



AFET Coalition Network for Free and Fair Elections Poll Watcher’s Guide

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Introduction

Arizona's elections need a fresh, new overhaul. In response to the COVID-19 pandemic in 2020, there was a mix of ill-defined, non-transparent, constantly changing processes. This confusion for voters was multiplied through ill-advised changes in policies. Despite all these concerns, there are hard-working, wanting-to-get-it-right patriots in County Recorder offices across the State.

We want to build on the strengths of the good work being done, while addressing election concerns. **AFET observes a number of vulnerabilities, which include:**

- Lack of transparency and the noncompliance of processes and procedures
- Bias and corruption in election administration
- Inaccurate, inflated, poorly managed voting rolls
- Intimidation and fraud through mail-in voting
- Unsecure ballot drop boxes and ballot harvesting
- Doubt in the accuracy and security of machine-based voting
- Need for precinct voting, parity observation
- Lack of effective voter ID
- Federal-only ballots without proof of U.S. citizenship
- Need for the enforcement of regulations and stiffer penalties

Fundamental reforms in law and procedures are required to restore lasting public confidence in the integrity of Arizona elections, but these reforms will take time. Unfortunately, we don't have much time, as our next election will be November 8, 2022. In the near term, AFET believes that the most important action we can take to strengthen the integrity of our elections, and confidence in the democratic legitimacy of our elected representatives, is to increase transparency in electoral processes. Your participation is essential to achieving this goal.

The American Republic was founded on the principle and promise of self-government. Now that promise is threatened by a loss of faith in the integrity of the very process that enables self-government, and the Republic, that so many struggled and fought and died to establish, is at risk. Now, we are called to lead; to secure again the right to self-government for ourselves and our families and our fellow citizens. If we are to save our Republic, it must begin here, with our upcoming election, and build across the country in 2023 and 2024. As has ever been, success will require sacrifice and hard work, but with your help, and the guiding hand of God, it is not too late to restore our Republic.

Arizona for Election Transparency Team

NOTE: The Arizona Secretary of State, Katie Hobbs' *2019 Election Procedures Manual* ("EPM") is referenced throughout, altered only to reflect PEVL (Permanent Early Voting List) changed to AEVL (Active Early Voting List) per 2021 Arizona Revised Statute. See Section 4.4 regarding its standing.

Operation Eagle's Wings

Arizona for Election Transparency and Arizona for America First are part of a national initiative called “Operation Eagle’s Wings” supported by The America Project (TAP), and through the voluntary contributions of individuals committed to the restoration and strengthening of constitutional democracy in America. OEW grew out of a program developed for the 2021 state and local elections in Virginia, creating a template for issue advocacy and election integrity programing which became known as “The Virginia Model”.¹

Virginians for America First (VFAF) launched on March 9, 2021, with the intent to elect an America First majority in the Virginia House of Delegates. Bishop Leon Benjamin, initially supported by Americans for Limited Government (ALG), led the efforts as the founder of Virginians for America First. His courageous stand on America First principles resonated with Virginians of all races and social standing. He was instrumental in bringing unity, building coalitions, and reaching into communities not normally engaged.

Once VFAF launched, there was a great response with hundreds of sign-ups within hours. This came as a surprise. The *overwhelming* interest of those sign-ups was *election integrity* (EI). It became obvious we must include an EI program component to satisfy the interests of our volunteers.

While I was a political appointee during the Trump Administration at the U.S. Agency for International Development, I had worked with Tim Meisburger, who was appointed to USAID by President Trump in 2017 as a director of USAID’s Center for Democracy, Human Rights, and Governance (DRG).

Tim is an expert in EI, with 30+ years’ experience around the globe working to ensure free and fair elections in third world and developing democracies. I contacted him and asked for his help in developing an EI program based on accepted international standards. Tim joined VFAF/ALG and developed the EI program for Virginia. He generated a manual for election observation specific to Virginia based on recognized international standards.

The EI program in conjunction with the America First voter education component became the complete “Virginia Model.” Parts of this model are being shared in states across the nation by others, but only TAP is providing the model *in total*.

In the summer of 2021, TAP learned of VFAF’s project in Virginia, and began supporting it financially as the major contributor. TAP recognized early on that this project was making an impact in Virginia, and that what had been effective in Virginia in 2021 could serve as a model for programs in battleground states in 2022.

The EI component of OEW consists of four major parts:

¹ See [Fixing Virginia’s Elections to Save America](#)

- Voter education on America First issues concentrating on low-propensity voters. These are voters who are generally not politically engaged but want America First principles in our government.
- Training of poll workers/poll watchers with an in-depth program on election observation, reporting, and the rights of citizens to have free and fair elections.
- Direct citizen observation and review of processes and procedures pertaining to the maintenance of and handling of voter rolls. This is primarily achieved by communicating directly with election officials in each municipality.
- Real time evaluation of absentee ballot processing during election season (45 days of early voting in Virginia). This part of the program will need to be adjusted to correspond with state specific statutes.

The voter education component of the OEW conducts campaigns to inform voters who have historically had little access to information on the America First movement about how America First policies can increase their freedom and improve their lives. Increased turnout by new America First voters, particularly in minority communities, was a very important part of the victory in Virginia. We learned through our targeted voter education efforts, and canvassing, that addressing issues that directly affected voters and their families made the difference in turning out minorities to support candidates who embraced America First principles.

Following its successes in Virginia, TAP developed the “Operation Eagles Wings” program to share its approaches with like-minded organizations across the country, and to implement the Virginia Model template in nine critical states: Arizona, Florida, Georgia, Illinois, Michigan, Pennsylvania, Texas, Virginia, and Wisconsin.

2021 in Virginia was a message sent to every America First Patriot, that with dedicated hard work, focus, and a united effort “We the People” can save the Republic for future generations. 2022 offers us the opportunity to repeat a Virginia-type victory across the nation. Join us by going to www.americaproject.com to volunteer for, and donate to this effort.

Mark Lloyd
Director
Operation Eagle’s Wings

1 Monitoring Elections

1.1 Introduction

To help ensure a free and fair election for all voters, AFET Coalition volunteer observers will monitor election processes and procedures throughout the election cycle in four calendar segments:

- ✓ **Pre-Election**
- ✓ **Election Season**
- ✓ **Early In-Person and Election Day Voting**
- ✓ **Post-Election**

Observers can deter malfeasance and cheating, or by detecting and formally documenting such malfeasance, can deny legitimacy to fraudulent elections and provide evidence for lawsuits and other post-election court cases. By increasing the transparency of the election, observers can enhance public confidence in the integrity of the election process. This Guide is focused on Election Season and Election Day.

1.2 Election Season

1.2.1 *What is Election Season?*

We have defined *election season* as the period from the opening of absentee/mail-in and early in-person voting prior to election day. Election season observation will be conducted by poll watchers authorized and coordinated by county and legislative district party chairs.

Unfortunately, Arizona's decision to extend the voting period from one (1) day to 27 days decreased the transparency and credibility of its election process. Throughout the election season, chain of custody and chain of observation are regularly broken for long periods, reducing the transparency needed to reassure voters that the process is fair and accurate. Introducing new and complex procedures and extending the election period also places an unsustainable physical and financial burden on overworked election officials, and the party representatives tasked with ensuring the integrity and legitimacy of the election process.

This imperfect system falls far short of accepted norms and standards for transparent and credible elections, and will require fundamental legal and procedural reforms to ever meet or exceed those standards. Until these reforms can be made, the only means to enhance transparency and public confidence in the integrity of the process will be through increased public scrutiny of every stage of the process to the extent possible. The AFET program for election season observation, conducted in collaboration with accredited poll observers, seeks to provide that scrutiny wherever possible.

1.2.2 *Organizing to Observe Election Season*

Arizona's election law prescribes, "Political party representatives are permitted to observe at voting locations and central counting places for partisan elections. The proceedings at the central counting place may also be observed by up to three additional people representing a candidate for nonpartisan office, or representing a political committee in support of or in opposition to a ballot measure, proposition or question." [EPM, p139]

All observation will be conducted by poll observers authorized by the local Republican, Democrat, and Libertarian County Chairs. Observers must bring their official party observer letter on salmon colored paper for Republicans, blue for Democrats, and yellow for Libertarians. with an original signature. No copies will be accepted.

2 Observer Conduct, Locations

2.1 Observer Guidelines by Arizona Law

The following observation guidelines govern all observers:

1. An observer may not mark any ballot, place any type of material on a ballot, or otherwise touch a voted ballot during observation. Further, an observer shall not offer to assist any voter in the process of voting at a voting location. If a voter specifically requests an observer's assistance in voting, the observer may only assist the voter after relinquishing the observer's formal status as an observer (for example, by returning any observer badge or identification, exiting the voting location, and then accompanying the voter into the voting location as an assistant rather than an observer). The observer may resume their role as an observer after assisting the voter.
2. Observers shall not touch or handle election materials, rosters, early ballot envelopes, provisional ballot envelopes, ballot transfer containers, voting machines, or voting machine components except as expressly permitted by the officer in charge of elections during demonstrations.
3. Observers may not interfere with or impede the election procedures or staff.
 - If an observer has a question about the proceedings or seeks to raise an objection, the observer should speak solely to the designated point of contact (e.g., inspector, County Recorder, or other officer in charge of elections) and not to other poll workers or staff.
 - The officer in charge of elections or inspector may prohibit observers from using electronic devices in the voting location or central counting place if doing so would interfere with or impede the election procedures or staff. No photos may be taken within the 75-foot limit of a voting location. A.R.S. § 16-515(G).
 - Observers may not wear, carry, or display any materials that identify or express support or opposition for a political party, political organization, or a candidate or ballot measure appearing on the ballot. A.R.S. § 16-515(F).
 - In cases where multiple ballots are dropped off at a voting location, an observer may not, within the 75-foot limit: (1) inspect, copy, or photograph the early ballot envelopes in an effort to discern voters' identities; or (2) confront, question, or photograph the individual who dropped off the early ballots.
 - Observers can enter and leave a voting location or central counting place so long as their entering and leaving does not interfere with or impede the election procedures or staff.
4. Observers may take handwritten notes during observation, but must use a writing instrument of a color designated by the officer in charge of the election or procedure.
5. If an observer is asked by the inspector or other officer in charge to cease an activity that interferes with the election process, the observer must comply or face possible ejection.
6. Observers must be prepared to show their appointment credential immediately upon entering any voting location or central counting place or upon request by any election

official.

7. At a central counting place, all observers must check in with the County Recorder or other officer in charge of elections prior to being admitted and may be required to log in and out of the facility each time they enter or leave.

8. At a central counting place, the County Recorder or other officer in charge of elections may ensure that observers are given identifying badges to ensure that observers are clearly identifiable.

See EXHIBIT 3 Dos and Don'ts at Voting Locations

2.1.1 Observation at Voting Locations

Political party observers may observe the following activities at a voting location:

- Opening the voting location;
- Voting at the voting location (but may not observe in the voting booth or otherwise impede voters' ability to maintain a secret ballot);
- Closing the voting location;
- Transport of ballots from the voting location to a receiving site (using a separate vehicle); and/or
- Any other significant voting or processing activities at the voting location provided that it does not interfere with or impede the election procedures or staff.

Each recognized political party is presumptively entitled to have no more than one political party observer at a time at each voting location. A.R.S. § 16-590(C).

All political party observers are subject to removal by the County Recorder or other officer in charge of elections for failure to comply with a request to cease an activity that interferes with the election process or violates state or federal law.

2.1.2 Observation at Central Counting Places

Political party representatives may observe at a central counting place and at each point where ballots are handled or transferred from one election official to another, including areas where the following activities take place:

- Receiving the ballots at the County Recorder's office or central counting place;
- Inspecting the ballots;
- Reviewing ballots by the Write-in Tally Board;
- Duplicating ballots by the Ballot Duplication Board;
- Adjudicating ballots by the Electronic Vote Adjudication Board;
- Receiving electronic media or processing voting results by the Accuracy Certification Board;
- Tabulation of ballots; and/or
- Any other significant tabulation or processing activities at a central counting place provided that it does not interfere with or impede the election procedures or staff.

Ideally, we would have a poll watcher present at every site during all hours of operation; but given the extended period of the election season, and that election offices are open during normal working

hours, this may be difficult or impossible to achieve. In this case, aim to have at least one visit to every site every operational day. Most useful would be to visit at closing time (likely 5:00 pm or 7:00 pm as the case may be), to watch the end-of-day protocols and securing of equipment.

Where it is not possible to have a poll watcher all day, short random visits at any time of day are a good alternative. Especially on Election Day, watching the transfer of ballots to the transport box/bag; and to follow the assigned poll workers (representing the 2 parties) in a separate vehicle to the Tabulation Center for the drive-through drop off.

In Maricopa County, couriers (one Republican, one Democrat) pick up the ballots from each location, scheduled with a route throughout the county for once a day (not end of day), with a specific set of procedures, and a report signed by the couriers and the site's Inspector, with the transport box sealed with coded zip ties.

The number of envelopes in the drop box are NOT counted. However, the observer can ask the Inspector for the number of in-person early voters based on the laptops attached to the printers for Ballots-on-Demand (BOD). Absentee/mail-in ballots placed in the voting center's drop box are NOT counted by the poll workers or the couriers. They are checked for the outer envelope to be signed, dated, and to include optional phone number if the tabulation center needs to reach them.

Although it may not be possible to cover everywhere all the time, plan a strong effort for the first day of election season, July 6 and October 12 respectively, as we will use the information you collect and submit to prepare an opening day report and press release. Through early identification of problems and concerns we hope to encourage the Secretary of State and each County's election officials to make adjustments and reforms that will improve the integrity and transparency of the election season voting process as it progresses.

3 Observers: Monitoring the Election Processes

3.1 In-Person Voting

Visits can be conducted at any time during hours of operation, and when possible, please vary the times of your visits. If only one visit can be conducted per day, try to make that at closing time, so you can witness the emptying of the drop box, and collect totals for in-person absentee/mail-in and drop box votes. Please fill in and submit an [Election Season Poll Observer SHORT Form](#) and/or an [Election Season Poll Observer LONG Form](#) for each visit. We prefer you use the online form, but if that is not possible, a print version is included below in Chapter 8, which you can fill in and submit each evening to report@afet.vote.

When you arrive at the office, introduce yourself to the Inspector, and present your appointment letter. Any questions should be addressed to this individual. If you are refused entrance, or not allowed to witness any process (except marking a ballot), include that in your daily report.

In-person early voting will take place at the Recorder's office, and at any satellite election office established in the city or county. During election season, any qualified voter can vote at these locations. Each voter must provide valid ID or sign a statement saying that he is the named registered voter he claims to be.

Valid ID includes a current and valid photo identification or (ii) a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and

address of the voter. If the applicant lacks valid ID, and refuses to sign the statement, they will be provided with a provisional ballot. In accordance with the federal Help America Vote Act of 2002, first-time voters in a federal election must show valid ID or cast a provisional ballot.

Observer note: The requirement for representatives from each party is intended to provide a check on malfeasance, and this bipartisan or balanced (rather than nonpartisan) approach to ensuring integrity is mirrored across Arizona's election administration structure. In this case, it may not be effective, as anecdotal evidence suggests that in many cases election boards or Recorders are unable to recruit Republican officials, and so fill those slots with Democrats or independents. Since it is unlikely that poll watchers will be present in all election offices during the 27-day voting period, this essential safeguard would be missing mono-party offices.

This practice also assumes that Recorders and assistant Recorders are inherently neutral and nonpartisan, so checks and balances are not needed when they administer a process. Unfortunately, experience in 2020 and elsewhere demonstrates that voters do doubt the neutrality of election administrators (whether justified or not), and those doubts undermine confidence in the integrity of the process.

3.2 Checking Voter Identification

The address on the identification must reasonably match the voter's residence or mailing address in the signature roster or e-pollbook in order to vote a regular ballot. If an address does not reasonably match, the voter is deemed to have shown identification, but must vote a provisional ballot. Identification is deemed valid unless it can be determined on its face that it has expired. A.R.S. § 16-579(A)(1).

If the voter provides identification, but the name or address does not reasonably match the signature roster or e-pollbook, the voter should be issued a provisional ballot, not a conditional provisional ballot. See Chapter 9, Section VI(B)(1) [in EPM].

A voter who provides no proof of identity (or invalid proof of identity) must be issued a conditional provisional ballot. A.R.S. § 16-579(A)(2). In order for a conditional provisional ballot to count, the voter must present an acceptable form of identification to the County Recorder by 5:00 p.m. on the 5th business day following a primary, general, or special election that includes an election for a federal office, or by 5:00 p.m. on the 3rd business day following any other election. A.R.S. § 16-579(A)(2). For the purposes of determining the applicable deadline to provide identification: (i) the PPE is considered a federal election; and (ii) for counties that operate under a four-day workweek, only days on which the applicable county office is open for business are considered "business days."

If the voter identifies himself or herself as a member of a recognized Native American tribe, the voter may present alternative proof of identity as outlined in Chapter 9, Section IV(B) below [in EPM]. A.R.S. § 16-579(A)(1).

The officer in charge of elections must post a list of acceptable forms of identification in a conspicuous place (and make it available to voters upon request) at each voting location on Election Day (see sample forms in Chapter 17 [in EPM]).

3.2.1 Acceptable Forms of Identification

1. List 1 – Photo ID with the Voter’s Name and Address

Acceptable forms of identification with the voter’s photograph, and name and address that reasonably match the voter’s name and address in the signature roster or e-pollbook, include (only one required):

- A valid Arizona driver license;
- A valid Arizona non-operating identification license;
- A tribal enrollment card or other form of tribal identification; or
- Any other valid United States federal, state, or local government-issued identification.

⁴⁷ While identification issued by a public college or university or other public educational institution qualifies as a state or local government-issued identification, it is not sufficient for voting purposes unless it includes the voter’s photograph, name, and address as required by A.R.S. § 16-579(A)(1)(a). [in EPM]

A.R.S. § 16-579(A)(1)(a).

2. List 2 – Non-Photo ID with the Voter’s Name and Address

A voter may present two separate documents that contain the voter’s name and address. Acceptable forms of identification with the voter’s name and address include the following:

- A utility bill for electric, gas, water, solid waste, sewer, telephone, cell phone, or cable/satellite television service dated within 90 days of the election;
- A bank or credit union statement dated within 90 days of the election;
- A valid Arizona vehicle registration;
- A valid Indian or Native American census card;
- A property tax statement for the voter’s residence;
- A valid tribal enrollment card or other valid form of tribal identification;
- A valid Arizona vehicle insurance card;
- A valid Recorder’s Certificate;
- Any mailing marked “Official Election Material,” including a valid Arizona voter registration card; or
- Any valid United States federal, state, or local government-issued identification.

A.R.S. § 16-579(A)(1)(b). Any List 2 document may be presented to a poll worker in electronic format, including on a smart phone or tablet.

3. List 3 – Acceptable Hybrid Forms of ID

The voter may present certain combinations of documents from Lists 1 and 2. Acceptable combinations include:

- A valid photo identification from List 1 with an address that does not reasonably match the voter’s address in the signature roster or e-pollbook, accompanied by a document from List 2 with an address that does reasonably match the voter’s address in the signature roster or e-pollbook;
- A valid U.S. Passport or passport card, accompanied by a document from List 2; or
- A valid U.S. Military identification, accompanied by a document from List 2.

A.R.S. § 16-579 (A)(1)(c).

3.2.2 Requirements for Native American Voters

A voter who identifies himself or herself as a member of a federally-recognized Native American tribe and presents one item of tribal identification (that does not meet the requirements of List 1) must be issued a provisional ballot (in lieu of a conditional provisional ballot) and does not need to return to confirm their identity. A.R.S. § 16-579(A)(1). A “tribe” includes a Native American nation, community, band, or tribal subdivision.

Acceptable forms of tribal identification include, but are not limited to, the following:

- A tribal identification card issued under the authority of the Bureau of Indian Affairs or a federally-recognized Native American tribe;
- A tribal enrollment card issued under the authority of the Bureau of Indian Affairs or a federally-recognized Native American tribe;
- A Certificate of Indian Blood issued under the authority of the Bureau of Indian Affairs or a federally-recognized Native American tribe;
- A voter identification card issued under the authority of a federally-recognized Native American tribe; • A home site assignment lease, permit or allotment issued under the authority of the Bureau of Indian Affairs or a federally-recognized Native American tribe; or
- A grazing permit or allotment issued under the authority of the Bureau of Indian Affairs or a federally-recognized Native American tribe.

If the voter does not present an acceptable form of tribal identification and otherwise does not satisfy the identification requirements in A.R.S. § 16-579(A)(1) (see Chapter 9, Section IV

3.2.3 Right to Vote a Provisional Ballot

[EPM, pp175-177] The “Right to Vote a Provisional Ballot” notice must be displayed at the voting location, containing substantially the following information:

1. If you did not receive a regular ballot, you have a right to vote a provisional ballot if one of the following situations applies to you:

- Your name does not appear on the signature roster or e-pollbook, and you are in the correct polling place based on your current residence;
- You have moved to a new address within the county and have not updated your voter registration (if applicable);
- You have legally changed your name and have not updated your voter registration (if applicable);
- You requested an early ballot but did not vote an early ballot (if applicable);
- You have not produced sufficient identification; or
- You were challenged as a qualified voter.

2. To vote using a provisional ballot:

- Present identification to the poll worker and state your first and last name;
- Provide your complete residence address to the poll worker;
- Provide your signature next to your name after the election official enters your name on the signature roster; and
- Sign an affirmation on the provisional ballot envelope stating that the information filled out on the provisional ballot envelope is correct, that you have resided in the precinct at least 29 days before the election, that you are eligible to vote in this election, that you have not previously voted in this election, that your provisional ballot will only be counted if you

voted in the correct precinct (which is based on where you currently live), and that you understand that voting in the wrong precinct means that your ballot will not be counted.

Once you have voted using a provisional ballot, your ballot will be placed in a provisional ballot envelope, which you can seal. The poll worker will ensure that the envelope is sealed. You will then be given a provisional ballot receipt with information on how to present sufficient identification to the County Recorder (if necessary) and how to verify the status of your provisional ballot. Your vote will be counted upon verification of your eligibility to vote in the election.

A.R.S. § 16-513.01; A.R.S. § 16-563(1).

3.3 Drop-Off Locations and Drop Boxes for Absentee/Mail-In Ballots

A Drop Box Observer form is included at the end of the guide. Please fill one in for each visit and submit daily to report@afet.vote. Or preferably, use the online version [here](#) to complete and send electronically.

[Excerpt follows from *2019 Elections Procedures Manual*, pp 60-62]

Counties or municipalities that establish one or more ballot drop-off locations or drop-boxes shall develop and implement procedures to ensure the security of the drop-off location and/or drop-boxes and shall comply with the following requirements.

1. A ballot drop-off location or drop-box shall be located in a secure location, such as inside or in front of a federal, state, local, or tribal government building. All ballot drop-off locations and drop-boxes shall be approved by the Board of Supervisors (or designee).
 - a. An unstaffed drop-box (i.e., not within the view and monitoring of an employee or designee of the County Recorder or officer in charge of elections) placed outdoors shall be securely fastened in a manner to prevent moving or tampering (for example, securing the drop-box to concrete or an immovable object).
 - b. An unstaffed drop-box placed inside a building shall be secured in a manner that will prevent unauthorized removal.
 - c. While a staffed drop-off location or drop-box (i.e., within the view and monitoring of an employee or designee of the County Recorder or officer in charge of elections) need not be securely fastened or locked to a permanent fixture, it must be securely located inside a government building and monitored by a properly trained employee or designee of the County Recorder or officer in charge of elections at all times that the location or drop-box is accessible by the public.
2. The County Recorder or officer in charge of elections shall publicly post a listing of designated drop-off locations and drop-boxes on the website of the County Recorder or officer in charge of elections. Where practicable, the County Recorder or officer in charge of elections shall also post a listing of drop-off locations and drop-boxes anywhere that polling places and vote centers are posted.
3. All drop-boxes shall be clearly and visibly marked as an official ballot drop-box and secured by a lock and/or sealable with a tamper-evident seal. Only an election official or designated ballot retriever shall have access to the keys and/or combination of the lock to remove the deposited ballots.

4. All drop-boxes (both staffed and unstaffed) shall have an opening slot that is not large enough to allow deposited ballots to be removed through the opening slot.
5. Ballot drop-off locations and drop-boxes shall be locked and covered or otherwise made unavailable to the public until the 27th day prior to an election to ensure that no ballots or any other materials may be deposited before the early voting period begins. Prior to use on the 27th day before the election, all drop-boxes shall be inspected for damage and to ensure they are empty.
6. All drop-boxes shall be locked and covered or otherwise made unavailable after the polls have closed on Election Day to ensure that no ballots may be dropped off after the close of the polls.
7. The County Recorder or officer in charge of elections shall develop and implement secure ballot retrieval and chain of custody procedures, which shall include the following:
 - a. Voted ballots shall be retrieved from ballot drop-off locations and/or drop-boxes on a pre-established schedule. Ballot retrieval shall be more frequent as Election Day approaches.
 - b. For any election that includes a partisan race, at least two designated ballot retrievers of at least two differing party preferences shall be assigned to retrieve voted ballots from a ballot drop-off location or drop-box. For a nonpartisan election, at least two designated ballot retrievers shall be assigned to retrieve voted ballots from a ballot drop-off location or drop-box.
 - c. Each designated ballot retriever shall wear a badge or similar identification that readily identifies them as a designated ballot retriever and/or employee of the County Recorder or officer in charge of elections.
 - d. Upon arrival at a drop-off location or drop-box, the two designated ballot retrievers shall note, on a retrieval form prescribed by the County Recorder or officer in charge of elections, the location and/or unique identification number of the location or drop-box and the date and time of arrival.
 - e. The designated ballot retrievers shall retrieve the voted ballots by either placing the voted ballots in a secure ballot transfer container, retrieving the secure ballot container from inside the drop-box, or retrieving the staffed drop-box which also serves as a secure ballot container. If the drop-box includes a secure ballot container, the designated ballot retrievers shall place an empty secure ballot container inside the drop-box. The time of departure from the drop-off location or drop-box shall be noted on the retrieval form.
 - f. Upon arrival at the office of the County Recorder or officer in charge of elections, central counting place, or other receiving site, the designated ballot retrievers shall note the time of arrival on the retrieval form. The County Recorder or officer in charge of elections (or designee) shall inspect the secure ballot container for evidence of tampering and shall confirm receipt of the retrieved ballots by signing the retrieval form and indicating the date and time of receipt. If there is any evidence of tampering, that fact shall be noted on the retrieval form.
 - g. The completed retrieval form shall be attached to the outside of the secure ballot container or otherwise maintained in a matter prescribed by the County Recorder or officer in charge of elections that ensures the form is traceable to its respective secure ballot container.

h. When the secure ballot container is opened by the County Recorder or officer in charge elections (or designee), the number of ballots inside the container shall be counted and noted on the retrieval form. Ballots retrieved from a ballot drop-off location or drop-box shall be processed in the same manner as ballots-by-mail personally delivered to the County Recorder or officer in charge of elections, dropped off at a voting location, or received via the United States Postal Service or any other mail delivery service, see Chapter 2, Section VI [of 2019 EPM].

Ballots retrieved from a ballot drop-off location or drop-box shall be processed in the same manner as ballots-by-mail personally delivered to the County Recorder or officer in charge of elections, dropped off at a voting location, or received via the United States Postal Service or any other mail delivery service, see Chapter 2, Section VI [of 2019 EPM].

3.4 Guidelines for Poll Observers

General Guidelines

[Source: Gina Swoboda, 2022; updates by Ann Niemann, 2022]

DO

- Show up for all shifts on time with your “original” observer credentials (color-coded 8.5x11” sheet of paper with an original signature by the party’s county chair) and identification
- Although not required at present, the on-site Marshal or Inspector may provide you with a badge
- Stay within the designated observer area even if you feel it is overly restrictive (report any constraints to the AFET hotline)
- Familiarize yourself with the process in advance as possible; and on-site upon arrival
- Be courteous to county staff and other observers
- Speak only with the Inspector and any County Troubleshooter who may be on-site
- Pay attention and take notes. It’s okay to ask questions when the Inspector or County Troubleshooter is available. Take notes of response so we can compare from site to site.
- Be willing to speak up (politely) if you see something that concerns you
- Be prepared to escalate concerns via the appropriate process
- Share information with others on your team (e.g., at the tabulation center). Only one observer per party is allowed at each polling site.
- Dress professionally. Bring a jacket or sweater for unpredictable air conditioning.
- Bring water, snacks, meal for longer shifts (ask where to eat)
- For Poll Workers, during early voting days, it’s okay to bring a book, earbuds to listen to an audio book or watch a movie on your phone, confined crafts like knitting, etc.

Do **NOT**

- Speak to or interact with any voters or poll workers
- Challenge the qualifications of a voter
- Touch any election materials, machines, or ballots
- Wear any campaign gear (e.g., buttons, shirts, hats, etc.)
- Take photographs or video within 75 feet of the polling place (no selfies)
- Attempt to determine for which candidates a person voted
- Ask for, or write down, any personally identifying information about any voter

- Attack, challenge a decision, or argue with the polling place officials
- Interfere with the orderly conduct of the election and other poll observers
- Zone out or spend time on your phone (even if you're permitted to have it with you)
- Demand information unless specifically asked to do so by leadership
- Chit-chat or distract from the election process

3.5 Support Documents to Complete Observation Reports

Each form can be printed and completed (shown following this section). Be sure any handwritten notes are legible for fast and easy transcription (printing preferred). Note that each form's title in this list is hyperlinked to provide the option to complete them online (our preference when possible).

With no need to transcribe handwriting, submitting the form electronically will aid in data compilation. Reports are de-identified (without the names of individuals submitting the forms), to protect your anonymity. Click on any title below to access it online.

- [Election Season Poll Observer SHORT Form A](#)
- [Election Season Daily Observer LONG Form B](#)
- [Drop Box Observer Form](#)

You may be working at a Precinct Poll OR a Voting Center (with several precincts combined), the terms are used interchangeably in this form, meaning the location. Meaning your assigned.



3.5.1 Election Season Poll Observer SHORT Form A

Complete one form for each timeframe. Submit by email to report@afet.vote.

County: _____ **Date:** _____ **Time:** Opening__ Midday__ Closing__
 Night__ Time _____
Observer(s): _____ **Location:** _____

At the Recorder’s Office or a Satellite Voting Center:

1	Were you allowed to observe all processes at the location? Yes ___ No ___ If no, please provide details (use additional sheets or the Incident Report Form, if needed):
2	How many people voted in-person today? _____
3	How many standard ballots were provided today? _____
4	How many provisional ballots were provided today? _____
5	How many federal-only ballots were provided today? _____
6	Were two officers of election from different parties present at the office? Yes ___ No ___ If no, was the Recorder or assistant Recorder present? Yes ___ No ___
7	Were the absentee/mail-in ballots received during the day counted, and/or stored securely? Counted ___ Stored securely ___ If yes or no, provide details:
8	Other observations/details to report:



3.5.2 Election Season Poll Observer Report LONG Form B
 Complete this form for each day observed and email to report@afet.vote.

Location Name:	Name:		
Address:	Phone:	Date:	
City/Zip	Email:		
County:	Arrival:	Departure:	

Instructions: Read the questions carefully. Please make a check (✓) in the appropriate box. If clarification is required, briefly explain in the comment section of the form. If at any time you are prevented from observing any process, please challenge this to the Inspector, and if the challenge is not resolved, immediately file an Incident Report.

Before Opening and General Set-Up			Yes	No
1	Were you allowed to observe the set-up of the poll location, typically 30 minutes before opening to voters? (If no, prepare and immediately file an Incident Report). Check here if Not Applicable ____			
2	Are all polling team members and required materials present?			
3	Is the Inspector, Judges, and Marshal from both major parties for this voting center? (You may ask the Inspector.) Please designate R, D, I, or L: Ins____ Judge1____ Judge2____ Marshal____			
4	Has an area been designated for poll observers? If yes, is there a specified distance that has been imposed and what is it? _____			
5	Is an American flag displayed in the voting center?			
6	Is the Write-In and Withdrawn Candidates poster clearly visible for voters to see?			
7	Did the Inspector have the poll workers swear an oath to conduct fair elections? Not Applicable ____			
8	Did the Inspector confirm the seals on the machines were unbroken, and that the numbers on the seals matched the numbers in the log? Not Applicable ____			
9	Did the Inspector open the tabulators and show you that the main and emergency boxes were empty, before resealing the machines? Not Applicable ____			
10	Was a zero tape printed and signed by the Inspector? Not Applicable ____			
11	Were you able to confirm the zero tape listed all candidates, and showed no votes? Not Applicable ____			
12	Was the zero tape left attached to the tabulator or secured? Not Applicable ____			
13	Did the location open on time (either 7am or 6am as specified)?			
The Polling Process			Yes	No
14	Were you able to see voter's ID and their name on the e-pollbook?			
15	Could voters mark and cast their ballots in secret, without anyone seeing how they voted? (If no, give details in the comment section.)			
16	Were you allowed to observe all aspects of the polling and counting process as allowed by Arizona law, which does NOT limit the distance as long as not interfering with the voting process nor observing a voter's marks in the privacy booth? (If no, file an Incident Report. Include a copy or reference to any County's or that voting center's unlawful distance restrictions.)			
17	Were any voters challenged? (If yes, provide details in the comment section.)			
18	Were any procedures challenged? (If yes, provide details in the comment section.)			
19	Were Challengers present from both major parties?			
20	Were any poll watchers present during the day?			
Closing the Poll and the Counting Process – Check if Not Applicable ____			Yes	No
21	Did the location close on time (either 5pm or 7pm as specified)?			
22	Were voters in the line at closing time allowed to vote?			
23	Were there any ballots in the misread ballot or auxiliary storage areas of the tabulator? (If yes, ask the Inspector for the count of misreads and for auxiliary. Provide any explanation in comment section,			
24	Was a results report run on the tabulator?			
25	Were you allowed to write down the result totals from the tabulator?			
26	Record the total #of voters from e-pollbook laptops attached to printers		Record the total number of ballots cast from tabulator	
27	Did the total number of votes cast from the tabulator report PLUS MISFEEDS equal the total number of voters checked off in the e-pollbook match? (If no, provide details in the comment section, or file an incident report).			



3.5.3

Drop Box Observer Form

Complete one for each timeframe observed. Send to report@afet.vote.

County: _____ Date: _____ Time: Opening__ Midday__ Closing__
 Night__ Time_____

Observer(s): _____ Location: _____

1	Is the drop box in a secure location inside a building where it can be observed continuously during normal working hours and secured after working hours? Yes ___ No ___
2	If no, is the drop box under 24-hour video surveillance? Yes ___ No ___
3	Is the video footage regularly reviewed by officers of election from two parties and poll observers from both parties? Yes ___ No ___ Not applicable ___
4	Were you notified in advance when the ballots from the drop box would be collected? Yes ___ No ___
5	Were two officers of election from different parties present when the drop box was emptied? Yes ___ No ___ If no, was the Recorder or Deputy Recorder present? Yes ___ No ___
6	Were the couriers clearly identified by party and as authorized? Yes ___ No ___ On Election Day, were two officers of election from different parties to drive secured ballots to Tabulation Center? Yes ___ No ___ Did you follow in your vehicle? Yes ___ No ___
7	How many ballots were collected from the drop box during this pick-up? ___ Check any of the following ballots observed: Mail-in___ Provisional___ Early Voting___ Fed Only___
8	Were the ballots collected from the drop box counted and/or stored securely? Counted ___ Stored securely ___ Details: _____
9	How many ballots were sent to be processed? _____ Not known _____
10	How many ballots were sent to be cured (misfeeds, provisional)? _____ Not known _____
11	Other observations/details to report; refer to question # as applicable:

4 Central Absentee/Mail-In and Early Voting; Counting Ballots

Inspection Board

[EPM, pp 198-199] The Inspection Board is responsible for:

- Opening and verifying information on the precinct ballot report if the ballot transfer container contains any voting materials other than voted ballots; and
- Inspecting returns as necessary. Receiving Boards and Inspection Boards should normally be combined, unless circumstances would render this inefficient. The officer in charge of elections shall provide each board with a log to enter pertinent data for each precinct/polling place or vote center.

Preliminary Procedures

When the ballot transfer container or alternate ballot box arrives at the central counting place, the Inspection Board shall:

1. Break the seal and open the ballot transfer container;
2. Break the seal on the alternate ballot box, if used;
3. Remove the Ballot Report Form and check to see that the seal number is the same as shown on the log—if the Ballot Report Form is absent, incomplete, or the seal number does not agree with the number on your inspection board log, call for the supervisor or officer in charge of elections;
4. Enter on the inspection board log:
 - Precinct name and/or number or voting location
 - Number of write-in ballots, • Number of provisional ballots, and
 - Number of early ballots dropped off at the polling place;
5. Separate the types of ballots to be processed into:
 - Provisional ballots,
 - Write-in ballots,
 - Voted ballots, and
 - Early ballots.

Provisional Ballots

If there are provisional ballots:

1. The provisional ballot envelopes should be visually distinguishable from other ballot envelopes issued at a voting location or early voting site. Provisional and conditional provisional ballot envelopes may be printed on colored paper, may bear bar codes that do not identify the voter, or may use other methods to visually distinguish those types of ballot envelopes;
2. Keep provisional ballots separate from conditional provisional ballots;
3. Complete the provisional ballot transmittal slip by entering:
 - The number of provisional ballots stated on the ballot report, and
 - The actual number of provisional ballots received; and
4. Record the number of provisional ballots on the inspection board log.

Voted Early Ballots

Early ballots dropped off at the polling place must be delivered to the County Recorder for signature verification and may be verified prior to or along with the provisional ballots. For more information about processing early ballots, see Chapter 2, Section VI [in EPM].

Regular Voted Ballots

Regular ballots that were tabulated at the voting location remain in the ballot transfer container received from the precinct or are packaged for storage and retention in the Treasurer's vault.

Write-In Ballots

If there are write-in ballots:

1. Count the total number of ballots containing write-ins, if not previously counted at the polling place;
2. Record the number on the log; and
3. Complete a transmittal envelope for delivery of ballots containing write-in votes to the Write-In Tally Board.

4.1 Ballot Duplication Board

[EPM, pp 200-202] When any ballot, including an early ballot, is damaged or defective so that it cannot be read by the tabulation machine, it must be duplicated by a Ballot Duplication Board and the duplicated ballot must be tabulated in place of the damaged ballot. A.R.S. § 16-621(A).

4.1.1 Establishing a Ballot Duplication Board

Each Ballot Duplication Board shall be comprised of at least two members who are registered voters not of the same political party and who are appointed by the officer in charge of elections. An Inspection Board may serve as a Ballot Duplication Board.

The Ballot Duplication Board duplicates ballots that cannot be read by the tabulation machine but on which the voter has nonetheless clearly indicated their intent to vote on a particular race or ballot measure. This may include crumpled or otherwise damaged ballots, ballots with smudged ink, or ballots which are marked in the wrong color of ink or with a device that cannot be read by the tabulation machine. If voter intent is not clear and Ballot Duplication Board members do not agree on the voter intent for a particular ballot, that ballot should be referred to the Snag Board or officer in charge of elections for resolution prior to duplicating the ballot.

4.1.2 General Duplication Guidelines

Generally, only UOCAVA ballots, early ballots, and ballots cast at voting locations without a tabulation machine on-site should be duplicated at central counting facilities. Voters who vote at a voting location with a tabulation machine on-site feed their voted ballots directly into the tabulation machine and have the opportunity to correct an unreadable ballot or ballot read as over-voted or blank on the spot.

If a voter selects more than the maximum number of seats for a race, the tabulation machine will read the race as over-voted. Similarly, if a voter voted for a candidate whose name is printed on the ballot by marking the appropriate arrow or oval and also wrote the candidate's name in the write-in area, the tabulation machine will read that race as over-voted. Over-voted ballots shall be sent to the Ballot Duplication Board (and the Snag Board or officer in charge of elections for

adjudication if needed), even if the voter correctly filled in the arrow or oval for other races on the ballot. If voter intent can be determined, the ballot shall be duplicated and counted.

If a voter has consistently marked their ballot by circling the name of the candidates, or circling yes or no for issues, or placing an x, check mark, punched hole, or other similar mark next to the voter's choices, the tabulation machine will read the ballot as blank or invalid. These blank ballots shall be sent to the Ballot Duplication Board.

If the early ballot board finds ballots that are torn, corrected with white-out or labels, erased, or marked with ink or crayon that cannot be read by the equipment, the ballot must be sent to the Ballot Duplication Board.

Ballots received via fax, email, or secure web portal from UOCAVA voters shall be forwarded to the Ballot Duplication Board for processing.

4.1.3 Procedures for Duplicating a Ballot

A damaged or unreadable ballot must be duplicated according to the following procedures:

- Ensure the correct ballot style for the voter's precinct will be used to create the duplicated ballot;
- Mark the proper precinct identification code, if applicable;
- Record an identical serial number on both the original and duplicate ballot (including spoiled duplicates) – this ties the ballots together and creates a paper trail as required by statute, A.R.S. § 16-621(A);
- Conspicuously mark the original ballot as “DUPLICATED;”
- Conspicuously mark the duplicate ballot as “DUPLICATE,” A.R.S. § 16-621(A);
- Using the damaged or unreadable ballot as a guide, mark a blank ballot with votes identical to those on the original ballot;
- Do not duplicate write-in names that are not on the authorized write-in list (“blank” or “unofficial” may be typed in if using a ballot marking device to duplicate and the name/line cannot be left blank). However, mark the arrow or fill in the oval to indicate the vote cast;
- After marking the duplicate ballot, check to make sure it is identical to the original, including over-votes if voter intent cannot be determined and any under-votes;
- If the Ballot Duplication Board makes any errors, mark the duplicate ballot “SPOILED” in a conspicuous manner, and repeat the above steps on a new ballot;
- Place all original ballots in an envelope or container labeled “ballots that have been duplicated.” It is never permitted to enhance or alter a voter's original ballot markings to render the ballot readable. Instead, the ballot should be duplicated.

Voters are required to prove identity at the voting location before receiving a ballot on Election Day. A.R.S. § 16-579(A). The same requirements for proving identity now also apply during in-person early voting, including at an on-site early voting location, emergency vote center, or through personal early ballot delivery by a special election board. See Chapter 2, Sections II(B) [in EPM].

Acceptable forms of identification fall into one of three categories:

- A valid form of photo identification with the voter's photograph, and name and address that reasonably match the name and address in the signature roster or e-pollbook (List 1);
- Two separate valid forms of non-photo identification with the voter's name and address that reasonably match the name and address in the signature roster or e-pollbook (List 2); or

- One valid form of identification with the voter's photograph, name, and address not reasonably matching the address in the signature roster or e-pollbook or a valid U.S. passport or military identification with the voter's name and photograph, and one valid form of non-photo identification from List 2 (List 3).

A.R.S. § 16-579(A)(1)(a)-(c). Each list is described in greater detail in the sections below.

5 Citizen Election Observers

The Citizen Election Observer (CEO) program, the brainchild of USAID election expert Tim Meisburger, is a high-visibility campaign by The America Project in demonstrating election transparency. With branding and targeted promotion, CEO readily engages the attention of voters and rallies the grassroots base. Envision thousands wearing a CEO badge (free download) or a t-shirt (purchased through pre-sales). ElectionObserver.us/citizen

ANY voter can participate using the web-based app for short surveys regarding his/her observations/experiences in going through the voting process:

- Observing the Pre-Election Environment
- Observing Election Day or In-Person Voting
- Reporting a Serious Incident of Election Malfeasance or Fraud
- Election Reform Survey

Benefits of branded merchandise:

- Visibility at polls that citizens are engaged and watching. A deterrent to fraud.
- You are not alone as a CEO. Like-minded patriots are responding.
- Advertises the mission and how to participate; hugely impacts the numbers involved in the overall campaign.
- Professional look gives assurances that CEO knows what they're doing and ensures the data will be reported where voters can see it.
- Election Integrity is #1 issue - it gives grassroots SOMETHING to do.
- Demonstrates that it's easy to jump in.
- Creates a "wow" everywhere seen, an action step at events and via yard signs at the polling sites to use the app.
- Establishes brand awareness pushing to Nov 8 and creates another vehicle for coalition building for *their* members to participate as well.

Especially if you are unable to work as an election official or poll watcher, you can still help protect election integrity by serving as a citizen observer before the election and/or while voting during early in-person voting or on election day. It's easy. Simply look around as you go through the voting process, then record responses to a few simple questions, and press send!