

## EMERGENCY BALLOTS

If your machine breaks down, NO, you do not shut the polling place down (as tempting as it may be). We never tell the voter they have to come back to vote because the machine is broken.

1. CALL THE ELECTION OFFICE 778-2172. We will contact the Technician and get them to you as soon as humanly possible.
2. The voter still has to go through all the motions, just as if they were voting on the machine. You ask their name, their address, turn the Pollbook to them and they sign.
3. The voter is then handed a MACHINE ballot, the ballot stub number is recorded on the PCN line, and on the Handwritten List. It is also recorded with an E or EM before it to note it as an Emergency Ballot. Check the Emergency Ballot box on the ballot stub.
4. Unlock the Emergency Ballot slot on the front of the machine. The Emergency Ballot slot should only be open if the machine breaks down so as not to confuse voters.



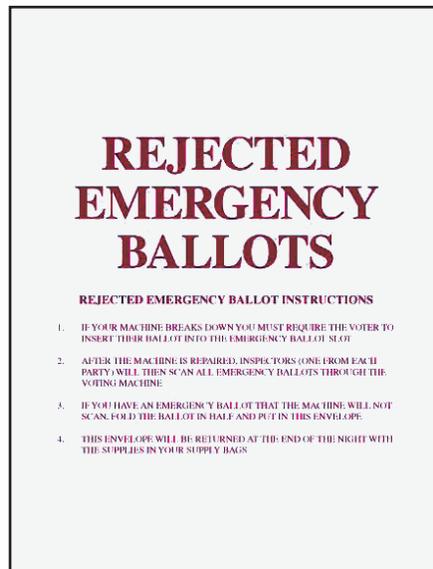
5. After the voter is done filling out the ballot, they slide the ballot in the Emergency Ballot slot.



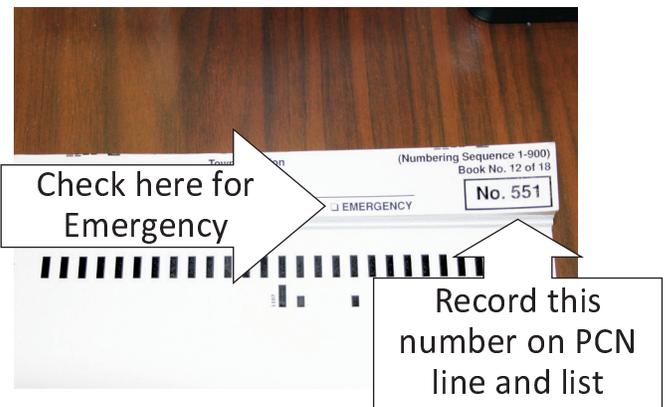
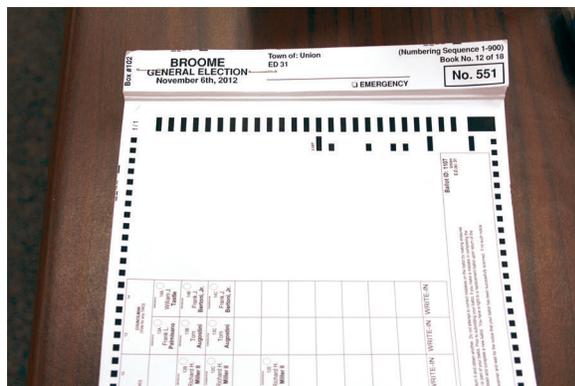
1. After Technicians repair the machine, ONE INSPECTOR FROM EACH PARTY will then remove the ballots from the Emergency Ballot slot and scan them through. If a ballot is scanned and comes up with the "OVERVOTE" message, just press the green **CAST** button.



1. If you are scanning an Emergency Ballot through and the machine will not accept it because of “Ambiguous Marks”, please fold the ballot up and place it in the “REJECTED EMERGENCY BALLOT” envelope (white envelope with red lettering). The envelope must be returned in your Supply Bag. This is a live vote that needs to be counted.



**GENERAL ELECTION BALLOT AND STUB**



**PRIMARY ELECTION BALLOT AND STUB**

