



**Precinct Committeemen
Handbook
INDIANA REPUBLICAN
PARTY**

TO: Precinct & Vice-Precinct Committee Men & Women

FROM: Mindy Westrick, Secretary Indiana Republican State Committee

Thank you for volunteering for one of the most important positions in our political party. As a precinct committeeman, you are the face and voice of the Republican Party in your precinct. You hold an elected office just like any other local, county, or state official. You have a responsibility to the people who elected you, and to the Party who has put their faith in you to fulfill all the duties of the job.

When you became a Republican Precinct Committeeman/woman, you took on a vital leadership role to advance Republican principles of:

- Lower taxes
- Smaller government
- Fiscal responsibility
- Individual freedom
- Strong national defense
- Job creation
- Family values

We are facing a great challenge in the upcoming elections. As you know, our Party is under constant attack. The strength of our will as a Party is being tested. We cannot sit back and be passive. We must let all the people in our precincts know that we are working for them and listening to their voice in the process.

Elections are not won at the state, national, or even county level; elections are won in the individual precincts, one vote at a time. We all know the “fundamentals” of politics—such as registering voters, polling, telephoning, door knocking, and turning out the vote on Election Day—are not glamorous and often thankless. However, these fundamentals WIN elections and put Republicans in office. That’s why we are thankful for your leadership in these efforts.

It is my hope that this handbook will help you effectively carry out the duties of your elected office by answering questions you may be asked as you serve your precinct.

You are the vital link to the success of our Party and its candidates. We are counting on you and we are here for you! Thank you for your commitment and dedicated hard work.





TABLE OF CONTENTS

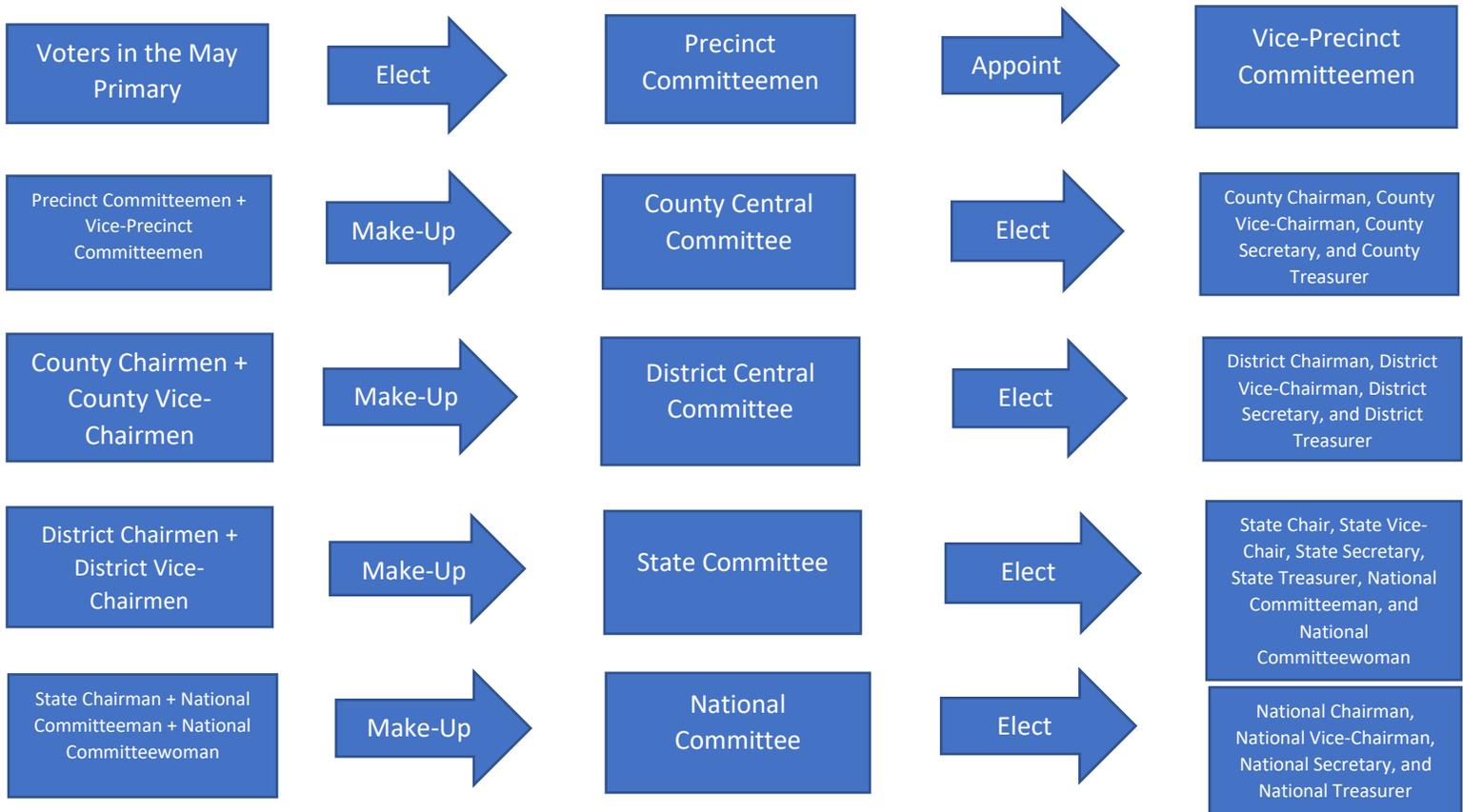
Party Organization and Rules	4
Duties of Precinct Committeemen and Vice-Precinct Committeemen	9
How to Be an Effective Leader in Your Precinct	12
Required Forms	15
County Election Calendar	20
Volunteers	22
Canvassing, Voter Registration, and Absentee Voting	24
Polling Place Rules	30
Election Day Checklist	34



Party Organization and Rules

Indiana Republican Party Structure

- 1) Voters in the May Primary elect precinct committeemen
 - a. Elected precinct committeemen must appoint their vice-precinct committeeman within thirty days of the Primary Election at noon.
 - b. County Chairmen can appoint precinct committeemen to vacant precincts, as well as appointing the vice-precinct committeeman of that precinct (non-elected precinct committeemen do not appoint their vice-precinct committeeman).
- 2) Precinct committeemen and vice-precinct committeemen makeup the County Central Committee. They elect the County Chairman, County Vice-Chairman, County Secretary, and County Treasurer at the reorganization meeting in March following presidential election years.
- 3) County Chairmen and County Vice-Chairmen make up the District Central Committee. They elect the District Chairman, District Vice-Chairman, District Secretary, and District Treasurer at the reorganization meeting in March following presidential election years.
- 4) District Chairmen and District Vice-Chairmen make up the State Committee. They elect the State Chairman, State Vice-Chairman, State Secretary, State Treasurer, National Committeeman, and National Committeewoman.
- 5) The State Chairman, National Committeeman, and National Committeewoman help make up the National Committee. They elect the National Chairman, National Co-Chairman, National Secretary, and National Treasurer.



How Our Election System is Governed

There are rules at every level of government and the political process that govern how elections in our local communities, state, and nation are conducted. Precinct committee members should be familiar with all of these rules in order to better understand the process. In reverse order of precedence, these laws and rules are:

- County Rules and Resolutions passed by the local county parties. County Rules and Resolutions cannot supersede or contradict the Rules of the State Committee.
- Rules of the Indiana Republican State Committee
- Laws passed by the State Legislature
- Indiana Constitution
- Federal Laws and Regulations
- U.S. Constitution

The Two-Party System

The two-party system is a vital part of our political structure. Each Party has a structure where like-minded citizens band together and mobilize to elect candidates that represent their point of view.

Importance of the Two-Party System

- Tracks the accountability of public officials
- Monitors the actions of government agencies and programs
- Provides checks and balances between the political parties
- Provides a structural framework for like-minded citizens
- Provides a platform that outlines the core beliefs of each Party
- Is established and on-going from year to year
- Has the ability to recruit candidates and support their beliefs
- Has an internal structure to elect their leadership
- Party organizations provide a place to work out differences for the good of the citizens

General Party Rules and State Statutes

As an easy reference guide, below are the general Party Rules and State Statutes related to precinct committeemen.

- IC 3-6-1-15 and IRSC Rule 3-4
 - Precinct committeemen are elected every four years; they are elected one year prior to the election of the county committee officers.
 - Precinct committeemen must be elected, or reappointed, every four years to continue to hold office. Otherwise, the term of precinct committeeman automatically expires.
 - If two candidates run for the same precinct committeeman position and tie, the four county officers will break the tie.

- IRSC Rule 4-7
 - Elected and appointed precinct committeemen and their vice-precinct committeemen are eligible to vote in the election of the County Chairman, County Vice-Chairman, County Secretary, and County Treasurer.
 - No proxies are allowed to participate in this election (IRSC Rule 1-27).
- IC 3-13-11-5 and IC 3-13-11-9
 - When filling a vacancy for public office by caucus, only precinct committeemen who meet the statute requirements are eligible to vote. In order for a vice-precinct committeeman to vote in the precinct committeeman's stead, all requirements in the statute must be observed.
- IRSC Rules Chapter 2
 - The official PC list is kept on file with the State Secretary. The County Secretary should also have a complete PC list for their individual counties.
 - All appointments, resignations, and removals must be filed in the proper form prescribed by the State Committee. A copy of these forms is to be maintained by the County Secretary. These appointments, resignations, and removals become effective on the day the State Secretary receives and file stamps the document.
- Gender Rule
 - Precinct Committeemen and Vice-Precinct Committeemen may be of the same gender. All other Chairmen and Vice-Chairmen must be of the opposite sex. The only exception is a mid-term election or appointment to fill a vacancy.
 - There is no gender rule for Secretaries and Treasurers.

Elected Precinct Committeemen Party Rules and State Statutes

- An elected precinct committeeman must reside in the precinct where he/she is seeking office. If they move out of the precinct, they must be removed as precinct committeeman. At this point, they can either be reappointed or appointed to another precinct.
- If an elected precinct committeeman resigns or is removed from office for any reason, the vice-precinct committeeman is terminated as well (IRSC Rule 3-11).
- Elected precinct committeemen and their appointed vice-precinct committeemen can be removed for cause during their term (IRSC Rule 3-6). A complaint can be filed in the format provided in Chapter 1 of the IRSC Rules.
- To be eligible for election to the office of precinct committeeman, you must be a member in good-standing with the Republican Party and cast a Republican ballot at the last Primary Election you voted in.
- Complaints on candidates for precinct committeeman may be filed with the county election board no later than noon, 81 days before the date of the Primary Election, if there is reason to challenge a candidate.
- Precinct Committeemen are elected during presidential election years in the May Primary Election. The form to file is a CAN-37 and is submitted to the county clerk between January 8, 2020 and noon on February 7, 2020.

Appointed Precinct Committeemen

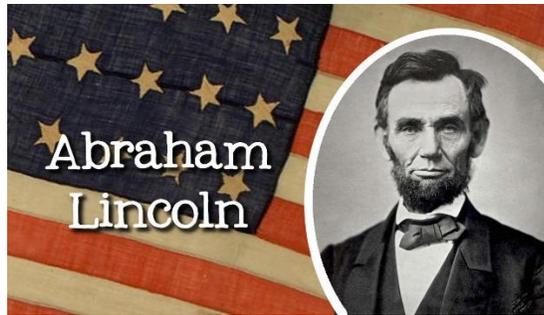
- An appointed precinct committeeman must be a qualified voter in the county, a member in good-standing in the Republican Party, and cast a Republican ballot at the most recent Primary Election in which they voted (IRSC Rule 3-3).
- The term of an appointed precinct committeeman begins when the County Chairman properly completes the appointment, and ends at the next election in which precinct committeemen are elected or is otherwise removed by the County Chairman.
- They may resign by completing a resignation form and filing it with the County Chairman. A copy of this form must be sent to the State Secretary.
- Once appointed and the proper paperwork completed, an appointed precinct committeeman has the same voting privileges as an elected precinct committeeman unless stated otherwise in statute.
- Vice-precinct committeemen cannot be appointed by an appointed precinct committeeman.

Vice-Precinct Committeemen

- Those who have been appointed by the elected precinct committeeman, within the thirty days following the election of the precinct committeeman, serve at the pleasure of the elected precinct committeeman.
- If the vice-precinct committeeman appointed by their elected precinct committeeman dies, moves, or resigns from office, the elected precinct committeeman has another thirty days to appoint a new vice-precinct committeeman (IRSC Rule 3-10).
- Vice-precinct committeemen appointed by the County Chairman serve at the pleasure of the County Chairman.
- A vice-precinct committeeman must be a qualified voter in the county in which they are appointed.



Duties of Precinct Committeemen and Vice-Precinct Committeemen



What Would Lincoln Do?

The roles and responsibilities of precinct committeemen and vice-precinct committeemen have not changed for over 150 years! In fact, it was Abraham Lincoln, our nation's 16th president, who outlined in simple terms what we need to do to be successful in our elections. Those four main duties remain the same today.

- To have successful elections:
 - Divide the county into small districts and appoint a committee
 - Make a list of people who will vote with you
 - Talk to these voters
 - Turn out ALL favorable voters to the polls on Election Day

There are different ways to accomplish each of these goals, so feel free to be creative along the way. For instance, although there was no internet in President Lincoln's day, he would undoubtedly be an advocate for using it in order to win elections.

Use of computers, websites, social media, and other interactive technology are a MUST today.

But **DON'T FORGET**...personal contact is still a very important part of any campaign. Writing a note or giving someone a call goes much further than sending an email.

Additionally, as an elected or appointed precinct committeeman, you not only have a responsibility to the big picture of electing Republican candidates, but also to your friends and neighbors. Below is listed some of your responsibilities that go beyond President Lincoln's list.

- **Register New Voters:** Set a goal for your precinct and increase it each year. Precincts are constantly changing; keep up to date.
- **Turn Out the Republican Vote on Election Day:** Don't forget the independents that usually vote with the Republican Party. There may also be some coalition groups that are favorable to the Republican Party.
- **Recruit and Train Volunteers:** The more people who are involved in the process, the more likely they will vote and spread the Republican message. Happy volunteers usually bring in about five extra votes. Unhappy volunteers can lose you five votes. Volunteers expect you to be organized and ready for their services as scheduled. Give them definite things to do, feed them, and thank them.

- **Be the Local Advocate for the Republican Party:** Be sure you are always prepared with the Republican message and able to answer any question the people in your precinct may ask (if they ask something you can't answer, get the answer and get back to them).
- **Fill Your Precinct Election Boards:** Elections can be lost by placing the wrong people in your local election boards. The people filling these positions must be knowledgeable in election law and know the latest rules and regulations. They must be familiar with who can be in the polls, how challenges are made, informed on provisional ballots, understand the requirements for voter ID, know the rules regarding watchers and pollbook holders, and how to detect voter fraud and report it. Be sure these people are trained by your local Republican Party. County clerks are responsible for training both political parties and may not talk about things that are critical to our Party. Be sure your folks understand what is expected from the Republican board members.
- **Update and Correct the Voter Name List:** It is important that this information be updated to reflect an accurate listing of all voters in your precinct. Work with your county chairman to update this list based on their preferred method of list maintenance. Add newly registered voters along with their information, delete any persons who have moved or passed away, add telephone numbers/email addresses/changed addresses to the list, make note of people who will need a ride to the polling place, and make note of confined voters.
- **Be Involved in the Local Party's Activities:** As a precinct committeeman or vice-precinct committeeman, you need to be visible at Party functions. Attend Lincoln Day Dinners, work the fair booth, and help organize your local volunteers at parades and festivals.
- **Be Knowledgeable About the Election Law and State Party Rules:** There are many code citations that relate to the activities of precinct committeemen and vice-precinct committeemen. These code citations give insight as to who is eligible to vote in a caucus, the dates precinct committeemen are elected, and the date for declaring a candidacy for committeeman. The IRSC Rules also have a complete section regarding the election, appointment, challenging, and removing precinct committeemen and vice-precinct committeemen.
- **Elect the Leadership of Your Local Party:** Every four years you are responsible for electing the four county officers who will provide leadership for your local party. These people should possess leadership qualities, special skills, and creative minds.



How to Be an Effective Leader in Your Precinct

To achieve these precinct committeemen goals, you must recruit and elect people who have leadership abilities, integrity, and good judgment.

- **Be Self-Motivated:** Do not wait for someone to tell you what to do. Be familiar with the duties of the office and begin your work immediately upon election or appointment.
- **Be a Planner:** Always write a plan and set goals for your precinct. In your plan include your responsibilities, the activities of the Party, the timeline for accomplishing your goals, the people who will help you with registering voters, and turning out the vote on Election Day.
- **Recruit:** Make a list of all the needs your Party has and work to fill each of the spots with people who have the special skills to meet the needs. Always be on the lookout for people who might make a good candidate if encouraged. Be aware of people who may be able to raise funds for the Party.
- **Be Informed:** To be a good precinct committeeman, you must know the election laws, party rules, who is seeking office, local/statewide issues, demographics of your precinct, vote history of your precinct, changes in your community, overall plan for the Party, and where everyone fits into that puzzle.
- **Delegate:** A precinct that contains up to 1200-2200 voters requires the work of more than one or two people. Encourage people to become active volunteers in the political process. Give them definite things to do, see that they follow through on their assignments, and thank them or recognize them in some special way. Motivate them by letting them know how important their role is in the overall picture.
- **Communicate:** This may mean delivering the Republican message throughout the precinct by written communication, telephone, flyers, publications, email, social media, or simply talking to your friends and neighbors. Not only should you deliver the Republican message, but you are also responsible for listening to your constituents, helping them solve their problems, answering their questions, and passing along information to your county, district, and state chairman. This may be helpful to them in understanding the thoughts of the grassroots.

Things to Remember

Even if you live in a predominately Democrat county, each Republican vote you turn out will help in Republican legislative, statewide, and federal races. Don't give up because you think Republicans can't win in your county, or think it is a lost cause to fill the Republican positions on the ballot. All ballot vacancies need to be filled. When a political party is active, people want to participate and join in the progress. We can't expect people to want to take part in an "inactive" party. People want to be a part of an organization that grows, is exciting, and produces results. By filling vacancies on the ballot, we create name ID for the Republican Party and name ID for the individual candidate on the ballot. When our Party is active, it causes the Democrats to spend more time and money in the Primary and not be as focused on their own races. We must keep the Democrats on the defense! Every Republican vote in your county adds to the total in important Indiana House and Senate races, the statewide races, U.S. Congressional race, and the race for the President of the United States. Your county's vote is crucial to the 2018 elections and the future

of the Republican Party. Every precinct in your county must step up and help to elect Republicans to office, both locally and nationally.

If you live in a predominantly Republican county, it sometimes becomes easy to not work very hard after the Primary Election because the local candidates you selected in the Primary will probably win in the General Election. Counties may become complacent and not turn out their voters in the fall election to help make up the deficit in predominantly Democrat counties. This lack of voter interest in Republican counties can have a tremendous impact on the outcome of a legislative, statewide, or federal race. Don't stop working just because you feel you have enough votes to win your county offices. The extra votes you turn out may ensure that you have a Republican Member of Congress, State Representative, State Senator, Secretary of State, State Auditor, and State Treasurer. There are never too many Republican votes!



Required Forms

Vice-Precinct Committeemen Forms

Whenever there is a change in either a precinct committeeman or vice-precinct committeeman, at least one or more of the following forms must be completed. The original should be sent to the State Secretary, and a copy maintained by the County Secretary. In addition, updated contact information should be sent immediately to the State Secretary on the prescribed Excel spreadsheet with the date the form was updated on the top of the form. The individual forms must accompany the spreadsheet. The forms and the spreadsheet must match.

Forms Included:

- Vice-Precinct Committeeman Appointment
- Vice-Precinct Committeeman Resignation
- Vice-Precinct Committeeman Removal

Vice Committeeman Appointment Indiana Republican Party

I, _____, hereby appoint
(Person making the Appointment—County Chairman or Elected Precinct Committeeman if the elected
committeeman made the appointment within thirty (30) days of his/her election)

_____ who resides at
(Name of Appointee)

_____ and is a qualified voter in said
(Full address including zip code)

county to serve as Vice Precinct Committeeman in Precinct _____
(Name or Number of Precinct)
effective _____
(Date)

In _____ County, Indiana.
(Name of County)

Email address: _____ Phone #: _____

*An elected Precinct Committeeman has thirty (30) days after his/her election to file a written appointment form with the name of their appointed Vice Committeeman with the County Chairman and with the State Party Secretary. (Rule 3-9) If the Elected Precinct Committeeman fails to file the written appointment form within the allotted time, it becomes the responsibility of the County Chairman to make the appointment. If the Vice Committeeman of an elected committeeman resigns, the elected Precinct Committeeman has thirty days of the vacancy to appoint a new Vice Precinct Committeeman in written form and give it to the County Chairman, otherwise the County Chairman fills the vacancy. See Rule 3-9 of the Indiana Republican State Committee Rules. Copies of these forms are to be filed immediately with the Secretary of the County Committee and an updated precinct spreadsheet filed with the Secretary of the State Committee. The State Committee Secretary should be notified immediately, if there is a change in the list of committeemen or vice committeemen. The person being appointed should also receive a copy of the appointment form.

(Signature of the person making the appointment) (Date)

The Vice Committeeman being replaced is _____
(Former Vice Committeeman's Name)

This form must be on file with the Secretary of the County Party and a copy given to the person appointed and to the Precinct Committeeman of the Precinct where the person will be serving.

VICE COMMITTEEMAN RESIGNATION

INDIANA REPUBLICAN PARTY

I, _____, hereby resign my position
(Name of Vice Committeeman)

As Vice Precinct Committeeman in _____
(Name and/or Number of Precinct)

In the County of _____. The effective date of my
(Name of County)

Resignation is _____.

(Signature of the resigning Vice Precinct Committeeman)

(Date)

* A copy of this form should be given to the County Chairman and to the Precinct Committeeman. A copy of this document must be sent to the Secretary of the County Central Committee within seven (7) days for their permanent records. The County Secretary must immediately update the precinct spreadsheet and email it to the State Committee Secretary. The County Secretary is responsible for maintaining the precinct committeemen and vice committeemen files.

VICE COMMITTEEMAN REMOVAL

INDIANA REPUBLICAN PARTY

I, _____, hereby remove
(Name of Person Removing Vice Committeeman...County Chairman or the Elected Precinct
Committeeman who completed & filed an appointment form for their own vice committeeman
within thirty (30) days of their election)

_____ from the office of Vice Precinct
(Name of Vice Committeeman being removed)

Committeeman in Precinct _____ effective _____
(Name or Number of Precinct) (Date)

In _____ County, Indiana.
(Name of County)

*** (See Rule 3-9 of State Committee Rules)

(Signature of Person Removing the Vice Committeeman) (Date)

(County Chairman's Signature) (Date)

* The person appointed to fill this vacancy is

(Name of person appointed to fill vacancy)

* The vacancy of the appointed person was filled by the

(Elected Committeeman under Rule 3-9 or by the County Chairman)

Date: _____



County Election Calendar

The Basics

You should compile a county election calendar, which ought to include:

- 1) Dates determined by Indiana Code or IRSC Rules
- 2) Dates of local Party activities. I.e. Lincoln Day Dinners, County Organization Meetings, Door-to-Door Days, Phone Banks, Fundraising Activities
- 3) Dates of major community events. I.e. County Fair, Festivals, Parades, Major School Functions
- 4) Duties to be performed in your precinct. I.e. Registration Drives, Poll Worker Training, Volunteer Training, Polling, Filling Election Boards, Get-Out-The-Vote Mailings
- 5) Your personal calendar for 2018

This list is not exhaustive of what should be included, but should be a guideline when preparing your county election calendar.



INDIANA
GOP

Volunteers

Recruiting Volunteers

Volunteers are the key to any successful organization – whether that be a party or a candidate committee. Put simply, it is impossible to have a successful election without an army of volunteers who are willing to spend their valuable time helping you and the cause achieve its goals and mission.

Effectively recruiting and utilizing volunteers requires a focus on getting to know people individually. It's easy to know their names, contact information, and times of availability. It's hard to hone in on their special skill sets – whether that be making calls, writing, or updating the database – and ensure they have plenty of work to do. So make it a point to regularly check your to-do list and match your skilled volunteers with the jobs that best fit their talents.

Also, be sure to ask volunteers for THEIR ideas for making the organization more effective. You will likely be surprised by how many creative ideas they have, but they don't share those ideas because no one takes the time to ask.

Here are a few more tips:

- Always have a plan in mind for your volunteers before asking for a time commitment
- Let volunteers know what you need done and how much time will be required
- Have all necessary supplies and information on hand to help them complete the work
- Be sure volunteers are well-trained and help them understand how important their role is in winning
- Monitor their work and thank them personally and in public when possible
- Ask them to invite a friend to help on projects – build the volunteer base!

Where to Look for Volunteers

- Family members
- Friends and neighbors that you see and talk to frequently
- People who belong to the same social clubs/organizations
- Individuals involved with other service and not-for-profit organizations
- Churches in your community
- Coalition groups that support Republican values
- Business associates and peers





Canvassing, Voter Registration, and Absentee Voting

Canvassing

There are two types of canvassing – going door-to-door or making phone calls. The purpose of canvassing is to contact each residence within your precinct to find favorable voters and register new voters who are favorable to the Republican Party.

- If someone does not want to identify with a political party, simply ask them questions about certain issues or candidates. This will be an indication of whether or not the person has the same beliefs as the Republican Party
- You can use the information you gather to help you target, set goals for registrations, and, most importantly, get-out-the-vote on Election Day.
- Ask your County Chairman about GOP Data Center and use this tool to keep track of voters' special interests, activities, and concerns about issues. Other tools include the State Party Walk App and Phone App.
 - People of Importance – high school youth who will be registering soon, young people in college who may need an absentee ballot, an elderly/confined person and their caregiver who may want to vote by traveling board, people who travel on business, snowbirds that will be leaving before the General Election and may need an absentee ballot, people who will need a ride to the polling place

Voter Registration

- Who can register to vote:
 - United States Citizen
 - Not currently in prison after being convicted of a crime
 - 18 years old by the General Election
 - Lived in the precinct at least 30 days before the General Election
- Voter Registration Dates for 2020 (IC 3-7-13-10)
 - Monday, December 2, 2019 – Registration Begins
 - Monday, April 6, 2020 – Primary Election Registration Closes
 - Tuesday, May 19, 2020 – Registration Begins
 - Monday, October 5, 2020 – General Election Registration Closes
 - Tuesday, December 1, 2020 – Registration Begins
- Registration forms are available at your county voter registration office, clerk's office, license branch, libraries, or any public assistance office. Forms are also available from your county chairman.
- Online Registration is available at www.indianavoters.com.
- If you are a registered voter in Indiana and you have moved in the last 29 days before the election, you may still vote at your former polling place. If you moved more than 29 days before the election, and you did not change your registration, you will be able to vote at your former polling place only if you moved within the same county and congressional district.
- Remember to file a new voter registration form immediately whenever you move to a new location or you change your name.

Absentee Voting

Absentee voting is becoming a bigger and bigger part of elections. Not only does it give voters more opportunities to vote, but it also expands Election Day into an Election Month.

- Absentee Ballot Application Deadlines and Filing Procedures
 - Except for certain military and overseas absentee ballot applications, an absentee ballot application for the next election may be received no earlier than when registration resumes following the preceding election.
 - I.E. December 1 following the General Election for the next Primary Election and fourteen days after the preceding election for the following General or Municipal Election.
 - This application to vote must be received no later than 11:59 p.m. on the 8th day before the election to be considered timely.
 - An absentee ballot application received from a military or overseas voter requesting to vote by fax, a voter requesting to vote by traveling board, or a voter requesting to vote by mail, is timely if received by the Indiana Election Division by the applicable absentee ballot application deadline. The Indiana Election Division shall immediately transmit the absentee ballot applications received to the appropriate county. They are not required to transmit an affidavit with the ballot applications that is otherwise required for individuals filing absentee ballots on behalf of others.
- Absentee Ballot Applications from Military or Overseas Voter
 - A military or overseas voter may submit an absentee ballot application at any time on the Federal Post Card Application, or a state form designated for use by military or overseas voters (ABS-15)
 - This form of an absentee ballot application is considered an application for any election conducted after the application is filed through December 31 following the date the application is filed
- Email Ballots from Military or Overseas Voter
 - If they elect to transmit a voted ballot to the county by email via a program administered by the Department of Defense, then the ballot must be transmitted in accordance with the procedures established under that program. A military or overseas voter who votes by email may also opt to transmit a voted ballot directly to the county election board of the county where the voter resides.
- Absentee Voter Marked Absentee Ballot May Not Vote in Person at the Polls on Election Day
 - Exceptions to this rule: An absentee voter was sent an absentee ballot but did not return a voted absentee ballot before Election Day
 - A voter's voted absentee ballot was returned but rejected as defective.
- In-Person Absentee Voting
 - A voter may cast an absentee ballot in-person at one location of the office of the circuit court clerk, and at any additional satellite absentee locations established by unanimous resolution of the county election board.

- Application and Approval
 - All absentee voter applications must be signed by either the voter, the voter’s power of attorney, or, if the voter is unable to sign, the voter may designate someone to sign on behalf of the voter.
 - A person assisting with the application may pre-complete the portion of the application down to the mailing address before providing the application to the voter. A person may assist a voter with other parts of the application (except signature), however, you must fill out and sign the portion of the application titled “Information Assisting Absentee Ballot Applicant.”
 - Absentee ballot applications may be submitted in person, by mail, or by fax. If a person files an application on behalf of a voter, then that person must complete and submit an ABS-17 with the application.
 - The county election board or the absentee board may challenge an absentee application by using the form ABS-20 stating that a person has not filed in accordance with Indiana law, executed the document properly, or for any other reason.
 - If a person is voting absentee in the clerk’s office when the application is challenged, the person will be able to vote a provisional ballot.
- Ballot Security
 - Absentee ballots must be initialed by the appointed members of the county election board (one from each political party or by their proxy), or by two members of the absentee voter board which must have the clerk’s seal and signature.
 - Voted ballots must be kept in a cabinet with two locks, one for each of the appointed members of the county election board. Both election board members should always be present when entering a space where voted absentee ballots are stored.
- Assisting a Person with an Absentee Ballot and Electioneering
 - A person who votes absentee in-person in the clerk’s office, by traveling board, or in-person, may request and receive assistance of the absentee board members in marking the ballot. If voting by traveling absentee board, both parties must be represented.
 - A person may provide verbal assistance to a person voting an absentee ballot by mail, but the voter must personally mark the ballot in private.
 - If you know someone has an absentee ballot, you may not express support or opposition to a candidate or political party in-person. This is electioneering. The exceptions are the person’s spouse or member of their household. You may send communication by mail, telephone, fax, or email.
- Delivery of Voted Absentee Ballots
 - Only the following methods are authorized to deliver voted absentee ballots mailed to the voter by the county election board:
 - Ballots may be mailed
 - Ballots may be delivered by bonded carrier

- Hand delivered by the voter
 - Hand delivered by a member of the voter’s household
 - Hand delivered by the voter’s attorney in fact
 - Anyone other than the mailman or bonded carrier must sign the state form ABS-19 showing they delivered the absentee ballot of another voter to the county election board.
- Processing, Questioning, and Challenging Absentee Ballots
 - Two systems for county absentee ballots
 - Central Count County – Ballots are taken to a central location, county clerk’s office, to count.
 - Both the Republican and Democrat members must be present at all times when ballots are being handled or examined. Do not let the board member of the opposite party be there alone with the ballots at any time. This is not the place where you trust someone else to look out for our Party.
 - If the county election board finds the signature is not genuine then the board shall write the following on the envelope: “The county election board has rejected this ballot because the signature of the voter is not genuine.”
 - Non-Central Count County – Ballots are kept at the precincts and counted there.
 - County election board may examine the signature of mailed ballots, or ballots referred by the absentee voter board, and either question the signature or dispute the signature.
 - The board would mark the absentee ballot envelope accordingly and forward it to the appropriate precinct on Election Day for processing.
 - The inspector may reject ballots under IC 3-11-10-17 for the reasons listed without other board members participating in the decision.
 - However, if an absentee ballot is challenged, the absentee ballot is converted to a provisional ballot and the county election board will make a determination whether the ballot is valid.



Polling Place Rules

Who is Working in Your Polling Place?

- **Inspectors:** This person is the overall manager on Election Day. The inspector receives required training the weekend before the election. He picks up the supplies and makes sure all forms are signed and he, along with one judge of the opposite party, returns all materials on election night. If your county carried the vote for the Republican Secretary of State candidate in the 2014 election, you will have a Republican inspector in your polling place.
- **Judges:** This person oversees the voting machinery and provides instruction to voters who need assistance. Judges must give instructions to voters who request assistance from outside the voting booth. There are certain instances where voter assistance may be given inside the voting booth, however, that requires the presence of both the Republican and Democrat judges. Judges are required to attend a mandatory inspection of the voting machines and voting place before the polls open.
- **Clerks:** Maintain the official record and make sure all questions are resolved before allowing a person to sign in and vote. If clerks are not used, their duties must be assigned.
- **Sheriffs:** This position is optional by county. These people are utilized to maintain the flow of foot traffic and keep unauthorized people outside the voting area. If sheriffs are not used in the polling place, their duties are assigned to another election board member.
- **Watchers:** Watch and report any improper procedures. Each political party is entitled to a watcher. Watcher credentials for the media and some candidates are issued by the county election board or circuit court clerk.
- **Challengers:** Appointed by the county chairman and must be voters of the county. They must be 18 years old and have the same ID card as those serving as watchers. Only one challenger can be in the polls at any time during the day. Challengers must be familiar with the polling list and note those who have passed away or would otherwise be ineligible to vote.

Requirements for Election Officers

- Must read, write, and speak English
- Must have no wager on the outcome of the election
- Cannot be a candidate in the precinct, except for an unopposed candidate for precinct committeeman or state convention delegate
- A chairman or treasurer of a candidate committee whose name appears on the ballot cannot be an inspector
- Cannot serve if the person is a spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, uncle, aunt, niece, or nephew of a candidate.

People Who are Allowed in the Polls

- Voters and their children under 18 years of age
- County Election Board Members
- Precinct Election Board Members

- A person assisting a disabled voter
- Challenger-Pollbook Holder/Watcher (must have a special credential)
- County Party Chairman or Vice-Chairman (must have a special credential)
- County Election Board Representative or Mechanic (must have a special credential)

A precinct committeeman is not allowed in the polling place or chute, unless the person has challenger/watcher credentials, or is a precinct board member!

- Credential for watchers, pollbook holders, or challengers must be appointed in writing by the county election board, county chairman, or an independent candidate. The ID card must contain the name of the individual, position the individual holds, name of the political party, and the party official who made the appointment. Credentials for the county chairman, vice-chairman, or voting system mechanics must be signed by each election board member.
- Challengers, pollbook holders, and watchers may leave the polling place and re-enter at anytime on Election Day. Only one of each may be in the polling place at a time.
- Clerks may keep a separate vote list and provide the list to a Party as the pollbook holder or party watcher as long as the flow of the election process is not disturbed.

Electioneering

- Electioneering, defined as when a person expresses support or opposition to a candidate or Party, is prohibited in the polling place and the chute.
- This can include making statements, wearing buttons/special articles of clothing, or having campaign literature/signs visible to others.

Challenges

- A voter may be challenged upon entering the polling place and before signing the pollbook. If challenged, a voter is required to state their full name to the challenger.
- People who can challenge voters:
 - Inspector at the precinct election board – if they believe a voter is not eligible to vote in that precinct
 - Any member of the precinct election board – if a person does not have a proper photo ID
- To challenge a voter, a PRE-4 form is to be completed by the person making the challenge. The form may be reviewed by each precinct board member. If the person being challenged completes and signs the back side of the PRE-4 form, they will be allowed to vote a provisional ballot instead of a regular official ballot.

When the Polls Close

At this point, the inspector and judge from the opposite party than the inspector are required to return the precinct election material, including secured ballots to the county election board. The

ballots should be under bipartisan control at all times, including traveling together to deliver the ballots to the county election board.

Detecting and Preventing Voter Fraud in the Polling Place

- Challenge a voter before they sign the pollbook if there is a question of eligibility
- Check photo ID before a person signs the pollbook
- Check signatures for any discrepancy; note address changes
- Check the pollbook list for persons who you know have died or moved from the precinct and notify the challenger
- Be sure the person voting is who they say they are
- Be sure those voting are U.S. citizens
- Be sure people are only voting once; especially in areas around the boundaries of the state or on college campuses



Election Day Checklist

Lists:

- _____ Polling Locations/Directions/Maps
- _____ Coalition Leaders and Volunteers/Contact Information
- _____ Registered Favorable Voters and Newly Registered Voters
- _____ Voters
- _____ Contact List for all Precinct Board Members

Election Goals:

- _____ Vote Goals for your Precinct, including absentee voters

Scripts (This is what your volunteers will use to make GOTV calls on Election Day):

- _____ Advocacy Call (GOTV Calls)

Literature (This is what your volunteers will hand out before and on Election Day):

- _____ Sample Ballots
- _____ Door-to-Door Literature
- _____ Polling Place Signs

Support Materials (Volunteers will need these to help operations run smoothly):

- _____ Call Sheets
- _____ Precinct Kits

List of Workers:

- _____ Contact information for all poll workers and their volunteers
- _____ Watchers
- _____ Runners
- _____ Drivers
- _____ Door-to-Door People/People Distributing Literature
- _____ People Making Phone Calls
- _____ Poll Book Holder
- _____ Challengers