

Name: _____

2025 Poll Worker Training Manual

You MUST bring this manual with you on Election Day

Local Primary: **Tuesday, June 24th, 2025 (5am-10pm)**

Early Voting: **June 14th-22nd, 2025** (check website for times and locations)

General Election: **Tuesday, November 4th, 2025 (5am-10pm)**

Early Voting: **Oct. 25th-Nov. 2nd, 2025** (check website for times and locations)

PHONE NUMBERS FOR ELECTION DAY ISSUES

(For Election Day Use Only)

Poll Worker Helpline	(585) 753-1599
Voter Assistance Helpline	(585) 753-1550
Voting Machine Helpline	(585) 753-1590
Missing or Additional Supplies Helpline	(585) 753-1595
Spanish Interpreting Helpline	(585) 753-1592
Poll Pad Issues Helpline	(585) 753-1591
Address Issues Helpline	(585) 753-1500

JACKIE ORTIZ

Commissioner

NATALIE SHEPPARD

Deputy

PETER ELDER

Commissioner

DAVID REILICH

Deputy

For questions or concerns PRIOR TO ELECTION DAY contact
the Training Team:

BOETraining@monroecounty.gov

DEMOCRATIC CONTACTS:

Office Number: (585) 753-1571

Email: boedem@monroecounty.gov

REPUBLICAN CONTACTS:

Office Number: (585) 753-1558

Email: boerep@monroecounty.gov

Message from the Commissioners

Dear Election Inspector,

This election will be first time in Monroe County using the ExpressVote XL machine. This voting machine marks a new era in Monroe County with every one being fully accessible to persons with disabilities and having a new type of ballot process involving touch screen technology.

Every year brings change in our Election Process. Being an inspector requires flexibility and a willingness to stay on top of the job. Your training this year will include extensive information on the new voting machine.

Remember, you are representing the Commissioners of the Board of Elections at the polling site. You have very specific legal duties to carry out as an election inspector. Since the Commissioners have the final say about all activity at the polling site, your commitment to your job will ensure the success of fair and honest elections. We are confident that your training will prepare you to be an effective and knowledgeable Election Inspector who will represent the Board of Elections proudly.

Jackie Ortiz

Democratic Commissioner

Peter Elder

Republican Commissioner

Helpline Uses:

Poll Worker Helpline- Dial this number if you are having personnel/attendance/polling site issues and/or require further instructions for the emergency ballot process.

Voter Assistance Helpline- Dial this number if you need assistance with voter lookup.

Voting Machine Helpline- Dial this number if you are experiencing any issues with the voting machine.

Missing or Additional Supplies- Dial this number only if your Coordinator does not have what you need on hand.

Spanish Interpreting Helpline- Dial this number if you do not have a Bilingual Inspector or your LAD is not working.

Poll Pad Issues Helpline- Dial this number if you are experiencing connectivity issues, or syncing issues.

Address Issues Helpline- Dial this number if you cannot find a voter's address in the Poll Pad while directing them to the correct polling site or processing an affidavit.

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Poll Worker Pay

Poll Workers will be paid for all designated work hours for any election days they work

Poll Workers are paid for the entire time the polls are open (plus 1 hour for set up and 1 hour for closing the polls), even if you get the poll site closed quickly and leave prior to 10:00 pm, or if you have to stay late to complete closing. One hour is plenty of time to close if you follow your manual, watch the videos, and/or use other resources. Call your Coordinator or the Board of Elections for help if you are having problems.

Election Inspector:	\$16 per hour
Bilingual Inspector (Spanish Interpreter):	\$17 per hour
Site Chair:	\$18 per hour
Additional pay for each <i>required</i> training:	\$25 per training

The Board of Elections is working with Accupay Systems to execute payment for all Poll Workers. Payment will come directly from Accupay, not from the city or town where you worked. All Poll Workers must create an account to receive payment for working Early Voting or Election Day.

You will only need to sign up for Accupay ONCE, so if you signed up in a previous year you will not have to do so again (unless you need to change your payment information).

If you have not already created an Accupay account, please do so by going to:
<https://www.cognitofrms.com/accupayinc1/monroecountyelectionworkerspayrollsetup>

(Or you can scan the QR code to the right)



Poll Workers MUST sign in to the Poll Pad in order to be paid.

ALLOW 4-6 WEEKS AFTER ELECTION DAY FOR PAYCHECKS TO ARRIVE OR BE DEPOSITED

(Any changes or updates to pay status will be communicated via email.)

If you have any questions regarding pay or the status of your check please refer to the

Board of Elections Finance Department: BOEPayroll@monroecounty.gov

(Please understand the Training Department does not have answers to payroll questions)

Poll Workers – FICA (Social Security & Medicare Taxes)

In 2025, inspectors earning over \$2,400.00 in gross income from their work with the Board of Elections will be subject to FICA taxes. These taxes will be applicable only after their earnings exceed the \$2,400.00 threshold. Importantly, the tax calculation will be retroactively applied to the entire amount once this threshold is reached. For any inquiries related to income tax or filing, please consult your Tax Preparer Specialist. For more information, visit the link below or scan the QR code.

Employment Coverage Threshold- Election Officials/ Workers (b)

<https://www.ssa.gov/oact/cola/CovThresh.html>



Early Voting

Early Voting Dates:

Saturday June 14th – Sunday June 22nd, 2025

Saturday October 25th – Sunday November 2nd, 2025

Early Voting is held as an opportunity for voters to vote in person prior to Election Day. Voters can visit any of the Early Voting sites in Monroe County to cast their vote during those dates.

Early Voting Hours and Locations:

Early Voting hours and locations are subject to change for each election. Please check the Board of Elections website for the most up-to-date information.

- **You must work the entire day on Election Day in order to be considered for an Early Voting assignment.**
- Early Voting assignments are given on a first come first serve basis after completing annual training.
- Due to high demand for Early Voting shifts, we cannot guarantee anyone an Early Voting assignment until you have successfully completed training.

Poll Worker Qualifications and Responsibilities

A qualified Poll Worker must:

- Be a registered voter in Monroe County.
- Read, write, and speak the English language.
- Attend one annual, and any additional*, training sessions as required by law and pass an exam.
- Not be a candidate, or the parent, spouse, or child of a candidate, whose name appears on the ballot in the jurisdiction in which you would be working.
- Have a valid working phone number and email address for communicating with the Board of Elections Training Team.
- Know your schedule. Keep track of your assigned shifts and communicate if unsure.
- Communicate with their Site Chair, Coordinator, and Training Team.
- Act professionally and maintain order at the polling site at all times.
- Work in bipartisan teams and rotate tasks throughout Election Day.
- Follow all procedures as directed by the Board of Elections.
- Protect the rights and privacy of every voter at all times.
- Ensure fair and honest elections.

***Poll Workers must be certified each year, but may require additional trainings based on changes to election law**

Voting Rights Act

Poll Workers are Public Officials.

Any discriminatory actions, even if they are unintentional, are potential violations of the Voting Rights Act.

Apply all rules uniformly and neutrally. Do not allow personal feelings to sway your judgement.

Discrimination against members of racial and language minority groups is a violation of the Voting Rights Act.

Any action by a Poll Worker that attempts to reduce access to the political system by discriminating is a violation of the Voting Rights Act.

Any Questions? Feel free to contact our attorney, AndrewSpong@monroecounty.gov

We are Providing a Public Service

Protecting the right to vote and offering voting opportunities in our community would not be possible without each one of you.

- Even though we work in bipartisan teams, we are not political. We're here to help all voters exercise their right to vote. As such, we should not share or engage in political commentary with fellow workers. Your political philosophies may be different than those of your colleagues. Be mindful and respectful of each other's differences.
- This is NOT a volunteer position. It is a paid position and should be thought of and treated with professionalism, like any job.
- This is not for everyone, it is a long day and involves working with both the public and technology. It requires long hours, training, and a dedication to public service.
- Preparation is the key to a successful Election Day. The Board of Elections is constantly looking for ways to make your job a little easier in any way possible. The manual, in conjunction with training classes, will provide you with step-by-step instructions on how to operate polls, process voters, answer questions, and understand voter rights.

Conduct

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

- **Behavior:** All behavior should be work appropriate - we should not be behaving in an unprofessional way. We are all representing the Board of Elections, therefore:
 - Poll Workers MAY NOT bring children or pets to the polling site.
 - Poll Workers MAY NOT bring TVs, radios, and laptops to the polling site.
 - Poll Workers MAY NOT play music or watch videos (except training videos) at the site.
 - Poll Workers MUST stop side conversations when voters enter or are at the polling site.
- **Language:** No profanity or derogatory words are allowed at any time, on any level, from anyone.
- **Respect:** Everyone needs to be mindful of how we engage one another - in our tone, words, and responses.
- **Solicitation** is unacceptable. Some folks are known to bring donuts or other goodies for Poll Workers, but do **NOT** ask people to bring them.
- **Cell Phones:** Keep cell phones silent and put away at all times at the polling site, only Coordinators and Site Chairs should have cell phones out, and only for the purpose of communicating with the Training Team and BOE staff.
 - If you need to take a call, please excuse yourself, but you should not be on the phone during the work day (or during training).

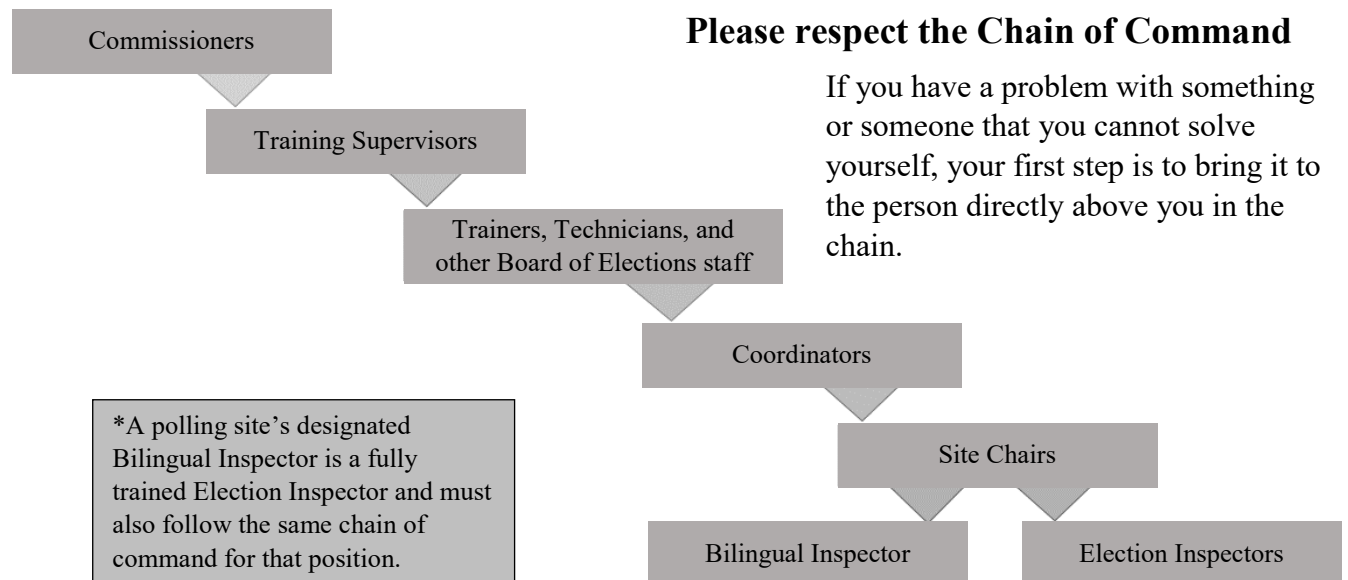
ONLY Service Animals are permitted at training sessions or polling sites.

Service Animals are individually trained to do work or perform tasks for people with disabilities.

Emotional Support Animals or pets are not permitted.

Please be advised that if you do not abide by these guidelines, you will be asked to leave the premises.

Organizational Structure



Professionalism: Attendance

In-Person Training Sessions: Please review the training calendar for locations, dates and times.

Poll Workers MUST attend training annually in order to work.

Poll Workers MUST be present and on time to ALL assigned shifts.

- If you are running late, you need to call your Site Chair or Coordinator to let them know AND you should NOT be more than 10 minutes late to your shift. If you are late and do not call, or end up being later than 10 minutes, you may be replaced with an Emergency Inspector. This means that you will be asked to leave, you will not be paid for the shift, and it could result in you not being asked to return to work for future elections.
- We understand emergencies happen, but you MUST call in if you cannot work your assigned shift. Do NOT call off the day of your shift for a pre-scheduled appointment. Make sure you do not have a conflict prior to Election Day.
- Your attendance is counted on for Election Day - illegitimate excuses for calling off will be documented and considered for determining future status as a Poll Worker. Also, **no-call-no-show** will result in immediate termination (not showing up without notifying the Board of Elections).

Poll Workers MUST work the entire day on Election Day to be considered to work during Early Voting.

- If you call off Election Day, it will make you ineligible to take Early Voting shifts for the following election cycle.

Breaks and Meals

- Poll Workers take reasonable meal breaks. Additional time may be given if you need to go vote. Remember you may also vote at an Early Voting site or apply for an Early Vote by Mail application.
- The exact time of breaks will be determined by both Site Chairs' agreement & who will post a meal/ break schedule (Site Chair manual). The Board of Elections recommends that meal times not exceed a half hour for lunch and a half hour for dinner (or 1 hour used as both) and two additional 15 minute breaks. You may want to pack a lunch and/or snacks.
- Poll Workers MUST return from breaks on time.
- All Poll Workers MUST be present from 5 pm to close and be there to assist with both opening and closing the polling site. No one is to take lunch/dinner after 5 pm.

No food or drink should be kept on the tables where the Poll Pads, ballots or other official documents are set up, or on/near the voting machines.

Professionalism: Dress Code

- As Poll Workers, we must follow the Monroe County employee guidelines for what is and is not appropriate attire.
- It is in the best interest of the county, fellow Poll Workers, and the public that we serve, for all Poll Workers to portray a professional image appropriate for their position for this important public service.
- It is widely recognized that the more professional we appear to the public, the more professional the public will respond to us.
- Poll Workers cannot wear **anything** political in nature.

Acceptable Work Attire

- County issued attire
- Business suits
- Dress pants
- Casual pants
- Denim jeans- no holes/rips/tears
- Capri pants
- Skirts*
- Dress shorts/skirts*
- Dresses*
- Sport coats/blazers
- Dress shirts
- Blouses
- Polo shirts
- Sweaters
- Dress shoes
- Casual shoes
- Designer sandals
- Sneakers

* *Length must be no shorter than 2-3 inches above the knee*

Unacceptable Work Attire

- Low cut neck lines
- Cut-offs
- Tops that expose midriff
- Tube tops
- No bare shoulders
- Tank tops
- Muscle shirts
- Halter tops
- Pajamas/Onesies/Sleepwear
- Exercise clothing (gym clothes)
- Bib overalls
- See-through/Sheer clothing
- T-shirts w/ graphics not issued by the County
- Clothing with offensive images/words/logos
- Spandex/form fitting pants**
- Strapless or backless**
- Spaghetti straps **

** *Unless worn with a covering shirt*

- Bandanas on the head
- Caps/Baseball type hats
- Garden shoes/ open-toe sandals
- Beach shoes/flip flops
- Bare feet
- Slippers

Personal Hygiene

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

Election Etiquette

- Make sure ALL voters are able to exercise their right to vote.
- Remain calm and be considerate of your fellow Poll Workers (no arguing, shouting, or yelling).
- Be flexible and sympathetic to the needs of voters.
- Be polite to voters, other Poll Workers, and anyone else who visits the site.
- Use all resources at your disposal, including calling the Board of Elections.
- Be respectful and follow the guidance of Site Chairs, Coordinators, and BOE Staff from either party.
- Be courteous toward any custodians, teachers, managers, security, or other staff in your polling site.
- Be courteous toward poll watchers and candidates. Kindly advise them of election procedures, if necessary. If questions arise, please call the Board of Elections.
- Be courteous toward any media that appear at your polling site.

Voter Privacy

- Allow the voter privacy with their ballot throughout the entire voting process.
- NO ONE except Poll Workers should be helping or assisting voters (especially when marked ballots are involved, like at the voting machines) unless that person was requested to assist by the voter and has taken the *Oath for Assisting a Voter*.
- Poll Workers must never enter the privacy curtain.
- Poll Workers should never handle a voter's printed ballot.
- Poll Workers should never take ballots out of a voter's hands and cast the ballot.
- When dealing with a **printed ballot**, help **MUST** be given in a bipartisan team and **MUST** be recorded on the Challenge Report (*discussed later*).
- Do **NOT** look people up on the Poll Pads except to check-in voters. You should **NOT** be looking up friends and/or family to see if they voted, etc.

People with Disabilities: Basic Etiquette

Meeting someone with a disability: When you meet someone, greet them as you normally would. As in any new situation, everyone will feel more comfortable if you are relaxed.

Meeting a person who is blind: When meeting a person who is blind, identify yourself. If you have met them before, remind the person of the context. When guiding a person who is blind, offer your arm and let the person hold your elbow as they walk behind you. Relax your arm and move naturally.

Meeting a person who is deaf or hard of hearing: Before speaking, get the person's attention with a wave of the hand or a gentle tap on the shoulder. Make eye contact and speak directly to the voter (not an interpreter if one is present), speak clearly and use short, simple sentences. Use gestures and facial expressions to reinforce what you are saying. Do not cover your mouth (except where masks are required) or chew gum. Don't shout. Rephrase rather than repeat your statements, as sometimes different words are heard and understood better than others. If you do not understand something, do not pretend that you did, ask the voter to repeat and then repeat it back to make sure you understand correctly. Use paper and a pen for written communication if needed. Use LAD for a live ASL interpreter.

Meeting a person who uses a wheelchair: Never touch or push a person's wheelchair without permission.

Use person first terminology: Instead of referring to a voter with a disability as a "disabled person", use person first terminology and say "person with a disability".

Help when asked: Offer help before helping someone. If you are unsure of how you can help, just ask. Don't be offended if someone declines your assistance. It is their choice to accept or decline.

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

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

- Address the person, not the animal.
 - Do not pet or distract the animal.
 - Never ask an individual to explain their disability.
 - Do not automatically assume that a person with a service animal is blind.
 - If there is a complaint about an animal being present, explain that federal and state laws protect the rights of individuals with disabilities to be accompanied by service animals.
-

Communication: Speak directly to the person. If you don't understand what someone says, ask them to repeat themselves. If the person uses a wheelchair, converse at the same level. If that is not possible, stand slightly back so they are not straining their neck to make eye contact. Offer Braille, a page magnifier or large print materials to people who are visually impaired. Let the person know when you walk away. Speak slowly and clearly for someone who may be hearing impaired.

Speaking with someone through an interpreter:

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

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

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

People at the Polling Site

Election Inspectors

Greeter

- Direct voters to the sign-in table
- Direct voters who are ONLY turning in absentee ballots to the ballot drop box (*they do NOT have to wait in line*)
- Monitor crowding and ask people to wait outside if necessary
- Inform voters about becoming a poll worker and that they can sign up with the orange sheet at the sign-in table

Sign-In Table

- Insert paper ballot into ExpressVote printer (re-insert a paper ballot after every voter)
- Confirm voter's name, address, and date of birth
- Ensure the voter signs the Poll Pad and the Poll Worker will initial
- Once sign-in is complete, hand the ballot to the voter
- Collect spoiled ballot in envelope and repeat sign-in process with voter to issue a new ballot
- Process affidavit ballots- review page 36 for further instructions

Voting Machines with Privacy Curtain

- Direct voters to open machine so that ballots are distributed evenly across machines
- Inspector should provide a brief overview of "How to Vote" and show voter where to insert paper ballot before voter proceeds to voting
- Provide verbal instructions if requested by the voter while respecting voter privacy (stand directly behind the voting machine)
- Ensure no political material is left in the area
- Give voters "*I Voted Today*" stickers and direct them to the exit once they have finished voting

Bilingual Inspectors (formerly called Spanish Interpreters)

- **Bilingual Inspectors are Election Inspectors**, but they are ALSO there to explain instructions or interpret between other Poll Workers and Spanish speaking voters.
- **Bilingual Inspectors cannot be part of a bipartisan team** because they do not "declare" to work for a political party on Election Day; but they can do any job that normally only requires one Election Inspector (i.e. hanging signs, signing voters into the Poll Pads etc.) and they can be seated with someone from either party.
- **All instances of interpretation must still be recorded in Section 3 of the Challenge Report**, but it does not require a bipartisan team unless a voter needs help marking or with a marked ballot.

For any specific questions regarding Bilingual Inspectors please contact Ivan Ramos at 585-753-1533 or ivanramos@monroecounty.gov

People at the Polling Site (cont.)

Site Chairs

- Site Chairs will be appointed by the Training Team.
 - Site Chairs assist Coordinators in the oversight and maintenance of a specific polling site on Election Day.
 - They set a rotation schedule and make sure meal and break times are given equally for all assigned Poll Workers.
 - They ensure all procedures are being followed.
 - Site Chairs are in charge of supply delivery and return at the close of polls.
-

Coordinators

- Coordinators call Poll Workers prior to Election Day to confirm they are working and answer questions that they may have.
 - Distribute the red bags to their respective Site Chairs.
 - Coordinators will be provided with a bag of extra supplies to be distributed as needed.
 - Coordinators directly oversee polling sites and Poll Workers in their assigned areas.
 - They regularly visit polling sites on Election Day to ensure a smooth rotation of tasks and that all election procedures are being followed.
-

Technicians

- Technicians are appointed by the Board of Elections to visit polling sites on Election Day to resolve voting machine issues.
-

Poll Watchers

- At any Primary, General, or Special Election, Poll Watchers are appointed by any political party or independent body whose candidates are on the ballot. They **MUST** show a Poll Watcher Certificate.
 - May NOT serve as a Poll Worker.
-

Security Personnel

- Present at some polling sites to ensure the safety of the site and Poll Workers.
 - Are **NOT** certified Poll Workers, so they should not be helping with the voting process or assisting voters.
-

Media

- A Site Chair **MUST** call the Board of Elections if the media shows up at your polling site (unless previously notified by the BOE).

They may:

- Take photos of general area inside/outside of polling site.
- Take photos of Poll Workers, candidates, and/or voters with permission from the individuals.
- Speak with candidates and/or voters (if willing) outside of the 100' distance marker.

They may not:

- Interview or speak with anyone without their permission.
 - Take photos or video of any candidate or voter with a viewable marked ballot.
-

Candidates

- As representatives of their party and candidacies for election, candidates may visit polling sites on Election Day.
- Candidates do not need to sign in (other than to vote), but are not allowed to linger at the polling site after they finish voting (they may **NOT** electioneer, campaign, or do interviews at the site).
- A candidate may NOT serve as a Poll Watcher or Poll Worker.

Setting Up the Polling Site

Poll Workers **MUST** arrive at 5am (1 hour before polls open)

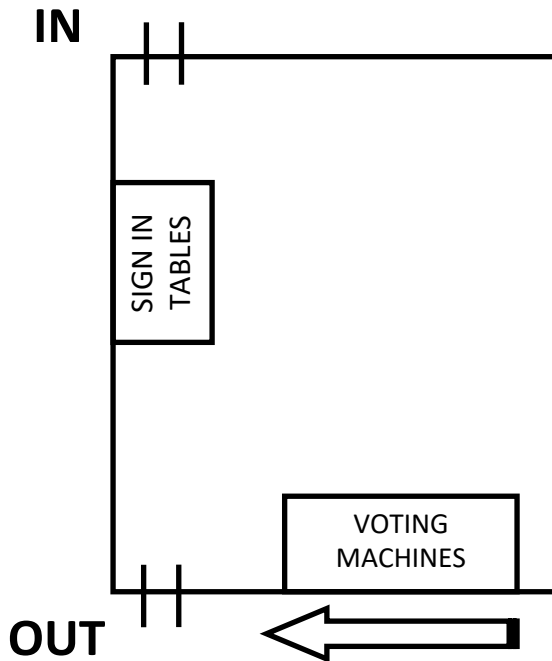
-
- **A Site Chair will have the RED BAG with VOTING MACHINE KEYS inside**
 - If the Site Chair with the red bag has not arrived by 5am, call your Coordinator to inform them and get instructions
-
- **Site Chairs assign opening jobs to all Poll Workers**
 - Not every job requires a bipartisan team, so remember to utilize everyone, including Bilingual Inspectors, for any job that only requires one inspector to complete
 - Keep supplies organized. Do not just dump supplies on the floor
-
- **Set up the polling site**
 - Utilize one of the **Polling Site Diagrams** based on which would work best for your polling site – see page 15 for diagram selections
 - Inform your Coordinator which diagram was used so it can be reported on the Coordinator Checklist
 - Ensure a good flow throughout the site from one station to another
-
- **Set up ALL the voting machines (following the manual)**
 - Election law dictates the number of voting machines that must be available to voters at each polling site, so ALL voting machines **MUST** be opened
 - **MUST** be done by a bipartisan team
 - Print & sign zero report tapes and place them in the red bag
 - Complete the *Before Polls Open* form for the polling site
-
- **Set up the Poll Pads & the ExpressVote Printers at the sign-in table(s)**
 - Make sure all the icons are green on the Poll Pads
 - All workers must sign-in on the same Poll Pad
-
- **Count ALL of the blank ballot packs**
 - A bipartisan team completes the morning part of the *Ballot Reconciliation* form
-
- **Post all signs**
 - Make certain ALL signs provided by the BOE are hung/posted where voters can see them
 - Make sure the “Vote Here” sign can be seen from street or sidewalk
 - Make sure the accessibility signs can be seen from outside of the building to direct voters to the accessible entrance for the polling site
 - Hang Spanish language signs next to their corresponding English versions
-
- **Complete opening:**
 - Set up LAD (Language Access Device)
 - Organize manila return envelopes and other supplies

Polling Site Diagrams

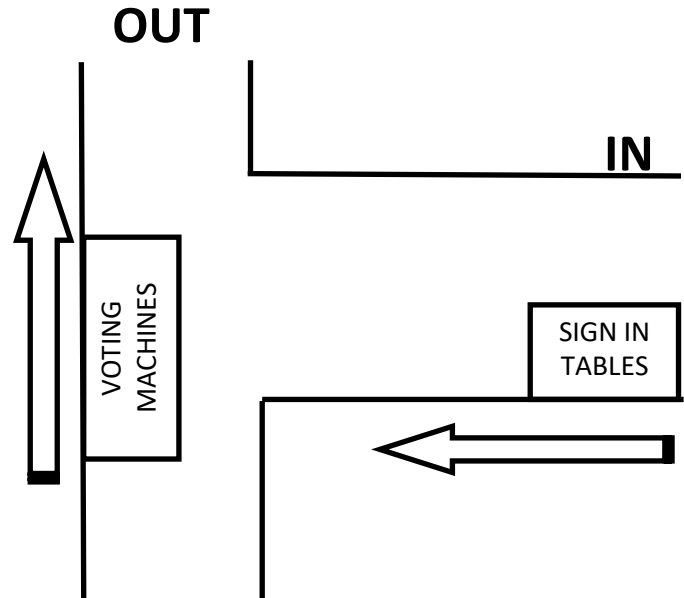
Select one of the polling site diagrams below to set up your polling site. Use your discretion and fellow workers to determine which diagram will work best for your polling site, and make additional adjustments as needed.

Inform your Coordinator which option you used so it can be recorded on the Coordinator Checklist.

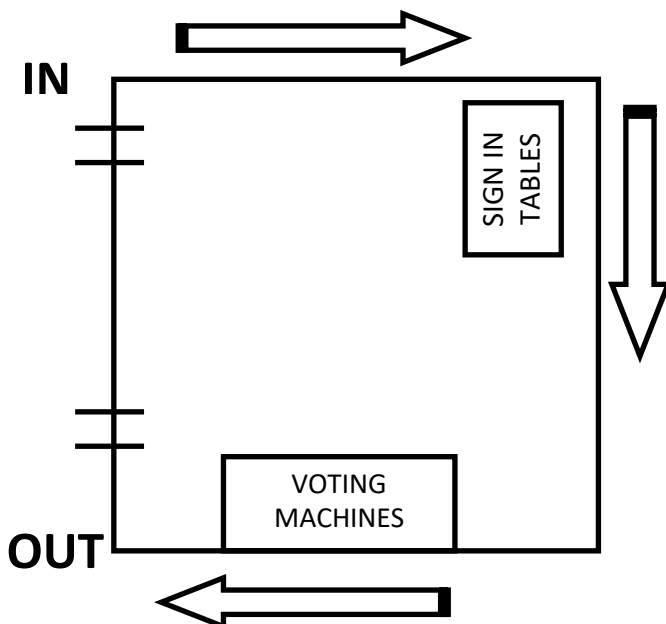
OPTION 1



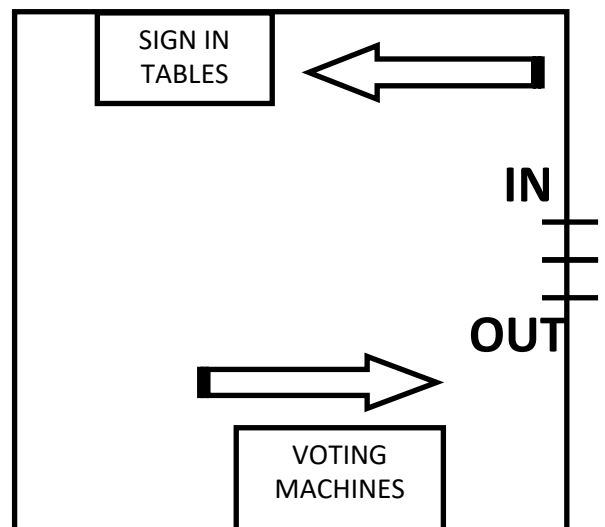
OPTION 2



OPTION 3



OPTION 4



Setting Up the Polling Site: Signs

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

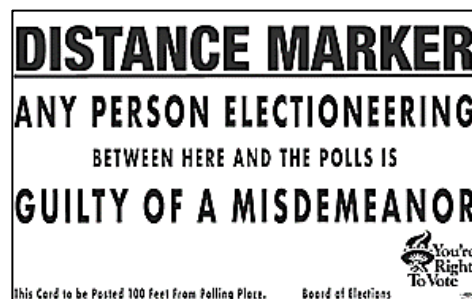
The **Distance Marker** is used to warn people not to **electioneer** within a 100 foot radius of the polling site.

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

What is electioneering? - Any advertisement, display, speech, clothing, or sign containing a political party or the name of a candidate that is on the ballot.

What should I do if someone is electioneering within 100 feet of the polling site? - Whenever possible, just have the person stop, or cover or conceal the item in question.

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



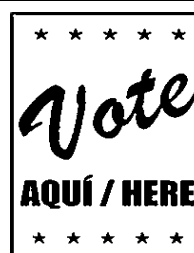
The **"Vote Here" with Flag** lawn sign is to show a location is a polling site.

- **MUST** be placed where it can be seen from the road to mark a location as a polling site.
- The flag lawn sign 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).



The **Vote Here** signs are to show the entrances to the polling site.

- Must be posted on the doors, and the sign with a wheelchair emblem must be placed on the accessible entrance door. The accessible entrance must remain unlocked during all voting hours.



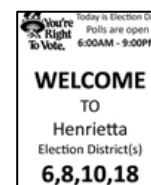
The **Arrow** signs are used to direct voters to the room inside a polling site where voting occurs.

- Post on inside walls in visible locations to direct voters.



The **Welcome to District** sign helps the voter clearly identify the election districts that are able to vote at this polling site.

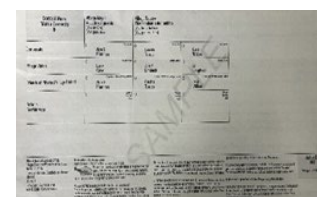
- The Welcome to District sign must be posted on the wall near the sign-in table. Make sure this sign is visible to the voters.



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

- Must post on the wall near the sign-in table.

Make sure any sample ballots are for the election districts located at your polling site.



Setting Up the Polling Site: Signs (cont.)

The **Important Voter Information** sign is used by voters to understand their rights, responsibilities, and other useful information.

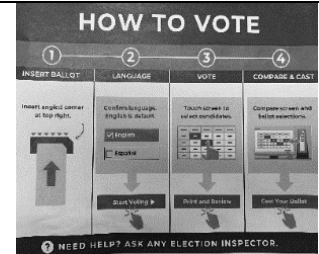
- Includes the Voter's Bill of Rights, Affidavit Ballot Instructions, and Suggested Valid IDs and should be posted.

Spanish versions will come as separate signs and should also be posted nearby.

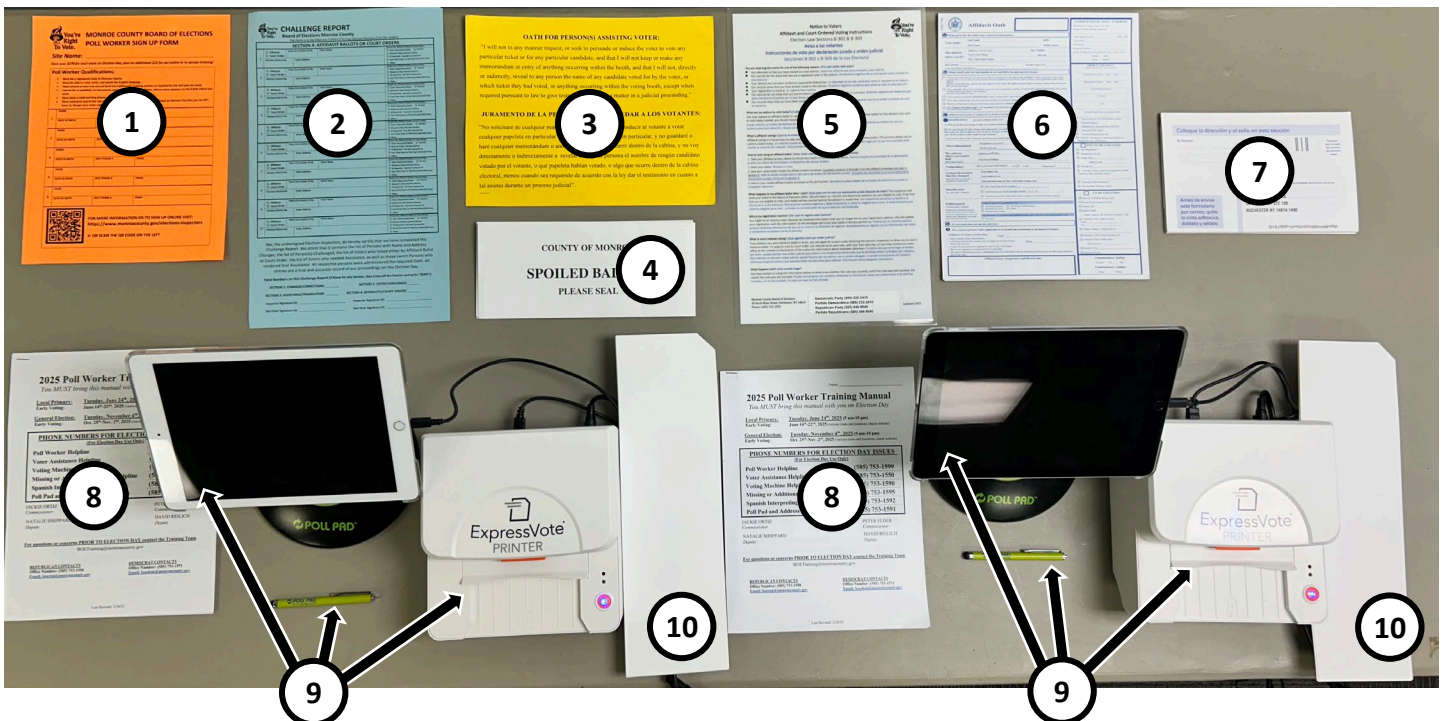


The **Voting Instructions** poster in English and Spanish will be hung in the voting machines to assist voters in properly marking their ballot.

The Voting Instructions will arrive already attached to the inside of the plastic hood cover.



Setting up the Polling Site: Sign-In Table



- 1 Poll Worker Sign Up Form
- 2 Challenge Report
- 3 Oath for Assisting a Voter
- 4 Spoiled Ballot Envelopes
- 5 Affidavit and Court Order Voting Instructions form
- 6 Affidavit Envelopes
- 7 Voter Registration Forms
- 8 Poll Worker Manual
- 9 Poll Pads, Stylus, and Thermal Printers
- 10 Ballot Paper

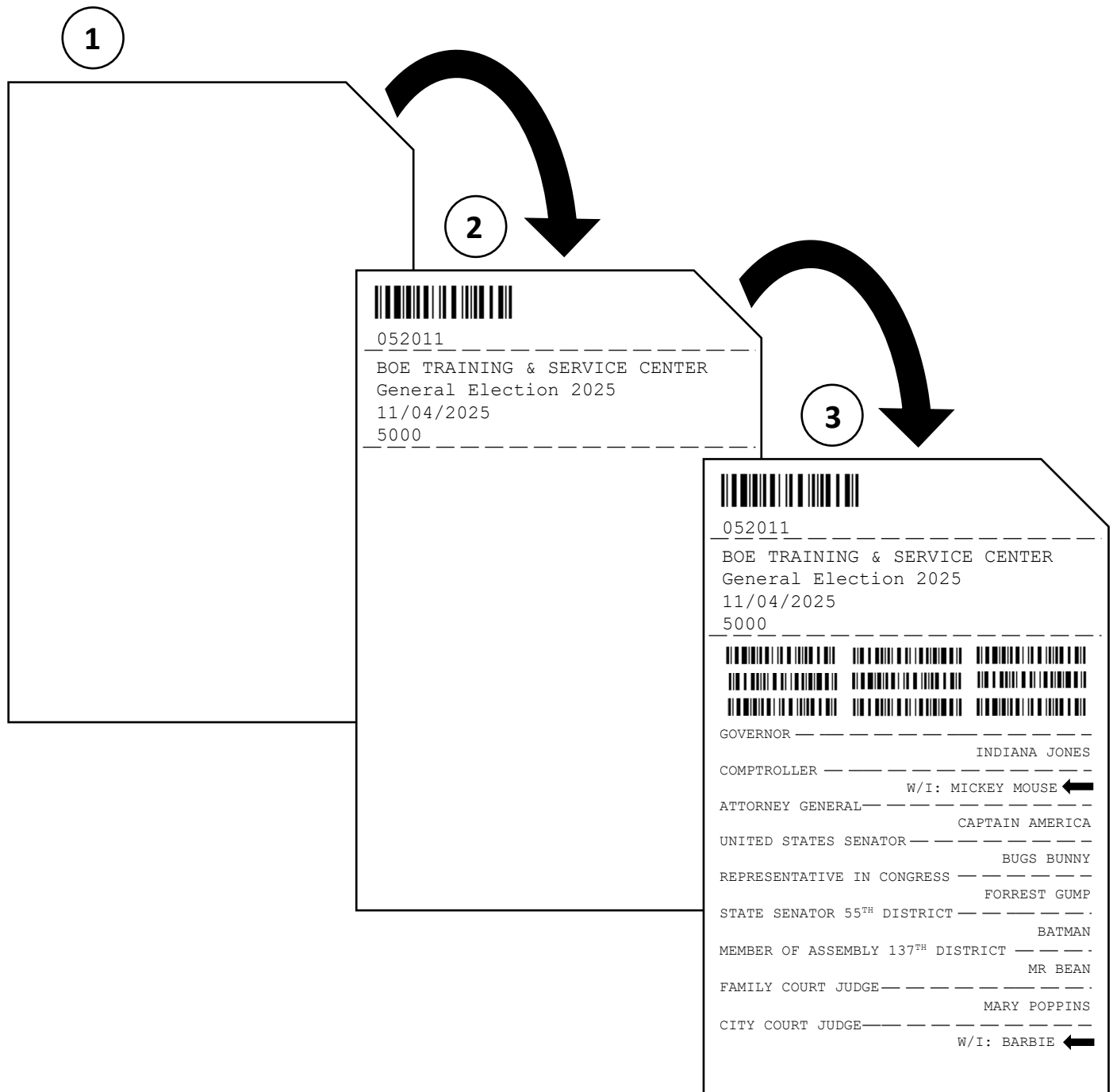
Ballot Overview

There is only 1 type of ballot that will arrive at the polling site, which will be used for all voters – blank ballots!

The Poll Worker will print the header onto the blank ballot once the voter has checked in.

- The header includes the voter's Election District and ballot ID number, as well as the election, date, and polling location

Upon selecting their choices on the voting machine screen, the ballot will be printed with the voter's selections reflected before casting.



Before Polls Open: Ballot Reconciliation

Ballot Reconciliation must be completed in a bipartisan team.

Ballot Reconciliation must be done both before polls open and after polls close to account for all ballots at the polling site.

BEFORE POLLS OPEN

- Before polls open, you should have 2 full packs of blank ballots per machine (1 pack = 250 ballots)
- You must record the starting number of ballots by counting blank ballot packs at the start of the day
- Once the starting total has been recorded, the bipartisan team must sign off on the morning portion of the form

Open one pack of ballots and spread them evenly between each Poll Pad.
While polls are open, unopened packs should be kept in the large blue bag.

BALLOT RECONCILIATION FORM:		DAVID F GANTT COMMUNITY CENTER 700 NORTH ST	
Before Polls Open:		June 24, 2025	
Row:	Number of Ballots:		
A	Total Blank Ballots - Start Of Day (250 ballots per pack):		
Signature of Inspectors – Start of Day			
		Democratic Inspector	Republican Inspector
AFTER POLLS CLOSE			
Row:	Number of Ballots:	Machine #:	Ballots Cast:
B	Unopened Blank Ballots (250 ballots per pack):		
C	Unused Blank Ballots in Opened Packs:		
D	Sealed Voted Affidavit Ballots:		
E	Sealed Spoiled Ballots:		
F	Abandoned Ballots:		
G	Total Loose Ballots (Add rows C-F):		
H	Total Machine Ballots Cast (Add all numbers in "Ballots Cast" column of Table 1):		
I	Unopened Blank Ballots (Equals Row B):		
J	Total Loose Ballots (Equals Row G):		
K	Total Machine Ballots Cast (Equals Row H):		
L	Total Ballots – End of Day (Add rows I-K, should equal row A):		
Signature of Inspectors – End of Day			
		Democratic Inspector	Republican Inspector

Setting up the Polling Site: Before Polls Open Form

BEFORE POLLS OPEN FORM

To be completed by the Poll Workers at the opening of the polls.

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

1

LA GRANGE RECREATION CENTER
455 LA GRANGE AVE
Leg. Dist. 04 LEAD ED: 1
ADDLEDS: /26-6,13/29-16

GE24

2

1. ☐ ALL voting machine keys arrived sealed in the red bag
2. ☐ ALL zero report tapes were printed and reviewed to ensure that ALL of the contests are at ZERO

3 Voting Machine #	4 Blue Plastic Storage Compartment Seal # (remove)	5 Blue Plastic Access Compartment Seal # (remove)	6 Yellow Seal # for Blue Memory Stick (do NOT remove until closing)	7 Time from Voting Machine	8 Protected Count # (from Zero Report Tape)	9 Yellow Seal # for Ballot Access Compartment (do NOT remove until closing)

10

First Large Blue Bag Seal # (remove): _____

*Second Large Blue Bag Seal # (remove): _____

*Write N/A if you have only 1 large blue bag

11

Absentee Ballot Box Seal # (do NOT remove until closing): _____

12

DEM _____ REP _____

Signature of Inspectors Opening Voting Machines

The *Before Polls Open* form is found in the site specific bag located in the large blue bag. Each form will allow information for up to 4 machines.

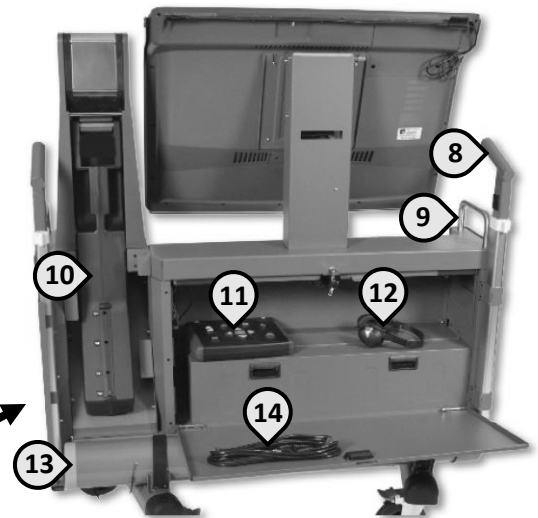
- 1 Confirm location is correct
- 2 Check off checkboxes as you complete these steps during the Setting Up the ExpressVote XL procedure
- 3 Confirm voting machine number is correct
- 4 Record the seal number from the blue plastic seal that you removed from the storage compartment
- 5 Record the seal number from the blue plastic seal that you removed from back of hood
- 6 Record the seal number from the yellow seal located inside the access compartment on the blue memory stick (do NOT remove until after polls are closed)
- 7 Record the time from the voting machine – if time is not correct, call the BOE – DO NOT CHANGE IT
- 8 Record the Protected Count # from the zero report tape
- 9 Record the seal number from the yellow seal located on the ballot access compartment (do NOT remove until after polls are closed)
- 10 Record the seal number from the white plastic seals removed from the blue bags
- 11 Record the seal number from the seal on the absentee ballot box (do NOT remove until after polls are closed)
- 12 A bipartisan team must sign the form

ExpressVote XL Voting Machine



FRONT VIEW

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



REAR VIEW

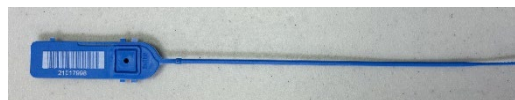
- | | |
|------------------------------|----------------------------------|
| 8. Privacy Curtain Rod Mount | 12. Headphones |
| 9. Push/Pull Handles | 13. Privacy Curtain Storage Tube |
| 10. Ballot Bin | 14. Power Cord |
| 11. ATI Console | |

Types of Seals



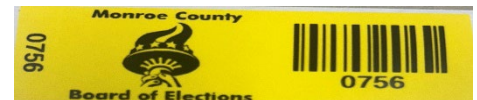
White Clip Seal

- White clip used to seal the red bag at closing
- Record seal number on *After Polls Close* form



Blue Plastic Seal

- Remove at opening and record on *Before Polls Open* form
- Located on the back of the access compartment and on the storage compartment door in the rear of each voting machine
- Located on large blue bag(s) that contain supplies (including Poll Pads)



Yellow Sticker Seal

- **REMOVE ONLY AT CLOSING**
- Located on the right side of the voting machine on the Ballot Access Compartment door
- Located on blue stick inside TOP access compartment door
- Fold stickers in half and place in clear bag labeled "seals"



Red Plastic Seal

- **NEVER REMOVE**
- Located on the ballot container
- Record seal # on *After Polls Close* form for each machine



White Plastic Seal


- Use to seal the back of the access compartment and storage compartment in the rear of each voting machine
- Use to seal the large blue bag(s) that will hold all Poll Pads and record on *After Polls Close* form
- Use to seal the small blue bag at closing and record on *After Polls Close* form
- Use to seal side of ballot bin flap and record on *After Polls Close* form


All removed seals should be placed in the clear plastic seal bag (and recorded as needed)


Setting Up the ExpressVote XL

(MUST be done by a bipartisan team)

KEY

- ☒ = Check box on form
-  = Write on form

- 1 Roll the voting machine to the designated location in the voting area and lock the rear wheels
- 2 Remove voting machine key envelopes from the red bag, and match the number on voting machine key envelope to the correct voting machine
 - ☒ Check box on the ***Before Polls Open*** form to confirm the keys arrived sealed
- 3 Remove the black bag from the back of the voting machine and the nylon covers
- 4 Cut the blue security seal on the storage container on the back of the voting machine
 -  Record the cut seal number on the ***Before Polls Open*** form, then place it in the seal bag
- 5 Unlock and open the storage container, and remove all supplies
 - Fold and place the nylon cover in the storage container
- 6 Confirm the Audio Tactile Interface (ATI) is plugged into the USB port in the storage container and place on shelf above storage container
- 7 Close and lock the storage container
 - Push in on the door then turn the key to ensure it latches completely closed
 - Ensure the ATI cord is fed through the opening in the top left corner of the door
- 8 Plug the voting machine directly into the wall or use provided extension cord if needed
 - The green light on the side of the machine will illuminate once connected to power

If you do not have enough outlets to plug in all machines, you can daisy chain (plug a machine into the machine next to it) up to 5 machines, but try to plug each machine into an outlet when possible
- 9 Cut the blue security seal on the access compartment
 -  Record the cut seal number on the ***Before Polls Open*** form, then place it in the seal bag for that machine
- 10 Flip up the screen cover and readjust screen tilt to preferred position
- 11 Unlock and open the access compartment
- 12 Press the red power button to turn on the machine

Setting Up the ExpressVote XL (cont'd)

(MUST be done by a bipartisan team)

- 13 ✎ Record the yellow seal number found inside the access compartment covering the blue memory stick on the ***Before Polls Open*** form

- 14 Close and lock the access compartment
 - Press down on the bottom right corner of the access compartment to ensure it latches completely closed

- 15 Once the screen turns on, input the password found on the machine key envelope

- 16 Once loading is complete, press “Open Poll”

- 17 The zero report tape will print, once finished, tear off the tape and press “Continue”
 - ☒ Confirm all contests are zero and check box on the ***Before Polls Open*** form

- 18 ✎ Record the time the machine was opened and the protective counter number, both found on the top of the zero report tape, on the ***Before Polls Open*** form
 - Sign the bottom of the zero report tape in a bipartisan team and place the tape in the red bag

- 19 ✎ Record the yellow seal number found on the ballot access compartment on the ***Before Polls Open*** form

- 20 Slide up on the voter assistance light and flip upward so it is face up and angle light

- 21 Unlatch the white clamp, extend the bracket to its maximum height, and re-latch the clamp to secure it

- 22 Remove the privacy curtains from the storage tube
 - Locate the end labeled “TOP” on the privacy curtain storage tube, and undo the Velcro strap on that end only- the tube does not need to be removed from its position on the back of the voting machine
 - Pull off the top of the privacy curtain storage tube and slide out the privacy curtain

- 23 Unroll the curtains, fold out the rods, and insert them into each mounting bracket
 - Be sure that the seams of the curtain are not facing outward

- 24 Ensure the ***Before Polls Open*** form has been filled out completely and sign off in a bipartisan team

Language Access Device (LAD)

The Language Access Device (LAD) is used to provide interpreting services in several languages at the poll site.

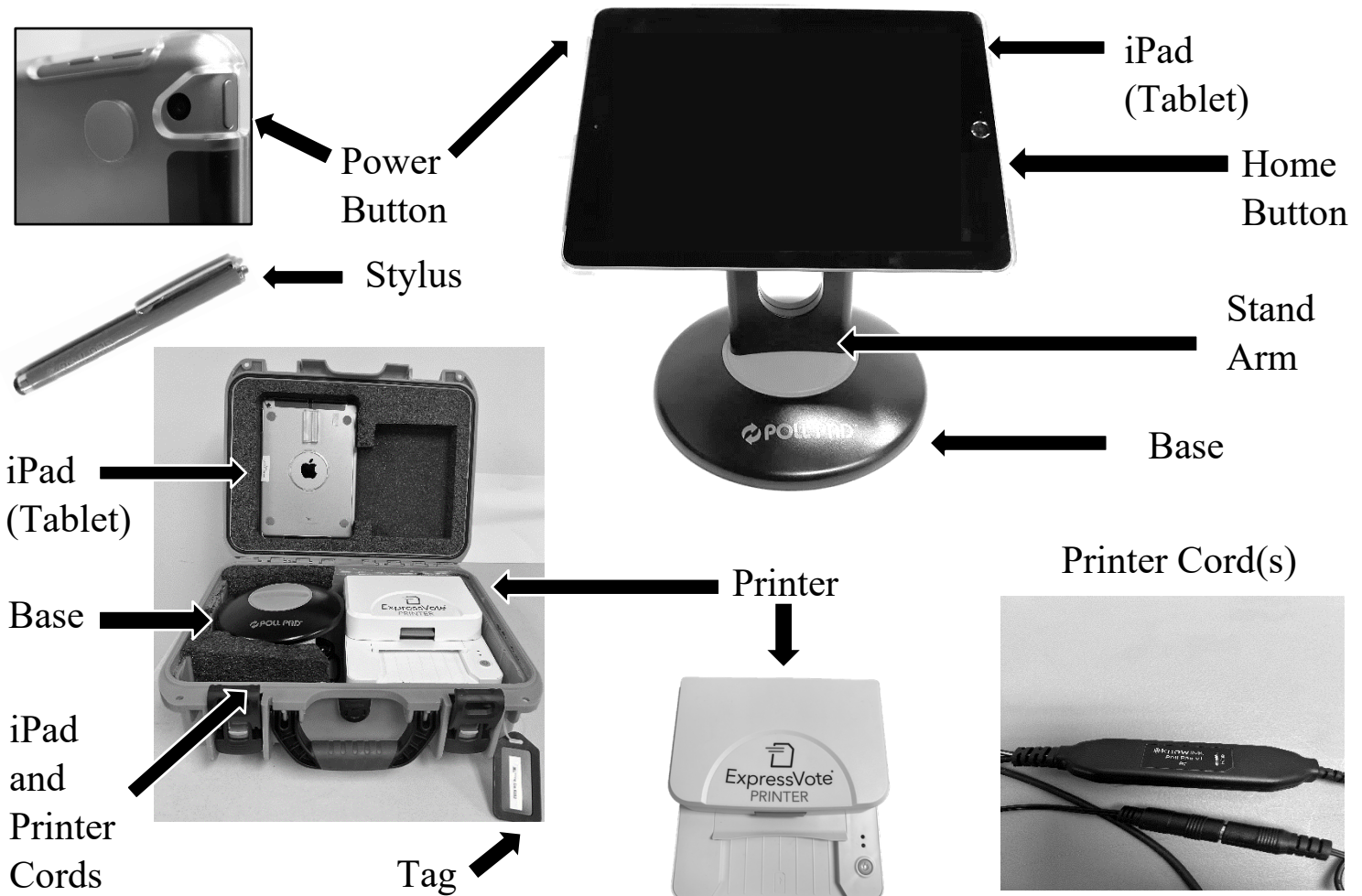
Ensure the LAD is plugged in and rolled out of the way when not in use. Further instructions can be found on the User Guide attached to the LAD.

Set-Up Instructions:

- 1 Press the home button to pull up a screen with the time and county logo
 - If the screen does not appear, hold the power button on the top left side for 5 seconds until the device turns on
- 2 Press the home button again, then type in the passcode “123456”
- 3 Press the Propio app, which is a black icon with the word “one” in blue
- 4 Find the voter’s preferred language and choose either a video or audio connection, select the preferred connection
 - A wait screen will appear, and after a few moments the interpreter will be on the line

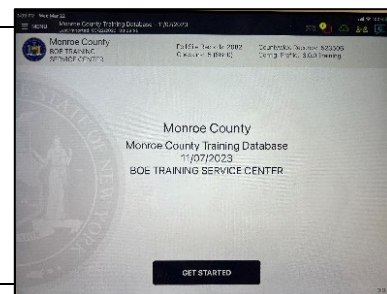


Poll Pad: Components Overview



Setting Up the Poll Pad

- 1 Cut large blue bag seal(s), remove Poll Pads from the large blue bag(s), then open the case and verify the number on the tag matches the one on the printer and on the iPad**
 - If the numbers do not match, a Site Chair MUST call the BOE at (585) 753-1591
 - Record large blue bag seal number(s) on the *Before Polls Open* form, then place the cut seal(s) in the seal bag
- 2 Remove the iPad, Poll Pad base, stand arm and stylus from the Poll Pad case**
 - Place the iPad face down on the table so the Poll Pad number is on the top
- 3 Attach stand arm to the back of the Poll Pad**
 - Squeeze the green tabs on the side of the arm and place it in circular opening
 - Release tabs and rotate the arm until you hear it click into place
- 4 Connect stand arm to the Poll Pad base**
 - Once attached rotate the Poll Pad so that it is oriented in a landscape (width) position with the camera on the left
- 5 Remove the printer from the Poll Pad case**
 - Along with all power cords
- 6 Plug the lightning power cord into the Poll Pad**
 - Plug the other cord connected to the lightning cord into the printer, then plug the power cord into the extension cord/power adapter
 - The Poll Pad should turn on automatically
 - If the Poll Pad does not turn on automatically, you will need to press and hold the POWER button on the top-left side of the Poll Pad until it powers on
- 7 Plug one end of the printer cord into the back of the printer, and the other end into the extension cord/power adapter**
 - Ensure secure connections
- 8 Turn ballot printer on**
 - Hold the ON/OFF switch for 4 seconds to power on
 - The blue light on top of the printer indicates there is power to the printer
- 9 Press the Poll Pad app to open the Poll Pad**
 - The Poll Pad app looks like a green letter “P” inside a black square
 - If you do not see the app with the “P”, you may have to press the iPad’s “home” button to return to the iPad’s home screen
- 10 Confirm correct information**
 - Name of jurisdiction
 - Polling place location is correct (most important)
 - Election name and date
 - Check-in count = 0
 - Poll Pad is properly plugged in and charging
- 11 Make sure the cloud and printer icons are GREEN**
 - To ensure the Poll Pad is syncing and the printer is working properly
- 12 Close the empty Poll Pad case and place it under the sign-in table**



Poll Worker Sign In

ALL Poll Workers should sign in on the SAME Poll Pad

1 From the “Home Screen” press “Menu” in the top left hand corner

2 Click the “Pollworker” icon

- The “Pollworker” button is a purple icon located at the top of the screen

3 Find your name in the list on the left of the screen and click on it

- If you cannot find your name in the list, please call the Board of Elections at (585) 753-1599

4 Confirm your information is correct

- Confirm your name and address are correct
- Confirm that your position is correct (Election Inspector, Site Chair, Bilingual Inspector, etc.)
- If any information is incorrect, please call the Board of Elections at (585) 753-1599

5 Sign your name and press “Sign In”

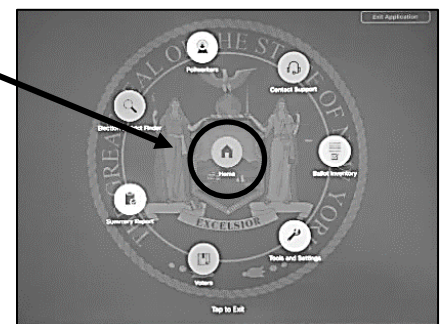
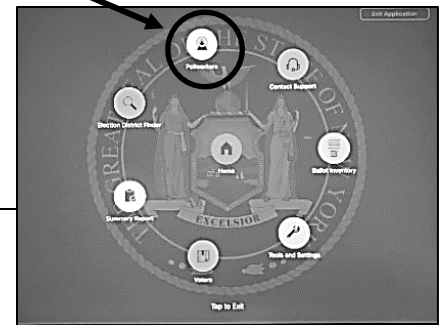
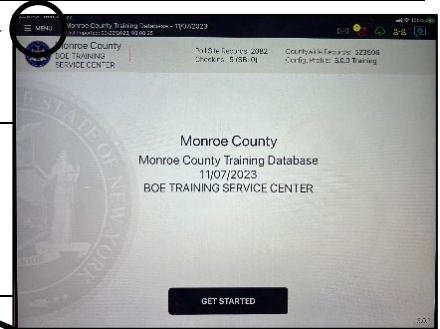
- Listen and/or read the Poll Worker Oath and then sign your name on the signature line at the bottom of the screen
- Once you have finished signing, click on the navy blue “Sign In” button in the top right corner

6 Confirm you have signed in by verifying a blue checkmark appeared next to your name on the list



7 Once all Poll Workers at the site have signed in, return to the Home Screen

- Press “Menu” in the top left corner
- Once the group of icons appear, click on the center “Home” button with a red house icon
- You should now see the Home Screen



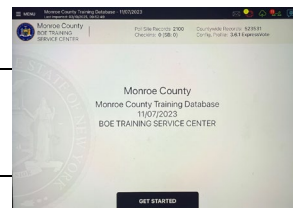
If you do not sign in, you are subject to a dock in pay

Poll Pads: Checking In a Voter using Basic Search

1 Take a blank ballot from the ballot pack and insert it into the ballot printer

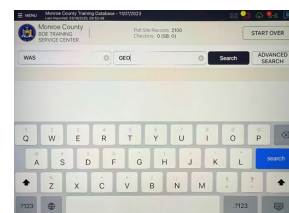
2 Press the “Get Started” button

- Located on the bottom of the Poll Pad app home screen



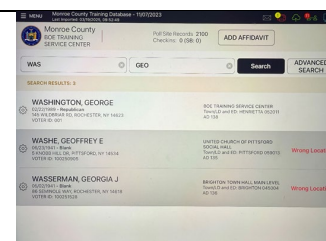
3 Look up the voter and ask for the voter’s full name and current address

- Type the first 3 letters of the voter’s last name in the first box
- Type the first 3 letters of the voter’s first name in the second box
- Press “Search” button
- The voter’s file should appear in a list of matching names
- Confirm the voter’s current address matches the information in the Poll Pad



4 Select the correct voter’s name by pressing it

- Do NOT click on the gear, instead click directly on the voter’s name
- Search results show both election district and out of election district voters
- Out of election district voters are displayed in grey with an indicator that reads “Wrong Location” in red
- If a voter is at the wrong location, use the Election District Finder to direct them to the correct polling site



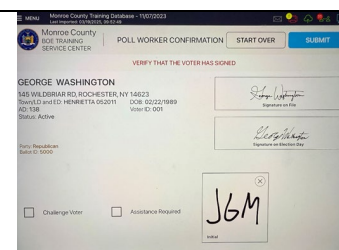
5 Verbally confirm the voter’s name, address, and date of birth. If correct, turn the Poll Pad around (using the stand arm) so the voter can visually verify that their information is correct

- Then have the voter hit the “Accept” button located in the top right corner of the screen

6 Have the voter sign the Poll Pad

7 Turn the Poll Pad back toward you and verify the voter signed

- Once you have verified the voter signed, press the “Done Signing” button
- The “Done Signing” button is located in the top right corner of the screen



8 Initial the Poll Pad and press “Submit”

- Initial in the square box at the bottom of the screen
- The “Submit” button is located at the top right of the screen

9 The ballot header will print on the blank ballot

- The voter is now checked in

Poll Pads: Tips When Searching Names

- **Last names don't use spaces or apostrophes**, i.e. “O’Brien” is “OBRIEN”, “St John” is “STJOHN”, D’Angelo is “DANGELO”, etc.
- **Two part last names are entered with a hyphen**, i.e. “RODRIGUEZ-CRUZ”, however voters are may be registered under just one part of the name, if you can’t find the voter under “ROD” try “CRU”.
- **First names may have a space**, i.e. “MARYANNE” might be written as “MARY ANNE” and might not be next to each other on the list of names. Look thoroughly.
- **For nicknames, also try the formal version of the name**, if you cannot find the nickname, i.e. for “TOM” try “THOMAS” or for “BOB” try “ROBERT”, etc.
- **Typos happen**, be aware of possible errors. If you find a voter’s name is spelled wrong in the Poll Pad, treat it as if it is a name change. (*Discussed on page. 32*)

Poll Pads: Advanced Search

If you did not find a voter in the Poll Pad after doing a basic search, you should try an advanced search.

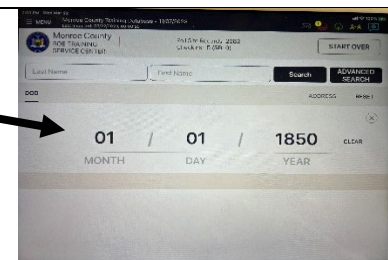
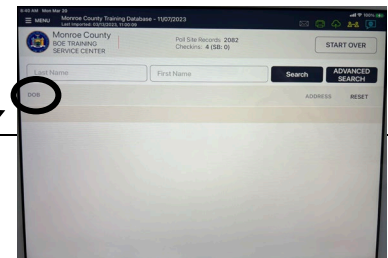
You can do an advanced search using the voter’s DOB (date of birth) or address

- 1 Clear the search boxes (otherwise your advanced search will still get no results)
 - Click the small grey x in each search box to clear the box

- 2 Press the “Advanced Search” button
 - The “Advanced Search” button is located on the far right side of the screen

- 3 Select DOB from the list of options that appear below the search boxes
 - Click directly on the word “DOB”

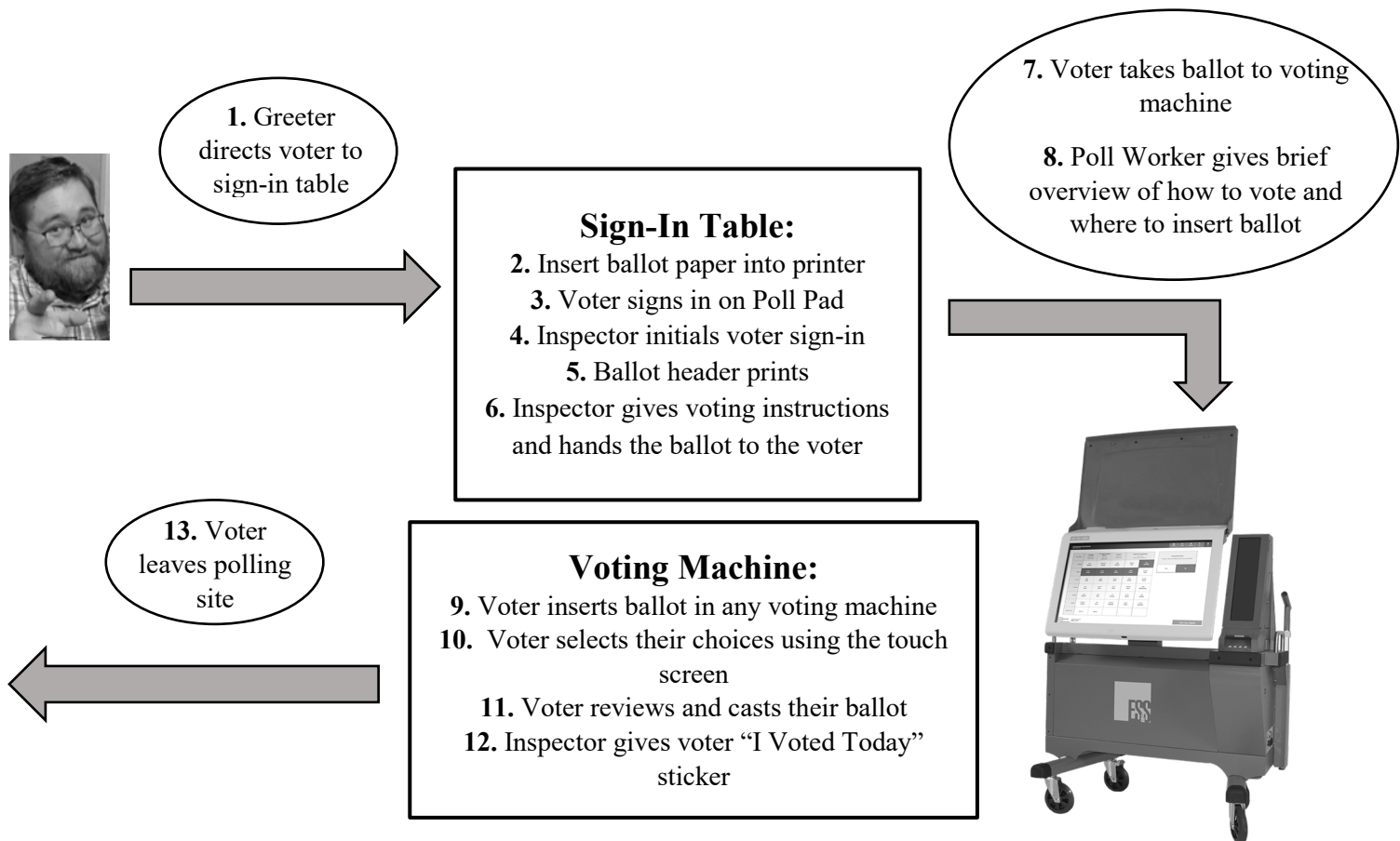
- 4 Type in the voter’s birthdate
 - Press the “Search” button
 - Do NOT hit the “Advanced Search” button again or it will clear everything out and you will be forced to start over
 - A list of registered voters with the entered birthday will be generated



Poll Pad Notifications

Problem and Screen Color	Description	Action Needed
Voted (Green)	Someone has already checked in and voted on a machine under this name (this will be present if the voter is spoiling a ballot).	If the voter is not spoiling a ballot, and the voter insists they did not vote, a Site Chair must call the BOE for instructions.
Inactive (Tan)	Voter's file is not active.	Give the voter the <i>Affidavit and Court Order Voting Instructions</i> .
Voter Requested Ballot (Tan)	Voter requested an absentee ballot or early voting mail-in ballot and it was sent to them by the BOE. <i>(This voter can ONLY vote by affidavit ballot, they are not eligible for a court order).</i>	<ul style="list-style-type: none"> ○ If the voter chooses affidavit, follow the affidavit instructions on page 36 ○ If the voter chooses court order, follow the court order instructions on page 40
No Signature on File (Tan)	The BOE does not have a signature on file for this voter.	If at any time during this procedure you realize the voter is in the wrong location, use the "Map"/"Show Map" button to pull up the correct location and direct them to that polling site.
ID Required (Blue)	The BOE does not have a verified ID on file. <i>(This is the only time it is permitted to ask to see a voter's ID).</i>	<ol style="list-style-type: none"> 1. Select the voter on the Poll Pad 2. Ask the voter to provide an acceptable ID from the list on the Poll Pad screen 3. Select the ID type provided by the voter on the Poll Pad 4. Verify the ID, then press "Accept" and continue to check in the voter normally <p>If the voter does not have a valid ID, instead present the voter with the <i>Affidavit and Court Order Voting Instructions</i> so they may choose to vote by affidavit or court order.</p>
Wrong Location (Red letters on a Grey Background)	Voter is at the wrong polling site given their address on file. Their name will be at the bottom of the list and greyed out, with the words " Wrong Location " all the way on the right.	<p>Confirm voter's current address. If the current address matches the address in the Poll Pad, press "Show Map" and direct them to the correct polling site.</p> <p>Their current address may not match the address on file in the Poll Pad, if this is the case, present the voter with the <i>Affidavit and Court Order Voting Instructions</i> so they may choose to vote by affidavit or court order.</p>
Affidavit Added (Purple)	Voter was added into the Poll Pad to receive an affidavit ballot.	Follow the affidavit instructions on page 36.
Court Order (Orange)	Voter received a Court Order from a judge.	Follow the court order instructions on page 40.

Typical Voting Process



Explaining the Voting Procedure to a Voter

Do not fold/roll/bend the ballot and be careful not to scratch or write on the ballot!

Instructions on how to vote are available at the top of every voting machine.

- 1 Go to available voting machine and close the curtain behind you for privacy
- 2 Insert ballot into ballot slot on right side of machine
 - The cut edge is inserted at the top right
- 3 Select language
 - English is the default language setting
- 4 Select your choices on the touchscreen
 - 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 Once you have made all selections, press "Review" on the bottom right corner of the screen
- 6 Press "Print" to print the selections onto the ballot and review it in the ballot window
- 7 Once the physical ballot has been reviewed, press "Cast Ballot" and it will be deposited into a secure ballot container
- 8 Exit the privacy curtain to receive your "I Voted Today" sticker

Challenge Report: Overview

There are several circumstances that can occur on Election Day that require further documentation when someone votes. If one of these events happens it **MUST** be recorded on the Challenge Report in the appropriate section.

- **SECTION 1:** For a voter who **HAS** changed their name **OR** was found in the Poll Pad but has moved and they still live in the **SAME** election district as the one in the Poll Pad.
- **SECTION 2:** For when a voter's identity or residence is in question or challenged.
- **SECTION 3:** For a voter who requires assistance marking their ballot, if a Poll Worker is asked to look at an already marked ballot, or if a voter requires interpretation services.
- **SECTION 4:** For a voter who cannot be checked-in normally, has moved to a different election district from the one in the Poll Pad, is inactive, or was sent an absentee ballot and chooses to vote by affidavit ballot or acquires a court order.


FRONT

BACK

SECTION 1
NAME & SAME
ED ADDRESS
CHANGES

SECTION 2
CHALLENGES
TO VOTER
IDENTITY,
RESIDENCY,
OR AGE

SECTION 3
VOTER
ASSISTANCE AND
INTERPRETATION
SERVICES

 CHALLENGE REPORT Board of Elections Monroe County <small>This form is to be filled out COMPLETELY by Election Workers (not the Voters)</small>			
SECTION 1: NAME CHANGES, SAME ELECTION DISTRICT ADDRESS CHANGES, TYPO CORRECTIONS, OR NOTICES OF DEATH <small>REMEMBER TO HAVE THE VOTER FILL OUT A NEW VOTER REGISTRATION BY THE END OF ELECTION DAY</small>			
1	Current Name	Current Address	Reason(s) (Check all that apply) <input type="checkbox"/> Name Change <input type="checkbox"/> Same ED Address Change <input type="checkbox"/> Typo or Address Correction <input type="checkbox"/> Notice of Death
2	Current Name	Current Address	Reason(s) (Check all that apply) <input type="checkbox"/> Name Change <input type="checkbox"/> Same ED Address Change <input type="checkbox"/> Typo or Address Correction <input type="checkbox"/> Notice of Death
3	Current Name	Current Address	Reason(s) (Check all that apply) <input type="checkbox"/> Name Change <input type="checkbox"/> Same ED Address Change <input type="checkbox"/> Typo or Address Correction <input type="checkbox"/> Notice of Death
4	Current Name	Current Address	Reason(s) (Check all that apply) <input type="checkbox"/> Name Change <input type="checkbox"/> Same ED Address Change <input type="checkbox"/> Typo or Address Correction <input type="checkbox"/> Notice of Death
5	Current Name	Current Address	Reason(s) (Check all that apply) <input type="checkbox"/> Name Change <input type="checkbox"/> Same ED Address Change <input type="checkbox"/> Typo or Address Correction <input type="checkbox"/> Notice of Death
SECTION 2: CHALLENGES TO VOTER IDENTITY, RESIDENCE, OR AGE			
1	Voter Name	Voter Address	Reason for Challenge
2	Voter Name	Voter Address	Reason for Challenge
SECTION 3: VOTER ASSISTANCE, BMD, OR TRANSLATION			
1	Voter ID No.	Voter Name	Reason(s) for Assistance (Check all that apply) <input type="checkbox"/> Inability to Read/Write <input type="checkbox"/> Language Barrier <input type="checkbox"/> Physical Disability <input type="checkbox"/> Other: _____
2	Voter ID No.	Voter Name	Reason(s) for Assistance (Check all that apply) <input type="checkbox"/> Inability to Read/Write <input type="checkbox"/> Language Barrier <input type="checkbox"/> Physical Disability <input type="checkbox"/> Other: _____
3	Voter ID No.	Voter Name	Reason(s) for Assistance (Check all that apply) <input type="checkbox"/> Inability to Read/Write <input type="checkbox"/> Language Barrier <input type="checkbox"/> Physical Disability <input type="checkbox"/> Other: _____
4	Voter ID No.	Voter Name	Reason(s) for Assistance (Check all that apply) <input type="checkbox"/> Inability to Read/Write <input type="checkbox"/> Language Barrier <input type="checkbox"/> Physical Disability <input type="checkbox"/> Other: _____
5	Voter ID No.	Voter Name	Reason(s) for Assistance (Check all that apply) <input type="checkbox"/> Inability to Read/Write <input type="checkbox"/> Language Barrier <input type="checkbox"/> Physical Disability <input type="checkbox"/> Other: _____
6	Voter ID No.	Voter Name	Reason(s) for Assistance (Check all that apply) <input type="checkbox"/> Inability to Read/Write <input type="checkbox"/> Language Barrier <input type="checkbox"/> Physical Disability <input type="checkbox"/> Other: _____
SECTION 4: AFFIDAVIT BALLOTS OR COURT ORDERS			
1	Affidavit / Court Order	Voter ID or Ballot ID No.	Voter Name
2	Affidavit / Court Order	Voter ID or Ballot ID No.	Voter Name
3	Affidavit / Court Order	Voter ID or Ballot ID No.	Voter Name
4	Affidavit / Court Order	Voter ID or Ballot ID No.	Voter Name
5	Affidavit / Court Order	Voter ID or Ballot ID No.	Voter Name
6	Affidavit / Court Order	Voter ID or Ballot ID No.	Voter Name
7	Affidavit / Court Order	Voter ID or Ballot ID No.	Voter Name
8	Affidavit / Court Order	Voter ID or Ballot ID No.	Voter Name
9	Affidavit / Court Order	Voter ID or Ballot ID No.	Voter Name
10	Affidavit / Court Order	Voter ID or Ballot ID No.	Voter Name
We, the undersigned Election Inspectors, do hereby certify that we have completed this Challenge Report. We attest that it contains the list of Persons with Name and Address Changes, the list of Person(s) Challenged, the list of Voters who Voted either by Affidavit Ballot or Court Order, the list of Voters who needed Assistance, as well as those sworn Persons who rendered that Assistance. All respective persons were administered the required Oath. All entries are a true and accurate record of our proceedings on this Election Day.			
Total Numbers on this Challenge Report (If None for any Section, Cross off the Section and write "0"): SECTION 1: CHANGES/CORRECTIONS _____ SECTION 2: VOTER CHALLENGES _____ SECTION 3: ASSISTANCE/TRANSLATION _____ SECTION 4: AFFIDAVITS/COURT ORDERS _____ Inspector Signatures (10) _____ Inspector Signatures (1) _____ Site Chair Signatures (2) _____ Site Chair Signatures (1) _____			

SECTION 4
AFFIDAVIT
BALLOTS AND
COURT
ORDERS

**OATH, FINAL
TALLIES, &
SIGNATURES**

Challenge Report: Section 1

Name Change or Same Election District Address Changes

If a registered voter has moved but their Election District has not changed OR only has a name change, utilize Section 1 of the Challenge Report

The voter must fill out a new Voter Registration Form

- Ensure it is placed in the red bag once complete

Update the voter's name/address in the Poll Pad

- 1 Press the "Edit Voter File" button at the bottom of the screen
- 2 Edit the first, middle, and/or last name fields as necessary then press "Next"
- 3 Edit the voter's residence address (and mailing address if necessary), then press "Next"
 - Ensure the house number and street name are recorded separately in their appropriate fields
 - Select the address once it auto-generates, otherwise you will be unable to proceed
 - If the address does not auto-generate, call the Address Issues Helpline at (585) 753-1500
- 4 Review the information with the voter to confirm accuracy, then have them sign to confirm these changes
 - If a red "Affidavit" banner appears across the top of the screen, that means the information edited was enough to trigger the affidavit ballot procedure – instead proceed by offering the voter the *Affidavit and Court Order Voting Instructions* form
- 5 Once the voter has signed, press "Next", then initial in the bottom right box and press "Submit"
 - At this time you are only initialing that the information is updated accurately
- 6 An "Updated" pop-up will appear with the voter's name to confirm the voter was updated in the Poll Pad, press "Accept" to continue

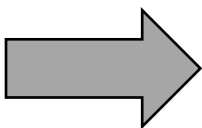
Proceed with the standard check-in procedure for this voter, but have the voter sign using their new name if it has changed

- The voter may now vote on the machines as normal

Record all instances of name changes and same ED address changes in Section 1 of the Challenge Report

- The Voter ID and Election District can be found in the voter's file on the Poll Pad

Note: Date of Birth typos and Notices of Death are no longer recorded in Section 1 of the Challenge Report, go to page 41 for further instructions



SECTION 1: NAME CHANGES AND SAME ELECTION DISTRICT ADDRESS CHANGES			
(REMEMBER TO HAVE THE VOTER FILL OUT A NEW VOTER REGISTRATION SO THE BOE CAN UPDATE THEIR VOTER INFORMATION)			
1	Current Name	Current Address	Reasons(s) (Check All that Apply)
	Voter ID No.	Election District No.	Changed/Previous Information
			<input type="checkbox"/> Name Change
			<input type="checkbox"/> Same ED Address Change

Challenge Report: Section 2

Voter Challenges

A Site Chair should be called over any time a voter is challenged

Voter qualifications can be challenged on the basis of identity, residency, or being under 18 by a Poll Worker, Poll Watcher, or any registered voter who is properly voting at that polling site.

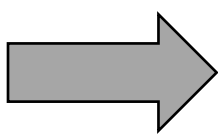
When a voter is challenged, a bipartisan team of Poll Workers (including at least one Site Chair) shall administer a preliminary oath. **You MUST call the Board of Elections, (585) 753-1599 to assist you with this process, and refer to the Site Chair Manual for the oaths.**

If the voter has completed the oaths, input the voter challenge in the Poll Pad

- Once on the screen where the Poll Worker initials that the voter has signed during the check-in process, press the “Challenge Voter” checkbox
- Select the reason for the challenge from the dropdown on the left
- The person who is challenging the voter signs on the line
- Press “Continue” to return to the Poll Worker initial screen, where the “Challenge Voter” checkbox will appear checked

ONLY if all of the above steps have been completed, finish checking in the voter and allow them to vote as usual on the voting machine

➤ Record ALL Voter Challenges in Section 2 on the Challenge Report



SECTION 2: CHALLENGES TO VOTER IDENTITY, RESIDENCE, OR AGE				
1	Voter Name		Voter Address	
	Voter ID No.	Election District No.	Name of Challenger	Reason for Challenge

Challenge Report: Section 3

Assisting a Voter and Interpretation Services

WHAT IS ASSISTANCE? Anytime a Poll Worker/another person must see or handle a **printed** ballot, or view the voting machine screen (*otherwise it's just considered explaining or interpreting*)

REMEMBER:

- A voter may ask for assistance at any point during the voting process
- If a voter appears to be confused or you feel they may benefit from assistance, you may ask them: “Do you require assistance?”
- If the voter answers “Yes”, determine what type of assistance the voter wishes to receive and help them, while following proper procedures

Challenge Report: Section 3 (cont.)

Assisting a Voter and Interpretation Services

WHEN ASSISTANCE IS GIVEN BY POLL WORKERS:

- If asked, a bipartisan team (one Democrat and one Republican), may assist the voter
- Both Poll Workers **MUST** agree on all action taken
- Poll Workers **MUST** keep the voter's choices confidential
- Both Poll Workers must record their name in the field and check box stating you are a Poll Worker on the Challenge Report

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

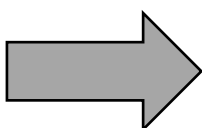
- The person assisting must take the *Oath for Person(s) Assisting Voter*
- Must **NOT** be the voter's employer or union representative (you may ask)
- The person assisting must keep the voter's choices confidential
- A voter may still request to have the Bilingual Inspector interpret for them

IF NOTIFIED OF ASSISTANCE/INTERPRETING WHILE CHECKING IN THE VOTER:

- In addition to filling out the Challenge Report, you will also record the assistance in the Poll Pad
- Once on the final screen of the voter check-in process, where the Poll Worker initials that the voter has signed, press the "Assistance Required" checkbox
- A pop-up will appear, where the following information will be recorded:
 - If assistance by another person chosen by the voter, record the assister's name, address, and relationship to the voter
 - If assistance by Poll Workers, record one Poll Worker's full name in the "Assister Name" box, the other Poll Worker's full name in the "Assister Address" box, and type "Poll Workers" in the "Relationship to Voter" box
 - Then choose the reason for assistance, have the assister(s) sign on the line, and press "Continue"
- Proceed with the voter check-in process as usual

BILINGUAL INSPECTORS & INTERPRETING:

- A Bilingual Inspector interprets between the voter and other Poll Workers, or simply explains information to voters in Spanish
- Bilingual Inspectors do not "declare" to work for a political party on Election Day, so they cannot be part of a bipartisan team
- Interpreting must ALWAYS be recorded on the Challenge Report, even if the voter did not require assistance from a bipartisan team at the voting machine



SECTION 3: VOTER ASSISTANCE AND INTERPRETATION		
1	Voter ID No.	Voter Name
	Election District No.	Voter Address
	Name of Person(s) Providing Assistance, Relation to Voter, and Address (or check box if Poll Workers <input type="checkbox"/>)	
	Reason(s) for Assistance (Check All that Apply): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Translation <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Voting Machine Help <input type="checkbox"/> Disability Explain Below (Optional) </div> <div> <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Other - Explain </div> </div>	

Challenge Report: Section 4

Affidavits or Court Orders

If any voter cannot be signed in normally, hand them the *Affidavit and Court Order Voting Instructions* so they can choose if they wish to vote by affidavit ballot or get a court order (do NOT assume they will just want an affidavit ballot)

IF VOTER CHOOSES AFFIDAVIT BALLOT:

An affidavit ballot can be issued without calling the BOE if:

- A voter is marked as “*INACTIVE*” AND the voter is at the correct polling site for their current residence
- A voter is marked as “*VOTER REQUESTED BALLOT*” but still wants to vote in person
- A voter is in the Poll Pad, registered in Monroe County but has moved to a new election district AND the voter is at the correct polling site for their NEW residence
- A voter is in the Poll Pad, but is unable to provide proper ID when an ID is required (*NOTE: This is ONLY when it specifically says “ID REQUIRED” in the Poll Pad*)
- There is no signature on file for a voter

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

- The voter is in the Poll Pad, it says they have already voted, but the voter claims they did not
- A voter’s name is NOT found in the Poll Pad for ANY reason

IF VOTER CHOOSES COURT ORDER:

The voter will have to leave the polling site to obtain a court order.

- Have the voter call the appropriate number listed at the bottom of the *Affidavit and Court Order Voting Instructions*
- On the call, the voter will receive further instructions
- The chosen party will provide the voter with the proper paperwork, as well as any required legal counsel, and will get them a hearing before a judge, who will ultimately make a ruling
- The voter must then return to their correct polling site in order to vote

****REMEMBER: ANY voter unable to be signed in normally can ALWAYS choose to try to get a court order to cast their ballot in the voting machine instead of voting by affidavit ballot.***

Challenge Report: Section 4 (cont.)

Affidavit Procedure

- 1 After reading the *Affidavit and Court Order Voting* Instructions, the voter chooses to vote via affidavit at the sign-in table
 - If you realize the voter is in the wrong location for their CURRENT address at any time during this procedure, but the voter refuses to go to the correct location, call the Poll Worker Helpline at 585-753-1599 for further instructions

- 2 Poll Worker hands the voter an affidavit envelope for the voter to fill out right there at the sign-in table
 - If the voter needs to sit down, send the voter to a separate table to complete the affidavit envelope

- 3 Voter hands the envelope back to the Poll Worker at the sign-in table once complete, so it can be reviewed and confirmed that it was filled out completely (including signature)

- 4 **UTILIZE THE FOLLOWING PAGES TO COMPLETE THE APPROPRIATE STEPS BASED ON ONE OF THE THREE SITUATIONS LISTED BELOW:**
 - Voter is in Poll Pad, and no updates need to be made to their file – page 37
 - Voter is in Poll Pad, but information needs to be updated – page 38
 - Voter is not in Poll Pad at all (confirm this by completing an Advanced Search) – page 37

- 5 Poll Worker fills out the top right corner “Completed by Poll Worker” box (all fields)

- 6 Poll Worker initials square box on Poll Pad screen to verify this voter is receiving an affidavit ballot
 - Do not complete this step until you have confirmed the voter has signed the affidavit envelope!

- 7 Poll Worker presses “Submit” and the ballot header will print
 - Ensure the top right has a black square to symbolize the ballot is an affidavit

- 8 Poll Worker hands the ballot and the affidavit envelope to the voter, and explains instructions regarding the voting machine

- 9 Voter leaves the sign-in table to go to the voting machine

- 10 Voter makes their selections on the voting machine screen, the ballot will automatically return to the voter once it has been reviewed

- 11 Voter places their completed ballot into the envelope and seals it while in the privacy of the voting machine

- 12 Voter hands off their sealed envelope to a Poll Worker at the sign-in table, receives their sticker, and exits

- 13 Poll Worker fills out Section 4 of the Challenge Report

- 14 Poll Worker places the sealed affidavit envelope into the manila affidavit return envelope

Voter is in Poll Pad, No Updates Needed

Notifications that may be present: Inactive, No Signature on File, ID Required (but did not present ID), or Voter Requested Ballot (but the voter wants to vote at the polling site)

- Once voter file is opened, press “Issue Affidavit” button on the right side of the screen
 - If ID Required, instead press “No ID”
- Confirm voter’s information verbally and visually (like in basic search process), then press the “Accept” button on the top right of the screen
- Return to step 5 in the Affidavit Procedure on page 36

Voter is NOT in Poll Pad

- 1) **Call the Poll Worker Helpline at (585) 753-1599** to confirm this voter is not registered in Monroe County

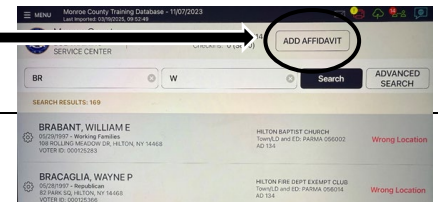
- 2) Once approved to add the voter into the Poll Pad by BOE staff via the Poll Worker Helpline:

- Press “Menu” in the top left corner, then the “Add Affidavit” button



OR

- Press the “Add Affidavit” button at the top of the voter search screen



- 3) Fill in the voter’s information, then press “Next”
 - Press on the month and year in the DOB dropdown to scroll to the correct month and year, then select the correct day
 - If the voter does not want to register to a party, select “Blank”
 - *Primary Election Only:* The voter must select a party that is holding a primary election in that jurisdiction, otherwise there will not be a ballot available for them
- 4) Fill in the voter’s residence address (and mailing address if necessary), then press “Next”
 - Ensure the house number and street name are recorded separately in their appropriate fields
 - Select the address once it auto-generates, otherwise you will be unable to proceed
 - If the address does not auto-generate, call the Address Issues Helpline at (585) 753-1500
- 5) An “Added” pop-up will appear with the voter’s name to confirm the voter was added into the Poll Pad, press “Accept” to continue
- 6) The voter’s information will appear again with a red “Affidavit” banner across the top of the screen, since you have already confirmed the information, press “Accept”
- 7) Return to step 5 in the Affidavit Procedure on page 36

Voter is in Poll Pad, Updates Needed

Occurs if a voter has moved from the address on file (inactive, wrong location, other notifications, or no notifications may be present) or wants to change their party (primary election only)

- 1) Open the voter's file, then follow the correct step below based on the notification (if any) on the voter's file:
 - **Wrong Location** notification: select "Wrong ED Affidavit" on the right side of the screen, then again on the next screen that appears
 - **Inactive** notification: select "Issue Affidavit", then the "Edit Voter File" button on the bottom of the screen
 - **Voter Requested Ballot** notification: select "Issue Affidavit", then the "Edit Voter File" button on the bottom of the screen
 - **ID Required** notification (regardless of if they showed ID): select "No ID", then the "Affidavit Edit" button on the bottom of the screen
 - **No Notification** (voter appears normally in the Poll Pad): Select the "Edit Voter File" button on the bottom of the screen

- 2) Update the voter's information as needed, then press "Next"
 - Press on the month and year in the DOB dropdown to scroll to the correct month and year, then select the correct day
 - If they do not want to register to a party, select "Blank"
 - *Primary Election Only*: The voter must select a party that is holding a primary election in that jurisdiction, otherwise there will not be a ballot available for them

- 3) Update the voter's residence address and/or mailing address as necessary, then press "Next"
 - Ensure the house number and street name are recorded separately in their appropriate fields
 - Select the address once it auto-generates, otherwise you will be unable to proceed
 - If the address does not auto-generate, call the Address Issues Helpline at (585) 753-1500

- 4) Review the information with the voter to confirm accuracy, then have them sign to confirm these changes
 - If anything is incorrect, hit "Previous Step" in the top left corner and make the necessary adjustments

- 5) Once the voter has signed, press "Next", then initial in the bottom right box and press "Submit"
 - At this time you are only initialing that the information is updated accurately

- 6) An "Updated" pop-up will appear with the voter's name to confirm the voter was updated in the Poll Pad, press "Accept" to continue

- 7) The voter's information will appear again with a red "Affidavit" banner across the top of the screen, since you have already confirmed the information, press "Accept"
 - If the red "Affidavit" banner does not appear, the information that changed was not enough to trigger an affidavit ballot (such as a same ED address change), instead go to page 32 to proceed with Section 1 of the Challenge Report

- 8) Return to step 5 in the Affidavit Procedure on page 36

Affidavit Ballot Envelope with Highlights and Key

Rev 3/3/23



Affidavit Oath

10

A Please provide the following required information

COMPLETED BY POLL WORKER

☐ If Early Voting Check this Box

Name of Poll Worker (Print):

Time Ballot Given: _____ AM / PM

Town/City: _____

AD/Ward: _____

Election District: _____

Party of Ballot Given (primary only, circle one):

DEM REP

CON WOR

OFFICE USE ONLY

INSPECTOR DO NOT WRITE BELOW

KEY

1 First and Last Name

2 Address where they live, including street number and zip code (*Double check; does it match what the voter told you? Are they at the right polling site for that ED?*)

3 Date of Birth

4 Affidavit Reason

5 Qualifications (*citizenship and age*)

6 Mailing Address (*IF different from residence*)

7 Previous Name or Address (*IF they moved or had a name change since last registration*)

8 Identification (*NYS ID # or last 4 of SS#*)

9 Signature (*this is one of the most commonly missed things!*)

10 Poll Worker Box including poll worker name, election district number (*circled on directions receipt*), and (*Primary Election ONLY*) the political party of the ballot handed to voter

☐ Correct Party _____

☐ Inspector Error

Commissioners' Ruling

Count: Yes No

Commissioners' Initials

Rep: Dem:

1 Your name Last Name First Name Suffix Middle Initial

2 The address where you live Address (not P.O. box) Apt. Number City/Town/Village Zip code New York State County

3 Date of birth Gender (optional)

Current Party Enrollment:

B Please check each box that applies to you and fill in the appropriate blanks

- ☐ I have been informed by the inspectors that my registration record is not available to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district. (*If you check this box, please ask the inspectors to check the address given above to make certain that you are at the correct poll site.*)
- ☐ I have moved within New York State since my last registration and have lived at the address listed above for at least 30 days before the date of the election. My previous address was: _____
- ☐ I was required to present identification when I voted today, but I did not do so.
- ☐ I have not voted in this election, but the records of the Board indicate that I have already voted.
- ☐ Records of the Board indicate that I have been issued an absentee ballot.
- ☐ For Primary Elections Only: I am enrolled in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

C Additional information to register to vote in the event that you do not have a valid voter registration on file

Qualifications Are you a citizen of the U.S.? Yes ☐ No ☐ If you answer No, you cannot register to vote.

A) Will you be 18 years of age or older on or before election day? Yes ☐ No ☐

B) Are you at least 16 years of age and understand you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election? Yes ☐ No ☐

If you answer No to both of the prior questions, you cannot register to vote.

More information

Telephone (optional) _____

Email (optional) _____

6 The address where you receive mail Address or PO Box Apt. Number City/Town/Village Zip code Skip if same as above

Voting history Have you ever voter before? Yes ☐ No ☐ What year? _____

7 Voting information that has changed Your name was Your address was Skip if this has not changed or you have not voted before Your previous state or New York State County was:

8 Identification You must make 1 selection ☐ New York State DMV number ☐ Last four of your Social Security number x x x - x x - ☐ I do not have a New York State driver's license or a Social Security number.

Political party

You must make 1 selection

Political party enrollment is optional. However, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.

I wish to enroll in a political party

- ☐ Democratic party ☐ Working Families party
☐ Republican party ☐ Other _____
☐ Conservative party

I do not want to enroll in any political party and wish to be an independent voter

☐ No party

D All voters must date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections

Affidavit: I swear or affirm that

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

9

Sign

Date

For Board or Inspectors use only

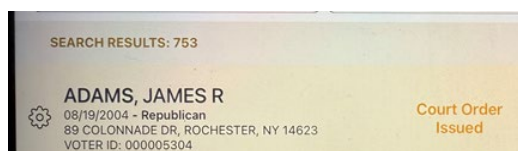
Challenge Report: Section 4 (cont.)

Collecting a Court Order

If you see a “**COURT ORDER ISSUED**” in the Poll Pad, a voter is required to present a completed court order to you, then **MUST** be allowed to cast their ballot on the voting machine

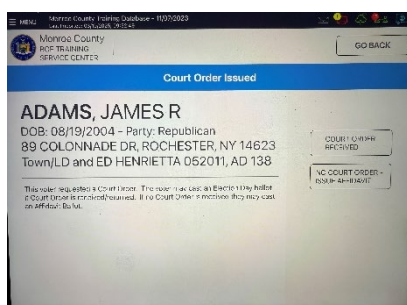
A court order **MUST** have the voter’s name and address on it so you can confirm who is voting and what election district they should be voting in

- 1) Look up the voter, once found, they will have the Court Order notification, but will be able to be checked in normally



- 2) Collect the Court Order and place it in the manila Court Order return envelope

- 3) Once the voter has confirmed verbally and visually that the information in the Poll Pad is correct, fill out Section 4 of the Challenge Report



- 4) Finish checking in the voter as usual - a standard ballot header will print

- 5) The voter will vote and cast their completed ballot as usual on the voting machine

At an Ex Parte Term of the Supreme Court
Of the State of New York, held in the
County of Monroe: At Rochester, New York
On the ____ day of ____, 2022

PRESENT: HONORABLE
SUPREME COURT JUSTICE _____

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

IN THE MATTER OF THE APPLICATION OF
Petitioner, _____

vs. _____ **ORDER**

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

Respondents.

For an Order pursuant to N16-10B of the
New York State Election Law permitting the
Petitioner to vote.

Upon reading the annexed Petition of _____
Petitioner, sworn to this ____ day of ____, 2022 and it

BLUE Bag
June 26, 2018
Leg. Dist. 07 LEAD ED: 1
ADDITIONAL EDs: 16-1
07001

BOARD OF ELECTIONS
COUNTY OF MONROE

ENCLOSE THE
COURT ORDERS

IN THIS
ENVELOPE

____ NUMBER OF SEALED VOTED COURT ORDER ENVELOPES

____ DEMOCRATIC INSPECTOR

____ REPUBLICAN INSPECTOR

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

SECTION 4: AFFIDAVIT BALLOTS OR COURT ORDERS			
1	<input type="checkbox"/> Affidavit <input type="checkbox"/> Court Order	Voter ID or Stub No. _____ Voter Name _____	Reason for Affidavit Ballot or Court Order: <input type="checkbox"/> Absentee Sent <input type="checkbox"/> Inactive <input type="checkbox"/> Moved to New Election District <input type="checkbox"/> ID Required - but don't present ID <input type="checkbox"/> Can't find Voter in Poll Pad (called BOE first) <input type="checkbox"/> Other: _____
		Election District No. _____ Voter Address _____	
2	<input type="checkbox"/> Affidavit <input type="checkbox"/> Court Order	Voter ID or Stub No. _____ Voter Name _____	Reason for Affidavit Ballot or Court Order: <input type="checkbox"/> Absentee Sent <input type="checkbox"/> Inactive <input type="checkbox"/> Moved to New Election District <input type="checkbox"/> ID Required - but don't present ID <input type="checkbox"/> Can't find Voter in Poll Pad (called BOE first) <input type="checkbox"/> Other: _____
		Election District No. _____ Voter Address _____	

Date of Birth Typos

To correct a Date of Birth typo, have the voter **complete a voter registration form** and place it in the red bag

Do NOT record this typo on the Challenge Report

Instead, update the Date of Birth in the Poll Pad, and record the DOB typo on the “Notes to Commissioners” located in the back of the Site Chair Manual

Updating Date of Birth in the Poll Pad:

- Press the “Edit Voter File” button at the bottom of the screen
- Press on the month and year in the DOB dropdown to scroll to the correct month and year, then select the correct day
- Press “Next” on this screen and the following screen, then have the voter sign to confirm the change
- Once the voter has signed, press “Next”, then initial in the bottom right box and press “Submit”
- An “Updated” pop-up will appear with the voter’s name to confirm the voter was updated in the Poll Pad, press “Accept” to continue
- Proceed as usual with the check-in procedure

Recording the DOB typo on the “Note to Commissioners”

- Record the voter’s name and Voter ID, as well as both the incorrect Date of Birth and the correct Date of Birth (label each accordingly)

Notice of Death

If a family member reports that a voter is deceased, do NOT record this in Section 1 of the Challenge Report

Instead record on the “Notes to Commissioners” located in the back of the Site Chair Manual

- Record the voter’s name and Voter ID, as well as the reporting person’s name and relation to the voter

Spoiled Ballots

- Only a voter can choose to spoil their ballot after it is given to them.
- A voter can spoil their ballot for any reason, but usually it is because they mismarked it in some way.
- A voter can spoil their ballot any time after it is given to them, but most occurrences happen in the privacy area or because it is rejected by the voting machine.
- Remember, when assisting a voter with a MARKED ballot, it MUST be done in a bipartisan team and recorded in Section 3 of the Challenge Report (for voter assistance).

Spoiled Ballot Procedure

1 At the voting machine, once the light goes off and the machine is beeping, hand the voter a “Spoiled Ballot Envelope” and a pen so that the voter can cross off their ballot by placing a large “X” and writing “SPOILED” across it

- The voting machine may require a password, if so, enter into the privacy curtain in a bipartisan team and fill in the password found on the voting machine key envelope

COUNTY OF MONROE
SPOILED BALLOT
PLEASE SEAL

2 The voter then folds the spoiled ballot and places it inside a small white “Spoiled Ballot Envelope” (to protect their voting privacy), then the voter seals it and give it back to the Poll Worker

3 The Poll Worker places the white “Spoiled Ballot Envelope” into the manila Spoiled Ballot Return Envelope

4 Check in the voter again - the voter’s name will be highlighted in green and the word “Voted” will be present

5 Select the voter - it will say “Voter Has Been Processed” across the top of the voter’s information screen

6 Press the “Spoil Ballot” button, then have one of the Site Chairs enter the password and press “Done”

7 Choose the ballot to be spoiled (there should only be 1 choice), then choose the reason it is being spoiled “Voter Error” and press “Spoil Ballot” at the top

- BOTH the Ballot ID and the reason selections MUST be highlighted or the “Spoil Ballot” button will not be activated
- A new ballot header will print

BOARD OF ELECTIONS
COUNTY OF MONROE

BALE BAG
DEMOCRATIC
June 26, 2018

Item # 1142 ID: 6
Additional IDs: 8, 10, 15
52009 **BALE BAG**

DO NOT OPEN
UNLESS INSTRUCTED TO DO SO

ENCLOSE THE
SEALED SPOILED BALLOT ENVELOPES
IN THIS
ENVELOPE

____ NUMBER OF BALLOTS
____ DEMOCRATIC INSPECTOR
____ REPUBLICAN INSPECTOR

8 Give the new ballot to the voter

- The voter can now take the new ballot and return to the voting machine following the normal voting procedure

- A voter cannot be given more than 3 ballots total (meaning they can only spoil 2 ballots)
- If a voter messes up on their third and final ballot, a Poll Worker **must** call the Poll Worker helpline at (585) 753-1599 for further instructions
- If a ballot is damaged before it is given to the voter, the POLL WORKER 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, it does not need to go into a white “Spoiled Ballot Envelope”
 - This will still get processed through the Poll Pad but it does NOT count as one of the voter’s ballots

Abandoned Ballots

A ballot that's found, marked or unmarked, but **NOT IN OR NEAR** the voting machines.

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

If a ballot *is* found **IN OR NEAR** the voting machine, **YOU MUST CALL** the Board of Elections at (585) 753-1599 for instructions

Audio Tactile Interface (ATI)

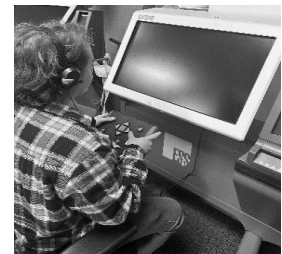
- The Audio Tactile Interface (ATI) is available at every voting machine
- The ATI allows voters who may be unable to mark their ballot by tapping the touchscreen to instead mark their ballot by using a controller (however, it can be requested by ANY voter to mark their ballot)
- All usage of the ATI must be reported on Section 3 of the Challenge Report

Preparing a Voter for an Accessible Voting Session

- 1 Check the voter in at the sign-in table normally so they have a ballot header and direct them to any voting machine.
- 2 The ATI is readily available within the privacy curtain and can be handed to the voter
 - The voter has the option of using the “Sip & Puff” or “Paddle Buttons” to make their selections instead of the ATI, in which case plug the chosen interface into the bottom-left side of the ATI and make sure the voter is able to use the chosen interface.

The “Sip & Puff” and “Paddle Buttons” will be provided only for the lowest numbered machine, but can be moved and utilized at any voting machine if needed by a voter

- 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 Fill out Section 3 of the Challenge Report
- 6 If the voter needs assistance from Poll Workers, they can press the blue Help button on the top left of the ATI



VOTER w/ATI

ATI w/
HEADPHONES
(Controller)



SIP & PUFF



PADDLE
BUTTONS



Technical Issues and Troubleshooting

Issue	Explanation/Solution
Light is flashing on the ExpressXL Voting Machine	<p>Voter needs assistance, go to back of voting machine to give verbal instructions on next steps</p> <ul style="list-style-type: none"> • If entrance into the privacy curtain is needed, assistance MUST be provided in a bipartisan team
Ballot Jam at Voting Machine	<p>Call the Voting Machine Helpline at (585) 753-1590</p>
Voting Machine Touchscreen is not positioned correctly for voter	<p>Pull the screen up or down to position it properly for the voter</p>
Voting Machine Touchscreen Unresponsive / Frozen Screen	<p>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.)</p> <p>If the screen is still unresponsive after confirming there is nothing else touching the screen, wait 30 seconds before trying to select again</p> <p>If the problem persists, call the Voting Machine Helpline at (585) 753-1590</p>
Express Ballot Printer is not working	<p>Ensure all cords are completely plugged in and that the printer is turned on</p> <ul style="list-style-type: none"> • Check all connections <p>Hard reset the printer and Poll Pad</p> <ul style="list-style-type: none"> • Turn the devices off completely by pressing the power buttons before turning them on again <p>If the problem persists, call the Poll Worker Helpline at (585) 753-1599</p>
Ballot Container is Full	<p>The voting machine will beep when the ballot container is full, starting when it is holding 300 ballots and continuing to beep after every 25 ballots cast</p> <p>Call the Voting Machine Helpline at (585) 753-1590 to report the container is full</p> <p>Continue to call the Voting Machine Helpline every time the machine beeps to ensure a tech is coming</p>

Closing the Poll Site: Be Prepared

Reminders:

- Any voter **in line** at 9:00 PM is on time!
- At 9:00 PM a Poll Worker may stand at the end of the line to mark the last person in line who is allowed to vote.
- While there are things that you cannot do before 9:00 PM, there are some things you *can* do to be as prepared as possible for the close of polls.
- Record as much information as possible prior to closing:
 - Record seal numbers
 - Count the ballots in envelopes and unopened ballot packs
- However, **DO NOT** shut down **ANY** voting machines or Poll Pads, or open the absentee ballot dropbox prior to 9:00 pm **AND** not until after the **last voter** has completed voting and left the polling site.

Closing the Poll Site

Polls close at 9:00 PM **AND** once **everyone who was in line at 9:00 PM has voted**

- Site Chairs assign closing tasks to all Poll Workers
- Take down all signs
- Shut down all the voting machines and complete the *After Polls Close* form
 - MUST be done by a bipartisan team
 - Print closing tapes; post one for public viewing and put the other in the red bag
- Pack and seal the red bag
- Pack and seal the small blue bag
- Complete ballot reconciliation
 - Must be verified and signed by a bipartisan team
- Pack Poll Pads in Large Blue Bag
- Re-pack all election supplies into large blue bags/voting machines
 - Do not seal **ANY** large blue bags/voting machines until ALL supplies are packed
- Return black bag(s) to designated location
 - **SITE CHAIRS** are to make certain they arrive securely at the end of the night
 - The absentee ballot dropbox does not need to be returned

Closing the Poll Site: Ballot Reconciliation

Ballot Reconciliation must be completed by a bipartisan team!

1. Count the number of unopened blank ballot packs, multiply by 250, record that number in row B, then place these ballots in the back of the voting machines
2. Count the remaining unused blank ballots in the open pack, record that total in row C, then place these ballots in the back of the voting machines
3. Write the counts from the manila return envelopes:

Row D: Affidavit ballots Row E: Spoiled ballots Row F: Abandoned ballots

- **Do NOT record the number of any absentee ballots received!**
 - Add up the total of rows C-F and record the total in row G
- Working in Table 1, for each voting machine at the site, record the machine number and the total number of ballots cast for that voting machine, which can be gotten from the “Public Count” number on the closing tapes
 - There may be more lines than machines at your site, the remaining lines should be left blank
- Add all numbers in “Ballots Cast” column of Table 1 and record the total in row H
- Copy the total from Row B into Row I, Row G into Row J and Row H into Row K
- Add up the total of rows I-K and record the total in row L to get the “Total Ballots – End of Day” number. This total **MUST** equal what you had for “Total Ballots – Start of Day” in row A
- The bipartisan team of Poll Workers must sign once complete

If the total for end of day does NOT match the total for start of day, count everything again, if you are off by more than 10 after recounting, call the Poll Worker Helpline at (585) 753-1599

[illegible]


Closing the Poll Site: After Polls Close Form

Located on the back of the *Before Polls Open* form

AFTER POLLS CLOSE FORM

To be completed by the Poll Workers at the closing of the polls.
WE DO HEREBY CERTIFY; that on this day, in the presence of at least one Democrat and one Republican inspector after polls were closed to the public for voting:

1 LA GRANGE RECREATION CENTER
 455 LA GRANGE AVE
 Leg. Dist. 04 LEAD ED: 1
 ADDLEDS: /26-6,13/29-16
 GE25



2	3	4	5	6	7	8	9	10
Voting Machine #	Total Ballots Scanned	Protective Counter #	White Plastic Seal # on Back of Hood	White Plastic Seal # on Storage Compartment	White Plastic Ballot Bin Flap Seal #	Red Plastic Seal # Ballot Bin (Never Remove)	Yellow Sticker Seal # for Paper Path Module (Remove)	Yellow Sticker Seal # for Blue Memory Stick
1								
2								
3								
4								

11 Black Bag White Plastic Seal 1: _____ Black Bag White Plastic Seal 2: _____

12 Small Red Bag Plastic Closing Seal: _____ Small Blue Plastic Closing Seal: _____

13 Large Blue Supply Bag #1: _____ Large Blue Supply Bag #2: _____


14 Absentee Ballot Box Seal: _____



15 DEM _____ REP _____
 Signature of Inspectors Closing Voting Machine

- 1 Confirm the location is correct
- 2 Ensure you are matching the voting machine number in the correct row when recording seal numbers
- 3 Record the public count number (total ballots scanned) – it is shown on the operator screen before starting closing process, and on the top of the closing tape for each voting machine
- 4 Record the protected count number from the bottom left corner of the voting machine screen
- 5 Record and remove the yellow seal from the blue memory stick located in the access compartment and place it in the seal bag
- 6 Record the white plastic seal number that will be used to seal the access compartment
- 7 Record and remove the yellow seal from the ballot access compartment door on the right side of the voting machine and place it in the seal bag
- 8 Record the white plastic seal number that will be used to seal the ballot bin flap
- 9 Record the red plastic seal located on the ballot bin (**DO NOT REMOVE**)
- 10 Record the white plastic seal number that will be used to seal the storage compartment
- 11 Record the white plastic seal numbers for the black bag(s)
- 12 Record the white clip/plastic seal numbers that will be used to seal the red bag and small blue bag
- 13 Record the white plastic seal numbers for the large blue bag(s)
- 14 Record the white plastic seal from the Absentee Ballot box
- 15 The bipartisan team signs the form once all machines are fully shut down

Closing the ExpressVote XL







(MUST be done by a bipartisan team)

 **KEY**
= Write on form

- 1 Take the curtain down from the mounting brackets, fold both rods inward, and roll it up to place back into storage tube (insert into the side that is labeled “TOP”)
 - Be sure to secure the tube by reattaching the velcro strap
- 2 Press “Public Counter” on screen to pull up “Poll and Device Status” screen, then press “Mode” in the top right corner
- 3 Enter the password found on the voting machine key envelope
- 4 Press “Close Poll” button
- 5 Two copies of the closing tape will print, once complete, remove and separate the tapes
 - Do not press print report, or further unnecessary tapes will print
- 6 Sign off in a bipartisan team on both copies of the closing tape
 - Give one copy to the bipartisan team completing ballot reconciliation, and post the other copy on the wall for public viewing
- 7  Record the Public Count and Protected Count number, both located at the top of the tape, on the *After Polls Close* form
- 8 Using the voting machine key, unlock the access compartment
- 9 Remove the red memory stick and give it to the Site Chairs
- 10 Press black mode button in either direction to pull up “Supervisor Menu”
- 11 Press “Backup Results”
- 12 Enter password located on voting machine key envelope
- 13  Remove the yellow sticker seal covering the blue memory stick located inside the access compartment and record the seal number on the *After Polls Close* form
 - Place the removed seal in the seal bag
- 14 Following the prompts on the screen, insert the blue memory stick into the machine
- 15 Once the machine has finished the backup, follow the prompt on the screen to remove the blue memory stick
- 16 Place the blue memory stick in the small blue bag
- 17 Press “Power” on the top right corner of the screen
- 18 Press “Shut Down” when asked to confirm
- 19 Close and lock the access compartment
 - Press down on the bottom right corner of the access compartment to ensure it latches completely closed
- 20 Flip down the screen cover and readjust screen tilt to vertical position

Closing the ExpressVote XL (continued)

(MUST be done by a bipartisan team)

- 21 Seal access compartment with white security seal
 Record white security seal number on the *After Polls Close* form
- 22 Unplug the voting machine from its power source (either the outlet or another voting machine) and wrap it up neatly on the side of the machine
- 23  Remove the yellow sticker seal from ballot access compartment and record the seal number on the *After Polls Close* form
 - Place the removed seal in the seal bag
- 24 Unlock ballot access compartment and open door
- 25 Push forward on the lower green lever to unlock the ballot bin
- 26 Remove the ballot bin and place a white seal on the flap
 Record white security seal number on the *After Polls Close* form
- 27  Record red plastic seal from ballot bin on the *After Polls Close* form before placing the ballot bin in a black bag
- 28 Close and lock ballot access compartment door
- 29 Slide up on the voter assistance light and flip to reinsert facing down
- 30 Pull out on the white plastic clamp and lower the curtain mounting bracket, once fully lowered, press in on the white plastic clamp to lock it in place
- 31 Unlock the storage compartment door and place supplies, including the ATI and any extension cords, into the compartment
 - Remove the nylon covers so they can be used to cover the machines
- 32 Close and lock the storage compartment
 - Push in on the door then turn the key to ensure it latches completely closed
- 33 Seal storage compartment with a white security seal
 Record white security seal number on the *After Polls Close* form
- 34 Replace nylon cover
 - The large cover goes over the screen, and the smaller cover goes over the Ballot Review Window
- 35 Ensure the *After Polls Close* form has been filled out completely and sign off in a bipartisan team
 Confirm the white plastic seals that will be used in steps 37 and 38 are recorded on the form
- 36 Remove closing tape from wall and place into the small blue bag
- 37 Seal the small blue bag with a white plastic seal and place it in the black bag
- 38 Seal the black bag with a white plastic seal

Closing the Poll Pad

1 Make sure the Poll Pad has had time to sync properly

- Make sure the “cloud” icon on the top-right corner of the Poll Pad screen is still green
- **WAIT 10 MINUTES** after the last action was taken, so it has time to sync properly



2 Open Poll Pad case

- Take the Poll Pad case from under the table and place on the table
- Confirm the number on the tag matches the one on the printer and Poll Pad you are packing up

3 Turn off the printer and unplug it

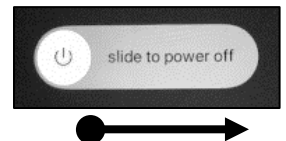
- Unplug the printer cord from the extension cord and from the back of the printer
- Keep the connector cords connected and wrap up to pack away properly
- NOTE: Keep Poll Pad powered ON

4 Unplug the iPad

- Keep the connector cords connected and wrap up to pack away properly

5 Power off Poll Pad

- Press and hold the power button on the top-left side of the Poll Pad until the power slider appears on the screen
- Slide the power slider to the right to turn off the Poll Pad



6 Remove the poll pad from the stand arm, and the stand arm from the base

7 Pack Poll Pad Case

- Printer
- Stand Arm
- Lightning Cord
- Stylus
- Poll Pad Base
- Printer Cord
- Poll Pad with screen facing in



8 Pack the Poll Pad case in the large blue bag

- The Poll Pad case does not need to be sealed since they will be sealed within the large blue bag

POLL WORKERS WILL BE HELD RESPONSIBLE FOR ANY MISSING SUPPLIES!

Packing the Red Bag

- 1 The opening tape from each voting machine should already be in the red bag, as it was packed during the opening the voting machines procedure
- 2 Throughout the day while polls are open, place any completed voter registration forms into the red bag
- 3 Once polls are closed and the results have been read by the Site Chairs, place the red memory stick from each voting machine in the red bag
- 4 Record the white clip seal number on the *After Polls Close* form
- 5 Once fully packed, zip the red bag closed and seal it with the white clip seal
- 6 Place the fully packed red bag into front pocket of the black bag



Packing the Small Blue Bag

- 1 Once the results have been backed up from the voting machine onto the blue memory stick, place the blue memory stick from each voting machine in the small blue bag
- 2 After ballot reconciliation is complete, place both copies of the closing tape (previously hung on the wall for public viewing) from each voting machine into the small blue bag
- 3 Record the white plastic seal number on the *After Polls Close* form
- 4 Once fully packed, zip the small blue bag closed and seal it with the white plastic seal
- 5 Place the fully packed blue bag into the back pocket of the black bag

Packing the Large Blue Bag

The large blue bags will hold supplies that do NOT need to be returned to the BOE on election night, including:

- Poll Pads
- Signs
- Voting Machine Keys (packed into clear plastic pouch)

Ensure this bag is sealed before leaving the polling site!

Record white security seal number on the *After Polls Close* form



Packing the Black Bags

The black bag contains the following items:

1: The Red Bag

- Pack in the front pocket of the black bag

2: The Small Blue Bag

- Pack in the back pocket of the black bag

3: Ballot Bins

- Pack inside the main compartment of the black bag
- Up to 4 ballot bins can fit in 1 black bag

4: Return Envelopes

- Pack inside the main compartment of the black bag
- List of return envelopes:
 - Manila Affidavit Return Envelope
 - Manila Court Order Return Envelope
 - Manila Abandoned Return Envelope
 - Manila Spoiled Return Envelope
 - Manila Important Paperwork Envelope
 - White Absentee Return Envelope

5: Facility Key (if present)

- Pack in the front clear pouch labeled “facility key” once the building has been secured

Once the black bag is fully packed, seal both of the main compartment zippers to the front/back pouch zipper with a white plastic seal

- Ensure both white plastic seal numbers were recorded on the *After Polls Close* form

The BLACK BAG(S) must be returned by the designated Site Chair (designated by the BOE before Election Day) – but BOTH Site Chairs are responsible to ensure all black bags are returned properly to their designated location.

If the black bags cannot all fit in the designated Site Chair’s vehicle, the other Site Chair (and/or



Closing the Polls: Repacking List

It is critical to pack properly at the end of the night in case the Board of Elections needs to find something quickly - follow the repacking list found in your supply bags to assist in the packing process!

Note: all materials found inside the storage compartment of the voting machine before polls opened, including all unused ballots (both opened and unopened packs), should be packed back into the storage compartment of the voting machine at closing.

Incident Reporting

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



(585) 753-1599

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

Emergency Procedures

In cases of:

- Power Failure
- Flood
- Gas Leak
- Fire/Fire Drill
- Medical Emergency
- Other Unforeseen Emergency

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

Do NOT turn off or unplug the voting machines or Poll Pads!!!

If you are required to leave your poll site due to an emergency, take the following items with you to a safe location – but **ONLY** if you are **SAFELY** able to do so.

Use a black bag to pack:

- All blank ballots
- Any manila return envelopes
- Voting machine keys

IF SAFE TO DO SO, the Site Chairs should also note the “Public Count” on each voting machine (the number is located on the bottom left of the touchscreen on the voting machines)

The voting machine keys and any black bags that leave the site in this way should stay with the Site Chairs until it is safe to return to the poll site.

Notes & Poll Worker Resource QR Code

[illegible]