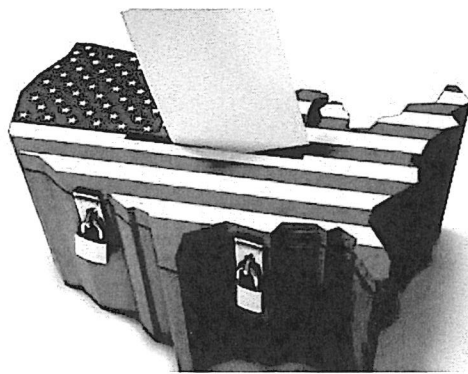




SIOUX FALLS SCHOOL DISTRICT 49-5 SPECIAL BOND ELECTION

INSTRUCTIONS FOR ABSENTEE CENTER



SEPTEMBER 18, 2018

Office of the Business Manager
201 East 38th Street
Sioux Falls, SD 57105

Please Read and Follow These Instructions

I. Supplies

1. Absentee Precinct Instruction Book
2. Name Tags
3. Absentee Ballots- alphabetical order
4. Empty Ballot Box
5. 6 Wire Seals
6. Rubber Bands
7. Oath of Election Officials
8. Poll List of Absentee Voters
9. Ballot Statement
10. Record of Spoiled Ballots
11. Spoiled Ballot Envelope
12. Absentee Precinct Officials' Timesheets
13. Highlighter Pen
14. Letter Opener
15. Box for Empty Envelopes
16. Official Ballot Stamp
17. Green Stamp Pad
18. Rubber Fingers
19. Ruler
20. 4 Red Pens
21. 2 Pencils
22. Tape
23. Post-it Notes
24. Stapler
25. Staple Puller

II. Procedures for Absentee Ballot Precinct

Please respect the secrecy of the absentee voter.

- A. Read and sign the Oath of Election Officials
- B. Count the number of envelopes, and record in the "Envelopes" column on the ballot statement.
- C. Judge #1 shall read each voter's name. Judge #2 will locate the name on the poll list, and highlight it.
- D. SDCL §12-18-10 allows for the challenge of an applicant to vote – It is understood that the Election Supervisor challenges the ballot of any person who fails to check the box on the Absentee Ballot Application that

states “I have lived in that jurisdiction at least 30 days in the last year” or who checks the box “No”; all in accordance with SDCL §13-7-4.2.

Judge #1 shall check the Absentee Ballot Application to see if the “I have lived in that jurisdiction at least 30 days in the last year” box is checked or the “I am a full-time student who resided in that jurisdiction prior to leaving” or they have filled out the military area boxes. (Military absentee requests look different than normal applications—we allow military personnel to vote and have their ballot counted without checking any boxes.) If none of these items are checked or if the voter checked the word “no”, the ballot is spoiled and shall be placed in the Spoiled Ballot Envelope. If any one of them is checked, the ballot is counted.

- E. Judges #1 and #2 shall compare the signatures on the Absentee Ballot Application and the ballot envelope. Be certain signatures are the same. In cases of dispute, refer the envelope to the Absentee Center Supervisor to review. The signature has to match and cannot be signed by any other person whether they have power of attorney or not. The signature on the application must be a close comparison to the signature on the envelope.
- F. If you determine that the signatures do not match, record on the Record of Spoiled Ballots, and deposit the envelope, unopened, in the Spoiled Ballots envelope.
- G. If the signatures match, Judge #3 shall slit the end of the ballot envelope open, hand the ballot to Judge #4, and deposit the empty envelope in the envelopes’ box. (if a ballot envelope does not have a ballot inside it, it should be noted on the Record of Spoiled Ballots and placed in the Spoiled Ballot Envelope.) (If a ballot is stapled into the envelope, remove the staple and reattach the request to the envelope. If you accidentally cut a ballot, carefully tape it back together.)
- H. Judge #4 will unfold the ballot and stamp the official stamp at the top of the right hand column on the front. Stack ballots in an open ballot box.
- I. When you have finished, check the Poll List to see that you have highlighted every voter on the list. If you are missing a ballot, tell the precinct supervisor. Rubber-band together all envelopes. Record any spoiled ballots on the Ballot Statement. Check to make sure that the “Ballots to be Counted” on the Ballot Statement matches the number of ballots in the Ballot Box.
- J. If more ballots are brought during the day and found to be valid, add the voter’s name in the proper alphabetical order. Make sure to stamp the ballot with the Official Ballot Stamp, and put the ballot in the Ballot Box.

- K. If you have time, feel free to take breaks or leave for a short meal, but never leave the ballots unattended.

III. Reasons for Invalid or Spoiled Ballot Envelopes

- A. The “I have lived in that jurisdiction at least 30 days in the last year” box is not checked or is checked “no” – Except for military voters.
- B. No signature on the Absentee Ballot Request.
- C. No signature on the Absentee Ballot Envelope.
- D. Signature on the Request and Envelope do not match.
- E. No ballot inside Ballot Envelope.

IV. Final Tasks for the Absentee Ballot Crew

- A. Confirm that you have received all the absentee ballots.
- B. Place the poll list in the Poll List Envelope. Sign and Seal.
- C. Seal the Ballot Box.
- D. Boy Scouts will transport all ballots and supplies to the Counting Center.
- E. At 7:00 p.m. some of you will move into the Board Room to become one of the Counting Boards. The rest of you...thank you for your service.
- F. Fill out and sign your Officials’ Timesheet. Give the timesheets to Bev Chase, Sioux Falls School District.

Thank you for your assistance in the election process for Sioux Falls School District.