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STATE OF NEW JERSEY

# QUESTIONS AND ANSWERS

Questions and answers relating to the performance of the duties of a member of the Board of Registry and Elections.

RELATING TO THE

ORGANIZATION

## Duties of a Member of the Board of Registry and Elections

NOTE

ISSUED BY THE STATE OF NEW JERSEY

# CIVIL SERVICE COMMISSION

1916

REGISTRATION

- 6. When is the first registry day?
- A. The first registry day in the larger municipalities is Tuesday in September in each year. The first voters in the smaller municipalities also register day. (Secs. 21, 245, 27, 247.)
- 7. What necessary books are required for the first registry day and for the year?
- A. The poll book and the primary books of the year. (Sec. 21.)
- 8. How many registry lists must be kept by the larger municipalities?
- A. Two, a primary list and a general election list.
- 9. How shall the registry lists be made up in the larger municipalities?
- A. The primary registry lists shall be made up in the poll books.

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QUESTIONS AND ANSWERS

RELATING TO THE

Duties of a Member of the Board

of Registry and Elections

NOTE

For the sake of brevity, municipalities with a population exceeding 10,000 are referred to as "larger municipalities"; those with a population of 10,000 or less, as "smaller municipalities."

With the questions and answers hereafter given, are cited the sections of the Election Law from the compilation made under the direction of the Secretary of State for the year 1915.

The Commission reserves the right to change the form of any of these questions.

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STATE OF NEW JERSEY,  
CIVIL SERVICE COMMISSION

Questions and answers relating to the performance of the duties of a member of the Board of Registry and Election.

ORGANIZATION.

- 1. By whom is the room for the meetings of the election board and for holding elections provided? In what class of buildings is it prohibited it should be located?
  - A. By municipal clerk. "No election shall be held in any building in which is located or maintained any inn, or tavern or saloon where intoxicating liquors are licensed to be sold." (Sec. 8.)
- 2. When do Boards of Registry and Election meet for organization?
  - A. On the seventh day next preceding the first day of registration. (Sec. 19.)
- 3. Before entering upon the performance of their duties, what oath or affirmation do the members of the district boards of election take?
  - A. "Severally take and subscribe an oath or affirmation, in writing, before a duly qualified officer, faithfully and impartially to discharge all their duties as such officers to the best of their skill and ability." (Sec. 16.)
- 4. What officers does the board of elections choose at its first meeting?
  - A. A judge, who shall be chairman, and an inspector, who must be nominees of different party chairmen. (Sec. 19.)
- 5. In case of the failure of the board of elections to elect officers, how are the offices filled?
  - A. If, after balloting three times, in each case, no one is chosen, the oldest member shall become judge, and the next oldest member shall become inspector, provided that both chairman and inspector shall be nominees of opposite party chairmen. (Sec. 19.)

REGISTRATION.

- 6. When is the first registry day?
  - A. The first registry day in the larger municipalities is the second Tuesday in September in each year. The first registration of voters in the smaller municipalities also begins on the same day. (Secs. 21, 345, 23, 347.)
- 7. What necessary books does the board of elections receive before the first registry day and from whom?
  - A. The poll book and the primary books of the previous year and the necessary registry books for the use of the board in the coming registry of voters. From the municipal clerk at his office. (Sec. 62, 345.)
- 8. How many registry lists must be kept in the larger municipalities?
  - A. Two, a primary list and a general election list. (Sec. 344.)
- 9. How shall the registry lists be made up in the larger municipalities?
  - A. The primary registry list from the list of names appearing upon the poll book used at the last preceding general election and

by the addition of voters who register in person and the names of voters presented by affidavit on the first registry day. The letter "R" shall be placed on the registry list opposite the names of those appearing on the Republican primary book, and the letter "D" opposite those appearing in the Democratic primary book.

The registry list for the general election from those who personally appear and register upon the first registry day, upon primary or second registry day, and upon the third registry day. (Sec. 345.)

10. In case of the loss or destruction of the poll book of any election district in the larger municipalities, how shall the primary registry list be made up?
  - A. From the names checked as voting on the last registry filed with the County Clerk and from the names on the primary books of the political parties of the last previous primary, together with the names of voters filed with them by affidavit. (Sec. 345.)
11. In case of the creation of a new election district, how shall the primary registry list be made up?
  - A. From "a list of the names of voters who voted therein at the last general election and also of those who voted therein at the last previous primary election in each party primary, which names shall be taken from the poll book and the primary book of the election district or districts of which the new district formed a part." This list is to be furnished by the municipal clerk. (Sec. 345.)
12. How do boards of election in the smaller municipalities make the first registration of voters?
  - A. By a house-to-house canvass. (Sec. 347.)
13. Tell briefly how the house-to-house canvass should be made.
  - A. By any two of the members designated by the chairman and inspector, who shall make actual inquiry at every dwelling-house or habitation, or of the head of every family as to the voters in each residence. No names shall be entered without the consent of both of the members. If enumeration is made by the entire board, the majority must consent. (Sec. 23.)
14. How many days may be given to the house-to-house canvass?
  - A. From Tuesday to the succeeding Friday. (Sec. 23.)
15. If in making a house-to-house canvass, you found a house closed or were unable to gain entrance, would you place a person's name on your list, if some one told you he lived there?
  - A. Not unless so advised by the head of the family. (Sec. 23.)
16. When is the second registry day?
  - A. The fourth Tuesday in September in each year. The same day as primary day. (Sec. 349.)
17. How is the registry list made up on the second registry day in the smaller municipalities?
  - A. By transcribing from the canvassing book the list of names obtained by the canvass and by adding the names of those who shall personally appear or who shall be shown by affidavit of a legal voter to be entitled to be registered. (Sec. 23.)
18. May a voter in the larger municipalities register on second registry day for the primaries? If not, what may he do?
  - A. No. He may register for the ensuing general election. (Sec. 349.)
19. When is the third registry day in the larger municipalities?
  - A. On Tuesday, two weeks next preceding the general election. (Sec. 359.)

20. When is the third registry day in the smaller municipalities?
  - A. Tuesday next preceding the general election. (Sec. 24.)
21. Before erasing the name of any person from a registry list, what should be done?
  - A. The person whose name it is intended to erase should have a fair opportunity to be heard. The majority of the board must concur. (Sec. 24.)
22. How and when is the public informed by the boards of election of those who have been registered?
  - A. By copies of the registers posted in a conspicuous place in each election district. In the smaller municipalities these lists are made up by the election board. In the larger municipalities a printed list furnished by the county clerk is used. This latter list is prepared by the county clerk from the copy of the register filed by the boards of election with the county clerk immediately upon the completion of the final registration. (Secs. 24, 361.)
23. What shall be done with the registers after the completion of the registration?
  - A. In the smaller municipalities two copies shall be made, one of which shall be forwarded to the county board of elections and one copy shall be retained by the election board, and a third copy shall be made and delivered to the municipal clerk. In the larger municipalities one copy shall be delivered to the county clerk. (Secs. 24, 361.)
24. May employees of the United States Government with legal residence in New Jersey, register without personally appearing?
  - A. They may register by affidavit, "provided such affidavit shall properly answer the same questions required to be answered in the case of personal registration." The affidavit (see Form 32) should be accompanied by a certificate from the department where the person is employed that he is a legal resident of the State and is credited to the State on the office records. Affidavits may be secured from the boards of registry and election. (Sec. 439.)
25. How many persons may register on one affidavit?
  - A. A separate affidavit is required for each person. (Sec. 32.)
26. What is done with the affidavit by which voters are registered?
  - A. Preserved by the judge of elections until the completion of the register, then delivered to the county board of elections. (Sec. 32.)
27. Suppose a person desired to register who had not been in the State a year, or was not yet twenty-one years of age, but would be before November 1st, would you allow him to register?
  - A. Yes, in both cases. (Sec. 35.)
28. Can a person register on primary day without voting?
  - A. Yes. A voter may register on primary day for the general election in all municipalities and need not vote in the primaries, although his name has been registered for the same. (Sec. 349.)
29. Can a person register by affidavit for either primary or general election in the larger municipalities?
  - A. He may register by affidavit for the primary election, but not for the general election. Exceptions are in the cases of those prevented by illness or absence from registering personally; also in the case of government employees. (Secs. 359, 360, 439.)
30. Name some of the entries that must be made in the registry book in the larger municipalities.
  - A. Name, street, residence, number of floor or room occupied by voter, name of householder, etc., with whom the voter resides, age, length of residence in the State, nativity, etc. (Sec. 360.)

31. What is the purpose of the book called "Identification statements for registry day"?
- A. To definitely determine in case of any doubt and in the case of illiterate persons that the person who votes on election day is the same person who has registered under the given name, through a correspondence of the answers given to the questions asked. (Sec. 360.)
32. How may a citizen register before the last registry day who cannot do so personally on account of illness or absence from the State?
- A. By making an affidavit before a person legally authorized to take affidavits, which, if taken outside of the State, must be accompanied by a certificate of authority to act. The affidavit which must be filed with the election board on or before the last registry day must be on Form 31, furnished by the board of elections, containing a statement of the reasons for his inability to register in person. Employees of the United States Government may also register as described under question No. 24. (Sec. 360.)
33. For what offenses by an election officer in connection with registration does the law provide heavy penalties, and what are the penalties?
- A. Wilfully refusing to enter a name in the canvassing book or upon the registers of any person legally entitled to vote; registering the name of any person contrary to the provisions of the election law. Punishment is by a fine not exceeding \$1,000, or by imprisonment not exceeding two years, or both. (Sec. 33.)
34. For what offenses by a citizen in connection with registration does the law provide heavy penalties, and what are the penalties?
- A. Causing or procuring his name to be registered in more than one election district, or causing or procuring his name or another's to be registered, knowing that he or the person whose name he has procured to be registered is not entitled to vote in the election district; falsely personating any voter. Punishment is by a fine not exceeding \$1,000 or imprisonment for a term not exceeding five years, or both. (Sec. 34.)
35. How may a name that has been inadvertently or improperly left off the registry list be added thereto?
- A. The county board of elections, on Thursday and Saturday next preceding the day of general election, meet to consider cases of this nature. The justice of the Supreme Court assigned to hold the Circuit Court and the judge or judges of the Court of Common Pleas also sit on the Monday before the general election for the same purpose. In either case certificates may be issued upon the presentation of satisfactory evidence, which will entitle the persons' names to be placed upon the registry list by the board of elections. (Secs. 25, 279.)
36. How may the name of a voter who has been wrongly refused the right to vote obtain this right?
- A. The judges of the courts named in the answer to question No. 35 also sit on election day from 8 o'clock in the forenoon to 7 o'clock in the evening to pass upon cases of those who claim to have been improperly refused the right to vote and to issue certificates to boards of election entitling the complainant to vote, upon satisfactory evidence of the right to do so. (Sec. 280.)
37. What registers are used in larger municipalities in registering voters for special or charter elections?

- A. The registers of the last general election revised and corrected unless a new district shall have been formed since, or an election district has been changed. (Secs. 26, 27.)
38. When are the registration days in the larger municipalities for special or charter elections?
- A. Tuesday four weeks next preceding such election and Tuesday two weeks preceding such election. (Sec. 26.)
39. When are the revised registry lists for charter or special elections in the larger municipalities posted, and by whom?
- A. On the day after the first registry day. By the clerk of the election board. (Sec. 26.)
40. How is the registration of voters in the smaller municipalities for charter or special elections made; when and how is notice given of the time and place of registration?
- A. (a) From the last registry list filed with the clerk of the municipality revised and corrected. (b) On Tuesday next before the election. (c) The clerk of the board shall cause at least three notices of the time and place of the meeting to revise and correct the registry to be conspicuously posted, at least one week before the meeting. (Sec. 29.)
41. What are "certificates of registration"?
- A. Statements made out at the close of each day of registration containing the name of the county and municipality, the ward number and the election district, the number of names registered under each letter and the total number of names registered on each day, the number of names added and erased on the second and third days of registration. (Sec. 449.)
42. Where and when must the board of registry and election file a duplicate copy of said certificate of registration?
- A. In the office of the municipal clerk, at the close of each day of registration. (Sec. 449.)

#### THE PRIMARY ELECTION.

43. On what day is the primary election held?
- A. The fourth Tuesday in September of each year. (Sec. 349.)
44. Between what hours is the primary election held?
- A. Seven A. M., and nine P. M. (Sec. 349.)
45. Where is the primary election held?
- A. In the same places in which the registry was held. (Secs. 8, 241.)
46. What notice must the poll clerks give before primary day, and when?
- A. By five or more advertisements posted at conspicuous places in the district at least ten days before the primary election. (Sec. 252.)
47. From whom and when do the election boards receive sample primary ballots?
- A. From the municipal clerk at his office on or before Tuesday preceding the primary election. (Sec. 346.)
48. When must sample primary ballots be mailed to the voters?
- A. On or before twelve o'clock noon on Wednesday preceding primary day. (Sec. 346.)
49. In what other manner than by the mailing of sample primary ballots are voters informed by the election board of those to be voted for?
- A. The clerk of the board also posts a sample ballot in the polling place and in five other public places in the district. (Sec. 346.)

50. From whom are the books, forms, etc., for the primary election received, and when?  
 A. From the county clerk on or before primary day. (Sec. 61.)
51. From whom and when does the board of election receive the official ballots and ballot boxes for the primary election?  
 A. From the municipal clerk at his office on the morning of the day preceding primary day. (Sec. 251.)
52. What announcement must the voter make before a primary ballot is received by him?  
 A. His name and the party primary in which he wishes to vote. (Sec. 349.)
53. What must the board of registry and election do before delivering a primary ballot to a voter?  
 A. See that he is properly registered and that he did not vote in the primary of the opposite political party at the last preceding primary election. (Sec. 349.)
54. Can a person who voted in the primary of one party last year vote in the primary of a different party this year?  
 A. He cannot. (Sec. 349.)
55. State the substance of the oath a voter must make if his right to vote at the party primary is challenged.  
 A. That he is a member of the political party in the primary of which he wishes to vote; that at the last election for members of the General Assembly at which he voted, he voted for a majority of the party candidates for National, State and county offices and that he intends to support the candidates of that party at the ensuing general election. (Sec. 349.)
56. May a person register on primary day without then voting?  
 A. He may. (Sec. 349.)

#### THE GENERAL ELECTION.

57. On what day is the general election held?  
 A. On Tuesday next after the first Monday in November. (Sec. 1.)
58. Between what hours are the polls open on election day?  
 A. Six A. M., to seven P. M. (Sec. 4.)
59. From whom and when does the election board receive sample ballots for the general election?  
 A. From the municipal clerk at his office on or before Tuesday preceding the general election. (Sec. 375.)
60. When must the sample ballots for the general election be mailed to the voters?  
 A. On or before 12 o'clock on Wednesday preceding election day. (Sec. 375.)
61. In what other manner than by mailing of sample ballots for the general election are the voters informed of those to be voted for?  
 A. By posting a copy of the sample ballot in the polling place and in at least five other public places in the election district. (Sec. 375.)
62. From whom and when does the election board receive the ballot boxes and ballots for the general election?  
 A. From the municipal clerk at his office the day before the election. (Sec. 54.)
63. What must the board of registry and election do before delivering to the voter the official ballot at the general election?

- A. Enter in the poll book the number of the voter, the name of the voter, and his residence, and after he has signed his name compare it with his signature in the registration book. (Secs. 362, 377.)
64. If the voter at the general election alleges his inability to sign his name, what should be done before he is allowed to vote?  
 A. One of the members of the board shall read the same list of questions as were required on registration day, both in the "signature copy book" and in the "identification statements for registry day," from a book known as "identification statements for election day," and shall write down the voter's answers. The number of the statement shall be written down opposite the name of the voter in the fourth column. The answers shall then be compared with those asked on registry day. The clerk asking the questions shall certify to the answers. (Sec. 363.)
65. Explain the nature of the book called "identification statements for election day."  
 A. A compilation of the questions asked at the time of registration in "the signature copy book," and the "identification statements for registry day," to be used to identify voters who claim to have registered but cannot sign their names in the poll book. It is received from the County Clerk. (Secs. 362, 363, 365, 366.)
66. If the signatures of the voter or his answers on election day do not correspond with those of registration day, what is the duty of the board?  
 A. To challenge the voter. (Sec. 364.)
67. If a voter whose signature or answers at the general election do not correspond with those on registration day, and a majority of the board decides against his voting, insists on doing so, what is the duty of the board?  
 A. First make him take an oath, receive his vote and then, on the demand of a citizen or a member of the board, swear out a warrant for his arrest and deliver it to a peace officer, requesting him to arrest the voter. (Sec. 365.)

#### QUESTIONS RELATING TO BOTH THE PRIMARY AND GENERAL ELECTION.

68. What must be displayed in each polling place during elections, when boards are in session, and by whom is it furnished?  
 A. An American flag. By the municipal clerk. (Secs. 437-438.)
69. Describe briefly the proper furnishings and arrangements of a polling room.  
 A. Should have booths or compartments not less than two or one for every one hundred voters, with swinging doors so arranged that some part of the person voting may be seen from the outside when the doors are closed, but to screen the voter in preparing his ballot, with counter on which ballot may be prepared, and sufficient lead pencils. Both the booths and the ballot boxes must be within a railed enclosure, with a separate entrance and exit. Booths must be well lighted. (Secs. 78, 79.)
70. What must boards of registry and election do at the opening before receiving votes?  
 A. Make public proclamation of the opening of the election and their readiness to receive votes, exhibit the ballot box, showing it to be empty, then shut it and lock it, leaving open the aperture in the lid. (Sec. 66.)

71. What disposition is made of the keys to the ballot boxes during the election?  
 A. Each of the keys shall be taken by a separate member and held by him during the progress of the election. (Secs. 65, 380.)
72. What is the law with relation to the number of voters allowed within the railed enclosure during an election?  
 A. Not more than two in excess of the total number of booths shall be allowed within at the same time. (Sec. 78.)
73. Who may be allowed in the polling room during the progress of the voting?  
 A. The officers conducting the election, the candidates, the agents or challengers, those who are waiting to vote, and detailed peace officers. (Sec. 78.)
74. Describe the duties of the various members of the board during the election.  
 A. One of the members, usually the judge, has charge of the ballot box; another, usually the inspector, the ballots; one clerk has charge of the poll book; the other, generally of the signature copy book, the identification statements, etc. (Secs. 67, 377.)
75. What must be done before handing the ballot to the voter?  
 A. See that he is a properly registered voter. (Sec. 377.)
76. After the ballot is given to the voter, what must the voter then do?  
 A. Retire at once to the booth and prepare his ballot. (Sec. 377.)
77. May a blind or physically incapacitated or illiterate voter be allowed assistance in preparing his ballot? What must the board first do?  
 A. He may. The board should first require him to take an oath as to need of assistance, and a majority should be satisfied of this. (Sec. 379.)
78. Who only may assist a blind, illiterate or physically incapacitated voter in preparing his ballot? What must not be done by those assisting?  
 A. One or more members of the board assigned by the board, but no other person. No member of the board shall reveal for whom the voter marked his ballot or anything that took place while he was being assisted. (Sec. 379.)
79. What record should be made in the case of the assistance of a blind, physically incapacitated or illiterate voter?  
 A. The clerk of the board shall make a memorandum on the poll book of the administering of the oath, the facts sworn to and the name of the member or members assisting. (Sec. 379.)
80. If a voter spoils his ballot, what may be done?  
 A. He may return it and receive another, but not more than two shall be furnished him except at the discretion of the board. (Sec. 375.)
81. How may a person vote for a name which is not on the printed ballot?  
 A. By writing the name in black lead pencil or black ink, or pasting it in the blank space indicated for such purpose, and making a cross or a plus mark in the square to the left. (Sec. 377.)
82. After marking his ballot, how should a voter prepare it for casting in the box?  
 A. Shall fold it so that no part of the face of the ballot shall be visible and so as to display the face of the coupon. (Sec. 377.)
83. What does the law say about a voter revealing the contents of his ballot?

- A. No person shall show his ballot after it is prepared for voting in such way as to reveal its contents. Penalty for violation, \$25. (Sec. 198.)
84. May a sample ballot be voted?  
 A. No. (Sec. 375.)
85. What particular offenses by an inspector, judge or clerk previous to depositing the ballot are punishable by law?  
 A. Attempting to find out any name on the ballot, opening it or suffering it to be opened, marking it for identification or without the consent of the elector to disclose any name which he has fraudulently or illegally discovered to have been voted for. Punishable as a misdemeanor. (Sec. 426.)
86. How long can a voter keep hold of his ballot?  
 A. Until it is actually deposited in the ballot box. (Sec. 377.)
87. Before the ballot is deposited, what must the officer at the ballot box do?  
 A. Call off the number of the ballot and the name of the voter and wait until the clerk in charge of the poll book states that they agree with the record and places a check opposite the poll number to indicate that the person has voted. (Sec. 377.)
88. May a voter's ballot be received if his name has already been checked off as voting?  
 A. It may, if the election board by due proof is satisfied that he has not voted. (Sec. 82.)
89. What is done with the coupon on the ballot before the vote is cast?  
 A. It is torn off by the judge of the election. It is later placed in the ballot box with spoiled and unused ballots and returned to the municipal clerk. (Sec. 377.)
90. Whom, generally speaking, should an election board challenge during the course of an election?  
 A. Every person claiming the right to vote whom they shall know, suspect or believe not to be entitled to vote. (Sec. 72.)
91. Is the right to administer the oath confined to any one member of the election board?  
 A. Any member of the board has the right. (Sec. 16.)
92. If a voter is challenged, what determines his right to vote?  
 A. The decision of the majority of the election board. (Sec. 90.)
93. What are the legal requirements as to residence before voting?  
 A. One year in the State, five months in the county, and actual residence in the district at the time of voting. (Sec. 74.)
94. If you suspected that a person desiring to vote was not a naturalized citizen, what would you do?  
 A. Make him take an oath as to his citizenship or produce his certificate of naturalization, or both. (Sec. 73.)
95. Suppose a person was a minor when his parents became naturalized, would you allow him to vote when of age?  
 A. He would be entitled to vote, but should produce his parents' naturalization certificate and take the oath prescribed in the election law. (Sec. 73.)
96. Who, besides the elections officers, may challenge a voter? What authority should they show?  
 A. Agents or challengers appointed by the chairman of the county committee or by the candidates to be voted for. They should show permits from the county board of elections. (Sec. 63.)
97. What badges may be worn at or about the polls at elections?  
 A. Only those furnished by the county board of elections. (Sec. 413.)

98. Under what circumstances may a board of election in the larger municipalities issue a transfer/  
A. Only after there has been presented from the justice of the Supreme Court holding the Circuit Court in the county, a judge or the Court of Common Pleas, or one of the judges assigned to hold the Circuit Court in the county, an order signed and sealed by the county clerk directing the transfer. The justice or judge may sit for this purpose at the Court House or at such other convenient place as may be determined by them. (Secs. 367, 368.)
99. How are disputed questions decided by the election board?  
A. The decision of the majority of the board shall be deemed to be the decision of the board and final. (Sec. 90.)
100. If a member of an election board wishes to protect himself when he disagrees with a decision of the majority, what may he do?  
A. Record his dissent, if in matters relating to registration in the register, and in all other cases in the poll book. (Sec. 90.)
101. Where in the polling room must the ballot box be located?  
A. Within the railed enclosure, and so placed that the voter may deliver his ballot to the election officers after emerging from the booth and before leaving the enclosure. (Sec. 78.)
102. When a ballot box is filled, what is to be done?  
A. The board should seal it and provide another. (Sec. 377.)
103. If a vacancy occurs in the membership of a board of elections, how can it be filled?  
A. There appear to be two methods provided under the law. A fair interpretation would seem to be that if a vacancy occurs on the day of election, the member of the board of the same party as the party whose position becomes vacant shall fill the place, and an immediate report should be made to the County Board of Elections. But if a vacancy occurs prior to the election, the judge or judges of the Court of Common Pleas shall select a person to fill the vacancy, certify his name to the County Board of Elections, which shall then appoint him to act. (Secs. 17, 324.)
104. May an election board adjourn during the day?  
A. It may from 1 to 2 P. M. (Sec. 4.)
105. What must the board do before any adjournment?  
A. Write in the poll book after the last name the whole number of names then in the poll book and sign their names. They must then unlock and open the ballot box, place and secure the bar or bolt in the lid in such manner as to prevent the insertion in the ballot box of any ballot or other thing; place the poll book in the ballot box and then shut it and lock it. (Sec. 77.)
106. What precautions must the Board take for care of the ballot box during adjournment?  
A. One of the members appointed by the board must guard it and he must keep it in public view while adjournment lasts. (Sec. 77.)
107. What power has the board of elections to preserve order?  
A. They have all the powers of constables in criminal matters. They may commit anyone refusing to obey their lawful commands, or who is disorderly in or about the polling place to the county jail for a period of not exceeding three days. Such order shall be executed by any sheriff or constable or any person deputed by the board in writing. (Secs. 83, 186.)

108. Name some of the common offenses which may cause the arrest of a citizen in connection with the conduct of an election?  
A. Bringing liquor into polling place; removing pencils from booths; asking voter to show his ballot; voter allowing his ballot to be marked or marking it himself; obstructing the entrance to the polling place; obstructing or interfering with voters; electioneering within 100 feet of polling places; destroying or mutilating registry lists; personating voters; interfering with the clerks on their way from the polling place to the office of the municipal clerk with the ballot boxes; attempting to carry away, destroy or mutilate ballots, ballot boxes, election returns, etc.; betting or attempting to induce others to bet. (Secs. 187, 188, 190, 192, 193, 195, 196, 198, 200, 202, 203, 204, 205, 206, 207, 209.)
109. May an election officer run for an office to be filled at an election at which he serves?  
A. He cannot. If he attempts to do so, all ballots cast for him must be taken as null and void. (Sec. 84.)
110. If there are a number of persons in the polling place at the time of the closing of the polls, what should be done?  
A. No one shall be admitted within the railed enclosure after the time of closing, but those then already within shall be permitted to vote. (Sec. 78.)
111. May an adjournment be taken after the closing of the polls?  
A. No, the counting of the votes shall commence immediately upon the closing of the polls. (Sec. 89.)
112. What provisions exist in the law whereby absent soldiers or sailors may vote?  
A. Those in the service of the United States, in the Army or Navy, may in time of war, if absent, authorize any voter in his district to cast his ballot for him, by an instrument in writing in a form prescribed in the law, executed not more than sixty days before the election, sworn to before any field officer, captain, adjutant or commander of his company or of the vessel or naval station to which he may belong, and attested by two witnesses.  
The voter encloses his ballot and authority in a sealed envelope upon the outside of which is printed or written an affidavit concerning his legal residence in the district and his present service in the army or navy.  
This envelope is enclosed in another envelope directed to the person whom he empowers to cast his vote and marked "soldier's (or sailor's) vote." The inner envelope cannot be opened until delivered to the election board which, after publicly opening the envelope and entering upon the poll lists the name and residence of the voter and the person delivering the ballot, deposits the same. The affidavits, instruments and envelopes should be preserved and filed with the poll lists. The necessary envelopes, forms, etc., are printed by the Secretary of State and forwarded to the captains, or other officers mentioned, in time for use for the election.  
(The provisions of the law bearing upon this subject are quite lengthy and should be carefully scanned when such votes are offered.) (Secs. 220, 232.)

### PREFERENTIAL VOTING.

113. In preferential voting, on what side of the name is the X or plus marked?  
A. On the right side. (Sec. 4, Chap. 108, Laws of 1914.)
114. Must the voter vote for other choices than the first choice?  
A. It is not compulsory. (Sec. 4, Chap. 108, Laws of 1914.)
115. Can a voter on any choice vote for more persons than there are offices to be filled? If so, on what choice?  
A. Yes, on the fourth or other choice. (Sec. 4, Chap. 108, Laws of 1914.)
116. Can you vote more than one choice for the same person?  
A. No. (Sec. 4, Chap. 108, Laws of 1914.)
117. Suppose there were five offices to be filled, and on the first choice two candidates received 7,050 votes and three candidates 6,000 votes out of a total of 14,090 votes, would all five be elected?  
A. No, only the two having a majority of the total number of votes cast. (Sec. 4, Chap. 108, Laws of 1914.)
118. When all the offices are not filled from the first choice, how are the remaining offices filled?  
A. By adding the second choice votes to the first choice votes. If necessary by adding third choice votes to first and second choice votes. Then if the necessary majority has not been obtained, the other choice votes are added to the first, second and third choice votes, and those receiving the highest number of votes by such addition are elected. (Sec. 4, Chap. 108, Laws of 1914.)

### COUNTING THE VOTES.

119. When the polls are closed after an election, what is the first thing to be done before counting the votes?  
A. The clerk of the board keeping the poll book shall state after the name of the last voter in words written at full length in the poll book, the total number of votes cast, and the members of the board shall sign their names to the same. (Sec. 86.)
120. May agents or challengers be present within the polling room, and if so, in what part, during the counting of the votes?  
A. They may be present within the railed enclosure and may hear and see the votes counted. (Sec. 63.)
121. May any besides the election officers, challengers and agents be present during the counting of the votes? Explain.  
A. The public may be present, but not in such numbers as to hinder, delay or inconvenience the election officers. (Sec. 89.)
122. After making the entry in the poll book as to the number of votes cast, what should be done?  
A. The ballot box shall be opened and the counting of the votes begun. (Sec. 87.)
123. When counting the votes, can anyone but the judge of election take the ballots out of the ballot box?  
A. No, they are taken out by the judge of election singly and separately. (Sec. 87.)
124. Describe what duty each member of the Board of Elections performs in connection with counting the votes.  
A. The ballots shall be taken singly and separately from the ballot box by the judge and while each ballot shall remain in his hands he shall audibly and publicly read the same and before taking another ballot from the ballot box he shall deliver the ballot opened to the inspector.

- The inspector shall take the ballot from the judge, examine it carefully to ascertain if it has been read correctly by the judge, write on the back of the ballot its number in the order in which it has been taken from the box. He shall then string it in its proper order with needle and twine provided for that purpose. The clerks of the board shall each, as the ballot is read, enter upon the tally sheet the figure (1) opposite the name of the person for whom the vote has been cast. (Secs. 87, 88.)
125. Can anyone but a duly appointed election officer assist in any way in counting the votes?  
A. No, only the Board of Elections. (Secs. 87, 88, 89.)
126. Is it proper for part of the election board in the counting of votes after a primary election to count the votes in the ballot box of one party, while the other part of the board counts the votes in the ballot box of the other party?  
A. No. The entire board assists in the counting of all the ballots. (Secs. 87, 88.)
127. What in your opinion would constitute a marked ballot?  
A. A blank ballot, one that has on its face or back any mark, sign or device other than is permitted by law by which the ballot can be distinguished from other ballots: ballots on which names are written in pen or pencil other than black; or pasters printed on paper other than white paper, ballots on which the number of the ward or district is improperly endorsed, etc. (Secs. 58, also foot-note (a), 59, 85, 91.)
128. What should be done with a ballot found to be wholly void?  
A. It shall be marked "void" and strung as other ballots are directed to be strung, but on a different twine and returned inside the ballot box to the municipal clerk. (Sec. 91.)
129. What ballots are partially void?  
A. A ballot on which for any office more names are voted than there are positions to be filled, but which is properly voted for other offices. (Secs. 92, 378.)
130. How shall ballots partially void be marked and what shall be done with them?  
A. Shall be marked "defective" on the outside and shall be preserved like the other ballots. (Sec. 378.)
131. What would you determine before counting a ballot on which a name had been written, or a paster used?  
A. That the name had been written with black lead pencil or black ink. That the pasters were printed with blank ink on white paper only. (Secs. 59, 85.)
132. If a voter marks more names than there are persons to be elected to an office, what is the effect on his ballot?  
A. It is void only so far as that office is concerned for which he has voted more names than there are persons to be elected. (Secs. 92, 378.)
133. If in counting the votes, the total number shall exceed the number of names in the poll book, what should be done?  
A. The ballots which remain in the ballot box after counting as many as there are names in the poll book, shall be taken as null and void. (Sec. 91.)
134. After the clerks have totalled the vote, what must each member personally do?

- A. He must personally examine the tally sheets to determine the results. Only after doing this can he sign the election returns. (Sec. 89.)
135. What must be deposited in the ballot box after the completion of the canvass of the votes?
- A. All ballots either accepted, rejected or unused, the coupons from the ballots, the poll lists and the tally papers. (Sec. 99.)
136. After the deposit of the books and papers in the ballot box at the close of an election, how is it made secure?
- A. By being locked, bound with tape and sealed. (Sec. 99.)
137. To whom, by whom and in what manner should ballot boxes be taken at the close of the canvass?
- A. It should be carried at once by two clerks, by the most direct route and without delay or stopping at any place, to the office of the municipal clerk. (Sec. 99.)
138. What disposition is made of the keys to the ballot boxes after the general elections?
- A. They are deposited with the county clerk. (Sec. 67.)
139. What statements should be made as to the result of elections, and to whom are they delivered?
- A. After primary elections a statement of the result is filed with each municipal clerk, who shall transmit the same to the county clerk. After general elections one copy of the statement of results shall be delivered to the municipal clerk and one copy within two days to the county clerk. If the election be for Governor or for members of the House of Representatives or for electors of President or Vice-President, a copy shall also be made and sent by mail within two days to the Secretary of State. (Secs. 95, 96, 355.)
140. By whom, and when, are statements of the result of elections filed?
- A. By the judge of elections or some other designated member within two days next after election. (Sec. 96.)
141. What is the penalty for failure to transmit such statement within the specified time?
- A. Payment to the County Collector, for the use of the county, the sum of one hundred dollars. (Sec. 97.)

#### CONSTITUTIONAL AMENDMENTS.

142. When proposed amendments to the constitution are to be submitted to the voters, what must be mailed to each registered voter, and how?
- A. A copy of the proposed constitutional amendments and such portion of the constitution as shall be necessary to clearly disclose the relation of the amendments to the existing constitution. These are mailed in the same envelope with the sample ballot. (Sec. 443.)
143. How may a voter vote for or against proposed amendments?
- A. By making an X mark or a plus mark in the square opposite the word "Yes" if in favor of same, or making an X mark or a plus mark in the square opposite the word "No" if opposed to amendment. (Sec. 374.)