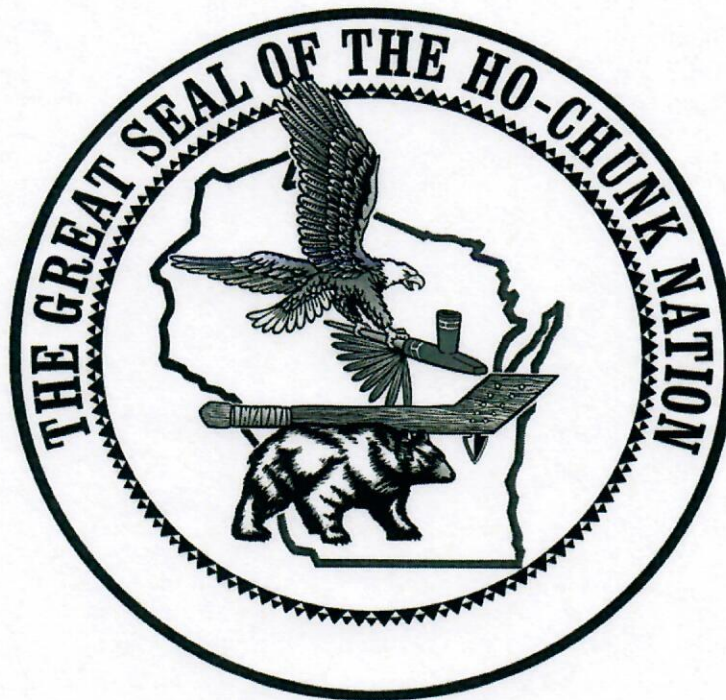


HO-CHUNK NATION

ELECTION DAY GUIDE



**PROCEDURES AND INSTRUCTIONS
FOR
PRECINCT OFFICIALS**

INTRODUCTION



The Election Board of the Ho-Chunk Nation and the Bureau of Indian Affairs congratulates you on your decision to assist the Nation and its members by serving as a Poll Official in this Secretarial Election.

The duties of a Poll Official are crucial to the conduct of a successful election. Poll Officials are the representatives of the Ho-Chunk Nation and must provide the voter with the courtesy and service that they require to successfully complete the balloting process.

Please remember that as a Poll Official, you are performing an essential service to the Ho-Chunk Nation by insuring the integrity of the voting process.

If you require assistance on Election Day, need equipment service, have a question regarding voter eligibility or any procedural question; please don't hesitate to call the Election Board Office.

SYSTEM INTRODUCTION

The Ho-Chunk Nation, The BIA, and the Election Board have implemented the Optech Election Tabulation System for this Election. The Optech System is based upon computer controlled, optical scanning technology that combines the ease of use and voter familiarity of paper ballot elections with the latest in electronic technology for rapid vote total accumulation and results reporting.

COMPONENTS OF THE SYSTEM

The Optech Ballot Tabulator

The Optech Ballot Tabulator optically scans votes cast on paper ballots and then tabulates the results electronically. All election results are then processed to and stored in a self-contained nonvolatile memory cartridge featuring an on-board battery backup system to ensure retention of vote totals. The ballot is fed by the voter into the tabulator and is read in less than 2 seconds. Ballots can be accepted by the Optech Tabulator in any orientation since both sides of the ballot are read at the same time. Votes are tabulated throughout Election Day and results tapes are generated immediately after the close of the polls by simply turning a key. The ballot tabulator rests upon its companion ballot tub into which voted ballots are processed.



THE OPTECH IIIp TABULATOR

The Optech Ballot

The ballot used in conjunction with the Optech Ballot Tabulator is adjustable in width from 3.75 inches to 9.75 inches and may range in length from 12 to 20 inches. The ballot may be printed on one or both sides, making available over 500 voting positions per ballot. No other type of voting system can accumulate totals for this many candidates or issues. Each ballot style can be produced with a unique security code to aid in accumulation reporting, provide options for ballot security and to simplify precinct identification.

BEFORE THE POLLS OPEN

Poll Officials:

Poll Officials shall report to the polling place as instructed by the Election Board.

Poll Officials must remain in the polling place until all duties for the day and the closing of the polls are completed.

PREPARATION OF THE POLLING PLACE

ASSEMBLE TUB AND TABULATOR IMMEDIATELY UPON ARRIVAL AT THE POLLING PLACE.

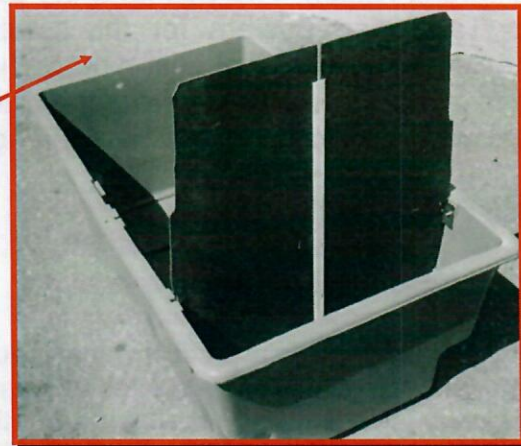
Poll Officials shall assemble the tabulator and ballot tub by inserting the dividers into the bottom of the tub, placing the upper portion of the ballot tub on top of the lower portion of the tub, over the tub dividers. Lock the ballot tub using the key tagged "BALLOT TUB KEY" provided in the election supplies.

NOTE: BE SURE THAT THE EMERGENCY BALLOT SLOT IS CLOSED.

TUB DIVIDER

Remove the ballot tabulator from the ballot tub prior to assembly of the ballot tub and place it on top of the assembled ballot tub. Make sure that the metal pin on the top of the ballot tub fits into the hole on the bottom of the tabulator.

Plug in the tabulator using a three-pronged outlet or a three-prong adapter attached to the tabulator cord.



BALLOT TUB ASSEMBLY

When the tabulator is plugged in, it will print a systems check and zero tape. When the zero tape has printed, the following message will appear on the tape:

SYSTEM READY FOR VOTING

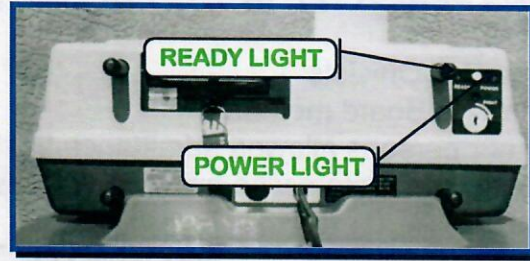
NOTE: THIS TAPE MUST REMAIN ATTACHED TO THE TABULATOR AND REMAIN IN ONE CONTINUOUS PIECE UNTIL THE FINAL RESULTS TAPE IS PRINTED.

Check the rear of the machine above the key switch to verify that both the "POWER" and "READY" lights are on. If the tabulator does not do ALL of the following after being plugged in:

- 1) Print the zero tape;
- 2) Print the;

SYSTEM READY FOR VOTING

message



REAR OF TABULATOR

- 3) Have both the green power light and green ready light on

CALL THE ELECTION BOARD IMMEDIATELY AT (715) 284-8900 or (800) 890-0583

NOTE: NO KEY IS NECESSARY FOR START-UP OF THE TABULATOR

PREPARATION FOR OPENING OF THE POLLS

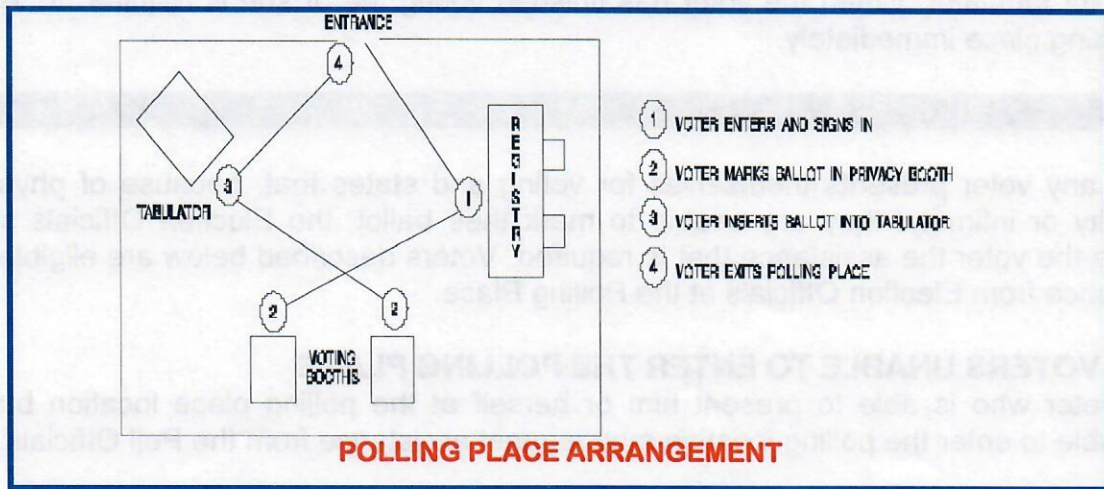
Open the ballot transfer case and remove the ballots, polling place signs, and election supplies.

Assemble voting booths (Insure that each voting booth has a ballot marking poster affixed to the rear of the white privacy screen.)

Place a ballot marking pen in each voting booth.

Post sample ballots outside the polling place.

Post 50 foot limit signs. (A 50 foot piece of twine is included in your election supplies)



POLLING PLACE ARRANGEMENT

DURING VOTING HOURS

PERSONS PERMITTED IN THE POLLING PLACE

1. The Poll Officials
2. Election Board members
3. Other persons allowed admittance by the Election Board
4. Registered voters who have not cast their ballot

OPENING OF THE POLLS

At 8:00 a.m. the Poll Officials announces that the polls are open. Voters are processed in the order that they present themselves at the polling place.

VOTING PROCEDURES

The Clerk determines the eligibility and residency of voters by locating the name of the voter in the proper Precinct Register according to district.

If the voter is determined to be an eligible voter, he or she must then sign the Precinct Register of the district in which they are registered next to their printed name. Any voter who signs with an "X" or a thumbprint shall have his mark witnessed by two (2) election officials.

The Clerk shall then describe the method of marking the ballot to the voter by referring to the ballot marking poster. The Clerk will then issue the ballot to the voter, keeping the stapled portion of the numbered stub and initialing the ballot in a location so as not to interfere with the scanning area of the ballot. The Clerk will then provide the voter with any additional instructions and direct the voter to a privacy booth.

After marking the ballot in the privacy booth, the voter is required to insert the ballot into the ballot tabulator. When the voter has finished voting, he or she is required to leave the polling place immediately.

VOTERS REQUIRING ASSISTANCE

When any voter presents themselves for voting and states that, because of physical disability or infirmity, they are unable to mark their ballot, the Election Officials shall provide the voter the assistance that is required. Voters described below are eligible for assistance from Election Officials at the Polling Place.

1) VOTERS UNABLE TO ENTER THE POLLING PLACE

A voter who is able to present him or herself at the polling place location but is unable to enter the polling location may request assistance from the Poll Officials.

2) PHYSICALLY DISABLED VOTERS

A voter who is unable to mark his or her ballot because of a physical disability or infirmity other than visual impairment may request assistance from the Poll Officials.

NOTE: All assistance in marking ballots for this type of voter must be provided in the voting booth.

3) **ILLITERATE VOTERS**

A voter who states that he or she is unable to mark his or her ballot because he or she is illiterate and can neither read nor write, may request assistance from the Poll Officials.

NOTE: All assistance in marking ballots for this type of voter must be provided in the voting booth.

4) **BLIND OR VISUALLY DISABLED VOTERS**

A voter who states that he or she is unable to mark his or her ballot because of a visual disability may request assistance from the Poll Officials.

NOTE: All assistance in marking ballots for this type of voter must be provided in the voting booth.

PROCEDURES FOR PROVIDING ASSISTANCE

1) The Poll Officials will stop processing of voters within the polling place. Voters that have already signed the Precinct Register will be permitted to vote.

2) The Poll Officials and one other Poll Official will then approach the voter requesting assistance and provide whatever assistance is required.

NOTE: AT NO TIME WILL THE POLL OFFICIALS LEAVE THE VOTING MACHINE UNATTENDED.

3) The voter must complete the Affidavit of Assistance form before any assistance can be provided.

4) The voter may mark his or her own ballot or may be assisted by the Poll Officials and one other Poll Official.

SPOILED BALLOT PROCEDURES

If a voter makes a mistake in the marking of his or her ballot or requests an exchange of a spoiled or mutilated ballot, the spoiled or mutilated ballot should be returned to the Poll Officials. The voter must fold the spoiled ballot in half so that his or her choices may not be known and turn the ballot over to the Poll Officials. The Poll Officials will print the word "SPOILED" across the outside of the ballot and insert it into the Spoiled Ballot Envelope. The Spoiled Ballot Envelope is then signed by all Poll Officials and placed in the ballot box. The Clerk will indicate next to the voter's name in the Precinct Register the word "SPOILED", and will then issue a new ballot to the voter.

NOTE: IT IS NOT NECESSARY FOR ANY POLL OFFICIAL TO VIEW THE MARKED BALLOT OF A VOTER DURING THIS PROCEDURE.

BALLOTS RETURNED BY THE TABULATOR

During the course of Election Day, some ballots may be returned to the voter after they have been inserted into the tabulator.

When a ballot is returned to the voter, the tabulator will print a message on the tape instructing the voter and the Poll Officials as to how the ballot should be processed.

RETURN MESSAGE:

BALLOT MISREAD
REINSERT OR REPLACE PROBLEM BALLOT

PROBLEM AND REMEDY:

The tabulator has not "seen" a perfect image of the ballot that it has been programmed to accept. This can be caused by a number of things, but the Poll Officials should instruct the voter to insert the ballot into the tabulator in a different orientation than was previously attempted. If the ballot is returned a second time, instruct the voter to follow the procedures outlined in the section above entitled **SPOILED BALLOT PROCEDURES**.

NOTE: IT IS NOT NECESSARY FOR ANY POLL OFFICIAL TO VIEW THE MARKED BALLOT OF A VOTER DURING THIS PROCEDURE.

RETURN MESSAGE

NOT VOTED
RETURNED FOR VOTER REVIEW

PROBLEM AND REMEDY:

The tabulator has not "seen" any voting marks on the ballot. The voter has either marked the ballot outside the voting arrows or has neglected to vote. The Poll Officials should instruct the voter to return to the voting booth and mark their ballot by connecting the head and tail of the arrow pointing to his or her choice. The voter should then return to the tabulator and reinsert the ballot.

NOTE: IT IS NOT NECESSARY FOR ANY POLL OFFICIAL TO VIEW THE MARKED BALLOT OF A VOTER DURING THIS PROCEDURE.

RETURN MESSAGE:

- YOU HAVE MARKED MORE VOTES
THAN ARE ALLOWED FOR AN OFFICE

PLEASE OBTAIN ANOTHER BALLOT

PROBLEM AND REMEDY:

The voter has voted for more than one choice. The tabulator has "seen" more marks than are allowed. The Poll Officials should inform the voter of his or her error and instruct them to follow the procedures outlined in the section above entitled **SPOILED BALLOT PROCEDURES**.

NOTE: IT IS NOT NECESSARY FOR ANY POLL OFFICIAL TO VIEW THE MARKED BALLOT OF A VOTER DURING THIS PROCEDURE.

STUCK BALLOT PROCEDURES

During the course of Election Day, a ballot may become stuck inside the tabulator. If a ballot should become stuck, the tabulator will print a message on the tape informing the Poll Officials that a ballot is stuck in the tabulator.

MESSAGE

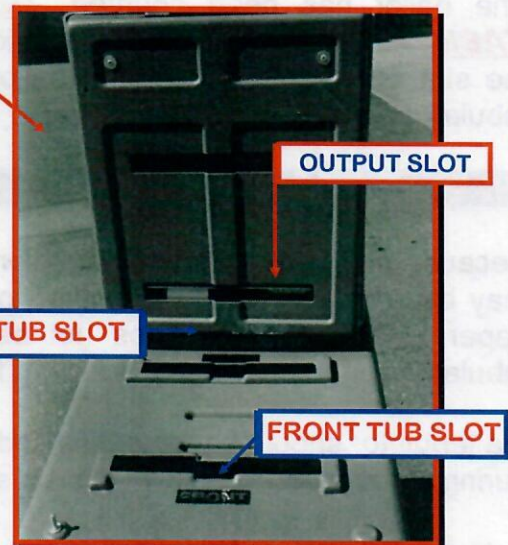
REMOVE STUCK BALLOT

To remove a stuck ballot, the Poll Officials must first determine the location of the stuck ballot and clear it from the tabulator.

OUTPUT SLOT

If the stuck ballot is not readily visible in the entry tray of the tabulator, the Poll Officials should stand the machine on its rear to make the output slots on the bottom of the machine visible.

Once the stuck ballot has been located, the Poll Officials should hold the tabulator and instruct the voter to grasp the ballot and pull it out of the tabulator. After the voter has removed the stuck ballot from the tabulator, the Poll Officials should instruct the voter to **HOLD THE BALLOT** until the Poll Officials determine the disposition of the ballot.



BOTTOM OF TABULATOR

NOTE: IT IS NOT NECESSARY FOR THE POLL OFFICIALS TO VIEW THE MARKED BALLOT OF A VOTER DURING THIS PROCEDURE.

Once the stuck ballot has been cleared, the tabulator will print a message on the tape instructing the Poll Officials as to how the ballot should be processed.

MESSAGE

REINSERT OR REPLACE PROBLEM BALLOT

PROCEDURE

The ballot has **NOT** been counted. The Poll Officials should replace the tabulator on the tub and instruct the voter to reinsert the ballot into the tabulator.

MESSAGE

PLACE IN FRONT SLOT

PROCEDURE

The ballot has been counted. **DO NOT RUN THE BALLOT THROUGH THE TABULATOR AGAIN.** The Poll Officials should instruct the voter to place the ballot in the slot marked FRONT on the ballot tub. The Poll Officials should then replace the tabulator on the top of the ballot tub.

MESSAGE

PLACE IN REAR SLOT

PROCEDURE

The ballot has been counted. **DO NOT RUN THE BALLOT THROUGH THE TABULATOR AGAIN.** The Poll Officials should instruct the voter to place the ballot in the slot marked REAR on the ballot tub. The Poll Officials should then replace the tabulator on the top of the ballot tub.

PROCEDURES WHEN A TABULATOR BECOMES INOPERABLE

Because of power outages or equipment failure, it is possible that the ballot tabulator may become inoperable at some point on Election Day. Since the Optech System is paper ballot based, it does not become necessary for voting to be halted if the tabulator, for some reason, does not function.

If a tabulator should become disabled during the election, the Poll Officials shall:

1. Inspect the tabulator to insure that a stuck ballot is not the reason for the failure.
2. Make note of the time the tabulator became inoperable and the number on the public counter.
3. Remove the Ballot Tub Key from the election supplies.



FRONT OF TABULATOR AND TUB

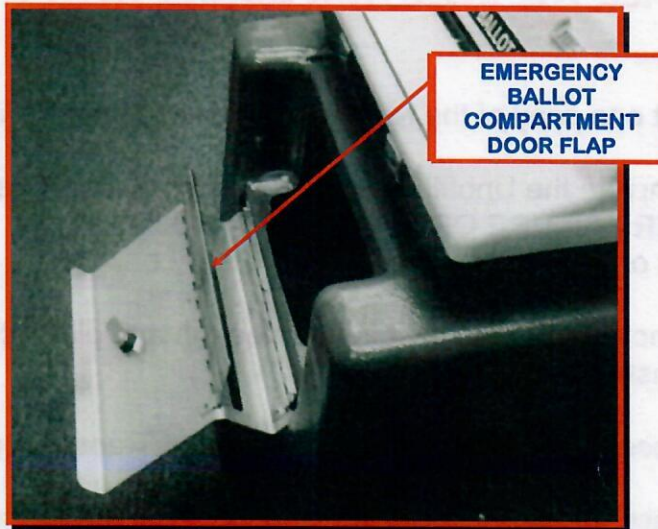
4. Unlock the Emergency Ballot Compartment Door to access the Emergency Ballot Slot.

5. Fold the Emergency Ballot Compartment Door flap back to uncover the Emergency Ballot Slot. Close and lock the Emergency Ballot Compartment door.
6. Instruct voters to insert ballots into the Emergency Ballot Slot.
7. Inform the Election Board of the situation and the action taken.

After the problem with the tabulator has been resolved, (machine repaired, electrical power restored...) the Poll Officials must insure that the Emergency Ballot Slot is closed to prevent further ballots from being inserted.

CLOSING OF THE POLLS

At 7:00 p.m. on Election Day the Poll Officials shall announce that the polls are closed. Any registered voters who are present at the polling place at 7:00 p.m. shall be permitted to vote, even if their ballots are actually cast after 7:00 p.m... Any voter arriving at the polling place after 7:00 p.m. shall not be allowed to vote.

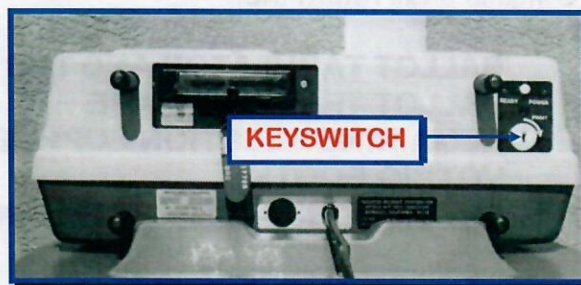


EMERGENCY BALLOT COMPARTMENT DOOR

After all voters that were in line at 7:00 p.m. have been allowed to cast their ballot, the Poll Officials shall open the Emergency Ballot Compartment with the Ballot Tub Key and verify the contents of the compartment. If there are voted ballots in the Emergency Ballot Compartment, the Poll Officials shall remove the ballots from the compartment and insert them into the tabulator. Once the Emergency Ballot Compartment has been emptied and ballots inserted into the tabulator, if necessary, the Poll Officials may close the ballot tabulator and produce the results tape.

- 1) Remove the key tagged "TABULATOR KEY" from the envelope marked "DO NOT OPEN UNTIL AFTER POLLS CLOSE".
- 2) Insert the key into the key switch at the back of the tabulator.

3) Turn the key to the right. The tabulator will begin to print the totals tape. Make sure that this first copy of the totals tape is still attached to the original zero tape from the opening of the polls.



LOCATION OF KEY SWITCH

- 4) When the tape has finished printing, tear the tape from the tabulator and have all Poll Officials sign on the designated lines.

NOTE: THIS COPY OF THE TAPE MUST BE RETURNED TO THE ELECTION BOARD.

- 5) Print two (2) extra copies of the tape. To print additional copies, turn the key to the right once for each copy needed. Tear off each copy and sign on the indicated lines.
- 6) Unplug the tabulator and secure the power cord.

CALL THE ELECTION BOARD WITH THE TOTALS AS SOON AS POSSIBLE.

- 7) Post one copy of the results tape outside the polling place.
- 8) Complete the Unofficial Election District Tally Sheets (**USE ONLY IF YOU HAVE POWER FAILURE OR MACHINE FAILURE**) and post outside the polling place.
- 9) Remove the voted ballots from the tub and place them in the Ballot Transfer Case.
- 10) Place the unvoted ballots in the Ballot Transfer Case.
- 11) Place the stubs from the voted ballots in the Ballot Transfer Case.
- 12) Place one copy of the results tape in the Ballot Transfer Case.
- 13) Seal the Ballot Transfer Case using the numbered seals provided.
- 14) Complete the Ballot Accounting Forms and attach them to the original results tape with a paper clip. Place these items in the Election Returns Envelope along with the items on the checklist for return to the Election Board. Make sure that all items on the Election Returns Envelope Checklist is inside the Election Returns Envelope.

DO NOT PUT THIS ENVELOPE IN THE BALLOT TRANSFER CASE.

- 15) Disassemble voting booths.
- 16) Poll Officials shall return the:
 - a. **BALLOT TABULATOR AND TUB**
 - b. **BALLOT TRANSFER CASE**
 - c. **REMAINING ELECTION SUPPLIES**
 - d. **VOTING BOOTHS**
 - e. **ELECTION RETURNS ENVELOPE**

to the Election Board as soon as possible.

