

ALABAMA POLLING OFFICIAL GUIDE 2018



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SECRETARY OF STATE

10.25.2017

If precinct officials are absent, the following procedure should take place:

- 1) If any precinct election official fails to show up at their appointed voting place in time to perform their official duties, those precinct election officials who are present shall complete the number of polling officials (§17-8-6).
- 2) If the Inspector is absent:
 - the other present officials shall choose one among them to serve as Inspector, and
 - the officials shall also appoint an elector qualified at that polling place to complete the requisite number of polling officials (§17-8-6).
- 3) If NONE of the appointed polling officials are present, any four (4) electors who are qualified to vote at that polling place may open the polls and serve as polling officials during the absence of the appointed polling officials (§17-8-6).

Oath of Office for polling officials (located on the back of the Voters Poll List):

Before entering upon their duties, precinct election officials must take an oath to perform their duties at the election, according to law (§17-8-8). The oath may be administered by any person authorized by law to administer oaths or by any inspector (§17-8-8).

ABSENT POLLING OFFICIALS

1) The **NUMBER** of poll watchers:

- In **primary elections**, there may be one watcher in the voting place for each nominated candidate (§17-13-11).
- In **general elections**, there may be one watcher in the voting place for each party or organization that has nominated candidates (§17-8-7(a)).
- In **elections in which there are no candidates**, each political party may appoint a watcher in the voting place (§17-8-7(a)).

2) The **APPOINTMENT** of poll watchers:

- In **primary elections**, a watcher must have a written appointment letter or document signed by a candidate (§17-13-11).
- In **general elections**, a watcher must be appointed by the chairman of the party's county executive committee or other organization that has nominated candidates (§17-8-7(a)).
- In **elections without candidates**, only the chairman of the party's executive committee may appoint a poll watcher (§17-8-7(a)).

3) **OATH OF OFFICE** - Each poll watcher shall be sworn to faithfully observe the rule of law prescribed for the conduct of elections (§17-8-7(c)).

4) **PRIVILEGES** - Poll watchers have the right to observe and monitor all conduct and records of the election throughout election day (§17-8-7(b)(1-6)).

5) **LIMITATIONS** - Poll watchers may not disturb voters, attempt to influence voters, campaign, or display or wear any campaign material or buttons while inside the polling place (§17-8-7(d)).

6) **PENALTIES** - Any official who refuses to allow any poll watcher to exercise his/her rights as a watcher shall be guilty, upon conviction, of a Class C misdemeanor (§17-17-22).

POLL WATCHERS

1) ELECTIONEERING:

- Election officials must run the polling place in a strictly impartial manner. Election officials must not attempt to influence voters (§§17-17-4, 17-17-55).
- Election officials may not disclose how any elector voted (§§17-17-18, 17-17-55).
- **SAMPLE BALLOTS** - Voters may carry prepared sample ballots into the polling place for use in the voting booth or voting area. This is not electioneering, as long as the voter does not attempt to influence other voters within the polling place.

2) LOITERING:

- Loitering is not allowed around the polling place for purposes of discouraging qualified electors from entering the polling place or from voting (§17-17-17).
- A person is not allowed to stand in line after they vote (§17-17-17).
- A person is not permitted within 30 feet of the door of the polling place if they are not a voter admitted to vote, a person assisting the voter, the Probate Judge, the Sheriff or the Deputy Sheriff, the precinct election officials, and poll watchers (§17-9-50).

3) DISTURBANCES:

- Intoxication or disorderly conduct is not permitted in the polling place (§17-17-12).

In case of **ELECTIONEERING, LOITERING, or DISTURBANCES**, ask the person to stop or leave the polling place. If the person refuses to leave, call the sheriff so that a deputy will be dispatched immediately (§§17-9-1, 17-17-1).

ELECTIONEERING ♦ LOITERING ♦ DISTURBANCES

1) VOTING ASSISTANCE:

- **RIGHT** - Any voter who requests voting assistance may receive help from any person the voter chooses *except the voter's employer, an agent of the employer, or an officer or agent of the voter's union*. **THE VOTER DOES NOT NEED TO STATE A REASON FOR REQUESTING ASSISTANCE** (§17-9-13(a)).
- **PROCEDURE** - To obtain assistance, the voter must specifically request assistance by naming the person from whom assistance is sought and so that the polling official can click on the check box indicating that the voter is requesting assistance. The person providing assistance shall legibly sign on the poll pad. By signing the poll pad, the assistant shall certify that he or she is *not the voter's employer, an agent of the employer, or an officer or agent of the voter's union*. If the voter is unable to sign the poll pad, the person giving assistance shall write the voter's name in the appropriate area and then sign his or her own name on the appropriate screen (§17-9-13(a)).
- **DISABLED VOTERS and SENIOR CITIZENS** - The voting process must be accessible to persons with disabilities (§17-2-4(c)) and senior citizens. Polling officials shall make available voting aids, and poll workers shall extend courtesy and consideration to persons with disabilities and senior citizens and offer assistance when requested. *Effective September 1, 2015, Act of Alabama 2015-288, permits a polling official to allow a voter who is physically disabled or over the age of 70 to move to the front of the line at a polling place upon request of the voter.*

2) SPOILED BALLOTS:

- If a voter accidentally or mistakenly spoils the ballot and he or she cannot conveniently or safely vote using the ballot, the voter may return the ballot to the inspector, and the voter will be given another ballot (§17-9-14(a)).
- Spoiled ballots shall be placed in the envelope provided for spoiled ballots (§17-9-14(b)).

VOTING ASSISTANCE ♦ SPOILED BALLOTS

A voter may be placed on the **INACTIVE VOTER LIST** if the Board of Registrars is unable to confirm the voter's address through the NVRA-compliant voter file maintenance process (§17-4-30).

Voters on the **Inactive Voter List** are indicated on the poll list with the word "**Inactive**" next to their names. However, in some counties, inactive voters may be listed on a separate poll list. Your Probate Judge will provide instruction regarding how inactive voters are indicated on your county's poll list.

Inactive status: Once on the inactive list, the voter can be restored to "active" status by updating his or her address information with the local Board of Registrars (§17-4-9).

NOTE: A voter on the inactive list may vote a regular or provisional ballot after the voter completes a Voter Reidentification "Update" Form (§17-4-9). Please follow these steps for an inactive voter at the poll:

Once you determine that a voter is inactive, a poll worker should:

1. Inform the voter that he or she is on the inactive list because the Board of Registrars needs to obtain current address information from him or her.
2. Provide the voter with **Voter Reidentification "Update" Form (NVRA-20)** included with the supplies for the polling place and instruct the voter to fill out the form completely.
3. If a change in address does not change the voter's polling place, allow the voter to vote following the standard voting procedures after completely filling out the Voter Reidentification "Update" form (NVRA-20) and returning it to the poll worker.
4. If a change in address is within the same county and changes the voter's polling place, direct the voter to the new polling place. Inform the voter that he or she will be required to vote a provisional ballot at the new polling place, *Davis v. Bennett*, 154 So.3d 114 (ALA. 2014), but once the properly completed PB-3 form and the Voter Reidentification "Update" Form (NVRA-20) are received by the Board of Registrars, the vote should be counted.
5. If a change in address is outside the county, the person is not eligible to vote.
6. After the closing of the polls, collect all of the completed Voter Reidentification "Update" Forms (NVRA-20) and place them in the envelope addressed to the Board of Registrars.

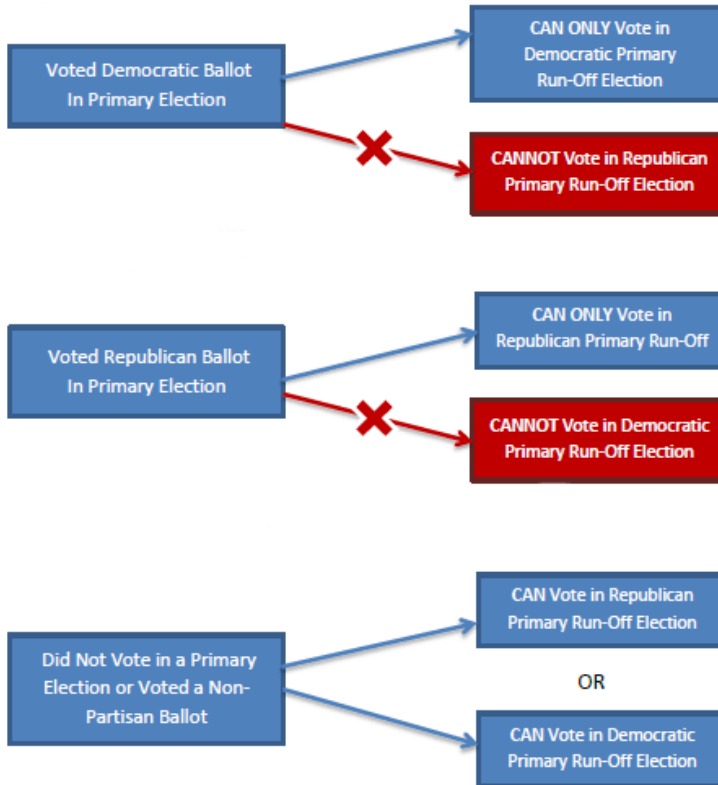
INACTIVE VOTER ◆ UPDATING

VOTING TIME ALLOWANCE - Poll workers should make every effort to give each voter adequate time to vote. Only if others are waiting in line to vote may poll workers use the following procedures to prevent long delays:

- 1) Any voter remaining in a voting station for four minutes or longer may be asked by a poll official if he or she requires assistance (§17-9-13(b)).
- 2) Remind voter that he or she has the right to have the assistance of anyone who is in the polling place, including another voter or poll worker (§17-9-13(b)). Exception: *The voter's employer, an agent of the employer, or an officer or agent of the voter's union* may not assist the voter (§17-9-13(a)).
- 3) **If the voter does not desire assistance:**
 - The voter shall be permitted to remain in the voting station for **no less than one additional minute** (§17-9-13(b)).
 - At the end of this additional minute, and if there exists a line of individuals waiting to vote, the voter may be informed that time is up and be asked to leave. If there is no line, the voter shall have as much time as necessary to finish voting (§17-9-13(b)).
- 4) **If the voter requests assistance:**
 - The voter may have the assistance of any person of his or her choosing currently in the voting place, (except for *the voter's employer, an agent of the employer, or an officer or agent of the voter's union*) and may have no less than an additional five (5) minutes to vote (§17-9-13(b)). The voter must specifically request assistance by naming the person from whom assistance is sought (§17-9-13(a)).
 - At the end of this additional five minutes, and if a line of individuals are waiting to vote, the voter may be informed that time is up and be asked to leave the voting station. If there is no line, the voter shall have as much time as necessary to finish voting (§17-9-13(b)).
 - Before an assigned voter exits the voting place, the voters' poll list must be revised to reflect that assistance was received (§17-9-13(b)). The voter must sign in the appropriate column of the voter's list, and the person providing assistance must sign in the adjacent column on the same line as the assisted voter's name (§17-9-13(a)).

TIME ALLOWED TO VOTE

APPLIES ONLY IN PRIMARY AND PRIMARY RUNOFF ELECTIONS



If on primary election day, a voter participates in the primary election of a political party, that voter may only participate in the primary runoff election of that same party (§17-13-7.1).

If the voter did not participate in the primary election or voted an issues-only ballot, he or she may choose to vote in either political party runoff election.

During primary elections, poll workers must notate in the appropriate place on the poll book the party primary in which the voter participates.

During primary runoff elections, poll workers must verify the party indicated on the poll list and may only allow the voter to participate in the party primary runoff indicated.

If the voter disputes the political party indicated on the poll list when they appear on the date of the primary runoff election, please direct the voter to the provisional ballot officer.

CROSS-OVER VOTING

APPLIES ONLY IN A NON-MUNICIPAL GENERAL ELECTION

- 1) Because primary and primary runoff elections are political party functions, a voter may choose only among those names the political parties place on their ballots. Therefore, the voter may not write in a vote in a primary or primary runoff election.
- 2) A voter may cast a write-in vote in a non-municipal general election (§17-6-28).
- 3) In order to cast a valid write-in vote, the voter must do the following:
 - Write the name on the ballot, (§17-6-28) and
 - Register the vote by placing a mark on the ballot in the space designated for that office (§17-6-28).

WRITE-IN VOTING

IN A PRIMARY OR PRIMARY RUNOFF ELECTION:

A voter may participate in only one political party's primary (§17-13-7(a)); therefore, split-ticket voting is prohibited during the primary and primary runoff phase of the election cycle.

- In a primary or primary runoff election, a voter must tell the polling official in which party election he or she wishes to participate (§17-13-7(b)). The voter will then receive a ballot containing only the names of that political party's candidates (§17-13-8).
- In a primary or primary runoff election, a voter may not select among one political party's candidates for one office and then vote for another political party's candidates seeking a different office. **For example, a voter may not vote for one political party's candidates for president and then, in the same election, vote for another political party's candidates in a congressional, state, or county race.**

IN A GENERAL ELECTION:

In a general election, voters may select candidates from different political parties (§17-6-38). This is split-ticket voting. A voter may vote for **only one candidate for each office**.

SPLIT-TICKET VOTING

A voter may use any of the following forms of photo ID at the polls:

1. A valid **Alabama Driver's License (not expired more than 60 days)**
2. A valid **Alabama Nondriver ID (not expired more than 60 days)**
3. A valid **Alabama Photo Voter ID Card**
4. A valid **State issued ID** (Alabama or any other state)
5. A valid **Federal issued ID**
6. A valid **US passport or passport card with photo**
7. A valid **Employee ID** from the Federal Government, State of Alabama, County, Municipality, Board, Authority, or other entity of this state
8. A valid **Student or Employee ID** from a public or private college or university in the State of Alabama (including postgraduate technical or professional schools)
9. A valid **Student or Employee ID** issued by a state institution of higher learning in any other state
10. A valid **Military ID**
11. A valid **Tribal ID**
12. A valid **Pistol Permit** ~~IF~~ the permit has the voters photo
13. Note: If you have a question about the validity of a form of photo ID, please contact the board of registrars or the Secretary of State's office.

Provisions for voters who fail to bring a proper form of photo identification to the polls:

- If two (2) election officials positively identify a voter as a voter on the poll list who is eligible to vote and sign the ***Election Officials' Affidavit for Identifying Qualified Elector***, the voter can cast a regular ballot (§17-9-30(e)).
- If a voter cannot be positively identified by two (2) election officials, the voter can cast a provisional ballot. The voter should be directed to the precinct's provisional ballot officer for ballot processing. In order for the provisional ballot to be counted, the voter is required to present a proper form of photo identification to the Board of Registrars no later than 5:00 p.m. on the Friday following election day (§17-10-1(c) and §17-10-2(a)(3)).

PHOTO VOTER IDENTIFICATION

When a voter shows up to vote on Election Day:

- 1) Ask the voter for his or her name.
- 2) If the voter gives you an Alabama Driver's License or Non-Driver I.D., scan the barcode on the back of the I.D. If any other form of identification, you will have to do a manual entry to see if his or her name is on the list.
- 3) If the voter's name is on your list, follow normal voting procedures as follows:
 - Check Voter Identification
 - If a Primary Election, rotate the screen for the voter to select party and the "Accept" button, then the voter will verify information and sign. Once the voter completes, the polling official will review signature and tap "Done Signing". *See Crossover Voting Tab of this guide.
 - Polling official shall review information on the Confirmation Screen, initial, and select "Submit".
 - Once the printer finishes printing the receipt, give receipt and identification back to the voter, and direct them to the ballot table to receive his or her ballot.
- 4) **If his or her name is marked as "inactive",**
 - Ask the voter to fill out a "**Voter Reidentification Update Form**" before letting him or her vote (§17-4-9). Review form to ensure it is complete.
 - Instruct the person to check the "update" box on the form.
 - If there is a **change in the inactive voter's address** and the voter now lives in a new precinct in the same county, ask the voter to go to the new polling place, use the "Precinct Finder" feature on the poll pad or contact the county Board of Registrars to gather more information regarding the new polling place. The voter must cast their vote by provisional ballot at the new polling place.
- 5) **If you cannot find the person's name on your registered voters list** (§17-10-2(a)(1)),
 - Take the voter to the provisional ballot officer, and
 - Inform the voter that because his or her name is not on the list of registered voters and that he/she will receive help from the provisional ballot officer.
- 6) **If his or her name is marked off because he or she applied for an absentee ballot** (§§17-10-2(a)(5) and 17-11-5(c)),
 - Take the voter to the provisional ballot officer, and
 - Tell the provisional ballot officer that the voter is marked off for having applied for an absentee ballot.
- 7) **If the person does not provide the necessary photo identification** (§§17-10-1(c); 17-10-2(a)(3)),
 - Take the voter to the provisional ballot officer, and
 - Inform the provisional ballot officer that the voter did not provide photo identification.
- 8) **If an inspector challenges the person's right to vote in the precinct** (§17-10-2(a)(2)),
 - The inspector will take the voter to the provisional ballot officer, and
 - The inspector will fill out the inspector challenge statement.

A GUIDELINE FOR VOTER CHECK-IN (FOR POLL WORKERS)

When a poll worker brings a voter to you, do the following:

- 1) Explain provisional process to voter and to voter's assistant, if voter has requested assistance.
- 2) Find out why the voter was identified as a potential provisional voter. **Be familiar with this list of reasons that trigger provisional voting:**
 - The voter's name is not on the voter list (§17-10-2(a)(1)).
 - The voter's name was marked off the voter list because he or she applied for an absentee ballot (§§ 17-10-2(a)(5) and 17-11-5(c)).
 - The voter did not provide voter identification, as required by law (§17-10-1(c) and 17-10-2(a)(3)).
 - The voter's right to vote is being challenged by an inspector (§17-10-2(a)(2)).
 - The voter disputes the political party indicated in the primary runoff election polling list.
- 3) If the voter's name is not found on voter list, call Board of Registrars to find out if voter is eligible to vote.
- 4) If Board of Registrars or a member of appointing board **confirms that the voter is eligible to vote:**
 - Write name of the Registrar or appointing board member (Probate Judge, Circuit Clerk, Sheriff, or designee) who confirmed voter's eligibility, in shaded space on the back of update form.
 - Have voter fill out update form. Make sure that verification box is check marked on form.
 - Direct voter to a poll worker to vote a regular ballot. Remind voter to give update form to poll worker.
- 5) **When a voter's eligibility to vote cannot be verified:**
 - Explain to voter and voter's assistant, if he/she has an assistant, that he/she has a legal right to vote a provisional ballot and the details of provisional voting. Provide written instructions.
- 6) **If the voter wants to vote a provisional ballot, secure the proper roster, and:**
 - Instruct the voter to sign or mark the provisional ballot roster and complete all requested information.
- 7) **Obtain a provisional verification statement (PB-3), and then:**
 - Write on **PB-3** the line number from the provisional ballot roster.
 - Write election date, precinct number and ballot style on the **PB-3**.
 - Check the correct box on the **PB-3** to mark the reason why the voter is casting a provisional ballot.
 - After you have completed your portion of the **PB-3**:
 - Explain to voter and voter's assistant, if he/she has requested an assistant, that a sworn statement must be signed by voter.
 - Have voter or voter's assistant complete the requested information on sworn statement.
 - The voter must sign or mark the "signature line."
 - Direct voter to fill out **Voter Reidentification "Update" Form** that is attached to **PB-3**.
 - Make sure "provisional" box is checked on form.
 - Place completed **PB-3** in **Precinct Provisional Return Envelope (PB-4)**.
- 8) **If voter is voting a provisional ballot because of an inspector's challenge,**
 - Separate multi-part challenge statement.
 - Place original statement (**white copy**) in provisional ballot box.
 - Place one copy (**yellow copy**) in **Precinct Provisional Return Envelope (PB-4)**.
 - Give one copy (**pink copy**) to voter.
- 9) Before giving voter a provisional ballot, place a provisional sticker over timing mark area located on left-hand side of the ballot, and instruct voter not to remove pre-affixed sticker.
- 10) Give voter the provisional ballot and direct him/her to the designated voting area for provisional voters.
- 11) Instruct voter to place his/her completed ballot in inner envelope (**PB-1**) and to seal envelope.
- 12) Instruct voter to place inner envelope (**PB-1**) in outer envelope (**PB-2**) and seal envelope. **Write voter's name and roster number in designated areas on this envelope.**
- 13) Direct voter to place provisional ballot outer envelope into provisional ballot box.

PROVISIONAL BALLOT OFFICER

To Contact your Probate Judge's Office, Call:

Autauga: 334-361-3728	Conecuh: 251-578-1221	Henry: 334-585-3257	Montgomery: 334-832-7744
Baldwin: 251-937-0285	Coosa: 256-377-4919 Ext. 225	Houston: 334-677-4792	Morgan: 256-351-4675
Barbour: 334-775-8371	Covington: 334-428-2510	Jackson: 256-574-9290	Perry: 334-683-2210
Bibb: 205-926-3108	Crenshaw: 334-335-6568 Ext. 226	Jefferson: 205-327-7326	Pickens: 205-367-2010
Blount: 205-625-4191	Cullman: 256-775-4652	Lamar: 205-695-9119	Pike: 334-566-1246
Bullock: 334-738-2250	Dale: 334-774-2754	Lauderdale: 256-760-5800	Randolph: 256-357-4933
Butler: 334-382-3512	Dallas: 334-876-4830	Lawrence: 256-974-2440	Russell: 334-298-7979
Calhoun: 256-241-2825	DeKalb: 256-845-8510	Lee: 334-737-3671	Shelby: 205-669-3713
Chambers: 334-864-2495	Elmore: 334-567-1140	Limestone: 256-233-6427	St. Clair: 205-594-2439
Cherokee: 256-927-3363	Escambia: 251-867-0297	Lowndes: 334-548-2365	Sumter: 205-652-7281
Chilton: 205-755-1555	Etowah: 256-549-5342	Macon: 334-724-2611	Talladega: 256-362-4175
Choctaw: 205-459-2414	Fayette: 205-932-4519	Madison: 256-532-3332	Tallapoosa: 256-825-4266
Clarke: 251-275-3251	Franklin: 256-332-8801	Marengo: 334-295-2210	Tuscaloosa: 205-464-8201
Clay: 256-354-2198 Opt. 0	Geneva: 334-684-5640	Marion: 205-921-2471	Walker: 205-384-7284
Cleburne: 256-463-5655	Greene: 205-372-3340 Opt. 1	Marshall: 256-571-7764 Opt. 3	Washington: 251-847-2201
Coffee: 334-347-2688	Hale: 334-624-8740	Mobile: 251-574-6000 Opt. 6	Wilcox: 334-682-4883
Colbert: 256-386-8542 Opt. 6		Monroe: 251-743-4107	Winston: 205-489-5219

To Contact your Board of Registrars, Call:

Autauga: 334-358-6740	Coosa: 256-377-2418	Jackson: 256-574-9339	Perry: 334-683-2218
Baldwin: 251-937-0305	Covington: 334-428-2685	Jefferson: 205-325-5550	Pickens: 205-367-2071
Barbour: 334-775-8579	Crenshaw: 334-335-6568 Ext. 252	Lamar: 205-695-6348	Pike: 334-566-1757
Bibb: 205-926-3102	Cullman: 256-775-4750	Lauderdale: 256-760-5840	Randolph: 256-357-2138
Blount: 205-625-4182	Dale: 334-774-9038	Lawrence: 256-974-2461	Russell: 334-298-1443
Bullock: 334-738-5372	Dallas: 334-874-2534	Lee: 334-737-3635	Shelby: 205-669-3913
Butler: 334-382-5685	DeKalb: 256-845-8598	Limestone: 256-233-6405	St. Clair: 205-338-3954
Calhoun: 256-241-2930	Elmore: 334-567-1150	Lowndes: 334-548-2389	Sumter: 205-652-7902
Chambers: 334-864-4313	Escambia: 251-867-0243	Macon: 334-724-2617	Talladega: 256-761-2132
Cherokee: 256-927-5336	Etowah: 256-549-5384	Madison: 256-532-3510	Tallapoosa: 256-825-1081
Chilton: 205-755-3820	Fayette: 205-932-5432	Marengo: 334-295-2249	Tuscaloosa: 205-464-8419
Choctaw: 205-459-2531	Franklin: 256-332-8849	Marion: 205-921-3625	Walker: 205-384-7279
Clarke: 251-275-3062	Geneva: 334-684-5655	Marshall: 256-571-7740	Washington: 251-847-3255
Clay: 256-354-7815	Greene: 205-372-9669	Mobile: 251-574-8586	Wilcox: 334-682-9753
Cleburne: 256-463-5299	Hale: 334-624-4672	Monroe: 251-743-4107 Ext. 141	Winston: 205-489-3966
Coffee: 334-894-5347	Henry: 334-585-6080	Montgomery: 334-832-1215	
Colbert: 256-386-8535	Houston: 334-677-4776	Morgan: 256-351-4660	
Conecuh: 251-578-7024			

**ELECTIONS DIVISION
OFFICE OF THE
SECRETARY OF STATE**

**1-800-274-VOTE (8683)
(334) 242-7210
(334) 242-7211**

**FAX:
(334) 242-2444**

**PREPARED BY THE
ELECTIONS DIVISION
OFFICE OF THE
SECRETARY OF STATE
STATE OF ALABAMA**

SECRETARY OF STATE

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**E-MAIL:
alavoter@vote.alabama.
gov**

**WORLD WIDE WEB:
<http://alabamavotes.gov>**

**Minor changes have been made to this publication to reflect procedures for Montgomery County and electronic poll books.*

CONTACT INFORMATION