

**PENNSYLVANIA PRIMARY WATCH THE VOTE 2008
INSTRUCTIONS FOR ROVING ELECTION MONITORS**

The following information is provided for volunteers who are acting as designated poll watchers and roving poll monitors 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. Roving election monitors will be verifying and investigating information reported on the 1-866-MYVOTE1 hotline and the www.voterstory.org online problem-reporting tool (also available on www.voteraction.org). **Upon verification of a specific problem or complaint, participants will record the findings, inform the *Watch the Vote* county contact, and at the end of the day, fill out an online observers report.**

IDENTIFYING PROBLEMS This type of roving election monitoring depends mostly upon your success in drawing out information from election judges, voters, campaign workers, and others on the ground at the polling place. 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*.

As a "Roving Election Monitor" you will be 1) responding to problems as they are called into you and 2) checking in to polling locations that have been assigned to you to gather information.

RESPONDING TO PROBLEMS The basic process for responding to problems is as follows:

1. As patterns and problems emerge in on the 1-866-MYVOTE1 hotline and the VoterStory.org database, *Watch the Vote* Coordinator David Klein (working from the war room in Philadelphia at the offices of Voter Action legal partner Drinker, Biddle, and Reath) will alert our *Watch the Vote* county contact to dispatch the roving observer assigned to the polling location in question.
2. Roving monitors and poll watchers participating in this program will record on paper and report back to the county contact each problem and/or if the problem has been resolved. Additionally, if possible, *it is very important* for the roving monitors or poll watchers to gather names and contact info of affected individuals.
3. Should a serious problem/barrier to voting emerge that requires immediate action, *Voter Action* and other identified legal partners will make a determination and communicate back to the roving monitor or poll watcher through the county contact or in some instances directly.
4. If a *MyVote1/Voter Story* problem is resolved, your *Watch the Vote* Coordinator will need to hear back about that as well so we can alert media and coalition partners. (e.g., to alert them if polls will be staying open later) and all stay informed.
5. If you are a "roving monitor" and are not focused on resolving a specific problem, you can "rove" your assigned polling locations and interview Election Judges and poll watchers using the "Polling Location Checklist form as provided.

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GATHERING GENERAL POLLING LOCATION INFORMATION When not responding to a problem and you are "roving" polling locations, use the following protocol.

ARRIVING AT A POLLING PLACE

1. **Before getting out of your car**, prepare your forms for the polling place. Fill in the top of the Data Collection Sheet with the precinct number(s) and location name, the time of your visit, and your name and contact info.
2. **Take stock of the polling place.** What is happening outside? Are there long lines? Are there campaign volunteers handing out literature? How is the weather impacting the situation? Note anything unusual on your data collection sheet.
3. **Talk to campaign volunteers** for all candidates to find out what you can about how the day has gone. Ask about turnout, any unusual incidents, or anything they may have heard about voting problems. Give each campaign a copy of the "Know Your Rights" flyer so they can inform voters about our hotline.

INSIDE A POLLING PLACE

(*Note: Only Poll watchers with a watcher's certificate may stay inside a polling location, although those without a certificate may come in briefly to briefly speak to a Judge of Elections and gather information such as checking the Zero tapes.)

1. **As you enter the polling place**, again take stock and note anything that seems unusual. Are there long lines inside the building? Does the polling place seem to be fully staffed? Do the staff seem to know what they are doing? Is the atmosphere orderly or unruly? Is all of the equipment operating, or are there machines which have been pulled from use?
2. **Introduce yourself to the Judge of Elections** and ask if they have a few minutes to talk with you. . If you are not sure who is the Judge of Elections, ask one of the officials who is working to sign in voters, or who is operating the voting machines. Judges can get very busy in the throes of an election day, so you may have to wait a few minutes if they are in the middle of handling a task. Use that time to chat with other judges if you can do that without distracting them from their work or to begin examining the Zero Reports.
3. Ask the **Judge of Elections** the questions on your **Interview Sheet**. It may be best if you use it as a "cheat sheet" rather than recording answers on it. Be sure to ask about any problems you may have noted or they have mentioned and get as much specific information from them as you can.
4. **Thank the Judge of Elections and other Pollworkers** for their time. This would be a good time to ask if you could take a few photos if there is anything you want to document.
5. **Before you leave, examine the Zero Reports** posted if you haven't already done so. Write down the Serial # for each machine next to the Machine ID # on page 2 of your Data Collection Sheet. These Serial and Machine ID numbers can be found at the very top of each Zero Report in the header info. Also please note if the Zero Reports have **not** been signed at the bottom by all the pollworkers.

AFTER YOU LEAVE

1. **Call in to report** anything you have learned inside if it seems important.
2. **Fill out your Polling Location Checklist** for that polling place with the information you have gathered at that polling place.

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3. **Prepare for your next polling location.** Get out your map and make sure you understand how to get there from where you are. If you want to, you can fill out the header of the Data Collection Sheet for the next location so you will be ready when you get there.

GROUND RULES FOR WATCH THE VOTE ROVING MONITORS

- As a representative of a nonpartisan, nonprofit organization, it is important to always present yourself in a **completely nonpartisan and professional** manner. Do not wear or carry anything that indicates a party or candidate preference or might even appear to be an attempt influence voter choices.
- **If you are not a poll watcher with a Watcher’s Certificate, you will not be allowed to linger in the polling location to speak with voters,** but you may talk with them outside.
- **You may talk 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 or Inspectors**—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. Don’t try to instruct them in how to do their jobs. 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.

Please report any problems to:

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

If you can’t reach them, try:

Throughout Pennsylvania- David Klein (877) 868-3268

If you don’t spot any problems, please check in periodically throughout the day to let us know how it’s going; you do **not** need to check in after each polling place (unless you want to).

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.

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- 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.

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” when inside the polling place
- ⑥ Cell-phone car-charger if you have one
- ⑥ Instructions packet
- ⑥ List of polling places to visit, with map of each
- ⑥ A blank Polling Location Checklist for each polling place you will visit, plus a few extras
- ⑥ 25 copies of “Know Your Rights” sheet with the 1-866-MyVote1 reporting hotline number.
- ⑥ 10 copies of Incident Report Form

NIGHT BEFORE

- ⑥ Make sure your cell phone is charged and pack your car 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

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

1. **Interview Questions** (1 copy) FOUND IN THIS INSTRUCTION PACKET
Use this as a cheat sheet for the questions you will ask the Judge of Elections and others you speak with at the polls. Record their answers in your notebook or notepad.
2. **Poll Location Checklist** (need 10 to 20 copies)
These are the most important forms you will fill out throughout the day. You will need to print out a sheet for each polling place you will be visiting, plus some extras in case you need them. The data you collect on these sheets will serve as the basis for the information you report into the online form after the election. Please fill out the header completely on each sheet 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 time of the incident, the names of election judges, technicians, or others who addressed the problem, exactly what they did, how many voters were affected by the problem, and how the problem was resolved. If the 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?
3. **“Know Your Rights” Flyer** (need about 25 copies)
Distribute one to each candidate’s campaign worker(s) outside the polling place and explain that voters who mention problems should be asked to report them.
4. **Incident Report Form** (need 10 copies)
If you witness a voter having a problem, use these to record the information about the incident if the voter is willing.
5. **Pennsylvania Election Code** FOUND IN THIS INSTRUCTION PACKET

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- 1. Anything exciting been happening today?**
- 2. How has the turnout been today?**
(Chat about what you've been hearing about turnout elsewhere or whatever else seems like a good ice breaker.)
- 3. Any lines? About how long have your wait times been running?**
- 4. How are the machines working today—had any problems?**
If so: What kind, and how did you handle it?
- 5. Have you been having any problems with voters being listed correctly in your pollbook, with the right party and all? Did you have supplemental pages of late registrations in your pollbook?**
- 6. How many provisional ballots have been issued? What was the problem?**
How many do you have left?
- 7. How many emergency paper ballots have been issued? What was the problem?**
How many do you have left?
- 8. Were you able to get the polling place open on time this morning?**
If not: What caused the delay?
- 9. Were all of your supplies in order? Were you missing anything you needed to run the election? If so: What?**
- 10. Have many people had problems with their voter registration? Approximately how many? What percentage? What has been the follow up?**

Thanks very much for your time.

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.; 67 Fed. Reg. 48,871 (2002); P. S. § 1327(a)(6).

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