

Buffalo County

2024 Statewide Primary Election

Poll Worker Training Manual

Election Day: Tuesday, May 14, 2024
(32-401)

Poll Worker Hours: 7:00 a.m. – 8:30 p.m.
(Estimate)
(32-232)

Polls Open for Voting: 8:00 a.m. – 8:00 p.m. CT
(32-908)

POSSIBLE EMERGENCIES ON ELECTION DAY

EMERGENCY NUMBER: 911

NON-EMERGENCY: Kearney Police Department (308) 237-2104 (City Precincts)
Buffalo County Sheriff (308) 236-8555 (Rural Precincts)
Election Office: (308) 236-1233

Severe Weather/Tornado Warning

- Follow the building's emergency procedures.
- Move voters & poll workers to a place of shelter. Ex.) Basement or internal hallway away from windows.
- Without jeopardizing the safety of workers or voters, poll workers should take all ballots, ballot box, the list of registered voters and the sign-in register with them.

Power Outage

- Contact building management 1st
- Contact the Election Commission office immediately.

Fire

- Have a poll worker call 911
- Small fire, attempt to extinguish utilizing a fire extinguisher
- Follow building evacuation procedures.
- Move voters & poll workers to a place of safety. Ex) Safe distance away, like across the street
- Without jeopardizing the safety of workers or voters, poll workers should take all ballots, ballot box, the list of registered voters and the sign-in register with them.

Bomb/Terroristic Threats

- Take any threat seriously. Contact 911 and/or follow instructions of building management.
- Move to a place of safety if instructed by emergency personnel or building management.
- Without jeopardizing the safety of workers or voters, poll workers should take all ballots, ballot box, the list of registered voters and the sign-in register with them.
- Contact the Election Commission office after emergency personnel have been notified.
- **If a threat is called in, it will more than likely go to the location's office phone**

Poll Worker/Voter Injury or Medical Emergency

- Assess situation and contact 911 if necessary.
- Contact the Election Commission office after emergency personnel have been notified.
- Notify building management.

Unruly Behavior or Disturbance

- If a voter or other person is causing a disturbance
 - Have 2 poll workers ask them to leave
 - If they continue to be a disturbance, call 911 and identify yourself as a Polling Place Official and give the name & location of the polling place
- Complete the Incident Report

Voter Injury or Medical Emergency

- Assess situation and contact 911 if necessary
 - Do not touch, offer to treat or give medication to patient unless directed by 911 personnel
 - Do not make any statements admitting guilt or wrongdoing
- Contact the Election Commission Office after emergency personnel have been notified.
- Notify building management.
- Complete the Incident Report

Polling Place Incident Report

Date: _____ Time: _____ Location: _____

Individual's Name: _____ Phone #: _____

Address: _____

Type of Incident: (Circle what applies) Disturbance Illness Injury Other

Detailed description of incident: _____

Printed name of person completing report: _____

Signature of person completing report: _____

Names of Witnesses: _____

Phone # of Witnesses: _____

VOTER REGISTRATION INFORMATION

WHO IS ELIGIBLE TO REGISTER TO VOTE IN BUFFALO COUNTY (32-312)

Any United States Citizen who:

- Is a resident of Buffalo County;
- will be 18 years of age or older on General Election Day (the first Tuesday after the first Monday in November in the current calendar year);
- has not been convicted of a felony, or, if convicted, it has been at least two years since completion of sentence, including any parole term; and
- is not found to be mentally incompetent by a court.

REGISTRATION OPTIONS:

- Online www.nebraska.gov/apps-sos-voter-registration/
- Via mail - can print registration form online or call Election Office to have form mailed to you
- Via DMV or other state government agencies
 - DEADLINE FOR ANY OF THE OPTIONS ABOVE IS 3 FRIDAYS BEFORE ANY ELECTION
- In person at the Election Office
 - DEADLINE FOR IN PERSON REGISTRATION IS AT 6PM, 2 FRIDAYS BEFORE ANY ELECTION

WHEN TO REGISTER OR RE-REGISTER TO VOTE:

- Register - if someone has moved from one county to another or have moved from a different state
- Re-register - if someone is already registered in the County in which they currently reside but have moved, changed their name or want to change their party affiliation

RESIDENCE FOR VOTING PURPOSES (32-116)

By law, the voter's residence is the place where the voter has established a home, where the voter is habitually present, and to which, when the voter departs, they intend to return. Leaving for temporary purposes, such as military service, school attendance, or a short term out of town job assignment need not result in a change of residence for voting purposes.

COLLEGE STUDENTS - A student may decide to register and vote using either their school or home address.

HOMELESS VOTERS - A homeless voter may use the Election Commissioner's Office as their voting address or a residential address of a family member or friend, if they have permission to use that address as a mailing address.

In any of the situations listed above, the voter must vote at the appropriate polling location for the address listed whether it is the Election Commissioner's Office or any other residential address.

CHALLENGE OF A VOTER (32-927 THRU 32-931)

- An inspector, judge, clerk of election or a registered voter may challenge a voter's residence, age or citizenship
- PRIOR TO VOTING, the challenged voter must sign an oath swearing their answers to be true facts. If voter does not sign the Challenge Oath, they will not be permitted to vote. (32-929)
- Challenger must be present at the same time as the voter they are challenging and shall state the reasons for such challenge on the back of oath given to person being challenged.
- These are located in the blue voter count book behind the oath divider.

ELECTION BOARD INFORMATION

ELECTION BOARD COMPOSITION (32-221 to 32-226): An Election Board is generally composed of one inspector, two clerks from different political parties and two judges from different political parties. Elections are held in the EVEN numbered years in May (Primary Election) and November (General Election). In precincts with high voter population and turnout, additional workers may be added as needed.

NONPARTISAN POLL WORKER (32-223): A poll worker who is registered Nonpartisan (NP) is not affiliated with any party and can serve in any party affiliation capacity.

CIVIL LEAVE (32-241): No employer shall subject an employee serving as a judge or clerk of election, a precinct or district inspector, a canvassing board member, or any other election worker to coercion, discharge from employment, loss of pay, loss of overtime pay, loss of sick leave, loss of vacation time, the threat of any such action, or any other form of penalty on account of his or her absence from employment by reason of such service on the Election Board if he or she gives reasonable notice to his or her employer of such appointment. The employer may reduce the pay of an employee for each hour of work missed by an amount equal to the hourly compensation other than expenses paid to the employee by the county for such service. Upon request, the Election Office will provide a letter for an employer as proof of service and hours worked.

POLL WORKER QUALIFICATIONS:

- All poll workers in Nebraska must meet the following statutory requirements found in 32-221 & 32-231.
- Persons shall be of good repute & character
- Persons must be able to read & write the English language.
- Persons must be registered in the county, unless they are an underage 18 student worker
- No citizen shall be excluded based upon race, color, religion, sex, national origin or economic status
- No candidate (*except a delegate to the party convention*) may serve as a judge, clerk or inspector at an election.

CONFLICT OF INTEREST (32-231): If a poll worker or close relative is a candidate and their name will appear on the upcoming election's ballot, please notify the Election Office prior to Election Day. To avoid the appearance of misconduct, the poll worker may be asked to sit out that election or may be assigned to a different precinct.

POLL WORKER RESTRICTIONS:

- No judge, clerk or inspector shall do any electioneering while acting as an election official (32-1524)
 - No advocacy for or against any candidate, political party, office or measure on the ballot
 - Electioneering while being a poll worker is a Class V misdemeanor

ELECTION BOARD CONDUCT:

- Refrain from excessive and loud talking amongst workers while voters are present
- Avoid asking or talking about personal questions or issues
- Be courteous to all voters & poll workers
- No radios, TVs or newspapers due to possible political advertisements
- **DO NOT** engage in any political conversations with other workers or voters while working the polls on election day
- **DO NOT** make any comments or give opinions on anything related to issues or races on the ballot

POLL WORKER TRAINING (32-228 & 32-235):

It is required that all poll workers attend a paid training session prior to every state election.

EXCHANGE OF DUTIES (32-226): At the discretion of the inspector, any clerk may perform the duties of a judge and any judge may perform the duties of a clerk. The Inspector may perform the duties of a judge or clerk when authorized by the Election Commissioner. All duties and functions of the clerks and judges will be discussed in training, please work or cross train judge and clerk positions on election day.

WORKING HOURS: All poll workers should arrive at their assigned polling place by 7:00 a.m. to help set up the polling area. Polls open at 8am. After the polls close at 8pm, clerks and judges may leave after all paperwork is complete and all election materials have been gathered and loaded into the inspector's vehicle. The ending time that needs to be written down is the time you are leaving for the night, not 8pm. Times will be adjusted based on the check in time at the courthouse for inspectors and election workers who are returning ballots & supplies.

WAGES (32-227): Judges and clerks will be paid \$13 per hour, Inspectors will be paid \$14 per hour and \$30 for attending poll worker training. Mileage will be paid to any worker who works outside the city of his/her residence.

Ex) a city of Kearney resident works in a rural precinct. Paychecks are typically mailed at the end of the election month. Any poll worker may waive their pay to an authorized nonprofit organization by signing a compensation waiver.

EARLY VOTING FOR ELECTION BOARD MEMBERS: Poll workers who are not assigned to work at their home precinct or are subs waiting to be assigned, are encouraged to vote early. If a poll worker requests that an early ballot be mailed to them or picks an early ballot up at the Election Office, they must return their voted ballot to the Election Office prior to Election Day.

A poll worker voting early may NOT return their voted ballot with the precinct's voted ballots.

INSPECTOR—over-
sees site & handles
provisional voters

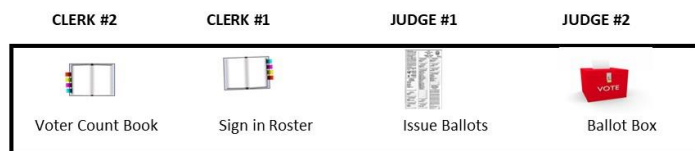
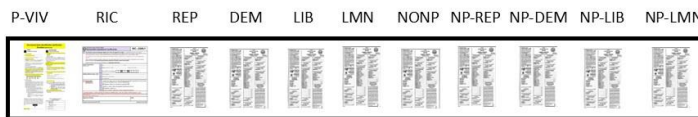
Provisionals
Supply items: provisional
envelopes, pink sign in
roster page & map

Info table w/
Sample Ballot &
notices

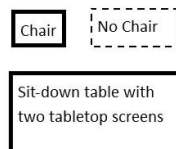
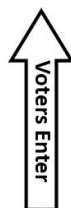


SUGGESTED POLLING PLACE LAYOUT

Place ballot table against or near a wall Organize ballots by party and splits.



Check-in table



ExpressVote
60-inch
Clearance
Tabletop
screen around

NEW SUGGESTED SEATING CHART

Have clerk 2 seated 1st at the table and clerk 1 seated 2nd, so that clerk 1 is between clerk 2 and judge 1. Should make it easier for the clerk 1 to converse with both clerk 2 and judge 1 while still being discreet about who gets what ballot.

BASIC ELECTION DAY INFORMATION

PRIOR TO OPENING THE POLLS – COMPLETE ELECTION DAY CHECKLIST!

- Absent/late worker-call the Election office if someone has not arrived by 7:15am
- Efficiently set up tables & chairs
- Unpack supply box
- POLL WORKER OATHS (32-222): Each judge, clerk and inspector shall take and subscribe to an oath before performing their poll worker duties. The oath is located in the blue voter count book behind the oath divider.
- Ensure the Expressvote is plugged in, turned on and tested before 8am. If worker is actually voting on Expressvote this must be done after 8am.
- **Complete Election Day Checklist located in blue voter count book**
- Put out all notices and sample ballots and display them
- Certify all ballot counts-by splits and by party - Prec 6, 19, 20, 22, 24, 26, 27, 28 & 29 have 2 splits per party
- Ensure polling place is free of campaign signs
- Outside signs must be 200' from the polling place if on the same property
- Put out Vote Here signs (A frame & wire) and **PHOTO ID REQUIRED sign**
- Start initialing ballots – 2 judges or 1 judge & inspector of different party affiliations (32-916)

POLLS OPEN (32-908)

- At 8am publicly verify that tin ballot box is empty (32-909). Padlock the ballot box AND place the #'d seal through the same holes as the padlock for extra security.
- Polls shall open at 8am CT and remain open until 8pm CT. Voters who are at the correct precinct and are inside the polling place or in line by 8pm must be allowed to vote.
- At 7:45pm, if there is a line, have a poll worker check to make sure the voter is at the correct location.
- Anyone arriving after 8pm shall not be permitted to vote

VOTING BOOTH OCCUPANCY & TIME RESTRICTIONS (32-921)

- Only 1 voter per booth unless they are assisting another voter or have minor aged children with them
- Voter shall not occupy a voting booth longer than 10 mins. Take into consideration long or 2 pg ballots
- Voters shall not remain in voting area longer than 20 mins
- Voters are allowed to take notes or sample ballots into their voting booth (32-920)
 - Poll workers should occasionally check booths to make sure nothing was left in the booth, especially campaign type materials

ELECTIONEERING (32-1524) means the deliberate, visible display or audible or physical spreading of information for the purpose of advocating for or against any candidate or measure on the ballot. Even a measure's number, title or subject matter. Other prohibited information or items includes:

candidate's name	likeness			
buttons	hats	shirts	logo/symbol	stickers

EXIT POLLING (32-1525): No person shall conduct an exit poll, public opinion poll or any other interview with voters within 20 feet of a polling place entrance. If inside polling place or building, interview cannot be within 100 feet of a voting booth.

DISTURBANCE AT THE POLLS (32-925): If any person conducts themselves in a noisy, riotous or tumultuous manner at or about the polls as to disturb the election or insults or abuses any election worker after being warned, a police officer or sheriff shall arrest them without warrant and bring them before county court.

CELL PHONES & BALLOT PICTURES (32-1527): This law allows a voter to voluntarily photograph their ballot after it is marked and reveal such photograph that allows the ballot to be viewed by another person.

MEDIA QUESTIONS: Poll workers are allowed to answer the question from the media, or anyone else, regarding how many people have voted. You cannot tell them who has voted. TV cameras are allowed in the polling place as long as the media is not disturbing the voters or the voting process. However, they should get permission before filming or recording anyone. They must also stay 8 ft away from the ballots but can take pictures of the green sample ballots that are laid out.

POLL WATCHERS (32-961 THRU 32-963): Are observers who are assigned by political parties, interest groups or other organizations to be at polling locations on Election Day. Poll watchers must present their credentials to the Inspector and sign in on the Poll Watcher Register found in your blue voter count book behind the oath divider. Credentials are name tags issued by the Election Office or the assigning organization. These individuals are there to observe only and are not to interfere with the voting process. Poll Watchers shall:

- NOT interfere with any voter casting or preparing to cast a ballot
- NOT prevent any election worker from performing their duties
- NOT provide assistance to a voter unless specifically selected by the voter
- NOT engage in electioneering while at the polling place
- Must maintain a distance of 8 ft from the sign-in table, sign-in register, polling booths, ballot box and ballots.

Contact the Election Office if there are any issues with the poll watchers. If the poll watchers have any questions or concerns, they can contact the Inspector or the Election Office.

NEW VOTER ID REQUIREMENTS

ID REQUIREMENTS: voters must present a valid photo ID that has their name and photo on the ID in order to get a ballot. The expiration date and address are not relevant. The important things are the name and photo.

TYPES OF ACCEPTABLE ID'S:

- Nebraska driver's license-this includes the temporary paper ID with a photo
- Nebraska state ID
- Nebraska Hospital/nursing home/assisted living/skilled care record that shows the voter's photo & name
- Nebraska college or university ID. **Must be from Nebraska, no out of state colleges**
- Nebraska political subdivisions-state, county, city, **public** school faculty or student ID
- Passport
- Military ID
- Tribal ID
- Electronic ID method can only be used by students & staff from:
 - Doane Univ. Hastings College Midland Univ. Mid-Plains Comm. College



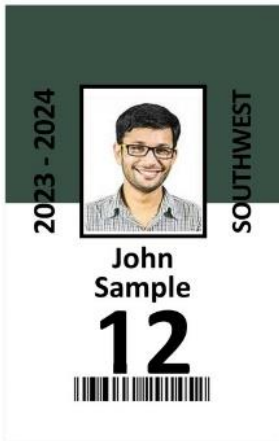
Ponca tribal ID

Recognized NE tri

- Omaha
- Ponca
- Santee Sioux
- Winnebago



US Certificate of Naturalization



Public high school ID



UNMC ID

Individual Name: JOE SAMPLE

Integrated Life Choices

Emergency Data Form

Individual

Status: Admitted
 Form ID: [REDACTED]
 Time Zone: US/Central
 Entered By: [REDACTED]
 Admitted By: [REDACTED]
 Last Updated By: [REDACTED]

Photo




Photo Data

Title: JOE
 First Name: JOE
 Middle Name: [REDACTED]
 Birth Date: [REDACTED]
 Medical Number: [REDACTED]
 Email: [REDACTED]
 Race: White
 Title: [REDACTED]

Gender: Male
 Last Name: SAMPLE
 Suffix: [REDACTED]
 Goes By: [REDACTED]
 Phone Number: [REDACTED]
 Ethnicity / Hispanic Origin: Not Hispanic or Latino
 Class Membership: [REDACTED]

Overnight

Added Overnight Agency: [REDACTED]

Residential Address

Attention or in care of: [REDACTED]
 Address: [REDACTED]
 Location: [REDACTED]
 Primary Phone: [REDACTED]
 Additional Phone: [REDACTED]
 Secondary Phone: [REDACTED]

Residential County: NE
 Residential County: Lancaster
 Service County State: [REDACTED]
 Service County: [REDACTED]

Mailing Address: [REDACTED]

Hospital/Nursing Home/Care Facility Record



County employee ID

EXCEPTIONS:

- Voter does not have the ability to obtain a valid photo ID due to:
 - Disability or illness
 - Lack of a birth certificate or other required documents needed to obtain an ID
- Religious objection to being photographed

REASONABLE IMPEDIMENT CERTIFICATE (RIC)

- **must be completed by voter due to 1 of the above situations along with a Provisional Voter ID Verification envelope (P-VIV)**

VOTER HAS AN ID BUT FORGETS IT:

Voter has 2 options

- 1. If time allows, voter retrieves & presents ID prior to being issued a ballot OR**
- 2. Voter must complete a Provisional Voter ID Verification envelope (P-VIV)**

- this is different than a “regular” provisional
- this allows the voter to vote at the polls on election day BUT in order for their ballot to count, they must take their valid photo ID to the Election Office by the following Tuesday after the election. However, once the voter votes & leaves the polls, they cannot return to have you verify their ID, they must take it to the Election Office, starting Wednesday, the day after election day.

POLL WORKER POSITIONS & DUTIES (32-226 & 232)

INSPECTORS- responsible for conducting elections at the precinct, supervising & assigning poll worker's their positions and informing the Election Office of any worker not performing their duties adequately. The inspector is also in charge of transporting all election supplies and ballots to and from the polling site.

THE WEEK BEFORE ELECTION:

- Contact polling place for arrangements – *DO NOT WAIT UNTIL THE MONDAY BEFORE THE ELECTION*
 - Remind them about delivery of voting booths & the Expressvote the day before election and pick up the day after election. Reminders are sent to them but another reminder does not hurt.
 - Please make arrangements on getting keys or how you will be let into the bldg & what time - nothing before 7am please.
 - Notify them of how many tables & chairs you will need for the day. Including a table & chair next to an outlet for the Expressvote.
- Call poll workers on your assignment list (*Please call them no later than the Friday before the election*)
 - Introduce yourself
 - Discuss what time you want them at the polling place on election day
 - If someone informs you they are unable to work, please call the Election Office ASAP
 - Plans for lunch – sack lunch on your own or pot luck to share
 - Inform them of their position of either clerk or judge. Make sure the clerks are 2 different party affiliations and the 2 judges are also different party affiliations from each other.

THE DAY BEFORE ELECTION:

- Pick up supplies from the Election Office between 8am & 5pm
- After 5pm, expect a phone call, email or voice message from our office with a list of names of early voters that need marked in your roster as having voted. These people voted absentee after the poll books were printed.

ELECTION NIGHT:

- Inspector plus 1 poll worker of a **different party affiliation** are to bring back the supplies on Election Day.
- If workers are not riding together in the same vehicle, please have the poll worker follow the inspector by taking the same route back to the courthouse.
- Both workers come into the courthouse to sign-off on returning election supplies.

CLERK 1 PRIMARILY RESPONSIBLE FOR THE SIGN-IN ROSTER

- Greets & asks voter for their **photo ID**, name & address.
- If the voter provides a valid photo ID, their name and registered address are correct, Clerk 1 has the voter sign their name on the signature line next to the X in the sign-in roster. ID address does not have to match Roster
 - Have the magnifier and black signature guide with the roster in case they need to be used
- Informs Clerk 2 of the voter’s name so it can be printed in blue voter count book. Clerk 2 informs Clerk 1 the line # in which voter’s name was printed on, the lines are consecutively numbered.
- Clerk 1 will write line # under the voter’s date of birth in the sign-in roster.
- Inform Judge 1 which ballot style should be given to the voter. The ballot style is the # in the 2nd column from the left in the sign-in roster.
- If their name is NOT in your roster BUT their address is in your precinct, they need to vote a provisional ballot
- If they do not have a photo ID with them, they need to vote a **Provisional Voter Identification Verification** ballot

PR24 2024 Primary Election
May 14, 2024

Line #	Status	Ballot Style	Birthdate	Name and Address	Signature	Barcode
		Dem 0202	07/04/2004 127	Buffalo, Sally B 1512 Central Ave Kearney NE 66847	X <u>Sally Buffalo</u> 29869	BARCODE
		NP 0202	01/01/1969 128	Buffalo, Stan C 1512 Central Ave Kearney NE 68847	X _____ 29870	BARCODE
I		Rep 0201	04/29/1975 543	Hilton, Guy 321 Central Ave Kearney NE 68847	X _____ 29871	BARCODE
		Lib 0201	01/29/1980 545	Hilton, Paris 321 Central Ave Kearney NE 68847	X _____ EARLY VOTER _____	BARCODE

Examples of Early Voters & Inactive Voters

EARLY VOTER: If a voter chose to vote early by either picking up or voting their ballot at the Election Office or had it mailed to them, the words EARLY VOTER will appear on their signature line. EARLY VOTER could be typed or hand written. If voter states they did not vote early or did not receive their ballot, they must vote a provisional ballot.

INACTIVE VOTER: An inactive voter is someone who was sent a mailing from the Election Office because we received information that they may have moved to a different address and we are waiting for verification. Ask the voter what their current address is. If voter indicates they have not moved and the address listed is correct, they can sign the roster and vote their ballot. However, if they state they have moved and their address needs updating, with the help of

the inspector, determine if they still reside in your precinct and need to complete a white address change form or need to go to a new polling location to vote a provisional ballot. Call Election office if you need assistance!

CLERK 2 PRIMARILY RESPONSIBLE FOR THE PRINTED LIST OF VOTER NAMES

- Help inspector by making sure the oaths have been signed & the ballot certification was completed
- Ensure that the opening of the poll's checklist has been completed
- Prints voter's name & marks which party & ballot style was given to the voter in the blue Voter Count Book
- **DO NOT USE NICKNAMES!! Use the same name that is in the sign-in roster.**
- When a valid photo ID has been provided by the voter, indicate what type of ID was presented
- Tell Clerk 1 what line # the voter's name was printed on so Clerk 1 can write it under the date of birth
- Help Inspector by checking to make sure the payroll is completed & signed
- Ensure that the close of the poll's checklist has been completed

JUDGE 1 PRIMARILY RESPONSIBLE FOR ISSUING CORRECT BALLOT TO VOTER

- Finds correct **ballot style** with information told to them by Clerk 1 from the sign-in roster.
- **Ballot style** is the number in the lower right-hand corner of the ballot & party name is at the top of the ballot
- Precincts 6,19, 20, 22, 24, 26, 27, 28 & 29 have 2 splits per party
- Makes sure that there are 2 sets of initials at the bottom of each ballot & Expressvote ballot (**use red ink pen**). Combination can either be 2 judges or 1 judge and the inspector with different party affiliations. (32-916)

Typ:01 Seq:0001 Spl:01	
Precinct 1 01.01	INITIALS: LP AH
000101	

Ballot Style

- Give verbal instructions:
 - Blacken ovals of your choice completely, do not make an X or ✓
 - Use only the black pen provided
 - Do not cross out - if a mistake is made ask for a new ballot
 - Vote both sides of the ballot (if applicable)
 - Instructs or shows voter how the ballot should be returned in the ballot sleeve

JUDGE 2 PRIMARILY RESPONSIBLE FOR PROCESSING VOTED BALLOTS

- Stands at ballot box & double checks to make sure 2 sets of initials are on the bottom of the ballots when they are returned. This includes checking initials on the back of the Expressvote ballots also.
- If initials are missing, the ballot is to be rejected and voter starts over on a new initialed ballot.
- Check to make sure voters put ballots into sleeve correctly before ballots are inserted into the box. If not correct, ask voter to correct. All ballots need to go in the ballot box the same way.
- Check to make sure both the voter & inspector have completed the provisional envelope before it's deposited into ballot box
- Check to make sure both the voter & a poll worker have completed the P-VIV envelope before it's deposited into the ballot box.

TYPES OF VOTERS:

- Regular Voters
 - Have all of their information up to date
 - Could have an address change within your precinct - fills out white registration form
 - They sign the roster next to their name, they are given a ballot, they vote the ballot & return it to the ballot box for deposit
- **Provisional Voters** – handled by the Inspector
 - These are voters whose names do not appear in your roster but their current address is located in your precinct.
 - These people will use the envelope with the pink voter registration form
 - These take a little time to process, might be easier to set up a table specifically for these types of Provisionals with the pink themed envelopes, map and the pink sign-in roster page.
- **P-VIV Voters** - handled by Clerk 1 & Clerk 2
 - These are voters who do not have their ID with them or do not have any form of ID
 - These people will use the yellow themed envelope
- Non-Partisan Voters – handled by Clerk 1 & Judge 1
 - In Nebraska primaries, voters vote the ballot they are registered as for party affiliation. When someone is registered as Non-Partisan, they are not affiliated with a political party which means; there are no partisan based races on their ballot. Non-Partisan ballots have fewer races to vote on in primaries for 2 reasons:
 - They don't have partisan races on their ballot
 - Non-partisan races auto advance if there are not enough people that file for those races
 - There needs to be more than double of what is up for election for non-partisan races to appear on the primary ballot, otherwise those races auto advance
 - Ex) 1 position is up for election, so 3 need to file for that race to appear on primary ballot
 - 3 positions are up for election, so 7 need to file for that race to appear on primary ballot

Partisan Races

President & Vice President
Senate
Congress
Governor & Lt. Governor
Sec. of State
State Treasurer
Attorney General
State Auditor
Public Service Commission
County Offices

Non-Partisan Races

State Board of Education
Univ. of NE Board of Regents
Legislature-**EXCEPTION-always on primary**
Judges
Community College
Natural Resource Districts
Public Power Districts
Educational Service Unit
School Districts
City
Village
Amendments & Initiatives

REGULAR Voter Count-Clerk 2 prints voters name & marks affiliation, ballot & type of ID presented:

REGULAR VOTERS ONLY												
Ex #	CHECK BALLOT TYPE					NonPartisan Party Requests				BALLOT STYLE	TYPE OF ID PRESENTED: DL=NE driver's license SID=NE State ID PP=Passport MID=Military ID SDID=Student ID TID=Tribal ID NH=Nursing Home HO=Hospital	PRINT VOTER'S NAME
	DEM	LIB	LMN	REP	Non-Partisan	NP-DEM	NP-LIB	NP-LMN	NP-REP			
Ex #1	X									0101	SID	John A Doe
Ex #2					X		X			0101-0900	DL	Jane A Smith
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
TOTALS												
DO NOT COUNT THE EXAMPLES!												

PR24 2024 Primary Election
May 14, 2024

Line #	Status	Ballot Style	Birthdate	Name and Address		
		Dem 0202	07/04/2004 127	Buffalo, Sally B 1512 Central Ave Kearney NE 66847	X _____ 29869	BARCODE
		NP 0202	01/01/1969 128	Buffalo, Stan C 1512 Central Ave Kearney NE 68847	X _____ 29870	BARCODE
I		Rep 0201	04/29/1975 543	Hilton, Guy 321 Central Ave Kearney NE 68847	X _____ 29871	BARCODE
		Lib 0201	01/29/1980 545	Hilton, Paris 321 Central Ave Kearney NE 68847	X _____ EARLY VOTER	BARCODE

PROVISIONAL VOTING & BALLOTS - See the WHAT TO DO IF..... books

- Provisional ballots are for people who claim they are registered to vote in Buffalo County, live in your precinct but do not appear in your sign-in roster.
- Reasons someone votes a provisional ballot:
 - Voter's name does not appear in roster but their current address is in your precinct
 - Roster reflects voter has received an Early Voter ballot but the voter claims it wasn't received
- Again, their current or new address MUST BE in your precinct.
- **If you allow them to vote in the wrong precinct their ballot will be REJECTED.**

PROCESS:

- Clerk 1 asks the voter for their photo ID, their address & name but are unable to locate voter's name in the sign-in roster.
- Inspector pulls voter out of line & takes them to your designated provisional voting area - have your pink provisional packets, pink sign-in roster sheet and your city & rural maps ready.
- Determine what precinct their address is located in by using these options:
 - Have the voter help you plot their address on the map provided to determine correct precinct
 - Unable to determine precinct or ballot, call the Election Office for assistance 236-1233
 - Use the voter check link: <https://www.votercheck.necvr.ne.gov/voterview> to look up the address to show the correct polling location and ballot style
- Inspector marks an X under which ballot type voter will receive and writes that ballot style in appropriate columns
- Voter must sign & give new address on the PINK provisional sign-in paper **before** being given a ballot to vote

Sign-in Roster for PROVISIONALS- Inspector has voter sign name & current address:

Sign in roster for PROVISIONAL ballot voters													
I, the undersigned voter, declare under penalty that I am a duly qualified voter in the State of Nebraska, Buffalo County, that I have not signed a name other than my own in order to represent myself as any other registered voter, and that I have not previously voted and will not vote again in this election.													
BALLOT TYPE					NonPartisan Party Request				CHECK PHOTO ID! Place a ✓ next to their name				
	DEM	LIB	LIN	REP	Non-Partisan	NP DEM	NP LIB	NP LIN	NP REP	Ballot Style	Voter's Printed Name	Voter's Signature	Voter's Current Street Address
Ex #1				X						0101	Jane A. Smith	✓ Jane A. Smith	1831 W 35th St Kearney NE 68845
Ex #2					X		X			0101-0900	John A. Doe	✓ John A. Doe	4211 20th Ave Kearney NE 68845
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
TOTALS													

DO NOT COUNT THE EXAMPLES!!

- While voter is completing the pink provisional sign in roster, the inspector gets their ballot and informs Clerk 2 of voter's name, ballot style & photo ID type so it can be marked on the pink paper in the blue voter count book
- After determining which ballot style the voter receives, **STEP 1 of the provisional packet must be completed by Inspector BEFORE giving the ballot to the voter.**
- Explain how the ballot goes into the envelope & needs sealed
- Explain that the pink registration & PIN form need completed and MUST GO IN FRONT CLEAR POCKET of the envelope
- Make voter aware they **must complete STEP 2** of the envelope & the PINK registration form. The pink registration form updates their information with the election office except they cannot change their party affiliation at this time.
- The PIN paper is optional for them to fill out, but must always be offered.
- Voter then takes their ballot, envelope, pink voter registration form & PIN form to a voting booth to complete
- Once the voter has completed the paper work & has finished voting they will return the envelope to Judge 2 at the ballot box.
- Judge 2 must check to make sure everything has been completed on the envelope & that it is sealed BEFORE it is deposited into the ballot box.
- Their name must also be printed by Clerk 2 on the PINK provisional paper in front of the blue voter count book.

PROVISIONAL Voter Count-Clerk 2 prints voters name & marks affiliation, ballot & type of ID presented:

PROVISIONAL VOTER'S ONLY												
	CHECK BALLOT TYPE					NonPartisan Party Requests				BALLOT STYLE	TYPE OF ID PRESENTED: <small>DL=NE driver's license SID=State driver's license PP=Passport MID=Military ID SID=Student ID TID=Tribal ID NH=Nursing Home HO=Hospital</small>	PRINT VOTER'S NAME
	DEM	LIB	LMN	REP	Non-Partisan	NP-DEM	NP-LIB	NP-LMN	NP-REP			
Ex #1	X									0101	DL	John A Doe
Ex #2					X		X			0101-0900	SID	Jane A Smith
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
TOTALS												
DO NOT COUNT THE EXAMPLES!												

PROVISIONAL BALLOT ENVELOPE

1 POLL WORKER complete the following:

Reason for Provisional Ballot (mark one)

- Voter's name does not appear in roster but their current address is in this precinct
- Roster reflects voter has received an absentee ballot (Early Voter)
- Roster reflects ID is required but voter is unable to show proper ID

Election Date: _____ Precinct: _____ Ballot Style Issued: _____

Political Party Ballot Issued in State Partisan Primary: _____
(For Partisan Primaries ONLY. Party changes cannot be made on Election Day)

Printed Name of Poll Worker Assisting Voter: _____

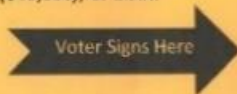
2 VOTER completes & signs the following:

I, _____ swear or affirm that the following facts are true:
(Print your name)

1. I am a registered voter in Buffalo County;
2. My name or address did not appear correctly on the precinct list of registered voters.
3. I registered to vote on or about this date _____
(Approximate date)
4. I registered to vote (check one):

<input type="checkbox"/> At the Election Commission	<input type="checkbox"/> By Mail	<input type="checkbox"/> At Voter Registration Site
<input type="checkbox"/> At the DMV	<input type="checkbox"/> Online	<input type="checkbox"/> At another State Agency
<input type="checkbox"/> Other _____		
5. *I have not resided outside of this county or voted outside of this county since registering to vote in this county.*
6. My current address is shown on the registration application completed as a requirement for voting by provisional ballot; and
7. I am eligible to vote in this election and I have not voted and will not vote in this election except by this ballot.

By signing this envelope or the attached form, you are certifying to the information contained on this envelope or the attached form under penalty of election falsification. Election falsification is a Class IV felony and the penalty is up to two (2) years imprisonment and twelve (12) months post-release supervision, a fine of up to ten thousand dollars (\$10,000), or both.



SIGNATURE OF VOTER

DATE

★ PROVISIONAL VOTER INSTRUCTIONS ★
 Neb. Rev. Stat. §§ 32-202, 915.01, 916, 1002

Printed name of the Voter as it appears on the Voter Registration Application

As a provisional voter, you have been given the ballot for the residence you stated on your new voter registration application. Place your ballot(s) in the Provisional Ballot Envelope provided. The envelope will be opened and the ballots counted if it is verified that you are a registered voter in this county.

Seven days from the date of the Election, you may contact the Nebraska Secretary of State's Office below to learn if your ballot(s) was counted or the reason it was not counted.

NEBRASKA SECRETARY OF STATE'S WEBSITE AT:
<https://www.voterscheck.nevls.net/>
 or toll free number: 1-800-727-6067

To insure your privacy, you must create a Personal Identification Number consisting of 5 numbers. This Pin allows the Election Official to enter the disposition into the system and you to access the system for that information. **NO LETTERS!**

My PIN selection is: _____

I hereby certify that I have read and understood the above instructions for Provisional Voting in Nebraska.

Signature of Provisional Voter _____ Date _____

The penalty for election falsification is a Class IV felony and may be punished by up to two years imprisonment and twelve months post-release supervision, a fine of up to ten thousand dollars, or both.

★ Original to the Election Official - Duplicate to the Provisional Voter ★

NEBRASKA VOTER REGISTRATION APPLICATION

1 Are you a citizen of the United States of America? Yes No

2 Are you at least 18 years of age, or will you be 18 years of age on or before the first Tuesday following the first Monday in November of this year? Yes No

If you checked **NO** in response to either of the questions, do not complete this application.

Print your full and complete legal name to avoid errors and duplicate registrations

Current Residential Address (Please print) _____
City, State, Zip

Printed (Mailing) Address (if different) _____
City, State, Zip

Nebraska District (Current Number) of State ID _____
Date of Birth (MM/DD/YYYY)

Print Name _____
First Name or First Initial Surname or Full Name

City _____ State _____ Zip _____

Last 4 digits State ID or Neb. ID# _____

PROVISIONAL VOTER ID (P-VIV)

Clerk 1 & 2 can issue P-VIV, Pin receipt & RIC (if needed)

- If the voter has valid photo ID *but does not have it with them*, the voter has 2 options:
 - If time allows, retrieve & present their photo ID **OR**
 - They must complete the **Provisional Voter Identification Verification Ballot Envelope (P-VIV)**
- If the voter chooses to vote a P-VIV, follow these steps
 - Locate their name in the sign-in roster to determine their ballot style & party affiliation
 - Write the ballot style & party affiliation on the P-VIV envelope under the poll worker portion, # 3

Provisional Voter Identification Verification Envelope (§32-915.03)

1 Voter
Complete the Following:

1. Print Your Full Name: _____
2. Print Address Where You Live: _____
(Street Address, Include Apt or lot #, City, State & Zip)
3. Select ONE of the following:
 - Option A: I did not provide a valid photographic identification as required by law. (go to number 5)
 - Option B: I have a reasonable impediment preventing me from obtaining a valid photographic identification. (go to number 4)
4. For Reasonable Impediment Only
If you marked Option B above, you must COMPLETE and SIGN the Reasonable Impediment Certification. When completed, insert the form in the pocket on the back of this envelope. If you marked Option B and do not complete the Reasonable Impediment Certification, your ballot will not be counted.
5. Complete the Voter Identification Verification PIN Receipt located on the back of this envelope and keep it.
WRITE THE SAME PIN # BELOW FROM RECEIPT
6. Read oath and sign.
I swear or affirm that:
I live at the address listed above; I did not provide valid photographic identification as required by law or I have a reasonable impediment preventing me from presenting valid photographic identification; I am eligible to vote in this election and have not voted and will not vote in this election except by this ballot; and
I acknowledge that my ballot will not be counted if:
 - (a) I do not provide valid photographic identification to my county election office on or before 5:00 p.m. on the Tuesday after the election; or
 - (b) I have a reasonable impediment that prevents me from presenting valid photographic identification and:
 - (i) I do not complete a reasonable impediment certification; or
 - (ii) My county election official cannot verify the signature on my reasonable impediment certification.

By signing the front of this envelope or the attached form, you are certifying to the information contained on this envelope or the attached form under penalty of election falsification. Election falsification is a Class IV felony and may be punished by up to two years imprisonment and twelve months post-release supervision, a fine of up to ten thousand dollars, or both.

SIGN HERE
↓

Signature of Voter _____

2 Poll Worker
Complete the Following:

1. Check the box to verify the voter completed the following information:
 - Name
 - Current address

If address does not match sign-in roster **AND** they are in the correct precinct, have voter **also** complete a separate Pink Provisional Ballot Envelope and insert the Pink Provisional envelope inside this envelope.

 - Option A or B

If Option B was marked, voter must have Reasonable Impediment Certificate completed and put in pocket on the back of this envelope.

 - Signature
2. Ensure the voter has written their pin # on the left and takes their Voter Identification Verification PIN Receipt with them for curing instructions.
3. Print the following election information before giving voter their ballot:

Precinct #: _____ Election Date: _____

Ballot style voter is to receive: _____

Political Party Ballot Type: _____

(Partisan Primaries Only. Party changes cannot be made on Election Day.)
4. Election worker's name: _____
5. Check this box **ONLY** if the voter also had to complete a separate Pink Provisional Envelope for address change.
 - a. If yes, make sure the voter signed their name on the pink provisional page in front of the sign-in roster.
 - b. Instruct the voter to place ballot and pink provisional envelope into this envelope when finished voting.
6. Verify the voter signed the oath on the left
7. Ensure the envelope is sealed prior to being placed into the ballot box.

ELECTION COMMISSION USE ONLY
CURING THE BALLOT

Date voter presented valid photo ID:	
<input type="checkbox"/> Counted	
<input type="checkbox"/> Rejected	Reason:
Registrant ID #:	
Employee Name:	

- Both the voter & the poll worker need to complete their respective portions on the P-VIV envelope
 - Make sure the voter completes their name, address, option A or B, their PIN # & signature
- Have the voter complete the yellow page in the front of the sign-in roster

Sign in Roster for P-VIV- Clerk 1 has voter sign name & current address:

Sign in roster for P-VIV ballot voters														
I, the undersigned voter, declare under penalty that I am a duly qualified voter in the State of Nebraska, Buffalo County, that I have not signed														
a name other than my own in order to represent myself as any other registered voter, and that I have not previously voted and will not vote again in this election.														
Ex #	BALLOT TYPE					NonPartisan Party Request				Ballot Style	Voter's Printed Name	Voter's Signature	Voter's Current Street Address	
	DEM	LIB	LMN	REP	Non-Partisan	NP DEM	NP LIB	NP LMN	NP REP					
Ex #1				X						0101	Jane A. Smith	<i>Jane A. Smith</i>	1831 W 35th St Kearney NE 68845	
Ex #2					X		X			0101-0900	John A. Doe	<i>John A. Doe</i>	4211 20th Ave Kearney NE 68845	
1														1
2														2
3														3
4														4
5														5
6														6
7														7
8														8
9														9
10														10
11														11
12														12
13														13
14														14
15														15
16														16
17														17
18														18
19														19
20														20
21														21
22														22
23														23
24														24
25														25
TOTALS														
DO NOT COUNT THE EXAMPLES!!														

- **Voter also needs to complete the Voter Identification Verification PIN Receipt.** This is a yellow 1/2 sheet of paper attached to the P-VIV envelope
 - The receipt explains that the voter needs to present a valid photo ID to the Election Office by 5pm the Tuesday after the election or their ballot will not be counted
 - The receipt also has the website & phone # the voter can use to check the status of their ballot after presenting their valid photo ID to the Election Office

Voter Identification Verification Pin Receipt

The ballot you cast today will remain sealed in a provisional ballot envelope until valid photographic identification is **PRESENTED BY YOU** to your county election office.

Deadline to present valid photo ID: 5 p.m. the Tuesday following the election.

Where to present the ID: Buffalo County Election Commission
1512 Central Ave, Kearney NE 68847
Office Hours: Mon-Fri, 8am-5pm

The ID **CANNOT** be presented at your polling place **AFTER** you have cast your ballot.

Valid photographic identification includes the following:

- Nebraska Driver's License
- Nebraska State ID
- Nebraska college ID
- Passport
- Hospital facility record
- Military ID
- Tribal ID
- Assisted living/nursing home record
- Nebraska political subdivision ID

Seven business days following the date of the election you may check with the Nebraska Secretary of State's Office on its website at: <https://www.votercheck.hecvr.ne.gov/>; or toll free number 1-888-727-0007 to find out if your ballot was counted or the reason it was not counted. Use your selected PIN to access your ballot status information.

The PIN you selected is:

- Voter completes **RIC** form if they do not actually have any type of acceptable photo ID because of:
 - A disability or illness that prevents them from obtaining a state ID
 - A religious objection to be photographed OR
 - Lacks a birth certificate or other required documents to obtain an ID
- The voter can complete a **Reasonable Impediment Certificate (RIC)** that is located in the blue voter count book between the pink and yellow pages.

Nebraska Secretary of State's Official Reasonable Impediment Certification		RIC—EARLY										
<p>! Certifications must be physically signed and cannot be signed by an agent. You can take a picture or scan your reasonable impediment certification along with your early voting by-mail request and email it to your county election official. You can also mail or fax your reasonable impediment certification and request to your county election office.</p> <p>Your signature on this reasonable impediment certification will be matched to your signature on your voter registration record.</p> <p>If you have any questions, please contact your county election official. You can find contact information for your county election official at: sos.nebraska.gov/elections/election-officials-contact-information</p> <p>Check the status of your early voting ballot at: ne.gov/go/votercheck</p>												
Voter Information Please print.	Last _____ First _____ 1 Middle (name or initial) _____ Suffix (Jr, III, if any) _____ Date of Birth (mm/dd/yyyy) <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											
Address Where Voter Lives	2 Street Address _____ Apartment or Lot (if any) _____ City, State, ZIP _____											
Reasonable Impediment Must select one.	3 I certify that I have one (1) of the following reasonable impediments that prevents me from presenting a form of photo identification. <input type="checkbox"/> Religious objection to being photographed OR Inability to obtain valid photographic identification due to: <input type="checkbox"/> Disability or illness; or <input type="checkbox"/> Lack of a birth certificate or other required documents											
<p>I hereby declare, under penalty of election falsification, that the above information is true.</p> <p>! WARNING: The penalty for election falsification is up to two years imprisonment and twelve months post-release supervision, a fine of up to ten thousand dollars, or both.</p>												
Signature of Voter X _____	Date _____											
Nebraska Revised Statute §32-912.02		Updated January 2024										

P-VIV Voter Count-Clerk 2 prints voters name & marks affiliation & ballot

P-VIV VOTERS ONLY											
	CHECK BALLOT TYPE					NonPartisan Party Requests				BALLOT STYLE	PRINT VOTER'S NAME
	DEM	LIB	LMN	REP	Non-Partisan	NP-DEM	NP-LIB	NP-LMN	NP-REP		
Ex #1	X									0101	John A Doe
Ex #2					X		X			0101-0900	Jane A Smith
1											1
2											2
3											3
4											4
5											5
6											6
7											7
8											8
9											9
10											10
11											11
12											12
13											13
14											14
15											15
16											16
17											17
18											18
19											19
20											20
21											21
22											22
23											23
24											24
25											25
TOTALS											
DO NOT COUNT THE EXAMPLES!											

NonPartisan Partisan ballots: (32-912 Sec 2 & 3) PRIMARY ELECTIONS ONLY

A NonPartisan Partisan ballot allows a registered NonPartisan voter to vote on the Senatorial & Congressional races in a Primary election. Because the Senatorial & Congressional races are Partisan races NonPartisan registrants can ask for a 2nd ballot to be able to vote on those 2 races.

PROCESS:

- Clerk 1 asks voter for photo ID, their address & name (the address on ID does not need to match book)
- Locates voter in the sign-in roster & has voter sign their name
- Issue the voter a NonPartisan ballot
- **IF** the voter inquiries about more voting options have them read the NonPartisan Partisan notice.
 - This is when the voter can request an additional ballot.
- **Requesting** the additional ballot - The NonPartisan Republican ballot will only have the Senate and Congress races. The NonPartisan Democratic, NonPartisan Legal Marijuana NOW & NonPartisan Libertarian ballots will have **ALL** their races on the 2nd ballot. Each party chooses whether to allow this or not before every Primary Election.
- **Voter would receive the NonPartisan ballot AND the choice of a NonPartisan Republican, NonPartisan Democratic, NonPartisan Legal Marijuana NOW or NonPartisan Libertarian Ballot. This means, a NonPartisan voter who requests the additional ballot will get 2 ballots! YOU MUST PAY ATTENTION TO THE NAME OF THE BALLOT AT THE TOP!! A Democratic ballot and a NonPartisan Democratic ballot ARE DIFFERENT!!**
- Clerk 2 marks which ballots voter received in blue voter count book. They would place an **X** or \checkmark under NonPartisan **AND** under either NonPartisan Republican, NonPartisan Democrat, NonPartisan Legal Marijuana NOW or NonPartisan Libertarian, whichever extra ballot the voter chose.

Nonpartisan, Sample Ballot, Primary Election, May 10, 2022		
Buffalo County, Nebraska	State of Nebraska	May 10, 2022
INSTRUCTIONS TO VOTER		
1. TO VOTE, YOU MUST DARKEN THE OVAL COMPLETELY (●). 2. Use a black ink pen to mark the ballot.		

Nonpartisan Democratic, Sample Ballot, Primary Election, May 10, 2022		
Buffalo County, Nebraska	State of Nebraska	May 10, 2022
INSTRUCTIONS TO VOTER		
1. TO VOTE, YOU MUST DARKEN THE OVAL COMPLETELY (●). 2. Use a black ink pen to mark the ballot.		
STATE TICKET		
For Public Service Commissioner District 5 - Six Year Term		

Nonpartisan Libertarian, Sample Ballot, Primary Election, May 10, 2022		
Buffalo County, Nebraska	State of Nebraska	May 10, 2022
INSTRUCTIONS TO VOTER 1. TO VOTE, YOU MUST DARKEN THE OVAL COMPLETELY (●). 2. Use a black ink pen to mark the ballot.	STATE TICKET	
	For Public Service Commissioner District 5 - Six Year Term	

Nonpartisan Legal Marijuana NOW, Sample Ballot, Primary Election, May 10, 2022		
Buffalo County, Nebraska	State of Nebraska	May 10, 2022
INSTRUCTIONS TO VOTER 1. TO VOTE, YOU MUST DARKEN THE OVAL COMPLETELY (●). 2. Use a black ink pen to mark the ballot. 3. To vote for a WRITE-IN candidate, write in the name on the line provided AND darken the	STATE TICKET	
	For Public Service Commissioner District 5 - Six Year Term Vote for ONE	

Nonpartisan Republican, Sample Ballot, Primary Election, May 10, 2022		
Buffalo County, Nebraska	State of Nebraska	May 10, 2022
INSTRUCTIONS TO VOTER 1. TO VOTE, YOU MUST DARKEN THE OVAL COMPLETELY (●).		

NAME & ADDRESS CHANGES WITHIN THE PRECINCT

- Individuals fill out WHITE registration forms-completed forms go in the pocket in the front of the blue voter count book.

BALLOT STYLE & POLLING PLACE LOOK UP OPTION

- Votercheck allows someone to look up a name or address to find their polling place, precinct or sample ballot.
- Always look up the address to show the correct polling location just in case they have moved and did not update their information with our office.
- <https://www.votercheck.necvr.ne.gov/voterview>
- OR Voters can look up a polling place via the County’s website:
 - www.buffalocounty.ne.gov
 - click on COUNTY OFFICES
 - click on ELECTION COMMISSION
 - click on NEBRASKA VOTER CHECK WEBSITE

- To find their correct polling place based on their CURRENT address:
 - Voter enters their CURRENT ADDRESS next to Polling Place Search
 - Click VIEW LOCATIONS
 - At the top left of the page you will see the address that was entered
 - At the top right you will see the precinct information
 - In the middle of the screen, the correct polling location should appear. If it does not, that means the Election Office does not have that address in our system. Have the voter call the Election Office and we will determine the correct polling place.
 - Below the polling location, the Ballot Style will be listed.
 - This is the ballot they vote on based on the address that was entered.

The screenshot shows the 'Nebraska Voter Information Lookup' website. At the top, there is a navigation bar with the site name and a language dropdown set to 'English'. Below the navigation bar, there is a breadcrumb trail: 'Back to Lookup / Where To Vote'. The main heading is 'Where To Vote'. Underneath, the residential address is listed as '10160 175th Road Amherst, 68812' and the precinct is '19 Amherst Comm. Center 19.03'. A dark blue bar contains the word 'Election' and a dropdown menu showing '11/08/2022 2022 General Election'. The main content area is divided into sections: 'Polling Location' which lists '19 Amherst Community Center' at '110 N Main St Amherst, NE 68812' with a map showing the location; and 'Ballot Styles' which lists '001902'. At the bottom, there is a 'Districts' section with a 'Show' dropdown.

OFFERING & ASSISTING DISABLED VOTERS (32-918): All poll workers in Nebraska must display an understanding for voters who are members of the disability community, voters of different national origins, be able to discern an expression of need & of assistance, which may not be required by all voters.

PLEASE WEAR YOUR ASSISTANCE TO VOTER PINS.

- Always ask if a voter wants assistance before assuming they need it
- A relative or friend may assist a voter OR 2 poll workers of **different parties** may assist the voter
- Curbside is allowed w/ 2 different party poll workers within 1 block of polling place
- Anyone who helps assist a voter & knows how they voted, even poll workers, **MUST SIGN THE ASSISTANCE TO VOTERS OATH** which states you will not reveal their voting intentions. Use 1 oath paper per person.
- If assistance is rendered write **“assistance rendered”** in **RED INK** next to voter’s mark or signature in the sign-in roster.
- Do not write or sign the voter’s name, the voter must sign or make a mark themselves.

ExpressVote Universal Voting System

Ballot Marking Configuration
Administrator Quick Start Guide



Preparing the ExpressVote for Voting

- 1 Unlock and open the Access Compartment door.
Turn the power switch to the **ON** position.



- 2 Close and lock the compartment door.
Allow the ExpressVote to complete its power-up process.



- 3 **DO NOT LEAVE KEY IN THE LOCK**



- 4 Enter the Election Code and touch **ACCEPT**
Once code has been accepted the screen will show, "Begin voting, insert your card"



v1.2

Voting on the ExpressVote

- 1 Initiate the voting session by inserting an unmarked voter activation card into the paper ballot feed.
Select, verify & accept the appropriate precinct, ballot style, and language.



- 2 To vote using the touch screen, select the contest or other candidate choice by touching it. To cast a write-in vote, touch the **Write-in** option and use the onscreen keyboard to enter the name.
To navigate between contests, use the **Next** or **Previous** buttons on the bottom of the screen.



- 3 For assistive voting, plug headphones into the jack and detach the audio-tactile keypad from under the Access Compartment.
Use the keypad to make selections, following the audio instructions on the headphones.



- 4 At the end of voting, voter verifies their selections. Touch **Print Card** to print completed card.
Remove ballot from the paper ballot feed. Place ballot card into gray ballot sleeve & return it to poll worker at ballot box.



Shutting Down & Storing the ExpressVote

- 1 At the end of voting, unlock and open the Access Compartment.
Turn the power switch to the **Off** position. Close and lock the Access Compartment.



- 2 Allow the ExpressVote to completely power down. Remove the headphones and unplug the terminal from AC power.
Store the ExpressVote according to your jurisdictional instructions.



EXPRESSVOTE SETUP

- The Expressvote can be used by **ANYONE!**
- Insure there is 5' of clearance space around the Expressvote & that it is facing away from booths and no one can walk behind the voter while in use to insure privacy. Setup a privacy screen around the Expressvote.
- To test you must 1st unlock and open the access door (when looking at the screen, the door is on the left side of Expressvote) using the black barrel key.
- Turn the power switch to the **ON** position and allow the Expressvote to complete its power up process.
- Close and lock the access door. **DO NOT LEAVE KEY IN LOCK.** Inspectors keep the keys with you at all times.
- Once Expressvote has finished its power up process the screen that will appear is asking you to enter an Election Code. This will be in your blue voter county book.
- Once code has been accepted the screen will change to: "Begin voting, insert your card" and it's ready to go!!

VOTING PROCESS ON EXPRESSVOTE:

- Voter states name, address & signs or marks his/her name in sign-in roster & ballot style is given to Judge 1.
- Voter indicates they would like to use the Expressvote, which is an ADA marking device.
- 2 Poll Workers put their initials in the black box on the back of the Expressvote ballot stock in **RED INK.**
- Give voter a gray privacy sleeve, instruct them that once they finished voting to put the voted ballot stock into the sleeve so that poll worker initials are visible to you.
- Judge 1 escorts voter to the Expressvote and voter inserts ballot stock into machine.
 - Ballot stock for the Expressvote is a long half sheet that is completely white and has a notch on the top right of the ballot. When the notched edge is at the top right, that is considered the front of the ballot. The ballot stock must be inserted into the Expressvote with the notch placement being at the top right corner. If you

look, the mouth of the machine also has a notch; both the paper and the notch must match when inserting the ballot stock into the machine.

- Once ballot stock has been inserted, the screen will change to a listing of the ballots available in your precinct.
 - Judge 1 shall tap the correct ballot style on the screen for the voter
 - The Expressvote screen changes again and has Judge 1 verify the correct ballot style they are choosing.
- Click accept to verify ballot style
- The rest is up to the voter to make their selections, to double check their choices and print the ballot.
- Voter returns their ballot to you in the gray sleeve when they are finished voting.

SHUTTING DOWN EXPRESSVOTE AFTER POLLS CLOSE

- Unlock & open access door on left side of machine using barrel key
- Push & hold the **OFF** power switch until you hear a beep
- It will then ask if you want to cancel or shut down, tap shut down
- Close & lock the access door

SPOILED or REJECTED BALLOTS OCCUR WHEN..... (32-917)

- A mistake is made on the ballot by a voter. Write "SPOILED" across the ballot & insert into spoiled/rejected ballot envelope. A voter shall not receive more than 4 ballots total when a mistake is made. (32-917)
- There are not 2 sets of initials on the bottom of the ballot after it has been given out. Voter needs to start over. Mark ballot as REJECTED and put in spoiled/rejected ballot envelope.
- SPOILED & REJECTED BALLOTS GO INTO THE BROWN/WHITE ENVELOPE. At the end of the day IF YOU HAVE SPOILED/REJECTED BALLOTS tally the # of ballots in the envelope, write the Precinct # & the spoiled/rejected ballot count on the front and seal envelope. **IF YOU DO NOT HAVE ANY SPOILED/REJECTED BALLOTS DO NOT WRITE ON THE ENVELOPE.** Put envelope into the blue ballot bag.

EARLY PICKUP

- Only for the larger City of Kearney precincts and we will notify the Inspector which precincts will be picked up.
- We will have 2 Election Workers who come pick the ballots up. They will have ID's and the required paperwork with them.
- The #'s used for this certification form shall be the count of the # of ballots in the box at the time of pick up. This means the people who are voting their ballots in the booths will not be in the count because their ballot is not in the ballot box at pick up time.

PREPARING & CLOSING THE POLLS – COMPLETE ELECTION DAY CHECKLIST

- Balance your # of signatures in the roster to the # of names in the blue voter count book-work on it throughout the day. This should be easier as pages are now numbered consecutively instead of 25 names per page.
- Spoiled/Rejected ballots need to be tallied with # written on the brown envelope, and then sealed. If you have no spoiled/rejected ballots do not write on the envelope. Put in blue ballot bag.
- ALL unvoted ballots need to be counted, rubber banded & labeled with count then placed in the blue bag, which is to be sealed with blue or red seal. You will have a white envelope with a seal to use for this purpose.
- Sign & complete all paperwork in blue voter count book-closing of the polls, payroll & ballot certification paper
- Mileage goes to rural inspectors for picking up & bringing back supplies & to the 2nd person of a different party for bringing back supplies **IF** they drive separately.

- Put supplies away with all lids on pens & take down notices & sample ballots. Put all pages back in blue voter count book if you took them out. **Keep the roster & blue voter count book at the top of supply box for check in** at court house.
- Get outdoor vote here signs & put with booths
- Put gray ballot sleeves in the shiny blue bags
- Shut off & unplug Expressvotes– **DO NOT** put them in the cases.
- Inspector & 1 poll worker **of another party** bring back supplies

REMINDERS

- Supplies are to be picked up by the Inspector from the Election Office the day before the election BETWEEN 8AM AND 5PM
- Use the horseshoe parking lot off of 1st Avenue and enter the doors by the Buffalo statue to pick up & drop off supplies. There will be individuals at the courthouse to help unload your ballots & supplies election night.
- The Election Office will call, email or leave a message for Inspectors on Monday a little after 5pm to give a list of names of people who voted early. You will need to write the words **Early Voter** in **red** ink on their signature line.
 - This can be done election morning
 - DO NOT write the voters name!!
- **Red pens are in your supply box.**
- **MUST COMPLETE THE ELECTION DAY CHECK LIST**
- Post or layout ALL NOTICES & all sample ballots
- Do not write on signs and remove tape from the corners BEFORE putting them in the supply totes
- Place all caps back on the pens
- Place all voter assistance buttons, paper clips, rubber bands, small sticky notes & other small items back in the clear pouch provided
- DO NOT open the silver ballot box after voting has started for any reason
- **DO NOT ACCEPT** early voting ballots at the polling place! These ballots must be returned to the Election Office only.
- Voters **are to use only a black pen** to vote.
- If a voter misses signing the roster DO NOT write the voter's name in the book, make a note in **Red**
- If the voter questions what ballot they have received because they think it's the wrong ballot, call the election office BEFORE the ballot is deposited in ballot box.
- 2 Poll workers, registered different party affiliations, are to initial the front of the ballots in the initial box in **Red Ink** and **initial** Expressvote paper in **Red Ink** in the initial box on the back.
- No food or drinks should be at the tables with ballots or paperwork on them.
- Voters are allowed to take pictures of their own ballot and can reveal how they voted by showing someone that picture if they choose. (32-1527)
- Power of Attorney's (POA) **CANNOT** sign for someone in the roster. The voter must sign their own name or make a mark of some kind with their own hand. If voter is unable to make a mark, a signature

stamp can be used only by that voter or a person appointed by the voter while in the presence of that voter.

- Poll workers are allowed to give out voter turnout #'s.
 - DO NOT give out any names of people who have voted.
- When a poll worker leaves to run an errand or any other activity and is gone 15 mins or longer they need to deduct that absent time from their hours worked. Any time gone longer than 30 mins needs to be preapproved by the Election Office.
- **INSPECTORS AND CLERK 2**, please make sure all pages in the blue voter count book have been completed & signed by you and all the poll workers **BEFORE** you leave the polling place.
- If you have any issues or things you need to let us know about PLEASE write detailed notes on the paper provided in your supply box. Believe it or not, we have a hard time remembering everything you tell us on election night when you drop off supplies. 😊
- **HAVE QUESTIONS WRITTEN DOWN TO ASK AT TRAINING**

There are training videos you should watch on the County's Election Commission website.

1. www.buffalocounty.ne.gov
2. At the top of the page click on county offices
3. Click on Election Commission
4. On the left hand side of the page click on poll worker information/training
5. Scroll towards the bottom of the page & you will see videos for:
 - a. Voter ID
 - b. Expressvote setup & voting
 - i. Expressvotes will already be setup & plugged in
 - ii. towards the end of video it shows you how to ready the machine when a voter wants to use it
 - c. How to vote on the Expressvote
 - i. This is more for the voter but still good to watch
 - d. Closing the Expressvote

BRING THIS MANUAL TO TRAINING ON MAY 7!!



Photo ID on Election Day

What will the poll worker be looking for on the photo ID?

- o Poll workers will look for the voter's photo and the voter's name.
- o An acceptable photo ID for voting:
 - Does not need to include an expiration date.
 - Does not need to include an address.
 - Can be expired.
 - Can contain an out-of-date address.

Can a poll worker ask the voter to remove the photo ID from a wallet?

- o YES, a poll worker can ask a voter to remove their photo ID from their wallet if it obscures the voter's name or photo.

The poll worker at a polling site already knows the voter. Does the voter still need to present photo ID?

- o YES, voters without a reasonable impediment are required to present an acceptable form of photo ID regardless of the poll worker knowing the voter.

Can a voter show a photocopy or an image of their photo ID on their phone to the election official in person rather than presenting the original photo ID?

- o NO, the voter must present the original photo ID to vote, whether that's at the polls, early in person at the election office, or on or before the Tuesday after the election when voting provisionally.

What if the voter shows up to vote on Election Day and does not have a photo ID or forgets their ID?

- o Registered voters who arrive to vote without an acceptable form of photo ID may go home to retrieve their photo ID, without signing in, and return with their ID prior to the close of polls to cast a regular ballot.
- o Alternatively, the voter will be offered a P-VIV ballot. The voter will still be able to cast their vote, but their **ballot will only count if the voter presents an acceptable form of ID to their county election office, in person, on or before the Tuesday following the election.**

What happens when a poll worker determines the photo does not resemble the person voting or they believe the ID to be fake?

The voter may cast a P-VIV ballot, and the vote will be counted when or if they present an acceptable form of photo ID to their county election office on or before the Tuesday following the election. If the same ID is presented during the curing period and both the poll worker and election official are unable to verify it is the person, the ballot would not count.

Reasonable Impediment Certification

What is a Reasonable Impediment Certification (RIC)?

- o A RIC is form that can be completed instead of presenting an acceptable form of photo ID due to:
 - Inability to obtain an acceptable form of ID because of:
 - Disability or illness
 - Lack of birth certificate or other required documents
 - Religious objection to being photographed.

How does a voter complete a reasonable impediment certification form?

- o There are several ways a voter could submit a reasonable impediment certification form.
 - The voter can provide it with the early voting ballot application.
 - If the voter lives in a by-mail precinct, they will include it in their ballot envelope.
 - The voter can complete it when voting early in-person.
 - The voter can fill out the certification at their polling place on election day.
 - Poll workers do not decide on the validity of the reasonable impediment certifications; these will be sent with the P-VIV envelope to the local election office for verification. The county election office will verify the signature on the certification to the voter's registration record to determine whether or not the ballot is counted.

Does a voter have to fill out a reasonable impediment certification form every time they vote, even if it's for religious exemption or a long-term disability?

- o YES, the form must be completed each time a voter will cast a ballot.

Curing Process

Can a P-VIV voter submit their acceptable form of photo ID on or before the Tuesday after the election through any other method than in person (e.g., email, fax, mail, agent)?

- o NO, the P-VIV voter must go to the office in person and present an acceptable form of photo ID