

PREPARING FOR VOTING

Remove your colored Supply Bag and your Purple Ballot Bag from the voting machine.



Remove your Affidavit Tabletop Privacy Booth from the bottom of the voting machine.



CHECKING THE PURPLE BALLOT BAG



1. The Purple Ballot Bag contains your voting machine ballots, the Inspector Ballot and Seal report, blank paper (for BMD – handicap voting), Privacy Sleeves and the VOIDED ballot envelope. Check the label to verify that the bag belongs to your district.
2. Remove the seal from the bag.



3. Remove the Inspector Ballot and Seal Report.

INSPECTOR BALLOT AND SEAL REPORT
BOARD OF ELECTION USE ONLY

Number of booklets sent _____

Booklet sequence of numbers issued _____ to _____

Purple bag sealed with seal number _____

Packed by _____ and _____

INSPECTOR USE ONLY

BEFORE THE POLLS OPEN

Number of whole booklets received _____

Booklet sequence of numbers issued _____

ICP Serial number _____

Protective Counter Number _____

Ballot Box Seal _____

ATI Seal _____

Printer Seal _____

FLASH Seal _____

Admin Memory Card Seal _____

Pollworker Memory Card Seal _____

BALLOT BOX SEAL ATI SEAL

AFTER THE POLLS CLOSE

Number of whole booklets used _____

Booklet sequence of numbers used _____ to _____

Number of whole booklets UNUSED _____

Booklet sequence of numbers UNUSED _____ to _____

Number of VOIDED ballots _____

Number of voters using the BMD _____

TOTAL NUMBER OF SCANNED BALLOTS _____

Number of Affidavit ballots issued
(should match your challenge report) _____

Number of Emergency ballot voters _____

Purple bag sealed with seal number _____

ICP Serial number _____

Protective Counter Number _____

Ballot Box Seal _____

ATI Seal _____

Printer Seal _____

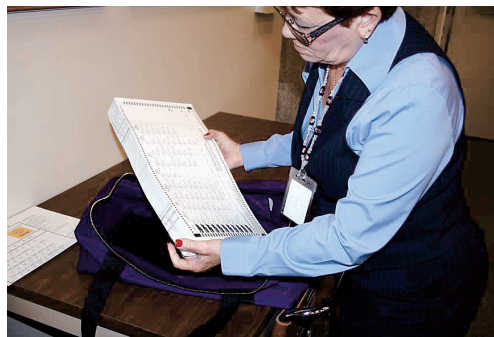
FLASH Seal _____

Admin Memory Card Seal _____

Pollworker Memory Card Seal _____

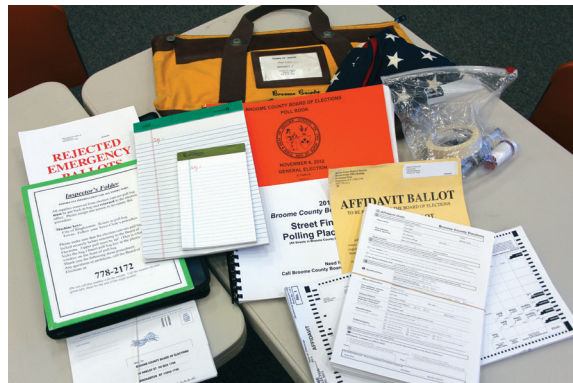
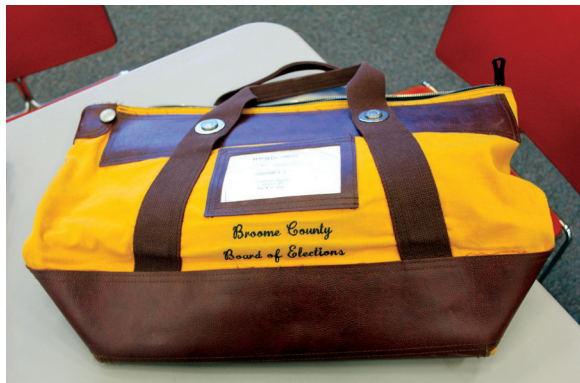
Inspector signatures _____

1. Fill out the "BEFORE THE POLLS OPEN" section. Record the number of booklets received and the sequence of numbers by checking the first ballot number in the first booklet and the last ballot number in the last booklet. It should match the "BOARD OF ELECTIONS USE ONLY" information above.
2. Take out the 1st booklet and leave the rest in your Purple Bag. You can only have one booklet on your table at a time. When you use all the ballots in the booklet, put the empty booklet (the strip of stubs) back into the Purple Bag and bring the next one out. Make sure that you keep the booklets in sequential number order.

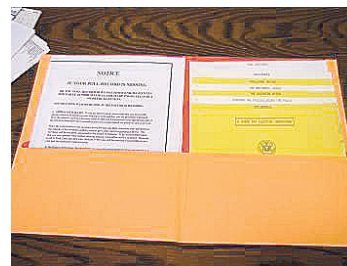
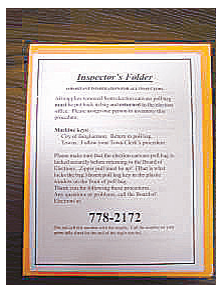


CHECKING THE SUPPLY BAG

Your Supply Bag will be the non-purple bag. Each town has its own color.



1. In the colored folder you will find a checklist (see next page for an example).

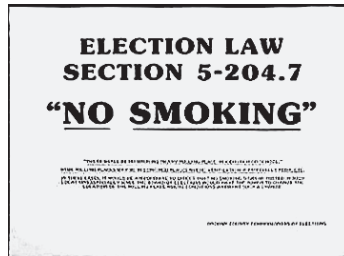


2. Go through the entire checklist, checking off the supplies as you go over it. This will also help you so you know where everything is when you need it.

Supply Bag Check List
Primary and General Election Supplies
Check off the following list of supplies before polls open:

- ☐ Supply Bag key, Machine key and Ibutton – clear plastic Security Bag
- ☐ seals for machine(s) & bags for closing the polls – clear plastic Security Bag
- ☐ pay vouchers (blue folder)
- ☐ Inspector Ballot and Seal Report **(WILL BE IN THE PURPLE BALLOT BAG)**
- ☐ sample ballot(s) – compare to machine printout, then post (there will be TWO if you have propositions located on the back)
- ☐ booklet of Affidavit Ballots – compare to machine printout
- ☐ Privacy folders
- ☐ Affidavit Ballot envelopes
- ☐ large return envelopes
 - ☐ Affidavit Ballots
 - ☐ Rejected Emergency Ballots
- ☐ Blue Affidavit and Security bag (to put the Large Affidavit envelope/Clear Security bag at close of polls)
- ☐ Red Memory Card return bag (to return Poll Worker Memory card at close of polls)
- ☐ large white pad (for list of voters – GENERAL ELECTION ONLY)
- ☐ large white computer-generated form (for list of voters – PRIMARY ELECTION ONLY – one for each party)
- ☐ small white pad (for inspector's notes)
- ☐ Street Finder
- ☐ ruler
- ☐ plastic bag
 - ☐ ballot marking pens
 - ☐ pens
 - ☐ tacks
 - ☐ masking tape
 - ☐ glue stick
 - ☐ scissors
- ☐ signs
 - ☐ distance marker
 - ☐ vote here today
 - ☐ no smoking
 - ☐ Proposition Sign (to look on back of ballot – GENERAL ELECTION ONLY)
- ☐ American flag
- ☐ Colored Inspectors Folder
 - ☐ Chairman's check list
 - ☐ Polling place evaluation sheet
 - ☐ Notice when your poll record is missing
 - ☐ Remove relatives form
 - ☐ Challenges at primary election
 - ☐ Disability Etiquette
- ☐ Mail registration cards
- ☐ Absentee ballot applications

- VOTE HERE
TODAY**



4. Make sure you post your Sample Ballot in a place where someone in a wheelchair will be able to read it easily. If there are propositions, they are on the BACK of the Sample Ballot. You will receive two in your Supply Bag, hang one with the candidates showing and one with the propositions showing.

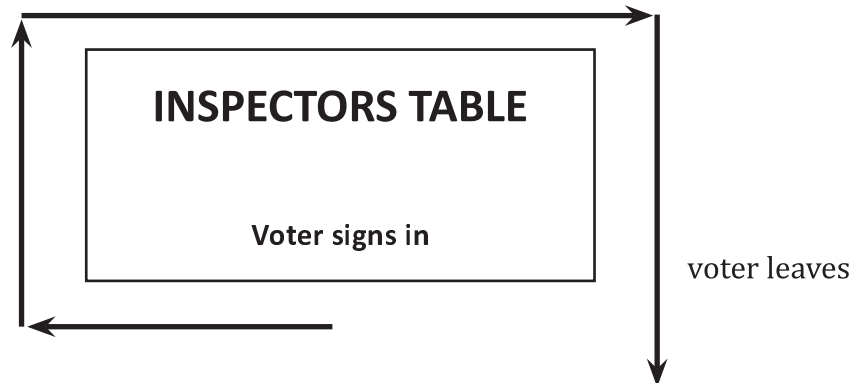
BACK OF SAMPLE BALLOT

[illegible][illegible]**DISPLAY AS SHOWN**

When setting up your room, you want to set it up so that it flows smoothly. The first person the voter should come to is the Inspector who is managing the Pollbook, then the Inspector keeping the Handwritten List. The Inspector who is managing the Affidavit ballots should be at the end of the table, out of the flow and ready to move to a place that has some privacy for voters, but more about Affidavits later (see page 40).

VOTING**BOOTH** (voter marks their ballot)**VOTING****MACHINE**

voter casts ballot



POLLS ARE NOW OPEN/VOTING

Now you are ready for voters!

If you are at **a multiple district polling place**, one Inspector should sit by the door with the street finder to “direct traffic”. As the voter comes in, ask them for their address, look it up in the Street Finder and direct the voter to the correct line. This will save a lot of confusion on the part of the voter and will help the signing in process go a little smoother.

So, other than the greeter at the door, the Inspector managing the Pollbook should be the first person that the voter meets, then take the following steps:

1. Greet the voter and ask them their name.
2. Find the voter’s name in the Pollbook. If you don’t find their name, have the voter spell it and have another Inspector look for it.



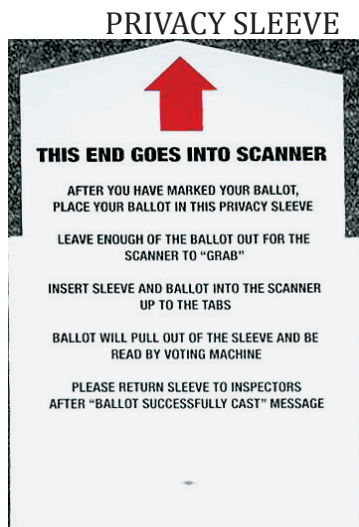
3. After you find the voter’s name, ask the voter for their address. We ask them for their address to make sure they haven’t moved. If they have moved see page 40 for instructions on voting by Affidavit Ballot.
4. After you have verified the address, you TURN THE POLLBOOK to the voter and have them sign. NO UPSIDE DOWN SIGNATURES.



If a voter is unable to sign, NO ONE can sign for them (not even a Power of Attorney). The voter can make a mark, or an X if they can, that is acceptable. If the voter is unable to sign or make a mark for themselves, you, the Inspector will write UNABLE TO SIGN in the box where the voter would sign. (see page 35 for voters needing assistance).

We only sign in four (4) voters at a time. You only want as many voters signed in as you have voting booth space.

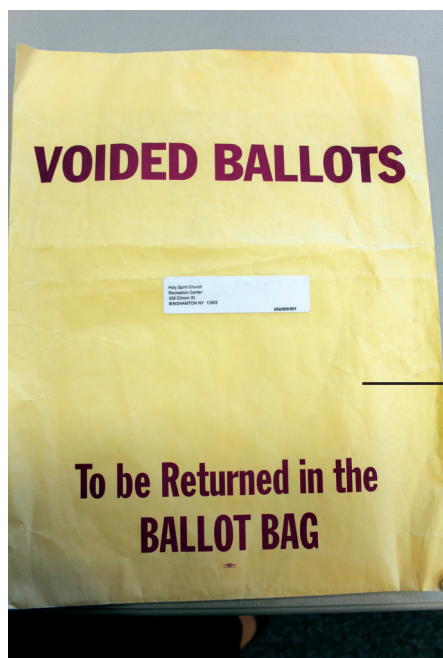
After the voter has signed the Pollbook, on your Handwritten List record the stub number of the next ballot in your ballot booklet. This number is also recorded on the PCN line of the Pollbook next to that voter's name. **THIS INCLUDES EMERGENCY BALLOT VOTERS.** Tear off the next ballot in your ballot booklet and give it to the voter so he/she may cast their vote. You will also hand them a marking pen and a **PRIVACY SLEEVE** for the voter to put their ballot into after they mark it. Take a few moments to give some brief instructions on how to fill out the ballot properly.



The voter will then proceed to the voting booth to mark their ballot.



If the voter brings back the ballot and says they have made a mistake, take the ballot, fold it, and in large letters write VOID. Put it in the VOIDED BALLOT envelope (from your Purple Ballot Bag), then write the next ballot number on your Handwritten List and re-write the voter's name. Next to the ballot number you voided, write VOID on the list, and make a note on your small Notepad. At the end of the night you will have to count all your voided ballots to record on the Ballot Transmittal portion of the Inspector Ballot and Seal Report.



AFTER THE POLLS CLOSE

Number of whole booklets used _____

Booklet sequence of numbers used _____ to _____

Number of whole booklets UNUSED _____

Booklet sequence of numbers UNUSED _____ to _____

Number of VOIDED ballots _____

Number of voters using the BMD _____

TOTAL NUMBER OF SCANNED BALLOTS _____

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(should match your challenge report) _____

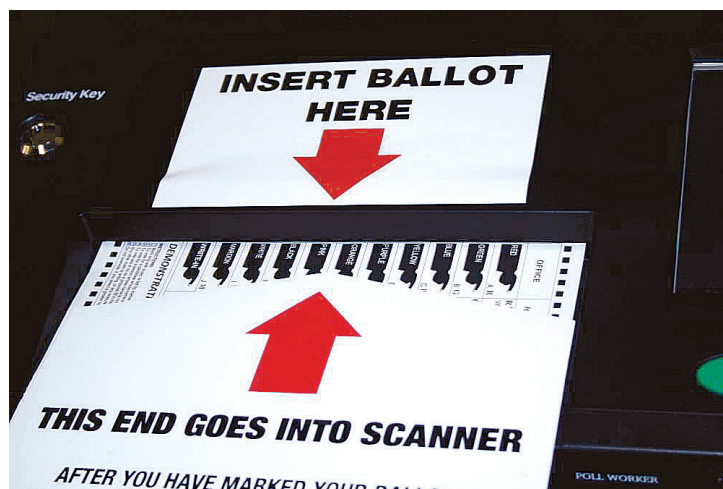
Number of Emergency ballot voters _____

Purple bag sealed with seal number _____

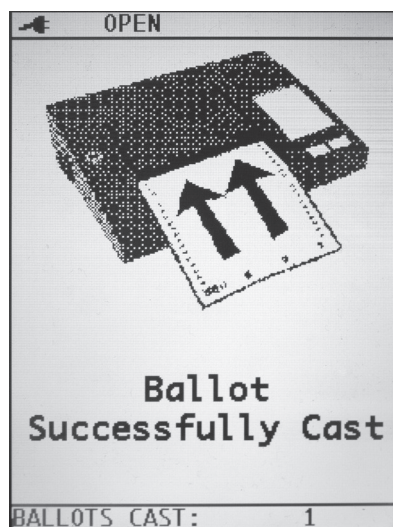
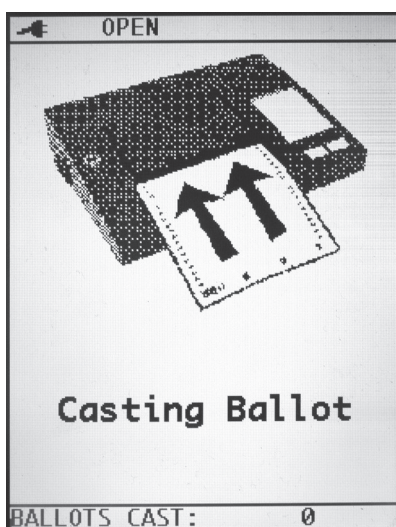
After the voter has filled in their ballot, they will proceed to the voting machine to cast their ballot with their ballot in the PRIVACY SLEEVE (if they choose to use it). The Inspector will direct the next voter to the machine when it is free. **DO NOT STAND AT THE MACHINE!!!** You need to stand away from the voting machine to respect the voter's privacy.



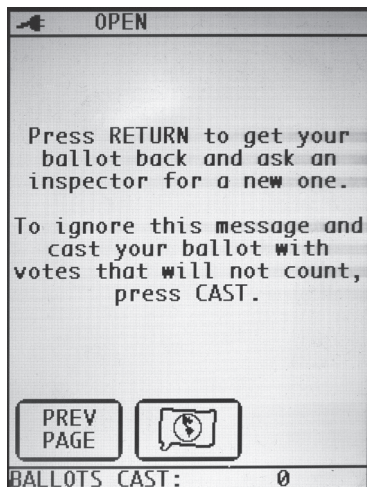
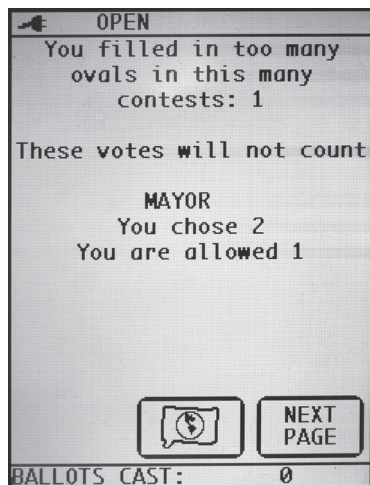
Instruct the voter to insert their ballot in the ICP (where the “INSERT BALLOT HERE” label is). If they leave their ballot in the Privacy Sleeve, instruct the voter to have a large portion of the ballot hanging out, hold the sleeve loosely and put **ONLY THE BALLOT** into the slot. It does not matter what side or end of the ballot goes in first.



The voter will put their ballot in the scanner, and the voting machine will read their ballot. If there are no problems with the ballot, the voter will see these screens:



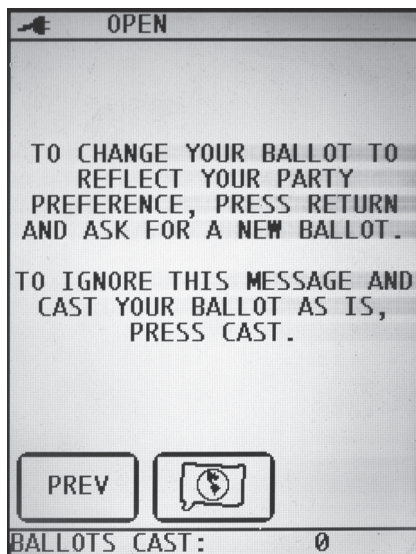
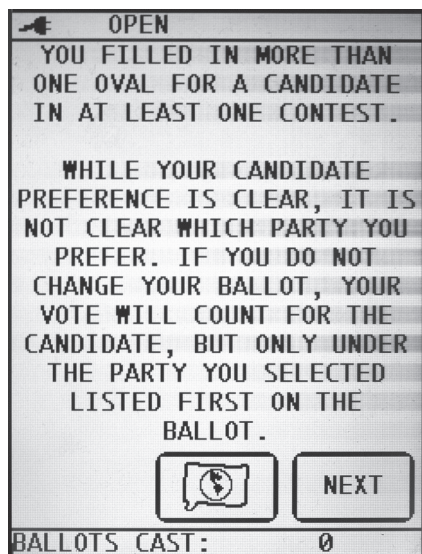
If the ballot has been overvoted (voted for more candidates than allowed), the machine will give the voter this two-part warning:



If the voter wishes to cast their ballot as is, they will press the green **CAST** button. If they would like to correct their ballot, they press the red **RETURN** button and the ballot will come back out of the scanner (where they put it in). The can either fix their ballot, or they can request a new one from the Inspectors. (see page 26 for voided ballots).



If the voter has filled in the oval for the same candidate more than once, this two-part warning will appear:



If a voter leaves the voting machine without pressing the **CAST** button to cast their vote, one Inspector from each party will then proceed to the machine and press it for the voter. Please make a note on your small Notepad. (If a voter leaves a ballot in the voting booth, one Inspector from each party will retrieve it, fold it in half and in large letters write VOID, make a note on your small Notepad, and place the ballot in the VOID envelope.)

WHAT **NOT** TO DO

DO NOT TAKE THE BALLOT FROM THE VOTER



DO NOT HAVE THE VOTER PUT THE BALLOT IN THE BMD END OF THE VOTING MACHINE



IDENTIFICATION REQUIREMENTS

One of the newer requirements of HAVA (Help America Vote Act) is that certain voters have to show ID in order to vote on the voting machine. The types of ID that are acceptable are on the following page. Only voters that have ID REQUIRED in the box where they would sign their name actually have to show ID.

ID	IND	F	07/24/1987	09/25/2006
ID REQUIRED				
SIGNATURE OF VOTER -			GAYNOR, MALLORY	

If a voter has to show you ID, you look at the ID they give you, and if it matches the information from the Election Office, THE VOTER IS GIVEN A BALLOT TO VOTE ON THE MACHINE. You make a note that they showed you ID, but we don't need any numbers or info recorded.

If a voter does not have Identification, they must vote AFFIDAVIT BALLOT (see page 40).