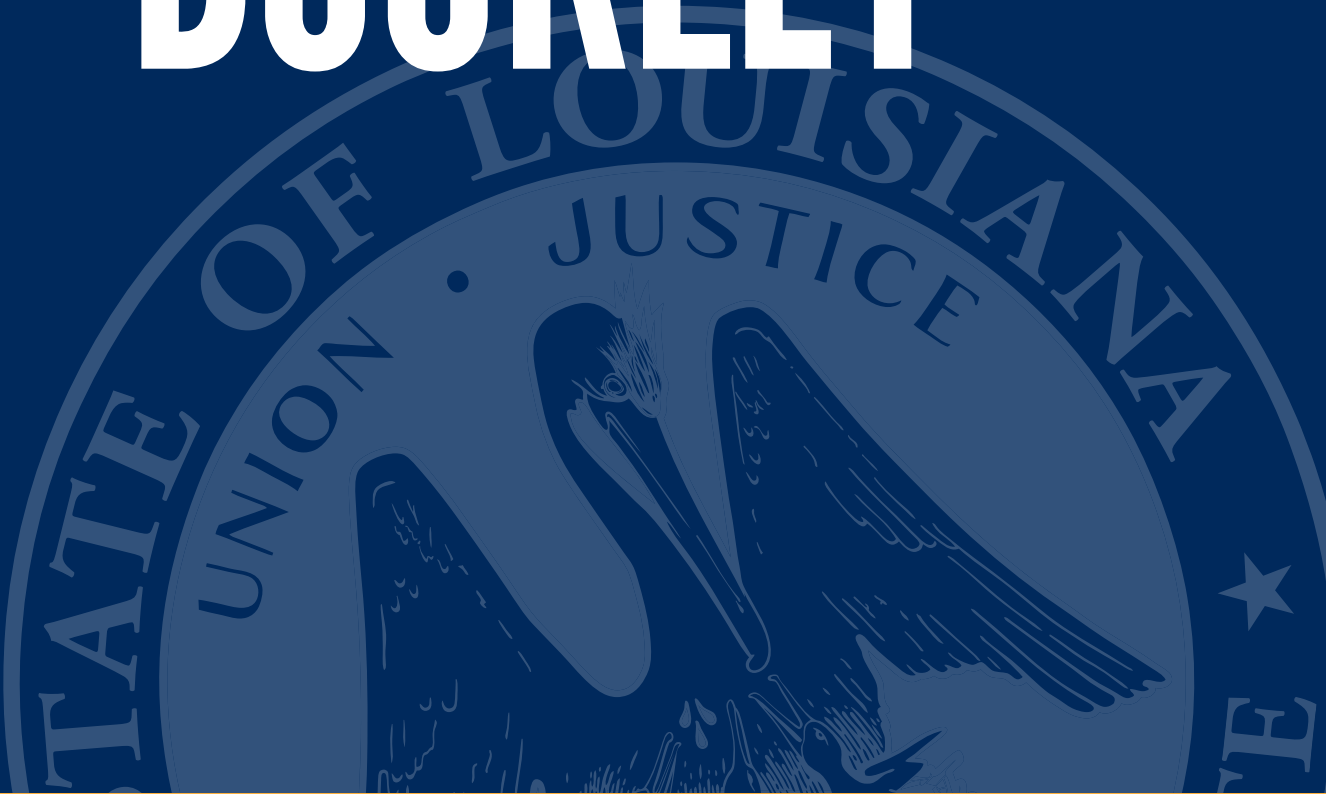


# POLL WATCHER BOOKLET



INFORMATION FOR  
**Poll Watchers**



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# ELECTION DAY POLL WATCHERS

(La. R.S. 18:427, 18:435, and 18:1486)

## I. Right to have Election Day Poll Watchers

- A. A candidate is entitled to have one watcher and one alternate watcher at every precinct on Election Day where the office they seek is on the ballot in a primary or general election.
- B. In addition, a candidate may designate one (1) watcher per parish as a “Super Watcher” who shall have the same qualifications, powers, and duties of watchers provided by La. R.S. 18:427, and who shall be admitted as a watcher in every precinct in the designated parish where the office the candidate seeks is on the ballot.
- C. Any person who is supporting or opposing a proposition (including the recall of a public officer) and who has filed a report required by La. R.S. 18:1486 (Campaign Finance Disclosure Act) is entitled to have one watcher at every precinct in which the proposition is on the ballot.
- D. Federal monitors and court-ordered monitors are subject to these guidelines.

## II. Election Day Poll Watcher List

- A. The candidate files one list of watchers with the clerk of court (for Orleans Parish candidates, you must file with the Clerk of Criminal District Court) by hand delivery, facsimile, mail, or commercial carrier before 4:30 p.m. on the tenth (10<sup>th</sup>) business day before the primary or general election. If the tenth (10<sup>th</sup>) business day before the primary or general election falls on a legal holiday, the list shall be filed on the next day that is not a Saturday, Sunday, or other legal holiday.
- B. A list of watchers shall be filed with the clerk of court in each parish where the candidate will have watchers for a multi-parish office.
- C. When a list of watchers is filed by the authorized representative, a letter of authorization shall accompany the list of watchers. The list of watchers shall be signed by the candidate.
- D. Any person filing a list of watchers for a proposition or recall election must attach a certified statement that the report required by La. R.S. 18:1486 has been filed with the Division of Campaign Finance (225-219-5600).
- E. A list of watchers submitted by a candidate for the primary election may be used for the general election only if the candidate notifies the clerk of court in writing by 4:30 p.m. on the tenth (10<sup>th</sup>) business day before the general election that they want to use the same list of watchers.
- F. A list of watchers shall contain only one watcher and one alternate watcher for each precinct where the candidate is entitled to have a watcher. The same person may be listed as the watcher or alternate watcher for more than one precinct.
- G. The list shall be submitted on a form provided by the secretary of state which is available from the clerk of court, or typed or legibly written on a form which contains the same information.
- H. The list shall contain the name and mailing address of each watcher and a designation of the precinct where they are to serve.
- I. For candidates, only one (1) watcher in each parish may be designated as a “Super Watcher” for every precinct in the designated parish on election day in the candidate’s election.

### **III. Presidential Election Day Watcher List**

- A. The state central committee of each recognized political party is responsible for filing the watcher list for its slate of candidates for presidential elector.
- B. The list of watchers shall be signed by the chairman of the state central committee.
- C. Watcher lists for candidates not affiliated with a recognized political party must be signed and filed by a person authorized by the presidential candidate supported by the slate of electors. A letter of authorization from the presidential candidate, or an authorized agent of their campaign, shall accompany the list of watchers.
- D. The certified statement that the report required by La. R.S. 18:1486 has been filed with the Division of Campaign Finance is not necessary.

### **IV. Election Day Watcher Qualifications**

- A. Must be a qualified voter of the state of Louisiana.
- B. Must not be a candidate in the election.
- C. Must not be a law enforcement officer. "Law enforcement officer" is any employee of the state, a municipality, a sheriff, or other public agency, whose permanent duties actually include the making of arrests, the performing of searches and seizures, or the execution of criminal warrants, and who is responsible for the prevention or detection of crime or for the enforcement of the penal, traffic, or highway laws of this state (La. R.S. 18:428).

### **V. Election Day Watcher Commissions**

- A. The parish board of election supervisors issues a commission to each qualified watcher.
- B. The commission shall specify the precinct(s) for which the watcher is eligible to serve on election day. If a watcher is designated as a "Super Watcher," the commission shall specify such designation.
- C. A person shall not be commissioned as a watcher if they have been appointed as a commissioner-in-charge or selected as a commissioner in the election.
- D. A person selected as an alternate commissioner may be commissioned as a watcher; however, if they are called upon to replace an absent or unqualified commissioner, they shall not serve as a watcher in the election, and their watcher commission shall be deemed void.
- E. Prior to election day, the Parish Board of Election Supervisors will deliver to each precinct a list of the watchers and alternate watchers who are entitled to serve at the election; the list will specify the precinct(s) for which each watcher is eligible to serve.

### **VI. Powers and Duties of Election Day Watchers**

- A. Shall be admitted to all parts of the polling place during the election and during the counting and tabulation of votes;
- B. Shall not take part in the counting and tabulation of votes;
- C. Shall be subject to the authority of the commissioners;
- D. Shall not interfere with the commissioners in the performance of their duties;
- E. Shall notify the commissioners of any infraction of the law;
- F. Shall not electioneer (electioneering includes soliciting a person in any manner to vote for or against a candidate or proposition being voted on in the election, and handing out, placing or displaying campaign cards, pictures or other campaign literature, which includes t-shirts, hats,

bumper stickers, etc.), engage in political discussions, or unnecessarily delay a voter at the polling place; and

G. May keep notes on the conduct of the election.

## **VII. Election Day Watchers – Election Day Procedures**

- A. BRING YOUR COMMISSION ALONG WITH A PERSONAL PHOTO ID TO THE POLLING PLACE ON ELECTION DAY!
- B. Precinct commissioner-in-charge will verify that the super watcher, watchers, and/or alternate watchers have commissions. After verification, the precinct commissioner-in-charge shall return the commission to the watcher.
- C. A watcher and super watcher for the same candidate may serve at the same precinct at the same time. However, a watcher and alternate watcher may not serve at the same time, but may alternate and replace one another throughout the day.
- D. If the number of watchers inside a polling place interferes with the orderly conduct of the election, the commissioners shall limit the number of watchers by allowing the watchers to draw lots to determine which watchers shall be first to wait outside.
- E. The commissioners will try to make sure the amount of time each watcher spends inside shall be equal, if possible.
- F. Any person who is supporting or opposing a proposition (including the recall of a public officer) and who has filed a report required by La. R.S. 18:1486 (Campaign Finance Disclosure Act) is entitled to have one watcher at every precinct in which the proposition is on the ballot.

## **VIII. Commissioners – Election Day Procedures**

### **A. Identification of Voters**

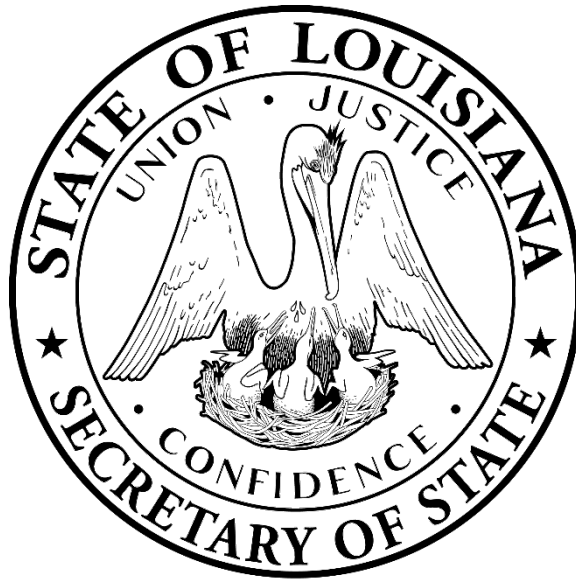
- 1. Each person is to be identified by one of the following:
  - a. a Louisiana driver's license
  - b. a LA Wallet digital driver's license
  - c. a United States military identification card that contains the applicant's name and picture
  - d. a Louisiana special identification card issued by the Office of Motor Vehicles
  - e. Other generally recognized picture identification card that contains the name and signature of the applicant.
- 2. If the applicant does not have the picture identification as specified above, the applicant shall complete and sign a Voter Identification Affidavit (AV-34) before the commissioners, which shall include the applicant's date of birth and mother's maiden name. If the applicant is unable to read or write or is otherwise unable to complete the affidavit due to disability, the applicant may receive assistance in completing the affidavit and the commissioner shall make a notation on the affidavit. The applicant may receive the assistance of any person of their choice, including a commissioner, except a candidate, commissioner-in-charge, applicant's employer or employer's agent, or applicant's union agent. A voter who refuses to complete the affidavit shall not vote.
- 3. An applicant who votes after executing a Voter Identification Affidavit (AV-34) is subject to challenge.

### **B. Challenge of Voter at Polls**

1. Grounds for challenge. A commissioner, watcher or qualified voter may challenge a person applying to vote on any of the following grounds:
  - a. The applicant is not qualified to vote in the election;
  - b. The applicant is not qualified to vote in the precinct; or
  - c. The applicant is not the person whose name is on the precinct register.
2. Disposition of the challenge.
  - a. If a challenge is made, a majority of the commissioners must determine whether the challenge is valid or invalid. If invalid, the applicant shall be permitted to vote.
  - b. If the commissioners determine by majority vote that the challenge is valid, the applicant shall not be permitted to vote.
  - c. If the valid challenge is based on change of residence and the applicant has moved within the parish or has moved outside the parish within the last three months, the voter shall be allowed to vote upon completing an Address Confirmation Card (ACC-Election Day).



# Attachment A: Election Code Excerpts





Excerpts from  
LOUISIANA ELECTION CODE  
TITLE 18 OF THE LOUISIANA REVISED  
STATUTES  
18:427, 18:435, 18:1486

**§427. Watchers**

A. Qualifications. A qualified voter of the state of Louisiana who is not a candidate in the election may serve as a watcher; however, a watcher who is not a resident of the parish where he serves may not serve as a commissioner.

B. Powers and duties. A watcher shall be admitted within all parts of the polling place during the election day and the printing of results from the voting machines, and shall call any infraction of the law to the attention of the commissioners. A watcher may keep notes on the conduct of the election, but he shall not take part in the printing of results from the voting machines. A watcher shall not electioneer, engage in political discussions, or unnecessarily delay a voter at the polling place. A watcher shall be subject to the authority of the commissioners and shall not interfere with the commissioners in the performance of their duties.

C. Number of watchers inside a polling place. If the number of watchers inside a polling place is so great as to interfere with the orderly conduct of the election, the commissioners shall regulate the number of watchers inside the polling place for each precinct so that the election may be conducted in an orderly manner. The watchers shall draw lots under the supervision of the commissioners to determine which watchers shall be the first to wait outside the polling place, but the amount of time each watcher spends inside the polling place shall, as nearly as practicable, be equal.

Acts 1976, No. 697, §1, eff. Jan. 1, 1978. Amended by Acts 1979, No. 229, §1, eff. July 13, 1979; Acts 1991, No. 201, §1, eff. July 2, 1991; Acts 1995, No. 300, §1, eff. June 15, 1995; Acts 2009, No. 369, §1; Acts 2012, No. 138, §1, eff. May 14, 2012; Acts 2017, No. 176, §1, eff. June 14, 2017; Acts 2022, No 178 §1, eff. May 31, 2022.

**§435. Watchers; appointment and commission**

A.(1)(a) Each candidate is entitled to have one watcher at every precinct on election day where the office he seeks is voted on in a primary or general election. The candidate or his authorized representative shall file one list of watchers on a form provided by the secretary of state or on a form which contains the same information as required by the form provided by the secretary of state. When a candidate's list of watchers is filed by the candidate's authorized representative, a letter of authorization from the candidate shall accompany the list of watchers; however, the list of watchers shall be signed by the candidate.

(b) In the case of a presidential election, each slate of candidates for presidential elector is entitled to have one watcher at every precinct. The state central committee of each recognized political party shall be responsible for filing the list of watchers for its slate of candidates for presidential elector, and the list of watchers shall be signed by the chairman of the state central committee. The list of watchers for a slate of candidates for presidential elector who are not affiliated with a recognized political party shall be signed and filed by any person so authorized by the presidential candidate supported by the slate of electors. A letter of authorization from the presidential candidate, or from an authorized agent of his campaign, shall accompany the list of watchers.

(2) In addition to the watchers provided for in Paragraph (1), each candidate may designate one watcher as a "super watcher" who shall have the qualifications, powers, and duties of watchers provided for by R.S. 18:427 and who shall be admitted as a watcher in every precinct in the designated parish where the office the candidate seeks is on the ballot in the primary and general election. The selection of the super watcher shall be made in the same manner as for watchers set forth in this Section.

(3) Any person who is supporting or opposing a proposition or question to be submitted to the voters or supporting or opposing the recall of a public officer and who has filed a report required by R.S. 18:1486 for such election is entitled to have one watcher at every precinct where the issue he seeks to influence is voted on in an election. For the purposes of this Subsection, "person" means any individual, partnership, association, labor union, political committee, corporation, or other legal entity, including its subsidiaries. (4) The commissioners shall regulate the number of watchers inside the polling place as provided in R.S. 18:427.

**NOTE:** *Subparagraph (a) eff. until Feb. 1, 2022. See Acts 2021, No. 381.*

B.(1)(a) A list of watchers shall be filed with the clerk of court by hand delivery, facsimile, mail, or commercial courier before 4:30 p.m. on the tenth business day before the primary or general election; however, if the tenth business day before the primary or general election falls on a Saturday, Sunday, or other legal holiday, the list shall be filed on the next day which is not a Saturday, Sunday, or other legal holiday. For purposes of this Paragraph, "commercial courier" shall have the same meaning as provided in R.S. 13:3204(D). If the office that the candidate seeks is voted on in more than one parish, a list of watchers shall be filed with the clerk of court in each parish where the candidate will have watchers.

(b) A list of watchers submitted by a candidate for the primary election may be used for the general election only if the candidate notifies the clerk of court in writing by 4:30 p.m. on the tenth business day before the general election that he wants to use the same list of watchers.

(2) Except for a candidate or recognized political party filing for a slate of candidates for presidential elector, any person filing a list of watchers must attach a certified statement that the report required by R.S. 18:1486 has been filed with the supervisory committee in compliance with the Campaign Finance Disclosure Act.

(3) A list of watchers shall contain only one watcher and one alternate watcher for each precinct where the candidate or person submitting the list is entitled to have a watcher. The list shall be typed or legibly written, and it shall contain the name and mailing address of each watcher and alternate watcher, and a designation of the precinct where he is to serve.

C. The parish board of election supervisors shall promptly issue a commission to each watcher named on a timely filed list of watchers. A person shall not be commissioned as a watcher if he has been appointed as a commissioner-in-charge or selected as a commissioner in the same election. A person selected as an alternate commissioner may be commissioned as a watcher. However, if the alternate commissioner must replace an absent or unqualified commissioner, he shall not serve as a watcher in the same election and his commission as a watcher shall be deemed void. Prior to the opening of the polls on election day, the parish board of election supervisors shall deliver to each precinct a list of the watchers and alternate watchers who are entitled to serve at the election. The list shall specify the precinct or precincts for which each watcher is eligible to serve. A watcher must present his commission to the commissioner-in-charge of the precinct for which he is eligible to serve prior to serving at the polling place.

D. A candidate, or person as defined in Subsection A of this Section, shall be entitled to have both a watcher and an alternate watcher serve at the same precinct on election day. However, the watcher and alternate watcher may not serve at the same time.

*Acts 1976, No. 697, §1, eff. Jan. 1, 1978. Amended by Acts 1977, No. 471, §1; Acts 1978, No. 292, §1, eff. July 6, 1978; Acts 1985, No. 58, §1; Acts 1987, No. 831, §1, eff. Jan. 1, 1988; Acts 1989, No. 179, §1, eff. Jan. 1, 1990; Acts 1990, No. 107, §1, eff. Jan. 1, 1991; Acts 1991, No. 201, §1, eff. July 2, 1991; Acts 1993, No. 317, §1, eff. Jan. 1, 1994; Acts 1999, No. 697, §1, eff. Jan. 1, 2000; Acts 2001, No. 1181, §1, eff. Jan. 1, 2002; Acts 2003, No. 1220, §1, eff. Jan. 1, 2004; Acts 2004, No. 526, §2, eff. June 25, 2004; Acts 2006, No. 560, §1, eff. Jan. 1, 2007; Acts 2007, No. 240, §1; Acts 2010,*

*No. 570, §1, eff. Jan. 1, 2011; Acts 2010, No. 759, §1, eff. Jan. 1, 2011; Acts 2012, No. 138, §1, eff. May 14, 2012; Acts 2014, No. 60, §1, eff. May 16, 2014; Acts 2015, No. 307, §1, eff. June 29, 2015; Acts 2019, No. 374, §1, eff. June 19, 2019; Acts 2020, No. 28, §1, eff. June 4, 2020; Acts 2021, No. 381, §3, eff. Feb. 1, 2022; Acts 2022, No. 274 §1, eff. June 3, 2022.*

**§1486. Proposition elections; required reports; recall elections**

A.(1) Any person, including a political committee, who receives and accepts any contribution, loan, or transfer of funds, or makes any expenditure in support of or in opposition to a proposition or question submitted to the voters shall be required to file reports of such contributions and expenditures.

(2) Any person, including a political committee, who receives and accepts any contribution, loan, or transfer of funds, or makes any expenditure in support of or in opposition to the recall of a public officer shall be required to file reports of such contributions and expenditures.

(3) Except as otherwise specifically provided in this Section and in R.S. 18:1505.4 and 1505.5, the provisions for reporting and filing requirements, prohibited practices, recordkeeping, and penalties applicable to political committees shall apply to persons subject to the provisions of Paragraphs (1) and (2) of this Subsection.

B. These requirements shall be applicable only if the aggregate amount of contributions, loans, and transfers of funds received and accepted or expenditures made equals or exceeds two hundred dollars at any time during the aggregating period; except that, with regard to expenditures made in support of or in opposition to a proposition or question submitted to the voters by a person who is not a candidate or a member of the principal campaign committee of a candidate or of a political committee, these requirements shall be applicable only if the aggregate amount of expenditures made equals or exceeds one thousand dollars. "Aggregating period" for purposes of this Section shall mean the period from the date on which the first contribution is received or the first expenditure is made by the person or political committee, whichever is earlier, through the closing date for the last report required to be filed in accordance with this Chapter.

C.(1) The reports required as provided in Paragraph A(1) of this Section shall be filed not later than the thirtieth day prior to the election, which shall be complete through the fortieth day prior to the election, not later than the tenth day prior to the election, which shall be complete through the twentieth day prior to the election, and not later than the fortieth day after the election, which shall be complete through the thirtieth day after the election. During the period from midnight of the twentieth day prior to the election and extending through midnight of election day a report shall be filed within forty-eight hours after the time any contribution, loan, or transfer of funds is received and accepted or expenditure in excess of two hundred dollars is made; if such time falls other than during regular working hours, this report shall be filed with the supervisory committee on the next working day after the report is otherwise due. Such report shall provide information relative to such contributions, loans, and transfers of funds and expenditures in excess of two hundred dollars as provided in R.S. 18:1491.6(C). If the report filed on the fortieth day after the election shows a deficit, the person or political committee reporting shall be required to file supplemental reports as required by R.S. 18:1491.6(D).

(2) Any person or political committee who is required to file reports as provided in Paragraph A(2) of this Section shall file reports as provided in this Chapter according to the following schedule:

(a) Not later than the forty-fifth day after the initial filing of the copy of the recall petition with the secretary of state as provided in R.S. 18:1300.2(C), which report shall be complete through the thirty-fifth day after the filing of the copy of the recall petition with the secretary of state.

(b) Not later than the one hundred thirty-fifth day after the filing of the copy of the recall petition with the secretary of state, which report shall be complete through the one hundred twenty-fifth day after the filing of the copy of the recall petition with the secretary of state.

(c) Not later than the two hundredth day after the filing of the copy of the recall petition with the secretary of state, which report shall be complete through the one hundred ninetieth day after the filing of the copy of the recall petition with the secretary of state, which report shall be the final report, unless

the report shows a deficit, in which case supplemental reports shall be filed as required in R.S. 18:1491.6(D), or unless the person or committee is required to file reports as provided in Subparagraph (d) of this Paragraph.

(d) If the recall effort is successful in having the recall question submitted to the voters, the person or political committee shall be required to file reports as provided in Paragraph (1) of this Subsection.

Acts 1987, No. 722, §1, eff. July 16, 1987; Acts 1988, No. 994, §1, eff. Jan. 1, 1989; Acts 1990, No. 180, §1, eff. Jan. 1, 1991; Acts 1995, No. 1046, §1, eff. June 29, 1995; Acts 2010, No. 778, §1, eff. June 30, 2010.

# Attachment B: Certificate of Registration







**“SAMPLE REPORT – issued by:  
Supervisory Committee on Campaign Finance”**

***State of Louisiana  
Louisiana Board of Ethics  
acting as the  
Supervisory Committee on Campaign Finance***

**Certificate of Registration**

*This certifies that*

**Democrat, Republican, Independent Voter Education PAC**

**25 Louisiana Avenue, NW, Washington, DC 20001**

**James P. Hoffa, Chairman**

**Affiliated Organization: International Brotherhood of Teamsters**

*has filed the required statement of organization with the  
Supervisory Committee on Campaign Finance Disclosure  
and is in compliance with the provisions of La. R.S. 18:1491.1.*

*This further certifies that contributions made by this committee are subject to the  
following limits:*

**\$5,000 to major office candidates  
\$2,500 to district office candidates  
\$1,000 to any other office candidates**

---

Expiration Date

---

Deborah Grier

Executive Secretary

A \$5.00 fee will be imposed for the issuance of each duplicate certificate of registration.



# Attachment C: List of Election Day Watchers (for Candidates or Propositions)





# LIST OF ELECTION DAY WATCHERS – CANDIDATES OR PROPOSITIONS

If a candidate's list of watchers is filed by the candidate's authorized representative, a letter of authorization from the candidate shall accompany the list of watchers. The list of watchers shall be signed by the candidate. A list of watchers for a slate of candidates for presidential elector shall be signed by the chairman of the state central committee (La. R.S. 18:435(A)(1)(a)(b)). A list of watchers shall be filed with the clerk of court by hand delivery, facsimile, mail, or commercial carrier before 4:30 p.m. on the tenth business day before the primary or general election; however, if the tenth business day falls on a Saturday, Sunday, or other legal holiday, the list shall be filed on the next day which is not a Saturday, Sunday or other legal holiday (La. R.S. 18:435(B)(1)(a)). A list of watchers submitted by a candidate for the primary election may be used for the general election only if the candidate notifies the clerk of court in writing by 4:30 p.m. on the tenth business day before the general election that they want to use the same list of watchers (La. R.S. 18:435(B)(1)(b)). A list of watchers shall be filed with the clerk of court in each parish where the candidate will have watchers for a multi-parish office.

Check appropriate box:

PRIMARY ELECTION

GENERAL ELECTION

<b>PARISH:</b>				<b>ELECTION DATE:</b>	<b>CANDIDATE NAME AND OFFICE -OR- PROPOSITION TITLE:</b>		
<b>Choose only one (1) Super Watcher</b>				<b>NAME OF SUPER WATCHER</b>		<b>ADDRESS OF SUPER WATCHER</b>	
(choose one)							
	<b>Precinct</b>	<b>Watcher</b>	<b>Alternate Watcher</b>	<b>NAME OF WATCHER</b>		<b>ADDRESS OF WATCHER</b>	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							



# LIST OF ELECTION DAY WATCHERS – CANDIDATES OR PROPOSITIONS

Make copies and use this page to complete the list for the parish

	Precinct	Watcher	Alternate Watcher	NAME OF WATCHER	ADDRESS OF WATCHER





**LIST OF ELECTION DAY WATCHERS – CANDIDATES OR PROPOSITIONS**  
**CERTIFICATION PAGE**

Dear clerk of court, attached is our certified list of watchers, alternate watchers, and super watcher..

**FOR STATE/LOCAL ELECTION**

\_\_\_\_\_  
(candidate's signature)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(date signed)

**SLATE OF PRESIDENTIAL ELECTORS**

\_\_\_\_\_  
(chairman's signature)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(date signed)

For Official Use:	Date Received: _____
	Signature of clerk staff member that took receipt of list _____
	Printed name of clerk staff member that took receipt of list _____





# KYLE ARDOIN

S E C R E T A R Y O F S T A T E

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