



CITY OF PHILADELPHIA

CITY COMMISSIONERS



Election Board Training

2018 Primary Election

City Commissioners

Rooms 130, 132, 134 City Hall
Philadelphia, PA 19107
Phone: (215) 686-3460, 3462, 3464
www.philadelphiavotes.com

County Board of Elections

Room 142 City Hall
Philadelphia, PA 19107
Phone: (215) 686-3943

Voter Registration Division

Riverview Place, 5th Floor
520 N. Delaware Avenue
Philadelphia, PA 19123
Phone: (215) 686-1500



Prior to Election

- Election Materials box, phone, and supplemental pages (**if any**) must be picked up at their designated locations
- If unsure of where and when to pickup boxes, call **215-686-1530** or refer to p. **55** in the Election Guide
- The person picking up the materials must accept a City-issued cell phone
- All cell phones **MUST** be turned on by 7:00 AM election morning



Election Day

Tuesday, May 15, 2018

7:00 AM - 8:00 PM

(Arrive at 6:30 AM to set up)



Election Board and Polling Place Overview

Positions on the Election Board

- Judge of Election
- Majority Inspector
- Minority Inspector
- Clerk
- Machine Inspector
 - 2 voting machines = 1 Machine Inspector
 - 3 voting machines = 2 Machine Inspectors
- Each person can only hold **ONE** position except Bilingual Interpreters who are appointed and certified by the City Commissioners for certain divisions. Please make note that by adding your name to additional positions will **NOT** result in any additional pay; for additional information regarding positions on the Election Board refer to pgs. **5-8** in the Election Guide

Arrival and Administering the Oaths of Office

- Arrive at **6:30 AM**
- **TURN ON** the cell phone provided with the election materials
- If your polling place location is not open, call **215-686-1523**
- Open **ALL** voting machines provided
 - Make sure your ward/division of your machine matches those marked on the Election Materials box
- Administer the Oaths of Office
 - 8x14 inch 2 part form
 - Place one copy in **#2** Envelope
 - Place one copy in **#4** Envelope

WARD _____ One copy to be placed in envelope #2

DIVISION _____ One copy to be placed in envelope #4

OATH OF JUDGE

"I, _____, do swear (or affirm), that I will as JUDGE, duly attend the ensuing election or primary during the continuance thereof, and in cooperation with the inspectors faithfully carry on the same, that I will not give my consent to the admission of any person to vote, except such as I firmly believe to be registered and entitled to vote at such election (or primary) according to the provisions of the Constitution and laws of this Commonwealth; and that I will use my best endeavors to prevent any fraud, deceit or other illegal act in connection with the said election (or primary); and that I will at all times impartially and faithfully perform my duty respecting the same to the best of my judgment and ability, and that I am not directly or indirectly interested in any bet or wager on the result of this election (or primary)."

Sworn (or affirmed) and subscribed before me _____

_____, 20____

(Signature of Judge)

(Signature of Minority Inspector)

OATH OF INSPECTORS

"I, _____, do swear (or affirm), that I will as an INSPECTOR, duly attend the ensuing election or primary during the continuance thereof, and that I will not admit any person to vote, except such as I shall firmly believe to be registered and entitled to vote at such election (or primary) according to the provisions of the Constitution and laws of this Commonwealth; that I will not voluntarily delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid. That I will make a true and perfect return of the said election or primary; and that I will in all things truly impartially and faithfully perform my duties therein to the best of my judgment and ability, and that I am not directly or indirectly interested in any bet or wager on the result of this election or primary."

Sworn (or affirmed) and subscribed before me _____

_____, 20____

(Signature of Majority Inspector)

(Signature of Minority Inspector)

(Signature of Judge)

OATH OF CLERK

"I, _____, do swear (or affirm), that I will as a CLERK, attend the ensuing election or primary during the continuance thereof. That I will carefully and truly record the number of votes that shall be given for each candidate at the election (or primary) as often as his name shall be read to me by the judge or inspectors thereof, and in all things truly and faithfully perform my duty respecting the same to the best of my judgment and ability, and that I am not directly or indirectly interested in any bet or wager on the result of this election or primary."

Sworn (or affirmed) and subscribed before me _____

_____, 20____

(Signature of Clerk)

(Signature of Judge)

OATH OF MACHINE INSPECTOR

"I, _____, do swear (or affirm), that I will as a MACHINE INSPECTOR, attend the ensuing election or primary during the continuance thereof, that I will in all things, truly and faithfully perform my duty respecting the same to the best of my judgment and ability, and that I am not directly or indirectly interested in any bet or wager on the result of this election or primary."

Sworn (or affirmed) and subscribed before me _____

_____, 20____

(Signature of Machine Inspector)

(Signature of Machine Inspector)

(Signature of Judge)

Filling Vacancies on Election Day

- If someone is missing/NO show by **7:00 AM:**
 - Judge of Election **MUST** appoint Majority Inspector
 - Majority Inspector **MUST** appoint a Judge of Election
 - Minority Inspector **MUST** appoint Clerk
- If you are unable to fill any of these positions, they can be filled via **Curbside Election**
- **Elected or Court Appointed Election Board Officials must be seated if they arrive before 7:00 AM**
- For more information, refer to p. 8 of the Election Guide



Rights of Voters

- An Elector shall have the right to vote
 - Without use of threat, force, violence or restraint
 - Without intimidation or coercion upon or against his or her person
 - Without any other action intended to deny any individual's right to vote



Electioneering

- The following is prohibited within 10 feet of the Polling Place entrance (**where the voting machines are located**):
 - Handing out campaign literature
 - Promoting a candidate
 - Discussing candidates or political parties in front of a voter

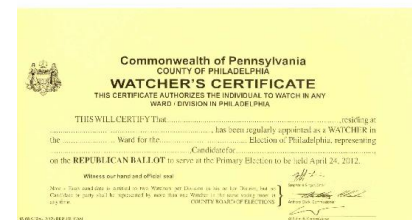


Machine Technicians

- Periodically throughout Election Day machine technicians employed by the City, directly or through a contractor, will visit polling places to perform courtesy checks on the electronic voting machines.
 - **Check for an employee badge/ID card**

Poll Watchers

- They represent a candidate or political party to watch polling place activities
- They must have a certificate from the City Commissioners' Office
 - Certificates are good for anywhere in the City
- Only one Poll Watcher per party or candidate at a time may be present in the polling place during voting hours (**6:30 AM – Close of Polls**)
- If no voters are present:
 - They **can** request the number of voters who have voted
 - They **can** view the Poll Books and #2 & #4 Books
 - They **can** ask for and receive the machine counts
 - They **can** take pictures inside the Polling Place
- Poll Watchers **CANNOT** go behind the voting machines
- Poll Watchers **SHOULD NOT** take pictures of voters in the act of voting
- For additional information, refer to p. 31-32 in the Election Guide





Opening the Polls

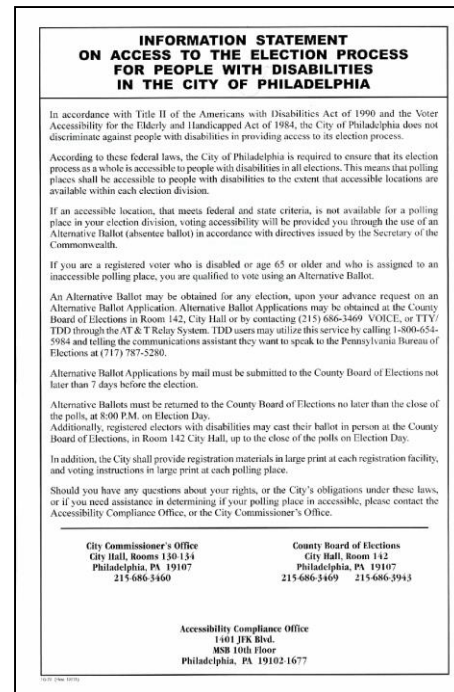
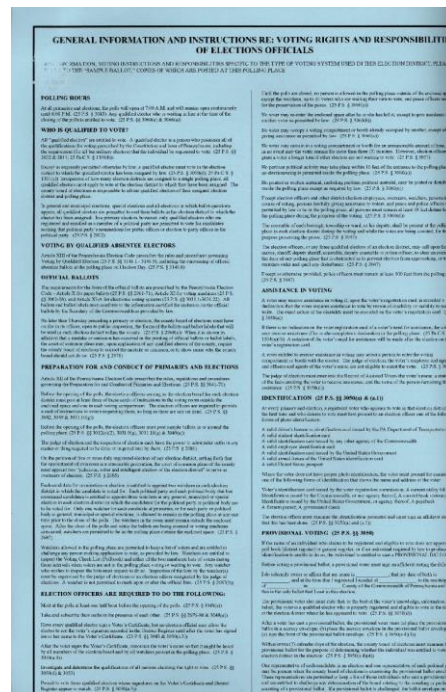
(The polling place MUST be open at 7:00 AM)

Posters

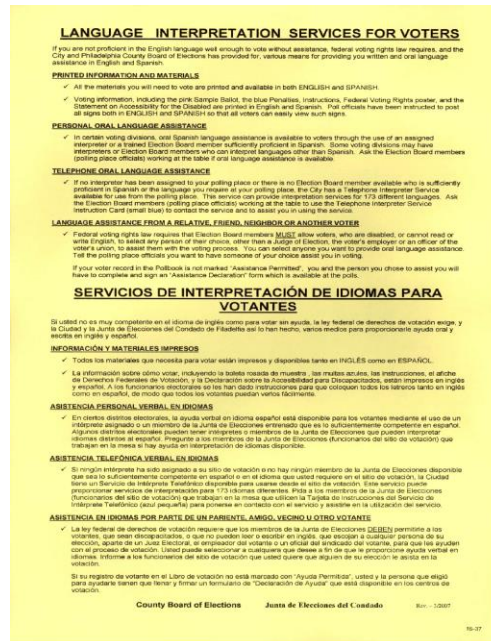
All Posters MUST be Hung Up Inside and Outside Unless Noted Otherwise!

Posters can be found in the extra large envelope with red letters "ATTENTION: Judge of Election" and/or the Election Box

- 2 Blue Posters (Inside Only)
 - Voting Laws and Penalties
 - How to vote and how elections are run
- 4 White Posters
 - People with Disabilities



- **5 Large Pink Posters**
 - Sample Ballots
 - English & Spanish
- **2 Pink 8.5 x 11 Cards**
- **2 Yellow Posters**
 - English as a Second Language
- **2 Blue Accessibility Posters**
 - Only necessary divisions (**Not all**)



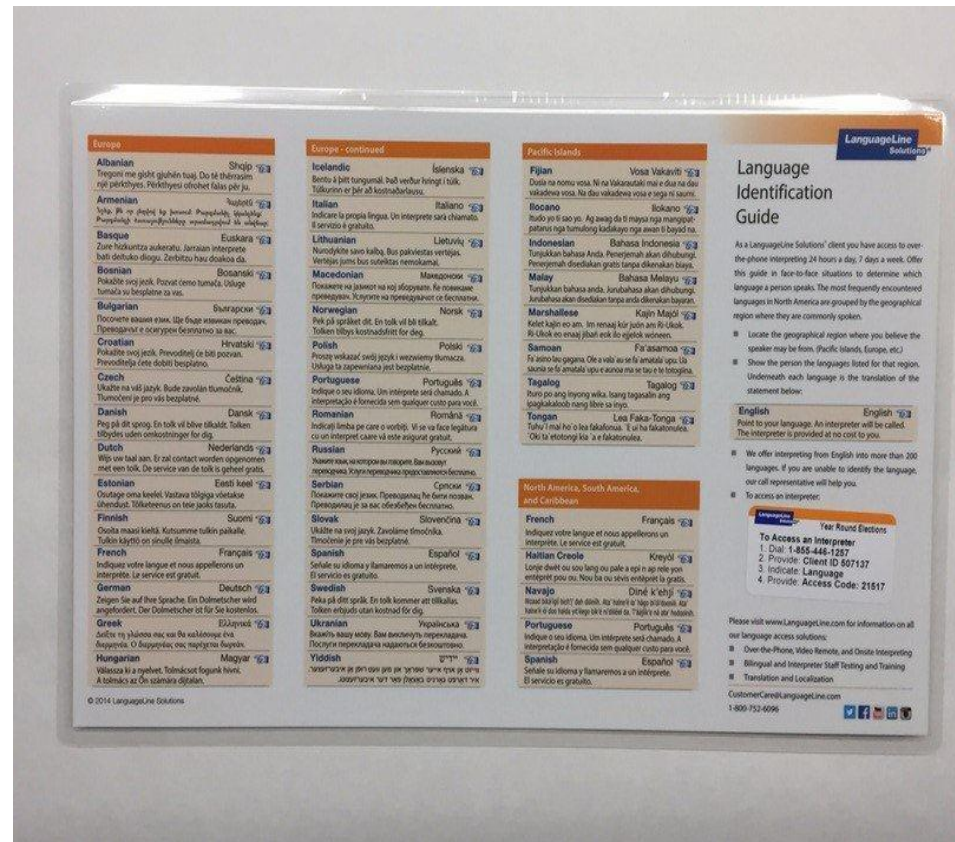
16-27 Philadelphia City Commissioners March 2008



QUICK REFERENCE GUIDE – ELECTION DAY

PHONE INTERPRETATION

- This guide is available for individuals who require language interpretation services other than those offered at their polling place
- Have an Election Board Official contact a language interpreter using the hotline provided on the guide
- This guide MUST be posted on the table for public viewing



Plain English Statement for Ballot Questions (if applicable)

- 3 copies in English & Spanish provided
- Please post a copy of each for public viewing

PLAIN ENGLISH STATEMENT REGARDING BALLOT QUESTION NO. ____

Ballot Question:

Should the City of Philadelphia borrow ONE HUNDRED THIRTY-SEVEN MILLION TWO HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$137,295,000.00) to be spent for and toward capital purposes as follows: Transit; Streets and Sanitation; Municipal Buildings; Parks, Recreation and Museums; and Economic and Community Development?

Statement:

This ballot question, if approved by the voters, would authorize the City to borrow \$137,295,000 for capital purposes, thereby increasing the City's indebtedness by \$137,295,000. Capital purposes means, generally, to make expenditures that will result in something of value with a useful life to the City of more than five years, for example, acquisitions of real estate, or construction of or improvements to buildings, property or streets.

The money to be borrowed would be used by the City for five identified purposes, namely, Transit; Streets and Sanitation; Municipal Buildings; Parks, Recreation and Museums; and Economic and Community Development, all in specific amounts identified in Bill No. 140511 (approved September __, 2014). City Council would have authority, by ordinance, to change the intended allocation of these proceeds.

Ballot Question Submitted to the Voters By: Bill No. 140511 (approved September __, 2014).

Plain English Statement Prepared As Required By Section 201.1 of the Pennsylvania Election Code.

COPIES OF PLAIN ENGLISH &
SPANISH STATEMENTS
ENCLOSED
(EXPLANATION OF
QUESTIONS ON BALLOT).
THESE ARE TO BE HUNG IN
POLLING PLACES ALONG
WITH POSTERS.

Table Setup

- Poll Book

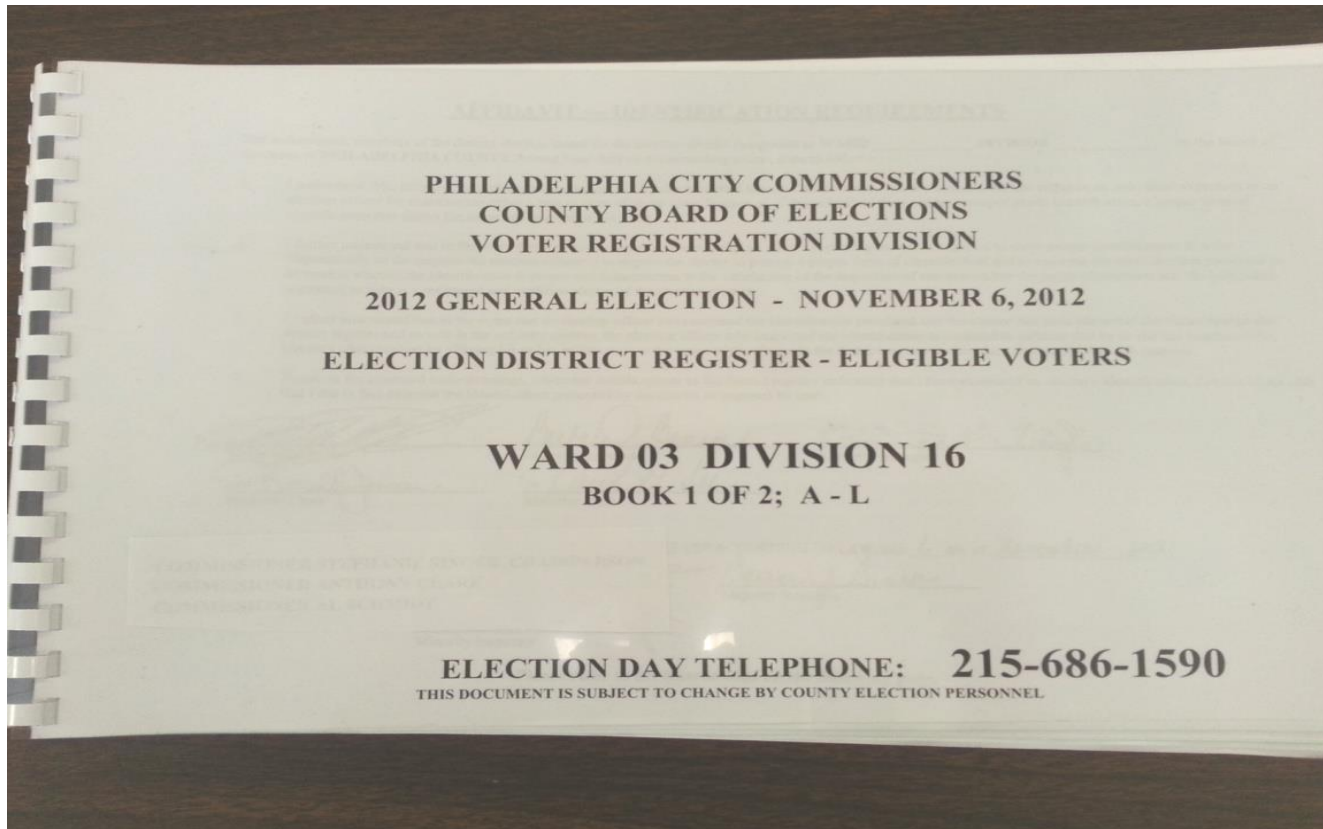


Table Setup (Cont.)

- Supplemental Sheets (If any)
- Admission Slips
- 2 Yellow Books

Supplemental Poll Book PHILADELPHIA County				Election: 2012 GENERAL ELECTION Date: Friday, November 02, 2012	
Precinct: PHILA WD 02 DIV 14					
Digitized Signature	Voter Info	Assistance	Party	Voter Signature	
	200 CHRISTIAN ST 32 PHILADELPHIA, PA 19147 09/12/1975 0214-1		NF	V ABSENTEE x	
	980 S 03RD ST PHILADELPHIA, PA 19147 11/09/1993 0214-1		D	ID REQUIRED x	
	901 S ORIANNA ST PHILADELPHIA, PA 19147 07/09/1991 0214-1		D	ID REQUIRED x	
	912 S ORIANNA ST PHILADELPHIA, PA 19147 07/15/1982 0214-1		D	NV ABSENTEE ID REQUIRED x	
	923 S 04TH ST PHILADELPHIA, PA 19147 06/09/1989 0214-1		D	ID REQUIRED x	
	1021 S 04TH ST PHILADELPHIA, PA 19147 01/09/1937 0214-1		D	ID REQUIRED x	

11/2/2012 3:23 PM Election: 2012 GENERAL ELECTION Precinct: PHILA WD 02 DIV 14 Page 55 of 139 BEV - CUN

<p>SONIA COLEMAN 2453 W HAROLD ST Birthdate: 3/31/1938 Party Affiliation: REPUBLICAN Ward Div Voter ID No. Admission No. 28 01 015128660-51</p> <p>PRIMARY ELECTION APRIL 24, 2012</p> <p>VOTERS ADMISSION SLIP</p>	<p>WARD 28</p> <p>01</p> <p>Box 1 of 1</p> <p>Total Slips 724</p>
<p>CHRISTOPHER HORN 2430 W LEHIGH AVE Birthdate: 10/6/1967 Party Affiliation: DEMOCRAT Ward Div Voter ID No. Admission No. 28 01 021110781-51</p> <p>PRIMARY ELECTION APRIL 24, 2012</p> <p>VOTERS ADMISSION SLIP</p>	
<p>ONCE HOWARD 2432 W LEHIGH AVE Birthdate: 3/13/1985 Party Affiliation: DEMOCRAT Ward Div Voter ID No. Admission No. 28 01 020385600-51</p> <p>PRIMARY ELECTION APRIL 24, 2012</p> <p>VOTERS ADMISSION SLIP</p>	

PLACE IN No. 2 ENVELOPE
WARD DIVISION

PRIMARY ELECTION AND
SPECIAL ELECTION
(IF ANY)

Where Voting Machines Are Used

LIST OF VOTERS
and Party Enrollment
MAY 21, 2013

At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.

Special Notice
This book shall be placed in the

JUDGE'S ENVELOPE No. 2

And returned to the office of the
COUNTY BOARD OF ELECTIONS
Riverview Place
Delaware Ave. & Spring Garden St.

PLACE IN No. 4 ENVELOPE
WARD DIVISION

PRIMARY ELECTION AND
SPECIAL ELECTION
(IF ANY)

Where Voting Machines Are Used

LIST OF VOTERS
and Party Enrollment
MAY 21, 2013

At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.

Special Notice
This book shall be placed in the Envelope
No. 4 marked "MINORITY INSPECTOR"

And retained by the Minority Inspector.

Voter ID

- Voters should not be asked to show **ID** unless they are a first time voter in the division
- First time voters in the division will be required to show either photo, or non-photo identification as indicated in the voting signature box **“ID Required”**
- **Ex:** Valid Driver’s License, current utility bill
- For additional information on acceptable forms of ID, **refer to p. 16 in the Election Guide**

Machine Voting

- Locate voter's name in the Poll Book
- Check the voter's Poll Book signature box for any messages
- Allow Voter to sign in the Poll Book
- Assign an admission number in the Poll Book, Yellow #2 & #4 Books, and Admission Slips
- Announce voter's name and party during Primary Elections & name only during General and Special Elections
- Set the Voting Machine and have the voter enter the booth; remind voter to press the green vote button after voting
- **If a voter's name is not in the Poll Book or on a Supplemental Sheet he/she may NOT vote on the machine. He/she may ONLY vote by Provisional Ballot.**
- For more information, refer to p. 13-15 in the Election Guide

Provisional Voting

- **Use a Provisional Ballot when:**
 - Voter is not in the Poll Book or Supplemental Pages
 - Voter does not have valid ID where ID is required
 - Voter claims Political Party listed in Poll Book is incorrect (Primary Elections only)
 - **On rare occasions:**
 - A person with a court order
 - Court ordered extension of polls closing time
- Write the voter's name in the **BACK** of both Yellow Books
 - Do **NOT** assign an admission number, instead write "**PROV**"
 - Voter does **NOT** sign in Poll Book
- See pages 18-22 for additional information in your Election Guide.

**Remember: Any voter has the right to request
a Provisional Ballot for any reason!**

PROVISIONAL BALLOT MATERIALS ENVELOPE - D

PHILADELPHIA COUNTY BOARD OF ELECTIONS
PRIMARY AND SPECIAL ELECTION (IF ANY) - MAY 21, 2013

All unused, or spoiled Provisional Ballot Materials MUST be returned to the County Board of Elections in this envelope. The Judge must complete part B of the chart below to account for the Division's Provisional Ballots.

Voted Provisional Ballots must be returned in a separate envelope (the Provisional Ballot – Return Envelope C).

PART A. TO BE COMPLETED BY COUNTY BOARD OF ELECTIONS
OFFICIALS OR EMPLOYEES

- | | |
|---|----|
| 1. Number of blank Provisional Ballots originally included in this envelope..... | No |
| 2. Any additional blank Provisional Ballots received from the County Board of Elections on Election Day (Place receipt in this envelope)..... | No |
| 3. Total Provisional Ballots provided to this Election Division..... | No |

PART B.-TO BE COMPLETED BY THE JUDGE OF ELECTION

- | | |
|--|----|
| 1. Total Mark Provisional Ballots received..... | No |
| 2. All voted Provisional Ballots sealed in the Provisional Ballot-Return Envelope (Envelope C)..... | No |
| 3. All spoiled Provisional Ballots sealed in this envelope..... | No |
| 4. All Mark Provisional Ballots sealed in this envelope..... | No |
| 5. Total of all Provisional Ballots (Part B – Lines 2,3,4).....
(The numbers entered for Part A C3, Part B J1, & Part D J5 must be the same.) | No |

Signed _____ Signed _____
(Judge of Election) (Minority Inspector)

Ward _____ Division _____

**SEAL SECURELY AND DELIVER TO COUNTY BOARD OF ELECTIONS
WITHIN YOUR DIVISION ELECTION MATERIALS BOX.**

[illegible][illegible]

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

157-52528

PROVISIONAL BALLOT RECEIPT

The unique information on this receipt is the only way to determine the status of your provisional ballot.

To determine the status of your provisional ballot, please follow the instructions below at [fbi.gov/election](http://www.fbi.gov/election).

1. Call 1-877-VOTES-P.A. (1-877-868-7775) or visit the Provisional Ballot Status Website at www.fbi.us/pba-us.

2. Follow the instructions to determine if your ballot was counted, partially counted or not counted.

To file a complaint regarding a violation of Title VI of the Americans With Disabilities Act of 2002 please ask our Justice Department Complaint team for the complaint form at your polling place, call 1-877-VOTES-P.A. (1-877-868-7775), or visit www.fbi.us/pba-us

[illegible]**PROVISIONAL VOTING
RETURN ENVELOPE - C**PHILADELPHIA COUNTY BOARD OF ELECTIONS
PRIMARY AND SPECIAL ELECTION (IF ANY) - MAY 21, 2013

ENCLOSE ONLY VOTED PROVISIONAL BALLOTS IN THIS ENVELOPE.

YOU ARE NOT PERMITTED TO OPEN OR COUNT A VOTED PROVISIONAL BALLOT AT THE POLLING PLACE. RETURN THEM TO THE COUNTY BOARD OF ELECTIONS AS SEALED BY THE VOTER.

All unused, or spoiled Provisional Ballot Materials **MUST** be returned to the Philadelphia County Board of Elections in a separate envelope (Envelope D).

#1 FOR THE JUDGE OF ELECTION

1. Total of blank Provisional Ballots received from the Elections Board..... No. _____
2. Total of all voted Provisional Ballots in this envelope..... No. _____
3. Individual who delivered the Provisional Ballots to the Elections Board

Print _____
(Individual's Full Name)

Signed _____
(Judge of Election)

#2 FOR THE MINORITY INSPECTOR

Signed _____
(Ministry Inspector)

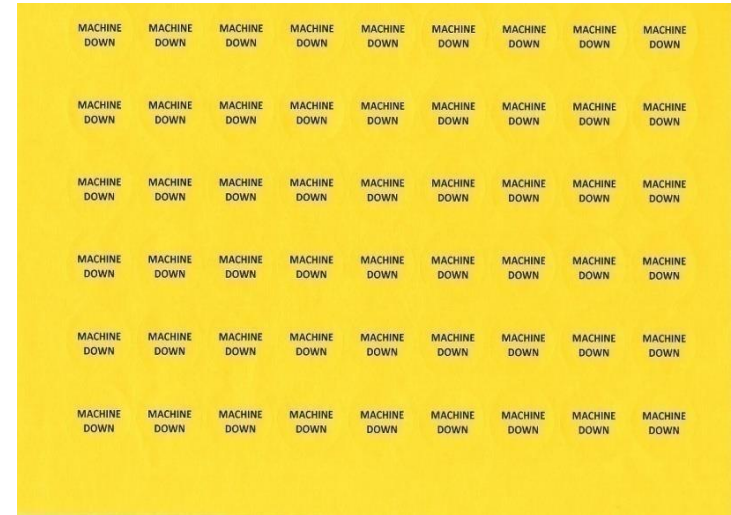
Ward _____ Division _____
PHILADELPHIA COUNTY

SEAL SECURELY AND DELIVER TO COUNTY BOARD OF
ELECTIONS WITH OTHER RETURNS SEPARATE FROM ALL OTHER
ELECTION MATERIALS.

Machine Down Provisional Voting

- Used when **50%** or more of voting machines are not working and there are voters waiting to use the election machines.

- After voter has cast a Machine Down Provisional ballot, place a “Machine Down” sticker in **Section 2** of the **Provisional Affidavit Envelope “B”**.



STICKERS PROVIDED

PROVISIONAL VOTER AFFIDAVIT ENVELOPE - B		OFFICIAL ELECTION BALLOTING MATERIAL	
#1 - FOR THE VOTER: COMPLETE AND SIGN IN FRONT OF ELECTION OFFICIALS BEFORE VOTING BALLOT Print Full Name _____ Date of Birth _____ Print Address where Registered to Vote _____ City _____ Zip _____ Municipality _____ County _____ Daytime Phone Number _____ I do solemnly swear or affirm that my name and date of birth are as I have listed above, and at the time that I registered I resided at the address I have provided above, in the Commonwealth of Pennsylvania and that this is the only ballot that I have cast in this election. X VOTER SIGNS HERE BEFORE VOTING BALLOT		#2 - FOR THE ELECTION OFFICIALS COMPLETE AND SIGN: WARD _____ DIVISION _____ CHECK ALL BOXES THAT APPLY: <input type="checkbox"/> Voter's name not on list. <input type="checkbox"/> Voter identification not supplied <input type="checkbox"/> Court Order (voter) <input type="checkbox"/> Court Order (voting hours) <input type="checkbox"/> Voter's eligibility is challenged by an election official. <input type="checkbox"/> Party (Primary Only) _____ (PARTY ON BALLOT GIVEN TO VOTER) Signature of the Judge of Election _____ Date _____ Signature of the Minority Inspector _____ Date _____	
#3 FOR THE VOTER: VOTE THE BALLOT, SEAL IT IN THE SECRECY ENVELOPE, AND SEAL THE SECRECY ENVELOPE IN THIS ENVELOPE. The undersigned declares, under penalty of law, that he/she is a properly registered elector in the election district indicated in my affidavit, and that he/she is eligible to vote in this election in this election district. X VOTER SIGNS HERE WHEN RETURNING BALLOT DATE _____		AFFIX BALLOT ID NUMBER HERE	
THIS SPACE IS RESERVED FOR VOTER REGISTRATION VERIFICATION BY COUNTY BOARD OF ELECTIONS <small>HAVA-PB02 (Revised City Commissioners PHL 2006)</small>			

Absentee Voting

- **Post Absentee Voters List (if any)**
 - Delivered by Police Officer
 - Write the voter's name in the back of both Yellow Books
 - Do not assign an admission number, **instead write "AB"**
- If any voter that sent in an absentee ballot comes in to vote:
 - Write **"Void"** next to their name from the Absentee Voters List provided by the police officer
 - Have the voter sign the green Absentee Application copy along with the Judge of Elections
 - Assign an admission number in the Poll Book, #2 & #4 books, as well as on the admission slip
 - Allow Voter to sign in Poll Book
 - Allow voter to vote on the machine
 - Place the Absentee Voters List and any voided green Absentee Application copies in the vinyl bag at the end of the night

[illegible][illegible]

Discrepancy Sheet

- Found at the beginning of each Poll Book
- Used for correcting voter information

**CITY COMMISSIONERS - VOTER REGISTRATION DIVISION
DISCREPANCY SHEET**

WARD _____ DIVISION _____

TO THE ELECTION OFFICERS:

Please use this Discrepancy Sheet to inform the Voter Registration Office of any changes that should be made to the voter registration records in this pollbook. In the spaces provided below, please provide the necessary voter information and check off the appropriate box for the type of change needed. If you need to provide more detailed information about a record that you list on this page, you may write the additional information on the voter record that appears in this pollbook.

Page #	Voter's Name	ID Number	Date of Birth	Change Information	CCO
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	

Voter Assistance

- If a voter requires **assistance operating the voting machine or assistance with a language other than English**:
 - Complete an Assistance Declaration
 - White 8.5" x 11" pad
 - Anyone but the Judge of Election, Employer, or Union Representative may assist a voter
- DO NOT offer assistance without being asked
 - No voter assistance is permitted unless the voter requests assistance. It is the voter's choice who assists them.
- Record of Assisted Voters
 - Place completed forms in #2 Envelope

ASSISTANCE DECLARATION
Declaration of the Need for Assistance to Vote

Voter's Name: _____ Voter's Date of Birth: _____

Voter's Address: _____ BY REASON OF: _____

Reason for Assistance: _____, I AM UNABLE TO VOTE WITHOUT THE ASSISTANCE OF: _____

Person providing assistance Name: _____

Address: _____

Signature / Mark of Voter: _____ Date: _____

Signature of Witness: _____

Signature of Judge of Elections: _____ Ward _____ Div _____

AYUDA DECLARACIÓN
Declaración de la Necesidad de Ayuda para Votar

Nombre de Votante: _____ Fecha Nacimiento: _____

Dirección de Votante: _____ POR LA RAZÓN DE QUE: _____

Razón por la cual necesita ayuda: _____ YO NO PUEDO VOTAR SIN LA AYUDA DE: _____

Nombre de la persona dando ayuda: _____

Dirección de la persona dando ayuda: _____

Firma o marca del votante: _____ Fecha: _____

Atestado por Nombre del Testigo: _____

Firma del Juez de Elección: _____ Ward _____ Div _____
CITY OF PHILADELPHIA - CITY COMMISSIONERS
COUNTY BOARD OF ELECTIONS - ELECTION DAY HOTLINE - 686-1590
Form AD Rev 12/95

Affirmation of Elector

■ If a registered elector has moved, the voter should inform polling place officials of the address change by completing **Sections A and C** of an Affirmation of Elector form.

■ If the voter has moved out of Philadelphia County, their voting record will be cancelled here. **Inform them that they are responsible to register to vote in their new county of residence for future elections.**

AFFIRMATION OF ELECTOR PHILADELPHIA COUNTY BOARD OF ELECTIONS

Please complete Part A or B of this form, whichever is applicable, and sign and date Part C of this form before an election official. Please PRINT all information except your signature.

Voter's Name: _____ Voter's Date of Birth: _____

A. CHANGE OF ADDRESS: I HAVE CHANGED MY ADDRESS OF RESIDENCE AND MOVED

FROM: _____
ADDRESS CITY COUNTY STATE ZIP CODE
AND I CURRENTLY RESIDE AT:

TO: _____
ADDRESS CITY COUNTY STATE ZIP CODE

If my new address is in the area covered by this polling place, I wish to continue to vote here.

If my new address is within Philadelphia, but in an area covered by a different polling place, I wish to vote at this polling place one last time.

If my new address is in another county, outside of Philadelphia, I wish to vote here one last time.
Please cancel my registration in Philadelphia County.

B. NO CHANGE OF ADDRESS: I HAVE NOT CHANGED MY ADDRESS, AS I STILL RESIDE AT:

ADDRESS CITY COUNTY STATE ZIP CODE
AND I WISH TO REMAIN REGISTERED TO VOTE IN THIS DISTRICT.

C. AFFIRMATION

I hereby swear or affirm that the information that appears above is true and correct to the best of my knowledge under the penalty of perjury.

Signature of Voter _____ Date _____

On the above date, the voter came before me and affirmed the information contained herein to be true and correct.

Signature of Election Official _____ Ward _____ Division _____

QUESTIONS? CALL ELECTION DAY HOTLINE AT (215) 686-1590

AFFIRMATION, Rev 12/09

15-70-5

(See other side for Spanish)

Challenging a Voter

- Anyone can challenge a machine voter's identity (used on rare occasions)
- Anyone can challenge an Absentee Ballot voter's identity or reason for absence
- For further information, refer to p.24 in the Election Guide
- For assistance with using the Challenge Affidavit, Call 215-686-1590
- There is a \$10.00 fee associated with all Absentee challenges

____ WARD
____ DIVISION

**CHALLENGE AFFIDAVIT
AS TO IDENTITY AND RESIDENCE
(TO BE MADE BY PERSON CHALLENGED)**

Any person, although registered as a voter, may be challenged by any qualified voter as to **IDENTITY** or **RESIDENCE** IN THE ELECTION DISTRICT, AS PROVIDED FOR UNDER SECTION 1210 OF THIS ACT.

State of Pennsylvania
County of Pennsylvania as:

NAME OF CHALLENGED VOTER: _____ DATE OF BIRTH: _____
CHALLENGED VOTER'S ADDRESS: _____
STATE REASON FOR CHALLENGE: _____
IDENTITY: _____ RESIDENCE: _____

NAME OF PERSON MAKING CHALLENGE: _____
ADDRESS OF PERSON MAKING CHALLENGE: _____

I, the undersigned, duly sworn according to law say: That I am a qualified voter and that I resided at the above address when I registered in the above election district in the City of Philadelphia and hereby claim that the matter of challenge against me is untrue.

Sworn (or affirmed) and Subscribed before me
This _____ day of _____, 20____

(SIGNATURE OF JUDGE OF ELECTION) (SIGNATURE OF CHALLENGED VOTER)

**AFFIDAVIT OF WITNESS
TO PROVE IDENTITY OR RESIDENCE OF CHALLENGED VOTER**

State of Pennsylvania
County of Philadelphia as:

I, the undersigned, being duly sworn to law say: That I am a qualified voter of the _____ Ward, _____ Division in the City of Philadelphia, that I am personally acquainted with the challenged voter and I believe his statements to be true and correct.

Sworn (or affirmed) and Subscribed before me
This _____ day of _____, 20____

(SIGNATURE OF JUDGE OF ELECTION) (SIGNATURE OF WITNESS)

(ADDRESS OF WITNESS)

IMPORTANT NOTE: A voter whose name remains listed in your District Register pollbook who has moved CANNOT be challenged on the basis of Residence or required to complete this Challenge Affidavit unless the voter has already returned to vote in a prior election since moving, or is challenged on Identity. Federal and State election laws require that a voter who has moved out of your Division and who has failed to re-register at their new address MUST be permitted to return vote at the polling place for their former address one time, provided the voter's name remains listed in your District Register Pollbook and the voter completes an AFFIRMATION of ELECTOR form before voting.

Additionally, a voter whose record is marked ID REQUIRED does not have to complete this Challenge Affidavit but merely has to show you one of the Approved Forms of Identification unless the voter is challenged on the basis that the voter is not the individual listed in the District Register or on the provided Identification.


16-73 (Rev 07/2004)

Complaints

- If someone has any complaints about how the election is conducted
- HAVA Title III envelope contains complaint forms
- Voter completes and files on his/her own

ENCLOSURE 10

(FOR OFFICIAL USE ONLY)



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
Harrisburg

STATEMENT OF COMPLAINT - VIOLATIONS OF TITLE III
OF THE HELP AMERICA VOTE ACT OF 2002
(PUBLIC LAW 107-252, 42 U.S.C. § 15301 *ET SEQ.*)

Under section 402(a)(2) of the Help America Vote Act of 2002 (HAVA) (42 U.S.C. § 15302(a)(2)) and section 1206.2(a) of the Pennsylvania Election Code (25 P.S. § 1206.2(a)), any person who believes that a violation of any provision of Title III of HAVA (42 U.S.C. §§ 15301-15301) has occurred, is occurring, or is about to occur, may file a complaint with the Department of State, Bureau of Commissions, Elections and Legislation. Complaints made on behalf of a local or county official or employee will be processed and considered by the Department of State under section 1206.2(b) of the Election Code (25 P.S. § 1206.2(b)). Complaints made against the Department of State will be processed and considered by the Commonwealth's Office of General Counsel under section 1206.2(c) of the Election Code (25 P.S. § 1206.2(c)).

In order for the Department of State or the Office of General Counsel to initiate complaint proceedings under section 402(a) of HAVA and section 1206.2 of the Election Code to consider possible violations of Title III of HAVA, a complainant must complete both sides of this complaint form. Complaints should be typewritten or clearly printed in black or blue ink. Please state the facts briefly and clearly, and be sure to submit any documents you have to support your complaint.

YOU MUST SIGN THIS FORM, COMPLETE THE PRESCRIBED AFFIDAVIT DECOR, A LICENSED NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED UNDER PENNSYLVANIA LAW TO ADMINISTER OATHS, AND RETURN THE FORM, WITH TWO COPIES, TO THE DEPARTMENT OF STATE, BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION, 212 North Office Building, Harrisburg, PA 17120.

THIS FORM MUST BE SIGNED UNDER OATH, NOTARIZED, AND FILLED OUT COMPLETELY IN ORDER TO BE PROCESSED. TO ASSURE PROMPT PROCESSING OF THE COMPLAINT, PLEASE FILE THE ORIGINAL AND TWO COPIES OF THE COMPLAINT WITH THE BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION.

TYPE OF COMPLAINT (PLEASE CHECK ONE):

☐ ALLEGATIONS MADE AGAINST COUNTY OR LOCAL OFFICIAL (S) OR EMPLOYER (S)

☐ ALLEGATIONS MADE AGAINST THE DEPARTMENT OF STATE

A. COMPLAINT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
STREET ADDRESS (Number and Name)		
CITY	COUNTY	STATE
ZIP CODE		ZIP CODE
TEL. (Include Area Code) (HOME)		(WORK)

B. COMPLAINANT'S ATTORNEY, IF ANY

LAST NAME	FIRST NAME	MIDDLE INITIAL
STREET ADDRESS (Number and Name)		
CITY	COUNTY	STATE
ZIP CODE		ZIP CODE
TEL. (Include Area Code)		FIRM NAME

C. NAME AND ADDRESS OF WITNESS, IF ANY

LAST NAME	FIRST NAME	MIDDLE INITIAL
STREET ADDRESS (Number and Name)		
CITY	COUNTY	STATE
ZIP CODE		ZIP CODE
TEL. (Include Area Code)		If needed, is this witness willing to support your complaint by appearing at a hearing? YES NO

D. NAME AND ADDRESS OF SECOND WITNESS, IF ANY

LAST NAME	FIRST NAME	MIDDLE INITIAL
STREET ADDRESS (Number and Name)		
CITY	COUNTY	STATE
ZIP CODE		ZIP CODE
TEL. (Include Area Code)		If needed, is this witness willing to support your complaint by appearing at a hearing? YES NO

NOTE: If additional witnesses are available, list names, addresses, and other pertinent data in a manner similar to above on 8 1/2" x 11" paper.

1



Closing the Polls

Closing the Polls

- All polls **MUST** stay open until **8:00 PM**
 - Have an Election Board member stand at the end of the line at **8:00 PM**
 - Close All voting machines
 - Sign the Affidavit for Identification Requirements
 - Located at the front of each Poll Book
- Sign the payroll sheet
 - Payrolls **MUST NOT** be filled out until close of Election

AFFIDAVIT — IDENTIFICATION REQUIREMENTS

The undersigned, members of the district election board for the election district designated as WARD 10 DIVISION 3 by the Board of Elections of **PHILADELPHIA COUNTY**, having been duly sworn according to law, state as follows:

1. I understand that, before certain electors who appear to vote are permitted to cast a ballot in the ordinary manner, the law requires an individual to present to an election officer for examination either a proper form of photo identification or, if the individual does not have proper photo identification, a proper form of identification that shows the name and address of the elector.
2. I further understand that in the event that the district register indicates that an elector appearing to vote is required to show proper identification, it is the responsibility of the responsible election officer(s) to require the elector to present a proper form of identification and to examine the identification presented to determine whether the identification is proper and demonstrates to the satisfaction of the inspectors of election and/or the judge of elections that the individual appearing to vote is a registered and qualified elector of the election district.
3. I further understand that in the event that an election officer has examined the identification presented and the elector has been permitted thereafter to sign the district register and to vote in the ordinary manner, the election officer who examined the identification is required to indicate that he or she has examined the elector's identification by affixing his or her initials next to the name of the elector in the district register in the place designated for such purpose.
4. Based on the aforesaid understandings, where my initials appear in the district register indicating that I have examined an elector's identification, I swear under oath that I did in fact examine the identification presented by the elector as required by law.

<u><i>Dante E. Davis</i></u> Judge of Elections	<u><i>Kathleen Wilson</i></u> Majority Inspector	<u><i>Clayton Parks</i></u> Minority Inspector
<u><i>Maileh Patterson</i></u> Majority Clerk	<u><i>Evelyn Strickling</i></u> Minority Clerk	

SWORN AND SUBSCRIBED BEFORE US* ACCORDING TO LAW, this 27th day of 2009, 2009

<u><i>Dante E. Davis</i></u> Judge of Elections	<u><i>Kathleen Wilson</i></u> Majority Inspector
<u><i>Clayton Parks</i></u> Minority Inspector	

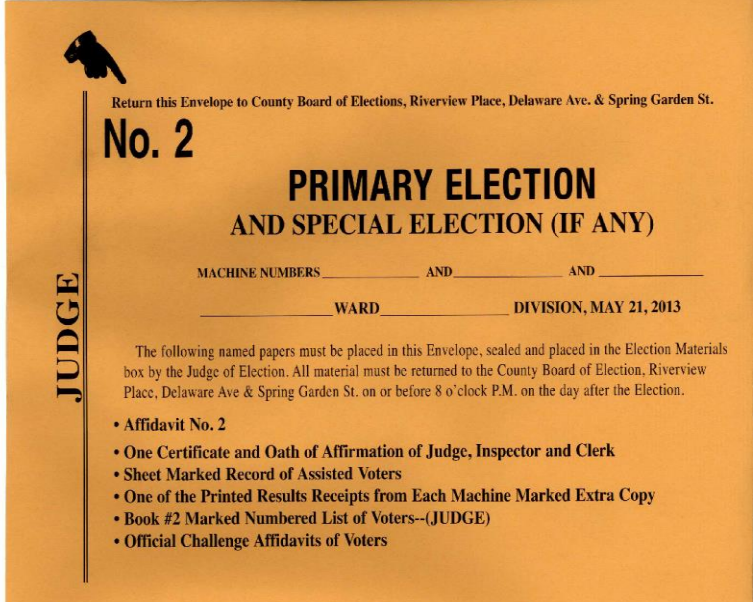
Please refer to the instructions on the following page.

#2 Envelope

- Goes inside the Election Materials Box

- **Contains:**

- A copy of the completed Oath of Officers
- A copy of the signed voting machine tape
- Record of Assisted Voters
- Official Challenge Affidavits of Voters
- #2 Yellow Book

The image shows the front of a yellow #2 Envelope. At the top left, there is a black silhouette of a hand pointing to the right. Below this, the text reads "Return this Envelope to County Board of Elections, Riverview Place, Delaware Ave. & Spring Garden St." followed by "No. 2" in large, bold letters. The center of the envelope features the title "PRIMARY ELECTION AND SPECIAL ELECTION (IF ANY)" in bold. Below the title, there are lines for "MACHINE NUMBERS", "AND", "AND", "WARD", and "DIVISION, MAY 21, 2013". On the left side, the word "JUDGE" is printed vertically. A paragraph of text explains that the following named papers must be placed in the envelope, sealed, and placed in the Election Materials box by the Judge of Election. A bulleted list at the bottom specifies the required items: Affidavit No. 2, One Certificate and Oath of Affirmation of Judge, Inspector and Clerk, Sheet Marked Record of Assisted Voters, One of the Printed Results Receipts from Each Machine Marked Extra Copy, Book #2 Marked Numbered List of Voters--(JUDGE), and Official Challenge Affidavits of Voters.

Return this Envelope to County Board of Elections, Riverview Place, Delaware Ave. & Spring Garden St.

No. 2

**PRIMARY ELECTION
AND SPECIAL ELECTION (IF ANY)**

MACHINE NUMBERS _____ AND _____ AND _____
WARD _____ DIVISION, MAY 21, 2013

The following named papers must be placed in this Envelope, sealed and placed in the Election Materials box by the Judge of Election. All material must be returned to the County Board of Election, Riverview Place, Delaware Ave & Spring Garden St. on or before 8 o'clock P.M. on the day after the Election.

- Affidavit No. 2
- One Certificate and Oath of Affirmation of Judge, Inspector and Clerk
- Sheet Marked Record of Assisted Voters
- One of the Printed Results Receipts from Each Machine Marked Extra Copy
- Book #2 Marked Numbered List of Voters--(JUDGE)
- Official Challenge Affidavits of Voters

#4 Envelope

- Given to the Minority Inspector
 - Must be retained for one year
- **Contains:**
 - A copy of the completed Oath of Officers
 - A copy of the signed voting machine tape
 - #4 Yellow Book

MINORITY INSPECTOR

GIVE TO MINORITY INSPECTOR

No. 4

**PRIMARY ELECTION
AND SPECIAL ELECTION (IF ANY)**

MACHINE NUMBERS _____ AND _____ AND _____

WARD _____ DIVISION, MAY 21, 2013

The following named papers must be placed in this Envelope. Sealed and Retained by the Minority Inspector until called upon to produce the same by the County Board of Elections:

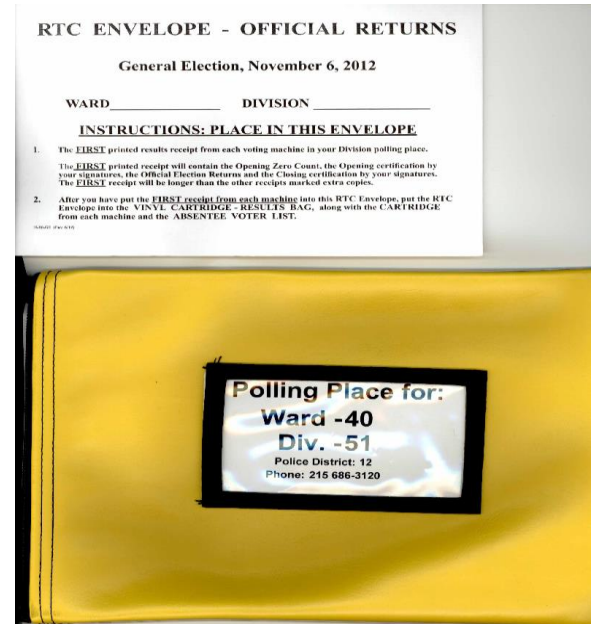
- Certificate and Oath of Affirmation of Judge, Inspector and Clerk
- ONE OF THE PRINTED RESULTS RECEIPTS FROM EACH MACHINE
- Book #4 Marked Numbered List of Voters--(MINORITY INSPECTOR)

To be retained for at least ONE YEAR by Minority Inspector unless notified otherwise by this office.

Note: Judge of Election does not take any materials home from the #2 or #4 envelopes

Vinyl Bag

- Given to Police Officer
- Contains:
 - Cartridges from **ALL** voting machines (**opened and unopened**)
 - Longest, signed voting machine tape from each machine (contains the zero counts from the beginning of the day and **any write-in votes**)
 - Absentee voters list
 - Any voided green Absentee Application copies





Post Outside the Polling Place

- Post outside the closed Polling Place a signed copy of the Voting Machine tape
- Results tape should be visible to anyone coming after the polls close

Election Materials Box

- All remaining materials should be placed inside the box except the payroll sheet
- Payroll sheet should be handed in separately. **DO NOT TAPE TO THE BOX**
- Judge of Elections should retain pink copy of the payroll sheet for records
- Ensure all board workers completed & signed payroll sheet
- Any questions or discrepancies, please call 215-686-1530

CITY OF PHILADELPHIA OFFICE OF CITY COMMISSIONERS ELECTION DAY PAYROLL										General Election November 6, 2012		WARD _____ DIVISION _____	
CERTIFICATION: WE THE UNDERSIGNED CERTIFY THAT PURSUANT TO THE ELECTION CODE, WE RESIDE AND HAVE SERVED ON THE ELECTION BOARD IN THE WARD & DIVISION INDICATED AND WE ALL CERTIFY THAT ALL OTHER MEMBERS OF THIS BOARD WERE PRESENT AND WORKED A FULL DAY. ...FAILURE TO FILL OUT THIS FORM PROPERLY WILL RESULT IN YOUR CHECKS BEING DELAYED.										OFFICE USE ONLY			
										SG.	SALARY	BONUS	TOTAL
A) JUDGE PRINT NAME: FIRST MIDDLE LAST ADDRESS: NUMBER DIRECTION CITY STATE ZIP CODE BIRTH DATE: / / SOCIAL SECURITY NO. / / CITY APT # PHONE # () SIGNATURE: E-MAIL: APT # PHONE # ()											\$100	\$	\$
B) MAJORITY INSPECTOR PRINT NAME: FIRST MIDDLE LAST ADDRESS: NUMBER DIRECTION CITY STATE ZIP CODE BIRTH DATE: / / SOCIAL SECURITY NO. / / CITY APT # PHONE # () SIGNATURE: E-MAIL: APT # PHONE # ()											95		
C) MINORITY INSPECTOR PRINT NAME: FIRST MIDDLE LAST ADDRESS: NUMBER DIRECTION CITY STATE ZIP CODE BIRTH DATE: / / SOCIAL SECURITY NO. / / CITY APT # PHONE # () SIGNATURE: E-MAIL: APT # PHONE # ()											95		
D) CLERK PRINT NAME: FIRST MIDDLE LAST ADDRESS: NUMBER DIRECTION CITY STATE ZIP CODE BIRTH DATE: / / SOCIAL SECURITY NO. / / CITY APT # PHONE # () SIGNATURE: E-MAIL: APT # PHONE # ()											95		
E) MACHINE INSPECTOR PRINT NAME: FIRST MIDDLE LAST ADDRESS: NUMBER DIRECTION CITY STATE ZIP CODE BIRTH DATE: / / SOCIAL SECURITY NO. / / CITY APT # PHONE # () SIGNATURE: E-MAIL: APT # PHONE # ()											95		
F) MACHINE INSPECTOR PRINT NAME: FIRST MIDDLE LAST ADDRESS: NUMBER DIRECTION CITY STATE ZIP CODE BIRTH DATE: / / SOCIAL SECURITY NO. / / CITY APT # PHONE # () SIGNATURE: E-MAIL: APT # PHONE # ()											95		
G) BILINGUAL INTERPRETER PRINT NAME: FIRST MIDDLE LAST ADDRESS: NUMBER DIRECTION CITY STATE ZIP CODE BIRTH DATE: / / SOCIAL SECURITY NO. / / CITY APT # PHONE # () SIGNATURE: E-MAIL: APT # PHONE # ()											75		
DIVISIONS WITH 1 VOTING MACHINE, NO MACHINE INSPECTOR - 2 VOTING MACHINES ONLY ONE MACHINE INSPECTOR - 3 OR MORE VOTING MACHINES 2 INSPECTORS IF NO ONE SERVED IN ANY OF THE ABOVE POSITIONS, PLEASE WRITE "NONE" IN THE APPROPRIATE BLOCKS CHECKS WILL BE MAILED APPROXIMATELY SIX (6) TO EIGHT (8) WEEKS AFTER THE ELECTION													



After the Election

- Wait for the police officer
 - Give him/her the vinyl bag
- Bring election materials box to 520 N. Delaware Ave. (**Delaware Ave. & Spring Garden St.**)
 - By 2:00 AM the following day



Election Results

- For **unofficial** real-time election night results, visit www.phillyelectionresults.com
- For certified results and other voting information, visit www.philadelphiavotes.com
- For results by county or statewide (including past elections), visit www.electionreturns.state.pa.us