

# Political Party Poll Watcher **TRAINING GUIDE**

## Arizona Case Study



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# How To Use **THIS GUIDE**

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This guide is designed for political party or candidate representatives who want to organize a poll watching effort. No two partisan or party poll watching exercises will be alike, as each will depend on the relevant state laws, as well as the needs and abilities of the political parties. However, there are certain best practices that should be incorporated into a party poll watching effort. Drawing on its experiences of organizing more than 120 successful election observation missions worldwide, The Carter Center has distilled three key training modules, with practical information that should be covered in a comprehensive training for poll watchers who will observe at voting locations on Election Day. The modular format enables training to be delivered through a mix of virtual and in person formats. Training can also be delivered in several short sessions over time or modules can be combined for a longer day of instruction.

## **IMPORTANT NOTE:**

**This guide has been developed using the election laws of Arizona as an example and the basis for the training and observation forms. The Carter Center strongly recommends that any materials presented in this guide be reviewed for appropriateness by an attorney affiliated with the local party who is familiar with the election laws of the state in which the party intends to use the guide. Every state has different laws that cover the election process, as well as different guidance and regulations with respect to allowable party poll watcher conduct and access. Any training topics, forms, etc. presented in this guide will have to be adjusted accordingly.**

Political party poll watchers have long served to protect the interests of their parties or candidates at the polls by watching over the process and providing political transparency. In recent election cycles, however, parties and members of the public alike have raised questions and concerns about whether the overall election process can be viewed as credible. The Carter Center has produced these training materials to help political party poll watchers better understand the election process and has produced a sample observation form, to be adapted by individual parties or organizations. These materials are designed to assist party poll watchers to observe and assess, in a comprehensive manner, whether key aspects of the election are being consistently and correctly implemented.

In addition, even as political parties are placing renewed emphasis on fielding party poll watchers, media and other actors are increasingly scrutinizing the behavior of party poll watchers in the voting locations. Political party poll watchers have a vital role to play in making elections more transparent, including to the public, but only if they themselves respect the rule of law. As an outcome of any training, party poll watchers should have a better understanding of their own role in the elections and the laws governing their conduct, should have gained basic familiarity with important elections procedures, should understand how to use structured reporting tools such as observer forms, and should have received practical information about how to successfully participate in a political party poll watching effort.

The content of this guide follows the proposed training structure, with sample agendas for each module presented at the beginning of each section before diving into specific proposed content. The guide includes a mix of information that should be shared directly with political party poll watchers and guidance for training facilitators/party poll watching organizers. Content for facilitators and organizers is shared at the end of each proposed training session under a subheading Facilitator/Organizers' Notes. These sections include not only practical considerations and training tips for the facilitators, but also lay out key questions that party leadership should resolve before preparing to train poll watchers – such as the method it wishes to use for collecting data or its policy for party poll watchers on interfacing with traditional and social media.

Finally, the guide includes [\*Appendix 1: Sample Political Party Poll Watcher Training Agendas\*](#), [\*Appendix 2: Sample Party Poll Watcher Code of Conduct\*](#), and [\*Appendix 3: Sample Party Poll Watcher Checklist\*](#) all of which can serve as a starting point for organizers to develop their own observation trainings and tools based on the interests of the party in each state.

Individuals who have feedback or additional questions about how to use this guide are encouraged to contact The Carter Center.



# Considerations Before Beginning Training

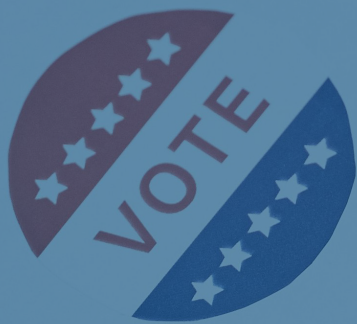
## TRAINING FORMATS

When designing your training program, it is important to consider at the outset whether you want to deliver training in person or through a hybrid format that combines online and in person elements. Online training may not be practical for local branches of political parties as that may not have the resources needed to create and provide effective online training. **Module 3** of the proposed training course – which includes time to sign a party poll watching code of conduct in duplicate and to give poll watchers their deployment kits – is best delivered in person. **Modules 1** and **2** can be delivered online or in person.

In person contact is important at some stage in the party poll watcher training process. In person trainings are more conducive to interactions between trainers and participants -- meaning that poll watchers are more likely to ask questions. In person contact also helps to establish a personal relationship that will facilitate proper communication on Election Day. However, online training modules have the advantage of delivering training to more individuals at once, meaning that the party poll watching effort will require fewer physical training resources. Depending on whether online training is provided via live online instruction or through recorded videos, party poll watchers can also take the training at the time that is most convenient for them. If online instruction will be provided in a recorded manner, it is important to include mandatory post-tests for party poll watchers to ensure that they watched the training videos from start to finish and correctly understood the main points.

## ESTABLISHING AND COMMUNICATING A CLEAR TRAINING TIMELINE

The earlier you can establish and publicize a clear timeline for training, the better. In an ideal scenario, the poll watching effort could communicate training dates to potential poll watchers at the time they are recruited. This minimizes risks of participants dropping off because the training schedule is inconvenient. Early two-way communication with training participants will also help to ensure that the poll watching effort plans for and has sufficient time to organize make-up training sessions if those become necessary.



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# Suggested Module 1

# TRAINING CONTENT

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## SAMPLE MODULE 1 TRAINING AGENDA:

Roles and Responsibilities of Party poll watchers and What They Can Expect to Observe

## LEARNING OBJECTIVE:

At the end of this module, party poll watchers should understand how to conduct themselves in accordance with the law / project standards and should have basic familiarity with the Election Day procedures that they will be asked to monitor.

- |               |   |
|---------------|---|
| <b>30 min</b> | <b>Roles and Responsibilities</b><br>What does it mean to be a party poll watcher? How should party poll watchers conduct themselves in the voting locations? What is and is not allowed by law?  |
| <b>1 hour</b> | <b>Overview of Election Day Operations Inside a Voting Location</b><br>Presentation and discussion of key procedures for voting location opening, voting, closing, and counting   |
| <b>30 min</b> | <b>Special Categories of Voters that Party Poll Watchers May Encounter</b><br>Review of elections procedures for voters requiring language assistance, accessibility assistance or voting with less-common categories of identification (tribal identification, etc.) |



# ROLES and RESPONSIBILITIES

## FACILITATOR/ORGANIZERS' NOTES:

Before organizing this session of training, it is important to have an in-depth understanding of what the law around party poll watching does and does not permit in your state. A primary objective of this session of the training should be to give party poll watchers clear instructions around any behaviors (such as taking photographs, speaking to voters, etc.) that may not be permitted and could result in their being barred from further observation.

## WHAT IS A PARTISAN OR PARTY POLL WATCHER?

Partisan or party poll watchers – in some contexts also referred to as party/candidate agents, challengers, or observers – monitor critical stages of the electoral process to ensure that laws and procedures are correctly followed and that there are no incidents or serious irregularities that would disproportionately affect the candidate or party that they represent. Poll watchers fulfill an important oversight function, helping to make elections more transparent and ensure that they are conducted in accordance with the rule of law. As a party poll watcher, it is very important to understand the laws governing appropriate conduct for party poll watching in your state. Most states have clear laws preventing party poll watchers from intervening in the elections process; from directly addressing voters; or from taking video, photos or audio recordings in certain locations. If you are not sure where to start to educate yourself about the elections law, the National Conference of State Legislatures provides a summary of poll watcher guidelines by state: <https://www.ncsl.org/research/elections-and-campaigns/poll-watcher-qualifications.aspx>. The Brennan Center for Justice has also produced 2024 guidance summarizing state and federal laws that regulate poll watcher behavior in 10 states, including Arizona: <https://www.brennancenter.org/series/poll-watchers-rules-and-constraints>.

In Arizona, as is common in many states, only one representative per registered party can be allowed inside a voting location at a time. There may also be limitations as to how far outside a polling location a party poll watcher can be stationed. For example, in Arizona, only one representative per registered party may be present within 75 feet of a given voting location while the polls are open. Party poll watchers in Arizona must also

be residents of the state and registered to vote; their names must be submitted to county election officials by party leadership in advance of the elections and by the legal deadline specified on a county-by-county basis. Poll watchers are then accredited to observe in a specific location or locations and their accreditation cannot be transferred to another individual or location. Party poll watchers in Arizona must carry a letter of appointment from the political party, or a copy of such a letter, with them while observing. They must present this letter to an appropriate election official when they enter a voting location, County Recorder's office, or central counting place. They must also be prepared to provide proof of identification upon request.

## WHO ELSE OBSERVES ELECTIONS?

Depending on state law, you may encounter observers from:

- **The Federal Government / Department of Justice:** The Civil Rights Division of the Department of Justice can deploy federal observers as well as division attorneys and staff to evaluate compliance with federal voting rights laws around the country.
- **Media:** Journalists may deploy to provide coverage of the voting process. There may be restrictions as to their access to polling locations and their ability to take photographs within a polling location. In Arizona, journalists are not allowed to remain within 75 feet of voting locations while polls are open.
- **Civic Organizations:** Interested civic organizations may deploy to assess the quality of the elections process or to evaluate barriers to access for particular communities. In Arizona, civic organizations are not allowed within 75 feet of voting locations while polls are open.
- **Poll Watchers from other Political Parties:** Other registered political parties or candidates may also deploy poll watchers. Unless the political parties have all agreed to increase the permissible number of poll watchers per party at a given location.
- **International Organizations:** International organizations, including the Organization for Security and Cooperation in Europe – of which the United States is a member – routinely deploy election observers to assess whether member nations' electoral processes conform to international norms and best practices. Some states will allow these international organizations full access to a polling location while other states may prohibit their access.

## WHAT DOES A PARTY POLL WATCHER DO ON ELECTION DAY?

On Election Day, the responsibilities of party poll watchers can be broken down into five key steps. They:

1. Travel to the location where they have been assigned to observe, taking care to arrive before the voting location opens. It is recommended that a party poll watcher arrive at their assigned polling location 30 minutes before voting begins.
2. Observe throughout the day to witness opening procedures, voting procedures, and closing procedures in their assigned polling location. In Arizona, polls close at 7 p.m.

3. Record observations on standardized reporting forms or checklists that have been prepared by party leadership for rapid collection and analysis of observation findings.
4. Submit periodic reports on what they are observing to party leadership in accordance with the established reporting schedule and communication system.
5. Abide at all times by any federal, state and local laws or guidance for party poll watchers as well as by any codes of conduct established by the poll watching effort. They should seek to model lawful, civil behavior that will reflect positively on the party or candidate that the poll watcher represents.

## STANDARDS OF CONDUCT FOR PARTY POLL WATCHERS

Appropriate conduct while observing is essential. If an observer from a party behaves in a disruptive manner, this can have a negative impact on the entire party's ability to gather information both now and in future. In most states, poll workers have discretion to remove observers from the process if they are behaving in a manner that they deem disruptive to the electoral process. Moreover, disruptive behavior from party poll watchers may incentivize election officials to interpret the law around what party poll watchers can and cannot observe in the most restrictive manner possible or to impose additional restrictions on party poll watchers in future elections. Finally, if poll watchers from a particular party or candidate gain a reputation for behaving in a manner that voters or election officials find to be intimidating or disruptive, this behavior could cause a backlash of public opinion against the candidate or the entire party.

Party poll watchers should be guided by the principle of non-interference. If they have concerns about the process or witness serious irregularities, they should notify relevant election officials and their own party leadership, who can seek to mobilize a response. However, party poll watchers should never try to intervene in the process themselves. Interference can cause minor incidents to escalate into major disputes or disruptions and will almost certainly result in the party poll watcher being barred from continuing their observation. Ultimately, interference can even detract from the seriousness of the complaint that the party poll watcher initially tried to raise. Instead of focusing on an important procedural violation, media or other observers in the polls may instead report on an aggressive confrontation that took place between party poll watchers and election officials. Non-interference allows issues to be raised, documented, and addressed by party leadership without unduly jeopardizing the poll watching effort.

Political party poll watching is a collective exercise. The actions of one poll watcher reflect on all members of the effort. Individual party poll watchers are urged to keep the seriousness of their overall mission in mind throughout the day and conduct themselves at all times in a manner that will reflect positively on themselves and their party.

## WHAT ARE PARTY POLL WATCHERS PERMITTED TO DO BY LAW?

What a party poll watcher is permitted to do may vary by state. For example, in Arizona, party poll watchers or party agents in a voting location are allowed to observe:

- The opening of the voting location.

- Voting procedures within the voting location, although they may not violate secrecy of the ballot by observing in voting booths.
- The closing of the voting location.
- The sealing and transportation of ballots from the voting location to an official receiving site.
- Any other important voting or processing procedures within the voting location, provided such observation does not interfere with the ability of poll workers to administer the elections.

They may also ask questions about the process to the election official in charge at the voting location (see below *Who Organizes Elections*).

Party poll watchers in Arizona are also legally permitted to observe at central counting places. Given the focus of this guide on in person voting on Election Day, those permitted activities are not covered in this document. Additional information about permissible and impermissible activity for party poll watchers in Arizona can be found in the **2023 Election Procedures Manual**: [https://apps.azsos.gov/election/files/epm/2023/EPM\\_20231231\\_Final\\_Edits\\_to\\_Cal\\_1\\_11\\_2024.pdf](https://apps.azsos.gov/election/files/epm/2023/EPM_20231231_Final_Edits_to_Cal_1_11_2024.pdf)

## WHAT ARE PARTY POLL WATCHERS **NOT** PERMITTED TO DO BY LAW?

It is very important for the organizers of a party poll watching effort to research appropriate state and local laws and guidance for party poll watchers and ensure that party poll watchers receive robust training on impermissible conduct.

In Arizona, party poll watchers or party agents in a voting location:

- Cannot in any way intervene or interfere in the conduct of the election
- Cannot touch or mark any ballot(s) during the course of their observation
- Cannot offer to assist any voters with voting
- Cannot touch or handle any election materials, including rosters, early ballot envelopes, ballot transfer containers or voting machines
- Cannot interfere with or impede election procedures or staff
- Cannot wear, carry, or display any materials, symbols or colors that would identify them as a member or supporter of any political party, candidate, or ballot initiative
- Cannot take any photos or video while they are within 75 feet of the voting location
- Cannot carry arms, even if they have a license, within 75 feet of the voting location
- Cannot inspect, copy, or photograph or record a video of any early ballot envelopes, nor may they confront, question, photograph or record a video of an individual dropping off an early ballot envelope



- May only take handwritten notes in an instrument of a color designated by the officer in charge of elections
  - Must be prepared to show their appointment credentials when they enter a voting location or counting facility or upon request by any election official.
  - Must check in with the County Recorder or the officer in charge of elections before they may be admitted into a central counting facility.
- Must wear any badges required by the County Recorder or other officer in charge of elections to ensure that they are identifiable in a central counting facility.

# ELECTION DAY

## Operations Within A Voting Location

### FACILITATOR/ORGANIZERS' NOTES:

Organizers should ensure that poll watchers have a basic understanding of procedures for opening, voting, and closing in voting locations as well as an understanding of the roles and responsibilities of distinct types of poll workers, of the types of materials and equipment that they are likely to see in the voting location, and of basic rules of conduct inside the voting location. If you can secure visual aids to assist with this portion of the training (such as pictures of a tabulation machine or a diagram showing the layout of a voting location in your electoral district), this will assist with poll watcher comprehension.

Bear in mind that – particularly if you have taken care to recruit young poll watchers – your training attendees may never have voted or may never have voted in person before and will need a basic understanding of how these processes are supposed to work so that they can accurately identify anything out of the ordinary while observing.

### WHO ORGANIZES THE ELECTIONS?

This varies by state. Some states have an elected clerk that conducts elections. Other states may have an appointed board and staff.

For example, in Arizona, elections are organized by a **board of elections** that includes representatives from at least two registered political parties. The board of elections is specifically comprised of the election inspector, two election judges, an election marshal (if applicable) and election clerks (if applicable). Members of the board of elections, collectively referred to as the election board and commonly known as poll workers or

board workers, must be registered to vote in the precincts where they are serving, unless there are insufficient poll workers available to enforce the residency requirement. Student poll workers do not need to be registered voters.

- The **inspector** chairs the board of elections and exercises authority within the voting location, reporting to and under the direction of the county officer in charge of elections. The inspector is typically the main point of contact for the officer in charge of elections, the poll worker hotline, troubleshooters, or any other entities designated by the county to provide assistance to poll workers on Election Day. In addition, they:
  - Lead and assign duties to other poll workers in the voting location.
  - Ensure the voting location is set up correctly and functions in accordance with the election procedures.
  - Post all appropriate required notices to voters.
  - Open the sealed package of official ballots and ensure that the appropriate ballot styles and types are present.
  - Certify the voting roster.
  - Arrange the voting booths.
  - Assist electors as needed.
- Every voting location also includes **two judges** who oversee the voting process. This includes:
  - Issuing ballots to qualified voters.
  - Signing the roster for any voter who is unable to sign due to a physical disability.
  - Examining electronic voting equipment and comparing the number of votes cast according to the machines with the number recorded in the poll list or e-pollbook and with the number of provisional ballots cast.
- Every voting location with more than 300 qualified electors must also have an election marshal. This role is not necessary for voting locations with fewer than 300 qualified electors. The marshal is responsible for maintaining order within the voting location, which includes:
  - Announcing the opening and closing of polls.
  - Preventing any violation of the election laws, including voter intimidation or electioneering (defined as any campaigning, polling or voter protection efforts) within the 75-foot limit.
  - Measuring wait times, communicating with the inspector if wait times have the potential to exceed the 30-minute legal limit, and implementing necessary measures to reduce voter wait times.

- Additional clerks may be appointed to assist with the operations of the voting location, as necessary.
- Student poll workers who will be at least 16 years of age at the time of the election and have the written permission of a parent or guardian may also be appointed to serve as clerks under the supervision of a trained adult poll worker at the voting location.

**Principle of Multi-partisan Election Administration:** If the inspector is a member of one of the two largest registered political parties (Republican or Democrat), the **marshal** must be a member of the other party. Each of the two judges must also belong to a different political party.

In counties that are covered by Section 203 of the Voting Rights Act, each voting location must ensure the presence of bilingual poll workers able to provide support and information to voters in the required languages. In Arizona, these locations and languages are:

County	Language Requirement
Apache County	Navajo, Pueblo
Coconino County	Hopi, Navajo, Paiute
Gila County	Apache
Graham County	Apache
Maricopa County	Spanish
Mohave County	Paiute
Navajo County	Hopi, Navajo
Pima County	Spanish
Pinal County	Apache
Santa Cruz County	Spanish
Yuma County	Spanish

## MATERIALS AND EQUIPMENT

The following materials and equipment should be arranged in the voting location – either on Election Day before polls open or the day before – and should be present when the polls officially open to voters at 6 a.m.:

- **Accessible Voting Devices:** These are voting machines designed specifically to help voters living with disabilities to cast an independent ballot in line with the Help America Vote Act and the Americans with Disabilities Act. For example, a machine configured for audio voting could assist blind or low vision voters to cast their ballots.



- **A Public Notice “Instructions to Voters and Election Officers”:** Must be prominently displayed in all required languages for that voting location with information about the voting procedures, guidance about how to request assistance in voting, and information about how to report suspected violations of the Help America Vote Act.
- **A Public Notice “Right to Vote a Provisional Ballot”:** Must be prominently displayed in all required languages for that voting location with information about the circumstances under which voters may vote a provisional ballot and instructions about how to do so.
- **“Notice to Voters” Cards or Postcards:** Unless the information is already contained on a sample ballot, these cards or posters in large plain type must be placed in each voting booth and must inform voters about how to cast a valid ballot for both the partisan and nonpartisan candidates on the ballot, including for any desired write-in candidates.
- **A “Notice of Effect of Overriding Overvotes”:** If the voting equipment in use for the election provides for the rejection of overvoted ballots or ballots containing other irregularities, a written notice from the Board of Supervisors must inform the voter that if they choose to override the overvoted office / measure or override any other irregularity then their vote for that office or measure will not be counted.
- **List of Acceptable Forms of Identification:** A list of accepted forms of identification that voters can provide as proof of identity to vote must be prominently displayed in all required languages for the voting location. Individual copies in all required languages must also be made available to voters upon request.
- **Sample Ballot:** A sample ballot with all candidates and ballot initiatives appearing on the ballot in that location must be prominently displayed in all required languages for that voting location.
- **List of Official Write-In Candidates:** If any official write-in candidates are contesting the election, their names must be prominently displayed in the voting location.
- **List of Any Candidate Withdrawals or Vacancies:** If any candidates whose names appear on the ballot have withdrawn from the race, their names must be prominently displayed in the voting location.
- **Voting Booths:** Screened-off compartments in which the voter enters to secretly mark their ballot.
- **A Signature Roster, Precinct Register, E-Pollbook or Other Check-In Device:** The paper signature roster (also referred to as a poll list) or electronic e-pollbook contains the names and addresses on file of all voters anticipated to vote at the location.
- **Ballot Boxes:** Sealed boxes into which voters place their completed ballots.
- **Early Ballot Drop-Off Container (if applicable):** Individuals who received ballots by mail may deposit those ballots at the voting locations in a specially designated early ballot drop-off container.

- **Tabulation Equipment:** Machines used to count the number of ballots cast in a given voting location. Note that not every county will have this equipment, as some counties do not conduct tabulation until ballots have been transported to a central counting place or to a receiving area at the end of the election.
- **“Vote Here” Signs**
- **A United States Flag**

In addition, at least **three “75-foot limit” signs** should be posted at the 75-foot perimeter around the voting location to establish the zone within which electioneering may not take place.

## OPENING PROCEDURES

The members of the election board should arrive at the voting location no later than 5:30 am so that the voting location may be opened to voters at 6:00 a.m.

Upon arrival, each member of the election board must take an oath of office.

The election board must ensure that any accessible voting device(s) for the location are set up and functioning, to include a keypad, headphones, and alternative input devices.

If the voting location contains precinct voting equipment or accessible voting equipment that independently tabulates the votes, the election board must generate a **zero report** from the equipment before opening the polls. The zero report confirms that no votes have been cast on the equipment prior to the commencement of voting.

To generate a valid zero report, the election board must:

- Print a zero report from the equipment, which will remain attached to the voting equipment until the final results are printed at the close of polls.
- Confirm that no votes have been cast for any candidates or ballot members.
- Have at least two members of the election board who are from different political parties sign the zero report.
- Ensure that the digital readout on the front of the equipment registers zero.

In some counties, voting takes place in **vote centers**, meaning that any registered voter residing anywhere in the county may vote at any vote center. In some counties, however, voting takes place in assigned polling places, meaning that only individuals who reside in the precinct and are registered to vote in the polling place for that precinct may vote there. For counties that use **assigned polling places**, there are two additional steps to generate a valid zero report:

- The zero report must be compared to the sample ballot to ensure the same candidate names and ballot measures appear.

- The election board must verify that the correct precinct number appears on the zero report.

The election board must also open and examine all ballot boxes to ensure that they are empty, then secure the ballot boxes and arrange them in full view of the election board.

In addition, the election board must inventory the ballots received from the elections department, including any ballot stock.

The election board must post all required signs, including the Instructions to Voters and Election Officers, Right to Vote a Provisional Ballot signs and Notice to Voters cards or posters in each voting booth if required.

At 6:00 a.m. the marshal should announce that the polls are open, and voters will be allowed to enter the voting location.

## GENERAL RULES OF CONDUCT WITHIN THE VOTING LOCATION

No photography or video recording is permitted within 75 feet of a voting location.

Private citizens are also prohibited from bringing weapons within 75 feet of a polling place, even if they are properly licensed to carry.

Only authorized individuals are allowed to remain within 75 feet of the voting location on Election Day. These individuals include:

- Members of the election board.
- Election officials.
- Voters and minor children accompanying voters.
- A person selected by a registered voter to help them cast their ballot (see *Special Categories of Voters that Party Poll Watchers May Encounter*).
- Authorized political party poll watchers. The default is that each registered party may each deploy one authorized poll watcher per voting location, although this number can be augmented if all registered parties and the county election officer in charge of elections agree to it.
- U.S. Department of Justice or other authorized federal government observers.

Unauthorized individuals include, but are not limited to:

- Members of the media.
- Researchers.
- Individuals conducting polls.
- Political party or campaign representatives who do not have proper prior authorization to observe.

However, some voting locations may be co-located with city clerks' offices. They may include boards of elections both for state/local elections and tribal elections in a single location if a tribal election and a state/local election are taking place on the same day. In such instances, individuals conducting business with the city clerk or participating in tribal elections should be allowed within the 75-foot limit.

All individuals within the voting location must **refrain from intimidating conduct**, which is defined on pages 181-182 of the 2023 Arizona Elections Procedures Manual to include:

- Accosting voters to attempt to “enforce” the law;
- Aggressive behavior, such as raising one’s voice or taunting a voter or poll worker;
- Using threatening, insulting, or offensive language to a voter or poll worker;
- Blocking the entrance to a voting location;
- Disrupting voting lines;
- Following voters or poll workers arriving at or leaving a voting location, including to or from their vehicles;
- Intentionally disseminating false or misleading information at a voting location, such as flyers or communications that misstate the date of the election, hours of operation for voting locations, addresses for voting locations, or similar efforts intended to disenfranchise voters;
- Impersonating a law officer or wearing clothing, uniforms or official-looking apparel that is intended to deter, intimidate or harass voters;
- Directly confronting, questioning, photographing or videotaping voters or poll workers in a harassing or intimidating manner – including as they travel to or from a voting location;
- Asking voters for “documentation” or other questions that only poll workers should perform;
- Raising repeated frivolous voter challenges to poll workers without any good-faith basis, or raising voter challenges solely based on race, ethnicity, national origin, language, religion, or disability; or
- Posting signs or communicating messages about penalties for “voter fraud” in a harassing or intimidating manner.

## VOTING PROCEDURES

When voters arrive at the voting location, both on Election Day and during early in person voting, they are required to provide **proof of identification** before they may receive a ballot. Documents provided should enable election officials to verify the voter’s photograph and confirm that the voter’s name and address reasonably matches the information on file in the signature roster or e-pollbook.

Valid proof of identification can be provided in one of three ways:



1. The voter presents a valid form of photo identification that includes the voter's photograph, name, and address; and these reasonably match the voter's name and address on file in the signature roster or e-pollbook. Potential examples include:
  - a. A valid Arizona driver's license.
  - b. A valid Arizona non-operating identification license.
  - c. Any other valid United States federal, state or local government-issued identification.
  
2. The voter presents two separate valid non-photo forms of identification that include the voter's name and address, and these reasonably match the voter's name and address on file in the signature roster or e-pollbook. Potential examples include:
  - a. A utility bill dated within 90 days of the election.
  - b. A bank or credit union statement dated within 90 days of the election.
  - c. A valid Arizona vehicle registration.
  - d. A property tax statement for the voter's residence.
  - e. A valid Arizona vehicle insurance card.
  - f. A valid recorder's certificate
  - g. Any mailing marked "Official Election Material," including a valid Arizona voter registration card
  - h. Any other valid United States federal, state or local government-issued identification
  
3. The voter presents one form of identification that includes the voter's photograph, name and address but these do not reasonably match the voter's name and address on file in the signature roster or e-pollbook or the voter presents a valid U.S. passport or military identification that include the voter's name and photograph. The voter must then also present a second valid form of identification from list two.

If the voter identifies themselves as a member of a recognized Native American tribe, the voter may present alternative proof of identity. (See *Special Categories of Voters that Party Poll Watchers May Encounter*).

In counties where voting takes place in assigned polling places by precinct (as opposed to vote centers), the poll workers must confirm that the voter's address is within the precinct.

The poll workers must then check the voter's name against the signature roster or e-pollbook and ask the voter to sign next to their name.

An inspector or judge may sign the roster or e-pollbook on behalf of a voter with a physical disability who is unable to sign their own name. In jurisdictions that use a paper signature roster, the inspector or judge must

write the voter's name in red ink. In jurisdictions that use e-pollbooks, the judge or inspector must include their own initials after the voter's name as an attestation.

If the voter has provided adequate proof of identity and signed the signature roster or e-pollbook, they should be issued a regular ballot and instructed to proceed to the voting booth to mark their ballot in secret.

All voters shall be provided with a ballot secrecy sleeve or a privacy ballot folder to further protect the secrecy of the ballot, but no voter shall be required to use these items.

**Provisional Ballots** are issued to voters under the following circumstances:

1. The voter has already received an early ballot-by-mail but either returns that ballot upon coming to vote in person or attests that they have not and will not vote by mail in this election cycle.
2. The voter's name does not appear on the signature roster or e-pollbook, but they provide proof of identification that confirms they reside within the precinct (for voting that takes place in assigned polling places) or the county (for voting that takes place in vote centers) and sign an affirmation stating that they are a registered voter who is eligible to vote in that jurisdiction.
3. The voter has changed their address and their current address no longer matches the address on file in the signature roster or e-pollbook. In this instance, the voter should be instructed to vote at the correct voting location that corresponds to their new address but can only vote a provisional ballot. They will be given an opportunity to update their voter registration information on the provisional ballot envelope.
4. The voter has changed their name and their name no longer matches the name on file in the signature roster or e-pollbook. The poll worker must write the voter's new and former name on the provisional ballot envelope; this information will then be used to update the voter's voter registration information after the election.
5. The county uses precinct-based voting at assigned polling places and the voter insists upon voting at a polling place other than the one to which they have been assigned, but that is still within the county of their jurisdiction. The voter should be allowed to vote a provisional ballot on an accessible voting device that is programmed to contain all ballot styles. (If a voter is attempting to vote at a voting location in a county other than the county in which they are registered, they must be informed that ballots cast in the wrong county will not be counted).
6. All voters shall be given the option to vote a provisional ballot on an accessible voting device.

Any voter who receives a provisional ballot must:

- Complete the information required on the provisional ballot envelope;
- Take the completed envelope and the provisional ballot to the voting booth;
- Mark their choices on the provisional ballot;
- Place the voted ballot into the provisional ballot envelope and seal the envelope;

- Provide the sealed provisional ballot envelope to the election board member.

The election board member will then deposit the provisional ballot envelope into the ballot box specially designated for provisional ballots and will make sure that the ballot is not inserted into any precinct tabulation equipment.

The election board member will also issue a receipt for the provisional ballot to the voter so that they can electronically verify its status.

**Conditional Provisional Ballots** are issued to individuals who fail to provide proper proof of identification.

Any voter who receives a conditional provisional ballot must:

- Complete the information required on the conditional provisional ballot envelope;
- Take the completed envelope and the conditional provisional ballot to the voting booth;
- Mark their choices on the conditional provisional ballot;
- Place the voted ballot into the conditional provisional ballot envelope and seal the envelope;
- Provide the sealed conditional provisional ballot envelope to the election board member.

The election board member must then indicate on the ballot envelope that the voter failed to provide adequate proof of identification.

The election board member will then deposit the conditional provisional ballot into the ballot box specially designated for conditional provisional ballots or instruct the voter to do so.

The election board member will provide a receipt to the voter with instructions about how and when to provide proper proof of identification to the County Recorder if they want their ballot to be counted.

**Voting an Early Ballot Received by Mail in Person on Election Day:** A voter who brings their ballot-by-mail to the voting location with intent to vote in person has the option to vote using that ballot (as opposed to surrendering the ballot and receiving a provisional or conditional provisional ballot instead). In that instance, they do not need to sign the signature roster or e-pollbook but can instead mark the ballot received by mail in a voting booth.

If the voting location does not allow for on-site tabulation of early ballots, they should place the ballot in an affidavit envelope, sign the affidavit envelope and deposit the signed envelope in the voting location's designated early ballot drop-off container.

If the voting location does allow for on-site tabulation of early ballots, the voter must present valid voter identification as if they were planning to vote an in person election day ballot.

- If the voter does not present valid voter identification, they may deposit the early ballot with a completed early ballot affidavit in an official drop box. They may alternatively surrender the early ballot to the election board and be permitted to vote a conditional provisional ballot instead.

- If the voter does present valid voter identification, the election official in charge of the signature roster must confirm that the voter's name and address on the ballot affidavit reasonably match the voter's information on the precinct register or in the electronic pollbook. If the affidavit is not complete, the voter must complete it.
- The voter must then sign the signature roster and proceed to the tabulation equipment.
- Under the observation of an election official, the voter must then remove the completed early ballot from the early ballot affidavit envelope, deposit the empty early ballot affidavit envelope in a drop box clearly marked for early ballot affidavit envelopes and insert the ballot into the tabulation machine for counting.

## CLOSING PROCEDURES

Polls close at 7:00 p.m.. The marshal must announce the close of polls and must also provide announcements to voters in the voting location and waiting in line as follows:

- 1 hour before polls close
- 30 minutes before polls close
- 15 minutes before polls close
- 1 minute before polls close
- At the moment of closing at 7:00 p.m.

Everyone who is waiting in line at the close of polls must be provided with an opportunity to vote. After the last voter has voted, the election board should proceed to close out duties, which are described below.

The election board must conduct an audit to confirm that the number of voters who signed the signature roster, poll list or e-pollbook matches the total number of ballots cast at the voting location. The total number of ballots cast includes both regular and provisional ballots as well as any votes cast through accessible voting equipment if the accessible voting machines independently tabulate votes.

If the ballots are tabulated in the voting location, a printed statement of tally (a summary of all votes tabulated through the tabulation machine) must be printed from every tabulation machine. The total number of ballots cast per the statements of tallies must then be compared to the number of voters who signed the signature roster or e-pollbook.

Following the audit, the election board must prepare an Official Ballot Report for the officer in charge of elections in the county. This report must include:

1. The total number of blank unvoted printed ballots or an estimated amount of blank ballot stock received from the officer in charge of elections.
2. The number of voters who signed the signature roster, poll list or e-pollbook and are recorded as having cast regular ballots.



3. The number of voters who signed the signature roster, poll list or e-pollbook and are recorded as having cast provisional ballots or conditional provisional ballots.
4. The number of regular ballots cast at the voting location
  - If tabulation is not done at the voting location, this number should reflect the election board's manual count.
  - If tabulation is done at the voting location, this number should reflect the printed statements of tallies from the tabulation machines.
5. The number of provisional and conditional provisional ballots voted and sealed in provisional ballot envelopes to be determined by a manual count of the sealed provisional envelopes
6. The number of unused blank ballots / ballot stock, spoiled ballots, misread ballots (if tabulation is done at the voting location) and write-in ballots
7. The number of early ballots received by the voting location (unless these ballots are securely transported to a central counting facility to be counted there instead)
8. The number of regular and provisional ballots tabulated through accessible voting equipment (only in counties where the accessible voting equipment also tabulates the votes) as well as the beginning and ending counts on the accessible voting equipment.

The Official Ballot Report must then be signed by the inspector and both judges. If there are any discrepancies in the report, an explanation should be attached.

All ballot boxes must then be secured with a numbered, tamper-resistant or tamper-evident seal.

All memory cards or electronic media must be removed from voting equipment and e-pollbooks (if applicable). Any ports or compartments where memory cards or electronic media had previously been inserted must be locked or sealed. All memory cards or electronic media must then be placed in a securely sealed transport container.

Voting equipment should be powered down and prepared for transport.

The election board must sign a Certificate of Performance for the signature roster or e-pollbook.

The election board must also prepare official and unofficial returns envelopes for transport to the central counting place or other receiving site.

The official return envelope/container should be clearly marked as such and should include:

- All spoiled ballots, including any spoiled early ballots.
- A copy of the poll list (if the county uses paper copy signature rosters) or a poll list produced by the electronic pollbook.

- Affidavits of any challenged voters, the decisions of election officials in response to each challenge and the challenge lists.
- Once it has been filled, the official returns envelope must be sealed with a tamper-evident label. The label must then be signed by the inspector and both judges.

The unofficial returns envelope should be clearly marked as such and should include:

- A copy of the paper signature roster and poll list if paper rosters are used.
  - If e-pollbooks are used instead, the e-pollbook list must be retained either by extracting the memory card/electronic media or by exporting the list from the e-pollbook.
- A payroll voucher envelope with the Official Ballot Report or a duplicate.

All voted ballots – with a report of the number of voters who voted (including voted provisional and conditional provisional ballots) – must be placed in a container for transport and sealed with a numbered tamper-resistant or tamper-evident seal.

Any unvoted ballots must be placed in a separate container for transport and sealed.

The statements of tallies (if ballots are tabulated at the voting location) must be enclosed in a secure envelope that is sealed and signed by the inspector and both judges and attested by any present clerks.

The original signature roster or poll lists (if applicable) should also be enclosed in a secure envelope and signed by the inspector and both judges.

If e-pollbooks were used and the signature roster information remains in the e-pollbook and cannot be extracted by removing the memory card or electronic media, the e-pollbook must also be prepared for transport.

Any memory sticks or electronic media should be securely sealed in a transport container designated for that purpose. If any voting equipment independently tabulates and the memory sticks or electronic media have not been removed, the equipment should likewise be securely sealed in a transport container.

Finally, the Official Ballot Report must be prepared for transfer if it was not already included in the unofficial returns envelope/container.

Transport of materials should be undertaken by two authorized election workers who are members of different political parties. In the event of extenuating circumstances, a sworn official election messenger, such as a sheriff's deputy, may also be appointed.

# SPECIAL CATEGORIES of VOTERS

## That Party Poll Watchers May Encounter

### FACILITATOR/ORGANIZERS' NOTES:

It is important to be aware of different forms of accessibility accommodations that may be in use in your state and to educate party poll watchers on them, so that party poll watchers are not raising undue concerns around potential violations of the election procedure that are in fact statutorily provided.

The previous session described the way the majority of voters will be processed on Election Day. However, the process may look slightly different for voters requiring accessibility accommodations / assistance to vote or for voters from Native nations. This reflects the significant historical barriers to voting that these communities have and continue to face. It is important to be aware of these additional procedures, which are clearly provided for in state election law.

The following case studies reflect Arizona state election procedures.

### VOTERS REQUIRING ACCESSIBILITY ACCOMMODATIONS / ASSISTANCE TO VOTE

Voters requiring assistance to vote may be accompanied by a person of that voter's choosing within the 75-foot limit around the voting location and may be assisted by that person at any point in the voting process. A voter may request such third-party assistance from anyone other than the voter's employer, a union representative, or a candidate appearing on the ballot.

A voter may also request assistance from the election board.

If a voter requests assistance from members of the election board, two members of the board (each one from a different political party) must work together to assist the voter.

- **Curbside voting** may be provided to senior citizens or voters living with disabilities as an additional reasonable accommodation, wherever practicable. Curbside voting allows voters to vote from their vehicles without having to enter the voting location. Poll workers will bring the signature roster or e-pollbook and a ballot to the voter. After the voter has voted, poll workers will either direct the voter to deposit their ballot in a curbside drop-off location (if available) or will return the ballot to a ballot box inside the voting location and provide confirmation to the voter that their ballot has been cast.
- **Personal ballot delivery through a special election board** may be requested by any qualified voter who is unable to physically go to the polls due to illness or disability. Such requests must be made to the officer in charge of elections by the second Friday before the election.

## VOTERS FROM NATIVE NATIONS

A voter who identifies themselves as a member of a federally recognized Native American nation and presents only one form of tribal identification that does not satisfy all three requirements for proof of identification (a photograph and confirmation that the voter's name and address reasonably matches the information on file in the signature roster or e-pollbook) must be issued a provisional ballot and not a conditional provisional ballot. They are not required to return at a later date to confirm their identity with the County Recorder's office.

Accepted forms of tribal identification include, but are not limited to:

- A census card.
- A tribal identification card issued by a tribal government.
- A tribal enrollment card issued by a tribal government.
- These forms of identification are valid and must be accepted irrespective of whether they contain a photo, a physical address, a post office box or no address.

## VOTERS WHO DO NOT RESIDE IN A FIXED, PERMANENT, OR PRIVATE STRUCTURE

Voters who do not reside in a fixed, permanent, or private structure may provide a signed written confirmation of their eligibility to vote under A.R.S. § 12-121, which allows individuals to list as a registration address any of the following:

- A homeless shelter to which the registrant regularly returns
- A location in which they are a resident
- The county courthouse for the county in which the voter resides
- A general delivery address for a post office serving the area where the voter resides.



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# Suggested Module 2

# TRAINING CONTENT

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## SAMPLE MODULE 2 TRAINING AGENDA:

Observation Data Collection

### LEARNING OBJECTIVE:

At the end of this module, party poll watchers should understand the reporting systems established by party leadership, including a review of any forms that will be used to observe; the process for submitting forms; and what they should do in the event of a violation that necessitates a rapid response from party leadership.

- |               |  |
|---------------|--|
| <b>1 hour</b> | <b>Review of Forms that Party Poll Watchers Will Use to Observe</b><br>Question-by-question review of the observation forms so that observers all have the same understanding of what they are looking for.  |
| <b>30 min</b> | <b>How and When to Submit Observation Forms</b><br>Review of the procedure established by the party for submitting observations – whether by hard copy, phone, cell phone application, etc.  |
| <b>30 min</b> | <b>What Should Party Poll Watchers do if they Witness an Electoral Violation?</b><br>Review of the principle of non-interference. Review of how to provide proper documentation of a violation. Review of how to submit a violation to party leadership. Review of what to report to election officials. |

# REVIEW of FORMS

## the Party Poll Watchers Will Use to Observe

### FACILITATOR/ORGANIZERS' NOTES:

Before training your poll watchers, you will need to work with party leadership to develop standardized checklist(s) / observation form(s) that the poll watchers will complete and submit throughout the day. Use of standardized forms will help to focus their attention on key aspects of the electoral process that are most of concern to the party. In most states, the election laws and procedures are extremely detailed and complex; party poll watchers are not likely to master all the intricacies of the election procedures after several hours of training. Your objective should instead be to ensure that they have a very solid understanding of the observation form(s) that the party has created and clearly understand what the form(s) are asking them to report. In this session, we would recommend a question-by-question review of the form(s) to ensure that all questions are clear to all the party poll watchers in attendance and that they have the same understanding of what to observe when.

A sample party poll watcher checklist, based on the election procedures in Arizona, is included as [Appendix 3](#) for modification. To ensure uniformity of responses and rapid data analysis, party organizers are encouraged to use close-ended questions on their poll watcher forms wherever possible and to pose questions that ask about objective facts poll watchers might witness as opposed to their subjective perceptions of the elections. Forms should also provide clear instructions about when and how they should be submitted (see next session below).

Party poll watchers are the eyes and ears on the ground of their parties or candidates. Historically, political party poll watchers flag violations of the process that may result in the disenfranchisement of their voters.

In Arizona, party poll watchers also have a legal right to bring a challenge against the right to vote of any individual suspected not to be a duly registered voter. Of note, however, the Elections Procedures Manual prohibits the lodging of frivolous challenges, as well as the lodging of a challenge solely on the basis of the voter's race, ethnicity, national origin, language, religion, or disability.

An equally important role for party poll watchers is to gather data on the conduct of the elections throughout a state or electoral district, so that the party has insights into the overall quality of the process. In recent election cycles, parties and members of the public alike have raised questions and concerns about whether they can trust that the vote was safe, secure, fair, and took place in accordance with the agreed upon legal framework for elections. By assessing the quality of the process in the voting locations that they are deployed, party poll watchers can provide comprehensive data to party leadership that will enable them to place irregularities or incidents that may be reported by individual party poll watchers in their proper context. Do incidents reflect a concerning trend that is likely to unduly prejudice the party or candidate at the polls and could call into question the legitimacy of the process? Or are they isolated events that – while individually of concern – reflect that elections are run by humans and will therefore always be subject to some degree of human error?

Using standardized forms helps to ensure that all party poll watchers deployed across the state or electoral district are focusing their attention on the same important issues and that their observations can be rapidly aggregated and analyzed by party leadership.

# How and When to Submit **OBSERVATION FORMS**

## **FACILITATOR/ORGANIZERS' NOTES:**

Prior to organizing this session, the party will need to determine how it wishes to collect data from its poll watchers and establish a clear timeline for submitting reports that can be shared with the poll watchers during training. Depending on infrastructure, you might want to use one of the following methods or a combination (e.g., primary method and backup):

- Telephone calls
- Text messages
- Instant messaging platforms - WhatsApp, Signal, etc.
- Data collection applications such as SurveyMonkey, Microsoft Forms, or Google Forms
- Email
- Courier service / postal service

Although backup systems are important, particularly on Election Day when time is of the essence for gathering data, it is essential that you use the same primary method for collecting data from every poll watcher. If you allow poll watchers to use multiple means of communication, it will make the process of data collection and analysis more complex and challenging. Similarly, if an emergency arises and the primary data collection method fails, it will be important to ensure that all observers understand they need to switch to the same secondary method.

In addition to developing tools and protocols for collecting the data, you will need to consider protocols for communicating with your poll watchers. Two-way communication is critical so that you can remind poll watchers of deadlines for reporting, communicate any changes to the reporting plan or follow up for additional information or validating details on issues communicated in their observation reports.<sup>3</sup>

At predetermined times, party poll watchers will be requested to submit observation forms to party leadership. Sharing what you have seen with party leadership is an essential part of the job, and all party poll watchers should take care to be aware of and to abide by the mechanisms and timelines for reporting established by the party.

# What Should Party Poll Watchers Do If They Witness an **ELECTORAL VIOLATION?**

## **FACILITATOR/ORGANIZERS' NOTES:**

Before beginning training, party leadership will need to consider a system of communication so that party poll watchers deployed anywhere in the state or electoral district have a means to rapidly escalate serious incidents to the party's central command center on Election Day. This could be through a rapid response hotline with numbers for party poll watchers in each county to call or through the preparation of a Critical Incident Form that party poll watchers can submit to the party as needed using the same system of communication established for the periodic observation reports. During this session of the training, the system of communication should be clearly explained and poll watchers should be given guidance about any types of violations that are of special interest to party leadership and should always be escalated through the rapid response mechanism.



Observation forms are typically submitted on a fixed timeline; however, certain violations may merit more immediate communication – including with party leadership – to seek redress. Such violations might include: instances where party poll watchers are not granted lawful access to observe, serious procedural shortcomings such as failing to open a voting location or turning voters away without cause, or disruptive behavior by other party poll watchers within the voting location.

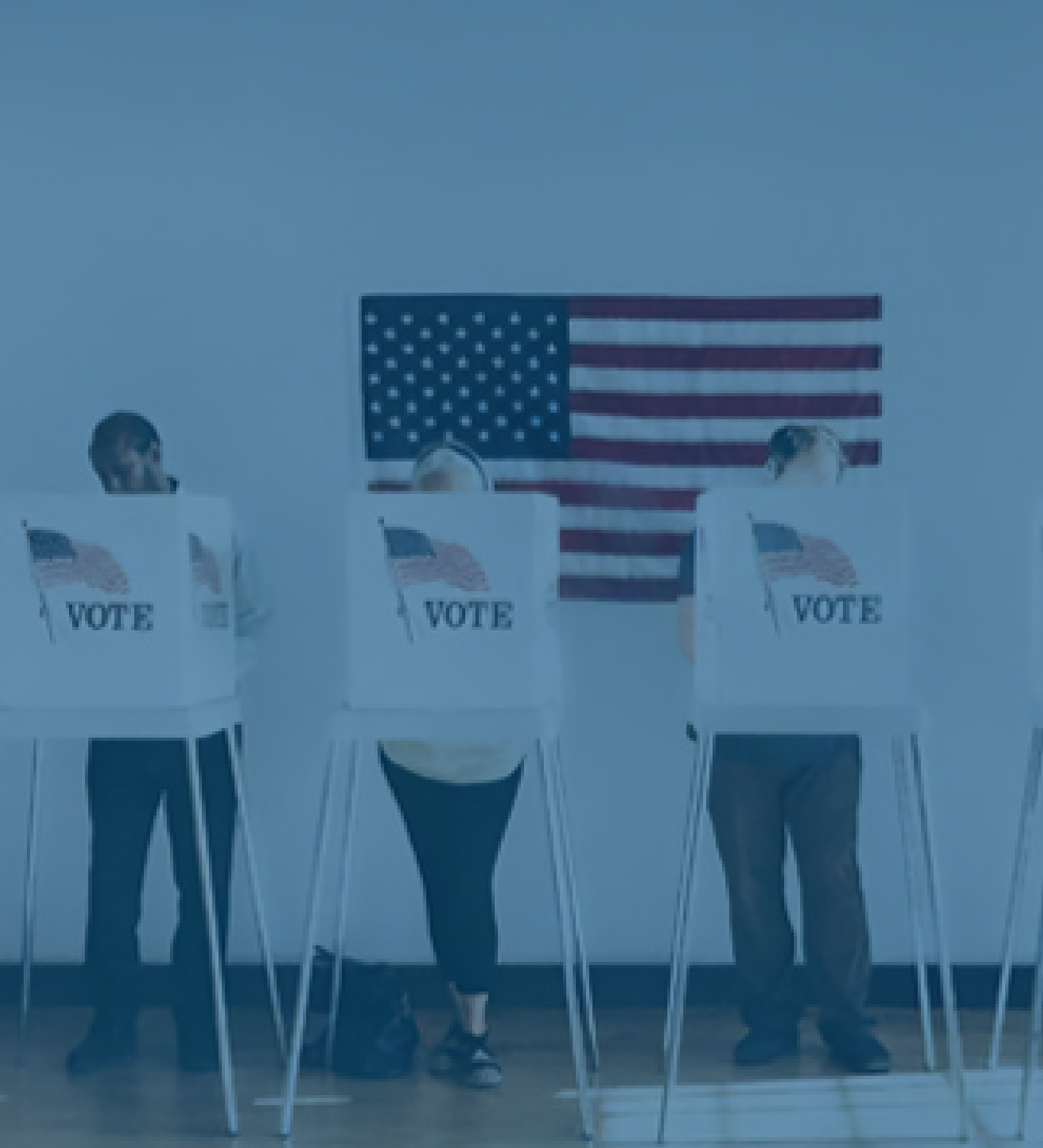
Party poll watchers should **never** attempt to directly intervene to “correct” an electoral violation. Party poll watchers have standing in the polls as observers who do not interfere; at the moment they intervene, this creates a second serious election violation that risks overwhelming the narrative around the initial violation that caused the poll watcher to step in. Party poll watchers must always take care to abide by the laws around their conduct or risk losing their right to observe.

Depending on the nature of the concern, party poll watchers may wish to:

1. **Communicate the violation to the lead poll worker** in the voting location (in Arizona, this person is called the inspector). If the violation relates to intimidation of voters, voters taking ballot selfies or engaging in other activities that may undermine secrecy of the ballot (in Arizona, it is illegal to take photos or video inside of a voting location), disruptive behavior by other individuals observing in the voting location or a procedural violation by other poll workers, the lead poll worker is the best placed and has the appropriate authority to take corrective action.
2. **Communicate the violation to party leadership.** If the violation risks to seriously undermine the integrity of the electoral process at the voting location or if the poll watcher has concerns about the way the lead poll worker has addressed or failed to address the violation, the violation should be escalated to party leadership for further consideration and action. Oftentimes incidents can be successfully resolved by communication between party leadership and election administrators at a higher level while the party poll watcher can continue on-the-ground observations.

For violations shared with party leadership through the rapid response mechanism, party poll watchers should expect to answer follow-up questions to provide additional context, which will assist party leadership to determine appropriate next steps. At a minimum, party poll watchers reporting a violation should be prepared to answer the following questions:

1. Who witnessed the violation? Did the party poll watcher see something directly or are they reporting on something that was reported to them by another individual?
2. What specifically occurred?
3. Where did the violation take place?
4. Who were the main perpetrators?
5. Were any follow-up actions taken to attempt to resolve the violation?



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# Suggested Module 3

# TRAINING CONTENT

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## SAMPLE MODULE 3 TRAINING AGENDA:

Logistics of Party Poll Watching

### LEARNING OBJECTIVE:

At the end of this module, party poll watchers should understand the practicalities and logistics of their monitoring effort, including how to troubleshoot common problems, how to adhere to the media policy for the effort, and how to conduct themselves in the voting locations. They should also receive copies of any materials needed to observe.

#### **30 min**      **Troubleshooting on Election Day**

What materials should party poll watchers bring with them to observe? Who should a party poll watcher contact if they have trouble finding their assigned voting location? What should a party poll watcher do if they are ejected from the process? What should a party poll watcher do if there is a security incident at their assigned voting location? What should a party poll watcher do if they have questions about the correct election procedures?

#### **20 min**      **Review of Media Policy**

What guidelines are party poll watchers expected to follow if they are approached by media? How should party poll watchers utilize their personal social media accounts while they are engaged as a party poll watcher?

#### **20 min**      **Review and Signing of Party Poll Watcher Code of Conduct**

Review of the principle of non-interference. Review of how to provide proper documentation of a violation. Review of how to submit a violation to party leadership. Review of what to report to election officials.

#### **10 min**      **Final Q+A and Distribution of Party Poll Watcher Kits**

# TROUBLESHOOTING

## on Election Day

### FACILITATOR/ORGANIZERS' NOTES:

To ensure that this session can be smoothly organized, it will be important to assign poll watchers to particular voting locations before the training begins, so that information about their assigned locations can be shared with them during training. It is also recommended to have clear lines of internal communication in place to present during the training, so that poll watchers leave with a defined point of contact that they can reach out to in the event of a security incident, difficulties locating their assigned voting location, or other questions on Election Day.

### PRACTICAL TIPS FOR PARTY POLL WATCHING

A few practical tips will help to facilitate a seamless observation experience:

1. Depending on state or county law, every party poll watcher should receive a **letter of accreditation**—an official document from the state election officials stating that he or she has permission to serve as a party poll watcher. Every party poll watcher should bring a copy of this document with them when they observe and should be prepared to present it at any time throughout the day. In Arizona, party poll watchers receive location-specific letters of accreditation that cannot be transferred to other poll watchers.
2. When you arrive at the location where you will be observing, you should always immediately **introduce yourself** to the election officials who are staffing the location, proactively present your letter of accreditation, and note that you are an accredited party poll watcher representing <Name of Party of Candidate> in the election process. In accordance with state election law, you are requesting permission to watch the election process and take notes on what you see.

3. If you are provided with any gear by your political party that would easily identify you as an official political party observer (such as a vest, T-shirt, hat, badge, armband, etc.) be sure to wear it when you deploy. This will help to give the visual appearance that you are representing a serious organized operation and have not just wandered in on a whim.

**IMPORTANT NOTE:** In most states, party poll watchers are not permitted to wear any signs or symbols that would visibly demonstrate support for a particular party, candidate or ballot initiative. Any gear provided to party poll watchers should be generic “party poll watcher” gear and should not include any colors or symbols that are typically associated with any registered party, candidate, or ballot initiative.

4. **Show appropriate respect and deference to election officials** in the location where you are deployed to observe even if you disagree with what they are doing. They are in charge in the polling locations and, in most states, have discretion to eject any actors that they believe are significantly disrupting the election process. Please note that election officials do not always receive appropriate training about how to handle political party poll watchers and may give you instructions that you believe restrict your legal right to observe. If this is the case, and if you have been provided with such backup material by your party, you may gently refer the election officials to relevant provisions of the state election law indicating what you may and may not observe. If you are unable to amicably and quickly reach agreement, contact your party headquarters and inform them about your concerns. Such questions may often be easily resolved by contacting elections administrators at a higher level who are already familiar with the party poll watching effort and asking them to speak to the election official in question directly. In a worst-case scenario, you can always report that you were unable to sufficiently observe the process that you were deployed to observe, which also provides party leadership with important data about the transparency of the process. Entering into an altercation with the election officials or insisting on forcing your way into a process that you have been told you cannot observe will only reflect poorly on the party and ensure that the major narrative about the elections in your voting location will be that party poll watchers sought to undermine and disrupt the elections.
5. Be sure to **bring all of the materials that you will need** with you when you deploy, including (potentially) pens, notepads, any observation forms that you have been asked to complete by your party leadership, a telephone, a snack, a water bottle, your training manual, your letter of accreditation, and a copy of the election law. While election officials may have a legal obligation to permit observation by political party poll watchers, they also have significant duties of their own to discharge on Election

Day to ensure that the elections function correctly. In most instances, they have no obligation to respond to your detailed questions about the election law or to provide you with observation supplies if you forget your own.

## **PARTY POLL WATCHER SAFETY AND SECURITY**

Party poll watching is generally a perfectly safe exercise and a wonderful way for citizens to engage civically and express their commitment to the democratic process. However, tensions in the United States over the future political direction of the country are currently quite high and it is possible that party poll watchers may witness incidents of violence or intimidation directed against voters or election officials while they are deployed. In the event of an incident, party poll watchers are instructed first and foremost to get themselves to a safe location. It is not worth potentially putting a poll watcher in harm's way to document specific details about how a security incident plays out. Trying to engage with aggressors is only likely to make the situation worse and risks further escalation of violence in which the poll watcher becomes a direct target.

Once the poll watcher is in a safe and secure location - and has been able to distance themselves physically from the event - they should immediately contact party leadership to report the incident and receive instructions on what to do next. Being able to report that a situation in a polling location became so tense that the party's poll watcher was unable to safely continue to observe is already a powerful statement. Party poll watchers should in no way feel that they have an obligation to gather more information about the event nor to continue to observe at that location.

## **WHAT SHOULD A PARTY POLL WATCHER DO IF THEY CANNOT FIND THEIR ASSIGNED LOCATION TO OBSERVE?**

Party poll watchers will likely be assigned to a specific location to observe by party leadership so that there is adequate coverage of voting locations and so that poll watchers do not risk being turned away from the polls when state or county law allows for no more than one poll watcher per party in a given location. In some states, accreditation for poll watchers may even be location-specific (this is the case in Arizona). It is therefore important that party poll watchers deploy to their correct, assigned location to observe.

To decrease the risks of deploying to the wrong location, party poll watchers are encouraged to locate their assigned voting locations before Election Day. This will also assist poll watchers to map the driving route and determine how much time they need to allow in the morning so that they arrive in time to witness the opening of the voting location. If a poll watcher cannot find their assigned location during this "practice run," they should contact party leadership, who can coordinate with local election officials to gather additional information about how to locate the voting location or can reassign the poll watcher as needed.

If a poll watcher cannot locate their assigned location on Election Day, they should immediately contact the party leadership for further instructions. They should not attempt to reassign themselves to the nearest open voting location, as this may cause confusion in reporting, particularly if another party poll watcher is already deployed to that location.



## WHAT SHOULD A PARTY POLL WATCHER DO IF THEY ARE EJECTED FROM THE PROCESS?

If a party poll watcher is ejected from the process and prevented from continuing to observe, they should contact their party leadership as soon as possible so that the situation that led to their ejection can be addressed and a replacement poll watcher mobilized if necessary.

## WHAT SHOULD A PARTY POLL WATCHER DO IF THEY HAVE QUESTIONS ABOUT THE CORRECT ELECTION PROCEDURE(S)?

Elections are complex, and it is likely that poll watchers may have questions on Election Day about whether something that they are seeing is a violation of the election procedures or not. Before leaping to conclusions about fraud, it is important as objective poll watchers to do the homework and attempt to gather more context for what they are seeing. Poll watchers are encouraged to be as well-informed on Election Day as they can be, which means taking care to read any training materials provided by the party, such as a party poll watching manual or the observation forms, several times before deploying. However, training materials from the party are not likely to cover every intricacy of the election procedures. During slow periods, party poll watchers may ask clarifying questions of election officials, but it is important to note that election officials are under no obligation to respond and that they cannot allow questions to detract from their ability to run the elections. In some instances, only designated election officials may be authorized to respond to poll watcher questions. Poll watchers should also feel free to consult the official election procedures for their state (in Arizona these are available at: [https://apps.azsos.gov/election/files/epm/2023/EPM\\_20231231\\_Final\\_Edits\\_to\\_Cal\\_1\\_11\\_2024.pdf](https://apps.azsos.gov/election/files/epm/2023/EPM_20231231_Final_Edits_to_Cal_1_11_2024.pdf)) or to reach out to party leadership with questions about anything confusing that they are seeing.

# REVIEW of MEDIA POLICY

## FACILITATOR/ORGANIZERS' NOTES:

In today's increasingly online world, a safe rule of thumb is to assume that party poll watchers will share significant information about their role on Election Day and the things that they are seeing through their personal social media platforms unless they are provided with contrary guidance during training. Before proceeding to train party poll watchers, party organizers are encouraged to agree on and develop a clear media policy that addresses:

- **What are party poll watchers allowed to say if they are approached by members of the media for comment?**
- **If the party does not want individual party poll watchers to engage directly with the media, is there a party spokesperson, an official website for the party poll watching effort, or a different platform that party poll watchers should push the media to for accurate, vetted information about how the party views the elections process?**
- **How are party poll watchers allowed to use their personal social media accounts while they are deployed with the party? Bear in mind that any public comments identified as coming from official political party observers may be taken out of context by the media or other members of the public and misconstrued as representing the views of the entire party poll watching effort.**
- **If the party wishes to place restrictions on the party poll watchers' use of their personal social media accounts, is there approved vetted content from the party (statements, infographics, comments from official party social media platforms) that party poll watchers can be encouraged to re-share and amplify through their personal social media accounts throughout the day?**

This session of the training should serve as an opportunity to present the media policy and any approved talking points to party poll watchers. During this session, facilitators should also plan to answer any specific questions that party poll watchers may have about what they are allowed to share through their personal social media accounts and at what times.

Message control is very important in a political party poll watching effort. Just as the behavior of individual party observers in the polls reflects on the entire poll watching effort and (ultimately) on the party or candidate that the poll watchers represent, the online behavior and other public statements made by individual party poll watchers also reflect on the entire party. It is important for party poll watchers to be familiar with the media policy for the poll watching effort and to understand what they may and may not share publicly while deployed as a party poll watcher.

# FINAL Q+A

## and Distribution of Party Poll Watcher Kits

### FACILITATOR/ORGANIZERS' NOTES:

Before your party poll watchers deploy, it is important to ensure that they have all of the materials needed to successfully observe. A typical party poll watcher kit might include:

- A copy of the poll watcher's letter of accreditation.
- A notepad and pen for taking notes throughout the day
- Copies of the observation forms that poll watchers will be required to submit.
- A plan of contact for the poll watcher to reach out to party leadership in the event of a problem on Election Day that requires a real-time solution,
- A vest, T-shirt, cap, armband, badge, or other gear that will visibly distinguish the poll watcher as a member of a poll watching effort. Note that such gear must be generically branded as "poll watcher" gear and cannot include symbols, colors, or text that would indicate support for a particular party, candidate, or ballot initiative.
- A copy of any training materials or manuals produced for the party poll watcher to reference as they are observing throughout the day
- A copy of the Code of Conduct for party poll watchers

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## **Political Party poll watcher Training Guide** Arizona Case Study

# APPENDIX 1

## Sample Political Party Poll Watcher Training Agendas

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# Sample Political Party Poll Watcher TRAINING AGENDAS

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## SAMPLE MODULE 1 TRAINING AGENDA:

### Roles and Responsibilities of Party Poll Watchers and What They Can Expect to Observe

*Could be delivered online or in person*

- |               |   |
|---------------|---|
| <b>30 min</b> | <b>Roles and Responsibilities</b><br>What does it mean to be a party poll watcher? How should party poll watchers conduct themselves in the voting locations? What is and is not allowed by law?  |
| <b>1 hour</b> | <b>Overview of Election Day Operations Inside a Voting Location</b><br>Presentation and discussion of key procedures for voting location opening, voting, closing, and counting   |
| <b>30 min</b> | <b>Special Categories of Voters that Party Poll Watchers May Encounter</b><br>Review of elections procedures for voters requiring language assistance, accessibility assistance or voting with less-common categories of identification (tribal identification, etc.) |



# Sample Political Party Poll Watcher TRAINING AGENDAS

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## SAMPLE MODULE 2 TRAINING AGENDA:

### Observation Data Collection

*Could be delivered online or in person*

- 1 hour**      **Review of Forms that Party Poll Watchers Will Use to Observe**  
Question-by-question review of the observation forms so that observers all have the same understanding of what they are looking for
  
- 30 min**      **How and When to Submit Observation Forms**  
Review of the procedure established by the party for submitting observations – whether by hard copy, phone, cell phone application, etc.
  
- 30 min**      **What Should Party Poll Watchers Do If They Witness an Electoral Violation?**  
Review of the principle of non-interference. Review of how to provide proper documentation of a violation. Review of how to submit a violation to party leadership. Review of what to report to election officials.

# Sample Political Party Poll Watcher TRAINING AGENDAS

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## SAMPLE MODULE 3 TRAINING AGENDA:

### Logistics of Party Poll Watching

*To be delivered in person*

- |               |   |
|---------------|---|
| <b>30 min</b> | <b>Troubleshooting on Election Day</b> <p>What materials should party poll watchers bring with them to observe? Who should a party poll watcher contact if they have trouble finding their assigned voting location? What should a party poll watcher do if they are ejected from the process? What should a party poll watcher do if there is a security incident at their assigned voting location? What should a party poll watcher do if they have questions about the correct election procedures?</p> |
| <b>20 min</b> | <b>Review of Media Policy</b> <p>What guidelines are party poll watchers expected to follow if they are approached by media? How should party poll watchers utilize their personal social media accounts while they are engaged as a party poll watcher?</p>  |
| <b>20 min</b> | <b>Review and signing of Party Poll Watcher Code of Conduct</b> <p>Review of the principle of non-interference. Review of how to provide proper documentation of a violation. Review of how to submit a violation to party leadership. Review of what to report to election officials.</p>  |
| <b>10 min</b> | <b>Final Q+A and Distribution of Party Poll Watcher Kits</b>  |

# APPENDIX 2

## Sample Party Poll Watcher Code of Conduct

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# Sample Political Party Poll Watcher CODE OF CONDUCT

**CODE OF CONDUCT FOR POLITICAL PARTY POLL WATCHERS** By signing this code of conduct, party poll watchers agree to be bound by its provisions. [Party name / poll watching mission name] and the local election agency reserve the right to dismiss any individual who fails to uphold this code of conduct.

1. Party poll watchers must familiarize themselves with the Elections Procedures Manual and ensure their conduct conforms to the legal framework at all times.
2. Party poll watchers will conduct themselves at all times in a civil manner that will reflect positively on the party or candidates that they are deployed to represent.
3. Party poll watchers must carry with them at all times a letter of accreditation from the relevant election officials and may be requested to present it at any time.
4. Party poll watchers recognize that they can in no way interfere with the elections process. They cannot interact with voters, provide guidance to election workers, or behave in a disruptive or distracting manner.
5. All party poll watchers must maintain strict impartiality while they are deployed to observe. At no time during their observation will they publicly indicate or express bias or preference with regards to any political party, candidate(s) or ballot initiatives.
6. Party poll watchers must not display any party symbols at any time while they are deployed. This means that they will not carry, wear, or display electoral material or any article of clothing, emblem, colors, hats, badges, etc. that would indicate their support for or opposition to any party, candidate, or key issues in contention in the election.
7. Party poll watchers will be objective in their reporting and refrain from sharing rumors or speculation.
8. Party poll watchers are not allowed to carry or display arms or weapons of any kind during the conduct of their duties.
9. Individual observers who violate any provisions of this code of conduct will have their credentials immediately withdrawn, and their organization will be notified.

**I, the undersigned, agree to abide by these provisions at all times during my association with the party poll watching program or risk my permanent removal from the party poll watching effort.**

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Signature

Date

# APPENDIX 3

## Sample Party Poll Watcher Checklist

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# Sample Political Party Poll Watcher Effort

# VOTING LOCATION

# CHECKLIST

## IMPORTANT NOTE:

This sample checklist has been developed for illustrative purposes only. The Carter Center strongly recommends that any materials be reviewed for appropriateness by an attorney affiliated with the local party who is familiar with the state election laws of the state in which the party intends to use the guide. Every state has different laws that cover the election process, as well as different guidance and regulations with respect to allowable party poll watcher conduct and access.

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COUNTY

---

NAME - PHONE

---

POLLING LOCATION NAME

---

DATE OF OBSERVATION

---

POINT OF CONTACT

If you have a problem, call <<Insert Contact for County Data Center>>

- <<Insert a summary of any key instructions you wish to give party poll watchers on how and when to transmit their reports here>>
- Stay at your assigned voting location throughout the day and do not leave until the results have been announced. You should plan to observe set-up / opening, voting, and closing in your assigned voting location.
- Remember to abide by the party poll watcher code of conduct at all times.

# Arrival Questions

PLEASE PLAN TO ARRIVE 30 MINUTES BEFORE POLLS OPEN (AT 6 A.M.)

<b>Q1</b>	In what type of location are you observing?	Precinct-specific polling place (1)	Vote center (2)	
<b>Q2</b>	When you arrived, were poll workers present to set up the location?	Yes (1)	No (2)	Unable to tell (3)

# Set-Up/Opening Questions

PLEASE RESPOND WHEN YOU ARRIVE AND ARE ALLOWED TO BEGIN TO OBSERVE (6 AM START)

<b>Q3</b>	At what time did the voting location open?	Before 5:55 am (1)	5:55 am to 6:05 am (2)	6:05 am to 6:30 am (3)	After 6:30 am (4)	Never opened (5)
<b>Q4</b>	Were you permitted to observe?				Yes (1)	No (2)
<b>Q5</b>	How many total poll workers were present in the voting location?					# _____
<b>Q6</b>	Did the voting location have a designated inspector?				Yes (1)	No (2)
<b>Q7</b>	How many election judges did the voting location have?					# _____
<b>Q8</b>	Did the voting location have any accessible voting devices?				Yes (1)	No (2)
<b>Q9</b>	Were the <i>Instructions to Voters and Election Officials</i> visibly posted?				Yes (1)	No (2)
<b>Q10</b>	Was the notice of <i>Right to Vote a Provisional Ballot</i> visibly posted?				Yes (1)	No (2)
<b>Q11</b>	Was a list of acceptable forms of voter identification visibly posted?				Yes (1)	No (2)
<b>Q12</b>	Was the list of acceptable forms of voter identification posted in any languages other than English?				Yes (1)	No (2)



<b>Q13</b>	Was a sample ballot visibly posted?			Yes (1)	No (2)
<b>Q14</b>	Was a sample ballot visibly posted in any languages other than English?			Yes (1)	No (2)
<b>Q15</b>	What materials were present at your voting location to check in voters?	Paper signature roster (1)	E-pollbook (2)	Both (3)	Neither (4)
<b>Q16</b>	Did the voting location have a designated early ballot drop-off container?			Yes (1)	No (2)
<b>Q17</b>	How many ballot boxes did the voting location have?				# _____
<b>Q18</b>	Did the voting location have voting booths?			Yes (1)	No (2)
<b>Q19</b>	Was the 75-foot perimeter around the voting location marked with “75-foot limit” signs?			Yes (1)	No (2)
<b>Q20</b>	Did the voting location have a visible United States flag?			Yes (1)	No (2)
<b>Q21</b>	Which parties had poll watchers present during opening ( <i>tick all that apply and please include the party that you are representing</i> )?		Democrats (1)	Libertarians (2)	Republicans (3)
<b>Q22</b>	Did every member of the election board take an oath of office?			Yes (1)	No (2)
<b>Q23</b>	Did the election board print a zero report for any tabulation equipment or accessible voting machines that independently tabulate votes?		Yes (1)	No (2)	No tabulation equipment (3)
<b>Q24</b>	Did the election board confirm that the digital readout on the front of the tabulation equipment registered zero votes cast?		Yes (1)	No (2)	No tabulation equipment (3)
<b>Q25</b>	Did two members of the election board from different parties sign all zero reports printed in the voting location?		Yes (1)	No (2)	No zero reports (3)
<b>Q26</b>	For precinct polling places only, did members of the election board compare the zero report to the sample ballot to confirm that the same candidate names and ballot measures appear?		Yes (1)	No (2)	Not in a precinct polling place (3)
<b>Q27</b>	For precinct polling places only, did the election board verify that the correct precinct number appears on the zero report?		Yes (1)	No (2)	Not in a precinct polling place (3)

<b>Q28</b>	During opening, did you witness anyone taking photos or video recordings of the proceedings?	Yes (1)	No (2)
<b>Q29</b>	During opening, did you witness anyone carrying a weapon within the 75-foot limit?	Yes (1)	No (2)
<b>Q30</b>	During opening, did you witness anyone intimidating voters, poll workers, party poll watchers or other individuals on the premises?	Yes (1)	No (2)
<b>Q31</b>	During opening, did any unauthorized individuals attempt to remain within the 75-foot limit?	Yes (1)	No (2)
<b>Q32</b>	During opening, did any party poll watchers behave in a disruptive manner or attempt to influence the process?	Yes (1)	No (2)

## Voting Questions

**PLEASE REVIEW THESE QUESTIONS PERIODICALLY DURING VOTING AND NOTE YOUR RESPONSES**

<b>Q33</b>	Which parties had poll watchers present during voting ( <i>check all that apply and please include the party that you are representing</i> )?	Democrats (1)	Libertarians (2)	Republicans (3)	
<b>Q34</b>	During voting, did you encounter any observers from groups other than political parties (Department of Justice, other federal agencies, etc.)?		Yes (1)	No (2)	
<b>Q35</b>	Were all voters asked to present identification before being allowed to vote?		Yes (1)	No (2)	
<b>Q36</b>	Did all individuals who cast a regular or provisional ballot sign the e-pollbook or the paper signature roster?		Yes (1)	No (2)	
<b>Q37</b>	Were any voters allowed to cast a regular ballot (as opposed to a provisional or conditional provisional ballot) without first presenting appropriate voter identification?	No (1)	Yes – 1 to 3 voters (2)	Yes – 4 to 10 voters (3)	Yes – more than 10 voters (4)
<b>Q38</b>	Were any voters required to cast a provisional or conditional provisional ballot despite presenting appropriate voter identification to cast a regular ballot?	No (1)	Yes – 1 to 3 voters (2)	Yes – 4 to 10 voters (3)	Yes – more than 10 voters (4)
<b>Q39</b>	Were any voters prevented from casting a ballot despite presenting appropriate voter identification for the voting location?	No (1)	Yes – 1 to 3 voters (2)	Yes – 4 to 10 voters (3)	Yes – more than 10 voters (4)

<b>Q40</b>	Did all voters who cast <b>provisional ballots</b> receive a receipt from the election board so they can track their ballot's status?	Yes (1)	No (2)	No provisional ballots cast (3)	
<b>Q41</b>	Did all voters who cast conditional provisional ballots receive a receipt from the election board with instructions about how to provide appropriate identification to the County Recorder so that their vote may be counted?	Yes (1)	No (2)	No conditional provisional ballots cast (3)	
<b>Q42</b>	Were all provisional ballots placed in a ballot box specially designated for provisional ballots?		Yes (1)	No (2)	
<b>Q43</b>	Were all conditional provisional ballots placed in a ballot box specially designated for conditional provisional ballots?		Yes (1)	No (2)	
<b>Q44</b>	Did all voters who came to deposit a ballot received by mail drop the ballot in the early ballot drop-off container?	Yes (1)	No (2)	No ballots received by mail cast (3)	
<b>Q45</b>	Was the secrecy of the ballot maintained for all voters throughout the day?		Yes (1)	No (2)	
<b>Q46</b>	Did the voting location run out of voting materials at any point during the voting process?		Yes (1)	No (2)	
<b>Q47</b>	Did all voting equipment function properly throughout the voting process?		Yes (1)	No (2)	
<b>Q48</b>	Did any active campaigning occur within 75 feet of the voting location during voting?		Yes (1)	No (2)	
<b>Q49</b>	How many voters were assisted to vote, either by a poll worker or a person of their choosing?	None (1)	1 to 3 (2)	4 to 10 (3)	More than 10 (4)
<b>Q50</b>	Were any official complaints lodged about the process during voting?		Yes (1)	No (2)	
<b>Q51</b>	Were any official complaints lodged against individual voters during voting?		Yes (1)	No (2)	
<b>Q52</b>	During voting, did you witness anyone taking photos or video recordings of the proceedings?		Yes (1)	No (2)	
<b>Q53</b>	During voting, did you witness anyone carrying a weapon within the 75-foot limit?		Yes (1)	No (2)	

<b>Q54</b>	During voting, did you witness anyone intimidating voters, poll workers, party poll watchers, or other individuals on the premises?	Yes (1)	No (2)
<b>Q55</b>	During voting, did any unauthorized individuals attempt to remain within the 75-foot limit?	Yes (1)	No (2)
<b>Q56</b>	During voting, did any party poll watchers behave in a disruptive manner or attempt to influence the process?	Yes (1)	No (2)
<b>Q57</b>	Do you have any concerns about the integrity of the voting process?	Yes (1)	No (2)

## Closing Questions

**PLEASE COMPLETE THIS SECTION AFTER THE VOTING LOCATION CLOSES (AT 7 P.M.)**

<b>Q58</b>	Which parties had poll watchers present during closing ( <i>check all that apply and please include the party that you are representing</i> )?	Democrats (1)	Libertarians (2)	Republicans (3)
<b>Q59</b>	Did the election marshal make periodic announcements warning voters that the voting location would close at 7 p.m.?	Yes (1)	No (2)	No election marshal (3)
<b>Q60</b>	Were all voters in line at 7 p.m. given an opportunity to cast their ballots?		Yes (1)	No (2)
<b>Q61</b>	Did the election board confirm that the number of individuals who signed the e-pollbook or paper signature roster matched the number of regular and provisional ballots cast at the voting location?		Yes (1)	No (2)
<b>Q62</b>	Did the election board print statements of tallies for all tabulation equipment in the voting location, including any accessible voting machines that conduct independent tallies?	Yes (1)	No (2)	No tabulation equipment (3)
<b>Q63</b>	Did the election board produce an Official Ballot Report?		Yes (1)	No (2)
<b>Q64</b>	Did the inspector and both judges sign the Official Ballot Report?	Yes (1)	No (2)	No Official Ballot Report (3)
<b>Q65</b>	Were there any discrepancies in the Official Ballot Report?	Yes (1)	No (2)	No Official Ballot Report (3)

<b>Q66</b>	Were all ballot boxes sealed with a numbered seal?	Yes (1)	No (2)	
<b>Q67</b>	Were any memory cards and electronic media removed from the voting equipment and/or e-pollbooks and placed in a secure container?	Yes (1)	No (2)	
<b>Q68</b>	Were all ports or compartments previously containing memory cards or electronic media locked or sealed?	Yes (1)	No (2)	
<b>Q69</b>	Did the election board prepare a Certificate of Performance for the paper signature roster or e-pollbook?	Yes (1)	No (2)	
<b>Q70</b>	Did the election board prepare an official return envelope or container?	Yes (1)	No (2)	
<b>Q71</b>	Did the election board seal the official return envelope or container with a tamper-evident label?	Yes (1)	No (2)	No official return container (3)
<b>Q72</b>	Did the inspector and both judges sign the tamper-evident label on the official return envelope or container?	Yes (1)	No (2)	No container or no label (3)
<b>Q73</b>	Did the election board prepare an unofficial return envelope or container?		Yes (1)	No (2)
<b>Q74</b>	Were all voted ballots placed in a container for transport and sealed with a numbered seal?		Yes (1)	No (2)
<b>Q75</b>	Were all unvoted ballots placed in a separate container for transport and sealed with a numbered seal?		Yes (1)	No (2)
<b>Q76</b>	If ballots were tabulated at your voting location, did the election board enclose all statements of tallies in a secure envelope?	Yes (1)	No (2)	No tabulation or statements of tallies (3)
<b>Q77</b>	If ballots were tabulated at your voting location, was the envelope signed by the inspector and both judges and attested by any clerks present?	Yes (1)	No (2)	No tabulation or envelope (3)
<b>Q78</b>	Was the e-pollbook or paper signature roster prepared for secure transport?		Yes (1)	No (2)
<b>Q79</b>	Were election materials transported by a team of two authorized election workers from different political parties?		Yes (1)	No (2)

<b>Q80</b>	Were any official complaints lodged about the closing process?	Yes (1)	No (2)
<b>Q81</b>	During closing, did you witness anyone taking photos or video recordings of the proceedings?	Yes (1)	No (2)
<b>Q82</b>	During closing, did you witness anyone carrying a weapon within the 75-foot limit?	Yes (1)	No (2)
<b>Q83</b>	During closing, did you witness anyone intimidating voters, poll workers, party poll watchers, or other individuals on the premises?	Yes (1)	No (2)
<b>Q84</b>	During closing, did any unauthorized individuals attempt to remain within the 75-foot limit?	Yes (1)	No (2)
<b>Q85</b>	During closing, did any party poll watchers behave in a disruptive manner or attempt to influence the process?	Yes (1)	No (2)
<b>Q86</b>	Do you have any concerns about the integrity of the closing process?	Yes (1)	No (2)







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