



POTTAWATOMIE COUNTY CLERK & ELECTION OFFICE

Nancy McCarter
Certified County Clerk & Election Official
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207 N First St., PO BOX 187
Westmoreland, KS 66549
Tel: (785) 457-3314
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nmccarter@pottcounty.org or arice@pottcounty.org

Requirements and Instructions for Poll Agent Credentials

Utilization of Poll Agents is entirely optional. Should the use of Poll Agents be desired, the process outlined below must be followed and the timely submission of a completed FORM PA (below) is required.

Per K.S.A. 25-3005a, all Poll Agents (authorized and appointed) must be registered voters (some exceptions apply), be recorded as a Poll Agent with the Election Office, show an ID, have in their possession a completed original FORM PA from the Election Office and wear an Observer Badge issued by the Pottawatomie County Election Office.

The following process should be followed in order to obtain the necessary credentials for Poll Agents to be present at polling places in Pottawatomie County:

- 1. FORM PA-SNCO:** The attached FORM PA-SNCO must be completed and submitted to the Pottawatomie County Clerk/Election Office **not later than 5:00 p.m. on the Tuesday preceding the election**. Forms may be hand delivered, mailed, faxed or emailed. The fax number for the Election Office is (785) 457-3507. The email address to use for submitting the Poll Agent forms is arice@pottcounty.org
- 2. Obtaining Credentials:** After receiving the completed FORM PA, the Election Office will process and verify that the statutory requirements are met and prepare the credentials. The credentials will consist of an approved original FORM PA and Observer Badge. The Election Office will notify the person that submitted the form when the credentials are ready and available to be mailed or picked up in person at the Election Office.
- 3. Election Day:** All Poll Agents must have their credentials with them while in the polling places and adhere to the Poll Agent Rules outlined below.

Poll agents **must**

- Carry the appointment form and produce it upon request by an election official
- Act in accordance with policies adopted by the county election officer and the supervising judge at the polling place
- Comply with state laws and regulations and local rules applicable to poll agents
- Wear a badge identifying them as an observer
- If acting as an appointed poll agent, be a registered Kansas voter or a member of a candidate's family

Poll agents **may**

- Observe the voting process at the polling place where appointed
- Observe the canvass
- Request to be shown a ballot at the original canvass on Election Day
- If acting as an appointed poll agent, they can be as young as 14 years if a member of the candidate's family.

Poll agents **may not**

- Approach within three feet of a voting booth or a table used by an election board
- Touch or handle a ballot
- Participate in the administration of ballots or ballot counting
- Hinder or obstruct any voter when entering or exiting a polling place or while voting
- Hinder or obstruct an election board in the performance of its duties



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Authorized and Appointed Poll Agent

FORM PA

There are two types of poll agents, and the qualifications are different for each:

- **Authorized** poll agents are persons authorized by law to act as poll agents because of the position they hold.
- **Appointed** poll agents are persons appointed by authorized poll agents to act as poll agents.

Persons holding the following positions are automatically authorized by law to serve as poll agents:

- Chairpersons of state and county party committees;
- Chairpersons of committees concerned with question submitted elections;
- Candidates;
- Precinct committee persons;
- Write-in candidates who have filed affidavits of write-in candidacy.

Any person named above may use this form to designate one appointed poll agent per polling place.

Appointment

Appointments must be filed with the county election office by mail, hand delivery, fax or electronic method before the person may act as a poll agent.

Statement of Appointment

_____ Position
Person Making Appointment

Appointee's Name (Poll Agent)

By the authority vested in me, I have appointed the bearer of this certificate to be a poll agent for the

_____ election to be held in _____
Type of Election County of Jurisdiction

On Election Date ___/___/___