

# Important Phone Numbers

<b>Maureen/Peter</b>	<b>753-1529/753-1523</b>
Lever Machine Breakdown	753-1514/753-1513
BMD Breakdown	753-1522/753-1512
Inspectors Missing	753-1523/753-1523
Supplies Needed Immediately	753-1512
Other Supplies Missing	753-1501
<b>Locate Voters Polling Site</b>	<b>753-1550</b>

Republican Coordinator \_\_\_\_\_  
Phone: \_\_\_\_\_  
Democratic Coordinator \_\_\_\_\_  
Phone: \_\_\_\_\_

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*Monroe County Board of Elections*

# Chairperson Guide to Election Day

**Revised September 1, 2009**



PETER M. QUINN  
COMMISSIONER

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COMMISSIONER

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## For Inspector Information

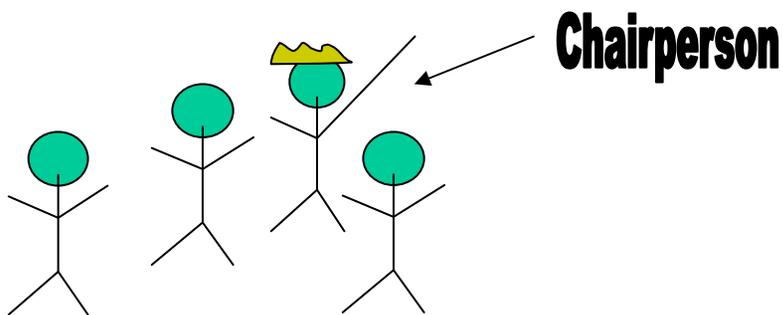
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# Selection of Chairperson

Each Town and the City appoints the Chairperson differently. Chairpersons in the Towns are sometimes chosen by the Coordinator, sometimes elected by the inspectors the previous election, sometimes selected by the Coordinators in consultation with the Town Clerk. Some towns select Chairpersons as the City does – through election by the four inspectors on Election Day.

- ★ There **MUST** be a Chairperson for each district (set of four inspectors). If the inspectors are unable to agree to who should be Chairperson the law provides for the drawing of lots to determine which inspector shall be Chairperson.
- ★ The Chairperson need not be the person who brings the bag or takes it back but they **must** designate another inspector if they do not return the orange dotted bag.
- ★ The Chairperson is paid an additional \$20 for the day



# Quick Lists

## To Use an Affidavit Ballot

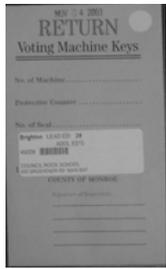
1. The voter must live in the district but their name is not in the poll book.
2. Show Notice to Voters: Voter opts for paper ballot.
3. Issue paper ballot and affidavit ballot envelope at the same time.
4. Provide private area (privacy screen) for the voter to vote their ballot.
5. Voter should seal the paper ballot in the affidavit ballot envelope, complete both sides of the envelope, and sign and date the envelope.
6. The inspector should check to make sure that all required information is completed and sign the envelope.
7. The completed affidavit ballot should be placed in the Affidavit/Emergency Return Envelope.
8. For BMD: follow BMD Procedure, but place printed ballot in Affidavit Ballot envelope.

## To Use an Emergency Ballot

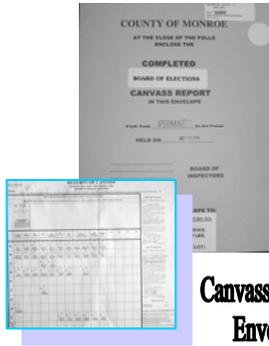
1. The machine is not working.
2. The Commissioners have granted permission to issue Emergency Ballots.
3. The voter must live in the district and their name must be in the poll book.
4. The voter signs the poll book; inspectors initial the poll book and note "E.B." for the public counter.
5. Issue paper ballot and Emergency Ballot Envelope at the same time.
6. Provide private area (privacy screen) for the voter to vote their ballot.
7. Voter should seal the paper ballot in the emergency ballot envelope, complete both sides of the envelope, and sign and date the envelope.
8. The inspector should check to make sure that all required information is completed and sign the envelope.
9. The completed affidavit ballot should be placed in the Affidavit/Emergency Return Envelope.

# Orange Dot Bag

The Chairperson is responsible for making sure the Orange Dotted bag is returned to a designated location – a Town Hall at a Town or a Supply Return location in the city. The items included in the Orange Dotted Bag are: the keys in the Key Return Envelope, the Tally Sheet, and the two Canvass Sheets in their envelopes. In the towns, pay vouchers should also be placed in the Orange Dotted Bag. Also remember that the lowest numbered district in the polling site will receive supplies from the BMD.



Return Key Envelope



Canvass Sheet & Envelope



Tally Sheet

## Leadership in the Election District

The Chairperson must assume leadership in their district. In addition to being the lead contact to the Board of Elections, the Chairperson must see to it that the rules and procedures are being followed by all four inspectors. The Chairperson must not favor any individual inspector, but treat everyone with equally. Every inspector must be given a role on Election Day.

## Oversee Election Procedures

The Chairperson is responsible for making sure election procedures are followed on Election Day. These include:

### ➤ Entrance Button Procedure

Make sure that the inspector at the machine only pushes the entrance button in just before a voter goes in to vote.

### ➤ Use of Street Guide

Make sure that all inspectors are familiar with how to use the Street Guide.

### ➤ ID Required/When to ask for ID

Make sure inspectors are only asking for ID when the voter's record says ID Required.

### ➤ Affidavit Ballots

Ensure that affidavit ballot envelopes are signed by an inspector.

### ➤ Getting voter to their correct district

Make sure inspectors understand how to use the district map. Use the Board of Elections phone number, 753-1550, if there is any doubt what district the voter should report to.

### ➤ Emergency Procedures

Make sure all inspectors are familiar with emergency procedures.

### ➤ Machine Breakdowns

The Chairperson must assume leadership if the machine breaks down and make sure all inspectors are familiar with emergency ballots.

### ➤ Voters with Disabilities & Oaths

Ensure that disability procedures are enforced and that voters with disabilities are respected.

### ➤ BMD

Ensure that inspectors participate in checking-in a voter at the BMD. Communicate with other districts in the polling site in opening and closing the BMD.

## Oversee Rotation of Tasks

The Chairperson is responsible for making sure tasks are rotated on election days. Often, the opportunity to rotate jobs best presents itself as inspectors take breaks or go and vote. The common tasks inspectors are assigned to are:

- Seeing if voters live in the district by using the Street Guide;
- Checking voters in the Poll Book;
- Standing near the machine and pushing the entrance button in just before voters go the machine to vote;
- Composing the Supplemental Listing;
- Overseeing the completion of Paper Ballots.
- Processing voters on the BMD

## Scheduling Breaks & Time for Voting

The Chairperson is responsible for ensuring there is always a Democratic and Republican Inspector present at the election district. It is critical that the Chairperson create a schedule to make sure all of the inspectors have time set aside for breaks, meal periods and time to vote. The Chairperson should never permit more than two inspectors go on break or have a meal period at the same time and should ensure that all four inspectors is present from 5:00-7:00PM on Election Day.

## Make Sure Forms are Filled Out Properly

The Chairperson is responsible for making sure forms are completed properly. They must ensure that forms are signed. Particular attention must be paid to these documents:

- Affidavit Ballot Envelopes
- Emergency Ballot Envelope
- Affidavit/Emergency Return Envelope
- Challenge Report
- Pay Vouchers/Payroll Sheets
- Certificate of Service
- Key Return Envelope
- Paper Roll Return Envelope
- Canvass Report – Opening & Closing the Polls Sections
- The Control Sheet and Ballot Accountability Sheet for the BMD

Affidavit Oath form for a poll worker. The form includes sections for PART A (Voter Information) and PART B (Affirmation). It is signed by Ronald T. Clark, County Clerk, Albany County, New York, on 11/3/2025. The form is titled 'AFFIDAVIT OATH' and includes instructions for completion.

**Affidavit Envelope**

Statement of Emergency Voters form. The form includes a declaration of emergency voters and a signature line. It is signed by [Signature] on 11/3/2025. The form is titled 'STATEMENT OF EMERGENCY VOTERS' and includes instructions for completion.

**Emergency Ballot Envelope**

Affidavit/Emergency Ballot Return form. The form includes a declaration of emergency voters and a signature line. It is signed by [Signature] on 11/3/2025. The form is titled 'AFFIDAVIT / EMERGENCY BALLOT RETURN' and includes instructions for completion.

**Affidavit/Emergency Ballot Return Envelope**

Certificate of Service form. The form includes a declaration of service and a signature line. It is signed by [Signature] on 11/3/2025. The form is titled 'CERTIFICATE OF SERVICE' and includes instructions for completion.

**Certificate of Service**

Challenge Report form. The form includes a declaration of challenge and a signature line. It is signed by [Signature] on 11/3/2025. The form is titled 'CHALLENGE REPORT FOR' and includes instructions for completion.

**Challenge Report**

Returns of Canvass form. The form includes a declaration of canvass and a signature line. It is signed by [Signature] on 11/3/2025. The form is titled 'RETURNS OF CANVASS' and includes instructions for completion.

**Canvass Sheet**