

# Poll Managers Handbook

September 2022 Edition



# Important Numbers & Information

My Precinct: \_\_\_\_\_ Polling Place: \_\_\_\_\_

Polling Place Address: \_\_\_\_\_

Equipment Issues: \_\_\_\_\_

Voter Issues: \_\_\_\_\_

Check-In Times: \_\_\_\_\_

Check-In Number: \_\_\_\_\_

Local Law Enforcement (non-emergency #): \_\_\_\_\_

	<b>Name</b>	<b>Number</b>
<b>Polling Location Technician</b>		
<b>Clerk</b>		
<b>Manager</b>		
<b>Manager</b>		
<b>Manager</b>		
<b>Manager</b>		
<b>Manager</b>		
<b>Manager</b>		

# **SOUTH CAROLINA**

---

## ELECTION COMMISSION

### **Poll Managers Handbook**

September 2022 Edition

State Election Commission  
1122 Lady Street, Suite 500  
Columbia, SC 29201

Mailing Address:  
State Election Commission  
P.O. Box 5987  
Columbia, SC 29250-5987

Follow scVOTES on Facebook, Instagram & Twitter

Download a copy at [www.scVOTES.gov](http://www.scVOTES.gov)

Printed September 2022

11858\_12 30,000

Total Cost \$67,500.00, Total Printed 30,000, Unit Cost \$2.25

To The Manager:

Thank you for your willingness to serve as a poll manager on election day. State and county election officials work hard all year to ensure that elections are secure and run smoothly, but we can't do it alone. You and more than 20,000 of your fellow poll managers play an important role in conducting fair and impartial elections.

As a poll manager, you will be the face of the election community as you assist voters in a friendly and courteous manner. Poll managers are expected to put aside any personal political views and party allegiances. Our goal is to ensure voters have a pleasant experience and leave the polling place feeling satisfied and confident that their vote counts.

This handbook provides you with the information necessary to conduct elections efficiently and effectively in the polling place. Even if you have worked as a poll manager before, it is important to review the information to make sure you are aware of any changes that may have occurred. In addition to the handbook, an online poll manager training program is available. Online poll manager training can be accessed at any time via the Internet. Ask your county voter registration and elections office to provide you with access to the system.

Again, thank you for serving as a poll manager.

Sincerely,



Howard M. Knapp

COMMISSIONERS

JOHN WELLS  
Chairman

JOANNE DAY

CLIFFORD J. EDLER

LINDA MCCALL

SCOTT MOSELEY

---

HOWARD M. KNAPP  
Executive Director

---

1122 Lady Street  
Suite 500  
Columbia, SC 29201

P.O. Box 5987  
Columbia, SC 29250

803.734.9060  
Fax: 803.734.9366  
[www.scvotes.gov](http://www.scvotes.gov)

<b>Introduction</b> .....	1
<b>Poll Managers</b>	
Managers Creed .....	2
Types of Managers .....	2
Poll Managers Roles .....	2
Qualifications of Managers.....	3
Number of Managers .....	3
Training .....	4
Constitutional Oath .....	4
Failure of Managers to Attend Election.....	4
Power of Managers .....	4
Use of Electronic Devices Within the Polling Place.....	5
Campaign Materials .....	6
Poll Watchers and Observers .....	6-9
Candidates and Candidate Representatives .....	10
Equipment .....	11
Ballot Types .....	12-13
Ballot Styles .....	13
<b>Before Polls Open</b>	
Arrival .....	14
Attire.....	14
Manager’s Badges .....	14
What to Bring.....	14
What NOT to Bring .....	14
Expectations of Behavior .....	15
Manager’s Oath .....	15
Emergency Preparedness .....	15
Arrangement of Polling Place .....	16
Polling Place Diagram.....	17
Polling Place Accessibility.....	18-21
<i>Parking</i> .....	18
<i>Entrance</i> .....	19
<i>Interior Pathway</i> .....	19
<i>Voting Area</i> .....	20
<i>Accessible Voting</i> .....	20
<i>Hanging Signs</i> .....	21
Managing Long Lines .....	22



## Table of Contents II

---

Equipment Setup .....	23-24
<i>Setting up the Electronic Poll Books (EPBs) .....</i>	<i>23</i>
<i>Preparing Ballot-Marking Devices (BMD's) and Scanners for Voting .....</i>	<i>24</i>
Ballot Box .....	24
Security Seals .....	25
Voter Registration Lists .....	25
Electronic Poll Books (EPBs).....	25
Paper Voter Registration Lists .....	26
Poll List & Voter's Oath.....	26
Completing the Opening Checklist .....	27
Opening the Polls .....	27

### **Processing the Voter**

At the Qualification Table.....	28-31
<i>Step 1. - Voter Presents Photo Identification .....</i>	<i>28</i>
<i>Step 2. - Verify Photo, Expiration Date and Signature.....</i>	<i>28</i>
<i>Step 3. - Locate Voter On Electronic Poll Book (EPB).....</i>	<i>28</i>
<i>Step 4. - Verify Address.....</i>	<i>29</i>
<i>Step 5. - Check for Comments or Status Codes .....</i>	<i>29-30</i>
<i>Step 6. - Primary Elections .....</i>	<i>30</i>
<i>Step 7. - Voter Signs Voter's Oath.....</i>	<i>31</i>
<i>Step 8. - Print Ballot Card.....</i>	<i>31</i>
<i>Step 9. - Direct Voter to Next Available Ballot-Marking Device (BMD) .....</i>	<i>31</i>
<i>Step 10. - Voter Marks Ballot .....</i>	<i>31</i>
<i>Step 11. - Voter Casts Ballot on Scanner.....</i>	<i>31</i>
Assistance to Voters .....	32
Curbside Voting .....	33-34
Ballot-Marking Device (BMD) Accessibility.....	34
Audio Ballot Procedure .....	35
Husband and Wife Voting Together .....	35
Children in the Voting Booth .....	35
Voter Wishes to Take Sample Ballot into Voting Booth.....	36
Time for Voter to Remain in Voting Booth .....	36
Write in Votes .....	36
Crossover Voting .....	36
Defaced or Spoiled Ballots.....	37
Voting in Primaries and Runoffs .....	37

**Election Day Issues**

Voter Without Qualifying Photo Identification ..... 38-39

Photo ID Questions and Answers ..... 40-41

Voter’s Identity in Doubt ..... 42

Name Not Found on Electronic Poll Book (EPB)..... 43

Manually Adding Voters ..... 44

Address Not Correct on Electronic Poll Book (EPB) ..... 45

Failsafe Voting ..... 46-47

Absentee Ballot Issued..... 48

Voted at Early Voting Center ..... 48

Voter Qualification Challenges..... 49

Voting a Provisional Ballot..... 50-51

Voter Decides not to Vote During Check in Process..... 51

Voter Leaves Without Completing Voting Process..... 51

Police Officers ..... 51

No Concealed Weapons Allowed ..... 52

Emergency Situations..... 52

Felony Charges for Election Misconduct ..... 53

Equipment Issues ..... 53-54

Marking Paper Voter Registration List ..... 55

Marking Absentee Voters..... 55

Marking Election Day Voters ..... 56-58

*General Election List* ..... 56

*Party Primary List* ..... 56-57

*Municipal Election List* ..... 58

Ballot Box is Full ..... 58

**Closing of the Polls**

Shutting Down the Electronic Poll Books (EPB) ..... 59

Canvassing and Reporting of Vote Totals at Polling Place..... 59

Scanning Emergency Ballots ..... 59

Provisional Ballots..... 59

Posting Election Results ..... 60

Sealing Equipment after Election..... 60

Accounting for Ballots after Election ..... 60

Unable to Scan Emergency Ballots ..... 61

Completing the Closing Checklist..... 62

Returning Supplies to the County Office ..... 62

---

**Appendix**

Qualifying Photo IDs .....	1
Primary Voter Registration List.....	2
Democratic Primary Poll List .....	3
Republican Primary Poll List.....	4
General Election Voter Registration List .....	5
General Election Poll List .....	6
Municipal Voter Registration List .....	7
SC Voters Change of Address Form .....	8
Provisional Ballot Envelope (Front).....	9
Provisional Ballot Envelope (Back) .....	10
Notice of Hearing on Provisional Ballots .....	11
Ballot Reconciliation Worksheet .....	12
Ballot Reconciliation Worksheet Instructions .....	13
Record of Watchers and Observers Form.....	14
Code of Conduct for Polling Places .....	15



# 1 Introduction

---

## Statutory References

Statutory references in this booklet (for example, 7-13-72) refer to sections of the 1976 Code of Laws of South Carolina as amended. For training purposes only, certain language from the S.C. Code of Laws has been paraphrased. This is not intended to change the meaning of any law in any way.

## Voter Registration Lists

All voter registration lists in this Poll Managers Handbook are public records. These lists are used for training purposes only. While the names in these lists are factual, some signatures shown in these lists are not the actual signatures of the voters. These signatures are not intended to be used as the voters' signatures and are used only for demonstration purposes.

## Terms

"Elector" and "Voter" – Used interchangeably to mean a registered voter.

"Manager" – Poll manager or manager of the election.

"Clerk" – Lead poll manager

"County Board" – The county board of voter registration and elections.

"County Office" – The county voter registration and elections office.

"EPB" – Electronic Poll Book

"BMD" – Ballot-Marking Device

## 2 Poll Managers

---

# POLL MANAGERS

## Manager's Creed

"I will do all I can within the law to help you vote today."

## Types of Managers

- **Clerk** – The county board appoints one manager in each precinct to be clerk. The clerk is the lead poll manager (7-13-72).
- **Poll Managers** – All managers assigned to the polling place, including clerks and assistants, are poll managers and are responsible for the operating of polling place.
- **Poll Manager's Assistant** – One 16 or 17-year-old assistant may be appointed for every two poll managers. Assistants must complete poll manager training. Assistants may not serve as clerk but have the same responsibilities as a poll manager (7-13-110).

## Poll Manager Roles

Managers may serve in various roles on election day. In smaller precincts or in elections with low turnout, one manager may play multiple roles:

- **Clerk** – The clerk is the lead poll manager and oversees the polling place. It is the clerk's job to assign roles, arrange the polling place, monitor the flow of traffic, maintain an orderly voting process, complete paperwork, ensure equipment is returned, and ensure policies and procedures are followed.
- **Greeters** – Greets voters, asks voters if they have the proper Photo ID, asks voters to have their ID ready, identifies voters with issues, directs voters to the manager's table or resolution table, monitors for curbside voting, and monitors for any issues inside or outside the polling place.
- **Manager's Table** – Processes voters.
- **Resolution Table** – Processes voters with address issues, provisional ballots, and other issues.
- **Curbside Manager** – Manages the curbside voting process.
- **Ballot-Marking Device (BMD) Manager** – Directs voters to an available BMD, instructs voters on inserting the ballot card, selects ballot styles, and directs voters to the scanner.
- **Exit Monitor** – Monitors the scanner to ensure voters do not leave without scanning their ballot, instructs voters on how to scan their ballot, provides "I Voted" stickers, and collects ballot stubs from voters casting an emergency ballot (Section 7-13-730).

## **Qualifications of Managers**

- Clerks must be registered to vote in the county in which they are working, or in an adjoining county (7-13-72).
- Poll managers must be registered to vote in South Carolina. There is no requirement to be a resident of the county or an adjoining county (7-13-110).
- Managers may not be a candidate or the spouse, parent, child, brother, or sister of a candidate at any polling place where the candidate's name appears on the ballot (7-13-120).

## **Number of Managers**

### **General Elections**

For general elections, the county board appoints three managers for each polling place in the county for every 500 voters registered to vote at such polling place or portion thereof (7-13-72). For example, if 1,350 persons are registered to vote at a particular voting place, nine managers should be appointed.

### **Special or Municipal Elections**

For special or municipal elections, the authority charged by law with conducting the election appoints three managers for the first 500 electors registered to vote in each precinct in the county, municipality, or other election district and one additional manager for each 500 registered voters over the first 500 (7-13-72).

### **Statewide Primaries**

For primary elections held on the second Tuesday in June of each general election year, the county board appoints three managers for each polling place in the county for the first 500 electors registered to vote at such polling place, and may appoint three additional managers for each additional 500 electors registered to vote there.

### **All Other Party Primaries**

For all other primaries, the county board appoints three managers for the first 500 electors registered to vote in each precinct involved in the primary election and one additional manager for each 500 electors registered to vote in the precinct above the first 500.

Forty-five days prior to any primary, except municipal primaries, each political party holding a primary may submit a list of prospective managers to the county board. The board must appoint at least one manager for each precinct from the list of names submitted by each political party holding a primary. The county may refuse to appoint a manager from the list for good cause (7-13-72).

## 4 Poll Managers

---

### Training

Efficiently run elections are essential to an orderly form of government. All elections must be uniform and conducted within the boundaries of the laws of the state. Poll manager training is necessary for the conduct of good elections and is required by law. The county board is responsible for training poll managers. The State Election Commission is responsible for providing poll manager training materials (7-13-72).

While you may be required to attend in-person training, all managers are encouraged to complete online poll manager training at [scVOTES.gov](http://scVOTES.gov). Your county board will provide you a username and password.

### Constitutional Oath

After completing training, managers must take and sign the following oath prescribed by the S.C. Constitution:

“I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been appointed, and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect and defend the Constitution of this State and of the United States. So help me God.”  
(Article III, Section 26, S.C. Constitution)

This oath should be filed immediately with the Clerk of Court, or if there is no clerk, then with the Secretary of State (7-13-72).

### Failure of Managers to Attend Election

If any of the managers fail to attend or if they have not been appointed, the qualified voters of the precinct who are present may appoint a manager to act in the place of the absent manager. If the duly appointed managers attend within a reasonable time, they will act as managers (7-13-170).

### Power of Managers

Managers have such police power as necessary to carry out the provisions of the election laws. They have full authority to maintain good order at the polls and to require obedience to their commands during the election and during the counting of the ballots. All peace officers are required to answer a manager’s call for help in preserving the peace (7-13-140).

For example, if a person is being disorderly or unruly and refuses to stop, or is interfering with the conduct of the election, a police officer may be requested to remove that person.

## Use of Electronic Devices within the Polling Place

For the purposes of this section,

- A. A person may not use a wireless communication device or camera within the polling location. For larger precincts, these devices may be used until the voter reaches the interior voting room, including the check-in station.
- B. A person may not use any mechanical or electronic means of recording images or sound within the polling location.
- C. Election officials may require a person who violates this section to turn off the device or to leave the polling place.
- D. This section does not apply to:
  - 1. an election official in conducting their official duties;
  - 2. a voter using a phone or electronic device for accessibility purposes;
  - 3. a voter using a phone to view their sample ballot
  - 4. the use of election equipment necessary for the conduct of the election; or
  - 5. a person who is employed at the location in which a polling place is located while the person is acting in the course of the person's employment.
- E. Reporters or photojournalists may observe the polling location as long as it's not interfering with the conduct of the election. They may not take photo/videos in the interior voting area without prior permission from the county office. County office will provide reporters or photojournalists with guidelines for photography within the polling place.

Guidelines for media include:

- 1. Photographers should not be in the polling place for any extended amount of time and no longer than it takes to get the necessary photos/video
- 2. No continuous live shots from inside the polling place
- 3. Photographers should stay as far away from voters and equipment as possible
- 4. No close-up shots of voters or equipment
- 5. Do not approach voters as they are entering the polling or while they are inside of the polling place
- 6. Interviews can only be conducted outside as the voter is leaving

## **6 Poll Managers**

---

### **Campaign Materials**

On election day, it is unlawful for any person to distribute or display campaign material within 500 feet of any entrance used by the voters to enter a polling place.

Campaign material is any written or visual material that has the intention or effect of supporting or opposing any candidate, party, or question in the current election.

It is the duty of poll managers to keep this prohibited area clear of political literature and displays. (7-25-180 (a))

The poll managers' responsibility to enforce this rule applies only to the polling place property and any public property or rights of way within the 500-foot area. Poll managers are not responsible for addressing materials distributed or displayed on private property not under the control of the county board of voter registration and elections on election day. Complaints about campaign materials being displayed within 500 feet of the polling location on private property should be directed to local law enforcement. Poll managers have no authority to remove signs or other materials from private property.

If the campaign material is displayed within 500 feet on the grounds of the polling place, poll managers can remove the material or require the person displaying or distributing the material to remove the material, cover the material, or otherwise cause the material not to be visible. Campaign material on shirts may be addressed by wearing a jacket, coat, or sweater over the shirt or turning the shirt inside out. The material must remain out of sight while in the polling place and within 500 feet of the polling place. If a voter refuses to cover or remove the material, poll manager should advise the voter of the law and the requirement that the material not be visible. Illegal campaign material displayed by a voter must be addressed first before proceeding with the voter check-in process. If the voter refuses to comply, contact the county office for assistance.

If the campaign material is displayed on public property within 500 feet of the polling place, but not on the grounds of the polling place, contact the county office. The county office will have the material removed.

In consideration of the factors stated above, county and municipal law enforcement officers must, upon the request of the poll managers or county election officials, remove or cause to be removed any material distributed or displayed within 500 feet of any such entrance.

### **Poll Watchers and Observers**

#### **Poll Watcher**

A Poll Watcher is a person designated by a candidate or party to fulfill a specific role at the precinct. They will have an official letter from the candidate or party designating them as such and listing the precinct(s) for which they may be assigned.

#### **Observer**

An observer is a member of the public who isn't performing a specific role (manager, clerk, voter, watcher, etc.). Since elections are a public process, anyone should be allowed to observe under certain conditions.



### **Record of Watchers and Observers**

Poll watchers and observers must present a valid photo ID to the poll manager/clerk on duty upon their arrival. Managers must record the names of watchers/observers on the Record of Watchers and Observers form. These forms should be provided to you by your county office, however, there is also a copy of it in the Appendix of this handbook. These forms should be returned to the county office with the election supplies.

### **Designated Observation Areas**

Watchers and observers will be placed in designated areas for viewing the processes on Election Day or at an Early Voting Center. Watchers should be stationed nearby, behind, but within earshot of the check-in table. This area must be out of reach of election equipment, supplies, and documents. Watchers must not be seated at the same table with managers or in an equivalent position that could cause confusion about who is an election official. Observers should be stationed completely out of the way of the entire process. Observers should be limited to broadly viewing the activity within the polling place. Poll watchers and observers must remain in the designated area while in the polling place.

If the size of the polling place will not accommodate the number of qualified poll watchers, the Clerk must allow for watchers to take turns in shifts. Due to polling place size, observers may be limited in number or disallowed.

### **Watchers – Party Primaries**

Each candidate may appoint one watcher at a time for any polling place where the candidate's name is on the ballot (7-13-860).

### **Watchers – General and Special Elections**

- Party Candidates – Watchers are appointed by the party, not the candidate. Candidates of the same political party are jointly represented at a polling place by not more than two watchers at a time for each 1,000 registered voters or fraction thereof registered in the precinct (7-13-860).
- Nonpartisan Candidates – Each candidate may appoint one watcher at a time for any polling place where the candidate's name is on the ballot (7-13-860).

## 8 Poll Managers

---

### **Poll Watchers Must:**

- Wear their badge when inside of the polling location at all times.
  - > Their badge must specify the names of the candidate or party he/she represents.
  - > The size of the badge must not exceed 4 ¼" X 4 ¼".
  - > The size of the individual letters on the badge must not exceed ¼" X ¼".
  - > The badge may not be a color that has a fluorescent quality.
- Be a qualified voter in the county.
- Present the poll manager with a letter signed by the candidate or by an appropriate party official stating that he/she is certified to act as a watcher in that precinct.
- Address the Clerk or Poll Manager if they wish to challenge a voter. They may not address the voter. The manager should then follow the procedure outlined in the preceding section entitled "Voter Qualification Challenge Procedure."

### **General Polling Place Conduct and Expectations for Poll Watchers and Observers**

Poll Watchers and Observers must follow the direction of the Clerk and/or Poll Manager on duty at all times. Any Poll Watcher or Observer who refuses to agree to and abide by the Code of Conduct will not be allowed to remain in the polling location and will be asked to leave. If they refuse to leave, the poll manager or clerk should contact local law enforcement for assistance.

Note: The clerk or poll manager may provide a copy of the Code of Conduct handout to watchers and observers. The handout can be found in the appendix.

### **Observers and Poll Watchers may:**

- Observe the election processes, including the opening and closing processes at the polling place.
- Observe the election processes during the early voting period at an early voting center.
- Obtain information from the Clerk, or designated Poll Manager, about how many people have voted and who has voted as long as the EPB station is not currently being used to check-in voters. Lists will not be provided at the polling location.
- Make notes while observing the election processes.
- Ask questions of the Clerk, or designated Poll Manager, at the polls as long as they do not interfere with the conduct of any part of the voting process. If a poll watcher/observer disagrees with the designated poll manager or clerk, or needs more information, they should step outside and contact the county office for clarification.

**Observers and Poll Watchers may not:**

- Interfere with the conduct of the election.
- Take pictures or video inside the polling place, with the exception of the zero tape and totals tape once posted. See section on "Use of Electronic Devices within the Polling Place."
- Physically handle or touch any voting materials or equipment.
- Move or rearrange tables, chairs, or voting booths at the polling place or early voting center.
- Sit at or hover around official worktables or view confidential voter information on any computer terminal, EPB, or document.
- Communicate with voters inside of a polling place or an early voting center.
- Display any political material, including slogans, or wear campaign badges, buttons, or apparel.
- Wear any uniform resembling that of law enforcement officers or military personnel.
- Have a firearm, knife, or other weapon within a polling place or early voting center.
- Talk to any election worker who is not the Clerk or designated Poll Manager.
- Tell a Clerk or Poll Manager how to conduct their duties.
- Argue with any election workers or voters.
- Make physical contact with election personnel or voters.
- Verbally harass or intimidate election workers, voters, or other persons in the polling place or early voting center.
- Assist in operations at any polling place or early voting center.
- Prevent other observers or poll watchers from observing materials or a process.

**Canvassing the Vote**

After the polls close, poll watchers and observers can remain in the polling place to observe the canvassing process. The Clerk may establish a new designated area for watchers and observers to allow for the viewing of the closing process. They must remain in a designated observation area during this time apart from viewing the totals tape once it is posted publicly. They may take a picture of the totals tape once it's posted outside of the immediate voting area. Watchers and observers will be dismissed from the polling place after the totals tapes have been printed, signed, and posted AND the ballot boxes have been locked and sealed.

## 10 Poll Managers

---

### Candidates and Candidate Representatives

#### Candidates may **not**:

- Display or distribute campaign materials within the 500-foot area.
- Wear a candidate badge inside the polling place.
- Actively campaign inside the polling place.
- Intimidate voters.
- Interfere with the orderly election process.

#### Candidates may:

- Campaign verbally within 500 feet of the entrance to the polling place as long as it does not interfere with the election process.
- Wear a badge no larger than 4 ¼" X 4 ¼" This badge may contain only the candidate's name and office sought.
- Enter the polling place. Candidate badge must be removed before entering.

#### Candidate Representatives may **not**:

- Display or distribute campaign materials within the 500-foot area.
- Wear any type of campaign badge.
- Campaign inside the polling place.
- Intimidate voters.
- Interfere with the orderly election process

#### Candidate Representatives may:

- Campaign verbally within 500 feet of the entrance to the polling place as long as it does not interfere with the election process.

Any complaint regarding polling place campaigning should be directed to the poll managers. Managers should use their best judgment to settle any issues and maintain an orderly election process. See "Power of Managers" section (7-25-180 b).

Under supervision of the poll managers; poll watchers, candidates, and candidate's representatives should be allowed to look at the list if it is not currently being used to process voters and does not interfere or disrupt the orderly voting process.

## Equipment



### ◀ **Electronic Poll Book (EPB)**

The electronic pollbook, or EPB, is what poll managers and clerks use to check-in voters, verify their addresses, and in most cases verify their eligibility to vote.

### **ExpressVote Printer ▶**

The ExpressVote Printer is directly connected to the EPB and is the equipment you use for producing a ballot for voters.



### ◀ **MiFi Device**

These devices are provided by the SEC and are only used to connect the EPBs to the county office for election security.

### **Ballot Marking Device (BMD) ▶**

The ballot marking device, or BMD, is the machine that voters use to select the candidates they wish to cast a ballot for. The BMD will allow voters to review their selections on the screen and will print a copy of their selections on their paper ballot.



### ◀ **Ballot Scanner DS-200**

The DS200 is a ballot scanner. This is where voters officially cast their ballots in an election. This scanner reads ballots whether placed face up or face down, however, face down is recommended for optimal privacy for the voter.

## 12 Poll Managers

---

### Ballot Types

#### Ballot Cards

Ballot cards are issued to voters at the check-in table and are inserted in a ballot-marking device (BMD) by the voter to activate a voting session. After making selections, voters review their selections and print their ballot card. Voters then review the printed ballot card and cast their ballot by inserting it into the scanner. The scanned ballot cards are then automatically fed into a ballot bin in a compartment in the scanner base.

Each polling place should have one BMD for each 250 registered voters, or portion thereof, or as near thereto as may be practicable (7-13-1680). BMDs must have a means to ensure voter privacy.

Voters must use ballot cards and BMDs, except under limited circumstances detailed below.

#### Emergency/Provisional Ballots

These are paper ballots that are hand-marked by the voter. Hand-marked paper ballots may also be referred to as “full-face” paper ballots. Emergency/Provisional ballots are included with your polling place supplies and should not exceed 10% of the registered voters in the precinct (7-13-430). You will receive Emergency/Provisional ballots for each ballot style in your precinct. The ballots will be labeled “Emergency/Provisional” at the top and are used for two purposes: emergency voting and provisional voting.

Emergency ballots are used if BMDs are not available. Voters hand-mark the ballots then place them in the scanner. If both the BMDs and the scanner are not available, the ballots are placed in the Emergency/Provisional slot on the front of the scanner by the voter. Poll managers scan emergency ballots during the closing of the polls. For more on using emergency ballots, see the “Ballot-Marking Devices (BMDs) Not Available (Emergency Ballots)” section.

Provisional ballots are used for various purposes outlined in the “Election Day Issues” section. Voters place these ballots in a Provisional Ballot Envelope, and the envelope is placed in the emergency/provisional slot on the front of the scanner base. Provisional ballots are not counted on election day. The envelopes are returned to the county office by the managers. For more details on provisional voting, see the “Voting a Provisional Ballot” section.

#### Failsafe Provisional Ballots

These are hand-marked paper ballots included with your polling place supplies that should not exceed 5% of the registered voters in the precinct (7-13-430(C)). Failsafe Provisional ballots contain only federal, statewide, countywide, and municipality-wide offices. In smaller elections, you may not receive Failsafe Provisional ballots because there are no such offices on the ballot. Voters place these ballots in a Provisional Ballot Envelope, and the envelope is placed in the emergency/provisional slot on the front of the scanner base. Failsafe Provisional ballots are not counted on election day. The envelopes are returned to the county office by the managers. For more information, see the “Failsafe Voting” section.



**Use of Hand-Marked Paper Ballots**

Hand-marked paper ballots may be used only for emergency and provisional voting. A voter may not use a hand-marked ballot simply because they do not want to use the BMD. For more on using emergency ballots, see the "Ballot-Marking Devices (BMDs) Not Available (Emergency Ballots)" section (7-13-830).

**Ballot Styles**

One of your most important duties is to ensure each voter gets the correct ballot style. A ballot style is a unique combination of offices that appear on a voter's ballot depending on the voter's address. For example, a county council district line may cross your precinct causing some voters to vote a ballot featuring district 1 while other vote ballots featuring district 2. Your polling place may have numerous ballot styles. In primaries, additional ballot styles will exist for each party (7-13-610). Electronic poll books (EPBs) automate the ballot style selection process. After checking in the voter, you will place the voter's blank ballot card in a printer, which will print a barcode on the ballot. When the voter inserts the ballot card in the BMD, the voter's correct ballot style will automatically appear. If providing a voter a hand-marked paper ballot, you will need to refer to either the EPB, paper list, or be directed by the county office to select the correct ballot.

# ELECTION DAY BEFORE POLLS OPEN

## Arrival

Managers should arrive at the polling place at least one hour before the polls are scheduled to open. Know how to get to your polling place and where to park before Election Day. It may be helpful to visit your assigned polling place before Election Day. Make sure arrangements have been made to unlock the doors to the facility on election morning. Make sure you have an emergency contact number.

## Attire

It's election day, and because you are a public employee for the day, appropriate casual dress is required. What you wear helps set the professional tone that should be present in your polling location at all times. On Election Day, select clean, comfortable, and appropriate attire. Wear comfortable shoes. Because it is both mandated by law and inappropriate, you should not show political preference toward or against any party, candidate, or issue. Do not wear cologne, perfume, or aftershave, which may affect sensitive people. You may wear patriotic colors. Bring a sweater or jacket in case the temperature in the room is cool.

## Manager's Badges

Managers will be provided with identification badges and must wear them at all times.

## What to Bring

Poll managers should remember to bring the following items to the polling place on Election Day:

- Food and drink for the day
- Cell phone and charger
- A light sweater or jacket
- Medications you may need (Kitchen facilities may not be available; check with your county office if your medication needs refrigeration.)

## What NOT to Bring

Do not bring any of the following items to the polling place on Election Day:

- Personal music player/headphones/earbuds
- Political items
- Pets
- Alcoholic beverages
- Firearms, knives, or other weapons
- Children or other guests

## **Expectations of Behavior**

Working on election day is a wonderful way to serve your community and keep our elections secure. You are the key to a successful election. As such, it is important to be aware of who is in earshot during your conversations throughout the day. You want to avoid all talk of candidates who are on the ballot and don't engage in conversation around your political beliefs. In the role of the poll manager, it is important for you to separate your personal political beliefs from your job serving as a poll manager. You must remain impartial at all times.

## **Manager's Oath**

Before opening the polls, the managers must take and sign a second oath in addition to the oath signed at training (included in polling place materials).

"We do solemnly swear that we will conduct this election according to law and will allow no person to vote who is not entitled by law to vote in this election, and we will not unlawfully assist any voter to prepare his ballot and will not advise any voter as to how he should vote at this election." (7-13-100)

The oath must be returned to the county board.

## **Emergency Preparedness**

- Identify all exits from your polling place.
- Locate the fire extinguisher, alternative telephones, and fire alarm handles, if any, to pull in case of an emergency.
- Ensure your cell phone is charged and turned on at all times.
- Know the address of the polling place and be prepared to give a definitive location within your building so that in the event you have to call 9-1-1, emergency responders can find you quickly.
- Maintain custody of ballot-marking devices, scanners, ballot boxes, ballot cards, paper ballots, paper voter registration list, EPBs, and other election materials and equipment to and from the polling place. If left unattended, these items must be locked in a secure area.
- Follow the voting system opening and closing procedures. Make certain to use seals and record seal numbers on the seal envelopes as instructed (see "Voting System Seals" section).
- Secure ballot cards and paper ballots while not in use. Do not leave ballots unattended.
- Verify ballot compartments and ballot boxes are locked, sealed, and monitored at all times. Do not leave any ballot box unattended.
- Notify the county office immediately of any security concerns.

After closing the polling place, return all materials immediately as instructed by the county office. The county office may instruct managers to secure some equipment inside the polling place for later pickup.

## 16 Before Polls Open

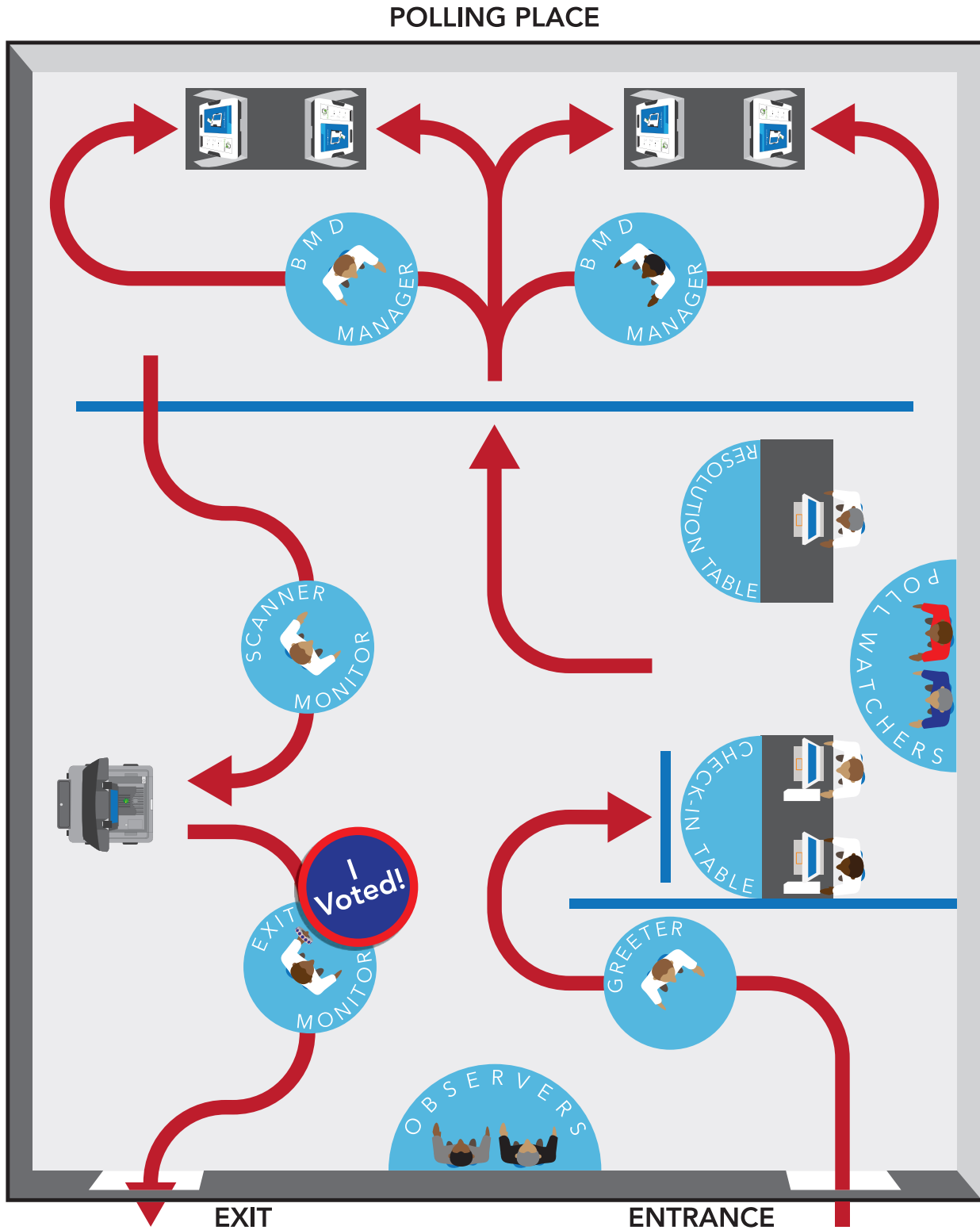
---

### Arrangement of Polling Place

Proper polling place arrangement is essential to ensure the secrecy of the ballot, an orderly flow of voters, accessibility for all voters, and polling place security. Managers should arrange their polling place in the most efficient manner possible.

- Each polling place must have a table for the managers
- BMDs must be placed at least five feet from a manager's table or station and any area where voters may be waiting. Allow as much distance as possible between these areas and the BMDs to maximize voter privacy.
- BMDs must be placed so that the screen cannot be seen by any manager or voter. Managers must ensure no one be in a position to see a voter's ballot while the voter is voting (7-13-1780). To accomplish this, devices may be positioned sideways against a wall so that the voter's shoulder is toward the wall, or the device can be positioned with the screen facing a wall so that the voter's back is toward the wall. Refer to the polling place layout diagram later in this section.
- To maximize voter privacy, turn the BMD so that the screen is facing away from any area where managers or voters may be.
- In most cases, BMDs will be placed on tables. Privacy screens are provided to surround the BMDs to ensure the secrecy of the voter's ballot. Other types of voting booths may be provided by the county office. A privacy screen on a table or voting booth must also be provided for voters who are hand-marking an emergency ballot.
- The scanner must be kept secure and should be arranged so that the voter can deposit their ballot without crowding, confusion, or interference.
- A manager must be stationed between the scanner and the exit door to ensure voters do not leave without scanning their ballot card. Managers should position themselves in a way that maintains the secrecy of the voter's ballot.
- A guard rail must be provided around the voting booths so that no one except authorized person can approach nearer than five feet to the booths. Use rope, tape, or other means to accomplish the objectives of avoiding crowding and interference, and to preserve the secrecy of the ballot (Section 7-13-130).
- Sample ballots and all posters and signs should be posted in a conspicuous area (7-13-1740). Posters should be posted so that the center of the poster is approximately four feet off the floor.
- Establish a designated area for Poll Watchers and Observers. Watchers should be stationed nearby, behind, but within earshot of the check-in table. This area must be out of reach of election equipment, supplies, and documents. Watchers must not be seated at the same table with managers or in an equivalent position that could confuse voters as to who they should check-in with. Observers should be stationed completely out of the way of the entire process. Observers should be given the ability to broadly view the activity within the polling place.

Instructions for using the BMD and scanner should be posted in the polling place. Instructions are included on the BMD and scanner display screens. In addition, detailed instructions on how to use the BMD and scanner are available in the brochure titled: "South Carolina's Paper-Based Voting System." If available, post this brochure inside the voting booth.



- For use as example only. Not drawn to scale. Every polling place is different. Arrange the polling place for maximum voter privacy and polling place efficiency.
- Red arrows represent voters moving through process. Blue line represents painter's tape used on floor to direct traffic flow.

## 18 Before Polls Open

### Polling Place Accessibility

Polling places must be accessible to all voters. While county boards work to take action to ensure polling places are accessible, poll managers play an important role in the process. This section provides polling place accessibility requirements and what steps you can take on Election Day to ensure all voters can access the polling place.

#### Parking

- There must be at least one designated van accessible space with signage containing the International Symbol of Access. The van accessible space must be at least 96" wide with a 96" access aisle.
- Parking lots with 25-50 spaces require one additional car space which is a 96" wide space with a 60" access aisle. Parking lots with 51-75 spaces require two additional car spaces.
- Accessible parking should be as close as possible to the most accessible route to the voting area.
- A curbside voting location must be provided and marked with a curbside voting sign. Curbside voting is covered in more detail in the Election Day Issues section.



#### What you can do:

- If the parking lot doesn't have accessible parking spaces, you can create accessible spaces by marking two regular spaces as one space by placing accessible parking signs in those spaces and separating them with cones or chairs.
- Ensure curbside voting signs are placed at eye level and are visible as voters enter the parking area.
- If using a bell, ensure it can be reached by the driver without leaving the car.
- Do not use the accessible parking spaces for curbside. The accessible parking spaces are for voters who may want to vote inside.
- Walk through parking lot, remove any debris barriers or obstructions.



## Entrance

- There must be a sign directing voters to the accessible entrance to the polling place.
- The pathway from the parking lot to the accessible entrance must be free of barriers and obstructions.
- Voters must be able to operate door handles with a closed fist.



### What you can do:

- Ensure accessible entrance signs are placed at eye level and are visible from the accessible parking area.
- Walk through all paths, remove debris, and move objects such as plants or signs out of the way.
- Make sure that any separate accessible entrances are unlocked.
- If door handles are inaccessible, prop open doors or schedule a person to open doors. Ensure that doors are not propped open using anything that would block the pathway. The county office may provide door stops.
- The county office may also provide accessible lever handles that can be used to make doorknobs accessible.
- If any one side of a double leaf door is not at least 32 inches wide prop both doors open.
- The county office may also provide portable ramps or wedges to provide access to thresholds and slight changes in level.

## Interior Pathway

- Walking surfaces must be stable, firm, and slip resistant.
- Wall mounted objects must not extend more than 4 inches from the side of an accessible route if between 27 inches (2 feet 3 inches) and 80 inches (6 feet 8 inches) above the ground.
- Post mounted objects must not extend more than 12 inches (1 foot) from the side of an accessible route if higher than 27 inches (2 feet 3 inches) and 80 inches (6 feet 8 inches) above the ground.
- The bottom edge of overhead objects must be at least 80 inches (6 feet 8 inches) above the ground. Examples of overhead objects include, but are not limited to, overhead signs and the underside of an exposed stairway.

### What you can do:

- Walk through interior pathways, remove debris, and move objects such as plants or signs out of the way. Check for cords, rugs, and other barriers that could make mobility difficult.
- If pathway is not stable, firm and slip resistant try to establish an alternative pathway.
- Use cones, chairs, trash cans, etc. under barriers to prevent voters from walking into them.



## 20 Before Polls Open

---

### Voting Area

- There must be a clear route throughout the entire voting area that is at least three feet wide.
- There must be a circular area at least five feet wide in front of the BMDs and scanner for an individual in a wheelchair to be able to turn around and leave the voting area.
- At least one BMD (preferably all) must be placed at an accessible height. An accessible table has a surface height of no more than 34 inches and no less than 28 inches above the floor. At least 27 inches of knee clearance must be provided between the floor and the underside of the table.

#### What you can do:

- Walk through the voting area, remove debris, and move objects such as plants or signs out of the way. Check for cords, rugs, and other barriers that could make mobility difficult.
- Provide chairs for individuals to sit on while waiting if needed.



### Accessible Voting

All BMDs are accessible to all voters. Each BMD is equipped with the following features:

- Audio-Tactile Keypad
- Headphone Jack
- An Input for a Sip-and-Puff Device and other Assistive Switches
- High Contrast Functionality
- Zoom Functionality

There must be at least one wheelchair accessible voting station in each polling place. Please ensure that at least one BMD is set up on a table to accommodate a voter in a wheelchair.

Voters may require assistance scanning their ballots. Do not assume that a voter requires assistance. Instead, the voter must request assistance if needed.

#### What you can do:

- Provide headphones to any voter requesting them.
- Ensure secrecy of the voter's ballot if assistance is required for scanning.

## **Hanging Signs**

You will receive a variety of signs from the county office that need to be placed around the polling facility. The list below describes which signs are required by law. Please make every effort to place these signs visibly. You will want to consider what the polling place may look like if there is a line of voters waiting to vote so you can avoid placing a sign that will be unintentionally covered. Also consider whether signs will be visible to voters in wheelchairs.

### **Required Signs**

The following signs are required at each polling place:

- No Concealed Weapons
- No Campaign Materials Allowed
- Vote Here
- Photo ID posters
- Accessibility (curbside and directional)
- Voting Twice is a Felony
- Sample ballot(s)
- Insert Ballot Face Down for Privacy (for ballot scanner)

Your county office may provide you will additional signs to be placed around the polling location.

## 22 Before Polls Open

---

### Managing Long Lines

In elections with heavy turnout, managers need to take additional steps to help reduce wait times. Visit the polling place prior to election day to determine the best layout:

- Think about where the line will form and arrange the manager's table to maximize the indoor waiting area.
- Use removable tape (e.g., painter's tape) on the floor to direct traffic flow. Think about a line leading to an amusement park ride or a bank teller. Do NOT use tape that would leave residue or damage floors.
- In a large polling place, consider having one line at the manager's table and another smaller line waiting to use ballot-marking devices (BMDs). If this method is used, be sure to keep the number of voters waiting on a BMD manageable so that there is no confusion over who has been checked in.
- Think about flow from the entrance door to the manager's table, to the BMD, to the scanner, to the exit door, and maximize your space.
- Consider using a resolution table. A resolution table can be set to the side and out of the way of the normal flow of voters. Voters who are voting provisional ballots, have address changes, or have other issues, can be processed at the resolution table. This allows these voters to be processed without slowing down the flow of traffic.
- Consider using signs to make it clear to voters where to go and what step is next. It is best to place these directional signs above head level so they can be seen in a crowd.

If an insufficient number of BMDs are available resulting in unusually long wait-times or unacceptable delays in the voting process, this may be considered an "emergency situation." Hand-marked emergency ballots may be used in this situation. Contact your county office immediately if you believe you have an emergency. For procedures on using emergency ballots, see the "Ballot-Marking Devices (BMDs) Not Available (Emergency Ballots)" section.

# EQUIPMENT SETUP

## Setting up the Electronic Poll Books (EPBs)

1. Verify case seal numbers on Seal Envelope and remove seals.
2. Remove equipment from case (EPB, printer, cords, white charging block). One case will contain a MiFi device to serve all EPBs.
3. Plug in each device to a power outlet.
  - a. When connecting the charging block to the EPB, ensure the EPB is completely plugged in (the silver charging port should not show and you should hear a "click"). This will ensure the EPB stays charged all day.
4. Connect printer to EPB using the printer cable. You will see a green printer icon on the EPB screen if the printer is properly connected.
5. Press power button on MiFi device to power it on.
6. Power on printer by holding down orange button until you hear a beep.
7. Power on EPB by pressing orange button at the top.
8. Position EPB to voter's right since most voters are right-handed. Position EPB so "Scan Here" is facing you. You will rotate the screen between yourself and the voter. Grasp the screen on each side and turn. The screen rotates in either direction.
9. Wave your hand under the barcode scanner to activate it. Tilt the screen up or down to ensure the red dot projects to the center of the "Scan Here" box.
10. On the screen, touch "Launch." When prompted, enter the Pollbook Qualification Code (PQC) provided by your county office, then touch "Submit." This takes a few seconds to process.
11. Select your polling place. Begin typing in the name of your polling place until options appear and choose your polling place. Touch "Save."
12. Enter the username and password provided by the county office and touch "Sign In."
13. Make sure your polling place is correct.
14. Make sure EPB is connected to MiFi. The EPBs should automatically connect. If all three icons beside the date and time are green, the EPB is connected. If all three icons are not green, contact the county office or your polling location technician.
15. Touch "Open Poll."
16. Rotate the screen toward the voter. You are ready to process your first voter.

## 24 Before Polls Open

---

### **Preparing Ballot-Marking Devices (BMDs) and Scanners for Voting**

A detailed step-by-step guide for opening and closing the BMDs and scanners is provided with your poll manager's materials. Be sure to follow these instructions carefully.

Before opening the polls, examine the scanner to see no vote has been cast and the public count is zero (000). Make sure to post the "zero tape" for public viewing.

#### **Counter Does Not Register Zero**

- Call the county board and report the problem immediately.
- Do not use the scanner unless and until instructed to do so. Use another scanner if available. Otherwise follow the procedure in the "Scanner Not Available" section (7-13-1770).

### **Ballot Box**

At least one ballot box for paper ballots must be provided by the county board. The box must be a sufficient size to handle the volume of ballots (7-13-340).

The scanner base features two ballot compartments.

**Main Ballot Compartment:** This compartment houses the ballot bin. When a voter inserts a ballot card into the scanner, the ballot card is automatically deposited into the bin. At the close of the election, the ballot bin is removed for transporting ballots to the county office.

**Emergency/Provisional Ballot Compartment:** This compartment features a slot to place unscanned ballot cards and emergency ballots in the event the scanner is not working. Provisional ballot envelopes are also placed in this slot. The compartment is designed to keep these unscanned ballots separate from scanned ballots. At the close of the election, unscanned ballot cards and emergency ballots and provisional ballot envelopes are removed from the compartment. Unscanned ballot cards and emergency ballots are scanned at the polling place during the closing process. Provisional ballot envelopes are placed in the ballot bin or other ballot box or secure ballot bag for transporting to the county office. It is important to remember that unscanned ballots must always be kept separate from scanned ballots.

Your county office may also provide additional ballot boxes or secure ballot bags for use under certain circumstances.

#### **Locking and Sealing the Ballot Box**

The clerk must publicly display that ballot boxes are empty before opening the polls. The BMD and scanner opening and closing guides provide detailed instructions for locking and sealing the ballot boxes. You will remove the ballot bin from the main ballot compartment and open the flaps to show it is empty. When you return the bin to the compartment, make sure the flaps are left open. Lock and seal the compartment. You will open the door to the emergency/provisional compartment to show it is empty then lock and seal both compartments. Open any other ballot box to be used in the election, show it is empty, and lock and seal the box. The clerk must secure the keys until the polls are closed, and it is time to remove the ballots. (7-13-840).

## Security Seals

BMDs and scanners will be sealed in various places using numbered seals. The seal numbers will be recorded on the seal envelope. The BMD and scanner opening and closing guides provide detailed instructions for managing these seals. You will be provided with a Seal Envelope to record seal numbers and store broken seals. Unused closing seals will also be provided to the managers inside the seal envelope.

The envelope containing these seals should not be opened until at least three of the managers of the precinct are present and can examine the envelope to see that it has not been opened.

Voters, poll watchers, and observers should not take pictures of voting equipment, including but not limited to, the seals on the machines. Cameras, cell phones, and other digital photography and electronic recording devices are not allowed in the voting area.

## Voter Registration Lists

You will use a voter registration list to help determine whether a person is eligible to vote in an election and in your precinct. The voter registration list contains the names of registered voters in the precinct. The list will identify voters who have already been issued an absentee ballot. The list also helps you identify the voters correct ballot style (the ballot containing the unique combination of election districts in which the voter resides). There are two types of voter registration lists:

- Electronic Poll Book (EPB)
- Paper Voter Registration List

## Electronic Poll Books (EPBs)

An EPB is an electronic version of the voter registration list. The EPB system features a touch screen tablet in a stand, a ballot printer and one MiFi device to serve the polling place. EPBs will be used in every polling place to check in standard voters. Paper voter registration lists will be provided to serve as a backup in case EPBs are not available and to manually process some voters.

## Updating Absentee Voters

1. EPBs connected to MiFi: Absentee voters are automatically updated.
2. EPBs not connected to the MiFi: You will need to update absentee voters on the EPBs.
  - a. Click "Search for Voter" and enter the voter information from absentee list provided by county office. Touch voter's name in search results.
  - b. Touch "Manage Voter."
  - c. Enter the supervisor password provided by the county office.
  - d. Update absentee status to "Absentee Issued" Or "Absentee Returned" (based on a report provided by the county office) Touch "Save," then touch "X" to exit.



## 26 Before Polls Open

---

### Paper Voter Registration List

All polling places will have a paper voter registration list. The paper list is used as a backup in case of EPB failure. For more information on how to use paper voter registration lists, see section "Marking the Paper Voter Registration List."

### Poll List and Voter's Oath

Voters will use their finger to sign the voter's oath on the EPB touchscreen. You will be provided blank poll lists to use for curbside voters, for manually processing voters, and as a backup in case EPBs are not available. Voters should sign the poll list with either blue or black ink.

Ask the voter to read the oath before signing. By signing the poll list, the voter is taking the voter's oath. It is not necessary for a manager to read the oath to the voter (unless the voter is illiterate or blind).

### General & Special Elections

"I do solemnly swear or affirm that I am qualified to vote at this election according to the Constitution of this state, and that I have not voted during this election" (7-13-710, 7-13-720).

### Party Primaries

"I do solemnly swear or affirm that I am qualified to vote at this election according to the Constitution of this state, and that I have not voted during this election. Further, I do solemnly swear or affirm that I am duly qualified to be at this primary election and that I have not voted before at this primary election or in any party's primary election or officially participated in the nominating convention for any vacancy for which this primary is to be held" (7-13-1010).

If the voter is unable to write or is prevented from signing their name by physical disability, they must sign the poll list by mark with the assistance of one of the managers. The voter should make a cross mark (X) after which the manager will write the voter's name and phrase "his mark" in the following manner:

#### His

John (X) Smith **DCR** <- Manager's Initials

#### Mark

The manager should place their initials on the line beside the mark (7-13-710).

If you must use the paper voter registration list in an emergency, be aware of two key points:

- To determine whether an absentee ballot was issued (ABS-I) or returned (ABS-R), you will have to use a separate absentee voter list provided by the county office. The paper list will only show "ABS."
- No "D" or "R" ballot style indicator will appear on the paper list.
  - > For example, the paper list will show "B001."
  - > On the BMD, choose the style based on the voter's primary choice that corresponds with the ballot style number on the list.
  - > Example: Paper list shows ballot style B001, and voter is voting in the Democratic Primary. On the BMD, choose D001.

## **Completing the Opening Checklist**

Clerks should ensure all items have been completed on the checklist prior to the opening of the polls.

## **Opening the Polls**

At 7:00 a.m., the clerk publicly announces that the polls are open, and the voting process begins. No voter can begin the voting process before 7:00 a.m.

# PROCESSING THE VOTER

## At the Qualification Table:

### STEP 1 - Voter Presents Photo Identification

Ask the voter to present one of the following forms of current and valid photo identification (7-13-710).

- S. C. driver's license
- S.C. Department of Motor Vehicles identification card
- S.C. Voter Registration card with a photograph
- Federal Military identification card with a photograph
- U.S. Passport

See Appendix I for examples of qualifying Photo IDs.

If the voter does not present qualifying Photo ID, the voter may vote a provisional ballot. See "Voter Without Qualifying Photo Identification" section.

### STEP 2 - Verify Photo, Expiration Date and Signature

Verify the photograph on the qualifying Photo ID is that of the person seeking to vote. Check any expiration date the Photo ID may have. If the ID is expired, ask the voter for another form of qualifying Photo ID. If the voter has no other form of qualifying Photo ID, follow the procedures under "Voter Without Qualifying Photo ID" in the "Election Day Issues" section. Additionally, check the signature on the voter's identification against the voter's signature on the EPB after the voter signs this list.

Any address listed on the Photo ID has no impact the voter's eligibility to vote. **The Photo ID is not required to have an address, and the address is not required to be current.** What matters is whether the voter confirms the address shown on the voter registration list (see Step 4).

### STEP 3 - Locate Voter on Electronic Poll Book (EPB)

- Voter with Driver's License or DMV ID: Have voter scan ID barcode by placing ID in the "Scan Here" box. EPB automatically scans barcode, returns search results.
- Voter with other Photo ID: Barcode will not scan. Rotate screen toward you and touch "Search for Voter." Enter first few letters of voter's last and first names. Search results begin to appear. Enter date of birth to narrow results. You can also search for a voter by looking up their voter registration number.
- NEVER allow a voter to perform their own search.
- The search may return multiple voters. Use your finger to scroll down the list.
- Select the correct voter.

## STEP 4 - Verify Address

Ask the voter if the address on the voter registration list is the voter's current address. For example:

**"Do you still live at 123 Main Street in Columbia?"**

If the voter confirms the address as listed, proceed to the next step. If the voter's address is different from what is listed on the voter registration list, see the "Address Not Correct on Voter Registration List" in the "Election Day Issues" section.

## STEP 5 - Check for Comments or Status Codes

In the electronic poll book, a status indicator will be present next to the voter's name, address, and date of birth. Once you click on the voter's name, you will see the voter's basic information and the full status indicator. Follow the instructions listed under the comments sections.

### Status Indicators:

Active Eligible – voter is eligible to receive a ballot

- Comment: Verify ID and address. Issue standard ballot if information is unchanged or issue provisional ballot if changed.

Active Ballot Issued – the voter was issued an active ballot already

- Comment: Reissue standard ballot if spoiling original.

Active Early Ballot Issued – the voter voted at an early voting center during the early voting period

- Comment: Voter is ineligible to vote on election day.

Inactive Eligible – the voter is currently inactive in the system but is eligible to vote

- Comment: Verify ID and provide voter with Update Form. Issue standard ballot when completed.

ABS-I Indicates the voter has been issued an absentee ballot.

- If the voter was issued an absentee ballot and did not return their absentee ballot and wishes to vote at the polls on election day, follow procedures under "Voter Marked ABS-I on the Voter Registration List" in the "Election Day Issues" section".

ABS-R Indicates the voter has been issued an absentee ballot.

- Comment: They may not vote at the polls on election day as voting twice (or attempting to vote twice) in an election is now a felony.

## 30 Processing the Voter

---

If you are using the paper voter registration list, you may see one of the below listed status codes.

- ABS** Indicates the voter has been issued an absentee ballot.  
If the voter was issued an absentee ballot and did not return their absentee ballot and wishes to vote at the polls on election day, follow procedures under "Voter Marked ABS-I on the Voter Registration List" in the "Election Day Issues" section".
- I-M** Stands for "Inactive – Moved" and indicates that the State Election Commission has received information that the voter has moved. Follow steps under I-F below.
- I-F** Stands for "Inactive – Failed to Respond" and indicates the voter failed to respond to a confirmation mailing conducted by the State Election Commission to verify the voter's address.  
The "I-M" and "I-F" designations do not necessarily require any extra action by the poll manager. These designations are used primarily by the voter registration office. It is essential to ask every voter whether their address is correct, including voters with "I-M" and "I-F" designations. If a voter with one of these designations states that the address on the voter registration list is correct, the voter should be allowed to vote a regular ballot using the BMD and scanner. If the voter states the address is incorrect, follow the procedures under "Voter Address Discrepancy" in the "Election Day Issues" section.
- I-I** I Indicates the voter has been declared mentally incompetent by a probate judge for voting purposes. The individual cannot be issued a ballot until a judge makes a new ruling.

### STEP 6 - Primary Elections

If not a Primary, Skip to STEP 7.

If more than one primary is being held, ask the voter to declare in which political party's primary they wish to vote.

**IMPORTANT: Do NOT** ask the voter, "Are you a Republican or Democrat?"

Instead politely ask the voter:

**"In which party's primary do you wish to vote today?"**

If only one-party primary is being held, inform the voter:

**"There is only a \_\_\_\_\_ Party Primary today"**

Ensure that you select the correct option on the EPB screen by choosing either "Republican" or "Democratic" and "Election Day."

In some cases, you may see up to four options if the EPB is set to include the early voting period.

## STEP 7 - Voter Signs Voter's Oath

- Touch "Issue Standard." DO NOT touch "Issue Provisional."
- Rotate the EPB screen toward the voter.
- Ask the voter to read the oath and sign in the box using their finger.
- Ask voter to touch "Done Signing" when finished.
- Rotate the EPB back, ensure the voter signed, and touch "Accept."

## STEP 8 - Print Ballot Card

- Place a blank ballot card in the printer with the corner cut to the right. The printer will automatically begin printing and will eject the ballot card when complete.
- Touch "Complete Check-in."
- Provide voter with printed ballot card

## STEP 9 - Direct Voter to Next Available Ballot-Marking Device (BMD)

## STEP 10 - Voter Marks Ballot

- Ask the voter to insert the ballot card with the corner cut to the right.
- The voter's ballot style will automatically appear.
- After marking the ballot card, print the ballot card.
- Ask the voter to review and confirm their selections on the ballot card and then direct the voter to the scanner.

## Step 11 - Voter Casts Ballot on Scanner

- Direct the voter to the scanner saying:  
**"For privacy, insert your ballot face down on the green arrow."**

Note: Ballots can be scanned in any direction.

- Never handle the voter's ballot unless the voter requires assistance (See "Assistance to Voters" section).
- Have the voter wait until the screen reads "thank you for voting."
- Thank the voter for voting and provide an "I Voted" sticker (if available).

No voter, poll watcher, or observer should take pictures of voting equipment, including but not limited to, the seals on the machines. Cameras, cell phones, and other digital photography and electronic recording devices are not allowed in the voting area.

## 32 Processing the Voter

---

### Assistance to Voters

Generally, no one except a voter preparing their ballot is allowed within five feet of the voting booth. However, any voter who requires assistance to vote by reason of blindness, disability, or inability to read or write may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer or officers or agent of the voter's union (7-13-780, Section 208 of the 1965 Voting Rights Act). Assistants may include, but are not limited to, family members, friends, candidates, poll watchers, poll managers, voters waiting in line, and minors.

#### Procedure for Determining if a Voter is Entitled to Assistance

- Step 1.** The voter must request assistance. Do not assume that anyone needs assistance, volunteer anyone for assistance, or allow anyone else to do so.
  - Step 2.** Say to the voter: "The law provides that any voter who requires assistance to vote for reason of blindness, disability, or inability to read or write is entitled to that assistance. Do you request assistance for one of these reasons?"
  - Step 3.** If the voter answers yes, say: "You may choose anyone you wish to assist you in casting your ballot except for your employer, an agent of your employer, an officer of your union, or an agent of your union."
  - Step 4.** After the voter has selected an assistant, confirm with the assistant that the assistant is not the voter's employer, agent of that employer, or officer (or agent) of the voter's union.
  - Step 5.** The voter and their chosen assistant enter the voting booth to cast the voter's ballot.
- Under normal circumstances a poll manager would accompany the voter into the voting booth only if the poll manager is chosen to be the voter's assistant. However, if the managers have credible evidence or good reason to suspect that there is any scheme to defraud voters who are entitled to assistance, a poll manager may be appointed to accompany the voter and the voter's assistant into the voting booth to act as an observer. An example of this may be if a non-poll manager is frequently asked to assist. This manager cannot mark the ballot or take any part in assisting the voter. The manager is there only as an observer to ensure the ballot is marked in strict accordance with the voter's wishes. If the manager, acting as an observer, sees that the assistant is not marking the ballot as the voter wishes, or is otherwise acting improperly, the manager should challenge the ballot.

#### Instructions after the Voter has Entered the Voting Booth

After a voter has entered a voting booth and asks for further instructions concerning the procedure for voting, two managers must enter the booth to provide instructions. Poll managers must not in any manner request or seek to persuade or induce the voter to vote in any particular manner. After giving instructions, the voter must be allowed to cast their ballot in secret (7-13-1830).



## Curbside Voting

Any voter who, because of a disability or being age 65 or older, cannot enter the polling place in which they are registered to vote, or is unable to stand in line to vote, may vote outside the polling place inside a vehicle in the closest available parking area (7-13-771, National Voting Accessibility for the Elderly and Handicapped Act).

- Curbside voting signs must be displayed in the designated curbside parking area.
- Managers must monitor the curbside parking area in intervals of no more than 15 minutes.
- No person other than the voter is permitted in the vehicle in which the voter is casting their ballot unless the voter is entitled to assistance (see "Assistance to Voters" section).
- Only those who meet these qualifications may vote curbside. The driver of the vehicle or the voter's caregiver may not vote curbside unless they also meet these qualifications. The driver or caregiver would need to vote normally at their polling place or vote absentee if qualified.
- Curbside voting does not allow a voter to "jump" to the front of the line. A curbside voter marker should be given to another voter in line to alert the manager's table when it is the curbside voter's turn to vote.
- Do not continuously use the same BMD for curbside voting. Continually using the same device can quickly reduce the battery charge. Don't forget to reconnect the power cord when returning the device.

### Curbside Voting Procedure

**Step 1.** When notified a voter requires curbside voting, greet the voter at the vehicle and ask for the voter's Photo ID. Verify the expiration date on the Photo ID (if it has one) and verify the photo on the Photo ID.

- A caregiver may also bring the Photo ID inside to the managers. If so, verifying the photo must be done in conjunction with Step 5.

**Step 2.** If there is a line, provide the next voter in line with a marker to notify managers when it is the curbside voter's turn to vote.

- Provide the voter with the option of going inside the polling place to vote when it is their turn. A person voting curbside due to the inability to stand for long periods of time may prefer this option. If the voter chooses this option, notify the voter when it is their turn to go inside to vote instead of taking the BMD to the vehicle in (Steps 5-11.)

**Step 3.** Take the Photo ID inside and process the voter on the EPB. On the signature screen using your finger, write "C" then the number of the voter's signature on the poll list. For example, if the voter is the third curbside voter, write "C-3."

**Step 4.** When it is the voter's turn to vote, two managers take the curbside poll list and a BMD to the voter's vehicle. The voter signs the appropriate page and line number on the list.

**Step 5.** Return the Photo ID to the voter, and have the voter sign the poll list.

## 34 Processing the Voter

---

- Step 6.** Provide the voter with a ballot card and a ballot privacy sleeve.
- Step 7.** If using a Curbside Cart, wheel the cart in place so the screen is at the voter's car window. Otherwise, according to the voter's preference, either hold the BMD on the windowsill, place it in the voter's lap, place it on the center console or place it in the seat beside the voter.
- Step 8.** Instruct the voter to insert the ballot card in the BMD to begin the voting session. Instruct the voter to insert the printed ballot card in the ballot privacy sleeve when finished and return it to the managers.
- Step 9.** Explain to the voter that you and the other manager will take the ballot directly to the scanner inside the polling place to cast the ballot. Thank the voter for voting and provide an "I Voted" sticker (if available).
- If the voter is voting curbside due to the inability to stand in a line, provide the voter the option of going inside the polling place to scan the ballot.
- Step 10.** The two managers take the poll list, the BMD and the voter's ballot in the ballot privacy sleeve directly back inside the polling place. While one manager watches, the other manager slides the ballot out of the privacy sleeve face down into the ballot scanner to cast the voter's ballot. Return the BMD to be used by other voters. Be sure to reconnect the BMD to its power source.

### Ballot-Marking Device (BMD) Accessibility

All BMDs have features that make voting accessible for all voters.

- BMDs are placed on tables to provide access for voters in wheelchairs. Alternatively, BMDs may be placed in wheelchair-height booths.
- Any BMD can be used for curbside voting.
- High contrast (white on black) mode
- Text zoom functionality
- An input for a sip-and-puff device and other assistive switches
- Every BMD features an audio ballot that makes voting accessible to voters who are blind or visually impaired. Each device is equipped with headphones and a headphone jack. An audio-tactile keypad with Braille-embossed buttons is used to navigate the ballot. The keypad is stored on the left side of the device. If a voter indicates he is blind or visually impaired, offer use of the audio ballot. Voters may choose to use their own headphones. A voter with a visual impairment may also choose to vote with assistance from another person (see the "Assistance to Voters" section).

## Audio Ballot Procedure

- Step 1.** Process the voter as normal following the steps in the "Processing the Voter" section. It will be necessary for a poll manager to read the oath to the voter. Assist the voter with signing the oath if requested.
- Step 2.** Escort the voter to the next available BMD.
- Step 3.** Ensure the headphones are plugged into the headphone jack on the front panel. Voters may choose to use their own headphones. Volume and tempo can be adjusted with audio-tactile keypad.
- Step 4.** Have the voter put on the headphones and give the voter the audio-tactile keypad. Explain that the voter will listen to voice cues through the headphones and use the audio-tactile keypad to navigate the ballot and make selections. Explain that after reviewing the ballot, the voter will print the ballot card. The ballot card will need to be scanned. Invite the voter to raise their hand after printing their ballot if they need assistance in scanning their ballot. Explain that the voting session is about to begin and to raise their hand if they require assistance.
- Step 5.** Direct the voter to insert the ballot card with the corner cut to the right in the slot on the bottom right side of the device. Assist the voter only if the voter requests assistance.
- Step 6.** Select the appropriate ballot style (if necessary) to begin the voting session. Suggest that the voter press the diamond-shaped button at the top right of the keypad to hide the screen to protect the secrecy of the voter's ballot.
- Step 7.** Step away from the BMD to provide the voter privacy. If the voter cannot navigate the ballot or has problems that you are unable to assist with, give the voter the option of receiving assistance with voting (see the "Assistance to Voters" section).
- Step 8.** After the voter prints their ballot, guide the voter to the scanner (if requested). Direct the voter to insert the ballot card in the tray on top of the scanner and to position the ballot face down with the corner cut to the left to protect the secrecy of their ballot.

**NOTE:** If the voter wants to verify the selections on the ballot card, the voter can insert the card into any available BMD. The device will read the selections back to the voter using the headphones.

## Husband and Wife Voting Together

It is illegal for husbands and wives who are capable of voting separately to enter the voting booth together for the purpose of voting (7-13-750 ruled unconstitutional, *Edwards vs. Abrams*, Opinion No. 20578, January 10, 1978). The only exception to this is if one spouse is disabled and requests the assistance of the other to vote. See section on "Assistance to Voters"

## Children in the Voting Booth

Minor children (age 17 and under) of a voter may accompany the voter in the voting booth while casting their ballot. Voters must confirm they are the parent of any accompanying children.

## **36 Processing the Voter**

---

### **Voter Wishes to Take Sample Ballot into Voting Booth**

Voters may take their own marked sample ballot into the voting booth with them. Distributed copies of sample ballots are prohibited in the voting area. Managers should check the voting booths on a regular basis to ensure that no marked sample ballots have been left behind. Voters may not allow a marked sample ballot to be seen by others in the polling place (see the “Campaign Literature at the Polls” section).

### **Time for Voter to Remain in Voting Booth**

#### **Ballot-Marking Devices (BMDs)**

No voter can stay in a voting booth longer than three minutes. After three minutes has passed and if other voters are waiting, the voter should be reminded of the three-minute rule and asked to finish voting (7-13-1820).

#### **Hand-Marked Paper Ballots**

When hand-marking a paper ballot, no voter can stay in a voting booth for longer than five minutes, regardless of whether the voter is receiving assistance. After five minutes has passed and if other voters are waiting, the voter should be reminded of the five-minute rule and asked to finish voting (7-13-760).

If a voter’s time in the booth is interfering with the conduct of the election, the voter may be removed by the managers.

### **Write-in Votes**

In general and special elections, the voter may write in the name of any person they choose for any office except President and Vice President.

Write-in votes are not allowed in primaries, primary runoffs and non-partisan runoff elections.

### **Crossover Voting**

Crossover voting is the act of voting a straight party ballot then “crossing over” and voting for a candidate of another party for a particular office. Crossover voting is allowed

## Defaced or Spoiled Ballots

If a voter defaces or makes a mistake marking their ballot, they may obtain one additional ballot upon returning the ballot to the managers. The voter may not be given a second ballot unless the ballot is returned to the managers.

To replace a spoiled ballot:

1. Have the voter fold the ballot and write "spoiled" across the back of the spoiled ballot and place it in the Spoiled Ballot Envelope (7-13-790).
2. Search for the voter in the electronic poll book (EPB). Touch "Reissue Standard".
3. Select the Reissue Reason (for this scenario you would select voter spoiled ballot)
4. Touch "Next"
5. Voter signs their name
6. Touch "Done Signing"
7. Touch "Accept"
8. New Ballot Can be reissued.

All defaced or spoiled ballots must be accounted for and turned over to the county board by the managers following the election.

The EPB will not issue more than two total ballots to a voter. If a voter reaches their limit of two ballots at the fault of the election staff, the clerk should call the county office and have them amend the record in Connect to show a ballot has been issued. The clerk will then take a blank ballot card to the BMD and manually select the voter's ballot style.

## Voting in Primaries and Runoffs

### Primaries

State law prohibits a voter from voting in more than one party's primary on the same day and requires the voter to choose the primary in which they wish to vote (7-13-1010 and "Voter's Oath" section).

If a voter votes in a Presidential Primary, the voter will still be allowed to vote in either party's primary election in June, regardless of which Presidential Primary the voter chooses. The Presidential Primary is considered separate from the June primary.

### Primary Runoffs

Voter voted in primary: Can vote only in the same party's runoff.

Voter did not vote in primary: Can vote in either party's runoff.

For example, if a voter votes in a Republican primary, the voter may vote in the Republican runoff; however, the voter may not vote in the Democratic runoff. Even if there is no Republican runoff, the voter may not vote in the Democratic runoff (7-13-50, 7-13-1040, 7-17-610).

# ELECTION DAY ISSUES

If every voter who arrived at your polling place was qualified to vote there and had proper ID, your job as a poll manager would be simple. While most voters are qualified, some are not. One of your most important responsibilities is to determine if and how these voters should vote in your polling place. You are also responsible for ensuring that everyone follows the rules for the conduct of elections. This section provides instruction on addressing many of the issues you may encounter on election day.

## Voter Without Qualifying Photo Identification

If a voter does not present one of the qualifying Photo IDs, the manager must ask:

**“Did you forget to bring your Photo ID to the polls,  
or do you not have a Photo ID?”**

1. **If the voter forgot to bring their Photo ID,** the voter has two options:
  - a. Leave polling place, return with Photo ID, and vote a regular ballot using the BMD and scanner.
  - b. Vote provisional ballot now and present Photo ID later to county board of voter registration and elections no later than provisional ballot hearing. Explain ballot will NOT count unless voter presents Photo ID by that time. Poll manager checks the box in section C of the Provisional Ballot Envelope. Voter does NOT complete Reasonable Impediment Affidavit. Provide voter with Notice of Provisional Ballot Hearing.

2. **If the voter does not have a Photo ID,** ask the voter the following question:

**“Is there an obstacle that prevented you from getting  
one of the necessary Photo IDs?”**

**Voter Answers “Yes” (Reasonable Impediment)**

1. Ask voter to show their paper voter registration card without a photo.
2. If voter shows the paper voter registration card without a photo, proceed to Step 3.
  - a. If voter has a paper voter registration card without a photo but did not bring it to the polls, they have the option of retrieving it and proceeding to Step 3.
  - b. If voter does not have a paper voter registration card without a photo and does not retrieve one, voter must vote a provisional ballot that will NOT count unless the voter presents one of the qualifying Photo IDs to the county board of voter registration and elections prior to certification of the election. Completes Steps 2-4 under **Voter Answers “No”** below.
3. Manager completes Voter Information Section of Provisional Ballot Envelope.
4. Voter completes Reasonable Impediment Affidavit in Section D of the Provisional Ballot Envelope.
5. Notary notarizes (if available), or manager attests to, voter’s signature by signing affidavit.
6. Continue the provisional voting process by following the procedure in the “Voting a Provisional Ballot” section.

**Voter Answers “No”**

1. Manager informs voter they may vote a provisional ballot that will NOT count unless the voter presents one of the qualifying Photo IDs to the county board of voter registration and elections prior to certification of the election.
2. Manager must inform voter they may obtain a free Photo ID from the Department of Motor Vehicles or the county voter registration and elections office.
3. Manager completes Voter Information section of Provisional Ballot Envelope and checks the box in Section C indicating the voter will need to provide Photo ID to the county board of voter registration and elections prior to certification of the election.
4. Continue the provisional voting process by following the procedure in the “Voting a Provisional Ballot” section.



### Photo ID Questions and Answers

#### **“What is a reasonable impediment?”**

By asking the voter if there is “an obstacle that prevented you from getting one of the necessary photo IDs,” the manager is determining if the voter wishes to claim the “reasonable impediment” exception to providing photo ID at the polling place.

If the voter doesn’t understand reasonable impediment, the manager should explain that a reasonable impediment is any obstacle that prevented the voter from obtaining any one of the qualifying photo IDs. Some reasonable impediments may include:

- A religious objection to being photographed
- Disability or illness
- Work schedule
- Lack of transportation
- Lack of birth certificate
- Family responsibilities
- Any other obstacle the voter finds reasonable

**“I have a reasonable impediment”** or **“I have a good reason for not having a photo ID”** or any similar statement.

Manager must consider such statements by the voter as a “yes” answer to the reasonable impediment question. Manager should follow procedure for voter answering “yes’ under “Voter Without Qualifying Photo Identification” in the Election Day Issue Section.

**“Can I just say I don’t have a car?”** or **“I have kids, is that reason enough?”** or **“I just don’t have time. Can I claim that?”** or similar questions.

Manager should explain that the voter may claim any obstacle to obtaining a qualifying ID that they find reasonable as long as it is true. Only the voter determines what is reasonable. In other words, only the voter can say whether any particular obstacle created a reasonable impediment to obtaining a photo ID. Managers and other election officials do not determine the reasonableness of the claimed impediment.

#### **“Will my vote count?”**

A provisional ballot cast under the reasonable impediment exception will count unless the county board has grounds to believe the affidavit is false. In other words, the county board would have to have convincing evidence that the voter is either not who they claim to be, or that the voter lied about their impediment.

#### **“What if my Driver’s License is expired?”**

State law requires that the qualifying Photo ID be current (not expired). Not all Photo IDs have an expiration date, but managers must check any expiration date that is on the ID (see “Processing the Voter” section). If the ID is expired, it cannot be accepted. If the voter has no other qualifying Photo ID, the manager follows the procedure under “Voter Without Qualifying Photo Identification.”

**“My Driver’s License is suspended. Can I still use it?”**

State law requires that the qualifying Photo ID be valid (not suspended, cancelled, revoked). In most cases, managers will not know whether a Photo ID has been suspended, cancelled, revoked, etc. However, if the manager has knowledge that the Photo ID is not valid (e.g., voter volunteers the information), the ID cannot be accepted for voting. If the voter has no other qualifying Photo ID, the manager follows the procedure under “Voter Without Qualifying Photo Identification.”

**“I’ve misplaced my Photo ID”**

A person who has lost or misplaced their Photo ID and has no other approved Photo ID should be considered as not having a Photo ID. This voter would be eligible to vote under the reasonable impediment exception in “Voter Without Qualifying Photo Identification.” The voter would not be treated the same as a voter who simply left their Photo ID at home. The voter who leaves their Photo ID at home either must retrieve it or vote a provisional ballot and show a Photo ID prior to certification of the election.

**“What is considered a federal, military ID?”**

There are numerous Photo ID cards that are considered federal, military IDs:

- Active-duty military IDs (see Appendix for image)
- Retiree and spouse military IDs (see Appendix for image)
- Contractor or civilian employee military IDs
- Any other photo ID issued by the Department of Defense
- Veteran’s Affairs Benefits Card (see Appendix for image)

When in doubt about whether a photo ID is a federal, military ID, ask yourself these questions:

- Is it federal?
- Is it military?
- Does it have a photograph?

If the answer to all three questions is “yes,” the ID is a qualifying Photo ID acceptable for voting. If the answer to any of the questions is “no,” it is not a federal military ID. The manager may contact the county voter registration and elections office for guidance. If the ID is not a federal military ID, ask the voter if they have any other form of qualifying Photo ID. If not, follow procedures under “Voter Without Qualifying Identification” in the Election Day Issues section.

**“Can I vote with my S.C. Concealed Weapons Permit (CWP)?”**

Yes, if it is current and valid. The CWP is a form of identification containing a photograph issued by the Department of Motor Vehicles.

### **Voter's Identity in Doubt**

The manager must verify that the photograph on the qualifying ID is that of the person seeking to vote. Additionally, the signature on the voter's ID should be checked against the voter's signature on the poll list. In comparing the photograph, the manager must consider the issue date of the ID, changes in hair style or color, eyewear, or other changes to the voter's appearance that could make the voter appear differently at present than at the time the photo was taken. For example, a voter may look substantially different today than they look in a photograph taken ten years ago. Likewise, a person's signature may change over time. Managers must err on the side of the voter in making these comparisons.

If after examining the voter's photograph and signature on the voter's ID the manager disputes the identity of the voter, follow these steps:

- Step 1:** Ask the voter for another form of qualifying photo ID. If the voter provides a second qualifying photo ID, and the manager no longer disputes the voter's identity, the voter must be allowed to vote a regular ballot using the BMD and scanner.
- Step 2:** If the voter cannot provide a satisfactory, secondary qualifying photo ID, the manager must allow the voter to vote a provisional ballot.
- Step 3:** Manager completes the Voter Information Section of the Provisional Ballot Envelope and Section B, Voter Qualification Challenge.
- Step 4:** Continue the provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.

## Name Not Found on Electronic Poll Book (EPB)

A voter's name not being on the voter registration list could be an indicator that a voter is not registered or has moved away from the precinct. However, just because a voter's name is not on the voter registration list does not necessarily mean the voter cannot vote at that polling place. For various reasons, the name of a qualified voter may not appear on the voter registration list. Managers must help ensure each voter casts a ballot in the polling place in their precinct of residence. Voting in an incorrect precinct may cause a voter's vote not to count.

In some cases, the county board of voter registration and elections may provide the voter with a letter instructing the managers in the precinct to allow the voter to vote. If so, allow the voter to vote a regular ballot using the BMD and scanner.

### **When any person offers to vote and their name does not appear on the voter registration list, follow these steps (S.C. Code 7-13-820):**

1. If initial search on EPB does not find voter in your precinct:
  - a. Touch "Expand Search" to search all voters in the election.
2. Voter found registered in another precinct:
  - a. Touch the voter's name on the screen.
  - b. Ask the voter if they still live at the address on the screen.
  - c. If the address is correct, touch "Find Poll Place." Provide voter with the address of their correct polling place and offer to send a text with the address to the voter's phone. Touch "Send Text." Enter the voter's cell phone number and touch "Send."
  - d. If the address is not correct, refer to the "Failsafe Voting" section of the Poll Manager's Handbook.
3. Voter NOT found in any precinct:
  - a. Call county office. County office will search its records to determine if voter is registered and in which precinct.
  - b. County office finds voter registered in another precinct: County office will instruct you to either direct voter to correct precinct or to county office, depending on situation.
  - c. County office finds voter is eligible to vote in your precinct:
    - i. If EPBs are connected to the network properly, county office will add voter remotely to the EPB, and you will process the voter through the EPB.
    - ii. If EPBs are not connected to the network, county office will direct you to manually add the voter to the paper voter registration list.

### Manually Adding Voters

In some situations, you will be directed to manually add a voter to the paper voter registration list. To manually process a voter:

1. In the next blank line at the end of the paper voter registration list, write the voter's information (name, address, and date of birth, if available) from the voter ID.
2. On the paper poll list, have the voter sign the next available line.
3. Write the page and line number on the registration list.
4. Initial in the manager's initials column.
5. Shade in the "Voted" circle.
6. Provide voter with blank ballot card. At BMD, manually select voter's ballot style provided by county office.

If the office cannot locate the voter's record, or you cannot contact the county office, and the voter insists on voting, the voter may vote a provisional ballot. Complete the Voter Information Section and Section B of the Provisional Ballot Envelope listing the reason for the challenge. Continue the provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.

## Address Not Correct on Electronic Poll Book (EPB)

You will ask each voter if the address on the voter registration list is correct. If the voter says the address on the list is not correct, follow these steps:

1. Ask for the voter's current address.
2. Determine if the address is inside or outside the precinct. You may need to call the county office for help.
  - a. Outside the precinct: Refer to "Failsafe Voting" section of the Poll Manager's Handbook.
  - b. Inside the precinct:
    - i. Voter completes Change of Address form. Save the form with materials to be returned to the county office.
      1. EPBs connected to network: County office updates voter remotely, then process the voter through the EPB.
      2. EPBs NOT connected network: Process the voter on the EPB, but skip the ballot card printing step to avoid printing an incorrect style on the card. To skip the ballot printing stage:
        - After pressing "Issue Ballot," the EPB will direct you to insert the ballot card in the printer.
        - Instead of inserting the card, power off the printer.
        - Press "Skip." Then press, "Complete Check-in."
        - Power the printer back on.
        - Use a blank ballot card at the BMD and manually select the ballot style as directed by the county office.
  - c. If you are unable to determine whether the address is inside or outside the precinct.
    - i. The best option is to send the voter to the county office.
    - ii. If time does not allow, or voter insists on voting at polling place, allow voter to vote a provisional ballot. Complete Voter Information Section and Section B of the Provisional Ballot Envelope listing reason for challenge. Continue provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.

## 46 Election Day Issues

---

### Failsafe Voting

Failsafe voting is designed to allow voters who have moved from one precinct to another and failed to update their address to update the address on election day and vote (7-5-440).

#### **Failsafe voting applies in two situations:**

1. Voter moves from one precinct to another within the same county.
2. Voter moves from one South Carolina county to another within 30 days of an election.

#### **A voter in either of these situations has two options:**

1. Vote at the polling place where the voter's name is on the voter registration list (in the voter's previous precinct). The voter votes a limited, failsafe ballot containing only federal, statewide, countywide, and municipality-wide offices. NOTE: In a local election that is not countywide, the former polling place may not be open, and the only option would be to go to the county office.
2. Go to the voter registration office in the voter's current county of residence, complete a change of address form, and vote a full ballot.

#### **If voting failsafe at the polling place, follow these steps:**

1. Manager completes Voter Information section and Section A of Provisional Ballot Envelope.
2. Voter signs Section A of Provisional Ballot Envelope.
3. Continue the provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.
  - a. Be sure to provide the correct Failsafe Provisional ballot.

#### **Failsafe voting does NOT apply in these situations:**

- Voter moves within their precinct. This voter votes a regular ballot using the BMD and scanner (see "Address Not Correct on Voter Registration List" section).
- A voter who has moved from one South Carolina county to another prior to 30 days before the election. In this case, the voter should have registered in their new county by the 30-day deadline. If the voter moved before the 30-day mark and did not register in their new county, the voter is not eligible to vote in the election.



## Failsafe Voting in Municipal Elections

Failsafe voting also applies to municipal elections with some differences:

1. A voter must have resided within the municipality for at least 30 days to be eligible to vote in the municipal election.
  - a. **Move within Precinct within Municipality:** If the move is within the same precinct and within the municipality, the voter votes a regular ballot using the BMD and scanner (see "Address Not Correct on Voter
  - b. **Precinct to Precinct within Municipality:** If the move is from one precinct within the municipality to another precinct within the municipality, choose from the two options under the "Failsafe Voting" section.
    - Vote at the polling place where the voter's name is on the books (in the voter's previous precinct). The voter votes a limited, failsafe ballot containing only federal, statewide, countywide, and municipality-wide offices.
    - Go to the voter registration office in the voter's current county of residence, complete a change of address form, and vote a full ballot.
  - c. **Move from Outside a Municipality:** If a voter has moved from outside a municipality to inside a municipality, ask the voter when the move occurred.
    - If the move occurred before the 30-day mark, failsafe voting applies because the voter has been a resident of the municipality for 30 days.
    - If the move occurred after the 30-day mark, the voter may not vote because they have not resided in municipality for 30 days.
2. There are additional considerations when a municipal election is being held with a county or state election and when a municipality is split by county lines. In these situations, refer to your county voter registration and elections office for assistance.

## 48 Election Day Issues

---

### **Absentee Ballot Issued**

Poll Managers cannot, under any circumstances, accept absentee ballots at the polling place (7-15-430). A voter who received an absentee ballot must return the ballot to the county office.

#### **Procedure:**

Electronic poll book (EPB) indicates voter was issued an absentee ballot, returned an absentee ballot, or voter is marked ABS on paper voter registration list. Absentee Issued or Absentee Returned will be shown on the EPB screen. Before proceeding, double-check that the correct voter record is selected on the EPB.

#### **Absentee Issued (but not returned):**

- Voter votes a provisional ballot. This ballot will count if the voter has not returned an absentee ballot and is otherwise qualified.
- On the provisional ballot envelope, complete the Voter Information Section and Section B, Voter Qualification Challenge, checking the box "Issued an absentee ballot."
- It is no longer necessary to select the box next to the question "Did voter receive ballot?"
- Continue with "Voting a Provisional Ballot" section of the Poll Manager's Handbook.

#### **Absentee Returned:**

- First inform voter, "You have already voted absentee and are not eligible to vote again."
- If voter says they did not return an absentee ballot, inform voter that attempting to vote twice is a felony. If the voter insists the record is not correct, allow voter to vote a provisional ballot. The county board will determine the issue at the provisional ballot hearing.

### **Voted at Early Voting Center**

If a voter cast a ballot at an early voting center, they are ineligible to vote on election day. It is now a felony to vote or attempt to vote more than once in an election. On the EPB, you will see the voter's status as "Active: Early Ballot Issued" and they will be highlighted in red.

## Voter Qualification Challenges

### Challenges by the Managers

If you are reasonably sure a person is qualified to vote, you must provide the person a ballot (7-13-730).

If you have good reason to believe a person has already voted, you must prevent them from voting. (For example, the EPB indicates the person voted absentee or the paper voter registration list has ABS next to the voter's name). You must also prevent any person from voting who is not a registered voter or who has become disqualified for any cause. It is your duty to challenge the vote of any person who may be known or suspected to not be a qualified voter (7-13-810).

Any voter's ballot may also be challenged by a watcher (see "Watchers and Observers" section) or other voter (7-13-810, 7-13-820, 7-13-830).

### Voter Qualification Challenge Procedure

Challenges must be made before the voter inserts their ballot in the scanner or deposits their ballot in a ballot box. No challenge may be considered after that time.

#### Step 1: Explain Qualifications

When a manager, watcher, or voter challenges a ballot, the manager must explain to the voter the qualifications of a voter (7-5-120):

- Must be at least 18 years of age
- Must be citizen of the United States, a resident of South Carolina, the country, and the voting precinct at which they offer to vote
- Must not be under a court order declaring him mentally incompetent
- Must not be confined in a prison or jail (does not apply to persons awaiting trial)
- Must not have been convicted of a felony or crimes against the elections laws (unless they completed their sentence, including any probation or parole time and paid restitution, or has been pardoned for such offenses, and has registered to vote after completing their sentence)
- Must have been duly registered by the board of registration at least 30 days prior to the election

#### Step 2: Voter Insists on Voting

If the person whose ballot is challenged insists that they are qualified, and the challenge is not withdrawn, the voter must vote a provisional ballot.

**Step 3:** On the provisional ballot envelope, complete the Voter Information Section and Section B, Voter Qualification Challenge, listing the reason for the challenge. Continue the provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.

### Voting a Provisional Ballot

Voters may be required to vote a provisional ballot for various reasons. Once you determine a voter must vote a provisional ballot, follow these steps:

**Step 1:** All provisional voters are processed through the EPB.

- Locate voter in EPB. Provisional ballots can be issued for voters in your precinct or voter who are found in other precincts.
  - If voter is NOT found in EPB, touch "Voter Not Found." Complete voter details screen. To select voter's precinct and ballot style, begin typing your precinct name. Ballot style options will appear. Touch the correct style to choose. Touch "Next."
- Touch "Issue Provisional"
- Select the appropriate provisional reason and touch "Next."
- Rotate the screen toward voter and ask voter to sign and touch "Done Signing."
- Rotate the screen back, ensure voter signed, and touch "Accept."
- Note: If this is a primary election, you will need to select the party primary in which the voter wishes to cast a ballot.
- Touch "Issue Ballot."
- Touch "Complete Check-in"

**Step 2:** Manager completes the Provisional Ballot Envelope

- Complete Voter Information Section.
- Complete the appropriate section (A, B, C or D) depending on reason for voting provisional (see previous sections). If using section, A or D, voter must also complete and sign.

**Step 3:** Manager provides voter with:

- Completed Provisional Ballot Envelope
- Emergency/Provisional or Failsafe Provisional ballot (make sure to provide the correct ballot style)
- Blue or black ballpoint pen

**Step 4:** Direct voter to a nearby voting booth to mark the ballot. Instruct the voter to place the ballot in the envelope when finished, seal the envelope, and return it to the manager's table.

- Monitor the voter to ensure the voter returns to the manager's table and does not attempt to leave the polling place or scan the ballot in the scanner. If possible, notify the scanner or exit monitor to assist with monitoring.

**Step 5:** When the voter returns the provisional ballot envelope, verify the voter placed the ballot in the envelope and the envelope is sealed.

**Step 6:** Provide voter Notice of Provisional Ballot Hearing and verbally inform the voter of the date, time, and location of the hearing.

**Step 7:** Insert the envelope in the emergency/provisional ballot slot or in a separate ballot box designated for that purpose.

### **Voter Decides Not to Vote During Check in Process**

After being checked in, a voter may decide not to vote. If you have printed the voter's ballot from the electronic poll book (EPB), but the voter has not placed it in the BMD, you will need to spoil the ballot since the ballot will have a ballot style printed on the card. Previously when issuing a blank card, the ballot card could be reused.

You will also need to cancel the voter's participation in the EPB:

1. Search for the voter in the EPB and select the voter.
2. Touch "Manage Voter."
3. Enter the Supervisor Password provided by the county office.
4. Touch "Cancel Ballot." Confirm by touching "Cancel Ballot" again.

### **Voter Leaves without Completing Voting Process**

If a voter leaves a BMD without printing their ballot, and the managers could not alert the voter, the managers must assume the voter intended to cast the ballot. At least two managers must proceed to the end of the ballot without changing any selections and print the ballot. The two managers must then place the ballot in the scanner.

If a voter leaves a printed ballot card at the BMD, at least two managers must then place the ballot in the scanner.

If a voter leaves and indicates to the managers that they no longer wish to vote, follow the procedures in the "Voter Decides Not to Vote During Check in Process" section.

### **Police Officers**

Peace officers may call upon bystanders to assist them, and bystanders are required to render such assistance (7-13-150).

Unless called within the polls by a majority of the managers for assistance, no sheriff, deputy, policeman, or other officer is allowed to come within the polling place. This does not prevent a police officer from entering the polling place for the purpose of casting their ballot (7-13-160). Once they vote, however, the peace officer should leave the polling place.

## 52 Election Day Issues

---

### **No Concealed Weapons Allowed**

In accordance with state law, no concealable weapons are allowed within the polling place on Election Day, regardless of a concealed weapons permit (23-31-215). Signs must be posted at the entrances to the polling locations. This law applies regardless of the status of the building during regular business hours on a typical, non-election day.

### **Emergency Situations**

In any emergency, your first concerns should be your own safety, the safety of your co-workers, and the safety of any voters in the polling place.

- In the case of a medical emergency or other emergency requiring assistance from the Police Department, Fire Department, or medical personnel, always dial 9-1-1.
- If you see something, say something. Report any suspicious or criminal activity to law enforcement immediately. If safe to do so, also notify the county office.
- If you must leave your polling place due to an emergency, the safety of you, your fellow managers and voters are the primary concern. There may be times when voting can continue at an alternate location. If safety and time permit, take the following items with you, in order of importance:
  - > Electronic poll book(s) or paper voter registration list
  - > Paper ballots
  - > Poll lists
  - > The scanner and scanner base including the ballot boxes
  - > Ballot cards and BMDs
  - > Other election materials.
- Always follow the instructions of emergency personnel.
- If you must leave your polling place, call the county office once you reach a safe location to report the situation.

## Felony Charges for Election Misconduct

In May 2022, the South Carolina General Assembly has upgraded some election crimes to felonies and increased the penalties.

- Fraudulent voting or attempt to fraudulently vote, aiding in fraudulent voting or attempt to fraudulently vote, voting more than once, or impersonating a voter.
  - > Penalty: Felony, up to \$5,000 fine and 5 years prison.

The county office will provide a poster stating “VOTING MORE THAN ONCE IS A FELONY...” You must display the poster in the polling place.

The following felonies are punishable up to \$5,000 fine and five years in prison:

- Willful violation of duties by a poll manager.
- Fraud or corruption by a poll manager in the management of an election.
- Willful neglect of duties or corruption in conduct of duties by any election official.
- Accepting anything of value in exchange for requesting, collecting, or delivering an absentee ballot.”

## Equipment Issues

### Scanner Not Available

If the scanner is inoperable or not available, continue using BMDs and direct voters to insert ballot cards into the emergency/provisional ballot slot on the front of the scanner and notify the county office immediately. A technician will be sent to restore operation of the scanner. Any ballot cards placed in the emergency/provisional ballot slot will be counted at the end of the night. Instructions for processing these ballots are including in the scanner closing procedure.

### Ballot-Marking Devices (BMDs) Not Available (Emergency Ballots)

If all BMDs are inoperable or if not enough are available, provide voters with emergency paper ballots and notify the county office immediately. A number of ballots labeled “Emergency/Provisional” will be provided for this purpose not to exceed 10% of the registered voters at the polling place. The county office will work to restore the BMDs and/or provide additional emergency ballots.

Voters must be provided with a voting booth to ensure the secrecy of their ballot. If hand-marking a paper ballot in an emergency, use a voting booth or remove the privacy screen from an inoperable BMD and place it on a table to create a voting booth.

After marking the paper ballot, instruct voters to fold the ballot so that the stub can still be seen. Voters return the ballot to the managers who then remove the stub. The ballot is returned to the voter, and the voter places the ballot in the scanner using the larger slot below the ballot card slot. If both BMDs and the scanner are not available, voters will place the hand-marked emergency ballot in the emergency/provisional ballot slot on the front of the scanner base or, if necessary, in another ballot box provided by the county office.

## 54 Election Day Issues

---

### **Insufficient Ballots**

If you run out of emergency ballots and no additional emergency ballots have been provided, the poll managers must provide ballots made as nearly as possible to the official ballots. Use any resource available, if necessary, to create these ballots. A ballot must be provided.

One remedy is to photocopy one of each style of the emergency ballots before they are exhausted. Remember to renumber these copied ballots consecutively before issuing to voters (7-13-1870).

### **An eligible voter may not be turned away from the polls during voting hours without being given the opportunity to vote.**

A poll manager who fails to comply with the provisions of this law regarding providing ballots is guilty of a misdemeanor and, upon conviction, must be fined not more than \$500.00 (7-13-430).

### **ExpressVote Printers Not Working**

If the printers are not working, not printing the barcode label at the top of the ballot card, or printing the wrong ballot style, you will continue processing voters on the EPBs but skip the ballot printing step. Use blank ballot cards and manually select the ballot style for the voter at the BMD.

If the printer is on but not printing correctly or printing incorrect styles, you will need to power down the printer so you can skip the printing step. After pressing "Issue Ballot," press "Skip." Then press, "Complete Check-in."

Provide the voter a blank ballot card and direct them to a BMD. Ask the voter to insert the ballot with the corner cut to the right. When prompted, select the voter's ballot style number. Do not allow the voter to select their own ballot style. Once the ballot style is selected, the voter continues voting as normal.

The county office will direct managers on how to determine the voter's ballot style number.

### **Electronic Poll Books (EPBs) Not Available**

You will use the paper voter registration list and paper poll list to process voters if the EPBs are not available.

State law requires that when a precinct has more than 750 registered voters, the paper voter registration list must be divided alphabetically so that each list contains no more than 750 voters, with separate managers provided for each list (7-7-730). Split the list so that there are an approximately equal number of voters in each section. While you should split the list at a letter break, do NOT split the list in half by the number of letters in each section (A-M, N-Z). This will likely result in unbalanced lines. Use signs to direct voters to the appropriate line.



## Marking the Paper Voter Registration List

Because the paper voter registration list will be scanned after the election to give voters credit for voting in the election, it is very important that managers be very careful in marking the voter registration list:

- Use a number 2 pencil
- Keep manager's initials, page number, and line number inside the boxes
- Fully shade the VOTED, PARTY, and/or RUNOFF circles. No "X"s, checks, or other marks
- Do not fold or crease the pages
- Do not write notes on the list (such as deceased, moved, etc.)
- Use a straight edge to help ensure you stay on the same line as you complete each column.

## Marking Absentee Voters

Most voters who have been issued an absentee ballot will already be marked on the list. The "MGR INT" column will have "ABS" pre-printed in the column and the "VOTED" column will have an "X" pre-printed in the circle (see line 5 in the example general election list). However, voters who are issued an absentee ballot close to election may not be marked on the list. If some absentee voters have not been marked on the list, your county office will provide you with a list of absentee voters to mark. These voters must be marked before voting begins.

To mark absentee voters, follow the procedure detailed below for the appropriate type of election. However, instead of writing your initials where indicated, write "ABS-I" or "ABS-R" depending on if the voter was issued a ballot or was issued and returned an absentee ballot. Shade in the appropriate circles. Make no marks in the "PAGE" and "LINE" columns.

# 56 Election Day Issues

## Marking Election Day Voters

After finding the voter on the list, follow these instructions depending on the type of list being used:

### General Election List

**Step 1.** Initial in the "MGR INT" (Manager's Initials) column.

**Step 2.** Write the page and line number on which the voter signs the poll list in the "POLL LIST" page and line number columns.

**Step 3.** Shade in the circle in the "VOTED" column.

SOUTH CAROLINA VOT REGISTRATION LIST																			
Statewide General Election																			
ELECTION NUMBER: 20026		POLLING LOCATION: First Baptist Church										PRECINCT CODE(s): 029		COUNTY: 02 AIKEN					
ELECTION DATE: 11/08/2016		PAGE NO: 3																	
NAME, ADDRESS	BALLOT STYLE	MGR INT	POLL LIST		VOTED	DISTRICTS										REG NUMBER	DOB/REG DATES	DO NOT WRITE IN THIS AREA	
			PAGE	LINE		Con	Sen	Hou	CoC	Sch	Wat	PSD	Fir	MI1	MI2				
1 Anderson William R 176 Village Pkwy	B027	KR	3	08	●	02	24	083	04	04							024120203	10/13/1961 01/05/2010	
2 Andrews Antroyn L 928 Georgetown Dr	B027				○	02	24	083	04	04							024096910	06/09/1967 10/05/2012	
3 ANDREWS HOPE A 955 Georgetown Dr	B027				○	02	24	083	04	04							406782650	03/05/1986 09/25/2004	
4 Apolzan John W 147 Village Pkwy	B027	IM			○	02	24	083	04	04							024166563	02/23/1980 07/28/2009	
5 Arant Nicki W 128 Savannah Pt	B027	ABS			●	02	24	083	04	04							024080110	09/19/1944 06/29/2005	

EXAMPLE GENERAL ELECTION LIST – FOR DEMONSTRATION PURPOSES ONLY

### Party Primary List

**Step 1.** Determine the primary in which the voter wishes to vote (if more than one).

**Step 2.** Initial in the "MGR INT" column.

**Step 3.** Write the page and line number of the voter's signature on the poll list in the "POLL LIST" page and line number columns.

**Step 4.** Shade in the circle in the "PARTY" column (R=Republican, D=Democratic).

SOUTH CAROLINA VC REGISTRATION LIST																		
Statewide Primary Election																		
ELECTION NUMBER: 20579		POLLING LOCATION: Calvary Baptist Church										PRECINCT CODE(s): 315		COUNTY: 23 GREENVILLE				
ELECTION DATE: 06/12/2018		PAGE NO: 5																
NAME, ADDRESS	BALLOT STYLE	MGR INT	POLL LIST		PARTY		RUN OFF	DISTRICTS						REG NUMBER	DOB/REG DATES	DO NOT WRITE IN THIS AREA		
			PAGE	LINE	R	D		PAGE	LINE	Con	Sen	House	CoC				Sch	CIC
1 Arce Deanna T 128 Scottish Ave	D001 R014	LC			●	○	LC	2	58	04	08	027	26	28		470759069	09/12/1977 10/11/2016	
2 Ard Corey R 302 Willow Branch Dr	D001 R014	CW	3	12	○	●	○			04	08	027	26	28		470113973	09/02/1990 08/24/2012	
3 Ard Rhonda M 302 Willow Branch Dr	D001 R014		IF		○	○	○			04	08	027	26	28		235538603	08/19/1959 03/20/1996	
4 Arendt Jason D 125 Scottish Ave	D001 R014	HB	4	7	○	●	CW	1	21	04	08	027	26	28		470088809	09/16/1979 06/29/2012	
5 Arias Virmancelli 101 Trippmont Ct	D001 R014				○	○	○			04	08	027	26	28		470057295	12/11/1975 04/12/2012	

EXAMPLE PRIMARY ELECTION LIST – FOR DEMONSTRATION PURPOSES ONLY

## Primary Runoffs

In a primary runoff, you will use the same list as you used in the primary. Any voter who voted in the primary is limited to voting only in the same party's runoff. In other words, the voter may not switch from one party in the primary to another party in the runoff. You will use the list to make sure voters vote only in the runoff for which they are eligible.

A voter who did not vote in the first primary but was eligible to vote may vote in either party's runoff.

**Step 1.** Determine if the voter voted in the primary, then follow A, B or C.

- A. If the voter voted in the primary, and there is a runoff for that party (see line 4 in example primary list):
  1. Shade in the circle in the "RUNOFF" column
  2. Initial under the circle
  3. Write the page and line number of the voter's signature on the poll list in the "RUNOFF" page and line number columns.
- B. If the voter voted in the primary, but there is no runoff for that party:
  1. Voter is not eligible to vote.
- C. If the voter did not vote in the primary (see line 1 in the example primary list):
  1. Determine in which runoff the voter wishes to vote (if more than one)
  2. Initial in the "MGR INT" column.
  3. Shade in the circle in the "PARTY" column (R=Republican, D=Democratic).
  4. Shade in the circle in the "RUNOFF" column.
  5. Initial under the circle.
  6. Write the page and line number of the voter's signature on the poll list in the "RUNOFF" page and line number columns.

# 58 Election Day Issues

## Municipal Election List

**Step 1.** Initial in the "MGR INT" column.

**Step 2.** Write the page & line number on which the voter signs the poll list in the "PAGE" & "LINE" columns.

**Step 3.** Shade in the circle in the "VOTED" column.

SOUTH CAROLINA VOTER REGISTRATION LIST												
ELECTION NUMBER: 20155											COUNTY: 26 Horry	
ELECTION DATE: 08/09/2016 POLLING LOCATION: Dick Johnson Civic Center											PRECINCT: 204	
Surfside Beach Town Council Spec Elect											PAGE NO: 1	
NAME, ADDRESS	BALLOT STYLE	ELECTION			RUN OFF			CITY COUNCIL DISTRICT	REG NUMBER	DOB/REG DATES	DO NOT WRITE IN THIS AREA	
		MGR INT	PAGE	LINE	VOTED	MGR INT	PAGE					LINE
1 ADEVEDO JASON 512 S Poplar Dr Apt B			IM						470625891	09/13/1976 05/25/2016		
2 Ackles John M 629 3rd Ave S			IF						261893776	06/22/1939 01/31/1980		
3 Ackles Steven G 629 3rd Ave S			IF						265781802	07/02/1970 07/24/1992		
4 Adams Carol P 213 3rd Ave S									265880639	05/14/1949 01/16/2003		
5 Adams Charles R Jr 812 S Hollywood Dr									265850768	03/31/1953 09/28/1999		

EXAMPLE MUNICIPAL LIST – FOR DEMONSTRATION PURPOSES ONLY

## Municipal Runoffs

In a municipal runoff, you will use the same list as you used in the election. A voter who did not vote in the election but was eligible to vote may vote in the runoff. Follow the same procedures as above, but complete only the columns under "RUNOFF." Make no marks in the "ELECTION" column.

## Ballot Box is Full

It is possible in a high turnout election for the ballot bin to reach capacity. Also, if a large number of unscanned ballot cards, unscanned emergency ballots or provisional ballots are placed in the emergency/provisional ballot slot, it is possible for the emergency/provisional compartment to reach capacity.

## Ballot Bin

If the ballot bin reaches capacity, it should be replaced with another ballot bin. If you do not have a second bin, the county office or a polling location technician will provide one. Cut the seal on the door to the main ballot compartment and record the seal number on the seal envelope. Remove the ballot bin. Check the compartment for any ballots that may have fallen outside the bin and place them in the bin. Close the lid to the bin, lock the bin, and seal the bin. Record the seal number on the seal envelope. Place the new bin in the compartment, making sure both flaps to the lid are open. Close and lock the door. Place a new seal on the door and record the new seal number on the seal envelope.

## Emergency/Provisional Ballot Compartment

If the emergency/provisional compartment reaches capacity, begin using a separate ballot box or secure ballot bag. If you do not have a second ballot box or bag, the county office or a polling location technician will provide one. Before using the separate ballot box or bag, display that the box or bag is empty. Lock and seal the box or bag. Record the seal number on the seal envelope.

## CLOSING OF THE POLLS

At 7:00 p.m., the clerk announces that the polls are closed. Any voters who are in the process of voting or waiting to vote at this time must be allowed to vote. No one who arrives after the announcement that the polls are closed may be allowed to vote (7-13-850). A poll manager should stand at the end of the line to mark the last voter and to monitor for late arrivers.

### Shutting down the Electronic Poll Books (EPBs)

1. Touch "Monitor Poll" from the voter search screen.
2. Touch "Close Poll" then "Yes."
3. Touch "Yes" when asked if you want to sign out.
4. Touch "Shut Down" then "Yes."
5. Return equipment to the EPB case being careful to keep the cords from being pinched or tangled by the equipment or the case itself.

### Canvassing and Reporting of Vote Totals at Polling Place

After the polls close and all voters waiting in line have voted, the managers must immediately close the BMDs and scanner. No further voting is allowed.

- A detailed step-by-step guide for opening and closing the BMDs and scanners, including canvassing and reporting vote totals, are provided with your poll manager's materials. Be sure to follow these instructions carefully.
- Complete the Ballot Reconciliation Worksheet as you complete the closing process.

### Scanning Emergency Ballots

After the polls have closed and with at least three managers present, follow the step-by-step scanner closing procedures and publicly open the emergency/provisional compartment and/or any other ballot box used for emergency/provisional ballots.

- Scan any ballot cards and hand-marked emergency ballots in the compartment and/or ballot box.
- Provisional ballot envelopes are removed and returned to the county office unopened (see "Provisional Ballots" below).

### Provisional Ballots

At the close of the election, the poll managers must turn over the envelopes containing provisional (challenged) ballots to the county office. Managers do not include challenged ballots in their tally. The sealed envelopes containing these ballots must not be opened by the managers.

## 60 Closing of the Polls

---

### Posting Election Results

Three managers must sign the totals tapes, posting one copy in a conspicuous location at the polling place, and return the other totals tape with other election supplies. If possible, post the tape in a window or other location where it can be read from the outside after the polling place is closed (7-13-1110, 7-13-1880).

### Sealing Equipment after Election

You are required to seal ballot boxes using numbered seals at the close of the election. Seals will be provided in the seal envelope. Seal numbers will be recorded on the seal envelope. The BMD and scanner opening and closing guides provide detailed instructions for managing these seals.

### Accounting for Ballots after Election

After closing the polls, counting the votes, and publicly posting the results; the clerk or other manager designated by the board, must deliver to the county board the voter registration list, poll lists, ballot boxes, unused ballots, results tape, and thumb drive from the scanner.

The managers are also responsible for accounting for all ballots provided to them by completing the Ballot Reconciliation Worksheet provided with your poll manager's materials. The worksheet helps you account for and document all ballots provided and used during the election, as well as the number of voters who were checked in on the voter registration list (7-13-1150).

Managers account for:

- Ballot cards and hand-marked ballots provided
- Spoiled ballots returned by voters
- Unused ballots to be returned to the county board
- Voted ballots
- Provisional ballots



## Unable to Scan Emergency Ballots

If the scanner is not operational, contact the county office immediately. You may be directed to return the emergency ballots to the county office for tabulation.

In some cases, you could be required to hand count ballots at the polling place. Your county office will provide guidance if required to do so. If required to hand count ballots:

- Managers are authorized to use additional volunteer personnel in counting the ballots. A volunteer counter cannot be a candidate or a watcher for a candidate for an office to be voted on in the election, and they must take the following oath prior to assuming their duties:  
“I do solemnly swear or affirm that I am not a candidate or a watcher in this election, am qualified elector of this county, that I will count the ballots entrusted to my care in a fair and impartial manner, and make to the best of my ability a correct tabulation of the results.”  
The managers are required to make a list of such volunteer counters and turn this list in with other election material to the county board.
- Counting of ballots to be done in public. While the public has a right to be present when the ballots are being counted, no one can unduly interfere with or impede the process of counting the ballots. The managers should permit full observation of the counting but should also maintain absolute control of the entire proceeding to ensure that the ballots are properly counted and accounted for.
- If a voter marks more names than there are persons to be elected or nominated to an office, this is an overvote, and no vote for the office will be counted. The sections of the ballot that are properly marked must be counted (7-13-1120).
- A vote must be counted when there is reasonable certainty as to the voter’s intent in choice of candidate or answer to a question. The determination of a voter’s choice is sometimes a difficult task. The voter may make unclear marks making determining how the voter intended to vote difficult. Managers are required to exercise their best judgment as to how the voter intended to cast their ballot. If it is impossible to tell how the voter intended to vote in a particular contest, no vote can be counted for that contest, but votes may be counted for other contests on the ballot
- Vote tallies at the polling place are unofficial. It is important that all ballots be preserved so that the county board can canvass the vote prior to certification.
- The counting must continue without interruption until it is completed.
- After the counting is complete, the managers shall sign such statements of the results of the election as may be required (7-13-1110).

## 62 Closing of the Polls

---

### Completing the Closing Checklist

Clerks should ensure all items have been completed on the checklist prior to the closing of the polls.

### Returning Supplies to the County Office

Return all supplies to the county office the night of the election. Your county office will provide you with a list of everything that should be returned immediately upon the close of the polling location and will give you directions as to where these items will be returned within the office. Supplies and ballot boxes must be taken directly back to the county office from the polling location.

Items that must be returned the night of the election:

- All cast ballots, including Provisional, Emergency, and Failsafe ballots, lanyard with DS200 thumb drive, two copies each of zero and totals tapes, sealed and locked in blue ballot bin
- Any blank ballot cards in sealed/locked ballot bag
- Keys
- Ballot reconciliation worksheet



# Appendix

The Appendix represents scans of SC Election materials, in the event some of the forms in this section are out of date, we need to scan the newer forms to replace them.

Most of the Photo IDs are good to use, we may want to feature the “newer” SC Voter Identification Card along with the one in the book and make note “If presented one of the two types of SC Voter Identification Cards are acceptable”

The following pages include samples of each form, to be used during an election, from opening and closing tapes to poll list and other materials used during the election process.

1. Qualifying Photo IDs
2. Primary Voter Registration List
3. Democratic Primary Poll List
4. Republican Primary Poll List
5. General Election Voter Registration List
6. General Election Poll List
7. Municipal Voter Registration List
8. SC Voters Change of Address Form
9. Provisional Ballot Envelope (Front)
10. Provisional Ballot Envelope (Back)
11. Notice of Hearing on Provisional Ballots
12. Ballot Reconciliation Worksheet
13. Ballot Reconciliation Worksheet Instructions
14. Record of Watchers and Observers form
15. Code of Conduct for Polling Places

# 1 Appendix

## Qualifying Photo ID

**Note:** This is not a definitive list of acceptable Photo IDs

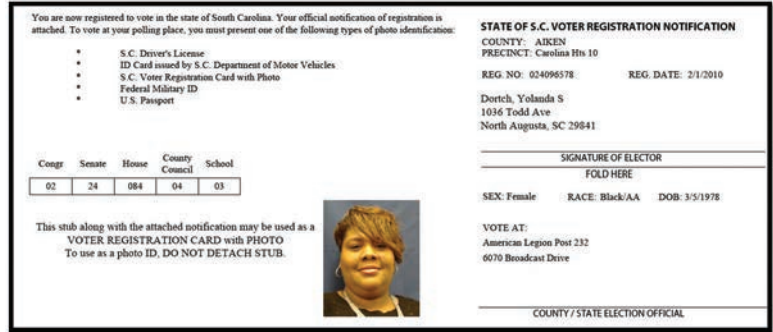
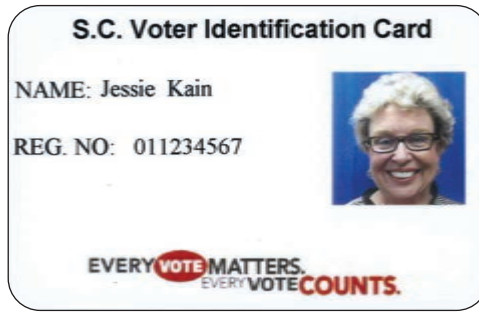
## S.C. Drivers License



## S.C. Department of Motor Vehicles Identification Card



### S.C. Voter Registration Card with photograph



### Federal Military identification card with photograph



### U.S. Passport







Primary Poll List

Democratic Primary Poll List

County		Date	
Election		Election Number	
Precinct		Precinct Code	

**Voters Oath - Please read:** I do solemnly swear or affirm that I am qualified to vote in this election according to the Constitution of this State and that I have not voted during this election; further, I do solemnly swear or affirm that I am duly qualified to vote at this primary election and that I have not voted before at this primary election or in any other party's primary election or officially participated in the nominating convention for any vacancy for which this primary is being held.

Signatures of Voters

1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	

# 4 Appendix

## Primary Poll List

### Republican Primary Poll List

County		Date	
Election		Election Number	
Precinct		Precinct Code	

**Voters Oath - Please read:** I do solemnly swear or affirm that I am qualified to vote in this election according to the Constitution of this State and that I have not voted during this election; further, I do solemnly swear or affirm that I am duly qualified to vote at this primary election and that I have not voted before at this primary election or in any other party's primary election or officially participated in the nominating convention for any vacancy for which this primary is being held.

#### Signatures of Voters

1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	



General Election Voter Registration List

ELECTION NUMBER: 20026  
 ELECTION DATE: 11/08/2016

POLLING LOCATION: First Baptist Church

**SOUTH CAROLINA VOTER REGISTRATION LIST**  
 Statewide General Election

PRECINCT CODE(S): 029

COUNTY: 02 Aiken  
 PAGE NO: 3

NAME, ADDRESS	BALLOT STYLE	MGR INT	POLL LIST		VOTED	DISTRICTS								REG NUMBER	DOB/ REG DATES	DO NOT WRITE IN THIS AREA			
			PAGE	LINE		Con	Sen	Hou	CoC	Sch	Wtd	PSD	Fir				M11	M12	
1 Anderson William R 176 Killdeer Pkwy	B027		3	BB	<input checked="" type="radio"/>	02	24	083	04	04							024120203	10/13/1961 01/05/2010	
2 Andrews Antrovn L 928 Georgetown Dr	B027				<input type="radio"/>	02	24	083	04	04							024096910	06/09/1967 10/05/2012	
3 ANDREWS HOPE A 955 Bedford Dr	B027				<input type="radio"/>	02	24	083	04	04							406782650	03/05/1986 09/25/2004	
4 Apolzan John W 147 Village Pkwy	B027			IM	<input type="radio"/>	02	24	083	04	04							024166563	02/23/1980 07/28/2009	
5 Arant Nicki M 28 Savannah Pt	B027	ABS			<input checked="" type="radio"/>	02	24	083	04	04							024080110	09/19/1964 06/29/2005	
6 Arant R Curtis 128 Savannah Pt	B027	ABS			<input checked="" type="radio"/>	02	24	083	04	04							024080111	04/15/1964 06/29/2005	
7 ARMBURSTER CHRISTINA M 515 Lake Ave	B027		KB	5 18	<input checked="" type="radio"/>	02	24	083	04	04							470331284	10/05/1986 03/24/2014	
8 Armitage Charles O III 128 Crystal Lake Dr	B027			IM	<input type="radio"/>	02	24	083	04	04							024156471	08/08/1972 03/20/2008	
9 Armstrong Dativ L 532 Front St	B027				<input type="radio"/>	02	24	083	04	04							470471674	09/24/1950 06/25/2015	
10 Armstrong James H 552 Front St	B027				<input type="radio"/>	02	24	083	04	04							470471676	08/27/1947 06/25/2015	
11 Arnes Chad W 625 Bursling Dr	B027			IM	<input type="radio"/>	02	24	083	04	04							024136477	08/06/1972 10/01/2004	
12 Arnest Jennifer A 525 Pershing Dr	B027			IM	<input type="radio"/>	02	24	083	04	04							024126564	08/15/1978 02/27/2003	
13 ABBINGTON VIRGINIA I 319 N Pine Grove Ave	B027	ABS			<input checked="" type="radio"/>	02	24	083	04	04							470286944	09/18/1964 09/19/2013	
14 Arthur's Charlie A 1021 Georgetown Dr	B027		KR	7 46	<input checked="" type="radio"/>	02	24	083	04	04							024138264	07/11/1974 07/06/2016	
15 ARTHUR'S WILLIAM T 1021 Georgetown Dr	B027				<input type="radio"/>	02	24	083	04	04							470095344	03/04/1994 07/24/2012	

# 6 Appendix

## General Election Poll List

### Poll List

County		Date	
Election		Election Number	
Precinct		Precinct Code	

**Voters Oath - Please read:** I do solemnly swear or affirm that I am qualified to vote in this election according to the Constitution of this State and that I have not voted during this election.

### *Signatures of Voters*

1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	



Municipal Voter Registration List

ELECTION NUMBER: 20155  
 ELECTION DATE: 08/09/2016 POLLING LOCATION: Dick Johnson Civic Center PRECINCT: 204  
 SOUTH CAROLINA VOTER REGISTRATION LIST  
 Surfside Beach Town Council 1 Spec Elect

COUNTY: 26 HORRY  
 PAGE NO: 1

NAME	ADDRESS	BALLOT STYLE	ELECTION			RUN OFF			CITY COUNCIL DISTRICT	REG NUMBER	DOB/REG DATES	DO NOT WRITE IN THIS AREA
			PAGE	LINE	VOTED	PAGE	LINE	VOTED				
1	ACEVEDO JASON 512 S Poplar Dr Apt C		IM		<input type="radio"/>	IM		<input type="radio"/>	470625891	09/13/1976 05/25/2016		
2	Ackles John M 629 3rd Ave S		IF		<input type="radio"/>	IF		<input type="radio"/>	261893776	06/22/1939 01/31/1980		
3	Ackles Steven G 629 3rd Ave S		IF		<input type="radio"/>	IF		<input type="radio"/>	265781802	07/02/1970 07/24/1992		
4	Adams Carol P 213 3rd Ave S				<input type="radio"/>			<input type="radio"/>	265880639	05/14/1949 01/16/2003		
5	Adams Charles R Jr 812 S Hollywood Dr				<input type="radio"/>			<input type="radio"/>	265850768	03/31/1953 09/28/1999		
6	ADAMS LAUREN A 111 N Hollywood Dr Unit A				<input type="radio"/>			<input type="radio"/>	470351706	11/27/1994 06/12/2014		
7	Adams Susan P 812 S Hollywood Dr				<input type="radio"/>			<input type="radio"/>	262285695	12/14/1954 02/09/1984		
8	Addison James M 522 Maple Dr				<input type="radio"/>			<input type="radio"/>	261615410	06/02/1934 09/30/1976		
9	Adkins Brian K 618 15th Ave S Apt 66				<input type="radio"/>			<input type="radio"/>	265951413	09/04/1954 08/04/2008		
10	ADKINS RONALD G 512 Surfside Dr				<input type="radio"/>			<input type="radio"/>	470270639	04/29/1953 07/24/2013		
11	AIKEN JAMES P 120 N Ocean Blvd # 6				<input type="radio"/>			<input type="radio"/>	470637880	07/04/1957 06/07/2016		
12	Aiosa Jackie L 612 15th Ave S Apt 18				<input type="radio"/>			<input type="radio"/>	265784858	02/12/1950 09/16/1992		
13	Aiosa Richard 612 15th Ave S Apt 18				<input type="radio"/>			<input type="radio"/>	262372124	03/09/1942 05/13/2000		
14	Albohn Tara J 520 1st Ave N Apt C				<input type="radio"/>			<input type="radio"/>	265951335	05/19/1986 07/30/2008		
15	Alexander Geraldine B 613 2nd Ave N				<input type="radio"/>			<input type="radio"/>	261829287	11/28/1927 09/03/1980		

Handwritten notes: "Rm 3" and "10/21" with arrows pointing to specific rows in the table.

# 8 Appendix

## SC Voters Change of Address Form

Change of Address

This form cannot be used if your county of residence has changed. You must register in your new county.

REGISTRATION NUMBER	BIRTHDATE: Month	Day	Year
NAME (as registered)	Last	First	MI Suffix (Jr, Sr, etc.)
NAME CHANGE	Last	First	MI Suffix (Jr, Sr, etc.)
OLD ADDRESS	Street		
	City	State	Zip Code
NEW ADDRESS	Street		Inside City Limits <input type="checkbox"/> Yes <input type="checkbox"/> No
	City	State	Zip Code
MAIL ADDRESS (if different from above)	Street or PO Box		
	City	State	Zip Code
PHONE	Home	Work	Social Security Number

I hereby authorize the county board of voter registration to make the above changes.

I request the county board of voter registration to mail me a DUPLICATE voter registration certificate.

Signature of Voter \_\_\_\_\_ Date \_\_\_\_\_

I:\forms.changeofaddress.9.19.05

Each voter whose address has changed should complete a Change of Address form.

# Provisional Ballot Envelope (Front)

## PROVISIONAL BALLOT ENVELOPE

**every vote matters.  
every vote counts.**

Please Print. Complete polling place and voter information and the appropriate section (A, B, C or D) for type of provisional.

<b>Precinct/Polling Place</b>		<b>Election</b>	
<b>Poll Manager/Clerk</b>		<b>Date</b>	

<b>Voter as Registered</b> Required. Provide as much information as possible.	<b>Full Name</b>			
	<b>Voter Registration #</b>		<b>DOB</b>	
	<b>Registration Address</b>			
	<b>City/State/Zip</b>			
	<b>Phone</b>		<b>SCDL #</b>	
	<b>Email</b>			

<b>A</b> <b>Failsafe</b> Complete if voter has moved and is voting a Failsafe Provisional ballot.	<b>Voter's New Address</b>	Street	
		City/State/Zip	
	<b>Mailing Address</b> (if different from above)	Street	
		City/State/Zip	
	I swear (or affirm) that the address provided above is my sole legal residence for voting purposes.		
<b>Signature of Voter</b>			

<b>B</b> <b>Voter Qualification Challenge</b> Complete if not Failsafe (A) or Photo ID (C or D). Use Emergency/Provisional Ballot.	<b>Reason for Challenge</b>	<input type="checkbox"/> Issued an absentee ballot. Did voter receive ballot? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Registered in another precinct or county	
		<input type="checkbox"/> Registered after deadline	
		<input type="checkbox"/> Not found in poll book (voter says registered at DMV or other agency)	
		<input type="checkbox"/> Not found in poll book (other reason)	
		<input type="checkbox"/> Archived voter	
	<input type="checkbox"/> Other (explain)		
	<b>Challenge by Poll Manager/Clerk?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If not poll manager, provide challenger information.</b>			
<b>Name</b>			
<b>Voter Registration #</b>			
<b>Address</b>			
<b>City/State/Zip</b>			
<b>Phone</b>			
<b>Email</b>			

Provisional Ballot Envelope (Back)

Did You Provide Notice of Provisional Ballot Hearing?

<p><b>C</b></p> <p><b>Voter Did Not Bring Photo ID</b></p> <p>Use Emergency/ Provisional Ballot.</p>	<p><input type="checkbox"/> Check here if voter has a Photo ID but did not bring the Photo ID with them to the polling place.</p> <p>Remind voter to show Photo ID to county board of voter registration and elections by the time of the provisional ballot hearing.</p>
--	---

<p><b>D</b></p> <p><b>Voter Has No Photo ID</b></p> <p>Complete this section if voter does not have a Photo ID due to some obstacle.</p> <p>Voter must show voter registration card without photo.</p> <p>Use Emergency/ Provisional Ballot.</p>	<p><b>Reasonable Impediment Affidavit</b></p> <p>I swear (or affirm) under penalty of perjury that I am the same person who appeared at this polling place and cast this provisional ballot on Election Day.</p> <p>I suffer from the following reasonable impediment that prevented me from obtaining one of the required Photo IDs (check one):</p> <p> <input type="checkbox"/> Religious objection to being photographed      <input type="checkbox"/> Lack of birth certificate  <input type="checkbox"/> Lack of transportation      <input type="checkbox"/> Work schedule  <input type="checkbox"/> Disability or Illness      <input type="checkbox"/> Family Responsibilities  <input type="checkbox"/> Other reasonable impediment (list if disclosure is not protected by state or federal law)         </p> <p>Signature of Voter _____</p> <p>Signature of Poll Manager or Notary _____</p> <p>Date _____ Commission Expiration Date _____</p>
--	--

OFFICE USE ONLY	Office Research	<input type="checkbox"/> <b>ACCEPT</b> <input type="checkbox"/> Failsafe Verified <input type="checkbox"/> Eligibility Verified <input type="checkbox"/> No Absentee Returned <input type="checkbox"/> Photo ID Provided <input type="checkbox"/> HAVA ID Provided <input type="checkbox"/> Other Notes:	<input type="checkbox"/> <b>REJECT</b> <input type="checkbox"/> Not Eligible for Election <input type="checkbox"/> Not in VREMS <input type="checkbox"/> Does Not Live in County <input type="checkbox"/> Inactive for Cause <input type="checkbox"/> Voted Absentee <input type="checkbox"/> Photo ID Not Provided <input type="checkbox"/> HAVA ID Not Provided Notes:	<input type="checkbox"/> Registered Too Late <input type="checkbox"/> Moved from Another County <input type="checkbox"/> Voted at Wrong Precinct <input type="checkbox"/> Arrived at Polls after 7pm <input type="checkbox"/> Unauthorized Return by Another <input type="checkbox"/> Other
	Board Ruling	<input type="checkbox"/> <b>ACCEPTED</b> <input type="checkbox"/> <b>REJECTED</b>		Notes:
	Record Updated	Date	Initials	

PROVISIONAL BALLOT ENVELOPE

every vote matters.  
every vote counts.

## Notice of Hearing on Provisional Ballots



7035\_34 072013

**SOUTH CAROLINA**  
ELECTION COMMISSION

### THE COUNTY ELECTION COMMISSION WILL HOLD A HEARING TO DETERMINE WHETHER YOUR PROVISIONAL BALLOT WILL COUNT.

#### If you are the challenged voter:

- ★ You are entitled to be present at this hearing.
- ★ You are entitled to be represented by legal counsel and to present evidence.
- ★ If you forgot to bring your Photo ID to the polling place, you must show Photo ID to the county election commission no later than the time of the provisional ballot hearing for your vote to count.
- ★ If you did not have a Photo ID because you suffer from a reasonable impediment and you completed the affidavit, your vote will count unless the election commission has grounds to believe your affidavit is false.

#### If you are the challenger:

- ★ You may be present at the hearing and present evidence.
- ★ Prior to the hearing, you may present written evidence to the county election commission.
- ★ If you do none of these to support the challenge, the ballot will be counted.

#### The provisional ballot hearing will be held:

<b>DATE</b>	<b>TIME</b>
<b>LOCATION</b>	
<b>ADDRESS</b>	
<b>CITY</b>	<b>ZIP</b>

#### Check the status of your provisional ballot:

- ★ At [scVOTES.org](http://scVOTES.org), click on "Voters", then "Check Your Provisional Ballot".
- ★ Or call the State Election Commission toll-free at **1-866-200-6110**.

This notice was issued as required by Section 7-13-830 of the 1976 South Carolina Code of Laws.

[scVOTES.org](http://scVOTES.org)

**EVERY VOTE MATTERS.**  
**EVERY VOTE COUNTS.**

# 12 Appendix

## Ballot Reconciliation Worksheet

County \_\_\_\_\_ Precinct \_\_\_\_\_ Date \_\_\_\_\_

Ballots Supplied		
A	Ballot Cards (Completed by County Office)	
B	Hand-Marked Paper Ballots (Completed by County Office) (Emergency/Provisional + Failsafe Provisional)	
C	Additional Ballot Cards	
D	Additional Hand-Marked Paper Ballots (Emergency/Provisional + Failsafe Provisional)	
<b>Total 1</b>		

Ballots Used		
E	Ballots Scanned (Ballot Cards and Emergency Ballots) (Number displayed on the Scanner/DS200)	
F	Provisional Ballots (Hand-Marked Paper Ballots/ <b>Envelopes</b> )	
G	Spoiled Ballots (Ballot Cards + Hand-Marked Paper Ballots)	
<b>Total 2</b>		

Ballots Not Used		
H	Ballot Cards	
I	Hand-Marked Paper Ballots (Emergency/Provisional + Failsafe Provisional)	
<b>Total 3</b>		

Voters Checked In		
J	Electronic Poll Book (EPB)	
K	Paper Poll List (Include Provisionals NOT entered in the EPB) (DO NOT Include Curbside Poll List)	
<b>Total 4</b>		

**Total 2**  + **Total 3**  =  (Should equal Total 1)

**Total 4**  + **G**  =  (Should equal Total 2)

Explain any discrepancies:

---



---



---

Are you returning any Emergency ballots that have not been scanned? Yes  No   
(Do NOT include Provisional or Failsafe Provisional ballots)

Poll Clerk Signature: \_\_\_\_\_ Time: \_\_\_\_\_

## Ballot Reconciliation Worksheet – Instructions

### Ballots Supplied

- A. **Ballot Cards** – Ballot cards supplied to start election day. Filled in by county office.
- B. **Hand-Marked Paper Ballots** – Hand-marked paper ballots (Emergency/Provisional and Failsafe Provisional) supplied to start election day. Filled in by county office.
- C. **Additional Ballot Cards** – Ballot cards brought to precinct on election day.
- D. **Additional Hand-Marked Paper Ballots** – Hand-marked paper ballots brought to precinct on election day.

---

**TOTAL 1 = A + B + C + D**

---

### Ballots Used

- E. **Ballots Scanned** – Ballot cards scanned on the precinct scanner(s). Number displayed on scanner screen and on results tape. Scan any ballot cards and/or emergency ballots in the Emergency/Provisional compartment first before getting number. If more than one scanner, combine numbers from all scanners.
- F. **Provisional Ballots** – Provisional ballots submitted on election day. Should correspond to **number of provisional ballot envelopes** in emergency/provisional ballot compartment.
- G. **Spoiled Ballots** – Ballot cards and hand-marked paper ballots in “spoiled ballot” envelope.

---

**TOTAL 2 = E + F + G**

---

### Ballots Not Used

- H. **Ballot Cards** – Count unused ballot cards. To make easier, do not remove ballot cards from packaging until needed.  
  
Example: 10 packs of ballot cards are supplied. Each pack contains 25 cards. At close of polls, 2 packs are unopened (50 ballot cards). There are 12 loose ballot cards. Ballots Not Used is 62.
- I. **Hand-Marked Paper Ballots** – Count unused hand-marked paper ballots.

---

**TOTAL 3 = H + I**

---

### Voters Checked In

- J. **Electronic Poll Book** – Number of voters **“Checked In”** displayed at bottom of voter search screen.
- K. **Paper Poll List** – Number of signatures on paper poll list (number of voters checked in manually). **Do NOT Include** provisional voters checked in using the Electronic Poll Book (EPB). **Do NOT Include** curbside poll list. Curbside voters are checked in on the EPB.

---

**TOTAL 4 = J + K**

---

### Reconciliation

Fill in blanks with corresponding numbers and calculate. Results should equal the number indicated. If there are differences, check your math. If discrepancies cannot be resolved, poll clerk should provide any available explanation or information in space provided.

Check the “Yes” box if returning any emergency ballots that need to be scanned. This does **NOT** include provisional or failsafe provisional ballots.

---







## Code of Conduct for Poll Watchers and Observers

### General Polling Place Conduct and Expectations for Poll Watchers and Observers

All Poll Watchers and Observers must show a valid photo ID to the Clerk and/or Poll Manager on duty upon arrival. Poll Watchers must present an official letter from the candidate or party designating them as such and listing the precinct(s) for which they may be assigned. Poll Watchers and Observers must follow the direction of the Clerk and/or Poll Manager on duty at all times. Any Poll Watcher or Observer who refuses to agree to and abide by this Code of Conduct will not be allowed to remain in the polling location and will be asked to leave. If they refuse to leave, the poll manager or clerk should contact local law enforcement for assistance.

#### Observers and Poll Watchers may:

- Observe the election processes, including the opening and closing processes at the polling place.
- Observe the election processes during the early voting period at an early voting center.
- Obtain information from the Clerk, or designated Poll Manager, about how many people have voted and who has voted as long as the EPB station is not currently being used to check-in voters. Lists will not be provided at the polling location.
- Make notes while observing the election processes.
- Ask questions of the Clerk, or designated Poll Manager, at the polls as long as they do not interfere with the conduct of any part of the voting process. If a poll watcher/observer disagrees with the designated poll manager or clerk, or needs more information, they should step outside and contact the county office for clarification.

#### Observers and Poll Watchers may *not*:

- Interfere with the conduct of the election.
- Take pictures or video inside the polling place, with the exception of the zero tape and results tape once posted. See section on "Cell Phones and Electronic Devices"
- Physically handle or touch any voting materials or equipment.
- Move or rearrange tables, chairs, or voting booths at the polling place or early voting center.
- Sit at or hover around official worktables or view confidential voter information on any computer terminal, EPB, or document.
- Communicate with voters inside of a polling place or an early voting center.
- Display any political material, including slogans, or wear campaign badges, buttons, or apparel.
- Wear any uniform resembling that of law enforcement officers or military personnel.
- Have a firearm, knife, or other weapon within a polling place or early voting center.
- Talk to any election worker who is not the Clerk or designated Poll Manager.
- Tell a Clerk or Poll Manager how to conduct their duties.
- Argue with any election workers or voters.
- Make physical contact with election personnel or voters.
- Verbally harass or intimidate election workers, voters, or other persons in the polling place or early voting center.
- Assist in operations at any polling place or early voting center.
- Prevent other observers from observing materials or a process.

Violations of this Code of Conduct will result in dismissal from the polling location for the duration of the election. The authority for such determination rests solely with the leadership of the polling place and, when necessary, the county voter registration and elections office.

#### Canvassing the Vote

After the polls close, poll watchers and observers can remain in the polling place to observe the canvassing process. The Clerk may establish a new designated area for watchers and observers to allow for the viewing of the closing process. They must remain in a designated observation area during this time apart from viewing the results tape once it is posted publicly. They may take a picture of the results tape once it's posted outside of the immediate voting area. Watchers and observers will be dismissed from the polling place after the results tapes have been printed, signed, and posted AND the ballot boxes have been locked and sealed.

**every vote matters.**  
**every vote counts.**

State Election Commission  
1122 Lady Street, Suite 500  
Columbia, SC 29201

P.O. Box 5987  
Columbia, SC 29250-5987