

**RULES
OF
SECRETARY OF STATE
STATE COORDINATOR OF ELECTIONS**

**CHAPTER 1360—2—6
PROCEDURE PRIOR TO ELECTION**

TABLE OF CONTENTS

1360—2—6—.01	Additional Requirements	1360—2—6—.05	Location of Voting Machine Test
1360—2—6—.02	Polling Place Arrangement	1360—2—6—.06	Examination Locking and Sealing of Ballot Box
1360—2—6—.03	Signs Displayed in Polling Place		
1360—2—6—.04	Demonstration Machine and Application for Ballot Tables	1360—2—6—.07	Voting Machine Checks

1360—2—6—.01 ADDITIONAL REQUIREMENTS. In addition to all other requirements of Chapter 7 of Title 2 of the Election Code of the State of Tennessee (Section 2-7-101 et seq., Tennessee Code Annotated), the following sections of this Chapter and Chapters VII and VIII of these regulations shall govern election day activities in those counties in which punch card voting machines or devices are used.

Authority: T.C.A. §§2—910, 2—11—201(c). *Administrative History:* Original rule filed April 19, 1974; effective May 19, 1974. Repeal and new rule filed August 19, 1994; effective December 29, 1994.

1360—2—6—.02 POLLING PLACE ARRANGEMENT. An approved arrangement for polling places is attached hereto as Figure 1.

Authority: T.C.A. §§2—910, 2—11—201(c). *Administrative History:* Original rule filed April 19, 1974; effective May 19, 1974. Amendment filed June 4, 1974; effective July 4, 1974. Repeal and new rule filed August 19, 1994; effective December 29, 1994.

1360—2—6—.03 SIGNS DISPLAYED IN POLLING PLACES. In addition to all other signs required by law for display in each polling place, the county election commission shall provide to each precinct the following commercially printed signs:

- (1) To be attached to the front of the ballot box or in a prominent place immediately above or below such ballot box the following sign: “PLEASE CHECK THE BACK OF YOUR BALLOT BEFORE DEPOSITING IN BALLOT BOX - REMOVE ALL HANGING BITS OF CARDBOARD.”
- (2) To be placed in each voting booth: “USE STYLUS - PUNCH FIRMLY OPPOSITE CANDIDATE’S NAME - PUNCH STRAIGHT DOWN.”
- (3) To be placed prominently above or below the demonstration machine: “DEMONSTRATION MACHINE - PLEASE STOP HERE.”
- (4) To be placed above or below the poll book clerk, a very large sign, not less than thirty-six inches by twenty-four inches (36 x 24) in size: “WARNING! NO ONE BUT THE VOTER HIMSELF MAY TOUCH A VOTER’S BALLOT FOR ANY PURPOSE AFTER HE HAS RECEIVED IT.”
- (5) To be placed over the ballot box slot immediately upon the last voter casting his ballot, the closing of the polls, and the spoiled ballot envelope having been sealed and deposited in the box, one and only one, heavy paper sign with a pressure adhesive or moisture-activated glue on the reverse side thereof, not less than 12 inches by 8 inches in size: “PASTE OVER TOP OF BALLOT BOX WHEN POLL IS CLOSED.”

(Rule 1360-2-6-.03, continued)

Authority T.C.A. §§2—910, 2—11—201(c). **Administrative History:** Original rule filed April 19, 1974; effective May 19, 1974. Amendment filed March 13, 1980; effective April 26, 1980. Repeal and new rule filed August 19, 1994; effective December 29, 1994.

1360—2—6—.04 DEMONSTRATION MACHINE AND APPLICATION FOR BALLOT TABLES. The officer of election shall place the demonstration machine or machines at a suitable location in the polling place, generally near the entrance to the polling place. The sign “DEMONSTRATION MACHINE - PLEASE STOP HERE” shall be hung prominently above or below such machines. As provided in T.C.A. §2—5—213, no machine may contain the names of or names similar to those of candidates in the election.

Authority: T.C.A. §§2—910, 2—11—201(c). **Administrative History:** Original rule filed April 19, 1974; effective May 19, 1974. Repeal and new rule filed August 19, 1994; effective December 29, 1994.

1360—2—6—.05 LOCATION OF VOTING MACHINES; TESTS. The officer of election shall set up all voting devices at least 15 feet, if space permits, from the closest poll worker. The machines shall be not less than four (4) feet apart, one from the other. The officer of election and one judge from the opposite party shall test each machine by inserting a yellow demonstration ballot card into each device and attempting to punch each of the positions. If this cannot be done, the defective device shall not be placed into service, and the election commission shall be so notified immediately.

Authority T.C.A. §§2—910, 2—11—201(c). **Administrative History:** Original rule filed March 13, 1980; effective April 26, 1980. Repeal and new rule filed August 19, 1994; effective December 29, 1994.

1360—2—6—.06 EXAMINATION, LOCKING AND SEALING OF BALLOT BOX.

- (1) At exactly three minutes prior to the opening of the polls, the officer of election shall call all persons present to witness the locking of the ballot box. He shall open the ballot box in the sight of all persons, shall turn it upside down to empty it, and shall ask each person present to look inside the box to verify that it is indeed empty. He shall then close, lock and seal the ballot box. The cover provided by the election commission shall then be placed over the slot and shall be removed by the judge in charge of the ballot box only to receive ballots from the voter.
- (2) There shall be sufficient ballot boxes at each precinct, and such ballot box(es) shall receive the ballots, including write-in ballots, for the general election and all primary elections. It shall be the duty of the officer of election to insure that the ballot boxes are not left unattended by a judge at any time during the entire voting period.

Authority: T.C.A. §§2—910, 2—11—201(c). **Administrative History:** Original rule filed August 19, 1994; effective December 29, 1994.

1360—2—6—.07 VOTING MACHINE CHECKS. The voting machines must be checked frequently during the day to make sure that they are in proper working order and that the ballot label pages have not been marked or defaced during the process of voting. Any pencils or other instruments which might be used to punch the ballot cards should be removed. Voters are entitled to take sample ballots or other written memoranda into the voting booth with them but are not entitled to leave it in the voting booth when they depart. The officer of election and the judges shall check frequently during the day to remove all such sample ballots, fliers, or other paper items.

Authority: T.C.A. §§2—910, 2—11—201(c). **Administrative History:** Original rule filed August 19, 1994; effective December 29, 1994.