RHODE ISLAND
POLL WORKER MANUAL

2014 -2015

READ THIS MANUAL & BRING IT WITH YOU
TO THE POLLING PLACE ON ELECTION DAY!

RI BOARD OF ELECTIONS

Poll Worker Manual

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Chapter

1

Operating the Polling Place

Refer to this section for the duties and procedures for all positions at the polling place on Election Day.

Non-Pollworkers

Party Checker/Runner/Watcher

This is the person (Checker) in the polling place who is there at the request of a political party or candidate and must sit at a **separate** table from the poll workers. During the day he/she will record on his/her own list the people who have voted. A voter's identity may be challenged by a person designated by the Board of Canvassers as a 'Watcher', and the voter would have to vote using a provisional ballot with the Clerk. A runner is allowed to enter the polling place and retrieve the list. **Remember, none of these individuals is allowed into the voting area behind your tables or allowed to be seated at the same table as the election officials**.

Police officer

Maintains order in the polling place and within 200 feet of the entrance by law. Allowed to arrest any person violating any section of the elections laws, however only with permission of the Warden/Moderator. **Note:** Police officers are present only upon request of the local board and are not required under state law.

State Election Inspectors/Technicians

Person sent by the State Board of Elections to polling places to observe the conduct of the election and report to the state board any irregularities or violations. The technician is authorized by the Board of Elections to access the voting area and repair/replace equipment as necessary.

Board of Elections/Board of Canvassers Personnel

Representatives from either the Board of Elections or Board of Canvassers who may visit the polling place to verify all procedures are being followed.

Supervisors Opening Duties

Setup the voting booths

Make sure the voting booths are placed as shown on the polling place diagram. Each voting booth must also have a ballot pen inside**.** **Leave the cap on** so it doesn't dry out. These pens can be found in your supplies. Occasionally during the day check the booths to make sure there is a pen available and that no trash or political literature in the booth.

Refer to the setup checklist in your supplies to ensure everything is setup correctly

Put up posters and signage

The Supervisors must put up posters and signs. All posters can be found inside the Supervisors supply bag. Most posters are put up only **inside** the polling place. But you will still need to post the "Vote Here" sign, "Voter ID" poster, the "Polling Place Hours" poster, and the 'Polling Place Location" poster on the door facing **outside** your building. State law requires that the "Polling Place Sign" sign be visible from the street. **If your sign is not visible from the street, you must contact you Board of Canvassers and inform them that you need more signage posted near the street.**

Note

If you have more than one precinct in the same room, you can use the set of posters from one precinct, but you must put up the sample ballots for both precincts. If you are in different rooms, posters for both precincts must be put up in each room.

In statewide elections, there may also be posters that need to be put up **inside each voting booth**. You will be instructed in class if this will be required for the election in which you are working. These posters would be also located in your blue election supply box.

Supervisors Duties During Voting Hours

Bi-partisan pairs

Supervisors work in pairs and check-in voters to the polling place by checking ID, matching voters' names against the voting list, having voters sign a ballot application, and issuing ballots to voters. Supervisors are also

responsible for helping voters in the voting booth if asked by the Warden/Moderator.

ⓘ Supervisors must be assigned by the Warden/Moderator in bi-partisan pairs.

The voter must state their **full name**, **residence address,** and present **valid photo identification** to one the Supervisors.(see **Page 11** for valid identification types). A Supervisor will find the voter's name and address in the poll book and call out the voter's name and address in a loud and clear voice.

If there is a voter in the line with an obvious **medical disability**, the law allows the Moderator to offer them the chance to go to the front of the line if, in the opinion of the Moderator, standing in line would cause the voter to experience severe discomfort. A good example of this would be a voter on crutches.

Or, a voter can show the Moderator a certificate from a licensed physician or Christian Science practitioner attesting that the voter has a disability which makes his or her standing in line inadvisable.

Each polling place is has at least one handicap-accessible voting booth, which should be given priority use by voters with disabilities. State law also requires that this handicap-accessible booth be given priority use by voters 65-years-old or older. If you get more than one handicap-accessible voting booths, set them both up at the end of the row closest to the Eagle.

Poll Book Instructions

Note

Pay attention to any special requirements the voter may have to complete before voting, like 'Voter Affirmation' or 'Mail Ballot Applied For'. These special requirements will be covered in more detail later in this manual.

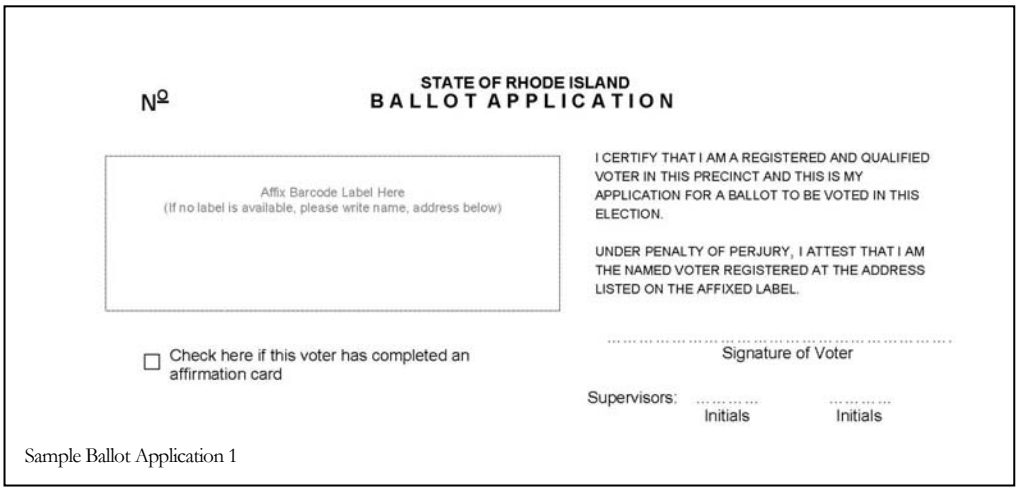
Next to the voter's name, you will find a label with a barcode and all of the voter's information printed on it. Peel the label from the page and put it on the ballot application. Have the voter sign it. Both Supervisors need to initial the application and put it on the spindle in numerical order. The voter then get's a ballot inside a blue secrecy sleeve.

ⓘ Make sure you use the ballot applications in consecutive numerical order.

ⓘ Make sure to recognize if a label has a suffix like jr. or sr.

NAME	ADDRESS	DOB
ALBRO RICHARD A 04000424335 Democrat	68 CLAY ST	06/29/1940
ALBUQUERQUE ALICE 04000424336 Unaffiliated	712 HIGH ST AFFIRMATION REQUIRED	05/30/1951
ALBUQUERQUE DIANE 04000424338 Republican	712 HIGH ST AFFIRMATION REQUIRED	10/05/1957
ALBUQUERQUE MARIA 04000424340 Democrat	712 HIGH ST AFFIRMATION REQUIRED	02/22/1919
ALDANA MIRNA 04000424344 Unaffiliated	61 CLAY ST	07/30/1962
ALVAREZ JUAN C 26001024766 Republican	65 HAWES ST Unit 3 R	10/25/1971
ALZATE AMOTH 04000424424 Democrat	712 BROAD ST	06/03/1965
ALZATE MARIA E 04000424430 Unaffiliated	66 SUMMIT ST	10/09/1943
ALZATE MARIA E 04000424430 Unaffiliated	66 SUMMIT ST	10/09/1943

Sample Poll Book Image 1



Nº

STATE OF RHODE ISLAND
BALLOT APPLICATION

Affix Barcode Label Here
(If no label is available, please write name, address below)

I CERTIFY THAT I AM A REGISTERED AND QUALIFIED VOTER IN THIS PRECINCT AND THIS IS MY APPLICATION FOR A BALLOT TO BE VOTED IN THIS ELECTION.

UNDER PENALTY OF PERJURY, I ATTEST THAT I AM THE NAMED VOTER REGISTERED AT THE ADDRESS LISTED ON THE AFFIXED LABEL.

☐ Check here if this voter has completed an affirmation card

Signature of Voter

Supervisors: Initials Initials

Sample Ballot Application 1

In primaries, each voter's party affiliation is printed under their name. Ballots are color-coded in Primaries as follows:

Blue is the **Democratic** party ballot

Yellow is the **Republican** party ballot

White is the **Non-Partisan** ballot (select communities)

Other parties will be assigned a color-coded ballot as needed.

In primaries, registered **Democrats** must receive a **blue ballot**, and registered **Republicans** must receive a **yellow ballot**. Registered **Moderates** must receive whichever color ballot is assigned to them if there is a Moderate primary. **Registered Moderates cannot vote in a Democrat or Republic primary.**

Registered **Unaffiliated** voters may choose either ballot, but they will automatically become affiliated with that party. If they want to **disaffiliate**, they must fill-out a Change Party Designation form with the Warden/Moderator *after* voting. This will take 90 days to take effect.

If a voter disputes their registered party affiliation, send them to the Clerk to vote a provisional ballot.

Make sure to always give the voter their ballot in a **secrecy sleeve**, which you'll find in the Supervisors' supply bag. Then send the voter to an open voting booth and remind them that they must put their ballot into the Eagle so that it gets counted.

Note

If you use the wrong label for a voter by mistake, void the entire ballot application and give the voter a new ballot application with the correct label on it. Keep the voided application next to the spindle. If the voter whose label has been voided arrives, have him/her manually complete a ballot application, writing in his/her name and address in the box where the label would normally be affixed.

ASSISTANCE TO A VOTER FROM A BI-PARTISAN PAIR

Any voter who needs assistance to vote can ask the Warden/Moderator. There are **yellow demonstration pads** included in your supplies that you can use to instruct the voter how to connect the head and tail of the arrow next to a candidate. Remember, these demonstration pads are helpful because they have generic candidate names like "Candidate A" and "Candidate B". **Never use an official ballot**, because you do not want to give the perception of pointing to "real" candidates, which could be considered "electioneering", which is prohibited by pollworkers.

If the voter needs help marking his/her ballot, the Warden/Moderator must direct a bipartisan pair of Supervisors to go with the voter into a voting booth. At the voter's request, the Supervisors may read the ballot and mark the ballot at the voter's discretion. **Do not attempt to influence the voter's choice of candidate or issue.** The voter's choices must remain secret, and you should never leave the voter alone with only one Supervisor. The bipartisan pair can then help the voter in casting the ballot into the voting machine.

ASSISTANCE TO A VOTER FROM A PERSON OF HIS/HER CHOICE

Any voter can get assistance from a person they choose because the voter is **blind**, **disabled**, or **unable to read and write English**. However, state law does not allow a voter to be helped by their union representative or employer. All individuals providing assistance must complete the **"Voter Requiring Assistance" form**, which is located in the Supervisors' supply bag. This form must also be signed by the voter and the Warden/Moderator.

Generally, the "assistant" is prohibited from marking the ballot for the voter **unless** the voter requests it because he/she is unable to mark the ballot due to a physical disability.

WHEN A VOTER ASKS TO USE THE AUTOMARK

All voters are allowed to use the AutoMARK. The AutoMARK is particularly useful for voters who:

Have low or no vision;

Have difficulty marking a ballot;

Have difficulty reading a ballot.

Also, in Providence, Pawtucket, and Central Falls, the AutoMARK offers the voter the choice of presenting their ballot in English or Spanish.

If a voter asks to use the AutoMARK, tell the Warden/Moderator, who will bring the voter to the AutoMARK and give them instructions. Remember, when a voter asks to use the AutoMARK, do not ask the voter if they have a disability. Do not try to discourage anyone from using the AutoMARK for any reason. **Everyone is allowed to use the AutoMARK, regardless of whether they have a disability or not.**

IDENTIFICATION REQUIREMENTS FOR VOTERS

All voters need to show **photo** identification in order to vote. The voter must present the ID to the Supervisor before being allowed to complete a ballot application. Check the ID and make sure it meets the requirements below.

Valid photo identification
(On a photo ID, the address does not need to match the voting list, but the ID must be valid and not expired if it has an expiration date):

- RI driver license;
- RI Voter ID Card;
- U.S. Passport;
- ID issued by a U.S. educational institution;
- U.S. military ID card;
- ID issued by the U.S. or the State of Rhode Island;
- Government-issued medical card;

If the voter **does not** present valid and current photo identification, they have the right to vote using a provisional ballot, which is handled by the Clerk.

After voting the provisional ballot, the voter has until 4 p.m. the day after the election to contact the Board of Canvassers and provide information which could help qualify their ballot.

Special Messages on the Poll Book

"HAVA ID REQUIRED" MESSAGE ON POLL BOOK

If the message "HAVA ID Required" is printed next to the voter's name in the poll book, the voter can show one of the 7 acceptable photo IDs listed above and be allowed to vote. If they do not have one of the 7 photo IDs, send them to the Clerk to vote a provisional ballot.

"VOTER AFFIRMATION REQUIRED" MESSAGE ON POLL BOOK

If the message "Voter Affirmation Required" is printed next to the voter's name in the poll book, the voter must see the Clerk in order to complete a pink Voter Affirmation card. This process is covered in more depth later in this manual.

"MAIL BALLOT APPLIED FOR" MESSAGE ON POLL BOOK

If the message "Mail Ballot Applied For" is printed next to the voter's name in the poll book, the voter must see the Clerk to vote a provisional ballot. This process is covered in more depth later in this manual.

Supervisors Duties When the Polling Place Closes

Designated Supervisor

A Supervisor designated by the Warden/Moderator must take the **memory pack** and the **red provisional ballot bag** to the Board of Canvassers **right away** while the other election officials continue to close the polling place. This designated Supervisor does not need to come back.

Supervisors handle the AutoMark, booths and posters

AUTOMARK

The Supervisors assist the Warden/Moderator to put the AutoMark machine inside its case once it has been shutdown. Refer to the chapter in this manual that covers the AutoMark setup and operation.

VOTING BOOTHS

All voting booths must be folded by the Supervisors. **Make sure you REMOVE any pens or posters inside the booths BEFORE you fold them.** Make sure you put the plastic "leg extensions" inside the handicapped-accessible booth."

POSTERS, SIGNS, FORMS, AND SUPPLIES

All election posters inside and outside the poll must be removed and put into the blue election supply box. **DO NOT FOLD THE 'VOTE HERE' SIGN.** Any unused forms and other supplies must be put in the election supply box as well.

Clerk's Opening Duties

The Clerk is responsible for accounting for all the ballots used and not used in the polling place. This is done on the Election Certificate, and is required under state law. The Clerk may need to void a voter's ballot and coordinate with the Supervisors to re-issue the voter a new ballot. Although ballots are issued by the Supervisors, the Clerk is responsible for making sure that ballots are accounted for and ballot packages and ballot application packages are being handled properly. The Clerk is also responsible for making sure all election forms and affidavits are signed and placed in the proper return bags. The Clerk also processes voters who are using provisional ballots and is responsible for the processing of voters using the Affirmation process.

Verify ballots and ballot applications received from Board of Elections

The Board of Elections sends the official ballots for your precinct inside the blue election supply box. **Each shrink-wrapped package of ballot contains 100 ballots.** Verify that you have received the correct ballots for your location. Look for the precinct number on the upper left-hand corner. You also have to verify how many ballots have been received. Compare the quantity to the **Election Certificate**.

When you open a package of ballots, you may optionally count how many are inside and note any discrepancies on the pink Discrepancy Report.

Each pair of Supervisors should receive a package of ballots to work with. If you cannot locate your ballots or the quantity of ballots doesn't equal the election certificate, contact the Board of Canvassers right away, and note the issue on your Discrepancy Report.

Also confirm that you received the correct amount of ballot applications. There are 100 ballot applications in each package. Ballot applications are numbered. Each pair of Supervisors should have a package of ballot applications to work with. After a pair has finished with a package, those signed applications should be wrapped with an elastic, to allow for easier counting later. The pair of Supervisors should then get the next numerical range of ballot applications available in the blue supply box.

Verify all seals and serial numbers

Inside the Clerk's supply bag you will find the Election Certificate. In most elections, you will find all box seal numbers and equipment serial numbers preprinted on the form for you to verify. If you find a discrepancy, write it on your pink discrepancy report, which you can find in the Clerk's supply bag. **If the numbers are not preprinted on the Election Certificate, you must write them in.**

Verify provisional ballots supply bag received

The Clerk must check the blue election supply box and locate the provisional ballot supply bag. Each bag will contain applications/envelopes. Check the **provisional voting checklist** in the provisional supply bag. If you can't find your provisional applications and materials in your supply box, contact the Board of Canvassers immediately.

In your provisional supply bag you will find a set of labels that say "Provisional Ballots". Do not pre-stick these labels to ballots in advance. You don't need to get ballots from the Supervisors in advance anymore. When you are having a voter use a provisional ballot, get a ballot from the Supervisors and stick one of the provisional labels on the barcode on the upper left hand side of the ballot. This procedure is covered more in the Provisional Ballot section of this manual.

The Clerk maintains possession of the City/Town Master voting list. This list has the names of all registered voters in the City/Town. This list can be useful to find out if a voter is actually registered to vote in the city/town and in which precinct they are assigned to vote.

The Clerk does not hand out regular ballots to voters. The Clerk handles voters who have a special issue (i.e. affirmation or provisional) that prevents them from signing in with the Supervisors and getting their ballot.

Note for Clerk

When verifying a voter's name is on the Master voter list, be sure to ask the voter what their current address is before sending them to a different polling place. The voter may have moved and their address on the Master List may be out-of-date. Use the street directory to look up the voter's new polling place based on their new address.

Remember, state law requires that a person register to vote **30 days or more** before any election in order to be eligible to vote in that election. If a person did not register to vote 30 days or more in the city/town before the election, they will not be on any voting list in your polling place and would not be eligible to vote a regular ballot. However, if a voter **insists** that he/she registered to vote 30 days or more before the election, they would be able to vote a provisional ballot, which is covered in this manual.

2014 Voter Registration Deadlines

Statewide Primary:
Must register by **August 10, 2014**

General Election:
Must register by **October 5, 2014**

Clerk Duties During Voting Hours

PROVISIONAL VOTING

A provisional ballot is used when you aren't sure that a person is actually eligible to vote in the primary or general election. This ballot gets sealed into an envelope and delivered to the Board of Canvassers after the polls close. The Board of Canvassers will research the person's record and determine if the provisional ballot should be counted or not, depending on whether there is evidence that the person was eligible to vote.

If a voter's name is not listed in the poll book held by the Supervisors, the Clerk is responsible for checking to see if the person is eligible to vote a **regular ballot** *or* a **provisional ballot**. Check the city/town master voting list to determine if the individual registered to vote in the city/town 30 days or more before the election.

ⓘ Provisional voters do not complete a ballot application with the Supervisors.

If you can't locate the individual's name on the city/town master voting list, but the individual insists they registered to vote by the deadline, tell the voter he/she is eligible to vote **only using a provisional ballot.** A provisional ballot is sealed inside an envelope and delivered to the Board of Canvassers after the polls close. The Board of Canvassers will check the voter registration records and determine if the ballot should be counted or not.

A provisional ballot will also be necessary for **voters who don't have ID** or for voters who are indicated on the poll book as having **requested a mail or emergency ballot**.

IMPORTANT: If the voter is listed as **"HAVA ID Required"** on the poll book, and the voter shows you one of the HAVA IDs listed on your **"HAVA ID Guide for the Clerk"** in your supplies, you must **write below Category 4** on the Provisional application **what type of ID was shown**.

In your supplies you will find a bag with provisional voting materials. A voter who is voting a provisional ballot would get the following items:

Provisional Voting Information sheet

Provisional Ballot Application and Envelope

Labels with the word "Provisional" printed on them.

> Note
>
> **If the application is torn from the envelope, then the voter must fill-out a new application.**

The **"Provisional Voting" information** sheet has important information about why the voter must vote using a provisional ballot and how the voter determines after the election if the ballot was counted or not. **This sheet must be given to the voter and is required by Federal law.** The voter must then complete all the required fields on the **Provisional Ballot Application**, and the Clerk must also complete certain fields. **Be sure to write your precinct number and city/town in the appropriate spaces at the top of the provisional application.** The voter and clerk must sign the application.

Once the application is done, the Clerk can give the voter a provisional ballot, which is a ballot that the Clerk gets from the Supervisors and sticks a "provisional label" across the top left barcode. **IMPORTANT: If the voter is using the AutoMark to mark their Provisional Ballot, do not affix the "provisional label" until after they have marked the ballot with the AutoMark.**

ⓘ Do not allow a voter to insert their provisional ballot into the Eagle!

The voter must take this provisional ballot, with the application/envelope to a voting booth and mark it with the ballot marking pen. The voter then folds the ballot and seals it inside the envelope and returns to the Clerk. Make sure the ballot is inside the envelope and it is sealed. The Clerk tears off the **bottom** of the application, which is the "**Provisional Ballot Receipt**". This receipt has the provisional ballot number, which is what the voter will need after the election to find out if his/her ballot was counted or not

The sealed ballot and attached application are then put into the red provisional ballot bag to be delivered later to the Board of Canvassers. **Never tear the application off of the envelope!**

Note

The red provisional ballot bag must be returned to the Board of Canvassers after the polling place closes even if it was not used and contains no ballots.

VOTER AFFIRMATION

The Supervisors will send to the Clerk any voters who have the message "**Voter Affirmation**" next to their name on the voting list for the precinct. Supervisors will also send any voters to the Clerk who aren't on the voting list for the precinct and say they have moved.

There is no longer a "Voter Affirmation" envelope. Place forms in the Board of Canvassers envelope.

A voter could have the message "**Voter Affirmation**" next to their name on the voting list because they are "**Inactive**", meaning the postal service has not been able to deliver mail from the Board of Canvassers to their residence address or they have not voted in several federal elections. Inactive voters must complete a **pink Voter Affirmation form** with the Clerk before being allowed to vote a regular ballot. The pink affirmation form is signed by the Clerk and placed in the Board of Canvassers return bag.

The affirmation form is also a "change of address" and "change of name" form. If a voter appears at the precinct and indicates he/she moved into the precinct from another address in the **same** city/town, then the Clerk must have this individual complete a **pink Voter Affirmation form**. On the form, the voter will check-off when they moved before the election:

Less than 30 days, they vote at the polling place assigned to their previous address.

30 days or more, they vote at the polling place assigned to their new address.

Did not move, usually indicates an "Inactive" voters who didn't move.

NOTE: If the voter has moved from another city/town **more than 30 days but less than 6 months** before the election, they must vote a limited ballot at the Board of Canvassers in their former city/town.

Make sure to write the "Voter ID" number for the voter in the appropriate box at the bottom of the affirmation form. **You can get the "voter ID" number from the poll book or master list.**

Make sure the Supervisors check off the box on the voter's ballot application that indicates the voter has completed a voter affirmation form. Affirmation forms must also be signed by the Warden/Moderator and placed in the Board of Canvassers return bag.

In the Clerk's supply bag you will find a "Guide to Voter Affirmation" flow chart which will take you through the affirmation process step-by-step.

Note

After the voter has completed an Affirmation Form, direct them to the Supervisors where they must complete a ballot application in order to receive their ballot. Make sure the Supervisors check the "affirmation form completed" box on the voter's ballot application!

VOIDING AND REISSUING BALLOTS

The Clerk is also responsible for voiding a voter's ballot at the voter's request and reissuing a new ballot to the voter. A voter will usually request a new ballot if they have made a mistake on their ballot.

The Clerk must write **"VOID" IN LARGE LETTERS** across the front of the ballot and show the ballot to the bipartisan pair of Supervisors when requesting a new ballot for the voter.

Once the Supervisors verify the ballot has been voided by the Clerk, they may reissue a ballot to the voter, who should occupy an available voting booth to mark the new ballot.

Clerk Duties While Closing the Polling Place

Review the red provisional ballot bag

The Clerk must ask the Warden/Moderator to open the red provisional ballot bag and count the number of provisional ballots inside and write the number of ballots on the Election Certificate. The red provisional ballot bag is locked with the gold key and the "slot end" must be sealed with a red tie seal found in the "Seals Envelope" in the Warden/Moderator's supply bag. The red bag is returned to the Board of Canvassers with the **designated Supervisor**.

Complete the Election Certificate

When the poll closes, the Clerk completes the **Election Certificate**, and writes on it how many ballots were cast at the poll and how many voided ballots or manual count ballots there were. Make sure you note the number of ballots cast into the voting machine, which is shown on the "public display counter" on the front of the voting machine.

You must also write on the Election Certificate how many provisional ballots you used, and how many ballot applications and provisional applications were used. The Election Certificate is signed by the Warden/Moderator, Clerk, and two Supervisors and placed in the Board of Elections return bag. An identical separate copy is placed in the Board of Canvassers return bag.

Board of Elections envelope

The Clerk must also fill the Board of Elections return bag with items. On the front of the bag is a list of everything the Clerk needs to place inside. Make sure to complete the "Pollworker Feedback" form and place it into the BOE bag as well.

Manual Count, Write-In, and Voided Ballot bags

The Clerk must count how many ballots were placed in the voided ballots bag. Any **manual count ballots** must also be counted. If you have manual count ballots, **you must write on the front of the manual count bag the reason why these ballots were not counted by the Eagle**, and you must also document the reason on the Discrepancy Report. The Warden/Moderator may give the Clerk a bag labeled **"Write-Ins"**. These are all the ballots from **Compartment 1** of the voting machine. These are packaged in the "Write-Ins" bag. (No write-ins in a primary except, the PPP)

There is no longer a Board of Canvassers "envelope". It is now a large white vinyl bag with a large label and checklist on the front.

Seal the **Board of Elections** bag and **three ballot bags (Manual Count, Write-In, and Voided)**. Place any forms or affidavits signed by voters into the Board of Canvassers bag, including ballot applications, affirmation forms, and disaffiliation forms. **The keys to the voting equipment are also placed in this bag. DO NOT place the keys inside the Board of Elections bag.** Refer to the list on the front of the bag for a complete list of items. This bag is sealed and delivered to the Board of Canvassers by the Warden/Moderator and Clerk along with other return bags. **(Note: DO NOT seal the keys in the Board of Canvassers bag until you have locked the Eagle and turned-of the AutoMARK.)**

Warden/Moderator Opening Duties

Warden/Moderator

Has general supervision of the polling place, and assigns the bipartisan pairs of Supervisors, including assigning break times and ensuring proper coverage. Make sure a voter does not vote more than once. The Warden/Moderator assigns a pair of Supervisors to assist a voter as needed (see Supervisors section of this manual for more information). The Warden/Moderator is also responsible for maintaining order at the polling place, through working with an assigned police officer, if available.

Getting Supplies from the Board of Canvassers

Warden/Moderator: before reporting to your precinct, check with your Board of Canvassers to see if you need to pick up any supplies at their offices on the morning of the election. The following items may have to be picked up:

Official Voting Lists for the Precinct and the Master List for the City/Town.

Tape, extension cords, power strips, signs, and other necessary supplies.

Blue metal ballot security case(s) (not usually used in local special elections).

Arrive at the Precinct

Be sure to arrive at your polling place at least **45 minutes** before the opening time. Most polls open at 7 a.m., but opening times vary from community to community so check with your Board of Canvassers for the opening time in your community.

ⓘ If the supply box seals have been tampered with contact the Board of Canvassers.

When you get to the polling place, locate your voting equipment and supplies. You may have to locate someone in the building such as the janitor in order to gain access to the equipment. Check with your Board of Canvassers before Election Day. Once you find the equipment, make sure you check the identification tags on the voting machine, blue election supply box, and the AutoMark. This is important because it ensures you have not received the equipment, ballots, and supplies from another precinct.

Note

The identification tag on the blue election supply box, voting machine, and AutoMark should have the same Precinct ID number.

Setup of the voting machine

The Board of Canvassers issues you the keys to the voting equipment. Check the Board of Canvassers supplies for the keys. You'll find four colored keys on the key seal. **DO NOT BREAK THE KEY SEAL UNDER ANY CIRCUMSTANCES**. Each key has a different function:

Red key locks and unlocks the back panel of the voting machine ("Eagle").

Green key opens and locks all the other compartments of the voting machine.

Blue key powers the AutoMark on and off.

Gold key locks and unlocks the red provisional ballot bag

ⓘ If the zero report is accidentally removed, reattach it with tape.

Use the red key to open the back door of the voting machine and take out the power cord. Plug the voting machine into the nearest three-pronged electrical outlet. Use a three-pronged extension cord supplied by the Board of Canvassers if there is no outlet close-by. Once the voting machine is plugged-in, it will automatically power-on and begin printing a "zero report". This report is required under state law and ensures that the memory pack inside the machine has been programmed with all candidates and/or issues and is starting with zero votes. Under state law, The Warden/Moderator, Clerk, and two Supervisors must sign this report after verifying the zero votes for all candidates and/or issues. **Compare this report to the sample ballots in your supplies and verify the candidates and questions are the same.** Do not tear this report from the machine. It must stay attached the entire day.

Once the zero report has finished printing, a green "ready" light appear on the front of the voting machine. The machine will also print at the bottom of the zero report the message "OK to read ballots." Once the Warden/Moderator sees these two items, the machine is ready. **If the machine does not power-on or does not print a <u>zero</u> report, contact the Board of Canvassers immediately.** The Warden/Moderator must be in possession of the keys the entire day. Keep the keys in your pocket or on your person at all times.

Note

The machine will print the message "First ballot read" after a voter successfully casts the first ballot of the day into the voting machine. This message will not print for ballots after the first. A message will be printed on the tape only if there is a problem with the ballot (more on types of problems later in this manual).

Setup the AutoMark

After setting up the voting machine, the AutoMark must be setup and tested with the help of a Supervisor. Please see the chapter in this manual that covers the AutoMark.

Setup the Voting Area

The polling place must be arranged a certain way so that it complies with various state and federal election and disability laws. It is very important that the Warden/Moderator locate the "Polling Place Diagram" from the supply bag inside the blue election supply box. The Board of Elections has created a unique diagram for every precinct in the state. Setup your polling place exactly according to the diagram, which shows the location of the following items:

ⓘ Make sure electrical cords are not in pathways so someone doesn't trip or fall.

Tables for Election Officials and Party Checkers

Voting machine ("Eagle")

Voting booths

AutoMark

Power outlets

Setting up the polling place according to the diagram will ensure the privacy of all voters and access by voters with disabilities. If you can't arrange your polling place according to the diagram for any reason, contact your Board of Canvassers immediately. **If your polling place has already been arranged by city/town employees, you must verify everything is arranged according to the diagram.** If it's not arranged according to the diagram, call the Board of Canvassers. Also, remember that all pollworkers must wear the nametags provided in your election supply bag. These nametags are required by state law.

Warden/Moderator Duties During Voting Hours

ⓘ Do not allow a voter to leave the polling place with a ballot.

The Warden /Moderator should be positioned within the voting area in order to help any voters having problems while casting their ballots into the voting machine.
If the machine has a problem with a ballot, the ballot will be rejected and an error message will print on the tape on top of the machine.

The Warden/Moderator is responsible for checking the error message and telling the voter what he/she has done wrong and offering a solution to correct the error.

ⓘ Do not look at a voter's ballot.

See the *Voting Machine Operation* chapter of this manual to get more information on the various error messages the voting machine may print and how to resolve them.

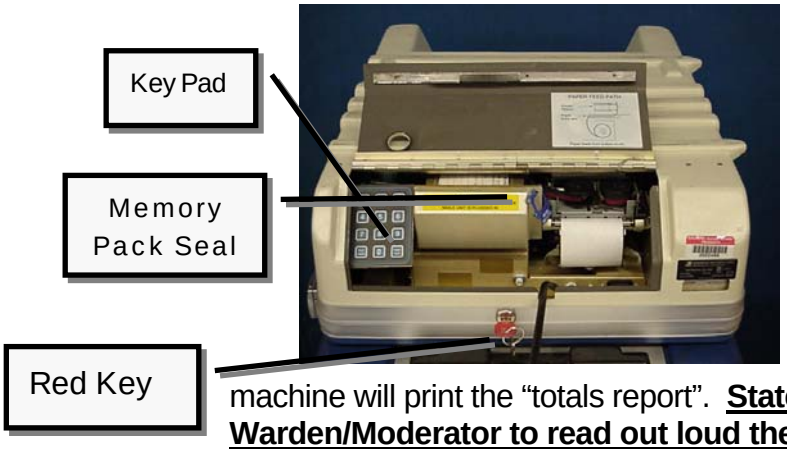
The Warden/Moderator is also responsible for the operation of the AutoMARK. Make sure non-AutoMark users do not insert their marked ballots into the AutoMark.

Complete the "Voter Wait Times Survey" 3 times during the day, and place it into the Board of Elections bag when done.

Warden Duties While Closing the Polling Place

Total the Voting Machine

At **8 p.m.** the Warden/Moderator must not allow anyone to enter the line to check-in with the Supervisors. If necessary, station a Supervisor at the end of the line to prevent anyone from entering the line, or inform the assigned police officer that under state law no one may enter the line after 8 p.m.



Use the **Red** key to open the back door of the voting machine and locate the keypad. Press the **"Print Totals"** button. A message will print on the tape confirming whether you wish to close the poll. **Press "0"** to confirm, or "9" to cancel.

After pressing "0", the voting machine will print the "totals report". **State law requires the Warden/Moderator to read out loud the total votes cast for each candidate and/or issue.** Once the report has finished printing, it must be

signed by the Warden/Moderator, Clerk, and two Supervisors. This is the only totals report which must be signed. **Four** more copies of this report must be printed by pressing the "print totals" button four more times. The original and the copies are placed in the following locations, as required by law:

First copy must be signed and placed in the **Board of Elections** bag

A copy is placed inside the **Memory Pack** envelope

A copy is placed on the exterior of the door **outside the polling place**

A copy is placed in the **Board of Canvassers** bag

A copy is placed in the **ballot security case or vinyl bag** with the voted ballots

Remove the Memory pack

Unplug the Eagle! Locate the blue plastic seal on the memory pack door and break it. Place the broken seal inside the "Seals Envelope" found inside the Warden/Moderator's supply bag. Open the memory pack door and locate the centered black lever. Slightly lift the lever and slide it to the right. The memory pack will partially eject. Take out the memory pack and slide the lever back over to the center position and close the door.

Be sure the Clerk gets the number on the public display counter before totaling the voting machine.

The memory pack must be placed inside the pink anti-static **bubble pack** with a **copy of the totals tape** inside the memory pack envelope.

The memory pack must be delivered immediately to the Board of Canvassers by the designated Supervisor. The designated Supervisor must first sign the "Affidavit of the Supervisors" before leaving.

Remove ballots from the machine

Once the memory pack has been sent to the Board of Canvassers, the Warden/Moderator must remove the voted ballots from the two bins of the voting machine. The bins contain the following types of ballots:

Bin 1 contains **write-in ballots** (none in primaries except PPP). Place these ballots into the Write-In Ballots bag.

Bin 2 contains **regular voted ballots**

DO NOT MIX BALLOTS FROM THESE BINS!

Remove all the ballots in **Bin 2** and put them neatly within the metal **ballot security case**. Each case can hold about **600 ballots**, so you could have more then one available.

> Note
>
> **In small special elections, a white vinyl bag may be used in place of the metal security case.**

Once you have all the ballots in the metal ballot security case, put a copy of the "totals tape" inside and seal the case with the numbered **orange tie seal** located in the "Seals Envelope" in the Warden/Moderator's supply bag.

Securing All the Voting Equipment

Once the ballots have been removed from the voting machine, the Warden/Moderator must place the head of the power cord in the back panel and close and lock the panel door with the Red key. In your supplies you will find two new seals to lock both ends of the blue election supply box. **Write the new seal numbers on the Election Certificate.**

Make sure you place the voting machine, AutoMark, blue election supply box, and the folded voting booths back in a secure location designated by the Board of Canvassers.

Returning Items to the Board of Canvassers

The Warden/Moderator and Clerk must deliver the following items to the Board of Canvassers after the shutdown of the polling place is complete:

Board of Elections return bag

Any forms/affidavits signed by voters (sealed in BOC return bag)

All signed ballot applications (sealed in BOC return bag)

Voided ballot bag

Manual Count ballot bag

Write-in ballot bag (none in primary – except PPP)

Ballot Security Case(s) or white-vinyl bag(s) with voted ballots sealed inside

Board of Canvassers supplies (tape, extension cords, etc)

Chapter

2

Emergency Procedures

Refer to this section for important information on procedures if there is an emergency in the polling place on Election Day.

During Election Day at the polling place it is important that you know what to do in case of an emergency, such as a fire alarm or power outage. Use the information provided in this section to ensure the safety of election officials and voters, and to take certain steps to secure the voting equipment and supplies if possible.

ICON KEY
Remember
Important

Situations

The most important thing to remember in case of an emergency is the safety of everyone in the polling place. Make sure everyone is able to get out of the building safely, if necessary. These procedures contain basic instructions that election officials can follow to secure the voting equipment and ballots if it can be done safely.

Fire

In the event of a fire or fire alarm in the building, immediately evacuate the building and contact local emergency personnel to report the fire or alarm, and then contact your local board of canvassers. If possible, before evacuating, the Warden/Moderator should secure the head of the power cord of the voting machine inside the back panel and take the keys to the voting machine outside. Once it is safe to re-enter the building, the Warden/Moderator should plug the voting machine into a wall power outlet and allow voting to resume. Note the incident on the Discrepancy Report, which can be found in your election supplies.

Power Outage

If there is a power outage at your polling place, contact the local Board of Canvassers immediately. If the building you are located in has sufficient emergency lighting or windows to allow sunlight in, then operate the precinct using the emergency ballot compartment until the Board of Canvassers or the Board of Elections arrives on-site to provide further instructions. If the power outage occurs at night, and there is not enough emergency lighting to work, then the Warden/Moderator must suspend voting until the Board of Canvassers or Board of Elections arrives to provide further instruction.

Flooding

If your polling place is flooded, attempt to place all election supplies, including ballots and voting lists in a safe area so that they are not damaged by water. The Warden/Moderator should unplug the voting machine if it can be done safely, and lock the head of the power cord in the back panel of the voting machine and hold onto the keys. All election officials and voters should evacuate outside if necessary and the Warden/Moderator should call the Board of Canvassers and inform them of the emergency. The Board of Canvassers or Board of Elections will provide further instructions when they arrive.

Crime

If a crime takes place in your polling place (i.e. an assault), inform the on-site police officer or contact the local police department immediately to report the incident, and then contact your local Board of Canvassers. Continue to operate the precinct as normally as possible until the Board of Canvassers or Board of Elections staff arrives to provide further instruction.

Know Your Evacuation Routes

Before reporting for work on Election Day, take time to become familiar with the emergency evacuation routes from the area of your assigned precinct. Many streets and intersections have evacuation route signage. This could be essential in the event of an emergency, such as a powerful storm or heavy snowstorm. Also remember to become familiar with the location of all exits in the building your polling place is in. Such knowledge will be vital in case of a fire or other type of emergency where a quick evacuation is needed.

Chapter

3

Current Best Practices Working with Voters with Disabilities

The following section was developed in coordination with the Governor's Commission on Disabilities and the Rhode Island Disability Law Center. It is intended to help you communicate with voters who have disabilities in a courteous and effective manner as well as teach you how to give appropriate assistance when requested.

General Suggestions

Focus on the person before the disability by using "People First Language." Instead of using the term "the disabled," say "people who have disabilities" or "individuals with disabilities." Other examples of People First Language include: "a person who uses a wheel chair" or "a person who is blind."

Identify yourself and ask if the voter needs assistance. Ask before you help -- if a voter appears to need assistance, ask if there is anything you can do to help. Do not automatically help a voter just because he or she has a disability.

Speak directly to the person not to his or her companion.

Voters Who Use the AutoMark

Any voter may use the AutoMark. When a voter inquires about using the AutoMark, do not ask the voter if they have a disability or not. Instead, the Warden/Moderator should direct the voter to the AutoMark and provide additional instruction if the voter needs it.

Voters Who Are Deaf or Hard of Hearing

Find out how the person communicates best. It may be through writing, lip reading or an interpreter. Keep a pen and paper handy in case the voter

communicates best through writing and reading. Don't be embarrassed about communicating via paper and pen. Getting the message across is more important than the medium used.

Get the person's attention before speaking. You may need to tap them on the shoulder or wave to gain their attention. If it seems that the person can lip-read, speak in a normal voice and maintain eye contact. Remember that exaggeration and over-emphasis of words distort lip movement making speech reading more difficult. Face the person directly when you speak because a slight turn of your head can obscure the person's view.

If you are having difficulty getting information across, try to rephrase the thought or restate the sentence, rather than repeating exactly the same words. Sometimes a particular group of lip movements is difficult to speech read. You may use gestures, body language or facial expressions if doing so will help you communicate.

Voters Who Are Blind or Visually Impaired

Identify yourself, and speak in a normal tone. By addressing the person directly, you help the voter to locate you. Describe what you are doing as you are doing it. For example, "I am looking for your name on the voter list now."

A person with a vision impairment may need help. It is best to first ask the person if he or she would like assistance. If alone, ask whether they would like you to request that someone else in line keep them informed when the line moves. Ask whether the voter would like to use the AutoMark for assistance with marking their ballot or whether they would like the assistance of the person of their choice or a bi-partisan pair of poll workers. Offer to read written information for a voter with a visual impairment.

If the voter has asked for assistance getting to the voting booth, avoid grabbing the voter. Instead, offer your arm and say "here is my left (right) arm." The person will take your arm and will respond to your motions.

When walking with a person, proceed at a normal pace, and hesitate slightly before stepping up or down. Be descriptive about what is coming up. Tell them if they have a step up or down and let them know if the door is to their right or left. Caution the person about any unusual obstructions ahead. When giving directions don't point. Speak of approximate distance and left or right turns.

When showing a person to a chair, place his or her hand upon the back of it do not try to place the person into the chair.

When conversing with the person, use normal terms (like “look” and “see”) as well as normal tones. Speak directly to the person, if your gaze wanders, so does your voice. Let the person know when you are leaving and tell the person how they would get your attention again. For example, “raise your hand when you are finished voting and someone will help you to the ballot counter.”

If there are any hazards (open stair cases, etc.) near the area where the voter will be walking, rope them off.

Voters Who Use Wheelchairs or Other Assistive Equipment

When referring to a voter who uses a wheelchair say just that “a voter who uses a wheelchair,” rather than saying “confined to a wheelchair” or “wheelchair bound.” The wheelchair is what enables the voter to get around; it’s liberating, not confining.

Always speak directly to someone who uses a wheelchair rather than speaking to others nearby. Not speaking directly to the voter who uses a wheelchair is disrespectful.

Voters who use wheelchairs have varying abilities and disabilities. Some can use their arms and hands. Some can get out of their wheelchairs and even walk for short distances while others may have more limited abilities. Voters with disabilities are the best judges of what they can or cannot do. Don’t make decisions for them about participating in any activity.

For a voter with a physical disability, his or her assistive equipment, such as a walker or wheelchair is considered as an extension of his or her body. Avoid touching a voter’s wheelchair or walker without permission.

Be aware that voters who use wheelchairs have reach limits while in their wheelchairs. Place as many items as possible within their grasp. Signs and other information should be placed at a height that can be easily read from a sitting position.

Narrow pathways can impede access for voters with disabilities. Make sure that paths in the polling place are wide enough for voters in wheelchairs to pass. Loose carpeting, upturned floor mats or wiring could pose a threat to any voter so ensure that paths are clear of these items.

Voters Who Appear to Have Other Disabilities

Do not assume a person needs assistance. Offer assistance first. Exercise patience, use straight forward language and concrete examples.

Demonstrate as appropriate. Check with the voter to make sure that he or she understands your instructions.

Mental illness is a hidden disability which could include anxiety or depression. Since polling places are busy many people can become overwhelmed. With any voter who become anxious or upset, be patient, speak in a normal voice and calmly explain yourself. If appropriate, offer to move to a quieter location to speak with the voter.

When you encounter a voter with a speech impairment, do your best to understand what the person is trying to say. If you do not understand what the person is saying, politely bring this to their attention. You should not give the impression you understand when you do not. If you cannot understand what the voter is saying, consider asking if there is another way to communicate. Writing on a pad is one option or there may be someone who can interpret. Remember to be patient and try to avoid interrupting the voter or finishing their sentence for them.

If a voter has limitations with his or her hands, offer to carry the ballot to and from the voting booth and explain the options for assistance with marking the ballot including, the AutoMark, use of an assistant of the voter's choice or assistance from a pair of poll workers.

Chapter

4

AutoMark Instructions

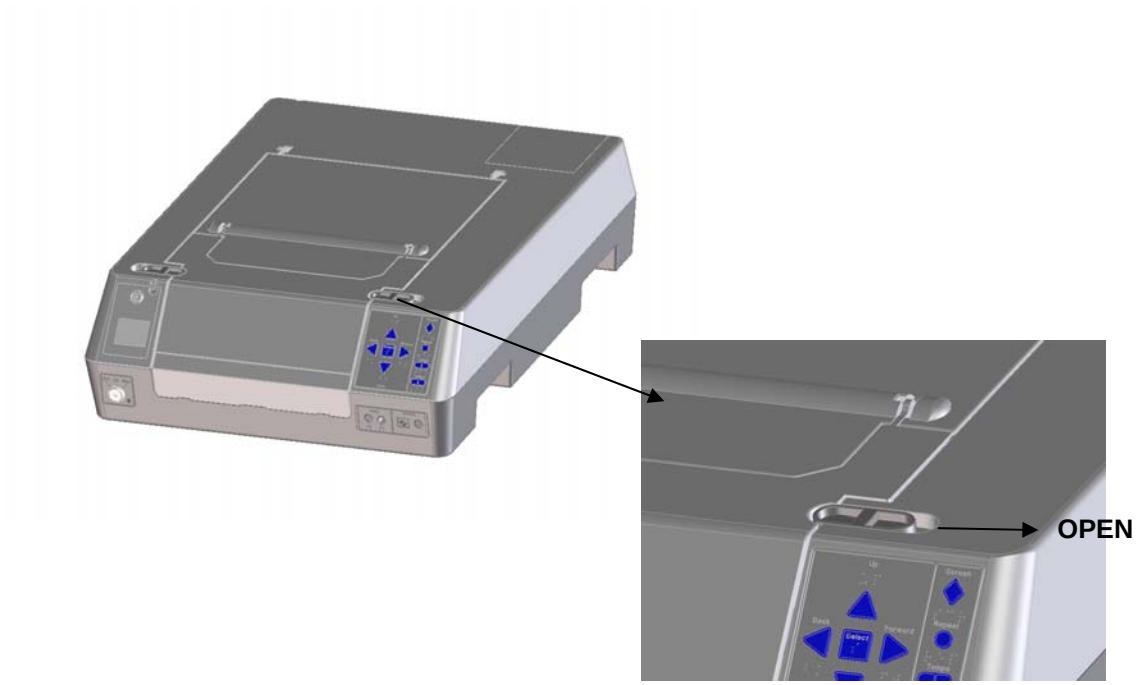
Follow the Start Up/Shut Down Procedures below on Election Day.

Setup Procedures

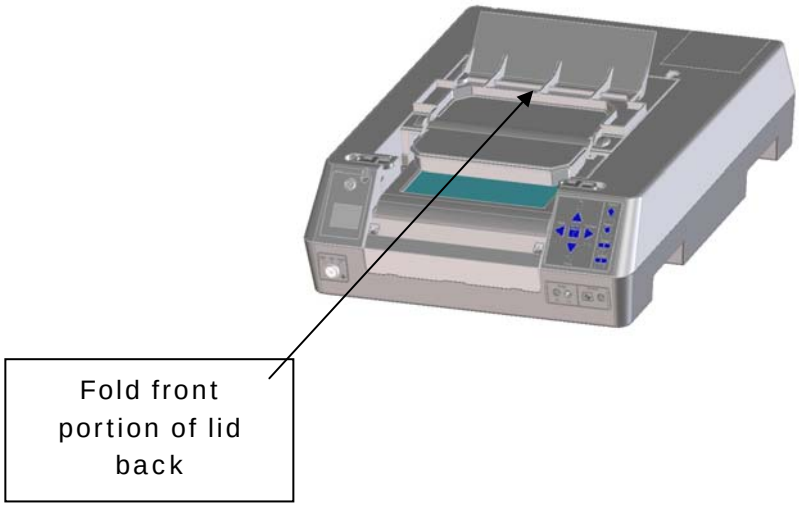
Setting up the AutoMark

To open the AutoMark LCD for use on Election Day follow the procedure below:

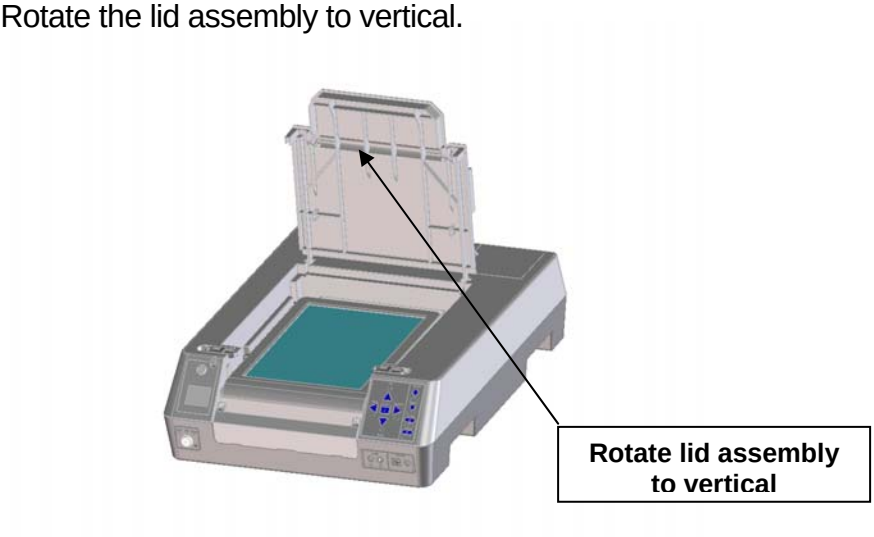
Place the AutoMark on the supplied table. On the AutoMark, move the left and right sliding latches outward to unlatch the lid.



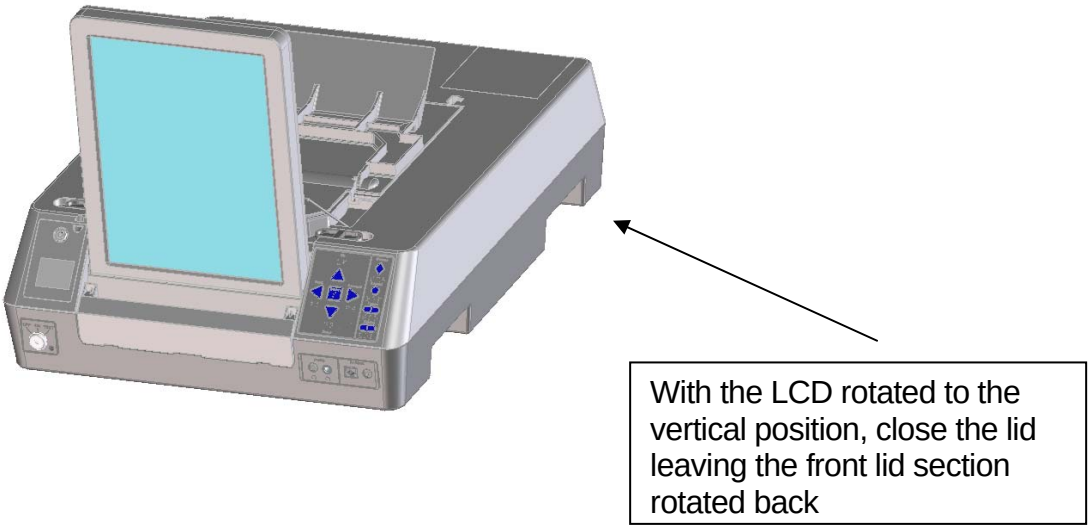
2. Fold the front portion of the lid back.



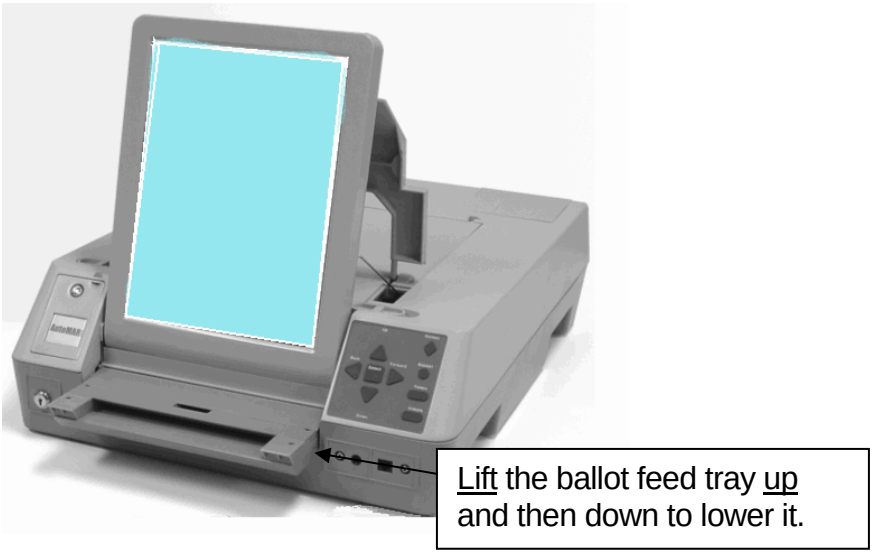
Rotate the lid assembly to vertical.



4. Raise LCD screen, and close the lid behind, leaving the front lid section rotated back.



5. Lower the ballot feed tray. Place the supplied hood on the AutoMark.



Start Up/Shut Down Procedure

To start or shut down the AutoMark follow the procedure below.

Open the AutoMark unit and position the display.

Locate the audio headphone jack on the front lower-right panel below the keypad, plug-in the headphones, and listen through the headphones to be sure the instructions can be heard.

Install the ink cartridge! Plug the power cord into a power connection in the back of the unit and the other end of the cord into a nearby AC power source and make certain you see a **red** light on the front. Make sure the cord is not in a position where it would be hazardous to anyone walking nearby.

Turn the security key located in the front of the unit to the ON position and **remove the key** before voters are allowed to use the AutoMark . Allow the AutoMark to warm-up for 5 minutes before marking the Verification Ballot. The light on the front of the AutoMark should be **green**. If the light is **yellow**, this means the AutoMark is not receiving power from an AC outlet and is operating on battery power, which will only last one hour. Find a working electrical outlet.

Do **not** try to operate the AutoMark in the TEST position, as this mode will **not** properly accept ballots.

To shutdown the unit when the polls are closed, insert the security key located in the front of the unit and turn it to the OFF position, to turn off the electrical power.

Assisting Voters with the AutoMark

Assisting a Blind Voter with the AutoMark

For a blind voter, ask the voter if they need guidance to the AutoMark. Offer your elbow for the voter to hold so you can lead them to the Automark.

Describe to the voter where the keypad is located, and where to insert his/her ballot. Also inform the voter that each button has Braille text on it. Ask the voter if he/she would like you to insert the ballot into the AutoMARK. Tell the voter that the scanning of the ballot will take about 30 seconds, and that the AutoMark will be silent during the scanning process. When the scanning process is complete, the AutoMark will give the voter audio instructions over the headphones for completing their ballot. After the

AutoMARK has marked the ballot, the voter may reinsert the ballot into the AutoMARK and verify their selections over the headphones.

Assisting the Voter who uses an ADA Device

If a voter is using an ADA device, the poll worker should

Insert the ballot for the voter,

Read the following instructions to the voter:

You have plugged in an ADA device. This allows you to navigate through your ballot using YES or NO inputs.

When a screen is displayed, you may select NO to bypass that screen or YES to move to the first selectable choice on that screen. When you are on a selectable item of the screen, the item will be highlighted in yellow. Selecting NO will move on to the next selectable item on the screen. Selecting YES will provide the same results as if you had clicked on that item.

When on a candidate or question choice YES will select or deselect that candidate.

When on a MORE scroll bar, YES will cause the screen to scroll up or down as indicated.

When on a screen button, YES will invoke that action. For example, entering YES when ZOOM is highlighted will cause the screen to ZOOM. Entering YES again, will return the screen to non-zoomed mode.

Pressing NO at any time will move to the next highlighted item.

As you enter NO repeatedly, the highlight will move down the screen, across the bottom from right to left and then loop back to the top.

When you are done making selections on any given screen, enter NO repeatedly until the yellow highlight is on the NEXT button and then enter YES to move to the next screen.

Troubleshooting the AutoMark

This section contains common troubleshooting procedures and a description of error messages. Contact the Board of Canvassers or Board of Elections if you have a problem that is not described in this chapter.

Problems with Audio

If you cannot hear any audio from the headphones, make sure the volume is raised by pressing the volume button with the "+" sign. Also, make sure the headphone jack is inserted into the correct outlet. The correct outlet will have small headphones symbol over it. If you still cannot hear anything over the headphones, the headphones may be damaged. Contact your Board of Canvassers so a technician can be dispatched to your location.

Error Messages

Error messages are displayed on the touch screen monitor when AutoMark detects a critical condition that requires operator intervention to correct the problem before the selection process can be continued

The international symbol may accompany various error messages. Follow the instructions on the screen for further information.

AutoMark will not power on

Make sure the AutoMark is plugged into a working outlet or power strip and the key is turned to the 'On' position. Try a different outlet if necessary or verify the switch on the power strip is set to 'On". If the AutoMark has an orange or yellow light illuminated on the front, this means it is operating on battery reserve power. Check your outlet or power strip to make sure it is working.

AutoMark displays an error message while printing

Turn the key to 'Test' mode and select the red on-screen button that is labeled "Eject Ballot". The ballot will be ejected. Remove it. Take the ink cartridge from the rear of the AutoMark and bang the cartridge, nozzle down, on a paper towel or piece of paper in order to get the ink flowing enough. Re-install the ink cartridge and return the key to the 'On' position. Try marking the ballot again.

Spoiled Ballot Procedure

If you encounter an error that causes a spoiled ballot, eject the ballot to the voter and **do not** look at the voter's selections.

Offer the voter at the AutoMark these two options:

Ask the voter if he/she would like to go to the Clerk's table where the Clerk will place the spoiled ballot in an bag marked "Void", and obtain a new ballot for the voter from the bi-partisan pair of Supervisors

Or, you may also give the voter the option of having the Warden/Moderator take the spoiled ballot to the Clerk to be voided and obtain a new ballot from

the bi-partisan pair of Supervisors and bringing the ballot to the voter at the AutoMark.

Security Measures

Access Control

The Warden/Moderator must retain possession of the keys to power on/off the AutoMark throughout the day.

Access Control measures

Unauthorized access to the Compact Flash card is prevented by means of a locked compartment. If anyone is observed attempting to tamper or force open the card door, the Moderator/Warden must notify the police or the Board of Canvassers.

Lockout

The AutoMark has a key-activated switch that is located on the front panel of the enclosure. The key-activated switch is used to control the system's operating mode. Key switch positions are described as follows:

Key Position	Label	Key Removable
Right	TEST	No
Center	ON	Yes
Left	OFF	Yes

When the key-activated switch is in the TEST or ON positions, the AutoMark is switched on and power is drawn from the AC power line (if available) or the battery (if AC power is unavailable).

When the key-activated switch is in the TEST position, the AutoMark enters a Test Mode, which allows the election official to perform system setup, reporting, testing and maintenance functions. **Do not use this mode at the poll for any purpose other than to eject a ballot which the AutoMark will not release.**

Polling Place Security

The AutoMark is powered on and off by use of a key. Removal of this key will prevent unauthorized tampering while the polling place is open.

Physical security measures for the AutoMark system include a locked compartment to prevent access to the Compact Flash card. The Compact Flash card contains ballot format information. The compartment is locked

with a key. This key is held by the state Board of Elections, and is never accessed by poll workers.

System Power

The AutoMark contains a built-in power supply that operates from standard AC line voltages. It also includes batteries with sufficient capacity to allow the unit to continue to operate for at least **2 hours** after loss of AC power. Therefore, make sure the Auto Mark is actually plugged-in to an outlet using the supplied power cord. **Make sure that if you are using a power strip, you have turned the power strip ON.**

When the system is powered up and the key-activated switch is moved to the OFF position, AC power continues to be supplied to the AutoMark . However, current is only drawn for recharging the battery while the key switch is in the OFF position. The terminal is shut down only when the key switch is in the OFF position.

Automark Verification Ballots

Inside the Warden/Moderator bag you find a set of "AutoMark Verification Ballots". You must use these ballots to test the AutoMark before the polling place opens, and again between 3 p.m. and 4 p.m. during the day.

To use the AutoMark Verification Ballots", simply insert the ballot into the AutoMark and make selections throughout the entire ballot. **DO NOT PLACE THE AUTOMARK INTO TEST MODE, AS THIS IS UNNECESSARY AND UNSAFE FOR THE TEST.** Once you have made all your selections, mark the ballot with the AutoMark.

When the ballot is marked by the AutoMark and ejected, verify that the marks are placed correctly on the Verification Ballot according to your selections. Once you verify the AutoMark is working properly, sign the signature line at the top of the Verification Ballot and place it back into **the Board of Elections bag**.

Do not attempt to place the Verification Ballot into the Eagle. Both Verification Ballots must be placed inside the Board of Elections bag.

Chapter

5

Operating the Voting Machine

The following section covers the various functions of the voting machine and troubleshooting problems which might occur at the polling place.

The voting machine used in Rhode Island is manufactured by Election Systems & Software Inc. and uses a technology called “optical scan”, which is widely accepted as one of the most reliable and accurate technologies used in voting systems around the world. The voting machine consists of a ballot reader on top and a blue ballot box below. **Please note:** The blue ballot box below has a capacity of 1,600 ballots. You must call the Board of Canvassers if the public display counter passes **1,400 ballots**. A technician will be dispatched to install an empty blue ballot box.

The ballot reader is where the voter inserts their ballot in order to have their votes counted. Inside the ballot reader is a “memory pack” where all of the vote totals are electronically stored. This memory pack is extremely reliable and even has a battery backup which allows it store the vote totals even if the voting machine loses power.

This memory pack is sealed behind a door throughout Election Day. The seal is only broken after the polling place has closed or the voting machine experiences technical difficulties and must be replaced during the day. Once the polling place is closed, the memory pack is removed by the Warden/Moderator and is transported to the Board of Canvassers immediately with a designated Supervisor.

Casting a ballot

The voter should cover his/her ballot with the supplied secrecy sleeve when walking from the voting booth to the voting machine.

The voter must remove his/her ballot from inside the secrecy sleeve and put the sleeve on top of the voting machine.

The ballot may be inserted into the machine facing up or down, or rear or forward, but it must be inserted straight and not at an angle.

The machine will grab the ballot, pull it into the reader, and issue a corresponding beep if the ballot has been read successfully and the public display counter will be increased by one.

If there is a problem with the ballot, the machine will issue a warning tone and reject the ballot back to the voter for correction.

Removing a Rejected Ballot

If the voting machine rejects a ballot, instruct the voter to remove it immediately. Review the error message printed on the machine tape, and explain it to the voter.

Indicate to the voter that they should void their ballot with the Clerk and get a new ballot to complete.

If the voter doesn't want to correct the error on the ballot, they can insert the ballot again. When it is rejected, the Warden/Moderator can ask the voter if he/she is certain they want to cast the ballot with the error. If the voter confirms this, the Warden/Moderator may press the #3 key accessible on the back of the eagle.

Troubleshooting Warning Message and other Problems

The following information will help you understand the various warning messages the voting machine may print for rejected ballots. Also covered are procedures for what to follow if your machine loses power or experiences technical problems during the operating hours of the polling place.

1. Returned ballot and the voting machine sounds warning tone, message is printed, and ballot is returned to the voter.

```
The ballot is
overvoted

Or

The ballot is unvoted
```

Solution:

When the Warden/Moderator hears the Voting Machine alarm the following procedure is followed:

Ask the voter to remain at the Voting Machine.

Request that the voter cover their Official Computer Ballot with the blue secrecy sleeve until the message has finished printing.

The Warden/Moderator should discreetly read the printed message to the voter and determine if the ballot is marked correctly, or if it is the correct ballot.

2. The voting equipment prints out message:

"UN-VOTED BLANK BALLOT!"

Ballot returned to voter!

Pull ballot out, and then try again or vote new ballot

Press #3 key to read and accept ballot

Possible Reasons:

The wrong marking device was used to mark the ballot.

The ballot was incorrectly voted.

The ballot was not voted.

Solution:

Ask the voter to pull out the ballot and then try again or obtain a new ballot from the Clerk.

If the *Official Computer Ballot* was marked with the wrong instrument or the ballot was voted incorrectly, you should instruct the voter how to correctly mark their ballot. Direct the voter to the Clerk to obtain a new Official Computer Ballot from the Clerk.

If the voter insists on casting an incorrectly marked or blank ballot the Warden/Moderator shall verify with the voter that he/she wishes to cast the ballot as it is and does not want to obtain a new ballot from the Clerk to remake. If yes, then the Warden/Moderator must press the #3 key through the back panel of the voting machine, and the machine will accept the incorrectly marked or blank ballot.

3. The voting machine prints out message:

"OVERVOTED BALLOT!!"

President & Vice-President

Vote for 1

```
Ballot returned to
voter!

DO EITHER ONE OF THE
FOLLOWNG, #1 or #2

1.  Pull the ballot
out, and then try
again or vote a new
ballot.

2.  Press #3 key to
read and accept the
ballot
```

Possible Reasons:

The person voted for more candidates than are permitted. For example they voted for two in a "Vote for One" race.

Solution:

Direct the voter to the Clerk to obtain a new ballot. Remind the voter to check for the number of votes allowed for each office and to vote only for that number or less. Offer the voter assistance or another demonstration.

If the voter insists on casting the overvoted ballot, the voter shall be advised that all races, other than the overvoted race, will be counted by the Voting Machine. If the voter still insists on casting the overvoted ballot the Warden/Moderator may press the #3 key on the keypad (the only accessible number). **IN THIS INSTANCE**, **THE #3 KEY MAY BE PRESSED TO OVERRIDE THE BALLOT.** This will permit the Voting Machine to accept the ballot and the vote will be registered.

Note

Never Press the #3 Key to override and accept the ballot without the voter's permission.

4. The voting machine prints out message:

```
Pull ballot out, and
then try again, or
vote a new ballot.
```

Security ID Does Not Match!!

Wrong ballot type for this precinct

Ballot returned to voter

Possible Reasons:

Wrong ballot type for the Voting Machine (this message may occur in polling places where more than one precinct is located).

Solution:

Ask the voter for the precinct where he/she is voting.

Direct the voter to the correct Voting Machine.

If the voter has defaced his/her *Official Computer Ballot*, direct the voter to the Clerk to obtain a new ballot.

Note

The Warden/Moderator should not look at a voter's ballot without the voter's expressed permission.

5. There is a power failure or the voting machine becomes inoperable.

Solution:

Use the *Emergency Ballot Compartment*. **Do not stop the voting process!** The Emergency Ballot Compartment must be used by voters to continue voting until the Voting Equipment is working properly again.

To open the Emergency Ballot Compartment:

Call the Boards of Canvassers and notify them, and use the *Green Key*, to unlock the Emergency Ballot Compartment at the front of the ballot box.

Manually open the Emergency Ballot Compartment and flip the slot cover to an upright position.

Close and lock the Emergency Ballot Compartment door. The slot should be in an open position.

Instruct the voters to place their voted ballots in the Emergency Ballot Slot.

Explain to the voters that the voted ballots will be tabulated when the Voting Equipment becomes operational.

When the Voting Equipment becomes operational, the Warden/Moderator, in the presence of the Clerk, shall use the Green Key to open the Emergency Ballot Compartment and remove the *Official Computer Ballots*.

The Warden/Moderator and Clerk will process all ballots in the emergency compartment. Only after all ballots have been processed will voters be allowed to resume voting.

The ballots will then be processed through the Voting Machine for counting. If *any* of these ballots are rejected by the Voting Machine, the ballots must be overridden with the #3 key. Note the issue on the Discrepancy Report.

Upon completion of processing the ballots, the Warden/Moderator will close and lock the Emergency Ballot Compartment.

6. The voting machine needs to be replaced

Solution:

In rare instances, a state technician will determine that the Voting Machine needs to be replaced. The following procedures will be handled by the technician in the presence of the Warden/Moderator.

Make a note of the numbers displayed on the Public Counter.

Unplug the Voting Machine.

Unlock the back panel of the Voting Machine using the *Red Key*.

Break the seal and remove the *Memory Pack*. Record the Voting Machine Serial Number and the Memory Pack Seal Number on the *Voting Equipment Replacement Certificate* (see Warden supplies). The Warden/Moderator maintains control of the Memory Pack while the technician removes the inoperable Voting Machine and replaces it with alternate Voting Machine.

Unlock the back panel of the replacement Voting Machine.

Open the Memory Pack door and insert the Memory Pack into the replacement machine, making sure it is firmly seated in place. Close the Memory Pack compartment.

Seal the Memory Pack door with a new seal. Record the new Voting Machine Serial Number and the new Memory Pack Seal Number on the Voting Unit Replacement Certificate.

Close the back panel and lock it. Plug in the Voting Machine.

Verify the Public Counter number. The public counter should display the same number as was on the original Voting Machine.

Remove the *Zero Report* from the first unit of Voting Machine and re-attach to the tape in the replacement Voting Machine.

Check the Emergency Ballot Compartment and process any ballots. Warden/Moderator should announce what is being performed.

Voting is ready to resume after this point.

Complete the **Voting Unit Replacement Certificate.** The Warden/Moderator, Clerk and technician must sign this certificate. The form is found in the Warden/Moderator supplies, and must be placed in the

Board of Elections bag. The Clerk should note the replacement of the Voting Machine on the **Discrepancy Report.**

7. Ballot is jammed in the voting equipment

Solution:

Occasionally a ballot may jam in the ballot path or when being returned to the voter. Various messages will appear on the printout tape explaining the difficulty and providing directions for solving the problem.

Ask the voter to remain at the Voting Machine.

Request the voter cover their ballot with the *Secrecy Sleeve* if it is exposed.

The Warden/Moderator should then read to the voter the message on the paper tape produced by the Voting Machine. The message will indicate whether the ballot jammed before or after it was tabulated and will give *either* of the following directions for the appropriate action.

"BALLOT HAS BEEN PROCESSED" - **DO NOT** re-enter any *Official Computer Ballot* with this message. The tape will indicate which compartment the ballot should be placed in. If the Official Computer Ballot is not visible and cannot be pulled out, the Warden/Moderator and Clerk should lift the Voting Machine by using the handles on either side of the scanner to lift scanner off the ballot box. Then, ask the voter to insert the ballot in the proper compartment. **DO NOT** touch the ballot.

"BALLOT HAS NOT BEEN PROCESSED" - If the *Official Computer Ballot* was not damaged when the jam occurred, the ballot can be re-entered. Ballots damaged as a result of the jam will need to be re-issued by the Clerk and voted by the voter. If the ballot is not visible and cannot be pulled out, lift the Voting Machine cover and ask the voter to retrieve the ballot**.**

Note

Always check the printed tape to verify if the ballot was counted or not before the jam occurred. Never have the voter reinsert the ballot if the message indicates the ballot was counted already.

Chapter

6

Form Inventory

The following section contains a list of forms and supplies sent to each polling place by the Board of Elections. This list is only to be used a general reference. Actual types of forms and quantities may vary from election to election.

Warden/Moderator Supplies

1. Polling Place Diagram (1)
2. Warden/Moderator Checklist (1)
3. Security Seals Envelope (1)
4. AutoMark Verification Ballots (3) (one is extra)
5. Change of Party Affiliation forms (200+) (none in the General Election)
6. Election Official Nametags (1)
7. Voting Unit Replacement Certificates (1)
8. Bubble Pack (1)
9. Memory Pack Envelope (1)
10. Voted Ballot Vinyl bag (1)
11. Manual Count bag (1)
12. Write-in bag (1) (none in primaries – except PPP)
13. Voter Wait-Time survey (1)
14. Pollworker Feedback form (1)
15. Vote here directional arrows (5)

16. String and chalk (1)

Clerk's Supplies

1. Clerk Checklist (1)
2. Election Certificates (2)
3. Voter Affirmation forms (50)
4. Guide to Voter Affirmation (1)
5. Discrepancy Report (1)
6. HAVA ID Guide for the Clerks (1)
7. Board of Elections Return bag (1)
8. Board of Canvassers Return Vinyl Bag (1)
9. Voided Ballots bag (1)

Supervisor Supplies

10. Supervisor Checklist (1)
11. Sample Ballots (3)
12. Demonstration Pad (1)
13. Unvoted Ballot Return Bag (1)
14. "I Voted" Stickers (1)
15. Magnifier (1)
16. Signature Guides (2)
17. Voter Signing With a Mark (5)
18. Affidavit of the Supervisors (1)
19. Voter Requiring Assistance Form (10+)
20. "Vote Here" sign (2)
21. Polling Place Hours Sign (1)
22. Polling Place Location Sign (1)
23. Voting Rights Poster (1)

24. Voter ID poster (2)
25. Voter ID notice (2)
26. Provisional voting poster (1)
27. How to vote poster (1)
28. Voter fraud poster (1)
29. Powers and duties poster (1)
30. Leaving? Felony poster (1)
31. Box of ballpoint pens (1)
32. Privacy Sleeves (10-40)
33. Ballot-marking pens (2 per booth)

Chapter

7

Glossary

B

Blue Key –Used to power the AutoMark on/off.

Bubble Pack – specialized pink anti-static package which protects the Memory Pack for static discharge in transport to the local Board of Canvassing office after the closing of the polls.

C

Clerk – handles ballots and ballot accounting.

D

Disaffiliation – a special form used at the polls or at the canvassing office which allows a voter to withdraw from his/her registered party. Disaffiliation does not take affect until 90 days *after* the form is submitted to the Warden or at the canvassing office.

E

Eagle – model name of the voting machine, which is manufactured by Election Systems & Software, based in Omaha Nebraska.

Emergency Ballot Compartment – section at the front of the voting equipment which is used to accept ballots while voting equipment is awaiting repair by an ES&S technician or power is restored to the polling place.

Election Certificate – special document completed by the Clerk at the opening of the polls and at the closing of the polls. Morning portion certifies *Zero Tape* and readiness of the equipment. Closing portion verifies total tape and accounting of all ballots and ballot applications. Must be signed by Warden/Moderator, Clerk, and two Supervisors.

G

Gold Key – key to the Provisional Ballot Receptacle.

Green Key – key to the voting equipment used to open the two ballot bins on the side of the voting equipment, as well as the emergency ballot compartment in the front of the voting equipment.

M

Memory Pack – removable data cartridge installed in the voting equipment which stores the vote totals. The cartridge uses battery backup, enabling it to retain vote totals even if power to the voting equipment is disrupted. The memory pack is delivered by a designated supervisor to the local canvassing office after the voting equipment has been totaled at the close of the polls.

Moderator – pollworker responsible for the polling place. (referred to as Warden in cities)

N

Notary public – power granted to the moderator to certify all election related forms with his/her signature.

P

Party Checker – representative from a particular political party who is present at the polling place on election/primary day and who must register with the local canvassing board in advance. Party checkers typically track which voters in a particular voting district have turned out to vote as the day

progresses. Party checkers are *NOT* pollworkers and therefore are *NOT* allowed into the Voting Area unless they are voting themselves.

Polling Place Diagram – document sent to the polling place in the blue supply bin which serves as a guide to pollworkers as to exactly where the tables, voting booths, and voting equipment should be set up in the polling place. Also indicates a gray area known as the *Voting Area*, in which only election officials and voters are allowed.

Precinct Poll Book - voting list issued by the local canvassing board which includes *ALL* eligible voters in *precinct* who registered 30 days or more prior to the election/primary. This list is returned to the local canvassing board at the closing of the polls.

R

Red Key – key to the voting equipment used to access the back panel of the voting equipment, which contains the memory pack, key pad, and the power cord.

Red Provisional Ballot Bag – lockable bag in which provisional ballots are stored throughout the day and transported to the Board of Canvassers after the poll has closed.

Red Tie Seal – Used to seal the Ballot Security Case.

S

Supply Box – sealed blue box in which all ballots, ballot applications, election forms, and election supplies are delivered to the polling place. All unused ballots, ballot applications, election forms, and all election supplies (ball-point pens, ballot pens, magnifying glass, etc) should be sealed in the blue election supply box at the close of the polling place.

Supervisors – pollworkers responsible for affixing all signs and posters in the morning. Also, process voters as they approach the Supervisors' tables, matching the voter's name on the precinct poll book. They remove all posters and signs at the closing of the polls, fold-up voting booths, and assist the Warden/Moderator as needed.

Secrecy Sleeve – blue folder issued by the Supervisor and used by the voter to shield his/her ballot from the view of others in the polling place.

Secure Designated Area – area designated by the Board of Elections or the local canvassing board as being secure for overnight storage of the voting equipment before the polling place opens and after the polling place closes. Equipment should left in the same area it was found in the morning.

T

Totals Report – printed by the voting equipment when it is totaled at the close of the polling place. **Five** copies of this tape are printed, and first copy must be signed by the Warden/Moderator, Clerk, and two Supervisors.

V

Voting Area – grayed area on the Polling Place Diagram, which is typically behind the pollworker tables. This area is for voters and election officials (pollworkers, board of elections, board of canvassers, ES&S personnel) *ONLY*.

Voting Equipment – term used to describe the voting machine or the AutoMark.

W

Warden – pollworker responsible for the polling place. (referred to as Moderator in towns)

White Vinyl Bag – white-labeled bag which may be used to carry voted ballots and/or other returns back to the local canvassing office after the closing of the polling place.

Z

Zero Report – report printed upon starting the voting equipment in the morning before the polling place opens. This report should list zero counts for all candidates and issues and should *NOT* be detached from the voting equipment until the polling place closes.

Chapter

8

Board of Canvassers

Election Day Contact Information		
Community	***Phone Number(s)***	***Office Address***
Barrington	247-1900 Ext. 4	283 County Rd
Bristol	253-7000 Ext. 131 or 132 or 135 or 136	10 Court St
Burrillville	568-4300 Ext. 0	105 Harrisville Main St.
Central Falls	727-7450	580 Broad St
Charlestown	364-1200	4540 South County Trail
Coventry	822-9150 or 822-9151	1670 Flat River Rd
Cranston	780-3126 or 780-3127 or 780-3128	869 Park Ave.
Cumberland	728-2400 Ext. 131 or 138	45 Broad St.
East Greenwich	886-8603 or 886-8604	125 Main St.
East Providence	435-7502 or 435-7505	145 Taunton Ave.
Exeter	294-2287	675 Ten Rod Rd.
Foster	392-9200	181 Howard Hill Rd.
Glocester	568-6206 Ext. 0	1145 Putnam Pike
Hopkinton	377-7777	1 Town House Rd.
Jamestown	423-7200 or 423-9801	93 Narragansett Ave.
Johnston	553-8856 or 553-8857	1385 Hartford Ave.

Lincoln	333-1140	100 Old River Rd
Little Compton	635-4400	40 Commons
Middletown	849-5540 or 847-0009	350 East Main Rd.
Narragansett	782-0625	25 Fifth Ave.
Newport	845-5384	43 Broadway
New Shoreham	466-3200	Old Town Rd
North Kingstown	294-3331 Ext. 128 or 129	80 Boston Neck Rd.
North Providence	232-0900	2000 Smith St.
North Smithfield	767-2200 Ext. 220 or 221	575 Smithfield Rd.
Pawtucket	722-1637 or 728-0500 Ext. 207	137 Roosevelt Ave
Portsmouth	683-3157	2200 East Main Rd
Providence	421-0495	25 Dorrance St.
Richmond	539-9000	5 Richmond Townhouse Rd
Scituate	647-7466	P.O. Box 328
Smithfield	233-1000 Ext. 111 or 114	64 Farnum Pike
South Kingstown	789-9331	180 High St.
Tiverton	625-6704	343 Highland Rd
Warren	245-7340	514 Main St.
Warwick	738-2000 x Ext. 6222 or 6223 or 6225 or 6030	3275 Post Rd.
Westerly	348-2503 or 348-2514	45 Broad St
West Greenwich	392-3800 Ext. 108	280 Victory Highway

West Warwick	822-9201	1170 Main St.
Woonsocket	767-9223	169 Main St

Chapter

9

Duty Checklists

This section offers step-by-step instructions on the duties of each position at the polling place throughout the entire Election Day.

Before you report to work on Election Day, get familiar with the checklist for your position at the polls. These checklists give you a step-by-step look at what your responsibilities are for the entire day.

These checklists are only samples, but they look a lot like what you will receive when you report to work. On Election Day, you will find a similar checklist in your supply bag. Make sure you check off each item after you have done it. At the end of the night, sign the checklist and return it to the Board of Canvassers in the Board of Canvassers return bag.

Board of Elections

POLLING PLACE CHECKLIST

OPENING

Warden/Moderator

- ☐ **1.** The Precinct ID Tags on supply box, voting machine, and AutoMARK all match.
- ☐ **2.** The Voting machine is plugged in, zero tape printed and ready to receive ballots.
- ☐ **3.** Install the ink cartridge into the AutoMARK, and turn the key on.
- ☐ **4.** Run the 1st AutoMark Verification Ballot between before the polls open.
- ☐ **5.** Zero Report has been signed by the 4 required election officials.
- ☐ **6.** Measure and mark 50 ft. from building entrance with supplied string and chalk.
- ☐ **7. All** equipment, booths and tables are setup **according to the diagram**.
- ☐ **8**. AutoMARK is positioned so that it is handicap accessible, out of the path of voters and the user has privacy.
- ☐ **9.** The Supervisors are using poll books from the **correct** precinct.
- ☐ **10.** All posters and signs have been posted in correct locations.
- ☐ **11.** You have assigned the Supervisors in bi-partisan pairs.
- ☐ **12.** There are **no** extension cords in pathways causing a tripping-hazard.
- ☐ **13.** Party checkers/watchers are seated at separate table from the poll workers.
- ☐ **14.** You have verified you have bag labeled "write-in" ballots. (not in Primary)
- ☐ **15.** You have verified you have a "manual count" ballots bag in your supplies.
- ☐ **16.** "Changing party affiliation" forms are ready for use if requested (Primary-Only)
- ☐ **17.** Inspect ballot boxes to ensure they are empty (green key).

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.

(Pollworker Manual Sample Checklist)

Board of Elections

POLLING PLACE CHECKLIST

DURING THE DAY

Warden/Moderator

- ☐ **1.** Run the 2nd AutoMARK Verification Ballot between 3:00 p.m. and 4:00 p.m.
- ☐ **2.** Notarize all forms and affidavits (you are a notary for Election Day).
- ☐ **3.** Assist voters with any issues involving casting their ballot into the voting machine.
- ☐ **4**. Maintain 5 feet barrier around Eagle. Make sure ballot is covered with sleeve before reading any error messages.
- ☐ **5.** Assist voters with any issues involving use of the AutoMARK.
- ☐ **6.** Supervise the polling place.
- ☐ **7.** Maintain order at the polling place, such as having voters form proper lines.
- ☐ **8.** Be vigilant and responsible to prevent any voter from voting more than once.
- ☐ **9.** Coordinate with the police officer to maintain order within 200 ft of the polling place.
- ☐ **10.** Have removed any person or official causing disruption or violating election law.
- ☐ **11.** At least three times during the day, note the voter wait time on the Line Survey form found in your supplies.

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.

(Pollworker Manual Sample Checklist)

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.

_____ __ __ __ __

Moderator/Clerk **Precinct #**

Board of Elections

POLLING PLACE CHECKLIST

OPENING

Clerk

- ☐ **1.** Both copies of the Election Certificate have been completed accurately.
- ☐ **2.** You have verified the correct precinct number is printed on the upper-left corner of each package of ballots and you have opened your first package of ballots.
- ☐ **3.** The master voting list is on your table.
- ☐ **4.** The street directory is on your table.
- ☐ **5.** Pink voter affirmation forms are on your table.
- ☐ **6.** You have prepared your table with provisional materials according to the Provisional Voting Checklist found in the provisional supply bag.
- ☐ **7.** The "voided ballots" bag is in your possession at your table.
- ☐ **8.** The pink "discrepancy report" is available for you to log any discrepancies.

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.

(Pollworker Manual Sample Checklist)

Board of Elections

POLLING PLACE CHECKLIST

DURING THE DAY

Clerk

- ☐ **1.** Have voters complete pink "voter affirmation" forms as necessary.
- ☐ **2.** Use the "master list" to direct voters to the correct precinct if necessary.
- ☐ **3.** Process voters who must cast a provisional ballot.
- ☐ **4.** Void and re-issue ballots to voters as necessary (voids placed in voided ballots bag).
- ☐ **5.** Regulate the packages of ballots issued to Supervisors.
- ☐ **6.** Assist the Supervisors & Warden/Moderator as needed.

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.

(Pollworker Manual Sample Checklist)

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.
(Pollworker Manual Sample Checklist)

Board of Elections

POLLING PLACE CHECKLIST

OPENING

Supervisors

- ☐ **1.** You have been assigned to a bipartisan pair by the Warden/Moderator.
- ☐ **2.** You have placed the **correct voting lists** on your table and verified the precinct.
- ☐ **3.** You have placed packages of each ballots type/page on the Supervisors' table.
- ☐ **4.** You have placed ballots applications on the Supervisors' table.
- ☐ **5.** You have placed the line signs on the table (i.e. A-L, M-Z).
- ☐ **6.** You have posted all the posters & signs up, including any for the booths (including Spanish posters if applicable).
- ☐ **7.** You have posted the "Vote Here" signs, "Polling Place Hours", and "Polling Place Location", outside at the handicap accessible entrance.
- ☐ **8.** All voting booths are assembled, lit, with ballot pen placed inside **capped**.
- ☐ **9.** You have correctly setup the handicapped booth and placed it at end of row.
- ☐ **10.** "Voter requiring assistance" forms are on your table available for use.
- ☐ **11.** "Voter signing with a mark" forms are on your table available for use.
- ☐ **12.** The "signature guides" are on your table available for use by voters.
- ☐ **13.** The "magnifying sheet" is in the handicap voting booth.

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.

(Pollworker Manual Sample Checklist)

Board of Elections

POLLING PLACE CHECKLIST

DURING THE DAY

Supervisors

- ☐ **1.** Ask each voter for valid **photo** identification (see list of IDs in your supplies)
- ☐ **2.** Locate the voter's label with the **name** and **address** in the pollbook.
- ☐ **3.** Repeat the **name** and **address** of each voter in a loud and clear voice.
- ☐ **4.** Place the voter's label on the next numbered ballot application.
- ☐ **5.** Have each voter **sign** their ballot application.
- ☐ **6. Two** Supervisors initial the ballot application certifying the voter's signature.
- ☐ **7.** Place the signed ballot application on the spindle in numerical order.
- ☐ **8.** Issue voters their ballot in a secrecy sleeve. **(do not pre-fill sleeves)**
- ☐ **9.** Refer any voters to the Clerk who have a special message in the poll book.

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.

(Pollworker Manual Sample Checklist)

Board of Elections

POLLING PLACE CHECKLIST

CLOSING

Supervisors

- ☐ **1.** Sign the "Affidavit of the Supervisors" and file with the Clerk.
- ☐ **2.** Two Supervisors have signed the "totals report" on the voting machine.
- ☐ **3.** You have verified all ballots have been removed from the voting machine.
- ☐ **4.** Two Supervisors have signed **both** copies of the "Election Certificate".
- ☐ **5.** You have forwarded all forms completed by the voters to the Clerk for filing.
- ☐ **6.** You have assisted the Warden/Moderator with storing the AutoMARK.
- ☐ **7.** You have folded up all the voting booths.
- ☐ **8.** You have removed all posters and signs and placed them in the blue supply box.
- ☐ **9.** All unused ballots or forms have been placed in the blue supply box.
- ☐ **10.** No City/Town property, Poll Books or completed forms have been left in the blue supply box.
- ☐ **11.** Place this completed and signed checklist in the BOC return bag.

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

_____	_____	_____	_____
Supervisor	**Supervisor**	**Supervisor**	**Supervisor**

Precinct # __ __ __ __

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.

(Pollworker Manual Sample Checklist)