

**Town of Gilford**  
**Election Day Workshop**  
**Ballot Clerks, Supervisors of the Checklist**  
**February 5, 2020**

- 1. Introductions**
- 2. Thank you for participating in the election process**
- 3. Goal of Election Day:** To provide every opportunity for citizens to vote, within our power and authorization.
- 4. Polls open from 7 Am to 7 PM**
- 5. Be aware it is a long day.** Breaks provided. Always feel free to ask for a break. Lunch and evening meal provided.
- 6. Ballot Clerks:** Balance of representation of the 2 major parties. No one knows your affiliation.
- 7. Town Clerk will conduct the swearing in for ballot clerks.**
- 8. General awareness of the voting process:**
  - Ballot machines are tested and chips sealed prior to Election Day.
  - A citizen is identified to confirm that the ballot boxes are empty and assure that the tallies on the ballot box print out is at 0 and no ballots are already in the machines.
- 9. Supervisors of the Checklist:**
  - Location in the game room at the Gilford Youth Center.
  - Express our appreciation for their work during Election Day to register new voters and answer questions about the voting process for citizens.
- 10. Ballot Clerk Procedure:**
  - Find voter's name and read aloud name and address.
  - No Name in book: Send voter to the Supervisors.
  - Find name: Ask for valid photo ID, and put a checkmark beside the name and repeat the name again.
  - Ask if the address is correct. If not, correct the address with a red pen.

- ID: Driver's license, Armed Services card, Passport, NH photo ID. (Not expired for more than 5 years. Out of state license: record the state abbreviation in red ink to the right of the CVA (Challenged Voter Affidavit) box.
- No photo ID: Check with the Moderator, Supervisors of the Checklist, or Town Clerk to see if the person is known. Other option is to take a photo.
- Challenged Voter ID: CVA: if the voter gives a CVA with an attached photo or the signed CVA with an attached religious affidavit, take it and file it in the book. Check mark in the CVA box.
- Use ruler to mark the checklist to indicate that the voter has taken a ballot. (Single thin line through the last name. Checkmark to indicate that the voter has checked in.
- Absentee voters: We will publish notice that absentee ballots will begin to be processed at 9 AM on Election Day. Mark AV in red to the left of the check box.
- Voting assistance: If a voter expresses that he/she needs help, alert the moderator. Assistance may mean that the voter requires a wheel chair, a need to sit in a chair while voting, or assistance with marking the ballot, which will require that the moderator receive an oath from the voter and the person who will be assisting.

Please note that we have the ONE4ALL AVS (Accessible Voting System) which we will also offer to the voter. The AVS provides for machine voting which uses a sheet of paper for voting purposes.

- Challenger: A Challenger may be assigned to an election from a political party. A letter of appointment is submitted to the Moderator from the political party. The Challenger has the right to be positioned outside the roped area where he or she can hear the voters say their name when approaching the ballot clerk and announcing their name. The purpose is usually for tracking voters in an effort to get out the vote.

11. Questions?