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D.C. Board of Elections and Ethics

A GUIDE

for the

OPERATION of POLLING PLACES

SPECIAL
INSTRUCTIONS

for the

PRESIDENTIAL

GENERAL ELECTION

to be held

NOVEMBER 3, 1992

Basic Guide for the Operation of Polling Places

**** SPECIAL INSTRUCTIONS ****

for the

General Election

November 3, 1992

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OVERVIEW OF THE NOVEMBER 3RD PRESIDENTIAL GENERAL ELECTION

The Presidential General Election is the most important and perhaps the most challenging election you conduct, because it involves the highest office and greatest turnout of any D.C. election. In 1988, close to 200,000 D.C. voters participated in the Presidential General Election, with turnouts of 70% to 80% in many precincts.

To provide quality services to the greatly increased number of voters at each polling place, **precinct teams must be especially well organized and well prepared for this election.**

Because this is a General Election, **all registered voters, regardless of party affiliation, are eligible to vote for any candidate on their ballot.**

On Tuesday, November 3rd, D.C. voters will cast ballots for President and Vice-President; vote to elect public officials to partisan offices, from among major party nominees chosen in the primary and any independent or minor party candidates; vote on nonpartisan Board of Education and Advisory Neighborhood Commission Offices; and vote **FOR** or **AGAINST** Initiative Measure #41, the "District of Columbia Campaign Contribution Limitation Initiative of 1992".

There will be THREE ballot cards (One "A", One "B", and One "C") in this election. The graphics on the next two pages show the layout of the contests.

Contests on the "A" card:

- **President and Vice-President** (front)
- **Delegate to the House of Representative** (front)
- **Two (2) At-Large Members of the D.C. Council** (back)
- **Ward Member of the D.C. Council in Wards 2,4,7 and 8** (back)
- **Two (2) At-Large Members of the Board of Education** (back)
- **Ward Member of the Board of Education in Wards 1,3,5 and 6** (back)

Contests on the "B" card:

- **U.S. Representative*** (front)
- **Initiative Measure #41** (front)

Contests on the "C" card:

- Advisory Neighborhood Commissioner (299 SMDs) (front side only)

* The office of "U.S. Representative" was created by the Statehood Constitutional Convention Initiative, which was approved by voters in 1980. This local office has the same title as the federal office that will exist if the District becomes a state.

BALLOT STRUCTURE
for the
NOVEMBER 3, 1992 GENERAL ELECTION

"A" CARD

FRONT - All Wards	*BACK - Wards 2, 4, 7, & 8*	*BACK - Wards 1, 3, 5, & 6*

A

OFFICIAL BALLOT
District of Columbia

GENERAL ELECTION
NOVEMBER 3, 1992

Electors for
PRESIDENT and VICE PRESIDENT
of the United States
VOTE FOR NO MORE THAN ONE (1)

DELEGATE TO THE
HOUSE OF REPRESENTATIVES
VOTE FOR NO MORE THAN ONE (1)

TURN CARD OVER
VOTE BOTH SIDES

All Wards

FRONT

A

OFFICIAL BALLOT
District of Columbia

GENERAL ELECTION
NOVEMBER 3, 1992

AT-LARGE
MEMBER OF THE COUNCIL
VOTE FOR NO MORE THAN TWO (2)

WARD (2, 4, 7, & 8)
MEMBER OF THE COUNCIL
VOTE FOR NO MORE THAN ONE (1)

AT-LARGE
MEMBER OF THE BOARD OF EDUCATION
VOTE FOR NO MORE THAN TWO (2)

VOTE BOTH SIDES
GO TO CARD "B"

Wards 2, 4, 7, & 8

BACK

A

OFFICIAL BALLOT
District of Columbia

GENERAL ELECTION
NOVEMBER 3, 1992

AT-LARGE
MEMBER OF THE COUNCIL
VOTE FOR NO MORE THAN TWO (2)

AT-LARGE
MEMBER OF THE BOARD OF EDUCATION
VOTE FOR NO MORE THAN TWO (2)

WARD (1, 3, 5, & 6) MEMBER
MEMBER OF THE BOARD OF EDUCATION
VOTE FOR NO MORE THAN ONE (1)

VOTE BOTH SIDES
GO TO CARD "B"

Wards 1, 3, 5, & 6

BALLOT STRUCTURE
for the
NOVEMBER 3, 1992 GENERAL ELECTION

"B" and "C" CARD

NOTE: The office of "United States Representative" is a local D.C. office which will have the same title as the federal office that will be created if the District becomes a state.

B

OFFICIAL BALLOT
District of Columbia

GENERAL ELECTION
NOVEMBER 3, 1992

UNITED STATES
REPRESENTATIVE
VOTE FOR NO MORE THAN ONE (1)

INITIATIVE MEASURE #41

"District of Columbia Campaign Contribution
Limitation Initiative of 1992"

SUMMARY STATEMENT

FOR INITIATIVE MEASURE #41

AGAINST INITIATIVE MEASURE #41

FRONT ONLY
All Wards
"B" CARD

C

OFFICIAL BALLOT
District of Columbia
ADVISORY NEIGHBORHOOD
COMMISSION ELECTION
NOVEMBER 3, 1992

ADVISORY NEIGHBORHOOD
COMMISSIONER
for
SINGLE MEMBER DISTRICT
XXXX
VOTE FOR NO MORE THAN ONE (1)

FRONT ONLY
Varies for each SMD
"C" CARD

Overview cont'd.

Important points of information for the November 3rd General Election:

●   **Initiative Measure #41**

If approved by voters, an **"Initiative Measure"** creates, or initiates, a new law. Initiative #41, the "District of Columbia Campaign Contribution Limitation Initiative of 1992", if approved by voters, would limit campaign contriibutions by an individual to $100 for the offices of Mayor, Council Chairman, and At–Large Councilmember. Contributions for Board of Education and Ward Councilmember offices would be limited to $50.

Voters will cast their ballots "FOR" or "AGAINST" the Measure. Related provisions are included in the summary below:

INITIATIVE MEASURE

No. 41

SHORT TITLE

"District of Columbia Campaign Contribution
Limitation Initiative of 1992"

This Initiative would limit campaign contributions to elect candidates or to recall elected officials.

Campaign funds contributed by, or received from, any individual would be limited to:

- $100 for the offices of Mayor, Council Chairman, and Councilmember At-Large

- $50 for the offices of Board of Education or Ward Councilmember.

Total candidate contributions by an individual would be limited to $600, including primary, general, and special elections. Persons in a partnership would be required to identify themselves as individual contributors, subject to limitations above, when making partnership contributions.

This Initiative also adjusts reporting requirements to disclose more information about campaign contributors.

Overview cont'd.

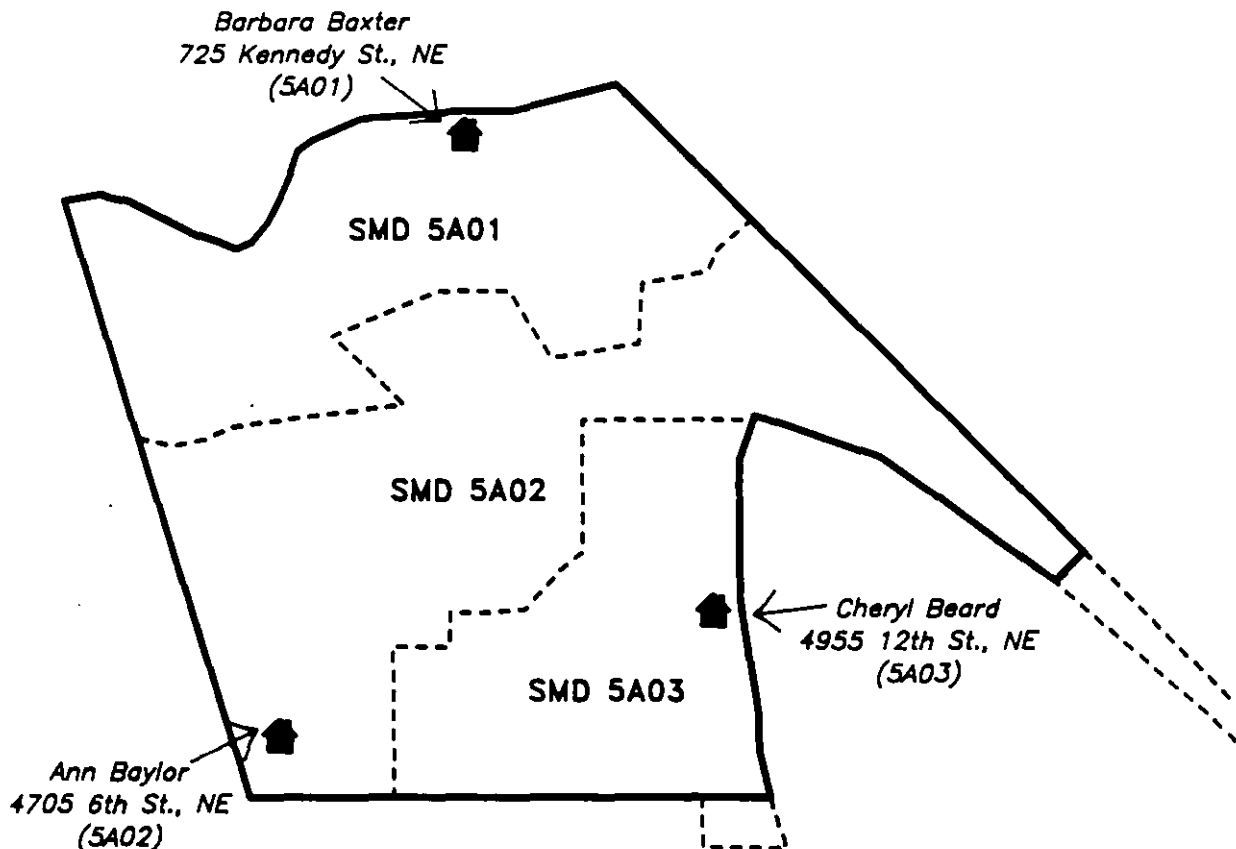- **Advisory Neighborhood Commission (ANC) Elections**

    ANC's were established by the Home Rule Charter to provide a channel for citizen comment on proposals affecting residents and their neighborhoods. ANC Commissioners serve 2–year terms as unsalaried, non–partisan elected officials who represent the **299 Single Member Districts (SMD's)** that comprise the city's **37 ANC areas**.

The Advisory Neighborhood Commission/Single Member District (ANC/SMD) elections require a number of special procedures to be followed by each precinct team in order to ensure that each voter receives the ballot for the particular ANC/SMD contest in which he or she is eligible to vote. **Each ANC/SMD contest within a precinct will be printed on a separate ballot card.**

Because the ANC Single Member Districts are generally smaller than voting precincts and often cross precinct lines, most precincts have several SMDs or SMD "portions" within the precinct's boundaries. **Depending on where a voter lives in the precinct, the voter's ANC/SMD may vary, as shown for Precinct 66 below.**

DC Board of Elections and Ethics

1992 SINGLE MEMBER DISTRICT (SMD) STRUCTURE FOR PRECINCT 66

Barbara Baxter
725 Kennedy St., NE
(5A01)

SMD 5A01

SMD 5A02

Cheryl Beard
4955 12th St., NE
(5A03)

SMD 5A03

Ann Baylor
4705 6th St., NE
(5A02)

Overview cont'd.

Each voter's residence address location within the precinct thus determines the particular Single Member District in which he or she lives and the ANC ballot which the voter must be issued. The multi-color ward/precinct maps at each polling place will clearly depict the precinct and ANC/SMD boundaries involved for each team.

The left column on the Master Index will show the ANC/SMD assignment of each voter, so that the particular ANC/SMD ballot to be issued may be identified. The Master Index Clerk will write the ANC/SMD number (1A04, 3B06, etc.) from the Index on the Voter Card in the space provided.

In this way, when the Ballot Clerks (there will be two in this election) receive the Voter Card, they will know which ANC/SMD ballot to issue along with the voter's general election ballot. Each voter will vote three ballot cards--general election "A" and "B" cards and an ANC/SMD "C" card.

All precinct voters will be issued the same **yellow General Election Voter Card** by the Master Index Clerk. The **General Election ballots, which all voters receive, will also be yellow** and is designated as the **"A" card and "B" card. The ANC/SMD ballot--the voter's "C" card--will be pink**, where there are filed candidates in the contest, or **green**, where there are no filed candidates and only the write-in line appears.

Every voter will thus receive a pink or green ballot for the appropriate ANC/SMD contest, in addition to the yellow general election ballot cards that contains all the other election contests. All three ballots will be cast, using the plastic secrecy holder, in the ballot box.

The voting process is shown in a diagram on the following pages:

D.C. Board of Elections and Ethics
PRESIDENTIAL GENERAL ELECTION - NOVEMBER 3, 1992

--------- **THE VOTING PROCESS** ----------

I. Voter SIGNS Master Index:

```
┌─────────────────────────────────────────────────────────────────────────┐
│  ┌──────── WARNING ────────┐                                              │
│  │                         │         MASTER INDEX                         │
│  │  ═══════════════════    │                                             │
│  │  ═══════════════════    │                                             │
│  └─────────────────────────┘                                             │
│  Close of Registration _____   Voting Precinct _____   Page No. _____ │
└─────────────────────────────────────────────────────────────────────────┘
```

ANC/SMD	BALLOT TYPE	REGISTRATION NUMBER	SIGNATURE OF VOTER	PTY	NAME		RESIDENCE OF VOTER	
5A02		M567890		DEM	BATES	ALICE	5121 NE 4TH	ST
5A01		R000055		REP	BAXTER	BARBARA	5211 NE SOUTH DAKOTA	AVE
5A02		0004321		N-P	BAYLOR	ANN	4721 NE 8TH	ST
5A03		M890000		STD	BEARD	CHERYL	4945 NE 12TH	ST

II. Master Index Clerk WRITES the ANC/SMD on the Voter Card:

GENERAL ELECTION ◯ __5A01__ ANC/SMD	*GENERAL ELECTION* ◯ __5A02__ ANC/SMD	*GENERAL ELECTION* ◯ __5A03__ ANC/SMD
(YELLOW)	(YELLOW)	(YELLOW)

III. Voter PRINTS name on Voter Card:

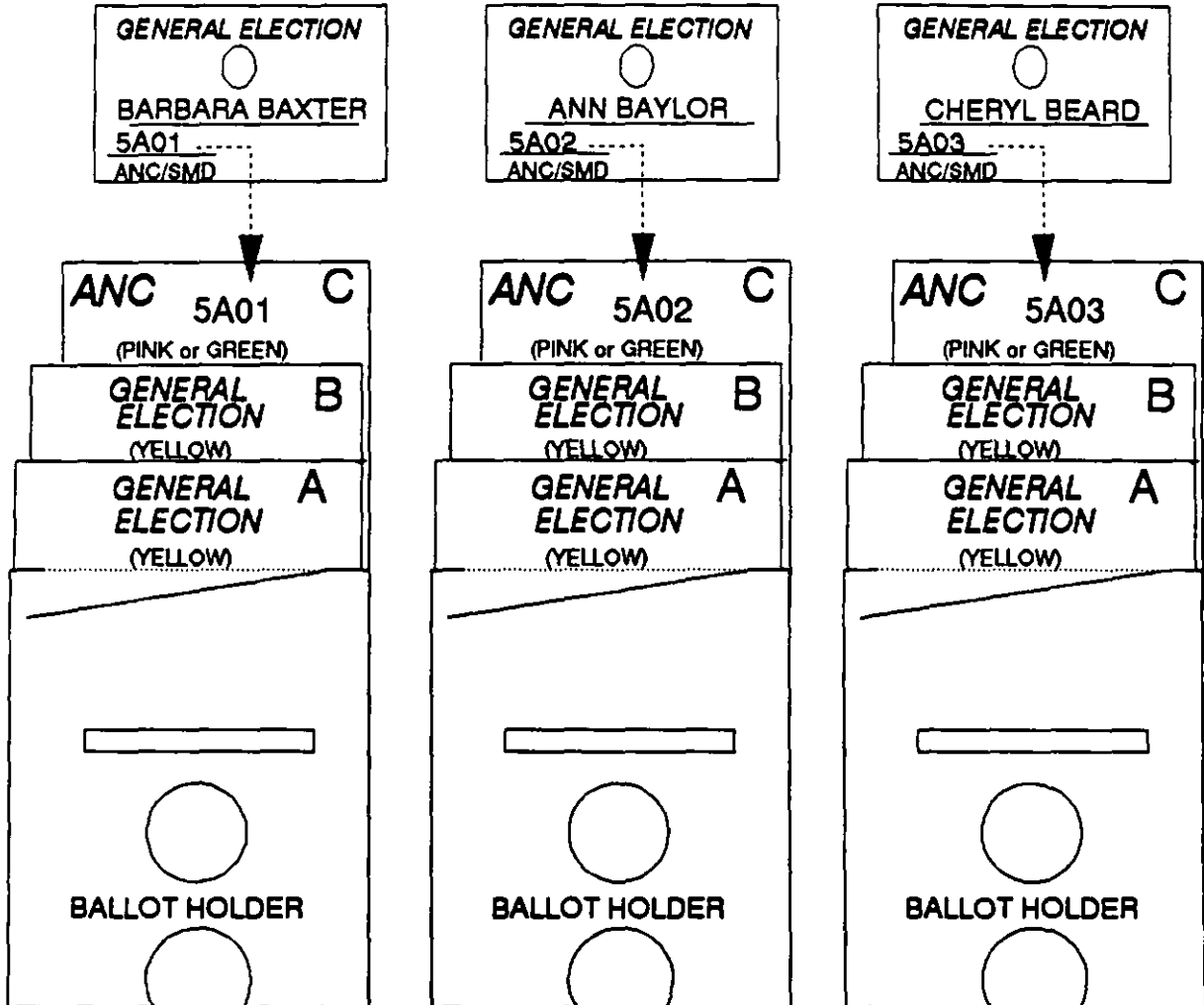| *GENERAL ELECTION* ◯ BARBARA BAXTER __5A01__ ANC/SMD	*GENERAL ELECTION* ◯ __ANN BAYLOR__ __5A02__ ANC/SMD	*GENERAL ELECTION* ◯ CHERYL BEARD __5A03__ ANC/SMD
(YELLOW)	(YELLOW)	(YELLOW)

THE VOTING PROCESS (Continued)

IV. Ballot Clerks receive Voter Card and ISSUE the General Election Ballots ("A" & "B") with the correct ANC Ballot ("C") in secrecy holder.

GENERAL ELECTION	GENERAL ELECTION	GENERAL ELECTION
◯	◯	◯
BARBARA BAXTER	ANN BAYLOR	CHERYL BEARD
5A01	5A02	5A03
ANC/SMD	ANC/SMD	ANC/SMD

ANC 5A01 **C**	*ANC* 5A02 **C**	*ANC* 5A03 **C**
(PINK or GREEN)	(PINK or GREEN)	(PINK or GREEN)
GENERAL ELECTION **B** (YELLOW)	*GENERAL ELECTION* **B** (YELLOW)	*GENERAL ELECTION* **B** (YELLOW)
GENERAL ELECTION **A** (YELLOW)	*GENERAL ELECTION* **A** (YELLOW)	*GENERAL ELECTION* **A** (YELLOW)
BALLOT HOLDER	BALLOT HOLDER	BALLOT HOLDER

V. Ballot Box Clerk receives the voted ballots in secrecry holder, removes stubs, and with voter watching, casts ballots in Ballot Box, then gives voter all stubs and an "I Voted" sticker.

WHAT'S NEW FOR EACH TEAM MEMBER ON NOVEMBER 3rd

Each position is affected in several ways by the requirements of the Presidential General Election, and it is critically important that each team member performs his or her new duties correctly for voting to run smoothly. New procedures for the Presidential General Election are summarized below:

PRECINCT CAPTAIN:

a.   **Visit or call** your precinct location contact person to be certain of **access on Monday** (supply delivery) **and Tuesday** (Election Day).

b.   Prepare for large volume of voters.

c.   Adjust precinct layout to accommodate large turnout.

MASTER INDEX CLERK:

a.   Determines ANC/SMD Assignment of each voter from the Master Index.

b.   Writes the ANC/SMD number, as shown on the Master Index, on the yellow general election Voter Card before it is issued to the voter.

c.   Fills out the back of the Special Ballot Envelope when a voter disputes the ANC/SMD designation on the Master Index.

MASTER INDEX

Close of Registration _____   Voting Precinct **66**   Page No. _____
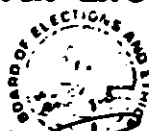
ANC/SMD	BALLOT TYPE	REGISTRATION NUMBER	SIGNATURE OF VOTER	PTY	NAME			RESIDENCE OF VOTER			
5A02		M567890		DEM	BATES	ALICE	E	5121	NE	4TH	ST
5A01		R100055		REP	BATES	WILLIAM	H	5213	NE	SOUTH DAKOTA	AVE
5A02		0004321		N-P	BATTLE	EVELYN		4721	NE	8TH	ST
5A03		M899999		STD	BATTLE	HENRY	J	4945	NE	12TH	ST
(5A01)		R000055	*Barbara Baxter* X	REP	BAXTER	BARBARA	A	5211	NE	SOUTH DAKOTA	AVE
5A03		0720000		DEM	BAXTER	ERMA		4820	NE	SARGENT	RD
(5A02)		0004321	*Ann Baylor* X	N-P	BAYLOR	ANN		4721	NE	8TH	ST
5A01		M444222		STD	BEARD	CHARMAINE	L	902	NE	HAMILTON	ST
(5A03)		M899999	*Cheryl Beard* X	STD	BEARD	CHERYL		4945	NE	12TH	ST
5A02		M843999		STD	BECTON	BRIAN		731	NE	EMERSON	ST

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D.C. BOARD OF ELECTIONS & ETHICS

General Election

Barbara T. Baxter
VOTER — PRINT NAME

5A01
ANC/SMD   87—P-6015 wd-112

D.C. BOARD OF ELECTIONS & ETHICS

General Election

Ann Baylor
VOTER — PRINT NAME

5A02
ANC/SMD   87—P-6015 wd-112

D.C. BOARD OF ELECTIONS & ETHICS

General Election

Cheryl Beard
VOTER — PRINT NAME

5A03
ANC/SMD   87—P-6015 wd-112

REASON FOR VOTING BY SPECIAL BALLOT

☐ Voter's Address on Master Index has changed

☐ Voter is not listed on the Master Index

☐ Voter is listed as Absentee Voter

_____
Signature of Master Index Clerk

For PRIMARY Elections ONLY:

DIFFERENT PARTY AFFILIATION CLAIMED BY VOTER

Party affiliation on MASTER INDEX (Circle One)

DEM   REP   STD   OTH   N-P

_____
(Registration No. from Master Index)

Voter claims correct party affiliation is: (Circle one)

DEM   REP   STD   OTH   N-P

_____
Signature of Master Index Clerk

For ANC/SMD Elections ONLY:

DIFFERENT ANC/SMD CLAIMED BY VOTER

ANC/SMD on MASTER INDEX

5A01

R1000055
(Registration No. from Master Index)

Voter claims correct ANC/SMD is:

5A02

_____
Signature of Master Index Clerk

FRONT

District of Columbia Board of Elections and Ethics

ELECTION DAY REQUEST for CORRECTION to VOTER RECORD

DATE: _____   PRECINCT # _____

_____   _____
(Name of Voter)   (Registration #)

CHECK THE APPROPRIATE CATEGORY:

___   Voter's Name is Misspelled   _____
(Correct Spelling of Voter's Name)

___   Voter's Name has Changed   _____
(Voter's new name)

___   Voter Moved Out-of-town

___   Report of a Deceased Voter   _____   _____
(Date of Death, if known)   (Date of Birth, if known)

_____   _____
(SIGNATURE of PERSON PROVIDING INFORMATION)   (REGISTRATION #)

BACK

DUPLICATE ENTRIES APPEAR ON THE MASTER INDEX
(List all Registration Numbers)

REGISTRATION #	VOTER'S NAME	VOTER'S ADDRESS

_____
(SIGNATURE of MASTER INDEX CLERK)

BALLOT CLERKS:

a. <u>Two Ballot Clerks work as a team</u> in this election to issue the General Election "A" and "B" cards and the correct ANC/SMD "C" card to each voter.

b. **First Ballot Clerk:**

   (1) receives Voter Card, calls out both the voter's name and the ANC/SMD shown on the card.

   (2) places General Election ballot ("A" and "B" cards) in ballot holder.

   (3) receives correct ANC/SMD ballot ("C" card) from second Ballot Clerk, inserts it in holder with "A" and "B" cards and issues the three ballots to the voter.

c. **Second Ballot Clerk:**

   (1) selects correct ANC/SMD ballot as called out by first Ballot Clerk.

   (2) tallies the ANC/SMD ballot selected on the "Ballot Accounting and Tally" form for that ANC/SMD.

   (3) hands the ANC/SMD ballot to the first Ballot Clerk for insertion in the ballot holder with the voter's General Election **"A" and "B"** card.

d. **Spoiled Ballots:**

Be sure to indicate clearly on the spoiled ballot envelope the ANC/SMD designation of the ballot whenever the "C" card is spoiled.

Whenever the voter spoils the "C" card (ANC/SMD), issue a new "C" card **ONLY.**

BALLOT ACCOUNTING AND TALLY FOR │ S M D BALLOTS ONLY │

ANC/SMD Number ___5A04___   Precinct Number ___66___

Ballots issued, serial number ___0950___   through ___1250___

Tony Bon
Signature, BOEE Staff Member   (Signature of Captain)

TALLY REGULAR BALLOTS IN THIS SECTION

TALLY SPECIAL BALLOTS IN THIS SECTION

Serial Number of next unused ballot of this type at end of day ___1116___

Number of Spoiled Ballots of this type ___5___

___11/3/92___
Date of Election

(Signature of Ballot Clerk)

AFTER COMPLETING THIS FORM AND THE FORMS FOR ANY OTHER ANC/SMD BALLOT TYPES IN YOUR PRECINCT, GIVE THE WHITE COPY TO THE CAPTAIN TO BE PLACED IN THE ENVELOPE WITH THE BALLOT ACCOUNTING FORM FOR THE YELLOW BALLOT CARDS AND THE PAYROLL SHEET. THE ENVELOPE WILL BE TAPED TO THE TOP OF THE P. M. BALLOT BOX BEFORE IT IS PLACED IN THE PLASTIC BAG FOR RETURN TO THE BOARD AFTER THE POLLS CLOSE.

DC Board of Elections and Ethics
BALLOT ACCOUNTING FORM
(GENERAL ELECTIONS ONLY)

Precinct Number: __66__   Election Date: __11/3/92__

INSTRUCTIONS

Captain MUST complete this form. *(See Basic Guide and Supplemental Instructions)*

Ballots MUST be issued in numerical sequence, beginning with "0001". If an error is made and ballots are issued out of sequence, a full explanation MUST be prepared by the Precinct Captain and written on the back of the WHITE copy of this form BEFORE affixing it to the P.M. ballot box, as prescribed below.

and DISPOSITION

of FORM

On Election Night, seal the WHITE copy of this form (with the Payroll Form) inside the special envelope provided, and affix the envelope to the top of the P.M. ballot box.
Place the YELLOW copy in Envelope No. 1.

SECTION 1. BALLOTS ISSUED TO PRECINCT *(This section is completed by Board staff before Election Day).*
I certify that the following ballot types and quantities were shipped to the Precinct identified above:

BEGINNING BALLOT SERIAL NUMBER		ENDING BALLOT SERIAL NUMBER		NUMBER OF BALLOTS ISSUED
_0001_	TO	_4000_	=	_4,000_

Jony Ban   _10/26/92_
(Signature of Board Staff)   (Date)

SECTION 2. BALLOTS RECEIVED AT PRECINCT *(This section is completed by Polling Place officials BEFORE polls open).*
I certify that the ballot shipment to this Precinct has been checked and that quantities are as specified above:

✗ _____
(Signature of Precinct Captain or Designated Representative)

SECTION 3. PRECINCT BALLOT ACCOUNTABILITY STATEMENT *(This section is completed by Polling Place officials IMMEDIATELY AFTER polls close).*

(A) SERIAL NO. OF NEXT UNUSED BALLOT	(B) NUMBER OF BALLOTS USED	(C) NUMBER OF SPOILED BALLOTS	(D) NUMBER OF VOTED BALLOTS	(E) COUNT OF SPECIAL BALLOTS	(F) COUNT OF VOTER CARDS
- 1 =		=		=	

EXAMPLE

(Subtract "1" from "A" to get "B")		(Subtract "C" from "B" to get "D")		(Subtract "E" from "D" to get "F")	
(A) - 1 = (B)		- (C) = (D)		- (E) = (F)	
0156 - 1 = 155		- 5 = 150		- 5 = 145	

I certify that the above information is an accurate statement of ballot and voter activity at this polling place. Explanations of errors, if any, have been recorded on the back of this form. All unused ballots have been boxed and sealed in accordance with instructions received.

Date: __11/3/92__

Signed by: **✗** _____
(Precinct Captain)

D.C. Board of Elections and Ethics

: SPOILED BALLOT ENVELOPE :

NOTICE TO VOTER

This envelope is provided to ensure the secrecy of your vote in the event you have spoiled your ballot. Your name will not appear anywhere. Ballot Stub Numbers, and Party designation for Primary elections or SMD designation for ANC/SMD elections, are required for ballot accountability purposes.

This envelope will not be opened after being sealed by you and will be destroyed without being opened unless the Board is ordered to do otherwise by a court of law.

NOTICE TO POLLWORKER

Enter Ballot Stub No. of
SPOILED BALLOT: *0976*

Enter Ballot Stub No. of
NEWLY ISSUED BALLOT: *0978*

FOR PRIMARY ELECTIONS ONLY :

Enter the Party of
the SPOILED BALLOT: _____

FOR ANC/SMD ELECTIONS ONLY :

Enter the SMD of
the SPOILED BALLOT: *5A04*

SPECIAL BALLOT CLERK:

a.   Set-up voting booth at the special ballot station for use of special ballot voters to ensure better control.

b.   Utilize the multi-color map and MSI printout for resolving ANC/SMD boundary problems. Use the precinct MSI printout to determine the correct SMD ballot for each special ballot voter.

c.   In tallying special ballots you need only tally General Election ("A" and "B") ballots. Ballot Clerks have responsibility in this election for tallying each ANC/SMD ("C" card) issued, including those issued as special ballots to you.

d.   An ANC/SMD Special Ballot **only occurs when the voter disputes the assignment of their ANC/SMD.**

BE SURE ONLY THE ANC/SMD BALLOT IS IN THE SPECIAL BALLOT ENVELOPE.

ANC/SMD	STREET NAME	STR. TYPE	STR. DIR.	HOUSE# FROM	HOUSE# TO	O/E/B	CITY	ZIP CODE	PRECINCT/
6C04	13TH	ST	SE	1700	1898	E	WASHINGTON	20020	140
6C05	13TH	ST	SE	1801	1899	O	WASHINGTON	20020	140
6C04	14TH	ST	SE	1700	1899	B	WASHINGTON	20020	140
6C05	14TH	ST	SE	1900	1917	B	WASHINGTON	20020	140
6C04	16TH	ST	SE	1500	1899	B	WASHINGTON	20020	140
6C04	17TH	PL	SE	1600	1699	B	WASHINGTON	20020	140
6C04	17TH	ST	SE	1500	1799	B	WASHINGTON	20020	140
6C03	18TH	PL	SE	1400	1499	B	WASHINGTON	20020	140
6C03	18TH	PL	SE	1800	1899	B	WASHINGTON	20020	140
6C03	18TH	ST	SE	1400	1698	E	WASHINGTON	20020	140
6C04	18TH	ST	SE	1401	1699	O	WASHINGTON	20020	140
6C03	19TH	ST	SE	1400	1613	B	WASHINGTON	20020	140
6C04	FAIRLAWN	AVE	SE	1601	1699	O	WASHINGTON	20020	140
6C05	GOOD HOPE	RD	SE	1100	1498	E	WASHINGTON	20020	140
6C05	MARTIN LUTHER KING	AVE	SE	1800	1899	B	WASHINGTON	20020	140
6C05	MINNESOTA	AVE	SE	1400	1444	E	WASHINGTON	20020	140
6C04	MINNESOTA	AVE	SE	1448	1798	E	WASHINGTON	20020	140
6C03	MINNESOTA	AVE	SE	1800	2198	E	WASHINGTON	20020	140
6C03	NAYLOR	RD	SE	1901	2099	O	WASHINGTON	20020	140
6C03	P	ST	SE	1800	1999	B	WASHINGTON	20020	140
6C04	Q	ST	SE	1600	1799	B	WASHINGTON	20020	140
6C03	Q	ST	SE	1800	1999	B	WASHINGTON	20020	140

ANC/SMD COLUMN:

Several SMD boundaries or SMD portions may be located within the precinct.

O/E/B COLUMN:

Letter refers to the numerical range of house numbers in the two columns -- and whether the range includes:
only ODD numbers;
only EVEN numbers; or
BOTH odd and even numbers.

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FRONT

BACK

District of Columbia Board of Elections and Ethics

SPECIAL BALLOT ENVELOPE
(PLEASE PRINT)

(Last Name)	(First Name)	(Middle Name)	(Suffix - Jr., Sr., etc.)

Address where you live:

Circle One NE NW SE SW	Apartment . No.	ZIP Code:

Old Address (for Address Change):

Telephone No:	Date of Birth:	Party Affiliation:

Under penalty of perjury, I swear or affirm that to the best of my knowledge I am a registered voter in the District of Columbia, and if not, that I meet the qualifications for voter registration; that my current address is shown above; and that, where applicable, I have presented identification showing my current residence address is within this precinct.

_____   _____
(Date)   (Signature of Voter)

Voter MUST SIGN or ballot cannot be counted; signature insures special rights.

POLLWORKER MUST CHECK THE APPROPRIATE BOXES BELOW TO SHOW THE REASON FOR THE SPECIAL BALLOT BEING VOTED.

IDENTIFICATION, SHOWING CURRENT ADDRESS, REQUIRED FOR:
ADDRESS CHANGE · REINSTATEMENT · CHALLENGE

☐ Voter request for Change of Address or Reinstatement
☐ Voter challenged by Watcher or Captain

Type of Identification Presented by Voter:

☐ Driver's License/Non-Driver's I.D.
☐ Lease/Rental Agreement showing name and address
☐ Utility or Other Bills showing name and address
☐ Bank Statement, printed deposit slip, or check showing name and address
☐ Other_____
       (Must substantiate identity and address)

☐ NO I.D. PRESENTED

IDENTIFICATION NOT REQUIRED FOR:

☐ Different Party Claimed by Voter (See Reverse)
☐ Different ANC/SMD Claimed by Voter (See Reverse)
☐ Absentee Ballot not received
☐ Elderly/Handicapped or Election Worker

• •

POLLWORKER CERTIFICATION:

I certify that the voter has cast the Special Ballot for the REASON indicated above and has provided, where required, the IDENTIFICATION indicated to show his/her current address in the precinct.

Precinct No._____	_____
	(Signature of Pollworker)

FOR PRIMARY ELECTIONS ONLY:

Pollworker must circle one of the following boxes to show the type of ballot cast:

DEM	REP	STD

FOR OFFICIAL USE ONLY:		
Approve	Reject	Clerk

REASON FOR VOTING BY SPECIAL BALLOT

☐ Voter's Address on Master Index has changed

☐ Voter is not listed on the Master Index

☐ Voter is listed as Absentee Voter

_____
Signature of Master Index Clerk

For PRIMARY Elections ONLY:

DIFFERENT PARTY AFFILIATION CLAIMED BY VOTER

Party affiliation on MASTER INDEX (Circle One)

DEM   REP   STD   OTH   N-P

_____
(Registration No. from Master Index)

Voter claims correct party affiliation is: (Circle one)

DEM   REP   STD   OTH   N-P

_____
Signature of Master Index Clerk

For ANC/SMD Elections ONLY:

DIFFERENT ANC/SMD CLAIMED BY VOTER

ANC/SMD on MASTER INDEX

_____

_____
(Registration No. from Master Index)

Voter claims correct ANC/SMD is:

_____

_____
Signature of Master Index Clerk

NOTICE TO SPECIAL BALLOT VOTERS

You must vote by Special Ballot for one or more of the reasons checked below.
If either of the first two categories is checked, you will be asked to show identification showing that you live in this precinct.

REASONS FOR VOTING BY SPECIAL BALLOT:

(Identification Showing Current Address Required)

☐　You are requesting a **change of address or reinstatement.**

☐　Your eligibility to vote has been **"Challenged"** by the Precinct Captain or an Authorized Watcher.

(Identification Not Required)

☐　You **claim a different party registration** than is listed for you on the Master Index. *Note: This category applies to Primary Elections only.*

☐　You **claim a different ANC/SMD** than is listed for you on the Master Index. *Note: This category applies to General Elections only.*

☐　You claim your mailed **Absentee Ballot was not received.**

☐　You are voting in this precinct because your **age, disability, or health** prevents you from voting in your assigned precinct. Or you are a **poll worker** assigned outside of the precinct where you are registered.

HOW TO VOTE BY SPECIAL BALLOT

1.　**Fill out the top portion of the Special Ballot Envelope.**
　　Note: The Precinct Captain or Special Ballot Clerk will assist you.

2.　**Sign the Special Ballot Envelope.**

3.　**Vote the ballot(s) marked "SPECIAL".**

4.　**Place the ballot(s) in the envelope.**

5.　**Seal the envelope and put it in the ballot box.**

– O V E R –

IMPORTANT!!!   PLEASE READ   IMPORTANT!!!

REVIEW OF YOUR SPECIAL BALLOT

Your Special Ballot will be sent, **unopened**, to the Board of Elections and Ethics. After Election Day, the Board will review the voter registration records to determine whether or not to count your Special Ballot. If the Board's records show that you are properly registered, your Special Ballot will be counted

If the Board decides NOT to count your Special Ballot, your name will be published in a list of voters whose Special Ballots have been rejected. This **list** will appear in the "**Legal Notice**" section of **The Washington Post** on the **second Wednesday after Election Day.** Check the list to see if your name appears. **You will not receive any other notice** that the Board has decided not to count your ballot.

YOUR RIGHT TO APPEAL

If your name appears on the list described above, you have the right to appeal the Board's decision not to count your Special Ballot. The Board will hold hearings on the **second Thursday and Friday after Election Day, 9:00 a.m. to 5:15 p.m., in Room 14 of the District Building, 1350 Pennsylvania Ave., N.W. If you decide that you want to appeal, call 727-2194 or 727-2525 to set a time for your appeal.**

You may bring a lawyer to the hearing or you may represent yourself. **You should bring evidence to show that your ballot should be counted.**

If you do not win your appeal, you have three (3) days to appeal the Board's decision to the Superior Court of the District of Columbia.

D.C. Board of Elections and Ethics
Tally Sheet for Special Ballots Issued
Precinct No: _145_

Instructions: As you issue a Special Ballot, draw a line through the number in the appropriate box. At the close of the polls, review the form for completeness, sign it, and give it to the Precinct Captain who must use the total number of Special Ballots issued for ballot accounting.

THIS FORM SHOULD BE RETURNED IN ENVELOPE #1

SPECIAL BALLOT TALLY

~~1~~	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~	~~7~~	~~8~~	~~9~~	~~10~~
~~1~~	~~2~~	3	4	5	6	7	8	9	20
1	2	3	4	5	6	7	8	9	30
1	2	3	4	5	6	7	8	9	40
1	2	3	4	5	6	7	8	9	50
1	2	3	4	5	6	7	8	9	60
1	2	3	4	5	6	7	8	9	70
1	2	3	4	5	6	7	8	9	80
1	2	3	4	5	6	7	8	9	90
1	2	3	4	5	6	7	8	9	100
1	2	3	4	5	6	7	8	9	110
1	2	3	4	5	6	7	8	9	120
1	2	3	4	5	6	7	8	9	130
1	2	3	4	5	6	7	8	9	140
1	2	3	4	5	6	7	8	9	150
1	2	3	4	5	6	7	8	9	160
1	2	3	4	5	6	7	8	9	170
1	2	3	4	5	6	7	8	9	180
1	2	3	4	5	6	7	8	9	190
1	2	3	4	5	6	7	8	9	200
1	2	3	4	5	6	7	8	9	210
1	2	3	4	5	6	7	8	9	220
1	2	3	4	5	6	7	8	9	230
1	2	3	4	5	6	7	8	9	240
1	2	3	4	5	6	7	8	9	250

TOTAL NUMBER OF SPECIAL BALLOTS ISSUED:___12___

James Smith

Signature of Special Ballot Clerk

PRECINCT REFERRAL FORM

Date _____

TO: Precinct No. _____

        Location   _____

FROM: Precinct No. _____

According to the Master Street Index (MSI), the person listed at the address
below resides in your precinct. We have referred them to your precinct to file
a change of address and vote by special ballot.

NAME   _____

ADDRESS _____

                                    Signature of Poll Worker

VOTING BOOTH/DEMONSTRATION CLERK:

a.   Be prepared to assist voters and answer questions, especially concerning the ANC/SMD ballot.

b.   Be especially vigilant to prevent voters from leaving ANC/SMD ballots in the voting booths. If a ballot is left, it should be placed in the ballot box.

c.   Check booths frequently to see that punches are operating and that pencils for write-in voting are supplied. High turnout may cause more problems than usual with punches due the volume of voting.

List of Voters Assisted in Marking Ballot

Precinct No:

Name of Voter (Print)	Reason for Assistance	Name of Person Giving Assistance* (Print)
ANGELA ANDREWS	LEFT GLASSES AT HOME	Sally SHORTER

*The Federal Voting Rights Act provides that "The voter's employer or agent of that employer or officer or agent of the voter's union" may not give such assistance

I hereby certify that the voters named above were assisted by the person listed, and that assistance was provided for the reason indicated. .

_____
Signature of Precinct Captain   Date

CURBSIDE

MASTER INDEX

WRITE IN THE REQUESTED INFORMATION FOR EACH CURBSIDE VOTER.

VOTING PRECINCT _____

PAGE NO _____

ANC/SMD	BALLOT TYPE	REGISTRATION NUMBER	SIGNATURE OF VOTER	PTY.	NAME	RESIDENCE OF VOTER
		0V001111	Mary Mason	DEM	MARY MASON	1222 Madison Ave, S.E

26

BALLOT BOX CLERK:

a. Be sure that each voter presents a **yellow "A" and "B" card** and a **pink or green "C" card** in the ballot holder; remove stubs carefully from all ballots and cast in box **using secrecy holder.**

b. Be aware that some voters might cast an **"ANC/SMD Only" special ballot;** this voter would present the yellow "A" and "B" cards in the ballot holder and a sealed special ballot envelope (containing the ANC/SMD ballot).

c. If a voter does not have an ANC/SMD ballot and has left it in the booth, ask the voter to retrieve the ballot and cast it with the "A" and "B" cards (even if the "C" card is not voted).

1992 ADVISORY NEIGHBORHOOD COMMISSION ELECTIONS

While most District voters will be concentrating on the Presidential contest in the November 3rd General Election, many may not realize that their complete ballot will also contain--among a number of better known local offices--one of the contests for the District's 299 Advisory Neighborhood Commission (ANC) seats. The following background information on ANCs is provided so that members of the precinct team will be able to answer basic voter questions that may arise.

WHAT IS AN ANC?

Called "a unique experience in neighborhood democracy" by the League of Women Voters, ANCs were established by the Home Rule Charter in 1974 and approved by voters in the May 7, 1974 Charter Referendum election.

ANCs function as citizen advisory boards, representing citizens of a geographically defined neighborhood area. There are a total of **37 Advisory Neighborhood Commissions** representing the various areas of the city.

The role of the ANC, as defined by the D.C. Code, includes advising the District government "... on matters of public policy including decisions regarding planning, streets, recreation, social services programs, health care, safety, and sanitation in that neighborhood commission area". The law also states that the recommendations made by the ANC "... shall be given great weight" by government agencies on matters that affect the residents of the ANC.

WHAT IS AN SMD?

ANC Commissioners are elected to serve two-year terms as unsalaried non-partisan officials who represent the residents of their neighborhood areas. The district's from which ANC Commissioners are elected are called **Single Member Districts or "SMDs".** A total of **299 SMDs** exist within the city's 37 Advisory Neighborhood Commission areas. Each SMD contains approximately 2,000 residents and elects one Commissioner to serve on the area's Advisory Neighborhood Commission.

In almost all cases, the ANCs exist within ward boundaries*, and each ANC is numbered to identify the ward where it is located. For example, ANCs 4A, 4B, 4C, and 4D lie within Ward 4. The SMDs within each ANC are numbered consecutively, e.g., SMDs 4A01, 4A02, 4A03, 4A04, 4A05, 4A06, 4A07, and 4A08 comprise ANC 4A. Candidates running for a seat on the ANC are elected by the registered voters living in the same SMD as the candidate.

*   Only ANC Single Member District 3COI crosses ward lines, due to adjustments in ward boundaries following the 1990 Census.

ANC VOTING PROCEDURES

As noted earlier in the Overview, **ANC Single Member Districts (SMDS) are smaller geographic units than the voting precincts and frequently cross precinct lines.** As a result, each of the city's 140 polling places must be supplied with ballots for every SMD or SMD portion located within the precinct boundaries.

Each ANC/SMD contest is printed on **a separate ballot card** so that poll workers can issue the appropriate SMD ballot to each voter according to the SMD in which the voter resides. **The Master Index for each precinct will indicate the ANC/SMD assignment of each voter so that the appropriate SMD ballot for each voter can be identified.**

The listing on the following two pages shows the particular SMD ballots that must be issued at each precinct. The multi-color ward/precinct maps provided at each polling place show the ANC/SMD boundaries in detail and should be used to clarify any confusion of voters regarding the ANC/SMD in which they reside. In the event that a voter claims to reside in a different ANC/SMD from that designated on the Master Index (or MSI printout), the voter may be permitted to cast an **"ANC/SMD Only Special Ballot"**.

The **sign** shown below, which outlines ANC voting procedures, will be displayed as **a large** poster (green on white) at each poll.

ANC Polling Place Sign

ADVISORY NEIGHBORHOOD COMMISSION (ANC)
SINGLE MEMBER DISTRICT (SMD) ELECTIONS

1. A voter may vote the ANC ballot ONLY for the SMD IN WHICH VOTER RESIDES.

2. Each voter's ANC/SMD is listed on the Master Index (or Street Index).

3. Where voter claims the ANC/SMD listed is in error, voter may cast a special ballot for ANC only.

4. No voter may cast an ANC ballot for an SMD that is not in the precinct where voting (as shown on map).

★★ Be Informed ★★   ★★ Keep Your Registration Current ★★   ★★ Protect Your Vote ★★

D.C. Board of Elections and Ethics

1992 Redistricting of ANC/SMD Boundaries

Since the last ANC elections were conducted in 1990, all ANC/SMD boundaries have been subject to **redistricting**. As with redistricting of the election Ward boundaries, completed earlier this year, **ANC/SMD boundary changes have been made to equalize populations among the Single Member Districts** -- at the required level of approximately 2,000 residents per SMD.

Because the District as a whole lost population in the new U.S. Census, the total number of SMDs has been reduced -- from 323 to 299 -- so some SMDs no longer exist. In addition, **many SMDs now have completely different boundaries, as a result of population shifts within the city.** As a result, many ANC Commissioners will now be running in new SMDs and **most voters will be assigned to a different ANC/SMD than in the past.**

The new ANC/SMD boundaries are shown on the Board's new multicolor 1992 Official Maps, which will be available for inspection in each precinct. As noted, **the Master Index** will indicate the correct new ANC/SMD assignment for each voter, and **the MSI printouts** show the new ANC/SMD for each street address range. The listing of the new SMDs for each precinct is shown in the **Distribution of ANC/SMDs by Voting Precinct** on the following pages. Check your precinct to see which SMD ballots will now be issued by your team.

Finally, the Board in early October issued a **special mailing** to each of the District's 330,000+ voters (see sample below), which includes **a new plastic Voter Registration Card showning the voter's 1992 new ANC/SMD assignment.** All voters should have received their new plastic cards with this information before election day. You may need to expalin ANC/SMD redistricting to voters, if they ask questions about changes in their ANC/SMD.

NOVEMBER 3RD PRESIDENTIAL ELECTION NOVEMBER 3RD PRESIDENTIAL ELECTION
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VOTE

POLLS OPEN 7 A.M. TO 8 P.M.
FOR ABSENTEE VOTING INFORMATION, CALL 727-2525 NOW
OPEN HERE

DISTRICT OF COLUMBIA
BOARD OF ELECTIONS AND ETHICS
DISTRICT BUILDING
WASHINGTON, D.C. 20004

Dear Registered Voter:

Here is your new Voter Registration Card. Please look it over carefully. There may be changes to your Ward, Precinct, ANC, or voting location — as a result of 1992 redistricting (see below).

Voting is your right _and_ your responsibility. If you have any questions about voting in D.C., call 727-2525.

Sincerely,

Emmett H. Fremaux, Jr.
Executive Director

QUESTIONS? CALL 727-2525
Hearing-Impaired People with TDD: 639-8916
Informacion en Espanol: 727-2525

ON THE NOVEMBER 3rd BALLOT:

- President and Vice President of the United States
- Delegate to the House of Representatives
- 2 At-Large Members of the D.C. Council
- D.C. Councilmembers from Wards 2, 4, 7, & 8
- 2 At-Large Members of the Board of Education
- Board of Education Members from Wards 1, 3, 5, & 6
- 299 Advisory Neighborhood Commissioners
- U.S. Representative
- Initiative #41: "D.C. Campaign Contribution Limitation"

Remove, sign, and keep your new Voter Card. Discard old card, which is out-of-date.

DISTRICT OF COLUMBIA
BOARD OF ELECTIONS AND ETHICS
VOTER REGISTRATION CARD

Reg No.: XXXXXXXX   Birth Date: XXXXXXXX
Ward: XX   Precinct: XXX   ANC/SMD: XXXX
Voting Location: Party: XXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Registration Name and Address:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

IF YOU HAVE MOVED from the address on the card, you must vote at the polling place in your new neighborhood. Here's how:

1. Go to the polling place serving your new address. (Call us ahead of time at 727-2525 for your new voting location.)

2. Bring an I.D. that shows your name and current address, such as:

   - A driver's license or non-driver's I.D.

   - An employer or government I.D. card

   - A lease, deed, utility bill, or other I.D. document showing that you live at the new address

3. Fill out a form for election day change of address. The clerk will give you a ballot. A new Voter Card will be mailed to you.

PLEASE NOTE: Your ward, precinct, ANC, or voting location may have changed due to "redistricting". This process changes election boundaries to put equal numbers of residents in each election district. Redistricting takes place every 10 years, based on new U.S. Census data. The D.C. Council approved new boundaries in January, 1992.

PRECINCT CAPTAIN

Pre-Election Preparation

- Visit or call your precinct location contact person to be certain of **access on Monday** (before Election Day) for delivery of supplies and for setting up the precinct.

- **TEST YOUR PRECINCT TELEPHONE EARLY. Make sure it is in working order.** Plug it into the line jack which should be working. Test the telephone by calling the Board's office. If the telephone is not working, find another telephone at the polling place to use and report the malfunction of your precinct telephone to the Board's office. **The telephone test must be made at your polling place.**

Monday – Day before Election Day

1. **Meet Supply Truck at polling place at appointed time.**

2. Again, **test your telephone** to be sure it is working.

3. Use the supply list to verify the receipt of all election supplies.

4. Set up voting booths and clerk stations. **After checking the ballots, return them to their box and lock them up.**

5. Be sure the morning custodian will have the keys, both for the **locked equipment** and for the door to the building. Get custodian's name and home telephone number to be sure you will have access at 6:30 a.m.

6. Your security officer should arrive at 5:00 p.m. and remain overnight until 6:30 a.m. (except in locations where there is an alarm system).

Election Day – Before the Polls Open

1. Have team members arrive at 6:30 a.m.

2. Complete set-up of precinct.

3. Post required signs (inside & outside) and posters.

4. Use the pre-measured 50-foot string to mark the electioneering boundary. Use the "Electioneering Prohibited" sign to mark this limit.

5. Shake the Ballot Box to demonstrate it is empty. Watchers may shake it also.

6. **PROMPTLY at 7:00 a.m., open the poll and permit voters to vote.**

During Election Day

- Check performance of workers.
- Check outside – 50 ft. electioneering boundary
- Curbside voting.
- Monitor ballot usage & supplies.
- Report problems to your Area Representative or call the main office.
- Make sure Authorized Poll Watchers sign-in and follow guidelines.
- Media visits – follow guidelines.

Closing the Polls

1. PROMPTLY at 8:00 p.m. announce that the poll has closed.

   At 8:00 p.m., a member of the Precinct Team shall take a position at the end of any existing line of prospective voters, and only persons standing in front of the official at that time shall be permitted to vote.

2. After the last voter has voted, seal the slot of the Ballot Box (using a Ballot Box seal).

   - You and the Ballot Box Clerk should sign the seal on the lines provided and across the edge of the seal so that the signatures are partially on the seal and partially on the box.

3. Verify and sign the Ballot Accounting Form.

   - Place the white copy of the completed Ballot Accounting Form and Payroll Form in the envelope provided. Seal and tape the envelope to the top of the P.M. Ballot Box.

4. Place the Ballot Box in the plastic bag and fasten with a twister.

5. Fill out the Ballot Box Receipt Form for the P.M. ballot box pick-up.

Witnessing the Ballot Box Transfer

For both the A.M. and P.M. pick-ups, the Precinct Captain must assure that transfer of the ballot box is fully observed, recorded, and completed properly. This includes:

- Checking ID for the driver who receives the ballot box and signs the Receipt Form.

- Accompanying the driver with the box to the truck and observing the secure placement of the ballot box inside the truck in the presence of a uniformed Metropolitan Police Officer.

- Documenting each transfer by signing the certificate on the Ballot Box Receipt Form.

6. Return ALL unused ballots to the box in which they were delivered.

7. Place the following materials in Envelope #1:

   - Ballot Accounting Form (yellow copy)
   - Completed MRA's
   - Completed Correction Cards
   - List of Assisted Voters (even if blank)
   - Precinct Watcher List (even if blank)
   - Special Ballot Tally Sheet
   - Disallowed "Challenge of Voter" Forms, if any

   Note: On occasion, other materials may be requested to be returned in Envelope #1.

   Write the Precinct # on Envelope #1 and place in packing box.

8. Return all other supplies to the packing box. Always return the telephone, unless otherwise instructed. REMEMBER TO GET ALL OUTSIDE SIGNS.

9. Dismantle voting booths, shaking any card particles from the punches.

10. The driver and helper, along with a police escort, will take the Ballot Box(es), the unused ballots, and the packing box.

MASTER INDEX CLERK

1. Greet each voter courteously.

2. **Confirm name and address.** Ask the voter: "What is your name"? After you have found the name in the Master Index, ask the voter: "What is the address where you live"? Confirm the address by looking in the Master Index.

3. When the voter's name and address are confirmed, **have the voter sign the Master Index. Use this method:** Mark an "X" at the right hand end of the signature box and ask the voter to sign next to the "X".

   Note: The signature will be upside down on this page. If the voter should object, turn the Master Index book around to be signed.

4. **Issue the voter a Voter Card.** In a Primary Election, you will issue the appropriate color Voter Card (Democratic, Republican, or D.C. Statehood) according to the party affiliation shown on the Master Index. In a General Election, you will print the voter's ANC/SMD from the Index on the Voter Card.

5. **Have the voter PRINT his/her name on the Voter Card.**

6. **Instruct the voter to take the Voter Card to the Ballot Clerk to obtain his/her ballot.**

How To Handle Possible Problem Areas Which May Occur

Voter's Address Has Changed:

If the voter's address in the Master Index is different from what the voter stated when asked, check the appropriate box and sign on the back of the Special Ballot Envelope. Give the voter the Envelope to take to the Special Ballot Clerk. Do not issue the voter a Voter Card or allow the voter to sign the Master Index.

Can't Find the Voter's Name:

Try looking under an alternate spelling (Examples: check RODGERS under ROGERS, MCINTOSH under MACINTOSH, SMYTHE under SMITH, etc.).

If the voter's name does not appear in the Master Index, check the appropriate box and sign on the back of the Special Ballot Envelope. Give the voter the Envelope to take to the Special Ballot Clerk. Do not issue the voter a Voter Card.

Report of a Deceased Voter

Use the CORRECTION CARD to record this information. Be sure to have the voter sign the CORRECTION CARD. Do not make changes in the Master Index.

Typographical Errors in the Master Index

Use the CORRECTION CARD to record changes. Do not make changes in the Master Index.

Voter's Name has Changed:

Permit the voter to vote by regular ballot under the previous name by printing that name on the Voter Card and signing on the correct line, in agreement with the Master Index listing. Use the CORRECTION CARD to record the new name. Be sure to have the voter sign the CORRECTION CARD.

If the voter insists on voting in the new name, use the CORRECTION CARD to record the new name and be sure to have the voter sign the CORRECTION CARD, then send him/her to the Special Ballot Clerk. Do not issue the voter a Voter Card or allow the voter to sign the Master Index.

The Letters "AV" are Printed at Both Ends of the Signature Block:

The letters "AV" indicate the voter has requested an absentee ballot. Inform the voter that he/she may vote only by the absentee ballot and may not receive a regular ballot at the polls. If the voter says that he/she did not receive the Absentee Ballot, check the appropriate box and sign on the back of the Special Ballot Envelope. Give the voter the Envelope to take to the Special Ballot Clerk. Do not issue the voter a Voter Card or allow the voter to sign the Master Index.

The Words "Not Eligible in Primary" are Printed in the Signature Block:

This will occur only in Primary Elections. Voters registered as "N-P" (no party affiliation) or "OTH" (other party) are NOT allowed to vote in Primary Elections. Only voters registered with a "major" party--Democrat, Republican, or D.C. Statehood-- are allowed to vote in their respective party's primary.

Do not issue the voter a Voter Card or allow the voter to sign the Master Index. Refer the voter to the large sign (blue on white background) "Party Primaries" posted at the Master Index Clerk Station.

Voter Claims a Different Party Registration From What the Master Index Shows:

Do not give this voter a Voter Card or allow the voter to sign the Master Index. Complete the "Different Party Registration Claimed by Voter" section on the back of the Special Ballot Envelope and send the voter to the Special Ballot Clerk.

Voter Claims a Different ANC/SMD From What the Master Index Shows:

Complete the "Different ANC/SMD Claimed by Voter" section on the back of the Special Ballot Envelope and send the voter to the Special Ballot Clerk to cast a Special Ballot for ANC only.

Refer the voter to the large sign (green on white background) "ANC/SMD Elections" posted at the Master Index Station.

BALLOT CLERK

1. The Ballot Clerk receives a Voter Card from each voter; calls the voter's name twice in a moderate tone; files the Voter Card in the small box provided for ballot accounting, and places the ballot(s) to be issued in a ballot holder with the stub(s) protruding.

    *   In Primary and General Elections, you must also call out the party or SMD, respectively, in which the voter is registered. The Voter Card will indicate the type of ballot (party or SMD) each voter is to receive.

2. The voter is then handed the ballot(s) inside the ballot holder. For each ballot type, ALWAYS ISSUE THE BALLOT IN NUMERICAL ORDER, with the serial number beginning with "0001". This procedure is essential for accurate ballot accounting.

3. When requested by the Special Ballot Clerk, issue ballot(s) for use as a Special Ballot. Be sure to mark the Special Ballot Tally sheet, when ballot(s) are issued to the Special Ballot Clerk.

How To Handle Other Ballot Clerk Duties

Spoiled Ballots

A voter who spoils his/her ballot(s) should return all of the ballot card(s) of the type spoiled to the Ballot Clerk. Place the original ballot(s) in a Spoiled Ballot Envelope and then issue a complete new set of ballot(s) to the voter. Write the serial number of the spoiled ballot(s) and the newly issued ballot(s) on the Spoiled Ballot Envelope.

*   In Primary and ANC Elections, you must also write the party, or ANC/SMD, respectively, on the Spoiled Ballot Envelope.

At the end of the day, all Spoiled Ballot Envelopes must be sealed in Envelope No. 2, and returned in the precinct supply box.

Authorized Watchers

Authorized Watchers may look at the Voter Cards you have accumulated if they desire. These cards must be returned to you. Keep the cards in the small box provided. Use a rubber band to keep the cards in packs of 50, and provide only one packet at a time to the Watchers.

Ballot Usage

Watch your ballot supply during the day. Use your "Ballot Usage" form to determine if any type of ballot reaches the number listed as 75 percent of the total issued. If you reach this level before 8:00 p.m., your Captain should call the Board's Office immediately.

Ballot Accounting

When the last voter in line at 8:00 p.m. has voted, fill out the Ballot Accounting Form:

1. Enter the next unused ballot number in the first column of Section 3.

2. Count the number of Spoiled Ballots Envelopes and write that figure in the second column.

3. Ask the Special Ballot Clerk for the number of Special Ballots cast during the day and write that figure in the third column. Compare your Special Ballot tally total with Special Ballot Clerk's totals for accuracy.

4. Count the number of Voter Cards and write that figure in the fourth column.

IN PRIMARY AND ANC/SMD ELECTIONS – REFER TO THE SPECIAL INSTRUCTIONS FOR ADDITIONAL INFORMATION

SPECIAL BALLOT CLERK

Basic Procedures For All Special Ballot Voters

1. Determine the reason for which the voter is required to vote by Special Ballot.

2. Check the reason for the Special Ballot on the Special Ballot Envelope and on the "Notice to Special Ballot Voters". Obtain I.D., if required.

3. Have the voter complete and sign the top portion of the Special Ballot Envelope.

   THE BALLOT WILL NOT BE COUNTED IF ENVELOPE IS NOT SIGNED BY VOTER.

4. You, the worker, must also sign and write the precinct number on the Special Ballot Envelope.

5. Obtain the correct ballot(s) for the voter from the Ballot Clerk.

   - In a **Primary Election**, be sure to obtain the **correct party ballot**, according to the party affiliation entered by the voter on the Envelope. **Circle the ballot type issued in the party box on the Envelope** (lower left hand corner).

   - In a **General Election**, be sure to obtain the **correct ANC/SMD ballot**, according to the listing of the voter's address in the Master Street Index (MSI).

6. Stamp "Special" on the ballot and on the ballot stub.

7. Give the voter:
   the ballot(s);
   the inner secrecy envelope;
   the completed and signed Special Ballot Envelope; and
   the "Notice to Special Ballot Voters" handout

8. Direct the voter to the Special Ballot Voting Booth. After the ballot has been voted, it should be placed in the secrecy envelope and then sealed inside the Special Ballot envelope. Then direct the voter to the Ballot box where the sealed Special Ballot will be cast

9. Tally the Special Ballot by drawing a line through the next number on the Special Ballot Tally Sheet. In Primary Elections, be sure to draw a line through the next number on the correct party box on the Special Ballot Tally Sheet.

How To Process Each Special Ballot Category

Voter requests Change of Address or Reinstatement

1. Ask the voter to present identification showing their address in the voting precinct.

2. Look in the Master Street Index (MSI) to determine whether the voter's address is in your precinct.

   a. If the voter's address is NOT located in your precinct, send the voter to the correct precinct. If the voter insists on voting in your precinct, allow them to vote by Special Ballot; however, their ballot will not be counted.

   b. If the voter's address IS located in your precinct:

      - Check the reason for voting by Special Ballot on the Special Ballot Envelope and on the "Notice to Special Ballot Voters".

      - Indicate on the Special Ballot Envelope the type of identification presented.

      - If the voter does not have identification, check the box next to "No I.D. Presented".

3. Follow Steps 3 through 9 of the Basic Procedures above.

Voter Challenged by Watcher or Captain

1. Ask the voter to present identification showing their name and their address in the voting precinct.

2. If the Captain allows the challenge, the voter must vote by Special Ballot.

3. Indicate on the Special Ballot Envelope the type of identification presented.

   - If the voter does not have identification, check the box next to "No I.D. Presented".

4. The Captain or Authorized Watcher should complete the "Challenge of Voter" form. This is a two-sided form; use the appropriate side.

5. Attach the "Challenge of Voter" form to the back of the Special Ballot Envelope.

6. Follow Steps 2 through 9 of the Basic Procedures.

Different Party Claimed by Voter

1. Voter claims to be registered with a different party than shown on the Master Index.

   The Master Index Clerk will complete the appropriate section on the back of the Special Ballot Envelope and direct the voter to take the Envelope to the Special Ballot Clerk.

2. No identification is required.

3. Follow Steps 2 through 9 of the Basic Procedures.

Different ANC SMD Claimed by Voter

1. Voter claims to be in a different ANC/SMD than shown on the Master Index.

   - Voter makes this claim to the Master Index Clerk. This Clerk completes the appropriate section on the back of the Special Ballot Envelope and directs the voter to take the Envelope to the Special Ballot Clerk. Be sure to obtain the General Election ballot card(s), in addition to the ANC ballot for the SMD claimed by the voter, from the Ballot Clerk. Only the ANC ballot card will be placed in the Special Ballot Envelope.

   - Voter makes this claim to the Ballot Clerk. This Clerk will request you to assist the voter in voting a Special Ballot for the ANC/SMD ballot card Only. The Ballot Clerk will give you an ANC ballot card for the SMD claimed by the voter, and will also tell you the SMD listed for the voter. Use this information to complete the appropriate section on the back of the Special Ballot Envelope.

2. Follow Steps 2 through 9 of the Basic Procedures.

Absentee Ballot Not Received

1. The voter claims he/she did not receive their absentee ballot.

   The Master Index Clerk will complete the appropriate section on the back of the Special Ballot Envelope and direct the voter to take the Envelope to the Special Ballot Clerk.

2. No identification is required.

3. Follow Steps 2 through 9 of the Basic Procedures.

Elderly Handicapped or Election Worker

1. An elderly/handicapped voter has come to your precinct because it is more accessible to the voter than his/her assigned location. Or an Election Worker did not get the opportunity to vote by absentee ballot.

2. No identification required.

3. Follow Steps 2 through 9 of the Basic Procedures.

VOTING BOOTH/DEMONSTRATION CLERK

1. Give voters a demonstration on how to operate the voting punch, using the yellow instruction card, the voting punch and the demonstration ballot.

2. Give assistance in voting upon request by any voter. Record the name of the voter, the reason for needing assistance, and your name (if you are assisting) on the "List of Assisted Voters".

   BE SURE YOU IN NO WAY INFLUENCE ANY VOTER ON A CHOICE OF CANDIDATE.

   Voters who need assistance, may request assistance from any person of their own choosing. In this case, the voter's name, reason, and the name of the person assisting must be recorded on the "List of Assisted Voters".

3. Monitor the voting booths to make sure they remain in good working order, free of campaign materials left by voters, and supplied with pencils for voters who may wish to exercise the write-in option.

4. Assist the Captain in curbside voting and in problem situations so that he/she remains free to supervise overall operations.

5. Keep the wheelchair accessible voting booth(s) available for elderly and handicapped voters.

How to Assist the Captain in Processing a Curbside Voter

1. Obtain the Curbside Voter Packet and a voting punch.

2. Locate the voter's name on the Master Index and print the following on the Blank Master Index page for curbside voters: (See example on reverse side).

   - Registration Number
   - PRINT Last Name, First Name, Middle Name
   - PRINT Residence Address

3. Ask the Master Index Clerk handling that alpha book to write "curbside voter" in the signature block, and to issue you a Voter Card. Then go to the Ballot Clerk and obtain the ballot(s) for the voter.

4. Take curbside voter packet, voting punch, ballot(s), and Voter Card to the voter in the car.

5. Have the voter sign the Blank Master Index page in the signature block on the same line where you have recorded the name, address, etc.

6. Have the voter fill out and sign the curbside envelope and print his/her name on the Voter Card.

7. Confirm that the voter has filled out and signed the curbside envelope. If the voter has problems in completing the envelope, you may fill out the envelope and have the voter sign it. You may also print the voter's name on the Voter Card.

8. Voter votes the ballot(s) and then places the ballot card(s) in the secrecy envelope, stubs sticking out. Be sure to instruct the voter to vote BOTH SIDES of the ballot where appropriate.

9. Poll worker tears off the stub of the voted ballot card(s) in the secrecy envelope, places the secrecy envelope in the curbside envelope, and seals the curbside envelope.

10. Return to the polling place. Deposit the sealed curbside envelope in the ballot box. Give the Voter Card to the Ballot Clerk. Leave the curbside voter packet where you can pick it up again to serve another curbside voter.

BALLOT BOX CLERK

1. Voters should present their voted ballot inside the **ballot holder** (plastic shield).

    Make sure the stub end of the ballot card(s) are protruding from the holder, then **bend the stub(s) back and forth and tear them off carefully.**

2. Give all stub(s) to the voter. They amount to a "receipt for voting.

3. **Insert the ballot holder, open side down,** into the slot of the ballot box. The ballot(s) will fall down into the Ballot Box without allowing the votes punched to be revealed. This procedure is essential to insure the voter's right to a secret ballot

    Note: To ensure a clean tear, it is **preferable** for the Clerk to remove the ballot stubs. Ragged edges may cause problems in machine tabulation. However, if voters insist on removing their own ballot stub(s), they must be removed cleanly for computer tabulation.

4. Issue an "I Voted" sticker to each voter.

5. When you have accumulated several ballot holders, **they should be returned to the Ballot Clerk for reuse.**

Ballot Box Pick-Ups

A.M. Ballot Box

*   At approximately 1:30 p.m., you and the Captain should seal the A.M. Ballot Box by placing the Ballot Box Seal (found in supplies) over the slot. You and the Captain should sign the seal on the lines provided and across the edge of the seal so that the signatures are partially on the seal and partially on the box.

*   **Place the Ballot Box in the plastic bag and fasten with a twister.**

*   **Fill out a Ballot Box Receipt Form for the A.M. ballot box pick-up. This form must be signed by the Captain and the official receiving the ballot box.** (This form will also be used for the P.M. Ballot Box pick-up).

P.M. Ballot Box.

*   **Repeat the same procedures followed for the A.M. pick-up.**

*   **Remind the Captain to tape the envelope containing the Ballot Accounting Form and Payroll Form to the top of the ballot box.**