

**MINUTES OF THE SPECIAL MEETING OF THE
CITY COUNCIL OF THE CITY OF MOUNTAIN BROOK, ALABAMA
SEPTEMBER 1, 2020**

[Pursuant to a proclamation issued by Governor Kay Ivey on March 18, 2020, elected officials are allowed to meet remotely by means of Internet video or telephone conference and the public was invited to listen to, observe, or participate in the meeting by such means.]

The City Council of the City of Mountain Brook, Alabama met in special public session by way of Internet video conference on Tuesday, the 1st day of September 2020, at noon. The meeting was then called to order by the Council President and the roll was called with the following results:

Present: Virginia C. Smith, Council President
William S. Pritchard, III, Council President Pro Tempore
Philip E. Black
Lloyd C. Shelton
Alice B. Womack

Absent: Stewart Welch III

Also present were City Attorney Whit Colvin, City Manager Sam Gaston and City Clerk Steven Boone.

1. CONSIDERATION OF A RESOLUTION (NO. 2020-147) CANVASSING THE RESULTS OF THE AUGUST 25, 2020 GENERAL MUNICIPAL ELECTION (APPENDIX 1)

The following resolution was introduced in writing by Council President Smith and considered by the City Council:

RESOLUTION NO. 2020-147

**RESOLUTION CANVASSING THE RESULTS OF THE AUGUST 25, 2020,
CITY OF MOUNTAIN BROOK GENERAL MUNICIPAL ELECTION**

WHEREAS, the general election for the City of Mountain Brook was duly and legally held on Tuesday, August 25, 2020, as provided by law, and

WHEREAS, the municipal governing body of the City of Mountain Brook met on this 1st day of September 2020, a quorum thereof of being present, at noon, and has canvassed the returns, and has ascertained and determined the number of votes received by each candidate, and

WHEREAS, said municipal governing body has ascertained and determined the results of said election summarized as follows [Appendix 1]:

	St. Luke's Episcopal 01	City Hall 02	Brookwood Baptist Church 03	Mountain Brook Comm. Church 04	Canterbury UMC 05	Cherokee Bend Elem. 06	Absentee	Total
City Council Place 2								
Philip Black	284	366	283	264	138	189	42	1,567
Provisional	1	0	0	0	0	0	0	49.15%

Gerald Garner	245	464	343	240	100	219	8	1,619
Provisional	0	0	0	0	0	0	0	50.78%
Over votes	0	0	0	0	0	0	0	0
Under votes	0	2	0	0	0	0	0	2
	530	832	626	504	238	408	50	3,188
								100%
Registered voters	2,447	4,604	3,672	3,796	1,809	2,331	N/A	18,659
Voter turn-out	21.66%	18.07%	17.05%	13.28%	13.16%	17.50%	N/A	17.09%

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama that:

1. Gerald Garner received a majority of the votes cast for the office of City Council Place No. 2 and is hereby declared duly elected to that office for the four (4) year term beginning on the first Monday in November 2020.

It was moved by Council member Black that the resolution canvassing the election results be passed. The motion for adoption of the resolution was seconded by Council President Pro Tempore Pritchard and upon the question the vote thereon was as follows:

Ayes: Virginia C. Smith, Council President
 William S. Pritchard, III, Council President Pro Tempore
 Philip E. Black
 Lloyd C. Shelton
 Alice B. Womack

Nays: None

Council President Smith thereupon declared that said resolution (no. 2020-147) is adopted by a vote of 5—0 and as evidence thereof she signed the same and the elected officials issued a certificate of election (Appendix 1).

2. EXECUTIVE SESSION AND ADJOURNMENT

There being no further business matters for discussion, Council President Pro Tempore Pritchard made a motion that the City Council convene in executive session to discuss a matter involving potential litigation. The City Attorney verbally certified that the subject matter to be discussed in executive session is allowed pursuant to the Open Meeting Act. The motion was then seconded by Council President Smith and upon the question the vote thereon was as follows:

Ayes: Virginia C. Smith, Council President
 William S. Pritchard, III, Council President Pro Tempore
 Philip E. Black
 Lloyd C. Shelton
 Alice B. Womack

Nays: None

Council President Smith thereupon declared that said motion passed by a vote of 5—0 and announced that the City Council shall not reconvene after the executive session. There being no further business to come before the City Council, Council President Smith adjourned the meeting at approximately 12:02 p.m.

3. CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, certify the above is a true and correct transcript of the regular meeting of the City Council of the City of Mountain Brook, Alabama by Internet teleconference on September 1, 2020, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that a quorum was present.



City Clerk

Approved by City Council September 14, 2020

CERTIFICATE OF ELECTION

STATE OF ALABAMA
JEFFERSON COUNTY
CITY OF MOUNTAIN BROOK, ALABAMA

The undersigned hereby certify that the official canvass of the votes cast in the general municipal election held in the City of Mountain Brook, Alabama, on August 25, 2020, shows that Gerald Garner was duly elected to the office of City Council Place No. 2 of the City of Mountain Brook, Alabama for the four (4) year term commencing on the first Monday of November, 2020.

Adopted pursuant to the requirements of Sections 11-46-20 et seq. of the Alabama Code of 1975, as amended, this 1st day of September 2020.

Virginia C. Smith, Council President

William S. Pritchard, III, Council President Pro Tempore

Phillip B. Black, Council Member
Lloyd G. Johnston, Council Member

Alice Womack, Council Member

Official Canvass Report for City of Mountain Brook, Alabama, August 25, 2020. Includes sections for Jefferson County, City of Mountain Brook, and City Council Place No. 2. Lists candidates: Gerald Garner, Phillip B. Black, Lloyd G. Johnston, and Alice Womack. Includes a handwritten tally for Gerald Garner with a total of 529 votes.

APPENDIX 1

Official Canvass Report for City of Mountain Brook, Alabama, August 25, 2020. Includes sections for Jefferson County, City of Mountain Brook, and City Council Place No. 2. Lists candidates: Gerald Garner, Phillip B. Black, Lloyd G. Johnston, and Alice Womack. Includes a handwritten tally for Gerald Garner with a total of 832 votes.

Official Canvass Report for City of Mountain Brook, Alabama, August 25, 2020. Includes sections for Jefferson County, City of Mountain Brook, and City Council Place No. 2. Lists candidates: Gerald Garner, Phillip B. Black, Lloyd G. Johnston, and Alice Womack. Includes a handwritten tally for Gerald Garner with a total of 626 votes.

*** VOTING RESULTS REPORT ***
7:08 PM August 25, 2020
Dist Serial Number: 031537020

JEFFERSON COUNTY
CITY OF MOUNTAIN BROOK
ELECTION DATE: August 25, 2020
Election Date: August 25, 2020
Poll Opening Date: August 25, 2020
Poll Closing Date: August 25, 2020
Public Count: 380

Protected Count: 829
Poll Voting Report
Total Paper Sheets: 380
Total ExpressVote Cards: 0

FOR CITY COUNCIL, PLACE NO. 2
Number To Vote For: 1

PHILIP BLANK 0
GERRIT GARNER 81
Over Votes 0
Under Votes 0
Total Votes 81

WE, THE UNDERSIGNED, DO CERTIFY THAT THE ABOVE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE OF MISSOURI.

Inspector: *Carole P. Stutz*
Clerk: *Carole P. Stutz*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*

BASE COUNTYwide VOTING SYSTEM
Dist Serial Number: 031537020
*** END OF REPORT ***

*** VOTING RESULTS REPORT ***
7:11 PM August 25, 2020
Dist Serial Number: 031537020

JEFFERSON COUNTY
CITY OF MOUNTAIN BROOK
ELECTION DATE: August 25, 2020
Election Date: August 25, 2020
Poll Opening Date: August 25, 2020
Poll Closing Date: August 25, 2020
Public Count: 322

Protected Count: 520
Poll Voting Report
Total Paper Sheets: 322
Total ExpressVote Cards: 0

FOR CITY COUNCIL, PLACE NO. 2
Number To Vote For: 1

PHILIP BLANK 47
GERRIT GARNER 4
Over Votes 0
Under Votes 0
Total Votes 51

WE, THE UNDERSIGNED, DO CERTIFY THAT THE ABOVE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE OF MISSOURI.

Inspector: *Carole P. Stutz*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*

BASE COUNTYwide VOTING SYSTEM
Dist Serial Number: 031537020
*** END OF REPORT ***

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*** VOTING RESULTS REPORT ***
7:16 PM August 25, 2020
Dist Serial Number: 031537027

JEFFERSON COUNTY
CITY OF MOUNTAIN BROOK
ELECTION DATE: August 25, 2020
Election Date: August 25, 2020
Poll Opening Date: August 25, 2020
Poll Closing Date: August 25, 2020
Public Count: 350

Protected Count: 580
Poll Voting Report
Total Paper Sheets: 350
Total ExpressVote Cards: 0

FOR CITY COUNCIL, PLACE NO. 2
Number To Vote For: 1

PHILIP BLANK 138
GERRIT GARNER 10
Over Votes 0
Under Votes 0
Total Votes 148

WE, THE UNDERSIGNED, DO CERTIFY THAT THE ABOVE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE OF MISSOURI.

Inspector: *Carole P. Stutz*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*

BASE COUNTYwide VOTING SYSTEM
Dist Serial Number: 031537027
*** END OF REPORT ***

*** VOTING RESULTS REPORT ***
7:16 PM August 25, 2020
Dist Serial Number: 031537027

JEFFERSON COUNTY
CITY OF MOUNTAIN BROOK
ELECTION DATE: August 25, 2020
Election Date: August 25, 2020
Poll Opening Date: August 25, 2020
Poll Closing Date: August 25, 2020
Public Count: 350

Protected Count: 580
Poll Voting Report
Total Paper Sheets: 350
Total ExpressVote Cards: 0

FOR CITY COUNCIL, PLACE NO. 2
Number To Vote For: 1

PHILIP BLANK 138
GERRIT GARNER 10
Over Votes 0
Under Votes 0
Total Votes 148

WE, THE UNDERSIGNED, DO CERTIFY THAT THE ABOVE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE OF MISSOURI.

Inspector: *Carole P. Stutz*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*

BASE COUNTYwide VOTING SYSTEM
Dist Serial Number: 031537027
*** END OF REPORT ***

APPENDIX I

*** VOTING RESULTS REPORT ***
7:16 PM August 25, 2020
Dist Serial Number: 031537020

JEFFERSON COUNTY
CITY OF MOUNTAIN BROOK
ELECTION DATE: August 25, 2020
Election Date: August 25, 2020
Poll Opening Date: August 25, 2020
Poll Closing Date: August 25, 2020
Public Count: 284

Protected Count: 877
Poll Voting Report
Total Paper Sheets: 284
Total ExpressVote Cards: 0

FOR CITY COUNCIL, PLACE NO. 2
Number To Vote For: 1

PHILIP BLANK 189
GERRIT GARNER 176
Over Votes 0
Under Votes 0
Total Votes 365

WE, THE UNDERSIGNED, DO CERTIFY THAT THE ABOVE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE OF MISSOURI.

Inspector: *Russell B Z*
Clerk: *Russell B Z*
Clerk: *Natalie*
Clerk: *Jaw Mann*
Clerk: *Kim Complex*
Clerk: *Kim Complex*

BASE COUNTYwide VOTING SYSTEM
Dist Serial Number: 031537020
*** END OF REPORT ***

*** VOTING RESULTS REPORT ***
7:16 PM August 25, 2020
Dist Serial Number: 031537020

JEFFERSON COUNTY
CITY OF MOUNTAIN BROOK
ELECTION DATE: August 25, 2020
Election Date: August 25, 2020
Poll Opening Date: August 25, 2020
Poll Closing Date: August 25, 2020
Public Count: 327

Protected Count: 520
Poll Voting Report
Total Paper Sheets: 327
Total ExpressVote Cards: 0

FOR CITY COUNCIL, PLACE NO. 2
Number To Vote For: 1

PHILIP BLANK 67
GERRIT GARNER 40
Over Votes 0
Under Votes 0
Total Votes 107

WE, THE UNDERSIGNED, DO CERTIFY THAT THE ABOVE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE OF MISSOURI.

Inspector: *Russell B Z*
Clerk: *Jaw Mann*
Clerk: *Kim Complex*
Clerk: *Natalie*
Clerk: *Natalie*

BASE COUNTYwide VOTING SYSTEM
Dist Serial Number: 031537020
*** END OF REPORT ***

*** VOTING RESULTS REPORT ***
7:16 PM August 25, 2020
Dist Serial Number: 031537027

JEFFERSON COUNTY
CITY OF MOUNTAIN BROOK
ELECTION DATE: August 25, 2020
Election Date: August 25, 2020
Poll Opening Date: August 25, 2020
Poll Closing Date: August 25, 2020
Public Count: 58

Protected Count: 824
Poll Voting Report
Total Paper Sheets: 50
Total ExpressVote Cards: 0

FOR CITY COUNCIL, PLACE NO. 2
Number To Vote For: 1

PHILIP BLANK 42
GERRIT GARNER 8
Over Votes 0
Under Votes 0
Total Votes 50

WE, THE UNDERSIGNED, DO CERTIFY THAT THE ABOVE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE OF MISSOURI.

Inspector: *Carole P. Stutz*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*
Clerk: *Madeline & Phillip*

BASE COUNTYwide VOTING SYSTEM
Dist Serial Number: 031537027
*** END OF REPORT ***

Provisional Ballot Detail Report

Registrant ID	Registrant Name	Election	Ballot Number	Type	Returned	File Prec	Voided Prec	Status	Reason	Party
0101186167 --3436	CROOK, ROBERT LOUIS, JR 3780 MONTROSE RD BIRMINGHAM, AL 35213	01MU20	MTN BROOK 1-0C	Mail Voter	08/27/2020	05180.002	05180.002	ACCEPTED	UPDATED TO CORRECT PRECINCT	
010446280 --2815	LEVINE, MICHAEL JAY 3963 SPRING VALLEY RD BIRMINGHAM, AL 35223	01MU20	MTN BROOK 01-C	Mail Voter	08/27/2020	05080.002	05080.006	REJECTED	VOTED IN WRONG DISTRICT	
010541020 --5417	LEVINE, PATRICIA L 3963 SPRING VALLEY RD BIRMINGHAM, AL 35223	01MU20	MTN BROOK 1-01	Mail Voter	08/27/2020	05080.002	05080.006	REJECTED	VOTED IN WRONG DISTRICT	

Total Number of Registrants: 3

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★ FOR BOARD OF REGISTRARS AND CANVASSING BOARD USE ONLY ★		
INVESTIGATIVE FINDINGS AND WORKING NOTES	BOARD OF REGISTRARS ACTION	STATE REASON FOR COUNTING OR NOT COUNTING BALLOT
	<input checked="" type="checkbox"/> Count Ballot <input type="checkbox"/> Do Not Count Ballot These findings and determinations were made on the <u>21</u> day of <u>August</u> , 20 <u>20</u> by the <u>Jefferson</u> County Board of Registrars pursuant to §17-10-2(a), Code of Alabama, 1975. Signature of Chairperson: <u>[Signature]</u> Signature of Board Member: <u>Chuck Lorenz</u> Signature of Board Member:	Dmv mistake voted at correct precinct

PROVISIONAL VERIFICATION STATEMENT - PB-3

1 MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT

Name of Election: City of Mountain Brook
 Election Date: 8/25/2020
 Precinct Number: 5180
 Ballot Style: B1

2 LINE NUMBER FROM ROSTER 1

3 REASON FOR PROVISIONAL BALLOT
 MUST BE COMPLETED BY POLL WORKER AT PRECINCT
 MARK ALL REASONS THAT APPLY

Person's name does not appear on the list of registered voters.
 Person's registration status cannot be determined by the provisional ballot officer.
 Voter is unable to comply with voter identification requirement.
 The voter has requested but claims to have not voted an absentee ballot.
 Voter objects to the political party identified on the list of registered voters for the primary runoff election.
 Inspector has knowledge that the person is not entitled to vote at the precinct and challenges the person.
 Ballot is cast after the legal time for closing the polls due to a federal or state court order extending the hours of the polls.

4 SWORN AFFIRMATION OF PROVISIONAL VOTER
 MUST BE COMPLETED BY VOTER

State of Alabama, County of Jefferson

I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote and that I am eligible to vote in this election.

Printed Name of Voter: Robert L Crook Jr
 Printed Residence Address of Voter: 3760 Montrose Rd
 City: Mountain Brook State: AL ZIP Code: 35213
 Date of Birth (month/day/year): 6/25/51 Signature or Mark: [Signature]
 Phone Number: 205-932-6545 Date (month/day/year): 08/25/2020

Procedure for Precinct Official

- Instruct voter to sign the Provisional Roster.
- In Box 1, print the name of election, date of election, the precinct number and ballot style.
- In Box 2 and on the PB-2 envelope, print the line number as it appears beside the signature of the voter on the Provisional Roster.
- In Box 3, check the reason the voter is casting a provisional ballot.
- Instruct the voter to complete Box 4, the "Sworn Statement of Provisional Voter".
- Instruct the voter to complete the "Voter's Reidentification/ Update Form" below.
- In the case of an Inspector's Challenge, attach yellow copy of "Inspector's Statement of Challenge of Eligibility to Vote".
- Issue the voter a provisional ballot, secrecy envelope (PB-1) and outer envelope (PB-2).
- Instruct the voter to place the marked ballot inside the PB-1 envelope and then insert the PB-1 envelope into the PB-2 envelope.
- Once completed, place this form PB-3 in the PB-4 envelope. In the case of an Inspector's Challenge, include the "Inspector's Statement of Challenge of Eligibility to Vote".

PROVISIONAL VERIFICATION STATEMENT - PB-3

1 MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT

Name of Election: General Municipal Election
 Election Date: 8/25/2020
 Precinct Number: 5080
 Ballot Style: 1

2 LINE NUMBER FROM ROSTER 2

3 REASON FOR PROVISIONAL BALLOT
 MUST BE COMPLETED BY POLL WORKER AT PRECINCT
 MARK ALL REASONS THAT APPLY

Person's name does not appear on the list of registered voters.
 Person's registration status cannot be determined by the provisional ballot officer.
 Voter is unable to comply with voter identification requirement.
 The voter has requested but claims to have not voted an absentee ballot.
 Voter objects to the political party identified on the list of registered voters for the primary runoff election.
 Inspector has knowledge that the person is not entitled to vote at the precinct and challenges the person.
 Ballot is cast after the legal time for closing the polls due to a federal or state court order extending the hours of the polls.

4 SWORN AFFIRMATION OF PROVISIONAL VOTER
 MUST BE COMPLETED BY VOTER

State of Alabama, County of Jefferson

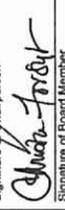
I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote and that I am eligible to vote in this election.

Printed Name of Voter: MICHAEL J LEVINE
 Printed Residence Address of Voter: 3963 SPRING VALLEY RD.
 City: MT BROOK State: AL ZIP Code: 35213
 Date of Birth (month/day/year): 05/30/1956 Signature or Mark: [Signature]
 Phone Number: (205)-410-9907 Date (month/day/year): 08/25/2020

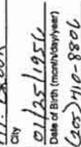
Procedure for Precinct Official

- Instruct voter to sign the Provisional Roster.
- In Box 1, print the name of election, date of election, the precinct number and ballot style.
- In Box 2 and on the PB-2 envelope, print the line number as it appears beside the signature of the voter on the Provisional Roster.
- In Box 3, check the reason the voter is casting a provisional ballot.
- Instruct the voter to complete Box 4, the "Sworn Statement of Provisional Voter".
- Instruct the voter to complete the "Voter's Reidentification/ Update Form" below.
- In the case of an Inspector's Challenge, attach yellow copy of "Inspector's Statement of Challenge of Eligibility to Vote".
- Issue the voter a provisional ballot, secrecy envelope (PB-1) and outer envelope (PB-2).
- Instruct the voter to place the marked ballot inside the PB-1 envelope and then insert the PB-1 envelope into the PB-2 envelope.
- Instruct the voter to place the PB-2 envelope into the sealed provisional ballot box.
- Once completed, place this form PB-3 in the PB-4 envelope. In the case of an Inspector's Challenge, include the "Inspector's Statement of Challenge of Eligibility to Vote".

★ FOR BOARD OF REGISTRARS AND CANVASSING BOARD USE ONLY ★	
INVESTIGATIVE FINDINGS AND WORKING NOTES	STATE REASON FOR COUNTING OR NOT COUNTING BALLOT <i>Not a Provisional Ballot Voter</i>
BOARD OF REGISTRARS ACTION	<input type="checkbox"/> Count Ballot <input checked="" type="checkbox"/> Do Not Count Ballot
These findings and determinations were made on the <u>21</u> day of <u>August</u> , 20 <u>20</u> by the <u>APR 20</u> County Board of Registrars pursuant to §17-10-2(e), Code of Alabama, 1975.	
Signature of Chairperson 	
Signature of Board Member 	

★ FOR BOARD OF REGISTRARS AND CANVASSING BOARD USE ONLY ★	
INVESTIGATIVE FINDINGS AND WORKING NOTES	STATE REASON FOR COUNTING OR NOT COUNTING BALLOT <i>Not a Provisional Ballot Voter</i>
BOARD OF REGISTRARS ACTION	<input type="checkbox"/> Count Ballot <input checked="" type="checkbox"/> Do Not Count Ballot
These findings and determinations were made on the <u>31</u> day of <u>August</u> , 20 <u>20</u> by the <u>APR 20</u> County Board of Registrars pursuant to §17-10-2(e), Code of Alabama, 1975.	
Signature of Chairperson 	
Signature of Board Member 	

PROVISIONAL VERIFICATION STATEMENT - PB-3

1 MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT Name of Election: <u>At Large Municipal</u> Election Date: <u>8-05-2020</u> Precinct Number: <u>5080</u> Ballot Style: <u>1</u>	4 SWORN AFFIRMATION OF PROVISIONAL VOTER MUST BE COMPLETED BY VOTER State of Alabama, County of <u>Jackson</u> I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote and that I am eligible to vote in this election.
2 LINE NUMBER FROM ROSTER <u>1</u>	Printed Name of Voter: <u>Patricia Lynn M. Siskel Levine</u> Address: <u>3963 Spawls Valley Rd</u> City: <u>MT. CROOK</u> State: <u>AL</u> ZIP Code: <u>35223</u> Date of Birth (month/year): <u>01/25/1956</u> Signature or Mark:  Phone Number: <u>(205) 416-8806</u> Date (month/day/year): <u>08/25/2020</u>

Procedure for Precinct Official

- Instruct voter to sign the Provisional Roster.
- In Box 1, print the name of election, date of election, the precinct number and ballot style.
- In Box 2 and on the PB-2 envelope, print the line number as it appears beside the signature of the voter on the Provisional Roster.
- In Box 3, check the reason the voter is casting a provisional ballot.
- Instruct the voter to complete Box 4, the "Sworn Statement of Provisional Voter".
- Instruct the voter to complete the "Voter's Reidentification/Update Form" below.
- In the case of an Inspector's Challenge, attach yellow copy of "Inspector's Statement of Challenge of Eligibility to Vote".
- Issue the voter a provisional ballot, secrecy envelope (PB-1) and outer envelope (PB-2).
- Insert the voter's signature on the marked ballot inside the PB-1 envelope and then insert the PB-1 envelope into the PB-2 envelope.
- Once completed, place this form PB-3 in the PB-4 envelope. In the case of an Inspector's Challenge, include the "Inspector's Statement of Challenge of Eligibility to Vote".

APPENDIX
envelopes

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