

SITE CHAIR **FIELD GUIDE**

2026 ELECTION YEAR

This guide is the property of

Site Chair

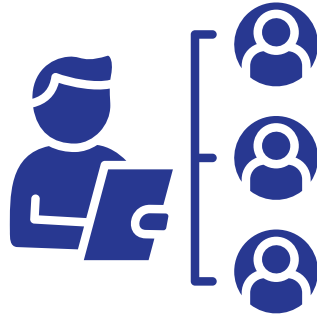
Monroe County
Board of Elections



2026 Edition, Ver. 1

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BASIC **OVERVIEW**

2026 ELECTION YEAR

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BASIC OVERVIEW

**POINTS OF
CONTACT**

POINTS OF CONTACT

IN CASE OF EMERGENCY

SITE CHAIRS SHOULD FIRST CALL 911

When safe, notify the BOE and submit a ticket to report the incident

Submitting Support Tickets

Using any LADS iPad, submit tickets on the MyPollWorker app for the following:

- Supplies request
- Personnel issues
- Technical issues
- Procedure help
- Accident/incident report

INSPECTOR HELPLINE

(585) 753-1599

For general support and inquiries

Any Election Inspector or Site Chair may call this support line

SPANISH INTERPRETER

(585) 753-1592

Need someone to speak Spanish?

Call this line to connect to an Spanish-language interpreter



BASIC OVERVIEW

**WHAT IS A
SITE CHAIR?**

WHAT IS A SITE CHAIR?

What is a Site Chair?

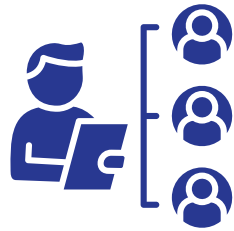
A Site Chair is a senior Election Inspector that provides oversight and management for a poll site's inspectors and operations.

High Expectations

A Site Chair has the most critical role on Election Day
No poll site may function without a Site Chair

Bipartisan Oversight

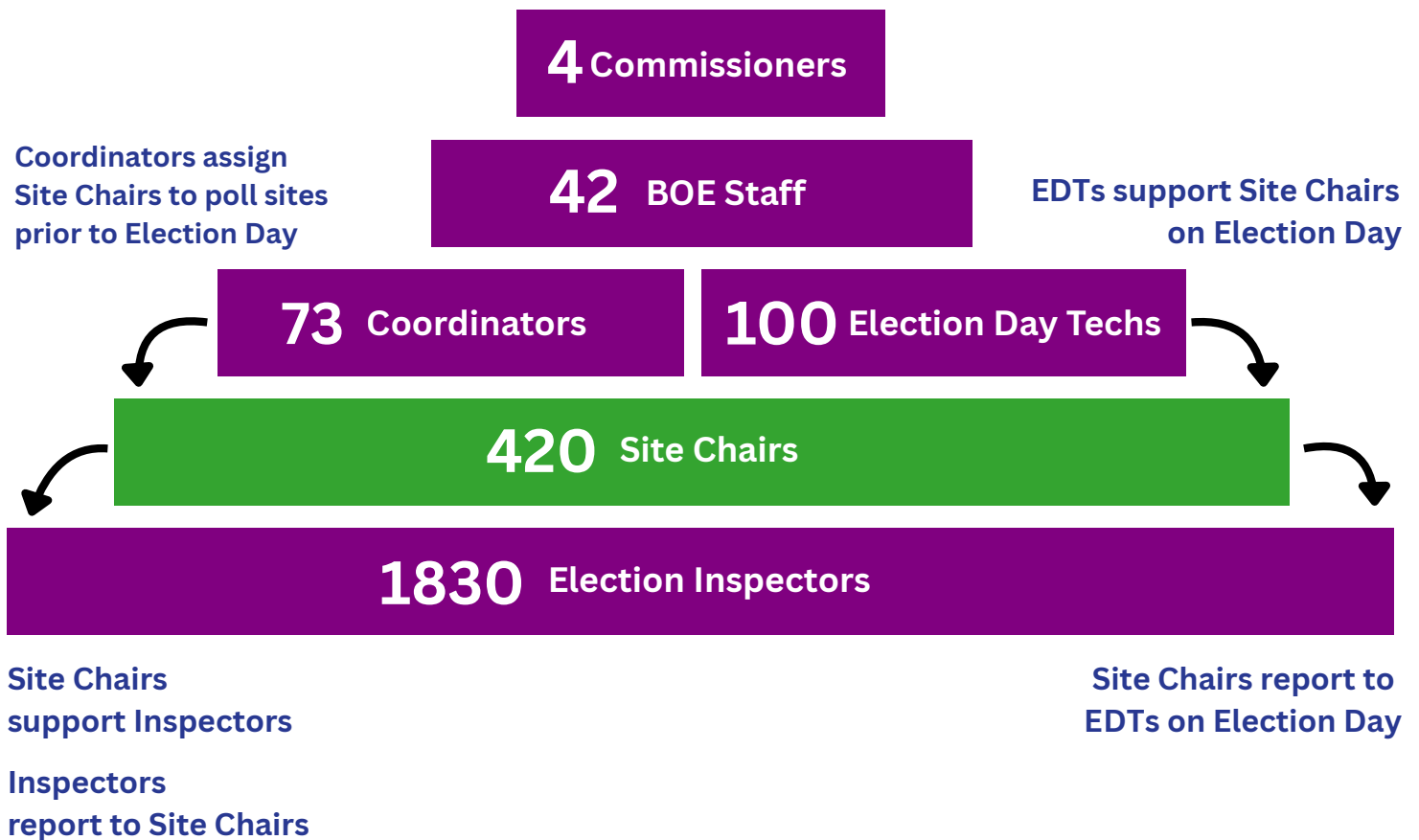
Every poll site is staffed with a Democratic and Republican Site Chair
Site Chairs are expected to work in collaboration with their counterpart.

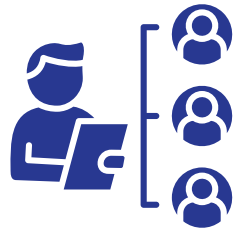


BASIC OVERVIEW

**SITE CHAIRS IN THE
CHAIN OF COMMAND**

SITE CHAIRS IN THE CHAIN OF COMMAND





BASIC OVERVIEW

FIVE CORE RESPONSIBILITIES

FIVE CORE RESPONSIBILITIES

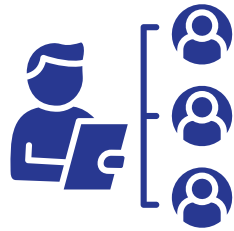
1 Ensure poll site is opened, ran, and closed properly

2 Support and manage Election Inspectors

3 Collaborate with Site Chair counterpart

4 Complete proper documentation

5 Advanced voter check-ins



BASIC OVERVIEW

**SITE CHAIR
MUST-KNOWS**

SITE CHAIR MUST-KNOWS

- 1 How to communicate*
- 2 How to manage conflict*
- 3 How to lead and manage*
- 4 Voter check-in challenges
- 5 Election technology

*According to BOE standards

SITE CHAIR MUST-KNOWS **HOW TO COMMUNICATE**

Do

Do Listen

Seek to understand before being understood

Do be clear

Tell others BOTH what to do AND what not to do

Do be kind

Treating others kindly fosters dignity

Don't

Don't interrupt

It slows everyone down and fosters ill-will

Don't use profanity

Serve with class

Don't assume

“Connect the dots” for others

SITE CHAIR MUST-KNOWS

HOW TO MANAGE CONFLICT

Do

Do remain calm

It's more important than results

Do be direct and polite

Give tough news with a smile

Do critique the action

Not the person

Don't

Don't escalate

Raised voices lower moods

Don't be passive aggressive

Don't ignore or slander others

Don't publicly reprimand

At first, try private correction

SITE CHAIR MUST-KNOWS **HOW TO LEAD & MANAGE**

Do

Do set clear expectations

Say what will happen, and how it will happen

Do model by example

Do as I do, and say as I say

Do empower others to act

No task is too small, no job unimportant

Don't

Don't just guess

If you don't know, just ask

Don't be rushed

Voting is not a speed contest. Take your time

Don't forget the Field Guide

Refer to it carefully for answers

SITE CHAIR MUST-KNOWS **ADVANCED VOTER CHECK-INS**

Standard Ballot

Name change
Voter changed address within registered ED
Court order issued
Voter assistance required
Identity, residence, or age challenge

Standard Ballot OR Affidavit/Court Order

ID Required

Affidavit or Court Order

Inactive voter
No signature
Voter changed address outside of registered ED
Absentee/Early Mail ballot issued
Voter is at wrong poll site

SITE CHAIR MUST-KNOWS ELECTION TECHNOLOGY

LADS

iPads



ExpressPolls

Electronic pollbook



ExpressVote Printer

Ballot printer



ExpressVote XL

Voting machine





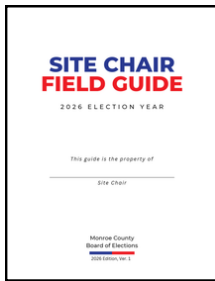
BASIC OVERVIEW

**TOOLS &
RESOURCES**

SITE CHAIR TOOLS & RESOURCES

SITE CHAIR FIELD GUIDE

Has all the answers
Inspector & Site Chair info



LADS 1 & LADS 2

Has all the documents
Complete forms digitally



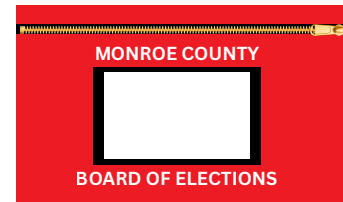
LADS 1



LADS 2

RED BAG

Has all the keys & codes
Make sure to bring it



EDT

Election Day Technician
The first line of support



INSPECTORS

Delegate tasks
They wait for your direction

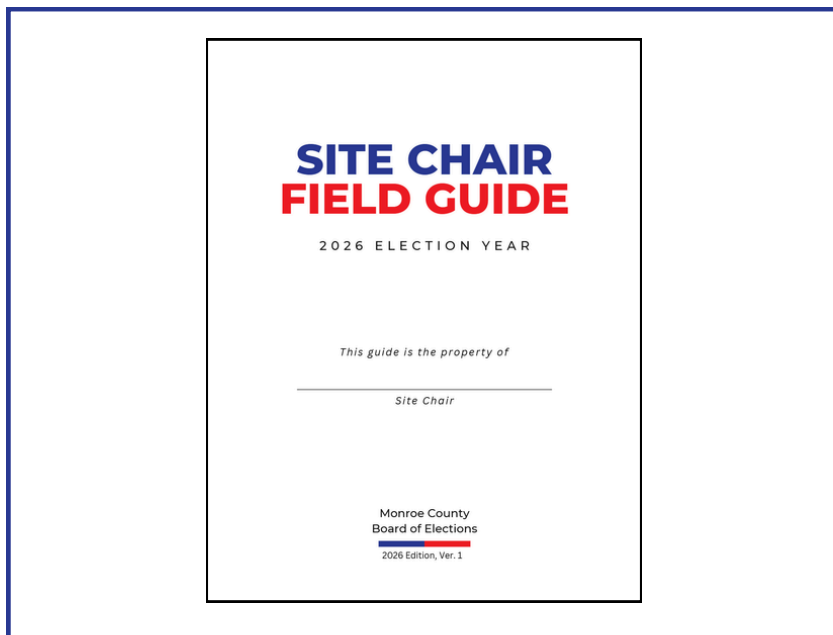


TOOLS & RESOURCES

SITE CHAIR FIELD GUIDE

SITE CHAIR FIELD GUIDE

Has all the answers
Inspector & Site Chair info



1	Found in MyPollWorker “Resources”
2	Refer to during your training
3	Yours to keep and bring on Election Day
4	Must be used throughout Election Day

TOOLS & RESOURCES

LADS 1 & LADS 2

LADS 1 & LADS 2


Has all the documents
Complete forms digitally



LADS 1

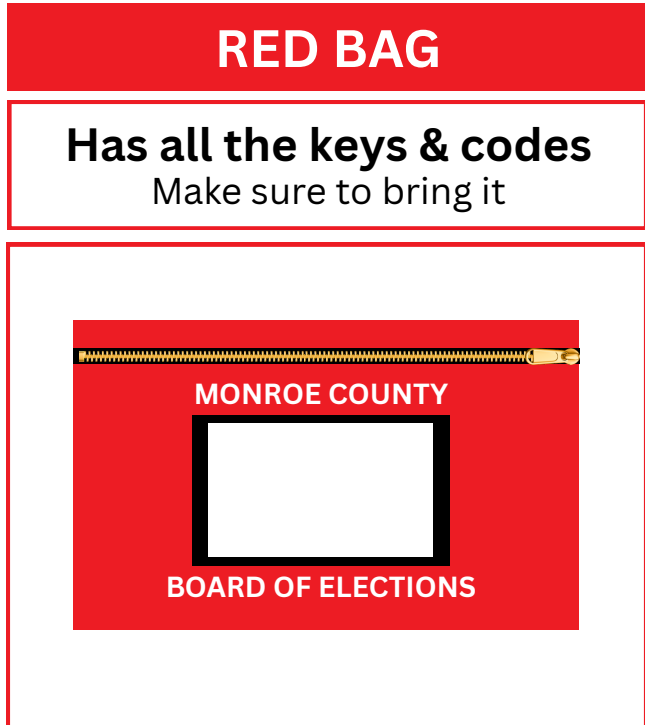


LADS 2

1	Every poll site is equipped with a LADS 1 and a LADS 2	
2	The LADS 2 is stored in the rear storage compartment of the highest-numbered Expressvote XL voting machine.	 <p>LADS 2</p>

TOOLS & RESOURCES

RED BAG




1	A Coordinator delivers the Red Bag to a Site Chair prior to Election Day	
2	The Red Bag contains ExpressVote XL voting machine keys inside small manila envelopes	
3	It also contains a poll site <u>credentials card</u> with usernames and passwords used for election technology devices	

TOOLS & RESOURCES

ELECTION DAY TECHNICIAN

EDT

Election Day Technician
The first line of support



For support with:



Supplies request

Personnel issues

Technical issues

Procedure help

and any other poll site issues


1	Use LADS 1 or LADS 2 to contact your EDT	
2	Using your cell phone, call the EDT using the number listed on the header of the E-Day app	
3	You may also alert the EDT on the E-Day app using “Tickets” on the navigation menu.	

TOOLS & RESOURCES

ELECTION INSPECTORS

INSPECTORS

Delegate tasks
They wait for your direction



Delegate these tasks:

- Open/close Absentee Ballot Box*
- Open/close ExpressVote XLs*
- Setup/tear down check-in table*
- Open/close ExpressPolls*
- Setup/tear down signs*
- Welcoming voters*
- Voter check-ins*
- Voter support*

1	Bilingual Inspectors are inspectors first, interpreters second. They must perform all inspector tasks that do not require a bipartisan presence
2	Consider ability when assigning tasks to inspectors
3	Pair skilled inspectors with new or underdeveloped inspectors. Instruct the skilled inspectors to coach other inspectors
4	Rotate inspector tasks based on poll site and inspector needs



OPENING A POLL SITE

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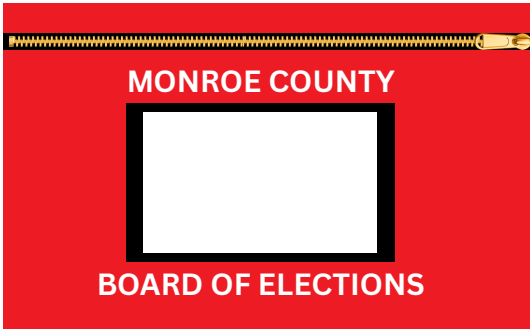



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OPENING A POLL SITE

**GETTING INTO
THE POLL SITE**

GETTING INTO THE POLL SITE

1	<p>Be sure to bring the Red Bag to the poll site</p> <p><i>ATTENTION</i> Only one Site Chair is assigned to bring a Red Bag to a poll site. Your Coordinator will assign Red Bags to Site Chairs</p>	
2	<p>Arrive 1 hour before the poll site opens to the public</p>	
3	<p>Poll site building locked? Wait 10 minutes and then call the Inspector Helpline @ 1-585-753-1599</p> <p><i>ATTENTION</i> Only one Site Chair should call the helpline</p>	
4	<p>Once inside the building, locate the voting room/space and find the LADS</p>	



**OPENING
A POLL SITE**

**OPENING
THE LADS**

OPENING THE LADS


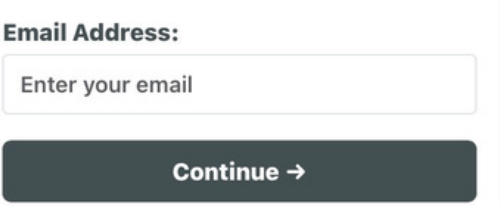

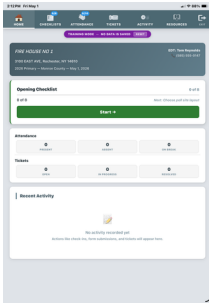
1	<p>The <u>LADS 1</u> is on a white, rolling stand</p> <p>The <u>LADS 2</u> is in the rear storage compartment of the highest-numbered ExpressVote XL voting machine</p>	 <p>The diagram shows three items: a white rolling stand labeled 'LADS 1', a tablet labeled 'LADS 2', and a voting machine with its rear storage compartment open. An arrow points from the storage compartment to the tablet, indicating its location.</p>
2	<p>Press/hold power button (top left side) until the device turns on (an “” icon will appear)</p>	 <p>The image shows a close-up of the back of the device with an arrow pointing to a power button. To the right, the device is shown turned on with the Apple logo on the screen and the text 'Touch ID' visible.</p>
3	<p>Swipe up on the screen to open, and type in the passcode, 123456</p>	 <p>The image shows a tablet screen with the text 'ENTER PASSCODE' at the top and a numeric keypad below it. The keypad has numbers 1 through 9 arranged in a 3x3 grid, and a 0 at the bottom center.</p>



OPENING A POLL SITE

**LOGGING INTO THE
E-DAY APP**

LOGGING INTO THE E-DAY APP

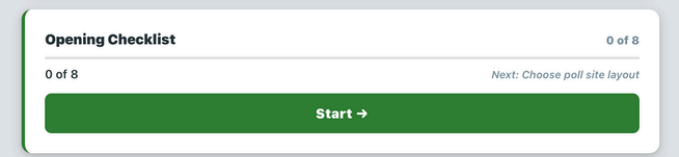
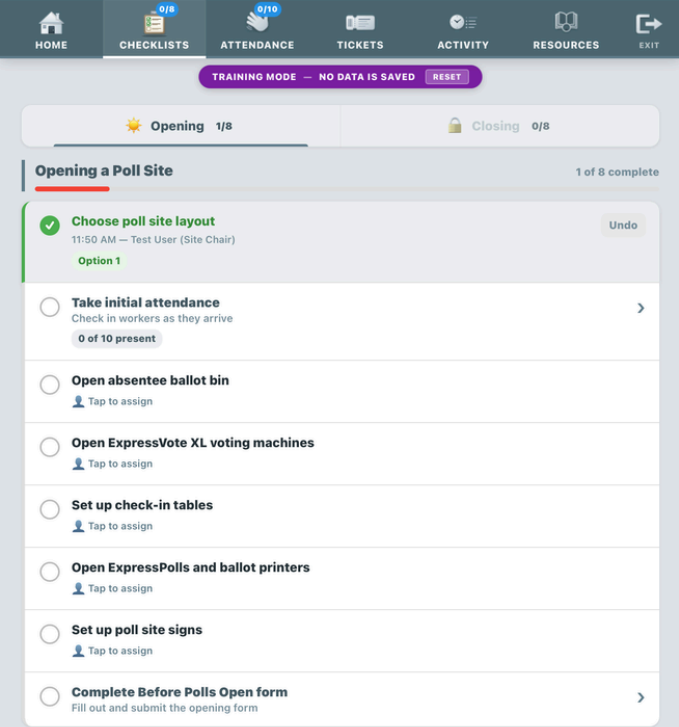
1	Press the E-Day app icon to begin	 The icon for the MyPollWorker E-Day app. It features a blue rounded square with a yellow border. Inside, the text "MyPollWorker" is at the top, a calendar icon with a yellow star is in the center, and "E-DAY" is at the bottom.
2	Enter the email used to log in to MyPollWorker	 A screenshot of the login screen. It has the heading "Email Address:" followed by a text input field containing the placeholder "Enter your email". Below the field is a dark grey button with the text "Continue →".
3	You will receive a text code on your cell phone. Enter the text code on E-Day app to complete your login	 A blue line-art icon of a smartphone with a hand holding it, representing receiving a text message.
4	You are now logged into the Eday app	 A screenshot of the E-Day app's home screen. It shows a header with "E-DAY" and "My Poll Worker", a "Loading Checklist" section with a green progress bar, and a "Recent Activity" section at the bottom.



OPENING A POLL SITE

E-DAY APP OPENING CHECKLIST

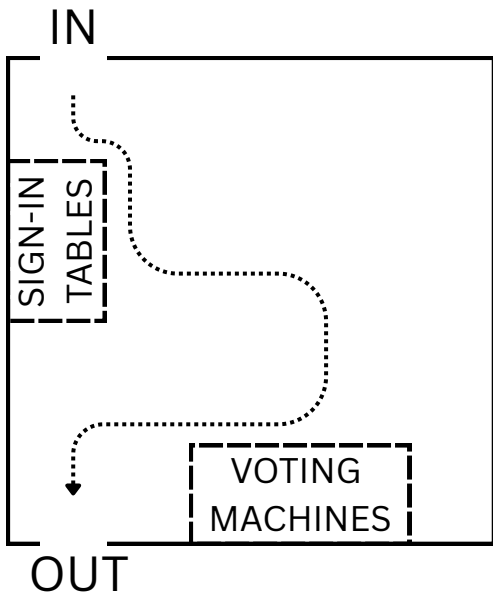
E-DAY APP OPENING CHECKLIST

1	Press green <u>Start button</u> to begin	
2	Work down the checklist, completing each item as you go along.	
3	Both Site Chairs can work in the list at the same time. Please allow for a 15-30 second refresh for the app to show that latest activity	

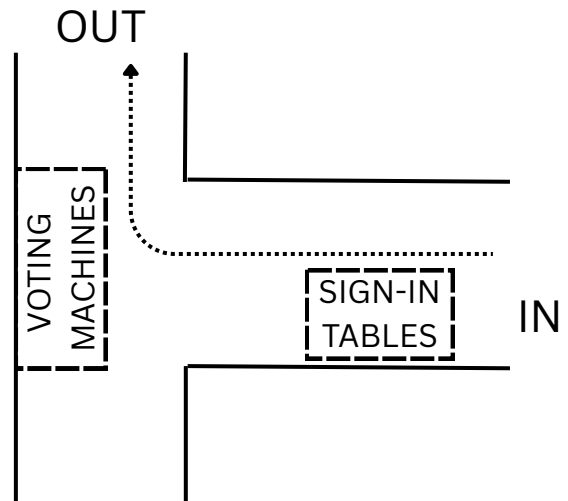
CHOOSE A POLL SITE LAYOUT

Choose one of the following layouts for the poll site:

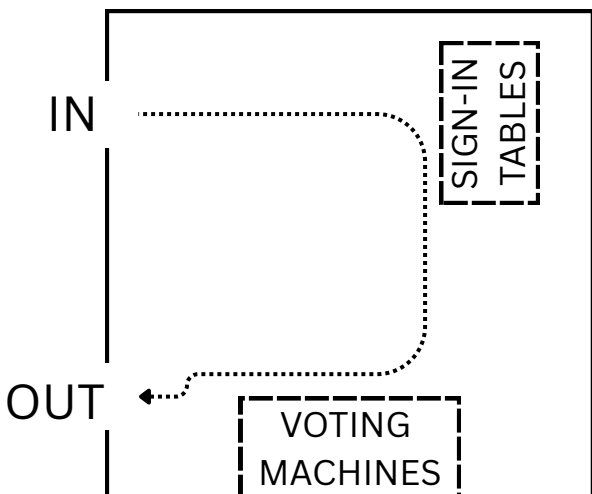
OPTION 1



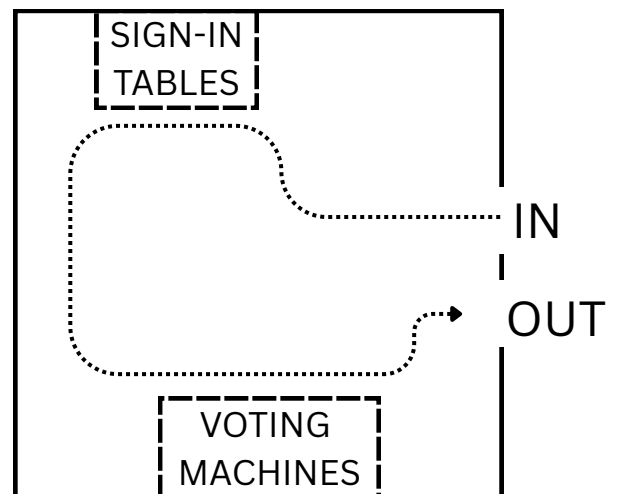
OPTION 2



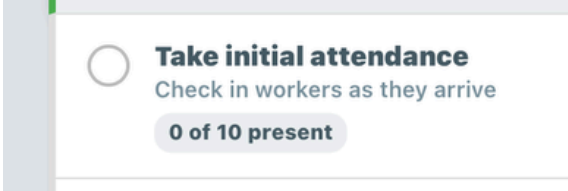
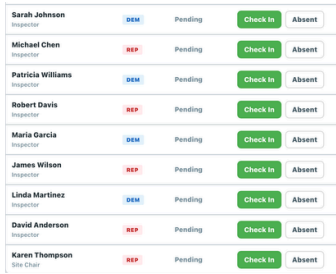
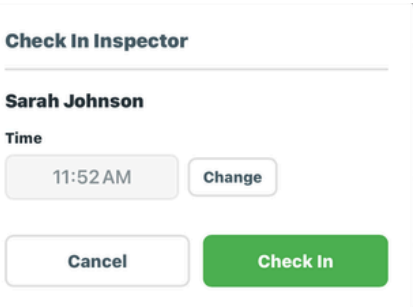

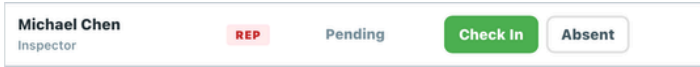
OPTION 3



OPTION 4



TAKE INITIAL ATTENDANCE

1	Press <u>Take Initial Attendance</u>	
2	A list of all the Inspectors assign to the poll site will appear	
3	Press any name to check-in a worker, then, on the pop-up window, confirm by pressing the <u>green Check-In button</u>	
4	The worker will now appear on the list as <u>Present</u>	
5	Repeat for all present workers, and mark absent workers	

ASSIGN OPENING TASKS TO INSPECTORS


Open ExpressVote XL voting machines

Who completed this task?

AVAILABLE	ASSIGNED
● Michael Chen →	● Sarah Johnson ←
● Robert Davis →	● Patricia Williams ←
● Maria Garcia →	
3 available	2 assigned

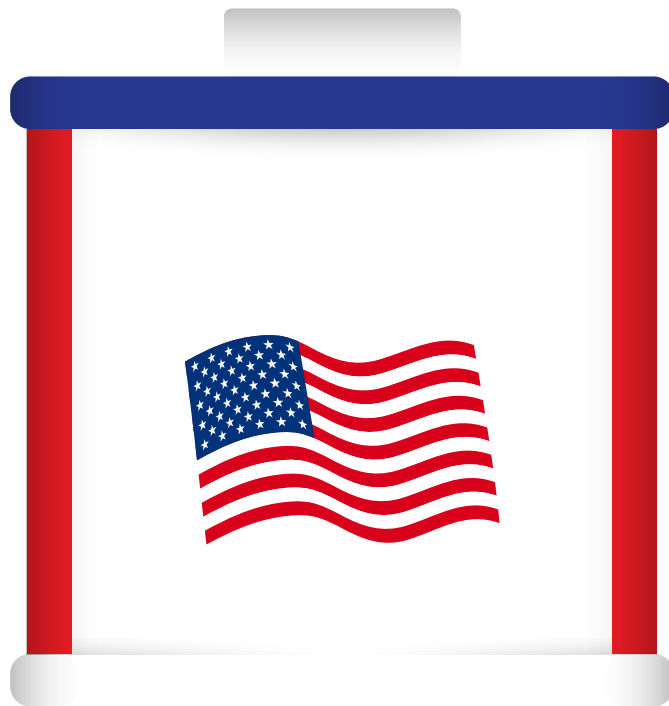
Cancel

Mark Complete (2)



1	Press a worker name to assign or unassign them to a task
2	You may only assign workers who have been checked in
3	Press anywhere outside the assignment window to go to another task
4	Press “Mark Complete” when once all relevant steps to each task are complete

OPEN ABSENTEE BALLOT BOX



1	Remove the <u>large, white security seal</u> attached to the box
2	Place large, white security seal into <u>Blue Bag</u> (found inside box)
3	Record <u>security seal number</u> in Before Polls Open form on LADS
4	Refer to the box label, and remove all opening supplies from box
5	Reseal with new large white security seal found in the <u>Blue Bag</u>
6	Set up <u>Absentee Ballot Box</u> near entrance of the polling space

EXPRESSVOTE XL VOTING MACHINE



EXPRESSVOTE XL VOTING MACHINE

FEATURES OVERVIEW



1. Protective Screen Cover

2. Power Status Panel

3. Access Compartment

4. Touchscreen

5. Ballot Review Window

6. Ballot Access Compartment

7. Ballot Paper Slot

8. Push/Pull Handles

9. Curtain Rod Mount

10. Ballot Bin

11. ATI Console

12. Headphones

13. ExpressVote Printer

14. Blank Activation Cards

15. ExpressVote Tablet

16. Seal bags + "I Voted" Stickers

17. Printer Power Cords

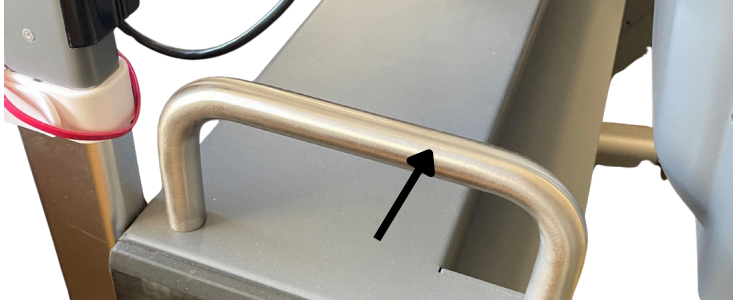

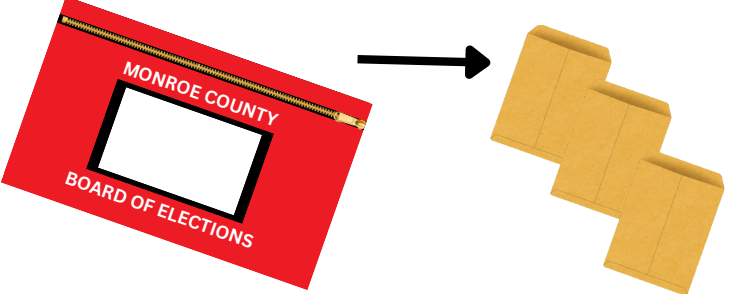
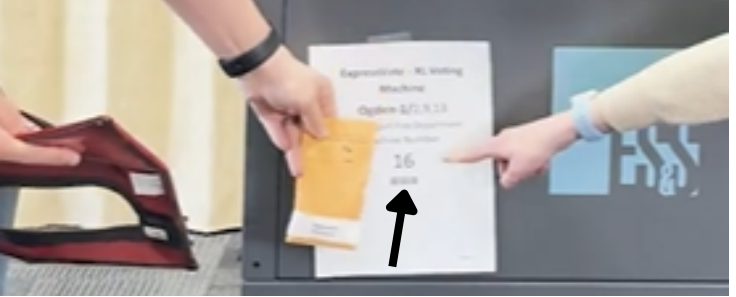
18. ExpressVote Power Cords

19. Voter Assistance Light

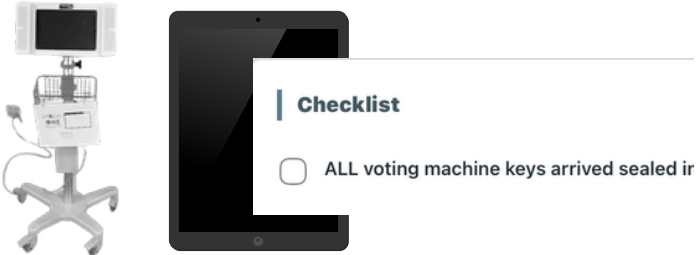

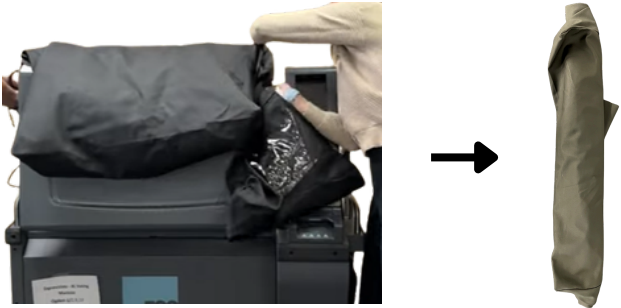
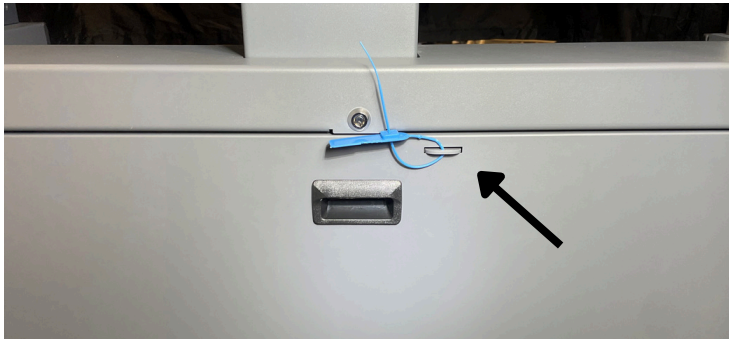
20. Privacy Curtain Storage Tube

OPEN EXPRESSVOTE XL VOTING MACHINES




Start with the highest numbered voting machine at your poll site

1	Roll voting machine by metal <u>push/pull handles</u> to the chosen voting area	
2	Lock <u>rear wheels</u> of the machine	
3	Remove voting machine <u>key envelopes</u> from the <u>red bag</u> <i>ATTENTION</i> <i>Return keys to the envelope when not in use, and the key envelopes to the red bag</i>	
4	Match the voting machine <u>key envelope number</u> to the correct <u>voting machine number</u>	

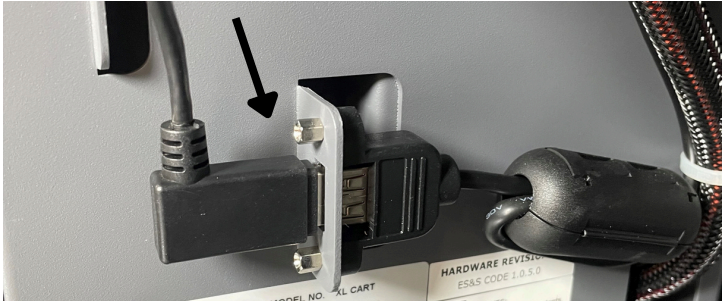



OPEN EXPRESSVOTE XL VOTING MACHINES

5	<p>On LADS E-Day app, check box on the <u>Before Polls Open Form</u> to confirm the key envelopes arrived sealed</p>	
6	<p>Remove <u>black bag</u> (if equipped) from the back of the voting machine</p>	
7	<p>Remove the black <u>nylon machine cover</u>, roll up and set aside</p>	
8	<p>On the back of the voting machine, cut the blue security seal near the <u>rear storage compartment door handle</u></p> <p><i>ATTENTION: Seals can be removed by hand (no scissors required)</i></p>	





OPEN EXPRESSVOTE XL VOTING MACHINES

<p>9</p>	<p>Record the cut blue security <u>seal number</u> on the Before Polls Open form, on the LADS</p> <p><i>(See Step 12 for where to place cut seal)</i></p>	
<p>10</p>	<p>Unlock and open the <u>rear storage compartment</u> at the back of the machine</p>	
<p>11</p>	<p>Remove from rear storage compartment:</p> <ul style="list-style-type: none"> • ExpressVote Printer • Blank Activation Card Packs • ExpressPoll Tablet • Audio Tactile Interface (ATI) + Headphones • LADS iPad (if contained) • Seal bags & “I Voted” Stickers • All Cables and Cords <p><i>ATTENTION</i> <i>Not all voting machines will contain all the above listed items</i></p>	
<p>12</p>	<p>Place <u>cut blue security seal</u> into <u>seal bag</u> removed from the rear storage compartment</p>	


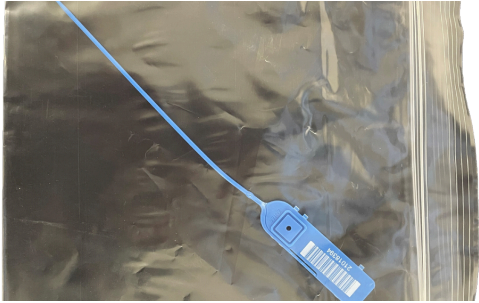

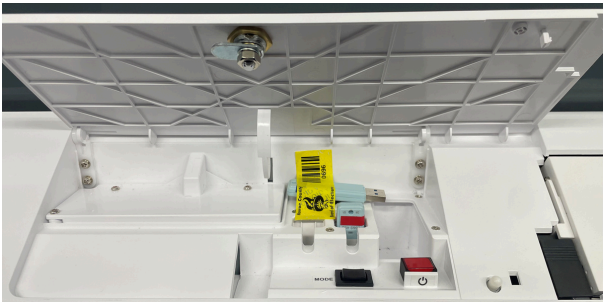
OPEN EXPRESSVOTE XL VOTING MACHINES

13	Confirm the <u>Audio Tactile Interface Console (ATI)</u> is plugged in to the USB port in the <u>rear storage compartment</u>	
14	Place <u>ATI</u> on top of the <u>rear storage compartment</u>	
15	Ensure the <u>ATI</u> cord is fed through the opening in the top left corner of the <u>rear storage compartment door</u>	
16	Plug in the machine <u>power cord</u>	



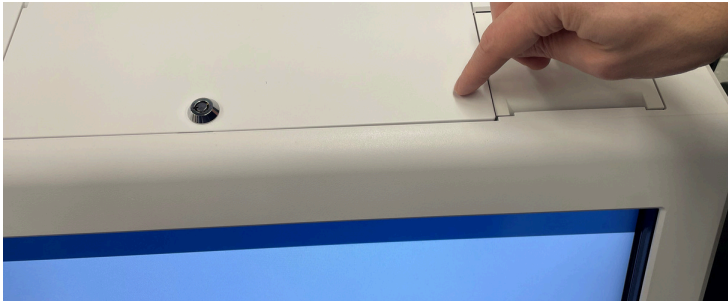
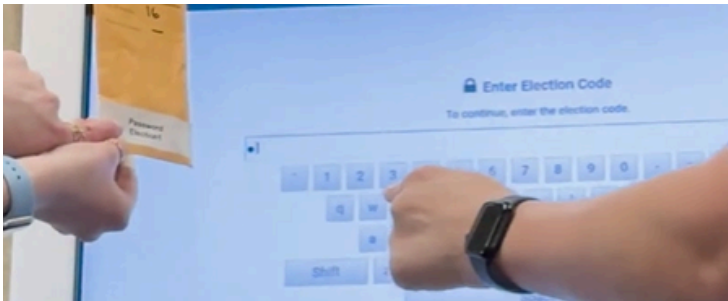
OPEN EXPRESSVOTE XL VOTING MACHINES

17	The <u>green light</u> on the side of the machine will illuminate once connected to power	
18	If needed, you may plug a machine into the power outlet on another machine You may plug up to 5 machines together. This technique is called “daisy chaining”	
19	<p style="text-align: center;">ATTENTION</p> <p><i>The highest numbered voting machine is equipped with a “NiB” (Network Box) on the back.</i></p> <p><i>It must be plugged into a power source by itself or placed at the end of the daisy chain.</i></p>	
20	Behind the machine screen, remove the blue security seal locking the <u>access compartment</u>	

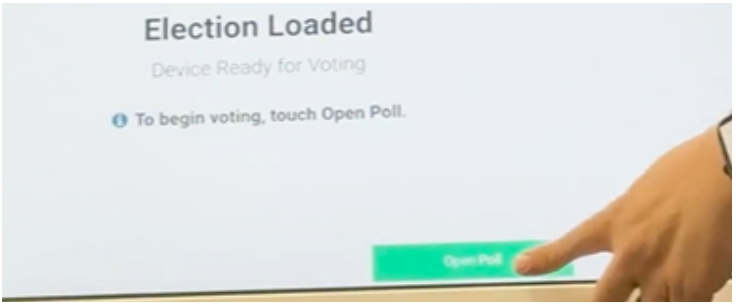
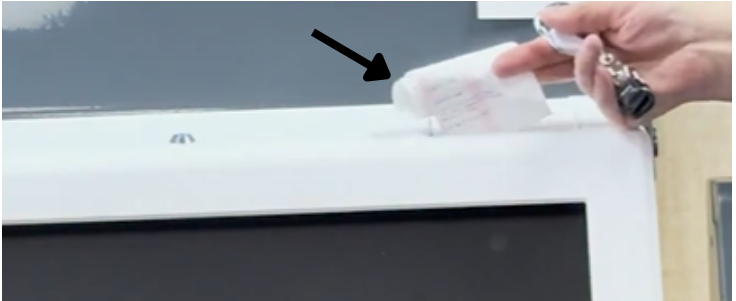
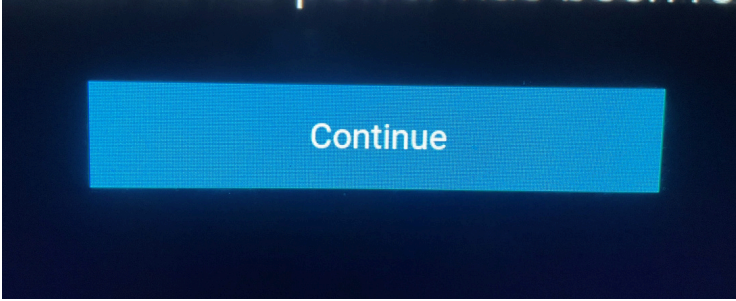
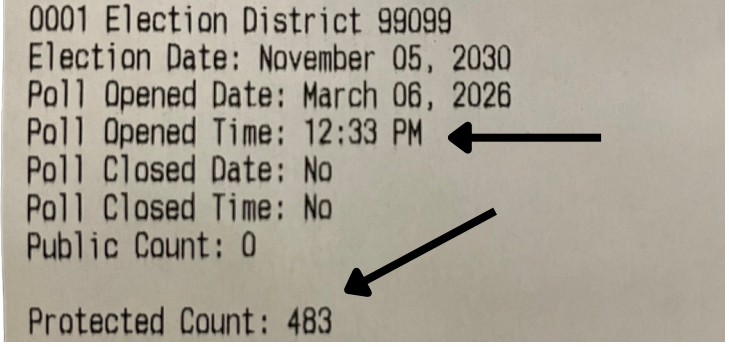
OPEN EXPRESSVOTE XL VOTING MACHINES

21	Record the <u>blue security seal number</u> on Before Polls Open Form on the LADS	
22	Place <u>blue security seal</u> in the clear plastic <u>seal bag</u>	
23	Flip up the <u>protective screen cover</u> and tilt screen to preferred angle	
24	Unlock and open the <u>access compartment</u> on top of the screen	

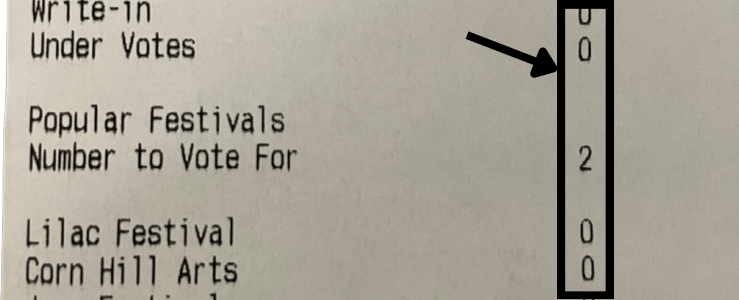
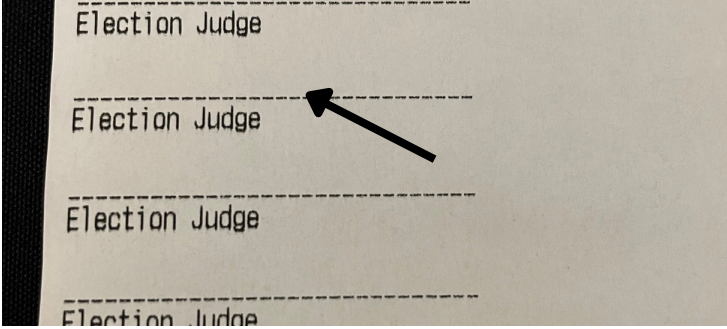


OPEN EXPRESSVOTE XL VOTING MACHINES

25	Press the <u>red power button</u> to turn on the machine	
26	Inside the access compartment, find the <u>number on the yellow sticker seal</u> covering the blue flash drive Record this number on the Before Polls Open Form on the LADS	
27	Close and lock the <u>access compartment</u> Press down on the bottom right corner of the access compartment lid to ensure it completely closes	
28	Once the screen turns on, <u>input the password</u> found on the machine key envelope	

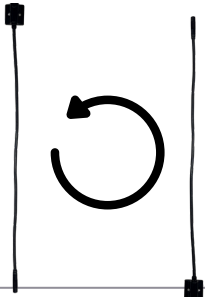
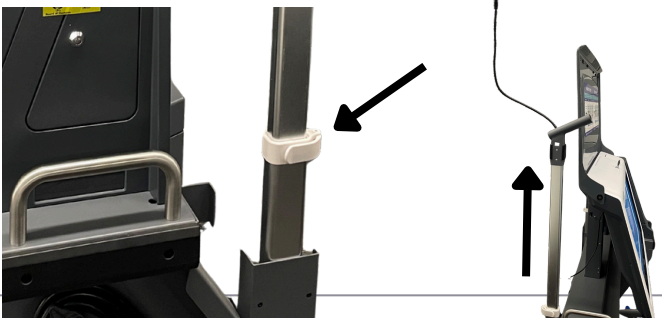


OPEN EXPRESSVOTE XL VOTING MACHINES

29	Once loading is complete, press “Open Poll”	
30	Once <u>zero tape</u> finishes printing, tear off the zero tape	
31	Press “Continue”	
32	On the Before Polls Open Form, record the <u>Poll Opened Time</u> and the <u>Protected Count</u> number from the zero tape	 <pre> 0001 Election District 99099 Election Date: November 05, 2030 Poll Opened Date: March 06, 2026 Poll Opened Time: 12:33 PM Poll Closed Date: No Poll Closed Time: No Public Count: 0 Protected Count: 483 </pre>



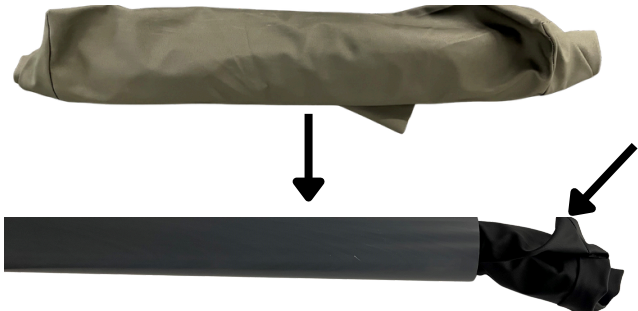

OPEN EXPRESSVOTE XL VOTING MACHINES

<p>33</p>	<p>On the zero tape, <u>confirm all contests are zero</u> and check box on the Before Polls Open Form on the LADS</p> <p><i>ATTENTION: Only refer to the numbers next to names of people</i></p>	
<p>34</p>	<p><u>Sign the bottom</u> of the zero tape in a bipartisan team</p>	
<p>35</p>	<p>Place the zero tape in the <u>Red Bag</u></p>	<p>and place the tape in the red bag.</p> 
<p>36</p>	<p>Record the <u>yellow sticker seal number</u> found on the side ballot access compartment on the Before Polls Open Form on the LADS</p>	


OPEN EXPRESSVOTE XL VOTING MACHINES

37	Remove <u>Voter Assistance Light</u> from its bracket on the curtain rod mount and flip upward	
38	Unlatch both <u>white clamps</u> , extend curtain rod mount to its maximum height, and re-latch the white clamps	
39	Locate the <u>storage tube</u> on the back of the machine Undo the Velcro strap near the end cap labeled “TOP”	
40	Remove the end cap and take out the <u>privacy curtain</u> from the storage tube	

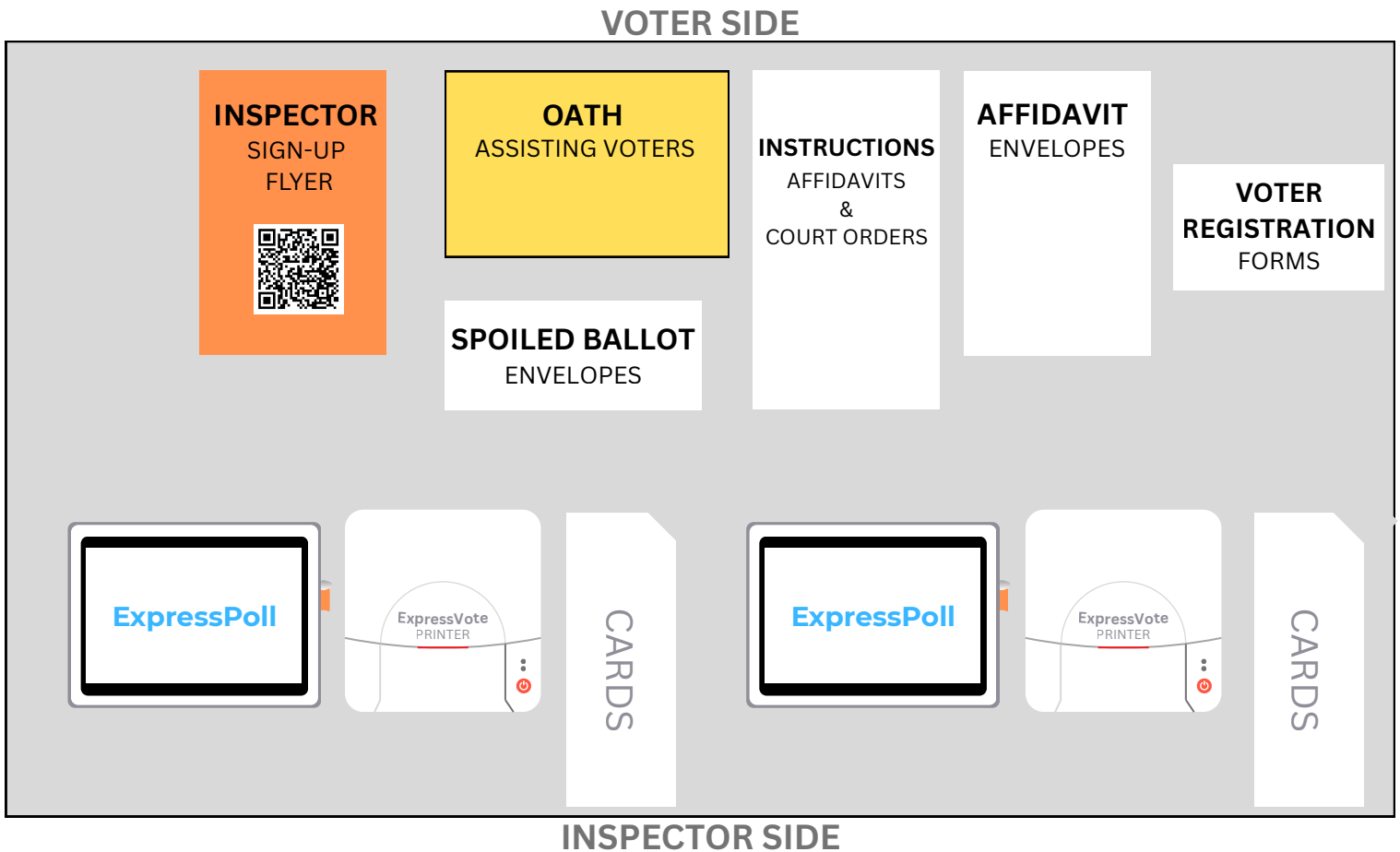
OPEN EXPRESSVOTE XL VOTING MACHINES

41	<p>Unroll the curtains, fold out the rods, and insert them into each mounting bracket</p> <p><i>Attention</i> <i>The Velcro patches of the curtain should be facing inward</i></p>	 
42	<p>Insert rolled nylon machine cover into privacy curtain storage tube</p>	
43	<p>Ensure the Before Polls Open form has been filled out completely and sign off in a bipartisan team</p>	

OPEN EXPRESSVOTE XL VOTING MACHINES

44	The machine set up is now complete.	
<p>You have now successfully opened the ExpressVote XL voting machine</p>		

SET UP VOTER CHECK-IN TABLES



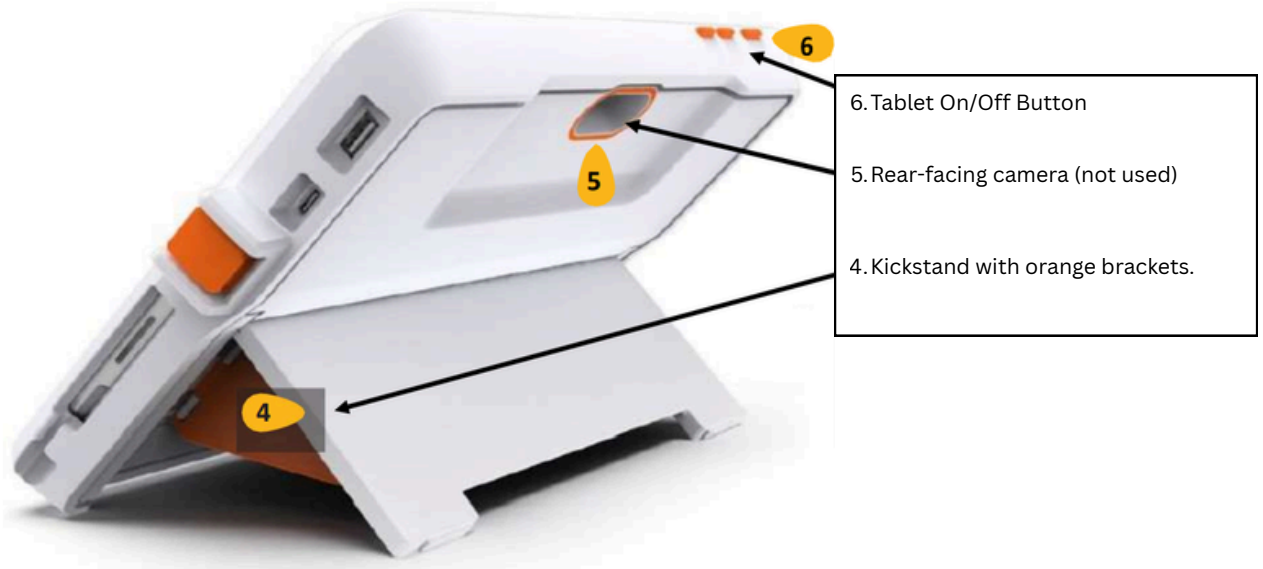
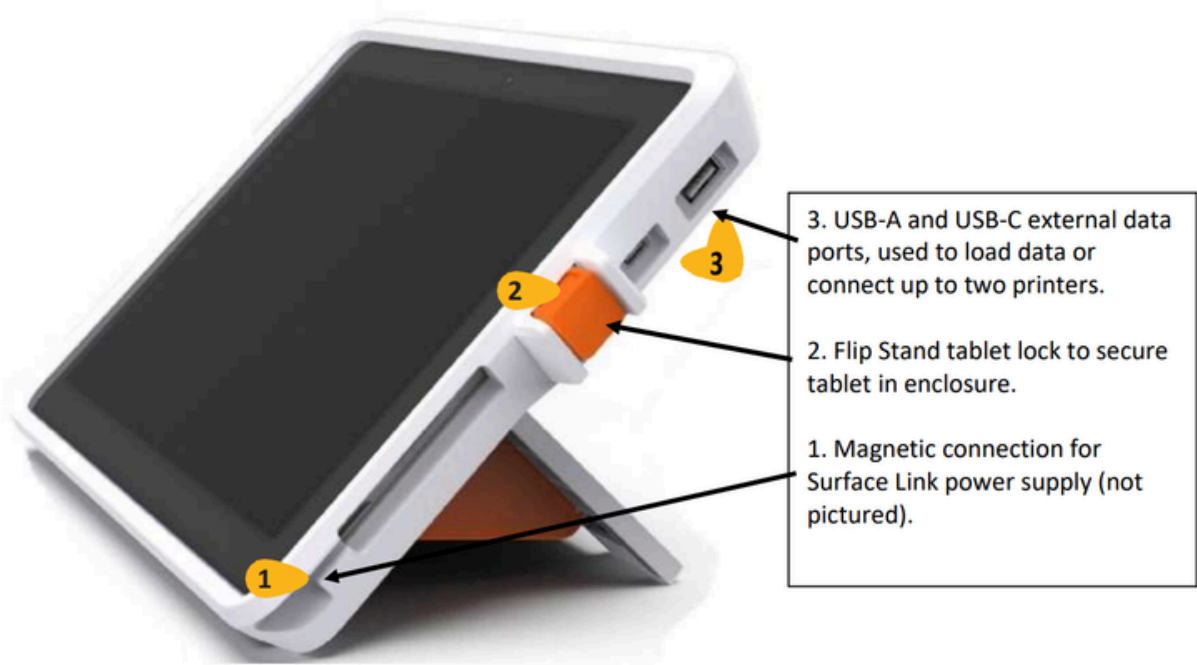
1	Set up tables in the sign-in area of the poll site
2	Arrange forms and envelopes on check-in tables (see diagram above)

EXPRESSPOLL & EXPRESSVOTE POLLBOOK & PRINTER



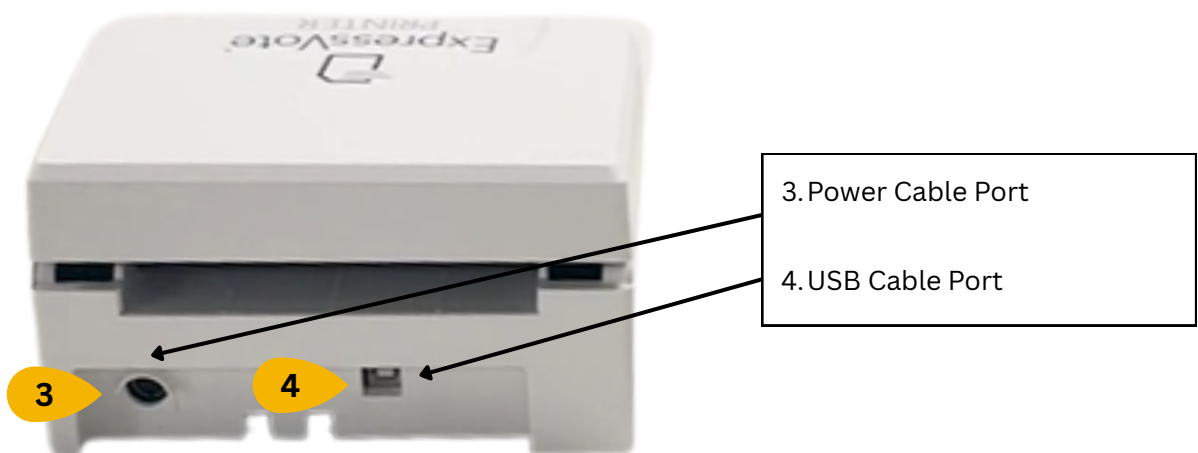
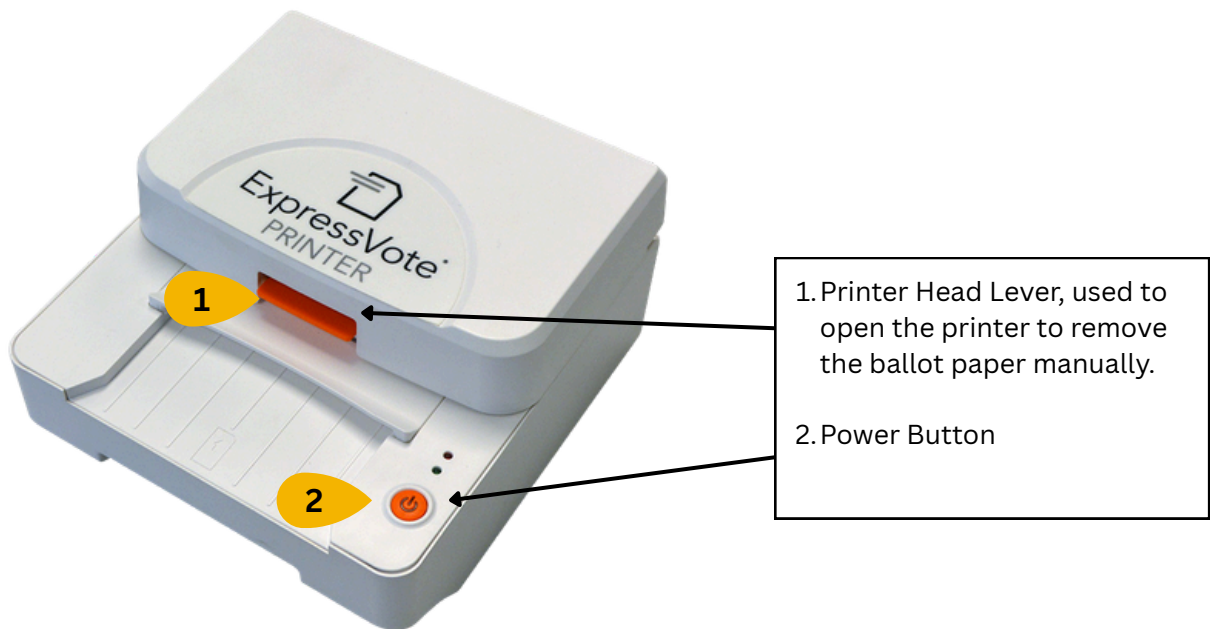
EXPRESSPOLL POLLBOOK

FEATURES OVERVIEW



EXPRESSVOTE PRINTER




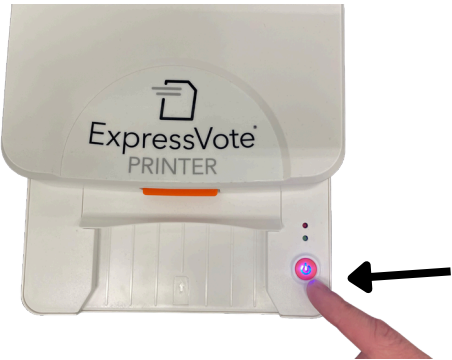
FEATURES OVERVIEW





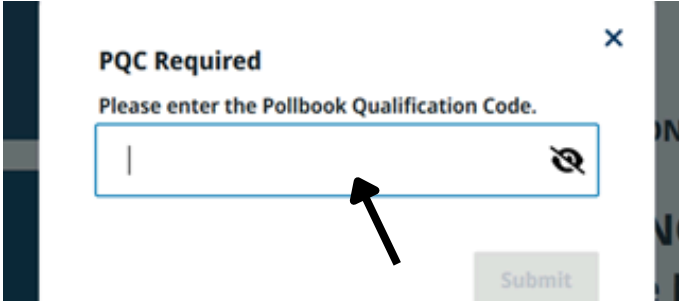

SET UP EXPRESSPOLLS & PRINTERS

1	Lay the ExpressPoll screen-side down on a flat surface.	 A top-down view of the ExpressPoll device. The device is white with a black screen area. Two orange plastic brackets are attached to the sides of the device, one on the left and one on the right. The device is lying flat on a white surface.
2	Lift each orange bracket until it clicks	 A close-up view of the right side of the ExpressPoll device. An orange plastic bracket is being lifted upwards. A black arrow points to the bracket, indicating the direction of movement. The device is white and the background is white.
3	Plug the magnetic black power cord into the ExpressPoll and plug into a power outlet	 A close-up view of the bottom-left corner of the ExpressPoll device. A black power cord is being plugged into a port. A yellow circle with the number '1' is placed over the port, and a black arrow points to it. The device is white and the background is white.
4	Press the orange power button on the top of the ExpressPoll flip stand (the power button is the furthest button on the front left edge).	 A close-up view of the front-left edge of the ExpressPoll device. There are three orange buttons. The furthest button on the left is the power button. A black arrow points to this button. The device is white and the background is white.

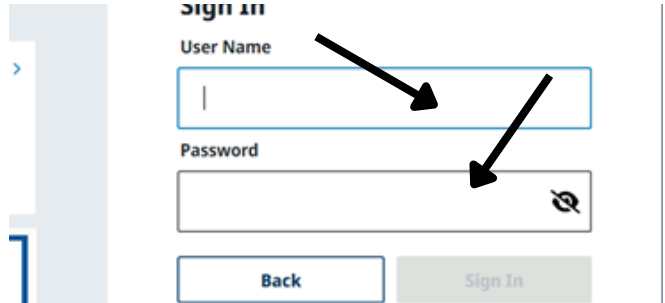


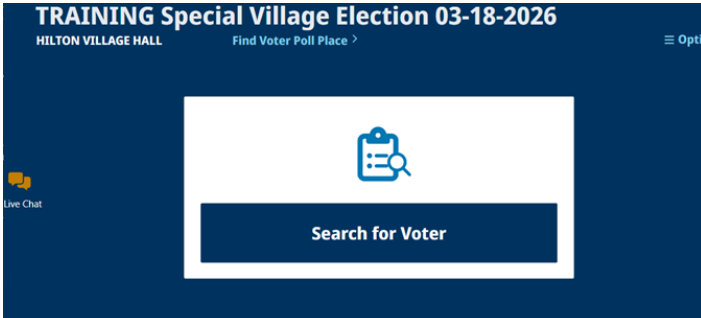
SET UP EXPRESSPOLLS & PRINTERS

5	Turn the ExpressVote printer around so the back is visible	 A white ExpressVote printer is shown from the back. The top of the printer has the text "ExpressVote PRINTER" and a small icon of a document with a checkmark. The back panel features a power cord port on the left and a USB port on the right.
6	Plug the power cord and the USB cord into the back of the printer	 A close-up view of the back of the printer. Two black arrows point to the ports. The left arrow points to a port labeled "DC24V" where a power cord is plugged. The right arrow points to a port labeled "USB" where a USB cable is plugged.
7	Plug the printer USB and power cord into the ExpressPoll. Make sure that the power cord's light is on	 A close-up view of the ExpressPoll device. Two black arrows point to the ports where the printer's USB and power cables are plugged in. The power cord's light is visible and illuminated.
8	Press and hold the ON/OFF button for 2 seconds to power on printer (indicated by blue light)	 A close-up view of the front of the ExpressVote printer. A finger is shown pressing a small, circular power button. The button is illuminated with a blue light. The text "ExpressVote PRINTER" is visible on the front panel.

SET UP EXPRESSPOLLS & PRINTERS

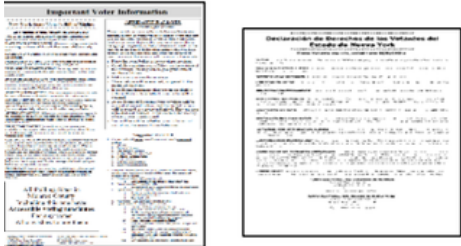
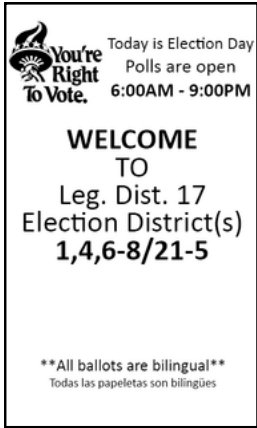
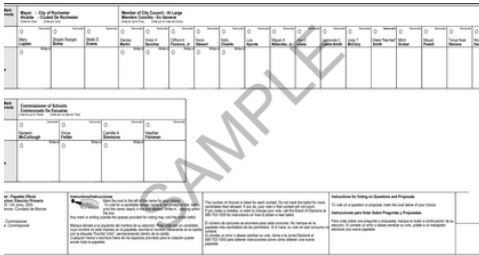

9	<p>Once the ExpressPoll is powered on, the screen will display jurisdictional and election specific information.</p>	
10	<p>Press the “Launch” button</p>	
11	<p>Enter the Pollbook Qualification Code (“PQC”) then touch Submit.</p> <p><i>ATTENTION</i> <i>See your Site Chair for the code listed on a Credentials Card in the Red Bag</i></p>	
12	<p>Verify the correct poll place is selected.</p>	

SET UP EXPRESSPOLLS & PRINTERS

<p>13</p>	<p>Tap the text box under User Name to type in your username then repeat for Password</p> <p><i>ATTENTION</i> See your Site Chair for credentials listed on a credentials card in the red bag</p>	
<p>14</p>	<p>Touch the “Sign In” button</p>	
<p>15</p>	<p>On the screen, touch “Open Polls” button</p>	
<p>16</p>	<p>The ExpressPoll is now ready to check-in voters</p>	


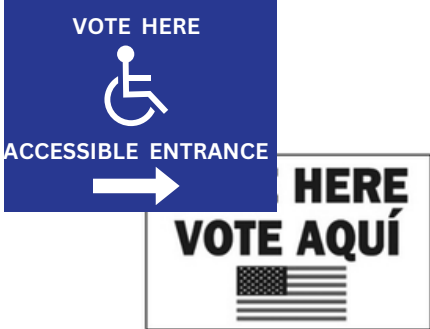

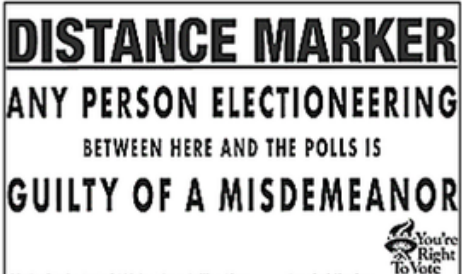
SET UP POLL SITE SIGNS

SIGNS ARE PACKED IN ABSENTEE BALLOT BOX

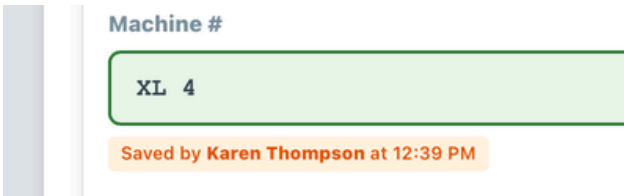
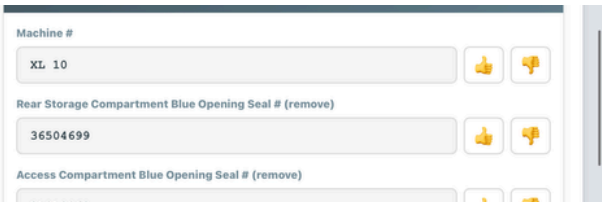
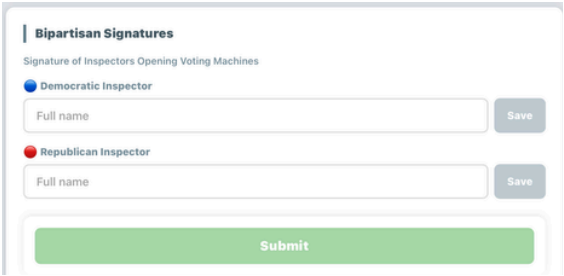
1	<p>The Important Voter Information sign is used by voters to understand their rights, responsibilities, and other useful voting information.</p>	
2	<p>The Welcome to District sign helps voters clearly identify the election districts able to vote at the polling site</p> <ul style="list-style-type: none"> • Post on the wall near the check-in table where voter can see it 	
3	<p>The Sample Ballot is used by voters to determine what candidates or propositions are on the ballot.</p> <ul style="list-style-type: none"> • Must post on the wall near the check-in table. 	
4	<p>The Arrow signs direct voters to the space inside a polling site where voting occurs.</p> <ul style="list-style-type: none"> • Post on inside walls in visible locations to direct voters 	

SET UP POLL SITE SIGNS

SIGNS ARE PACKED IN ABSENTEE BALLOT BOX

<p>5</p>	<p>The Vote Here signs are to show the entrances to the polling site</p> <ul style="list-style-type: none"> • Must be posted on the doors, and the sign with a wheelchair emblem must be placed on the accessible entrance door. 	
<p>6</p>	<p>The Vote Here lawn sign shows the location of the poll site</p> <ul style="list-style-type: none"> • MUST be seen from the road • Must first be put onto the metal frame included with supplies (do NOT tape it to the wall or post it inside the polling site) 	
<p>7</p>	<p>Accessibility Notice Signs</p> <ul style="list-style-type: none"> • Must be posted on entry doors of the poll site 	 <p>All Polling Sites in Monroe County have Accessible Voting Machines Language Access Devices Other Accessible Materials</p> <p>Todos los sitios de votación en el Condado de Monroe tienen Máquinas de votación accesibles Dispositivos de acceso lingüístico Otros materiales accesibles</p>
<p>8</p>	<p>The Distance Marker is used to warn people not to electioneer within a 100 foot radius of the polling site.</p> <ul style="list-style-type: none"> • Attach it to any permanent object that is about 100 feet away from each entrance to the building of the polling site 	

COMPLETE BEFORE POLLS OPEN FORM

1	Site Chairs should complete this form	
2	Two Site Chairs can fill out the form at the same time	
3	<p>ATTENTION</p> <p><i>If two site chairs record seal numbers and tape results at the same time, each Site Chair should start at opposite ends of the machine lines and work towards the middle</i></p>	
4	Closing seal numbers are prefilled on the form	
5	A bipartisan team must sign the digital form on the LADS when closing tasks are complete	



RUNNING A POLL SITE

2026 ELECTION YEAR

Monroe County
Board of Elections


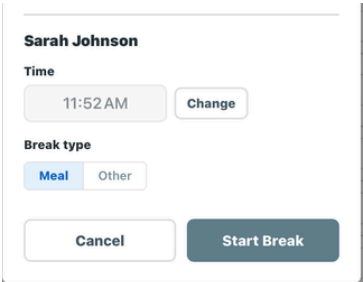
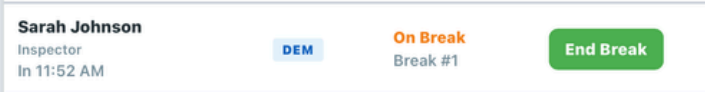
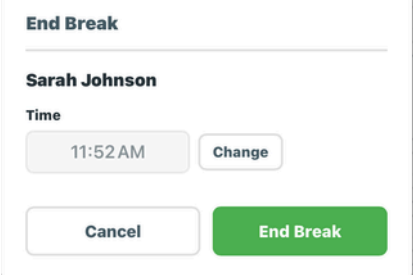
2026 Edition, Ver. 1



RUNNING A POLL SITE

**MANAGING
MEALS & BREAKS**

MANAGING MEALS & BREAKS




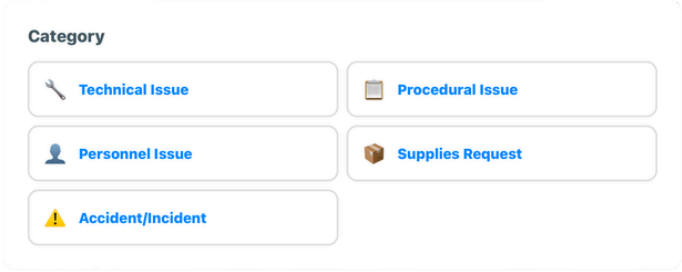
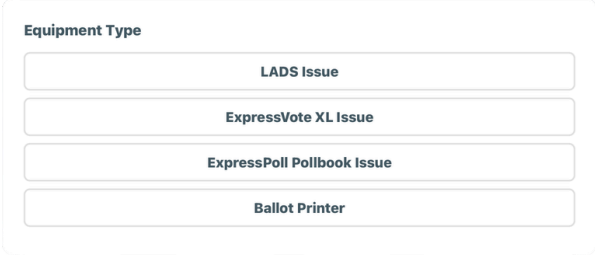

1	Press <u>Take Initial Attendance</u>	
2	A list of all the Inspectors assign to the poll site will appear	
3	Press any name to check-in a worker, then, on the pop-up window, confirm by pressing the <u>green Check-In button</u>	
4	The worker will now appear on the list as <u>Present</u>	
<p>Repeat for all present workers, and mark absent workers</p>		



RUNNING A POLL SITE

**HOW TO
SUBMIT A TICKET**

HOW TO SUBMIT A TICKET

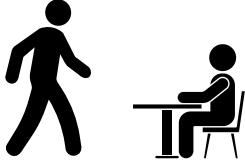
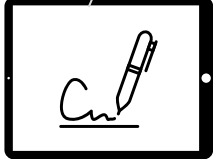
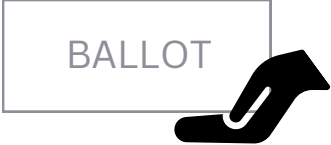




1	Using the LADS, press the E-Day app icon to get started	
2	On the navigation menu, press “Tickets” menu icon	
3	In the upper-right corner of the screen, press the “+ New Ticket” button	
4	Select the type of ticket you would like to submit	
5	Complete the required selections and fields	
6	Press “Submit Ticket” to finish	



RUNNING A POLL SITE

TYPICAL VOTING PROCESS

TYPICAL VOTING PROCESS

1	Welcome and direct voters to the check-in table	
2	Inspectors help voters check-in	
3	Inspectors give printed ballot and voting instructions to voters	
4	Inspectors instruct voters how to vote on machines (Inspectors stand behind machine)	
5	Voters cast their ballot on the machines	
6	Inspectors give voter a voting sticker	
7	Voters then exit the polling site	

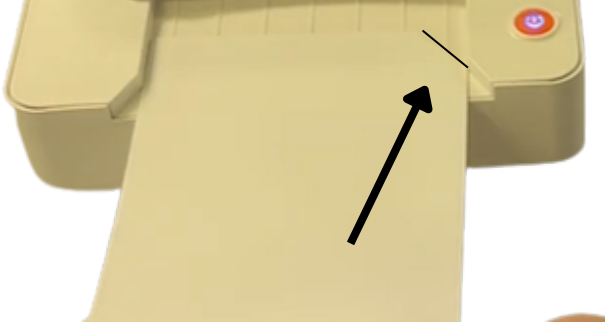

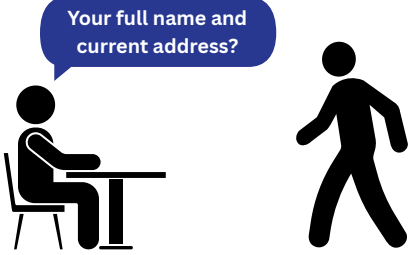
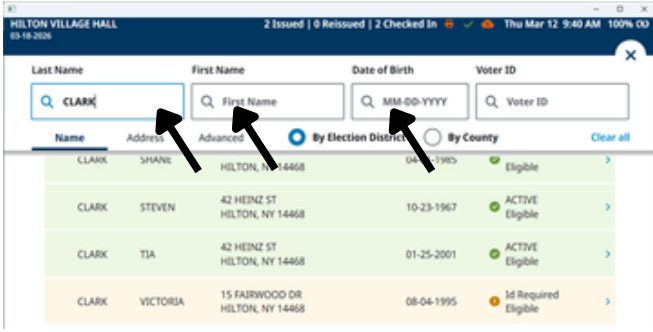


RUNNING A POLL SITE

HOW TO CHECK-IN VOTERS

HOW TO CHECK-IN VOTERS

PART 1

<p>1</p>	<p>Insert <u>blank activation card</u> into the ballot printer</p> <p>The angled corner should be on the right side</p>																															
<p>2</p>	<p>Press the “Search for Voter” button</p>																															
<p>3</p>	<p>Ask the voter for their</p> <p><u>FULL LEGAL NAME</u></p> <p>and</p> <p><u>CURRENT RESIDENT ADDRESS</u></p>																															
<p>4</p>	<p>Enter the voter’s Last Name, First Name in the appropriate text fields</p> <p><i>ATTENTION</i> Add the voter’s Date of Birth for more accurate search results</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> <th>Advanced</th> <th>By Election District</th> <th>By County</th> <th>Clear all</th> </tr> </thead> <tbody> <tr> <td>CLARK SHANE</td> <td>HILTON, NY 14468</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CLARK STEVEN</td> <td>42 HEINZ ST HILTON, NY 14468</td> <td></td> <td>10-23-1967</td> <td>ACTIVE Eligible</td> <td></td> </tr> <tr> <td>CLARK TIA</td> <td>42 HEINZ ST HILTON, NY 14468</td> <td></td> <td>01-25-2001</td> <td>ACTIVE Eligible</td> <td></td> </tr> <tr> <td>CLARK VICTORIA</td> <td>15 FAIRWOOD DR HILTON, NY 14468</td> <td></td> <td>08-04-1995</td> <td>Id Required Eligible</td> <td></td> </tr> </tbody> </table>	Name	Address	Advanced	By Election District	By County	Clear all	CLARK SHANE	HILTON, NY 14468					CLARK STEVEN	42 HEINZ ST HILTON, NY 14468		10-23-1967	ACTIVE Eligible		CLARK TIA	42 HEINZ ST HILTON, NY 14468		01-25-2001	ACTIVE Eligible		CLARK VICTORIA	15 FAIRWOOD DR HILTON, NY 14468		08-04-1995	Id Required Eligible	
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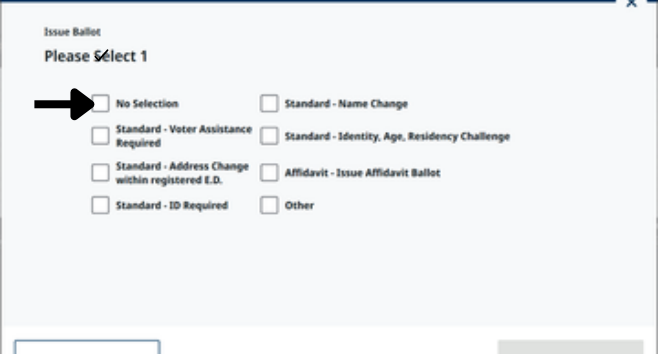
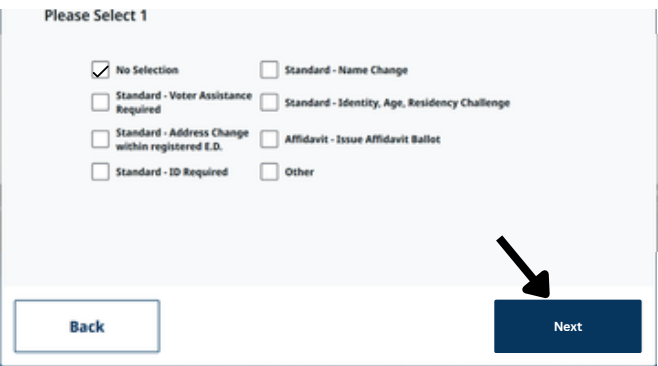


HOW TO CHECK-IN VOTERS

PART 2

5	Press the correct voter's record from the search list	
6	Look in the upper left section of the voter's record to view the voter's <u>name</u> , <u>resident address</u> , and <u>date of birth</u>	
7	The Election Inspector must read aloud the voter's <u>FULL LEGAL NAME</u> , <u>RESIDENT ADDRESS</u> , and <u>DATE OF BIRTH</u> . And the voter must verbally confirm before proceeding	
8	Press "Issue Standard" button to proceed printing a ballot	

HOW TO CHECK-IN VOTERS

PART 3

9	Check “No Selection” box if issuing a standard ballot	
10	Press the “Next” button	
11	Press the “Flip Screen” button	
12	Flip the entire ExpressPoll towards the voter	


HOW TO CHECK-IN VOTERS

PART 4

<p>13</p>	<p>Have the voter sign in the empty box and press the button labeled “Done Signing”</p>	
<p>14</p>	<p>Confirm signature, initial the box titled “Board Worker #1”, and then press the “Accept” button</p>	
<p>15</p>	<p>The ballot header will print on the blank activation card</p>	
<p>16</p>	<p>Press the “Complete Check-in” button to finish</p>	

HOW TO CHECK-IN VOTERS

PART 5

17	Instruct the voter to vote on an ExpressVote XL voting machine	
<p>✓</p> <p>You have successfully checked-in a voter</p> <p><i>Please consider the following exceptions to this process</i></p>		
18	<p>Every voter will have a color-coded status</p> <p>For any color of other than green (checkmark), call your Site Chair for assistance</p>	<div style="background-color: #e8f5e9; padding: 5px; margin-bottom: 5px;"> ✓ ACTIVE Eligible </div> <div style="background-color: #fff9c4; padding: 5px; margin-bottom: 5px;"> ! ID REQUIRED Eligible </div> <div style="background-color: #ffe0b2; padding: 5px;"> ! INACTIVE No Signature </div>
19	<p>If a voter does not show up during your initial search, you may have to press “Expand Search</p> <p>Call your Site Chair over if you cannot find a voter record</p>	<div style="background-color: #e8f5e9; padding: 5px; margin-bottom: 5px;"> 01-25-2001 ✓ ACTIVE Eligible > </div> <div style="background-color: #fff9c4; padding: 5px; margin-bottom: 5px;"> 08-04-1995 ! Id Required Eligible > </div> <div style="background-color: #e0e0e0; padding: 5px;"> <div style="display: flex; justify-content: space-around; align-items: center;"> 2 3 </div> <div style="display: flex; justify-content: space-around; align-items: center;"> ria <div style="background-color: #004a99; color: white; padding: 5px 15px; border-radius: 3px;">Expand Search</div> <div style="background-color: #004a99; color: white; padding: 5px 15px; border-radius: 3px;">Voter Not Found</div> </div> </div>





RUNNING A POLL SITE

**ADVANCED
VOTER CHECK-INS**


ADVANCED VOTER CHECK-INS

GREEN VOTER STATUS

1	Issue Standard Ballot only	<div data-bbox="841 520 1544 653"> ACTIVE Eligible</div> <div data-bbox="841 663 1544 795"> Court Order Eligible</div>
2	Check “No Selection” box on “Issue Standard Ballot” screen	
3	Follow the prompts on the screen to complete voter check-in	











ADVANCED VOTER CHECK-INS

YELLOW VOTER STATUS

1	May be issued a standard ballot, affidavit, or court order depending on type of ID shown.	 ID REQUIRED Eligible
2	Proper ID types	<ul style="list-style-type: none"> • Current, valid photo ID <ul style="list-style-type: none"> ○ Driver’s License ○ Passport ○ Non-driver’s ID • OR: <ul style="list-style-type: none"> ○ Current utility bill ○ Bank statement ○ Paycheck ○ Government document ○ Other
3	<p>If proper ID shown, select “Standard - ID Required” on Issue Standard Ballot screen</p> <p>If proper ID is not shown, select “Issue Affidavit Ballot” > “Valid ID not provided”</p>	
4	Follow the prompts on the screen to complete voter check-in	

ADVANCED VOTER CHECK-INS

RED VOTER STATUS

1	Affidavit ballot or court order only	<ul style="list-style-type: none">  ACTIVE Ineligible  INACTIVE No Signature  Affidavit Only Eligible  ACTIVE No Signature  ACTIVE Ballot Issued  ACTIVE Early Ballot Issued  ACTIVE Absentee Mail  ACTIVE Absentee FPCA  Affidavit Only - Moved Election District Eligible  WRONG POLL SITE Eligible
2	Mark “Affidavit - Issue Affidavit” box on “Issue Affidavit/Provisional Ballot” screen	
3	Follow the prompts on the screen to complete voter check-in	

ADVANCED VOTER CHECK-INS

WRONG POLL SITE



WRONG POLL SITE Eligible

1	Have the vote verbally confirm their <u>current permanent resident address</u>	
2	Press “Identification” menu tab	
3	Press “Voter Details”	
4	Update voter’s new permanent residential address	
5	Under “Manage Voter”, change voter status to “Affidavit only - Moved Election District”	
6	Have the voter read the Affidavit/Court Order instructions and choose one or the other <ul style="list-style-type: none"> • If voter chooses to vote via affidavit, proceed to step 7 • If they choose to pursue a court order, proceed to step 8 	
	<p>▶ Current permanent resident address is <u>within</u> this poll site’s election district</p>	<p>Current permanent resident address is <u>outside</u> this poll site’s election district</p>
7	Issue an affidavit ballot to the voter	Press <u>Find Poll Site</u> button and send voter to the correct poll site address
8	Provide voter with Their respective party’s contact information located at the bottom of the Affidavit & Court Order voting instructions form	

ADVANCED VOTER CHECK-INS

VOTER NOT FOUND



VOTER NOT FOUND Eligible


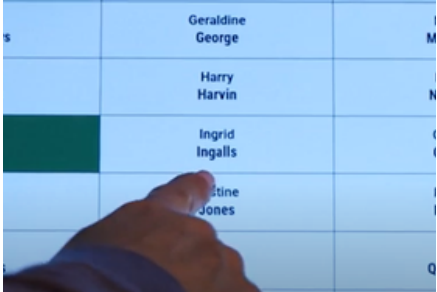
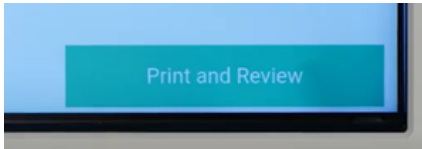

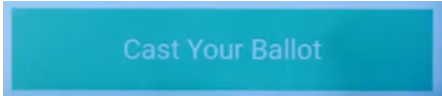
1	If the voter cannot be found in the ExpressPoll electronic pollbook, the Site Chair should call the Inspector Helpline @ 1-585-753-1599
2	A Board of Elections representative will search for the voter on a statewide database
3	The Board of Election representative can add the voter to ExpressPoll electronic pollbook database with the red status
4	Site Chair should offer the voter the Affidavit/Court Order Voting Instruction form to the voter
5	If the voter chooses to be issued an affidavit ballot, Inspectors can then proceed to issue the voter an affidavit and follow the prompts on the screen

ADVANCED VOTER CHECK-INS

VOTER ASSISTANCE




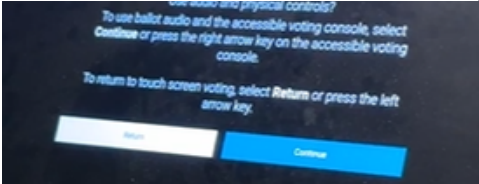

If a voter declares they requires assistance during check-in:	
1	On the “Issue Standard Ballot” screen, check the box “Standard - Voter Assistance Required”
2	Following the on-screen prompts, gather the information and signature of the voter giving assistance
3	Inspectors take their Oath for Person(s) Assisting Voters during their annual training. That oath persists through their Election Day work shift
4	A voter’s employer or union representative may NOT assist a voter
If a voter requires assistance after checking in:	
1	Have the voter who will provide assistance read the paper copy of the Oath for Person(s) Assisting Voters (found on check-in table)

HOW TO VOTE ON THE EXPRESSVOTE XL

1	Go to an available voting machine and close the curtain behind you for privacy	
2	Insert ballot into ballot slot on right side of machine <ul style="list-style-type: none"> The angled edge is inserted at the top right 	
3	Select a language and follow the on-screen prompts to start a voting session	
4	Select your choices on the touchscreen <ul style="list-style-type: none"> Ensure nothing else is touching the screen including your free hand, phone, or clothing Use the buttons in the top right of the screen to adjust the contrast, text size, and language 	
5	Press “Print & Review” on the bottom right corner of the screen once you have made all selections	
6	Press “Print” to print the selections onto the ballot and review it in the ballot window	
7	Press “Cast Ballot” after the physical ballot has been reviewed, and it will be deposited into a secure ballot container	
8	Exit the privacy curtain to receive your voting sticker	

USING THE ATI FOR ACCESSIBLE VOTING

An Audio Tactile Interface (ATI) is available at every voting machine
All usage of an ATI must be recorded on the ExpressPolls during voter check-in

1	Check the voter in at the check-in table normally so they have a ballot and direct them to any voting machine	
2	Hand the voter the ATI to use inside the privacy curtain <ul style="list-style-type: none"> • “Sip & Puff” or “Paddle Buttons” are stored in the Absentee Ballot Box, and may be used on any machine. Plug them into the jack on the bottom-left side of the chosen ATI 	
3	Instruct the voter to press the center green button on the ATI to bring up the accessible voting session	
4	Instructions on how to use the ATI will appear on the screen before the voting session begins	
5	If the voter needs assistance, they can press the blue Help button on the top left of the ATI	

TROUBLESHOOTING EXPRESSVOTE XL

IF THIS HAPPENS	TAKE THESE ACTIONS
<p>Voter Assistance Light is flashing</p>	<ul style="list-style-type: none"> • Voter needs assistance, go to back of voting machine to give verbal instructions on next steps <ul style="list-style-type: none"> ◦ If entrance into the privacy curtain is needed, assistance MUST be provided in a bipartisan team
<p>Voter Assistance Light won't turn off</p>	<ul style="list-style-type: none"> • Redirect voters to another voting machine • Alert your Election Day Technician (EDT)
<p>Ballot jam</p>	<ul style="list-style-type: none"> • Alert your Election Day Technician (EDT)
<p>Touchscreen unresponsive / frozen</p>	<ul style="list-style-type: none"> • Ensure there is nothing, including free hand, touching the screen while the voter is making selections (ex: sleeve, another hand, phone or other object, etc.) • If the screen is still unresponsive after confirming there is nothing else touching the screen, wait 30 seconds before trying to select again • If the problem persists, alert your Election Day Technician (EDT)
<p>Ballot container is full</p>	<p>The voting machine will beep when the ballot container is full. Alert your Election Day Technician (EDT) to report the full container.</p>
<p>Ballot is abandoned</p>	<p>If a ballot is found <u>IN OR NEAR</u> the voting machine, <u>YOU MUST CALL</u> the Inspector Helpline at 585-753-1599 for instructions.</p>



RUNNING A POLL SITE


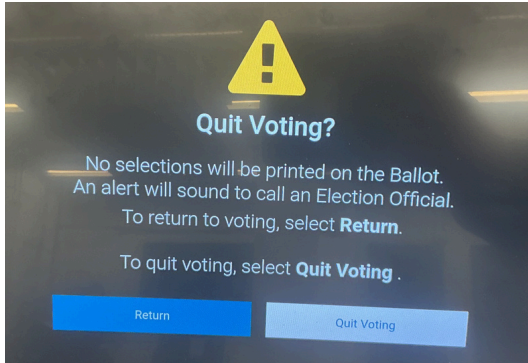


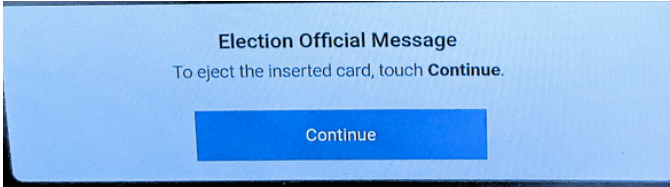
**HOW TO
SPOIL A BALLOT**

HOW TO SPOIL A BALLOT

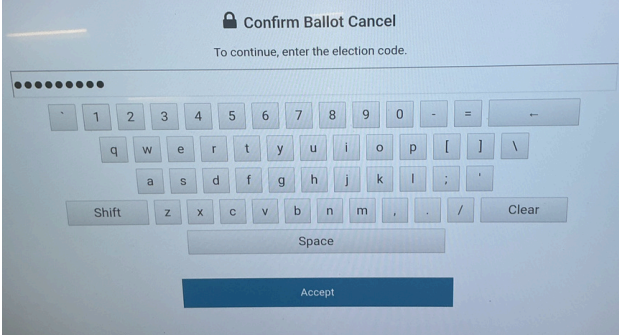
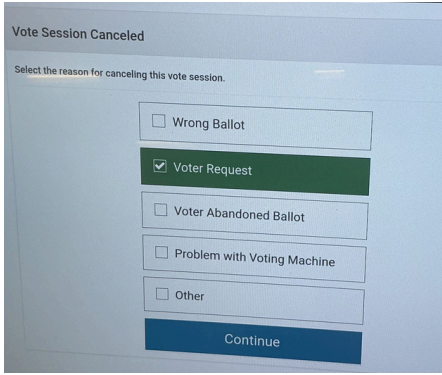


READ BEFORE SPOILING A BALLOT

1	<p>Only a voter can choose to spoil a ballot:</p> <ul style="list-style-type: none">• for any reason, at any time,• only after it is given to them• *An old ballot must be received before a new ballot can be given
2	<p>A voter cannot receive more than 3 ballots total</p> <ul style="list-style-type: none">• A voter may spoil only 2 ballots.• If a voter needs to spoil their 3rd ballot, call the Inspector Helpline
3	<p>Remember, when assisting a voter with a MARKED ballot, it MUST be done in a bipartisan team and recorded on the Poll Book (for voter assistance)</p>
4	<p>If a ballot is damaged before it is given to the voter:</p> <ul style="list-style-type: none">• the Inspector spoils the ballot and places it in the manila “Spoiled Ballot” Return Envelope. This ballot can go directly in the manila Spoiled Ballot Return Envelope, without the white “Spoiled Ballot Envelope”. This damaged ballot does NOT count as one of the voter’s ballots

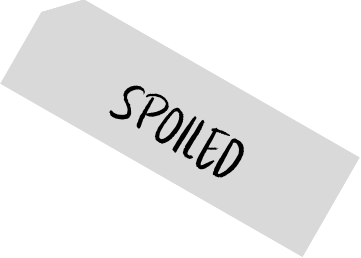
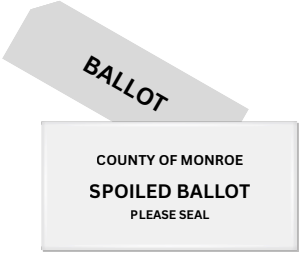
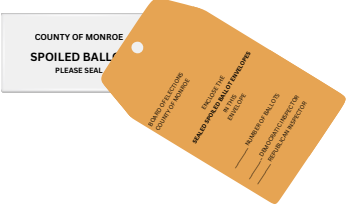

HOW TO SPOIL A BALLOT

If a voter request to spoil a ballot perform the following steps		
1	Press the “Quit” button in the upper-right corner of the ExpressVote XL touchscreen	
2	A message will appear on the screen, press “Quit Voting” button	
3	Press the “  ” symbol	
4	Press “Continue” button	

HOW TO SPOIL A BALLOT

1	Enter the password found on the <u>Poll Site Credentials Card</u> located in the Red Bag.	
2	Select a reason for canceling the vote session	
3	The ballot will be ejected by the ExpressVote XL voting Machine	
4	Remain inside the <u>Privacy Curtain</u> with the voter and continue to the next step	

HOW TO SPOIL A BALLOT

1	Have the voter remove their ballot and marked it “Spoled” across the front	
2	Have the voter fold and seal their spoiled ballot inside the Spoiled Ballot Envelope	
3	The Site Chair must place the white “Spoiled Ballot Envelope” in the manila Spoiled Ballot Collection Envelope	
4	Return to the check-in table and search for the voter’s record	
5	Press Reissue button and follow the on-screen prompts	
6	Give the new ballot to the voter to return to the machine for the normal voting procedure	



CLOSING A POLL SITE

2026 ELECTION YEAR

Monroe County
Board of Elections

2026 Edition, Ver. 1



CLOSING A POLL SITE

**PREPARING TO
CLOSE A POLL SITE**

PREPARING TO CLOSE A POLL SITE

BEFORE CLOSE (1 hour before close)	
1	Assign closing tasks assignments from to inspectors
2	Site Chairs may do the following before closing the poll site: <ul style="list-style-type: none"> • Record closing seal numbers in After Polls Close form on the LADS • Count ballots in manila envelopes
3	Voters in line by 9PM must be allowed to vote <ul style="list-style-type: none"> • If necessary, place an inspector at the end of the line at 9PM to mark the last person allowed to vote
4	Review proper closing procedures with all Election Inspectors
AT CLOSE	
1	Site Chairs must immediately begin uploading Election Results
2	The first file upload must be completed within 15 minutes after the last voter casts their ballot. If the upload is delayed, the EDT will call the Site Chairs to help
3	Do not unplug the highest-numbered voting machine from its power source until all the election results are uploaded
4	Make sure all supplies are packed and sealed into their appropriate container, according to each container's labels, including the <ul style="list-style-type: none"> • <u>Absentee Ballot Box</u> • <u>Voting Machine</u> • <u>Black Bag</u>



CLOSING A POLL SITE

**ASSIGN CLOSING TASKS
TO INSPECTORS**

ASSIGN CLOSING TASKS TO INSPECTORS

Who completed this task?

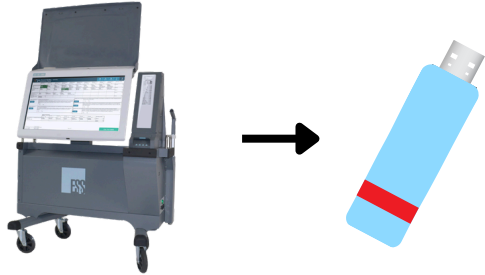


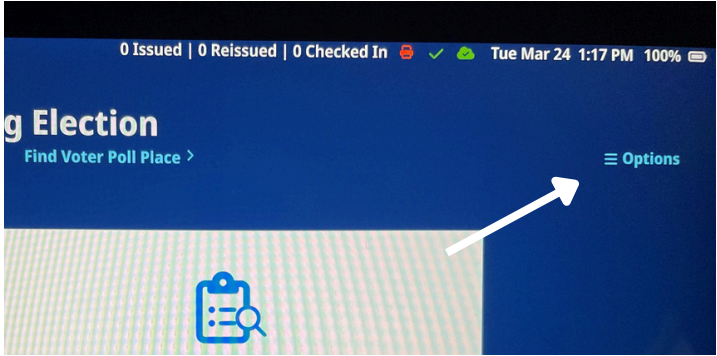
AVAILABLE	ASSIGNED
● Michael Chen →	● Sarah Johnson ←
● Robert Davis →	● Patricia Williams ←
● Maria Garcia →	
3 available	2 assigned

Cancel Mark Complete (2)

1	Press a worker name to assign or unassign them to a task
2	You may only assign workers who are still checked in
3	Press anywhere outside the assignment window to go to another task
4	Press “Mark Complete” when once all relevant steps to each task are complete

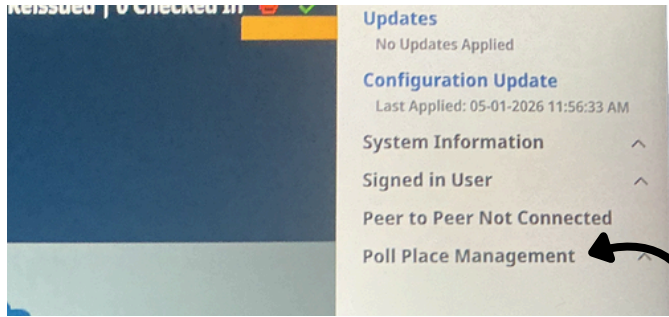
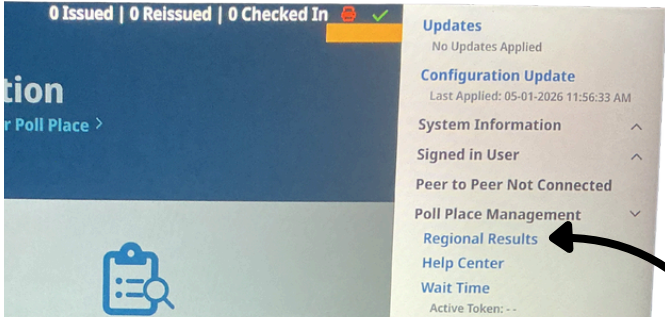

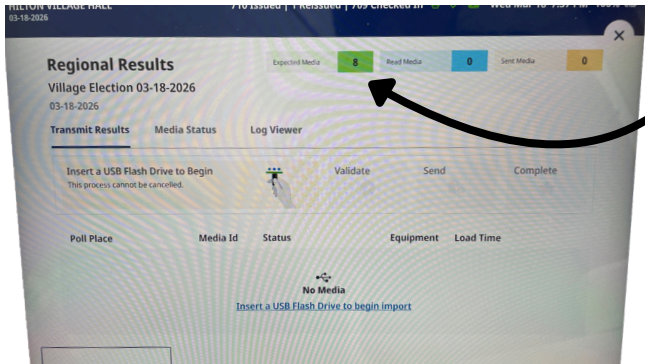
END-OF-NIGHT REPORTING

SITE CHAIR TASK

1	Retrieve <u>red memory stick</u> from any voting machine	
2	Take only one <u>ExpressPoll</u> poll book	
3	Unplug the <u>USB printer cord</u> from the ExpressPoll	
4	Press "Options"	

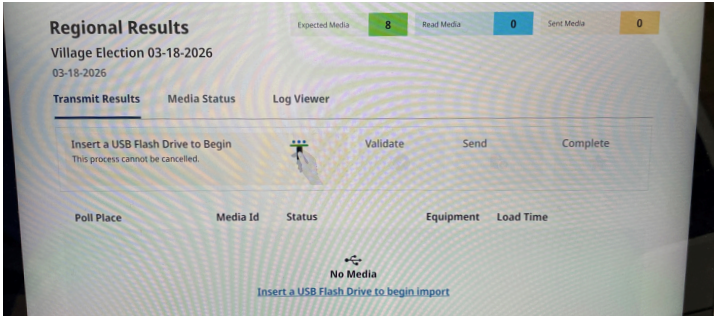
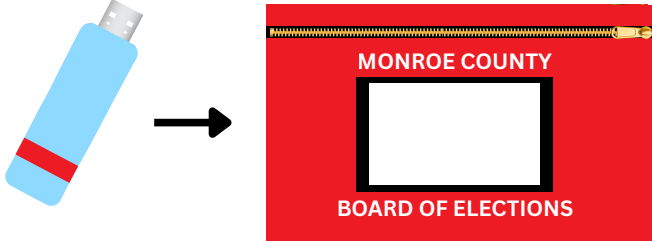
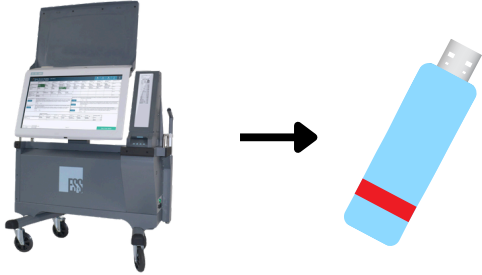

END-OF-NIGHT REPORTING

SITE CHAIR TASK

5	Press "Poll Place Management"	
6	Press "Regional Results" <i>ATTENTION</i> <i>You may be prompted for a password.</i> <i>Refer to the the Poll Site Credentials Card in the Red Bag</i>	
7	Insert a <u>red memory stick</u> from any voting machine	
8	The dashboard numbers on the top of the screen will tell you how many red memory sticks are required to upload	

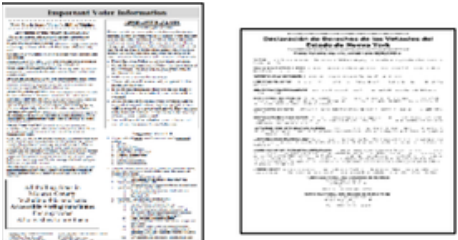
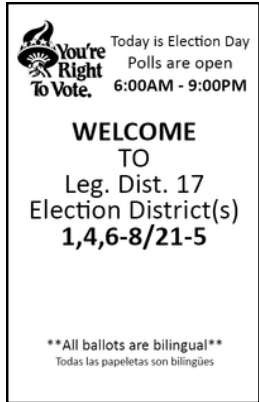
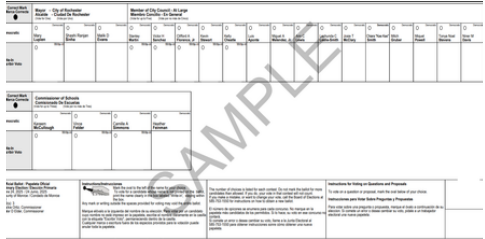

END-OF-NIGHT REPORTING

SITE CHAIR TASK

9	Wait for successful upload message for each red memory stick	
10	Remove red memory stick & place into the <u>red bag</u>	
11	Repeat with <u>every single red memory stick</u> from each voting machine	
12	After all red memory sticks have been uploaded, the <u>highest-numbered ExpressVote XL</u> may be <u>unplugged</u> from its power source	

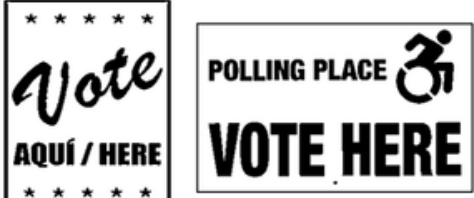
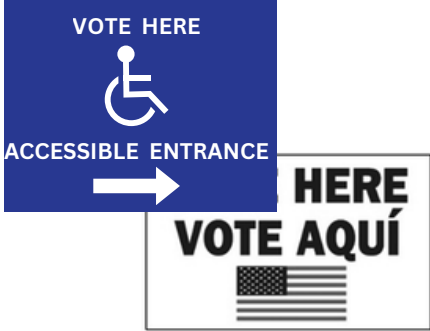

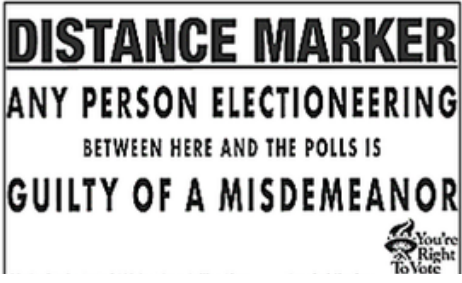
TAKE DOWN POLL SITE SIGNS

PACK SIGNS INTO THE ABSENTEE BALLOT BOX

1	<p>The Important Voter Information sign is used by voters to understand their rights, responsibilities, and other useful voting information.</p>	
2	<p>The Welcome to District sign helps voters clearly identify the election districts able to vote at the polling site</p> <ul style="list-style-type: none"> • Post on the wall near the check-in table where voter can see it 	
3	<p>The Sample Ballot is used by voters to determine what candidates or propositions are on the ballot.</p> <ul style="list-style-type: none"> • Must post on the wall near the check-in table. 	
4	<p>The Arrow signs direct voters to the space inside a polling site where voting occurs.</p> <ul style="list-style-type: none"> • Post on inside walls in visible locations to direct voters 	




TAKE DOWN POLL SITE SIGNS

PACK SIGNS INTO THE ABSENTEE BALLOT BOX

5	<p>The Vote Here signs are to show the entrances to the polling site</p> <ul style="list-style-type: none"> • Must be posted on the doors, and the sign with a wheelchair emblem must be placed on the accessible entrance door. 	
6	<p>The Vote Here lawn sign shows the location of the poll site</p> <ul style="list-style-type: none"> • MUST be seen from the road • Must first be put onto the metal frame included with supplies (do NOT tape it to the wall or post it inside the polling site) 	
7	<p>Accessibility Notice Signs</p> <ul style="list-style-type: none"> • Must be posted on entry doors of the poll site 	 <p>All Polling Sites in Monroe County have Accessible Voting Machines Language Access Devices Other Accessible Materials</p> <p>Todos los sitios de votación en el Condado de Monroe tienen Máquinas de votación accesibles Dispositivos de acceso lingüístico Otros materiales accesibles</p>
8	<p>The Distance Marker is used to warn people not to electioneer within a 100 foot radius of the polling site.</p> <ul style="list-style-type: none"> • Attach it to any permanent object that is about 100 feet away from each entrance to the building of the polling site 	

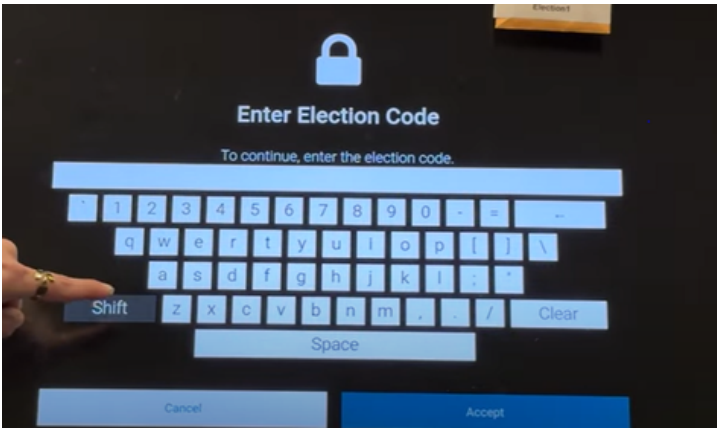
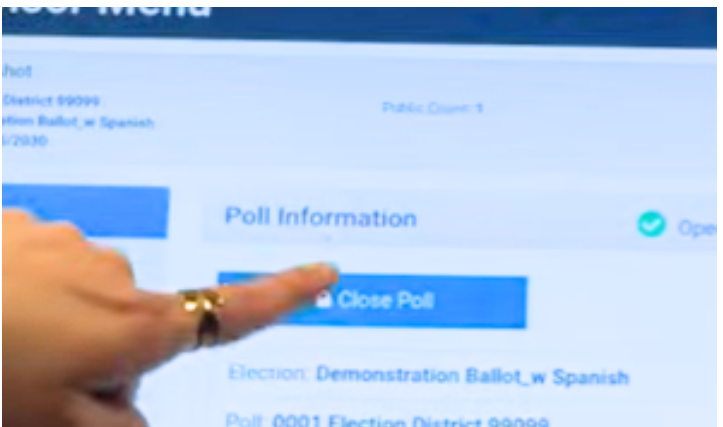
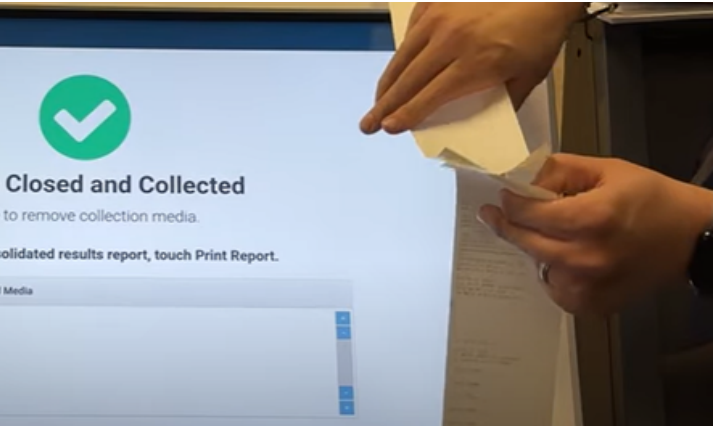
CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 1

1	<p>Take <u>privacy curtain</u> down from the mounting brackets hold both rods inward, and roll up curtain</p>	
2	<p>Remove the black nylon machine cover from the storage tube and set aside</p> <p>Place <u>privacy curtain</u> back into storage tube (insert into the side that is labeled “TOP”)</p>	
3	<p>Slide up on the <u>voter assistance light</u> and flip to reinsert facing down</p>	

CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 3

7	Enter the password found on the voting <u>machine key envelope</u>	
8	Press “Close Poll” button	
9	Two copies of <u>the closing tape</u> will print on a single tape, once complete, remove and separate the tapes Do not press print report, or further unnecessary tapes will print	

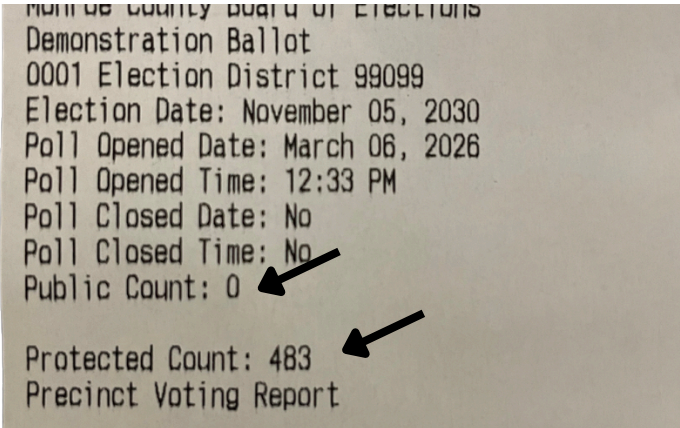
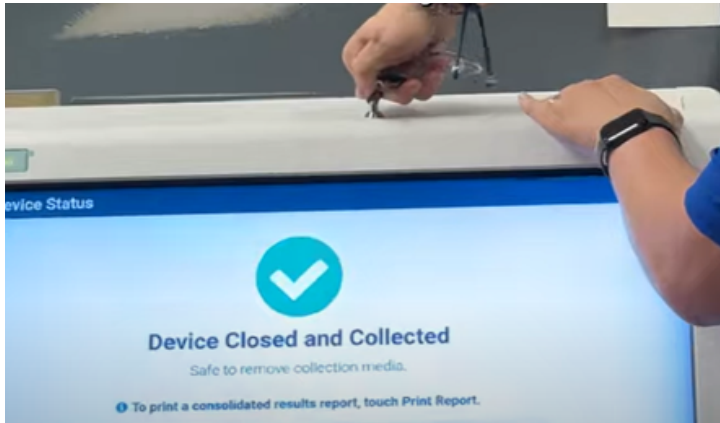
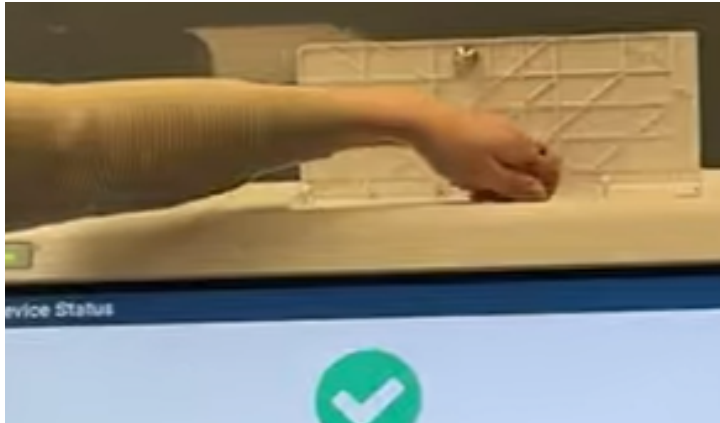
CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 4

10	Sign-off in a bipartisan team on both copies of the closing tape	
11	Give one copy of the closing tape to the bipartisan team completing ballot reconciliation	
12	Post the other copy of the closing tape on the wall for public viewing	


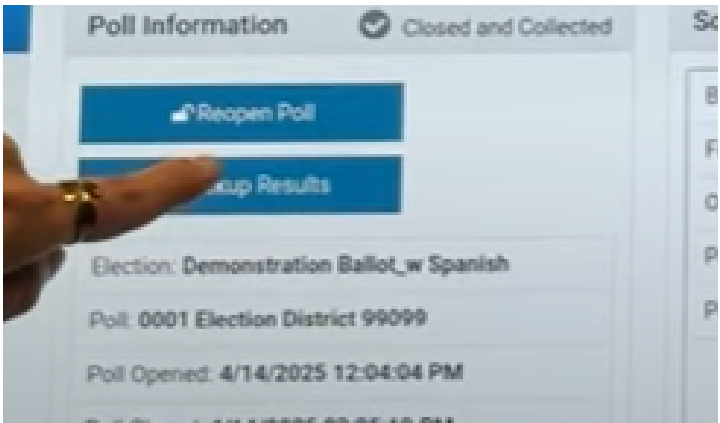
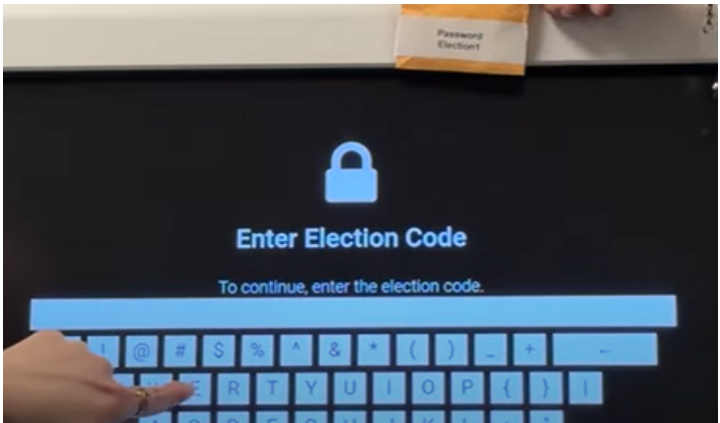
CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 5

13	Record the <u>Public Count</u> and <u>Protected Count</u> numbers located at the top of the tape on the After Polls Close form on the LADS	
14	Unlock the <u>access compartment</u> on top of the screen with the voting machine key	
15	Remove the <u>red memory stick</u> and give it to the Site Chairs	




CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 6

16	Press <u>black mode button</u> in either direction to pull up “Supervisor Menu”	 A close-up photograph of a person's hand with a gold ring on the ring finger. The hand is pressing a small, black, rectangular button on the front panel of a white voting machine. A black arrow points to the button. In the background, a yellow ballot with a barcode is visible.
17	Press “Backup Results”	 A photograph of a hand with a gold ring on the ring finger pointing at a touch screen. The screen displays a menu with several options. The option 'Backup Results' is highlighted in blue. Above it is 'Reopen Poll'. Below it, the screen shows 'Election: Demonstration Ballot_w Spanish', 'Poll: 0001 Election District 99099', and 'Poll Opened: 4/14/2025 12:04:04 PM'. At the top right of the screen, it says 'Poll Information' and 'Closed and Collected' with a checkmark icon.
18	Enter the password located on <u>voting machine key envelope</u>	 A photograph of a hand with a gold ring on the ring finger typing on a virtual keyboard on a screen. The screen displays a blue padlock icon at the top, followed by the text 'Enter Election Code' and 'To continue, enter the election code.' Below the text is a blue input field. The keyboard is also blue and backlit.

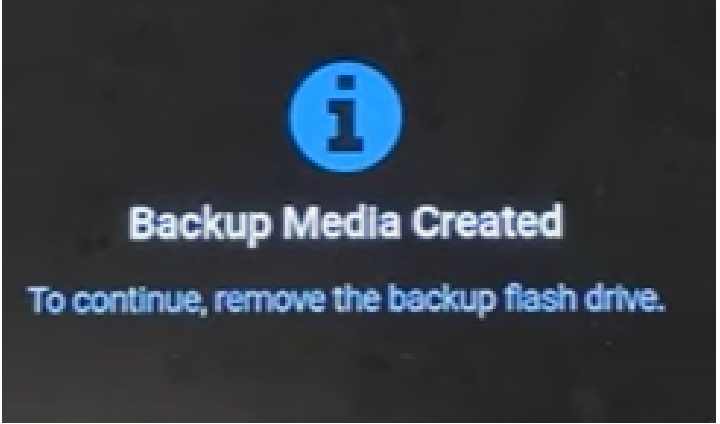

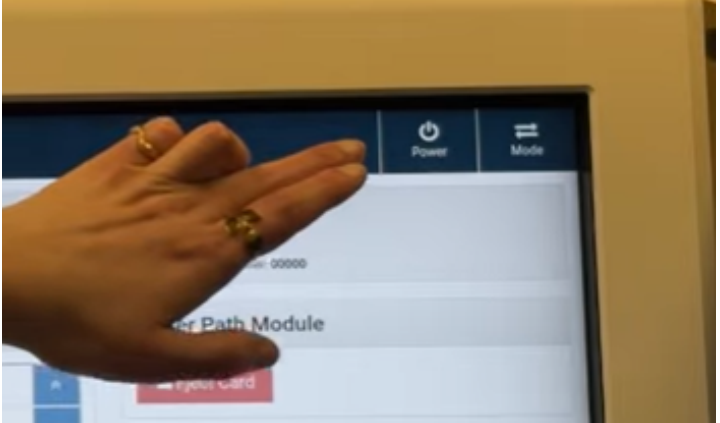
CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 7

19	<p>Remove the <u>yellow sticker seal</u> covering the blue memory stick inside the access compartment</p>	
20	<p><u>Record the seal number</u> on the After Polls Close form on the LADS and place removed seal in the seal bag</p> <p><i>ATTENTION</i> <i>Fold yellow seal in half before placing in seal bag</i></p>	
21	<p>Following the prompts on the screen, insert the <u>blue memory stick</u> into the machine</p>	




CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 8

22	Once the machine reads “Backup Media Created” <u>remove the blue memory stick</u>	 A screenshot of a voting machine screen. At the top center is a blue circle with a white lowercase 'i' inside. Below it, the text 'Backup Media Created' is displayed in white. Underneath that, in a smaller font, it says 'To continue, remove the backup flash drive.' The background is dark.
23	Place the blue memory stick in the <u>Blue Bag</u>	 A close-up photograph showing a person's hands. One hand is holding a blue USB memory stick, and the other is holding a blue fabric bag. The bag has 'MONROE COUNTY' printed on it in white capital letters. The bag is open, and the memory stick is being placed inside.
24	Press “Power” on the top right corner of the screen	 A photograph of a hand with gold rings pointing at a voting machine screen. The screen shows a menu with 'Power' and 'Mode' buttons in the top right corner. The 'Power' button has a power symbol. Below the buttons, there is some text that is partially obscured, including 'Path Module' and 'Your Card'.




CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 9

25	Press “Shut Down” when asked to confirm	
26	Close and lock the <u>access compartment</u> Press down on the bottom right corner of the access compartment to ensure it latches completely closed	
27	Flip down the <u>screen cover</u> and readjust screen tilt to vertical position	


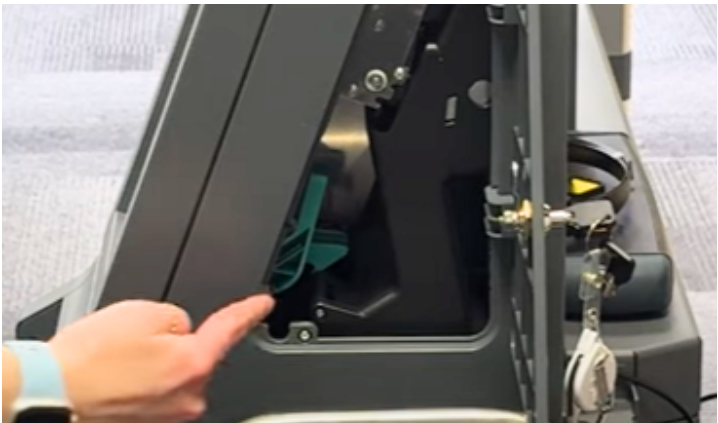

CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 10

28	<p>Seal <u>access compartment</u> with white security seal (behind the top of the screen)</p> <p>Record <u>white security seal number</u> on the After Polls Close form on the LADS</p>	
29	<p>Unplug the voting machine <u>power cord</u> and wrap it up neatly on the side of the machine</p> <p>ATTENTION <i>Do not unplug the highest-numbered machine until all the election results have been uploaded</i></p>	
30	<p>Remove the <u>yellow sticker seal</u> from ballot access compartment (side of machine)</p> <p>Record the <u>yellow seal number</u> on the After Polls Close Form on the LADS and place the folded seal in the seal bag</p>	




CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 11

31	Unlock <u>ballot access compartment</u> and open door	
32	Push forward on the <u>lower green lever</u> to unlock the ballot bin	
33	Remove the <u>ballot bin</u> and place a white security seal on the flap	



CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 12

34	<p>Record <u>white security seal</u> number and <u>red security seal</u> number from ballot bin on the After Polls Close Form on the LADS</p>	
35	<p>Place the ballot bin in a center compartment in the <u>black bag</u></p>	
36	<p>Close and lock <u>ballot access compartment door</u></p>	


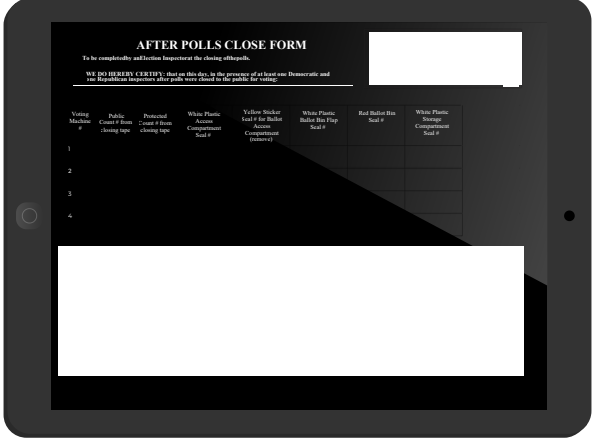
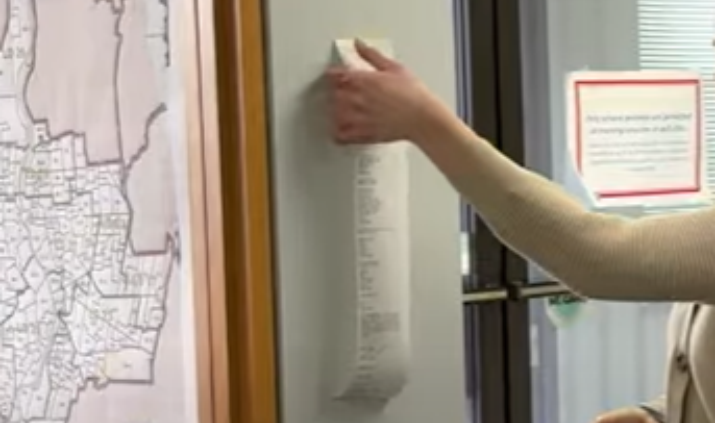
CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 13

37	<p>Unlock the <u>storage compartment</u> door and place supplies, including the ATI, printer, Expresspolls, cords, and any blank activation cards inside</p>	 A photograph showing the rear storage compartment of the voting machine. The compartment is open, revealing a yellow interior with shelves. On the shelves, there is a white printer, a stack of papers, and other supplies. A black cover is draped over the top of the machine.
38	<p>Close and lock the <u>storage compartment</u></p> <p>Return the machine key to the key envelope in red bag</p>	 A photograph showing two people in blue shirts working on the rear of the voting machine. One person is using a key to lock the storage compartment door.
39	<p>Seal rear storage compartment with a <u>white security seal</u></p> <p>Record seal number on the After Polls Close form on the LADS</p> <p><i>ATTENTION</i> <i>Leave one machine rear compartment unsealed until the LADS 2 has been stored in it</i></p>	 A close-up photograph showing a person's hands applying a white security seal to the rear storage compartment of the voting machine. The seal is being attached to a metal latch.

CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 14


<p>40</p>	<p>Replace black <u>nylon machine cover</u></p> <p>The small cover goes over the ballot review window</p>	
<p>41</p>	<p>Ensure the <u>After Polls Close Form</u> on the LADS has been filled out completely and signed off in a bipartisan team</p>	
<p>42</p>	<p>Remove <u>closing tape</u> from wall and place into the <u>blue bag</u></p>	

CLOSING EXPRESSVOTE XL VOTING MACHINE

PART 15

<p>43</p>	<p>Seal the blue bag with a <u>white plastic seal</u> and place it in the black bag</p> <p>ATTENTION</p> <p><i>Make sure all items have been placed into the Blue Bag before sealing it</i></p>	
<p>44</p>	<p>Place the <u>LADS 2</u> into the unsealed rear compartment of a voting machine</p> <p>ATTENTION</p> <p><i>Make sure that all forms and final white security seal and been recorded before storing the LADS 2</i></p>	
<p>45</p>	<p><u>Seal the rear compartment</u> the voting machine with a white security seal</p> <p>ATTENTION</p> <p><i>Make sure that same white security seal number has been pre-recorded on the After Polls Close Form before storing the LADS 2</i></p>	

COMPLETE BALLOT RECONCILIATION



Machine #	Ballots Cast
1	<input style="width: 100%;" type="text"/>
2	<input style="width: 100%;" type="text"/>
3	<input style="width: 100%;" type="text"/>
4	<input style="width: 100%;" type="text"/>

+ Add Machine

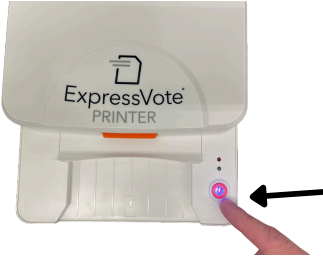



Ballot Counts

Row A: Sealed Voted Affidavit Ballots


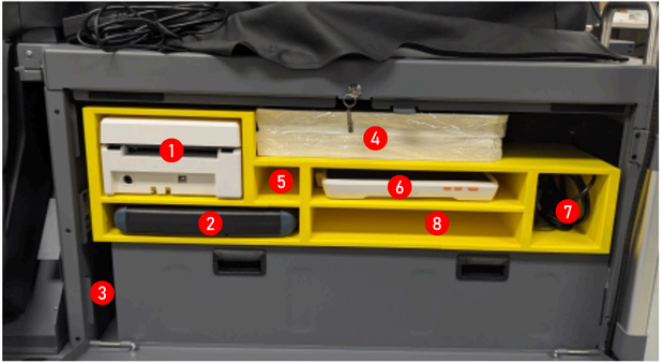
Row B: Sealed Spoiled Ballots

1	Complete on either LADS 1 or LADS 2 iPad
2	Do <u>not</u> count blank activation cards
3	Be sure to count all loose ballots in manilla envelopes
4	Sign in bipartisan team to complete

CLOSE EXPRESSPOLLS & PRINTERS

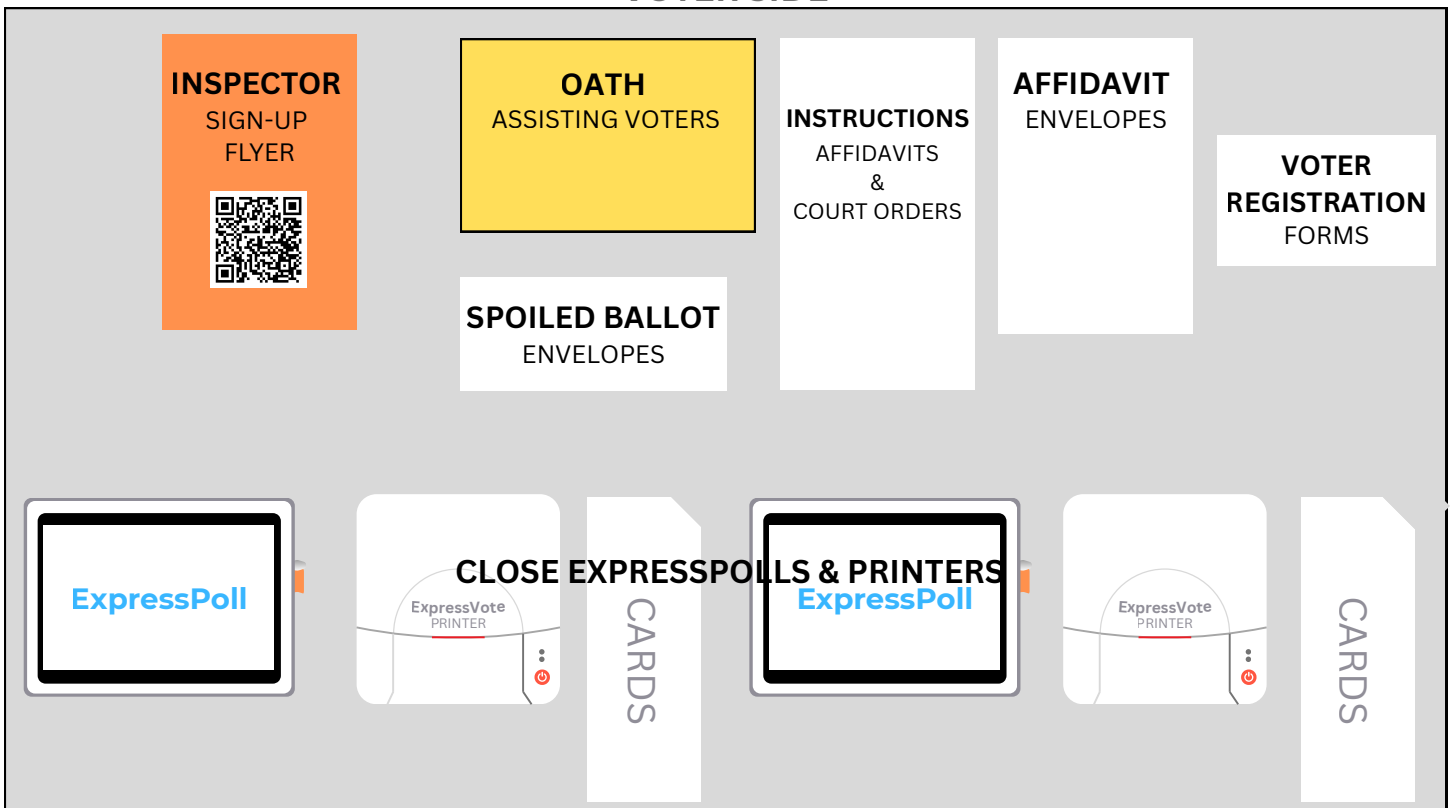
1	Press and hold the ON/OFF button for 2 seconds to power off printer	
2	Power off the ExpressPoll by long-pressing the orange power button at the top of the device	
3	Unplug the printer USB cord from the ExpressPoll	
4	Unplug cords from the back of the printer	

CLOSE EXPRESSPOLLS & PRINTERS

<p>5</p>	<p>Place ExpressPolls and Printers into the back of an ExpressVoteXL voting machine</p>											
<p>6</p>	<p>See packing diagram on the inside panel of the rear storage compartment door of the voting machine</p>	<p style="text-align: center;">VOTING MACHINE STORAGE COMPARTMENT OVERVIEW</p>  <table border="0"> <tr> <td>1 ExpressVote Printer</td> <td>6 ExpressPoll Tablet or LADS</td> </tr> <tr> <td>2 ATI Console</td> <td>7 Printer Power + USB Cord</td> </tr> <tr> <td>3 Headphones</td> <td>8 Seal Bags + Stickers</td> </tr> <tr> <td>4 Blank Activation Cards</td> <td></td> </tr> <tr> <td>5 ExpressPoll Power Cords</td> <td></td> </tr> </table>	1 ExpressVote Printer	6 ExpressPoll Tablet or LADS	2 ATI Console	7 Printer Power + USB Cord	3 Headphones	8 Seal Bags + Stickers	4 Blank Activation Cards		5 ExpressPoll Power Cords	
1 ExpressVote Printer	6 ExpressPoll Tablet or LADS											
2 ATI Console	7 Printer Power + USB Cord											
3 Headphones	8 Seal Bags + Stickers											
4 Blank Activation Cards												
5 ExpressPoll Power Cords												

CLOSE VOTER CHECK-IN TABLES

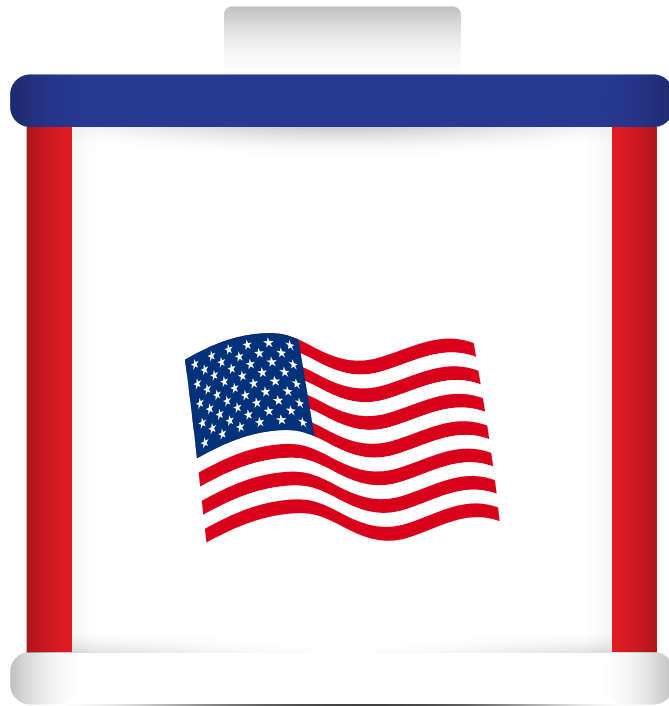
VOTER SIDE



INSPECTOR SIDE

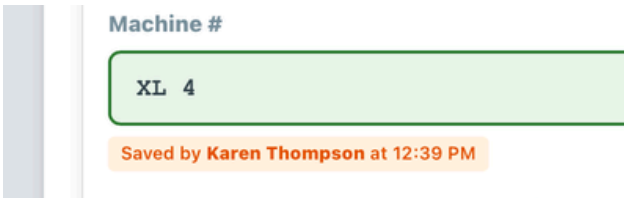
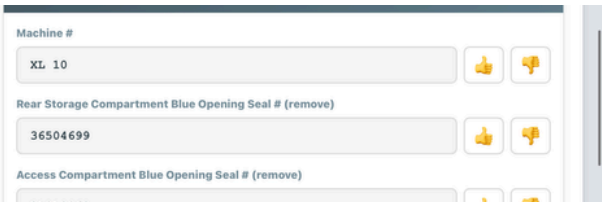
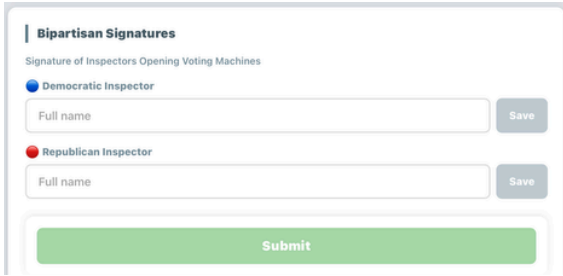
1	Pack manila envelopes into the side pocket of the Black Bag(s)	
2	Close and pack ExpressPolls and printers into back of voting machines	
3	Return remaining items into the clear site bag found inside the Absentee Ballot Box	

CLOSE ABSENTEE BALLOT BOX

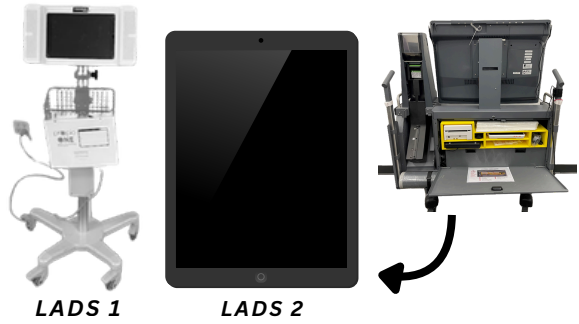
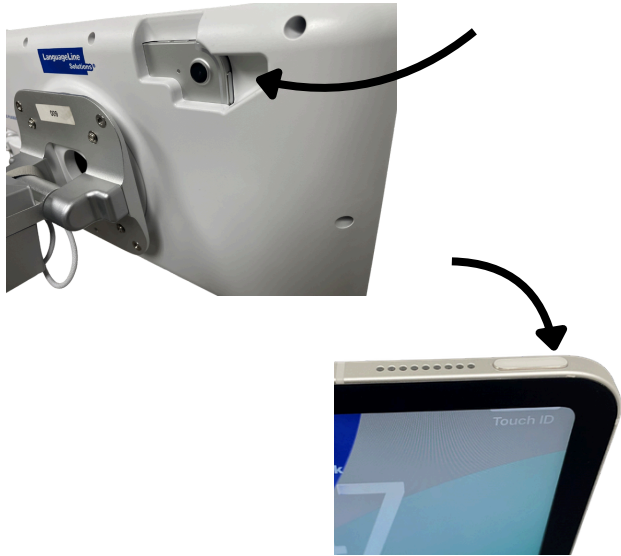


1	Remove the <u>large, white security seal</u> attached to the box
2	Place large, white security seal into <u>Blue Bag</u> (found inside box)
3	Record <u>security seal number</u> in Before Polls Open form on LADS
4	Refer to the box label, and remove all opening supplies from box
5	Reseal with new large white security seal found in the <u>Blue Bag</u>
6	Set up <u>Absentee Ballot Box</u> near entrance of the polling space

COMPLETE AFTER POLLS CLOSE FORM

1	Site Chairs should complete this form	
2	Two Site Chairs can fill out the form at the same time	
3	<p>ATTENTION</p> <p><i>If two site chairs record seal numbers and tape results at the same time, each Site Chair should start at opposite ends of the machine lines and work towards the middle</i></p>	
4	Closing seal numbers may be typed or scanned into form	
5	Bipartisan team must sign the digital form on the LADS when opening tasks are complete	

CLOSING THE LADS




1	<p>The <u>LADS 1</u> is on a white, rolling stand</p> <p>The <u>LADS 2</u> should be stored in the rear storage compartment of the highest-numbered ExpressVote XL voting machine</p>	 <p>The diagram shows three items: on the left, a white rolling stand with a monitor labeled 'LADS 1'; in the center, a black tablet labeled 'LADS 2'; and on the right, an ExpressVote XL voting machine with an arrow pointing to its rear storage compartment.</p>
2	<p>Press/hold power button (top left side) until the device turns off</p>	 <p>The image shows a close-up of the back of the LADS 2 tablet, with an arrow pointing to a power button. Below it, another arrow points to the front of the tablet, which has 'Touch ID' visible on the screen.</p>

TRANSPORT THE BLACK BAG(S)

SITE CHAIR TASK

BLACK BAG(S) must be returned by the designated Site Chair, but BOTH Site Chairs are responsible to ensure all Black Bags are returned

One Black Bag is provided for every four voting machines

1	Return black bag(s) to the Return Site location listed on the label sleeve of the black bag	
2	Upon arriving to the Return Site: <ul style="list-style-type: none"> • look for a large truck • position your vehicle near the truck • Unload black bag(s) 	
3	The truck driver & BOE staff member will mark your black bag(s) as returned	

You have now completed the final Site Chair task of Election Day

APPENDIX

A

2026 ELECTION YEAR

Monroe County
Board of Elections


2026 Edition, Ver. 1

ELECTION WORKER HANDBOOK

For Election Inspectors, Interpreters, Site Chairs & Coordinators

Version 1, 2026

General Info

Key Election Day Contacts

- **Inspector Helpline:** (585) 753-1599
- **Tech Helpline:** (585) 753-1590
- **Spanish Interpreter Helpline:** (585) 753-1592

Important Election Dates

- **Primary Election:** Tuesday, June 23, 2026 (5am–10pm)
 - Early Voting: June 13 –21, 2026
- **General Election:** Tuesday, November 3, 2026 (5am–10pm)
 - Early Voting: October 24–November 1, 2026

Early Voting

- Voters can vote at any Early Voting site in Monroe County.
- Requirements:
 - Must work the **entire Election Day** to be considered for Early Voting assignment.
 - Assignments given **first come, first served** after completing training.
 - No guarantee until after training completion.

Voting Rights Act & Public Service

- Inspectors are **Public Officials**.
- Any discriminatory actions, even unintentional, are potential violations of the Voting Rights Act.
- Apply all rules **uniformly and neutrally**.
- Any form of Discrimination is a violation of the Voting Rights Act.
- Actions that reduce access to the political system by discriminating are violations.
- Contact: **AndrewSpong@monroecounty.gov** for questions.

Qualifications

Election Inspectors

- Must be a registered voter in Monroe County, NY
- Must be able to read, write, and speak English
- Must participate in annual training and pass inspector exam to be certified
- Must ensure voter rights and procedures according to election law.
- Must have a valid phone number and email
- Must dress, speak, and act professionally
- Must maintain cooperative and collaborative attitude
- Must have transportation to and from training and work assignments

Bilingual Inspectors

- Must meet all Election Inspector Qualifications
- Must be able to read, write, speak fluently in both English and Spanish
- Must take oath of non-partisanship to serve on election days

Site Chairs

- Must meet all Election Inspector Qualifications
- Must complete Site Chair training and pass the required exam
- Must have “people skills”
 - Communication skills
 - Conflict management skills
 - Ability to lead and manage inspectors and voters
- Must be have “organizational skills”
 - Ability to organize and maintain order of poll site
 - Ability to follow and lead others in detailed directions
- Must have “technology skills”
 - Must be comfortable with touchscreen technology

Coordinators

- Must be recommended by a party leader
- Must be appointed by the Board of Elections Commissioners
- Must attend Coordinator orientation and training sessions
- Must meet all Election Inspector Qualifications
- Must meet all Site Chair qualifications and training requirements

Qualifications

Election Day Technicians

- Must be a registered voter in Monroe County, NY
- Must be able to read, write, and speak English
- Must ensure voter rights and follow procedures in accordance with election law
- Must have a valid cell phone number and email address
- Must dress, speak, and act professionally
- Must maintain a cooperative and collaborative attitude
- Must have reliable transportation to and from training and work assignments
- Must complete Election Inspector training and pass required exam
- Must complete Site Chair training and pass the required exam
- Must complete EDT training and pass required exam
- Must be appointed by the Board of Elections Commissioners

Duties & Responsibilities

Election Inspectors

- Prepare polling places for voting
- Set up the voting equipment
- Sign in and process voters
- Demonstrate voting procedures to voters
- Assist voters if requested
- Close the polling place
- Canvass and report results

Bilingual Inspectors

- All regular Election Inspector tasks
- Provides translation for Spanish-speaking voters
- Cannot assist in bipartisan tasks

Site Chairs

- Lead poll site with bipartisan Site Chair counterpart
- Assign opening/closing duties based on inspector strengths
- Ensure all voting machines are ready
- Rotate inspector tasks and assign staff breaks
- Ensure all workers sign in for shifts
- Oversee voter sign-in problems
- Oversee and administer all documentation and reports
- Ensure proper site closing and security

Coordinators

- Coordinators are responsible for recruiting, assigning, scheduling, and organizing election inspectors to work elections. Each coordinator is assigned specific districts to manage, and are responsible to support the poll sites within their assigned district

Election Day Technicians

- Support Site Chairs with their duties at assigned poll sites
- Address issues pertaining to election procedures, personnel, and poll site election technology

Organizational Structure

Chain of Command

Bring problems to person above you (Bilingual Interpreters follow same chain).

- **Commissioners**
- **Training Leads**
- **BOE Staff**
- **Coordinators** confirm worker attendance, distribute supplies, oversee multiple sites.
- **Site Chairs** oversee site, ensure procedures followed, manage schedules, and handle supply delivery/return.
- **Election Inspectors**
 - **Greeter:** Direct voters, handle absentee ballot drop-off, manage crowding, promote Inspector sign-ups.
 - **Sign-In Table:** Check voter info, process sign-in, issue ballots, handle spoiled/affidavit ballots.
 - **Voting Machines:** Direct traffic, explain how to vote, keep area free of political material, distribute stickers.
- **Bilingual Interpreters** Provide Spanish interpretation; can do non-bipartisan tasks; record all interpretations on electronic pollbook
 - Contact: Ivan Ramos (585-753-1533, ivanramos@monroecounty.gov).

Other People at Poll Sites

- **Technicians:** Resolve voting machine issues.
- **Poll Watchers:** Appointed by parties; must show certificate; cannot serve as Inspectors.
- **Security Personnel:** Ensure safety; not certified Inspectors.
- **Media:** Call BOE if media arrives; may photograph general areas; cannot photograph marked ballots.
- **Candidates:** May visit/vote; cannot campaign/electioneer inside; cannot serve as Inspectors or Watchers.

Professionalism

Conduct

- **Behavior:** No children, pets, TVs, radios, laptops. No playing music/videos (except training). Stop side conversations when voters arrive. No profanity/derogatory words. Respect others.
- **Solicitation:** Don't ask people to bring food.
- **Cell phones:** Silent and put away (only Coordinators/Site Chairs for BOE communication).
- **Animals:** Only service animals allowed. No emotional support animals or pets.

Attendance

- Must attend **annual training** and be **on time** for shifts.
 - Over 10 minutes late without calling = possible replacement.
 - No-call-no-show = immediate termination.
- Call in if you cannot work; no day-of cancellations for pre-scheduled appointments.
- Must work **entire Election Day** to be eligible for Early Voting work.

Dress Code

- Follow Monroe County employee guidelines.
- Must present a **professional image**.
- No political attire.
- Acceptable: County attire, business suits, dress/casual pants, neat jeans, skirts, dresses, polos, sweaters, dress/casual shoes, sneakers.
- Unacceptable: Revealing clothing, sleepwear, gym clothes, overalls, sheer clothing, graphic T-shirts, spandex, strapless/spaghetti straps (unless covered), hats/bandanas, flip flops, bare feet, slippers.
- **Personal Hygiene:** Clean appearance, minimal scents, neatly groomed hair/facial hair.

Election Etiquette & Voter Privacy

- Help all voters exercise their right to vote.
- Remain calm, polite, flexible, and respectful to everyone (voters, coworkers, poll watchers, media).
- Allow voters privacy with ballots.
- Only assist voters if they request it and have taken the **Oath for Assisting a Voter**.
- Inspectors must not handle a voter's printed ballot or enter privacy curtain.
- All ballot assistance must be bipartisan and recorded in the Poll Book.
- Do not use Poll Books to look up non-check-in info (e.g., whether someone voted).

Professionalism

Electioneering

- Any advertisement, display, speech, clothing, or sign containing a political party or the name of a candidate that is on the ballot that occurs within 100 feet of a polling site.
- If a voter engages in electioneering, politely inform the voter their conduct is against election law and ask them to stop, or cover or conceal the item in question.
- If the voter does not comply, politely inform them that they are committing a misdemeanor offense, and ask them to stop again. If they still do not, or begin to make a scene, have a Site Chair call the Board of Elections, and if necessary, the police.

Accessibility

Basic Etiquette for Serving People with Disabilities

- **General:** Greet normally; be relaxed.
- **Blind:** Identify yourself; offer arm; don't touch cane/device.
- **Deaf/HOH:** Get attention first; speak clearly; face the person; use gestures; don't shout; write if needed; use LADS for ASL.
- **Wheelchair users:** Never touch/push without permission.
- **Person-first language:** "Person with a disability," not "disabled person."
- Offer help but respect if declined.
- **Service Animals:** Don't distract; don't ask about disability; explain legal rights if questioned. Under the Americans with Disabilities Act (ADA), staff may ask only the following two questions to determine whether an animal qualifies as a service animal:
 - Is the service animal required because of a disability?
 - What work or task has the animal been trained to perform?
- **Communication:** Speak directly; match eye level if possible; offer Braille, magnifiers, large print; announce when leaving.
- **Interpreters:** Talk to voter, not interpreter; speak clearly; don't interrupt interpreter.
- **Environment:** Keep paths clear; describe surroundings; be aware of chemical sensitivities.
- **Hidden disabilities:** Provide seating if needed; be patient with behavior or communication differences.

Pay & Breaks

Pay

- Allow **4–6 weeks** after Election Day for paychecks.
- **FICA Taxes:** In 2026, inspectors earning over \$2,500 from BOE work are subject to FICA taxes, retroactively applied once threshold reached.
- Payroll contact: **BOEPayroll@monroecounty.gov or 585-753-1515**
- Payment comes from **Accupay Systems**, not from the city/town where you worked.
 - Must create an Accupay account (only once unless info changes).
 - Setup link:
<https://www.cognitofrms.com/accupayinc1/monroecountyelectionworkerspayrolls/etup>



Pay Rates

- **Training:** \$25 per required training
- **Election Inspector:** \$16/hr.
- **Bilingual Inspector (Spanish Interpreter):** \$17/hr.
- **Site Chair:** \$18/hr.

Meals & Breaks

- Always maintain bipartisan balance at poll site
- Lunch and dinner: ≤30 minutes each OR 1 hour combined
- 2 additional 15-min breaks recommended
- All workers must be present from 5 pm to close