

GENERAL INSTRUCTIONS FOR AN ELECTION OBSERVER
Election Day Command Center 614-224-8771

You will represent the 5 candidates who are in state-wide races and who are not members of either major party. This group is called the Five Candidates Election Observer Project 2006 – long but it explains everything. The five candidates are Bob Fittrakis (G), Tim Kettler (G), John Eastman (I), Bill Peirce (L), and James Lundeen (I). You will be officially certified by ... that you will be representing these candidates.

GUIDELINES:

- As an Observer for the 2006 General Election in Ohio, you are just that, an observer. Observers are critical because they are allowed to see everything. You are not allowed to help voters or the pollworkers in any way. But the Precinct Judge must allow you to observe any aspect of the election process and take notes about what you see.
- Develop a working relationship with the Precinct Judge and all the pollworkers. You want to be able to communicate throughout the day without being seen as interfering. You can be removed by the precinct judge for interfering. The pollworkers will be half Democrats and half Republicans. There may be some surprises since there are no ideological tests and people have been known to switch party affiliation to get the job. The Precinct Judge is supposed to be of the same party as the person who won that precinct in the last race for governor.

FORMALITIES (VERY IMPORTANT):

Form 216. This form is sent by the Five-Candidates to each county board of elections and must include your name and address. You probably will not see it, but the precinct judge may refer to it. You can only observe a county that has your name and address on their Form 216. If you are checking with your BOE, be sure they are looking for the latest one since they can be modified up till 4 PM on November 7, 2006. You may be able to go to any precinct in the county that has you on their Form 216.

Form 217. As a certified Observer, you must have a Form 217. Keep it on your person at all times. You may have multiple copies?. This form is used to introduce you to the precinct judge. You must present it the show it to the precinct judge when you first appear at the precinct to observe. You will need a Form 217 that introduces you to the precinct judge there. We are still checking the laws and procedures on that?

1) Names and phone numbers:

Election Protection 1-800-OUR-VOTE (687-8683) - for information purposes only, if you are asked by a pollworker only, not a voter

Command Center 614-224-8771 (Check in regularly and at the first sign of an election irregularity)

2) Supplies - things to take with you

- Note book and pen
- Laptop and charger Very helpful if you have one. You can use it for notes and reference material. Assume the laptop is permitted. We have no citation, but Observers/Watchers reportedly used laptops in the past.
- Cell phone and charger - this is an absolute necessity, you need to call in the Command Center regularly
- Camera - video or still. (Leave in car unless you can keep it out of sight. Do not use the camera without permission, but there may be an incident that is important and where a photograph will help a lot to explain.) Some counties may let you inside with a camera - no interviews, just photos or video of lines, chaos, etc.
- Blank copies of Form 217 (signed by the candidates but not filled in) so you can perhaps go to another precinct. Respect your position as an Observer, do not get kicked out.

3) References documents (see at <http://www.caseohio.org/> Select "New Voter Guides")

- Print out the latest version of Ohio in a Nutshell and take it with you (25 pages). Gives you insight into how elections are run in case you observe problems, you'll know the rules. <http://www.caseohio.org/PageDetails/VotingInfo/OhioNutshellFinalSW.1.doc.pdf>
- Put these documents on your laptop for reference or bring on paper:
 - Moritz 50 Q&A
 - Ohio Revised Code 3505.21

PRIOR TO ELECTION DAY PROCESSES TO OBSERVE:

- **PRIOR TO ELECTION DAY** - find out when the county is doing the machine accuracy and logic testing - sometimes known as the media test - and whether they are doing it at the precinct level. You are allowed to observe this process. This merely tests the functioning of the machine, but if the machine freezes up, immediately notify the Command Center
- **THE DAY BEFORE ELECTION DAY:** Find out in advance how many voters are registered in the county by precinct
- **Machine storage** Many counties are "sleeping over" with their machines. That means they take them out of storage as early as Friday 3rd of Nov and keep them in their cars, or home or garage. Any details you can learn about how they handled the machine storage and security should be noted as well as how the machines are transported to the polls.

ELECTION DAY PROCESSES TO OBSERVE:

- Document the TIME that anything happens.
- At approximately 11am and 4pm - check and see if the precinct posts the lists of voters who've voted
- Note the exact time the poll opened.
- Delivery and setup: When were the machines delivered? Who brought them? Who set them up? You will probably need to be at the polls by 5:30 to observe this. Distinguish in your notes what you observed from what you learned other ways.
- After machines are set up and tapes are in place in the machines, observe and record if one Democrat and one Republican pollworker signed the beginning of the tape.
- Check out - keep a close watch on any technicians or pollworkers "servicing the machines" prior to the vote. Note activity and time.
- Technicians or pollworkers "servicing" the machines during the day. Especially if they are unplugged during the day and plugged back in
- Voters: Every hour on the hour, write down how many voters are in the room - let us know if it is the actual number or approximate number.
- Voting - watch for how problems are resolved. Are voters complaining they are not in the pollbook? Are voters being challenged? Are there long lines?
- Voting Machines: Are there any complaints about machines freezing up or malfunctioning? Are votes hopping? Are any machines being taken offline?
- ID requirement: Is it a problem? What forms of ID are they allowing? Are all voters being treated fairly regardless of race or other classifications? Are people being turned away for lack of ID? Is the process causing long lines?
- Provisional Ballots: How many provisional ballots are being voted. Whether there are provisional affirmation forms. What is to be on the provisional envelope. How are provisional ballots in envelopes stored. Whether provisional voters are being directed to the correct precinct or the Board of Elections.
- At 7:30pm are there still people in line? Are they being allowed to vote? Does the line extend out of the building? Are those outside going to be let in to vote?
- Closing - Note time the precinct actually closes. When they pull the tapes from the machines, before anyone signs them anew, check to see if they were they signed in the morning - at the opening of polls - by both the Democrat and the Republican pollworkers?
- Counting (general election and domestic absentee)

- Posting results at the precinct
- Processing of provisional ballots if possible
- Counting (out-of-country absentee)
- Following delivery of memory cards to tabulation site
- Witnessing tabulation

References this is ORC and other things that don't fit better above under reference documents

Sec. 3501.30. (A) The board of elections shall provide for each polling place the necessary ballot boxes, official ballots, cards of instructions, registration forms, pollbooks or poll lists, tally sheets, forms on which to make summary statements, writing implements, paper, and all other supplies necessary for casting and counting the ballots and recording the results of the voting at the polling place. The pollbooks or poll lists shall have certificates appropriately printed on them for the signatures of all the precinct officials, by which they shall certify that, to the best of their knowledge and belief, the pollbooks or poll lists correctly show the names of all electors who voted in the polling place at the election indicated in the pollbook pollbooks or poll list lists.

All of the following shall be included among the supplies provided to each polling place:

- (1) A large map of each appropriate precinct, which shall be displayed prominently to assist persons who desire to register or vote on election day. Each map shall show all streets within the precinct and contain identifying symbols of the precinct in bold print.
- (2) Any materials, postings, or instructions required to comply with state or federal laws;
- (3) A flag of the United States approximately two and one-half feet in length along the top, which shall be displayed outside the entrance to the polling place during the time it is open for voting;
- (4) Two or more small flags of the United States approximately fifteen inches in length along the top, which shall be placed at a distance of one hundred feet from the polling place on the thoroughfares or walkways leading to the polling place, to mark the distance within which persons other than election officials, witnesses, challengers observers, police officers, and electors waiting to mark, marking, or casting their ballots shall not loiter, congregate, or engage in any kind of election campaigning. Where small flags cannot reasonably be placed one hundred feet from the polling place, the presiding election judge shall place the flags as near to one hundred feet from the entrance to the polling place as is physically possible. Police officers and all election officials shall see that this prohibition against loitering and congregating is enforced.

When the period of time during which the polling place is open for voting expires, all of the flags described in this division shall be taken into the polling place, and shall be returned to the board together with all other election supplies required to be delivered to the board.

(B) The board of elections shall follow the instructions and advisories of the secretary of state in the production and use of polling place supplies.

Sec. 3503.23. (A) Fourteen days before an election, the board of elections shall cause to be prepared from the statewide voter registration database established under section 3503.15 of the Revised Code a complete and official registration list for each precinct, containing the names, addresses, and political party whose ballot the elector voted in the most recent primary election within the current year and the immediately preceding two calendar years, of all qualified registered voters in the precinct. All the names, insofar as practicable, shall be arranged in alphabetical order. The lists may be prepared either in sheet form on one side of the paper or in electronic form, at the discretion of the board. Each precinct list shall be headed "Register of Voters," and under the heading shall be indicated the district or ward and precinct.

Appended to each precinct list shall be attached the names of the members of the board and the name of the director. A sufficient number of such lists shall be provided for distribution to the candidates, political parties, or organized groups that apply for them. The board shall have each precinct list available at the board for viewing by the public during normal business hours. The board shall ensure that, by the opening of the polls on the day of a general or primary election, each precinct has a paper copy of the registration list of voters in that precinct.

(B) On the day of a general or primary election, precinct election officials shall do both of the following:

(1) By the time the polls open, conspicuously post and display at the polling place one copy of the registration list of voters in that precinct in an area of the polling place that is easily accessible;

(2) At 11 a.m. and 4 p.m. place a mark, on the official registration list posted at the polling place, before the name of those registered voters who have voted.

(C) Notwithstanding division (B) of section 3501.35 of the Revised Code, **any person may enter the polling place for the sole purpose of reviewing the official registration list posted in accordance with division (B) of this section**, provided that the person does not engage in conduct that would constitute harassment in violation of the election law, as defined in section 3501.90 of the Revised Code.