

Election Day Guide for Observers and Media Manchester, New Hampshire



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INTRODUCTION

This guide has been prepared by the Manchester City Clerk's Office to provide observers at the polling places with information about the rules and regulations about polling place conduct and basic election procedures. If you have any questions which are not answered in this guide or need further clarification, please e-mail the City Clerk's Office at: cityclerk@manchesternh.gov or call the office at 603-624-6455.

Additional election information can be found at:

www.manchesternh.gov/elections

or

<http://sos.nh.gov/>



MANCHESTER WARDS

Manchester is divided into twelve (12) wards. Each ward has a polling place within its ward boundaries. All polling places are open at 6:00 a.m. and accessible to the public on election day. The City Clerk is the chief election official for the city and establishes uniformed practices and procedures for all elections conducted by the city. The moderator is the chief election official within the ward. The moderators have the responsibility in their wards to follow and enforce the election procedures and laws.

POLLING LOCATIONS AND MODERATORS

WARD #	NAME AND ADDRESS	MODERATOR NAME
WARD 1	WEBSTER SCHOOL 2519 Elm Street	JAMES TOWNSEND
WARD 2	HILLSIDE MIDDLE SCHOOL 112 Reservoir Avenue	E. NICHOLL MARSHALL
WARD 3	CAROL M. RINES CENTER 1528 Elm Street	GAIL R. ATHAS
WARD 4	MCDONOUGH SCHOOL 550 Lowell Street	WOULLARD LETT
WARD 5	BEECH STREET SCHOOL 333 Beech Street	PAUL D. CRAWFORD
WARD 6	ST. PIUS CCD CENTER Candia Road and Sarto Street	DONALD SOULE
WARD 7	ST. ANTHONY COMMUNITY CENTER 148 Belmont Street	WENDY GARRITY
WARD 8	MEMORIAL HIGH SCHOOL 1 Crusader Way	NORMA BOYCE
WARD 9	BISHOP LEO E. O'NEIL YOUTH CENTER 30 So. Elm Street	GLORIA PILOTTE
WARD 10	PARKER VARNEY SCHOOL 223 James Pollock Drive	CHRISTOPHER MESSIER
WARD 11	GOSSLER SCHOOL 99 Sullivan Street	LUCILLE FOREST
WARD 12	NORTHWEST ELEMENTARY SCHOOL 300 Youville Street	VERNA PERRY

OBSERVERS & APPOINTED CHALLENGERS

The polling place is open to anyone who wishes to observe the election process. There is no special permission granted to observers and no documentation is required to be present. Political party committees or the New Hampshire Attorney General's Office may appoint individuals to observe the election process at any polling location (RSA 666:4; RSA 666:5). The appointed observers may also challenge voters. The appointed challengers are required to present the moderator a letter from the chair of the political party, candidate, or the Attorney General naming that individual as an official challenger.

Each ward has a designated area within the polling place for observers to stand. These areas are identified by an "Observers" sign and a rope barrier. The observers' area must be at least five (5) feet from the voter registration table(s) and at least six (6) feet from the voter check-in table(s). No observer shall challenge a person's qualifications to be a voter at the election day registration table.

Every effort will be made to allow all the observers the ability to see and hear as voters offer to vote. The ballot inspectors at the check-in table will announce the voter's name and address in a manner that will be audible to the observers. The public and the appointed observers are allowed to be present in the observer section before, during and after the election.

Any questions or concerns about the layout of the polling place or the process from any observer must be communicated with the moderator.

The New Hampshire Attorney General's Office is available on election day to address concerns that an observer may have with the election procedures if any issue cannot be resolved with the moderator. The following toll free number is staffed by attorneys during the election:

NH Attorney General: 1-800-868-3703

OBSERVER GUIDELINES

- ❖ No person is allowed inside the marked guardrail other than the voters who are casting their ballot and the election officials.
- ❖ No person shall interfere or impede any voter at the polling location.
- ❖ No person shall interfere or impede the election process.
- ❖ No person shall be within six (6) feet of the ballot clerk check-in table.
- ❖ No person shall be within five (5) feet of the voter registration table.
- ❖ Pictures or video of voters inside the polling place must be done only with the voter's permission.
- ❖ Video/photography shall not be done in a manner that may cause a voter not to enter a polling place or vote.
- ❖ No person shall wear any garments or campaign material within the polling place that is for or against any candidate, party or question on the ballot.
- ❖ The moderator is the chief election official at the polling place and is responsible for conducting the election and enforcing election laws.

Media

Media personnel who would like to film or broadcast from any of Manchester's twelve (12) polling locations should contact the Office of the City Clerk prior to the election. Coordination is necessary with the City Clerk in order to maintain the least amount of disruption at the polling places. Media personnel shall follow the observer's guidelines and as a courtesy we suggest that you show your credentials to the ward moderator upon your arrival at the polling locations.

Parking at the polling locations is reserved for voters. Please do not park media vehicles in the polling place parking lots. Public parking on any street is allowed. Downtown parking is metered and enforced 8:00 a.m. to 8:00 p.m.

Appointed Challengers

Appointed Challengers must follow the observer's guidelines and present the moderator with a letter signed by the political party chair or the New Hampshire Attorney General.



CHALLENGE LAWS

A summary of laws related to challenging a voter offering to vote at an election can be found below. All appointed challengers should read and understand RSA 659:27 - RSA 659:32; and RSA 659:51. State laws are available online at:

www.nh.gov/government/laws

Challenges can only be made by:

- ❖ voters registered in the ward
- ❖ an election official
- ❖ appointed challengers made by either of the two political parties
- ❖ appointed challengers made by the New Hampshire Attorney General's Office

Every challenge must:

- ❖ be made for a specific reason
- ❖ have a completed "*Asserting a Challenge*" form signed by the challenger
- ❖ be ruled by the moderator
- ❖ be preserved and returned to the City Clerk upon the completion of the election

Any voter successfully challenged at the polling place on election day may vote if the voter completes a "*Challenged Voter Affidavit*".

ELECTION OFFICIAL ROLES & RESPONSIBILITIES

New Hampshire election officials serve important roles in administering fair and impartial elections at the each polling location. Each official has been trained in New Hampshire’s election laws prior to each election. There are five (5) primary roles at a polling location:

- ❖ Deputy Registrar
- ❖ Moderator
- ❖ Ward Clerk
- ❖ Selectman
- ❖ Inspectors of the Election (Ballot Inspectors, Ballot Clerks)

Deputy Registrar

Deputy registrars are approved and appointed by Manchester’s Board of Registrars for each election. The number of deputy registrars varies at each of the polling locations. Deputy registrars are responsible for registering voters, approving voter name changes, and ruling on any voter who has been challenged due to age, citizenship or domicile at the polling place on election day. Deputy registrars are responsible for proving the total number of voters that registered at the polling place to the moderator at the end of the election. Deputy registrars also provide the moderator the total number of undeclared voters who return back to undeclared after a Presidential or State Primary election. Deputy registrars follow New Hampshire’s election laws under the title of “Supervisor of the Checklist”.



Moderator

A moderator is elected during Manchester's Municipal elections every two (2) years for a two (2) year term in each ward. The moderator is the chief election official at the polling place under the direction of the City Clerk.

Duties:

- ❖ Maintains the security, operation, rules and regulations of the Electronic Ballot Counting Device.
- ❖ Secures ballots
- ❖ Ensures all qualified persons are allowed to vote
- ❖ Maintains order and a secure guardrail at the polling place
- ❖ Assigns duties throughout the day to the Ballot Inspectors, Ward Clerk and Selectmen
- ❖ Administers oaths
- ❖ Rules on challenges
- ❖ Processes absentee ballots
- ❖ Delivers documentation, electronic ballot counting device and ballots to the City Clerk
- ❖ Determines the intent of a voter if a marked vote on a ballot is questioned during the vote counting
- ❖ Ensures all votes are properly counted

Ward Clerk

A Ward clerk is elected during Manchester's Municipal elections every two (2) years for a two (2) year term at each ward.

Duties:

- ❖ Posts sample ballots in the ward prior to the election
- ❖ Posts sample ballots in the polling place on election day
- ❖ Posts "Instructions to Voters" at the polling place outside the guardrail
- ❖ Posts New Hampshire's statutes at the polling place outside the guardrail
- ❖ Assists the moderator with the absentee ballot processing
- ❖ Monitors the number of available ballots at the polling place
- ❖ Certifies the voter checklist used at the polling place on election day
- ❖ Completes and certifies the election paperwork
- ❖ Performs duties assigned by the moderator
- ❖ Determines the intent of a voter if a marked vote on a ballot is questioned during the vote counting
- ❖ Participates in the counting procedures at the end of the election



Selectmen

Three (3) selectmen are elected during Manchester's Municipal elections every two (2) years for a two (2) year term in each ward.

Duties:

- ❖ Selects and provides a proper site for conducting elections that is heated, well lit and accessible to voters with disabilities
- ❖ Assures that there are enough voting booths and screens available to voters
- ❖ Provides and maintains the accessible voting booth
- ❖ Establishes and maintains a guardrail
- ❖ Provides and maintains the necessary supplies at the polling place
- ❖ Assists voters to the voting booths
- ❖ Makes sure that voting booths are supplied with a pen, voter instructions and a clean dry shelf at all times
- ❖ Organizes and directs voters into the proper lines
- ❖ Authorized to administer oaths
- ❖ Performs ballot inspector duties as necessary or instructed by the moderator
- ❖ Participates in the counting procedures at the end of the election
- ❖ Certifies the tabulator tape results and the ballot box container seals



Ballot Inspector

Ballot Inspectors are appointed by the two (2) political parties (Republican & Democratic) between May 15th and July 15th in an even numbered year for a two (2) year term. Each ward has at least two (2) ballot inspectors from each party at each election. Depending on the number of registered voters in the ward, the number of evenly distributed ballot inspector may increase. If the two parties do not appoint ballot inspectors by July 15th in the even numbered year, it is the responsibility of the selectmen in the ward to appoint the ballot inspectors.

Duties:

- ❖ Requests the voter to present a photo ID or *Challenged Voter Affidavit* to obtain a ballot
- ❖ Marks the checklist indicating the voters who participated in the election
- ❖ Marks the checklist indicating the ballot taken by undeclared voters in a Presidential or State primary
- ❖ Marks the checklist indicating voter's name or address changes
- ❖ Marks the checklist indicating new voters who registered at the polling place on election day
- ❖ Announces voter's names and addresses as the checklist is being marked
- ❖ Hands out ballots to voters
- ❖ Performs duties as directed by the moderator
- ❖ Assists voters needing assistance in marking their ballot (verbal oath required)
- ❖ Participates in the counting procedures at the end of the election

POLITICAL PARTIES

Republican / Democratic / Undeclared

New Hampshire has two political parties: Republican and Democratic. Voters in New Hampshire have a choice of registering with either of the two parties **or** may choose not to affiliate with either party, which would be registering as an Undeclared voter.

Undeclared Voting in a Presidential or State Primary Election

In a Presidential or State primary election, voters who are registered with the Republican or Democratic Party must vote the ballot from their respective party. Undeclared voters can also vote in a Presidential or State Primary election. The undeclared voter must select one of the two political party ballots to vote. When choosing that party ballot, the undeclared voter is now a member of that party. The ballot inspectors will indicate the voter's party change on the checklist. After the previously undeclared voter has cast their ballot, they may choose to return to undeclared by completing a "return to undeclared" form provided by the ballot inspectors. The voter must complete and sign this form before they leave the polling place on election day. See RSA 655:34 II (b) for more information.

