A graphic on the left side of the cover features a light blue map of South Carolina with white county boundaries. Below the map is a dark blue silhouette of a palmetto tree with white fronds and trunk. The background is a light blue gradient.

# Poll Managers Handbook

**2026 Edition**

✓ VOTE ✓ VOTE

✓ VOTE ✓ VOTE

✓ VOTE ✓ VOTE

---

## Important Phone Numbers & Information

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

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

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

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

State Law Enforcement Division (SLED): **(833) 4SC-VOTE or 833-472-8683**

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

# **Poll Managers Handbook**

March 2026 Edition

## **State Election Commission**

Physical Address:

1122 Lady Street, Suite 500

Columbia, SC 29201

Mailing Address:

P.O. Box 5987

Columbia, SC 29250-5987



# Table of Contents

<b>INTRODUCTION</b>	<b>1</b>
<b>TERMS</b>	<b>5</b>
<b>POLLING PLACE TEAM</b>	<b>7</b>
Serving as a Poll Manager	7
Election Day Roles and Responsibilities	9
Expectations and Professional Conduct	11
Observers, Poll Watchers, and Candidates	14
Support Roles on Election Day	21
<b>POLLING PLACE</b>	<b>25</b>
Polling Place Layout	25
Campaign Material	29
Hanging Signs	31
Electronic Devices Within the Polling Place	38
Security and Safety Reminders	40
Polling Place Accessibility	41
<b>EQUIPMENT AND SUPPLIES</b>	<b>47</b>
Election Equipment	47
Seals	52
Election Supplies	55
<b>OPENING THE POLLS</b>	<b>61</b>
Election Day Manager’s Oath	62
Clerk Delegates Roles and Responsibilities	63
Election Day Supplies	64
Setting Up the Polling Place	65
Opening the EPB	67
Opening the BMD	69
Opening the DS300 Scanner	71
Opening Checklist	73
Opening Reminders	74

<b>■</b>	<b>VOTERS .....</b>	<b>77</b>
	Processing the Voter.....	77
	BMD & Scanner Voting Procedure.....	83
	Assistance to Voters.....	86
	Curbside Voting .....	87
	Voter Guidelines in the Voting Booth.....	90
	Marking and Voting the Ballot.....	91
<b>■</b>	<b>EARLY VOTING.....</b>	<b>95</b>
	What to Expect .....	95
	Security and Accountability .....	96
	Early Voting Opening Procedure.....	97
	Voting at Early Voting Centers .....	97
	Early Voting Closing Procedure .....	99
	Early Voting Ballot Reconciliation Worksheet .....	100
<b>■</b>	<b>ELECTION DAY ISSUES.....</b>	<b>101</b>
	Issues During Check-In.....	102
	Provisional Voting .....	106
	Voter-Related Issues .....	115
	Equipment Issues.....	117
	Conflict and Emergencies.....	123
<b>■</b>	<b>CLOSING THE POLLS.....</b>	<b>129</b>
	Canvassing the Votes .....	130
	Breaking Down the Polling Place.....	131
	Closing the EPB.....	132
	Closing the DS300 Scanner.....	133
	Closing the BMD .....	135
	Ballot Reconciliation Worksheet .....	136
	Closing Reminders.....	137
	Closing Checklist.....	138
<b>■</b>	<b>APPENDIX .....</b>	<b>141</b>

# Introduction

## Poll Managers Handbook

State and County election officials work hard all year to ensure that elections are secure and run smoothly, but they cannot do it alone. Poll Managers play a critical role in conducting fair and impartial elections. This handbook provides Poll Managers with information to conduct elections efficiently and effectively at their polling places.

While serving, Poll Managers must set aside party allegiances and serve every registered voter in the precinct with fairness and impartiality. Poll Managers are responsible for conducting an orderly, legal election and ensuring that all procedures are followed as required by law. In primary elections, Poll Managers must not influence voters in their choice of party and must prevent others from doing so. Poll Managers must assume responsibility for election operations. They may not allow any candidate, Poll Watcher, party official, observer, or voter to direct actions that conflict with election law or established procedures. Fulfilling this responsibility ensures public trust in the process and reflects the mission of all election workers in South Carolina:

### Our Mission

The mission of the State Election Commission (SEC) is to ensure every eligible citizen has the opportunity to register to vote and participate in fair and impartial elections with the assurance that every vote will count.

## Purpose of This Handbook

This handbook is designed to be used alongside the Poll Manager, Clerk, and Early Voting Training PowerPoint presentations. Together, these resources provide consistent instruction, serving as dependable reference tools for both required pre-election training and Election Day operations.

The purpose of this handbook is to:

- Provide clear, step-by-step guidance for Poll Managers and Clerks.
- Promote uniform election procedures statewide while maintaining voter confidence through professional and consistent conduct by all election workers.

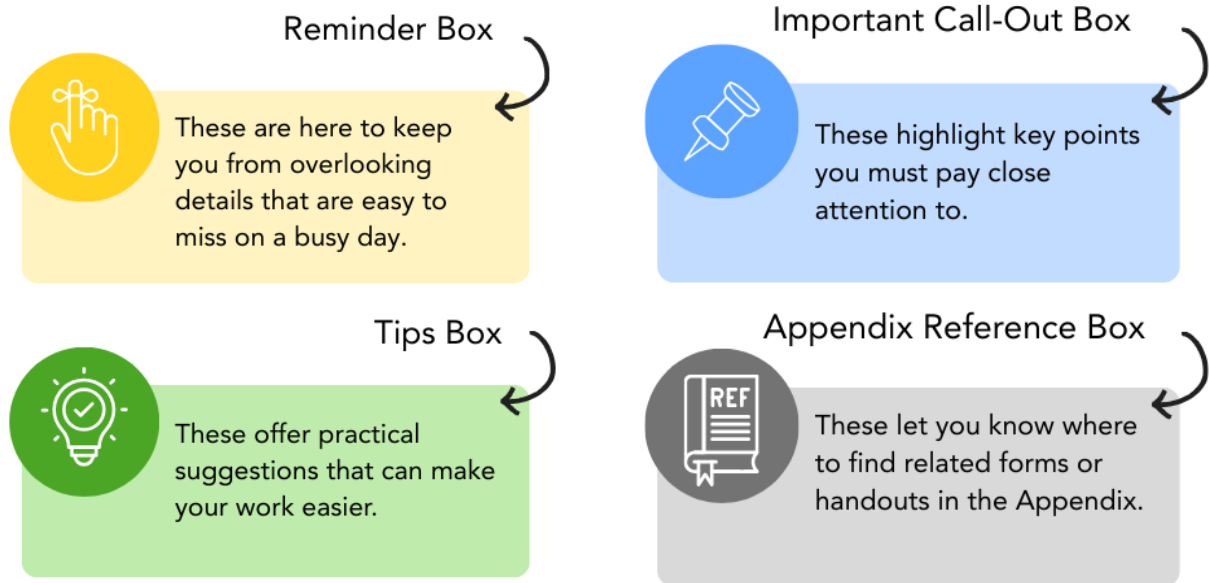
## How to Use This Handbook

This handbook is organized to follow the flow of your responsibilities from start to finish. Use it as both a preparation guide and a quick reference during Election Day.

- **Pre-Election** - Review the sections on the **Election Day Polling Place Team, Polling Place, Equipment and Supplies**, and **Opening the Polls**. These sections explain roles and responsibilities, introduce voting equipment and supplies, and guide you through preparing and opening the polling place before voters arrive.
- **Election** - Use the sections on **Voters, Early Voting**, and **Election Day Issues** as your step-by-step guide while polls are open. These sections provide instructions for checking in voters, assisting those who need help, processing early voters, and resolving issues quickly and correctly.
- **Post-Election** - Follow the section on **Closing the Polls** to complete ballot reconciliation, secure equipment, and return all materials to the county office.

## Features

Throughout the handbook, you will find helpful boxes to highlight critical information:



## Tips for getting the most out of this handbook:

- Read ahead of training so you are familiar with your duties.
- Use on Election Day as your official reference.
- Use headings to quickly locate the section that matches the task or issue you are handling.
- Use the Appendix for forms, checklists, and reference materials that support your work at the polling place.
- When in doubt, check the handbook first, then contact your Voter Registration and Elections Office for clarification.

## Statutory References

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

## Voter Registration Lists Examples

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

# Terms

**Ballot** - An official paper presentation of all the contests to be decided in a particular election; the mechanism for voters to show their voter preferences.

**Ballot Box** - A sealed box or bin into which voters place voted ballots.

**Ballot Bin** - A type of ballot box that is stored inside the ballot scanner base and used to collect ballots as they are scanned. Ballot bins are usually blue.

**Ballot Cast** - The final action a voter takes in selecting contest options and irrevocably confirming their intent to vote as selected. Examples include when a ballot has been deposited by the voter into a ballot box, ballot scanner or, in the case of an absentee ballot, when the ballot is received by the county board of voter registration and elections. Once a ballot is cast, it cannot be changed.

**Ballot Tabulation** - The act of recording the voter's intent in selecting contest options, as memorialized on the voter's ballot. A ballot is cast and tabulated upon deposit into a ballot scanner, which automatically records the votes on the ballot. A tabulator may be a person or device, and the ballot is deemed tabulated once the voter's intent is recorded.

**Ballot Marking Device (BMD)** - A piece of election equipment that allows a voter to electronically mark their preferences to a paper ballot card. This device neither casts ballots nor stores voter choices.

**Candidate Representative** - An individual who assists a candidate during their election campaign and represents the campaign on behalf of the candidate.

**Canvassing** - Process that allows election officials to confirm the accuracy of election data and confirms every valid ballot cast is counted including mail, uniformed and overseas citizen, early voting, Election Day, and Provisional Ballots.

**Clerk** - Lead Poll Manager who oversees the polling place and supervises the Poll Managers assigned to work there.

**County Board** - The county board of voter registration and elections.

**County Office** - The county voter registration and elections office.

**Early Voting Center (EVC)** - A polling place where voters may cast their ballot before Election Day during the Early Voting period.

**Election Official** - Any person appointed to or employed by a state, county, or municipal election authority.

**Elector** and **Voter** - Used interchangeably to mean a registered voter.

**Electronic Poll Book (EPB)** - An electronic version of the voter registration list, this piece of election equipment is used to verify voter eligibility, check voters in, and issue ballots. This device neither casts ballots nor stores voter choices.

**Observer** - Any individual from the public who wishes to view the election process inside a polling place. These individuals must check in and comply with Clerk direction.

**Polling Location Technician (PLT)** - A temporary employee of the county board who provides technical support services for election equipment used at polling places. Also known as a PLT or Rover.

**Polling Place** - The site within a voting precinct where ballots may be cast.

**Poll Manager** - A poll worker who takes directions from the Clerk.

**Poll Manager Assistant** - Poll Managers who are sixteen or seventeen years old and assist Poll Managers.

**Poll Watcher** - An individual designated in writing by a political party, by a partisan candidate or by a nonpartisan candidate to watch the election process inside a polling place. These individuals must check in and comply with Clerk direction.

**Poll Worker** - Any person employed by a county board to work at a polling place; inclusive term for both Poll Managers and Clerks.

**Results Compilation** - The act of aggregating results of an election into a central election management system. An example is when a county office assembles the tabulated results data of all participating precincts and uploads the data into a central election management system.

**Results Reporting** - The act of producing an understandable and discernable account of election results and publishing those results.

**Scanner** - Device used to read the voter selection data from a paper ballot or card.

**State Election Commission (SEC)** - The South Carolina State Election Commission as established under Title Seven, Chapter Three of the South Carolina Code of Laws.

**Valid Identification** - Photo identification that is unexpired, and not false, suspended, cancelled, or revoked.

# Polling Place Team

## Serving as a Poll Manager

### Types of Managers

There are three types of Poll Managers who serve on Election Day:

- **Clerk** - The lead Poll Manager who oversees the polling place and supervises the Poll Managers assigned to work there. The County board appoints one Poll Manager in each precinct to be Clerk (**§7-13-72**).
- **Poll Managers** - A Poll Manager who takes direction from the Clerk. All Managers assigned to the polling place, including Clerks and Assistants, are Poll Managers and are responsible for the operation of the polling place.
- **Poll Manager Assistant** - Poll Managers who are sixteen or seventeen years old and assist Poll Managers. One sixteen- or seventeen-year-old assistant may be appointed for every two Poll Managers. Assistants must complete Poll Manager training. Assistants may not serve as Clerk but may serve in the same capacities as a Poll Manager (**§7-13-110**).

### Qualifications of Poll Managers

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

AG Opinion - Poll Manager is a public officer for dual office holding purposes. 1984 Op-Atty.Gen. No 84-124,p.279 (October 25, 1984) WL 159930.

# Number of Poll Managers

The number of Poll Managers varies by election type (**§7-13-72**):

Election Type	Base Requirement	Additional Managers*	Example
General Elections	3 managers per polling place for every 500 registered voters	+3 per additional 500**	1,350 voters = 9 managers
Special and Municipal Elections	3 managers for first 500 voters	+1 per additional 500**	1,350 voters = 5 managers
Statewide Primaries	3 managers for first 500 voters	+3 per additional 500**	1,350 voters = 9 managers
All Other Party Primaries	3 managers for first 500 voters	+1 per additional 500**	1,350 voters = 5 managers

\* Additional Poll Managers may be appointed if necessary to meet the needs of the precinct.

\*\* Any number of registered voters up to 500 counts as a full group of 500

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

## Training

Efficiently run elections are essential to an orderly form of government. All elections must be uniform and conducted within the boundaries of the laws of the state. The County board is responsible for training Poll Managers; the State Election Commission is responsible for providing Poll Manager training materials (**§7-13-72**).



Poll Manager training is necessary for the conduct of good elections and is required by law (**§7-13-72**).

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

## Constitutional Oath

After completing training, Poll Managers must take and sign the following oath prescribed by the South Carolina Constitution:

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

## Election Day Roles and Responsibilities

### Poll Manager Roles

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

- **Clerk** - The Clerk is the lead Poll Manager who oversees the polling place and supervises the Poll Managers assigned to work there. It is the Clerk's job to assign roles, arrange the polling place, monitor the flow of traffic, maintain an orderly voting process, complete paperwork, ensure equipment is returned, and ensure policies and procedures are followed.
- **Greeter** - Greets voters, requests they have the proper photo ID ready, identifies voters with issues, directs voters to the manager's table or resolution table, monitors for curbside voting, and monitors for any issues inside or outside the polling place
- **Manager's Table** - Processes qualified voters, collects voter signatures on the Voter's Oath, and provides a blank ballot card to qualified voters
- **Resolution Table** - Assist voters with qualification issues (such as an address change or a lack of valid ID), issues provisional ballots when necessary, and contacts the county office for support when needed
- **Curbside Manager** - Manages the curbside voting process

- **Ballot Marking Device (BMD) Manager** - Directs voters to an available BMD, instructs voters on inserting the ballot card, selects ballot styles (if applicable), and directs voters to the scanner
- **Scanner Monitor** - Monitors the scanner and instructs voters on how to scan their ballot
- **Exit Monitor** -Ensures voters do not exit polling place with ballot and provides "I Voted" stickers

## Authority of Poll Managers

Poll Managers have such policing power as necessary to carry out the provisions of election law. They have full authority to maintain good order at the polls and to require obedience to their commands during the election and during the counting of the ballots. All Peace Officers are required to answer a Poll Manager's call for help in preserving the peace (**§7-13-140**). Law enforcement officers (e.g. Sheriff, deputies, police officers) may enter a polling place only to vote or when called for assistance when a majority of Poll Managers agree it is necessary (**§7-13-160**).

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

## Preventing Voter Intimidation

Activity that intimidates or attempts to intimidate voters must never be allowed in or near the polling place. Poll Managers and Clerks must take the following steps to ensure voters feel safe and secure while voting:

- Challenges must be addressed to the Poll Managers/Clerks, not directly to the voter.
- Challengers and the challenged voter should be moved to the resolution table so the voting process for others can continue without delay.
- If you are concerned that any activity is intimidating voters, the Clerk must notify the county office immediately.

- Voters should always be treated with dignity and respect, regardless of the situation.

## Failure of Poll Managers to Attend Election

If any of the Poll Managers fail to attend, or if they have not been appointed, the qualified voters of the precinct who are present may appoint a Poll Manager to act in the place of the absent Poll Manager. If the duly appointed Poll Managers attend within a reasonable time, they shall take charge of and conduct the election. (**§7-13-170**).

## Expectations and Professional Conduct

### Election Day Arrival

Clerks should arrive at the polling place at least ninety minutes before the polls open, and Poll Managers should arrive at least one hour before opening. Before Election Day, make sure you know how to get to your assigned polling place and where to park, and consider visiting the location in advance to become familiar with the layout. Ensure arrangements have been made to unlock the facility on election morning and confirm you have an emergency contact number for your county office.

### Election Day Attire

On Election Day, because you are a public servant for the day, appropriate dress is required. What you wear helps set the professional tone that should always be present in your polling place. On Election Day, wear clean, comfortable, and appropriate attire and comfortable shoes. Do not show political preference toward or against any party, candidate, or issue. Do not wear cologne, perfume, or aftershave, which may affect sensitive people. You may wear patriotic colors. Bring a sweater or jacket in case the temperature in the room is cool.



Examples of what **not** to wear on Election Day include: flip-flops, pajamas, and overly-revealing attire.

## Poll Manager's Badges on Election Day

Poll Managers will be provided with identification badges and are encouraged to always wear them while working the polls.

## What to Bring and What Not to Bring

What to Bring on Election Day:	What Not to Bring on Election Day:
<p>Poll Managers should remember to bring the following items to the polling place on Election Day:</p> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;">  Food and drink for the day           </li> <li style="margin-bottom: 10px;">  Cell phone and charger           </li> <li style="margin-bottom: 10px;">  A light sweater or jacket           </li> <li style="margin-bottom: 10px;">  Medications you may need (If your medication requires refrigeration, check with your county office in advance.)           </li> <li style="margin-bottom: 10px;">  Poll Manager Handbook           </li> </ul>	<p>Do not bring any of the following items to the polling place on Election Day:</p> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;">           Personal music player/headphones/earbuds  </li> <li style="margin-bottom: 10px;">           Political items  </li> <li style="margin-bottom: 10px;">           Pets  </li> <li style="margin-bottom: 10px;">           Alcoholic beverages or illicit drugs  </li> <li style="margin-bottom: 10px;">           Firearms, knives, or other weapons  </li> <li style="margin-bottom: 10px;">           Children or other guests  </li> </ul>

## Professional Etiquette on Election Day

Working on Election Day is a wonderful way to serve your community and keep our elections secure. You are the key to a successful election. As such, it is important to be aware of who is within earshot during your conversations throughout the day. Avoid engaging in any conversation about candidates who are on the ballot and do not engage in



You cannot advise voters on candidates or referendum questions.

conversation around your political beliefs. In the role of the Poll Manager, it is important for you to separate your personal political beliefs from your service as a Poll Manager. You must always remain impartial, especially when assisting voters.

To maintain professionalism and minimize distractions, cell phone use on Election Day should be limited to emergencies or matters directly related to the polling place's operations. Avoid using a cell phone for personal reasons while on duty.

## Customer Service Mindset

### Poll Worker Mission

- Serve every voter according to procedure.
- Treat each voter and visitor with fairness, respect, and courtesy.
- Follow all procedures in this handbook to ensure no eligible voter is denied the right to vote.
- Remain calm and neutral in all circumstances.
- Provide equal service to all voters, regardless of race, color, ethnicity, gender, or physical/language ability.



**You are serving voters.** Every interaction should reflect professionalism, neutrality, and respect. Your calm and courteous behavior sets the tone for the polling place and ensures that all voters feel welcome and supported.

### Basic Guidelines

- Greet each voter with a smile and eye contact.
- Listen carefully and show patience with all questions and concerns.
- Assist voters by making reasonable accommodation when needed.
- Stay neutral - do not discuss candidates, ballot issues, or personal beliefs.
- Maintain order - keep the polling place calm, quiet, and welcoming.

# Observers, Poll Watchers, and Candidates

## Observer

Observers can be any member of the public who is neither working as a poll worker nor is designated by a political party or a candidate as a Poll Watcher. Observers are permitted at the discretion of the Clerk to observe election activities inside a polling place.

## Poll Watcher

Poll Watchers are individuals designated in writing by a political party, by a partisan candidate, or by a nonpartisan candidate to watch the election process inside a polling place. They will have an official letter from the candidate or party designating them as such and listing the precinct(s) which they may be assigned.



The Watchers may keep the official letter as they may travel to other polling locations where it will be needed (§7-13-860).

## Requirements to Serve

Observers must:

- Present a valid photo ID upon arrival.

Poll Watchers must:

- Be qualified voters in the county.
- Present the Poll Manager with a letter signed by the candidate or by an appropriate party official stating that he/she is certified to act as a Watcher in that precinct.
- Present a valid photo ID upon arrival.
- Wear a badge (see badge requirements on the next page).



Use Expand Search on the EPB to confirm a Poll Watcher is a registered voter in your county.



### Poll Watcher Badge Requirements

- ✓ Badge must specify the names of the candidate or party they represent.
- ✓ The size of the individual letters on the badge must not exceed 1/4" X 1/4"
- ✓ The badge may not be a color that has a fluorescent quality.
- ✓ Poll Watchers must always wear their badge when inside of the polling location.
- ✓ The size of the badge must not exceed 4 1/4" X 4 1/4"



(§7-13-860)

## Number of Poll Watchers Allowed

Watchers - Party Primaries			
Election Type	Who Appoints	Number Allowed	
Party Primary	Candidate*	1 per Polling Place	
Watchers - General and Special Elections			
Candidate Type	Who Appoints	Number Allowed	Documentation
Party Candidates**	Party	2 per 1,000 voters	Party letter + badge
Nonpartisan Candidates	Candidate	1 per polling place	Candidate letter + badge

\* Each candidate who is opposed in a primary may appoint a watcher for any voting place where their name appears on the ballot.  
 \*\* In any general or special election, all candidates who are certified by a political party must be jointly represented at each polling place by not more than two watchers from the party for each 1000 registered voters or fraction thereof registered at the polling precinct.

## Record of Watchers and Observers

Poll Watchers and Observers must present a valid photo ID to the Poll Manager/Clerk on duty upon arrival. Poll Managers must record the names of Watchers/Observers on the “Record of Watchers and Observers” form. These forms should be provided to you by your county office and must be returned to the county office with the election supplies.

Record of Watchers and Observers					
County: Palmetto			Election Date: 1/24/24		
Precinct/Polling Location: Magnolia 2					
Poll Watchers Only					
Name	Poll Watcher or Observer? PW or O	ID Checked? Y/N	Certification Letter? Y/N	Candidate/Party Name	ID Badge? Y/N
Emmanuel Recount	PW	Y	Y	Candy Date	Y
Alec Shun	O	Y			

SEC FRM 1120 - 202210

## Designated Observation Areas

### All Poll Watchers and Observers

- Will be placed in designated areas for viewing the processes on Election Day or at an Early Voting Center
- Must remain in their designated areas while inside the polling place

### Poll Watchers

- Will be stationed in an area designated by the Clerk where they can observe the entire election process at the polling place
- Will not be allowed at the same table as Poll Managers or in an equivalent position that could cause confusion about who is an election official
- Will be asked to take turns in shifts if the size of the polling place does not accommodate the number of qualified Poll Watchers

### Observers

- Will be stationed completely out of the way of the entire process
- Will be limited to broadly viewing the activity within the polling place
- May be restricted in number or not permitted at all if space is too limited



### Record of Watchers & Observers Checklist

- Present valid Photo ID
- Poll Manager records names on official form
- Forms returned with supplies



Refer to Appendix A10 (page 158) for a copy of the *Record of Watchers and Observers* form.

## Expectations for Poll Watchers and Observers

Poll Watchers and Observers must always follow the directions of the Clerk and Poll Managers. Anyone who refuses to comply with the Code of Conduct will be asked to leave the polling place, and law enforcement may be contacted if necessary.



The Clerk may provide a copy of the Code of Conduct handout to Poll Watchers and Observers. Refer to Appendix A12 (page 160).



### Observers and Poll Watchers May:

- Observe the election processes, including the opening and closing processes at the polling place.
- Observe the election processes during the Early Voting period at an EVC.
- Obtain information from the Clerk, or designated Poll Manager, about how many people have voted and who has voted if the EPB station is not currently being used to check in voters. Lists will not be provided to Poll Watchers or Observers at the polling place.
- Make handwritten notes while observing the election processes.
- Ask questions of the Clerk, or designated Poll Manager, at the polls if they do not interfere with the conduct of any part of the voting process. If a Poll Watcher or an Observer disagrees with the designated Poll Manager or Clerk, or needs more information, they should step outside and contact the county office.
- Address the Clerk if they wish to challenge a voter. The Poll Manager should then follow the procedure outlined in the section entitled "Voter Qualification Challenge Procedure."



## Observers and Poll Watchers May Not:

- Interfere with the conduct of the election.
- Use cell phones or electronic devices inside the polling place.
- Take pictures or video inside the polling place, except for the zero tape and results tape once posted.
- Physically handle or touch any voting materials or equipment.
- Move or rearrange tables, chairs, or voting booths at the polling place or EVC.
- Sit at or hover around official worktables or view confidential voter information on any computer terminal, EPB, or document.
- Interact with voters inside of a polling place or an Early Voting Center.
- Display any political material, including slogans, or wear campaign badges, buttons, or apparel.
- Wear any uniform resembling that of law enforcement officers or military personnel.
- Have a firearm, knife, or other weapon within a polling place or Early Voting Center (§23-31-215(M)).
- Talk to any election worker who is not the Clerk or designated Poll Manager.
- Tell a Clerk or Poll Manager how to conduct their duties.
- Argue with any poll workers or voters.
- Make physical contact with poll workers or voters.
- Verbally harass or intimidate poll workers, voters, or other persons in the polling place or EVC.
- Assist in operations at any polling place or EVC.
- Prevent other Poll Watchers and Observers from observing materials or a process.

# Poll Watchers and Observers Opening and Closing Observation

## Zero and Results Tape

At the start of the day, Poll Watchers and Observers may observe the zero tape being printed and may take a picture of it once it is posted.



After the polls close, they may remain in the polling place to observe the closing process. The Clerk may establish a new designated area for Poll Watchers and Observers to allow for the viewing of the closing process. Aside from viewing the results tape once it is publicly posted, they must remain in the area designated by the Clerk. They may take a picture of the results tape once it is posted outside of the immediate voting area. Poll Watchers and Observers will be dismissed from the polling place after the results tape has been posted AND the ballot bin has been locked and sealed.





For a side-by-side summary for Observers, Poll Watchers, Candidates, and Candidate Representatives, refer to A11, *Observers and Watchers Comparison Chart*, on page 159.

# Candidates and Candidate Representatives

Under Clerk supervision, Candidates and Candidate Representatives should be allowed to look at the Voter Registration List if it is not currently being used to process voters, and if it does not interfere or disrupt the orderly voting process.

 <b>Candidates May:</b>	 <b>Candidates May Not:</b>
Campaign verbally within 500 feet of the entrance to the polling place as long as it does not interfere with the election process	Display or distribute campaign materials within the 500-foot area
Wear a badge no larger than 4 ¼" X 4 ¼." This badge may contain only the candidate's name and office sought.	Interfere with the orderly election process
Enter the polling place (Candidate badge must be removed before entering to vote or observe.)	Wear a candidate badge inside the polling place
	Actively campaign inside the polling place
	Intimidate voters

 <b>Candidate Representatives May:</b>	 <b>Candidate Representatives May Not:</b>
Campaign verbally within 500-feet of the entrance to the polling place as long as it does not interfere with the election process	Display or distribute campaign materials within the 500-foot area
	Interfere with the orderly election process
	Wear any type of campaign badge
	Campaign inside the polling place
	Intimidate voters

# Support Roles on Election Day

## County Voter Registration and Elections Office

County Voter Registration and Elections Office staff consistently review procedures and prepare materials to ensure smooth and accurate elections. Employees wear many hats on Election Day and one of the most important is Poll Worker support.

Ways County Voter Registration and Elections Office support Poll Workers include (but are not limited to):

- Preparing Clerk and polling place supplies
- Troubleshooting equipment
- Ensuring polling places are up and running by 7am
- Answering phone calls
- Helping with provisional ballots
- Conducting DMV checks
- Assisting with address changes
- Getting additional supplies to polling places
- Helping Clerks with Election Day issues
- Talking with media
- Directing voters to correct voting locations
- Guiding election night returns

## Polling Location Technicians (PLTs)

PLTs are temporary county employees who provide technical support to polling places during Early Voting and on Election Day. They are not Poll Managers, yet they work alongside the Clerk and Poll Managers to ensure voting equipment runs smoothly.

PLT responsibilities include (but are not limited to):

- Troubleshooting hardware and software issues
- Serving as a liaison between the county office and the polling place
- Delivering equipment or supplies when needed

## County Board Members

Some counties assign a Board Member as designated liaison to support multiple polling places. They are not Poll Managers and must not handle ballots, thumb drives, or perform tasks that could compromise election certification.

Key Responsibilities:

- Deliver election supplies and materials before polls open
- Assist with ensuring polling places are unlocked, equipped, and ready for voters.
- Return supplies and equipment to the county office after polls close.
- Provide support with completing or collecting reconciliation worksheets (without handling ballots).
- Communicate with the county office regarding urgent needs, issues, or disruptions.
- Observe and ensure procedures are followed in the polling place.

## South Carolina Election Commission (SEC)

On Election Day, you may also see staff from the State Election Commission. These staff members may be observing, assisting in the polling place, or performing other tasks as required.

In these cases, staff will have some form of identification to show that they are SEC employees.





# Polling Place

## Polling Place Layout

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


### Ballot Marking Device (BMD) Placement

BMDs must be placed at least five feet from a manager’s table or station and any area where voters may be waiting. Allow as much distance as possible between these areas and the BMDs to maximize voter privacy.

BMDs must be placed so that the screen cannot be seen by any Poll Manager, voter, Poll Watcher and Observer, or security camera. Managers must ensure that no security cameras or persons are positioned to see a voter’s ballot while the voter is voting (**§7-13-1780**). To accomplish this, devices may be positioned sideways against a wall so that the voter’s shoulder is toward the wall, or the device can be positioned with the screen facing a wall so that the voter’s back is toward the wall.

To maximize voter privacy, turn the BMD so that the screen is facing away from any area where Poll Managers or other voters may be.

In most cases, BMDs will be placed on tables. Privacy screens are provided to surround the BMDs to ensure the secrecy of the voter’s ballot. Other types of voting



### Polling Place Layout Checklist

- Manager tables in place
- BMDs 5 ft apart & screens turned
- Privacy screens installed
- Accessible table provided
- Scanner and exit door monitored by manager
- Guardrails set 5 ft away
- Posters placed 4 ft high
- Poll Watcher & Observer area marked

booths may be provided by the county office. A privacy screen on a table or voting booth must also be provided for voters who are completing a hand-marked paper ballot.

At least one BMD (preferably all) must be placed at an accessible height. An accessible table has a surface height of no more than 34 inches and no less than 28 inches above the floor. At least 27 inches of knee clearance must be provided between the floor and the underside of the table.

### **Scanner Placement**

The scanner must be kept secure and should be arranged so that the voter can deposit their ballot without crowding, confusion, or interference.

A Poll Manager must be stationed between the scanner and the exit to ensure voters do not leave without scanning their ballot card. Poll Managers should position themselves in a way that maintains the secrecy of the voter's ballot.

### **Guard Rails**

A guard rail must be provided around the voting booths so that no one except authorized persons can approach nearer than five feet to the booth. Use rope, tape, or other means to accomplish the objectives of avoiding crowding and interference, and to preserve the secrecy of the ballot (**§7-13-130**).

### **Posters and Sample Ballots**

Sample ballots and all signs should be posted in a conspicuous area (**§7-13-1740**). Signs should be posted so that the center of the poster is approximately four feet off the floor.

### **Poll Watcher and Observer Areas**

Establish designated areas for Poll Watchers and Observers. After check-in, Poll Watchers must be, "placed in an area designated by the poll managers where the watchers can observe the entire election process at that polling place." (**§7-13-860**)

## Preventing Long Lines

In elections with heavy turnout, Poll Managers need to take additional steps to help reduce wait times.

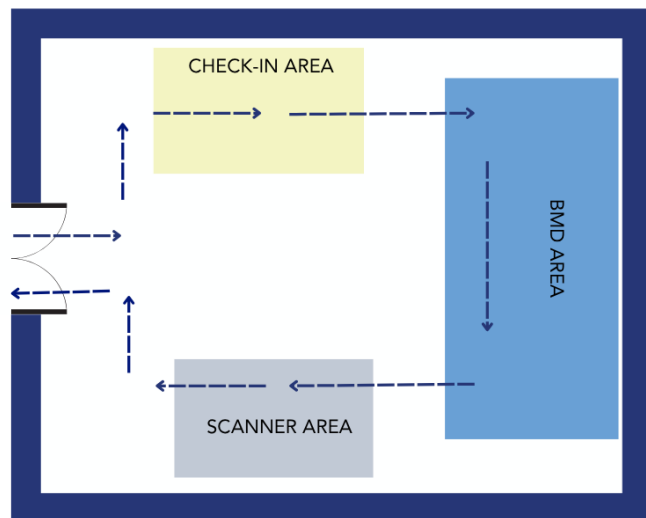
### Layout and Flow

- Visit the polling place ahead of Election Day to plan the best layout.
- Arrange the check-in table to maximize the indoor waiting area.
- Think about the flow from entrance → manager's table → BMD → scanner → exit.

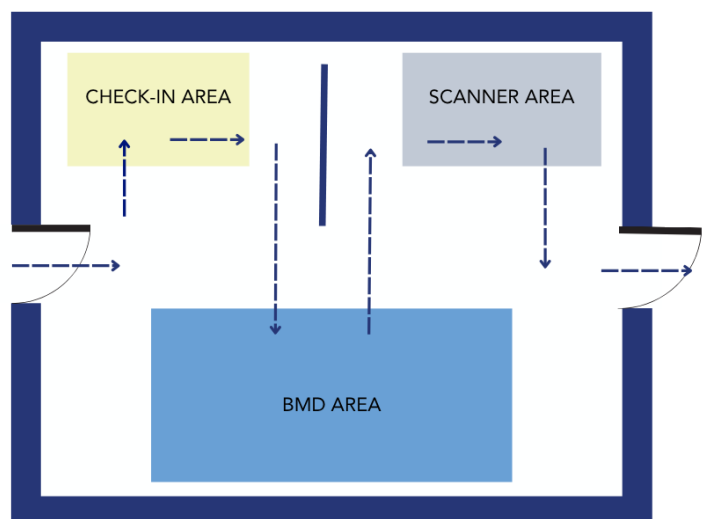
### Layout and Flow Examples

Elector Flow   
Barriers 

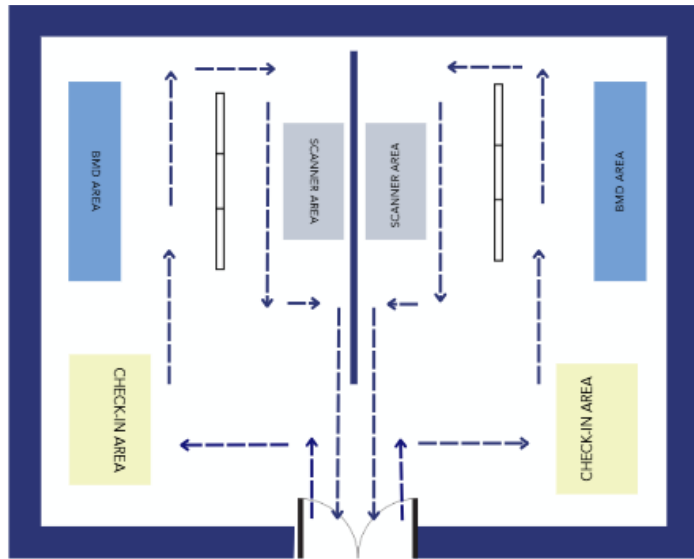
This is an example of how to set up a polling place when there is only one entrance and exit.



This is an example of how to set up a polling place when the entrance and exit are separate.



This is an example of how to set up a polling place when separate voting spaces share the same location.



### Line Management

- Use removable tape (such as painter's tape) on the floor to direct traffic. (Think of a line at an amusement park or bank).
- In large polling places, consider two lines:
  - Main line at the manager's table
  - Secondary line for BMDs.

If this method is used, be sure to keep the number of voters waiting on a BMD manageable so that there is no confusion over who has been checked in.

### Resolution Table

- Consider using a resolution table. A resolution table can be set to the side and out of the way of the normal flow of voters. Voters who are voting provisional ballots, have address changes, or have other issues, can be processed at the resolution table. This allows these voters to be processed without slowing down the flow of traffic.

### Signs and Directions

- Use signs to guide voters clearly through each step.

## Emergencies

If there are not enough BMDs, thus causing long delays:

- Contact your county office immediately to request additional BMDs.
- Use hand-marked emergency ballots if needed. For procedures, see “BMDs Not Available (Emergency Ballots)” in the Election Day Issues (p. 121).

## Campaign Material

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

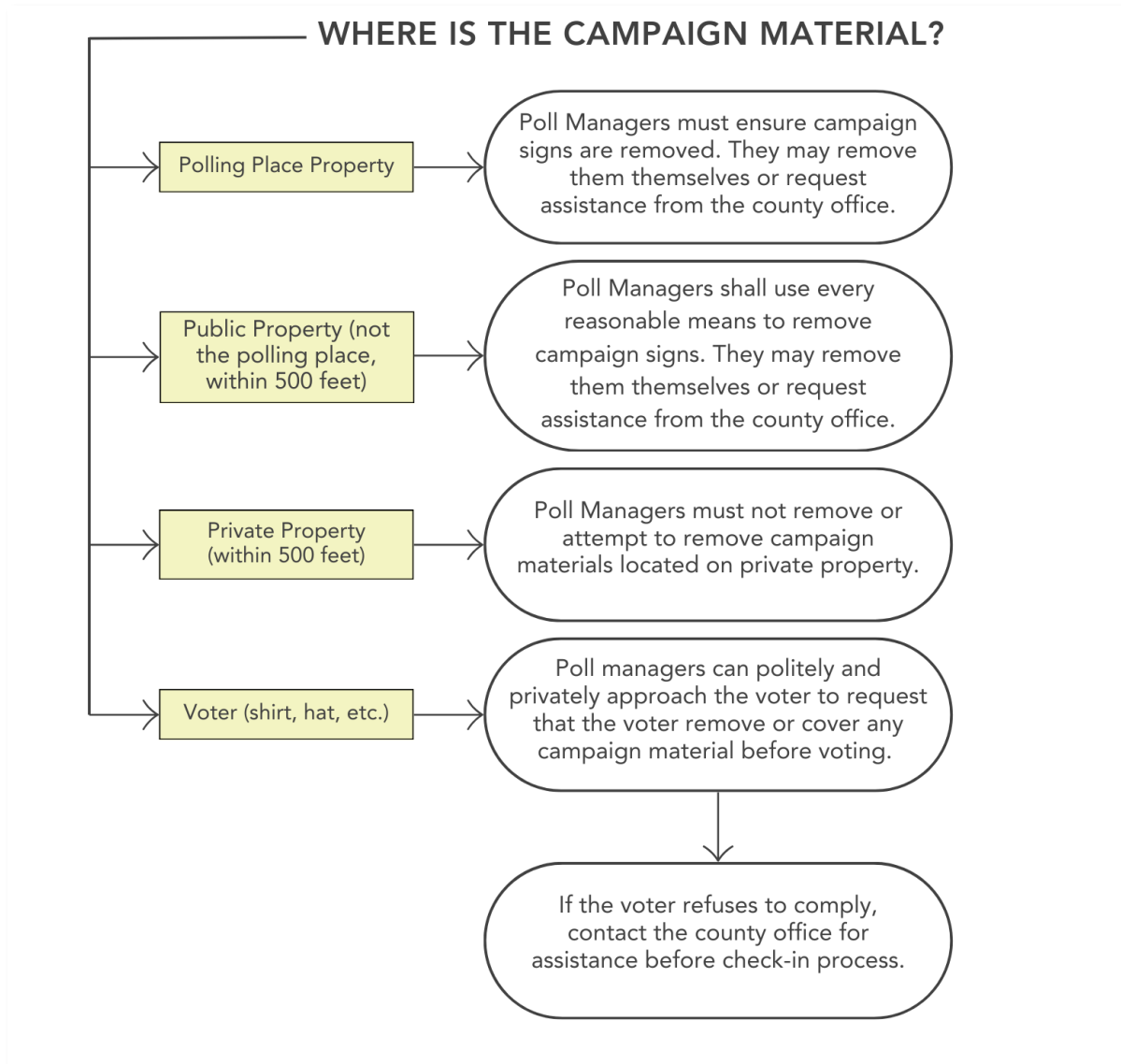
It is the duty of Poll Managers to keep the prohibited area clear of political literature and displays (**§7-25-180(A)**). The Poll Managers’ responsibility to enforce this rule applies only to the polling place property and any public property or rights of way within the 500-foot area.



**Prohibited Area:** It is unlawful for any person to distribute or display campaign material within 500 feet of any entrance used by voters to enter a polling place (§7-25-180(A)).



# Poll Manager's Guide: Campaign Material at or Near the Polling Place



Poll Managers are not responsible for addressing materials distributed or displayed on private property not under the control of the County Board of Voter Registration and Elections on Election Day. Complaints about campaign materials being displayed within 500 feet of the polling place on private property should be directed to local law enforcement.



**Poll Managers have no authority to remove signs or other materials from private property.**

If the campaign material is displayed within 500 feet on the grounds of the polling place, Poll Managers can remove the material or require the person displaying or distributing the material to remove the material, cover the material, or otherwise cause the material not to be visible.

Campaign material on shirts may be addressed by wearing a jacket, coat, or sweater over the shirt, or turning the shirt inside out. The material must remain out of sight while in the polling place and within 500 feet of the polling place. If a voter refuses to cover or remove the material, the Poll Manager should advise the voter of the law (**§7-25-180 (A)**) and the requirement that the material not be visible. Illegal campaign material displayed by a voter must be addressed first before proceeding with the voter check-in process. If the voter refuses to comply, contact the county office for assistance.

If the campaign material is displayed on public property within 500 feet of the polling place, and not on the grounds of the polling place, Poll Managers can remove the material or require the person displaying or distributing the material to remove the material, cover the material, or otherwise cause the material not to be visible. They can also request assistance from the county office. The county office will have the material removed.

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

## Hanging Signs

You will receive a variety of signs from the county office that must be placed around the polling place. Below is a list of signs that are required by law. Make every effort to place these signs clearly and visibly for all voters.

When deciding where to hang signs:

- Consider voter flow and visibility for those standing in line.
- Ensure signs are not blocked by doors, tables, or crowds.

- Place signs so they are visible to voters using wheelchairs or other mobility aids.
- Use painter's tape or removable adhesive that will not damage walls or surfaces.



# Required Signs

The following signs are required at each polling place. Your county office may provide you with additional signs to be placed around the polling place.

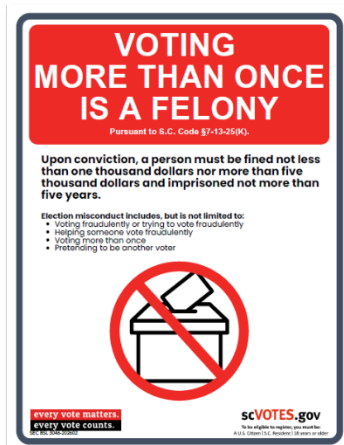


## No Concealed Weapons Allowed Sign

In accordance with state law, no concealable weapons are allowed within the polling place on Election Day regardless of a concealed weapons permit (**§16-23-20(A)(3)**). However, on-duty law enforcement officers may enter the polling place with their weapons. Signs must be posted at the entrances to the polling place. This law applies regardless of the status of the building during regular business hours on a typical, non-election day.

## No Campaign Materials Allowed Sign

In accordance with state law (**§7-25-180**), it is unlawful for a person to distribute any type of campaign literature or place any political posters within 500 feet of any entrance used by the voters to enter the polling place during polling hours on Election Day and during the Early Voting period.



## Felony Charges for Election Misconduct Sign

In May 2022, the South Carolina General Assembly upgraded some election crimes to felonies and increased the penalties (**§7-13-25**): *Fraudulent voting or attempt to fraudulently vote, aiding in fraudulent voting or attempt to fraudulently vote, voting more than once, or impersonating a voter. Penalty: Felony, up to \$5,000 fine and 5 years in prison.*

## No Recording Devices Allowed Sign

In accordance with state law (**§7-25-100**), voters may not allow their ballot to be seen, remove a ballot from the polling place, use recording devices in the voting booth, or receive improper assistance while voting. A South Carolina Attorney General Opinion (May 8, 2012) further confirms that this law prohibits reproducing a ballot using devices including, and not limited to, cell phones, cameras, tablets, or video equipment.

This poster clearly outlines that taking pictures or recordings inside polling places is strictly prohibited during both Early Voting and on Election Day.



## Photo ID Requirements Poster

In accordance with state law, (**§7-13-10**), an acceptable form of ID would be a South Carolina Driver’s License, SC Department of Motor Vehicles Identification Card, SC Concealed Weapons Permit, SC Voter Registration Card with photograph, Federal Military Identification Card with photograph or a US Passport. This poster is designed to be placed outside the polling place so it can be viewed by voters as they enter the building. It reminds them of the photo ID requirement and exceptions.



Refer to Appendix A1 (pages 142-148) for examples of qualifying photo identification.



## Sample Ballots

In accordance with state law (**§ 7-13-1400(c)**), two sample ballots shall be posted prominently within the polling place. Sample ballots must be available for voters to review; in some counties, particularly during Early Voting, sample ballots may be placed in binders due to the number of ballot styles.

## Curbside Voting Sign

The Americans with Disabilities Act of 1990 (ADA) requires all polling places to be accessible to voters with disabilities. This sign is used to clearly mark the designated curbside voting area. The marked parking space is reserved for voters who need assistance or who are unable to enter the polling place.

In accordance with state law (**§7-13-771 (A)**), any voter who, because of physical disability or age, cannot enter the polling place or is unable to stand in line may vote outside the polling place in the closest available parking area using the vehicle in which they arrived. Proper placement of the curbside voting sign helps ensure compliance with accessibility requirements and supports eligible voters in exercising their right to vote.





### **Accessible Entrance Sign**

This poster indicates the location of an accessible entrance for individuals who need it.

### **Vote Here Sign**

This sign is usually near the road and indicates to voters that the building is a polling place.

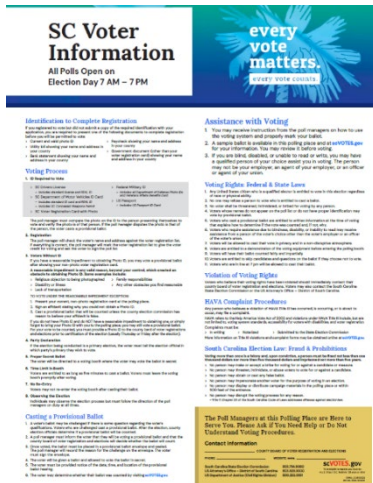


## Rules for Candidates Poster

This poster outlines the do's and don'ts for candidates and their representatives at polling places. It covers where and how candidates can campaign, both outside and inside the voting area, including rules for badges, solicitations, and voter assistance.



## Recommended Signs



## Voter Information Poster

This poster outlines key Election Day information, including voter registration ID requirements, the voting process, provisional ballots, assistance options, and violations of voting rights. It also explains how to file complaints under HAVA and highlights laws against voting fraud.

# Electronic Devices within the Polling Place

To protect voter privacy, ballot secrecy, and the orderly conduct of elections, the use of electronic devices inside the polling place is prohibited except under specific circumstances.

## General Rules

No one may use a wireless device, camera, or any tool that records images or sound inside the polling place.

**Exception:** In larger precincts, phones may be used only until reaching the interior voting room, including check-in.



If someone violates the rule, election officials may require them to turn off the device or leave the polling place.

Reporters and photojournalists may observe as long as they do not interfere with voting.

They may not take photos or videos inside the voting area without prior approval from the county director. Approved media guidelines will be provided by the county office.

## Exceptions

The following individuals may use devices when required for their role or needs:

- Election officials performing official duties
- Voters using a device for accessibility purposes
- Voters viewing their sample ballot
- Election equipment required to conduct the election
- Facility employees acting within their job duties

## Guidelines for Media

### Media Photography Guidelines Inside the Polling Place

No close-up photos or videos of voters, ballots, or voting equipment.

---

No continuous or live broadcasting from inside the polling place.

---

Photographers must remain as far from voters and equipment as possible.

---

Photographers should not be in the polling place for any extended amount of time and no longer than it takes to get the necessary photos or video.

---

Photographers should not approach voters as they are entering the polling place or while they are inside of the polling place. Interviews can only be conducted outside as the voter is leaving.

# Security and Safety Reminders

## Before Polls Open

- Know the address of the polling place and be prepared to give a definitive location within your building so that, in the event you must call 9-1-1, emergency responders can find you quickly.
- Identify all exits from your polling place.
- Locate the fire extinguisher, alternative telephones, and fire alarm handles, if any, to pull in case of an emergency.

## Ballot & Equipment

- Secure ballot cards and paper ballots while not in use. Do not leave ballots unattended.
- Maintain custody of ballot marking devices, scanners, ballot boxes, ballot cards, paper ballots, paper voter registration list, EPBs, and other election materials and equipment to and from the polling place. If left unattended, these items must be locked in a secure area.
- Follow the voting system opening and closing procedures. Make certain to use seals and record seal numbers on the seal envelopes as instructed.
- Verify ballot compartments and ballot boxes are locked, sealed, and monitored at all times. Do not leave any ballot box unattended.

## During the Day & After Polls Close

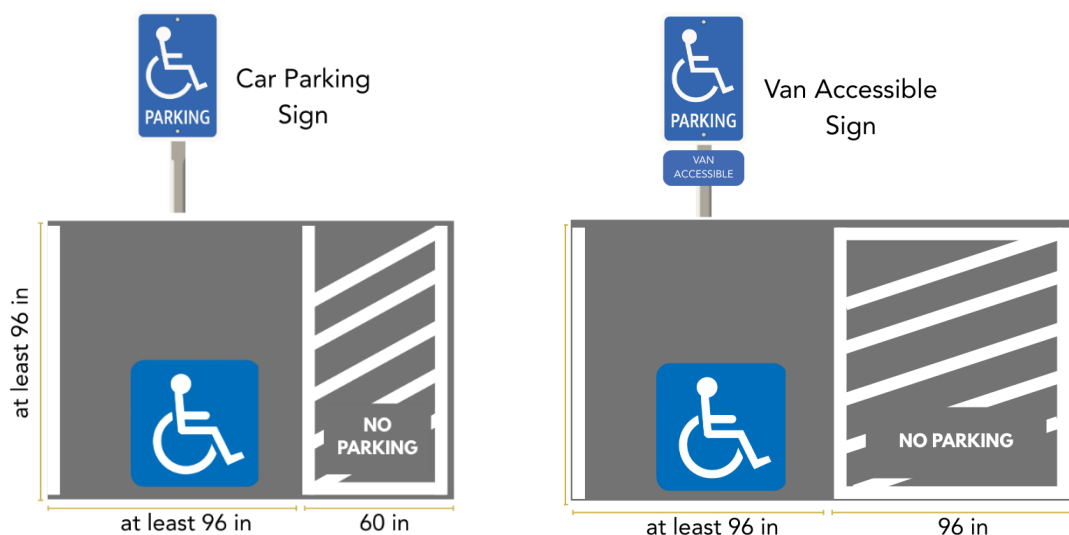
- Ensure your cell phone is always charged and turned on.
- Notify the county office immediately of any security concerns.
- After closing the polling place, return all materials immediately as instructed by the county office.

# Polling Place Accessibility

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

## Parking Requirements:

- There must be at least one designated van-accessible space with signage containing the International Symbol of Access. The van accessible space must be at least 96 inches (8 feet) wide with a 96-inch (8-foot) access aisle.
- Parking lots with 25-50 spaces require one additional car space which is a 96 inches (8 feet) wide space with a 60-inch (5 foot) access aisle. Parking lots with 51-75 spaces require two additional car spaces.
- Accessible parking should be as close as possible to the most accessible route to the voting area.
- A curbside voting location must be provided and marked with a curbside voting sign. Please refer to *Curbside Voting* section on page 87 in the *Voters* section for more detail.



## Actions Poll Managers Can Take:

- If no marked accessible spaces exist, create temporary spaces using cones, chairs, or signs to reserve two parking spots as one accessible space.
- Place curbside voting signs so they are clearly visible to drivers entering the parking area.
- If using a bell, ensure it can be reached by the driver from inside the vehicle.
- Do NOT use the accessible parking spaces for curbside. The accessible parking spaces are for voters who may want to vote inside.
- Walk the parking lot to remove any debris, obstructions, or tripping hazards.

## Entrance Requirements:

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



## Actions Poll Managers Can Take:

- Ensure accessible entrance signs are placed at least 48 inches from the floor and are visible from the accessible parking area.
- Walk all paths, clear debris, and objects such as plants or signs.
- Make sure that any separate accessible entrances are unlocked.
- If door handles are inaccessible, prop open doors or schedule a person to open doors. Ensure that doors are not propped open using anything that would block the pathway. The county office may provide door stops.

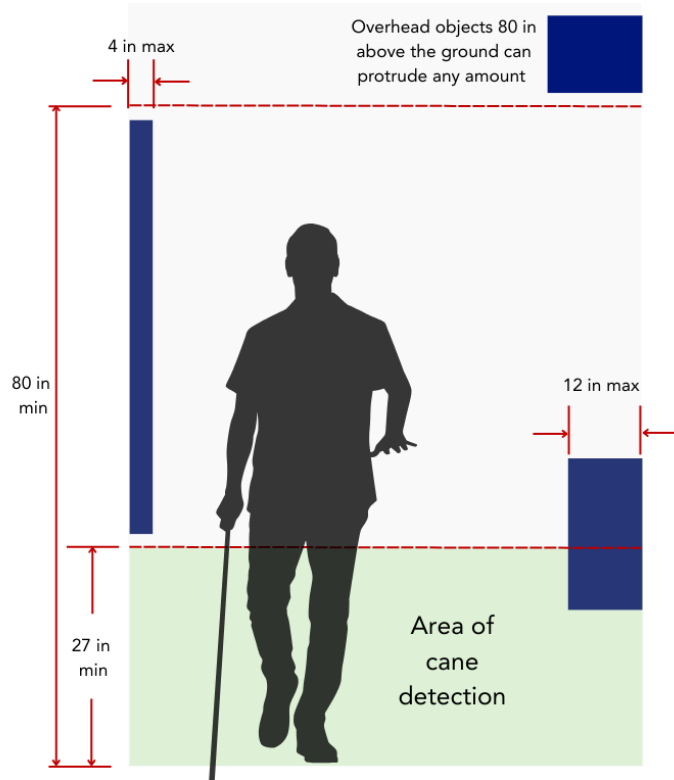


Do a quick accessibility check before polls open. Start in the parking lot, follow the route to the door, and make sure someone using a wheelchair, walker, or cane can enter on their own.

- The county office may also provide accessible lever handles that can be used to make doorknobs accessible.
- If any one side of a double door is not at least 32 inches wide prop both doors open.
- The county office may also provide portable ramps or wedges to provide access over thresholds and slight changes in level.

### Interior Pathway Requirements:

- Walking surfaces must be stable, firm, and slip resistant.
- Wall mounted objects such as fire extinguishers, cabinets, or signs must not extend more than 4 inches into an accessible pathway if between 27 inches (2 feet 3 inches) and 80 inches (6 feet 8 inches) above the ground.
- Post mounted objects must not extend more than 12 inches into an accessible pathway if higher than 27 inches (2 feet 3 inches) and below 80 inches (6 feet 8 inches) above the ground.



- The bottom edge of overhead objects must be at least 80 inches (6 feet 8 inches) above the ground. Examples of overhead objects include, but are not limited to, overhead signs and the underside of an exposed stairway.

## Actions Poll Managers Can Take:

- Inspect interior pathways and remove any obstructions such as debris, plants, signs, rugs, and cords.
- If the floor surface is not stable or slip resistant, designate an alternate safe route.
- Place cones, chairs, trash cans, or other items under protruding objects to alert voters and prevent collisions.

## Voting Area Requirements:

- The voting area must provide enough space for voters using mobility devices.
- A continuous route of at least 36 inches (3 feet) wide must be maintained throughout the voting area.
- A clear circular area at least 60 inches (5 feet) wide must be available in front of the BMDs and scanner.



60 in Wheelchair Turning Space

## Actions Poll Managers Can Take:

- Clear the voting area of obstructions and ensure cords, rugs, or objects do not impede mobility.
- Provide seating for voters who may need to sit while waiting.

## Accessible Voting Requirements:

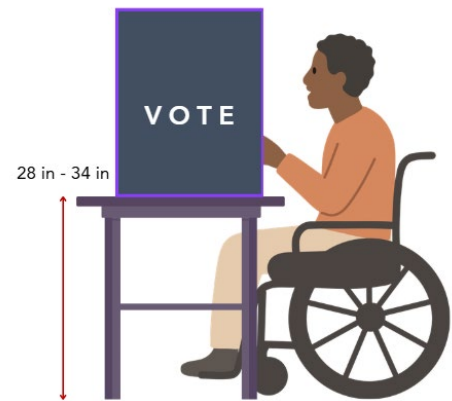
- All BMDs are accessible and must be set up for independent use.
- At least one BMD must be at a height of 28-34 inches at a location suitable for a voter using a wheelchair.

## Actions Poll Managers Can Take:

- Place unplugged headphones next to the BMD so they are readily available for voters who need them.



For detailed setup and accessibility features, refer to pages 48-51 in the *Equipment and Supplies* section.





# Equipment and Supplies

## Election Equipment

### Electronic Poll Books (EPBs)

Electronic Poll Books (EPBs) are electronic versions of the voter registration list. The EPB features a touch screen tablet, a ballot printer, and wireless connectivity to the MiFi device. EPBs are used in every polling place to check in voters. Paper voter registration lists will be provided to serve as a backup in case EPBs are not available and to manually process some voters to help determine whether a person is eligible to vote in an election and at the correct precinct.



### MiFi

The MiFi wirelessly connects the Electronic Poll Books to the county office for live updates. It does NOT provide internet access to phones, computers, or other election equipment.

## Ballot Printer

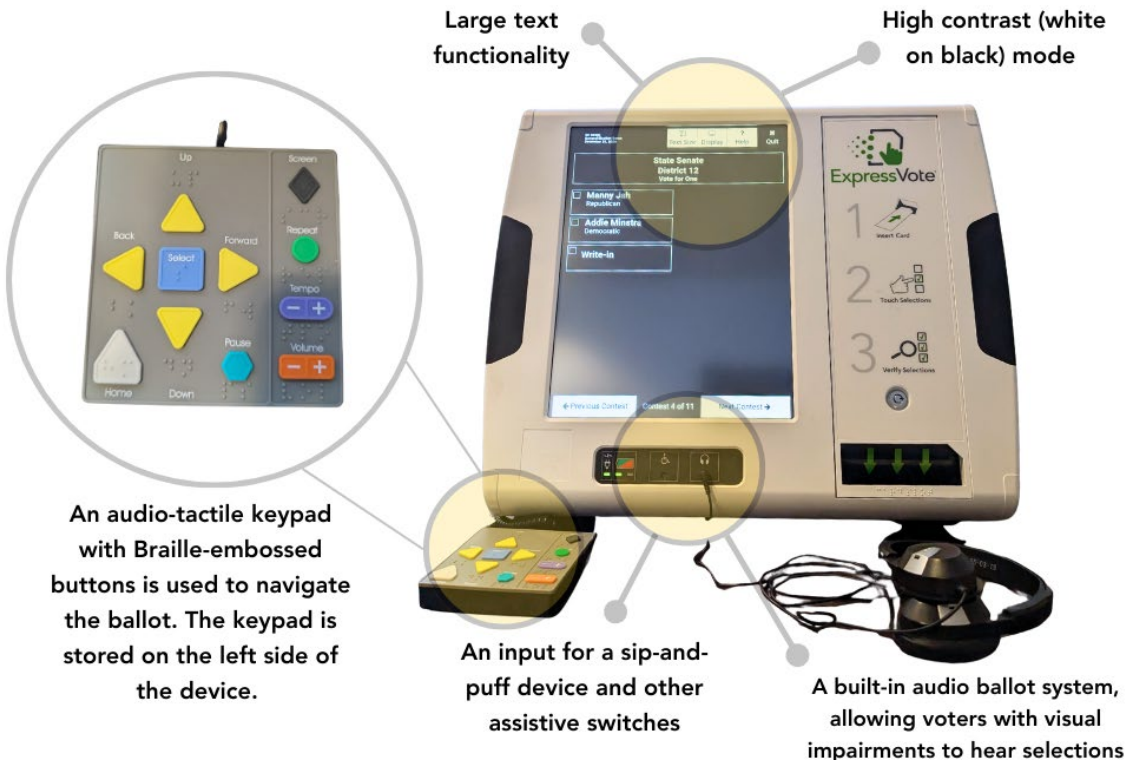
The ballot printer prints a barcode on the ballot card to be read by the BMD. The barcode indicates a voter’s ballot style for that election. The barcode does not identify the voter.

## Ballot Marking Devices (BMDs)

The Ballot Marking Devices are easy-to-use electronic voting systems equipped with a touch screen to mark ballots as instructed. BMDs are used in every polling place to mark standard paper ballots and are programmed to prevent overvotes (selecting more candidates/responses than allowed per race/question). Each polling place should have one BMD for each 250 registered voters, or portion thereof, or as near thereto as may be practicable (**\$7-13-1680**). BMDs must have a means to ensure voter privacy.

## Ballot Marking Device (BMD) Accessibility

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



Every BMD features an audio ballot reader that makes voting accessible to voters who are blind or visually impaired. Each device is equipped with headphones and a headphone jack. If a voter indicates they are blind or visually impaired, offer use of the audio ballot. Voters may choose to use their own headphones.



Voters may choose to vote with assistance from another person. Refer to *Assistance to Voters* on page 86.

## Audio Ballot Procedure



- 1.** Process the voter as standard following the steps in *Processing the Voter* on page 77 in the *Voters* section. It may be necessary for a Poll Manager to read the oath to the voter. Assist the voter with signing the oath if requested.
- 2.** Escort the voter to the next available BMD.
- 3.** Ensure the headphones are plugged into the headphone jack on the front panel. Voters may choose to use their own headphones. Volume

and tempo can be adjusted with audio-tactile keypad

- 4.** Explain that the voter will listen to audio cues through the headphones and may use the audio-tactile keypad to navigate the ballot and make selections. Explain that after reviewing the ballot, the voter will print the ballot card, which will need to be scanned. Direct the voter to put on the headphones and give the voter the audio-tactile keypad if requested.
- 5.** Direct the voter to insert the ballot card with the corner cut to the right in the slot on the bottom right side of the device. Assist the voter only if the voter requests it. Ensure two Poll Managers are present during voter assistance.
- 6.** Select the appropriate ballot style (if necessary) to begin the voting session.

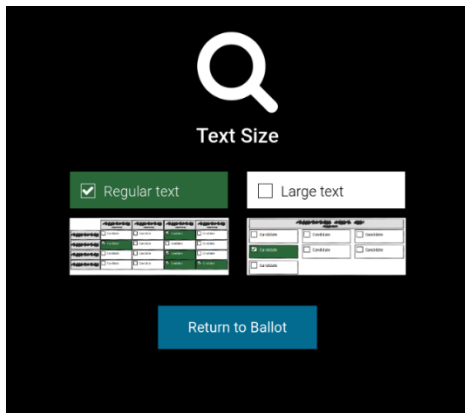
**7.** Step away from the BMD to provide the voter privacy. Invite the voter to raise their hand at any time if they require any further assistance; if needed, refer to *Assistance to Voters* on page 86 in the *Voters* section.

**8.** After the voter prints their ballot, guide the voter to the scanner (if requested). Direct the voter to insert the ballot card into the tray on top of the scanner. Inform the voter that they may place the ballot face down for privacy if they wish to do so, but they may also place it face up. (*Note: Any adjustments made to the BMD's text or brightness settings will reset when the ballot card is printed.*)



If the voter wants to verify their selections, they can reinsert the marked ballot card into any available BMD to have their selections read to them.

## Adjusting Text Size



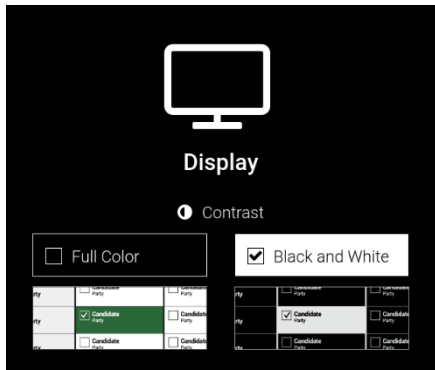
1. Insert Ballot Card
2. At the top of the screen press "TEXT SIZE"
3. Choose "Regular Text" or "Large Text"
4. Press RETURN TO BALLOT
5. Select START VOTING

## Adjusting Brightness



1. Insert Ballot Card
2. At the top of the screen press "DISPLAY"
3. Choose the "-" or "+" to adjust brightness
4. Press RETURN TO BALLOT
5. Press START VOTING

## Adjusting Contrast



1. Insert Ballot Card
2. At the top of the screen press "DISPLAY"
3. Choose "Full Color" or "Black and White"
4. Press RETURN TO BALLOT
5. Press START VOTING

## Scanner

Ballot scanners are designed to electronically tabulate votes from cast ballots. The DS300 system consists of two components: the white scanner and the black clamshell base. At the polling place, these parts are delivered as a single unit and must always remain together.

When cast in the scanner, ballots are deposited into the ballot bin housed in the main ballot compartment. When the scanner is inoperable (see page 122 in *Election Day Issues*), the scanner's emergency/provisional ballot compartment can be used to securely store marked ballots until the scanner is operational. This compartment also securely holds provisional ballots until the end of the voting day.



The scanner prints three report tapes: the Configuration Report (taken back to the county), the Zero Totals Report tape (generally called the Zeros tape), and the Voting Results tape (generally called the Results tape). The Configuration tape prints when the scanner boots up, the Zeros tape prints when the polls open, and the Results tape prints after the polls are closed.

## Ballot Bin

At least one ballot bin must be provided for each ballot scanner. At the close of the election, the ballot bin is removed for transporting ballots to the county office.



## Seals

Voting equipment—including the EPB, BMDs, DS300s, and ballot bins—must always remain sealed unless access is required as part of an approved opening or closing procedure. Equipment and containers must be sealed whenever they are transported to or from the polling place, early voting center, or storage facility.

Poll Managers must:

- Verify seal numbers before opening equipment.
- Apply seals as instructed during opening and closing procedures.
- Record all seal numbers, dates, and times on the Seal Log.
- Place all removed or broken seals in the container provided by the county.
- Contact the county office immediately if seal is missing, broken, or does not match the recorded number.
- Equipment opening and closing guides provide detailed instructions for managing these seals. During Early Voting, seal activity is recorded on the Early Voting Center (EVC) Log.



Refer to Appendices A13a and A13b (page 161-162) for a copy of the seal log.

### County Seal Requirements for Transportation (done by County Office)

When equipment is transported to a polling place or an Early Voting Center, the following seals are required:

#### EPB

EPB: One seal per case



#### BMD

**BMD in Carrying Case: Two Seals**

Carrying Case



Thumb Drive Access Cover



**BMD on a Curbside Cart: Two Seals**

Curbside BMD  
Thumb Drive  
Compartment Door



Thumb Drive  
Access Cover



#### SCANNER

**DS300: Three Seals**

• Lid Latch



• Scanner Rear  
Compartment



• Thumb Drive  
Access Door



### Election Day Opening Requirements (to be done by the Clerk or Designated Poll Manager)

All seals removed during opening shall be retained in the container provided by the county, and all newly applied seals shall be recorded.

#### BMD

**BMD: Two Seals**

Thumb Drive  
Compartment Door



Thumb Drive  
Access Cover



**BMD on a Curbside Cart: Two Seals**

Curbside BMD  
Thumb Drive  
Compartment Door



Thumb Drive  
Access Cover



#### SCANNER

**DS300 Opening: Four Seals**

Scanner Rear  
Compartment



Thumb Drive  
Access Door



• Emergency/ Provisional  
Compartment  
• Main Ballot Bin  
Compartment

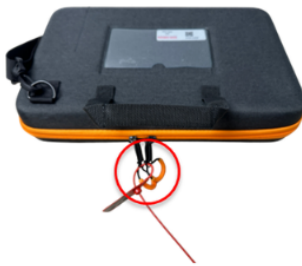


**Election Day Closing Requirements  
(to be done by the Clerk or Designated Poll Manager)**

All seals removed during opening shall be retained in the container provided by the county, and all newly applied seals shall be recorded.

**EPB**

EPB: One seal per case



**BMD**

**BMD in Carrying case: Two Seals**

Carrying Case



Thumb Drive Access Cover



**BMD on a Curbside Cart: Two Seals**

Curbside BMD

Thumb Drive  
Compartment Door



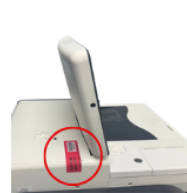
Thumb Drive  
Access Cover



**SCANNER**

DS300: Two Seals

Scanner Rear  
Compartment



Lid Latch

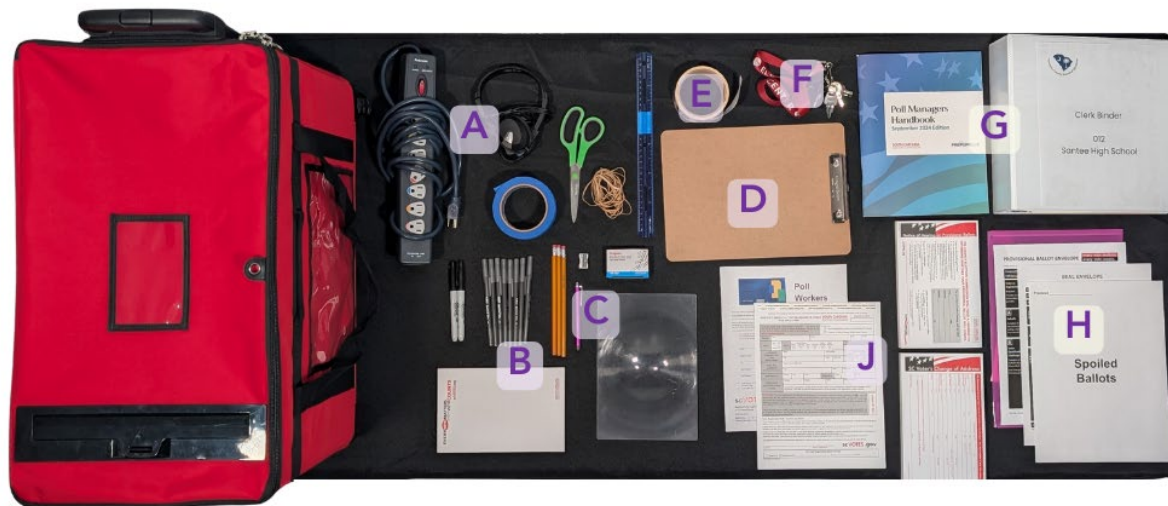


Ballot Bin: Two Seals



# Election Supplies

The county office will send general office and organization-related supplies for the polling place with the Clerk. Each county will send slightly different supplies and materials. Below is an example of what a county will send in addition to the items included in this section.



- A - Electronics:** Headphones, extension cords, and/or surge protectors
- B - Writing Supplies:** Writing utensils, scratch paper, sheet magnifier
- C - Office Supplies:** Scissors, ruler, rubber bands, paper clips, painter's tape
- D - Clipboard**
- E - "I Voted" stickers**

- F - Keys:** Equipment and polling place (if necessary)
- G - Clerk's binder:** Including equipment guides, Oaths, and the current Poll Manager Handbook
- H - Return Envelopes:** Including ones for spoiled ballots, provisional ballots, and general paperwork
- J - General Paperwork:** Notices of Provisional Ballot Hearing, Change of Address forms, Poll Worker applications, and Voter Registration applications

# Voter Registration Lists

The voter registration list contains the names and information of registered voters in the polling place's precinct, identifying the voter's correct ballot style (the ballot containing the unique combination of election districts in which the voter resides). The list will also identify voters who have been issued an absentee ballot or who may have other voter statuses.

All the information on the paper version of the voter registration list can be found on the EPB, which is the electronic version of the voter registration list that is updated in real time with information from the county office.


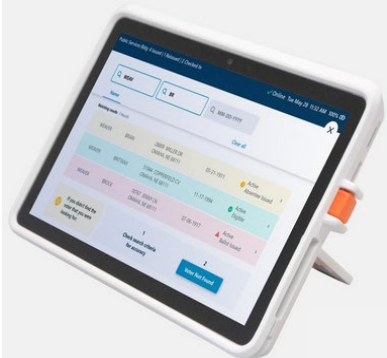


If using the paper voter registration list, refer to Marking the Paper VR List on page 118 in *Election Day Issues*.

**SOUTH CAROLINA VOTER REGISTRATION LIST**

ELECTION NUMBER: 22114      Statewide General Election      COUNTY: 22 LEXINGTON  
 ELECTION DATE: 11/05/2024      Congaree Ballot Churca      Precinct Code(s): 091      PAGE NO: 3

NAME, ADDRESS	BALLOT STYLE	MGR INIT	POLL LIST		VOTED	DISTRICTS												REG NUMBER	DOB/REG DATES	DO NOT WRITE IN THIS AREA
			PAGE	LINE		Con	Sen	Hou	CoC	Sch	Wat	PSD	Fir	M1	M2					
1 Anslow Lauren L 2026 Glenn Rd	B175				<input type="radio"/>	02	26	088	09	02								671939566	05/04/1992 13/06/2024	
2 Barbuzy Catherine A 112 Dwybriak Dr	B175	ABS			<input checked="" type="checkbox"/>	02	26	088	09	02								326263268	01/28/1959 07/24/2006	
3 Bebler Nicholas D 249 Igou St	B175				<input type="radio"/>	02	26	088	09	02								470141255	10/25/1994 09/26/2012	
4 Beckwith G	B175				<input type="radio"/>	02	26	088	09	02								671912399	10/14/2005 07/09/2024	
5 Valasse U 3816 Main Dr	B175	ABS			<input checked="" type="checkbox"/>	02	26	088	09	02								406887022	10/04/1953 12/30/2013	
6 Hland Patty E 3336 Jackson Rd	B175	ABS			<input checked="" type="checkbox"/>	02	26	088	09	02								321399753	11/19/1952 04/26/1977	

## Poll Lists

**Poll List**

County	Date
Election	
Precinct	

Voters according to

County	Date
Election	Election Number
Precinct	Precinct Code

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

**Signatures of Voters**

1	26
2	27
3	28
4	29
5	30
6	31
7	32

Poll lists are used to capture voters' signatures when:

- EPBs are not available/working, and Poll Managers must use the paper voter registration list (see page 117 in *Election Day Issues*)
- Voters are voting curbside (see page 87 in *Voters*)
- Checking in provisional voters when not using the EPB (defer to county guidance in this case)



Poll lists for curbside voting will look different than ones for general voting and should not be used interchangeably.

# Paper Ballots

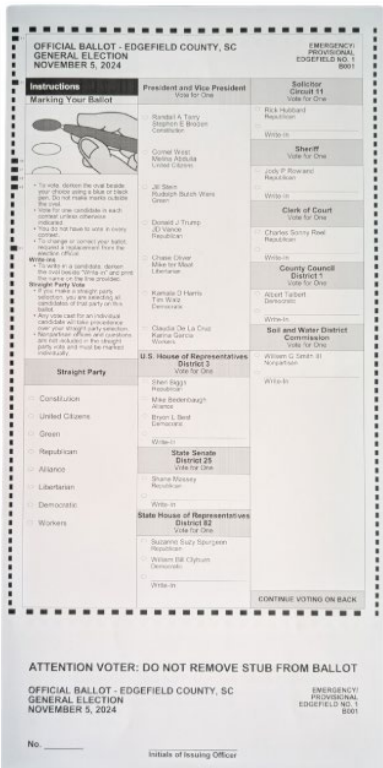
## Ballot Types

### Ballot Cards

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

### Hand-Marked Ballots

Hand-marked paper ballots are marked by the voter using a blue or black ink ballpoint pen. These are used when BMDs are unavailable or not working or when there is a problem with qualifying a voter. There are two different types of hand-marked paper ballots: emergency/provisional and failsafe provisional ballots.



### Emergency/Provisional Ballots

During an **emergency**, voters will hand-mark their ballots, then cast them in the ballot scanner.

When Poll Managers question a voter's eligibility, or someone in the polling location issues a challenge, that voter must vote **provisionally**. These ballots are not scanned at the polling place.

*Refer to Provisional Voting on page 106.*

### Failsafe Provisional Ballots

**Failsafe provisional** ballots are issued when a register voter's address has changed, moving from one precinct to another.

These ballots will **only** contain federal, statewide, county-wide, and municipal contests shared across all voting precincts.

## Ballot Styles

A ballot style is the combination of offices that appear on a voter's ballot depending on the voter's address. Each polling place may have numerous ballot styles. Ballot styles are assigned automatically, and a voter's ballot style is indicated on both the EPB and on the paper voter registration list.

At the end of voter check-in, the Electronic Poll Book (EPB) printer will print a barcode on the voter's ballot card. When the voter inserts the ballot card into the BMD, the voter's correct ballot style will automatically appear. If providing a voter a hand-marked paper ballot or if the ballot card printer is not working (see page 121), you will need to refer to either the EPB or paper voter registration list in order to determine the voter's correct ballot style.





# OPENING THE POLLS

- 1 Unlock the Polling Location**  
At 5:30 AM, unlock the polling location and prepare the space for setup.
- 2 Arrange the Polling Place Layout**  
Arrange the provided tables in a manner that includes areas for check-in, resolution needs, BMDs, and scanning ballots.  
  
Note: Ensure all areas are clearly visible, marked, and accessible!
- 3 Assign Setup Tasks Using the Opening Checklist**  
Utilize the Opening Checklist to delegate tasks to Poll Managers: hang required signage, turn on the MiFi, and set up the EPBs (pages 67-68) and BMDs (pages 69-70). Clerks should begin opening the scanner using the directions in this handbook (pages 71-72).
- 4 Print and Post the Zero Tape**  
Print the zero tapes, have three (3) Poll Managers sign the bottom, then post one signed tape in a public area for viewing.
- 5 Enter Election Codes**  
Once the EPBs and BMDs are set up, the Clerk enters the election codes.
- 6 Verify Ballots and Supplies**  
Ensure there are enough ballots and seals for the entire day and all Clerk supplies are located in a secure area.
- 7 Complete the Opening Checklist**  
Sign the Opening Checklist, double-checking that all tasks have been completed.
- 8 Administer the Poll Managers Oath**  
Say and sign the Poll Managers oath as a group, and sign all other required paperwork.
- 9 Announce the Polls Are Open**  
At 7:00 AM, go outside and announce the polls are open. Call the county office to notify them that the polls are open.

# Opening the Polls

## Arrival at the Polling Place

Poll Managers must arrive at the polling place no later than 6:00 a.m., one hour before polls open at 7:00 a.m., and Clerks must arrive no later than 5:30 a.m. Managers should be dressed appropriately and comfortably in politically neutral attire. Personal items such as food, drinks, medications, and cell phones must be safely stored away. Emergency contact information is highly encouraged to be written in the Poll Manager Handbook, and all Poll Managers are highly encouraged to always wear their badges.



### Arrival Times on Election Day

Arrive early to allow time for setup and opening procedures before polls open at 7:00 a.m.



Clerks



Poll Managers

## Election Day Manager's Oath

Before opening the polls, the Poll Managers must take and sign a second oath administered by the Clerk in addition to the oath signed at training (included in polling place materials). This signed oath must be returned to the county office at the end of the day.

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

## Pay Vouchers

Clerks and Poll Managers must complete and sign a Pay Voucher to certify their service for the election. This form includes the worker's name and the number of days worked. Each worker affirms that the information provided is true and that they served as a Poll Manager or Clerk for the duration of Early Voting and/or Election Day. The Clerk will receive the Pay Voucher form in the Clerk supplies and is

responsible for ensuring all required signatures are obtained before materials are returned to the county office.

## Clerk Delegates Roles and Responsibilities

During the morning briefing, the Clerk assigns roles and responsibilities to Poll Managers. Poll Managers may serve in various roles throughout the day, and these assignments should rotate to support workflow, reduce fatigue, and ensure all Poll Managers gain familiarity with each station.



Rotating roles also helps distribute tasks fairly and prevents any one manager from becoming overwhelmed.

## Security and Safety Briefing

After assigning roles, the Clerk should conduct a short Security and Safety Briefing to ensure all Poll Managers understand their responsibilities for protecting election materials and responding to emergencies.

### Security Procedures

- All components: Electronic Pollbooks, Ballot Marking Devices, Scanners, ballot bins, laptops, or other critical components will be assigned an asset tracking number. Your county will use serial numbers, barcode numbers, or asset stickers. All components must be accurately documented.
1. Always maintain custody of all election materials and equipment while transporting to and from the polling place.
  2. If any equipment or materials are left unattended, they must be locked in a secure area.
  3. Follow all voting system opening and closing procedures exactly as instructed.
  4. Use seals properly and record all seal numbers on the seal log as required.
  5. Secure ballot cards and paper ballots when not in use. Never leave ballots unattended.
  6. Verify that ballot compartments and ballot boxes are locked, sealed, and always monitored.

7. Notify the county office immediately of any security concerns.

### **Safety & Emergency Preparedness**

- Identify all exits at the polling place.
- Locate fire extinguishers, alternative telephones, and fire alarm handles.
- Ensure your cell phone is always charged and turned on.
- Know the exact address of the polling place and be prepared to give clear directions inside the building if you must call 9-1-1.
- All poll workers must be aware of emergency procedures for situations such as fire, power outage, bomb threat, severe weather, flooding, or violent incidents. This information should be provided by the county office.
- If a fire alarm sounds or the Clerk announces an evacuation, all poll workers voters and others must exit immediately.
- Do not re-enter the building until directed to do so by emergency personnel or law enforcement.
- Ask poll workers at the start of the day if anyone has medical conditions the team should be aware of in case of an emergency.

### **Election Day Supplies**

During the opening of the polling place, confirm that all Election Day supplies and equipment provided by the county office are present and accounted for. While each county may supply slightly different items, the Clerk will receive general office and organizational materials along with voting equipment. Refer to page 55 in the *Equipment and Supplies* section of this handbook for the complete list of items.

## Ballot Reconciliation Worksheet

The Ballot Reconciliation Worksheet is used to track ballot accountability throughout Election Day. It documents:

- Ballots provided
- Ballots voted
- Ballots remaining
- Number of voters checked in

During opening procedures, the county office provides the count for Sections A and B of the Ballot Reconciliation Worksheet. These sections account for the ballot cards and hand-marked paper ballots supplied to the polling place. The Clerk verifies the number of ballot cards indicated by check mark.

Election Day Ballot Reconciliation Worksheet			
County: _____		Precinct: _____	
Date: _____			
Sections in gray are completed by the county office. Sections in white are completed by the poll clerk. Verify with check mark (✓). All boxes must contain a value. If zero, write 0.			
Ballots Supplied			✓
A	Ballot Cards		
B	Hand-Marked Paper Ballots <i>Emergency/provisional &amp; failsafe provisional</i>		
C	Additional Ballot Cards		
D	Additional Hand-Marked Paper Ballots <i>Emergency/provisional &amp; failsafe provisional</i>		
A + B + C + D = Total 1			

SEC FRM 1150 - 202408

## Setting Up the Polling Place

Layout, equipment, and accessibility should all be considered when setting up a polling place. A polling place should have a layout that includes a check-in table, an area for resolution needs, a curbside voting area, and designated spaces for Poll Watchers and Observers. Accessibility both inside and outside the polling place should be maintained.



For guidance on setting up the polling place, refer to *Polling Place Layout* on page 25.

For guidance on accessibility, refer to *Polling Place Accessibility* on page 41.

## **Equipment Opening Procedures**

Equipment must be set up according to opening procedures and properly sealed before the polls open. The following sections provide opening procedures for the EPB, BMD, and scanner. Seal numbers are provided on the seal log and must be verified against the recorded numbers. All required seals must be applied prior to opening the polls, and all seal numbers must be recorded on the seal log. Detailed instructions for managing and applying seals are included in the opening guides on the following pages.

# OPENING THE ELECTRONIC POLL BOOK

## Step-by-Step Setup Instructions



**Step 1**

- Verify that the carrying case seal numbers on the case(s) match those listed on the seal log. Then remove the seals. Place the cut seals inside the container provided by the county.



**Step 2**

- Plug in the MiFi device and press the power button.



**Step 3**

- Remove the equipment from the case(s) (EPB, printer, cords, and white charging block). Verify the EPB asset number/device name using the seal log.



**Step 4**

- Plug each device into a power outlet.
  - When connecting the charging block to the EPB, ensure the EPB is completely plugged in. (The silver charging port should not show, and you should hear a click.) This will ensure the EPB stays charged all day.



**Step 5**

- Connect the ballot printer to the EPB using the printer cable.



**Step 6**

- Power on EPB by pressing orange button at the top.



**Step 7**

- On the screen, select "Launch." When prompted, enter the Pollbook Qualification Code (PQC) provided by your county office, then select "Submit."

### Step 8



- Select the polling place. Begin typing in the name of the polling place until options appear and choose the correct polling place. Select "Save."

### Step 9

- Enter the username and password provided by the county office and select "Sign In."



### Step 10

- Make sure the EPB is connected to the MiFi. The EPB should automatically connect. If all three icons beside the date and time are green, the EPB is connected. If all three icons are not green, contact the county office or your polling location technician (PLT).



### Step 11

- Select "Open Poll."



### Step 12

- Power on the ballot printer by holding down the orange button until you hear a beep. You will see a green printer icon on the EPB screen if the printer is properly connected.



### Step 13

- YOU ARE READY TO PROCESS YOUR FIRST VOTER.



# OPENING THE BALLOT MARKING DEVICE

## Step-by-Step Setup Instructions



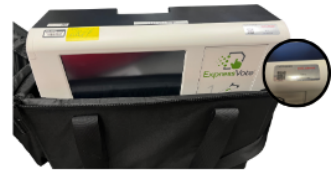
### Step 1

- Verify that the carrying case seal number match the numbers listed on the seal log. Cut the seal and place it inside the container provided by the county.
- For BMD on a curbside cart, verify the side door seal number.



### Step 2

- Verify the asset number/ serial number on the top right corner of the BMD.



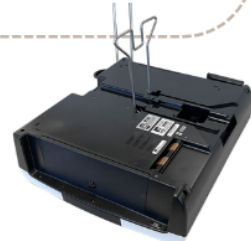
### Step 3

- Remove the ballot marking device, power cord, and headphones from the case.
- Place the device face down on a table.



### Step 4

- Pull out the kickstand.
- Squeeze the legs to allow the kickstand to be placed in the fully extended position.



### Step 5

- Plug one end of the power cord in the back of the device and the other end in a power source.



### Step 6

- Arrange the rectangular power supply under the kickstand to secure the wire.



### Step 7

- Open the thumb drive compartment door. Verify the thumb drive seal number using the seal log. Do not remove the seal.



### Step 8

- Flip the power switch to ON.
- Place ADA controller to the side of the device.



### Step 9

- Carefully close the thumb drive compartment door, making sure that the cord for the ADA controller passes through the cut out in the door.
- Lock the door and add a seal. Record the seal number on the seal log.
- Hang the headphones on the hook and only plug in when in use.



### Step 10



- During start up, a welcome screen will appear.
- When prompted, enter the election code provided by the county office.
- Touch "Accept."



### Step 11

- On the next screen, confirm the device is plugged into power, and the election name, polling place, date, and time are correct.
- Touch "OK."



### Step 12

- Place a privacy screen around the device.



### Step 13

- THE BALLOT MARKING DEVICE IS NOW READY FOR VOTING.

# OPENING THE DS300 SCANNER

## Step-by-Step Setup Instructions

**Step 1**

- Verify the lid latch seal number using the seal log.

**Step 2**

- Unravel and connect power cord to outlet. Then, lock the wheels.

**Step 3**

- Remove lid latch seal and place in the container provided by the county.
- Unlock, unlatch, and raise scanner lid.
- Verify the serial number located on the bottom left corner of the scanner lid using the seal log.
- Unlock and raise scanner screen.
- Scanner will power on when screen is raised and automatically prints the configuration report. Place the configuration report in county provided pouch/ envelope.

**Step 4**

- Verify the thumb drive seal number and rear compartment seal number. Do not remove seals.

**Step 5**

- Enter Election Code provided by office.
- Touch "Accept" on scanner screen.

**Step 6**

- Confirm precinct name, election title, time, and date.
- Confirm public count is zero and three green checkmarks.
- Touch "Open Poll" on screen.
- Wait for two zero tapes to print.



### Step 7

- Remove zero tapes from scanner.
- Separate and sign each tape (3 signatures per tape).
- Place one tape in pouch/ envelope.
- Post one tape for public viewing.



### Step 8

- Unlock the emergency/ provisional compartment to confirm that it is empty. Make sure the flap on the compartment is down.
- Close and lock the emergency/ provisional compartment door.
- Unlock and open main ballot compartment.
- Remove ballot bin and verify the asset number on the ballot bin using the seal log. Confirm that the ballot bin is empty.
  - Three Poll Mangers are needed to confirm.



### Step 9

- Return ballot bin to the main ballot compartment.
- Slightly push the ballot bin in, open the lid flaps and fully push it all the way in.
- Close and lock the main ballot compartment door.



### Step 10

- Place seal on emergency/provisional compartment door and main ballot compartment door.
- Record seal numbers on seal log.



### Step 11

- Touch "Go to Voting Mode" on scanner screen.



### Step 12

- DS300 SCANNER IS READY FOR VOTING.



# Opening Checklist

The Opening Checklist is used by the Clerk to ensure that all required polling place setup steps are completed before the polls open. This checklist also documents that election equipment and materials provided to the polling place have been properly placed, secured, and opened in accordance with state procedures. The checklist must be completed by 7:00 a.m. If any questions, discrepancies, or issues arise while completing the checklist, the Clerk should immediately contact the county voter registration and elections office or a Polling Location Technician for assistance.

**Polling Place Opening Checklist**

Precinct \_\_\_\_\_ Polling Place \_\_\_\_\_ Date \_\_\_\_\_

Complete by 7:00 a.m. If there are any questions or issues, contact the county voter registration and elections office or a polling location technician immediately.

Equipment Provided	Quantity
Scanners	
Ballot-marking devices	
Blue ballot boxes/bins or secure ballot bags	
Electronic Poll Books (EPBs) & Printers	
Mifi Device	
<b>Scanners and Ballot-Marking Devices</b>	✓
Ballot-marking device and scanner seal numbers match those on the seal envelope.	
Ballot-marking devices and scanner(s) are plugged into a power source.	
Ballot-marking devices and scanner(s) are open and ready for voting.	
Doors on blue ballot box/bin are open inside the main compartment of the scanner.	
Seals are placed on the provisional, emergency, and main compartment doors of the scanner, and the seal numbers are recorded on the seal envelope.	
Scanner and ballot-marking device keys are secure.	
Ballot-marking devices have privacy screens in place.	
Ballot-marking devices are arranged at least five feet from the managers' table.	
Ballot-marking devices are spaced apart for privacy.	
Ballot-marking device kickstands are in use for optimal viewing.	
Zero tape is signed and posted in the polling place and a second copy is saved with poll managers' materials.	
Blank ballot cards are counted, and the total matches the number of ballot cards supplied on the Ballot Reconciliation Worksheet.	
One pack of blank ballot cards is opened and distributed among check-in stations.	
<b>Electronic Poll Books (EPBs) and MiFi Paper Voter Registration (VR) Lists and Poll Lists</b>	✓
Reviewed proper completion of lists with poll managers.	
If necessary, the printed VR list was split alphabetically to aid traffic flow.	
MiFis and EPBs are connected to power, and EPB is signed into program.	
Poll lists numbered and ready for curbside voting and emergency use.	
Seal number(s) are recorded on seal envelope for EPBs.	
<b>Accessibility</b>	✓
At least one entrance is accessible for voters with disabilities.	
Accessible entrance sign is in place to direct voters to accessible entrance.	
Curbside voting signs are placed in the curbside voting area.	
Sample ballot and posters are placed at wheelchair eye level.	
<b>Other</b>	✓
Contacted office to verify polling place is ready to open.	

I confirm that all items on this checklist have been verified.

\_\_\_\_\_  
Signature of Clerk

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

SEC FRM 1092-202401

# Opening the Polls

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

## Opening Reminders



Turn on the MiFi and the EPB first, to ensure any updates from the county office can be completed.



Ensure that signage is properly placed so that voters can easily find the polling location.



Check that the flaps of the ballot bin are open inside the scanner.



Complete the Opening Checklist provided by the county office.



Three poll workers must sign the zero tapes.



A poll worker must go outside and announce the polls are open at 7:00 a.m.



Ensure all Clerk supplies are out of public reach.



Upon opening the polls, contact your county office so they know you are open.



# NOTES



A series of horizontal lines for writing notes, spanning the width of the page below the header.

# Voters

## Voter Qualifications

To be eligible to vote, South Carolinians must (**§7-5-120**):

- Be a United States Citizen;
- Be at least 18 years of age on or before the next election;
- Be a resident of South Carolina in the county and polling precinct in which they are registered;
- Not be under a court order of mental incompetence;
- Not be serving a prison term resulting from a crime conviction;
- Have never been convicted of a felony or offense against election law (unless the full sentence, probation and parole have been served or a pardon for the conviction has been received); and
- Must be registered to vote at least 30 days prior to the election (**§7-5-220**).

## Processing the Voter

### 1. Voter Presents Photo Identification

If the voter does not present a qualifying photo ID, the voter may vote a provisional ballot.

Refer to *Voter Without Qualifying Photo Identification* on page 112 in *Election Day*

*Issues*. Examples of qualifying IDs are a SC Drivers License, SC DMV Photo ID, Photo Voter Registration Card, US Passport, SC Concealed Weapons Permit, and a Federal Military ID (**§7-13-710**).



Refer to Appendix A1 (pages 142-148) for examples of qualifying photo identification.

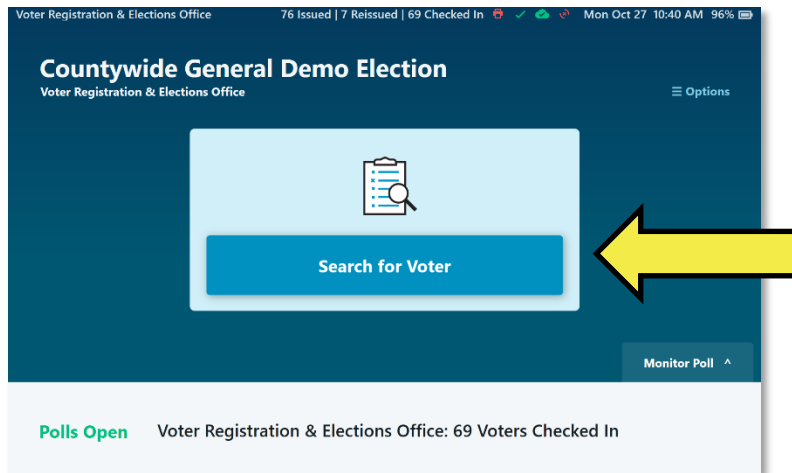
### 2. Verify Photo, Expiration Date

Verify the photograph on the qualifying photo ID is that of the person seeking to vote. Check any expiration date the photo ID may have. If the ID is expired, ask the voter for another form of qualifying photo ID. If the voter has no other form of qualifying photo ID, follow the procedures under the *Voter Without Qualifying Photo Identification* on page 112 in *Election Day Issues*.

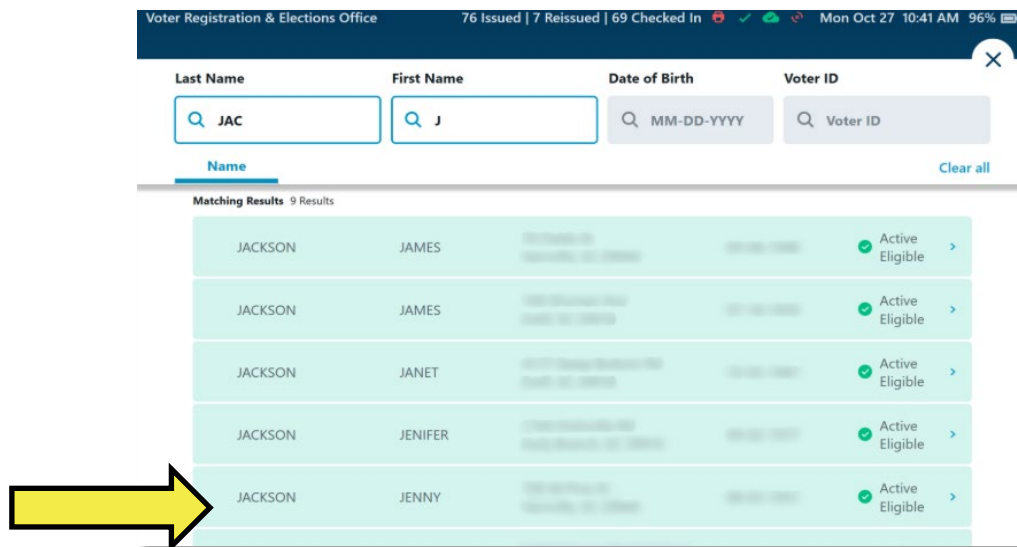
### 3. Locate Voter on Electronic Poll Book

If the voter presents a Driver's License or DMV-Issued ID card, Poll Managers can scan the barcode located on the back of the ID. The EPB automatically scans the barcode and pulls up the voter details.

If the voter presents an ID issued by an agency other than the SCDMV, or the barcode will not scan, select "Search for Voter."



Enter the first few letters of voter's last and first names and search results begin to appear. Enter the date of birth to narrow results. **NEVER allow a voter to perform their own search.** Select the correct voter.



## 4. Verify Address

Ask the voter to verify their address. For example: **“Can you please verify your current address?”**

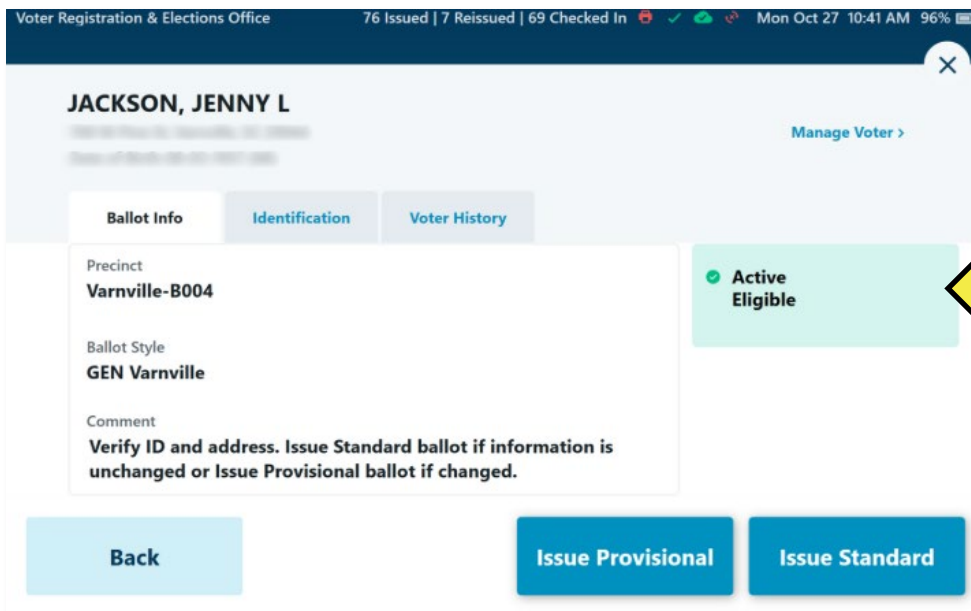
If the voter confirms the address as listed, proceed to the next step. If the voter’s address is different from what is listed on the voter registration list, see the *Address Not Correct on Voter Registration List* on page 104 in *Election Day Issues*.









Photo identification is used to confirm the *identity*, not the address, of a voter.

## 5. Check for Comments or Status Codes

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



## Status Indicators

EPB Status Code	Explanation	Action
 <b>Active Eligible</b>	The voter is registered, eligible to vote in this election, and has not been issued a ballot this election.	The voter can vote a standard ballot. Select "Issue Standard" and continue to the next steps in issuing a ballot.
 <b>Inactive Eligible</b> Voter is inactive.	The voter may have moved, or has not voted for an extended period of time. If their information is still current, they are eligible to vote.	If the voter confirms their address, have the voter fill out a NEW Voter Registration form. Call the county office, then issue a standard ballot.
 <b>Active Absentee Issued</b> Absentee Ballot has been issued.	The voter has been issued an absentee ballot.	If they have their absentee ballot, it should be turned in to the County. If it has not arrived, the voter must be issued a provisional ballot.
 <b>Active Absentee Received</b> Absentee Ballot has been received.	The voter has been issued an absentee ballot that has been voted and returned to the county office.	The voter is not eligible to vote. If they insist, remind them of the penalties for voting twice. Issue a provisional ballot if they persist.
 <b>Active Early Ballot Issued</b>	The voter voted at an Early Voting Center during Early Voting.	The voter is not eligible to vote. If they insist, remind them of the penalties for voting twice. Issue a provisional ballot if they persist.
 <b>Active Ballot Issued</b> Ballot has already been issued.	The voter has been issued a ballot.	If the voter needs to spoil their original ballot, select "Reissue Standard" and follow the steps for spoiling a ballot.

When a status code indicates that a voter is ineligible to vote, the voter may not vote at the polls on Election Day, as attempting to vote when ineligible (including attempting to vote twice) is a felony in South Carolina.

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

**I-M** Stands for "Inactive - Moved" and indicates that the State Election Commission has received information that the voter has moved. Follow steps under I-F below.

- I-F** Stands for “Inactive - Failed to Respond” and indicates the voter failed to respond to a confirmation mailing conducted by the State Election Commission to verify the voter’s address.

The “I-M” and “I-F” designations do not necessarily require any extra action by the Poll Manager. These designations are used primarily by the voter registration office. It is essential to ask every voter whether the address shown on the EPB screen is correct, including voters with “I-M” and “I-F” designations. If a voter with one of these designations states that the address on the voter registration list is correct, the voter should be allowed to vote a regular ballot using the BMD and scanner. If the voter indicates the address is incorrect, please refer to *Address not Correct on Voter Registration List* on page 104 in *Election Day Issues*.

## 6. FOR PRIMARY ELECTIONS ONLY

If the election is not a Primary, go to **STEP 7**.

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

If only one party’s primary is being held, inform the voter which Party Primary is being held that day, confirming they are there to vote in that Primary.

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

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

## 7. Voter Signs Voter’s Oath

Select “Issue Standard.” **DO NOT select “Issue Provisional.”**



**Never ask the voter their political party.** Instead, ask: “In which party’s primary do you wish to vote today?”



Flip or rotate the EPB screen toward the voter. Ask the voter to read the oath and sign in the box using their finger or a stylus. By signing the poll list, the voter is taking the voter’s oath. It is not necessary for a Poll Manager to read the oath to the voter (unless the voter is illiterate or blind). Please see below the oath that they are signing:

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

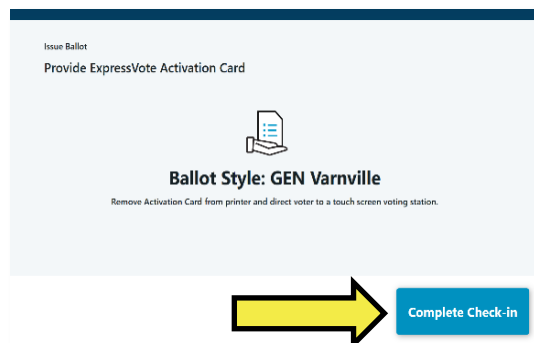


Some rules and the oath for Primaries differ from those for General Elections. For more information on Primary and Runoff voting, refer to *Voting in Primaries and Runoffs* on page 93.

Ask voter to touch “Done Signing” when they finish signing. Flip or rotate the EPB back, ensure the voter signed, and touch “Accept”.

## 8. Print Ballot Card

Place one blank ballot card into the printer with the cut corner to the right. The printer will begin printing when you select “ExpressVote Activation Card” then “Issue Ballot,” and will eject the ballot card when complete. Touch “Complete Check-in,” then provide the voter with the printed ballot card.



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

Ask the voter to insert the ballot card with the cut corner to the right. The voter’s ballot style will automatically appear when the ballot card is inserted.



After check-in, never handle a voter’s ballot unless the voter requests assistance.

After the voter makes their selections, the BMD will print the ballot card. Ask the voter to review and confirm their selections on the ballot card.

### 10. Direct the Voter to the Scanner





Ballots can be scanned in any direction.

**You can say:** “Please place your ballot in the upper tray.”

Have the voter wait until the screen reads “Thank you for voting”. Thank the voter for voting and provide an “I Voted” sticker (if available). The voter has voted and may leave the polling place.

## BMD & Scanner Voting Procedure

After the voter is checked in, a Poll Manager will direct them to a BMD. If the voter requires direction on how to vote using the BMD and scanner, Poll Managers can refer to the following step-by-step guide.

<p><b>Step 1</b></p> <p>Insert the ballot card into the card slot of the BMD. It will only go in with the cut corner to the right.</p> 	
--	--

## Step 2

Once inserted, the BMD should automatically load the election. When making selections in a contest, the selection will turn green when chosen. Voters do not have to specifically press the check box in the upper left corner of their selection.

Note: If voting Straight Party, selecting a party will select candidates in that party for every contest on the ballot. If a candidate in another party is selected later in the voting process, it will not change the other selected candidates.



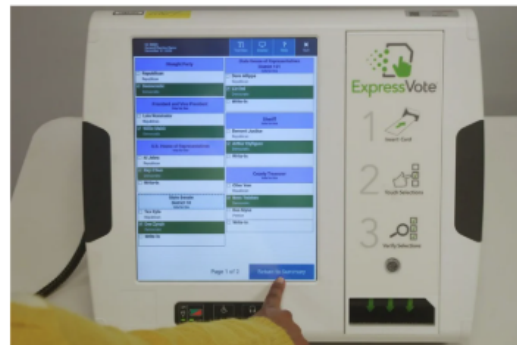
## Step 3

Before printing, the BMD will display a review screen. Make sure to review selections before printing the ballot card.



## Step 4

To make a change from the review screen, select the voted contest to return to it. Select the new choice, then select "Return to Summary" to return to the review screen.



### Step 5

Press "Print Ballot". A confirmation screen will appear. To print the ballot card, select "Print Ballot" again.



### Step 6

The printed ballot card will come back out of the card slot. Review your printed choices on the way to the ballot scanner.



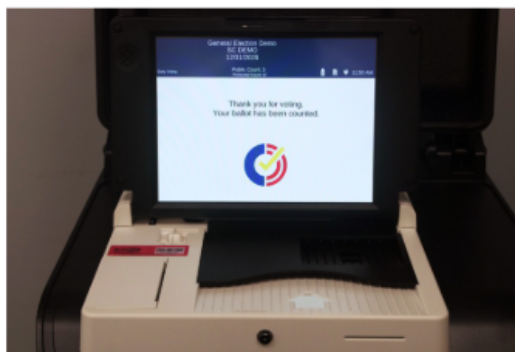
### Step 7

Insert the printed ballot card on the **upper** scanner tray as instructed by the Scanner Monitor.



### Step 8

The scanner will scan and record the votes reflected on the ballot card. After a few seconds, the printed card is deposited into the secured ballot bin. The screen will display a "Thank You For Voting" message. Voting is complete!



## Assistance to Voters

Generally, no one except a voter completing their ballot is allowed within 5 feet of the voting booth. However, any voter who requires assistance to vote by reason of blindness, disability, or inability to read or write may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer or officer or agent of the voter's union (**§7-13-770**).

Assistants may include, but are not limited to: spouses, family members, friends, candidates, Poll Watchers, Poll Managers, voters waiting in line, and minors.



A voter can request assistance from their spouse. They cannot, however, vote together in the same booth at the same time.

If Poll Managers are asked to assist, best practice is that two assist the voter.

### Determining if a Voter is Entitled to Assistance

- 1.** The voter must request assistance. Do not assume that anyone needs assistance, volunteer anyone for assistance, or allow anyone else to do so.
- 2.** Say to the voter: "The law provides that any voter who requires assistance to vote for reason of blindness, disability, or inability to read or write is entitled to that assistance. Do you request assistance for one of these reasons?"
- 3.** If the voter answers, "Yes," say: "You may choose anyone you wish to assist you in casting your ballot except for your employer, an agent of your employer, an officer of your union, or an agent of your union."
- 4.** After the voter has selected an assistant, confirm with the assistant that the assistant is not the voter's employer, agent of that employer, or officer or agent of the voter's union.
- 5.** The voter and their chosen assistant may enter the voting booth to complete and cast the voter's ballot.

Under normal circumstances, a Poll Manager would accompany the voter into the voting booth only if the Poll Manager is chosen to be the voter's assistant. However, if the Poll Managers have credible evidence or good reason to suspect that there is any scheme to defraud voters who are entitled to assistance, a Poll Manager may be

appointed to accompany the voter and the voter's assistant into the voting booth to act as an observer.

An example of this would be if a family member is brought to assist. The Poll Manager is there to ensure the ballot is marked in strict accordance with the voter's wishes. If the Poll Manager sees that the assistant is not marking the ballot as the voter wishes, or is otherwise acting improperly, the Poll Manager should challenge the ballot.

## Instructions After the Voter has Entered the Voting Booth

If a voter asks for further instructions concerning voting procedure after they have entered the voting booth, two Poll Managers must attend to the voter to provide instruction or clarification. After giving instructions, the voter must be allowed to mark their ballot in secret.



Poll Managers are not permitted to explain the meaning of referendum or advise a voter on how to vote. (§7-13-1830)

## Curbside Voting



**Never** ask a voter what their disability is, even if it is not apparent.

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

- Curbside voting signs must be displayed in the designated curbside parking area.
- Managers must monitor the curbside parking area in intervals of no more than 15 minutes.
- No person other than the voter is permitted in the vehicle in which the voter is casting a ballot unless the voter is entitled to assistance as provided in **Section 7-13-770**.
- Only those who meet these qualifications may vote curbside. The driver of the vehicle or the voter's caregiver may not vote curbside unless they also meet

these qualifications. The driver or caregiver would need to vote normally at their polling place or vote absentee if qualified.

- Curbside voting does not allow a voter to “jump” to the front of the line. A curbside voter marker should be given to another voter in line to alert the manager’s table when it is the curbside voter’s turn to vote.
- Do not continuously use the same BMD for curbside voting. Continually using the same device can quickly reduce the battery charge. Don’t forget to reconnect the power cord when returning the device.



Any BMD can be used for Curbside voting. For a reminder of the accessibility features of the BMD, refer to pages 48-51 in the *Equipment and Supplies* section.

## Curbside Voting Procedure

**1.** Greet the curbside voter at the vehicle by asking, “Are you eligible to vote curbside?”

Additional questions you may ask:

- “Do you have a disability?” OR “Are you age 65 or older?”
- “Are you unable to enter the polling place?” OR “Are you unable to stand in line?”

**2.** Ask for the voter’s photo ID. Verify the expiration date and verify the photo on the photo ID matches the voter.

- A caregiver may also bring the photo ID inside to the managers. If so, verifying the photo must be done in conjunction with Step 6.

**3.** If there is a line, provide the next voter in line with a marker to notify Poll Managers at the check-in table when it is the curbside voter’s turn to vote.

**CURBSIDE POLL LIST**

Palmetto \_\_\_\_\_ COUNTY, S.C.  
November 11, 2024 General Election

Precinct Name Palmetto 1 \_\_\_\_\_

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

Names of Voters	
1	John Doe
2	Mary Brown
3	Robert Johnson
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

g:\forms\curbsidepolllist-general.10.20.08

Page No. 1

4. Once the marker arrives at the check-in table, take the photo ID and process the voter on the EPB. On the signature screen using your finger, write "C" then the number of the voter's signature on the poll list. For example, if the voter is the third curbside voter, write "C-3."
5. When it is the voter's turn to vote, two managers take the curbside poll list, a ballot card, and a BMD to the voter's vehicle.
6. Ask the voter to sign the appropriate page and line number on the list, then return their photo ID.

7. Provide the voter with a ballot card and a privacy sleeve.
8. If using a Curbside Cart, wheel the cart in place so the screen is at the voter's car window. Otherwise, according to the voter's preference, either hold the BMD on the windowsill, place it in the voter's lap, place it on the center console or place it in the seat beside the voter.
9. Instruct the voter to insert the ballot card in the BMD to begin the voting session. When they are done, and the ballot has printed, instruct the voter to put the ballot into the privacy sleeve and return it to you or the other Poll Manager.
10. Explain to the voter that you and the other Poll Manager will take the ballot directly to the scanner inside the polling place to cast the ballot.
11. The two Poll Managers take the poll list, the BMD, and the voter's ballot in the privacy sleeve directly back inside the polling place. While one Poll Manager watches, the other Poll Manager slides the ballot out of the privacy sleeve face down into the ballot scanner to cast the voter's ballot. Return the BMD inside and reconnect it to its power source.
12. Thank the voter for voting and provide an "I Voted" sticker (if available).

# Voter Guidelines in the Voting Booth







## Husband and Wife Voting Together

It is unlawful for husbands and wives who are capable of voting separately to enter the voting booth together for the purpose of voting. The only exception to this is if one spouse is disabled and requests the assistance of the other to vote. Please refer to *Assistance to Voters* on page 86.

## Children in the Voting Booth

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

## What is Allowed in the Voting Booth?

Allowed in the Voting Booth	NOT Allowed in the Voting Booth
 Paper sample ballots	 Phone calls, video calls
 The voter's sample ballot on a smartphone	 Recording photos, video, or audio of any kind (§7-25-100)
 A smartphone used for accessibility needs	 Completed or incomplete absentee ballots

## Voting Booth Management

Poll Managers should check the voting booths on a regular basis to ensure that no marked sample ballots have been left behind. Voters may not allow a marked sample ballot to be seen by others in the polling place (Refer to *Campaign Material* on page 29).

## Allotted Time

### Voting at Ballot-Marking Devices

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

### Voting on Hand-Marked Paper Ballots

When hand-marking a paper ballot, no voter can stay in a voting booth for longer than five minutes, regardless of whether the voter is receiving assistance. After five minutes have passed and if other voters are waiting, the voter should be reminded of the 5-minute rule and asked to finish voting (**§7-13-760**).

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

## Marking & Voting the Ballot

### Write-in Votes

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

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

### Crossover Voting

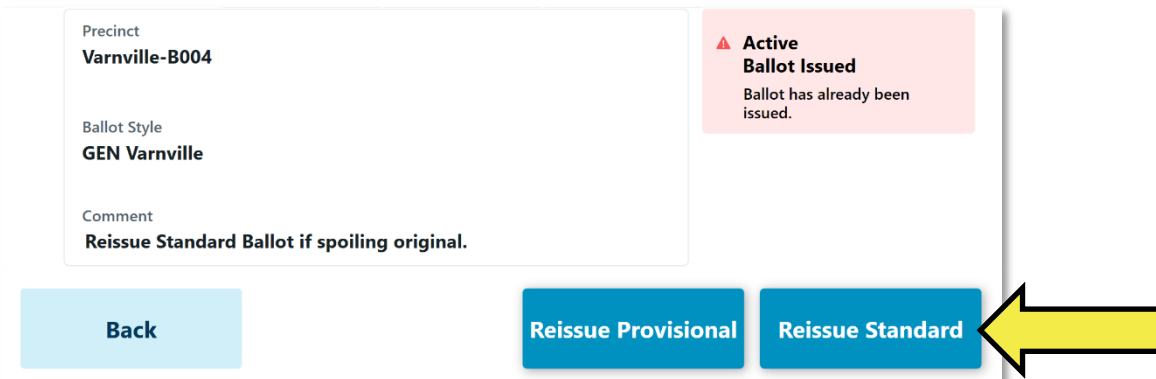
Crossover voting is the act of voting a straight party ballot then "crossing over" and voting for a candidate of another party for a particular office. Crossover voting is allowed.

## Defaced or Spoiled Ballots

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

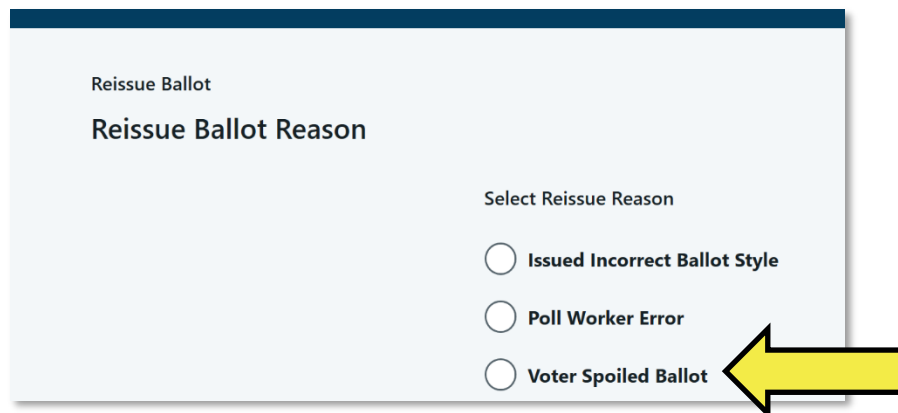
### To replace a spoiled ballot:

1. Have the voter fold the ballot and write "spoiled" across the back of the spoiled ballot and place it in the Spoiled Ballot Envelope.
2. Using the voter's ID, search for and select the voter in the EPB. When found, select "Reissue Standard".



The screenshot shows a ballot management interface. On the left, there is a form with the following fields: Precinct (Varnville-B004), Ballot Style (GEN Varnville), and Comment (Reissue Standard Ballot if spoiling original.). On the right, there is a red warning box that says "Active Ballot Issued" and "Ballot has already been issued.". Below the form, there are three buttons: "Back" (light blue), "Reissue Provisional" (blue), and "Reissue Standard" (blue). A yellow arrow points to the "Reissue Standard" button.

3. Select the Reissue Reason (for this scenario you would select "Voter Spoiled Ballot")



The screenshot shows a "Reissue Ballot Reason" selection screen. It has a title "Reissue Ballot Reason" and a section "Select Reissue Reason" with three radio button options: "Issued Incorrect Ballot Style", "Poll Worker Error", and "Voter Spoiled Ballot". A yellow arrow points to the "Voter Spoiled Ballot" option.

4. Complete the rest of the ballot issuing process.

All defaced or spoiled ballots must be accounted for and turned over to the county office by the Poll Managers following the election.

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

## Voting in Primaries and Runoffs

### Primaries

State law prohibits a voter from voting in more than one party's primary and requires the voter to choose the primary in which they wish to vote (**§7-13-1040**).

When voting in a Primary, the Oath voters take is different than the one for other elections:

*"I do solemnly swear or affirm that I am duly qualified to vote at this primary election and that I have not voted before at this primary election or in any other party's primary election or officially participated in the nominating convention for any vacancy for which this primary is being held."* (**§7-13-1010**)

### Primary Runoffs

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

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

For example, if a voter votes in a Republican primary, the voter may vote in the Republican runoff; however, the voter may not vote in the Democratic runoff even if there is no Republican runoff (**§§7-13-50, 7-13-1040, 7-17-610**). Alternatively, if they did not vote in a primary, they may vote in either runoff.



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



# Early Voting

## What to Expect

Early Voting Centers (EVCs) are available for all elections (except Presidential Preference Primaries) during the 2-week period preceding a Tuesday election. EVCs are polling places, and polling place rules and expectations generally apply to them.

At an EVC, a voter may:

- Cast their ballot at any Early Voting Center in the county in which they reside, either inside or curbside as on Election Day
- Return their absentee ballot (absentee ballots may NOT be returned to polling places on Election Day)
- Update their voter registration address (in-county moves only)



If a voter casts a ballot at an EVC, they are ineligible to vote on Election Day, as they've already voted.

### Early Voting Days & Hours by Election Type

Statewide General Elections	Monday - Saturday* 8:30 a.m. - 6:00 p.m.
Statewide Primary Elections	Monday - Friday* 8:30 a.m. - 5:00 p.m.
Runoff Elections	Wednesday - Friday* 8:30 a.m. - 5:00 p.m. <i>The week preceding the Tuesday election</i>
All Other Elections	Monday - Friday* 8:30 a.m. - 5:00 p.m.
Presidential Preference Primaries	Dates, times, and hours are determined by the state political Parties if the Parties decide to hold EV for their primaries*

\*All EVCs are closed on Sundays and legal holidays per §7-13-25

## Holiday Exemption

State law requires Early Voting Centers be closed on legal holidays. (**§7-13-25**) Legal holidays are those recognized by State and Federal law, not County ordinance. (**§7-13-20**)

## Security and Accountability

An Early Voting Center Logbook will be provided and used at each EVC for security and accountability purposes. The EVC Logbook must be completed daily for opening, closing, transporting, and receiving of ballots.

For accounting, tracking, and auditing purposes, each ballot bin will be labeled to correspond with the specific scanner it will be used with. If your county assigns two ballot bins to one scanner, the ballot bins will have matching labels. The bins will be on a rotation throughout the Early Voting period as ballots are transported back to the county office each evening. Clerks will return one ballot bin to the county office and be given an empty ballot bin for use the next day.

Throughout the Early Voting process, all ballot cards, paper ballots, and equipment keys must be secured while not in use. Do not share voting equipment passwords with anyone other than staff and employees working the Early Voting Center. Never share Voter Registration and Election Management System (VREMS) passwords or two-factor authentication tokens with any other person. Do not leave ballots, computers (used for VREMS access), and voting equipment unattended.



Election equipment left overnight at the EVC must be secured behind two locks.

# Early Voting Opening Procedure

Opening: Early Voting Day 1	Opening: Early Voting Days 2-14
<ul style="list-style-type: none"><li>• Verify the seals on the BMD, Scanner, and EPB cases match the numbers pre-recorded by the County in the EVC Logbook</li><li>• Open the BMDs, Scanner, and EPBs as instructed on pages 67-72 of the Equipment and Supplies section</li><li>• Reminder: Select "Early Voting" when opening the EPB</li><li>• Complete sections A-D of the Early Voting Ballot Reconciliation Worksheet</li></ul>	<ul style="list-style-type: none"><li>• Verify seals on all equipment</li><li>• Set up the EPB and BMD as standard for Early Voting</li><li>• Open the scanner as standard, EXCEPT:<ul style="list-style-type: none"><li>◦ When the Configuration Report is printed, select "Don't Close - Keep Voting"</li></ul></li><li>• Reminder: Select "Early Voting" when opening the EPB</li><li>• Complete sections A-D of the Early Voting Ballot Reconciliation Worksheet</li></ul>

During Early Voting, opening and closing procedures are different from Election Day. Each day, Clerks and assigned Poll Managers must verify the seals from the previous day, document and verify ballot counts, and record all of this in the Early Voting Logbook.

## Voting at Early Voting Centers



All photo ID laws and voter eligibility requirements apply to voters at EVCs.

### Ballots

EPBs and voting equipment at EVCs contain every voter, precinct, and ballot style in the county for the election being conducted.

This means that any voter who is eligible to vote in that election can vote at any EVC during Early Voting. Follow standard procedures for checking in voters found in the previous Voters section.

### Voter Change of Address

Registered voters who have moved can update their address at EVCs. These voters must complete a change of address form or a voter registration application. Once complete, the voter's record must be updated in the state VREMS. After the record has been updated, the county office must push this updated voter information to the EPB before they are allowed to check in and get their ballot.

## Absentee Ballot Drop-Off

Absentee ballots can be returned in person at EVCs. During some elections, a Clerk may be given VREMS access to process any returned absentee ballots. A ballot box will



Refer to Appendix A15 (page 164) for a sample Absentee Return Envelope.

be provided that must be locked and sealed at the beginning of each day, with the seals recorded in the EVC Logbook. This ballot box must remain sealed and never



A person may return up to five (5) absentee ballots, plus their own, per election.

opened at the EVC.

When accepting absentee ballots, make sure to check the return envelope for completion. **Do**

**not accept the return envelope if it is**

**incomplete.** Once accepted at the EVC, absentee ballots must be processed immediately, either by the Clerk with VREMS access or remotely by county staff. At the end of each day, returned absentee ballots must be securely transported to the county office.

# Early Voting Closing Procedure

## Early Voting Daily Shutdown

- Shut down BMDs as standard
- Close and shut down EPBs as standard
- Close and seal the blue ballot bin
- Lock and seal the main compartment and record the seal number in the EVC Logbook
- Complete EV Ballot Reconciliation Worksheet
- Scanner Shutdown:
  - Select the Tools icon at the top right of the scanner screen, then enter the Election Code
  - Select Report Options
  - Select the Admin icon
  - Select Shutdown - **Never close polls during Early Voting**
  - Close and seal the scanner after it powers down

# Early Voting Ballot Reconciliation Worksheet

Like on Election Day, the Early Voting Ballot Reconciliation Worksheet is used to account for ballots used and unused in the polling place. Because Early Voting is over an extended period, this Worksheet also accounts for ballots used and unused on each individual day of Early Voting as well as for the duration of Early Voting.



If your EVC is audited on Day 1, Day 2's ballot count will start at 0.

**Early Voting Ballot Reconciliation Worksheet**

County: \_\_\_\_\_ EVC: \_\_\_\_\_ Date: \_\_\_\_\_ EV Day #: \_\_\_\_\_

Sections in gray are completed by the county office. Sections in white are completed by the poll clerk. Verify with check mark (✓).  
All fields (circles or boxes) must contain a value. If zero, write 0.

End of day public count from scanner = Previous day public count (day 1 should be zero) = **E**

○ = ○ = ○

End of day voters checked in on EPB = Previous day voters checked in on EPB = **J**

○ = ○ = ○

Ballots Supplied			✓
A	Ballot Cards		✓
B	Hand-Marked Paper Ballots <i>Emergency/provisional &amp; failsafe provisional</i>		✓
C	Additional Ballot Cards		✓
D	Additional Hand-Marked Paper Ballots <i>Emergency/provisional &amp; failsafe provisional</i>		✓
<b>A + B + C + D = Total 1</b>			✓
Ballots Used			
E	Ballots Scanned <i>Public count from scanner</i>		✓
F	Provisional Ballots <i>Number of provisional ballot envelopes</i>		✓
G	Spoiled Ballots <i>Number of spoiled ballots in the spoiled ballot envelope</i>		✓
	Ballot Cards (G1) + Hand-Marked Paper Ballots (G2) =		✓
<b>E + F + G = Total 2</b>			✓
Ballots Not Used			
H	Ballot Cards <i>Physical count of remaining unused ballot cards</i>		✓
I	Hand-Marked Paper Ballots <i>Physical count of remaining unused emergency/provisional &amp; failsafe provisional ballots</i>		✓
<b>H + I = Total 3</b>			✓
Voters Checked In			
J	Electronic Pollbook (EPB)		✓
K	Paper Poll List <i>Include provisional ballots NOT entered in EPB Do NOT include the curbside poll list</i>		✓
<b>J + K = Total 4</b>			✓

For the boxes below, fill in the totals from the matching color boxes above. Check the math.

**Total 2**   + **Total 3**   =   Should = Total 1

**Total 4**   + **G**   =   Should = Total 2

Explain any discrepancies: \_\_\_\_\_

Are you returning any emergency ballots that have not been scanned? Yes  No

Poll clerk signature: \_\_\_\_\_ Time: \_\_\_\_\_

SEC FRM 1065-202408

# Election Day Issues

## Election Day Issues Directory

<b><u>Issues During Check-In</u></b>		<b><u>Equipment Issues</u></b>	
Name Not Found on EPB .....	102	EPBs Not Available .....	117
Address Not Correct on Voter Registration List.....	104	Marking the Paper Voter Registration List .....	118
Absentee Ballot Issued or Returned .....	105	Ballot Card Printers Not Working .....	121
		BMDs Not Available .....	121
		Insufficient Ballots .....	122
<b><u>Provisional Voting</u></b>		Scanner Not Available .....	122
Failsafe Provisional Voting .....	109	Unable to Scan Emergency Ballots .....	122
Voter Qualification Challenges .....	111	Ballot Bin is at Capacity .....	123
Voter Without Qualifying Photo ID.....	112	Emergency/Provisional Compartment is Full.....	123
Frequently Asked Questions: Photo ID .....	113		
<b><u>Voter-Related Issues</u></b>		<b><u>Conflict and Emergencies</u></b>	
Voter's Identity in Doubt .....	115	Felony Charges for Election Misconduct .....	123
Voter Decides Not to Vote .....	115	Conflict Resolution at the Polls .....	124
Voter Abandons Ballot .....	116	Emergency Situations.....	125
		Law Enforcement in the Polling Place.....	126

# Issues During Check-In

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

A voter's name not being on the voter registration list could be an indicator that a voter is not registered or has moved away from the precinct. However, just because a voter's name is not on the voter registration list does not necessarily mean the voter cannot vote at that polling place.

### Voter Not Found: Troubleshooting

1. If the initial search on EPB does not find voter in your precinct, touch "Expand Search" to search all voters in the election.

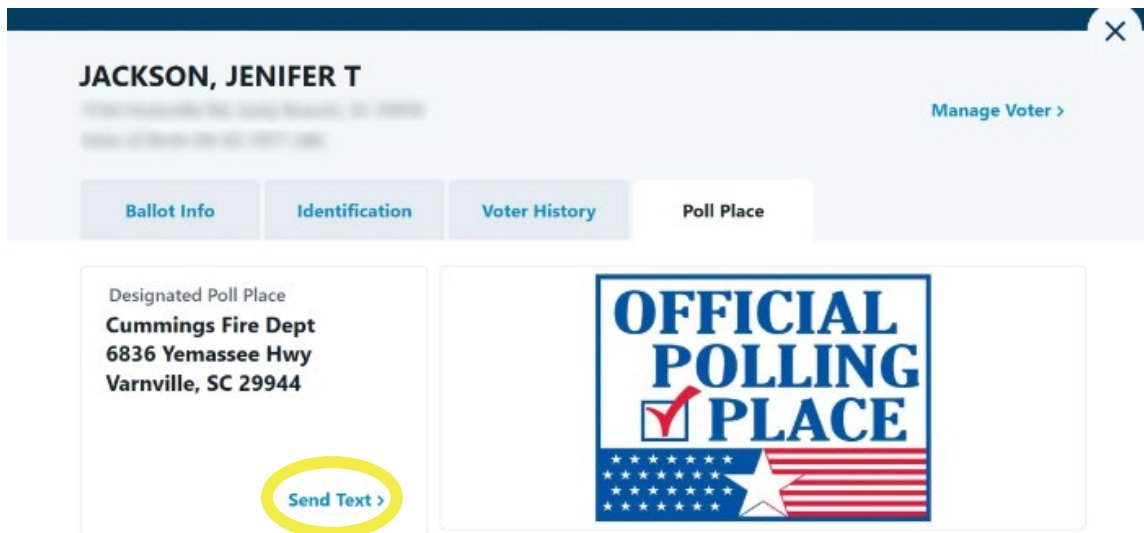
The screenshot shows a search interface with four input fields: Last Name (JAC), First Name (JEN), Date of Birth (MM-DD-YYYY), and Voter ID. Below the fields are radio buttons for 'By Precinct' (selected) and 'By County', and a 'Clear all' link. The results section shows 'Matching Results: No Results'. A yellow callout box contains the text: 'If you didn't find the voter that you were looking for:'. Below this, two numbered steps are shown: '1 Check search criteria for accuracy' and '2 Expand Search'. The 'Expand Search' button is highlighted with a yellow circle.

2. If the voter is registered in another precinct, the status code will read, "Active Eligible - Wrong Poll." Verify with the voter that they still live at the address on the EPB.

**If the address is correct:** Touch "Find Poll Place."

The screenshot shows a comment box with the text: 'GEN Early Branch' and 'Voter is in the Wrong Poll Place, direct them to the correct Poll Place or issue a Provisional Ballot.' Below the comment box are three buttons: 'Back', 'Issue Provisional', and 'Find Poll Place'. The 'Find Poll Place' button is highlighted with a yellow circle.

Provide the voter with the address of their correct polling place and offer to send a text with the address to the voter’s phone. Touch “Send Text.” Enter the voter’s cell phone number and touch “Send.”



**If the address is not correct:** Refer to the *Failsafe Provisional Voting* section on page 109.

3. If the voter cannot be found in any precinct, call the county office. The staff will search records to determine if/where the voter is registered. The county staff will further instruct you as necessary.

Sometimes, the county will update the voter’s registration and move a voter into your precinct remotely. When that happens, ensure the EPBs are connected to the MiFi properly. If they cannot connect, they may direct the Clerk to add them to the paper Voter Registration List.

## Manually Adding Voters

1. In the next blank line at the end of the paper voter registration list, write the voter’s information (name, address, and date of birth, if available) from the voter ID.
2. On the paper poll list, have the voter sign the next available line.
3. Write the page and line number on the registration list.
4. Initial in the manager’s initials column.



Refer to Appendix A5 and A6 (pages 153-154) for sample paper voter registration lists.

5. Shade in the "Voted" circle.
6. Provide voter with blank ballot card. At the BMD, manually select voter's ballot style provided by the county office.

If the office cannot locate the voter's record or you cannot contact the county office, and the voter insists on voting, the voter may vote a provisional ballot. Complete the Voter Information Section and Section B of the Provisional Ballot Envelope listing the reason for the challenge. Continue the provisional voting process by following the procedure in the *Issuing a Provisional Ballot* section on page 106.

## Address Not Correct on Voter Registration List

Verify with the voter that the address in the EPB is correct. If the voter says the address on the list is **not** correct:

1. Ask for the voter's current address.
2. Determine if the address is inside or outside the precinct. You may need to call the county office for help.
  - If the voter's address is **outside** of the precinct, refer to Failsafe Provisional Voting procedures on page 109.
  - If the voter's address is **inside** the precinct, the voter must complete a Change of Address form.
  - If you are unable to determine whether the address is inside or outside of the precinct, or if the county is unreachable, it may be best to send the voter directly to the county office for further address verification. The county office will send the voter to the correct voting precinct. If the voter insists on voting, they may vote a provisional ballot under Section B, reasoning *Other*.

Only check the voter in when the county verifies the address has been successfully updated.

- EPBs connected to network: county office updates voter remotely, then process the voter through the EPB.

- EPBs NOT connected network: Process the voter on the EPB but **do not print the ballot card**. Refer to page 121 for instructions on skipping ballot printing and selecting the correct ballot style at the BMD.

If the voter insists on voting at the polling place, allow voter to vote a provisional ballot. Complete Section A of the Provisional Ballot Envelope. Follow instructions for issuing a provisional ballot on page 106.

## Absentee Ballot Issued or Returned

Voter Status: Absentee Issued	Voter Status: Absentee Returned
<p>The voter should vote a provisional ballot. Refer to instructions for issuing a provisional ballot on page 106.</p>	<p>Inform the voter that their absentee ballot has been returned to the county and they cannot vote a second time.</p>
<p>On the provisional ballot envelope, Poll Managers should complete the Voter Information section and Section B, checking the box "Issued an Absentee Ballot."</p>	<p>If the voter says they did not return an absentee ballot, inform them that voting twice is a felony.</p>
<p>This ballot will count as long as the voter has not returned an absentee ballot and is otherwise eligible to have voted in the election.</p>	<p>If they insist that the record is incorrect, allow the voter to vote a provisional ballot. Refer to instructions for issuing a provisional ballot on page 106.</p>

On Election Day, Poll Managers cannot, under any circumstances, accept absentee ballots in the polling place (**§7-15-385**). If a voter wishes to turn in their voted absentee ballot, they must deliver it to the county office before the close of the polls.

### Voted at Early Voting Center

If a voter casts a ballot at an Early Voting Center, they are ineligible to vote on Election Day. It is a felony to vote or attempt to vote more than once in an election.

On the EPB, you will see the voter’s status as “Active: Early Ballot Issued” and they will be highlighted in red.

## Provisional Voting

Refusal to provide eligible voters with the opportunity to vote during voting hours are engaging in willful neglect or corrupt conduct (**§7-25-160**). When Poll Managers are in doubt of a voter’s eligibility, or someone in the polling place issues a challenge, the voter must be issued a provisional ballot.



Refer to Appendix A7a and A7b (pages 155-156) for a sample Provisional Ballot Envelope.

A provisional ballot is generally issued when:

- A voter has moved within 30 days of an election and hasn’t changed their registration.
- A voter has moved within the county they’re registered in but haven’t updated their address.
- There are uncertainties or challenges to a voter’s eligibility.
- They do not momentarily possess or cannot obtain a valid photo ID.

The county office will give instructions as to whether provisional voters will be checked in on paper Provisional Poll List or the EPB.

## Issuing a Provisional Ballot on the EPB

### Check the Voter In

1. Locate voter in the EPB. Provisional ballots can be issued for voters in your precinct or voter who are found in other precincts.

2. Select "Issue Provisional."

The screenshot shows a mobile application interface with a top navigation bar containing four tabs: "Ballot Info", "Identification", "Voter History", and "Poll Place". The "Ballot Info" tab is active. Below the tabs, there are three sections: "Precinct" with the value "Crocketville-Miley-B015", "Ballot Style" with the value "GEN Crocketville-Miley", and "Comment" with the text "Issue Standard Ballot if authorized by county office, or issue provisional ballot." To the right of these sections is a yellow notification box with a red exclamation mark icon, containing the text "Active Absentee Issued" and "Absentee Ballot has been issued." At the bottom of the screen, there are three buttons: "Back" (light blue), "Issue Provisional" (blue, circled in yellow), and "Issue Standard" (blue).

3. Select the appropriate provisional reason and touch "Next."

The screenshot shows a mobile application interface titled "Issue Provisional Ballot". Below the title is the heading "Provisional Reason and Provisional ID". Underneath, there is a section "Select Provisional Reason" with two columns of radio button options. The first column contains: "Failsafe", "Issued an absentee ballot" (which is selected with a blue dot), "Registered after deadline", and "Has no photo ID". The second column contains: "Not found in pollbook", "Registered in another precinct/county", "Forgot photo ID", and "Other". Below the radio buttons is a text input field labeled "Provisional ID" with a blurred placeholder. At the bottom of the screen, there are two buttons: "Back" (light blue) and "Next" (blue).

4. Rotate the screen toward voter and ask voter to sign and touch "Done Signing."

5. When the voter is done signing, rotate the screen back, ensure voter signed, and touch "Accept."

6. In most cases, the voter's correct precinct will be automatically found and chosen by the EPB.

Issue Provisional Ballot

Select Below

Precinct

Crocketville-Miley-B015 Clear

Ballot Style Type

Regular ▼

Back Flip Screen Issue Ballot

\*\*\* **WARNING! DO NOT TOUCH** "ExpressVote Activation Card!" All provisional voters must vote a hand-marked paper ballot \*\*\*

If an ExpressVote Activation Card is accidentally issued, spoil the ballot, and provide the voter with a hand-marked paper ballot.

7. Touch "Complete Check-in."

### Manager completes the Provisional Ballot Envelope

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



Use the information from the EPB to help you complete the *Voter Information* section of the Provisional Ballot envelope.

### Voter marks their ballot

10. Manager provides the voter:
  - Completed Provisional Ballot Envelope
  - Emergency/Provisional or Failsafe Provisional ballot
    - Make sure to provide the correct ballot style and remove the stub on the bottom the ballot before handing it to the voter.
  - Blue or black ballpoint pen

11. Direct voter to a nearby voting booth to mark the ballot. Instruct the voter to place the ballot in the provisional ballot envelope when finished, seal the envelope, and return it to the manager's table.  
Monitor the voter to ensure the voter returns to the manager's table and does not attempt to leave the polling place or scan the ballot in the scanner. If possible, notify the scanner or exit monitor to assist with monitoring.  
When the voter returns the provisional ballot envelope, verify the voter placed the ballot in the envelope and the envelope is sealed.
12. Provide voter Notice of Provisional Ballot Hearing and verbally inform the voter of the date, time, and location of the hearing.
13. Insert the envelope in the emergency/provisional ballot slot or in a separate ballot box designated for that purpose.

## Failsafe Provisional Voting

Failsafe provisional voting is designed to allow voters who have moved from one precinct to another and failed to update their address to be able to update their address on Election Day and vote (**§7-5-440**).



Voters must sign an Oath when they vote a Failsafe ballot.

Failsafe voting applies in two situations:

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

A voter in either of these situations has two options:

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

complete a change of address form, and vote a full ballot.

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

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

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

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

### **Failsafe Provisional Voting in Municipal Elections**

Failsafe provisional voting also applies to municipal elections with some differences:

- A voter must have resided within the municipality for at least 30 days to be eligible to vote in a municipal election.
  - **Move within Precinct within Municipality:** If the move is within the same precinct and within the municipality, the voter completed a change of address form, then votes a regular ballot using the BMD and scanner (see *Address Not Correct on Voter Registration List* section on page 104).
  - **Precinct to Precinct within Municipality:** If the move is from one precinct within the municipality to another precinct within the municipality, choose from the two options under the "*Failsafe Voting*" section.
- **Move from Outside a Municipality:** If a voter has moved from outside a municipality to inside a municipality, ask the voter when the move occurred.

- If the move occurred before the 30-day mark, failsafe voting applies, as the voter has been a resident of the municipality for 30 days.
- If the move occurred after the 30-day mark, the voter is not eligible to vote, as they have not resided in the municipality for 30 days.

There are additional considerations when a municipal election is being held with a county or state election and when a municipality is split by county lines. In these situations, refer to your County Voter Registration and Elections Office for assistance.

## Voter Qualification Challenges

### Challenges by Poll Managers

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

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

### Voter Qualification Challenge Procedure

Challenges must be made before the voter inserts their ballot in the scanner or deposits their ballot in a ballot box. No challenge may be considered after that time. When a Poll Manager, Watcher, or voter challenges a ballot, the Poll Manager must explain to the voter the qualifications of a voter (**§7-5-120**, see page 77 in *Voters*).

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

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

## Voter Without Qualifying Photo Identification

If a voter does not present one of the qualifying photo IDs, the manager must ask: **“Did you forget to bring your photo ID to the polls, or do you not have a photo ID?”**



Refer to Appendix A1 (pages 142-148) for examples of qualifying photo identification.

If the voter forgot to bring their photo ID, the voter has two options:

1. Leave polling place, return with photo ID, and vote a regular ballot using the BMD and scanner.
2. Vote a provisional ballot now and present valid photo ID later to County Board of Voter Registration and Elections no later than Provisional Ballot Hearing. Explain that the ballot will NOT count unless voter presents valid photo ID by that time. The Poll Manager checks the box in section C of the Provisional Ballot Envelope. The voter does NOT complete Reasonable Impediment Affidavit. Provide the voter with a Notice of Provisional Ballot Hearing.

If the voter does not have a photo ID, ask the voter: **“Is there an obstacle that prevented you from getting one of the necessary photo IDs?”**

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

1. Ask the voter to show their paper voter registration card without a photo.
2. If the voter shows the paper voter registration card without a photo, proceed to Step 3. If the voter has a paper voter registration card without a photo but did not bring it to the polls, they have the option of retrieving it and proceeding to Step 3.
  - If the voter does not have a paper voter registration card without a photo and does not retrieve one, the voter must vote a provisional ballot that will NOT count unless the voter presents one of the qualifying photo IDs to the County Board of Voter Registration and Elections prior to certification of the election. Completes Steps 2-4 under *Voter Answers “No”* below.
3. Poll Manager completes Voter Information Section of Provisional Ballot Envelope.
4. Voter completes Reasonable Impediment Affidavit in Section D of the Provisional

Ballot Envelope.

5. Notary notarizes (if available), or Poll Manager attests to voter's signature by signing affidavit.
6. Continue the provisional voting process by following the procedure in *Issuing a Provisional Ballot*.

### **Voter Answers "No"**

1. The Poll Manager informs voter they may vote a provisional ballot that will NOT count unless the voter presents one of the qualifying photo IDs to the County Board of Voter Registration and Elections prior to certification of the election.
2. Poll Manager completes the Voter Information section of Provisional Ballot Envelope and checks the box in Section C indicating the voter will need to provide photo ID to the County Board of Voter Registration and Elections prior to certification of the election.
3. Continue the provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.

## **Frequently Asked Questions: Photo ID**

### **1. "Will my vote count?"**

Provisional ballots are ruled on by the County Board of Voter Registration and Elections at the Provisional Ballot Hearing. Every situation is different, and the Polling Place team has little influence on the decision made by the Board. So long as the voter presents a valid photo ID to the county office or Board of Canvassers prior to the Provisional Ballot Hearing, their vote must be counted.

### **2. "What if my Driver's License/ID is expired?"**

State law requires that the qualifying photo ID be current (not expired). Not all photo IDs have an expiration date. If the ID is expired, it cannot be accepted.

### **3. "My Driver's License is suspended. Can I still use it?"**

State law requires that the qualifying photo ID be valid (not suspended, cancelled, or revoked). In most cases, Poll Managers will not know whether a photo ID has been suspended, cancelled, revoked, etc. However, if the manager has knowledge that the

Photo ID is not valid (e.g., voter volunteers the information), the ID cannot be accepted for voting.

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

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

#### **5. “Can I just say I don’t have a car?” or “I have kids, is that reason enough?” or “I just don’t have time. Can I claim that?” or similar questions about being unable to obtain an ID, qualifying for a Provisional Ballot via Section D (Reasonable Impediment)**

The Poll Manager should explain that the voter may claim any obstacle to obtaining a qualifying ID that they find reasonable as long as it is true. Only the voter determines what is reasonable. Poll Managers and other election officials do not determine the reasonableness of the claimed impediment.

#### **6. “What is considered a federal military ID?”**

There are numerous photo ID cards that are considered federal military IDs. Please refer to page 147 for examples.

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

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

If the answer to all three questions is “yes,” the ID is a qualifying photo ID acceptable for voting. If the answer to any of the questions is “no,” it is not a federal military ID.

The Poll Manager may contact the County Voter Registration and Elections Office for guidance. If the ID is not a federal military ID, ask the voter if they have any other form of qualifying photo ID. If not, follow procedures under *Voter Without Qualifying Photo Identification* on page 112.

#### **7. “Can I vote with my federal agency ID?”**

No. Not all Federally-issued forms of identification are accepted at the polls. For example: Federal Tribal ID cards are not usable for voting in South Carolina.

# Voter-Related Issues

## Voter's Identity in Doubt

The Poll Manager must verify that the photograph on the qualifying ID is that of the person seeking to vote. In comparing the photograph, the Poll Manager must consider the issue date of the ID, changes in hair style or color, eyewear, or other changes to the voter's appearance that could make the voter appear differently at present than at the time the photo was taken. A voter may look substantially different today than they look in a photograph taken ten years ago.

If after examining the voter's ID, the voter's identity is still in question, ask the voter for another form of qualifying photo ID.

- If the voter provides a second qualifying photo ID, and the Poll Manager no longer disputes the voter's identity, the voter must be allowed to vote a regular ballot using the BMD and scanner.
- If the voter cannot provide a satisfactory, secondary qualifying photo ID, the Poll Manager must allow the voter to vote a provisional ballot. The Poll Manager completes the Voter Information Section of the Provisional Ballot Envelope and Section B, Voter Qualification Challenge.

## Voter Decides Not to Vote

After being checked in, a voter may decide not to vote. This can happen at two points in the voting process:

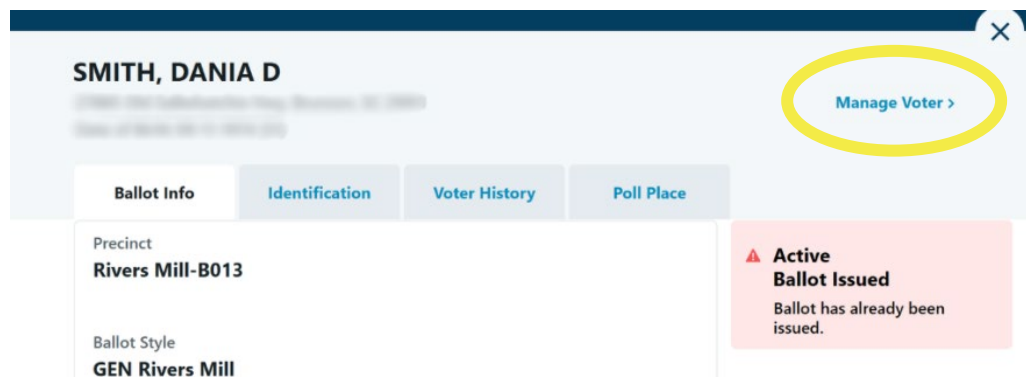
- After check-in before putting the ballot into the BMD
- After beginning a voting session at the BMD but before casting the ballot in the scanner

If you have printed the voter's ballot from the EPB, but the voter **has not placed it in the BMD**, you will need to spoil the ballot since the ballot will have a ballot style printed on the card.

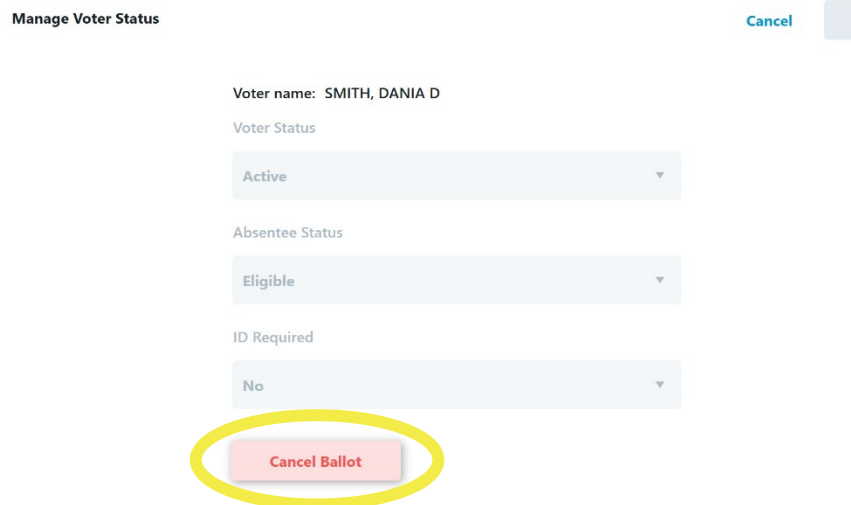
After checking in and being directed to a BMD, a voter may decide not to **vote after starting the voting session**. If this happens, have the voter complete the voting session by selecting "Next" until they arrive at the Review Screen. Print the ballot, then spoil the ballot.

**Regardless of when in the process a voter decides not to vote**, the Clerk will also need to cancel the voter’s participation in the EPB:

1. Search for the voter in the EPB and select the voter after requesting the voter’s ID for verification.
2. Select “Manage Voter”.



3. Enter the Supervisor Password provided by the county office.
4. Select “Cancel Ballot”, then confirm by selecting “Cancel Ballot” again.



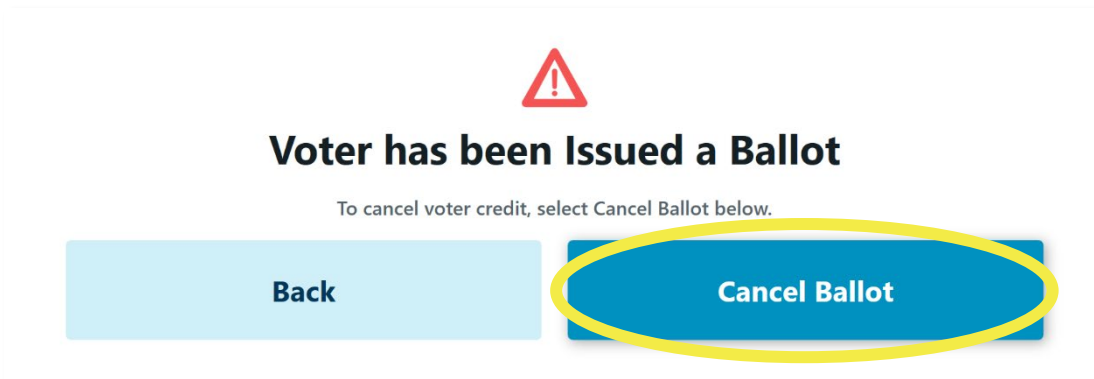
## Voter Abandons Ballot

If a voter leaves a BMD without printing their ballot, and Poll Managers could not stop or alert the voter, it must be assumed the voter intended to cast the ballot. At least

two Poll Managers must proceed to the end of the ballot without changing any selections and print the ballot. The two Poll Managers must then place the ballot in the scanner.

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

If a voter leaves and indicates that they no longer wish to vote, follow the procedure above for spoiling and cancelling a ballot when a voter decides not to vote.



## Equipment Issues

### Electronic Poll Books (EPBs) Not Available

When the EPBs are unavailable or inoperable, Poll Managers must use the paper voter registration list and paper poll list to process voters.

State law requires that when a precinct has more than 750 registered voters, the paper voter registration list must be divided alphabetically so that each list



Do not split the list in half by the number of letters in each section (A-M, N-Z); this will likely result in imbalanced lines.

contains no more than 750 voters, with a separate Poll Manager provided for each list (**§7-7-730**). Split the list so that there are an approximately equal number of voters in each section. Use signs to direct voters to the appropriate line.

## Marking the Paper Voter Registration List

Because the paper voter registration list will be used after the election to give voters credit for voting in the election, it is very important that Poll Managers are extremely careful in marking the voter registration list:

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

### Marking Absentee Voters

Most voters who have been issued an absentee ballot will already be marked on the paper voter registration list. The *MGR INT* (Manager's Initials) column will have "ABS" pre-printed in the column and the *VOTED* column will have an X pre-printed in the circle (see line 2 in the example general election list). However, voters who are issued an absentee ballot close to Election Day may not be marked on the list. If necessary, the county office will provide a list of absentee voters. These voters must be marked before checking in voters on the paper poll list.

To mark absentee voters, follow the procedure detailed below for the appropriate type of election.

### Marking Election Day Voters

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

## General and Non-Primary Municipal Election Lists

1. Initial in the *MGR INT* column.
2. Write the page and line number on which the voter signs the poll list in the *POLL LIST* page and line number columns.
3. Shade in the circle in the *VOTED* column.

SOUTH CAROLINA															VOTER REGISTRATION LIST									
ELECTION NUMBER: 22367					Statewide General Election										COUNTY: 01 AIKEN									
ELECTION DATE: 11/05/2024					POLLING LOCATION: 86 - WISTERIA COMMUNITY CENTER										PRECINCT CODE(S): 091									
					PAGE NO: 1																			
NAME, ADDRESS	PLOT STYLE	MGR INIT	POLL LIST		VOTED	DISTRICTS										REG NUMBER	DOB/REG DATES	DO NOT WRITE IN THIS AREA						
			PAGE	LINE		Con	Sen	Hou	CoC	Sch	Wat	PSD	Fir	Mi1	Mi2									
1 Alkeides Juliet M 4456 Kessler Dr	B175	SC	2	15	●	02	26	088	09	02								291803189	06/04/1992 10/06/2024					
2 Allen Mustafa C 2216 Deer Haven Dr	B175	ABS			●	02	26	088	09	02								406615228	01/28/1956 07/24/2006					
3 Anderson Maritza O 179 Kale St	B175				○	02	26	088	09	02								476795725	10/25/1994 09/26/2012					
4 Bailey Emeline A 1312 Haywood Ln	B175				○	02	26	088	09	02								441417968	10/14/2005 07/09/2024					
5 Baker Rina N 2791 Marion St	B175	ABS			●	02	26	088	09	02								604478329	10/04/1953 12/30/2013					

EXAMPLE GENERAL ELECTION LIST - FOR DEMONSTRATION PURPOSES ONLY

## Municipal Runoffs

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

## Party Primary Lists

1. Determine the primary in which the voter wishes to vote (if there is more than one).
2. Initial in the "MGR INT" column.
3. Write the page and line number of the voter's signature on the poll list in the "POLL LIST" page and line number columns.

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

SOUTH CAROLINA VOTER REGISTRATION LIST																		
ELECTION NUMBER: 22367 Statewide Primary COUNTY: 21 FLORENCE																		
ELECTION DATE: 06/11/2024 POLLING LOCATION: Carver Elem School PRECINCT CODE(s): 069 PAGE NO: 51																		
NAME, ADDRESS	BALLOT STYLE	MGR INIT	POLL LIST		PARTY		RUN OFF	DISTRICTS						REG NUMBER	DOB/REG DATES	DO NOT WRITE IN THIS AREA		
			PAGE	LINE	R	D		PAGE	LINE	Con	Sen	House	CoC				Sch	CIC
1 Jones Sammie J 772 Emily Dr	B100	ds	3	12	0	●	28	2	8	07	31	063	08	15	282	210743501	04/24/1953 06/27/1986	
2 Jones Mac D 1344 Hillview St	B099	KA	1	6	●	0	0			07	31	063	08	15		473087277	09/17/2002 08/31/2022	
3 Jones Jericho K 2515 Hollow Rd	B100				0	0	0			07	31	063	08	15	282	217579563	10/16/1950 06/27/1986	
4 Jones Alba D 1420 Little S	B099		IF		0	0	0			07	31	059	03	16		215334633	02/01/1944 05/07/1968	
6 Jones Brooke F 433 Walnut	B099				0	●	4	1		07	31	063	08	15		476191312	11/20/2000 01/15/2019	

EXAMPLE PRIMARY LIST - FOR DEMONSTRATION PURPOSES ONLY

No "D" or "R" ballot style indicator will appear on the paper voter registration list. For example, the paper voter registration list will show "B001" in the *BALLOT STYLE* column. On the BMD, choose the style based on the voter's primary choice that corresponds with the ballot style number indicated.

For example: If the paper voter registration list shows ballot style B001, and voter is voting in the Democratic Primary, on the BMD, choose D001.

### Primary Runoffs

In a primary runoff, use the same poll list as used in the primary. Voters may only vote in the primary runoff of the party whose primary they participated in. Poll Managers will use the list to make sure voters vote only in the runoff for which they are eligible.



Voters who did not participate in the primary can participate in either party runoff.

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

**A.** If the voter voted in the primary, and there is a runoff for that party (see line 1 in example primary list):

1. Shade in the circle in the "RUNOFF" column.
2. Initial under the circle.
3. Write the page and line number of the voter's signature on the poll list in the "RUNOFF" page and line number columns.

- B.** If the voter voted in the primary, but there is no runoff for that party:
  - 1. Voter is not eligible to vote
- C.** If the voter did not vote in the primary (see line 52 in the example primary list):
  - 1. Determine in which runoff the voter wishes to vote (if more than one).
  - 2. Initial in the "MGR INT" column.
  - 3. Shade in the circle in the "PARTY" column (R=Republican, D=Democratic).
  - 4. Shade in the circle in the "RUNOFF" column.
  - 5. Initial under the circle
  - 6. Write the page and line number of the voter's signature on the poll list in the "RUNOFF" page and line number columns

## Ballot Card Printers Not Working

If a ballot card printer is not printing the barcode label at the top of the ballot card, printing the incorrect ballot style, or is otherwise not working correctly, continue processing voters on the EPB and skip the ballot printing step.

To skip the ballot printing, power down the ballot card printer before selecting *Issue Ballot* during voter check-in. After pressing *Issue Ballot*, press *Skip*. Then press *Complete Check-in*.

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



If you must manually choose a ballot style for a voter, write it down to make sure the correct one is selected.

## Ballot-Marking Devices (BMDs) Not Available

If all BMDs are inoperable, or if a shortage of sufficient BMDs is creating excessive wait times, provide voters with emergency paper ballots and notify the county office immediately. A number of ballots labeled "Emergency/Provisional" will be provided for this purpose. The county office will work to restore the BMDs and/or provide additional emergency ballots if needed.

Voters must be provided with a voting booth to ensure the secrecy of their ballot. Make use of a voting booth or remove the privacy screen from an inoperable BMD and place it on a table to create a voting booth.

After marking the paper ballot, instruct voters to turn their ballot over so their selections cannot be seen, then return to the check-in table. At the check-in table, Poll Managers must remove the stub at the bottom of the ballot and place it in the container sent by the county office. The ballot is returned to the voter, and the voter places the ballot in the scanner using the larger slot below the ballot card slot.

If BMDs and the scanner are both not available, voters will place the hand-marked emergency ballot in the emergency/provisional ballot slot on the front of the scanner base or, if necessary, in another ballot bin provided by the county office.

## Insufficient Ballots

If the polling place runs out of emergency ballots and no additional emergency ballots have been provided, Poll Managers must provide ballots made as nearly as possible to the official ballots. Use any available resources, if necessary, to create these ballots. **A ballot must be provided.** These ballots will be duplicated onto official ballots by a team of election officials and tabulated appropriately.

## Scanner Not Available

If the scanner is not operational or not available, notify the county office immediately. Continue using BMDs and direct voters to insert ballot cards into the emergency/provisional ballot slot on the front of the scanner. A PLT will be sent to restore scanner operation.

Any ballot cards placed in the emergency/provisional ballot slot will be counted at the end of the night. Instructions for processing these ballots are included in the scanner closing procedure on pages 133-134.

## Unable to Scan Emergency Ballots

If emergency ballots cannot be scanned, Poll Managers may be directed to return the emergency ballots to the county office for tabulation.

In rare cases, you could be instructed to hand count voted emergency ballots at the polling place. Your county office will provide guidance if required to do so.

## **Ballot Bin is at Capacity**

During high-turnout elections, the ballot bin may reach capacity. If this happens, it should be replaced with another ballot bin as soon as possible. If you do not have an additional bin, the county office or a Polling Location Technician (PLT) will provide one.

### **Ballot Bin Replacement**

1. Verify the seal on the main ballot compartment door.
2. Cut and remove the seal on the main ballot compartment door. Put the removed seal in the container provided by the county.
3. Remove the ballot bin. Check the compartment for any ballots that may have fallen out of the bin, making sure they go into the full bin.
4. Close, lock, and seal the ballot bin on both ends. Record the seals on the seal log.
5. Slide the new ballot bin into the compartment, making sure both lid flaps are open.
6. Close, lock, and seal the main ballot compartment door, recording the new seal on the seal log.

## **Emergency/Provisional Ballot Compartment is Full**

If the emergency/provisional compartment reaches capacity, begin using a separate ballot box or secure ballot bag. If you do not have a second ballot box or bag, the county office or a Polling Location Technician (PLT) will provide one. Before using the separate ballot box or bag, display that the box or bag is empty. Lock and seal the box or bag. Record the seal number on the seal log.

## **Conflict and Emergencies**

### **Felony Charges for Election Misconduct**

In May 2022, the South Carolina General Assembly escalated some election crimes to felonies and increased the penalties. The county office will provide a poster stating

*VOTING MORE THAN ONCE IS A FELONY.* You must display the poster in the polling place.

The following election crimes are felonies, with penalties up to \$5,000 in fines and up to 5 years in prison:

- Fraudulent voting or attempt to fraudulently vote, aiding in fraudulent voting or attempt to fraudulently vote, voting more than once, or impersonating a voter
- Accepting anything of value in exchange for requesting, collecting, or delivering an absentee ballot
- Willful violation of duties by a Poll Manager
- Fraud or corruption by a Poll Manager in the management of an election
- Willful neglect of duties or corruption in conduct of duties by any election official

## Conflict Resolution at the Polls

Conflict can happen during any election. Elections can be emotional for everyone involved in the process, including voters, candidates, and other Poll Managers. When differences of opinion or personalities clash, it is important to resolve conflict in the polling place quickly and fairly.

### CLARA

CLARA is an acronym to help Poll Managers and Clerks navigate conflict in the polling place.

CLARA

- C** - Calm
- L** - Listen
- A** - Affirm
- R** - Respond
- A** - Act

**Calm** - Poll Managers are expected to remain calm and professional, even during conflict. Be aware of your body language and tone of voice.

**Listen** - Many conflicts in the polling place start before a voter opens the door. Hear their issue, listening for what the real conflict may be.

**Affirm** - Showing empathy makes a conflict something that can be solved collaboratively instead of a conflict between two people. Affirm that you

understand where their frustrations come from and will work with them to find a solution.

**Respond** - After understanding the conflict, craft a response that relies on fact and communicates intention to help within legal means. Propose options based on training, law, and/or advice from the county office.

**Act** - Once you have explained the options, act in accordance with the law and according to the needs of the voter. Remember to see conflict as something to be solved together, not against the individual.

### Tips for Conflict Resolution

- **Treat Everyone With Respect** – Do your best to be courteous, and to discuss the matter constructively.
- **Separate the People from the Problem** – There are real and valid issues behind the conflict. Don't focus on the people in conflict, focus on the problem.
- **Listen Carefully** – Listen carefully to understand why a person takes their position. Make it clear you're listening and want to understand.
- **Listen First, Speak Second** – Gain a full understanding of the issue before giving your side. Talking first tells others you don't care about their issue or why they take their position.
- **Set Out Facts** – Lay out the observable facts relevant to the issue. This handbook can be very useful for showing a person the rule or law that controls the situation.
- **Explore Options Together** – Let the person know you want to help by exploring options for overcoming their issue.

## Emergency Situations

In any emergency, the polling place team should prioritize the safety of themselves and their voters before factoring in the safety of election equipment and ballots.



Refer to Appendix A14 (page 163) for an Election Emergency Response Guide.

- In the case of a medical emergency or other emergency requiring assistance from the Police Department, Fire Department, or medical personnel, always dial 9-1-1.
- If you see something, say something. Report any suspicious or criminal activity to law enforcement immediately. If safe to do so, also notify the county office.

- If you must leave your polling place, call the county office once you reach a safe location to report the situation.
- There may be times when voting can continue at an alternate location. If safety and time permit, take the following items with you, in order of importance:
  - The scanner and scanner base, including the ballot bins
  - Emergency ballots
  - Poll lists
  - Electronic poll book(s) **or** paper voter registration list
  - Ballot cards and BMDs
  - Other election materials
- Always follow the instructions of emergency personnel.

## **Law Enforcement in the Polling Place**

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

If called in to resolve an issue, Clerks and law enforcement may call upon bystanders to assist them, and bystanders are required to render such assistance (**§7-13-150**).

While all firearms, concealed or otherwise, are legally prohibited in the polling place, on-duty law enforcement officers, including deputies of the Department of Natural Resources, are exempt from this rule. (**§16-23-20(B)(1)**).

# NOTES







# CLOSING THE POLLS

- 1 Mark the End of the Voting Line**  
At 7pm, mark the end of the voting line with the Clerk or Poll Manager.
- 2 Secure the Entrance**  
Once the last voter has exited the polling place, ensure the entrance is monitored and no additional voters are permitted to enter.  
  
Note: Poll watchers and Observers may remain in the polling place to observe the closing process.
- 3 Record Final Voting Counts**  
Before shutting down any equipment, write down the public count from the scanner and the number of voters checked-in from the EPB.
- 4 Close the Scanner**  
Using the Scanner Closing Instructions located on pages 133-134, close the DS300 scanner.  
Best Practice: This should be a two-person task: one person reads the instructions while the other performs the steps.
- 5 Post the Results Tape**  
Results tapes are signed by at least three poll workers and posted in a conspicuous area, typically beside the zero tape.
- 6 Close the Ballot Marking Devices (BMDs)**  
Using the BMD Closing Instructions located on page 135, close all BMDs.
- 7 Close the Electronic Poll Books (EPBs)**  
Using the EPB Closing instructions located on page 132, close the EPBs.
- 8 Complete Ballot Reconciliation Worksheet**  
Clerks complete the Ballot Reconciliation Worksheet.  
During this time, Poll Managers should:
  - Gather signage and equipment for return to the county office
  - Separate any items designated for later county pickup
- 9 Prepare Materials for Return**  
Once the Polling Place Closing Checklist is completed, all county-specific instructions are followed, and the polling place is secured, load the items that must be returned into the clerk's vehicle for transport to the county office.

# Closing the Polls

## Close of the Polls

At 7:00 p.m., the Clerk announces that the polls are closed. Any voters who are in the process of voting or waiting to vote at this time must be allowed to vote (**§7-13-850**). A Poll Manager should stand at the end of the line to mark the last voter and to monitor for late arrivals.

## Canvassing the Votes

### Scanning Emergency Ballots

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

### Provisional Ballots

Provisional ballot envelopes removed from the Emergency/Provisional compartment are returned to the county office **unopened**. At the close of the election, Poll Managers must bring these envelopes containing provisional (challenged) ballots to the county office in the sealed and locked ballot bin.

### Posting Election Results

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

## Accounting for Ballots after Election

After closing the polls, and publicly posting the results, the Clerk (or other Poll Manager authorized by the county office) must deliver the voter registration list, poll lists, ballot bins, unused ballots, results tapes, and thumb drive from the scanner back to the county office.

Clerks are also responsible for accounting for all ballots provided to the polling place by completing the Ballot Reconciliation Worksheet provided with the Clerk's materials. The worksheet accounts for and documents all ballots provided and used during the election, as well as the number of voters who were checked in (**§7-13-1150**).

## Breaking Down the Polling Place

### Equipment Closing Procedure

Below you will find the closing procedures for the EPB, BMD, and scanner. Carefully follow all instructions from the county office regarding the return of election equipment and supplies.

Poll Managers are required to seal all election equipment before leaving the polling place; detailed instructions for managing and applying these seals are included in the closing guides below.

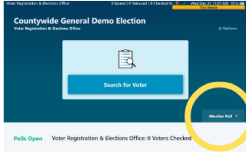


Make sure to leave the polling place the way you found it! Replace chairs and tables before leaving.

# CLOSING THE ELECTRONIC POLL BOOK

## Step-by-Step Shutdown Instructions

### Step 1



- Touch "Monitor Poll" from the voter search screen.

### Step 2

Voters Checked In	
J	Electronic Pollbook (EPB)
K	Paper Poll List
Include provisional ballots NOT entered in EPB	
Do NOT include the curbside poll list	
J + K = Total	4

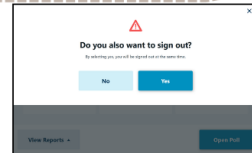
- Record the number of voters who "checked-in" on line J "Electronic Poll Book" of the Ballot Reconciliation Sheet.

### Step 3



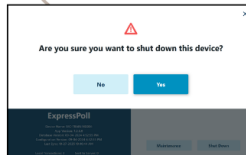
- Touch "Close Poll," then "Yes."

### Step 4



- Touch "Yes" when asked if you want to sign out.

### Step 5



- Touch "Shut Down," then "Yes."

### Step 6



- Return equipment to the EPB case being careful to keep the cords from being pinched or tangled by the equipment or the case itself. Verify that the EPB is returned to its corresponding carrying case.

### Step 7



- Seal the EPB cases, ensuring the seal numbers are recorded on the seal log.

### Step 8



- THE ELECTRONIC POLL BOOK IS NOW CLOSED.

# CLOSING THE DS300 SCANNER

## Step-by-Step Shutdown Instructions

The form shows sections for 'Ballots Scanned' and 'Ballots Not Scanned'. The 'Ballots Scanned' section includes fields for 'Ballots Scanned - Regular Ballots', 'Ballots Scanned - Emergency Ballots', and 'Ballots Scanned - Provisional Ballots'. The 'Ballots Not Scanned' section includes fields for 'Ballots Not Scanned - Regular Ballots', 'Ballots Not Scanned - Emergency Ballots', and 'Ballots Not Scanned - Provisional Ballots'. There are also 'Total' fields for each category and a 'Total' field for the entire sheet.

### Step 1

- Record the scanner public count on Line E "Ballots Scanned" of the Ballot Reconciliation Sheet.

### Step 2

- Verify the emergency/provisional compartment seal number using the seal log.
- Cut the seal and place in the container provided by the county.
- Scan any unscanned and emergency ballots.
- Provisional ballot envelopes will be placed in ballot bin or secure provisional ballot bag.



### Step 3

- Verify the rear compartment seal number using the seal log. Do not remove the seal.
- Verify thumb drive seal number using the seal log.
- Remove the thumb drive seal and place in the container provided by the county.
- Unlock and open the thumb drive compartment. **Do not remove flash drive.**



### Step 4

- Push "Close Poll" button in compartment.
- Touch "Close Poll" button on screen.
- Wait for three results tapes to print.



### Step 5

- Remove results tape from scanner.
- Separate and sign each tape (3 signatures per tape).
- Place two tapes in pouch.
- Post one tape for public viewing.



### Step 6

- Touch "Finished - Turn Off" on screen.
- Wait for scanner to power down completely.
- Confirm scanner screen and power backlight is off (dark).



### Step 7

- Remove flash drive from scanner. Deposit flash drive into pouch.
- Close and lock compartment door.





### Step 8

- Close and lock scanner screen.
- Close and lock scanner container lid.
- Use seal in pouch to seal lid latch.
- Record seal number on seal log.



### Step 9

- Unplug power cord from power source.
- Wrap the cord around the cord holder.



### Step 10

- Verify main ballot compartment seal number on seal log.
- Remove seal and deposit into the container provided by the county.
- Unlock and open the compartment door.



### Step 11

- Remove the ballot bin.
- Confirm main ballot compartment is empty.
- Place loose voted ballot cards in bin.
- Place the provisional ballot envelope and pouch containing tapes in the ballot bin. The thumb drive must be secured and may either be placed in the ballot bin or stored according to county policy.



### Step 12

- Close lid and lock both locks.
- Use two seals to seal bin on both sides.
- Record seal numbers on seal log.
- The ballot bin will be transported back to the county office.



### Step 13

- Close and lock the main ballot compartment and emergency/provisional compartment door (make sure that the flap is back in place).



### Step 14

- **DS300 SCANNER IS NOW CLOSED.**

# CLOSING THE BALLOT MARKING DEVICE

## Step-by-Step Shutdown Instructions

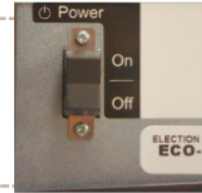
### Step 1



- Verify the side door seal number against the seal number on the seal log. Remove the seal and place it in the container provided by the county. Remove the headphones and open the thumb drive compartment door.

### Step 2

- Switch the power to off.
- The device will shut down.



### Step 3

- Close and lock the thumb drive compartment door.
- Return ADA controller to the left side of the BMD.



### Step 4

- Unplug the power cord from the power source.



### Step 5

- Turn the ballot marking device over.
- To remove the power cord from the back of the device, slide the sleeve on the plug up while pulling it out.



### Step 6

- Push the kickstand down into the locked position.



### Step 7

- Fold the power cord and place it in the side pocket of the case.
- Return the ballot marking device and headphones to the case.
- Seal main zipper handles of carrying case and record on seal log.



### Step 8

- **THE BALLOT MARKING DEVICE IS NOW CLOSED.**

# Ballot Reconciliation Worksheet

The Ballot Reconciliation Worksheet accounts for ballot cards and hand-marked ballots provided, spoiled ballots returned by voters, unused ballots to be returned to the county board, voted ballots, and provisional ballots.

Election Day Ballot Reconciliation Worksheet			
County: _____		Precinct: _____	
		Date: _____	
Sections in gray are completed by the county office. Sections in white are completed by the poll clerk. Verify with check mark (✓). All boxes must contain a value. If zero, write 0.			
<b>Ballots Supplied</b>			✓
A	Ballot Cards		
B	Hand-Marked Paper Ballots <i>Emergency/provisional &amp; failsafe provisional</i>		
C	Additional Ballot Cards		
D	Additional Hand-Marked Paper Ballots <i>Emergency/provisional &amp; failsafe provisional</i>		
		<b>A + B + C + D = Total 1</b>	
<b>Ballots Used</b>			
E	Ballots Scanned <i>Public count from scanner</i>		
F	Provisional Ballots <i>Number of provisional ballot envelopes</i>		
G	Spoiled Ballots <i>Number of spoiled ballots in the spoiled ballot envelope</i>		
		Ballot Cards (G1) + _____ = _____	
		Hand-Marked Paper Ballots (G2) + _____ = _____	
		<b>E + F + G = Total 2</b>	
<b>Ballots Not Used</b>			
H	Ballot Cards <i>Physical count of remaining unused ballot cards</i>		
I	Hand-Marked Paper Ballots <i>Physical count of remaining unused emergency/provisional &amp; failsafe provisional ballots</i>		
		<b>H + I = Total 3</b>	
<b>Voters Checked In</b>			
J	Electronic Pollbook (EPB)		
K	Paper Poll List <i>Include provisional ballots NOT entered in EPB Do NOT include the curbside poll list</i>		
		<b>J + K = Total 4</b>	
For the boxes below, fill in the totals from the matching color boxes above. Check the math.			
Total 2	<span style="background-color: yellow; border: 1px solid black; padding: 2px;"> </span>	+	Total 3 <span style="background-color: lightblue; border: 1px solid black; padding: 2px;"> </span> = <span style="background-color: lightcoral; border: 1px solid black; padding: 2px;"> </span> Should = Total 1 <span style="background-color: gray; border: 1px solid black; padding: 2px;"> </span>
Total 4	<span style="background-color: orange; border: 1px solid black; padding: 2px;"> </span>	+	G <span style="background-color: lightgreen; border: 1px solid black; padding: 2px;"> </span> = <span style="background-color: yellow; border: 1px solid black; padding: 2px;"> </span> Should = Total 2 <span style="background-color: gray; border: 1px solid black; padding: 2px;"> </span>
Explain any discrepancies: _____			
Are you returning any emergency ballots that have not been scanned? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Poll clerk signature: _____		Time: _____	
SEC FRM 1150-202408			



If you have questions on how to complete the worksheet, scan this QR code.

# Closing Reminders

## Closing Reminders



Voters in line by 7:00 p.m. **are** allowed to vote.



Clerks: Scan the QR code on the back of the Ballot Reconciliation Worksheet if you need guidance.



If there are unscanned ballot cards or unscanned emergency paper ballots in the emergency/provisional compartment, scan them. Do **NOT** scan Provisional Ballots that are inside envelopes.



Complete the Closing Checklist provided by the county office.



Do not remove the USB stick from the scanner until it is **completely shut down**.



Lock and seal **both sides** of the ballot bins.



Ensure all seal numbers have been recorded on the seal log.



Refer to instructions provided by the county to verify what needs to be returned on Election Night.

## Returning Supplies to the County office

Items that **must** be returned the night of the election:

- All cast ballots, sealed and locked in ballot bin
- Any Provisional, Emergency, Failsafe ballots (blank and voted), and all blank ballot cards in sealed/locked ballot bag
- Lanyard with DS300 thumb drive, keys, and two copies each of zero and results tapes
- Completed Ballot Reconciliation Worksheet

# Closing Checklist

Clerks must complete the Closing Checklist provided by the county before leaving the polling place, ensuring all tasks are delegated to and completed by the Poll Manager team. This form is turned in with the Clerk’s materials on Election Night.

**Polling Place Closing Checklist**

Precinct \_\_\_\_\_ Polling Place \_\_\_\_\_ Date \_\_\_\_\_

Complete after polls have closed. If there are any questions or issues, contact the county voter registration and elections office or a polling location technician immediately.

Equipment Provided	Quantity
Scanners	
Ballot-marking devices	
Blue ballot boxes/bins or secure ballot bags	
Electronic Poll Books (EPBs) & Printers	
Mifi Device	
<b>Scanner and Ballot-Marking Devices</b>	✓
Ballot-marking devices are powered off and properly stored (cords, etc.).	
Scanners are powered off and properly stored (cords, etc.).	
USB sticks have been removed from the scanner(s) and are properly secured for transport.	
Blue ballot boxes/bins have been removed from scanner(s) and sealed for transport. Seal numbers have been recorded on the seal envelope.	
Materials and supplies (voting screens, flags, indoor and outdoor signs, power cords, etc.) are properly packed.	
<b>Electronic Poll Books (EPBs) and MiFi Paper Voter Registration Lists and Poll Lists</b>	✓
EPBs are powered off and properly stored in carrying cases, including cords, etc.	
Mifi device is powered off and properly stored.	
Paper voter registration lists and poll lists are secured for transport.	
<b>Ballot Reconciliation Worksheet</b>	✓
Ballot reconciliation worksheet is accurately completed or discrepancies are noted.	
<b>Other</b>	✓
Pay voucher for poll clerks and managers is completed and signed.	
All other documents in the Oaths and Forms packet are complete.	

I confirm that all items on this checklist have been verified.

\_\_\_\_\_  
Signature of Clerk

SEC FRM 1093-202401

# NOTES



# NOTES



A series of horizontal lines for writing notes, spanning the width of the page.

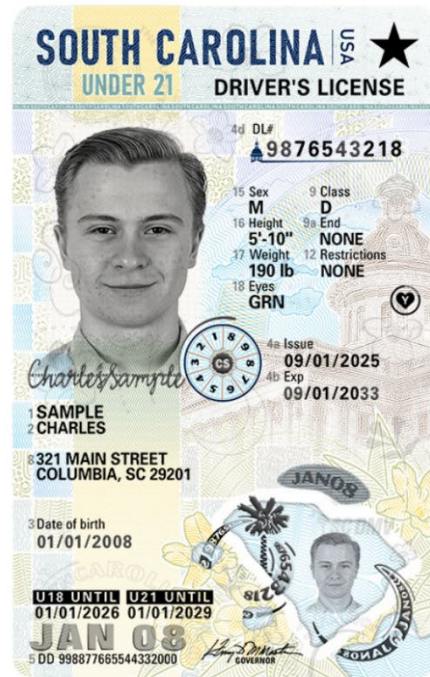
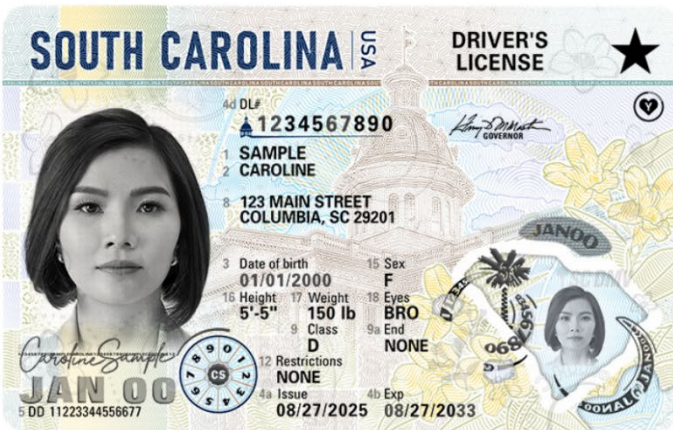
# Appendix

## Table of Contents

A1: Qualifying Photo IDs	A12: Code of Conduct for Poll Watchers and Observers
A2: Unacceptable Forms of Identification	A13a: Seal Log (page 1)
A3: General Election Poll List	A13b: Seal Log (page 2)
A4: Curbside Poll List	A14: Election Emergency Response Guide
A5: General Election Voter Registration List	A15: Absentee Return Envelope (front & back)
A6: Statewide Primary Voter Registration List	A16a: Early Voting Ballot Reconciliation Worksheet (front)
A7a: Provisional Ballot Envelope (front)	A16b: Early Voting Ballot Reconciliation Worksheet (back)
A7b: Provisional Ballot Envelope (back)	A17a: Election Day Ballot Reconciliation Worksheet (front)
A8: Change of Address Form	A17b: Election Day Ballot Reconciliation Worksheet (back)
A9: Notice of Provisional Ballot Hearing	A18: Polling Place Opening Checklist
A10: Record of Watchers and Observers	A19: Polling Place Closing Checklist
A11: Observers and Watchers Comparison Chart	

# A1: Qualifying Photo IDs

## Driver's Licenses Issued by SCDMV



**SOUTH CAROLINA** USA **DRIVER'S LICENSE** ★

4d DLF 1234567890

1 SAMPLE  
2 CAROLINE

8 123 MAIN STREET  
COLUMBIA, SC 29201

3 Date of birth 01/01/2000 15 Sex F  
16 Height 5'-05" 17 Weight 150 lb 18 Eyes BRO  
9 Class D 9a End NONE  
12 Restrictions NONE  
4a Issue 08/27/2025 4b Exp 08/27/2033

5 DD 11223344556677

Caroline Sample

CLASS: D-Vehicles not exceeding 26,000 GVW. Includes Class G and trike. Does not include MTC or MTC w/ slocar.\*  
ENDORSEMENTS: NONE\*  
RESTRICTIONS: NONE\*

000000000000123

Customer's signature \_\_\_\_\_ SCDMV employee initials \_\_\_\_\_ Office# \_\_\_\_\_



**TEMPORARY DRIVING CERTIFICATE**

This TDC is valid for driving or voting purposes and may be used for 30 days or until your new card arrives. Please carry this TDC while driving until you receive your driver's license.

- Your S.C. Driver's License or Beginner's Permit will be sent by First-Class mail.
- View this certificate for accuracy before you leave the SCDMV office.
- If the SCDMV returned your old card to you, you may use it for photo identification, along with this TDC, until your new driver's license or beginner's permit arrives.

**USE THIS TEMPORARY DRIVING CERTIFICATE FOR DRIVING OR VOTING PURPOSES**

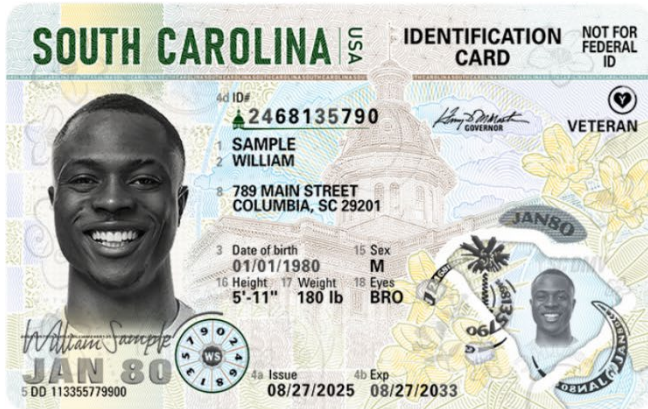
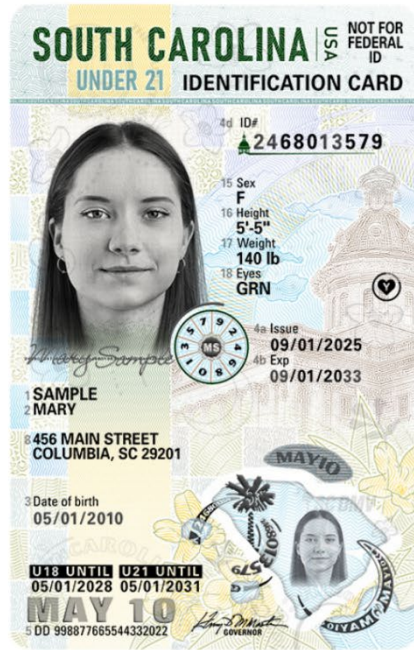
Scan the QR code below to see where your card is in the process:



**SCDMV** Visit [www.scdmvonline.com](http://www.scdmvonline.com)

**TEMPORARY DRIVING CERTIFICATE**

# ID Cards Issued by SCDMV



**SOUTH CAROLINA** USA

IDENTIFICATION CARD



4d ID# 2468135790

*Henry McMaster*  
GOVERNOR



1 SAMPLE  
2 WILLIAM

8 789 MAIN STREET  
COLUMBIA, SC 29201

3 Date of birth 01/01/1980 15 Sex M  
16 Height 5'-11" 17 Weight 180 lb 18 Eyes BRO

*William Sample*

5 DD 113355779900

4a Issue 08/27/2025 4b Exp 08/27/2033



NOT A DRIVER'S LICENSE



000000000000123

Customer's signature

SCDMV employee initials

Office#:



### TEMPORARY IDENTIFICATION CERTIFICATE

This TIC is valid for identification or voting purposes and may be used for 30 days or until your new card arrives. Please carry this TIC until you receive your identification card.

- Your S.C. Identification Card will be sent by First-Class mail.
- View this certificate for accuracy before you leave the SCDMV office.
- If the SCDMV returned your old card to you, you may use it for photo identification until your new identification card arrives.

**NOT VALID FOR DRIVING  
USE THIS TEMPORARY  
IDENTIFICATION CERTIFICATE FOR  
IDENTIFICATION OR VOTING  
PURPOSES**

Scan the QR code below to see where your card is in the process:



**SCDMV**

Visit [www.scdmvonline.com](http://www.scdmvonline.com)

TEMPORARY IDENTIFICATION CERTIFICATE





# Other Qualifying Photo IDs - Federal Military ID



# Other Qualifying Photo IDs

**SOUTH CAROLINA  
CONCEALED WEAPONS PERMIT**

JASON E CROWE                      CWP# 00290162  
4400 BROAD RIVER RD              Expires: 01/09/2031  
COLUMBIA SC 29210

Issued: 01/09/2026

DOB 06/22/1990              Race: W  
Hgt 69                          Sex: M

Wgt: 120

South Carolina  
Law Enforcement Division              Chief




**SOUTH CAROLINA  
CONCEALED WEAPONS PERMIT**

CROWE JASON ERIC                      CWP# 00290162


4400 BROAD RIVER RD              Expires: 01/09/2031  
COLUMBIA, SC 29210

Date of Birth 06/22/1990              Sex M                          Issue 02/19/2026  
Height 5'-08"              Weight 120 lb              Race WHITE              Expires 02/19/2031

South Carolina  
Law Enforcement Division              Chief




**S.C. Voter Identification Card**

NAME: Willie R Burton JR              

REG. NO: 3822233522111

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

**SOUTH CAROLINA  
Voter Identification Card**

Allison K Jones                          


VR No 321234567                          every vote matters.  
every vote counts.

You are now registered to vote in the state of South Carolina. Your official notification of registration is attached. To vote at your polling place, you must present one of the following types of photo identification:

- S.C. Driver's License
- ID Card issued by S.C. Department of Motor Vehicles
- S.C. Voter Registration Card with Photo
- Federal Military ID
- U.S. Passport

Congr	Senate	House	County Council	School	City Council	Mags Jury	Munic	Misc1
02	20	075	11	14	04	907	582	01

This stub along with the attached notification may be used as a VOTER REGISTRATION CARD with PHOTO  
To use as a photo ID, DO NOT DETACH STUB.




**STATE OF S.C. VOTER REGISTRATION NOTIFICATION**

COUNTY: RICHLAND  
PRECINCT: Pennington 2

REG. NO: 406638783                          REG. DATE: 1/31/1996

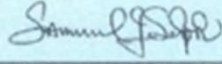
Jenkins, Eartha M  
65 King Charles Rd  
Columbia, SC 29209

  
SIGNATURE OF ELECTOR

FOLD HERE

SEX: Female              RACE: Black/AA              DOB: 4/9/1955

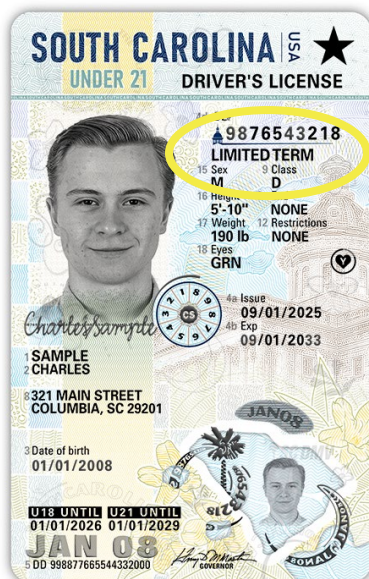
VOTE AT:  
Asbury Memorial Methodist  
1005 Asbury Dr

  
COUNTY / STATE ELECTION OFFICIAL



## Limited-Term Licenses and IDs Issued in South Carolina

Limited-term driver's licenses and identification are issued to individuals who do not provide proof of citizenship but are verified to have lawful status in the US and South Carolina. If someone enters the polling place with this type of ID, you should verify that the ID provided is the most current one. If so, search the EPB for their name. If their name is not found, call the county for further verification. If they are found in the EPB, issue a provisional ballot and challenge the ballot by completing Section B of the provisional envelope. Make note of the name and report it to the county office before the end of the night.



# A3: General Election Poll List

## Poll List

County		Date	
Election		Election Number	
Precinct		Precinct Code	

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

### *Signatures of Voters*

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

Page No. \_\_\_\_\_

**SOUTH CAROLINA**  
ELECTION COMMISSION

# A4: Curbside Poll List

## Poll List

County		Date	
Election		Election Number	
Precinct		Precinct Code	

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

### Signatures of Voters

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

Page No. \_\_\_\_\_

**SOUTH CAROLINA**  
ELECTION COMMISSION

# A5: General Election Voter Registration List

**SOUTH CAROLINA**

**VOTER REGISTRATION LIST**

ELECTION NUMBER: 22114  
ELECTION DATE: 11/05/2024

POLLING LOCATION: 91 - Congaree Baptist Church  
Statewide General Election

PRECINCT CODE: 091

COUNTY: 32 LEXINGTON  
PAGE NO: 1

NAME, ADDRESS	BALLOT STYLE	MGR INT	POLL LIST		VOTED	DISTRICTS										REG NUMBER	DOB/ REG DATES	DO NOT WRITE IN THIS AREA		
			PAGE	LINE		CON	SEN	HOU	COC	SCH	WAT	PSD	FIR	M1	M2					
1 Anslow Lauren L 2026 Glenn Rd	B175				<input type="radio"/>	02	26	088	09	02								471999500	06/04/1992 10/06/2024	
2 Barbery Catherine A 112 Daybreak Dr	B175	ABS			<input checked="" type="radio"/>	02	26	088	09	02								326263268	01/28/1956 07/24/2006	
3 Beheler Nicholas D 149 Lynn St	B175				<input type="radio"/>	02	26	088	09	02								470141255	10/25/1994 09/26/2012	
4 Bennett Alexander G 357 Shumpert Rd	B175				<input type="radio"/>	02	26	088	09	02								471912399	10/14/2005 07/09/2024	
5 Bishop Valarie U 213 Half Moon Dr	B175	ABS			<input checked="" type="radio"/>	02	26	088	09	02								406887022	10/04/1953 12/30/2013	
6 Bland Party H 3936 Bachman Rd	B175	ABS			<input checked="" type="radio"/>	02	26	088	09	02								321399753	11/19/1952 04/29/1977	
7 Boone Max E II 3105 Fish Hatchery Rd	B175				<input type="radio"/>	02	26	088	09	02								321671126	11/05/1960 08/06/2023	
8 Bowers Collin M 2109 Capitol View Rd	B175	ABS			<input checked="" type="radio"/>	02	26	088	09	02								386490318	02/14/1973 06/29/2023	
9 Boye Thompson Karoline 205 Long Iron Ct	B175				<input type="radio"/>	02	26	088	09	02								472006404	06/16/1993 10/11/2024	
10 Brockington Jacob R 1515 Busbee Rd	B175		IR		<input type="radio"/>	02	26	088	09	02								470386790	09/24/1996 09/23/2014	
11 Brown Kendrell B 318 Broadway Ave	B175				<input type="radio"/>	02	26	088	09	02								472005557	08/29/2006 09/19/2024	
12 Callahan Dawn H 1924 Jeander Dr	B175	ABS			<input checked="" type="radio"/>	02	26	088	09	02								321791786	12/01/1955 09/12/1984	
13 Cassidy Savannah 201 Clubhouse Dr	B175				<input type="radio"/>	02	26	088	09	02								471999505	01/15/2005 10/05/2024	
14 Chapman Douglas L 121 G and K Ct	B175				<input type="radio"/>	02	26	088	09	02								470795420	09/26/1998 10/04/2024	
15 Coates Audrey W 406 Lynn St	B175				<input type="radio"/>	02	26	088	09	02								326103567	05/25/1967 02/11/1987	

# A6: Statewide Primary Voter Registration List

ELECTION NUMBER: 22121		ELECTION DATE: 06/11/2024		SOUTH CAROLINA		VOTER REGISTRATION LIST		COUNTY: 21 FLORENCE									
POLING LOCATION: Carver Elem School		Statewide Primary		PRECINCT CODE(S): 064		PAGE NO: 51											
NAME, ADDRESS	BALLOT STYLE	MGR INT	POLL LIST		PARTY		RUN		RUN OFF		DISTRICTS				REG NUMBER	DOB/ REG DATES	DO NOT WRITE IN THIS AREA
			PAGE	LINE	R	D	OFF	PAGE	LINE	Con	Sen	House	CoC	Sch			
1 Jones Alice C 2234 Windsor Forest Dr	B100														211076058	04/24/1953 06/27/1986	
2 Jones Anna G 2513 Trotter Rd	B099														471667295	09/17/2002 08/31/2022	
3 Jones Barry W Jr. 2234 Windsor Forest Dr	B100														211207713	10/16/1950 06/27/1986	
4 JONES BLANCHE S 1825 Trade St	B099			IF											210402620	02/01/1944 05/07/1968	
5 Jones Chyna C 2210 W Sumter St	B099														471044537	11/20/2000 01/15/2019	
6 Jones Elizabeth S 2628 Trotter Rd	B100														212301098	10/10/1961 09/22/1992	
7 Jones Elsie W 604 Arbor Dr	B099			IM											210381521	10/03/1932 10/17/1967	
8 Jones Gina P 710 N Lainsdome Dr	B099			IF											215330621	11/16/1966 11/03/1998	
9 Jones Jennifer 2336 Trotter Rd	B100			IF											215409902	09/06/1987 10/03/2008	
10 JONES LADONNA M 2201 W Jody Rd Apt 10B	B099			IF											165054414	08/10/1974 08/11/2014	
11 Jones Margaret F 2628 Trotter Rd	B100			IF											215415582	11/26/1991 04/26/2010	
12 JONES PAUL A 1331 Pindo Ct	B099														470848611	02/02/1977 09/18/2017	
13 Jones Quinnie S 2648 Trotter Rd	B100														211960882	07/17/1952 10/03/1996	
14 JONES SAMANTHA T 2513 Trotter Rd	B099														165052713	03/17/1976 09/08/1994	
15 Jones Stewart E 2628 Trotter Rd	B100														211677276	02/25/1960 10/04/1990	

# A7a: Provisional Ballot Envelope (front)

## PROVISIONAL BALLOT ENVELOPE

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

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

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

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

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

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

SEC FRM 1100-202105

# A7b: Provisional Ballot Envelope (back)

## Did You Provide Notice of Provisional Ballot Hearing?

<p style="font-size: 24px; font-weight: bold; margin: 0;">C</p> <p style="font-weight: bold; margin: 5px 0;">Voter Did Not Bring Photo ID</p> <p style="font-size: 12px; margin: 0;">Use Emergency/ Provisional Ballot.</p>	<p><input type="checkbox"/> Check here if voter has a Photo ID but did not bring the Photo ID with them to the polling place.</p> <p>Remind voter to show Photo ID to county board of voter registration and elections by the time of the provisional ballot hearing.</p>
---	---

<p style="font-size: 24px; font-weight: bold; margin: 0;">D</p> <p style="font-weight: bold; margin: 5px 0;">Voter Has No Photo ID</p> <p style="font-size: 12px; margin: 0;">Complete this section if voter does not have a Photo ID due to some obstacle.</p> <p style="font-size: 12px; margin: 0;">Voter must show voter registration card without photo.</p> <p style="font-size: 12px; margin: 0;">Use Emergency/ Provisional Ballot.</p>	<p><b>Reasonable Impediment Affidavit</b></p> <p>I swear (or affirm) under penalty of perjury that I am the same person who appeared at this polling place and cast this provisional ballot on Election Day.</p> <p>I suffer from the following reasonable impediment that prevented me from obtaining one of the required Photo IDs (check one):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Religious objection to being photographed</td> <td><input type="checkbox"/> Lack of birth certificate</td> </tr> <tr> <td><input type="checkbox"/> Lack of transportation</td> <td><input type="checkbox"/> Work schedule</td> </tr> <tr> <td><input type="checkbox"/> Disability or Illness</td> <td><input type="checkbox"/> Family Responsibilities</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other reasonable impediment (list if disclosure is not protected by state or federal law)</td> </tr> </table> <p>Signature of Voter _____</p> <p>Signature of Poll Manager or Notary _____</p> <p>Date _____ Commission Expiration Date _____</p>	<input type="checkbox"/> Religious objection to being photographed	<input type="checkbox"/> Lack of birth certificate	<input type="checkbox"/> Lack of transportation	<input type="checkbox"/> Work schedule	<input type="checkbox"/> Disability or Illness	<input type="checkbox"/> Family Responsibilities	<input type="checkbox"/> Other reasonable impediment (list if disclosure is not protected by state or federal law)	
<input type="checkbox"/> Religious objection to being photographed	<input type="checkbox"/> Lack of birth certificate								
<input type="checkbox"/> Lack of transportation	<input type="checkbox"/> Work schedule								
<input type="checkbox"/> Disability or Illness	<input type="checkbox"/> Family Responsibilities								
<input type="checkbox"/> Other reasonable impediment (list if disclosure is not protected by state or federal law)									

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

PROVISIONAL BALLOT ENVELOPE

every vote matters.  
every vote counts.

## A8: Change of Address Form

SC Voter's Change of Address

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

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

I hereby authorize the county board of voter registration to make the above changes.  
 I request the county board of voter registration to mail me a DUPLICATE voter registration certificate.

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

I:\forms.changeofaddress.9.19.05

## A9: Notice of Provisional Ballot Hearing

Notice of Hearing on Provisional Ballots

**SOUTH CAROLINA**  
 ELECTION COMMISSION

THE COUNTY BOARD OF VOTER REGISTRATION AND ELECTIONS, CONVENING AS THE BOARD OF CANVASSERS, WILL HOLD A HEARING TO DETERMINE WHETHER YOUR PROVISIONAL BALLOT WILL COUNT.

**If you are the challenged voter:**

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

**If you are the challenger:**

- You may be present at the hearing and present evidence.
- Prior to the hearing, you may present written evidence to the County Board of Voter Registration and Elections.
- If you do none of these to support the challenge, the ballot will be counted.

The provisional ballot hearing will be held:

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Location** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

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

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

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

scVOTES.gov

**every vote matters.**  
**every vote counts.**  
 SEC FRM 6220-202603



# A11: Observers and Watchers Comparison Chart

## SOUTH CAROLINA ELECTION COMMISSION

### OBSERVERS AND WATCHERS COMPARISON CHART

AUTHORIZATIONS	OBSERVERS	WATCHERS	CANDIDATE REPRESENTATIVES	CANDIDATES
Must have a current, valid photo ID	✓	✓	✓	✓
Must observe the election process from a designated area	✓	✓	✓	✓
Can take photos of the zero and totals tape	✓	✓	✓	✓
Can take handwritten notes	✓	✓	✓	✓
May request turnout information from the electronic pollbook (when not in use)	✓	✓	✓	✓
May ask questions of the designated poll manager (not argue)	✓	✓	✓	✓
May greet voters and campaign verbally within 500 feet of the entrance to the polling place (as long as it outside and does not interfere with the election process)	✗	✗	✓	✓
Can observe near and behind check-in desk	✗	✓	✗	✗
Must be a voter in the county	✗	✓	✗	✗
Can intimidate voters or interfere with the orderly election process	✗	✗	✗	✗
Can take pictures or video inside the polling place of anything other than the zero and totals tape.	✗	✗	✗	✗

# A12: Code of Conduct for Poll Watchers and Observers

## Code of Conduct for Poll Watchers and Observers

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

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

### Observers and Poll Watchers may:

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

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

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

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





### Canvassing the Vote

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





# A14: Election Emergency Response Guide

 <h3>Severe Weather Response Steps</h3> <ol style="list-style-type: none"><li>1. When safe, secure ballots &amp; voting equipment.</li><li>2. Time permitting, evacuate to a safer location.</li><li>3. If unable to evacuate, take shelter under a stable, heavy object.</li><li>4. Stay away from power sources, power lines, gas lines, and windows.</li><li>5. Follow directions of emergency response personnel.</li><li>6. Notify county election office.</li></ol>	 <h3>Violent Incident Response Steps</h3> <ol style="list-style-type: none"><li>1. General guidance: When or if it is safe:<ul style="list-style-type: none"><li>• Call 9-1-1.</li><li>• Secure ballots &amp; voting equipment.</li><li>• Evacuate polling place.</li></ul></li><li>2. For active shooter, terrorist attack, or workplace violence: RUN, HIDE, Fight* Note: Very high risk. Confront only as a last resort.</li><li>3. For bomb threat or suspicious object: keep everyone away from the object.</li></ol>
 <h3>Fire/Fire Alarm Response Steps</h3> <ol style="list-style-type: none"><li>1. Dial 9-1-1.</li><li>2. Direct voters to evacuation route.</li><li>3. If safe, secure ballots and voting equipment.</li><li>4. Proceed to designated assembly location.</li><li>5. Take a head count. Take note and report any missing people to emergency personnel.</li></ol>	 <h3>Cybersecurity Incident Response Steps</h3> <ol style="list-style-type: none"><li>1. Take note of any unauthorized or unusual activity.</li><li>2. Disconnect compromised device from internet and from Wi-Fi.</li><li>3. Remember information entered into fraudulent website.</li><li>4. Report incident to SEC &amp; SLED.</li></ol>

# A15: Absentee Return Envelope (front & back)


Absentee ballots for  
Richland County,  
Columbia, SC

**every  
vote  
matters.**

every vote counts.

Official Ballot  
Return Envelope

Ballots must be  
received by 7 p.m.  
on Election Day





**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 3386 COLUMBIA, SC

POSTAGE WILL BE PAID BY THE ADDRESSEE

**B**

**Richland County Board of Voter Reg  
Post Office Box 192  
Columbia, SC 29202**

NO POSTAGE  
NECESSARY IF  
MAILED IN THE  
UNITED STATES

**Return your ballot on time!**  
Mail your ballot so that it is received by election day  
**OR**  
Drop off your ballot at your county election office by  
7p.m. on election day or an early voting center during  
early voting hours. Photo ID is required.


**Make sure your ballot counts! Did you...**

Sign the Voter's Oath?

Get a witness?

Put your ballot in the secrecy envelope?

Put the secrecy envelope in this envelope?



**TRACK YOUR BALLOT AT SCVOTE**

**VOTER'S OATH**

I hereby swear (or affirm) that I am duly qualified to vote at this election according to the Constitution of the State of South Carolina 1895, that I have not voted during this election, that the ballot or ballots contained in this envelope is my ballot and that I have received no assistance in voting my ballot that I would not have been entitled to receive had I voted in person at my voting precinct.

SIGN IN FRONT OF A WITNESS. A WITNESS CAN BE ANY OTHER PERSON WHO IS AGE 18 OR OLDER. THE WITNESS MUST SIGN, PRINT NAME, AND PROVIDE AN ADDRESS.

✕

**Voter Signature** ▲

Dated on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ (year)

(day) (month)

**Witness Signature** ▲

**Printed Name of Witness** ▲

**Witness Address** ▲ (street number, street name, city, state, zip)

**ALL FIELDS ABOVE ARE REQUIRED FOR YOUR VOTE TO COUNT.**

**C**

# A16a-Early Voting Ballot Reconciliation Worksheet (front)

### Early Voting Ballot Reconciliation Worksheet

County: \_\_\_\_\_ EVC: \_\_\_\_\_ Date: \_\_\_\_\_ EV Day #: \_\_\_\_\_

Sections in gray are completed by the county office. Sections in white are completed by the poll clerk. Verify with check mark (✓).  
All fields (circles or boxes) must contain a value. If zero, write 0.

End of day public count from scanner — Previous day public count (day 1 should be zero) = **E**

○ — ○ = ○

End of day voters checked in on EPB — Previous day voters checked in on EPB = **J**

○ — ○ = ○

Ballots Supplied		✓
A	Ballot Cards	
B	Hand-Marked Paper Ballots <i>Emergency/provisional &amp; failsafe provisional</i>	
C	Additional Ballot Cards	
D	Additional Hand-Marked Paper Ballots <i>Emergency/provisional &amp; failsafe provisional</i>	
<b>A + B + C + D = Total 1</b>		

Ballots Used		✓											
E	Ballots Scanned <i>Public count from scanner</i>												
F	Provisional Ballots <i>Number of provisional ballot envelopes</i>												
G	Spoiled Ballots <i>Number of spoiled ballots in the spoiled ballot envelope</i>												
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 10%; text-align: center;">Ballot Cards (G1)</td> <td style="width: 5%; text-align: center;">+</td> <td style="width: 10%;"></td> <td style="width: 5%; text-align: center;">=</td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">Hand-Marked Paper Ballots (G2)</td> <td style="text-align: center;">+</td> <td></td> <td style="text-align: center;">=</td> <td></td> </tr> </table>		Ballot Cards (G1)	+		=			Hand-Marked Paper Ballots (G2)	+		=	
	Ballot Cards (G1)	+		=									
	Hand-Marked Paper Ballots (G2)	+		=									
<b>E + F + G = Total 2</b>													

Ballots Not Used		✓
H	Ballot Cards <i>Physical count of remaining unused ballot cards</i>	
I	Hand-Marked Paper Ballots <i>Physical count of remaining unused emergency/provisional &amp; failsafe provisional ballots</i>	
<b>H + I = Total 3</b>		

Voters Checked In		✓
J	Electronic Pollbook (EPB)	
K	Paper Poll List <i>Include provisional ballots NOT entered in EPB Do NOT include the curbside poll list</i>	
<b>J + K = Total 4</b>		

For the boxes below, fill in the totals from the matching color boxes above. Check the math.

**Total 2**  + **Total 3**  =  Should = Total 1

**Total 4**  + **G**  =  Should = Total 2

Explain any discrepancies: \_\_\_\_\_

\_\_\_\_\_


Are you returning any emergency ballots that have not been scanned? Yes  No

Poll clerk signature: \_\_\_\_\_ Time: \_\_\_\_\_

SEC FRM 1065-202408

# A16b-Early Voting Ballot Reconciliation Worksheet (back)

Early Voting Ballot Reconciliation Worksheet Instructions			
Row	Type	Guidance	How To
<b>Ballots Supplied</b>			
A	Ballot Cards	Ballot cards provided to start election day.	Filled in by county office. Poll clerk verifies the number of ballot cards indicated by check mark. <b>If incorrect, strike out, write correct, &amp; then initial.</b>
B	Hand-Marked Paper Ballots	Hand-marked paper ballots (emergency/provisional & failsafe provisional) provided to start election day.	
C	Additional Ballot Cards	Additional ballot cards brought to precinct on election day.	Filled in by poll clerk. Count the number of ballot cards. <b>If zero, write 0.</b>
D	Additional Hand-Marked Paper Ballots	Additional hand-marked paper ballots brought to precinct on election day.	
<b>Total 1</b>			<b>Add A + B + C + D</b>
<b>Ballots Used</b>			
E	Ballots Scanned	Ballots scanned on the scanner.	First, scan any ballot cards and/or emergency ballots in the emergency/provisional compartment. Then, use the number for the <u>public count</u> displayed on scanner screen. If more than one scanner, combine the <u>public count</u> totals from all scanners. <b>Early Voting Day 2 and each day after:</b> See formula at top of worksheet. Subtract the previous day's closing <u>public count</u> from the current <u>public count</u> .
F	Provisional Ballots	Provisional ballots used on election day.	Count the provisional ballot envelopes in emergency/provisional ballot compartment. <b>If zero, write 0.</b>
G	Spoiled Ballots	Spoiled ballots are those that were defaced or marked in error. Two types of spoiled ballots: <ul style="list-style-type: none"> <li>ballot cards.</li> <li>hand-marked paper ballots.</li> </ul>	Count the spoiled ballots in the spoiled ballot envelope. Enter number for spoiled ballot cards in G1 & spoiled hand-marked paper ballots in G2. Add G1+G2 and write the total in the green box (G). <b>If zero, write 0.</b>
<b>Total 2</b>			<b>Add E + F + G</b>
<b>Ballot Not Used</b>			
H	Ballot Cards	Ballot cards NOT used on election day.	Count remaining unused blank ballot cards. Example: 10 bundles of ballot cards are supplied. Each contains 25 cards. At close of polls, 2 bundles are unopened (50 ballot cards). There are 12 loose ballot cards. Ballots Not Used is 62.
I	Hand-Marked Paper Ballots	Provisional ballots NOT used on election day.	Count remaining unused hand-marked paper ballots.
<b>Total 3</b>			<b>Add H + I</b>
<b>Voters Checked In</b>			
J	Electronic Pollbook (EPB)	Number of voters who checked in.	Use the number displayed at the top middle of the EPB screen for "Checked In." Do NOT use the number for "Issued" or "Reissued." <b>Early Voting Day 2 and each day after:</b> See formula at top of worksheet. Subtract the previous day's voters <u>checked in</u> from the current day's voters <u>checked in</u> .
K	Paper Poll List	Number of signatures on paper poll list. If a primary, the total from both the Democratic and Republican paper poll lists.	Count the number of signatures on the paper poll list. Do NOT include provisional voters checked in using the EPB. Do NOT include curbside poll list; curbside voters are checked in on the EPB. <b>If zero, write 0.</b>
<b>Total 4</b>			<b>Add J + K</b>




**Reconciliation:** Using the colors in the boxes at the top of the worksheet, match them to those at the bottom of the worksheet to fill in the correct numbers. Then, check the math. Results should equal the number indicated. If there are differences that cannot be resolved, the poll clerk should provide any available explanation or information in space provided. ♦♦♦Check the "Yes" box if returning any emergency ballots that need to be scanned. This does NOT include provisional or failsafe provisional ballots.

↩QR Code: [How to complete this worksheet video.](#)

# A17a- Election Day Ballot Reconciliation Worksheet (front)

Election Day Ballot Reconciliation Worksheet								
County: _____		Precinct: _____		Date: _____				
Sections in gray are completed by the county office. Sections in white are completed by the poll clerk. Verify with check mark (✓). All boxes must contain a value. If zero, write 0.								
<b>Ballots Supplied</b>					✓			
A	Ballot Cards							
B	Hand-Marked Paper Ballots <i>Emergency/provisional &amp; failsafe provisional</i>							
C	Additional Ballot Cards							
D	Additional Hand-Marked Paper Ballots <i>Emergency/provisional &amp; failsafe provisional</i>							
				<b>A + B + C + D = Total 1</b>				
<b>Ballots Used</b>								
E	Ballots Scanned <i>Public count from scanner</i>							
F	Provisional Ballots <i>Number of provisional ballot envelopes</i>							
G	Spoiled Ballots <i>Number of spoiled ballots in the spoiled ballot envelope</i>							
		Ballot Cards (G1)	+	=				
		Hand-Marked Paper Ballots (G2)						
				<b>E + F + G = Total 2</b>				
<b>Ballots Not Used</b>								
H	Ballot Cards <i>Physical count of remaining unused ballot cards</i>							
I	Hand-Marked Paper Ballots <i>Physical count of remaining unused emergency/provisional &amp; failsafe provisional ballots</i>							
				<b>H + I = Total 3</b>				
<b>Voters Checked In</b>								
J	Electronic Pollbook (EPB)							
K	Paper Poll List <i>Include provisional ballots NOT entered in EPB Do NOT include the curbside poll list</i>							
				<b>J + K = Total 4</b>				
For the boxes below, fill in the totals from the matching color boxes above. Check the math.								
Total 2		+	Total 3		=		Should = Total 1	
Total 4		+	G		=		Should = Total 2	
Explain any discrepancies: _____ _____ _____								
Are you returning any emergency ballots that have not been scanned?    Yes <input type="checkbox"/> No <input type="checkbox"/>								
Poll clerk signature: _____						Time: _____		

## A17b- Election Day Ballot Reconciliation Worksheet (back)

Election Day Ballot Reconciliation Worksheet Instructions			
Row	Type	Guidance	How To
<b>Ballots Supplied</b>			
A	Ballot Cards	Ballot cards provided to start election day.	<i>Filled in by county office.</i> Poll clerk verifies the number of ballot cards indicated by check mark. <b>If incorrect, strike out, write correct, &amp; then initial.</b>
B	Hand-Marked Paper Ballots	Hand-marked paper ballots (emergency/provisional & failsafe provisional) provided to start election day.	
C	Additional Ballot Cards	Additional ballot cards brought to precinct on election day.	<i>Filled in by poll clerk.</i> Count the number of ballot cards and hand-marked paper ballots. <b>If zero, write 0.</b>
D	Additional Hand-Marked Paper Ballots	Additional hand-marked paper ballots brought to precinct on election day.	
<b>Total 1</b>			<b>Add A + B + C + D</b>
<b>Ballots Used</b>			
E	Ballots Scanned	Ballots scanned on the scanner.	First, scan any ballot cards and/or emergency ballots in the emergency/provisional compartment. Then, use the number for the <u>public count</u> displayed on scanner screen. If more than one scanner, combine the <u>public count</u> totals from all scanners.
F	Provisional Ballots	Provisional ballots used on election day.	Count the provisional ballot envelopes in emergency/provisional ballot compartment. <b>If zero, write 0.</b>
G	Spoiled Ballots	Spoiled ballots are those that were defaced or marked in error. Two types of spoiled ballots: <ul style="list-style-type: none"> <li>ballot cards.</li> <li>hand-marked paper ballots.</li> </ul>	Count the spoiled ballots in the spoiled ballot envelope. Enter number for spoiled ballot cards in G1 & spoiled hand-marked paper ballots in G2. Add G1+G2 and write the total in the green box (G). <b>If zero, write 0.</b>
<b>Total 2</b>			<b>Add E + F + G</b>
<b>Ballot Not Used</b>			
H	Ballot Cards	Ballot cards NOT used on election day.	Count remaining unused blank ballot cards. Example: 10 bundles of ballot cards are supplied. Each contains 25 cards. At close of polls, 2 bundles are unopened (50 ballot cards). There are 12 loose ballot cards. Ballots Not Used is 62.
I	Hand-Marked Paper Ballots	Provisional ballots NOT used on election day.	Count remaining unused hand-marked paper ballots.
<b>Total 3</b>			<b>Add H + I</b>
<b>Voters Checked In</b>			
J	Electronic Pollbook (EPB)	Number of voters who checked in.	Use the number displayed at the top middle of the EPB screen for "Checked-In." Do NOT use the number for "Issued" or "Reissued."
K	Paper Poll List	Number of signatures on paper poll list. If a primary, the total from both the Democratic and Republican paper poll lists.	Count the signatures on the paper poll list. Do NOT include provisional voters checked in using the EPB. Do NOT include curbside poll list; curbside voters are checked in on the EPB. <b>If zero, write 0.</b>
<b>Total 4</b>			<b>Add J + K</b>
 <p><b>Reconciliation:</b> Using the colors in the boxes at the top of the worksheet, match them to those at the bottom of the worksheet to fill in the correct numbers. Then, check the math. Results should equal the number indicated. If there are differences that cannot be resolved, the poll clerk should provide any available explanation or information in space provided. ♦♦♦ Check the "Yes" box if returning any emergency ballots that need to be scanned. This does NOT include provisional or failsafe provisional ballots.</p> <p>🔗 QR Code: <a href="#">How to complete this worksheet video.</a></p>			

# A18: Polling Place Opening Checklist

## Polling Place Opening Checklist

Precinct \_\_\_\_\_ Polling Place \_\_\_\_\_ Date \_\_\_\_\_

Complete by 7:00 a.m. If there are any questions or issues, contact the county voter registration and elections office or a polling location technician immediately.

Equipment Provided	Quantity
Scanners	
Ballot-marking devices	
Blue ballot boxes/bins or secure ballot bags	
Electronic Poll Books (EPBs) & Printers	
Mifi Device	
<b>Scanners and Ballot-Marking Devices</b>	✓
Ballot-marking device and scanner seal numbers match those on the seal envelope.	
Ballot-marking devices and scanner(s) are plugged into a power source.	
Ballot-marking devices and scanner(s) are open and ready for voting.	
Doors on blue ballot box/bin are open inside the main compartment of the scanner.	
Seals are placed on the provisional, emergency, and main compartment doors of the scanner, and the seal numbers are recorded on the seal envelope.	
Scanner and ballot-marking device keys are secure.	
Ballot-marking devices have privacy screens in place.	
Ballot-marking devices are arranged at least five feet from the managers' table.	
Ballot-marking devices are spaced apart for privacy.	
Ballot-marking device kickstands are in use for optimal viewing.	
Zero tape is signed and posted in the polling place and a second copy is saved with poll managers' materials.	
Blank ballot cards are counted, and the total matches the number of ballot cards supplied on the Ballot Reconciliation Worksheet.	
One pack of blank ballot cards is opened and distributed among check-in stations.	
<b>Electronic Poll Books (EPBs) and MiFi Paper Voter Registration (VR) Lists and Poll Lists</b>	✓
Reviewed proper completion of lists with poll managers.	
If necessary, the printed VR list was split alphabetically to aid traffic flow.	
MiFis and EPBs are connected to power, and EPB is signed into program.	
Poll lists numbered and ready for curbside voting and emergency use.	
Seal number(s) are recorded on seal envelope for EPBs.	
<b>Accessibility</b>	✓
At least one entrance is accessible for voters with disabilities.	
Accessible entrance sign is in place to direct voters to accessible entrance.	
Curbside voting signs are placed in the curbside voting area.	
Sample ballot and posters are placed at wheelchair eye level.	
<b>Other</b>	✓
Contacted office to verify polling place is ready to open.	

I confirm that all items on this checklist have been verified.

\_\_\_\_\_  
Signature of Clerk

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

SEC FRM 1092-202401

# A19: Polling Place Closing Checklist

## Polling Place Closing Checklist

Precinct \_\_\_\_\_ Polling Place \_\_\_\_\_ Date \_\_\_\_\_

Complete after polls have closed. If there are any questions or issues, contact the county voter registration and elections office or a polling location technician immediately.

Equipment Provided	Quantity
Scanners	
Ballot-marking devices	
Blue ballot boxes/bins or secure ballot bags	
Electronic Poll Books (EPBs) & Printers	
Mifi Device	
<b>Scanner and Ballot-Marking Devices</b>	✓
Ballot-marking devices are powered off and properly stored (cords, etc.).	
Scanners are powered off and properly stored (cords, etc.).	
USB sticks have been removed from the scanner(s) and are properly secured for transport.	
Blue ballot boxes/bins have been removed from scanner(s) and sealed for transport. Seal numbers have been recorded on the seal envelope.	
Materials and supplies (voting screens, flags, indoor and outdoor signs, power cords, etc.) are properly packed.	
<b>Electronic Poll Books (EPBs) and MiFi Paper Voter Registration Lists and Poll Lists</b>	✓
EPBs are powered off and properly stored in carrying cases, including cords, etc.	
Mifi device is powered off and properly stored.	
Paper voter registration lists and poll lists are secured for transport.	
<b>Ballot Reconciliation Worksheet</b>	✓
Ballot reconciliation worksheet is accurately completed or discrepancies are noted.	
<b>Other</b>	✓
Pay voucher for poll clerks and managers is completed and signed.	
All other documents in the Oaths and Forms packet are complete.	

I confirm that all items on this checklist have been verified.

\_\_\_\_\_  
Signature of Clerk

SEC FRM 1093-202401

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

# NOTES



A series of horizontal grey lines spanning the width of the page, providing a space for writing notes.

# NOTES



A series of horizontal grey lines spanning the width of the page, providing a space for writing notes.

# NOTES



A series of horizontal lines for writing notes, spanning the width of the page.





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

# **scVOTES.gov**

**To be eligible to register, you must be:**  
A U.S. Citizen | S.C. Resident | 18 years or older

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

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