



FL DEMS

Poll Watching Training

November 2021

Poll Watcher Discussion Topics

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- Why Poll Watchers are Important
- Glossary of Key Terms
- Poll Workers and their Duties
- Polling Place Operations
- Voting Systems & Equipment
- Poll Watcher Role
- Preparing for Poll Watching
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Why are Poll Watchers Important?

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Poll Watchers are the eyes and ears of the campaign.

The role of a Poll Watcher is to OBSERVE, REPORT, and RECORD issues pertaining to the administration of an election.

Glossary of Key Terms

- Canvassing Board - County Judge, County Commissioner, and County⁴SOE (or their alternates)
- Cure a Ballot - Provide written evidence of eligibility to vote
- Provisional Ballot - Provided when a voter at a polling place is denied a regular ballot due to a question about their eligibility
- DOE - State of Florida Department of Elections
- LBJ* - Lawyers Bound for Justice (DNC reporting system)
- Precinct Register - The list of voters in precinct and their information; generally an online database
- SOE - Supervisor of Elections
- VBM - Vote by Mail
- Affirmation - Voter or Eye Witness report on an incident
- Spoiled Ballot - A ballot on which a voter has made a mistake

*Separate training will be conducted on the LBJ reporting tool.

Poll Workers & Their Duties

Poll Workers (may be referred to as Election Board)

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- Clerk – Responsible for all activities in the polling place.
- Assistant Clerk - If present, possesses the same duties as the clerk if the clerk is not available.
- Deputy – Sworn in by the Sheriff to maintain law & order outside the polling place.
- Inspectors - Their duties include equipment management, ballot management, and check-in. They may rotate positions during the day.

Important Note: All Poll Workers should wear ID badges and must remain nonpartisan while on duty; may not wear campaign garb or discuss candidates or policy issues with other poll workers, poll watchers or voters.

The Clerk

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The Clerk is responsible for all activities at their polling place.

- Opening & closing polls and the related counts and reports
- Special Situations:
 - Affirmations, Provisional Ballots, Spoiled Ballots
 - Incidents including Complaints, Equipment Problems, Voter Confrontation

Note: The Clerk is the Poll Watcher's only direct contact during poll hours (unless an Assistant Clerk is present).

Polling Place Operations

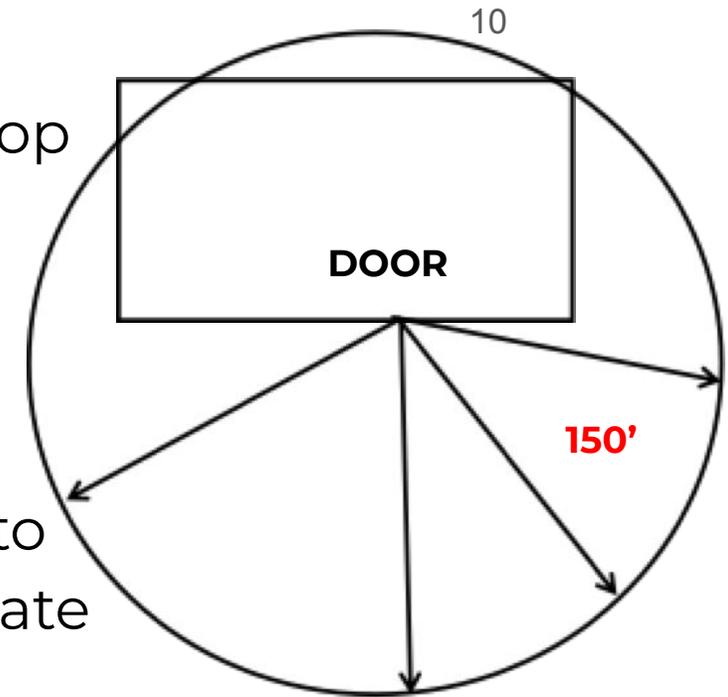
Polling Place Description

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- A building designated for each precinct which contains the polling room.
- May be a dedicated site or may be used for other activities during a voting day (e.g., a library).
- The polling room may be directly on the street or the polling room may be inside the building through the lobby or down a hall.
- Early Voting Polling Places will include a VBM drop box; the drop box may be inside or outside.

The 150' No Solicitation Zone

- The area 150' from a polling room entrance and a drop box.
- The 150' boundaries are to be marked by the SOE
- No solicitation or electioneering within this zone
- Solicitation includes:
 - Asking for a vote, asking to assist a voter, asking to sign a petition, or providing any materials (e.g., slate cards or water bottles)
 - Distributing, selling, or displaying political advertising or materials of any kind

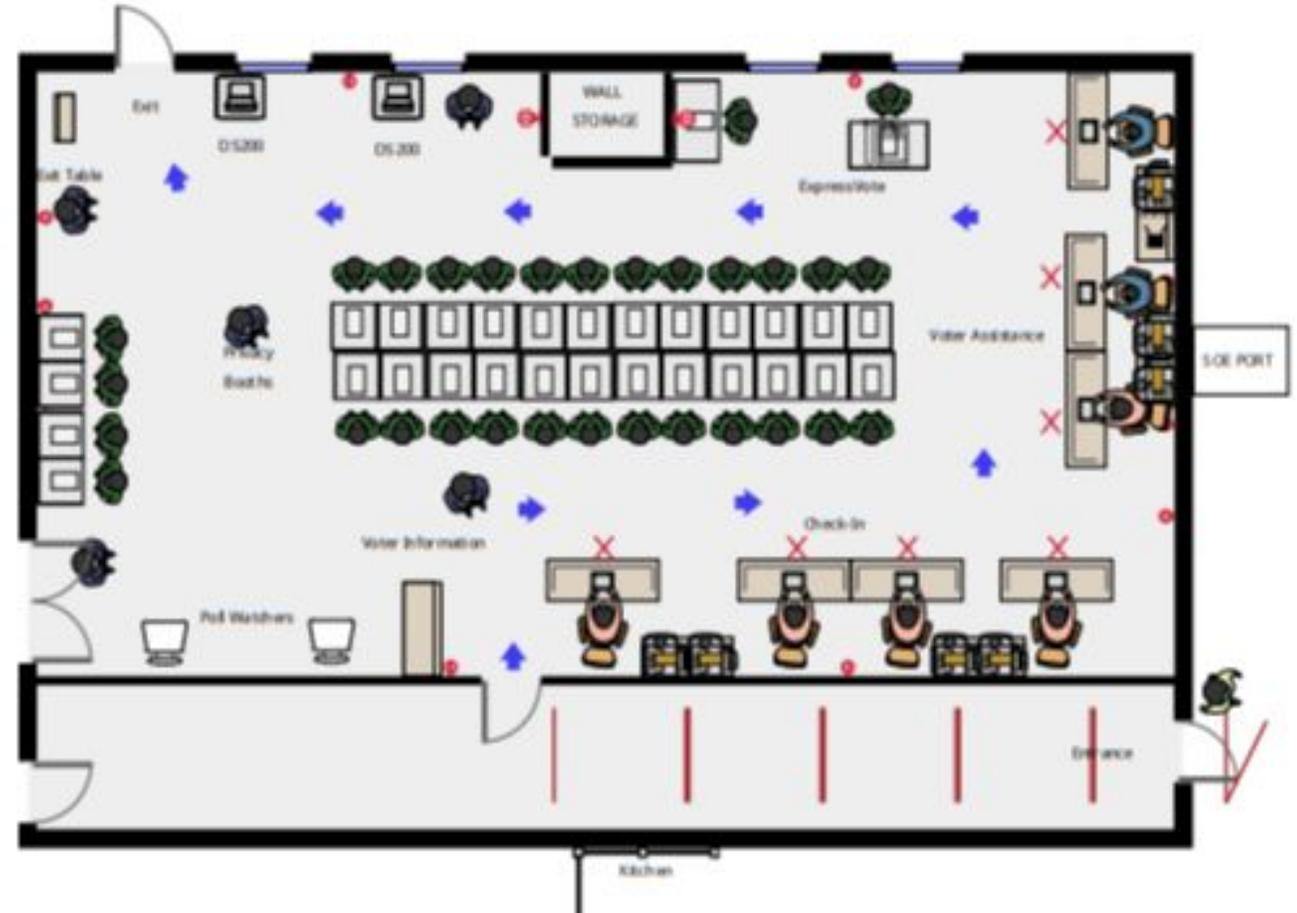


Note: Solicitation / electioneering IS allowed outside the 150' zone.

Sample Polling Place Layout

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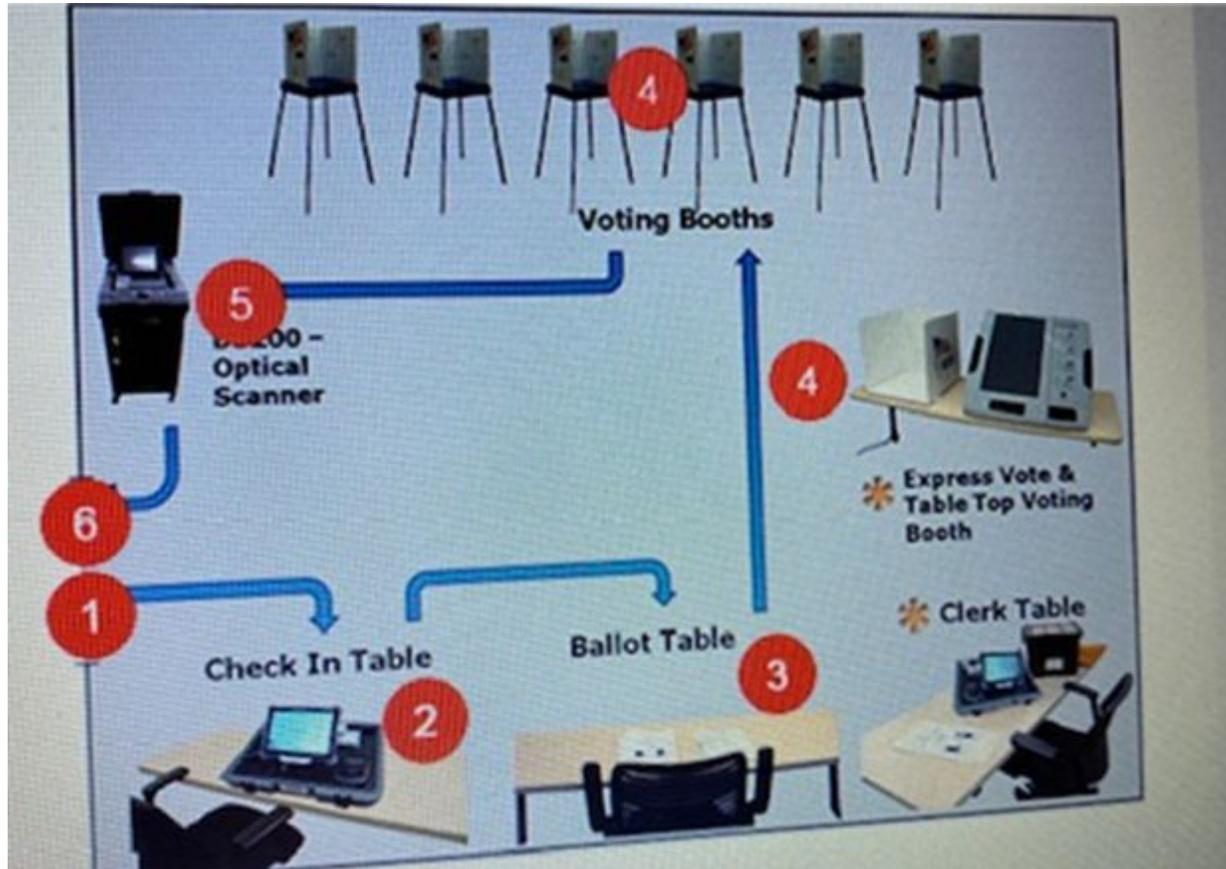
- Polling room arrangement is dependent upon room size and shape.
- Voting booths may be placed in the center in rows, provided privacy is secured.
- If security cameras are operational they must be covered. If cameras are not operational a notice to that effect must be posted.



Note: Refer to the Polling Place Materials slide in the Appendix for a list of materials that must be on display in English and Spanish (and Haitian Creole in certain counties).

Sample Polling Place Layout

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- 1 Poll Entry – Voter is greeted
- 2 Check in Table – Precinct Register (e.g., EVID) is used to validate ID & signature
- 3 Ballot Distribution - Ballot is issued
- 4 ADA Voting Machine or Voting Booths
- 5 Optical Scanner - Scans & Retains Ballots
- 6 Exit Polling Room

Who May Enter the Polling Room during the Voting Period

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- Poll workers
- SOE or SOE staff
- Voters when voting
- Persons in care of a voter
- Person caring for voter
- Poll Watchers certified by the SOE
- Election observers appointed by the DOE
- Candidates, media and law enforcement ONLY to vote

Note:

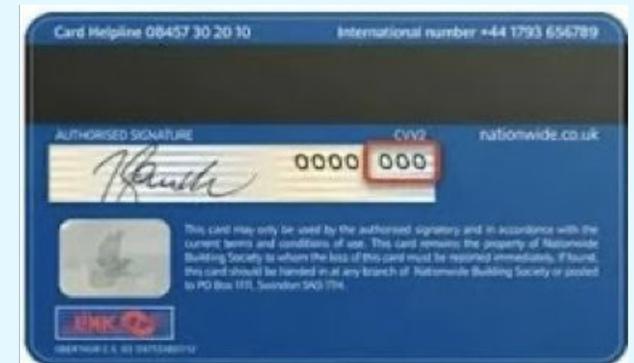
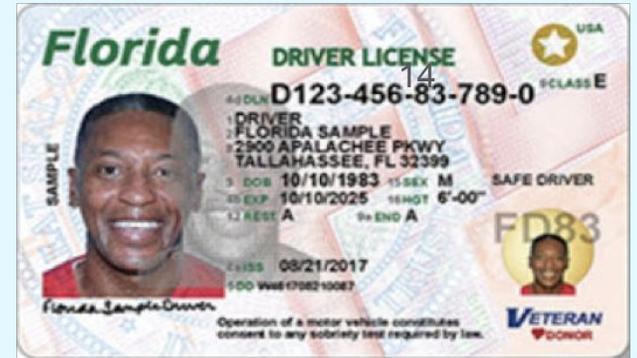
- The room is ONLY a polling room during voting hours. Therefore, rules around who can and cannot be in the voting area apply only during those hours.
- Law enforcement or emergency service personnel may enter when requested by the Clerk.
- Voters may bring children into the voting booth.

Voter ID Requirements

When voting in person, voters will be asked to provide a current and valid photo ID. A list of acceptable IDs is in the appendix.

- Identification may include a combination of acceptable documents which contain a photo and a signature.
- Some acceptable IDs have no signature or no photo, but in combination with another ID are valid (e.g., debit card and student ID).
- If the signature or legal name (e.g., through marriage) does not match the SOE's records, the voter may update their information there.

Note: If the voter's eligibility cannot be determined, they should vote a provisional ballot.



Address Changes

If the address on the ID does not match the SOE's records, that may not be used as a basis to disqualify a voter. However, the voter may be asked if they have any address or other updates they would like to make. If they respond yes, the voter may complete a voter registration application or an affirmation.

Update During Early Voting:

The voter may vote a regular ballot if the new address is within the County.

Update On Election Day:

- A voter may vote only in the precinct in which they currently reside.
- The voter may vote a regular ballot if the new address is in the precinct where the poll is located.
- If the new address is not in the precinct, the voter must be given directions to the right polling location.

Voters in need of Assistance

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- All voters may be assisted in the voting process. This includes actions like filling in the circles, interpreting into another language, or reading the ballot for a voter with a visual impairment. This does not include choosing the candidate or ballot measure.
- Voters may ask someone to assist them. However, that person cannot be a representative of their employer or union. Both the voter and the helper will need to sign an affidavit.
- Or a voter may ask for assistance from the Poll Workers. In this case, poll workers from two parties should provide help when possible.
- Voters may request assistance in advance. If they do, a note will be included on the Precinct Register.

When Voters Bring a VBM to the Polls

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- During Early Voting:
 - The VBM may be deposited in the drop box.
 - The voter may surrender the VBM and follow the normal check-in process.
- On Election Day there is no drop box and:
 - The VBM may be returned to a SOE office before the polls close.
 - The voter may surrender the VBM and follow the normal check-in process at their correct precinct.

Note: If the voter requested a VBM but did not bring or vote the ballot, they may follow the normal check-in process.

Provisional Ballots

- A provisional ballot is used at the polls when:
 - A voter's eligibility cannot be determined during the check in process.
 - A voter's eligibility has been challenged, in writing, by another voter.
- The provisional ballot process is as follows:
 - A voter is provided a provisional ballot, a Certificate and Affirmation, and a written notice of rights including how to cure the ballot.
 - The ballot is placed in secrecy sleeve and is not counted at the poll.
 - The Canvassing Board reviews each provisional ballot and supplemental material to determine voter eligibility.
- A provisional ballot may be cured by presenting written evidence of eligibility to the SOE by 5pm on the 2nd day following the election.

Voter Eligibility Challenges

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- Challenges to a voter's eligibility may be made at the polls or within 30 days prior to the Election.
- Challenges must be in writing and contain an oath as specified by statute.
- The voter must receive a copy of the challenge and may cast a provisional ballot.
- Challenges must be made by a registered voter in the County.

Voting Systems & Equipment

Election Equipment

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- Precinct Register - May be referred to as a Poll Book and is generally an electronic database containing information about registered voters. It is used to verify a person's eligibility to vote.
- Scanner - Scans and creates an image of completed ballots and serves as a repository for the paper ballot. It also tracks the number of ballots scanned and rejects ballots it cannot scan so the voter may fill out a new ballot.
- ADA (Americans with Disabilities Act) Voting Equipment - At least one accessible marking device must be present in each polling place.

Sample Precinct Register / E-Pollbook ²²

- Allows electronic sign in and real time updates to voter information.
- Allows poll workers to redirect voters to the correct precinct on Election Day.
- Scans identification to pull up voter data.
- Contains a photo to verify voter identity.
- Allows look up across the state to assist eligibility assessment.
- Notifies poll workers if a VBM ballot has been cast.



Dominion Precinct Equipment

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- Fully ADA compliant optical scanner.
- Allows for continuous scanning while the other display is used for an accessible voting session.
- Serves as a repository for scanned ballots.



Imagecast Evolution machine

Election Systems & Software Equipment

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- ExpressVote
 - Enables voters with disabilities to vote without assistance.
 - Uses a touchscreen to select choice with optional audio guidance.
 - Replaces hand marked ballots.
- DS200
 - Scans and saves ballot images.
 - Serves as a repository for paper ballots.



Poll Watcher Role

Key Duties

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Observe

Report (to the Clerk & Boiler Room)

Record (in LBJ)

Guidelines

- Poll Watchers must be trained and credentialed for each election by either a candidate, political party, or a political committee.
- Poll Watchers must be registered to vote in the County in which they are credentialed.
- The SOE normally provides an ID badge which includes the Poll Watcher's name. In some cases, the SOE will provide a list of certified Poll Watchers at each polling place.

Activities in the Polling Place

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- Wear the ID badge provided by the SOE (or the Clerk).
- Observe, but do not obstruct, the conduct of the election.
- Observe the voter check-in process. Be close enough to hear and see election processes.
- Pose any questions regarding polling place procedures to the Clerk for resolution.
- Use mobile electronic devices in a non-disruptive way including to text, email and access LBJ.
 - Devices must be muted, but may vibrate.
 - Devices may not be used to have phone conversations or take photographs.
- Do not speak or interact with voters.
- Do not wear political garb. We recommend business casual clothing.

Arrival Protocol

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- Arrive 30 minutes before your shift, with your poll watcher badge, if provided.
- Use the “Check In” feature on LBJ to report line length. Repeat this process every 30 minutes or when you are able to go outside.
- Check that the 150’ no-solicitation zone is clearly marked.
- Ensure the polling place is ADA compliant including an ADA compliant voting machine.
- Check that signage outside the polling place is clear to drivers and pedestrians.
- Introduce yourself to the Clerk. Possibly, ask about any current problems.

Arrival Protocol (cont.)

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- Text the outside volunteer, if present, to establish a connection.
- Find a suitable place to observe. Remember, poll watchers have the right to roam and be as close as necessary to hear and see the election process.
- Ensure “Voters Bill of Rights and Responsibilities” is posted in English & Spanish. Review appendix for other required voting room materials.
- Record opening counts on the voting machines (may be zero).

Closing Protocol

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- Ensure the last person in line, at the time the polls close, is allowed to vote.
- Record closing counts (machine and provisional) and report in LBJ.
- Observe the placement of all regular, provisional and VBM ballots in secure containers.
- Review the Ballot Accounting Report with the Clerk noting counts of all ballot types (used and unused).
- Observe the collection of secure containers by the SOE representative.

Note: The media and the public may observe closing procedures and be present in the room once all voters have cast their ballot.

What to Look for, Report, & Record in LBJ

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Most important

- Poll did not open on time or closed early.
- 150' no solicitation zone is not properly marked or enforced.
- Inadequate signage directing voters to the polling place.
- Uniformed law enforcement in or around the polling place.
- Malfunctioning machines.
- Shortages or materials (ballots, pens, machines, etc.).
- Inadequate ADA accessibility.
- Inappropriate activities by poll watchers from other parties (e.g. speaking to voters, disturbing voters or interfering with the election process).
- False information posted around the polling location.

What to Look for, Report, & Record in LBJ

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Signs of intimidation

- Uniformed law enforcement loitering in the poll or 150' zone.
- Voter told to go home if they forgot ID.

Signs of manipulation

- Political paraphernalia left in the poll.
- Candidates loitering and / or electioneering in the poll or the 150' zone.
- Voters loitering and / or electioneering in the poll of 150' zone.
- Operational and uncovered security cameras (cameras must be covered or labeled as not operational).
- Photography in the polling room (a voter may take a photo of their ballot).

What to Look for, Report & Record in LBJ

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Improper Voter Behavior, such as:

- Talking loudly / electioneering in polling room or not solicitation zone.
- Talking between voting booths.
- Loitering and talking to Poll Workers.
- Voters assisting one another without a signed affidavit (i.e., husband/wife scenario).

Equipment Issues

- Scanner malfunction causing delays.
- Poll book malfunction causing delays at check-in.

What to Look for, Report, & Record in LBJ

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Improper election administration, such as:

- Request for driver license at check in.
- Signature update is NOT offered/allowed when signature does not match.
- Quizzing voter about their address.
- Incorrect handling of address related issues.
- Denying assistance or access to ADA equipment when requested.
- Prohibiting voter from using chosen assistant.
- Not informing the voter of the proper precinct on Election Day.
- Provisional ballot is not offered when registration status cannot be determined.
- Denial of fresh ballot when voter makes an error; voter may have a total of 3 ballots.
- Poll workers discussing politics among themselves or with voters.
- Proper materials are not on display in the poll.
- Voters arriving with VBM are mishandled.

Preparing for Poll Watching

Preparing for Poll Watching

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- Bring your fully charged smartphone and a charging cable or portable battery pack. Silence the phone and cover the camera with tape.
- Bring a folding chair in case there isn't one for you.
- Bring a mask & hand sanitizer.
- Bring bottled water, snacks.
- Bring all materials provided to you for reference & have LBJ open / signed in on your phone.
- Dress comfortably in business casual clothing.
 - No campaign attire
 - Consider bringing a sweater or jacket
- Wear your ID badge at all times.

Appendix

Acceptable Forms of ID

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- Florida driver license
- Florida identification card issued by the DHSMV
- United States passport
- Debit or credit card
- Military identification
- Student identification
- Retirement center identification
- Neighborhood association ID Public assistance identification
- Veteran health identification card issued by the United States Dept of Veterans Affairs
- License to carry a concealed weapon or firearm issued pursuant to FL law
- Employee ID card issued by any branch, department, agency, or entity of the Federal Government, the state, a county, or a municipality

Polling Place Materials (Required)

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- Voter's Bill of Rights & Responsibilities
- General Information & Instructions to Voters
- Voting System Instructions
- Notice of Use of Accessible Voting Equipment
- Glossary - US Election Phrases at a Glance
- Notice regarding Fraud in connection with Voting
- Sample ballots
- Signs when the path to the Polling Place is different than the primary route or entrance
- All voting related forms (registration, affidavits, provisional ballots) in English, Spanish, and Haitian Creole (if applicable)
- When security cameras are visible, they must be covered when operational and labeled as not operational when not covered

Voters Bill of Rights

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All Florida Voters have the right to:

1. Vote and have his or her vote accurately counted.
2. Cast a vote if he or she is in line at the official closing of the polls in that county.
3. Ask for and receive assistance in voting.
4. Receive up to two replacement ballots if he or she makes a mistake prior to the ballot being cast.
5. An explanation if his or her registration or identity is in question.
6. If his or her registration or identity is in question, cast a provisional ballot.
7. Written instructions to use when voting, and, upon request, oral instructions in voting from elections officers.
8. Vote free from coercion or intimidation by elections officers or any other person.
9. Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

Voters Responsibilities

All Florida Voters should:

1. Familiarize himself or herself with the candidates and issues.
2. Maintain with the office of the supervisor of elections a current address.
3. Know the location of his or her polling place and its hours of operation.
4. Bring proper identification to the polling station.
5. Familiarize himself or herself with the operation of the voting equipment in his or her precinct.
6. Treat precinct workers with courtesy.
7. Respect the privacy of other voters.
8. Report any problems or violations of election laws to the supervisor of elections.
9. Ask questions, if needed.
10. Make sure that his or her completed ballot is correct before leaving the polling station.

Florida ACLU FAQ for Voting while Trans, Non-Binary or Gender Non-Conforming

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- Your gender identity or presentation need not match your name, photo or gender marker. Your gender marker should not be used to verify your identity.
- If you can, update your photo ID to lessen the risk of encountering confusion when you arrive at the polls.
- If your name has changed, you may update it on the state website or with SOE before voting or at the poll by completing a voter registration form.

If you are not allowed to vote, contact the Florida Voter Protection Hotline:

The Florida Hotline is (833) 868-3352