Election Day
Contact Numbers

BEFORE POLLS OPEN

Machine Problems	**753-1514**
Missing **Both** Inspectors From **Same** Party	**753-1523** **753-1539**

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

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

AFTER POLLS OPEN

Machine Problems	**753-1514**
Supplies not needed immediately	**753-1501**
Missing **One** Inspector from **Either** Party	**753-1523** **753-1539**
Voter Questions	**753-1550**
Call-In District (selected ED)	**753-1543**

Monroe County Board of Elections

Ballot Marking Device Manual for Election Inspectors

Revised October 14, 2008

You're Right To Vote.

Inspector Name: _____

Monroe County Board of Elections

39 West Main Street, Rochester, NY 14614, *www.monroecounty.gov*

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COMMISSIONER

THOMAS F. FERRARESE
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Please bring this Manual with you on Election Day

Message from the Commissioners

Dear Inspector:

Peter Quinn

Thomas Ferrarese

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

Being an inspector is not what it was in the past. There were very few changes from year to year in the election process. You could go to training once every three years and still stay on top of the job. This is not the case any longer. What we did in 2005, 2006 or even last year is different this year. That is why you are trained every year now and get new updated inspector manuals.

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

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

Sincerely,

Peter Quinn
Republican Commissioner

Thomas Ferrarese
Democratic Commissioner

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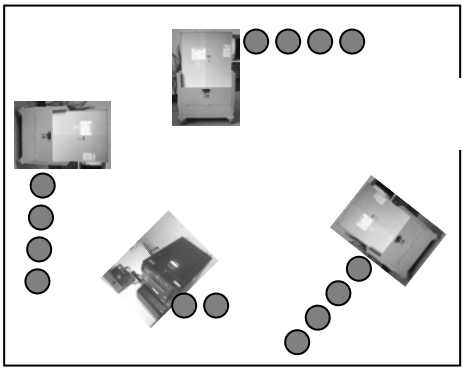
The Ballot Marking Device (BMD)



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

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

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

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.

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.

BMD Scheduling and Assignment from the Board of Elections

In 2008, the Board is responsible for:

- Scheduling BMD Inspectors
- Ensuring BMD Inspectors attend required training classes
- Recruiting BMD Inspectors
- Being involved in supply delivery and return for the BMD

The Board is looking to schedule inspectors who are knowledgeable, trained, friendly, and courteous and can work the entire election day.

The Board is scheduling two inspectors, one Republicans and one Democrats, for each BMD in each polling site.

Scheduling Notes:

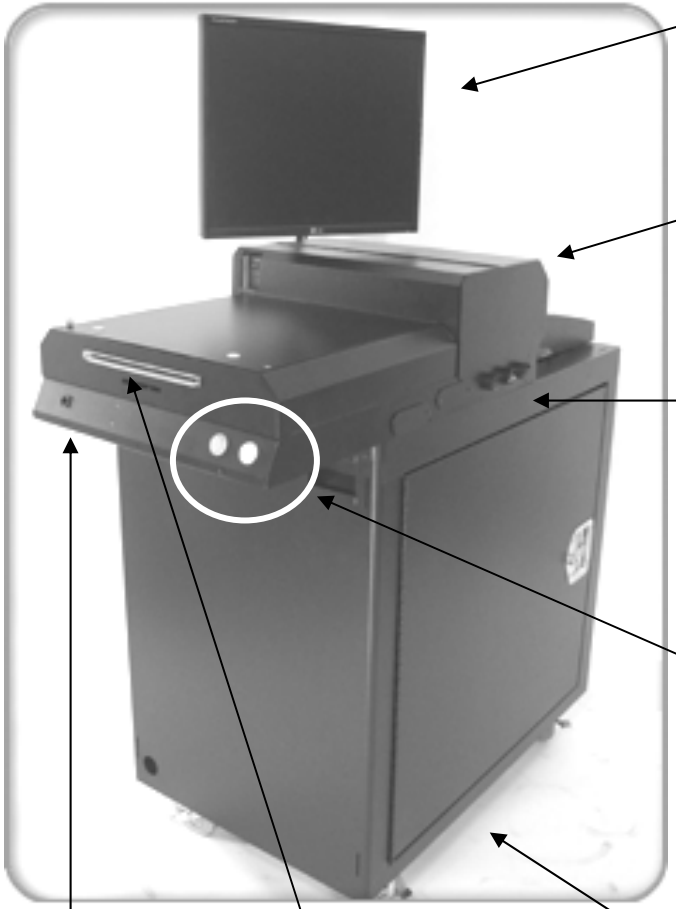
- BMD inspectors must heed the advice of Board personnel, of EITHER party.
- BMD inspectors may be scheduled to work in any polling site.
- BMD inspectors may be scheduled in a different polling site than where they vote.
- BMD Inspectors should contact the Board if they have any scheduling questions.
- BMD Inspectors must call the Board immediately if they are scheduled and unable to work.

Responsibilities of THE BMD Election Inspector

- Open and close the BMD.
- Organize the BMD and the immediate area.
- Inspectors must be able to clearly see who utilizes the BMD.
- Organize election day supplies.
- Inspectors should have their Challenge Report and envelopes available.
- Rotate tasks and share the work.
- Process qualified voters.
- Complete all necessary paperwork.
- Maintain order at the polling site.
- Serve on the BMD in the polling site they are assigned to.
- Arrive on time at your polling site on Election Day.

The Ballot Marking Device

Ballot Marking Side



Monitor
(Ballot Display Screen)

Ballot Printer

Status indicator lights

Image Adjustment Buttons:
Green – Contrast
Yellow - Enlarge

ATI connection port

Blank Paper Insert Slot

Ballot Compartment

Scanner Side

Ballot Review Entry Slot

Scanner Unit

Opening the Polls – Ballot Marking Device (BMD)

Inspectors MUST arrive on time:

- **General Election**: Arrive at 5:30 a.m.; your machine must be ready to open by 6:00 a.m.; Voting begins at 6:00 a.m.

- **Primary Election**: Arrive at 11:30 a.m.; your machine must be ready to open by Noon; Voting begins at Noon.

All activities must be done in bi-partisan teams, with one Democratic and one Republican inspector at the machine.

Keys on Keychain

Ballot Box Door Key

Supplies

BMD inspectors must get their keys (in a key envelope) from the lowest numbered election district in the polling site. That district will have the key envelope in their opening bag. All other BMD supplies will be in the ballot box.

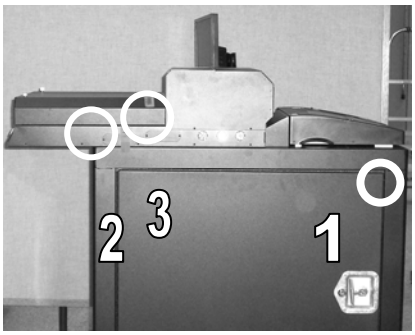
BMD with cover

Setting Up the BMD

1. Remove protective nylon cover. Fold the nylon cover (which will be stored in the Styrofoam that is removed from the printer unit).
2. Slide off the white Styrofoam protective cover from the printer area.
3. Raise the display screen. Use the adjustable swivel arm to position the display screen conveniently for viewing. The display screen can be moved to face any direction and can further be adjusted for each voter as needed.
4. Remove the white Styrofoam protecting the scan unit.
5. Roll the machine to where it will be used.
6. Lock the wheels by pressing down firmly on each of the four wheel locks with the ball of your foot.
7. Attach the privacy screen to the monitor to protect the voter's privacy. Attach the privacy panel over the scanner side of the BMD.
8. Remove the power cord from its storage clip (if facing front of machine, on upper right side behind the swivel arm). An extension cord is provided. Be sure that cords do not present a tripping hazard. Plug the BMD cord into the extension cord and plug into the wall.
9. Remove Opening Seal 1 from the ballot box door.

BMD with Styrofoam covers

BMD wheel locks



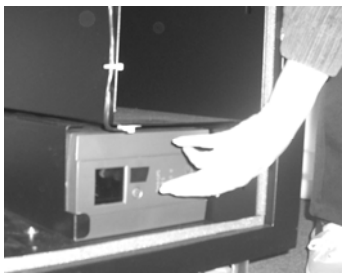
BMD Seal Locations

10. Unlock ballot box. Turn the key vertically, pull handle and rotate to open the door. Remove supply bag and all hardware from the Ballot Box. Do not close and lock the ballot box yet.

BMD Ballot Box Door Lock

11. Find the Control Sheet. Place opening seal 1 on the Control Sheet. Record Seal 1 and Seal 2. Record the Plastic Seal. Complete the Control Sheet.

12. Press the round **Power** button, the bottom button on the Power Supply located in the lower right corner of the ballot box. The LCD on this box will light up to show power up activity. Within seconds, the monitor displays a message indicating that the BMD unit is starting up. The unit is doing an internal check. During this internal check, the machine displays the solid red light.



Power Supply: Push Bottom Button to turn power on

13. Close the ballot box door by rotating the handle and pushing the handle down. Lock the door and keep the keys in a secure location.

14. Place **day seal #1** across the Ballot Box Door. Record day seal #1 on the Control Sheet.

15. In a few moments, an audible beeping tone begins sounding to prompt the Inspector to contact their ***administrative key*** (iButton) to the security key pad in order to verify the election files. Hold your ***administrative key*** (iButton) against the metal pad labeled **Security Key.**

Administrative Key placed in Security Key Pad

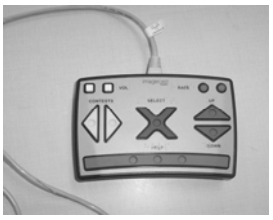
16. The operator screen displays the message "Key accepted, validating election files, please wait." The Administrative menu is displayed on the Operator screen.

Display Message after Administrative Key is applied

17. ***Important – Do not touch the LCD Administrator screen while the red status light is still on. Note it will take approximately 2 minutes for the status light to change to Green.***

18. Meanwhile, connect the Audio Tactile Interface (ATI) to the BMD. This interface must be connected in order to process an Audio voter.

19. Connect the headset to the bottom right-hand port (under the blue buttons) of the ATI.



Audio Tactile Interface (ATI)

20. Ensure the light on the printer unit is steady green.

21. **At this time, the status light should be flashing green.** The BMD is ready for the inspectors to Open the Polls.

22. From the Administrator menu, open polls by selecting the **open poll** option. The BMD operator screen informs you that the results are zero—no ballots have been deposited into the scanner yet—and asks if you would like to print a Short or Long Zero Results tape.

    a. Press the **Short** button.

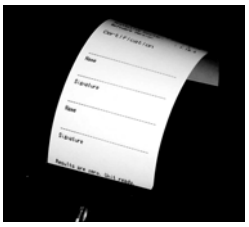
    b. The LCD operator panel message reads **Printing Interrupt Tape**. A single tape prints. After a few moments, the unit asks if you would like to print additional Zero Results tapes. Press **No** on the operator screen.

Attaching the Headphones to the ATI

c. Examine Zero Results tape. On the heading at the top of the tape, verify that the tape displays the correct **voting location name and ED number(s)** for your location. If any of this information is incorrect, contact the Board of Elections immediately.

d. Verify that the tape shows **Total Scanned** as zero and **Total Voters** as zero, meaning that no ballots have been deposited into this BMD unit. If the tape does not show as zero, contact the Board of Elections immediately.

e. Place the opening tape in the **Opening Canvass Tape Envelope**.



Opening Tape Printing

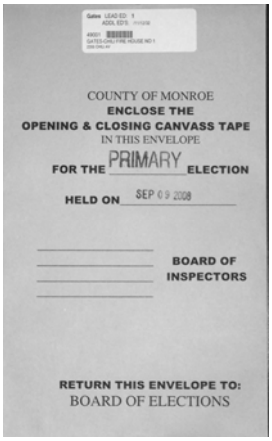
23. On the Operator screen, confirm that the number of ballots cast located at the bottom of the screen shows zero. If a number other than zero is displayed, contact the Board of Elections immediately. *Note*: During the day, the number of ballots cast through the BMD scanner will be displayed at the bottom of the Operator screen.

Option to Print Short Report Shown

23. The machine is now ready.

24. Put the administrative key (iButton) in a safe place at this time so it cannot be misplaced. **You are responsible for this key at all times.**

25. Note that there are status lights on the left side of the ballot box. These lights give a visual indication of the status of the BMD unit. The different conditions are:



Opening/Closing Tape Envelope

Indicator Lights

Solid Red	Flashing Green	Alternating Green and Yellow	Flashing Amber	Solid Amber	Alternating Amber and Red	Alternating Red, Amber and Green
Unit is starting up or is not oper-ational	Unit is ready for use by the next voter.	Voter is navigating or marking their ballot.	Voter's ballot is being printed.	Voter has inserted their ballot and is reviewing it.	Unit has an error and is not functioning.	Voter has pressed the Help button and is receiving Help instructions on the unit.

Opening Tape

Keychain with Ballot Box Door Key and Yellow Administrative Key. Note the circular tag on the key chain that has a district ID on one side and a machine number on the other.

BMD CONTROL SHEET

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

WE HEREBY CERTIFY

That, this day, before the polls were opened, we carefully examined the Ballot Marking Device and found that the total scanned ballots was at 0.

That the Monroe County Machine Number was **1 9 2** ___ ___ ___
(Six digit number starting with 192 located on the scanner door)

Record the following seal numbers from each of the areas listed below.

That the **plastic seal number** on programming card door was
_____
(located on the scanner side of the machine and should **NOT** be removed on Election Day)

That **Opening Sticker Seal #1** on the Ballot Box Door was _____

That **Sticker Seal #2** on the Electrical Cover was _____
(This seal should **NOT** be removed on Election Day)

That **Sticker Seal #3** on the Ballot Printer Cover door:
_____ (This seal should **NOT** be removed on Election Day)

After recording the seal numbers, remove Sticker Seal #1 on the ballot box door. Place this seal on the bottom of this document and proceed to turn on the BMD.

When the BMD is in operating mode, place one of the sticker seals that have been provided across the ballot box door and record the seal number below. This seal **should not** be removed during polling hours.

Election Day Ballot Box Sticker Seal #1: _____

That the ballot box keys were delivered to us in a sealed envelope.

Signature of Inspectors:

_ _

_ _

Sticker Seal #1
(Opening Ballot Box Door Sticker)
should be placed here

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

After closing the polls, remove the ballot box sticker seal and power down the BMD. This seal should be placed at the bottom of this document. Place all the supplies that **do not** have an orange dot back inside the machine. After closing and locking the ballot box door, secure this door with another sticker seal and record the following numbers.

WE HEREBY CERTIFY

That the Monroe County Machine Number was **1 9 2** ___ ___ ___
(Six digit number starting with 192 located on the scanner door)

That the **Plastic Seal Number** on programming card door was
_____

That the **Closing Sticker Seal #1** on the Ballot Box Door was _____

That **Sticker Seal #2** on the Electrical Cover was _____

That **Sticker Seal #3** on the Ballot Printer Cover door was _____

That the # of **scanned ballots** were _____
(This number will appear on the election results tape)

That the **Protective Counter Number** was _____
(This number will appear on the election results tape)

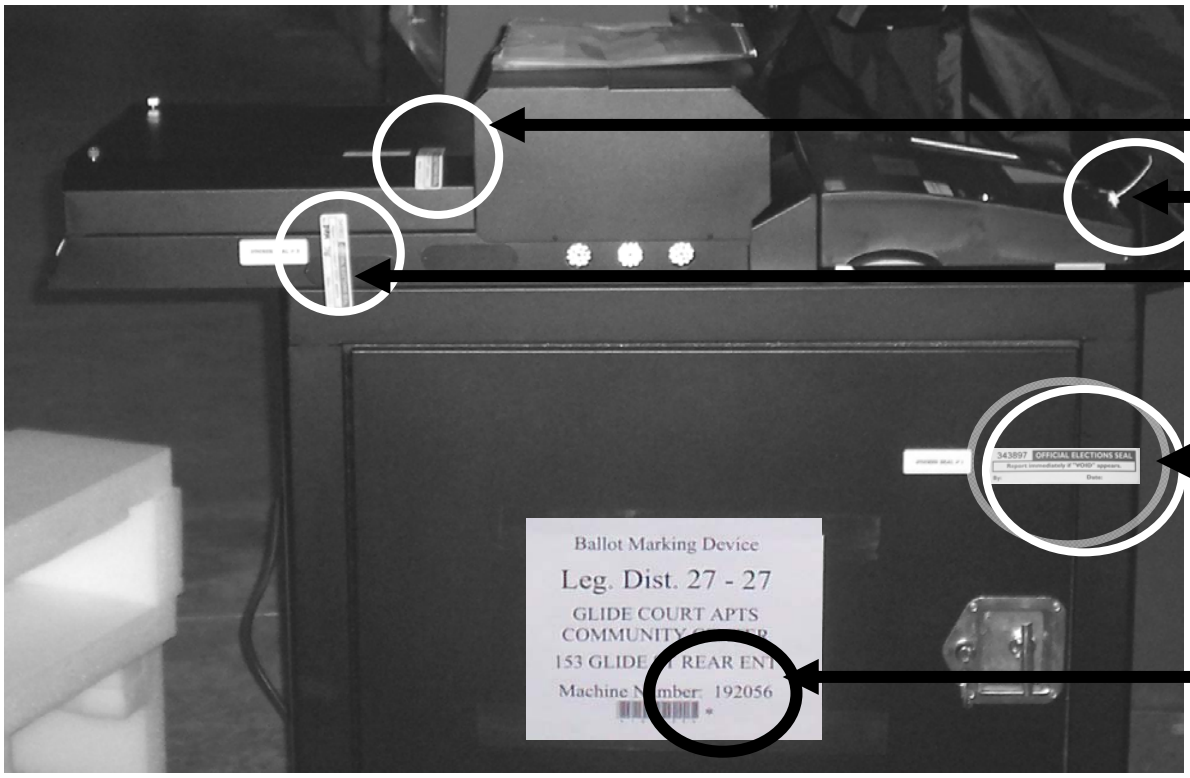
That the Ballot Marking Device is closed and locked and the ballot box door keys were returned as directed.

Signature of Inspectors:

_ _

_ _

Election Day Ballot Box Sticker Seal #1 should be placed here at the end of the night



Seal No. 3

Plastic Seal

Seal No. 2

Seal No. 1 Ballot Box Door Seal

Machine Number

BMD Ballot Accountably Sheet

We, the undersigned, certify that:

	Democratic	Republican
25 ballots were **packed** in a sealed package in the Ballot Marking Device.		

Before the Polls Opened

	Democratic Inspector	Republican Inspector
25 ballots were received in a sealed package at the polling site.		

After the Polls Closed
(record the number of ballots in each category below)

	Number	Democratic Inspector	Republican Inspector
Number of Cast Ballots			
Number of Spoiled Ballots			
Number of Affidavit Ballots			
Number of Emergency Ballots			
Number of Unused Ballots			
Total Number of Ballots			

We the undersigned certify that the ballots received from the Board of Elections equal the ballots returned to the Board of Elections for this packet of ballots.

Signature of Inspectors:

_ _

_ _

BMD Ballot Accountability Sheet

BMD Inspectors must account for all ballots received from the Board of Elections.

1. When this sheet is received check to make sure there are initials certifying that the ballots were in a sealed package when sent to your polling site.
2. Before the polls open count the ballots and ensure that the amount sent from the Board of Elections is the amount received.
3. After the polls close, count the number of ballots cast and record that number on the Accountability Sheet. Make sure those ballots are sealed in the *Cast Ballot Envelope*.
4. After the polls close, count the number of spoiled ballots and record that number on the Accountability Sheet. Make sure those ballots are sealed in the *Spoiled Ballot Envelope*.
5. Record the number of Affidavit and Emergency Ballots completed at the BMD, if any.
6. Count and record the number of unused ballots.
7. Total the number of ballots.
8. Make sure the Inspectors' initials are recorded next to the number of ballots recorded for each type of ballot
9. Both inspectors must sign certifying that the number of ballots returned equal the number of ballots received.
10. Return this sheet to the lead district in the polling site to be added to their orange dotted bag.

Signs

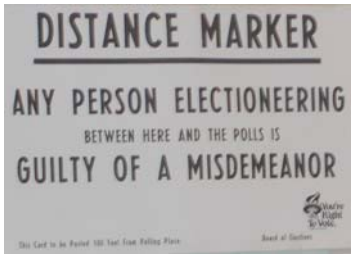
*Signs should be posted **before** polls open. The masking tape should be used to place the signs on **walls**. The BMD inspectors should ensure that the blue and white handicap sign is placed on the handicap door and that the door remains UNLOCKED during the day.*

- The blue and white sign with a wheelchair (as pictured here) must be placed on the handicapped accessible door. That door must remain unlocked during voting hours.

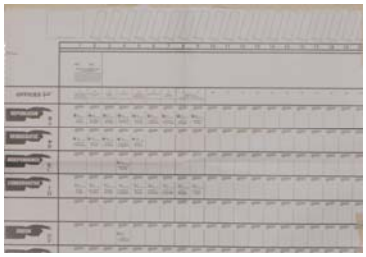
- Use the **arrow signs** to direct voters to a room or location inside a polling site.
- Post on inside walls

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

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



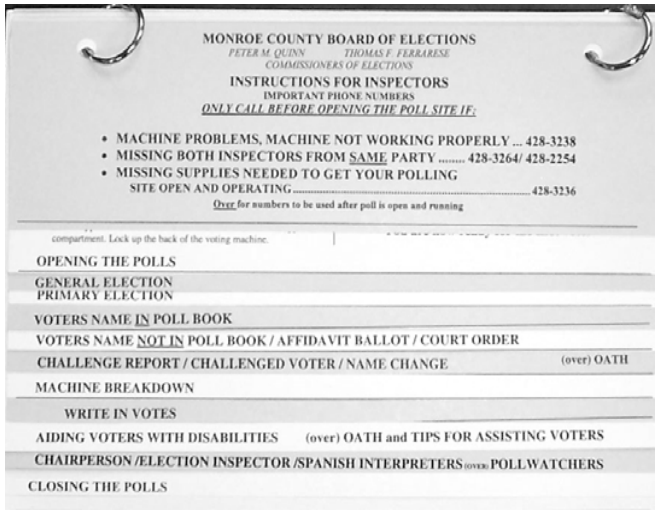
- The **distance marker** should be placed outside, 100' from the entrance of the polling site.
- Attach it to a wall, post, fence, tree or whatever object is about 100' away.
- No one may electioneer within the distance marker area.
- A distance marker should be placed 100' from EACH entrance of the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



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

Important Supplies

Flip Chart



MONROE COUNTY BOARD OF ELECTIONS
PETER M. QUINN *THOMAS F. FERRARESE*
COMMISSIONERS OF ELECTIONS

INSTRUCTIONS FOR INSPECTORS
IMPORTANT PHONE NUMBERS
ONLY CALL BEFORE OPENING THE POLL SITE IF:

- MACHINE PROBLEMS, MACHINE NOT WORKING PROPERLY ... 428-3238
- MISSING BOTH INSPECTORS FROM SAME PARTY 428-3264/ 428-2254
- MISSING SUPPLIES NEEDED TO GET YOUR POLLING SITE OPEN AND OPERATING 428-3236

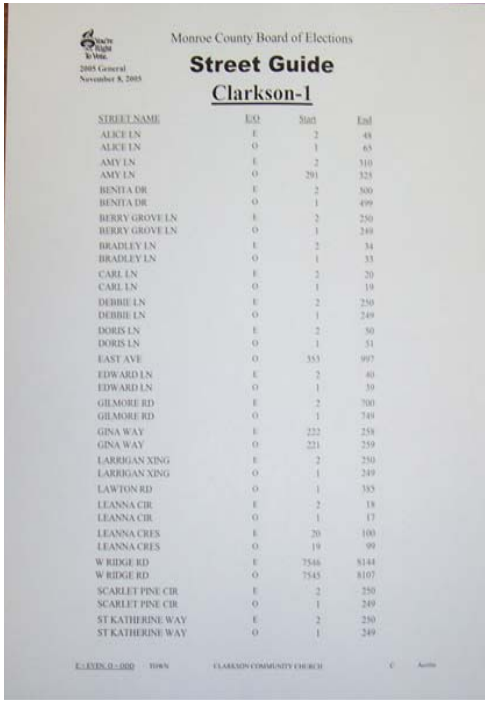
Over for numbers to be used after poll is open and running

compartment. Lock up the back of the voting machine.

OPENING THE POLLS
GENERAL ELECTION
PRIMARY ELECTION
VOTERS NAME IN POLL BOOK
VOTERS NAME NOT IN POLL BOOK / AFFIDAVIT BALLOT / COURT ORDER
CHALLENGE REPORT / CHALLENGED VOTER / NAME CHANGE (over) OATH
MACHINE BREAKDOWN
WRITE IN VOTES
AIDING VOTERS WITH DISABILITIES (over) OATH and TIPS FOR ASSISTING VOTERS
CHAIRPERSON /ELECTION INSPECTOR /SPANISH INTERPRETERS (over) POLLWATCHERS
CLOSING THE POLLS

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

Street Guide



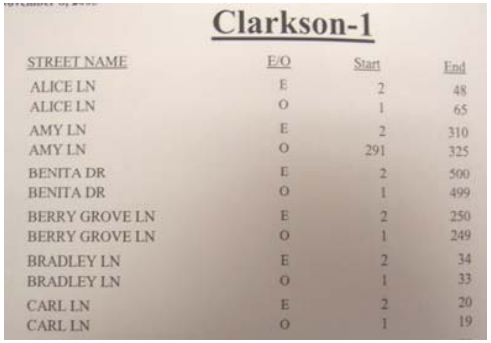
Monroe County Board of Elections
2005 General
November 8, 2005

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
DEBBIE LN	E	2	250
DEBBIE LN	O	1	249
DORIS LN	E	2	50
DORIS LN	O	1	51
EAST AVE	O	353	997
EDWARD LN	E	2	40
EDWARD LN	O	1	39
GILMORE RD	E	2	700
GILMORE RD	O	1	749
GINA WAY	E	222	258
GINA WAY	O	221	259
LARRIGAN XING	E	2	250
LARRIGAN XING	O	1	249
LAWTON RD	O	1	355
LEANNA CIR	E	2	18
LEANNA CIR	O	1	17
LEANNA CRES	E	20	100
LEANNA CRES	O	19	99
W RIDGE RD	E	7546	8144
W RIDGE RD	O	7545	8107
SCARLET PINE CIR	E	2	250
SCARLET PINE CIR	O	1	249
ST KATHERINE WAY	E	2	250
ST KATHERINE WAY	O	1	249

E = EVEN, O = ODD TOWN CLARKSON COMMUNITY CHURCH



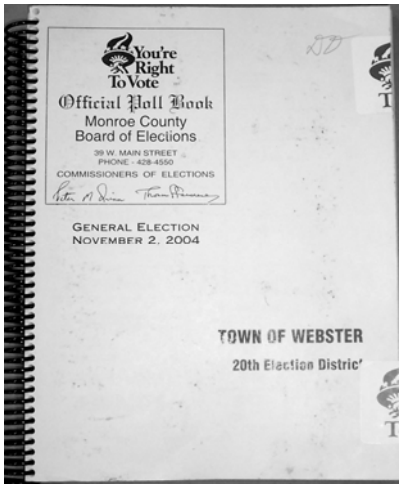
Clarkson-1

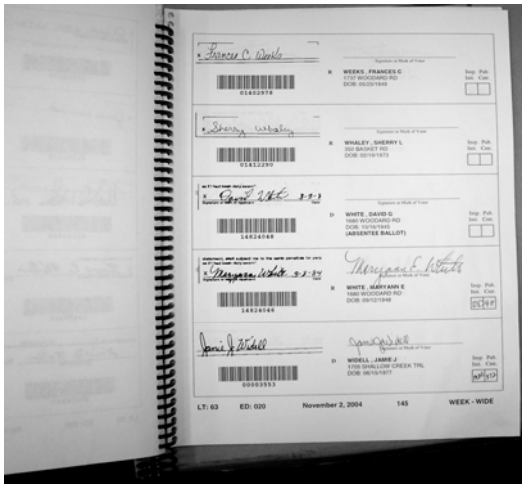
STREET NAME	E/O	Start	End
ALICE LN	E	2	48
ALICE LN	O	1	65
AMY LN	E	2	310
AMY LN	O	291	325
BENITA DR	E	2	500
BENITA DR	O	1	499
BERRY GROVE LN	E	2	250
BERRY GROVE LN	O	1	249
BRADLEY LN	E	2	34
BRADLEY LN	O	1	33
CARL LN	E	2	20
CARL LN	O	1	19

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

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

The Poll Book





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

Poll Book Procedures

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

GUIDELINES FOR INTERACTING WITH PEOPLE WITH DISABILITIES

- **Be yourself.**
  Treat people with disabilities with the same respect and consideration that you have for everyone else. Treat the person as an individual and not as a disability. As in any new situation, everyone will feel more comfortable if you relax.
- **Meeting someone.** When you meet someone, extend your hand to shake if that is what you normally do. A person who cannot shake hands will let you know. If you are meeting a blind person, identify yourself. If you have met before, remind the person of the context; he or she won't have the visual cues to jog the memory.
- **Helping.** Do not automatically give assistance; ask first if the person wants help. Follow the person's cues and ask if you are not sure. And don't be offended if someone refuses your offer of assistance. It's their choice to be as independent as they can be.
- **Communication.** Talk directly to the person, not to an aide, friend or interpreter. Ask the person to repeat if you don't understand them. If the person uses a wheelchair, sit down and converse at the same level. Use Braille materials for the visually impaired. Speak slowly and clearly for someone that may be hearing impaired. Let the person know when you walk away.
- **Socializing.** Do not leave persons with disabilities out of a conversation or activity because you feel uncomfortable or fear that they will feel uncomfortable. Include them as you would anyone else. Let it be their decision whether or not to participate.
- **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.

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.

- **Environments.** Be sensitive about the setting. A noisy or dark environment or many people talking at the same time might make it difficult for people with vision, speech, or hearing impairments to participate fully in a conversation. Be aware of clear paths of travel for people who use wheelchairs or are blind. Describe goings-on and surroundings (especially obstacles) to a blind person. A person with chemical sensitivity may have a reaction to smoke, perfume, or other toxins in the environment.
- **People who use Wheelchairs or Have Mobility Impairments.** People who use wheelchairs may have different disabilities and varying abilities. Some can use their arms and hands. Some can get out of their wheelchairs and even walk for short distances. Make sure that there is a clear path of travel. When talking to a wheelchair user, sit at their level. If that is not possible, stand slightly away from them, so that they aren't straining their neck to make eye contact with you. An individual with upper mobility impairment may require the assistance of the Inspectors to move the levers and/or close/open the curtain in the voting booth.
- **Language Tips: Put the Person First.** Be aware of how voter's feel and try to use terms that are not offensive. For instance, instead of "disabled person" use "person with disability. Treat people with disabilities with the same respect and consideration that you have for everyone else.
- **Hidden Disabilities.** Not all disabilities are apparent. A person may have trouble following a conversation, may not respond when you call or wave, or may say or do something that seems inappropriate. The person may have a hidden disability, such as low vision, or mental illness. They may have difficulty standing in line. Inspectors should make available an extra chair, to be used by voters who have difficulty standing and who must wait their turn.

Working with a Translator:

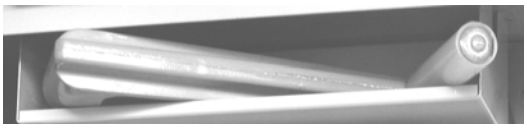
There are a number of things you can do to work more effectively with someone who is translating:

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

Cranking Down a Handicap Accessible Lever Machine

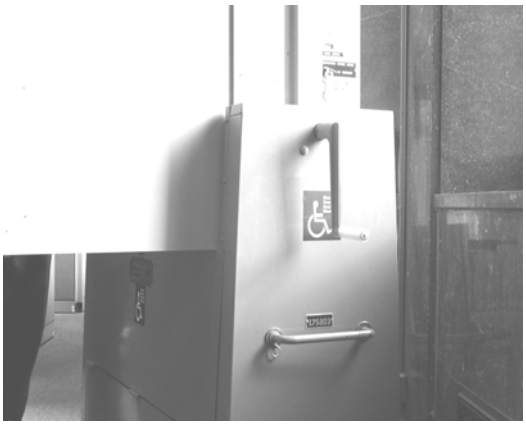
Use the handicap access machine to crank down the ballot face for a voter in a wheelchair or can not reach the levers. Be sure to drop the front panel.

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

PROVIDING VOTERS WITH ASSISTANCE

Try to help a voter before they enter the voting 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.

> After the voter signs in the poll book, inspectors should ask ALL voters if they require assistance by asking "***do you require assistance in marking your ballot?***" This will determine if the voters will want to use the Ballot Marking Device. If they do not, then provide assistance as follows:

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

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

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.*

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

ASSISTANCE FROM INSPECTORS

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

OTHER PERSON REQUESTED BY VOTER

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

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.

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.

NORMAL CHECK-IN PROCEDURE (for 2008 Elections)

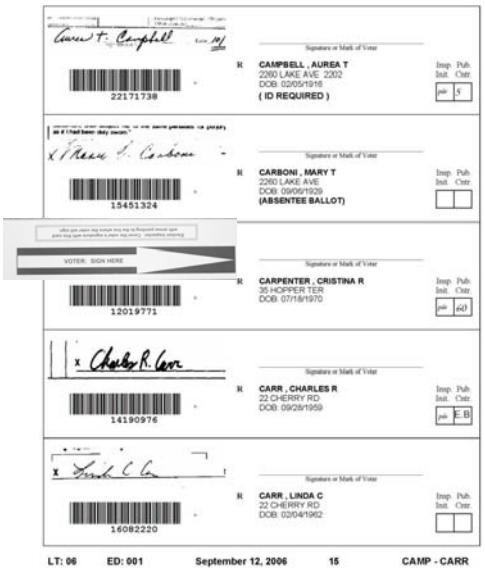
1) Check to see if the voter's address is within the range of house numbers in the Street Guide.
2) Locate the voter's name in the poll book.
3) Check to see if "ID REQUIRED" is shown on the voters record *under the area listing the voters's name, address and date of birth.*
   a. **Remember: Only ask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

ID EXAMPLES

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

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

ID Examples



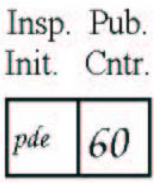
Poll Book with **anti-fraud cover**. Notice "**ID Required**" voter and "**Absentee Ballot**" Voter references. Also notice the **boxes** where the inspector in charge of the poll book is REQUIRED to place their **initials** and the voter's **public counter number**

Processing the Lever Machine Voter

1) The Inspector must fill-in voter's public counter number and the Inspectors initials.

2) Once a voter has opened the curtains of the lever voting machine they may NOT re-enter the voting machine for any reason.

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

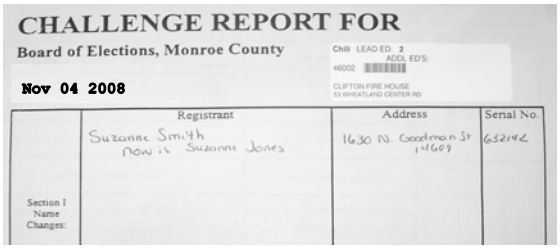


<u>Lever Machine</u>: How to fill in the Inspector Initial Box and Public Counter number box in the poll book.

<u>NAME CHANGES</u>

1) If a voter has changed his or her name since they last voted or registered, they can vote without re-registering, if they <u>have not moved</u>. Have the voter sign his or her name as it appears in the poll book and just above it, sign and *also print* their new name.

2) Record the information in Section I of the **Challenge Report.**



<u>Challenge Report: Sample of how Section I is filled-out</u>

Check-In Procedure for **Primary Election – Lever Machine**

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

1) For Primary Elections you will have a separate poll book for each political party having a Primary Election. Each party will have a different colored book.

2) Each Book will contain consolidated districts (the voters in several election districts may be in one book and vote on one machine).

3) Ask the voter what party they are registered in. Go to the poll book corresponding to that party. **Follow check-in procedures**.

4) After the voter signs the poll book, issue them a VOTER PARTY (or PRIMARY) I.D. SLIP. Each slip will be the same color as the poll book.

5) The voter then hands it to the Inspector at the side of the voting Machine who sets the Primary Lever to the correct party. The lever should be set at the same color as the ID slip.

6) Setting the lever to the voter's party will prevent them from voting in any other party.

Primary Poll Books

Primary ID Slip

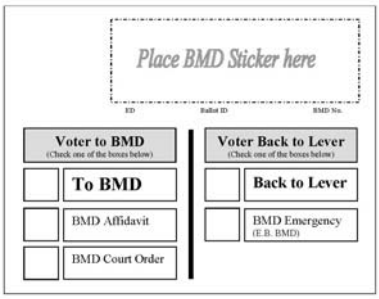
Primary Lever

Processing the Ballot Marking Device (BMD) Voter

1) If the voter wishes to use the BMD, peal the BMD sticker from the label sheet and place the label on an index card. This will become the BMD tracking card. Check off "To BMD" on the Tracking Card. Instruct the voter to take the card to the inspectors overseeing the BMD.

Sample BMD Sticker showing the Ballot I.D (in the shaded box), the control number on the right corner and the voter's district on the left

2) The Inspector must fill-in the Inspectors initials in the appropriate box. In the public counter number box, the inspector must note "BMD" and above it, note the control number shown on the BMD sticker.

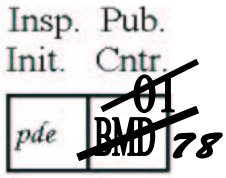


BMD Tracking Card

3) When the voter reaches the BMD, the BMD inspectors should ask for the tracking card and check to make sure "To BMD" is checked off on the tracking card. While the voter is at the BMD the BMD inspector should hold the tracking card. If the voter uses the BMD, place the BMD tracking card in the Used Slip Envelope.

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

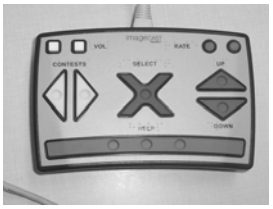
4) If a voter returns from the BMD and has chosen not to use the BMD, they must return the BMD tracking card. Make sure the area marked "Back to Lever" has been checked off by a BMD inspector. An inspector must cross-off ~~BMD~~ and the ~~control number~~ in the poll book. The voter may then proceed to vote on the lever machine. The voter's public counter number from the lever machine must be entered next to the public counter number box. Place the BMD tracking card in the Used Slip Envelope.



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

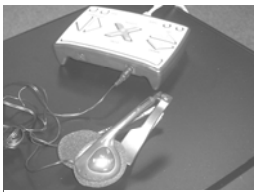
5) If the voter does not have a card, consult with the inspectors at the BMD to determine whether or not a ballot was marked at the BMD. If there are any questions, call the Board of Elections immediately at 753-1523 or 753-1539.

Introducing the Voter to the BMD



Audio-Tactical Interface (ATI)

1. Make sure the headphones are connected to the right port of the ATI. Make sure the headphones are set to mid-range volume.
2. Direct the voter to a chair in front of the display screen and give the voter the ATI and headset that they will use to cast their ballot.
3. Explain to the voter that the BMD gives instructions on how to use the ATI and walk them through the process of creating their ballot.
4. Make sure the voter knows that they are welcome to put up their hand or press the HELP button on the ATI to ask the inspector for



ATI and headphones

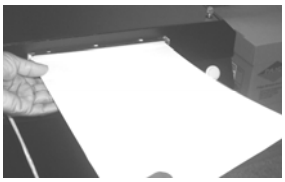
assistance at any time.

5. Explain that the ballot may take up to 2 minutes to print.
6. Ask the voter if the contrast (green button) or zoom (yellow button) will make their voting experience easier.

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

Voter using the ATI to create and mark their ballot

Starting the Audio-Visual Ballot Voting Session

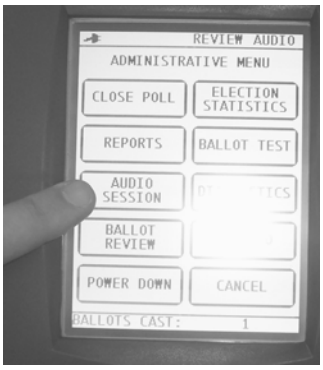


Blank ballot being inserted into printer

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

1. Insert a blank paper ballot into the slot of the BMD printer unit.
2. Affix the privacy sleeve to the printer unit's slot.
3. Press the yellow administrative key (iButton) to the Security Key pad on the BMD. The Administrator menu is displayed.
4. Press **Audio Session** (third button down on the left on the keypad).
5. **Enter the Ballot ID number (large number) shown on the BMD sticker portion of the card (the center number)**:
   a. **If there is only one Election District** in the polling site the message "Are you certain you want to start the ADA session with Ballot I.D.: xxxx?" is displayed.
      i. Press **Yes** if the Ballot ID is correct, press **No** if it is incorrect.
      ii. The audio session begins, and the BMD instructs the voter on how to vote an Audio ballot. The voter is first asked by the unit which language they prefer.
   b. **If there is <u>more</u> than one Election District** at the polling site the message "ADA files are being validated." During this time, ADA voting and ADA review are disabled. This "Will take a few more minutes is displayed."

Administrative Key touched to security



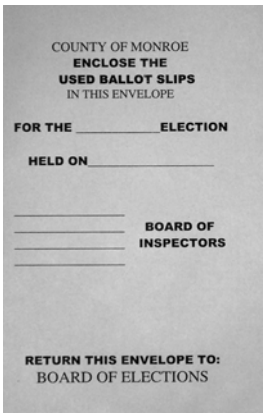
Inspector touching the "Audio Session" button on the Administrative Menu

i. Wait until the number keypad appears.

ii. Using the keypad on the Operator panel, enter the Ballot ID from the BMD Slip for *this* voter's audio session (i.e. the ballot type this voter will use), and press Enter.

A confirmation message asks the inspector to confirm they have entered the correct number.

iii. Press **Yes** if the Election District number is correct, **No** if it is incorrect, or Cancel if the inspector wishes to leave the Audio Session option.



6. Place the BMD card in the **Used Slip Envelope**.

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

Audio/Visual Voting Process

Note 1: During voting, if the voter is inactive for a period of 20 seconds, a message will be provided in audio and visual format. If the voter is confused, please suggest to them to activate the select key.

Note 2: While the BMD is in use, the alternating amber and green status lights will be flashing.

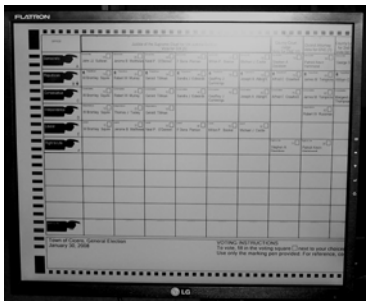
Note 3: At anytime if the voter needs assistance they can press the green help button on ATI. At that time, the alternating red, amber & green status lights will be flashing.

Select Language screen

1. Select a language.
   a. To select English, press "X"
   b. To hear the next language, press the blue down arrow
   The voice reads voting instructions.

Navigation Explanation Screen

2. To skip to next instructions, press the blue down arrow, to skip all instructions, press the yellow right button.
   The message: "You are now ready to begin audio vote session." Press Select to begin.
3. Press the blue down arrow to begin the voting session or just wait.
   The display screen automatically displays the ballot. Contest names and candidate names are highlighted in yellow as the voter moves through the ballot, so that they can see where they are in the ballot.
   The voice reads the first contest and the first candidate.



Ballot Displayed

4. Do one of the following:
   a. To select candidate, press "X"
   b. To move from contest to contest, press yellow arrows or
   c. To go to next candidate, press the blue down arrow
   d. To go to the previous candidate, press the blue up arrow
   e. To vote write-in See below

5. Write-in Instructions
   a. To select Write-In, press "X"

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

      The message states" Would you like to add a write-in name?"
   b. For yes, press the red "X" . Go to the next step.

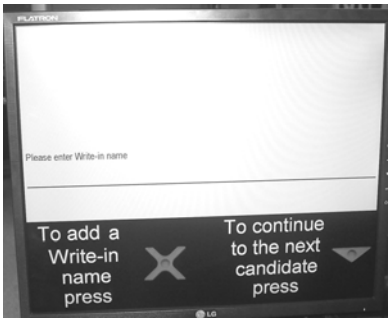
      For No, press the blue down arrow.
   c. Select the letters that spell the candidate's name.

      To select letter or enter another letter press the red "X."

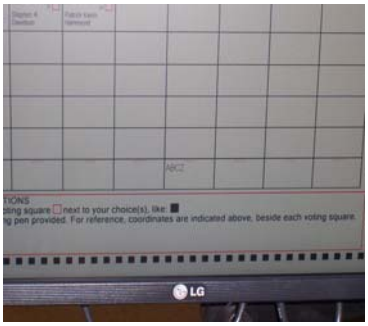
      To move back and forth through the alphabet press the blue up or down arrow.

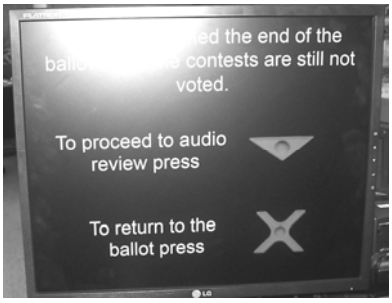
      To add a space between letters Use arrows to move between the letters Z & A
   d. To finish the write-in selection, press the down arrow
   e. The voice spells back the voter's selections.
   f. To confirm the write-in is correct, press the X. If not correct, press the blue down arrow.
6. At the end of the ballot, the voter will receive one of the following messages:
   a. "You are at the end of the ballot, but there are some sections still not voted for."
   b. Your selections will now be reviewed.
7. The voter may do one of the following:
   a. To proceed to audio review, press the blue down arrow
   b. The message "Your selections will now be reviewed" is displayed.
   c. The voice reads the ballot choices and displays on screen.
   d. The voter can choose to skip the audio review by pressing "X."
   e. To return to the ballot, press the red "X."
   f. If you are returning to the ballot, go to step 4 above.

   Note: Once you are inside the ballot, highlight the contest you wish to change - press the select button. All original selections are erased.
8. Look and listen to the ballot review.
   a. Once completed, the message "You have reviewed your ballot" is displayed.

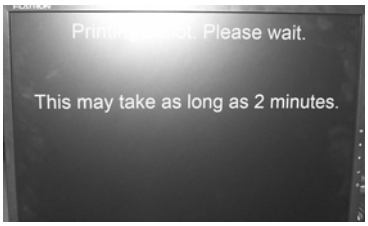


Write-In Entry Screen


Write-In Displayed on Screen



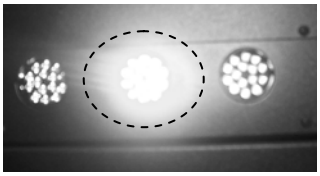
Review Screen



Print Ballot Screen

9. Do one of the following:
   a. To change your votes, press the blue down arrow
   b. *Go to step 4 above.*

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



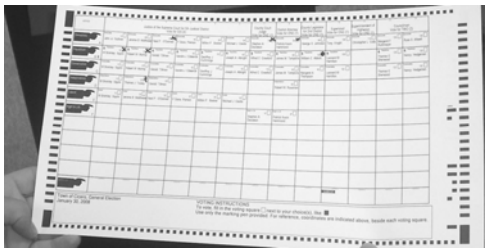
Amber Light

   c. To accept the review and print your ballot, press the X

      Go to the next step.

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

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



Printed Ballot

Depositing the Printed ADA Ballot

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

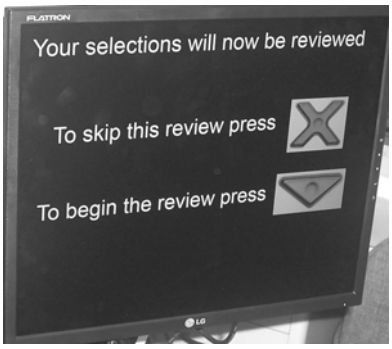
Ballot going into Scanner

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

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

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

   The voice states "Would you like to accept this review and Cast your ballot?."



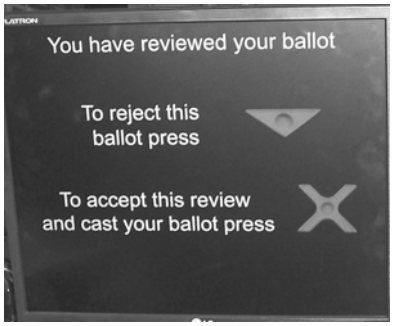
Review Screen, Ballot Scanner

3. To confirm, press red "X."

   The voice states "YES. This audio session is now over, thank you." The voter's ballot is deposited into the ballot box inside the BMD.

   Note: The number of ballots cast increments by 1.

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



Cast Ballot/Reject Ballot Screen

Troubleshooting the BMD

Status Light Conditions

Solid Red	Unit is starting up or is not operational.
Flashing Green	Unit is ready for use by the next voter.
Alternating Green and Amber	Voter is navigating/marking 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. *Note:* The Inspectors will have to monitor this during an Audio session.

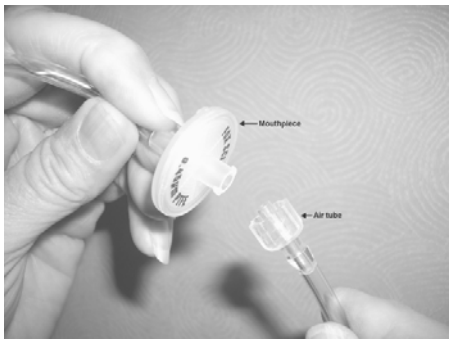
Machine Set-Up Issues

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

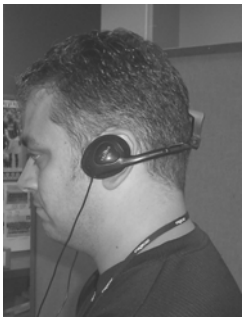
Sip & Puff Voting – Ballot Marking Device

Sip and Puff Device

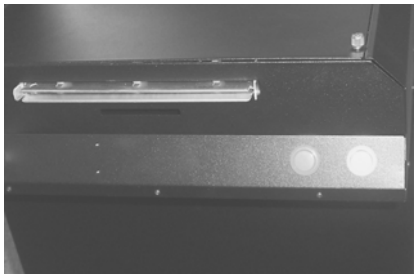
1. Ensure the ATI is set up and connected to the BMD.
2. Make sure the status light should be flashing green, signaling the unit is ready for use by the voter.
3. Plug the headphones into the right hand port on the ATI.
4. Set up the Sip and Puff Unit for Voting.
5. Plug one end of the Sip and Puff Unit into the left port (under the yellow Contests arrows) of the ATI.
6. Open the package containing the sanitary mouthpiece and plastic gloves.
7. Slip on gloves.
8. Remove the sanitary mouthpiece from the bag. Plug the other end of the air tube into the sanitary mouthpiece. Slide the halves together and gently twist the lug nut.
9. Connect the sanitary mouthpiece to the snap fit fastener on the padded headset. The headset is ready for use.
10. Direct the voter to a chair in front of the display screen.
11. Either the voter's companion or you should slip the Sip & Puff headframe over the ears and behind the neck of the voter, and place the headphones on the voter.
12. Introduce the following points to the voter:
    a. Explain that the SIP action equals making a selection and the PUFF action equals moving to the next candidate or screen.
    b. Ensure the voter is seated in a chair in front of the display screen and the voter or their companion has the ATI, headset, and sip & puff device that they will use to cast their ballot.
    c. Explain to the voter that the BMD gives audio and visual instructions on how to use the ATI.
    d. Make sure the voter knows that they are welcome to ask for assistance. The alternating red, yellow, and green status lights will be flashing to alert the Inspector that the voter needs assistance. If they are idle for 20 seconds, a message will be provided in audio and visual format.



Sanitary Mouthpiece



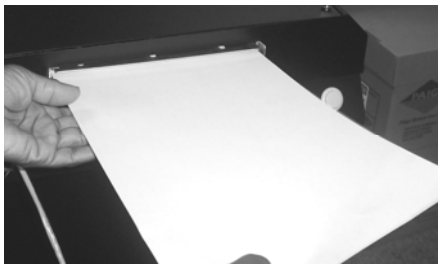
Voter with Headphones on



Bottons: green button is contract; yellow button is Zoom

e. Explain that the ballot may take up to 2 minutes to print.

f. Ask the voter if the Contrast or Zoom options will make their voting experience easier. The Green button = contrast, the Yellow button = Zoom.



Insert blank ADA Paper Ballot

16. Insert the blank paper ballot into the slot of the BMD printer unit.
17. Affix the privacy sleeve to the printer unit's slot.
18. Contact the yellow administrative key (iButton) to the Security Key pad on the BMD.
19. The Administrator menu is displayed.
20. **See normal check-in procedures**.

NOTES: Sip and Puff Voting Process

a. During voting, if the voter is inactive for a period of 20 seconds, a message will be provided in audio and visual format. If the voter is confused, please suggest to them to activate the select key. The reject option, the blue arrow, remains active and will reject the ballot if pressed.

b. While the BMD is in use the alternating amber and green status lights will be flashing.

c. At anytime if the voter needs assistance they can press the green help button on ATI. At that time the alternating red, amber & green status lights will be flashing.

21. Select a language. To select English – SIP; To move to hear the next language - PUFF
22. The message “Welcome to your Accessible Voting Session” is displayed. The voice reads voting instructions. To skip through instruction segments, press PUFF at each segment.
23. Review the button choices. When prompted to press the down arrow ▼, PUFF. When prompted to press the red Select Button ✕, SIP. The voter may listen to the remainder of the instructions, or continue to PUFF until you hear the message You are now ready to begin audio vote session**.**
24. PUFF to begin the voting session or just wait.
25. The display screen automatically displays the ballot; The voice reads the first contest and the first candidate.
26. The voter does one of the following: (a) To select candidate – SIP; To go to next candidate or contest – PUFF; To vote write-in – SIP

27. **Write-in Instructions**
    a. To select Write-In, SIP.
    b. The message instructs to PUFF to scroll through the alphabet.
    c. The message states Would you like to add a write-in name? For yes, SIP. Go to the next step. For No, PUFF.
    d. Select the letters that spell the candidate's name. To select letter or enter another letter – SIP; To move through the alphabet – PUFF; To add a space between letters - PUFF
    e. To finish the write-in selection, PUFF.
    f. To confirm the write-in is correct, SIP. If not correct, PUFF.
28. At the end of the ballot, you will receive one of the following messages: "You are at the end of the ballot, but there are some contests still not voted." Or "Your selections will now be reviewed."
29. The voter does one of the following: To skip the audio review - SIP; To proceed to audio review - PUFF
30. The message "Your selections will now be reviewed" is displayed. The voice reads the ballot choices and displays on screen.
31. After you enter the audio review - To return to the ballot – SIP
32. If you are returning to the ballot, go to step 4 above.
33. Note: Once you are inside the ballot, highlight the contest you wish to change - SIP. All original selections are erased. To skip the audio review – SIP; To proceed to audio review - PUFF. The message "Your selections will now be reviewed" is displayed. The voice reads the ballot choices and displays on screen. After you enter the audio review - To return to the ballot – SIP; If you are returning to the ballot, see previous step. Note: Once you are inside the ballot, highlight the contest you wish to change - SIP. All original selections are erased.
34. Look and listen to the ballot review.
35. Once completed, the message "You have reviewed your ballot is displayed."
36. Do one of the following: To change your votes - PUFF. Note: Highlight the contest you wish to change press the X select button. All original selections are erased. To accept the review and print your ballot – SIP
37. The ballot prints. The message **Printing ballot, please wait. This may take as long as two minutes**.

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

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

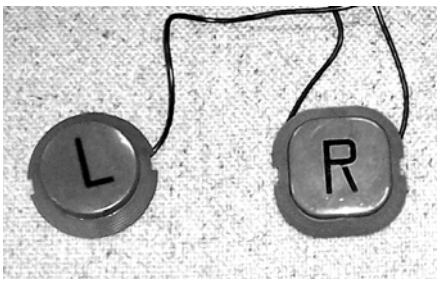
Depositing the Printed ADA Ballot

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

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

1) Insert ballot into the scanner.
2) The full ballot is displayed on the monitor; there is a slight delay for the audio instructions.
3) The voter will use the same process to select a language.
4) The voice states **Your selections for this ballot will now be reviewed**.
5) To skip the review ballot, SIP.
6) The voice states **Your selections for this ballot will now be reviewed**.
7) To begin review, PUFF or just wait.
8) The full ballot is displayed on the monitor; there is a slight delay for the audio instructions.
9) At anytime SIP to get to the end of the audio review.
10) Your selections are read back to you for each contest. There may be a hesitation between contests or candidates during the review.
11) The voice states **Would you like to accept this review and Cast your ballot?** To confirm – SIP; The voice states **YES**. This audio session is now over, thank you. The ballot is deposited into the ballot box. **Note: The number of ballots cast increments by 1.** To cancel and return to the ballot - PUFF; The voice states **NO**. This audio session is now over, thank you; the voters ballot will be returned; the Inspector should mark the ballot as Spoiled. The Inspector will initiate a new audio session.

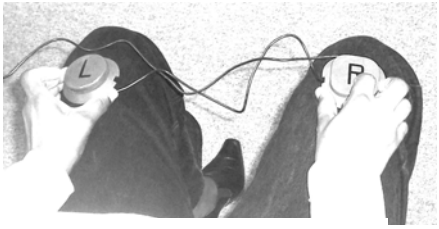
Paddle Button Voting – Ballot Marking Device



Paddles: Left red, right blue

1. Ensure the ATI is set up and connected to the BMD.
2. Make sure the status light is flashing green, signaling the unit is ready for use by the voter.
3. Plug the headphones into the right port on the ATI.
4. Plug the Paddle Buttons into the left port on the ATI.
5. Explain that pressing the LEFT/ROUND/RED button equals making a selection and pressing the RIGHT/SQUARE/BLUE button equals moving to the next candidate or screen.
6. Direct the voter to a chair in front of the display screen and place the ATI in the voter's reach, assist them with the voter.
7. Introduce the following points to the voter:
   a. Explain to the voter that the BMD gives audio and visual instructions on how to use the ATI, Sip and Puff, and Paddle Button devices.
   b. Make sure the voter knows that they are welcome to ask for assistance. The alternating red, amber, and green status lights will be flashing to alert the Inspector that the voter needs assistance. If they are idle for 20 seconds, a message will be provided in audio and visual format.
   c. Explain that the ballot may take up to 2 minutes to print.
   d. Ask the voter if the Contrast or Zoom options will make their voting experience easier. The **Green button =** contrast, the **Yellow button** = Zoom.
   e. The Paddle Buttons are operated by simply pressing them. They have been designated as LEFT and RIGHT for ease of positioning them for the voter. Depending on the voter's range of motion and how they choose to operate the buttons, place on the left and right respectively within the voter's reach.

Connecting Paddles into the ATI



Voter with paddles

8. Insert a blank ADA paper ballot into the slot of the BMD printer unit.
9. Affix the privacy sleeve to the printer unit's slot.
10. Contact the yellow administrative key (iButton) to the **Security Key** metal tab on the BMD.
11. The Administrator menu is displayed.
12. **<u>See normal Check-in procedures</u>.**

Notes: Paddle Button Voting Process

Contract and Zoom Buttons

a. During voting, if the voter is inactive for a period of 20 seconds, a message will be provided in audio and visual format. If the voter is confused, please suggest to them to activate the select key. The reject option, the blue arrow, remains active and will reject the ballot if pressed.

b. While the BMD is in use the alternating amber and green status lights will be flashing.

c. At anytime, if the voter needs assistance, they can raise their hand or press the green help button on the ATI. At that time the alternating red, amber & green status lights will begin to flash.

13. The first step of the voting session is to select a language. To select a language press the left/round/red button

14. The message "*You are now ready to begin your accessible voting session*" is displayed. Press the PRESS RIGHT/SQUARE/BLUE BUTTON to begin. The display screen automatically displays the ballot. Contest names and candidate names are highlighted in yellow as the voter moves through the ballot, so that they can see where they are in the ballot. The voice reads the first contest and the first candidate.

15. Ballot Edit Mode: To select candidate press the left/round/red button. To go to the next candidate press the right/square/blue button. To add write-in names see below.

16. **Write-in Instructions**

a. To select Write-In, press Left Round Red paddle.

b. The message instructs to PUFF to scroll through the alphabet.

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

d. For yes, Left Round Red paddle. Go to the next step.

e. For No, press Right Square Blue paddle.

f. Select the letters that spell the candidate's name. To select a letter or enter another letter press the left/round/red button. To move through the alphabet press the right /square/blue button. To add a space between letters press the right/square/blue button to move between the letters Z & A.

g. To finish the write-in selection, press Right Square Blue paddle.

h. To confirm the write-in is correct, press Left Round Red paddle. If not correct, press Right Square Blue paddle.

17. At the end of the ballot, you will receive one of the following messages: "*You have reached the end of the ballot but some contests are still not voted" or "Your selections will now be reviewed."*

18. The voter does one of the following: To proceed to audio review press the right/square/blue button. The message "*Your selections will now be reviewed"* is displayed. To return to the ballot press the left/round/red button. *Note:* Once you are inside the ballot, highlight the contest you wish to change - PRESS LEFT/ROUND/RED. All prior contest selections will be erased. To skip the audio review press the left/round/red button.

19. Ballot Review Mode: Look and listen to the ballot review. Edits cannot be made during this review mode. Once completed, the message "***You have reviewed your ballot*** *is displayed."*

20. Do one of the following: To change your votes, press the right/square.blue button. *Note:* Once you are inside the ballot, highlight the contest you wish to change – press the left/round/red button. All prior contest selections will be erased. To accept the review and print your ballot, press the left/round/red button.

21. The ballot prints. The message **Printing ballot. Please wait. This may take as long as two minutes** is displayed.

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

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

Depositing the Printed ADA Ballot

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

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

1) Insert ballot into the scanner.
2) The full ballot is displayed on the monitor; there is a slight delay for the audio instructions.
3) The voter will use the same process to select a language.
4) The voice states **Your selections for this ballot will now be reviewed**.
5) To skip the review ballot, press Left Round Red paddle.
6) The voice states **Your selections for this ballot will now be reviewed**.
7) To begin review, press Right Square Blue paddle or just wait.
8) The full ballot is displayed on the monitor; there is a slight delay for the audio instructions.
9) At anytime, press Left Round Red paddle to get to the end of the audio review.
10) Your selections are read back to you for each contest. There may be a hesitation between contests or candidates during the review.
11) The voice states **Would you like to accept this review and Cast your ballot?**. To confirm, press Left/Round/Red button. The voice states **YES, "***This audio session is now over, thank you***."** Your ballot is deposited into the ballot box. *Note:* The number of ballots cast increments by 1. To cancel and return to the ballot, press/Right/Square Blue button. The voice states **NO. "***This audio session is now over, thank you."* Your ballot will be returned. The inspector should mark the ballot as spoiled. The Inspector will initiate a new audio session. The inspector will initiate a new audio session.

Returning a Blank Paper Sheet

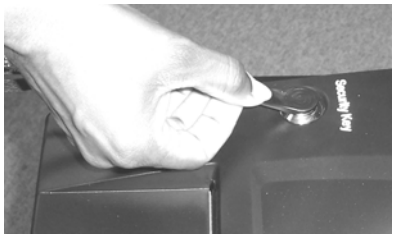
Pressing the red return blank paper button

If the BMD user desires to end their voting session, the inspectors may press the red button located under the printer unit and the blank paper sheet will be returned. So long as the paper is blank (unmarked) it may be re-used.

Canceling the Voting Session

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

1. Use the administrative key (iButton) 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. On the ATI Press the red X.
6. The solid green circle (top button of printer unit) should be displayed.
7. If the top circle is not displayed, call the Board of Elections.

Printer unit buttons:

Top green button

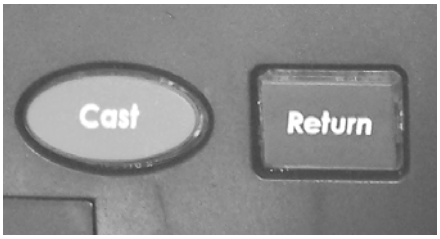
Red indicators.

Correcting Mistakes

One feature of the BMD is the identification of ballots that may have been inadvertently marked incorrectly. In these cases, the BMD will notify the operator by issuing a series of short, audible beeps combined with a Warning message on the operator screen. There are three warning scenarios: under votes, bank ballots, and misreads.

1. **Undervote**

If the message on the operator screen on the scanner side of the BMD reads "**WARNING! YOU HAVE UNDERVOTED FOR AT LEAST ONE CONTEST. TO RETURN AND CORRECT THE BALLOT, PRESS 'RETURN'. TO CAST THE BALLOT AS-IS, PRESS 'CAST'.**



Inspector pressing the red button for blank ballot return

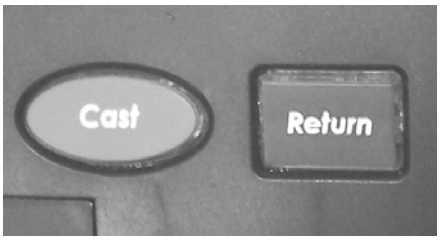
This warns that the voter has selected fewer than the allowed number of candidates for the contest(s) indicated. It may be that the voter does not intend to vote in certain contests, or that he/she does not intend to vote for the maximum number of candidates allowed for certain contests.

The voter is offered the option to have the ballot returned to them for correction, or to have the BMD accept the ballot 'as-is'. After the ballot is cast, the voter cannot receive a new ballot.

If the voter wants the ballot returned, press the red **Return** button.

2. **Blank Ballot**

A blank ballot warning occurs when the BMD does not detect any markings after the ballot has been inserted on the scanner side. The operator screen will display a message that reads: "**WARNING! BLANK BALLOT DETECTED. PLEASE ENSURE YOU USED THE PROPER MARKING PEN IN THE PROPER VOTING AREAS. TO RETURN AND CORRECT THE BALLOT, PRESS 'RETURN'. TO CAST THE BALLOT AS-IS, PRESS 'CAST'."**



Inspector pressing the red button for blank ballot return

This warns that the voter has not made any selections. It may be that the voter intentionally wishes to cast a blank ballot, but most likely the voter made an error while marking his/her ballot and inadvertently did not make any selections.

The voter is offered the option to have the ballot returned to them for correction, or to have the BMD accept the ballot 'as-is'. After the ballot is cast, the voter cannot receive a new ballot.

If the voter wants the ballot returned, press the red **Return** button.

Ballot being inserted in the scanner side of the BMD

3. **Misread**

A misread warning indicates that the BMD has not recognized all of the features on the ballot, or that certain essential ballot identification markings cannot be found. This usually occurs for one of the following reasons: the ballot is physically damaged (torn or folded, for example), there are stray markings that were inadvertently made on the ballot that obstruct certain important

identifiers (called registration marks) along the sides or the bottom of the ballot, or the ballot was inserted into the machine incorrectly.

The operator screen will display a message that reads: "**WARNING! PAPER INSERTED WAS MISREAD AND COULD NOT BE VERIFIED AS A VALID BALLOT. PLEASE VERIFY BALLOT AND REFEED. "**

In this warning case, the machine will automatically return the ballot. Explain to the voter that the ballot was not counted by the machine and needs to be re-inserted.

a. Re-insert the ballot into the BMD.
b. If the ballot repeatedly generates this message, place it into the *reject ballot envelope*, and instruct the voter to obtain a new ballot.
c. Make sure that voter understands how to properly mark the ballot.

4. **Ballot Jams**

Ballot/paper jams are rare events but can occur. If a jam has occurred, the BMD will report it on the operator screen.

If there is a ballot/paper jam, the operator screen will display a message that says: "PAPER **JAM DETECTED. PLEASE CLEAR ANY PAPER FROM THE DEVICE AND PRESS THE 'CLEARED' BUTTON**

To deal with a ballot/paper jam:

a. Ask the voter to remain at the station until the problem is resolved.
b. Do not look at the markings on the ballot at any time.
c. If any part of the ballot is protruding through the entry slot, pull the ballot out and return it to the voter.
d. If the ballot is not damaged, it can be re-inserted into the BMD.
e. If the ballot is damaged, a new ballot will need to be marked.
f. If, after re-inserting the ballot, the BMD still detects a paper jam, the operator screen will display a message that reads "TURN OFF MACHINE AND CLEAR JAM.**"**

   DO NOT TURN OFF THE MACHINE. CALL THE BOARD OF ELECTIONS IMMEDIATELY and REQUST PERMISSION TO USE EMERGENCY BALLOTS.
g. The voter has the option of using the lever machine or using the emergency ballot procedure (pre-printed paper ballot). Please see Emergency Ballot Proceedures.

If the Scanner Becomes Inoperable

If the BMD scanner becomes inoperable for any reason, call the Board of Elections immediately (see emergency ballot procedures).

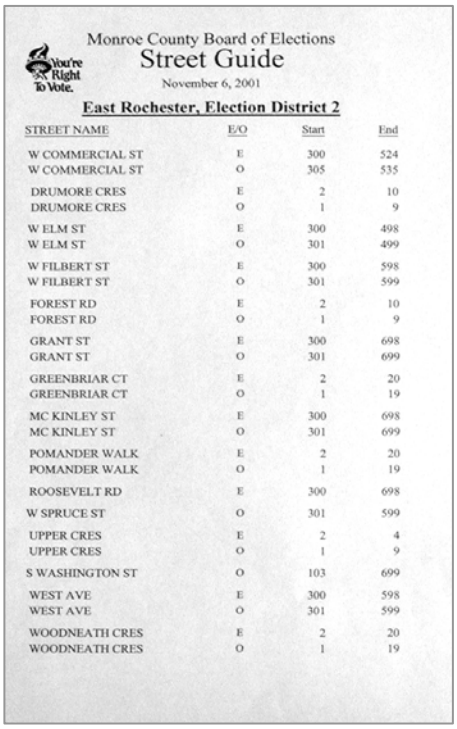
Reoccurring Problems

Should the same problem occur twice, call the Board of Elections immediately.

VOTER DOES NOT LIVE IN THE DISTRICT

If a vote does not live in the district (the inspectors can not find their house number and street in the Street Guide):

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



Monroe County Board of Elections

You're Right To Vote.

Street Guide

November 6, 2001

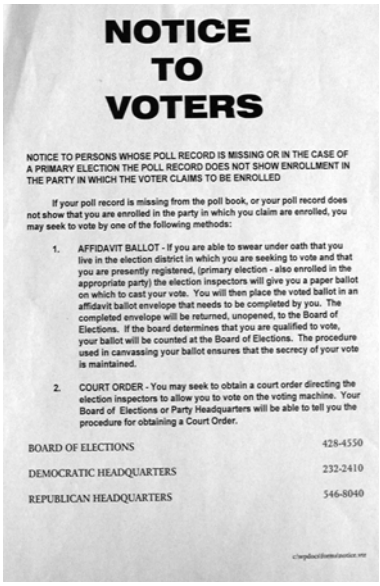
East Rochester, Election District 2

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

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

NOTICE TO VOTERS

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



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.

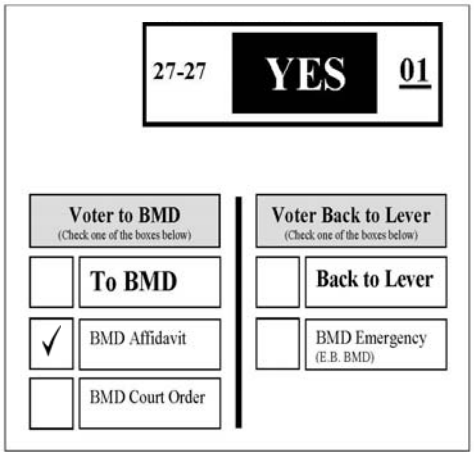
BOARD OF ELECTIONS	428-4550
DEMOCRATIC HEADQUARTERS	232-2410
REPUBLICAN HEADQUARTERS	546-8040

AFFIDAVIT BALLOTS

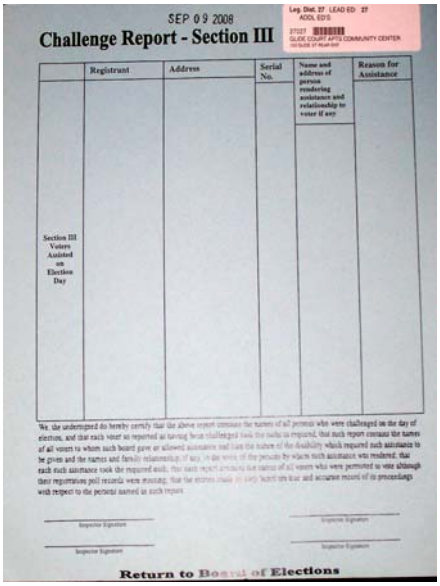
Affidavit ballots are be used when:

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

AFFIDAVIT BALLOT PROCEDURE FOR THE BMD



1. If a voter lives in the district and their name is not in the poll book, the inspectors must still ask that voter if the voter "Do you require assistance in marking your ballot". If the voter says "yes", the inspectors checking the voter in will give the voter a BMD tracking card (see Check-In Procedures), check off "BMD Affidavit" and give the voter a blank affidavit ballot envelope.
2. The voter will present the tracking card and affidavit envelope to the BMD inspectors. The BMD inspectors should follow normal procedure for the marking of the ballot except after the ballot is marked:



3. Have the voter review (or the inspectors may review with them) their ballot selections.
4. When the voter is satisfied with their ballot, place it in an affidavit envelope.
5. Assist the voter in completing the envelope, if necessary (assistance given must be placed on the BMD Section III of the Challenge Report).
6. 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). Inspectors may assist the voter.
7. An inspector must date, sign and fill out the remainder of the affidavit envelope, and ensure the envelope is sealed.
8. The completed envelope must then be returned to the district from which that voter came.
9. Make sure the voter's name and address is entered in Section IV of the **Challenge Report** in the district from which they came.
10. Make sure the sealed ballot is placed in the large "Affidavit Return" envelope for return to the Board of Elections.
11. The voter's name must be entered on the front of the large "Affidavit Return" envelope.

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.

1 Are you a U.S. citizen? Yes ☐ No ☐ If you answered NO, do not complete this form.

2 I will be 18 years old on or before election day Yes ☐ No ☐ If you answered NO, do not complete this form, unless you will be 18 by the end of the year.

For Board use only!

3 Last Name | First Name | Middle Initial | Suffix

4 Address Where You Live (do not give P.O. address) | Apt. No. | City/Town/Village | Zip Code | County

5 Address Where You Get Your Mail (if different from above) | P.O. box, star rte., etc. | Post Office | Zip Code

6 Date of Birth | 7 Sex (circle) M F | 8 Home Tel. Number (optional)

9 ID Number - Check the applicable box and provide your number
☐ New York Driver's License Number ☐ Last four digits of your Social Security number
➜
☐ I do not have a New York driver's license number or Social Security number

10 The last year you voted | Your Address was (give house number, street, and city) | In county/state | Under the name (if different from your name now)

11 **Choose a Party** — Check one box only
☐ REPUBLICAN PARTY
☐ DEMOCRATIC PARTY
☐ INDEPENDENCE PARTY
☐ CONSERVATIVE PARTY
☐ WORKING FAMILIES PARTY
☐ OTHER (write in) _____
☐ I DO NOT WISH TO ENROLL IN A PARTY

Please note: In order to vote in a **primary election**, you must be enrolled in one of these parties.

12 **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 ⬇

X _____ 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.

MUST COMPLETE BOTH SIDES

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 _____ (FILL IN COUNTY OR NEW YORK CITY) since my last registration, and my previous address was: _____
- ☐ 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: _____

This Section For Board of Elections Use Only:

Research 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: _____

COUNTY OF: _____
CITY/TOWN _____ **LEG/WARD#** _____ **ED#** _____ **AD#** _____

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

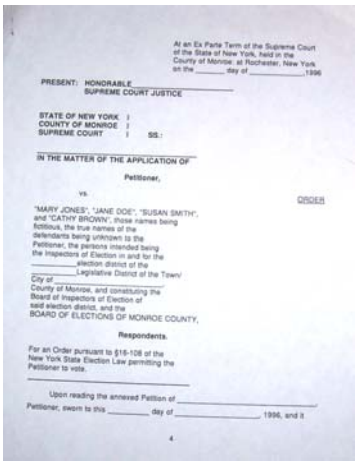
Make sure the voter fills this side out completely and signs it. Make sure an inspector signs it.

IMPORTANT

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

COURT ORDERS – BMD

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



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.

ORDER

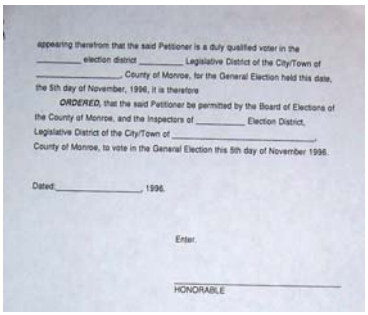
"MARY JONES", "JANE DOE", "SUSAN SMITH", and "CATHY BROWN", those names being fictitious, the true names of the defendants being unknown to the Petitioner, the persons intended being the Inspectors of Election in and for the _____ election district of the _____ Legislative District of the Town/City of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

Respondents.

For an Order pursuant to §16-106 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

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.

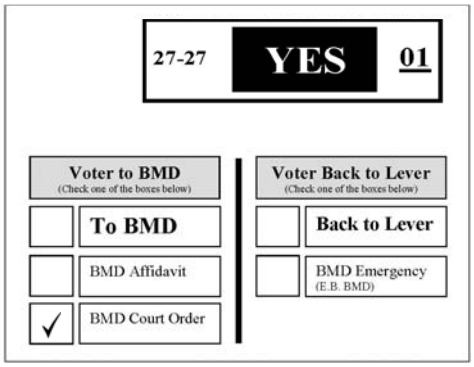
Enter.

_____
HONORABLE

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 lever machine or use the BMD.

Ballot Marking Device (BMD)

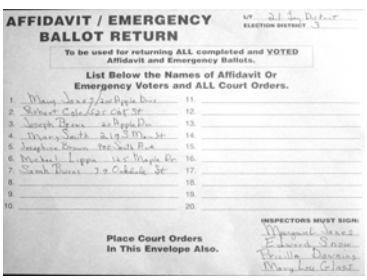


27-27 **YES** 01

Voter to BMD (Check one of the boxes below)		Voter Back to Lever (Check one of the boxes below)	
	To BMD		Back to Lever
	BMD Affidavit		BMD Emergency (E.B. BMD)
✓	BMD Court Order		

1) If the voter wishes to use the BMD, the inspectors at the table will give the voter a BMD tracking card and the Court order. Check off "BMD Court Order" on the Tracking Card. The voter will present these to the BMD inspectors.
2) The BMD inspectors must take the Court Order and return it to the inspectors at the voters ED who will put it in the Affidavit/Emergency return Envelope
3) For a BMD voter, the inspectors at the table must note the voter's name, address and write "BMD" and the control number on Section IV of the Challenge Report.
4) In a PRIMARY ELECTION, the court order must specify the party in which the person is allowed to vote.

Lever Machine



AFFIDAVIT / EMERGENCY BALLOT RETURN

ELECTION DISTRICT

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.

Place Court Orders In This Envelope Also.

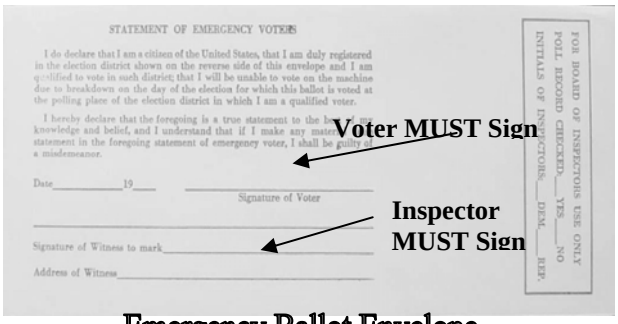
INSPECTORS MUST SIGN:

1) Inspectors must take the Court Order and put it in the Affidavit/Emergency Ballot Return Envelope.
2) The inspectors must note the voter's name, address and Public Counter Number on Section IV of the Challenge Report
3) In a Primary Election, the court order must specify the party in which the person is allowed to vote.

Machine Breakdowns – BMD and Lever Machine

If either the lever voting machine or the BMD malfunctions, the inspectors must call the BOARD OF ELECTIONS immediately and seek permission from the Commissioners to use <u>EMERGENCY BALLOTS</u> until the voting machine is fixed. <u>Technicians will be displaced to fix the machine or BMD.</u>

1) The Voter, whose name is in the poll book, will sign the poll book, as usual, but write **<u>E.B.</u>** (Emergency Ballot) in the Public Counter Box if the lever voting machine is broken down. If the voter wishes to use the BMD and it is broken down, the inspectors will write **E.B. BMD.**



Emergency Ballot Envelope

<u>LEVER MACHINE OR SCANNER ON BMD IS MALFUNCTIONING.</u>

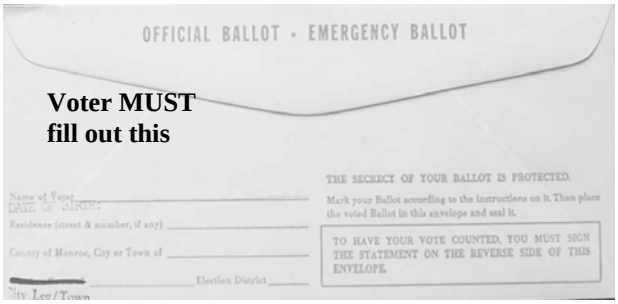
2) Provide the voter with a paper ballot if the voter will be voting on the lever machine. Instructions are on the ballot.

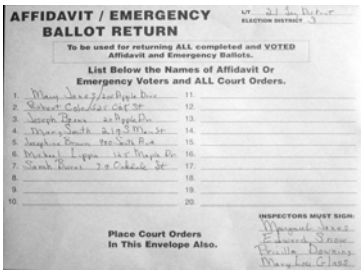
3) Instruct the voter to privately vote the ballot, and seal it in the Green and White Emergency Ballot envelope.

4) If the voter is using the BMD and the scanner is not functioning, fold the completed printed ballot and place it in the sealed Green and White Emergency Ballot envelope.

5) Voter fills out all information on both sides of the Green and White Emergency Ballot envelope OR the inspectors may provide assistance.

6) Voter returns the ballot sealed in the envelope to the Inspector.





Emergency Ballot Return Envelope

7) The inspector makes sure it is signed and filled out properly.

8) **The inspector must sign "signature of witness**."

9) Place voted ballot in Affidavit Return Envelope (the BMD Inspectors will return the ballot to the inspectors at the machine).

10) The voter's name must be entered on the front of the Return Envelope.

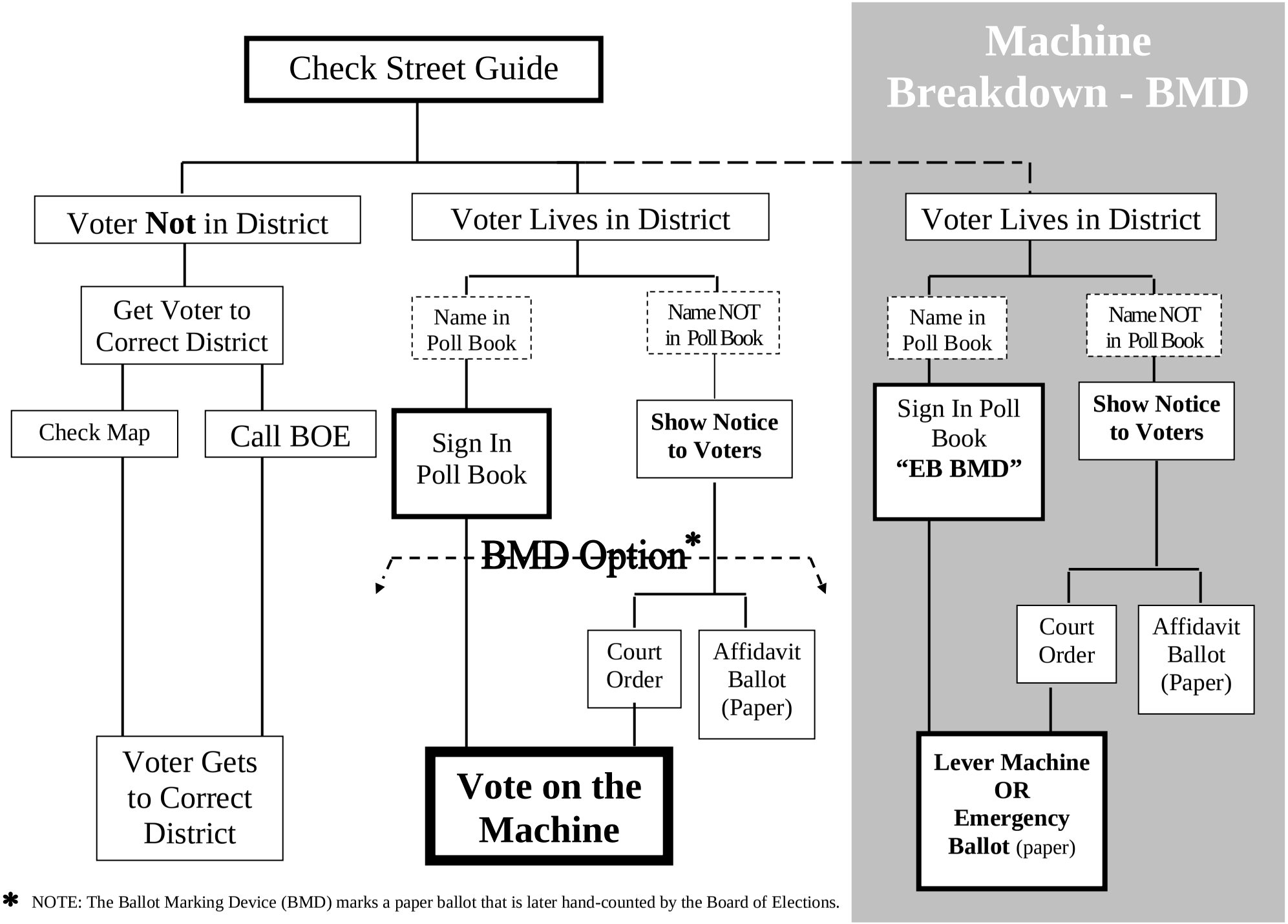
<u>PRINTER ON BMD IS NOT FUNCTIONING</u>

If the BMD printer is not functioning, the voter wishing the use the BMD may choose to vote with the lever machine (see normal check-in proccedures) OR they may choose to use the lever machine emergecy ballot proceedure.

<u>EMERGENCY PROCEEDURES</u>

- In case of Power outage, call the Board of Elections immediately.
- Never turn off your power supply to the BMD or Power Down the unit during the day.

Check-In Flow Chart



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

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

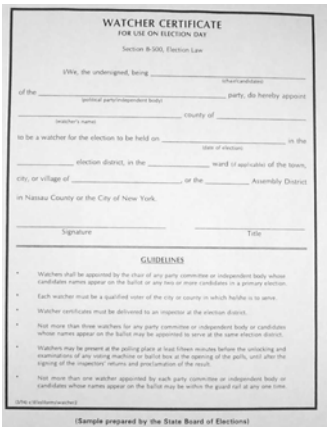
CANDIDATES

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.



WATCHER CERTIFICATE
FOR USE ON ELECTION DAY

Section 8-500, Election Law

I/We, the undersigned, being _____ (chair/candidates)

of the _____ (political party/independent body) party, do hereby appoint

_____ (watcher's name) county of _____

to be a watcher for the election to be held on _____ (date of election) in the

_____ election district, in the _____ ward (if applicable) 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 candidates names appear on the ballot or any two or more candidates in 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 unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation 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

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)

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.
- **In 2008, when the BMD inspectors take a break, lunch, dinner, or time to vote, a lever machine inspector will fill in for them.**
- 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.

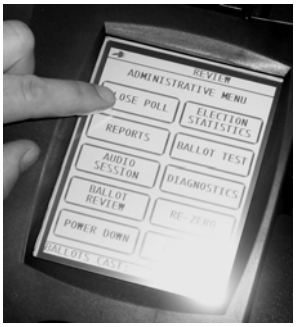
Closing the Polls – BMD

Note: Polls close at exactly 9:00 p.m.

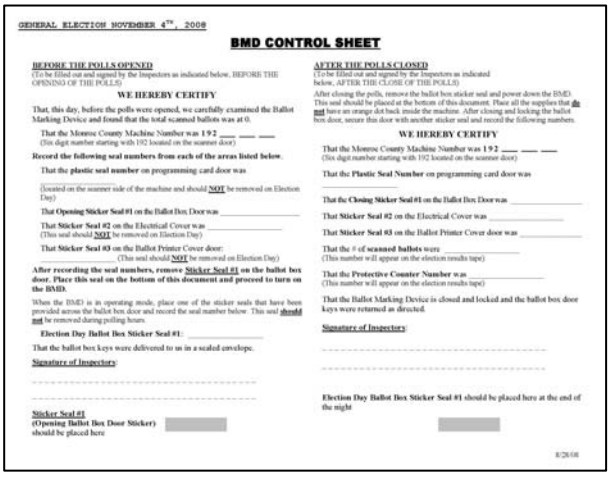
- *Voters in line at any lever machine must be permitted to vote; the BMD may not close until all voters at all lever machines have exited the lever machines.*
- *All activities must be done in bi-partisan teams*

Contacting administrative key to security key pad

1. Contact the **administrative key** (iButton) to the security key pad to enter the administration menu.
2. Press the Close Poll option. The "message Are you certain you wish to close polls" is displayed.
3. Press Yes.
4. The message "Poll is being closed please wait" is displayed.
5. The results tape is printed.
6. The message "Would you like to print more copies of this report" is displayed. Press "No."
7. Remove the results tape from the BMD.
8. The inspectors must sign the on the bottom of all tapes. Place the tape in the Opening and Closing Tape Envelope
9. The inspectors must complete the *BMD Control Sheet*, "After the Polls Closed Section." The following information must be entered:
   a) the Machine Number
   b) the Plastic Seal Number
   c) Closing Seal #1 Ballot Box Door Seal
   d) Seal #2
   e) Seal #3
   f) Number of Scanned Ballots
   g) Protective Counter Number



Pressing "Close Poll" on Administrative Menu


GENERAL ELECTION NOVEMBER 4TH, 2008

BMD CONTROL SHEET

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

WE HEREBY CERTIFY

That, this day, before the polls were opened, we carefully examined the Ballot Marking Device and found that the total scanned ballots was at 0.

That the Monroe County Machine Number was 192 ___ ___ ___
(Six digit number starting with 192 located on the scanner door)

Record the following seal numbers from each of the areas listed below.

That the **plastic seal number** on programming card door was

(located on the scanner side of the machine and should **NOT** be removed on Election Day)

That **Opening Sticker Seal #1** on the Ballot Box Door was _____

That **Sticker Seal #2** on the Electrical Cover was _____
(This seal should **NOT** be removed on Election Day)

That **Sticker Seal #3** on the Ballot Printer Cover door:
_____ (This seal should **NOT** be removed on Election Day)

After recording the seal numbers, remove Sticker Seal #1 on the ballot box door. Place this seal on the bottom of this document and proceed to turn on the BMD.

When the BMD is in operating mode, place one of the sticker seals that have been provided across the ballot box door and record the seal number below. This seal **should not** be removed during polling hours.

Election Day Ballot Box Sticker Seal #1: _____

That the ballot box keys were delivered to us in a sealed envelope.

Signature of Inspectors:

Sticker Seal #1
(Opening Ballot Box Door Sticker)
should be placed here

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

After closing the polls, remove the ballot box sticker seal and power down the BMD. This seal should be placed at the bottom of this document. Place all the supplies that **do not** have an orange dot back inside the machine. After closing and locking the ballot box door, secure this door with another sticker seal and record the following numbers.

WE HEREBY CERTIFY

That the Monroe County Machine Number was 192 ___ ___ ___
(Six digit number starting with 192 located on the scanner door)

That the **Plastic Seal Number** on programming card door was

_____

That the **Closing Sticker Seal #1** on the Ballot Box Door was _____

That **Sticker Seal #2** on the Electrical Cover was _____

That **Sticker Seal #3** on the Ballot Printer Cover door was _____

That the # of **scanned ballots** were _____
(This number will appear on the election results tape)

That the **Protective Counter Number** was _____
(This number will appear on the election results tape)

That the Ballot Marking Device is closed and locked and the ballot box door keys were returned as directed.

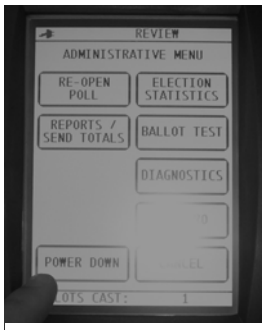
Signature of Inspectors:

Election Day Ballot Box Sticker Seal #1 should be placed here at the end of the night

8/28/08

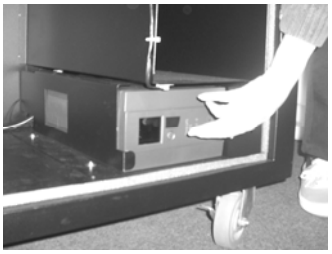
Powering Down and Closing the Voting Unit

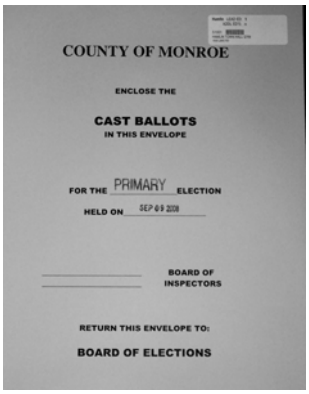
1. Once polls are closed, power down the voting unit.
2. Press *Power Down*.
3. The message "Are you certain you wish to shut down tabulator?" is displayed.
4. Press Yes. "The message Please Disconnect Power is displayed."



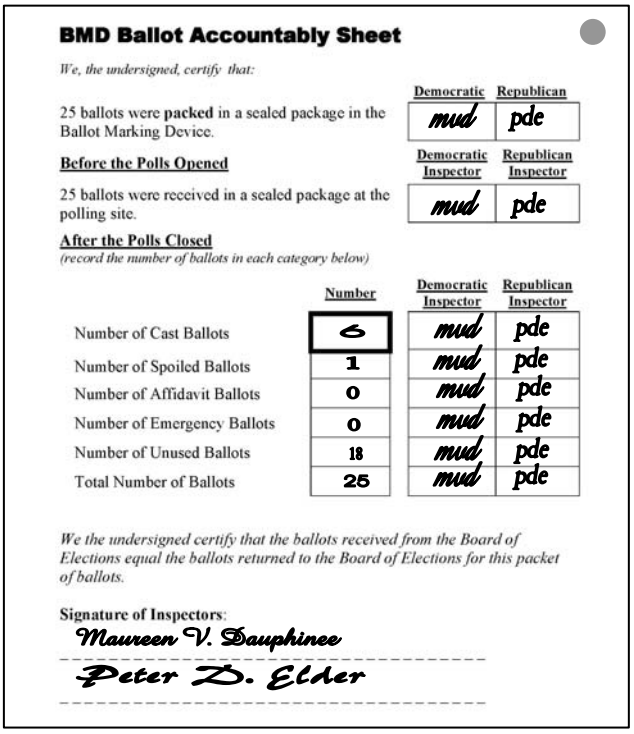
Pressing "Power Down" on Administrative Menu

5. Unlock the ballot box door and **power off the power supply** by pressing the bottom button. The green status light turns off.
6. Count and place all completed ballots in the CAST BALLOTS envelope. Record the number of ballots on the front of the envelope. Both inspectors must sign this envelope.
7. Carefully unplug the headphones and sip-and-puff device from the ATI. Place them in the same storage unit they arrived in.
8. Carefully unplug the ATI from the BMD. Put the same storage unit they came in.
9. Complete the *BMD Ballot Accountability Sheet*, the "After the Polls Closed" section. Record the number of Cast Ballots, Spoiled Ballots, Emergency Ballots, Affidavit Ballots and Unused Ballots. Total that number. Certify that the number of ballots received is equal to the number of ballots returned.


Turn Power Supply Off



10. Except for the *Cast Ballot Envelope*, the *BMD Ballot Accountability Sheet* and the *BMD Keys*, all supplies should be placed in the BMD.
11. Close the ballot box door. Rotate the handle and push the handle down. Lock the ballot box.
12. Place the closing seal across the ballot box door.
13. Unplug the machine and secure the power cord in the storage clip.
14. Replace the protective Styrofoam cover over the printer unit and the scanner unit.
15. Replace the canvass cover over the BMD.
16. Return the Cast Ballot envelope to the lead district in the polling site to be placed in the lever machine.



BMD Ballot Accountably Sheet

We, the undersigned, certify that:

	Democratic	Republican
25 ballots were **packed** in a sealed package in the Ballot Marking Device.	mud	pde

Before the Polls Opened

	Democratic Inspector	Republican Inspector
25 ballots were received in a sealed package at the polling site.	mud	pde

After the Polls Closed
(record the number of ballots in each category below)

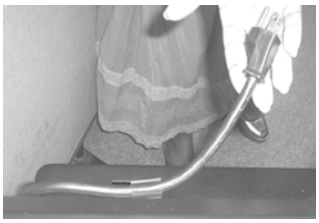
	Number	Democratic Inspector	Republican Inspector
Number of Cast Ballots	6	mud	pde
Number of Spoiled Ballots	1	mud	pde
Number of Affidavit Ballots	0	mud	pde
Number of Emergency Ballots	0	mud	pde
Number of Unused Ballots	18	mud	pde
Total Number of Ballots	25	mud	pde

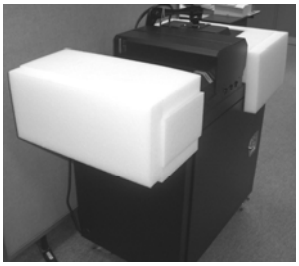
We the undersigned certify that the ballots received from the Board of Elections equal the ballots returned to the Board of Elections for this packet of ballots.

Signature of Inspectors:
Maureen V. Dauphinee
Peter D. Elder

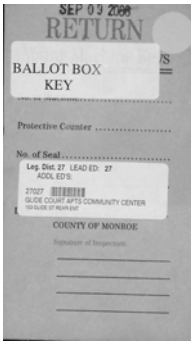
17. Place the BMD keys in the orange dotted return key envelope. Return the key envelope and the orange dotted BMD Ballot Accountability Sheet to the lowest numbered election district (lead district) in the polling site. These items should be placed in the orange dotted return bag.

Lock Ballot Box Door


Replacing Power


Replacing Styrofoam Covers

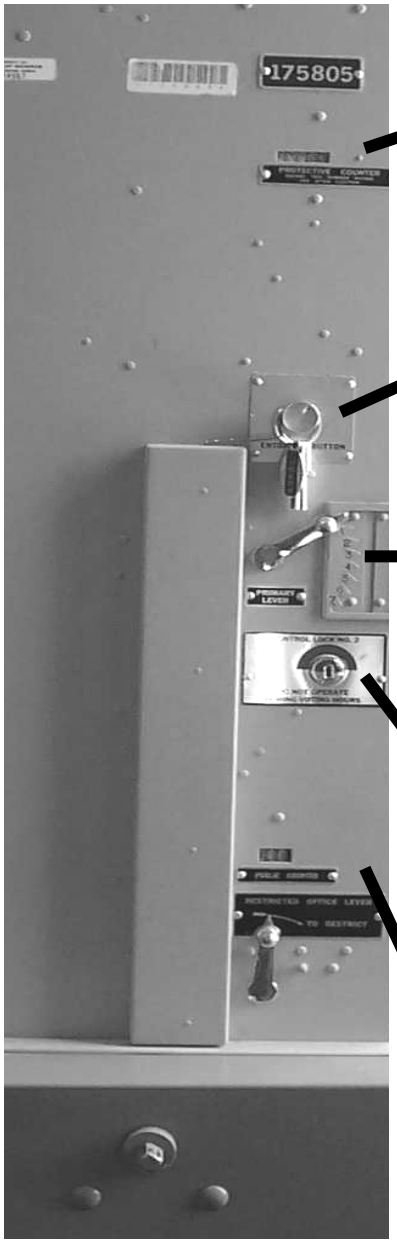
Keychain with keys



The Lever Voting Machine

Voting Machine (Lever Machine)
(AVM Machine)

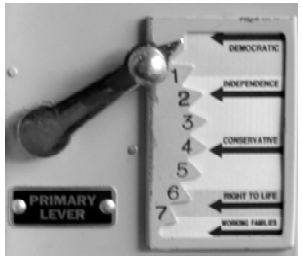
#3 key
(opens and closes front and back of machine)



Right side of machine
(facing machine)

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

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



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

 # 2 Key
(Turns machine off and on)

Public Counter Number

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

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**.

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Appendix I: The Election Process

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

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

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

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

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

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

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

Appendix II: Inspector Pay

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

Hours of Work

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

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

Partial Hours

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

How are inspectors paid?

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

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

Vouchers

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

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

FREQUENTLY ASKED QUESTIONS

ELECTION PROCEDURES

Where are the BMD keys in morning and where do we return them at night?

The BMD keys will be in a key envelope in the morning in the lowest number (lead) district in the polling site. They should be returned to that same district at closing in the orange dotted key return envelope.

Why are there two keys on the key ring?

The **ballot box door** key is a metal key that when inserted in the front lock of the BMD allows the handle to be turned and the door opened; the **yellow administrative key** is used to boot up election files and to initiate each audio session.

What do BMD inspectors record on BMD Section III of the Challenge Report?

BMD inspectors should record any assistance given to the voter that might be construed to affect that voters vote. For instance, helping to fill our an affidavit ballot envelope would need recorded on BMD Section III of the Challenge Report.

Where are Cast Ballot totals recorded?

The total number of cast ballots should be recorded on the Cast Ballot Envelope, the BMD Accountability Sheet and the Control Sheet.

What is a spoiled ballot?

A spoiled ballot is any printed ballot rejected by the voter. A spoiled ballot should be placed in the Spoiled Ballot Envelope.

Can any inspector 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**.

What is the procedure for B Lever 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.

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.

FREQUENTLY ASKED QUESTIONS

INSPECTOR ISSUES

How do I know what Polling Site I should report to?

Your coordinator at the Board of Elections will tell you what site you are assigned to. **Inspectors must report to the site they have been assigned by the Board of Elections.** BMD Inspectors should always make sure that they are signing paperwork like the Certificate of Service, Pay Vouchers and the Canvass Report, from the polling site they are assigned to.

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

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

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

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

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

Please call the Board of Elections, 753-1550, AFTER you open, and inform us that your Spanish interpreter has not arrived.

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

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

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

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

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

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

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

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

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

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

What should inspectors do with lists and other materials they create during the day?

The Board of Elections asks that inspectors place any written material they create (such as a supplemental listing) in the machine at closing.

Preparation for Inspector Exam

NOTE: 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 BMD?

E. What is recorded on the BMD Control Sheet?

F. What is recorded on the BMD Accountability Sheet?

G. Where is the Opening Tape stored?

H. What does the administrative 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 removing the canvass cover and printing an opening tape?

F. Where should the Blue and White Vote Here Sign be placed?

G. What is the purpose of the arrow signs?

H. What signs should be placed on the wall near the machine?

I. What must be certified on the Accountability Sheet at Opening?

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 on the BMD?

L. What are purposes of the BMD slip?

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 five 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 BMD is canvassed.

C. What must be reconciled on the Ballot Accountability Sheet?

D. Where is the seal to the poll book?

E. Where are the keys returned?

Other

A. Why does a Primary occur?

B. What entity sets inspector pay?

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 place in an affadavit envelope, sealed, signed, and then placed in the Affadavit/Emergency Return Envelope.

ATI – Audile Tactile Interface. Used by a voter at the ATI to interact with the BMD in the creation of a marked ballot.

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

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

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

Cast Ballot – A ballot accepted by a voter and dropped into the ballot box in the BMD.

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, affadavit ballots, and instances of assisting voters are recorded.

Closing Slip - The paper receipt produced from the BMD After the Polls Close.

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

Contrast Button – Located on the ballot printer unit, a toggle button that produces a black background with white letters.

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.

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

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.

Monitor – The display screen used by the voter during a voting session.

Opening Slip – The paper receipt produced from the BMD Before the Poll Open.

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.

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 are 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.

Power Supply – Located to the lower right of the ballot box, this supplies the BMD with a 2 hour battery back-up in case of power failure.

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

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.

Sample Ballot – A paper diagram of the machine face.

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

Sip and Puff – a technology that allows the voter to interact with the BMD by measured breathing in or out.

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

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

Spoiled Ballot – A marked ballot that is rejected by a voter.

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.

Zoom Button – Located on the ballot printer unit, a button that when pushed produces three magnification levels.

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Notes

Checklists – Ballot Marking Device

SIGNATURE CHECKLIST

_____ Opening Slip
_____ Section IV Challenge Report
_____ Pay Voucher
_____ Certificate of Service
_____ Key Return Envelope
_____ Closing Slip
_____ Accountability Sheet
_____ Control Sheet
_____ Envelopes

OPENING CHECKLIST

_____ Get keys from the lever machine inspectors
_____ Remove the canvass cover from machine. Remove Styrofoam protective covers.
_____ Plug BMD power cord/extension cord into outlet
_____ Open Ballot Box with Ballot Box Door Key
_____ Remove supply box.
_____ Remove Supply bag
_____ Turn on power supply
_____ Complete *Control Sheet*
_____ Attach ATI/headphones
_____ Position monitor
_____ When machine beeps, validate election files with Admin key
_____ **WAIT UNTIL LIGHT TURNS GREEN**
_____ Use Admin key to OPEN POLLS
_____ Print Opening Tape (short report); the two inspectors must confirm and sign; place is Opening/Closing Slip Envelope
_____ Complete *Accountability Sheet*
_____ Machine is now ready for first voter (to initiate Audio Session)
_____ Attach Privacy Items

Status Light Conditions

Solid Red	Unit is starting up or is not operational.
Flashing Green	Unit is ready for use by the next voter.
Alternating Green and Amber	Voter is navigating/marking 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. *Note:* The Inspectors will have to monitor this during an Audio session.

CLOSING CHECKLIST

_____ ONLY close BMD when last voter is though the lever machine lines
_____ Use Admin key to Close Polls
_____ Print Closing Tape; the two inspectors must confirm and sign; place tape in envelope
_____ Press Power Down to shut off the BMD Computer; shut down the tabulator
_____ Complete the "After the Polls Closed" section of BMD Control Sheet
_____ Disconnect Power Cord/secure on the back of the BMD
_____ Place Marked Ballots in the "Cast Ballot" Envelope
_____ Disconnect ATI and place all supplies back in the ballot box
_____ Complete the "After the Polls Closed" section of BMD Ballot Accountability Sheet
_____ Replace Styrofoam protective covers. Replace the canvass cover from machine.
_____ Replace protective canvass cover.