

Panel: Election Day Issues

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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.