

Election Inspector Name: _____

2021 Election Inspector Training Manual

You MUST bring this manual with you on Election Day

General Election:

Tuesday, November 2, 2021

Early Voting:

October 23-31 (various time and locations)

Election Day Call Centers

Voting Machine Helpline (585) 753-1590

Election Inspector Helpline (585) 753-1599

Missing or Additional Supplies Helpline (585) 753-1501

Voter Assistance (585) 753-1550

Spanish Interpreting Hotline (585) 753-1530

LISA POLITO NICOLAY
Commissioner

PETER ELDER
Deputy



JACKIE ORTIZ
Commissioner

NATALIE SHEPPARD
Deputy

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

<https://www.monroecounty.gov/elections-inspectors>

For Questions or Concerns Contact your Training Team

Training Dept. is at the Training and Service Center

BOETraining@monroecounty.gov

REPUBLICAN CONTACTS

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Message from the Commissioners

Dear Election Inspector,

Thank you for your dedication to the Electoral process! Engaged citizens like you make Elections possible.

Being a Poll Worker is not easy, we appreciate the long hours, detail work, and challenging Voters that you each endure. Preparation is the key to a successful Election Day!

This Manual, in conjunction with our Training classes, will provide you with step-by-step instructions on how to operate the Polls, process Voters, answer questions, and understand Voter Rights and Responsibilities. We are confident that your Training will prepare you to be an effective and efficient Election Inspector.

We hope that Election Day will be a positive and rewarding experience. Thank you again for proudly representing us and the entire Monroe County Board of Elections. Sincerely,

Lisa Polito Nicolay
Republican Commissioner

Jackie Ortiz
Democratic Commissioner

New This Year - QR Code to Access Training Videos



QR Code Directions

- 1. You will need a smart device (either a phone or a tablet) and Internet access.**
- 2. Open your QR reader app or the camera on your smart device.**
- 3. Focus the camera on the QR code so the image fills the brackets that appear on the screen.**
- 4. It will either automatically open the website or it will give you a link to click on.**
- 5. Scroll down to access the list of training videos.**

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Election Day Hours

General Election Day: Tuesday November 2, 2021

Election Day Work Hours:

5:00am - 10:00pm

**Polls Open at 6am and Close at 9pm*

Early Voting, General Election 2021:

Saturday October 23 – Sunday October 31, 2021

Early Voting Work Hours:

Sat & Sun 8am-4pm

**Polls Open 9am-3pm*

Mon, Wed, Fri 8am-6pm

**Polls Open 9am-5pm*

Tues, Thurs 10am-9pm

**Polls Open 11am-8pm*

Poll Worker Pay

**Poll Workers will be paid for all designated Work Hours
for any Election Days they work**

Unless you must leave work early, you are paid for the entire time the Polls are Open (plus 1 hour for Set Up and one For Closing the Polls). Even if you get the Poll Site Closed quickly and can leave in less than an hour after Polls Close, or have to stay late to complete Closing (there is plenty of time to do it if you follow your Manual, use Videos and other Resources, or call your Coordinator/Board of Elections for help if you are having problems).

Election Inspector: \$14 per Hour

Spanish Interpreter/Bilingual Inspector: \$15 per Hour

Site Chair: \$17 per Hour

ALLOW 4-6 WEEKS AFTER ELECTION DAY FOR PAYCHECKS TO ARRIVE
(Any changes or updates to pay status will be communicated via email.)

If you have any questions regarding pay or the status of your check please refer to the Board of Elections Finance Department: BOEPayroll@monroecounty.gov
(Please understand the Training Department does not have answers to payroll questions.)

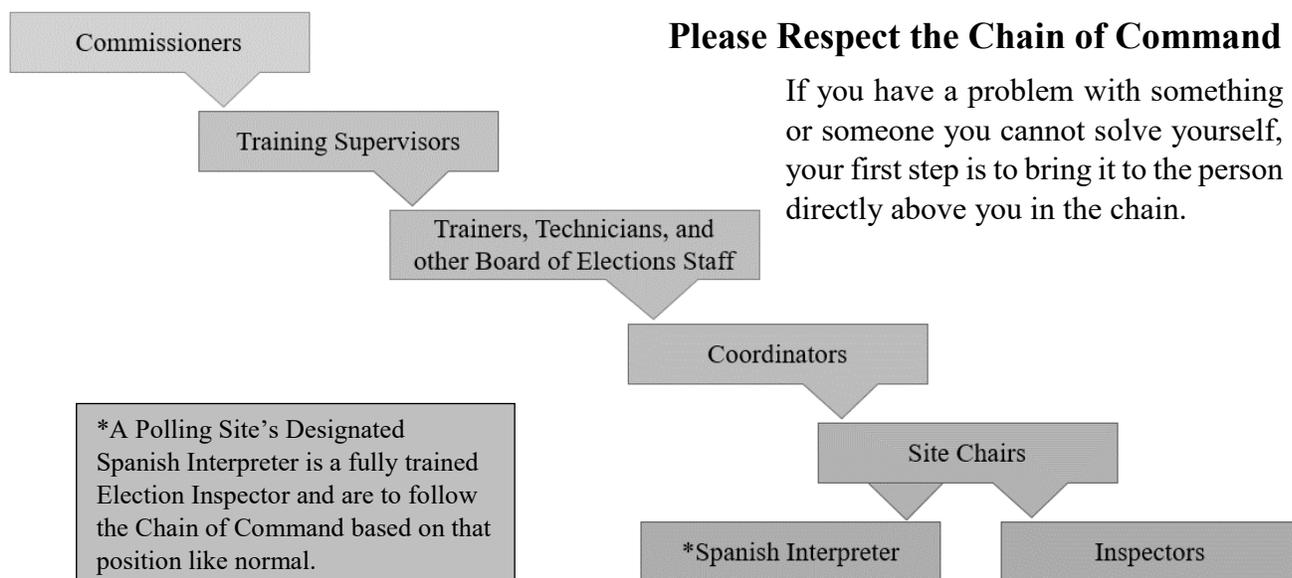
Purpose

- Protecting the Right to Vote and offering Voting opportunities in our community would not be possible without each one of you.
- We know that working a day at the Polling Site is not easy, it requires long hours, training, and a dedication to customer service. The Board of Elections is constantly looking for ways to make your job a little easier any way possible.
- We know that preparation is the key to a successful Election Day. The Manual, in conjunction with our training classes, will provide you with step-by-step instructions on how to operate Polls, process Voters, answer questions, and understand Voter Rights.

We are Providing a Public Service

- Even though we work in Bipartisan Teams, we are not political, we're here to help Voters exercise their Right to Vote. As such we should not share or engage in political commentary with fellow Inspectors. Your political philosophies may be different than that of your colleagues, be mindful and respectful of each other's differences.
- This is NOT a Volunteer Position, it is a Paid position and should be thought of and treated with Professionalism, like any job.
- This is not for everyone, it's a long day and involves working with both the public and technology.

Organizational Structure



Professionalism: Attendance

- Moving forward ALL In Person Training will be conducted at the Service Center.
- Poll Workers must be present and on time to ALL Assigned Shifts.
- If you are running late, you need to call your Site Chair or Coordinator and let them know AND you should NOT be more than 10 minutes late to your Shift. (If you are late and do not call or end up being later than 10 minutes, you may be replaced with an Emergency Inspector, meaning you will be asked to leave, you will not be paid for the shift, and it could result in you not being asked to return to work for future Elections.)
- We understand emergencies happen, but you MUST Call In if you cannot work your Assigned Shift. Do NOT call off the day of your shift for a pre-scheduled appointment, make sure you do not have a conflict prior to Election Day.
- Your attendance is counted on for Election Day - No Shows and/or Illegitimate Excuses for calling off will be Documented and considered for determining future status as a Poll Worker. Also, **No-Call-No-Show will result in Immediate Termination.**

Professionalism: Dress Code

- As Poll Workers, we must follow the Monroe County Employee Guidelines for what is and is not Appropriate Dress.
- It is in the best interest of the County, the Poll Workers, and the public that we serve, for all employees to portray a professional image appropriate for their position
- It is widely recognized that the more professional we appear to the public, the more professional the public will respond to us.
- Poll Workers cannot wear anything Political in nature

Acceptable Work Attire

- County issued attire
 - Business suits
 - Dress pants
 - Casual pants
 - Denim jeans- no holes/rips/tears
 - Capri pants
 - Skirts*
 - Dress shorts/skirts*
 - Dresses*
 - Sport coats/blazers
 - Dress shirts
 - Blouses
 - Polo shirts
 - Sweaters
 - Dress shoes
 - Casual shoes
 - Designer sandals
 - Sneakers
- * Length must be no shorter than 2-3 inches above the knee

Unacceptable Work Attire

- Low cut neck lines
 - Cut-offs
 - Tops that expose midriff
 - Tube tops
 - No bare shoulders
 - Tank tops
 - Muscle shirts
 - Halter tops
 - Spandex/form fitting pants**
 - Strapless or backless**
 - Spaghetti straps **
 - Bandanas on the head
 - Caps/Baseball type hats
 - Garden shoes/ open-toe sandals
 - Beach shoes/flip flops
 - Bare feet
 - Slippers
 - Pajamas/Onesies/Sleepwear
 - Exercise clothing (gym clothes)
 - Bib overalls
 - See-through/Sheer clothing
 - T-shirts w/ graphics not issued by the County
 - Clothing with offensive images/words/logos
- ** Unless worn with a covering shirt

Personal Hygiene

- All Poll Workers must maintain a clean, presentable appearance free of body odor.
- Perfumes, scented hairsprays, and/or lotions should be used in moderation out of concern and safety of others.
- Strong odors, including BOTH natural and artificial scents, may become a distraction from a well-functioning workplace.
- Poll Workers are also expected to maintain appropriate and professional hairstyle that is clean and neatly groomed (including facial hair, such as beards, mustaches and sideburns).

Conduct

The manner in which a person behaves, especially on a particular occasion or in a particular context.

- **Behavior:** Should be work appropriate - we should not be behaving in an unprofessional way. We are all Monroe County Employees, therefore:
 - Poll Workers MAY NOT bring children or pets to the Polling Site.
 - Poll Workers MAY NOT bring TVs, radios, and laptops to the Polling Site.
 - Poll Workers MUST stop side conversations when Voters enter or are at the Polling Site.
- **Language:** No profanity or derogatory words are allowed at any time, on any level, from anyone.
- **Respect:** Everyone needs to be mindful of how we engage one another; in our tone, words, and responses.
- **Solicitation:** Is Unacceptable. Some folks are known to bring donuts or other goodies for Poll Workers, but do **NOT** ask people to bring them.
- **Cell Phones:** Keep cellphones silent and put away at all times at the Polling Site, only Coordinators and Site Chairs should have cell phones out, and only for the purpose of communicating with the Training Team and BOE staff.
 - If you need to take a call, please excuse yourself, but you should not be on the phone during the Work Day (or during this Training).

Poll Worker Qualifications and Responsibilities

A Qualified Poll Worker must:

- Be a Registered Voter in Monroe County
- Read, write, and speak the English language
- Have a valid Email Address for Communicating with the Board of Elections Training Team
- Attend at least one annual, and any additional*, training sessions as required by Law and Pass an Exam
- Act Professionally and Maintain order at the Polling Site at all times
- Follow all procedures as directed by the Board of Elections
- Ensure Fair and Honest Elections
- Protect the Rights and Privacy of every Voter at all times
- Work in bi-partisan teams and rotate tasks throughout Election Day.
- Communicate with their Site Chair, Coordinator, and Training Team
- Not be a Candidate, or the parent, spouse, or child of a Candidate, whose name appears on the Ballot in the jurisdiction in which you would be working

***Poll Workers must be certified each year, but may require additional Trainings based on changes to Election Law**

Election Etiquette

- Check and recheck to make sure ALL 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, other Poll Workers, and anyone else that visits the Site.
- Use all resources at your disposal, including calling the Board of Elections.
- Be considerate of your fellow Election inspectors (no arguing or shouting).
- Be respectful and follow the guidance of Site Chairs and Coordinators from either party.
- 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. If questions arise, please call the Board of Elections.
- Be courteous toward any media that appear at your polling site.
- Take care of your Polling Site, keep your table organized and the facilities clean.

Breaks and Meals

- Poll Workers take reasonable meal breaks. Additional time may be given if you need to go vote. Remember you may also vote at an Early Voting Center prior to Election Day, or by absentee ballot prior to Election Day.
- The exact time of breaks will be determined by both Site Chairs' agreement. The Board of Elections recommends that meal times not exceed a half hour for lunch and a half hour for dinner (or 1 hour used as both) and two additional 15 minute breaks. You may want to pack a lunch and/or snacks.
- Poll Workers MUST return from breaks on time.
- All Poll Workers MUST be present from 5pm to close and be there to assist with both Opening and Closing the Polling Site.

No food or drink should be kept on the tables where the Poll Pads, Ballots or other official documents are set up, or on or near the Voting Machines.

Voter Privacy

- Allow the Voter privacy with their Ballots at every stage of the Voting process.
- Election Inspectors must never hover around the scanners of the Voting Machines while Voters are casting their Ballots.
- Inspectors should never handle a Voters marked Ballot.
- Inspectors should never take Ballots out of Voters hands and cast the Ballot.
- Inspectors should never touch the “Cast” and “Return” buttons on the Voting Machine.
- When dealing with a **Marked Ballot**, help **MUST** be given in a Bi-Partisan Team and **MUST** be recorded on the Challenge Report (*discussed later*).
- Do **NOT** Look people up on the Poll Pads except to Check In Voters. You should **NOT** be looking up Friends and/or Family to see if they voted, etc.

People at the Poll Site

Election Inspectors

Greeter

- Direct Voters to the Sign-In Table
- Direct Voters who are ONLY turning in Absentee Ballots to the Ballot Drop Box (*they do NOT have to wait in line*)
- Monitor crowding and ask people to wait outside if necessary
- Offer hand sanitizer and, when necessary, ensure Voters are wearing masks (provided by the BOE)

Sign-In Table

- Confirm Voter’s Name and Address
- Ensure the Voter Signs the Poll Pad, and Initial
- Produce Ballot ID Receipt and hand it to the Voter
- Collect Spoiled Ballot and Issue a New Ballot Receipt if one is Spoiled by a Voter

Ballot table

- Match the Ballot ID number on the Receipt to the Ballot ID number on the Ballot
- Give Voter the correct Ballot in the Privacy Folder
- Give clear instructions to the Voter on how to cast their Ballot, inform them if the Ballot is two sided
- Issue Affidavit Ballots (ONLY if instructed by Site Chair)

Privacy Area

- Assist Voters with Ballot problems
- Ensure that pens are available to mark Ballots
- Ensure no Political material is left in the area

Voting Machines

- Assist Voters with machine problems
- Give Voters “I Voted Today” stickers and direct them to the Exit once they have finished Voting

People at the Poll Site (cont.)

Site Chairs

- Site Chairs assist coordinators in the oversight and maintenance of a specific Polling Site on Election Day.
- They set a rotation schedule and make sure meal and break times are given equally for all assigned Election Inspectors.
- They ensure all procedures are being followed.
- Site Chairs are in charge of supply delivery and return at the close of polls.

Coordinators

- Coordinators directly oversee polling sites and election inspectors in their assigned areas.
- They regularly visit polling sites on Election Day to ensure a smooth rotation of tasks and that all Election procedures are being followed.
- Distribute Site Specific Bags to their respective Site Chairs.

Spanish Interpreters

- **Spanish Interpreters are Election Inspectors**, but they are ALSO there to Explain Instructions or Translate between other Poll Workers and Spanish Speaking Voters.
- Spanish Interpreters do not “Declare” to work for a Political Party on Election Day, so they can’t be part of a Bipartisan Team; but they can do any job that normally only requires one Election Inspector (i.e. Signing Voters into the Poll Pads, Working the Ballot Table, etc.) and they can be seated with someone from either Party.
- **All Instances of Translating must still be recorded in Section 3 of the Challenge Report**, but it doesn’t require a Bipartisan Team.

Technicians

- Technicians are appointed by the Board of Elections to visit polling sites on Election Day.
- They are responsible for checking on the polling site and voting machines.

Poll Watchers

- At any Primary, General, or Special Election Poll Watchers are appointed by any political party or independent body whose candidates are on the ballot. They **MUST** show a Poll Watcher Certificate.

Media

- The media and press will often be at a Polling Site.
They may:
 - Take photos of general area inside/outside of Polling Site.
 - Take photos of Election Inspectors, Candidates and/or Voters with permission from the individuals.
 - Speak with Candidates and/or Voters (if willing) outside of the 100’ Distance Marker.**They may not:**
 - Interview or speak with anyone without their permission.
 - Take photos or video of any Candidate or Voters with a viewable marked Ballot.

Candidates

- As representatives of their party and candidacies for election, candidates may visit Polling Sites on Election Day.
- A Candidate may NOT serve as a Poll Watcher or Poll Worker.

People with Disabilities: Basic Etiquette

Meeting someone with a Disability	When you meet someone, greet someone as you normally would. As in any new situation, everyone will feel more comfortable if you relax.
Meeting a person who is blind	When meeting a person who is blind, identify yourself. If you have met them before, remind the person of the context. When guiding a person who is blind, offer your arm and let the person hold your elbow as he or she walks behind you. Relax your arm and move naturally.
Meeting a person who uses a Wheelchair	Never touch or push a person's wheelchair without permission.
Use Person First Terminology	Instead of referring to a voter with a disability as a "disabled person" use person first terminology and say "person with a disability".
Help when asked	Offer help before helping someone. 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: <ul style="list-style-type: none"> • 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.
Communication	Speak directly to the person. If you don't understand what someone says, ask them to repeat themselves. If the person uses a wheelchair, converse at the same level. If that is not possible, stand slightly back so they are not straining their neck to make eye contact. Offer Braille, a page magnifier or large print materials to people who are visually impaired. Let the person know when you walk away. Speak slowly and clearly for someone who may be hearing impaired.
Speaking with Someone through an Interpreter	When asking questions or giving information, talk to the voter, not the Interpreter. Speak clearly and slowly, not loudly. <ul style="list-style-type: none"> • 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 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 any renovations 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. Poll Workers should make available an extra chair, to be used by voters who have difficulty standing and who must wait their turn.

Setting Up the Polling Site

1. **Poll Workers MUST arrive 1 hour before Polls Open**

2. **A Site Chair will have the SITE SPECIFIC BAG with the RED BAG inside.**
 - VOTING MACHINE KEYS will be brought by a SITE CHAIR

3. **Site Chairs assign opening jobs to Election Inspectors**
 - Keep supplies organized (do not just dump them on the floor)

4. **Set-Up the Polling Site**
 - Always use the Poll Site Diagram if one is provided

5. **Set Up the IC-1 and IC-2 Voting Machines (following the Manual)**
 - MUST be done by a Bipartisan Team
 - Get out “Before Polls Open” Form
 - Print & Sign Opening Tapes

6. **Set-up the Poll Pads**
 - Make sure all the Icons are Green

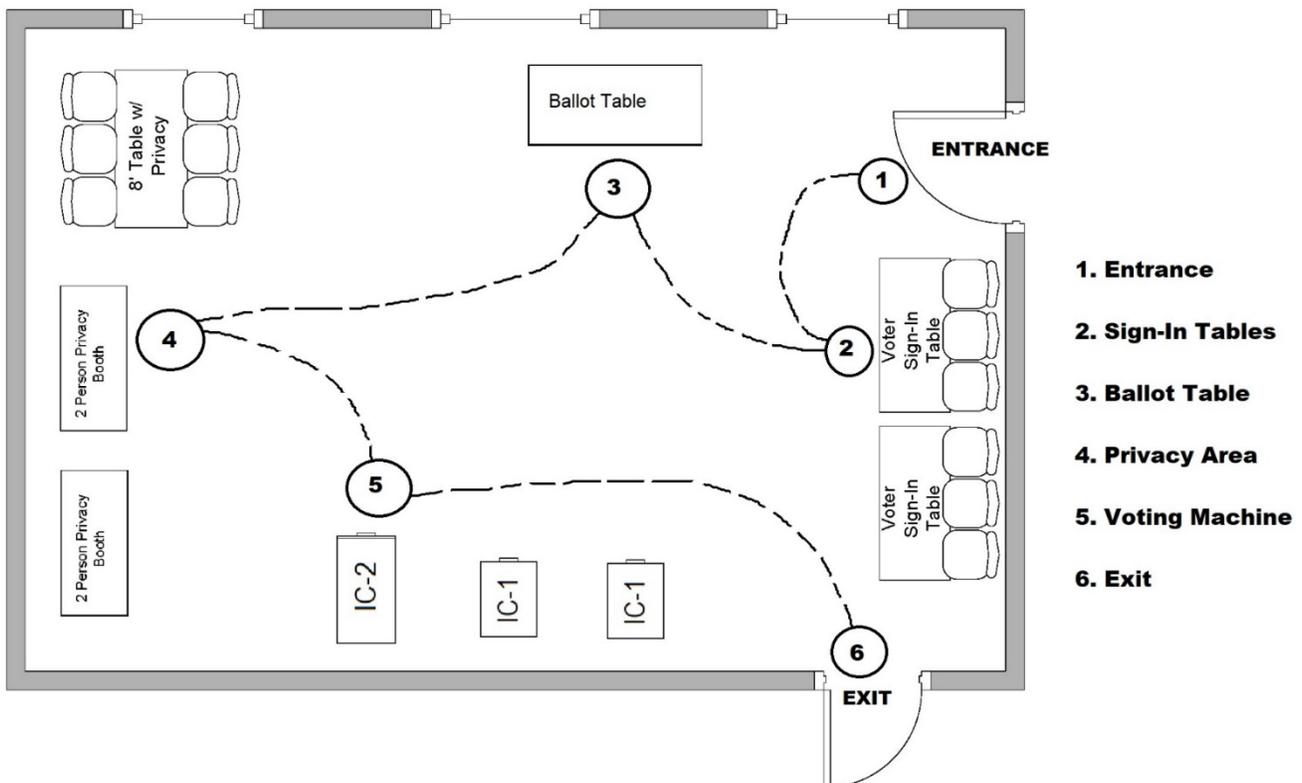
7. **Arrange Sign-In and Ballot**
 - Unused Ballots Packs are found in the Green Bags

8. **Post all Signs**
 - Including Spanish Language signs

9. **Complete Opening:**
 - Sign in on Poll Pads
 - Complete “Before the Polls Open” Forms
 - Complete morning part of “Ballot Reconciliation” Form

Setting Up the Polling Site: Polling Site Diagram

1. **If one is provided, use the Poll Site Diagram to set-up the Polling Site.**
2. Ensure that equipment is set-up to protect Voter privacy. Do not hover around the equipment.
3. Ensure a smooth traffic flow of voters from the **Entrance** to the **Sign-In Table** to the **Ballot Table** to the **Privacy Areas** to the **Voting Machines** and to the **Exit**.



Setting Up the Polling Site: Signs

Many Signs will be provided in both English and Spanish, you must post both versions next to each other.



Purpose

The **Distance Marker** is used to warn people not to **Electioneer** within a 100' radius of the polling site.

Procedure

- Attach it to a wall, post, fence, tree or whatever object is about 100' away from each entrance of the polling site.

What is Electioneering? - Any Advertisement, Display, Speech, Clothing, or Sign containing a Political Party or the Name of a Candidate that is on the Ballot

What do I do if someone is Electioneering within 100 feet of the Polling Site? - Whenever possible, just have the person stop or to cover or conceal the item in question.

What if they don't comply? - First, politely inform them that they are committing a Misdemeanor Offense, and ask them to stop again. If they still do not, or are making a scene, have a Site Chair call the Board of Elections, and if necessary the Police



Purpose

The **Vote Here** signs are to show the entrances Voters use to enter the Polling Site.

Procedure

- 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 emblem must be placed on the handicapped accessible door. The handicap entrance must remain unlocked during all voting hours.



Purpose

The **Arrow** signs are used to direct voters to a room or location inside a polling site.

Procedure

Post on inside walls in visible locations to direct voters to the room where voting occurs.



Purpose

The **Welcome to District** Sign helps the voter clearly identify the table they should report to.

Procedure

The Welcome to District Sign must be posted on the wall near the district table. Make sure this sign is visible to the voters.



Purpose

The **Sample Ballot** is used by voters to determine what candidates or propositions are on the ballot.

Procedure

- The sample ballot should be posted on the wall near the voter sign-in table.
- Make sure the sample ballot is the same as the pre-printed ballot at each voter sign-in table.

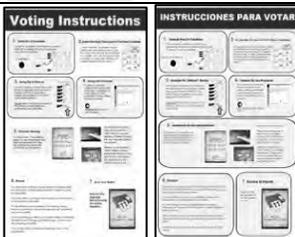


Purpose

The **Voters Bill of Rights** is used by voters to understand their rights and responsibilities.

Procedure

The Voters Bill of Rights should be posted on the wall inside at the voting area.



Purpose

The **Voting Instructions** poster in English and Spanish will be hung in the privacy areas to assist voters in properly marking their ballot.

Procedure

The Voting Instruction posters will arrive to the Poll Site in the privacy areas and the table top privacy screens.

Setting Up the Poll Site: Sign In Table



Sign In Table Materials

- Poll Pads and Ballot ID Receipt Printers
- New Registration Forms
- Spoiled Ballot Envelopes
- Accessibility Packet
- Challenge Report: For Sections 1 & 2
- Inspector Manual

Setting Up the Poll Site: Ballot Table



Ballot Table Materials

- Ballot Packs
- Privacy Folders
- Ballot Receipt Collection Envelope
- Affidavit Ballots
- Affidavit Ballot Envelopes
- Challenge Report: For Sections 3 & 4
- Inspector Manual

Setting Up the Poll Site: Ballot Reconciliation

- Must be done in a Bipartisan Team
- Open the Green Ballot bags
- Remove all Ballots (Pre-printed, blank, and Affidavit)
- Count and verify the various Ballots
- If any Ballot counts are off, you must call the Board of Elections
- Both Inspectors Confirm the count and Sign at the bottom
- Must be done BOTH at Opening and Closing of the Polling Site

(Full version of this Form on page 56 of this Manual)

Ballot Reconciliation Form
 District: Brighton 1
 Ballot ID(s): 4662 - English
 BROOKSIDE SCHOOL GYM
 220 IDLEWOOD RD

Inspectors must:
 1. Open Ballot Packs in Sequential ballot order.
 2. Open only one ballot pack per ID at a time.

Before Polls Opened	ID #										
Preprinted Ballots	0001	0002	0003	0004	0005	0006	0007	0008	0009	0010	0011
Preprinted Spanish Ballot											
Blank Ballots											
Affidavits											
TOTAL PER ID											

Before Polls Opened: Total of all IDs: _____ *

Unused Preprinted Ballots - Opened Pack	ID #										
Unused Preprinted Ballots - Unopened Packs											
Unused Preprinted Spanish Ballots											
Unused Blank Ballots											
Unused Affidavit Ballots											
TOTAL PER ID											

After Polls Closed: Total of all IDs: _____

Sealed Voted Affidavit Ballots - total per site	
Sealed Spoiled Ballots - total per site	
Unscannable-Emergency Ballots - total per site	
Abandoned Ballots - total per site	
Total Scanned Machine 221	
Total Scanned Machine 222	
Total Scanned Machine 223	
Total Scanned Machine 224	
Total Scanned Machine 225	

AFTER POLLS CLOSED: TOTAL BALLOTS
 (*Should equal Before Polls Opened: Total of all IDs)

Signature of Inspectors - Start of Day
 Democratic Inspector _____
 Republican Inspector _____

Signature of Inspectors - End of Day
 Democratic Inspector _____
 Republican Inspector _____

Setting Up the Poll Site: Before Polls Open Form

The Before Polls Open Form is found in the Matching Voting Machine, Each Machine has its own Form, 1 per Machine

1. If the answer to any of these is "NO" you must call the Board of Elections (585) 753-1590
2. Sample Ballots are in District Specific Bags
3. Record the TIME from the Voting Machine - DO NOT CHANGE IT
4. Protective Counter Number - Located at the Bottom of the Opening Tape
5. (IC-1 ONLY) Hood Seal Number - From the Plastic Seal that you removed from the Hood
6. Yellow Memory Card Seal (do NOT remove until after Close of Polls)
7. Record Seal Number from Blue Sticker Seal #1 here and place the Sticker on the Bottom of the form
8. Record Red Seal Number - Do NOT remove Red Seals
9. (IC-2 ONLY) Record Seal Number from Blue Sticker Seal #4 here and place the Sticker on the Bottom of the form
10. A Bipartisan Team must Sign the Form
11. Record the numbers from the Poll Pad Seals here

General Election
 November 3, 2020

Lang. Dist. 07 LEAD ID: 1
 ADDL EDS: /16-1
 07001 1111111111111111
 STATION STREET CENTER
 75 STATION ST

BEFORE POLLS OPEN

To be completed by the Inspectors at the opening of the Polls.

WE DO HEREBY CERTIFY; that on this day, in the presence of at least one Democratic and one Republican Inspector before the Polls were opened to the public for voting:

Yes	No	If any answers are NO, contact the Board of Elections IMMEDIATELY
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Voting machine keys arrived in a secure envelope
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Voting machine number matches the machine number on the key envelope ①
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ballots arrived locked in the voting machine
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Green Ballot Bags and District Specific Bags are at the correct tables
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Opening ZERO tape produced and reviewed to ensure that ALL of the contests are at ZERO ②
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample ballot compared to the pre-printed ballot packs and the Opening ZERO tape, confirming the offices for election, the candidate's names and ballot proposals match
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Protective Counter number (located near the bottom of the Opening ZERO tape) matches the Protective Counter number on the key envelope
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Opening ZERO tape placed in Red Security Bag
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supplies removed from the voting machine. Blue Ballot Bag is EMPTY and OPEN, placed back inside the voting machine with the ballot box door LOCKED

Voting Machine #	Operator Panel Time	Protective Counter #	IC-1 Hood Seal # (Do not remove)	Memory Card Seal # (Do not remove)	Seal #1 Ballot Box Door (Blue Sticker # (please remove))	Seal #2 IC-2 Electrical Cover (Red Sticker # (please remove))	Seal #3 IC-2 Ballot Printer (Blue Sticker # (please remove))	Seal #4 IC-2 A11 (Blue Sticker # (remove))					
112	5:13 AM	12904	4	5	414210	6	1521018	7	004040	8	101218	9	101995

Place out seal from Poll Pad case in case

Poll Pad Seal Numbers
 DEM: James Williams ⑩
 REP: Ethan Anderson
 Signatures of Inspectors

Poll Pad #	Seal #
144	005478
145	005577

Place Sticker Seals #1 and #4 here:

ELECTION OFFICIAL SEAL 315315187 880002 3021018 824-018-7508	ELECTION OFFICIAL SEAL 3636183 880002 3021018 824-018-7508
---	---

(Full version of this Form on page 54 of this Manual)

Image Cast (or IC) Voting Machines

Sticker Seal
(Blue or Red)

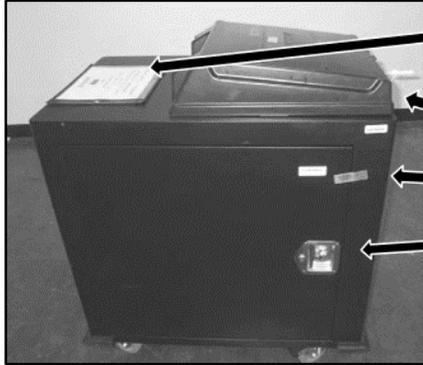


Plastic Seal
(White, Yellow or Red)



Do NOT remove Red Seals

IC-1



Machine Number (located on machine tag)

(IC-1 ONLY) Plastic Hood

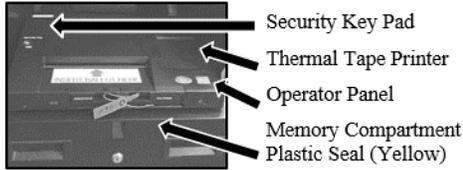
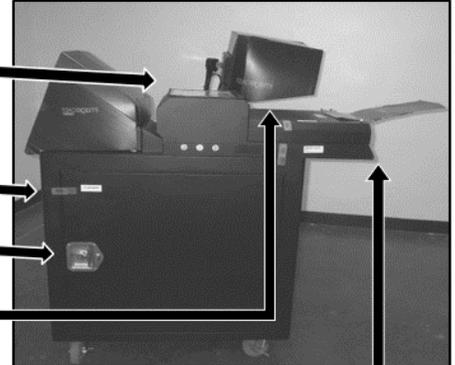
Sticker Seal #1

Ballot Box Door

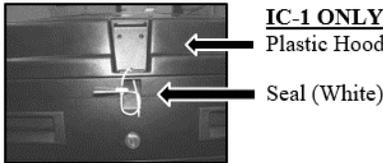
(IC-2 ONLY) Ballot Marking Device (BMD)

(IC-2 ONLY) Sticker Seal #4

IC-2

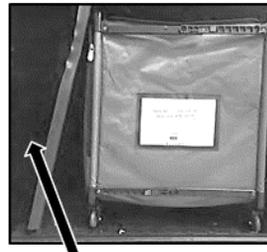


Security Key Pad
Thermal Tape Printer
Operator Panel
Memory Compartment Plastic Seal (Yellow)



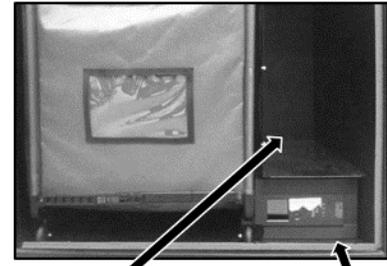
IC-1 ONLY
Plastic Hood
Seal (White)

IC-1 Blue Ballot Security Bag



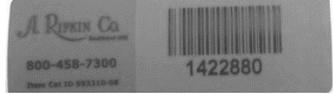
Write-In Diverter Compartment

IC-2 Blue Ballot Security Bag



Write-In Diverter Compartment Power Supply

Types of Seals

Red Plastic Seal		Never Remove	Located on the IC-1
Sticker Seal (Red)		Never Remove	#2 & #3 on <i>Before Polls Open</i> and <i>After Polls Close</i> Forms
Sticker Seal (Blue)		Remove at Opening, Replace with <u>New Stickers</u> at Closing	#1 (Ballot Box Door) #4 (BMD Connection)
Yellow Plastic Seal		ONLY Cut at Closing • Put in Clear Pouch of Blue Bag	Memory Card Compartment
White Plastic Seal		Used at Closing to Seal <u>Blue Bags</u> , <u>Poll Pad Cases</u> , <u>IC-1 Hoods</u> , and the <u>IC-2 Memory Card Compartment</u>	
Red Bag Seal		Used at Closing	Seals the Red Security Bag

Setting Up the Voting Machines

(MUST be done by a Bipartisan Team)

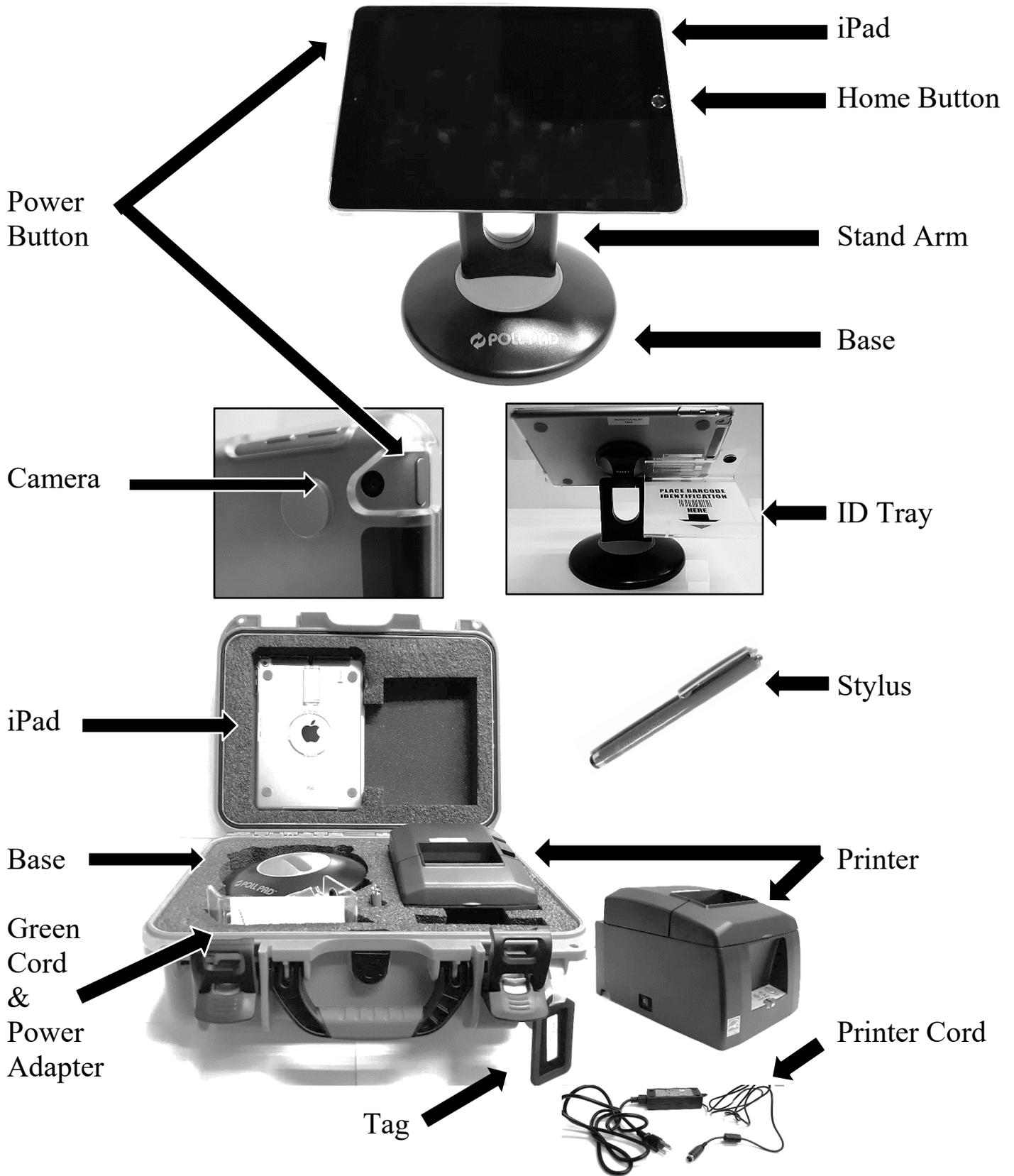
1	Match the Number on Voting Machine Key Envelope to Voting Machine	
2	(IC -2 ONLY) Remove the Nylon and Styrofoam Covers	
3	Lock the Wheels	
4	Unlock Ballot Box Door	Turn the key vertically, rotate the handle and pull the door open
5	Remove the Blue Ballot Security Bag	
6	Retrieve the “ <i>Before Polls Open</i> ” Form from the Blue Bag	
7	Remove the opening blue sticker seal #1 from the ballot box door	Place it on the “Before the Polls Open” Form in the correct space
8	Remove and Plug In Extension Cord; Plug Voting Machine into Extension Cord	IC-1: Powers on Automatically when plugged in IC-2: Press the “Power Supply” button, located under the write-in diverter compartment, until you hear the Beep, to turn on
9	Remove the Rest of the Supplies (if any) from the Voting Machine	
10	Remove all remaining supply bags from the Blue Ballot Security Bag and Place the Open and Empty Blue Ballot Security Bag back inside the Voting Machine	Match each District Specific Bag with the Correct Poll Pad Match the Green Ballot Bag to the corresponding Election District Deliver Supply Bags to a team of bi-partisan Election Inspectors at a voter sign in table
11	Close and Lock the Ballot Box Door	Remove the Voting Machine Keys from the Door
12	(IC-1 ONLY) Remove White Plastic Seal, and Set Up Privacy Hood (IC-2 ONLY) Remove Blue Sticker Seal #4 from the Voting Machine (IC-2 ONLY) Set up Privacy Screens (IC-2 ONLY) Plug in the BMD Controller into the Connection Port, and Plug the Headphones into the BMD Controller.	IC-1: Cut the White Plastic Hood Seal and Write the Seal Number on the “Before Polls Open Form” IC-1: Lift the Hood, Unfold the Flaps, and Place them in the slots on each side of the scanner IC -2: Place Blue Sticker Seal #4 from the BMD Connection on the “Before the Polls Open” Form. IC-2: Attach Privacy Screens to the Ballot Scanner and Monitor (not the Printer)

Setting Up the Voting Machines (cont.)

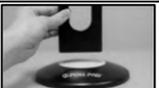
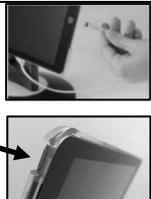
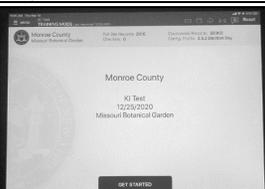
(MUST be done by a Bipartisan Team)

13	Place the Security Key to the Security Key Pad	
14	Enter the Password (from the Key Envelope) to Unlock the Voting Machine	Message displayed will read “Key Accepted. Validating Election Files. Please Wait” The Operator Panel will display “Is this the correct time?”
15	Verify Date and Time are Correct	Record the time displayed next to Step 4 on the “Before the Polls Open” sheet If Date and Time are not correct, a Site Chair MUST call the Board of Elections (585) 753-1590
16	Press YES (Do NOT alter this screen)	Wait for the Administrative Menu to appear
17	Ensure that a “0” (ZERO) appears next to Ballots Cast on the Operator Panel - Then Press “Open Poll”	If the number next to Ballots Cast is not “0” (ZERO) then a Site Chair must call the Board of Elections (585) 753-1590
18	Press the “ZERO” button	Wait for the opening Zero Tape to print completely Message displayed will ask “Would you like more copies of this report?”
19	Press “NO” when asked if you want to print more copies	Carefully tear off the opening ZERO tape
20	Wait for “System Ready” to appear on the Operator Panel	
21	Secure the Cords to prevent tripping Give the Voting Machines Keys to a Site Chair for safe keeping	Make sure Cords do not present tripping hazards, use tape when necessary (IC-2 ONLY) Make sure Voters can Safely and Easily access the BMD with any assistance devices
22	Complete the “Before the Polls Open” Form	
23	Confirm ALL of the information on the opening ZERO tape	
a	(1) Tabulator Name (Voting Machine Number); (2) Voting Location (Polling Site Name); (3) Precinct (Election District); (4) Ballots Scanned (Must be ZERO); (5) Record Protective Counter Number on “Before Polls Open” Form (from bottom of the Zero Tape)	
b	Compare the opening Zero Tape to the Sample Ballot, confirming the Offices and Candidates <i>(If Offices and Candidates do not match a Site Chair MUST Call (585) 753-1590)</i>	
c	One Election Inspector from each party, Prints and Signs their Name at the bottom of the Zero Tape	
d	Place the completed opening Zero Tape in the Red Security Bag	

Poll Pad: Components Overview



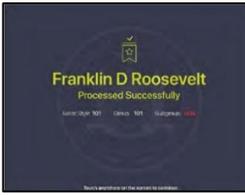
Setting Up the Poll Pad

1 Cut Poll Pad Case Seal, then Open the Case and Remove the Printer	Along with the Adaptor and Power Cord located under the round Base.	
2 Verify the Number on the Tag matches the one on the Printer and on the iPad	If the numbers do not match, a Site Chair MUST call the BOE at (585) 753-1590.	
3 Plug the Cord into back of Printer the Extension Cord into Wall and the Printer into the Extension Cord	NOTE: Ensure secure connections.	
4 Turn Printer On	The ON/OFF switch is located on the left side of the printer. The green light on the front panel indicates there is power to the printer.	
5 Remove the Stand Arm and iPad from the Case	Place the iPad face Down on the Table so the Poll Pad number is on the top and the clear plastic ID Tray Holder is on the right.	
6 Attach Stand Arm to the back of the Poll Pad	Squeeze the Green Tabs on the side of the arm and place it in circular opening. Release Tabs and rotate the arm until you hear it click into place.	
7 Connect Stand Arm to the Poll Pad Base	Once attached rotate Poll Pad making sure the camera is on top, oriented in a landscape (width) position.	
8 Attach Photo ID Tray	Use the mounting clip. Once attached, insert stylus into the holding slot. Adjust the Poll Pad to a suitable angle.	
9 Take the Stylus out of the Case and Place it in the ID Tray		
10 Plug the Green Cord into the Poll Pad <ul style="list-style-type: none"> • The Poll Pad should turn on Automatically 	Plug the Green Cord into the Power Adaptor. Plug the Power Adaptor into the Extension Cord. Plug the other end into the Poll Pad. (If the Poll Pad does not turn on Automatically, you will need to Press and hold the POWER button on the top-left side of the Poll Pad until it Powers On)	
11 Press the Poll Pad App to Open the Poll Pad	The Poll Pad App looks like a Green letter P inside a Black Square. (If you do not see the App with the "P", press the "Home" button to return to the Home Screen)	
12 Confirm Correct Information	<ul style="list-style-type: none"> • Name of Jurisdiction • Polling Place Location is Correct (Most Important) • Election Name and Date • Check-In Count = 0 • Battery Life is Close to Full (90% or greater) and Poll Pad is Charging 	
13 Make Sure the "CLOUD" and "PRINTER" Icons are GREEN	If they are Green that means the Poll Pad Syncing and the Printer is working properly.	
14 Close the empty Poll Pad Case and Place it under the Table	You have now Finished Setting Up the Poll Pad.	

Poll Worker Sign In

1 From the "Home Screen" Press "Menu"	If Your Name is not listed: Press "Add Poll Worker" and fill in the Required Information (include Date of Birth to help process payment), then Sign In.
2 Click the "Pollworker" Icon	
3 Find your Name in the list on the Left of the Screen and Click it	
4 Sign your Name and Press "Sign In"	

Poll Pads: Checking In a Voter using Basic Search

1	<p>Press “GET STARTED” (from the Home Screen)</p> <p>Press “MANUAL ENTRY”</p>			
2	<p>Type the first 3 letters of the Voter’s Last Name in the First Box</p> <p>Type the first 3 letters of the Voter’s First Name in the Second Box</p> <p>Press “SEARCH”</p>	<p>The Voter’s File should appear in a list of matching names</p>		
3	<p>Select the Correct Voter’s Name by pressing it</p> <p>Search results show both Election District and out of Election District Voters. Out of Election District Voters display in gray with an indicator that reads “WRONG LOCATION” in Red</p>	<p>If a Voter is at the Wrong Location use the ELECTION DISTRICT FINDER to Direct them to the correct Polling Site</p>		
4	<p>Turn the Poll Pad Around (using the Stand Arm) so the Voter can Verify their Information (including Name, Address, and Birthdate) are correct</p>		<p>Then have them Sign the Poll Pad</p>	
5	<p>Turn the Poll Pad back toward you and Verify the Voter Signed</p> <p>Initial the Poll Pad and Press “SUBMIT”</p>		<p>A Ballot Receipt will Print</p>	
6	<p>Tear off the Ballot Receipt and hand it to the Voter</p>	<p>The Voter is now Checked In</p>		

Poll Pads: Tips When Searching Names

- **Last Names don't use spaces or apostrophes**, “O’Brien” is “OBRIEN”, “St John” is “STJOHN”, D’Angelo is “DANGELO”, etc.
- **Two Part Last Names are entered with a hyphen**, i.e. “RODRIGUEZ-CRUZ”, But Voters are sometimes registered under just one part of the name, if you can't find under “ROD” try “CRU”.
- **First Names can have a Space**, i.e. “MARYANNE” might be written as “MARY ANNE”, and they might not be next to each other on the list of names, look thoroughly.
- **For Nicknames, also try the Formal Version of the name**, if you cannot find the nickname. i.e. “THOMAS” for “TOM” or “ROBERT” for “BOB”, etc.
- **Typos happen**, be aware of possible errors, if you find a Voter's Name is spelled wrong in the Poll Pad, treat it as if it's a Name Change. (*Discussed later*)

Poll Pads: Advanced Search

- If you did not find a Voter in the Poll Pad after doing a Basic Search, you should try an Advanced Search

- You can do an Advanced Search using Address or Birthdate

1 **Clear the search boxes** (otherwise your Advanced Search will still get no results)

2 **Press the Advanced Search button**

3 **Choose Address (or DOB) from the Menu Bar that appears**

4 **Start Typing the Voter's Address (or Birthdate)**

- Starting to type the Address should generate a list of matching Addresses

5 **Choose the Correct Address from the generated list (or completely type Birthdate) and press Search** (Do NOT hit Advanced Search again or it will clear everything out and you will be forced to Start Over)

- A list of Registered Voters who live at the chosen Address (or with the entered Birthday) will be generated

6 **Choose the Voter's Name from the list and continue to check them in Normally**

8:08 AM The Mar 18
K5 First
TRAINING MODE Last updated: 12/25/2020
Monroe County Missouri Botanical Garden Full Site Records: 2010 Check-ins: 0
Last Name First Name Search
DOB ADDRESS LICENSE NO. VOTER ID LOCATION CODE STATUS RESET SCAN BARCODE
START OVER
You can use either Address or Date of Birth

if the voter's address is 1234 N. Main St., enter: 'Main'
1234 CAM CLEAR
1234 CAMPBELL DR BALLWIN, MO 63021

Poll Pad Notifications

Problem and Screen Color	Description	Action Needed
Voted (Green)	Someone has already Checked In and Voted on a Machine under this Name (This is also present if the Voter is Spoiling a Ballot).	If the Voter is not Spoiling a Ballot, and the Voter insists they did not Vote, a Site Chair must call the BOE for Instructions.
Inactive (Tan)	The Voter's file is not active.	<p>Confirm the Voter is at the Correct Polling Site by using the "Election District Finder" and the Voter's Current Address.</p> <ul style="list-style-type: none"> • If not, direct them to the correct Polling Site. • If so, give them the "Notice to Voter". (In this case, you will NOT need to call the BOE before issuing an Affidavit Ballot if that's what the Voter chooses).
ID Required (Blue)	The BOE does not have a Verified ID on file. <u>*THIS IS THE ONLY TIME IT IS PERMITTED TO ASK TO SEE A VOTER'S ID</u>	Ask to see one of the Voter's approved ID's. If they cannot provide one, give them the "Notice to Voter". (In this case, you will NOT need to call the BOE before issuing an Affidavit Ballot if that's what the Voter chooses).
Wrong Location (Red letters on a Grey Background)	The Voter is at the Wrong Polling Site. Their name will be at the bottom of the list and grayed out, with the words " Wrong Location " all the way on the Right.	Use the "Election District Finder" to find the Voter's Correct Polling Site.

ID Required Procedure

If Identification is required, the Voters name in the Poll Pad will be highlighted in BLUE and will read "ID REQUIRED" next to their name. According to New York State Election Law, this is the **ONLY** time you can ask a Voter to provide ID

1	Select the Voter on the Poll Pad.
2	Ask the Voter to provide an acceptable ID from the list.
3	Select the ID type provided by Voter on the Poll Pad.
4	Verify the ID, then Press "ACCEPT" and continue to check the Voter in Normally.

- If the Voter does not have a Valid ID, close the Voter's File and instead present the Voter with "*Notice to Voters*" so they may choose to Vote by Affidavit or Court Order.
- A list of Acceptable Forms of ID can be found on the back of the "*Oath for Person(s) Assisting a Voter*"

Suggested Valid ID
<p>1. Current and valid photo identification with voter's name and picture.</p> <p>a. Passport b. Driver's License c. Non-Driver's License d. Student Identification Card e. Pistol or Firearm Permit f. Pilot's License g. Military Identification h. Employee Identification</p> <p>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.</p> <p>a. "a current utility bill" could include:</p> <p>i. Gas, electric, water, cable or other utility bill</p> <p>h. "bank statement" could include:</p> <p>i. Statements from a banking institution or credit union</p> <p>d. "government check" could include:</p> <p>i. Social security administered on check statement ii. Government paycheck iii. Paycheck stub</p> <p>d. "paycheck" could include a paycheck stub</p> <p>6. "government document" could include:</p> <p>i. Hunting, fishing or trapping license ii. Election benefit transaction (EBT) card iii. Public housing lease and rent statements and agreements, rent statement; agreements provided pursuant to subsidized housing programs iv. Public housing identification cards v. Tuition statements or bills from public colleges and universities vi. Bills from a federal, state or local government vii. Discharge certificates, pardons or other official documents issued in connection with the resolution of a criminal case viii. Government homeless shelter identification cards</p>

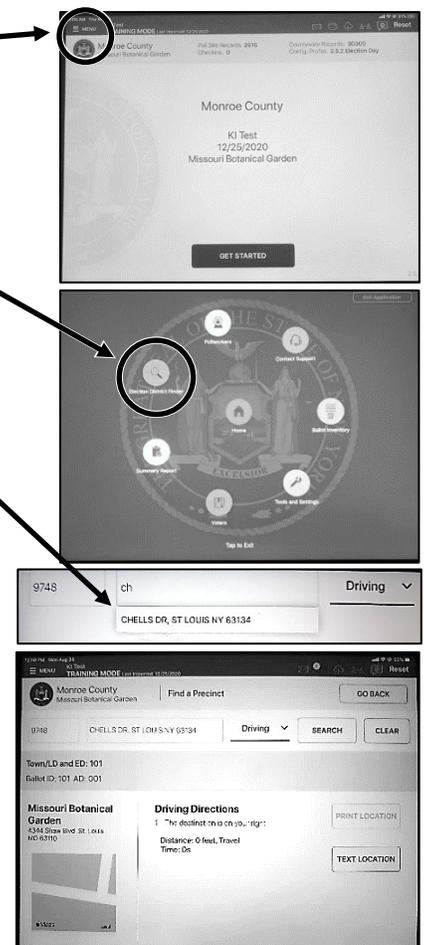
The Election District Finder (or ED Finder)

- **Is Used When Someone is at the “WRONG LOCATION”**, i.e. the Voter’s File says “Wrong Location” in the Poll Pad. This will allow you to direct them to the correct Polling Site.
- **Is Used When Someone in the Poll Pad MOVED**, i.e. to make sure they are at the Correct Polling Site for their New/Current Address (if not, direct them to the correct Polling Site instead).
- **Is Used for ALL AFFIDAVITS, COURT ORDERS**, to confirm the Voter is at the correct Polling Site for their Current Address, and to make sure the Voter is given the correct Affidavit Ballot (or printed Ballot for a Court Order) for their Election District.

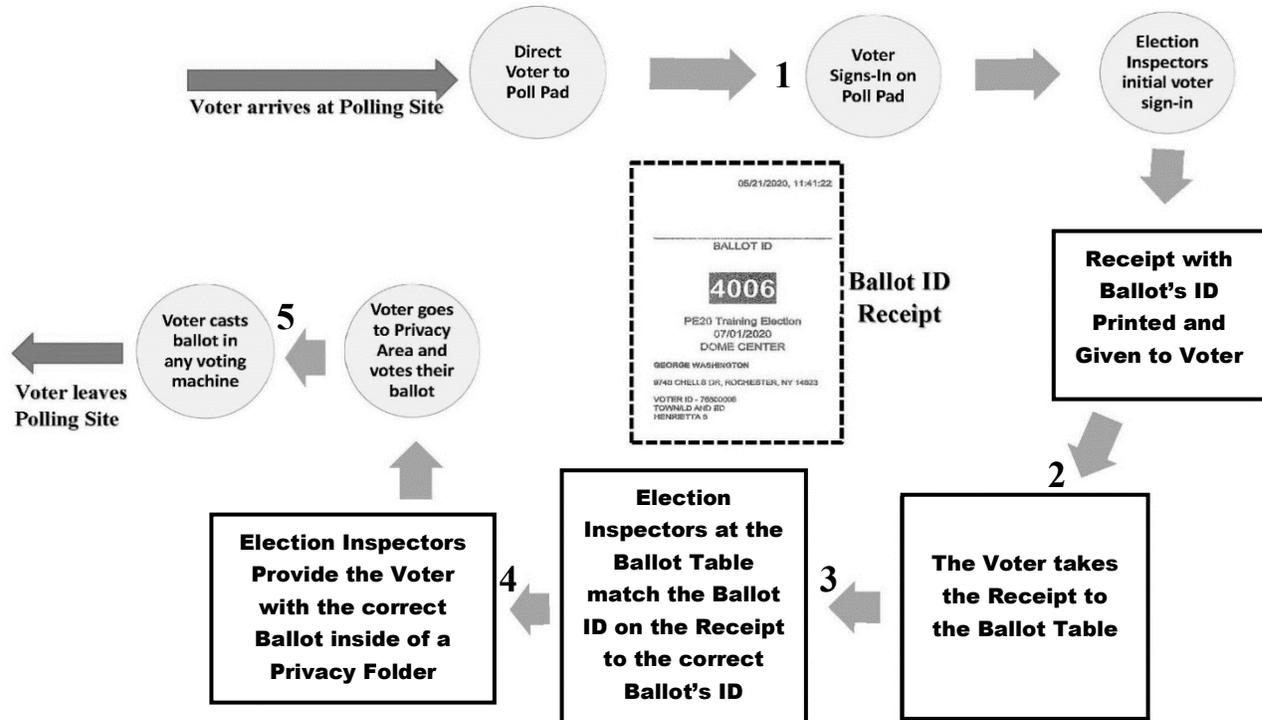
Using the Election District Finder

- 1 Press the Menu Button in the top-left corner of the Poll Pad screen.
- 2 Press the “*Election District Finder*” Icon.
 - The one that is Blue with the Magnifying Glass
- 3 Type in the Address Number in the first box, and the start of the Street Name in the second box.
 - After typing a few letters, it should generate a list of choices matching the street name you started typing.
- 4 Choose the correct Address from the generated list (instead of continuing to type it) and press “SEARCH”.
 - The directions will appear on the screen along with the option to Print them, Text them, or Both, to the Voter.
- 5 If the Voter chooses Print, tear off the Directions Receipt and hand it to the Voter.

If the Voter chooses Text, Type the Voter’s Cell Phone Number into the Poll Pad Then Press Done. The Voter should immediately get a Text containing the directions.



Typical Voting Process



1. The Voter signs in on the Poll Pad, a Ballot ID receipt will be printed
2. The Voter will take the receipt to a Ballot Table
3. The Inspectors will **match** the number on the Ballot ID receipt to the correct ballot using the Ballot ID (the Ballot ID is on the bottom right had corner of the ballot)
4. The Inspectors will give the Voter the correct Ballot in a Privacy Folder
5. The Voter Fills out the Ballot and Casts it in the Voting Machine

Challenge Report: Overview

There are several Special Circumstances that can occur on Election Day that will require further documentation when someone Votes. If one of these events happens it **MUST** be Recorded on the Challenge Report (2 Copies of the Challenge Report should be included with Poll Site Supplies, one for the Sign In Table and another for the Ballot Table)

- A Voter, who was found in the Poll Pad has Moved or Changed their Name (or if a Voter needs to correct a Typo or Error with their Voter File), AND Still Lives in the SAME Election District as the one in the Poll Pad
- A Voter's Identity or Residence is in question or Challenged
- A Voter requires Assistance marking their Ballot or if a Poll Worker is asked to look at an already marked Ballot
- A Voter cannot be Checked in Normally and chooses to Vote by Affidavit or Court Order

Challenge Report: Overview

CHALLENGE REPORT
Board of Elections
Monroe County

With the undersigned Election Inspectors, we hereby certify that we have completed this Challenge Report. We attach thereto a complete list of Persons with Name and Address Changes, the list of Persons Challenged, the list of Voters who have been challenged by Affidavit Ballot or Court Order, the list of Voters who needed assistance, as well as those voters who have been challenged by Affidavit Ballot or Court Order. All respective persons were administered the required Oath. All entries are a true and accurate record of the proceedings on this Election Day.

Total Members on this Challenge Report: (If None for any Section, Also Check off the Section and enter "NONE")
SECTION 1: CHANGES/CORRECTIONS _____ SECTION 2: VOTER CHALLENGES _____
SECTION 3: VOTER ASSISTANCE _____ SECTION 4: AFFIDAVIT/COURT ORDERS _____

O Inspector Signature _____ R Inspector Signature _____
D Site Chair Signature _____ R Site Chair Signature _____

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 1 SAME ED ADDRESS/NAME CHANGES AND TYPO CORRECTIONS

1	Current Name	Current Address
2	Voter ID No.	Old Name and/or Address
3	Current Name	Current Address
4	Voter ID No.	Old Name and/or Address
5	Current Name	Current Address
6	Voter ID No.	Old Name and/or Address

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 2 VOTER CHALLENGES

1	Voter Name	Address for Challenge	Reason for Challenge
2	Voter ID No.	Address for Challenge	Reason for Challenge
3	Voter Name	Address for Challenge	Reason for Challenge
4	Voter ID No.	Address for Challenge	Reason for Challenge
5	Voter Name	Address for Challenge	Reason for Challenge
6	Voter ID No.	Address for Challenge	Reason for Challenge

TURN OVER
CHALLENGE REPORT CONTINUED ON BACK

FRONT

(Full version of this Form on pages 52-53 of this Manual)

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 3 VOTER ASSISTANCE

1	Voter Name	Address for Assistance	Reason for Assistance
2	Voter ID No.	Address for Assistance	Reason for Assistance
3	Voter Name	Address for Assistance	Reason for Assistance
4	Voter ID No.	Address for Assistance	Reason for Assistance
5	Voter Name	Address for Assistance	Reason for Assistance
6	Voter ID No.	Address for Assistance	Reason for Assistance

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 4 AFFIDAVIT BALLOTS/COURT ORDERS

1	Voter Name	Voter Address
2	AF / CO	
3	AF / CO	
4	AF / CO	
5	AF / CO	
6	AF / CO	
7	AF / CO	
8	AF / CO	
9	AF / CO	
10	AF / CO	
11	AF / CO	
12	AF / CO	
13	AF / CO	
14	AF / CO	
15	AF / CO	

BACK

**OATH, FINAL TALLY,
AND SIGNATURES**

**SECTION 1
RECORD NAME &
SAME ELECTION
DISTRICT ADDRESS
CHANGES AND TYPOS**

**SECTION 2
RECORD VOTER
CHALLENGES**

**SECTION 3
RECORD
ASSISTANCE TO
VOTERS**

**SECTION 4
RECORD ANY
AFFIDAVITS AND
COURT ORDERS
RECEIVED ON THE
BACK OF THE
CHALLENGE
REPORT FORM**

Challenge Report: Section 1 Same Election District Name or Address Changes, and Corrections

Same Election District: Address or Name Change, or Typo Correction

If the Voter IS Registered, but their Name or Address has changed from what is in the Poll Pad AND the Voter still lives in the SAME Election District (use the “ED Finder” to Confirm if they are not at the same Address)

- The Voter must Fill Out a new **Voter Registration Form**
- Have the Voter sign on the Poll Pad (using new name if change)
- The Voter may now **Vote on the Machines** as normal
- **Record the change/correction in Section 1 of the Challenge Report**

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 1 SAME ED ADDRESS/NAME CHANGES AND TYPO CORRECTIONS

1	Current Name	Current Address
	Voter ID No.	Old Name and/or Address
2	Current Name	Current Address
	Voter ID No.	Old Name and/or Address

Challenge Report: Section 2

Voter Challenges

A Site Chair should be called over to deal with any Voter Challenges.

Voter qualifications can be challenged on the basis of Identity, Residency or Being under 18 by an Election Inspector, Poll Watcher or a Registered Voter who is properly Voting at that site.

When a Voter is challenged, a bipartisan team of election inspectors shall administer a Preliminary Oath. **Please call the Board of Elections, (585) 753-1599 to assist you with this process.**

Preliminary Oath (given/read by a Site Chair)

“Do you 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 Voter refuses to take the Oath, they are not permitted to Vote on the Machine.
- If the Voter does take the Preliminary Oath and answers the challenge sufficiently, they must allowed to Vote on the Machine.

If the Voter does not answer the challenge sufficiently, but insists they want to Vote on the Machine, then a Qualification Oath must be given by a Bipartisan Team of Inspectors. **Please call the Board of elections for assistance with this Oath.**

The Qualification Oath (given/read by a Site Chair)

“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 a Voter refuses to take this Oath, they will not be allowed to Vote on the Machine.
- If they take the Oath, they **MUST** be allowed to Vote on the Machine

***ALL Voter Challenges MUST be recorded in Section 2 on the Challenge Report Form**

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 2 VOTER CHALLENGES			
1	Voter Name _____	Voter Address _____	
	Voter ID No. _____	Name of Challenger _____	Reason for Challenge _____
2	Voter Name _____	Voter Address _____	
	Voter ID No. _____	Name of Challenger _____	Reason for Challenge _____

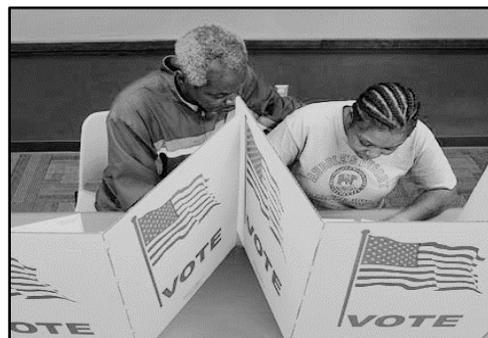
Challenge Report: Section 3

Assisting a Voter

WHAT IS ASSISTANCE? A good rule to follow; If the Voter's Ballot has already been **marked**, or if they require help filling it out in any way, that is likely Assisting. *(otherwise it's probably just explaining)*

WHEN ASSISTANCE IS GIVEN BY POLL WORKERS:

- **If asked**, two (2) Poll Workers, in a Bipartisan Team (one Democrat and one Republican), may assist the Voter
- Both Poll Workers **MUST** agree on all action taken
- Poll Workers **MUST** keep the Voters choices confidential



WHEN ASSISTANCE GIVEN BY ANOTHER PERSON, CHOSEN BY THE VOTER:

- Must **NOT** be the Voter's employer or union representative (you may ask)
- The person assisting must keep the Voter's choices confidential
- A Voter may still request the Spanish Interpreter assist them

REMEMBER:

- ANYONE who assists a Voter Must take the "Oath for Person(s) Assisting Voter" →
- A Voter may ask for Assistance at any point during the Voting process.
- If a Voter appears to be confused or you feel they may benefit from Assistance, you may ask them: "Do you require assistance?"
- If the Voter answers "Yes", determine what type of Assistance the Voter wishes to receive and help them, following proper procedures.
- **Record ALL Assistance given in Section 3 of the Challenge Report**
- **All Instances of Translating must also be recorded in Section 3** (It just doesn't require a Bipartisan Team)

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."

JURAMENTO DE LA PERSONA(S) PARA AYUDAR A LOS VOTANTES:

"No solicitaré de cualquier manera o procuraré persuadir o inducir al votante a votar cualquier papeleta en particular o por cualquier candidato en particular, y no guardaré o haré cualquier memorándum o anotación de algo que ocurre dentro de la cabina, y no voy directamente o indirectamente a revelar a ninguna persona el nombre de ningún candidato votado por el votante, o qué papeleta habían votado, o algo que ocurre dentro de la cabina electoral, menos cuando sea requerido de acuerdo con la ley dar el testimonio en cuanto a tal asunto durante un proceso judicial".

PAPER COPY INCLUDED WITH POLL SITE SUPPLIES

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 3 VOTER ASSISTANCE		
1	Voter ID No. _____ Voter Name _____ Voter Address _____ Name of Person(s) Providing Assistance _____ Relation to Voter (or Poll Worker) _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below _____
2	Voter ID No. _____ Voter Name _____ Voter Address _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation

Challenge Report: Section 4

Affidavits or Court Orders

If any Voter cannot be Signed In normally, hand them the “NOTICE TO VOTER”, so they can choose if they wish to Vote by Affidavit Ballot or get a Court Order

Affidavit Ballots can be issued without calling the BOE when:

- A Voter IS in the Poll Pad but they are marked as “**INACTIVE**” AND the Voter is at the Correct Polling Site for their NEW Residence
- A Voter IS in the Poll Pad, Registered in Monroe County but has Moved AND the Voter is at the Correct Polling Site for their NEW Residence
- A Voter IS in the Poll Pad, but is unable to provide proper ID when an ID is required (*NOTE: This is ONLY when it specifically says “ID REQUIRED” in the Poll Pad*)
- A Voter who cannot be Signed In normally and Insists on Voting right now at this Polling Site

NOTICE TO VOTERS
SECTION 8-302.3A and 8-303 of New York State Election Law

If your poll record is missing, or if you were asked to present identification and did not do so, or if in a Primary election, your poll record does not show enrollment in the party in which you claim to be 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 to vote in this county, and in a Primary election, that you are enrolled in the appropriate party, the Election Inspectors are required to give you a paper ballot on which you may cast your vote.
Place the voted ballot in the envelope provided and complete your affidavit on the outside of the envelope, making sure to give your correct residence address. The envelope will be returned, unopened, to the Board of Elections. If the Board determines that you are an eligible voter in this election district, your ballot will be counted. You will be notified if your ballot is cast or not, and the reason for such decision.
2. **COURT ORDER:** You may obtain a court order directing the Election Inspectors to allow you to vote on the voting machine. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Judge can be located. You can contact your County Board of Elections at the number provided below.

AVISO A VOTANTES
Sección 8-302.3A y 8-303 Ley de Elecciones del Estado de Nueva York

Si falta su expediente, o le piden presentar identificación y no lo hizo, o si en una elección Primaria, su registro de votación no muestra el partido en el cual usted afirma ser matriculado, usted puede pedir votar por uno de los métodos siguientes:

1. **PAPELETA BAJO DECLARACION JURADA:** Si puedes jurar bajo juramento que vives en el distrito electoral en la que buscas voto, y que actualmente está inscrito para votar en este condado, y en una elección Primaria, que usted está inscrito en el partido correspondiente, los Inspectores de Elección están obligados a darle una papeleta en la que usted podrá hacer su voto.
Coloque la papeleta con el voto en el sobre y termine su declaración jurada en la parte exterior del sobre, asegúrese de dar su dirección correcta. El sobre será devuelto, sin abrir, a la Junta de Elecciones. Si la junta determina que usted es un votante elegible en este distrito electoral, su votación será contada. Usted será notificado si su papeleta ha sido contada o no, y la razón por la decisión.
2. **UNA ORDEN JUDICIAL:** Usted puede obtener una orden judicial, que ordene a los Inspectores de la elección permitirle votar en la máquina de votación. La Junta de elecciones le puede informar dónde y cuándo un Juez de la Corte Suprema pueden ser localizados. Usted puede ponerse en contacto con la Junta de Elecciones del Condado en el número que aparece a continuación.

<small>Monroe County Board of Elections 39 W Main St Rochester, NY 14614 (585) 753-1558 (585) 753-1544 TTY/TDD Democratic Party (585) 232-2410 Republican Party (585) 546-8040</small>	<small>La Junta Electoral del Condado de Monroe 39 W Main St Rochester, NY 14614 (585) 753-1558 (585) 753-1544 TTY/TDD Partido Democrático (585) 232-2410 Partido Republicano (585) 546-8040</small>
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PAPER COPY INCLUDED WITH POLL SITE SUPPLIES

A Site Chair must call the BOE for proper way to proceed if:

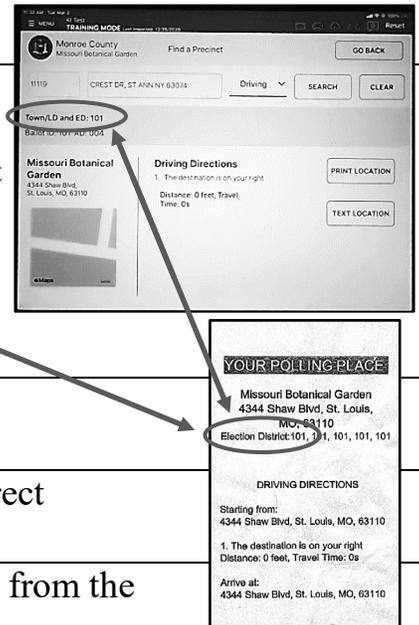
- The Voter IS in the Poll Pad but there is No Signature on File for a Voter
- The Voter IS in the Poll Pad but it says they have already Voted and they say they did not (the BOE will need to research and Verify if the wrong person was checked into the Poll Pad)
- A Voter’s name is NOT found in the Poll Pad for ANY reason

The Most Common Affidavit Ballot Errors made or missed by Poll Workers:

- A Voter is at the WRONG Polling Site for their Current Address (*you must ALWAYS use the ED finder to Confirm the Correct Polling Site*)
 - A Voter is at the Right Polling Site, but is given the Wrong Affidavit Ballot for their Election District (*in cases of Multiple Districts sharing one Polling Site*)
 - The Affidavit Form is Not Filled Out Completely, or the Voter did not Sign it (*ALWAYS Check the Affidavit Ballot Envelope to Ensure required information, such as First and Last Name, Residence Address, and Date of Birth are filled in and the Voter Signed the Oath at the Bottom*)
- ❖ ***(REMEMBER: ANY Voter unable to be Signed In normally can ALWAYS choose whether to Vote by Affidavit Ballot or to go get a Court Order to Vote on the Voting Machine)***

Challenge Report: Section 4 (cont.) Affidavit Ballot Procedure

1	Press the “MENU” button on the top-left of the Poll Pad Screen
2	Press the “Election District Finder” Icon
3	Start typing the Voter’s Address Type the Street Number in the First Box Start Typing the Street Name in the Second Box <ul style="list-style-type: none"> A List of Matching Addresses should be generated
4	Select the Correct Address from the list and press “SEARCH” (You MUST CHOOSE the correct address instead of just typing it, otherwise it may not be able to find it) <ul style="list-style-type: none"> Directions to the Correct Polling Site should now appear on the screen If the Voter is at the Correct Polling Site it should read “Distance: 0 feet, Travel Time: 0s”; If not, they are at the Wrong Polling Site (Print or Text them the directions to the correct one) <p>If it does read “0”s Print the Directions Receipt</p>
5	Note the correct Election District for the Voter, located above the image of the map <ul style="list-style-type: none"> The Directions Receipt may have more than one Election District printed on it and theirs may not always be the first one <p>Now Print the Directions Receipt and Circle the Election District Number that matches the one on the screen</p> <ul style="list-style-type: none"> This will function as the Ballot Receipt for the Voter
6	Hand the Receipt to the Voter <ul style="list-style-type: none"> The Voter takes it to the Ballot Table
7	Match the Election District Number on the Receipt to the Correct Affidavit Ballot
8	Write the City LD (or Town) and the Election District number from the Receipt on the bottom Section of an Affidavit Ballot Envelope
9	Give your normal instructions on filling out a Ballot and instruct the Voter to fill out the Affidavit Ballot Envelope, then hand them to the Voter to complete
10	The Voter fills out the Affidavit Ballot and Envelope in the Privacy Area <ul style="list-style-type: none"> Following all the Normal Procedures for Voter Privacy and, if needed, Assisting a Voter <p>Then the Voter Seals the Completed Ballot inside the Affidavit Envelope and returns it to the Ballot Table</p>
11	Confirm the Voter filled in all the Required information on the Affidavit Ballot Envelope <ul style="list-style-type: none"> Including Full Name, Address, Birthdate, and Signature <p>Then Print your Name in the box with the LD/Town and ED</p>
12	Fill in the Required Information in Section 4 of the Challenge Report
13	Place the Completed Affidavit Envelope, along with the Directions Receipt, into the Manila Affidavit Collection Envelope

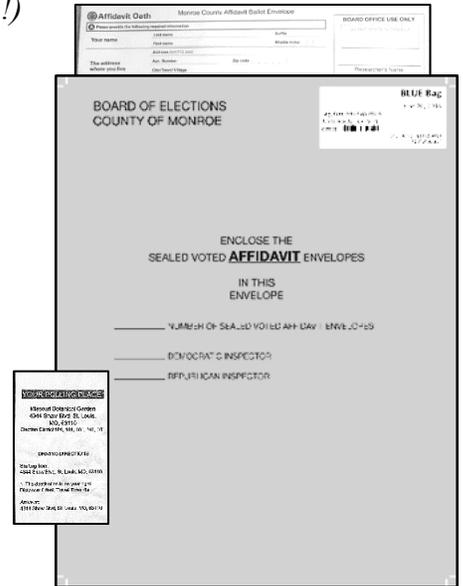


Challenge Report: Section 4 (cont.)

Collecting Affidavit Ballots

When Collecting Affidavits back from Voter:

- Make sure it is filled out COMPLETELY and LEGIBLY; they MUST fill out:
 - **First and Last Name**
 - **Address**, including Street Number and Zip Code (*Double check; Does it match what the Voter told you? Are they at the right Polling Site for that ED?*)
 - **Date of Birth**
 - **Previous Name or Address** (*if they recently moved or had a name change*)
 - **Signature** (*this is one of the most commonly missed things!*)
- Make sure the Affidavit Envelope is Sealed with the Ballot inside
- The **Poll Worker** who collects the Affidavit back must **Print Their Name** in the same section as the LD/Town and ED on the bottom of the form
- Put the Completely Filled Out and Sealed “*Affidavit Envelope*” into the Affidavit Collection Envelope along with the Ballot Receipt (printed from using the ED Finder)
- **Record the Affidavit was received in Section 4, on the back of the Challenge Report Form**



This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 4 AFFIDAVIT BALLOTS/COURT ORDERS			
	Circle Either AF (Affidavit Ballot) or CO (Court Order)	Voter ID No. or Ballot Stub No.	Voter Name Voter Address
1	AF / CO		
2	AF / CO		

Challenge Report: Section 4 After Polls Close: Affidavit Packing Process

1	Count the number of Affidavit Envelopes in the Manila Affidavit Collection Envelope
2	Write the Number on the Outside of the Manila Envelope and have a Bipartisan Team Verify the Count and Sign
3	Seal the Manila Affidavit Collection Envelope Then place it into the <u>SIDE POUCH</u> of the <u>BLUE BALLOT BAG</u> of the IC-2 Voting Machine and Seal it with a White Security Seal

Challenge Report: Section 4 (cont.) Court Order Procedure

If, after giving the Voter the “Notice to Voters” they choose Court Order:

Give the Voter a Phone Number that will connect them to one of the 2 Major Parties (Democrat or Republican), found on the bottom of the “Notice to Voters”.

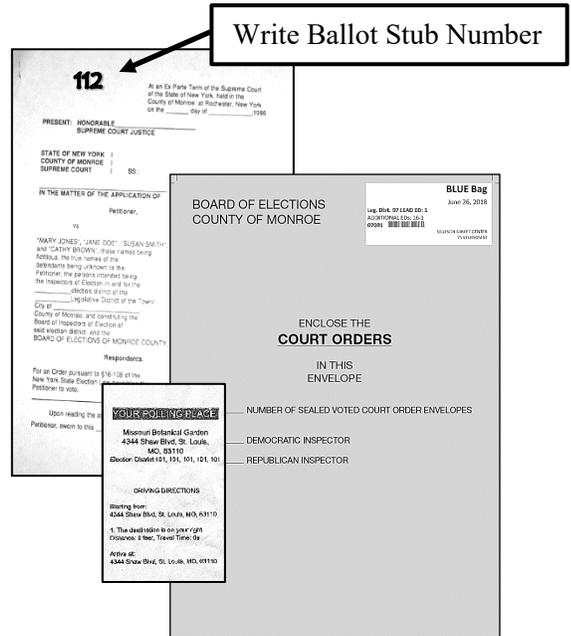
The Voter will have to leave the Polling Site to Attain a Court Order.

Then they will be able to, on their own, call the preferred number and follow the instructions given.

The chosen Party will provide the Voter with the proper paperwork, as well as any required legal counsel, and will get them a hearing before a Judge, who will ultimately make a ruling.

The Voter must then return to their Correct Polling Site in order to Vote.

- A Voter with a signed Court Order **MUST** be allowed to Vote on the Voting Machines
- When the Voter presents the Court Order to Poll Workers, it **MUST** have the Voters Name and Address on the Court Order
- **Use the Election District Finder to Confirm the Voter is at the correct Polling Site and to make sure they are given the correct Ballot for their Election District**
- The Voter will be given a pre-printed Ballot (from the Standard Ballot Packet) corresponding to their Election District *or* a blank Ballot if using the BMD (Ballot Marking Device) for an Accessible Voting session



- Record the Ballot Stub Number on the Court Order and Challenge Report (this is the only time you should need to use the Ballot Stub Number on Election Day)
- Place it in the Court Order Return Envelope along with the Ballot Receipt (printed from using the ED Finder)
- Record the Court Order was received in Section 4 on the back of the **Challenge Report Form**

Circle Either AF (Affidavit Ballot) or CO (Court Order)		SECTION 4 AFFIDAVIT BALLOTS/COURT ORDERS		
		Voter ID No. or Ballot Stub No.	Voter Name	Voter Address
1	AF / CO	112		
2	AF / CO			

Ballot Problems

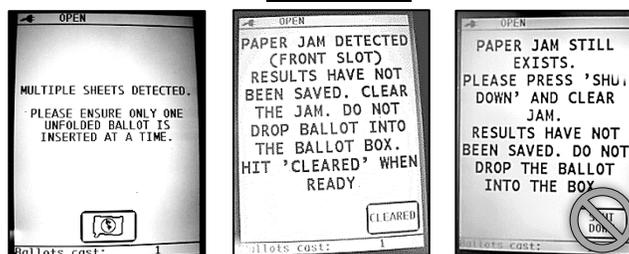
<u>Problem</u>	<u>Description</u>	<u>Action</u>	<u>Screen</u>
Over Vote	Voter has Voted for too many <u>different</u> candidates in a particular race	<ul style="list-style-type: none"> Press “Cast” to Cast the Ballot as is or “Return” to Return it to the voter. If no action is taken the machine will return the ballot after 30 seconds 	<p>You filled in too many ovals in this many contests: 1</p> <p>These votes will not count</p> <p>Favorite Season You chose 2 You are allowed 1</p>
Push Vote	Voter had Voted for the <u>same</u> candidate on two or more party lines	<ul style="list-style-type: none"> Press “Cast” to Cast the Ballot as is or “Return” to Return it to the voter. If no action is taken the machine will return the ballot after 30 seconds 	<p>YOU FILLED IN MORE THAN ONE OVAL FOR A CANDIDATE IN AT LEAST ONE CONTEST.</p> <p>WHILE YOUR CANDIDATE PREFERENCE IS CLEAR, IT IS NOT CLEAR WHICH PARTY YOU PREFER. IF YOU DO NOT CHANGE YOUR BALLOT, YOUR VOTE WILL COUNT FOR THE CANDIDATE, BUT ONLY UNDER THE PARTY YOU SELECTED LISTED FIRST ON THE BALLOT.</p>
Blank Ballot	Voter deposits the Ballot into the scanner without marking it or marks the Ballot incorrectly	<ul style="list-style-type: none"> Press “Cast” to Cast the Ballot as is or “Return” to Return it to the voter. If no action is taken the machine will return the ballot after 30 seconds 	<p>WARNING!</p> <p>XXXXXXXXXXXXX</p> <p>BLANK BALLOT DETECTED. PLEASE ENSURE YOU USED THE PROPER MARKING PEN IN THE PROPER VOTING AREAS.</p> <p>TO RETURN AND CORRECT THE BALLOT, PRESS "RETURN".</p> <p>TO CAST THE BALLOT AS-IS, PRESS "CAST"</p>
Ambiguous Mark	The Ballot contains incomplete marks, stray marks, or is damage	<ul style="list-style-type: none"> Immediately Returns the Ballot to the Voter 	<p>WARNING!</p> <p>XXXXXXXXXXXXX</p> <p>ONE OR MORE AMBIGUOUS MARKS DETECTED ON THE BALLOT. PLEASE CORRECT ALL AMBIGUOUS MARKS AND REFEED BALLOT.</p> <p>FOR AFFECTED CONTESTS PRESS "MORE".</p>

Ballot Jams

IF you or the Voter can see the Ballot in the Ballot entry slot, have the Voter gently pull the Ballot out and press “CLEARED” (if a Poll Worker must handle a marked Ballot, that is considered Assistance, and you **MUST** follow the procedure for Assisting a Voter)

IF you or the Voter cannot see any part of the Ballot from the Ballot entry slot, and it still says “PAPER JAM” you **MUST call the Board of Elections at (585) 753-1590**

DO NOT PRESS “SHUT DOWN” - DO NOT OPEN THE BALLOT BOX DOOR



Abandoned Ballots

A Ballot that’s found, marked or unmarked, but **NOT IN OR NEAR** the Voting Machines.

Abandoned Ballots do **NOT** get cast. Instead they go in the Abandoned Ballot Envelope.

BLUET Ball
Issue 01-2009

BOARD OF ELECTIONS
COUNTY OF MONROE

ENCLOSE THE
ABANDONED BALLOTS
IN THIS
ENVELOPE

_____ NUMBER OF ABANDONED BALLOTS

_____ DEMOCRATIC INSPECTOR

_____ REPUBLICAN INSPECTOR

If a Ballot IS found **IN OR NEAR** the Voting Machine, **YOU MUST CALL** the Board of Elections at (585) 753-1599 for instructions

Spoiled Ballots

- Only a Voter can choose to Spoil their Ballot after it is given to them.
- A Voter can Spoil their Ballot for any Reason, but usually it is because they mismarked it in some way.
- A Voter can Spoil their Ballot any time after it is given to them, but most occurrences happen in the Privacy Area or because it is rejected by the Voting Machine.
- Remember, When assisting a Voter with a MARKED Ballot, it MUST be done in a Bipartisan Team and recorded in Section 3 of the Challenge Report (for Voter Assistance).

Spoiled Ballot Procedure

- 1 At the Check In Table, the Voter crosses off their Ruined Ballot by pacing a large “X” across the Ballot and writes “SPOILED” on it.

- 2 The Voter then folds the Spoiled Ballot and places it inside a small white “Spoiled Ballot Envelope” (to protect their Voting Privacy), then the Voter seals it and give it back to the Poll Worker

- 3 The Poll Worker places the white “Spoiled Ballot Envelope” into the Manila “Spoiled Ballot Collection Envelope”.

- 4 Check In the Voter again, the Voter’s Name will be highlighted in green and the word “Voted” will be present.

- 5 Select the Voter, it will say “The Voter has been processed” across the top of the Voter’s Information Screen.

- 6 Press the “Spoil Ballot” button, then Enter the Password (Site Chairs will have it) and press “Done”

- 7 Choose the Ballot to be Spoiled (there should only be 1 choice), then choose the reason it is being Spoiled (again there should only be 1 choice) and Press “Spoil Ballot” at the top.
 - BOTH the Ballot ID and the Reason selections MUST be highlighted or the “Spoil Ballot” button will not be activated

A New Ballot Receipt will print with the words “SPOIL DUPLICATE” and a Dupe Number on the top

- 8 Tear off the new Ballot Receipt and give it to the Voter
 - The Voter can now take the new Receipt to the Ballot Table to get a new Ballot, and then cast it on the Voting Machine following the normal Voting Procedure

COUNTY OF MONROE
SPOILED BALLOT
PLEASE SEAL.



Ballot Bag
DEMOCRATIC
June 24, 2018

BOARD OF ELECTIONS
COUNTY OF MONROE

HARRIETTE LEAD ID: 8
ADDRESSAL ID: 810118
52006 BALLOT# 8

COUNTY CENTER
2018 ELECTIONS

**ENCLOSE THE
SEALED SPOILED BALLOT ENVELOPES**

IN THIS
ENVELOPE:

_____ NUMBER OF BALLOTS

_____ DEMOCRATIC INSPECTOR

_____ REPUBLICAN INSPECTOR

- A Voter Cannot be given more than 3 Ballots Total in this way (meaning they can only Spoil 2 Ballots)
- If a Voter Spoils a third Ballot, THEIR VOTE WILL STILL BE COUNTED, but they must clearly mark their choices on that Ballot (using any means or marks they wish as long as their choices are clear), and it should be placed in the Manila “Unscannable Emergency Ballot” collection Envelope (where it will be hand counted)
- If a Ballot is Torn or otherwise damaged before it is given to the Voter, the POLL WORKER Spoils the Ballot instead, but it does NOT count as one of the Voter’s Ballots
- If a Poll Worker Spoils a Ballot, it does not need to go into a white “Spoiled Ballot Envelope” it can go directly in the Manila Spoiled Ballot Collection Envelope, and you do not go through the Poll Pad

Ballot Bag
DEMOCRATIC
June 24, 2018

BOARD OF ELECTIONS
COUNTY OF MONROE

HARRIETTE LEAD ID: 8
ADDRESSAL ID: 810118
52006 BALLOT# 8

COUNTY CENTER
2018 ELECTIONS

**ENCLOSE THE
UNSCANNABLE EMERGENCY**
BALLOTS

IN THIS
ENVELOPE:

_____ NUMBER OF BALLOTS

_____ DEMOCRATIC INSPECTOR

_____ REPUBLICAN INSPECTOR

Closing the Poll Site

1	Polls close at 9:00PM <u>OR</u> when <u>Everyone who was in line at 9PM has Voted</u>	
2	Take Down All Signs	
3	Shut Down Voting Machines (following Manual) <ul style="list-style-type: none"> MUST be done by a Bipartisan team 	Print Closing Tapes; Post one for Public viewing and put the other in Red Security Bag
4	Make sure Red Security Bag is packed Properly and Promptly so it can be Returned to the Designated Location	Duty of the designated Site Chair to collect the Red Bags for their Polling Site and Bring them to their Designated Location
5	Pack Poll Pads	
6	Complete Ballot Reconciliation	Must be Verified and Signed by a Bipartisan Team
7	Complete After Polls Close Sheet	Must be Verified and Signed by a Bipartisan Team
8	Re-pack All Election Supplies and Lock in ANY Voting Machine <ul style="list-style-type: none"> Green Bags Poll Pads Clear Plastic “Closing Bags” White Tabletop Privacy Screens IC-2 Voting Machine Privacy Screens and Accessories 	Do not Lock <u>ANY</u> Voting Machines until ALL Supplies are Packed
9	Lock Voting Machines	
10	Take Down Tapes Seal them in Blue Ballot Bags and Return Blue Bag and Absentee Ballot Drop Box to Designated Location	SITE CHAIRS are to make certain they arrive securely at the end of the night

Closing the Poll Site: Be Prepared

Reminders:

- The Close of Polls should be announced at 9:00 PM
- Any Voter **in line** at 9:00 PM is on time!
- A Poll Worker may stand at the end of the line to mark where the last person is in line who is allowed to Vote
- Exterior doors can be locked once the last Voter in line is inside the building
- While there are things that you cannot do before 9:00 PM, there are some things you *can* do to be as prepared as possible for the Close of Polls. Record as much information as possible prior to closing, Record Seal Numbers, Count the Ballots in Envelopes, and have the **Red Bag Transmittal Form** ready! →
- But **DO NOT** shut down **ANY** Voting Machines or Poll Pads prior to 9:00pm **AND** not until after the **Last Voter** has completed Voting and left the Polling Site

AFTER POLLS CLOSE

To be completed by the Inspectors at the close of the Polls.

WE DO HEREBY CERTIFY: that on this day, in the presence of at least one Democrat and one Republican Inspectors after the Polls were closed to the public for voting:

- Closing Tapes signed by one Democrat and one Republican Inspector
- One copy of closing tape was placed in the Red Security Bag
- Removed the Red Memory Card and placed it in the Red Security Bag and sealed the bag
- Red Bag has been transported to BOC for City sites or to the Town Clerk for the Town
- Red Memory Card was removed from machine and placed in pouch of the Red Bag
- Discarded the voting machine from further voting
- Placed machine keys in return envelope and placed in pouch
- If copy of closing tape was available for public viewing and the
- Blue Ballot Bag was SEALED and transported to BOC for City sites

Seal Number	Inspector #	Ballot Bag	IC-2	City	Inspector Date	Inspector
112	11544	640	500653	12/20/07	52706	

Red Bag Transmittal Form
 December 22, 2015
 From: Blueville School, Room 22224
 In Ballot Entry at: Magistrate's Office

To be completed at the Polling Site:

Count	Democrat	Republican
233		
253		
234		

To be completed at the Data Entry Site:

Count	Democrat	Republican
233		
252		
213		
234		

Red Security Bag Closing Seal

ENCLOSE THE COURT ORDERS

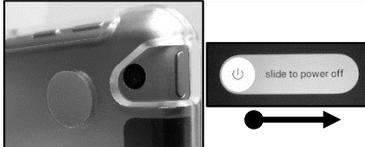
ENCLOSE THE SEALED VOTED AFFIDAVIT ENVELOPES IN THIS ENVELOPE

NUMBER OF SEALED VOTED AFFIDAVIT ENVELOPES: _____

DEMOCRATIC INSPECTOR: _____

REPUBLICAN INSPECTOR: _____

Poll Pad Closing Procedure

<p>1 Make sure the Poll Pad has had time to Sync Properly</p>	<p>Make sure the “Cloud” Icon on the top-right corner of the Poll Pad Screen is still Green and WAIT 10 MINUTES AFTER the last Action was taken with it, so it has time to Sync</p>	
<p>2 Open Poll Pad Case</p>	<p>Take the Poll Pad case from under the table and place on the table Confirm the Number on the Tag Matches the one on the Printer and Poll Pad you are packing up</p>	
<p>3 Turn Off the Printer and Unplug it</p>	<p>Unplug the Printer Cord from the Extension Cord and from the back of the Printer NOTE: Keep Poll Pad powered ON</p>	
<p>4 Unplug the iPad and Remove Components</p>	<ul style="list-style-type: none"> • Green Cord • ID Tray • Stylus <p>NOTE: Keep Poll Pad powered ON</p>	
<p>5 Power off Poll Pad</p>	<p>Press and Hold the Power Button on the top-left side of the Poll Pad until the “Power” Slider appears, then Slide it to the Right to turn off.</p>	
<p>6 Remove the Poll Pad Arm from Base</p>	<p>Fold Stand Arm, and place it aside for packing</p>	
<p>7 Pack Poll Pad Case</p>	<p>Return components to the Poll Pad case:</p> <ul style="list-style-type: none"> • Poll Pad with screen in • Printer • Printer Cord • Stand Arm • Stylus • Poll Pad Base • Photo ID Tray • Green Cord • Power Adapter Cube 	
<p>8 Seal the Poll Pad Case with a White Security Seal</p>	<p>Close and Secure the lid</p>	
<p>9 Pack Poll Pad Case in any Voting Machine</p>	<p>Pack the Poll Pad case securely inside any of the Voting Machines, as long as they are all secure at the end of the night</p>	

*** ELECTION INSPECTORS WILL BE HELD RESPONSIBLE FOR ANY MISSING SUPPLIES!**

Closing the Voting Machines

(MUST be done by a Bipartisan Team)

1	Place the Security Key on the Security Key Pad	This brings up the Administrative Menu.
2	Press “Close Poll” button	The message displayed will read “Are you certain you wish to close Poll?”
3	Press YES when asked, “ <i>Are You Certain</i> ”	“Poll is being closed, please wait” will appear on the screen
4	Wait for 2 Copies of the Closing Tape to Print	The next message will ask “Would you like to print more copies of this report?”
5	Press “NO” when asked if you would like to print more copies	
6	Tear off the Closing Tape	Divide the tape into two parts at the correct place under the signature lines
7	An Inspector from Each Party must Print and Sign BOTH copies of the Closing Tapes	Put one copy in the Red Security Bag; Post the other copy for public viewing
8	Press the “Power Down” button	“Are you certain you wish to shut down tabulator?” will appear
9	Press “YES” when asked “ <i>Are you Certain</i> ”	“Shutting Down...” will appear on the Screen
10	Unlock the ballot box door	
11	Open the ballot box door and take out the Blue Ballot Security Bag	<u>DO NOT</u> touch any ballots inside of the Blue Ballot Security Bag!
12	Remove any ballots from the Write-in diverter compartment, count them, and Place the write-in ballots in the Manila “Write-In” Collection Envelope	Seal the envelope, note the number of ballots on the outside, have someone from Each Party Sign the envelope, and put it in the Blue Ballot Bag
13	(IC-2 ONLY) Turn off the Power Supply (BOTH) Confirm the Power is OFF (the Screen is dark and the status lights are off)	The power supply button is underneath the write-in diverter compartment Ensure the operator panel and status lights next to the memory card compartment are not lit
14	Unplug the Voting Machine and the Extension Cord	Wrap the cord and place inside of the write-in diverter compartment of the Voting Machine
15	Cut the Yellow Seal on the Memory Card Compartment	
16	Open the memory card compartment doors	Push in the Tabs to Open them
17	Eject the Red Memory Card (By pushing the Black Button next to Red Memory Card)	Place Red Memory Card in the Red Security Bag One person from Each Party Initials the “Red Bag Transmittal Form” which also goes in the Red Bag

Closing the Voting Machines (cont.)

(MUST be done by a Bipartisan Team)

18	Eject the Blue Memory Card (By pushing the Black Button next to Blue Memory Card)	Place it in the Clear Plastic Zipper Pouch inside of the Blue Ballot Security Bag
19	Close both Memory Card Compartment Doors	
20	Pack the Rest of the Supplies into the Voting Machine	Including Green Bags, Poll Pads, Clear Plastic Closing Bags, and any other Supplies
21	<p>(IC-1 ONLY) Fold and Lower the Privacy Hood and Seal it with a White Security Seal</p> <p>(IC-2 ONLY) Seal the Memory Card Compartment with a White Security Seal</p> <p>(IC-2 ONLY) Remove the Privacy Screens then fold and Pack them in the Voting Machine along with the BMD Supply Bag</p>	Note any Seal Number on the “After Polls Close” Form
22	Close and Lock the Ballot Box Door	
23	<p>Seal the Ballot Box Door with a Blue Sticker Seal</p> <p>(IC-2 ONLY) Place a Blue Sticker Seal over the BMD Accessible Plug-In Port</p>	Note any Seal Number on the “After Polls Close” Form
24	<p>(IC-2 ONLY) Replace Styrofoam Covers, Gently Lay the BMD Monitor flat against the Styrofoam over the Ballot Scanner, and Replace Nylon Cover</p>	
25	Match the Voting Machine Keys in the correct “Voting Machine Key Envelope”	Place the Voting Machine Key Envelope in the Clear Zipper Pouch of the matching Blue Ballot Bag
26	Place the Completed Manila Affidavit Collection Envelope into the Side Pouch of the Blue Ballot Bag	Seal it, through the Zippers, with a White Security Seal and note the Seal number on the “After Polls Close” Form
27	Take the Closing Tape off the Wall and Match it to the Correct Blue Ballot Bag and put it in the Clear Zipper Pouch	You can now Zip the Clear Plastic Zipper Pouch Closed
28	Complete the rest of the “After Polls Close” Form and put it in the Manila “Important Paperwork” Return Envelope, and put that Fully Packed Envelope in the Blue Bag	Double Check to make sure it is COMPLETELY filled out (including the seal number from Step 29)
29	Zip the Blue Ballot Bag Closed and Seal it through the zippers with a White Security Seal	Make sure you recorded the Seal Number on the “After Polls Close” Form and ALL Paperwork and Envelopes are inside BEFORE you Seal the Bag

*** REMEMBER: Do NOT lock the Voting Machines until ALL supplies are repacked**

Closing the Poll Site: After Polls Close Form

The After Polls Close Form is found in the Matching Voting Machine, Each Machine has its own Form, 1 per Machine

1. If the answer to any of these is “NO” you must call the Board of Elections (585) 753-1590
2. The Blue Memory Card is on the Left and the Red Memory Card is on the Right in the Memory Card Compartment
3. Protective Counter Number – Located at the Bottom of the Closing Tape for each Voting Machine
4. The Total Ballots Scanned is shown on the top of the Closing Tape for each Voting Machine
5. (IC-1 ONLY) Hood Seal Number – From the White Plastic Seal that you use to Seal the Hood
6. Yellow Memory Card Seal that you removed at Close of Polls
7. Record Seal Number for Blue Sticker Seal #1 here and place the Sticker on the Ballot Box Door after it is Locked
8. Record Red Seal Number – Do NOT remove Red Seals
9. (IC-2 ONLY) Record Seal Number from Blue Sticker Seal #4 here and place the Sticker over the Accessible Voting Port
10. Record the Number from the White Seal that secures the Red Security Bag 
11. Record the numbers from the White Seals used to seal Poll Pad cases (on the form for the IC-2 Voting Machine)
12. A Bipartisan Team must Confirm all the Seal Numbers and Counts and Sign the Form

General Election
November 3, 2020

Leg. Dist. 07 LEAD ED: 1
ADDL EDS: /16-1
07/001 投票管理員
1103ION STREET CENTER
75 STATION ST

AFTER POLLS CLOSE

To be completed by the Inspectors at the close of the Polls.

WE DO HEREBY CERTIFY; that on this day, in the presence of at least one Democratic and one Republican Inspector after the Polls were closed to the public for voting:

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Closing Tape is signed by one Democratic and one Republican Inspector 1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One copy of closing tape was placed in the Red Security Bag
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Removed the Red Memory Card and placed it in the Red Security Bag and sealed the bag 2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Red bag has been transported to BOE for City sites or to the Town Clerk for the town sites
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Blue Memory Card was removed from machine and placed in pouch of Blue Ballot Bag 2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Secured the voting machine from further voting
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Placed machine keys in return envelope and placed in pouch of Blue Ballot Bag
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 nd copy of closing tape was available for public viewing and then placed in the pouch of the Blue Ballot Bag
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Blue Ballot Bag was SEALED and transported to BOE for City sites or to the Town Clerk for the town sites

Voting Machine #	Protective Counter #	Total Ballots Scanned	IC-1 Hood Seal #	Memory Card Seal #	Ballot Box Door Blue Seal #	Seal #1 Ballot Box Door Blue Sticker # (remove)	Seal #2 IC-2 Electrical Cover Red Sticker (never remove)	Seal #3 IC-2 BMD Printer Red Sticker (never remove)	Seal #4 IC-2 ATI Blue Sticker
112	13544	640	500651	415110	1529007	552909	004040	101218	1570085

Red Bag and Poll Pad Seals should be recorded on the sheet for the IC-2 Machine

Red Bag White Seal # 1510145 **10**

Poll Pad Transmittal Form **11**

Machine #	Seal #
144	008909
145	008918

DEM. Gemma Williams **12**
REP. Ethan Anderson
Signatures of Inspectors

ALL COMPLETED “BEFORE POLLS OPEN” AND “AFTER POLLS CLOSE” FORMS SHOULD GO IN THE MANILA “IMPORTANT PAPERWORK” ENVELOPE

(Full version of this Form on page 55 of this Manual)

Closing the Poll Site: Ballot Reconciliation

- Count and verify the various Ballots (Pre-printed, blank, and Affidavit) that are still UNUSED
- Record the “Total Ballots Scanned” using the “Closing Tape” from the Voting Machines
- Sign at the bottom
- If the Ballot Totals Don’t Match, you **MUST Call the Board of Elections at (585) 753-1599**
- Put the Completed “Ballot Reconciliation” Form into the Manila “Important Paperwork” Return Envelope

Ballot Reconciliation Form

Inspectors must:
1. Open Ballot Packs in Sequential ballot order.
2. Open only one ballot pack per ID at a time.
3. Return all unused ballot packets in the green bag.

District: Brighton 1
Ballot ID(S): 4662 - English
BROOKSIDE SCHOOL GYM
220 IDLEWOOD RD

Before Polls Opened	ID #									
Preprinted Ballots	0001	0002	0003	0004	0005	0006	0007	0008	0009	0011
Preprinted Spanish Ballot										
Blank Ballots										
Affidavits										
TOTAL PER ID										

Before Polls Opened: Total of all IDs: _____

After Polls Closed	ID #									
Unused Preprinted Ballots - Opened Pack	0001	0002	0003	0004	0005	0006	0007	0008	0009	0011
Unused Preprinted Ballots - Unused Packs										
Unused Preprinted Spanish Ballots										
Unused Blank Ballots										
Unused Affidavit Ballots										
TOTAL PER ID										

After Polls Closed: Total of all IDs: _____

Sealed Voted Affidavit Ballots - total per site	
Sealed Spoiled Ballots - total per site	
Unscannable-Emergency Ballots - total per site	
Abandoned Ballots - total per site	
Total Scanned Machine 221	
Total Scanned Machine 222	
Total Scanned Machine 223	
Total Scanned Machine 224	
Total Scanned Machine 225	

AFTER POLLS CLOSED: TOTAL BALLOTS
(*Should equal Before Polls Opened: Total of all IDs)

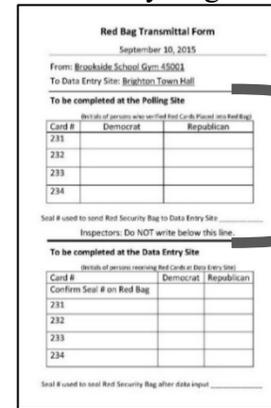
Signature of Inspectors - Start of Day
Democratic Inspector _____
Republican Inspector _____

Signature of Inspectors - End of Day
Democratic Inspector _____
Republican Inspector _____

(Full version of this Form on page 56 of this Manual) 40

Packing the RED Security Bag

- A Place one Copy of the Closing Tape from each Voting Machine into the Red Security Bag
- B Record the White Plastic Security Seal number on both the “Red Bag Transmittal Form” and “After Polls Close” Form
- C Place the Red Memory Card in the Red Security Bag and Initial the “Red Bag Transmittal Form”
- D Place the “Red Bag Transmittal Form” in the sleeve inside the Red Security Bag. The writing should be visible through the clear plastic window.
- E Zip the Red Security Bag Closed and Seal it with the White Plastic Security Seal



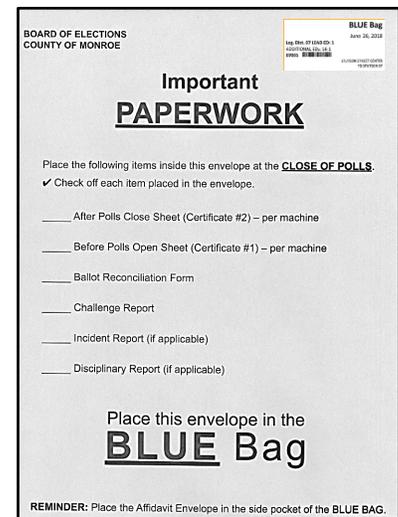
The form is titled "Red Bag Transmittal Form" and is dated September 10, 2015. It includes fields for "From: Brookside School Gym 45003" and "To Data Entry Site: Brighton Town Hall". It contains two tables for recording card numbers and seal numbers, with columns for Democrat and Republican. A bracket on the right side of the form indicates the area to be filled out by poll workers at the close of polls.

Red Bag Transmittal Form area to be filled out by Poll Workers at Close of Polls

(Full version of this Form on page 56 of this Manual)

Packing the BLUE Security Bag

- A Place the Blue Memory Card into the Clear Plastic Zipper Pouch inside of the matching Voting Machine’s Blue Ballot Security Bag
- B Place the matching Voting Machine’s Key Return Envelope into the Clear Plastic Zipper Pouch inside of the Blue Ballot Security Bag, then zip the Clear Pouch closed
- C Place one copy of the matching Voting Machine’s Closing Tape (used for Ballot Reconciliation and Public Display) into the Clear Plastic Zipper Pouch inside of the Blue Ballot Security Bag
- D Place the Completed “Write-In Return Envelope” inside of the main compartment of the matching Voting Machine’s Blue Ballot Security Bag
- E Place all Before Polls Open and After Polls Close Form into the “Important Paperwork” collection Envelope and put the fully packed Envelope in the main compartment of the Blue Ballot Bag of the IC-2 Machine
- F Place the Affidavit Collection Envelope into the SIDE compartment of the Blue Ballot Bag of the IC-2 Voting Machine, then zip it closed and Seal it through the zippers with a White Plastic Security Seal
- G Place all other Collection Envelopes into the main compartment of the Blue Ballot Bag of the IC-2 Voting Machine
- H Zip the Main compartment of the Blue Ballot Security Bag and Seal the zipper pulls with a White Plastic Security Seal



The envelope is from the Board of Elections, County of Monroe, and is titled "Important PAPERWORK". It lists items to be placed inside at the close of polls, including After Polls Close Sheet, Before Polls Open Sheet, Ballot Reconciliation Form, Challenge Report, Incident Report, and Disciplinary Report. It instructs to place the envelope in the BLUE Bag and includes a reminder to place the Affidavit Envelope in the side pocket.

Packing the GREEN Bag

- A After Counting them (and noting it on the Ballot Reconciliation Form), Place the UNUSED Ballots (including Affidavit and Blank Ballots) into the Green Bag
- B Place all UNOPENED Ballot Packs (including Affidavit and Blank Ballot Packs) into the Green Bag
- C Zip up the Green Bag and place it into any one of the Voting Machines (wherever it fits) and lock it

Closing the Polls: Re-Packing List

Follow the Repacking List found in your supply bags (and the back of this Manual)!

Initial on the Line Next to the Item when you confirm it has been packed in the correct bag

It's Critical to pack the Bags properly in case the Board of Elections needs to find something quickly!

General Election		Monroe County		November 2, 2021	
Re-Packing List at the Close of the Polls					
<small>This list divides all supplies by Bag, and where they are packed or delivered at Close of Polls.</small>					
Red Security Bag (City, BOE, Towns: Designated Hub)			Site Generic Bag (Clear Plastic, Place in any Machine)		
<ul style="list-style-type: none"> Red Bag Transmittal Form RED Memory Card, (1 from each Machine) Closing Tape (1 copy from each Machine) Opening Tape (1 copy from each machine) Filled Out Voter Registration Forms 			<ul style="list-style-type: none"> Unused/Blank Voter Registration Forms Voter's Bill of Rights-English/Spanish Voter's Bill of Rights-Braille/English/Spanish Distance Markers Magnifiers (2) Privacy Folders: English (20), Spanish (10) Arrow Signs Vote Here/Vote Aqui Signs Vote Here Sign with ADA logo Voting Machine Sign: Accessible Social Distance Signs Voting Instructions 		
Absentee Ballot Drop Box (BOE or Town Hall)			Site Specific Bag (Clear Plastic, Place in any Machine)		
<ul style="list-style-type: none"> Blue Ballot Security Bag (BOE or Town Hall) Main Compartment (1 per Machine) <ul style="list-style-type: none"> Ballots scanned through Voting Machine Memory Card: BLUE (put in clear pouch) Closing Tape (1 copy, put in clear pouch) Any Removed Plastic Seal (put in clear pouch) Machine Key Envelope (put in clear pouch) Manila Write-In Ballot Collection & Return Envelope Main Compartment (1 per Site, Place in IC-2 Blue Bag) <ul style="list-style-type: none"> Important Paperwork Manila Return Envelope <ul style="list-style-type: none"> Before the Polls Open Forms (All) After the Polls Closed Forms (All) Ballot Reconciliation Form Challenge Reports (All) Incident Reports (if app) Disciplinary Reports (if app) Supply Bag Opening/Re-Packing List Manila Collections & Return Envelopes <ul style="list-style-type: none"> Abandoned Ballot Court Order Spoiled Ballot Unscannable Emergency Ballot Side Compartment (1 per Site, Place in IC-2 Blue Bag) <ul style="list-style-type: none"> Manila Affidavit Ballot Collection & Return Envelope Facility Keys (if app) 			<ul style="list-style-type: none"> Site Specific Bag Coversheet All Badge Bags, Seal Bags, and Unused Envelopes Extra Inspector Manuals Notice to Voters: English/Spanish Oath for Assisting Voter/Suggested Valid ID Sample Ballot(s) Scissors Welcome Sign Small Bag 1 <ul style="list-style-type: none"> I Voted Today Stickers Pens Tape Small Bag 2 <ul style="list-style-type: none"> Ballot Markers Welcome Sign 		
Green Ballot Bag (Place in any Machine)			Poll Pads (Seat Case, and Place in any Voting Machine)		
<ul style="list-style-type: none"> Unused Ballots - Printed Unused Ballots - Blank Unused Ballots - Affidavit Unused Affidavit Ballot Envelopes Manila Ballot Receipts Collection & Return Envelope Ballot ID Signs and chart Poll Site Diagram/Survey 			<ul style="list-style-type: none"> Poll Pad Stand Arm, Base, Tray Green Power Cord & Adapter Receipt Printer w/Power Cord Stylus 		
Miscellaneous Items (Place in any Machine)			BMD Equipment Bag (Put back in IC-2 Voting Machine)		
<ul style="list-style-type: none"> Masks, Gloves, Hand Sanitizer, Wipes 			<ul style="list-style-type: none"> AT 1 (Controller) with Cord Headphones (with Unused Disposable Covers) Paddles (Left and Right) Sip and Puff Device (with Unused Disposable Straws) Rubber Gloves 		
			Site Chair Initials (Confirm Everything Packed Properly)		
			Republican Site Chair _____ Democrat Site Chair _____		

"Closing Bag" refers to any one of the available large Clear Plastic bags at the end of the night

BOTH Site Chairs should also Initial in bottom corner after to confirming everything is packed correctly

Then Pack this List into the Manila "Important Paperwork" Return Envelope, and placed in the Blue Bag for the IC-2

Closing the Polls: Returning Bags

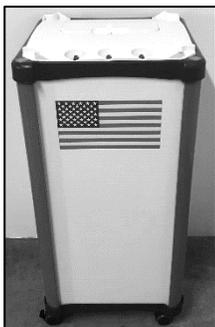


The RED BAG must be returned by a Site Chair* (designated by the BOE before Election Day) – who must return to (or at least check in with) the Polling Site to help complete Closing Procedures

*(or they can designate a Veteran Inspector who will not need to return to the Poll Site)

The BLUE BAGS must be returned by the other Site Chair (designated by the BOE before Election Day) – but it is the responsibility of BOTH Site Chairs to make sure all the Blue Bags are returned properly to their Designated Location

(If they cannot all fit in the designated Site Chair's vehicle, the other Site Chair (and/or Coordinator) should be willing and available to help get them back also!)



The ABSENTEE BALLOT DROP BOX must also be returned to their Designated Location – This MUST be done even if no Absentee Ballots were dropped inside it is the responsibility of BOTH Site Chairs to make sure it's returned properly

(It can come back with either the Red or Blue Bags, if there is not enough room in one Site Chair's vehicle (especially if they are taking back the Blue Bags also), the other Site Chair (and Coordinator) should be willing and available to help get them back also!)

Incident Reporting

Always have caution, be alert, and ready to monitor situations at the site. In the event of any incident, injury, accident or any situation where someone has been hurt, in or around the Polling Site, you **MUST** call and report the incident to the Monroe County Board of Elections as soon as possible.

If you have witnessed any incident, please assist the Site Chairs in documenting as much information as possible in writing using an Incident Report (*which can be found in the back of the Site Chair and Coordinator Manual*)



Please call (585) 753-1550
Request an Election Commissioner

Emergency Procedures

In cases of:

- Voting Machine Breakdown
- Poll Pads Not Working
- Power failure
- Flood
- Fire
- Fire Drill
- Medical Emergency
- Other Unforeseen Emergency

**One Site Chair should call the BOE (585) 753-1599 for instructions and assistance
(The other should call 911 in cases of Immediate Danger)**

Do NOT Turn Off or Unplug the Voting Machines or Poll Pads!!!

If you are required to leave your Poll Site due to an Emergency, take the following items with you to a safe location – but ONLY if you are SAFELY able to do so

Use a Green Bag to Pack:

- Pre-Printed Ballot Books, along with unused Affidavit and Blank Ballots
- Any Manila Ballot and Receipt Collection Envelopes
- Voting Machine Keys

If SAFE TO DO SO, the Site Chairs should also note the “Ballots Cast” on each Voting Machine (the number is located on the bottom-right of the Control Panel Screen)

The Voting Machine Keys and any Green Bags that leave the Site in this way should stay with the Site Chairs until it is safe to return to the Poll Site.

BMD (or Ballot Marking Device) on the IC-2

Procedure for using the BMD on the IC-2 Voting Machine

Preparing the Voter

1. On the Poll Pad the Election Inspector Checks in the Voter like normal and a Ballot Receipt will be printed so we can use the correct Ballot ID.
2. Escort the Voter the BMD on the IC-2 Voting Machine (offer to place the hand of any visually impaired Voter on the back of the chair that is in front of the display screen)
3. When seated, offer the Voter the Audio Tactile Interface (or ATI) Controller and Headphones.
4. Explain to the Voter that instructions on how to use the ATI are presented before the Voting session begins. During the instructions the Voter should only press an ATI button once and wait for the screen to change, and that sometimes it can move slowly.
5. Explain to the Voter that they may get assistance by raising their hand, asking for assistance, or pressing the HELP (green) button on the ATI (when they press the “Help” button, the lights on the Voting Machine will start alternating Red, Amber, and Green).
6. Explain that when the Voter is done making their selections and they select “Print Ballot”, that it may take up to 2 minutes to print and that the printed ballot will come out of the Printer in a Privacy Sleeve.



ATI (controller) and headphones



ATI being used to Mark their Ballot

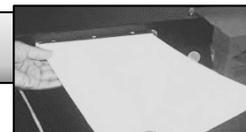
Accessible Voting Session

1. Insert a Blank Ballot into the slot of the BMD Printer.
2. Attach the Privacy Sleeve to the Printer Slot.
3. Touch the Security Key to the security key pad. The Administrative Menu will be displayed.
4. Press “ACCESSIBLE VOTING” button (third button down on the left on the keypad).
5. **In Multiple District Polling Sites ONLY** a menu will appear: “Please Enter Ballot ID for Accessible Voting Session”.
 - Enter the Ballot ID from the Ballot ID receipt on the operator panel.
 - Confirm you wish to begin by pressing yes.

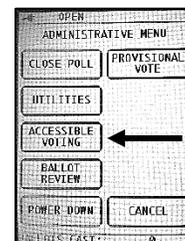
NOTE: If an Invalid Ballot ID is entered, the Operator Panel will show “Invalid Ballot ID Entered.” The Ballot ID Entry Menu will reappear. Re-enter the correct Ballot ID.

OR In Single Election District Polling Sites a screen will appear: “Are you certain you want to start accessible voting session with Ballot ID: xxx?” Confirm that the Ballot ID matches the ballot ID receipt; press “YES.”

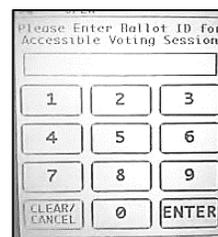
6. The Accessible Voting Session begins, and the Ballot Marking Device instructs the Voter on how to Vote with an audio Ballot.
 - The BMD is designed to create access for Voters to Vote independently without Assistance.
 - During an Accessible Voting Session, if the Voter is inactive for a period of 20 seconds, a message will be provided in both audio and visual format confirming if the Voter is still active. If the voter is confused, please offer assistance.
 - While the BMD is in use, alternating Amber and Green Status Lights will be flashing.
7. When the Voter has made their selections, they will need to Print the Ballot.
8. Once the Ballot is printed, either the Voter, or the Election Inspectors may, if asked insert the Ballot, using the Privacy Sleeve, into any Voting Machine’s Scanner (it does NOT need to go into the IC-2 Machine for scanning).
9. The Scanner should pull the Ballot from the Sleeve once it’s started.
10. Ensure “BALLOT SUCCESSFULLY CAST” appears on the Operator Panel so you know it has been accepted. The Voter has completed Voting.



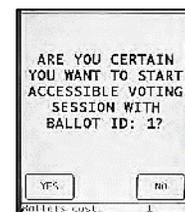
Blank Ballot being inserted into Printer



“ACCESSIBLE VOTING” button



Ballot ID Entry – for Multiple Districts



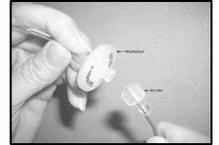
Ballot ID Confirmation Screen – for Single Districts

BMD: Using the Sip & Puff Device

- 1 Ensure the ATI (controller) is set up and connected to the Ballot Marking Device (BMD).
- 2 Make sure the Status Light is flashing green
- 3 Plug the Sip and Puff Unit into the left port (under the yellow arrows) of the ATI marked “Sip Puff.”
- 4 Make sure a Blank Ballot is inserted into the Printer slot of the BMD.
- 5 Open the package containing the Sanitary Mouthpiece and Plastic Gloves.
- 6 Put on the Gloves.
- 7 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. Connect the sanitary mouthpiece.
- 8 Direct the Voter to the front of the display screen and offer Headphones to the Voter.
- 9 Press the Security Key to the Security Key Pad on the IC-2 Voting Machine.
- 10 The Administrative Menu is displayed. Press “ACCESSIBLE VOTING”.
- 11 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 The Voter can ask for Assistance. If the Voter needs Assistance, the light indicators will alternate RED, AMBER, and GREEN (follow proper procedures for Assisting a Voter).
 - d If they are idle for 20 seconds, a message will be provided in audio and visual format confirming if the Voter is still active.
 - e The Ballot may take up to 2 minutes to print.
 - f They may request that the contrast (green button) or zoom (yellow button) be adjusted.
 - g Either the Voter or the Election inspector’s may take the printed ballot, in the privacy sleeve, over to ANY scanner for the ballot to be cast (it does NOT need to go into the IC-2 Machine for scanning).



Sip and Puff Device



Sanitary Mouthpiece



Buttons: Green button is Contrast
Yellow button is Zoom



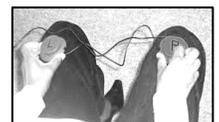
Insert Blank Ballot Into Printer

BMD: Using the Paddle Buttons

- 1 Ensure the ATI (controller) is set up and connected to the Ballot Marking Device (BMD).
- 2 Make sure the Status Light is flashing green.
- 3 Plug the Paddles into the left port (under the yellow arrows) of the ATI marked “Sip Puff”.
- 4 Make sure a Blank Ballot is inserted into the Printer slot of the BMD.
- 5 Direct the Voter to the front of the display screen and offer Headphones to the Voter.
- 6 Position the Paddles for the Voter. The paddles are operated by pressing them and are designated as LEFT and RIGHT. Depending on the Voter’s range of motion and how they choose to operate the buttons, place on the left and right within the Voter’s reach.
- 7 Press the Security Key to the Security Key Pad on the IC-2 Voting Machine.
- 8 The Administrative Menu is displayed. Press “Press “ACCESSIBLE VOTING”.
- 9 Explain to the Voter that:
 - a The BMD gives audio and visual instructions on how to use the paddle devices.
 - b The Voter can ask for Assistance. If the Voter needs Assistance, the light indicators will alternate RED, AMBER, and GREEN (follow proper procedures for Assisting a Voter).
 - c If they are idle for 20 seconds, a message will be provided in audio and visual format confirming if the Voter is still active.
 - 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.
 - f Either the Voter or the Election inspector’s may take the printed ballot, in the privacy sleeve, over to ANY scanner for the ballot to be cast (it does NOT need to go into the IC-2 Machine for scanning).



Connecting Paddles into the ATI

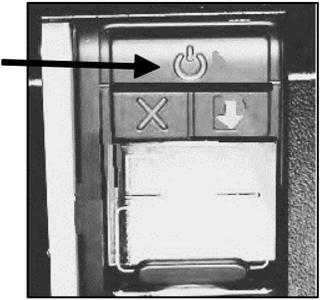


Voter with paddles

IC-2 Status Lights during Accessible Voting Session

Solid Red	Unit is Starting Up or is Not Operational.
Flashing Green	Unit is Ready for Use by the next Voter.
Alternating Green and	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 Properly.
Alternating Red, Amber and Green	Voter has pressed the Help button and is receiving Help instructions. <i>Note: The Poll Workers need to monitor this and Assist if needed.</i>

IC-2 BMD Issues and Troubleshooting

Issue	Explanation/Solution
Security Key error	Try Pressing the Security Key to the Key Pad again.
BMD is making a beeping sound	<ol style="list-style-type: none"> 1. The Voting Machine is running on Battery Power. The beeping will stop intermittently and resume again until the unit is on AC power. 2. Make sure the Power Cord is plugged into an electrical outlet. 3. Make sure the electricity is not out at the power outlet.
Red light remains on	Call the Board of Elections (585) 753-1590
Monitor is not positioned correctly for Voter	Firmly hold the repositioning arm and adjust Monitor for the Voter.
IC-2 is rolling or needs to be repositioned for Voter	<ol style="list-style-type: none"> 1. Roll the Voting Machine into an acceptable position for the Voter. 2. Press down firmly to lock each of the four wheels.
Printer is not working 	<p>If a message appears on the operator panel indicating a printer error and/ or any display of red lights appears on the printer unit:</p> <ol style="list-style-type: none"> 1. Press the top button on the printer unit (circle symbol) until the printer unit powers down. 2. Wait 30 seconds (count down backwards 30, 29, 28...). 3. Press the top button again on the printer unit (circle unit). Printer 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.

Canceling an Accessible Voting Session

1. Press the Security Key to the Security Key Pad to display the Administrative Menu.
2. Press "ACCESSIBLE VOTING"
 - The message "Are you certain you wish to stop the Accessible Voting Session?" will displayed
3. Press "YES"
 - The Accessible Voting Session is now Canceled.
4. Return the Blank Ballot – Press the RED button located in the middle of the underside of the Printer.
5. Spoil the Blank Ballot
 - Regardless of whether it has been marked or not, it cannot be reused by another Voter

Frequent Topics of Interest (alphabetical)

Abandoned Ballot	An abandoned Ballot is not cast. If a Ballot is left by a Voter and IT IS IN THE SCANNER, with the permission of the Commissioners (call the Board of Elections), it may be cast. Two Poll Workers, one from each party, will witness the casting of such a ballot as directed by the Board of Elections.
Ballot markers	The markers provided by the Board of Elections fill in the ovals more completely than a pen or pencil and are strongly recommended. Other pens and pencils may result in a “blank ballot” or “ambiguous mark” reading by the Voting Machine.
Ballot tabs	Place all used Ballot Tabs in the Green Ballot Bag.
BMD Assistance, Recording	Record BMD (Ballot Marking Device) Assistance on the Challenge Report when the Marked Ballot is viewed by an Election Inspector (requires Bipartisan Team).
BMD, time limit	There is no time limit to use the BMD. After a reasonable time, two Election Inspectors, one from each party, can approach the Voter and ask if they require assistance. If the Voter does not need assistance, the Voter gets additional time.
District Assignment	Election Inspectors are assigned by Polling Site and move between district tables.
ID, current	When Voter ID is required it should be recent and/or not expired. The ID must contain the Voter’s Name and Current Address OR Name and Photo.
Plastic seals, cut	Cut plastic Seals are placed in the Blue Ballot Security Bag when closing.
Privacy Folders	Election Inspectors must give Voters a Privacy Folder. The choice to use the Folders is up to the Voter.
Scanner (all machines)	Each scanner is programmed to read every Ballot for that Polling Site.
Scissors	Used at opening to cut the white plastic seal on each IC-1 and Poll Pad Cases. At closing, used to cut the yellow plastic seals on the memory card compartments.
Signatures	All forms and envelopes need bi-partisan signatures from Election Inspectors.
Spoiled Ballot	A Spoiled Ballot is sealed by the Voter a white Spoiled Ballot Envelope. That sealed Envelope is placed in the Manila “Spoiled Ballot Collection Envelope”.
Sticker seals	When closing, new sticker seals must be applied to the Ballot Box doors of all Voting Machines (Seal #1) and the BMD ATI (controller) port on the IC-2 (Seal #4).
Stub number	The Ballot Stub Number is only used for Court Orders, it must be written on the Court Order and in Section 4 of the Challenge Report
Supplies at Closing, division into bags	<ul style="list-style-type: none"> • <u>The Red Security Bag</u>, with supplies sealed inside, is transported, as soon as it’s fully packed, by a Site Chair, to either the Board of Elections in the City or the Town Clerk in the Towns. • <u>The Blue Ballot Security Bag</u>, with supplies sealed inside, is transported by a Site Chair after the Polling Site is completely closed down and secured, to the Board of Elections in the City or the designated locations in the Towns. • <u>The Green Ballot Bag(s)</u>, with supplies inside, is put in any Voting Machine. All other supplies are packed in any Plastic bag and put in any Voting Machine.
Voting Machine Keys, number and purpose	2 keys: Metal Key opens the Ballot Box door; the Security Key is used to validate election files, initiate a BMD Voting session, and to Open and Close Polls.
Voting Machine Keys, where found	Keys are found in Key Envelopes in the <i>Site Specific Bag</i> brought by a Site Chair. At Closing, the Keys are placed in the Blue Ballot Security Bag for the matching Voting Machine.
Write-In ballots, Recording of	Write-In Ballots are placed in the Manila Write-in Return Envelope for each Voting Machine. The number of Ballots are recorded on the front of each envelope and then placed in that Voting Machine’s Blue Ballot Security Bag.

Glossary of Terms

Glosario de Términos

Abandoned Ballot – A Ballot that is found in the polling site, but NOT in or near any Voting Machine. An Abandoned Ballot must be placed in the Manila Abandoned Ballot Return Envelope.

Papeleta Abandonada - Una papeleta que se encuentra en el sitio de votación, pero NO en el escáner o cerca de alguna máquina de votación. Se debe colocar una papeleta abandonada en el Sobre Para Devolver Papeletas Abandonada “Abandoned Ballot Return Envelope”.

Absentee Ballot – A paper Ballot issued by the Board of Elections, prior to Election Day.

Papeleta de Ausencia - Una Papeleta de papel emitida por la Junta de Elecciones, antes del Día de Elección.

Affidavit Ballot – A paper Ballot issued to a Voter who is unable to Vote on the Voting Machine but who lives in the ED. After Voters have Voted the Ballot, it is placed in an Affidavit Envelope, sealed, signed, and then placed in the Manila Affidavit Ballot Collection Envelope.

Papeleta de Declaración Jurada – Una papeleta de papel emitida para un votante que, de lo contrario, no está en un libro de votación, pero vive en el Distrito Electoral. Después de que los votantes hayan votado la papeleta, se coloca en un sobre de Declaración Jurada, se sella, se firma y luego se coloca en el sobre de devolución de declaración jurada “Affidavit Return Envelope”.

Arm – The bendable metal connection between the body of the BMD (Voting Machine) and the monitor.

El Brazo - La conexión de metal flexible entre el cuerpo de la “BMD” y el monitor.

Audio Tactile Interface (ATI) – Controller used by a Voter to interact with the BMD to create a Marked Ballot.

Interfaz Táctil de Audio (“ATI”) - Utilizado por el votante para interactuar con el “BMD” para crear una papeleta marcada.

Ballot Marking Device (BMD) Equipment Bag – The bag that stores all of the BMD equipment.

Bulto de Equipo para el d Dispositivo de Marcar Papeletas “BMD” - La bolsa que almacena todo el equipo del dispositivo para marcar papeletas “BMD”.

Ballot Box – The large open area inside the Voting Machine. The Blue Ballot Security Bag will be inside the Voting Machine when the Polls Open. Election inspectors will remove the Blue Ballot Security Bag from the Voting Machine at Closing and a Site Chair will transport it to the designated location.

Urna de Papeletas – Es el área grande abierto dentro de la máquina de votación. La Bolsa Azul de Seguridad de Papeletas “Blue Ballot Security Bag” estará dentro de la urna de papeletas cuando se abra el distrito electoral. Los Trabajadores Electorales retirarán la bolsa azul de seguridad de papeletas de la urna en el momento del cierre y el Presidente del Distrito la transportará a un local designado.

Ballot Face – The Ballot as displayed on a Pre-printed Ballot.

Superficie de la Papeleta - La papeleta tal como se muestra en la papeleta preimpresa.

Ballot ID – A number that appears at the bottom-right on a Ballot and on a Ballot ID Receipt.

ID de bolete - un número que aparece en la parte inferior derecha de una boleta y en un recibo de ID de boleta.

Ballot Markers – Board of Elections approved marking implements that Voters should use when marking their Pre-printed Ballots.

Marcadores de Papeleta - La Junta de Elecciones aprobó los implementos de marcación que los votantes deberían usar al marcar sus papeletas preimpresas.

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

Un Dispositivo Marcador de Papeleta (BMD) - Dispositivo que crea una papeleta de papel marcada que es el resultado de la interacción del votante con indicaciones visuales o de audio.

Glossary of Terms

Glosario de Términos

<p>Blue Ballot Security Bag – The blue bag located in each Voting Machine in which cast Ballots are deposited.</p>	<p>Bolsa de Seguridad Azul de Papeletas - La bolsa azul ubicada en cada máquina de votación en la que se depositan las papeletas emitidas.</p>
<p>Call-In District - An ED selected by the Board of Elections to call-in Voter Turnout Numbers (public counter/ stub number) at specific times throughout the day.</p>	<p>Distrito a Llamar - Un Distrito Electoral seleccionado por la Junta de Elecciones para llamar las cifras de participación de votantes (contador público / número de comprobante) en momentos específicos a lo largo del día.</p>
<p>Closing Tape - The paper receipt produced from the Voting Machine after the Polls Close.</p>	<p>Cinta de Cierre - El recibo en papel producido desde la máquina de votación después del cierre de las urnas.</p>
<p>Consolidated Districts – Occurs when the Voters in two or more Election Districts are combined into one Poll Site.</p>	<p>Distritos Consolidados - Ocurre cuando los votantes en dos o más distritos electorales se combinan en un solo Sitio de Votación.</p>
<p>Contrast Button – Located on the BMD, a toggle button that produces a black background with white letters.</p>	<p>Botón Contraste - Ubicado en el “BMD” Dispositivo Marcador de Papeleta un botón de palanca que produce un fondo negro con letras blancas.</p>
<p>District – A generic term that can refer to an ED, LD, State Assembly District, State Senate District, or any other jurisdictional area.</p>	<p>Distrito - Un término genérico que puede referirse a un “ED” Distrito Electoral, “LD” Distrito Legislativo, Distrito de la Asamblea Estatal, Distrito Senatorial Estatal o cualquier otra área jurisdiccional</p>
<p>Election District ED – The smallest political unit usually comprising neighborhoods and indicated by a number (e.g. ED 24). Voters must Vote in their own ED. Committee members are elected from an ED.</p>	<p>Distrito Electoral (“ED”) - La unidad política más pequeña que generalmente abarca barrios e indica un número (por ejemplo, “ED” Distrito Electoral #24). Los votantes deben votar en su “ED” Distrito Electoral. Los Miembros de Comité son elegidos de un “ED” Distrito Electoral.</p>
<p>Election District (ED) Finder. Used to locate polling sites and direct voters.</p>	<p>Distrito Electoral (“ED”) descubridor - Se usa para ubicar sitios de votación y votantes directos.</p>
<p>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 Manila Emergency Unscannable Ballot Return Envelope.</p>	<p>Papeleta de Emergencia que No Escanea - Una papeleta marcada que es rechazada por cada escaneador en el sitio de votación. Se debe colocar una Papeleta de Emergencia que No Escanea en el Sobre de Retorno el “Emergency Unscannable Ballot”.</p>
<p>General Election – An annual Election open to any registered Voter.</p>	<p>Elección General - Una elección anual abierta a cualquier votante registrado.</p>
<p>Green Ballot Bag – The duffle bag in which pre-printed Ballots are packed and stored. Ballot Reconciliation Forms and Return Envelopes (except Affidavit and Write In) are also packed in this bag.</p>	<p>Bolso Verde de Papeletas - El bolso de lona en el que se empaquetan y almacenan las papeletas preimpresas. Los Formularios de Conciliación de Papeletas y los sobres de devolución también se incluyen en esta bolsa.</p>
<p>I Voted Stickers – a round adhesive that has “I Voted Today” on it. Election Inspectors should hand these stickers to Voters, not place them directly on clothing.</p>	<p>Etiquetas Adhesivas ‘He votado’ - Un adhesivo redondo que tiene "He Votado Hoy" en él. Los Trabajadores electorales deben entregar estas calcomanías a los votantes, no colocarlas directamente en la ropa</p>

Glossary of Terms

Glosario de Términos

<p>LD (Legislative District) – An area encompassing a number of Election Districts in which a County Legislative Member is elected.</p>	<p>LD (Distrito Legislativo) - Un área que abarca un número de Distritos Electorales en los cuales se elige un Miembro Legislativo del Condado.</p>
<p>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.</p>	<p>Líder - El jefe político de un comité local (pueblo, ciudad, “LD” Distrito Legislativo). La función mínima es actuar como enlace entre su Comité del Condado y su Comité local.</p>
<p>Machine Number – The Number that identifies each Voting Machine.</p>	<p>Número de Máquina - El número que identifica a cada máquina de votación.</p>
<p>Monitor – The display screen used by the Voter during a BMD voting session.</p>	<p>Monitor - La pantalla de visualización utilizada por el votante durante una sesión de votación BMD.</p>
<p>Opening Zero Tape – The paper receipt produced from the Voting Machine when opening the polls.</p>	<p>Cinta de Apertura en Cero - El recibo de papel producido de la máquina de votación al abrir las urnas.</p>
<p>Pay Voucher – A form that Election Inspectors must fill out completely in order to be paid for their work. It is a pink color for City Payroll.</p>	<p>Comprobante de Pago - Un formulario que los trabajadores electorales deben completar por completo para que se les pague por su trabajo. Es una hoja color rosa para Nómina de la Ciudad.</p>
<p>Poll Pad – The iPad containing a Voter’s Name, Address, and Signature in which a Voter must sign before they are allowed to Vote on the Voting Machine..</p>	<p>Libro de Votación – El libro que contiene el nombre del votante, la dirección y la firma de un votante en el que un votante debe firmar antes de poder votar en la máquina de votar.</p>
<p>Polling Site – A location where Voting occurs. A voter has a unique Polling Site. Election Inspectors are assigned to a Polling Site.</p>	<p>Sitio de Votación - Una localidad donde se realiza la votación. Un votante tiene un sitio de votación único. Los trabajadores electorales se asignan a un sitio de votación</p>
<p>Power Supply – Located to the lower-right inside 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.</p>	<p>Fuente de Energía - Ubicado en la parte inferior derecha de la urnas en el “IC-2”, esto suministra al “IC-2” una batería de respaldo de dos ‘2’ horas en caso de falla de energía.</p>
<p>Primary Election – An Election within a party for an office or offices. The winner appears on the General Election ballot.</p>	<p>Elección Primaria - Una elección entre un partido para un cargo de oficina u oficinas. El ganador aparece en la papeleta de la Elección General.</p>
<p>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.</p>	<p>Contador de Protección - Un número localizado en la parte de abajo de las Cintas de Apertura y Cierre que muestra el número total de papeletas que se han escaneado a través del escáner.</p>

Glossary of Terms

Glosario de Términos

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

Bolsa de Seguridad Roja - La bolsa que se usa para almacenar los suministros electorales más críticos. Hay una Bolsa Roja de Seguridad para cada sitio de votación. Debe ser devuelto por un Presidente del Sitio a las Alcaldías de los Pueblos o la Junta de Elecciones de la ciudad

Sample Ballot – A paper example of the Ballots at that Poll Site.

Boleta de Muestra - Un diagrama de papel de la papeleta

Seal – (1) Plastic strips that are used to secure the memory card compartment, the Blue Ballot Security 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 #1 that secures the Ballot Box door).

Sello - (1) Tiras de plástico que se utilizan para asegurar el compartimento de la tarjeta de memoria, la Bolsa de Seguridad Azul de Papeletas, la capa del “IC-1” y otros artículos; o dos (2) tiras adhesivas que se colocan sobre áreas críticas de las máquinas de votación (como el sello número 1 que asegura la puerta de la urna).

Site Chair – Two Election Inspectors, one from each party, are assigned to each polling site to supervise the polling site and the other Election Inspectors in the polling site. One Site Chair is responsible for returning the Red Security Bag; the other is responsible for returning the Blue Ballot Security Bags.

Presidente del Sitio - Dos trabajadores electorales, uno de cada partido, es asignado a cada sitio de votación para supervisar el sitio de votación y los demás trabajadores electorales en el sitio de votación. Un Presidente del sitio es responsable de devolver el Red Security Bag; el otro es responsable de devolver las Bolsas Azul de Seguridad de Papeletas.

Sip and Puff – A technology that allows the Voter to interact with the BMD (Ballot Marking Device) by measured breathing in or out.

Sip and Puff - Una tecnología que le permite al votante interactuar con el “BMD” midiendo la entrada o salida de aire.

Spoiled Ballot – A marked Ballot that is rejected by a Voter. Can be a Pre-printed, Blank or Affidavit Ballot.

Papeleta Estropeada - Una papeleta marcada que es rechazada por un votante. Puede ser una papeleta preimpresa, en blanco o affidavit.

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.

Montante - Un dispositivo permanente utilizado para dar privacidad a los votantes. Puede aparecer como una unidad "cuádruple" que consta de cuatro estaciones o un "doble" que consta de dos. Muchas unidades también contienen una sección para los votantes que usan una silla de ruedas.

Zoom Button – Located on the IC-2 ballot printer unit, when pushed it produces three magnification levels.

Botón de enfoque - Ubicado sobre el “IC-2” la unidad imprimidora de la papeleta, un botón que cuando se presiona produce tres niveles de aumento.



CHALLENGE REPORT

Board of Elections
Monroe County

We, the undersigned Election Inspectors, do hereby certify that we have completed this Challenge Report. We attest that it contains the list of Persons with Name and Address Changes, the list of Person(s) Challenged, the list of Voters who Voted either by Affidavit Ballot or Court Order, the list of Voters who needed Assistance, as well as those sworn Persons who rendered that Assistance. All respective persons were administered the required Oath. All entries are a true and accurate record of our proceedings on this Election Day.

Total Numbers on this Challenge Report (if None for any Section, Also Cross off the Section and write "ZERO"):

SECTION 1: CHANGES/CORRECTIONS _____ SECTION 2: VOTER CHALLENGES _____

SECTION 3: VOTER ASSISTANCE _____ SECTION 4: AFFIDAVITS/COURT ORDERS _____

D Inspector Signature _____ R Inspector Signature _____

D Site Chair Signature _____ R Site Chair Signature _____

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 1 SAME ED ADDRESS/NAME CHANGES AND TYPO CORRECTIONS					
1	<table border="0"> <tr> <td>Current Name _____</td> <td>Current Address _____</td> </tr> <tr> <td>Voter ID No. _____</td> <td>Old Name and/or Address _____</td> </tr> </table>	Current Name _____	Current Address _____	Voter ID No. _____	Old Name and/or Address _____
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5	<table border="0"> <tr> <td>Current Name _____</td> <td>Current Address _____</td> </tr> <tr> <td>Voter ID No. _____</td> <td>Old Name and/or Address _____</td> </tr> </table>	Current Name _____	Current Address _____	Voter ID No. _____	Old Name and/or Address _____
Current Name _____	Current Address _____				
Voter ID No. _____	Old Name and/or Address _____				

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 2 VOTER CHALLENGES					
1	<table border="0"> <tr> <td>Voter Name _____</td> <td>Voter Address _____</td> </tr> <tr> <td>Voter ID No. _____</td> <td>Name of Challenger _____ Reason for Challenge _____</td> </tr> </table>	Voter Name _____	Voter Address _____	Voter ID No. _____	Name of Challenger _____ Reason for Challenge _____
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Voter Name _____	Voter Address _____				
Voter ID No. _____	Name of Challenger _____ Reason for Challenge _____				

TURN OVER
CHALLENGE REPORT CONTINUED ON BACK

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 3 VOTER ASSISTANCE			
1	Voter ID No. _____	Voter Name _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below
	Voter Address _____		
	Name of Person(s) Providing Assistance _____	Relation to Voter (or Poll Worker) _____	

2	Voter ID No. _____	Voter Name _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below
	Voter Address _____		
	Name of Person(s) Providing Assistance _____	Relation to Voter (or Poll Worker) _____	

3	Voter ID No. _____	Voter Name _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below
	Voter Address _____		
	Name of Person(s) Providing Assistance _____	Relation to Voter (or Poll Worker) _____	

4	Voter ID No. _____	Voter Name _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below
	Voter Address _____		
	Name of Person(s) Providing Assistance _____	Relation to Voter (or Poll Worker) _____	

5	Voter ID No. _____	Voter Name _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below
	Voter Address _____		
	Name of Person(s) Providing Assistance _____	Relation to Voter (or Poll Worker) _____	

6	Voter ID No. _____	Voter Name _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below
	Voter Address _____		
	Name of Person(s) Providing Assistance _____	Relation to Voter (or Poll Worker) _____	

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 4 AFFIDAVIT BALLOTS/COURT ORDERS			
Circle Either AF (Affidavit Ballot) or CO (Court Order)	Voter ID No. or Ballot Stub No.	Voter Name	Voter Address
2	AF / CO		
3	AF / CO		
4	AF / CO		
5	AF / CO		
6	AF / CO		
7	AF / CO		
8	AF / CO		
9	AF / CO		
10	AF / CO		
11	AF / CO		
12	AF / CO		
13	AF / CO		
14	AF / CO		
15	AF / CO		

BEFORE POLLS OPEN



To be completed by the Inspectors at the opening of the Polls.

WE DO HEREBY CERTIFY; that on this day, in the presence of at least one Democratic and one Republican Inspector before the Polls were opened to the public for voting:

Yes	No	
		<u>If any answers are NO, contact the Board of Elections IMMEDIATELY</u>
		Voting machine keys arrived in a secure envelope
		Voting machine number matches the machine number on the key envelope
		Ballots arrived locked in the voting machine
		Green Ballot Bags and District Specific Bags are at the correct tables
		Opening ZERO tape produced and reviewed to ensure that ALL of the contests are at ZERO
		Sample ballot compared to the pre-printed ballot packs and the Opening ZERO tape, confirming the offices for election, the candidate's names and ballot proposals match
		Protective Counter number (located near the bottom of the Opening ZERO tape) matches the Protective Counter number on the key envelope
		Opening ZERO tape placed in Red Security Bag
		Supplies removed from the voting machine, Blue Ballot Bag is <u>EMPTY</u> and <u>OPEN</u> , placed back inside the voting machine with the ballot box door <u>LOCKED</u>

Voting Machine #	Operator Panel Time	Protective Counter #	IC-1 Hood Seal # (remove)	IC-2 Memory Card Seal # (do not remove)	Seal #1 Ballot Box Door Blue Sticker # (remove)	Seal #2 IC-2 Electrical Cover Red Sticker # (never remove)	Seal #3 IC-2 BMD Printer Red Sticker # (never remove)	Seal #4 IC-2 ATI Blue Sticker # (remove)

Poll Pad Seal Numbers

Poll Pad #	Seal #

Place cut seal from Poll Pad case in the green case

DEM _____

REP _____

Signatures of Inspectors

Place Sticker Seals #1 and #4 here:

AFTER POLLS CLOSE



To be completed by the Inspectors at the close of the Polls.

WE DO HEREBY CERTIFY; that on this day, in the presence of at least one Democratic and one Republican Inspector after the Polls were closed to the public for voting:

Yes	No	
		Closing Tape is signed by one Democratic and one Republican Inspector
		One copy of closing tape was placed in the Red Security Bag
		Removed the Red Memory Card and placed it in the Red Security Bag and sealed the bag
		Red bag has been transported to BOE for City sites or to the Town Clerk for the town sites
		Blue Memory Card was removed from machine and placed in pouch of Blue Ballot Bag
		Secured the voting machine from further voting
		Placed machine keys in return envelope and placed in pouch of Blue Ballot Bag
		2 nd copy of closing tape was available for public viewing and then placed in the pouch of the Blue Ballot Bag
		Blue Ballot Bag was SEALED and transported to BOE for City sites or to the Town Clerk for the town sites

Voting Machine #	Protective Counter #	Total Ballots Scanned	IC-1 Hood Seal #	Seal #2 IC-2 Electrical Cover Red Sticker # (never remove)	Seal #3 IC-2 BMD Printer Red Sticker # (never remove)	Seal #4 IC-2 ATI Blue Sticker #	IC-2 Memory Card Seal #	Ballot Box Door Blue Sticker Seal #	Blue Ballot Security Bag Seal #	AFFIDAVITS Blue Ballot Security Bag SIDE POCKET Seal #

Red Bag Seal (white) # _____

Poll Pad Seal Numbers

Poll Pad #	Seal #

Seal each Poll Pad case will seal provided (in case) and place case in voting machine.

DEM _____

REP _____

Signatures of Inspectors

Ballot Reconciliation Form

Inspectors must:

1. Open Ballot Packs in Sequential ballot order.
2. Open only one ballot pack per ID at a time.
3. Return all unused ballot packets to the green bag.

Before Polls Opened	ID #										
Preprinted Ballots											
Preprinted Spanish Ballot											
Blank Ballots											
Affidavits											
TOTAL PER ID											

Before Polls Opened: Total of all IDs: _____*

After Polls Closed	ID #										
Unused Preprinted Ballots – Opened Pack											
Unused Preprinted Ballots – Unopened Packs											
Unused Preprinted Spanish Ballots											
Unused Blank Ballots											
Unused Affidavit Ballots											
TOTAL PER ID											

After Polls Closed: Total of all IDs: _____

After Polls Closed: Total of all IDs		
Sealed Voted Affidavit Ballots –total per site		
Sealed Spoiled Ballots – total per site		
Unscannable-Emergency Ballots – total per site		
Abandoned Ballots – total per site		
	Total Scanned Machine	
AFTER POLLS CLOSED: TOTAL BALLOTS (*Should equal Before Polls Opened: Total of all IDs)		



Signature of Inspectors – Start of Day

_____ **Democratic Inspector**

_____ **Republican Inspector**

Signature of Inspectors – End of Day

_____ **Democratic Inspector**

_____ **Republican Inspector**

Red Bag Transmittal Form

June 22, 2021

From: STUTSON STREET CENTER

Leg. Dist. 07-1/16-1

To Data Entry Site: Board of Elections

To be completed at the Polling Site

(Initials of persons who verified Red Cards placed in Red Bag)

Card #	Democrat	Republican
1		
2		

Seal # used to send Red Bag to Data Entry Site _____

Inspectors DO NOT write below this line.

To be completed at Data Entry Site

(Initials of persons receiving Red Cards at Data Entry Site)

Card #	Democrat	Republican
Confirm Seal # on Red Bag		
1		
2		

Seal # used to seal Red Bag after data input _____

The Top Section is to be filled out at the Poll Site when a Red Memory Card is Packed into the Red Bag



Poll Pad: Quick Reference Guide

Poll Pad Opening Procedures: Quick Reference

1	Cut Case Seal, Open Case, and Remove Printer
2	Make sure Numbers match on Tag, Printer and iPad (otherwise call BOE)
3	Plug Connector Cord to back of Printer and Plug it in using extension cord
4	Turn Printer On
5	Remove iPad from Case
6	Attach Stand Arm to the back of the Poll Pad
7	Connect Stand Arm to Base
8	Attach Photo ID Tray
9	Place Stylus into ID Tray
10	Plug in Poll Pad – It should turn on Automatically
11	Open Poll Pad App by pressing the “P” Icon
12	Confirm Correct Poll Pad Information
13	Make sure the “Cloud” Icon is Green so the Poll Pad is Syncing
14	Close the Empty Case and place it under the Table



Poll Pad Check-In Procedure: Quick Reference

Using a Basic Search

1	Press “GET STARTED” (if on the HOME Screen), then “MANUAL ENTRY”
2	Search for the Voter; Type the First 3 Letters of their Last and First Names <ul style="list-style-type: none"> • Use ADVANCED SEARCH if unable to find Voter’s file
3	Select Voter’s Record by selecting it with the Stylus
4	Have Voter confirm Information is Correct and Sign with the Stylus
5	Verify Voter Signed, Poll Worker Initials and presses “SUBMIT”
6	Tear off Ballot Receipt and hand it to the Voter



Poll Pad Closing Procedures: Quick Reference

1	Wait for Poll Pad to Sync (10 Minutes from last action)
2	Open Poll Pad Case
3	Turn Off and Unplug the Printer
4	Remove Components and Unplug Poll Pad
5	Power off Poll Pad (Press and hold Power button until Slider Appears, Slide Right)
6	Remove Poll Pad Arm from Base
7	Pack Poll Pad Case
8	Close and Seal the Poll Pad Case
9	Secure Poll Pad Case in any Voting Machine



Opening Voting Machines: Quick Reference

1	Match number on Voting Machine Key Envelope to Voting Machine
2	IC -2: Remove Nylon and Styrofoam covers
3	Lock Wheels
4	Unlock Ballot Box Door
5	Remove the Blue Ballot Security Bag
6	Retrieve the "Before Polls Open" Form
7	Remove the opening Blue Sticker Seal #1 from the Ballot Box Door
8	Remove Extension cord; plug into voting machine cord; plug into outlet (IC-2 ONLY) Also Press the power supply button
9	Remove any remaining supplies (if any) from the Voting Machine
10	Remove all remaining supply bags from the Blue Ballot Security Bag and put it back inside the Voting Machine with the top Open
11	Close and Lock the Ballot Box Door
12	Remove Voting Machine Seals and Set Up Privacy Screens (IC-1 ONLY) Remove White Seal and Set Up Privacy Hood (IC-2 ONLY) Remove Blue Sticker Seal #4, Set Up Privacy Screens, Plug in BMD Controller
13	Place the security key to the security key pad
14	Enter the password from Key Envelope to Unlock the Voting Machine
15	Verify Date and Time are Correct (If any date discrepancy call 753-1590)
16	Press "YES" to verify (Do NOT alter this screen)
17	Press "Open Poll"
18	Press the "ZERO" button
19	Press "NO" when asked if you want to print more copies
20	Wait for "System Ready" to appear on the Operator Panel
21	Secure the Voting Machines Cords and Keys (for IC-2 ONLY make sure the BMD Screen is Easily Accessed)
22	Complete the "Before the Polls Open" Form
23	Confirm ALL of the information on the opening "ZERO Tape" and Place it in the Red Security Bag

Challenge Report: Quick Reference Guide

Occurrences that MUST be recorded of the Challenge Report and in which Section

Section 1	Same Election District Changes: A Voter, who was found in the Poll Pad has Moved or Changed their Name (or if a Voter needs to correct a Typo or Error with their Voter File), AND Still Lives in the SAME Election District as the one in the Poll Pad
Section 2	Voter Challenges: A Voter's Identity or Residence is in question or Challenged
Section 3	Voter Assistance: A Voter requires Assistance marking their Ballot or if a Poll Worker is asked to look at an already marked Ballot
Section 4	Affidavits & Court Orders: A Voter cannot be Checked in Normally and chooses to Vote by Affidavit or Court Order

Closing Voting Machines: Quick Reference

- 1 Place the Security Key on the Security Key Pad
 - 2 Press “Close Poll”
 - 3 Press “YES” when asked if you are certain
 - 4 Wait for 2 Copies of the Closing Tape to print completely
 - 5 Press “NO” when asked if you want to print more copies
 - 6 Tear off the closing tape
 - 7 An Inspector from Each Party must Print and Sign BOTH copies of the Closing Tapes
 - 8 Press the “Power Down” button
 - 9 Press “YES” when asked if you are certain
 - 10 Unlock the Ballot Box Door
 - 11 Open the Door and take out the Blue Ballot Bag
 - 12 Remove any “Write-In” Ballots, count, and put them in the Manila “Write-In” Return Envelope, Bipartisan Team Signs, then place in Blue Ballot Bag
 - 13 **(IC-2 ONLY)** Press the “Power Supply” button; **(BOTH)** Confirm Power is OFF by checking
 - 14 Unplug the Voting Machine and put the Extension Cord inside the Write in Compartment
 - 15 Cut the yellow seal on the Memory Card Compartment
 - 16 Open the Memory Card Compartment Doors
 - 17 Eject the Red Memory Card (push the black button) and put it in the Red Bag, Bipartisan Team Initials the Red Bag Transmittal Form
 - 18 Eject the Blue Card (push the black button) and put it in the Clear Zipper Pouch in Blue Bag
 - 19 Close both Memory Card compartment doors
 - 20 Pack the Rest of the Supplies into the Voting Machine (Green Bags, Poll Pads, Clear Bags, etc.)
 - 21 **(IC-1 ONLY)** Lower the hood over the scanner, Seal the hood with a white plastic closing seal
(IC-2 ONLY) Remove the BMD Controller and Headphones, place in the BMD Equipment Bag
(IC-2 ONLY) Seal the memory card compartment with a White Plastic Closing Seal
 - 22 Close and Lock the Ballot Box Door
 - 23 Seal the Ballot Box Door with a Blue Sticker Seal; (and another over BMD controller port of IC-2)
 - 24 **(IC-2 ONLY)** Replace Styrofoam covers, lower the monitor over the scanner, replace nylon cover
 - 25 Place the Voting Machine Keys in the “Voting Machine Key Return Envelope”
 - 26 Place the Completed Manila Affidavit Collection Envelope into the Side Pouch of the Blue Ballot Bag of the IC-2 Voting Machine
 - 27 Take the Closing Tape off the Wall and Match it to the Correct Blue Bag and put it in the Clear Zipper Pouch
 - 28 Complete the rest of the “After Polls Close” Form and put it in the Manila “Important Paperwork” Return Envelope
 - 29 Zip the Blue Ballot Bag Closed and Seal it through the zippers with a White Security Seal
- * REMEMBER: Do NOT lock the Voting Machines until ALL supplies are repacked**

Supply Bag Opening List

This list divides all supplies by Bag, and where they are Packed at Opening and how they get to the Polling Site.

Green Ballot Bag (1 per District, Found in Machine)

THIS BAG IS FOR THE BALLOT TABLE

- _____ Affidavit Ballot Envelopes (25)
- _____ Affidavit Ballots
- _____ Sealed Ballot Pack - Blank (for use with BMD IC-2)
- _____ Sealed Ballot Packs - Printed
- _____ Sealed Ballot Packs - Affidavit
- _____ Ballot Reconciliation Form
- _____ Return Envelope: Affidavit Ballot (1 per district)
- _____ Receipt Envelope: Poll Pad Receipts
- _____ Affidavit Ballot Procedure Instructions
- _____ Ballot ID Signs and Chart

Table Specific Bag (Found in a Voting Machine)

ONE BAG PER POLL PAD TABLE

- _____ Welcome Sign
- _____ Supply Bag Opening/Re-Packing List
- _____ Challenge Report
- _____ Notice to Voters: English/Spanish
- _____ Oath for Assisting Voter/Suggested Valid ID
- _____ Spoiled Ballot White Privacy Envelopes (25)
- _____ Manila Return Envelope: Spoiled Ballot (1 per table)
- _____ Small Bag #1
 - _____ I Voted Today Stickers
 - _____ Pens
 - _____ Masking Tape
- _____ Small Bag #2
 - _____ Ballot Markers (25)

Site Generic Bag (Found in a Voting Machine)

- _____ Voter Registration Forms: English (20), Spanish (10)
- _____ Voter's Bill of Rights-English/Spanish
- _____ Voter's Bill of Rights-Braille English/Spanish
- _____ Distance Markers
- _____ Magnifiers (2)
- _____ Privacy Folders: English (20), Spanish (10)
- _____ Arrow Signs
- _____ Vote Here/Vote Aqui Signs
- _____ Vote Here Sign with ADA logo
- _____ Voting Machine Sign: Accessible
- _____ Social Distance Signs
- _____ Voting Instructions

Site Specific Bag (1 per Site, Brought by a Site Chair)

- _____ Site Specific Bag Coversheet
- _____ Poll Site Diagram/Survey
- _____ Inspector Name Badges
- _____ Inspector Manual
- _____ Red Security Bag
 - _____ Closing Seal in Envelope
 - _____ Red Bag Transmittal Form
- _____ Machine Keys in Envelope
- _____ Machine Key Return Envelope
- _____ Sample Ballot(s)
- _____ Scissors
- _____ Manila Collection & Return Envelopes: (1 per site)
 - _____ Abandoned Ballot
 - _____ Court Order
 - _____ Unscannable Emergency Ballot
 - _____ Important Paperwork

Machine Bag (1 Per Machine, Found in Voting Machine)

- _____ Before Polls Open Sheet
- _____ After Polls Close Sheet
- _____ Closing Seals
- _____ Return Envelope: Write-In Ballot

Poll Pad (set up a max of 2 per table)

- _____ Poll Pad
- _____ Stand Arm, Base, Tray
- _____ Green Power Cord & Power Adapter
- _____ Receipt Printer w/Power Cord
- _____ Stylus
- _____ Plastic Security Seal (to seal case)

BMD Equipment Bag (Found in IC-2 Voting Machine)

- _____ ATI (Controller) with Cord
- _____ Headphones (with disposable covers)
- _____ Paddles (Left and Right)
- _____ Rubber Gloves
- _____ Sip and Puff Device (with disposable straws)

Miscellaneous Items

- _____ Masks, Gloves, Hand Sanitizer, Wipes
- _____ Absentee Ballot Drop Box

**CALL 753-1501 or 753-1543
FOR MISSING SUPPLIES**

See other side for Re-Packing List

Re-Packing List at the Close of the Polls

This list divides all supplies by Bag, and where they are packed or delivered at Close of Polls.

Red Security Bag (City: BOE, Towns: Designated Hub)

- _____ Red Bag Transmittal Form
- _____ RED Memory Card, (1 from each Machine)
- _____ Closing Tape (1 copy from each Machine)
- _____ Opening Tape (1 copy from each machine)
- _____ Filled Out Voter Registration Forms

Absentee Ballot Drop Box (BOE or Town Hall)

Blue Ballot Security Bag (BOE or Town Hall)

Main Compartment (1 per Machine)

- _____ Ballots scanned through Voting Machine
- _____ Memory Card: BLUE (put in clear pouch)
- _____ Closing Tape (1 copy, put in clear pouch)
- _____ Any Removed Plastic Seal (put in clear pouch)
- _____ Machine Key Envelope (put in clear pouch)
- _____ Manila Write-In Ballot Collection & Return Envelope

Main Compartment (1 per Site, Place in IC-2 Blue Bag)

- _____ Important Paperwork Manila Return Envelope
 - _____ Before the Polls Open Forms (All)
 - _____ After the Polls Closed Forms (All)
 - _____ Ballot Reconciliation Form
 - _____ Challenge Reports (All)
 - _____ Incident Reports (if app)
 - _____ Disciplinary Reports (if app)
 - _____ Supply Bag Opening/Re-Packing List
- _____ Manila Collections & Return Envelopes
 - _____ Abandoned Ballot
 - _____ Court Order
 - _____ Spoiled Ballot
 - _____ Unscannable Emergency Ballot

Side Compartment (1 per Site, Place in IC-2 Blue Bag)

- _____ Manila Affidavit Ballot Collection & Return Envelope
- _____ Facility Keys (if app)

Green Ballot Bag (Place in any Machine)

- _____ Unused Ballots - Printed
- _____ Unused Ballots - Blank
- _____ Unused Ballots - Affidavit
- _____ Unused Affidavit Ballot Envelopes
- _____ Manila Ballot Receipts Collection & Return Envelope
- _____ Ballot ID Signs and chart
- _____ Poll Site Diagram/Survey

Miscellaneous Items (Place in any Machine)

- _____ Masks, Gloves, Hand Sanitizer, Wipes

Site Generic Bag (Clear Plastic, Place in any Machine)

- _____ Unused/Blank Voter Registration Forms
- _____ Voter's Bill of Rights-English/Spanish
- _____ Voter's Bill of Rights-Braille English/Spanish
- _____ Distance Markers
- _____ Magnifiers (2)
- _____ Privacy Folders: English (20), Spanish (10)
- _____ Arrow Signs
- _____ Vote Here/Vote Aqui Signs
- _____ Vote Here Sign with ADA logo
- _____ Voting Machine Sign: Accessible
- _____ Social Distance Signs
- _____ Voting Instructions

Site Specific Bag (Clear Plastic, Place in any machine)

- _____ Site Specific Bag Coversheet
- _____ All Badge Bags, Seal Bags, and Unused Envelopes
- _____ Extra Inspector Manuals
- _____ Notice to Voters: English/Spanish
- _____ Oath for Assisting Voter/Suggested Valid ID
- _____ Sample Ballot(s)
- _____ Scissors
- _____ Welcome Sign
- _____ Small Bag 1
 - _____ I Voted Today Stickers
 - _____ Pens
 - _____ Tape
- _____ Small Bag 2
 - _____ Ballot Markers
- _____ Welcome Sign

Poll Pads (Seal Case, and Place in any Voting Machine)

- _____ Poll Pad
- _____ Stand Arm, Base, Tray
- _____ Green Power Cord & Adapter
- _____ Receipt Printer w/Power Cord
- _____ Stylus

BMD Equipment Bag (Put back in IC-2 Voting Machine)

- _____ AT I (Controller) with Cord
- _____ Headphones (with Unused Disposable Covers)
- _____ Paddles (Left and Right)
- _____ Sip and Puff Device (with Unused Disposable Straws)
- _____ Rubber Gloves

Site Chair Initials (Confirm Everything Packed Properly)

Republican Site Chair _____

Democrat Site Chair _____