

Linda Phillips,  
Administrator  
Joe Wm. Young, II  
Chief Deputy Administrator



Mark Luttrell, Jr., *Chairman*  
Vanecia Kimbrow, *Secretary*  
Steve Stamson, *Member*  
Frank Uhlhorn, *Member*  
Andre C. Wharton, *Member*

# Shelby County Election Commission

**DATE:** February 2, 2024

**TO:** Shelby County Republican Party Chairperson  
Shelby County Democratic Party Chairperson  
Candidates

**FROM:** Linda A. Phillips, Administrator of Elections  
Shelby County Election Commission

**SUBJECT: POLL WATCHER ELECTION PROCEDURES**

## SHELBY COUNTY ELECTION INFORMATION

**EV and ED Machine Inspection:** February 5, 2024, **9:00am to 11:00am**

**Election Day:** Tuesday, March 5, 2024, **7:00am to 7:00pm**

**Early Voting:** February 14, 2024 through February 27, 2024

**At Scheduled Locations:** Weekdays **11:00am to 7:00pm**  
Saturday, February 17, 2024, **10:00am to 4:00pm**  
Saturday, February 24, 2024, **8:00am to 4:00pm**  
Closed on Sundays

**Nursing Home Visits:** February 12, 2024 through February 27, 2024

## POLL WATCHER APPOINTMENT FORM - IMPORTANT DATES

### **NURSING HOME**

**FIRST DAY TO SUBMIT REQUEST:** Monday, February 5, 2024

**LAST DAY TO SUBMIT REQUEST:** NO LATER THAN 12:00 NOON ON Friday, February 23, 2024

### **EARLY VOTING**

**FIRST DAY TO SUBMIT REQUEST:** Wednesday, February 7, 2024

**LAST DAY TO SUBMIT REQUEST:** NO LATER THAN 12:00 NOON ON Friday, February 23, 2024

### **ELECTION DAY**

**LAST DAY TO SUBMIT REQUEST:** NO LATER THAN 12:00 NOON ON Friday, March 1, 2024

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157 Poplar Ave. #137 | Memphis, TN 38103  
980 Nixon Dr. | Memphis, TN 38134

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P: 901-222-1200 | F: 901-222-1217  
W: [electionsshelbytn.gov](http://electionsshelbytn.gov)

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## **POLL WATCHERS**

Enclosed is a copy of TCA § 2-7-104 which describes the appointment, rights, and duties of a Poll Watcher. Please read carefully.

Each candidate or interested organization may appoint one (1) or more poll watchers for each polling place; provided, however, at any given time, such candidate/organization shall have not more than one (1) such poll watcher on duty at each polling place. Candidates, their spouses, and precinct election officials may **not** be appointed as poll watchers.

**All requests with candidates listed as a Poll Watcher will be rejected and returned. All appointments must be made in writing and signed by the person(s) or organization(s) authorized to make the appointment.** The form is included in this packet.

The appointment of a Poll Watcher must be in writing and filed in the Shelby County Election Commission Office no later than 12:00 noon two (2) business days before the poll watcher will be present at an Early Voting, Election Day, or other observation site. Each political party with candidates in the election may have two (2) watchers at each polling place. One (1) of the watchers representing a party may be appointed by the Chair of the County Executive Committee of the party and the other by a majority of the candidates of that party running exclusively within the county in which the watchers are appointed. If **the Candidate(s)** of a party fails to appoint Poll Watchers by 12:00 noon on the third day before the election, **the Chair** of the County Executive Committee of the party may appoint both Poll Watchers representing the Chair's party.

***IMPORTANT: The statutory deadline will be strictly enforced.***

**Shelby County Poll Watcher Appointment Forms** are included in this packet. Completed forms can be submitted in-person, via fax, or emailed to the Election Commission employee. Badges will be available from downtown or east location, please specify on the form.

Sherry Hewlett  
157 Poplar Ave., Ste. 137  
Memphis, TN 38103  
222-1207 / fax: 222-1217  
[Sherry.Hewlett@ShelbyCountyTN.gov](mailto:Sherry.Hewlett@ShelbyCountyTN.gov)

## **BADGES / SIGNATURES**

Upon receipt of the Poll Watcher Form, Poll Watcher Badges will be issued and ready for pick-up within 48 hours at either of two office locations. After you receive the badges from the Election Commission, the badges **must be signed by the appropriate Organization Representative, Party Chair, or Candidate**. The Shelby County Election Commission will accept a fax for the appointment of poll watchers that contains the signature of the person authorized to make the appointments or an email with an attached document that includes a signature of the person authorized to make the appointments.

Poll Watchers **must** sign-in with the Officer of Election at the Early Voting or Election Day Precinct / Location where they have been assigned. The laws governing Poll Watchers will be provided to the Poll Watcher by the Officer of Election. Poll watchers are NOT allowed:

- to greet voters or speak to the voting public
- to interfere with any voter while inside the polling location
- to prevent the election officials' performance of their duties
- to observe or give assistance to voter who is entitled to assistance
- to use any electronic recording device
- to wear or distribute any campaign materials
- to take photos or record videos

**POLL WATCHER MUST WEAR THE BADGE PROVIDED BY THE SHELBY COUNTY ELECTION COMMISSION WHICH HAS THEIR NAME AND ORGANIZATION'S NAME WHILE AT THEIR ASSIGNED POLLING LOCATION.**

The Shelby County Election Commission will create and upon request, provide a schedule for Nursing Home Early Voting. The same rules apply in Assisted Living, Nursing Home, and Care Home as in early voting sites.

## **POLLING LOCATION ACCESS**

Under TCA § 2-7-103 campaign workers are prohibited from crossing the 100-foot line at all polling locations. Poll watchers that candidates appoint through the procedures explained above may enter polling locations. ALL poll watchers must follow the procedures and laws outlined above and in the poll watcher guidelines, TCA § 2-7-104, provided to each poll watcher.

## **ABSENTEE PROCESS**

Poll Watchers may be present during the counting of the Absentee/Early Voting Ballots. Poll Watcher requests must be submitted by NOON, two days before the poll watcher will be present at the requested site. Absentee Ballots will be opened and counted at the Election Operations Center, 980 Nixon Drive, Memphis, TN, 38134 on **Tuesday, March 5, 2024**, beginning at **8:30am**. Absentee Results will be released upon completion or after the last voter has finished voting, whichever is later.

## **GATHERING OF RESULTS AT THE PRECINCT ON ELECTION NIGHT**

Each candidate, the media, and any organization of citizens interested in the candidates on the ballot, may have a representative present at the polling place **after the polls close**. No appointment or notification is required for an individual to be present. The Officer of Election is in charge of the precinct and individuals should speak to him/her about their purpose for being present.

At the appropriate time, the polling location Judge, in the presence of watchers and others who are present, shall run the election results paper tape. One paper tape summary shall be posted on the precinct wall for each of the voting machines. The Officer of Election will allow individuals to examine the results of the paper tapes posted on the wall. (TCA § 2-7-104(d))

## **PAPER/PROVISIONAL BALLOTS**

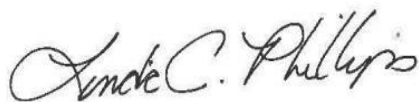
The Paper/Provisional Ballot bags will be opened on election night after the polls close, and the counting process will be at the Election Operations Center, 980 Nixon Drive. Call 901-222-1200 for more information after election day.

## **CAMPAIGN SIGNS**

Enclosed is a copy of the sign policy which describes where campaign signs may be placed. **Please read the included campaigning and sign policies for polling locations**. Also, please visit our website at [ElectionsShelbyTN.gov](http://ElectionsShelbyTN.gov) for sign ordinances of the appropriate Shelby County municipality.

If you have any questions, please do not hesitate to contact the Shelby County Election Commission at (901) 222-1200.

Respectfully,



Linda Phillips  
Administrator of Elections  
Shelby County Election Commission  
157 Poplar Avenue  
Suite 137  
Memphis, TN 38103  
(901) 222-1202  
[www.ElectionsShelbyTN.gov](http://www.ElectionsShelbyTN.gov)

## **Poll Watchers – Frequently Asked Questions**

(Reference: T.C.A. § 2-7-104)

### **I. Who May Appoint Poll Watchers?**

- A. Each political party - Political Party means an organization which nominates candidates for public office.
- B. Each candidate in a general or primary election
- C. Any citizens' organization interested in a question on the ballot
- D. Any citizens' organization interested in preserving the purity of elections and in guarding against abuse of the elective franchise

### **II. How Many Poll Watchers May be Appointed?**

- A. Political parties may appoint two (2)
- B. Each candidate may appoint one (1) or more (Although multiple poll watchers may be appointed, only one (1) of the poll watchers may be in a polling place at any given time.)
- C. Each citizens' organization may appoint two (2)

### **III. How Are Poll Watchers Appointed?**

- A. Appointments must be submitted to the county election commission
- B. Appointments must be written and signed by the appointing authority
- C. Appointments may designate the same person to serve in more than one polling location

### **IV. To Which Locations May Poll Watchers be Appointed?**

- A. Early Voting
  - 1. County election commission office; and/or
  - 2. Satellite location(s)
  - 3. Nursing home(s)
  - 4. Penal institution(s)
- B. Election Day
  - 1. Polling site
  - 2. Absentee counting board

**V. When Must Appointments be Made?**

**A. Early Voting**

1. No later than 12:00 noon two (2) business days before the first day of early voting; or
2. No later than 12:00 noon two (2) business days before the poll watcher will be present at the early voting site

**B. Election Day**

1. Appointments must be submitted no later than 12:00 noon two (2) business days before the election

**VI. Who May Not be Appointed as a Poll Watcher?**

- A. Anyone who will be or who is a candidate for an office on the ballot
- B. County election commission members

**VII. What Must Poll Watchers Do Upon Arriving at the Polls?**

- A. Upon arrival at the polling place, a poll watcher must display his appointment badge to the Officer of Elections.
- B. The poll watcher shall sign the poll watcher register.
- C. The poll watcher shall wear a badge displaying their "name" and the words "POLL WATCHER". The County Election Commission will provide the badges (labels) for candidates or campaign committees ensuring the precinct officials know they have been duly appointed.

**VIII. What May Poll Watchers Do?**

- A. Watch and inspect performance in and around polling place
- B. Speak to the Judges and the Officer of Elections
- C. Through Judges, challenge voters
- D. During preparation and certification, inspect the poll lists
- E. Inspect the ballots while being called and counted
- F. During preparation and certification, inspect the tally sheets
- G. Present a protest of any aspect of the conduct of the election to the Officer of Elections, County Election Commission or Inspector

**IX. What Poll Watchers May Not Do?**

- A. Interfere with any voter in preparing or casting voter's ballot
- B. Prevent election official from performing his or her duties
- C. Inspect signature lists during the election hours
- D. Observe the giving of assistance to a voter
- E. Wear campaign material of any kind during the performance of his or her duties
- F. Exit the room of the counting board after the actual counting of ballots begins until completion of the counting and the polls close.
- G. Possess electronic devices when observing the duties of the absentee counting board
- H. Speak to the voters; this includes greeting the voter or standing in the doorway where the voter enters
- I. Take photos or videos of voters while voting or while inside Polling Location.

**X. May Poll Watchers Engage in Campaign Activities?**

- A. In the polling place - **NO**
- B. Outside the 100' boundary – **YES**

**NOTES:**

- *After removing the poll watcher badge or credentials, the Poll Watcher may engage in campaign activity outside of the campaign free zone.*
- *Once the poll watcher resumes his or her duties as a poll watcher, any and /or all campaign activity must cease.*

## POLL WATCHER ACTIVITY CHART

- Poll watchers may be appointed by each political party; each candidate in a general or primary election; any citizen’s organization interested in a question on the ballot; and any citizen’s organization interested in preserving the purity of elections and in guarding against abuse of the elective franchise;
- Poll watchers may be appointed at whatever location where voting occurs; and
- Poll watchers must be appointed no later than 12:00 noon two (2) business days before the day of voting.

<b>PERMITTED ACTIVITIES</b>	<b>PROHIBITED ACTIVITIES</b>
<ul style="list-style-type: none"> <li>✓ Watch and inspect performance in and around polling place</li> <li>✓ Through judges, challenge voters</li> <li>✓ During preparation and certification, inspect the poll lists</li> <li>✓ Inspect the ballots while being called and counted</li> <li>✓ During preparation and certification, inspect the tally sheets</li> <li>✓ Present a protest of any aspect of the conduct of the election to the officer of elections, county election commission or inspector</li> </ul>	<ul style="list-style-type: none"> <li>✗ Interfere with any voter in preparing or casting voter’s ballot</li> <li>✗ Prevent election official from performing his or her duties</li> <li>✗ Observe the giving assistance to a voter</li> <li>✗ Wear campaign material of any kind during the performance of his or her duties</li> <li>✗ Engage in any campaign activity within the 100’ boundary</li> <li>✗ Exit the room of the counting board after the actual counting of ballots begins</li> <li>✗ Possess electronic devices when they are observing the duties of the absentee counting board.</li> <li>✗ Photographs and videos are prohibited</li> </ul>



# Shelby County Election Commission

## Poll Watcher Appointment Form

Date: \_\_\_\_\_

To the Shelby County Election Commission:

I hereby appoint the following to serve during  *Nursing Home*  *Early Voting*  *Election Day* as a poll watcher(s) for the  
**(MUST COMPLETE A SEPARATE FORM FOR EACH SELECTION)**

March 5, 2024 Presidential Preference & Shelby County Primary Elections at the following location(s):

Appointee(s)	Location 1	Location 2
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REMINDER:** Each candidate may appoint one (1) or more. (Although multiple poll watchers may be appointed, only one (1) of the poll watchers may be in a polling place at any given time.)

Candidate Information:

**OR**

Political Party or Organization Information

\_\_\_\_\_  
Candidate's Name (Printed)

\_\_\_\_\_  
Party Chair / Representative of Organization's Name (Printed)

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Party Chair / Representative of Organization's Signature

\_\_\_\_\_  
Title of Office Sought

\_\_\_\_\_  
Political Party / Organization's Name

Contact Information of the Appointing Authority:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address                      City, State and Zip Code

\_\_\_\_\_  
Phone Number                      E-Mail Address (Optional)

**TO AVOID DELAY, PLEASE COMPLETE THE BOX →**

**HOW WOULD YOU LIKE TO BE NOTIFIED ONCE BADGE(S) ARE READY? :**

Email  
 Phone

**WHICH LOCATION WOULD YOU LIKE TO PICK-UP YOUR BADGE(S)?:**

Downtown Office (157 Poplar Ave. # 137)  
 East Office (980 Nixon)



## Voting Location Sign and Campaigning Policies

### Early Voting:

Collierville Church of Christ	575 Shelton Dr	Collierville	38017	See attached for complete instructions
Shelby County Election Commission	157 Poplar	Memphis	38103	See attached City of Memphis memo
Second Baptist Church	4680 Walnut Grove Rd	Memphis	38117	See attached for complete instructions
TN Shakespeare Co	7950 Trinity Rd	Cordova	38018	No Signs or Campaigning
White Station Church of Christ	1106 Colonial Rd	Memphis	38117	No Signs or Campaigning

### Election Day:

Collierville Church of Christ	575 Shelton Dr	Collierville	38017	See attached for complete instructions
Emmanuel UMC	2404 Kirby Rd	Memphis	38119	No Signs
First Evangelical Church	735 Ridge Lake Blvd	Memphis	38120	No Signs
Hope Presbyterian Church	8500 Walnut Grove Rd	Cordova	38018	No Signs
Ridgeway Assembly of God	3150 Ridgeway Rd	Memphis	38115	No Signs
Second Baptist Church	4680 Walnut Grove Rd	Memphis	38117	See attached for complete instructions
The Great Hall	1900 S Germantown Rd	Germantown	38138	Sign placement 24 hrs before voting & Signs removed within 24 hrs after voting.
TN Shakespeare Co	7950 Trinity Rd	Cordova	38018	No Signs or Campaigning
White Station Church of Christ	1106 Colonial Rd	Memphis	38117	No Signs or Campaigning

List subject to change.

02/01/24



# CITY OF MEMPHIS DIVISION OF PUBLIC WORKS ENVIRONMENTAL ENFORCEMENT

281 E. Parkway N., Memphis, TN 38112

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Dear Political Candidates:

**Subject: Campaign Signs**

This is a courtesy notice for all political candidates and their campaign teams. As you campaign in the upcoming election, please be mindful of City of Memphis Ordinance Sections 10-12-9, 15-4.4.7, and 15-4.9.9 through 15-4.9.16 with regard to (1) where campaign signs can and cannot be legally placed, and (2) potential penalties associated with violations of the ordinance sections. Copies of these ordinance sections are enclosed with this notice and can also be accessed via the following website:

[https://library.municode.com/tn/memphis/codes/code\\_of\\_ordinances](https://library.municode.com/tn/memphis/codes/code_of_ordinances).

Ordinance Section 10-12-9 states that signs placed on public property are subject to removal, citation, and possible fines of \$50.00 per sign plus court costs. Public property is generally considered to include, but is not limited to, rights-of-way or easements (*for example, the grassy area between the sidewalk and the curb*), medians, public buildings, utility poles, traffic signs, overpasses, bridges, parks, trees, and the “clear sight triangles” at intersections (*including driveways*).

Ordinance Section 15-4.4.7 (*Section 4.4.7 of the Memphis and Shelby County Unified Development Code*) identifies the “clear sight triangle” areas at the various types of intersections within which signs not meeting the specified height restrictions (*usually 3 feet measured relative to the centerline of the adjacent roadway lane*) cannot be legally placed. The dimensions of the “clear sight triangle” area vary with intersection type, traffic control type (*traffic light, stop sign, yield sign, or none*), and posted speed limit. As a general rule, campaign signs at intersections will not be in violation of this ordinance if they are located at the following distances from the tip of the corner and *both* curbs: 14 feet for intersecting through streets controlled by traffic lights or stop signs; 24 feet for intersecting through streets controlled by yield signs or with no traffic control present; and 10 feet for all other types of intersections (*including driveways*).

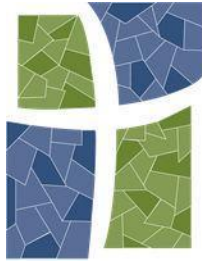
Ordinance Section 15-4.9.9 (*Section 4.9.9 of the Memphis and Shelby County Unified Development Code*) identifies the size, number, and location of temporary signs that are allowed on a property. As a general rule, signs will not be in violation of this ordinance if they are no more than 8 feet in height, 16 square feet in area if on a property less than 2 acres in area (*32 square feet if on a property greater than 2 acres*), and set back at least 10 feet (*residential/mixed use districts*) or 15 feet (*industrial districts*) from the right-of-way and 15 feet from any other lot line. A total of 4 temporary detached signs are allowed on a residential district property, whereas only 1 temporary detached sign is allowed on a mixed use or industrial district property.

When identifying illegal signs, Division of Public Works enforcement personnel make no distinctions based on the type of sign or subject matter. During the course of daily operations, all signs found on public property and, if appropriate, otherwise in violation of the above-referenced ordinances will be removed and logged regarding date, location, subject, and – if listed – telephone number.

We have found that one illegally placed sign often attracts other illegal signs to the same location. Consequently, if you or members of your campaign team see signs on public property or at other locations in violation of the above-referenced ordinances, please do not also place your signs at the location. Furthermore, given that most candidates are not directly involved in the placement of all of their signs, we respectfully request that you distribute and/or post copies of this notice and the enclosed ordinance sections for all members of your sign committee to read. Finally, please be aware that all campaign signs must be removed within 2 weeks after election day. Questions regarding this notice and the enclosures can be directed to Environmental Enforcement Department at 901-636-4770 or [eecomplaints@memphistn.gov](mailto:eecomplaints@memphistn.gov).

Thank you for your assistance in this important community matter.

City of Memphis  
Division of Public Works  
Neighborhood Improvement  
Environmental Enforcement



# SECOND BAPTIST CHURCH

Gathered to Worship

Scattered to Serve

TO: Candidates and Candidate Supporters

RE: Second Baptist Church Election Sign and Electioneering Guidelines

To Whom It May Concern:

The following are guidelines for the placement of candidate signs at Second Baptist Church. Signs may only be placed in designated areas as described below. Signs not in compliance with these guidelines will be removed.

- Signs may not be placed on church property more than 24 hours before an election.
- No signs may be larger than 18x24 inches.
- Signs MAY NOT be placed along Walnut Grove Road.
- Only one sign per candidate on Perkins Road.
- No sign may block the view of our church banner or the view of drivers exiting on Perkins Road.
- One sign per candidate can be placed beyond the 100 foot markers.
- No signs may be placed within 100 feet of the polling location.
- Signs must be removed within 24 hours after an election.
- Electioneers are welcome to bring chairs but should not erect tents or other structures on church property. This includes large signs or banners on vehicles.
- Electioneers should not put additional signs in the ground beyond what is allowed above.

In addition, we ask that electioneers not station themselves or congregate in front of the main entrance to the building but remain on the grass areas across from the main church entrance. Electioneers and poll watchers are welcome to use the restrooms in the main building. Access is granted by a buzzer to the right of the main entrance doors.

If you have any questions about these guidelines, please contact the church office.

Thank you for your consideration.

To: Shelby County Election Commission

Candidate

Candidate supporters and volunteers

RE: Collierville Church Election Sign placement

To Whom It May Concern:

The following are the guidelines for the placement of candidate signs at Collierville Church of Christ. Signs not in compliance with these guidelines will be removed.

- Signs may be placed along Shelton Rd, however must be placed at least 2 feet from the road and cannot block traffic sightlines for exits
- Only one sign per candidate
- No wooden stakes
- No sign larger than 18 X 24 inches
- ONLY wire frame stakes
- No signs may impede the view of any church signage
- No signs may be placed within 100 feet of the polling location entrance
- Signs may be placed on church property no more than 24 hours before an election
- Signs must be removed by noon the day after the election
- Damage to the property of Collierville Church of Christ as a result of signage placement will be the responsibility of the candidate

Questions should be directed to the appropriate contact at the election commission.

Thank you for your consideration,

Joe Cason

Collierville Church of Christ

575 Shelton Rd

Collierville, Tennessee 38017

[colliervillecoc@gmail.com](mailto:colliervillecoc@gmail.com)

[www.colliervillecoc.org](http://www.colliervillecoc.org)

Phone: (901)-853-9827