

PO Box 18122
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**PENNSYLVANIA PRIMARY WATCH THE VOTE 2008
INSTRUCTIONS FOR ELECTION MONITORS AND POLL WATCHERS**

The following information is provided for volunteers who are acting as designated poll watchers to document election-day successes and problems. This effort will help us identify and address election-day problems as well as identify what works and what needs to be improved for the November general election and beyond.

Poll watchers who are able, as well as roving election monitors will be reporting, verifying and investigating incidents reported on the **1-866-MYVOTE1** hotline, the www.voterstory.org online problem-reporting tool, and incidents reported to the *Watch the Vote* county contacts.

Should a serious problem or barrier that requires immediate action emerge in the voting process, Voter Action and other identified legal partners will make a determination how to respond and communicate back to the roving monitor or poll watcher through the county contact or in some instances directly.

1. Read through these instructions and all other materials. Print copies of forms as recommended. Forms can be found at www.voteraction.org/pa-resources
2. Fill out the *Poll Location Check List* at each polling location where you are present
3. As able, respond to and return calls from your Watch the Vote county contact (see below) re: reported incidents that have been generated through the 1 866 MY VOTE 1 hotline
4. If you see a voter who does not know where their polling location is, encourage the voter to call the hotline to find out.
5. Report any problems or concerns you see to your Watch the Vote county coordinator so they can follow up.
6. Report any resolutions to problems to your Watch the Vote county coordinator.
7. When you are able to do so, fill out an *Incident Report Form* per incident which you should have printed and brought with you to the polling location.
8. You can also fill out an online incident report by going to : www.voteraction.org/pa-resources to find a link to the form.

THE FORMS- All forms (exceptions noted) will be available at www.voteraction.org/pa-resources

- ⑥ **Poll Location Checklist** The data you collect on these sheets will serve as the basis for the information you report after the election. Please fill out the header completely and check off section of the form that applies.
Please use the back of the form and/or separate sheet(s) of paper to describe exactly what happened in as much detail as possible. Include all relevant details such as the names of election judges, technicians, or others who addressed the problem, exactly what they did, how many voters were affected by problems, and how the problem was resolved. If a problem involved an equipment malfunction, please include the serial number of the machine, if possible. Did the Judge of Elections and/or technicians fill out a report and/or write up the problem in an Election Day Log?
- ⑥ **Incident Report Form** (PRINT10+ COPIES)
If you witness a voter having a problem, use these to record the information about the incident if the voter is willing.
- ⑥ **Pennsylvania Election Code Reference- INCLUDED IN THESE INSTRUCTIONS**

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Please report any problems to your *Watch the Vote* County Coordinators:

Allegheny County - Richard King (412) 400-3773

Centre County - Mary Vollero (814) 769-9566

Montgomery County- Steve Strahs 215-740-2796

Philadelphia County- David Klein (877) 868-3268

Throughout Pennsylvania if you can't reach one of these contacts, call:

David Klein (877) 868-3268 OR Allison Tongate (206) 683-5154, (206) 723-1941

WHAT TO BRING WITH YOU

- ⑥ **Pad of paper, pens and pencils**
- ⑥ **Cell phone—please keep this with you and on at all times but set on “vibrate” inside the polling place**
- ⑥ **Cell-phone charger if you have one**
- ⑥ **Instructions packet**
- ⑥ **Polling Location Checklist**
- ⑥ **10 copies of the Incident Report Form**
- ⑥ **10 copies of the Watch the Vote “Know Your Rights Flyers”**

***A camera, video camera, or tape recorder** can be a great asset for documenting problems if you have one that you are comfortable using. But you might want to leave these hidden — in the car or in a bag — unless you feel there is a need to document something specific. In general, election judges may be more relaxed and candid with you if you aren't recording. They may feel they have to put on a professional public face and gloss over problems if they know they're being recorded.

- If you want to record anything inside the polling place, you must get the permission of the Judge of Elections or the County Election Board, You absolutely must not to do anything that compromises the privacy or secrecy of any voter's ballot: the Pennsylvania State Constitution and Election Code contains very strict provisions for ballot secrecy.
- If you bring any of these items, don't forget to bring the supplies you'll need to use them: extra batteries, car charger, film, blank tape, etc.
- In a pinch, your cell phone may be able to serve as a camera. If so, make sure you know how to use this feature, including how to store or send the images.

NIGHT BEFORE THE PRIMARY

- ⑥ **Make sure your cell phone is charged and pack your charger if you have one**
- ⑥ **Print a map of each polling place you will be visiting**
- ⑥ **Print this instruction packet and all forms needed**

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GROUND RULES

- Always present yourself in a **completely nonpartisan and professional** manner. Do not wear or carry anything that indicates a party or candidate preference or influence voter choices.
- **To establish a rapport with those you interview** and set them at ease, it's probably best to keep your forms and checklists out-of-sight except when you need them (e.g., to record serial numbers). People often freeze up when someone with a clipboard is filling out a checklist from their answers, so use a notebook or notepad to jot down what you see and hear and transfer the information later into the appropriate sections of your *Polling Location Checklist*.
- **You should avoid talking on your cell phone inside the voting location.** Leave the ringer on "vibrate" when inside the voting room.
- **Do not argue with the Judge of Elections**—their rule is law inside the polling place. Be as gracious and tactful as possible, and avoid doing anything that might make them feel defensive or hostile. If you have a problem with a Election Judge or Inspector or notice problems with the way they are handling things, call to report this situation as soon as you can.

Pennsylvania Election Code Reference

1. On Election Day, EACH POLLING PLACE WILL BE OPEN BETWEEN 7:00 A.M. AND 8:00 P.M. If you are in line at the polling place when the polls close at 8:00 p.m., YOU HAVE THE RIGHT TO VOTE in the election. 25 P.S. §§ 3045, 3060(e).

2. If you are voting in your election district for the first time, YOU HAVE THE RIGHT TO VOTE by regular ballot if you have a photo ID or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address with you on Election Day. 25 P.S. §§ 3050(a), 3050(a.1).

3. If you do not have any form of identification and you are voting in your election district for the first time, or if you believe you are registered but your name does not appear on the registration roll, YOU HAVE THE RIGHT TO VOTE a provisional ballot by signing a State form under oath, swearing or affirming that you are the person on your voter certificate. 25 P.S. §3050(a.4).

4. If you cannot read or you are disabled, and the fact that you need assistance is recorded on your registration card, YOU HAVE THE RIGHT TO RECEIVE ASSISTANCE from anyone you choose except the judge of election, your employer or an agent of your employer, or an officer or agent of your union. 25 P.S. §§ 3058(a)-(b).

5. If you move to a different county or within the same county in which you are registered to vote, YOU HAVE THE RIGHT TO VOTE IN YOUR OLD PRECINCT after signing a written affirmation of your new address. 25 P.S. § 1902.

6. If you have changed your name, you can submit a new application 30 days before the election, but if you have not or the deadline passed, YOU HAVE THE RIGHT TO VOTE UNDER YOUR OLD NAME. 25 P.S. §§ 1322, 1324, 1326.

7. If you damage or spoil your ballot, YOU HAVE THE RIGHT TO RECEIVE A REPLACEMENT BALLOT after returning the spoiled or damaged ballot. 25 P.S. § 3054(b).

8. When you are within a polling place, YOU HAVE THE RIGHT TO VOTE (OR WAIT TO VOTE) WITHOUT ANYONE TRYING TO INFLUENCE YOUR VOTE. 25 P.S. § 3060(c).

9. If you are incarcerated while awaiting trial or because of a misdemeanor conviction, YOU HAVE THE RIGHT TO REGISTER TO VOTE AND TO VOTE BY ABSENTEE BALLOT. If you are incarcerated because of a felony conviction, YOU HAVE THE RIGHT TO REGISTER AND VOTE after being released from incarceration. Pennsylvania Department of State, (<http://www.dos.state.pa.us/voting/cwp/view.asp?a=1192&q=443054>) (last modified 7/21/05)

10. Your minor child or children may accompany you into the polling place, and one minor child may accompany you into the voting compartment or voting machine booth. 25 P.S. § 3531.1

11. You may not remain in the voting booth for more than three minutes, unless there are no other voters waiting to vote. 25 P.S. § 3057.

12. YOU HAVE THE RIGHT to receive ballots, instructions and other voting materials in Spanish in Philadelphia County. 42 U.S.C. § 1973.;

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