecution of election frauds, and which shall have registered its name and address, and the name and address of its principal officers with the proper election authority at least 40 days before the election.* (10 ILCS 5/7-34, 17-23, 18-6, 19-10, 19A-60)

***Each State nonpartisan civic organization within the county or political subdivision shall be entitled to appoint one pollwatcher per precinct, provided that no more than 2 pollwatchers appointed by State nonpartisan civic organizations shall be present in a polling place at the same time.*

(10 ILCS 5/7-34, 17-23, 18-6, 19-10, 19A-60)

RIGHTS OF POLLWATCHERS

All pollwatchers are allowed in the precinct/polling place before the polls open, during the day, and after the polls close. They may leave and re-enter the polling place during voting hours unless such continuing action disrupts the conduct of the election.

Before the polls open, pollwatchers may observe the set-up procedures and check that the ballot box is empty. They may closely observe as the judges compare the ballot sheets with the specimen ballots to verify that the names and numbers match.

During the day, pollwatchers have a right to be near the judges so that they may visually examine the voter's application to vote, to compare the signature and address on the application with that on the signature verification record, to watch the judge or voter feed the ballot sheet into the tabulating equipment, and to observe the general conduct of the election. Pollwatchers may also observe as the judges periodically inspect the voting booths to make certain that the booths are clear of campaign literature.

After the polls close, pollwatchers may observe the procedures for counting write-in votes. They may remain in the polling place until all other procedures and processes are completed. After the polls close, pollwatchers may leave and re-enter only in case of necessity.

At no time may any pollwatcher be so close to the judges that the pollwatcher interferes with the orderly conduct of the election, and no pollwatchers should be seated at the election judges' stations. Pollwatchers are not allowed to touch any election supplies or materials. A pollwatcher may courteously call the judges' attention to any incorrect procedures or apparent violations of the Election Code.

All pollwatchers shall be permitted to view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot is not impinged, and may challenge a person's right to vote during voting hours (see "Challenging a Person's Right to Vote" on page 31).
(10 ILCS 5/7-34, 17- 23, 18-6)

SUGGESTED POLLING PLACE SECURITY PROTOCOLS

Election judges can take different steps and observe the polling place to detect any unusual behavior. Before Election Day, make sure your election team has a security plan set in place. Things to note when preparing the polling place for Election Day include:

- Surveillance: If people feel like they are being watched they are less likely to commit a crime. Keep in mind that surveillance should not invade the privacy ensured when casting a ballot and should never be viewed as a form of intimidation. You could have the tabulator judge also be someone who "observes" the polling place area and the areas around it.

- Entrances & Exits: Clearly marking entrances and exits (and emergency exits) allows poll workers to know exactly where voters/pollwatchers/media should be entering and exiting. Also have a clear outline of the exact place voters are supposed to be, and don't share restroom facilities with the public if there is one available in the building.

- Communication: Judges should have some form of communication (i.e. phone, two-way radio) that they can easily use to call for help in an emergency. The election authority (or judges) should have their own safety and security plan created before Election Day so everyone serving in the polling place knows what to do in case an emergency arises.

SUSPICIOUS ACTIVITY IN THE POLLING PLACE

Make sure when you are in your polling place you are paying attention to different areas of the room including the tabulators, voting booths (allowing voters privacy), and even places where no one should be. While observing your polling place, make sure to pay attention to unusual things you may see around you. For example:

- Unusual items: bags unattended, someone coming through an incorrect entrance or exit, windows/doors open that are usually closed, a vehicle that has been parked outside for a long time or is in an unusual location.

- Unusual curiosity: someone asking questions beyond the normal scope of questions that a voter/pollwatcher/media would ask (i.e. if election judges have shift changes, about the building, etc.).

- Unusual observations: someone paying an odd amount of attention to structures in the building beyond a normal interest, “loitering without explanation” especially in places where peoples’ views are obscured, taking notes by the tabulator or having an electronic device out by the tabulator.

STEPS FOR A SECURE POLLING PLACE

- Have contact information readily available for law enforcement if problems arise which cannot be solved otherwise.
- Monitor the entrances and exits.
- Election judges should be aware of/or create plans in case of an emergency situation in the building, whether it be weather-related or another concern.
- Monitor parking lots – people should only be parking in available spots and not in fire lanes or other marked off locations.
- Have the election authority create a “deterrence media campaign” which educates people in the county on measures implemented in polling places to improve safety on Election Day (i.e. article in a newspaper, on social media or the county’s website.)
- Stay organized when there are large crowds/longs lines.

WHO MAY VOTE?

QUALIFIED VOTERS

There should be a signature verification record for every voter in the precinct. This record could be in the form of a binder card, a scanned signature roster, an electronic pollbook record, or a pre-printed application with a scanned signature. If the verification record exists and the person currently resides at the address on the record, the person is a qualified voter.

Registration records are sometimes misfiled. Therefore, before challenging the person’s right to vote, search the materials thoroughly. If you have reason to believe the person is registered but cannot locate a signature record, call the election authority to verify the registration. (10 ILCS 5/4-22, 5-29, 6-66)

VOTER CODING

The name and address of each registered voter in the precinct has been coded to indicate which governmental units the voter is entitled to vote for. This coding will appear either on the verification record or on a separate list of voters. The election authority will provide the judges with information regarding the system of coding being used and explain exactly what the code means in terms of which ballot style the voter is entitled to vote. The voter codes will correspond to the ballot styles to be voted in each precinct.

Occasionally the election judges will find errors in coding. Usually these errors will be brought to the attention of the judges by the affected voter. The judges should contact the election authority or follow previously issued instructions from the election authority to correct any errors in coding. If an error in coding exists, the voter may vote using a specific affidavit provided for this purpose. Some jurisdictions request that an additional “Voter Code Correction” sheet be filled out.
(10 ILCS 5/4-21, 5-28.1, 6- 31.1)

AFFIDAVITS

An affidavit is a sworn statement made in writing. During elections, an affidavit can be made before an election judge. Under certain circumstances, a person may be required to sign one or more affidavits

(in addition to their application for ballot) before being permitted to vote. These affidavits may also require supporting affidavits.

When a voter completes and signs an affidavit, mark the "Voted by Affidavit" square on the application. All affidavits and supporting affidavits are spindled with the voter's application unless directed otherwise by the election authority. (10 ILCS 5/17-10, 18-5)

SUPPORTING AFFIDAVITS
Supporting affidavits are usually found at the bottom or on the reverse side of the affidavit being used. On a supporting affidavit, a witness must swear that they know the challenged voter personally, know the voter in question to be registered in the precinct in which they are attempting to vote, and know that the challenged voter meets the legal requirements for voting and is entitled to vote. In lieu of a supporting affidavit, the voter may provide two forms of identification showing the address of their current residence. (10 ILCS 5/17-10, 18-5)

VOTERS REQUIRING AFFIDAVITS OR OTHER DOCUMENTATION

The following individuals may vote only after completing the appropriate affidavit:

VOTER MOVED WITHIN PRECINCT (within 27 days before election)
If a registered voter moved within the precinct within 27 days prior to the election, the voter cannot simply have their registration transferred. The voter may vote after completing the appropriate affidavit. The voter may contact the election authority to find out about grace period registration and voting, and those guidelines are described on page 30. (10 ILCS 5/4-16, 17-10)

VOTER MOVED OUTSIDE THE PRECINCT (within 30 days before election)
If a registered voter moved within 30 days preceding the election, to a residence outside the precinct but within the State of Illinois, the voter may vote after completing the appropriate affidavit and providing proof of residency by producing two forms of identification, provided that such identification may include not more than one piece of mail addressed to the person at their current residence address and postmarked not earlier than 30 days prior to the date of the election. Alternatively, the voter can provide a supporting affidavit. The voter may vote only in-person and only at the polling place where the person was previously registered. The voter may contact the election authority to find out about grace period registration and voting, and those guidelines are described on page 30. (10 ILCS 5/17-10(b), (c))

Note: The submission of a photo identification issued by a college or university accompanied by either (i) a copy of the applicant's contract or lease for a residence or (ii) one piece of mail addressed to the person at their current residence address and postmarked not earlier than 30 days prior to the date of the election, shall be sufficient to establish proof of residence.
(10 ILCS 5/17-10(c))

NAME CHANGE
Any registered voter who changes their name who still resides in the same precinct and is otherwise qualified, may vote upon completing an affidavit at the polling place attesting that they are the same person who is registered to vote under their former name. The voter may contact the election authority to find out about grace period registration and voting, and the guidelines are described on page 30.
(10 ILCS 5/4-16, 5-23, 6-54)

NAME ON POLL SHEET ONLY
A person whose name is on the poll sheet, but whose name is not on the signature verification record,

may vote after completing the appropriate affidavit, which must be accompanied by a supporting affidavit. Two supporting affidavits are required in jurisdictions with populations of more than 500,000. (10 ILCS 5/4-15, 4-22, 5-29, 6-66)

NON-REGISTERED MILITARY PERSONNEL

Non-registered military personnel who have maintained a legal residence in the precinct for at least 30 days may vote after completing the appropriate affidavit which must be accompanied by a supporting affidavit. Spouses and dependents must be registered in order to vote in-person on Election Day.
(10 ILCS 5/4-23, 5-29.01, 6-67.01, 17-9)

NON-REGISTERED VETERANS SEPARATED WITHIN 60 DAYS

Non-registered veterans who have left active military service within 60 days of the election may vote after completing the appropriate affidavit and providing satisfactory evidence of discharge. This affidavit must be accompanied by a supporting affidavit. This category does not include spouses or dependents. Spouses and dependents must be registered in order to vote in-person.
(10 ILCS 5/4-23, 5-29.01, 6- 67.01, 17-9)

CHALLENGED VOTER

A challenged voter is a person whose right to vote is challenged on a specific qualification. If the judges overrule the challenge, the voter is allowed to vote as though there was no challenge issued. If the judges uphold the challenge, the voter must be notified that they may be entitled to vote a provisional ballot (see “provisional voting” on pages 29-30, or contact the election authority to find out about grace period registration and voting (see page 30). (10 ILCS 5/7-45, 17-10, 18-5)

NO RECORD OF REGISTRATION IN THE POLLING PLACE

A person for whom the election judges have no record of registration in the polling place (i.e., there is no signature verification record and the person’s name is not listed on any precinct poll list) must have their registration verified by the election authority. This constitutes a challenge to the voter’s registration.

Verification that the voter is registered must be obtained from the election authority, either by telephone or written statement. If the verification is received by the judges, the voter may then vote. If the challenge is upheld (the election authority cannot verify that the voter is registered), the voter may receive a provisional ballot (see pages 29-30 for guidelines on Provisional Voting), or contact the election authority to find out about grace period registration and voting (also, see page 30).
(10 ILCS 4-22, 5-29, 6-66, 18A-5)

CHANGE OF ADDRESS DUE TO 9-1-1 SYSTEM

If a voter’s address has changed due to the implementation of a 9-1-1 emergency telephone system, the voter may vote after completing the appropriate affidavit. This affidavit must be accompanied by a supporting affidavit. (10 ILCS 5/3-1, 17-10)

ASSISTED VOTER

If a voter requires assistance in voting, an Assisted Voter Affidavit must be completed before the assistance is given. The affidavit must be signed by both the voter and the individual(s) providing the assistance. (10 ILCS 5/7-48, 17-14)

VOTER REQUESTS CANCELLATION OF VOTE BY MAIL BALLOT

If the voter wishes to cancel their vote by mail ballot, but does not have the ballot, they can complete

an affidavit specifying the ballot was never received or that they completed and returned the ballot and were informed that the election authority did not receive it. If they surrender the vote by mail ballot, or a portion of a damaged ballot, they do not need to complete the affidavit. (10 ILCS 5/17-9, 18-5)

PROVISIONAL VOTING

Provisional voting is the final solution for voters who have encountered issues with their registration status. Judges should ensure that alternative options such as affidavits and grace period registration have been exhausted.

WHO MAY VOTE A PROVISIONAL BALLOT?

A person is entitled to cast a Provisional Ballot under one of the following circumstances:

1. The person's name does not appear on the official list of eligible voters for the precinct in which the person seeks to vote and the person has refused an opportunity to register at the polling location or another grace period registration site;
2. The person's voting status has been challenged by an election judge, a pollwatcher, or any legal voter, and that challenge has been sustained by a majority of the election judges;
3. A federal or State court order extends the time for closing the polls beyond the time period established by State law and the person votes during the extended time period;
4. The voter registered to vote by mail and is required by law to present identification when voting either in person or by early voting ballot, but fails to do so;
5. The voter's name appears on the list of voters who voted during the early voting period, but voter claims not to have voted during the early voting period;
6. The voter received a vote by mail ballot but did not return the vote by mail ballot to the election authority; or
7. The voter attempted to register to vote on Election Day, but failed to provide the necessary documentation.

Note: The official list of eligible voters is the centralized statewide voter registration list.
(10 ILCS 5/1A-25, 18A-5)

PROCEDURES FOR CASTING A PROVISIONAL BALLOT

1. An individual who is eligible must be informed of their right to vote provisionally.
2. An election judge must verify that the person's address is within the given precinct's boundaries. If the person's residence address is outside the precinct boundaries, the election judge shall inform the person of that fact, give the person the appropriate telephone number of the election authority in order to locate the polling place assigned to serve that address or give them instructions on how to look up this information online, and instruct the person to go to the proper polling place to vote.
3. The person shall be provided an "Application to Vote", a "Provisional Voter Affidavit", a "Provisional Ballot Envelope", the correct ballot, and written instructions. **If it is uncertain as to what ballot style to give the voter, contact your election authority.**
4. The election judge will sign the affidavit and check a box on the affidavit that identifies at least one of the seven reasons for why the person was given a provisional ballot. The original, signed affidavit must be kept with the "Provisional Voter Envelope," with a copy of the completed affidavit given to the voter.
5. The election judge must accept and place in the clear packing area of the envelope any information (provided by a person who casts a provisional ballot) that the person believes supports their claim that they are a duly registered voter and qualified to vote in the election. If the provisional voter does not have the necessary documentation, they must

provide the election authority with the documentation within seven days of the election.

6. The voter will vote the ballot, place it in the "Provisional Ballot Envelope," seal the envelope, and return it to the election judges. All "Provisional Ballot Envelopes" will be deposited into a separate securable container identified and utilized for sealed provisional ballots only. All Provisional ballots cast after 7:00 p.m. by court order shall be kept separate from other provisional ballots.
7. The written instructions (most often in the form of a receipt of provisional voting) provided to the voter shall state how, after the election, the voter may determine if their ballot was counted, or if the provisional ballot was not counted, the reason that it was not counted.
8. Upon the closing of the polls, this unopened, sealed, securable container containing the provisional ballots will be returned to the election authority along with the other election supplies.
9. **Never insert provisional ballots into the tabulator.**

(10 ILCS 5/18A-5(b))

GRACE PERIOD REGISTRATION AND VOTING

Grace period registration is an extension of the regular registration deadline that allows a qualified voter to register and vote even after regular registration has ended. The grace period registration statutes authorize each election authority to establish procedures for the registration of voters and for voter changes of address during the period from the close of registration for an election through Election Day. Although the traditional voter registration period closes 28 days prior to an election, grace period registration extends that deadline all the way through and including Election Day. Grace period registration is only available in-person at designated sites.

If a voter who registers to vote or changes their address during this grace period wishes to vote at the election occurring at the same time, the voter must do so in-person when they register. The election authority may allow grace period voting by mail only if the election authority has no ballots prepared and available when the registration occurs. (10 ILCS 5/4-50, 5-50, 6-100)

WHERE IS GRACE PERIOD REGISTRATION AND VOTING AVAILABLE?

During the grace period, people can register and vote:

- At the office of the election authority;
- A permanent polling place established by the election authority;
- Any other early voting site, beginning 15 days prior to the election;
- Some polling places on Election Day; or
- A location specifically designated for this purpose by the election authority.

(10 ILCS 5/4-50, 5-50, 6-100)

WHAT INFORMATION IS NEEDED TO REGISTER AND VOTE?

The requirements for grace period registration and voting are:

- U.S. citizenship;
- At least 18 years of age by Election Day, 17 years of age to vote in a general primary if the individual will be 18 as of the following general election;
- Resident of the precinct at least 30 days prior to Election Day; and
- Two forms of valid identification.

(10 ILCS 5/4-10, 5-9, 6-37)

WHO MAY NOT VOTE?

The following individuals may not vote at the polling place:

1. Individuals who are not registered and refuse the opportunity to register through grace period registration.

2. Individuals who have moved OUTSIDE of their jurisdiction (county or board of election commissioners) more than 30 days prior to the election, did not transfer their registration and refuse the opportunity to register through grace period registration.

3. Individuals who have moved WITHIN their jurisdiction more than 30 days prior to the election, have not transferred their registration, and refuse the opportunity to change their address through the grace period registration; however, voters in this category are still eligible to vote for federal offices only if there are federal offices on the ballot. (52 USC 20507(1)(1)(D), 26 Ill. Adm. Code § 205.20)

4. A voter applying to vote in the precinct on Election Day whose name appears on the list as having been issued a vote by mail, early or grace period ballot, and who admits to having voted a vote by mail, early, or grace period ballot.

5. Non-registered veterans discharged from active duty more than 60 days before the election and who refuse the opportunity to register through grace period registration.

The above individuals may submit a provisional ballot. See page 29-30 for guidelines on provisional voting.

CHALLENGING A PERSON'S RIGHT TO VOTE

WHO MAY CHALLENGE?

An election judge is obligated to challenge a person's right to vote if the judge believes that person is not a qualified voter. A pollwatcher or any legal voter may also issue a challenge. An individual whose right to vote is challenged shall not receive a ballot until it is established that they are qualified and registered to vote. (10 ILCS 5/17-9, 17-10, 18A-5)

REASONS FOR CHALLENGE

The challenger must state a specific reason that a person is not legally qualified to vote in order to challenge that person's right to vote. (10 ILCS 5/18-5)

Some reasons for challenging include (but are not limited to):

1. The voter no longer resides at the given address and refuses the opportunity to change their address within the grace period.

2. The person attempting to vote is not the same person as the registered voter they are claiming to be.

3. The voter has already voted.

4. There is no record that the person is registered and the person refuses the opportunity to register through grace period registration.

A voter cannot be refused a ballot or be challenged solely for refusing to provide a social security number on the ballot application. (10 ILCS 5/4-22, 5-29, 6-66)

DECIDING A CHALLENGE/VOTER'S RIGHT TO APPEAL

The judges act as a board in deciding a challenge. A majority of the judges determine whether to overrule or sustain a challenge. If a majority of the judges overrule the challenge (i.e. do not agree with the challenger), the voter is permitted to vote as though a challenge had not been issued. However, if a majority of the judges sustain the challenge (i.e. agree with the challenger), the voter may only be given a provisional ballot. (10 ILCS 5/18-5, 18A-5) (See Provisional Voting on pages 29-30.)

INSTRUCTION AND ASSISTANCE

GIVING INSTRUCTION

Instruction means demonstrating to the voter, in a place which voters must pass to reach the official voting device, how to properly mark the ballot sheet. The judges giving instruction are to alternate between political parties. Election authorities are also required to provide registration and voting aids to voters with disabilities and elderly voters including large font sample ballots and magnifying glasses upon request. (10 ILCS 5/11-4.3, 24B-5.1, 24C-5.1; 26 Ill. Adm. Code § 209.90)

Use a <u>demonstrator</u> ballot sheet (not an official ballot sheet) to instruct the voter in the following manner:

1. Explain to the voter that the specialized pen provided in each booth is used for voting and show the voter the sample shown on the Instruction Card. Actual demonstrations should be given only on demonstrator ballot sheets. Explain that the votes will not record accurately unless the specialized pen (if applicable) is used to mark the ballot sheet. Tell the voter that smudges and stray marks may interfere with the proper counting of the ballot. **Under no circumstances may a judge indicate how to vote for a particular candidate or influence the voter in any way.**

2. Tell the voter not to vote for more candidates than the number indicated for each office on the ballot sheet. Also, let the voter know if there are candidates/ public questions on both sides of the ballot.

3. Tell the voter that if they make a mistake, stray mark, or damage the ballot sheet, they can return the ballot to the judges and receive a new ballot. Only their new ballot will be counted.

4. Tell the voter to insert the ballot sheet in the secrecy sleeve/cover so that the judge's initials can be seen before leaving the voting booth.

No instructions may be given after the voter has entered the voting booth.
(10 ILCS 5/24B-5.1, 24C- 5.1)

A voter may request instruction on how to complete a write-in vote. In this case, show the voter the space on the ballot sheet provided for write-in votes and explain what is required for a write-in vote to be valid. A voter may request to view the list of valid write-in candidates for the election; however, they

should not be permitted to bring the sheet into the ballot booth (see “Write-in Votes” on page 36).

GIVING ASSISTANCE

Giving assistance to a voter is considered to be the actual marking of the ballot sheet by selected individuals other than the voter in the privacy of the voting booth. Assistance is given only upon the voter’s request and after both the voter and the person giving assistance have signed the Assisted Voter Affidavit. Only two groups of voters may receive assistance: 1) a voter who is physically disabled or blind, and 2) voters with the inability to read, write, or speak the English language. Before giving assistance, mark the appropriate square on the ballot application. (10 ILCS 5/7-48, 17-14)

Assistance should only be given in the privacy of the voting booth. Anyone giving assistance must cast the vote as directed by the voter and shall not give information afterward as to how the vote was cast.

WHO MAY ASSIST?

Any voter who requires assistance to vote because of blindness, physical disability, or inability to read or write in English may be given assistance by a person of the voter’s choice, other than the voter’s employer, an agent of that employer, or an officer or agent of the voter’s union. If a voter so chooses, a candidate or precinct committeeperson may provide assistance on Election Day. The above information must be provided to all voters requesting assistance. Should the voter not specify a person to assist in voting, two judges shall assist the voter, one from each political party. The two judges who will be giving assistance to voters are selected before the polls open. (10 ILCS 5/17-14)

ASSISTING THE VOTER

A qualified voter who needs assistance because of blindness, physical disability, or who cannot read or write English sufficiently to cast their ballot, shall receive assistance upon their request. Before receiving assistance, a voter must sign or make their mark on an affidavit stating their specific disability. Before giving assistance, the individual(s) providing the assistance must also sign the Assisted Voter Affidavit. Prior to entering the voting booth, the person providing the assistance (if other than 2 election judges) shall be presented with written instructions on how assistance shall be provided.
(10 ILCS 5/17-14)

Intoxicated voters do not qualify as physically disabled and cannot receive assistance in the voting booth. (10 ILCS 5/17-14)

Listed below are suggestions for common courtesies and guidelines:

- Be considerate of the extra time it might take for a person who has a physical disability to complete a task and give unhurried attention to a person who has difficulty speaking.
- Speak directly to a person with a physical disability rather than to their companion.
- Speak calmly, slowly, and directly to a person that you believe to be hearing impaired. Your facial expressions, gestures, and body movements help in understanding. Don’t shout or speak in the person’s ear. If full understanding is doubtful, write a note to the person.
- Before pushing someone in a wheelchair, ask for their permission and how you should proceed.
- Greet a person who is visually impaired by verbally letting the person know who and where you are. You may wish to verbally explain the procedures as well. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your

arm and tell them if you are approaching steps or inclines.

- Be aware that support animals that assist people with disabilities should be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner. Never distract, pet, or feed the animal.

- Be aware that federal law allows voters with physical disabilities to be accompanied by another person into the voting booth and to receive the assistance of that person while in the voting booth.

- Remember that all voters deserve courteous attention when exercising their right to vote.

- Take the appropriate precautions to ensure that the privacy of the voter and the secrecy of their ballot is not compromised.

POLLING PLACE ACCESSIBILITY and CURBSIDE VOTING

Polling Place Accessibility

An accessible polling place describes the combination of the various elements of the building structure which allow for entrance to, use of, and exit from polling places by elderly voters and voters with disabilities. In instances where elderly voters or voters with disabilities have received prior approval to vote outside the polling place due to the structural features of the building, a ballot shall be delivered to the voter. After it is determined that the voter is qualified to vote, two election judges deliver a ballot, a marking device, and a portable voting booth (or other enclosure that will allow secrecy in marking the ballot) to the voter and allow the voter to vote in secrecy. In no case shall such voting take place more than 50 feet from the entrance to the polling place. Pollwatchers shall be permitted to accompany the judges and observe the procedure. (10 ILCS 5/1-3, 7-47.1(b), 17-13, 17-23, 18-6)

Curbside Voting

Election authorities may establish curbside voting for individuals to cast a ballot during early voting or on Election Day. An election authority's curbside voting program shall designate at least 2 election judges from opposite parties per vehicle, and the individual shall have the opportunity to mark the ballot without interference from the election judges. Pollwatchers are permitted to accompany the election judges to observe. (10 ILCS 5/17-13.5, 17-23, 18-6)

Note: In both instances above, after the voter has voted, the two judges take the ballot sheet (keeping it inside the secrecy sleeve/cover) back to the polling place and deposit it in the tabulator. No assistance may be provided to the voter in filling out their ballot, unless so requested and after the required affidavits have been signed. It is recommended to ask the voter to wait for the two judges to return and confirm with the voter that their ballot has been successfully cast through the tabulator. In case of an under or overvoted ballot, the judges can inform the voter they have the option to vote the ballot as-is, to spoil the ballot and vote a new ballot, or to make corrections on their current ballot.
(10 ILCS 5/11- 4.2(b), 17-13(b)-(d), 17-13.5, 18-5.1)

BALLOT MARKS

VALID MARKS

A valid mark is an intentional darkening or selection of a designated area on the ballot sheet. For those jurisdictions which use a “fill in the oval” type marking, a valid mark is one which simply fills in a pre-

printed oval on the ballot sheet. Polling place instruction cards provide instructions on the proper way to mark a ballot. (10 ILCS 5/16-9, 24B-9.1, 24C-10)

For any ballot sheet that does not register a vote for one or more ballot positions on the ballot sheet**,** the following shall constitute a vote on the ballot sheet:

1. The designated area for casting a vote for a particular ballot position on the ballot sheet is fully darkened or shaded in;

2. The designated area for casting a vote for a particular ballot position on the ballot sheet is partially darkened or shaded in;

3. The designated area for casting a vote for a particular ballot position on the ballot sheet contains a dot or ".", a check, or a plus or "+";

4. The designated area for casting a vote for a particular ballot position on the ballot sheet contains some other type of mark that indicates the clearly ascertainable intent of the voter to vote based on the totality of the circumstances, including but not limited to any pattern or frequency of marks on other ballot positions from the same ballot sheet; or

5. The designated area for casting a vote for a particular ballot position on the ballot sheet is not marked, but the ballot sheet contains other markings associated with a particular ballot position, such as circling a candidate's name, that indicates the clearly ascertainable intent of the voter to vote, based on the totality of the circumstances, including but not limited to, any pattern or frequency of markings on other ballot positions from the same ballot sheet.
(10 ILCS 5/24B-9.1(b))

IDENTIFYING MARKS/DEFECTIVE BALLOTS
Any mark placed anywhere on the ballot which serves to identify it from other ballots or furnishes a means of evasion of the law relative to secrecy, is an “identifying mark”. After removing the ballot sheets from the ballot box and separating them according to ballot type, check the ballot sheets for marks anywhere on the ballot sheet that could be recognized as identifying marks. If a majority of the judges feel that a ballot sheet has an identifying mark, the ballot must not be counted.
(10 ILCS 5/24B-9.1, 24C-10; *Griffin v. Rausa*, 2 Ill. 2d 421 (Ill. 1954)).

If any ballot is not initialed, it shall be marked on the back “Defective”, initialed as to that label by all tally judges immediately under the word “Defective”, and not counted, but placed in the envelope provided for that purpose labeled “Defective Ballots Envelope.” These ballots must be replaced with blank ballots. (10 ILCS 5/24B-10.1)

Note: For questions about re-tabulation, contact the election authority.

WRITE-IN VOTES

VALID WRITE-IN VOTES
If the voter wishes to vote for a declared write-in candidate, the voter may write/record the name of the candidate in the space provided on the ballot sheet, using the same apparatus used to record votes for candidates whose names appear on the ballot. In order for the write-in vote to be valid, the voter must write the name of the candidate in the space provided below the slated candidates for the office **and**

properly mark the ballot according to the instructions posted on the instruction card in the polling place. All write-in votes are to be cast on the ballot sheet.

The election judges are required to count write-in votes **only for those candidates who had filed a "Declaration of Intent to be a Write-in Candidate."** The election authority will supply the judges with a list of all candidates who have filed a "Declaration of Intent to be a Write-in Candidate."
(10 ILCS 5/17- 16.1, 18-9.1, 24B-6, 24C-7)

RECORDING WRITE-IN VOTES ON THE TALLY SHEETS

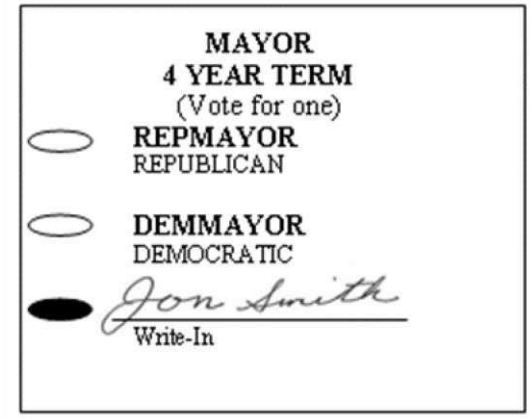
Record all valid write-in votes on the tally sheets. If there are no write-in votes, write "NONE" across each of the tally sheets. Sign the tally sheets and place them in the envelope provided for write-in tally sheets. (10 ILCS 5/24B-10)

SPELLING

In determining the validity of a write-in vote, the spelling of the candidate's name need not be exact as long as the intent of the voter can be determined. There should be some relationship between the appearance or the sound of the name written in and that of the candidate's actual name. In the case of a misspelled name, a majority of the judges must agree as to the intent of the voter and whether or not the write-in vote will be counted. (See *McCreery v. Burnsmier,* 293 Ill. 43, 48 (1920))

PRINTING OR WRITING THE CANDIDATE'S NAME

A valid write-in vote must be hand-written, and the use of stickers, pasters or a rubber stamp by a voter does not constitute a valid write-in vote. (See *Blackman v. Stone,* 101 F.2d 500, 504 (7th Cir. 1939)).



REMAKING BALLOT SHEETS

DAMAGED AND OVERVOTED BALLOT SHEETS

If necessary, remake all damaged or bent ballot sheets that cannot be counted by the tabulating equipment. The duplicate ballot is marked exactly the same as the original ballot.

Remake all ballots that contain an overvote due to an invalid write-in vote. If an invalid write-in causes an overvote, remake the duplicate ballot sheet exactly as the original sheet, but omit the invalid write-in. (10 ILCS 5/24B-10.1)

REMAKING PROCEDURES

If any ballot is damaged, defective or overvoted so that it cannot be properly counted, two judges, one from each political party, remake a duplicate ballot sheet. (10 ILCS 5/24B-10, 24B-10.1, 24B-14)

The suggested remaking procedures are as follows:

1. Use an official ballot sheet of the same ballot style.

2. Mark the duplicate ballot with a specialized pen (if applicable).

3. One judge reads the candidates/public question choices to be marked on the duplicate ballot sheet while the other judge marks the ballot sheet according to the instructions that are described on the polling place instruction card.

4. Check the duplicate ballot sheet by exchanging duties, i.e., the judge who marked the ballot sheet reads the names of the candidates/public question choices marked.

5. Consecutively number each pair of duplicate ballot sheets. The first damaged ballot sheet is marked “Damaged Ballot No. 1" and the corresponding duplicate sheet is marked “Duplicated Damaged Ballot No. 1” The next pair is marked “Damaged Ballot No. 2,” and the corresponding duplicate sheet is marked “Duplicated Damaged Ballot No. 2." Continue the process until all duplicated ballot sheets have been marked.

   Likewise, the first pair of overvoted ballot sheets are marked “Overvoted Ballot No. 1,” and “Duplicated Overvoted Ballot No. 1.” Continue the process until all duplicated overvoted ballots are marked and numbered consecutively. Use a pen with red ink to identify the ballot sheets.

6. Both judges must make sure to initial both the original ballot sheet and the duplicated ballot sheet.

7. Place the original (defective) ballot sheet(s) in the envelope for duplicated ballots and place the duplicated ballot sheet in the ballot return box with the other valid ballot sheets.
   If you have questions about re-tabulation, contact your election authority.

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