

2020 Site Chair Handbook

General Election:

Tuesday, November 3, 2020

Early Voting:

October 24- November 1 (various time and locations)

For Questions or Concerns, call:

Voting Machine Helpline **753-1590**

Election Inspector Helpline **753-1599**

Missing or Additional Supplies Helpline **753-1501**

Voter Assistance **753-1550**

For Voters Needing a Spanish Interpreter **753-1530**

Bring this handbook with you on Election Day

LISA POLITO NICOLAY

Commissioner

NANCY LEVEN

Deputy



JACKIE ORTIZ

Commissioner

NATALIE SHEPPARD

Deputy

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

For Questions or Concerns Contact your Election Inspector Training Team

Republican

Diane Gibson (753-1522)

DianeGibson@monroecounty.gov

Paul Wagner (753-1534)

PWagner@monroecounty.gov

Abigail Staub (753-1523)

AbigailStaub@monroecounty.gov

Democratic

Linda Cummings (753-1555)

LCummings@monroecounty.gov

Jordan Billingsley (753-1545)

JordanBillingsley@monroecounty.gov

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New this Year

- Poll Pads (highlighted in the Table of Contents in the Election Inspector Manual)
- The Ballot Table
- The Ballot ID Receipt
- Affidavit Ballot Procedure
- Revision of the Before the Polls Open Sheet
- Revision of the After the Polls Close Sheet

Communications

It is critical that you communicate issues and concerns to the Board of Elections

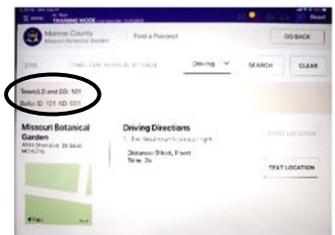
- The main number for the Board of Elections on Election Day for inspectors is 753-1559
- Call 753-1550 if 753-1559 does not answer
- Call 753-1590 for any machine problems

Procedure for a voter to get an Affidavit Ballot (also see Page 28 in Inspector Manual)

Most affidavit ballots are issued because the voter has moved but their new address is not shown in the poll pad (the poll pad will have the note "**Wrong Location**" or "**Inactive**")

1. Use the Election District Finder to find the voters correct **election district**
2. Print a receipt on the Election District Finder Screen. The receipt shows **all** of the **election districts** in the polling site.
3. **CIRCLE the voters election district**
4. Direct the voter to the ballot table
5. The voter will present the receipt to the election inspectors at the ballot table
6. The election inspectors at the ballot table will match the **election district** on the receipt to the **election district** on the front of the affidavit ballot
7. Give the voter an affidavit ballot and an affidavit ballot envelope

If a voter is Inactive but still lives at the same address, give the voter the receipt, circle the correct district and direct them to the ballot table



Site Chair Duties

- Be a certified Election Inspector
- Oversee all Election inspectors assigned to the Polling site
- Ensure that all procedures are being followed
- Directly oversee Spoiled Ballots, voters using the BMD on the IC-2 and affidavit ballots
- Assign attentive inspectors to the ballot table
- Ensure the timely return of Election Supplies at the close of Polls
- Have reliable transportation
- Be available to be contacted by cell phone on Election Day
- Work with their counterpart of the other party

Interacting with the Site Chair of the Other Party

Call your Training Team to receive the name and phone number of your counterpart one week prior to Election Day.

You should discuss:

- Breaks and meal times for all Election inspectors
- Assign bi-partisan teams to tasks throughout the day
- Rotation of tasks schedule
- Supply return and delivery at the Close of Polls

You should be in agreement on Site Chair duties before arriving on Election Day morning.

Opening Check List

<input type="checkbox"/>	All assigned Election inspectors are present and on time. Report absences at 753-1599
<input type="checkbox"/>	Election Inspectors are assigned to tasks in bipartisan (Democratic/Republican) teams
<input type="checkbox"/>	Election Inspectors are familiar with the tasks they are being assigned
<input type="checkbox"/>	Election Inspectors are prepared for voters who will be utilizing the IC-2 (BMD).
<input type="checkbox"/>	The Spanish Interpreter is present and breaks are confirmed (where applicable) Notify the Board of Elections if the Spanish Interpreter is absent.
<input type="checkbox"/>	Election Inspector are using their Training Manuals.
<input type="checkbox"/>	The Polling Site is set up according to the diagram (The diagram is NOT optional)
<input type="checkbox"/>	All Voting Machines are set-up properly and on
<input type="checkbox"/>	The IC-2 is on and privacy devices are attached
<input type="checkbox"/>	All poll pads and printers are set-up properly
<input type="checkbox"/>	All Signs are properly posted inside and outside the Polling Site.
<input type="checkbox"/>	The sign-in table has the correct materials
<input type="checkbox"/>	The ballot table has the correct materials
<input type="checkbox"/>	Ballot Reconciliation is completed
<input type="checkbox"/>	No food, drink or personal items are on the sign in table or voting machines
<input type="checkbox"/>	Where applicable: the Spanish Interpreter is present; meals and break times are confirmed, and the pay voucher is collected at the end of the shift.
<input type="checkbox"/>	The Polling site is open at 6am

Site Chairs MUST assign Election Inspectors to the following roles/areas:

Greeter

1. Ensure voters are wearing masks
2. Offer hand sanitizer
3. Try to keep voters 6 feet apart
4. Monitor crowding and ask people to wait outside if necessary
5. Receive Absentee Ballots



Sign in table

1. Confirm voter's name and address
2. Ensure voter signs the poll pad
3. Confirm signature match
4. Produce Ballot ID Receipt



Ballot table

1. Give voter the correct ballot in the privacy folder
2. Give clear instructions to the voter on how to cast their ballot
3. Issue Affidavit Ballots



Privacy Area

1. Assist voters with ballot problems
2. Ensure no political material is left in the area
3. Ensure that pens are available to mark ballots



Voting Machines

- Assist voters with machine problems
- Give voters I Voted today stickers



Notes:

Polling sites vary in the number of inspectors assigned. Some of these roles may be distributed to the same inspectors or divided between different inspectors

OPENING (SITE SPECIFIC) BAG PROCEDURE

- One Site chair will bring the site specific, opening bag in the morning
- The most important items in this bag are the keys for the voting machine and the Before the Polls Open Sheet

Election Day Check-In List

	Election Inspectors are performing assigned tasks
	A schedule is being followed for breaks and time for voting
	Election Inspectors rotate tasks at reasonable intervals throughout the day.
	One site chair is in attendance at the polling site at all times
	The Board of Elections and Coordinators are being informed of concerns, or incidents
	Site chairs are cooperating
	1 Democratic and 1 Republican Election Inspector are assigned to each sign-in table.
	1 Democratic and 1 Republican Election Inspector are assigned to the ballot table.
	All forms and envelopes are filled out properly and signed.
	The Password is being given for Spoiled Ballots

Closing Checklist

- Polls Close at 9pm or after the last voter line has voted
- Election Inspector are using their Training Manuals
- Organized Closing paperwork before the polls close
- All election inspectors are aware of their assigned tasks at closing.
- Voting machines are PROPERLY shut down
- The packing list is being used.
- Check off all items in each bag and voting machines before you pack, seal or lock anything
- ALL memory cards are removed and packed in the correct Security Bag (Red Card to Red Security Bag, Blue Card to Blue Security Bag.)
- The opening tape has not been divided
- The Red Security Bag is returned to the designated location
- The Blue Ballot Security Bags is returned to the designated location

CLOSING BAG PROCEDURES

Red Bag Procedure

- The Red Security Bag closing seal is in the Red Security Bag. Record the seal on the After the Polls Closed sheet.
- Ensure the Red Bag Transmittal Form is completed, signed and the seal number is recorded. Place it in the Red Security Bag so that it can be seen on the clear side of the bag.
- Make sure all supplies are in the Red Security Bag before sealing.
- Ensure prompt delivery of the Red Security Bag to the designated location. The Site Chair designated to deliver the Red Security Bag should leave the Polling Site no later than 9:15 pm and when possible, return to the polling site to help finish closing. (Drop off locations are listed on the back of this handbook)

Red Bag Transmittal Form		
September 10, 2015		
From: Church of The Assumption Fellowship Hall 58004		
To Data Entry Site: Perinton Town Hall		
To be completed at the Polling Site		
<small>(Initials of persons who verified Red Cards Placed into Red Bag)</small>		
Card #	Democrat	Republican
608		
609		
610		
611		
612		
Seal # used to send Red Security Bag to Data Entry Site _____		
Inspectors: Do NOT write below this line.		
To be completed at the Data Entry Site		
<small>(Initials of persons receiving Red Cards at Data Entry Site)</small>		
Card #	Democrat	Republican
Confirm Seal # on Red Bag		
608		
609		
610		
611		
612		
Seal # used to seal Red Security Bag after data input _____		

Please make sure the following are completed and signed before sealing the red bag:

- Absentee Ballots, if applicable
- Closing Tapes (one for each voting machine)
- Red Memory Card (from each machine)
- Opening Zero Tapes (one for each voting machine)
- All Pay Vouchers and W-9's (if applicable)
- Red Bag Transmittal Form
- Spanish Interpreter Envelope (if applicable)
- Voter Registration Forms, completed



Blue Bag Procedure

- EACH machine will have its own Blue Ballot Security Bag.
- NEVER remove cast ballots from that machines Blue Ballot Security Bag.
- Make sure the affidavit return envelope is placed in the side compartment of that machine’s Blue Ballot Security Bag.
- Make sure all supplies are in the Blue Ballot Security Bags before sealing.
- Seal the side zipper compartment.
- Deliver Blue Ballot Security Bags to the designated location. *(Drop off locations listed on the back of this booklet)*



Blue Ballot Bag Contents:

<input type="checkbox"/>	Ballots, voted
<input type="checkbox"/>	Closing Tape (1copy, place in clear pouch)
<input type="checkbox"/>	Facility Keys (exterior pouch, if provided)
<input type="checkbox"/>	Machine Key Envelope (from the morning)
<input type="checkbox"/>	Machine Keys with Return Envelope (put in clear pouch)
<input type="checkbox"/>	Blue Memory Card (from each machine, put in clear pouch)
<input type="checkbox"/>	Plastic Seal (IC-1 only), cut (put in clear pouch)
<input type="checkbox"/>	Return Envelope-Write-In Ballot
<input type="checkbox"/>	Return Envelope-Court Order
<input type="checkbox"/>	Return Envelope-Unscannable Emergency Ballot
<input type="checkbox"/>	Important Paperwork (Manilla Folder)
<input type="checkbox"/>	<u>PLACE IN SIDE ZIPPER POUCH</u>
<input type="checkbox"/>	Return Envelope-Affidavit Ballot



After Election Day

- Provide your Coordinator with an Election Day report on how things went
- Call the Board of Elections with any concerns or questions

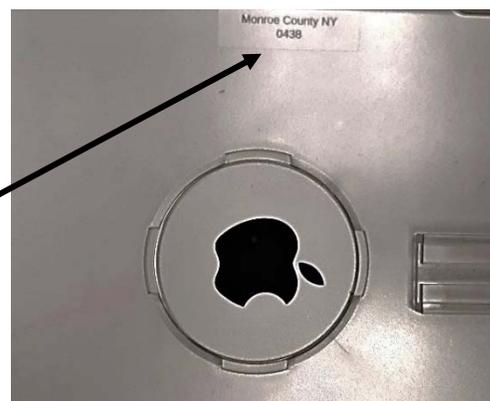
Voting Machine Tips

- Use the extension cord
- Confirm that the orange light is showing on the extension cord indicating that power is flowing to the machine
- Election Inspectors should not hover around the voting machines. Normally, inspector should stand behind the machines
- Ask the voter to read messages that appear on the operator panel



Poll Pad Tips

- The poll pads are set up in the following sequence:
 - Printer is plugged in (black cord)
 - Arm is placed into the back of the poll pad
 - Poll Pad is placed in the base
 - Poll pad is plugged in (green cord/power cube)
 - The screen shows manual entry
- When placing the arm into the poll pad, the poll pad should be flat on the table; the small label should be right-side-up and able to be read.
- The green cord should be wrapped through the arm
- Periodically check that styluses are being used and that the poll pads are being treated properly
- The green cord must be removed from the poll pad before turning it off



Voter Privacy Tips

- Election Inspectors should not hover around the voting machines and privacy areas.
- Election inspectors should never handle marked ballots, unless asked by the voter. In this case, it constitutes assistance and should be recorded on Section III of the Challenge Report.

Sign-In and Ballot Table Tips

- Make sure that all election inspectors are taking the time to properly check in voters
- Remind election inspectors to use advanced search if they can not find a voter
- Review the ED Finder function on the Poll Pad with the election inspectors
- Make sure the ballot ID on the receipt is the same as the one on the ballot given to the voter
- Follow the check-in procedures from the Election Inspector Manual.
- Make sure every voter is being given good instructions when issued their ballot

2020 Sanitation Procedure Notes

- People in the polling sites must wear masks
- Maintain proper social 6' distancing
- The following items are supplied:
 - Hand Sanitizer
 - Gloves
 - Masks
 - Wipes (Inspector Use Only)
- Voters and inspectors should use the poll pad stylus, not their finger, to sign in on the poll pad
- Election Inspectors must **sanitize**:
 - The poll pad stylus after each use
 - The privacy areas, including all pens
 - All table tops, door handles and push bars
 - The outside of the poll pad
- Sanitize the poll site at the end of the night



Closing Bag Return Locations

Location	Red Bag	Blue Bag
City	Irving Place, adjacent to BOE	Parking Lot to the east of BOE between Irving
Brighton	Town Hall: 2300 Elmwood Ave	BOE Service Center: 2595 Brighton Henrietta Townline Rd
Chili	Town Hall: 3333 Chili Ave	Town Hall Parking Lot: 3333 Chili Ave
Clarkson	Town Hall: 3710 Lake Rd	Town Hall Parking Lot: 3710 Lake Rd
East Rochester	Town Hall: 317 Main St	Town Hall Parking Lot: 120 W Commercial St
Gates	Town Hall: 1605 Buffalo Rd	Town Hall Parking Lot: 1605 Buffalo Rd
Greece	Town Hall: 1 Vince Tofany Blvd	Town Hall Parking Lot: 1 Vince Tofany Blvd
Hamlin	Town Hall: 1658 Lake Rd	Town Hall Parking Lot: 1658 Lake Rd
Henrietta	Town Hall: 475 Calkins Rd	BOE Service Center: 2595 Brighton Henrietta
Irondequoit	Town Hall: 1280 Titus Ave	Town Hall Parking Lot: 1280 Titus Ave
Mendon	Town Hall: 16 W Main St	Town Hall Parking Lot: 16 W Main St
Ogden	Town Hall: 269 Ogden Center Rd	Town Hall Parking Lot: 269 Ogden Center Rd
Parma	Town Hall: 1300 Hilton Parma Corners Rd	Town Hall Parking Lot: 1300 Hilton Parma Corners Rd
Penfield	Town Hall: 3100 Atlantic Ave	Town Hall Parking Lot: 3100 Atlantic Ave
Perinton	Town Hall: 1350 Turk Hill Rd	Town Hall Parking Lot: 1350 Turk Hill Rd
Pittsford	Town Hall: 11 S Main St	Town Hall Parking Lot: 11 S Main St
Riga	Town Hall: 6460 Buffalo Rd	Town Hall Parking Lot: 6460 Buffalo Rd
Rush	Town Hall: 5977 E Henrietta Rd	Town Hall Parking Lot: 5977 E Henrietta Rd
Sweden	Town Hall: 18 State St	Town Hall Parking Lot: 18 State St
Webster	Town Hall: 1000 Ridge Rd	Town Hall Parking Lot: 1000 Ridge Rd
Wheatland	Town Hall: 22 Main St	Town Hall Parking Lot: 22 Main St

Questions: Call 753-1599