

Name: _____

2025 Coordinator/Site Chair Handbook

You MUST bring this handbook 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
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Voter Assistance Helpline	(585) 753-1550
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Voting Machine Helpline	(585) 753-1590
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Missing or Additional Supplies Helpline	(585) 753-1595
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Spanish Interpreting Helpline	(585) 753-1592
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Poll Pad and Address Issues Helpline	(585) 753-1591
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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

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Reminders

SIGN IN: All Poll Workers need to sign in on the SAME Poll Pad in the morning- but DO NOT SIGN OUT, including for lunch and any breaks, if they work all of Election Day. Site Chairs, be sure to check that all Poll Workers have signed in. Otherwise, Poll Worker's pay is subject to being docked for not doing so.

- The ONLY time someone should be signed out is if they were dismissed from work or leaving early due to an emergency or illness.

SIGN OUT (COORDINATORS ONLY): ONLY Coordinators will need to sign out on Election Day.

When a Coordinator visits their assigned polling sites, they MUST sign in and then sign out. Please direct the Coordinator to the Poll Pad that the Poll Workers signed in on. Coordinators be sure to take attendance when you are signing in and out of the Poll Pad. Attendance should be recorded in the appropriate section on your Coordinator Checklist for each polling site you oversee. Only one sign in/out is required for each polling site visit.

LANGUAGE ACCESS DEVICE (LAD): Will be at every polling site. Please be sure to plug into an outlet and turn on. Instructional card is attached to device and more details on how to use it are in the Poll Worker manual on page 26. If you are having connectivity issues please call Poll Pad Helpline (585) 753-1591

Updates and New Procedures - Elections 2025

ELECTION NIGHT REPORTING (ENR): *NEW THIS YEAR*

The Site Chairs must collect all red memory sticks from each voting machine so the results can be uploaded to the BOE from the polling site. Utilize the iPad found in the storage compartment of lowest numbered voting machine for this procedure. Upload results no later than 9:15 pm. Place all red memory sticks and opening zero tapes in red security bag. Place all blue memory sticks (backup sticks) from all voting machines into the small blue bag along with all of the closing tapes from each voting machine. Once these bags are sealed, place both bags in opposite sides of the black bag.

ABSENTEE BALLOT ENVELOPE:

It is a Site Chair duty to empty all absentee ballots from the drop box. Count, record and place them into the WHITE Absentee Return Envelope.

BALLOT RECONCILIATION FORM:

The Ballot Reconciliation form has returned. Poll Workers must confirm ballot totals match before polls open and after polls close. If after multiple attempts, totals are off by less than 10, sign off on the discrepancy and finish closing. If totals are off by more than 10, call the BOE for further instructions/assistance.

BLACK BAG RETURN:

- The designated Site Chair is in charge of returning the BLACK BAGS (see black bag return locations on page 6).
- BOTH ARE RESPONSIBLE FOR MAKING SURE THEY ARRIVE SAFELY (if they do not all fit in one vehicle or there is some other issue, the other Site Chair and the Coordinators **MUST** help get them returned).
- For the Primary Election, it will be the Republican Site Chair's responsibility to return the black bags.
- For the General Election, it will be the Democratic Site Chair's responsibility to return the black bags.

Spoiled Ballot Code

DO NOT GIVE OUT THIS CODE

If a voter spoils a ballot, a Site Chair should oversee the process to make certain procedures are being followed correctly. When the code needs to be entered (Step 6 of the spoiled ballot procedure in the Poll Worker Manual), you should do it yourself, do not give it to the inspector to type in.

Spoiled Ballot Code: 0625

Site Chair Election Day Duties

MANAGING THE POLLING SITE (WITH YOUR COUNTERPART)

- Both Site Chairs and a bipartisan set of inspectors should be in agreement with all major decisions.
- Assign opening and closing duties (confer with Poll Workers to gauge their strengths, and try to team up veterans with newer inspectors).
- Ensure ALL voting machines are opened and ready to be used throughout Election Day.
- Assign and rotate the tasks of Poll Workers (including yourself) throughout the day. Instruct greeter to ask voters to become Poll Workers.
- Instruct inspectors at the sign in table to encourage voters to sign up to become a Poll Worker using the orange sheet.
- Assign breaks and make sure everyone returns to the polling site on time.
- Make certain ALL Poll Workers sign in to the Poll Pad correctly, everyone should use the SAME Poll Pad to sign in.
- Oversee ALL voter problems such as: not being able to find a voter in the Poll Pad, spoiled ballots, etc., to be certain proper procedures are being followed and reported correctly.
- Oversee any issues that should be documented on the Challenge Report, such as name or address changes, challenges, assistance, or affidavits and court orders, to make sure proper procedures are being followed and that all paperwork and the Challenge Report is being filled out correctly.
- Assist as needed if a voter requests to use the Audio Tactile Interface (ATI) on the ExpressVoteXL voting machine.
- Complete Election Night Reporting (ENR) with your counterpart.
- Remove the absentee ballots from the dropbox and place them in the absentee return envelope with your counterpart.
- Make sure the polling site is properly closed down, secured, and locked before leaving.
- Return the black bags to their designated locations (see page 6).

REMEMBER: “OVERSEEING” DOES NOT NECESSARILY MEAN DOING IT YOURSELF, JUST MAKING SURE IT IS BEING DONE CORRECTLY.

Voter Challenge Procedure

A Site Chair must oversee any voter challenges.

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

When a voter is challenged, a bipartisan team of Poll Workers shall administer a preliminary oath. **You must call the Poll Worker Helpline, (585) 753-1599 to assist you with this process.**

Preliminary Oath (given/read by a Site Chair)

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

- If the voter refuses to take the oath, they are not permitted to vote on the machine.
- If the voter does take the preliminary oath and answers the challenge sufficiently, they must be allowed to vote on the machine.

If the voter does not answer the challenge sufficiently, but insists they want to vote on the machine, then a qualification oath must be given by a bipartisan team of Poll Workers.

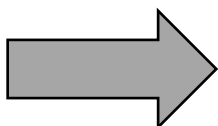
You must call the Board of Elections for assistance with this oath.

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

“Do you swear that you are eighteen years of age, that you are a citizen of the United States and that you have been a resident of this state and of this county for the thirty days preceding this election, that you still reside at the same address from which you have been duly registered in this election district, that you have not voted at this election, and that you do not know of any reason why you are not qualified to vote at this election? Do you further declare that you are aware that it is a crime to make any false statements, that all the statements you have made to the Board of Elections have been true and that you understand that a false statement is perjury and you will be guilty of a misdemeanor?”

- If a voter refuses to take this oath the voter will not be allowed to vote on the machine.
- If they take the oath, they **MUST** be allowed to vote on the machine.

***ALL voter challenges MUST be recorded in Section 2 on the Challenge Report Form**



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
2	Voter Name		Voter Address	
	Voter ID No.	Election District No.	Name of Challenger	Reason for Challenge

Election Night Reporting (ENR) Procedure

1 Retrieve the iPad and dongle from the black case located in the back of the lowest numbered voting machine

2 Collect red memory sticks from all voting machines

- Red memory sticks are removed from the access compartment of the voting machine during step 9 of the “Closing the ExpressVote XL” procedure

3 Turn on the iPad and unlock the screen

- Press the power button on the side of the iPad to turn on
- Press the circle “Home” button to unlock

4 Click the yellow “PollShare” icon

- This opens the app for upload



5 Place the red memory stick into the dongle

- If you cannot find your red memory stick or dongle call the Voting Machine Helpline at (585) 743-1590

6 In PollShare app, click “Upload” button



7 Click “Choose Files”

8 Under “Locations” choose “XPRESSVOTEXL”

9 Scroll to the bottom and choose the folder that starts with “XL”

10 Select the folder titled “results”

11 Choose the 1st file, ending in “...ip.eeff”

- Ex. 176-XL012...ip.eeff

12 Press “Open” in the top right of screen

13 Wait for the blue checkmark to appear in the bottom right corner of the screen – text will also appear under “Files”



14 Remove red memory stick & place into the red security bag

15 For each machine at your site, repeat steps 12-14



PollShare

Upload

Download

Delete

Locations

iCloud Drive

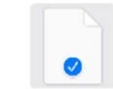
On My iPad

XPRESSVOTEXL

XL012208031

6

< > results



176-XL012...ip.eeff

4:17 PM 5 KB

176-XL012...i

4:17 PM 102 B

Coordinator Election Day Duties

- Be in agreement with your bipartisan counterpart for all major decisions.
- Have your cell phone on and nearby so you can be contacted by Site Chairs or the Board of Elections throughout Election Day.
- Take attendance and notify the Board of Elections if anyone is missing or needs to be moved in order to properly staff a different site in your area.
- Report any Election Day issues, Poll Worker, or poll site problems to the Board of Elections as they happen in real time.
- Check in with your polling sites at least twice (once in the morning and again in the evening), and as needed to address any issues that might arise and be available to assist with Poll Worker duties at poll sites if needed (such as during a rush, or if a site is temporarily short staffed while inspectors are moved to accommodate, etc.)
- Check in with your Site Chairs to ensure ENR is being completed properly and timely. Also make sure that all your polling sites are fully shut down and the black bags are returned to their designated locations.
- Complete your **COORDINATOR CHECKLIST** and return it to the Board of Elections Training Team within one week after Election Day. Be sure to record information in the correct spaces provided. Remember to record which diagram was selected from each polling site.
- Remind Site Chairs to call you first for additional supplies for their polling sites as needed. Be sure to record any items used on the inventory sheet provided.

Black Bag Return Locations

The Black Bag return location for your polling site will be listed on the black bag, and will be at one of the 8 locations listed below:

Drive Down **Irving Pl** to the east of **County Office Building**

BOE Service Center: 2595 Brighton Henrietta TL Rd

Chili:

Clarkson:

Greece:

Irondequoit:

Penfield:

Pittsford:



DISCIPLINARY REPORT

MONROE COUNTY BOARD OF ELECTIONS

Poll Site: _____

Inspector Full Name: _____

Time of Departure: _____

Brief Description:

What action(s) were taken to resolve this issue?

Was a Training Supervisor Contacted? _____

(If Supervisors are unavailable, please contact Poll Worker Helpline at 585 -753-1599)

Which supervisor was contacted? _____ **Time:** _____

Republican Site Chair

Democrat Site Chair

PLACE COMPLETED FORM INTO MANILA "IMPORTANT PAPERWORK" ENVELOPE



SITE/WEATHER CONDITIONS:

Hospital or Doctor's Name	Type of Transport Used
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[illegible]

Signature: _____ Date: _____

PLACE COMPLETED FORM INTO MANILA “IMPORTANT PAPERWORK” ENVELOPE

Site Chair Checklist – Opening Procedure

With your counterpart, assign the Poll Workers at your site (including Bilingual Inspectors) to complete opening tasks and set up the polling site *following one of the Polling Site Diagrams in the Poll Worker manual.*

- ☐ **Select Polling Site Diagram from Poll Worker manual:** _____
- ☐ **Set up voting machines and complete *Before Polls Open* form** (must be completed by a bipartisan team):
 - There will be between 4 and 12 machines, ALL machines at the site must be set up (one team will likely set up multiple machines)

Mach. #:	Dem:	Rep:

Mach. #:	Dem:	Rep:

- ☐ **Complete opening Ballot Reconciliation:** One bipartisan team
 DEM _____ REP _____
- ☐ **Set up Poll Pads:** _____
- ☐ **Set Up Sign-In Table(s):** _____
- ☐ **Hang up Signs:** _____
- ☐ **Set Up LAD:** _____
- ☐ **All Poll Workers sign-in on the same Poll Pad**

Record missing workers below (listed in Poll Pad but not present at polling site):
(Inform Coordinators and Board of Elections of any missing Poll Workers)

Place completed form in manila “Important Paperwork” Envelope

Site Chair Checklist – Closing Procedure

With your counterpart, assign the Poll Workers at your site (including Bilingual Inspectors) to complete the following closing tasks:

- ☐ **Close down voting machines, pack Small Blue Bag, and complete *After Polls Close* form** (must be completed by a bipartisan team - one team will likely close multiple machines):

Mach. #:	Dem:	Rep:

Mach. #:	Dem:	Rep:

- ☐ **Complete Election Night Reporting and pack Red Bag:** Both Site Chairs
- ☐ **Empty the Absentee Ballot Box:** Both Site Chairs
- ☐ **Complete Ballot Reconciliation:** 1 bipartisan team

DEM _____ REP _____

- ☐ **Take Down Poll Pads:** _____
- ☐ **Take Down Signs:** _____
- ☐ **Confirm all supplies are packed correctly using the repacking list**
- ☐ **Take Black Bag(s) to Designated Location:**

Designated Site Chair: _____

Place completed form in manila “Important Paperwork” Envelope

Meals and Breaks Schedule

Site Chairs assign all breaks for all Poll Workers

- There must always be at least one Poll Worker from each party present at the polling site
- Poll Workers must return from breaks on time.
- All Poll Workers must be present from 5pm to close.
- The Board of Elections recommends that meal times not exceed a half hour for lunch and a half hour for dinner, or one hour used as both, and two additional 15 minute breaks.

Name:

_____ to _____

_____ to _____

_____ to _____

_____ to _____

_____ to _____

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to

Notes & Poll Worker Resource QR Code

[illegible]**SCAN**

View Inspector Videos



DISCIPLINARY REPORT

MONROE COUNTY BOARD OF ELECTIONS

Poll Site: _____

Inspector Full Name: _____

Time of Departure: _____

Brief Description:

What action(s) were taken to resolve this issue?

Was a Training Supervisor Contacted? _____

(If Supervisors are unavailable, please contact Training Team Member) 585 -753-1599

Who was contacted? _____ **Time:** _____

Republican Site Chair

Democrat Site Chair

PLACE COMPLETED FORM INTO WHITE "IMPORTANT PAPERWORK" ENVELOPE



SITE/WEATHER CONDITIONS: _____

Hospital or Doctor's Name	Type of Transport Used
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PLACE COMPLETED FORM INTO WHITE “IMPORTANT PAPERWORK” ENVELOPE

Site Chair Checklist – Opening Procedure

With your counterpart, assign the Poll Workers at your site (including Bilingual Inspectors) to complete opening tasks.

☐ **Set up voting machines and complete *Before Polls Open* form:**

- One bipartisan team for each machine at your site and open the IC-2 machine first
- There will be at least 2 machines at your site, and up to 5 total depending on the size of the site

Machine # _____
DEM _____
REP _____

Machine # _____
DEM _____
REP _____

Add. Machine # _____
DEM _____
REP _____

Add. Machine # _____
DEM _____
REP _____

Add. Machine # _____
DEM _____
REP _____

☐ **Complete Ballot Accountability:** One bipartisan team

DEM _____ REP _____

☐ **Set up Poll Pads:** _____

☐ **All Poll Workers sign-in on the same Poll Pad**

☐ **Set Up Sign-In Table(s)** _____

☐ **Select polling site diagram option from poll worker manual:** _____

☐ **Hang up Signs:** _____

☐ **Set Up Privacy Area:** _____

☐ **Set Up LAD:** _____

Record missing workers below (listed in Poll Pad but not present at polling site):

(Inform Coordinators and Board of Elections of any missing Poll Workers)

Place completed form in manila “Important Paperwork” Envelope

Site Chair Checklist – Closing Procedure

With your counterpart, assign the Poll Workers at your site (including Bilingual Inspectors) to complete the following closing tasks:

☐ **Close down voting machines and complete *After Polls Close* form:**

- One bipartisan team for each machine at your site

Machine # _____	Machine # _____	Add. Machine # _____	Add. Machine # _____	Add. Machine # _____
DEM _____	DEM _____	DEM _____	DEM _____	DEM _____
REP _____	REP _____	REP _____	REP _____	REP _____

☐ **Empty the Absentee Ballot Box:** Both Site Chairs

- Count and record the number of absentee ballots, then place them inside manila Absentee Return Envelope.

☐ **Complete Ballot Accountability:** 1 bipartisan team

DEM _____ REP _____

☐ **Take Down Poll Pads:** _____

☐ **Take Down Signs:** _____

- Follow the repacking list to confirm appropriate materials are locked in the voting machines and Large Blue Bag(s)

☐ **Complete ENR:** Both Site Chairs

- Both Site Chairs must sign and confirm that the sealed Red Bag, sealed small Blue Bag, Absentee ballots, and white Affidavit Return envelope are sealed inside the Black Bag.

☐ **Take Black Bags to Designated Location:**

Designated Site Chair _____

Place completed form in manila “Important Paperwork” Envelope and pack in Black Bag

Meals and Breaks Schedule

Site Chairs assign all breaks for all Poll Workers

- There must always be at least one Poll Worker from each party present at the polling site
- Poll Workers must return from breaks on time.
- All Poll Workers must be present from 5pm to close.
- The Board of Elections recommends that meal times not exceed a half hour for lunch and a half hour for dinner, or one hour used as both, and two additional 15 minute breaks.

Name:

_____ to _____

_____ to _____

_____ to _____

_____ to _____

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Notes & Poll Worker Resource QR Code

[illegible]**SCAN**

View Inspector Videos

Notes to Commissioners

Only to be used to report Date of Birth typos and Notices of Death

All other notes should be relayed by the following methods: 1) immediate problems should be called into the Poll Worker Helpline at (585)-753-1599, 2) utilize the disciplinary and incident reports found in this manual, 3) report issues to your coordinator to be notated on their Coordinator Checklist, or 4) report concerns on the post-election survey, sent out via email in the days following the election.

Date: _____ Lead ED: _____

Polling Site: _____

Ex) Katherine Davis 100934567 Incorrect DOB: 5/24/1987 Correct DOB: 6/24/1987

Ex) Robert Peterson 000293045 reported deceased by wife, Patricia Peterson

Bipartisan Team of Inspector Signatures