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COUNTY CLERK**

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GENERAL PRIMARY ELECTION.....March 17, 2026

At the General Primary Election, voters will select nominees for offices to be filled at the November General Election.

In order to participate in a party primary, the voter must declare his or her party affiliation to the election judges. The qualified voter receives only the ballot associated with the party of the voter's choice. The voter may declare affiliation with any party regardless of how he/she voted in the past.

Nonpartisan candidates and referenda may also appear on the ballot. A voter does not declare party affiliation when voting for nonpartisan candidates or on referenda. Candidates and/or referenda will appear on the appropriate primary ballots as well as on separate ballots for voters not wanting to vote in the partisan primary elections.

Since precinct boundaries do not necessarily correspond to local governmental unit boundaries, all voters voting a primary ballot may not be voting on referenda. The election authority codes each voter in the precinct to indicate which offices and referenda the voter is entitled to vote for. The voter's declared party affiliation and/or the voter's code will determine the type of ballot the voter will receive. The voter may vote for only those candidates or referenda for which the voter is qualified (For additional information, see "Who May Vote" on page 23.)

GENERAL ELECTION.....November 3, 2026

In the General Election, a voter does not declare party affiliation. The voter is given a ballot containing the names of all candidates and all referenda to be voted on in the geographical area from which the voter is registered. The voter may vote for individual candidates and/or on propositions. The following officers will be elected or retained at the General Election:

United States Senator
Governor/Lieutenant Governor
Attorney General
Secretary of State
State Comptroller
State Treasurer
Representative in Congress: (12th & 13th Districts)
State Senate Districts (56th & 57th District)
State Representative Districts (109th, 112th, 113th, 114th & 115th)
County Clerk
County Treasurer
County Sheriff
County Assessor
County Board of Review
Regional Superintendent of Schools
County Board Member Districts:
(2,3,4,5,8,12,13,14,15,17,19,20,21,22,23,25,26&28)
Judges: Supreme Court-5th Judicial Dist.
Appellate Court – 5th Judicial Dist.
Circuit Judges – 20th Judicial Dist.
Referenda:
Prairie DuPont Fire Protection District/Pontiac School Dist. #105/
Southwestern St. Clair County Emergency Services District

*** Precinct Committeepersons will be elected at the General Primary Election.**

All Judges seeking retention will appear on the ballot at the General Election. The General Election may also have State or Local referendum.

ELECTION AUTHORITY

All Elections are conducted by the appropriate election authority, i.e., the county clerk or the board of election commissioners. Contact your election authority if you have questions or problems on Election Day.[10 ILCS 5/1-3(8)]

SIGNATURE VERIFICATION RECORD

There are now additional records which allow election judges to check signatures and addresses of voters applying to vote. Some jurisdictions use binder cards. Other jurisdictions have replaced the binder cards with scanned signatures on separate signature rosters or lists or with pre-printed applications which include the scanned signatures. Whichever records are used, it is important to remember that two election judges, one from each political party, are to verify each voter's signature and address on each application to vote. In the past, these two judges were designated as "binder book judges". They now will be more appropriately designated as "verification judges". [10 ILCS 5/4-22,5/5-29,5/6-66]

BALLOT STYLE

The term "ballot style" is used throughout this manual and the term is interchangeable with "ballot type", "ballot code", or "ballot configuration".

For the Primary Election, each party ballot is considered a separate ballot style. Additionally ballot styles are added in precincts in which all voters do not vote the same offices or propositions.

ELECTION PROCEDURES

The procedures in the General Primary and General Election are basically the same, but there are a few differences. In those instances, the differences will be explained in the appropriate section of this manual.

ELECTION JUDGES [10 ILCS 5/13-2,5/13-3,5/14-3.1,5/14-5]

In the polling place, the election judges are responsible for the proper and legal conduct of the election. They serve as officers of the Circuit Court and swear or affirm to uphold the Constitutions of the United States and the State of Illinois.

EQUAL AUTHORITY

All election judges have equal authority and responsibility in upholding the law. There is no "head" judge. The judges act as a board in making decisions and the majority rules. However, each judge may act alone to enforce election laws.

OBLIGATION TO SERVE

Once an individual is selected to serve as an election judge, that person is obligated to serve at each election during the two-year period.[10 ILCS 5/31-1,5/13-2,5/14-3.1] If an emergency arises that prevents a judge from serving, the judge must notify the Election Authority as soon as possible.

REPLACEMENT JUDGE

If a judge fails to appear at the polls, one of the remaining judges should contact the election authority for a replacement. If the election authority cannot provide a replacement, the judges present may appoint a replacement judge. The replacement judge cannot be appointed until **after 6:15 a.m.** The replacement must be a registered voter who has the same political affiliation as the judge being replaced. A precinct, township, or ward committeeman or a candidate **cannot**

serve as an election judge. One of the regular judges administers the oath to the replacement judge.

If at any time the regular appointed judge arrives, he or she will assume the duties of the replacement judge, and the replacement judge will cease to serve. Both the replacement judge and the regular judge sign the payroll sheet indicating the hours each served.[10 ILCS 5/13-7,14-6]

WORKING HOURS

Illinois law requires that the polls be open from 6:00 a.m. until 7:00 p.m. Once the polls are open, there is to be no adjournment or recess until all forms are completed and the ballots have been delivered to the counting center.[10 ILCS 5/7-5,17-1,17-7,18-2]

All judges should arrive at the polls no later than 5:00 a.m. (or at the time designated by the election authority) to check the supplies and set up the polling place. When the polls are open, one judge at a time may leave the polling place for a very brief period, but only when absolutely necessary. A time sheet must be signed indicating the length of time any judge is absent. After the polls are closed, all five judges must remain until all forms, certificates, and affidavits are completed and signed, and all election materials are packaged for return to the election authority.

HANDLING ELECTION MATERIALS [10 ILCS 5/17-23]

Only the election judges are allowed to handle the election materials, supplies, and ballot sheets.

ROTATING POSITIONS

Each judge should learn the various duties associated with each position by rotating among the position during the day. Rotating duties helps prevent errors and also helps prohibit certain types of fraudulent activity. **When rotating duties, two judges, one from each political party, must be at the signature verification records at all times to verify each voter's signature and address.**

The duties of instruction shall be discharged by a judge from each of the political parties represented. Parties shall alternate serving as instructor so that each party shall serve an equal amount of time giving instructions during the day.[10 ILCS 5/24-5.1,5/24B-5.1,5/24C-5.1]

ELECTIONEERING

Electioneering is defined as working for, against, or in the interest of a candidate, party, or proposition. Electioneering is not allowed in the polling place or within the campaign free zone of the polling place. No one, within the restricted area, is permitted to engage in electioneering action(s), such as wearing a campaign button, display political literature, or engage in any political discussion.[10 ILCS 5/17-29]

PEOPLE IN THE POLLING PLACE

Illinois election law requires that only authorized individuals be allowed in the polling place: election judges, qualified pollwatchers, voters while voting, representatives of the Election Authority, the State Board of Elections, the Attorney General's Office, the State's Attorney's Office, and local, state, and federal law enforcement officials acting in their official capacities. Pollwatchers must have proper credentials issued by the election authority.[10 ILCS 5/17-23]

CAMPAIGN FREE ZONE

A campaign free zone is that area in which no advertising pertaining to any candidate or proposition to be voted upon shall be displayed. No one is permitted to engage in electioneering actions(s) within the restricted area. The campaign free zone is made up of the polling room and the distance within 100 horizontal feet of any such room. Any person who violates this section may be punished for contempt of court.

Election officers shall place 2 or more cones, small United States national flags, or some other marker a distance of 100 horizontal feet from each **entrance to the room** used by voters to engage in voting, which shall be known as the polling room.

If the polling room is located within a private business, school, or church building and the distance of 100 horizontal feet ends within the interior of the building, then the markers shall be placed outside of the building at each entrance used by voters to enter that building. **A church or a private school may choose to apply the campaign free zone to its entire property**, and, if so, the markers shall be placed near the boundaries on the grounds adjacent to the thoroughfares or walkways leading to the entrances used by voters. When churches and private schools designate their entire property as campaign free zones, the election authority is required to post the name and address of every polling place where the entire property is a campaign free zone to their website (if they maintain a website) at least 5 days before the election. This list shall also be immediately provided to anyone who requests it. **[10 ILCS 5/17-29]**

If the polling room is located within a building with 2 or more floors and the polling room is located on the ground floor, then the markers shall be placed 100 horizontal feet from each entrance to the polling room.

If the polling room is located in a building with 2 or more floors and the polling room is located on a floor above or below the ground floor, then the markers shall be placed a distance of 100 horizontal feet from the nearest elevator or staircase used by voters on the ground floor to access the floor where the polling room is located.

The area within the markers shall be known as a campaign free zone, and within these boundaries, electioneering is prohibited. The area on polling place property beyond the campaign free zone, whether publicly or privately owned, is a public forum for the time that the polls are open on Election Day. Persons shall have the right to congregate and engage in electioneering on any polling place property, beyond the campaign free zone, while polls are open. Electioneering includes, but is not limited to, the placement of temporary signs. **[10 ILCS 5/7-41,17-29,19A-70]**

CONTROL OF THE POLLING PLACE

Election judges are required to maintain order in the polling place throughout Election Day. All persons present in the polling place or within the campaign free zone must obey a lawful order of the judges. Election judges have the authority to evict any person who is creating a disturbance. Individuals violating the law may be arrested by appropriate law enforcement personnel. All serious problems should be reported to the Election Authority. **[10 ILCS 5/18-7]**

PROCEDURES BEFORE THE POLLS OPEN

1. COLLECT POLLWATCHERS' CREDENTIALS

Accept and check the credentials as each pollwatcher enters the polling place (before the polls open and throughout Election Day). Pollwatcher credentials are placed in the appropriate envelope and returned to the supply box at the end of the day. (See pages 19-22 for more information on pollwatchers and their credentials.)

2. ARRANGE THE POLLING PLACE

Arrange the polling place to allow for an orderly flow of voters. The voting booths and the ballot box must be within the view of the judges at all times.

3. OPEN THE BALLOT BOX, CHECK SUPPLIES, AND PREPARE TABULATOR

- a. The ballot sheets to be voted will be sitting on top of the ballot box, and the supplies will be inside the ballot box. The ballot box should be locked. The tabulator judge has the key to unlock the ballot box
- b. **STOP!! LOOK!!** Check how many different ballot styles your precinct has on the lid of the ballot box(s), so that you can separate each style. In the Primary Election also separate Ballots by Party.
- c. If a checklist is provided, use it to check the supplies. If any supplies are missing, call the Election Authority. You will have three large envelopes marked "Before the Polls Open", "During Voting Hours", and "After the Polls Close". Take out **only** the supplies you will need for setting up the polling place and become familiar with the forms and materials in the envelope.

4. ADMINISTER JUDGES' OATH AND PUT ON BADGES

The judges administer the oath of office to each other and each judge signs the oath. The signed oath is returned to the Election Authority in the supply box.

A badge is worn by each judge during the entire day. Print the following information on each badge: the judge's name, township & precinct number, and date of election. [10 ILCS 5/13-6.1,14-5.1]

5. ORGANIZE THE POLLING PLACE

Station 1(*Application Judge*)

Applications to vote and ball point pen
Demonstrator ballots, special pen for demonstration
Absentee Voters List

Station 2(*Verification Judges – one from each political party*)

Scanned Signatures (or binder books with registration cards)

Pens for marking voting record
Affidavits

Station 3(Ballot Distribution Judge)

Ballot Sheets and security covers
Provisional Ballot Materials
Red felt-tip pens for initialing ballots
Spindles for ballot applications

Station 4 (Ballot Box Tabulator Judge)

Ballot Box Tabulator

6. TIE ONE SPECIALIZED FELT-TIP PEN IN EACH BOOTH

Tie one specialized felt-tip pen in each booth. The string used to attach the pen must be long enough to allow the voter to write with ease. Some jurisdictions issue a specialized pen to each voter when the voter receives his or her ballot from the ballot distribution judge.

7. DISPLAY SIGNS

Display signs, instruction cards, and specimen ballots in the following manner:

- a. Place a “Polling Place” sign outside so that it can be seen from the street.
- b. For the **Primary Election**, display inside the polling place one sample ballot for each party and one sample ballot for any nonpartisan candidates or referenda. [10 ILCS 5/7-21,24B-18]
- c. For the **General Election**, display two specimen ballots of each ballot style – inside the polling place. [10 ILCS 5/24B-18]
- d. Place four cards of instruction (which include instructions for write-in voting) in and around the polling place. [10 ILCS 6/19-9,16-10]
- e. Verify that the instruction card (which includes instructions for write-in voting) is in each voting booth. [10 ILCS 5/16-9,16-10]

8. IDENTIFY DIFFERENT BALLOT STYLES

Each ballot style will appear on the upper right hand corner of the preprinted application and also on the printout in front of voter’s name. The ballot style will also be printed on the top portion of the ballot. [10 ILCS 5/16-3(d)]

9. CHECK BALLOT SHEETS; DETERMINE DIFFERENT BALLOT STYLES

Check the ballot sheets to make sure the precinct designation and the date are correct. The various ballots being used in the precinct will be by ballot style. At the Primary Election different colors are used for each party’s ballot. [10 ILCS 5/7-18]
The colors for the different parties only appear at the top of the ballot and the ballot style is on the upper portion of the ballot sheet: Democrat.....Pale Green
Republican.....Yellow

10. COMPARE OFFICIAL BALLOTS WITH SAMPLE BALLOTS OF EACH BALLOT STYLE

Compare the official ballots to the corresponding sample ballots for each ballot style or grouping to make sure the appropriate ballot styles are available for each voter code in the precinct. The candidates' names on the ballot sheet must agree with those on the sample ballots. **[10 ILCS 5/24B-8,24B-10.1]**

11. SIGN CERTIFICATE OF INSPECTION (#6)

Before the opening of the polls, the judges of election must compare the ballots to be used with the sample ballot sheets provided and make certain that the names, numbers, and letters agree. Each judge must sign the "Certificate of Inspection" form certifying the ballot sheets are correct, and the tabulator has the vote totals set to zero. **[10 ILCS 5/24B-8,24B-10.1]** **After signing place in the envelope marked "After the Polls Close". You will need it again after the polls close.**

12. COUNT THE BALLOT SHEETS OF EACH BALLOT STYLE

The judges must account for every ballot sheet of every ballot style. Count the ballot sheets for all open packages. **Do not open sealed packages of ballot sheets until they are needed.** Note on the Official Ballot Record chart any differences between the actual number of ballot sheets received and the number recorded on the receipt.

13. RECORD THE NUMBER OF BALLOT SHEETS OF EACH BALLOT STYLE ON THE "OFFICIAL BALLOT RECORD" FORM (#3)

Unless already provided on the certificate, write the number of ballot sheets for each ballot style on the "Official Ballot Record" form. Complete the information on the "Official Ballot Record" form for this election concerning your precinct (i.e., fill in the blanks at the top of the page), then place this "Official Ballot Record" form in the envelope marked "After the Polls Close". **You will need it again after the polls close. [10 ILCS 24B-10.1]**

14. CHECK THAT THE BALLOT BOX IS EMPTY [10 ILCS 5/7-40,17-3,18-3]

Publicly open and display the empty ballot box to all present. Use the **blue** key to lock the box and make certain that the ballot box remains locked.

15. LOCATE BALLOT STYLE

The ballot style will appear on the preprinted applications in the upper right corner. Also in the black binder list next to the voter's name.

16. DECLARE THE POLLS OPEN [10 ILCS 5/7-39,17-2,18-2]

Promptly at 6:00 a.m., one judge states in a loud, clear voice that the polls are open.

PROCEDURES DURING VOTING HOURS

In some jurisdictions the ballot applications may already be pre-printed with the voter's name, address, precinct number, and ballot style. Some jurisdictions may use a scanned signature roster which contains this information as well. If you have no application or record of registration for a voter, the voter's right to vote must be challenged. Any person who is successfully challenged may vote provisionally.

Grace period registration and voting is now available through Election Day. During this grace period, an unregistered qualified elector may register to vote, and a registered voter may submit a change of address form, in person at a location specifically designated for this purpose by the election authority See Pg.27 for additional information on Grace Period Registration and Voting.

Station 1

- 1. ASK VOTER TO STATE HIS OR HER NAME AND ADDRESS, THEN GIVE APPLICATION TO VOTER – ALL VOTERS, INCLUDING PROVISIONAL VOTERS, MUST FILL OUT AN APPLICATION TO VOTE (Application Judge) In the Primary Election, ask the voter to state his or her name, address, and the party **ballot the voter wishes to vote.** The judge at the first station marks the application to indicate the voter's party affiliation. In some jurisdictions, the ballot applications are color coded for each established political party. A voter can vote for candidates for one political party only. In some areas, nonpartisan candidates or referenda may be voted on in a primary election. A voter, wishing to vote for nonpartisan candidates or for referenda only, does not declare party affiliation, and may request a nonpartisan ballot only.**

In the General Election, ask the voter to state his or her name and address, then give the voter a ballot application. No party affiliation must be stated at a General Election. Please note that if a voter's challenge is upheld, and the voter still insists that he or she is a qualified voter, he or she MUST be notified of his or her right to register or update their registration through Grace Period Registration and Voting on Election Day. Any voter who has refused the opportunity to register and vote through Grace Period Registration would be eligible to vote provisionally. Each voter must fill out an application to vote. (see provisional Voting on page 26 .

- 2. CHECK THAT THE VOTER WAS NOT ISSUED A BALLOT (Application Judge)**
The election authority is required to supply the judges with a list of all voters who voted by mail, or received an early or grace period ballot. Make sure the voter's name is not on the list. A person whose name is on this list cannot vote unless he or she surrenders his or her Vote by Mail ballot (or a portion of the ballot) to the judges, completes an affidavit stating that he or she never received the ballot, or completes an affidavit stating that he or she wishes to cancel or revoke the Vote by Mail ballot cast in his or her name. No supporting affidavit is required. Any Vote by Mail ballot returned to the polling place by a voter who decides to vote in-person must be marked "Returned Vote by Mail Ballot". Do not open the returned ballot and place it in the "Before 7:00 p.m." envelope for

spoiled ballots. Persons who are on the list as having voted Early, yet claim they did not vote, may vote a provisional ballot. (See Provisional Voting on Page 26).

3. PROVIDING ID AT THE POLLING PLACE FOR MAIL IN REGISTRATIONS

A voter who applied for registration by mail and did not provide the election authority with sufficient proof of identity will be required to provide election judges with submission of the person's driver's license number or State identification card number or, if the person does not have either of those, the last 4 digits of the person's social security number, a copy of a current and valid photo identification, or a copy of a current utility bill, bank statement, paycheck, government check, or other Federal, State, or Local government document that shows the person's name and address. If the voter fails to present identification at the polling place they may be eligible to vote a provisional ballot. Contact your election authority on how these voters will be identified or "flagged" in your election materials. [10 ILCS 5/1A-16,4-105,5-105,6-105,18A-5(4)]

4. HAVE THE VOTER COMPLETE THE APPLICATION (*Application Judge*).

The voter signs his or her name and address on the application. If the application is not pre-printed, the application judge prints the voter's name on the application in the place designated. If the application is preprinted, the voter must verify his or her address is correct and sign the application. If the voter is unable to sign his or her name, the voter must make his or her mark on the application. The completed application is then returned to the first judge. (If there is not an application you must use the blank yellow application form and print the name, address, date of birth and the last 4 digits of the Social Security Number and/or the person's driver's license number on the form. Make sure all applications are signed by the voter). **Each voter must fill out an application before voting.** The election judge will then highlight the person's name in the black binder book showing that the voter voted.

If an illiterate voter or a voter with a disability requests assistance in voting, the judge marks the "Assisted in Voting" square on the application. **The voter and the person(s) giving assistance must complete and SIGN an "Assisted Voter Affidavit" before the voter is allowed to vote.** (For specific information on giving instructions, see "Instruction and Assistance" on page 30.)

5. IN THE GENERAL PRIMARY ELECTION, ANNOUNCE THE VOTER'S NAME, ADDRESS AND PARTY (*Application Judge*).

The judge at Station #1 announces the voter's name and address in a loud, clear voice.. [10 ILCS 5/17-9]

6. PROVIDE INSTRUCTION TO EACH VOTER (*Application Judge*).

The judge at Station #1 offers instruction to each voter on the proper way to mark the ballot sheet. Instruction is given in such a manner that it may be observed by others in the polling place. If the ballot has candidates/questions on both sides of the sheet this must be shown to the voter. (For specific information on how to give instructions, see "Instruction and Assistance" on page 30.)

7. PASS THE APPLICATION TO THE JUDGES CHECKING THE SIGNATURE VERIFICATION RECORD.

The judge at Station #1 passes the voter's application to the two judges, one of each political party, working with the signature verification records.

Station 2

8. LOCATE VOTER'S SIGNATURE VERIFICATION RECORD (Verification Judges).

At Station #2, the two verification judges, one from each political party, locate the voter's signature verification record. The verification record will be a pre-printed application with the scanned signature.

9. COMPARE SIGNATURE AND ADDRESSES (Verification Judges).

The two verification judges carefully compare the voter's signature and address on the ballot application to the signature and address on the verification record. Both signatures (handwriting) and addresses must be the same. If there are any questions regarding the qualifications of the person applying to vote, refer to "Who May Vote" on page 23, and "Challenging a Person's Right to Vote" on page 29.

10. MARK RECORD TO SHOW THAT THE PERSON IS VOTING IN THIS ELECTION (Verification Judges).

After establishing that the signature and address match and that the person was not issued a Vote by Mail ballot, a grace period ballot, or an early voting ballot, the verification judges check that the person has not voted earlier in the day. If the person has not already voted, one of the verification judges marks the voter's record to show that the voter is voting in this election. Obviously, if the voter has already voted, he or she cannot be allowed to vote again. Mark the voter's application that they voted.

11. INDICATE BALLOT STYLE ON APPLICATION (Verification Judges).

Using the ballot style provided on the preprinted application, (and black binder list) determines the **CORRECT** ballot style to give to the voter.

12. INITIAL APPLICATION AND RETURN IT TO THE VOTER (Verification Judges).

One of the verification judges must initial the voter's application and return it to the voter. The voter's application should only be initialed after it is determined that the voter is qualified to vote and that the ballot style code is on the application (upper right hand corner).

Station 3

IF THE VOTER IS TO BE ISSUED A PROVISIONAL BALLOT, CALL ELECTION AUTHORITY FOR INSTRUCTIONS

13. CHECK APPLICATION FOR INITIALS AND BALLOT STYLE; NUMBER APPLICATION AND PLACE IT ON THE CORRECT SPINDLE (*Ballot Distribution Judge*).

The voter gives the initialed ballot application to the ballot distribution judge. The ballot distribution judge checks that the application has been initialed by a verification judge. Beginning with the number “1,” the ballot applications are numbered consecutively and spindled in numerical order.

14. DETERMINE THE CORRECT BALLOT SHEET TO GIVE TO VOTER (*Ballot Distribution Judge*).

Using the information contained on the voter’s application, **determine the correct ballot sheet to give to the voter. If you have more than one ballot style, be sure to give the CORRECT ballot sheet to each voter. If it is uncertain as to what ballot style to give a voter, provisional or otherwise, contact the Election Authority.**

15. INITIAL BALLOT SHEET (*Ballot Distribution Judge*).

After spindling the voter’s application, use a pen with **RED INK** to initial the appropriate ballot sheet. Place the initials in the space provided on the ballot sheet. **Do not pre-initial ballot sheets.** Check the ballot sheet for marks or smudges in the voting area since these may cause unintentional votes. **Remember, if you have more than one ballot style be sure to give the CORRECT ballot sheet to each voter.**

16. HAND THE BALLOT SHEET AND SECRECY COVER TO THE VOTER AND DIRECT THE VOTER TO A VOTING BOOTH (*Ballot Distribution Judge*).

Before giving the ballot sheet to the voter, show the voter how to place the ballot secrecy cover over the ballot. The ballot is placed in the secrecy cover so that the judge’s initials can be seen by the ballot box judge without removing the ballot from the secrecy cover. Hand the initialed ballot sheet and secrecy cover to the voter and direct the voter to an empty voting booth. Do not initial the secrecy cover, since it can be reused.

If for any reason a voter spoils his or her ballot, the voter may return it to the ballot distribution judge and get another ballot sheet. Mark the “Spoiled Ballot” square on the voter’s ballot application and give the voter another ballot sheet of the same ballot style. Have the voter put the spoiled ballot in the spoiled ballot envelope. After the polls close take out all the spoiled ballots and write the word “spoiled” in red ink diagonally across the entire face of the spoiled ballot. Place back into the spoiled ballot envelope after filling out the information on the back of the envelope.

Station 4

17. MAKE SURE NO ONE INTERFERES WITH THE VOTER (*Ballot Box Judge*).

Make sure the voting booth is clear of campaign literature and that no one interferes with the voter. If no other voters are waiting to vote, the voter may remain in the booth ten minutes. If other voters are waiting, the voter may remain in the booth for only five minutes. [10 ILCS 5/17-11]

18. DEPOSITING BALLOT INTO THE TABULATOR BLACK BALLOT BOX.

While still in the voting booth, the voter places the secrecy cover over their ballot so that the RED-INK initials of the ballot distribution judge are visible. **The voter inserts ballot into the ballot box.**

19. CHECK THE BALLOT SHEET FOR JUDGE'S INITIALS

The ballot judge checks the ballot sheet for RED-INK initials of the ballot distribution judge. The voter keeps the ballot sheet covered. Do not remove the ballot sheet from the secrecy cover. If the voter put the ballot sheet into the secrecy cover in such a way that the judge cannot see the initials, instruct the voter to return to the booth and put the ballot into the secrecy cover so the judges initials are showing. **The voter inserts the ballot into the ballot box.**

Any ballot sheet that is not initialed by the ballot distribution judge must not be deposited. The un-initialed ballot sheet is folded and marked "SPOILED" in red ink diagonally across the back of the ballot sheet, initialed by the judges, and then placed in the "Before 7:00 P.M." envelope for spoiled ballots.

Check the "Spoiled Ballot" square on the voter's application and give the voter another initialed ballot of that same ballot style. **This must be done in such a way that the secrecy of each voters ballot is preserved.**

20. DEPOSIT BALLOT IN THE BALLOT BOX (Ballot Box Judge)

The voter deposits the initialed ballot sheet in the tabulator black ballot box using secrecy cover.

THE AUXILIARY COMPARTMENT (Emergency Bin):

The Emergency Bin is used when the tabulator becomes inoperable. Any ballots put into the Emergency Bin will not be tabulated until **after** the polls close.

Please note that provisional ballots are NOT to be inserted into the regular ballot box, but are to be inserted into separate securable provisional envelope and put into the Transfer Case. (see Provisional Voting on page 26)

21. BALLOT SHEETS RETURNED BY TABULATOR AND OTHER PROBLEMS

Occasionally, a ballot sheet may not be accepted by the tabulator. This can happen when the voter over-votes, under-votes, or when the tabulator cannot read the ballot sheet.

Whenever a ballot sheet cannot be fed into the tabulator, the tabulator will indicate the reason why the ballot sheet was returned.

The procedure to follow for a returned ballot sheet is as follows:

- a. Ask the voter to remain at the tabulator.
- b. Have the voter remove the ballot sheet and try to re-insert the ballot sheet again.
If the ballot sheet is returned again, ask the voter to place the ballot sheet into the secrecy sleeve/cover.
- c. Have the voter read the message that is on the LED display. **Be prepared to offer guidance to the voter concerning the message. This should be done in a discreet manner – only the voter needs to know why the ballot was returned.**
- d. **The election judge must not look at the ballot.**

After the printed message identifies the problem with the ballot, choose one of the following options for correcting it:

- a. Have the voter attempt to insert the ballot sheet into the entry slot again, or
- b. Ask the voter to vote on another ballot sheet and treat the returned ballot as a spoiled ballot sheet, or
- c. If authorized by the voter/election authority, press the “override” key to accept the ballot. The override key is used ONLY in certain situations: 1) when the voter insists that the returned ballot sheet be counted AS IS or; 2) if the voter is no longer in the polling place (e.g. when ballot sheets from the auxiliary bin are processed after the polls are closed).
- d. If the ballot is rejected for an under-vote, the voter may return to the voting booth and complete the voting of the ballot or decide to cast the ballot as-is.[10 ILCS 5/17-11]

If a ballot sheet becomes jammed in the tabulator, or if the tabulator becomes inoperable, use your instructions in your tabulator bag, or contact the election authority.

22. AT 6:30 P.M. ANNOUNCE THAT THE POLLS WILL CLOSE IN ONE-HALF HOUR

In a clear, loud voice announce that the polls will close in one-half hour.

23. AT 7:00 P.M. CLOSE THE POLLS

At 7:00 p.m. announce that the polls are closed. All persons in line at that time must be allowed to vote. To determine the end of the line a police officer or an election judge may stand at the end. Anyone arriving after 7:00 p.m. must NOT be allowed to vote. The only time the polls MIGHT remain open past 7:00 p.m. is when a federal or state court order extends the time for closing the polls beyond the time established by state law.

PROCEDURES AFTER THE POLLS CLOSE

1. REMOVE “POLLING PLACE” SIGN; LOCK THE DOOR

Immediately after announcing that the polls are closed, remove the “Polling Place” sign, then close and lock the door.

2. ALLOW ONLY AUTHORIZED PERSONS TO REMAIN IN POLLS

After the last vote has been cast, only the following people are allowed to remain in the polling place:

- a. Judges assigned to the polling place,
- b. Law enforcement officers acting in their official capacities,
- c. Authorized pollwatchers upon submission of valid credentials,
- d. Representatives of the Election Authority,
- e. Representatives of the State Board of Elections,
- f. Representatives of the Office of the State’s Attorney and the Attorney General’s Office.

(See page 20 for information regarding proper pollwatcher credentials)

3. CHECK AUXILIARY/EMERGENCY BIN

If there are ballot sheets in the bin, insert the ballot sheets into the tabulator.

4. LOCATE “OFFICIAL BALLOT RECORD” FORM-(ONE FORM FOR EACH PRECINCT)

5. COUNT SPOILED BALLOT SHEETS OF EACH BALLOT STYLE

Count the number of spoiled ballot sheets for each ballot style in the “Before 7:00 P.M.” envelope for spoiled ballots.

6. RECORD THE NUMBER OF SPOILED BALLOT SHEETS OF EACH BALLOT STYLE ON THE ENVELOPE AND ALL JUDGES SIGN AND SEAL THE ENVELOPE

Write the number of spoiled ballot sheets of each style on the “Before 7:00 P.M.” envelope. Seal the envelope. Each judge then signs his or her name across the sealed flap in such a way that if the flap is opened the signatures will be disturbed.

7. OPEN THE BALLOT BOX

Open the ballot box and remove the ballot sheets. Separate all ballots by precinct if you have more than one precinct. All precincts should only have their ballots in their transfer case.

8. CHECK BALLOT SHEETS FOR VALID WRITE-IN VOTES

There are two compartments in the back of the black box. Remove write-ins (if any) and follow instructions listed below. Write-in votes will appear in the spaces provided under each office listed on the ballot sheet. Check the following items to determine if the write-in vote is valid:

- a. The name written on the line is the name of a candidate who has filed a “Declaration of Intent to be a Write-in Candidate”. A listing of those names is provided by the Election Authority.
- b. There is a valid mark in the designated area.

If an apparent valid write-in vote caused an overvote, there is no need for the election judges to remake the ballot sheet. The tabulating equipment is programmed to not count votes for any office that is overvoted. However, if the write-in vote is invalid, and causes the office where the write-in occurs to be overvoted, the ballot sheet must be remade. **If the write-in vote is determined to be valid and no overvote has occurred, record the write-in vote on the tally sheet.**

Remove all other voted ballots and place in official ballot transfer case.

9. CHECK INVALID WRITE-IN VOTES FOR OVERVOTES

An invalid write-in is the name of a candidate whose name does not appear on the list of declared write-in candidates provided by the Election Authority.

If the write-in is invalid, check the ballot sheet to determine if the office where the write-in occurs has been overvoted. To check for an overvote, do the following:

- a. Use the sample ballot to determine the number of votes allowable for the office in question
- b. Count the number of voters for that office. If the total number of votes cast and the write-in is more than the number of votes allowed for that office, the office has been overvoted. As an example, if the instruction read “Vote for Two”, and only one ballot position has been marked, a write-in vote would not cause an overvote.
- c. If an invalid write-in vote has created an overvote, a duplicate ballot sheet must be made omitting the write-in vote. Two judges, one from each political party, make a duplicate ballot sheet (See “Remaking Ballot Sheets” on page 34).

10. COMPLETE THE WRITE-IN TALLY SHEET (#7)

All valid write-in votes are recorded on the #7 write-in tally sheets. If there are no write-in votes, write “NONE” across the tally sheet before signing. All judges must sign the #7 write-in tally sheet. All three copies are to be placed in the transfer case. Please follow the instructions of your Election Authority.

11. COMPLETE THE “OFFICIAL BALLOT RECORD” FORM AND SIGN IT

All judges sign the completed “Official Ballot Record” form and sign it.

12. SIGN AND SEAL ALL THE ENVELOPES

13. PLACE REQUIRED ITEMS IN THE OFFICIAL BALLOT TRANSFER CASE

Place the following items in the ballot transfer box. These required items are listed on the ballot transfer box:

1. Voted Ballots (red cover)
 2. Ballots Bearing Valid Write-In Votes (blue cover)
 3. Official Ballot Record
 4. Defective Ballot Envelope
 5. Duplicated Ballot Envelope
 6. Certificate of Inspection
 7. Write-In Tally Sheets
 8. Spoiled Ballot Envelope (Not Marked #8 Red)
 9. Same Day Voter Registrations in envelope
- Voted Provisional Ballots.

14. BALLOT RETURN BOX AND SIGN THE SEAL

Place all the items listed above and any other items required by your Election Authority in the ballot transfer case. When all items are in the ballot transfer case, seal the ballot transfer case and all judges must sign the seal.

15. SIGN IN THE SPACES PROVIDED AND SEAL THE CASE

IMPORTANT: Seal the case and sign in the spaces provided. Two each of a different major political party, shall deliver the case to the courthouse.

Deliver this case to the County Clerk (in the lobby 1st Floor at the courthouse).

16. COMPLETE AND SIGN THE PAYROLL SHEET AND ALL OTHER FORMS

Complete the expense sheets and sign it along with all other forms and envelopes

17. PACK OTHER SUPPLIES AND MATERIALS

Pack the unused ballots and other election materials as directed by your Election Authority. **DO NOT THROW ANYTHING AWAY!**

18. RETURN TO THE COUNTY CLERK

Two judges, one from each political party, must return the following:

a. **TRANSFER CASE: (All items enclosed at stated on lid of Transfer Case)**

- #1 – VOTED BALLOT SHEETS
- #2 – VALID WRITE-IN BALLOT SHEETS
- #3 – OFFICIAL BALLOT RECORD CHART
- #4 – DEFECTIVE BALLOT ENVELOPE
- #5 – DAMAGED BALLOT ENVELOPE
- #6 – CERTIFICATE OF INSPECTION
- #7 – WRITE-IN TALLY SHEETS
- #8 – SPOILED BALLOT ENVELOPE-NOT MARKED #8 IN RED
- #9 – SAME DAY REGISTRATIONS

**ALL VOTED PROVISIONAL BALLOTS-IN THEIR ENVELOPE
SIGN TRANSFER CASE BY ALL JUDGES AND SEAL THE TRANSFER
CASE**

b. **BLACK TABULATOR BAG:**

- 1. DS200 TABULATOR- **(USB REMAINS IN TABULATOR)**
- 2. TABULATOR KEYS-IN MIDDLE POUCH
- 3. TAPE RESULTS (2 COPIES & ZERO TAPE) IN TOP RIGHT POUCH
- 4. TABULATOR/EXPRESS VOTE INSTRUCTIONS
- 5. EXTENSION CORDS AND POWER ADAPTERS-IN OUTER POCKET

c. **EXPRESS VOTE TOUCHSCREEN BAG**

- 1. EXPRESS VOTE TOUCHSCREEN WITH: POWER CORD, HEADPHONES AN KEYPAD

d. **ALL USED AND UNUSED APPLICATIONS-IN THE USED AND UNUSED ENVELOPES-TURN IN AT THE ELEVATOR**

e. **EXPENSE CLAIM** – TURN IN AT CHECK-IN (COURTHOUSE LOBBY)

NOTE: IF YOU HAVE ANY QUESTIONS OR PROBLEMS ON ELECTION DAY PLEASE CONTACT THE ELECTION AUTHORITY IMMEDIATELY!

19. WAIT

Please, be patient and allow the workers to mark off their sheets. **DO NOT LAY ENVELOPES ON TABLE AND WALK AWAY.**

20. OBTAIN RECEIPT FROM THE RECEIVING STATION/COUNTING CENTER

Make sure the receiving station or counting center issues a receipt for the ballot transfer case. Retain this receipt for future reference.

SUPPLIES TO REMAIN AT THE POLLING PLACE:

- 1. Take down your voting booths and leave booths and black ballot box at the polling place.**
- 2. Group together all excess supplies (supplies and unused ballots) put in black ballot box and put in a location not to be disturbed.**
- 3. Lock black ballot box with unused supplies inside.**

AUTHORIZED INDIVIDUALS IN THE POLLING PLACE

It is the responsibility of the election judges to permit only the following authorized individuals to remain in the polling place:

1. Election judges assigned to the polling place,
2. Voters while voting,
3. Minor children accompanying their parent or guardian,
4. Authorized pollwatchers upon submission of valid credentials,
5. Law enforcement officers acting in their official capacities,
6. Representatives of the Election Authority,
7. Representatives of the State Board of Elections,
8. Representatives of the offices of the State's Attorney and Attorney General.

Precinct, ward and township committeemen, precinct captains, "checkers" and candidates have no official function in the polling place. To remain in the polling place, these individuals must have valid pollwatcher credentials. Local election officials (municipal clerks, township clerks, etc.) must also have valid pollwatcher credentials in order to remain in the polling place.

POLLWATCHERS

Candidates, political parties, qualified organizations of citizens, state nonpartisan civic organizations and organized groups of proponents for and opponents to a proposition on the ballot may appoint pollwatchers. The role of the pollwatcher is established by law. Pollwatchers may be present to observe the conduct of the election before the polls open, during the day and after the polls close. All pollwatchers shall be permitted to view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot is not impinged.

POLLWATCHER QUALIFICATIONS

All pollwatchers must be registered voters in the State of Illinois. All pollwatchers must have valid pollwatcher credentials issued by the election authority. Each pollwatcher must have separate pollwatcher credentials for each precinct he or she enters.

CANDIDATE QUALIFICATIONS

The actions of candidates in the polling place are governed by the same privileges and limitations that apply to pollwatchers. All pollwatchers must just be registered voters in the State of Illinois. **All candidates must have proper candidate or pollwatcher credentials.**

POLLWATCHER CREDENTIALS

Each pollwatcher must surrender his or her credentials to the judges when he or she enters the polling place. If an individual refuses to surrender his or her credentials, or if the credentials are not valid, the individual must leave. All credentials remain in the possession of the judges and are returned to the Election Authority after the polls close.

In order to be valid, pollwatcher credentials must contain the following information:

1. The real or facsimile signature of the Election Authority;
2. The real or facsimile signature of the candidate, state or local party chairman, the presiding officer of a civic organization, the chairman of a group of proponents for or opponents to a proposition;
3. The signature and address of the pollwatcher; and
4. A statement that the pollwatcher is registered from the address shown.

NUMBER OF POLLWATCHERS

The number of pollwatchers allowed in the polling place at any given time is limited by law. Individuals acting as pollwatchers may come and go throughout the day as long as they do not interfere with the election process. In addition, pollwatchers may be substituted for during the course of the day as long as the number of pollwatchers in the polling place does not exceed the number allowed by law.

If the polling place becomes overcrowded with pollwatchers and the situation interferes with the conduct of the election, a majority of the judges may decide to limit the number of pollwatchers by drawing lots. However, at least one pollwatcher for candidates, political parties, qualified organization of citizens, State nonpartisan civic organizations, and organized groups of proponents for and opponents to a proposition must be allowed to remain in the polling place.

NUMBER OF POLLWATCHERS ALLOWED IN EACH PRECINCT/POLLING PLACE AT ANY GIVEN TIME		
APPOINTING AUTHORITY	PRIMARY ELECTION	GENERAL ELECTION
CANDIDATE	TWO	TWO
POLITICAL PARTY	ONE	TWO
*QUALIFIED ORGANIZATION OF CITIZENS	ONE	ONE
PROPOSERS AND OPPOSERS OF A BALLOT PROPOSITION	ONE	ONE
**STATE NONPARTISAN CIVIC ORGANIZATIONS	ONE	ONE

* Each organization of citizens within the county or political subdivision, which has among its purposes or interests the investigation or prosecution of election frauds, and which shall have registered its name and address and the name and address of its principal officers with the proper election authority at least 40 days before the election.

** Each State nonpartisan civic organization within the county or political subdivision shall be entitled to appoint one pollwatcher per precinct, provided that no more than 2 pollwatchers appointed by the State nonpartisan civic organizations shall be present in a polling place at the same time.

RIGHTS OF POLLWATCHERS

All pollwatchers are allowed in the precinct/polling place before the polls open, during the day, and after the polls close. They may leave and re-enter the polling place during voting hours unless such continuing action disrupts the conduct of the election.

Before the polls open, pollwatchers may observe the set-up procedures and check that the ballot box is empty. They may closely observe as the judges compare the ballot sheets with the specimen ballots to verify that the names and numbers match.

During the day, pollwatchers have a right to be near the judges so that they may visually examine the voter's application to vote, to compare the signature and address on the application with that on the signature verification record, to watch the judge or voter feed the ballot sheet into the tabulating equipment, and to observe the general conduct of the election. Pollwatchers may also observe as the judges periodically inspect the voting booths to make certain that the booths are clear of campaign literature.

After the polls close, pollwatchers may observe the procedures for counting write-in votes. They may remain in the polling place until all other procedures and processes are completed. After the polls close, pollwatchers may leave and re-enter only in case of necessity.

At no time may any pollwatcher be so close to the judges that the pollwatcher interferes with the orderly conduct of the election. Pollwatchers are not allowed to touch any election supplies or materials. A pollwatcher may courteously call the judges' attention to any incorrect procedures or apparent violations of the Election Code.

All pollwatchers shall be permitted to view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot is not impinged.

A pollwatcher may challenge a person's right to vote during voting hours. (See "Challenging a Person's Right to Vote" on page 29)

LAW ENFORCEMENT OFFICERS

In some instances a police officer or deputy sheriff may be officially stationed in the polling place. The officer is present to preserve order and to carry out lawful directions as instructed by the election judges.

OTHER OFFICIALS IN THE POLLING PLACE

Representatives of the State Board of Elections, the Election Authority, the office of the State's Attorney and the Attorney General's Office, as well as federal, state, or local law enforcement officials who are acting in their official capacities are also entitled to be in the polling place. After displaying official credentials or proper identification, these individuals may observe the conduct of the election. They may station themselves where they can see the information contained on the signature verification records and ballot applications and where they may also observe the voting booths and ballot box/tabulator. These individuals may also remain in the polling place after the polls close to observe the processing of the absentee ballots and the closing procedures.

WHO MAY VOTE

QUALIFIED VOTERS

There should be a signature verification record for every voter in the precinct. This record could be in the form of a binder card, a scanned signature roster, or a pre-printed application with a scanned signature. If the verification record exists and the person currently resides at the address on the record, the person is a qualified voter.

Registration records are sometimes misfiled. Therefore, before challenging the person's right to vote, search the materials thoroughly. If you have reason to believe the person is registered but cannot locate a signature record, call the Election Authority to verify the registration.

VOTER CODING

The name and address of each registered voter in the precinct has been coded to indicate which governmental units the voter is entitled to vote for. This coding will appear either on the verification record or on a separate list of voters. The Election Authority will provide the judges with information regarding the system of coding being used and explain exactly what the code means in terms of which ballot style the voter is entitled to vote. The voter codes will correspond to the ballot styles to be voted in each precinct.

Occasionally the election judges will find errors in coding. Usually these errors will be brought to the attention of the judges by the affected voter. The judges should contact the Election Authority or follow previously issued instructions from the Election Authority to correct any errors in coding. If an error in coding exists, the voter may vote using a specific affidavit provided for this purpose. Some jurisdictions request that an additional "Voter Code Correction" sheet be filled out.

AFFIDAVITS

According to election law, an affidavit is a sworn statement made in writing before an election judge. Under certain circumstances, a person may be required to sign one or more affidavits (in addition to his or her application for ballot) before being permitted to vote. These affidavits may also require supporting affidavits. When a voter completes and signs an affidavit, mark the "Voted by Affidavit" square on the application. All affidavits and supporting affidavits are spindled with the voter's application unless directed otherwise by the Election Authority.

SUPPORTING AFFIDAVITS

Supporting affidavits are usually found at the bottom or on the reverse side of the affidavit being used. On a supporting affidavit, a witness must swear that he or she knows the challenged voter personally, knows the voter in question to be registered in the precinct in which he or she is attempting to vote, and knows that the challenged voter meets the legal requirements for voting.

and is entitled to vote. In lieu of a supporting affidavit, the voter may provide two forms of identification showing the address of his or her current residence.

VOTERS REQUIRING AFFIDAVITS OR OTHER DOCUMENTATION

The following individuals may vote only after completing the appropriate affidavit:

Voter Moved Within Precinct

If a registered voter moved within the precinct within 27 days prior to the election, the voter may vote after completing the appropriate affidavit which must be accompanied by a supporting affidavit.

Voter Moved Outside the Precinct

If a registered voter moved within 30 days preceding the election, to a residence outside the precinct (but within the State of Illinois), the voter may vote after completing the appropriate affidavit which must be accompanied by a supporting affidavit. This person may vote only in-person and only at the polling place where the person was previously registered.

Name Change

Any registered voter, who changes his or her name, still resides in the same precinct and is otherwise qualified, may vote upon making an affidavit at the polling place attesting that the voter is the same person who is registered to vote under his or her former name.

Name on Poll Sheet Only

A person whose name is on the poll sheet, but whose name is not on the signature verification record, may vote after completing the appropriate affidavit which must be accompanied by a supporting affidavit. Two supporting affidavits are required in jurisdictions with populations of more than 500,000.

Non-registered Military Personnel

Non-registered military personnel who have maintained a legal residence in the precinct for at least 30 days may vote after completing the appropriate affidavit which must be accompanied by a supporting affidavit. Spouses and dependents must be registered in order to vote in-person on Election Day.

Non-registered Veterans Separated Within 60 Days

Non-registered veterans who have left active military service within 60 days of the election may vote after completing the appropriate affidavit and providing satisfactory evidence of discharge. This affidavit must be accompanied by a supporting affidavit. This category does not include spouses or dependants. Spouses and dependents must be registered in order to vote in person.

Challenged Voter

A challenged voter is a person whose right to vote is challenged on a specific qualification. If the judges overrule the challenge, the voter is allowed to vote as though there was no challenge issued. If the judges uphold the challenge, the voter must be notified that he or she may be entitled to vote a provisional ballot. (See “Provisional Voting” on page 26). Contact the Election Authority to find out about Grace Period/Same Day Voting if any change of Address or New

Registration occurs. Grace Period/Same Day Registration and Voting is now available through Election Day.

No Record of Registration in the Polling Place

A person for whom the election judges have no record of registration in the polling place (i.e., there is no signature verification record and the person's name is not listed on any precinct poll list) must have his or her registration verified by the Election Authority. Verification that the voter is registered must be obtained from the Election Authority, either by telephone or written statement. If the verification is received by the judges, the voter may then vote. If the challenge is upheld (the election authority cannot verify that the voter is registered), the voter may receive a provisional ballot (see page 26 for guidelines on Provisional Voting). If any change of name or address has occurred, Grace Period Registration & Voting is available through Election Day. Call the Election Authority.

Change of Address Due to 9-1-1 System

If a voter's address has changed due to the implementation of a 9-1-1 emergency telephone system, the voter may vote after completing the appropriate affidavit. This affidavit must be accompanied by a supporting affidavit.

Voter Moved More Than 30 Days Before the Election

If a voter has changed his or her residence to another address within the election jurisdiction more than 30 days before the election, the voter may vote a ballot for federal offices only in the polling place of his or her former residence. The voter then must complete an "Address Correction for Fail-Safe Voter" form. Place this form on the spindle behind the voter's application unless directed otherwise by the Election Authority. If the voter wants to vote a full ballot call the Election Authority to change or add the voter as a Grace Period/Same Day Registration and Vote.

Assisted Voter

If a voter requires assistance in voting, an Assisted Voter Affidavit must be completed before the assistance is given. The affidavit must be signed by both the voter and the individual(s) providing the assistance.

Voter Requests Cancellation of Absentee Ballot

If the voter wishes to cancel their absentee ballot, but does not have the ballot, they can complete an affidavit specifying the voter never received an absentee ballot or the voter completed and returned an absentee ballot and was informed that the Election Authority did not receive that absentee ballot. If they surrender the absentee ballot, or a portion of a damaged ballot, they do not need to complete the affidavit.

PROVISIONAL VOTING

WHO MAY VOTE A PROVISIONAL BALLOT

A person who claims to be a legally qualified registered voter in the precinct in which he/she seeks to vote, is entitled to cast a Provisional Ballot under one of the following seven circumstances:

- The person's name does not appear on the official list of eligible voters for the precinct in which the person seeks to vote, and the person has refused the opportunity to register at the polling place.
- The person's voting status has been challenged by an election judge, a poll watcher, or any legal voter and that challenge has been sustained by a majority of the election judges.
- The Voter did not provide identification when he/she registered and cannot provide identification on Election Day.
- Federal or State court order extends the time for closing the polls beyond the time period established by state law and the person votes during the extended time period.
- The voter registered to vote by mail and is required by law to present identification when voting either in person or by absentee ballot, but fails to do so;
- The voter's name appears on the list of voters who voted during the early voting period, but voter claims not to have voted during the early voting period; or
- The voter attempted to register to vote on Election Day, but failed to provide the necessary documentation.

PROCEDURES FOR CASTING A PROVISIONAL BALLOT

- An election judge shall notify a person that he or she is entitled to vote a Provisional Ballot in the following manner:
- An election judge must verify that the person's address is within the given precinct's boundaries. If the person's residence address is outside the precinct boundaries, the election judge shall inform the person of that fact, give the person the appropriate telephone number of the Election Authority in order to locate the polling place assigned to serve that address, and instruct the person to go to the proper polling place to vote.
- The person shall be provided an "Application to Vote", a "Provisional Voter Affidavit", a "Provisional Ballot Envelope", the correct ballot, and written instructions. If it is uncertain as to what ballot style to give the voter, contact your Election Authority.
- The election judge will sign the affidavit and check a box on the affidavit that states which of the four reasons for why the person was given a Provisional Ballot. The original affidavit must be kept with the "Provisional Voter Envelope," with a copy of the completed affidavit to be given to the voter.
- The election judge must accept and place in this clear packing area of the envelope any information (provided by a person who casts a Provisional Ballot) that the person believes supports his or her claim that he or she is a duly registered voter and qualified to vote in the election. If the provisional voter does not have documentation, he or she must provide the election authority with documentation within seven days of the election.
- The voter will vote the ballot, place it in the "Provisional Ballot Envelope," seal the envelope, and return it to the election judges. All "Provisional Ballot Envelopes" will be deposited into a separate securable container identified and utilized for sealed Provisional Ballots only and place all voted provisional ballots into the Transfer Case. All Provisional Ballots cast after 7:00 p.m. by court order shall be kept separate from other provisional ballots.
- The written instructions provided to the voter shall state how, after the election, the voter may determine if his or her ballot was counted, or if the Provisional Vote was not counted, and the reason that it was not counted.

- Upon the closing of the polls, this unopened, sealed, securable container containing the Provisional Ballots will be returned (in the Transfer Case), to the Election Authority along with the other election supplies.

Make sure Provisional Ballots are NOT inserted into Tabulator!

GRACE PERIOD REGISTRATION AND VOTING

Grace period voting and registration processes now permit many voters who previously may not have been permitted to vote in a given election for various reasons, to register and to vote up through and including Election Day.

Grace period registration is an extension of the regular registration deadline. Grace period registration authorizes each Election Authority to establish procedures for the registration of voters and for change of address during the period from the close of registration for an election through Election Day. Although the traditional voter registration period closes 28 days prior to the election, grace period registration extends that deadline from the 27th day prior to an election through Election Day. Grace period registration is only available “in-person” at designated sites.

If a voter who registers to vote or changes his or her address during this grace period wishes to vote at the election or primary occurring during this grace period, he or she must do so in-person at the same time that he/she registers.

WHERE IS GRACE PERIOD REGISTRATION AND VOTING AVAILABLE?

During the grace period, people can register and vote:

- at the office of the election authority,
- at a permanent polling place established by the election authority.
- at any other early voting site beginning 15 days prior to the election,
- at the polling place on Election Day,
- or at a location specifically designated for this purpose by the election authority.

WHAT INFORMATION IS NEEDED TO REGISTER AND VOTE?

The requirements for grace period registration and voting are: U.S. citizenship; at least 18 years of age by Election Day; 17 years of age to vote in a General Primary if individual will be 18 as of the following General Election and a resident of the precinct at least 30 days prior to Election Day. **Two forms of Identification are also required.**

NOTE: There will be a call center and number for you to call if someone needs to change their address or register to vote. You must complete the Grace Period/Same Day registration form (making sure all the information is on the form and the person

registering signs the registration form. All information must be reported to the Call Center for them to enter all information and to avoid people voting twice.

**WHO MAY NOT VOTE
(Note: Exceptions)**

The following individuals may not vote at the polling place, except as noted:

1. Individuals who are not registered. (Exceptions: See pages 23 through 25)
2. Individuals who have moved **more** than 30 days OUTSIDE of their jurisdiction (county or board of elections) and did not transfer their registration.
3. Individuals who have moved within their jurisdiction **more** than 30 days prior to the election and have not transferred their registration.
4. A voter applying to vote in the precinct on Election Day whose name appears on the list as having been issued an absentee, early or grace period ballot shall not be permitted to vote in the precinct. (See page 25 on Voter Requests Cancellation of Absentee Ballot and P.26, Provisional Ballots)
5. Non-registered veterans discharged from active duty **more** than 60 days before the election.

CHALLENGING A PERSON'S RIGHT TO VOTE

WHO MAY CHALLENGE

An election judge is obligated to challenge a person's right to vote if the judge believes that person is not a qualified voter. A pollwatcher or any legal voter may also issue a challenge.

REASONS FOR CHALLENGE

The challenger must state a specific reason for challenging a person's right to vote. Some reasons for challenging include:

1. The voter no longer resides at the given address.
2. The person attempting to vote is not the same person as registered.
3. The voter has already voted.
4. There is no record that the person is registered.

A voter cannot be refused a ballot or be challenged solely for refusing to provide a social security number on the ballot application.

DECIDING A CHALLENGE / VOTER'S RIGHT TO APPEAL

The judges act as a board in deciding a challenge. A majority of the judges determines whether to overrule or sustain a challenge. If a majority of the judges overrule the challenge (do not agree with the challenger), the voter is permitted to vote as though a challenge had not been issued. However, if a majority of the judges sustain the challenge (agree with the challenger), the voter may be notified of his or her right to receive a provisional ballot (see Provisional Voting on page 26).

INSTRUCTION AND ASSISTANCE

GIVING INSTRUCTION

Instruction means demonstrating to the voter, in full view of everyone in the polling place, how to properly mark the ballot sheet. Use a demonstrator ballot sheet (not an official ballot sheet) to instruct the voter in the following manner:

1. **Explain to the voter that the specialized pen provided in each booth is used for voting and show the voter the sample shown on the Instruction Card.** Actual demonstrations should be given only on demonstrator ballot sheets. Explain that the votes will not record accurately unless the specialized pen is used to mark the ballot sheet. Tell the voter that smudges and stray marks may interfere with the proper counting of the ballot. **UNDER NO CIRCUMSTANCES MAY A JUDGE INDICATE HOW TO VOTE FOR A PARTICULAR CANDIDATE OR INFLUENCE THE VOTER IN ANY WAY.**
2. **Tell the voter not to vote for more candidates than the number indicated for each office on the ballot sheet. ALSO, LET THE VOTER KNOW IF THERE ARE CANDIDATES/QUESTIONS ON BOTH SIDES OF THE BALLOT.**
3. **Tell the voter that if he or she makes a mistake, makes a stray mark or damages the ballot sheet, he or she can return the ballot sheet to the judges and receive a new ballot sheet.**
4. **Tell the voter to insert the ballot sheet in the secrecy sleeve/cover so that the judge's initials can be seen, before leaving the voting booth.** A voter may request instruction on how to complete a write-in vote. In this case, show the voter the space on the ballot sheet provided for write-in votes and explain what is required for a write-in vote to be valid. (For additional information, refer to "Write-in Votes" on page 33)

GIVING ASSISTANCE

Assistance is the actual marking of the ballot sheet by selected individuals in the privacy of the voting booth. Assistance is given only upon the voter's request and after both the voter and those giving assistance have completed the appropriate affidavit. Only two groups of voters may receive assistance: 1) a person with disabilities or a visually impaired voter, and 2) the illiterate voter. Before giving assistance, mark the appropriate square on the ballot application.

Assistance is always given in the privacy of the voting booth. Anyone giving assistance must cast the vote as directed by the voter and shall not give information afterward as to how the vote was cast.

WHO MAY ASSIST

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 an officer or agent of the voter's union. If a voter so chooses, a candidate or precinct committee person may provide assistance on Election Day. The above information must be provided to all voters requesting assistance. Should the voter not specify a person to assist in voting, two judges shall assist the voter, one from each political party. The two judges who will be giving assistance to voters are selected before the polls open.

ASSISTING THE ILLITERATE VOTER

An illiterate voter is a qualified voter who cannot read or write English sufficiently to cast his or her ballot. Before receiving assistance, the voter either signs his or her name or makes his or her mark on an affidavit. Before giving assistance, the individual(s) giving assistance must also sign the affidavit.

ASSISTING VOTERS WITH DISABILITIES

A person with disabilities is a voter who is either physically unable to mark his or her ballot or who is visually impaired. However, a person who is intoxicated does not qualify as physically disabled and cannot receive assistance.

Before receiving assistance, a person with disabilities must complete and sign an affidavit stating his or her specific disability. Before giving assistance, the individual(s) providing the assistance must also sign the Assisted Voter Affidavit.

Listed below are suggestions for common courtesies and guidelines:

- Be considerate of the extra time it might take for a person who has a disability to get things done, and give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than to a companion who may be along.
- Speak calmly, slowly and directly to a person that you believe to be hearing impaired. Your facial expressions, gestures and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, write a note to the person.
- Before pushing someone in a wheel chair, ask if you may do so and how you should proceed.
- Greet a person who is visually impaired by verbally letting the person know who and where you are. You may wish to verbally explain the procedures as well. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines.
- Be aware that dogs that assist people with disabilities should be admitted into all buildings. Such dogs are highly trained and need no special care other than that provided by the owner. Never distract, pet or feed the dog.
- Be aware that federal law allows voters with disabilities to be accompanied by and to receive the assistance of another person in the voting booth.
- Remember that all voters deserve courteous attention when exercising their right, as citizens, to vote.
- Take the appropriate precautions to ensure that the privacy of the voter and the secrecy of the ballot are not compromised.

INACCESSIBLE POLLING PLACES (CURBSIDE VOTING)

A voter with a disability or an elderly voter, who cannot enter a polling place due to the structural features of the building, may request to vote outside the polling place. The request must be made to the Election Authority no later than the close of business on the day before the election. The Election Authority must notify the appropriate election judges of the names of those individuals making such a request.

Voters cannot vote outside the polling place unless the election judges receive prior notification from the Election Authority. If notification is given, the voter completes the entire voting process outside the polling place. Two judges, one from each political party, deliver an application to the voter. The completed application is brought back into the polling place to the verification judges. After the signature and address are verified and it is determined that the individual is qualified to vote, a ballot sheet and a portable voting booth (or enclosure) are provided to allow the voter to mark his or her ballot in secrecy. In no case shall a ballot be delivered to a voter beyond 50 feet of the entrance to the building in which the polling place is located. After the voter has voted, the two judges take the ballot sheet (keeping it inside the secrecy sleeve/cover) back to the polling place and deposit it in the tabulator.

WRITE-IN VOTES

VALID WRITE-IN VOTES

If the voter wishes to vote for a declared write-in candidate, the voter may write the name of the candidate in the space provided on the ballot sheet. In order for the write-in vote to be valid, the voter must write the name of the candidate in the space provided below the slated candidates for the office and properly mark the ballot according to the instructions posted on the **Instruction Card** in the polling place.

WRITE-IN VOTES ARE COUNTED ONLY FOR THOSE CANDIDATES WHO FILED A “DECLARATION OF INTENT TO BE A WRITE-IN CANDIDATE”

The election judges are required to count write-in votes **only for those candidates who have filed a “Declaration of Intent to be a Write-in Candidate.”** The Election Authority will supply the judges with a list of all candidates who have filed a “Declaration of Intent to be a Write-in Candidate.” There is no statutory authority for the posting of the “Declaration of Intent” in the polling place.

RECORDING WRITE-IN VOTES ON THE TALLY SHEETS

Record all valid write-in votes on the tally sheets. If there are no write-in votes, write “NONE” across each of the tally sheets. Sign the tally sheets and place them in the envelope provided for write-in tally sheets.

SPELLING

In determining the validity of a write-in vote, the spelling of the candidate’s name need not be exact as long as the intent of the voter can be determined. There should be some relationship between the appearance or the sound of the name written in and that of the candidate’s actual name. In the case of a misspelled name, a majority of the judges must agree as to the intent of the voter and whether or not the write-in vote will be counted.

PRINTING OR WRITING THE CANDIDATE’S NAME

Printing the name of the write-in candidate is just as valid as writing the name in script, however, the use of stickers or a rubber stamp by a voter does not constitute a valid write-in vote.

	CITY MAYOR 4 YEAR TERM (Vote for one)
	MAYOR INCUMBENT
	PROMINENT LAWYER CHALLENGER
	<i>Jon Smith</i> _____ Write-in

REMAKING BALLOT SHEETS

DAMAGED AND OVERVOTED BALLOT SHEETS

If necessary, remake all damaged or bent ballot sheets that cannot be counted by the tabulating equipment. The duplicate ballot is marked exactly the same as the original ballot.

Remake all ballots that contain an overvote due to an invalid write-in vote. If an invalid write-in causes an overvote, remake the duplicate ballot sheet exactly as the original sheet, but omit the invalid write-in.

Remake all sheets that have been folded anywhere other than at the designated pre-fold area.

REMAKING PROCEDURES

Two judges, one from each political party, remake the duplicate ballot sheet in the following manner:

1. Use an official ballot sheet of the same ballot style.
2. Mark the duplicate ballot with a specialized pen.
3. One judge reads the candidates/referenda choices to be marked on the duplicate sheet while the other judge marks the ballot sheet according to the instructions that are described on the polling place **Instruction Card**.
4. Check the duplicate ballot sheet by exchanging duties, i.e., the judge who marked the ballot sheet reads the names of the candidates/referenda choices marked.
5. Consecutively number each pair of duplicate ballot sheets. The first damaged ballot sheet is marked "Damaged Ballot No. 1" and the corresponding duplicate sheet is marked "Duplicated Damaged Ballot No. 1." The next pair is marked "Damaged Ballot No. 2," and the corresponding duplicate sheet is marked "Duplicated Damaged Ballot No. 2."

Continue the process until all duplicated ballot sheets have been marked. Likewise, the first pair of overvoted ballot sheets are marked "Overvoted Ballot No. 1," and "Duplicated Overvoted Ballot No. 1." Continue the process until all duplicated overvoted ballots are marked and numbered consecutively. Use a pen with red ink to identify the ballot sheets.

6. Use a pen to initial both the original ballot sheet and the duplicated ballot sheet.

7. Place the original ballot sheet in the envelope for duplicated ballots and place the duplicated ballot sheet in the ballot return box with the other valid ballot sheets. **Contact election authority on re-tabulation.**

BALLOT MARKS

VALID MARKS

A valid mark is an intentional darkening of a designated area on the ballot sheet. For “fill in the oval” type marking, a valid mark is one which simply fills in a pre-printed oval on the ballot sheet. **Polling place Instruction Cards provide instructions on the proper way to mark a ballot.**

For any ballot sheet that does not register a vote for one or more ballot positions on the ballot sheet, the following shall constitute a vote on the ballot sheet: {10 ILCS 5/24B-9.1}

- (1) The designated area for casting a vote for a particular ballot position on the ballot sheet is fully darkened or shaded in;
- (2) The designated area for casting a vote for a particular ballot position on the ballot sheet is partially darkened or shaded in;
- (3) The designated area for casting a vote for a particular ballot position on the ballot sheet contains a dot or “.”, a check, or a plus or “+”;
- (4) The designated area for casting a vote for a particular ballot position on the ballot sheet contains some other type of mark that indicates the clearly ascertainable intent of the voter to vote based on the totality of the circumstances, including but not limited to any pattern or frequency of marks on other ballot positions from the same ballot sheet; or
- (5) The designated area for casting a vote for a particular ballot position on the ballot sheet is not marked, but the ballot sheet contains other markings associated with a particular ballot position, such as circling a candidate’s name, that indicates the clearly ascertainable intent of the voter to frequency of markings on other ballot positions from the same ballot sheet.

IDENTIFYING MARKS/DEFECTIVE BALLOTS

Any mark placed anywhere on the ballot which serves to identify it from other ballots or furnishes a means of evasion of the law relative to secrecy, is an “identifying mark”. After removing the ballot sheets from the ballot box and separating them according to ballot type, check the ballot sheets for marks anywhere on the ballot sheet that could be recognized as

identifying marks. If a majority of the judges feel that a ballot sheet has an identifying mark, the ballot must not be counted.

If any ballot is not initialed, it shall be marked on the back “Defective”, initialed as to that label by all tally judges immediately under the word “Defective”, and not counted, but placed in the envelope provided for that purpose labeled “Defective Ballots Envelope”.

These ballots must be replaced with blank ballots. Contact the election authority on re-tabulation.



THOMAS HOLBROOK
COUNTY CLERK

2026

ST. CLAIR COUNTY

OPTICAL SCAN

ELECTION JUDGE

MANUAL OF INSTRUCTION

THOMAS HOLBROOK

COUNTY CLERK