

Site Chair Essentials

September 9, 2010



PETER M. QUINN
COMMISSIONER

THOMAS F. FERRARESE
COMMISSIONER

DOUGLAS E. FRENCH
DEPUTY

COLLEEN ANDERSON
DEPUTY

For Inspector Information

Peter Elder (753-1523)
Republican County Coordinator
pelder@monroecounty.gov

If no answer, call John Fernandes at 753-1534

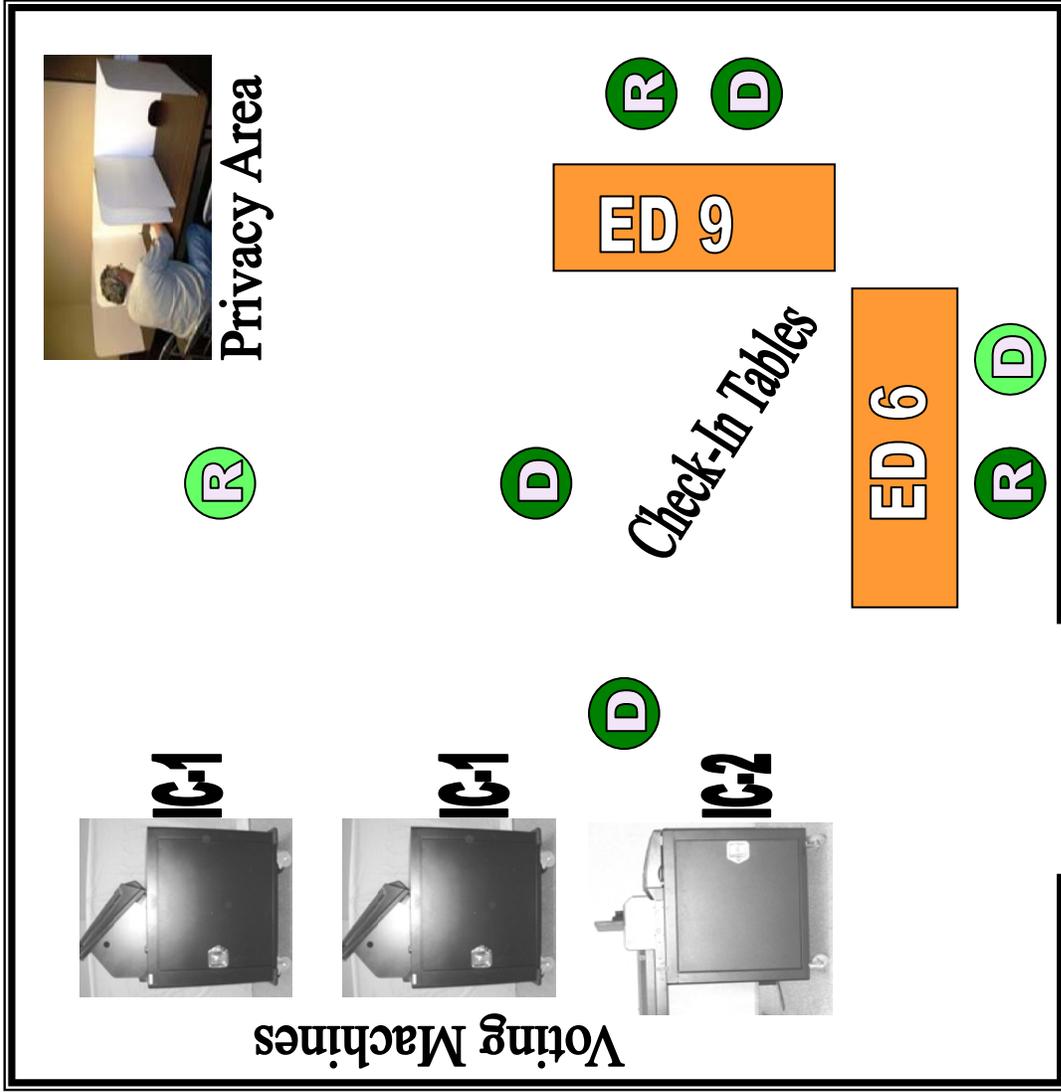
Linda Cummings (753-1555)
City Democratic Election Inspector Coordinator
LCummings@monroecounty.gov

Abigail Rowe (753-1539)
Towns Democratic Election Inspector Coordinator
ARowe@monroecounty.gov

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

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

2010 Changes



- ✓ The voting machines are not attached to the district tables (each site will have from 2-5 machines, 1 IC-2 and 1 or more IC-1)
- ✓ Voters receive a Pre-printed ballot
- ✓ Voters mark their ballots in a Privacy area
- ✓ Voters may deposit their marked ballot in ANY scanner
- ✓ Inspectors are scheduled by Polling Site
- ✓ Just one Democrat and one Republican per district table





Site Chair Essentials

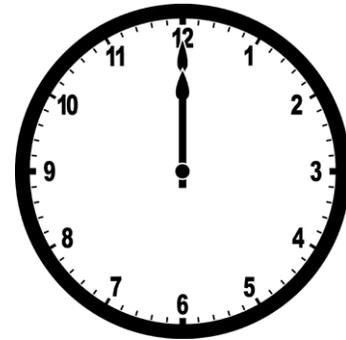
Opening Procedures



General Election

6:00am

Inspectors must report at
5:30am



Primary Election

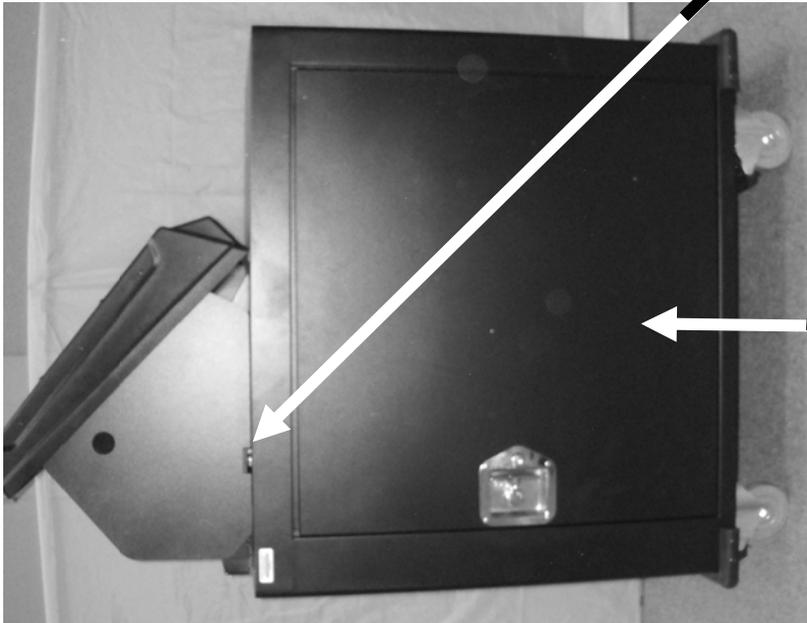
12:00pm (Noon)

Inspectors must report at
11:30am

NOTES

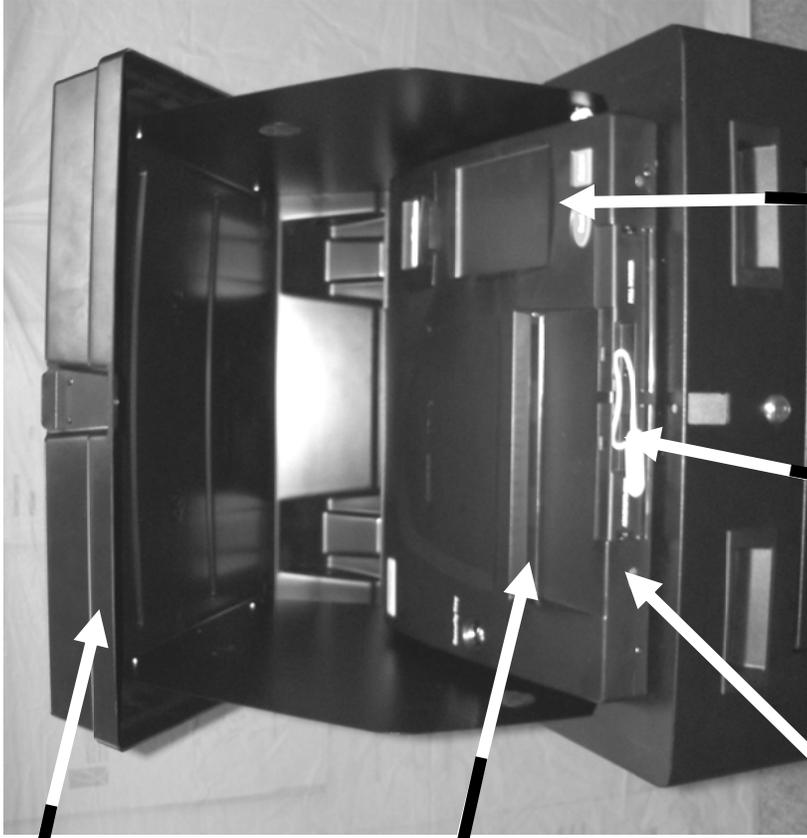
The Image Cast Voting Machine – 1 (Scanner Only) **IC-1**

Ballot Box Door View



**Ballot
Compartment**

Scanner Side View



**Scanner
Hood**

**Ballot
Entry
Slot**

**Scanner
Unit**

Operator Panel

**Programming
Card
Compartment**

The Image Cast Voting Machine – 2 (BMD & Scanner) | C-2

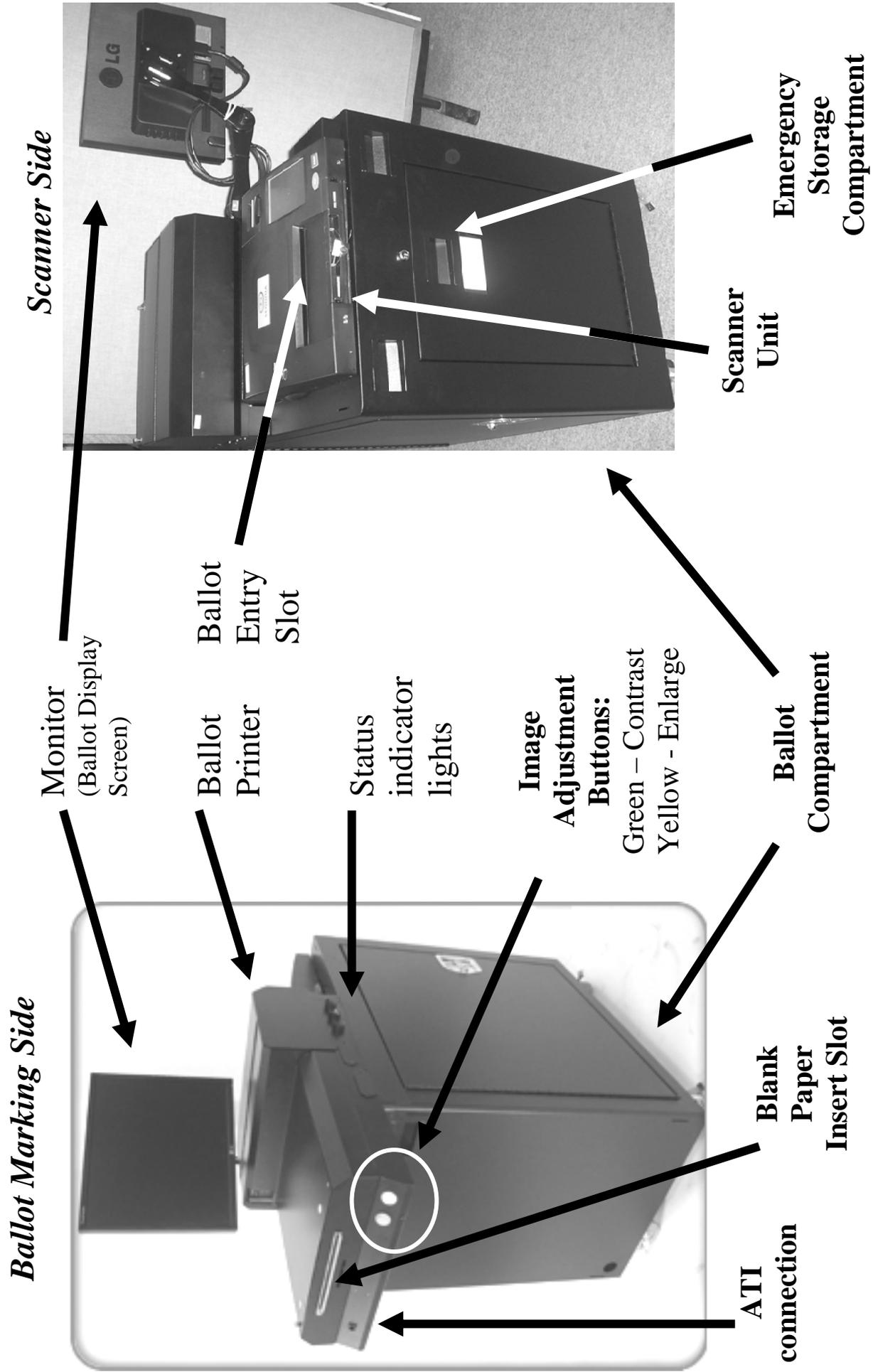


Image Cast Voting Machine (IC-1) Seal and Machine Number Locations

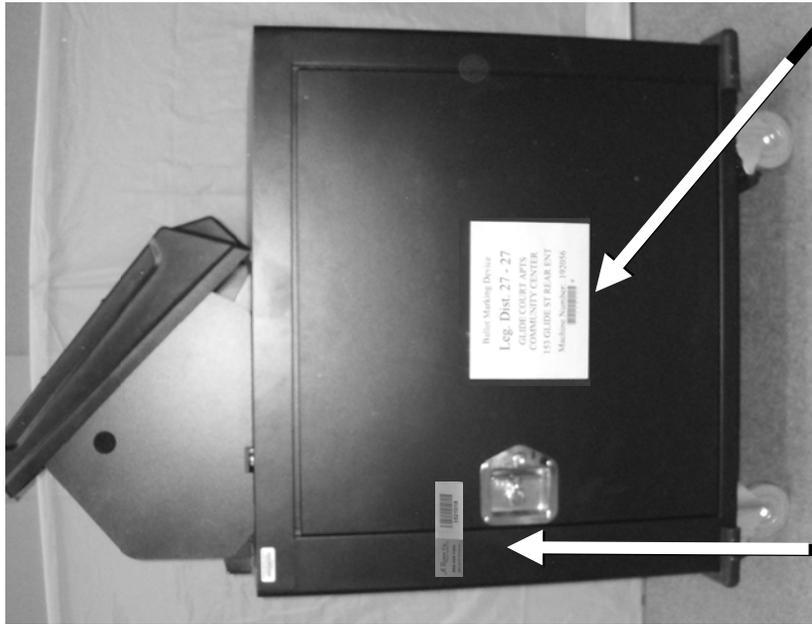


Sticker Seal



Plastic Seal

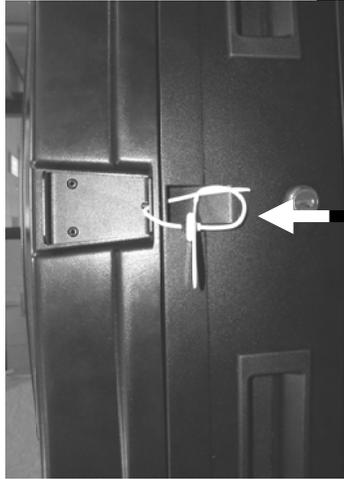
Ballot Box Door View



Seal No. 1 Ballot Box Door Seal

Machine Number

Scanner Side View



Plastic Hood Seal



Memory Compartment Plastic Seal

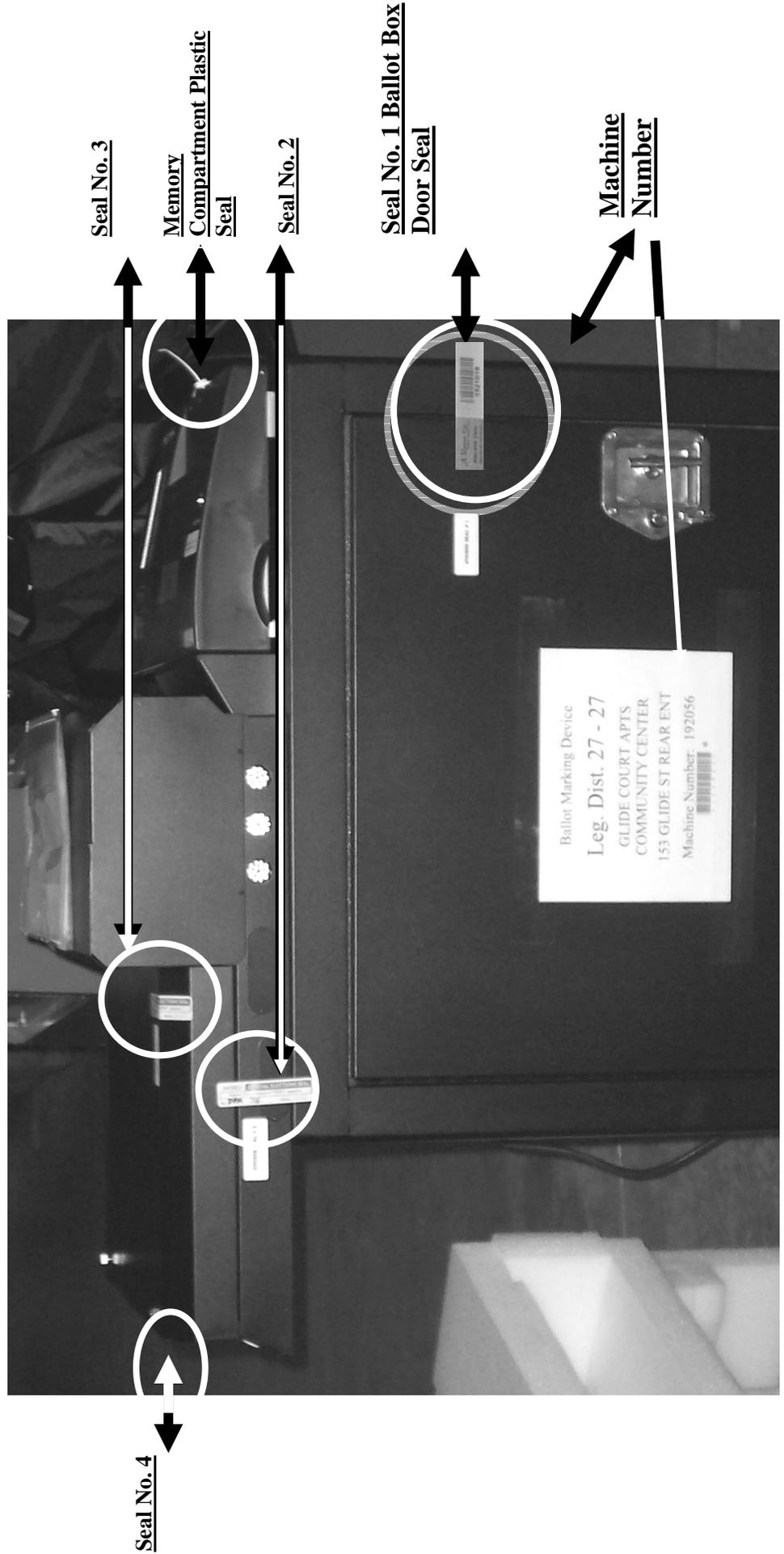
Image Cast Voting Machine (IC-2) Seal and Machine Number Locations



Sticker Seal



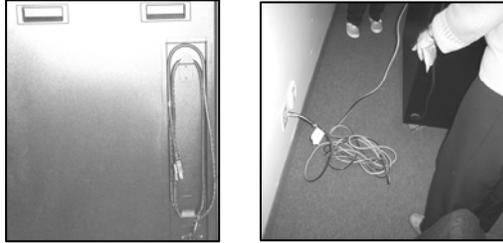
Plastic Seal



Opening the Image Cast Voting Machine

Essential Steps to set-up the IC-1

1. Plug the cord into an outlet



2. Cut the plastic hood seal



3. Set up the hood

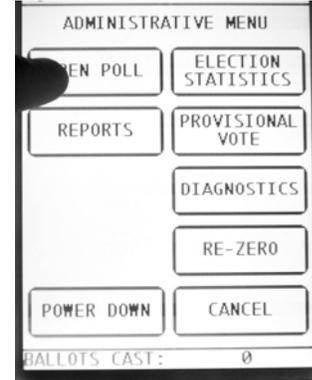


4. Wait about 10 seconds for the beeping sound

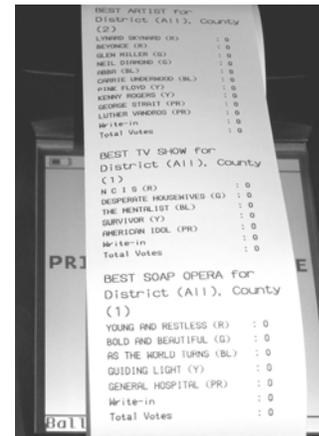
5. Touch the Administrative Key to the Security Key Pad



6. Press "Open Poll" on the Administrative Menu



7. Print out one ZERO opening tape



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



Opening the Image Cast Voting Machine

Opening Seals

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

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



- b. Plastic Hood Seal



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

- a. The plastic memory card compartment seal



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

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



- b. Sticker Seal #4 (ATI connection)

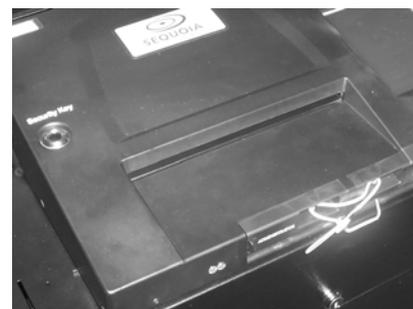


DO NOT Remove the following seals on the IC-2:

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



- c. The plastic memory card compartment seal



Supply Bag Opening List (by Bag)

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

Ballot Bag (Green) (in machines)

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



District SPECIFIC (in machines)

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

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



Welcome to District Sign

Site Generic (in one machine)

Arrow Signs

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



Site SPECIFIC (brought by a Site Chair)

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

Machine SPECIFIC (per machine)

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



BMD Equipment Bag (in IC-2 BMD)

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

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

Plastic Seal

Sticker Seal

Small Bag 1 (in district specific bag)

I Voted Today Stickers
Paper Clips
Pencils
Pens
Tape

Small Bag 2 (in district specific bag)

Ballot Markers

Badges and Bookseals Envelope (in Site Specific Bag)

Book Seals
Inspector Badges

Notes

(see machine diagrams)

BEFORE POLLS OPEN (CERTIFICATE #1)

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

WE DO HEREBY CERTIFY

That on this day, before polls were opened to the public for voting.

1. Voting machine keys were delivered to us in a secure envelope or pouch.
2. Confirmed voting machine serial number matches the serial number provided on the key envelope/pouch, and the chain of custody log. YES ___ NO (If no, contact the Board of Elections immediately)
3. PROVIDE MACHINE NUMBER HERE: _____
4. The keys were removed in the presence of at least one Democratic and one Republican Inspector
4. IC-1 hood seal number was: _____ (NOTE: hood seal is only found on the IC-1 unit)
5. The Ballots were delivered to us in the sealed ballot box. Opening Seal number was: _____ (Remove Seal #1 from the ballot box door and place the seal HERE)

The machine serial number is located on the side of the machine beneath the lock

The hood seal number is located on the plastic seal

6. Green ballot bags were delivered to the appropriate Election District table.
7. We have inventoried all necessary certificates and accountability forms to be completed by us throughout election day, in accordance with the instructions provided to us by our County Board of Elections.

The Sample Ballot is in the District Specific Bag

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

The Protective Counter Number is located toward the bottom of the opening tape

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

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

PROTECTIVE COUNTER NUMBER was: _____

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

The Programming Card Door is located on the front of the scanner

12. That Sticker Seal #2 on the Electrical Cover was _____

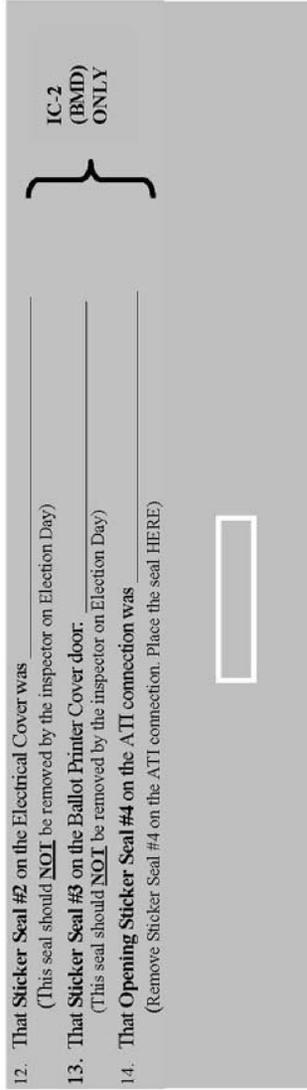
(This seal should NOT be removed by the inspector on Election Day)

13. That Sticker Seal #3 on the Ballot Printer Cover door: _____

(This seal should NOT be removed by the inspector on Election Day)

14. That Opening Sticker Seal #4 on the ATI connection was _____

(Remove Sticker Seal #4 on the ATI connection. Place the seal HERE)



See the IC-2 (BMD) Diagram provided in this manual

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

Signature of Inspectors:

(Dem) _____
 (Rep) _____

Two inspectors, one from each party, must sign

Ballot Reconciliation Form (Election District)

front side

Ballot Reconciliation Form (ED) Inspectors must:

1. Open Ballot Packets in sequential ballot order.
2. Open only one packet of ballots at a time noting time and starting number on back, as you open them.
3. Return all unused ballot packets at the end of the day

District: Henrietta-10
DOME CENTER FAIR AND EXPO CENTER
 2695 EAST HENRIETTA RD

DEMOCRATIC

Before the Polls Opened

Election District: 52010 Start of Day	Number of Ballots	Initial to Indicate Affirmation	
		Dem Inspector	Rep Inspector
Preprinted Ballots	600		
Blank Ballots	50		
Affidavit Ballots	50		
Total Ballots to Start	700		

After the Polls Closed

End of Day	Number of Ballots	Initial to Indicate Affirmation	
		Dem Inspector	Rep Inspector
Unused Preprinted Ballots			
Unused Blank Ballots			
Affidavit Ballots			
Spoiled Ballots			
Emergency Ballots			
Abandoned Ballots			
Scanned - Ballots ID(s): 54			
Machine 6			
Machine 7			
Machine 8			
Machine 9			
Total Ballots - End of Day			

Signature of Inspectors

Inspectors must sign here at Closing

Date: _____

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

- Count and record the total number of ballots received (see example above).

back side

Ballot Reconciliation Form (ED)

Time	Packet	Ballot Number	Complete Packet Used
6:00am	Packet #1		
	Packet #2		
	Packet #3		
	Packet #4		
	Packet #5		
	Packet #6		
	Packet #7		
	Packet #8		
	Packet #9		
	Packet #10		
	Packet #11		
	Packet #12		
	Packet #13		
	Packet #14		

To accurately fill

the backside of

this sheet, see

directions below

During the day, as a new packet of ballots is needed, enter:

1. The time the ballot pack is opened
2. The Ballot Number range in each packet (for instance 51-100)
3. A check-mark if a packet is used.

Signs

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

	<p><u>Purpose</u></p> <p><u>Procedure</u></p> <p><u>Notes</u></p>	<p>The Distance Marker is used to warn people not to electioneer within 100' of the entrance of the polling site.</p> <ul style="list-style-type: none"> ◆ 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. <p>A distance marker should be placed 100' from EACH entrance of the polling site.</p>
	<p><u>Purpose</u></p> <p><u>Procedure</u></p> <p><u>Notes</u></p>	<p>To show the entrances voters use to enter the polling site. There are two VOTE HERE signs.</p> <ul style="list-style-type: none"> ◆ The black-and-white sign should be posted on the door or doors voters use to enter the polling site. ◆ The blue and white sign with a wheelchair must be placed on the handicapped accessible door. <p>Entrances should not be locked; the handicap entrance must remain unlocked during voting hours.</p>
	<p><u>Purpose</u></p> <p><u>Procedure</u></p>	<p>The arrow signs are used to direct voters to a room or location inside a polling site.</p> <p>Post on inside walls in visible locations.</p>
	<p><u>Purpose</u></p> <p><u>Procedure</u></p> <p><u>Notes</u></p>	<p>The Welcome to District Sign helps the voter clearly identify the table they should report to.</p> <p>The Welcome to District Sign must be posted on the wall near the inspector table.</p> <p>Make sure this sign is visible to the voters.</p>
	<p><u>Purpose</u></p> <p><u>Procedure</u></p> <p><u>Notes</u></p>	<p>The district map is used to determine what polling site a voter votes at.</p> <p>The district map should be hung on the wall in a visible location near the check-in tables.</p> <p>A <i>polling site listing</i> 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.</p>
	<p><u>Purpose</u></p> <p><u>Procedure</u></p> <p><u>Notes</u></p>	<p>The sample ballot is used by voters to determine what candidates are on the ballot.</p> <ul style="list-style-type: none"> ◆ The sample ballot should be posted on the wall near the district table. ◆ Make sure the sample ballot is the same as the pre-printed ballot <p>Voters can use the sample ballot to confirm the candidates on the ballot.</p>

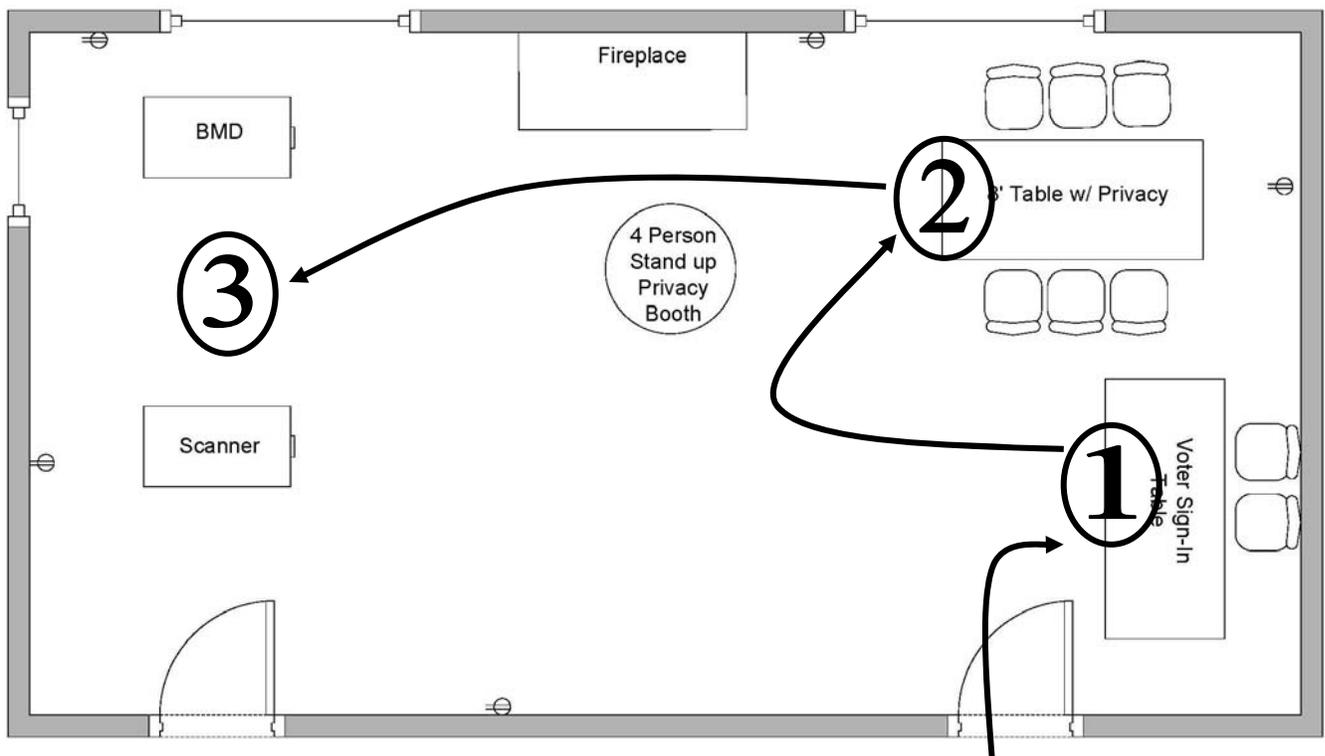
Setting up/Maintaining the Polling Site

- 1) Inspectors **must** set up the polling site according to the polling site diagram provided by the Board of Elections.
- 2) Ensure that any voting instructions are displayed.
- 3) At least two inspectors should be assigned to monitor the Privacy Booths or stanchions and the Image Cast Voting Machines at all times.
- 4) Inspectors may inform voters about the voting instructions inside the privacy booths.
- 5) Inspectors should ensure there are marking pens in each privacy booth.



Marking Pen

SAMPLE Diagram of Voter Process for the Image Cast Voting Machine



- ① Voter Checks in at their district table and receives a pre-printed ballot.
- ② Voter proceeds to Privacy Booth to mark their ballot.
- ③ Voter goes to electronic machine and deposits the ballot into the scanner.



Monroe County Board of Elections

Site Chair Essentials

Site Chair Duties

NOTES

SITE CHAIR DUTIES

Appointment

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

Purpose

To oversee the inspectors in an election district during the day.

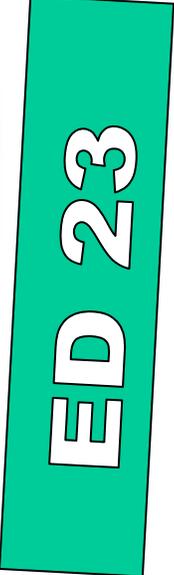
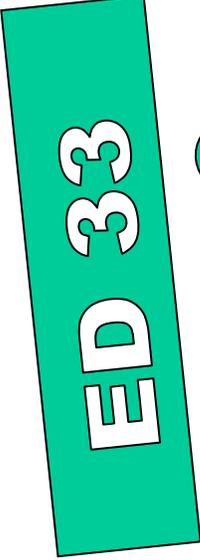
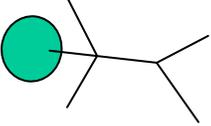
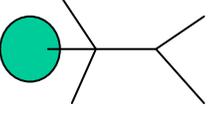
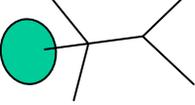
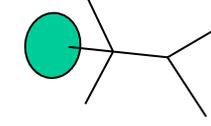
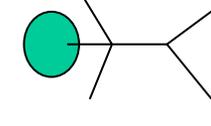
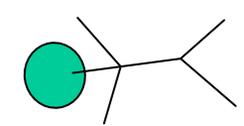
Qualifications

A Site Chair must be a qualified election inspector.

Responsibilities

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

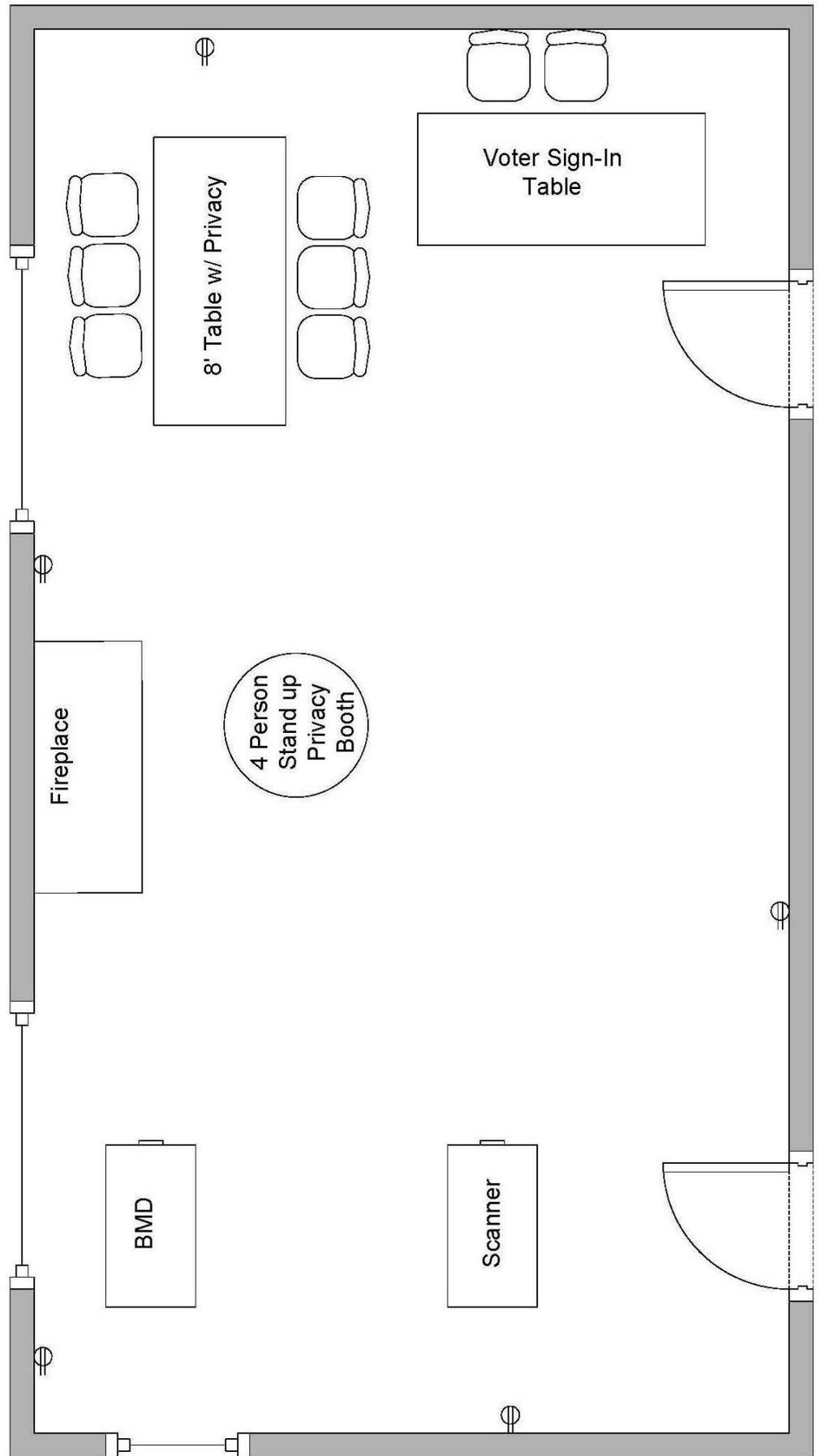
Assign Inspectors to district tables at Opening

 	 	 
		
 Dem	 Dem	 Rep
 Rep	 Rep	 Dem

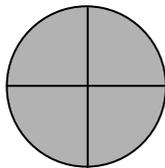
Make sure that one Democratic and one Republican Inspector at each district table at all times.

Polling Site Diagram

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



Rotate Tasks & Rotate Through the Districts

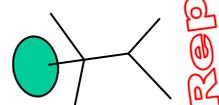
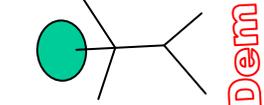
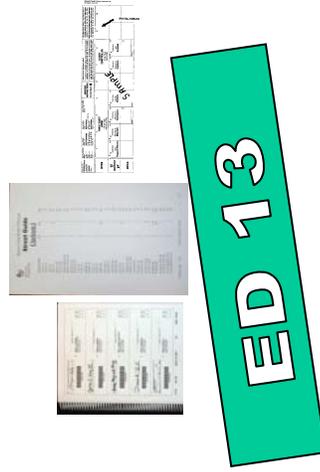
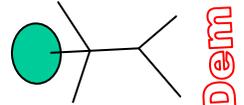
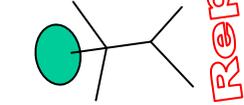
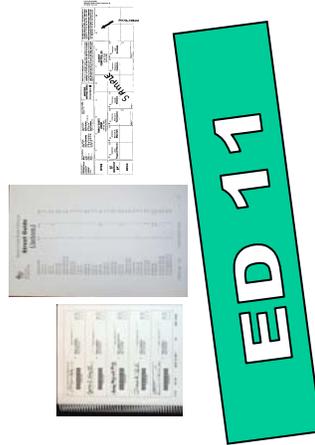
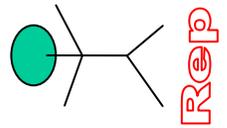
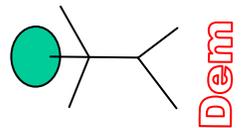
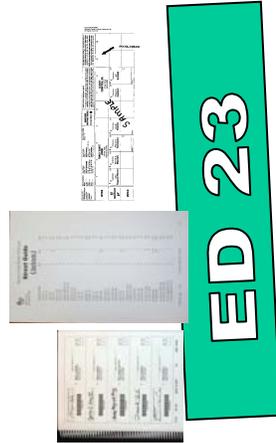
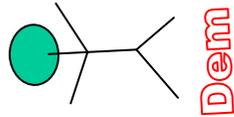
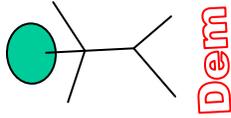
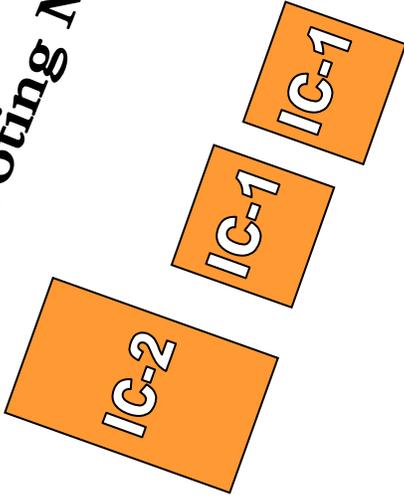


4 Person
Station



Privacy Area

Voting Machines



District Tables

Election Etiquette

Election Inspectors are representatives of the Board of Elections. As such they 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

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

Conduct

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



Monroe County Board of Elections

Site Chair Essentials

The Voting Process

NOTES

THE VOTING PROCESS

Receiving the Ballot

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

Monroe County Board of Elections 2009 General Election November 3, 2009			
Street Guide			
Chili-26			
STREET NAME	E/O	Start	End
BRENTWOOD DR	E	2	28 46-026
BRENTWOOD DR	O	1	25 46-026
BRIAN DR	E	2	76 46-026
EMERALD PT	E	2	66 46-026
EMERALD PT	O	5	109 46-026
EVERGREEN DR	E	2	72 46-026
EVERGREEN DR	O	1	71 46-026
HUNT PT	E	2	26 46-026
HUNT PT	O	1	25 46-026
SAND PEBBLE DR	E	2	18 46-026
SAND PEBBLE DR	O	1	19 46-026
STILLMEADOW DR	E	2	16 46-026
STILLMEADOW DR	O	1	15 46-026
WATCH HILL DR	E	2	14 46-026
WATCH HILL DR	O	1	33 46-026
WEST CANON DR	E	2	56 46-026
WEST CANON DR	O	1	57 46-026
WEST FOREST DR	E	48	249 46-026
WEST FOREST DR	O	1	251 46-026
WEST SIDE DR	O	2065	2143 46-026
WHITE FAWN RUN	O	15	25 46-026
WOODSIDE DR	E	2	62 46-026
WOODSIDE DR	O	1	61 46-026

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

Sample of a poll book page showing voter information for several individuals, including names, addresses, and public counter numbers.

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

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

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



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

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

Insp. Pub.	
Init. Cntr.	
pde	60

Insp. Pub.	
Init. Cntr.	
pde	01 BMD

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

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



Marking the Ballot

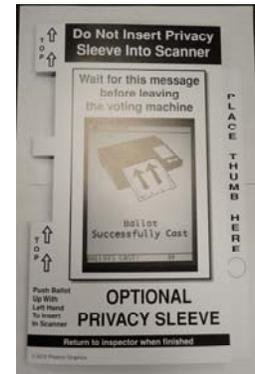
- 1) Voters will mark their ballots at a privacy area or stanchion.
- 3) Voters with sight impairment may use the magnifier to see the ballot more clearly.



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

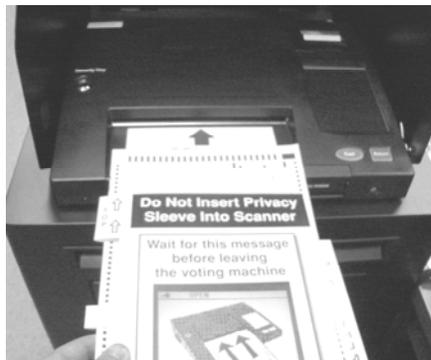


- 4) Voters may keep their ballot in the privacy folder when they complete marking their ballot.

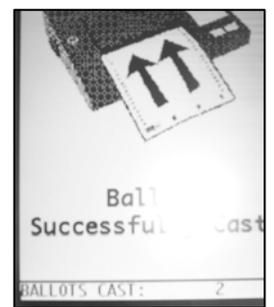
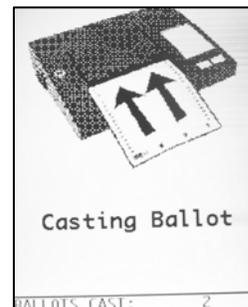


Depositing the marked ballot into the Scanner (IC-1 or IC-2)

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



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



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

Primary Elections Notes

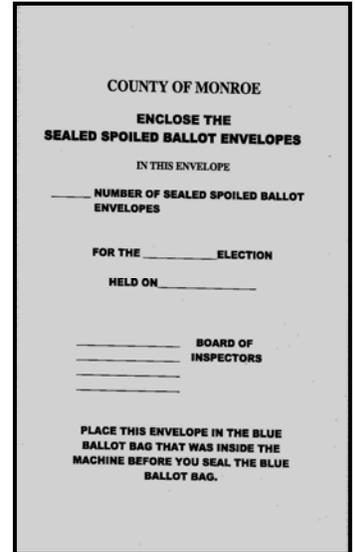
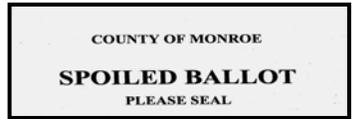
1. When checking the voter in, ask the voter what party they are registered in. **Go to the Party Poll Book corresponding to the voter's party.** Each Party Poll Book is colored coded.
2. If the voter does not require assistance, carefully rip-off the pre-printed party ballot **corresponding to the voter's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

Ballot Problems

Spoiled Ballot

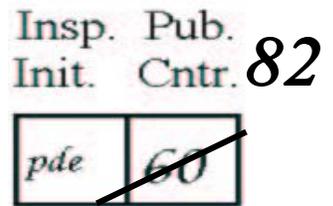
Procedure

1. Always ask the voter to read the message on the operator panel.
2. The inspector must not examine a voter's ballot.
3. Inspectors must confirm that the voter wishes to spoil their ballot.
4. The inspectors must direct the voter to place a large "X" across the ballot and write "spoiled".
5. The inspectors must present the voter with the small Spoiled Ballot Envelope and instruct the voter to fold and place the spoiled ballot inside the envelope.
6. The inspectors must place the small Spoiled Ballot Envelopes inside the larger Spoiled Ballot Return Envelope.
7. The inspector must note the appropriate number on the outside of the Spoiled Ballot Return Envelope to indicate how many ballots are in the envelope.
8. The inspector must direct the voter to return to the back of the line at the voter's appropriate district table (see "Checking in the Voter")



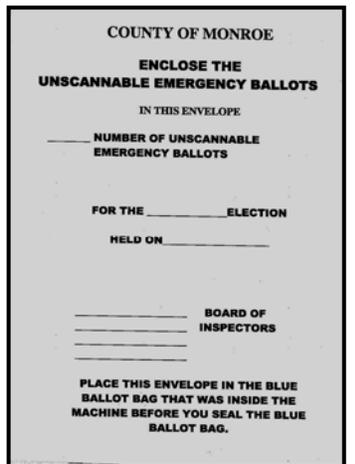
Notes

1. The inspector must adjust the poll book public counter number entry for each ballot issued to a voter. The voter must spoil their ballot, not the inspector.
2. Inspectors should never examine a voter's ballot.
3. The voter is allowed to spoil a ballot **three** times.
4. If the voter can not or will not spoil their ballot, it becomes an Unscannable Emergency Ballot.



Causes of a Spoiled Ballot

1. **Overvote:** Voter has voted for a greater number of candidates than permitted for a certain race.
2. **Ambiguous Marks:** The ballot is not marked well, or the ballot is damaged or torn.



Ballot Problems

Blank Ballot

<p>Procedure</p>	<p>The voter is offered the option to:</p> <ol style="list-style-type: none">1. Have the ballot returned to them for correction, or2. To have the SCANNER accept the ballot 'as-is'.	
<p>Notes</p>	<ol style="list-style-type: none">1. After the ballot is cast, the voter cannot receive a new ballot.2. If the voter wants the ballot returned, press the red Return button.	

Misread/Ambiguous Marks

<p>Procedure</p>	<p>The machine will automatically return the ballot. Explain to the voter that the ballot was not counted by the voting machine and needs to be re-inserted.</p> <ol style="list-style-type: none">1. Re-insert the ballot into a scanner.2. If the ballot is rejected by every scanner, the voter may SPOIL the ballot or it may be placed into the Unscannable Emergency Ballot Envelope. <p>If the voter chooses to spoil the ballot and get a new one, make sure that voter understands how to properly mark the ballot.</p>
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Ballot Jams

<p>Procedure</p>	<ol style="list-style-type: none">1. Ask the voter to remain at the station until the problem is resolved.2. Do not look at the markings on the ballot at any time.3. If any part of the ballot is protruding through the entry slot, pull the ballot out and return it to the voter.4. If the ballot is not damaged, it can be re-inserted into the scanner.5. If the ballot is damaged, a new ballot may need to be marked (<i>see Spoiled Ballot</i>).6. If, after re-inserting the ballot, the voting machine still detects a paper jam, the operator screen will display a message that reads "TURN OFF MACHINE AND CLEAR JAM."7. <u>DO NOT TURN OFF THE MACHINE. CALL THE BOARD OF ELECTIONS IMMEDIATELY.</u>8. Re-insert the ballot into another scanner.9. If no scanner will accept the ballot, the voter has the option of spoiling their ballot or, with inspector assistance, place into the Unscannable Emergency Ballot envelope.
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Scanner Becomes Inoperable

Explanation

If the scanner on one voting machine becomes inoperable for any reason, then direct voters to other Scanners. If all scanners become inoperable, see Emergency Procedures

Procedure

Call the Board of Elections immediately and report any scanners that are not working.

Emergency Voting Procedure

Procedure

1. Call the Board of Elections **IMMEDIATELY** at 753-1523 or 753-1539 to receive permission from the Commissioners to unlock the Emergency Compartment at the side of the Voting Machines.
2. Unlock the Emergency Compartments using the metal ballot box door key. Bring the compartment door down to reveal the ballot entry slot.
3. While the scanners are not functioning, the check-in procedure for voters remains unchanged.
4. The voter will deposit their marked ballot into the ballot entry slot.
5. Once the voter has deposited the ballot, they may not receive another ballot.
6. Inspectors may not remove ballots from the Emergency Compartment unless authorized by the Commissioners.





Monroe County Board of Elections

Site Chair Essentials

Processing the BMD Voter



NOTES

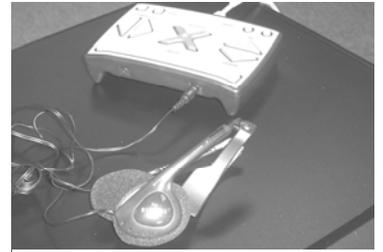
Guiding the Voter on the IC-2 (BMD & Scanner)

Purpose

To ensure the voter using the BMD understands the process of voting on the BMD

Procedure

1. Make sure the headphones are connected to the right port of the Audio Tactical Interface (ATI). Make sure the headphones are set to mid-range volume.



ATI and headphones

Introducing the Voter to the BMD

2. Offer to place the hand of any visually impaired voter on the back of the chair that is front of the display screen.

3. When seated, hand the voter the ATI and headset.

4. Explain to the voter that instructions on how to use the ATI are presented before the voting session begins.

5. Make sure the voter knows that they may get assistance by raising their hand, asking for assistance, or pressing the HELP (green) button on the ATI .

6. Ask the voter if the contrast (green button) or zoom (yellow button) will make their voting experience easier.

7. Explain that the ballot may take up to 2 minutes to print, that the printed ballot will be in a privacy sleeve.



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

Starting an Audio-Visual Ballot Voting Session

1. Insert a blank piece of paper into the slot of the BMD printer unit.

2. Affix the privacy sleeve to the printer unit's slot.

3. Contact the Yellow Administrative Key to the Security Key pad. The Administrator menu is displayed.

4. Press **Audio Session** (third button down on the left on the keypad).

5. A menu will appear: "Please Enter Ballot ID for Accessible Voting Session"

a. The Ballot ID is located on the cover of the Poll Book the voter signed in.

b. Enter the Ballot ID by pressing the numbers on



Voter using the ATI to create and mark their ballot



Administrative Key touched to security key



Blank ballot being inserted into printer

Guiding the Voter on the IC-2 (BMD & Scanner) (Continued)

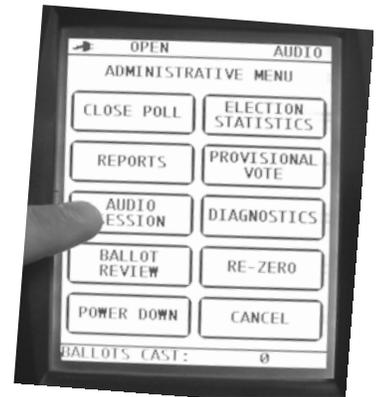
the numeric key pad corresponding to the Ballot ID number.

- c. Press “ENTER”
- d. A menu will appear: “Are you certain the Ballot ID is xxx?”
- e. Press “YES” if the Ballot ID entered is the same as that on the Poll Book.
- f. If a wrong Ballot ID is entered the Operator Panel will show “Invalid Ballot ID Entered.” The Ballot ID Entry Menu will re-appear. Re-enter the correct Ballot ID.

6. The audio session begins, and the BMD instructs the voter on how to vote an Audio ballot.

NOTES

- (A) The BMD is designed to create access so that voters with disabilities can voter independently and without assistance.
- (B) During voting, if the voter is inactive for a period of 20 seconds, a message will be provided in both audio and visual format. If the voter is confused, please suggest to them to activate the help (green) button.
- (C) While the BMD is in use, the alternating amber and green status lights will be flashing.
- (D) At anytime if the voter needs assistance they can press the green help button on the ATI. This will case alternating red, amber, and green status lights to flash.)
- (E) Either the voter or the inspectors may take the printed ballot, in the privacy sleeve, over to the scanner for the ballot to be cast.



Inspector touching the “Audio Session” button on the Administrative Menu



Ballot ID Entry Screen



Audio-Tactical Interface (ATI)

Guiding the Voter on the IC-2(BMD & Scanner) (Continued)

Depositing the Printed Ballot in the Scanner

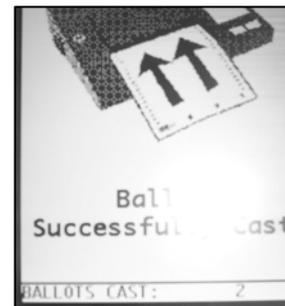
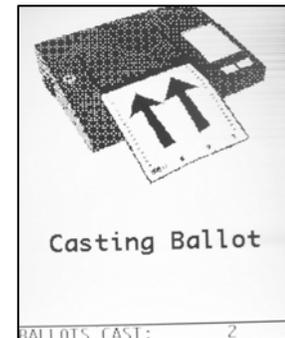
1. Insert printed ballot, inside the privacy sleeve, into the scanner.
2. The scanner will draw the ballot from the sleeve.
3. The voter has the option of reviewing their printed ballot both visually on the monitor and by voice through the headphones.
4. The voter may either decide to accept the printed ballot or reject it.
 - a. If the voter rejects the ballot, it will return in the privacy sleeve.
 - i. Confirm with the voter that they meant to reject the ballot.
 - ii. If they still wish to reject the ballot, remove the ballot from the privacy sleeve, place an “X” across it and write “Spoiled” on the ballot.
 - iii. Place the spoiled ballot in the Spoiled Ballot Envelope.
 - iv. If the voter desires, initiate a new Audio Session.
 - b. If the voter accepts the ballot, a message will appear on the Operator Panel displaying “Casting Ballot” and then “Ballot Successfully Cast.” The ballot will then be cast into the ballot box.



Ballot in the Privacy Sleeve



Depositing Ballot in the Privacy sleeve into the scanner



Notes

1. If the voter needs assistance depositing the ballot into the scanner, the Inspector can insert the voted ballot (already in the privacy sleeve) into the BMD scanner at the other end of the machine.
2. The default setting for the BMD is to automatically provide an Audio/Visual review via the headset and display when a ballot is inserted in the scanner. Thus, the voter’s independence is maintained throughout the process.

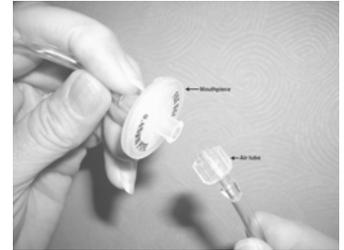
Sip & Puff Voting – IC-2 (BMD & Scanner)

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. Make sure the headphones are plugged into the right hand port on the ATI.
4. Plug the Sip and Puff Unit into the left port (under the yellow arrows) of the ATI marked “Sip Puff.”
5. Make sure a blank sheet of paper is inserted into the slot of the BMD printer unit.
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. Slip the Sip & Puff head-frame over the ears and behind the neck of the voter, and place the headphones on the voter.
12. Contact the yellow administrative key to the Security Key pad on the BMD.
16. The Administrator menu is displayed. Press Audio Session.
17. **See normal BMD Audio-Visual Process**
19. Explain to the voter that:
 - a. The SIP action equals making a selection and the PUFF action equals moving to the next candidate or screen.
 - b. The BMD gives audio and visual instructions on how to use the Sip and Puff Device.
 - c. They are welcome to ask for assistance. If the voter needs assistance, the light indicators will alternate red, amber, and green. If they are idle for 20 seconds, a message will be provided in audio and visual format.
 - d. The ballot may take up to 2 minutes to print.
 - e. They may request that the contrast (green button) or zoom (yellow button) be adjusted to make their voting experience easier.
 - f. Either the voter or the inspectors may take the printed ballot, in the privacy sleeve, over to the scanner for the ballot to be cast.

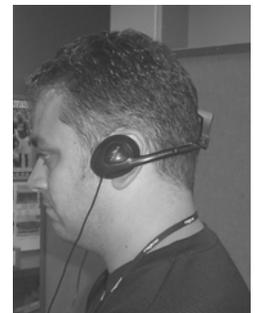
Depositing the Printed Ballot - See normal BMD Audio-Visual Process.



Sip and Puff Device



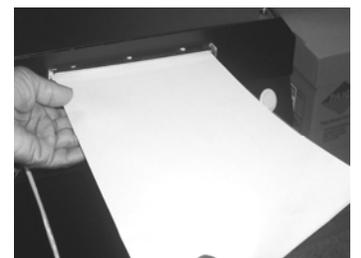
Sanitary Mouthpiece



Voter with Headphones on



Buttons: green button is contrast; yellow button is Zoom



Insert blank sheet of paper

Paddle Button Voting – IC-2 (BMD & Scanner)

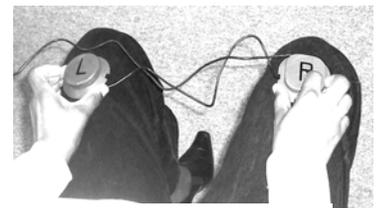
1. Ensure the ATI is set up and connected to the BMD.
2. Make sure the status light is flashing green, signaling the unit is ready for use by the voter.
3. Make sure the headphones are plugged into the right hand port on the ATI.
4. Plug the paddles into the left port (under the yellow arrows) of the ATI marked “Sip Puff.”
5. Make sure a blank sheet of paper is inserted into the slot of the BMD printer unit.
6. Direct the voter to a chair in front of the display screen.
7. Position the paddles for the voter. The paddles 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.
8. Contact the yellow administrative key to the Security Key pad on the BMD.
9. The Administrator menu is displayed. Press Audio Session.
10. **See normal BMD Audio-Visual Process**
11. Explain to the voter that:
 - a. The BMD gives audio and visual instructions on how to use the paddle devices.
 - b. They are welcome to ask for assistance. If the voter needs assistance, the light indicators will alternate red, amber, and green. If they are idle for 20 seconds, a message will be provided in audio and visual format.
 - c. The ballot may take up to 2 minutes to print.
 - d. They may request that the contrast (green button) or zoom (yellow button) be adjusted to make their voting experience easier.
 - 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.
12. Either the voter or the inspectors may take the printed ballot, in the privacy sleeve, over to the scanner for the ballot to be cast.
13. **Depositing the Printed Ballot** - See normal BMD Audio-Visual Process.



Paddles: Left red, right blue



Connecting Paddles into the ATI



Voter with



Contrast and Zoom Buttons

Status Light Conditions (IC-2 BMD)

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

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

BMD Issues

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

Returning a Blank Paper Sheet

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

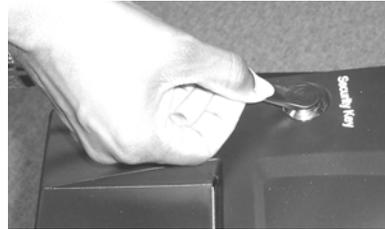


Pressing the red return blank paper button

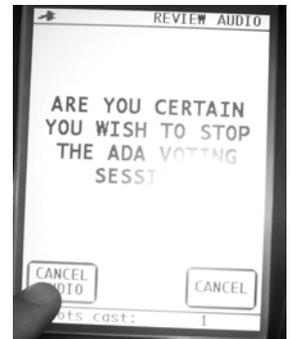
Cancelling the Voting Session

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

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



Operator touching the administrative key to the security key pad



Cancelling an audio session from the administrative menu

Printer is not working

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

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



Printer unit buttons

Top green button

Red indicators.

Monitor Problems

Check Power Cord



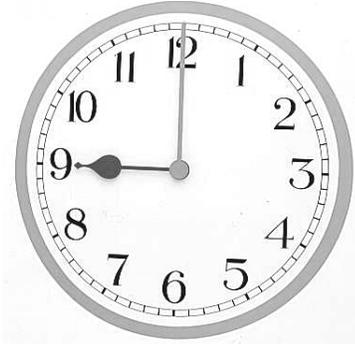
Check on/off Button





Monroe County Board of Elections

Site Chair Essentials



Closing

Polls close at exactly 9:00 p.m.

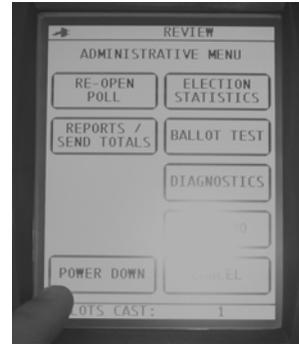
- *Voters in the polling site or in line must be permitted to vote*

NOTES

Closing the Image Cast Voting Machine

Essential Steps to Close the IC-1

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



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



8. Wait until the Operator Panel is dark before removing any memory card
9. Unplug the cord from the outlet.
10. Remove the “Poll Worker” memory card.

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



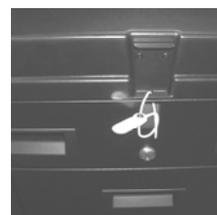
11. Place the Poll Worker Memory Card in the Red Security Pack.



5. Place one copy of the tape in the **RED SECURITY PACK.**



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



Closing the Image Cast Voting Machine

Essential Steps to Close the IC-2

1. Touch the Administrative Key to the Security Key Pad



2. Press “Close Poll” on the Administrative Menu



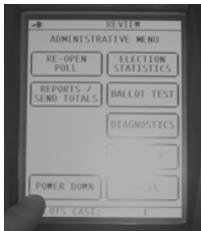
3. Print out two closing tapes; tear off closing tapes



4. Place one closing tape in the **RED SECURITY PACK** and post one closing tape on the wall



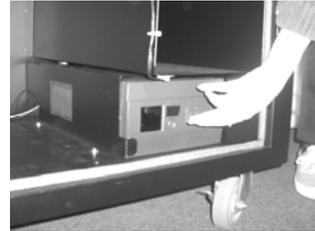
5. Press “Power Down” on the Administrative Menu



6. Wait until Administrative Menu is blank and the machine appears to be off

7. Open the Ballot Box Door

8. Press “OFF” Power button



9. Unplug the cord from the outlet



10. Remove the Poll Worker Memory Card from the memory card compartment



11. Place the Poll Worker Memory Card into the Security Pack and send with a Site Chair



12. Unplug the ATI



13. Replace Styrofoam covers

14. Place IC-2 Privacy Devices in ballot box



15. Close the Ballot Box Door

16. Securely rest the monitor on the Styrofoam cover

Closing the Image Cast Voting Machine

Closing Seals

REMOVE the following seals on the IC-1:

- a. The plastic memory card compartment seal



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

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



- b. Plastic Hood Seal



REMOVE the following seals on the IC-2:

- a. The plastic memory card compartment seal



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

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



- b. Sticker Seal #4 (ATI connection)



- c. The plastic memory card compartment seal



Notes (see machine diagrams)

AFTER POLLS CLOSED (CERTIFICATE #2)

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

WE DO HEREBY CERTIFY

That on this day, at the close of polls, we,

1. Confirmed MACHINE NUMBER: _____
The machine number is located on the side of the machine beneath the lock
2. PROTECTIVE COUNTER NUMBER on the closing tape was: _____
The Protective Counter Number is located toward the bottom of the opening tape
3. SCANNER NUMBER on the closing tape was: _____
The Scanner Number is the total scanned ballots shown on the Operator Panel
4. Reviewed the CLOSE POLL RESULTS TAPE produced by this voting machine, signed by four inspectors, two Democrats and two Republicans.
5. Have placed one copy of the CLOSE POLL RESULTS TAPE in the red security bag, posted a second copy that may be reviewed by the public, and have attached the second copy to this form.

6. Removed one memory card from the voting machine and sealed it in the red security pack. **Red Security Pack Seal Number:** _____
Note the seal Number from the seal that secures the Red Security Pack
7. Ensured the Red Security Pack was sent to the Board of Elections.

8. Re-packed election supplies according to the instructions by the Board of Elections.
9. Secured the voting system against further voting.
Provide Closing Sticker Seal #1 on the Ballot Box Door here: _____
10. Returned voting machine keys to our secure envelope or pouch: YES ___ NO ___
Note the seal number from the plastic seal number that is CUT. Store cut seal in the Machine Bag.
11. That the Plastic Seal Number on programming card door that was removed was _____
See the IC-2 (BMD) Diagram provided in this manual

12. That Sticker Seal #2 on the Electrical Cover was _____	IC-2 (BMD) ONLY
13. That Sticker Seal #3 on the Ballot Printer Cover door was _____	
14. That Closing Sticker Seal #4 on the ATI connection was _____	
15. That the Plastic Seal Number replaced on programming card door that was _____	

16. That the blue ballot box closing seal number was _____
Note number from the plastic seal that secures the blue ballot box
17. IC-1 closing hood seal number was: _____ (NOTE: hood seal is found on the IC-1 unit)
Note number from the plastic seal that secures the hood on the IC-1
18. We have conducted this election in accordance with the instructions provided by the Monroe County Board of Elections and have completed all certificates and accountability forms.

Signature of Inspectors: _____
(Dem) _____
(Rep) _____
Two inspectors, one from each party, must sign



Monroe County Board of Elections

Site Chair Essentials

Re-Packing & Ballot Reconciliation

NOTES

Supply Repacking List (by Bag)

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

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

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

Red Security Pack (Town Hall/BOE)

Certificate of Service
Closing Tape - 1
Memory Card, Poll Worker
Opening Tape
Pay Vouchers
Keys to Facility (if given)

Blue Ballot Security Bag (Town Hall/BOE)

Abandoned Ballot Return Envelope
Affidavit Ballot Return Envelope
(completed Affidavit Ballots in Affidavit Ballot Envelopes)
Ballots, Voted
Closing Tape - 2
Machine Key Envelope
Machine Keys
Memory Card, Administrator
Plastic Seal, Cut
Write-In Return Ballot Envelope
After the Polls Closed Sheet (Certificate #2)
Before the Polls Open Sheet (Certificate #1)
Unscannable Emergency Ballot Return Envelopes

Green Ballot Storage Bag (any machine)

Ballot Packs, Unused
Ballot Reconciliation Sheet
Blank Ballot Packs
Ballot Tabs
Challenge Report
Court Order Envelope
Notes to Commissioners
Poll Book
Spoiled Ballot Envelopes
Spoiled Ballot Return Envelope
Voter Registration Forms, Completed

BMD Equipment Bag (in IC-2, BMD)

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

Machine Bag (place in any machine)

Arrow Signs
Badges and Book Seals Envelope
Ballot Markers
Braille Bill of Rights
Call-In District Sheet
Distance Marker
District Map
Election Inspectors Needed sheet
Election Supplies district label sheet
I Voted Today Stickers
Magnifier
Notice to Voters
Oath for Person(s) Assisting Voter
Paper Clips
Pencils
Pens
Polling Site Diagram
Polling Site Survey
Privacy Folder
Proposition Booklet
Repacking Sheet Instructions
Sample Ballot
Scissors
Seal Envelope
Signature Cover
Site Street Directory
Small Bag 1
Small Bag 2
Spanish Interpreter Envelope
Street Guide
Suggested Valid ID sheet
Tape
Vote Here Sign
Vote Here Sign – Voters with Disabilities
Voter Registration Forms, blank
Voters Bill of Rights
Voters Bill of Rights in Spanish
Voting Instructions
Welcome to District Sign

Supply Repacking List

REPACKING Blue Ballot Bag (by machine) BMD Equipment Bag Green Ballot Bag Machine Bag (any machine) Red Security Pack

***How to use this list:** The supplies are listed in alphabetical order. Find the supply and then follow to the right until you find the bag the supply is re-packed in.*

Abandoned Ballot Return Envelope	Blue Ballot Bag	X				
Affidavit Ballot Return Envelope (completed Affidavit Ballots in Affidavit Ballot Envelopes)	Blue Ballot Bag	X				
After the Polls Closed Sheet (Certificate #2)	Blue Ballot Bag	X				
Arrow Signs	Machine Bag				X	
ATI with Cord	BMD Equipment Bag		X			
Badges and Book Seals Envelope	Machine Bag				X	
Ballot Markers	Machine Bag				X	
Ballot Packs, Unused	Green Ballot Bag			X		
Ballot Reconciliation Sheet	Green Ballot Bag			X		
Ballot Tabs	Machine Bag			X		
Ballots, Voted	Blue Ballot Bag	X				
Before the Polls Open Sheet (Certificate #1)	Blue Ballot Bag	X				
Blank Ballot Packs	Green Ballot Bag			X		
Braille Bill of Rights	Machine Bag				X	
Call-In District Sheet	Machine Bag				X	
Certificate of Service	Red Security Pack					X
Challenge Report	Green Ballot Bag			X		
Closing Tape - 1	Red Security Pack					X
Closing Tape - 2	Machine Bag	X				
Court Order Envelope	Green Ballot Bag			X		
Distance Marker	Machine Bag				X	
District Map	Machine Bag				X	
Election Inspectors Needed sheet	Machine Bag				X	
Election Supplies district label sheet	Machine Bag				X	
Headphone Covers	BMD Equipment Bag		X			
Headphones	BMD Equipment Bag		X			
I Voted Today Stickers	Machine Bag				X	
Machine Key Envelope	Blue Ballot Bag	X				
Machine Keys	Blue Ballot Bag	X				
Magnifier	Machine Bag				X	
Memory Card, Administrator	Blue Ballot Bag	X				
Memory Card, Poll Worker	Red Security Pack					X
Notes to Commissioners	Green Ballot Bag			X		
Notice to Voters	Machine Bag				X	
Oath for Person(s) Assisting Voter	Machine Bag				X	
Opening Tape	Red Security Pack					X
Paddles (Left and Right)	BMD Equipment Bag		X			
Paper Clips	Machine Bag				X	
Pay Vouchers	Red Security Pack					X
Pencils	Machine Bag				X	

Supply Repacking List

REPACKING Blue Ballot Bag (by machine) BMD Equipment Bag Green Ballot Bag Machine Bag (any machine) Red Security Pack

***How to use this list:** The supplies are listed in alphabetical order. Find the supply and then follow to the right until you find the bag the supply is re-packed in.*

Pens	Machine Bag				X	
Plastic Seal, Cut	Machine Bag	X				
Poll Book	Green Ballot Bag			X		
Polling Site Diagram	Machine Bag				X	
Polling Site Survey	Machine Bag				X	
Privacy Folder	Machine Bag				X	
Proposition Booklet	Machine Bag				X	
Repacking Sheet Instructions	Machine Bag				X	
Rubber Gloves	BMD Equipment Bag		X			
Sample Ballot	Machine Bag				X	
Scissors	Machine Bag				X	
Seal Envelope	Machine Bag				X	
Signature Cover	Machine Bag				X	
Sip and Puff Device	BMD Equipment Bag		X			
Site Street Directory	Machine Bag				X	
Small Bag 1	Machine Bag				X	
Small Bag 2	Machine Bag				X	
Spanish Interpreter Envelope	Machine Bag				X	
Spoiled Ballot Envelopes	Green Ballot Bag			X		
Spoiled Ballot Return Envelope	Green Ballot Bag			X		
Straws	BMD Equipment Bag		X			
Street Guide	Machine Bag				X	
Suggested Valid ID sheet	Machine Bag				X	
Tape	Machine Bag				X	
Unscannable Emergency Ballot Return Envelopes	Green Ballot Bag	X				
Vote Here Sign	Machine Bag				X	
Vote Here Sign – Voters with Disabilities	Machine Bag				X	
Voter Registration Forms, blank	Machine Bag				X	
Voter Registration Forms, Completed	Green Ballot Bag			X		
Voters Bill of Rights	Machine Bag				X	
Voters Bill of Rights in Spanish	Machine Bag				X	
Voting Instructions	Machine Bag				X	
Welcome to District Sign	Machine Bag				X	
Write-In Return Ballot Envelope	Blue Ballot Bag	X				

Supply Packing - Red Security Pack



1. Place POLL WORKER Memory Card in Red Security Pack.
2. Seal Red Security Pack.
3. Record Seal on each machines' After the Polls Closed section.
4. Return to Town Clerk in the Towns and directly to the Board of Elections in the City.

Supply Packing - Blue Ballot Security Bag



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

Ballot Reconciliation Form (Election District)

Ballot Reconciliation Form (ED)

District: Henrietta-10
HOME CENTER FAIR AND EXPO CENTER
 2695 EAST HENRIETTA RD

- Open Ballot Packets in sequential ballot order.
- Open only one packet of ballots at a time noting time and starting number on back, as you open them.
- Return all unused ballot packets at the end of the day

Inspectors must account for all ballots After the Polls Close

- After the Polls Close, confirm the total number of unused preprinted ballots and the total number of unused blank ballots.
- Account for the total number of Affidavit Ballots, Spoiled Ballots, Emergency Unscannable Ballots and Abandoned Ballots.
- Enter the total number of ballots for each machine. Total the Ballots and reconcile with total ballots at start.

DEMOCRATIC

Election District: 52010	Number of Ballots	Initial to Indicate Affirmation
Start of Day		Dem Inspector Rep Inspector
Preprinted Ballots	600	<i>ARR</i> <i>pde</i>
Blank Ballots	50	<i>ARR</i> <i>pde</i>
Affidavit Ballots	50	<i>ARR</i> <i>pde</i>
Total Ballots to Start	700	<i>ARR</i> <i>pde</i>

After the Polls Closed

End of Day	Number of Ballots	Initial to Indicate Affirmation
		Dem Inspector Rep Inspector
Unused Preprinted Ballots		
Unused Blank Ballots		
Affidavit Ballots		
Spoiled Ballots		
Emergency Ballots		
Abandoned Ballots		
Scanned Ballots ID(s): 10		
Machine 4		
Machine 7		
Machine 8		
Machine 9		
Total Ballots - End of Day		

Signature of Inspectors

Inspectors must sign here at Closing

Date: _____

 Monroe County
 Primary Consolidation Test Ebs
 Tuesday, June 29, 2010

Tabulator Name: 4
 Tabulator ID: |

Voting Location: St. Johns Home
 Precinct: 24-5

Total Scanned : 3
 Total Voters : 6

Ballot ID : 10
 Ballots Cast : 1

Ballot ID : 11
 Ballots Cast : 1

Ballot ID : 12
 Ballots Cast : 1

 Monroe County
 Primary Consolidation Test Ebs
 Tuesday, June 29, 2010

Tabulator Name: 7
 Tabulator ID: |

Voting Location: St. Johns Home
 Precinct: 24-5

Total Scanned : 4
 Total Voters : 4

Ballot ID : 10
 Ballots Cast : 2

Ballot ID : 11
 Ballots Cast : 1

Ballot ID : 12
 Ballots Cast : 1

 Monroe County
 Primary Consolidation Test Ebs
 Tuesday, June 29, 2010

Tabulator Name: 8
 Tabulator ID: |

Voting Location: St. Johns Home
 Precinct: 24-5

Total Scanned : 5
 Total Voters : 5

Ballot ID : 10
 Ballots Cast : 3

Ballot ID : 11
 Ballots Cast : 1

Ballot ID : 12
 Ballots Cast : 1

 Monroe County
 Primary Consolidation Test Ebs
 Tuesday, June 29, 2010

Tabulator Name: 9
 Tabulator ID: |

Voting Location: St. Johns Home
 Precinct: 24-5

Total Scanned : 6
 Total Voters : 6

Ballot ID : 10
 Ballots Cast : 4

Ballot ID : 11
 Ballots Cast : 1

Ballot ID : 12
 Ballots Cast : 1

Closing Tape Notes:
 Tabulator Name = Machine Number
 Voting Location = Polling Site Name
 Precinct = Election District



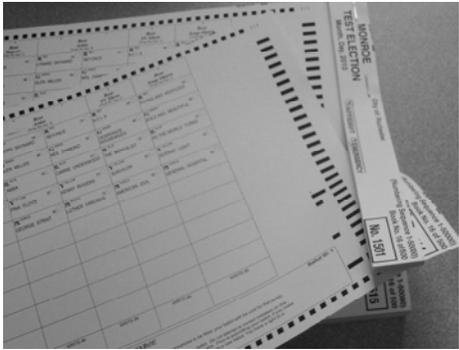
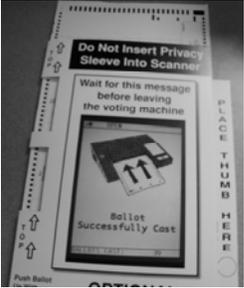
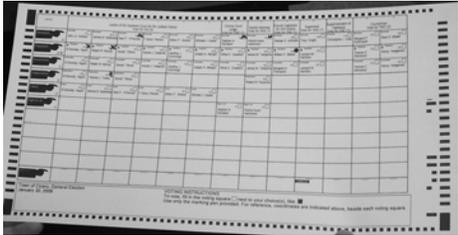
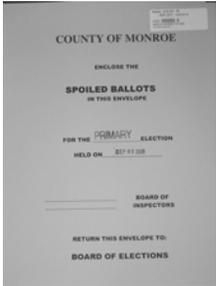
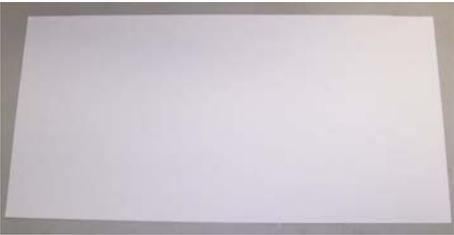
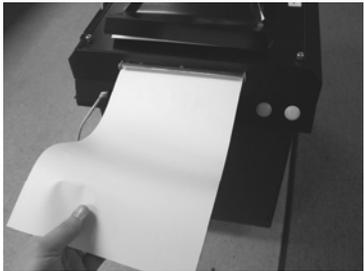
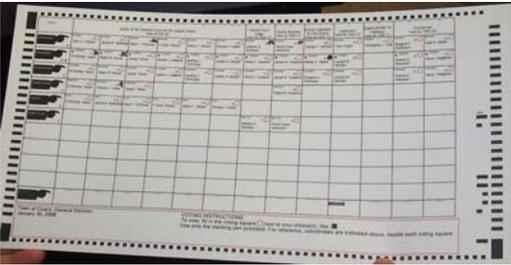
Monroe County Board of Elections

Site Chair Essentials

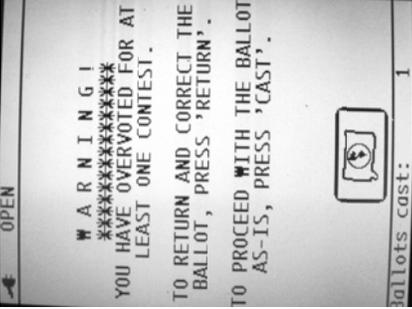
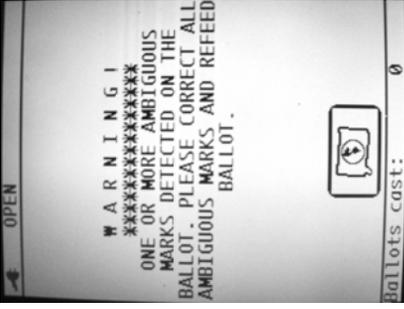
Checklists & Reference

NOTES

Types of Ballots (Summary)

	<p><u>Pre-Printed Ballot</u></p> <p>The ballot detached from the ballot packet, placed in a privacy folder, and given to the voter that does not require assistance marking their ballots</p>	
	<p><u>Cast Ballot</u></p> <p>A marked ballot deposited into the ballot box through the scanner.</p>	
	<p><u>Spoiled Ballot</u></p> <p>(NOTE: Envelope) – A printed ballot rejected by the voter.</p>	
	<p><u>Blank Paper Ballot</u></p> <p>The ballot detached from the blank paper ballot packet and placed in the BMD (printer) side of the IC-2. Given to the voter that do require assistance marking their ballots</p>	
	<p><u>Printed Ballot</u></p> <p>The ballot produced by the voter interaction with the ATI (audio-tactile interface). NOTE: comes out of the printer in privacy sleeve.</p>	

Ballot Problems Summary

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

IC-1 Simple steps to Open and Close

Opening the Image Cast 1 (Scanner only)

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

Closing the Image Cast 1 (Scanner only)

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

IC-2 Simple steps to Open and Close

Opening the Image Cast-2 (BMD & Scanner)

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

Closing the Image Cast-2 (BMD & Scanner)

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

NOTE: Steps bolded in both lists are common to both the IC-1 and IC-2