

Frequently Asked Questions

1. Can the Clerk serve as a Receiving Board inspector?

The Clerk serves on the Election Commission and is thus responsible for the appointment of election inspectors. This presents a conflict of interest and thus prevents the Clerk from being an appointed Receiving Board inspector. Other Clerk's office staff members may be appointed as Receiving Board inspectors, as long as they are a qualified election inspector and have an election inspector application on file.

2. Can the Receiving Board inspectors count, handle, or retabulate ballots?

No. The Receiving Board inspectors may not count, handle or retabulate the ballots.

3. Can the Receiving Board perform other administrative tasks like checking in supplies and reviewing the Poll Book?

Yes, the Receiving Board inspectors may perform other tasks assigned by the Clerk. However, it's important to place priority on those items listed under Responsibilities as those items will ensure a precinct is recountable.

4. How many inspectors must the Receiving Board have?

At least two inspectors must be appointed to the Receiving Board, one from each major political party. Larger jurisdictions may want to appoint additional multiples of two to accommodate the larger volume of precincts to be received.

5. What if election inspectors sealed other supplies inside the ballot container, may they open it under the direction of the Receiving Board inspectors?

The ballot container should only be opened in a case where the container was not sealed properly or the Poll Book and/or Statement of Votes was sealed inside.

6. What if the Container Certificate was not included under seal with the ballot container?

The ballot container should only be opened in a case where the container was not sealed properly or the Poll Book and/or Statement of Votes was sealed inside.

7. What if no explanation can be found to account for an imbalance between the number of names in the Poll Book and the number of ballots processed by the tabulator?

A remark should be made by the election and Receiving Board inspectors to alert the County Board of Canvassers.

8. Do the Poll Book and Statement of Votes still have to be delivered to the County Clerk on election night?

Yes, the Poll Book and Statement of Votes must be delivered to the County Clerk on election night. For State and Federal elections another copy of the Statement of Votes must be delivered to Probate Judge on election night. For other elections these documents shall be delivered by 11 a.m. the following day.

9. Can the Receiving Board inspectors place Poll Books and Statement of Votes for multiple precincts in a single envelope?

Yes, if permitted by the County Clerk, the Poll Book and Statement of Votes for more than one precinct may be included and delivered in a single sealed envelope.