

## **LWVSFC Voter Registration Protocol-January 28, 2020**

- Voter Registrars/Third Party Voter Registrars\* are the public face of the League for many people in the community. Cordial interactions with potential voters are critical for the LWVSFC's maintenance of good will. It may be difficult to be friendly without hinting at partisanship – indeed, this may be the greatest challenge for a Registrar. Above all, any negative reactions or comments, remarks, or their interactions with a member of the public must be avoided.
- All Voter Registration team members should be members of the League of Women Voters. A non-member may help with registration if they have the approval of the Voter Services/Voter Registration Chair. In addition, the non-member must agree to follow League protocols and to exemplify League nonpartisanship.
- The Voter Registrar will ask two questions prior to initiating completion of the form with a potential voter: Whether the person is a U.S. citizen and if they have/know/or can access their New Mexico Drivers License number or their State ID number issued by the Motor Vehicle Division or the last four digits of their Social Security Number. If registering for the first time in New Mexico, the potential voter must provide their full Social Security Number.
- If the potential voter is a first time New Mexico registrant and has a Social Security Number but cannot immediately access it they can complete the application. The Voter Registrar must inform the potential voter that they will be contacted by the County Clerk for their Social Security Number and will have to provide it before they will be registered to vote.
- If there is a mistake made on the form by the person wishing to register, that person will initial any changes made while in the presence of the Voter Registrar. Registrars shall not make any changes without the presence and agreement of the person wishing to register.
- The Registrar will retain any spoiled forms and a new form will be used to complete the registration process. The potential voter will fill out the Voter Registration form, with the Voter Registrar serving as a resource for clarification of what is required on the form, unless the potential voter requests the Registrar fill in the form for him (her). [Some people may have disabilities or difficulty writing]. Registrars should assure the writing is legible, and might offer to fill in a new form for the potential voter, if it is not legible.
- Each Voter Registrar will review the potential voter's form and insure that it is complete and legible while the registrant is in their presence. Registrars will then complete the receipt, detach it, and give it to the registrant.
- A printed list of current candidates with their party affiliation may be provided; however, any discussion of candidate or parties may be construed as partisan behavior, and is therefore is not allowed. It is the Registrar's personal responsibility to assure that completed and spoiled forms are turned in to the Clerk's office within 48 hours (excluding weekends or holidays). A team member may turn in all the forms signed during a registration event, but all Registrars must remain mindful of this legal requirement.
- Each Voter Registrar is advised to keep a log (page provided) of all registrants in case of confusion or questions from the County Clerk's Office.

\* Voter Registrar and Third Party Voter Registrar are the same.