Supervised Absentee Ballots

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2017 Statutes (pg. 109–112)

Overview

- Research community
- Make appointments and discuss procedures
- Get or check about applications from Town Clerk
- Collect or check about applications
- Get ballots from Town Clerk
- Voting at the facility (groups & rooms)
- Returning ballots to Town Clerk
- Cross off on official list
- Voters registered in another town
- Emergency ballots
- Ballot rejection
Examine Your Community

- Review your town to see how many places there are that have 20 or more people who are electors in any town
- Find your designees and when they are available: another ROV, deputy or assistant ROV
- Print the list of voters in each facility
- Make a calendar for the visits, give a copy to the Town Clerk. Be aware of statutory deadline
- Give the Town Clerk enough time to compile the ballot packet (instructions, inner envelope, ballot, and outer envelope)

Making an Appointment

Who do you reach out to?
What do you discuss?

Schedule your Appointment
Applications for absentee ballots, two copies of registered voters (may use as a check off sheet for applications, to write the room numbers and bed assignments, and to make notes for the Registrars), blank voter registration cards, and sample ballots may be delivered.

Have an employee as a contact person and also allow an employee to accompany the registrars when residents vote if deemed necessary.

Three dates must be set with the registrars and liaison:
- to drop off the applications
- to pick up the completed applications and new voter registration cards
- to vote the absentee ballots

Extra blank applications (which must be accounted for) will be left for new people (from your town or out-of-town) to complete should they wish to vote between pick-up and voting.

Out-of-town applications will be sent to the respective town and their ballot will be sent back to your Town Clerk to be included in supervised voting.
Absentee Ballot Procedures

- The person assisting the voter must sign the application with their home address
- Do your very best to encourage a client to vote. It is a misdemeanor if a voter is disenfranchised. (9–159j)

Receiving Applications

Tell the Town Clerk how many applications you will need for each facility, plus extra
Make separate folders: applications, procedure paper, list of eligible voters, new registration cards, sample ballots
Keep a list of the #s on the applications for each facility. Each one must be accounted for when returning applications to Town Clerk (Happy Home 164 – 183)
Applications Received

- Call a few days before applications are to be picked up. May have to help to finish reaching all the voters by the completion date if you are responsible.
- Check the numbers on the applications -- write down the numbers of the applications returned used, the ones blank, and the extras left until the day of voting.
- Check to see that applications are completely filled out and accurate before you leave.
- Deliver to Town Clerk.

In Folder Left With Contact

- Street list with eligible voters
- A few sample ballots
- Blank applications with highlighted sample
- Procedure paper
- Blank registration cards
- Dates for pick up of applications and voting
- Your names and contact information
Accounting for Absentee Ballots

- Town Clerk keeps a list of all people receiving and returning applications
- If anyone gives applications to deliver and collect they must give the list with the numbers to the Town Clerk

Receiving Ballots From Town Clerk

- Check with Town Clerk a couple days before getting ballots
- Count ballots for each facility
- Sign forms to show chain of custody affidavit of receipt 9-159r
- Place ballot packet in bag with felt tip pens, clip boards, plastic bag with wet sponge, elastic bands or large manila envelopes, ball point pens, list of eligible voters, stickers, and a few sample ballots
At The Facility

- Arrive on time on the correct date
- Meet with the contact person and determine whether you need a staff member
- Request the contact person to write the room number on the outside envelope and which bed if necessary
- Plan enough time to spend a minute or two visiting with the clients

Meeting Voters

- Be respectful of the person and their situation
- Be respectful of the rules and routine of the home
- Each situation and person is unique try to adjust to the atmosphere, mood and temperaments
- The day they signed and agreed to vote may not be the way they feel the day of voting
Voter Assistance

- Elector can have assistance of person of own choosing, but not candidate, employer or his agent, or representative of his union.
- If any elector asks for assistance in voting his/her ballot, both registrars/designees must be present and jointly furnish the assistance deemed necessary and appropriate to enable the elector to vote.

In a Group Setting

- When setting the dates for the voting process discuss what the staff would like to plan for voting day.
- Assure the privacy of the voter: clients may stay or be coming in and out.
- There may be decorations, privacy screens, refreshments.
- Plan to have clients gathered in recreation/dining room before registrars arrive.
- Suggest more than two staff members to assist moving the voters around the room and back to their rooms.
Entering A Room

- Smile & be positive
- Do not expect immediate answers
- Acknowledge the client
- Ask how they are feeling
- Mention something personal to them (family pictures, memorabilia, quilt, etc.)
- Explain why you are there
  - To help vote for: name the election

Entering A Room

- May have to repeat reason and process a few times
- May be confused about already filling out the application
- Offer some information about the Election
Observe the Surroundings

- Is the voter in bed, in a chair, lying down?
- Is the voter awake, sleeping, eating?
- What do you have to do to make it easier for the person to fill out the ballot?
- What if the voter is not in their room? (lounge area, hallway, physical therapy)
- What if the voter is not at the facility that day? (trips, hospitalization, doctor visits, etc.)

Beginning to Vote

- Continue to talk about the process and what has to be done to make sure their vote is counted
- Make the voter as comfortable as possible so they can see the inner envelope and the ballot
- Use a felt tip pen and hold the envelope steady if necessary
- FIRST have the voter SIGN THE OUTER ENVELOPE - you can add the date if necessary (ballot will count without the date)
- You may sign the outer envelope if you put the person’s name and underneath put “by” then your signature. The voter does not have to make a mark of any sort
- Offer to fill in the ovals in view of the voter while saying what you are doing after they have indicated or told you their choices
- You may have to read the candidates for each office more than once
- Using the blank side of an envelope, slide it along so that only the office being considered is exposed
Filling Out The Ballot

- Put the instructions in a separate stack or envelope in your bag
- Make the voter as comfortable as possible and assist in any way you can to have them complete as much of the ballot as they want.
- Give privacy to those who are capable of voting themselves and a matter-of-fact attitude to those who need you to fill in the ovals with THEIR choices.
- There should always be two officials in the room

Finishing the Voting Process

- Put the ballot or have the voter to put the ballot in the inner envelope (that is already signed) and seal it
- Put the envelope in the outer envelope and seal it and put it in the manila envelope for completed ballots in the bag
- Remind the voter that the ballot will be counted on election day
- Thank the voter for making the effort to participate in the election
Returning Ballots to Town Clerk

- NEVER keep ballots overnight—return completed ballots to Town Clerk with enough time to have them put the date and signature on the outer envelope.
- Fill out forms for the returned ballots (balance numbers—voted, void and not yet voted).
- Leave unvoted absentee packets with Town Clerk.
- Start process again another day.

Checking Off The Official List

- Up until the last day before the election the registrars or their designees can mark with an “A” by the electors name showing that they voted absentee.
- When you run the official list and begin to cross off depends on how many absentee ballots are usually received.
- A supplementary list will most likely have to be printed if you start to mark early in the week.
- The deadline for withdrawing an absentee is 10am on election day. A letter from the Town Clerk showing the time and date must accompany voter to polls to be able to vote in person.
Voter Registered In Another Town

- When an application is returned to the Town Clerk for an elector from another town the application is mailed to the clerk in that town.
- The second clerk prepares the absentee set and sends it back to the Town Clerk where the institution is located.
- The registrars take the ballot set along with their towns ballots and the Town Clerk will send the completed set to the other town when the voted ballots are returned.

Emergency Ballots 9–150c

- Reason: applicant's illness, disability or hospitalization occurring within 6 days before close of polls.
- Applicant on application gives name and address of designee.
- Identifies the category that makes this person proper “designee”.
- Designee signs application to accept designation AND promises not to tamper with ballot.
Usual Steps for Emergency Ballots

- Usually designee receives blank application from Town Clerk, (may print one online), and delivers it to applicant
- Designee personally delivers completed (both signatures) application to Clerk and receives AB set and delivers it to applicant
- Applicant votes ballot, signs certification (inner envelope) & seals ballot in both envelopes; designee (may be a different person) returns ballot to Clerk before close of polls

Designee VS Emergency Designee

- Return designee simply transports a voted ballot sealed inside 2 envelopes – low risk of tampering Does NOT have to be in writing
- Emergency designee transports an UN-voted ballot not sealed in anything—high risk of tampering
- Therefore, emergency designee MUST BE IN WRITING in application, accept appointment, swears not to tamper with ballot, and signs application
Ballot Rejection

- Registrars/designees (deputy or assistant registrars) may reject a ballot when:
  - a. Elector declines to vote
  - b. Registrars/designees are unable to determine how the elector desires to vote the ballot (both parties agree elector is incapable of voting)
- Mark the outer envelope “rejected”, note the reasons for rejection, and sign both names
- Return the ballot to the Town Clerk report appropriately on returning forms