

ADVISORY GUIDE FOR CONDUCTING NRC D SUPERVISOR ELECTIONS

Election Board: Officers & Duties

1. The election board is comprised of an inspector and two judges.
2. Election officers must be qualified district electors.
3. It is the duty of the election board to conduct the election in a fair and unbiased manner, and to maintain order at the polling place.
4. The inspector is the chair of the election board and may appoint qualified judges if, during the progress of the election, any judge ceases to act. In all questions concerning the eligibility of voters, the election of officers act as a body and the concurrence of a majority shall be the decision of the board.

Election Supplies

1. The election board should make certain that supplies are on hand prior to opening the polls.
 - Advisory Guide
 - Official Ballots
 - Polling Place Register
 - Tally Sheets
 - Certification of Returns
 - Instructions for Electors to Vote by Mail
 - Pens
2. The election board should provide quarters for balloting where each voter can prepare and cast a ballot without interference and without observation.

Opening and Closing Polls

1. All polls should be kept open between the hours stated in the Notice of Election.
2. Voting may commence as soon as the polls open.
3. Any qualified elector present at the time the polls are closed shall be permitted to cast a vote.

Qualified District Elector

“Qualified Elector” is defined as a person who is a District Cooperator who lives in the District and is registered to vote.

Voting in Person

1. Determination of the eligibility of each voter rests with the election board.
2. After a determination has been made, the election officers:
 - a. Enter the voter’s name on the polling place register;
 - b. Deliver to the voter an official ballot;

- c. After the ballot has been marked by the voter, the voter is to fold it and drop it into the ballot box.
3. Any voter who by accident or mistake spoils a ballot may, on returning the spoiled ballot, receive another in its place. The spoiled ballot should be publicly destroyed and the fact noted upon the polling place.

Voting by Mail Ballot

1. Mail ballots, to be counted, are to be delivered in their sealed envelopes to the election board at the polling place before the time of the official closing of the polls.
2. The election board should check the eligibility of each voter who votes by mail and, after registering the voter's name on the polling place register, fold each ballot and drop it into the ballot box.

Preparation of ASLD Official Ballots:

Based on the election board's request, official mail out and polling place ballots indicating the name of qualified candidates will be prepared by the NRCD Manager for local distribution by district officials.

NOTE: It is the electoral board's responsibility to mail ballots to those voters requesting such, in time for return mail by the election date. Mail-in-ballots are to be delivered in their sealed envelopes to the election board at the polling place prior to closing.

Election Day:

- All polls should be kept open between the hours stated in the Public Notice of Election.
- Voting may commence as soon as the polls open.
- All voters shall sign an approved Polling Place Register.
- Any qualified elector present at the time the polls close shall be permitted to vote.

Electoral Board Election Day Responsibilities:

- Determine eligibility of each voter, if in question.
- Monitor the Polling Place Register sign in. (SEE BELOW EXAMPLE)
- Provide the voter with an official ballot.
- Monitor the placement of the ballot in the ballot box.
- **NOTE:** At the request of the voter, ballots that have been spoiled/mismarked may receive a replacement ballot. The spoiled ballot should be destroyed in public. Once the name of the last voter has been entered on the Polling Place Register, the Judge / Inspector shall write: "We certify the election completed with the voting of (enter the name of the last voter of record). The election results shall be recorded on an Official Tally Sheet and signed by all election board members.

- A Certificate of Returns must then be completed, signed by the election board members and submitted to ASLD.

Challenges

1. Any person offering to vote may be challenged as ineligible by any member of the election board or by any eligible voter. In all cases it is the duty of the election officers to challenge any person offering to vote whom they know, or suspect, not to be a qualified district elector.
2. When any person offering to vote is challenged, it is the duty of the election officer to declare to that person the qualifications of a district elector, and to tender the following oath:

“I do swear (or affirm) that I will truly and fully
answer all questions put to me touching my place
of residence and qualifications as a voter.”

3. The election officer should then proceed to question the person challenged in relation to name, place of residence, eligible lands owned and interest therein, and all such other questions as tend to test eligibility to vote.
4. If any person refuses to take the oath when so tendered or refuses to answer any and all pertinent questions as to eligibility, that persons’ vote may be rejected. If the board is convinced, from the answer a person gives to the election officers’ questions, that the person is not an eligible voter, that persons’ vote may be rejected.
5. Upon rejection of any vote, the reason for the rejection is to be entered in the column marked “Notation” on the polling place register.
6. When a person continues to insist that they are entitled to vote and the board finds no cause to reject them under preliminary examination, that person should be tendered the following oath before being allowed to vote:

“I do swear (or affirm) that I am a qualified elector of
the District and have not voted this day, and that I am
otherwise qualified to vote.”
7. If any person takes the oath as tendered by an election officer and no evidence is offered to contradict the affirmation that the person is a qualified elector, that person should be admitted to vote, but before the ballot is deposited.
8. In case the voter is incapable of writing their name, they may make a cross or other mark usually employed by that voter for indication of signature, and some person who is personally known to an election officer and who personally knows the voter may sign the polling place register on the voter’s behalf, as an identifying witness. If the voter refused to take the oath or affirmation so tendered, or to write their signature as required, this person’s vote shall be rejected.

Completion of Election

1. Immediately after the name of the last voter has been entered on the polling place register, write the following words:

“We certify the election completed with the voting of _____

2. The election officers should insert the name of the last voter and immediately below said entry, sign their names on the polling place register.

Counting Votes

1. As soon as the polls are closed, one of the election officers shall open the ballot box and commence counting the votes.
2. In no case should the ballot box be removed from the room in which the election is held until all the ballots have been counted.
3. The counting of the ballots shall in all cases be public.
4. The ballots should be taken out one by one, by one of the election officers, who shall open each one and read aloud the name(s) of the candidate(s) voted for.
5. The other election officers should keep the number of votes by tallies as they are read aloud.
6. The counting of a vote should not be rejected because of illegibility if in the opinion of the majority of the election board the intention of the voter can be ascertained.

Vote Tally

1. As soon as all the votes are read and counted, a certificate should be drawn upon the polling place register and upon the tally sheets stating the number of votes each candidate has received.
2. Numbers shall be written in figures and in words at full length.
3. Each certificate shall be signed by the inspector and judges.
4. Immediately mail one copy of the Certificate of Returns to:

State Land Department
Natural Resources Division
1616 West Adams,
Phoenix, Arizona 85007

Preservation and Storage of Election Records

1. The ballots shall be strung upon a cord by the inspector or a judge during the counting in the order in which they were entered upon the tally sheets by other election officers.
2. The counted ballots shall be separately wrapped and sealed, together with the polling place register and tally sheets.
3. All unused official ballots shall be securely wrapped and sealed by the inspector in the presence of the other election officials and endorsed, “Election returns of the _____ Natural Resource Conservation District.”
4. The District shall retain the marked ballots, the election polling place register, and the tally sheets in the files of the District for not less than six (6) months.
DO NOT RETURN THEM TO THE STATE LAND DEPARTMENT.
5. Unused envelopes and other unused election material should be returned to the State Land Department, Natural Resources Division.