

MAJOR REVISIONS for the 2022 SOS Informational Pamphlet for Election Day Voting

Informational Pamphlet for Election Day Voting



Prepared and Distributed by:
Secretary of State

Approved by:
Attorney General, Pursuant to La. R.S. 18:421

Disposition: Return Pamphlet in the Green Canvas Bag

IP-Elec Day (Rev. 01/22)

Figure 2: Supplemental List Envelope (L-SL)

PARISH	WARD(S)	PRECINCT(S)
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Supplemental List Envelope

L-SL

ATTENTION COMMISSIONER-IN-CHARGE OPEN IMMEDIATELY!
This envelope contains a List of Voters Who Voted Absentee by Mail AND/OR a Supplemental Precinct Register.

LIST OF VOTERS WHO VOTED ABSENTEE BY MAIL
(NAME OF VOTERS THAT VOTED ABSENTEE BY MAIL, BUT ARE NOT LISTED AS SUCH ON THE PRECINCT REGISTER)
Instructions: Find the voter's name in the Precinct Register and write "voted absentee" in the signature column of the Precinct Register, then place your initials as you would for any other voter. If the voter has already signed the Precinct Register, PLEASE CONTACT THE REGISTRAR OF VOTERS OFFICE IMMEDIATELY. Once you have completed marking all the voters on this list, please place the list back in this envelope and put it in the back of the Precinct Register.

SUPPLEMENTAL PRECINCT REGISTER
(NAME OF VOTERS WHO ARE ELIGIBLE TO VOTE, BUT ARE NOT ON THE PRECINCT REGISTER)
Instructions: Place this list behind the tab in the Precinct Register marked "supplemental" and refer to it as part of the Precinct Register.

ROV INSTRUCTIONS: Place supplemental lists in this envelope and mark appropriately.

Prepared and Published by the Secretary of State Supplemental List Envelope (L-SL) (Rev. 7/21)

Page 5 - The look of the Supplemental List Envelope has changed.
The procedure remains the same.

Figure 6: Precinct Specific Envelope (PSE)

PARISH	WARD(S)	PRECINCT(S)
East Baton Rouge	01	111

Precinct Specific Envelope

PSE

Instructions to Commissioners:

Step 1: Open this envelope and ensure you have all the supplies listed on the enclosed packing list. If any supplies are missing, immediately call the Clerk of Court's Office.

Step 2: Follow instructions shown in the **Informational Pamphlet for Election Day Voting (IP ELEC DAY)** and on the enclosed supplies.


Step 3: After the polls are closed,

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Precinct Specific Envelope (PSE) (Rev. 6/21)

Page 11 - The look of the Precinct Specific Envelope(PSE) has changed. The procedure remains the same. Remember, this envelope is brought to the Clerk's office at the end of the night.

Figure 7: Notation of Irregularities Form

 **NOTATION OF IRREGULARITIES
IN THE CONDUCT OF THE ELECTION** INSTRUCTIONS: USE A BALL
POINT PEN - PRESS FIRMLY

Election Date: _____ Parish: _____ Ward: _____ Precinct: _____

Commissioners should make a notation of irregularities observed during the election, including but not limited to, (1) the security of the polling place or voting machines; (2) the physical condition of the voting machines or election materials; (3) if a voting machine's zero proof report does not register zero; (4) if seal numbers listed on the Key Envelope A do not match the seal numbers on the voting machine(s) or precinct register; and (5) any other matter affecting vote totals, such as if you have a "fed voter" who fails to make a selection and you therefore have more voters in the precinct register and poll list than the number of votes on the voting machine(s). Include your name, time, description, and resolution to any issue(s).

1. _____

2. _____

3. _____

4. _____

5. _____

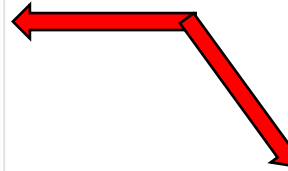
6. _____

7. _____

Commissioner Signatures:

_____	_____	_____	_____
<small>Commissioner Signature</small>	<small>Commissioner Signature</small>	<small>Commissioner Signature</small>	<small>Commissioner Signature</small>
_____	_____	_____	_____
<small>Commissioner Printed Name</small>	<small>Commissioner Printed Name</small>	<small>Commissioner Printed Name</small>	<small>Commissioner Printed Name</small>

Disposition: Original (White) is put in the Clear Zipper Bag for delivery to the Clerk of Court, Duplicate (Yellow Copy) goes in the S-19 Secretary of State Envelope, and Duplicate (Pink Copy) goes in the ROV Registrar of Voters Envelope.
Prepared and Furnished by the Secretary of State NOI - Notation of Irregularities (Rev. 11/20)



**INSTRUCTIONS: USE A BALL
POINT PEN - PRESS FIRMLY**

_____ **Precinct:** _____

Page 12 - The Notation of Irregularities (NOI) form has added instructions to use a ball point pen and press firmly. The procedure remains the same.

B. If the envelope contains a **List of Persons Voting Absentee-by-Mail**, you must document this information in the precinct register as follows:

1. For each name on the **List of Persons Voting Absentee-by-Mail**, write, “voted absentee” in the place where the voter usually signs the precinct register; then write your initials beside the words “voted absentee.” The commissioner who marks the voters who voted absentee and places their initials in the precinct register should also place their initials on the supplemental list of persons voting absentee-by-mail.

Ward: 01 Precinct: 001 PctBallot: 1 Election Date: 5/

Voter Number	Name of Voter	Signature	Comm Initials
1	ABOAGYE →		
2	ABRAHAMS →		
3	ADAMS →	voted Absentee	MB
4			

Page 32 - B. 1. For each name on the List of Persons Voting Absentee-by-Mail, write, “voted absentee” in the place where the voter usually signs the precinct register.

Figure 38: Precinct Register Correction (PRC) Form

PRECINCT REGISTER CORRECTION - PRC

SECTION 1: VOTER AFFIDAVIT

On this 25th day of January, 2016, personally came and appeared
John Doe, Sr.
who stated that they are a qualified registered voter in the Parish of East Baton Rouge
Ward 22 Precinct 1 Registration # 555555555 and that
their name was omitted from the precinct register.
John Doe 123 Green Street, Baton Rouge, LA 70808
P.O. Box 123, Baton Rouge, LA 70808

SECTION 2: COMMISSIONER AUTHORIZATION

The commissioner contacted the Registrar of Voter's Office and/or the Secretary of State's Office and received authorization to allow the above listed person to vote and provided the commissioner with the valid lockout/button# for the voter.

Authorization was granted by Rose Law Lockout/Button # is 1
Henry Blue

DISPOSITION: PLACE IN PINK ROV ENVELOPE (REGISTRAR OF VOTERS ENVELOPE).

Prepared and Furnished by the Secretary of State. (RS) (Rev. 5/04)

Office and received authorization to
/button# for the voter.
Lockout/Button # is 1

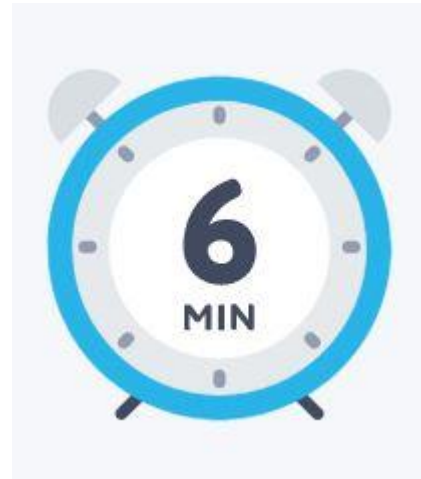
Page 41 - The Precinct Register Correction (PRC) form now has a spot to indicate the voter's lockout button number. Only the ROV or SOS may authorize the use of a PRC, and they will provide the button number if the voter has a lockout.

2. The commissioners shall not allow more than one person to enter a voting machine at a time, except when a voter is entitled to assistance; however, a minor may accompany their parent or legal guardian. Recommend that the child stay to the left of the parent so that they do not accidentally press the **orange CAST VOTE button** before the parent has made all of their selections and completed voting.



Page 51 - E 2. Indicates that a minor may accompany their parent or guardian in the voting machine.(previously 12 year old)

3. A voter is allowed six (6) minutes to vote, unless they are using the audio ballot or needing assistance, in which case they may have a maximum of twenty (20) minutes. Encourage voters to review the sample of the official ballot posted at the precinct or on their smartphone in the GeauxVote app, which can be marked online and used in the voting booth. If the ballot is lengthy or if it contains complex propositions or constitutional amendments, the commissioners may allocate additional time in an equitable manner.



Page 51 - E 3. Indicates that a voter is allowed 6 minutes in the voting machine. (previously 3 minutes)