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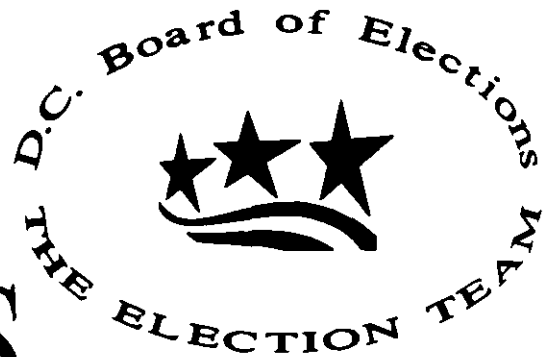


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A Training Guide for

**POLLING
PLACE
OFFICIALS**



for the

November 5, 1996

Presidential General Election

Welcome from the Election Management Team!

Welcome to the Board of Elections and Ethics Election Worker Training Program for the November 5, 1996 Presidential Election. **The Presidential General Election** is the most **important** and perhaps **the most challenging** election that you *conduct*, because it involves the highest office and the greatest voter turnout of any D.C. election.

In 1992, more than 230,000 voters participated in the Presidential General Election, with turnouts of 70% to 80% in most precincts. This year's Presidential General Election promises increased voter registration and higher voter turnout.

The precinct team must be well organized and prepared to handle the increased volume of voters and the multiple election contests. Most polling place team will have at least one "new recruit" for this election. We ask that you welcome all new workers to your Precinct Team Family.

The Polling Place Team must work as a unit to ensure that voters are receiving the correct ballots service the voters on November 5th. The Master Index Clerk must record the correct ANC/SMD from the Master Index, the two Ballot Clerks must work together to issue the proper ballots, the Voting Booth/Demonstration Clerk will be busy giving demonstrations to new voters, and providing assistance to those voters in need, the Ballot Box Clerk must be vigilant to ensure that voters are casting all of their ballots, and the Captain must be active overseeing the entire election process.

Along with the General Election ballots and the complexity of the ANC/SMD elections, the Umoja Party has added a "new twist" to the November 5th election. The Umoja Party will be conducting its party election at this general election. Umoja Party voters will be voting to elect members to the Umoja Party Council. These voters will receive an additional voter card and an additional ballot.

While here today, we encourage you to ask questions and share your election day experiences with your team members and other election day workers. Once again, we thank you for your participation, and for being a part of the election day team that puts *democracy into action* in the Nation's Capitol.

Election Management Team

Overview of the November 5, 1996 Presidential General Election

On Tuesday, November 5th, D.C. voters will elect public officials -- from among the major party nominees chosen in the May 5th and September 10th primaries, and any independent and minor party candidates -- to the following partisan offices: President and Vice-President; Delegate to the House of Representatives; At-Large and Ward Members of the Council; U.S. Senator; and U.S. Representative. The non-partisan offices-- At-Large and Ward Members of the Board of Education, and 299 Advisory Neighborhood Commissioners -- not voted on in the past primaries -- will also appear on the ballot, along with Initiative No. 51.

Because this is a General Election, all registered voters, regardless of party affiliation, are eligible to vote for any candidates on the General Election ballot.

Contests on the "A" card

President and Vice-President of the United States

Delegate to the House of Representatives

Two (2) At-Large Members of the Council

Members of the Council from Wards 2, 4, 7 & 8 only

Two (2) At-Large Members of the Board of Education

Members of the Board of Education from Wards 1, 3, 5 & 6 only

Contests on the "B" card

United States Senator

United States Representative

Initiative Measure No. 51: "The Real Property Assessment and Tax Amendments Act"

Contests on the "C" card

Advisory Neighborhood Commissioner

Instruct voters to VOTE BOTH SIDES of the "A" and "B" cards, then vote the "C" card.

DC Board of Elections and Ethics
BALLOT CONTEST POSITIONS (Cont.)
for the **GENERAL ELECTION** to be held on
November 5, 1996

XXXX



C

OFFICIAL BALLOT
District of Columbia
ADVISORY NEIGHBORHOOD
COMMISSION ELECTION
November 5, 1996

ADVISORY NEIGHBORHOOD COMMISSIONER
FOR
SINGLE MEMBER DISTRICT

XXXX

VOTE FOR NO MORE THAN ONE (1)

Write-in, if any

Initiative No. 51 - "The Real Property Assessment and Tax Amendments Act"

This initiative measure has been placed on the ballot by approximately 5% of the District's voters who signed the initiative petition for the measure. The Summary Statement below will appear on the General Election ballot. All registered voters may vote either FOR or AGAINST Initiative Measure No. 51.

SUMMARY STATEMENT

This initiative changes the real property assessment law to:

- Allow any taxpayer to challenge tax assessments on the public's behalf, or intervene in assessment appeals before the Board of Real Property Assessment and Appeals.
- Require that all proceedings of the Board be held in public and that all information presented to the Board be publicly available.
- Establish a "Public Advocate" to represent the public interest before the Board and the courts on matters including but not limited to property assessments; to conduct investigations; to appeal any assessments; and to advise the public of rights under the tax laws.

Voters may obtain copies of the initiative's legislative text at the Voter Information Station.

Umoja Party Voters:

The Umoja Party will be conducting their party election during this general election. The Umoja Party voters will elect Members to the Umoja Party Council. Only voters registered with the Umoja Party will be eligible to vote to elect Members to the Umoja Council.

There will be two exclamation marks (!!) at each end in the signature block of persons registered with the Umoja Party. These voters will receive two voter cards--a GREEN Umoja voter card and the YELLOW General Election voter card --from the Master Index Clerk.

In addition to the General Election "A & B" ballot cards and the "C" ballot card, Umoja Party voters will receive a SALMON Umoja Party "D" ballot Card -- in exchange for the green Umoja voter card-- to elect members to the Umoja Party Council.

There are just a few registered Umoja Party voters in each precinct. Each precinct will receive only a small quantity of Umoja Party ballots, therefore the ballot clerk handling the Umoja Party ballots must be alert.

Contests on the "D" card *(Umoja Party Voters only)*

Umoja Elder-Women

Umoja Elder-Men

Member At-Large Umoja Council - Women

Member At-Large Umoja Council - Men

Umoja Soldier - Women

Umoja Soldier - Men

Ward Member Umoja Council - Women (Wards 1 - 8)


Ward Member Umoja Council - Men (Wards 1 - 8)

Ward Soldier - Women (Wards 1 - 8)


Ward Soldier - Men (Wards 1 - 8)

Instruct Umoja Party voters to VOTE BOTH SIDES of the "D" ballot card.

DC Board of Elections and Ethics
BALLOT CONTEST POSITIONS (Cont.)
for the GENERAL ELECTION to be held on
November 5, 1996

 OFFICIAL BALLOT District of Columbia UMOJA PARTY ELECTION November 5, 1996	
UMOJA ELDER - WOMEN VOTE FOR NO MORE THAN TWO (2)	
UMOJA ELDER - MEN VOTE FOR NO MORE THAN TWO (2)	
MEMBER AT-LARGE UMOJA COUNCIL - WOMEN VOTE FOR NO MORE THAN FOURTEEN (14)	
MEMBER AT-LARGE UMOJA COUNCIL - MEN VOTE FOR NO MORE THAN FOURTEEN (14)	

- FRONT -

 OFFICIAL BALLOT District of Columbia UMOJA PARTY ELECTION November 5, 1996	
UMOJA SOLDIER - WOMEN VOTE FOR NO MORE THAN TWO (2)	
UMOJA SOLDIER - MEN VOTE FOR NO MORE THAN TWO (2)	
WARD (1-8) MEMBER UMOJA COUNCIL - WOMEN VOTE FOR NO MORE THAN TWO (2)	
WARD (1-8) MEMBER UMOJA COUNCIL - MEN VOTE FOR NO MORE THAN TWO (2)	
WARD (1-8) UMOJA SOLDIER - WOMEN VOTE FOR NO MORE THAN ONE (1)	
WARD (1-8) UMOJA SOLDIER - MEN VOTE FOR NO MORE THAN ONE (1)	

- BACK -

NOTES: Only voters registered with the Umoja Party may vote in the election for members of the Umoja Council

Advisory Neighborhood Commission (ANC) Elections:

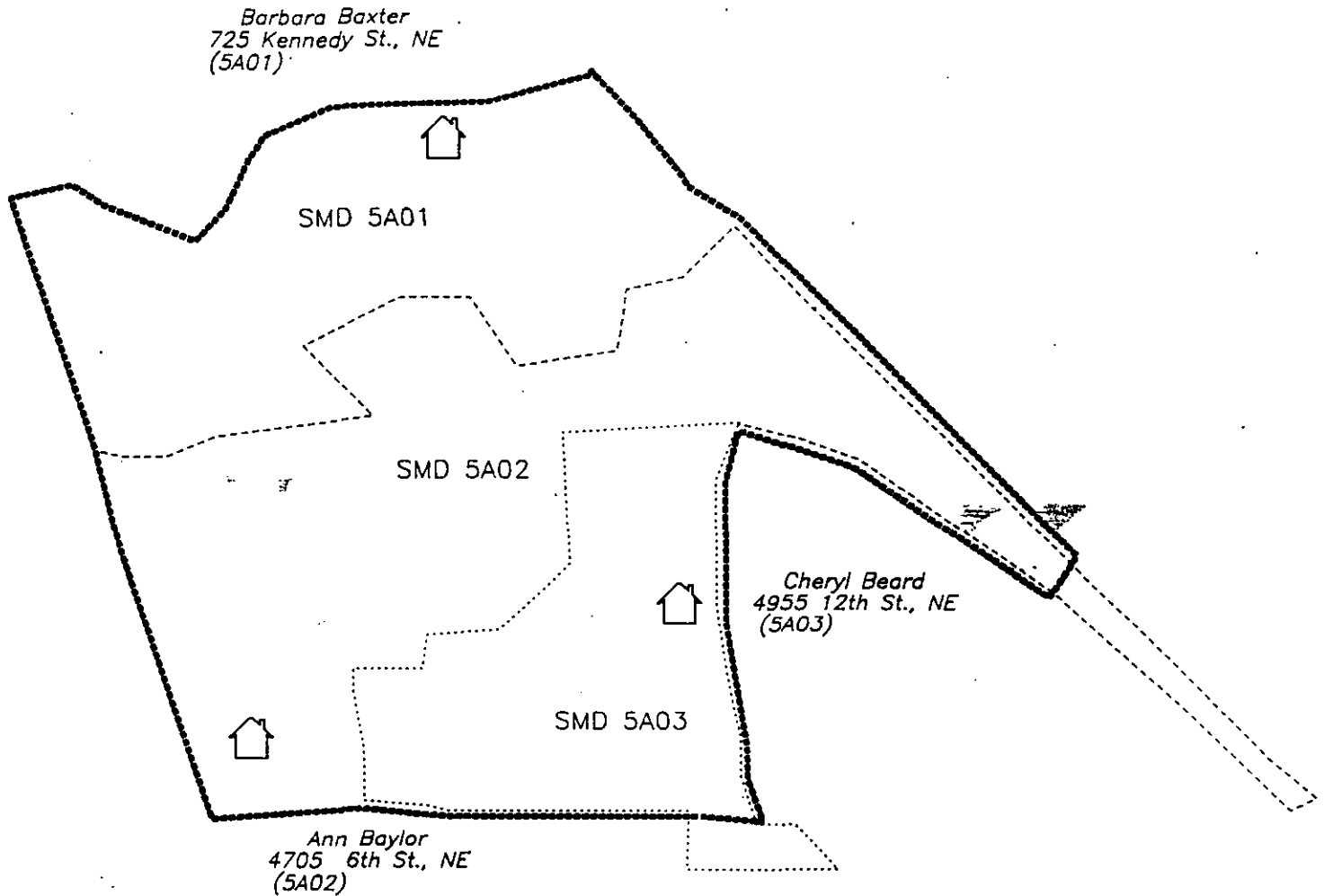
Advisory Neighborhood Commission (ANC's) were established by the Home Rule Charter to provide a channel for citizen comment on proposals affecting residents and their neighborhoods. Advisory Neighborhood Commissioners serve 2-year, unsalaried terms as non-partisan elected officials who represent the 299 individual **Single Member Districts (SMDs)**, neighborhood communities within the city's 37 ANC areas. One ANC Commissioner will be elected for each of the city's 299 ANC Single Member Districts.

The Advisory Neighborhood Commission, Single Member District (ANC/SMD) elections require that a number of special procedures be followed by each precinct team to ensure that each voter receives the correct ANC/SMD ballot in which s/he is eligible to vote.

Each ANC/SMD contest within a precinct will be printed on a "C" ballot card. The ANC/SMD ballots will be pink, except where no candidate has filed in the ANC contest, in which case the ANC "write-in only" ballot card will be green.

Because the ANC Single Member Districts are generally smaller than the voting precincts and often cross precinct lines, most precincts have several SMDs or SMD "portions" within the precinct's boundaries. Depending on where a voter lives in the precinct, the voter's ANC/SMD may vary, as shown in the case of Precinct 66 on the next page.

DC Board of Elections and Ethics
SMD STRUCTURE FOR PRECINCT 66



Each voter's residence address location within the precinct thus determines the particular Single Member District in which he or she lives and the ANC ballot which the voter must be issued. The **multi-color maps** at each polling place will clearly depict the precinct and ANC/SMD boundaries that are involved for each team.

The **voting process diagram** on the following two pages shows how each voter will be issued the ANC ballot for their particular SMD, in addition to the yellow "A" and "B" cards:

DC Board of Elections and Ethics
GENERAL ELECTION - NOVEMBER 5, 1996

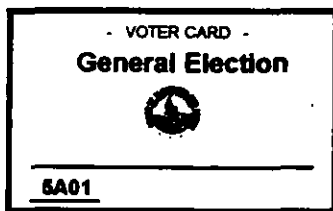
..... **THE VOTING PROCESS**

I. Voter **SIGNS** Master Index:

WARNING		MASTER INDEX						
ANC/SMD	BALLOT TYPE	REGISTRATION NUMBER	SIGNATURE OF VOTER	PTY	NAME			RESIDENCE OF VOTER
5A01		M567890		DEM	BAXTER	BARBARA	E	725 NE KENNEDY ST
5A02		R000055		REP	BAYLOR	ANN	H	4705 NE 8TH ST
5A03		0004321		OTH	BEARD	CHERYL		4955 NE 12TH ST
5A04		M800000		STD	BENTON	HENRY	J	4945 NE SOUTH DAKOTA AVE
5A05		R666777	!!	UMP	BOND	JAMES	A	750 NE KENNEDY ST

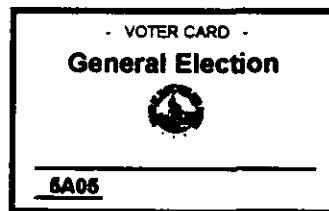
II. Master Index Clerk **ISSUES** a Voter Card and **WRITES** the Voter's ANC/SMD on it, according to what is shown for the voter on the Master Index:

ALL VOTERS

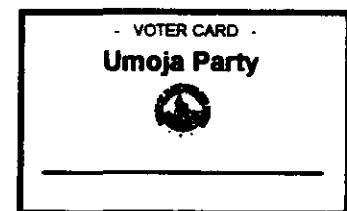


{ YELLOW }

**ONLY VOTERS REGISTERED WITH THE UMOJA PARTY
 GET BOTH VOTER CARDS**

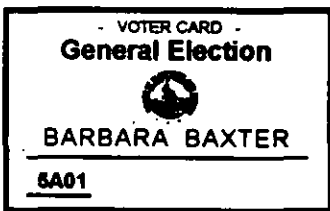


{ YELLOW }

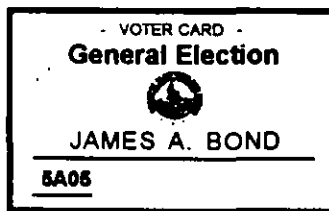


{ GREEN }

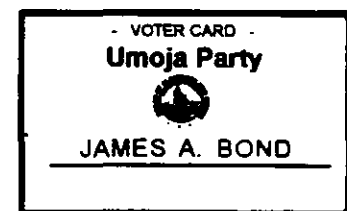
III. Voter **PRINTS** name on Voter Card:



{ YELLOW }



{ YELLOW }

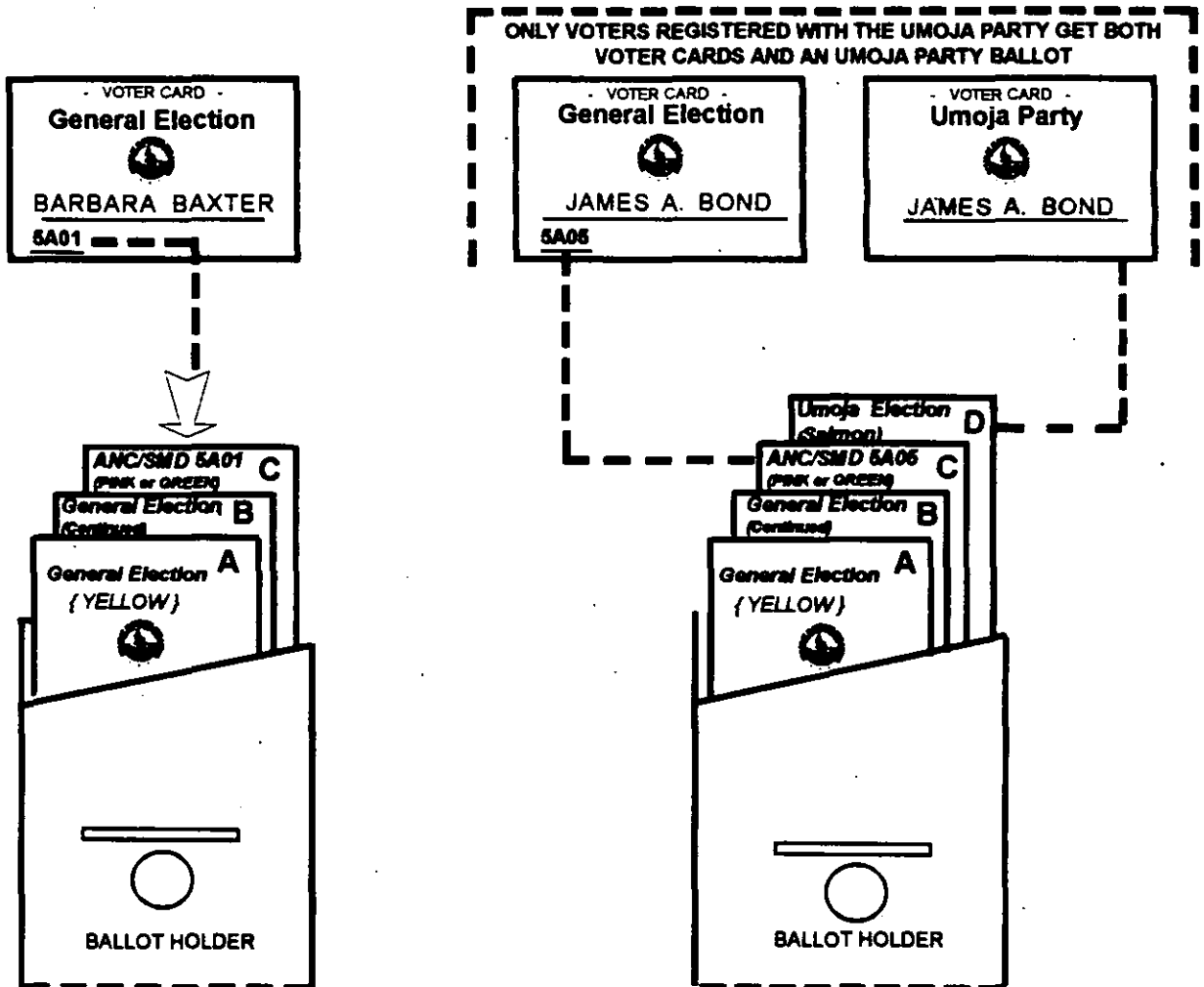


{ GREEN }

**ONLY VOTERS REGISTERED WITH THE UMOJA PARTY
 GET BOTH VOTER CARDS**

DC Board of Elections and Ethics
GENERAL ELECTION - NOVEMBER 5, 1996

IV. Two Ballot Clerks receive the Voter Card(s), and correctly **ISSUE** the voter's General Election "A" and "B" Ballot Cards – along with the correct ANC/SMD "C" Card – and for those voters registered with the Umoja Party, an Umoja Party "D" Card, all inside the ballot holder:



V. After ballots are voted, Ballot Box Clerk then **REMOVES** the stubs and, with voter watching, **CASTS** ballots in Ballot Box, using the ballot holder to protect the secrecy of the voter's ballot. The voter is given the ballot stubs and an "I Voted" sticker.

