

**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 15, 2011**



PETER M. QUINN  
COMMISSIONER

DOUGLAS E. FRENCH  
DEPUTY

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COLLEEN ANDERSON  
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**For Questions or Concerns**

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# A Message from the Commissioners



*Commissioner  
Peter Quinn*

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  
Thomas Ferrarese*

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.

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.

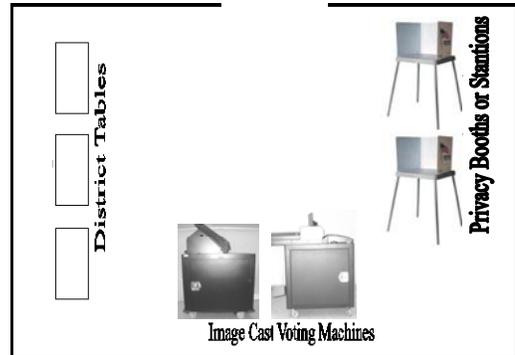
## **Table of Contents**

<b>Subject</b>	<b>Page</b>
Message from the Commissioners	1
Voting Process Overview	2
Coordinator Appointment	3
Inspector Assignment	4
Explanation of Listings	4
Coordinator Responsibilities	5
Supply Pick-Up & Delivery	5
Inspector Etiquette	5
Coordinator Listings	6
Election Day	7-9
Polling Site Etiquette	7
Interacting with Other Coordinators	7
Polling Site Checklist	8
Supply Return	9
Post Election Day	10-11
Clerk Phone Numbers	11
Assessments and Evaluations	12-13
Index & Notes	14
Checklists	15

# Reminder – Implementation of New Voting Process

## Voting Machines

Full implementation of the electronic machines occurred last year. 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 also familiar to inspectors as the “BMD” machine. The IC-1 is also called the “Scanner” machine, and is a stand-alone scanner. When voters cast their pre-printed ballots, they may use any scanner in the polling site. Inspectors **MUST** set-up **ALL** voting machines in their polling site. Coordinators **MUST** make sure that all voting machines are set-up. “IC” is an acronym for “Imagecast.”



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

When voters enter the polling site, they check in at district tables, just as they have always done. Voters are asked their address to confirm they live in the district. They are then asked to sign in the Poll Book as an inspector covers the voter’s previous signature. Then, the inspector carefully tears off a pre-printed ballot from the ballot pack and **MUST** place the ballot inside of a privacy folder. The voter then proceeds to a Privacy area (a table with table-top privacy screens or a stanchion). The voter marks their ballots in the privacy area and then proceeds 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.

## Site Chairs

Coordinators 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.

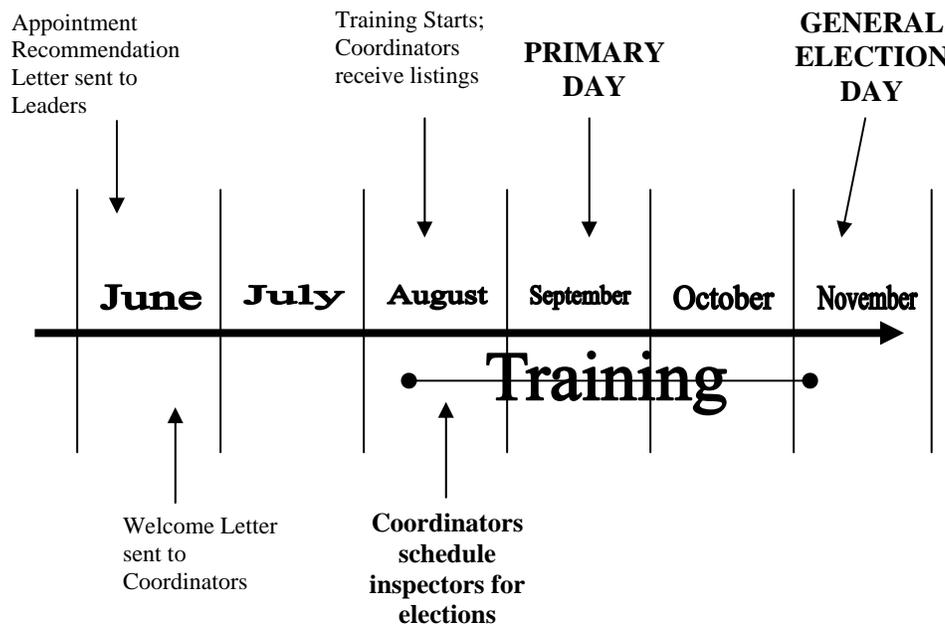
## Leader Recommendations

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. 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 an inspector listed will be working at a particular polling site, place an “X” in the box to the left of the inspector’s name. If the inspector will be working as a Site Chair, darken in the circle to the left of the inspector’s name. If less than the number of inspectors required can be assigned from the list provided, coordinators must enter the name and information of the inspectors that will be working in that particular polling site. If the inspector listed will no longer be able to work, place an “X” in the box to the far right to indicate that the inspector should be removed from the list. **REMEMBER:** When an inspector is scheduled to work, they will be made active.
- 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.

## **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 be able to 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 one hour 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. **The Board of Elections recommends each coordinator to have a cell phone contact number for election day.**
- 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

## Inspector Assignment Form - 2011 PRIMARY ELECTION September 13, 2011: Noon-9pm

CITY

Coordinator Area →

LD 22 DEMOCRAT

ALLISON MOSLEY

454-3670

**Coordinators:**  
indicate if you will pick-up your bags at the Board of Elections or wish them to be dropped off

City  P  D

- Assign Inspectors by POLLING SITE (see upper right in each polling site box to determine how many must be scheduled)
- 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
- Indicate which of the scheduled inspector will serve as SITE CHAIR by darkening in the circle BEFORE Inspector Name
- Please put an "X" through Inactive box if inspector will no longer work. Put "H" if you wish to make a "HOLD"

Please Return to City: Linda Cummings; Towns: Abigail Rowe (Linda: 753-1555; Abbie: 753-1539) by Mail or Fax (753-1531) by FRIDAY, SEPTEMBER 3rd

Note the **DUE DATE** listings must be returned by

Assign this many inspectors for the polling site.

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

Place an "X" if the active inspector will no longer work

Working	Site Chair	Inspectors	Phone #	Residence Address	St	Use	Inact	Assign
<b>ST SIMONS TERRACE APTS</b> 360 ST PAUL ST COMM RM								
Districts: 22-18 (H) (C)								
<input type="checkbox"/>	<input type="checkbox"/>	* DONALD R GANTT 8172416 Party <input type="checkbox"/> Nat <input type="checkbox"/>	325-6588	58 VIENNA ST 14605				14
<input type="checkbox"/>	<input type="checkbox"/>	* LINDA L GANTT 8427434 Party <input type="checkbox"/> Nat <input type="checkbox"/>	285-2419	401 SENECA MANOR D 14605				23
Correction/Additional: Name: _____ Phone: _____ (note only changes) Residence Address/ZIP (note only changes) Notes								

"H" indicates there will be a Spanish Interpreter at this district table

"C" in this box indicates this district is a call in district;

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

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

Darken in the circle if the inspector will be working as a **SITE CHAIR**

Working	Site Chair	Inspectors	Phone #	Residence Address	St	Use	Inact	Assign
<b>NO 36 SCHOOL EXIT 8</b> 85 ST JACOB STREET NEAR HANDICAP RAMP								
Districts: 22-20/29-27								
<input type="checkbox"/>	<input type="checkbox"/>	* COSTENA W WALKER 16324962 Party <input type="checkbox"/> Nat <input type="checkbox"/>	467-8479	1476 NORTON ST 14621				5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	* JANA E L CRITTENDEN 19668 Party <input type="checkbox"/> Nat <input type="checkbox"/>	284-0479	75 JEWEL ST D 14621				0
<input type="checkbox"/>	<input type="checkbox"/>	* SHEENA M HALL 91164 Party <input type="checkbox"/> Nat <input type="checkbox"/>	269-0283	994 CLIFFORD AVE 14621				6
<input checked="" type="checkbox"/>	<input type="checkbox"/>	* LINDA L CRITTENDEN 132511 Party <input type="checkbox"/> Nat <input type="checkbox"/>	325-2983	16 EDWARD ST 14605				4
<input type="checkbox"/>	<input type="checkbox"/>	* LUDELL DAILEY 1003569 Party <input type="checkbox"/> Nat <input type="checkbox"/>	338-9998	46 ROSEMARY DR 14621				0
<input type="checkbox"/>	<input type="checkbox"/>	* SCHANNELL HALL 8365418 Party <input type="checkbox"/> Nat <input type="checkbox"/>	303-9549	994 CLIFFORD AVE 14621				7
Correction/Additional: Name: _____ Phone: _____ (note only changes) Residence Address/ZIP (note only changes) Notes								

# 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 machines, have the same poll book 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 High School might usually require 10 inspectors to be scheduled for a General Election, but only 4 for a Primary Election).

## 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**

Coordinators must be available to respond to any questions or problems throughout the day. Coordinators should be available for at least one hour before and after the polls open 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 assigned polling sites. If this happens, Coordinators must fill the vacancies with substitute inspectors as soon as possible.

## ◆ **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.

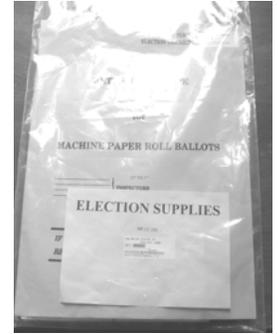
## **What to look for at a Polling Site**

- **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, note, and get the cell phone (or contact number) for the Site Chair who returning the Red Security Pack and the Site Chair who is responsible for returning the Blue Ballot Bag(s). 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>Cell Phone</u>	<u>Site Chair Returning Blue Bag</u>	<u>Cell Phone</u>

The Site Chair returning the Red Security Bag in the Towns will return it to the Town Clerk; in the City the Site Chairs return the Red Security Bag directly to the Board of Elections.

The Site Chair returning the Blue Ballot Security Bag(s) in the Towns will return it to the Town Hall where a truck will be waiting in the parking lot. Site Chairs will need to ensure that the Blue Ballot Security Bag(s) are loaded onto the Truck. In the City, the Site Chair responsible for the Blue Ballot Security Bag(s) will drive to the parking lot just to the east of the Board of Election between Irving Place and Exchange Blvd. A truck will be waiting there. The Site Chair must ensure that the bags are loaded onto the truck.

## ◆ REMIND INSPECTORS ABOUT ELECTION PROCEDURES

Take a moment and observe if inspectors are following basic election procedures. Make sure they know if their district is a **Call-in District**. Make sure they allow the **Spanish Interpreter** to sit at their table. Remind them about proper procedure for **Assisting Voters and Voters with Disabilities**. Remind them to consult their Manuals 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)



# 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** at the correct Election District(ED) table **then** send the voter to the Correct ED table (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.**
- **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 Ballot 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 the Court Order Return Envelope.
- The Inspector records the required information on the Challenge Report.