

# PARISH BOARD OF ELECTION SUPERVISORS

## HANDBOOK

ELECTION INFORMATION  
FOR

**Parish Board of Election Supervisors**

REV. 08/2025

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## Part 1: General Provisions

### 1.01: Parish Boards of Election Supervisors (“the Board”)

A Parish Board of Election Supervisors is a statutorily created body under [La. R.S. 18:423](#) of the Louisiana Election Code. The purpose of the Board in each parish is to oversee and supervise all elections within a parish. The work of the Board is an important and vital service to the parish and the state of Louisiana, in furthering and ensuring the safety and accuracy of our elections and democratic process.

### 1.02: Composition and Prohibitions

A. In accordance with [La. R.S. 18:423\(C\)](#), the Board in each parish is composed of:

1. The Registrar of Voters, or their designee (designee **MUST** be a sworn deputy registrar);
2. The Clerk of Court, or their designee;
3. The chairman of the parish executive committee of the Democratic Party or their designee (or an alternate designee if the designee cannot serve, both of whom shall be members of the parish executive committee of the same recognized political party);
4. The chairman of the parish executive committee of the Republican Party or their designee (or an alternate designee if the designee cannot serve, both of whom shall be members of the parish executive committee of the same recognized political party); and
5. One member, or an alternate member if the member cannot serve, appointed by the governor.
6. If a parish executive committee has not been formed in a particular parish, a voter and an alternate voter registered with the party may be appointed by the chairman of the state central committee of that political party to serve on the Board.

B. The Election Code, pursuant to [La. R.S. 18:423](#), allows the Clerk of Court or Registrar of Voters to appoint a designee to serve in their place when they are absent from meetings of the Board. In accordance with [La. Atty. Gen. Op. No. 05-0123](#), the chairman of the Democratic or Republican Parish Executive Committee may also appoint a designee or an alternate designee if a designee cannot serve, who must be a member of the parish executive committee of the same political party in accordance with La. R.S. 18:423(C)(1).

C. Pursuant to [La. R.S. 18:423\(C\)\(3\)](#), no member of the Parish Board of Election Supervisors listed below can be an employee of the Clerk of Court or the Registrar of Voters in the parish or an immediate family member of the Clerk of Court or their designee or the Registrar of Voters or their designee:

- a. The designee, or alternate designee, of the chairman of a parish executive committee.
- b. The appointee, or alternate appointee, of the chairman of a state central committee.
- c. The appointee, or alternate appointee, of the governor.

### 1.03: Powers and Duties ([La. R.S. 18:423](#))

- A. The Board supervises the preparation for and the conduct of all elections held in the parish.
- B. All papers filed with the Board are filed with the president or secretary of the Board.
- C. The Board maintains a permanent street address, which **MUST** be filed annually with the Secretary of State and the local Clerk of Court.
- D. Members of the parish Board shall complete annual training that is related to the preparation for and the conduct of elections.

### 1.04: Legal Representation ([La. R.S. 18:423](#))

- A. The Attorney General is the attorney and legal advisor to the Board and may designate the appropriate district attorney to represent the Board.
- B. The Attorney General may, with respect to a particular matter, authorize the Board to employ special counsel.
- C. Any compensation for special counsel is fixed by the Board, subject to approval by the Attorney General and is paid by the parish governing authority.

## Part 2: Parish Boards of Election Supervisors (Officers)

### 2.01: President

- A. At least every four years, following the election of the governor, the Parish Board of Election Supervisors meets no later than July of the new gubernatorial term and elects one of its members to serve as president of the Board.
- B. All meetings of the Parish Board of Election Supervisors must be in compliance with Louisiana's Open Meetings Law, pursuant to [La. R.S. 42:11](#) *et seq.*

### 2.02: Secretary

- A. The Board may also elect one of its members to serve as secretary of the Board.
- B. A non-member of the Board may **not** serve as secretary and receive compensation from the Secretary of State without the advanced written approval of the Secretary of State or their designee based on a justifiable need.
- C. The Board in a parish containing a municipality with a population of 300,000 or more (Orleans Parish) may employ an executive administrator who will be the principal assistant to the Board. No compensation is paid by the Secretary of State's Office.

### 2.03: Filing Requirements

The Board files a list of its officers with the Secretary of State after the gubernatorial election every four years and anytime there is a change of officers.

## Part 3: Compensation, Materials, and Expenses

### 3.01: Refer to the Election Expense Manual Online

<https://www.sos.la.gov/ElectionsAndVoting/PublishedDocuments/ElectionExpenseManualForTheCOCAndPBES.pdf>

## Part 4: Public Meetings and Public Records

### 4.01: Meetings – General Information

- A. In accordance with [La. R.S. 18:423](#), the Board **MUST** conduct its business in the presence of a quorum of at least three members.
- B. All members of the board must be given actual notice of all board meetings no later than twenty-four hours, exclusive of Saturdays, Sundays, and legal holidays.
- C. The Board is a public body, subject to the Open Meetings Law ([La. R.S. 42:11 thru La. R.S. 42:28](#)).
- D. Every meeting of the Board **MUST** be open to the public unless closed for an executive session pursuant to [La. R.S. 42:16](#) and [La. R.S. 42:17](#).
- E. The Board **MUST** vote by voice and is prohibited from voting by proxy, secret balloting, or any other means to circumvent the intent of the Open Meetings Law.
- F. All votes **MUST** be recorded in the minutes of the meeting, which **MUST** be a public document. The minutes of each Board meeting are public records and shall be available within a reasonable time after the meeting. ([La. R.S. 42:20](#))
- G. All meetings are open to the public; however, anyone attending the Election Day meeting for counting and tabulating absentee and early voting ballots will be sequestered, which means they shall remain in that location and shall not be allowed to leave except temporarily and shall not communicate with any person outside the location until 8 p.m.
- H. Minutes are public records and **MUST** be taken at every meeting. The minutes shall include, but are not limited to:
  - 1. The date, time, and place of the meeting;
  - 2. The members of the public body recorded as either present or absent;
  - 3. The substance of all matters decided, and, at the request of any member, a record, by individual member, of any votes taken; and
  - 4. Any other information that the public body requests be included or reflected in the minutes. ([La. R.S. 42:20](#))
- I. Written public notice **MUST** be given for all meetings **at least 24 hours before** the meeting, exclusive of Saturdays, Sundays, and legal holidays, except in the case of an extraordinary emergency. Such notice **MUST** be either posted at the principal office of the Board, where the meeting is held, or by publication in the official journal. In addition, if the Board has a website, it **MUST** also post notice of its meetings on the website. ([La. R.S. 42:19](#))
- J. Extraordinary emergencies, for the purpose of the Open Meetings Law, are limited to natural disasters, threats of epidemic, civil disturbances, suppression of insurrections, the repelling of invasions, or other matters of similar magnitude. According to [La. Atty. Gen. Op. No. 85-789](#), the classic definition of extraordinary emergency includes work stoppages and strikes.

- K. The notice **MUST** include date(s), time(s), place(s) of meeting(s), and an agenda. Additionally, the Board **MUST** annually give written public notice of regular scheduled meetings at the beginning of each calendar year ([La. R.S. 42:19](#)).
- L. The agenda attached to the notice **MUST** be reasonably clear to provide the public sufficient notice of what subjects will be discussed, according to the Attorney General as stated in [La. Att. Gen. Op. No. 07-0181](#) and ([La. R.S. 42:19\(A\)\(1\)\(b\)\(ii\)\(bb\)](#)).
- M. In accordance with [La. R.S. 42:12](#), a copy of the Open Meetings Law must also be posted by the public body.
- N. Time and Expense Report forms **MUST** be filed for every meeting with the Secretary of State's Accounting Division in order for the Board member or designee or alternate designee to be paid.

#### 4.02: Statutory Public Meetings Open to the General Public

##### A. Commissioner-in-Charge Selection Process

By the **second Friday in January at 10 a.m.** each year, the Board selects a commissioner-in-charge to serve at each precinct in the parish. The Board issues a commission to each **commissioner-in-charge for a term of one (1) year**, beginning the **third Monday in January** ([La. R.S. 18:433](#)).

##### B. Commissioner Selection Process for Election Day

1. In selecting the number of commissioners to serve at a precinct, the Board shall use the "**Commissioner Selection-Active Eligible Voter Counts - 30 Day**" report in ERIN under "Commissioner Payroll."
2. **On the 2<sup>nd</sup> day following the in-person registration deadline before a primary election date for public officials, or the 21<sup>st</sup> day for bond, debt, tax, or proposition** elections not held at the same time as an election for public officials, the Board selects the commissioners (and alternates) for each precinct.
3. If a proposition election is held on a general election date for which no commissioners were selected for the precincts in the proposition election, commissioners need to be selected **at least 21 days prior** to the general election date in which the proposition is to be held ([La. R.S. 18:434](#)) ([La. R.S. 18:1286](#)).

##### C. Testing and Sealing for Early Voting

1. The Board **MUST** meet before conducting early voting to generate a zero tally for each early voting machine before they are sealed by the Registrar of Voters.
2. The parish custodian (Clerk of Court) is required to notify each candidate to contact the Registrar of Voters for the time and place of this meeting ([La. R.S. 18:1309.1](#)). The Clerk of Court shall provide each candidate with such notice in the Chronological Table printed from ERIN and given to the candidate at qualifying.
3. The Registrar of Voters shall post at their office adequate notice of the date, time, and place at which the voting machines will be prepared for early voting and shall post the same information on their office's website, if possible. ([La. R.S. 18:1309.1](#))

##### D. Testing and Sealing for Election Day (La. R.S. 18:1373(A)(5))



1. After the machines have been prepared and tested by the Secretary of State's technicians and examined by each candidate or representative, citizen, or parish Board member who is present, the parish Board shall confirm the enclosure of the registration books or lists and other paraphernalia and shall forthwith seal each machine with a numbered seal.
2. The parish custodian, in the presence of the candidates or their representatives, parish Board members, and any citizens who are present, shall certify to the numbers of the machines, that all of the public counters are set at zero, and as to the number registered on the protective counter of the machine.

#### E. Counting Absentee and Early Voting Ballots

1. With written approval from the Secretary of State, a parish may begin preparing and verifying absentee ballots for up to 3 days before an Election Day. ([La. R.S. 18:1313.1](#))
2. On Election Day, the Board counts and tabulates absentee and early voting ballots; everyone who attends this meeting is sequestered until **at least 8 p.m.** when the polls close ([La. R.S. 18:1313](#) and [La. R.S. 18:1313.1](#)). *(Individuals providing security to the Parish Board of Election Supervisors; a representative of the Attorney General, with written approval of the Secretary of State; the Clerk of Court; the Registrar of Voters; or a person providing technical assistance with voting equipment are exempt from being sequestered.)*
3. The Board may select parish Board (absentee) commissioners (and alternates) at **10 a.m. on the fifth day before a primary**. These commissioners assist in the counting of absentee and early voting ballots. The maximum number that may serve is six. For additional parish Board commissioners, the Board **MUST** request and receive approval from the Secretary of State or designee prior to Election Day. A request should include a justification and may be sent by mail or email ([La. R.S. 18:1314](#)).
4. For a general election, the Board may reduce or increase the number of parish Board commissioners (and alternates) as selected for the primary election. An increase from six requires approval as noted above ([La. R.S. 18:1314](#)).

#### F. Election Results Verification

1. On the **third day after the election**, at least one (1) Board member assists the Clerk of Court in opening the voting machines. The Board observes the verification of the votes and begins to compile the election returns. In a federal election, the Board also counts provisional ballots for a presidential or regularly scheduled congressional election before the certification to the Secretary of State ([La. R.S. 18:573](#)).
2. This duty may be adjusted if the certification falls on a holiday.

#### G. Election Results Certification

1. In accordance with [La. R.S. 18:574](#), the Board completes the compilation of election returns and one (1) copy is to be filed with the Clerk of Court **no later than 4 p.m. on the fifth day after the election** and one (1) copy is to be mailed to the Secretary of State **no later than noon on the sixth day after the election**.
2. The day of this duty may be adjusted if the dates fall on a holiday.

#### H. Request for Recount of Ballots, Reinspection of Machines, Inspections of Ballot Envelope Flaps, if requested ([La. R.S. 18:573, 1313, and 1313.1](#))



1. A candidate or a person who voted in a proposition election may request in writing to re-inspect machines and/or recount absentee and early voting ballots, if the number of absentee and early voting ballots cast for all candidates for an office or the proposition could make a difference in the outcome of the election; or if ordered by court. If requested, the Board **MUST** meet on **the fifth day after an election** to:
  - a. Recount the absentee and early voting ballots for a particular office or proposition;
  - b. Inspect absentee early voting certificate envelopes; and/or
  - c. Re-inspect the voting machines.
2. The following procedures apply to requests for recounts and reinspection of voting machines
  - a. A written request **MUST** be filed with Clerk of Court by **4:30 p.m. on the third calendar day after an election**;
  - b. The clerk **MUST** post notice of time and place for the recount in their office and the name of requesting candidate or voter;
  - c. The candidate or the voter in the proposition election requesting the recount is responsible for all reasonable costs associated with the recount (payable to the Clerk of Court), including reimbursement at the rate of \$150 to each Board member attending the recount ([La. R.S. 18:1313](#) and [La. R.S. 18:1313.1](#)). If assistance is needed by the Secretary of State's Office, the Clerk of Court must include those expenses. The cost of the recount **MUST** be paid at the time the written request for the recount is filed with the Clerk of Court and shall be paid in cash or by a certified or cashier's check from a state or national bank or credit union, a United States postal money order, or a money order issued by a state or national bank or credit union;
  - d. All absentee and early voting ballots **MUST** remain inviolate. This means the sealed envelope or container containing the ballots cannot be unsealed or opened for any reason whatsoever until the board meeting has been called to order;
  - e. If the recount changes the outcome of the election, the costs paid by the candidate or voter in the proposition election will be reimbursed by the Clerk of Court and the costs of the recount will be a reimbursable election expense; and
  - f. This day of this duty may be adjusted if it falls on a holiday.

#### 4.03: Public Records

- A. Each Parish Board of Election Supervisors is a "public body" for the purposes of public records law in [La. R.S. 44:1](#) *et seq.*
- B. "Public Records" are books, records, writings, accounts, letters, memoranda, papers, Board minutes, etc., and all copies or other reproductions having been used, being in use, or prepared, possessed, or retained for use in the conduct of the Board's business.
- C. The public official or head of the public body having custody or control of the public records is the "custodian" of the records.
- D. Certain information in a public employee's personnel record is confidential, such as the home telephone number if private or unlisted, or whether the employee has requested that the number be confidential, and the home address of the employee, if requested to remain confidential.

- E. Providing access to public records is a responsibility and duty of the office of the custodian and their employees. Any person of the age of majority may inspect, copy or reproduce, or obtain a reproduction of any public record. **Some public officials, such as registrars of voters, may have more specific laws on copying of public records that supersede the general law.**
- F. The custodian **MUST** present any public record to any person of the age of majority who so requests and can only inquire as to the age and identification of the person. The custodian may require the person to sign a register and may maintain such vigilance as is required to prevent alteration of any record while it is being examined. Any non-public record may be separated before examination.
- G. For copies, the custodian may collect reasonable fees or furnish without charge or at a reduced charge to indigents. Upon a request to review a public record, if a question is raised by the custodian as to whether it is a public record, the custodian **MUST** notify the requestor in writing of their determination and reasons within three days (not including Saturdays, Sundays, and legal holidays) of receipt of a written request for a record.
- H. If the public record requested is not in the custody or control of the person to whom the application is made, such person **MUST** certify this in writing to the applicant and state to the best of their knowledge the reason for the absence of the record and its location.
- I. There are specific provisions of the Louisiana Election Code, which require the preservation of certain election documents, which are a specific exemption to the public records laws. Please contact your legal advisor before responding to a public records request.

## Part 5: Commissioners and Watchers

### 5.01: Election Day Workers (Commissioners)

- A. The Board selects commissioners-in-charge, commissioners, and alternate commissioners for every election and issues them commissions.
- B. Law enforcement officers are not eligible to serve as commissioners-in-charge, commissioners, alternate commissioners, or watchers.
- C. Individuals required to register as sex offenders or child predators are prohibited from serving as a commissioner or watcher.
- D. Nonresident active duty service members serving at military installations in Louisiana and their dependents are eligible to serve as election commissioners in the parish where the military installation is located.
- E. In the event of a replacement of a commissioner-in-charge or commissioner, the Board issues a commission to the replacement commissioner-in-charge or commissioner. A commissioner-in-charge who fails to attend a course of instruction held immediately prior to a presidential or congressional election **MUST** be replaced, but can be commissioned as a commissioner.
- F. The Board may submit a written request to the Secretary of State **on or before the 23<sup>rd</sup> day before the election** for additional commissioners for overcrowded precincts.
- G. The Clerk of Court **MUST** conduct **at least one (1) pre-election course of instruction prior to a presidential or congressional general election** ([La. R.S. 18:424, 425, 426, 428, 433 and 434](#)).

### 5.02: Removal or Disqualification of Election Day Worker

- A. Removal of Commissioners-in-Charge and Commissioners:

1. Pursuant to [La. R.S. 18:433\(E\)](#) and [La. R.S. 18:434\(F\)](#), the Parish Board of Election Supervisors may remove any commissioner-in-charge or commissioner for cause.
2. Any commissioner-in-charge who has been removed for cause is removed for the rest of their term.
3. Any commissioner selected may be removed for cause by the Parish Board of Election Supervisors at any time after their selection and before the closing of the polls on Election Day in accordance with [La. R.S. 18:434\(F\)](#). In addition, if a commissioner is removed for cause under this provisions they shall not serve as a commissioner in any election after their removal.

B. Disqualification of Commissioners-in-Charge and Commissioners:

1. In accordance with [La. R.S. 18:433\(E\)\(2\)](#), if the Parish Board of Election Supervisors finds that a commissioner-in-charge has performed their duties in a negligent manner, including the failure to perform any of the duties of the commissioner-in-charge or the performance of any of the duties of the commissioner-in-charge incorrectly, the Board shall disqualify them from service as a commissioner-in-charge. Such disqualification shall continue until the commissioner-in-charge has been recertified as having again attended the entirety of the course of instruction for commissioners-in-charge conducted pursuant to [La. R.S. 18:433\(A\)](#). Performance of duties in a negligent manner include failure to perform any of the duties of commissioner-in-charge or performance of any of the duties of commissioner-in-charge incorrectly.
2. In accordance with [La. R.S. 18:433\(H\)](#), if a commissioner-in-charge fails to appear at the polling place at least thirty minutes before the opening of the polls on Election Day, they are disqualified from serving as such for the remainder of their term unless they establish to the satisfaction of the Parish Board of Election Supervisors that their absence was for just cause.
3. In accordance with [La. R.S. 18:434\(E\)\(2\)](#), if the Parish Board of Election Supervisors finds that a commissioner has performed their duties in a negligent manner, the Board shall disqualify them from service as a commissioner. Such disqualification shall continue until the commissioner has been recertified as having again attended the entirety of the course of instruction for commissioners conducted pursuant to [La. R.S. 18:431\(A\)](#). Performance of duties in a negligent manner include failure to perform any of the duties of commissioner or performance of any of the duties of commissioner incorrectly.
4. In accordance with [La. R.S. 18:434\(E\)](#), if a commissioner fails to appear at the polling place at least thirty minutes before the opening of the polls on Election Day, they are disqualified from serving as such in the next primary and general elections held in the ward where they are registered to vote unless they establish to the satisfaction of the Parish Board of Election Supervisors that their absence was for just cause.
5. Prior to the disqualification of a commissioner-in-charge or commissioner, the Board MUST conduct a hearing and offer the commissioner-in-charge or commissioner an opportunity to be heard in accordance with [La. R.S. 18:433\(E\)\(2\)](#) or [La. R.S. 18:434\(E\)](#).
6. All hearings are public meetings and should be conducted under the Open Meetings Law.
7. The Board should notify the commissioner-in-charge or commissioner of the reasons for conducting a disqualification hearing and allow them to appear, be heard, and show, if they can, why they should not be disqualified.
8. The Attorney General's Office, as legal advisor to the Board, should be contacted to assist in any disqualification hearing.

9. If the Board cannot schedule this hearing at a regularly scheduled meeting date, it **MUST** seek prior approval for a special meeting from the Secretary of State's Office in order to receive payment for the special meeting. For additional information, please refer to [La. R.S. 18:433](#) and [La. R.S. 18:434](#).

### 5.03: Watchers and Super Watchers ([La. R.S. 18:435](#))

- A. The Board issues commissions to all watchers and super watchers before the polls open on Election Day. The Board provides each precinct with a list of the watchers and super watchers, if any, and alternate watchers entitled to serve during the election. A commissioner-in-charge or commissioner may not be commissioned as a watcher or super watcher. An alternate commissioner may be commissioned as a watcher or super watcher unless selected to serve as commissioner for the same election.
- B. Each candidate in any primary or general election is entitled to have one (1) watcher at every precinct where the office they seek is voted on, and the same watcher may be commissioned for more than one (1) precinct.
- C. Each candidate in any primary or general election is entitled to have one (1) watcher designated as a super watcher for admittance to all precincts where the office they seek is voted on.
- D. The candidate **is required to sign and file a list of watchers with the Clerk of Court before 4:30 p.m. on the 10<sup>th</sup> business day** before any primary or general election. The candidate may use an authorized representative to file the signed list with a letter of authorization from the candidate. (This day may be adjusted if it falls on a holiday.)
- E. A list of watchers may be filed with the Clerk of Court by hand delivery, facsimile, mail, or by commercial courier.
- F. A list of watchers filed for the primary election may be used for the general election, if the candidate notifies the Clerk of Court in writing **by 4:30 p.m. on the 10<sup>th</sup> business day** before the general election.
- G. Any person supporting or opposing a proposition or question, who has filed the necessary campaign finance report (required by [La. R.S. 18:1486](#)), is entitled to have one (1) watcher at every precinct where the issue they seek to influence is voted on in a primary or general election. (The Louisiana Election Code does not provide for super watchers for any person supporting or opposing a proposition or question.)
- H. A watcher and alternate watcher may serve at the same precinct on Election Day, but not at the same time, they may only replace each other. However, a watcher and a super watcher may serve at the same precinct at the same time.
- I. Watchers and super watchers **MUST BE** qualified voters of the State of Louisiana who is not candidate in the election. See the [Poll Watchers Pamphlet](#) on the Secretary of State's website at [www.GeauxVote.com](http://www.GeauxVote.com), under Become a Candidate > Monitoring an Election. For additional information about watchers, please refer to [La. R.S. 18:427](#) and [La. R.S. 18:435](#).

### 5.04: Political Party Super Watchers

- A. The Republican and Democratic parish executive committees are entitled to have political party super watchers in the parish if a candidate affiliated with the political party is on the ballot.
- B. In a parish with fewer than fifty thousand registered voters, the parish executive committee of the party may designate one (1) political party super watcher and one (1) alternate.

- C. In a parish with fifty thousand or more but fewer than one hundred thousand registered voters, the parish executive committee of the party may designate two (2) political party super watchers and two (2) alternates.
- D. In a parish with one hundred thousand or more but fewer than one hundred-fifty thousand registered voters, the parish executive committee of the party may designate three (3) political party super watchers and three (3) alternates.
- E. In a parish with one hundred-fifty thousand or more but fewer than two hundred thousand registered voters, the parish executive committee of the party may designate four (4) political party super watchers and four (4) alternates.
- F. In a parish with two hundred thousand or more registered voters, the parish executive committee of the party may designate five (5) political party super watchers and five (5) alternates.
- G. Each political party super watcher shall have the qualifications, powers, and duties of watchers provided for by La. R.S. 18:427 and shall be admitted as a watcher in every precinct in the designated parish where a candidate affiliated with his political party is on the ballot, except that not more than one political party super watcher may serve at a single precinct at the same time.
- H. The chairman of the parish executive committee of the party shall sign and be responsible for filing the list of political party super watchers.
- I. The chairman of the state central committee of the party may designate super watchers for the parish in any parish without a parish executive committee of the recognized political party in accordance with R.S. 18:435(A)(4)(e).
- J. A list of political party super watchers submitted by a party for the primary election may be used for the general election only if the chairman of the parish executive committee or the state central committee of the party notifies the clerk of court in writing by 4:30 p.m. on the tenth business day before the general election that he wants to use the same list of political party super watchers.
- K. The certified statement that the report required by La. R.S. 18:1486 has been filed with the Division of Campaign Finance is not necessary.

## Part 6: Early Voting

### 6.01: Parish Board of Election Supervisors

Before early voting is conducted, the Board is responsible for generating a zero tally from each early voting machine after the voting machines have been examined and tested ([La. R.S. 18:1309.1](#)).

### 6.02: Registrar of Voters

- A. The Registrar of Voters records the public and protective counter numbers for each machine on a form prepared by the Secretary of State for use in verifying the early voting results on Election Day, and then seals the early voting machines in the presence of the Parish Board of Election Supervisors and any candidate or member of the general public who wants to view the preparation, testing, and sealing of the machines ([La. R.S. 18:1309.1](#)).
- B. The Registrar of Voters shall post at their office adequate notice of the date, time, and place at which the voting machines will be prepared for early voting and shall post the same information on their office's website, if possible. (La. R.S. 18:1309.1)

- C. The preparation, testing, inspection, sealing, and locking of the machines shall not be video, audio, or tape-recorded, filmed, or broadcast live in accordance with La. R.S. 18:1309.1(E).

### 6.03: Clerk of Court

The Clerk of Court is responsible for notifying candidates at the time of qualifying that they may contact the Registrar of Voters for the date and time of preparation, testing and sealing of early voting machines ([La. R.S. 18:1309.1](#)).

## Part 7: Election Day

### 7.01: Election Day Voting Machines

- A. Pursuant to [La. R.S. 18:1363](#), the number of voting machines is allocated by law based on the number of active voters in a precinct. However, the parish custodian of voting machines/Clerk of Court, with approval by the Secretary of State, may reduce or increase the number of voting machines to be used in a candidate or proposition election. In such cases, the parish custodian **MUST** notify the Secretary of State at least four weeks prior to such elections seeking approval and providing written justification for the reduction. The request for approval may be made by mail or email to the Secretary of State or designee.
- B. The preparation, testing, inspection, sealing, and locking of the machines shall not be video, audio, or tape-recorded, filmed, or broadcast live in accordance with La. R.S. 18:1373 (D).
- C. Pursuant to [La. R.S. 18:425.1](#), with approval of the Secretary of State, the parish custodian may reduce the number of voting machines for candidate elections where more than one (1) polling place is within the same location and the Board has consolidated polling places in that location for that election. The Board **MUST** notify the Secretary of State by submitting a written request on or before the 29th day prior to an election in accordance with [La. R.S. 18:1363\(H\)](#).
- D. Pursuant to [La. R.S. 18:1363\(D\)](#), with approval of the Secretary of State, the parish custodian may reduce the number of voting machines where only the political party committee members are on the ballot. The parish custodian **MUST** notify the Secretary of State by submitting a written request not less than 29 days prior to such election.
- E. The parish custodian may submit a written request in accordance with [La. R.S. 18:1363](#) to the Secretary of State for additional voting machines for overcrowded precincts on or before the 29th day prior to an election.
- F. The Clerk of Court **MUST** notify candidates at the time of qualifying to contact the voting machine warehouse or the district warehouse manager for the time period when voting machines will be prepared and tested. The Clerk of Court **MUST** notify candidates of the time period when voting machines will be sealed, which is required **no later than 36 hours prior to the opening of the polls** ([La. R.S. 18:1373](#)).
- G. Testing and Sealing for Election Day in accordance with [La. R.S. 18:1373\(A\)\(5\)](#). After the machines have been prepared and tested by the Secretary of State's technicians and examined by each candidate or representative, citizen, or parish board member who is present, the parish Board confirms the enclosure of the registration books or lists and other paraphernalia and then the parish custodian will seal each machine with a numbered seal and certify to the numbers of the machines, that all of the public counters are set at zero, and as to the number registered on the protective counter of the machine.



- H. At least one (1) member of the Board assists the Clerk of Court in opening the voting machines on the third day following the election. Public and protective counter numbers **MUST** be recorded and the printed election results on each machine **MUST** be verified. The Clerk of Court may utilize deputy clerks and other employees in this process ([La. R.S. 18:573](#)).
- I. After all machines are opened, the Clerk of Court **MUST** verify, in the presence of the Board, the total votes cast for each candidate and for and against each proposition as shown on the printed election results and the total number of absentee and early voting votes cast for each candidate and each proposition as shown by the **Final Absentee Vote Report** (Figure 1) filed with the Clerk of Court by the Board ([La. R.S. 18:573](#)).

### Final Absentee Vote Report (FAVR)

| 8/6/2017 FINAL ABSENTEE BY MAIL AND EARLY VOTING VOTE REPORT   |                              | PAGE 1      |
|--|------------------------------|-------------|
| (TO BE USED FOR RECORDING ABSENTEE BY MAIL AND EARLY VOTING VOTE TOTALS)   |                              |             |
| R.S. 18:1313   |                              |             |
| Instructions: If you have (1) absentee by mail or early voting votes cast on paper ballots which were counted manually, (2) absentee by mail or early voting votes cast on paper ballots which were counted by machine, and/or (3) early voting votes cast on voting machines and counted by those machines, then all votes must be added together for each candidate, and for and against each proposition, and transferred to this "Final Absentee by Mail and Early Voting Report". Note: If it is necessary to use more than one page, fill in each page number and the total number of all pages utilized in the upper right hand corner. |                              |             |
| PARISH OF: ALLEN - 02  | DATE OF ELECTION: 03/28/2015 |             |
|  |                              | Total Votes |
| Road District No. 1  | 22.03 Mills - PJ - 10 Yrs.   |             |
| YES  |                              |             |
| NO   |                              |             |
| Road District No. 3  | 35.79 Mills - PJ - 10 Yrs.   |             |
| YES  |                              |             |
| NO   |                              |             |
| Road District No. 4 Prop. #1   | 30.19 Mills - PJ - 10 Yrs.   |             |
| YES  |                              |             |
| NO   |                              |             |
| Road District No. 4 Prop. #2   | 21.14 Mills - PJ - 10 Yrs.   |             |
| YES  |                              |             |
| NO   |                              |             |
| Sub-Road Dist. No. 1 of Rd. Dist. No. 1  | 8.03 Mills - PJ - 10 Yrs.    |             |
| YES  |                              |             |
| NO   |                              |             |
| Sub-Road Dist. No. 5A  | 2.79 Mills - PJ - 10 Yrs.    |             |
| YES  |                              |             |
| NO   |                              |             |
| Absentee by mail and early voting ballots _____ Parish Board of Election Supervisors<br>counted and totals announced by: _____ Parish Board Commissioners<br>(check appropriate box)   |                              |             |
| WE HEREBY CERTIFY this tabulation shows the correct total number of absentee by mail and early voting votes cast for each candidate, and for and against each proposition  |                              |             |
| In witness whereof, we have signed our names at _____ p.m. on the _____ day of _____, _____.   |                              |             |
| Signed: _____  | Signed: _____                |             |
| Signed: _____  | Signed: _____                |             |
| Signed: _____  |                              |             |
| Disposition: Original to Clerk of Court; 1 copy to Secretary of State in Y-1 Envelope;<br>1 copy to be retained by Parish Board of Election Supervisors;<br>1 copy to be placed in the special absentee by mail and early voting envelope or container   |                              |             |



## Part 8: Absentee Cure Process

In accordance with [La. R.S. 18:1317](#), the Secretary of State has adopted an absentee ballot cure process in accordance with [La. R.S. 49:950 et seq.](#), the Administrative Procedure Act. The process is codified in [Louisiana Administrative Code \(LAC\) Title 31, Part 1, Chapter 3, Sections 301-305](#).

The cure process requires each Registrar of Voters to review the absentee certificate envelope for deficiencies upon receipt. The list of deficiencies include but are not limited to: (1) missing voter signature; (2) missing witness signature; and (3) missing mother's maiden name. If an absentee certificate envelope has deficiencies, the Registrar of Voters is required to notify the voter immediately to allow them to correct the above listed deficiencies.

## Part 9: Duplication of Damaged or Defective Ballots

The Board, in accordance with [La. R.S. 18:1313](#), may duplicate a defective ballot that is physically damaged or cannot be counted by the counting equipment if the Board determines that the vote cast by the voter is clearly discernible from a physical inspection of the defective ballot. A true duplicate may then be made of the defective ballot in the presence of witnesses and substituted for the defective ballot according to the procedures issued by the Secretary of State and posted on LASOSNET/COC>Elections Documents>Absentee Ballots>Duplication of Absentee Ballots or on LASOSNET/ROV>ROV Forms>Duplication of Ballot Procedures.

## Part 10: Voter Challenges


### 10.01: Prefiled Challenges

A candidate or their representative, a member of the Board, or a qualified elector may challenge an absentee or early voting ballot in accordance with [La. R.S. 18:1315](#) on the grounds specified in [La. R.S. 18:565\(A\)](#) that are (1) the applicant is not qualified to vote in the election, (2) the applicant is not qualified to vote in the precinct, or (3) the applicant is not the person whose name is shown on the precinct register. These challenges are commonly referred to as "prefiled challenges."

1. Prefiled challenges have to be filed with the Registrar of Voters no later than the fourth day before the election in accordance with [La. R.S. 18:1315\(A\)\(1\)](#). The registrar must follow the instructions on the Prefiled Challenge to an Absentee or Early Voting Ballot (PC-AB) (Figure 2) form and in the law on how to handle prefiled challenges when they receive them.
2. Pursuant to, [La. R.S. 18:1315\(C\)](#), the determination of prefiled challenges are made by the Board during the counting of absentee and early voting ballots. The Board, by majority vote, determines the validity of any prefiled challenges.
3. If the ballot is rejected by majority vote determination during tabulation by the Parish Board of Election Supervisors, the parish Board completes a Notification of Absentee or Early Voting Ballot Rejection (NTAV) (Figure 3) form and mails it to the voter within four days of the ballot rejection and retains a copy of the NTAV form for their records.
4. The Prefiled Challenge to an Absentee or Early Voting Ballot (PC-AB) and Notification of Absentee or Early Voting Ballot Rejection (NTAV) forms are provided to the Registrar of Voters by the Secretary of State and **MUST** be signed by at least a majority of the Board. These forms are located for print by the Registrar of Voters on LASOSNET.

Figure 1: Prefiled Challenge to an Absentee or Early Voting Ballot (PC-AB) Form

ROV Form: PC-AB



## Prefiled Challenge to an Absentee or Early Voting Ballot

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**Instructions:** This challenge must be filed with the registrar of voters no later than the fourth day before the election for which the absentee or early voting ballot is challenged.

**Section 1: Challenger Affidavit (complete the following)**

The undersigned hereby challenges the right of \_\_\_\_\_  
(name of person being challenged)

Ward \_\_\_\_\_, Precinct \_\_\_\_\_, Parish of \_\_\_\_\_,  
to vote an absentee or early voting ballot for the election to be held on \_\_\_\_\_  
(date of election)

on the grounds that:  
(check applicable box below)

☐ the applicant is not qualified to vote in the election;  
☐ the applicant is not qualified to vote in the precinct;  
☐ the applicant is not the person whose name is shown on the precinct register or computer list.

(reason for challenge)

The specified reason for which the challenge is made on the above ground is that the voter:  
\_\_\_\_\_  
(write a brief reason for the prefiled challenge)

This prefiled challenge is made in accordance with La. R.S. 18:565(A) and La. R.S. 18:1315(A), and is filed with the registrar of voters on this, the  
\_\_\_\_\_  
(written day of the month) day of \_\_\_\_\_,  
(name of month) (year)

X \_\_\_\_\_  
(signature of challenger) (residence address of challenger)

\_\_\_\_\_  
(printed name of challenger) (phone number of challenger)

**Section 2: Parish Board of Election Supervisors (complete the following)**

(1) The date when validity of challenge will be determined is \_\_\_\_\_  
(date of board meeting)

(2) The place where validity of challenge will be determined is \_\_\_\_\_  
(location of board meeting)

(3) Mail a COPY of the challenge to the voter whose absentee by mail or early voting ballot is being challenged at the address shown on the voting rolls WITHIN 24 HOURS AFTER THE CHALLENGE HAS BEEN PREFILED.

(4) Retain ORIGINAL challenge form and transmit to the place where absentee by mail or early voting ballots will be counted and tabulated.

(5) Mail a copy of the challenge to the voter IF THE CHALLENGE IS DETERMINED TO BE VALID by the parish board of election supervisors.

In accordance with La. R.S. 1313, the validity of this challenge will be determined during the preparation, verification, counting, and tabulation of absentee by mail and early voting ballots. If the counting and tabulation of absentee by mail and early voting ballots begin prior to the closing of the polls, any person who wants to be present during the preparation, verification, counting, and tabulation will not be allowed to leave or to communicate with any other person outside, until such time as the polls are closed, nor shall any person who is present during the preparation, verification, counting, and tabulation of absentee by mail and early voting ballots possess a cellular telephone or electronic communication device.

**For ROV Office Use Only**


Date Challenged Received: \_\_\_\_\_ Voter Registration Number: \_\_\_\_\_

Date and time copy mailed to voter: \_\_\_\_\_ Registration Address: \_\_\_\_\_

Prepared by the Louisiana Secretary of State

ROV Form: PC-AB (Rev. 02/21)

Figure 2: Notification of Absentee or Early Voting Ballot Rejection (NTAV) Form



ROV Form: NTAV  
**Notification of Absentee or Early Voting Ballot Rejection**

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**BALLOT REJECTION NOTIFICATION**

In accordance with the provisions of La. R.S. 18:1315, you are hereby notified that your absentee or early voting ballot was successfully challenged and WAS NOT COUNTED

for the election held on \_\_\_\_\_.  
(date of election)

A copy of the challenge to your absentee or early voting ballot was required to be mailed to you by the registrar of voters within 24 hours after the challenge was filed with the Registrar of Voters Office.

The specific reason for which the challenge was made, as stated in the Prefiled Challenge to an Absentee or Early Voting Ballot (PC-AB) form, was:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PARISH BOARD OF ELECTION SUPERVISORS**  
 (must be signed by at least a majority of the members)

X  
 \_\_\_\_\_  
(PBES member signature)

X  
 \_\_\_\_\_  
(PBES member signature)

X  
 \_\_\_\_\_  
(PBES member signature)

X  
 \_\_\_\_\_  
(PBES member signature)

X  
 \_\_\_\_\_  
(PBES member signature)

**Instructions:** Attention Parish Board of Election Supervisors, (1) this notice is required to be sent to a voter whose absentee or early voting ballot was rejected as a result of a prefiled challenge to an absentee or early voting ballot. (2) This notice must be sent to the voter at their place of residence by mail, within four days after the ballot was rejected. (3) A copy of this notice must be retained for the records of the parish board.

**For Office Use Only**  
 Date and time copy mailed to voter: \_\_\_\_\_

Prepared by the Louisiana Secretary of State

ROV Form: NTAV (Rev. 04/21)

## 10.02: Challenges for Cause

- A. Pursuant to [La. R.S. 18:1315\(B\)](#), a challenge for cause may be filed by a candidate or their representative, a member of the Board, or a qualified elector on grounds other than those grounds specified in [La. R.S. 18:565\(A\)](#). During the counting of absentee and early voting ballots, the Board determines by majority vote:
  1. The validity of any ballot challenged for cause in accordance with [La. R.S. 18:1315\(B\) and \(C\)](#); and
  2. Whether or not to reject a ballot with a distinguishing mark in accordance with [La. R.S. 18:1316](#).
- B. Pursuant to La. R.S. 18:1315(C), any absentee by mail certificate with missing information, which is required to be completed by the voter pursuant to R.S. 18:1310, that was not cured by the voter shall be deemed challenged. **However, an absentee by mail ballot shall not be deemed challenged solely because the voter indicates on the absentee by mail certificate that he does not know his mother's maiden name or because the witness's mailing address is missing.**
- C. The Parish Board of Election Supervisors **MUST** determine the validity of all challenges for cause. The Challenge of Voter for Cause (CV-ME) form (*Figure 4*) **MUST** be completed for each challenge regardless of if the challenge is valid or not.
- D. If the Board determines by majority vote that a ballot will not be counted, the Board writes "rejected" and the cause for the rejection across the certificate envelope or early voting confirmation sheet. The Board then places all rejected ballots and early voting confirmation sheets in the special absentee and early voting envelope(s) or container(s).
- E. If the Board determines by majority vote that a challenged ballot for cause is valid and does not count the ballot, it **MUST** also notify the voter by sending the signed blue copy of the Challenge of Voter for Cause (CV-ME) form used to make the determination within four days by regular mail. In addition, the Board **MUST** retain the pink copy of the form and give the challenger the white copy of the form.
- F. The Challenge of Voter for Cause (CV-ME) form is provided to the Registrar of Voters by the Secretary of State and **MUST** be signed by at least a majority of the Board ([La. R.S. 18:1315](#)).

Figure 3: Challenge of Voter for Cause (CV-ME)

| Challenge For Cause- During the Counting of Absentee and Early Voting Ballots   |  |
|---|--|
| <p>The undersigned hereby challenges the right of:</p> <p>_____ (name of person challenged)</p> <p>voter registration #: _____</p> <p>to vote at the _____ ward/precinct</p> <p>Parish of _____ for the following</p> <p>cause: <input type="checkbox"/> No Voter Signature<br/> <input type="checkbox"/> No Witness Signature<br/> <input type="checkbox"/> No Mother's Maiden Name</p> <p>Other: _____</p> <p>This challenge is made in accordance with La. R.S. 18:1315(B).</p> <p>Dated and signed the _____ day of _____, _____</p> <p>X _____ (signature of challenger)</p> <p>_____ (printed name of challenger)</p> | <p style="text-align: center;"><b>INSTRUCTIONS TO PARISH BOARD OF ELECTION SUPERVISORS</b></p> <p>The parish board of election supervisors present shall determine the validity of the challenge. If they determine by majority vote that the challenge is valid, the vote shall not be counted. If the majority determines the challenge is invalid, the vote shall be counted.</p> <p style="text-align: center;"><b>DETERMINATION OF CHALLENGE</b><br/>(check applicable box below and sign)</p> <p><input type="checkbox"/> The challenge is valid.</p> <p><input type="checkbox"/> The challenge is invalid.</p> <p>X _____ (PBES member)</p> <p>X _____ (PBES member)</p> <p>X _____ (PBES member)</p> <p>X _____ (PBES member)</p> <p>X _____ (PBES member)</p> <p style="text-align: center;"><b>DISPOSITION:</b></p> <p>1. Mail WITHIN 4 DAYS AFTER DETERMINATION OF CHALLENGE the BLUE ORIGINAL challenge form to the voter's place of residence.<br/> 2. Retain PINK copy for Parish Board of Election Supervisors' records.<br/> 3. Give WHITE COPY to challenger.</p> |

Prepared and Furnished by the Secretary of State ROV Form: CV-ME (Rev. 03/25)

## Part 11: Preparation and Verification Prior to Election Day

### 11.01: General Questions

#### A. When to conduct preparation and verification? ([La. R.S. 18:1313](#) and [La. R.S. 18:1313.1](#))

Parishes may conduct the preparation and verification process for the tabulation and counting of absentee and early voting ballots for a primary or general election one to three days prior to election day by notifying the Secretary of State's office no later than five days before election day.

If a parish intends to conduct the preparation and verification process two or three days prior to election day, it must receive prior written approval from the Secretary of State's office.

#### B. Where to conduct preparation and verification?

The preparation and verification process for the counting of the absentee and early voting ballots may be conducted before the election at a public facility within the parish designated by the Registrar of Voters, at a time fixed by the Parish Board of Election Supervisors.

#### C. Can the public attend preparation and verification?

Candidates, their representatives, and qualified electors may be present during the preparation and verification process for the counting and tabulation of absentee and early voting ballots before the election. The preparation, verification, counting, and tabulation of absentee by mail and early voting ballots shall not be video, audio, or tape recorded, filmed, or broadcast live ([La. R.S. 18:1313\(E\)\(2\)](#)).

#### D. Can the Board have help during preparation and verification?

If the Board determines that parish Board commissioners are necessary for the preparation and verification process, it selects parish Board commissioners in accordance with the provisions of [La. R.S. 18:1314](#).

If an insufficient number of parish board commissioners was selected pursuant to R.S. 18:1314 to count the absentee by mail and early voting ballots, the board, through the registrar of voters, shall request approval from the commissioner of elections to select a sufficient number of parish board commissioners on election day to assist in the counting of the ballots.

#### E. What If the Board doesn't have a quorum for preparation and verification?

If less than a quorum but at least two (2) Board members are present, the Board may still conduct preparation and verification prior to Election Day. If an insufficient number of parish board commissioners was selected pursuant to R.S. 18:1314 to prepare and verify the absentee by mail and early voting ballots, the board, through the registrar of voters, shall request approval from the commissioner of elections to select a sufficient number of parish board commissioners to assist in the preparation and verification of the ballots.

#### F. When do these ballot get counted and tabulated?

The counting and tabulation of absentee and early voting ballots is conducted on Election Day.  
**No ballot will be opened until Election Day.**

## 11.02: Preparation and Verification Procedure

A. Preparation and Verification Procedures in accordance with [La. R.S. 18:1313.1](#) are as follows:

1. A member of the Board removes the certificates, early voting verification forms, early voting machine public counter logs, early voting confirmation sheets, absentee ballots, early voting paper ballots, and envelopes containing the absentee ballots and early voting paper ballots from the special absentee and early voting ballot envelope(s) or container(s).
2. The Board reviews the early voting verification forms and early voting machine public counter logs and, if found to be acceptable to the Board, signs each early voting verification form. If the Board does not find an early voting verification form to be acceptable, it may review any early voting confirmation sheet and document its correction to the early voting verification form before signing it.
3. The Board announces the name of each absentee voter and the name of each voter who voted a paper ballot during early voting with their ward and precinct of where they are registered to vote, and compares the name on the certificate envelope containing the absentee ballot or early voting paper ballot with the names on the absentee voter report or early voter report, as applicable.
4. The Board separates any ballots that are challenged in accordance with [La. R.S. 18:1315\(A\) or \(B\)](#) (prefiled challenged or challenged for cause) from the ballots that are not challenged.
5. If an absentee ballot has not been challenged and is determined by the Board to be valid, a member of the Board makes a check mark on the absentee voter report beside the name of the voter as it appears on the report and writes their initials on each page of the report. If applicable, a member of the Board opens the certificate envelope containing the absentee ballot and leaves the enclosed security envelope sealed.
6. If an early voting paper ballot has not been challenged and is determined by the Board to be valid, a member of the Board writes the words "voted early" and their initials on the early voter report beside the name of the voter as it appears on the report. A member of the Board then opens the certificate envelope and removes the sealed security envelope containing the paper ballot voted during early voting and leaves the enclosed security envelope sealed.
7. If an absentee ballot or early voting paper ballot has been challenged, the members leave the certificate envelope sealed, if applicable, containing the absentee ballot or early voting paper ballot.
8. A member of the Board then places the ballots that have been challenged and the ballots that have not been challenged in the special absentee envelope(s) or container(s) provided for that purpose, to be sealed and the certificate executed by two members of the Board.
9. The members of the Board place the certificate envelopes of the absentee ballots and early voting paper ballots that have not been challenged in the envelope(s) or container(s) provided for that purpose, to be sealed and the certificate executed by two members of the Board.
10. Absentee ballots that are received by the Registrar of Voters after the preparation and verification process is completed, but before the deadline to return absentee ballots will be prepared, verified, counted, and tabulated on Election Day.



## Part 12: Preparation, Verification, Counting, and Tabulation

### 12.01: General Provisions and Information ([La. R.S. 1313](#) and [La. R.S. 1313.1](#))

- A. **Responsibilities** - The Board is responsible for the preparation, verification, counting and tabulation of all absentee and early voting ballots in their parish.
- B. **Parish Board Commissioners** - The Board may utilize no more than six (6) parish Board commissioners in accordance with [La. R.S. 1313\(B\)](#), unless additional commissioners are approved by the Secretary of State, pursuant to [La. R.S. 18:1314](#), to count these ballots. If a majority or a quorum of the Board is not present to count, the members present may select a sufficient number of parish Board commissioners on Election Day to assist in the counting. For additional parish Board commissioners, the Board **MUST** request and receive approval from the Secretary of State or designee prior to Election Day. Please contact the Secretary of State's Office, Elections Services Division for a request form.
- C. **Time and place for Preparation, Verification, Counting, and Tabulation of all paper ballots** - In accordance with [La. R.S. 1313\(C\)\(1\)](#), the counting of ballots **MUST** be done at a public facility within the parish designated by the Registrar of Voters at a time fixed by the Board, which **MUST** be **no later than 8 p.m. on Election Day**. In accordance with [La. R.S. 1313\(D\)\(2\)](#), the Board or commissioners, may request security and technical assistance from the Secretary of State in-person or by telephone.
- D. **Secretary of State Assistance** – Any person authorized by the Secretary of State may assist the Registrar of Voters in the challenge removal process on the early voting machines, in reading the early voting machine results cartridges, and in producing the early voting machine results report.
- E. **Who may be present at meeting and Board's responsibilities** - Pursuant to [La. R.S. 18:1313\(E\)](#), candidates, their representatives, and qualified electors may be present during the preparation, verification, counting and tabulation of absentee and early voting ballots. If the counting and tabulation of absentee and early voting ballots begins prior to the closing of the polls, the Board **MUST** give reasonable notice to inform any person who wants to be present during the preparation, verification, counting and tabulation on election day that no person will be allowed to leave or to communicate with any other person outside until the polls are closed and that persons present may not possess a cell phone or electronic communication device.
- F. **Sequestration** - If the counting of ballots begins prior to the closing of the polls at 8 p.m., the count **MUST** be conducted in a location and manner to prevent disclosure of the results prior to the closing of the polls. Each person, except the security, a representative of the Attorney General, with written approval of the Secretary of State, the Clerk of Court; the Registrar of Voters, or technical assistance personnel authorized by the Secretary of State, who enter the counting location **MUST** remain in that location and **MUST** not be allowed to leave except temporarily, and then only accompanied by security (e.g. a bathroom break), and **MUST** not communicate with any person outside of the room until the polls close. (Security should require all electronic communication to remain with them until person is authorized to leave.) ([La. R.S. 1313\(D\)\(1\)](#))



- G. Documenting and public posting of results** - The total number of absentee and early votes cast for a candidate and those for and against a proposition are entered by the Board on the **Final Absentee Vote Report (FAVR)** (*Figure 1*), and the members of the Board then **MUST** certify the results and post them after the polls close at the location where the tabulation and counting was conducted and at the office of the registrar of voters in accordance with [La. R.S. 18:1313\(H\)\(13\)](#). Pursuant to [La. R.S. 1313](#) and [La. R.S. 1313.1](#), upon completion on election night, a copy of the Final Absentee Vote Report (FAVR) is immediately transmitted to the Clerk of Court, a copy is transmitted to the Secretary of State, and a copy is placed in the special absentee by mail and early voting ballot envelope(s) or container(s) for delivery to the Registrar of Voters.
- H. Testing and certifying counting and tabulation equipment** - Prior to utilizing any absentee and early voting counting equipment, the Parish Board of Election Supervisors **MUST**:
1. Generate a zero tally to ensure that the equipment's candidate and question counters are set at zero and that no votes have been cast for any candidate or for or against any proposition.
  2. Sign and certify to the correctness of each zero proof sheet and place all zero proof sheets in the special absentee by mail and early voting envelope(s) or container(s).
- I. Preparing for the meeting** – Registrar Best Practices: Registrars should have certificate envelopes prepared and sorted in Wd/Pct/Alpha order.
- J. Returning ballots, reports, and other materials to the Registrar of Voters upon completion of the tabulation and counting of the absentee and early voting ballots on election day** – The certificate envelopes should remain in Wd/Pct/Alpha order, rubber banded in stacks and secured for retention. The security envelopes should also be stacked and retained. The Board returns the ballots and electronic results report to the special absentee by mail and early voting ballot envelope(s) or container(s), seals the envelope(s) or container(s), executes the certificate on it, and delivers it to the Registrar of Voters.
- K. Registrar of Voters processes when ballots, reports, and other materials received** - When the absentee by mail and early voter reports have been returned to the Registrar of Voters, the registrar, based on the information contained in the reports, confirms that the words "voted by mail" or "voted early" are written in the proper space on the precinct register for each voter who voted early or absentee.
- L. Retention of ballots and election materials after the election** - The registrar preserves the envelope(s) or container(s) and its contents inviolate and, except upon order of a court of competent jurisdiction, shall not allow the absentee and early voting documents to be inspected by anyone until the delay for filing an action contesting the election has lapsed. If an action contesting the election is commenced timely, the registrar shall continue to preserve the envelope(s) or container(s) and its contents inviolate, subject to the orders of the court, until the final judgment in the action has become definitive.

## **12.02: Absentee Preparation, Verification, Counting, and Tabulation Procedures on Election Day**

If preparation and verification was not completed prior to Election Day or if there were absentee ballots received before the deadline, but after preparation and verification was completed, the preparation, verification, counting, and tabulation procedure, in accordance with [La. R.S. 18:1313\(G\)](#), is as follows:

1. A member of the Board removes the certificates and special absentee ballots and envelopes containing the absentee and early voting ballots from the Special Absentee and Early Voting Ballot Envelope(s) (AB-1) or container(s);

2. The Board announces the name of each absentee voter and the ward and precinct where they are registered to vote, and then **MUST** compare the name on the certificate envelope containing the absentee ballot with the names on the absentee voter report;
3. For all challenges for cause, a Challenge of Voter for Cause (CV-ME) form **MUST** be completed. The Board **MUST** determine the validity of challenges in accordance with [La. R.S. 18:1315](#) (pre-filed challenges or challenges for cause during the counting) and complete and sign the Challenge of Voter for Cause (CV-ME) form, if applicable;
4. If the Board determines that an absentee ballot is valid, a member of the Board makes a check mark beside the name of the voter and initials each page of the absentee ballot voter report. If applicable, a member of the Board then opens the certificate envelope containing the absentee ballot and leaves the security envelope sealed;
5. If a majority of the Board determines that an absentee ballot is invalid, the certificate envelope remains sealed and a member writes the word “rejected” with the reason across the envelope or the certificate attached to the special absentee ballot. The member **MUST** also write the word “rejected” and their initials on the absentee voter report beside the name of the voter as it appears in the report. The rejected ballots in the certificate envelopes and certificates **MUST** be returned to the special absentee and early voting ballot envelope or container(s); no rejected absentee ballot can be counted. (The Board is required to notify the voter in writing on a form provided by the Secretary of State within four days by mail);
6. After the validity of all absentee ballots has been determined, the members of the Board place the valid certificates and certificate envelopes that contain the ballots and place them in the Special Absentee and Early Voting Ballot Envelope(s) (AB-1) or container(s) to be sealed and certified immediately upon completion of these processes;
7. The Board members **MUST** then open the security envelopes containing the valid absentee ballots and remove the ballots. **The Board should make a visual inspection of the front and back of each ballot and separate them into stacks: ballots that are to be read by counting equipment, and ballots to be hand counted or duplicated due to possible ambiguous scan errors.**
8. The Board **MUST** reject any ballot containing a distinguishing mark or feature making the ballot susceptible to identification as provided by [La. R.S. 18:1316](#), except if it was transmitted by fax pursuant to [La. R.S. 18:1316\(B\)](#) or transmitted electronically to a member of the United States Service or person residing outside the U.S., pursuant to [La. R.S. 18:1316\(C\)](#). A ballot transmitted by facsimile shall not be considered as having distinguishing marks pursuant to [La. R.S. 18:1316\(B\)](#);
9. If a ballot is physically damaged or cannot properly be counted by the counting equipment and the vote cast by the voter is clearly discernible from a physical inspection of the defective ballot, a true duplicate may be made of the defective ballot in the presence of witnesses and substituted for the ballot (or hand counted). The duplicate **MUST** be clearly labeled “duplicate,” bear a ballot number that **MUST** be recorded on the defective ballot and be counted in lieu of the defective ballot. After a ballot has been duplicated, the defective ballot **MUST** be placed in the special envelope(s) or container(s) and the duplicate ballot **MUST** be counted with the other valid ballots; and

10. Once ballots are removed from the security envelope and prepped to be scanned, they should be placed in batches of ten, twenty, twenty-five or fifty, depending on the size of the parish. Batches should not be larger than fifty ballots for post-election audit purposes. The ballots are then put through the absentee and early voting counting equipment for processing. After the ballots have been scanned, the batches must be retained for organizational and audit purposes.

### 12.03: Early Voting Preparation, Verification, Counting, and Tabulation Procedures

If preparation or verification was not completed prior to Election Day, the preparation, verification, counting, and tabulation procedure for Early Voting Machine Ballots and Paper Ballots Voted During Early Voting, in accordance with [La. R.S. 18:1313\(H\)](#), is as follows:

1. A member of the Board presents for counting the early voting verification forms, early voting machine public counter logs, early voting confirmation sheets, paper ballots voted during early voting, early voter report, and all early voting machine results reports;
2. The Board reviews the verification forms and public counter logs, and if found to be acceptable, signs the verification form (each Board member signs). If the Board does not find the verification form(s) to be acceptable, it may review any early voting confirmation sheet and **MUST** document its correction to the early voting verification form(s) and then sign it;
3. The Board announces the results from the early voting machine results report for the in-person early voting ballots;
4. For each paper ballot voted during early voting, the Board **MUST** follow the same procedures for handling the absentee ballots by announcing the name of the person, the ward and precinct, and **MUST** compare the name on the certificate envelope with the names on the early voter report;
5. For all challenges for cause a Challenge of Voter for Cause (CV-ME) form (*Figure 4*) **MUST** be completed. The Board **MUST** determine the validity of challenges and complete and sign the Challenge of Voter for Cause (CV-ME) form;
6. If the Board determines that a paper ballot voted during early voting is valid, a member of the Board **MUST** write "Voted Early" and their initials beside the name of the voter as it appears on the ERIN printed Final Absentee Daily Voters Report (In-Person) (*Figure 5*) and initial each page of the report. A member of the Board then opens the certificate envelope and leaves the security envelope sealed;
7. If a majority of the Board determines that a paper ballot voted during early voting is invalid, the members **MUST** leave the certificate envelope sealed, and write "rejected" and the reasons for rejection across the envelope. A member **MUST** also write "rejected" and their initials on the ERIN printed Final Absentee Daily Voters Report (In-Person) beside the name of the voter as it appears on the report and places the rejected ballot in the special envelope(s) or container(s) and not count it;
8. After the validity of all paper ballots voted during early voting has been determined, the Board **MUST** place the valid early voting confirmation sheets and the opened certificate envelopes from the valid paper ballots into the Special Absentee and Early Voting Ballot Envelope(s) (AB-1) or container(s), to be sealed and certified later;

9. The Board **MUST** open the security envelopes containing the valid paper ballots and remove the ballots. **Once ballots are removed from the security envelope, the board should make a visual inspection of the front and back of each ballot and separate those ballots to be hand counted or duplicated due to possible ambiguous scan errors.** The ballots ready for scanning should then be placed in batches of ten, twenty, twenty-five, or fifty depending on the size of the parish. Batches should not be larger than fifty ballots for post-election audit purposes. After the ballots have been scanned, the batches must be retained for organizational and audit purposes.
10. The Board **MUST** reject any ballot containing a distinguishing mark or feature making the ballot susceptible of identification as provided by [La. R.S. 18:1316](#); and
11. If a ballot is physically damaged or cannot properly be counted by the counting equipment and the vote cast by the voter is clearly discernible from a physical inspection of the defective ballot, a true duplicate may be made of the defective ballot in the presence of witnesses and substituted for the ballot (or hand counted). The duplicate **MUST** be clearly labeled "duplicate," bear a ballot number that **MUST** be recorded on the defective ballot and be counted in lieu of the defective ballot. After a ballot has been duplicated, the defective ballot **MUST** be placed in the special envelope(s) or container(s) and the duplicate ballot **MUST** be counted with the other valid ballots.
12. The applicable ballots are then processed in accordance with the procedures provided by Election Operations.

**Figure 4: Final Absentee Daily Voters Report (In-Person)**

| Louisiana Secretary of State  |          |    |    |       |          |         |                            |       |  |
|---|----------|----|----|-------|----------|---------|----------------------------|-------|--|
| Absentee Daily Voters   |          |    |    |       |          |         |                            |       |  |
| Report type Final for EAST BATON ROUGE - 17 Parish AND Ward 01 AND Precinct Multiple AND Election Date 05/02/2015 AND Office <ALL> AND District Value <ALL> AND ROV Office <All> AND Vote Date 04/28/2015 AND Send Method Multiple AND Return Method Multiple AND Sort By WardPrec                              |          |    |    |       |          |         |                            |       |  |
| Prsh  | Wd/Pct   | PJ | CD | SCHBD | Req. No. | Name    | Address                    | Partv |  |
| 17  | 01/105 B | 11 | // | 05    |          | CELESTE | BATON ROUGE, LA 70809-7629 | DEM   |  |
| <b>Ballot:</b> In Person Ballot<br><b>Person Type:</b> In Person<br><b>Request Type</b> In person<br><b>Request Date</b> 04/22/2015<br><b>Send Method</b> In Person<br><b>Send Date</b> 04/22/2015<br><b>Returned</b> In Person - 04/22/2015<br><b>Response</b> Accepted<br><b>COMMISSIONER INITIALS:</b> _____ |          |    |    |       |          |         |                            |       |  |
| 17  | 01/105 B | 11 | // | 05    |          | ROBERTA | BATON ROUGE, LA 70809-7629 | DEM   |  |
| <b>Ballot:</b> Proposition<br><b>Person Type:</b> Over 65<br><b>Request Type</b> Mail<br><b>Request Date</b> 04/09/2015<br><b>Send Method</b> Mail<br><b>Send Date</b> 04/09/2015<br><b>Returned</b> Mail - 04/17/2015<br><b>Response</b> Accepted<br><b>COMMISSIONER INITIALS:</b> _____                       |          |    |    |       |          |         |                            |       |  |
| Total Voters:   |          |    |    |       |          |         | 16                         |       |  |
| In-Person Voters:   |          |    |    |       |          |         | 8                          |       |  |
| Mail Voters:  |          |    |    |       |          |         | 8                          |       |  |

## 12.04: Counting and Tabulating Pre-Verified Absentee Ballots and Early Voting Ballots

If preparation and verification was completed prior to Election Day, pursuant to [La. R.S. 18:1313.1](#), the counting, and tabulation procedure for Absentee and early voting ballots is as follows:

1. The members then open the security envelopes containing the valid absentee ballots and early voting paper ballots and remove the ballots;
2. The board should make a visual inspection of the front and back of each ballot. The Board then rejects any ballot containing a distinguishing mark or feature making the ballot susceptible of identification as provided by [La. R.S. 18:1316](#), except if it was transmitted by fax. A ballot transmitted by facsimile shall not be considered as having distinguishing marks pursuant to [La. R.S. 18:1316\(B\)](#). A ballot **MUST** not be rejected as containing a distinguishing mark if the ballot was transmitted electronically to a member of the U.S. Service or a person residing outside the United States pursuant to [La. R.S. 18:1316\(C\)](#);
3. If a ballot is physically damaged or cannot properly be counted by the counting equipment and the vote cast by the voter is clearly discernible from a physical inspection of the defective ballot, a true duplicate may be made of the defective ballot in the presence of witnesses and substituted for the ballot (or hand counted). The duplicate **MUST** be clearly labeled "duplicate," bear a ballot number that **MUST** be recorded on the defective ballot and be counted in lieu of the defective ballot. After a ballot has been duplicated, the defective ballot **MUST** be placed in the special envelope(s) or container(s) and the duplicate ballot **MUST** be counted with the other valid ballots.
4. The applicable ballots are then processed in accordance with the procedures provided by Election Operations.

## 12.05: Other Counting and Tabulation Requirements

In the event of an emergency, the Board is required to count paper ballots cast at the polling place under the administrative rules on [Emergency Election Day Paper Ballot Procedures](#). The Board is also required to count ballots received electronically for military and overseas voters; or for voters who are unable to vote during early voting or at the polls on Election Day because of their out-of-state work responsibilities relating to a declared emergency, when the Secretary of State authorizes special procedures for emergency voting pursuant to [La. R.S. 18:1308](#).

## Part 13: Provisional Voting Information

### 13.01: Provisional Ballots

- A. In accordance with [La. R.S. 18:566.2](#), the Parish Board of Election Supervisors is responsible for the counting and tabulation of all provisional ballots in federal elections. Provisional ballots are counted by hand.
- B. After opening of the voting machines following a presidential or regularly scheduled congressional general election (primary and run-off) and prior to the compilation of returns, available registration documentation is provided to the Board by the Registrar of Voters in accordance with [La. R.S. 18:566.2\(A\)](#) for the purposes of determining if the individual that voted provisionally is a registered voter and eligible to vote in the election.
- C. The Parish Board of Election Supervisors is responsible for the counting and tabulation of all provisional ballots in federal elections. Provisional ballots are counted by hand.

- D. If the Parish Board of Election Supervisors determines that parish Board commissioners are necessary to assist in counting provisional ballots, the Board may utilize no greater than six (6) parish Board commissioners, unless additional commissioners are approved by the Secretary of State, to count these ballots. For additional parish Board commissioners, the Parish Board of Election Supervisors **MUST** request and receive approval from the Secretary of State or their designee. A request form is provided by the Secretary of State's Office, Elections Services Division.
- E. In a parish where no parish Board commissioners are utilized during the counting and tabulation of absentee and early voting ballots, the Board may utilize commissioners to count the provisional ballots; if so, the selection and compensation of such commissioners **MUST** be in the same manner as parish Board commissioners.
- F. Provisional ballots **MUST** be counted prior to the compilation of returns, at the office of the Registrar of Voters or at a public facility within the parish designated by the Parish Board of Election Supervisors.
- G. Candidates, their representatives, and qualified electors may be present during counting and tabulation of provisional ballots.

### 13.02: Procedures for Counting Provisional Ballots:

- A. The Board, in accordance with [La. R.S. 18:566.2\(F\)\(1\)](#), removes the sealed Provisional Ballot Affidavit Envelopes (AFF-PB) (*Figure 6*) containing the voted provisional ballots from the Provisional Ballot Parish Board of Election Supervisors Envelope (PB-PBES) (*Figure 7*) or container and all other contents in the envelope or container;
- B. The Board, pursuant to [La. R.S. 18:566.2\(F\)\(2\)](#), announces the name of each provisional voter and the members of the Parish Board of Election Supervisors compare the name on the flap of the Provisional Ballot Affidavit Envelope (AFF-PB) with the name on the List of Provisional Voters (*Figure 8*);
- C. The Board **MUST** determine, in accordance with [La. 18:566.2\(F\)\(3\)](#), whether the provisional ballot will be counted. The Board members may review all available registration documentation provided by the Registrar of Voters, the Secretary of State, and/or other state and local agencies for the purposes of determining whether the individual casting a provisional ballot (1) is a registered voter, (2) was eligible to vote in the federal election, (3) did not vote absentee, early, or at their precinct on Election Day;
- D. If the Board determines, in accordance with [La. R.S. 18:566.2\(F\)\(4\)](#), that a provisional ballot will be counted, a member of the Board writes the provisional ballot number and the word "**counted**" next to the provisional voter's name on the List of Provisional Voters;
- E. If applicable, the Board in accordance with [La. R.S. 18:566.2\(F\)\(4\)](#), tears the flap from the Provisional Ballot Affidavit Envelopes (AFF-PB) containing the provisional ballot, attaches the provisional voter's registration documentation to the envelope flap, and leaves the envelope sealed;
- F. If a majority of the Board determines, pursuant to [La. R.S. 18:566.2\(F\)\(5\)](#), that a provisional ballot will not be counted, the flap remains on the envelope and it remains sealed and a member of the Board **MUST** write the word "**rejected**" with the reason for rejecting the ballot across the envelope. A member of the Board **MUST** also write the provisional ballot number, the word "**rejected**," and the reason for the rejection next to the name of the provisional voter on the List of Provisional Voters. The rejected ballots are placed in the Rejected Provisional Ballot Envelope (PB-RB) (*Figure 9*) and will not be counted;



- G. After the validity of all provisional ballots has been determined, the members of the Board place the original signed List of Provisional Voters, the flaps removed from the valid provisional ballots and the attached registration documentation in the Provisional Ballot Registrar of Voters Envelope (PB-ROV) (*Figure 10*) or box and two members must execute the certificate on the PB-ROV and transmit the envelope to the Registrar of Voters, pursuant to [La. R.S. 18:566.2\(F\)\(6\)](#);
- H. The Board then in accordance with [La. R.S. 18:566.2\(F\)\(7\)](#), open the Provisional Ballot Affidavit Envelopes (AFF-PB) containing the valid provisional ballots and remove the voted ballots;
- I. The provisional votes cast for a candidate for federal office shall be counted by hand, and announced in the order of the offices and candidates listed on the provisional ballot. The Board enters the votes on the Final Provisional Ballot Vote Report (PB-FVR) (*Figure 11*) and certifies the results in accordance with [La. R.S. 18:566.2\(F\)\(8\)](#);
- J. The original Final Provisional Ballot Vote Report (PB-FVR) is transmitted to the Clerk of Court. A copy of the Final Provisional Ballot Vote Report (PB-FVR) and a completed Board of Elections Supervisors Approval of Provisional Voters (PB-S) form from the [ROV LASOSNET Portal](#) is mailed to the Secretary of State in the Provisional Ballot Secretary of State Envelope (PB-SOS) (*Figure 12*) by the parish Board or the Registrar of Voters pursuant to [La. R.S. 18:566.2\(F\)\(9\)-\(10\)](#); and
- K. Upon completion of the count, the parish Board places the valid provisional ballots, a copy of the Final Provisional Ballot Vote Report (PB-FVR), and the Rejected Provisional Ballot Envelope (PB-RB) in the Provisional Ballot Registrar of Voters Envelope (PB-ROV) (tamper-proof) or box with envelope attached and seals it in accordance with [La. R.S. 18:566.2\(H\)](#).



Figure 5: Provisional Ballot Affidavit Envelopes (AFF-PB)

**FOR PROVISIONAL BALLOT ONLY**

**VOTING A PROVISIONAL BALLOT AFTER VOTING AT POLLS OR  
VOTING ABSENTEE BY MAIL OR DURING EARLY VOTING  
IS PROHIBITED AND MAY RESULT IN CRIMINAL PENALTIES**

**VIOLATION OF PROVISIONAL VOTING LAWS VOIDS  
BALLOT AND MAY RESULT IN CRIMINAL PENALTIES**

**BALLOT ENVELOPE MUST BE SEALED  
DO NOT DETACH AFFIDAVIT FLAP**

**AFF-PB  
(Rev. 1/19)  
Lot# 19-001**

**ATTENTION COMMISSIONER:**  
**COMPLETE AND DETACH THIS RED PORTION AND  
GIVE TO VOTER**

**PROVISIONAL BALLOT NUMBER**  
**867530911**

**ATTENTION PROVISIONAL VOTER:**  
You may visit the La. Secretary of State's Voter Portal at <https://voterportal.sos.la.gov> or call 1-800-883-2805, one week after the election and refer to this provisional ballot number to know if your vote was counted or not, and for the reason if not counted.

↓ **DO NOT DETACH FLAP AFFIDAVIT BELOW** ↓

**SECTION 1: COMMISSIONER/ELECTION OFFICIAL COMPLETES**

Provisional Ballot Number: 867530911

Select Type(s) of Provisional:

☒ 1. Early Voter  
☐ 2. Election Day Voter, Wd./Pct. 01/02  
☐ 3. Replacement Ballot  
☐ 4. Court Ordered Extended Polling Hours

**SECTION 2: VOTER COMPLETES, CERTIFIES, AND SIGNS**  
Instructions: Voter must fill in all blanks that apply and sign.

I, John A Doe  
(first) (middle) (last)

do solemnly swear that I am a resident of  
East Baton Rouge Parish, Louisiana  
1234 W. Blue St.  
(residence address)  
Baker  
(city or town)

and that I am a registered voter in the above listed parish and I am eligible to vote in the election for federal office.

My date of birth is: 07/12/1990

Last 4 digits of my SSN are: 5555

My mother's maiden name is: Dart

My political party affiliation is: Democrat

VOTER'S SIGNATURE OR MARK:  
X John Doe  
(signature)  
John Doe  
(printed name)

**SECTION 3: COMMISSIONER/ELECTION OFFICIAL SIGNS**

The above-listed voter has sworn and subscribed before me on March 20, 2021 (date)

PRECINCT COMMISSIONER, REGISTRAR OF VOTERS, OR  
DEPUTY REGISTRAR OF VOTERS SIGN AND PRINT NAME:  
X April May  
(signature)  
April May  
(printed name)

Voter Registration # \_\_\_\_\_  
(Office use only-Completed by Registrar of Voters Office)  
Voted at Precinct? ☐ Yes ☐ No

**Figure 6: Provisional Ballot Parish Board of Election Supervisors Envelope (PB-PBES)**

|   |
|---|
| Parish  |
| <h2 style="margin: 0;">PROVISIONAL BALLOT PBES ENVELOPE</h2> <p><b>Instruction:</b> The ROV must submit the following items to the parish board of election supervisors in this envelope or in a sealed and secure box labeled as "Provisional Ballot Parish Board of Election Supervisors" box, if this envelope is not large enough to hold all of the contents:</p> <ol style="list-style-type: none"> <li>1. A List of Provisional Voters created and printed from ERIN;</li> <li>2. A PB-S - PBES Final Provisional Ballot Voter List Certification printed from LASOSNET (for completion by the PBES);</li> <li>3. A blank Final Provisional Ballot Vote Report (PB-FVR) from ERIN (for completion by PBES); and</li> <li>4. All voted or spoiled provisional ballots in their affidavit envelopes with any attached registration document(s), if any.</li> </ol> <div style="text-align: center; padding: 20px;"> <p><b>Disposition – Deliver to:</b></p> <p><b>PBES</b></p> <p>(for tabulation on 3<sup>rd</sup> or 4<sup>th</sup> day following the election)</p> </div> |
| <div style="display: flex; justify-content: space-between;"> <span>Prepared and Furnished by Secretary of State</span> <span>PB-PBES (Provisional Ballot PBES Envelope) (Rev. 04/19)</span> </div>  |

**Figure 7: List of Provisional Voters**

| Louisiana Secretary of State<br><b>Recalls, Petitions &amp; Provisional Voters</b><br>This Information Must Be Secured At All Times and Shredded After Use<br>For Parish ACADIA - 01 AND Type Provisional AND Name General 2014 Provisional List AND Date 12/06/2014 AND Sort Order Alphabetical |           |              |     |                   |                                   |               |         |                 |  |
|--|-----------|--------------|-----|-------------------|-----------------------------------|---------------|---------|-----------------|--|
| First Name   | Last Name | Parish/Reg # | DOB | Residence Address | PRV<br>Wd/Pct                     | VTR<br>Wd/Pct | Status  | Rejected Reason |  |
| Total # of Approved List Names:<br>Total # of Rejected List Names:<br>Total # of Registered Voters:  |           |              |     |                   |                                   |               |         |                 |  |
| CONTAINS CONFIDENTIAL INFORMATION  |           |              |     |                   |                                   |               |         |                 |  |
| User Id: RPiha-Paul running SpcRep_ListMaintenance on PRODUCTION   |           |              |     |                   | Print Date: 10/29/2015 1:57:11 PM |               | Page: 1 |                 |  |

**Figure 8: Rejected Provisional Ballot Envelope (PB-RB)**

|  |
|--|
| <p><i>Issued by Secretary of State</i></p> <div style="border: 1px solid black; width: 300px; height: 30px; margin: 10px 0;"></div> <p style="text-align: center; margin: 0;"><b><u>REJECTED PROVISIONAL BALLOTS</u></b></p> <p><b>INSTRUCTIONS TO PARISH BOARD OF ELECTION SUPERVISORS:</b></p> <p style="text-align: center;">USE THIS ENVELOPE TO SECURE ALL REJECTED PROVISIONAL BALLOTS</p><br><br><p style="text-align: center;"><b>DISPOSITION - PUT IN REGISTRAR OF VOTERS ENVELOPE<br/>(PB-ROV)</b></p><br><p><b>PB-RB</b> (Rejected Provisional Ballot Envelope)<br/>(Rev. 1/14)</p> |
|--|

**Figure 9: Provisional Ballot Registrar of Voters Envelope (PB-ROV)**

| <b>TAMPER-PROOF ENVELOPE – DO NOT OPEN AFTER SEALING</b> |                      |
|--|----------------------|
| <b>PARISH</b>  | <b>ELECTION DATE</b> |

Registrar of Voters Provisional Voting Envelope

# PB-ROV

**INSTRUCTIONS TO PARISH BOARD OF ELECTION SUPERVISORS:**  
 After tabulation and counting of the provisional ballots, write the parish and election date in the boxes provided above and use this envelope to secure and deliver the following items:

- Any valid provisional ballots
- Any certificates removed from the valid provisional ballot envelopes
- Any registration documentation provided to the Parish Board of Election Supervisors
- Original signed list of provisional voters
- One (1) copy of Final Provisional Ballot Vote Report (PB-FVR)
- Any Rejected Provisional Ballot Envelope(s) (PB-RB)

**Seal this envelope and execute the following certificate.**

| <b>TO BE COMPLETED BY TWO MEMBERS OF THE PARISH BOARD OF ELECTION SUPERVISORS</b>   |  |
|---|--|
| <p>This envelope was sealed on the _____ (day) of _____ (month), _____ (year) at _____ (time) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.</p> |  |
| <p>X _____<br/> <small>(parish board member #1 signature)</small></p>   | <p>X _____<br/> <small>(parish board member #2 signature)</small></p>  |
| <p>_____<br/> <small>(parish board member #1 printed name)</small></p>  | <p>_____<br/> <small>(parish board member #2 printed name)</small></p> |

**DISPOSITION - Deliver to the Registrar of Voters**

| <b>TAMPER-PROOF ENVELOPE – DO NOT OPEN AFTER SEALING</b> |
|--|
|--|

Prepared and Furnished by the Secretary of State Registrar of Voters Provisional Voting Envelope (PB-ROV) (Rev. 03/25)

**Figure 10: Final Provisional Ballot Vote Report (PB-FVR)**

| 10/29/2015 <b>Final Provisional Ballot Vote Report</b> <span style="float: right;">PAGE: 1</span>  |  |
|--|--|
| (TO BE USED FOR RECORDING PROVISIONAL VOTE TOTALS)   |  |
| R.S. 18:566.2F.(7)   |  |
| Instructions: The Parish Board of the Election Supervisors shall enter the total number of valid provisional votes.  |  |
| PARISH OF: <b>ACADIA - 01</b>  | DATE OF ELECTION: <b>11/04/2014</b>  |
| TOTAL PROVISIONAL VOTES  |  |
| <p><b>I, S. Nriener</b></p> <p>Atiles _____</p> <p>Brown _____</p> <p>Cassidy _____</p> <p>Clements _____</p> <p>Linzi Du _____</p> <p>Maness _____</p> <p>McMorris _____</p> <p>Senegal _____</p> <p>Wright _____</p> <p><b>I, S. Nriener</b></p> <p>Bardick _____</p> <p>Baudry _____</p> <p>Richard _____</p> | <p>Whyte _____</p> <p>Raymond _____</p> <p>"B" _____</p> <p>Thomas _____</p> <p>Mary L. _____</p> <p>"Rab" _____</p> <p>Brandon Lee _____</p> <p>Vallan _____</p> <p>William P. _____</p> <p><b>Jed Chagtrouk (District)</b></p> <p>Bryan _____</p> <p>Charles W. _____</p> <p>Russell _____</p> |

| 10/29/2015 <b>Final Provisional Ballot Vote Report</b> <span style="float: right;">PAGE: 2</span>   |                                     |
|---|-------------------------------------|
| (TO BE USED FOR RECORDING PROVISIONAL VOTE TOTALS)  |                                     |
| R.S. 18:566.2F.(7)  |                                     |
| Instructions: The Parish Board of the Election Supervisors shall enter the total number of valid provisional votes.   |                                     |
| PARISH OF: <b>ACADIA - 01</b>   | DATE OF ELECTION: <b>11/04/2014</b> |
| WE, THE MEMBERS OF THE PARISH BOARD OF ELECTION SUPERVISORS OF THE ABOVE-NAMED PARISH, HEREBY CERTIFY THAT THIS TABULATION SHOWS THE CORRECT NUMBER OF VALID PROVISIONAL VOTES CAST FOR EACH CANDIDATE. |                                     |
| In witness whereof, we have signed our names at _____ a.m./p.m. of the _____ day of _____.  |                                     |
| Signed: _____   | Signed: _____                       |
| Signed: _____   | Signed: _____                       |
| Disposition: Original to Clerk of Court   |                                     |
| Copy to Secretary of State in PB-SOS envelope   |                                     |
| Copy to Registrar of Voters in PB-RV envelope   |                                     |
| Printed and Furnished by: Secretary of State <span style="float: right;">PB-FVR (Final Provisional Ballot Vote Report) (Created 7/03)</span>  |                                     |

**Figure 11: Provisional Ballot Secretary of State Envelope (PB-SOS) (Front Only)**

ROV ADDRESS LABEL HERE

PB-SOS

Provisional Secretary of State  
Envelope (REV. 3/22)

INSTRUCTIONS ON REVERSE SIDE

SECRETARY OF STATE  
P.O. BOX 94125  
BATON ROUGE, LA 70804-9125

POSTAGE  
REQUIRED  
POST OFFICE WILL  
NOT DELIVER  
WITHOUT PROPER  
POSTAGE

## Part 14: Post-Election Processes, Results, and Compilation of Returns

### 14.01: Election Night Returns

- A. In accordance with [La. R.S. 18:576](#), immediately upon receipt of the tabulation blank and compiled statement forms or voting machine election result sheets and election result cartridges, where utilized, from the commissioners-in-charge, the clerks of court tabulate the results from each precinct in the parish.
- B. Each Clerk of Court transmits the results of the elections to the Secretary of State expeditiously and in accordance with rules and regulations which shall be adopted by the Secretary of State.
- C. The Secretary of State compiles the results of the elections immediately upon receipt of the results from the clerks of court and makes the compiled results available to the press and public.
- D. The election night results required to be compiled and transmitted election night are unofficial results.

### 14.02: Opening Election Machines

- A. In accordance with [La. R.S. 18:573](#), on the day immediately preceding the election, the Clerk of Court prominently post in their office a notice of the time and place where the Election Day voting machines will be opened after the election.
- B. The Clerk of Court may utilize deputy clerks and other employees in their office to assist them in opening the voting machines and verifying the election results. To facilitate the verification of election results, two or more voting machines may be opened simultaneously and the results verified.
- C. The voting machines used in a primary or general election shall remain locked or otherwise secured and, if applicable, sealed until the third day after the election unless the election is in judicial controversy and a court of competent jurisdiction has ordered the machines opened at an earlier time. If the third day falls on a Saturday, Sunday, or other legal holiday, then the machines are opened on the second day following the election.
  - 1. For a Saturday election, the third day is Tuesday.
  - 2. For a Tuesday election, the third day is Friday.
- D. If no order requiring an earlier opening has been issued, then at the time and place designated in the notice, the Clerk of Court, assisted by at least one member of the Board, in the presence of the candidates or their representatives who desire to be present open the voting machines and, if applicable, break the seals.

### 14.03: Verifying Election Results

- A. Pursuant to [La. R.S. 18:573](#), after the machines are opened, the Clerk of Court, in the presence of the Board or the members of the board selected as its representatives and the candidates or their representatives, immediately verify:
  - 1. The total votes cast for each candidate and the total votes cast for and against each proposition as shown on the Election Day voting machines or voting machine official election results reports.



2. The total number of absentee and early voting votes cast for each candidate and the total number of absentee and early voting votes cast for and against each proposition as shown by the final absentee by mail and early voting report filed with the clerk by the Parish Board of Election Supervisors.
- B. The machine votes cast shall be shown separately by each precinct.
  - C. The absentee and early voting votes cast for each candidate and the total number of absentee by mail and early voting votes cast for and against each proposition as shown by the Final Absentee Vote Report (FAVR) filed with the Clerk of Court by the Parish Board of Election Supervisors on election night shall be shown separately from the precinct totals as the Final Absentee Vote Report (FAVR) with the total number of votes cast for each candidate and the total number of votes cast for and against each proposition.

#### 14.04: Transferring Precinct Registers.

Pursuant to [La. R.S. 18:573](#), the Board at the opening of the voting machines, removes the sealed precinct registers from the machines and immediately returns them to the Registrar of Voters.

#### 14.05: Reinspection of Voting Machines

- A. In accordance with [La. R.S. 18:573](#), the deadline by a candidate for filing a request for reinspection with the Clerk of Court is **4:30 p.m. on the third calendar day after the election**.
- B. Immediately upon receiving any request, the Clerk of Court shall prominently post in their office a notice of the time and place of where the voting machines will be reopened and the name of the candidate requesting that the machines be reopened and re-inspected.
- C. **On the fifth day after an election**, if timely requested in writing by a candidate, (or at any time ordered by a court) the Board **MUST** meet to re-inspect the voting machines. The day of this duty may be adjusted if the fifth day falls on a holiday.
- D. The candidate requesting the reinspection is responsible for all reasonable costs associated with such reinspection, including technical support by the Secretary of State's technicians, which shall be payable to the Clerk of Court. The costs are estimated and paid at the time the written request for reinspection of voting machines is filed with the Clerk of Court and is paid in cash or by certified or cashier's check on a state or national bank or credit union, United States postal money order, or money order issued by a state or national bank or credit union. The Board is entitled to reimbursement for attending the reinspection at the rate established in [La. R.S. 18:423\(E\)](#); however, such reimbursement is not counted toward the limitation on compensation provided in La. R.S. 18:423(E) or (J). If it is necessary to reopen a voting machine which has been relocked or otherwise secured and, if applicable, resealed to conduct a reinspection thereof, the Clerk of Court shall relock or otherwise secure and, if applicable, reseal the machine after the reinspection is completed.

#### 14.06: Recount of Absentee/Early Voting Ballots

- A. Pursuant to [La. R.S. 18:1313](#), The deadline by a candidate or by a person who voted in a proposition for filing a request for recount with the Clerk of Court is **4:30 p.m. on the third calendar day after the election**.
- B. Immediately upon receiving any request, the Clerk of Court shall prominently post in their office a notice of the time and place where the absentee and early voting ballots will be recounted and the name of the candidate or the voter in the proposition election requesting the recount.

- C. In accordance with [La. R.S. 18:1313 \(K\)\(2\)\(a\)\(i\)](#), if the number of absentee by mail and early voting ballots cast for all candidates for an office could make a difference in the outcome of the election for such office, upon the written request of a candidate for such office, the board shall recount the absentee ballots by hand or scanning equipment and early voting ballots electronically, unless paper ballots were used for early voting and in such case, the ballots shall be recounted by hand for such office. The registrar shall not allow the absentee and early voting ballots to be inspected by anyone until the recounting of the absentee and early voting ballots by the board.
- D. In accordance with [La. R.S. 18:1313 \(K\)\(2\)\(a\)\(ii\)](#), if the number of absentee and early voting ballots cast for and against a proposition could make a difference in the outcome of the election, upon the written request of a person who voted in the proposition election, the board shall recount the absentee ballots by hand or scanning equipment and early voting ballots electronically, unless paper ballots were used for early voting and in such case, the ballots shall be recounted by hand for such election. The registrar shall not allow the absentee and early voting ballots to be inspected by anyone until the recounting of the absentee and early voting ballots by the board.
- E. **On the fifth day after an election**, if timely requested in writing by a candidate or by a person who voted in a proposition election, (or at any time ordered by a court) the Board **MUST** meet to recount the absentee and early voting ballots for a particular office and/or re-inspect the voting machines. The day of this duty may be adjusted if the fifth day falls on a holiday.
- F. Upon completion of the recount of the absentee and early voting ballots, the board shall return the absentee and early voting documents to the special absentee by mail and early voting ballot envelope(s) or container(s), reseal the envelope or container, and deliver the envelope(s) or container(s) and its contents to the Registrar of Voters who shall preserve them.
- G. The candidate or the voter in the proposition election requesting the recount shall be responsible for all reasonable costs associated with such recount which shall be payable to the Clerk of Court. The costs shall be paid at the time the written request for the recount is filed with the Clerk of Court and shall be paid in cash or by certified or cashier's check on a state or national bank or credit union, United States postal money order, or money order issued by a state or national bank or credit union.
- H. If the recount changes the outcome of the election, the costs paid by the candidate or voter in the proposition election shall be refunded by the Clerk of Court, and the costs of the recount shall be a reimbursable election expense.

#### **14.07: Inspections of Absentee/Early Voting Certificates/Envelopes**

- A. Pursuant to [La. R.S. 18:1313](#), any written request for inspection of absentee or early voting certificates or certificate envelopes shall be filed with the Clerk of Court **by 4:30 p.m. on the third calendar day after the election**.
- B. Immediately upon receiving any request, the Clerk of Court shall prominently post in their office a notice of the time and place where the inspection will occur and the name of the candidate requesting the inspection.
- C. Candidates or their representatives, in the presence of a majority of the Parish Board of Election Supervisors, are allowed to inspect the certificate envelopes opened from the valid absentee ballots and the certificate envelopes opened from the valid early voting ballots when paper ballots are used for early voting. All such inspections are to be held at a time set by the Secretary of State, in conjunction with the Registrar of Voters and the Clerk of Court, or following the recount of absentee and early voting ballots on the fifth day after the election and at any time ordered by a court of competent jurisdiction.



- D. The candidate requesting the inspection shall be responsible for all reasonable costs associated with such inspection which shall be payable to the Clerk of Court. The costs shall be paid at the time the written request for the inspection is filed with the Clerk of Court and shall be paid in cash, by certified or cashier's check on a state or national bank or credit union, United States postal money order, or money order issued by a state or national bank or credit union.
- E. The Board is entitled to reimbursement at the rate established in [La. R.S. 18:423\(E\)](#) for attending the recount of absentee and early voting ballots and inspection, but not both if they are conducted on the same day. However, such reimbursement is not counted toward the limitation on compensation provided in [La. R.S. 18:423\(E\) or \(J\)](#). No member of the Board shall be reimbursed for attending a recount of absentee and early voting ballots or inspection if such member received reimbursement for attending the reinspection of voting machines which was conducted on the same day as the recount of the absentee and early voting ballots or inspection.

## 14.08: Compilation of Returns

- A. Pursuant to [La. R.S. 18:574](#), immediately after the completion of the verification by the Clerk of Court and the counting and tabulation of provisional ballots for federal office, if applicable, the Board shall publicly prepare two compiled statements of the election returns as shown by the record of the votes made by the Clerk of Court. The compiled statements shall separately show the machine votes for each candidate and for and against each proposition in each precinct, the total absentee by mail and early voting votes for each candidate and for and against each proposition in the parish, the total provisional votes for each candidate for federal office, and the total of all votes for each candidate and for and against each proposition in the parish.
- B. In accordance with [La. R.S. 18:574](#), the Board is required to publicly prepare two compiled statements of the election returns, as shown by the record of votes made by the Clerk of Court after the verification and counting of provisional ballots. One (1) copy is to be filed with the Clerk of Court **no later than 4 p.m. on the fifth day after the election** and one (1) copy is to be mailed to the Secretary of State **no later than noon on the sixth day after the election**.
- C. The Board, by majority vote, may attach a notation of any irregularities observed by the Board to the compiled statements. Each precinct has a Notation of Irregularities form for the commissioners to make any notations on Election Day. Examples of irregularities may include:
  - 1. The security of the polling place, or warehouse;
  - 2. The security of the voting machines;
  - 3. The physical condition of the voting machines;
  - 4. The physical condition or substantive contents of the election materials in the voting machine; or
  - 5. Any other matter affecting the verification of the vote totals by the Clerk of Court.
- D. The Clerk of court is required to enter the provisional votes from the Final Provisional Ballot Vote Report (PB-FVR) into the Secretary of State's statewide Elections Registration Information Network (ERIN) before certifying the election results. If there are no provisional votes, then the Clerk of Court **MUST** enter zero in the required fields and certify.
- E. The provisional vote certification **MUST** occur before the certification of the election returns that is required to be completed **no later than 4 p.m. on the fifth day** after the election in accordance with [La. R.S. 18:574](#).

## Part 15: Publications and Notices

### 15.01: Official Parish Journal Publications

- A. In accordance with [La. R.S. 18:434](#), the Board publishes, at least one time, notice of the meeting to select commissioners and alternate commissioners in the official parish journal at least five days prior to the date of the meeting and posts a notice on the front courthouse door designating the location within the courthouse where the meeting is to be held.
- B. In accordance with [La. R.S. 18:535\(B\)](#), the Board is required to publish the location of the polling places in the parish at least once before each primary election in the official parish journal, during the third week before each primary election. The locations shall also be published on the website of the Secretary of State and may be published on websites maintained by parish election officials, including the Registrar of Voters and the Clerk of Court. Each website shall include instructions on how a voter may subscribe to receive electronic notifications of polling place location changes.
- C. When a precinct or polling place is established or changed, the parish governing authority (not the Board) is required to publish notice in the official parish journal in accordance with [La. R.S. 18:535 and 536](#).
- D. When a polling place location changes, the governing authority shall inform the Secretary of State of the change. The Secretary of State must list polling place location changes on his website and the parish election officials, including the Registrar of Voters and Clerk of Court, may publish polling place location changes on their respective websites. Each website shall also include instructions on how a voter may subscribe to receive electronic notifications of polling place location changes.
- E. For more information on polling place change requirements, see the [“Voting Precinct and Polling Place Handbook”](#)

### 15.02: Secretary of State Notifications

- A. After the commissioners-in-charge are selected, the Board compiles a list of their names, social security numbers, party affiliations, and mailing addresses and enters it into the Secretary of State’s Elections Registration and Information Network (ERIN) database. This is routinely done by the Clerk of Court’s Office for payroll purposes.
- B. The Board notifies the Secretary of State of a polling place consolidation as discussed in [Part 7: Election Day](#) and [Part 16: Consolidation of Polling Places](#) of this manual.

## Part 16: Consolidation of Polling Places

### 16.01: Consolidation Rules and Procedures ([La. R.S. 18:1286.1](#))

- A. Precincts with more than 300 active registered voters, if more than one (1) polling place is within the same location, the Board may consolidate the polling places and reduce the number of voting machines.
- B. Pursuant to [La. R.S. 18:1363\(H\)](#), if polling places are consolidated, the Board notifies the Clerk of Court and the Secretary of State of the consolidation. The parish custodian then submits to the Secretary of State the number of voting machines needed.
- C. Pursuant to [La. R.S. 425.1\(A\)](#), in a consolidated polling place, the Board appoints one (1) commissioner-in-charge to serve at the consolidated polling place, and not less than two commissioners for each of the individual polling places that were consolidated.

- D. Pursuant to [La. R.S. 18:1363\(H\)](#), The parish custodian of voting machines may submit a written request to the Secretary of State to reduce the number of voting machines to be allocated and used in an election. The written request shall be submitted on or before the twenty-ninth day prior to a primary election and at least four weeks prior to a general election and shall include the proposed reduced number of voting machines and an explanation of the need for the reduction in the number of voting machines. If the Secretary of State determines that the reduction in the number of voting machines is feasible, he may reduce the number of voting machines.

Please note that the Secretary of State usually will not agree with a reduction to only one (1) voting machine when not necessary or when there are more than 100 registered voters, as two machines are a sufficient back up if one (1) machine malfunctions on Election Day.

Additionally, in accordance with the administrative rule on the use of emergency paper ballots on Election Day, paper ballots may be used when voting machines fail. View online at [www.GeauxVote.com](http://www.GeauxVote.com) under the heading "Our Office" > "Find Administrative Rules" > "Read Administrative Rules."

- E. Pursuant to [La. R.S. 18:532\(B\)\(4\)\(c\)](#), precincts with less than 300 active registered voters are reviewed annually after each canvass by the parish governing authority for either a merger, consolidation, an exception, or full payment by the parish.

## Part 17: Ethics and Dual Officeholding

### 17.01: General Information

- A. For general information on ethics laws and who to contact for more information, visit <http://ethics.la.gov> or contact the Ethics Administration Program.

**Physical Address**

617 N. Third St.  
LaSalle Building, Ste. 10-36  
Baton Rouge, LA 70802

**Mailing Address**

P.O. Box 4368  
Baton Rouge, LA 70821

Phone: 225-219-5600  
Toll Free: 800-842-6630

### 17.02: Dual Officeholding

- A. [Louisiana Revised Statute, Title 42, Section 63](#) provides for certain prohibitions in part:
1. No person **SHALL** hold an elective office, appointive office, or employment in any of the branches of state government or of a political subdivision at the same time while holding another elective office, appointive office, or employment in the government of a foreign country, in the government of the United States, or in the government of another state.
  2. No person **SHALL** hold office or employment in one (1) branch of the state government while holding another office or employment in any other branch of state government.
  3. No person **SHALL** hold an elective office in the government of this state and at the same time hold another elective office, a full-time appointive office, or employment in the government of this state or in the government of a political subdivision thereof.
- B. The Attorney General's office may be contacted to obtain an Attorney General opinion on Dual Officeholding.

## Part 18: Important Numbers

|                       |                              |
|-----------------------|------------------------------|
| Attorney General..... | 225-326-6000                 |
| Secretary of State    | Phone.....225-922-0900       |
|                       | Toll Free.....1-800-883-2805 |

Comments:

Please send any comments for improvement to this handbook to:

Secretary of State's Office  
Attention: Commissioner of Elections  
P.O. Box 94125  
Baton Rouge, LA 70804-9125



# Nancy Landry

S E C R E T A R Y   O F   S T A T E

P.O. Box 94125 • Baton Rouge, LA 70804-9125  
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