To The Manager:

Thank you for your willingness to serve as a poll manager on election day. State and county election officials work hard all year to ensure that elections are secure and run smoothly, but we can’t do it alone. You and more than 20,000 of your fellow poll managers play an important role in conducting fair and impartial elections.

As a poll manager, you will be the face of the election community as you assist voters in a friendly and courteous manner. Poll managers are expected to put aside any personal political views and party allegiances. Our goal is to ensure voters have a pleasant experience and leave the polling place feeling satisfied and confident that their vote counts.

This handbook provides you with the information necessary to efficiently and effectively conduct elections in the polling place. Even if you have worked as a poll manager before, it is important to review the information to make sure you are aware of any changes that may have occurred. In addition to the handbook, an online poll manager training program is available. Online poll manager training can be accessed at anytime via the Internet. Ask your county voter registration and elections office to provide you with access to the system.

Again, thank you for serving as a poll manager.

Sincerely,

Marci Andino
Executive Director
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Statutory References

Statutory references in this booklet (for example, 7-13-72) refer to sections of the 1976 Code of Laws of South Carolina as amended.

Voter Registration Lists

All voter registration lists in this Poll Managers Handbook are public record. These lists are used for training purposes only. While the names in these lists are factual, some signatures shown in these lists are not actual signatures of these voters and are not intended to be used as actual signatures, but are only for demonstration purposes.

Terms

The terms “elector/voter” and “poll manager/manager of election” are used interchangeably throughout this handbook.

The term “county board” refers to the county board of voter registration and elections. The term “county office” refers to the county voter registration and elections office.

For purposes of clarification only, certain language from the S.C. Code of Laws has been paraphrased. This is not intended to change the meaning of any law in any way.
Poll Managers

Types of managers

- Clerk – The county board appoints one manager in each precinct to be clerk. The clerk is the lead poll manager (7-13-72).
- Poll Managers – All managers assigned to the polling place, including clerks and assistants, are poll managers and are responsible for the operating of polling place.
- Poll Manager’s Assistant – One 16 or 17-year-old assistant may be appointed for every two poll managers. Assistants must complete poll manager training. Assistants may not serve as clerk but have the same responsibilities as a poll manager (7-13-110).

Qualifications of managers

- Managers must be registered electors of the county in which they are appointed to work, or in an adjoining county (7-13-110).
- Managers may not be a candidate or the spouse, parent, child, brother, or sister of a candidate at any polling place where the candidate’s name appears on the ballot (7-13-120).

Number of managers

General Elections

For general elections, the county board appoints three managers of election for each polling place in the county for every 500 voters registered to vote at such polling place or portion thereof (7-13-72). For example, if 1,350 persons are registered to vote at a particular voting place, nine managers should be appointed.

Special or Municipal Elections

For special or municipal elections, the authority charged by law with conducting the election appoints three managers for the first 500 electors registered to vote in each precinct in the county, municipality, or other election district and one additional manager for each 500 registered voters over the first 500 (7-13-72).

Statewide Primaries

For primary elections held on the second Tuesday in June of each general election year, the county board appoints three managers of election for each polling place in the county for the first 500 electors registered to vote at such polling place, and may appoint three additional managers for each additional 500 electors registered to vote there.
All Other Party Primaries

For all other primaries, the county board appoints three managers of election for the first 500 electors registered to vote in each precinct involved in the primary election and one additional manager for each 500 electors registered to vote in the precinct above the first 500.

Forty-five days prior to any primary, except municipal primaries, each political party holding a primary should submit a list of prospective managers to the county board. The board must appoint at least one manager for each precinct from the list of names submitted by each political party holding a primary, if such list is submitted (7-13-72).

Training

Efficiently run elections are essential to an orderly form of government. All elections must be uniform and conducted within the boundaries of the laws of the state. Poll manager training is necessary for the conduct of good elections and is required by law. The county board is responsible for training poll managers. The State Election Commission is responsible for providing poll manager training materials (7-13-72).

While you may be required to attend in-person training, all managers are encouraged to complete online poll manager training at scVOTES.org. Your county board will provide you a username and password.

After completing training managers must take and sign the following oath prescribed by Article III, Section 26 of the South Carolina Constitution:

“I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been appointed, and that I will, to the best of my ability, discharge the duties thereof, and preserve protect and defend the Constitution of this state and of the United States. So help me God.”

This oath should be filed immediately with the Clerk of Court, or if there is no clerk, then with the Secretary of State (7-13-72).

Failure of Managers to Attend Election

If any of the managers fail to attend or if they have not been appointed, the qualified voters of the precinct who are present may appoint a manager to act in the place of the absent manager. If the duly appointed managers attend within a reasonable time, they will act as managers (7-13-170).
Before Polls Open

Arrival
Managers should arrive at the polling place at least one hour before the polls are scheduled to open. Know how to get to your polling place and where to park before Election Day. It may be helpful to visit your assigned polling place before Election Day. Make sure arrangements have been made to unlock the doors to the facility on election morning. Make sure you have an emergency contact number.

Manager’s Oath
Before opening the polls, the managers must take and sign a second oath in addition to the oath signed at training (included in polling place materials).

“We do solemnly swear that we will conduct this election according to law and will allow no person to vote who is not entitled by law to vote in this election, and we will not unlawfully assist any voter to prepare his ballot and will not advise any voter as to how he should vote at this election.” (7-13-100)

The oath must be returned to the county board.

Manager’s Badges
Managers will be provided with identification badges and must wear them at all times.

Polling Place Security
- Identify all exits from your polling place.
- Locate the fire extinguisher, alternative telephones, and fire alarm handles, if any, to pull in case of an emergency.
- Ensure that your cell phone is charged and turned on at all times.
- Know the address of the polling place and be prepared to give a definitive location within your building so that in the event you have to call 9-1-1, emergency responders can find you quickly.
- Maintain custody of voting machines, ballots, the communications pack, the EVRL laptop, the paper voter registration list and other election materials to and from the polling place. If left unattended, these items must be locked in a secure area.
- After closing the polling place, return all materials immediately as instructed by the county office.
- Follow the voting machine opening and closing procedures. Make certain to use seals and record seal numbers on the seal envelopes as instructed (see “Voting System Seals” section).
- Secure paper ballots while not in use. Do not leave the ballots unattended.
- Verify the ballot box is locked in a secure area. Do not leave the ballot box unattended.
• Do not leave the communications pack unattended.
• Make sure PEBs are secured in the communications pack when not in use. When PEBs are in use make sure they are not left unattended.
• Notify the county office immediately of any security concerns.

**Ballot Types**

**Voting Machines**

Each polling place should have one voting machine for each 250 registered voters, or portion thereof, or as near thereto as may be practicable (7-13-1680). For example, if a polling place has 700 registered voters, three machines should be provided. Voting machines are housed in a voting machine booth, which provides for voter privacy. Voters must cast ballots on voting machines, except under limited circumstances detailed below.

**Emergency/Provisional Ballots**

These are paper ballots included with your polling place supplies and should not exceed 10% of the registered voters in the precinct (7-13-430). These ballots are used for two purposes: Emergency Ballots and Provisional Ballots.

**Failsafe Provisional Ballots**

Paper ballots included with your polling place supplies and should not exceed 5% of the registered voters in the precinct (7-13-430(C)). These ballots are used for voters who vote failsafe at the polling place.

**Ballot Styles**

A ballot style is a unique combination of offices that appear on a voter’s ballot depending on the voter’s address. For example, district lines may cross your precinct meaning that some voters vote in one district while other voters vote in another district. Your polling place may have numerous ballot styles. One of your most important duties is to ensure each voter gets the correct ballot style. In primaries, additional ballot styles will exist for each party (7-13-610). Determining ballot styles is covered in the Processing the Voter section.

**Ballot Box**

At least one ballot box for paper ballots must be provided by the county board. The box must be of sufficient size to handle the volume of ballots (7-13-340).

**Arrangement of Polling Place**

Proper polling place arrangement is essential to ensure the secrecy of the ballot, an orderly flow of voters, accessibility for all voters, and polling place security. Managers should arrange their polling place in the most efficient manner possible.
Before Polls Open

- Each polling place must have a table for the managers.
- Ballot boxes must be kept secure and should be arranged so that the voter can deposit his ballot without crowding, confusion, or interference.
- A manager must be stationed beside the ballot box to collect ballot stubs (Section 7-13-730).
- Voting booths must be provided so that the voter can mark his ballot in secret.
- A guard rail must be provided around the voting booths so that no one except authorized person can approach nearer than five feet to the booths. The guard rail can be provided through the use of rope, tape, or other means. The primary objectives are to avoid crowding and interference, and to preserve the secrecy of the ballot (Section 7-13-130).
- Voting machines must be placed at least three feet from every wall or partition and at least five feet from manager’s table or any manager’s station.
- The machine booth should be placed so that the face of the machine can be plainly seen by the managers when not in use.
- The managers must prevent any other person from being in a position to view any voter’s ballot.
- Sample ballots and all posters and signs should be posted in a conspicuous area. Posters should be posted so that the center of the poster is approximately four feet off the floor.

Managing Long Lines

In elections with heavy turnout, managers need to take additional steps to help reduce wait times. Visit the polling place prior to election day to determine the best layout:

- Think about where the line will form and arrange the manager’s table to maximize the indoor waiting area.
- Use removable tape (e.g., painter’s tape) on the floor to direct traffic flow. Think about a line leading to an amusement park ride or a bank teller. Do NOT use tape that would leave residue or damage floors.
- In a large polling place, consider having one line at the manager’s table and another smaller line waiting to use voting machines. If this method is used, be sure to keep the number of voters waiting on machines manageable so that there is no confusion over who has been checked in.
- Think about flow from the entrance door, to the manager’s table, to the voting machine, to the exit door, and maximize your space.
- Consider using a resolution table. A resolution table can be set to the side and out of the way of the normal flow of voters. Voters who are voting provisional ballots, have address changes, or have other issues, can be processed at the resolution table. This allows these voters to be processed without slowing down the flow of traffic.
- Consider using signs to make it clear to voters where to go and what step is next. It’s best to
place these directional signs above head level so they can be seen in a crowd.

- Managers should use the ADA machine for all voters, not just voters who need the audio ballot.

**Poll Manager Roles**

Use defined roles in the polling place to help reduce wait times. In smaller precincts or in elections with low turnout, one manager may play multiple roles:

- **Clerk** – The clerk is the lead poll manager and is in charge of the polling place. It’s the clerk’s job to assign roles, arrange the polling place, monitor the flow of traffic, and ensure an orderly voting process.

- **Greeters** – These managers should be stationed near the entrance of the polling place, greet voters, ask voters if they have the proper Photo ID, ask voters to have their ID ready, identify voters with issues, direct voters to the manager’s table or resolution table, monitor for curbside voting, and monitor for any issues inside or outside the polling place.

- **Manager’s Table** – Processes voters.

- **Resolution Table** – Processes voters with address issues, provisional ballots, and other issues.

- **Curbside Manager** – If your polling place has a heavy curbside voting turnout, you may consider dedicating a manager for curbside voting.

- **Ballot Activator** – Greets voters and directs them to a voting booth, activates ballots, provides “I Voted” stickers, directs voters to the exit.

- **Exit Monitor** – Similar to a ballot activator this manager can direct voters to the exit, provide “I Voted” stickers, monitor the ballot box, and also help with the activities of the Greeter, Curbside Manager, or Ballot Activator.

**Voter Registration List Management**

- If using multiple EVRL laptops, the laptops should be networked. Networking the laptops means that they are connected to each other. A voter processed on one laptop is automatically updated on the others. If laptops are networked, the lines should not be split. In other words, any voter can go to any laptop and be processed.

- If using a paper voter registration list, remember to split the list so that there are an approximately equal number of voters in each section. While you should split the list at a letter break, do not split the list so that there are an equal number of letters in each section. This will likely result in unbalanced lines.
• This diagram is not to scale and is provided as an example only. Every polling place is different. Use this diagram and the suggestions and instructions in this handbook, to arrange the polling place for maximum efficiency.

• No one (other than the voter who is casting their ballot and the poll manager activating the ballot) should be within five feet of voting machine.

• Colored painters tape can be used on the floor to direct the flow of traffic.

• The number of voters in the 2nd Queue waiting to vote should not exceed the number of machines you have in your polling place.

• Post all materials provided by the county board (painter’s tape or masking tape works best)
• This diagram is not to scale and is provided as an example only. Every polling place is different. Use this diagram and the suggestions and instructions in this handbook, to arrange the polling place for maximum efficiency.

• No one (other than the voter who is casting their ballot and the poll manager activating the ballot) should be within five feet of voting machine.

• Post sample ballot(s) on the wall at wheelchair eye level in a conspicuous location.

• Post all materials provided by the county board (painter’s tape or masking tape works best)
Polling Place Accessibility

Polling places must be accessible to all voters. While county boards work to take action to ensure polling places are accessible, poll managers play an important role in the process. This section provides polling place accessibility requirements and what steps you can take on Election Day to ensure all voters can access the polling place.

Parking

- There must be at least one designated van accessible space with signage containing the International Symbol of accessibility. The van accessible space must be at least 96” wide with a 96” access aisle.

- Parking lots with 25-50 spaces require one additional car space which is a 96” wide space with a 60” access aisle. Parking lots with 51-75 spaces require two additional car spaces.

- Accessible parking should be as close as possible to the most accessible route to the voting area.

- A curbside voting location must be provided and marked with a curbside voting sign. Curbside voting is covered in more detail in the Election Day Issues section.
What you can do:

• If the parking lot doesn’t have accessible parking spaces, you can create accessible spaces by marking two regular spaces as one space by placing accessible parking signs in those spaces and separating them with cones or chairs.

• Ensure curbside voting signs are placed at eye level and are visible as voters enter the parking area.

• If using a bell, ensure it can be reached by the driver without leaving the car.

• Do not use the accessible parking spaces for curbside. The accessible parking spaces are for voters who may want to vote inside.

• Walk through parking lot, remove any debris, barriers or obstructions.

Entrance

• There must be a sign directing voters to the accessible entrance to the polling place.

• The pathway from the parking lot to the accessible entrance must be free of barriers and obstructions.

• Voters must be able to operate door handles with a closed fist.

What you can do:

• Ensure accessible entrance signs are placed at eye level and are visible from the accessible parking area.

• Walk through all paths, remove debris and move objects such as plants or signs out of the way.

• Make sure that any separate accessible entrances are unlocked.

• If door handles are inaccessible, prop open doors or schedule a person to open doors. Ensure that doors are not propped open using anything that would block the pathway. The county office may provide door stops.
• The county office may also provide accessible lever handles that can be used to make door knobs accessible.

• If any one side of a double leaf door is not at least 32 inches wide prop both doors open.

• The county office may also provide portable ramps or wedges to provide access to thresholds and slight changes in level.

**Interior Pathway**

• Walking surfaces must be stable, firm, and slip resistant.

• Wall mounted objects must not extend more than 4 inches from the side of an accessible route if between 27 inches (2 feet 3 inches) and 80 inches (6 feet 8 inches) above the ground.

• Post mounted objects must not extend more than 12 inches (1 foot) from the side of an accessible route if higher than 27 inches (2 feet 3 inches) and 80 inches (6 feet 8 inches) above the ground.

• The bottom edge of overhead objects must be at least 80 inches (6 feet 8 inches) above the ground. Examples of overhead objects include, but are not limited to, overhead signs and the underside of an exposed stairway.

**What you can do:**

• Walk through interior pathways, remove debris and move objects such as plants or signs out of the way. Check for cords, rugs, and other barriers that could make mobility difficult.

• If pathway is not stable, firm and slip resistant try to establish an alternative pathway.

• Use cones, chairs, trash cans, etc. under barriers to prevent voters from walking into them.
Voting Area

There must be a clear route throughout the entire voting area that is at least three feet wide.

- There must be a circular area at least five feet wide in front of a voting machine for an individual in a wheelchair to be able to turn around and leave the voting area.

What you can do:

- Walk through the voting area, remove debris and move objects such as plants or signs out of the way. Check for cords, rugs, and other barriers that could make mobility difficult.
- Provide chairs for individuals to sit on while waiting if needed.

Accessible Voting

- There must be at least one ADA machine with headphones for use in all statewide and federal elections.
- There must be at least one wheelchair accessible voting station in each polling place.

What you can do:

- Ensure the ADA voting machine and headphones are readily available and in working order.
- Any voting booth can be made accessible to a voter in a wheelchair by removing the legs from the voting booth and placing it on a table. Ensure that a table is available for this purpose that can be easily accessed. Ensure the voting booth can still be plugged into a power source instead of relying on battery power. Ensure to take all precautions to ensure the secrecy of the voter’s ballot.

Voter Registration Lists

The voter registration list is used by poll managers to help determine whether or not a person is eligible to vote in an election. The voter registration list contains the names of registered voters in the precinct.

Voters must vote in their precinct of residence. The list will help determine whether the voter is registered in the precinct. The list will identify voters who have already been issued an absentee ballot.
The voter registration list helps the manager identify the voters correct ballot style (the ballot containing the unique combination of election districts in which the voter resides).

There are two types of voter registration lists: the Electronic Voter Registration List (EVRL) and the paper voter registration list.

Electronic Voter Registration List (EVRL)

EVRL is an electronic version of the voter registration list. EVRL laptops are provided for use at polling places by the county voter registration and elections office. EVRL provides basic information of each registered voter in a county and allows the poll managers to determine whether or not a person is eligible to vote in an election as well as if the voter is in the correct polling place.

Benefits

- Allows voters to be checked in faster at the registration table.
- Eliminates need to divide lines alphabetically by last name. Any voter can be processed at any EVRL station.
- Identifies voters who have already been issued an absentee ballot and helps the manager identify the voter’s correct ballot style.

Using EVRL

For specific instructions on using EVRL, refer to the EVRL Poll Manager’s User Manual.

If multiple EVRL laptops are used in the polling place, the laptops should be networked together so that it’s not necessary to separate lines alphabetically. When networked, any voter can be processed at any laptop.

The EVRL Main Menu screen will display the election name, date, and county.

The Main Menu has three options:

1. Voters
2. Absentee Voters
3. Reports
Voters

The Voters option is the primary function managers will use to record voter participation throughout election day. Select Voters to access the Voter Search screen to search for the voter. The Voter Search screen displays some additional information about the election including the precinct name and percentage of voters who have voted in the election. Search by entering the voter’s name or registration number. If the EVRL laptop is equipped with a scanning device, this can be done by scanning the barcode on the voter’s voter registration card. Some scanners will also be capable of scanning the barcode on the voter’s Driver’s License. The search may return multiple voters.

Select the correct voter, and the voter’s information will appear on the screen. Enter the page and line number on which the voter signed the poll list. Enter the manager’s initials. If voting in a primary, select the appropriate party. If the voter is casting a provisional ballot, denote this on the screen. The screen will include the voter’s ballot style and/or district information. Use this to determine the voter’s correct ballot style. Specific instructions on determining ballot styles will be provided by the county voter registration and elections office. Once complete, click “Update Voter” and return to the Voter Search screen to process the next voter.

If the search does not display the correct voter, the manager can select the “Other Precincts” option to determine if the voter is registered in another precinct and direct the voter to the correct polling place. If the voter’s name cannot be found, follow the procedures under “Name Not Found On Voter Registration List” in the Election Day Issues section. If a voter whose name is not on the list is ultimately allowed to vote, select “Not Found – Add Voter” to add the voter’s name to the list. Complete the screen with all required information and click “Save Voter.”

Absentee Voters

The records of voters who have been issued absentee ballots must be updated on the EVRL laptop. Most absentee voters will have already been updated by the county voter registration and elections office. However, some voters who voted late in the absentee process will need to be added on election morning. Click “Absentee Voters” to access the “Absentee Voter Search” screen. Using the list of absentee voters provided by the county voter registration and elections office, search for each voter on the list. Select the correct voter. On the “Record Voters with Absentee Ballots” screen, select “Mark Voter as Absentee.” If a Primary, select the appropriate political party.

Reports

EVRL allows managers to run reports showing the number of voters who have voted, the number of voters who have not voted, or both. The report can be viewed on the screen but not printed. Reports can be run at any time but should not be run while voters are waiting. Voters cannot be processed while in report mode.
Paper Voter Registration List

All polling places will have a paper voter registration list. If using EVRL, the paper list is used as a backup in case of laptop failure. If not using EVRL, the paper list will be used to process voters.

State law requires that when a precinct has more than 750 registered voters, the paper voter registration list must be divided alphabetically so that each list contains no more than 750 voters, with separate managers provided for each list (7-7-730). The list should be split into equal sections containing approximately the same number of voters in each section. The list should be split at an alphabetical break. The list should not necessarily be split with an even number of letters in each line (A-L, M-Z). In most cases, this would result in an unbalanced number of voters assigned to each line.

Once the voter has presented identification, use a ruler or straight edge to locate the voter on the voter registration list. Marking the Paper Voter Registration List

Because the paper voter registration list will be scanned after the election to give voters credit for voting in the election, it is very important that managers be very careful in marking the voter registration list:

- Use a number 2 pencil
- Keep manager’s initials, page number, and line number inside the boxes
- Fully shade the VOTED, PARTY, and/or RUNOFF circles. No “x”s, checks, or other marks
- Do not fold or crease the pages
- Do not write notes on the list (such as deceased, moved, etc.)
General Elections

Once the voter’s eligibility has been determined, initial the Manager’s Initials column. Then write the page and line number on which the voter signs the poll list. Also shade in the circle under the “VOTED” column.

Party Primaries

The columns to the right of the voter’s name and headed “PARTY” reflect the political parties holding primary elections and are used to indicate the political party primary in which a voter wishes to vote.

In the sample section of the voter registration list, both Republican and Democratic primary elections are being held. Each square is labeled “R” (Republican) or “D” (Democratic). The appropriate circle is to be shaded in after the voter declares to the manager the primary in which he wishes to vote. In the example, the circle in the Republican column is shaded in by the poll managers. Manager must initial in the column to the right of the voter’s name, and write the page and line number the voter signed on the poll list.

Managers must be extremely careful to mark the list correctly and in the manner indicated. Manager must shade in the party column.
Primary Runoffs

A voter who voted in the one party’s primary may vote only in the same party’s runoff. In other words, the voter may not switch from one party in the primary to another party in the runoff.

In a primary runoff, the poll manager must shade the circle in the “RUNOFF” column, initial under the circle in the “RUNOFF” column, and complete the page and line number for the runoff.

A voter who did not vote in the first primary but was eligible to vote in the first primary may vote in the runoff. In this situation, the above procedure should be followed. Additionally, the manager must write his initials in the Manager’s Initial’s column for the Primary and shade in the appropriate “PARTY” column.

Municipal Elections

Once the voter’s eligibility has been determined, initial the Manager’s Initials column. Then write the page and line number on which the voter signs the poll list. Also shade in the circle under the “VOTED” column. In the event of a municipal runoff election, initial the manager’s initials column under “RUNOFF” and write the page and line number on which the voter signs the poll list. Also shade in the circle under the “VOTED” column under “RUNOFF.” If the voter did not vote in the original election, do not complete the “ELECTION” section, only the “RUNOFF” section.

Example shown
Poll List

The poll list is a list of the signatures of every voter who has voted at the polling place. Blank poll lists are provided with the polling place supplies. Every voter must sign the poll list before receiving a ballot. A separate poll list is used for curbside voters (see “Curbside Voting” section).

Voters should sign the poll list with either blue or black ink.

Voter’s Oath

The Voters oath is printed on the poll list. By signing the poll list, the voter is taking the voters oath.

General & Special Elections

“I do solemnly swear or affirm that I am qualified to vote at this election according to the Constitution of this state, and that I have not voted during this election.”

Party Primaries

“I do solemnly swear or affirm that I am qualified to vote at this election according to the Constitution of this state, and that I have not voted during this election. Further, I do solemnly swear or affirm that I am duly qualified to be at this primary election and that I have not voted before at this primary election or in any party’s primary election or officially participated in the nominating convention for any vacancy for which this primary is be held” (7-13-1010).

It is not necessary for a manager to read the oath to the voter (unless the voter is illiterate or blind). The manager should ask the voter to read the oath before signing.

If the voter is unable to write or is prevented from signing his name by physical disability, he must sign the poll list by mark with the assistance of one of the managers. The voter should make a cross mark (X) after which the manager will write the voter’s name and phrase “his mark” in the following manner:

His

John (X) Smith DCR <- Manager’s Initials

Mark

The manager should place his initials on the line beside the mark (7-13-710).
Opening the Polls

At 7 a.m., the chairman of the managers should announce that the polls are officially open. He should then proceed to unlock the ballot boxes and publicly display that they are empty. The ballot boxes should then be locked and the keys returned to the managers until the polls are closed and counting begins. If using numbered seals, the ballot boxes must be sealed. Ballot boxes cannot be opened again during the election (7-13-840).

It is suggested that the first voter verify that there are 000 votes on each voting terminal.

Closing the Polls

At 7 p.m., the clerk must announce that the polls are closed. Any voters, who are in the process of voting or waiting to vote at this time must be allowed to vote. No one who arrives after the announcement that the polls are closed may be allowed to vote (7-13-850).
Processing the Voter

STEP 1 - Voter Presents Photo Identification

When a voter presents himself to vote, the manager must ask the voter to present one of the following forms of current and valid photo identification (7-13-710).

- S. C. driver’s license
- S.C. Department of Motor Vehicles identification card
- S.C. Voter Registration card with a photograph
- Federal Military identification card with a photograph
- U.S. Passport

See Appendix I for examples of qualifying Photo IDs.

If voter does not present qualifying Photo ID, voter may vote a provisional ballot. See “Voter Without Qualifying Photo Identification” section.

STEP 2 - Verify Photo, Expiration Date and Signature

The manager must verify that the photograph on the qualifying Photo ID is that of the person seeking to vote. Check any expiration date the Photo ID may have. If the ID is expired, the manager should ask the voter if he has any other forms of qualifying Photo ID. If not, follow the procedures under “Voter Without Qualifying Photo ID” in the “Election Day Issues” section. Additionally, the signature on the voter’s identification should be checked against his signature on the poll list after the voter signs this list.

Any address listed on the Photo ID does not impact the voter’s eligibility to vote. The Photo ID is not required to have an address, and the address is not required to be current. What matters is whether the voter confirms his address on the registration list (see Step 4).

STEP 3 - Locate Voter on Voter Registration List

See detailed instruction in “Voter Registration List” section.
STEP 4 - Verify Address

The manager must ask the voter if the address on the voter registration list is the voter’s current residence address. For example:

“Do you still live at 123 Main Street in Columbia?”

If the voter’s address is correct as shown, the voter should be allowed to vote. If the voter’s current address is different from what is listed on the voter registrations list, see “Address Not Correct on Voter Registration List” section.

STEP 5 - Check for Status Codes

The manager must check the voter registration list for any status codes. Listed below are the codes and steps to process each.

ABS  Indicates the voter has been issued an absentee ballot.
    If the voter has voted absentee, he may not vote at the polls on election day. If the voter was issued an absentee ballot and did not return his absentee ballot and wishes to vote at the polls on election day, follow procedures under “Voter Marked ABS on the Voter Registration List in the Election Day Issues Section”.

I-M  Stands for “Inactive – Moved” and indicates that the State Election Commission has received information that the voter has moved. See steps under I-F below.

I-F  Stands for “Inactive – Failed to Respond” and indicates the voter failed to respond to a confirmation mailing conducted by the State Election Commission to verify the voter’s address.

The “I-M” and “I-F” designations do not necessarily require any extra action by the poll manager. These designations are used primarily by the voter registration office. It is essential to ask every voter whether his address is correct, including voters with “I-M” and “I-F” designations. If a voter with one of these designations states that the address on the voter registration list is correct, the voter should be allowed to vote a regular ballot. If the voter states the address is incorrect, follow the procedures in the “Voter Address Discrepancy” section.

ID  Voters are required to provide proof of identification when registering to vote by mail. Voters who did not provide this registration ID when registering, must provide ID before voting. A voter providing any one of the five qualifying Photo IDs for voting has satisfied this registration.

ID requirement, and no additional ID is necessary. Therefore, the ID status code usually requires no further action.

However, if the voter is voting a provisional ballot under the reasonable impediment exception (see “Voter Without Qualifying Photo ID” section), the voter must provide this additional ID to
complete the voter registration process. This additional ID may include any one of the following current and valid documents:

- photo identification (includes employee and student IDs, does not require address on ID)
- utility bill (must show address in county)
- bank statement (must show address in county)
- paycheck (must show address in county)
- government document (must show address in county, paper voter registration card without photo cannot be used as government document)

If the voter does not have one of these additional IDs, and the voter is voting reasonable impediment provisional ballot; the voter must provide the county voter registration office with the additional ID prior to certification of the election for the ballot to count. A copy of the additional ID can be provided by fax, email, or delivered in person.

**STEP 6 - Primary Elections**

If not a Primary, Skip to STEP 7.

If more than one primary is being held, ask the voter to declare in which political party’s primary he wishes to vote.

**IMPORTANT: Do not** ask the voter “Are you a Republican or Democrat”

Instead politely ask the voter:

“In which party’s primary do you wish to vote today?”

If only one-party primary is being held, inform the voter:

“You will be voting in the _________________ Party Primary today”

**STEP 7 - Voter Signs Poll List**

Ask the voter to read the oath printed on the poll list and then sign the poll list in blue or black ink. For a primary, the voter must sign the appropriate party specific poll list.
STEP 8 - Marked Voted & Initial List

Record your manager’s initials on the voter registration list. Record the page and line number the voter signed on the poll list. Also record that the voter has voted. If a primary, record the appropriate political party.

STEP 9 - Determine Ballot Style

Check the BALLOT STYLE or DISTRICT section to determine the ballot style the voter is entitled to vote. Your county voter registration and elections office will provide you specific instructions on determining ballot styles.

STEP 10 - Direct Voter to Voting Terminal
**Election Day Issues**

If every voter who arrived at your polling place was qualified to vote there and had proper ID, your job as a poll manager would be simple. While most voters are qualified, some are not. One of your most important responsibilities is to determine if and how these voters should vote in your polling place. You are also responsible for ensuring that everyone follows the rules for the conduct of elections. This section provides instruction on addressing many of the issues you may encounter on election day.

**Voter Without Qualifying Photo Identification**

If a voter does not present one of the qualifying Photo IDs, the manager must ask:

“Did you forget to bring your Photo ID to the polls, or do you not have a Photo ID?”

1.  **If the voter forgot to bring his Photo ID**, the voter has two options:

   a. Leave polling place, retrieve Photo ID, return and vote a regular ballot

   b. Vote provisional ballot now and present Photo ID later to county board of voter registration and elections no later than provisional ballot hearing. Explain ballot will NOT count unless voter presents Photo ID by that time. Poll manager should check the box in section C of the Provisional Ballot Envelope. Voter does NOT complete Reasonable Impediment Affidavit. Provide voter with Notice of Provisional Ballot Hearing, which includes the location and date and time of the provisional ballot hearing.

2.  **If the voter does not have a Photo ID**, ask the voter the following question:

   “Is there an obstacle that prevented you from getting one of the necessary Photo IDs?”

**Voter Answers “Yes” (Reasonable Impediment)**

1. Manager asks voter to show his paper voter registration card without a photo.

2. If voter shows the paper voter registration card without a photo, proceed to Step 3.

   a. If voter has a paper voter registration card without a photo but did not bring it to the polls, he has the option of retrieving it and proceeding to Step 3.

   b. If voter does not have a paper voter registration card without a photo and does not retrieve one, voter must vote a provisional ballot that will NOT count unless the voter presents one
of the qualifying Photo IDs to the county board of voter registration and elections prior to certification of the election. Completes Steps 2-4 under **Voter Answers “No”** below.

3. Manager completes Voter Information Section of Provisional Ballot Envelope.

4. Voter completes Reasonable Impediment Affidavit in Section D of the Provisional Ballot Envelope.

5. Notary notarizes affidavit (if available), or manager attests to voter’s signature by signing affidavit.

6. Voter votes provisional ballot, and manager provides voter with Notice of Provisional Ballot Hearing.

**Voter Answers “No”**

1. Manager informs voter he may vote a provisional ballot that will NOT count unless the voter presents one of the qualifying Photo IDs to the county board of voter registration and elections prior to certification of the election.

2. Manager must inform voter he may obtain a free Photo ID from the Department of Motor Vehicles or the county voter registration and elections office.

3. Manager completes Voter Information section of Provisional Ballot Envelope and checks the box in Section C indicating the voter will need to provide Photo ID to the county board of voter registration and elections prior to certification of the election.

4. Voter votes provisional ballot and manager provides voter with Notice of Provisional Ballot Hearing.
Photo ID Questions and Answers

“What is a reasonable impediment?”

By asking the voter if there is “an obstacle that prevented you from getting one of the necessary photo IDs,” the manager is determining if the voter wishes to claim the “reasonable impediment” exception to providing photo ID at the polling place.

If the voter doesn’t understand reasonable impediment, the manager should explain that a reasonable impediment is any obstacle that prevented the voter from obtaining any one of the qualifying photo IDs. Some reasonable impediments may include:

- A religious objection to being photographed
- Disability or illness
- Work schedule
- Lack of transportation
- Lack of birth certificate
- Family responsibilities
- Any other obstacle the voter finds reasonable

“I have a reasonable impediment” or “I have a good reason for not having a photo ID” or any similar statement.

Manager must consider such statements by the voter as a “yes” answer to the reasonable impediment question. Manager should follow procedure for voter answering “yes’ under “Voter Without Qualifying Photo Identification” in the Election Day Issue Section.

“Can I just say I don’t have a car?” or “I have kids, is that reason enough?” or “I just don’t have time. Can I claim that?” or similar questions.

Manager should explain that the voter may claim any obstacle to obtaining a qualifying ID that he finds reasonable as long as it is true. Only the voter determines what is reasonable. In other words, only the voter can say whether any particular obstacle created a reasonable impediment to obtaining a photo ID. Managers and other election officials do not determine the reasonableness of the claimed impediment.
“Will my vote count?”

A provisional ballot cast under the reasonable impediment exception will count unless the county board has grounds to believe the affidavit is false. In other words, the county board would have to have convincing evidence that the voter is either not who he claims to be, or that the voter lied about his impediment.

“What if my Driver’s License is expired?”

State law requires that the qualifying Photo ID be current (not expired). Not all Photo IDs have an expiration date, but managers must check any expiration date that is on the ID (see “Processing the Voter” section). If the ID is expired, it cannot be accepted. If the voter has no other qualifying Photo ID, the manager follows the procedure under “Voter Without Qualifying Photo Identification.”

“My Driver’s License is suspended. Can I still use it?”

State law requires that the qualifying Photo ID be valid (not suspended, cancelled, revoked). In most cases, managers will not know whether a Photo ID has been suspended, cancelled, revoked, etc. However, if the manager has knowledge that the Photo ID is not valid (e.g., voter volunteers the information), the ID cannot be accepted for voting. If the voter has no other qualifying Photo ID, the manager follows the procedure under “Voter Without Qualifying Photo Identification.”

“I’ve misplaced my Photo ID”

A person who has lost or misplaced their Photo ID and has no other approved Photo ID should be considered as not having a Photo ID. This voter would be eligible to vote under the reasonable impediment exception in “Voter Without Qualifying Photo Identification.” The voter would not be treated the same as a voter who simply left his Photo ID at home. The voter who leaves his Photo ID at home either has to retrieve it or vote a provisional ballot and show a Photo ID prior to certification of the election.
"What is considered a federal, military ID?"

There are numerous Photo ID cards that are considered federal, military IDs:

- Active duty military IDs (see Appendix for image)
- Retiree and spouse military IDs (see Appendix for image)
- Contractor or civilian employee military IDs
- Any other photo ID issued by the Department of Defense
- Veteran’s Affairs Benefits Card (see Appendix for image)

When in doubt about whether a photo ID is a federal, military ID, ask yourself these questions:

- Is it federal?
- Is it military?
- Does it have a photograph?

If the answer to all three questions is “yes,” the ID is a qualifying Photo ID acceptable for voting. If the answer to any of the questions is “no,” it is not a federal military ID. The manager may contact the county voter registration and elections office for guidance. If the ID is not a federal military ID, ask the voter if he has any other form of qualifying Photo ID. If not, follow procedures under “Voter Without Qualifying Identification” in the Election Day Issues section.

"Can I vote with my S.C. Concealed Weapons Permit (CWP)?"

Yes, as long as it is current and valid. The CWP is a form of identification containing a photograph issued by the Department of Motor Vehicles.
Voter’s Identity in Doubt

The manager must verify that the photograph on the qualifying ID is that of the person seeking to vote. Additionally, the signature on the voter’s ID should be checked against the voter’s signature on the poll list. In comparing the photograph, the manager must take into account the issue date of the ID, changes in hair style or color, eyewear, or other changes to the voter’s appearance that could make the voter appear differently at present than at the time the photo was taken. For example, a voter may look substantially different today than they look in a photograph taken ten years ago. Likewise, a person’s signature may change over time. Managers must err on the side of the voter in making these comparisons.

If after examining the voter’s photograph and signature on the voter’s ID the manager disputes the identity of the voter, the poll manager should ask the voter if he has any other form of qualifying photo ID. If the voter provides a second qualifying photo ID, and the manager no longer disputes the voter’s identity, the voter must be allowed to vote a regular ballot. If the voter cannot provide a satisfactory, secondary qualifying photo ID, the manager must allow the voter to vote a provisional ballot. The manager must complete the Voter Information Section of the Provisional Ballot Envelope and complete Section B, Voter Qualification Challenge, marking “Photo Does Not Match” as the reason for the challenge. See “Voter Qualification Challenges” section (7-13-710).

Name Not Found On Voter Registration List

A voter’s name not being on the voter registration list could be an indicator that a voter is not registered or has moved away from the precinct. However, just because a voter’s name is not on the voter registration list does not necessarily mean the voter cannot vote at that polling place. For various reasons, a voter may be a qualified voter in the precinct but his name has been excluded from the voter registration list. Managers must help ensure each voter casts a ballot in the polling place in his precinct of residence. Voting in an incorrect precinct may cause a voter’s vote not to count.

In some cases, the county board of voter registration and elections may provide the voter with a letter instructing the managers in the precinct to allow the voter to vote. If so, the managers must allow the voter to vote a regular ballot (continue with number 6 below).

When any person offers to vote and his name does not appear on the voter registration list, follow these steps (S.C. Code 7-13-820):

1. If using EVRL, the manager should first search for the voter on the EVRL laptop. EVRL contains records of all registered voters in the county. If the voter is registered in another precinct, direct the voter to the correct polling place. Be sure to verify the voter still lives at the address in the other precinct. If not, direct the voter to the county office to update his address and vote failsafe.

2. If using the paper voter registration list, or if the voter’s name cannot be found in EVRL, the
manager should call the county board. If the call is long distance, it can be made collect, and the board must accept the call. The manager should notify any poll watchers present. Poll watchers can accompany the manager to the phone and have the information repeated to each of them. The manager will give the board the name of the voter as it appears on the ID presented by the voter. The board will search its records to determine if the voter is registered and the voter’s correct precinct. To help locate the voter’s record, the voter may provide his voter registration number or Social Security Number. If Social Security Number is provided, take steps to protect the privacy of the voter’s Social Security Number. If the voter believes he registered at the Department of Motor Vehicles, the manager should inform the board. The board will take steps to verify this.

3. If the board cannot locate the voter’s record, and the voter insists he is registered in the precinct, the voter may vote a provisional ballot. Follow the procedures in the “Voter Qualification Challenges” section. Managers who challenge a voter solely because his name cannot be found on the voter registration list do not have to attend the provisional ballot hearing. The county board will verify the voter’s eligibility.

4. If the voter is registered in another precinct, direct the voter to the correct precinct.

5. If the person is eligible to vote in the precinct, the board will provide the manager with the voter’s date of birth. The manager should ask the voter to provide his date of birth. If the voter provides the correct date of birth, the voter will be allowed to vote a regular ballot.

6. The manager must enter the information from the voter’s ID in EVRL (see “Using EVRL” in the “EVRL” section), or record the information in the appropriate spaces on the last page of the paper voter registration list. Properly mark the voter registration list (as instructed earlier) and have the voter sign the poll list.

**Address Not Correct on Voter Registration List**

An processing the voter, the manager must ask each voter if the address on the voter registration list is correct. If the voter says the address on the list is not correct, follow these steps:

1. Ask the voter his current address.

2. Determine if the address is inside or outside the precinct. If you do not know, refer to any maps or street lists provided to you by the county voter registration and elections office or call the office to confirm. If you are unable to determine whether the address is inside or outside the precinct, have the voter vote a provisional ballot. Provide as much information as possible on the Provisional Ballot Envelope.

3. If the address is inside the precinct

   a. Voter completes Change of Address form (see Appendix). Save the form with materials to be
Failsafe Voting

Failsafe voting is designed to allow voters who have moved from one precinct to another and failed to update their address to update the address on election day and vote (7-5-440).

Failsafe voting applies in two situations:

1. Voter moves from one precinct to another within the same county.
2. Voter moves from one South Carolina county to another within 30 days of an election.

A voter in either of these situations has two options:

1. Vote at the polling place where the voter’s name is on the books (in the voter’s previous precinct). The voter votes a limited, failsafe ballot containing only federal, statewide, countywide, and municipal-wide offices.
2. Go to the voter registration office in the voter’s current county of residence (the voter’s new county if he has changed counties), complete a change of address form, and vote a full ballot.

If voting failsafe at the polling place, follow these steps:

1. Manager completes Voter Information section and Section A of Provisional Ballot Envelope.
2. Voter signs Section A of Provisional Ballot Envelope.
3. Manager provides voter with paper Failsafe Provisional Ballot. In most cases, there is only one Failsafe Provisional Ballot style. If there are multiple styles (e.g., precincts with multiple Congressional Districts, precincts split by municipal lines), select the correct ballot style.
4. Voter votes ballot. The voter must be provided with a voting booth to ensure the secrecy of his ballot (see Step 5 in the "Voter Qualification Challenges" section).
5. Voter returns ballot to manager. Manager places ballot in Provisional Ballot Envelope and seals it. Manager places envelope in ballot box.

6. Manager provides voter with Notice of Provisional Ballot Hearing. Inform voter that the ballot will count as long as he has completed and signed Section A of the Provisional Ballot Envelope.

**Failsafe voting does NOT apply in these situations:**

- Voter moves within his precinct. This voter votes a regular ballot (see “Address Not Correct on Voter Registration List” section).

- A voter who has moved from one South Carolina county to another prior to 30 days before the election. In this case, the voter should have registered in his new county by the 30-day deadline. If the voter moved before the 30-day mark and did not register in his new county, the voter is not eligible to vote in the election.

**Failsafe Voting in Municipal Elections**

Failsafe voting also applies to municipal elections with some differences:

1. A voter must have resided within the municipality for at least 30 days to be eligible to vote in the municipal election.
   a. If a voter has moved inside his precinct and inside the municipality, the voter votes a regular ballot (see “Address Not Correct on Voter Registration List” section).
   b. If a voter has moved from one precinct inside the municipality to another precinct inside the municipality, follow the failsafe voting procedures above.
   c. If a voter has moved from outside a municipality to inside a municipality, ask the voter when the move occurred. If the move occurred before the 30-day mark, failsafe voting applies because the voter has been a resident of the municipality for 30 days. If the move occurred after the 30-day mark, the voter may not vote because he has not resided in municipality for 30 days.

2. There are additional considerations when a municipal election is being held with a county or state election and when a municipality is split by county lines. In these situations, refer to your county voter registration and elections office for assistance.

**Voter Marked ABS on Voter Registration List**

Poll Managers cannot, under any circumstances, accept absentee ballots at the polling place (7-15-430). A voter who received an ABS ballot must return the ballot to the county office.
Procedure:

When voter is marked ABS on voter registration list, poll manager provides voter two options:

- **Option 1** – Return voted ABS ballot to county voter registration and elections office by 7 p.m. on election day
- **Option 2** – Return ABS ballot to county voter registration office, receive authorization letter, return to polling place, and vote on a voting machine.

If voter says he did not receive an ABS ballot (i.e., has no ABS ballot to return), poll manager provides voter two options:

- **Option 1** – Vote a provisional ballot. This ballot will count as long as the voter has not returned an ABS ballot and is otherwise qualified. Refer to steps 3 – 6 under Voter Qualification Challenge Procedure (P. 26).
- **Option 2** – Go to county voter registration office, receive authorization letter, return to polling place, and vote on a voting machine.

Voter Qualification Challenges

**Challenges by the Managers**

The law provides that if the managers are reasonably sure that the person presenting himself is entitled to vote, they will deliver to him a ballot (7-13-730).

The law also provides that the managers of election should prevent any person from voting when they have good reason to believe that such person has already voted. (For example, ABS is shown next to the voter’s name). It provides also that they should refuse to allow any person to vote who is not a registered voter or who have become disqualified for any cause to vote in the precinct. It is the duty of managers to challenge the vote of any person who may be known or suspected not to be a qualified voter (7-13-810). Any manager who challenges voter’s qualifications should be present at the provisional ballot hearing.

**Voter Qualification Challenge Procedure**

Any voter’s ballot may be challenged by a manager, watcher (see “Watchers” section) or other voter (7-13-810, 7-13-820, 7-13-830).

Challenges must be made before the voter casts his ballot on a voting machine or deposits his ballot in a ballot box. No challenge may be considered after that time.

**Step 1:** Explain Qualifications
When a manager, watcher, or voter challenges a ballot, the manager must explain to the voter the qualifications of a voter (7-5-120):

- Must be at least 18 years of age
- Must be citizen of the United States, a resident of South Carolina, the country, and the voting precinct at which he offers to vote
- Must not be under a court order declaring him mentally incompetent
- Must not be confined in a prison or jail (does not apply to persons awaiting trial)
- Must not have been convicted of a felony or crimes against the elections laws (unless he has served his complete sentence, including any probation or parole time and paid restitution, or has been pardoned for such offenses, and has registered to vote after completing his sentence)
- Must have been duly registered by the board of registration at least 30 days prior to the election

Step 2: Voter Insists on Voting

If the person whose ballot is challenged insists that he is qualified, and the challenge is not withdrawn, he will vote a provisional ballot. Manager completes voter registration list, and voter signs poll list.

Step 3: Manager completes the Provisional Ballot Envelope

- Manager completes Voter Information Section of Provisional Ballot Envelope
- Manager completes Section B, Voter Qualification Challenge, listing the reason for the challenge and the challenger’s information.

Step 4: Managers provides Provisional Ballot

The manager provides the voter with the appropriate paper provisional ballot style.

Step 5: Voter Votes Ballot

The voter must be provided with a voting booth to ensure the secrecy of his ballot. This can be accomplished with a separate booth or the voting machine booth. If the voting machine booth is used, protect the machines touchscreen by covering it with this handbook (or other cover) or by turning the terminal over in the booth. The voter returns the ballot to the manager. The manager places the ballot in the Provisional Ballot Envelope and seals it. The managers places the envelope in the ballot box.

Step 6: Provide Notice of Provisional Ballot Hearing

The manager must provide the voter and the challenger with the Notice of Provisional Ballot Hearing and should verbally inform the voter of the date, time, and location of the hearing.
Unless the challenger is present at the hearing, produces witnesses in support of the challenge, or provides evidence in writing to support the challenge prior to the hearing, the provisional ballot will be counted. The challenger should make every effort to be in attendance at the hearing. Nothing prohibits the county board from continuing any challenge administratively as long as it has evidence to sustain the challenge.

Assistance to Voters

Generally, no one except a voter preparing his ballot is allowed within five feet of the voting booth. However, any voter who requires assistance to vote by reason of blindness, disability, or inability to read or write may be given assistance by a person of the voter’s choice, other than the voter’s employer or agent of that employer or officers or agent of the voter’s union (7-13-780, Section 208 of the 1965 Voting Rights Act). Assistants may include, but are not limited to, family members, friends, candidates, poll watchers, poll managers, voters waiting in line, and minors.

Procedure for Determining If a Voter Is Entitled to Assistance

Step 1: The voter must request assistance. Do not assume that anyone needs assistance, volunteer anyone for assistance, or allow anyone else to do so.

Step 2: The manager says to the voter: “The law provides that any voter who requires assistance to vote for reason of blindness, disability, or inability to read or write is entitled to that assistance. Do you request assistance for one of these reasons?”

Step 3: If the voter’s answer is yes, the manager then says: “You may choose anyone you wish to assist you in casting your ballot except for your employer, an agent of your employer, an officer of your union, or an agent of your union.”

Step 4: After the voter has selected an assistant, the managers must ask the person chosen whether he is the voter’s employer, agent of that employer, or officer (or agent) of the voter’s union.

Step 5: The voter and his chosen assistant enter the voting booth to cast the voter’s ballot.

Under normal circumstances a poll manager would accompany the voter into the voting booth only if he has been chosen to be the voter’s assistant. However, if the managers have credible evidence or good reason to suspect that there is any scheme to defraud voters who are entitled to assistance, a poll manager may be appointed to accompany the voter and the voter’s assistant into the voting booth to act as any observer. An example of this may be if a non-poll manager is frequently asked to assist. This manager cannot mark the ballot, or take any part in assisting the voter: he is there only as an observer to ensure that the ballot is marked in strict accordance with the voter’s wishes. If the manager, acting as an observer, sees that the person chosen by the voter is not marking the ballot as the voter wishes, or is otherwise acting improperly, the manager should challenge the ballot.
Instructions after the Voter has Entered the Voting Machine Booth

After a voter has entered a voting booth and asks for further instructions concerning the procedure for voting, two managers must enter the booth to provide instructions. Poll managers must not in any manner request or seek to persuade or induce the voter to vote in any particular manner. After giving instructions, the voter must be allowed to cast his ballot in secret (7-13-1830).

Curbside Voting

Any voter who, because of a disability or being age 65 or older, cannot enter the polling place in which he is registered to vote, or is unable to stand in line to vote, may vote outside the polling place inside a vehicle in the closest available parking area (7-13-771, National Voting Accessibility for the Elderly and Handicapped Act).

- Curbside voting signs must be displayed in the designated curbside parking area.
- Managers must monitor the curbside parking area in intervals of no more than 15 minutes.
- No person other than the voter is permitted in the vehicle in which the voter is casting his ballot unless the voter is entitled to assistance (see “Assistance to Voters” section).
- Only those who meet these qualifications may vote curbside. The driver of the vehicle or the voter’s caregiver may not vote curbside unless he meets these qualifications. The driver or caregiver would need to vote normally at his polling place or vote absentee if qualified.
- Curbside voting doesn’t necessarily allow a voter to “jump” to the front of the line. A curbside voter marker can be given to another voter in line to alert the manager’s table when it’s a curbside voter’s turn to vote.
- Don’t use the same machine all the time for curbside voting. Continually removing the same machine from the booth can quickly reduce the battery charge. Don’t forget to reconnect the power cord when returning the machine.
- Managers can provide curbside voters with an Absentee Voting brochure (if available) and remind them that absentee voting is an option.

Curbside Voting Procedure

Step 1: Managers are notified that a voter requires curbside voting.

Step 2: The voter or caregiver presents Photo ID to the manager.

Step 3: The manager updates the voter registration list as normal checking “curbside” on the voter’s record. If using a paper list, write “curbside” beside the voter’s name.
**Step 4:** Two managers take the curbside poll list and a voting machine terminal to the voter’s vehicle. The managers should label a separate poll list as “curbside” at the beginning of the day. This allows for curbside voting without disruption to polling place voting.

**Step 5:** The manager verifies the photo, expiration date, and signature on the Photo ID.

**Step 6:** The voter signs the poll list.

**Step 7:** The voting machine terminal is given to the voter inside the vehicle.

**Voting Machine Accessibility**

There must be at least one ADA voting machine in each polling place for statewide and federal primaries and elections. The voting machine and booth has several features that make voting accessible for voters with disabilities.

- Any voting booth can be made accessible to a voter in a wheelchair by removing the legs from the voting booth and placing it on a table. Ensure the voting booth can still be plugged into a power source instead of relying on battery power.

- Any voting machine can be removed from the booth and used for curbside voting.

- With a voter’s permission, a voting machine can be removed and placed in the lap of a voter in a wheelchair.

- The ADA machine features an audio ballot that makes voting accessible to voters who are blind or visually impaired. The ADA machine has Braille-embossed buttons and a headphone jack. Don’t assume a voter is blind or visually impaired. If a voter indicates he is blind or visually impaired, the manager should offer use of the ADA machine. Headphones should be included in polling place supplies, but the voter may also use his own headphones. The visually impaired person may also choose to vote with assistance from another person.

**Audio Ballot Procedure**

**Step 1:** Process the voter as normal following the steps in the “Processing the Voter” section. It will be necessary for a poll manager to read the oath to the voter. Assist the voter with signing the oath if requested.

**Step 2:** Escort the voter to the ADA machine.
Step 3: Ensure the headphones are plugged into the headphone jack near the bottom right of the voting machine. There is no volume control on the ADA machine, however; there may be volume control on the headphones. Voters may also bring their own headphones.

Step 4: Have the voter put on the headphones.

Step 5: Explain to the voter he will listen to voice cues through headphones and use the up and down arrows to navigate through the ballot. The diamond shaped button will be used to make selections, and the Vote button at the top of the machine will be used to cast the ballot. The buttons are labeled in Braille. Have the voter touch the buttons to become familiar with them.

Step 6: Explain that after voting the ballot you will hear a summary of your selections. You will have the option of going back and changing your ballot or voting for any contest that were missed you are not required to vote a complete ballot. The voter will be directed to press the VOTE button at the top of the voting machine to cast the ballot. The voter will hear a series of beeps and a verbal confirmation that the ballot has been cast. Ask the voter to raise his hand if at any time he needs assistance.

Step 7: Tell the voter you will now initiate the audio ballot, and the voter will begin hearing audio cues.

Step 8: Insert the PEB and select the appropriate ballot style.

Step 9: Press the diamond shaped button to select an audio ballot.

Step 10: Step away from the voting machine to provide the voter with privacy. If voter cannot navigate the ballot or has problems that you are unable to assist with, offer to vote a regular ballot with assistance (see the “Assistance to Voters” section).

Watchers

Each candidate in the party primary and nonpartisan candidate in an election may appoint one watcher at a time for any polling place where the candidate’s name is on the ballot. In any general or special election, all candidates of the same political party will be jointly represented at any one polling place by not more than two watchers at a time for each 1,000 registered voters or fraction thereof registered in the precinct.
Every watcher must:

- Be a qualified voter in the county where he is to watch.
- Be certified to the managers of the voting precinct to which assigned. This certification must be in writing and signed by the candidate or by an appropriate party official as having been designated as a watcher.
- Wear a badge not to exceed 4 ¼” X 4 ¼” at all times which specifies the name of the candidate or party he represents. This badge must contain letters no larger than ¼ inch in height or width and must not be a color that has florescent quality.
- Conduct himself in a manner that will not interfere with the orderly conduct of the election (7-13-860).

The managers have authority to require that the watchers station themselves in such a place as the managers designate. Watchers must be placed where they can observe the entire election procedure, but managers should not permit the activity of the watchers to interfere with the orderly conduct of the election or to permit the watcher to talk with the voter. Except as allowed by law, watchers may not approach within five feet of any voting booth. Watchers must conduct themselves in an orderly manner. Watchers who are disorderly or unruly may be removed from the polling place. (7-13-140, 7-13-860, 7-13-130)

The voter registration list is a matter of public record. Under supervision of the poll managers, poll watchers should be allowed to look at the list as long as it does not interfere with or disrupt the orderly voting process.

To be more knowledgeable about election day procedures, poll watchers may want to attend poll manager training conducted by the county board. Poll watcher training may also be available from the county board.

Challenges by Watchers and Electors

If the watcher desires to challenge a voter, he must address himself to a manager and not to the voter. The manager should then follow the procedure outlined in the preceding section entitled “Voter Qualification Challenge Procedure”.

Observers

Since elections are a public process, anyone should be allowed to observe under certain conditions. Any member of the public in a polling place who isn’t performing a specific role (manager, voter, watcher, etc.) is considered an observer. Observers may stay inside polling place if they do not harass or intimidate voters or otherwise interfere with the election process. Due to polling place size, observers may be limited in number. Observers, as with anyone inside the polling place, may not display or v any type of campaign materials. Observers must conduct themselves in an orderly manner. Observers who are disorderly or unruly may be removed from the polling place (7-13-140). After the polls close, the public must be allowed to remain in the polling place to observe the canvassing process.

Campaign Literature at Polls

On election day, it is unlawful for any person to distribute or display any type of campaign literature or place any political posters within 200 feet of any entrance used by the voters to enter a polling place. It is the duty of poll managers to keep this prohibited area clear of political literature and displays. County and municipal law enforcement officers should, upon the request of the poll managers, remove or cause to be removed any material distributed or displayed within 200 feet of any such entrance (7-25-180(A)) (See “No Campaign Materials Allowed” poster in the Appendix). The 200-foot buffer zone does not apply to private property adjacent to a polling place. Poll managers should not attempt to remove or cause to be removed materials or displays on adjacent private property.

Any written or visual material that in the judgment of the poll manager expresses support or opposition for any candidate, party or ballot issue in a current election is campaign material.

Anyone displaying campaign material within 200 feet of the polling place must be asked to remove the material, cover the material, or otherwise cause the material not to be visible. Poll managers should use good judgment when requesting the covering of campaign material. Campaign material on shirts may be addressed by wearing a jacket, coat, or sweater over the shirt or turning the shirt inside out. The material must remain out of sight while in the polling place and within 200 feet of the polling place.

If a voter refuses to cover or remove the material, poll manager should advise the voter of the law and the requirement that the material not be visible in order to vote. If the voter refuses to comply, contact the county office for assistance.

Candidates and Candidate Representatives

Candidates may NOT:

- Display or distribute campaign materials within the 200-foot area.
Candidates may:

- Campaign verbally within 200 feet of the entrance to the polling place as long as it does not interfere with the election process.

- Wear a badge no larger than 4 ¼” X 4 ¼”. This badge may contain only the candidate’s name and office sought.

- Enter the polling place. Candidate badge must be removed before entering.

- View the voter registration list and poll list if it does not interfere with the election process.

Candidate Representatives may NOT:

- Display or distribute campaign materials within the 200-foot area.

- Wear any type of campaign badge.

- Campaign inside the polling place.

- Intimidate voters.

- Interfere with the orderly election process.

Candidate Representatives may:

- Campaign verbally within 200 feet of the entrance to the polling place as long as it does not interfere with the election process.

Any complaint regarding polling place campaigning should be directed to the poll managers. Managers should use their best judgment to settle any issues and maintain an orderly election process. See “Power of Managers” section (7-25-180 b).

The voter registration list and poll list are a matter of public record. Under supervision of the poll managers; poll watchers, candidates, and candidate’s representatives should be allowed to look at the list as long as it does not interfere or disrupt the orderly voting process.

Power of Managers

The poll managers have such police power as necessary to carry out the provisions of the election
laws. They have full authority to maintain good order at the polls and to require obedience to their commands during the election and during the counting of the ballots. All peace officers are required to answer the manager’s calls for help in preserving peace (7-13-140).

For example, if a poll watcher is disorderly or unruly, a police officer may be requested to remove that poll watcher.

**Police Officers**

Peace officers may call upon bystanders to assist them, and bystanders are required to render such assistance (7-13-150).

Unless called within the polls by a majority of the managers for assistance, no sheriff, deputy, policeman, or other officer is allowed to come within the polling place. This does not prevent a police officer from entering the polling place for the purpose of casting his ballot (7-13-160). Once he has voted, however, the peace officer should leave the polling place.

**Emergency Situations**

In any emergency, your first concerns should be your own safety, the safety of your co-workers, and the safety of any voters in the polling place.

- In the case of a medical emergency or other emergency requiring assistance from the Police Department, Fire Department, or medical personnel, always dial 9-1-1.
- If you see something, say something. Report any suspicious or criminal activity to law enforcement immediately. If safe to do so, also notify the county office.
- If you must leave your polling place due to an emergency and if safety and time permit, try to take the following items with you, in order of most importance: EVRL computer or paper voter registration list, paper ballots, poll lists, voting machines, PEBs, communications pack, the ballot box and other election materials.
- Always follow the instructions of emergency personnel.
- If you must leave your polling place, call the county office once you reach a safe location to report the situation.
Cell Phones, Cameras

For voting system security and as a courtesy to others, ask voters not to use cell phones, tablets, or cameras in the voting area.

Time for Voter to Remain in Voting Booth

Voting Machines

No voter is allowed to remain in a voting machine booth longer than three minutes. If the voter refuses to leave after a lapse of three minutes, the voter may be removed by the managers. After three minutes has passed and if other voters are waiting, the voter should be reminded of the three-minute rule and asked to finish voting (7-13-1820).

Paper Ballots

When voting with a paper ballot, no voter can occupy a voting booth for longer than five minutes, whether or not the voter is receiving assistance. After five minutes has passed and if other voters are waiting, the voter should be reminded of the five-minute rule and asked to finish voting (7-13-760).

Insufficient Ballots

If voting machine are inoperable or a sufficient number are not available, the poll managers must provide emergency paper ballots. A number of emergency ballots will be provided for this purpose, but no more than 10% of the registered voters at the polling place.

Notify the county office immediately if you must use emergency ballots. The county office will work to restore voting machines or provide additional emergency ballots.

If emergency ballots are insufficient, the poll managers must provide ballots made as nearly as possible to the official ballots. Use any resource available, if necessary, to create these ballots. Under no circumstance should an eligible voter be turned away from the polls during voting hours without being given the opportunity to vote. A ballot must be provided.

One remedy is to photo copy one of each style of the emergency ballots before they are exhausted. Remember to renumber these copied ballots consecutively before issuing to voters (7-13-1870).

A poll manager who fails to comply with the provisions of this law with regard to providing such ballots is guilty of a misdemeanor and, upon conviction, must be fined not more than $500.00 (7-13-430).
Voting in Primaries and Runoffs

Primaries

State law requires the voter to choose the primary in which he wishes to vote. A voter is prohibited from voting in more than one party’s primary on the same day. By voting in a party’s primary, the voter is selecting representatives to run in the general election for that political party (7-13-1010) (see “Voter’s Oath” section).

If a voter votes in a Presidential Primary, the voter will still be allowed to vote in either party’s primary election in June, regardless of which Presidential Primary the voter chose. The Presidential Primary is considered separate from the June primary.

Primary Runoffs

When a candidate does not receive a majority of the votes in the first primary, a runoff must be held two weeks later. A voter is entitled to vote in this runoff under two scenarios:

- If a voter voted in one party’s primary, the voter may vote only in the same party’s runoff.
- If a voter did not vote in a party’s primary, the voter may vote in either party’s runoff.

For example, if a voter votes in a Republican primary, the voter may vote in the Republican runoff; however, the voter may not vote in the Democratic runoff. Even if there is no Republican runoff, the voter may not vote in the Democratic runoff (7-13-50, 7-13-1040, 7-17-610).

Husband and Wife Voting Together

It is illegal for husbands and wives who are capable of voting separately to enter the voting booth together for the purpose of voting.

The State Supreme Court has ruled that Section 7-13-750 of the 1976 South Carolina Code of Laws, which allowed husbands and wives to enter the voting booth together for the purpose of voting is unconstitutional. (See Governor James B. Edwards vs. Sol Abrams, Opinion No. 20578, January 10, 1978.)

Children in the Voting Booth

Minor children (age 17 and under) of a voter may accompany the voter in the voting booth while he is casting his ballot. The voter must confirm that the child or children accompanying him are his children.
Voter Wishes to Take Sample Ballot into Voting Booth

There is no prohibition against a voter taking a marked sample ballot into the voting booth. Managers should check the voting booths on a regular basis to ensure that no marked sample ballots have been left behind. Voters may not allow a marked sample ballot to be seen by others in the polling place (see the “Campaign Literature at the Polls” section).

Voter Decides Not to Vote after Signing Poll List

If after signing the poll list a voter notifies the poll manager that he no longer wishes to vote, the poll manager should:

- Escort the voter back to the manager’s table.
- Erase all marks by the voter’s name on the voter registration list. If using an electronic voter registration list, delete the voter’s participation information.
- On the poll list, cross through voter’s signature and write “ballot cancelled/spoiled.”
- If a ballot was activated on a voting machine, the ballot must be cancelled (see “Using the Cast/Cancel Function” section). If the voter has been issued a paper ballot, the ballot must be spoiled (see the “Defaced or Spoiled Ballots” section).

If the voter registration list and poll list are corrected, and the ballot is cancelled or spoiled, the voter may choose to return later to vote.

Write-in Votes

In general and special elections, the voter may write in the name of any person he chooses for any office except President and Vice President.

Write-in votes are not allowed in primaries, primary runoffs and non-partisan runoff elections.

Crossover Voting

Crossover voting is the act of voting a straight party ballot then “crossing over” and voting for a candidate of another party for a particular office. Crossover voting is allowed.
Voting Machine Procedures

Use of Machines

Instructions for using the voting machines should be posted in the polling place. An illustration showing how to use the machine or a demonstration model should be available to voters. Instructions on using the machine are included on the first page of every activated ballot (7-13-1810, 7-13-1640(9)).

Detailed instructions on how to use the Voting Machine are available in the South Carolina State Election Commission brochure titled: 1-2-3 Vote, How to use South Carolina’s Voting System brochure. If available, post this brochure inside the voting booth.

Voting System Seals

The voting booths, the flash card door on the back of each machine, and the communications pack will all be sealed using numbered seals.

The seal numbers will be recorded on the seal envelope. After breaking any of these seals, place them in the seal envelope.

Unused closing seals will be provided to the managers inside the seal envelope. The serial number of each voting machine, the number of the seal, and the number on each machine’s protective counter is recorded on the envelope.

The envelope containing these seals should not be opened until at least three of the managers of the precinct are present and can examine the envelope to see that it has not been opened.

Counter Does Not Register 000

Before opening the polls, each manager should examine the machines and see that no vote has been cast and that the public counter registers zero (000). If the counter does not register zero, take the following steps:

- Call the county board and report the problem immediately.
- Do not use this voting machine. Use the other machines available. If none are available, use the emergency/provisional ballots.
- Make written statement designating letter and number of such counter, together with the number registered. Sign and post the statement upon the wall of the voting place where it should remain during the day of the election. In making the statement of canvass, subtract such a number from the number of registered ballots (7-13-1770).
Procedure When Machine Will Not Operate

If one machine becomes inoperative, the managers must notify the county office and continue using the other machines in the polling place. If possible, a substitute machine will be delivered to replace the inoperative machine. If a substitute machine is used, at the closing of the polls, the record of both machines will be taken. The votes shown on both counters should be added together. Poll managers should use emergency/provisional ballots when voting machines are inoperative, and in their judgment, the inoperative machines are causing delays in the voting process.

The emergency/provisional ballots should be used as necessary until the inoperative machines are repaired or replaced. If the supply of emergency/provisional ballots is exhausted, then unofficial ballots must be prepared and used (See “Insufficient Ballots” section).

Using the Cast/Cancel Function

If a voter walks away from a voting machine ballot without properly casting the ballot, and the managers weren’t able to alert the voter, the managers must assume the voter intended to cast the ballot. The managers must cast the ballot using the “Cast/Cancel” function. Do not vote the ballot by pressing the VOTE button. At least two managers should be present at the booth. Insert the red PEB. Choose to “Cast” the ballot and select the appropriate reason for casting the ballot from the list on the screen. Choose to “Cast” the ballot and select the appropriate reason for casting the ballot from the list on the screen.

If a voter is given an incorrect ballot style or indicates to the manager that he no longer wishes to vote a ballot, the ballot must be cancelled. In this case, follow the procedure above, choosing to “Cancel” the ballot. Select the appropriate reason for cancelling the ballot from the list on the screen.

Canvassing and Reporting of Vote Totals at Polling Place

After the polls have closed and all voters waiting in line have voted, the managers must immediately close the machines. No further voting is allowed. The managers shall canvass and announce the results as shown on the totals tape. Three managers must sign the totals tapes, posting one copy in a conspicuous location at the polling place, and return the other totals tape with other election supplies (7-13-1880).

Locking of Machines after Election

The seal to the voting machine will be in a Seal Envelope stating the serial number of the machine. After the managers seal the machines, they must remain sealed for a period of 30 days, or as much longer as necessary or advisable should a contest develop, or except as may be necessary to prepare the machines for another election. An exception is that the machines may be opened and all data examined upon the order of a court of competent jurisdiction (7-13-1890).
Voting by Paper Ballot

Voter Asks to Vote a Paper Ballot

According to state law, a paper ballot may be used only for the following reasons:

- Emergency – for use if a voting machine becomes inoperable (7-13-830)
- Provisional – for a challenged ballot (7-13-830)
- Failsafe – if a voter has moved into another precinct but did not change his voter registration address (7-13-440)

For any other than one of the above reasons, a voter must vote on the voting machine.

Number of Booths

State law requires that the governing body of any county or municipality using vote recorders to provide each polling place with at least one voting machine for each 250 registered voters in the precinct (7-13-740).

Defaced or Spoiled Ballots

If a voter defaces or spoils his ballot, he may obtain one additional ballot upon returning the defaced or spoiled ballot to the managers with the stub attached. Unless the ballot with the stub attached is returned, the voter may not be given a second ballot.

When a ballot is given by the managers to replace a spoiled one, the manager in charge of the voter registration list must:

1. Write the number of the new ballot on the poll list beside the voter’s name.
2. Write “spoiled” across the face of the spoiled ballot and place it in a file (7-13-790)
3. Write “spoiled” on the poll list on the next available line (7-13-790). (See example below.)
In the example, a voter was given a ballot with the stub number 2 attached to it. The voter spoiled that ballot and returned it with the stub attached. He was then given an additional ballot, stub number 4. The number was then written on the poll list where number 2 was previously placed.

All defaced or spoiled ballots must be accounted for and turned over to the county board by the managers following the election.

Accounting For Ballots after Election

When the canvassing and counting of the votes is completed, the chair of the managers or one of them to be designated in writing by the managers, will deliver to the county board the voter registration list, the boxes containing the ballots, and a written return of the results of the election in the precinct. The managers are responsible for all ballots furnished them (7-13-1150).

At the close of the election, the managers shall account for all ballots delivered to them and mark the following returns:

- the number of ballots provided to managers
- the number of spoiled ballots returned by voters
- the number of unused ballots to be returned to the county board
- the number of ballots voted

The county board will keep all unused ballots as well as those that have been spoiled until the time for contesting the election has expired. Any ballot that has been lost must be accounted for by a certificate from the chairman of the managers of the particular precinct covering the circumstances (7-13-850).

At the close of the election, the poll managers must turn over the envelopes containing provisional (challenged) ballots to the county boards. Managers do not include challenged ballots in their tally. The sealed envelopes containing these ballots must not be opened by the managers.

At the provisional ballot hearing, the county board will hear all objections to such ballots. If the challenger appears, or produces witnesses or evidence in support of the challenge, the board will proceed to hear and determine the question. If the challenger or witnesses or evidence does not appear to sustain a challenge made at the polls, the ballot will be removed from the envelope and mingled with the regular ballots and counted. Their decision will be final (7-13-820).
Counting of Ballots

Posting Results

The managers of each precinct must post a copy of the results of the election in that precinct in a conspicuous site at the polling place (7-13-1110).

Volunteer Personnel

At the close of the election, the managers and clerk should immediately proceed to publicly open the ballot boxes and count the ballots. The managers are authorized to use additional volunteer personnel in counting the ballots. A volunteer counter cannot be a candidate or a watcher for a candidate for an office to be voted on in the election, and they must take the following oath prior to assuming their duties:

“I do solemnly swear or affirm that I am not a candidate or a watcher in this election, am qualified elector of this county, that I will count the ballots entrusted to my care in a fair and impartial manner, and make to the best of my ability a correct tabulation of the results.”

The managers are required to make a list of such volunteer counters and turn this list in with other election material to the county board.

The counting of the ballots must be done in public. The S.C. Constitution and state law require this. While the public has a right to be present when the ballots are being counted, no one can unduly interfere with or impede the process of counting the ballots. The managers should permit full observation of the counting, but they should maintain absolute control of the entire proceeding to ensure that the ballots are properly counted and accounted for.

The counting must continue without interruption until it is completed.

After the counting is complete, the managers shall sign such statements of the results of the election as may be required (7-13-1110).

Ballots Improperly Marked

If it is impossible to tell how the voter intended to vote in a particular race, the ballot should not be counted for that race, but may be counted when the voter’s choice can be determined for any other race in the election (7-13-1120).

The determination of a voter’s choice is sometimes a difficult task. A check mark or a cross mark may be placed near a square so as to make determining how the voter intended to vote extremely difficult. The board of managers is required to exercise its best judgment as to how the voter intended to cast his ballot.
A vote must be counted when there is no question as to the voter’s intent in choice of candidate or answer to a question.

It is important that ballots in such cases be preserved so that the county board or the courts can survey the problem on appeal.

If a voter marks more names than there are persons to be elected or nominated to an office, this is an overvote, and not vote for the particular office will be counted. The sections of the ballot that are properly marked must be counted.

The “Full-Slate Law” is no longer in effect in South Carolina. In 1972 the General Assembly repealed full-slate requirements. A voter need not vote for as many candidates as positions to be filled in order to have his vote counted.
Appendix

The following pages include samples of each form, to be used during an election, from opening and closing tapes to poll list and other materials used during the election process.

1. Qualifying Photo IDs
2. No Campaign Materials Allowed
3. Opening and Closing Tapes
4. Primary Voter Registration List
5. Democratic Primary Poll List
6. Republican Primary Poll List
7. General Election Voter Registration List
8. General Election Poll List
9. Municipal Voter Registration List
10. SC Voters Change of Address Form
11. Provisional Ballot Envelope (Front)
12. Provisional Ballot Envelope (Back)
13. Notice of Hearing on Provisional Ballots
1 Appendix

Qualifying Photo ID

Note: This is not a definitive list of acceptable Photo IDs

S.C. Drivers License

S.C. Department of Motor Vehicles Identification Card
S.C. Voter Registration Card with photograph

Federal Military identification card with photograph

U.S. Passport
No Campaign Materials Allowed

Any material that advertises a candidate or political party is not allowed inside the polling place or within 200 feet of any entrance to the polling place. Exceptions include poll watcher and candidate badges.

SC. Code of Laws § 7-25-180

On Election Day it is unlawful for any person to display any type of campaign literature or place any political posters within 200 feet of any entrance used by the voters to enter a polling place.
Opening and Closing Tapes

Terminal S/N: VS1391932
PEN S/N PSZ231000.- (MW 1.07)
Software Version 8.2.0.2
Created 05/01/02 16:15
Copyright EBES, Inc. 1993-2005
All Rights Reserved
Diagnostic check completed: OK
Diagnostic Mode I (Poll-Worker Activated)

POLING LOCATION ZERO TAPE REPORT
03/23/18 11:08:13

Election Name
01 - Special Election

Polling Location Name
Abbeville No. 3

Ballot Statistics
Total Ballots Cast: 0
Total Ballots Counted: 0

Number of Terminals Opened: 1

Individual Voter Terminal Data
S/N VS1391932
Public Count: 0
Protective Count: 0
OPENED 11:03:47 03/23/18
NOT CLOSED

********************************************************************
PRECINCT
Abbeville No. 3

Ballots Counted: 0

Ballot Style Counts
Ballot Style #1: 0

Ballot Vote Counts

CITY 2003 City Council District 3
(vote for 1)
George Tray Edwards III: 0
Ben Henderson: 0
Tom Mathis: 0

Write-ins in Above Contest: 0
Undervotes for Above Contest: 0

Time/Date: 11:08:14 03/23/2018

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION IS BEING HELD IN ACCORDANCE WITH THE LAWS OF THE STATE.

Thomas Swain
Election Judge

Election Judge

Alexandria Milten
Election Judge

********************************************************************

Terminal S/N: VS1391932
PEN S/N PSZ231000.- (MW 1.07)
Software Version 8.2.0.2
Created 05/01/02 16:15
Copyright EBES, Inc. 1993-2005
All Rights Reserved
Diagnostic check completed: OK
Diagnostic Mode I (Poll-Worker Activated)

TERMINAL RESULTS REPORT
03/23/18 12:08:26

Election Name
01 - Special Election

Polling Location Name
Abbeville No. 3

Ballot Statistics
Total Ballots Cast: 37
Total Ballots Counted: 37

Individual Voter Terminal Data
S/N VS1391932
Public Count: 37
Protective Count: 101573
OPENED 11:03:47 03/23/18
NOT CLOSED

********************************************************************
PRECINCT
Abbeville No. 3

Ballots Counted: 37

Ballot Style Counts
Ballot Style #1: 37

Ballot Vote Counts

CITY 2003 City Council District 3
(vote for 1)
George Tray Edwards III: 8
Ben Henderson: 18
Tom Mathis: 8

Write-ins in Above Contest: 0
Undervotes for Above Contest: 0

Time/Date: 12:08:40 03/23/2018

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE.

Thomas Swain
Election Judge

Election Judge

Alexandria Milten
Election Judge

Zero tape

Totals tape
# Primary Poll List

## Democratic Primary Poll List

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**Voters Oath - Please read:** I do solemnly swear or affirm that I am qualified to vote in this election according to the Constitution of this State and that I have not voted during this election; further, I do solemnly swear or affirm that I am duly qualified to vote at this primary election and that I have not voted before at this primary election or in any other party's primary election or officially participated in the nominating convention for any vacancy for which this primary is being held.

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# Republican Primary Poll List

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**Signatures of Voters**

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*Note: This is a sample table. Actual data may vary. Please refer to the document for the complete information.*
# General Election Poll List

## Poll List

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Page No. _______  

SOUTH CAROLINA ELECTION COMMISSION
Each voter whose address has changed should complete a Change of Address form.
Provisional Ballot Envelope (Front)

Voter Information–Complete this section for all voters casting provisional ballots.

Precinct Name
Last Name ___________________________ First Name ___________________________ MI __________
Reg. No. ___________________________ Birthdate ___________________________ Phone __________
Street ___________________________ City ___________________________ Zip __________

Failsafe–Complete this section if voter has moved and is voting a failsafe ballot. Use Failsafe Provisional ballot.

Voter’s New Address
Street ___________________________ City ___________________________ Zip __________

Voter’s New Mailing Address (if different from above)
Street ___________________________ City ___________________________ Zip __________

I swear (or affirm) that the address provided above is my sole legal residence for voting purposes.
Signature of Voter ___________________________

Voter Qualification Challenge–Complete this section if voter’s qualifications to vote are being challenged. Use Emergency/Provisional ballot.

Check reason for challenge:
☐ Not a qualified voter
☐ Incorrect county/precinct/district
☐ Photo does not match
☐ Other ___________________________

Describe reason or provide additional information: __________________________________________

Challenger Information
Last Name ___________________________ First Name ___________________________ MI __________
Street ___________________________ City ___________________________ Zip __________
Reg. No. ___________________________ Phone ___________________________

See back for voter with No Photo ID.
Provisional Ballot Envelope (Back)

Use this side for voters without Photo ID. Complete section C or D. Note: Complete Voter Information section on front for all voters.

C  Voter did not bring Photo ID. Use Emergency/Provisional ballot.
   □ Check here if voter has a photo ID but did not bring the photo ID with them to the polling place. Remind voter to show Photo ID to county election commission by the time of the provisional ballot hearing.

D  Voter has no Photo ID–Complete this section if voter does not have an ID due to some obstacle. Use Emergency/Provisional ballot.

Reasonable Impediment Affidavit:
I swear (or affirm) under penalty of perjury that I am the same person who appeared at this polling place and cast this provisional ballot on Election Day.

I suffer from the following reasonable impediment that prevented me from obtaining one of the required photo IDs (check one):
   □ Religious objection to being photographed
   □ Lack of transportation
   □ Disability or illness
   □ Lack of birth certificate
   □ Work schedule
   □ Family responsibilities
   □ Other reasonable impediment (list if disclosure is not protected by state or federal law)

__________________________________________________________

__________________________________________________________

Signature of Voter________________________________________

Signature of Poll Manager or Notary__________________________

Date__________________________ Commission Expiration Date__________________________
Notice of Hearing on Provisional Ballots

THE COUNTY BOARD OF CANVASSERS WILL HOLD A HEARING TO DETERMINE THE VALIDITY OF YOUR PROVISIONAL BALLOT.

If you are the challenged voter:
★ You are entitled to be present at this hearing.
★ You are entitled to be represented by legal counsel and to present evidence.
★ If you did not provide photo ID, you must provide ID to the election commission no later than the time of the provisional ballot hearing for your vote to count.
★ If you did not provide photo ID due to a religious objection or suffering from an impediment and you completed the affidavit, your vote will count unless the election commission has grounds to believe your affidavit is false.

If you are the challenger:
★ You may be present at the hearing to present evidence and/or witnesses.
★ Prior to the hearing, you may present written evidence to the county election commission.
★ If you do none of these to support the challenge, the ballot will be counted.

The provisional ballot hearing will be held:

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CITY: SOUTH CAROLINA

Check the status of your provisional ballot:
★ At SCVotes.org, click on “Voters”, then “Check Your Provisional Ballot”.
★ Or call the State Election Commission toll-free at 1-866-200-6110.

This notice was issued as required by Section 7-13-830 of the 1976 South Carolina Code of Laws.

scVotes.org

EVERY VOTE MATTERS. EVERY VOTE COUNTS.