

New Hampshire Attorney General's Office

Polling Place Checklist – 2008 Presidential Primary

City/Town: _____

Facility (Town Hall, School, etc.): _____

January 8, 2008 Time: _____ AM/PM

Inspector: _____

Moderator's Name (person serving when inspected – may be pro-tem/assistant): _____

Number of Registered Voters (from SOS list): _____ = Booths required: _____

| Requirement | What to Look For | Yes | No |
|------------------------------|---|-----|----|
| Exterior | | | |
| Accessible: Parking | Is there at least one accessible van parking space marked with a proper sign? RSA 658:9-a, I. | | |
| Route | Is the route from the parking area to the entry door to the polling place easily accessible (clear from snow/ice, no excessive grade/curbing, useable by a person in a wheelchair)? RSA 658:9-a | | |
| Ramp | Does the route from the parking area to the entry door include a ramp? RSA 658:9-a, IV. | | |
| | Is the ramp free from snow/ice? | | |
| | Does the ramp have proper handrails? | | |
| Accessible Entrance | Is the accessible entrance different from the main entrance? | | |
| | If, yes: Are there signs directing voters to the accessible entrance? RSA 658:9-a | | |
| No Electioneering Zone | Is there a zone at least 10 feet wide extending from the entrance(s) to the polling place where electioneering is prohibited? RSA 659:43 | | |
| Exterior Campaign Signs | Are unattended campaign signs present on the property of the polling place, outside the no-electioneering zone? RSA 664:17 (prohibits affixing signs to public property – some moderators create electioneering zones where signs may be left unattended) | | |
| Flag | Is an American flag on display outside the polling place? RSA 658:9 (required weather permitting) | | |

| Interior | | | |
|---|--|--|--|
| Identify yourself to the Moderator before completing inspection | | | |
| Signs | Voter Instruction Card: 3 copies outside the guardrail, one of which is at 48" = accessible to a person in a wheelchair? RSA 658:28 | | |
| | Voter Instruction Card: 1 copy in each voting booth/screen? RSA 658:28 | | |
| | Sample Ballots: Are at least 2 sample ballots for both Democrat and Republican primaries must be posted outside the guardrail? RSA 658:26 | | |
| | Purity of Elections Statutes: Is a poster with the purity of elections statutes posted outside the guardrail? RSA 658:29 | | |
| | Assistance in Voting: Is at least 1 Assistance in Voting sign posted outside the rail? 42 U.S. C. 15482(b). | | |
| | Voting Rights: Is at least 1 Voting Rights sign listing the AG toll free election line posted outside the rail? 42 U.S.C. 15482 (b)(E). | | |
| Flag | Is an American Flag displayed inside the polling place? RSA 658:9. | | |
| Lines | Voters who were registered before entering the polling place should not have to wait more than ten minutes to obtain a ballot and have access to a voting booth/screen. Observe and record the waiting time upon your arrival and again before departing. Do voters receive ballots within 10 minutes? | | |
| | Waiting Time Upon arrival: _____ minutes Upon departure: _____ minutes | | |
| | Eligible voters who choose to register on election day may reasonably expect longer waiting time. Note the waiting time, if a line exists, for registering to vote: Upon arrival: _____ minutes Upon departure: _____ minutes | | |
| Booths | Is there at least one State issued accessible booth? RSA 658:9, III | | |

| | | | |
|--------------------------|--|--|--|
| | Are there at least two standard voting booths? RSA 658:9, V? | | |
| | Are there at least two tabletop voting screens? RSA 658:9, V | | |
| | Are there a total of at least one booth/screen for every 150 people listed on the checklist (excluding new election day registrants)? RSA 658:9, V (b) | | |
| | | | |
| Accessible Voting System | Is the telephone/fax system for accessible voting set up and functioning? 42 U.S.C. 15481. | | |
| | | | |
| Electioneering | Is electioneering prohibited within the polling place? RSA 659:43; RSA 659:44 | | |
| | | | |
| Guardrail | Is there a guardrail, a wooden rail, rope, ribbon, or any system separating voting area from public area? RSA 658:9. | | |
| | Is the rail positioned so that no one outside the rail can approach closer than 6 feet from the voting booths and ballot box? RSA 658:9. | | |
| | Are persons other than election officials and voters marking and casting ballots or assisting another voter prohibited from entering within the rail? RSA 659:21. | | |
| | | | |
| Checklist | Does the checklist used to check voters in have bar codes? RSA 654:25; RSA 654:45 (The presence of the barcode verifies that the list was created from the statewide database) | | |
| | When a voter checks in to receive a ballot, does the ballot clerk repeat the voter's name out loud two times? RSA659:13 | | |
| | When a voter checks in, does the ballot clerk state the address of the voter listed on the checklist and ask the voter to verify it is correct? RSA 659:13 | | |
| | When a voter checks in is he or she required to announce his or her party affiliation? RSA 659:13. | | |

| | | | |
|--------------------------|--|---------|--|
| | | | |
| Ballots | Determine from the Moderator the number of ballots received from the Secretary of State | # _____ | |
| | Are voters and election officials prohibited from removing ballots from within the rail? RSA659:38 | | |
| | Hand Count Towns: Does the moderator/assistant take the ballot from the voter and deposit it in the ballot box in a manner that does not disclose how the ballot is marked? RSA 659:23 | | |
| | Machine Count Towns: Does the moderator allow the voter to put his/her ballot into the ballot counting machine in a manner that does not disclose how the ballot is marked? RSA 659:23, II | | |
| | Did the Moderator start processing absentee ballots no sooner than 1:00 PM (unless 10 voters petition to start after the polls close)? RSA 659:49 | | |
| | | | |
| Ballot Counting Machines | Is a zero tape available for inspection and in proper form? Election Procedure Manual & RSA 656:42 | | |
| | Does the Moderator have procedures in place to empty the bin under the ballot counting machine if there are more than 1500 ballots cast? | | |
| | | | |
| Assistance in Voting | Voters who, as a result of disability or illiteracy are unable to mark their ballot without assistance, may be assisted by a person of their choice, except they cannot be assisted by their employer or union official. Observe the moderator process a request for assistance by a voter or if none occurs, ask the moderator to describe the procedure used. RSA 659:20 | | |
| | Are voters allowed to have assistance? | | |
| | Does the Moderator require that the voter assert that he or she is unable to vote due to disability or illiteracy? | | |
| | Does the Moderator offer the voter the choice of selecting the person who will assist the voter? | | |
| | If someone other than an election official assists the voter, does the moderator instruct the person on their duty or require the person to take an oath? | | |

| | | | |
|--|--|---------|--|
| | | | |
| Challenges | Observe any challenges to voters or, if none, ask the Moderator: Does the Moderator allow any registered voter for the polling place or any designated challenger to challenge voters? | | |
| | | | |
| Observers | Is there a public viewing area outside the rail available for observers from campaigns and the public? | | |
| | Can a person in the area for observers hear the ballot clerks announce the names of voters as the voter checks in? | | |
| | | | |
| Voter Registration | Are people being allowed to register to vote at the polling place? RSA 654:7-a. | | |
| | Are people who register to vote being required to prove: (RSA 654:12) | | |
| | a. Their identity if they are not personally known by the Supervisor of the Checklist? | | |
| | b. Their age if their appearance leaves doubt whether the person is 18 or older? | | |
| | c. Their citizenship? | | |
| | d. Their domicile? | | |
| | Are those without other proof of domicile offered and allowed to use a domicile affidavit? | | |
| Determine from the Supervisors the number of people who applied for registration and who were denied | | # _____ | |
| | | | |
| | | | |
| | | | |

238560