Moderators & Clerks

E-Pollbook Version

Please silence your cell phone

Bring your pollworker manual with you to the polls

Rhode Island Board of Elections

View this presentation and other pollworker-related materials at:
http://www.elections.ri.gov/pollworkers

Follow us on Twitter @RI_BOE

Election Official Oath

Do you attest to faithfully execute the office of election official and will, to the best of your ability, preserve, protect, and defend the constitution of the United States, the constitution of the State of Rhode Island, and all the election laws and rights of the people thereof?

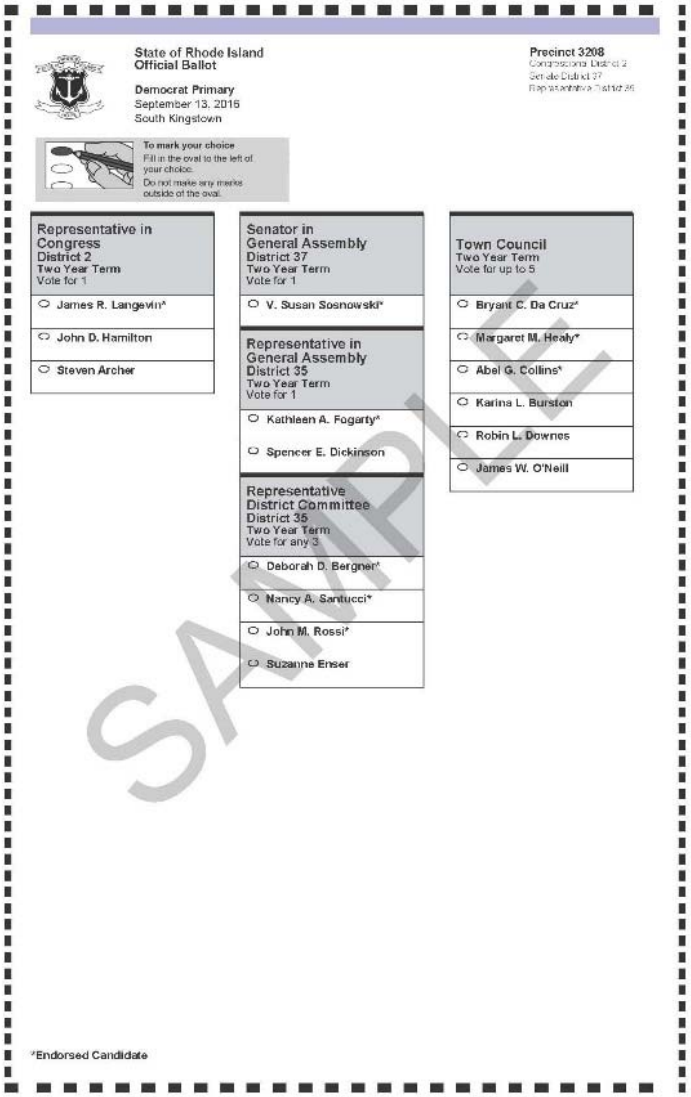
Important Changes

- New voting machine at all precincts, DS-200.
- Uses digital scanning technology.
- No more special pens!
- Can read regular ball-point pens.
- Voters will use the touchscreen to override their ballots if they make a mistake.

Important Changes

- The results from your precinct will be sent to the Board of Elections over a cellular connection in the DS-200.
- There will no longer be a Designated Supervisor.
- The Moderator and Clerk will return the USB Drive from the DS-200 with your Election Returns.
- Your Technician will deliver your Automark verification ballot. The process will be done by the Moderator/ Warden and the Technician in the morning and afternoon. The verification ballot will then be given to the Clerk to file in the Completed verification ballot envelope

Important Changes



State of Rhode Island
Official Ballot

Democrat Primary
September 13, 2016
South Kingstown

Precinct 3208
Congressional District 2
Senate District 37
Representative District 35

To mark your choice
Fill in the oval to the left of your choice.
Do not make any marks outside of the oval.

Representative in Congress
District 2
Two Year Term
Vote for 1

- James R. Langevin*
- John D. Hamilton
- Steven Archer

Senator in General Assembly
District 37
Two Year Term
Vote for 1

- V. Susan Sosnowski*

Representative in General Assembly
District 35
Two Year Term
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- Kathleen A. Fogarty*
- Spencer E. Dickinson

Representative District Committee
District 35
Two Year Term
Vote for any 3

- Deborah D. Bergner*
- Nancy A. Santucci*
- John M. Rossi*
- Suzanne Enser

Town Council
Two Year Term
Vote for up to 5

- Bryant C. Da Cruz*
- Margaret M. Healy*
- Abel G. Collins*
- Karina L. Burston
- Robin L. Downes
- James W. O'Neill

SAMPLE

*Endorsed Candidate

- New ballot design.
- Voters will fill-in ovals to the left of the choice.
- In the primary, ballots are not printed on Blue or Yellow paper anymore.
- A colored Blue or Yellow bar across the top will be used to differentiate ballots.

Moderator's goals for Election Day?

- Get your equipment up and running first thing in the morning.
- Make sure you have assigned your Supervisors in bipartisan pairs, and stagger any breaks.
- In the Primary, be ready to sign Change Party Designation Forms for voters.
- Be attentive to any voter's having a problem with either the DS-200 or the AutoMark.
- Manage the lines for the Supervisors well.
- Maintain communication with the Board of Canvassers if any problems arise.

	City/Town	Primary 9/13/16 POLLS OPEN	Election 11/8/16 POLLS OPEN	POLLS CLOSE
0100	BARRINGTON	7:00 AM	7:00 AM	8:00 PM
0200	BRISTOL	7:00 AM	7:00 AM	8:00 PM
0300	BURRILLVILLE	7:00 AM	7:00 AM	8:00 PM
0400	CENTRAL FALLS	7:00 AM	7:00 AM	8:00 PM
0500	CHARLESTOWN	7:00 AM	7:00 AM	8:00 PM
0600	COVENTRY	7:00 AM	7:00 AM	8:00 PM
0700	CRANSTON	7:00 AM	7:00 AM	8:00 PM
0800	CUMBERLAND	7:00 AM	7:00 AM	8:00 PM
0900	EAST GREENWICH	7:00 AM	7:00 AM	8:00 PM
1000	EAST PROVIDENCE	7:00 AM	7:00 AM	8:00 PM
1100	EXETER	7:00 AM	7:00 AM	8:00 PM
1200	FOSTER	7:00 AM	7:00 AM	8:00 PM
1300	GLOCESTER	7:00 AM	7:00 AM	8:00 PM
1400	HOPKINTON	9:00 AM	7:00 AM	8:00 PM
1500	JAMESTOWN	8:00 AM	7:00 AM	8:00 PM
1600	JOHNSTON	7:00 AM	7:00 AM	8:00 PM
1700	LINCOLN	7:00 AM	7:00 AM	8:00 PM
1800	LITTLE COMPTON	9:00 AM	7:00 AM	8:00 PM
1900	MIDDLETOWN	7:00 AM	7:00 AM	8:00 PM
2000	NARRAGANSETT	7:00 AM	7:00 AM	8:00 PM
2100	NEWPORT	7:00 AM	7:00 AM	8:00 PM
2200	NEW SHOREHAM	9:00 AM	9:00 AM	8:00 PM
2300	NORTH KINGSTOWN	7:00 AM	7:00 AM	8:00 PM
2400	NORTH PROVIDENCE	7:00 AM	7:00 AM	8:00 PM
2500	NORTH SMITHFIELD	7:00 AM	7:00 AM	8:00 PM
2600	PAWTUCKET	7:00 AM	7:00 AM	8:00 PM
2700	PORTSMOUTH	7:00 AM	7:00 AM	8:00 PM
2800	PROVIDENCE	7:00 AM	7:00 AM	8:00 PM
2900	RICHMOND	7:00 AM	7:00 AM	8:00 PM
3000	SCITUATE	7:00 AM	7:00 AM	8:00 PM
3100	SMITHFIELD	7:00 AM	7:00 AM	8:00 PM
3200	SOUTH KINGSTOWN	7:00 AM	7:00 AM	8:00 PM
3300	TIVERTON	7:00 AM	7:00 AM	8:00 PM
3400	WARREN	7:00 AM	7:00 AM	8:00 PM
3500	WARWICK	7:00 AM	7:00 AM	8:00 PM
3600	WESTERLY	9:00 AM	7:00 AM	8:00 PM
3700	WEST GREENWICH	7:00 AM	7:00 AM	8:00 PM
3800	WEST WARWICK	7:00 AM	7:00 AM	8:00 PM
3900	WOONSOCKET	7:00 AM	7:00 AM	8:00 PM

All polls close at 8 p.m.

Remember to vote

- You can’t leave the polling place.
- Vote early at the Board of Canvassers!
- You have until 4 p.m. on the day before the election.
- Caution: The primary you choose to vote in may affect your ability to be assigned on Primary Day.

Clerk's goals for Election Day?

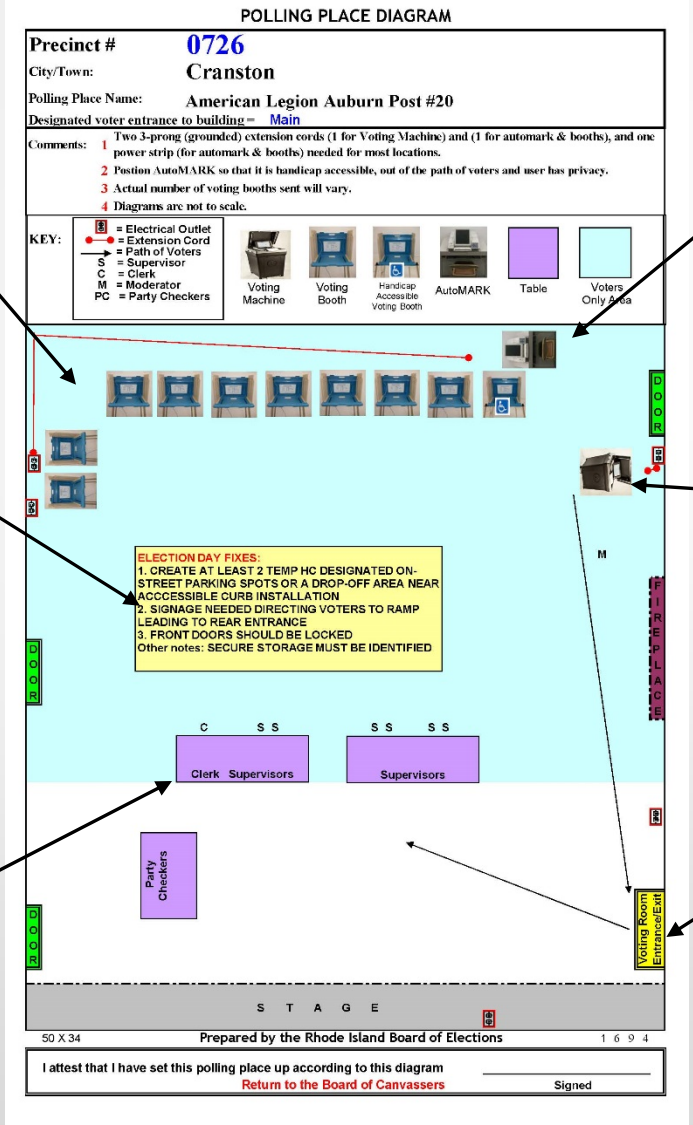
- Get your workstation organized.
- Be attentive, courteous, and non-partisan.
- Keep control of all ballots. Poll Pads eliminate the need for ballot applications.
- Help any voters who are unsure where they should be voting.
- Know the difference between a Provisional Voter and an Affirmation Voter and process them accordingly.
- Fill-in for a Supervisor when needed.
- At the end of the night, accurately account for every ballot and ballot application used in your polling place.
- Always refer complex questions to the Moderator.

Setting up the polling place

Voting Area is in blue.

Special instructions for you will be in the yellow box.

You may have additional tables for additional Supervisors.



The AutoMark is ***always*** facing to the side for privacy of the voter.

The DS-200 should always be placed in the Voting Area.

Make sure voters are using only the designated entrance.

Your Election Keys

You get your keys from the supplies sent to you by the Board of Canvassers

- Black Key – DS-200 tabulator
- Silver Key – Ballot box under the DS-200
- Blue Key – AutoMark
- Gold Key - Red Provisional Ballot Bag

Place sign on DS-200

Attach "**Insert Ballot Here**" sign to the front of the DS200 as shown below.

Use caution, make sure sign & tape do not interfere with ballots.

Arrow will be in Moderator's bag

The clerk must verify these seals numbers

Blue Supply
Box Seal

USB Drive
Door Seal

DS-200
Serial Number

AutoMARK
Serial Number

Put a checkmark next to each number on your Election Certificate

Clerk's Election Certificate

ELECTION CERTIFICATE (E-Pollbook)

Precinct Info		Verify Serial Numbers	
Precinct No:	3202	Voting: Machine:	0002412
City/Town:	SOUTH KINGSTOWN	AutoMark:	0009708
Location:	SOUTH KINGSTOWN SENIOR CENTER, 25 ST. DOMINIC RD	Memory Pack:	3975319
Election Date:	TUESDAY, SEPTEMBER 13, 2016	Supply Box(s):	0221895 0221855 2771450 2771673

BALLOTS

	DEMOCRAT	REPUBLICAN	NON-PARTISAN
Number of ballots sent to your polling place.....	1400	1100	1100

1. Election Day public counter on the DS-200.....	
2. Number of provisional envelopes in the Red Bag.....	+
3. Number of ballots in the manual count bag (usually zero).....	+
Enter Number of Voided Ballots Below (Do not add to the total) VOIDS → [ ] ← VOIDS — **TOTAL** Ballots Voted	=

NUMBER OF VOTERS

	Only enter the number from one Poll Pad
4. Checked-In Count from Poll Pad (lower-right on either screen).....	
5. Number of provisional envelopes in the Red Bag.....	+
TOTAL Applications Signed	=

These two lines should be equal

Enter Your Seals Numbers at Closing

Blue Supply Box(s):			
Metal Ballot Box(s):		**Red Bag:**	

Signatures

We certify that we have reviewed the information entered onto this election certificate and to the best of our knowledge the information is accurate and correct.

Warden/Moderator	Clerk
Supervisor	Supervisor

These are your seal numbers

These are the number of ballots you received in your blue supply box.

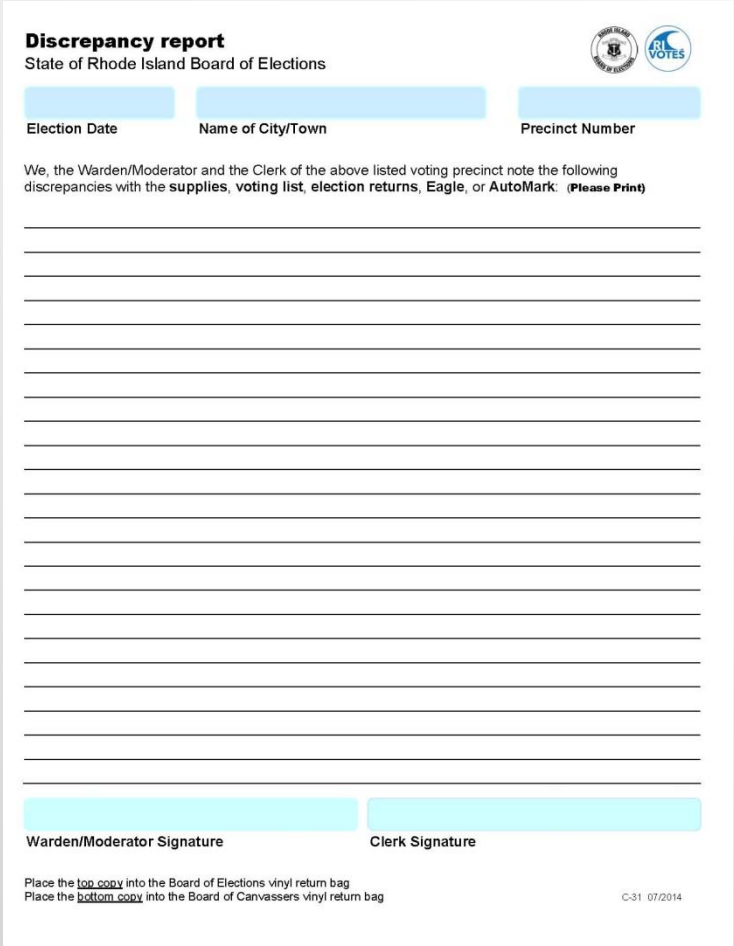
Enter total number of ballots used here.

Same number is on either Poll Pad

Don't add the number of Voids to any other number

Don't forget to sign both copies

Discrepancy Report (two-part form)



Discrepancy report
State of Rhode Island Board of Elections

Election Date | Name of City/Town | Precinct Number

We, the Warden/Moderator and the Clerk of the above listed voting precinct note the following discrepancies with the **supplies**, **voting list**, **election returns**, **Eagle**, or **AutoMark**: **(Please Print)**

Warden/Moderator Signature | Clerk Signature

Place the top copy into the Board of Elections vinyl return bag
Place the bottom copy into the Board of Canvassers vinyl return bag

C-31 07/2014

Report on here:

- Missing supplies
- Inaccuracies on the Pollbooks.
- Problems with any returns.
- DS-200 or AutoMark problems.

Feedback

Return this form in the Board of Elections Return bag.

Pollworker Feedback Form

State of Rhode Island Board of Elections

Your feedback will help us improve future elections. Return this form in the Board of Elections return bag. You can include your name and e-mail address if you don't mind us contacting you for more information.

1. Did you have at least 4 Supervisors, 1 Clerk, and 1 Moderator/Warden by opening time? (circle one)
   Yes
   No (explain)
   _____
   _____
   _____

2. Was your polling place setup for you in advance and according to the diagram? (circle one)
   Yes
   No (explain)
   _____
   _____
   _____

3. Were you missing any supplies in the blue supply box? (circle one)
   Yes
   No (explain)
   _____
   _____
   _____

4. How was your staffing level? (circle one)
   Too many staff
   Too few staff
   Just right
   _____
   _____
   _____

5. Were your poll books tabbed with letters and divided into enough books? (circle one)
   Yes
   No (explain)
   _____
   _____
   _____

6. Did the Board of Canvassers provide you with a master list of voters **and** a street directory? (circle one)
   Yes
   No (explain)
   _____
   _____
   _____

7. Was there a bake sale conducted at your polling place? (circle one)
   Yes (explain)
   No
   _____
   _____
   _____

8. Was it clear where everything went at the end of the night? (circle one)
   Yes
   No (explain)
   _____
   _____
   _____

Continue on the back of this form with any comments/suggestions.

Precinct No.

Your name & position (optional)

Election Date

Your e-mail (optional)

Place this form into the Board of Elections return bag

M-36 03/2016

Wait times

- Completed by the Moderator.
- Return it in the Board of Elections return bag.

Voter Wait Times Survey

State of Rhode Island Board of Elections

You can monitor voter wait times by randomly choosing a voter to observe at different times during the day. Please do not include any provisional voters in this observation. If a voter has any problems checking-in, please choose a different voter for this survey.

A. Enter the time at which the voter entered the line for the Supervisors.
B. Next, note the time at which the voter enters a voting booth with their ballot.
C. Enter the number of minutes that passed between the Steps A & B (for example, 6 minutes).

Precinct #: _____ **Election Date:** _____

	A. Time voter entered the line?	B. Time voter entered the booth?	C. How many minutes passed been A & B?
1st Observation	A.M. P.M.	A.M. P.M.	_____ minutes
2nd Observation	A.M. P.M.	A.M. P.M.	_____ minutes
3rd Observation	A.M. P.M.	A.M. P.M.	_____ minutes

Useful information for reducing lines:

1. If both Supervisors in a pair seem to be very slow at processing voters, see if it's possible to switch Supervisors around so that at least one faster Supervisor is in every pair (if party affiliation allows).
2. Make sure the line(s) stays in an orderly formation. Periodically announce to those in line to please have their ID ready to show to the Supervisors. Always be courteous and polite.
3. If your lines remain long even after addressing the issues above, call your Board of Canvassers. They may need to send additional help.

Place this form into the Board of Elections return bag

M-33 09/2016

Provisional Voting

Clerk

Why would the Clerk have a voter use a Provisional Ballot?

1. Their name is not in the poll pad
2. They applied for a mail ballot.
3. They argue about their party affiliation or you challenge them.
4. They do not show valid Photo ID.

Step 1: Give them the Info Sheet

Provisional Voting Information

You have been given this notice because you will be voting a provisional ballot. You are voting a provisional ballot because of one of these reasons:

- Your name was not on the list of voters for this polling place
- Our records show you applied for a mail ballot
- An election official or watcher at this polling place challenged your identity
- You didn't show the appropriate ID to the election official

Instructions

1. Fill out a provisional application.
2. Take your provisional ballot to an available voting booth and mark it with the ballot pen.
3. **Don't insert your ballot into the voting machine.** Seal your ballot inside the envelope, but leave your application attached to the outside. Your ballot will be kept confidential.
4. Take the sealed envelope to an election official and get your receipt.

What happens to my ballot?

Your ballot will be delivered to your local Board of Canvassers. They will check their records and decide if your ballot should be sent to the Board of Elections to be counted.

If you voted a provisional ballot because you didn't have ID, the local board will try to match your signature today with the one on your voter registration card, or you can present your ID at their office by 4 p.m. tomorrow. The decision on your ballot could mean it will be counted one of a few different ways:

Qualified – Your entire ballot will be counted.

Federal Offices Only – You are registered to vote, but you voted at the wrong location so only votes for federal offices will be counted.

Disqualified – You were not eligible to vote so your ballot will not be counted.

How will I know if my ballot was counted?

To see the status of your ballot, go to the Board of Elections website at **http://www.elections.ri.gov** or use your smartphone to scan the QR code below, or call your local Board of Canvassers. You will need the Ballot ID number from your receipt and your last name.

Who can I call if I have any questions?

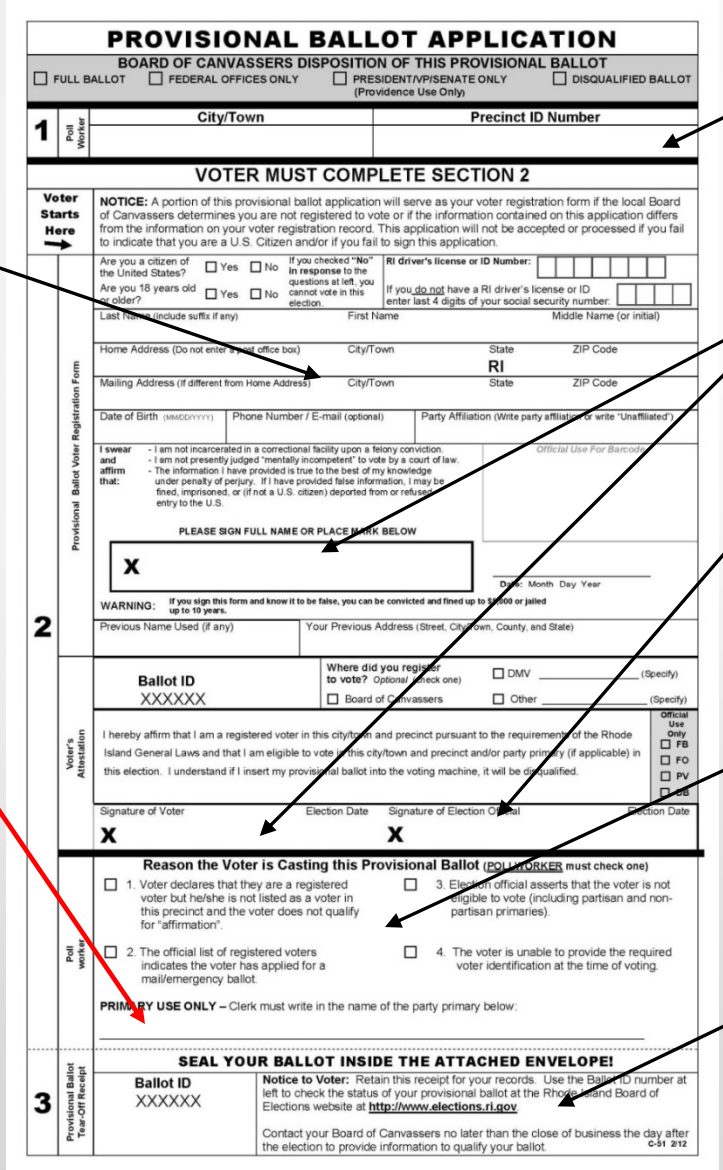
Call the State Board of Elections at **401-222-2345** / Monday – Friday / 8 a.m. to 4 p.m.

C-50 07/2014

Step 2: Give them the Application

This is a voter registration form

Extremely Important:
You must write Democrat or Republican here in the Primary



PROVISIONAL BALLOT APPLICATION

BOARD OF CANVASSERS DISPOSITION OF THIS PROVISIONAL BALLOT

☐ FULL BALLOT ☐ FEDERAL OFFICES ONLY ☐ PRESIDENT/VP/SENATE ONLY ☐ DISQUALIFIED BALLOT (Providence Use Only)

1 Poll Worker — City/Town | Precinct ID Number

VOTER MUST COMPLETE SECTION 2

Voter Starts Here →

NOTICE: A portion of this provisional ballot application will serve as your voter registration form if the local Board of Canvassers determines you are not registered to vote or if the information contained on this application differs from the information on your voter registration record. This application will not be accepted or processed if you fail to indicate that you are a U.S. Citizen and/or if you fail to sign this application.

2 Provisional Ballot Voter Registration Form

Are you a citizen of the United States? ☐ Yes ☐ No

Are you 18 years old or older? ☐ Yes ☐ No

If you checked "No" in response to the questions at left, you cannot vote in this election.

RI driver's license or ID Number:

If you do not have a RI driver's license or ID enter last 4 digits of your social security number:

Last Name (include suffix if any) | First Name | Middle Name (or initial)

Home Address (Do not enter a post office box) | City/Town | State RI | ZIP Code

Mailing Address (If different from Home Address) | City/Town | State | ZIP Code

Date of Birth (MM/DD/YYYY) | Phone Number / E-mail (optional) | Party Affiliation (Write party affiliation or write "Unaffiliated")

I swear and affirm that:
- I am not incarcerated in a correctional facility upon a felony conviction.
- I am not presently judged "mentally incompetent" to vote by a court of law.
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the U.S.

Official Use For Barcode

PLEASE SIGN FULL NAME OR PLACE MARK BELOW

X

Date: Month Day Year

WARNING: If you sign this form and know it to be false, you can be convicted and fined up to $10,000 or jailed up to 10 years.

Previous Name Used (if any) | Your Previous Address (Street, City/Town, County, and State)

Voter's Attestation

Ballot ID XXXXXX

Where did you register to vote? Optional (check one) ☐ DMV _____ (Specify) ☐ Board of Canvassers ☐ Other _____ (Specify)

I hereby affirm that I am a registered voter in this city/town and precinct pursuant to the requirements of the Rhode Island General Laws and that I am eligible to vote in this city/town and precinct and/or party primary (if applicable) in this election. I understand if I insert my provisional ballot into the voting machine, it will be disqualified.

Official Use Only ☐ FB ☐ FO ☐ PV ☐ DB

Signature of Voter | Election Date | Signature of Election Official | Election Date

X X

Poll worker

Reason the Voter is Casting this Provisional Ballot (POLL WORKER must check one)

☐ 1. Voter declares that they are a registered voter but he/she is not listed as a voter in this precinct and the voter does not qualify for "affirmation".

☐ 2. The official list of registered voters indicates the voter has applied for a mail/emergency ballot.

☐ 3. Election official asserts that the voter is not eligible to vote (including partisan and non-partisan primaries).

☐ 4. The voter is unable to provide the required voter identification at the time of voting.

PRIMARY USE ONLY – Clerk must write in the name of the party primary below:

3 Provisional Ballot Tear-Off Receipt

SEAL YOUR BALLOT INSIDE THE ATTACHED ENVELOPE!

Ballot ID XXXXXX

Notice to Voter: Retain this receipt for your records. Use the Ballot ID number at left to check the status of your provisional ballot at the Rhode Island Board of Elections website at http://www.elections.ri.gov

Contact your Board of Canvassers no later than the close of business the day after the election to provide information to qualify your ballot.

C-51 2/12

Write your precinct number!

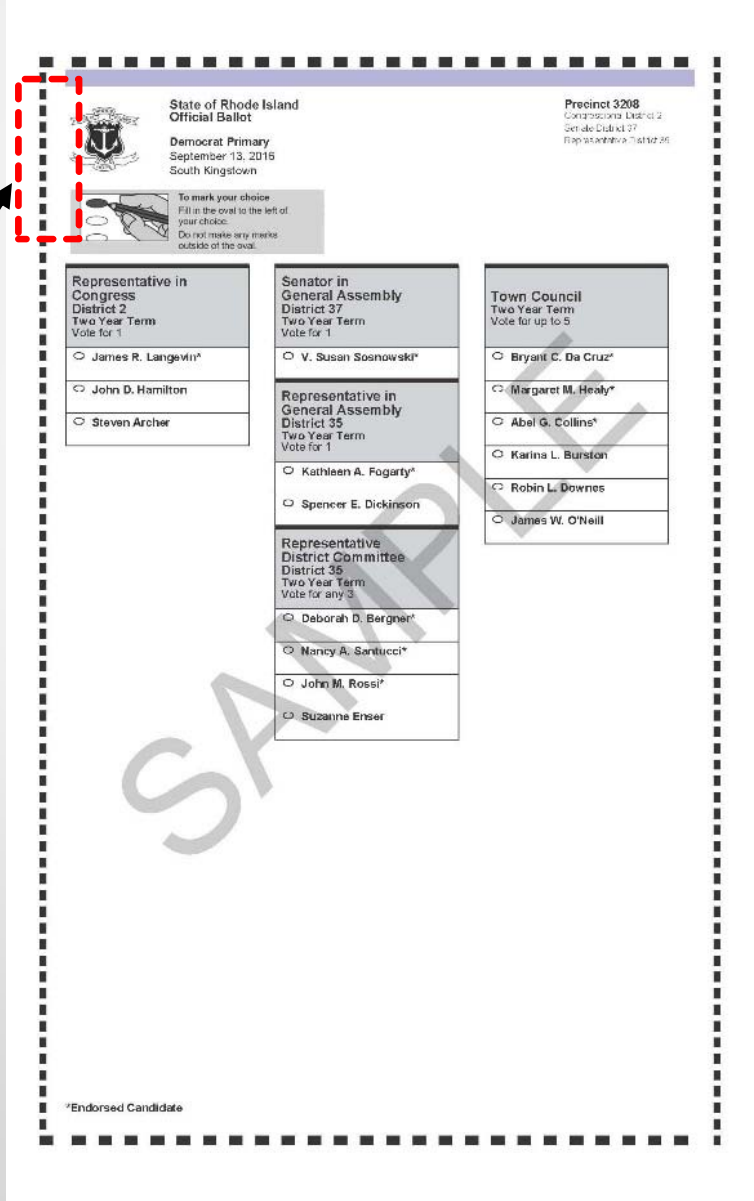
Voter must sign in 2 locations.

Clerk must sign

Make sure you check a category

This is the voter's receipt

Step 3: Get a ballot from the Supervisors



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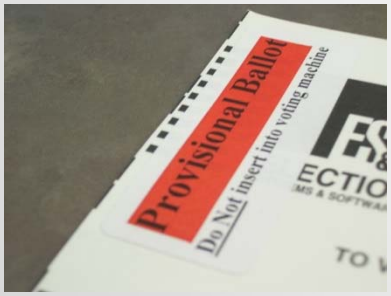
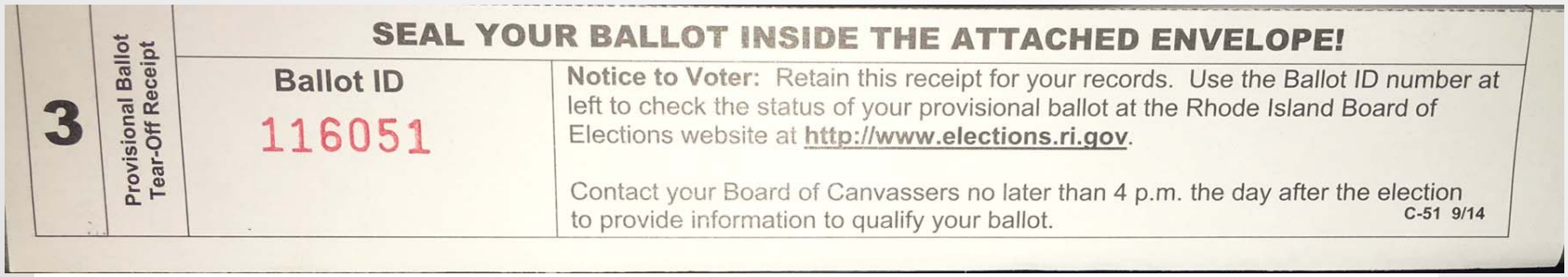


Place a provisional ballot sticker here

Step 4: Send the voter to a booth

- The voter will take the ballot and envelope to a voting booth.
- Tell the voter that once they have marked the ballot they must fold it and seal it inside the envelope and return to you.
- **Never tear the application from the envelope**. If it gets torn off, a new application and envelope will need to be used (throw the spoiled application in the Blue Supply Box).

Step 5: Give the voter their receipt



3

Provisional Ballot Tear-Off Receipt

SEAL YOUR BALLOT INSIDE THE ATTACHED ENVELOPE!

Ballot ID

116051

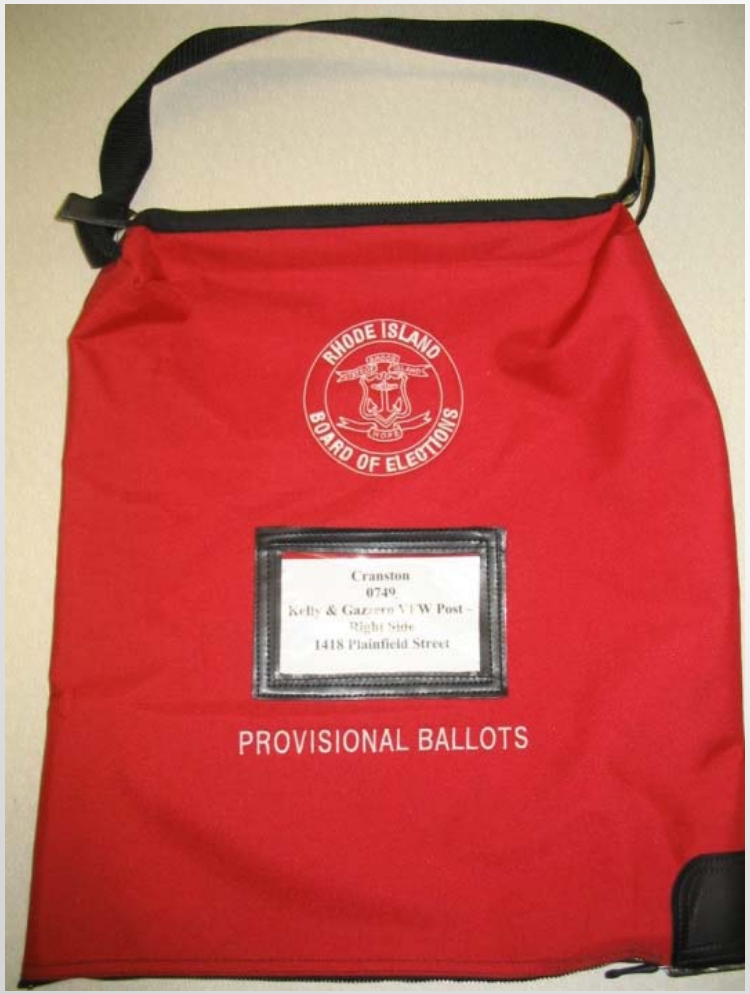
Notice to Voter: Retain this receipt for your records. *Use the Ballot ID number at* left to check the status of your provisional ballot at the *Rhode Island Board of* Elections website at **http://www.elections.ri.gov**.

Contact your Board of Canvassers no later than 4 p.m. the day after the election to provide information to qualify your ballot.

C-51 9/14

- Tear the above receipt from the bottom of the application and give it to the voter.
- 48 hours after the election, they can check the status of their Provisional Ballot at http://www.elections.ri.gov or by calling their Local Board of Canvassers.

Step 6: Place the envelope in the Red Bag



- This bag is accessed with the Gold Key.
- Keep it secure by your station all day.
- Return it to the Board of Canvassers with your election returns.

- A provisional ballot **never** gets put into the DS-200.
- Make sure you write your precinct number at the top of every application.
- A provisional voter **does** check-in on the Poll Pad in some instances.
- In the **primary**, make sure you write the party primary on the provisional application.
- The application is **never removed** from the envelope.

Voter Affirmation

Clerk

Who needs to complete an affirmation form?

- **Inactive Voter**
  The voter has "Affirmation Required" message on the voting list.
- **Name Change**
  A voter who has legally changed their name.
- **Change of Address**
  A voter who says they have moved.

Inactive Voter
(Affirmation Required message)

- They changed their address with the USPS but not with the Board of Canvassers.
- They must complete the affirmation form with the Clerk before completing a ballot application with the Supervisors.
- They will no longer be considered inactive in future elections.

Name Change

- A voter who changed their name must first complete an affirmation form with the Clerk.
- Voter will sign with their new legal name.
- **Do not** request any legal document to prove the name change.

Change of Address
(within same city/town)

- Voter must be registered in the city/town. Their name must be on the Poll Pad.
- If they **moved less than 30 days** before the election, they vote at their **old** polling place.
- If they **moved 30 days or more** before the election, they vote at their **new** polling place.

House range

Street Directory

Printed On : 08/05/2014

STREET LIST - BARRINGTON TOWN

Generated By : BOEGM

Low Range	High Range	Side	Street Name	Zip Code	Precinct	Cong	Sen	Rep	Rep Vote	Ward/Council	Ward	School	Special Dist
1	50	A	1ST ST	02806	0102	1	32	66	002				
1	50	A	2ND ST	02806	0102	1	32	66	002				
1	80	A	3RD ST	02806	0102	1	32	66	002				
1	80	A	4TH ST	02806	0102	1	32	66	002				
3	99	O	6TH ST	02806	0103	1	32	66	003				
4	98	E	6TH ST	02806	0103	1	32	66	003				
1	8	A	ABBY RD	02806	0104	1	32	67	004				
1	124	A	ACRE AVE	02806	0104	1	32	67	004				
1	199	A	ADAMS POINT RD	02806	0105	1	32	67	005				
1	65	A	ADAMS AVE	02806	0102	1	32	66	002				
1	51	A	ADELAIDE AVE	02806	0103	1	32	66	003				
1	50	A	AGAWAM RD	02806	0104	1	32	67	004				
1	98	A	ALBERT AVE	02806	0101	1	32	66	001				
1	21	A	ALCYON LN	02806	0101	1	32	66	001				
1	99	A	ALDEN RD	02806	0102	1	32	66	002				
1	103	O	ALFRED DROWN RD	02806	0102	1	32	66	002				
2	100	E	ALFRED DROWN RD	02806	0102	1	32	66	002				
102	154	E	ALFRED DROWN RD	02806	0103	1	32	66	003				
105	147	O	ALFRED DROWN RD	02806	0103	1	32	66	003				
1	11	A	ALFRED DR	02806	0105	1	32	67	005				
1	50	A	ALLEN AVE	02806	0102	1	32	66	002				
1	50	A	ANCHORAGE WAY	02806	0103	1	32	66	003				
2	14	E	ANDERSON DR	02806	0104	1	32	67	004				
1	50	A	ANDREOZZI DR	02806	0104	1	32	67	004				
1	99	O	ANNAWAMSCUTT RD	02806	0102	1	32	66	002				
2	66	E	ANNAWAMSCUTT RD	02806	0103	1	32	66	003				
68	78	E	ANNAWAMSCUTT RD	02806	0102	1	32	66	002				
3	9	O	ANNIE'S WAY	02806	0104	1	32	67	004				
1	199	A	ANOKA AVE	02806	0104	1	32	67	004				
1	49	A	ANTHONY RD	02806	0102	1	32	66	002				

Assigned precinct

List of Polling Places

08/05/2014 | Master List of Polling Places | Page 1

Election Dates: 09/09/2014--STATEWIDE PRIMARY | Generated By : BOEGM

Polling Place Name	Address	ZipCode	Assigned Precinct	Status	ADA Compliant	Classification	CON	SEN	REP	REP VOTE	Ward / Council	Ward Dist.	School Committee
BARRINGTON													
BARRINGTON HIGH SCHOOL	220 LINCOLN AVE	02806	0101	Available	Y	School	1	32	66	001			
MIDDLE SCHOOL	261 MIDDLE HWY	02806	0102	Available	Y	School	1	32	66	002			
NAYATT SCHOOL	400 NAYATT RD	02806	0103	Available	Y	School	1	32	66	003			
HAMPDEN MEADOWS SCHOOL	297 NEW MEADOW RD	02806	0104	Available	Y	School	1	32	67	004			
SOWAMS SCHOOL	364 SOWAMS RD	02806	0105	Available	Y	School	1	32	67	005			
TOWN HALL - LIMITED	283 COUNTY RD	02806	0106	Available		Local Agency	9	99	99	00006	99	99	99999

Location

Precinct Number

Change of Address
(between different city/towns)

- If they moved **less than 30 days** before the primary, they vote at their polling place in their previous city/town.
- If they moved **30 days or more but less than 6 months** before the primary, send them to the Board of Canvassers in their previous town for a Limited Ballot.
- If they moved **6 months or more** before the primary, they cannot vote, and may vote provisional if they choose.
- If a voter **moved into RI from another state**, they must have registered to vote in RI at least 30 days before the election.

Make sure the voter is on the Master List

Look up the address on the Street Directory

If applicable, write new precinct address here

VOTER AFFIRMATION FORM

- Have the voter complete Boxes 1- 7 below. The Warden/Moderator or Notary will witness in Box 8.
- The Clerk will complete Boxes 9-12 and use the information gathered in Box 11 in conjunction with the "Guide to Voter Affirmation" to determine where the voter should cast their ballot.

VOTER COMPLETES BOXES 1-7

For those persons qualifying pursuant to R.I.G.L 17-9.1-16 (Procedures on Change of Address), ~~under penalty of the prescribed general laws, I hereby~~ make affidavit regarding the truthfulness and accuracy of the following information:

Last Name	First Name	Middle Name	Check here if you have changed your name ☐	Write Previous Name Here
SMITH	JOHN			

2. Home Address (Include Apt. number)	City	State	Zip Code
545 MAIN St	PROVIDENCE	RI	02903

3. Mailing Address (if different from above)	City	State	Zip Code

4. Date of Birth (mm/dd/yyyy)	5. Phone no. (optional)	6. How long before this election did you move to your current address? (check one):
1/1/1980	Email (optional)	I have not moved A ☐ · Less than 30 days B ☐ · More than 30 days Less than 6 months C ☒ · More than 6 months D ☐

I swear or affirm that the information I have provided is true to the best of my knowledge under penalty of perjury.

7. Signature of Voter	Date
John Smith	11-4-2014
8. Witness	**Date**
Ann Clerk	11-4-14

ELECTION OFFICIAL CLERK COMPLETES BOXES 9-12 (AND 13 IF NECESSARY)

9. Voter's ID Number as listed in the pollbook or master list 74917823

10. Compare the voters address as listed in Number 2 above with the voters address in the master list. Check one below.

The addresses are the same.	The addresses are different but they are in the same city/town.	The addresses are not In the same city/town.	The address listed in Box 2 is outside of Rhode Island.
1 ☐	2 ☒	3 ☐	4 ☐

11.			
	What box did the voter check off in number 6 above? (A, B, C, or D)	C	Find this letter/number code on the "Guide to Voter Affirmation" This will help you direct the voter to the correct voting location.
	What box did you check off in number 10 above? (1, 2, 3, or 4)	2	

I have completed boxes 9-11 and used the "Guide to Voter Affirmation" to direct the voter to the correct voting location.

12. Signature of Clerk	Date
Ann Clerk	11-4-2014

13. If the voter has to go to another precinct to vote please provide the necessary information (if available) below.
The voter must bring this form with them to the next polling place.

Precinct #	Precinct Address	Board of Canvassers Phone #
2804	Salomon Gym Brown Univ 75 Waterman St	421-0495

C-7 8/2014

Important for **name changes**

Important **for Inactive voters** & **change of address**.

Generate the code and look it up on the Guide.

Look for your code & instructions

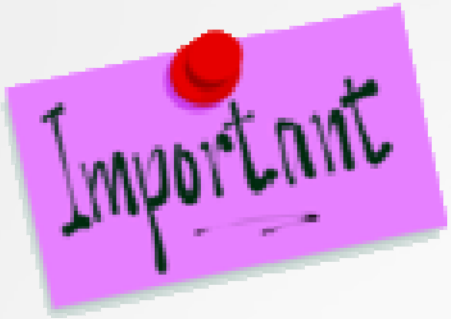
GUIDE TO VOTER AFFIRMATION

Match the letter/number code in Section 11 of the completed Voter Affirmation Form with the corresponding code below to determine where the voter is eligible to vote.

- **Previous Address = The address listed for the voter on the master list.**
- **New Address = The address the voter listed in Box 2 of the Voter Affirmation Form.**

CODE	THE VOTER WILL…
A1	The voter will continue to vote at the polling place listed for them on the master list/poll book.
B2	The voter will vote at the precinct listed for their previous address. For all future elections the voter will vote at the precinct for their new address.
B3	The voter will vote at the polling place listed for their previous address. Instruct the voter to reregister to vote in their new city/town in order to vote a full ballot in future elections.
B4	The voter is not eligible to vote a Rhode Island ballot if they have moved out of state. The voter has the right to cast a provisional ballot at your polling place.
C2	The voter will vote a full ballot at the precinct assigned to their new address. Look up the voter's new address on your street list to find out which precinct is assigned to it. If the precinct is different than the precinct the voter is currently in direct the voter to their new precinct. The address can be found by using the list of polling places at the beginning of the street list or by contacting the board of canvassers. Write the address in box 13 of the voter affirmation form and have the voter bring it with them to their new precinct.
C3	The voter is eligible to cast a limited ballot at the city/town hall of their previous address. The address of the city/town hall can be found by using the list of polling places at the beginning of the street list or by contacting the board of canvassers. Write the address in box 13 of the voter affirmation form and have the voter bring it with them to city/town hall.
C4	The voter is not eligible to vote a Rhode Island ballot if they have moved out of state. The voter has the right to cast a provisional ballot at your polling place.
D2	The voter will vote a full ballot at the precinct assigned to their new address. Look up the voter's new address on your street list to find out which precinct is assigned to the new address. If the precinct is different than the precinct the voter is currently in, direct the voter to their new precinct. The address can be found by using the list of polling places at the beginning of the street list or by contacting the board of canvassers. Write the address in box 13 of the voter affirmation form and have the voter bring it with them to their new precinct.
D3	The voter is not eligible to vote unless it is a Presidential Election. If it is a Presidential Election the voter can register to vote and cast a ballot for President/Vice President only at a special precinct in the city/town they now live in. The voter does have a right to cast a provisional ballot at your polling place.
D4	The voter is not eligible to vote a Rhode Island ballot if they have moved out of state. The voter does have a right to cast a provisional ballot at your polling place.

A list of phone numbers for all the boards of canvassers in Rhode Island is listed on the back of this form.



- Completed Affirmation Forms go into your Board of Canvassers return bag.
- If applicable, send the voter to their new precinct with the affirmation form.
- A person completing an Affirmation form usually votes a **regular ballot** that goes into DS-200.
- Do not have the voter do a provisional ballot **unless necessary.**

There's a difference

Voter Affirmation

- The person is registered to vote.
- They attest on a Voter Affirmation for that they have moved, and they are entitled to vote in your precinct based on when they moved.
- They vote a regular ballot that goes into the DS-200.

Provisional Voting

- The person is not registered to vote.
- Or, they are registered but insist on voting in the wrong precinct, or haven't shown ID, or applied for a mail ballot, or dispute their party affiliation.
- Their ballot is sealed into a provisional envelope and brought back to the Board of Canvassers after the polls close for determination.

DS-200 & AutoMark Training

Copies of Election Results

- 1st copy (signed) - Board of Elections bag
- Other copy – Tape on door outside polling place
- Other copy – Board of Canvassers return bag
- Other copy – With the voted ballots from DS 200

Always use your checklists when closing the polling place.

This will help you avoid mistakes!

Board of Elections

POLLING PLACE CHECKLIST

CLOSING

Warden/Moderator

- ❑ **1.** Announce the closing of the poll at exactly **8 p.m**.
  (No voters allowed to enter line).
- ❑ **2.** Print the totals report from machine, read out loud and place in BOE bag.
- ❑ **3.** The "memory pack" has been removed and placed in the "memory pack envelope".
  . a copy of totals tape is placed inside memory pack envelope
- ❑ **4.** The "memory pack" has been sent to the BOC with the designated Supervisor.
  Person delivering the Memory Pack: _____
- ❑ **5.** A copy of the totals tape has been placed on the outside door.
- ❑ **6** A copy of the totals tape has been placed in the Board of Canvassers bag.
- ❑ **7.** All **voted** ballots from compartment **#2** have been placed in the Ballot security/storage box along with a copy of the totals tape.
- ❑ **8.** All ballots from compartment #1 have been placed in the "write-in ballots" bag. **Person responsible for removal of ballots:** _____
- ❑ **9.** The Election Certificates have been signed and Feedback form has been done.
- ❑ **10.** The AutoMARK has been **properly** secured in its case with **headphones** and **cord**.
- ❑ **11.** All voting booths have been folded and posters removed by the Supervisors.
- ❑ **12.** The voting equipment has been locked and keys placed in the BOC bag.
- ❑ **13.** The election supply box has been sealed with new seals found in supply bag.
- ❑ **14.** Place this completed and signed checklist in the BOC return bag.

I, the undersigned have completed all items of this checklist.

_____ __ __ __ __
Warden/Moderator Precinct #

Board of Elections

POLLING PLACE CHECKLIST

CLOSING

Clerk

- ❑ **1.** Both copies of the Election Certificates have been completed **accurately**.
- ❑ **2.** The **exact** number of provisional ballots inserted into the red bag is written on the Election Certificates and the red provisional ballot bag has been sent with the **designated Supervisor.**
- ❑ **3.** You have counted and **sealed** the "voided ballots bag".
- ❑ **4.** You have counted and **sealed** the "manual count ballots bag" (if used).
- ❑ **5.** The "write-in" ballots bag has been sealed. (no Write-In ballots in a Primary)
- ❑ **6.** The "discrepancy report" has been completed and placed in BOE bag.
- ❑ **7.** The Board of Elections return bag has been filled and **sealed.**
- ❑ **8.** The Board of Canvassers return bag has been filled.
- ❑ **9.** All **unused** ballots have been left in the blue supply box.
  (Open packages must be placed in the "Unvoted Ballot Return Bag" **first**)
- ❑ **10.** All **unused** forms and affidavits have been left in the blue supply box.
- ❑ **11.** Place this completed and signed checklist in the BOC return bag, and **seal it**.

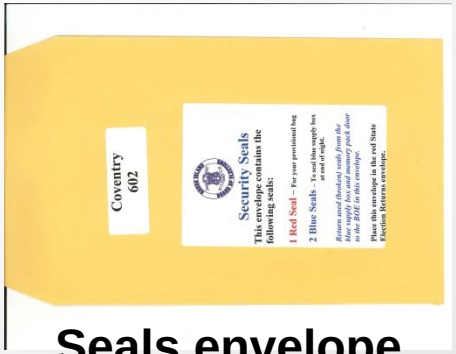
I, the undersigned have completed all items of this checklist.

_____ __ __ __ __
Clerk Precinct #

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.
(Statewide General Election, November 4, 2014)

Closing the polling place

- Open your red bag with the GOLD KEY.
- Clerk must count the provisional ballots for election certificate.
- Lock the red bag and seal the other end with a red tie seal found in the "seals envelope"
- Write seal number on both copies of the Election Certificate



Seals envelope

Tie Seal

Clerk's Election Certificate

- Account for all of your ballots
- Account for all of your voters
- Document your seal numbers.
- Place 1 copy in BOE return bag and 1 copy in BOC return bag.

ELECTION CERTIFICATE (E-Pollbook)

Precinct Info		Verify Serial Numbers	
Precinct No:	3202	Voting: Machine:	0002412
City/Town:	SOUTH KINGSTOWN	AutoMark:	0009708
Location:	SOUTH KINGSTOWN SENIOR CENTER, 25 ST. DOMINIC RD	Memory Pack:	3975319
Election Date:	TUESDAY, SEPTEMBER 13, 2016	Supply Box(s):	0221895 0221855 2771450 2771673

BALLOTS

Number of ballots sent to your polling place.....	DEMOCRAT	REPUBLICAN	NON-PARTISAN
	1400	1100	1100

1. Election Day public counter on the DS-200.....	720
2. Number of provisional envelopes in the Red Bag.....	+ 2
3. Number of ballots in the manual count bag (usually zero).....	+ 0
Enter Number of Voided Ballots Below (Do not add to the total) VOIDS → [ ] ← VOIDS — TOTAL Ballots Voted	= 722

NUMBER OF VOTERS

	Only enter the number from one Poll Pad
4. Checked-In Count from Poll Pad (lower-right on either screen).....	720
5. Number of provisional envelopes in the Red Bag.....	+ 2
TOTAL Applications Signed	= 722

These two lines should be equal

Enter Your Seals Numbers at Closing

Blue Supply Box(s):	281523 + 2734312		
Metal Ballot Box(s):	284912	Red Bag:	040123

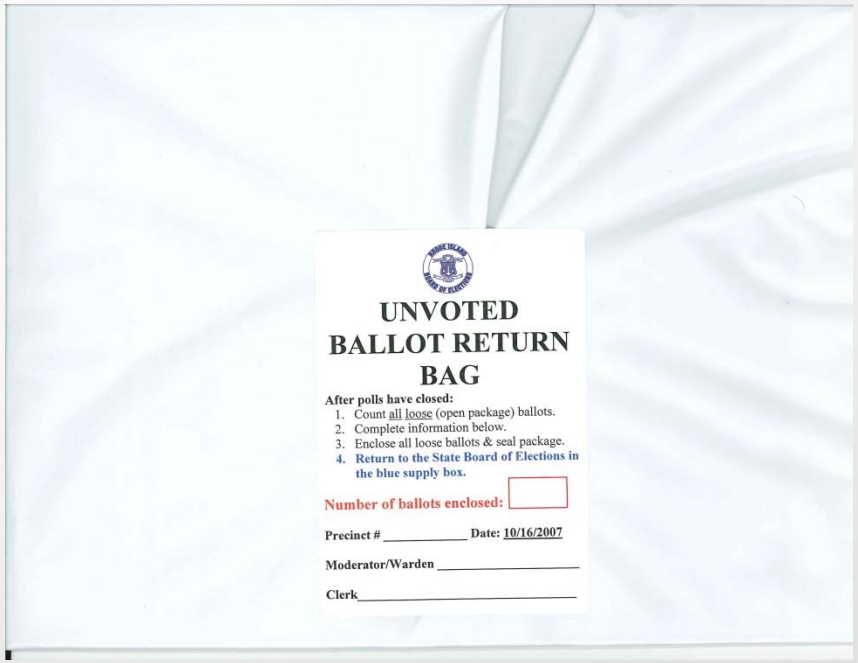
Signatures

We certify that we have reviewed the information entered onto this election certificate and to the best of our knowledge the information is accurate and correct.

Warden/Moderator	Clerk
Supervisor	Supervisor

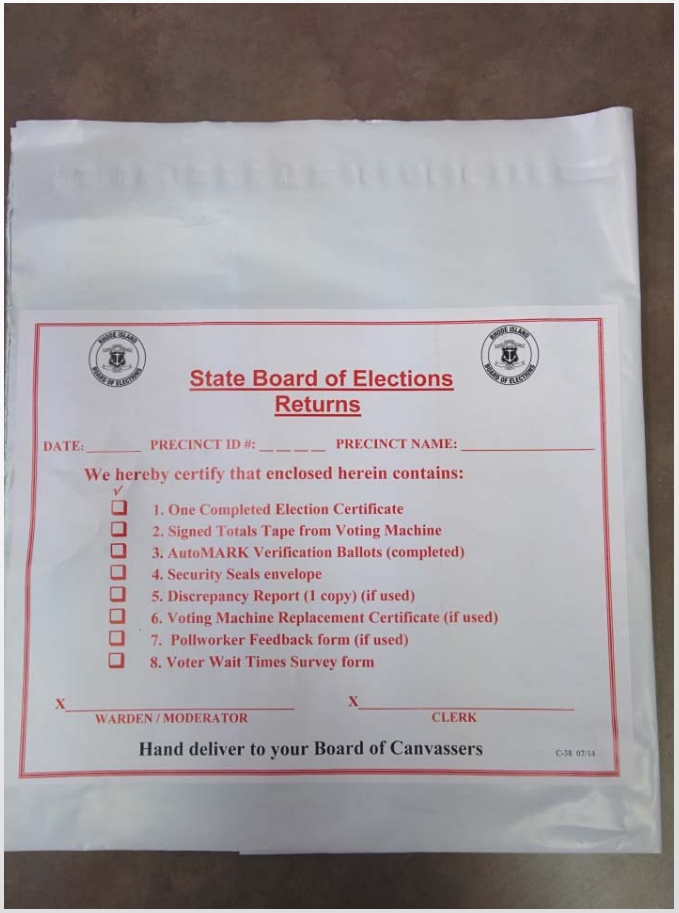
Unused Ballots

- Seal only **<u>opened</u>** packages of unused ballots in this bag.
- **<u>Never</u>** place *voted* ballots in this bag or the plastic blue supply box.



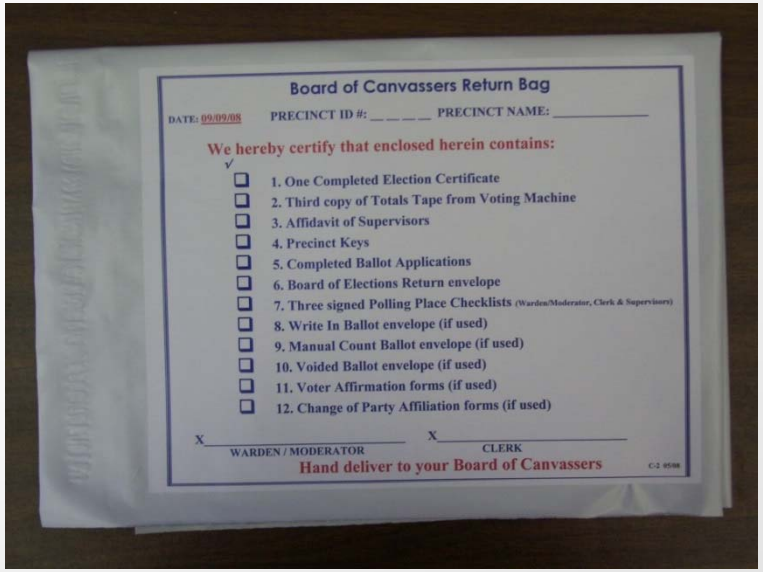
Board of Elections Return Bag

- Complete the checklist on the front of the bag and sign it.
- Make sure it's sealed.



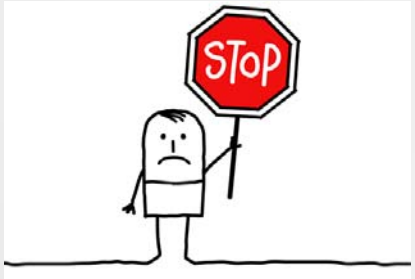
Board of Canvassers Return bag

- Complete the checklist on the front of the bag and sign it.
- Place the equipment keys inside last.
- Make sure it's sealed.



Blue Supply Box

- Un-voted ballots
- Unused forms
- Election supplies



<u>Never</u> put these in the blue supply box

- Ballots from the DS-200
- Forms signed or completed by voters
- Poll Pads and lists
- Any items issued to you by the Board of Canvassers

Deliver your election returns

1

Envelopes and Bags

- Board of Canvassers return bag
- Board of Elections return bag
- Ballot bags - Voids & Manual Count
- Red Provisional bag (even if empty)
- USB DRIVE

2

Poll Pads

- Poll Pads in green cases with all accessories
- Hotspot in box

3

Metal Ballot Security Case (or white vinyl bag labeled "Voted Ballots")

- Voted ballots with copy of Elections Results tape.

4

Board of Canvassers Box or Canvass Bag

- All poll books, master lists, and street directories.
- Extra signs, extension cords, power strips etc.

Thank You

You will now be issued a short quiz.

When you are finished with the quiz, **turn it in at the table where you signed-in** before the class.

Read your books and take them and these slides to the polling place with you!