



# **2025 Municipal Election City of Mobile**

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# ELECTION TERMS

**Ward**: specific geographic area where voters living in its boundaries vote at the same poll.

**Poll**: facilities within individual districts & wards where voters go to vote.

**Tenex/Epoll Books (EPBs)**: iPad loaded with an application containing the City of Mobile voter database.

**Ballot counter**: machine where a paper ballot is inserted, scanned, & securely stored until the poll closes. It is NOT connected to a network or internet.

**Express Vote**: machine required by the Americans with Disabilities Act that allow voters with disabilities to securely & privately cast their vote.

**Overvote**: when two (2) candidates in the same race are marked on a ballot.

# ELECTION Positions

**Inspector**: appointed supervisor (boss) of individual polling locations.

**Chief Clerk**: 2<sup>nd</sup> in command at each poll and backup to the Inspector. Oversees check-in and Provisional Ballot process.

**Registration Clerk**: works at front table and checks in voters. Uses the Tenex Epoll Books/EPBs.

**Ballot Table Clerk**: will physically deliver ballots to voter that has been successfully processed at check-in.

**Ballot Counter Clerk**: observes voters properly inserting paper ballots into the ballot counting machine.

**Rover**: can fill in for any position.

# Before Election Day:



- ☐ Inspectors: check with polling location to see if you can set up Monday evening.
- ☐ City of Mobile will have ballot counters, Express Vote machine, supply boxes, & other items delivered to polling location.
- ☐ Tenex/E-Poll Books (EPBs), ballots & other supplies will be brought to polling location by the Inspector.

# Election Day Information



- Election Day begins at 6:00 a.m. sharp. You should report to the polling location at 6:00 a.m.
- Polling locations open at 7:00 a.m. and close at 7:00 p.m.
- Poll workers cannot leave polling location for any reason until after the polls close at 7:00 p.m. The Inspector will release all clerks when closing procedures are completed.
- Inspector will communicate to workers how lunch and breaks will be handled.
- Dress comfortably & appropriately (no political or cause shirts, stickers, hats, or other paraphernalia).

# **Election Day**

## **6:00 a.m. – 6:50 a.m.**

- ✓ Inspector will assign you to a work station.
- ✓ Turn on all equipment and have it ready for use.
- ✓ Immediately notify the Inspector of any equipment issues
- ✓ Set up all stations and stock with supplies.
- ✓ Make sure all signs & posters are properly displayed.

# Polling Location Is Open



- Station a Rover or Clerk at the entrance to ensure orderly processing of voters.
- Inspectors make sure no Poll GREETER is within 30 feet of the door of the building.
- 1<sup>st</sup> station is the registration table. Each Clerk will be assigned an EPB and printer.
- Clerk will check photo ID of voter and look up the voter on the EPB. Referral slips will be given to voters that can't be issued a ballot.
- 2<sup>nd</sup> station is where a Clerk will provide a ballot to the voter or send voters with referral slips to the Chief Clerk or Provisional Ballot Officer's station.

# Voters With Disabilities

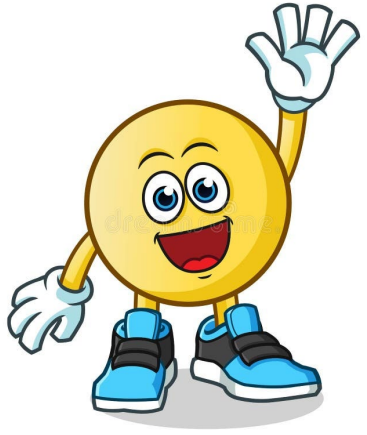
- Alabama law allows voters with disabilities or voters over the age of 70 to move to the front of the line.
- Alabama law does **NOT** allow voting to be conducted outside of the polling location.
- The Express Vote machine is available for those that have a disability to vote privately & securely.
- Express Vote machine is strictly a marking device. It does not tabulate votes and is **NOT** connected to the internet or wifi.



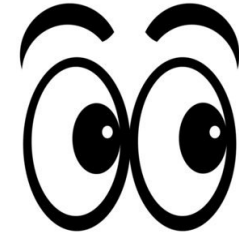


# Cell Phone Use & Photography

- Inspector is the only worker authorized to use a cell phone within the polling location during operational hours.
- All other poll workers & Poll WATCHERS are not allowed to use cell phones in the polling location during operational hours.
- Voters are also prohibited from using cell phones inside the polling location.
- Voters are allowed to take a photo of their ballot.
- No other photography is allowed within the polling location.
- Ask voters that have a phone in their hand if the phone is on “Airplane Mode” or “Silent” mode to ensure no sound is heard.
- Anyone violating the photography law is committing a *Class A Misdemeanor*.



# POLL WATCHERS & POLL GREETERS



- Poll Watcher – person designated by a candidate to observe voting process inside polling location on Election Day.
- Poll Watcher must present a letter/credential, signed by appropriate person, to the Inspector when entering polling location.
- Poll Watchers are not allowed to wear political or cause shirts, stickers, hats, or other paraphernalia.
- Inspector will administer the Oath of Office & retain the signed letter/credential while Poll Watcher is inside the polling location.
- Poll Watcher is not permitted to attempt to influence voters in any way.
- Poll Watchers are allowed to check the number of ballots cast, observe activities at the ballot table, & monitor check-in at the registration table.
- Poll GREETERS must remain outside of the polling location 30 feet from the door of the poll.
- Poll GREETERS are prohibited from exhibiting intimidating behavior.

# Photo IDs



- There is NO exception to the photo ID requirement.
- Photo ID does not have to have an expiration date, address, or date of birth stated on it.
- If the photo ID presented does have an address, verify it is not expired – EXCEPTION is an Alabama drivers license which is valid for 60 days beyond the expiration date.
- Address on the photo ID must match the address on the EPB, if not the voter is referred to the Chief Clerk.
- **ACCEPTABLE FORMS OF PHOTO ID:**
  - Drivers license
  - Alabama photo voter ID card issued by the State of Alabama
  - Electronic drivers license on a smart phone
  - U. S. passport
  - Global Entry Card
  - U. S. military ID
  - Tribal ID card
  - U. S. Postal Service employee ID card
  - ID issued by a branch, department, agency, or other entity of the State of Alabama, any other state or United States.
  - Transportation Workers ID Card (TWIC)
  - Employee ID issued by any branch, department, agency, or other entity of the State of Alabama, Alabama county, or Alabama municipality, board, authority, or other governmental entity.
  - Photo or certified copy of a drivers license is **NOT** an acceptable form of photo ID.

# Photo ID EXCEPTIONS

## **EXCEPTIONS:**

1. If a citizen refuses to provide an acceptable form of photo ID, but 2 poll workers can positively identify citizen as residing in the precinct AND the poll workers execute an Affidavit affirming such, the citizen can participate in the election in the regular manner. The Affidavit is placed in 'Envelope 6' which is placed in the 'Record of Election' box.
2. A Provisional Ballot should be offered if 2 poll workers can't identify citizen that refuses to provide an acceptable form of photo ID. Inform the citizen they have several days to furnish an acceptable form of photo ID to the Mobile County Board of Registrars.



# When Addresses Do NOT Match

- ❖ The Attorney General has opined that a drivers license does NOT determine where a citizen resides.
- ❖ Alabama law does not require that a photo ID have an address; if it does then the Clerk should compare the address with the address in the voter database on the EPB. If the addresses don't match, the Clerk will print a referral slip from the EPB and send the voter to the Chief Clerk's station.
- ❖ The citizen might tell the Clerk they no longer reside at the address in the voter database. The Clerk should print a referral slip from the EPB and send the voter to the Chief Clerk.
- ❖ If the Inspector does not believe the voter lives in the precinct, the Inspector should challenge the voter and require the voter to cast a provisional ballot.
- ❖ When a provisional ballot is cast, the decision on where the voter resides will fall to the Mobile County Board of Registrars.
- ❖ Inspectors & Chief Clerks follow this procedure if the addresses do not match:
  - a. Have the voter show you on the map in the polling location where the voter lives.
  - b. If the voter does not live within the precinct, use the EPB to determine the correct polling location. Print out a voter transfer form and send the voter to the correct polling location.
  - c. If the voter insists on voting at your location, the Inspector should challenge the voter's ability to vote, complete Inspector's Voter Challenge form and the voter should be permitted to complete and submit a provisional ballot.
  - d. If the voter DOES live within the precinct, use the EPB to verify that voter is at the proper poll. If so, the voter should complete a Voter Update form and be processed by the Chief Clerk to vote a "regular" ballot.

# Distribution of Ballot Materials



- Once the voter completes the voter registration process, they will be given a voter identification card printed from the EPB.
- The voter then proceeds to the 2<sup>nd</sup> station which is called the ballot table. The voter will give the clerk their voter identification card and be given a ballot, privacy folder, & an ink pen. NO ballot is given out unless it's exchanged for a voter identification card.
- The Clerk should place the voter identification card in the folder provided so they can be turned in at the conclusion of the election.
- The designated ballot style is printed on the voter identification card. Make sure to examine the card to ensure voters are given the correct ballot.
- A referral slip is similar in size and shape to the voter identification card. These voters should be directed to the Chief Clerk.
- Do NOT pre-tear ballots. Only remove a ballot from the pad if you are giving one to a voter.
- Once the voter has marked their ballot, they should move to the ballot counter and cast their ballot.
- The voter returns the secrecy folder and ink pen and exits the polling location.

# Ballot Table Clerk

- Ballot accounting – a record of what happens to every ballot throughout election day.
- Only 3 things should happen to a ballot:
  1. It's placed in a ballot counter by the voter.
  2. Placed in the spoiled ballot envelope by the Inspector.
  3. It's at the ballot table, attached to its pad, unused.
- The sum of the ballots in these 3 examples should match the number of ballots distributed to the Inspector.
- Ballot style – signifies the ballot contains all correct candidates for a certain geographic area.
- Each box contains 500 ballots. Each pad contains 50 ballots each. Start with box 1 and work in order.
- Do not unwrap new pad until you've used all ballots on the previous pad.
- The stub of the ballot is not given to the voter and must be retained as part of the "Record of Election" and returned to the City Clerk after the close of the polls.
- Take care not to rip into the edge of the ballot when removing it from the stub. This could cause the ballot counter to reject the ballot.
- Spoiled ballot envelopes – any ballot that has been issued to a voter, but for some reason is not deposited into a ballot counter.
- Spoiled ballots can be an issue with the ballot itself such as a torn edge or when the voter makes a mistake in marking the ballot.
- How to spoil a ballot:
  1. Begin by the Inspector tearing off a corner of the ballot to ensure it can no longer be accepted by the ballot counter.
  2. The voter will be taken to the Registration Clerk where the Inspector will supervise the spoiling of the voter's ballot on the EPB and issue a new ballot ID slip to the voter.
  3. Issue the voter a new ballot.
  4. The Inspector will place the spoiled ballot in the envelope provided for that purpose.

# Ballot Counter Clerks



- ✓ The last step of the voting process is for the voter to insert their ballot into the ballot counter.
- ✓ Ballot Counter Clerks are located within the area of the ballot counting machine to monitor this part of the process.
- ✓ The Ballot Counter Clerk should be near the ballot counting machine, but not so close that the voter perceives you are attempting to see how their ballot is marked.
- ✓ Do NOT touch a voter's ballot unless they specifically ask you to do so.
- ✓ Do not touch the voter as they are casting their ballot or departing the polling location.





# Voting Mistakes & Ballot Handling



Ballot counter machines detect the following:

1. Overvote
2. Blank ballot

When the ballot counter detects an error, the Clerk should offer the voter an opportunity to retrieve & return the ballot to check for errors.

The voter can choose:

1. Return the ballot for correction.
2. Cast the ballot as marked.
3. Cast a blank ballot.

If the voter chooses to return the ballot, contact the Inspector to have the ballot spoiled and a new ballot issued.



# Provisional Balloting

1 of 2



**Provisional voting** – every person who wants to participate in the election process on election day is permitted to do so even if it is determined later that their ballot is not proper and should not be counted.

- No person should be denied the opportunity to submit a provisional ballot unless the voter refuses to complete and execute a “Provisional Verification Statement”.
- Provisional voting is the responsibility of the Inspector and/or Chief Clerk.
- All provisional ballot materials should be kept in a separate area of the poll and away from regular ballot marking area and ballot counters.
- Under NO CIRCUMSTANCES should a provisional ballot be inserted into a ballot counter.
- Why the provisional ballot process contains multiple envelopes & forms:
  1. to provide the information the Board of Registrars needs to determine if it should be counted or not.
  2. to protect the privacy & secrecy of the voter’s ballot.
- Every form that’s part of the provisional ballot process must be completed fully, if not the ballot will not be processed by the Board of Registrars.
- **ALL** provisional ballots the Board of Registrars reports to the Election Canvassing Board are counted before the City’s final election results are announced.
- Alabama Secretary of State will send each provisional voter a report stating whether their vote was counted or not. There will be an explanation if the vote was not counted.



# Provisional Balloting

2 of 2



Common reasons to vote provisionally:

1. Voter's name is not found in the database on EPB.
2. Voter cannot produce proper photo ID and 2 poll workers cannot positively identify the voter.
3. The voter database reflects the voter requested an absentee ballot.
4. The Inspector challenges the voter's eligibility to vote a regular ballot.
5. Voter database indicates the voter has already voted.

Steps involving provisional voting:

1. Voter signs the proper provisional ballot roster.
2. Provisional Ballot Officer will issue to the voter a Provisional Balloting Statement (PB3 form).
3. Voter signs the PB3 form.
4. If the voter refuses to sign the PB3 form, the provisional ballot process stops and no provisional ballot is issued to the voter. The Inspector or Chief Clerk is encouraged to note on the materials what occurred & place said materials in the provisional ballot box.



# Poll Worker Duties

## Items to be Returned



### **Clear plastic bag:**

Envelope 1A (Board of Registrars)  
Envelope 5 (City Clerk)  
Envelope 7 (Canvassing Board)  
Envelope 8 (News Media)  
Envelope 9 (Mayor)  
Envelope 10 (City Clerk)  
Envelope 11 (City Clerk)  
Envelope 13 (Certificates of Service)  
Envelope PB4 (Provisional)

### **Provisional Ballot box:**

- Apply sticker to cover ballot slot on end of the Provisional Box
- Write the date, precinct #, & # of provisional ballots cast on the sticker (enter 0 if there were none).

### **Record of Election box:**

- Ballot pad stubs
- Voter ID slips collected at ballot table
- Affidavits for identifying qualified electors

### **Voted ballots (from inside scanner compartments):**

- Pack **voted ballots** back into the **boxes in which they were delivered**.  
Seal tops of boxes.
- Apply labels "Voted Ballots" on ends, number boxes, and return to the City Clerk

### **Unused, unissued ballots:**

- Reseal unopened box(es) and return to the City Clerk.

### **iPads/EPBs, printers, & WIFI:**

- Pack back as delivered and return to City Clerk.



*Thank you for your service!*