

NURSING HOME

ELECTION JUDGE MANUAL



ELECTION JUDGE SCHEDULING
(847) 377-2408

NURSING HOME HOTLINE
(847) 377-2304

GENERAL OFFICE
(847) 377-2400

2020 ELECTIONS
March 17 – General Primary Election
November 3 – General Election

Prepared under the guidelines of the Illinois State Board of Elections by
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Nursing Home Voting

The Lake County Clerk's office receives a list of qualified Lake County nursing home facilities from the Illinois State Board of Elections. All eligible facilities are contacted by the Lake County Clerk's office asking if they will be participating in voting. Some facilities decline to participate.

Prior to voting, staff from the Lake County Clerk's office will discuss with the participating facility's Activity Director and explain the In-Person voting process and send by Certified Mail the voter registration and ballot application forms.

Election Judges

At least two judges are assigned to each participating facility. Additional judges will be assigned as needed. One judge will serve as the Nursing Home Judge Coordinator.

The Nursing Home Judge Coordinator will:

1. Confirm with the facility's Activity Director the location and time of voting.
2. Contact other designated judges to confirm assignment and arrival time.
3. Pick up the voting materials:
 - BBJ picks up at same location as election day materials
 - VSJ will call LCCO and arrange a pickup location
 - Pick up is on Wednesday or Thursday before Election Day.

Supplies

Ballots and supplies are packed in a gray tub and sealed at the Lake County Clerk's office. Do not break the seal or open the tub until needed at the nursing home. Privacy shields are folded and placed in a red carrying bag.

Preparation for Voting

1. All assigned judges arrive at the nursing home between 9:15 a.m. and 9:30 a.m. on the Friday before Election Day. Voting begins right at 10 a.m.
2. The Nursing Home Judge Coordinator opens the gray tub and inventories the items using the Nursing Home Voting Tub Supply List taped to the lid.
3. All judges take the oath and sign the oath sheet.
4. The Nursing Home Judge Coordinator reviews the *List of Absent Voters by Group ID* with the Activity Director to verify all listed still want to and are able to vote. Record any changes on this sheet. This list is generated after the Lake County Clerk's office receives a completed ballot application form prior to the date set for nursing home voting.
5. Confirm with the Activity Director that he/she will remain in the voting area throughout the voting process.
 - Determine how best to reach the Activity Director if he/she must step away at any time.

6. Set up tables in the designated area with the supplies from the gray tub ensuring that voters in wheelchairs can be accommodated
7. Arrange privacy shields on a table in a way to best protect the voter's privacy.
8. Together, two judges open the *Nursing Home Ballot Delivery Envelope*.
 - Count the number of pre-filled *Certification Envelopes*.
 - Confirm the total matches the number written on the Tyvek envelope.
 - Both judges sign the envelope.
 - If there are discrepancies, please call (847) 377-2408.
 - Return the now empty *Nursing Home Ballot Delivery Envelope* to the gray tub.

Processing a Routine Voter on the *List of Absent Voters by Group ID*

1. When a voter is in front of the election judge, locate the voter's name on the list.
2. Place a check mark on the list next to the voter's name.

Note: If voter refuses or is unable to vote, cross voter's name off the *List of Absent Voters By Group ID* and indicate reason **WHY** not voting.

If additional voters are **NOT** on the list and they wish to vote, call the Lake County Clerk's office at (847) 377-2408 for instructions on Grace Registration and, if eligible, add their names to the bottom or back side of the list.

3. Find the corresponding *Certification Envelope* already containing the voter's designated ballot.
4. Give the voter the *Certification Envelope* and a ballot marking pen.
5. Have voter date and sign on the front of the *Certification Envelope* on the red line.
6. If the voter's signature is not legible, they are unable to sign the *Certification Envelope* or just makes a "mark" instead of a signature, the judge **must** witness the voter making his/her mark.
 - Below the voter's signature line write the words "Witnessed by" and the judge signs their name.
7. Instruct the voter to choose an empty place with a privacy shield, remove the ballot from the *Certification Envelope*, unfold it and make his/her selections using the ballot marking pen.

Note: DO NOT INITIAL THE VOTER'S BALLOT.

- The judge may explain the correct way to mark a ballot by showing them a demonstration ballot to review.
 - Do not pressure the voter.
8. After the voter finishes marking the ballot, instruct the voter to re-fold the ballot, put it inside the *Certification Envelope* and seal the envelope.

9. To ensure that no one tampers with the voted ballot, turn the *Certification Envelope* over, write the date across the sealed flap and initial it.
10. Place the *Certification Envelope* containing the voted ballot in the *Voted Ballot Carrier Envelope*.

Special Circumstances

Assisting a Voter

Who Can Provide Assistance to a Voter?

Under Illinois law, only voters who are:

- Blind, physically disabled, or
- unable to read or write the English or Spanish language

may be assisted by:

- a relative,
- friend or
- two (2) election judges of different parties.

Nursing home staff or pollwatchers may **NOT** assist with voting.

How to Provide Assistance to a Voter

The voter should not be prompted by anyone to make any specific choices on the ballot. If the voter does not indicate a choice for a given office, the person providing assistance is to move on to the next office and repeat the process until all offices have been read. Voters must demonstrate intent to vote and may not be coaxed/convincing to “pick a name.”

1. If a relative or friend is selected by voter to help, an election judge must first read the instructions in their entirety to the friend or relative.
2. Person providing assistance must:
 - Take the sworn oath given by the judge.
 - Read aloud all the office titles, candidates’ names and public questions if voter is unable to read the ballot.
 - Mark the ballot only as directed by the voter, if voter is unable to mark the ballot.
3. The person providing assistance cannot encourage, influence or express any opinions to the voter.
4. If an entire ballot is left blank because of few or no responses from a voter, the ballot is still considered voted and subject to the standard processing of a voted ballot.
5. Any friend, relative or election judge providing assistance must complete the voter’s *Certification Envelope* in the section titled “Name of person providing assistance.”

Grace Registration: Call Lake County Clerk's office at (847) 377-2408 to verify a resident qualifies.

The resident must:

1. Be a permanent resident at the facility for the last 30 days, not just there for rehabilitation.
2. Provide 2 forms of Identification:
 - One must have the facility's address, i.e. facility's "Face Sheet."
 - One other form with current name, i.e. insurance or medical card, DL, etc.
3. Vote at the time of registration.

Processing the voter:

1. Locate the *Grace Registration Supplies Envelope* and retrieve a packet.
 - Packet will contain Blank *Grace Registration Form, Application for Ballot and Certification Envelope*.
 - Election judge may help complete the forms for the voter if requested by the voter, but voter must sign or make a mark on the forms.
2. On the *Grace Registration Form*, the voter:
 - Selects "type" of registration (new, update to address or name).
 - Will add name, address, former registration name and address, date of birth, the last four digits of Social Security number and/or ILLINOIS Driver's License or State Identification number. The telephone number and email field are optional.
3. The *Application for Ballot* will be pre-printed with the nursing home's address, township name and precinct number.
4. The voter must:
 - Add voter's name and date of birth (and indicate party choice in primary)
 - Sign the application or make a "mark" to be "witnessed by" election judge if not legible
5. *Certification Envelopes* will be pre-printed with the nursing home's address, township name, precinct number and ballot style.
6. The voter must:
 - Add voter's name.
 - Indicate party in a primary election.
 - Sign or make a "mark" and date on the red line, "witnessed by" election judge if not legible.
7. Extra ballots will be sent to facility in the *Extra Ballots Envelope*. Take care to select correct party in a primary. Make sure the number of ballots used are tallied and later recorded on the pink *Extra Ballots Envelope* cover sheet.
8. Give the ballot and a marking pen to the voter.

9. Voter marks choices on the ballot, re-folds it and places it in *Certification Envelope*.
10. Voter will seal the *Certification Envelope* and confirm they signed on the red line before returning it to the judge.
11. Place all completed forms and *Certification Envelope* back in the *Grace Registration Material Packet Envelope*.
12. Make sure all required paperwork is completed and check off items on front of envelope.
13. Place completed packet in manila *Voted Ballots Carrier Envelope*.

Extra Ballots Envelope

Extra Ballots are Delivered for Spoiled ballots, Grace Registration, if a voter changed their mind about the party they requested or if their name is not on the list.

This envelope is opened only if extra ballots are needed. If opened, two judges MUST complete the front of the envelope and reseal it after voting is completed.

Spoiled Ballot

If a voter accidentally overvotes or mismarks a ballot, a new ballot can be issued if the original ballot is spoiled and returned to the judges.

1. Ask the voter to re-fold and place the spoiled ballot in the white Spoiled Ballot Security Envelope and seal.
2. The judge will write precinct number, ballot style and party (in a primary) on upper left corner of white security envelope. Then place it in the manila Spoiled Ballots Envelope and record information on the front of the envelope.
3. The judge will select a replacement ballot from the Extra Ballots Envelope. Make sure the number of ballots used are tallied and later recorded on the pink Extra Ballots Envelope cover sheet.

Give new ballot to voter and continue to process as a routine voter.

DO NOT INITIAL THE BALLOT!

If a Voter Requests a Different Party Ballot than Indicated on Ballot Application:

In a primary election, In addition to following the Voting Procedures above and the Spoiled Ballot steps, have voter sign or make a “mark” on new application (blank ones delivered in *Extra Ballot Envelope*) noting party ballot they are going to vote. Be sure to cross out the

party ballot type printed on the voter's *Certification Envelope*, write the new party and initial the change.

Provisional Ballots: Call Lake County Clerk's office at (847) 377-2408 to verify a resident qualifies.

If a resident wishes to register and vote under the Grace Registration provision but does not have the necessary Identification, the judge can issue them a provisional ballot. The voter will complete an affidavit, mark a ballot and then have 7 days after Election Day to get the required ID to the Lake County Clerk's Office.

To process a provisional voter:

1. Complete front of the *Provisional Voter Ballot Envelope* with voter's name, address, DOB, phone, Illinois Driver's License (if available) or Illinois State Identification and the last four digits of Social Security number.
2. Complete the back of the envelope with the election date, party if a primary, township name, ballot style number and precinct number.
3. Voter **MUST** sign or make a "mark" on the front of the envelope.
4. Mark the reason the voter is given a provisional ballot.
5. The election judge must print and sign own name at the bottom.
6. When the form on the front and back of the envelope is completed, remove carbonless receipt.
7. Select the ballot from the *Extra Ballots Envelope*, taking care to select the correct party in a primary. Make sure the number of ballots used are tallied and later recorded on the pink *Extra Ballots Envelope* cover sheet.
8. Give the voter the ballot, a marking pen and the *Provisional Voter Ballot Affidavit Envelope*.
9. After marking the ballot with desired choices, voter will fold the ballot and insert it in the envelope and seal the envelope.
10. The voter will bring the sealed provisional ballot to the judge.
11. Give voter carbonless receipt and information sheet titled "Why your ballot is provisional."
12. Place *Provisional Voter Ballot Envelope* with ballot sealed inside in the *Voted Ballot Carrier Envelope*. Add checkmark next to voter's name as Provisional.

Pollwatchers may be present in the nursing home:

- Must surrender to the judges completed credentials and sign the *Poll Watcher Register*.
- May leave and return to the same nursing home once credentials are surrendered.
- Pollwatchers must be allowed to hear the election judge announce:
 - Voter's name,
 - Voter's address and
 - Party preference (in a primary)
- May challenge voter but NOT a part of the ruling process on the challenge.

- May Request clarification of procedures and determination for special circumstance voters

Pollwatchers may NOT:

- Have credentials returned.
- Touch voting materials or disrupt the election process.
- Electioneer.

After All Voting is Completed

Review *List of Absent Voters by Group ID* with Activity Director:

1. Confirm that every voter is marked as voted or not voted.
2. There should be a check mark for those who did vote or a line through the voter's name and the reason why voter did not vote.
3. Add any additional voter's name to the bottom of the list.
4. Return the list to the gray tub.

Audit Voted Ballots

1. Verify all *Certification Envelopes* containing voted ballots are completed on the front and back and include:
 - Name and address of person helping voter, if assisted.
 - Voter's signature or "mark."
 - "Witnessed by" and judge's name written underneath the voter's signature line if voter provided a "mark" on the envelope, not a signature.
 - Date and election judge's initials over sealed back flap.
2. Count **voted** *Certification Envelopes*, including the *Grace Registration Materials Packets Envelopes* and *Provisional Voter Ballot Envelopes*.
3. Two judges verify the total number of all **voted ballots** and write the number on the front of the *Voted Ballot Carrier Envelope*.
4. **ALL** judges must sign.
5. Turn over the envelope and complete the green receipt on the back.
6. Place all **voted** *Certification Envelopes*, **voted** *Grace Registration Materials Packets* and **voted** *Provisional Voter Ballot Envelopes* in *Voted Ballot Carrier Envelope*.
7. Seal *Voted Ballot Carrier Envelope* with official Lake County seal. Initial and date the seal.
8. Place envelopes in supply tub for delivery to Lake County Clerk's office.

Audit Unvoted Ballots

1. Review *List of Absent Voters by Group ID*. Confirm the total number of voters marked as refusing or unable to vote. Be sure a reason is indicated for each person. Verify envelope names match list.
2. Count unvoted *Certification Envelopes*.
3. Two judges verify the total number of all **unvoted ballots** and write the number on the front of the *Unvoted Ballot Carrier Envelope*.
4. All judges must sign.
5. Turn envelope over and complete yellow receipt on back.
6. Place **unvoted** *Certification Envelopes* in *Unvoted Ballot Carrier Envelope*.
7. Seal *Unvoted Ballot Carrier Envelope* with official Lake County seal at the top of the manila envelope. Initial and date the seal.
8. Place envelopes in supply tub for delivery to Lake County Clerk's office.

Review Ballot Audit for Accuracy

1. Verify the count of all voted and unvoted *Certification Envelopes*.
2. Make sure the number of **extra** ballots used is recorded properly on the *Extra Ballots Envelope* pink cover sheet.
3. Two judges verify the information and sign on lines provided. Seal the envelope with official Lake County seal.

Final Packing

1. If spoiled ballots are used:
 - Count the number of spoiled ballots and write the number on the front of the manila *Spoiled Ballots Envelope*. Place all individual white spoiled ballot security envelopes in manila *Spoiled Ballots Envelope*, judges sign envelope and secure with official Lake County seal. Place in gray tub.
2. Ensure that the *Extra Ballots Envelope* is completed, signed, sealed and placed in the gray tub.
3. Place all remaining supplies in the gray tub.
4. Seal the gray tub with two initialed and dated official Lake County seals.
5. Fold privacy sleeves and return to the red carrying bag.

Return to the Lake County Clerk's office

1. The judge assigned to be the nursing home coordinator returns the gray tub and the red carrying bag to the Lake County Clerk's office.

2. Lake County Clerk's staff will review with the judge that all paperwork has been properly completed.
3. All voted ballots have signed *Certification Envelopes*.
4. Staff will sign the green and yellow receipts attached to the *Voted and Unvoted Carrier Envelopes*.
 - **Voted ballots returned without voter's signature or witnessed "mark" on *Certification Envelope*:**
 - Nursing Home Judge Coordinator must return to facility.
 - Voter must sign or make a "mark" on *Certification Envelope*.
 - Nursing Home Judge Coordinator must return completed voted ballot in sealed carrier envelope to Lake County Clerk's office.
5. **Every manila envelope that contains ballots must be sealed with the Official Lake County Seal.**
6. **Gray Tub must be sealed prior to leaving the nursing home facility.**

Questions?

Should you have any questions, please call our office at (847) 377-2304, (847) 377-2408 or any of the cell phone numbers provided with nursing home tub materials.