

Monroe County Board of Elections

Site Chair Essentials

Supplement to Inspector Manual

September 3, 2011



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Monroe County Board of Elections
39 West Main Street,
Rochester, NY 14614
www.monroecounty.gov

Election Day Contact Numbers

BEFORE POLLS OPEN		AFTER POLLS OPEN	
Machine Problems	753-1522 753-1512	Machine Problems	753-1522 753-1512
Missing Both Inspectors From Same Party	753-1523 753-1539	Supplies not needed immediately	753-1501
<i>(call by 5:45am for General Election or 11:45am for Primary Election)</i>		Missing One Inspector from Either Party	753-1523 753-1539
Missing Critical Supplies Needed to	753-1555	Voter Questions	753-1550
Get Your Polling Site Open and Operating		Call-In District (selected ED)	753-1543

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Monroe County Board of Elections

Site Chair Essentials

Site Chair Duties

NOTES

SITE CHAIR DUTIES

Appointment

Site Chairs are appointed prior to an election day by the coordinators subject to confirmation by the Commissioners. A Site Chair is appointed by each Coordinator for each polling site in each Coordinator area.

Purpose

To oversee the inspectors in a polling site during the day.

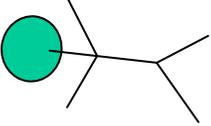
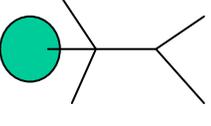
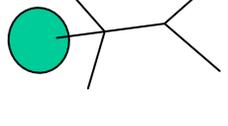
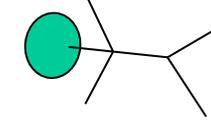
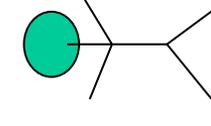
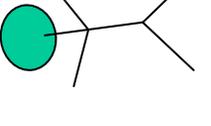
Qualifications

A Site Chair must be a qualified election inspector.

Responsibilities

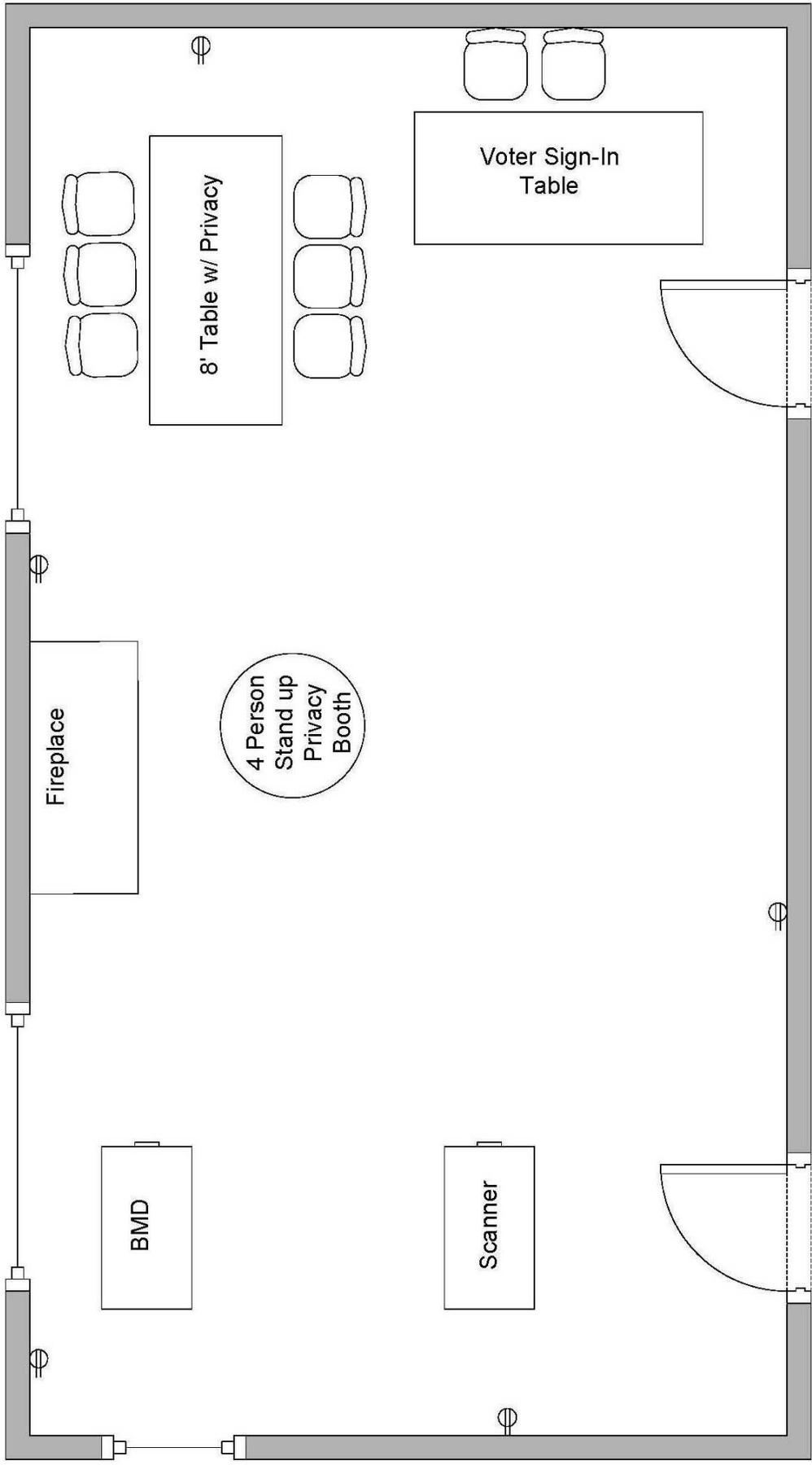
1. Make sure that one Democratic and one Republican Inspector are assigned to each district table in the polling site.
2. Assign each election district to a table.
3. Ensure that the polling site is set-up in accordance with the Board of Elections Polling Site Diagram.
4. Schedule inspector meal breaks and time for voting for each inspector in the polling site.
5. Make sure that all forms are filled out properly. Make sure that inspectors are signing the appropriate documents. Ensure that all envelopes are signed.
6. To return of the **red security bag** to the Town Clerk in the Towns or the Board of Elections (39 West Main Street) in the City.
7. To return all ballots in the **blue ballot bag** to the Town Hall Parking Lot in the Towns and the Parking lot adjacent to the Board of Election (39 West Main Street) in the City. There, the Blue Ballot Bags will be loaded into a truck for further transport. Note: the Blue Ballot Bag should be directly dropped off to the Board of Elections Service Center (2595 Brighton Henrietta Town Line Rd) for the Towns of Brighton and Henrietta.
8. Keep the Coordinator and Board of Elections informed about any concerns.

Assign Inspectors to district tables at Opening

 	 	 
ED 23	ED 13	ED 33
 Dem	 Dem	 Dem
 Rep	 Rep	 Rep

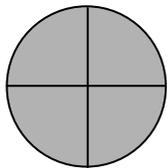
Make sure that one Democratic and one Republican Inspector are at each district table at all times.

Make sure Polling Site is set up according to Board of Elections Diagram

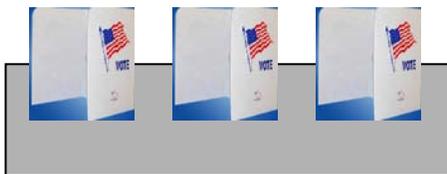


Sample Polling Site Diagram

Rotate Tasks & Rotate Through the Districts

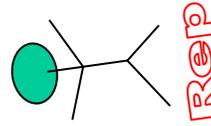
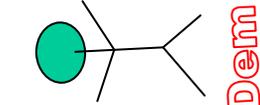
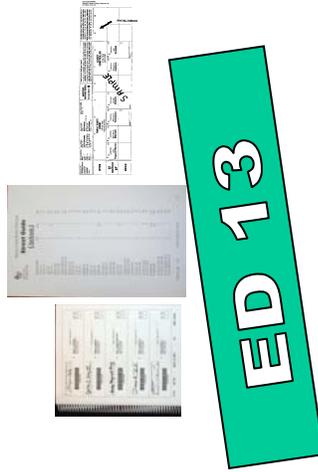
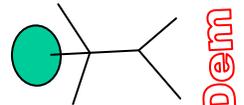
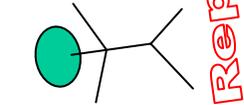
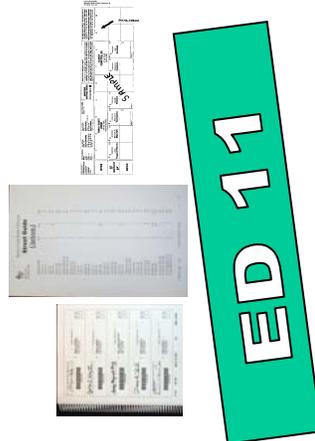
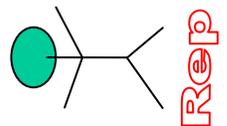
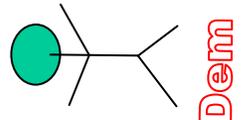
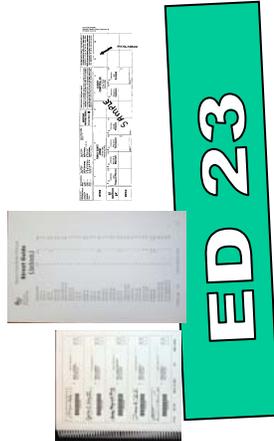
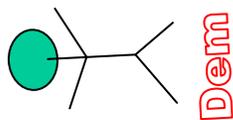
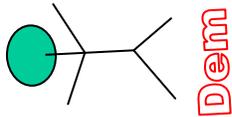
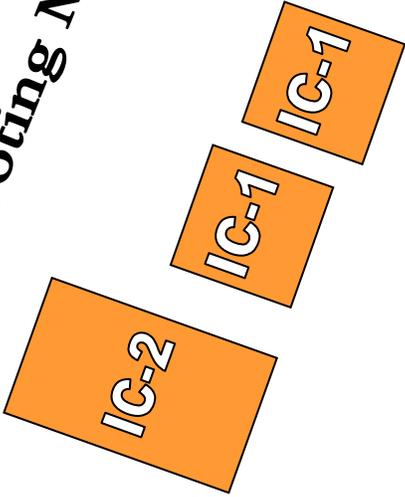


4 Person Stanchion



Privacy Area

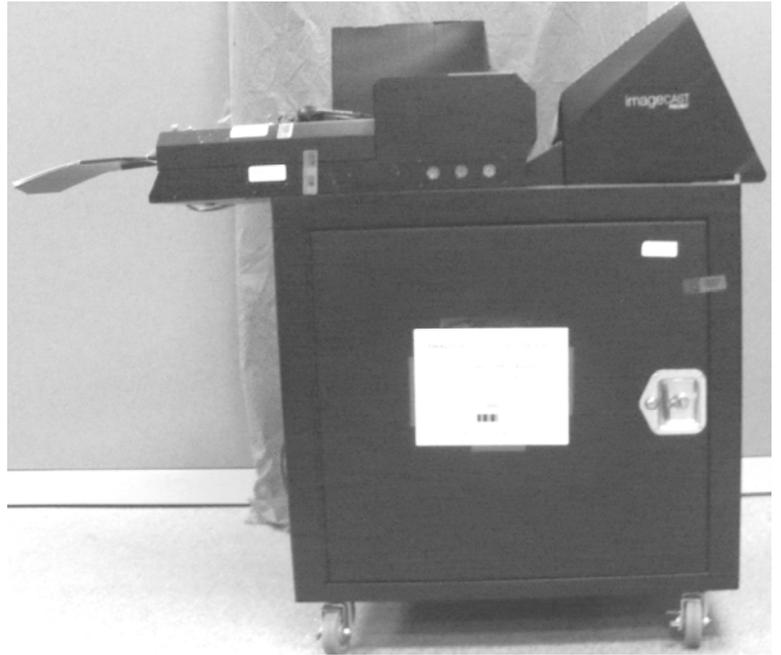
Voting Machines



District Tables

Site Chair Essentials

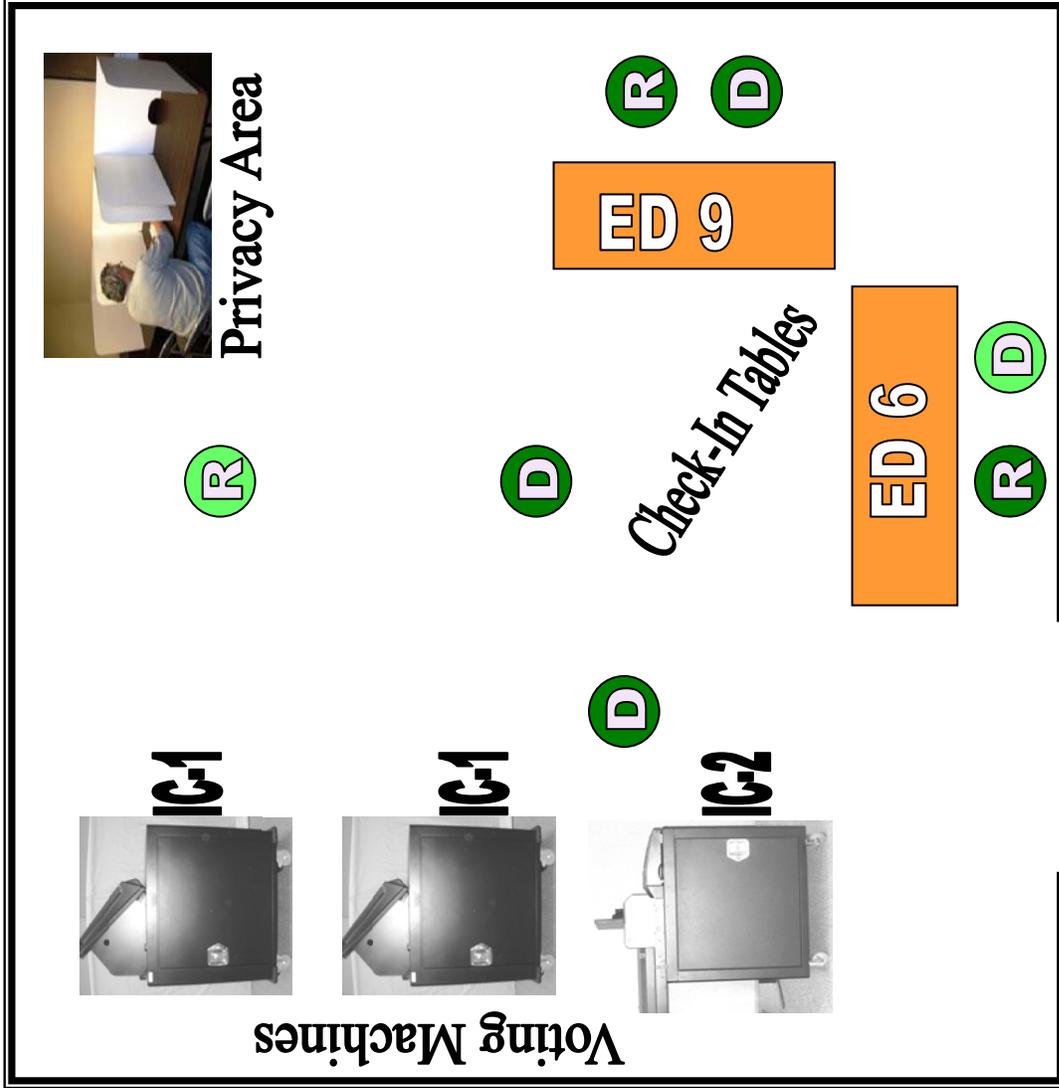
Processes and Voting Machines



NOTES

2011 Reminders

- ✓ Each site will have from 2-5 Machines: 1 IC-2 and 1 or more IC-1
- ✓ Voters receive a Pre-printed ballot in a Privacy Folder
- ✓ Voters mark their ballots in a Privacy area
- ✓ Voters may deposit their marked ballot in ANY scanner
- ✓ Inspectors are scheduled by Polling Site
- ✓ Just one Democrat and one Republican per district table
- ✓ Other inspectors will work on the floor assisting voters and checking machines and the privacy area



R (Voting in Home, Polling Site)

Image Cast Voting Machine (IC-1) Seal and Machine Number Locations

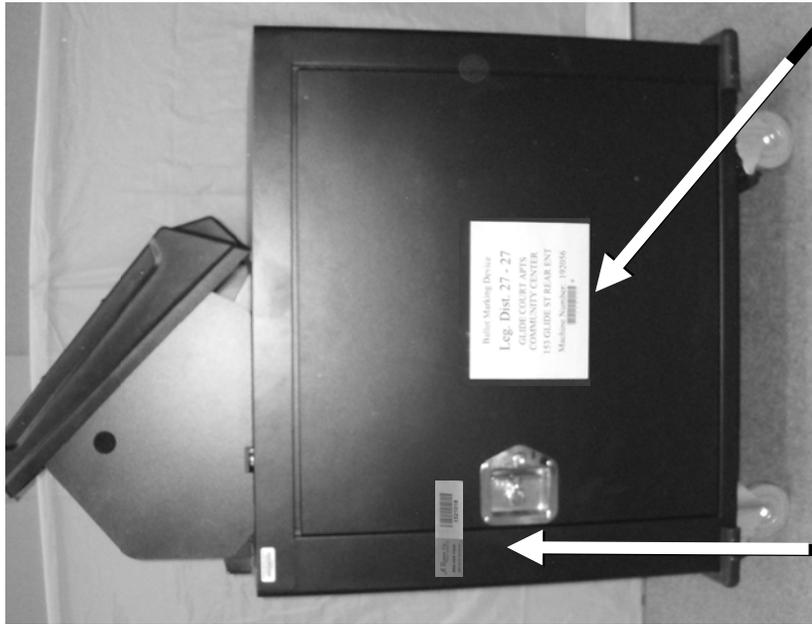


Sticker Seal (Blue or Red)



Plastic Seal (white or yellow)

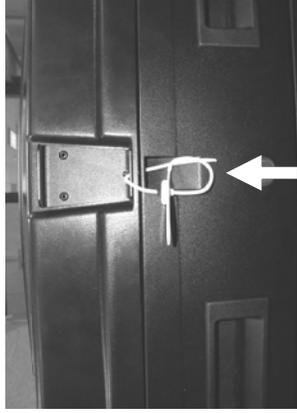
Ballot Box Door View



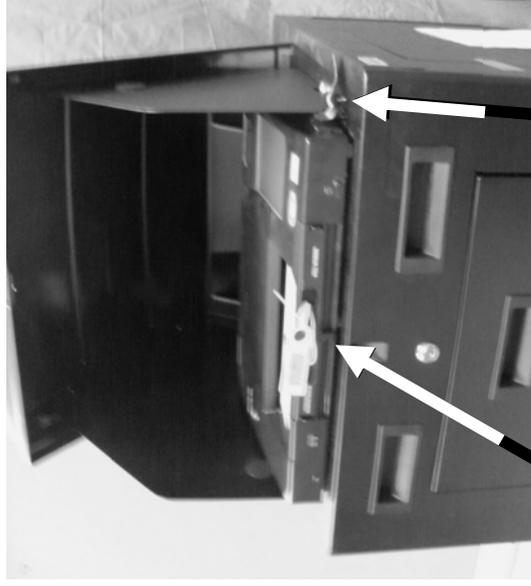
Machine Number

Blue Seal No. 1 Ballot Box Door Seal

Scanner Side View



White Plastic Hood Seal



Yellow Memory Compartment Plastic Seal

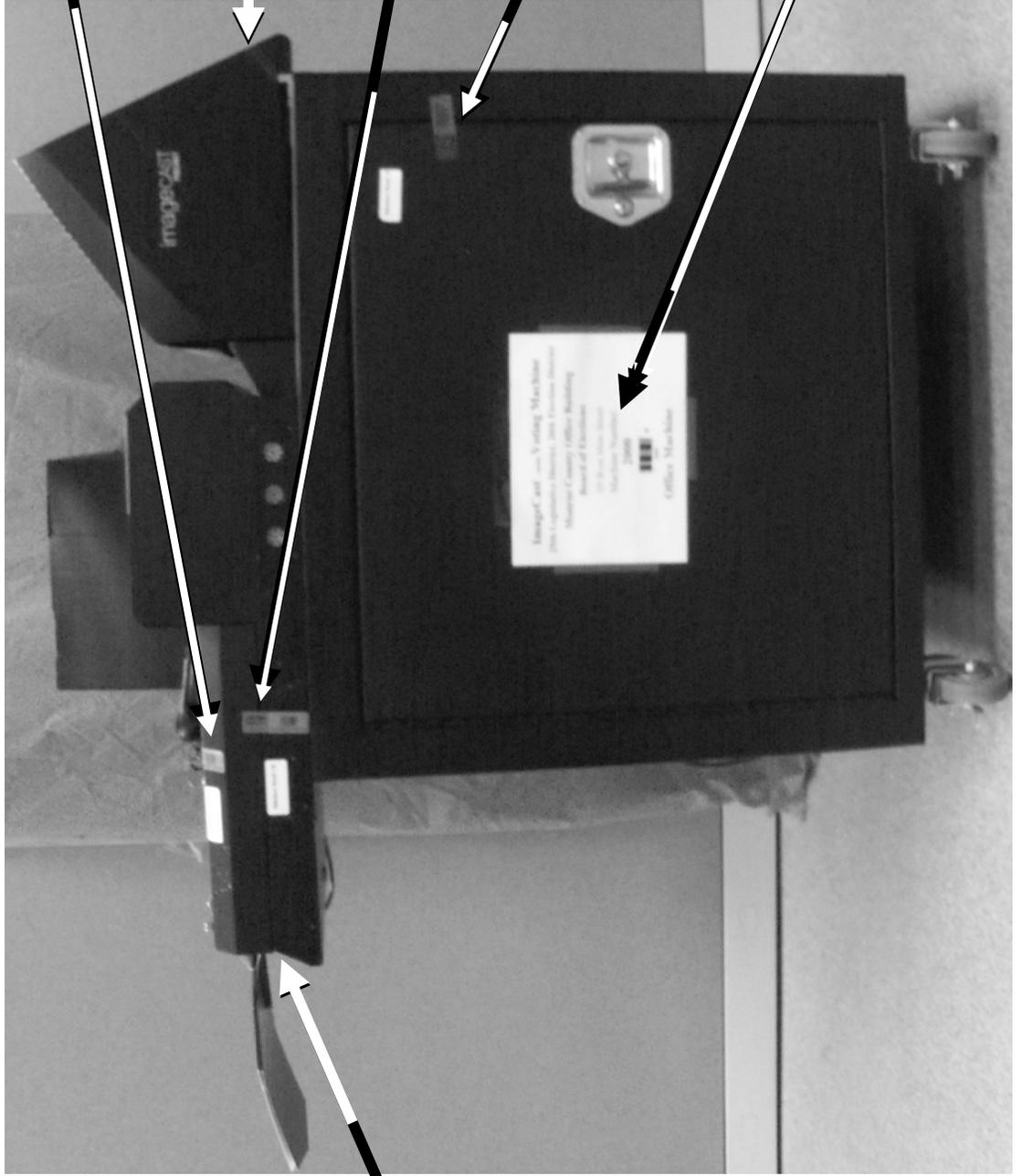
Red Plastic Seal

Image Cast Voting Machine (IC-2) Seal and Machine Number Locations



Sticker Seal (Blue or Red)

Plastic Seal (white or yellow)



Red Seal No. 3

Yellow Memory
Compartment
Plastic Seal

Red Seal No. 2

Blue Seal No. 1 Ballot
Box Door Seal

Machine
Number

Blue Seal
No. 4

Supply Bag Opening List (by Bag)

- ◆ One or more **Green Ballot Bags** will be located in the voting machines (one for each election district).
- ◆ One of more **District Specific Bags** will be located in the voting machines (one for each election district).
- ◆ A **Generic Site Bag** will be located in one of the machines.
- ◆ One **Site Chair** will bring a **Site Specific Bag** (one Site Specific Bag for each polling site).
- ◆ Each machine will contain a **Machine Bag**.
- ◆ Each IC-2 (BMD & Scanner) will contain a **BMD Equipment Bag**.

Ballot Bag (Green) (in machines)

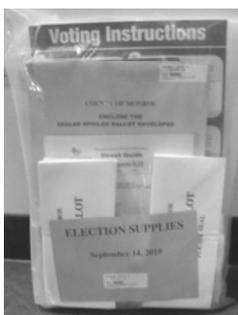
Affidavit Ballot Envelopes
 Affidavit Ballot Return Envelope
 Affidavit Ballots
 Ballot Packs, Unused
 Ballot Reconciliation Sheet
 Blank Ballot Packs



District SPECIFIC (in machines)

Abandoned Ballot Return Envelope
 Challenge Report
 Court Order Envelope
 Election Inspectors Needed sheet
 Election Supplies district label sheet
 Notes to Commissioners
 Notice to Voters
 Oath for Person(s) Assisting Voter

Privacy Folder
 Proposition Booklet
 Repacking Sheet Instructions
 Signature Cover
 Small Bag 1
 Small Bag 2
 Spanish Interpreter Envelope
 Spoiled Ballot Envelopes
 Spoiled Ballot Return Envelope
 Street Guide
 Suggested Valid ID sheet
 Unscannable Emergency Ballot Return Envelope
 Voter Registration Forms, blank
 Voting Instructions



Welcome to District Sign

Site Generic (in one machine)

Arrow Signs

Braille Bill of Rights
 Distance Marker
 Magnifier
 Vote Here Sign
 Vote Here Sign – Accessible Door
 Voters Bill of Rights
 Voters Bill of Rights in Spanish



Site SPECIFIC (brought by a Site Chair)

Badges and Book Seals Envelope
 Call-In District Sheet
 Certificate of Service
 District Map/Poll Site Listing
 Machine Key Envelope
 Machine Keys
 Pay Vouchers
 Poll Book
 Polling Site Diagram
 Polling Site Survey
 Red Security Pack
 Sample Ballot
 Scissors
 Site Street Directory



Machine SPECIFIC (per machine)

After the Polls Closed Sheet (Certificate #2)
 Before the Polls Open Sheet (Certificate #1)
 Seal Envelope
 Write-In Return Ballot Envelope



BMD Equipment Bag (in IC-2 BMD)

ATI with Cord
 Headphone Covers
 Headphones
 Paddles (Left and Right)
 Rubber Gloves
 Sip and Puff Device
 Straws

Seal Envelopes (IC-1/IC-2) (in Machine Specific Bag)

Plastic Seal
 Sticker Seal

Small Bag 1 (in district specific bag)

I Voted Today Stickers
 Paper Clips
 Pencils
 Pens
 Tape

Small Bag 2 (in district specific bag)

Ballot Markers

Badges and Bookseals Envelope (in Site Specific Bag)

Book Seals
 Inspector Badges



Site Chair Essentials

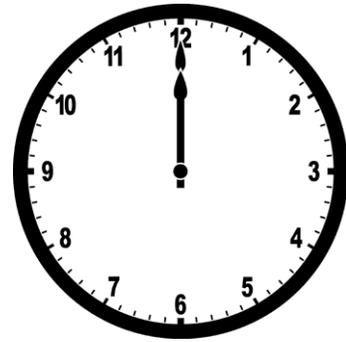
Opening Procedures



General Election

6:00am

**Inspectors must report
at 5:00am**



Primary Election

12:00pm (Noon)

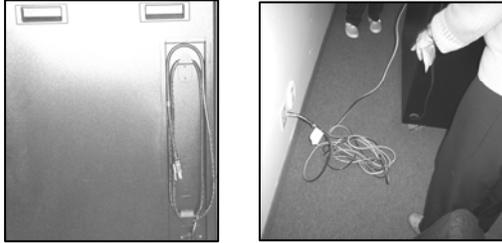
**Inspectors must report
at 11:00am**

NOTES

Opening the Image Cast Voting Machine

Essential Steps to set-up the IC-1

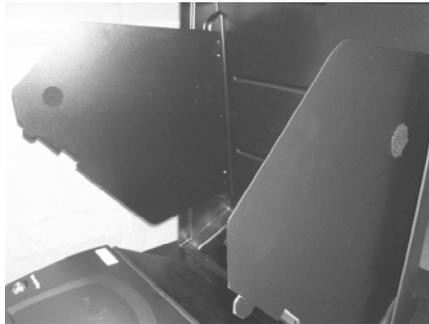
1. Plug the cord into an outlet



2. Cut the white plastic hood seal



3. Set up the hood

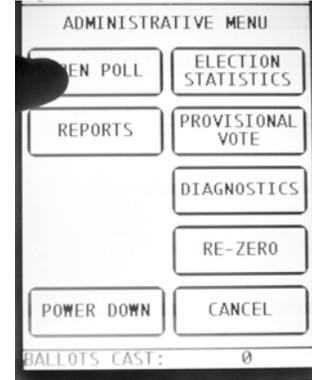


4. *Wait about 10 seconds for the beeping sound*

5. Touch the Security Key to the Security Key Pad



6. Press “Open Poll” on the Administrative Menu



7. Print out one ZERO opening tape



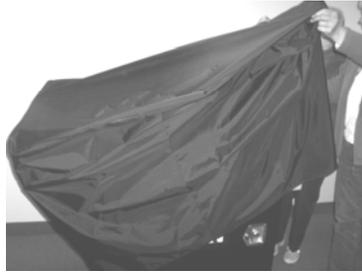
8. When “System Ready” is displayed on the Administrative Menu, the machine is ready.



Opening the Image Cast Voting Machine

Essential Steps to set-up the IC-2

1. Remove Nylon cover



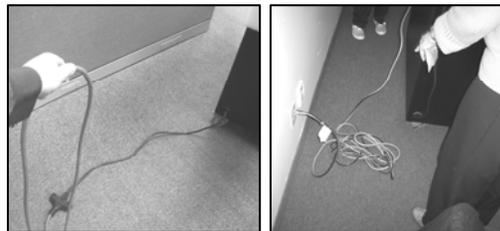
2. Remove Styrofoam covers



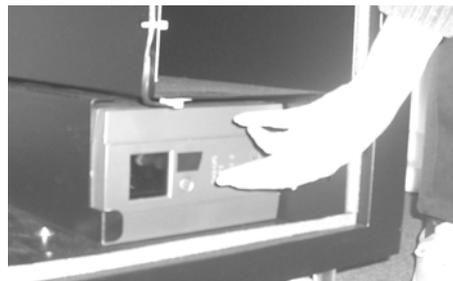
3. Remove Blue Opening Ballot Box Door Seal and Open the Ballot Box Door



4. Plug the cord into an outlet



5. Press "ON" Power button



6. Wait for about 20 seconds for a beeping sound

7. Touch the Security Key to the Security Key Pad.



8. **DO NOT** touch the Administrative Menu until the indicator light above the ballot box door turns green.

While waiting:

- a. Plug in the ATI
- b. Position the Monitor
- c. Attach Privacy Devices



9. When the indicator light above the ballot box door turns green, press "Open Poll" on the Administrative Menu



10. Print out one ZERO opening tape



11. When "System Ready" is displayed on the Administrative Menu, the machine is ready.



Opening the Image Cast Voting Machine

Opening Seals

Remove and record the following seals on the IC -1:

- a. Blue Sticker Seal #1 (Ballot Box Door Seal)



- b. White Plastic Hood Seal



DO NOT REMOVE the following seals on the IC-1:

- a. The YELLOW plastic memory card compartment seal



Remove and record the following seals on the IC -2:

- a. Blue Sticker Seal #1 (Ballot Box Door Seal)



- b. Blue Sticker Seal #4 (ATI connection)



DO NOT Remove the following seals on the IC-2:

- a. Red Sticker Seal #2 (Electrical Seal)
- b. Red Sticker Seal #3 (Printer Seal)



- c. The YELLOW plastic memory card compartment seal



Important Opening Notes

These MUST be filled out and signed when opening the polls:

BEFORE POLLS OPEN (CERTIFICATE #1)

To be completed and signed by the Board of Inspectors at the opening of the polls

WE DO HEREBY CERTIFY

That on this day, before pollsters opened to the public for voting,

- Voting machine serial numbers were delivered to us in a secure envelope or pouch.
- Confirmed voting machine serial number matches the serial number provided on the key envelope, YES NO (if no, contact the Board of Elections immediately)

PROVIDE MACHINE NUMBER HERE: _____

- The keys were removed in the presence of at least one Democratic and one Republican Inspector
- IC-1 hood seal number was: _____ (NOTE hood seal is only found on the IC-1 unit)
- The Ballots were delivered to us in the sealed ballot box. Opening Seal number was: _____ (Remove Seal #1 from the ballot box door and place the seal HERE)

Green ballot storage bag were delivered to the appropriate Election District table.

We have inventoried all necessary certifications and accountability forms to be completed by us throughout election day, in accordance with the instructions provided to us by our County Board of Elections.

The OPEN POLL tape produced by this voting machine was reviewed to ensure that the public counter and all contest counters are at ZERO, and the tape has been placed in the red security pack. (If counters are not all at ZERO, contact the Board of Elections immediately)

The sample ballot provided was compared to the ballots booklets provided, and the candidate names and ballot positions appearing on the tape, issuance proper ballots have been delivered. YES NO (if no, contact the Board of Elections immediately)

The Protective Counter Number from the Opening tape matches the protective counter number on the key envelope: YES NO (if no, contact the Board of Elections immediately)

PROTECTIVE COUNTER NUMBER WAS: _____

- That the plastic seal number on programming card door was _____ (located on the summer side of the machine and should NOT be removed during Election Day)
- That Sticker Seal #2 on the Electrical Cover was _____ (This seal should NOT be removed by the inspector on Election Day)
- That Sticker Seal #3 on the Ballot Printer Cover door _____ (This seal should NOT be removed by the inspector on Election Day)
- That Opening Sticker Seal #4 on the ATI connection was _____ (Remove Sticker Seal #4 on the ATI connection. Place the seal HERE)

IC-2 (RND) ONLY

15. Prior to the Opening of the polls, the ballot box door was secured and locked.

Signature of Inspectors:

(Dem) _____

(Rep) _____

Before Polls Open
(found in EACH machine specific Bag)

Ballot Reconciliation Form (ED)

District: Leg Dist 06-1
No 42 School Gym
3330 LAKE AV

Inspectors must:

- Open Ball Packets in Sequential ballot order.
- Open only one packet of ballots at a time.
- Return all unused ballot packets at the end of the day.

Before the Polls Opened

Election District: 1 Start of Day	Number of Ballots	Initial to Indicate Affirmation	
		Dem Inspector	Rep Inspector
Preprinted Ballots			
Blank Ballots	+		
Affidavits	+		
Total Ballots to Start	=		

After the Polls Closed

Unused Preprinted Ballots	Number of Ballots	Initial to Indicate Affirmation	
		Dem Inspector	Rep Inspector
Unused Blank Ballots	+		
Unused Affidavit Ballots	+		
Used Affidavit Ballots	+		
Spilled Ballots	+		
Emergency Ballots	+		
Abandoned Ballots	+		
Scanned - Ballot ID 2			
Machine 1	+		
Machine 2	+		
Total Ballots - End of Day	=		

Signature of Inspectors

Date: _____

Ballot Reconciliation Form
(found in EACH green bag)

MONROE COUNTY
Signature: Richard Frank Ballinger
Thursday, July 23, 2009

TABLER ID: 1017
FACILITY: 1017
TABLET: 1017

VOTE: PUE, LEGDIST 06-1
SERVICE: 0000
PRINTER: 0000
SERIAL: 0000

TOTAL: 1017
TABLET: 1017

DATE: Monday, July 20, 2009 10:00 AM
MACHINE: 0000
PRINTER: 0000
SERIAL: 0000

CERTIFICATE #1

MONROE COUNTY
Signature: Richard Frank Ballinger
Thursday, July 23, 2009

TABLER ID: 1017
FACILITY: 1017
TABLET: 1017

VOTE: PUE, LEGDIST 06-1
SERVICE: 0000
PRINTER: 0000
SERIAL: 0000

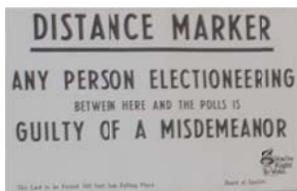
TOTAL: 1017
TABLET: 1017

DATE: Monday, July 20, 2009 10:00 AM
MACHINE: 0000
PRINTER: 0000
SERIAL: 0000

CERTIFICATE #1

Opening Tape
(printed from EACH machine – sign the middle and end; placed in Red Security Pack)

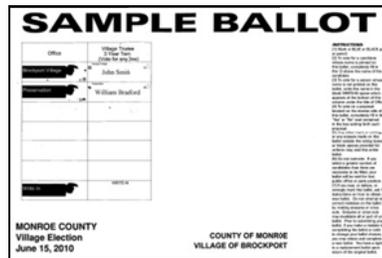
These signs MUST be posted when opening the polls:



Distance Marker



Vote Here
(Black and White on Main Door; Blue and White on handicap Accessible Door)



Sample Ballot



District Map



Welcome to District Sign



Voters Bill of Rights

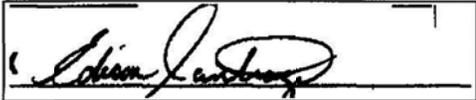
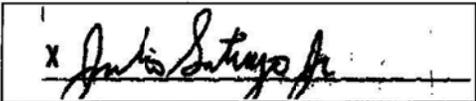
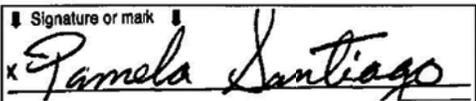
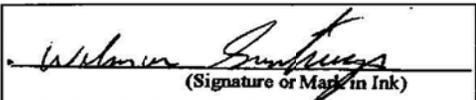
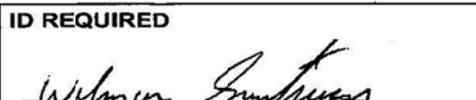


Arrow Sign

Monroe County Board of Elections

Write Comment
in left or right
margin

Write
Comment in
left or right
margin

 (Signature or Mark in Ink)	VOTING ABSENTEE  Signature or Mark of Voter
 001405831	DEM SANFORD, WILLIE R Stub <u>7</u> 84 SPRINGFIELD AVE DOB : 03/12/1953 Insp <u>pde</u> Reg. Date : 09/19/1996
 Signature or Mark of Voter	DEM SANTIAGO, EDISON Stub _____ 110 WALBAR ST DOB : 01/01/1973 Insp _____ Reg. Date : 08/19/1996
 Signature or Mark of Voter	DEM SANTIAGO, JULIO JR Stub _____ 270 NORTHLAND AVE DOB : 06/17/1957 Insp _____ Reg. Date : 09/27/1990
Signature or mark  Signature or Mark of Voter	DEM SANTIAGO, PAMELA A Stub <u>2</u> 270 NORTHLAND AVE DOB : 11/06/1962 Insp <u>AR</u> Reg. Date : 10/15/1990
 (Signature or Mark in Ink)	ID REQUIRED  Signature or Mark of Voter
 100005294	DEM SANTIAGO, WILMER Stub <u>103</u> 1942 CLIFFORD AVE DOB : 03/31/1962 Insp <u>LD</u> Reg. Date : 08/19/2011

Moved to
Boston per
sister

Deceased per
father

Correct Last
Name:
Santiagoo

DEM LD 21 EDS 3,4,15

Date: 09/13/2011 Page 150 SANF - SANT

<u>BOE Notations</u>	<u>What to Do</u>	<u>Voter Comments</u>	<u>Inspector should Write</u>
ID REQUIRED	Ask for ID; Check yellow card in District Specific Bag; if ID presented, cross out "ID REQUIRED"; if ID not presented, offer "Notice to Voters"	Death of Relative	Deceased per [Voter's relationship with deceased]
		Relative Moved (IN COUNTY)	Moved to [address in County] per [Voter's relationship with deceased]
		Relative Moved (OUT OF COUNTY)	Moved to [City/State out of County] per [Voter's relationship with deceased]
VOTING ABSENTEE	Process voter normally; after voter has checked-in call Absentee Dept at 753-1535.	Wrong Birth Date	Correct Birth Date
		Wrong Name Spelling	Correct First, Middle, or Last Name



Monroe County Board of Elections

Site Chair Essentials

The Voting Process



NOTES

THE VOTING PROCESS

Receiving the Ballot

- 1) Check to see if the voter's address is within the range of house numbers in the Street Guide.

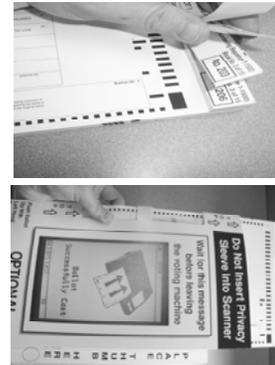
Monroe County Board of Elections			
2009 General Election November 3, 2009			
Street Guide			
Chili-26			
STREET NAME	E/O	Start	End
BRENTWOOD DR	E	2	28 45-025
BRENTWOOD DR	O	1	25 45-025
BRENTON DR	E	2	76 45-025
EMERALD PT	E	2	66 45-025
EMERALD PT	O	5	109 45-025
EVERGREEN DR	E	2	72 45-025
EVERGREEN DR	O	1	71 45-025
HUNT PT	E	2	26 45-025
HUNT PT	O	1	25 45-025
SAND PEBBLE DR	E	2	18 45-025
SAND PEBBLE DR	O	1	19 45-025
STILMEADOW DR	E	2	16 45-025
STILMEADOW DR	O	1	15 45-025
WATCH HILL DR	E	2	14 45-025
WATCH HILL DR	O	1	33 45-025
WEST CANON DR	E	2	56 45-025
WEST CANON DR	O	1	57 45-025
WEST FOREST DR	E	48	249 45-025
WEST FOREST DR	O	1	251 45-025
WEST SIDE DR	O	2065	2143 45-025
WHITE FAWN RUN	O	15	25 45-025
WOODSIDE DR	E	2	62 45-025
WOODSIDE DR	O	1	61 45-025

- 2) Locate the voter's name in the poll book.

- 3) Check to see if "ID Required" or "Voting Absentee" is in the signature box.
- 4) Cover the voter's previous signature with the signature cover slip; this is an important ANTI-FRAUD PROCEDURE. Have the voter sign next to it.
- 5) Compare the signatures. Remember: a voter's signature may change through the years.

6) **Ask the voter: "Do you require assistance in marking your ballot?"**

- a. NO: carefully rip-off the pre-printed ballot from the stub and give it to the voter inside of a privacy folder.



- b. Yes: carefully rip-off the blank ballot from the stub and give it to the voter. The voter must then proceed to the IC-2 (BMD). Go to *Processing the IC-2 (BMD & Scanner) Voter*.

- 7) The Inspector must enter the voter's public counter number in the poll book from the stub; if BMD, note BMD and public counter number.

Stub	<u>60</u>	Stub	<u>BMD⁰¹</u>
Insp	<u>AR</u>	Insp	<u>AR</u>

- 8) When signing in a voter, the inspector must record their initials in the poll book.



- 9) Inspectors should present to the voter the "I Voted Today" sticker.

Marking the Ballot

- 1) Voters will mark their ballots at a privacy area or stanchion.
- 3) Voters with sight impairment may use the magnifier to see the ballot more clearly.

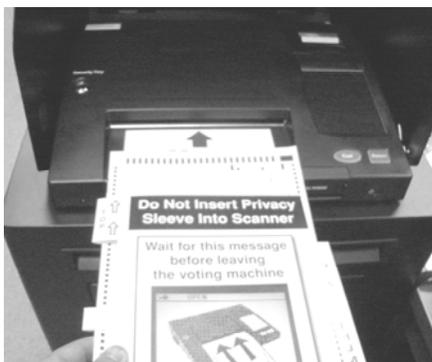


- 2) Voters should attempt to fill in the oval next to their choice as completely as possible.

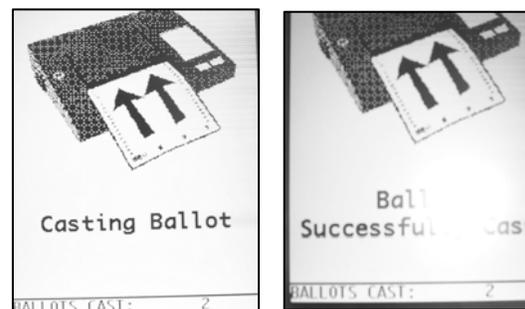


Depositing the marked ballot into the Scanner (IC-1 or IC-2)

- 1) Insert printed ballot into the scanner
- 3) On the Operator Panel, a message "Casting Ballot" and then "Ballot Successfully Cast" will be displayed.



- 2) The scanner will draw the ballot from the sleeve.



- 4) The ballot will then be cast into the ballot box.

Primary Elections Notes

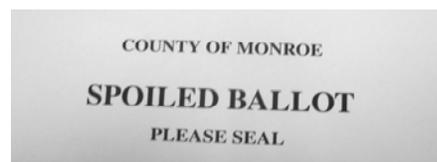
1. When checking the voter in, ask the voter what party they are registered in. **Go to the Party Poll Book corresponding to the voter's party.** Each Party Poll Book is colored coded.
2. If the voter does not require assistance, carefully rip-off the pre-printed party ballot **corresponding to the voter's party** and give it to the voter inside of a privacy folder. Direct the voter to mark their ballot in a privacy booth or at a table.

Spoiled Ballot

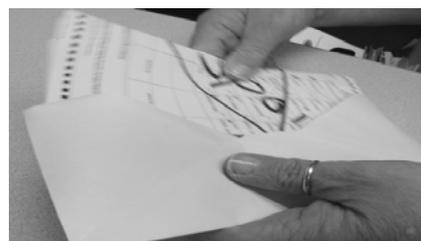
1. Voter should read the operator panel.
2. Inspector must not examine a voter's ballot.
3. Inspectors confirm voter wishes to spoil their ballot.
4. A ballot is always spoiled at the voter's district table.
5. Voter places a large "X" across the ballot and writes "spoiled".
6. Inspectors present the voter the Spoiled Ballot Envelope.
7. Voter folds and places the spoiled ballot inside the Spoiled Ballot Envelope.
8. Inspectors place the Spoiled Ballot Envelopes inside the larger Spoiled Ballot Return Envelope.
9. Inspectors direct the voter to return to the back of the line at the voter's appropriate district table.
10. Voter receives a new ballot.
11. Inspectors adjust the voter's old public counter number.
12. The voter may spoil and be given a ballot three times.
13. If a voter cannot or will not spoil their ballot, it becomes an Unscannable Emergency Ballot.
14. Inspectors note the number of Spoiled Ballots on the outside of the Spoiled Ballot Return Envelope.



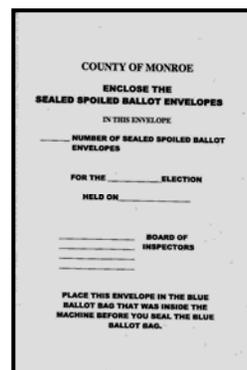
How a voter spoils their ballot



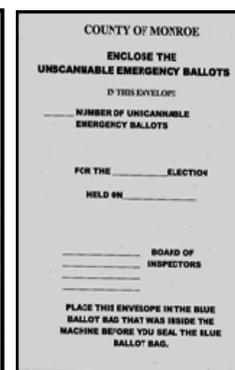
Spoiled Ballot Envelope



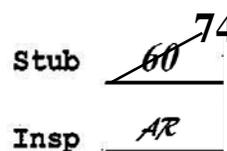
Voter Placing the Spoiled Ballot into the Spoiled Ballot Envelope



Spoiled Ballot Return Envelope



Unscannable Emergency Ballot Return Envelope



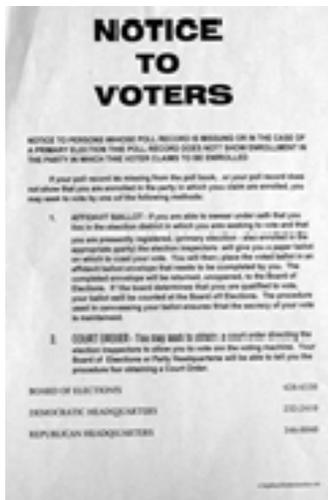
How to adjust the public counter number entry.

The Return or Cast Buttons

- Can be used ONLY when lit up.
- May be used for ONLY over-voted and blank ballots.



Affidavit Ballots Procedure



Purpose

Affidavit Ballots should be used when:

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

1. Make sure the voter has seen the **NOTICE TO VOTERS** .
2. Ask “Do you require assistance in marking your ballot?”
3. If the voter says “no”, follow the “Ordinary Affidavit Ballot Procedure.” If the voter says “yes”, follow the “Affidavit Ballot Procedure for the IC-2 (BMD).”

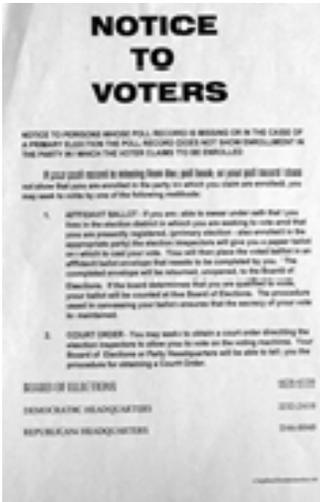
Ordinary Affidavit Ballot Procedure

1. Provide the voter with a paper ballot.
2. Provide the voter with an affidavit ballot envelope.
3. Write the LD/Town and election district (ED) at the bottom on the “Affidavit Oath” side of the envelope.
4. Direct the voter to a privacy area.
5. The voter marks the paper ballot.
6. The voter must seal the ballot in the affidavit envelope.
7. **The voter must: date, sign, completely fill out the Affidavit Oath side of the envelope, completely fill out the attached registration side of the envelope.**
8. The voter will give the completed envelope with the ballot sealed inside to an inspector.
9. **An inspector must: date, sign, ensure that the envelope is filled out, the envelope is sealed properly.**
10. The envelope must be returned to the district table the voter signed in at.
11. Enter the information on Section IV of the **Challenge Report**.
12. The inspector places the SEALED ballot envelope in the large “Affidavit Return” envelope.

BMD Affidavit Ballot Procedure

1. If the voter requires assistance in marking their ballot, an inspector should escort the voter to the IC-2(BMD).
2. Voters will follow the normal procedure for marking their ballot. See “Introducing the Voter to the BMD.”
3. The voter will print their ballot. **However, the ballot MAY NOT be deposited into the scanner side of the IC-2(BMD).**
4. Have the voter review (or the inspectors may review with them) their ballot selections.
5. When the voter is satisfied with their ballot, they, or if assistance is needed, the inspectors, should place it in an affidavit envelope **(the ballot must NOT be cast in any scanner).**
6. Assist the voter in completing the envelope, if necessary (assistance given must be recorded on Section III of the Challenge Report).

Court Order Procedure



Court orders are used when a voter's name does not appear in the poll book, the voters claims to reside in the district, and the voter wants to vote on the IC-1 (Scanner) or IC-2 (BMD).

Both political parties' phone numbers are listed on the **Notice to Voters**. Each party maintains attorneys on election day to assist voters with the preparation of a Court Order.

A voter must fill out these papers, which are taken before a Supreme Court Judge. The Judge will examine the papers and if all is in order, sign the papers allowing the voter to vote on the machine.

The voter must then take these papers back to their correct election district and present them to the inspectors.

1. Make sure the voter has seen the **NOTICE TO VOTERS** or has presented the inspectors with the Court Order.
2. **Ask the voter “Do you require assistance in marking your ballot?”**
3. **If the voter says “no”, follow the “Ordinary Court Order Procedures.” If the voter says “yes”, follow the “Court Order Procedure for the IC-2 (BMD).**

Ordinary Court Order Procedure

- 1) The inspector takes the Court Order from the voter.
- 2) The inspectors **MUST** then allow the voter to vote on the IC-1 (see normal Check-in Procedure). Tear off a ballot from the ballot packet and give it to the voter.
- 3) The Inspector should write the public counter number given to the voter on the upper right hand corner of the Court Order.
- 4) Inspectors must place the Court Order in the Court Order Return Envelope.
- 5) The inspectors must note the voter's name, address and Public Counter Number on Section IV of the Challenge Report.

In a Primary Election, the court order must specify the party in which the person is allowed to vote.

BMD Court Order Procedure

1. The inspector takes the Court Order from the voter.
2. The inspectors must then allow the voter to vote using the IC-2 (BMD) (see checking in the BMD Voter). Inspectors should note the Public Counter from the blank ballot given to the IC-2 voter.
3. Inspectors must place the Court Order in the Court Order Return Envelope.
4. The inspectors must note the voter's name, address and Public Counter Number on Section IV of the Challenge Report.



Monroe County Board of Elections

Site Chair Essentials

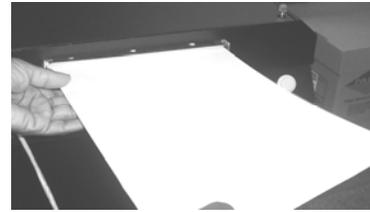
Processing the BMD Voter



NOTES

IC-2 (BMD) Procedures

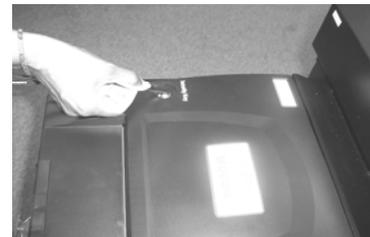
1. Insert a blank ballot into the slot of the printer.
2. Affix the privacy sleeve to the printer unit's slot.
3. Contact the Security Key to the Security Key pad. The Administrator Menu is displayed.
4. Press **Audio Session** (third button down on the left on the keypad).
5. A menu will appear: "Please Enter Ballot ID for Accessible Voting Session"
 - a. The Ballot ID is printed on the cover of the Poll Book located at the voter's district table.
 - b. Enter the Ballot ID by pressing the numbers on the numeric key pad corresponding to the Ballot ID number.
 - c. Press "ENTER"



Blank ballot being inserted into printer



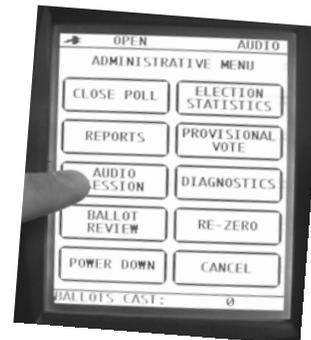
Attaching Privacy Sleeve



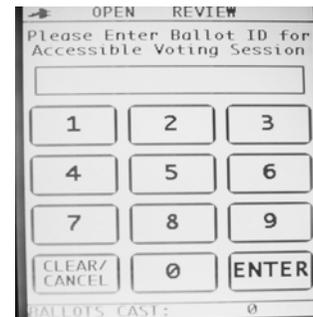
Security Key touched to security key pad

OR

6. A menu will appear: "Are you certain the Ballot ID is xxx?"
 - a. Press "YES" if the Ballot ID entered is the same as that on the Poll Book.
 - b. If a wrong Ballot ID is entered the Operator Panel will show "Invalid Ballot ID Entered." The Ballot ID Entry Menu will re-appear. Re-enter the correct Ballot ID.
7. **The audio session begins, and the BMD instructs the voter on how to vote.**
8. **The light indicators will alternate amber and green.**
9. The voter navigates and marks their ballot.
10. The voter indicates they wish to print their ballot.
11. The ballot prints into the privacy sleeve.
12. The light indicators will blink amber.
13. Insert the printed ballot, inside the privacy sleeve, into any scanner. The scanner will draw the ballot from the sleeve



Inspector touching the "Audio Session" button on the Administrative Menu



Ballot ID Entry Screen



Depositing the printed ballot into a scanner

Trouble Shooting

Status Light Conditions (IC-2 BMD)

IC-1 (Scanner Only) does not have light indicators

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

BMD Issues

ISSUE	Explanation/Solution
Security Key error	Contact the security key to the key pad again. You may need to reposition the key and contact the key pad again.
BMD produces a beeping sound	<ol style="list-style-type: none"> 1. Make sure the BMD power cord is plugged into an electrical outlet. 2. The electricity is out to the power outlet. 3. The machine is running on battery power. The beeping will stop intermittently and resume again until the unit is running on AC power.
Red light remains illuminated on the BMD	Call the Board of Election Immediately.
Monitor is not positioned correctly for voter	On the back of the computer monitor, firmly hold the long repositioning arm and move backward, forward, higher or lower to adjust monitor for the voter.
Machine is rolling or needs to be repositioned for voter	<ol style="list-style-type: none"> 1. Roll the machine into the position of use and lock the wheels using the foot locks. 2. Press down firmly to lock each of the four wheels.

Trouble Shooting

Returning a Blank Paper Sheet

The blank sheet of paper will be returned if the inspectors press the red button located to the middle on underside of the printer unit.



Pressing the red return blank paper button

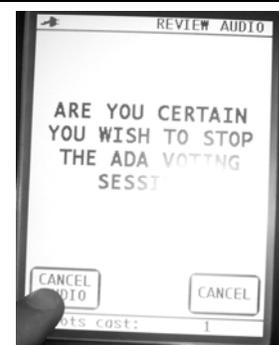
Cancelling the Voting Session

If you need to cancel an audio ballot while it is in session, do the following:

1. Use the yellow administrative key to display the operator screen menu.
2. Press **Audio Session**.
3. Press **Cancel Audio**.
4. That audio voting session is canceled.



Operator touching the administrative key to the security key pad



Cancelling an audio session from the administrative menu

Printer is not working

If a message appears on the monitor indicating a printer error and/or any display of red lights appears on the printer unit:

1. Press the top button on the printer unit (circle symbol) until the printer unit powers down.
2. Wait 3 seconds
3. Press the top button again on the printer unit (circle unit). Print will go through start-up process.
4. Wait until end of start-up process.
5. The solid green circle (top button of printer unit) should be displayed.
6. If the top circle is not displayed, call the Board of Elections.



Printer unit buttons

Top green button

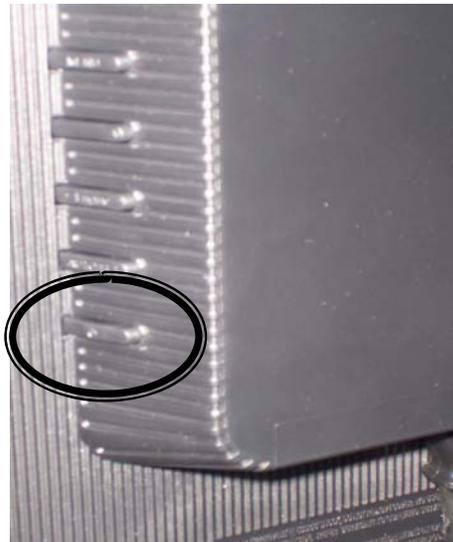
Red indicators.

Monitor Problems

Check Power Cord



Check on/off Button





Monroe County Board of Elections

Site Chair Essentials



Closing

Polls close at exactly 9:00 p.m.

Inspectors are paid until 10:00 p.m.

- *Voters in line must be permitted to vote*

All activities must be done in bi-partisan teams.

NOTES

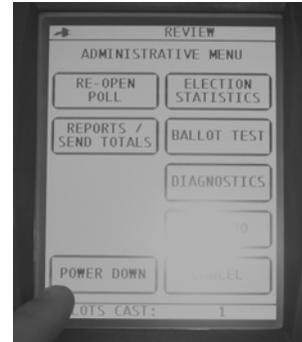
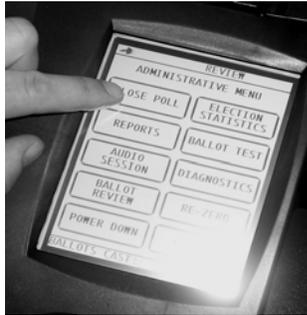
Closing the Image Cast Voting Machine

Essential Steps to Close the IC-1

1. Touch the Security Key to the security key pad
6. Post the second copy on the wall for public viewing.
7. Press the "Power Down" button on the Administrative Menu.



2. Press the *Close Poll* option on the Administrative Menu



3. The closing results tape is printed. Tear off the Closing Tape.
4. Divide the Closing Tape into two parts. The inspectors must sign the bottom of all tapes.



5. Place one copy of the tape in the Red Security Pack.



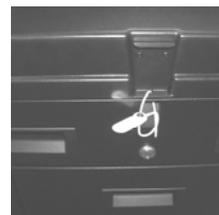
8. Wait until the Operator Panel is dark before removing any memory card
9. Unplug the cord from the outlet.
10. Remove the Red Memory Card.



11. Place the Red Memory Card in the Red Security Pack.



12. Close the Plastic Hood. Re-seal the hood.



Closing the Image Cast Voting Machine

Essential Steps to Close the IC-2

1. Touch the Security Key to the Security Key Pad



2. Press “Close Poll” on the Administrative Menu



3. Print out two closing tapes; tear off closing tapes



4. Place one closing tape in the Red Security Pack and post one closing tape on the wall

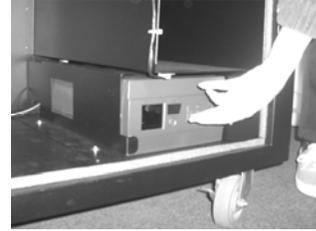


5. Press “Power Down” on the Administrative Menu



6. Wait until Administrative Menu is blank and the machine appears to be off
7. Open the Ballot Box Door

8. Press “OFF” Power button



9. Unplug the cord from the outlet



10. Remove the Red Memory Card from the memory card compartment



11. Place the Red Memory Card into the Security Pack. Send with a Site Chair.



12. Unplug the ATI



13. Replace Styrofoam covers

14. Place IC-2 Privacy Devices in ballot box



15. Close the Ballot Box Door

16. Securely rest the monitor on the Styrofoam cover

Closing the Image Cast Voting Machine

Closing Seals

REMOVE the following seals on the IC-1:

- a. The Yellow plastic memory card compartment seal



Replace and Record the following seals on the IC -1:

- a. Blue Sticker Seal #1 (Ballot Box Door Seal)



- b. White Plastic Hood Seal



REMOVE the following seals on the IC-2:

- a. The yellow plastic memory card compartment seal



Replace and Record the following seals on the IC -2:

- a. Blue Sticker Seal #1 (Ballot Box Door Seal)



- b. Blue Sticker Seal #4 (ATI connection)



- c. The White plastic memory card compartment seal



Supply Repacking List (by Bag)

Red Security Pack – Returned to Town Hall to the Town Clerks in the Towns and to the Board of Elections in the City.

Blue Ballot Security Bag – Returned to the Town Hall to a truck (except Brighton and Henrietta return to the Board of Elections Service Center; in the City returned to parking lot adjacent to the Board of Elections.

Green Ballot Storage Bag – Packed and stored in any machine.

Red Security Pack (Town Hall/BOE)

Certificate of Service

Closing Tape - 1

Memory Card, Red

Opening Tape

Pay Vouchers



Blue Ballot Security Bag (Town Hall/BOE)

Affidavit Ballot Return Envelope

(completed Affidavit Ballots in Affidavit Ballot Envelopes)

Ballots, Voted

Challenge Report

Closing Tape - 2

Machine Key Envelope

Machine Keys

Memory Card, Blue

Plastic Seal, Cut

Poll Book

Write-In Return Ballot Envelope

Unscannable Emergency Ballot Return Envelopes



Green Ballot Storage Bag (any machine)

Abandoned Ballot Return Envelope

Ballot Packs, Unused

Ballot Reconciliation Sheet

Blank Ballot Packs

Ballot Tabs

Before the Polls Open Sheet (Certificate #1)

After the Polls Closed Sheet (Certificate #2)

Court Order Envelope

Notes to Commissioners

Spoiled Ballot Envelopes

Spoiled Ballot Return Envelope

Voter Registration Forms, Completed



BMD Equipment Bag (in IC-2, BMD)

ATI with Cord

Headphone Covers

Headphones

Paddles (Left and Right)

Rubber Gloves

Sip and Puff Device

Straws

Closing Bag (any machine)

Arrow Signs

Badges and Book Seals Envelope

Ballot Markers

Braille Bill of Rights

Call-In District Sheet

Distance Marker

District Map

Election Inspectors Needed sheet

Election Supplies district label sheet

I Voted Today Stickers

Magnifier

Notice to Voters

Oath for Person(s) Assisting Voter

Paper Clips

Pencils

Pens

Polling Site Diagram

Polling Site Survey

Privacy Folder

Proposition Booklet

Repacking Sheet Instructions

Sample Ballot

Scissors

Seal Envelope

Signature Cover

Site Street Directory

Small Bag 1

Small Bag 2

Spanish Interpreter Envelope

Street Guide

Suggested Valid ID sheet

Tape

Vote Here Sign

Vote Here Sign – Voters with Disabilities

Voter Registration Forms, blank

Voters Bill of Rights

Voters Bill of Rights in Spanish

Voting Instructions

Welcome to District Sign

Supply Packing - Red Security Pack



- 1. Place Red Memory Card in Red Security Pack.**
- 2. Seal Red Security Pack (Seal in IC-2 Closing Seal Bag).**
- 3. Record Seal on each machines' After the Polls Closed section.**
- 4. Return to Town Clerk in the Towns and directly to the Board of Elections in the City.**

Supply Packing - Blue Ballot Security Bag



- 1. Place Blue Memory Card in Blue Ballot Security Bag.**
- 2. Pack the Bag.**
- 3. Record plastic seal used to seal the bag on the After the Closed Sheet.**
- 4. Return to be loaded on a truck at the Town Hall in the Towns (except Brighton and Henrietta: return directly to Board of Elections Service Center). In the City, return blue bags to truck in the parking lot adjacent to the Board of Elections.**

Closing Bag Return Locations

<u>Location</u>	<u>Red Bag</u>	<u>Blue Bag</u>
City	Irving Place, adjacent to BOE	Parking Lot to the east of BOE between Irving Place and Exchange Blvd
Brighton	<u>Town Hall</u> : 2300 Elmwood Ave	<u>BOE Service Center</u> : 2595 Brighton Henrietta Townline Road
Chili	<u>Town Hall</u> : 3333 Chili Ave	<u>Town Hall Parking Lot</u> : 3333 Chili Ave
Clarkson	<u>Town Hall</u> : 3710 Lake Rd	<u>Town Hall Parking Lot</u> : 3710 Lake Rd
East Rochester	<u>Town Hall</u> : 120 W Commercial St	<u>Town Hall Parking Lot</u> : 120 W Commercial St
Gates	<u>Town Hall</u> : 1605 Buffalo Rd	<u>Town Hall Parking Lot</u> : 1605 Buffalo Rd
Greece	<u>Town Hall</u> : 1 Vince Tofany Blvd	<u>Town Hall Parking Lot</u> : 1 Vince Tofany Blvd
Hamlin	<u>Town Hall</u> : 1658 Lake Rd	<u>Town Hall Parking Lot</u> : 1658 Lake Rd
Henrietta	<u>Town Hall</u> : 475 Calkins Rd	<u>BOE Service Center</u> : 2595 Brighton Henrietta Townline Road
Irondequoit	<u>Town Hall</u> : 1280 Titus Ave	<u>Town Hall Parking Lot</u> : 1280 Titus Ave
Mendon	<u>Town Hall</u> : 16 W Main St	<u>Town Hall Parking Lot</u> : 16 W Main St
Ogden	<u>Town Hall</u> : 269 Ogden Center Rd	<u>Town Hall Parking Lot</u> : 269 Ogden Center Rd
Parma	<u>Town Hall</u> : 1300 Hilton Parma Corners Rd	<u>Town Hall Parking Lot</u> : 1300 Hilton Parma Corners Rd
Penfield	<u>Town Hall</u> : 3100 Atlantic Ave	<u>Town Hall Parking Lot</u> : 3100 Atlantic Ave
Perinton	<u>Town Hall</u> : 1350 Turk Hill Rd	<u>Town Hall Parking Lot</u> : 1350 Turk Hill Rd
Pittsford	<u>Town Hall</u> : 11 S Main St	<u>Town Hall Parking Lot</u> : 11 S Main St
Riga	<u>Town Hall</u> : 6460 Buffalo Rd	<u>Town Hall Parking Lot</u> : 6460 Buffalo Rd
Rush	<u>Town Hall</u> : 5977 E Henrietta Rd	<u>Town Hall Parking Lot</u> : 5977 E Henrietta Rd
Sweden	<u>Town Hall</u> : 18 State St	<u>Town Hall Parking Lot</u> : 18 State St
Webster	<u>Town Hall</u> : 1000 Ridge Rd	<u>Town Hall Parking Lot</u> : 1000 Ridge Rd
Wheatland	<u>Town Hall</u> : 22 Main St	<u>Town Hall Parking Lot</u> : 22 Main St

Questions: Call 753-1523 or 753-1539



Monroe County Board of Elections

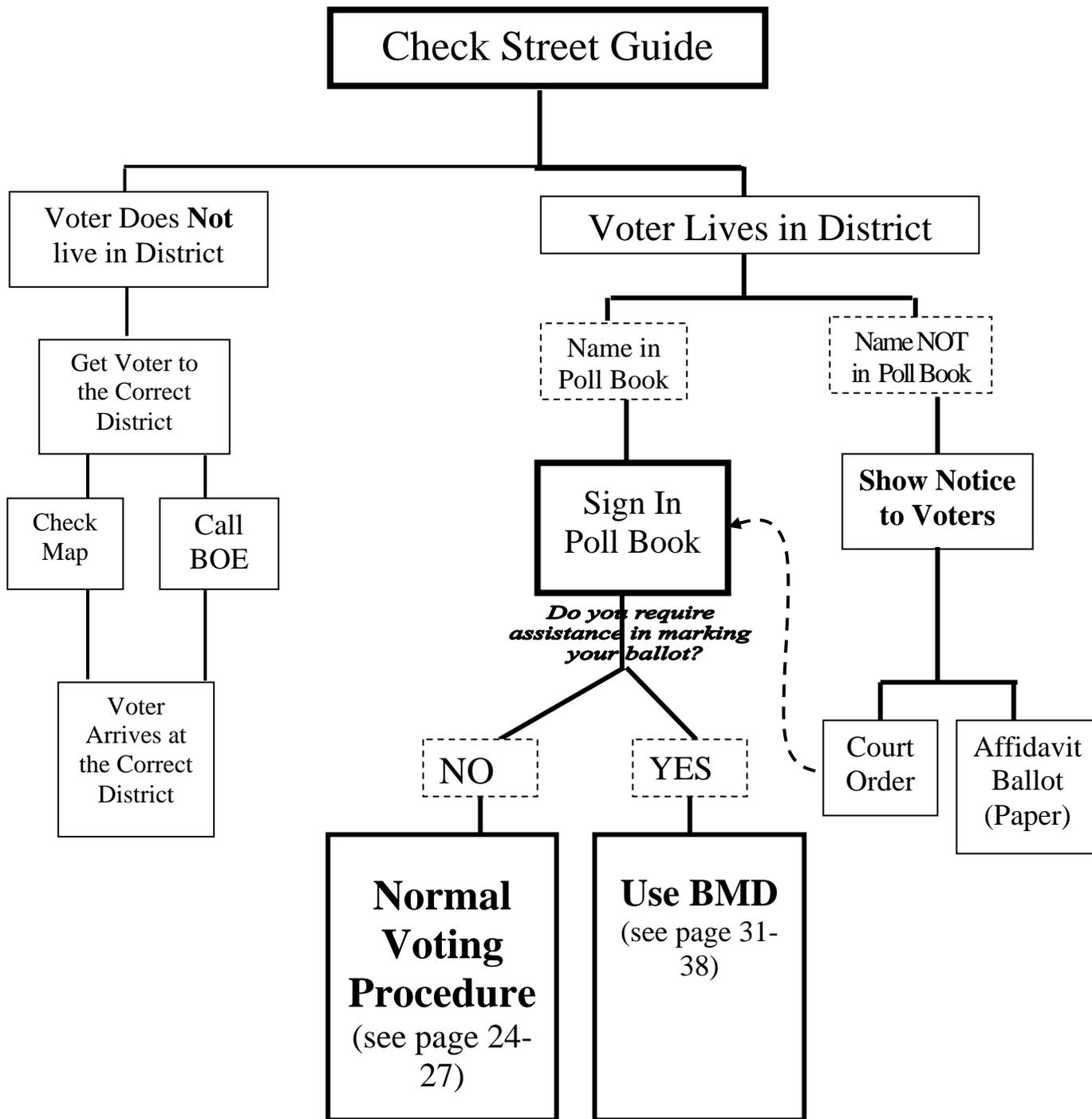
Site Chair Essentials

Checklists & Reference

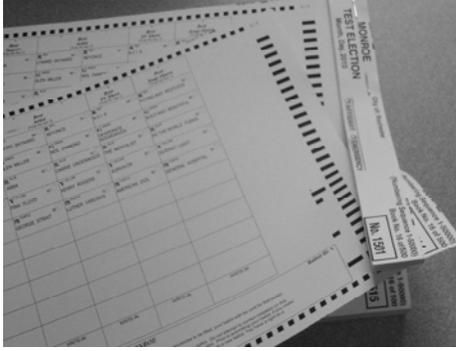
NOTES



Normal Check-In Flow Chart

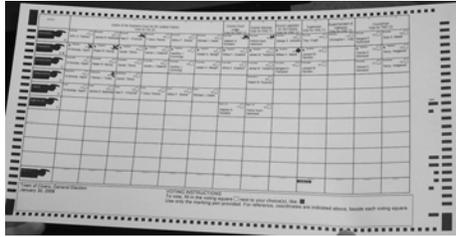
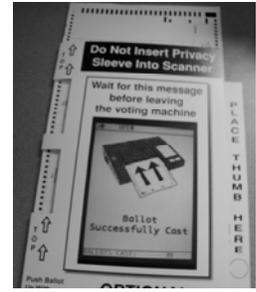


Types of Ballots (Summary)



Pre-Printed Ballot

The ballot detached from the ballot packet, placed in a privacy folder, and given to the voter that does not require assistance marking their ballots



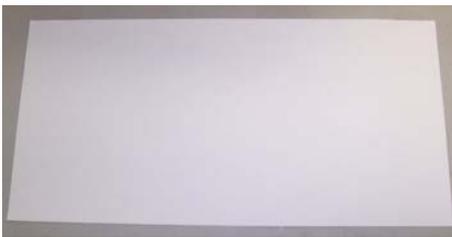
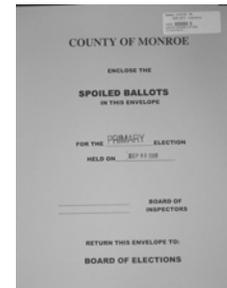
Cast Ballot

A marked ballot deposited into the ballot box through the scanner.



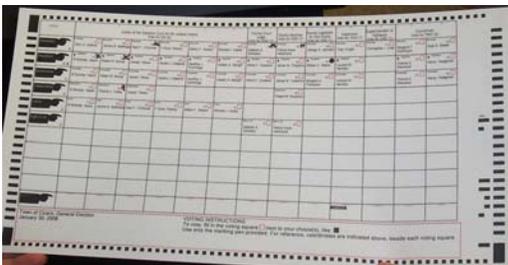
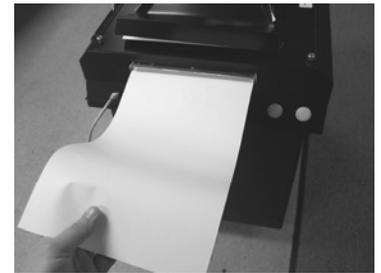
Spoiled Ballot

(NOTE: Envelope) – A marked ballot rejected by the voter.



Blank Paper Ballot

The ballot detached from the blank paper ballot packet and placed in the BMD (printer) side of the IC-2. Given to the voter that does require assistance marking their ballots

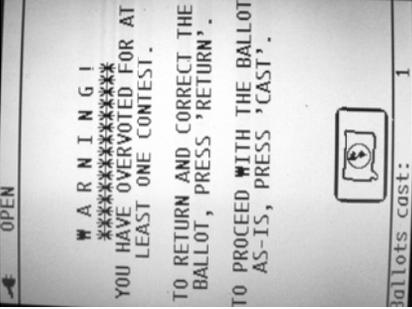
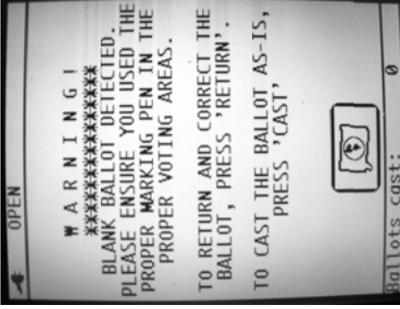
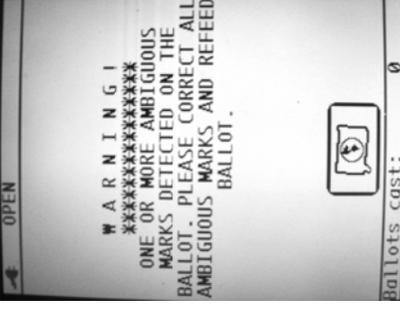


Printed Ballot

The ballot produced by the voter interaction with the ATI (audio-tactile interface). NOTE: comes out of the printer in privacy sleeve.



Ballot Problems Summary

Display	<u>Overvote</u>	<u>Blank Ballot</u>	<u>Ambiguous Mark</u>	<u>Ballot Jam</u>	<u>Undervote</u>
					
Why does it occur?	Voter votes for too many candidates in a particular race	Voter deposits the ballot into the scanner without marking it	The ballot contains incomplete marks, stray marks or is damaged	The ballot becomes lodged in the scanner or the voter tries to insert the privacy folder	The voter does not vote for one or more races
Scanner Action	Must Press Cast or Return	Must Press Cast or Return	Immediately Returns the Ballot	Message to remove Jam and Press Clear	Casts Ballot
Can be Cast?	Yes	Yes	No	Yes	Yes
Can be Spoiled?	Yes	Voter should Mark the Ballot	Yes	Yes	No
Can become Unscannable Emergency?	Yes	N/A	Yes	No	No

IC-1 Simple steps to Open and Close

Opening the Image Cast 1 (Scanner only)

1. **Plug the cord into an outlet**
2. Cut the plastic hood seal
3. Set up the hood
4. **Wait about 10 seconds for the beeping sound**
5. **Touch the Administrative Key to the Security Key Pad**
6. **Press “Open Poll” on the Administrative Menu**
7. **Print out one ZERO opening tape**
8. **When “System Ready” is displayed on the Administrative Menu, the machine is ready.**

Closing the Image Cast 1 (Scanner only)

1. **Touch the Administrative Key to the Security Key Pad**
2. **Press “Close Poll” on the Administrative Menu**
3. **Print out closing tape; divide closing tape**
4. **Place one copy of the closing tape in the Red Security Pack and post one closing tape on the wall**
5. **Press “Power Down” on the Administrative Menu**
6. **Wait until Administrative Menu is blank and the machine appears to be off**
7. **Remove the Red Memory Card from a memory card compartment**
8. **Place the Red Card into the Red Security Pack and send with a Site Chair**
9. **Unplug the cord from the outlet**
10. Close the plastic hood
11. Re-seal the hood.

IC-2 Simple steps to Open and Close

Opening the Image Cast-2 (BMD & Scanner)

1. Remove Nylon cover
2. Remove Styrofoam covers
3. Remove Opening Ballot Box Door Seal and Open the Ballot Box Door
4. **Plug the cord into an outlet**
5. Press “ON” Power button
6. **Wait for about 20 seconds for a beeping sound**
7. **Touch the Administrative Key to the Security Key Pad.**
8. **DO NOT touch the Administrative Menu until the indicator light above the ballot box door turns green. While waiting:**
 - a. Plug in the ATI
 - b. Position the Monitor
 - c. Attach Privacy Devices
9. **When the indicator light above the ballot box door turns green, press “Open Poll” on the Administrative Menu**
10. **Print out one ZERO opening tape**
11. **When “System Ready” is displayed on the Administrative Menu, the machine is ready.**

Closing the Image Cast-2 (BMD & Scanner)

1. **Touch the Administrative Key to the Security Key Pad**
2. **Press “Close Poll” on the Administrative Menu**
3. **Print out closing tape; divide closing tape**
4. **Place one copy of the closing tape in the Red Security Pack and post one closing tape on the wall**
5. **Press “Power Down” on the Administrative Menu**
6. **Wait until Administrative Menu is blank and the machine appears to be off**
7. **Remove the Red Card from a memory card compartment**
8. **Place the Red Memory Card into the Security Pack and send with a Site Chair**
9. Open the Ballot Box Door
10. Press “OFF” Power button
11. **Unplug the cord from the outlet**
12. Unplug the ATI
13. Detach Privacy Devices
14. Close the Ballot Box Door
15. Replace Styrofoam covers
16. Securely rest the monitor on the Styrofoam cover