

Election Board Instructions

The Political Coordinator will administer the oath to the Precinct Captains as a group, along with the Judges and the Clerks.

OATH OF OFFICE FOR ELECTION BOARD

“I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, the Constitution of the State of Wyoming, the Constitution of American Legion Auxiliary Girls State, and that I will discharge the duties of my office with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing, to procure my nomination or election (or appointment), except for necessary and proper expenses expressly authorized by law; that I have not, knowingly, violated any election law of the State, or procured it to be done by others in my behalf; that I will not knowingly receive, directly or indirectly, any money or valuable thing for the performance or nonperformance of any act or duty pertaining to my office, other than the compensation allowed by law.”

BEFORE VOTING BEGINS:

1. Arrange and check supplies. The Political Coordinator will deliver them. Make sure you have a ballot box, one Non-Partisan Ballot and one Party Ballot for each voter in your city, two registry sheets listing the voters in your city and their party affiliation, and a sample ballot to tally the reports.
 2. Arrange your polling area. An American flag should be on display.
- **PRECINCT CAPTAIN (1):** She takes care of trouble and reports difficulties to the Political Coordinator. (Examples: challenged voter, insufficient ballots, etc.).
 - **ELECTION JUDGES (4):** Two Judges at each table (Incoming and Outgoing). One judge initials ballots with her own initials on outside left bottom corner and the other Judge checks off names on the Register List, making sure that the Nationalists receive Nationalist ballots and Federalists receive Federalist ballots. All voters will receive a Non-partisan ballot for the Primary Election. Begin with 6 voters and then allow no more than 10 in the polling area at one time. When the voters go out of the voting area, one judge initials the opposite back corner of the ballot and the other Judge checks names off on the Registry list. The ballots are then placed in the ballot box. (Ballots are color coded; Non-Partisan, White, Nationalist, Pink, and Federalists, Blue)
 - **ELECTION CLERKS (4):** Two clerks will escort voters in and out of voting area. The other two clerks will keep order outside of the voting area.
 - **DELEGATES:** Vote and then fold the ballot with the initials on the outside of the fold. Delegate then hands it to the Judges seated by the Ballot Box.

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COUNTING:

- First count the BALLOTS. Only ballots with two initials will be counted as official. This number must correspond with the number of voters and their party affiliation.
- Split into three groups of three (One group each for the Non-Partisan, Federalists, and Nationalists). After checking to see that the voter has not voted for too many candidates for each office, one girl in each group of three calls out the names. The other two girls keep count of the votes by tally. Tallying means keeping track of votes by groups of five, each time a group of five votes has been cast for a candidate the talliers call out “Tally” at the same time. If not there is a discrepancy in the count and IT MUST BE RE-COUNTED AT THIS TIME.
- As you are counting, please watch for over votes in each race and write “over vote” on the over voted office. Do not count over votes. An over vote on one race does not eliminate the entire ballot. Under votes are okay. If it is not clear whether there is an “over vote”, check with the Political Coordinator.

***EVERY VOTE FOR EVERY OFFICE MUST BE OFFICIALLY
COUNTED BY THE ELECTION BOARD***

Example: If there are 3 people running for an office and 3 will be selected, do not assume that every candidate will get the majority of votes required for election.

EVERY VOTE COUNTS