



Registration Clerk Training

November 5, 2024
Presidential Election

Introductions



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Have you signed up for Equipment Lab?

It's a blast!

In This Training

- New and New-ish
- What's going on?
- What do we do about it?





New and New-ish

Federal Only and President Only Ballots

- Federal Only: From flag in Pollbook
- President Only: From Moving Conditions
- Must be voted on Ballot Marking Device

Ballot

Precinct 101



Provisional

Provisional Ballots

- Separate, labeled provisional ballots
- Won't be read by scanner
- Track on Provisional Ballot Logs

Provisional Ballot Log is Digital in Pollbook

SDR (new to Arlington)

Add Voter to the pollbook

Check in provisionally

SDR (Move Within Arlington)

Update address in pollbook

Check in provisionally

All other Provisionals

Override with password if needed

Check in provisionally

Election Night Provisional Numbers **MUST BE CORRECT**

Provisional Ballot Record Report	Match provisional ballot usage throughout the day
Provisional check-ins on Poll Pad	Match total number of provisional ballot envelopes in 1A
Voters added to Poll Pad	Match total number of SDRs for voters who are NEW to Arlington

Provisional Ballot Record Report

- The main office needs some data Election Night
- Also tracks provisional ballot usage
- Must be checked against Provisional Ballot Envelopes at close

Registration Clerk Referral

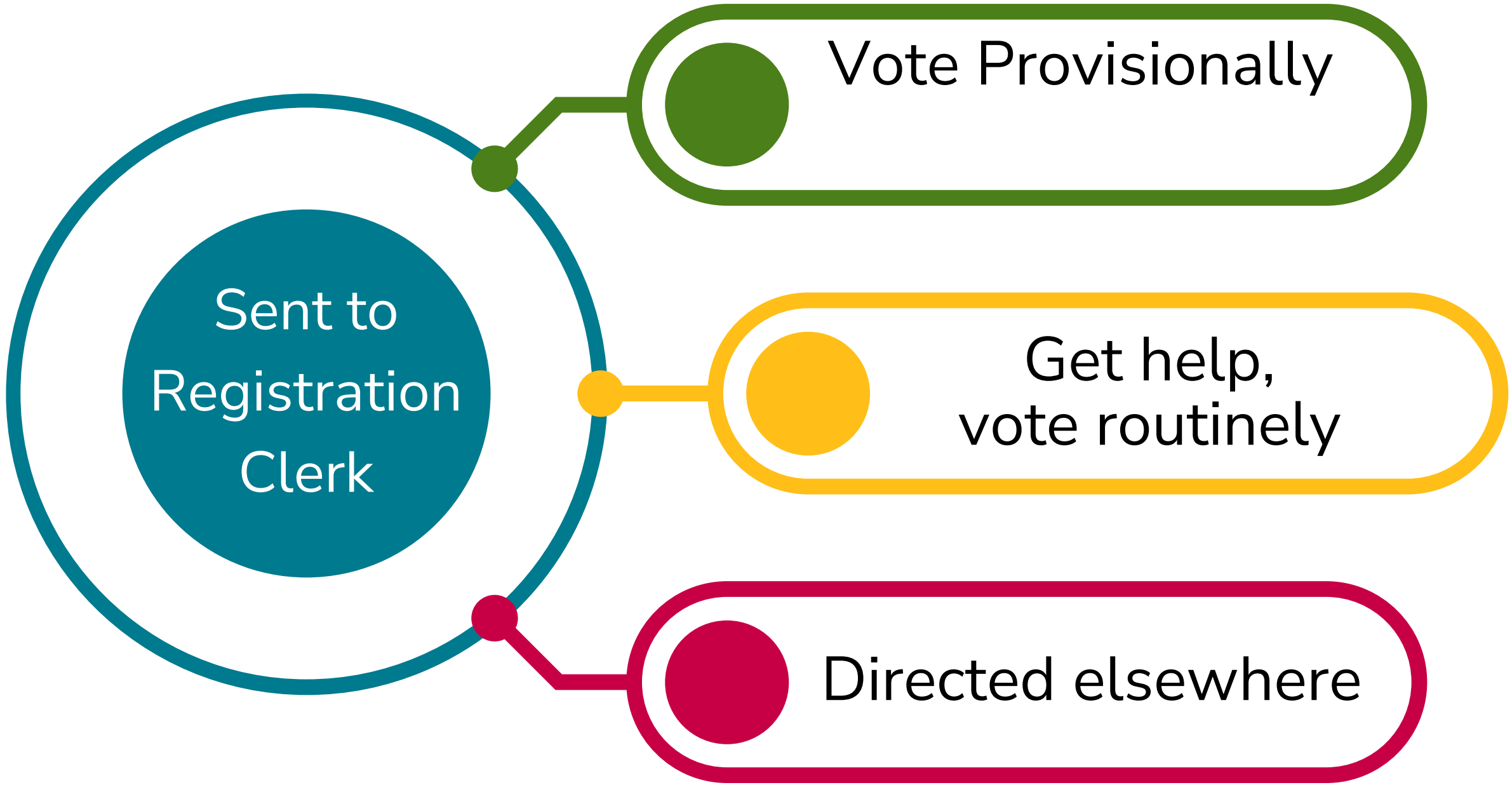
Registration Clerk Referral Slip

Reason

- | | |
|---|---|
| <input type="checkbox"/> Could not find voter in Pollbook | <input type="checkbox"/> Mail Ballot Alert |
| <input type="checkbox"/> Address given is different from pollbook (Ignore address listed on the ID) | <input type="checkbox"/> Issued |
| <input type="checkbox"/> No acceptable ID | <input type="checkbox"/> Marked |
| <input type="checkbox"/> Name Change | <input type="checkbox"/> Pre-processed |
| <input type="checkbox"/> Marked as having already voted (Green) | <input type="checkbox"/> On Machine |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Overseas: Returned |
| | <input type="checkbox"/> Fed Only |



Process



Vote Provisionally

Sent to
Registration
Clerk

Get help,
vote routinely

Directed elsewhere

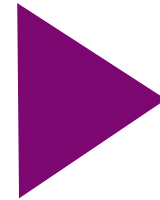
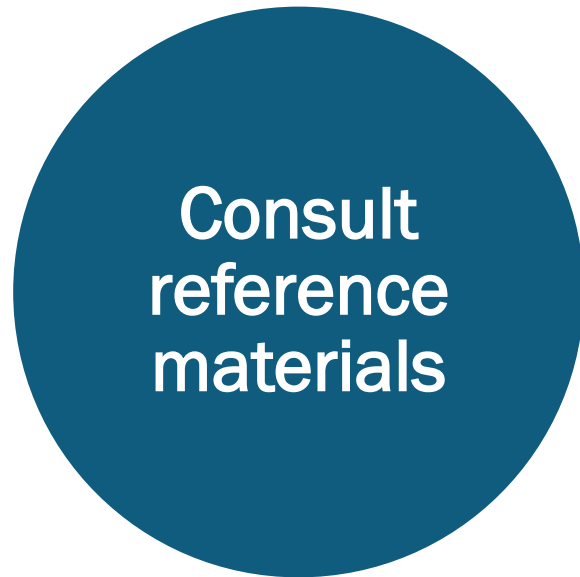
Books Over Brains

- You only work elections a few times a year!
- Best practice and state law changes
- Learn how to find the information you need
- Don't rely on your memory



Resources

- Instructions in pollbook
- Quick Guide
- Digital Quick Guide
- What ifs
- Us!



1.) Gather Information

- Registration Clerk referral
- Look the voter up in the Poll Pad
- Ask clear, direct questions
- Don't assume the voter's level of knowledge

2.) Diagnose

- Not registered in pollbook
- Information change
- Flag in pollbook



Moving Conditions

Two Options

**Same Day
Registration at the
Precinct where
they live now**

**Update
registration and
vote at their old
precinct**

Moving Conditions Chart

Start Here

Is the voter currently registered in your precinct?

Yes

Where and When did the voter move?

No

Does voter currently live in your Precinct?

Yes SDR

No Send to new precinct.

Out of Virginia

Before Oct 7, 2024

Not eligible to vote.

On or after Oct 7, 2024

Presidential only Ballot

To a different County

Before Nov 8, 2023

SDR in New Precinct

After Nov 8, 2023
VRA. Regular Ballot

Within Arlington but a different precinct

Before Nov 3, 2020
SDR in New Precinct

Between Nov 3, 2020 & Nov 7, 2023
AOE. Regular Ballot

After Nov 8, 2023
VRA. Regular Ballot

Within Arlington. Same precinct

VRA. Regular Ballot

4 Pieces of Information

1. Is the voter currently registered in your precinct?
2. WHERE the voter lives now
3. WHEN they moved



Paperwork then Vote

- AoE - Affirmation of Eligibility
- VRA – Voter Registration Application
- Apartment update form

Mail Ballots and Election Day Voting

If they brought the ballot...

1. Deface the ballot
2. Mark on Ballot Record Report
3. Check in and issue new ballot

If they didn't...

1. Check in **PROVISIONALLY** on pollbook
2. Issue provisional ballot

Refer to Another Precinct


- Put as much detail as possible on the referral
- Only refer a voter if they have NO ability to vote at your precinct or the voter decides to go



Provisional Ballots

Provisional Ballots

- Any time a voter's eligibility can't be confirmed
- Any voter NOT registered AT YOUR PRECINCT must vote provisionally
- Must be cast in the precinct where they currently live



A voter should never fill out
both sides of the Provisional
Ballot Envelope.

Example Provisional - SDR

- Check voter's ID.
- Double-check voter's name in Pollpad
- Ensure the voter lives in your precinct.
- QR Code
- Street File



Check voter in on pollpad

Paperwork Time

- Give voter provisional envelope - line through other side
- Voter fills out Voter Registration Application on envelope
- Double check that ALL STARRED FIELDS are filled out correctly, especially section 3

Paperwork Time

- Registration Clerk completes their portion of the envelope.
- Voter collects ballot using Provisional Envelope and votes ballot
- When the voter returns, double check work
- Voter drops ballot in provisional bag
- Give voter Provisional Voter Notice

Oaths!



Officer of Election
Oath