



Mock Election

2004

Grades 4-12
Revised January 2004

A MESSAGE FROM THE STATE BOARD OF ELECTIONS

On behalf of the members of the Illinois State Board of Elections, it is my pleasure to introduce this year's election-education program, **Mock Election 2004**, produced in collaboration with the Illinois State Board of Education. This program is designed to give students a realistic understanding of the electoral process by conducting a mock election correlating to our November 2004 General Election.

The right to vote is the foundation of our democratic society. Educating our children about the importance of voting and how it enables them to have a voice on issues that impact their lives lays the foundation for a responsible future voter.

Thank you, teachers, for your hard work and dedication to the important role you play in shaping the citizens of our future. It is my hope that this program will be a valuable resource if you choose to incorporate the upcoming November 2004 General Election as a citizen education tool in your classroom.

Elaine Roupas, Member
Illinois State Board of Elections



ACKNOWLEDGMENTS

Many thanks to Becky Glazier and Carole Skaggs, State Board of Elections and Richard Carlson, State Board of Education for continuing the commitment and the development of the election-education program. The many hours of revising, updating, and computerizing this 2004 edition is appreciated.

PREFACE

The Illinois election-education program was first conceived and published during our country's 1976 Bicentennial Anniversary celebration in conjunction with the 1976 General Election. The program was developed by the State Board of Elections in collaboration with the State Board of Education to provide election related materials to teachers for Illinois K-12 students.

Throughout the years various editions have been published and have provided important election-education information on how to conduct a mock election for President and Vice President of the United States, U.S. Senators, and State Officers. In addition, a special 1980 and 1986 edition was published for Illinois students to select a State animal and State fish respectively.

This year's program, **Mock Election 2004**, is developed to correlate to the November General Election. Materials are provided for students to conduct a mock election for President and Vice President, and U.S. Senator. Other offices up for election but not included on the enclosed ballot include U.S. Representatives in Congress, State Senators, State Representatives, Judicial officers and County officers. These offices vary throughout the state. Please contact the State Board of Elections if you would like further information on candidates running for these offices.

From the beginning, the purpose of the election-education program has been to help develop an informed electorate and instill in our future voters a real appreciation for our right to vote. It provides a framework for discussions of our electoral process and gives students an opportunity to face the responsibilities and challenges associated with adulthood.

This election-education program has been developed for use in fourth through twelfth grades. It is presented with the understanding that adaptation to the needs and ability level of the class will be necessary for the success of the program.

This election packet consists of the following materials:

OUTLINE OF PROCEDURES--a timetable outlining the steps to be followed in conducting the election. For your convenience, the outline is cross-referenced to the Teacher's Background Information and Election Procedures.

TEACHER'S BACKGROUND INFORMATION--an explanation of the electoral process in Illinois to help provide answers to the many questions stimulated by the election activity.

ELECTION PROCEDURES--a step-by-step guide to conducting an election for students based on the actual procedures required by Illinois election law.

APPENDIX--materials simulating actual forms necessary for conducting an election. These materials may be downloaded and duplicated as needed.

To make the election a realistic activity and to allow for maximum exposure to related resource materials--newspapers, radio, television, and so on, the election activity should be conducted on the day of the actual election. It is also advisable not to release the results of the mock election until after the close of the polls on election day to ensure no one will be influenced by the results.

We sincerely hope that you find these election-related materials informative and useful. To assist us with future programs, we would appreciate receiving your comments on the evaluation form included.

ILLINOIS STATE BOARD OF ELECTIONS

ILLINOIS STATE BOARD OF EDUCATION

EVALUATION FORM

Principal's or Teacher's Name: _____ Number of Students Participating _____

School Address: _____

_____ Grade Levels of Students _____

To help us evaluate this program, please answer the following:

	Yes	No
Were the concepts teachable?	_____	_____
Did you use the appendix materials?	_____	_____
Did you include registration as part of the election activities?	_____	_____
Would you conduct a mock election again?	_____	_____
Did you use a ballot supplied by the Board of Elections?	_____	_____
Would you use these procedures and materials in conducting elections for school officers?	_____	_____

Comments or suggestions: _____

Return to:

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TABLE OF CONTENTS

	PAGE
OUTLINE OF PROCEDURES	i
TEACHER'S BACKGROUND INFORMATION	
THE RIGHT AND RESPONSIBILITY TO VOTE	1
ELECTIONS IN ILLINOIS	1
SCHEDULE OF ELECTIONS	2
CONDUCT OF THE ELECTION	3
PRECINCTS	3
VOTER QUALIFICATIONS	3
REGISTRATION	4
JUDGES OF ELECTION	5
POLLWATCHERS	7
THE BALLOT	7
MARKING THE BALLOT	8
CASTING A VOTE	8
VOTING FOR SPECIFIC CANDIDATES OR TEAMS	9
VOTING FOR CANDIDATES NOT ON THE BALLOT	9
AN OVERVOTED OFFICE	11
VOTING DEVICES	11
GETTING ON THE BALLOT	12
OFFICES TO BE VOTED UPON	13
ELECTING THE PRESIDENT	18
THE ILLINOIS CONSTITUTION	19
MAKING INFORMED CHOICES	19
NOTICE OF ELECTION	21
ABSENTEE VOTING	22
THE POLLING PLACE	22
OPENING THE POLLS	22
ASSISTANCE IN VOTING	22
PROVISIONAL VOTING	23
CLOSING THE POLLS	23
RESOURCES	24
ELECTION PROCEDURES	
PRE-ELECTION DAY	26
ELECTION DAY	29

APPENDIX

A – REGISTRATION FORMS

- A-1 REGISTRATION FORM
- A-2 REGISTRAR'S OATH

B – POLLING PLACE MATERIALS

- B-1 NOTICE OF ELECTION
- B-2 OATH OF OFFICE OF JUDGE OF ELECTION
- B-3 POLLWATCHER CREDENTIALS
 - “POLLING PLACE” SIGN
 - “VOTE HERE” SIGN
 - SPECIMEN BALLOT

C – VOTER FORMS

- C-1 APPLICATION TO VOTE--CERTIFICATE OF REGISTERED VOTER
- C-2 AFFIDAVIT OF VOTERS
- C-3 ASSISTED VOTERS AFFIDAVIT
- C-4 TALLY SHEET
 - Certificate of Results – page 1
 - Tally Sheet – page 2
 - OFFICIAL SCHOOL BALLOT

OUTLINE OF PROCEDURES

OUTLINE OF PROCEDURES

The following timetable and outline of procedures may be used as a guideline in conducting the election. For helpful background information and step-by-step procedures, turn to the corresponding reference pages.

	REFERENCE PAGES
I. THREE TO FOUR WEEKS BEFORE ELECTION	
A. Appoint Election Authority, if student conducted	3
B. Establish Voter Qualifications	3-4, 28
C. Election Authority Publishes Notice of Registration*	4-5, 28
D. Arrange for Polling Place	22
E. Election Authority Publishes Notice of Election	21, 28 Appendix B
F. Arrange for Voting Booths	27
II. TWO WEEKS BEFORE ELECTION	
A. Design Ballot (if not using supplied ballot)	7-8 Appendix: C
B. Election Authority Appoints Deputy Registrars*	4-5
C. Duplicate Registration Materials*	Appendix: A
D. Train Registrars in Procedures*	
E. Registrars Conduct Registration*	

*If Registration is a requirement of this election

	REFERENCE PAGES
III. ONE WEEK BEFORE ELECTION	
A. Stress Voter Education	1-3, 12-20
B. Train Voters on How to Mark a Ballot	7-11
C. Election Authority Appoints Judges of Election	5-6
D. Duplicate Election Materials and Ballot	Appendix: B & C
E. Recruit POLLWATCHERS	7
F. Election Authority Accepts Absentee Ballots	22, 28
G. Train Judges on How to Open Polls	22, 29
H. Train Judges on Voting and Tallying Procedures	22-23, 29-32
IV. DAY BEFORE ELECTION	
A. Election Authority Organizes Polling Place	27
B. Election Authority Checks Election Supplies	26-27
V. ELECTION DAY	
A. Judges Open Polls	22, 29
B. Judges Conduct Election	22, 29-31
C. Judges Close Polls and Tally Votes	23, 31-32 Appendix: C

**TEACHER'S
BACKGROUND INFORMATION**

THE RIGHT AND RESPONSIBILITY TO VOTE

The right to vote is the cornerstone of democracy. The voters are its custodians. The right to vote is one of many rights secured by the Constitution of the United States as well as by the Constitution of the State of Illinois. A *right* is that which a person may justly claim by law, nature or tradition.

A right is frequently linked with a responsibility. A *responsibility* is a task or trust for which a person is accountable. When the framers of the Illinois Constitution secured the right to vote for the citizenry, they recognized the individual's resulting responsibility to exercise that right.

A frequent recurrence to the fundamental principles of civil government is necessary to preserve the blessings of liberty. These blessings cannot endure unless the people recognize their corresponding individual obligations and responsibilities.

Constitution of the State of Illinois
Article I, Section 23

In the 2000 Presidential election, 69 percent of the registered voters of Illinois voted. In the 2002 Gubernatorial election, 52 percent of those qualified participated. Voter turnout can and should be better. Election communities have designed various initiatives to improve voter participation. Some of their efforts include making polling places more accessible to the elderly and disabled, improving voter education, and creating more convenient ways to register. Mock Election 2004 is another such program that was developed with the hope of increasing future voter interest by educating our youth of their voting rights and responsibilities.

In response to the 2000 Presidential election debacle, a landmark election reform bill passed in Congress and requires monumental changes in the way elections are conducted. Our 43rd President signed the Help America Vote Act of 2002 (HAVA) on October 29, 2002 with the intention of improving the administration of elections for Federal office. Illinois then had to enact legislation to comply with the new federal mandates. These mandates include revising the voter registration form, modifying or purchasing accessible voting machines for voters with disabilities, establishing provisional voting guidelines and developing a statewide voter registration database. The education of Illinois citizens will be of continuing importance as we move forward with the implementation of the Help America Vote Act.

ELECTIONS IN ILLINOIS

In Illinois there are over 6,400 units of government with the authority to hold elections. This number includes the 102 counties in Illinois, the 1,477 townships, approximately 1,282 cities and villages, over 1,500 school districts and hundreds of fire protection districts, park districts, road districts, airport authorities and other special purpose districts. Illinois has more governmental units than any other state.

While many special purpose districts have their officers appointed, counties, townships, cities and villages, park districts, road districts, library districts and all school districts outside of the City of Chicago generally are required by law to hold elections every two or four years to select officers. Units of government may also hold elections to increase the tax levy, annex territory, or bring other issues to the public. The laws affecting each unit of government determine what must be brought to the voter.

Prior to December 1980, each unit of government conducted its own elections according to the statute governing that particular unit of government. For example, Boards of Education conducted their own elections under the School Code; cities and villages conducted their own elections under the Municipal Code.

Article III, Section 4 of the Illinois Constitution, which was adopted in 1970, requires that “Laws governing voter registration and conduct of elections shall be general and uniform.” In accord with this, in 1980 each statute affecting elections was amended to require all elections to be conducted under the Election Code, Chapter 10 of the Illinois Compiled Statutes. This new law is called “election consolidation.”

SCHEDULE OF ELECTIONS

All elections in Illinois, except court-ordered and special Congressional elections, are conducted on four days over a two-year period. The same qualifications to vote apply to all elections; the same governmental offices are responsible for conducting all elections in the same manner.

The four days designated as *election days* in Illinois are the following:

IN EVEN-NUMBERED YEARS--

Third Tuesday in March: General Primary Election

This election is held to nominate candidates of established political parties for offices to be filled at the General Election and to elect candidates to political party offices such as State central committeeman, township committeeman, precinct committeeman and delegates to the national nominating conventions.

First Tuesday after the first Monday in November: General Election

This election is held to fill Federal, State, county and judicial offices. Some offices which may appear on the ballot include:

Federal--Electors of the President and Vice President of the United States, U.S. Senator and U.S. Representative;

State--Governor and Lt. Governor, Attorney General, Secretary of State, Comptroller, Treasurer, State Senator and State Representative;

County--County officers including County Board Members or County Commissioners, State’s Attorney, County Clerk, Sheriff and Treasurer;

Judicial--Judges of the Supreme, Appellate and Circuit Courts.

IN ODD-NUMBERED YEARS--

Last Tuesday in February: Consolidated Primary Election

To nominate candidates of established political parties for offices to be filled at the Consolidated Election.

First Tuesday in April: **Consolidated Election**

To elect officers of municipalities, townships, school districts, community college districts, road districts, park districts, library districts, fire protection districts, and other special purpose districts.

On any one of these four days, and only on these days, any unit of government may submit a question of public policy to the voters. Only court-ordered elections and special elections required by the Constitution may be held on days other than those designated by statute.

CONDUCT OF THE ELECTION

The *election authority* is the person or persons responsible for the conduct of the election. He/she is responsible for conducting and maintaining voter registration, training judges of election, setting up polling places, providing all election materials including the ballot, and performing the many other essentials involved in conducting an election.

In Illinois there are 110 election authorities: 101 county clerks (all county clerks except the Clerk of DuPage County), 1 county board of election commissioners and 8 municipal boards of election commissioners. The county clerk is the election authority in all areas not having a board of election commissioners. A board of election commissioners is the election authority in DuPage County and the cities of Aurora, Bloomington, Chicago, Danville, East St. Louis, Galesburg, Peoria, and Rockford.

PRECINCTS

For voting purposes, the 110 election jurisdictions in Illinois are divided into precincts. Precinct boundaries are determined primarily by the population of the area and the convenience of the voters. Generally, each precinct contains between 500 and 800 voters. As dwelling units are newly constructed or eliminated, the precinct boundaries are changed.

If possible, each precinct is to lie entirely within one congressional, legislative and representative district and in not more than one county board district and one municipal ward. Every ten years after the census is taken and shifts in population are known, the boundary lines of these districts are subject to change. These changes are reflected in new precinct boundaries.

In addition to a precinct being a voting subdivision, a precinct is a *political district*. In all counties other than Cook, the voters of a precinct elect officers of the political parties to represent their precinct. In Cook County, the ward committeemen of the City of Chicago and the township committeemen of the suburbs serve this same purpose. These party officers serve on party committees to make certain nominations. The precinct committeemen also serve as deputy registrars.

VOTER QUALIFICATIONS

To be qualified to vote in Illinois, a person must be a citizen of the United States, at least 18 years old, a resident of the State for at least 30 days and must be registered to vote.

Through the years, voter qualifications have varied. Originally, voting rights were limited in most states to male landowners over 21 years old. Gradually the link that joined the right to vote with property ownership was broken and other qualifications were introduced. By 1860, almost all white male adults had the right to vote, but no others were permitted that right. Voter ranks were increased to their present size by the adoption of the 15th, 19th, and 26th amendments to the Constitution of the United States. The 15th amendment prohibited limitation of the right to vote on the basis of race; the 19th amendment granted women the right to vote; and the 26th amendment, adopted in 1971, lowered the voting age requirement from 21 years to 18 years.

Most states, like Illinois, have a 30 day residency requirement to vote. This requirement is being relaxed in some states to accommodate children of United States citizens who are born and raised overseas. Children of United States citizens are citizens of the United States regardless of where they are born. When these young citizens become 18 years old, they may not be qualified to vote as they may not have resided in any state for 30 days or longer. New York and a few other states have changed their laws to permit these young citizens to vote in that state if that is where their parents claim residency.

REGISTRATION

To register to vote in Illinois, a person must be qualified to vote and must have resided within a precinct within the State at least 30 days by the date of the next election.

Registration, as a voter qualification, is a method of ensuring that only qualified persons are permitted to vote and to vote only once. Registration also helps in the administration of the election by determining the number of polling places to establish, the number of voting booths to set up and the number of ballots to print. A 17-year old who will be 18 on or before the next election may register, if otherwise qualified. It is estimated that 20% of the otherwise qualified residents of Illinois are not entitled to vote as a result of not being registered.

To prevent voter registration from being a barrier to voting, registration laws have been relaxed, registration procedures have been simplified, and the number of registration locations has been increased. To this end, the National Voter Registration Act of 1993, a Federal law commonly referred to as *motor voter* or *NVRA*, became effective January 1, 1995. This law provides for the application for voter registration through drivers licensing facilities, through state agencies that provide public assistance and administer programs for the disabled, and by mail. Applications for registration are accepted by these agencies at all times. However, during the time registration is closed, applications will be held by the election authority and processed after registration re-opens. Registration is closed during the period 27 days before until two days after the election.

As part of the voter registration application, each applicant is required to sign an affidavit that the information given is true and that the applicant is fully qualified to vote. The county clerk or board of election commissioners determines the completeness of the application, the qualifications of the applicant and actually registers the person. To protect the integrity of the electoral process, persons who apply to register to vote by mail in Illinois are required to vote in person the first time after this type of registration.

In addition to the registration application opportunities required by the NVRA, citizens of Illinois may register to vote at the office of the county clerk or the board of election commissioners or with any deputy registrar of the election jurisdiction. Most libraries and offices of municipal clerks and township clerks provide voter registration. Unlike the agencies under NVRA, deputy registrars are not allowed to accept registrations during the period that registration is closed.

When registering to vote through a deputy registrar, an applicant may be asked questions to substantiate his/ her qualifications to vote. In addition, the applicant is required to provide two forms of identification, one of which must include his/her residence address unless the individual is homeless. The applicant is required to sign an affidavit attesting that he/she is qualified to vote. At the polling place on election day the information on the voter registration card or application is used as verification of identity.

Effective August 21, 2003, the General Assembly enacted legislation requiring the State Board of Elections to place a downloadable and printable voter registration form on the State Board of Elections website. After completion, this form can be mailed or submitted to the State Board of Elections or the appropriate county clerk or board of election commissioners.

JUDGES OF ELECTION

The administration of the election in the polling place is the responsibility of the judges of election. It is their duty to do the following:

1. open and close the polls;
2. be responsible for all election materials;
3. ensure that only qualified voters are permitted to vote, and that each qualified voter is permitted to vote once and only once;
4. ensure that all votes are cast in secret;
5. give instructions in voting;
6. give assistance in the manner provided by law;
7. maintain order in the polling place throughout the day;
8. tally the votes after the polls close; and
9. complete all required ballot record forms after the polls close.

Five registered voters, three from one party and two from another, are certified by the circuit court to be judges of election for each precinct. These judges serve as officers of the court on election day and are subject to the same controls and punishments as other officers of the court.

In precincts under the jurisdiction of a county clerk or a county board of election commissioners, the three judges are from the political party whose candidates for governor at the three most recent gubernatorial elections received the highest average number of votes; the two judges are from the political party whose candidates for governor at the three most recent gubernatorial elections received the second highest average number of votes. These two political parties are referred to as *the two leading political parties* in the State.

In precincts under the jurisdiction of a municipal board of election commissioners, the two leading political parties alternate having majority representation. In odd-numbered precincts, three judges are from one of the two leading political parties and two judges are from the other. In even-numbered precincts, the party represented by three judges in the odd-numbered precincts is

represented by two judges, and the party represented by two judges in the odd-numbered precincts is represented by three judges.

To qualify as a judge of election, the voter must:

1. be a citizen of the United States;
2. be of good repute and character;
3. be able to speak, read, and write the English language;
4. be skilled in the four fundamental rules of mathematics;
5. be of good understanding and capable;
6. not be a candidate for any office at the election and not be an elected committeeman; and
7. reside and be entitled to vote in the precinct where selected to serve as a judge. With the exception that, in each precinct one judge of each party may be appointed from outside the precinct, but from within the county. All judges must be electors within the county.

Additional judges, called *tally judges*, may be appointed to assist in counting the ballots. These judges must have the same qualifications and be appointed in the same manner with the same political representation as the initial judges.

Before performing any official duties, each judge must take an oath. A copy of this oath and a sample badge to be worn by the judges on election day are included in Appendix B. These may be duplicated for use on election day.

Effective January 1, 2000, the General Assembly enacted legislation that permits seniors in high school to serve as judges of election as part of a program the election authority may establish. Under this Act, a senior in high school who meets all of the qualifications for judges of election except the requirement of being a registered voter may be appointed as a judge of election if, as of the date of the election, he or she:

1. is a U.S. citizen;
2. is a senior in good standing enrolled in public or private secondary school;
3. has a cumulative grade point average equivalent to at least 3.0 on a 4.0 scale;
4. has the written approval of the principal of the secondary school he or she attends;
5. has written approval of his or her parent or legal guardian;
6. has satisfactorily completed the training course for judges of election; and
7. meets all other qualifications for appointment and service as an election judge.

A student serving as judge of election must certify in writing to the election authority the party with which he or she wishes to affiliate. Only one student may serve for each party in a precinct.

POLLWATCHERS

In addition to judges of election and voters, Illinois statutes provide for *pollwatchers* to be present in the polling place during an election. These pollwatchers may be appointed by political parties, candidates, or qualified organizations. The prime responsibility of a pollwatcher is to observe the conduct of the election to ensure that proper election procedures are followed and that no voting irregularities occur. While the judges of election are the ultimate authority in the polling place, pollwatchers may call the judges' attention to any administrative error or irregular procedure.

In discharging their duties, pollwatchers may challenge a person's right to vote. A reason for the challenge must be stated. Possible reasons for a challenge are that the person voted earlier in the day or does not satisfy the voter qualifications. The judges of election determine whether or not to sustain a challenge.

When entering the polling place for the first time on election day, the pollwatcher must present credentials to the judges of election showing authorization to be a pollwatcher. A copy of these credentials, suitable for duplication, is included in Appendix B. Pollwatchers may be present in the polling place before the polls open in the morning through the counting of the votes at the end of the day. They may stand near enough to the judges to visually examine the election materials, but they may neither handle the materials nor sit at the table with the judges. They may not interfere with the conduct of the election in any way. If the judges of election deem that a pollwatcher is interfering with the conduct of the election, they have the authority to remove the pollwatcher from the polling place.

THE BALLOT

The individual's right to vote can only be ensured by protecting the voter from undue influence, hidden persuasion, coercion and bribery, when voting. Voting in secret provides the voter this protection.

In order to keep the ballot secret and to give all voters an equal opportunity to vote for every candidate, the following steps are taken:

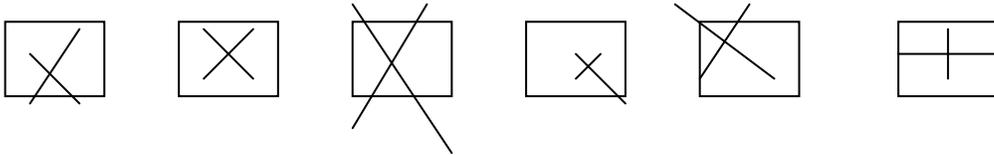
1. ballots are of uniform paper quality, size, color, and inking so that no person's ballot can be identified;
2. ballots are printed at public expense and not by individuals;
3. the names of all candidates for the same office are on the same ballot so that every voter is selecting from the same list of candidates;
4. ballots are not distributed until election day and then only distributed in the polling place by the judges of election;
5. all voters must vote in secret; and
6. only official ballots initialed by a judge are counted.

This system of ensuring secrecy of the ballot is essentially the *Australian Ballot System*. It was introduced in the United States in the 1880's and quickly spread throughout the states.

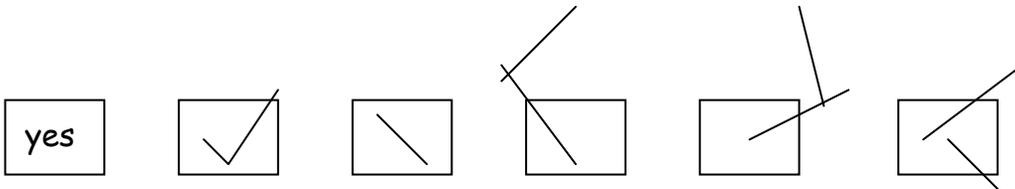
MARKING THE BALLOT

Illinois law provides for yet another security measure to protect the secrecy of the ballot – *uniform marking of the ballot*. According to Illinois law, in paper ballot systems, a voter is to mark the ballot by placing an “X” in the square opposite the name of the candidate of his/her choice for each office to be voted upon.

An “X” is the intersection of two lines. For a vote to be counted, the lines must intersect within the square. The following are examples of valid votes.



If the lines do not intersect within the square, the vote is not counted. Below are examples of votes which are not counted.



Any marks written on the ballot that may identify the voter creates a defective ballot. The entire ballot is disqualified and no votes are counted.

CASTING A VOTE

A voter may vote for a specific candidate or team by placing an “X” in the square opposite the name of the candidate or pair of candidates of his/her choice. Only one vote may be cast for a candidate.

VOTING FOR CANDIDATE TEAMS

The offices of President and Vice President of the United States appear together on the General Election ballot. Only one vote may be cast jointly for candidates for these offices, the voter may not vote for a candidate for either office separately. In *Ballot 1* below one vote has been cast for the team of Sligting and Alvarez for President and Vice President and one vote has been cast for Carol Hurt for U.S. Senator.

<p style="text-align: center;">FOR PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES (Vote for one)</p> <p><input checked="" type="checkbox"/> { CHARLENE J. SLIGTING JENNIFER ALVAREZ FIRST PARTY</p> <p><input type="checkbox"/> { RICH SCHWARTZ EDDIE WASHINGTON SECOND PARTY</p>	<p style="text-align: center;">FOR U.S. SENATOR (Vote for one)</p> <p><input checked="" type="checkbox"/> CAROL HURT FIRST PARTY</p> <p><input type="checkbox"/> BRANDON LEE SECOND PARTY</p>
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Ballot 1

Similarly, in the General Election when the Governor and Lieutenant Governor are to be elected, the candidates for these offices are paired together and must be voted together. See *Ballot 2*. On this ballot a vote has been cast for the team of Jennifer Dandan and Bob Trane for Governor and Lieutenant Governor. A vote has also been cast for Mike O’Reilly for Secretary of State. Only at the Primary Election are candidates for Governor and Lieutenant Governor voted upon separately.

<p style="text-align: center;">FOR GOVERNOR AND LT. GOVERNOR (Vote for one)</p> <p><input checked="" type="checkbox"/> { JENNIFER DANDAN BOB TRANE FIRST PARTY</p> <p><input type="checkbox"/> { JOSHUA STANSBURY MARIE SMITH SECOND PARTY</p>	<p style="text-align: center;">FOR SECRETARY OF STATE (Vote for one)</p> <p><input type="checkbox"/> CHARLOTTE NORTH FIRST PARTY</p> <p><input checked="" type="checkbox"/> MIKE O'REILLY SECOND PARTY</p>
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Ballot 2

VOTING FOR CANDIDATES NOT ON THE BALLOT

A write-in vote may be cast for a candidate whose name is not on the ballot if the candidate has filed a declaration of his intent to be a write-in candidate for that office. For a write-in vote to be counted, the voter must:

- a. write the name of the candidate;
- b. make a box to the left of the name;
- c. mark an "X" in the box; and
- d. if the write-in is not directly below the title of the office, write the office title in a manner that will differentiate it from other offices being voted upon.

On ballot 3, a vote was cast for Sligting for President and Alvarez for Vice President. The voter also voted for write-in candidate, Bob Lee, for U.S. Senator, as shown.

<p style="text-align: center;">FOR PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES (Vote for one)</p> <p><input checked="" type="checkbox"/> { CHARLENE J. SLIGTING JENNIFER ALVAREZ FIRST PARTY</p> <p><input type="checkbox"/> { RICH SCHWARTZ EDDIE WASHINGTON SECOND PARTY</p>	<p style="text-align: center;">FOR U.S. SENATOR (Vote for one)</p> <p><input type="checkbox"/> CAROL HURT FIRST PARTY</p> <p><input type="checkbox"/> BRANDON LEE SECOND PARTY</p> <p style="text-align: center;"><input checked="" type="checkbox"/> <i>For U.S. Senator Bob Lee</i></p>
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Ballot 3

AN OVERVOTED OFFICE

An *overvote* occurs when the number of votes cast for an office is greater than the number of votes permitted for that office. If an overvote occurs, none of the votes cast for that office shall be counted. On Ballot 4 no votes may be counted for Secretary of State as the voter has overvoted that office. A vote is to be counted for James Pappas for State Senator.

FOR STATE SENATOR (Vote for one)	FOR SECRETARY OF STATE (Vote for one)
<input checked="" type="checkbox"/> JAMES PAPPAS FIRST PARTY	<input checked="" type="checkbox"/> ALAN PEARLMAN FIRST PARTY
<input type="checkbox"/> BRYCE KOWLSKI SECOND PARTY	<input checked="" type="checkbox"/> MIKE THOMAS SECOND PARTY

Ballot 4

VOTING DEVICES

As far back as 1905, the Illinois Supreme Court expressed the opinion that voting does not necessarily have to be on paper ballots. Rather, any method of voting may be used that preserves the secrecy of the ballot. Currently in Illinois, elections are conducted using punchcard voting devices, paper ballots capable of being tabulated by optical scanning devices, and ordinary paper ballots. Some new punchcard and optical scan ballot systems count ballots on tabulators in the precinct. These in-precinct counters are programmed to notify the voter of errors such as overvoting an office. The voter has the option of correcting the ballot or, if necessary, the voter may exchange the ballot for a new one and re-vote.

The Help America Vote Act (HAVA) has and will continue to affect voting equipment in Illinois. There is no mandate to replace punch card voting equipment, but if a jurisdiction chooses to continue to use punch card equipment they must establish a voter education program that notifies each voter of the effect of casting multiple votes for an office and they must provide voters with instructions on how to correct the ballot before it is cast and counted. The federal legislation provided funds for election jurisdictions to purchase new voting equipment and discard the punch card systems. HAVA also requires at least one direct recording electronic voting system or other voting system equipped for individuals with disabilities to be provided in each polling place.

Some states have authorized the use of these electronic voting systems that record the votes by touching an electronic screen much like an ATM. The votes are stored on cassettes or "smart cards" with the results uploaded into a computer at a central location and merged with results of all other precincts in the jurisdiction. These purely electronic systems may or may not produce a hard copy of the voted ballot. In the latter case an audit trail may be electronically generated if a recount is necessary. Legislation has passed that authorizes the use of this type of voting system in Illinois.

However, the certification stage has just begun which means election jurisdictions cannot purchase this equipment until these systems are certified.

Voting on the Internet is being tested in some states (not in Illinois) in cooperation with the Voting Assistance Program of the Department of Defense. Using a digital signature to ensure security, members of the military who are overseas will be able to obtain a ballot, vote it and return it in a fraction of the time required for transport by mail.

Before a voting device may be used, purchased, or even adopted for use in Illinois, it must be approved by the Illinois State Board of Elections. The equipment must satisfy certain criteria including that the voting device affords each voter an opportunity to vote in absolute secrecy and to vote for all candidates for which the voter is entitled to vote and no others. Any software employed must count the votes accurately and according to Illinois law.

GETTING ON THE BALLOT

In March 2004, primary elections will be held to determine the nominees of the Republican and Democratic parties. The winners of these primaries will appear as the parties' candidates on the ballot for the 2004 General Election in November. Every Illinois state official elected statewide since 1900 ran on either the Republican or the Democratic ticket. Established political parties are responsible for the nomination of most of our elected officials.

Candidates get on the ballot for the General Election by filing nominating petitions as independent candidates or as new party candidates or by winning the primary election of an established party. All nominating petitions are to be signed by the registered voters of the unit of government or district associated with the office. For example, the candidate-nominating petition for Congress from the 13th District must be signed by registered voters of the 13th Congressional District. The number of signatures required varies according to the unit of government or district and is specified by Illinois statutes.

The *primary election* is the established party's method of nomination. According to Illinois law there are two types of political parties: (1) an *established party* and (2) a *new party*. A party is *established* if any of its candidates receive more than 5% of the vote cast in the unit of government or district in the last election. For example, if a candidate of the Citizens Party in the Village of Maplewood receives more than 5% of the vote cast in an election, the Citizens Party is considered to be established in Maplewood at the next election in Maplewood. At that next election the candidates of the Citizens Party are nominated through a primary election. However, if at that first election none of the candidates of the Citizens Party receive more than 5% of the vote cast, at the next election the party is considered to be a *new party* again and nominates its candidates by filing a nominating petition listing the party's nominees.

A party which at the last gubernatorial election polled more than 5% of the vote cast for Governor is established with respect to the State and as to every unit of government and district throughout the State. At the present time there are only two such political parties in Illinois: the Republican Party and the Democratic Party. In the Village of Maplewood, for example, municipal election candidates may file nominating petitions to be the Democratic or Republican candidates for any office. If two candidates of the same party file for the same office, a primary election would be held in Maplewood to determine which candidate would be the party's nominee in the election.

In the 1996 General Election when candidates for U.S. President were on the ballot, the Reform Party appeared on the ballot as a new party. Ross Perot was the Presidential candidate. Following

the election, it was determined that Mr. Perot received 8.03% of the total vote cast for that office. This qualified the Reform Party as an established party in the 1998 election at the state level only.

In March 1998, a primary for U.S. Senator, Governor and all of the other state officers was held to determine the nominees of the Reform party in the November 1998 General Election. As the party was not established with respect to offices not voted upon statewide, Reform party candidates for offices not voted upon by all voters of the State, such as State Representative who are elected by district, had to file as new party candidates to have their names appear on the General Election ballot.

In the 2000 General Election none of the candidates of the Reform Party received the required number of votes for the party to remain an established party. Candidates wishing to run under the Reform Party label in the year 2002 General Election had to again file nominating petitions as a new party.

Parties do not appear on the ballot in all units of government. In elections associated with school districts, community college districts, park districts and library districts, for example, candidates are prohibited from running under a party label. Primary elections are not held in these units of government; the candidates are *nonpartisan*.

According to Illinois law, all candidates regardless of the method of nomination must sign a loyalty oath. The required loyalty oath states the candidate is not affiliated with any communist organization or any communist front organization or with any foreign agency which advocates the overthrow of constitutional government and that the candidate does not advocate the overthrow of the government of the United States or the government of Illinois. However, the courts have ruled that the requirement to file this loyalty oath violated the first and fourteenth amendments to the Constitution of the United States. Because of this ruling, the loyalty oath requirement is no longer enforceable in Illinois. *Communist Party of Indiana vs. Whitcomb*, 414 U.S. 441, 94 S. Ct. 656, 38 L. Ed. 2d 635 (1974), petition for rehearing denied, 414 U.S. 952, 94 S. Ct. 1476, petition for rehearing denied, 414 U.S. 952, 94 S. Ct. 1476, 39 L. Ed. 2d 568 (1974). Most candidates for State office, however, continue to file the loyalty oath as required by the Illinois law.

OFFICES TO BE VOTED UPON

The following chart identifies the Federal and State offices filled by election in Illinois. It also lists the qualifications for each office, some of the responsibilities associated with the office, the length of the term, the present office holder with the party affiliation and when the office will be voted upon.

The offices elected statewide in 2004 and listed on the ballot supplied with this election-education program are President and Vice President, and U.S. Senator.

Offices on the ballot are listed in order required by Illinois Compiled Statutes. The paper ballot designed for this program was developed in the format of an optical scan ballot. The offices are listed in columns and are read newspaper style.

OFFICE	QUALIFICATIONS FOR OFFICE	RESPONSIBILITIES	TERM	2004 INCUMBENT	WILL BE VOTED UPON
U.S. President	Natural born citizen; At least 35 years old; United States resident for 14 years.	Holds the Executive power; Commander-in-Chief of Army and Navy; Grants reprieves and pardons for offenses against U.S.; Makes treaties with consent of Senate; Appoints ambassadors; Appoints judges of Supreme Court with Senate Approval; Passes on legislation.	4 years	George W. Bush (R)	Limited to 2 terms; Office to be voted upon in 2004
U.S. Vice President	Natural born citizen; At least 35 years old; United States resident for 14 years.	President of the Senate, but has no vote unless the vote is tied. If the President is unable to serve, VP will succeed to the office.	4 years	Dick Cheney (R)	2004
U.S. Senator (2 from each State)	U.S. citizen for 9 years; At least 30 years old; Resident of state by which elected.	Tries all impeachments; With the House of Representatives is vested with all legislative powers: Lay and collect taxes; Provides for common defense; Borrow money; Establish rules of naturalization; Coin money; Establish post offices; Declares war; Raise and support armies; Maintain a navy; Makes all necessary laws.	6 years	Richard J. Durbin (D) Peter G. Fitzgerald (R)	2008 2004

OFFICE	QUALIFICATIONS FOR OFFICE	RESPONSIBILITIES	TERM	2004 INCUMBENT	WILL BE VOTED UPON
US. Congressman	United States citizen for 7 years; At least 25 years old; Resident of state by which elected.	Originates all bills for raising revenue; With the Senate is vested with all legislative powers. (See Senate responsibilities)	2 years	Number elected depends upon population of state; 19 elected in Illinois	2002
Governor	United States citizen; At least 25 years old; Illinois resident for 3 years.	Is chief executive officer; Administers the government; Has administrative authority over a large number of boards, commissioners and agencies; Appoints officers of the executive branch with Senate approval; Grants pardons and reprieves; Calls special legislative sessions; Passes on legislation; Submits budget to General Assembly; Is Commander-in-Chief of the state's military forces.	4 years	Rod R. Blagojevich (D)	2006
Lt. Governor	United States citizen; At least 25 years old; Illinois resident for 3 years.	Duties as delegated by the Governor or designated by statute; chairs the Technical Advisory Committees on Aging, the Reclamation Council, the Illinois Export Council and the Illinois Export Development Authority. If Governor is unable to serve, Lt. Governor will succeed to the office.	4 years	Pat Quinn (D)	2006

OFFICE	QUALIFICATIONS FOR OFFICE	RESPONSIBILITIES	TERM	2000 INCUMBENT	WILL BE VOTED UPON
Attorney General	United States citizen; At least 25 years old; Illinois resident for 3 years	State's chief legal officer; Provides legal representation for other elected officials, state agencies and the people of Illinois; Provides consumer protection; Interprets the law; Provides prosecution assistance; Regulates franchised Illinois businesses; Collects monies owed the state.	4 years	Lisa Madigan (D)	2006
Secretary of State	United States citizen; At least 25 years old; Illinois resident for 3 years	Maintains official records of the acts of the General Assembly and other records as prescribed by law; Serves as State Librarian and State Archivist; Issues drivers licenses; Registers corporations, securities dealers, etc.	4 years	Jesse White (D)	2006
Comptroller	United States citizen; At least 25 years old; Illinois resident for 3 years	Chief fiscal control officer; Screens state spending; Maintains state's checkbooks, ordering payment of bills; Repository for every state contract; Oversees privately owned Cemeteries.	4 years	Daniel W. Hynes (D)	2006

OFFICE	QUALIFICATIONS FOR OFFICE	RESPONSIBILITIES	TERM	2000 INCUMBENT	WILL BE VOTED UPON
Treasurer	United States citizen; At least 25 years old; Illinois resident for 3 years.	Custodian of state funds; Invests monies.	4 years	Judy Barr Topinka (R)	2006
State Senator	United States citizen; At least 21 years old; Resident for 2 years of the district from which elected.	With the House of Representatives is vested with all legislative powers--enacting, amending or repealing laws; Consents to all gubernatorial appointments; Serves as adjudicator to impeachments.	To provide for decennial redistricting, districts divided into 3 groups; Group 1: elected for 4 years, 4 years, 2 years Group 2: elected for 4 years, 2 years, 4 years Group 3: elected for 2 years, 4 years, 4 years All end in ten years for next redistricting.	59 Members	All in 2002 1/3 in 2004 2/3 in 2006 2/3 in 2008 1/3 in 2010 All again in 2012
State Representative	United States citizen; At least 21 years old; Resident for 2 years of the district from which elected.	With the Senate is vested with all legislative powers--enacting, amending, or repealing laws; Power of impeachment.	2 years	118 Members	2006

ELECTING THE PRESIDENT

Unlike other offices voted upon, the offices of President and Vice President of the United States are not elected by direct vote of the people. To fill these offices, the Constitution of the United States in Article II, Section I, provides for an indirect popular election through the *Electoral College*.

The Electoral College is composed of electors from all fifty states and the District of Columbia. Under the Constitution, the number of electors to be chosen in a state is equal to the number of U.S. Senators and U.S. Representatives to which the state is entitled. At present, the Electoral College consists of 538 electors--435 corresponding to Representatives, 100 corresponding to Senators and three for the District of Columbia. Each of these electors has one electoral vote.

Having two U.S. Senators and nineteen U.S. Representatives, Illinois is entitled to twenty-one electors. According to Illinois law, each established political party selects its twenty-one proposed electors at its State convention. Independent candidates and new political parties are required to file the names of their electors with their nomination papers.

On election day, through the votes cast for President and Vice President of the United States, the voters select the group of electors to be members of the Electoral College. If in Illinois the Republican Presidential candidate receives the greatest number of votes for that office, the twenty-one electors selected at the Illinois Republican State Convention become the members of the Electoral College. Likewise, if the Democratic Presidential candidate receives the greatest number of votes cast in Illinois for that office, the twenty-one electors selected at the Illinois Democratic State Convention become the members of the Electoral College. The same rules hold for any new party or independent candidate. Except for the States of Maine and Nebraska, all states have adopted this *winner take all* system. However, this has not always been the case. In earlier times it was not uncommon for a state to divide its electoral votes.

On three occasions the candidate with the greatest popular vote did not win a majority in the Electoral College. This first occurred in 1876 when Rutherford B. Hayes and Samuel L. Tilden were the candidates; again in the 1888 election between Grover Cleveland and Benjamin Harrison; and lastly in 2000 when George W. Bush and Al Gore, Jr. were candidates. President Hayes, President Cleveland and President Bush all won the election based on the number of electoral votes despite the fact the other candidate won the popular vote.

On the first Monday after the second Wednesday in December following the election, December 13 in 2004, the electors chosen by the voters meet at their respective State Capitols to elect the President and the Vice President of the United States. The 12th Amendment to the U.S. Constitution specifies that electors cast separate votes for each office and prohibits them from voting for inhabitants of their own state for both offices. In Illinois, the electors are not legally bound to cast their votes for any particular candidate. The only commitment is a moral one. Across the country, electors are legally committed in their vote in less than one-third of the states.

After the balloting is completed, the results from each state are sent to the President of the U.S. Senate. These ballots are opened before a joint meeting of the Senate and the House of Representatives on January 6th. The candidate for President who receives an absolute majority of at least 270 votes is declared elected and will be given the oath of office two weeks later on January 20th. He will serve in that office for four years. Similarly, the candidate for Vice President receiving an absolute majority of at least 270 votes is declared elected and will serve a four-year term.

If no Presidential candidate receives a majority of the electoral votes, the House of Representatives becomes responsible for filling the office. This may happen if there is a strong independent or third party candidate. In the election by the House of Representatives, the three Presidential candidates who received the greatest number of electoral votes are the only candidates voted upon. Each state delegation casts a single vote. The decision of the majority of its representatives determines the vote for the entire state. If a state delegation is evenly divided and cannot agree on how to cast its one vote, the state loses its vote. To be elected, a Presidential candidate must receive the votes of at least twenty-six states.

If no Vice Presidential candidate receives an absolute majority of the electoral votes, the election goes to the U.S. Senate. In this instance, only the two candidates receiving the greatest number of electoral votes are voted upon. Each Senator has one vote; fifty-one votes are necessary for election. With every Senator having one vote and choosing between only two candidates, it is much easier for the Vice President to be selected than the President.

If the House of Representatives has not elected a President by Inauguration Day, January 20th, the Vice President acts as President until a President qualifies. The House of Representatives has until the fourth of March to make their decision.

THE ILLINOIS CONSTITUTION

A *constitution* is a document by which power is passed from the people to government. Basically, a constitution serves three purposes: first, it establishes the power of government; second, it provides the basic structure of the government; and third, it places limitations upon governmental powers. All other laws grow out of the constitution.

The present Constitution of Illinois was ratified by the voters in 1970. Amendments may be made only through the vote of the citizens of the State. The people of the State reserve the right to vote at least once every twenty years on whether to continue under the present constitution or to call a convention to write a new constitution.

When a constitutional amendment is proposed either by the General Assembly or by petition of the voters, it is given special attention. Prior to the election, the Secretary of State is required to send an explanation of the issue being voted upon to each registered voter in the State. This explanation is to include both the pros and cons of the issue. When the proposed constitutional amendment is presented to the voters, the question is to appear on blue paper to distinguish it from all other issues being voted upon. The proposed amendment becomes effective only if approved by either three-fifths of those voting on the amendment or by a majority of those voting in the election.

MAKING INFORMED VOTING DECISIONS

With the right to vote comes the responsibility for making informed choices. It is the responsibility of each voter to learn about the candidates and the issues and to independently make up his or her own mind on how to vote.

To influence the voter, campaign speeches and literature frequently employ various propaganda techniques. It is helpful for the voter to be able to recognize techniques which may distort the facts or may not apply to the issue. Some of the commonly used propaganda techniques are identified on the following chart.

TECHNIQUE	EXAMPLE	BRIEF ANALYSIS
Glittering Generalities	<p>“For a better world, elect Candidate B!”</p> <p>“Hey! Hey! What do YOU say? Candidate A! Yea!”</p> <p>“Honesty First--Elect Candidate X!”</p>	<p>These are vague statements that imply or promise much. Slogans, symbols, and vague generalities are other examples. By carefully weighing the facts, a voter will be able to determine whether there is much truth in such statements.</p>
Name Calling	<p>“Candidate A is a wimp.”</p> <p>“Would you buy a used car from Candidate N?”</p>	<p>Here, labels are used instead of facts. By using negative symbols or names, facts are often avoided or distorted.</p>
Testimonials	<p>Alf says, “This candidate who sees UFO’s can’t be all bad. Candidate Z has my vote.”</p>	<p>In this technique, a prominent person endorses the candidate. Commercials often use this technique to elicit favorable reactions.</p>
Bandwagons	<p>“Candidate Q is everyone’s favorite.”</p> <p>“All teachers agree that Candidate E is the best choice for Illinois.”</p>	<p>This technique gives the impression that everyone is favoring this candidate. It is effective because many people do not make up their own minds but follow the lead of the majority.</p>
Cardstacking	<p>“Candidate Z never learned how to read in school. Elect a candidate who is smart. Elect Candidate S.”</p> <p>(Not stated: Candidate Z knew how to read before entering school.)</p>	<p>This technique takes quotations out of context, presents only part of the facts, or one side of the situation. It may cite favorable statistics while suppressing unfavorable ones.</p>

NOTICE OF ELECTION

At least 30 days before any general election, the election authority is required to publish a notice of the election in two or more newspapers printed and published in the county or city, as the case may be. This notice must include the date of the election, the location of the polling place in each precinct, the hours the polls are open, and the offices and issues to be voted upon. In this way, the potential voter is officially notified of the election.

In certain areas where a language other than English is common, this notice must be published in the second language as well as in English. In Chicago, for example, the notice of election is published in English and in Spanish.

NOTICE OF ELECTION

████████████████████

NOTICE IS HEREBY GIVEN THAT ON _____
(date)

AT _____ (Name of school and/or name of classroom) _____
(place)

AN ELECTION WILL BE HELD FOR _____ Statewide Offices _____

WHICH ELECTION WILL BE OPENING AT _____ (Time) _____ AND

CONTINUED OPEN UNTIL _____ (Time) _____ OF THAT DAY.

Dated at _____ (Name of School) _____ this _____ day of _____, 20____.

ELECTION AUTHORITY

See Appendix B-1 for blank form

ABSENTEE VOTING

Illinois law provides for qualified people to vote prior to election day by absentee ballot under certain circumstances. Registered, qualified electors may vote by absentee ballot if they expect to be absent on election day from the county where they live, are judges of election in a precinct other than the one in which they reside, are physically incapacitated, are observing a religious holiday on election day, or have duties in the office of the county clerk, board of election commissioners, the state's attorney or other specified law enforcement and election offices.

A voter must make application by mail for an absentee ballot not more than 40 days nor less than 5 days prior to the day of election; or must make application and vote in person not more than 40 days nor less than one day prior to the day of election. Application is made with the election authority.

THE POLLING PLACE

The election authority is responsible for the selection of the polling place and furnishing it. The judges of election are responsible for opening and closing the polls, conducting the election, and maintaining order in the polls throughout the day.

Only authorized persons are allowed in the polling place: judges of election, pollwatchers with credentials, and, when the polls are open, qualified voters.

No one may campaign in the polling place. Illinois statutes prohibit any electioneering or soliciting of votes on election day within any polling place or within one hundred feet of the entrance to any polling place.

OPENING THE POLLS

For every election, the polls are opened at 6:00 a.m. and remain open until 7:00 p.m. When opening the polls, one of the judges of election proclaims that the polls are open. In like manner at 6:30 p.m., one of the judges announces that the polls will be closed in half an hour. Then again, at 7:00 p.m. one of the judges announces that the polls are closed. No one is allowed to vote on election day before the polls open. After the polls close, only those voters who were in line at 7:00 p.m. may cast a ballot.

ASSISTANCE IN VOTING

Frequently, a qualified voter is unable to read English well enough to cast a vote or is disabled and cannot cast a vote without assistance. Such a person may be given assistance in voting only after he or she signs an affidavit stating the reason assistance is necessary. The voter may then be assisted by any person of his/her choice or by two judges of opposite political parties. The person or persons assisting must cast the vote as directed by the voter and are obligated not to tell how the vote was cast. As usual, all such voting must take place inside the voting booth.

PROVISIONAL VOTING

Public Act 93-0574 authorized provisional voting which will begin in Illinois for the first time at the March 2004 Primary Election. Provisions for voting are in place for a person who claims to be a registered voter but for one of the following reasons is deemed unqualified to vote. 1) The person's name does not appear on the official list of eligible voters, 2) the person's voting status has been challenged by an election judge, pollwatcher or other legal voter and the challenge has been sustained, 3) a federal or state court extends the time for closing the polls beyond the time period established by state law and the person votes during this extended time period, or 4) the person failed to provide valid identification with a mail-in voter registration application and does not provide it at the polling place. The person can vote a provisional ballot after completing a written affidavit. The ballot will be placed in a sealed envelope which will be deposited in a separate container identified for provisional ballots. Following the election, the election authority will complete the validation and counting of the provisional ballots. A system will be in place (a toll free telephone number or a website address) where the voter can access to check if his/her ballot counted, and if not, a reason for it not counting.

CLOSING THE POLLS

After opening the polls, there may be no adjournment or recess until all the votes are counted and results declared. All votes must be counted immediately after closing the polls.

At the time of closing, a judge of election announces that the polls are closed. In full view of any pollwatchers, the judges of election empty the ballot box and count (tally) the votes. As each vote is read aloud, a mark is put on the tally sheet after the name of the candidate receiving the vote. Tally marks are grouped in sets of five for easy counting. The tally sheets serve as a record of the election and must be certified by each of the judges of election. Illinois jurisdictions that use punch card or optical scan voting systems count the votes on electronic machines.

The following links are available for teachers that include information on voting, campaign finance and the election process in general.

ACE Electronic Publication

www.aceproject.org/main/english

www.aceproject.org/main/english/ve/ve/default

Campaign Finance

www.opensecrets.org.

Campaign 2000 Common Cause

<http://commoncause.org/campaign2000/>

Center for Civic Education

www.civiced.org

Center for Voting and Democracy

www.fairvote.org

Constitutional amendments

www.geocities.com/athens/forum/3594/ammendments.htm

CSAE: Committee for the Study of the American Electorate

www.gspm.org/csae

C-SPAN - Classroom's 2004 VOTE

<http://c-span.org/classroom>

<http://c-span.org/classroom/govt/campaigns.asp>

Federal Election Commission

<http://www.FEC.gov>

Follow the Money - Information on money in state politics

www.followthemoney.org

History Central

<http://www.multied.com>

IDEA: International Institute for Democracy and Electoral Assistance

<http://www.idea.int/>

http://www.idea.int/voter_turnout/voter_turnout.html

US Census Bureau:

<http://www.census.gov/>

<http://www.census.gov/population/www/socdemo/voting.html>

Voting Rights Act 1965

<http://www.usdoj.gov/crt/voting/intro>

Youth Vote Foundation

<http://www.freedomsanswer.net>

Below is suggested curriculum for students depending on the grade level

We suggest that your curriculum include 6 to 12 hours of classroom instruction. We would also suggest you include homework assignments that necessitate dialogue between the students and their parents (or guardians) concerning the voting process and specifically the candidates and propositions to be voted upon at the general election.

Voting Procedures

Students will identify the procedures for voting.

Mock Election materials will be used for various grade levels.

Voting History and Laws

Students will identify amendments and selected laws that have expanded the electorate since colonial times.

Students will analyze the historical significance of these acts.

Election Campaigns

Students will analyze the main issues and platforms of the major candidates in local, state and national races.

Media Influence

Students will analyze the influence the media has on candidates, issues and the electorate.

Voter Participation

Students will analyze elections to identify the impact of voter registration and participation.

Students will identify rights and responsibilities of voting.

**PROCEDURES FOR CONDUCTING
A
MOCK ELECTION**

PRE-ELECTION DAY

A. **Materials**--The following supplies will be needed.

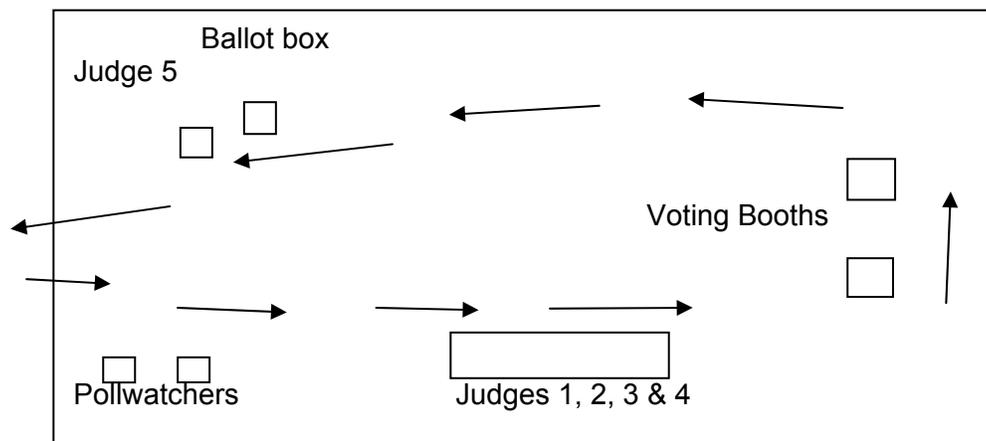
1. *Polling Place* and *Vote Here* signs
These signs may be prepared by the students in advance of the election or may be duplicated from the sample in Appendix B.
2. Specimen ballots, at least five
These may be duplicated from the specimen ballot in Appendix B.
3. A flag of the United States.
4. Pencils, at least one for each voting booth.
5. Pens, at least one for each judge of election.
6. Copies of the *Oath of Office of Judge of Election*, one for each judge
These may be duplicated from the sample in Appendix B.
7. Badges for judges of election, one for each judge
These may be prepared from the sample in Appendix B.
8. Masking tape.
9. Registration forms in alphabetical order, if registration was held prior to the election. If registration was not held, a list of qualified voters should be provided.
10. *Application to Vote*, at least one for each voter if registration was held prior to the election. If registration was not held, use the alternate form, *Affidavit of Voters*, providing one form for every 25 voters. (These two forms are discussed under *Election Day (C. Voting Procedures)* of this section and may be duplicated from the samples in Appendix C.
11. *Assisted Voter's Affidavit*
If any students will be needing assistance in voting because of physical disabilities, duplicate the *Assisted Voter's Affidavit* in Appendix C. The voter may be assisted by any person of his/her choice or by two judges of opposite parties.
12. *Pollwatcher Credentials*, one for each pollwatcher
These may be duplicated from the sample in Appendix B.
13. Three large envelopes labeled as follows:
 1. For use before polls close. (Enclose any spoiled ballots.)
 2. For use after polls close. (Enclose "defective" ballots and "objected to" ballots.)
 3. Voted Ballots. (Use to secure voted ballots.)

14. Tally sheets, five or six copies of the second sheet for each tally judge
These may be duplicated from the sample in Appendix C (Form C-5, page 2.)
15. Ballots, at least one per student. Extras will be required for replacement of spoiled ballots. These should be duplicated on white paper. A copy is supplied at the end of Appendix C.

B. Polling Place Arrangement--In arranging the polling place for the conduct of the election, the following will be needed.

1. A long table
2. Sufficient chairs for judges of election and pollwatchers
Pollwatchers may not sit at the table with the judges, nor in the path of the voters. They may sit anywhere in the room where they may observe but not interfere with the electoral process.
3. Voting booths
Voting booths may be scarce at this time because of the General Election. However, some school superintendents and village clerks may have booths available. You may wish to contact them far enough in advance of election day to allow for delivery of the booths. Another option is to create a booth by tipping a large box on its side and place it on a table. Or, you can tri-fold a large piece of cardboard and set it on a table. Any set-up that is in full view of the judges but allows the voter to vote in secret is acceptable.
4. A ballot box
The school superintendent or the municipal clerk may have a ballot box which may be borrowed. If one is not available, any box with a removable lid that is large enough to hold all the ballots may be used. A slit should be cut in the top to fit the voted ballots and any printing on the side of the box must be covered with a *Ballot Box* sign.

The tables should be arranged to assure an easy flow of voters in and out of the voting area. If the polling place is in a large room, the tables and chairs should be placed so that the voting area is clearly defined. The voting booths should be isolated to ensure the secrecy of the vote, but should be visible to all of the judges of election. The ballot box should also be clearly visible.



- C. Voter Qualifications**--Prior to election day voter qualifications should be determined: age, classroom or school and whether voter registration is required, for example. **If registration is a requirement for voting**, these procedures should be followed.
1. Appoint two students to serve as registrars.
 2. Post a notice stating the time and place for registering to vote.
 3. At the designated time and place, the registrars should:
 - a. distribute a registration form to each applicant;
 - b. provide assistance in completing the form, if requested;
 - c. witness the signature of the applicant;
 - d. sign the registration form or the line provided for the Registration Officer; and
 - e. arrange the completed registration forms in alphabetical order.
- D. Notice of Election**--Post the location of the polling place and the date and time for voting. (See the sample notice in the *Teacher's Background Information page 21* and blank Form B-1.)
- E. Absentee Voting**--Absentee voting may be made possible for students who expect to be absent from school on the day of the mock election. The following procedures may be used in doing this.
1. Add the following sentence to the affidavit on the application for ballot: "I expect to be absent from school on the day of the Election, (Date)." In the upper left-hand corner, mark these applications, *For Absentee Voters*.
 2. The student should request the application to vote absentee from the election authority not less than one day prior to the day of election.
 3. After the student signs the application form, the election authority should give the student voter a ballot with an envelope.
 4. The voter marks the ballot in secret, folds it, and inserts it into the envelope. The election authority should then have the voter sign the outside of the envelope across the sealed flap so that it cannot be opened without destroying the signature.
 5. The application for ballot and the ballot in the sealed envelope are given to the judges of election on election day to be counted with the other ballots after the polls close.

ELECTION DAY

A. **Before the Polls Open**--the judges of election should:

1. administer the oath for judges to each other;
2. post the *Polling Place* and *Vote Here* signs outside of the polling place;
3. post the flag outside of the polling place;
4. post at least five specimen ballots in and around the polling place;
5. place pencils in each of the voting booths;
6. count the ballots;
7. complete lines in Section (1) on the Tally Sheet and Certificate of Results (page 1,) regarding the number of ballots delivered to the judges;
8. arrange the election supplies on the table for easy use; and
9. at the appropriate time announce the polls are open.

B. **Before Voting Begins**--Before any ballots are cast, the judges of election should open the ballot box and show everyone present that the ballot box is empty. Seal the ballot box for security during voting hours. Credentials are to be collected from all pollwatchers when they enter the polling place. No one is to be permitted to remain in the polling place without proper credentials.

C. **Voting Procedures**--Voting procedures are designed to ensure that every person who has the right to vote has the opportunity to vote in secret and that no one is permitted to vote who does not have that right. Each step has a purpose to this end. If a question does arise concerning an individual's right to vote or to any voting procedures, the answer is determined by a majority vote of the judges of election.

If voter registration is required for voting, the following steps should be followed.

[Step 1](#)

The voter receives an *Application to Vote* form from the first judge, judge "1."
A suitable application form is supplied in Appendix C.

[Step 2](#)

The voter signs the application form with his/her name and address and returns it to judge "1."

[Step 3](#)

One judge reads the voter's name and address in a loud, clear voice, prints the name of the voter in the space provided on the application form, and passes it to the next two judges, judges "2" and "3."

Step 4

Judges “2” and “3,” of opposite parties, locate the voter’s registration form in the files and compare the signature on the application with that on the registration form. If the judges are not satisfied by the comparison of the signatures that the applicant is the same person as registered, they may question the applicant as to the information on the registration form or request additional identification. The judges should also check on the registration form that the applicant has not previously voted in this election. A person whose registration form is not in the files cannot vote without securing proof from the election authority that he/she is registered.

Step 5

When the judges are convinced of the applicant’s identity, judge “2” or “3” repeats the voter’s name aloud, initials the application form, numbers it consecutively with the other application forms and returns it to the voter.

Step 6

Either judge “2” or “3” marks the voter’s registration form as having voted in this election.

Step 7

The voter hands the initialed application to the fourth judge. Judge “4” stacks the applications in order.

Step 8

Judge “4” initials the back of a ballot and gives it to the voter.

Step 9

The voter goes into a voting booth alone to vote in secret. Before leaving the voting booth, the voter folds his/her ballot so that the vote is concealed and the judge’s initials are visible.

Step 10

The voter hands the ballot to judge “5.”

Step 11

Judge “5” checks that the correct initials are on the outside of the ballot to be sure that it is the same ballot given to the voter by judge “4” and, if so, inserts the ballot into the ballot box.

If in step 11, the ballot returned to judge “5” is not initialed, it may not be inserted into the ballot box. However, if a majority of the judges agree that judge “4” accidentally failed to initial it, a new initialed ballot may be given to the voter. The not-initialed, folded, voted ballot is put into a special envelope marked for use before polls close for “spoiled ballots” and is returned to the election authority with the other election materials.

If voter registration is not a requirement for voting, replace Steps 1-7 above with the following procedures.

Step 1A

As judge “1” looks on, the voter signs his/her name and address on the *Affidavit of Voters* form. (A suitable *Affidavit of Voters* form is supplied for use in Appendix C.)

Step 2A

Proceed as with Step 8 above.

Step 3A

After 25 voters have signed the affidavit sheet, judge “1” signs the bottom of the sheet as having witnessed the signatures.

- D. Closing the Polls**--After opening the polls, there may be no adjournment or recess until all the votes cast are counted and the results declared. All votes must be counted immediately after closing the polls.

The following steps should be taken in closing the polls and counting the ballots.

Step 1

One half hour before closing time, a judge announces that the polling place will close in 30 minutes.

Step 2

At closing time, a judge announces that the polls are closed, removes the flag and *Polling Place* sign and, if possible, locks the door.

Step 3

The judges count all unused ballots and mark the number on line “C” of Section (2) of the *Tally Sheet and Certificate of Results*. Only judges of election may handle the ballots and the election supplies.

Step 4

If absentee ballots were cast, proceed as follows:

- a. The judges compare the signatures on the application for absentee ballot, the ballot envelope, and registration form. If the signatures in “a” match, the judges mark the voter’s registration form as having voted in this election, number the application consecutively with the other application forms filed during the day, and remove the folded ballot from the envelope. One judge initials the back of the folded ballot and inserts it into the ballot box. The ballot is not unfolded nor examined.
- c. If a majority of the judges are not satisfied that the signatures in “a” match, they mark the envelope *Objected To--Signatures Do Not Match--Not Counted*. A majority of the judges then sign the envelope. The envelope is not opened; the ballot is not counted. These ballots should be placed in the envelope for use after polls close for “rejected ballots” to keep them separate from the others.

Step 5

All of the judges open the ballot box and let everyone present observe the contents.

Step 6

The ballots are removed from the ballot box and counted. The number of ballots from the ballot box and number of voter applications must be the same. This number is written on line “A” of Section (2) of the *Tally Sheet and Certificate of Results*.

Step 7

The judges unfold the ballots and place them face down on the table, checking that the back of every ballot has been initialed by a judge. Any ballots that are not initialed are removed. The judges mark the backs of these ballots *Objected To--Not Initialed--Not Counted*. A

majority of the judges must sign each of these ballots. These ballots should be placed in the envelope designated for this purpose to keep them separate from the other ballots. They may not be examined or counted.

Step 8

Two judges of opposite political parties are selected as calling judges; the remaining judges serve as tally judges.

Step 9

Beginning with the office at the top of the ballot, the calling judges read aloud the name of the office and candidate receiving votes. Each ballot should be read completely before the next ballot is started. The second calling judge looks on, checking that the marks are called correctly. Both judges should be sure that the marks are valid and that the ballot does not contain any identifying marks.

Each tally judge keeps a record of the vote. As the calling judges call the votes, each tally judge makes one vertical mark for each vote cast, beginning in the tally mark box at the extreme left and working to the right. Every fifth vote is tallied horizontally through the four previous vertical marks. After every fifth mark, the tally judges call "*Tally*". If any judge disagrees that the last mark was a *tally*, they must review the count for that candidate.

Each stack of ten ballots is folded together in the order counted.

Step 10

The tally judges count the total number of tally marks recorded for each candidate. The record sheets of all of the judges should be the same.

Step 11

When all of the judges agree, the total for each candidate is determined and recorded.

Step 12

The judges must complete and sign the *Tally Sheet and Certificate of Results*.

Step 13

The election results and all election materials are delivered to the election authority. All voted ballots are sealed in the envelope provided for this purpose. (See pre-election day #13)

Step 14

The election results are announced

APPENDIX

Registrar's Oath

I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of registration officer to the best of my ability, and that I will register no person nor cause the registration of any person except upon his personal application before me.

Date

Signature of Registration Officer

NOTICE OF ELECTION

NOTICE IS HEREBY GIVEN THAT ON _____
(date)

AT _____
(place)

AN ELECTION WILL BE HELD FOR _____
(names of officers to be elected)

_____ WHICH ELECTION WILL BE

OPENING AT _____ AND CONTINUED OPEN UNTIL _____

OF THAT DAY.

Dated at _____ this _____ day of _____, 20_____.

ELECTION AUTHORITY

OATH OF OFFICE OF JUDGE OF ELECTIONS

STATE OF ILLINOIS

_____ SCHOOL _____ 20 ____.

I do solemnly swear (or affirm as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Illinois, that I will faithfully discharge the duties of the office of Judge of election, according to the best of my ability, and that I am entitled to vote at this election.

Signed _____

Subscribed and sworn before me this

____ day of _____ 20 ____.

BADGE FOR JUDGE OF ELECTION

<p style="text-align: center;">Judge of Election</p> <hr/> <p style="text-align: center;">name</p>
--

POLLWATCHER CREDENTIALS

TO THE JUDGES OF ELECTION:

In accordance with the provisions of the Election Regulations, the undersigned hereby

appoints _____
(Name of Pollwatcher)

who is a student at _____

and who is qualified to vote from this school, to act as a pollwatcher from

_____ to _____ at the Election to be held on _____, 20__

in the _____ School.
(name of school)

(Signature of Pollwatcher)

(Signature of Appointing Authority)

(Class of which Pollwatcher if member)

(Title of appointing authority –
Candidate, Organization President)

(Election Authority)

POLLING PLACE





**VOTE
HERE**

SPECIMEN

OFFICIAL SCHOOL BALLOT MOCK ELECTION

NOVEMBER 2, 2004

Name of School

Signature of Election Authority

**FOR PRESIDENT and
VICE PRESIDENT
OF THE UNITED STATES**
(Vote for one)

- John F. Kerry
John Edwards Democratic
- George W. Bush
Dick Cheney Republican
- Michael Badnarik
Richard V. Campagna Libertarian

FOR UNITED STATES SENATOR
(Vote for one)

- Barack Obama Democratic
- Alan Keyes Republican
- Jerry Kohn Libertarian
- Albert J. Franzen Independent

Classroom _____

_____ School

Voter's No.

APPLICATION TO VOTE – CERTIFICATE OF REGISTERED VOTER

Mock Election _____, 20_____

INSTRUCTION TO VOTERS:

Sign this Certificate and hand it to the election officer in charge. After the registration record has been checked, the officer will hand it back to you, whereupon you shall present it to the officer in charge of the ballots.

I hereby certify that I am registered and am qualified to vote in this election.

Registration record check by:

_____ Judge of Election

_____ Signature of Voter

_____ Judge – PRINT voter's name here

_____ Street address of voter

_____ City

INSTRUCTIONS TO JUDGES OF ELECTION

Mark with cross (X) in proper square below if person voted by affidavit, was assisted in voting, was challenged or spoiled ballot in voting and received another ballot.

Voted by affidavit

Assisted in voting

Challenged

Spoiled ballot and received another.

AFFIDAVIT OF VOTERS

Form C-2
January 2004

STATE OF ILLINOIS
COUNTY OF _____

The undersigned, each being first duly sworn under oath individually, deposes and says that affiant is desirous of voting in an election held under the provisions of the Election on _____, 20____ and represents the following facts to be true:

- (1) My signature below hereon designates my correct name and the address opposite my signature is my correct address.
- (2) I am a student at _____
- (3) I am a qualified voter in said Election.

NAME	ADDRESS
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	

Subscribed and sworn to before me by each of the above affiants individually, this ____ day of _____, 20____.

Judge of Election

ASSISTED VOTERS AFFIDAVIT

Physically Disabled Voter

I, _____ do solemnly swear that I am a student at _____ in the State of Illinois, that by reason of _____ I am unable to mark my ballot and I hereby request that I be assisted in marking my Ballot;



Mark of person unable to sign

Name or signature of voter requesting assistance

Signature of friend, relative or Judges giving assistance

Subscribed and sworn to

before me this _____ day of _____, 20_____.

Signature of Judge of Election

Tally Sheet And Certificate of Results

We do hereby certify that at the Election held in the school, hereinafter specified, on _____, 20____, a total of _____ voters requested and received ballots and we do further certify:

Number of ballots received from Election Authority _____

Number of absentee ballots received and processed _____

(1) Total Ballots received : _____(1)

A. Number of ballots voted and counted _____

B. Number of spoiled ballots _____

C. Number of unused ballots _____

D. Number of defective and objected to ballots
(missing judges initials or with identifying marks) _____

(2) Total Ballots being returned to election authority (A+B+C+D) _____(2)
Totals (1) and (2) must equal

We further certify that each candidate received the number of votes set forth opposite his/her name on the tally sheet contained in the page or pages immediately following.

The undersigned actually served as judges and counted the ballots at the Election on the _____ day of _____ 20____ in the _____ School and the polls were opened at _____ (A.M./P.M.) and closed at _____ (A.M./P.M.) certified by us.

SIGNATURES OF JUDGES OF ELECTION

Judge of Election

**OFFICIAL SCHOOL BALLOT
MOCK ELECTION
NOVEMBER 2, 2004**

Name of School

Signature of Election Authority

**FOR PRESIDENT and
VICE PRESIDENT
OF THE UNITED STATES**
(Vote for one)

- John F. Kerry
John Edwards Democratic

- George W. Bush
Dick Cheney Republican

- Michael Badnarik
Richard V. Campagna Libertarian

FOR UNITED STATES SENATOR
(Vote for one)

- Barack Obama Democratic

- Alan Keyes Republican

- Jerry Kohn Libertarian

- Albert J. Franzen Independent

Classroom _____