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

Training Manual for Election Inspectors

April 30, 2011

Inspector Name: _____

You're Right To Vote.

PETER M. QUINN
COMMISSIONER

DOUGLAS E. FRENCH
DEPUTY

THOMAS F. FERRARESE
COMMISSIONER

COLLEEN ANDERSON
DEPUTY

Monroe County Board of Elections
39 West Main Street
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You must bring this Manual with you on Election Day

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Monroe County Board of Elections

Training Manual for Election Inspectors

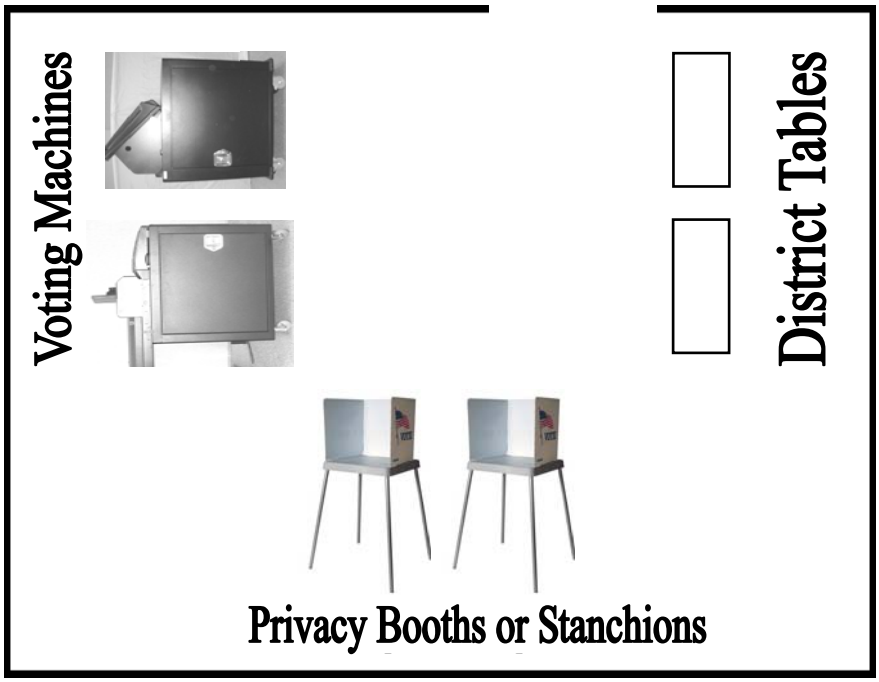
You're Right To Vote.

Before You Start

General Notes for the 2011 Village and Special Elections

The IC-1 (Scanner Only)

In 2011, all polling sites will have at least one IC-1 (Scanner). This is a unit with a stand-alone scanner. Voters will be given a pre-printed ballot when they check-in with the inspectors, fill out their pre-printed ballot at the privacy booths or stanchions and then deposit their marked ballot in any scanner. Voters with disabilities may, if they wish, use the IC-1 (Scanner).



Sample polling site showing 3 Election Districts (tables) with two machines, an IC-1 (scanner) and an IC-2 (BMD) with voting stanchions.

The IC-2 (BMD & Scanner)

In 2011, each polling site will have a one IC-2 (BMD) voting machine. The IC-2 is equipped with a scanner that operates just like the IC-1 and a ballot marking device (BMD). The BMD portion of the machine is familiar to inspectors from use in prior elections. The BMD is specifically targeted for voters with disabilities. The BMD is a device that takes a blank sheet of paper and creates a marked ballot resulting from voter audible or tactile interface. After the ballot is created, it is placed in the scanner and the procedure is substantially the same as that for the IC-1 (Scanner). Voters wishing to use the BMD will be escorted from the table to the BMD. The inspectors must monitor the BMD while the voter is using it.

ELECTION INSPECTORS (See Election Law §3-400 to §3-420)

Appointment

The parties that achieve the highest and second highest votes for governor are responsible for assigning inspectors. Inspectors are chosen from enrolled Democrats and Republicans first, but voters registered in other parties may be assigned in an emergency. Lists of inspectors are recommended by local party committees or the County Committee to the Board of Elections by May 1. Usually, this list is the previous election's working (active) inspectors. On July 15, after reviewing the party recommendations, the Elections Commissioners select and appoint a list of inspectors; thereafter, changes may be made to this list.

Purpose

Inspectors must ensure fair and honest elections.

Qualifications

An Election Inspector must:

- Be a registered voter.
- Be a resident of the County in which he or she serves.
- Attend an annual training session.
- Pass an examination at the end of any training session attended.
- Speak and read the English language and write legibly.
- Not hold any public office or be a candidate for public office or party position to be voted on by the voters of the district in which the inspector would be working or be the spouse, parent or child of a candidate running for office in the district in which the inspector would work.

Responsibilities

- Open and close the Image Cast Voting Machines (IC-1 and IC-2).
- Set-Up and maintain the physical layout of the polling site per Board of Elections polling site diagram.
- Organize election day supplies. Inspectors should have their *Street Guide*, *Poll Book*, *Challenge Report*, *Pre-Printed Ballots*, *Privacy Folders*, *Affidavit Ballots*, and *Affidavit Ballot Envelopes* on each District Table.
- Rotate tasks and share the work. Common tasks are handing-out *paper ballots* to voters, overseeing the *poll book*, being in charge of the *street guide*, monitoring the *privacy areas*, *monitoring the voting machines*, and overseeing the *affidavit ballot voters*. Remember, inspectors will rotate from district table to district table throughout the day.
- Process qualified voters.
- Complete all necessary paperwork.
- Maintain order at the polling site.
- Arrive <u>on time</u> at your polling site on Election Day.

Scheduling Notes

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

SITE CHAIRS

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 be the primary inspectors responsible for the Ballot Marking Device. 6. To return the **Red Security Bag** to the Town Clerk in the Towns or a Board of Elections Supply Return Location in the City. 7. To return the **Blue Ballot Bags** (one from each machine) to designated locations in the Towns and the City. 8. Keep the Coordinator and Board of Elections informed about any concerns.

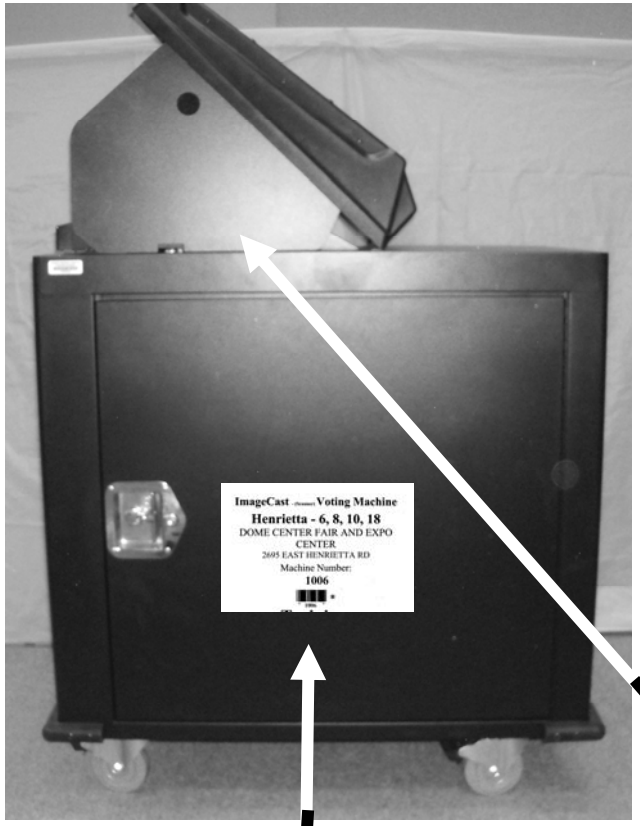
COORDINATORS

Appointment	Coordinators are recommended by the political leader in their area and appointed by their commissioner.
Purpose	To schedule inspectors for each polling site and election district. To oversee the inspectors at all polling sites within their coordinator areas.
Responsibilities	➢ Scheduling Inspectors. ➢ Ensuring Inspectors attend required training classes. ➢ Recruiting Inspectors. ➢ Communicating with the inspectors in their Coordinator areas. ➢ Being involved in supply delivery and return. ➢ Visiting each polling site on election day.
Notes	Coordinators are looking to schedule inspectors who are knowledgeable, trained, friendly, courteous and can work the entire election day. Inspectors need to maintain a good rapport with their coordinators.

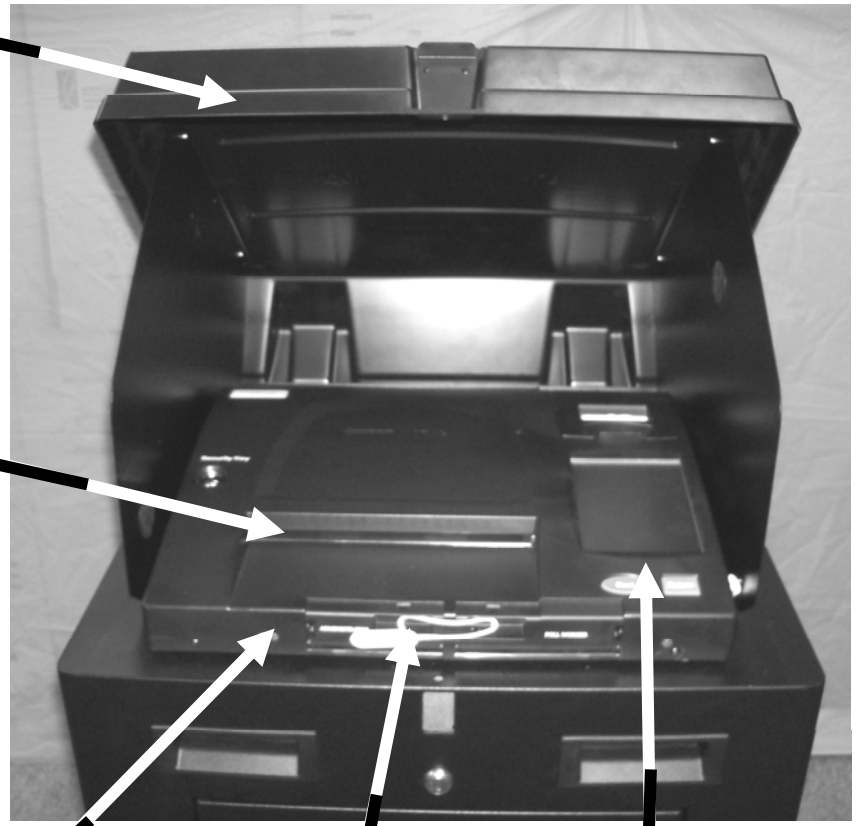
The Image Cast Voting Machine – 1 (Scanner Only)

IC-1

Ballot Box Door View



Scanner View



Scanner Hood

Ballot Entry Slot

Ballot Compartment

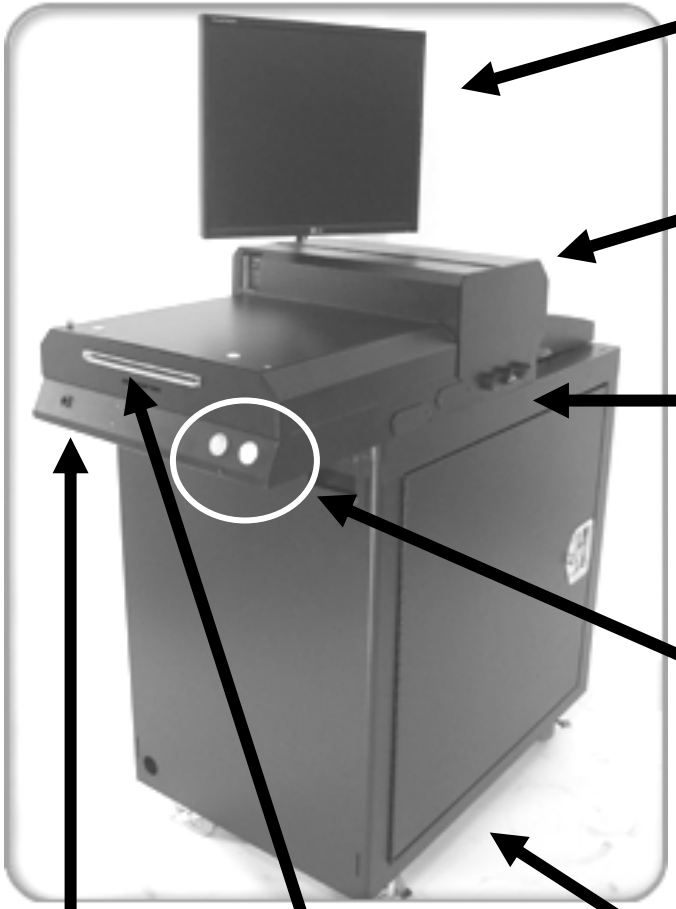
Scanner Unit

Programming Card Compartment

Operator Panel

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

Ballot Marking Side



Monitor
(Ballot Display Screen)

Ballot Printer

Status indicator lights

Image Adjustment Buttons:
Green – Contrast
Yellow - Enlarge

ATI
(Audio Tactile Interface)
connection

Blank Paper Insert Slot

Ballot Compartment

Scanner Side

Ballot Entry Slot

Scanner Unit

Affidavit, & Emergency Ballot Storage Compartment

Monroe County Board of Elections

Training Manual for Election Inspectors

You're Right To Vote.

Preparing the Polling Site

Opening Supply Bags Chart

(alphabetical by supply)

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 packed in.*

	PACKING	Badges and Bookseals Envelope	Green Ballot Bag	BMD Equipment Bag	District Specific Bag	Machine Specific Bag	Seal Envelope	Site Generic Bag	Site Specific Bag	Small Bag 1	Small Bag 2
Abandoned Ballot Return Envelope	District SPECIFIC				X						
Affidavit Ballot Envelopes	Green Ballot Bag		X								
Affidavit Ballot Return Envelope	Green Ballot Bag		X								
Affidavit Ballots	Green Ballot Bag		X								
After the Polls Closed Sheet (Certificate #2)	Machine SPECIFIC					X					
Arrow Signs	Site Generic							X			
ATI with Cord	BMD Equipment Bag			X							
Badges and Book Seals Envelope	Site SPECIFIC								X		
Ballot Markers	Small Bag 2										X
Ballot Packs, Preprinted, Unused	Green Ballot Bag		X								
Ballot Reconciliation Sheet	Green Ballot Bag		X								
Before the Polls Open Sheet (Certificate #1)	Machine SPECIFIC					X					
Blank Ballot Packs	Green Ballot Bag		X								
Book Seals	Badges and Bookseals Env	X									
Braille Bill of Rights	Site Generic							X			
Braille Bill of Rights, Spanish	Site Generic							X			
Call-In District Sheet	Site SPECIFIC								X		
Certificate of Service	Site SPECIFIC								X		
Challenge Report	District SPECIFIC				X						
Court Order Envelope	District SPECIFIC				X						
Distance Marker	Site Generic							X			
District Map/Poll Site Listing	Site SPECIFIC								X		
Election Inspectors Needed sheet	District SPECIFIC				X						
Election Supplies district label sheet	District SPECIFIC				X						
Headphone Covers	BMD Equipment Bag			X							
Headphones	BMD Equipment Bag			X							
I Voted Today Stickers	Small Bag 1									X	
Inspector Badges	Badges and Bookseals Env	X									
Inspector Manual	Site Specific									X	
Machine Key Envelope	Site SPECIFIC								X		
Machine Keys	Site SPECIFIC								X		
Magnifier	Site Generic							X			
Notes to Commissioners	District SPECIFIC				X						
Notice to Voters	District SPECIFIC				X						
Oath for Person(s) Assisting Voter	District SPECIFIC				X						
Paddles (Left and Right)	BMD Equipment Bag			X							
Paper Clips	Small Bag 1									X	
Pay Vouchers	Site SPECIFIC								X		

Opening Supply Bags Chart
(alphabetical by supply)

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 packed in.*

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

Supply Bag Opening List (by Bag)

How to use this list: This list divides all supplies by opening bag. Also included are notes on where the supplies are packed or how they get to the polling site. For instance, the green ballot bags will be found in the machines. The bags and envelopes that are highlighted contain items but are themselves packed in another bag.

Ballot Bag (Green) (in machines)

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

District SPECIFIC (in machines)

Abandoned Ballot Return Envelope
Challenge Report
Court Order Envelope
Election Inspectors Needed sheet
Election Supplies district label sheet
Notes to Commissioners
Notice to Voters
Oath for Person(s) Assisting Voter
Privacy Folder
Proposition Booklet
Repacking Sheet Instructions
Signature Cover
Small Bag 1
Small Bag 2
Spoiled Ballot Envelopes
Spoiled Ballot Return Envelope
Street Guide
Suggested Valid ID sheet
Unscanable Emergency Ballot Return Envelopes
Voter Registration Forms, blank
Voting Instructions
Welcome to District Sign

Site Generic (in one machine)

Arrow Signs
Braille Bill of Rights
Braille Bill of Rights, Spanish
Distance Marker
Magnifier
Vote Here Sign
Vote Here Sign – Voters with Disabilities
Voters Bill of Rights
Voters Bill of Rights in Spanish

Site SPECIFIC (brought by a Site Chair)

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

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

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

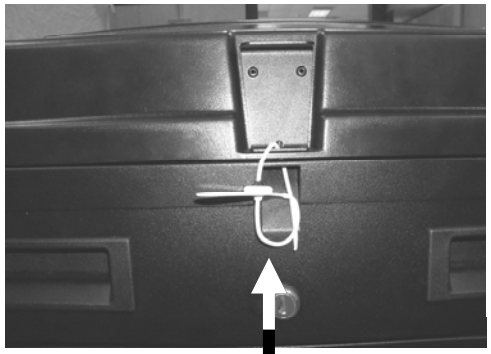
Sticker Seal

Plastic Seal

Ballot Box Door View

Seal No. 1 Ballot Box Door Seal (Blue)

Machine Number



Plastic Hood Seal (white)

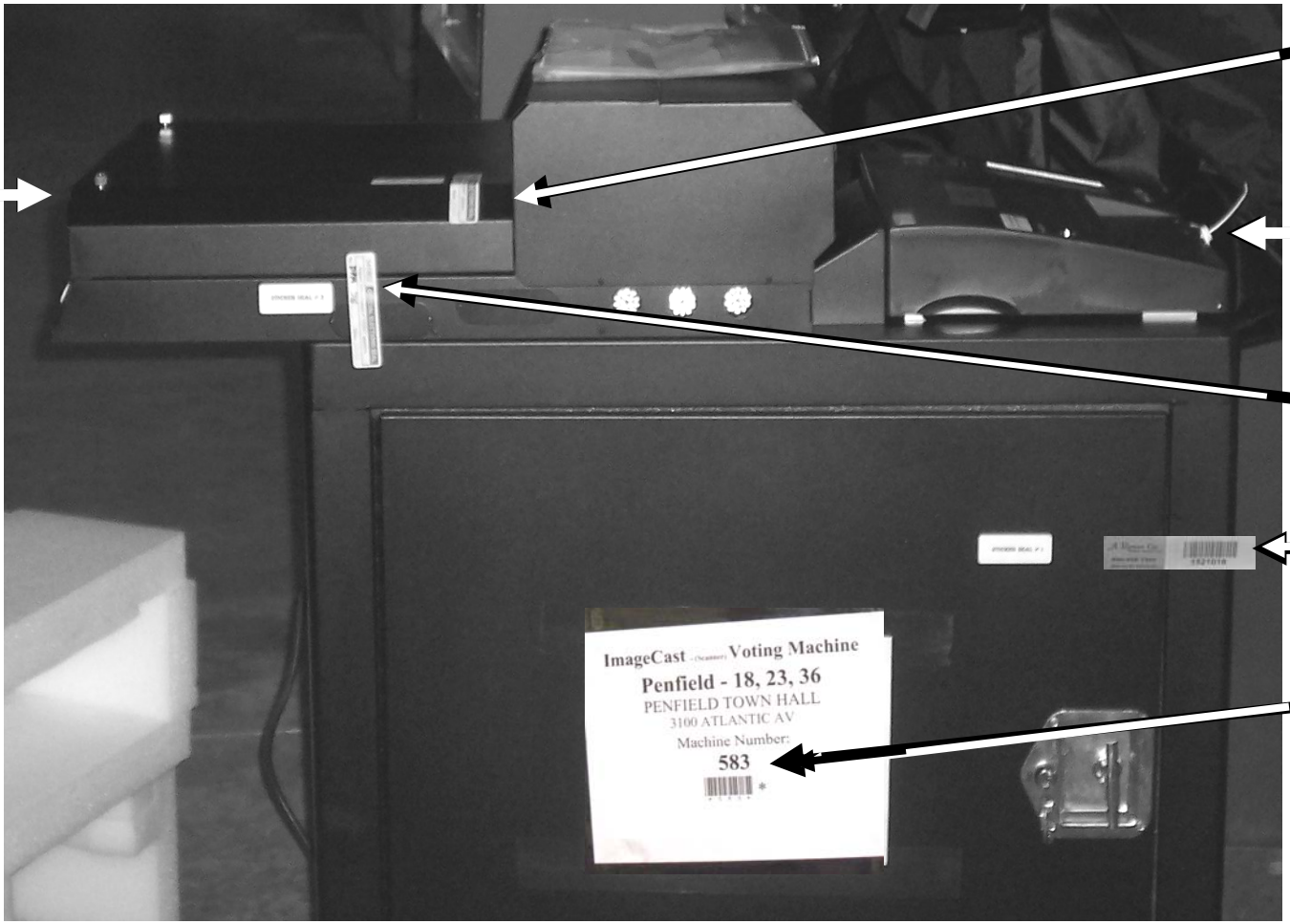
Scanner Side View

Memory Compartment Plastic Seal (YELLOW)

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

Sticker Seal

Plastic Seal



Seal No. 4 (blue)

Seal No. 3 (blue)

Memory Compartment Plastic Seal (yellow)

Seal No. 2 (blue)

Seal No. 1 Ballot Box Door Seal (blue)

Machine Number

Opening Seal Summary

IC-1

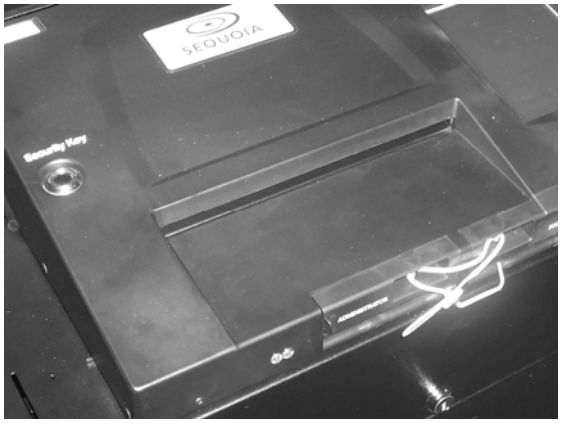
<u>Remove</u> and <u>record</u> the following seals on the IC -1:

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

b. Plastic Hood Seal

<u>DO NOT REMOVE</u> the following seals on the IC-1:

a. The plastic memory card compartment seal (yellow seal)



IC-2

<u>Remove</u> and <u>record</u> the following seals on the IC -2:

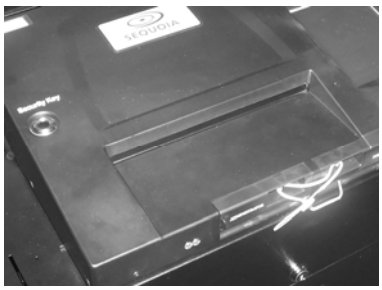
a. Sticker Seal #1 (Ballot Box Door Seal)

b. Sticker Seal #4 (ATI connection)

<u>DO NOT Remove</u> 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 (yellow seal)



Opening the Image Cast Voting Machines

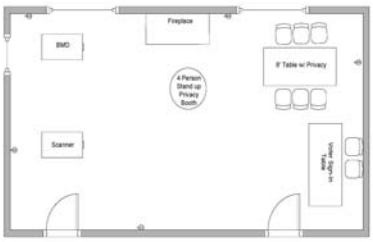
Objective

To have all machines set-up and ready and all materials (such as ballots and signs) prepared for voters by 6:00 am for the Special Election or 12:00pm (Noon) for the Village Election. All activities must be done in bi-partisan teams.

Supply Procedure

- One Site Chair will bring a **Site Specific Bag**.
- A **generic site bag** will be located in one of the voting machines.
- One or more **district specific bag(s)** for each district will be in the voting machines.
- One or more **green ballot bags** for each district will be located in the voting machines.
- A **machine specific bag** for each machine.
- Each IC-2 will contain a **BMD Equipment Bag**.

Green Ballot Storage Bag

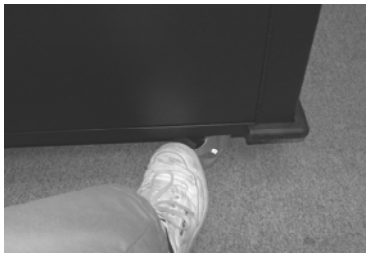


Poll Site Diagram
(step 1)

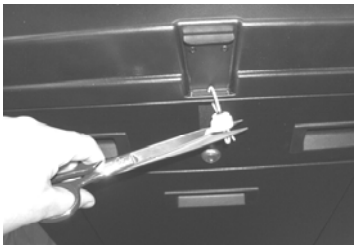
Procedure to set-up the IC-1 (Scanner only)

1. Ensure that the machine is positioned in accordance with the polling site diagram provided by the Board of Elections.
2. Lock the wheels by pressing down firmly on each of the four wheel locks.
3. Peel-off Opening Seal 1 from the ballot box door.
4. Unlock ballot box. Turn the key vertically, rotate the handle and pull open the door.
5. Remove the Extension Cord from the IC-1.
6. Plug the machine cord into the extension cord and plug the extension cord into an outlet. Be sure that cords do not present a tripping hazard. **NOTE: The machine is now ON**. In a few moments, an audible beeping tone begins sounding.
7. Cut the white plastic IC-1 hood seal.
8. Set up the hood by placing the hood flaps into the slots on the IC-1.
9. Place the ***administrative key*** to the ***security key*** pad in order to verify the election files.
10. The operator screen displays the message "Key accepted, validating election files, please wait." The Administrative menu is displayed on the Operator screen.

Keys on Keychain



Locking the IC-1 wheels
(Step 2)



Cutting the Plastic Hood Seal (Step 7)

Opening the Image Cast Voting Machines (continued)

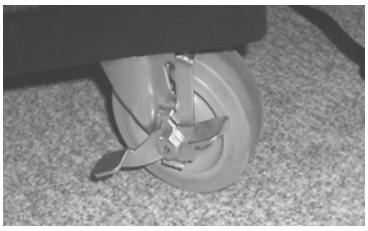
11. Remove the **Machine Specific Ba**g from the Blue Ballot Security Bag (bag is marked IC-1).
12. Remove the **Green Ballot Storage Bag**(s), the **District Specific Bag**(s) and the **Site Generic Bag** from the voting machine(s).
13. Place the open Blue Ballot Bag back into the voting machine.
14. Ensure that the Blue Ballot Bag is empty before closing the ballot box door.
15. Ensure all other items are removed from the voting machine.
16. Close the ballot box door by rotating the handle and pushing the handle down. Lock the door and keep the keys in a secure location.
17. Complete the "**Before Polls Open**" sheet. Place opening required sticker seals on that sheet. Record required seal information.

Touching the Administrative Key (step 9)

Ballot Box Door Lock

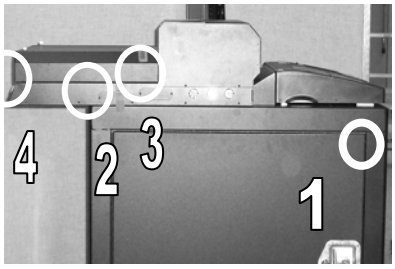
Procedure to set-up the IC-2 (BMD)

1. Position the voting machine in accordance with the polling site diagram provided by the Board of Elections.
2. Lock the wheels by pressing down firmly on each of the four wheel locks.
3. Remove protective nylon cover. Fold the nylon cover (which will be stored in the Styrofoam that is removed from the printer unit).
4. Slide off the white Styrofoam protective cover from the printer area.
5. Remove the white Styrofoam protecting the scan unit.
6. Peel-off **Opening Seal #1** from the ballot box door.
7. Unlock ballot box door. Turn the key vertically, rotate the handle and pull to open.
8. Remove the Extension Cord from the IC-2.
9. Plug the machine cord into the extension cord and plug the extension cord into an outlet. Be sure that cords do not present a tripping hazard.
10. Remove the **Machine Specific Bag** and the **BMD Equipment Bag**.



IC-2 wheel locks (step 2)

BMD with Styrofoam covers (Step 4 & 5)



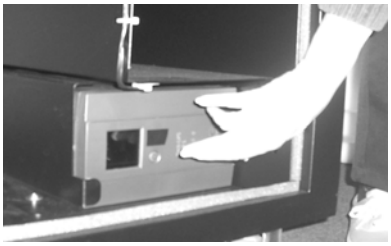
IC-2 (BMD) Seal Locations

Opening the Image Cast Voting Machines (continued)

Procedure to set-up the IC-2 (BMD)

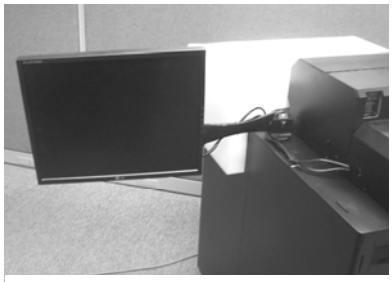
(Continued)

11. Find the "**Before the Polls Open**" Sheet in the IC-2 Machine Specific Bag and place **Seal #1** below step 5.
12. Remove any other bags or supplies.
13. Press the round **Power** button on the Power Supply located in the lower right corner of the ballot box. The box will light up to show power up activity. The monitor will display start-up files. The operator panel will light-up. The red indicator light appears over the ballot box door.
14. Place the open Blue Ballot Bag back into the voting machine.
15. Ensure all other items are removed from the voting machine.
16. Close the ballot box door by rotating the handle and pushing the handle down. Lock the door and keep the keys in a secure location.
17. Peel-off **Seal #4** from the Audio Tactile Interface (ATI) connection and place below step 14 on the "Before Polls Open" sheet.
18. Plug the ATI into the ATI connection on the left hand side of the printer unit.
19. Complete the "**Before Polls Open**" sheet. Place opening required seals on that sheet. Record required seal information.
20. Use the adjustable swivel arm to position the **monitor facing the printer side** of the IC-2. The display screen can be moved to face any direction and can be adjusted for each voter as needed.
21. In a few moments, an audible beeping tone begins sounding. Place the ***administrative key*** on the ***security key*** pad in order to verify the election files.
22. The operator screen displays the message "Key accepted, validating election files, please wait." The Administrative menu is displayed on the Operator screen.



Power Supply: Push Bottom Button to turn power on (step 13)

Blue Ballot Bag placed back in the machine (step 14)



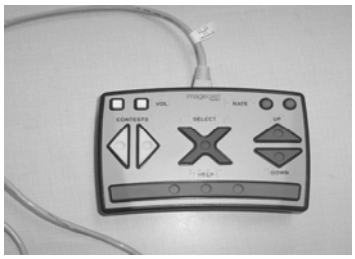
Position Monitor (Step 20)

Administrative Key placed in Security Key Pad (step 21)

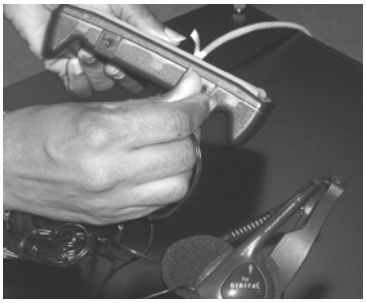
Display Message after Administrative Key is applied (Step 22)

Opening the Image Cast Voting Machines (continued)

23. Important – **Do not touch the Operator Screen while the red status light is still on. Wait for the red status light to change to Green.**
24. **DO NOT PRESS the NEXT BUTTON**
25. Connect the headset to the right-hand port (under the blue buttons) of the ATI.
26. Attach the privacy screen over the scanner side of the IC-2 (BMD & Scanner).
27. Attach the privacy hood to the monitor to protect the voter's privacy.
28. Attach the privacy sleeve to the printer end of the machine.
29. **Once the light indicator is flashing green**, the machine is ready for the inspectors to open the polls.



Audio Tactile Interface (ATI)

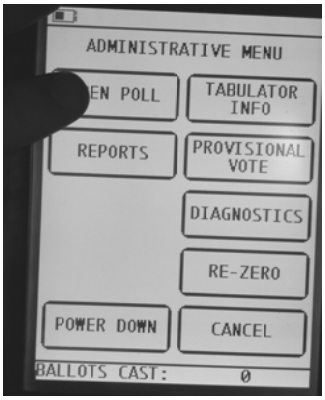


Attaching the Headphones to the ATI (step 20)

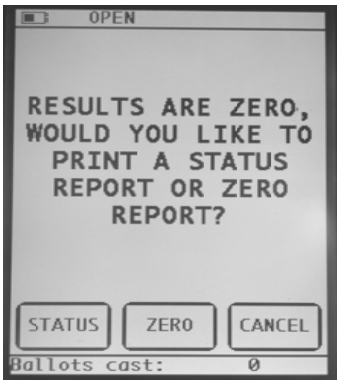
PROCEEDURE FOR PRINTING THE OPENING TAPE

(for both the IC-1 and the IC-2)

1. From the Administrator menu, press the **Open Poll** button (upper left hand corner).
2. The Administrative Menu on the operator panel displays "Results are Zero" (no ballots have been deposited into the scanner) and prompts the user to print a STATUS or ZERO **Opening Tape**.
3. Press the **ZERO** button (Do not press Status Button). The Operator Screen displays the message "**Printing Interrupt Tape**." The Opening Tape prints.
4. After the Opening Tape is printed, the machine prompts the user to print more copies. Press **No** on the operator screen.
5. Examine Opening Tape. Make sure all results are at zero. On the heading at the top of the tape, verify the correct:
   a. **Polling Site Name** (Voting Location Name).
   b. **Election Districts** (Precincts) for the entire polling site.
   c. The **Total Scanned** is zero.



Press "Open Poll" to print Opening Tape (Step 1)



Print ZERO Tape (step 3)

Opening the Image Cast Voting Machines (continued)

6. Verify that the **candidates** on the opening tape are the same as those on the **sample ballot** (the sample ballot will be found in the district specific bag).
7. At the bottom of the tape, verify that the **protective counter** number on the Opening Tape matches the protective counter number on the key envelope.
8. If the Opening Tape does not show zeros, contact the Board of Elections immediately (753-1550).
9. Place the **Opening Tape** in the **Red Security Pack**.
10. On the Administrative Menu, confirm that the **Ballots Cast** (located at the bottom left of the screen) is zero. If a number other than zero is displayed, contact the Board of Elections immediately.
11. The machine is now ready ("**System Ready**").
12. Put the keys in a safe place.
13. Frequently check the indicator status lights located above the ballot box door to monitor the status of the IC-2 (BMD & Scanner).

Examine ZERO Tape
(Steps 5 through 7)

Place the Opening Tape in the Red Security Pack (Step 8)

Notes

Use the Indicator Light Chart below to verify the meaning of the lights.

IC-2 BMD Light Indicator Chart

IC-1 (Scanner) does not have light indicators

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

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, _____YES _____NO (If no, contact the Board of Elections immediately)

   PROVIDE MACHINE NUMBER HERE: _____

3. 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)
6. Green ballot storage 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.
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)
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)
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)

    IC-2 (BMD) ONLY

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

Signature of Inspectors:

(Dem) _____

(Rep) _____

Notes

(see machine diagrams)

The machine number is located on the front of the machine on the ballot box door

The hood seal number is located on the plastic seal that secures the hood

Place Opening Seal #1 (Ballot Box Door Seal) here

The Sample Ballot is in the District Specific Bag

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

The Programming Card Door Seal secures the memory card compartments on the front of the scanner

See the IC-2 (BMD) Diagram provided in this manual for the location of these seals

Place Opening Seal #4 (ATI Connection Seal) here

Two inspectors, one from each party, must sign

Ballot Reconciliation Form (Election District) - Before Polls Open

front side (example)

Ballot Reconciliation Form (ED)
Inspectors must:
1. Open Ballot Packets in Sequential ballot order.
2. Open only one packet of ballots at a time.
3. Return all unused ballot packets at the end of the day.

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

Before the Polls Opened

Election District: 1 Start of Day	Number of Ballots		Initial to Indicate Affirmation Dem Inspector	Rep Inspector
Preprinted Ballots	600		arr	pde
Blank Ballots	+ 50		arr	pde
Affidavits	+ 50		arr	pde
Total Ballots to Start	= 700		arr	pde

Verify Counts - Inspectors initial here

After the Polls Closed

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

Signature of Inspectors

_____

_____

Date: _____

Inspectors must sign here at Closing

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

- Count and verify the total number of ballots received

back side (example)

Ballot Reconciliation Form (ED)

Time	Packet	Ballot Number	Complete Packet Used
6:00am	Packet #1	1 - 50	✓
8:17am	Packet #2	51 - 100	
	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.

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.

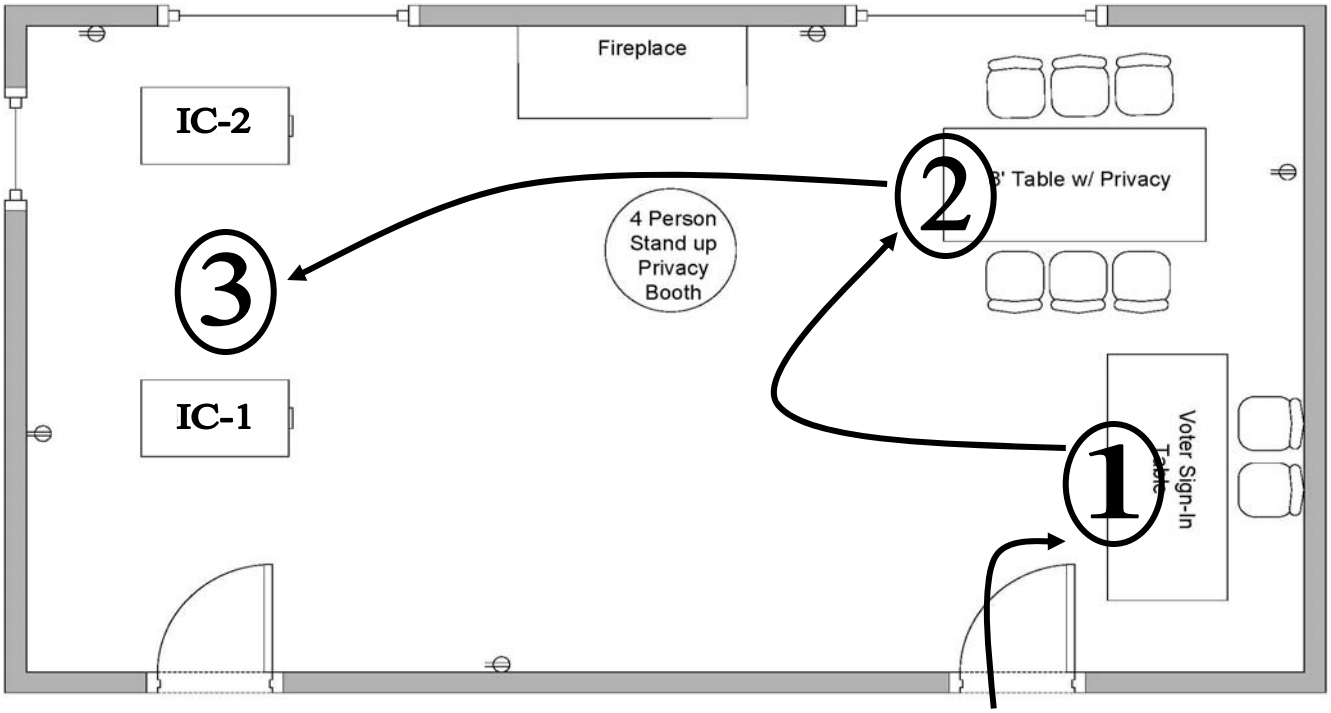
3) At least two inspectors should be assigned to monitor the Privacy Booths or stanchions and the Image Cast Voting Machines at all times.

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



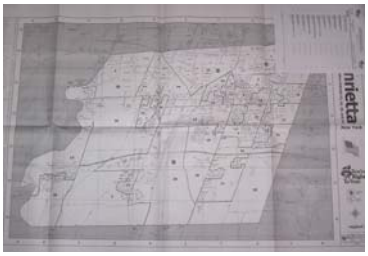
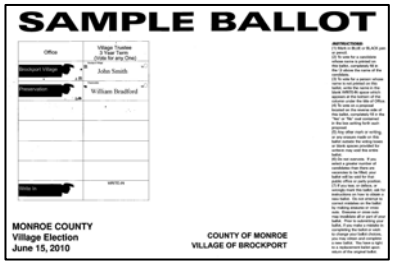
❶ **The voter checks in at their district table and receives a pre-printed ballot in a privacy folder**

❷ **The voter proceeds to the privacy area and marks their ballot in a privacy booth.**

❸ **The voter goes to a voting machine and deposits their ballot into ANY voting machine (scanner).**

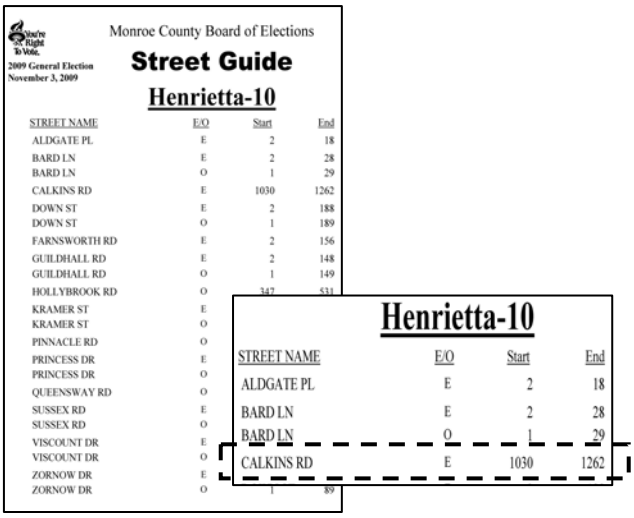
Signs

Remember to post your signs **before** the polls open. Use the masking tape in your supplies to place the signs on **walls**. If you have a flag, place it outside the main door.

	Purpose **Procedure** **Notes**	The **Distance Marker** is used to warn people not to electioneer within 100' of the entrance of the polling site. ♦ 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. A distance marker should be placed 100' from EACH entrance of the polling site.
 	Purpose **Procedure** **Notes**	To show the entrances voters use to enter the polling site. There are two **VOTE HERE** signs. ♦ 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. Entrances should not be locked; the handicap entrance must remain unlocked during voting hours.
	Purpose **Procedure**	The **arrow signs** are used to direct voters to a room or location inside a polling site. Post on inside walls in visible locations.
 	Purpose **Procedure** **Notes**	The **Welcome to District Sign** helps the voter clearly identify the table they should report to. The Welcome to District Sign must be posted on the wall near the inspector table. Make sure this sign is visible to the voters.
	**Purpose** **Procedure** **Notes**	The district map is used to determine what polling site a voter votes at. The **district map** should be hung on the wall in a visible location near the check-in tables. A *polling site listing* will be stapled to the map. Use the map to find a voter's correct ED and then match the ED with the polling site and address.
	**Purpose** **Procedure** **Notes**	The sample ballot is used by voters to determine what candidates are on the ballot. ♦ 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 Voters can use the sample ballot to confirm the candidates on the ballot.

Important Supplies

Street Guide



Monroe County Board of Elections

2009 General Election
November 3, 2009

Street Guide

Henrietta-10

STREET NAME	E/O	Start	End
ALDGATE PL	E	2	18
BARD LN	E	2	28
BARD LN	O	1	29
CALKINS RD	E	1030	1262
DOWN ST	E	2	188
DOWN ST	O	1	189
FARNSWORTH RD	E	2	156
GUILDHALL RD	E	2	148
GUILDHALL RD	O	1	149
HOLLYBROOK RD	O	347	531
KRAMER ST	E		
KRAMER ST	O		
PINNACLE RD	O		
PRINCESS DR	E		
PRINCESS DR	O		
QUEENSWAY RD	O		
SUSSEX RD	E		
SUSSEX RD	O		
VISCOUNT DR	E		
VISCOUNT DR	O		
ZORNOW DR	E		
ZORNOW DR	O	1	89

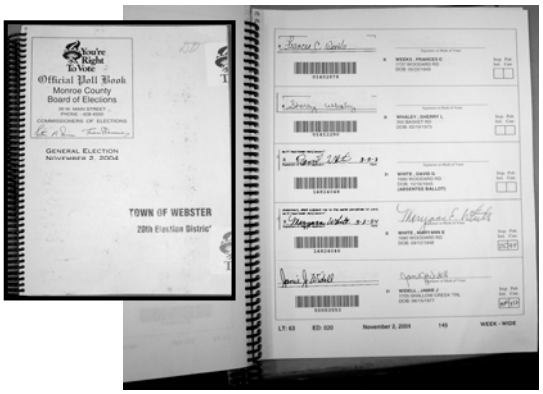
Henrietta-10

STREET NAME	E/O	Start	End
ALDGATE PL	E	2	18
BARD LN	E	2	28
BARD LN	O	1	29
CALKINS RD	E	1030	1262

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

EXAMPLE: Abby lives at 1032 Calkins Rd. Using the street guide we can confirm she lives in District 10 in Henrietta.

The Poll Book



1. Poll Books are arranged alphabetically by the Voter's *Last Name* and then *First Name*.
2. Use the *indexing* at the bottom right of the Poll Book to help quickly locate a voter's name.

<u>Poll Book Procedures</u>

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

Monroe County Board of Elections

Training Manual for Election Inspectors

You're Right To Vote.

Guiding the Voter Through the Voting Process

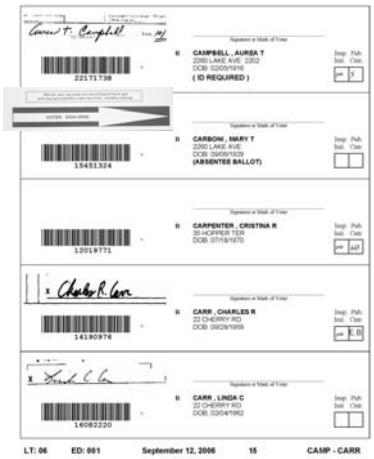
CHECKING-IN THE VOTER

Purpose

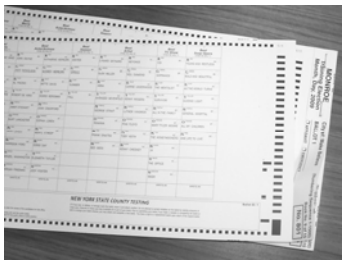
To ensure that voters are processed fairly and politely in accordance with election law.

Procedure

1) Check to see if the voter's address is within the range of house numbers in the Street Guide.
2) Locate the voter's name in the poll book.
3) Check to see if "ID Required" or "Absentee Ballot" is under voter's name. If so, please see "Special Procedures" section.
4) If the voter's name has changed, please see "Special Procedures" section, "Name Change."
5) 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.
6) Compare the signatures. Remember: a voter's signature may change through the years.
7) **Ask the voter: "Do you require assistance in marking your ballot?"**
   a. If the voter indicates that they **do not** require assistance in marking their ballot, carefully rip-off the pre-printed ballot and give it to the voter inside of a privacy sleeve. Direct the voter to mark their ballot in a privacy booth or at a table.
   b. If the voter indicates that they **do** require assistance in marking their ballot, carefully rip-off the blank ballot 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***.
   c. If the voter is unsure if they require assistance, explain the purpose of the IC-2 (BMD & Scanner).



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



Tearing off a ballot from the ballot pack

Placing the Pre-printed ballot into the Privacy Folder (step 11)

Notes

- In order for the voter to receive a ballot, they must live in the district.
- The inspectors must make sure that the voter's pre-printed signature is covered as the voter signs the poll book.
- ALL voters MUST be asked if they require assistance marking their ballot.

Checking in the Voter (Continued)

Procedure

(8) The Inspector must fill-in voter's public counter number in the poll book from the tab remaining after the pre-printed ballot is given to the voter.

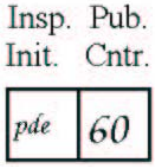
(9) When signing in a voter, the inspector must record their initials in the poll book.

(10) Inspectors should indicate to voters the locations of the privacy booths and the Image Cast Voting machines.

(11) Inspectors must place the pre-printed ballot into the Privacy Folder.

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

Inspectors must record the public counter from the tab in the poll book (step 8)



How to fill in the Inspector Initial Box and Public Counter number box in the poll book (steps 8 & 9)

Give the Voter an "I Voted Today" sticker (step 12)

Voter Marking their Ballot

Procedure

1) Voters will mark their ballots at a privacy booth (stanchion) or at a table.

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

3) Voters with sight impairment may use the magnifier to see the ballot more clearly.

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

Notes

1) Voters may seek assistance in marking their ballot. See "Ordinary Assistance."

2) Instructions for marking the ballot are displayed on the inside of the privacy booths.

3) Voters may choose to sit at tables to mark their ballots. Inspectors should ensure that a privacy screen be available for the voter.

A voting stanchion (step 1)

A voter marking their ballot at a table (step 1)

An example of a marked ballot

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

Procedure

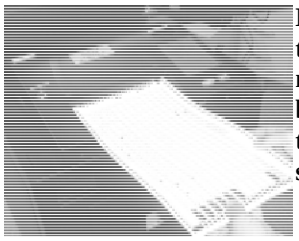
Important: If the voter needs assistance depositing the ballot into the scanner, the Inspector can insert the voted ballot (already in the privacy folder) into scanner.

(1) Insert printed ballot into the scanner

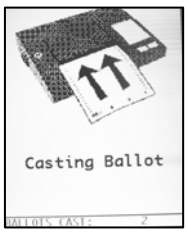
(2) The scanner will draw the ballot from the sleeve.

(3) On the Operator Panel, a message "Casting Ballot" and then "Ballot Successfully Cast" will be displayed.

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



Depositing the marked ballot into the scanner



Note

Voters are not required to use the Privacy Folder

Processing the IC-2 (BMD & Scanner) Voter

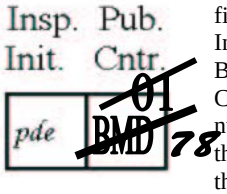
Procedure

1) The Inspector must fill-in the Inspectors initials in the appropriate box. In the public counter number box, the inspector must note "BMD" and above it, note the number of the tab from the blank ballot removed from blank ballot packet.

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

3) If a voter returns from the IC-2 and has not used the BMD (i.e. Not printed a ballot), an inspector must take the blank sheet of paper, spoil it, and cross-off ~~BMD~~ and the ~~number~~ in the poll book. The Inspectors should then give the voter a pre-printed ballot. The voter's new public counter number must be entered next to the public counter number box.

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



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

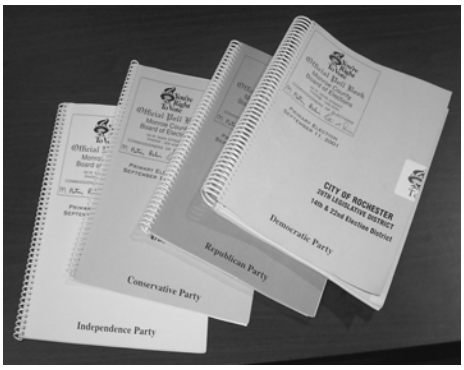
CHECKING-IN THE PRIMARY VOTER

Purpose

To ensure that voters are processed fairly and politely in accordance with election law during a Primary Election.

Procedure

1) Check to see if the voter's address is within the range of house numbers in the Street Guide.
2) **Ask the voter what party they are registered in. <u>Go to the Party Poll Book corresponding to the voter's party</u>. Each Party Poll Book is colored coded.**
3) Locate the voter's name in the **Party Poll Book**.
4) Check to see if "ID Required" Or "Absentee Ballot" is under voter's name. If so, please see "Special Procedures" section."
5) If the voter's name has changed, please see "Special Procedures" section, "Name Change."



Primary Poll Books

6) Cover the voter's previous signature with the signature cover slip. Have the voter sign next to it.
7) Compare the signatures.
8) Ask the voter: "Do you require assistance in marking your ballot?"
   a. **<u>No</u>**: Carefully rip-off the **pre-printed party ballot <u>corresponding to the voter's party</u>** 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.
   b. **<u>Yes</u>**: Carefully rip-off the blank ballot and give it to the voter. The voter must then proceed to the **IC-2** (BMD). In order to begin a voting session on the BMD, the inspector must start an "Audio Session" and enter the Ballot ID found on the front of the Poll Book (each Party will have a different Ballot ID).

Notes

- **In a Primary Election, each Book will contain consolidated districts (the voters in several election districts may be in one book).**
- **In a Primary Election, the voter must be registered in the district and receive a pre-printed party ballot corresponding to their party.**
- The inspectors must make sure that the voter's pre-printed signature is covered as the voter signs the poll book.
- ALL voters MUST be asked if they require assistance marking their ballot.
- The Inspector must fill-in voter's public counter number in the Primary Poll Book the tab remaining after the pre-printed party ballot is given to the voter.
- When signing in a voter, the inspector must record their initials in the poll book.
- Inspectors should indicate to voters the locations of the privacy booths and the Voting Machines.
- Inspectors must place the pre-printed ballot into the Privacy Folder.
- Inspectors should present to the voter the "I Voted Today" sticker.

Handling Ballot Problems

Spoiled Ballot

Purpose

If a ballot is torn, damaged, or the voter has overvoted any race on a ballot, the voter may choose to spoil their ballot.

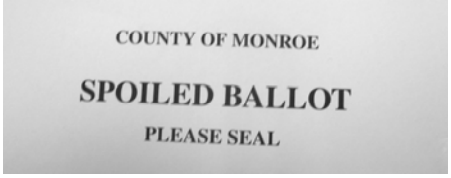
Procedure

1. The inspector must not examine a voter's ballot.
2. Inspectors must confirm that the voter wishes to spoil their ballot.
3. The inspectors must direct the voter to place a large "X" across the ballot and write "spoiled".
4. 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.
5. The inspectors must place the small Spoiled Ballot Envelopes inside the larger Spoiled Ballot Return Envelope.
6. 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")
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.

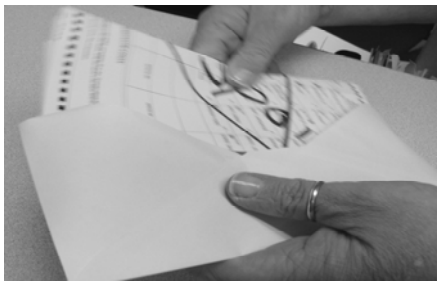
Notes

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.

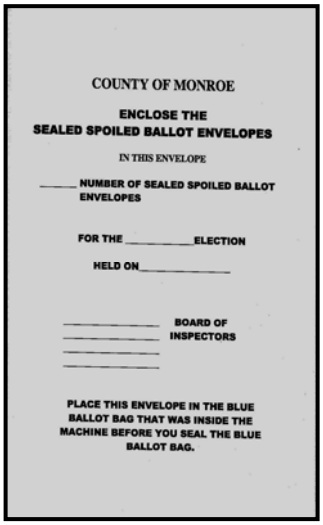
How a voter spoils their ballot



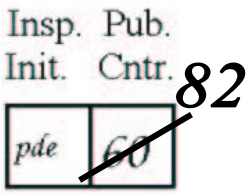
Spoiled Ballot Envelope



Voter Placing the Spoiled Ballot into the Spoiled Ballot Envelope



Spoiled Ballot Return Envelope



How to adjust the public counter number entry if a spoiled ballot is given.

Handling Ballot Problems

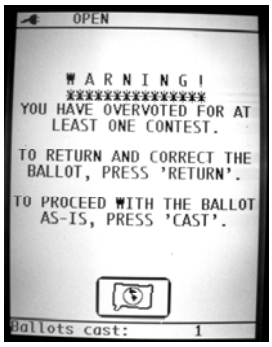
Overvote

Explanation

Voter has voted for a greater number if candidates than permitted for a certain race.

The operator panel will display a message that reads:

"WARNING! YOU HAVE OVERVOTED FOR AT LEAST ONE CONTEST. TO RETURN AND CORRECT THE BALLOT, PRESS 'RETURN'. TO PROCEED WITH THE BALLOT AS-IS, PRESS 'CAST'".



Procedure

The voter is offered the option to:

1. Have the ballot returned to them for correction, or
2. To have the SCANNER accept the ballot 'as-is'.

Notes

1. After the ballot is cast, the voter cannot receive a new a new ballot.
2. If the voter wants the ballot returned, press the red **Return** button.

Misread/Ambiguous Marks

Explanation

A misread or ambiguous mark warning indicates that the SCANNER has not recognized all of the features on the ballot, or that certain essential ballot identification markings cannot be found. This usually occurs for one of the following reasons:

1. The ballot is physically damaged (torn or folded),
2. There are stray markings made on the ballot that obstruct important identifiers along the sides or the bottom of the ballot, or
3. The ballot was inserted into the machine incorrectly.

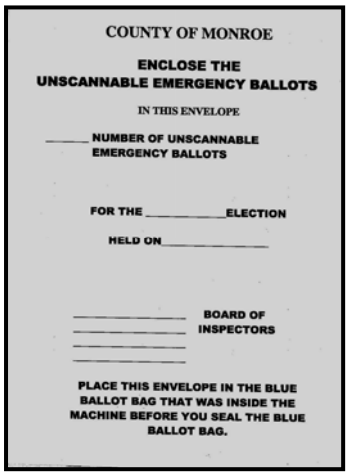
The operator panel will display a message that reads:

"WARNING! PAPER INSERTED WAS MISREAD AND COULD NOT BE VERIFIED AS A VALID BALLOT. PLEASE VERIFY BALLOT AND REFEED. "

Procedure

In this warning case, 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.

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**.
3. If the voter chooses to spoil the ballot and get a new one, make sure that voter understands how to properly mark the ballot.


COUNTY OF MONROE

ENCLOSE THE UNSCANNABLE EMERGENCY BALLOTS

IN THIS ENVELOPE

_____ NUMBER OF UNSCANNABLE EMERGENCY BALLOTS

FOR THE _____ ELECTION

HELD ON _____

_____ BOARD OF INSPECTORS

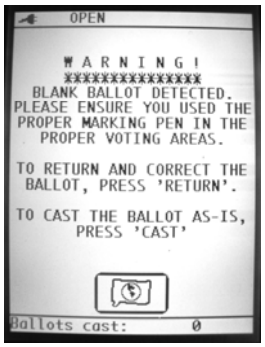
PLACE THIS ENVELOPE IN THE BLUE BALLOT BAG THAT WAS INSIDE THE MACHINE BEFORE YOU SEAL THE BLUE BALLOT BAG.

Handling Ballot Problems

Blank Ballot

Explanation

A blank pre-printed ballot warning occurs when the SCANNER does not detect any markings after the ballot has been inserted in the scanner. The operator screen will display a message that reads:



> "**WARNING! BLANK BALLOT DETECTED. PLEASE ENSURE YOU USED THE PROPER MARKING PEN IN THE PROPER VOTING AREAS. TO RETURN AND CORRECT THE BALLOT, PRESS 'RETURN'. TO CAST THE BALLOT AS-IS, PRESS 'CAST'.**"

A voter may intentionally wish to cast a blank ballot, but most likely the voter made an error while marking his/her ballot and inadvertently did not make any selections.

Procedure

The voter is offered the option to:

3. Have the ballot returned to them for correction, or
4. To have the SCANNER accept the ballot 'as-is'.

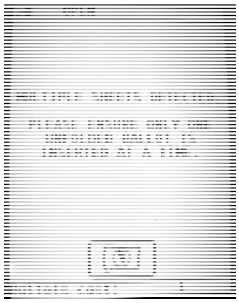
Notes

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.

Ballot Jams

Explanation

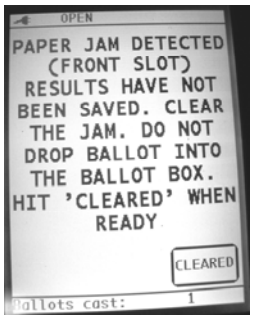
If there is a ballot/paper jam, the operator screen will display a message that says:



> "**PAPER JAM DETECTED. PLEASE CLEAR ANY PAPER FROM THE DEVICE AND PRESS THE 'CLEARED' BUTTON**

Procedure

1. The voter should remain at the machine.
2. Do not look at the markings on the voter's 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, re-insert into the scanner.
5. If the ballot is damaged, the ballot may need to be *spoiled.*
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. Insert the ballot into another scanner.
9. If no scanner will accept the ballot, the voter may spoil their ballot or the ballot may be placed into the Unscannable Emergency Ballot envelope.



Handling Ballot Problems

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

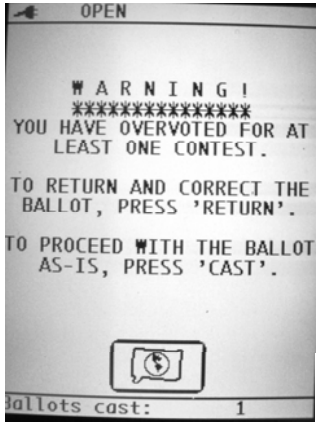
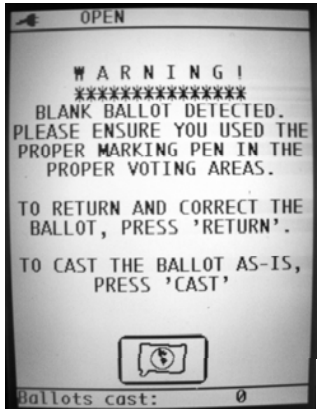
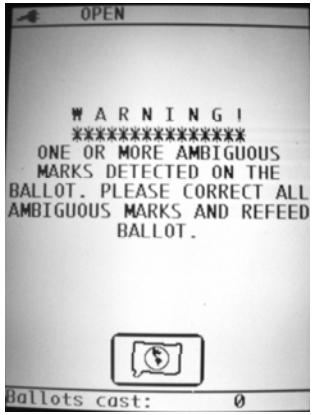
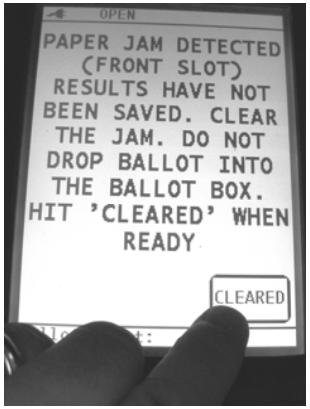
Explanation

All scanners in a polling site repeatedly fail to accept ballots.

Procedure

1. Call the Board of Elections **IMMEDIATELY** 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.

Ballot Problems Summary

	Overvote	**Blank Ballot**	**Ambiguous Mark**	**Ballot Jam**	**Undervote**
Display					
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

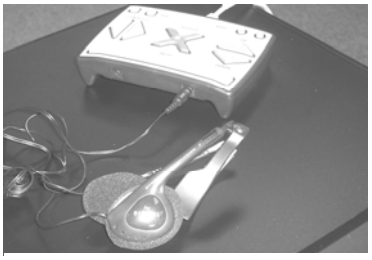
Guiding the Voter on the IC-2 (BMD & Scanner)

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.

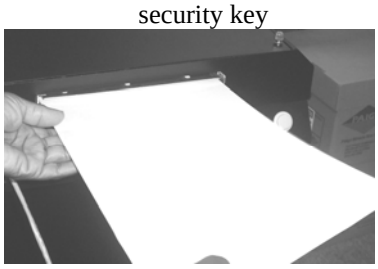
Photo showing the **green** (contrast) button on the left and the **yellow** (zoom) button on the right

Voter using the ATI to create and mark their ballot

Starting an Audio-Visual Ballot Voting Session

1. Insert a blank ballot 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.

Administrative Key touched to security key



Blank ballot being inserted into printer

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

Starting an Audio-Visual Ballot Voting Session

b. Enter the Ballot ID by pressing the numbers on the numeric key pad corresponding to the Ballot ID number.

c. Press "ENTER"

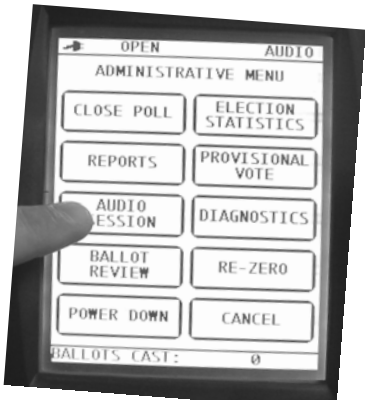
OR

6. A menu will appear: "Are you certain the Ballot ID is xxx?"

   a. Press "YES" if the Ballot ID entered is the same as that on the Poll Book.

   b. If a wrong Ballot ID is entered the Operator Panel will show "Invalid Ballot ID Entered." The Ballot ID Entry Menu will re-appear. Re-enter the correct Ballot ID.

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



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

Ballot ID Entry Screen

NOTES

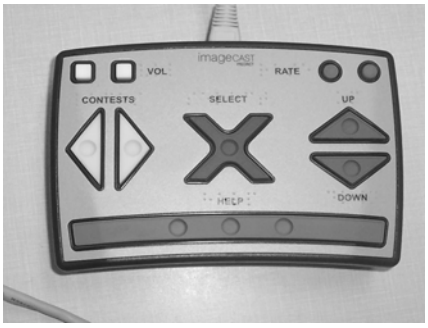
(A) The BMD is designed to create access so that voters with disabilities can voter independently and without assistance.

(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 cause 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.

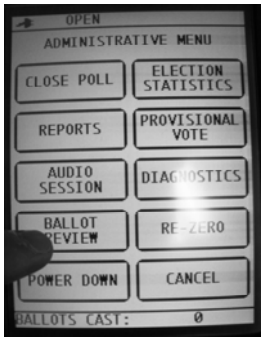


Audio-Tactical Interface (ATI)

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

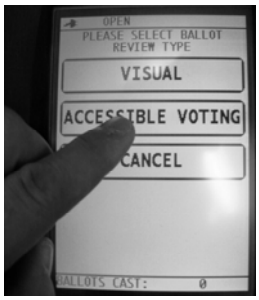
Depositing the Printed Ballot in Scanner

1. Insert printed ballot, inside the privacy sleeve, into any scanner. The scanner will draw the ballot from the sleeve.
2. See *Depositing the marked ballot into the scanner* (page 27)



Reviewing the Printed Ballot in the Scanner

1. Place the Administrative Key in the Security Key Pad. The Administrative Menu appears.
2. Press the "Ballot Review" button. The Ballot Review Type Menu appears.
3. Press the "Accessible Voting" button. The Operator panel is now in Review mode and displays "System Ready."
4. Insert printed ballot, inside the privacy sleeve, into the scanner. The scanner will draw the ballot from the sleeve.
5. The operator panel displays "To Cancel the AVS Review, please press the Return Button."
6. The voter may review their printed ballot both visually on the monitor and by voice through the headphones.
7. The voter may either decide to cast the printed ballot (by pressing the red "X" on the ATI) or returning the ballot (by pressing the blue down arrow on the ATI).
   a. The voter may choose to return the ballot.
      i. Confirm with the voter that they meant to return the ballot. If the voter did not intend to return the ballot, re-insert the ballot.
      ii. If they still wish to return the ballot, instruct the voter to spoil their ballot. *See spoiled ballot procedure.*
      iii. After spoiling the ballot, the voter may choose to use the BMD again (in which case the inspector's must initiate a new Audio Session) or opt to complete a pre-printed ballot.
   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.



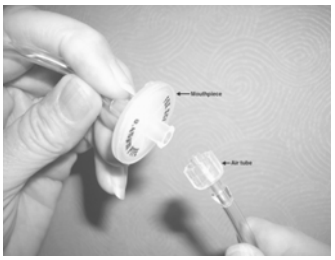
Notes

The Inspector may assist the voter by inserting the voter's marked, printed ballot into any scanner (*see ordinary assistance*).

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

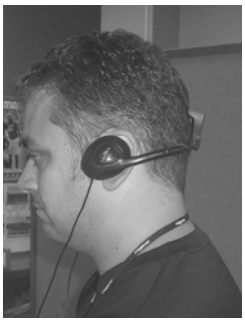
Sip and Puff Device

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.



Sanitary Mouthpiece

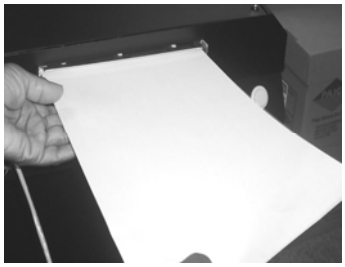
9. Connect the sanitary mouthpiece to the snap fit fastener on the padded headset. The headset is ready for use.
10. Direct the voter to a chair in front of the display screen.
11. Slip the Sip & Puff head-frame over the ears and behind the neck of the voter, and place the headphones on the voter.
12. 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.



Voter with Headphones on

Buttons: green button is contrast; yellow button is Zoom

Depositing the Printed Ballot - See normal BMD Process.

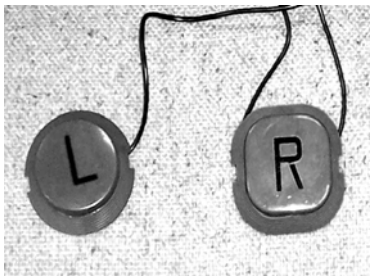


Insert blank sheet of paper

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

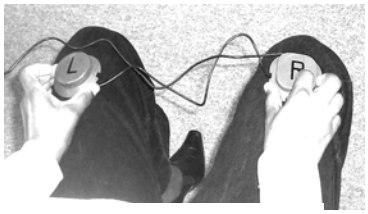
1. Ensure the ATI is set up and connected to the BMD.
2. Make sure the status light is flashing green, signaling the unit is ready for use by the voter.
3. Make sure the headphones are plugged into the right hand port on the ATI.
4. Plug the paddles into the left port (under the yellow arrows) of the 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.

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



Paddles: left red, right blue

Connecting Paddles into the ATI



Voter with paddles

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/marking their ballot.
Flashing Amber	Voter's ballot is being printed.
Solid Amber	Voter has inserted their ballot and is reviewing it.
Alternating Amber and Red	Unit has an error and is not functioning.
Alternating Red, Amber and Green	Voter has pressed the Help button and is receiving Help instructions on the unit. *Note:* The Inspectors will have to monitor this during an Audio session.

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	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	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

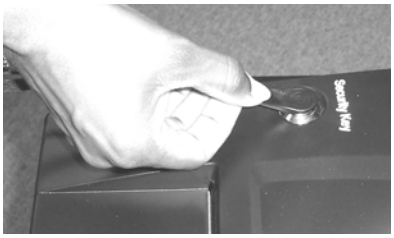
The blank sheet of paper will be returned if the inspectors press the red button located to the middle on underside of the printer unit.

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:

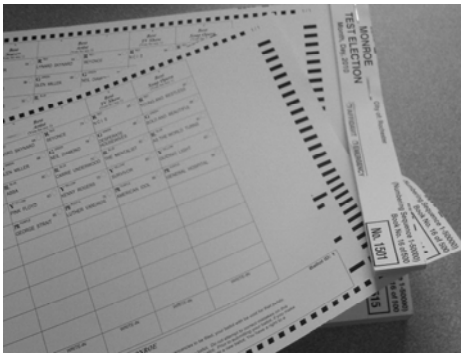
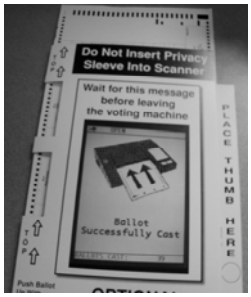
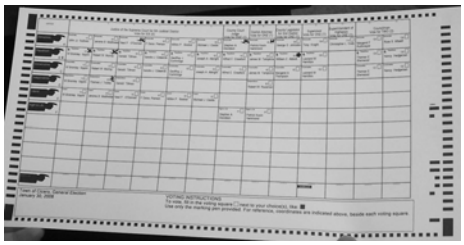
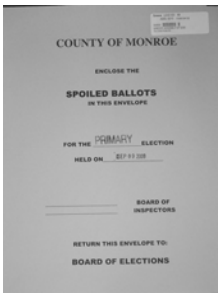
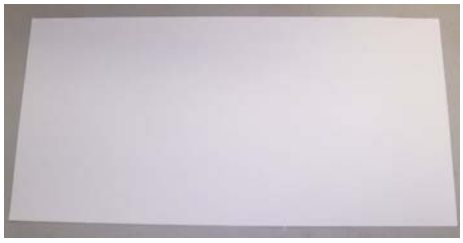
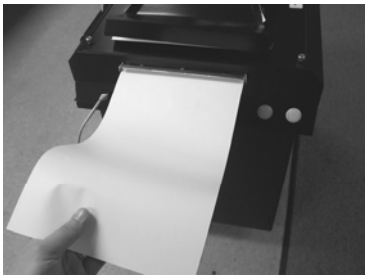
1. Press the top button on the printer unit (circle symbol) until the printer unit powers down.
2. Wait 3 seconds
3. Press the top button again on the printer unit (circle unit). Print will go through start-up process.
4. Wait until end of start-up process.
5. The solid green circle (top button of printer 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.

Types of Ballots (Summary)

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

Monroe County Board of Elections

Training Manual for Election Inspectors

You're Right To Vote.

Special Procedures

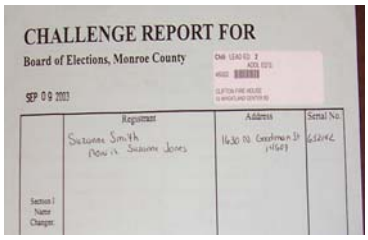
Name Change in the Poll Book

Purpose

To facilitate voters whose name has changed without requiring the voter to re-register to vote.

Procedure

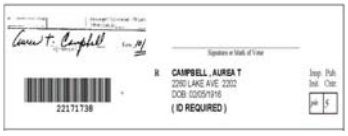
1. Make sure the voter has not moved.
2. The voter must sign his or her name as it appears in the poll book on the signature line near their printed name.
3. The voter must then sign his or her new name just above their old signature.
4. Inspectors must record the information in Section I of the **Challenge Report.** The inspectors must print the voters old name and new name and enter the voters Serial (Voter) Number.



ID Required

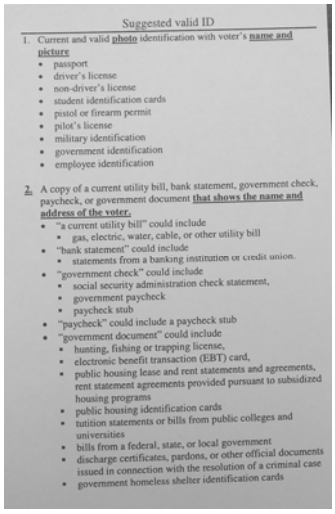
Purpose

To ensure that those voters who registered by mail for the first time are asked for ID to verify their identity.



Procedure

1. Check to see if "ID REQUIRED" is shown on the voter's record.
2. If identification is required, ask the voter for a current, official document that shows their NAME and PHOTO **OR** an official document that shows their NAME and ADDRESS. (See sample ID Examples to the right)
3. If they show the identification, allow the voter to vote on the machine. Put a line through "~~ID REQUIRED."~~
4. If they are unable to show identification, the voter must vote by AFFIDAVIT BALLOT.



Suggested valid ID

1. Current and valid **photo** identification with voter's **name and picture**
   - passport
   - driver's license
   - non-driver's license
   - student identification cards
   - pistol or firearm permit
   - pilot's license
   - military identification
   - government identification
   - employee identification
2. A copy of a current utility bill, bank statement, government check, paycheck, or government document **that shows the name and address of the voter.**
   - "a current utility bill" could include
     - gas, electric, water, cable, or other utility bill
   - "bank statement" could include
     - statements from a banking institution or credit union.
   - "government check" could include
     - social security administration check statement,
     - government paycheck
     - paycheck stub
   - "paycheck" could include a paycheck stub
   - "government document" could include
     - hunting, fishing or trapping license,
     - electronic benefit transaction (EBT) card,
     - public housing lease and rent statements and agreements, rent statement agreements provided pursuant to subsidized housing programs
     - public housing identification cards
     - tuition statements or bills from public colleges and universities
     - bills from a federal, state, or local government
     - discharge certificates, pardons, or other official documents issued in connection with the resolution of a criminal case
     - government homeless shelter identification cards

Examples

Valid New York State Drivers License, Passport, Utility Bill, Board of Elections verification letter. *The complete list of ID Examples is in your supplies on a yellow card*.

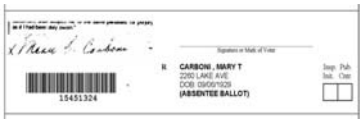
Notes

Only ask for ID if "ID Required" appears near the voter's name in the poll book.

Absentee Ballot Voter

Purpose:

Sometimes a voter who has cast an Absentee Ballot prior to Election Day will arrive at their polling site on Election Day to vote in person. They must be allowed to vote on the ICVM.



Procedure

If the poll record shows "Absentee Ballot" near the voters name:

(1) Have the voter sign his or her name in the poll book following the regular procedure.

(2) Allow the voter to vote on the voting machine.

Absentee Ballot Voter Procedure (Continued)

(3) Before the polls close inspectors must call the Board of Elections with the names of these voters at 753-1535. The Board of Elections will pull these ballots, so they are not opened and counted.

Notes

Do not accept voted absentee ballots; they will not be counted. Voted absentee ballots must be mailed and postmarked the day before an election day or delivered in person, on election day, to the Board of Elections.

Write-In Votes

Purpose

Voters may write-in a candidate if they do not wish to indicate a choice for a candidate printed on the ballot.

Procedure

The voter may write-in the name of the candidate at the bottom of any column (race).

Notes

1) Ballots containing a write-in vote will be diverted in the machine to the write-in section to the right of the main ballot box.

2) When closing, ballots with write-in votes must be placed in the write-in envelope.

Voter Challenges

Purpose

A Voter's qualifications can be challenged at the polling site by an Inspector, a Poll Watcher or any registered voter who is properly voting at the site. Challenges can be made for several reasons:

1. The person's signature does not match.
2. The person is using the same name as someone who already voted.
3. The person is believed not to reside at his or her address.

Procedure

As an Inspector you must challenge any voter who you know or suspect is not legally entitled to vote in your district.

Notes

Record voter challenges on **Section II** of the **Challenge Report**.

When a Voter is challenged, an Election Inspector shall administer to him the following oath:

Preliminary Oath

"Do You do solemnly swear that you will make true answers to such questions as may be put to you concerning your qualifications as a voter?"

If the applicant refuses to take the oath, he is not permitted to vote.

If the applicant does take the Preliminary Oath, the Election Inspector should ask questions pertaining to the reasons for the challenge. (Example: Are you 18 years of age? Do you reside at Oak Lane?)

If after receiving the answers the Election Inspectors believe the person qualified to vote, they may allow the person to vote on the voting machine.

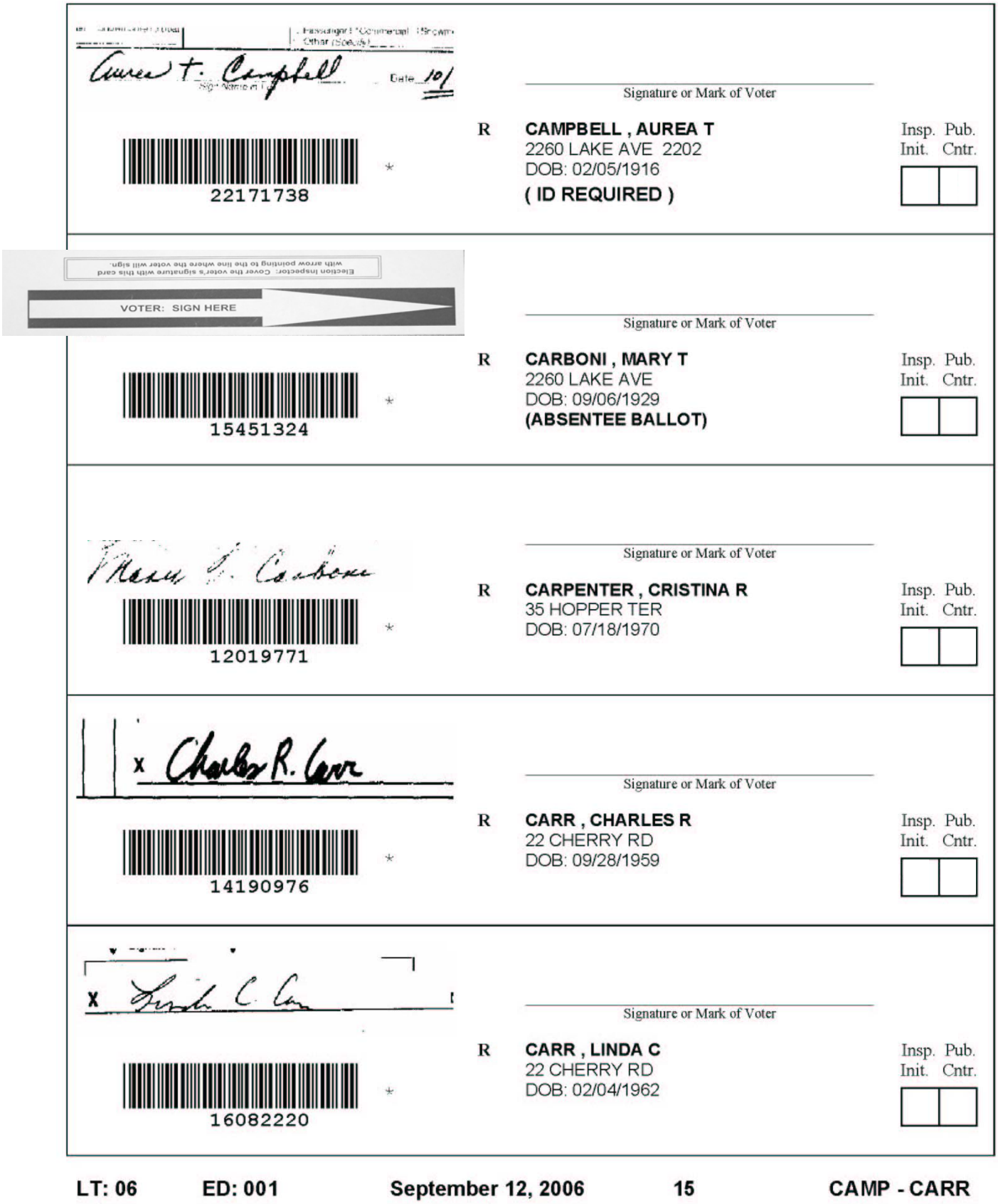
If the Election Inspectors are not convinced the person is qualified to vote and the person persists in his right to vote, the Election Inspectors must administer the following oath:

The Qualification Oath

"Do you swear that you are eighteen years of age, that you are a citizen of the United States and that you have been a resident of this state and of this county for the thirty days preceding this election, that you still reside at the same address from which you have been duly registered in this election district, that you have not voted at this election, and that you do not know of any reason why you are not qualified to vote at this election?

Do you further declare that you are aware that it is a crime to make any false statements, that all the statements you have made to the Board of Elections have been true and that you understand that a false statement is perjury and you will be guilty of a misdemeanor?"

If any person refuses to take this oath he shall not be permitted to vote on voting machine. *If the person takes the oaths, he shall be permitted to vote on the voting machine.*



22171738	R	**CAMPBELL , AUREA T** 2260 LAKE AVE 2202 DOB: 02/05/1916 **(ID REQUIRED)**	Signature or Mark of Voter Insp. Init. / Pub. Cntr.
15451324	R	**CARBONI , MARY T** 2260 LAKE AVE DOB: 09/06/1929 **(ABSENTEE BALLOT)**	Signature or Mark of Voter Insp. Init. / Pub. Cntr.
12019771	R	**CARPENTER , CRISTINA R** 35 HOPPER TER DOB: 07/18/1970	Signature or Mark of Voter Insp. Init. / Pub. Cntr.
14190976	R	**CARR , CHARLES R** 22 CHERRY RD DOB: 09/28/1959	Signature or Mark of Voter Insp. Init. / Pub. Cntr.
16082220	R	**CARR , LINDA C** 22 CHERRY RD DOB: 02/04/1962	Signature or Mark of Voter Insp. Init. / Pub. Cntr.

LT: 06 **ED: 001** **September 12, 2006** **15** **CAMP - CARR**

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

Voter Does Not Live In the District

Objective

To direct the voter to the correct polling site and election district.

Important Voter Information

Peter M. Quinn, Commissioner of Elections
Thomas F. Ferrarese, Commissioner of Elections

Monroe County Board of Elections
39 W. Main St.
Rochester NY 14614-0550

519396 7
JANICE PRIESTER
55 FIRESTONE DR
ROCHESTER, NY 14624

This letter contains information on your registration from the address printed above. If you have moved you need to re-register with your new address.

If you move within Monroe County you may:

- Register by mail by October 10th (forms postmarked by midnight and received by Oct 15th). Call our office at 753-1550 for a mail registration form or pick up a form in post offices, libraries, town halls, many banks and credit unions, or on the web at www.monroecounty.gov/elections.
- Register personally at any City Library, Town Hall, or the County Office Building on: Tuesday, October 7, 2 P.M. to 7 P.M. or Saturday, October 11, Noon to 9 P.M.
- If you receive your mail at a Post Office Box, and have changed your residence, you must re-register from that address of residence.
- If you do not notify us of your change of address, you may vote on a paper ballot at your NEW polling location on Election Day on an affidavit ballot.

If you move out of Monroe County, you must register in your new county.
FOR INFORMATION ON ABSENTEE BALLOTS, CALL 753-1509.

OFFICES TO BE ELECTED IN 2008

- United States President & Vice President
- State Supreme Court, 7th Judicial District (2)
- Representative in Congress, Districts 25,26,28,29
- State Senator, Districts 54, 55,56, 62
- Member of Assembly, Districts 130,131,132,133, 134,135,139
- County Court Judge
- Family Court Judge (2)
- County Clerk
- County Legislator - District 28, 1yr term
- Various Town & Village Offices

PRIMARY ELECTION: Tuesday, September 9, 2008 Polls open noon to 9:00 P.M.
(only those enrolled in a party having a primary election may vote)
GENERAL ELECTION: Tuesday, November 4, 2008. Polls open 6:00 A.M. to 9:00 P.M.

If you are a person with a disability and vote at a site which is NOT accessible, you may request another site by October 21, 2008.

PLEASE NOTE! YOUR POLLING PLACE OR ELECTION DISTRICT MAY HAVE CHANGED

Election District: 10 Party: DEMOCRATIC

Leg Dist	Assembly District	Senatorial District	Congressional District	Council District
64	133	63	26	

Your Polling Place Is:
LUTHERAN CHURCH OF OUR SAVIOUR
2413 CHILI AV
ACC PHYSICALLY DISABLED PERSON

8-2008

Telephone: 753-1550 E-Mail: mcboe@monroecounty.gov TTY for hearing impaired: 753-1544
If addressee is deceased or moved, kindly indicate and return form so that we may correct our records to avoid any inconvenience for you.

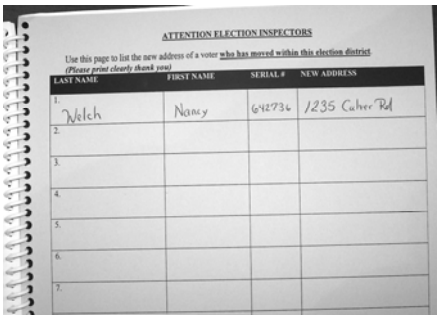
Procedure

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

Voter Moves Within the Same Election District

Objective

To ensure that the voter that moves within the same election district is able to vote on the machine and that the voter's new address is recorded.



ATTENTION ELECTION INSPECTORS

Use this page to list the new address of a voter who has moved within this election district.
(Please print clearly thank you)

LAST NAME	FIRST NAME	SERIAL #	NEW ADDRESS
1. Welch	Nancy	642736	1235 Culver Rd
2.			
3.			
4.			
5.			
6.			
7.			

Procedure

1. Check the street guide to verify the address is within the district.
2. Have the voter sign the poll book at the old address and vote on the voting machine.
3. **Add the voters name and new address to the last (orange) page of your poll book.**

AFFIDAVIT BALLOTS

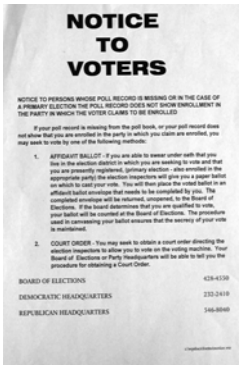
Purpose

Affidavit Ballots should be used when:

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

Procedure

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



NOTICE TO VOTERS

NOTICE TO PERSONS WHOSE POLL RECORD IS MISSING OR IN THE CASE OF A PRIMARY ELECTION THE POLL RECORD DOES NOT SHOW ENROLLMENT IN THE PARTY IN WHICH THE VOTER CLAIMS TO BE ENROLLED

If your poll record is missing from the poll book, or your poll record does not show that you are enrolled in the party in which you claim are enrolled, you may seek to vote by one of the following methods:

1. AFFIDAVIT BALLOT - If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered, (primary election - also enrolled in the appropriate party) the election inspectors will give you a paper ballot on which to cast your vote. You will then place the voted ballot in an affidavit ballot envelope that needs to be completed by you. The completed envelope will be returned, unopened, to the Board of Elections. If the board determines that you are qualified to vote, your ballot will be counted at the Board of Elections. The procedure used in canvassing your ballot ensures that the secrecy of your vote is maintained.
2. COURT ORDER - You may seek to obtain a court order directing the election inspectors to allow you to vote on the voting machine. Your Board of Elections or Party Headquarters will be able to tell you the procedure for obtaining a Court Order.

BOARD OF ELECTIONS	428-4330
DEMOCRATIC HEADQUARTERS	232-2410
REPUBLICAN HEADQUARTERS	546-8040

Ordinary Affidavit Ballot Procedures (IC-1)

Procedure

1. Provide the voter with a paper ballot. Instructions are on the ballot.
2. Provide the voter with an affidavit ballot envelope.
3. Write the LD/Town and election district (ED) at the bottom on the "Affidavit Oath" side of the envelope.
4. Direct the voter to a privacy area.
5. The voter marks the paper ballot.
6. The voter must seal the ballot in the affidavit envelope.
7. The voter must
   - date
   - sign
   - completely fill out the Affidavit Oath side of the envelope
   - completely fill out the attached registration side of the envelope.
8. The voter will give the completed envelope with the ballot sealed inside to an inspector.
9. **An inspector must**
   - **date**
   - **sign**
   - **ensure that the envelope is filled out**
   - **the envelope is sealed properly.**

Procedure
(continued)

10. The envelope must be returned to the district table the voter signed in at.
11. Enter the voter's name and address in Section IV of the **Challenge Report**.
12. The inspector places the SEALED ballot envelope in the large "Affidavit Return" envelope for return to the Board of Elections.

All voted affidavit envelopes are returned unopened to the Board of Elections where they will be counted electronically.

Affidavit Ballot Procedures for the IC-2 (BMD)

Procedure

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

Notes

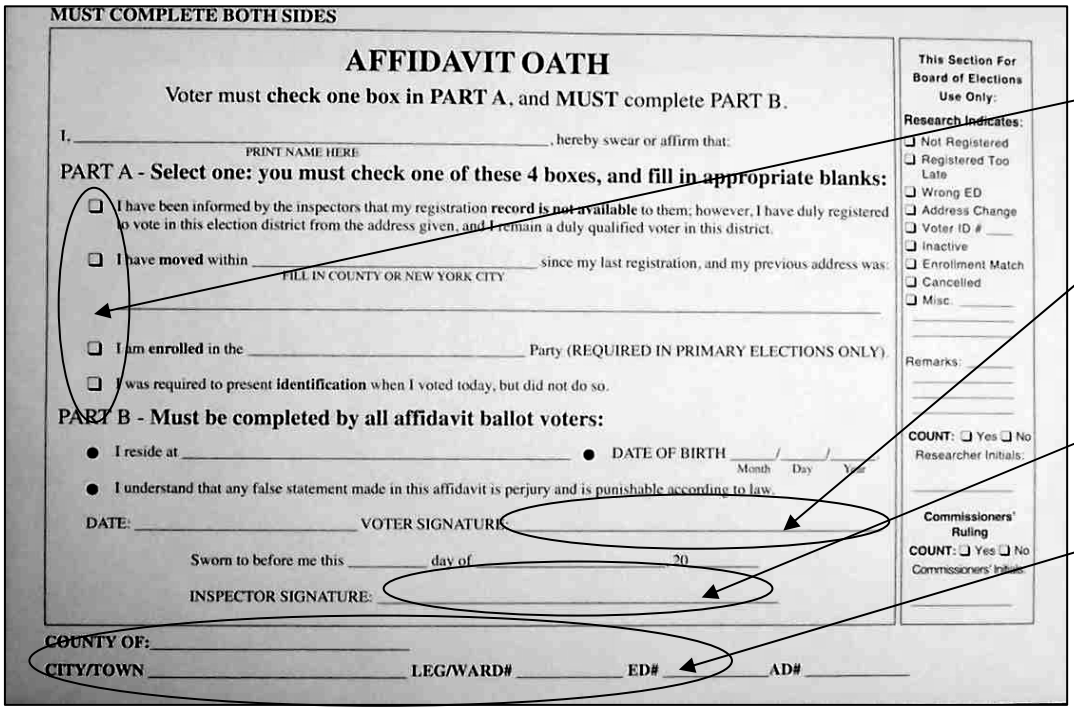
Affidavit Ballots - Summary

- The voter must live in the correct district.
- The voter must vote in the district they presently live in – never the one they used to live in.
- The voter must sign the envelope.
- The ballot must be sealed in the correct envelope.
- The inspector must sign the envelope.
- The affidavit envelope must be placed in the return envelope and placed with the other ballots (see closing).

IMPORTANT

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

Affidavit Envelope



MUST COMPLETE BOTH SIDES

AFFIDAVIT OATH

Voter must check one box in PART A, and MUST complete PART B.

I, _____, hereby swear or affirm that:
PRINT NAME HERE

PART A - Select one: you must check one of these 4 boxes, and fill in appropriate blanks:

- ❑ I have been informed by the inspectors that my registration record is not available to them; however, I have duly registered to vote in this election district from the address given, and I remain a duly qualified voter in this district.
- ❑ I have moved within _____ since my last registration, and my previous address was:
  FILL IN COUNTY OR NEW YORK CITY
  _____
- ❑ I am enrolled in the _____ Party (REQUIRED IN PRIMARY ELECTIONS ONLY).
- ❑ I was required to present identification when I voted today, but did not do so.

PART B - Must be completed by all affidavit ballot voters:

- I reside at _____
- DATE OF BIRTH ____/____/____ (Month Day Year)
- I understand that any false statement made in this affidavit is perjury and is punishable according to law.

DATE: _____ VOTER SIGNATURE: _____

Sworn to before me this _____ day of _____ 20____

INSPECTOR SIGNATURE: _____

This Section For Board of Elections Use Only:

Research Indicates:
- ❑ Not Registered
- ❑ Registered Too Late
- ❑ Wrong ED
- ❑ Address Change
- ❑ Voter ID # ____
- ❑ Inactive
- ❑ Enrollment Match
- ❑ Cancelled
- ❑ Misc. _____

Remarks: _____

COUNT: ❑ Yes ❑ No
Researcher Initials: _____

Commissioners' Ruling
COUNT: ❑ Yes ❑ No
Commissioners' Initials: _____

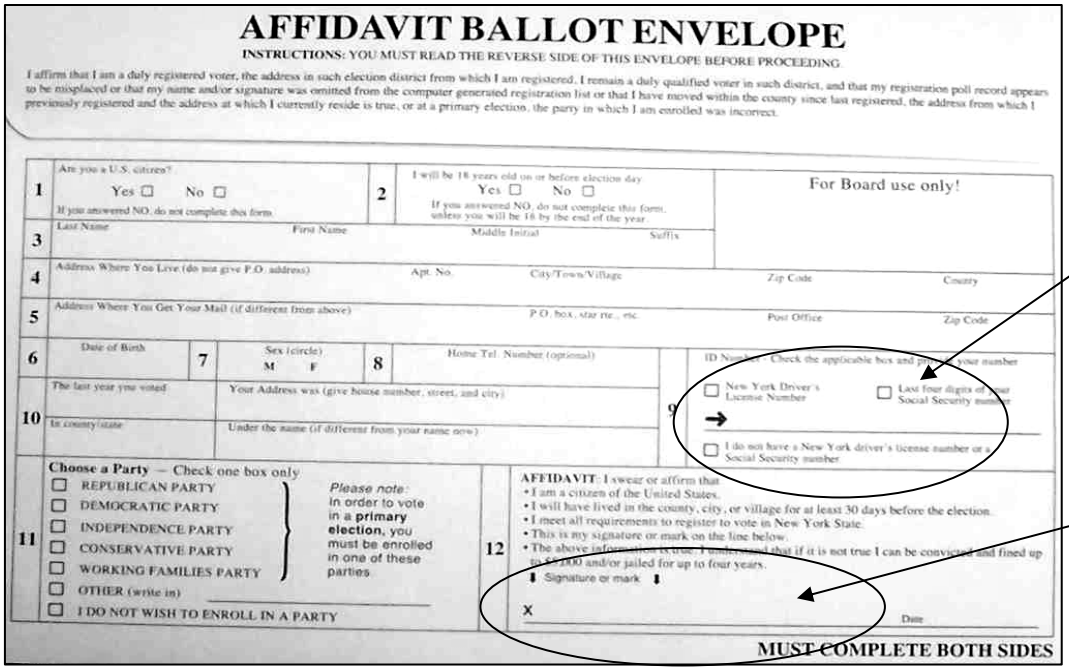
COUNTY OF: _____
CITY/TOWN _____ LEG/WARD# _____ ED# _____ AD# _____

Voter should check one of these boxes and supply information as

Voter MUST sign

One of the inspectors MUST sign here

Fill out the Town if in the Towns, Leg if in the City, and the Election District (ED#)



AFFIDAVIT BALLOT ENVELOPE

INSTRUCTIONS: YOU MUST READ THE REVERSE SIDE OF THIS ENVELOPE BEFORE PROCEEDING

I affirm that I am a duly registered voter, the address in such election district from which I am registered, I remain a duly qualified voter in such district, and that my registration poll record appears to be misplaced or that my name and/or signature was omitted from the computer generated registration list or that I have moved within the county since last registered, the address from which I previously registered and the address at which I currently reside is true, or at a primary election, the party in which I am enrolled was incorrect.

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

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

For Board use only!

3 Last Name | First Name | Middle Initial | Suffix

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

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

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

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

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

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

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

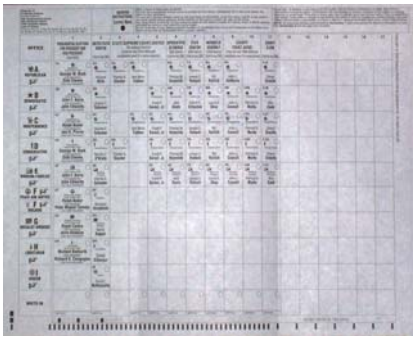
12 AFFIDAVIT: I swear or affirm that
- I am a citizen of the United States.
- I will have lived in the county, city, or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark on the line below.
- The above information is true. I understand that if it is not true I can be convicted and fined up to $5,000 and/or jailed for up to four years.

Signature or mark
X _____ Date

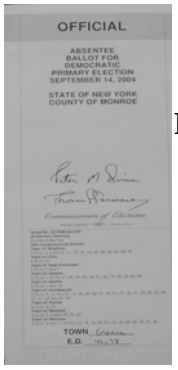
MUST COMPLETE BOTH SIDES

Voter must supply their New York State Driver's License Number or the last four digits of their social security number

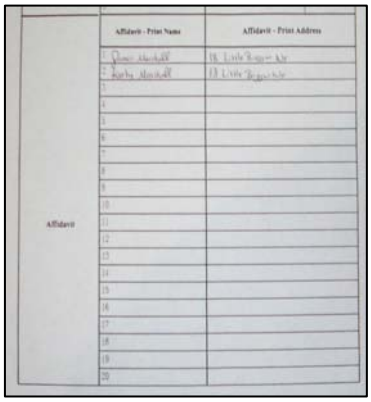
Voter must sign the form



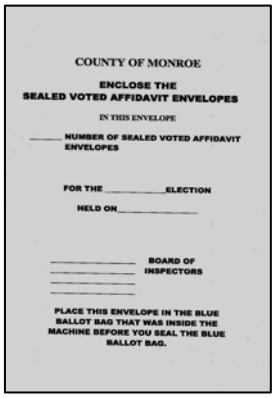
Paper Ballot



Front of paper ballot



Challenge Report



Affidavit Return Envelope

COURT ORDERS

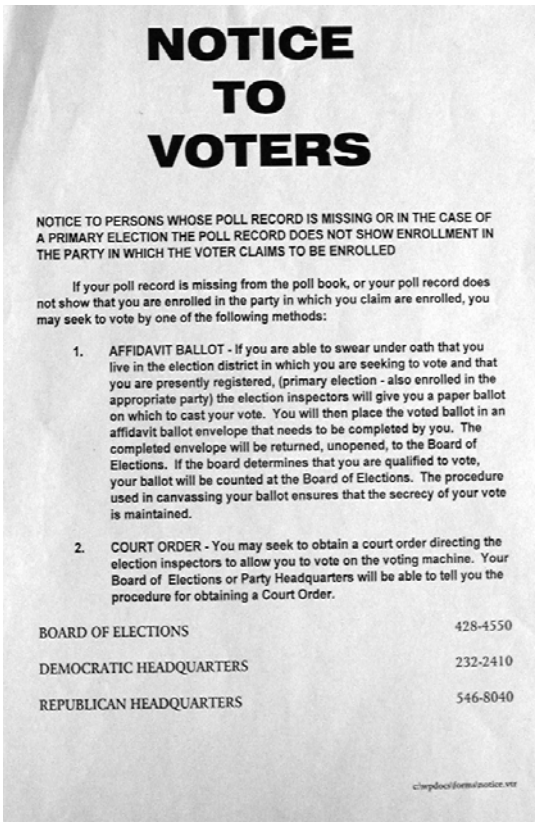
Purpose

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

- A voter might check-in with the inspectors and learn that their name is not in the poll book and then seek to get a Court order or the voter may already know their name is not likely in the poll book and seek to get a Court Order.
- Both political parties' phone numbers are listed on the **Notice to Voters**. Each party maintains attorneys on election day to assist voters with the preparation of a Court Order.
- A voter must fill out these papers, which are taken before a Supreme Court Judge. The Judge will examine the papers and if all is in order, sign the papers allowing the voter to vote on the machine.
- The voter must then take these papers back to their correct election district and present them to the inspectors.

Procedure

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



NOTICE TO VOTERS

NOTICE TO PERSONS WHOSE POLL RECORD IS MISSING OR IN THE CASE OF A PRIMARY ELECTION THE POLL RECORD DOES NOT SHOW ENROLLMENT IN THE PARTY IN WHICH THE VOTER CLAIMS TO BE ENROLLED

If your poll record is missing from the poll book, or your poll record does not show that you are enrolled in the party in which you claim are enrolled, you may seek to vote by one of the following methods:

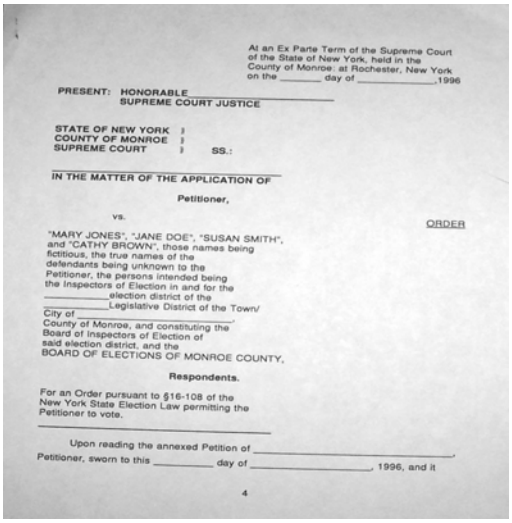
1. AFFIDAVIT BALLOT - If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered, (primary election - also enrolled in the appropriate party) the election inspectors will give you a paper ballot on which to cast your vote. You will then place the voted ballot in an affidavit ballot envelope that needs to be completed by you. The completed envelope will be returned, unopened, to the Board of Elections. If the board determines that you are qualified to vote, your ballot will be counted at the Board of Elections. The procedure used in canvassing your ballot ensures that the secrecy of your vote is maintained.
2. COURT ORDER - You may seek to obtain a court order directing the election inspectors to allow you to vote on the voting machine. Your Board of Elections or Party Headquarters will be able to tell you the procedure for obtaining a Court Order.

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

c:\wpdocs\forms\notice.vtr

Court Order Procedure IC-1 (Scanner Only)

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



At an Ex Parte Term of the Supreme Court of the State of New York, held in the County of Monroe: at Rochester, New York on the _____ day of _____,1996

PRESENT: HONORABLE_____
SUPREME COURT JUSTICE

STATE OF NEW YORK)
COUNTY OF MONROE)
SUPREME COURT) SS.:

IN THE MATTER OF THE APPLICATION OF

Petitioner,

vs.

ORDER

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

Respondents.

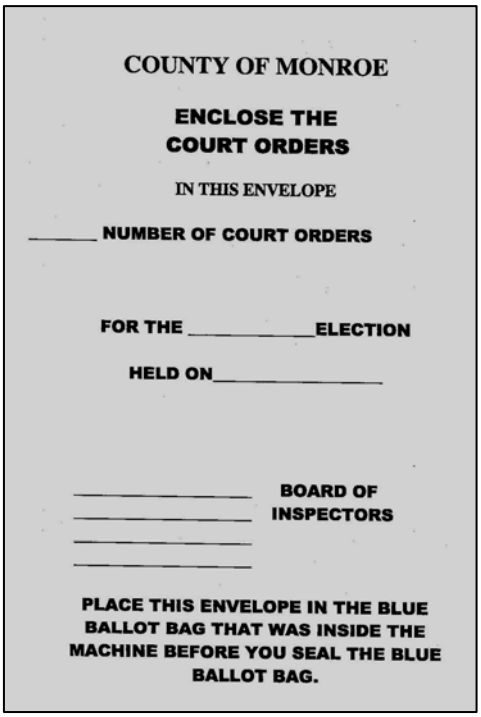
For an Order pursuant to §16-108 of the New York State Election Law permitting the Petitioner to vote.

Upon reading the annexed Petition of _____, Petitioner, sworn to this _____ day of _____, 1996, and it

4

Court Order Procedures for the IC-2 (BMD & Scanner)

7) The inspector takes the Court Order from the voter.
8) The inspectors must then allow the voter to vote using the IC-2 (BMD) (see checking in the BMD Voter).
9) Inspectors must place the Court Order in the Court Order Return Envelope.
10) The inspectors must note the voter's name, address and Public Counter Number on Section IV of the Challenge Report.
11) In a Primary Election, the court order must specify the party in which the person is allowed to vote.



COUNTY OF MONROE

ENCLOSE THE
COURT ORDERS

IN THIS ENVELOPE

_____ NUMBER OF COURT ORDERS

FOR THE _____ELECTION

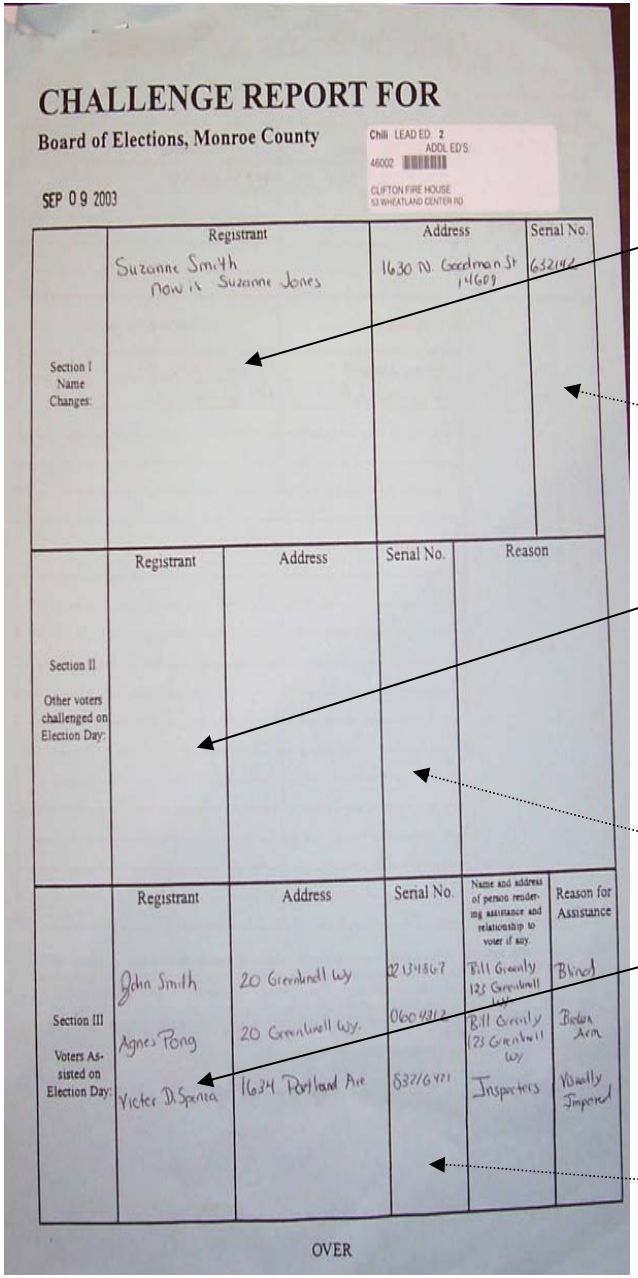
HELD ON_____

_____
_____
_____
_____

BOARD OF
INSPECTORS

PLACE THIS ENVELOPE IN THE BLUE BALLOT BAG THAT WAS INSIDE THE MACHINE BEFORE YOU SEAL THE BLUE BALLOT BAG.

The Challenge Report



CHALLENGE REPORT FOR

Board of Elections, Monroe County

Chili LEAD ED: 2
ADDL ED'S:
46002
CLIFTON FIRE HOUSE
53 WHEATLAND CENTER RD

SEP 09 2003

	Registrant	Address	Serial No.
Section I Name Changes:	Suzanne Smith now is Suzanne Jones	1630 N. Goodman St 14609	6321142

	Registrant	Address	Serial No.	Reason
Section II Other voters challenged on Election Day:				

	Registrant	Address	Serial No.	Name and address of person rendering assistance and relationship to voter if any.	Reason for Assistance
Section III Voters Assisted on Election Day:	John Smith	20 Greenlawn Wy	82134567	Bill Greenly 123 Greenlawn Wy	Blind
	Agnes Pong	20 Greenlawn Wy.	06044312	Bill Greenly 123 Greenlawn Wy	Broken Arm
	Victor DiSpenza	1634 Portland Ave	83276421	Inspectors	Visually Impaired

OVER

Record **Name Changes** (Section I)

Record **Voters Challenged on Election Day (Section II)**

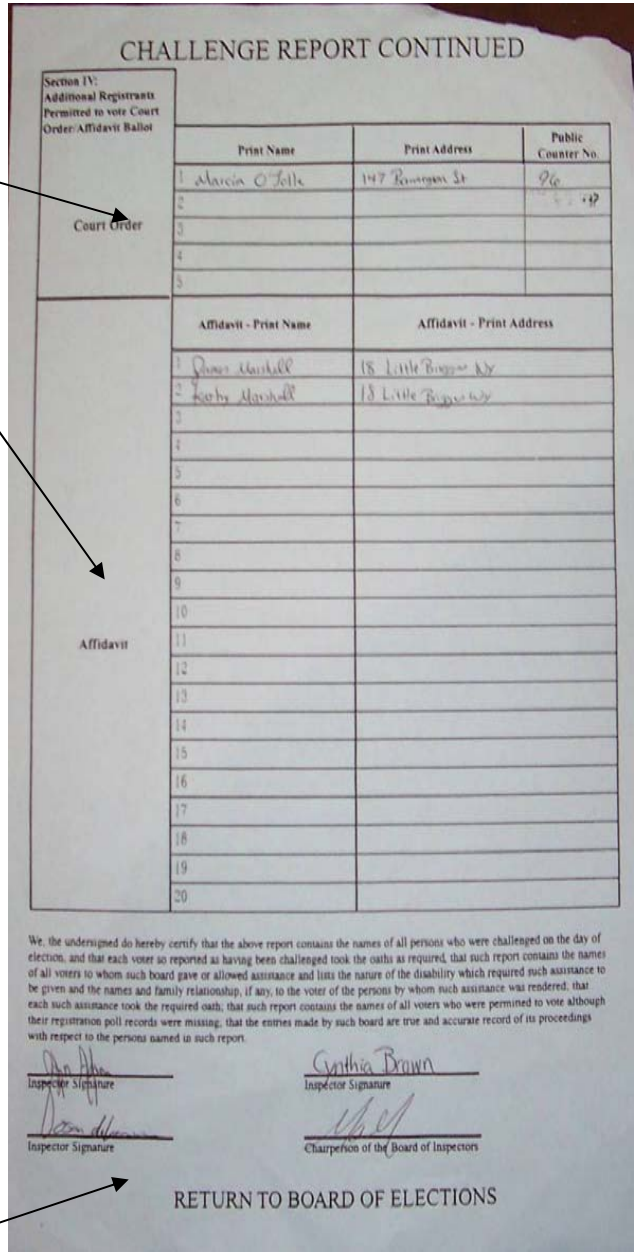
Record **Assisted Voters (Section III)**

Serial No.

8 Digit number located under the bar code in the poll book

Record **Court Orders (Section IV)**

Record **Affidavit Ballots (Section IV)**



CHALLENGE REPORT CONTINUED

Section IV: Additional Registrants Permitted to vote Court Order/Affidavit Ballot

	Print Name	Print Address	Public Counter No.
Court Order	1 Marcia O'Toole	147 Rosengren St	96
	2		
	3		
	4		
	5		

	Affidavit - Print Name	Affidavit - Print Address
Affidavit	1 Roger Marshall	18 Little Bigger Wy
	2 Betty Marshall	18 Little Bigger Wy
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
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	16	
	17	
	18	
	19	
	20	

We, the undersigned do hereby certify that the above report contains the names of all persons who were challenged on the day of election, and that each voter so reported as having been challenged took the oaths as required, that such report contains the names of all voters to whom such board gave or allowed assistance and lists the nature of the disability which required such assistance to be given and the names and family relationship, if any, to the voter of the persons by whom such assistance was rendered; that each such assistance took the required oath; that such report contains the names of all voters who were permitted to vote although their registration poll records were missing; that the entries made by such board are true and accurate record of its proceedings with respect to the persons named in such report.

Inspector Signature — Cynthia Brown, Inspector Signature

Inspector Signature — Chairperson of the Board of Inspectors

RETURN TO BOARD OF ELECTIONS

At least 2 inspectors must sign the Challenge

Monroe County Board of Elections

Training Manual for Election Inspectors

You're Right To Vote.

Helping the Voter

ORDINARY VOTING ASSISTANCE

Try to assist a voter before they mark their vote or use the IC-2

Whenever possible, instruct a voter needing assistance on how to use the voting machine before he or she marks their ballot or uses the IC-2. Use the sample ballot to explain the location of the candidates' or any proposals on the ballot. This is especially important when the ballot is lengthy or when it contains amendments or propositions.

Do you require assistance in marking your ballot?

After the voter signs in the poll book, inspectors should ask ALL voters if they require assistance by asking "***do you require assistance in marking your ballot?***" This will determine if the voters will need to use the IC-2 (BMD and Scanner).

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

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

If the voter requires assistance, the inspector will then administer an oath to the voter:

"Do you solemnly swear or affirm that the statements you just made are true?

If the voter answers yes, then he or she may receive help from the inspectors OR have a person of their choice assist them so long as that *person is not his or her employer or union representative.*

A voter may request assistance from the Spanish Interpreter **without** the involvement of the inspectors.

ASSISTANCE FROM INSPECTORS

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

OTHER PERSON REQUESTED BY VOTER

1. A person, other than an inspector, who assists the voter, **must take the Assisted Voters Oath**.
2. The person assisting must keep the voter's choices confidential.

OATH FOR PERSON(S) ASSISTING VOTER:

"I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that I will not keep or make any memorandum or entry of anything occurring within the booth, and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket they had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding."

CHALLENGE REPORT

If a voter is assisted, and for every instance voters are assisted, even when assisted by the two inspectors, include the information in Section III of the Challenge Report: NAME of Voter, NAME of person assisting, and WHY assistance was given.

People with Disabilities: Basic Etiquette

Meeting someone with a Disability

When you meet someone, extend your hand to shake if that is what you normally do. A person who cannot shake hands will let you know. As in any new situation, everyone will feel more comfortable if you relax.

Meeting a person who is blind

When meeting a blind person, identify yourself. If you have met before, remind the person of the context; he or she won't have the visual cues to jog the memory. When guiding a person who is blind, use the Sighted Guide Technique. Offer your arm and let the person hold your elbow as he or she walks one pace behind you following the movement of your arm. Relax your arm and move naturally. The person who is blind is comfortable using this familiar means of walking around.

Meeting a person who uses a Wheelchair

Never push a person's wheelchair without permission.

Use Person First Terminology

Remember we are all people. Instead of referring to a voter with a disability as a "disabled person" use person first terminology and say "person with a disability."

Helping

Offer to assist a person with a disability. Do not begin helping someone until you first offer help. If you are unsure of how you can help, just ask. Don't be offended if someone declines your assistance. It is their choice to accept or decline.

Touching

Do not pat or touch a person with a disability beyond either shaking hands in greeting or providing assistance to someone who has requested it. However, you may gently touch a deaf person to get his or her attention. Do not touch someone's cane, wheelchair or other device. It is a part of that person's mobility aids.

Service Animals

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform for themselves. Here are some tips for assisting a voter who is using a service animal:

- Address the person, not the animal.
- Do not pet or distract the animal.
- Avoid questions about the individual's disability or what the animal does for them.
- Do not automatically assume that a person with a service animal is blind.
- If there is a complaint about an animal being present, explain that federal and state laws protect the rights of individuals with disabilities to be accompanied by service animals.

People with Disabilities: Basic Etiquette

Communication

Speak directly to the person, not to an aide, friend or interpreter. Ask the person to repeat if you don't understand what they said. If the person uses a wheelchair, sit down and converse at the same level. If that is not possible, stand slightly back so they are not straining their to make eye contact. Offer Braille or large print materials to people who are visually impaired. Let the person know when you walk away. Speak slowly and clearly for someone that may be hearing impaired.

Speaking with Someone through a Sign Language Interpreter

- When asking questions or giving information, talk to the voter, not the interpreter.
- Speak clearly and slowly, not loudly.
- Watch to make sure that the Interpreter is keeping up with you.
- Try not to interrupt the interpreter unless necessary.

Environments

A noisy or dark environment or many people talking at the same time might make it difficult for people with vision, speech, or hearing impairments to participate fully in a conversation. Be aware of clear paths of travel for people who use wheelchairs or are blind. Describe goings-on and surroundings (especially obstacles) to a blind person. A person with chemical sensitivity may have a reaction to smoke, perfume, or other toxins in the environment.

Hidden Disabilities

Not all disabilities are apparent. A person may have trouble following a conversation, may not respond when you call or wave, or may say or do something that seems inappropriate. The person may have a hidden disability, such as low vision, or mental illness. They may have difficulty standing in line. Inspectors should make available an extra chair, to be used by voters who have difficulty standing and who must wait their turn.

Monroe County Board of Elections

Training Manual for Election Inspectors

You're Right To Vote.

At the Polls

Protecting the Voters Privacy

It is critical that inspectors make every effort to ensure a voter's privacy whenever that voter is in possession of their ballot. There are several key procedures that must be followed.

Privacy Folder

- When the voter is provided the pre-printed ballot, the pre-printed ballot MUST be placed in a privacy folder.
- The inspector MAY NOT, for any reason, withhold presenting the voter the pre-printed ballot inside of the privacy folder.
- The voter may choose to hand the folder back to the inspector.

Do not Handle a voter's ballot

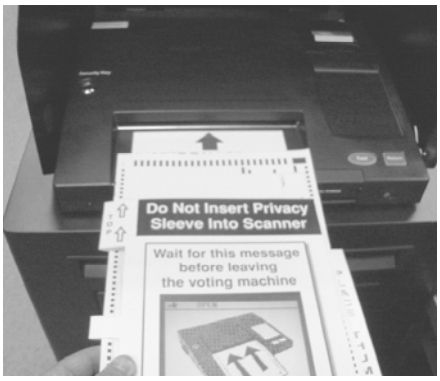
- Inspectors may NEVER handle or view a voter's pre-printed ballot without permission from the voter. Anytime the voter does give permission for their ballot to be looked at, two inspectors, a Democratic Inspector and a Republican Inspector, must be present.
- Inspectors should always attempt to solve any problem with the ballot by asking the voter questions and giving them direction. It is not usually necessary to handle or view a voter's ballot.

Do not hover near the Privacy Area

- Inspectors should not hover over a voter when the voter is in the Privacy Area.
- The voter should be allowed to mark their ballot without any interference from the inspector.

Do not hover near the voting machines

- Inspectors should NOT stand by the voting machines.
- Inspectors should not hover near the voting machines.
- If the voter requires assistance, the inspector should stand behind the IC-1 Hood or the IC-2 Privacy Screen.
- Inspectors should never deposit a voter's ballot into the scanner unless specifically requested to do so and accompanied by an inspector of the opposite party.



SPANISH INTERPRETERS

Purpose: To Assist Spanish Speaking Voters by translating information to and from Election Inspectors.

Procedures:

(1) For each district that has a Spanish Interpreter, a small manila envelope marked "Spanish Interpreter Only" will be in the District Supply Bag. This envelope contains instructions for the Spanish Interpreter and must be given to the Spanish Interpreter.

(2) The Spanish Interpreter must be allowed to sit at the table of the district they are assigned to.

(3) Spanish Interpreters may not be sent home by the inspectors.

(4) Inspectors may not sign a Spanish Interpreter's pay voucher (it may only be signed by the interpreter).

Notes: After taking the "Oath for Person Assisting Voter," the Spanish Interpreters may accompany the voter into the booth, without the inspectors.

ELECTIONEERING

Purpose: Electioneering is working for the election of a candidate or party.

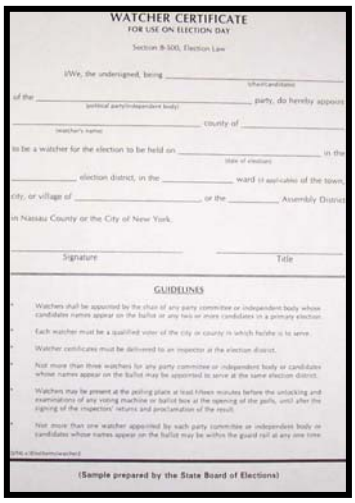
Procedure: Inspectors must ensure that no advertisement, display or speech containing a political party or candidate's name is within 100' from the entrance of the polling site. Inspectors must post the Distance Marker to allow all voters to know that such activity is forbidden within a 100' radius of the polling site.

Examples: Name Badges, Buttons, Name on a label attached to food, Bumper Stickers, Memorabilia (Pencils, rulers, etc.) or political advertisements (newspapers, TV).

Notes: Inspectors should ask the individual that is electioneering to remove or conceal the material that contains the political party's name or the candidate's name.

POLL WATCHERS

Purpose: Poll Watchers are appointed by a political party or candidate. In a Primary, General or Special Election any party whose candidates are on the ballot is entitled to have a Poll Watcher. Poll watchers will likely have a list of voters' names they will cross-off as voters vote.



WATCHER CERTIFICATE
FOR USE ON ELECTION DAY
Section 8-300, Election Law

I/We, the undersigned, being _____ (the candidate)
of the _____ party, do hereby appoint
(political party/independent body)
_____ county of _____
(watcher's name)
to be a watcher for the election to be held on _____ in the
(date of election)
_____ election district, in the _____ ward (if applicable) of the town,
city, or village of _____ or the _____ Assembly District
in Nassau County or the City of New York.

Signature _____ Title _____

GUIDELINES

- Watchers shall be appointed by the chair of any party committee or independent body whose candidate names appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guard rail at any one time.

(Sample prepared by the State Board of Elections)

Procedures:

(1) Poll Watchers must show the Inspector a "POLL WATCHER'S CERTIFICATE."

(2) They must be a qualified voter in the County in which he/she is to serve.

Poll watchers may:

(1) Witness the opening of the voting machines.

(2) Observe proceedings.

(3) Be given information as to who has voted.

(4) Observe the closing of the voting machines.

Poll watchers may not:

(1) Sit at the inspector table and are not members of the inspector team.

(2) Electioneer.

(3) Disrupt proceedings.

(4) Have access to the poll book or other election material.

Notes: Poll Watchers may request that the inspectors cross off a list of voters. If asked, as long as crossing off the list does not interfere with their official duties, inspectors should cross-off names on the list.

CANDIDATES

Purpose: As representatives of their party and candidacies for election, candidates may visit polling sites on Election Day.

Notes: **Candidates may**:

(1) Observe the opening of the polling site.

(2) Observe the closing of the polling site..

Candidates may not:

(1) Disrupt proceedings.

(2) Electioneer within the distance marker which is placed 100 feet from the entrance of the polling site.

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.

EMERGENCY PROCEDURES

1. **Call the Board of Elections immediately at 753-1523** or **753-1539** if there is an emergency. An immediate emergency may include a:
   a. Power Outage
   b. Fire
   c. Flooding
   d. Fire drill

   Instructions will be given on what to do.

2. Do NOT power down or unplug the voting machines.

3. Secure the following items in a voting machine Emergency Compartment:
   a. The Poll Book(s)
   b. The Affidavit Ballot Return Envelope(s)
   c. Court Order Return Envelope(s)
   d. Spoiled Ballot Return Envelope(s)
   e. Abandoned Ballot Return Envelope(s)
   f. Unscannable Emergency Ballot Return Envelope(s)
   g. Write-In Ballot Return Envelope(s)

4. The Site Chairs should note the **Ballots Cast** on each voting machine (Ballots Cast is located at the bottom of the Administrative Screen).

5. The Site Chairs should jointly be responsible for the custody of the voting machine keys. In an emergency, the machine keys should be kept with the Site Chairs at all times.

The Emergency Voting Compartment

Note the Ballots Cast

Monroe County Board of Elections

Training Manual for Election Inspectors

You're Right To Vote.

Closing the Polls

Closing the Image Cast Voting Machines

Notes

<u>Polls close at exactly 9:00 p.m.</u>

- Voters in the polling site or in line must be permitted to vote.
- All activities must be done in bi-partisan teams.

Objective

To close the IC-1 and IC-2 units; to record and transport the results to the Town Hall or Board of Elections; to repack in a timely manner; to return the ballot security bags to the designated location.

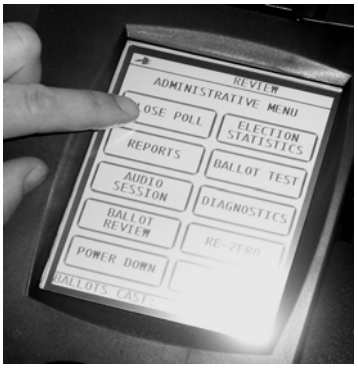
Closing Procedure

1. Contact the **administrative key** to the security key pad to bring-up the administrative menu on the operator panel.
2. Press the *Close Poll* option. The message "*Are you certain you wish to close polls*" is displayed. **Press "Yes".**
3. The message "*Poll is being closed please wait*" is displayed.

Contacting administrative key to security key pad (step 1)

Print Closing Tape

4. **The closing results tape is printed.**
5. The message "*Would you like to print more copies of this report*" is displayed. **Press "No."**
6. Carefully tear off the Closing Tape.
7. Divide the Closing Tape into **two** parts. The inspectors must sign the bottom of all tapes.
8. Place one copy of the tape in the ***RED SECURITY PACK.***
9. Post the second copy on the wall for public viewing.
10. Press the "**Power Down**" button on the Administrative Menu. The message "Are you certain you wish to shut down tabulator?" is displayed. **Press "Yes".**



Pressing "Close Poll" on Administrative Menu (step 2)

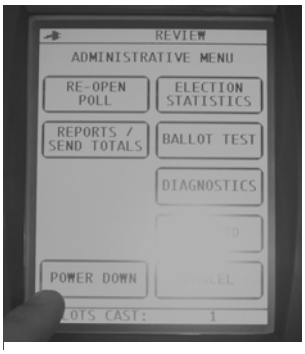
11. Cut the yellow **plastic seal** on the memory card compartment on the scanner side of the electronic machine. Place the plastic seal in the machine bag.
12. Wait until the Operator Panel is dark before removing any memory card (see step 13).

Remove Red Poll Worker Memory Card

13. Remove the red "Poll Worker" **memory card** from the right-hand compartment (card #1).
14. Place the red "Poll Worker" memory card in the ***RED SECURITY PACK***.

Pack Red Security Pack

15. Snap shut and seal the ***RED SECURITY PACK***.; record the seal (seal found in closing seal bag).



Pressing "Power Down" on Administrative Menu (step 10)

Closing the Image Cast Voting Machines

16. A Site Chair must transport the ***RED SECURITY PACK***. to the Town Hall in the Towns or the Board of Elections in the City.
17. Unlock the **ballot box door**.
18. On the **IC-2**, **turn off the power supply** by pressing the button. The green status light turns off.

Remove Blue Administrator Memory Card

19. Remove the **Blue Ballot Security Bag** (it will contain voted paper ballots).
20. Remove the blue "Administrator" **memory card**.
21. Place the blue "Administrator" memory card in **the Blue Ballot Security Bag** in the zipper pouch.

Place Ballots with Write-in Votes in Write-in Return Envelope

22. Remove any ballots from the diverter compartment to the right of the Blue Ballot Security Bag area. Count the number of ballots.
23. Place ballots from diverter area in the **Write-In Return Envelope**; enter number of ballots on front of envelope.
24. Place the **Write-In Return Envelope** in the **Blue Ballot Security Bag**.
25. For the **IC-2**, carefully unplug the **headphones** from the ATI. Place them, with all hardware, into the plastic "BMD Supply Bag."
26. For the **IC-2**, carefully unplug the **ATI** from the machine. Place it, with all hardware, into the plastic "BMD Supply Bag."

Closing Seal #4

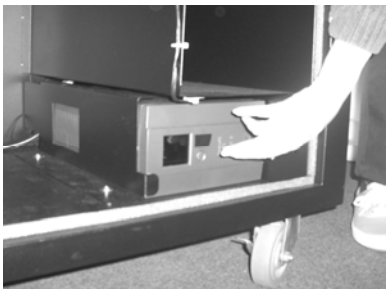
27. For the **IC-2**, place a new **seal #4** over the ATI connection.
28. Complete the **Certificate #2, After the Polls Closed** for each machine; record seal information.
29. Unplug the machine and secure the power cord.
30. Place the extension cord in the machine.

Pack Closing Supply Bag

31. Pack and place the **Closing Supply Bag** in one of the voting machines.
32. For the **IC-2,** remove all **privacy devices** and place them in the IC-2.
33. For the **IC-2**, pack and place the **BMD Equipment Bag** into the IC-2 machine.
34. Place the **Court Order Return Envelope** and the **Spoiled Ballot Return Envelope** in the **Green Ballot Storage Bag**.

Plastic Seal: Cut at closing and remove memory cards (step 12)

Site Chair Transports Red Security Pack (step 16)



Turn Power Supply Off on IC-2 (step 18)

Blue Ballot Bag (step 20)

Marked ballot with a write-in in the write-in diverter compartment (step 23)

Closing the Image Cast Voting Machines

35. Keep the each district's Affidavit Ballot Return Envelope, Abandoned Ballot Return Envelope and Unscannable Emergency Ballot Return Envelope with each district's **Green Ballot Storage Bag**.

Ballot Reconciliation

36. Take the Closing Tapes down from wall and place on a table. Two inspectors should be assigned to do Ballot Reconciliation. (***see page 75***).

37. Complete the **Ballot Reconciliation Form**, "After the Polls Closed" section (***see page 75***).

Pack Green Ballot Storage Bag

38. Pack and place the **Green Ballot Storage Bag(s)** into any voting machine (***see page 72***)

39. Close the ballot box door. Rotate the handle and push the handle down. Lock the ballot box door.

Close, Lock and Seal Ballot Box Door

40. Place the closing sticker **seal #1** across the ballot box door. Record seal #1 number on the "**After the Polls Close**" Sheet.

41. For the **IC-1**, close the scanner hood and seal it with a plastic seal.

42. For the **IC-2**, seal the memory card compartment with a plastic seal.

43. For the **IC-2**, replace the **protective Styrofoam covers** over the printer unit and the scanner unit.

44. For the **IC-2**, replace the **nylon cover**.

45. **THE MACHINES SHOULD NOW BE PACKED, SEALED AND LOCKED.**

Pack Blue Ballot Bag

46. Place **Affidavit Ballot Return Envelope(s)**, **Abandoned Ballot Return Envelope(s)** and **Unscannable Emergency Ballot Return Envelope(s)** in a **Blue Ballot Security Bag** (remember, there is one of these envelopes for each district in the polling site).

47. Place each machine's **closing tape** in that machine's **Blue Ballot Security Bag** (match machine numbers).

48. Place the **machine keys** for each machine in that machine's **Blue Ballot Security Bag**. (match machine numbers).

Seal Blue Ballot Bag

49. Bring together the zipper pulls and use a **Plastic Seal** to secure the **Blue Ballot Security Bag** for each voting machine

50. A Site Chair must transport the **Blue Ballot Security Bags** to the designated location.

Replace Seal #4 on the IC-2 (step 27)

Pack the Green Ballot Storage Bag (step 38)

Seal the hood on the IC-1 (step 41)

Seal the memory card compartment on the IC-2 (step 42)

Seal the Blue Ballot Bag (step 49)

Closing Seal Summary

IC-1

<u>REMOVE</u> the following seals on the IC-1:

a. The plastic memory card compartment seal (yellow seal)

<u>Replace and Record</u> the following seals on the IC -1:

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

b. Plastic Hood Seal

IC-2

<u>REMOVE</u> the following seals on the IC-2:

a. The plastic memory card compartment seal (yellow seal)

<u>Replace and Record</u> 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

Supply Repacking List

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.*

	REPACKING	Blue Ballot Bag (by machine)	BMD Equipment Bag	Green Ballot Bag	Closing Bag (any machine)	Red Security Pack
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	Closing Bag				X	
ATI with Cord	BMD Equipment Bag		X			
Badges and Book Seals Envelope	Closing Bag				X	
Ballot Markers	Closing Bag				X	
Ballot Packs, Unused	Green Ballot Bag			X		
Ballot Reconciliation Sheet	Green Ballot Bag			X		
Ballot Tabs	Closing 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	Closing Bag				X	
Braille Bill of Rights, Spanish	Closing Bag				X	
Call-In District Sheet	Closing 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	Blue Bag	X				
Court Order Envelope	Green Ballot Bag			X		
Distance Marker	Closing Bag				X	
District Map	Closing Bag				X	
Election Inspectors Needed sheet	Closing Bag				X	
Election Supplies district label sheet	Closing Bag				X	
Headphone Covers	BMD Equipment Bag		X			
Headphones	BMD Equipment Bag		X			
I Voted Today Stickers	Closing Bag				X	
Inspector Manual	Closing Bag				X	
Machine Key Envelope	Blue Ballot Bag	X				
Machine Keys	Blue Ballot Bag	X				
Magnifier	Closing 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	Closing Bag				X	
Oath for Person(s) Assisting Voter	Closing Bag				X	
Opening Tape	Red Security Pack					X
Paddles (Left and Right)	BMD Equipment Bag		X			
Paper Clips	Closing Bag				X	
Pay Vouchers	Red Security Pack					X
Pencils	Closing Bag				X	

Supply Repacking List

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.*

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

Supply Repacking List (by Bag)

How to use this list: This list divides all supplies by bag for re-packing. Also included are notes on where the supplies should end up. For instance, each machine has a **Blue Ballot Bag**; that **Blue Ballot Bag** receives supplies related to that machine (match machine numbers) and the bag is returned to the Town Hall or Board of Elections. The Closing Bag once packed, can be placed in any machine.

Red Security Pack (Town Hall/BOE)

Certificate of Service
Closing Tape - 1
Memory Card, Poll Worker
Opening Tape
Pay Vouchers

Blue Ballot Security Bag (Town Hall/BOE)

Affidavit Ballot Return Envelope
(completed Affidavit Ballots in Affidavit Ballot Envelopes)
Ballots, Voted
Challenge Report
Closing Tape - 2
Machine Key Envelope
Machine Keys
Memory Card, Administrator
Plastic Seal, Cut
Poll Book
Write-In Return Ballot Envelope
Unscanable Emergency Ballot Return Envelopes

Green Ballot Storage Bag (any machine)

Abandoned Ballot Return Envelope
Ballot Packs, Unused
Ballot Reconciliation Sheet
Blank Ballot Packs
Ballot Tabs
After the Polls Closed Sheet (Certificate #2)
Before the Polls Open Sheet (Certificate #1)
Court Order Envelope
Notes to Commissioners
Spoiled Ballot Envelopes
Spoiled Ballot Return Envelope
Voter Registration Forms, Completed

BMD Equipment Bag (in IC-2, BMD)

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

Closing Bag (any machine)

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

BOE = Board of Elections

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: _____
2. **PROTECTIVE COUNTER NUMBER** on the closing tape was: _____
3. **TOTAL SCANNED** on the closing tape was: _____
4. Reviewed the CLOSE POLL RESULTS TAPE produced by this voting machine, signed by at least two inspectors, one Democrat and one Republican.
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 the Poll Worker memory card from the voting machine and sealed it in the red security pack. **Red Security Pack Seal Number**: _____
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
11. That the **Plastic Seal Number** on programming card door that was removed was _____
12. That **Sticker Seal #2** on the Electrical Cover was _____
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 _____

    IC-2 (BMD) ONLY

16. **That the blue ballot box closing seal number** was _____
17. **IC-1 closing hood seal number** was: _____ **(NOTE: hood seal is found on the IC-1 unit)**
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) _____

Notes

(see machine diagrams)

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

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

The Total Scanned Number shown on the Closing Tape for this voting machine

Note the seal Number from the seal that secures the Red Security Pack

Note the seal number from the plastic seal number that is CUT. Store cut seal in the Machine Bag.

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

Note number from the plastic seal that secures the blue ballot box

Note number from the plastic seal that secures the hood on the IC-1

Two inspectors, one from each party, must sign

Ballot Reconciliation Form (Election District) - Before Polls Open (Example)

Ballot Reconciliation Form (ED)

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

Inspectors must:

1. Open Ballot Packets in Sequential ballot order.
2. Open only one packet of ballots at a time.
3. Return all unused ballot packets at the end of the day.

Before the Polls Opened

Election District: 1			Initial to Indicate Affirmation	
Start of Day	Number of Ballots		Dem Inspector	Rep Inspector
Preprinted Ballots	600		arr	pde
Blank Ballots	+ 50		arr	pde
Affidavits	+ 50		arr	pde
Total Ballots to Start	= 700		arr	pde

After the Polls Closed

			Initial to Indicate Affirmation	
	Number of Ballots		Dem Inspector	Rep Inspector
Unused Preprinted Ballots	210		ebb	pmq
Unused Blank Ballots	+ 49		ebb	pmq
Unused Affidavit Ballots	+ 32		ebb	pmq
Used Affidavit Ballots	+ 18		ebb	pmq
Spoiled Ballots	+ 7		ebb	pmq
Emergency Ballots	+ 0		ebb	pmq
Abandoned Ballots	+ 0		ebb	pmq
Scanned - Ballot ID: 2				
Machine 1	+ 210		ebb	pmq
Machine 2	+ 174		ebb	pmq
			ebb	pmq
Total Ballots - End of Day	= 700		ebb	pmq

Signature of Inspectors

Abdafgh I Jklmnop

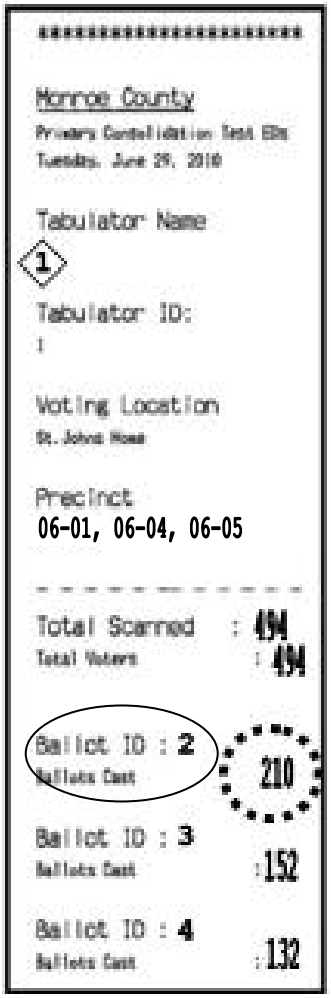
Abdafgh i Jklmnop

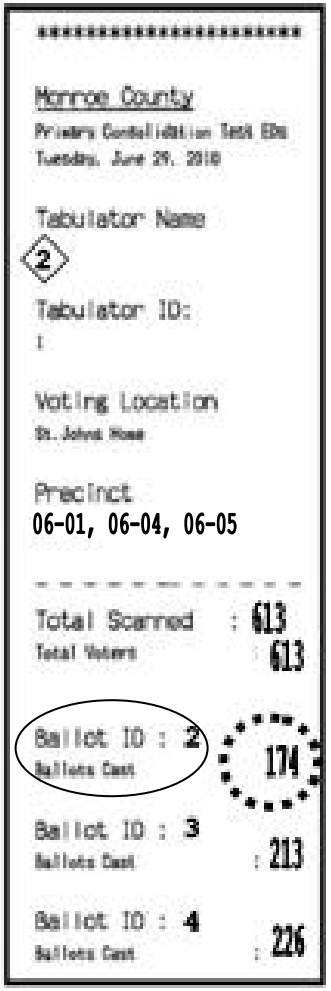
Inspectors must sign here at Closing

Date: 11/2/10

Closing Tape Notes

Tabulator Name = Machine Number
Voting Location = Polling Site Name
Precinct = Election District





◇ Compare the machine number on the Closing Tapes to the machine number on the Ballot Reconciliation Sheet.

○ Find the Ballot ID on the Reconciliation Sheet and compare to the Ballot ID on the Closing Tapes.

◌ Write the result appearing next to the Ballot ID number on each Machine's Closing Tape on the Ballot Reconciliation Sheet.

Ballot Reconciliation Process – After the Polls Close

Before Beginning the Process

A. Two inspectors, one Democratic and one Republican, should be assigned by the site chairs to do **ALL** of the Ballot Reconciliation for **ALL** Election District Tables in the Polling Site.

B. Begin ballot reconciliation only **AFTER** the one site chair has left the Polling Site with the Red Security Pack and any candidates or poll watchers have examined the remaining copy of the closing tapes for each voting machine.

C. The two inspectors should sit together: one should read the results from each closing tape, the other should record the results on each district's ballot reconciliation sheet.

Completing the "After the Polls Closed" section for each District's Ballot Reconciliation Sheet

Unused/used Ballot Section

1. Examine each green ballot storage bag.
2. Count the UNUSED PRE-PRINTED BALLOTS and enter the number in "Number of Ballots" column.
3. Count the UNUSED BLANK BALLOTS and enter the number in "Number of Ballots" column.
4. Count the UNUSED AFFIDAVIT BALLOTS and enter the number in "Number of Ballots" column.
5. Count the USED AFFIDAVIT BALLOTS and enter the number in "Number of Ballots" column.
6. Count the SPOILED BALLOTS and enter the number in "Number of Ballots" column.
7. Count the UNSCANNABLE EMERGENCY BALLOTS and enter the number in "Number of Ballots" column.
8. Count the ABANDONED BALLOTS and enter the number in "Number of Ballots" column.

Scanned Ballots ID Section (from closing tapes)

1. Place closing tapes from **all** machines on table in ascending order by Machine Number.
2. Examine **each** tape by machine number.
3. Find the Ballot ID on each closing tape that is the same as the ballot ID on the reconciliation form.
4. Find "Ballots Cast" on the closing tape. It is very near the top of the tape.
5. Enter the number to the right of "Ballots Cast" on the closing tape in the "Number of Ballots" column.
6. Do steps (4) and (5) for each machine's closing tape.
7. Add all numbers in the "Number of Ballots" column. Enter that number in the "Total Ballots – End of Day."

Complete any additional ballot reconciliation sheets.

The Red Security Pack

1. **Pre-pack the Red Security Pack. Make sure a closing tape is included from each voting machine.**

2. **Remove the POLL WORKER Memory Card from the right-hand memory card compartment (the card will be marked #1 on the back and will be red).**
3. **Place POLL WORKER (#1) Memory Card in Red Security Pack (red memory card).**
4. **Seal Red Security Pack. The seal is in the closing seal envelope.**

5. **Record Seal on each machines' After the Polls Closed section.**
6. **Return to Town Clerk in the Towns and directly to the Board of Elections in the City.**

Red Security Pack Seal →

The Blue Ballot Security Bag

1. **Remove the ADMINISTRATOR Memory Card from the left-hand memory card compartment (the card will be marked #2 on the back and will be blue).**

2. **Place ADMINISTRATOR (#2) Memory Card in Blue Ballot Security Bag (Blue Memory Card).**

3. **Pack the Bag.**

4. **Record plastic seal used to seal the bag on the After the Closed Sheet.**

5. **Seal the bag by bringing together the zipper pulls and snapping the seal between them.**

6. **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.**

Monroe County Board of Elections

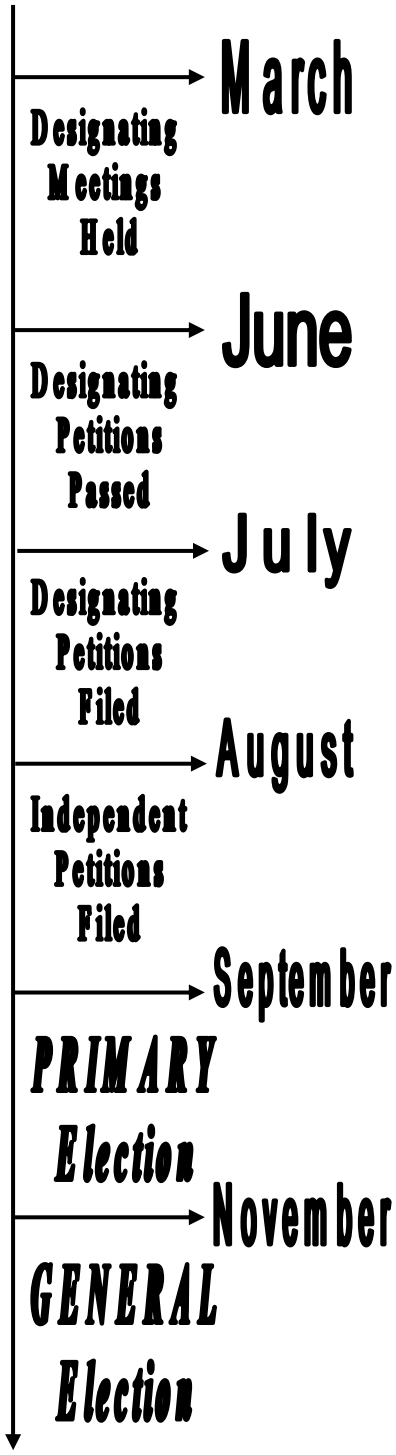
Training Manual for Election Inspectors

You're Right To Vote.

- Election Process
- Frequently Asked Questions
- Exam Review
- Glossary
- Index

The Election Process

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



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

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

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

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

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

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

FREQUENTLY ASKED QUESTIONS

ELECTION PROCEDURES

Where are the machine keys located at Opening and where do we return them at night?

The machine keys for each polling site will be in key envelopes in the Site Specific Bag brought to the Polling Site by a Site Chair. At closing, the keys must be placed in the Blue Ballot Bag for each machine (the blue ballot bag is then sealed with a plastic seal).

Why are there two keys on the key ring?

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

How should assistance given on the BMD be recorded?

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

Where are Cast Ballot totals recorded?

The total number of cast ballots should be recorded on the Cast Ballot Envelope and the Closing of the Polls Sheet.

What is a Spoiled Ballot?

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

What is an Abandoned Ballot?

An abandoned ballot is a ballot that is marked, but NOT FOUND IN THE SCANNER OF ANY MACHINE. Abandoned ballots must be placed in the Abandoned Ballot Return Envelope. An abandoned ballot may not be cast. If a ballot is left by a voter and IT IS IN THE SCANNER, it must be cast. Two inspectors, one from each party, will witness the casting of a such a ballot.

What is an Emergency Unscannable Ballot?

An Emergency Unscannable Ballot is a ballot that is marked by a voter and is rejected by EVERY machine in the polling site. If one machine will not accept a ballot, instruct the voter to use another. Whenever the instance of an Emergency Unscannable Ballot arises, the voter may choose to spoil such a ballot and receive a new ballot. An Emergency Unscannable Ballot is able to be cast.

Can a Voter really use any scanner in the polling site?

Yes. Each scanner is programmed to read the results for each election district in the polling site.

Where is the Public Counter Number Located?

The public counter number is located on the ballot pack tab and is unique to each ballot that is removed for the voter. The public counter number must be recorded in the poll book for each voter.

Where are the completed tabs from each ballot pack stored?

Use a plastic bag from opening to start a machine bag for repacking. Place the completed tabs into this machine bag during the day. Remember to recorded each ballot pack used on the Ballot Accountability Sheet.

What are the scissors for?

The scissors should be used to cut the plastic seals. In the morning, cut the plastic opening seal on each IC-1 (Scanner Only). At closing, use the scissors to cut the plastic seals securing the programming card compartments.

Where do the cut plastic seals go?

Cut plastic seals are placed in the machine bag.

FREQUENTLY ASKED QUESTIONS

Where do the "extra" sticker seals go?

The sticker seals that are in the supplies at Opening are all used at closing. New sticker seals must be applied to the ballot box doors of all machines (seal #1) and a new seal (#4) must be applied to the ATI port.

Must voters use the Privacy Folders?

No. But inspectors must present voters with one. The choice to use the folders, either at the stantions, tables, or at the machines is entirely up to the voter.

Do voters have to use the Ballot Markers provided by the Board of Elections to mark their ballots?

The Board of Elections strongly recommends that voters use the markers provided. These markers more completely fill in the ovals. Pens and pencils may not fill in enough of the ovals and their use might result in a "blank ballot" or an "ambiguous mark" reading by the voting machine.

Can any inspector sign important documents?

Any inspector may sign the Affidavit Envelopes; inspectors must sign the Certificate of Service, the Key Return Envelopes, opening and closing tapes and other documents.

Does an ID need to be current for it to be accepted?

Yes. The ID should be no more than a few years old. Identification applies only new voters who have not submitted ID by mail. The ID must contain the voter's name and address or name and photo.

What happens in a Primary if a voter says they are one party but does not appear in that voter book?

In a Primary Election, each party experiencing a Primary will have their own, colored-coded book. If a voter is not in one book, check the others. If the voter does not appear in any book, present them with an affidavit ballot, allow them to vote by affidavit ballot, and the Board of Elections will do further research.

How long can a voter take to fill out their ballot or use the BMD?

There is no time limit. However, after a reasonable time, two inspectors, one from each party, can approach the voter, or the voter at the BMD, and ask the voter if they require assistance. If the voter answers in the affirmative, the inspectors should follow the procedures for ordinary assistance. If the voter answers to the negative, inspectors should allow the voter additional time.

Does it matter which memory card is placed in the Red Security Pack?

Yes. The Poll Worker memory card should always be placed in the Red Security Pack.

What happens to the important supplies when inspectors close the polls?

The most important supplies are divided between three colored bags:

- The **Red Security Pack**, with supplies sealed inside, is transported, within 15 minutes after the polls close, by a Site Chair, to either the Board of Elections in the City or a Town Hall in the Towns.
- The **Blue Ballot Security Bag**, with supplies sealed inside, is transported by a Site Chair after the polling site is closed, to one of the City Designated Locations or the Town Hall in the Towns.
- The **Green Ballot Storage Bag**(s), with supplies zipped inside, is placed in any voting machine.

All other supplies are placed in the machine bag and placed back in any voting machine.

FREQUENTLY ASKED QUESTIONS

INSPECTOR ISSUES

How do I know what table (Election District) I should be at?

Inspectors at the Polling Site should move from table to table during the day, rotating jobs at reasonable intervals as set by the Polling Site Chairs. Election Inspectors are assigned to a Polling Site, not an Election District.

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

Always be considerate toward the press. Call the Board to inform the Commissioners if the press appears at your site. Reporters may ask inspectors or voters questions outside the 100' distance marker. They must keep a reasonable distance the privacy booths and the voting machines. They may not disrupt proceedings.

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

Please call the Board of Elections, 753-1550, AFTER you open, and inform us that your Spanish interpreter has not arrived. We will make every effort to find you a substitute.

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

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

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

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

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

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

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

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

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

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

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

The phone numbers on the front of this manual go directly to the Countywide Election Inspector Coordinators, one of the Deputy Commissioners or the Commissioners. Inspectors must follow their instructions.

Review Topics for Inspector Exam

NOTE: these are only SAMPLE topics. Other subjects may be asked on the Exam

Part I: Before you Start

A. List three minimum qualifications to be an inspector.
B. List five responsibilities of an Election Inspector.
C. List three jobs inspectors will be doing during the day.
D. List three roles of a Site Chair.
E. What is the purpose of the sip-and-puff device?
F. What is the purpose of the earphones?
G. What does the ATI do?
H. What is a stanchion?
I. Why can voters use any machine to cast their ballots?
J. What is recorded on the Before the Polls Open sheet?
K. Where is the Opening Tape stored?
L. What does the administrative key do?

Part II: Opening the Polls

A. When do the polls open on General Election Day and Primary Day?
B. When must Inspectors arrive at the polls on Election Day and Primary Day?
C. Name two supplies in the Site Specific Bag?
D. In which bag are the unused ballots stored?
E. What should inspectors do first after they arrive at the polls?
F. Describe what must be done between cutting the plastic seal and printing the opening tape on the IC-1 (Scanner)?
G. Describe what must be done between removing the canvass cover and printing an opening tape on the IC-2 (BVD)?
H. What is the purpose of the Distance Marker?
I. Where should the Vote Here Signs be placed?
J. What is the purpose of the arrow signs?
K. What signs should be placed on the wall near the machine?
L. What must be certified on the Accountability Sheet at Opening?
M. List four supplies that should be readily available on the inspector table.
N. List the seals and the purpose of the seals.

Part III: Check-In Procedures

A. List the sequence of Checking-In a voter.
B. Name three documents that can be used if the voter's record shows "ID Required."
C. List the additional check-in steps necessary in a Primary Election.

Part III: Check-In Procedures

A. List three reasons an affidavit ballot might be used
B. What is the Notice to Voters?
C. List three options available to inspectors if the voter's address is not in the district.
D. What is the purpose of the street guide?
E. What responsibilities do the inspectors have to process an affidavit ballot?
F. Why would a voter use a Court Order?
G. How is a write-in vote done?
H. What is the purpose of the Challenge Report?
I. In a Primary, how are ballots given to a voter?

Part IV: Assisted Voter

A. List three instances when a voter may be assisted.
B. Should inspectors accompany the Spanish interpreter into the booth?
C. Describe any oaths that may be necessary to administer if a voter requires assistance.
D. List four ways to sensitively interact with a voter with disabilities.

Part V: People at the Polls

A. List a responsibility of a Spanish Interpreter.
B. Why might a poll watcher be at an election district and what must they present to the inspectors?
C. List two functions a poll watcher may do and two actions they may not do.

Part VI: At the Polls

A. When during the day should ALL inspectors be at the polls?
B. Give three examples of what may not be brought to the polling site.

Part VII: Closing the Polls

A. When exactly do the polls close?
B. Describe how the voting machines are canvassed.
C. Where is the seal to the poll book?
D. What supplies go in the Red Security Pack?
E. What supplies go in the Green Ballot Bag?
F. What supplies go in each Blue Ballot Bag?

Other

A. Why does a Primary occur?
B. What entity sets inspector pay?

GLOSSARY OF TERMS

Abandoned Ballot – A marked ballot that is found in the polling site, but NOT in the scanner of any machine. An abandoned ballot must be placed in the Abandoned Ballot Return Envelope.

Absentee Ballot – A paper ballot issued by the Board of Elections, prior to Election Day, for voters who will be out of the County or in County but ill.

Active Inspector – An inspector working at a polling site for a given election.

AD (Assembly District) – An area encompassing a number of election districts in which an Assembly member is elected.

Affidavit Ballot – A paper ballot issued to a voter who is otherwise not in a poll book but who lives in the ED. After voters have voted the ballot, it is place in an affadavit envelope, sealed, signed, and then placed in the Affadavit Return Envelope.

Arm – The bendable metal connection between the body of the BMD and the monitor.

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

BMD Equipment Bag – The bag that stores all of the BMD equipment.

Ballot Box – The large open area inside the voting machine. The Blue Ballot Security Bag will be inside the Ballot Box when the Polls Open. Inspectors will remove the Blue Ballot Bag from the Ballot Box at closing and a Site Chair will transport it to the Designated Location.

Ballot Face – The ballot as displayed on the pre-printed ballot.

Ballot Markers – Board of Elections approved marking implements that voters should use when marking their pre-printed ballots.

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

Blue Ballot Security Bag – The blue bag located in each machine in which cast ballots are deposited.

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

Certificate of Service – A green sheet of paper that all inspectors must sign to be credited for working on an election day; contains the Oath of Office and must be certified by the Site Chairs.

Challenge Report – A blue sheet of paper where name changes, challenges, court orders, affadavit ballots, and instances of assisting voters are recorded.

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

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

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

District – A generic term that can refer to an ED, LD, AD, State Senate District, or any other jurisdictional area.

District Maps – A street map, usually of an LD or Town, displaying an ED overlay. Used to locate polling sites and direct voters.

ED (Election District) – The smallest political unit usually comprising neighborhoods and indicted by a number (e.g. ED 24). Voters must vote in their ED. Inspectors serve in an ED. Committee members are elected from an ED.

Emergency Unscannable Ballot – A marked ballot that is rejected by every scanner in the polling site. An emergency unscannable ballot should be placed in the Emergency Unscannable Ballot Return Envelope.

General Election – An annual election open to any registered voter.

Green Ballot Storage Bag – The duffle bag in which pre-printed ballots are packed and stored. Ballot reconciliation forms are also packed in this bag.

Hispanic District – An ED determined by census figures to possess over 5% Spanish-speaking population.

I Voted Stickers – a round adhesive that has "I voted today" on it. Inspectors should hand these

stickers to voters, not place them directly on clothing.

LD (Legislative District) – An area encompassing a number of election districts in which a County Legislative Member is elected.

Leader – The political head of a local (Town, City, or LD) Committee. Minimum function is to act as liaisons between their County Committee and their local Committee.

LTED – A Board code for a Legislative District or Town and an Election District (eg.60002: Riga, ED 2).

Machine Diagram – see sample ballot.

Machine Number – The Number that identifies each voting machine.

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

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

Pay Voucher – A form that inspectors must fill out completely in order to be paid for their work. It is a purple color for City Pay Roll.

Poll Book – The ledger containing a voter's name, address, and signature in which a voter must sign before they allowed to vote on the machine. In a Primary, all eligible voters enrolled in each party having a Primary will be in separate poll books labeled by party.

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

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

Protective Counter – A number located at the bottom of the Opening and Closing Tapes showing the total number of ballots that have been scanned through the scanner.

Public Counter – The number appearing on the tab in the pre-printed ballot packs.

Red Security Pack – The pouch that is used to store the most critical of election supplies. Must be returned by a Site Chair to the Town Hall in the Towns or Board of Elections in the City.

Sample Ballot – A paper diagram of the ballot face.

Scanner Number – The number displayed at the bottom right of each scanner unit. Starts the day at zero and shows the total number of ballots scanned in any election day through that particular scanner.

Seal – (1) Plastic strips that are used to secure the memory card compartment, the blue ballot bag, the IC-1 hood, and other items; or (2) sticker strips that are placed over critical areas of the voting machines (such as seal number 1 that secures the ballot box door).

Site Chair – Two inspectors, one from each party, are assigned to each polling site to supervise the polling site and the other inspectors in the polling site.

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

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

Stanchion – A standing device used to give voters privacy. It can appear as a "quad" unit consisting of four stations or a "double" consisting of two. Many units also contain a section for voters who use a wheelchair.

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

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

Substitute Inspector – A trained inspector interested in working in an election district on election day, but not assigned to an election district.

Privacy Booth – A "U" shaped device used to give voters privacy when they vote at a table on their pre-printed ballot.

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

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Monroe County Board of Elections

Training Manual for Election Inspectors

You're Right To Vote.

Training Materials

- **Poll Book Pages**

Sample Poll Book

1st Page

Signature or Mark of Voter

08445750 *

R **ACHIM , GAYLE R**
355 PINNACLE RD
DOB: 08/21/1966

Insp. Init.	Pub. Cntr.

Signature or Mark of Voter

05104647 *

D **ACHIM , PAUL D**
355 PINNACLE RD
DOB: 03/07/1967
~~(ID REQUIRED)~~

Insp. Init.	Pub. Cntr.
pdo	21

"penalties for perjury as if I had been duly sworn."

X 2-15-9

Signature or Mark of Voter

05203281 *

R **ACOMB , PETER**
115 SUSSEX RD
DOB: 06/09/1955

Insp. Init.	Pub. Cntr.
arr	15

THE FOREGOING STATEMENTS ARE TRUE

SIGNATURE OF APPLICANT

Signature or Mark of Voter

15630357 *

R **ADAMS , CLINTON C**
351 HOLLYBROOK RD
DOB: 06/24/1925

Insp. Init.	Pub. Cntr.
arr	36

THE FOREGOING STATEMENTS ARE TRUE

SIGNATURE OF APPLICANT

Signature or Mark of Voter

15630364 *

R **ADAMS , MARY E**
351 HOLLYBROOK RD
DOB: 03/02/1934
Deceased per husband

Insp. Init.	Pub. Cntr.

2nd Page

Signature or Mark of Voter

08621990 *

D **JAMES , BARRIE W**
80 ZORNOW DR
DOB: 01/01/1850
Correct Birth Date 1/15/1943

Insp. Init.	Pub. Cntr.
arr	402

X

Signature or Mark of Voter

22147373 *

B **JIMERSON , TODD W**
40 PRINCESS DR
DOB: 09/28/1958

Insp. Init.	Pub. Cntr.
pdo	BMD 61

Sign Name of Voter

Signature or Mark of Voter

18983582 *

B **JOBES , DAVID E**
23 DOWN ST
DOB: 03/30/1962

Insp. Init.	Pub. Cntr.
arr	52

THE FOREGOING STATEMENTS ARE TRUE

SIGNATURE OF APPLICANT

Signature or Mark of Voter

15630735 *

R **JOHNSON , BERTHA M**
99 VISCOUNT DR
DOB: 02/04/1925

Insp. Init.	Pub. Cntr.
pdo	62

X 3-16-92

Signature or Mark of Voter

08122410 *

D **JOHNSON , BERYL L**
100 KRAMER ST
DOB: 10/14/1932

Insp. Init.	Pub. Cntr.
arr	56

Sample Poll Book

3rd Page

Signature or Mark of Voter

08479366 *

D **KIMBREL , LORENZO**
144 GUILDHALL RD
DOB: 09/03/1959

Insp. Pub. Init. Cntr.

Signature or Mark of Voter

22127159 *

R **KINNARD , BRUCE**
143 KRAMER RD
DOB: 10/23/1942
Correct last name spelling: KINNAIRD

Insp. Pub. Init. Cntr. pde 158

Signature or Mark of Voter

22165904 *

R **KINNAIRD , LISA M**
141 GUILDHALL RD
DOB: 08/14/1971

Insp. Pub. Init. Cntr. pde 157

Signature or Mark of Voter

02308535 *

B **KIRCHMEYER , JEANIE A**
64 DOWN ST
DOB: 05/22/1955

Insp. Pub. Init. Cntr. pde 385

Signature or Mark of Voter

00017549 *

R **KOMPE , PAUL M**
33 SUSSEX RD
DOB: 11/27/1961
Moved to 1640 N Goodman St per mother

Insp. Pub. Init. Cntr. rmw 301

4th Page

Signature or Mark of Voter

01052073 *

R **LAMPEY , JOANNE**
125 PRINCESS DR
DOB: 04/29/1941
Moved to Nashville, TN per father

Insp. Pub. Init. Cntr.

Signature or Mark of Voter

12066866 *

I **LAMPEY , SAMUEL J**
125 PRINCESS DR
DOB: 01/06/1970
(ABSENTEE BALLOT)

Insp. Pub. Init. Cntr. pde 101

Signature or Mark of Voter

22105607 *

B **LANDER , BRENDA K**
96 SUSSEX RD
DOB: 11/09/1963

Insp. Pub. Init. Cntr. pde 105

Signature or mark

Signature or Mark of Voter

00114484 *

D **LASHER , PAUL A**
1240 CALKINS RD
DOB: 07/26/1941

Insp. Pub. Init. Cntr.

Signature or mark

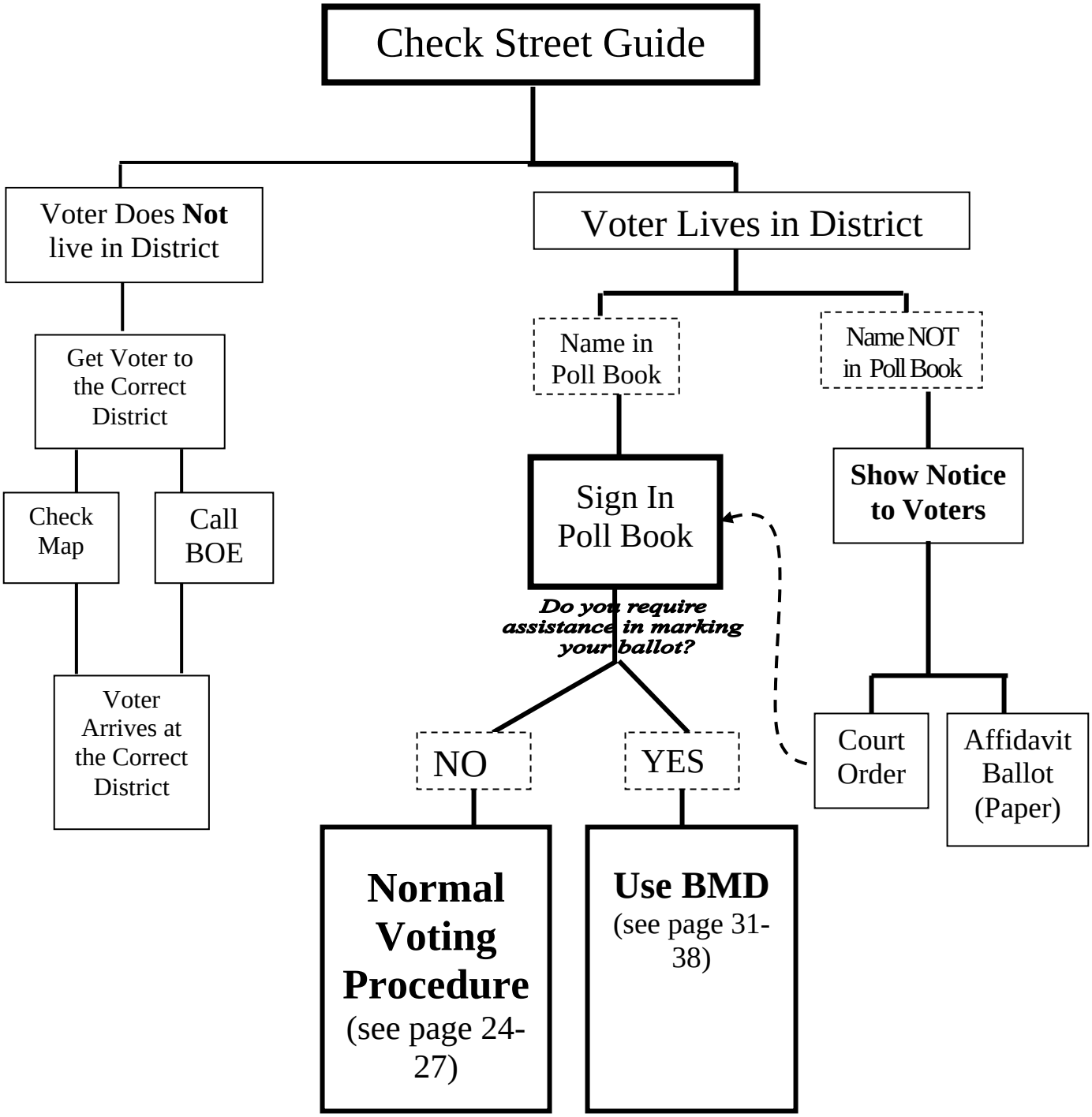
Signature or Mark of Voter

08796024 *

R **LATIN , JOSEPH T**
1156 CALKINS RD
DOB: 08/08/1960

Insp. Pub. Init. Cntr. rmw 432

Normal Check-In Flow Chart



IC-1 Simple steps to Open and Close

Opening the Image Cast 1 (Scanner only)

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

Closing the Image Cast 1 (Scanner only)

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

IC-2 Simple steps to Open and Close

Opening the Image Cast-2 (BMD & Scanner)

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

Closing the Image Cast-2 (BMD & Scanner)

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

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