

**League of Women Voters of Nashville
Poll Watcher Check List**

(circle one) Early voting date: _____

Election Day

Your name: _____	Arrival time: _____
Poll location name: _____	Precinct number: _____
Building Type _____	Number of machines: _____
Number of poll workers: _____	

THE POLLING PLACE	YES	NO
Entrance to polling area is easily identified and/or is clearly indicated by signs		
Entrance is accessible for persons with disabilities		
Did you observe candidates in the polling place?		
Was there evidence of candidate influence such as food for the poll workers or literature?		
Campaign activities remain outside the 100 ft line		

ORGANIZATION/FLOW OF THE PROCESS	YES	NO
"Greeter/Concierge" worker is visible at entrance to voting area places) (may not be at smaller polling places)		
Application clerk desk clearly identified		
"Flow" of steps in voting process is simple and clear		
Overall space of the polling place is adequate		
"Change of address voters" are identified before a long wait in line & directed to COA clerk		
Line for voters waiting does not interfere with voting		

POLL WORKERS	YES	NO
Application clerk works efficiently and politely		
Registration clerks consistently and correctly obtain voter signatures		
Poll officer is visible, available and "trouble shooting" as needed		
Change of address (COA) clerk handles each voter as quickly as possible		
Describe any problems with poll workers you observed:		

VOTERS WITH REGISTRATION ISSUES	YES	NO
Did you see a voter claim to be registered when not on list?		
Did the poll official explain the situation appropriately to the voter?		
Was the voter offered a provisional ballot?		
If no, what was the explanation?		
Is there clear information posted about change of address procedures and options?		
Is there a change of address clerk?		

How long did voters with change of addresses have to wait: _____ minutes

Comments:

Poll Watcher Name _____ Poll Place: _____

CASTING THE VOTE	YES	NO
Average time voters waited for a machine after registering		
Path to walk to the machines is safe, free of electrical cords or other obstacles		
Machine operators efficiently "open" the machine for the voter and explain its use as needed		
Machine operators do not "help" voters with questions unless a second worker is present		
The "cartridge" that opens the machine is always in the possession of a machine operator		
Average time voters needed to complete their voting	Under 5 min	5-8 min
Longest time a voter needed	_____min	

VOTING MACHINE PROBLEMS	YES	NO
Did any machine malfunction while you observed?		
If so describe the problem:		
What actions did the machine operators take to correct this?		
What actions did the poll officer take?		
How long was the machine NOT working?		
Were voters offered emergency paper ballots?		

VOTER'S EXPERIENCE	YES	NO
Did voters appear confused or struggle to use voting machines?		
Estimate the number of voters having this problem:		
Did poll workers respond appropriately to voter confusion for any reason?		
Did you observe voters that were upset or angry?		
If so describe the problems (use back of sheet for your notes as needed)		
Was the problem resolved?		
Did voters with disabilities vote easily?		
If they had problems, describe:		

TRACKING VOTER TURNOUT
Observation period from _____ am/pm to _____ am/pm
Number of voters in line when you arrived: _____
Number of voters in line when you left: _____
Estimated wait time: _____
Estimated number of voters voting while you observed: _____
(or estimate number of voters who voted per hour)

ADDITIONAL COMMENTS: