RHODE ISLAND
POLL WORKER MANUAL

2010 Statewide Primary & General Election

&

2011 Special Elections

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.

Election Officials

State law defines the authority and responsibilities for all election officials, as well as others, at the polling place on Election Day.

Warden/Moderator

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

Clerk

The Clerk is responsible for accounting for all the ballots used and not used in the polling place. This is documented using the Election Certificate, which is required under state law. 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 handle properly. The Clerk also is responsible for making sure all election forms and affidavits are signed and placed in the proper return envelopes. The Clerk also processes voters who are using provisional ballots and is responsible for the processing voters using the Affirmation process.

Supervisors

Work in two bipartisan pairs and check-in voters to the polling place by matching voters' names against the voting list, having voters sign a ballot application, and issuing ballots to voters. Supervisors are also responsible for assisting voters in the voting booth if directed by the Warden/Moderator. Most election signage at the polling place is put up and taken down by the Supervisors (as well as the setup of the voting booths and the AutoMark).

State Election Inspectors/Technicians

Dispatched by the Board of Elections to polling places to observe the conduct of the election at the precinct and report to the state board any irregularities or violations. Dispatched to the polling place if a voting machine or AutoMark is not operating correctly. 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 laws and procedures are being followed properly.

Non-Election Officials

Party Checker/Runner/Watcher

Individual (Checker) in the polling place who is there at the request of a political party or candidate and is required to be seated at a separate table from election officials. Throughout the day he/she will record on his/her own list whom has voted. A voter's identity may be challenged by a Watcher, and the voter would need to cast a provisional ballot. An associate (runner) is allowed to enter the poll and retrieve the list. **None of these individuals is allowed in the voting area 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. 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.

Opening the Precinct

Getting Supplies from the Board of Canvassers

Warden/Moderator: before reporting to your precinct, check with your Board of Canvassers to verify 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, and other necessary supplies.

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

Warden Arrives at the Precinct

Be sure to arrive at your precinct at least **45 minutes** before the scheduled opening time in your city/town. 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 arrive at the precinct, locate your voting equipment and supplies. You may need to locate someone in the building such as the custodian in order to gain access to the equipment. Verify this with your Board of Canvassers before Election Day. Once you have located the equipment, make sure you check the identification tags on the voting equipment, 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.

Warden/Moderator 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

KEYS TO THE EQUIPMENT ARE IN THE BOARD OF CANVASSERS SUPPLIES!!!

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

Use the red key to open the back panel of the voting machine and remove 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 safely nearby. 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 remain attached the entire day.

Once the zero report has finished printing, a green "ready" light will illuminate 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).

Warden/Moderator sets up the AutoMark

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

Setup the Voting Area

The polling place must be setup 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. <u>The Board of Elections has created a unique diagram for every precinct in the state. Setup your polling place exactly according to the diagram</u>, 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 cannot setup your polling place according to the diagram for any reason, contact your Board of Canvassers immediately. **If your polling place has already been setup by city/town employees, you must verify everything is setup according to the diagram.** If it's not setup according to the diagram, call the Board of Canvassers. Also, remember that all pollworkers must wear the nametags provided in your election supply box. These nametags are required under state law.

Clerk must 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.**

Clerk must verify provisional ballots supply bag received

The Clerk must check the blue election supply box and locate the provisional ballot supply bag. Each bag should contain 30 applications/envelopes. Check the **provisional voting checklist** in the provisional supply bag to verify the number of provisional ballots you need to make for this election. If you cannot locate 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 read "Provisional Ballots". **Do not pre-affix the entire sheet of these labels to ballots in advance. You don't need to get 30 ballots from the Supervisors in advance anymore.** When you are having a voter use a provisional ballot, get one ballot from the Supervisors and affix one of the provisional labels on the barcode on the upper left hand side **of the ballot**. This procedure is covered more on pg. 19.

Setup the voting booths

All the election officials must help setup the voting booths in the polling place. Position the voting booths exactly as shown on the polling place diagram. The opening of each booth should be facing your back. Each voting booth must also have an uncapped ballot pen inside. These pens can be found in your supplies. Periodically during the day the Warden/Moderator should check the booths to ensure there is a pen available and no trash or unauthorized 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 inside the polling place. All posters can be found in the Supervisors supply bag. Rhode Island law now requires most posters to be posted only **inside** the polling place. You will still need to post the "Polling Place Sign" and the "Polling Place Hours" poster outside your polling place. 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 additional signage posted near the street.**

> **Note**
>
> **If you have more than one precinct at the same location, you may use only the set of posters from one precinct, but you must put up the sample ballots for each precinct.**

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 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.** The Supervisors must count how many ballots have been received in the supply box and inform the Clerk, who must verify the number against the **Election Certificate**. Only open one package of ballots at a time because you must count the number of unused ballots at the end of the night. **If you cannot locate your ballots or the packages don't total the election certificate, contact the Board of Canvassers.**

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

Also verify how many ballot applications you have received. There are 100 ballot applications in each package. Ballot applications are numbered. Open package 1-100 first, and only open one package at a time.

Operating the Poll During Voting Hours

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

Supervisors' Duties During Voting Hours

When a voter enters the polling place and presents themselves at the Supervisors' tables, the voter must state their **full name** and **residence address** to one of the bipartisan pair. The bipartisan pair then locates the voter's name and address on the poll book for the precinct and calls out the voter's name and address in a loud and clear voice.

The Warden/Moderator is required under state law to offer voters with disabilities priority in line if:

1. An obvious medical disability which, in the opinion of the warden, would cause the voter to experience severe discomfort by standing in line, or

2. 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, then that voter may be allowed a priority position for complying with requirements of § 17-19-24 (procedure for voting).

Each polling place is issued a 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.

Note

Be attentive to any special requirements the voter may have to complete before being allowed to vote, such as Voter Affirmation or ID Required. 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. Remove the label and affix it to the next numerical ballot application, and have the voter sign the ballot application. Once the voter has signed the ballot application, both Supervisors must initial the ballot application and place the ballot application on the spindle in numerical order and issue the voter a ballot inside a secrecy sleeve.

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	07/30/1952
ALVAREZ JUAN C 26081024766 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

ALBRO RICHARD A
68 CLAY ST
Democrat
PRIMARY MARCH 4, 2008 0101

ALBUQUERQUE ALICE
712 HIGH ST
Unaffiliated
PRIMARY MARCH 4, 2008 0101

ALBUQUERQUE DIANE
712 HIGH ST
Republican
PRIMARY MARCH 4, 2008 0101

ALBUQUERQUE MARIA
712 HIGH ST
Democrat
PRIMARY MARCH 4, 2008 0101

ALDANA MIRNA
61 CLAY ST
Unaffiliated
PRIMARY MARCH 4, 2008 0101

ALVAREZ JUAN C
65 HAWES ST UNIT 3 R
Republican
PRIMARY MARCH 4, 2008 0101

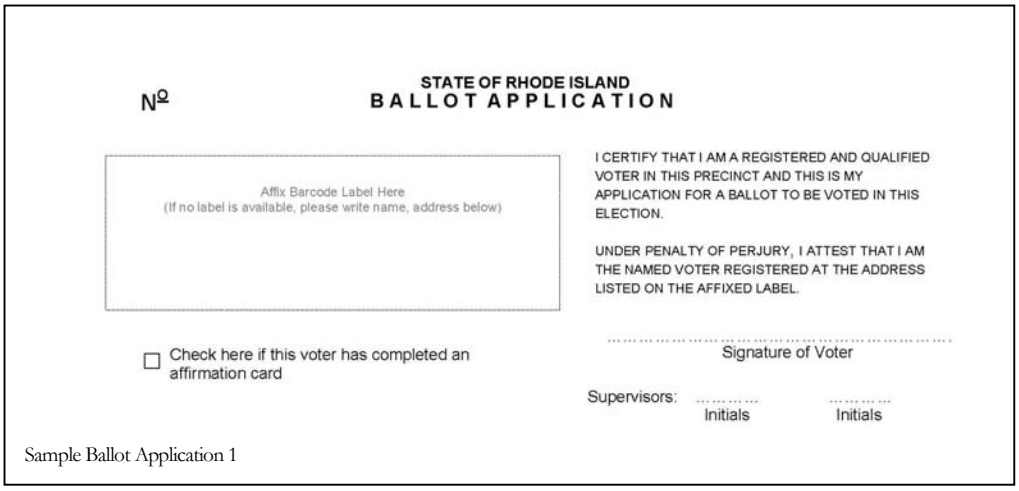
ALZATE AMOTH
712 BROAD ST
Democrat
PRIMARY MARCH 4, 2008 0101

ALZATE MARIA E
66 SUMMIT ST
Unaffiliated
PRIMARY MARCH 4, 2008 0101

ALZATE MARIA E
66 SUMMIT ST
Unaffiliated
PRIMARY MARCH 4, 2008 0101

ALBRO - ALZATE
1 of 1

Sample Poll Book Image 1



№

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

Ballots are color-coded in Primaries as follows:

- Blue is the **Democratic** party ballot
- Yellow is the **Republican** party ballot
- Salmon is the **Moderate** party ballot (no Moderate primary in 2010)
- White is the **Non-Partisan** ballot (select communities)

Always issue the ballot in a **secrecy sleeve**, which are located in your supplies. Then direct the voter to an available voting booth and indicate to the voter they must deposit their ballot in the eagle.

Note

If you mistakenly use the wrong label for a voter, void the entire ballot application and issue a new ballot application to the voter with the correct label affixed. 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 desires assistance in voting can make such a request of 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 useful because they contain generic candidate names like "Candidate A" and "Candidate B". Avoid using an official sample 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 assistance in marking his/her ballot, the Warden/Moderator shall direct a bipartisan pair of Supervisors to accompany the voter into a voting booth with the voter's official ballot. At the voter's request, the bipartisan pair 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 selections shall remain secret, and at no point should you leave the voter alone with only one Supervisor. The bipartisan pair may then assist the voter in casting the ballot into the voting machine.

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

Any voter may request assistance by a person of his/her choice by reason of blindness, disability, or the inability to read and write English. However, state law prohibits a voter from being assisted by their union representative or employer. All individuals providing assistance must complete the **"Voter Requiring Assistance" form**, which is located within 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:

1. Have low or no vision;
2. Have difficulty marking a ballot;
3. Have difficulty reading a ballot.

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

If a voter asks to use the AutoMARK, notify the Warden/Moderator, who will direct the voter to the AutoMARK and provide additional instructions if necessary. 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 SOME VOTERS

In Rhode Island, most voters are not required to present identification in order to vote. But federal law requires that anyone who registers to vote by mail for the first-time in Rhode Island, present identification prior to voting. These voters will be indicated on the voting list with a message next to their name saying "ID Required". In these cases, the voter must present ID to the Supervisors before being allowed to cast a regular ballot. Simply review the ID and if the ID is valid and current, allow the voter to vote a regular ballot. **Do not request ID for any reason from any voter who does not have this message listed next to their name on the voting list.**

Examples of valid **photo identification** include, but are not limited to (Note: the address on the photo ID does not need to match the voting list):

- Driver's license or identification card of any state;
- U.S. Passport;
- Employee identification card;
- Identification card provided by a commercial establishment;
- Credit or debit card;
- Military identification card;
- Student identification card;
- Health club identification card;
- Insurance plan identification card;
- Public housing identification card

Or a copy of any of the following documents, provided that the document includes the name, and current address of the individual presenting it, and is dated since the date of the last general election, unless the document is intended to be of a permanent nature such as a pardon or discharge:

- Utility bill;
- Bank statement;
- Government check;
- Government paycheck;
- Document issued by a government agency;
- Sample ballot or other official elections document

issued by a governmental agency, dated for the election in which the individual is providing it as proof of residency or identity;

- Voter notification card issued by a governmental agency;
- Public housing identification card issued by a governmental agency;
- Lease or rental statement or agreement issued by a governmental agency
- Student identification card issued by a governmental agency;
- Tuition statement or bill issued by a governmental agency;
- Insurance plan card or drug discount card issued by a government agency;
- Discharge certificates, pardons, or other official documents issued to the individual by a governmental agency in connection with the resolution of a criminal case, indictment; sentence; or other matter;
- Public transportation authority senior citizen and disabled discount cards issued by a governmental agency;
- Identification documents issued by governmental disability agencies;
- Identification documents issued by government homeless shelters and other government temporary or transitional facilities;
- Drug prescription issued by a government doctor or other governmental health care provider;
- Property tax statement issued by a governmental agency;
- Vehicle registration issued by a governmental agency;
- Vehicle certificate of ownership issued by a governmental agency.

If the voter does not present a valid and current identification, they may only vote using a provisional ballot, which is handled by the Clerk.

After voting the provisional ballot, the voter may submit the ID in the following ways by 9:00 p.m.:

- Call into the Board of Canvassers and verbally provide a RI driver's license number or RI State ID number, which must be verified through the Central Voter Registry System and Department of Motor Vehicles (this is done instantly).

- Return to the polling place before 9:00 p.m. with a valid and current ID, which you would then call into the Board of Canvassers and notify them that the voter returned with the ID.

- Present the ID at the Board of Canvassers by 9:00 p.m.

VOTER AFFIRMATION MESSAGE ON POLLBOOK

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

Clerk Duties During Voting Hours

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

The Clerk does not handout 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 the poll and would not be eligible to vote a regular ballot. However, if a

voter indicates he/she registered to vote 30 days before the election, they would be eligible to vote a provisional ballot, which is covered in the next section.

2010 Voter Registration Deadlines

Statewide Primary:
Must register by **August 14, 2010**

General Election:
Must register by **October 2, 2010**

PROVISIONAL VOTING

A provisional ballot is a special ballot used when you cannot be sure that a person is actually eligible to vote in the primary or 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 determining if the individual 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 cannot 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 **voter's requiring to present ID** who do not present the ID to the Supervisors, or for voters who are indicated on the poll book as having r**equested a mail or emergency ballot**.

Within your supplies you will find a bag with provisional ballot 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 must sign Section 2 and Section 4 of the application. The Clerk must sign only Section 4.

Once the application is completed, the Clerk can issue the voter a provisional ballot, which is a ballot the Clerk gets from the Supervisors and affixes 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 the ballot as desired. The voter must then fold the ballot and seal it in the envelope and return to the Clerk. The Clerk ensures the ballot is inside the envelope and it is sealed. The Clerk must tear off the bottom of the application (Section 6), which is the "**Provisional Ballot Receipt**". This receipt contains 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 inserted into the red provisional ballot bag by the Clerk for later delivery to the Board of Canvassers. **Do not tear the application off of the envelope!**

Note

The red provisional ballot bag must be returned to the Board of Canvassers by the designated Supervisor 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 refer to the Clerk any voters who present themselves at the polling place but are not on the voting list for the precinct and have say they have moved.

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

A voter will 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 listed 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 card must also be signed by the Warden/Moderator 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 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.

> 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 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.

Warden/Moderator Duties During Voting Hours

The Warden /Moderator must be positioned within the voting area in order to assist voters with any problems they have while casting their ballots into the voting machine.

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

If the machine encounters 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 reviewing the error message and communicating to the voter what he/she has done wrong and offering a solution to correct the error.

ⓘ Do not look at a voter's ballot.

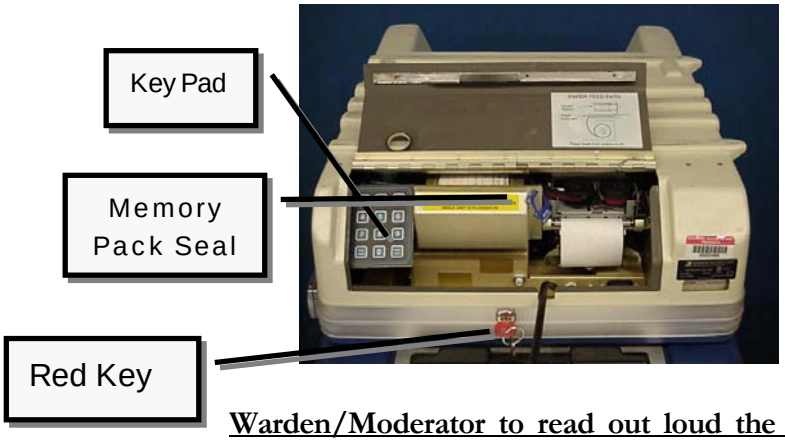
See the *Voting Machine Operation* chapter of this manual to get more information on the various error messages the voting machine may print and how to resolve them.

The Warden/Moderator is also responsible for the function of the AutoMARK as outlined in Chapter 4 of this manual.

Closing the Polling Place at 9 p.m.

Warden/Moderator totals the Voting Machine

At **9 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 9 p.m..



Use the **Red** key to open the back panel 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 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:

ⓘ Results must be read out loud by the Warden/Moderator

- **First** copy must be signed and placed in the **Board of Elections** envelope
- **Second** copy is placed inside the **Memory Pack** envelope
- **Third** copy is placed on the exterior of the door **outside the polling place**
- **Fourth** copy is placed in the **Board of Canvassers** bag
- **Fifth** copy is placed in the **ballot security case or vinyl bag** with the voted ballots

Warden/Moderator removes 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. Remove 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"**, which must then be placed inside the memory pack envelope located in your supplies.

The memory pack must be delivered immediately to the Board of Canvassers with the designated Supervisor.

Warden/Moderators removes 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 compartments of the voting machine. The compartments contain the following type of ballots:

- Compartment 1 contains **write-ins ballots** (no write-ins in primaries)
- Compartment 2 contains **regular voted ballots**

DO NOT MIX BALLOTS FROM THESE COMPARTMENTS!

Remove all the ballots in **Compartment 2** and place them neatly within the metal **ballot security case**. Each case can hold approximately **600 ballots**, so you may have more then one available.

Note

In small special elections, a white vinyl bag may be used in place of the metal security case. Affix a red-bordered seal to the outside of the bag. This seal needs to be signed by the Warden/Moderator and Clerk.

Once you have all the ballots in the metal ballot security case, you must place the fifth 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.

Clerk reviews the red provisional ballot bag

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

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 **immediately** while the other election officials continue to close the polling place. This designated Supervisor does not need to return the polling place.

Clerk completes the Election Certificate

When the poll closes at 9 p.m., the Clerk is responsible for completing the **Election Certificate**, on which the number of ballots cast at the poll and any voided ballots or manual count ballots must be documented. 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 document how many provisional ballots you used, as well as how many ballot applications were used and not used. The Election Certificate must be signed by the Warden/Moderator, Clerk, and two Supervisors and placed in the Board of Elections return envelope. A separate copy, completed identically, must be placed in the Board of Canvassers return envelope.

Clerk fills Board of Elections envelope

The Clerk must also fill the Board of Elections return envelope with items. On the front of the envelope is a list of everything the Clerk needs to place inside.

Clerk documents ballot envelopes

The Clerk must count how many ballots were placed in the voided ballots envelope. In addition, any **manual count ballots** must be counted. If you have manual count ballots, **you must write on the front of the manual count envelope 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 an envelope labeled **"Write-Ins"**. These are all the ballots from **Compartment 1** of the voting machine. These do not have to be counted but must be packaged in the "Write-Ins" envelope.

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.

All envelopes must be sealed with the **"red-bordered"** seals" found in the Clerk's supply bag. Under state law, the Warden/Moderator and the Clerk must sign each seal. Once the **Board of Elections** envelope and **three ballot envelopes (Manual Count, Write-In, and Voided)** have been sealed, they must be placed inside the white vinyl bag labeled "Board of Canvassers Return Bag". You must place any forms or affidavits signed by voters in this bag, including ballot applications, affirmation forms, and disaffiliation forms. **The keys to the voting equipment are also placed in this bag. <u>You DO NOT place the keys inside the Board of Elections envelope anymore.</u>** 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 supplies. **(Note: DO NOT seal this bag until you have locked the voting Eagle and turned-of the AutoMark with the keys.)**

Supervisors handle the AutoMark, booths and posters

AUTOMARK

The Supervisors assist the Warden/Moderator to place the AutoMark machine inside its case once it has been shutdown by the Warden/Moderator. 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 and stacked with the locked voting machine. **Make sure you REMOVE any pens or posters inside the booths BEFORE you fold them.** Be sure to include the "leg extensions" inside the handicapped -accessible booth."

POSTERS, SIGNS, FORMS, AND SUPPLIES REMOVED BY SUPERVISORS

All election posters inside and outside the poll must be removed and deposited into the blue election supply box. The polling place signs must be retrieve from the outside of the polling place, rolled up, and placed back in the supply box. **DO NOT FOLD THE POLLING PLACE SIGN.** Any unused forms and other supplies must be placed in the election supply box as well.

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 in order to seal both ends of the blue election supply box. **You must record 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 the secure location where you located them in the morning.

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 envelope (sealed in BOC return bag)**
- **Any forms/affidavits signed by voters (sealed in BOC return bag)**
- **All signed ballot applications (sealed in BOC return bag)**
- **Voided ballot envelope (sealed in BOC return bag)**

- **Manual Count ballot envelope (sealed in BOC return bag)**
- **Write-in ballot envelope (sealed in BOC return bag - none in primary)**
- **Ballot Security Case(s) or white-vinyl bag(s) with voted ballots sealed inside**
- **Board of Canvassers supplies (tape, extension cords, etc)**

Note

Make sure the designated Supervisor delivers the memory pack, and the red provisional ballot bag to the Board of Canvassers immediately while the other election officials continue to close the polling place.

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

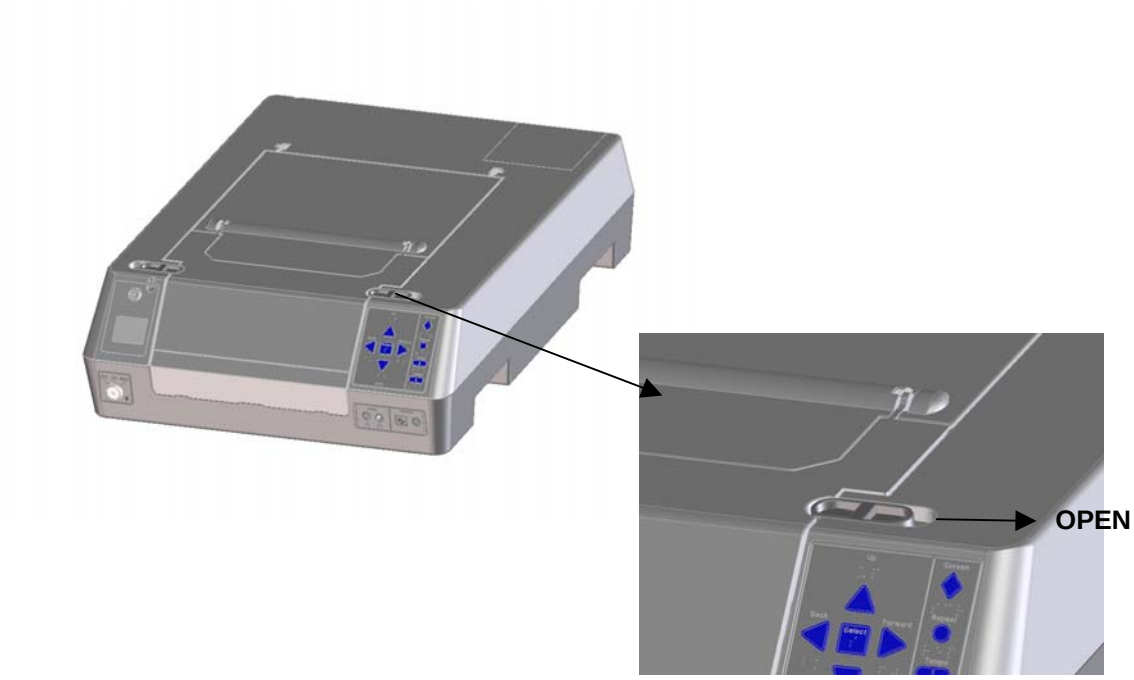
Follow the Start Up/Shut Down Procedures below on Election Day.

Setup Procedures

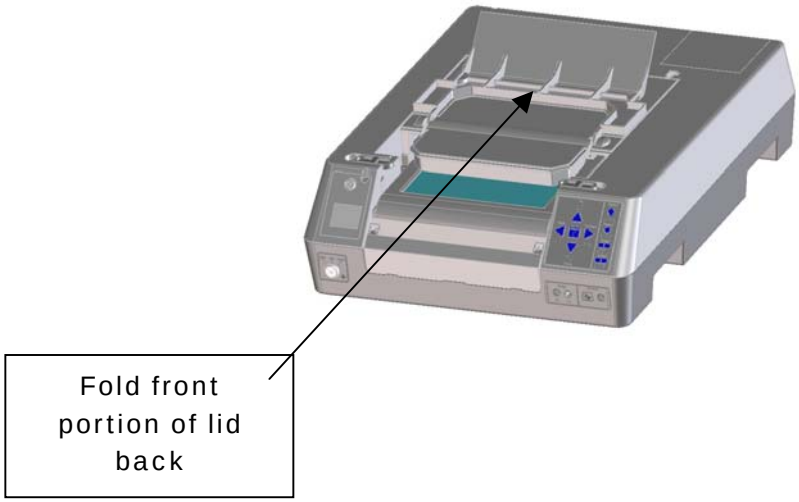
Setting up the AutoMark

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

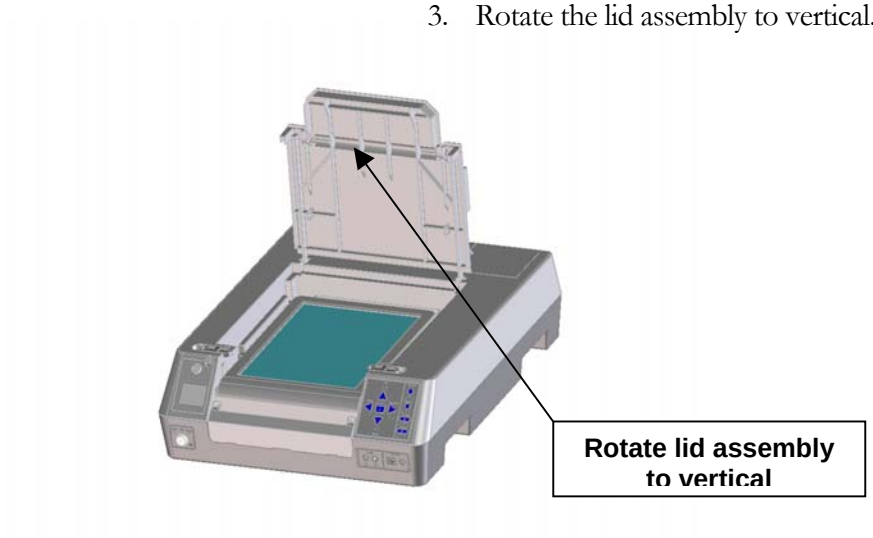
1. Place the AutoMark on the supplied table. On the AutoMark, move the left and right sliding latches outward to unlatch the lid.



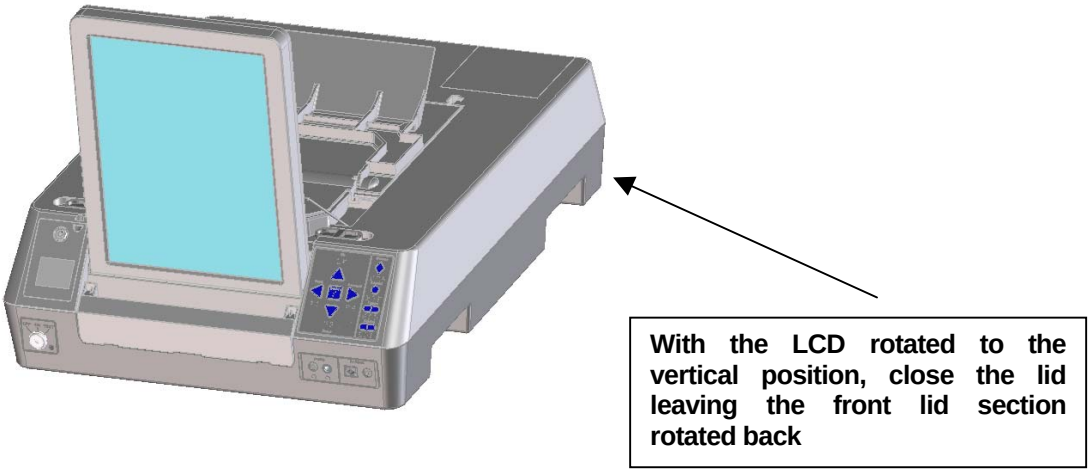
2. Fold the front portion of the lid back.



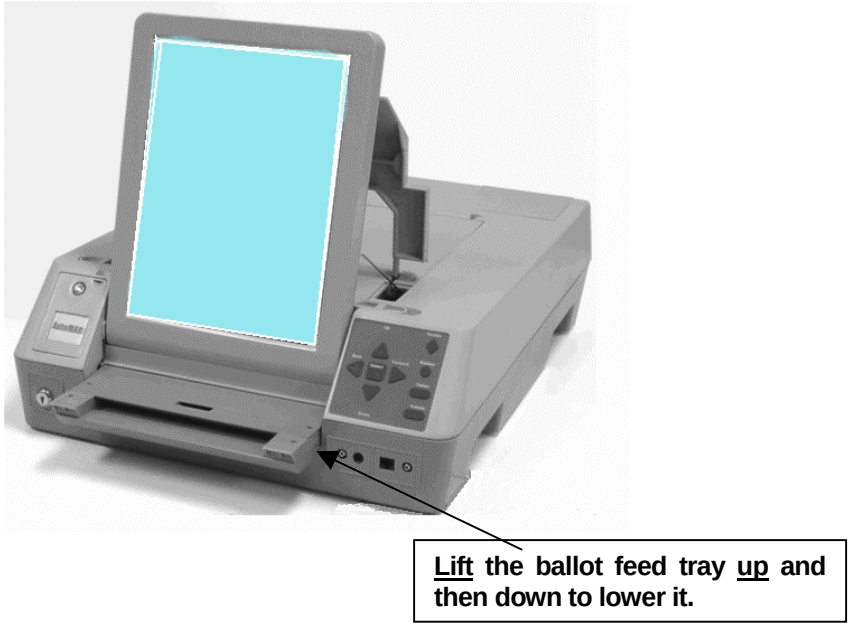
3. Rotate the lid assembly to vertical.



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.

1. Open the AutoMark unit and position the display.

2. 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.

3. **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. Make sure the cord is not in a position where it would be hazardous to anyone walking nearby.

4. 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 .

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

6. 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

1. Insert the ballot for the voter,

2. 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.

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 envelope 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 envelope**.

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

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

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

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

3. 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.

4. 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.

5. 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

1. 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.

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

3. 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. **The Warden/Moderator must have the Clerk note incident and time on the Discrepancy Report.**

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.

<u>Solution:</u>

The Voting Machine will return the Official Computer Ballot to the voter for several common reasons:

```
The ballot is
overvoted
```

or

```
The ballot is unvoted
```

Or, the ballot is the *wrong* ballot type for that machine due to multiple precincts in the same room.

Or, there is *Improper* marking on the ballot

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.

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.

<u>Solution:</u>

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. **The incident and time must be noted on the Discrepancy Report.**

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.

<u>Solution:</u>

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. **The incident and time must be noted on the Discrepancy Report.**

Note

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

4. The voting machine prints out message:

```
Security ID Does Not
Match!!

Wrong ballot type for
this precinct

Ballot returned to
voter

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

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 *Official Computer 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.**

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 envelope. 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 (2)
5. Change of Party Affiliation forms (50-300)
6. Red Border Seals with 2 paperclips (1)
7. Election Official Nametags (1)
8. Voting Unit Replacement Certificates (1)
9. Bubble Pack (1)
10. Memory Pack Envelope (1)
11. Voted Ballot Vinyl Bag (1)
12. Manual Count Envelope (1)

Clerk's Supplies

1. Clerk Checklist (1)
2. Election Certificates (2)
3. Voter Affirmation forms (50)

4. Discrepancy Report (1)
5. Board of Elections Return Envelope (1)
6. Board of Canvassers Return Vinyl Bag (1)
7. Voided Ballots Envelope (1)

Supervisor Supplies

8. Supervisor Checklist (1)
9. Sample Ballots (3)
10. Demonstration Pad (1)
11. Unvoted Ballot Return Bag (1)
12. "I Voted" Stickers (1)
13. Magnifier (1)
14. Signature Guides (2)
15. Voter Signing With a Mark (1)
16. Affidavit of the Supervisors (1)
17. Voter Requiring Assistance Form (10)
18. Polling Place Sign (1-2)
19. Polling Place Hours Sign (1)
20. Voting Rights Poster (1)
21. HAVA – Provisional Poster (1)
22. Instructions for the Voter Poster (1)
23. Penalties for Voter Fraud Poster (1)
24. Powers and Duties Poster (1)
25. Notice to Voters Felony Poster (1)
26. Box of ballpoint pens (1)
27. Privacy Sleeves (10-40)

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, setting up voting booths, and setting up tables in the morning before the polls open. 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 Clerk 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 7

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	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 Rock Rd
Cranston	780-3126 or 780-3127 or 780-3128	869 Park Ave.
Cumberland	728-2400 Ext. 36 or 38	45 Broad St.
East Greenwich	886-8603 or 886-8602	125 Main St.
East Providence	435-7502 or 435-7503 or 435-7505	145 Taunton Ave.
Exeter	294-2287	675 Ten Rod Rd.
Foster	392-9200	181 Howard Hill Rd.
Glocester	568-6206 or 568-1102	1145 Putnam Pike
Hopkinton	377-7777	1 Town House Rd.
Jamestown	423-7200 or 423-9804	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	539-2497	5 Richmond Townhouse Rd
Scituate	647-7466	P.O. Box 328
Smithfield	233-1000 Ext. 111	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	767-9222	169 Main St

Chapter

8

Duty Checklists

This section offers step-by-step instructions on the duties of each 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 envelope/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 to "on" position.
- ☐ **4.** Run the 1st AutoMark Verification Ballot before the polls open.
- ☐ **5.** Zero Report from Eagle has been signed by the 4 required election officials.
- ☐ **6.** The **keys** to all the voting equipment are **on your person.**
- ☐ **7.** **All** equipment, booths and tables are setup **according to the diagram**.
- ☐ **8.** The Supervisors are using poll books from the **correct** precinct.
- ☐ **9.** All posters and signs have been posted in correct locations.
- ☐ **10.** You have assigned the Supervisors in bi-partisan pairs.
- ☐ **11.** There are **no** extension cords in pathways causing a tripping-hazard.
- ☐ **12.** Party checkers/watchers are seated at separate table from the poll workers.
- ☐ **13.** You have verified you have an envelope labeled "write-in" ballots **(primary only)**.
- ☐ **14.** You have verified you have a "manual count" ballots envelope in your supplies.
- ☐ **15.** "Changing party affiliation" forms are ready for use if requested by voters.
- ☐ **16.** 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)

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.

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

(Pollworker Manual Sample)

Board of Elections

POLLING PLACE CHECKLIST

CLOSING

Warden/Moderator

- ☐ **1.** Announce the closing of the poll at exactly **9 p.m**.
  (No voters allowed to enter line. Closing time may be earlier in special elections).
- ☐ **2.** Print the totals report from machine, read out loud and place in BOE envelope.
- ☐ **3.** Tape second copy of totals report on outside door.
- ☐ **4.** Place third copy of totals tape in the Board of Canvassers envelope.
- ☐ **5.** All **voted** ballots from compartment **#2** have been placed in the Ballot security case/bag along with a fourth copy of the totals report.
- ☐ **6.** The "memory pack" has been removed and placed in the "memory pack envelope".
- ☐ **7.** The "memory pack" has been sent to the BOC with the designated Supervisor.
- ☐ **8.** All ballots from compartment #1 have been placed in the "write-in ballots" envelope. **(no write-in ballots in primaries!)**
- ☐ **9.** The Election Certificates have been signed.
- ☐ **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 envelope.
- ☐ **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 #**

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

(Pollworker Manual Sample)

Board of Elections

POLLING PLACE CHECKLIST

OPENING

Clerk

- ☐ **1.** Both copies of the Election Certificate have been completed accurately.
- ☐ **2.** The master voting list is on your table.
- ☐ **3.** The street directory is on your table.
- ☐ **4.** Pink voter affirmation forms are on your table.
- ☐ **5.** You have counted 100 ballots in the first package of ballots (count all that you open).
- ☐ **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" envelope 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)

Board of Elections

POLLING PLACE CHECKLIST

DURING THE DAY

Clerk

- ☐ **1.** Have voters complete "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
- ☐ **5.** Voids placed in voided ballots envelope
- ☐ **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)

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 envelope".
- ☐ **4.** You have counted and **sealed** the "manual count ballots envelope" (if used).
- ☐ **5.** The "write-in" ballots envelope has been sealed **(no write-in ballots in primaries)**.
- ☐ **6.** The "discrepancy report" has been completed and placed in BOE envelope.
- ☐ **7.** The Board of Elections return envelope has been filled and **sealed.**
- ☐ **8.** The Board of Canvassers return bag has been filled and **sealed.**
- ☐ **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.

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

_____ __ __ __ __

Clerk **Precinct #**

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(Pollworker Manual Sample)

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 **one** package of each ballot page on the Supervisors' table.
- ☐ **4.** You have placed **the first** package of each type of ballots applications on the Supervisors' table.
- ☐ **5.** You have placed the A-M and N-Z placards on the front of the table.
  (You may have more than 2 placards if you have 6 or 8 Supervisors)
- ☐ **6.** You have posted all the posters & signs up, including any for the booths.
- ☐ **7.** You have posted the "polling place" signs outside at the handicap accessible entrance.
- ☐ **8.** All voting booths are assembled, lit, with ballot pen placed inside **uncapped**.
- ☐ **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 on your table available for use by voters.

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(Pollworker Manual Sample)

Board of Elections

POLLING PLACE CHECKLIST

DURING THE DAY

Supervisors

- ❑ **1.** Locate the voter's label with the **name** and **address** in the pollbook.
- ❑ **2.** Repeat the **name** and **address** of each voter in a loud and clear voice.
- ❑ **3.** Place the voter's label on the next numbered ballot application.
- ❑ **4.** Have each voter **sign** their ballot application.
- ❑ **5. Two** Supervisors initial the ballot application certifying the voter's signature.
- ❑ **6.** Place the signed ballot application on the spindle in numerical order.
- ❑ **7.** Issue voters their ballot in a secrecy sleeve. **(do not pre-fill sleeves)**
- ❑ **8.** 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)

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)