



Appendix 1

Write-In Voting General Election Only

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Write-in Voting Procedures

1. If a voter asks about write-in voting, refer the voter to the posted instructions and then answer any questions.

 **DO NOT** volunteer information about write-in voting unless requested by the voter.

2. **DO NOT** refer to the name of any particular candidate (or the office sought) in advising or instructing a voter who has asked about write-in voting except as indicated in 3 and 4 below. If you find it necessary to use a name as an example in advising a voter, use a name such as “John Q. Smith” or a name other than that of a known candidate.

3. When explaining write-in voting to a voter:

- A. Tell the voter to write or enter the full name of the candidate for whom he or she wishes to vote.

- B. Refer the voter to the posted list of filed write-in candidates.

- C. For the write-in vote to count, the identity of the candidate must be clear.

- D. If a voter tells you he or she knows the last name but not the first name and gives enough information about the candidate that you know to whom he or she is referring, you may tell the voter the candidate’s first name.

4. If a voter requests assistance because he or she is unable to write or type:

- A. Complete the *Voter Assistance Form* (see Chapter 3).

- B. Assistance should be limited to writing or typing the write-in vote(s).

- C. Write or type the complete name, exactly as the voter says.

 If assisting a voter, be careful not to press the write-in button on the voting unit until the voter tells you that he or she wants to record a write-in vote.

- D. Once the voter has completed his or her write-in voting, the person(s) assisting should then leave the booth so that the voter may continue to vote in privacy.

Casting a Write-in Vote on the Voting Unit

1. The voter must select “Write-In” on the touchscreen for the contest in which he or she wishes to cast a write-in vote.
 2. The voter should read the instructions on how to use the on-screen keyboard to enter a write-in candidate’s name. The instructions will be at the top of the touchscreen.
 3. When the voter has entered a name, he or she needs to press the “Record Write-In” button at the bottom of the touchscreen to record the write-in entry and return to that contest on the ballot. The “Record Write-In” button appears once the voter starts to use the on-screen keyboard.
 4. The write-in name entered will appear in the “Write-In” box on the ballot.
 5. If the voter wishes to change or cancel a write-in vote:
 - A. If the voter has not yet pressed the “Record Write-In” button, the voter can press the “Cancel” button at the bottom of the touchscreen to cancel anything that may have been typed and return to that contest on the ballot; or
 - B. If a voter has typed in a write-in name and recorded it, the voter can cancel or change the write-in choice by retouching the write-in box or write-in candidate’s name to start the process over again.
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Casting a Write-in Vote While Using the Audio Ballot (VIBS)

1. The voter must select “Write-in” by following the recorded instructions for using the keypad to make selections.
2. The voter will hear recorded instructions for entering a write-in candidate’s name using the keypad. Letters are assigned to the numeric keys similar to a telephone.
3. The voter will use the keypad to enter, change, and confirm each letter as he or she enters a write-in candidate’s name.
4. After entering a write-in candidate’s name, the voter needs to follow the recorded instructions to continue voting the rest of the ballot.

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5. The voter can follow the recorded instructions for changing a vote, including a write-in vote, before casting his or her ballot if he or she chooses.
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Casting a Write-in Vote on a Provisional Ballot

1. The voter must write the name of the write-in candidate on the designated write-in line under that contest heading.
2. If the voter changes his or her mind after writing a write-in candidate's name or makes a mistake on the ballot, instruct the voter to **overvote every contest**. Write "**Spoiled**" across the ballot and place it in the "Spoiled Provisional Ballot Envelope" before issuing the voter a replacement ballot. A voter may not receive more than three ballots.