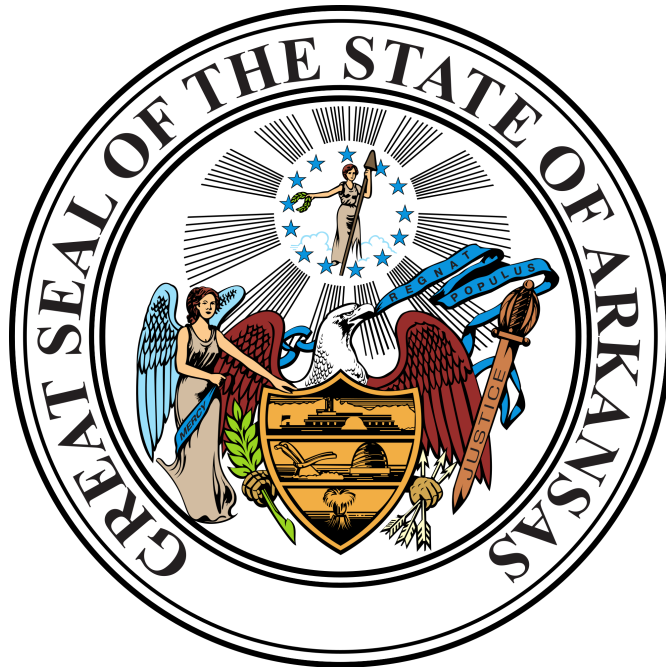


# Izard County Board of Election Commissioners Procedural Handbook



The creation of the IZard County Procedural Manual is a quick reference guideline of all the policies and outlines procedures that the Commission has adopted as standard practices in their meetings. This serves as a foundation for future Commissioners to use and amend if necessary. To amend this document, it takes an unanimous decision of the Commission. The hope it will be such to fit the needs of future Commissioners in their decision making process.

The IZard County Board of Election Commissioners

Randall Lovelace  
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Table of Contents:

Section 1	Robert's Rules of Order Suggested Outline of Official Meetings
Section 2	Official Correspondence
Section 3	Poll Workers and PWIS Form Training Requirements Duties and Responsibilities of Poll Workers
Section 4	Election Coordinator Duties and Responsibilities
Section 5	Commissioners Duties and Responsibilities Chair Commissioners
Section 6	Compensation Rates

Section 1  
Robert's Rules of Order

Robert's Rules of Order has been used by previous Commissioners and confirmed on April 25, 2018 by Mr. Lovelace. By this affirmation, it set the bar for all future meetings the Commission would hold in the future. The latest published version will be used as a guideline for all meetings.

The following is a suggested outline that the Commissioners follow at all called meetings:

Call to Order  
Prayer  
Pledge of Allegiance  
Comments from the Audience (limited to three minutes each)  
Roll Call  
Reading of Minutes  
New Business  
Old Business  
Discussion  
Dismiss

Section 2  
Official Correspondence

The Commission adopted a policy that any official correspondence can be by any legal means of communication such as the United States Post Office, facsimile, email, text and in person. This would alleviate some of the cost of postage, time and paperwork of the election coordinator and the Commissioners. Also, any public notices sent to the newspapers, radio stations, web masters, social media outlets may be contacted in the same manner. This was adopted on October 10, 2018.

Section 3  
Poll Workers and PWIS Form  
Training Requirements  
Duties and Responsibilities of Poll Workers

The Commission has had a hard time finding poll workers and training them properly in the past and in 2018 did not find exceptions to this harsh reality. The Commissioners adopted several policies in helping this in the future. With the adoption of the 'Poll Worker Information Sheet' that is now required on every poll worker for IZARD County, it ensures that the Commission has all the necessary information to get a hold of them and to schedule training and poll working assignments. This form can be filled out electronically or by paper. A blank form is included in this manual and can be obtained at the IZARD County Clerks Office.

Poll Worker Information Sheet

This sheet has been adopted by the Commission to collect the appropriate data on each potential poll worker to ensure that everyone that the Commission can contact them in a timely manner. Each Commissioner (Majority and Minority) must present it to the Commission in order for them to be considered to work the polls. The PWIS is required to be turned in no later than sixty days (60) before the early vote is set to begin. After that, the Commission will determine poll worker precinct and placement duties.

New Poll Workers

This training session is required by state law for New Poll Workers and will be divided into small groups of no more than 15 persons. This gives ample one-on-one training for each individual and the trainer can go over more information in a more specific manner. In these sessions, detailed information will be given to each poll worker along with a booklet from the State of Arkansas. It is essential that the training be done in a timely manner at least 30 days before the early vote begins.

Voter Machine Training

In the general election of 2018, the county acquired new voting machines that required different steps in the voting process. This class is designed to ensure that all the poll workers are familiar with all the startup procedures, daily procedures as well as the closing procedure of the machines used in the voting process. This class will be trained by the Chair of the Commission or an appointed person by the Chair.

**Izard County Poll Worker Information Sheet**

Thank you for your interest in working the polls in the upcoming election. Without your help we could not hold a fair and honest election. Please fill out the information below completely turn it in to your respected party member on the Izard County Board of Election Commissioners.

**(PLEASE PRINT)**

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Precinct: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best times to call: \_\_\_\_\_

Preferred Method of Communication (circle all that apply)

Email

Text

Phone Call

**FILED  
IN MY OFFICE  
FEB - 6 2019  
COUNTY & CIRCUIT CLERK  
BY SHELLEY DOWNING  
D.C.**

Upon signing this information sheet I have been contacted by \_\_\_\_\_ who is a respective party representative and agree to work as a poll worker in Izard County, Arkansas. I will allow the Izard County Board of Election Commissioners to contact me and schedule appropriate training and the dates that I am needed to work at the elections.

Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_

### Precinct Assignments

After proper training the Commission will appoint poll workers to specific precincts. Assigning them their duties for the day, along with any special duties they deemed necessary to have a smooth election. The following are the duties defined specifically to IZARD County poll workers.

#### Sheriff

Person in charge of a particular polling site. They are the overseer of the set up and placement of the polling machines. Often called the 'election judge' by the state, the Commission has deemed this title as the one that would have the ultimate authority at the precinct that they are in charge of. Duties would include, but not limited to; taking care of all provisional ballots, making sure that all paperwork is done, assisting clerks and ensuring election results are taken back to the clerks office to be tallied.

#### Judge

Person who is in charge of the polling mechanics at the poll site. The duties would include but not limited to making sure that the machines are working properly, assisting voters to the voting machine and set up and tear down of the voting machines.

#### Clerks

Persons who are in charge of the clerical mechanics at the poll site. The duties would include, but not limited to: set up and break down the tablets, proper signage, sign in voters and check ID.

### Specific Site Alternates

Site specific alternates can be designated by the Commission to be used in case of one of the assigned poll workers at the site cannot fulfill the duties on election day. Arrangements to fill the position is to be made by the Chair of the Commission. This list must be approved 20 days before the start of early vote.

### Voter Worker Pool

All of the people that the Commission approved to go through the New Poll Worker Training and the Voter Machine Training is put on this list to ensure that in the case of an emergency, the Chair of the Commission has enough people available to pick from to fill the positions at the precinct in the case of a poll worker not being there. From this pool, a poll worker can be asked to work at ANY poll site in IZARD County. This list must be approved 20 days before the start of the early vote.



Section 4  
Election Coordinator  
Duties and Responsibilities

The County Clerks office has hired a person to do the duties of the election coordinator and help in the County Clerks office as needed. The duties listed would include, but not limited to are listed below.

- PROGRAMMING & CODING
- ONLINE SPREADSHEET PORTAL
- COMMUNICATION WITH ESS&S COMPANY
- MAILING & RECEIVING OF MEDIA
- TESTING SOFTWARE
- BALLOT LAYOUT & PRINTING
- REIMBURSEMENT PAPERWORK FOR STATE FUNDED ELECTIONS
- ELECTION NIGHT TALLYING & SUBMITTING TO THE STATE
- HAVE MACHINES & BAGS READY TO GO BY 8:30 AM THE MORNING BEFORE TRANSPORT

Section 5  
Commissioners Duties and Responsibilities  
Chair  
Commissioners

Although the duties are defined in the Election Laws of Arkansas, those duties are included in addition to the following specifically in Izard County.

The Chair of the Commission

Duties that would include, but not limited to:

- \* Oversee and organize the Election Commission meetings
- \* Budgeting and expenditures
- \* Work with the Election Coordinator
- \* Oversee all the correspondence and newspaper releases.
- \* Interaction with poll-workers including selection, notification and training.
- \* Provide training and election day support.
- \* Organize transportation of voting machines and proper signage to the polling sites.
- \* Certify election results

Majority and Minority Commissioners

Duties that would include, but not limited to:

- \* Interaction with poll-workers including notification and training.
- \* Selection of poll sites - both early and election day.
- \* Polling assistance on election day
- \* Certify Election Results
- \* Selection and Verification of Poll Workers

Section 6  
Compensation

**Compensation for the Izard County Board of Election Commissioners and Election Officials**

The Izard County Quorum Court adopted in September 2019 the Ordinance 2019-5 that sets the pay and rates for the Commissioners and the Poll Workers.

Election day pay will be from 7:00 am to 8:00 pm.

Mileage will be paid according to the Izard County travel policy. (Note: a map of travel will be required to back up mileage request). Mileage will be paid round trip from the place of residence to the destination and polling sites on election day if assistance is needed.

All reimbursements will be approved by the Chair of the Commission and the County Judge for approval. All expenditures that come out of the Election budget must be approved by the Chair of the Commission before any disbursement will be made.

All supplies must be approved before purchase and office supplies can be picked up at the County Clerks Office. Additional supplies that are needed must be bought in Izard County if possible.

Commissioner checks will be issued following the certification of the election held.

## **RESOLUTION TO ESTABLISH A VOTER WORKER POOL IN IZARD COUNTY, ARKANSAS**

### **INTENT AND PURPOSE OF RESOLUTION:**

TO ENSURE THE IZARD COUNTY BOARD OF ELECTION COMMISSIONERS HAS A POOL OF POLL WORKERS IN THE CASE THAT IT IS IMPOSSIBLE TO OBTAIN QUALIFIED ELECTION OFFICIALS FROM ANY PRECINCT

### **DEFINITIONS**

ICBEC: IZARD COUNTY BOARD OF ELECTION COMMISSIONERS

POOL OF POLL WORKERS: ANY PERSON THAT HAS ATTENDED THE PROPER TRAINING BEFORE THE TIME OF ELECTION AND MEETS REQUIREMENTS STATED IN ARK CODE 7-4-109 (B)

ALTERNATES: EXTRA POLL WORKERS THAT HAVE BEEN APPROVED FOR A SPECIFIC POLLING SITE AND NOT FOR ALL POLLING PLACES.

### **PROCEDURE FOR SELECTIONS/APPOINTMENTS**

A LIST OF ALL THE POLL WORKERS WILL BE APPROVED BY THE ICBEC PRIOR TO THE ELECTION TO BE IN THE POOL OF POLL WORKERS.

WHEN NEEDED, A POLL WORKER CAN BE ASKED TO WORK AT ANY POLL SITE IN IZARD COUNTY.

CHAIR OF THE COMMISSION WILL APPOINT THE WORKER USING A RANDOM SELECTION METHOD.

WHEN A NEW WORKER IS APPOINTED, THE CHAIR WILL NOTIFY ALL THE COMMISSIONERS STATING THE PRECINCT NAME, THE NAME OF THE PERSON THAT WAS REPLACED AS WELL AS THE NEW APPOINTMENT TO THE PRECINCT.

Request for Mileage Reimbursement Form

Employee Name

Home Address

City, State Zipcode

Rate Per Mile

Total Mileage

Total Reimbursement

\$0.540

0

\$0.00

NOTE:

The IRS periodically changes the per mile reimbursement rate. Current rate for 2018.

\$0.540
0
\$0.00

## Total Reimbursement

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