

## **Convention Day Procedures**

("Ballot and Tally Procedures" cover ballot custody before the polls open, counting, and ballot custody after the polls close. These procedures cover other issues for Convention Day)

### **The Polling Location**

The Rules give the Head Teller the authority of the Convention Chair at the Polling Location, as well as specific authority to regulate the area in which campaigning and the posting of campaign signs can take place. Head Tellers should prioritize safety and convenience for the delegates in their decision making. Head Tellers may designate others, including non-tellers, to assist in the management of the polling location and any activity other than voting and tallying votes.

Ranked Choice Voting Sign—a sign should be posted prominently in the polling location with the instructions for the Ranked Choice Voting section of the ballot. RPV will provide the sign to be posted. In drive-thru only polling locations, tellers should have a one-page flyer with similar instructions available to voters who request it.

### **Poll Books**

RPV will provide a poll book for each unit at the polling location. The poll book will include all of the delegates from that unit and an indication of whether that delegate has paid the fee. While the polls are open a Teller will have custody of each poll book. When the polls close, the poll book will be given to the Ballot Custodian Team, which will provide it to a Counting Team when they tally the unit.

For an unpaid delegate, the Teller will mark the delegate paid upon receipt of payment or proof of payment (if, for example, payment is handled at a different station).

For all delegates, once the Teller confirms the delegate's identity with a photo ID (Tellers should not touch the ID), the teller will give the delegate a ballot and mark the delegate's name in the poll book (NB: the photo ID is to confirm the identity of delegates, not their addresses; the address on the ID need not match the poll book).

If an error is made in the pollbook, the Teller shall make the correction in the presence of second teller who will initial the correction and enter the time at which it was made to confirm its accuracy.

Poll Books for jurisdictions with many delegates may be split alphabetically at the discretion of the Head Teller.

### **Curbside Voting**

For any polling location that is not using drive-thru voting, curbside voting must be available. A large sign should be posted outside the polling place making delegates aware of the availability of curbside voting. The sign should include an appropriate method to request that tellers come out to provide curbside voting (e.g., three quick honks of a car horn, a phone number to call).

When curbside voting is requested, two tellers should be involved. Tellers should greet the voters, ask for their name and unit and to see an appropriate ID (To avoid unnecessary contact, Tellers should not take the ID; they should simply right down the name). Tellers should then check the relevant poll book for the unit. If the delegate is on the poll book, the Tellers should check the delegate off and take a

ballot to the delegate in a security sleeve (any opaque folder will do). The delegate will mark the ballot and return it in the sleeve to the Tellers who will then take it to the ballot container and deposit it.

If a curbside voting delegate has not yet paid the filing fee and wishes to do so, payment should be made and confirmed before the delegate is given the ballot.

### **Spoiled Ballots**

If a delegate makes a mistake and needs a new ballot, the delegate should return the ballot to a teller. "SPOILED" should be writing across the front of the ballot. The voter and the teller should sign under SPOILED. The teller should give the SPOILED ballot to the Ballot Custodian Team of Tellers, who will provide it to the Counting Team assigned to the Unit for tallying once the polls close.

### **Credentials Issues**

Pursuant to the Rules, any individual who believes they have been improperly excluded from the Roll of Delegates and who did not present his or her case to the Credentials Committee by August 7, should be referred to the Head Teller. The Head Teller and the Representative appointed by the Credentials Committee will hear the individual's case for being included and decide whether to add the individual to the Roll of Delegates.

The Head Teller and Credentials Representative may take testimony from unit chairs or others with relevant information and should consult the guidelines provided by the Credentials Committee in reaching a decision.

If the Head Teller and Credentials Representative agree that the individual should be added to the Roll of Delegates, they will direct the teller responsible for the unit's poll book to add the individual's name after the last delegate listed for that unit on a blank provided for that purpose. The delegate will then proceed through the voting process in the same fashion as any other delegate.

If the Head Teller and Credentials Representative do not both agree, the individual will not be added to the Roll and will not be allowed to vote.

### **Observers**

Candidates shall file a list of observers by 5 pm on Friday, August 14, at [2020-convention@rpv.org](mailto:2020-convention@rpv.org). The list need not be divided by polling location. Only observers listed will be permitted to observe on Convention Day. The list will be forwarded to the Head Tellers. Observers may see and hear everything going on (other than how a delegate marks his or her ballot) but may not interfere with the delegates or the voting process. Observers should take any concerns to the Head Teller for resolution.

### **Payment of Fees**

Delegates who have not paid the thirty-five dollar (\$35) registration fee may do so at the Polling Location on Convention Day.

Delegates may pay by check, money order, credit card or cash. The handling of payments should be minimized as a public health precaution. (For example, a delegate paying by check should show the check to the teller and then deposit it into an envelope held by the teller).

Credit Card payments will be processed by Square using RPV's Square account. Polling locations who request it will be provided with an appropriate Square reader to use with a volunteer's smart phone to process payments. Square instructions will be provided to the Head Teller or designee for the processing of payments.

Funds should be made payable to RPV for compliance purposes. Once all funds are collected, RPV will make net transfers to Congressional District Committees.

All payments should be recorded in a journal provided for that purpose. Payments should be linked to the delegate making the payment by (1) the name pre-printed on the check, (2) an annotation in the memo line of the check, (3) an appropriate entry on a money order, (4) by a record in a cash journal, or (5) by the name on the credit card, or (6) by an entry in a credit card processing journal. (Business checks and cards are acceptable for deposit into PRV's state account).