

VOTING PROCEDURE

1. **State your name.** The name must match or be consistent with the name on the poll pad/book and on your photo ID document.
2. **Provide a photo ID document.** Your photo ID will be used to verify your name and image.
3. **State your address.** Your address must be the same as your address on the poll pad/book.
4. **Sign your name on the poll pad/book.** If you are physically unable to sign, a board member or a person of your choice may sign for you.
5. **Obtain your ballot and mark it.** Go to an unoccupied voting booth to record your votes. You may receive instructions from a poll worker if needed. You may be limited to five minutes if others are waiting.
6. **To vote your ballot:**
 - If applicable, vote both sides of the ballot.
 - Darken the oval to the left of the name of the person or question for which you wish to vote.
- To vote for a person whose name is not printed on the ballot: write the name in the blank space under the proper office title and darken the oval to the left of the name. Do not write in any name that is already printed on the ballot.
- It is unlawful to place any mark other than in the oval or box or to deface or tear a ballot.
- If the ballot is mismarked or defaced, the vote will not be counted. You may obtain up to two replacement ballots if needed.
- Check your ballot to see that you have voted for all offices and questions for which you wish to vote.
- If you leave an office or question blank, the voted offices/questions WILL be counted
- If you vote for more choices than allowed, your vote will not be counted on THAT portion of the ballot.
7. **When you are finished,** deposit your ballot in the ballot box or hand it to one of the judges, if voting provisionally.