Welcome Coordinators and Site Chairs Leadership Training 2023

Introduction

First and foremost, THANK YOU!! We could not run the elections without you!

Remember: You can't do everything BUT you can't do nothing.

Overview

- New Procedures This Year

- Election Day Preparation & Opening the Polls

  - Ballot Reconciliation

- Voter Sign-In Scenarios

  - Affidavits and Court Orders

- Voting Machine Assistance

- Closing the Polls

  - Ballot Reconciliation

New This Year

- ➢ Privacy Sleeve
  - ➢ Will look different, are unable to be pushed into the machine

- ➢ Ballots will no longer have stubs
  - ➢ Ballots will be loose once removed from clear wrapping

- ➢ Emergency Unscannable Ballots Procedure
  - ➢ Will no longer have this collection envelope
  - ➢ Call the BOE if a voter spoils their third ballot

- ➢ Poll Pad Hotline
  - ➢ To be used if for syncing issues, connectivity issues, or if a Poll Worker is missing in the Poll Pad

- ➢ Expanded Coordinator Role

- ➢ Site Specific Bag

PRIVACY SLEEVE

Expanded Coordinator Role

(*New This Year) Coordinators will carry extra supplies with them on Election Day, including:

➢ Privacy Folders

➢ Ballot Receipt Paper

➢ "I Voted Today" Stickers

➢ Challenge Report pages
  ➢ Make sure to fill in polling site information if extra pages are needed

For supply issues, call your coordinator first, then if they do not have the required materials, call the supplies hotline

(*New This Year) Opening Bag Procedure

ONLY the red bag will be delivered to Site Chairs before Election Day (not the site specific bag)

- The red bag will contain:
  - Voting Machine Keys
  - Polling Site Keys (if applicable)
  - *Red Bag Transmittal* Form

All other site specific materials will be found in the IC-2 voting machine

- Open the IC-2 first! It is always the lowest number machine

The red bag will be delivered sealed, and cannot be opened until a Poll Worker of the opposite party arrives

Record the red bag seal on the *Before Polls Open* and *Red Bag Transmittal* form

Preparing for Election Day

Get together with your counterpart!

- Use the Site Chair Checklist to assign jobs and breaks (in Site Chair manual).

- Make sure inspectors are equipped for the job assigned. Review manual and watch videos to be prepared.

- Know who is returning the *TripLOK* bag and the blue bags.

  - For Primary Election: Democrats have the *TripLOK* bag

  - For General Election: Republicans have the *TripLOK* bag

- Your polling site may have a Language Access Device (LAD). How to use the LAD is in the Poll Worker Manual.

Over 5 District Sites

Most polling sites are expanding this year, meaning there will be several EDs at one site.

If you are at a site that has over 5 districts, we encourage you to set up a second ballot table (if possible).

DO NOT divide ballots by party! Instead place the first half of the Ballot ID numbers on one table and then the second half on another.

Make sure you explain to inspectors they have to still double check the Ballot ID number.

YOU KNOW YOUR SITE BEST, USE YOUR BEST JUDGEMENT TO MAKE ADJUSTMENTS TO KEEP YOUR SITE ORGANIZED AND THE FLOW OF TRAFFIC RUNNING SMOOTHLY.

Opening Ballot Reconciliation

- Must be completed in a bipartisan team

- Must be completed prior to 6am

- Ensure you account for all the ballots by opening every voting machine and pulling out every green bag

- For this example, there are three voting machines, and the inspectors pulled out three green bags

Ballot

Poll Wo

1. Rem
   ball
2. Ope
3. Return all <u>unused</u> ballot packs back to their green bag.

Henrietta LEAD ED: 052001

ADDL EDS: 052002, 052003

|||||||| (barcode)

BOE TRAINING AND SERVICE CNTR

2595 BRIGHTON HENRIETTA T L RD

Before Polls Open	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Preprinted Ballots											
Blank Ballots											
Affidavits											
TOTAL PER ED											

BEFORE POLLS OPEN: TOTAL BALLOTS: _____

Signature of Inspectors – Start of Day   _____   _____
                                                Democratic Inspector   **Republican Inspector**

Ballot Reconciliation Form

Poll Workers must:

1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use.
2. Open only one ballot pack per ID at a time.
3. Return all <u>unused</u> ballot packs back to their green bag.

Henrietta LEAD ED: 052001

ADDL EDS: 052002, 052003

BOE TRAINING AND SERVICE CNTR

2595 BRIGHTON HENRIETTA T L RD

Before Polls Open	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Preprinted Ballots											
Blank Ballots											
Affidavits											

POLLS

HENRIETTA LEAD ED: 1
052001
BOE TRAINING AND SERVICE CENTER
2595 BRIGHTON HENRIETTA TL RD
BALLOT ID(s)
5000
AFFIDAVIT ID(s)
5002
052001
GE23

HENRIETTA ED: 2
052002
BOE TRAINING AND SERVICE CENTER
2595 BRIGHTON HENRIETTA TL RD
BALLOT ID(s)
5001
AFFIDAVIT ID(s)
5003
052002
GE23

HENRIETTA ED: 3
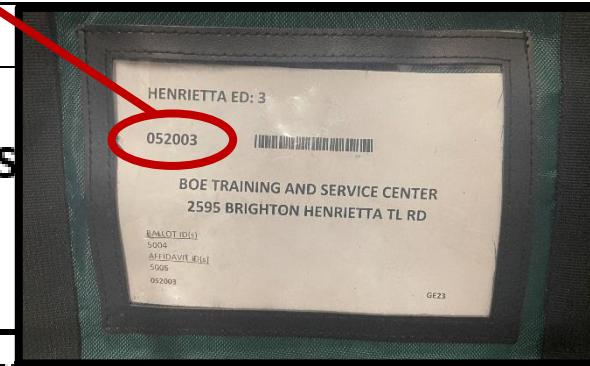052003
BOE TRAINING AND SERVICE CENTER
2595 BRIGHTON HENRIETTA TL RD
BALLOT ID(s)
5004
5006
052003
GE23

s – St

Democratic Inspector

Republican Inspector

Ballot Reconciliation Form

Poll Workers must:

1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use.
2. Open only one ballot pack per ID at a time.
3. Return all <u>unused</u> ballot packs back to their green bag.

Henrietta LEAD ED: 052001

ADDL EDS: 052002, 052003

BOE TRAINING AND SERVICE CNTR

2595 BRIGHTON HENRIETTA T L RD

Before Polls Open	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #
Preprinted Ballots						
Blank Ballots						
Affidavits						
TOTAL PER ED						

- Only count one green bag at a time!
- Begin with the District 1 Green Bag and remove all the ballots
- As you count them and record the number on the form, place them back into the green bag so that you know they are accounted for

BEFORE POLLS OPEN: TOTAL BALLOTS: _____

Signature of Inspectors – Start of Day   _____   _____

                                           Democratic Inspector   Republican Inspector

Ballot Reconciliation Form

Poll Workers must:

1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use.
2. Open only one ballot pack per ID at a time.
3. Return all <u>unused</u> ballot packs back to their green bag.

Henrietta LEAD ED: 052001

ADDL EDS: 052002, 052003

BOE TRAINING AND SERVICE CNTR

2595 BRIGHTON HENRIETTA T L RD

Before Polls Open	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Di...	Dist. #
Preprinted Ballots	**150**					
Blank Ballots						
Affidavits						
TOTAL PER ED						

- Begin by counting the preprinted ballot packs
- In this example, there were 3 sealed preprinted ballot packs
- There are 50 ballots in a sealed preprinted ballot pack
- You do NOT need to open sealed packs to confirm the number of ballots
- You must record the number of ballots NOT the number of ballot packs!!
- Since we have 3 packs of 50 ballots, record 150

BEFORE P...

Signature of Inspectors – Start of Day

Democratic Inspector   **Republican Inspector**

Ballot Reconciliation Form

Poll Workers must:

1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use.
2. Open only one ballot pack per ID at a time.
3. Return all _unused_ ballot packs back to their green bag.

Henrietta LEAD ED: 052001

ADDL EDS: 052002, 052003

BOE TRAINING AND SERVICE CNTR

2595 BRIGHTON HENRIETTA T L RD

Before Polls Open	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Di	Dist. #	Dist. #
Preprinted Ballots	150						
Blank Ballots	10						
Affidavits							
TOTAL PER ED							

- Next count the blank ballots
- In this example, there was 1 sealed blank ballot pack
- There are 10 ballots in a sealed blank ballot pack
- Since we have 1 pack of 10 ballots, record 10

BEFORE POLLS OPEN: TOTAL BALLOTS: _____

Signature of Inspectors – Start of Day

_____   _____
Democratic Inspector   Republican Inspector

Ballot Reconciliation Form

Poll Workers must:

1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use.
2. Open only one ballot pack per ID at a time.
3. Return all <u>unused</u> ballot packs back to their green bag.

Henrietta LEAD ED: 052001

ADDL EDS: 052002, 052003

||||||||| barcode |||||||

BOE TRAINING AND SERVICE CNTR

2595 BRIGHTON HENRIETTA T L RD

Before Polls Open	Dist. # 052001	Dist. # 052002	Dist. # 052003	. #
Preprinted Ballots	150			
Blank Ballots	10			
Affidavits	25			
TOTAL PER ED				

- Finally count the affidavit ballots
- Affidavits are not sealed so they MUST be hand counted!
- Be careful not to count the cover sheet if there is one
- There may not be a "nice" round number of ballots– you may get a number like 24 or 52. This is fine, just record that number on the form
- We encourage you to take off the rubber band and have both workers separately count them to agree on the same number
- In this example, both workers counted and agreed there were 25 affidavit ballots, so record 25

Signature of Inspectors – Start of Day

_____   _____
Democratic Inspector   Republican Inspector

Ballot Reconciliation Form

Poll Workers must:

1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use.
2. Open only one ballot pack per ID at a time.
3. Return all <u>unused</u> ballot packs back to their green bag.

Before Polls Open	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Preprinted Ballots	150										
Blank Ballots	10										
Affidavits	25										
TOTAL PER ED	185										

- Total up all the ballots from this district/column
- 150+10+25=185

BEFORE POLLS OPEN: TOTAL BALLOTS: _____

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

Ballot Reconciliation Form

Poll Workers must:

1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use.
2. Open only one ballot pack per ID at a time.
3. Return all <u>unused</u> ballot packs back to their green bag.

Henrietta LEAD ED: 052001

ADDL EDS: 052002, 052003

|||||||||||

BOE TRAINING AND SERVICE CNTR

2595 BRIGHTON HENRIETTA T L RD

Before Polls Open	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Preprinted Ballots	150	150									
Blank Ballots	10	10									
Affidavits	25	25									
TOTAL PER ED	185	185									

- Repeat the process of counting the ballots for the District 2 Green Bag

BEFORE POLLS OPEN: TOTAL BALLOTS: _____

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

Ballot Reconciliation Form

Poll Workers must:

1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use.
2. Open only one ballot pack per ID at a time.
3. Return all <u>unused</u> ballot packs back to their green bag.

Henrietta LEAD ED: 052001

ADDL EDS: 052002, 052003

‖‖‖‖‖‖‖‖‖‖‖‖‖‖

BOE TRAINING AND SERVICE CNTR

2595 BRIGHTON HENRIETTA T L RD

Before Polls Open	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #
Preprinted Ballots	150	150	150				
Blank Ballots	10	10	10				
Affidavits	25	25	25				
TOTAL PER ED	185	185	185				

- Repeat the process of counting the ballots for the District 3 Green Bag
- *Note:* the numbers will not be the same across all columns on Election Day, they are the same in this example for training purposes only

BEFORE POLLS OPEN: TOTAL BALLOTS: _____

Signature of Inspectors – Start of Day

_____   _____
Democratic Inspector   Republican Inspector

Ballot Reconciliation Form

Poll Workers must:

1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use.
2. Open only one ballot pack per ID at a time.
3. Return all <u>unused</u> ballot packs back to their green bag.

Henrietta LE...

ADDL EDS: 0...

BOE TRAINI... ...R

2595 BRIGHTON HENRIETTA T L RD

> The remaining columns are left blank, as there are only 3 green bags

Before Polls Open	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Preprinted Ballots	150	150	150								
Blank Ballots	10	10	10								
Affidavits	25	25	25								
TOTAL PER ED	185	185	185								

> - Add up the totals from each column to get the Before Polls Open: Total Ballots
> - 185+185+185=555

BEFORE POLLS OPEN: TOTAL BALLOTS: _____**555**_____

> We encourage you to use a smartphone calculator if you have one, or consider bringing a calculator with you

Ballot Reconciliation Form

Poll Workers must:

1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use.
2. Open only one ballot pack per ID at a time.
3. Return all <u>unused</u> ballot packs back to their green bag.

Henrietta LEAD ED: 052001
ADDL EDS: 052002, 052003

BOE TRAINING AND SERVICE CNTR
2595 BRIGHTON HENRIETTA T L RD

Before Polls Open	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #
Preprinted Ballots	150	150	150				
Blank Ballots	10	10	10				
Affidavits	25	25	25				
TOTAL PER ED	185	185	185				

- The bipartisan team that completed ballot reconciliation must sign
- This must be completed prior to 6am, when polls open
- Make sure to take your time, as a mistake in the morning will prevent you from being able to reconcile in the evening

BEFORE 555

Signature of Inspectors – Start of Day

Carla Williams
Democratic Inspector

Diane Gibson
Republican Inspector

Scenario #1:

Find the Voter: Using Basic Search

Mary Scott

If unable to find voter using Basic Search, then what is the next step?
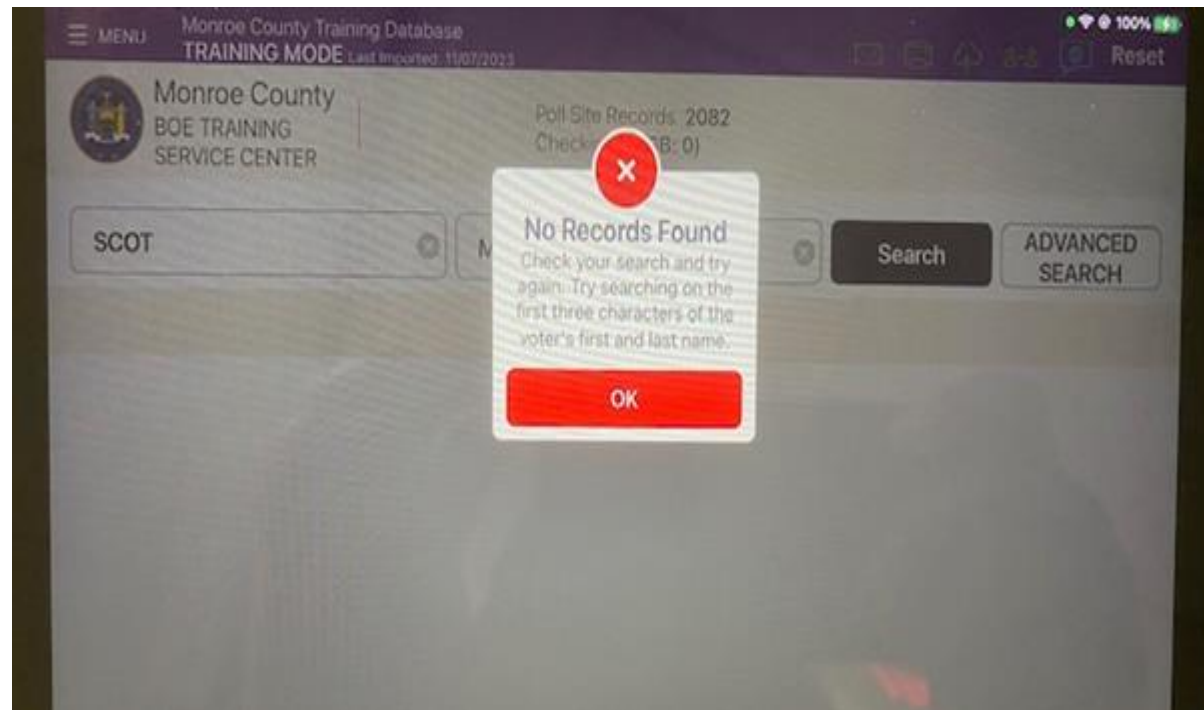
Scenario #1(cont'd):

Find the Voter: Using Advanced Search
Mary Scott

You would proceed by asking voter their date of birth first, then their address. Once you believe you found them turn the poll pad around and ask voter to confirm that the information on the screen is correct.

DOB: 02/27/1947

Address: 950 Commons Way Apt 2, Rochester

Scenario #1(cont'd):

Find the Voter: Mary Scott

Once voter has been located in the poll pad and they have confirmed that the address and date of birth is correct but the name is different…

What's the next step for Name Change Procedure?

Scenario #1(cont'd):

Find the Voter: Mary Scott

Step 1: Have voter sign using their new name

Scenario #1(cont'd):

Name Change Procedure: Mary Scott

Step 2: Have voter fill out a new voter registration form

Explanation: We need a wet signature on file to be able to update a voter's record

Question: Where does a filled out voter registration form go?

Answer: **The Red Security Bag**

Scenario #1(cont'd):

Name Change Procedure: Mary Scott

Step 3

Fill out Section # 1 on Challenge Report- This step should be done while voter is filling out new voter registration form. **Once completed print out Ballot Receipt, hand to the voter and direct them to the ballot table**.

	SECTION 1: NAME CHANGES, SAME ELECTION DISTRICT ADDRESS CHANGES, TYPO CORRECTIONS, OR NOTICES OF DEATH (REMEMBER TO HAVE THE VOTER FILL OUT A NEW VOTER REGISTRATION SO THE BOE CAN UPDATE THEIR VOTER INFORMATION)			
1	**Current Name** Mary Scott		**Current Address** 950 Commons Way Apt 2, Rochester	**Reasons(s) (Check All that Apply)** ☒ Name Change
	Voter ID No. 014014014	**Election District No.** 052023	**Changed/Previous Information** Mary Thomas	☐ Same ED Address Change ☐ Typo or Birthday Correction ☐ Notice of Death
2	**Current Name**		**Current Address**	**Reasons(s) (Check All that Apply)** ☐ Name Change
	Voter ID No.	**Election District No.**	**Changed/Previous Information**	☐ Same ED Address Change ☐ Typo or Birthday Correction ☐ Notice of Death

Scenario #1 (cont'd):

You have successfully completed the process for a Name Change Procedure.

TIP: if the voter is persistent about taking the voter registration form with them instead of filling it out there- allow them to do so, but try to encourage them that we need that information in order to avoid, having to go through this again when exercising their right to vote.
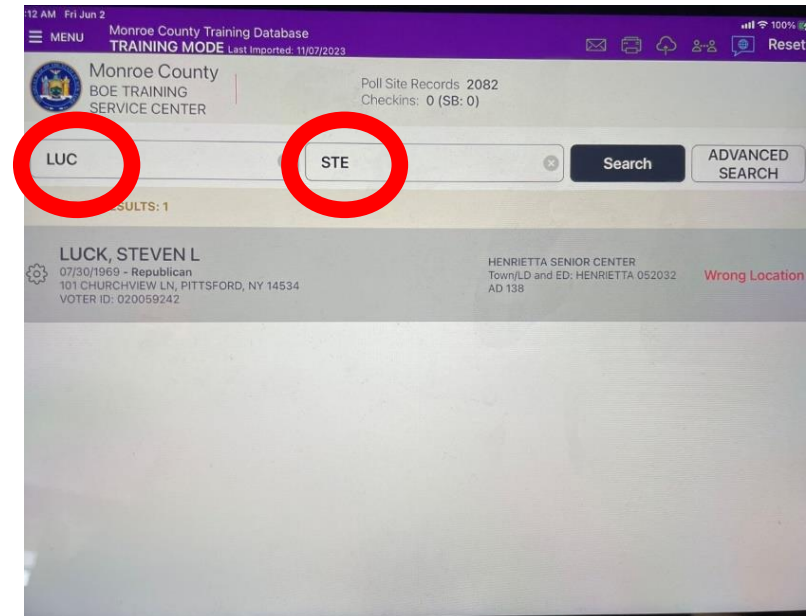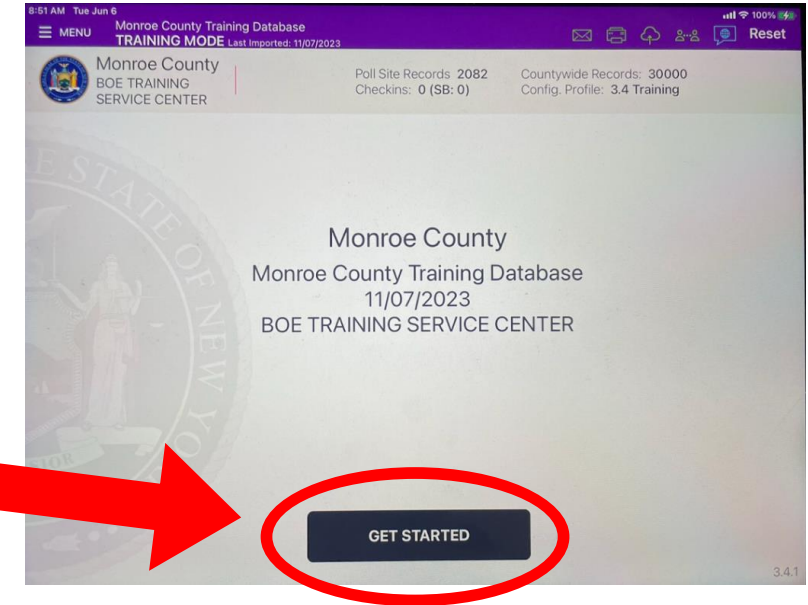
Wrong Location Procedure

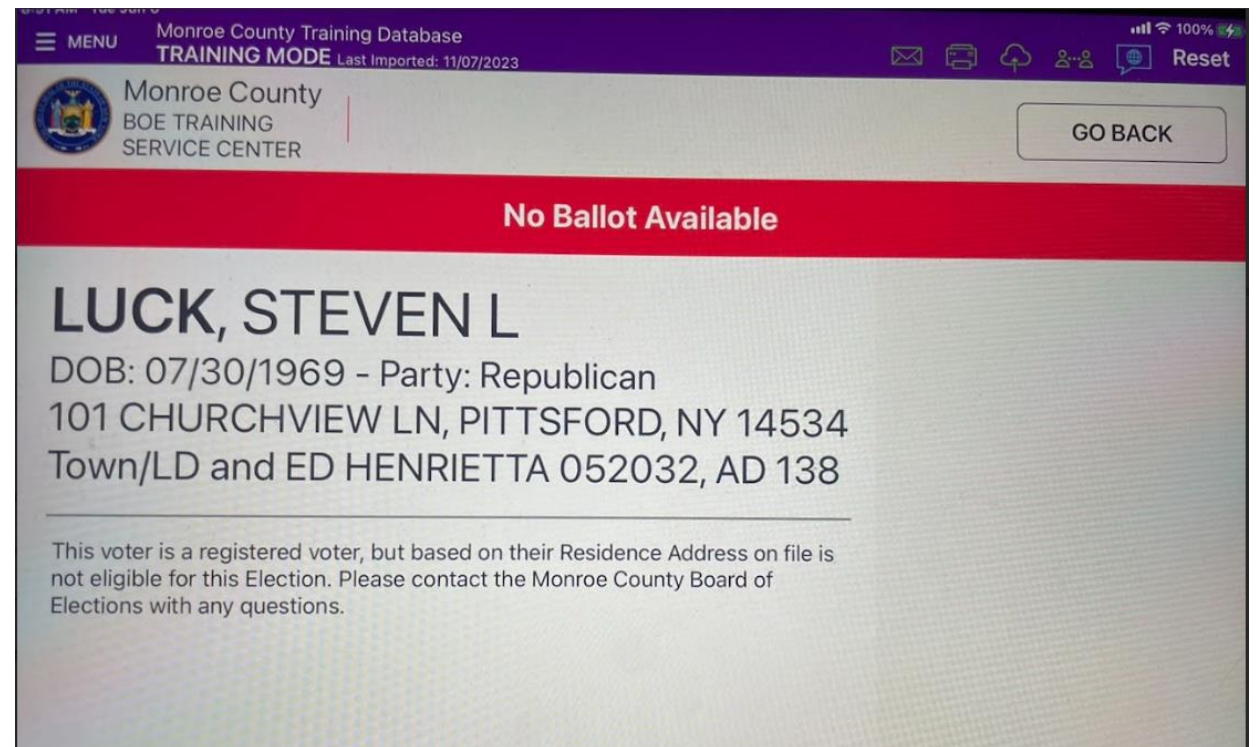# Find The Voter

1. Press "Get Started"

2. Ask the voter for their first and last name

STEVEN LUCK

1. Enter the first 3 letters for the last name and for the first name

Confirm Correct Information

Confirm with voter the information is accurate, that the date of birth is correct, and correct spelling of the first and last name along with the correct middle initial

Open The Election District Finder

1. Press the "Menu" button in the top left corner of the poll pad
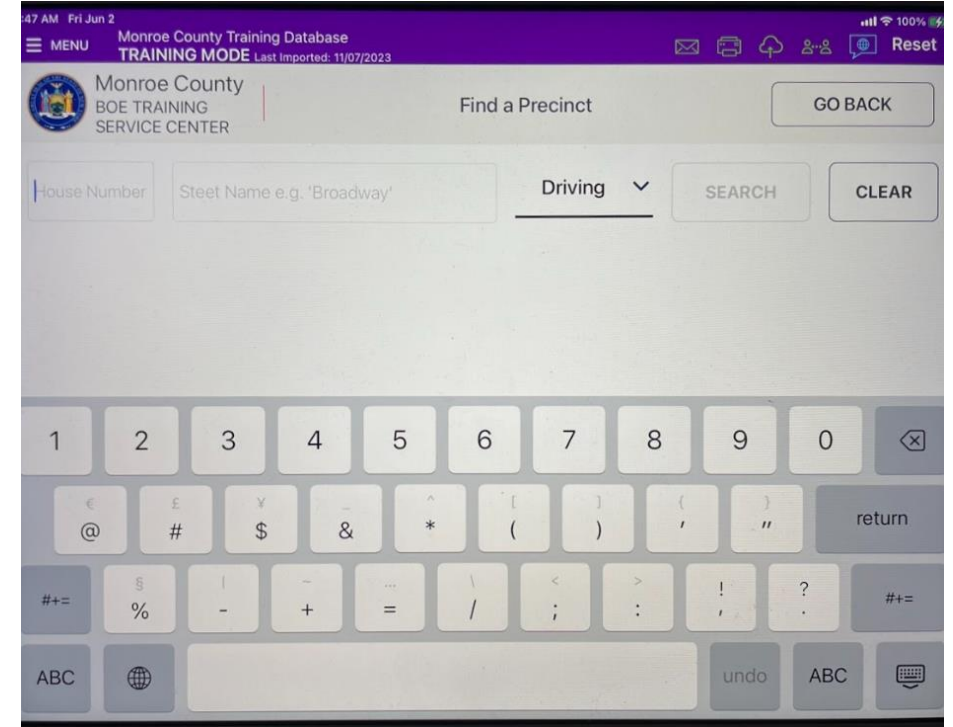
2. Select the "Election District Finder Icon"
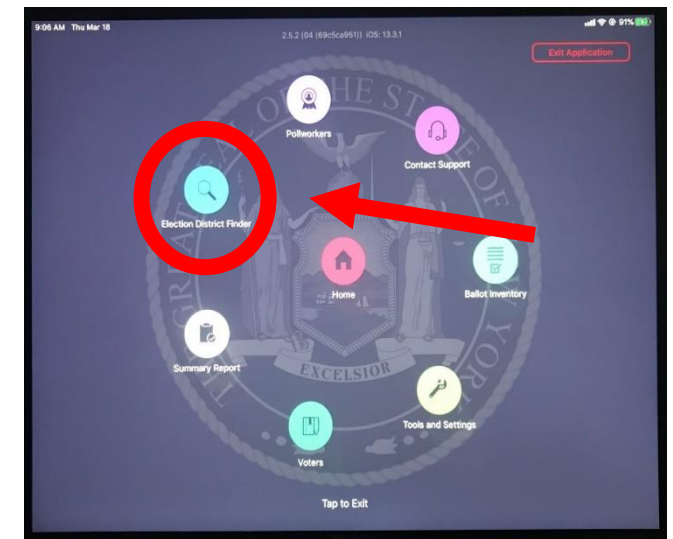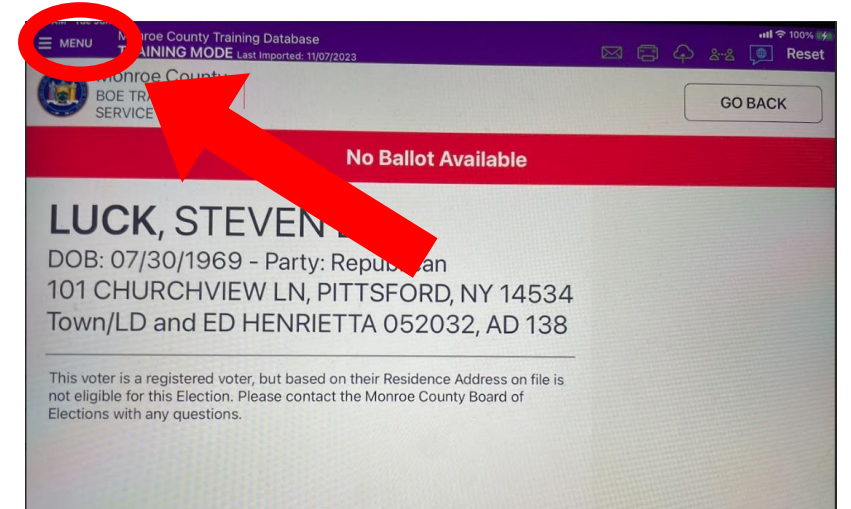
CURRENT ADDRESS

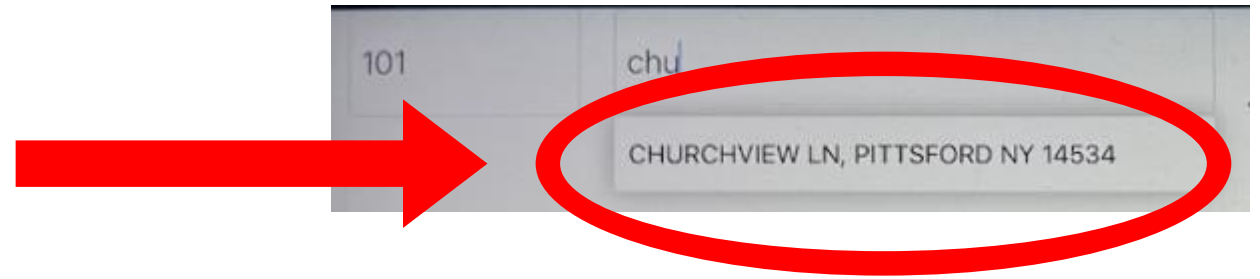Confirm with the voter that the address in the poll pad is the current address where the voter lives

Enter The CURRENT address of the voter

1. Enter 101 in the House Number box

2. Enter CHU in the Street Name box

3. Make sure while typing in the street name to select the correct address from the dropdown menu that will appear

Direct the voter to the correct site

Ask the voter how they would like the directions given to them

Option one: Paper receipt

Press the Print Location button, a receipt will print giving the step by step directions from their current location to the correct polling site

Option two: Text the voter

If the voters choose text you will ask them for their phone number and then enter it with the area code into the Send Text Box, the voter will then be sent the same directions as on the paper receipt

Scenario #3 (cont'd):

Affidavit Procedure:

1. Print out the directions receipt
2. Circle correct ED- found on poll pad screen
   it is located at the left of the screen where it
   reads… EX:Town/LD and ED: Henrietta 052034

TIP: The poll pad will print out ALL of the election districts
reporting into that polling site. It randomizes the numbers,
so the election district you are looking for may not be listed first.
Be sure to circle the correct one.

YOUR POLLING PLACE

BOE TRAINING SERVICE
CENTER
2595 BIGHTON HENRIETTA TL
RD, ROCHESTER, NY, 14623
Election District:HENRIETTA 052034,
HENRIETTA 052023, HENRIETTA
052011

DRIVING DIRECTIONS

Starting from:
2595 BIGHTON HENRIETTA TL RD,
ROCHESTER, NY, 14623

1. The destination is on your left
Distance: 0 feet, Travel Time: 0s

Arrive at:
2595 BIGHTON HENRIETTA TL RD,
ROCHESTER, NY, 14623

Scenario #3 (cont'd):

3. Record Assembly District (AD) 3-digit # from poll pad screen and write down on ballot receipt.
4. Press menu, press home, then get started and search voter again.
5. From the drop down screen record voter's 9 digit voter ID on ballot receipt.
6. Hand receipt to voter and direct them to ballot table.

Scenario #3 (cont'd):

OFFICIAL
AFFIDAVIT BALLOT
STATE OF NEW YORK
COUNTY OF MONROE

FOR
TRAINING
JULY 4, 2022

Commissioners of Elections

Ballot ID: 5002
LT: Henrietta
ED: 11
Election District Number: 052011

Remember to vote both sides
Recuerda votar por ambos lados

OFFICIAL
AFFIDAVIT BALLOT
STATE OF NEW YORK
COUNTY OF MONROE

FOR
TRAINING
JULY 4, 2022

Commissioners of Elections

Ballot ID: 5003
LT: Henrietta
ED: 23
Election District Number: 052023

Remember to vote both sides
Recuerda votar por ambos lados

OFFICIAL
AFFIDAVIT BALLOT
STATE OF NEW YORK
COUNTY OF MONROE

FOR
TRAINING
JULY 4, 2022

Commissioners of Elections

Ballot ID: 5006
LT: A Henrietta
ED: 34
Election District Number: 052034

Remember to vote both sides
Recuerda votar por ambos lados

Voter is now at the ballot table

YOUR POLLING PLACE

BOE TRAINING SERVICE CENTER
2595 BIGHTON HENRIETTA TL RD, ROCHESTER, NY, 14623
Election District HENRIETTA 052034
HENRIETTA 052023, HENRIETTA 052011

DRIVING DIRECTIONS

Starting from:
2595 BIGHTON HENRIETTA TL RD, ROCHESTER, NY, 14623

1. The destination is on your left
Distance: 0 feet, Travel Time: 0s

Arrive at:
2595 BIGHTON HENRIETTA TL RD, ROCHESTER, NY, 14623

Match ED from receipt with the ED on the Affidavit ballot

Scenario #3 (cont'd):

Affidavit Procedure Continued:

7. Fill out top right portion (To Be Completed By Poll Worker) of the Affidavit Envelope before sending voter to the privacy area. Hold onto the ballot receipt and have the voter return to you.

Record the time after voter has voted. Please ensure everything was filled out completely.

TIP: We record party of ballot given during Primary Election **ONLY.** Do not circle ballot given during a General Election!

If working Early Voting please check the box to indicate. Otherwise, leave blank.

COMPLETED BY POLL WORKER

☐ If Early Voting Check this Box

Name of Poll Worker (Print):
Forrest Gump

Time Ballot Given: 1:33 _____ AM / (PM)

Town/City: Henrietta

AD/Ward: 138

Election District: 052034

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

DEM   REP

CON   (WOR)

Now that the voter has returned from the privacy area with their affidavit ballot sealed in the affidavit envelope. You are able to proceed with filling out Section # 4 of the Challenge Report.

All of the information is in front of you to be able to complete this form successfully. Remember to use your ballot receipt to record the voter ID and election district.

Use the affidavit envelope to record the voter's name, address, and reason affidavit was issued.

SECTION 4: AFFIDAVIT BALLOTS OR COURT ORDERS

		Voter ID or Ballot ID No.	Voter Name	Reason for Affidavit Ballot or Court Order:
1	☒ Affidavit ☐ Court Order	008767795	Christopher Green	☐ Absentee Sent ☐ Inactive ☒ Moved to New Election District ☐ ID Required – but don't present ID ☐ Can't find Voter in Poll Pad (called BOE first) ☐ Other:
	Election District No. 052034	Voter Address 71 Crimson Bramble Rd		
2	☐ Affidavit ☐ Court Order	Voter ID or Ballot ID No.	Voter Name	☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required – but don't present ID ☐ Can't find Voter in Poll Pad (called BOE first) ☐ Other:
	Election District No.	Voter Address		

Final Step:

Place completed affidavit envelope and ballot receipt in the Manilla Affidavit Envelope.

You have successfully completed the process of a voter moving into a new election district.

Scenario #4

Find the Voter:
Catherine Fox

Address: 34 Blue Avocado Ln
DOB: 05/09/1985

Catherine Fox is in the Poll Pad, however, it seems she has moved.
We need to use the ED finder to determine the correct polling site for the voter.

Scenario #4 (cont'd)

Look up the address:
"34 Blue Avocado Ln" in the ED Finder
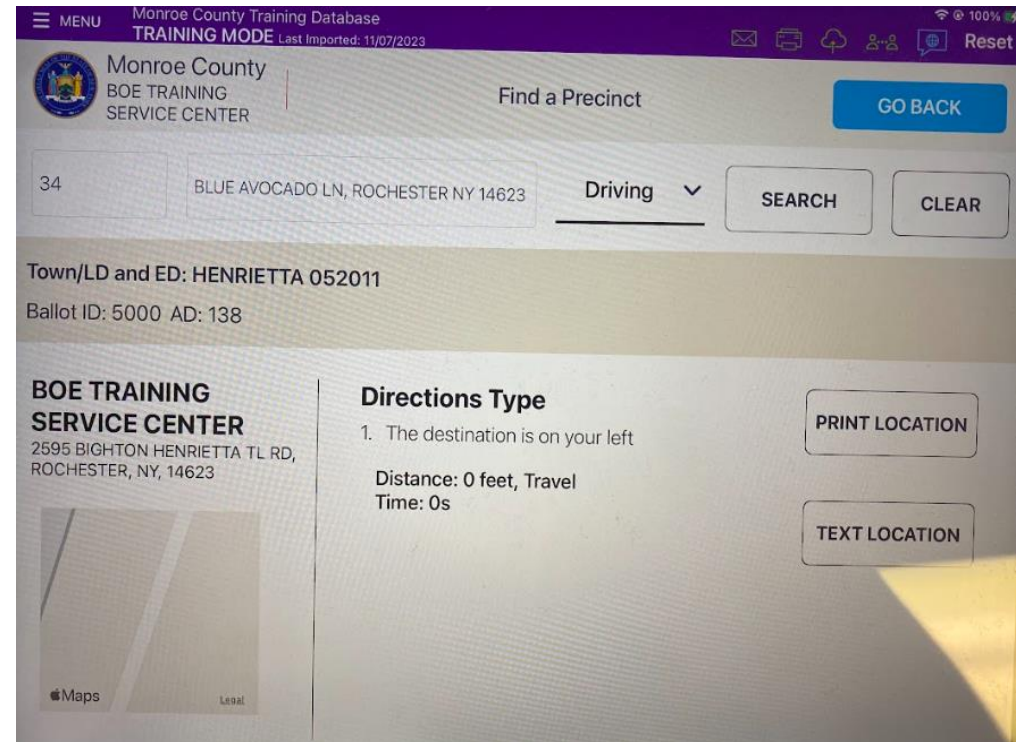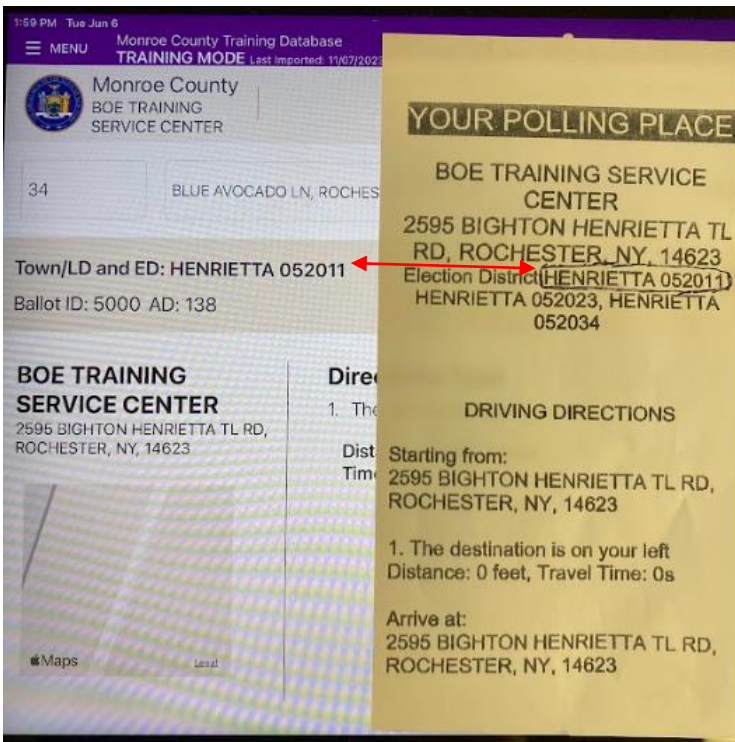
The voter is at the correct site. We now need to see if the voter's Election District changed from their other address. Print the directions receipt and circle the correct Election District for 34 Blue Avocado Ln (Henrietta 52011).

Scenario #4 (cont'd)

Press "Go Back" in the top right and look up Catherine Fox again.

In this instance, the voter has moved within the same polling site to a new Election District. Since the voter's Election District has changed from Henrietta 52034 to Henrietta 52011, we must issue the voter the *Affidavit and Court Order Instructions* form where they can either choose to vote by affidavit or go and get a court order.

Scenario #4 (cont'd)

In this scenario, the voter selected an affidavit.

Make sure all processes are followed correctly and it is completely filled in section 4 of the *Challenge Report.*

Closing the Polls

BE READY!

- Begin prepping early in the evening if you are not busy
- Look over forms/paperwork
- Work with your counterpart and use checklist to assign closing jobs
- Confirm who is taking the *Trip*LOK bag back

*Trip*LOK Bag

START EARLY!!

- Begin counting affidavits early
- Reminder – the *Trip*LOK bag and blue bag should NOT be brought back together!

Closing Ballot Reconciliation

- Start early! Get preliminary counts of ballots in manila envelopes and sealed ballot packs prior to 9pm if there is down time
  - Confirm these numbers after polls have closed
- Must be completed in a bipartisan team
- Consider bringing a pencil with you so you can erase if you make mistakes, or bring scrap paper and record your final numbers on the actual form
- Use a calculator or smartphone calculator app – it is a long day and it is easy to make mistakes

After Polls Close	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused											
Unused											
Un											
Unuse											

- Record the number of sealed voted affidavit ballots FIRST
  - Remember: the affidavit envelope will be placed in the *Trip*LOK bag, which leaves the site quickly (about 15 minutes) after polls close – if you do not get this number before it leaves, you will not be able to complete ballot reconciliation
- In this example, there were 5 sealed affidavit envelopes
- Ensure the number of affidavits is recorded and a bipartisan team signs the front of the manila affidavit collection envelope

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

BOARD OF ELECTIONS
COUNTY OF MONROE

BLUE Bag

ENCLOSE THE
SEALED VOTED **AFFIDAVIT** ENVELOPES

IN THIS
ENVELOPE

5 NUMBER OF SEALED VOTED AFFIDAVIT ENVELOPES

Carla Williams DEMOCRATIC INSPECTOR
Diane Gibson REPUBLICAN INSPECTOR

Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs											
Unused Prepr — from (											
Unused											
Unused Affidavit Ballots											
TOTAL PER ED											

> If not already prefilled, record the 6 digit election district numbers used in the morning portion

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. 0520	...	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs							
Unused Preprinted Ballots – from Opened Pack							
Unused Blank Ballots							
Unused Affidavit Ballots							
TOTAL PER ED							

- Count the unused ballots for one green bag at a time to stay organized
- First count the unused ballots for District 1
- You will find District 1 ballots in the District 1 green bag AND on the ballot table

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 0	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	**50**										
Unused Preprinted Ballots – from Opened Pack											
Unused Blank Ballots											
Unused Affidavit Ballots											
TOTAL PER ED											

- First count the unused preprinted ballots from the unopened packs
  - These will be found in the green bag
  - Check to confirm the election district for each ballot pack is 052001 – it is possible ballot packs may have been moved into the wrong green bag
  - The election district number is found on the bottom left hand corner of the ballot
- There are 50 ballots in a sealed preprinted ballot pack
  - Remember: you do NOT need to open sealed packs to confirm the number of ballots
- In this example, there is only 1 sealed unopened pack, so record 50

After Polls Close: Total Unused B

Sealed Voted Affidavit Ballots – total

Sealed Spoiled

Abandoned

Voted Ballots From Machines (use Closing Tape):
- Total Scanned
- Total Scanned
- Total Scanned

Town: Henrietta
ED: 1

...ture of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

AFTER POLLS CLOSE: TOTAL BALLOTS
(MUST equal Before Polls Opened: Total Ballots)

=

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50										
Unused Preprinted Ballots – from Opened Pack	2										
Unused Blank Ballots											
Unused Affidavit Ballots											
TOTAL PER ED											

- Next count the unused preprinted ballots from the OPEN pack
  - These will be found on the ballot table since they were being handed out until polls closed
  - Check the bottom left hand corner of the ballots to find the district 1 ballots
- You must hand count and record the number of ballots you physically have in front of you
  - Remember, there are no longer ballot stubs or ballot stub numbers, so you have no choice but to count the ballots
- In this example, there are 2 preprinted ballots for election district 1 left in the open pack, so record 2

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50										
Unused Preprinted Ballots – from Opened Pack	2										
Unused Blank Ballots	10										
Unused Affidavit Ballots											
TOTAL PER ED											

- Next count the unused blank ballots
- Blank ballots should be found in the green bag
- In this example, the blank ballot pack was still sealed and unopened
- Since the pack is still sealed, there are still 10 in the pack – record 10

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50										
Unused Preprinted Ballots – from Opened Pack	2										
Unused Blank Ballots	10										
Unused Affidavit Ballots	21										
TOTAL PER ED											

- Next count the unused affidavit ballots
- These will be found on the ballot table
  - Remember to check for the six digit election district number on the front of the ballot to find the correct affidavits ballots
- These must be hand counted by both workers to agree on the number of affidavits
- In this example, the bipartisan team counted and agreed there were 21 affidavits, so record 21

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50										
Unused Preprinted Ballots – from Opened Pack	2										
Unused Blank Ballots	10										
Unused Affidavit Ballots	21										
TOTAL PER ED	83										

- Add up all the ballots from the district 052001 column to get the total for that election district
- 50+2+10+21=83

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

	Dist. # 052001	Dist. # 052002	Dist. # 0520...	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
	50	50									
	2										
	10										
	21										
TOTAL PER ED	83										

Move onto the District 2 (052002) column and repeat the process that was completed for District 1

- Count the unused preprinted ballots from the unopened packs, found in the green bag
  - Check to confirm the election district for each ballot pack is 052002 by looking in the bottom left hand corner of the ballot
- There are 50 ballots in a sealed preprinted ballot pack
- In this example, there is only 1 sealed unopened pack, so record 50

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50									
Unused Preprinted Ballots – from Opened Pack	2	20									
Unused Blank Ballots	10										
Unused Affidavit Ballots	21										
TOTAL PER ED	83										

- Count the unused preprinted ballots from the OPEN pack, found on the ballot table
  - Check the bottom left hand corner of the ballots to find the Election District 2 ballots
- Hand count and record the number of ballots you physically have in front of you
- In this example, there are 20 preprinted ballots for left in the open pack, so record 20

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50									
Unused Preprinted Ballots – from Opened Pack	2	20									
Unused Blank Ballots	10	9									
Unused Affidavit Ballots	21										
TOTAL PER ED	83										

- Count the unused blank ballots found in the green bag
- In this example, the blank ballot pack was open, so you must hand count the ballots
- The bipartisan team counted 9 unused blank ballots, so record 9

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50									
Unused Preprinted Ballots – from Opened Pack	2	20									
Unused Blank Ballots	10	9									
Unused Affidavit Ballots	21	24									
TOTAL PER ED	83										

- Next count the unused affidavit ballots found on the ballot table
  - Remember to check for the six digit election district number on the front of the ballot to find the correct affidavits ballots
- In this example, the bipartisan team hand counted and agreed there were 24 affidavits, so record 24

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50									
Unused Preprinted Ballots – from Opened Pack	2	20									
Unused Blank Ballots	10	9									
Unused Affidavit Ballots	21	24									
TOTAL PER ED	83	103									

- Add up all the ballots from the district 052002 column to get the total for that election district
- 50+20+9+24=103

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

	Dist. # _01	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
		50	100								
		20									
		9									
		24									
TOTAL PER ED	83	103									

Move onto the Election District 3 (052003) column and repeat the process that was completed for Election District 1 and 2

- Count the unused preprinted ballots from the unopened packs, found in the green bag
  - Check the bottom left hand corner of the ballot to confirm the election district for each ballot pack is 052003
- In this example, there are 2 sealed unopened packs of 50, so record 100

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	**+** 5
Sealed Spoiled Ballots – total per site	**+**
Abandoned Ballots – total per site	**+**
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	**+**
Total Scanned from Machine	**+**
Total Scanned from Machine	**+**
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	**=**

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50	100								
Unused Preprinted Ballots – from Opened Pack	2	20	3								
Unused Blank Ballots	10	9									
Unused Affidavit Ballots	21	24									
TOTAL PER ED	83	103									

- Count the unused preprinted ballots from the OPEN pack, found on the ballot table
  - Check the bottom left hand corner of the ballots to find the Election District 3 ballots
- In this example, the bipartisan team hand counted 3 preprinted ballots left in the open pack, so record 3

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50	100								
Unused Preprinted Ballots – from Opened Pack	2	20	3								
Unused Blank Ballots	10	9	10 ◄								
Unused Affidavit Ballots	21	24									
TOTAL PER ED	83	103									

- Count the unused blank ballots found in the green bag
- In this example, the blank ballot pack was still sealed and unopened
- Since the pack is still sealed, there are still 10 in the pack – record 10

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50	100								
Unused Preprinted Ballots – from Opened Pack	2	20	3								
Unused Blank Ballots	10	9	10								
Unused Affidavit Ballots	21	24	25								
TOTAL PER ED	83	103									

- Next count the unused affidavit ballots found on the ballot table
  - Remember to check the front of the ballot for the correct six digit election district number - 052003
  - In this example, the bipartisan team hand counted and agreed there were 25 affidavits, so record 25

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50	100								
Unused Preprinted Ballots – from Opened Pack	2	20	3								
Unused Blank Ballots	10	9	10								
Unused Affidavit Ballots	21	24	25								
TOTAL PER ED	83	103	138								

- Add up all the ballots from the district 052003 column to get the total for that election district
- 100+3+10+25=138

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+ 5
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50	100								
Unused Preprinted Ballots – from Opened Pack	2	20	3								
Unused Blank Ballots	10	9	10								
Unused Affidavit Ballots	21	24	25								
TOTAL PER ED	83	103	138								

- Add up the totals from each election district to get the total number of unused ballots
- 83+103+138=324

After Polls Close: Total Unused Ballots: ____324____

After Polls Close: Total Unused Ballots		324
Sealed Voted Affidavit Ballots – total per site	+	5
Sealed Spoiled Ballots – total per site	+	
Abandoned Ballots – total per site	+	
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+	
Total Scanned from Machine	+	
Total Scanned from Machine	+	
	+	
	+	
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=	

- Follow the gray arrow to record the unused ballot total in the top box of the bottom grid
  - This will ensure you do not forget to add it into your final closing total

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50	100								
Unused Preprinted Ballots – from Opened Pack	2	20	3								
Unused Blank Ballots	10	9	10								
Unused Affidavit Ballots	21	24	25								
TOTAL PER ED	83	103	138								

After Polls

After Polls Close: Total Unused Ballots		324
Sealed Voted Affidavit Ballots – total per site	+	5
Sealed Spoiled Ballots – total per site	+	
Abandoned Ballots – total per site	+	
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+	
Total Scanned from Machine	+	
Total Scanned from Machine	+	
	+	
	+	
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=	

- Next record totals from ballots found in manila envelopes
  - You will need the totals from 3 envelopes: the affidavit, spoiled, and abandoned ballot envelopes
  - You should have already recorded the affidavit total, as it left the site in the *Trip*LOK bag
- Note: there are additional manila envelopes that you will NOT have to account for on the ballot reconciliation form – specifically the write-ins and court orders
  - These ballots went into the voting machine so they are accounted for on the machine tapes already

_____
Democratic Inspector

_____
Republican Inspector

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
U											
U											

- Count the number of ballots in the spoiled ballot collection envelope
  - Remember, these ballots may be in a white spoiled ballot envelope if a voter spoiled the ballot OR loose in the collection envelope if an inspector spoiled the ballot
- In this example, there were 3 spoiled ballots, so record 3
- Ensure the number of spoiled ballots is recorded and a bipartisan team signs the front of the manila spoiled ballot collection envelope

After Polls Close: Total Unused Ballots: _____ **324**

After Polls Close: Total Unused Ballots		324
Sealed Voted Affidavit Ballots – total per site	+	5
Sealed Spoiled Ballots – total per site	+	3
Abandoned Ballots – total per site	+	
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+	
Total Scanned from Machine	+	
Total Scanned from Machine	+	
	+	
	+	
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=	

BOARD OF ELECTIONS
COUNTY OF MONROE

ENCLOSE THE
SPOILED BALLOTS
IN THIS ENVELOPE

___3___ NUMBER OF SPOILED BALLOTS

Carla Williams DEMOCRATIC INSPECTOR
Diane Gibson REPUBLICAN INSPECTOR

Place this Envelope in the
BLUE Bag
of the IC-2 Voting Machine

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #

- Count the number of ballots in the abandoned ballot collection envelope
- In this example, there were no abandoned ballots, so record 0
  - Note: anytime there is zero of anything that you need to record, you must actually record the number 0, otherwise the BOE does not know if it was accounted for
- Ensure the number of abandoned ballots is recorded and a bipartisan team signs the front of the manila abandoned ballot collection envelope

Ballots: **324**

After Polls Close: Total Unused Ballots		324
Sealed Voted Affidavit Ballots – total per site	+	5
Sealed Spoiled Ballots – total per site	+	3
Abandoned Ballots – total per site	+	0
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine	+	
Total Scanned from Machine	+	
Total Scanned from Machine	+	
	+	
	+	
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=	

BOARD OF ELECTIONS
COUNTY OF MONROE

ENCLOSE THE
ABANDONED BALLOTS
IN THIS ENVELOPE

0 NUMBER OF ABANDONED BALLOTS
(INCLUDING IF A VOTER TOOK BALLOT AND LEFT)

Carla Williams DEMOCRATIC INSPECTOR
Diane Gibson REPUBLICAN INSPECTOR

Place this Envelope in the
BLUE Bag
of the IC-2 Voting Machine

- Record the number of ballots from each machine tape, which is posted on the wall for public viewing
- Start with the machine tape for the lowest numbered machine (IC-2)
- You will need to find and record two numbers from the machine tape
  - First locate the tabulator name at the top of the machine tape, and record it next to the words Total Scanned from Machine (this may be prefilled), in this example the machine number/tabulator name is 400
  - Then find the words "Total Scanned" on the machine tape and record the number in the column with the + sign, in this example, the total scanned is 77

Dist. #	Dist. #

: Total Unused

	Abandoned Ballots – total per site	+	0
Voted Ballots From Machines (use Closing Tape):	Total Scanned from Machine **400**	+	**77**
	Total Scanned from Machine	+	
	Total Scanned from Machine	+	
		+	
		+	
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)		=	

```
************************

          Top
  2023 Monroe General
 Tuesday, November 07, 2023

Tabulator Name
400

Tabulator ID
400


Voting Location
BOE TRAINING & SERVICE CENTER


Precinct
01

- - - - - - - - - - - - - -
Total Scanned      : 77
Total Voters       : 77

Ballot ID: 5000
Ballots Scanned  :   35
Ballot ID: 5001
Ballots Scanned  :   29
Ballot ID: 5002
Ballots Scanned  :   13


=========================

Precinct
```

Signature

Dem

Rep

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #		Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50	100					
Unused Preprinted Ballots	2	20	2					

- Find the machine tape for the next voting machine and record the tabulator name and total scanned
  - In this example the machine number/tabulator name is 401
  - In this example, the total scanned is 74

```
**************************

            Top
   2023 Monroe General
  Tuesday, November 07, 2023

Tabulator Name
401

Tabulator ID
401

Voting Location
BOE TRAINING & SERVICE CENTER

Precinct
01

- - - - - - - - - - - - - -
Total Scanned      : 74
Total Voters       : 74

Ballot ID: 5000
Ballots Scanned    :  33
Ballot ID: 5001
Ballots Scanned    :  26
Ballot ID: 5002
Ballots Scanned    :  15


==========================

Precinct
```

After Polls Close: Total Unused Ballots		324
Sealed Voted Affidavit Ballots – total per site	+	5
Sealed Spoiled Ballots – total per site	+	3
Abandoned Ballots – total per site	+	0
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine **400**	+	77
Total Scanned from Machine **401**	+	74
Total Scanned from Machine	+	
	+	
	+	
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=	

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #		Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50	100					
Unused Preprinted Ballots	2	20	2					

- Find the machine tape for the final voting machine and record the tabulator name and total scanned
  - In this example the machine number/tabulator name is 402
  - In this example, the total scanned is 72

```
*************************

          Top
   2023 Monroe General
   Tuesday, November 07, 2023

Tabulator Name
402

Tabulator ID
402

Voting Location
BOE TRAINING & SERVICE CENTER

Precinct
01


Total Scanned       : 72
Total Voters        : 72

Ballot ID: 5000
Ballots Scanned   :  34
Ballot ID: 5001
Ballots Scanned   :  26
Ballot ID: 5002
Ballots Scanned   :  12


=========================

Precinct
```

After Polls Close: Total Unused Ballots		324
Sealed Voted Affidavit Ballots – total per site	+	5
Sealed Spoiled Ballots – total per site	+	3
Abandoned Ballots – total per site	+	0
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine 400	+	77
Total Scanned from Machine 401	+	74
Total Scanned from Machine 402	+	72
	+	
	+	
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=	

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50	100								
Unused Preprinted Ballots – from Opened Pack	2	20	3								

- In this example, there are two blank lines – you do not need to record anything in these spaces
  - These rows will only be used at sites that have 4 or 5 voting machines

After Polls Close: Total Unused Ballots: _____324_____

After Polls Close: Total Unused Ballots		324
Sealed Voted Affidavit Ballots – total per site	+	5
Sealed Spoiled Ballots – total per site	+	3
Abandoned Ballots – total per site	+	0
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine 400	+	77
Total Scanned from Machine 401	+	74
Total Scanned from Machine 402	+	72
	+	
	+	
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=	555

- Add up all the numbers in the column to get the total number of ballots
- 324+5+3+0+77+74+72=555
- This number must match the opening total, if it does not, you must try again following the procedure in the next slide

Closing Ballot Reconciliation

If the totals do not match:

1. Check your math
    *   Remember: you have been working for 16+ hours and it is very easy to make mistakes after working that long
2. Check for any abandoned ballots that may have been left behind by a voter
    *   Check places like the privacy area, garbage cans, bathrooms, etc
3. Recount the ballots
    *   Follow the same procedure laid out in the previous slides
4. Find a different bipartisan team to try to find the mistake
5. If you have tried several times and still cannot get the totals to match **CALL THE BOARD OF ELECTIONS POLL WORKER HELPLINE**
    *   This is _REQUIRED_ if you cannot reconcile – the BOE will help you find the mistake and/or give you further instructions
    *   You must call, whether you are off by 1 or 100+, as the BOE needs to be aware of any missing ballots

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs	50	50	100								
Unused Preprinted Ballots – from Opened Pack	2	20	3								
Unused Blank Ballots	10	9	10								
Unused Affidavit Ballots	21	24	25								
TOTAL PER ED	83	103	138								

After Polls

After Polls Close: Total Unused Ballots		324
Sealed Voted Affidavit Ballots – total per site	+	5
Sealed Spoiled Ballots – total per site	+	3
Abandoned Ballots – total per site	+	0
Voted Ballots From Machines (use Closing Tape): Total Scanned from Machine 400	+	77
Total Scanned from Machine 401	+	74
Total Scanned from Machine 402	+	72
	+	
	+	
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=	555

- The bipartisan team that completed ballot reconciliation must sign off to complete the ballot reconciliation process
- Place the completed ballot reconciliation form into the white Important Paperwork Envelope

Signature of Inspectors – End of Day

Carla Williams
Democratic Inspector

Diane Gibson
Republican Inspector

Important Paperwork

➢ Make sure everything is filled out and signed, even if blank.

➢ Make sure all forms listed on envelope get placed in there.

➢ Place Poll Worker sign up in Important Paperwork envelope (even though it is not listed on there).

Conclusion

➢BOE staff is here to help!

➢Utilize phone numbers on manual appropriately.