

## Poll Watcher's Guide

*You are the eyes and the ears of the Democratic Party's campaign. You are there to observe and report on the administration of the election.*

### Arrival Checklist

- Arrive 30 minutes early, with your poll watcher badge (if provided).
- Use the "Check In" feature on LBJ. Repeat every 30 minutes or when able to go outside.
- Check if 150-foot no-solicitation zone is clearly marked.
- Check if polling place follows accessibility (ADA) guidelines (including a compliant voting machine).
- Check if signage to the polling place is clear to drivers and pedestrians.
- Introduce yourself to the clerk. Possibly ask if there are any questions.
- Text the outside volunteer, if present, to establish a connection.
- Find a suitable place to observe. (Note Poll Watcher observing rights in General Procedures below).
- Ensure "Voter's Bill of Rights and Responsibilities" is posted in English & Spanish.
- Record opening counts on the voting machines (may be zero).

### General Procedures

- Observe, report to the clerk, and record in LBJ all issues, resolved or unresolved.
- During polling hours, phones may be used to text, email, and use LBJ. Cameras are not allowed to be used. Keep tape over your phone's camera at all times in the polling place.
- Poll watchers are not allowed to wear political paraphernalia.
- Do NOT speak to voters within the polling place and the 150-foot zone. Speak ONLY to the clerk or assistant clerk(s).
- Do not talk to the media.
- Poll watchers are entitled to be close enough to listen to conversations with voters and see documents.
- Text outside observers to look for voters in distress or who have cast a provisional ballot.
- Communicate with outside volunteers regularly about conditions outside the polling place. If there is no outside volunteer, go outside the polling place every 30 minutes to check on conditions. Use LBJ to report line length every 30 minutes.

### Closing Checklist

- 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 Reports with the Clerk, noting counts for all ballot types (used and unused).
- Observe the pick-up of the ballot containers by an SOE representative.

## Additional Tips

- **Voter sign-in:**
  - The voter should NOT be asked for a driver license; but rather a current and valid ID when voting in person. Some acceptable IDs have no signature or photo (e.g. debit card and student ID), but in combination with another ID are valid. A list of acceptable IDs below.
  - Identification may include a combination of acceptable documents which contain a photo and a signature.
  - If the signature or legal name (e.g., through marriage) does not match the SOE's records, the voter may update their information there.
  - 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 update their address.
  - Voters should NOT be told to go home if their eligibility is in question; they should be offered a provisional ballot.
  - If a voter is at the wrong precinct, they should be directed to the proper precinct.
- **VBM ballot at the polling place:**
  - During Early Voting, the VBM ballot may be deposited in the drop box OR the voter may surrender the VBM ballot and follow the normal check-in process..
  - On Election Day, there are no drop boxes at polling places. The VBM ballot may be delivered to an SOE office before the polls close OR the voter may surrender the VBM ballot and follow the normal check-in process.

*Note: If the voter requested a VBM ballot, but did not bring it or it has not yet been received by the SOE, they may follow the normal check in process.*
- **Voting Assistance:**
  - A voter 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.
  - A voter may bring 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.
  - Alternatively, a voter may ask for assistance from the poll workers. In this case, poll workers from two parties, if available, should provide help.
- **A voter may bring** sample ballots, slate cards, etc., into the voting booth but the materials must be removed immediately.
- **Voters may wear** buttons, badges, campaign t-shirts, etc., but may NOT linger after voting.
- **Campaign materials** may be displayed and campaigning may occur only and always outside the 150' zone.
- **Challenges** may be made at the polling place or within 30 days prior to the election. The challenge must be in writing, presented to the voter, and the challenger must be registered to vote in that county.

## Issues to Look for, Report & Record in LBJ

- The polls open late or close early
- If the 150' no solicitation is not properly marked/enforced
- Inadequate signage directing voters to the polling place
- Uniformed law enforcement in or around the polling place
- Malfunctioning machines
- Shortages of voting materials (ballots, pens, machines, etc.)
- Inadequate ADA accessibility

- Inappropriate activities by poll watchers from other parties (e.g. speaking to voters, disturbing voters or the election process)
- False information posted around the polling location
- Signs of manipulation:
  - A voter being influenced to vote for a candidate or measure in the polling place (by stranger or family)
  - Campaigning in the polling place/loitering and talking
  - Political paraphernalia in the polling place
  - Photography in the polling place (a voter may photograph their ballot)
  - Operational and uncovered security cameras (cameras must be covered or labeled as not operational)
- Improper election administration, such as:
  - Requesting a driver license at check in; see acceptable forms of ID below
  - Not providing a signature update form when there is a mismatched signature
  - Not providing an address update form when there is a mismatched address
  - Quizzing the voter about their address
  - Not providing an address update form when needed
  - Denying assistance or access to ADA voting machine when requested
  - Prohibiting voter from using chosen assistant
  - Not informing the voter of the address of the proper precinct on Election Day
  - Not providing a provisional ballot when voter is denied a regular ballot
  - Prohibiting voter from voting due to language barrier
  - Not providing the voter with up to 3 ballots when mistakes are made
  - Discussing politics (candidates, ballot measures, etc.)
  - Voters arriving with VBM are mishandled

*Note: Text your boiler room if there is a significant delay or problem for any reason  
If you are having trouble logging into LBJ, please call the LBJ help desk at (XXX)XXX-XXXX*

## Acceptable Forms of Identification

The voter must present a current and valid picture ID. If the picture ID does not contain a signature, an additional ID with a signature must be presented.

- 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 U.S. Department of Veterans Affairs
- License to carry a concealed weapon or firearm issued pursuant to Florida law
- Employee ID card issued by any branch, department, agency, or entity of the Federal Government, the state, a county, or a municipality

## Statutory References

Provisional Ballots	<a href="#">§101.048</a>	Poll Watcher	<a href="#">§101.131</a>	Vote-by-mail	<a href="#">§101.62</a>
Voter Identification	<a href="#">§101.043</a>	Polling Place	<a href="#">§102.031</a>	Challenges	<a href="#">§101.111</a>
Voter Assistance	<a href="#">§101.051</a>				

Note: If a voter has been denied due process, you may follow them out of the polling place, and beyond the 150-foot' zone toand provide them with a National Voter Registration Act (NVRA) Complaint form and provide guidance in it's preparation. Similarly, ????????????????