

# Election Procedures for Bilingual Election Workers

State of Alaska  
Division of Elections

# Language Assistance Requirements

## ■ Background

- The Voting Rights Act of 1965 included requirements concerning the conduct of elections in languages other than English if over five percent of the voting age population are members of a single language minority group whose language is either Spanish, Native American, Alaska Native, or one of the Asian languages. In addition, the Voting Rights Act stipulated that a voter requiring assistance may receive it from a person of the voter's choice other than the voter's employer or agent of that employer or officer or agent of the voter's union.
- Section 203 of the Voting Rights Act requires jurisdictions to provide language assistance if more than five percent of the voting age population of a language minority group is limited English proficient.



## ■ How does the Voting Rights Act impact Alaska?

- The State of Alaska is covered under Sections 203 of the Voting Rights Act for Alaska Native languages. In addition, some communities along the Aleutian chain are covered for Filipino (Tagalog) and Spanish.
- ***This means we MUST provide language assistance to voters with limited English proficiency at all stages of the electoral process.***
- ***This means, we need bilingual election workers to serve on Election Day in areas of the state identified as needing language assistance.***
- ***This means we must keep track of the number of voters requesting language assistance using the Language Assistance Requests Log.***



## General Guidelines for Providing Language Assistance

Follow these guidelines when providing language assistance:

- Be courteous, sensitive and respectful.
- Wear the “Can I Help You?” badge.
- Don’t wait for the voter to ask for assistance. Provide “active” language assistance by greeting voters in your local Native language and asking them if they would like assistance.
- Help the voter during each step of the voting process. **You may go into the voting booth to assist the voter.**
- When providing assistance with ballot information, you may not voice your own opinion about candidates or issues appearing on the ballot. Each voter must make their own decisions about who or what to vote for.

**For ballot measures, you will need to provide a translation of the ballot measure text as it appears on the ballot. You may not provide your own interpretation of the meaning of the ballot measure. Use the translated sample ballot when providing assistance.**

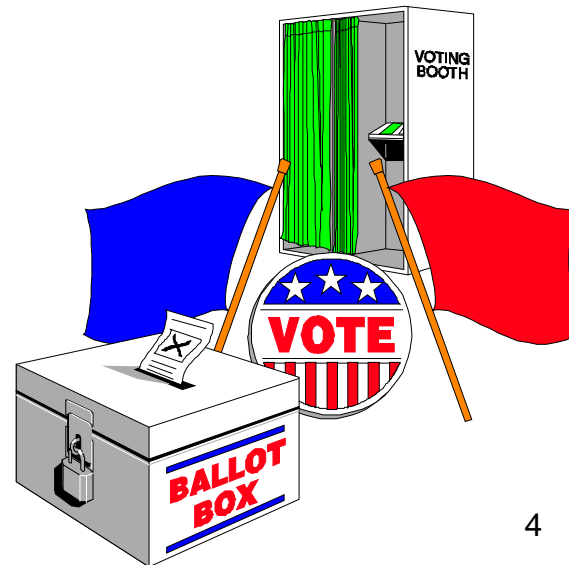
- Using the Language Assistance Requests Log, keep track of the type of assistance provided. Record the type of assistance, not the voter’s name. For example “assisted with reading ballot”.



- **AND, REMEMBER:**

- **Federal law allows a voter to have a person of his or her choice provide language or other assistance to the voter.**

- *This person may go into the voting booth with the voter to assist them.*
- *This person may be an election official, a family member, friend, bystander, campaign worker, etc.*
- *This person may not be a candidate for office in the election, the voter's employer or agent of that employer, or an officer or agent of the voter's union.*



## **The following materials will be available for the Bilingual Election Worker in the Language Assistance Worker Packet for use on Election Day:**

- Disability Awareness & Voter Assistance Information with “Can I Help You?” Badge(s)
- Language Assistance Requests Log
- Language Assistance Poster
  - You will be provided 2 copies of this poster. Post them in visible places in the polling place.
- Sample Ballots or translation of ballot measure text
  - You will be provided with an English sample ballot.
  - If available, you will be provided with a translated sample ballot or translated text of any ballot measures appearing on the ballot.
  - The translated sample ballot/ballot measure text can be used by any person who is providing language assistance to voters.
- Translated Glossary of Election Terms (only in Yup’ik and Gwich’in areas)
- Alaska Native Language “I Voted” stickers
- Election Procedures Handbook for Bilingual Workers

# Complete the Language Assistance Requests Log

- The Language Assistance Requests Log allows the Division of Elections to monitor the effectiveness of our minority language assistance program and to help determine where bilingual election workers are needed.
- Please check the box and list the language and type of assistance provided for each voter needing language assistance.
- When completing the log, **do not include the voter's name.**
- **Please sign and return the log – even if you did not have any voters who needed language assistance.**

Dist/Precinct: \_\_\_\_\_ Election: \_\_\_\_\_

### Language Assistance Requests Log

**Election Officials:** For each voter needing language assistance to be provided by a member of the election board and/or interpreter, please record the request on the below log. This information is needed for the Division of Elections to monitor the effectiveness of our minority language assistance program required under federal law and to help the Division determine where bilingual election workers are needed.

**Please sign and return this form in your election supplies even if you did not have any voter who needed language assistance. If there were no requests, there is a box at the bottom of the form you can check before signing.**

<input type="checkbox"/>	Language/Dialect Needed <small>(do not include voter's name)</small>	Type of Assistance Provided <small>(Example: ballot translation, reading ballot, marking ballot, etc.)</small>
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
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<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

There were no requests for language assistance during this election.

Signature: \_\_\_\_\_  
(Election Official, bilingual election worker and/or interpreter)

841 (Rev 8/18/09)

## Voter's Options for Language Assistance

- The voter has the following options if he or she needs assistance in reading or marking the ballot:
  - Bring a person of his or her choice to the polling place to assist the voter with reading, translating and/or marking the ballot in the voting booth.
  - Have the bilingual election worker provide assistance.



# Providing Assistance During the Voting Process

## ■ Precinct Register

- The precinct register worker will look for the voter's name on the register. If the worker does not personally know the voter, the worker will ask the voter for one of the following types of identification:

- Driver's license, state ID card, voter ID card, military ID card, current and valid photo ID, birth certificate, hunting or fishing license, or passport

or, the voter may use one of the following documents if it contains the voter's name and current address:

- Current utility bill, bank statement, government check, pay check or other government document

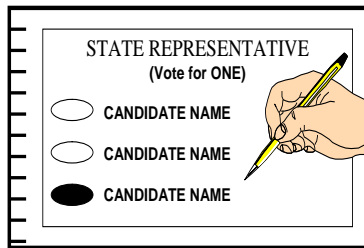
- **The voter must sign the register.** If the voter is unable to sign, the voter may make a mark such as an X.
- If the voter's name is not on the precinct register or if the voter does not have valid identification explain to the voter that he or she has a right to vote a questioned ballot and escort the voter to the questioned ballot worker.



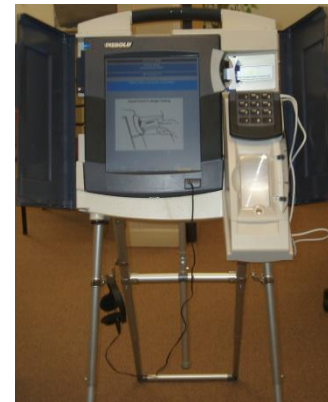
Voter No		NAME & SIGNATURE LAST-FIRST-MIDDLE INITIALS (Voter's name)		ADDRESS CITY	
1	01234567	Robert Adams	U ( ) ( x ) ( )	2222 GOLF ROAD PO BOX 123456	WASILLA WASILLA
2	08912345	MUST SHOW ID	A ( ) ( ) ( )	1111 VALLEY ROAD PO BOX 789234	WASILLA WASILLA
3	06789123	ADAMS TONYA M	U ( ) ( ) ( )	9999 JONES ROAD PO BOX 223344	WASILLA WASILLA
4	04567890	ADLER FREDERICK	G ( ) ( ) ( )	1122 SILVER STREET PO BOX 123456	WASILLA WASILLA
5	01234000	ADLER JEFF	D ( ) ( ) ( )	2233 COPPER HWY	WASILLA
6	0067890	ALBERT JAMES	U ( ) ( ) ( )	2233 COPPER HWY	WASILLA
7	00045678	ALBERT JANET J	D ( ) ( ) ( )	4455 ALASKA ROAD PO BOX 8899443	WASILLA WASILLA
		ALBRIGHT ESTHER M I			

## Ballot Issuing

- During the August Primary Election, the voter will have to choose the ballot type they wish to vote based on their political affiliation.
- The voter will be given a paper ballot by the election board unless the voter indicates he/she would like to vote using the touch screen voting machine.
- **The voter cannot vote both a paper ballot and a touch screen ballot – they MUST choose one or the other.**



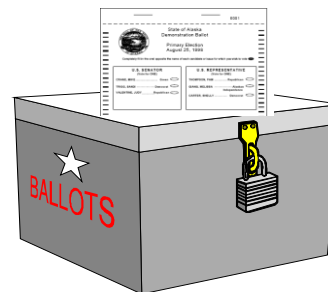
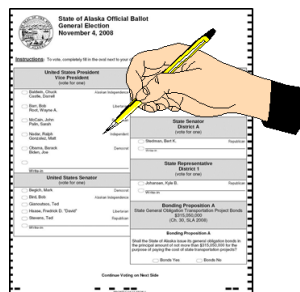
← or →



*Note: The touch screen voting machine is not used during REAA School Board Elections*

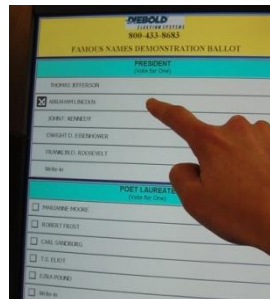
## ■ Voting Paper Ballot

- The voter will be given an official ballot by the election board.
- The bilingual election worker, or a person of the voter's choice, may assist the voter with translating and marking the ballot. Remember, the voter must make the voting decision, you may not express your opinion on how the voter should vote.
- Instruct the voter to completely fill in the oval next to the voter's choice.
- If the voter makes a mistake in voting, DO NOT erase or correct the ballot. The voter may request a new ballot from the election worker. (The voter may request up to two replacement ballots.)
- The voter only has to mark the races the voter wants to vote for.
- If the voter marks more than one choice in a race, that section of the ballot will NOT be counted. The sections of the ballot that are properly marked will be counted.
- When the voter has finished voting, the ballot goes into the ballot box.



## ■ Voting a Touch Screen Ballot

- Most touch screen voting machines have an audio translation of the ballot in the local Native language.
- Ask the voter if he or she would like to listen to an audio translation of the ballot while viewing the ballot on the screen in English.
- If the voter chooses to listen to the audio translation, the touch screen worker will need to prepare the voter access card for an audio/visual ballot.
  - Depending on the length of ballot measures appearing on the ballot, the audio can be quite long. It is better for elders to vote using a paper ballot with a person providing language assistance.
- Standard and large print are available.
- To vote, the voter simply touches the screen next to his or her choice.
- At the end of the ballot, a summary screen will appear showing the selections the voter made.
- After the voter views the summary, the voter will print the ballot and verify the paper copy of the ballot before casting the ballot.



# Questioned Voting

- If the voter's name is not on the register or if the voter does not have identification, the voter has the right to vote a questioned ballot.
  - The voter must sign the questioned register.
  - The voter must complete the questioned ballot envelope.
    - Ask the voter if he or she would like assistance with completing the envelope. **DO NOT tear off the yellow flap on the envelope, this is not a receipt for the voter. The information on the outside of the envelope will be used to update the voter's registration record and to determine voting eligibility.**
  - The voter will be issued a paper ballot and secrecy sleeve.
  - The voter's voted ballot is placed inside the secrecy sleeve and the secrecy sleeve is then sealed inside the completed questioned ballot envelope.
  - The questioned ballot envelope containing the voted ballot is then placed in the ballot box.
  - All questioned ballots are returned to the Election Supervisor for review and counting.

#	Printed Name	Signature	Place Vote Date
1.	Rodney Voter	Rodney Voter	12
2.	Helen Ballot	Helen Ballot	65
3.			
4.			

**Questioned Ballot Oath & Affidavit Envelope** - Please print and press hard - You are making a copy

1. You **MUST** complete this section

Yes  No I am a citizen of the United States.  
 Yes  No I am at least 18 years old.

2. Last Name: Rodney First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Suffix (jr., sr., etc.): \_\_\_\_\_  
 VLN: \_\_\_\_\_  
 ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

3. Have I previously registered?  Yes  No  
 Address: Rodney

4. Alaska Residence Address Where You Claim Residency  
 House No.: 623 Street Name: MOON ST City: NEENAH State: Alaska  
 If your mailing address is different than your residence address, and you want to keep your residence address confidential, check the following box. \*If Yes, please keep my address confidential.  
 Yes  No

5. Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

6. \*You **MUST** provide at least ONE  
 Social Security No.: \_\_\_\_\_ Last 4 Digits of SSN: 1235  
 AK Driver's License No.: \_\_\_\_\_ AK State ID Card No.: \_\_\_\_\_  
 (If I have not been issued a SSN, AK Driver's License or AK State ID No.)

7. \*You **MUST** provide Date of Birth: 02/28/1960 Sex:  Male  Female  
 \*Alaska Voter Number: \_\_\_\_\_ (if known) \*Daytime Phone No.: \_\_\_\_\_  
 \*Evening Phone No.: \_\_\_\_\_

11. Write Political Affiliation Choice Here \_\_\_\_\_

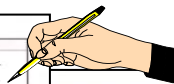
12. I swear or affirm, under penalty of perjury, that the information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am not and have never been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election.

**-Voter Signature** Rodney Voter

13. This form must be witnessed. By signing as a witness, I affirm that to the best of my knowledge, the applicant is the person herein eligible to be and this certification was made in my presence on the date specified.

Signature of Election Official: Michelle Johnson Date: 11-11-08  
 Signature of Voter: \_\_\_\_\_ Date: \_\_\_\_\_  
 District No.: \_\_\_\_\_ Precinct No.: \_\_\_\_\_ Primary Ballot Choice: \_\_\_\_\_ Questioned Register Line: \_\_\_\_\_

\*Forms are kept confidential by the Election and are not available for public inspection except their confidential addresses may be released to qualified agencies or during election processes as set out in state law. 821 (Rev. 12/16/2007) 08-11-08, 07-26, 8-20-07



STATE OF ALASKA  
 DEMONSTRATION BALLOT  
 November 4, 2008

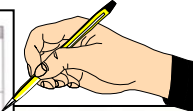
STATE BIRD (vote for one)

BALLOT MEASURE 1  
 Mosquito Protection  
 BESTVIG  
 Ballot Measure 1

Place the voted ballot in the Questioned Ballot Oath & Affidavit envelope.

# Special Needs Voting

- If a voter is unable to come to the polls due to age, disability or serious illness, the voter may ask a person to serve as their representative to bring him or her a ballot.
  - **STEP 1** on the Special Needs Ballot Envelope is completed by the voter's representative.
  - The election worker gives the representative the special needs ballot envelope, ballot, and secrecy sleeve to deliver to the voter.
  - **STEP 2** of the special needs ballot envelope is completed by the voter, with assistance from the representative, and both the voter and representative sign the envelope.
  - The voter's voted ballot is placed inside the secrecy sleeve and the secrecy sleeve is then sealed inside the special needs ballot envelope.
  - The representative returns the ballot envelope containing the voted ballot to the election worker.



Election Official		Special Needs Ballot Oath & Affidavit Envelope	
<b>When Issuing a Ballot</b> 1. Complete this section. Date: <u>11-4-08</u> Location: <u>Seward</u> District: <u>(Check 1, below; ADA)</u> Primary Ballot: _____ Type Issued: _____ 2. Request for copy of the envelope and keep with the register to account for the issued ballot. 3. Give the representative the ballot, gray secrecy sleeve and the envelope to take to the voter. (Voter does not sign the register.)	<b>STEP 1</b> <b>Representative – You MUST Complete:</b> <ul style="list-style-type: none"> <li>Sections 1 through 4 with your information</li> <li>Section 5 with the voter's name</li> <li>Section 6 sign and date</li> </ul> Deliver ballot and voting materials to voter	<b>STEP 2</b> <b>Voter and Representative – YOU MUST COMPLETE</b> <ul style="list-style-type: none"> <li>Voter – Sections 1-9 with your information</li> <li>Representative – Section 10, sign as witness</li> <li>Voter – Place voted ballot in secrecy sleeve and seal in this envelope</li> <li>Representative – Return ballot in envelope by 5pm election day</li> </ul>	<div style="text-align: center;"> <b>STATE OF ALASKA DEMONSTRATION BALLOT</b> November 4, 2008           </div> <p>fill in the oval next to your choice. To vote for a candidate not AND write in the candidate's name on the line provided.  <b>IN THE OVAL LIKE THIS:</b> </p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: fit-content;"> <b>BALLOT MEASURE 1</b>  <b>Mosquito Protection</b>  <b>OSSTING</b> </div> <p style="text-align: center;">Ballot Measure 1</p>
<b>When Ballot is Returned</b> 1. Verify that the voter and Representative signed in STEP 1 and STEP 2. 2. Complete lines below: Date: _____ Location: _____	<b>1. Representative's Name:</b> <u>Michelle Thompson</u> <b>2. Representative's Identifier – You MUST provide ONE:</b> * Voter Number: <u>376335</u> * Social Security No.: _____ * Date of Birth: _____ <b>3. Representative's Residence Address – You Must Provide:</b> <u>153 Main St</u> House # Street Name City State <u>Seward Alaska</u> <b>4. Representative's Mailing Address – You MUST Provide:</b> <u>Same</u>	<b>1. Voter – You MUST complete this section</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I am a citizen of the United States. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I am at least 18 years old. <b>2. Voter's Last Name First Name MI Suffix (Jr., Sr., III, etc.)</b> <u>Ballot Helen</u> <b>3. Voter's Alaska Residence – Where You Claim Residency</b> <u>153 Main Avenue Seward Alaska</u> House # Street Name City State <b>4. Voter's Mailing Address</b> <u>Same</u> Mailing Address City State Zip <b>5. *Voter's Identifier – You MUST Provide One</b> Social Security No. or Last 4 of SSN: / / <u>1732</u> Alaska Voter Number, Alaska Driver's License No. or State ID No.: <input type="checkbox"/> Check here if you have not been issued a SSR, ADL or AK State ID. <b>6. *Voter's Date of Birth – You MUST Provide</b> Month, <u>07</u> Day, <u>14</u> Year <u>1936</u> <b>7. Voter's Sex</b> <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female <b>8. Voter Write Political Affiliation Choice Here:</b> <b>9. Voter's Certificate</b> I certify that the information on this form is accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and have not been convicted of a felony or a crime involving dishonesty or fraud, and that I have not been unconstitutionally challenged from incorporation, probation, and or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am not a non-resident voter in Alaska at some time in the last 4 years or an newly registered; I have not and will not vote in any other election in this election. <b>10. Representative Witnessing:</b> By signing as a witness, I attest to the best of my knowledge, the voter is the person whose identity is on and this certification was made in my presence. <b>*Voter's Signature:</b> <u>Helen Ballot</u> <b>*Representative's Signature:</b> <u>Michelle Thompson</u> Date	

\*These are kept confidential by the Division and are not available for public inspection except that confidential addresses may be released to government agencies or during election processes as set out in 02AB 066. 02-08-0600

# Final Comments

- If you have any questions on Election Day, contact your Election Supervisor:

## **Region I Elections Office**

PO Box 110018  
Juneau, AK 99811-0018  
PH: (907) 465-3021  
Toll Free 1-866-948-8683

## **Region II Elections Office**

**Anchorage**  
2525 Gambell St., Suite 100  
Anchorage, AK 99503-2838  
PH: (907) 522-8683  
Toll Free 1-866-958-8683

## **Matanuska-Susitna Office**

1700 E. Bogard Rd, Suite B102  
Wasilla, AK 99654-6565  
PH: (907) 373-8952

## **Region III Elections Office**

675 7<sup>th</sup> Avenue, H3  
Fairbanks, AK 99701-4594  
PH: (907) 451-2835  
Toll Free 1-866-959-8683

## **Region IV Elections Office**

PO Box 577  
Nome, AK 99762-0577  
PH: (907) 443-5285  
Toll Free 1-866-953-8683

## **Native Language Assistance**

Toll Free 1-866-954-8683