

**LEHIGH COUNTY BOARD OF ELECTIONS**  
**ELECTION POLICIES AND PROCEDURES**

*Adopted: September 20, 2023*

*Amended: January 30, 2024*

1. Notice of Board Meetings
  - A. Notice of Board meetings to certify election results shall be provided in January of each year.
  - B. Notice of all other Board meetings shall be provided in accordance with the Sunshine Act.
  
2. Meeting Agendas – All meeting agendas shall be posted on the Lehigh County Voter Registration website no later than one (1) week prior to the meeting date. Notwithstanding the foregoing, changes may be made to meeting agendas up to twenty-four (24) hours prior to the meeting, as permitted by the Sunshine Act.
  
3. Public Comment at Board Meetings – The public shall have the opportunity to comment at all meetings of the Board. If the Board desires to take official comment as a result of public comment, that item shall be placed on a future Board agenda.
  
4. Correction of Error(s) on Mail-in Ballots
  - A. Missing signature, missing date, and/or invalid date
    - a. If a Voter has provided contact information, Voter Registration shall attempt to notify the Voter of the potential issue upon discovering the error and provide the Voter the opportunity to cure.
  - B. Naked Ballots
    - a. If a Voter has provided contact information, Voter Registration shall attempt to notify the Voter of a missing secrecy envelope (“naked ballot”) during pre-cavassing and provide the Voter the opportunity to cure.
  
5. Failure to include Source of Revenue on Campaign Literature (sign, mailing, etc.)
  - A. Upon receiving a complaint that a candidate, a PAC, or any other entity has not included a source of revenue on any campaign literature, Voter Registration shall notify the candidate, PAC, and/or other entity of the complaint.
  - B. The candidate, PAC, and/or other entity shall provide proof that the issue has been remedied to Voter Registration within forty-eight (48) hours of the notification.
  - C. If the candidate, PAC, and/or other entity does not provide proof that the issue has been remedied within forty-eight (48) hours, the matter shall be referred to the District Attorney.
  
6. Ballot Drop Boxes
  - A. One (1) ballot drop box shall be placed within a municipal facility in each of Lehigh County’s five (5) Commissioner Districts. If a suitable location is not available within any given Commissioner District, a drop box shall be placed as close to that District’s boundaries as reasonably possible. The location of each drop box shall be determined administratively by the Clerk to the Board of Elections.

- B. One (1) ballot drop box shall be located at the Lehigh County Government Center, 17 South Seventh Street, Allentown, PA 18101, and shall be open twenty-four (24) hours a day, seven (7) days a week.
  - C. The remaining four (4) ballot drop boxes shall be located at municipal facilities throughout Lehigh County and shall be open during the facility's normal business days/hours.
  - D. All ballot drop boxes shall be open and accessible no later than two (2) business days following the mailing of the first batch of mail-in ballots for each election.
- 7. Campaign Literature – No candidate, party, or other partisan campaign literature shall be permitted within the Office of Voter Registration or the over-the-counter ballot area. Notwithstanding the foregoing, Voters may bring literature or materials with them to assist them with voting. Voter Registration staff shall periodically monitor public areas and dispose of any literature or materials that are left behind.
  - 8. Write in Votes during Primary Election – In accordance with 25 Pa.C.S.A. § 3155, the Board shall only certify the nomination or election of a candidate via irregular ballot (i.e., write-in votes) who receives a total number of votes that is equal to or greater than the number of signatures required on a nomination petition for that particular office.
  - 9. Obtaining Watcher Certificates – See attached Policy.
  - 10. Authorized Representatives at Pre-Canvassing and Canvassing – See attached Policy.
  - 11. Vote Count by Precinct and Party Report – A Vote Count by Precinct and Party report shall be posted on the Lehigh County Voter Registration website as soon as practicable following each election but no later than the initial certification of election results.
  - 12. Testing of election equipment and machinery – The Board shall comply with all requirements set forth at 25 P.S. § 3031.10(d) regarding the testing of election district machinery and all requirements set forth at 25 P.S. § 3031.14 regarding the testing of central tabulation equipment. Such testing shall be completed in advance of every election.

## POLICY TO OBTAIN WATCHER CERTIFICATE(S)

In accordance with 25 P.S. § 2687:

1. All Watchers must be registered voters in Lehigh County.
2. Not more than one (1) Watcher for each Candidate or Party is permitted in the polling place during the hours of the election.
3. Watchers are permitted to enter the polling place after the polls are closed.
4. Watchers must remain at least six (6) feet from the election officers' table and the voting units. This is the "enclosed space".
5. Watchers are in the polling place to watch, they are NOT to disturb voters or election officers, nor to disrupt the voting process other than provisions described in this act.
6. Watchers may not assist the election officers with any of their duties. They may not approach the table or handle any forms, paperwork, supplies or equipment.
7. Watchers must be ready to show their certificates to an election official. If a Watcher does not have a certificate, he/she may not be inside the polling place. Certificates are issued by the Lehigh County Elections & Voter Registration Office only. Poll Workers will check identification and authenticity. Violations will result in removal and risk of legal consequences, which may include criminal sanctions and permanent denial of future poll watcher certificates.
8. Only when there are no voters present in the polling place, may a Certified Poll Watcher, upon request, inspect the Numbered List of Voters Books. A precinct official must supervise this procedure. Access to Sign-In slips will be available.
9. Cell phone use is prohibited inside the polling location. Watchers must leave the precinct to use the phone.
10. Watchers may use electronic equipment to manage their lists. Access to a power outlet and/or wi-fi is not guaranteed nor should be expected. All sound should be muted at all times. Please prepare accordingly.
11. The use of any recording device inside the precinct is strictly prohibited. Violators will be removed immediately and risk legal consequences, which may include criminal sanctions and permanent denial of future poll watcher certificates.

### GENERAL ELECTION WATCHER CERTIFICATES INCLUDE:

- Each Political Party is entitled to have three (3) Watchers for each precinct.
- Each Candidate is entitled to have two (2) Watchers for each precinct in which said candidate is running for office.
- Two (2) Poll Watchers per Candidate/Party may be present during opening and closing of polls.

### HOW TO APPLY FOR A POLL WATCHER CERTIFICATE:

Applications may be submitted to Lehigh County Elections & Voter Registration in person, by mail, or by email:

Address: Lehigh County Elections & Voter Registration  
Government Center  
17 South 7<sup>th</sup> Street  
Allentown, PA 18101

Email: [timothybenyo@lehighcounty.org](mailto:timothybenyo@lehighcounty.org)

Please supply the following information for each certificate requested:

Watcher Name:  
Watcher Address:  
Municipality (Precinct) of Watcher:  
Watcher Party:  
Who Watching for (Candidate or Party):

\* When submitting a list of certificates needed, please submit information on an Excel spreadsheet.

\*\* Requests must be made to Lehigh County Elections & Voter Registration by 4 pm on the Tuesday prior to an Election/Primary will guarantee creation for Election Day. Requests made after 4 pm on the Tuesday prior to an Election/Primary will be produced as time permits.

**GUIDELINES FOR AUTHORIZED REPRESENTATIVES AT  
PRE-CANVASS AND CANVASS ACTIVITIES**

1. One (1) authorized representative of each Candidate in an election and one representative from each Party shall be permitted to remain in the room in which the absentee ballots and mail-in ballots are pre-canvassed.
2. A person will be deemed an authorized representative after presenting to Lehigh County Elections & Voter Registration staff written authorization from a Candidate in an election or a Party.
3. No person observing, attending, or participating in a pre-canvass meeting may disclose the results of any portion of any pre-canvass meeting prior to the close of the polls. Any disclosure will be referred to the Lehigh County District Attorney for prosecution.
4. Authorized representatives may use electronic devices, including cell phones, for non-photo and non-video purposes, provided such use does not delay or distract from the pre-canvassing and canvassing activities.
5. Authorized representatives may not challenge an absentee or mail-in ballot during the pre-canvass of the ballots.
6. Authorized representatives may not engage in, attempt to intimidate, nor interfere with the pre-canvass or canvass of the absentee and mail-in ballots. Challenges to mail-in or absentee ballots, based on signature analysis, are not permitted at any time.
7. Authorized representatives may not interfere with, hinder, or unlawfully delay the Board of Elections or the Lehigh County Elections & Voter Registration staff in the conduct of their duties. It is likewise a violation of Pennsylvania law to interrupt or improperly interfere with any election officer in the execution of his or her duties.
8. Authorized representatives may only view the pre-canvassing and canvassing activities from the areas that Lehigh County Elections & Voter Registration staff designate.