

**Election Day  
Contact Numbers**

**BEFORE POLLS  
OPEN**

IMAGE  
CAST  
VOTING  
MACHINE  
PROBLEMS

**753-1522**  
**753-1512**

Missing Both  
Inspectors From  
Same Party

**753-1523**  
**753-1539**

*(call by 5:30 am for General Election or  
11:30 am for Primary Election)*

Missing Critical  
Supplies needed  
to get your  
district Open  
and Operating

**753-1555**

**AFTER POLLS OPEN**

IMAGE  
CAST  
VOTING  
MACHINE  
PROBLEMS

**753-1522**  
**753-1512**

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

# Coordinator Handbook

**August 18, 2010**



PETER M. QUINN  
COMMISSIONER

DOUGLAS E. FRENCH  
DEPUTY

THOMAS F. FERRARESE  
COMMISSIONER

COLLEEN ANDERSON  
DEPUTY

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

**For Questions or Concerns**

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

If no answer, call John Fernandes at 753-1534

**Linda Cummings (753-1555)**  
*City Democratic Election Inspector Coordinator*  
[LCummings@monroecounty.gov](mailto:LCummings@monroecounty.gov)

**Abigail Rowe (753-1539)**  
*Towns Democratic Election Inspector Coordinator*  
[ARowe@monroecounty.gov](mailto:ARowe@monroecounty.gov)

# A Message from the Commissioners

The Inspector Coordinator is a vital part of our election team here in Monroe County.

As a Coordinator, you are the managers of the election inspectors for your jurisdiction. You are the conduit between the Board of Elections office and the Election Inspectors who will be working at the polling site on Election Day.



*Commissioner  
Peter Quinn*

Election Inspector Coordinators are recommended by the Political Party Leader of your jurisdiction and appointed each year by the Commissioners of Elections.

One of the most important duties of this position is the recruitment and assignment of election inspectors for your area. We will assist you with resources and support. Together the Board of Elections, the Coordinators and the Election Inspectors form the team that will conduct the election and process the voters on Election Day.



*Commissioner  
Thomas Ferrarese*

Your role will play a major part in providing the integrity to one of our most basic and important freedoms, Our Right to Vote!

As Commissioners on behalf of our entire community, we thank you for your commitment to the election process. We look forward to working with you and to the continued success of the Election Inspector Coordinator program.

## **Introduction from the County Coordinators**

Coordinators are the link between the Board and our inspectors. You are who we speak to most often, who we rely on to schedule our inspectors, make sure they are trained, and trouble-shoot on Election Day. You are the supervisory eyes and ears of our efforts. We are grateful for the work you do. This manual is an expression of our desire to make sure you are well equipped to do your jobs before, during and after an election day. And always remember that we are here, backing you up. Never hesitate to call with questions or comments, especially with suggestions about how we can improve our inspector program. Again, thank you for your hard work and dedication to making our elections a success.

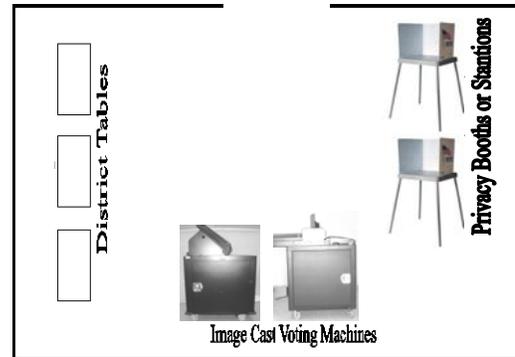
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# 2010 Changes

## Voting Machines

Full implementation of the electronic machines will be this year. Last year, a limited number of areas were under a pilot “Plan A” program which included new procedures and no lever machines. With the success of the pilot program, the “Plan A” program will be rolled out to all polling sites and all jurisdictions this year. The “new” voting system means the discontinuance of the lever machine. Each polling site will have at least one IC-1 (Scanner Only) and one IC-2 (BMD and Scanner). Therefore, there will be at least two scanners for each polling site. There will no longer be “B” Machines. The IC-2 is familiar to inspectors as the “BMD” machine. The IC-1 is new, and is a stand-alone scanner. When voters cast their pre-printed ballots, they may use any scanner in the polling site. “IC” is an acronym for “Imagecast.”



## Voting Process *(also see the back page of the Coordinator Handbook)*

When voters enter the polling site, they will check in at district tables, just as they have always done. Voters will be asked their address to confirm they live in the district. They will then be asked to sign in the Poll Book as inspectors cover the voter’s previous signature. Then, the inspector will tear off a pre-printed ballot from a ballot pack and place the ballot inside of a privacy folder. The voter will then proceed to a Privacy area (a table with table-top privacy screens or a stanchion). The voter will mark their ballots in the privacy area and then proceed to any scanner to deposit their ballot. Once they have deposited their ballot and it is successfully cast (a message on the Administrator Screen will confirm for the voter that the ballot is successfully cast), the voter has completed the voting process.

## Inspectors

Because voting machines are no longer linked directly to any specific election district but rather, are organized by polling site, the number of inspectors is also scheduled by polling site. While there are still district tables and there must be one inspector of each party at a district table at all times, there will not be as many inspectors needed at each polling site. Coordinators will see a change in their assignment listings.

## Site Chairs

The other change for inspectors will be the elimination of district Chairs. Instead, Coordinators will appoint one Site Chair for each polling site from among their scheduled inspectors at that polling site. There must be one Democratic and one Republican Site Chair for each polling site. The duties of Site Chairs are listed in the Inspector Manual.

# Coordinator Appointment

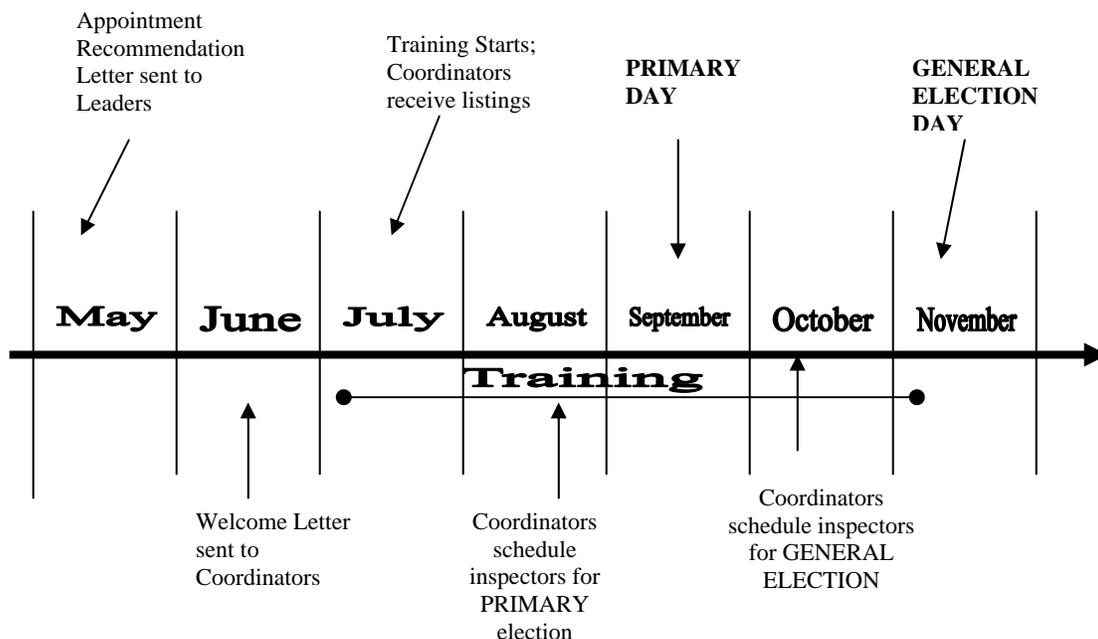
The Coordinator Program began and continues as an effort to assist Committee Leaders with the vital task of appointing, scheduling, and supervising inspectors. The Leaders of each jurisdiction are responsible for recommending inspectors and Coordinators to the Commissioners.

## Leader Recommendations

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

## Commissioner Appointment

Coordinators are appointed by the Commissioners for one year terms beginning on July 15<sup>th</sup>. Coordinators **MUST** attend one coordinator training class each year.



## *Coordinator Work Timeline*

# Inspector Assignment

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

## **Explanation of Inspector Status:**

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

## **FOR TOWN COORDINATORS ONLY:**

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

## Inspector Oversight

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

## Coordinator Responsibilities

- Attend a training session and pass the exam each year.
- Appoint a Site Chair for each polling site in their Coordinator Area.
- Pick-up the Site Specific Bag from the Board of Elections (in the City) or the Town Hall (in the Towns) and deliver it to a Site Chair. The Site Specific Bag will be available for pick-up three or four days prior to the election. The bags are picked up at the Board of Elections (or may be delivered) for the City Coordinators or at the Town Hall for Town Coordinators. All Coordinators must report which Site Chair has the supply bags at least 2 days before the election. Unless given permission from the Commissioners, the supply bags **must never be opened** prior to election morning.
- Directly supervise the Site Chairs in their Coordinator Area.
- Visit polling sites and inspectors on each election day. Assist inspectors if they have questions. Ensure a smooth and orderly election day.
- Be available by phone 30 minutes before polls open and one hour after polls open. Make sure all inspectors have the coordinator's main contact number in case inspectors or BOE need to get in touch with you.
- Check with BOE at least once during Election Day.
- Cooperate and work with your counterpart of the other party. Make sure you are talking to him or her about supply pick-up and delivery, districts to visit on election day, and any other concerns or questions you might have.

## Inspector Etiquette

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

# COORDINATOR LISTINGS

- Assign Inspectors by Polling Site.
- Indicate all assignments (working inspectors) by placing an "X" in the box before the inspector's name; write in additions or corrections in the blank spaces; place a line through inspectors listed who will not be working.
- Please place an "X" in the inactive box if the inspector will no longer work. Write "H" if you wish to make a "HOLD."

## Inspector Assignment Form - 2010 GENERAL ELECTION

Tuesday, November 2, 2010, 6am-9pm

LD 6 DEMOCRAT

MARLENE LAROCCA

621-1428

Republican ED Supply Pick for this Election

- Assign Inspectors by POLLING SITE
- Indicate all assignments (working inspectors) by "X" in box before Inspector Name; write in additions/corrections in blank spaces; place a line through inspectors who will not be working
- Please put an "X" through Inactive box if inspector will no longer work. Put "H" if you wish to make a "HOLD"

City  
P  
D

Please Return to Abigail Rowe (753-1539) by Mail or Fax (753-1531) by FRIDAY, OCTOBER 22nd

Working Inspectors Phone # Residence Address St Yrs Inact

**AMERICAN LEGION-JACOBSON POST 474**  663-7030  
City Pick

90 ST JOHNS PARK

ED: 6-2 and 6-3

<input type="checkbox"/> +	MARY LANE 8420091	I <input type="checkbox"/> P? <input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/>	663-8915	19 HINCHER ST 14612	A	7	<input type="checkbox"/>
<input type="checkbox"/> +	JUDITH COLLISTER 8152942	I <input type="checkbox"/> P? <input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/>	880-8235	76 HENLEY ST 14612	A	3	<input type="checkbox"/>
<input type="checkbox"/> +	SHIRLEY CICERO 15315585	I <input type="checkbox"/> P? <input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/>	865-3267	1309 LONG POND RD 14626	A	0	<input type="checkbox"/>
<input type="checkbox"/> *	ANTOINETTE RUSSO 16071881	I <input type="checkbox"/> P? <input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/>	581-0073	15 STUDLEY ST 14616	S	12	<input type="checkbox"/>
<input type="checkbox"/> +	BONNIE KOZLOWSKI 26315449	I <input type="checkbox"/> P? <input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/>	820-4420	75 HEWITT ST 14612	S	0	<input type="checkbox"/>
<input type="checkbox"/> *	DIANA WHITE 13654671	I <input type="checkbox"/> P? <input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/>	581-5904	60 RIVER ST 801 14612	S	4	<input type="checkbox"/>
<input type="checkbox"/> *	DIANNE CUNDIFF 5213423	I <input type="checkbox"/> P? <input type="checkbox"/> N <input type="checkbox"/> W <input type="checkbox"/>	621-8048	140 WEST AVE 380 14611	S	0	<input type="checkbox"/>
<u>Correction/Addition:</u>	<u>Name:</u>	<u>Reg Number:</u>	<u>Phone:</u> (note only changes)	<u>Residence Address/ZIP</u> (note only changes)	<u>Notes</u>		

Polling Site

Coordinator Area

Election District(s)

"H" in this box indicates there will be a Spanish Interpreter in the Polling Site

"P" in this box means the Inspector is registered out of party

Note the DUE DATE listings must be returned by

Place an "X" if the active inspector is no longer able to work

Place an "X" in this box if the inspector will be working

"C" in this box indicates this district is a call in district; inspectors MUST call the Board of Elections at specific times during the day and report the public counter number of their machine. These districts are given quarters if a pay phone must be used.

"I" in this box means the Inspector is Inactive on the voter file; please make sure the inspector registers before assigning

"N" in this box means the Inspector has a comment attached to their file at the BOE

"W" in this box indicates that the inspector worked the last primary election

# ELECTION DAY OVERVIEW

## General Elections

In a General Election, all election districts will report. Coordinators must appoint inspectors for each polling site. At least two inspectors, one from each party, must be present at each district table. General Elections will tend to have higher voter turnout. The greatest number of voters will turn-out in those years that a Governor and President are on the ballot.

## Primary Elections

For most Primary Elections, election districts will be **consolidated**. This means that two or more districts will vote on the same machine, have the same poll ledger and be staffed by one set of inspectors. **Coordinators are responsible for assigning inspectors for each polling site.** Because districts are usually consolidated in a polling site for a Primary Election, there will be fewer inspectors needed for most Primary Elections. (for instance, the Great Church might usually have both EDs 4 and 6, with their own machines, poll ledgers and staff of four inspectors in a General Election. In a Primary Election, districts 4 and 6 might be merged together with one machine, one poll ledger and one set of four inspectors.)

## Presidential Primary

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

## Local Registration

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

## Polling Site Etiquette

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

## Interacting with Other Coordinators

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

# Election Day Responsibilities

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

## ◆ SUPERVISE, DON'T SUBSTITUTE

Coordinators are responsible for ensuring inspectors are present at the polling site on election day. They must also ensure that their appointed Site Chair is present. Coordinators should enforce correct election procedures in the polling site. However, Coordinators should not serve as inspectors or Site Chairs and should not take on the duties of inspectors or Site Chairs. Coordinators should not drop off or pick-up bags or supplies on election day. They should not provide inspectors with rides to the polling site.

## ◆ BE AVAILABLE

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

## ◆ WATCH OUT FOR NO SHOWS

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

## ◆ VISIT POLLING SITES

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

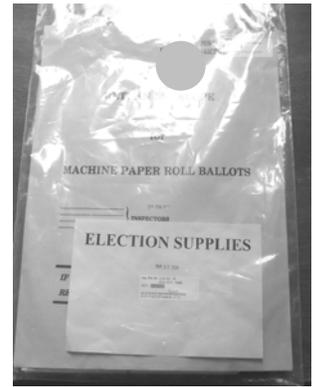
## **What to look for at a Polling Site**

- **Assignment:** Are the inspectors a coordinator assigned to a polling site there? Is the Site Chair? If inspectors are present that were not assigned by either coordinator, contact the Board of Elections. If the inspectors have already incorrectly signed pay vouchers or Certificates of Service, call the Board of Elections.
- **Set up:** Is the polling site set-up according to the poll site diagram?
- **Organization:** Are signs posted so voters can see them? Is the distance marker posted? Are the poll book, street guide, ballot packets, privacy folders and affidavit ballots on the table?
- **Traffic Flow:** Is there a smooth traffic flow through the polling site?
- **Site Chair:** Are the Site Chairs working together? Are they supervising the inspectors when needed?

# Election Day Responsibilities - CONTINUED

## ◆ KNOW WHO IS RETURNING SUPPLIES

*Find out and note* which Site Chair is returning the Red Security Pack and which is responsible for returning the Blue Ballot Bag. Remember, the Site Chair returning the Red Security Pack will be leaving the polling site by about 9:15pm. The Site Chair returning the Blue Ballot Bag will be the last to leave.



*Example of Quick sheet to note which Site Chair is returning the Red Security Bag and the Blue Ballot Security Bag*

<u>Polling Site</u>	<u>Site Chair Returning Red Bag</u>	<u>Site Chair Returning Blue Bag</u>

## ◆ REMIND INSPECTORS ABOUT ELECTION PROCEEDURES

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

## ◆ CHECK IN WITH THE BOARD DURING THE DAY (753-1523 or 753-1539)

### Special Duty – City Supply Return

1. A Site Chair in each polling site in each LD in the City is responsible for dropping off the **Blue Ballot Security Bags** at the end of the evening to the **Board of Elections**.
2. Six Coordinators, three from each party must be present to supervise and check-off the return of the Blue Ballot Security Bags.
3. After they are received at each location, the Blue Ballot Bags are transported to the Board of Elections Service Center.

# Post-Election Day – Coordinator Pay

*Remember: Coordinators are paid ONCE per year, after the General Election.*

## Instructions for completing your pay voucher

1. Please return your pay voucher to the Board of Elections within **THREE** Days after the General Election.
2. DO NOT PLACE ANY OTHER MARKS OR NOTES ON THE VOUCHER.
3. In the same row as “Mileage”, under the column marked **QUANTITY**, note the number of miles you used in performance of your duties. Do not note this number anywhere else.
4. We calculate your inspector pay based upon the number of districts you are responsible for. You are paid for BOTH the Primary and General Elections in one check based on your voucher.
5. DO NOT CALCULATE YOUR MILEAGE on the voucher. We will complete the mileage total at the Board of Elections.
6. If you attended Training Class, the Board will make the entry on the form.
7. DO NOT CALCULATE A GRAND TOTAL on the voucher. We will calculate the Grand Total at the Board of Elections. Contact Peter Elder at 753-1523 if you wish to know the Grand Total.
8. Place your SIGNATURE on the line above “Claimant, agent or representative to sign here” located left of the word “Title” under the section headed THIS VOUCHER MUST BE CERTIFIED AND SENT TO THE DEPARTMENT AUTHORIZING THE SAME.
9. Write your Title as “Election Inspector Coordinator.”
10. Write the DATE on the line to the right of DATE.

**Enter your TOTAL Mileage here**

**Non P.O. Claim Voucher**

**County of Monroe**

**Document No. 18000**

**SAP**

**The Board enters your pay here**

**The Board calculates your mileage here**

**The Board enters your training class amount here**

PAY TO: \_\_\_\_\_  
INSERT NAME OF CLAIMANT

REMITTANCE ADDRESS: \_\_\_\_\_  
City State Zip

YEAR	MONTH	DAY	QUANTITY	ITEMIZED ACCOUNT OF MATERIALS, SUPPLIES, ETC.	UNIT PRICE	AMOUNT
November	5			Election Inspector Coordinator		
				Mileage		

THIS VOUCHER MUST BE CERTIFIED AND SENT TO THE DEPARTMENT AUTHORIZING SAME

Certifies that this claim is just, true and correct; that the merchandise or services herein have been rendered to Monroe County; that taxes from which Monroe County is exempt are not included and that the balance is actually due and owing.

(Insert name of claimant, his agent or representative)

\_\_\_\_\_  
(Claimant, agent or representative to sign here)

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**VENDOR NUMBER** 103      **SP. G/L** \_\_\_\_\_ (Choose one: H=Retainage, Q=Liens, U=Securities)

**INVOICE DATE** \_\_\_\_ / 05 / \_\_\_\_      **REFERENCE (Vendor Invoice #)** \_\_\_\_\_

**POSTING DATE** MM / DD / YYYY      **PAYMENT METHOD**  (Choose one: C=Check, 4=Cash Bail, 5=Capital, 6=Trust, 7=Monroe NewPower, 8=MCAA)

**AMOUNT** \_\_\_\_\_

**TEXT** \* \* Election Inspector Presidential Primary Coordinator 2008\*

G/L ACCT	SHORT TEXT	AMOUNT	COST CENTER	BUSINESS AREA	FUND	GRANT	INTERNAL ORDER	WBS ELEMENT
20	Prof. Serv.		200301					
50	Mileage		200301					

**CHECK RECEIVED BY** \_\_\_\_\_ Print Name

**SIGNATURE** \_\_\_\_\_ **BUSINESS AREA HEAD OR AUTHORIZED SIGNER** \_\_\_\_\_ **DATE** \_\_\_\_\_

I Certify that the merchandise or services itemized in the claim have been rendered or furnished to Monroe County on the date or dates shown, that the charges are correct, and am approving same for payment

REV 12/05

# Post-Election Day – Other Duties

## After an election, coordinators should:

- ◆ Save your **final listings of inspectors** to check against next year’s listings.
- ◆ Call your Election Inspector Coordinator at the Board and give a follow-up report regarding election day.
- ◆ Assess the election and evaluate the performance of the inspectors (see Appendix). This is very important. Please try to keep some kind of written notes regarding each inspector’s performance.
- ◆ Evaluate the Site Chair you appointed (again, see Appendix). Please try to keep some kind of written notes regarding your Site Chairs’s performance.

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

- ◆ Comments from inspectors about problems they encountered on election day, about concerns with other inspectors, or complaints about a polling site.
- ◆ Receiving the wrong amount of pay. Inspectors are paid \$10/hr, plus \$25 for training class (for a General Election, their pay is \$10.00 x 16hrs = \$160.00 + (if they attend training class) \$25 = \$185.00.
- ◆ NOT receiving a paycheck. Please direct the inspector to the phone number of the Clerk listed below. City inspectors should contact Becky at the City Clerk’s office at 428-7421.

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

- ◆ Questions from the Site Chair. Please take any feedback given from the Site Chair, write their comments and questions down, and forward them to the Board of Elections. Site Chairs are paid a variable amount depending on the number of districts within the polling site.

# Election Assessment Notes

<b>Inspector Assignment Issues</b>	
<b>Polling Site Accessibility Concerns</b>	
<b>Polling Site Supply Organization</b>	
<b>Polling Site Traffic Flow/Obstructions</b>	
<b>IC-2 (BMD) Placement</b>	
<b>Polling Site Lighting/Heat/Size</b>	
<b>Access to phones</b>	
<b>Supply Concerns</b>	
<b>Voter Concerns</b>	

Election Assessment & Inspector/Site Chair Evaluations

*Inspector or Site Chair Evaluation Chart (Score 1-5)*

<b>Inspector Name:</b> _____ <b>Polling Site this Election:</b> _____ <b>Inspector Address:</b> _____ <b>Inspector Phone:</b> _____ <b>Coordinator Name:</b> _____ <b>Coordinator Area:</b> _____		
	<b>Punctuality</b>	Was the inspector/Site Chair on Time?
	<b>Opening</b>	Was the inspector/Site Chair able to open BOTH the IC-1 and IC-2? Did they actively help in opening the voting equipment and the polling site?
	<b>Knowledge of Election Supplies</b>	Did the inspector/Site Chair have a good working knowledge of election supplies like the poll book and street guide? Did they bring and use their manuals?
	<b>Rotation of Tasks</b>	Did the inspector/Site Chair do each job? Were they actively trying to do each job?
	<b>Checking in Voters</b>	Did the inspector/Site Chair demonstrate a good understanding of all steps of the check-in process? Did they understand when to ask for ID? Did they perform appropriate oaths? Did they provide the voter with the privacy folder? Did they ask if the voter required assistance in marking their ballot?
	<b>Etiquette</b>	Was the inspector/Site Chair polite to voters, fellow inspector/Site Chairs, and coordinators? Did they report to the polling site assigned?
	<b>Completing Paperwork</b>	Did the inspector/Site Chair participate in the completion of necessary paperwork? Did they understand what had to be completed?
	<b>Closing</b>	Was the inspector/Site Chair able to close BOTH the IC-1 and IC-2? Did they actively help in closing the voting equipment and the polling site?
	<b>Site Chair</b>	Did they serve as Site Chair? How was their overall performance?

**You May Make Copies of this Form**



# Coordinator Checklists - Election Procedures

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

## Normal Voting Process

- If a Voter is **not** in the correct Election District(ED) **then** send the voter to the Correct ED (check Map, Verification Letter, or call Board of Elections).
- **A VOTER MUST BE IN THE POLL BOOK TO RECEIVE A PRE-PRINTED BALLOT** (or have a Court Order).
- **In a Primary Election the voter must receive the correct PARTY pre-printed ballot .**
- A voter must receive a Privacy Folder at the same time they receive their pre-printed ballot.
- After receiving their pre-printed ballot, voters proceed to a stanchion, or a table set with a privacy screen, to mark their ballot. Markers will be available at each privacy area.
- If a voter overvotes, or has damaged or torn the ballot, they may choose to **spoil** their ballot.
- **If a Voter is in the poll book (and correct ED) then the voter must CAST THEIR VOTE IN THE SCANNER OF ANY VOTING MACHINE** (Normal Poll Procedures).
- **If a Voter lives in an ED, but is not in the poll book then the voters may Vote by Affidavit Ballot** (paper ballot) OR seek Court Order to vote in the ED in which they live.

## Spoiling a Ballot

- A ballot should be spoiled if the voter has overvoted it or it is torn or damaged and can not be deposited into ANY scanner.
- The Voter chooses to Spoil their ballot.
- The Inspectors direct the voter to place an “X” across the ballot and write “Spoiled.”
- The Voter seals the spoiled ballot in a Spoiled Ballot Envelope.
- The Inspectors place the spoiled ballot envelopes in the Spoiled Ballot Return Envelope.

## Affidavit Ballots

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

## Court Order

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