

Monroe County Board of Elections

# Coordinator Handbook

Revised July 1, 2006



PETER M. QUINN  
COMMISSIONER

DOUGLAS E. FRENCH  
DEPUTY

THOMAS F. FERRARESE  
COMMISSIONER

SHEILA M. FLEISCHAUER  
DEPUTY

Monroe County Board of Elections  
39 West Main Street  
Rochester, NY 14614  
[www.monroecounty.gov](http://www.monroecounty.gov)

## For Inspector Information

**Peter Elder**  
**Republican County Coordinator**  
**753-1523**  
[pelder@monroecounty.gov](mailto:pelder@monroecounty.gov)

**Nancy Welch**  
**Democratic County Coordinator**  
**753-1539**  
[nwelch@monroecounty.gov](mailto:nwelch@monroecounty.gov)

# **A Message from the Commissioners**

Today more than every the role of the Inspector Coordinator is vital to the election process. We know that finding dedicated competent Election Inspectors is your goal. As part of the Board of Elections organization your efforts serve both the voter and the community.



*Commissioner  
Peter Quinn*

Working with your committee and the leader is important to finding Inspectors who understand the political and electoral process. Very often an attempt is made to divide the two but without candidates we would not have elections.

In addition the election process is changing year to year. It requires you to keep up on those changes by attending Coordinator and Inspector training classes. Through these classes you should have all the tools you need.



*Commissioner  
Thomas Ferrarese*

The Commissioners are ultimately responsible for the activities at each polling site. With you and the Inspectors acting as our representatives we, as well as the voters and candidates are assured of fair and accurate elections. You know we

are always here to answer you questions and will assist you when ever there is a need. Your loyalty to the Board of Elections is truly appreciated. Thank you for that commitment.

## **Introduction from Peter & Nancy**

Coordinators are the link between the Board and our inspectors. You are who we speak to most often, who we rely on to schedule our inspectors, make sure they are trained, and trouble-shoot on Election Day. You are the supervisory eyes and ears of our efforts. We are grateful for the work you do.



*Nancy  
Welch*

This manual is an expression of our desire to make sure you are well equipped to do your jobs before, during and after an election day. And always remember that we are here, backing you up. Never hesitate

to call with questions or comments, especially with suggestions about how we can improve our inspector program. Again, thank you for your hard work and dedication to making our elections a success.



*Peter  
Elder*

## **Table of Contents**

<b>Subject</b>	<b>Page</b>
Message from the Commissioners	1
Introduction	1
Coordinator Appointment	2
Inspector Assignment	3
Inspector Status Codes	3
Coordinator Responsibilities	4
Supply Pick-Up & Delivery	4
Inspector Etiquette	4
Coordinator Listings	5
Election Day	6-8
Polling Site Checklist	7
Polling Site Etiquette	6
Interacting with Other Coordinators	6
City Supply Return	8
Post Election Day	9
Clerk Phone Numbers	9
Index & Notes	10
Checklists	11
<b>Inspector Manual</b>	

# Coordinator Appointment

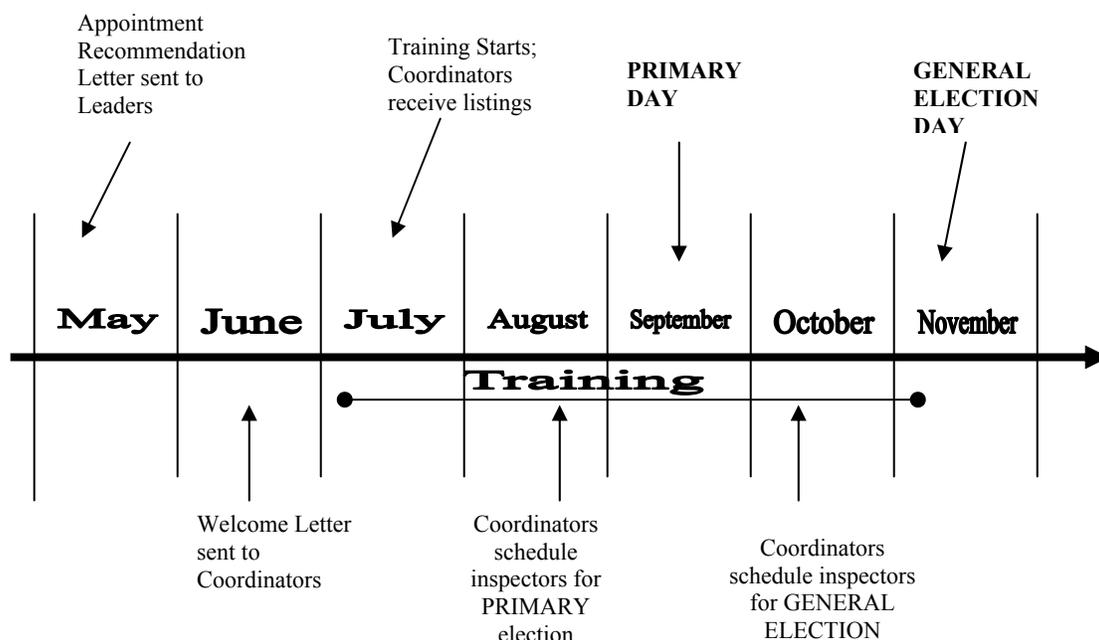
The Coordinator Program began and continues as an effort to assist Committee Leaders with the vital task of appointing, scheduling, and supervising inspectors. The Leaders of each jurisdiction are responsible for recommending inspectors and Coordinators to the Commissioners.

## Leader Recommendations

By May 1<sup>st</sup>, Leaders are asked to recommend an individual to the Commissioners for appointment as a Coordinator. Inspector Coordinators should be active members of their political committees. Inspector Coordinators should be experienced Inspectors who drive and have Election Day transportation. Inspector Coordinators must be available during all polling hours on all election days. They must attend one training session per year. Normally, an Inspector Coordinator may not serve as a paid Inspector; a leader may not serve as an Inspector Coordinator. Just as Coordinators assist Leaders, Leaders should work with Coordinators to provide political backup, especially on Election Day. Committee Leaders should consider being inspectors and inspectors should consider being Committee members.

## Commissioner Appointment

Coordinators are appointed by the Commissioners for one year terms beginning on July 15<sup>th</sup>. At the time of appointment, Coordinators will receive a packet of information from the Board of Elections including initial inspector listings showing active (working) inspectors from the previous election and a supplemental listing of substitute and expressed interest inspectors.



## *Coordinator Work Timeline*

## **Inspector Assignment**

- Assign TWO inspectors to each Election District (ED).
- Always try to schedule inspectors in your own LD or Town first; check with the Board of Elections if you are unsure where someone lives.
- Inspectors should be registered in your party (call Board of Elections if you have questions). They must be able to read and speak English and may not be the spouse, child, or parent of a candidate on the ballot in the ED.
- Schedule to cover EACH election District with two inspectors. The Board does not endorse the idea of inspectors running back and forth between tables to cover multiple EDs within a site.
- Avoid half-day inspector assignments: always try to assign inspectors for full days.
- You **MUST** use the Board of Elections listings when making your assignments: If there is no change, leave the name(s) listed alone; if there is a change (one or both of the inspectors listed are unable to work), cross-off the name or names and write in the new names and other information down below in the space provided. **REMEMBER:** When an inspector is scheduled to work, they will be made active; when they are not working, and they are trained, they will be made a substitute.
- Report these assignments to the Board of Elections (BOE) on lists provided by the due date listed.
- If you find yourself short of inspectors and have exhausted your substitute and expressed interest listings, you have a few options: (1) Call the BOE and have us prepare a listing of registered voters in your party to recruit from; (2) call your Leader and seek assistance or (3) call an adjacent coordinator and see if they can lend you their extra inspectors.

### **Explanation of Inspector Status:**

- A** *A trained working Inspector/worked Last Election.* May be changed by Coordinator to Hold, Substitute or made inactive.
- S** *Substitute. Trained, not scheduled to work.* May be changed by Coordinator to Active status. An person with substitute status will only remain on the file for 3 years and then will be made an EX.
- H** *Hold;* Coordinator requesting trained inspector be listed with those working.
- EX** *Expressed an interest.* Voter interested in being an inspector but not trained. May only be made active or substitute if trained. A person with EX status will only remain on the file for three years and then will be inactivated.
- I** *Inactive.* No longer working.

### **FOR TOWN COORDINATORS ONLY:**

**At least 5 days before Election Day, submit a listing of your inspector assignments to your town clerk.**

## **Inspector Oversight**

- When necessary, **recruit** new inspectors. The Board can provide you with lists that have the names, addresses, and phone numbers of registered voters of your party within election districts. Work with the Committee Leader to identify possible inspectors.
- Make sure inspectors attend training sessions. All inspectors must attend annual training and pass an examination. *In those instances that an inspector fails an exam, coordinators may be asked to administer a make-up test.*
- Ensure that Inspectors understand they *may not work* if they have not attended training and passed the exam.

## **Coordinator Responsibilities**

- Attend a training session and pass the exam each year.
- Visit polling sites and inspectors on each election day. Assist inspectors if they have questions. Ensure a smooth and orderly election day.
- Be available by phone 30 minutes before polls open and one hour after polls open. Make sure all inspectors have the coordinator's main contact number in case inspectors or BOE need to get in touch with you.
- Check with BOE at least once during Election Day.
- Cooperate and work with your counterpart of the other party. Make sure you are talking to him or her about supply pick-up and delivery, districts to visit on election day, and any other concerns or questions you might have.

### **Supply Pick-Up & Delivery**

In many of the Towns and in the City, Coordinators are responsible for picking-up the election day supply bags and delivering them to an inspector (often the Chair from the year before). Supply bag pick-up usually occurs three or four days prior to the election. The bags are picked up at the Board of Elections (or may be delivered) for the City Coordinators or at the Town Hall for Town Coordinators. City Coordinators must report which inspector has the supply bags at least 2 days before the election. Unless given permission from the Commissioners, the supply bags **must never be opened** prior to election morning.

## **Inspector Etiquette**

There are times you must be firm with your inspectors. But on the whole, recall that we would not be able to process an election without them. Try to sympathize with the inspectors: understand that many inspectors are accustomed to a particular polling site, a certain set of compatriots to work with and even to the voters they will be serving. Sixteen hours wears on many inspectors: be understanding about the time involved, the sometimes monotonous, other times rushed, environment that they deal with once or twice a year. You must be persuasive about getting inspectors to work and perceptive about making sure they will be ABLE to work to ensure the smooth conduct of elections.



# ELECTION DAY OVERVIEW

## General Elections

In a General Election, all election districts will report. Coordinators must assign 2 inspectors per election district. There may be multiple election districts in a polling site, but Coordinators must always assign inspectors per election district. General Elections will tend to have higher voter turnout. The greatest number of voters will turn-out in those years that a Governor and President are on the ballot. If there is a B machine, coordinators must assign 3 inspectors.

## Primary Elections

For most Primary Elections, election districts will be **consolidated**. This means that two or more districts will vote on the same machine, have the same poll ledger and be staffed by one set of inspectors. **Coordinators are responsible for assigning 2 inspectors per consolidated district.**

Usually, districts are consolidated in a polling site. (for instance, the Great Church might usually have both EDs 4 and 6, with their own machines, poll ledgers and staff of four inspectors in a General Election. In a Primary Election, districts 4 and 6 might be merged together with one machine, one poll ledger and one set of four inspectors).

## Presidential Primary

The Presidential Primary is held every four years in March of the same year in which the Presidential Election will occur. Usually, the election districts in a Presidential Primary are consolidated.

## Local Registration

Local Registration usually occurs in October preceding a Presidential Election. All the supplies and information needed for registration will be at the registration site. The inspector's job is to assist the public in registering to vote, change their address or obtain an absentee ballot application. The Coordinator is responsible to assign two inspectors for each shift for all days of registration.

## Polling Site Etiquette

When you enter a polling site, remember that the Board or the Town has made agreements to use that site. We need the sites. If you identify a problem, hand the situation diplomatically: *never yell at anyone*. Advise inspectors tactfully and assist them if you can. If an inspector is being difficult, take them aside and solve the problem. If you interact with an interpreter, school staff, a custodian, a manager or any other worker, remember to do so calmly and with the intent to make it a smooth, efficient and well run election day.

## Interacting with Other Coordinators

Often, you will need the assistance of your counterpart in the other party. You may also need help from coordinators in your own party. Be courteous and helpful and that behavior will likely be reciprocated. If conflicts or questions arise, always call the Board of Elections.

## **Election Day Responsibilities**

On an election day, Coordinators should help assist and supervise inspectors. Election Inspectors should heed the advice of the Coordinators. **Remember, on an election day, both Coordinators, from either party, have the same authority and responsibility.** If any conflicts arise between the inspectors or the inspectors and a coordinator, call the Board of Elections immediately.

### ◆ **SUPERVISE, DON'T SUBSTITUTE**

Coordinators are responsible for ensuring inspectors are present at their correct election district on election day. Also, coordinators should oversee that the inspectors are following correct election procedures. However, Coordinators should not serve as inspectors nor take on the duties of inspectors. Coordinators should not drop off or pick-up bags or supplies on election day. They should not provide inspectors with rides to the polling site.

### ◆ **BE AVAILABLE**

At the beginning of an election day, Coordinators should be available for at least 30 minutes prior to polls opening and one hour after polls opened to take calls from their inspectors or the Board of Elections.

### ◆ **WATCH OUT FOR NO SHOWS**

There may be some scheduled inspectors unable to work on an election day. Sometimes inspectors never show up at their election district. If this happens, Coordinators must fill the vacancies with substitute inspectors during the morning hours.

### ◆ **VISIT POLLING SITES**

Prior to election day, the Democrat and Republican Coordinators for a particular jurisdiction should divide the polling sites between them. Starting in mid-morning on election day, Coordinators should begin to “make-the-rounds” and visit inspectors at polling sites. All polling sites should be visited on an election day. Coordinators should supervise inspectors, not substitute for inspectors.

### **What to look for at a Polling Site**

- **Assignment**: Are the inspectors a coordinator assigned to a table actually sitting there? If not, coordinators may move their **own** inspectors to the correct table. If inspectors are present that were not assigned by either coordinator, contact the Board of Elections. If the inspectors have already signed pay vouchers or Certificates of Service, all the Board of Elections.
- **Set up**: Can the voter readily find the inspector table and the machine?
- **Organization**: Are signs posted so voters can see them? Is the distance marker posted? Are the poll book, street guide, flip chart and affidavit ballots on the table?
- **Traffic Flow**: Is there a smooth traffic flow through the polling site?
- **Chairperson**: Have the inspectors chosen a Chairperson? If not, encourage them to do so.

## **Election Day Responsibilities - CONTINUED**

### ◆ **KNOW ABOUT SUPPLY RETURN**

*Find out and note* which inspector is returning the supplies at the close of the polls. Ask the inspector if they know the return location. Remind inspectors that everything gets packed in the voting machine **except the items with an orange dot. Orange dot items go in the orange dot bag and dropped off at the designated location.**



### ◆ **REMIND INSPECTORS ABOUT ELECTION PROCEDURES**

Take a moment and observe if inspectors are following basic election procedures. Make sure they know if their district is a **Call-in District**. Make sure they allow the **Spanish Interpreter** to sit at their table. Remind them about proper procedure for **Assisting Voters and Voters with Disabilities**. Remind them to consult their Manuals and the flip chart if they have questions. If, after using their supplies, they still have a question, the inspectors **MUST** call the Board of Elections.

### ◆ **CHECK IN WITH THE BOARD DURING THE DAY (753-1523 or 753-1522)**

#### **Special Duty – City Supply Return**

Some City Coordinators have the additional duty of supervising the receipt of supplies at the end of the evening at one of the Board of Elections supply return locations. The inspectors in LDs 21, 23, 24, 26, 28 and 29 are responsible for dropping off their orange dotted bag containing their orange dotted items at the end of the evening to one of these locations. The Coordinators note on a list that the supplies have been received. The supplies are transported to the Board, where with the tally sheets from LDs 22, 25, and 27 are separated and the unofficial returns entered into the BOE election night reporting system.

#### **CITY SUPPLY LOCATIONS AND REPORTING DISTRICTS**

##### **BOE Main Office**

22-2	22-7	22-11	22-17	22-23	ALL	ALL
22-3	22-9	22-12	22-18	22-24	25 <sup>th</sup> LD	27 <sup>th</sup> LD
22-6	22-10	22-13	22-21			

##### **East High School**

21-1	21-7	21-14	21-21	21-27	23-4	23-15	23-22
21-2	21-8,28	21-15	21-22	21-31	23-6	23-17	23-23
21-3	21-9	21-17	21-23	21-32	23-9	23-18	23-24
21-4	21-10	21-18	21-24	21-33	23-10	23-19	23-25
21-5,16	21-12	21-19	21-25	21-34	23-12	23-20	23-26
21-6	21-13	21-20	21-26	23-1	23-13	23-21	23-27

##### **Sacred Heart School Parking**

6-1	7-1	26-4	26-11	26-17	28-6	28-12	28-18
6-2	7-2	26-5	26-12	28-1	28-7	28-13	28-19
6-3	7-3	26-7	26-13	28-2	28-8	28-14	28-21
6-4	26-1	26-8	26-14	28-3	28-9	28-15	28-22
6-5	26-2	26-9	26-15	28-4	28-10	28-16	28-23
6-6	26-3	26-10	26-16	28-5	28-11	28-17	28-24
							28-25

##### **St Stanislaus Church**

21-11	22-5	22-19	29-3	29-8	29-13	29-19	29-24
21-29	22-8	22-20	29-4	29-9	29-14	29-20	29-25
21-30	22-14	22-22	29-5	29-10	29-15	29-21	29-26
22-1	22-15	29-1	29-6	29-11	29-16	29-22	29-27
22-4	22-16	29-2	29-7	29-12	29-18	29-23	

##### **Trinity Covenant Church**

23-2	23-8	24-1	24-5	24-9	24-13	24-17
23-3	23-11	24-2	24-6	24-10	24-14	
23-5	23-14	24-3	24-7	24-11	24-15	
23-7	23-16	24-4	24-8	24-12	24-16	

# Post-Election Day

Within 3 days after a General Election, coordinators should:

◆ **Return their pay vouchers to the Board of Elections.**

The Board requires you to indicate on the form your TOTAL mileage (for all elections regarding the voucher). The total salary will be calculated by the Board using the current pay scale

After an election, coordinators should:

- ◆ Save your **final listings of inspectors** to check against next year's listings.
- ◆ Call your Election Inspector Coordinator at the Board and give a follow-up report regarding election day.

Coordinators may be contacted by inspectors post election for a variety of reasons including:

- ◆ Comments from inspectors about problems they encountered on election day, about concerns with other inspectors, or complaints about a polling site.
- ◆ NOT receiving a paycheck. Please direct the inspector to the phone number of the Town Clerk listed below. City inspectors should contact Becky at the City Clerk's office at 428-7421.

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



# Coordinator Checklists - Election Procedures

Use these check-lists in combination with the Inspectors Check-lists printed on the back of the Inspector Manual

## Voter Check-In

- If a Voter is **not** in the correct Election District(ED) **then** Send the voter to the Correct ED (check Map, Verification Letter, or call Board of Elections)
- **A VOTER MUST BE IN THE POLL BOOK TO VOTE ON MACHINE** (or have a Court Order)
- **A VOTER MUST BE IN THE CORRECT ED TO CAST A BALLOT.**
- If a Voter is in the poll book (and correct ED) **then** the voter must Vote on machine (Normal Poll Procedures)
- If a Voter lives in an ED, but is not in the poll book **then the voters may** Vote by Affidavit Ballot (paper ballot) OR seek Court Order to vote in the ED in which they live.

## Emergency Ballots

- Permission **MUST** be given by the Board of Elections before Emergency Ballots may be issued. Emergency Ballots are **ONLY** used for Machine Breakdowns.
- The Inspector writes "E.B." in place of the public counter number in the poll book
- The Inspector provides the voter with the Emergency Ballot and the Emergency Ballot Envelope.
- The Voter votes in private on the Emergency Ballot.
- The Voter fills out all parts of the Emergency Ballot Envelope and seals the Ballot inside the envelope.
- The Inspector makes sure the voter has filled out the required information and signed the envelope.
- The Inspector then signs the envelope.
- The Envelope is placed in the Affidavit/Emergency Ballot Return Envelope.

## Affidavit Ballots

- The Voter must live in the ED but **NOT** have a record in the Poll Book in order to vote by Affidavit Ballot.
- The Inspector provides the voter with the Affidavit Ballot and the Affidavit Ballot Envelope.
- The Voter votes in private on the Affidavit Ballot.
- The Voter fills out all parts of the Affidavit Ballot Envelope and seals the Ballot inside the envelope.
- The Inspector makes sure the voter has filled out the required information and signed the envelope.
- The Inspector then signs the envelope.
- The Envelope is placed in the Affidavit/Emergency Return Envelope.
- The Inspector records the required information on the Challenge Report.

## Court Order

- A Court order is issued by a Judge to a voter who lives in the election district, wishes to vote on the machine and whose name does **NOT** appear in the poll book.
- The Inspector should take the Court order from the voter
- The Inspector should make sure the election district is correct.
- The Voter **MUST** be allowed to vote on the machine.
- The Inspector places the Court Order in Affidavit/Emergency Ballot Return Envelope.
- The Inspector records the required information on the Challenge Report.

Monroe County Board of Elections  
**Coordinator Handbook**

**Section II:**  
**Inspector**  
**Manual**

Revised July 1, 2006



PETER M. QUINN  
COMMISSIONER

DOUGLAS E. FRENCH  
DEPUTY

THOMAS F. FERRARESE  
COMMISSIONER

SHEILA M. FLEISCHAUER  
DEPUTY

Monroe County Board of Elections  
39 West Main Street  
Rochester, NY 14614  
[www.monroecounty.gov](http://www.monroecounty.gov)

**For Inspector Information**

**Peter Elder**  
**Republican County Coordinator**  
**753-1523**  
[pelder@monroecounty.gov](mailto:pelder@monroecounty.gov)

**Nancy Welch**  
**Democratic County Coordinator**  
**753-1539**  
[nwelch@monroecounty.gov](mailto:nwelch@monroecounty.gov)

# Message from the Commissioners

Dear Inspector:



Peter  
Quinn

*Being an inspector has changed over the past few years. For so many years the procedures did not change. 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 2003, 2004 or even last year is different this year. That is why you are trained every year now and get new inspector manuals.*



Thomas  
Ferrarese

*As part of the Board of Elections organization you need all the tools we can give you to serve the voters. Your willingness to deal with all the changes shows your commitment to the electoral process. We are grateful to have you as an inspector.*

*Each year we face new challenges. Each year is very busy in its' own right. The Primary Election will be on Tuesday, September 12<sup>th</sup> 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 7<sup>th</sup> 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.*

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
Poll Book, Street Guide, Flip Chart	8
<b>PART III: Check-In Procedures</b>	<b>9-17</b>
ID Examples	9
Poll Book Procedures	9
Name Changes	10
Primary Elections	10-11
Voter Moves in Same District	12
Affidavit Ballots	12-14
Affidavit Envelope	14
Court Orders	15
Emergency Ballots	16
Emergency Procedures	16
Write-In Votes	17
Absentee Ballot Votes	17
Voter Challenges	17
<b>PART IV: Helping the Voter</b>	<b>18-21</b>
Assisting Voters	18
Working with Interpreters	19
Tips for Assisting Disabled Voters	19-21
Service Animals	20
Handicap Accessible Machine	21
Challenge Report	22
<b>PART V: People at the Polls</b>	<b>23</b>
Spanish Interpreters	23
Poll Watchers	23
Candidates	23
<b>PART VI: At the Polls</b>	<b>24</b>
Election Etiquette	24
Breaks & Meals	24
Conduct	24
<b>PART VII: Closing</b>	<b>25-26</b>
Cutting the Paper Roll	25
Re-packing Instructions	26
<b>Appendix I: The Election Process</b>	<b>27</b>
<b>Glossary of Terms</b>	<b>28</b>
<b>Frequently Asked Questions</b>	<b>29-30</b>
<b>List of Photos and Illustrations</b>	<b>30</b>
<b>Review Questions for Exam</b>	<b>31</b>
<b>Index</b>	<b>32</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 that 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 their 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.”

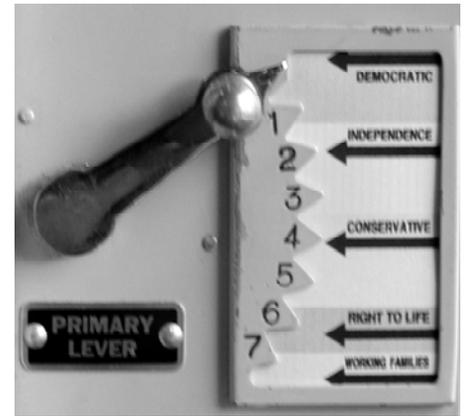
# The Voting Machine



**Voting Machine**  
(AVM 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)



**#3 key**  
(opens and closes front and back of machine)



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



**Right side of machine**  
(facing machine)



**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 after the inspector's initials)



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

## 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 of the machine tag.
3. Open the supply bag and remove the machine keys.
4. Make sure the district on the poll book is the same as that of 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

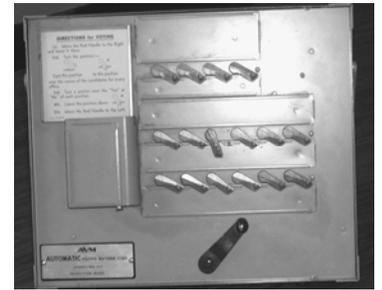
## Setting Up the Voting Machine

### 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

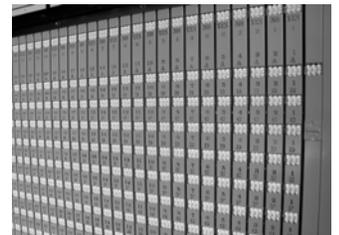


### **Sample Voting Machine**

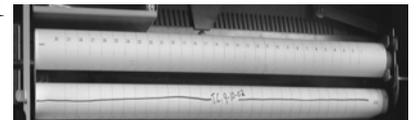
(Use the sample voting machine to help new voters understand how to use the levers in the voting machine)

### Back of the Machine

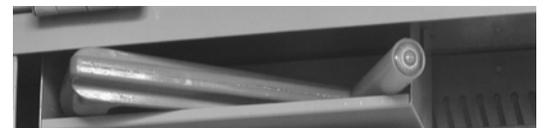
11. Use #3 Key to open the back of the machine.
12. Remove the crank from the upper left-hand corner of the paper roll compartment (if the voting machine is labeled Handicapped Accessible).
13. Verify dials are at zero (If you find a number on the back of the voting machine on one of dials, attach a 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.



Seal in  
Entrance  
Button



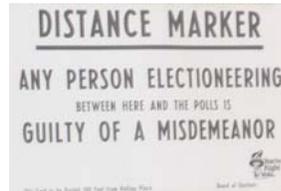
Number 2  
Key in  
Number 2  
lock

## Setting Up the Polling Place

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

### POST SIGNS

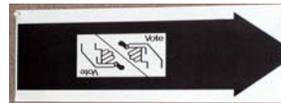
19. Post the “DISTANCE MARKER” sign, outside, 100 feet from the entrance to the building.



20. 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.



21. Hang “Arrow Signs.”



22. Post the “DISTRICT MAP” and the “SAMPLE BALLOT” near 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.

*Elizabeth A. Mauer*  
*Laura C. Dinger*  
*Randolph Blake*  
*Betty Jones*  
(Signed) Board of Inspectors.

“Opening of Polls” section of the canvass report



District Map

23. Post the “VOTERS BILL OF RIGHTS.”

### SUPPLIES

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

A sample ballot form with columns for candidates and rows for different political parties: REPUBLICAN, DEMOCRATIC, INDEPENDENCE, and CONSERVATIVE.

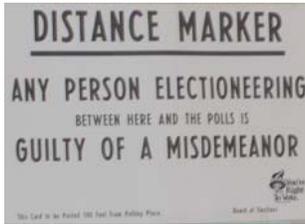
Sample Ballot



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) that must be placed on the handicapped accessible door. That door must remain unlocked during voting hours.



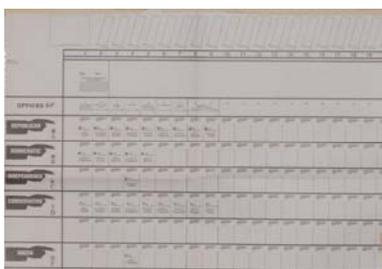
- ◆ Use the **arrow signs** to direct voters to a room or location inside a polling site.
- ◆ Post on inside walls



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



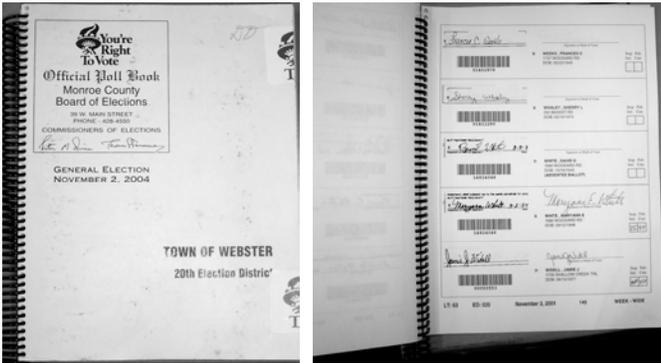
- ◆ The **district map** should be hung on the wall near the voting machine.
- ◆ A polling site listing will be stapled to the map. Use the map to find a voter's correct ED and then match the ED with the polling site and address.



- ◆ 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.

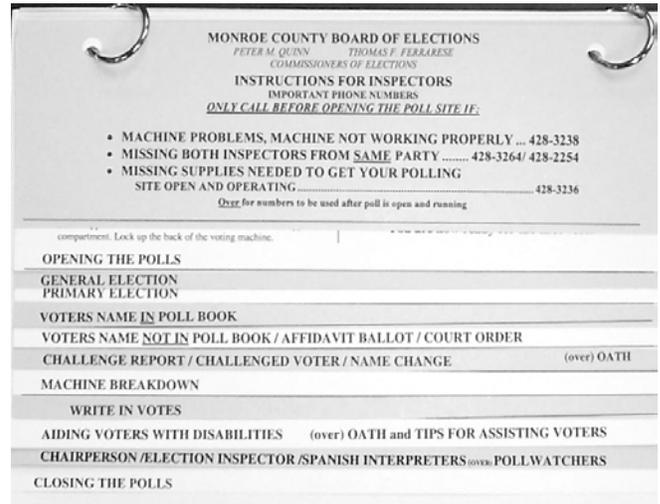
# Important Supplies

## Poll Book



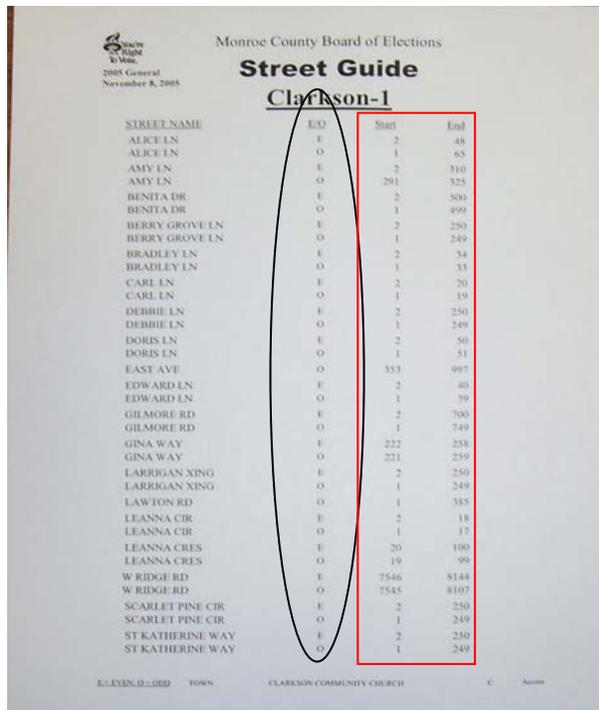
- Poll Books are printed according to Town and reporting election district (ED) in the Towns or Legislative District (LD) and ED in the City.
- The Poll Book is arranged alphabetically by the Voter's *Last Name* and then *First Name*.
- Use the *indexing* at the bottom right of the Poll Book to help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

## Flip Chart



- Look for important Board of Elections contact numbers on the front flap of the Flip Chart.
- Inspectors can find quick answers to questions by reading the information under the tabs in the flip chart.

# Street Guide



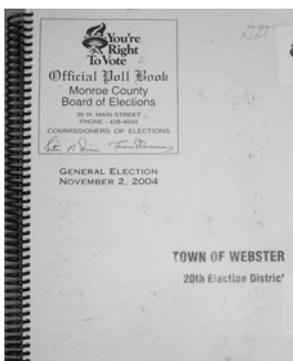
Clarkson-1			
STREET NAME	E/O	Start	End
ALICE LN	E	2	48
ALICE LN	O	1	65
AMY LN	E	2	310
AMY LN	O	291	325
BENITA DR	E	2	500
BENITA DR	O	1	499
BERRY GROVE LN	E	2	250
BERRY GROVE LN	O	1	249
BRADLEY LN	E	2	34
BRADLEY LN	O	1	33
CARL LN	E	2	20
CARL LN	O	1	19

- Use the Street Guide to confirm that a voter lives in the election district.
- Find the voter's street and then determine if the house number is odd (O) or even (E). 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.
- *EXAMPLE: Nancy lives at 6 Amy Ln. Using the street guide we can confirm she lives in district 1 in Clarkson.*

## CHECK-IN PROCEDURE

- 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.*
- 4) Remember: Only ask for ID if "ID Required" appears near the voter's name in the poll book.
- 5) 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.
- 6) If they show the identification, allow the voter to vote on the machine. Put a line through "~~ID REQUIRED.~~"
- 7) If they are unable to show identification, the voter must vote on an AFFIDAVIT BALLOT.
- 8) 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.
- 9) Compare the signatures. Remember: a voter's signature may change through the years.
- 10) The Inspector must fill-in voter's public counter number and the Inspectors initials.
- 11) Once a voter has exited the machine they can NOT re-enter the voting machine for any reason.

Assist first time voters or voters not familiar with operating voting machine by demonstrating the sample voting machine and pointing out the sample ballot.



**Poll Book with anti-fraud cover; circle around public counter number and inspector initials area.**

### 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.*

### **Poll Book Procedures**

- ◆ 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 or 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.
- ◆ Note spelling corrections in the Poll Book.
- ◆ Always double-check the spelling of a voters name. Turn a few pages forward or back

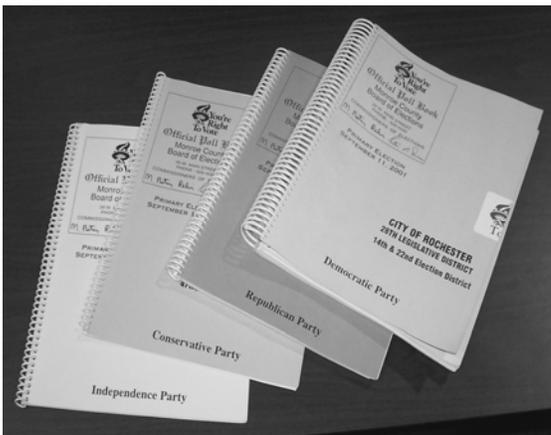
## NAME CHANGES

- 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 their new name.
- 2) Record the information in Section I of the **Challenge Report**.

## 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 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

# Primary Election

## **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 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

### Part III: Check-In Procedures

## NOTICE TO VOTERS

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

## AFFIDAVIT BALLOTS

*Reminder: Always re-check the street guide and poll book to make sure voters are able to exercise their right to vote.*

Affidavit ballots should be used when:

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

Monroe County Board of Elections  
Street Guide  
November 6, 2001  
East Rochester, Election District 2

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

## 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

c:\wpdocs\forms\notice.vst

[ 12 ]

### If a voter's house number and street are NOT in the Street Guide:

- ❖ Ask the voter if they have their Board of Elections "verification" letter (they should have received the letter in August).
- ❖ Check to see if the voter is in another district at your polling site.
- ❖ 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, call the Board of Elections: 753-1550

### VOTER MOVES WITHIN SAME ELECTION DISTRICT

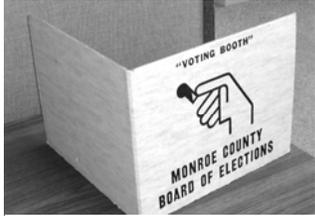
If a voter tells you he or she has moved to a new address within the election district. Check the street guide to verify the address is within the district. Have the voter sign the poll book at the old address and vote on the voting machine. Add the voters name and new address to the last (orange) page of your poll book. If the voter has moved out of the election district have him or her call the Board of Elections for their new polling location.

# 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.

Affidavit/Emergency Return Envelope

Front of affidavit ballot envelope



Privacy Screen

Affidavit Ballot

# Part III: Check-In Procedures

## Affidavit Envelope

**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>	
<small>If you answered NO, do not complete this form.</small>			
<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
<b>5</b> Address Where You Get Your Mail (if different from above)		P.O. box, star etc., etc.	Post Office
<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> The last year you voted		Your Address was (give house number, street, and city)	
<b>10</b> In county/state		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, \_\_\_\_\_, PRINT NAME HERE, hereby swear or affirm that:

**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

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 ) SS:

IN THE MATTER OF THE APPLICATION OF \_\_\_\_\_  
Petitioner,

vs. \_\_\_\_\_  
RESPONDENTS.

"MARY JONES", "JANE DOE", "SUSAN SMITH", and "CATHY BROWN", whose 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 constituting the Board of Inspectors of Election of said election district, and the BOARD OF ELECTIONS OF MONROE COUNTY,

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 Ave	11.
2. Robert Cole 456 Oak St	12.
3. Joseph Brown 789 Pine Dr	13.
4. Susan Smith 210 Elm St	14.
5. Joseph Brown 321 Oak Ave	15.
6. Michael Lopez 101 Maple Dr	16.
7. Sarah Davis 202 Oak St	17.
8.	18.
9.	19.
10.	20.

INSPECTORS MUST SIGN:  
Place Court Orders In This Envelope Also.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mary Lou Glass

## EMERGENCY BALLOTS (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.

**Emergency Ballot Envelope**

**Emergency Ballot Return Envelope**

## EMERGENCY PROCEDURES

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.

## WRITE-IN VOTES

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

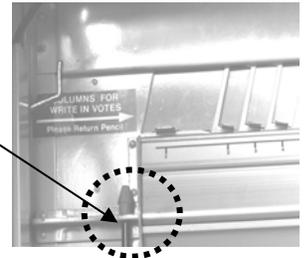
A Voter’s qualifications can be challenged at the polling site by an Inspector, a Poll Watcher or any registered voter who is properly voting at the site. Challenges can be made for several reasons:

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**.

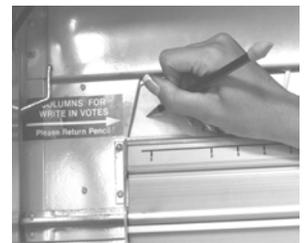
Location  
of Pencil



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



**Voter Opens Write-In Slot**



**Voter writes in Name**

## ASSISTING VOTERS

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.

### 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.*

## **WORKING WITH INTERPRETERS:**

There are a number of things you can do to work more effectively with interpreters:

- 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.

## **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 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. Offer to make basic information available in large print, Braille, electronic or audio formats – if such materials are provided to you by your County Board.
- **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.

### **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.**

**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.
- **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. Don't make assumptions about the person or the disability
- **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.
- **Language Tips: Put the Person First.** Be aware of how voter's feel and try to use terms that are not offensive. Treat people with disabilities with the same respect and consideration that you have for everyone else.

**Service Animals**

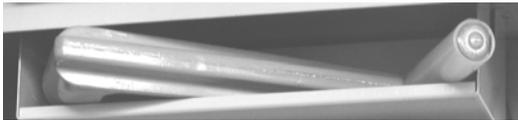
Service Animals are not pets. Service animals perform some of the functions and tasks that individuals with disabilities cannot perform for themselves. Here are some tips for assisting a voter who is using a service animal:

- ✦ 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.

# 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  
CUSTOMER SERVICE  
OR INFORMATION CENTER

Section I Name Changes	Registrant	Address	Serial No.
	Suzanne Smith Now is Suzanne Jones	1630 W. Goodmon St 141689	652142

Record Name Changes (Section I)

Section II Other voters challenged on Election Day	Registrant	Address	Serial No.	Reason
	John Smith	20 Greenwell Way	12131867	Name and address of person residing, assisting and relationship to voter if any
	Agnes Tony	20 Greenwell Way	0604012	
	Victor DiSposia	16341 Porthead Ave	83276101	

Record Voters Challenged on Election Day (Section II)

Section III Voters AS- sisted on Election Day	Registrant	Address	Serial No.	Reason for Assistance
	Bill Greenwell	123 Greenwell		Blind
	Bill Greenwell	123 Greenwell		Blind
	Trudy Greenwell	123 Greenwell		Blind
	Trudy Greenwell	123 Greenwell		Blind

Record Assisted Voters (Section III)

OVER

**CHALLENGE REPORT CONTINUED**

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

Print Name	Print Address	Public County No.
1. Alvin C. Falls	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 Little 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: James Greenwell  
Inspector Signature: Kirby Alford  
Inspector Signature: Guthrie Brown  
Chairman of the Board of Inspectors: [Signature]

RETURN TO BOARD OF ELECTIONS

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

## **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).*

## **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)

**WATCHER CERTIFICATE**  
FOR USE ON ELECTION DAY  
Section 8-303, 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 \_\_\_\_\_  
election district, in the \_\_\_\_\_ ward or apartment 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 announcement of the result.
- 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**



## **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

*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.



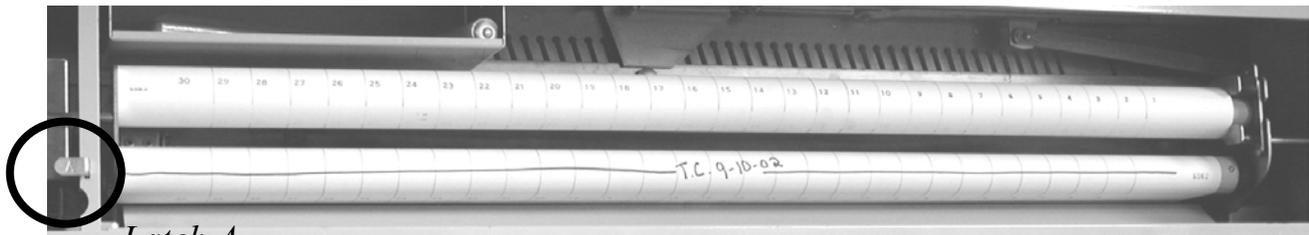
#2 Key turns off machine



#3 Key locks back of machine



Voting Machine Dials



Latch A

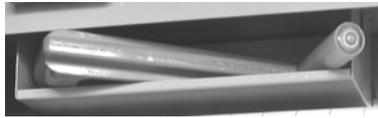
Paper Rolls, showing no write-in votes cast (date-line visible)

### Paper Roll Procedure

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 C. Krause*.....  
*Laura E. Doring*.....  
*Rochelle Blake*.....  
*Betty Jones*.....  
 (Signed) Board of Inspectors.

**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.

# 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.

**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 though 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 is 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

*Election Inspector Training Manual*

## **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.

### ***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. They 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.

### ***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 should follow their guidance.

# FREQUENTLY ASKED QUESTIONS

## *Election Inspector Training Manual*

### ***How many hours do inspectors work?***

Inspectors work 16 hours for the General Election (6:00am-9:00pm). Inspectors work for 10 hours on Primary Day (Noon-9:00pm). The Board of Elections does not endorse inspectors working partial days.

### ***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 sets the pay. Inspectors must be paid for attending required training schools. 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. Their phone numbers are:

Rochester	428-6193
Brighton	784-5250
Chili	889-3550
Clarkson	637-1130
ER	586-3553
Gates	247-6100
Greece	225-2000
Hamlin	964-2421
Henrietta	359-7040
Irondequoit	467-8840
Mendon	624-6060
Ogden	352-2140
Parma	392-9461
Penfield	340-8600
Perinton	223-0770
Pittsford	248-6200
Riga	293-3880
Rush	533-1312
Sweden	637-2144
Webster	872-7060
Wheatland	889-1553

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

The supplies in each 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.

### ***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 than they vote in?***

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)	13
Affidavit Ballot Envelope	14
Affidavit/Emergency Return Envelope	13,15,16
Canvass Sheet	6,26
Challenge Report	22
Commissioners	Inside front cover
Emergency Ballot Envelope	16
Entrance Button	3
Handicap Crank	5,21,26
Keys	3,4,5,25
Machine Dials	5,25
Notice to Voters	12
Paper Roll	5,25
Poll Book	8,9
Poll Watchers Certificates	23
Primary Materials	10
Privacy Screen	13
Sample Voting Machine	5
Signs	6,7
Street Guide	8,12
Supply Bag	4,26
Voting Machine	3,11,17,21

# 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	17	<b>N</b>	Name Changes	10
	Affidavit Ballots	12-14		Name of Voter already signed	17
	Affidavit Envelope – Inspectors	14		Notice to Voters	12
	Affidavit Envelope – Voters	14	<b>O</b>	Orange Dot Items	26
	Instructions to use	13		Orange Dot Bags	26
	When not to give to voter	12	<b>P</b>	Paper Roll	5,25
	When to give to voter	12		Canvassing	25
	Affidavit/Emergency Return Envelope	13,15,16		Closing the Polls	25
	Assisted Voters	18-21		Dateline	5,25
<b>C</b>	Candidates	23		How to Cut	25
	What they may do	23		Opening the Polls	5
	What they may not do	23		Procedure	21
	Canvass Report	6,26		Paper Roll Envelope	25
	Closing the Polls	26		Poll Book	8,9,12
	Opening the Polls	6		Processing Voter	9
	Canvassing the Machine	25		Poll Watchers	23
	Chairperson	2,24		Watcher’s Certificate	23
	Challenge Report	10,13,15,16,17,19,22		What they may do	23
	Challenges to Voter	17		What they may not do	23
	Closing the Polls	25-26		Polling Site	2,23,24
	Coordinators	1,24		Access to Table	2,23
	Court Order	15		Disruptions	2,23
	Primary Election	10		Primary Day	4,10,27
<b>D</b>	Disabled Voters	19-20		Inspector Arrival Time	4
	Distance Marker	6-7		Primary	10-11
<b>E</b>	Election Day	4		Canvass Books	10
	Inspector Arrival Time	4		Party ID Slips	10
	Polls Open	4		Primary Lever	10
	Election Inspectors	1-2		Emergency Release Lever	11
	Assignment	1	<b>R</b>	Protective Counter	3
	Qualifications	1		Re-Packing	26
	Responsibilities	2		Challenge Report	26
	Scheduling	1		Poll Book	26
	Electioneering	6,23		Return Envelope	26
	Emergency Ballots	16	<b>S</b>	Sample Voting Machine	5
	Permission Needed	16		Signature Comparison	9
	Emergency Envelope – Inspectors	16		Challenging the Voter	17
	Emergency Envelope – Voters	16		Signs	6,7
	Procedure for Poll Ledger	16		Posting	7
	Return Envelope	16		Spanish Interpreters	19,23
	Emergency Procedures	16		Street Guide	8,12,26
	Entrance Button	3,25,26		Supply Bag	4
	Etiquette	24	<b>T</b>	Tally Sheet	25
<b>F</b>	Flag	6	<b>V</b>	Vote Totaling	25
	Flip Chart	8		Voters in line when polls close	25
<b>H</b>	Handicap Crank	5,21,26		Voters with “Absentee Ballot” mark	17
<b>I</b>	ID Required	9		Voters with “ID Required” mark	9
<b>K</b>	Keys	3,4,5,25,26		Voting Machine	3,5,11,17,21,25,26
<b>L</b>	Latch A	25		Cord	5
<b>M</b>	Machine Breakdown Procedures	16		Dial Check	5,25
	Moves within the same ED	12		Locking the back	25
				Locking the front	26
				Voting Machine Tag	4
				Check to verify supplies	4
			<b>W</b>	Write-In votes	17



# Checklists

## 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