

**Election Day  
Contact Numbers**

**BEFORE POLLS  
OPEN**

Machine Problems **753-1514**

Missing Both **753-1523**

Inspectors From Same Party **753-1539**

*(call by 5:45am for General Election or 11:45am for Primary Election)*

Missing Critical Supplies Needed to Get Your Polling Site Open and Operating **753-1555**

**AFTER POLLS  
OPEN**

Machine Problems **753-1514**

Supplies not needed immediately **753-1501**

Missing One Inspector from Either Party **753-1523**  
**753-1539**

Voter Questions **753-1550**

Call-In District (selected ED) **753-1543**

*Monroe County Board of Elections*

# Election Inspector Training Manual

Revised July 21, 2008

Inspector Name: \_\_\_\_\_



PETER M. QUINN  
COMMISSIONER

THOMAS F. FERRARESE  
COMMISSIONER

DOUGLAS E. FRENCH  
DEPUTY

SHEILA M. FLEISCHAUER  
DEPUTY

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## For Inspector Information

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### NEW IN 2008

- ❖ Revised check-in procedures
- ❖ New information on assisting disabled voters
- ❖ New information on the Ballot Marking Device

**Please bring this Manual with you on Election Day**

# Message from the Commissioners

Dear Inspector:



Peter  
Quinn

2008 will be a very busy year. A Presidential Election always brings a higher voter turnout, but this year that will be augmented by a new Ballot Marking Device (BMD), one in each polling site. The Board of Elections is assigning inspectors directly for these new devices. We still need most of our inspectors to work on the lever machines since most voters will still be using the lever machines.



Thomas  
Ferrarese

Being an inspector is not what it was in the past. There were very few changes from year to year in the election process. You could go to training once every three years and still stay on top of the job. This is not the case any

longer. What we did in 2005, 2006 or even last year is different this year. That is why you are trained every year now and get new updated inspector manuals.

The Primary Election this year will be on Tuesday, September 9th and the polls will be open from noon to 9:00 PM. Inspectors need to be at their assigned sites no later than 11:30 AM to prepare for the day. The General Election will be on Tuesday, November 4th and the polls will be open from 6:00AM to 9:00 PM. Inspectors must be at their assigned sites by 5:30 AM to prepare for the day.

Remember we are here to support you and you are representing the Commissioners at the polling site. Since the Commissioners have the final say about all activity at the polling site your loyalty to the Board of Elections will ensure the success of fair and honest elections. We are confident that your training will prepare you to be an effective and accurate Election Inspector who will represent us proudly.

Sincerely,

Peter Quinn

*Republican Commissioner*

Thomas Ferrarese

*Democratic Commissioner*

## Table of Contents

Subject	Page
<b>PART I: Before You Start</b>	<b>1-3</b>
Inspector Appointment	1
Coordinators & Scheduling	1
Election Inspector Duties	2
The Chairperson	2
The Voting Machine	3
<b>PART II: Opening the Polls</b>	<b>4-8</b>
Signs	7
Street Guide, Flip Chart	8
Poll Book	9
<b>PART III: Check-In Procedures</b>	<b>10-18</b>
ID Examples	10
Poll Book Procedures	10
BMD (Ballot Marking Device)	11
Name Changes	12
Primary Elections	12
Voter Does Not Live in the District	13
Voter Moves in Same District	13
Affidavit Ballots	13-15
Affidavit Ballots – BMD	13
Affidavit Envelope	15
Court Orders	16
Emergency Ballots	17
Emergency Procedures	17
Check-In Flowchart	18
Write-In Votes	19
Absentee Ballot Votes	19
Voter Challenges	19
<b>PART IV: Helping the Voter</b>	<b>20-23</b>
Assisting Voters	20
Service Animals	21
Tips for Assisting Disabled Voters	21-23
Working with Translators	22
Handicap Accessible Machine	23
Challenge Report	24
<b>Special Section: BMD</b>	<b>25-30</b>
<b>PART V: People at the Polls</b>	<b>31</b>
Spanish Interpreters	31
Poll Watchers	31
Candidates	31
<b>PART VI: At the Polls</b>	<b>32</b>
Election Etiquette	32
Breaks & Meals	32
Conduct	32
<b>PART VII: Closing</b>	<b>33-34</b>
Cutting the Paper Roll	33
Re-packing Instructions	34
<b>Appendix I: The Election Process</b>	<b>35</b>
<b>Appendix II: Inspector Pay</b>	<b>36</b>
<b>Glossary of Terms</b>	<b>37</b>
<b>Frequently Asked Questions</b>	<b>38-39</b>
<b>List of Photos and Illustrations</b>	<b>39</b>
<b>Review Questions for Exam</b>	<b>40</b>
<b>Index</b>	<b>41</b>
<b>Checklists</b>	<b>Back Cover</b>

## Inspector Appointment (Election Law §3-400 to §3-420)

The parties that achieve the highest and second highest votes for governor are responsible for assigning inspectors. Inspectors are chosen from enrolled Democrats and Republicans first, but voters registered in other parties may be assigned in an emergency. Lists of inspectors are recommended by local party committees or the County Committee to the Board of Elections by May 1. Usually, this list is the previous election's working (active) inspectors. On July 15, after reviewing the party recommendations, the Elections Commissioners select and appoint a list of inspectors; thereafter, changes may be made to this list.

### Minimum Qualifications for Election Inspectors

- Be a registered voter.
- Be a resident of the County in which he or she serves.
- Attend an annual training session.
- Pass an examination at the end of any training session attended.
- Speak and read the English language and write legibly.
- Not hold any public office or be a candidate for public office or party position to be voted on by the voters of the district in which the inspector would be working or be the spouse, parent or child of a candidate running for office in the district in which the inspector would work.

## Coordinators & Inspector Scheduling

*Coordinators are responsible for:*

- ★ Scheduling Inspectors
- ★ Ensuring Inspectors attend required training classes
- ★ Recruiting Inspectors
- ★ Being involved in supply delivery and return
- ★ Visiting each election district on election day.

Coordinators are looking to schedule inspectors who are knowledgeable, trained, friendly, courteous and can work the entire election day. Inspectors need to maintain a good rapport with their coordinators.

Coordinators are qualified inspectors who receive special training and who know Election Law.

A Coordinator schedules inspectors in an Election District (ED). Normally, four inspectors, two Republicans and two Democrats, are scheduled for each ED.

### Scheduling Notes:

- ★ Inspectors must heed the advice of Coordinators of EITHER party.
- ★ Inspectors may be scheduled to work in any election district.
- ★ Inspectors may be scheduled in a different election district than where they vote.
- ★ Inspectors should contact their coordinator if they have any scheduling questions.
- ★ Inspectors must call their coordinator immediately if they are scheduled and unable to work.

## **RESPONSIBILITIES OF AN ELECTION INSPECTOR**

1. Open and close the voting machine.
2. Organize the physical layout of the polling site.  
*Inspectors must be able to clearly see who enters and exits the voting machine*
3. Organize election day supplies.  
Inspectors should have their *Street Guide, Poll Book, Flip Chart* and *Challenge Report* available.
4. Rotate tasks and share the work. Inspector must know how to do all of these tasks and be willing to change from one to another throughout the day.  
Common tasks are overseeing the *poll book*, being in charge of the *street guide*, monitoring the *voting machine*, composing a *supplementary list*, overseeing the completion of *affidavit ballot envelopes*.
5. Process qualified voters.
6. Complete all necessary paperwork including the Canvass and Tally Sheets.
7. Maintain order at the polling site.
8. Serve in ONLY the Election District assigned by the Coordinator.
9. Arrive on time at your polling site on Election Day.
10. Choose a Chairperson (*One of four (4) Inspectors serves as Chairperson*).

## **RESPONSIBILITIES OF THE CHAIRPERSON**

1. Oversee the day.
2. Make sure that one Democratic and one Republican Inspector are present at all times (Remember: 2 Democrats and 2 Republicans are assigned per election district).
3. Schedule inspector meal breaks and time for voting.
4. Make sure that all forms are filled out properly. Make sure that inspectors are signing the appropriate documents. Ensure that all affidavit and emergency envelopes are signed.
5. To oversee the return of the **orange dotted bag** to the Town Clerk in the Towns or a Board of Elections Supply Return Location in the City.
6. Keep the Coordinator and Board of Elections informed about any concerns.

### ***How do we choose a Chairperson?***

Per Election Law 3-400(4): “Before entering on their duties, the election inspectors of each election district outside of New York shall appoint one of their number chairman, to serve as such during his term of office. If a majority shall not agree upon such appointment, they shall draw lots for that position.”

# The Lever Voting Machine

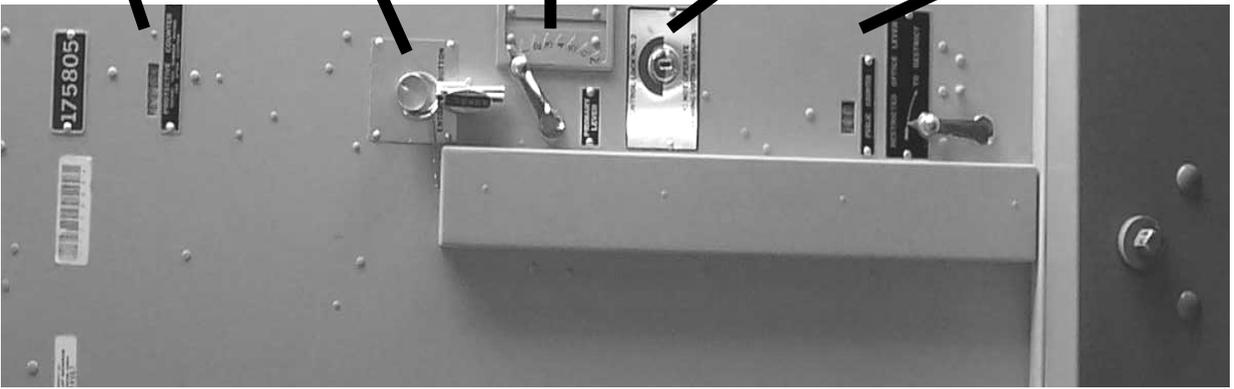


**Voting Machine** (Lever Machine)  
(AVM Machine)



**#3 key**

(opens and closes front and back of machine)



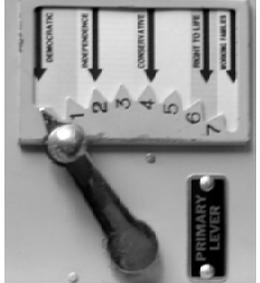
Right side of machine  
(facing machine)



**Protective Counter Number**  
(shows total number of voters ever cast on the machine)



**Entrance Button**  
(must be pushed by the inspector prior to voter entering voting booth)



**Primary Lever**  
(set in a primary election to voter's party)



**# 2 Key**  
(Turns machine off and on)



**Public Counter Number**  
(Shows number of voters who voted on the machine on an election day and is the number entered in the poll book next to the inspector's initials)

## Opening the Polls

- ★ The Supply Bag may ONLY be opened if one inspector from EACH party is present.
- ★ Inspectors MUST arrive ON TIME:

### **General Election Day**

- Arrive at 5:30 a.m.
- Each district must be ready to open by 6:00 a.m.
- Voting begins at 6:00 a.m.

### **Primary Election Day**

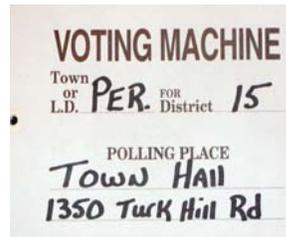
- Arrive at 11:30 a.m.
- Each reporting district must be ready to open by Noon.
- Voting begins at Noon.

- ★ All activities must be done in bi-partisan teams (one Republican and one Democrat).

1. One of the four (4) Inspectors will arrive with supply bag.
2. Make sure the district on supply bag is the same as that on the machine tag.
3. Open the supply bag and remove the machine keys.
4. Make sure the election district on the poll book is the same as that on the machine tag.



Supply Bag



Machine Tag



Key Ring  
(Showing Number 3 and Numer 2 Keys)

### **Supply List**

- ◆ AB Machine Instructions (As Needed)
- ◆ Additional Pencils/Pens(2)
- ◆ Affidavit Ballots
- ◆ Affidavit Envelopes
- ◆ Affidavit Instruction
- ◆ Affidavit Return Envelope
- ◆ Arrows Signs (4)
- ◆ AVM Machine Instructions
- ◆ BOE Return Envelope
- ◆ Call-In-Districts
- ◆ Canvass Sheets W/Example
- ◆ Cardboard Voting Booth
- ◆ Certificate Of Service
- ◆ Challenge Report W/Attachment
- ◆ City Clerk / Town Return Envelope
- ◆ City Payroll (If Applicable)
- ◆ Distance Markers Signs (2)
- ◆ Election District Tags
- ◆ Election Inspectors Needed Sheet
- ◆ Election Site Evaluation Survey
- ◆ Emergency Envelopes
- ◆ Envelope W/Badges
- ◆ Flip Chart
- ◆ Handicapped Vote Here Sign (1-Blue)
- ◆ Id Notice To Inspectors W/Acceptable Id
- ◆ Key Return Envelope W/Seals
- ◆ Machine Keys
- ◆ Map With Poll Sites Attached
- ◆ "Notes To Commissioners" Sheets
- ◆ Oath for Person Assisting Voter
- ◆ Packing List
- ◆ Paper Roll Return Envelope
- ◆ Poll Book
- ◆ Primary Slips (As Needed)
- ◆ Propositions (If Required)
- ◆ Signature Cover
- ◆ Small Supply Bag (Pen, Pencils, Stickers, Etc.)
- ◆ Spanish Interpreter Envelope
- ◆ Street Guide
- ◆ Tally Sheet
- ◆ Vote Here Sign (1-black-and-white)
- ◆ Voter Bill Of Rights
- ◆ Voter Registration Forms (10 In Pack)
- ◆ Welcome To District Sign

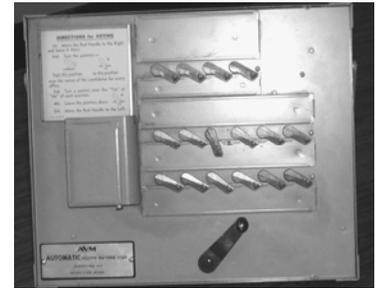
## Setting Up the Lever Voting Machine

### Front of Machine

5. Use #3 Key to open front of the machine
6. Remove the 2 bags of supplies
7. Plug cord in for light (move machine to outlet) In case of power failure the voting machine can still operate: the power is only needed for the light. Make sure the placement of the cord will not pose a safety hazard.
8. Snap curtains inside of the machine.
9. Display sample voting machine on the table.
10. Verify the machine face against the sample ballot to make sure the offices and candidates are the same.



Number 3 key  
in front of  
machine

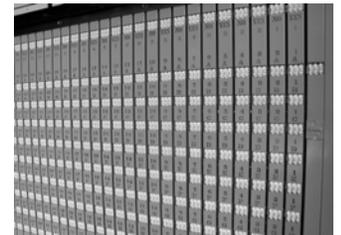


### **Sample Voting Machine**

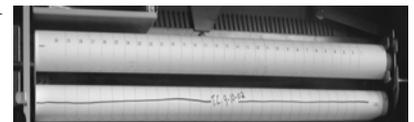
(Use the sample voting machine to help new voters understand how to use the levers in the voting machine)

### Back of the Machine

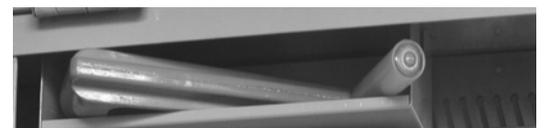
11. Use #3 Key to open the back of the machine.
12. Remove the crank from the upper left-hand corner of the paper roll compartment (if the voting machine is labeled Handicapped Accessible).
13. Verify dials are at zero (If you find a number on the back of the voting machine on one of dials, attach a note to the canvass sheet signed by all four inspectors).
14. Verify dateline on paper roll.
15. Use the #3 Key to lock the back of the machine.



Back of voting machine,  
cover lifted, dials showing



The paper roll at the beginning  
of the day, date line shown



Crank for handicap access in  
compartment at back of machine

### Side of the Machine

16. Break the Seal in the entrance button.
17. Insert the #2 key in lock #2 and turn on the machine.
18. Place the machine keys in a safe place. Make sure the keys are in an accessible place and that every inspector knows where they are



Seal in  
Entrance  
Button



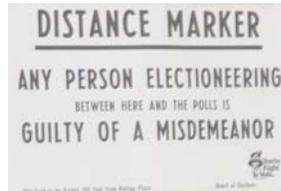
Number 2  
Key in  
Number 2  
lock

## Setting Up the Polling Place

19. Complete the “BEFORE THE POLLS OPENED” section on the canvass sheet and have all four (4) inspectors sign it.

### POST SIGNS

20. Post the “DISTANCE MARKER” sign, outside, 100 feet from the entrance to the building.



21. Post the black and white “VOTE HERE” sign at the main entrance of the site. Post the blue handicap “VOTE HERE” sign on the handicap accessible entrance.



22. Hang “Arrow Signs.”



23. Post the “DISTRICT MAP” and the “SAMPLE BALLOT” near the inspector table.

24. Post the “VOTERS BILL OF RIGHTS.”

### SUPPLIES

25. Display the flag.
26. Make sure the inspector table is neat.
27. Find and wear the Inspector Name Badges provided in your supplies.
28. Make sure the Poll Book, Signature Cover, Street Guide, Flip Chart, Challenge Report, and Affidavit Ballot Envelopes are on the inspector table.

**Before the Polls Opened**

(To be filled out and signed by the Board of Inspectors as indicated below, BEFORE THE OPENING OF THE POLLS.)

**WE HEREBY CERTIFY**

That, this day, before the polls were opened, we carefully examined each of the candidate and question counters and the public counter of the voting machine, and found that each registered 000.

That, during such examination, the entrance knob was locked against movement, and sealed, and so remained until the opening of the polls.

That the ballot labels were in their proper places and conformed to the sample ballot (diagram).

That the voting machine number was 028971

That the protective counter number was 041000

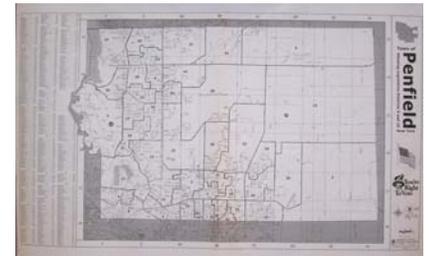
That the seal number was 263714

That the keys were delivered to us in a sealed envelope; and that the machine number, protective counter number, and seal number, written on said envelope, corresponded to numbers found on the voting machine as above set forth, respectively.

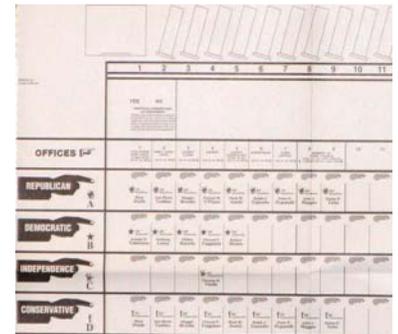
*Christine A. Maxwell*  
*Laura C. Dinger*  
*Randolph Blake*  
*Betty Jones*

(Signed) \_\_\_\_\_ Board of Inspectors.

“Opening of Polls” section of the canvass report



District Map



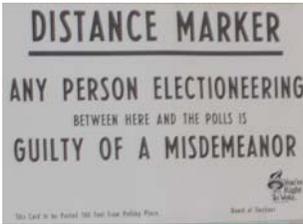
Sample Ballot



Welcome to District Sign

## Signs

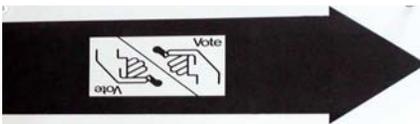
Remember to post your signs **before** you open the polls. Use the masking tape in your supplies to place the signs on **walls**.



- ◆ The **distance marker** should be placed outside, 100' from the entrance of the polling site.
- ◆ Attach it to a wall, post, fence, tree or whatever object is about 100' away.
- ◆ No one may electioneer within the distance marker area.
- ◆ A distance marker should be placed 100' from **EACH** entrance of the polling site.



- ◆ There are two **VOTE HERE** signs.
- ◆ The black-and-white sign should be posted on the main door most voters use.
- ◆ The blue and white sign with a wheelchair (as pictured here) must be placed on the handicapped accessible door. That door must remain unlocked during voting hours.



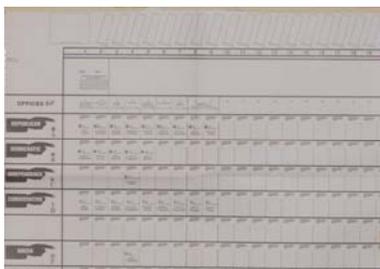
- ◆ Use the **arrow signs** to direct voters to a room or location inside a polling site.
- ◆ Post on inside walls



- ◆ The Welcome to District Sign must be posted on the wall near the inspector table. This helps the voter clearly identify their election district.



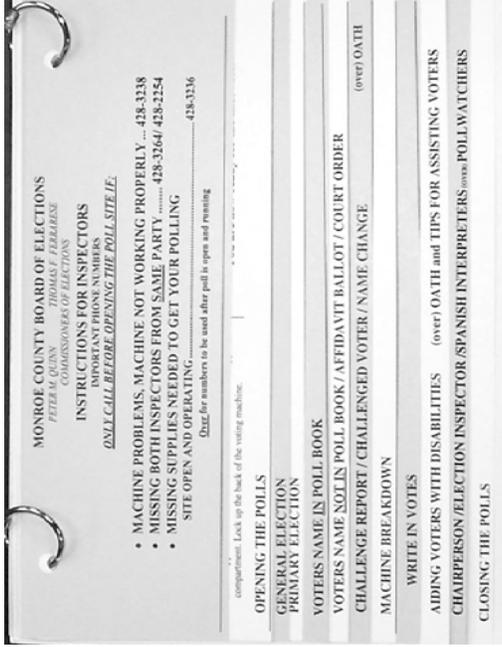
- ◆ The **district map** should be hung on the wall near the voting machine.
- ◆ A *polling site listing* will be stapled to the map. Use the map to find a voter's correct ED and then match the ED with the polling site and address.



- ◆ The **sample ballot** should be posted on the wall near the voting machine.
- ◆ Make sure the sample ballot is the same as the machine face inside the voting machine.
- ◆ Voters can use the sample ballot to double check those candidates running before they enter the voting machine.

# Important Supplies

## Flip Chart



- Look for important Board of Elections contact numbers on the front flap of the Flip Chart.
- Find updated information too late to be placed in the inspector manual.
- Inspectors can find quick answers to questions by reading the information under the tabs in the flip chart.

# Street Guide

Monroe County Board of Elections  
Street Guide  
Clarkson-1

STREET NAME	E/O	Start	End
ALICE LN	E	2	48
ALICE LN	O	1	65
AMY LN	E	2	110
AMY LN	O	291	321
BENITA DR	E	2	500
BENITA DR	O	1	499
BERRY GROVE LN	E	2	250
BERRY GROVE LN	O	1	249
BRADLEY LN	E	2	34
BRADLEY LN	O	1	33
CARL LN	E	2	20
CARL LN	O	1	19
DEBBIE LN	E	2	230
DEBBIE LN	O	1	244
DORRIS LN	E	2	30
DORRIS LN	O	1	29
EAST AVE	O	303	497
EDWARD LN	E	2	46
EDWARD LN	O	1	39
GILMORE RD	E	2	300
GILMORE RD	O	1	316
GRNA WAY	E	222	238
GRNA WAY	O	221	259
LADRIAN KING	E	2	230
LADRIAN KING	O	1	249
LAWYER RD	E	1	33
LAWYER RD	O	1	35
LEANNAS DR	E	1	17
LEANNAS DR	O	1	17
LIANNA CRES	E	20	100
LIANNA CRES	O	19	99
W RIDGE RD	E	356	934
W RIDGE RD	O	750	810
SCARLETT PINE CIR	E	2	230
SCARLETT PINE CIR	O	1	249
ST KATHERINE WAY	E	2	230
ST KATHERINE WAY	O	1	249

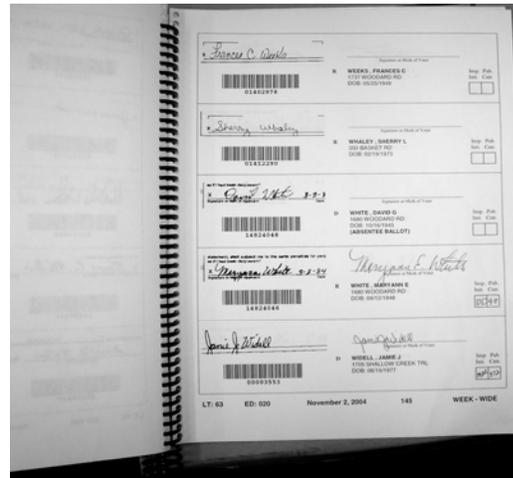
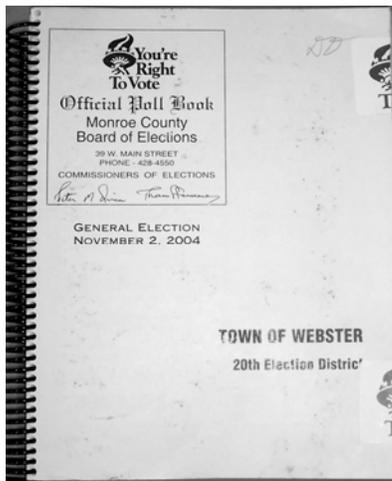
Clarkson-1

STREET NAME	E/O	Start	End
ALICE LN	E	2	48
ALICE LN	O	1	65
AMY LN	E	2	310
AMY LN	O	291	325
BENITA DR	E	2	500
BENITA DR	O	1	499
BERRY GROVE LN	E	2	250
BERRY GROVE LN	O	1	249
BRADLEY LN	E	2	34
BRADLEY LN	O	1	33
CARL LN	E	2	20
CARL LN	O	1	19

- Use the Street Guide to confirm that a voter lives in the election district.
- Procedure for using the Street Guide:
  1. Find the voter’s street.
  2. Determine if the house number is odd (O) or even (E).
  3. Within the odd or even ranges, make sure the voter’s house number is greater than the starting number and less than the ending number.
- 4. If the voter’s house number is within the range, send them on to the Poll Book for sign-in.
- 5. If the voter’s house is NOT within range, see the section in this manual called “VOTER DOES NOT LIVE IN THE DISTRICT.”

**EXAMPLE:** Maureen lives at 66 Amy Ln. Using the street guide we can confirm she lives in district 1 in Clarkson.

# The Poll Book



- Poll Books are printed according to Town and reporting election district (ED) in the Towns or Legislative District (LD) and ED in the City.
- The Poll Book is arranged alphabetically by the Voter's *Last Name* and then *First Name*.
- Use the *indexing* at the bottom right of the Poll Book to help quickly locate a voter's name.

## Poll Book Procedures

- ◆ A voter may NEVER sign for someone else.
- ◆ Make sure the voter signs next to their own name.
- ◆ Power of Attorney and pre-printed stamps may **not** be used.
- ◆ Never make stray marks in the Poll Book
- ◆ Never add voters into the Poll Book or write on the back of any page.
- ◆ Note **deceased** voters in the poll book. Only information given from a relative may be noted. Note the relationship (mother, father, brother, sister, etc.) of the person telling you about the voter.
- ◆ Note voters who have **moved** in the poll book. Only information given from a relative may be noted. Note the relationship (mother, father, brother, sister, etc.) of the person telling you about the voter. If the person moved within Monroe County, note the full residence address to which they moved. If the person moved out of county or state, note that.
- ◆ Note any corrections to the **birth date**.
- ◆ Note **spelling corrections** in the Poll Book.
- ◆ Always double-check the spelling of a voter's name. Turn a few pages forward or back.

## CHECK-IN PROCEDURE (for 2008 Elections)

**NOTE:** *New check in procedures relating to the Ballot Marking Device (BMD) are highlighted.*

- 1) Check to see if the voter’s address is within the range of house numbers in the Street Guide.
- 2) Locate the voter’s name in the poll book.
- 3) Check to see if “ID REQUIRED” is shown on the voters record *under the area listing the voters’s name, address and date of birth.*
  - a. Remember: Only ask for ID if “ID Required” appears near the voter’s name in the poll book.
  - b. If identification is required, ask the voter for a current, official document that shows their NAME and PHOTO OR an official document that shows their NAME and ADDRESS. (See sample ID Examples to the right)
  - c. If they show the identification, allow the voter to vote on the machine. Put a line through “~~ID REQUIRED.~~”
  - d. If they are unable to show identification, the voter must vote on an AFFIDAVIT BALLOT.
- 4) Cover the voter’s previous signature with the signature cover slip; this is an important ANTI-FRAUD PROCEDURE. Have the voter sign next to it.
- 5) Compare the signatures. Remember: a voter’s signature may change through the years.
- 6) Ask the voter if they will require assistance in marking their ballot.
  - a. If the voter indicates that they do not require assistance in marking their ballot, have them proceed to the lever machine. Go to step 7.
  - b. If the voter indicates that they do require assistance in marking their ballot, have them proceed to the Ballot Marking Device (BMD). Go to step 10.
  - c. If the voter is unsure if they require assistance, explain how assistance is given on the lever

### ID EXAMPLES

- ❖ Valid New York State Drivers License
- ❖ Passport
- ❖ Utility Bill
- ❖ Board of Elections verification letter

*The complete list of ID Examples is in your supplies on a yellow card.*

### ID Examples

<i>Aurea T. Campbell</i>	Signature or Mark of Voter	<b>CAMPBELL, AUREA T</b> 2260 LAKE AVE 2202 DOB: 02/05/1916 (ID REQUIRED)	Imp. Pub. Ins. Chtr. <input type="checkbox"/> <input type="checkbox"/>
<i>Mary T. Carroll</i>	Signature or Mark of Voter	<b>CARROLL, MARY T</b> 2260 LAKE AVE DOB: 09/05/1923 (ABSENTEE BALLOT)	Imp. Pub. Ins. Chtr. <input type="checkbox"/> <input type="checkbox"/>
<i>Cristina R. Carpenter</i>	Signature or Mark of Voter	<b>CARPENTER, CRISTINA R</b> 36 HOPPER TER DOB: 07/18/1970	Imp. Pub. Ins. Chtr. <input type="checkbox"/> <input type="checkbox"/>
<i>Charles R. Carr</i>	Signature or Mark of Voter	<b>CARR, CHARLES R</b> 22 CHERRY RD DOB: 09/28/1959	Imp. Pub. Ins. Chtr. <input type="checkbox"/> <input type="checkbox"/>
<i>Linda C. Carr</i>	Signature or Mark of Voter	<b>CARR, LINDA C</b> 22 CHERRY RD DOB: 02/04/1962	Imp. Pub. Ins. Chtr. <input type="checkbox"/> <input type="checkbox"/>

LT: 06 ED: 001 September 12, 2006 15 CAMP - CARR

Poll Book with **anti-fraud cover**. Notice “**ID Required**” voter and “**Absentee Ballot**” Voter references. Also notice the **boxes** where the inspector in charge of the poll book is **REQUIRED** to place their **initials** and the voter’s **public counter number**

Insp. Pub. Lever Machine:  
 Init. Cntr. How to fill in the  
 Inspector Initial Box  
 and Public Counter  
 number box in the  
 poll book.



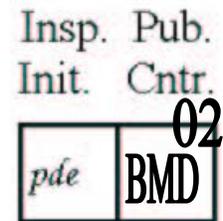
- machine. Explain that Federal Regulations allow a voter to use the BMD to mark a ballot.
- 7) The Inspector must fill-in voter’s public counter number and the Inspectors initials.
- 8) Once a voter has opened the curtains of the lever voting machine they may NOT re-enter the voting machine for any reason.
- 9) Assist first time voters or voters not familiar with operating the lever voting machine by demonstrating the sample voting machine and pointing out the sample ballot.

**Ballot Marking Device (BMD)**

- 10) If the voter wishes to use the BMD provide them with a BMD slip. The BMD slip must display the reporting election district the inspectors are assigned to work. Instruct the voter to take the slip to the inspectors overseeing the BMD.
- 11) The Inspector must fill-in the Inspectors initials in the appropriate box. In the public counter number box, the inspector must note “BMD” and above it, note the control number shown on the BMD slip.
- 12) If a voter returns from the BMD and has chosen not to use the BMD, they must return the BMD slip. An inspector must cross-off ~~BMD~~ and the ~~control number~~. The voter may then proceed to vote on the lever machine. The voter’s public counter number from the lever machine must be entered in the public counter number box.
- 13) If the voter does not have a slip, consult with the inspectors at the BMD to determine whether or not a ballot was marked at the BMD. If there are any questions, call the Board of Elections immediately at 753-1550.



Sample BMD Slip showing Election District Code and control number in upper right-hand corner



BMD: How to fill in the Inspector Initial Box and Public Counter number box in the poll book

## Part III – Check-In Procedures

### NAME CHANGES

- 1) If a Voter has changed his or her name since they last voted or registered they can still vote without re-registering, if they have not moved. Have the voter sign his or her name as it appears in the poll book and just above it, sign and *also print* their new name.
- 2) Record the information in Section I of the **Challenge Report**.

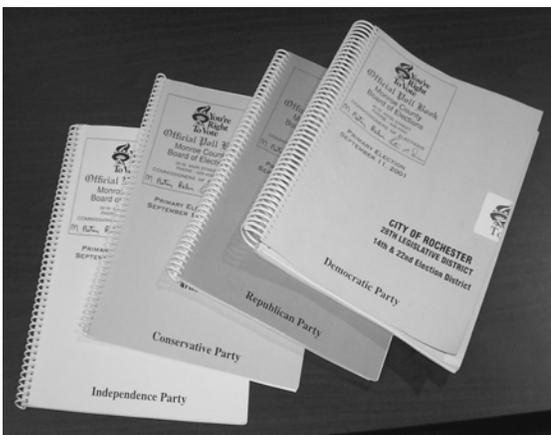
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## Check-In Procedure for Primary Election

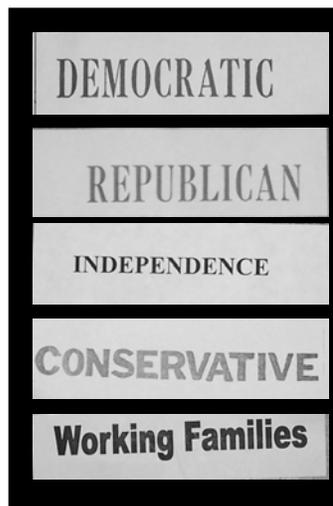
---

*Remember:* Only voters registered in a party experiencing a primary may vote in that party's primary.

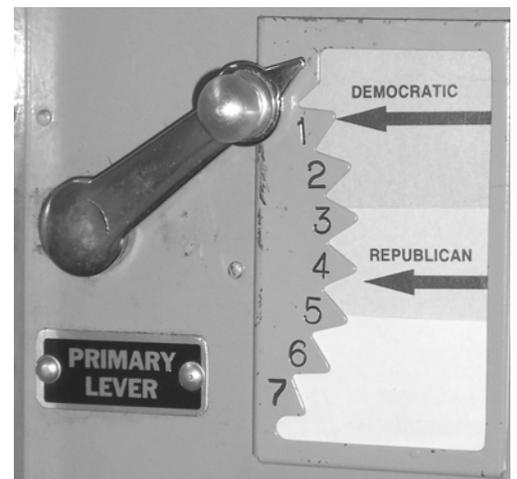
- 1) For Primary Elections you will have a separate poll book for each political party having a Primary Election. Each party will have a different colored book.
- 2) Each Book will contain consolidated districts (the voters in several election districts may be in one book and vote on one machine).
- 3) Ask the voter what party they are registered in. Go to the poll book corresponding to that party. Follow check-in procedures.
- 4) After the voter signs the poll book, issue them a VOTER PARTY (or PRIMARY) I.D. SLIP. Each slip will be the same color as the poll book.
- 5) The voter then hands it to the Inspector at the side of the voting Machine who sets the Primary Lever to the correct party. The lever should be set at the same color as the ID slip.
- 6) Setting the lever to the voter's party will prevent them from voting in any other party.



**Primary Poll Books**



**Primary ID Slips**



**Primary Lever**

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## Check-In Procedure for Primary Election (Continued)

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### If the Primary Lever Has Been Set Incorrectly

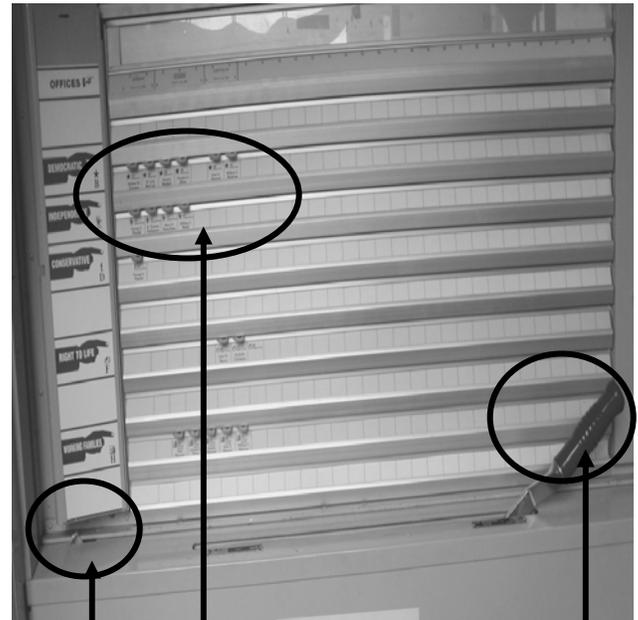
- ★ If a voter **has not** entered the voting machine and the Inspector has incorrectly set the Primary Lever and depressed the entrance button, they may simply pull out the entrance button, set the primary lever correctly and depress the entrance button again.
- ★ If the voter **has** entered the voting machine and closed the curtains and the Inspectors discover an error in setting the primary lever, they can correct this error in the following manner.

*Two Inspectors, one of each Party, enter the voting machine and do the following:*

- (1) If any Voting Pointers are down, push the Voting Pointers back in the non-voting position. This will then assure that no votes will be cast that shouldn't be.
- (2) As you are facing the machine put your right hand on the red voting lever. At the same time place your left hand on the emergency "release lever" located below the fistcards that have the various Party names indicated on them.
- (3) Pull and hold the "release lever" while moving the red handle to the left to open the curtain.

*This procedure will add one number on the Public Counter. The inspectors must indicate the public counter that was voided and the public counter that was added. This note must be attached to the Canvass Sheet and signed by all Inspectors.*

**Inspectors may reset the Primary Lever to the proper party setting and allow the voter to re-enter the machine and cast their vote.**



Red Handle

Pointers

Primary Release Lever

## VOTER DOES NOT LIVE IN THE DISTRICT

Sometimes, a voter may attempt to check in, but the inspectors can not find their house number and street in the Street Guide. If that is the case:

- ❖ Ask the voter if they have their Board of Elections “verification” letter (they should have received the letter in August) with their current address. The letter will show what district the voter should report to.
- ❖ Check to see if the voter is in another district at your polling site. Some polling sites have more than one district report to them.
- ❖ Check the district map included with your supplies that should be hanging on the wall. Find the street the voter lives on, identify the Election District, and match the election district to the polling site in the printed listing stapled to the district map.
- ❖ If you are still unsure, don’t guess. Call the Board of Elections: 753-1550

STREET NAME	E/O	Start	End
W COMMERCIAL ST	E	300	524
W COMMERCIAL ST	O	305	535
DRUMORE CRES	E	2	10
DRUMORE CRES	O	1	9
W ELM ST	E	300	498
W ELM ST	O	301	499
W FILBERT ST	E	300	598
W FILBERT ST	O	301	599
FOREST RD	E	2	10
FOREST RD	O	1	9
GRANT ST	E	300	698
GRANT ST	O	301	699
GREENBRIAR CT	E	2	20
GREENBRIAR CT	O	1	19
MC KINLEY ST	E	300	698
MC KINLEY ST	O	301	699
POMANDER WALK	E	2	20
POMANDER WALK	O	1	19
ROOSEVELT RD	E	300	698
W SPRUCE ST	O	301	599
UPPER CRES	E	2	4
UPPER CRES	O	1	9
S WASHINGTON ST	O	103	699
WEST AVE	E	300	598
WEST AVE	O	301	599
WOODNEATH CRES	E	2	20
WOODNEATH CRES	O	1	19

## VOTER MOVES WITHIN SAME ELECTION DISTRICT

If a voter tells you he or she has moved to a new address **within** the election district:

1. Check the street guide to verify the address is within the district.
2. Have the voter sign the poll book at the old address and vote on the voting machine.
3. Add the voters name and new address to the last (orange) page of your poll book.

LAST NAME	FIRST NAME	SERIAL #	NEW ADDRESS
1. Welch	Nancy	642736	1235 Caher Rd
2.			
3.			
4.			
5.			
6.			
7.			

## VOTER LIVES IN THE DISTRICT BUT IS NOT LISTED IN THE POLL BOOK

### NOTICE TO VOTERS

If a person’s current address is in your district, but his or her poll record is not in the book, he or she may vote by **Affidavit Ballot** or **Court Order**. Give the person “Notice to Voters” form which explains each option.

**NOTE:** If an affidavit ballot voter will be using the Ballot Marking Device (BMD), provide them with the BMD slip and an affidavit ballot envelope and direct them to the BMD.

**NOTICE TO VOTERS**

NOTICE TO PERSONS WHOSE POLL RECORD IS MISSING OR IN THE CASE OF A PRIMARY ELECTION THE POLL RECORD DOES NOT SHOW ENROLLMENT IN THE PARTY IN WHICH THE VOTER CLAIMS TO BE ENROLLED

If your poll record is missing from the poll book, or your poll record does not show that you are enrolled in the party in which you claim are enrolled, you may seek to vote by one of the following methods:

1. **AFFIDAVIT BALLOT** - If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered, (primary election - also enrolled in the appropriate party) the election inspectors will give you a paper ballot on which to cast your vote. You will then place the voted ballot in an affidavit ballot envelope that needs to be completed by you. The completed envelope will be returned, unopened, to the Board of Elections. If the board determines that you are qualified to vote, your ballot will be counted at the Board of Elections. The procedure used in canvassing your ballot ensures that the secrecy of your vote is maintained.
2. **COURT ORDER** - You may seek to obtain a court order directing the election inspectors to allow you to vote on the voting machine. Your Board of Elections or Party Headquarters will be able to tell you the procedure for obtaining a Court Order.

BOARD OF ELECTIONS 428-4550  
 DEMOCRATIC HEADQUARTERS 232-2410  
 REPUBLICAN HEADQUARTERS 546-8040

Part III: Check-In Procedures

# AFFIDAVIT BALLOTS – Lever Machine

Affidavit ballots should be used when:

1. A voter’s name is not in the poll book and the voter claims to be a registered voter in the election district.
2. A person is already registered in Monroe County in another district but has recently moved into a different district.
3. A voter claims to be enrolled in a political party other than the party indicated on the poll record (only applies in a Primary Election).
4. A Voter is unable to provide identification when such identification is required (ID REQUIRED in the poll book) and asked for.

## AFFIDAVIT BALLOT PROCEDURE

1. If a voter resides in the election district, the voter may vote on an Affidavit Ballot.
2. Provide the voter with a paper ballot. Instructions are on the ballot.
3. Instruct the voter to privately vote on the ballot, and seal it in the affidavit envelope.
4. The voter must date, sign and completely fill out the affidavit envelope and the attached registration form (a picture of the envelope appears on the next page).
5. An inspector must date, sign, completely fill out the affidavit envelope, and seal the envelope properly.
6. Enter the voter’s name and address in Section IV of the **Challenge Report**.
7. The inspector places the SEALED ballot envelope in the large “Affidavit Return” envelope for return to the Board of Elections.
8. Place the voter’s name on the front of the large “Affidavit Return” envelope.
9. All voted affidavit envelopes are returned unopened to the Board of Elections where they will be counted electronically.



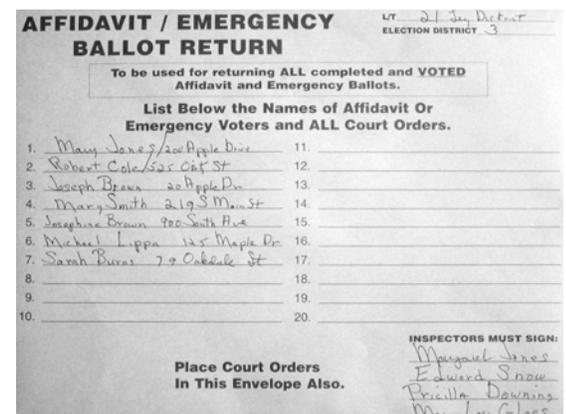
Front of affidavit ballot envelope



Privacy Screen



Affidavit Ballot



Affidavit/Emergency Return Envelope

# Affidavit Envelope – Lever Machine

**AFFIDAVIT BALLOT ENVELOPE**  
INSTRUCTIONS: YOU MUST READ THE REVERSE SIDE OF THIS ENVELOPE BEFORE PROCEEDING.

I affirm that I am a duly registered voter, the address in such election district from which I am registered, I remain a duly qualified voter in such district, and that my registration poll record appears to be misplaced or that my name and/or signature was omitted from the computer generated registration list or that I have moved within the county since last registered, the address from which I previously registered and the address at which I currently reside is true, or at a primary election, the party in which I am enrolled was incorrect.

<b>1</b> Are you a U.S. citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>2</b> I will be 18 years old on or before election day Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>For Board use only!</b>	
<b>3</b> Last Name: _____ First Name: _____ Middle Initial: _____ Suffix: _____			
<b>4</b> Address Where You Live (do not give P.O. address): _____ Apt. No. _____ City/Town/Village _____ Zip Code _____		County _____	
<b>5</b> Address Where You Get Your Mail (if different from above): _____ P.O. box, star rte., etc. _____ Post Office _____ Zip Code _____			
<b>6</b> Date of Birth: _____	<b>7</b> Sex (circle) M <input type="checkbox"/> F <input type="checkbox"/>	<b>8</b> Home Tel. Number (optional): _____	<b>9</b> ID Number - Check the applicable box and print your number <input type="checkbox"/> New York Driver's License Number <input type="checkbox"/> Last four digits of your Social Security number <input type="checkbox"/> I do not have a New York driver's license number or a Social Security number
<b>10</b> The last year you voted: _____ In country/state: _____		Your Address was (give house number, street, and city): _____ Under the name (if different from your name now): _____	
<b>11</b> Choose a Party — Check one box only <input type="checkbox"/> REPUBLICAN PARTY <input type="checkbox"/> DEMOCRATIC PARTY <input type="checkbox"/> INDEPENDENCE PARTY <input type="checkbox"/> CONSERVATIVE PARTY <input type="checkbox"/> WORKING FAMILIES PARTY <input type="checkbox"/> OTHER (write in) _____ <input type="checkbox"/> I DO NOT WISH TO ENROLL IN A PARTY		<b>12</b> AFFIDAVIT - I swear or affirm that: • I am a citizen of the United States. • I will have lived in the county, city, or village for at least 30 days before the election. • I meet all requirements to register to vote in New York State. • This is my signature or mark on the line below. • The above information is true. I understand that if it is not true I can be convicted and fined up to \$5,000 and/or jailed for up to four years. Signature or mark: _____ Date: _____	

**MUST COMPLETE BOTH SIDES**

Voter must supply their New York State Driver's License Number or the last four digits of their social security number

Voter must sign the form

This side resembles a Registration Form. Make sure the voter fills it out completely and signs it.

**AFFIDAVIT OATH**  
Voter must check one box in PART A, and MUST complete PART B.

I, \_\_\_\_\_, hereby swear or affirm that:

PRINT NAME HERE

**PART A - Select one: you must check one of these 4 boxes, and fill in appropriate blanks:**

I have been informed by the inspectors that my registration record is not available to them; however, I have duly registered to vote in this election district from the address given, and I remain a duly qualified voter in this district.

I have moved within \_\_\_\_\_ since my last registration, and my previous address was: \_\_\_\_\_  
FILL IN COUNTY OR NEW YORK CITY

I am enrolled in the \_\_\_\_\_ Party (REQUIRED IN PRIMARY ELECTIONS ONLY)

I was required to present identification when I voted today, but did not do so.

**PART B - Must be completed by all affidavit ballot voters:**

• I reside at \_\_\_\_\_ • DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

• I understand that any false statement made in this affidavit is perjury and is punishable according to law.

DATE: \_\_\_\_\_ VOTER SIGNATURE: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

INSPECTOR SIGNATURE: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_ CITY/TOWN \_\_\_\_\_ LEG/WARD# \_\_\_\_\_ ED# \_\_\_\_\_ AD# \_\_\_\_\_

**This Section For Board of Elections Use Only:**

**Researcher indicates:**

Not Registered  
 Registered Too Late  
 Wrong ED  
 Address Change  
 Voter ID # \_\_\_\_\_  
 Inactive  
 Enrollment Match  
 Cancelled  
 Misc. \_\_\_\_\_

Remarks: \_\_\_\_\_

COUNT:  Yes  No  
Researcher Initials: \_\_\_\_\_

Commissioners' Ruling  
COUNT:  Yes  No  
Commissioners' Initials: \_\_\_\_\_

Voter should check one of these boxes and supply information as needed

Voter MUST sign here

One of the inspectors MUST sign here

Fill this area out completely

Make sure the voter fills this side out completely and signs it. Make sure an inspector signs it.

## IMPORTANT

**By law, all ballot envelopes must be signed by the voter and an inspector or they will not be counted.**

## COURT ORDERS – Lever Machine

If their name does not appear in the poll book and the voter wishes to vote on the voting machine, they must get a Court Order.

### Court Order Procedure

- 1) Inspectors should present the voter with the “**Notice to Voters.**” On that form is listed the phone numbers for the Headquarters of both major parties. Each party maintains attorneys on election day to assist voters with the preparation of a Court Order.
- 2) A voter must fill out these papers, which are taken before Supreme Court Judge (one is normally available in the County Office Building, 39 West Main Street, next to the Board of Elections). The Judge will examine the papers and if all is in order, sign the papers allowing the voter to vote on the machine.
- 3) The voter must then take these papers back to their correct election district and present them to the inspectors.
- 4) The inspectors **MUST** then allow the voter to vote on the machine.
- 5) Inspectors must take the Court Order and put it in the Affidavit/Emergency return Envelope
- 6) Inspectors must note the voter’s name, address and public counter number on Section IV of the Challenge Report.
- 7) In a PRIMARY ELECTION, the court order must specify the party in which the person is allowed to vote.

At an Ex Parte Term of the Supreme Court of the State of New York, held in the County of Monroe, at Rochester, New York on the \_\_\_ day of \_\_\_, 1996

PRESENT: HONORABLE  
SUPREME COURT JUSTICE

STATE OF NEW YORK  
COUNTY OF MONROE  
SUPREME COURT

IN THE MATTER OF THE APPLICATION OF  
Petitioner,  
vs.  
"MARY JONES"; "JANE DOE"; "SUSAN SMITH";  
and "CATHY BROWN", those names being  
fictitious, the true names of the  
defendants being unknown to the  
Petitioner; the persons intended being  
the Inspectors of Election in and for the  
election district of the  
Legislative District of the Town/  
City of  
County of Monroe, and consulting the  
Board of Inspectors of Election of  
said election district, and the  
BOARD OF ELECTIONS OF MONROE COUNTY,  
Respondents.

For an Order pursuant to §16-108 of the  
New York State Election Law permitting the  
Petitioner to vote.

Upon reading the annexed Petition of  
Petitioner, sworn to this \_\_\_ day of \_\_\_, 1996, and it

4

Sample Court Order

appearing therefrom that the said Petitioner is a duly qualified voter in the  
election district \_\_\_ Legislative District of the City/Town of  
County of Monroe, for the General Election held this date,  
the 5th day of November, 1996, it is therefore  
ORDERED, that the said Petitioner be permitted by the Board of Elections of  
the County of Monroe, and the Inspectors of \_\_\_ Election District,  
Legislative District of the City/Town of \_\_\_  
County of Monroe, to vote in the General Election this 5th day of November 1996.

Dated: \_\_\_ 1996.

Enter.

HONORABLE

AFFIDAVIT / EMERGENCY  
BALLOT RETURN

To be used for returning ALL completed and VOTED  
Affidavit and Emergency Ballots.

List Below the Names of Affidavit Or  
Emergency Voters and ALL Court Orders.

1. Mary Jones 123 Maple Dr.	11.
2. Robert Cole 456 Oak St.	12.
3. Joseph Ryan 789 Pine St.	13.
4. Mary Smith 210 Elm St.	14.
5. Joseph Brown 321 Birch St.	15.
6. Michael Lopez 432 Maple Dr.	16.
7. Sarah Davis 543 Oak St.	17.
	18.
	19.
	20.

INSPECTORS MUST SIGN  
Margaret Hadd  
Edward Jones  
Phillipa Dancings  
Mary Lou Glass

Place Court Orders  
In This Envelope Also.

---

**NOTE:** If a voter presents a court order and wants to use on the Ballot Marking Device (BMD), the voter must be allowed to use the BMD. Give the voter a BMD slip and the Court Order and direct them to the BMD. Remind the voter to present the Court Order to the inspectors at the BMD. Enter “BMD” and the Control Number on Section IV of the Challenge Report.

---

## EMERGENCY BALLOTS – Lever Machine (Machine Breakdown Instructions)

If a voting machine malfunctions, **you must call the BOARD OF ELECTIONS** for permission from the Commissioners to use **EMERGENCY BALLOTS** until the voting machine is fixed.

- 1) Have the Voter sign the poll book, as usual, but write **E.B.** (Emergency Ballot) in the Public Counter Box.
- 2) Provide the voter with a paper ballot. Instructions are on the ballot.
- 3) Instruct the voter to privately vote the ballot, and seal it in the Green and White Emergency Ballot envelope.
- 4) Voter fills out all information on both sides of the Green and White Emergency Ballot envelope.
- 5) Voter returns the ballot sealed in the envelope to the Inspector.
- 6) The inspector makes sure it is signed and filled out properly.
- 7) The inspector must sign “signature of witness.”
- 8) Place voted ballot in Affidavit Return Envelope.
- 9) Add voter’s name to the front of the Return Envelope.
- 10) All Emergency Ballots are returned UNOPENDED to the Board of Elections where they will be counted electronically.

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**Note:** If the Ballot Marking Device breaks down, a voter using the BMD has the option of either voting by Emergency Ballot or voting on the lever machine. Once the voter signs the poll book, write “EB BMD” in the Public Counter Box.

---

The form contains the following text:
   
STATEMENT OF EMERGENCY VOTERS
   
I do declare that I am a citizen of the United States, that I am duly registered in the election district shown on the reverse side of this envelope and I am qualified to vote in such district; that I will be unable to vote on the machine due to breakdown on the day of the election for which this ballot is voted at the polling place of the election district in which I am a qualified voter.
   
I hereby declare that the foregoing is a true statement to the best of my knowledge and belief, and I understand that if I make any material and false statement in the foregoing statement of emergency voter, I shall be guilty of a misdemeanor.
   
Date \_\_\_\_\_ 19\_\_\_\_
   
Signature of Voter \_\_\_\_\_
   
Signature of Witness to mark \_\_\_\_\_
   
Address of Witness \_\_\_\_\_
   
Annotations:
   
- An arrow points to the 'Signature of Voter' line with the text 'Voter MUST Sign'.
   
- An arrow points to the 'Signature of Witness to mark' line with the text 'Inspector MUST Sign'.
   
- A box on the right side contains the text: 'FOR BOARD OF INSPECTORS USE ONLY. POLL RECORD CHECKED: YES \_\_\_ NO \_\_\_ INITIALS OF INSPECTORS: \_\_\_\_\_'.

**Emergency Ballot Envelope**

The envelope contains the following text:
   
OFFICIAL BALLOT - EMERGENCY BALLOT
   
Voter MUST fill out this side
   
THE SECRECY OF YOUR BALLOT IS PROTECTED.
   
Mark your Ballot according to the Instructions on it. Then place the voted Ballot in this envelope and seal it.
   
TO HAVE YOUR VOTE COUNTED, YOU MUST SIGN THE STATEMENT ON THE REVERSE SIDE OF THIS ENVELOPE.
   
Fields for voter information:
   
Name of Voter \_\_\_\_\_
   
DATE OF BIRTH: \_\_\_\_\_
   
Residence (street & number, if any) \_\_\_\_\_
   
County of Monroe, City or Town of \_\_\_\_\_
   
City, Lev/Town \_\_\_\_\_
   
Election District \_\_\_\_\_

The form contains the following text:
   
AFFIDAVIT / EMERGENCY BALLOT RETURN
   
To be used for returning ALL completed and VOTED Affidavit and Emergency Ballots.
   
List Below the Names of Affidavit Or Emergency Voters and ALL Court Orders.
   
List of names and numbers:
   
1. Mary Jones / 1st Apple Dr. 11
   
2. Robert Cole / 1st Cat St 12
   
3. Joseph Brown / 2nd Apple Dr. 13
   
4. Mary Smith / 2nd Maple St 14
   
5. Joseph Brown / 2nd Apple Dr. 15
   
6. William Lipp / 1st Maple Dr 16
   
7. Sarah Brown / 3rd Cedar St 17
   
8. \_\_\_\_\_ 18
   
9. \_\_\_\_\_ 19
   
10. \_\_\_\_\_ 20
   
INSPECTORS MUST SIGN:
   
Margaret Jones
   
Edward Snow
   
Phillip Dawson
   
Mary Lee Glass
   
Place Court Orders In This Envelope Also.

**Emergency Ballot Return Envelope**

### EMERGENCY PROCEEDURES

In an immediate emergency (fire or flood, for instance), secure these items in the front of the voting machine **using the #3 Key**:

- ✘ Poll Book
- ✘ Completed Emergency Ballots
- ✘ Completed Affidavit Ballots

**DO NOT TURN OFF THE MACHINE.**

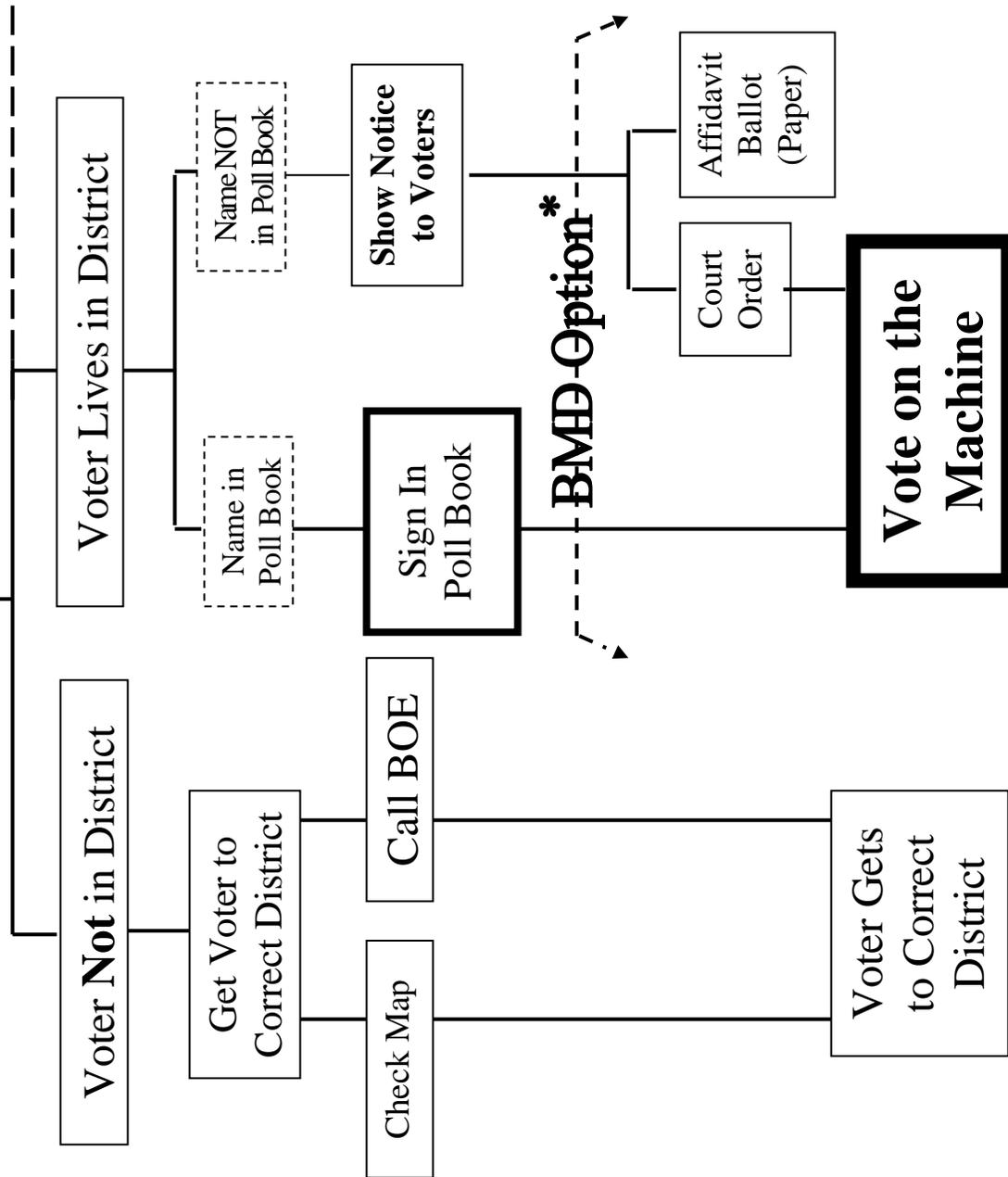
- ✘ Note the Public Counter number
- ✘ Place the seal through the entrance button

Follow this same procedure for Fire Drills

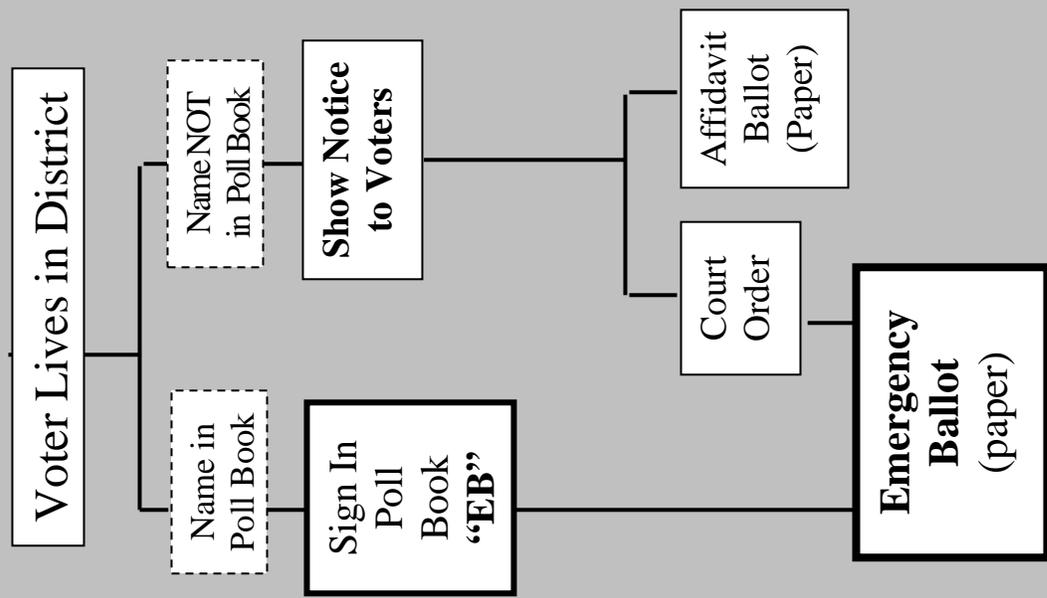
Call the Board of Elections in case of Power Failure.

# Check-In Flow Chart

## Check Street Guide



## Machine Breakdown



\* NOTE: The Ballot Marking Device (BMD) marks a paper ballot that is later hand-counted by the Board of Elections.

## WRITE-IN VOTES – Lever Machine

Voters might wish to vote for a candidate NOT on the lever portion of the machine. They may then opt to cast a write-in vote. If a voter wishes to cast a write-in, instruct him or her to:

- 1) Locate write-in slots (the slots are located above the ballot face).
- 2) Open the slot of the desired column by pushing cover upwards.
- 3) Write-in the candidates name for whatever office/column they choose.

### *Write-In Votes: Notes for Inspectors*

- 1) Once the write-in column is opened, voting by lever is not possible in that column.
- 2) It is not necessary to close a write-in slot before leaving the voting booth; it will close automatically when the red lever is pulled back.

## ABSENTEE BALLOT VOTERS

*Sometimes a voter who has cast an Absentee Ballot prior to Election Day will arrive at their polling site on Election Day to vote in person. They must be allowed to vote on the voting machine.*

If the poll record shows “Absentee Ballot” near the voters name:

- 1) Have the voter sign his or her name in the poll book following the regular procedure.
- 2) Allow the voter to vote on the voting machine.
- 3) Before the polls close it is important that you call the Board of Elections with the names of these voters, using the number provided in the flipchart in your supplies. The Board of Elections will pull these ballots, so they are not opened and counted.

All Absentee Ballots are counted electronically at the Board of Elections.

*NOTE: Do not accept voted absentee ballots; they will not be counted. Voted absentee ballots must be mailed and postmarked the day before an election day or delivered in person, on election day, to the Board of Elections.*

## VOTER CHALLENGES

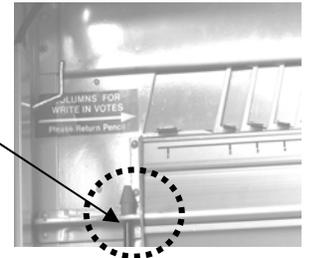
A Voter’s qualifications can be challenged at the polling site by an Inspector, a Poll Watcher or any registered voter who is properly voting at the site. Challenges can be made for several reasons:

1. The person's signature does not match.
2. The person is using the same name as someone who already voted.
3. The person is believed not to reside at his or her address.

As an Inspector you must challenge any voter who you know or suspect is not legally entitled to vote in your district. Consult the flipchart in your supplies for detailed instructions for challenging a voter.

Record voter challenges on **Section II** of the **Challenge Report**.

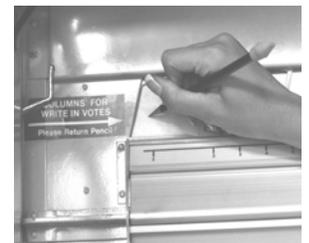
Location  
of Pencil



**Write-In slots located above ballot face**



**Voter Opens Write-In Slot**



**Voter writes in Name**

# PROVIDING VOTERS WITH ASSISTANCE

**Inspectors should ask ALL voters if they require assistance.**

Try to Help Before the Voter Enters the Machine

Whenever possible, instruct a voter needing assistance, on how to use the machine before he or she enter the voting booth. Use the sample ballot to explain the location of the candidates’ or any proposals on the ballot. This is especially important when the ballot is lengthy or when it contains amendments or propositions.

When a voter can be assisted

A voter may be assisted if they tell the inspector that they:

- ◆ Cannot read or write;
- ◆ Cannot see, even with eyeglasses, the names on the ballot;
- ◆ Is physically disabled such that he or she cannot operate the machine or complete a paper ballot;
- ◆ Cannot enter the machine without assistance from another person.

What to do if a voter requires assistance:  
**Oath**

The inspector will then administer an **oath** to the voter:

*“Do you solemnly swear or affirm that the statements you just made are true?”*  
If the voter answers yes, then he or she may receive help from the inspectors OR bring a person of their choice into the voting machine to help so long as that *person is not his or her employer or union representative.*

Interpreter

A voter may choose to take the Spanish Interpreter into the voting machine **without** the inspectors accompanying the voter.

## ASSISTANCE FROM INSPECTORS

1. Two (2) Inspectors, one Democrat and one Republican, may assist the Voter.
2. The Inspectors should:
  - ❖ Agree on all actions taken inside the voting booth.
  - ❖ ASK the voter how they can be of assistance.
  - ❖ READ the ballot to the voter, if necessary.
  - ❖ If necessary, HELP the voter pull the levers, or pull the levers **only** as instructed by the voter.
3. If inspectors happen to notice how a voter voted, tell no one. Keep the choice confidential.

## OTHER PERSON REQUESTED BY VOTER

1. A person, other than an inspector, who assists the voter, **must take an oath** (Assisted Voters Oath) before entering the voting machine.
2. The person assisting must keep confidential the choices of the voter.

**Oath for Person(s)  
Assisting Voter** *(Assisted  
Voter Oath)*

*I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that I will not keep or make any memorandum or entry of anything occurring within the booth, and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket they had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a manner in a judicial proceeding.*

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## CHALLENGE REPORT

**If a voter is assisted, and for every instance voters are assisted, even when assisted by the two inspectors, include the information in Section III of the Challenge Report: NAME of Voter, NAME of person assisting, and WHY assistance was given.**

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## Guidelines for Interacting with People with Disabilities

### ➤ Be yourself.

Treat people with disabilities with the same respect and consideration that you have for everyone else. Treat the person as an individual and not as a disability. As in any new situation, everyone will feel more comfortable if you relax.

### ➤ Meeting someone. When you meet someone, extend your hand to shake if that is what you normally do. A person who cannot shake hands will let you know. If you are meeting a blind person, identify yourself. If you have met before, remind the person of the context; he or she won't have the visual cues to jog the memory.

### ➤ Helping. Do not automatically give assistance; ask first if the person wants help. Follow the person's cues and ask if you are not sure. And don't be offended if someone refuses your offer of assistance. It's their choice to be as independent as they can be.

### ➤ Communication. Talk directly to the person, not to an aide, friend or interpreter. Ask the person to repeat if you don't understand them. If the person uses a wheelchair, sit down and converse at the same level. Use Braille materials for the visually impaired. Speak slowly and clearly for someone that may be hearing impaired. Let the person know when you walk away.

### ➤ Socializing. Do not leave persons with disabilities out of a conversation or activity because you feel uncomfortable or fear that they will feel uncomfortable. Include them as you would anyone else. Let it be their decision whether or not to participate.

### Service Animals

Service Animals are not pets. Service animals perform some of the functions and tasks that individuals with disabilities cannot perform for themselves. Here are some tips for assisting a voter who is using a service animal:

- Address the person, not the animal.
- Do not pet the animal.
- Do not whistle or direct other noises to the animal, as such noises may be distracting
- Avoid questions about the individual's disability or what the animal does for them.
- Do not automatically assume that a person with a service animal is blind.
- If there is a complaint about an animal being present, explain that federal and state laws protect the rights of individuals with disabilities to be accompanied by service animals.

### **Guidelines for Interacting with People with Disabilities (continued)**

- **Touching.** Do not pat or touch a person with a disability unless there is a good reason (such as shaking hands in greeting or if the person has requested assistance). However, you may gently touch a deaf person to get his attention. Never push a person's wheelchair without their permission. Do not touch someone's cane, wheelchair or other device. It is a part of that person's mobility aids.
- **Environments.** Be sensitive about the setting. A noisy or dark environment or many people talking at the same time might make it difficult for people with vision, speech, or hearing impairments to participate fully in a conversation. Be aware of clear paths of travel for people who use wheelchairs or are blind. Describe goings-on and surroundings (especially obstacles) to a blind person. A person with chemical sensitivity may have a reaction to smoke, perfume, or other toxins in the environment.
- **People who use Wheelchairs or Have Mobility Impairments.** People who use wheelchairs may have different disabilities and varying abilities. Some can use their arms and hands. Some can get out of their wheelchairs and even walk for short distances. Make sure that there is a clear path of travel. When talking to a wheelchair user, sit at their level. If that is not possible, stand slightly away from them, so that they aren't straining their neck to make eye contact with you. An individual with upper mobility impairment may require the assistance of the Inspectors to move the levers and/or close/open the curtain in the voting booth.
- **Language Tips: Put the Person First.** Be aware of how voter's feel and try to use terms that are not offensive. For instance, instead of "disabled person" use "person with disability. Treat people with disabilities with the same respect and consideration that you have for everyone else.
- **Hidden Disabilities.** Not all disabilities are apparent. A person may have trouble following a conversation, may not respond when you call or wave, or may say or do something that seems inappropriate. The person may have a hidden disability, such as low vision, or mental illness. They may have difficulty standing in line. Inspectors should make available an extra chair, to be used by voters who have difficulty standing and who must wait their turn.

#### **Working with a Translator:**

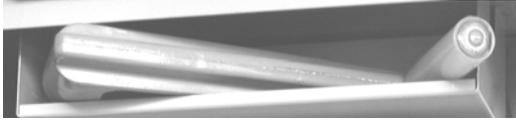
There are a number of things you can do to work more effectively with someone who is translating:

- When asking questions or giving information, talk to the voter, not the interpreter.
- Speak clearly and slowly, not loudly.
- Avoid long and complex sentences.
- Pause after about 60 seconds or after each thought is complete.
- Watch to make sure that the Interpreter is keeping up with you.
- Try not to interrupt the interpreter unless necessary.
- Avoid excessive gestures or body language. They may not mean the same thing to the voter as they do to you.

# Cranking Down a Handicap Accessible Machine

*Use the handicap access machine to crank down the ballot face for a voter in a wheelchair or can not reach the levers. Be sure to drop the front panel.*

1



**Handicap Crank**  
(Found in upper left hand corner  
in the back of the machine)

2



**Handicap Crank in the machine**

3



**Drop the front panel**

4



**Machine  
fully  
cranked  
down**

## Disability Etiquette

- Be considerate of the extra time it might take for a person with a disability to vote.
- Know the accessible entrance, restrooms, and other features in the building.
- Give attention to a voter who has difficulty speaking – don't rush them.
- Speak directly to the person who has a disability, not to a companion who has come to help.
- Speak calmly, slowly and directly to a person with a hearing problem.
- Provide simple and easy to follow instructions.
- Don't shout or speak in a person's ear.
- Be patient; listen carefully; do not finish sentences for the voter.
- If you are having trouble being understood, write a note to a person with a hearing problem.
- Greet a person who is visually impaired by letting them know who and where you are.
- Provide a guiding device such as a ruler or card for signing forms.
- Have a pen and pencil available.
- Be sensitive about physical contact. Some people with disabilities depend on their arms for balance. Grabbing them—even if your intention is to assist—could knock them off balance. Avoid touching wheelchairs, scooters, or canes. People with disabilities consider their equipment part of their personal space

# The Challenge Report

**CHALLENGE REPORT FOR**  
Board of Elections, Monroe County  
SEP 09 2003

CALL LEAD ED. 2  
ADD. ED'S  
4602  
CLIPPING PAGE  
OR REPRODUCTION

Section I Name Changes	Registrant	Address	Serial No.
	Suzanne Smith Now is Suzanne Jones	1630 N. Goodman St 14609	652142

Section II Other voters challenged on Election Day	Registrant	Address	Serial No.	Reason
	John Smith	20 Greenwell Way	12131567	Name and address of person residing assistance to vote if any
	Agnes Tony	20 Greenwell Way	0604012	Bill Greenwell
	Victor DiSenna	1634 Parkway Ave	83276101	Bill Greenwell John Usually Impover

OVER

Record Name  
Changes  
(Section I)

Record Voters  
Challenged on  
Election Day  
(Section II)

Record  
Assisted Voters  
(Section III)

Record Court  
Orders  
(Section IV)

Record  
Affidavit  
Ballots  
(Section IV)

**Serial No.**  
8 Digit number  
located under the  
bar code in the  
poll book



14824046

All 4 inspectors  
must sign the  
Challenge  
Report

**CHALLENGE REPORT CONTINUED**

Section IV:  
Additional Registrants  
Permitted to vote Court  
Order: Affidavit Ballot

Print Name	Print Address	Public County No.
1. ALVIN C. Fells	1477 Richmond St	26
2.		
3.		
4.		
5.		

Court Order

Affidavit - Print Name	Affidavit - Print Address
1. James Greenwell	18 Little Progress Ky
2. Kirby Alford	13 Lane Progress Ky
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Affidavit

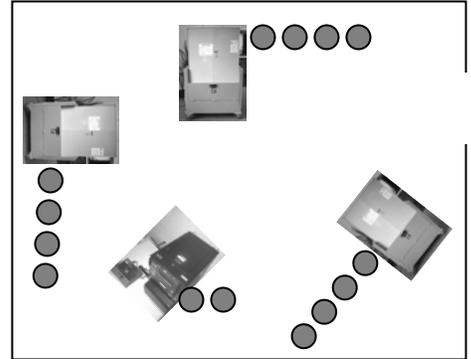
We, the undersigned do hereby certify that the above report contains the names of all persons who were challenged on the day of election, and that each voter so reported as having been challenged took the oath as required, that such report contains the names of all voters to whom such board gave or allowed assistance and lists the nature of the disability which required such assistance to be given and the names and family relationship, if any, to the voter of the persons by whom such assistance was rendered, that each such assistance took the required oath, that such report contains the names of all voters who were permitted to vote although their registration poll records were missing, that the entries made by such board are true and accurate record of its proceedings with respect to the person named in such report.

Inspector Signature: Carthia Brown  
Inspector Signature: [Signature]  
Inspector Signature: [Signature]  
Inspector Signature: [Signature]  
Chairperson of the Board of Inspectors: [Signature]

**RETURN TO BOARD OF ELECTIONS**

## Interacting with the Ballot Marking Device (BMD)

In 2008, a ballot marking device (BMD) will be assigned, one for each polling site. While the BMD can be used by any voter, it is specifically targeted for voters with disabilities. The BMD is a device that takes a blank sheet of paper and creates a marked ballot resulting from voter audible or tactile interface. The ballots produced in 2008 from the BMD will be hand-counted by the Election Commissioners. Two inspectors, one Democratic and one Republican will be assigned to each BMD. Inspector assignments for the BMD will be done from the Board of Elections. Inspectors assigned to the lever type machines will most likely interact with the BMD inspectors at the time a voter checks in at the table or when a BMD inspector takes a lunch or dinner break or when they take short breaks throughout the day or need time to go and vote.



Sample polling place showing 3 ED with lever machines, one BMD and their inspectors.

### Operating the BMD

Opening and closing the BMD will be done by the inspectors assigned to the BMD. The inspectors assigned to the lever type machines must be aware of how to process a voter at the BMD.

The audio-tactical interface (ATI) and its accessories and I-Button will be used. Please consult the section of this manual that details how inspectors are to interact with voters with disabilities.

### Introducing the Voter to the Audio-Visual Process

1. Make sure the headphones are connected to the right port of the ATI.
2. Direct the voter to a chair in front of the display screen and give the voter the ATI and headset that they will use to cast their ballot.
3. Explain to the voter that the BMD gives instructions on how to use the ATI and walk them through the process of creating their ballot.
4. Make sure the voter knows that they are welcome to put up their hand or press the HELP button on the ATI to ask the inspector for assistance at any time.
5. Explain that the ballot may take up to 2 minutes to print.
6. Ask the voter if the contrast (green button) or zoom (yellow button) will make their voting experience easier.



Audio-Tactical Device (ATI)



ATI and headphones



I Button placed in the security key

Photo showing the green (contrast) button and the yellow (zoom) button



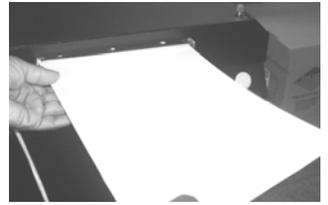
### Starting the Audio-Visual Ballot Voting Session

The inspector should perform the following tasks to initiate a new ballot.

1. Insert a blank ADA paper ballot into the slot of the BMD printer unit.
2. Affix the secrecy folder to the printer unit's slot.
3. Contact the security key (iButton) to the Security Key metal pad on the BMD. The Administrator menu is displayed.
4. Press **Audio Session**.
5. Enter the Election District shown on the BMD slip:
  - a. **If there is only one Election District** in the polling site the message “Are you certain you want to start the ADA session with Ballot ID: xxxx?” is displayed.
    - i. Press Yes if the Ballot ID number is correct, press No if it is incorrect.
    - ii. The audio session begins, and the BMD instructs the voter on how to vote an Audio ballot. The voter is first asked by the unit which language they prefer.
  - b. **If there is more than one Election District** at the polling site the message “ADA files are being validated.” During this time, ADA voting and ADA review are disabled. This will take a few more minutes is displayed.
    - i. Wait until the number keypad appears.
    - ii. Using the keypad on the Operator panel, enter the Ballot ID number for this voter’s audio session (i.e. the ballot type this voter will use), and press Enter.

*A confirmation message asks the inspector to confirm they have entered the correct Ballot ID number.*
    - iii. *Yes should be pressed* if the Ballot ID number is correct, *No* if it is incorrect, or *Cancel* if the inspector wishes to leave the Audio Session option.

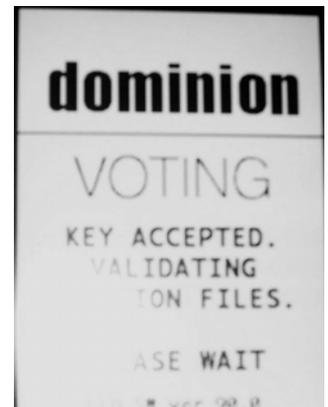
*The audio session begins, and the BMD instructs the voter on how to vote an Audio ballot. The voter is first asked by the unit which language they prefer.*



Blank ballot being inserted into printer



I-Button touched to security key



Confirmation Screen

## Audio/Visual Voting Process

- Note 1: During voting, if the voter is inactive for a period of 20 seconds, a message will be provided in audio and visual format. If the voter is confused, please suggest to them to activate the select key. The reject option, the blue arrow, remains active and will reject the ballot if pressed.
- Note 2: While the BMD is in use, the alternating amber and green status lights will be flashing.
- Note 3: At anytime if the voter needs assistance they can press the green help button on ATI. At that time, the alternating red, amber & green status lights will be flashing.

1. Select a language.

- a. To select English, press “X”
- b. To hear the next language, press the blue down arrow

*The voice reads voting instructions.*

2. To skip to next instructions, press the blue down arrow, to skip all instructions, press “X”.

*The message: “You are now ready to begin audio vote session.” Press Select to begin.*

3. Press the blue down arrow to begin the voting session or just wait.

*The display screen automatically displays the ballot. Contest names and candidate names are highlighted in yellow as the voter moves through the ballot, so that they can see where they are in the ballot.*

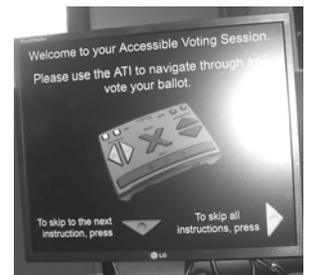
*The voice reads the first contest and the first candidate.*

4. Do one of the following:

- a. To select candidate, press “X”
- b. To move from contest to contest, press arrows or
- c. To go to next candidate, press the blue down arrow
- d. To go to the previous candidate, press the blue up arrow
- e. To vote write-in See below



Select Language screen



Navigation Explanation Screen



Ballot Displayed

### 5. Write-in Instructions

- a. To select Write-In, press “X”

*The message instructs the voter to use up and down arrows to scroll through the alphabet.*

*The message states” Would you like to add a write-in name?”*

- b. For yes, press the red “X” . Go to the next step.

*For No, press the blue down arrow.*

- c. Select the letters that spell the candidate’s name.

*To select letter or enter another letter press the red “X.”*

*To move back and forth through the alphabet press the blue up or down arrow.*

*To add a space between letters Use arrows to move between the letters Z & A*

- d. To finish the write-in selection, press the down arrow

- e. The voice spells back the voter’s selections.

- f. To confirm the write-in is correct, press the X. If not correct, press the blue down arrow.

6. At the end of the ballot, the voter will receive one of the following messages:

- a. “You are at the end of the ballot, but there are some sections still not voted for.”

- b. Your selections will now be reviewed.

7. The voter may do one of the following:

- a. To proceed to audio review, press the blue down arrow

- b. The message “Your selections will now be reviewed” is displayed.

- c. The voice reads the ballot choices and displays on screen.

- d. The voter can choose to skip the audio review by pressing .

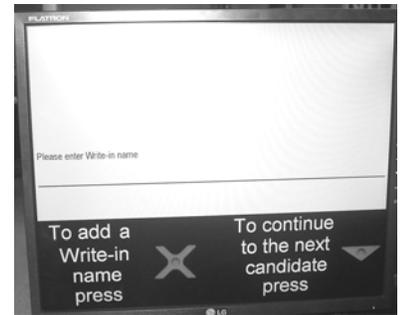
- e. To return to the ballot, press the red “X.”

- f. If you are returning to the ballot, go to step 4 above.

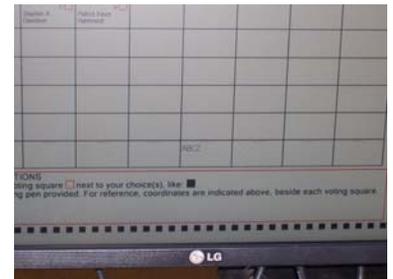
Note: Once you are inside the ballot, highlight the contest you wish to change - press the select button. All original selections are erased.

8. Look and listen to the ballot review.

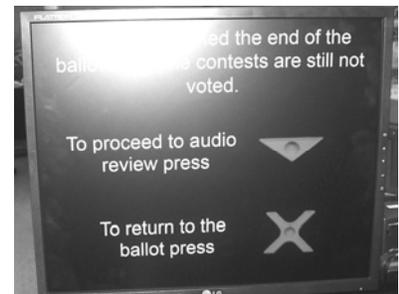
- a. Once completed, the message “You have reviewed your ballot” is displayed.



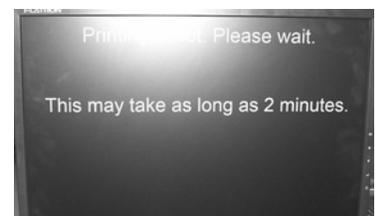
Write-In Entry Screen



Write-In Displayed on Screen



Review Screen



Print Ballot Screen

### 7. Do one of the following:

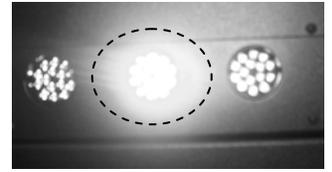
- a. To change your votes, press the blue down arrow
- b. Go to step 4 above.

Note: Highlight the contest you wish to change press the X select button. All original selections are erased.

- c. To accept the review and print your ballot, press the X  
Go to the next step.

Note: While printing, the flashing amber light is displayed.

Audio message: “Your ballot is now printed please take your ballot to your poll officer for further instructions. This audio session is now over. Thank you.”



Amber Light



Printed Ballot

### Depositing the Printed ADA Ballot

**Important:** If the voter needs assistance depositing the ballot into the scanner, the Inspector can insert the voted ballot (already in the secrecy sleeve) into the BMD scanner at the other end of the machine.

**Note:** The default setting for the BMD is to automatically provide an Audio/Visual "independent" review via the headset and display when a ballot is inserted in the scanner. This enables the voter to be as independent as possible.

1. Insert ballot into the scanner.
  - a. The full ballot is displayed on the monitor; there is a slight delay for the audio instructions.
  - b. The voter will use the same process to select a language.
  - c. The voice states “Your selections for this ballot will now be reviewed.”
2. At anytime the voter may press the blue arrow button to move to the next contest or the red X button to get to the end of the audio review.

*The selections are read back for each contest. There may be a hesitation between contests or candidates during the review.*

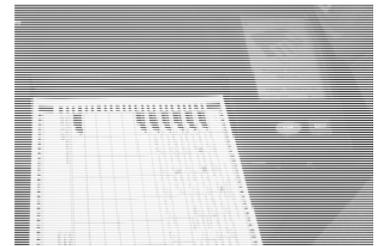
*The voice states “Would you like to accept this review and Cast your ballot?”*

3. To confirm, press red “X.”

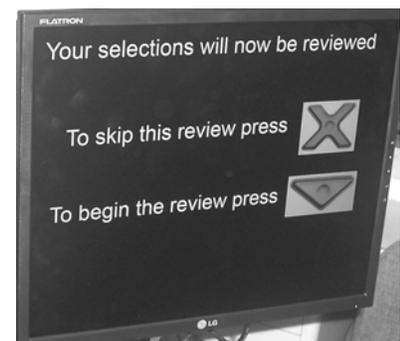
*The voice states “YES. This audio session is now over, thank you.”*

*The voter’s ballot is deposited into the ballot box inside the BMD.*

- a. Note: The number of ballots cast increments by 1.

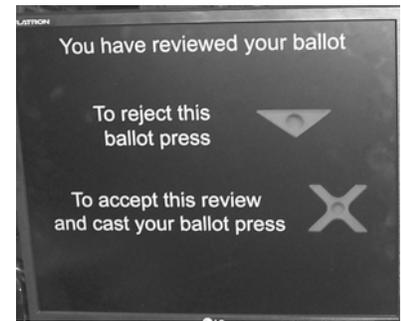


Ballot going into Scanner



Review Screen, Ballot Scanner

4. To cancel and return to the ballot, the voter should press blue down arrow.
  - a. The voice states “NO. This audio session is now over, thank you.”
  - b. The voter’s ballot will be returned. The inspector should determine why the voter’s ballot was returned:
    - (i) The voter rejected the ballot (mark the ballot “Spoiled” and record that). Initiate a new audio session
    - (ii) The ballot is damaged or has an ambiguous mark (attempt re-scan the ballot; if unsuccessful, mark the ballot the spoiled and record that)
    - (iii) The scanner is not functional (call the Board of Elections)



Cast Ballot/Reject Ballot Screen

## **Troubleshooting the BMD**

### **Status Light Conditions**

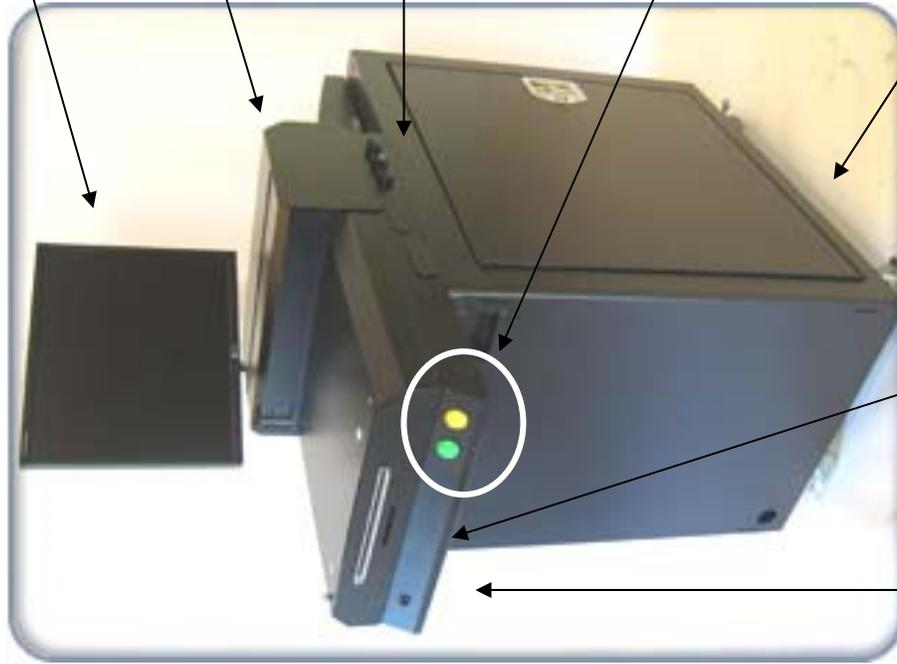
Solid Red	Unit is starting up or is not operational.
Flashing Green	Unit is ready for use by the next voter.
Alternating Green and Amber	Voter is navigating/marketing their ballot.
Flashing Amber	Voter’s ballot is being printed.
Solid Amber	Voter has inserted their ballot and is reviewing it.
Alternating Amber and Red	Unit has an error and is not functioning.
Alternating Red, Amber and Green	Voter has pressed the Help button and is receiving Help instructions on the unit. <i>Note: The Inspectors will have to monitor this during an Audio session.</i>

### **Machine Set-Up Issues**

Security Key error	If you receive the message "Error Reading Admin Key," contact the security key to the key pad again. You may need to reposition the key and contact the key pad again.
BMD produces a beeping sound	If the AC Power Outlet is not functioning, the BMD will produce a beeping sound to notify the user that the machine is running on battery. The beeping will stop intermittently and resume again until the unit is running on AC power.  Make sure the BMD power cord is plugged into an electrical outlet and the UPS has been powered up.
Red light remains illuminated on the BMD	Call the Board of Election Immediately
Monitor is not positioned correctly for voter	On the back of the computer monitor, firmly hold the long repositioning arm and move backward, forward, higher or lower to adjust monitor for the voter.
Machine is rolling or needs to be repositioned for voter	Roll the machine into the position of use and lock the wheels using the foot locks. With the ball of your foot, press down firmly to lock each of the four wheels.

# The Ballot Marking Device

*Ballot Marking Side*



Ballot Display Screen

Ballot Printer

Status indicator lights

Image Adjustment Buttons:  
Green – Contrast  
Yellow - Enlarge

Blank Paper Insert Slot

ATI connection port

Ballot Compartment

*Scanner Side*



Ballot Review Entry Slot

## **SPANISH INTERPRETERS**

*Spanish Interpreter may:*

1. Assist Spanish Speaking Voters by translating information to and from Election Inspectors.
2. Sit at the inspector table.
3. Accompany the voter into the booth, without the inspectors, and translate the ENTIRE ballot for the voter.

By Federal Law polling sites across the country are required to post sample ballots and all other informational materials in Spanish, if five (5) percent of residents in an Election District are Spanish speaking. Those election districts will be assigned a Spanish speaking Interpreter whose responsibility is to assist Spanish speaking voters by translating information provided by the election inspectors.

## **POLL WATCHERS**

Poll Watchers are appointed by a political party or candidate. In a Primary, General or Special Election any party whose candidates are on the ballot is entitled to have a Poll Watcher. Poll watchers will likely have a list of voters' names they will cross-off as voters vote.

**Poll Watchers must:**

- ❖ Show the Inspector a "POLL WATCHER'S CERTIFICATE"
- ❖ Be a qualified voter in the County in which he/she is to serve
- ❖ Be afforded the same rights as other voters

**Poll watchers may:** (1) Witness the opening of the voting machines; (2) Observe proceedings; (3) Be given information as to who has voted; (4) Observe the canvass and tally at the end of the day.

**Poll watchers may not:** (1) Sit at the inspector table and are not members of the inspector team; (2) Electioneer; (3) Disrupt proceedings; (4) Have access to the poll book

## **CANDIDATES**

**Candidates may:**

1. Observe the opening of the polling site.
2. Observe the canvass and tally at the end of the day.

**Candidates may not:**

1. Disrupt proceedings.
2. Electioneer within the distance marker which is placed 100 feet from the entrance of the polling site.

*Remember: Only the four (4) inspectors have access to the poll book. Only the four (4) inspectors can sit at the table (if you have a Spanish Interpreter, they can sit at the Inspector table).*

WATCHER CERTIFICATE  
FOR USE ON ELECTION DAY  
Section B-303, Election Law

I/We, the undersigned, being \_\_\_\_\_  
of the \_\_\_\_\_  
\_\_\_\_\_ party, do hereby appoint  
\_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ county of \_\_\_\_\_  
to be a watcher for the election to be held on \_\_\_\_\_ in the  
\_\_\_\_\_ ward or precinct of the town,  
city, or village of \_\_\_\_\_ or the \_\_\_\_\_ Assembly District  
in Nassau County or the City of New York.

Signature \_\_\_\_\_ Title \_\_\_\_\_

**GUIDELINES**

- Watchers shall be appointed by the chair of any party committee or independent body whose candidate names appear on the ballot or any one or more candidates on a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unloading and examination of any voting machines or ballot boxes at the opening of the polls, until after the signing of the inspection return and preservation of the watch.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guard rail at any one time.

(Sample prepared by the State Board of Elections)

Sample Poll Watchers  
Certificate

## **Electioneering**

Any advertisement, display or speech containing a political party or candidate's name within 100' of the polling site.

*Examples:*

- ❖ Name Badges
- ❖ Buttons
- ❖ Name on a label attached to food
- ❖ Bumper Stickers
- ❖ Memorabilia (Pencils, rulers, etc.)
- ❖ Advertisements (newspapers, TV)



## **Election Etiquette**

*Election Inspectors must:*

- Check and recheck to make sure voters are able to exercise their right to vote.
- Remain calm at all times (no yelling).
- Be flexible and sympathetic to the needs of voters.
- Be polite to voters.
- Use all resources at your disposal, including calling the Board of Elections.
- Be considerate to your fellow inspectors (no arguing or shouting).
- Be respectful of Coordinators from both parties.
- Be courteous toward any custodians, teachers, managers, security or other staff in your polling site.
- Be courteous toward poll watchers and candidates. Kindly advise them of election procedures, if necessary.
- Be courteous toward media that appear at your polling site.
- Take care of your polling site: keep your table organized and the facilities clean.
- Follow the guidance of your Chairperson and Coordinators.

## **Breaks & Meals**

- Take reasonable meal breaks. The Board recommends that breaks and meal time be taken at slower intervals, mid-morning and mid-afternoon, during the day.
- The exact time of breaks should be decided among the inspectors. The Board of Elections recommends that meal times not exceed a half hour for lunch and a half hour for dinner.
- All inspectors should be present from 5-7pm.
- Inspectors should return ON TIME, from breaks or meal periods.
- No food or drink should be kept on the table where the poll book, street guide and other official documents are set up.

## **Conduct**

- While working, inspectors MAY NOT bring children to the polling site.
- While working, inspectors MAY NOT bring pets to the polling site.
- While working, inspectors should refrain from long conversations with friends.
- Inspectors must dress professionally.
- TVs, radios, and laptops should not be brought to the polling site.
- Cell phone use should be kept to a minimum when working: try to return calls on break.

## CLOSING THE POLLS – Lever Machine

*Polls close at exactly 9:00 P.M.*

- ❖ Voters already in line must be permitted to vote
- ❖ All activities must be done in bi-partisan teams (one Republican and one Democrat).

### Canvassing the Machine

1. Make sure that the entrance button is out.
2. Insert the #2 key into the #2 lock. Turn down the key to turn the machine “off.”
2. Open the back of the voting machine with the #3 key.
3. Two (2) inspectors one from each party, read the vote totals from the back of the voting machine loudly and clearly. Read the results by column from right to left; call by column and row (e.g. 1A, 2A and so forth).
4. Two (2) inspectors record the numbers on the canvass sheet and yellow tally sheet.
5. If the date line is no longer visible, cut the paper roll.



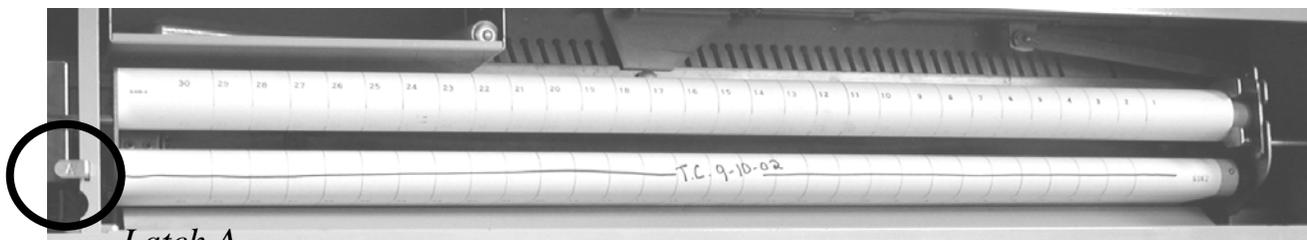
#2 Key turns off machine



#3 Key locks back of machine



Voting Machine Dials



Latch A

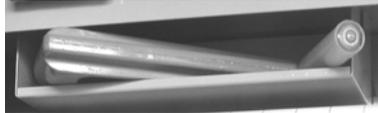
Paper Rolls, showing no write-in votes cast (date-line visible)

### Paper Roll Procedure (Only when dateline is NOT visible)

1. Pull out Latch “A” which is to the left of the paper roll.
2. Loosen the paper on the upper roll and cut the paper all the way across the upper roll.
3. Making sure Latch “A” is still out, pull the paper off the lower roll.
4. After canvassing the write-in votes label the paper with your L.D./Town and Election District and sign it.
5. Carefully fold the paper and return it to the Board of Elections in the Paper Roll Return Envelope.
6. Tally the write-in votes on the canvass sheet.

**Closing the Polls – Lock-Up and Re-Pack Supplies**

1. Replace the Handicap Accessible crank.
2. Close and lock the back of the voting machine with the #3 key.
3. Complete the “...when the polls close section”, of the Statement of Canvass: All four (4) inspectors must sign it.
4. Seal the poll ledger with the two stickers provided in the “chairperson envelope.”
5. Take down signs.
6. Re-Pack carefully. Separate **ORANGE DOT** items from the other materials and place in **ORANGE DOT** bag. **DO NOT** place orange dot items in the machine.
7. Repack plastic bags according to the recommendations at the right. All supplies **except** those with an orange dot must be placed in the machine.
8. Never throw any written materials away: pack them with the supplies sent back in the voting machine.
9. Secure the seal in the entrance button.
10. Lock the front of the voting machine with the #3 key.
11. If one is present, bring the flag inside the polling site.
12. Place machine keys in orange dotted return key envelope and place in orange dotted bag.
13. Inspectors do not need to cover the machine and should not wait for the machine to be picked up.
14. Return orange dot items to the designated location.



**Crank returned to compartment in back of voting machine**

**After the Polls Closed**

(To be filled out and signed by the Board of Inspectors as indicated below, AFTER THE CLOSE OF THE POLLS.)

**WE HEREBY CERTIFY**

That, this day, as soon as the polls were closed, the entrance knob of the voting machine No. 028971 was locked against movement, and sealed with seal No. 263715

That the Protective Counter registered 041502

That the total number of votes as shown by the Public Counter is 502

That the Chairman of the Board of Inspectors, under the scrutiny of another member representing a different political party, called off the vote for each candidate as shown on the counters of the machine, and that such vote was recorded on this Returns of Canvass sheet by an inspector and the poll clerks.

That the vote as recorded on this Returns of Canvass was then compared with the figures on the machine by being called therefrom by an inspector of a different political party than the one who first announced the vote.

That the machine is closed and locked.

We do hereby certify that the above is a true and correct Statement of the votes received by each candidate in this election district.

*Elizabeth R. Krause*  
*Laura Eddinger*  
*Randolph Blake*  
*Betty Jones*

(Signed) Board of Inspectors.

**“After the Polls Closed” section of the Canvass Report**

**Repacking Recommendations**

- Orange Dot Bag**
- ❖ City Clerk/Town Clerk Return Envelope with completed Canvass Sheet sealed in envelope.
  - ❖ Board of Elections Return Envelope with Completed Canvass Sheet Sealed in envelope.
  - ❖ Voting Machine Keys Return Envelope with Machine Keys Sealed in envelope.
  - ❖ Completed Yellow Tally Sheet.

- 1<sup>st</sup> Large Bag**
- ❖ Poll Book sealed, Signature Cover.
  - ❖ Street Guide.
  - ❖ Flip Chart
  - ❖ Certificate of Service signed by all Inspectors and chairperson
  - ❖ City Payroll Sheets, one sheet signed by each Inspector and chairperson
  - ❖ Challenge Report
  - ❖ AVM Instructions
  - ❖ Spanish Interpreter Vouchers completed and sealed in the envelope
  - ❖ Paper Roll Return envelope with used Paper Roll sealed in the envelope
  - ❖ Call-in sheet (specific districts only)
  - ❖ “Notes to the Commissioners”
  - ❖ Completed Voter Registration Forms
  - ❖ Affidavit Return Envelope with completed Affidavits or emergency Ballots sealed in the envelope

- 2<sup>nd</sup> Large Bag**
- ❖ Welcome to District signs
  - ❖ Small bag with pens and pencils, remaining stickers
  - ❖ Map with polling sites
  - ❖ All signs – Distance Markers, Arrows, etc
  - ❖ Cardboard Voting Booth
  - ❖ Unused Voter Registration forms
  - ❖ Unused Affidavit/Emergency Ballots supplies

## Appendix I: The Election Process

The process that creates a Primary in September and then a General Election in November can actually begin as early as March. This is a brief description of how elections occur.

Sometime between March and June, local, county and state parties will hold **nominating meetings** (or conventions) to select or **designate** candidates. Designated candidates are then placed on **Designating Petitions** (state candidates achieve ballot status directly through the convention process). In order for a candidate to achieve ballot status, they must collect a set number of signatures depending on the office sought. Usually, Designating Petitions are passed in the first week of June and are filed at the Board of Elections in the second week of July. For any office, if more candidates are designated than the number of positions available (e.g. four council seats available, but five candidates are designated) a **Primary** must be held.

Just after Designating Petitions are filed, **Independent Petitions** may be passed. These are petitions that name some other party and, like Designating Petitions, require a set number of signatures for a candidate to achieve ballot status, depending on the office. Independent Petitions are filed in early August. Candidates that qualify from filing an Independent Petition will appear on the **General Election** ballot.

**Primary Elections** are elections within parties that determine which candidates will represent their party in the **General Election**.

Only voters registered within a party experiencing a **Primary** may vote in that Primary.

Any registered voter may vote in a **General Election**.

**Absentee Ballots** are available to any registered voter if they are out of the County, in County but ill, or have a disability that prevents them from participating in a Primary, General, Presidential Primary or Special Election day.

# Appendix II: Inspector Pay

All inspectors are employed by the Monroe County Board of Elections.

## Hours of Work

★ General Election (6:00am-9:00pm): 16 hours (5:30am-9:30pm)

★ Primary Election (Noon-9:00pm): 10 hours (11:30am-9:30pm)

## Partial Hours

The Board of Elections does not endorse inspectors working partial days. Please call your coordinator, or inform them when you are scheduled, if you are unable to work the entire day. Your pay will only be for the actual hours worked.

## How are inspectors paid?

Inspectors are paid for their election day service by the county in which they serve, in an amount fixed by the county legislative body. In Monroe County, the County Legislature has set inspector pay at **\$10.00 per hour**. **Inspectors are paid for attending required training schools only if they work either the Primary or General Elections.** The Board of Elections does NOT directly pay inspectors. The Board can confirm if any inspector worked, but questions about pay should be directed to the City or Town Clerks. Checks generally are sent within 4-6 weeks after the election. The phone numbers for the Clerks are:

Rochester	428-7421	Ogden	352-2140
Brighton	784-5250	Parma	392-9461
Chili	889-3550	Penfield	340-8600
Clarkson	637-1130	Perinton	223-0770
ER	586-3553	Pittsford	248-6200
Gates	247-6100	Riga	293-3880
Greece	225-2000	Rush	533-1312
Hamlin	964-2421	Sweden	637-2144
Henrietta	359-7040	Webster	872-7060
Irondequoit	467-8840	Wheatland	889-1553
Mendon	624-6060		

## Vouchers

**Town Pay Vouchers** – Each Town has their own voucher format and their own method of distributing and collecting vouchers. In many towns, inspectors are asked to return their vouchers in the orange dot bag at closing time. If inspectors have questions about receiving or returning vouchers, they should speak to their coordinators.

**City Vouchers** – It is critical that City Inspectors COMPLETELY fill out the City Pay Voucher. Any areas on the form left blank will result in your pay being delayed. You will find your vouchers in the bag that is brought in the morning. Please fill them out in the morning. The vouchers should be returned in one of the bags placed in the machine at closing.

# Glossary of Terms

**Absentee Ballot** – A paper ballot issued by the Board of Elections, prior to Election Day, for voters who will be out of the County or in County but ill.

**Active Inspector** – An inspector working in an election district for a given election.

**AD (Assembly District)** – An area encompassing a number of election districts in which an Assembly member is elected.

**Affidavit Ballot** – A paper ballot issued to a voter who is otherwise not in a poll book but who lives in the ED. After voters have voted the ballot, it is placed in an affidavit envelope, sealed, signed, and then placed in the Affidavit/Emergency Return Envelope.

**B Machines** – A second machine assigned to an election district due to an excess in the number of voters in that election district.

**Ballot Marking Device** – A device that creates a marked paper ballot that is the result of voter interaction with visual or audio prompts.

**Call-In District** – An ED selected by the Board of Elections to call-in turnout figures (public counter number) at specific times throughout the day.

**Certificate of Service** – A green sheet of paper that all inspectors must sign to be credited for working on an election day; contains the Oath of Office and must be certified by the Chairperson.

**Chair (person)** – The head inspector elected by the team of 4 inspectors on an election day; the chief political position of a County Committee; an officer of a local Committee responsible, at minimum, for specific Committee functions and conduct of meetings.

**Challenge Report** – A blue sheet of paper where name changes, challenges, court orders, affidavit ballots, and instances of assisting voters are recorded.

**Consolidated Districts** – Occurs when the voters in two or more Election Districts are combined into one poll book and machine.

**District** – A generic term that can refer to an ED, LD, AD, State Senate District, or any other jurisdictional area.

**District Maps** – A street map, usually of an LD or Town, displaying an ED overlay. Used to locate polling sites and direct voters.

**ED (Election District)** – The smallest political unit usually comprising neighborhoods and indicted by a number (e.g. ED 24). Voters must vote in their ED. Inspectors serve in an ED. Committee members are elected from an ED.

**Emergency Ballot** – A paper ballot issued only when a machine breaks-down and only with permission from the Commissioners. After a voter has voted the ballot, it is placed in a green and white envelope, sealed, signed, and put in the Affidavit/Emergency Return Envelope.

**Emergency Release Lever** – A small metal lever located under the party fist cards that is used to release the red handle without casting any votes.

**Entrance Button** – The button on the right hand side of the machine pushed before a voter enters the machine.

**Fist Card** – The dark hand with index finger pointing that displays the name of a party in the front of the machine.

**Flip Chart** – A resource included in election day supplies that lists a variety of solutions to challenges that inspectors may face throughout the day.

**General Election** – An annual election open to any registered voter.

**Hispanic District** – An ED determined through census figures to possess over 5% Spanish-speaking population.

**I Voted Stickers** – a round adhesive that has “I voted today” on it. Inspectors should hand these stickers to voters, not place them directly on clothing.

**LD (Legislative District)** – An area encompassing a number of election districts in which a County Legislative Member is elected.

**Leader** – The political head of a local (Town, City, or LD) Committee. Minimum function is to act as liaisons between their County Committee and their local Committee.

**Lever (or Pointer)** – the bar that a voter pushes down to indicate a vote.

**LTED** – A Board code for a Legislative District or Town and an Election District (eg.60002: Riga, ED 2)

**Machine Diagram** – see sample ballot

**Machine Face** – The ballot as displayed on the machine.

**Orange Dot Items** – Materials that must be returned to a Board of Election Supply Return Location in the City or to the Town Hall and Town Clerk in the Towns on election night after the polls close.

**Paper Roll** – a roll of paper wound around a metal spool located in a small compartment at the back of machine. Write in votes are recorded on the paper roll. If the paper is removed at closing, it must be folded and placed in the paper roll return envelope.

**Pay Voucher** – A form that inspectors must fill out completely in order to be paid for their work. It is a purple color for City Pay Roll.

**Poll Book** – The ledger containing a voter’s name, address, and signature in which a voter must sign before they allowed to vote on the machine. In a Primary, all eligible voters enrolled in each party having a Primary will be in separate poll books labeled by party.

**Primary Election** – An election within a party for an office or offices. The winner appears on the General Election ballot.

**Primary Lever** – A lever located on the right hand side of the machine that inspectors must set to the party of the voter entering the machine. Used only in a Primary Election.

**Primary Slips** – Colored slips of paper corresponding to parties that are given to voters after they sign the poll book (of the same color) and then are given to an inspector at the machine who sets the Primary Lever. Used only in a Primary Election.

**Protective Counter** – A dial located on the right hand side of the machine that records the total number voters who have ever entered the machine and pulled the red handle.

**Public Counter** – A dial located on the right hand side of the machine that records the total number of voters that have entered the machine and pulled the red handle for that particular election.

**Red Handle** – The metal rod that voters pull to the right to close the curtains and begin voting and then pull to the left to open the curtains after the votes have been indicated.

**Sample Ballot** – A paper diagram of the machine face.

**Seal** – a metal strip that is placed through the entrance button.

**Street Directory** - Listings with all house numbers and streets within a site.

**Street Guide** – Listings with house numbers and streets within an ED.

**Substitute Inspector** – A trained inspector interested in working in an election district on election day, but not assigned to an election district.

**Voting Booth** – A piece of upright cardboard used to give voters privacy when they vote on a paper ballot.

# FREQUENTLY ASKED QUESTIONS – Lever Machine

## ELECTION PROCEDURES

### *What is the procedure for B Machines?*

Sometimes, if a large number of voters are anticipated to vote in a district, that district will receive two machines. They are termed “A” and “B” machines. Open and check both machines when you arrive at the polling site. Voters may vote on either the A machine or the B machine. In the poll book you must indicate which machine the voter used. You will have one poll book. Example: the first voter on the A machine is 1A. The second voter on the B machine is 2B. It is important that you keep accurate records on which machine the voter used. At the close of the polls you will need to canvas both the A machine and the B machine. Read the numbers off the back of the voting machine, and record them on the canvas sheets. The A machine total and the B machine total is added together on the canvas sheet. Follow normal closing procedures for the machines, but place all of the non-orange dotted supplies in the B Machine only.

### *Why are there two keys on the key ring?*

The #2 key is for turning the machine on and off. On many machines, inspectors can tell the machine is turned on when the red mark above the lock is lined up with the red mark on the lock. The #3 key opens the front and back of the machine. Remember: the small latch must be horizontal in order to remove the #3 key from the lock.

### *Can any inspector, other than the Chairperson, sign important documents?*

Any inspector may sign affidavit ballots or emergency ballots. All inspectors must sign the Affidavit/Emergency Return Envelope, the Certificate of Service, the Key Return Envelope, the Paper Roll Return Envelope, and the Canvass Report. **The Chairperson MUST sign city pay vouchers.**

### *Does an ID need to be current for it to be accepted?*

Yes. The ID should be no more than a few years old. Identification applies only new voters who have not submitted ID by mail. The ID must contain the voter’s name and address or name and photo.

### *What happens in a Primary if a voter says they are one party but does not appear in that voter book?*

In a Primary Election, each party experiencing a Primary will have their own, colored-coded, book. If a voter is not in one book, check the others. If the voter does not appear in any book, present them with a affidavit ballot, allow them to vote by affidavit ballot, and the Board of Elections will do further research.

## INSPECTOR ISSUES

### *How do I know what table (Election District) I should be at?*

Your coordinator will tell you what district you are assigned to. Inspectors must sit at the table they have been assigned by their coordinator unless they receive permission to change from the Board of Elections. Inspectors should always make sure that they are signing paperwork like the Certificate of Service, Pay Vouchers and the Canvass Report, from the district they are assigned to.

### *How should we handle reporters or news-crews that appear at the polling site?*

Always be considerate toward the press. Call the Board to inform the Commissioners if the press appears at your site. Reporters may ask inspectors or voters questions outside the 100’ distance marker. They may not accompany voters into the voting machine or go behind the voting machine to examine the dials. They may not disrupt proceedings.

# FREQUENTLY ASKED QUESTIONS – Lever Machine

***When we call the Board on Election Day, who will we be speaking to?***

The phone numbers on the flip chart go to the Election Inspector Coordinators, the Deputy Commissioners and the Commissioners. Inspectors must follow their instructions.

***What should we do if our Spanish Interpreter does not show up?***

Please call the Board of Elections, 753-1550, AFTER you open, and inform us that your Spanish interpreter has not arrived. We will make every effort to find you a substitute.

***How do inspectors identify a Spanish Interpreter? A Board employee?***

The supplies in each designated Hispanic District will contain an envelope for Spanish Interpreters, including a nametag. This is the best way to identify if your ED should have an interpreter. As you open, interpreters should introduce themselves and then be allowed to join the team of inspectors at the table. Board employees should have a Monroe County ID displayed.

***How can we improve the lighting, heat or set-up of our Polling site?***

The best way is to find the custodian or janitor at your polling site. Because of the number of Polling sites, it is difficult for the Board of Elections to make immediate changes on Election Day. Town inspectors may also want to speak with their Town Clerks since it is the Clerks that reserve the polling sites and have contact numbers.

***What can we do if our handicap crank is accidentally locked in the back of the machine?***

Call the Board of Elections (753-1501) to see if we can provide you with another crank. If not, ask to use the crank of another handicap accessible machine at your polling site.

***Can the Board of Elections provide transportation for inspectors to and from the polling site?***

No. In fact, coordinators are NOT permitted to drive inspectors to and from the polling site, either. Inspectors must provide their own transportation.

***How do inspectors vote if they are scheduled in a different polling site from where they vote?***

Inspectors must be permitted time to go and vote if they are scheduled in a different polling site than they vote in. The inspector must inform the chairperson about how long they will be. The time to vote in addition to the time allotted for meals, but may be combined. Inspectors may also vote by absentee ballot in person at the Board of Elections (39 W Main Street) beginning two weeks before the election.

**Index of Photos and Illustrations**

Affidavit Ballot (Sample)	14
Affidavit Ballot Envelope	15
Affidavit/Emergency Return Envelope	14,16,17
Canvass Sheet	6,28
Challenge Report	24
Commissioners	Inside front cover
Emergency Ballot Envelope	17
Entrance Button	3
Handicap Crank	5,23,27
Keys	3,4,5,27
Machine Dials	5,27
Notice to Voters	13
Paper Roll	5,27
Poll Book	9,10
Poll Watchers Certificates	25
Primary Materials	11
Privacy Screen	14
Sample Voting Machine	5
Signs	6,7
Street Guide	8,13
Supply Bag	4
Voting Machine	3,11,19,23,27

# Review Questions for Inspector Exam

*NOTE: these are only SAMPLE Questions. Other subjects may be asked on the Exam*

## **Part I: Before you Start**

- A. List three minimum qualifications to be an inspector.
- B. List five responsibilities of an Election Inspector.
- C. List three jobs inspectors will be doing though the day.
- D. How many inspectors of each party are required to open a district?
- E. List three roles of the Chairperson.
- F. What is the purpose of the entrance button on the voting machine?
- G. What does the public counter record?
- H. What does the number 3 key do?
- I. What does the number 2 key do?

## **Part II: Opening the Polls**

- A. When do the polls open on General Election Day and Primary Day?
- B. When must Inspectors arrive at the polls on Election Day and Primary Day?
- C. When may the supply bag be opened?
- D. What should inspectors do first after they arrive at the polls?
- E. Describe what must be done between opening the back of the machine and closing it?
- F. What is the purpose of the Distance Marker?
- G. Where should the Vote Here Signs be placed?
- H. What is the purpose of the arrow signs?
- I. What signs should be placed on the wall near the machine?
- J. List four supplies that should be readily available on the inspector table.

## **Part III: Check-In Procedures**

- A. List the sequence of Checking-In a voter.
- B. Name three documents that can be used if the voter's record shows "ID Required."
- C. List the additional check-in steps necessary in a Primary Election.
- D. List three reasons an affidavit ballot might be used.
- E. What is the Notice to Voters?
- F. List three options available to inspectors if the voter's address is not in the district.
- G. What is the purpose of the street guide?

- H. What responsibilities do the inspectors have to process an affidavit ballot?
- I. When is an Emergency Ballot used and what responsibilities do the inspectors have to process an emergency ballot?
- J. Why would a voter use a Court Order and what must the inspectors allow the voter to do if the voter produces a valid Court Order?
- K. What is the purpose of a write in vote and how is it done?
- L. What is the purpose of the Challenge Report?

## **Part IV: Assisted Voter**

- A. List three instances when a voter may be assisted.
- B. Should inspectors accompany the Spanish interpreter into the booth?
- C. Describe any oaths that may be necessary to administer if a voter requires assistance.
- D. List three ways to sensitively interact with a voter with disabilities.

## **Part V: People at the Polls**

- A. List a responsibility of a Spanish Interpreter.
- B. Why might a poll watcher be at an election district and what must they present to the inspectors?
- C. List two functions a poll watcher may do and two actions they may not do.

## **Part VI: At the Polls**

- A. When during the day should ALL inspectors be at the polls?
- B. Give three examples of what may not be brought to the polling site.

## **Part VII: Closing the Polls**

- A. When exactly do the polls close?
- B. Describe how the machine is canvassed.
- C. When should the paper roll be cut?
- D. Where is the seal to the poll book?
- E. What supplies go into the orange dotted bag and where must inspectors return the orange dotted bag?

## **Other**

- A. Why does a Primary occur?
- B. What entity sets inspector pay?

# INDEX

## *Election Inspector Training Manual*

<b>A</b>	Absentee Ballot Voters	19	<b>N</b>	Name Changes	12
	Affidavit Ballots	14-15,18		Name of Voter already signed	19
	Affidavit Envelope – Inspectors	15		Notice to Voters	13
	Affidavit Envelope – Voters	15	<b>P</b>	Paper Roll	5,33
	Instructions to use	14		Canvassing	33
	When not to give to voter	13-14		Dateline	5,33
	When to give to voter	14		How to Cut	33
	Affidavit/Emergency Return Envelope	14,16,17		Opening the Polls	5
	Assisted Voters	20-22		Procedure	33
<b>B</b>	Ballot Marking Device	11, 12, 25-30		Paper Roll Envelope	33
<b>C</b>	Candidates	31		Pay	36
	What they may do	31		Poll Book	9,10,13
	What they may not do	31		Processing Voter	10
	Canvass Report	6,34		Poll Watchers	25
	Closing the Polls	34		Watcher’s Certificate	25
	Opening the Polls	6		What they may do	25
	Canvassing the Machine	33		What they may not do	25
	Chairperson	2,32		Polling Site	2,25,26
	Challenge Report	11,14,16,19,21,24		Access to Table	2,25
	Challenges to Voter	19		Disruptions	2,25
	Closing the Polls	33-34		Primary Day	4,11,35
	Coordinators	1,32		Inspector Arrival Time	4
	Court Order	16		Primary	11-12
<b>D</b>	Disabled Voters	21-22		Canvass Books	11
	Distance Marker	6-7		Party ID Slips	11
<b>E</b>	Election Day	4		Primary Lever	11
	Inspector Arrival Time	4	<b>R</b>	Emergency Release Lever	12 a
	Polls Open	4		Protective Counter	3
	Election Inspectors	1-2		Re-Packing	34
	Assignment	1		Challenge Report	34
	Qualifications	1		Poll Book	34
	Responsibilities	2	<b>S</b>	Return Envelope	34
	Scheduling	1		Sample Voting Machine	5
	Electioneering	6,31		Signature Comparison	10
	Emergency Ballots	17		Challenging the Voter	19
	Permission Needed	17		Signs	6,7
	Emergency Envelope – Inspectors	17		Posting	7
	Emergency Envelope – Voters	17		Spanish Interpreters	25
	Procedure for Poll Ledger	17		Street Guide	8,13,34
	Return Envelope	17	<b>T</b>	Supply Bag	4
	Emergency Procedures	17		Tally Sheet	33
	Entrance Button	3,33,34	<b>V</b>	Vote Totaling	33
	Etiquette	32		Voters in line when polls close	33
<b>F</b>	Flag	6		Voters with “Absentee Ballot” mark	19
	Flip Chart	8		Voters with “ID Required” mark	9
<b>H</b>	Handicap Crank	5,23		Voting Machine	3,5,12,19,23,33,34
<b>I</b>	ID Required	10		Cord	5
<b>K</b>	Keys	3,4,5,33,34		Dial Check	5,33
<b>L</b>	Latch A	33		Locking the back	33
<b>M</b>	Machine Breakdown Procedures	17		Locking the front	34
	Moves within the same ED	13		Voting Machine Tag	4
			<b>W</b>	Check to verify supplies	4
				Write-In votes	19



# Checklists – Lever Machine

## SIGNATURE CHECKLIST

- \_\_\_\_\_ Affidavit Ballot Envelopes
- \_\_\_\_\_ Emergency Ballot Envelope
- \_\_\_\_\_ Affidavit/Emergency Return Envelope
- \_\_\_\_\_ Challenge Report
- \_\_\_\_\_ Pay Vouchers/Payroll Sheets
- \_\_\_\_\_ Certificate of Service
- \_\_\_\_\_ Key Return Envelope
- \_\_\_\_\_ Paper Roll Return Envelope
- \_\_\_\_\_ Canvass Report – Opening & Closing the Polls Sections

## OPENING CHECKLIST

- \_\_\_\_\_ Make sure the district on supply bag is the same as that of machine
- \_\_\_\_\_ Snap curtains inside of the machine
- \_\_\_\_\_ Plug cord in for light
- \_\_\_\_\_ Display sample voting machine
- \_\_\_\_\_ Make sure sample ballot is same as machine face
- \_\_\_\_\_ Verify dials are at zero
- \_\_\_\_\_ Verify dateline on paper roll
- \_\_\_\_\_ Remove Crank
- \_\_\_\_\_ Sign Opening Polls section of Canvass Sheet
- \_\_\_\_\_ Post Signs & put flag out
- \_\_\_\_\_ Post District Map, Sample Ballot, and Voters Bill of Rights
- \_\_\_\_\_ Break Seal
- \_\_\_\_\_ Turn on Machine with #2 Key

## CHECKLIST: VOTER NOT IN POLL BOOK

- \_\_\_\_\_ Stay calm & calm the voter
- \_\_\_\_\_ Re-check street guide to see if the voter is at the correct district
- \_\_\_\_\_ Re-Check poll ledger for spelling of name and any possible confusion between first name and last name
- \_\_\_\_\_ If voter is not in your district, check if they are in another district in your polling site
- \_\_\_\_\_ If not in your district, check district map for the correct polling site
- \_\_\_\_\_ Call Board for assistance

## CLOSING CHECKLIST

- \_\_\_\_\_ Turn off the machine with #2 Key
- \_\_\_\_\_ Read vote totals from dials at the back of the machine.
- \_\_\_\_\_ Record vote totals on the Canvass Sheet and Tally Sheet
- \_\_\_\_\_ Cut the paper roll if date line is not visible and place in paper roll return envelope
- \_\_\_\_\_ Tally write-in votes
- \_\_\_\_\_ Replace the handicap crank
- \_\_\_\_\_ Sign Closing Polls section of the Canvass Sheet
- \_\_\_\_\_ Seal the poll ledger
- \_\_\_\_\_ Take down signs; bring flag inside
- \_\_\_\_\_ Re-Pack; separate Orange Dot items from other supplies
- \_\_\_\_\_ Place machine keys in orange dotted return key envelope
- \_\_\_\_\_ Secure seal in entrance button
- \_\_\_\_\_ Return ORANGE DOT items to designated location